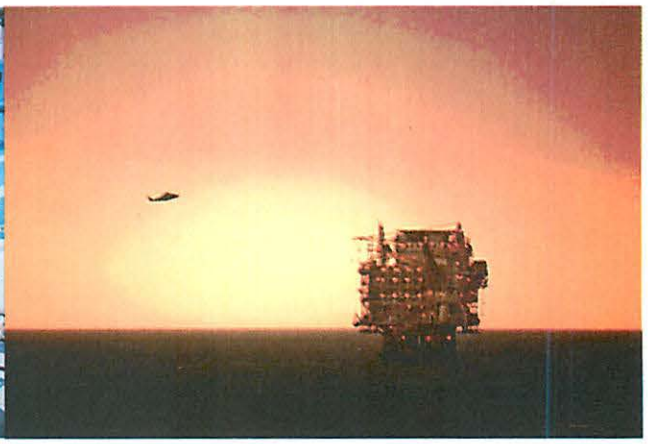
BOEM Pacific OCS Region Aviation Management Plan

BOEM employees Dave Panzer and Donna Schroeder



Operator helicopter landing on Platform Gail

BSEE Pacific Region Bell 207 helicopter

Bureau of Ocean Energy Management
Pacific OCS Region
David Panzer – Regional Aviation Manager
760 Paseo Camarillo, Suite 102
Camarillo, CA 93010
805.384.6394
david.panzer@boem.gov

The BOEM Pacific OCS Region Aviation Management Plan has been formally reviewed and approved.

Joan R. Barminski

Joan R. Barminski
BOEM Pacific Regional Director

11/30/2016

Date

Table of Contents

List of Tables

Appendices

1. National Aviation Management Plan
2. Flight log-to be kept by the RAM
3. SAFECOM Form
4. BSEE SOP for Water Egress
5. Maps of the Pacific OCS Region
6. Photos of Pacific OCS Region Platforms

Revisions Schedule. This Plan will be formally reviewed and approved by the Pacific OCS Regional Director at a minimum of every three years. The Regional Aviation Manager will review the RAMP annually and is authorized to make interim revisions as required.

Revisions

Revision Number	*Date*	*List of Revisions*
Initial	September 29, 2016	--

Executive Summary

All BOEM Pacific OCS Region employees are expected to use this Plan, seek advice if the Plan does not answer your questions, express aviation-related concerns to supervisors, and always take action to cancel or terminate taking a flight if you have questions or concerns about the safety of the flight. In an extreme situation, if your concerns are not addressed, raising them to the National Aviation Manager may be appropriate. Thus, this Executive Summary is meant as a "go-to guide" anyone can use to answer basic questions.

1. **Required training and currency requirements prior to any flight**. While the Regional Aviation Manager (RAM) will maintain records for all BOEM employees, all employees who fly should know the training requirements, attend the training and maintain currency. The RAM should be contacted for guidance. When an employee does not meet the requirements, the RAM will decline the employee's permission to fly.
2. **Only fly on approved aircraft with approved pilots.** At this time, BOEM employees typically fly on BSEE-provided flights. Other flights made for work on other than commercial aircraft can be on only aircraft and with pilots that meet DOI requirements and are carded/approved for mission, equipment and currency.
3. **Someone always knows where you are and knows what to do if you are missing.** All flights are flight-followed by the BSEE RAM, who will implement the Mishap Response Plan identified in the National Aviation Plan.
4. **You only fly on BOEM-approved flights.** All flights that BOEM employees participate in are covered by a bureau-approved Aviation Safety Plan to include a risk management decision process.
5. **You have the correct Personal Protective Equipment (PPE) in good condition for the mission**. BOEM employees always wear the required PPE for every flight; if not available, the employee will turn down the mission. The proper PPE is usually provided by BSEE but some items may be available in BOEM. Check with the RAM for guidance.
6. **You know when to say no, or question prior to proceeding**. All BOEM employees understand that if any of the above are in question or not in place, they will cancel or postpone their participation in the flight until all items are addressed.
7. **Your supervisors support employees who prevent un-safe actions**. All BOEM employees at every level recognize unacceptable risk, and support a culture where it is okay to say no.

Chapter I Introduction

The Department of the Interior (DOI) identified the need for each bureau to have a cohesive National Aviation Management Plan (NAMP) that will allow all regional, district/field offices, and aviation users to develop policy and acquire the necessary information to manage its aviation program. As required by the NAMP, each region must prepare and maintain a Regional Aviation Management Plan (RAMP) in concert with the NAMP. The RAMP should be no more complex than necessary to ensure safe, efficient and effective aviation operations and, at a minimum, meet the DOI requirements for Aviation Management Plans as identified in Departmental Manuals (350 – 353) and OPM-6 Minimum Elements for Bureau National Aviation Management Plans. This regional plan is consistent with the national plan. The NAMP is contained in this document at Appendix 1.

The BOEM Pacific RAMP identifies the region's objectives, roles and responsibilities, and authorities, and provides guidance to the Pacific OCS Region employees who have the potential to fly on the Bureau of Safety and Environmental Enforcement (BSEE) helicopters.

1. Objectives of this Plan

This Pacific RAMP is charged with ensuring that the level of risk is acceptable and provides for the safety of BOEM's Pacific OCS Region employees through:

- Required aviation safety education requirements;
- Standardized procedures;
- Formal and informal information sharing;
- Fiscal responsibility; and
- Efficient and environmentally sound transportation.

2. Pacific OCS Region Aviation Organizational Structure

The organizational structure in the Pacific OCS Region includes the Regional Director and the rest of the senior management team, the RAM, and the staff who have potential to fly on BSEE-procured aircraft. Specific responsibilities are given below.

3. Roles and Responsibilities

See the NAMP for roles and responsibilities for persons and offices outside the region. Otherwise, regional personnel are designated as shown with their responsibilities listed.

(a) Regional Director (RD)

Aviation responsibilities are outlined in 350 DM 1 Appendix 4. The RD is responsible for all BOEM flight operations conducted in the Region and shall ensure aviation activities are conducted in compliance with applicable DOI policies/directives and the BOEM National and Regional Aviation Management Plans. The Regional Director assures the following is accomplished (some of these duties may be delegated to the RAM):

- Disseminate Departmental aviation safety policy and information;
- Formally designate a Regional Aviation Manager (RAM);
- Ensure bureau/regional personnel have appropriate aviation training;
- Sees that the Pacific RAMP is developed and approved, in consultation with the Pacific Region RAM;
- All aviation activities are assessed for risk, and safety hazards are mitigated (can be

delegated to the Pacific Region RAM);

- Responsible as the bureau liaison to the OAS Chief, Aviation Safety and Program Evaluations to participate on aviation mishap investigation teams (can be delegated to the Pacific Region RAM);
- Supports and disseminates aviation policies and information;
- Aviation training is in compliance with all DOI and BOEM requirements (can be delegated to the Pacific Region RAM);
- Aviation Life Safety Equipment (ALSE) requirements are followed (can be delegated to the Pacific Region RAM);
- Significant operational problems are reported to the NAM;
- Promote and support the Aviation Mishap Information System (AMIS/SAFECOM); and
- Records related to the aviation program are maintained (can be delegated to the Pacific Region RAM).

(b) **Regional Aviation Manager**

The RAM is responsible for providing operational and aviation safety oversight to all flight operations conducted in the Region. The RAM position will be designated in writing by the Regional Director and is the primary contact for the Regional aviation review. Each Region will have a designated RAM. BOEM Pacific Region RAM will coordinate with BSEE Pacific Region RAM to assure BOEM employees will meet DOI BOEM and BSEE-specific aviation training requirements prior to flight. Responsibilities include:

- Writes and implements the Pacific RAMP;
- Serves, if so delegated, as the BOEM representative or liaison for aviation mishap investigations and mishap review boards (see RD responsibilities) but is responsible as the bureau liaison to the OAS Chief, Aviation Safety and Program Evaluations, to participate on aviation mishap investigation teams;
- Prepares and keeps current the Regional Mishap Response Plan. The purpose of the plan is to provide direction and reduce confusion when responding to an aircraft mishap. The Interagency Aviation Mishap Response Guide and Checklist (National Fire Equipment System (NFES) 2659, http://oas.doi.gov/safety/iamrp.html is available as a resource to assist in the development of a mishap response plan);
- Reviews Project Aviation Safety Plans (PASP) and coordinates the planning and completion of project plans and risk assessments;
- Orders all BOEM regional flights;
- Observes/monitors regional aviation activities and provides liaison with the NAM and other agencies;
- Provides assistance for the implementation of Departmental Policy and BOEM NAMP;
- Reviews proposed changes in policy and procedures;
- Coordinates or instructs aviation training courses as requested;
- Assures aviation training is in compliance with all DOI and BOEM requirements (if delegated by the Regional Director);
- Ensures personnel have completed all required aviation training prior to participating in aviation operations. Ensures Departmental required aviation training is verified in

the Department aviation training system;

- Validates all BOEM employees meet any Bureau-specific requirements (e.g., for overwater flights, BOEM employees must meet BSEE standards);
- Reviews requests for cooperator[1] use (i.e., NOAA, USCG) to assure BOEM passengers will meet all DOI and BOEM policies, if applicable in the Region;
- Apprises the RD and NAM of aviation concerns and problems;
- Assures individuals who plan, organize, and manage the aviation operations of a project utilizing aircraft are qualified per OPM-04;
- Confirms occurrence of all dispatching and flight-following, in accordance with DOI and BOEM policies;
- Ensures that Aviation Life Safety Equipment (ALSE) requirements are followed (if delegated by the Regional Director);
- Maintains records related to the aviation program (if delegated by the Regional Director); and
- Assesses all aviation activity and mitigates risk and safety hazards (if delegated by the Regional Director).

(c) **Vendor Pilots/Contractors**

Vendors, pilots and contractors may have the responsibility for flight-following and flight plans. BOEM RAM works with BSEE RAM to assure contract has specific language and the OAS Director approval is in place. Contract must also include vendor responsibility in notification for BOEM mishap response plan.

(d) **Employees/Aviation Users**

BOEM employees who fly are responsible for:

- Knowing and following applicable policy and directives;
- Maintaining training currency by attending required aviation training in accordance with DOI and BOEM policies;
- Using appropriate personal protective and life support equipment;
- Reporting potential and actual problems; and
- Ensuring their own safety as well as that of others.

[1] Cooperators are other agencies with flight capabilities who may provide helicopter services for BOEM passengers. This is rare for the Pacific Region.

Chapter II Aviation Administration

1. Pacific OCS Region Process for Flight Requests and Follow-up

The following process should be followed by the RAM or, in his absence, his designee:

- A need arises to fly offshore;
- The RAM and the BOEM employee coordinate with the BSEE RAM and explain the need;
- Ensure the proper training has or will be done by the employee;
- The flyer arranges for PPE; and
- The mission is carried out.

Generally, BOEM employees may fly for three reasons:

1. Supporting BSEE in environmental compliance;
2. Orientation for an employee who has never seen or been to a platform or an experienced employee who has not been offshore in some time; or
3. Arranging for contactors, usually through the Environmental Studies Program, to fly, accompanied or not by a BOEM employee.

Other, less common needs may occur and will be handled on a case-by-case basis.

2. Recordkeeping

The RAM will keep a log of flights taken by BOEM employees and coordinate with the BSEE RAM to ensure the records are consistent. The log (Appendix 2) will consist of the date, the flyer, the mission, equipment, and PPE supplied by BSEE, and comments.

Chapter III Aviation Safety

1. Introduction

The priority in all BOEM aviation missions is the safety of employees, contractors, cooperators, and the public. BOEM personnel performing aviation functions must be service oriented and meet all qualification requirements of the Departmental and Bureau manuals, handbooks and guides.

The Bureau is committed to ensuring our workplaces are free of recognized hazards. Risk management will be inherent in all aviation missions and programs. Prior to conducting any mission, all risks will be mitigated to the lowest acceptable level possible.

All aviation personnel are empowered and expected to manage the risks of aviation operations and 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. Individuals will be held accountable for their decisions, which should be based on policy, principles, risk management, training, experience, and the given situation.

2. Policy

As a Bureau, we are often challenged with working in high-risk and dynamic environments that are not always predictable. The BOEM NAMP establishes senior management commitment to continually improve safety and defines the methods, process and organizational structure needed to meet safety goals.

3. Risk Management

Risk management determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk (programs, procedures, tools, etc.)

Risk management responsibilities and tools are identified in the National and Regional Aviation Management Plans. Special use BOEM flights will not occur without a current Project Aviation Safety Plan (PASP). The required elements of a PASP can be found in Chapter 8 of the NAMP. For those Regions performing similar special use aviation missions on a recurring or routine basis, the required PASP can be rolled into a regional aviation plan that is reviewed at least annually. In this instance, in place of a PASP, the Region must have a documented process to capture the unique and special circumstances (e.g., dispatch log, passenger manifest, PPE requirements, supervisor approval, etc.).

The Pacific RAM is responsible for ensuring PASPs are completed. The level at which a PASP is approved is based on the risk level as determined by the written risk assessment completed and signed at the appropriate level.

4. Employee Prerogative

While performing their duties, BOEM personnel may elect without fear of reprisal not to fly under any condition they consider to be unsafe. It is the employee's responsibility to immediately report any aviation hazard that compromises the safety of personnel or equipment via a Safety Communiqué (SAFECOM) https://www.safecom.gov/.

Where appropriate, BOEM will implement more restrictive policies than the Departmental Manual due to mission risk. For example, most of BOEM's flights are entirely or in part over

water. Applicable training may be applied at the Bureau and Regional level to help ensure BOEM employees are aware of the risks.

Safety will be promoted through training, communication, and other actions to create a positive safety culture within all levels of the workforce.

5. Education

All BOEM employees will meet mandatory DOI and Bureau-specific aviation training requirements prior to participating on flights. Bureau leadership will support an aviation safety culture that encourages participation and currency for all required aviation safety training. For specific currency and training requirements, refer to this RAMP, OPM-4-Aviation User Training Program, http://oas.doi.gov/library/opm/OPM-04.pdf, and the DOI IAT website for reference: https://www.iat.gov.

6. Reporting Aircraft Mishaps

All aircraft accidents and incidents will be reported, via SAFECOM, to the OAS and, by BOEM policy, to the Regional Director in accordance with Departmental policy. Aircraft mishaps are broadly defined as follows:

Accidents are those involving death or serious injury or substantial damage to the aircraft. The National Transportation Safety Board (NTSB) is responsible for the investigation of aircraft accidents.

Incidents with Potential are those in which the circumstances indicate significant potential for substantial damage or serious injury. Final classification will be determined by the OAS Chief Aviation Safety and Program Evaluations.

Aircraft Incidents are occurrences that affect or could affect the safety of operations. The Regional Director will determine within 14 days whether an internal BOEM review of an Aircraft Incident is necessary.

The Aviation Mishap Response Plan: Because BOEM Pacific Region uses BSEE's aircraft services, BSEE's aviation mishap response plan will be used. The BOEM RAM would have input into any mishap investigation in which a BOEM employee was involved.

Mishap Notification Procedures: Any BOEM employee involved in a mishap in the event of an aircraft accident, incident with potential, or for any other incident, must immediately and by the most expeditious method, notify the RAM. The RAM will determine and ensure that the appropriate Regional and other management have been notified, including the Regional Director and NAM. The RAM will also notify, when appropriate, the Office of Aviation Services Safety Office, available 24/7 **at 1-888-4MISHAP (1-888-464-7427)**, who has Departmental responsibility to coordinate with the nearest office of the NTSB. All DOI accidents are the domain of the NTSB whether they participate in the field investigation or not. See the National Plan and Table 1, below, for further information.

