

# INDIAN AFFAIRS MANUAL

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Chapter 2

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- 1.1 Purpose.** The intent of this chapter is to establish Regional Aviation Management Plans which, at a minimum, stipulate a standard operating procedure for the acquisition and use of aircraft within the Regional Office's jurisdiction and require accident/incident reporting and response. Regional Aviation Managers will assist Collateral Duty Regional Aviation Officers in the development of these plans.
- 1.2 Scope.** This policy applies to aircraft operations by Bureau of Indian Affairs (BIA) and DOI personnel that participate in aviation activities related to interagency wildland fire operations.
- 1.3 Policy.** It is the policy of BIA to utilize standard operating procedures, including Helibase/Helicopter Operations Plans, Air Tanker Base or Air Tanker Operations Plans for all aspects of base and flight activities at all BIA locations with exclusive-use contracts for aircraft.
- 1.4 Authority.**
  - A. Statutes and Regulations.**
    - 1) 14 Code of Federal Regulations (CFR), Chapter I, Subchapter F, Part 91, General Operating and Flight Rules
    - 2) 41 CFR Subtitle C, Chapter 101, Subchapter G-Aviation Transportation and Motor Vehicles
    - 3) 41 CFR Subtitle C, Chapter 102, Part 102-33, Management of Government Aircraft
  - B. Guidance.**
    - 1) Office of Management and Budget (OMB) Circular A-76, Performance of Commercial Activities (May 29, 2003)
    - 2) OMB Circular A-126, Improving the Management and Use of Government Aircraft (May 22, 1992), Attachment A (Accounting for Aircraft Costs) and Attachment B (Standard Aircraft Program Cost Element Definitions)
    - 3) Department Manual (DM) Part 350, General Program Requirements
    - 4) DM Part 351, Aviation Operations

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### 1.5 Responsibilities.

**A. Director of Aviation** is responsible for:

- 1) conducting formal evaluations every five years of the BIA Aviation program; and
- 2) documenting the findings obtained from formal evaluations.

**B. National Aviation Safety and Training Manager** is responsible for:

- 1) conducting formal evaluations every five years of the BIA Aviation program; and
- 2) documenting the findings obtained from formal evaluations.

**C. BIA National Aviation Program staff (includes Director of Aviation, National Safety and Training Program Manager, and Regional Aviation Managers)** are responsible for:

- 1) conducting site visits annually or on “as-needed” basis to provide for the safety and efficiency of operations in the delivery of technical aviation expertise to Regional and Agency personnel, Tribes and interagency partners:
  - a. at a minimum, at least one staff member will visit each Regional Office annually and will visit each location with an exclusive-use aircraft contract annually to review operations; and
  - b. National Aviation Program staff will visit locations in the first year of a three-year exclusive-use aircraft contract to attend the preliminary work meeting. Visits may be more frequent if requested or if circumstances warrant.

**D. Office of Aviation Services (OAS) Aviation Program Evaluation Specialists** are responsible for:

- 1) conducting formal evaluations of the BIA Aviation program every five years; and
- 2) documenting the findings obtained from formal evaluations.

**E. Collateral Duty Aviation Officers** are responsible for:

- 1) conducting formal evaluations of the BIA Aviation program every five years; and
- 2) documenting the findings obtained from formal evaluations.

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**F. Interagency Partners (e.g., Forest Service Helicopter Operations Specialists)** may be requested by BIA to:

- 1) provide technical assistance in monitoring aviation operations;
- 2) conduct formal evaluations of the BIA Aviation program every five years; and
- 3) document the findings obtained from formal evaluations.

### 1.6 Standards and Requirements.

**A.** All aviation program evaluations will be conducted by teams.

**B.** All findings that result from evaluations of program operations will be issued by the OAS.

**1.7 Program Monitoring.** Program monitoring will be used to provide program oversight and assistance, to ensure compliance with DOI and BIA policy and to help provide for the safety and efficiency of aviation operations.

### Approval



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Acting Director, Bureau of Indian Affairs

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Date