

RECLAMATION

Managing Water in the West

National Aviation Management Plan (NAMP)

Policy and Programs

Mission Statements

The Department of the Interior (DOI) conserves and manages the Nation's natural resources and cultural heritage for the benefit and enjoyment of the American people, provides scientific and other information about natural resources and natural hazards to address societal challenges and create opportunities for the American people, and honors the Nation's trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities to help them prosper.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

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Acronyms

AA	Alert Area
AIRS	Aviation Information Reporting Support
ALSE	Aviation Life Support Equipment
AMIS	Aviation Mishap Information System
AMRB	Aircraft Mishap Review Board
AMS	Aviation Management Specialist
AQD	Acquisition Services Directorate
AUR	Aircraft User Reports
CFA	Controlled Firing Areas
CFR	Code of Federal Regulations
COA	Certificate of Authorization
COR	Contracting Officer's Representative
Department or DOI	Department of the Interior
DM	Departmental Manual
EAB	Executive Aviation Board
EAC	Executive Aviation Committee
EAS	Executive Aviation Subcommittee
EOA	Emergency Certificate of Authorization
EMAO	Emergency Management and Aviation Office
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
FBMS	Financial and Business Management System
HB	Handbook
HAZMAT	Hazardous Materials
IAA	Interagency Agreement
IACG	Interagency Airspace Coordination Guide
IASC	Interagency Airspace Committee
IAT	Interagency Aviation Training
IATS	Interagency Aviation Training Subcommittee
IHOG	Interagency Helicopter Operations Guide
IWP	Incidents with Potential
LATN	Low Altitude Tactical Navigation
LOA	Letter of Authorization
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MTR	Military Training Routes
NAM	National Aviation Manager
NAMP	National Aviation Management Plan
NIAC	National Interagency Aviation Council
NOTAM	Notice to Airman

NTSB	National Transportation Safety Board
OAS	Office of Aviation Services
OMB	Office of Management and Budget
OPM	Operational Procedures Memoranda
OS	Office of the Secretary
P+P	Policy and Programs
PA	Prohibited Area
PFD	Personal Flotation Device
PASP	Project Aviation Safety Plan
PII	Personally Identifiable Information
PPE	Personal Protective Equipment
RA	Restricted Area
RC	Radio-Controlled
Reclamation	Bureau of Reclamation
RD	Regional Director
RLT	Reclamation Leadership Team
SAFECOM	Safety Communiqué
SES	Senior Executive Service
SOL	Office of the Solicitor
SR	Slow Routes
sUAS	Small Unmanned Aircraft System
TFR	Temporary Flight Restriction
UAS	Unmanned Aircraft Systems
UATA	Unit Aviation Training Administrator
USFS	US Forest Service
VO	Visual Observer
WA	Warning Area

Chapter 1: Aviation Organization Overview

1.1 Background and Purpose

The National Aviation Management Plan (NAMP) defines the national aviation program for the Bureau of Reclamation (Reclamation) and allows all Reclamation aviation users easy access to the requirements and information needed to manage and execute the Reclamation aviation program. The NAMP describes Reclamation's intent, authority, role and responsibilities, and program objectives, and provides strategic and operational requirements. This plan builds on the policy requirements described in Federal Aviation Administration (FAA) regulations, the Department of the Interior (Department) Departmental Manual (DM) and Operational Procedures Memoranda (OPM), and other referenced requirements (see NAMP Section 1.3).

This aviation plan applies to flight services other than those acquired on a seat-fare basis from scheduled air carriers (such as Delta or United Airlines) in the United States and its territories, operating under Federal Aviation Regulations (FAR) Part 121. In addition, the FAA considers Unmanned Aircraft Systems (UAS) and balloons to be aircraft. All requirements for aircraft, including those outlined in this NAMP, apply to UAS and UAS missions, and to balloons and balloon missions.

Aviation activities present a high risk for Reclamation as an agency and to all personnel involved individually. Careful consideration must be given to aviation operations and the decision to develop internal capabilities within the organization. In short, the benefits must outweigh the risks. All individuals associated with aviation at Reclamation must read and follow the NAMP; formal acknowledgement of the NAMP is required (see Appendix 2).

1.2 Aviation Program Objectives

The Reclamation aviation program provides requirements, oversight, and tools to promote public safety, Reclamation personnel and facility safety, and efficient management solutions. Aviation management balances mission goals with environmental considerations, available funding, and the safety of the people involved.

Safety: The priority in all Reclamation aviation missions is safety.

- Risk management is inherent to all aviation missions and programs.
- All aviation personnel are empowered and expected to manage the risks of aviation operations, and to make reasonable and prudent decisions to accomplish the mission.
- Aviation personnel must take every opportunity to plan missions thoroughly and respect aircraft and the environment in which they operate.

Reclamation is committed to ensuring that all aviation missions identify and mitigate hazards to the lowest acceptable level possible.

Qualifications: Reclamation personnel performing aviation functions must meet all qualification requirements as stated in Department and Reclamation policies, manuals, handbooks, and guides.

Oversight: Reclamation managers at all levels are responsible for guiding the aviation program with a commitment to aviation safety and operational and management efficiency.

1.3 Federal, Department, and Reclamation Aviation Management Policies

Reclamation aviation management and operations must be conducted within policies contained in the FAR, DM, OPM, and associated Handbooks (HBs). Specific HBs, plans, and guides listed below are incorporated by reference and are Reclamation requirements.

1.3.1 Federal Aviation Management Policies

1.3.1.1 Federal Aviation Regulations

These regulations are the basic guide for piloting and aircraft operations within the national airspace. The FAR, which is contained in Title 14, Chapter 1, of the Code of Federal Regulations (CFR), may be obtained from the Government Printing Office, commercial bookstores selling pilot and aviation materials, or at <http://www.faa.gov>. The following sections are cited specifically in the NAMP:

- 14 CFR 1.1, *General Definitions*
- 14 CFR Part 107, *Small Unmanned Aircraft Systems*
- 14 CFR Part 121, *Regularly Scheduled Air Carriers*
- 14 CFR Part 135, *Charter-Type Services*

1.3.1.2 Office of Management and Budget Circulars

Office of Management and Budget (OMB) Circulars A-11, A-123, and A-126 prescribe procedures for acquisition of fleet aircraft, internal program control, and the management and use of Federal Government aircraft. They are available at <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>. The following Circular is cited specifically in the NAMP:

- OMB Circular A-126, *Improving the Management and Use of Government Aircraft*

1.3.1.3 National Transportation Safety Board Regulations

After an accident, the National Transportation Safety Board (NTSB) has jurisdiction and regulations applicable to its investigations are in effect. The following sections are cited specifically in the NAMP:

- 49 CFR 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*
- 49 CFR 831, *Investigation Procedures*

1.3.2 Departmental Aviation Management Policies

1.3.2.1 Departmental Manual

The Office of Aviation Services (OAS) manages all relevant DM chapters for aviation policies at <https://www.doi.gov/aviation/library/dm>. These apply to all Department bureaus and offices. The following sections are cited specifically in the NAMP:

- 350 DM 1, Appendix 4, *Bureau Aviation Management Responsibilities Summary*
- 351 DM 1, *Flight Operations Standards and Procedures*
- 351 DM 1.4, *Flight Plans and Flight Following*
- 351 DM 4, *Cooperator Operations*
- 352 DM 2, *Aviation Program Evaluations*
- 352 DM 3, *Aircraft Mishap Notification, Investigation, and Reporting*
- 352 DM 3.3.6, *Aviation Mishap Response Plan*
- 352 DM 4, *Aviation Safety Awards Program*
- 353 DM 1.8, *Ratification of Unauthorized Commitments*

1.3.2.2 Operational Procedures Memoranda

OPMs are directives that supplement and update the policies established in the DMs. OPMs are available at <https://www.doi.gov/aviation/library/opm>. The following sections are cited specifically in the NAMP:

- OPM-04, *Aviation User Training Program*
- OPM-07, *Improving the Management and Use of Government Aircraft*
- OPM-08, *Planning, Budget and Acquisition of Aircraft Assets*
- OPM-11, *DOI Use of Unmanned Aircraft Systems (UAS)*
- OPM-17, *Aviation Acquisition Planning*
- OPM-29, *Special Use Activities for Manned Aircraft*
- OPM-35, *Identification of End Product/Service and Flight Service Procurement*

1.3.2.3 Departmental Handbooks and Interagency Guides and Standards

HBs are Departmental policy; interagency guides and standards provide best practices and have been adopted by Reclamation as policy as well. For example, the *Aviation Life Support Equipment (ALSE) Handbook* provides policies, procedures, and responsibilities for using aviation life support equipment. These documents are available at <https://www.doi.gov/aviation/library/guides>.

In addition, OAS manages the Interagency Aviation Training (IAT) Education, Qualification, and Currency System, which contains established aviation training standards and records for Department personnel. It is available at <https://www.iat.gov>.