Table 1. BOEM SAFECOM Roles

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Fills out the SAFECOM form (Appendix 2), completing all required fields including initial determination of Operational Control. Completes the Original Text in both the Narrative and Corrective Action fields. Consults with mission personnel (i.e., others on the aircraft when the mishap occurred) prior to submitting electronically to OAS and hardcopy to RAM. Notifies RAM as noted above.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
Regional Aviation Manager	Submission	If only a hardcopy has been submitted by the individual, submits electronically to OAS.	
	E-Mail Notification	Receives e-mail notification of all initial reports, corrective action, modified and completed SAFECOMs identifying BOEM operational control within the Region.	Coordinate with submitter. Provide feedback to person submitting (unless anonymous).
	Corrective Actions	Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include Job Title (do not enter personal information). Review all information. Takes additional corrective actions, if necessary, and documents on the SAFECOM.	Must treat all corrective action descriptions as if they were public. Coordinate with NAM.
	Modify Actions	Authority to change all SAFECOM information (except for the submitter and the original narrative).	Coordinate with NAM. Verify and amend all info for accuracy.
	Operational Control	Make final determination regarding which Agency and Region has Operational Control.	Determines who will receive e-mail notification.
	Category	Select the appropriate category to classify the SAFECOM.	Multiple categories possible.

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
National Aviation Manager	Make Public	Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the SAFECOM "Public" (if overly sensitive, consult with NAM before making public)	Ensures all Public Text meets DOI and Bureau privacy restrictions in the Narrative and Corrective Action fields prior to making public.
	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs nationwide that identify BOEM operational control.	Coordinates with RAM.
	Corrective Actions	Takes additional corrective actions, if necessary, and documents on the SAFECOM.	Coordinates with RAM.
	Modify Actions	Authority to change all SAFECOM information (except for the RAMs of submitter and the original narrative).	Coordinates with RAM.
	Make Public	Has the authority to sanitize information and make the SAFECOM "public" (if not already done at the State level). Coordinates with OAS.	Ensures all Public Text is sanitized in Narrative and Corrective Action fields prior to making public.
	Completion	Has the authority to make the SAFECOM "complete."	Ensures all Public Text is sanitized in Narrative and Corrective Action fields prior to making public.
	Distribution	Distributes all "Public" BOEM SAFECOMs to BOEM RAMs and Other Agencies.	Coordinates with OAS.
	Designates Users	Authority to identify all BOEM users and their appropriate permission levels. Must notify OAS of additional users/changes/updates.	Coordinates with OAS.
	Out of Agency	Authorized to review other agency "Public" SAFECOMs.	Coordinates with OAS

Chapter IV Aviation Operations

1. Introduction

As a Bureau, we are often challenged with working in high-risk dynamic environments that are not always predictable. It is the responsibility of each employee, cooperator and contractor to conduct aviation operations that are properly planned, approved by management, utilize the correct equipment and personnel, and executed carefully per the Aviation Management Plans, Project Aviation Safety Plans, and SOP's to minimize risk. Safety is the first priority and leadership at all levels must foster a culture that encourages employees to communicate unsafe conditions, policies, or acts that could lead to accidents without fear of reprisal.

Aviation operations within BOEM primarily consist of:

- Transportation of personnel to offshore facilities;
- VIP tours;
- Transportation for studies; and
- Transportation of non-Federal passengers engaged in missions that enhance accomplishment of the BOEM program.

In the Pacific Region, most flights originate from fixed airports that require flying to the shoreline over farm land and hilly terrain before proceeding over water to the final destination. All flights may only occur during visual flight rules (VFR) conditions and not in darkness. However, conditions in the Pacific Region may include brisk winds and cool temperatures which require awareness by the pilot and passengers.

2. Special Use

Many BOEM flights occur in flight profiles that fall within the Special Use Category. See OPM-29 http://oas.doi.gov/library/opm/CY2014/OPM-29.pdf . "Special use" is defined in 350 DM 1 and OPM 29 as:

> *Those operations in which special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. Office of Aviation Services authorization for both pilot and aircraft is required for special use operations.*

Examples: Overwater flights, low level flight (within 500 feet of the surface), offshore platform landings (helicopter), vessel landings, water landings-floats or hull (helicopter), wheel operations on unprepared landing areas (airplane).

Special Use flight operations require, at a minimum, a *Project Aviation Safety Plan,* including a Risk Assessment, and at a minimum, the elements listed in Appendix B of the NAMP.

Rotary Wing. Helicopter dispatch, ordering, and operations shall be accomplished in accordance with the NAMP and this RAMP.

BOEM employees flying with BSEE. When BOEM employees are flying space-available on BSEE-procured helicopters, the BOEM RAM will confirm that Bureau employees meet all PPE and training requirements. BSEE is responsible for flight-following and mishap response planning and action. Prior to the flight BOEM and BSEE RAMs will coordinate any mission-specific PPE and training requirements.

3. Passenger Transport

Routinely, BOEM flyers would fall into this classification. A passenger is any person aboard an aircraft, when traveling on official BOEM business, who does not perform the function of a flight crewmember or aircrew member.

All passengers must:

- Use appropriate personal protective equipment as provided by the BOEM RAM or BSEE RAM;
- Report aviation incidents and operations deviating from policy to the SAFECOM system;
- Emphasize personal safety as well as the safety of others involved in the flight; and
- Meet the training requirements as given in this plan.

4. Bureau-Specific Operational requirements

DOI and BOEM/BSEE-required PPE may be provided by the vendor or contractor for special use missions. For the Pacific Region BOEM, PPE should include, at a minimum, the following

- **Flight Helmets** for helicopter flights will be provided by the BOEM Pacific RAM. BOEM Pacific Region has three flight helmets that can be used.
  - All passengers on BOEM helicopters, and all BOEM employees who fly on other agency or industry helicopters, will wear a serviceable SPH-5 flight helmet. For detailed information see the DOI ALSE Handbook and the DOI Flight Helmet User's Guide.
  - Before and after each flight, the user will inspect their flight helmet for condition and serviceability.
  - ALSE Technician will inspect all flight helmets every 180 days unless the helmet has not been used in that time period. If the helmet is used even once past the 180 day mark, the inspection will be conducted. If the helmet is owned by BOEM, the BOEM RAM will be responsible for this inspection. The BSEE RAM will be responsible for all BSEE-owned equipment. The inspection will be in accordance with DOI and manufacturer guidance.
- **Personal Flotation Devices (PFDs).**
  - PFDs will be worn on all over-water flights.
  - PFDs must use a compressed gas cartridge located in the inflation chamber.
  - Inflatable PFDs are specifically required because they do not restrict the occupant's movement or egress.
  - PFDs shall have two separate inflation cells.
  - The instructions for activating the inflation cartridge must be clearly accessible and marked.
  - Aircraft occupants must not inflate PFDs in the aircraft. An occupant wearing an inflated PFD may experience difficulty exiting if the aircraft is overturned or submerged.
  - PFDs equipped with an automatic (water-activated) inflation mechanism are prohibited.
  - PFDs will be maintained and inspected according to manufacturer's instructions.

Chapter V Aviation Training

1. Management Responsibilities

Regional Directors, Supervisors and Aviation Managers are responsible to ensure that all BOEM employees who will be flying as part of their official duties meet DOI- and BOEM-specific aviation training requirements. For specific currency and training requirements, refer to this RAMP, OPM-4 – Aviation User Training Program: http://www.doi.gov/aviation/library/opm_index.cfm and the DOI IAT website for reference: https://www.iat.gov/default.asp. Supervisors, within the BOEM organizational structure, are those who supervise employees who use aircraft to accomplish agency programs (first- and second-level supervisors as determined by the Bureau).

2. Required Aviation Training

All BOEM employees will meet mandatory DOI and Bureau-specific aviation training requirements **prior to** flying. BOEM employees may meet the initial training requirements for A-100 and M3 via the IAT website on-line curriculum: www.iat.gov. Instructor-led courses are preferable if available for initial and refresher training.

Pacific Region BOEM employees will nearly always fly on BSEE-contracted aircraft as passengers. In those cases, BSEE assures aircraft and pilots meet DOI requirements prior to flight, and the BOEM RAM will confirm if there are any additional training requirements (i.e., water ditching requirement).

General statement: All BOEM employees will meet, at a minimum, the aviation training requirements as outlined in OPM-4 – Aviation User Training Program http://oas.doi.gov/library/opm/CY2014/OPM-04.pdf.

The BSEE SOP applies to all BSEE employees whether they are flying in a BSEE-contracted or cooperator aircraft (i.e., U. S. Coast Guard, National Guard, etc.). This SOP also applies to any non-BSEE personnel (i.e., BOEM and other Government Agency personnel, media, contractors, etc.) flying in a BSEE-contracted aircraft.

Since the reorganization into BOEM and BSEE, BOEM has been developing this Regional Aviation Management Plan (RAMP). Two key considerations were the level of anticipated flying and the associated required level of training. Because BOEM flyers would use BSEE-contracted aircraft, BSEE's training requirements for the three levels of flyers (i.e., visitors, non-routine flyers and frequent flyers) are required for BOEM flyers.

BOEM anticipates that no one person will fly more than two times in any 12-month period. Therefore, BOEM will not require employees to do the MST or HUET courses. However, a BOEM employee will take the MST courses on a just-in-time basis; since BOEM employees will likely fly under circumstances when there is a long enough lead time, the flyer will take these classes in time to meet the flight demands. In the event a BOEM employee is requested by BSEE or other agency to fly on quick notice, for example, to observe wildlife during an oil spill, briefings from the pilot as is normal for a visitor flyer will be the primary safety training.

As a result of discussions with the BSEE RAM, it was agreed that BOEM's flying employees fall into BSEE's visitor category as given below:

Visitors – BSEE employees and non-BSEE visitors (e.g., VIPs, other Government Agency personnel, media, contractors, etc.) whose PD or job duties do not require offshore travel and

who are not expected to fly more than 2 times per year are not required to complete Helicopter Underwater Egress Training (HUET) and Marine Safety Training (MST) courses. However, Visitors must receive a safety briefing from the pilot and are encouraged to take HUET and MST.

It is possible, but rare, that a BOEM employee will fly more than two but less than six flights within a 12-month period, thus falling into BSEE's Non-routine Offshore Travelers category (given below). This may occur for a study or a lengthy mitigation monitoring assignment. Under those circumstances, BOEM will require their flyers to take the HUET and MST training.

Non-routine Offshore Travelers – BSEE employees whose PD or job duties require offshore travel and who fly less than 6 times per year are required to complete initial HUET and MST before flying offshore, but are not required to complete HUET and MST refresher training.

Table 2 lists the required training for non-routine and routine flyers. In the event BOEM flyers enter a non-routine status, they will be required to take this training. Some advance planning will be necessary, especially for the HUET.

The BOEM RAM will, at a minimum, take the following training (likely all online, if available):

- A-100-Basic Aviation Safety
- M-3-Aviation Management for Supervisors
- A-107-Aviation Policy and Regulations I
- A-116-General Awareness Security Training
- A-200 (3)-Mishap Review
- A-307-Aviation Policy and Regulations II

Table 2. Required Training by Position. (3) = every three years; (4) = every 4 years

Course No.-Title	Required for			
	Passengers	**Supervisors**	**Line Managers** (Regional Directors, National Director)	**Pacific OCS Region RAM**
A-100-Basic Aviation Safety	(3)	(3)	(3)	(3)
M-3-Aviation Management for Supervisors		(3)	(3)	(3)
A-103 FAA-NOTAM System				X
A-107-Aviation Policy and Regulations I				X
A-112-Mission Planning and Flight Request Process				X
A-115-Automated Flight Following				X
A-116-General Awareness Security Training	(3)			(3)

Course No.-Title	Required for			
	Passengers	Supervisors	Line Managers (Regional Directors, National Director)	Pacific OCS Region RAM
A-200 (3)-Mishap Review	(3)	(3)	(3)	(3)
A-202-Interagency Aviation Organizations				X
A-203-Basic Airspace				X
A-204-Aircraft Capabilities and Limitations				X
A-205-Risk Management I				X
A-208-Aircraft and Pilot Approval				X
A-218-Aircraft Pre-Use Inspection				X
A-302-Personal Responsibility and Liability				X
A-303-Human Factors in Aviation				X
A-305-Risk Management II				X
A-307-Aviation Policy and Regulations II				X
A-310-Crew resource management (CRM)				X
A-311-Aviation Planning				X
A-312-Water ditching and survival	(4)			(4)

3. Specialty training

This section adopts BSEE policy for BOEM employees who will be flying offshore with BSEE. Bureau policy is more rigorous than OPM-4 due to the mission of BOEM. *Note that this training will be required only as specified in Chapter V, Section 2.*

Water Ditching and Survival. BOEM employees whose duties require flying offshore in helicopters must attend and pass the minimum training requirements of a Helicopter Underwater Egress Training (HUET). **HUET training is required every 4 years**. Presently, the only location for HUET training is in Lafayette, Louisiana. All BSEE inspectors and other helicopter passengers take the training there. The webpage where a summary of the course can be found is:

http://www.safetyms.com/opito_huet[2]. BOEM employees must be current and complete the HUET and IAT requirements before they perform duties as a passenger or a supervisor/manager of aviation operations. Supervisors and Aviation Managers must be proactive in assuring training is provided. The HUET Standard Operating Procedure is given in Appendix 4.

4. Documentation Requirements

RAMs will assure that all Regional Employee training records are documented and tracked through the AT 2.0 Aviation User training database or maintained by the RAMs. RAMs will serve as the Unit ATA for all Regional Employees.

[2] A survey of potential HUET training vendors revealed that they are all very similar in content and requirements.

Chapter VI Aviation Security

The policies and procedures in this chapter are intended to increase security awareness, reduce the risk of potential criminal or terrorist incidents, and clarify specific requirements for all personnel using aviation resources under operational control of BOEM. For more detailed information, refer to 351 DM 5 Aircraft and Aviation Facility Security: http://oas.doi.gov/library/dm/index.htm. Note that the A-116 General Security Awareness Training is required for all BOEM passengers and the Pacific Region RAM every three years (Table 2).

The Transportation Security Administration (TSA) implemented a national toll free hotline that the general aviation (GA) community can use to report any "out-of-the-ordinary" event or activity at GA airports. The hotline – **(866) GA SECURE (866) 427-3287** – is operated by the National Response Center and centralizes reporting to the appropriate federal, state and local agencies.

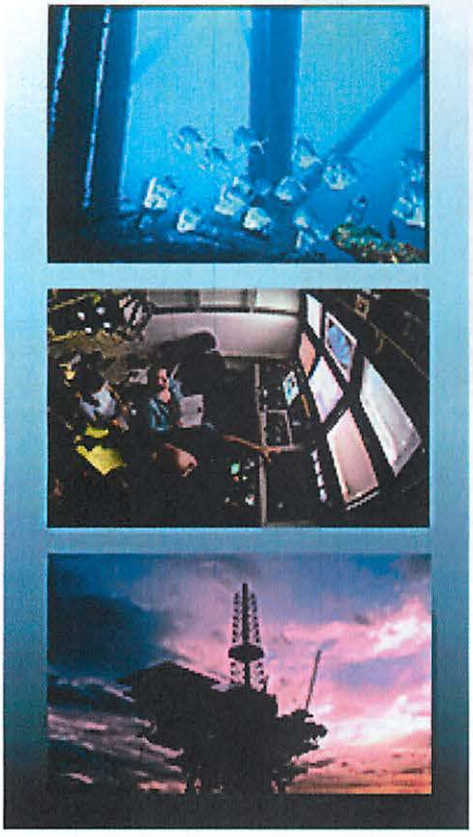
To increase overall security awareness and to generally increase familiarity with the Pacific Region, Appendices 5 and 6 depict maps of the Pacific Region and photographs of each of the 23 platforms, respectively.

