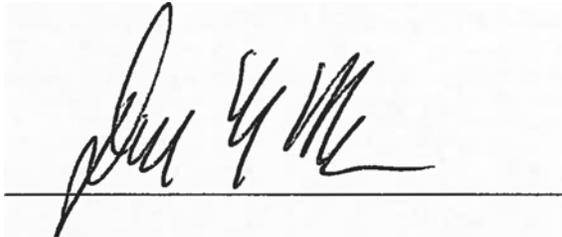




# National Aviation Management Plan

**BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT  
MARCH 2016**

The BSEE National Aviation Management Plan (March 2015), has been formally reviewed and is approved.



A handwritten signature in black ink, appearing to read 'Douglas Morris', is written over a horizontal line.

Date 4/29/15

Douglas Morris,  
Chief, Office of Offshore Regulatory Programs

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The BSEE Office of Offshore Regulatory Programs Aviation Team has reviewed and updated the 2016 National Aviation Management Plan.

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Brad J. Laubach  
BSEE National Aviation Manager

Date February 29, 2016

# Bureau of Safety and Environmental Enforcement National Aviation Management Plan

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## Introduction

Management at all levels in BSEE is responsible for the safety of aviation operations under their control. This responsibility includes direct supervision, training, and providing safe working conditions. Managers must monitor programs, identify hazards, and implement controls to reduce risks to acceptable levels whenever risk cannot be totally eliminated.

Department of the Interior (DOI) policy<sup>1</sup> requires all Bureaus with aviation programs to develop and publish a National Aviation Management Plan that addresses the minimum elements to improve aviation safety and realize operational efficiencies through broad standardization.

The Bureau of Safety and Environmental Enforcement (BSEE) National Aviation Management Plan (Plan) provides a comprehensive bureau-wide aviation plan that will allow all BSEE aviation users to easily acquire the necessary policies and information to manage aviation operations. The Plan describes intent, policy, authority, objectives, roles and responsibilities, and procedures for the management and implementation of the BSEE aviation management program.

The Plan is consistent with the provisions of DOI aviation policy established in Parts 350-354 of the Departmental Manual (DM) and the DOI Office of Aviation Services (OAS) Operational Procedures Memorandums (OPM). The Plan also includes guidelines for the use of all aviation resources owned, leased, or chartered by the Interior Business Center Acquisition Services Directorate (AQD) for BSEE mission accomplishment including the use of cooperator (i.e. military and other Government agencies) aircraft and applies to BSEE personnel traveling as non-revenue passengers aboard civil aircraft operating in accordance with 14 CFR 91, 125 or 135.

The policies, procedures and guidelines set out in this Plan are to be followed unless specific waivers are approved in writing by the BSEE Director or the Director's designee per [119 DM 4](#)

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<sup>1</sup> Department of Interior Operational Procedures Memorandum ([OPM](#))-06, [Aviation Management Plans](#).

# 1. Aviation Organization

## A. Roles and Responsibilities

**1. Department of the Interior.** The DOI seeks to enhance collaboration and sharing of strategic aviation opportunities across bureaus and offices and to promote the use of enterprise aviation services using high value, national level information to inform and enhance priority initiatives, natural resource management decisions and related policy formulation. While the DOI presently owns, and procures aviation resources through an enterprise approach, improvement in the enterprise-level management of these assets across the DOI is needed to address large scale strategic policy development, implementation, cost, and safety issues.

**a. Office of Aviation Services ([OAS](#))<sup>2</sup>.** The OAS is responsible for Departmental functions related to aircraft services. The OAS provides service offerings that include; aviation safety services (mishap investigations, program evaluations, and safety alerts/bulletins), aviation technical services, fleet management, fleet property accountability, aviation user training services, and flight scheduling and coordination services.

**b. Interior Business Center (IBC) Acquisition Services Directorate ([AQD](#)).** The AQD provides department-wide centralized contracting for aviation flight services for DOI and DOI customers. AQD is responsible for the centralized contracting for aircraft and related services for all DOI bureaus and other federal and State agencies upon request. Other acquisition management activities include property accountability and small purchase service in support of OAS and Bureau operations including DOI fleet aircraft.

**c. Executive Aviation Board ([EAB](#)).** The EAB is chartered under the direction of the Assistant Secretary for Policy, Management, and Budget and is responsible for the DOI aviation program. The EAB provides executive oversight and performance accountability and assures that Department-wide strategies and initiatives are developed collaboratively and implemented consistently. The EAB has authority over all aviation related boards/committees/groups within DOI. BSEE's Deputy Director is BSEE's EAB representative.

**d. Executive Aviation Committee (EAC).** The EAC functions as the primary executive body responsible for developing strategic aviation objectives and initiatives as well as implementing EAB initiatives and strategies. The EAC is comprised of [DOI Aviation Executives](#) at the Senior Executive Service level from each DOI bureau and the OAS. The Chief, Office of Offshore Regulatory Programs is BSEE's EAC representative.

**e. Executive Aviation Sub-Committee (EAS).** To collectively consider aviation issues that are common to all bureaus the EAC formally established the EAS. The EAS functions as the primary Subject Matter Expert (SME) with regards to DOI aviation

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<sup>2</sup> Reference [350 DM 1](#) for a complete list of functions and responsibilities. The OAS organizational structure and responsibilities are contained in [112 DM 12](#).

topics, and is the primary group to complete tasks issued by the EAC. The EAS is comprised of [National Aviation Managers](#) from each DOI bureau and the OAS.