1.3.2.4 Departmental and Interagency Information Bulletins

Information bulletins contain material of a general nature that do not have a defined expiration date and are available at <https://www.doi.gov/aviation/library/>. The following section is cited specifically in the NAMP:

- Information Bulletin 09-01, Revision 1, *Guidelines for Requesting Approval from the Office of the Solicitor for Senior Executive Service (SES) / Senior Federal Official Travel on Government Aircraft*

1.3.2.5 Departmental and Interagency Safety Alerts

Safety alerts are time-sensitive documents that are published as needed. They are available at https://www.doi.gov/aviation/safety/safety_alerts.

1.3.2.6 Departmental and Interagency Aviation Accident Prevention Bulletins

These bulletins contain material with wide application that are published as needed and are available at https://www.doi.gov/aviation/safety/accident_prevention_bulletins.

1.3.2.7 Departmental and Interagency Technical Bulletins

Technical data and recommendations regarding aircraft are published in technical bulletins that are issued when needed and are available at https://www.doi.gov/aviation/tech/tech_bulletins.

1.3.3 Reclamation Aviation Management Policies

1.3.3.1 National Aviation Management Plan

The NAMP establishes all national aviation policies for Reclamation.

1.3.3.2 Reclamation Region and Directorate Plans

Any region or directorate with an aviation program must create and implement the following region/directorate-specific plans:

- Flight Following Plans
- Aviation Mishap Response Plans
- UAS Security Plans

These regions and directorates must also create and implement mission-specific Project Aviation Safety Plans (PASPs).

1.3.3.3 Related Reclamation Regulations

In addition to aviation-specific Reclamation policies, other related, non-aviation Reclamation regulations and policies may apply. The following documents are cited specifically in the NAMP:

- 43 CFR 423, *Public Conduct on Bureau of Reclamation Facilities, Lands, and Waterbodies*
- 43 CFR 429, *Use of Bureau of Reclamation Land, Facilities, and Waterbodies*
- Reclamation Manual, *Delegations of Authority*
- *SAF P01, Safety and Occupational Health Program*

1.4 Organizational Roles and Responsibilities

1.4.1 Department of the Interior

1.4.1.1 Office of Aviation Services

OAS (formerly the Department's National Business Center Aviation Management Directorate) was established by the Secretary of the Interior on July 1, 1973, to "Raise the safety standards, increase the efficiency, and promote the economical operation of aircraft activities in the Department of the Interior." In this capacity, OAS serves both the Secretary and all Department bureaus and offices, as well as numerous other Federal agencies. OAS's mission is to provide their customers with higher quality (Better), more cost-wise (Cheaper) aviation services at lower cycle times (Faster) that result in increased operational performance and fewer losses (Safer) than any one bureau or office can provide for themselves. A component of the Department's Office of the Secretary (OS), OAS is led by a Director who reports to the Deputy Assistant Secretary for Public Safety, Resource Protection and Emergency Services. Functions and responsibilities of OAS are available at <https://www.doi.gov/aviation/mission>.

1.4.1.2 Interior Business Center Acquisition Services Directorate

The Interior Business Center Acquisition Services Directorate (AQD) is co-located in the OAS headquarters office in Boise, Idaho, with a satellite office co-located in the OAS Regional Office in Anchorage, Alaska. AQD is responsible for the centralized contracting for aircraft and related services for all Department bureaus and offices, other Federal and State agencies as contracted. More information on AQD is available at <https://www.doi.gov/aviation/aqd>.

1.4.1.3 National Aviation Groups and Committees

1.4.1.3.1 Executive Aviation Board

The Executive Aviation Board (EAB) is responsible for the Department's aviation program. The EAB provides executive oversight and performance accountability and assures that Department-wide strategies and initiatives are developed and implemented consistently throughout the Department. Reclamation's Deputy Commissioner – Policy, Administration, and Budget is the permanent member to the EAB.

1.4.1.3.2 Executive Aviation Committee

The Executive Aviation Committee (EAC) is chartered under the direction of the EAB. The EAC is comprised of Senior Executive Service (SES) level representatives from each bureau and office in the Department and OAS. The EAC functions as the primary executive committee responsible for developing strategic aviation objectives and initiatives as well as implementing EAB initiatives and strategies. Reclamation's Director of Policy and Programs (P+P) is the permanent member to the EAC.

1.4.1.3.3 Executive Aviation Subcommittee

The Executive Aviation Subcommittee (EAS) is an advisory group for the EAC. Reclamation's National Aviation Manager (NAM) is the permanent representative to the EAS.

1.4.1.3.4 Interagency Aviation Training Subcommittee

The Interagency Aviation Training Subcommittee (IATS) provides national leadership to establish and disseminate interagency aviation training standards for natural resource agency

personnel in support of safe, effective, and efficient use of aviation resources. Department voting members on this subcommittee serve as advisors to their respective EAS representatives. Reclamation's Aviation Management Specialist (AMS) is the permanent representative to the IATS.

1.4.2 Bureau of Reclamation

1.4.2.1 Commissioner

The Commissioner is responsible for Reclamation's aviation management program.

1.4.2.2 Director of Programs and Policy

The Director of P+P provides national direction for Reclamation's aviation program, and is responsible for the implementation, execution, and enforcement of Department aviation policy and the development and execution of Reclamation aviation requirements, programs, and oversight. Approval of high-level PASPs has been re-delegated to the Chief, Emergency Management and Aviation Office (EMAO) (see NAMP Section 4.7).

1.4.2.3 National Aviation Manager

The NAM is a member of the P+P Directorate. The responsibilities of the NAM include:

- providing guidance and subject matter expertise on all aviation-related activities,
- identifying and standardizing technical specifications for aviation-related missions,
- developing and maintaining all of Reclamation's aviation policies and procedures, including the NAMP, and for reviewing and routing any requests for waivers or deviations from existing policy,
- working actively with other program managers to ensure operational aviation issues are addressed in program and policy decisions,
- representing Reclamation at interagency meetings; on interagency committees developing government-wide aviation policies, requirements, procedures, and reports; and at aviation industry meetings and conventions,
- serving as the primary point of contact with OAS for Reclamation,
- coordinating and approving fleet aircraft (including UAS) acquisition, replacement, and disposal to support Reclamation programs,
- providing concurrence for all cooperator flight requests and routing them to OAS for final approval (see NAMP Section 2.2),
- providing final approval of UAS pilot training requests (see NAMP Section 4.10),
- verifying UAS pilot certification and training are maintained,
- serving as Reclamation's National Aviation Safety Manager,
- analyzing accident and incident trends, and monitoring Aviation Mishap Information System (AMIS) Safety Communiqué (SAFECOM) reports and serious safety concerns,
- chairing the Reclamation Aviation Council, and
- maintaining an aviation information website for all Reclamation aviation users.

1.4.2.4 Regional Directors/Senior Levels

Regional Directors (RDs) and senior levels are responsible for executing Department aviation policy, including Reclamation requirements, assigning aviation supervisors, and ensuring that a

safe and efficient aviation program exists in their region, directorate or office, including ensuring the availability of aviation training and resources to personnel responsible for aviation activities.

1.4.2.5 Aviation Management Specialist

The AMS is a member of the P+P Directorate. The responsibilities of the AMS include:

- providing technical subject matter expertise and aviation safety oversight at the regional, directorate, and field levels,
- providing guidance to the field for developing and maintaining local flight following plans, mishap reporting plans, UAS security plans, and various forms of aviation guidelines (e.g., manuals, handbooks, instructional materials),
- participating in and providing technical assistance to ongoing Department or Reclamation aviation program evaluations and provides leadership and advice to regional, directorate, and area office leadership on the implementation of Department and Reclamation aviation-related policy and procedures,
- representing Reclamation as a voting member on the IATS,
- maintaining credentials as a Department-authorized UAS pilot, Department UAS lead instructor, and as an inter-agency aviation instructor,
- assisting Reclamation and other bureaus in developing, scheduling, supporting, and conducting programs to train, evaluate, and certify UAS system operators, observers, and other aviation users through Department-approved aviation training courses,
- planning, leading, or co-facilitating aviation courses, workshops, and mentoring sessions that provide direction and guidance to regional, directorate, and field aviation program users,
- validating and maintaining records that all Reclamation pilots and aviation users meet the appropriate training requirements (see NAMP Section 5.1) to ensure proper compliance for conducting all aviation-related activities,
- providing guidance to the field on policy interpretation and direction regarding the coordination, planning, and completion of project plans and aviation risk assessments.
- reviewing, correcting, and recommending courses of action to the NAM regarding Reclamation SAFECOM submissions, and
- ensuring all personnel and supervisors involved in aviation activities read and sign the acknowledgement of the NAMP provided in Appendix 2.

1.4.2.6 Regional and Directorate Aviation Liaisons

Aviation Liaisons are Reclamation personnel selected by regional or directorate leadership with an aviation program, regardless of manned or unmanned, who coordinate with the AMS for specific aviation needs of their respective region or directorate.

1.4.2.7 Reclamation Aviation Council

The Reclamation Aviation Council is comprised of the NAM, the AMS, and regional and directorate aviation liaisons. The council coordinates aviation activities throughout Reclamation, identifies requirements and procedure needs, and provides guidance to users of aviation resources.

1.4.2.8 Supervisors

Immediate supervisors of all Reclamation aviation personnel must ensure personnel meet the training requirements set forth in the NAMP Section 5.1. In addition, all supervisors must keep their own training current as per NAMP Section 5.1.