Appendix 1 – National Aviation Management Plan

BOEM

BUREAU OF OCEAN ENERGY MANAGEMENT

DRAFT – BOEM PACIFIC REGION AVIATION MANAGEMENT PLAN



Prepared By: Lee Benner, Headquarters Office BOEM; Rick Knowles, Alaska Region BOEM; Michele Daigle, Gulf of Mexico Region BOEM; Dave Panzer, Pacific Region BOEM; in collaboration with Susie Bates, DOI contractor

Reviewed By: _____ Date _____
Lee Benner – National Aviation Manager

Recommended By: _____ Date_____
Walter Cruickshank, Deputy Director

Approved By: _____ Date _____
Abigail Ross Hopper, Director
Bureau of Ocean Energy Management

Revisions Schedule. As per DOI Policy this Plan will be formally reviewed and approved by the Bureau Director at a minimum of every three years. Bureau Director approval authority will not be delegated below the bureau's designated aviation executive (DOI Executive Aviation Committee member—SES). The National Aviation Manager will review the NAMP annually and is authorized to make interim revisions as required.

Revisions

Revision Number	Date	List of Revisions

Table of Contents: **PAGE #**

Introduction/Purpose

The Bureau of Ocean Energy Management (BOEM) National Aviation Management Plan (NAMP) identifies the bureau's intent, authorities, roles, responsibilities, program objectives and provides strategic and operational guidance to each organization level. The DOI identified the need for each bureau to have a cohesive national aviation management plan that will allow all regional, district/field offices, and aviation users to easily acquire the necessary information and policy to manage its aviation program. This plan has been written following new DOI guidance (OPM-6 Minimum Elements for Bureau National Aviation Management Plans). Some of the required elements do not apply to BOEM, and are noted as not applicable (N/A). The National and Regional Aviation Management Plans for BOEM provide the detailed operational procedures pertinent to Bureau Operations. This plan does not replace the policy as described in the Department Manuals (350 - 353) OPM's, Handbooks and Guides.

Chapter 1. Aviation Organization

The BOEM organizational structure includes 3 Regions: Alaska, Gulf, and Pacific as each has an aviation program of some nature. The majority of flights in the Gulf and Pacific Regions occur on BSEE procured aircraft while Alaska contracts and has limited flights on BSEE aircraft.

(a) Roles and Responsibilities

Major responsibilities for each of the following include, but are not limited to:

Department of the Interior. The Deputy Assistant Secretary – Public Safety, Resource Protection and Emergency Services (DAS PRE) has broad oversight responsibility for DOI aviation management policy.

The Office of Aviation Services (OAS). Exercises programmatic oversight over the work of the bureaus relating to aviation management and operations. This includes coordinating, consulting, and collaborating with the bureaus to ensure Department-wide consistency within the bureau aviation programs, to the extent practical, given the different statutory requirements and missions of the bureaus. (112 DM 12). http://OAS.doi.gov/apmd/index.htm

Interior Business Center (IBC) Acquisition Services Directorate (AQD). Provides department-wide centralized contracting for aviation flight services for DOI and DOI customers. Other acquisition management activities include property accountability and small purchase service in support of OAS and Bureau operations including DOI fleet aircraft.

DOI Aviation Governance Structure

The **Executive Aviation Board (EAB)** is responsible for the Department of Interior aviation program. The EAB provides executive level oversight and performance accountability and assures that Department-wide strategies and initiatives are developed collaboratively and implemented consistently. Additionally, the Board provides final review and approval of policy, when needed. The Board establishes the Executive Aviation Committee. **The Executive Aviation Board (EAB)** BOEM member is the serving Deputy Director.

The **Executive Aviation Committee (EAC)** provides executive-level aviation oversight within the bureaus and the Department of the Interior. The EAC is accountable to the **EAB** and ensures that Department wide strategies and initiatives are developed and implemented consistently. Additionally, the EAC provides review and approval of policy on behalf of the departmental bureaus, when needed. **The Executive Aviation Committee (EAC)** BOEM member is from the

Senior Executive Service level.

The **Executive Aviation Subcommittee (EAS)** provides the expertise necessary to maintain the safest and most efficient aviation programs across all DOI bureaus. The **EAS** is accountable to the **EAC**, and serves as the subject matter experts (SME) in all aviation issues for the DOI. As required, the EAS drafts policy, procedures, and practices on behalf of DOI bureaus and OAS. It is recognized that for some specialty aviation programs the expertise resides within some bureaus, and not necessarily with all bureaus. The EAS is comprised of the Bureau National Aviation Managers and the OAS Assistant Director, Collaboration and Performance Management, who provide subject matter expertise; see 350 DM 1. **The Executive Aviation Subcommittee (EAS)** BOEM member is the National Aviation Manager from the immediate Directorate staff.

BOEM. The Bureau is responsible for implementing and executing Departmental and bureau-specific aviation policies and operations.

The National Aviation Manager (NAM-Bureau Aviation Manager**)** is designated to administer the BOEM aviation program at the national level. The NAM is thoroughly knowledgeable regarding the bureau aviation activities and meets the minimum training requirements specified in the Aviation User Training program (350 DM 1 Appendix 4 and 352 DM 1). The BOEM National Aviation Manager is from the immediate Directorate staff and:

- Identifies and develops Bureau aviation policies and procedures;
- Coordinates aviation-related activities and services between the Washington/National Office and the regions;
- Ensures bureau personnel have appropriate aviation training;
- Plans and conducts technical and managerial analyses to the identification of aviation organization and resources appropriate for agency use, and cost-effectiveness of aviation;
- Provides oversight of aircraft acquisitions and fleet management, contract administration, aviation operations, aviation safety, security and risk management, and reviews and evaluations of regional aviation programs;
- Develops and publishes a National Aviation Management Plan (NAMP) that addresses the minimum elements listed in OPM 6, Appendix A. The Plan will be formally reviewed and approved by the Bureau Director at a minimum of every three years. Bureau Director approval authority will not be delegated below the bureau's designated aviation executive (DOI Executive Aviation Committee member—SES). The National Aviation Manager will review the NAMP annually and is authorized to make interim revisions as required;
- Is responsible for a Regional Aviation Program Review process;
- Coordinates requests for program approvals waivers, exceptions to policy for aviation operations requiring BOEM Director level approvals;
- Disseminates aviation related policy and technical information;
- Coordinates with OAS for BOEM aviation program evaluations;
- Recommends a bureau liaison to the OAS Chief, Aviation Safety and Program Evaluations to participate on aviation mishap investigation teams;
- Participates in or assigns a senior line officer to participate in Aircraft Mishap Review Boards (AMRB) for incidents occurring within the Bureau;
- Responds to AMRB recommendations;

- Actively works with all bureau program managers to ensure operational aviation issues are addressed in program and policy decisions;
- Performs or ensures that the Aviation Safety Manager Duties are accomplished: provides expert insight and guidance on BOEM aviation safety issues and sees that aviation safety practices and programs follow DOI/OAS safety guidance;
- Ensures that Regions have a Mishap Response Plan; all Interior entities utilizing aviation resources (other than scheduled air carriers) shall prepare a Mishap Response Plan for its flight operations. The purpose of the plan is to provide direction and reduce confusion when responding to an aircraft mishap. The *Interagency Aviation Mishap Response Guide and Checklist* (National Fire Equipment System (NFES) 2659, http://oas.doi.gov/safety/iamrp.html) is available as a resource to assist in the development of a mishap response plan; and
- Promotes The Aviation Mishap Information System (AMIS/SAFECOM).

Regional Directors (RD). Aviation responsibilities are outlined in 350 DM 1 Appendix 4. RDs are responsible for all BOEM flight operations conducted in their Regions and shall ensure aviation activities are conducted in compliance with applicable DOI policies/directives and the BOEM Aviation Management Plan. RDs will ensure the following are accomplished:

- Disseminate Departmental aviation safety policy and information;
- Formally designate a Regional Aviation Manager (RAM);
- Ensure bureau/regional personnel have appropriate aviation training;
- A Regional Aviation Management Plan (RAMP) is developed and approved, in consultation with the National Aviation Manager;
- Responsible for the development of a comprehensive Regional Aviation Program Review process;
- All aviation activities are assessed for risk and safety hazards are mitigated;
- Recommends a bureau liaison to the OAS Chief, Aviation Safety and Program Evaluations to participate on aviation mishap investigation teams;
- Supports and disseminates aviation policies and information;
- Aviation training is in compliance with all DOI and BOEM requirements;
- Aviation Life Safety Equipment (ALSE) requirements are followed;
- Significant operational problems are reported to the NAM;
- Promote and support the Aviation Mishap Information System (AMIS/SAFECOM);
- Records related to the aviation program are maintained; and
- Aviation resources are procured, managed and operated within the scope of the contract.

Regional Aviation Managers (RAMs) are responsible for providing operational and aviation safety oversight to all flight operations conducted in their Region. The RAM position will be designated in writing by the Regional Director and is the primary contact for the Regional aviation review. BOEM has three Regions, Alaska, Pacific and Gulf. All Regions will have a designated RAM. Currently the Alaska Region has a full aviation program. The Pacific and Gulf Region employee's flights primarily occur on space available with BSEE scheduled flights. BOEM RAMS will coordinate with BSEE RAMS to assure BOEM employees will meet DOI, BOEM and BSEE-specific aviation training requirements prior to flight. Regions are encouraged to formalize this process and address in their Regional Aviation Management Plans. Responsibilities include:

- Writing and implementing the Regional Aviation Management Plan (RAMP) (See (b)

Objectives of the aviation plan in this chapter for specifics);

- **Prepare and keep current the Regional Mishap Response Plan.** The purpose of the plan is to provide direction and reduce confusion when responding to an aircraft mishap. The Interagency Aviation Mishap Response Guide and Checklist (National Fire Equipment System (NFES) 2659, http://oas.doi.gov/safety/iamrp.html is available as a resource to assist in the development of a mishap response plan;
- Review Project Aviation Safety Plans (PASP; only the Alaska Region uses PASPs) and coordinate the planning and completion of project plans and risk assessments. See Chapter 8 for required topics that must be included in the PASP;
- Observe/monitor regional aviation activities and provide liaison with the NAM and other agencies as appropriate;
- Provide assistance for the implementation of Departmental Policy and BOEM Aviation plan;
- Reviews proposed changes in policy and procedures;
- Coordinate or instruct aviation training courses as requested;
- Ensure that prior to participating in aviation operations personnel have completed all required aviation training. Ensure Departmental required aviation training is verified in the Department aviation training system;
- **Validate all BOEM employees meet any Bureau specific** requirements (example over water flights for Pacific and Gulf Regions, BOEM employees must meet BSEE standards). See Chapter 5 training in this document and Regional Aviation Management Plans;
- Review requests for new flight services such as On-Call contacts, Aircraft Rental Agreements, Exclusive Use Contracts or Call When Needed (CWN) contracts;
- Review requests for cooperator use (i.e. NOAA, USCG) to assure BOEM passengers will meet all DOI and BOEM policies;
- May be delegated to perform as BOEM representative or liaison for aviation mishap investigations and mishap review boards;
- Appraise the RD and NAM of aviation concerns and problems;
- Aircraft and pilots are appropriately approved for the mission and request technical assistance for aviation problems;
- Approve Mission Chiefs designated for all special use flights;
- Ensure that individuals who plan, organize, and manage the aviation operations of a project utilizing aircraft, are qualified per OPM-04: DOI Aviation User Training Program; and
- Confirms all dispatching and flight following occurs in accordance with DOI and BOEM policies. (OAS Director-approved Vendor flight following program or Bureau provided).

Vendor Pilots/Contractors. Vendors/Pilots may have the responsibility for flight following and flight plans. RAMs to assure contract has specific language and OAS Director Approval is in place. Contract must also include vendor responsibility in notification for BOEM mishap response plan (see Chapter 4 Operations for specific requirements).

Mission Chiefs. The Senior BOEM employee on a flight will act as Mission Chief unless otherwise designated by the Regional Director or their Regional Supervisor. Designation will be kept on file with the RAM. Mission Chiefs will maintain currency and meet the requirements for the Air crewmember position as identified in OPM-4. http://oas.doi.gov/library/opm/index.htm and A-109 flight following (see Chapter 5 Aviation Training for specific requirements). The Mission Chief is responsible for:

- Planning and executing a safe mission;
- Briefing of the mission to the pilot and aircrew members;
- Being knowledgeable about DOI and Bureau aviation management and safety procedures;
- Coordinating with the pilot for pre-mission planning, briefing and in-flight emergency duties of passengers;
- Ensuring compliance with the mission pilot's proper orders;
- Reporting all mishaps and accidents as outlined in the departmental procedures and regulations (all employees are responsible for reporting any mishaps or accidents);
- Risk assessments support informed GO/NO-GO decisions which are the responsibility of the Regional Director (line manager). Pilot retains final authority for a NO-GO decision when safe operation of the aircraft is a factor (see Appendix B);
- Ensuring compliance with DOI and BOEM safety programs with regard to the use of properly approved pilots and aircraft, approved flight following, use of personal protective equipment, installation of prescribed emergency equipment, and other items as prescribed by the contract and regulations.

Note: The RAM will assist the Mission Chief in meeting their responsibilities for pre-flight checks and planning.

Employees/Aviation Users. Are responsible for knowing and following applicable policy and directives; maintaining currency by attending required aviation training in accordance with DOI and BOEM policies; using appropriate personal protective and life support equipment; reporting potential and actual problems; and ensuring their own safety as well as that of others.

(b) Objectives of this Aviation Management Plan

The Aviation Management plan provides for the safety of BOEM employees through clear direction and intent for required aviation safety education requirements, standardized procedures and formal information sharing. This plan assures that Acceptance of Risk is at the appropriate level in the Bureau.

In addition to the Bureau Aviation Management Plan, each BOEM Region engaged in aviation operations must to the degree dictated by the level of the program, prepare and maintain a Regional Aviation Management Plan (RAMP) in concert with the National Plan. The RAMP should be no more complex than necessary to ensure the safe, efficient and effective aviation operations and at a minimum meet the DOI requirements for Aviation Management Plans as identified in DM and OPM-6. Regions can meet this requirement by utilizing this National Plan and insert supplements with Regional Pages at the end of each chapter. A Regional Signature page must be included.

(c) Authorities

With minor exceptions as stated in this document, this NAMP applies to flight services *other than* those acquired on a seat-fare basis operating under Federal Aviation Regulations (FAR) Part 135, or from commercial air carriers (e.g., Delta, United, etc.) in the United States, Trust Territories, and Possessions operating under FAR Part 121.

Because BOEM is responsible for flight crew members, aircrew members and passengers on board aircraft under its operational control, this manual is applicable to BOEM employees,

BOEM volunteers, persons supervised by BOEM employees, and support service contractors (all hereinafter referred to as BOEM employees). Persons employed by, and whose work is directed solely by cooperators or contractors are exempt from provisions of this handbook except when their duties include the use of flight services under the operational control of the BOEM. In that event, such persons will be subject to the policies and procedures contained herein.

(d) Revision Schedule

As per DOI Policy this Plan will be formally reviewed and approved by the Bureau Director at a minimum of every three years. Bureau Director approval authority will not be delegated below the bureau's designated aviation executive (DOI Executive Aviation Committee member—SES). The National Aviation Manager will review the NAMP annually and is authorized to make interim revisions as required.

(e) Bureau-specific organizational requirements (N/A)

Chapter 2 - Aviation Administration

(a) Contracts

BOEM utilizes the contract aircraft available thru OAS/AQD and acquired as per 353DM 1. Information is located on the AQD web page at http://www.doi.gov/aviation/aqd_index.cfm. AQD Boise is responsible for the centralized contracting for aircraft and related services for all Department of the Interior agencies.