The EAS has the authority to establish work groups comprised of bureau subject matter experts (SME) with detailed knowledge of EAC assigned tasks and/or DOI aviation. Current work groups include:

1. **Unmanned Aviation System Work Group (UASWG).** The EAC established the UASWG to develop a strategic UAS program road map to include a strategic vision regarding where the Bureaus currently are and where they would like to go. The UASWG reports directly to the EAS and is comprised of Bureau representatives with UAS knowledge and/or expertise.
2. **Aviation Training Compliance Working Group.** The EAC established the Working Group to identify solutions to improve manager and supervisor attendance at mandatory Interagency Aviation Training (IAT). This working group reports directly to the EAS and is comprised of Bureau representatives.
3. **DOI Aviation Exhibit-300 Working Group.** The EAC established the Aviation E-300 Working Group to review and recommend options to streamline the acquisition approval process for fleet aircraft. This working group reports directly to the EAS and is comprised of Bureau representatives.

**2. Bureau of Safety and Environmental Enforcement.** Ultimate responsibility for the management of all aviation programs, activities and resources lies with the Director of BSEE in accordance with 352 DM 1.6 C. This responsibility is administered through the Deputy Director and BSEE's aviation governance structure. More specifically, aviation responsibilities are delegated as follows:

**a. Deputy Director.** The Deputy Director administers the overall management of BSEE aviation programs, operations, and resources and is BSEE's EAB representative.

**b. Chief, Office of Offshore Regulatory Programs (OORP).** The Chief, OORP is responsible for the oversight of BSEE aviation management ([119 DM 4](#)) and is BSEE's EAC representative.

**c. Chief, Offshore Safety Improvement Branch (OSIB).** The Chief OSIB provides aviation policy oversight and guidance to the BSEE Aviation Team consisting of the National Aviation Manager and the National Aviation Safety Manager.

**d. National Aviation Manager (NAM).** The NAM serves as the principle aviation management advisor to BSEE management, including the Chief, OORP. The incumbent assists in the oversight of aviation management and programs at the national level and provides technical expertise that supports and improves BSEE's capacity to manage its aviation programs in a result-oriented and efficient manner. Specific responsibilities include:

1. Ensure aviation programs, procedures, and guidelines comply with and implement DOI aviation policy and directives;
2. Provide oversight in the planning and technical analyses relating to acquisition and cost-effectiveness of aviation resources;

3. Review, revise, and maintain the National Aviation Management Plan;
4. Represents BSEE as a member of the DOI Executive Aviation Subcommittee (EAS); and,
5. Collaborate with the National and Regional aviation managers to ensure safe and efficient use of all aviation resources in the accomplishment of the BSEE mission.

**e. National Aviation Safety Manager & Training Advisor (NASM).** The NASM serves as the principle aviation safety and aviation training advisor to BSEE management, including the Chief, OORP, and all BSEE aviation users. This position provides leadership and technical expertise for aviation safety management systems, risk management, and accident prevention programs. Specific responsibilities include:

1. Oversight of BSEE aviation training program providing training/certification guidance (curriculum, and course materials, instructing) for all BSEE aviation users;
2. Evaluation of the effectiveness of existing BSEE aviation safety programs and identification, development, and implementation of new opportunities that enhance BSEE's aviation safety culture;
3. Oversight and management of the BSEE SAFECOM program to include the investigation and tracking of reported incidents for the purpose of trend analysis and publishing quarterly and annual BSEE SAFECOM Summaries;
4. Oversight and management of the BSEE HUET (Helicopter Underwater Egress Training) and EBS (Emergency Breathing Systems) Pilot programs and investigation of reported incidents;
5. Serving as the BSEE liaison to National Transportation Safety Board (NTSB) and OAS accident investigation teams;
6. Representing BSEE at the Interagency Aviation Training Subcommittee (IATS), and other aviation safety organizations (e.g. API 2L and HSAC); and,
7. Collaboration with the National and Regional aviation managers to ensure safe and efficient use of all aviation resources in the accomplishment of BSEE missions.

**f. Regional Director (RD).** Each Regional Director is responsible for:

1. Administering and adhering to DOI aviation policy, the BSEE National Aviation Management Plan and Regional Aviation Management Plan.
2. Managing contracted aviation resources and services.
3. Implementing an effective aircraft accident prevention program within their respective region.
4. Designating in writing a Regional Aviation Manager (either full-time or collateral) with copies of the written designations forwarded to the Chief, OORP, bureau NAM, and NASM. RDs are encouraged to designate a Regional Aviation

Safety Manager (RASM).

**g. Regional Aviation Manager (RAM).** The RAM serves as a principle aviation advisor to the RD and provides aviation management direction and aviation expertise for their respective region. Specific aviation responsibilities include:

1. Serving as the primary point of contact for all Region aviation matters;
2. Reviewing, revising, and maintaining the Region Aviation Management Plan and assisting in establishing aviation safety programs, and accident prevention measures;
3. Participating in operations, evaluations and reviewing aviation plans and procedures;
4. Serving as the contracting officer's representative (COR) on all Region exclusive use or other aviation contracts and ensures the preparation and submission of aircraft use documents;
5. Collaborating with the National Aviation Manager and National Aviation Safety Manager to ensure that regional and district aviation management, and safety programs comply with applicable DOI and BSEE aviation policies, regulations, and guidelines;
6. Disseminating all Departmental Manual releases, policy statements, and other aviation related material;
7. Providing oversight and monitoring the management of aviation resource usage and requirements;
8. Providing information to the Regional Director for budget preparation and other aviation related fiscal matters; and,
9. Encouraging and supporting participation in the SAFECOM program.