1.4.2.9 Employees

Reclamation personnel involved in aviation activities are responsible for knowing and following applicable policy and directives, keeping current their required aviation training in accordance with the NAMP Section 5.1, using appropriate personal protective equipment (PPE) and ALSE, reporting potential and actual problems, and ensuring their own safety as well as that of others.

1.4.2.10 Roles for Unmanned Aircraft Systems Missions

1.4.2.10.1 Unmanned Aircraft Systems Remote Pilot in Command

A UAS Remote Pilot in Command has completed a Department-approved UAS ground and flight training program, has passed a Department flight evaluation, and been issued a UAS operator authorization card for the UAS to be flown. The responsibilities of the UAS Remote Pilot in Command include:

- having final authority and responsibility for the operation and safety of the flight,
- performing a preflight inspection of the UAS in accordance with the manufacturer's recommendations and assuring the aircraft is in an airworthy condition,
- ensuring equipment has been inspected within the timeframe specified on the aircraft data card (Form OAS-36U),
- ensuring personal current qualification for the mission they intend to fly, including tracking expirations dates of their own FAA and Department pilot certificates,
- determining that the entire flight crew, including the UAS Visual Observer (VO), is physically and mentally fit for the operation,
- flying in accordance with the manufacturer's specifications and established Department policy and training standards,
- discussing with the AMS any proposed deviations from established operational procedures (e.g., checklists), which may affect safety of flight,
- discontinuing any mission in which an unsafe act occurs, the airworthiness of the aircraft or system is in question, or there are discrepancies with the aircraft that have not been corrected or the cause of which are not understood, and
- maintaining and verifying that all mission-specific training is current (see NAMP Section 5.1).

1.4.2.10.2 UAS Visual Observer

UAS Remote Pilots in Command conducting operations under 14 CFR Part 107 must maintain visual contact with the UAS or utilize a VO, in compliance with the provisions of 14 CFR Part 107. If conducting operations under a Certificate of Authorization (COA), Memorandum of Agreement (MOA), or Emergency Certificate of Authorization (ECO), the UAS Remote Pilot in Command must comply with the VO requirement of the specific authorization instead. The VO must:

- be designated by the remote pilot in command during flight planning,
- have a clear view of the area of operation,
- be in communication with the UAS Remote Pilot in Command, either within speaking distance or with a portable radio or cell phone equipped for immediate communication,
- keep the UAS Remote Pilot in Command advised of any possible hazards, such as power lines, birds, other aircraft, terrain, and hazardous weather conditions, and
- not act as a UAS Remote Pilot in Command unless they also meet the requirements for the role as described in the NAMP Section 1.4.2.10.1.

1.4.2.11 Roles for Manned Aviation Missions

1.4.3.11.1 Rotary and Fixed-Wing Flight Managers

A Reclamation flight manager oversees each rotary or fixed-wing mission. This task includes planning and operations for the mission. The responsibilities of the flight manager include:

- conducting aviation operations in accordance with applicable policy and requirements,
- ensuring airworthiness and operating aircraft for maximum safety and efficiency,
- providing for the safety of the aircraft and personnel on board (where applicable),
- ensuring flight following, when required, is completed,
- providing passenger, crewmember, and aircraft briefings,
- reporting unsafe operations, conditions, and situations using the SAFECOM system,
- completing all flight reporting activities at the conclusion of each mission, and
- maintaining current training (see NAMP Section 5.1).

1.4.3.11.2 Aircrew Member

Reclamation personnel (other than the pilot or passengers) required either to be on board the aircraft or attend to the loading and unloading of passengers and cargo at all landing and takeoffs. They ensure that passengers have received a safety briefing prior to all missions. In addition, they perform an active mission function during a flight to ensure the successful outcome of the mission. See NAMP Section 5.1 for training requirements.

1.5 Evaluation and Monitoring

Periodic Department and internal reviews of Reclamation aviation operating procedures are necessary to enhance safety, identify program strengths and weaknesses, help identify fiscal and personnel needs, and ensure the efficient use of aircraft in Reclamation operations.

1.5.1 Internal Control

Aviation is an Assessable Unit within Reclamation's Programmatic Internal Control Program. Annual OAS regional and directorate aviation program reviews serve as the primary form of annual internal control review.

1.5.2 Regional and Directorate Aviation Program Review

Each region and directorate's overall aviation program must be reviewed at least once every 5 years by OAS, as coordinated by the NAM. OAS program reviews are conducted in accordance with 352 DM 2.

Chapter 2: Aviation Administration

2.1 General

Aircraft operators who provide contract, individual charter, or hourly rental service to Reclamation must be approved (carded) by OAS. Pilots must meet Department experience requirements and adhere to flight time and duty limitations. Each aircraft must also be OAS approved (carded).

Approved sources for flight services include the following aircraft:

- Department fleet,
- US Forest Service (USFS) fleet,
- OAS contracted, and
- Cooperator, as approved by OAS.

2.2 Procurement

Procurement of Department–operated fleet and non-fleet aircraft, including UAS, is authorized solely through OAS and executed by AQD. Specifications for all aircraft, including UAS used by the Department are developed collaboratively between Department bureaus and offices, and OAS. Reclamation personnel must coordinate through the AMS for aviation procurement.

The following exceptions apply:

- Seat fares on flights with scheduled air carriers,
- Shipment of cargo on Government Bills of Lading,
- End Product/Service contracts (see NAMP Appendix 1), and
- Other specific circumstances as outlined in OPM-17.

OAS and AQD provide a list of approved vendors from which all flight service contracts must be selected. This list is available at <https://www.doi.gov/aviation/aqd/contracts>. If you are interested in using a vendor not currently approved by OAS and/or under contract with AQD, please contact the AMS for more information on the vendor approval process.

2.2.1 End Product/Service Contracts

These types of contracts are not flight service contracts and do not need to be obtained through OAS and AQD. There are very strict guidelines that include waiving operational control (see NAMP Section 4.2) for the use of these types of contracts. NAMP Appendix 1 provides additional requirements on End Product contracts, including required contract language.

2.2.2 Requesting Procedures

Requests for aviation services must be submitted through the AMS, who will then coordinate with AQD. The requesting office must submit to the AMS, at minimum, a Form AQD-91, *Flight*

Service Request Form, available at <https://www.doi.gov/aviation/library/forms#aqdfoms>, along with the following information:

- Proposed contract requirements and specifications,
- Any special use activities as defined in 351 DM 1,
- List of Government-furnished equipment,
- Justification for other than full or open competition, if applicable, when the requestor has a business case for requesting a specific vendor, and
- Justification for specific make and model of aircraft, if applicable, when the requestor has a mission requirement for requesting a specific aircraft.

Requests for contract services must be submitted at least 45 calendar days in advance of the anticipated date of contract task order award. Modifications to existing task orders require coordination with AQD and must be accomplished as soon as the need is identified. Additional task order requirements are available at <https://www.doi.gov/aviation/aqd>.

2.2.3 Interagency Aviation Services

Before using fleet or contracted aircraft, including UAS, assigned to other Department bureaus or offices, Reclamation personnel are responsible for contacting the service provider to determine aircraft-use and pilot payment rates. This information must be included in the justification for services and maintained with all documentation related to the mission use. If salary or travel costs are required to be reimbursed, an Interagency Agreement (IAA) must be in place prior to utilizing such aircraft. If the reimbursement is for flight hours only, this can be achieved without a formal IAA, but with prior coordination from the servicing bureau or office. If needed, these agreements must be coordinated through the AMS, NAM, and the requestor's budget and acquisitions authorities for approval. Reclamation must also verify, when necessary, that both the pilot and aircraft are OAS approved (carded) for the intended use.

If Reclamation has operational control of a requested interagency aviation operation, the request must include a completed PASP containing a full risk assessment.

2.2.4 Procurement of Flight Services from Non-Federal Public Agencies

Reclamation procurement of, and reimbursement for, flight services from non-Federal public agencies is generally not authorized unless one of the following circumstances applies:

- The non-Federal public agency is providing the service as a commercial operator,
- The operation is conducted with civil aircraft and no operating certificate is required, and
- The services are necessary to respond to an imminent threat to life or property, and no service by a commercial operator is reasonably available to respond to the threat.

The decision not to use a commercial operator must be documented in writing and made part of the permanent incident record (14 CFR 1.1).

2.2.5 Unauthorized Procurement

Unauthorized acquisition of aviation services will go through a ratification process and will include a penalty payment imposed by AQD. Specific information on unauthorized procurement is available in 353 DM 1.8.

2.3 Emergency Aircraft Procurement

2.3.1 Definition of Emergency

The justification for the procurement of emergency aircraft services must meet one of the following criteria:

- **Life Threatening:** A situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action to prevent loss of life, or
- **Operational:** An unforeseen combination of circumstances that calls for immediate action, but is not life threatening.

2.3.2 Ordering Emergency Aircraft Services

Authorized personnel from the requesting Reclamation office must contact the appropriate OAS Regional Office and use Form AQD-91 for any requests for charter aircraft services to meet emergency needs. All such procurements must include coordination with the AMS. Pilot and aircraft must be approved (carded) for the intended mission. If, due to the nature of the emergency, the pilot and/or aircraft are not approved for the intended mission, a SAFECOM must be submitted immediately after the mission.