BOEM employees frequently fly on BSEE contracted aircraft as passengers. In those cases, BSEE assures aircraft and pilots meet DOI requirements as per the contract and DOI policy. BOEM is responsible to confirm that their employees meet all DOI and bureau specific requirements for ALSE and aviation safety training. Regions will address procedures for BOEM employees to fly on BSEE flights in their Regional Aviation Management Plans. Prior to flight BOEM RAMs will confirm if there are any additional training requirements with BSEE RAMs.

BOEM Aviation Contracts may have additional requirements and responsibilities included for the Vendors. They are as follows:

Vendors may have the responsibility for flight plans and flight following. For this to occur, DOI AQD Aviation Contracts must have specific language that addresses what DOI standards must be met (example 30 minute check-ins) and what procedures must be followed in the event of an overdue aircraft or a mishap (BOEM Mishap response plans). Vendor-provided flight following must be approved by the Director of OAS. Mission Chiefs are responsible to assure that vendor and pilot are providing flight following, flight planning and mishap response as per the contract language and BOEM policy.

Vendors may be responsible to provide cold weather personal protective equipment (PPE) for BOEM employees. All PPE must meet DOI Policy as per the ALSE Handbook. BOEM/AQD Aviation contracts must have specific language that identifies the DOI and any additional BOEM standards for vendor provided PPE. Mission Chiefs are responsible to ensure the required PPE is provided by the vendor. Requirements are in the ALSE Handbook: https://www.doi.gov/aviation/library/guides.

All aircraft services required by BOEM must be acquired through the AQD- Aviation Services procurement process *with the following exceptions*:

- **Seat Fare** on flights with scheduled air carrier; Examples, commercial airlines, or approved SEAT FARE operations as per OPM-15 Acquisition of Seat Fares in Alaska.
- **End Product/Service contracts** can be used to obtain services and products such as aerial photographs, per head animal capture or seeding/fertilization. Aircraft may be used to obtain the product or services; however, there are limits on specifying controls or specific types of aircraft in the solicitation. These types of contracts are not flight service contracts and do not need to be obtained through Office of Aviation Services. There are very strict guidelines that include "operational control" for the use of these types of contracts. Refer to OPM-35: Identification of End Product/Service and Flight Service Procurement and consult with your RAM to confirm the flight you are proposing meets the End Product definition.

(b) Acquisition - Fleet: N/A

(c) Use reports and payments processes

Regions will specify any specific processes in addition to DOI requirements in their Regional AMP's. Examples:

- What process is in place for flight ordering;
- How are hours flow tracked to include missions on BSEE and Cooperator aircraft;
- What are the Mission Chief/RAM responsibilities in the process for payment;
- Does the Regional Finance Supervisor have additional requirements.

(d) Record keeping requirements

Does Bureau have any additional record keeping requirements? (Copies of invoices to administrative officers, accountants, etc.)? Your fiscal/administrative officers would usually want to track costs for flights that BOEM will pay for by specific project.

(e) Bureau-specific administrative requirements

None at this time

Chapter 3 – Aviation Safety

The priority in all BOEM aviation missions is the safety of employees, contractors, cooperators and the public. BOEM personnel performing aviation functions must be service oriented and meet all qualification requirements of the departmental and bureau manuals, handbooks, and guides. The BOEM is committed to ensuring our workplaces are free of recognized hazards. Risk management will be inherent in all aviation missions and programs. Prior to conducting any mission, all risks will be mitigated to the lowest acceptable level possible.

All aviation personnel are empowered and expected to manage the risks of aviation operations and 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. Individuals will be held accountable for their decisions, which should be based on policy, principles, risk management, training, experience and the given situation.

(a) Policy

As a bureau, we are often challenged with working in high-risk and dynamic environments that are not always predictable. The BOEM Aviation management plan establishes senior management's commitment to continually improve safety and defines the methods, process and organizational structure needed to meet safety goals. Where appropriate BOEM will implement more restrictive policies as required in the DM's due to mission risk.

(b) Risk Management: Aviation Management Plans

Risk management responsibilities and tools are identified in the National and Regional Aviation Management Plans. Special Use BOEM flights will not occur without a current Project Aviation Safety Plan (PASP). The required elements of a PASP can be found in Chapter 8 of this Aviation Management Plan. For those Regions that perform similar special use aviation missions on a recurring or routine basis, the required PASP can be included as part of the regional aviation plan that is reviewed at least annually. In this instance, in place of a PASP the Region must have a documented process to capture the unique and special circumstances (ex. dispatch log, passenger manifest, PPE requirements, supervisor approval).

Employee Prerogative. While performing their duties, BOEM personnel may elect without fear of reprisal not to fly under any condition they consider to be unsafe. It is the employee's responsibility to immediately report any aviation hazard that compromises the safety of personnel or equipment via a Safety Communiqué, (SAFECOM) https://www.safecom.gov/.

Project supervisors, RAMs and Missions Chiefs are responsible for ensuring PASPs are completed. The Project supervisor should work closely with RAMs in preparing these plans. The level at which a PASP is approved is based on the risk level as determined by the written risk assessment, and plan is completed and signed at appropriate level. Within BOEM, employees with aviation management responsibilities (Mission Chief, RAM, NAM) have formal delegations for their responsibilities from the appropriate line manager (Bureau and RDs). Aviation Managers and supervisors will assure that all employees participating in aviation activities meet all DOI and BOEM policies prior to a mission. In the event they do not, employees will not participate.

(c) Promotion

Education. All BOEM employees will meet mandatory DOI and Bureau Specific Aviation training requirements prior to participating on Flights. Bureau leadership will support an aviation safety culture that encourages participation and currency for all required aviation safety training.

For specific currency and training requirements refer to this Aviation management plan, OPM-4 – Aviation User Training Program, https://www.doi.gov/aviation/library/opm and the DOI *IAT website for reference: https://www.iat.gov*.

Reporting Aircraft Mishaps

All aircraft incidents and accidents will be reported, via SAFECOM, to the OAS and by BOEM policy to the Regional Director in accordance with Departmental policy. Aircraft mishaps are broadly defined as follows:

Accidents involve death or serious injury or substantial damage to the aircraft. The National Transportation Safety Board (NTSB) is responsible for the investigation of aircraft accidents. All aviation accidents will be reported immediately to the National Aviation Manager, Regional Director and the OAS in accordance with 352 DM 3, Aircraft Mishap Notification, Investigation and Reporting and BOEM policy.

Incidents with Potential are those in which the circumstances indicate significant potential for substantial damage or serious injury. Final classification will be determined by the OAS Chief Aviation Safety and Program Evaluations.

Aircraft Incidents are occurrences that affect or could affect the safety of operations.

Accident/Incident BOEM Review Process. The Regional Director will determine within 14 days, whether an internal BOEM review of the mishap is necessary.

BOEM and DOI Aviation Awards Program. BOEM will use the DOI Safety Award qualification standards and procedures to recognize aviation safety practices, per 352 DM Chapter 4 AVIATION SAFETY AWARDS PROGRAM and on the OAS website: https://www.doi.gov/aviation/safety/safety_awards. Aviation safety awards offered by the Department are as follows:

Award for In-Flight Action. This Award is 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 DOI aviation-related occurrence.

Award for Safe Flying. This award is established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered.

Award for Significant Contribution to Aviation Safety. This award is established to recognize an individual, group, or organization for significant contribution to aviation safety or aircraft accident prevention within DOI.

Departmental Award for Outstanding Contribution to Aviation Safety. This award is established to recognize an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees and only one such award shall be presented annually.

Airwards. This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting DOI aviation safety, such as correcting a hazardous situation, submitting a good idea, or just making a difference.

All nominations will be processed through the respective Bureau National Aviation Manager/Aviation Safety Manager or their designee through the OAS Chief Aviation Safety and Program Evaluations for eligibility verification. All nominations will be reviewed for approval by the Bureau's DOI Executive Aviation Committee Member (EAC), except for Airwards which only need to be reviewed by the OAS Chief Aviation Safety and Program Evaluations.

(d) Assurance

BOEM evaluates the continued effectiveness of implemented risk control strategies and supports the identification of new hazards.

Program Evaluations. In addition to the 5 year DOI program reviews, the bureau will accomplish internal program reviews at the national level every three years to facilitate the sharing of information and standardization in the Bureau.

Mishap Response Plans and Hazard Maps. NAM and RAMs have the responsibility to have current/signed mishap response plans in place in the event of a Mishap. Each BOEM office using flight services must maintain a current and complete Aviation Mishap Response Plan in a readily accessible location. Local known area hazard maps are also required and must be reviewed prior to the mission. A hazard is any obstacle protruding into the planned flight altitude. Known and possible wire strike locations in the area to be flown will be reviewed and made known to the pilot during flight planning activities. Any new hazards found in the area flown must be added to the hazard map.

Mission Chiefs and Pilots are responsible for reviewing hazard maps with pilots prior to each low-altitude flight.

The Aviation Mishap Response Plan

The Aviation Mishap Response Plan must detail the actions that need to be accomplished in the event of an aviation accident. A brief outline of the required actions is listed below, and additional information can be found on the OAS Website:
https://www.doi.gov/aviation/safety/iamrgc

A. Take necessary action to rescue survivors;
B. Secure the site and surrounding area to protect the wreckage from further damage and avoid injury to persons nearby;
C. Designate an Incident Commander to be in charge of the mishap site; get names, addresses, etc., of witnesses; and relay all media inquiries to the investigating team or NPS/NTSB public information official;
D. Secure all BOEM records pertaining to the operation, flight, maintenance, crewmembers, etc.; and
E. Document the available information on the Aircraft Accident Checklist in the Interagency Aviation Mishap Response Guide and Checklist, and provide the information to OAS and Regional Aviation Manager. Do not delay initial reporting to try to fill in all the blanks.

Mishap Notification Procedures. In the event of an aircraft accident, incident with potential, or when any of the mishaps listed below, the aircraft operator, flight manager, pilot, or person with flight following responsibilities must immediately, and by the most expeditious method, notify the National Aviation Manager, Regional Director and the Office of Aviation Services Safety Office, (24/7) **at 1-888-4MISHAP (1-888-464-7427),** who has the Departmental responsibility to coordinate with the nearest office of the NTSB.

BOEM Internal Aviation Notification and Routing Procedures. The National Aviation Manager or designee is the primary focal point of contact within the BOEM, between OAS and the BOEM and with the other bureaus for notification of significant aviation related events and policy related matters. Note: Nothing in this procedure should be interpreted 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.

The RAM will inform the NAM of accidents with potential, serious safety concerns, aviation events of significant policy impact and aviation events or actions with the potential to cause widespread interest both within and outside BOEM. The NAM will inform the ranking supervisor of involved staff and the Deputy Director and the Director of BOEM. At that time, if the RAM was not the initial notifier, the NAM will also inform the RAM, where the event occurred. The RAM will inform, as described in the Regional Aviation Plan, the appropriate Regional local management in either informational scenario. Concurrently the NAM will contact the appropriate person in DOI/OAS. For Accidents and Incidents with Potential, this will usually be the Chief, Aviation Safety and Program Evaluations or his/her designee.

Mishap investigation. All DOI accidents are the domain of the NTSB whether they participate in the field investigation or not. NTSB may engage the Office of Aviation Services to investigate accidents for the Board. In this case, the Office of Aviation Services is working for the NTSB and is bound by rules 49 CFR 830-831. BOEM will offer a qualified individual to assist with the investigating agency and may also independently review the mishap internally. The BOEM Regional Director, in conjunction with the NAM, will assign the appropriate individuals. When NTSB investigates DOI accidents, OAS generally will be included. NTSB and/or OAS may also choose to investigate other DOI aircraft incidents.

Aircraft Mishap Review Board (AMRB). An AMRB is responsible for developing mishap prevention recommendation for all Interior accidents and selected incidents with potential. Specific responsibilities, functions and procedures to be followed are in accordance with DOI AM Instruction 220-1.

DOI Aircraft Mishap Review Board, (AMRB) BOEM Attendance, Report Routing and Follow-up Actions. Per 350 DM 1 Appendix 4 A. 11 the NAM is responsible for assigning a representative to the AMRB. This will usually be an aviation subject matter expert from an area outside the region where the event occurred. BOEM policy requires that whenever an AMRB is convened by the Director OAS in response to an aircraft mishap that a Senior Line Officer from the Region 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 BOEM participant on the AMRB.

Upon receipt of the AMRB report and final recommendations from the OAS Director, the NAM will route the report to senior BOEM management. The NAM will concurrently route copies to the RAM in the affected region for distribution to Regional Director and *the line officers* of the involved Region. Within 30 days of the issuance of an AMRB report the RD of the Region involved will convene a Board of Review (BOR) that will include the Regional Senior Line Officer present at the AMRB, RAM, and BOEM flight, air or ground crew involved in the mishap. The BOEM will task the responsible parties with responding to and /or implementing the AMRB recommendations in addition to any the BOEM may develop.

(e) Aircraft Mishap Documentation requirements

Pilot/Operator Aircraft Accident Report. The aircraft operator must complete NTSB Form-6120.1/2, Pilot/Operator Aircraft Accident Report, and submit it to the nearest office of TSB. In the case of DOI-owned/bureau operated aircraft, a copy of the report must also be sent to the Regional Director and the OAS safety manager within 10 days following an aircraft accident or when requested by NTSB.

Aircraft Accident/Incident with Potential. The aircraft operator, passenger, or other person with knowledge of the accident/incident with potential must comply with the Aviation Mishap Notification Investigation and Reporting Handbook, per 352 DM 4.

Aviation Mishap Information System. The aircraft operator, flight manager, or any other person noting an aviation hazard, maintenance deficiency, airspace conflict, or incident should complete a SAFECOM Report within 5 days and submit it to the OAS Chief of Aviation Safety of Program Evaluations and the Regional Aviation Manager.

(f) Bureau-specific safety requirements

Identified in Plan.

(g) Reporting airspace conflicts through the SAFECOM system

There are Military training routes and Memorandums of Agreement in areas of operations for BOEM. Every effort is made to avoid and or notify when known operations are occurring. When conflicts occur they will be reported through the SAFECOM system.

A summary of the role of management in the SAFECOM system is given in the following table.

Table 1. BOEM SAFECOM Employee and Management Roles

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Fills out the SAFECOM form, completing all required fields including initial determination of Operational Control. Completes the Original Text in both the Narrative and Corrective Action fields. Consults with mission personnel prior to submitting electronically to OAS and hardcopy to RAM.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
Regional Aviation Manager	Submission	If only a hardcopy has been submitted, submits electronically to OAS.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs identifying BOEM operational control within their Region.	Coordinate with submitter. Provide feedback to person submitting (unless anonymous
	Corrective Actions	Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include your Job Title (do not enter personal information) Review all information. May take and document additional corrective actions.	Must treat all corrective action descriptions as if they were public. Coordinate with NAM.
	Modify Actions	Authority to change all SAFECOM information (except for of the submitter and the original narrative).	Coordinate with NAM. Verify and amend all info for accuracy.
	Operational Control	Make final determination of the Agency and Region that has Operational Control.	Determines who will receive e-mail notification.
	Category	Select the appropriate category to classify the SAFECOM.	Multiple categories possible.
National Aviation Manager	Make Public	Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the SAFECOM "Public" (if overly sensitive, consult with NAM before making public)	Ensures all Public Text is sanitized in Narrative and Corrective Action fields prior to making public.