**h. Mission Chief (MC).** Unless otherwise designated by the RD the most senior BSEE inspector will assume the role of MC to ensure the following responsibilities are fulfilled:

1. Assist in the planning and safe execution of the mission;
2. Maintain a working knowledge of the DOI aviation policies and BSEE National and Regional Aviation Management Plans;
3. Maintain a general knowledge of aircraft and aircrew capabilities and limitations;
4. Collaborate with pilot the pre-mission planning and in-flight emergency duties of passengers and ensure the pilot provides a pre-flight briefing in accordance with the contract;
5. Reporting any condition, observation, act, problem or circumstance that has the potential to cause aviation related mishaps or accident via SAFECOM;

6. Ensure the use of properly carded pilots and aircraft;
7. Ensure that emergency equipment required by the contract is aboard each flight (Emergency Locator Transmitters, Life Raft, survival equipment, etc.); and,
8. Ensure occupants of the aircraft have, and are properly using, required personal protective equipment (flight helmet, hearing protection, life vest, etc.).

**i. Managers and Supervisors.** All BSEE managers and supervisors who supervise employees that use aviation resources to achieve mission goals must ensure all aviation operations are conducted in a safe, efficient and environmentally sound manner. More specifically managers and supervisors whose employees use aviation resources must:

1. Comply with the DOI and Bureau regulations, policies, and guidelines;
2. Ensure identified personnel receive BSEE mandated aviation safety training (See Appendix E) and aviation safety training records are properly maintained;
3. Ensure personnel are provided with, and properly wear, appropriate personal protective equipment;
4. Ensure that identified personnel receive and complete HUET (Appendix C); and,
5. Ensure employees whose job duties require offshore travel are responsible for complying with all requirements specified in BSEE's aviation policy.

## **B. Aviation Program Objectives.**

**1. Mission Statement.** BSEE works to promote safety and efficiency, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement. Aviation plays an essential role in supporting BSEE's ability to achieve mission objectives.

**2. Philosophy.** BSEE aviation safety and aircraft mishap prevention is based on the philosophy that all aircraft mishaps can be prevented and that mishap prevention is an inherent function of management. The Director is ultimately responsible for the management of aviation resources and the implementation of effective aircraft mishap prevention programs. Supervisors and managers at all levels are delegated responsibility for the safety of aviation operations under their control.

Within this Plan are the practical requirements to provide safe working conditions, prevent injuries to employees, and protect property from damage. Application of approved practices is a fundamental responsibility of managers and supervisors and represents an area in which performance and accountability must be emphasized.

**3. Program Objectives.** BSEE intends to expand its role as a world leader in safety and environmental stewardship. BSEE will promote a safety culture of sound aviation management practices that reduce risks inherent in aviation and eliminate unnecessary or unacceptable risks associated with the use of aviation while maintaining high personnel standards and a commitment to excellence, integrity, and the innovation of progressive ideas to further enhance safety, environmental protection, and conservation of resources.

BSEE's aviation program objectives include:

- Expand aviation safety leadership role for advancing OCS aviation safety;
- Promote efficient aviation policy and aviation management processes;
- Provide guidance for aviation programmatic and operational risk management.
- Promote an effective aviation training program for management and aviation users;
- Provide aircraft acquisition support as specified by management objectives.
- Leads aviation safety assurance and promotion programs.
- Promote aviation safety awareness among aviation users and their supervisors.

**C. Authorities and References.** The directives listed below are adopted as policy and must be made available to all BSEE employees involved in aviation activities

### 1. Authorities.

- a. Title 14 CFR [91](#), [125](#), and [135](#).** The Federal Aviation Regulations (FAR) regulations are the basic guide for piloting, aircraft operations, and airspace within the United States.
- b. Departmental of Interior Manual (DM) Parts 350-353 DM [Parts 350-353](#)** establish mandatory responsibilities, policies, and procedures for the overall management and operations of aviation resources within DOI.
- c. Bureau of Safety and Environmental Enforcement, DOI Manual [119 DM 4](#)** Establishes the Chief, Office of Offshore Regulatory Programs provides oversight of Bureau aviation management
- d. Office of Aviation Services Operational Procedures Memoranda [OPMs](#)** Published under the issuing authority of the OAS Director OPMs are interim directives used to disseminate timely information and procedures.
- e. Office of Management and Budget Circulars [A-76](#), [A-123](#), [A-126](#).** Published under the issuing authority of the OMB the Circulars provide instructions or information to Federal agencies.
- f. BSEE National Aviation Management Plan (NAMP).** The NAMP describes intent, policy, authority, objectives, roles and responsibilities, and procedures for the management and implementation of a comprehensive bureau-wide aviation management program.