2.4 Cooperator Aircraft

Cooperative aircraft operations and partnerships are encouraged for efficiency and standardization in procedure. Use of cooperator (e.g., affiliate, state/local government, military, other Federal agency) aircraft and pilots by Reclamation personnel requires prior inspection and approval by OAS, usually in the form of a Letter of Authorization (LOA) and/or Memorandum of Understanding (MOU). Proposed use of these aircraft must be requested through the AMS and approved by the NAM. A current list of MOUs is available at <https://www.doi.gov/aviation/library/mou>. More information on cooperator aircraft use is available in 351 DM 4.

Any Reclamation personnel who are asked to fly on a cooperator's aircraft must consult the NAM to ensure approvals are in place before the flight occurs. Reclamation personnel must also complete required training prior to flying on cooperator aircraft (see NAMP Section 5.1). Reclamation offices are encouraged to obtain necessary LOAs well in advance of intended use period (351 DM 4).

If Reclamation personnel are directing any UAS operated by a cooperator, Reclamation is in operational control and the requirements in this NAMP apply. If a cooperator (e.g., water district) is flying a UAS over Reclamation lands for its own purposes, without Reclamation involvement, the requirements outlined in 43 CFR 423 and 43 CFR 429 apply.

2.4.1 Research/Cooperative Agreements and Support Services Contracts

Research activities, cooperative agreements, support services contracts, or LOAs that contain provisions for aviation services must follow the policies of this NAMP and all other applicable Department requirements.

2.5 Senior Official and Non-Federal Traveler Use of Government Aircraft

The Department Office of the Solicitor (SOL) is required to approve instances of senior leaders or non-Federal travelers flying on government-owned or operated aircraft. Senior officials may include Senior Executive officials (i.e., all civilian officials appointed by the President of the United States or civilian employees of the Executive Office) and Senior Federal officials (e.g., all SES personnel). Non-Federal travelers include members of Congress and their staff, State and cooperating agency officials, contractors or their representatives (who may be employed by such agencies), and private US citizens.

The NAM shall be contacted for assisting in flight requests for all senior leaders or non-Federal travelers that do not involve travel via commercial air carriers (e.g., Delta, United Airlines). More information on policies for senior leader travel and other applicable documents are available at https://www.doi.gov/aviation/library/ses_travel.

OMB Circular A-126 divides official travel into three categories: mission, required use, and other travel for the conduct of agency business.

NOTE: If a senior official boards an aircraft at point A and returns to point A without any stops, with the exception of fuel or bathroom stops, SOL approval is not required (see Information Bulletin 09-01, Revision 1).

2.5.1 Mission Travel

Mission travel is transporting people whose presence aboard an aircraft is required to perform, or is associated with the performance of, a governmental function such as, but not limited to, aeronautical research or biological or geological resource management, firefighting, search and rescue, law enforcement, and other such activities.

2.5.2 Required Use Travel

An employee is a required use traveler if the President of the United States or the head of the agency has determined that the person's travel qualifies as such. Required use travel is rare.

2.5.3 Other Travel for Conducting Agency Business

The SOL considers almost all Department travel at the SES level and above as non-mission official travel. Even when air travel is the only practical means of transportation to remote or roadless areas, SOL approval is required unless the flight is mission travel.

2.5.4 Requests for SOL Approval

Requirements established in OPM-07 will be documented and submitted for SOL approval through the NAM before flights occur. The requestor must provide the senior leader's travel

authorization, which must include reference to travel on government aircraft, and a *Travel Cost Analysis* (Form OAS-110, available in OPM-07 Appendix 6 or https://www.doi.gov/sites/doi.gov/files/uploads/opm-07_appendix_6.pdf) comparing travel on government aircraft with other available modes of transportation.

2.6 Payment and Reports

2.6.1 Department Aircraft Use Reports

For contract, rental, or charter aircraft, the vendor will complete Form OAS-23E, *Aircraft Use Report*, receive government representative concurrence, and submit it to AQD for payment.

2.6.2 UAS Flight Aircraft Use Reports

At the completion of each UAS flight, the flight manager must complete Form 2U, *UAS Aircraft Use Report*, available at <https://doimsp.sharepoint.com/sites/ocio-uasp/Pages/UAS-Fleet-Resources.aspx?CT=1582213858900&OR=OWA-NT&CID=85506fd9-4bb0-f219-c582-6c583c961d1b>

2.6.3 Nonrevenue Flights

Each nonrevenue flight on approved cooperator aircraft (see NAMP Section 2.4) or approved privately-owned aircraft used for personal transportation on Government travel must also be documented on Form OAS-23E and submitted to the AMS. The comment “not for payment purposes” must be included on the form.

2.6.4 Aircraft Use Payment System

The Department uses Aircraft User Reports (AURs) in the Department’s Financial and Business Management System (FBMS) to track aircraft usage for both Department-owned and contracted aircraft. Contractors are responsible for submitting AURs for the services they have performed for the Department to AQD.

The Aviation Information Reporting Support (AIRS) application was created to facilitate the submission of AURs by private vendors. Vendors must submit their AURs online through AIRS. AURs may be created, saved for later submission, signed by a government representative, and submitted without access to FBMS. The AMS can assist with any questions on AURs and AIRS to AQD. Additional information is available at <https://www.doi.gov/aviation/aqd/ams>.

Chapter 3: Aviation Safety

3.1 General

Safety of Reclamation personnel and assets is the primary focus of all aviation missions. If any questions or concerns arise while conducting an aviation mission, any participant has the authority to halt operations until the perceived unsafe condition is mitigated, in accordance with Reclamation policy SAF TRMR-100. While performing their duties, Reclamation personnel may elect, without fear of reprisal, not to fly under any condition they consider to be unsafe.

3.2 Risk Assessment

All aviation users and their supervisors must ensure a full risk assessment is completed prior to any aviation mission. The risk assessment must identify all perceived risks, including those traditionally included in a job hazard analysis, the appropriate mitigation measure(s) for each risk, and be documented in the mission specific PASP. For additional information or assistance in completing a risk assessment, contact the AMS.

3.3 Personal Protective Equipment

All individuals participating in aviation activities must wear PPE as outlined in the mission specific PASP, OPMs, and the *ALSE Handbook*.

3.3.1 Special Use Flights

Flight crew members, air crew members, and passengers are required to wear PPE on all special use flights (as defined in OPM-29). For most special use flights, PPE minimally consists of fire-resistant clothing (e.g., Nomex), aviator's protective helmet (except in multiengine fixed wing aircraft), leather boots extending above the ankles, and flight gloves made completely of Nomex and leather. See the *ALSE Handbook* for additional information.

Wearing of materials with low temperature melting characteristics, such as synthetics (e.g., nylon, Dacron, or polyester) and synthetic blends, are not permitted without a waiver or exception in accordance with the *ALSE Handbook*.

3.3.2 First Aid/Survival Kits

All manned aircraft must have a basic first aid kit onboard. In the case of a UAS, the first aid kit must be readily accessible. In addition, a survival kit containing the minimum items listed in the *ALSE Handbook* must be onboard all special use flights.

3.3.3 Personal Flotation Device

In single engine aircraft, for operations beyond power-off gliding distance to shore, passengers must wear a Personal Flotation Device (PFD) approved for aircraft use. In multiengine aircraft, a PFD must be immediately available to each seated occupant.

NOTE: When performing takeoffs or landings to water, occupants of all aircraft must wear PFDs. This policy includes seat fare operations except that PFDs need not be worn but must be immediately available to each seated occupant in multiengine-land aircraft which meet the over water performance capability required for 14 CFR Part 121 and 14 CFR Part 135 operators.

3.4 Aviation Mishaps

Mishaps include aircraft accidents, incidents with potential (IWP), aircraft incidents, aviation hazards (such as faulty equipment or improper use of an aircraft), and aircraft maintenance deficiencies. Manned aircraft damage or injury (or overdue aircraft) must be reported immediately by calling 888-4MISHAP (888-464-7427). Injury or property damage, other than to the airframe, in conjunction with UAS activities must be reported immediately by calling 888-4MISHAP. All aviation mishaps, incidents, and accidents, including any damage to UAS, must be reported, via SAFECOM, to the OAS Aviation Safety Manager, and the NAM. The filing of a SAFCOM fulfills the AMIS reporting requirements for the Department, thus there is no need to report aviation mishaps in the Department Safety Management Information System (SMIS) Final designation of the mishap will be determined by the OAS Chief, Aviation Safety, Training, Program Evaluations, and Quality Management.

3.4.1 Accidents

Accidents involve death or serious injury to an individual or substantial damage to the aircraft. All aviation accidents will be reported immediately to the NAM, the Director of P+P, and OAS in accordance with 352 DM 3.

3.4.2 Incidents with Potential

IWP are incidents that narrowly miss being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. Final classification will be determined by the OAS Chief of Aviation Safety, Program Evaluations and Training.