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs nationwide that identify BOEM operational control.	Coordinate with RAM.
	Corrective Actions	Takes additional corrective actions, if necessary, and documents on the SAFECOM.	Coordinate with RAM
	Modify Actions	Authority to change all SAFECOM information (except for the RAMs of submitter and the original narrative).	Coordinate with RAM
	Make Public	Has the authority to sanitize information and make the SAFECOM "public" (if not already done at the State level). Coordinates with OAS.	Ensures all Public Text is sanitized in Narrative and Corrective Action fields prior to making public.
	Completion	Has the authority to make the SAFECOM "complete".	Ensures all Public Text is sanitized in Narrative and Corrective Action fields prior to making public.
	Distribution	Distributes all "Public" BOEM SAFECOMs to BOEM RAMs and Other Agencies.	Coordinates with OAS.
	Designates Users	Authority to identify all BOEM users and their appropriate permission levels. Must notify OAS of additional users/changes/updates.	Coordinates with OAS.
	Out of Agency	Authorized to review other agency "Public" SAFECOMs. Read Only!	Coordinates with OAS

Chapter 4 - Aviation Operations

Aviation operations within BOEM primarily consist of transportation of personnel to offshore facilities; transportation of personnel and contractors to various outreach and government-to-government meetings; VIP tours; transportation for studies; and transportation of non-Federal passengers engaged in missions who enhance accomplishment of the BOEM program. Specific program objectives include: safety, fiscal responsibility, and efficient and environmentally sound transportation.

The flight environments that most flights occur originate from fixed airports that require flying along the shoreline before proceeding over water to the final destination to include landing on off shore platforms. Other flights may take place completely over land but include rugged mountainous terrain, in remote areas, often far from any support facilities. Each of these flight profiles may need to occur during periods of darkness and/or extreme cold weather.

As a bureau, we are often challenged with working in high-risk and dynamic environments that are not always predictable. It is the responsibility of each employee, cooperator and contractor to conduct aviation operations that have been planned properly, approved by management, that utilize the correct equipment and personnel and are carefully executed per Aviation Management Plans, Project Aviation Safety Plans and SOPs to minimize risk. Safety is the first priority and leadership at all levels must foster a culture that encourages employees to communicate unsafe conditions, policies or acts that could lead to accidents without fear of reprisal.

(a) Special Use

Many BOEM flights occur in flight profiles that fall within the Special Use Category. See OPM-29 https://www.doi.gov/aviation/library/opm, and may include over water flights, low level flight (within 500' of the surface), offshore platform landings (helicopter), vessel landings, water landings – floats or hull (helicopter), and wheel operations on unprepared landing areas (airplane).

"Special use" is defined in 350 DM 1 and OPM 29 as those operations in which special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. Office of Aviation Services authorization for both pilot and aircraft is required for special use operations.

Special Use flight operations require, at a minimum a PASP (see Section 3(b). and must include the elements listed in Chapter 8 of this AMP.

(b) Fixed Wing

Fixed wing dispatch, ordering, and operations shall be accomplished in accordance with National and Regional aviation plans. All flights will have a bureau-assigned mission chief when under the operational control of BOEM.

Low-level Flight Operations (Less than 500' AGL). All fixed-wing aircraft missions for low level operations must have an approved PASP as per Chapter 8 of this plan.

Operational Procedures:

- Fixed-wing aircraft and pilots must be specifically approved for low-level flight operations.
- A high-level recon will be made prior to low-level flight operations.

- All flights below 500 feet will be contained to the area of operation.
- PPE is required for all fixed-wing; low-level flights (reference *ALSE Handbook*).

(c) Rotary Wing

Helicopter dispatch, ordering, and operations shall be accomplished in accordance with National and Regional aviation plans. All flights will have an assigned bureau mission chief when under the operational control of BOEM.

BOEM employees flying with BSEE. When BOEM employees are flying space available on BSEE/AQD procured helicopters, the BOEM RAM will confirm that Bureau employees meet all PPE and training requirements. BSEE is responsible for flight following and mishap response planning and action. Prior to the flight BOEM and BSEE RAMs will coordinate any mission-specific PPE or training requirements (e.g., BSEE or DOI threshold for Requirement for water egress training based on frequency). **At a minimum all BOEM Employees will meet the training currency requirements for A-100 Basic Aviation Safety Course.**

BOEM Employees flying with Affiliates. When BOEM employees are flying with OAS-approved affiliates (e.g., an oil company or oil field service company), the RAM will assure that Bureau employees meet all DOI and BOEM Policy for PPE, flight following and Mishap response. All flights with affiliates must have a current approved PASP in place that addresses how the above will be accomplished. At a minimum all BOEM employees will meet training and currency requirements for A-100 Basic Aviation Safety Course. See (e) Cooperator Use "Flights with Affiliates" below.

(d) Fleet Operations N/A

(e) Cooperator use

BOEM conducts aviation operations with cooperators in the performance of mission (e.g., NOAA procured/operated aircraft, USCG, etc.) as per DOI policy. Prior to utilization an OAS cooperator approval must be in place for DOI employees to fly on a cooperator aircraft. 351DM4 identifies these requirements (see http://oas.doi.gov/library/dm/index.htm).

Current Memoranda of Understanding signed by the Director of OAS can be located on the OAS website at https://www.doi.gov/aviation/library/mou. Each MOU has a corresponding Information Bulletin (IB) that identifies and clarifies DOI Bureau responsibilities in the implementation and use of the MOU. The MOU establishes a framework under which the cooperator will provide aerial support to DOI authorized missions. The scope of the aviation support provided is also identified. Each MOU states; **"Contact Bureau Aviation Managers (unit, state, region, national as identified by your respective bureau) for specific DOI and Bureau requirements prior to use"** BOEM employees must contact their RAM prior to any cooperator flights.

Flights with Affiliates. Flights with affiliates are typically used for inspection travel to offshore facilities. Travel may take place on a lessee-contracted helicopter . For BOEM personnel to fly on an affiliate aircraft, the request must be routed to the OAS Regional Director thru the RAM with a cc to the NAM for approval by OAS. The pilot and aircraft must be currently approved/carded by OAS. 351 DM Chapter 4 outlines the approval process for Affiliate use. BOEM employees must meet all ALSE HB requirements for PPE and flight must meet DOI and Bureau-specific flight following requirements.

(f) Passenger Transport

A passenger is any person aboard an aircraft, when traveling on official BOEM business, who does not perform the function of a flight crewmember or Aircrew member. Unauthorized passengers will not be transported in any DOI aircraft. For official, unofficial and unauthorized definitions, Reference *350 DM 1.8.* https://www.doi.gov/aviation/library/dm. *All passengers will:*

- Use appropriate personal protective equipment (reference *ALSE Handbook*);
- Report aviation incidents, operations deviating from policy to the UAM and/or through the SAFECOM system;
- Emphasize personal safety as well as the safety of others involved in the flight and
- Meet the training requirements of DOI *OPM-04* Aviation User Training Program.

Agency employees in off duty status. Federal employees cannot utilize annual leave/LWOP or "volunteer" in order to circumvent agency policy. If any aspect of the employee's activity is related to their official duties, they are conducting agency business, irrespective of their pay status. Reference the regulations regarding off-duty activities in accordance with the *Standards of Ethical Conduct for Employees of the Executive Branch* (5 CFR. Part 2635.802-803).

Non Federal passengers. Restricted Category Helicopters: Carriage of Non-Federal passengers aboard restricted category aircraft is specifically prohibited.

Volunteers. Volunteers when traveling on official business, are official passengers, within the terms of *350 DM 1.8.A. (3)* and this Aviation management Plan. Volunteers are not permitted to operate aircraft or serve as an aircrew member on any DOI aircraft. Volunteers aboard DOI aircraft performing mission flights must be pre-approved by the appropriate BOEM Director.

Emergency Exception to Policy. Federal employees who are involved in an event in which there clearly exists an imminent threat to human life, and there is insufficient time to utilize approved methods, may deviate from policy to the extent necessary to preserve life (reference *350 DM 1.3.B*). The following provisions and follow-up actions apply:

- Personnel involved are expected to use good judgment.
- Personnel involved in the decision-making associated with deviating from policy must weigh the risks verses benefit.
- Any deviations shall be documented on a SAFECOM.

Use of Government Aircraft and Solicitor Approvals. DOI OPM-7 – Improving the Management and Use of Government Aircraft, implements the policy and procedures contained in the following documents: Office of Management and Budget (OMB) Circular A-126; Presidential Memorandum, subject: Restricted Use of Government Aircraft, dated February 10, 1993; OMB Bulletin No. 93-11; U.S. Department of the Interior Solicitor Memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999; 41 CFR 101-37 (FPMR Amendment G-101), Government Aviation Administration and Coordination.

Administrative Travel Justification and Documentation requirements. The primary intent of this process is that taxpayers should pay no more than necessary to transport Government officials. The OPM discusses official travel on government aircraft and when the DOI Solicitor's approval is required for Senior Executive Service (SES), Senior Federal officials or non-Federal travelers (defined below).

- Senior Executive officials include all civilian officials appointed by the President or civilian employees of the Executive Office.
- Senior Federal officials include all Senior Executive Service (SES) employees.
- Non-Federal such as Congressional, Legislative, State, Cooperating Agency and Partner officials.

Specific info and procedures are addressed in OPM-7; https://www.doi.gov/aviation/library/opm.

(g) Hazardous materials transport

When required by BOEM, transportation of hazardous materials shall be in accordance with exemption DOT-E-9198 and the Department's "Interagency Aviation Transport of Hazardous Materials" Handbook. The Handbook outlines what types of Hazardous Materials are covered under this exemption. Some examples include: batteries, battery fluid, flammable and combustible liquids such as gasoline, diesel, kerosene, alcohol, white gas (stove fuel), paint, and thinners/solvents; fuses, flares, and other flammable solids designed for signaling, fire ignition, or fumigating; liquids or fuels under compression such as propane, butane, acetylene, etc., and aerosol containers; high-pressure cylinders such as air, oxygen, carbon dioxide, helium, nitrogen, and argon; small arms ammunition; medical waste consisting of blood-soaked materials such as clothing, bandages, etc.; bear repellent, irritants.

Numerous DOI personnel are required to carry on their person materials essential to survival such as inflatable flotation devices, spare CO2 cartridges for flotation devices, small arms and ammunition, stove fuel, fire starters, pen flares, strike anywhere matches, and supplemental breathing air. Many of these survival devices are carried in a pocket, in a survival vest, or pack. Specifics are located at these links: https://www.doi.gov/aviation/library/guides and https://www.doi.gov/aviation/tech/tech_bulletins. Select Tech Bulletin 2015-02: Renewed Hazmat Special Permit: DOT-SP-9198 (Sixteenth Revision) *(Special Permit Authorization DOT-SP 9198 - Expiration Date: July 31, 2018).*

A copy of the exemption and handbook must be aboard each aircraft operating under the provisions of this exemption. BOEM personnel must complete the IAT (Interagency Aviation Training) on-line module prior to performing Hazmat transportation.

(h) Flight planning (policies, dispatching)

All BOEM flights will be ordered through and coordinated with the RAM. Each Region will address specific procedures in their Regional Aviation Management Plans. The terminology given below is used throughout this section under these definitions.

A **"Point-to-Point"** flight is one that originates at one developed airport or permanent helibase and flies directly to another developed airport or permanent helibase with the sole purpose of transporting personnel or cargo (this term does not apply to flights with a scheduled air carrier on a seat fare basis). These types of flights are often referred to as "administrative" flights and require the aircraft and pilot to be only carded and approved for point-to-point flight. A point-to point flight is conducted higher than 500 feet above ground level (AGL). NOTE: A developed airport is one that is listed in the FAA Sectional or FAA supplement for the geographic area.

A "Mission flight" is defined as any flight other than point-to-point, conducted with the express purpose of performing (or directly supporting) an agency or resource management related task such reconnaissance etc. **DOI refers to many such missions as "Special Use"**. In OPM-29;

these missions require special techniques, procedures and consideration. Aircraft and pilots must be approved for each specific activity prior to use. Mission flights require additional regional planning, active flight following, additional pilot and aircraft inspections and carding, and operational supervision by bureau personnel.

(i) Flight following (policies, mishap response operations)

DOI Flight following Policy in DM 351 DM 1: Designees (cooperator or BOEM employees) are responsible for monitoring aircraft flight activities in accordance with DOI/BOEM policies. DOI Policy (See 351DM1 page 10) states that *Position reporting shall not exceed a maximum of 30 minute intervals under normal circumstances unless the pilot has ensured that radar contact with an air traffic control facility has been established and maintained.* ***If flight following cannot be maintained as per requirements in the PASP, and contact cannot be conducted in another available manner, the flight will be terminated and return to base.*** Individuals responsible for flight following must have **the means to initiate an aircraft mishap emergency response should the need arise.**

Mishap Response Plans. All Vendors, Dispatch centers, individuals and units with the responsibility for flight following must have a current copy of the BOEM Mishap Response Plan and have the ability to initiate the appropriate action based on the situation. Types of flight following include: FAA, agency flight following to include AFF and/or Radio check-ins. BOEM flight following will be accomplished through one of the following Methods:

Agency provided – Via a BOEM employee, another Bureau, or Cooperator provided a flight follower must have the ability to initiate the Regional Mishap Response plan.

Vendor provided – In accordance with an OAS Director approved vendor flight following program specified in the DOI procurement document. (Example is included at the end of this Chapter).

Point-to-Point – Flights will be tracked by a FAA visual flight rules (VFR) or instrument flight rules (IFR) flight plan or on an international Civil Aviation Organization (ICAO) flight plan; or in accordance with a bureau approved flight plan program; or in accordance with an OAS Director-approved vendor flight program specified in a DOI procurement document. FAA flight plans may be supplemented by agency flight plans.

Aircraft on FAA IFR flight plans are continuously tracked via radar. Radar tracking for VFR traffic is not guaranteed, but is available when requested if the controller workload, terrain, and operating altitude allow coverage. The designated Mission Chief will confirm that the pilot has filed and activated an authorized flight plan, notify flight follower/dispatch upon departure arrival at any interim stops and arrival at the final destination.

A qualified BOEM Mission chief will be assigned to perform the administrative functions and assure a briefing is given to the pilot and a pre-flight safety briefing is given to the passengers. Persons or office responsible for flight following will have aircraft and pilot information, a passenger manifest, and an estimated time of departure and arrival.

Mission Flights – Approval to conduct mission flights is required prior to flight. Elements to be considered are: type of mission; environmental conditions at the departure point, along the route, and at the destination;: time frames; Logistics – fuel, landing areas, equipment, support crew, communications; airspace flight hazards. Mission flight following may require more frequent flight following timeframes (as per DM at a minimum aircraft position will be confirmed every

30 minutes).

(j) Unmanned Aircraft Systems (UAS)

UAS use for DOI Bureaus is covered in OPM-11 that can be accessed at this link:

https://www.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/OPM-11.pdf.

UASs are considered aircraft by the FAA and DOI Policy. Policy governing UAS operations for DOI is very dynamic, with government agencies such as the FAA and the DOI having responsibility as this new technology is developed and integrated into the national airspace system. Prior to any DOI use by BOEM to include issuance of permits for cooperators, etc., BOEM managers and employees must, consult OPM-11 and communicate with your RAM and NAM to assure safety of use.

