

INDIAN AFFAIRS MANUAL

Part 57
Chapter 3

Aviation Management
Safety

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- 1.1 Purpose.** This chapter provides guidance for accident prevention and standards for maintaining safety in the operation of aviation services within Indian Affairs.
- 1.2 Scope.** This policy applies to managers and staff personnel at all levels, who are responsible for aircraft accident prevention.
- 1.3 Policy.** It is the policy of the Bureau of Indian Affairs (BIA) to manage the risks inherent to aviation operations. Anyone (passenger, aircrew member or pilot) can cancel or terminate a flight without fear of repercussion. All BIA aircraft users and managers will ensure that, at a minimum, the following factors are given due consideration prior to flight:
- A. Flight and project planning**, ensuring a risk assessment has been performed.
 - B. Job experience and training**, verifying that these requirements have been met by mission personnel.
 - C. Wire strike preventive measures**, ensuring that these measures are taken.
 - D. Aviation life support and personal protective equipment**, verifying that equipment is available and in proper condition, and ensuring it is used as required.
 - E. Flight following**, ensuring its performance.
 - F. Calculations**, ensuring aircraft weight and load balance are performed.
 - G. Aircraft and pilot approved**, verifying proper credentials (carded) for project personnel.
 - H. Airspace management coordination**, performing this task if there is a potential for conflict.
- 1.4 Authority.**
- A. Statutes and Regulations.**
 - 1) 5 United States Code (USC) §7902, Safety Programs
 - 2) 29 USC Chapter 15—Occupational Safety and Health
 - 3) 29 USC §668, Safety Programs of Federal Agencies
 - 4) 49 USC §1131, General Authority, National Transportation Safety Board
 - 5) 49 USC §1132, Civil Aircraft Accident Investigations

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- 6) 29 Code of Federal Regulations (CFR) Subchapter B, Chapter XVII, Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters

B. Guidance.

- 1) Executive Order 12196, Occupational Safety and Health Programs for Federal Employees (February 26, 1980)
- 2) Departmental Manual (DM) Part 112, Chapter 12, Office of Aviation Services
- 3) DM Part 350, General Program Requirements
- 4) DM Part 352, Aviation Safety

1.5 Responsibilities.

A. Aviation Managers and Staff at all Levels are responsible for:

- 1) performing aircraft accident prevention; and
- 2) managing risk inherent to aviation operations.

B. BIA Employees (in job series 2101 and 2181) are responsible for:

- 1) complying with all aviation safety requirements contained in the Departmental Manual; and
- 2) attending annual training.

C. Fixed-wing Pilots are responsible for:

- 1) attending annually an authorized professional simulator training facility for emergency, instrument and equipment training;
- 2) reporting aviation incidents within 24 hours; and
- 3) reporting aviation accidents immediately.

D. Roto-wing Pilots are responsible for:

- 1) attending (as a one-time requirement) the National Helicopter Mountain Flying Course to obtain initial qualifications for helicopter flight operations;

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- 2) annually attend either rotor-wing factory training or an authorized professional simulator training facility to obtain emergency, equipment and, when applicable, instrument training;
- 3) reporting aviation incidents within 24 hours; and
- 4) reporting aviation accidents immediately.

1.6 Definitions.

A. Carded.

For purposes of this policy, this term is defined as the process of verifying the credentials of project personnel.

B. Flight Following.

See National Interagency Mobilization Guide, Chapter 50 and Interagency Standards for Fire and Fire Aviation Operations, Chapter 16.

C. Passengers.

As defined in the National Aviation Plan, 5.0 – Aviation Operations, 5.5 – Passengers.

D. Wire Strike Prevention.

As defined in Department of the Interior (DOI) 352 DM 1 – Aviation Safety Program, 1.9, D – Wire Strike Prevention.

1.7 Aircraft Incident and Accident Reporting.

A. Incident Reporting.

All aviation incidents will be reported to the Office of Aviation Services (OAS) Safety Office within 24 hours of occurrence. Safety Communiqué Form (SAFECOM) reports on incidents will also be provided to the Regional Aviation Officer, the Agency Aviation Officer and the Regional Aviation Manager.

B. Accident Reporting.

All aviation accidents will be reported immediately to the local line officer, the OAS Safety Office, and a BIA National Aviation Program staff member.

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1.8 Aircraft Incident and Accident Investigations.

A. Incident Investigations.

Incidents determined to be "with potential" (that is, those exhibiting factors that could contribute to an accident) shall be investigated on site by an OAS representative and a BIA National Aviation Program staff member. Routine incidents determined to be "without potential" shall be followed up by National Aviation Program staff members or other aviation specialists, as appropriate.

B. Accident Investigations.

The complexity of an accident will be the determining factor on the number and type of investigators needed for the investigation. There will be at least one National Aviation Program staff member on the investigation team investigating BIA aircraft accidents.

1.9 BIA Aviation Safety Awards.

In addition to normal performance awards available through the personnel system, the BIA National Aviation Program will provide the following awards to employees working with aircraft to provide an incentive to practice safety in the Aviation Program.

- A. **Sustained Outstanding Helitac Aviation Safety Award** may be awarded for three consecutive seasons of accident-free helitac operations and superior preparedness and performance as documented in reports on annual helibase or helicopter operations preparedness inspections. This is a cash award for helicopter managers and helicopter crew members.
- B. **Exceptional Contribution to the BIA or DOI Aviation Safety Program** may be awarded for a significant act contributing to aviation safety in BIA or DOI that resulted in improved safety or avoidance of an aircraft accident. The amount of award will be commensurate with the act.
- C. **Prerequisites for Consideration of Either Awards include:**
 - 1) nominations should be submitted through the local line officer to the National Aviation Program Manager, National Interagency Fire Center (NIFC), by October 31; and
 - 2) nomination packages must identify the type of award being sought and contain documentation justifying the award.

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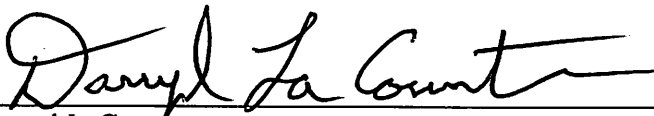
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D. Award Review and Approval include:

- 1) review and recommendation for awards performed by the National Aviation Program staff; and
- 2) approval will be by the Deputy Bureau Director, Office of Trust Services.

Approval



9-19-2018

Darryl LaCounte
Acting Director, Bureau of Indian Affairs

Date