3.4.3 Aviation Incidents

An aviation incident is an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

3.4.4 Aviation Mishap Investigations

All Department accidents are the domain of the NTSB and the OAS Safety Office. OAS may be authorized to investigate accidents for NTSB. If this occurs, OAS is working with the NTSB and is bound by 49 CFR 830-831. If requested, Reclamation will offer a qualified individual to assist with the investigating agency and may also independently review the mishap internally once OAS completes its investigation. When requested, the appropriate Reclamation Leadership Team (RLT) member, in conjunction with the NAM, will offer the appropriate individuals to the OAS chief, Aviation Safety, Program Evaluations and Training. When NTSB investigates Department accidents, OAS will be included and serve as the Department's representative. Employee participation (e.g., interviews, witness statements) in mishap investigations is required.

3.4.5 Reclamation Review Process

Unless otherwise directed by OAS, the Director of P+P and the NAM will determine within 14 calendar days, whether an internal Reclamation review of the mishap is necessary. An internal review process, however, must not commence until final approval is given by the NAM, after prior coordination with OAS.

3.5 Mishap Notification Procedures

Each region or directorate with an aviation program must develop an Aviation Mishap Response Plan that specifies national, regional, and local points of contact and the necessary actions to be accomplished in the event of an aviation incident or accident. An outline of the required actions is in the Interagency Aviation Mishap Response Guide and Checklist, available at <https://www.doi.gov/aviation/safety/iamrgc>. This plan must be reviewed and updated annually with assistance from the AMS.

This plan is not intended to delay the notification of immediately needed and locally available resources in the event of a life-threatening emergency or when notification could delay resolution of an ongoing problem.

3.5.1 SAFECOM Submissions

Anyone may submit a SAFECOM. Individuals are required to immediately report any aviation hazard that compromises the safety of personnel or equipment. SAFECOMs will be submitted at <http://www.safecom.gov>. If internet access is unavailable, hard copy SAFECOMs will be submitted through the AMS, NAM, or directly to the OAS Aviation Safety Office. Regardless of the method used, the submitter must always retain a copy for his or her records.

SAFECOMs must be submitted as soon as practically possible. The SAFECOM must include all known information in as much detail as possible. Individuals will update SAFECOMs if additional information is gathered.

The NAM is responsible for reviewing and finalizing all SAFECOM entries. Individuals will make themselves available to support that process, as necessary.

3.5.2 Use of SAFECOMs

Submitting a SAFECOM is not a substitute for “on-the-spot” corrections to a safety concern. Rather, the SAFECOM is a tool used to document and track safety concerns and follow-up corrective actions related to those safety concerns. It is also important to remember that utilization of the SAFECOM does not replace the requirement to initiate a Form DI-134, *Report of Accident/Incident*, as required by 352 DM 3.3.6.

The SAFECOM system is used to report any condition, observance, act, maintenance problem, or circumstance that has the potential to cause an aviation-related mishap. A SAFECOM’s sole purpose is for mishap prevention. Use of a SAFECOM for any other purpose is prohibited. A SAFECOM is not intended to assign blame and should not be utilized in disciplinary action against any employee.

3.6 DOI Aircraft Mishap Review Board Attendance, Report Routing, Follow-up Actions, and Board of Survey

Per 350 DM 1, Appendix 4, the NAM is responsible for assigning a representative to the DOI Aircraft Mishap Review Board (AMRB). This will usually be an aviation subject matter expert from an area outside the region where the event occurred. The following applies to all AMRBs:

1. Policy requires that whenever an AMRB that involves a Reclamation employee is convened by the director of OAS, in response to an aircraft mishap, a senior manager from the region or directorate involved in the event will participate in the AMRB as a non-voting member. The NAM will coordinate with OAS for inclusion of this additional Reclamation participant on the AMRB.
2. Upon receipt of the AMRB report and final recommendations from the director of OAS, the NAM will route the report to senior Reclamation management through the Chief, Emergency Management and Aviation Office who will in turn route to the Director of P+P. The NAM will concurrently route copies to the AMS for distribution to the affected region or directorate.
3. Within 30 days of the issuance of an AMRB report, at the discretion of the Director of P+P, a Board of Survey may be convened that will include the senior manager from the region or directorate involved who was present at the AMRB, supervisors of those involved, the AMS, the NAM, and any air or ground crew involved in the mishap. The Board of Survey will task the responsible parties with responding to and/or implementing the AMRB recommendations in addition to any the Board of Survey may develop.

3.7 Aviation Hazard Maps

Flight managers must review aviation hazard maps of the planned flight area and altitude with all participants prior to the mission. In this instance a hazard is any obstacle protruding into the planned flight altitude or path. Known and potential wire strike locations in the flight area must be reviewed, and the pilot must be informed about them during flight planning activities. Any new hazards found in the flight area must be added to the hazard map. Existing hazard maps can be obtained via local dispatch centers, other Department aviation managers, USFS, and other Federal agencies.

3.8 Aviation Safety Awards Program

Reclamation will use the DOI Safety Award qualification standards and procedures to recognize aviation safety practices, per 352 DM 4. The following is a list of aviation safety awards offered by the Department:

Award for In-Flight Action: Established to recognize onboard flight crewmembers, aircrew members, and passengers who, through outstanding airmanship, courage, or other action,

materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a Department aviation-related occurrence.

Award for Safe Flying: Established to recognize Department pilots who have distinguished themselves by safe flying for the period considered.

Award for Significant Contribution to Aviation Safety: Established to recognize an individual, group, or organization for a significant contribution to aviation safety or aircraft accident prevention within Department.

Secretary's Award for Outstanding Contribution to Aviation Safety: Established to recognize an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within the Department. This award is restricted to Department employees and only one such award shall be presented annually.

Airwards: Established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting Department aviation safety, such as correcting a hazardous situation, submitting a good idea, or just making a difference.

NOTE: All nominations will be processed through the NAM or their designee through the OAS Chief Aviation Safety and Program Evaluations for eligibility verification. All nominations will be reviewed for approval by the Reclamation EAB member, except for Airwards which only need to be reviewed by the OAS Chief Aviation Safety and Program Evaluations.

Chapter 4: Flight Operations

4.1 General

Reclamation has a variety of missions that may be accomplished with aviation resources. These missions include, but are not limited to, point to point transportation, research and development activities, scientific efforts, and facility inspections. The use of fixed or rotary-wing aircraft may be accomplished via IA, MOU, contract, or End Product/Service contracts, as Reclamation no longer owns these type of fleet aircraft.

Missions accomplished by UAS must comply with all FAA and Department aviation requirements. Reclamation currently operates Department-approved UAS fleet aircraft and employs certified pilots, and as such these resources must be considered first when mission planning.

All aviation missions not conducted by Reclamation, where Reclamation maintains operational control, must be coordinated with the AMS.

4.1.1 Restrictions

Reclamation employees that have personally owned manned aircraft, UAS, balloons, or radio-controlled (RC) model aircraft shall not use these in the conduct of government business. Department employees are not authorized to purchase UAS with Federal funds.

Cooperators, pilot associations, and volunteer aviation groups or individuals may offer to fly manned or unmanned aviation missions (e.g., aerial surveys, photogrammetry, infrared missions) at no charge. Although these offers seem very attractive, Reclamation cannot accept these services unless they meet FAA, Department, and/or USFS policy. Any such requests must be immediately reported to the AMS and NAM.

4.2 Operational Control

Operational control, per 14 CFR 1.1, is the exercise of authority over initiating, conducting, or terminating a flight. An aircraft is under the exclusive direction and control of a government when the government exercises responsibility for:

- approving crewmembers and determining that they are qualified to operate the aircraft,
- determining the airworthiness and directing maintenance of the aircraft, and
- dispatching the aircraft, including the times of departure, airports to be used, and type and amount of cargo to be carried.

Further guidance on operational control is available in OPM-35, for End Use contracts, and OPM-11, for UAS. NOTE: Any missions where Reclamation contracts for flight services with the intention of maintaining operational control must be coordinated through the AMS and contracted through AQD.

4.3 Special Use

Special use is defined in 350 DM 1 and OPM-29 as operations for which special pilot qualifications and techniques, special aircraft equipment, and PPE are required to ensure safe transportation of personnel and property. OAS authorization for both pilot and aircraft is required for special-use operations.

If a special-use mission is necessary, coordination with the AMS is necessary.

4.4 Fixed and Rotary-Wing Aircraft

Reclamation no longer owns any fixed or rotary-wing aircraft. All contracted, interagency, or cooperator operated manned flights must be coordinated through the AMS to ensure proper requirements, such as training, proper PPE, and approvals have been met. All contracted use of these aircraft must follow procedures outlined in contract language and this NAMP.

4.5 Transport of Hazardous Materials by Aircraft

Reclamation must only use commercially approved methods for transportation of hazardous materials (HAZMAT) in accordance with the *NWCG Standards for Aviation Transport of Hazardous Materials* available at <https://www.doi.gov/aviation/library/guides>. This may include transportation of some UAS battery packs.

4.6 Transport of Cargo/Equipment

Only cargo and/or equipment necessary to accomplish the mission are permitted on-board aircraft, under Reclamation operational control, and must be transported in accordance with FAR and Department policies. Fixed-wing external load operations will not be permitted except when authorized by OAS.