(k) Documentation requirements (Covered in other sections of Plan)

(l) Bureau Specific Operational requirements (if Applicable)

DOI- and BOEM-required PPE may be provided by the vendor or contractor for Special Use Missions. Required aviation life support equipment include at least the following list but other types may be required for other special missions:

- Immersion suits[3] – For extended flights over open water that is colder than 50 degrees Fahrenheit, personnel will wear a cold water immersion type suit approved by the Regional Director. Immersion suits will be a dry suit type which will have waterproof feet that are integrated into the suit, and seals at the wrist and at the neck or around the face that will not allow water into the suit. The suit should also be large enough to allow multiple layers of clothing to protect you from the temperature of the water being flown over. *Caution: aircraft occupants wearing anti-exposure garments may experience difficulty exiting from an overturned or submerged aircraft.* This may be vendor-provided as part of the contract written language. Personnel on charter aircraft will provide their own winter gear for each flight and verified by the RAM.
- Cold Weather Clothing – When flying in conditions where the temperatures could be as low as 0 degrees Fahrenheit and when not flying over open water, NOMEX Arctic clothing will be worn. When flying in cold weather where air temperature is below 20 degree Fahrenheit, and not flying over open water or where ice is able to support the helicopter, all personnel should wear FR arctic clothing. This may be vendor provided as part of the contract written language. Personnel on charter aircraft will provide their own winter gear for each flight and verified by the RAM.
- Flight Helmets – All passengers on BOEM helicopters, and all BOEM employees who fly on other agency or industry helicopters, will wear a serviceable SPH-5 flight helmet. Helmets for helicopter flights will be provided by BOEM unless covered thru the vendor contract or a cooperator agreement. For detailed information see the Interagency ALSE Handbook and the DOI Flight Helmet Users Guide in Appendix E (https://www.doi.gov/aviation/library/guides).
  - Before and after each flight the user will inspect their flight helmet for condition and serviceability.
  - Every 180 days an ALSE Technician will inspect all flight helmets in accordance with

[3] When an immersion suit is worn, FR garments are not required.

DOI and manufacturer guidance.
  - Flight helmets are not required to be worn during point-to-point missions in multi-engine fixed-wing aircraft. Refer to the ALSE Handbook and 351 DM 1.
- Personal Flotation Devices (PFDs)
  - PFDs will be worn on all over water flights;
  - PFDs must use a compressed gas cartridge located in the inflation chamber;
  - Inflatable PFDs are specifically required because they do not restrict the occupant's movement or egress;
  - PFDs shall have two separate inflation cells;
  - The instructions for activating the inflation cartridge must be clearly accessible and marked;
  - PFDs equipped with an automatic (water-activated) inflation mechanism are prohibited; and
  - PFDs will be maintained and inspected according to manufacturer's instructions.

ALSE Exceptions and Waivers. Exceptions to DOI ALSE requirements are listed in the ALSE Handbook. ALSE waiver requests will conform to the process defined in the ALSE Handbook. Specifically, a waiver of an ALSE requirement can be authorized by the BOEM Director if it is determined that the requirement presents a concern affecting the safety or security of the employee.

Chapter 5. Aviation Training

(a) Management Responsibilities

Directors, Supervisors and Aviation Managers are responsible to assure that all BOEM employees who will be flying as part of their official duties meet BOEM-specific and DOI aviation training requirements. For specific currency and training requirements refer to this Aviation Management Plan and OPM-4 – Aviation User Training Program, http://www.doi.gov/aviation/library/opm_index.cfm and the DOI *IAT website for reference: https://www.iat.gov/default.asp*. All BOEM employees will meet mandatory DOI and Bureau-specific aviation training requirements **prior to** participating on flights.

BOEM employees frequently fly on BSEE-contracted aircraft as passengers. BOEM is responsible to confirm that their employees meet all DOI and Bureau-specific requirements for Aviation safety training. In those cases, BSEE assures aircraft and pilots meet DOI requirements prior to flight, and the BOEM RAM will confirm if there are any additional training requirements (i.e., water ditching requirement if more restrictive).

(b) Required aviation training

General statement: For the purposes of this NAMP we have included the primary aviation position requirements utilized by BOEM. All BOEM employees will meet at a minimum the aviation training requirements as outlined in OPM 04 – Aviation User Training Program http://oas.doi.gov/library/opm/CY2014/OPM-04.pdf. BOEM Employees may meet the initial training requirements for A-100 and M3 via the IAT website on-line curriculum www.iat.gov.

Note: Instructor Led courses are preferable if available for initial and refresher training.

Requirements by Position (see Table 2 at the end of this chapter for a summary of training requirements by position)

Passenger. A passenger is any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member.

BSEE Passengers. In regards to aviation training requirements, BSEE recognizes three categories of passengers: Visitors, Non-Routine Offshore Travelers, and Routine Offshore Travelers. The employee's position description , job duties, or the number of offshore trips they fly, or reasonably expect to fly, on an annual basis determine their aviation training requirement(s). **Non-Routine and Routine Offshore Travelers are required to take IAT courses A-100, A-116, and A-200.**

Aircrew Member (see BOEM Mission Chiefs in (f) of this chapter). Personnel (not pilot/passenger) required to be on board the aircraft to perform an active mission function during a flight to ensure the successful outcome of the mission. BOEM persons working in or around the aircraft and essential to the mission are required to have the following minimum mandatory training every three years:

A-100 Basic Aviation Safety
A-116 General Security and Awareness Training
A-200 DOI/USFS Aviation Mishap ReviewM-3

Aviation Manager. A person with aviation management responsibilities for a unit, regional, or national level and serves as the focal point for aviation services and management. Within the

BOEM organizational structure Aviation Managers are the (NAM and RAM. The required training is listed below and in Table 2:

A-103 FAA NOTAM System
A-107 Aviation Policy and Regulations I
A-110 Aviation Transportation of Hazardous Materials (if involved in transport of hazardous materials)
A-112 Mission Planning and Flight Request Process
A-115 Automated Flight Following
A-116 General Awareness Security Training
A-200 (3) Mishap Review
A-202 Interagency Aviation Organizations
A-203 Basic Airspace
A-204 Aircraft Capabilities and Limitations
A-205 Risk Management I
A-208 Aircraft and Pilot Approval
A-218 Aircraft Pre-Use Inspection
A-302 Personal Responsibility and Liability
A-303 Human Factors in Aviation
A-305 Risk Management II
A-306 Aviation Contract Administration Parts I and II
A-307 Aviation Policy and Regulations II
A-310 CRM
A-311 Aviation Planning

Supervisory Personnel. Those who supervise employees who use aircraft to accomplish agency programs (first- and second-level supervisors as determined by the agency). Individuals who have aviation duties and/or responsibilities that are identified in more than one position in the matrix (i.e., Supervisor and Aviation Manager) must take the required training for all positions that apply.

Supervisors must complete M-3 Aviation Management for Supervisors and A-200 Mishap Review every 3 years. In lieu of completing the M-3 course, a supervisor may complete all of the following aviation training courses every 3 years:

A-107 Aviation Policy and Regulations I
A-205 Risk Management I
A-302 Personal Responsibility and Liability
A-303 Human Factors in Aviation
A-305 Risk Management II
A-307 Aviation Policy and Regulations II
Note: Completing the M-3 course does not grant equivalency for completing the above courses.

BOEM Supervisors must take the M-3 and A-200 courses every three years. Although the IAT Guide lists an alternative method, BOEM employees are strongly encouraged to complete the M-3 and the A-200 courses.

Line Managers. (Regional Directors, National Director) must complete the M-3 Aviation Management for Supervisors or complete the M-2 Aviation Management Line Managers Briefing course every 3 years.

(c) Specialty training

Note: This section adopts BSEE policy for BOEM employees who will be flying offshore with BSEE. Bureau policy is more rigorous than OPM-4 due to the mission of BOEM. The BSEE SOP applies to all BSEE and BOEM employees whether they are flying in a BSEE-contracted or cooperator aircraft (i.e., U. S. Coast Guard, National Guard, etc.). This SOP also applies to any personnel (i.e., other Government Agency personnel, media, contractors, etc.) flying in a BSEE contracted aircraft. Supervisors and Regional Aviation Managers must be proactive in assuring training is provided. Regions will address the coordination with BSEE for joint training opportunities in Regional Aviation Management Plans.

OAS Training Division offers the following course. **A-312 Water Ditching and Survival description from IAT Guide**. This course teaches the student the proper procedures to follow in the event of aircraft ditching. The course gives the student the skills needed to safely egress and reach the surface of the water. The course includes the use and familiarization of PFDs. Life raft and water survival techniques are stressed. The course is divided into two segments: academic and hands-on in-water exercises. The student will experience a water dunker that puts them in a simulation of a ditched aircraft. The class length is 6-8 hours.

(d) Contracting Officer's Representative (COR) requirements

The majority of contract flights for BOEM occur through the AQD aviation contracts (CWN On-CALL) AQD Contract Officers manage the Aviation Rental Agreement program for charter aircraft. If the Regions have a BOEM-managed exclusive use contract for aviation services, the Region will provide a COR that meets DOI and AQD requirements to perform that role. Specifics may be outlined in the Regional AMP. The majority of contract flights for BOEM occur thru the AQD aviation contracts (CWN On-CALL) OAS Contract Officers manage the Aviation Rental Agreement program for charter aircraft.

(e) Documentation requirements

RAMs will ensure that all regional employee training records are documented and tracked through the AT 2.0 Aviation User training database or maintained by the RAMs. RAMs will serve as the Unit ATA for all Regional Employees. The NAM will ensure that National Office employees meet these requirements.

Bureau-specific training requirements (if applicable)

BOEM Mission Chiefs or designated representatives must meet training and currency requirements as per the DOI Aircrew member position; (A-100 Basic Aviation Safety, A-116 General Awareness Security Training, A-200 Mishap Review every 3 years). **In addition to the aircrew member training requirements, BOEM Mission Chiefs will be required to complete A-109 Aviation Radio Use training every 3 years.**

Table 2. Required Training by Position. (3) = every three years; (4) = every 4 years

Course No.-Title	Required for			
	Passengers and Aircrew Members	**Supervisors**	**Line Managers** (Regional Directors, National Director)	**POCSR RAM**
A-100-Basic Aviation Safety	(3)	(3)	(3)	(3)
M-3 (3)-Aviation Management for Supervisors		(3)	(3)	(3)
A-103 FAA-NOTAM System				X
A-107-Aviation Policy and Regulations I				X
A-112-Mission Planning and Flight Request Process				X
A-115-Automated Flight Following				X
A-116-General Awareness Security Training	(3)			(3)
A-200 (3)-Mishap Review	(3)	(3)	(3)	(3)
A-202-Interagency Aviation Organizations				X
A-203-Basic Airspace				X
A-204-Aircraft Capabilities and Limitations				X
A-205-Risk Management I				X
A-208-Aircraft and Pilot Approval				X
A-218-Aircraft Pre-Use Inspection				X
A-302-Personal Responsibility and Liability				X
A-303-Human Factors in Aviation				X
A-305-Risk Management II				X
A-307-Aviation Policy and Regulations II				X

Course No.-Title	Required for			
	Passengers and Aircrew Members	**Supervisors**	**Line Managers** (Regional Directors, National Director)	**POCSR RAM**
A-310-Crew resource management (CRM)				X
A-311-Aviation Planning				X
A-312-Water ditching and survival	(4)			(4)

Chapter 6. Aviation Security

The policies and procedures in this chapter are intended to increase security awareness, reduce the risk of potential criminal or terrorist incidents, and clarify specific requirements for all personnel using aviation resources under operational control of BOEM. For more detailed information, refer to 351 DM 5 Aircraft and Aviation Facility Security https://www.doi.gov/aviation/library/dm

The Transportation Security Administration (TSA) implemented a national toll free hotline that the general aviation (GA) community can use to report any "out-of-the-ordinary" event or activity at GA airports. The hotline -- (866) GA SECURE (866) 427-3287 -- is operated by the National Response Center and centralizes reporting to the appropriate local, state and federal agencies.

(a) Aviation facilities (owned, leased, occupied, or operationally controlled)

N/A

(b) Aircraft (fleet, leased, contracted, etc.)

All DOI/AQD aviation contracts state that the contractor is solely responsible for the security of their aircraft while under the control of the DOI (352 DM 5). Contract language is specific to what types of physical controls will meet DOI requirements. For specific information refer to the contract, 352 DM 5, and the Field Reference Guide for Aviation Security for Airport or other Aviation Facilities http://oas.doi.gov/library/handbooks/library/frgasaaf.pdf

Any AQD/BOEM contracted aircraft will be physically secured via a dual-lock method whenever the aircraft is unattended. The dual-lock method consists of any combination of anti-theft devices on or within the aircraft, devices designed to lock aircraft flight control surfaces when not in use, or lockable devices designed to secure an aircraft to the ground.

Examples of Acceptable Locking Devices and Methods. The following are examples of locking devices and methods which can be used in tandem to achieve the required "dual-lock" status. Utilization of other means of securing an aircraft are acceptable provided they achieve a level of security equal to or greater than the methods listed herein.

- Locking Hangar Door
- Keyed magneto
- Keyed Starter Switch
- Keyed Master Power Switch
- Hidden Battery Cut-Off Switches
- Hidden Start Relay Switches
- Throttle/Power Lever Lock
- Mixture/Fuel Lever Lock
- Locking Fuel Cut-Off
- Locking Control Surface "Gust-Lock" (Airplane only)
- Propeller Lock (Airplane only)
- Propeller Chain Lock (Airplane only)
- Propeller Cable Lock (Airplane only)
- Locking Wheel Lock or Chock (Airplane only)
- Locking Tie-Down Cable

- Locking "Club"-type Devices for Control Yoke (Airplane only)

Examples of Unacceptable Locking Devices and Methods

- Locking Aircraft Doors
- Fenced or Gated Tie-Down Area

Advisements for Locking Devices and Methods.

- Operational environments and personnel safety must be considered when selecting the locking devices and methods to be used.
- Removal and /or disabling of locking devices and methods must be incorporated into preflight checklists to prevent accidental damage to aircraft.
- Locking devices and methods must be installed in a manner that precludes their inadvertent interference with in-flight operations.

(c) Aviation fuel (owned, leased, or operationally controlled)

If utilized, must be addressed in Regional AMPs.

(d) Bureau-specific security requirements (if applicable)

N/A

Chapter 7 Airspace Coordination

Regions are responsible to confirm/coordinate that this is accomplished for all BOEM flights. This would be considered when ordering the flight and performed by scheduler. For BSEE scheduled flights; this would be part of their scheduling and ordering process. **The following topics will be addressed in the Regional AMP's if applicable:**

(a) Introduction to Interagency process (Ref: Interagency Airspace Coordination Guide)

(b) Definitions (e.g., describe NOTAMs, FTAs, TFRs, and procedures involved, etc.

(c) Deconfliction procedures (foreign borders, airspace boundaries, agreements and requests.

(d) Emergency Security Control of Air Traffic (ESCAT) procedures

(e) Bureau-specific airspace requirements

Chapter 8. Aviation Project Planning Requirements

For Aviation Planning, BOEM has adopted, at a minimum, the Project Aviation Safety Plan (PASP) elements as listed in Appendix B of OPM-6 Aviation Management Plans https://www.doi.gov/aviation/library/opm

BOEM flights will not occur without a current Project Aviation Safety Plan (PASP). The required elements of a PASP can be found in OPM-6, Appendix B **and are included in this chapter.** PASPs will be developed for all special use missions. For those regions that perform similar special use aviation missions on a recurring or routine basis, the required PASP can be rolled into a regional aviation plan that is reviewed at least annually. In this instance, in place of a PASP the Region must have a documented process to capture the unique and special circumstances (i.e., flight following and scheduling, dispatch logs, passenger manifest). Project supervisors and management-level project approvers are responsible for ensuring PASPs are completed. RAMs and Mission Chiefs will work with project supervisors as the aviation subject matter experts.

The project supervisor will work closely with RAMs in preparing these plans. The level at which a PASP is approved is based on the risk level as determined by the written risk assessment/bureau approved SMS (Safety Management System) within the PASP.

OPM–6; APPENDIX B - Minimum Elements of a Project Aviation Safety Plan (PASP)

Instructions. If an element listed in this appendix does not apply to the project then the PASP will list that element as not applicable. For example if the mission does not require protective clothing or equipment, then that section would be listed as "N/A".