### 2. References.

- a. DOI Handbooks.** DOI [Handbooks](#) provide detailed procedures and requirements of policy established in the applicable chapter of the DM.
- b. Information Bulletin (IB).** Announcements and information of general interest are published as an [IB](#). The IBs are non- directive, bear no expiration date, and may be discarded at the discretion of the recipient. Any superseded IBs will be noted in the new release. Annually, the OAS will issue a listing of all current IBs.

**c. Safety Alerts/Aircraft Mishap Prevention Bulletins.** Safety Alerts are time-sensitive documents which are utilized to disseminate information of a significant nature regarding aviation safety. The three areas addressed are operations, maintenance, or publications.

**d. Aviation Accident Prevention Bulletins.** [Aviation Accident Prevention Bulletins](#) are used to disseminate information of a general nature regarding aircraft mishap prevention concepts, methods, procedures, and efforts. Safety Alerts and Prevention Bulletins are published on an as needed basis.

**e. Tech Bulletins.** Technical data and recommendations regarding aircraft are published as [Tech Bulletins](#).

**f. Guides.** A [Guide](#) communicates preferred procedures for a specific aspect of aviation operations. Within DOI Guides are not mandatory but may be adopted by the Bureau. BSEE adopts the Flight Helmet User's Guide (Appendix G).

### **3. Collaborating Aviation Safety Organizations.**

**a. Federal Aviation Administration FAA.** An agency of the U.S. Department of Transportation, the [FAA's](#) mission is to provide the safest, most efficient aerospace system worldwide. The FAA has authority to regulate and oversee all aspects of U.S. civil aviation through FAR and other aviation programs.

**b. National Transportation Safety Board (NTSB).** The [NTSB](#) is an independent federal agency charged by Congress with investigating every civil aviation accident in the U.S. and significant accidents in other modes of transportation-railroad, highway, marine and pipeline. The NTSB determines the probable cause of each accident investigated and issues safety recommendations aimed at preventing future accidents.

**c. OMB.** As the implementation and enforcement arm of Presidential policy government-wide, [OMB](#) carries out its mission through five critical processes including management -- oversight of agency performance, Federal procurement, financial management, and information/IT.

**d. Helicopter Safety Aviation Conference (HSAC).** The [HSAC](#) is an organization, consisting of representatives of government agencies, oil industry, helicopter operators, and aviation specialists, with working experience in both domestic and international areas, in an effort to share operating experiences and increase "Safety through Cooperation". The HSAC develops Recommended Practices (HSAC RP) to improve aviation safety in the offshore oil and gas industry.

**e. International Civil Aviation Organization (ICAO).** The [ICAO](#) is an international forum organized to promote the safe and orderly development of international civil aviation worldwide. It sets standards and regulations necessary for aviation safety, security, efficiency and regularity, as well as for aviation environmental protection.

**f. Offshore Petroleum Industry Training Organization (OPITO).** [OPITO](#) is an industry supported business that works to improve safety standards and enhance the talents of existing staff and remains committed to developing a safe and skilled sector.

**g. Helicopter Association International (HAI).** [HAI](#) is an international association organized to advance the helicopter community by providing programs that enhance safety, encourage professionalism and economic viability.

**h. HeliOffshore.** [HeliOffshore](#) is a global safety-focused organization formed by major offshore helicopter transportation providers. Their objective is to develop, share and apply best practices, create and use advanced technology, and advocate for harmonized flight standards

**i. American Petroleum Institute (API).** The [API](#) is the only national trade association that represents all aspects of America's oil and natural gas industry. BSEE has adopted by reference many API Standards and Recommended Practices.

**j. U.S. Coast Guard (USCG).** The [USCG](#) is one of the five armed forces of the United States and the only military organization within the Department of Homeland Security. BSEE partners with the USCG in the oversight of the offshore oil and gas industry, with BSEE responsible for fixed offshore facilities and the Coast Guard responsible for floating facilities.

#### **D. National Aviation Management Plan Revision Schedule.**

The Plan will be formally reviewed and approved by the Chief, Office of Offshore Regulatory Programs (OORP) at a minimum of every three years. The BSEE National Aviation Manager (NAM) will review the Plan annually and is authorized to make interim revisions as required. The Plan will be issued annually on or before March 15.

#### **E. BSEE Organizational Requirements.**

- 1. Region Aviation Management Plan (RAMP).** Each BSEE Region must to the degree dictated by the level of their aviation program, prepare and maintain a RAMP. The RAMP should be no more complex than necessary to ensure safe, efficient and effective aviation operations and include at a minimum the elements addressed in Appendix A of [OPM 6](#).
- 2. Project Aviation Safety Plans (PASP).** Each BSEE Region and/or District must develop a PASP for any special use missions. The PASP should be no more complex than necessary to ensure safe, efficient and effective special use mission. The PASP describes in sufficient detail special use aviation missions that occur on a routine basis, and include, at a minimum, the elements listed in Appendix B of [OPM-6](#).
- 3. BSEE Aviation Standard Operating Procedures (SOPs).** The SOPs listed below have been developed to provide aviation management and operation standardization within BSEE and constitute current or interim policy.
- 4. Authorization for Use of BSEE Contract Aircraft.** This SOP<sup>3</sup> provides specific guidance on the policy, requirements, and procedure necessary to gain advanced authorization for all Federal and BSEE employees including Senior Executive Branch Officials, Senior Federal Officials, Military Officials, and non- Federal visitors traveling offshore on BSEE contract aircraft.