4.7 Project Aviation Safety Plans

The Reclamation flight manager or UAS Remote Pilot in Command is responsible for all mission planning. The flight manager must complete and certify a PASP for all flights. In addition, unmanned aircraft missions not conducted within the national airspace, such as indoors, require a PASP and must comply with all requirements outlined in the NAMP.

At a minimum, the following reviews and approvals are required, based on the mission complexity, as defined in the risk assessment included in the PASP:

- High – Reviewed by NAM and approved by Chief, EMAO,
- Serious – Reviewed by NAM and approved by regional director or senior level,
- Medium – reviewed by AMS and approved by immediate supervisor, and

- Low – reviewed by AMS and immediate supervisor.

The above are official delegations in the Reclamation Manual, *Delegations of Authority*.

Approvals must build on each other (e.g., a medium complexity mission will include the flight manager's immediate supervisor and the AMS). The flight manager or UAS Remote Pilot in Command must make every effort to streamline the approval process by not including unnecessary approval signatures. Coordination with other impacted parties will occur outside the PASP approval process.

When planning missions, the flight manager or pilot must allow appropriate time for coordination and approval. Each signatory must have a minimum of 5 working days to review and approve each PASP. Approval authority for PASPs shall only be further delegated to an individual who has completed the required aviation training.

If circumstances change during the mission, work must stop and the PASP must be updated. If the risk level does not change, email notification must be provided to the signatories with a justification of the change. If the risk level changes, the PASP must be re-signed before work may continue. Verbal approval is authorized when circumstances arise (e.g., no email available for signatures).

For contract flights, where Reclamation has operational control, the Reclamation personnel requesting the services is responsible for completing the PASP prior to any flight activities. Once signed, a copy must be provided to the AMS for review.

4.7.1 Environmental Considerations

Flight operations may be restricted because of environment factors such as darkness, temperature, wind, snow, rain, fog, and cloud cover. All flights must be flown in accordance with 351 DM 1.

Personnel must terminate flight operations if the weather is below the applicable minimum by returning to the starting point or landing at the nearest safe spot. Flight operations are prohibited until the weather improves above the applicable minimum. The flight manager may set a more restrictive weather minimum if necessary, for a safe flight.

4.8 Flight Plan and Flight Following

Flight plans must be prepared and flight following must be conducted for all Reclamation manned aviation activities, including contracted flights, as outlined in the 351 DM 1.4. All regions or directorates must develop a Flight Following Plan when manned aviation activities are conducted. UAS operations do not require flight following outside of the VO requirements.

Position reporting must not exceed 1-hour intervals under normal circumstances. To fulfill the flight following requirement, regions or directorates, with assistance from the AMS, must establish agreements for flight following with other agency coordination and dispatch centers (e.g., Bureau of Land Management, USFS).

4.9 Pilot Qualification Card

The Department Pilot or UAS Operator Qualification Card must be carried by pilots and physically inspected by flight managers prior to each mission. If the card is unavailable, the pilot's authorization to fly the mission must be verified prior to flight. Approval of cooperator flight crewmembers may be by letter or agreement process. All Reclamation UAS operator cards must be on file with the AMS.

4.10 Unmanned Aircraft Systems

UAS are defined as aircraft regardless of size or weight (as 14 CFR. 1.1 defines aircraft as simply a device that is used or intended to be used for flight in the air) and as such, all UAS operations are considered aircraft operations and are subject to the policies set forth in this NAMP and this section. While their methods of control and airspace utilization procedures are different than manned aircraft, the overall responsibility for management within the Department rests with OAS. Ownership of all aircraft, including UAS, is a function and responsibility of OAS.

4.10.1 Policies and Directives regarding the use of Unmanned Aircraft Systems

All policies and directives related to aviation are listed in the NAMP Section 1.3 (with links to where they are available). Policies or directives specifically related to UAS operations include the following:

- FARs related to UAS operations are contained in 14 CFR 1.1 and 14 CFR Part 107,
- Department policy on UAS is established in OPM-11, and
- NAMP Section 4.10.1.1 (below) regarding specific civil responsibilities during UAS flight operations.

Furthermore, these aircraft are considered fleet aircraft and subject to all policy and procedures governing acquisition, funding, and use, including those outlined in this NAMP. No individual or office will acquire or use UAS for any purpose without advanced approval by the NAM, through the AMS, and in compliance with OPM-11. All aircraft must be procured through OAS, in accordance with all DM and OAS requirements.

4.10.1.1 *Protection of Privacy, Civil Rights, and Civil Liberties During Operations of Unmanned Aircraft Systems*

Reclamation personnel involved in aviation-related activities will operate UAS with the following responsibilities in mind:

1. Reclamation will only collect information using UAS, or use UAS-collected information, to the extent that such collection or use is consistent with and relevant to an authorized purpose and the Department privacy policy.
2. Information collected by or on behalf of Reclamation using UAS that contains personally identifiable information (PII) shall not be retained for more than 180 days unless retention of the information is determined to be necessary to an authorized mission, is maintained in

a system of records covered by the Privacy Act, or is required to be retained for a longer period by any other applicable law or regulation.

3. Reclamation shall take appropriate steps to ensure that UAS-collected information that is not maintained in a system of records covered by the Privacy Act is not disseminated outside of the Department unless dissemination is required by law or fulfills an authorized purpose and complies with the Reclamation missions.
4. Reclamation will ensure that policies are in place to prohibit the collection, use, retention, or dissemination of data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity, in violation of law.
5. Reclamation will ensure that UAS activities are performed in a manner consistent with the Constitution and applicable laws, Executive Orders, and other Presidential directives.
6. Reclamation will ensure that adequate procedures are in place to receive, investigate, and address, as appropriate, privacy, civil rights, and civil liberties complaints.
7. Reclamation will ensure that any data-sharing agreements or policies, data use policies, and records management policies applicable to UAS conform to applicable laws, regulations, and policies.

4.10.2 UAS Request/Approval Process

OAS requires a formal request for approval and purchase of all UAS.

All personnel needing approval for sUAS must use Form OAS-13U, *DOI Small Unmanned Aircraft Systems Acquisition Request Form*, available at <https://www.doi.gov/aviation/uas>. The Form OAS-13U must be routed through the AMS for review prior to going to the NAM and then to OAS.

All requests to acquire Fleet UAS also begin with submission of a Form OAS-13U. Reclamation must not procure UAS until this form is reviewed by the AMS, endorsed by the NAM, and approved by the requestor's manager. Once this process is complete, the Form OAS-13U will be submitted for approval by the Director of OAS. Additionally, a Form OAS 93U, *UAS Fleet Information Document*, must be submitted to OAS with the Form OAS-13U. Coordination with the AMS for standardized application, approval process, and business case fact sheet must be completed by the requesting supervisor or their designee if an established UAS program is not currently in place.

UAS purchases above the capital asset threshold of \$15,000 require an Aviation Business Case as described in OPM-08.

4.10.3 Minimum Operational Requirements

All aircraft and pilots must be approved (carded) by OAS prior to use.

Department UAS operators must be FAA-certified FAR Part 107 commercial UAS operators. Department operators of UAS must receive training for the specific systems they will operate. Operators must possess their approval card (Form OAS-30U) from OAS or OAS-approved sources, before conducting operations.

At minimum, all UAS missions must have an OAS-approved (carded) UAS Remote Pilot in Command and depending on pilot certification tier level, a dedicated VO. For more information as to when a VO is needed and if the observer must be a certified UAS pilot, refer to the NAMP Section 5.1.2.

When conducting missions that cover a large area or are more complex, additional flight observers may be used in conjunction with the dedicated VO. In addition, support personnel may be necessary, due to the complexity of a mission, as determined by the UAS Remote Pilot in Command. All additional individuals directly involved with the UAS operation must be included in the PASP.

For flight service contracts where Reclamation has operational control, the AMS or NAM must be contacted to verify the contractor meets all applicable requirements.

4.10.4 Request for UAS Pilot Training

All requests to complete Course A-450, *Small Unmanned Aircraft System (sUAS) Basic Remote Pilot Course*, must be approved in writing by the immediate supervisor, AMS, and NAM. Prior to approval from the AMS and NAM all requestors must have completed the basic required courses outlined in the NAMP Section 5.1.2. The AMS will assist the requestor with achieving these requirements. Supervisors of the requestors must coordinate with the AMS for appropriate fact sheets and application documents that need to be completed before any required prerequisites commence. Final approval will be given on a first-come first-serve basis as Course A-450 sessions are scheduled. Pilots must maintain proficiency with all FAA and Department UAS pilot requirements.

Chapter 5: Aviation Training

5.1 Required Aviation Training

Aviation training requirements for all Department personnel are established in 351 DM 3, OPM-04, OPM-11, and through the IAT. Training courses are available at <https://www.iat.gov>.

There are additional aviation training requirements for those that have aviation management responsibilities, which includes all managers and supervisors responsible for overseeing programs that use aviation resources—such as aviation personnel, flight activities, and UAS—for mission accomplishment. Supervisors, managers, and aviation managers all fit within this broad category, and each must meet the following knowledge and training requirements:

Supervisors must have knowledge of aviation safety, policy, risk management, and supervisory responsibilities. Supervisors must complete M-3, Aviation Management for Supervisors, and A-200, Mishap Review, every three years. Supervisors in this category include those who supervise UAS pilots or employees that use manned fixed- and/or rotary-wing aircraft for mission accomplishment.