1. **Project Name and Objectives** – Brief description of the project and its objectives.
2. **Justification** – Indicate why the project will require the use of an aircraft in special use flight conditions/environments and list the most practical alternative for completion of the project.
3. **Project Dates** – Dates the project will begin and end. These may be approximate, since the exact dates of flight may not be known.
4. **Location** – Enter a descriptive location and include a map clearly showing the area where the flights will occur. Aerial hazards must be clearly indicated.
5. **Projected Cost of Aviation Resources** – Enter cost coding, projected flight hours and cost, projected miscellaneous expenses (overnight charges, service truck mileage, etc.), and total cost of the aviation portion of the project.
6. **Aircraft** – If known, identify company (ies) that own(s) aircraft anticipated to be used, registration number, aircraft type, date of aircraft data card expiration and missions for which the aircraft is approved.
7. **Pilot** – If known, identify Pilot(s), types of aircraft qualified in, types of missions qualified for and Pilot card expiration date.
8. **Participants** – List individuals involved in flights, their qualifications (Mission Chief, Aircrew Member, Passengers), dates of last aviation training, and include individual's project responsibilities.
9. **Communication Plan, Flight Following and Emergency Search and Rescue** – Identify the procedures to be used.
10. **Aerial Hazard Analysis** – An aerial hazard analysis with attached map will be provided to the pilot before the flight. Flights made in confined areas (e.g. deep, narrow canyons)

require that a prior ground and/or aerial survey of hazards be made. A copy of the hazards map shall be provided to the pilot prior to any project flight. The necessary temporary flight restrictions and coordination with the Federal Aviation Administration and, if appropriate, military authorities, must be accomplished prior to project.

11. **Protective Clothing and Equipment** – Identify the protective equipment and clothing necessary for the particular operation. Survival equipment (extra water, flotation devices, sleeping bags, etc.) beyond the normal PPE complement may be required.
12. **Weight and Balance/Load Calculations** – The pilot is responsible for the accurate completion of weight and balance load calculations. Trained aviation personnel shall ensure that aircraft scheduled are capable of performing the mission(s) safely and within the capability of the aircraft selected. The helicopter or fixed wing manager shall ensure that manifests and weight and balance load calculations are completed properly and completed daily.
13. **Risk Assessment/SMS** – Risk assessment utilizing the tools listed in Appendix J of IHOG or bureau approved SMS. Risk management principles and processes are described in detail in Chapter 3 of the IHOG: http://www.nwcg.gov/?q=publications/interagency-helicopter-operations-guide.
14. A variety of risk assessment tools can be found in the *IHOG Appendix J*
15. **Signatures** – Line Manager or appropriate level of approval based on the risk assessment or other bureau requirement. See Regional Aviation Management Plans.

Appendices: None at this time

Appendix 2 – Flight Log

The RAM will keep a log of flights taken by BOEM employees and coordinate with the BSEE RAM to ensure the records are consistent.

Date	BOEM Flyer	Mission Description	Equipment (i.e., Aircraft type	PPE provided by BSEE	Comments

Appendix 3 – SAFECOM Form

OAS-34
(12/12)

Safety Communiqué Form

OAS-34 / FS 5700-14

SAFECOM Aviation Safety Communiqué	REPORTED BY: (optional) Name: E-Mail: Phone: Cell Phone: Pager: Organization: Organization Other: Date Submitted: mm/dd/yyyy

EVENT			
Date: mm/dd/yyyy	Local Time: hhmm	Injuries: Y/N	Damage: Y/N
State:	Location: (Airport, City, Lat/Long or Fire Name)		
Operational Control: Agency: Region: Unit:			

MISSION (* see look-up tables)		
Type: *	Other:	
Procurement: *	Other:	
Persons Onboard:	Special Use: Y/N	Hazardous Materials: Y/N
Departure Point:	Destination	

AIRCRAFT (* see look-up tables)			
Type: *	Tail #	Manufacturer: *	Model:
Owner/Operator:	Pilot:	Manager:	

NARRATIVE: (A brief explanation of the event)

CORRECTIVE ACTION: (What was done to correct the problem)

SAFECOM LOOK-UP TABLES

MISSION TYPE

Accident Investigation
Aerial Photography
Air Quality Monitoring
Cargo Letdown (Non-Fire)
Cargo Transport (Internal) (Non-Fire)
External Load (Longline) (Non-Fire)
Ferry/Repositioning Flight (Non-Fire)
Fire, Aerial Ignition
Fire, Aerial Ignition (Prescribed)
Fire, Air Attack
Fire, Air-Attack (Prescribed)
Fire, Cargo Letdown
Fire, Cargo Transport (Internal)
Fire, Detection
Fire, External Load (Belly Hook)
Fire, External Load (Longline)
Fire, Ferry/Repositioning Flight
Fire, Helitack
Fire, Helitorch
Fire, Infrared Imagery
Fire, Initial Attack
Fire, Leadplane
Fire, Leadplane (Prescribed)
Fire, Medivac
Fire, Other
Fire, Paracargo
Fire, Passenger Transport
Fire, Ping-Pong Ball
Fire, Rappel
Fire, Reconnaissance
Fire, Retardant
Fire, Retardant Drop (Airtanker)
Fire, Retardant Drop (Helicopter)
Fire, Retardant Drop (SEAT)
Fire, Smokejumper
Fire, Water Drop (Fixed Wing)
Fire, Water Drop (Helicopter Bucket)
Fire, Water Drop (Helicopter Fixed-Tank)
Inspection (Aircraft)
Inspection (Pilot Evaluation)
Inspection (Unit)
Law Enforcement
Maintenance Test Flight Medevac
Medevac
Offshore
Other
Paracargo (Non-Fire)
Passenger Transport (Non-Fire)
Pipeline Patrol
Powerline Patrol
Proficiency, Pilot
Proficiency, Rappel
Proficiency, Smokejumper
Rappel (Non-Fire)
Reconnaissance (Non-Fire)
Research
Search/Rescue
Seeding/Fertilization
Short Haul
Spraying
Survey/Forest Health Protection (Non-Fire)
Survey/Observation (Non-Fire)
Training, Aircrew
Training, Helitack
Training, Law Enforcement
Training, Other
Training, Pilot
Training, Rappel
Training, Smokejumper
Wildlife, Animal Capturing
Wildlife, Animal Counting
Wildlife, Animal Eradication
Wildlife, Animal Herding
Wildlife, Animal Survey
Wildlife, Animal Tagging
Wildlife, Animal Tracking

MISSION PROCUREMENT

Cooperator
CWN (call when needed)
End product contract
Exclusive use contract
Fleet
Lease
Military
Rental
Other/Unknown
None

AIRCRAFT TYPE

Airplane
Airtanker (SEAT)
Airtanker (Multi Engine)
Helicopter
Helitanker
Unmanned Aircraft System (UAS)
N/A

AIRCRAFT MANUFACTURER

Aero Commander
Aeronca
Aerospatiale
Arava
Artic
Atlantic
Ayres
BAC
Banderanti
Beechcraft
Bell
Bellanca
BN-Islander
BN-Trislander
Britannia
Britten-Norman
Boeing
Boeing Vertol
British Aerospace
Brooklands
Canadair
Casa
Cessna
Champion
Christen
Consolidated
Convair
Corvette
Curtis
Dassault
DeHavilland
Dornier
Douglas
Dromader
Enstrom
Ercoupe
Grumman
Gulfstream
Hawker-Siddeley
Helio
Hiller
Hughes
Hustler
Israel
Kaman
Lake
Lear
Lockheed
Luscombe
Martin
Maule
McDonnell Douglas
Mitsubishi
MBB
MBB-Kawasaki
Mooney
Normad-GAF
North American
Partenavia
Piper
Republic
Riley
Robinson
Rockwell
Saab
Schweitzer
Scottish
Shorts
Sikorsky
Stinson
Swearingen
Taylorcraft

Eurocopter
Fairchild
Falcon
Fokker
Gates
General Dynamics
Glasair
Great Lakes
Teal
Trident
Unknown
Varga
Volpar
Vought
Weatherly
(Other)

Appendix 4 – Standard Operating Procedure: Helicopter Underwater Egress Training

Overview

BSEE is committed to be the leading force in improving the safety of the offshore oil and gas industry. Aviation plays an essential role in our ability to conduct our mission, but flying offshore comes with inherent risks. One way we can minimize those risks to our employees and our mission, and set an example for industry, is by being properly trained.

It is BSEE policy to require Helicopter Underwater Egress Training (HUET) and Marine Survival Training (MST) for all employees considered Routine or Non-Routine Offshore Travelers as defined below. HUET and MST provide employees with the skills necessary to coordinate the evacuation and successfully egress from a helicopter involved in a water landing and safely await rescue.

This SOP applies to all BSEE employees whether they are flying in a BSEE-contracted or cooperator aircraft (i.e. U. S. Coast Guard, National Guard, etc.). This SOP also applies to any non-BSEE personnel (i.e. other Government Agency personnel, media, contractors, etc.) flying in a BSEE contracted aircraft.

The purpose of this SOP is to provide national guidance specific to the HUET and MST programs and ensure consistent implementation practices by BSEE personnel and visitors flying on BSEE contract aircraft. The SOP clarifies BSEE policy on minimum training requirements for HUET and MST courses, including cold water survival training.

This SOP complies with all applicable Department of the Interior aviation regulations and policies. Further, this SOP fulfills the BSEE requirement identified in the List of Technical Inspector Courses published by the Offshore Training Branch, as "BSEE HUET" for a level 1 inspector.

Procedures

BSEE employees must be medically cleared[4] (per 5 CFR 339) or sign a medical release (fitness to train or self-assessment) provided by the training facility prior to participating in HUET and MST training.

BSEE employees must successfully complete HUET/MST training prior to flying offshore. An acceptable HUET/MST training facility must provide at a minimum the following instruction requirements:

1. **HUET Requirements**
    - Familiarization with BSEE required PPE[5];
    - Helicopter pre-flight familiarization;
    - Helicopter emergencies;
    - Brace for impact positions;
    - Emergency procedures following impact with water;

---

[4] Refers to those employees enrolled in the BSEE Medical Standards Program and have been cleared to perform their duties including offshore travel.

[5] BSEE required Personal Protective Equipment (PPE) is addressed in Section 3.F of the BSEE National Aviation Management Plan (March 15, 2015).

- Operation of helicopter exits;
- Helicopter underwater escape using a METS (minimum of 4 dunks)
  - Helicopter sinks straight in, underwater egress;
  - Helicopter inverts without exit, underwater egress;
  - Helicopter inverts with exit, jettison exit, underwater egress; and
  - Helicopter inverts, jettison exit w/someone seated next to you, underwater egress, person seated next to you follows through same exit

2. **MST Requirements**

- Basic survival swim skills (drown-proofing);
- Familiarization with the aviation life raft and emergency survival kit;
- Boarding an aviation life raft from water; and
- Individual and group marine survival techniques.

A copy of the certificate of completion issued by the training facility must be provided to the employee's supervisor and maintained as part of the employee's official training or personnel record. Use of a training facility/program that does not meet minimum training HUET/MST curriculum requirements need pre-approval by the Chief, Office of Offshore Regulatory Programs.

Who needs to take HUET and MST?

The HUET and MST will be mandatory for all BSEE employees who are considered Routine or Non-Routine Offshore Travelers as defined below.

New BSEE employees whose position description or job duties require offshore *travel* ***must successfully complete HUET prior to flying offshore or within 30 days after*** their report date. Extensions of this timeframe may be approved in writing by the Regional Director, but may not exceed 90 days.

If an oil and gas operator's written policy requires more frequent HUET than established in this policy, the more restrictive requirement will apply to those BSEE employees flying in their aircraft.

Passengers

In regards to aviation training requirements BSEE recognizes three categories of passengers: Visitors, Non-Routine Offshore Travelers, and Routine Offshore Travelers. The employee's position description , job duties, or the number of offshore trips they fly or reasonably expect to fly, on an annual basis determine their aviation training requirement(s).

1. **Visitors:** BSEE employees and non-BSEE visitors (e.g., VIPs, other Government Agency personnel, media, contractors, etc.) whose position description or job duties do not require offshore travel and who are not expected to fly more than 2 times per year are not required to complete HUET and MST courses. However, Visitors must receive a safety briefing from the pilot and are encouraged to take HUET and MST.
2. **Non-routine Offshore Travelers**: BSEE employees whose PD or job duties require offshore travel and who fly less than 6 times per year are required to complete initial HUET and MST before flying offshore, but are not required to complete HUET and MST refresher training.
3. **Routine Offshore Travelers:** BSEE employees whose PD or job duties require

offshore travel and who fly 6 or more times per year are required to complete initial HUET and MST before flying offshore, and complete a full refresher HUET and MST course every 4 years.

After a Routine Offshore Traveler completes the HUET and MST courses four times they will, with their Regional Director's approval, have the option to participate in a modified HUET/MST curriculum **every other** 4-year cycle. While participating in the full range of HUET/MST activities is encouraged, individuals must complete the academic training every four years. Individuals may elect to participate in:

- Academic training only; or,
- Academic and swimming portion; or,
- Academic, swimming, and the Modular Egress Training Simulator (METS) without inversion.

The individual's request to participate in less than the full HUET/MST training, and the Regional Director's approval, will be documented in writing and will be maintained in the individual's training records. Following a modified HUET/MST cycle the employee must complete the full HUET/MST program on the next 4-year cycle.

Routine Offshore Travelers may typically include:

- Inspectors, series 1801.
- Field Engineers, series 0881.
- Petroleum Engineering Technicians, series 0802 (Pacific Region).
- Supervisory Inspectors, series 1801.
- Senior District Engineers, series 0881.
- Scientists/Environmental/Operational Analysts, series 0301.

Consequences of Not Completing HUET and MST

A BSEE employee who does not complete the classroom training and/or minimum in-water requirements in accordance with this procedure will not be permitted to fly offshore. Successful completion is defined as participating in the combination of classroom training and a minimum number of simulated in-water exercises as defined by the curriculum listed above. Managers/Supervisors may allow employees who do not successfully complete initial or refresher HUET and MST to retake the training. BSEE employees who do not maintain the HUET currency requirements established in this policy should not be assigned to offshore flights and may, on a case-by-case basis, be subject to personnel actions including reassignment to another position that the employee is qualified to perform.

Cold Water Survival Training

BSEE personnel working or traveling over water temperatures that are likely to be less than 50°F will be equipped and trained for cold water survival. Cold water survival training should provide personnel with the knowledge, skills, and techniques necessary to increase survival following aircraft ditching emergencies.