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<sup>3</sup> See Appendix A for detailed information.

5. **Aviation Safety Communiqué (SAFEKOM) SOP<sup>4</sup>**. This SOP provides specific guidance on the use of SAFEKOMs to report any condition, observation, act, maintenance problem, or circumstance with personnel or the aircraft that has the potential to cause an aviation-related mishap.
6. **Helicopter Underwater Egress Training (HUET) SOP<sup>5</sup>**. This SOP provides national guidance on the HUET and Marine Survival Training (MST) programs to ensure consistent implementation by BSEE personnel and visitors flying on BSEE contract aircraft. In addition, the SOP clarifies BSEE policy on minimum training requirements for HUET and MST courses, including cold water survival training.
7. **Interagency Aviation Training (IAT) Program SOP<sup>6</sup>**. This SOP addresses BSEE's IAT Program requirements in accordance with DOI policy for aviation training found in [OPM 04](#).

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<sup>4</sup> See Appendix B for detailed information.

<sup>5</sup> See Appendix C for detailed information.

<sup>6</sup> See Appendix D for detailed information.

## 2. Aviation Administration

### A. Contracts (non-fleet).

**1. General.** The Department's Interior Business Center (IBC), Acquisition Services Directorate – Boise Branch ([AQD](#)) is responsible for the centralized contracting of aircraft and related aviation services that support DOI agency program.

**2. Contract Administration.** The administration of BSEE's exclusive use aviation contracts is a joint responsibility of AQD and BSEE with ultimate responsibility and authority vested in the AQD Contracting Officer. Specific administrative responsibilities are contained in [353 DM 1](#).

**a. Contracting Officer (CO).** The CO has the authority to enter into, administer, and/or terminate contracts and is responsible for all contractual actions including contracting procedures and methods, contract legality with existing laws and regulations, and proper contract administration. The CO may delegate certain contract inspection and administration functions however, the CO is the only individual authorized to modify or change a contract provision.

**b. Contracting Officer's Representative (COR).** The COR is a BSEE representative appointed by and directly responsible to the CO for ensuring compliance with the administrative provisions of the contract. Primary responsibility of the COR is monitoring contract performance, communications with the contractor in day-to-day operations, and verifying accurate completion and timely submission of invoices. The COR may recommend to the CO proposed changes and adjustments in the contract, but may not commit the Government to such changes, adjustments, or modifications. The COR is responsible for verifying the work performed upon which payment is based.

**c. Contracting Officer's Technical Representative (COTR).** The COTR is an OAS representative appointed by, and is directly responsible to, the CO for ensuring compliance with the technical provisions of the contract. The COTR conducts required and requested inspections, including initial inspections, and approves the contractor's aircraft, equipment, and personnel prior to, and during, contract performance. The COTR may discuss changes or modifications in equipment or other requirements of the contract and provide recommendations to the CO, but may not commit the Government to such changes, modifications, or adjustments.

**d. Alternate (COTR) and Alternate (COR).** The Alternate COTR and Alternate COR are appointed by the CO and temporarily serve in the capacity of the COTR and COR to cover periods (generally greater than 7 continuous days) when the COTR or COR are unavailable to effectively perform his/her duties. The temporary assignment must be directed in writing by the COTR or COR with notification provided to the Contractor and the CO.

### B. Acquisition (fleet).

Not applicable to BSEE. If necessary, BSEE will contact and coordinate with other DOI Bureaus to arrange travel on available DOI fleet aircraft.

### C. Use Reports and Payments Processes.

**1. Daily Flight Logs.** BSEE's aviation contractor is responsible for completing a Daily Flight Log that is accurate and legible. All sections of the daily flight log should be completed. Reasons for late flight departure or early returns should be noted in the remarks section of the flight log. A BSEE employee preferably the MC for the flight should review the flight log for completeness and accuracy and then sign.

**2. Inter-Agency Agreements (IAA).** All DOI AQD contract aviation services procured by BSEE will be funded via an IAA with AQD. The purpose of the IAA is to identify the amount, purpose, period of performance and source of the funding.

**3. Aviation Payment Systems.** Aviation Management System (AMS) is an IBC web-based system used for generating and processing flight use invoices. The aviation contractor is responsible for preparing and submitting the electronic invoice in AMS for DOI aviation service contracts.

**4. Internet Payment Platform (IPP).** The Internet Payment Platform (IPP) is a comprehensive electronic invoicing and payment information service made available to all Federal agencies and their suppliers by the U.S. Department of the Treasury's Financial Management Service (FMS). IPP centralizes transaction processing in the order-to-payment notification cycle, including purchase orders, invoices and payments, in a Web-based portal (<https://www.ipp.gov/>).

#### **D. Record Keeping Requirements.**

Not applicable. BSEE does not have additional record keeping requirements.

#### **E. Administration Requirements.**

**1. Use of Government Aircraft.** Government aircraft are those which are under the operational control of the Government for the conduct of official business, regardless of whether it is owned, contracted, rented, or chartered. Such aircraft may be used only for official purposes. Refer to [OPM-07](#) *Improving the Management and Use of Government Aircraft* for additional information.

