

**Minerals Management Service  
Interim Policy Document**

**Effective Date:** September 20, 2007

**IPD No. 07-10**

**Series:** Administrative

**Title:** Helicopter Safety

**Originating Office:** Chief of Staff Office, Administration and Budget

**1. Purpose:** This Interim Policy Document (IPD) revises the employee training section of the MMS Manual, Part 485.5, Helicopter Safety. The IPD establishes new minimum training requirements for Helicopter Underwater Egress Training (HUET).

**2. Authority:**

A. Departmental Manual (350-354, et al) dated December 26, 1996

B. Aviation Management Directorate (AMD), Operational Procedures Memorandum 07-04 Aviation User Training

C. 5 CFR 339 Medical Qualification Determinations

**3. Reference:**

MMS Manual Chapter 485.5-H, HUET Guidelines, August 2007.

**4. Policy:** It is the policy of the MMS to provide training for MMS employees whose duties require offshore travel. The purpose of the HUET is to provide employees with the skills necessary to coordinate the evacuation and egress from a helicopter involved in an emergency water landing.

Employees will be trained in helicopter underwater egress and marine survival techniques as prescribed in the HUET Guidelines. Employees must be medically cleared according to current MMS policy prior to participating in training. Employees must obtain a certificate of completion from a qualified training facility. Successful completion of this training will be a condition of employment.

**5. Responsibilities:**

Each manager and/or supervisor who utilizes aviation resources is mandated to ensure all mission associated aviation operations are conducted in a safe, efficient and environmentally sound manner. More specifically, responsibilities are delegated as follows:

A. Associate Director for Administration and Budget is responsible for assisting in the development, documentation, implementation and monitoring of the helicopter safety program.

B. Associate Director for OMM is responsible for the oversight, funding and program coordination for the day-to-day implementation of the aviation safety program, and issues guidance to ensure that the program is administered uniformly and fairly.

C. Bureau Aviation Safety Manager (BASM) coordinates and evaluates the MMS aviation safety training programs.

D. Bureau Aviation Manager teams with the BASM and Regional Aviation Managers (RAM) to coordinate aviation safety training programs.

E. Regional Aviation Manager ensures that each regional and/or district aviation resource manager is complying with applicable regulations, policies and guidelines for aviation safety training.

F. Managers and Supervisors whose employees utilize aviation resources must:

1. Comply with the regulations, policies, and guidelines for providing aviation safety training and personal protective equipment.
2. Ensure that identified personnel receive and complete HUET.
3. Ensure aviation safety training records for identified personnel are properly maintained.

E. Employees whose job duties require offshore travel are responsible for complying with all requirements specified in this policy. Identified positions are listed in the HUET Guidelines.

**6. Cancellation:** This IPD will remain in effect until incorporated into the MMS Manual.

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