Line managers must have knowledge of the Department aviation management program and policies and all related requirements and responsibilities. For Reclamation, examples of line managers include the Commissioner, directors, deputy directors and area managers who have an active manned or unmanned aviation program. Line managers must complete M-3, Aviation Management for Supervisors, or M-2, Aviation Management Line Managers Briefing, every three years. Line managers who are also supervisors must complete M-3 (but not M-2) and A-200. For example, a regional director who oversees aviation activities within the region and directly supervises an employee who conducts aviation activities is both an aviation line manager and an aviation supervisor.

Aviation managers must meet all training requirements assigned to the aviation manager position in IAT. Reclamation has two aviation manager positions, the NAM and the AMS. These positions are designated to administer the Reclamation aviation program at the national level and, if determined by Reclamation, at the regional or area/unit level. Additional unit-level training requirements are determined by Reclamation.

5.1.1 Required Training for Personnel Flying on Aircraft

All Reclamation personnel traveling on cooperator and contract aircraft for point to point activities must complete Course A-100, *Basic Aviation Safety*, prior to traveling on the aircraft, excluding commercial aircraft where tickets have been purchased through the governmental travel system. If the individual traveling on a cooperator or contract aircraft is considered an air crew member or the flight is a special use flight, training requirements outlined in OPM-04 must be met prior to the flight activities. Reclamation personnel acting as passengers or crewmembers in float-equipped aircraft or on over-water flights beyond gliding distance to shore will complete Course A-312, *Water Ditching and Survival*, every three years. This requirement can also be

satisfied by completing an equivalent course, (e.g. airline, military, bureau, or interagency provided training).

5.1.2 Unmanned Aircraft System Pilot Training and Tier System

As discussed in the NAMP Section 4.10, Reclamation UAS operations will be conducted in accordance with 14 CFR Part 107 and OPM-11. In addition to the requirements outlined in 14 CFR Part 107 and OPM-11, all Reclamation UAS pilots must complete the following courses:

- A-100, *Basic Aviation Safety*,
- A-107, *Aviation Policy and Regulations I*,
- A-116, *General Awareness Security Training*,
- A-200, *Mishap Review*,
- A-203, *Basic Airspace*,
- A-205, *Risk Management I*, and
- A-302, *Personal Responsibility and Liability*.

Reclamation has adopted an internal UAS pilot tiered system consisting of three levels. The AMS will maintain the record keeping for the tiered process. Description of authorized actions and additional training for each tier are as follows.

Tier 1 (Developmental) pilots must:

- complete all prerequisites referenced above and in OPM-11, be certified as an FAA Part 107 UAS pilot, and complete Course A-450,
- only be approved (carded) on one UAS,
- always have qualified Department UAS pilot serve as VO, and
- be restricted to missions mitigated to Low risk unless a Tier 2 or Tier 3 pilot is present.

Tier 2 pilots must:

- have a Reclamation UAS instructor or the AMS concur for Tier 2 qualification,
- be approved (carded) on one UAS (but may be carded on multiple UAS),
- have a VO for all missions, but the VO does not have to be a UAS pilot,
- complete Course A-303, *Human Factors in Aviation*,
- complete Course A-305, *Risk Management II*, and
- complete Course A-311, *Aviation Planning*.

Tier 3 pilots must have the AMS concur for Tier 3 qualification.

Once approved Tier 3 pilots can be Department-qualified UAS instructors, with the AMS's recommendation and the NAM's approval. Tier 3 pilots may also be, with the NAM's recommendation and OAS approval, selected to test new UAS for inclusion on the Department approved UAS inventory list. Depending on mission complexity, Tier 3 pilots may conduct flight without need for a VO, when the UAS Remote Pilot in Command is always able to maintain visual line-of-sight contact with the UAS.

These training requirements underscore Reclamation's commitment to risk management and a safety-oriented culture surrounding operations that affect employees and the public.

5.2 Aviation Training Equivalencies

The NAM, working with the OAS Training Division, is authorized to determine aviation training equivalencies for training that has been acquired from sources other than IAT.

5.3 Contracting Officer Representatives

Reclamation does not have internal CORs that complete flight service contracts. Any contract specifying the need for aviation would give Reclamation operational control and need to go through the AMS for coordination with AQD and OAS. However, the need for end product/service contracts may arise where the need for aviation is requested from the service provider. In this case, the Reclamation COR shall reach out to the AMS or the NAM for review of the contract language to ensure there is no verbiage representative of operational control regarding aviation. Both the NAM and the AMS are required to complete Course A-306, *Aviation Contract Administration*, as described in the IAT aviation manager requirements.

5.4 Aviation Training Records

Aviation training records for Reclamation employees must be maintained by the respective region or directorate in accordance with OPM-04. The IAT records database will be used to meet this requirement. The AMS will maintain the role responsibilities as an IAT Unit Aviation Training Administrator (UATA) and maintain the IAT database for each region or directorate.

Chapter 6: Aircraft Security

6.1 General

As Reclamation does not own any manned fleet aircraft, this section only applies to UAS.

6.2 UAS

All regions or directorates with UAS activities must develop a UAS Security Plan to ensure UAS are properly stored and accounted for at all times. Topics to be covered in the plan include: storage, protection, batteries, scheduling services, transportation, maintenance, log and waypoint archival, payload configuration and management, and potential modifications. The AMS will assist with developing these security plans.

Chapter 7: Airspace Coordination

7.1 General

Reclamation does not operate manned fleet aircraft, so this section is specific only to UAS operations. All contracted or cooperator flights must follow the FAA rules and regulations for airspace.

7.2 Interagency Airspace Coordination

Interagency airspace coordination is accomplished through the Interagency Airspace Subcommittee (IASC) chartered under the National Interagency Aviation Council (NIAC). Guidance and education are provided through the *Interagency Airspace Coordination Guide* (IACG) available at <https://www.nwccg.gov/publications>.

7.3 Notice to Airmen

A Notice to Airmen (NOTAM) must be filed for all UAS aviation missions, even those flown under FAA Part 107 regulations.

7.4 Flight Planning

UAS pilots have a variety of airspace authorizations available when planning missions, including:

- FAR Part 107 or waiver,
- COA, FAA Form [7711-1](#) or waiver,
- Department blanket COA (available at <https://www.doi.gov/aviation/uas/moa>),
- Emergency COA, and
- MOA for Class G airspace.

Each authorization provides different authorities and requirements for flights with a specific timeframe for implementation. Missions flown under FAR Part 107 and the Department Blanket COA require no advanced notification, while missions flown under a new COA require at least 6 months for approval.

All UAS missions must be flown under one of the authorizations listed above. The flight manager must determine the best authorization for the mission. If additional approval is required for the authorization selected, the flight manager must coordinate with the AMS and NAM in advance. Department UAS agreements are available at <https://www.doi.gov/aviation/uas/moa>.

7.5 Hazards and Obstructions

Regions or directorates are responsible for developing area flight hazard maps or planning tools that are posted and available for flight planning purposes. The following hazards or locally significant areas must be included on the flight hazard maps:

- Military Airspace – Warning Area (WA), Restricted Area (RA), Military Operations Area (MOA), Alert Area (AA), Prohibited Area (PA), Military Training Routes (MTRs), Controlled Firing Areas (CFA), Slow Routes (SR), Aerial Refueling Routes (ARs) and Low Altitude Tactical Navigation (LATN) Areas,
- Airspace – Class B/C/D and National Security Areas,
- Airports/airstrips – public and private, military
 - Include frequencies of nearby airports,
- Dispatch zone boundaries,
- Parachute, hang glider, rocket, and model airplane operating areas,
- Towers over 200 feet (other towers determined as locally significant),
- Highways and roadways,
- Open, fast, or high-water areas near streams and reservoirs,
- Wires – Major transmission lines, other lines determined locally as significant (wires crossing – canyons, rivers, lakes, and near airports), and
- NOTAMs.

When incorporating this information into a PASP, the flight manager or UAS remote pilot in command must have situational awareness of the entire project area and surroundings proposed for the mission.

7.6 Temporary Flight Restrictions.

A Temporary Flight Restriction (TFR) is a type of NOTAM. A TFR defines an area restricted to air travel due to a hazardous condition, a special event, or a general warning for the entire FAA airspace. Reclamation, through coordination with OAS and the FAA, currently has five established TFRs for all air traffic under 400 feet, specifically directed at UAS traffic. These restrictions are in place at: Folsom, Glen Canyon, Grand Coulee, Hoover, and Shasta dams and powerplants. All commercial operators of aircraft must contact the local facility to receive a permit to operate. The permitting process is outlined in local procedures, generally through the land management office. Requests to waive the TFRs at these facilities, and the disposition of the request, must be reported to the NAM for coordination with OAS.

7.7 Airspace Deconfliction and Conflicts

While the word “deconflict” is not in the dictionary, it is a commonly referred-to aviation term describing the process of reducing the risk of a mid-air collision or a TFR intrusion. Airspace deconfliction must occur for both emergency response and non-emergency aviation activities.