**2. Senior Executive Branch and Senior Federal Officials, and Non-Federal Visitors<sup>7</sup>.** [OMB Circular A-126](#) requires all travel on government aircraft must have advanced authorization. All Senior Executive Branch Officials, Senior Federal Officials, Military Officials, and non-Federal visitors traveling offshore on government aircraft must be approved by the DOI's Solicitor or Deputy Solicitor, Division of General Law (SOL) in advance of the planned offshore travel.

The BSEE National Aviation Manager will coordinate the review and approval process for Senior Executive Branch, Senior Federal Officials, and non-Federal visitors traveling offshore on government aircraft.

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<sup>7</sup> Refer to Appendix B for additional information.

### 3. Aviation Safety

Aviation programs and the operation of aircraft within the BSEE are a highly visible activity, regularly scrutinized by the DOI, the public, and executive and legislative interests. The BSEE Aviation Safety Program has been developed and adapted to serve BSEE's unique mission and operating environment. BSEE use of aviation complies with, and often exceeds, the requirements established in DOI policy.

#### A. Policy.

BSEE is committed to promoting offshore safety at all levels, at all times. Safety is the first priority and leadership at all levels must foster a [BSEE safety culture](#) that encourages employees to communicate unsafe conditions, policies or acts that could lead to aviation incidents or accidents. Each BSEE employee and contractor involved with aviation has the responsibility to plan missions thoroughly, conduct missions with a conservative attitude, and with respect for the aircraft and the environment in which our missions operate.

The BSEE NAM is the focal point for BSEE's Aviation Program. The NASM provides guidance and oversight for BSEE's Aviation Safety and Training programs. The RAM is the focal point for Regional Aviation Programs, and the District Manager (DMs) is the focal point for District Aviation Programs.

1. **BSEE Aviation Safety Management System (SMS).** SMS is not a stand-alone safety program to be followed. Rather it is a system for organizing existing safety processes around the concept of systems safety. SMS incorporates a proactive approach using hazard identification and risk management to achieve accident prevention. BSEE's Aviation SMS is compatible with DOI policy and is constantly evolving. The BSEE Aviation Safety Program complies with OPM 6 and is organized using the SMS pillars of Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

2. **Safety Culture.** As part of BSEE's commitment to promoting offshore safety at all levels, at all times, the BSEE Director's [Safety Culture Policy Statement](#) was vetted through industry and formally released on May 9, 2013.

a. BSEE defines safety culture as the core values and behaviors of all members of an organization that reflect a commitment to conducting business in a safe and environmentally responsible manner. The Safety Culture Policy Statement informs the offshore community of the Bureau's safety expectations but does not create any additional regulatory requirements. The non-regulatory statement defines BSEE's regulatory approach to lead the offshore oil and gas industry beyond a checklist-inspection approach toward a systemic, comprehensive approach to compliance.

b. BSEE recognizes that the human factor is the critical element in aviation and offshore safety, and that prescriptive regulations can reduce risks, but they alone are not enough. Everyone working in the offshore industry must adhere to a set of core values that places safety above all else.

c. Safety Culture Policy Statement establishes the Bureau Director's safety expectations but does not create any additional regulatory requirements. The nine characteristics of a robust safety culture are:

1. **Leadership Commitment to Safety Values and Actions.** Leaders demonstrate a commitment to safety and environmental stewardship in their decisions and behaviors;
2. **Hazard Identification and Risk Management.** Issues potentially impacting safety and environmental stewardship are promptly identified, fully evaluated, and promptly addressed or corrected commensurate with their significance;
3. **Personal Accountability.** All individuals take personal responsibility for process and personal safety, as well as environmental stewardship;
4. **Work Processes.** The process of planning and controlling work activities is implemented so that safety and environmental stewardship are maintained while ensuring the correct equipment for the correct work;
5. **Continuous Improvement.** Opportunities to learn about ways to ensure safety and environmental stewardship are sought out and implemented;
6. **Environment for Raising Concerns.** A work environment is maintained where personnel feel free to raise safety and environmental concerns without fear of retaliation, intimidation, harassment, or discrimination;
7. **Effective Safety and Environmental Communication.** Communications maintain a focus on safety and environmental stewardship;
8. **Respectful Work Environment.** Trust and respect permeate the organization with a focus on teamwork and collaboration; and
9. **Inquiring Attitude.** Individuals avoid complacency and continuously consider and review existing conditions and activities in order to identify discrepancies that might result in error or inappropriate action.

## **B. Risk Management.**

**1. General.** Managing risks is well recognized to improve the likelihood of successful mission accomplishment and applies to all BSEE aviation missions. The risk management process is designed to manage risks to acceptable levels by the identification of hazards, the assessment of the impact of those hazards, and the mitigation of the hazards to safely accomplish the mission. The Department uses a 5-step process to describe the risk management process (below).



**2. 5-Step Risk Management Process.** Risks must be managed throughout the mission. It starts in the planning stage, continues to the approval and scheduling phase, is evaluated and adapted during the execution phase and is analyzed and collected as lessons learned in the post flight phase.

**a. Identify Hazards:** The first step in risk management is to identify hazards. The hazards are the potential sources of danger that could be encountered while performing a task or mission. Hazards include weather, time of flight, terrain, equipment, training, and proficiency level of personnel.

**b. Assess Risk Level(s):** Hazard or risk assessment is part of the risk management process. Risk assessment can range from simple to complex, but must be detailed. The process of assessing hazard causes personnel to analyze the degree of risk associated with each threat, and place these in perspective relative to the objectives of the mission and organization.