A Cold Water Survival training facility should provide at a minimum the following instruction requirements:

- Hazards and emergencies associated with aircraft and personnel during overwater operations in cold water environments (including coping with physical, psychological, and physiological stress).
- Safety and survival equipment requirements and utilization
- Personal rescue techniques and use of life rafts, signaling devices, and other survival equipment
- Emergency Breathing Systems (EBS) – inspection and use
- Helicopter underwater escape using a METS (minimum of 4 dunks)
  - Helicopter sinks straight in, underwater egress;
  - Helicopter inverts without exit, underwater egress;
  - Helicopter inverts with exit, jettison exit, underwater egress; and,
  - Helicopter inverts, jettison exit w/someone seated next to you, underwater egress, person seated next to you follows through same exit
- Boarding an aviation life raft from water

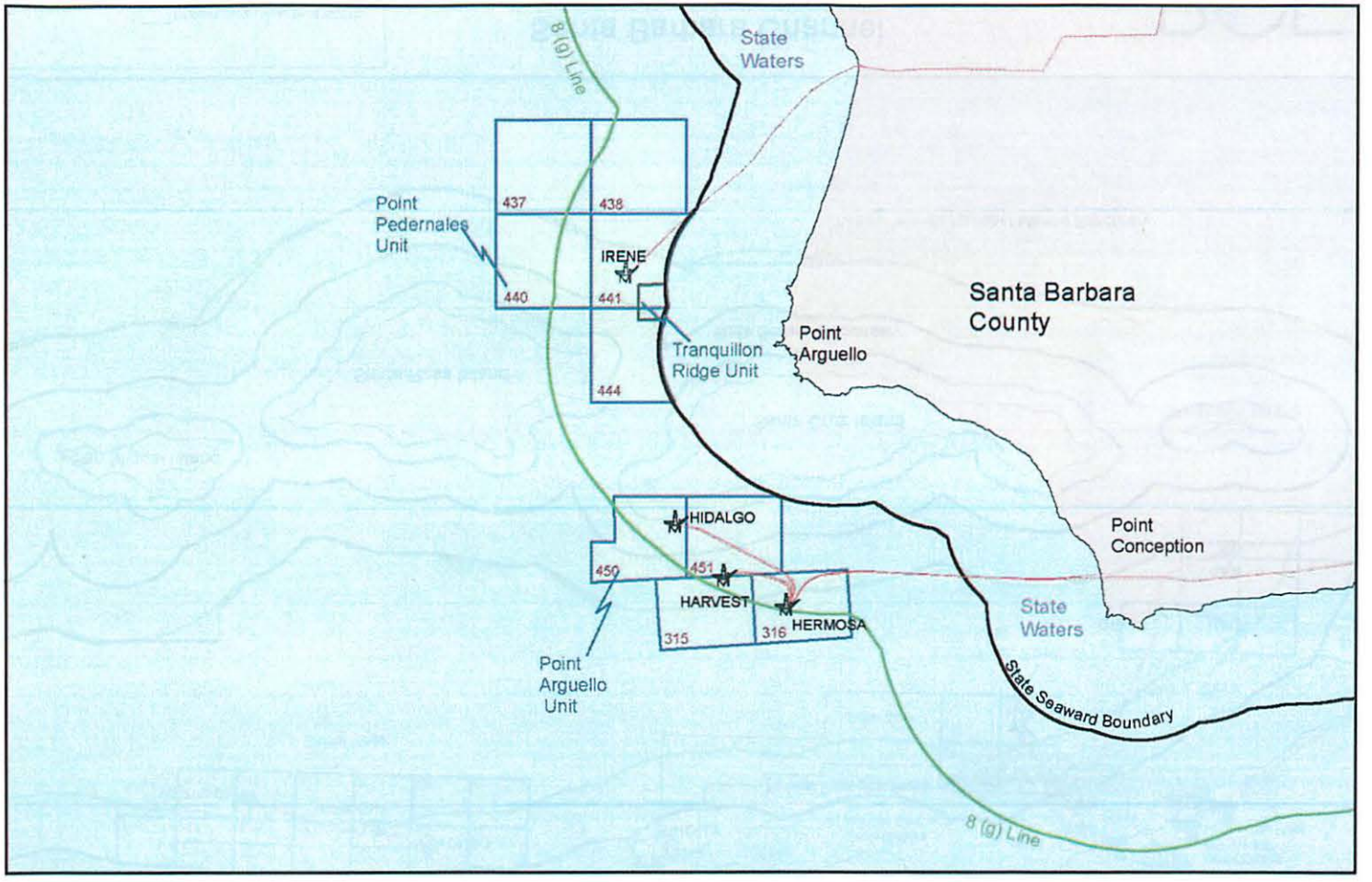
For additional specific cold water training requirements, equipment, or procedures please refer the BSEE Alaska OCS Region Aviation Management Plan or contact the Alaska OCS Region Aviation Manager.

Responsibilities

BSEE employees who fly offshore are responsible for complying with all requirements specified in this policy. Each manager and/or supervisor who utilizes aviation resources is required to ensure all mission associated aviation operations are conducted in a safe, efficient and environmentally sound manner. More specifically, responsibilities are delegated as follows:

1. The Chief, Office of Offshore Regulatory Programs (OORP), assisted by the BSEE Aviation Managers, is responsible for oversight of BSEE aviation operations.
2. The BSEE National Aviation Safety Manager and Training Advisor (NASM) is responsible for maintaining the HUET SOP. The NASM will coordinate and evaluate BSEE aviation safety and aviation training programs and will recommend to the Chief, OORP updates and enhancements to this policy through the NAM and the Chief, OSIB.
3. Managers and Supervisors whose employees utilize aviation resources must:
   - Comply with the regulations, policies, and guidelines for providing aviation safety training and personal protective/aviation life support equipment.
   - Ensure that identified personnel receive and complete HUET.
   - Ensure aviation safety training records for identified personnel are properly maintained.
   - Supervisors are responsible for tracking their employees' trips offshore to determine the frequency of HUET training.

Appendix 5 – Maps of the Pacific OCS Region



Legend

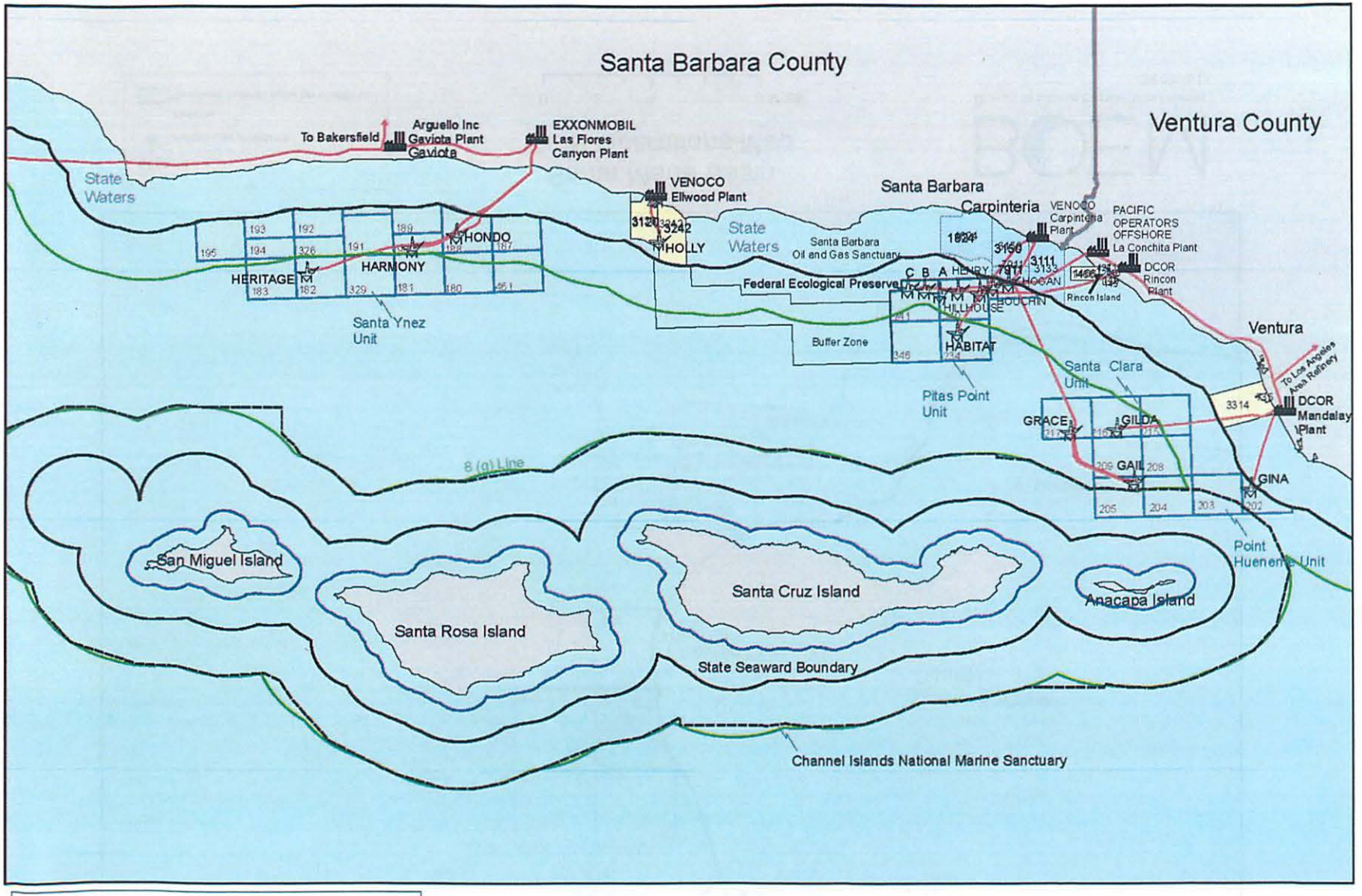
- Platforms (as of 08/2013)
- Pipelines
- Developed Federal Leases (as of 08/2013)

Santa Maria Basin
OCS Operations Map

0 2 4 8 Miles

BOEM
Bureau of Ocean Energy Management

SR 08/12/13



Legend

- Platforms (as of 08/2013)
- 8 (g) Line
- Pipelines
- BOEM Pacific Leases (as of 08/2013)
- Channel Islands National Park
- Producing State Leases (as of 08/2013)
- Non Producing State Leases

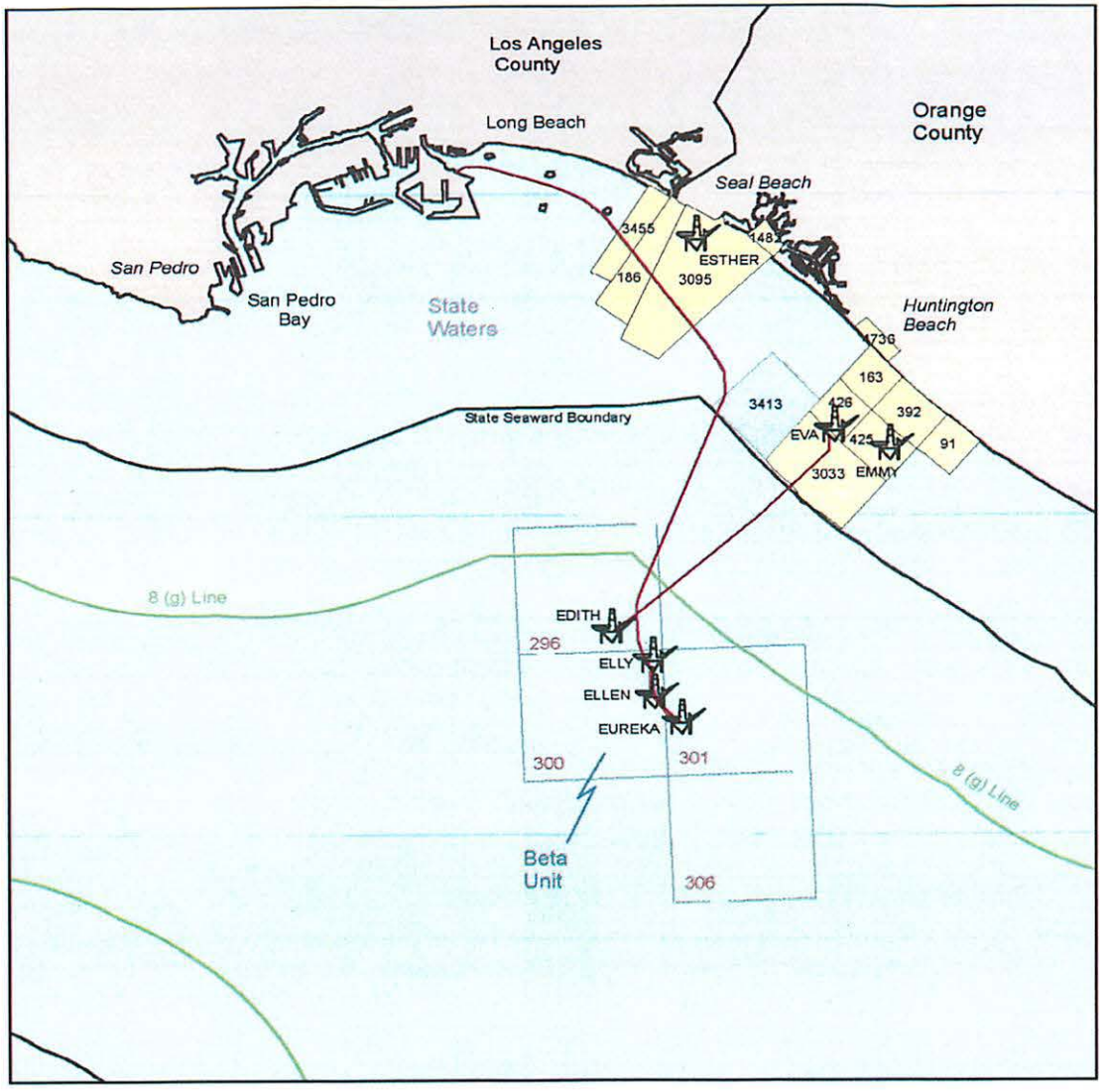
Santa Barbara Channel OCS Operations Map

0 5 10 20 Miles

BOEM

Bureau of Ocean Energy Management

05/10/14



Legend

- Federal Leases (as of 02/2012)
- Producing State Leases (as of 02/2012)
- Non Producing State Leases
- Platforms (as of 02/2012)
- Pipelines

San Pedro Bay OCS Operations Map

0 1 2 4 Miles

BOEM
Bureau of Ocean Energy Management

SR 02/01/12

Appendix 6 – Photos of Pacific OCS Region Platforms

Platform A

Platform B

Platform C

Platform Gail

Platform Eureka

Platform Grace

Platform Habitat

Platform Harvest

Platform Henry

Platform Hermosa

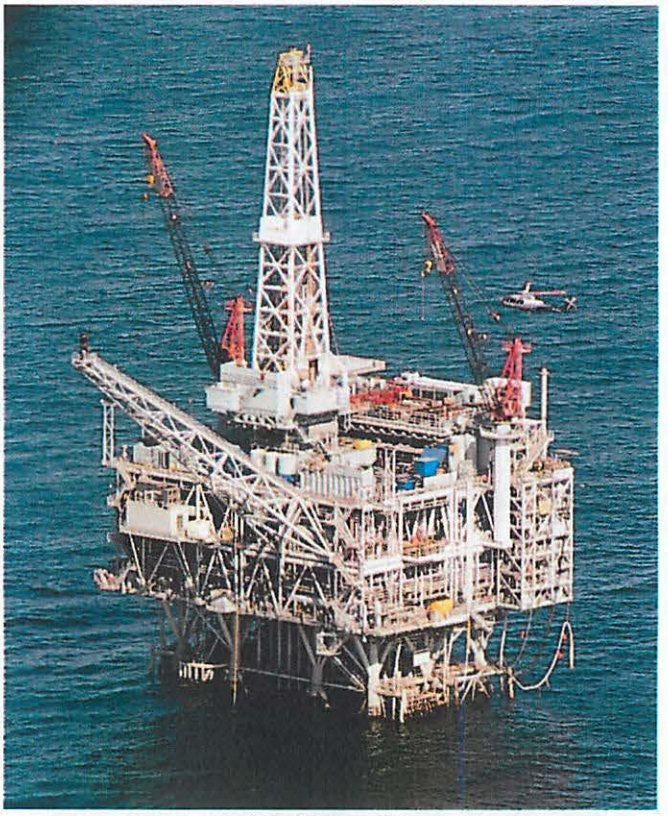
Platform Hidalgo

Platform Hillhouse

Platform Houchin

Platform Irene

Platforms Ellen (foreground) and Elly



Platform Harmony

Platform Heritage

Platform Hogan

Platform Hondo

Platform Gilda

Platform Gina

Platform Edith