Deconfliction can be accomplished through the following measures:

- Pilots must obtain all information pertinent to flight before flying. This is accomplished by obtaining a briefing from the FAA through the Flight Service Stations. This is the official source of NOTAM information.
- Dispatching units may obtain scheduling information from Department of Defense units that have special use airspace or military training routes and share this information as “hazards” information on the resource order when the aircraft are dispatched. For non-emergency flights, information may be shared through common communication protocol.
- A variety of aviation Internet websites are frequently used for obtaining airspace information, the user must be aware of any disclaimers regarding the timeliness of the information posted. The FAA’s U.S. NOTAM office provides current TFR information through Department of Defense Internet NOTAM Service (DINS) at <https://www.notams.faa.gov/dinsQueryWeb/> and <http://tfr.faa.gov/tfr2/list.html>

Aviation personnel have a responsibility to identify and report conflicts and incidents through the Interagency SAFECOM System to assist in the resolution of airspace conflicts. When a conflict or incident occurs, it may indicate a significant aviation safety hazard. Conflicts may include near mid-air collisions (NMAC), TFR intrusions, and FAA non-communication.

7.7.1 Operations Along Foreign Borders

All aircraft operations along border patrol zones require coordination with the U.S. Border Patrol. Any Reclamation aviation program with foreign border zones will have an operational plan detailing the coordination measures with the U.S. Border Patrol Air Marine Operations Center (AMOC). All pilots and aircrews will be briefed about border zone flight procedures.

Appendix 1: Requirements for End Product Contracting

General

End Product/Service Contracts are not aircraft flight service contracts. They are used to acquire a product for the Bureau. The intent of this type of procurement is for the contractor to supply all personnel and equipment in order to provide a “service” or “end-result.” Many contractors utilize aircraft (including UAS) to meet the performance objectives of End Product contracts for activities such as data collection, survey, photography, etc. Since these are not flight services contracts, AQD does not perform any acquisition services. End Product contracts are administered by Reclamation procurement units. OPM-35 is the primary resource should reference when needing End Product/Service contracts that may involve any aviation assets. At no time should any language be used that would give Reclamation operational control of an End Product/Service contract. Contracts that require aviation as the End Product/Service must go through OAS and AQD for a flight service contract.

Example of End Product/Service contract utilizing aviation:

A Reclamation program requests data collection at and photography of a spillway. There is no aviation language in the contract, but the contractor utilizes UAS and/or a manned aircraft to gather the data/photos. There are also no Department employees on-board or involved in flight planning. The end product is the data and photography collected, not how it is collected.

Example of Flight Service Contract:

A Reclamation program request data collection at and photography of a spillway. It is requested that both UAS and manned aircraft be used for the collection. For the manned portion of the flight, a Department employee will be on board. For the UAS portion, the contract specifically requests the use of UAS and specifies the area of take-off and landings. There are no Department fleet aviation assets or approved cooperators available for the flights and since we have operational control, a flight service contract is required.

When an End Product/Service contract is utilized and the awarded contractor informs Reclamation that aviation assets will be used to gather the end product/service, Reclamation aviation management must be informed to verify that no operational control exists and when using UAS, that only authorized UAS are utilized. OPM-11 has additional guidance on End Product/Service contracting regarding UAS and should be referenced as well.

Operational Control

During the performance of End Product contracts, Reclamation employees must not exercise operational control of the aircraft in any way. Reclamation employees will not direct the

contractor as to flight profiles, flight following, landing areas (except for areas that are off-limits due to land management restrictions), use of PPE, etc. In general, Reclamation employees will not be onsite during the performance of the end product contract to ensure there is no question regarding taking operational control.

Reclamation personnel assigned as a COR to administer End Product contracts will have no aviation management responsibility or authority. All COR directions to the contractor must be in terms of the service or end-result being specified: desired imagery quality, number and disposition of animals surveyed, etc. It is acceptable to inform military airspace scheduling authorities or range control that the contractor plans on performing work during specified time periods and provide the military authorities the contractor's contact information. Reclamation employees must not perform the airspace scheduling service for the contractor. Reclamation personnel must not become involved in any way with aircraft ground operations such as take-off and landing areas, loading, fueling, etc. They can, however, be on-site for other support activities such as setting ground control, scale bars, etc. or collection of in-situ type data for ground truthing to aid in the overall data collection aspects.

Contract Language

Per OPM-11, End Product contract specifications in the contract must only describe the desired quantity or quality of the service or contracted end-result. Contracting officers, procurement specialists, and aviation managers at all levels must be aware of these requirements. Department contracting officers and resource specialists must consult with Reclamation aviation managers if the acceptable language guidelines do not address a specific project requirement or the contract solicitation does not follow the guidelines in OPM-35. End Product contracts where contractors could conceivably utilize aircraft must be reviewed by the AMS or NAM to ensure that specifications and language do not unintentionally imply or determine aircraft operational control.

The following list shall guide acceptable contract language for End Product contracts.

- **General Guidance:** No contract language shall describe aircraft or pilot capabilities, standards, requirements or aircraft specific payment provisions.
- **Location Description:** The area of work must be described in terms of location, scale of area, general topography, elevation, slope, vegetation, and accessibility by roads or off-road vehicles, land use restrictions for mechanized equipment, etc.
- **Aviation Regulations:** Acceptable language: "The Contractor must comply with all applicable Federal, state and local regulations and land-use permitting procedures."
- **Airspace Coordination:** In areas of military airspace it is acceptable to describe coordination agreements with military airspace scheduling or range control authorities; however, it is the contractors' responsibility to coordinate their activities with the scheduling office or Range Control. Close coordination is necessary to ensure compliance with applicable airspace coordination agreements that States have with military authorities.

- **Aircraft Equipment Specifications:** Remove all reference to aircraft/equipment. Acceptable language: “The Contractor is required to demonstrate to the Government that the equipment can capture the imagery and/or data as specified in the project description.” See OPM-11 for more information.
- **Radio/Communication Requirements:** Acceptable language: “The Contractor must provide a communication system so that contractor personnel engaged in the project at different locations can communicate at all times with each other, and so that Government Project Inspectors may communicate with the contractor at any time to discuss performance matters.” NOTE: The VHF-FM radio system used by the Reclamation personnel may have to be described to ensure compatibility. These radio/communications requirements must conform with Reclamation Manual Directives & Standards, Radio Communications Program (IRM 04-01).
- **Transporting, Passengers and Equipment:** Acceptable language: “Only approved contractor personnel, contractor equipment and Government-provided equipment required for performance... will be transported by contractor vehicles, trailers, animals or equipment.”
- **Safety Hazards:** Acceptable language: “Any ground or aerial hazards that would pose a danger to the Contractor’s personnel or operating equipment must be identified and mitigated by the Contractor prior to commencing operations.”
- **Aircraft Use Reporting:** Do not mention or require flight hour/aircraft usage reports.

Aircraft Use Reporting

Because aircraft utilized by the contractor under Reclamation end product contracts are operating entirely within the applicable FAR as civil aircraft, and procurement is not through AQD, Reclamation or the contractor will not submit any billing invoices to AQD. All invoices must be submitted to the responsible Reclamation acquisition office in accordance with the contract terms. Any flight time incurred by the contractor will not be recorded or reported as Reclamation aviation statistics because Reclamation does not have operational control of the aircraft.

Aircraft Incidents and Accidents

Aircraft incidents and accidents must be reported via SAFECOM and 888-4MISHAP as outlined in the NAMP Section 3.4. Although aircraft utilized by the contractor under End Product contracts are operating entirely within the applicable FAR as civil aircraft, to continue to promote aviation safety, Reclamation must report aviation incidents or accidents incurred by these contractors through the Department’s AMIS. These events must be noted in the contract daily diary and reported through channels as normally required for End Product contracts.

Reconnaissance/Observation Flights

Before, during, or after the performance of an End Product contract it may be necessary for Reclamation employees to conduct an aerial survey or otherwise inspect the project area.

When flights transporting Reclamation personnel are required, an AQD aviation flight service procurement separate from the End Product contract is required. Aircraft and pilots must have current OAS approvals (cards) for the intended mission and a current Department contract or Aircraft Rental Agreement must be in place. When a Department procurement is utilized, all aviation management policy, procedures, and requirements must be applied.

Operations within Military Airspace

If an End Product contract project using aircraft is being conducted within Military Airspace (as defined in the NAMP Section 7.5), it is the responsibility of the contractor to coordinate with the Military Airspace Scheduling Office. Reclamation Contracting Officers and CORs must inform the contractor of any Department agreements with military organizations regarding airspace.

Appendix 2: Review and Acknowledgement of the National Aviation Management Plan

I acknowledge that I have read and understand the NAMP. As a member of the Department of the Interior and Bureau of Reclamation aviation community, I will follow the requirements outlined in this plan and provided by regional, directorate, and national program managers when participating in all aviation activities. I will represent the Department, Reclamation, and the aviation program professionally in all situations.

Name Date

Supervisor Date

Instructions: Submit the original signed version of this document to the AMS. Employee and supervisor should each retain a copy.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____