**c. Develop Controls/Make Decisions:** Starting with the highest threat, identify the risk control options that reduce exposure to the threats for all of those identified in the previous steps that exceed an acceptable level of risk.

**d. Implement Controls:** Implement the plan and ensure that the risk controls are known by all and are utilized. Ensure that people know and do what is expected of them. A high level of risk that cannot be effectively controlled should be reported to the person supervising the operation. Continually evaluate the effectiveness of the controls and ensure that the risk remains in balance with the benefits.

**e. Supervise and Evaluate:** Document any changes to the operation, equipment, environment, and/or people and how they may affect (or how they did affect) your plan. It is important to remember that risk management is a continuous process! Adjust to changes in the situation in real time by remaining vigilant and maintaining your situation awareness to identify unexpected as well as anticipated issues. Documented after action reviews are a good way to assure that the supervision and monitoring of the mission are effective and that lessons learned are captured for the future.

**3. Risk Management Principles.** The following decision making principles must be considered before and during any aviation mission is performed:

**a. Accept no unnecessary risk:** Unnecessary risk does not contribute to the safe accomplishment of a task or mission. The most logical choices for accomplishing a

mission are those that meet all the mission requirements while exposing personnel and resources to the lowest possible risk.

**b. Make risk decisions at the appropriate level:** Making risk decisions at the appropriate level establishes clear accountability. Those accountable for the success or failure of a mission must be included in the risk decision process. Supervisors at all levels must ensure subordinates know how much risk they can accept and when they must elevate the decision to a higher level.

**c. Integrate risk management into planning and execution at all levels:** To effectively apply risk management, leaders at all levels must dedicate time and resources to incorporate risk management principles into the planning and execution phases of all operations. Integrating risk management into planning as early as possible provides the decision maker with the greatest opportunity to apply risk management principles.

#### 4. Levels of Managing Risks.

**a. Time Critical:** This method is an “on-the-run” mental or verbal review of the situation using the risk management process without necessarily recording the information. The process is used to consider risk while making decisions in a time limited situation such as during the flight. Rapid risk assessment requires effective training of personnel, effective operational practices and a thorough understanding of objectives of the mission. Note that “time critical” does not mean “hasty” or “uninformed.”

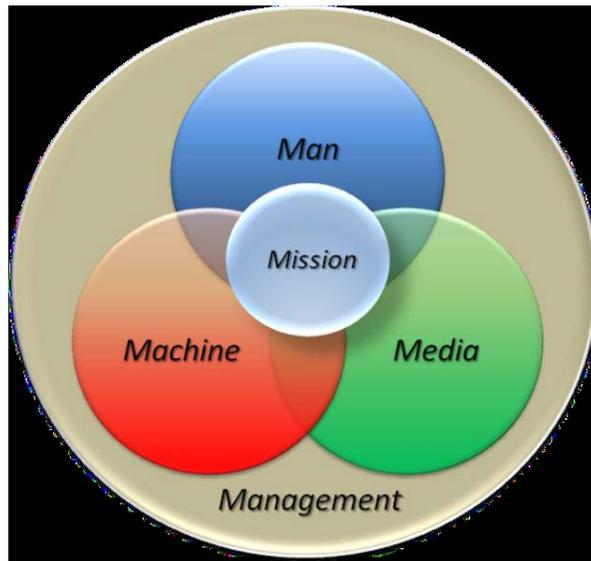
**b. Deliberate:** When time permits, more deliberate and in-depth planning is possible. Before a mission begins time is often available to conduct a more systematic identification of the hazards and to develop more effective control measures. When time permits these risk management decisions should be documented and reviewed/improved following the mission.

**c. Strategic:** Strategic Risk management should be used in instances such as contract solicitation where new technology or major changes occur. It commonly takes more time and involves a more detailed analysis of costs and benefits. The strategic process produces a more permanent record of findings and decisions used for long term planning, organizational decision-making and as authoritative training resources.

**5. Using the 5-M model to Identify Hazards.** The 5-M Model (below) provides a basic framework for analyzing systems and determining the relationships between composite elements that work together to perform the mission. The 5-M's are: Man, Media (environment), Machine, Management, and Mission. Man, Media and Machine interact to produce a successful Mission or, sometimes, an unsuccessful one.

The critical element is Management because it defines how the other elements interact. Management provides the procedures and rules governing the interactions between the various elements. See Air Force Pamphlet 90-803 for a full discussion of the 5-Ms.

In simple terms these 5 areas are where you look for hazards as you do your risk assessment before the mission. As the mission progresses, participants and supervisors continue to look for changes in these 5 areas and modify their mitigations as appropriate. After the mission at the AAR you review the effectiveness of the control measures against the 5 Ms.



**6. Risk Assessment Tools.** The second step of risk management is assessment of the threats/hazards. There are several tools that may be used to document the hazards and to determine that level of risk involved in the operation. A number of risk assessment tools can be found in the [Interagency Helicopter Operations Guide \(IHOG\)](#) and in [Air Force Pamphlet 90-803](#). Two tools that should be used at the Deliberate and Strategic levels of risk management are the Risk Assessment Matrix (Appendix J) and the Risk Assessment Worksheet (Appendix K).

### C. Promotion

**1. Aviation Training.** Adequate staffing and training of BSEE personnel is necessary to ensure an effective aircraft mishap prevention program and the safety of our personnel. To emphasize this message, all BSEE inspectors must attend the BSEE National Offshore Learning and Training Center and complete all required IAT and HUET requirements before being allowed to fly offshore.

**a. BSEE employees** must be current and complete with the HUET (Appendix C) and IAT (Appendix D) requirements before they perform duties as a passenger or a supervisor/manager of aviation operations.

**b. BSEE managers and supervisors** will:

1. Ensure all employees involved in the use or control of aviation resources receive the appropriate level of aviation safety training. This includes the provisions of this Plan, the applicable Regional Aviation Management Plan, OPM-04 and the 485 DM series.
2. Provide time and resources for aviation training.
3. Identify, develop, and present additional aviation training to meet their mission needs.
4. Inform the NAM and NASM of training program development for mission specific needs.

**c. The RAM** will monitor aviation training within their Region to ensure that training

requirements are being met and proficiency maintained.

**d. The NAM and NASM** will monitor the BSEE aviation training program to ensure that the goals and competencies are being met.

**2. Aviation Safety Communiqué – SAFECOM<sup>8</sup>.** The SAFECOM is DOI's voluntary safety reporting and feedback system. Department policy requires that SAFECOMs be used for accident prevention purposes only.

All personnel involved in BSEE aviation activities are responsible for identifying hazards and, to the degree possible, eliminating or reducing the associated risks. In all cases, they are expected to report unsafe working conditions to their supervisor and to BSEE management. Personnel who observe what they consider to be an unsafe act or condition are encouraged to submit a SAFECOM report. Personnel in doubt about completing a SAFECOM or who need assistance should contact their Regional Aviation Manager or the NASM.

**3. Aviation Awards.** Aviation awards are an integral component of BSEE's aviation program and support our Safety Culture by recognizing exceptional acts or service in support of aviation safety and aircraft accident prevention.

a. Specific awards available to BSEE personnel, organizational units, and our aviation service providers include:

- DOI Airwards
- DOI Award for In-Flight Action
- DOI Award for Significant Contribution to Aviation Safety.
- Secretary's Award for Outstanding Contribution to Aviation Safety.

b. General guidelines and procedures (processing and approval) for the submission of aviation awards are described in [352 DM 4](#).

c. Aviation award recommendations within BSEE should be submitted through the RAM to the NASM. The NASM:

- Reviews the award recommendation against the criteria of 352 DM 4.
- Reviews the associated SAFECOM (if applicable).
- Coordinates with the RAM, District Manager, and aviation service provider to validate the actions of the recipient.
- Briefs BSEE NAM on the request for award.
- Complies with the requirements of [352 DM 4](#) for OAS Aviation Safety Manager and OAS Regional Director review/approval.
- Provides award nomination and citation to BSEE EAC member for review/approval (as required).
- Upon approval NASM coordinates with the RAM for presentation of the award.

*Note: Every effort should be made to have aviation awards presented by a senior BSEE leader, desirably by the BSEE Director or Regional Director.*

d. The RAM:

- Reviews SAFECOMs and other sources of information against the criteria of 352 DM 4 to identify events and actions worthy of recognition using an aviation

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<sup>8</sup> A detailed discussion of the BSEE SAFECOM program can be found in Appendix B.

- award.
- Coordinates with the District Manager and the aviation service provider to validate the actions of the recipient.
- Submits award recommendations to the NASM.
- Upon approval coordinates for presentation of the award.

## D. Assurance.

### 1. Aviation Mishap Response Planning.

- a. Regional Directors will ensure that an Aircraft Mishap Response Plan is developed for their Region that is in compliance with [352 DM 3](#) and the [Interagency Aviation Mishap Response Guide and Checklist](#)<sup>9</sup>.
- b. RAMs will ensure that Regional and District level Aircraft Mishap Response Plans:
  - Outline appropriate responses to a loss of flight following, an aircraft incident or accident.
  - Address initiation of SAR, fire and medical response.
  - Provide procedures for the timely notification of BSEE's Chain of Command and OAS.
  - Are reviewed and updated a minimum of annually.
  - Are tested annually by conducting either a telephonic notification drill or an Aviation Incident Response Exercise (Appendix L).

### 2. Aviation Mishap Reporting.

- a. **Aviation Mishap Reporting.** Any BSEE flight that results in damage to the aircraft or injury to any person, no matter how slight, must be reported to the NASM (571 594-8383) immediately. If the NASM cannot be contacted immediately the person reporting the mishap will notify the NAM at (703) 307-4865. If neither the NASM nor NAM are able to be contacted the OAS will be notified by calling 1-888-464-7427 (888-4MISHAP).
- b. **Overdue or Missing Aircraft.** If an aircraft is overdue or missing comply with the procedures in your Regional Aviation Mishap Response Plan. It is critical that the response plan is implemented, followed and documented throughout the duration of the event.
  - An aircraft is considered "overdue" when it fails to arrive within 30 minutes past the estimated time of arrival (ETA) and cannot be located.
  - An aircraft is considered "missing" when its fuel duration has been exceeded, it has been reported as "overdue" to the FAA and the FAA has completed an administrative search for the aircraft without success.

Notifying the NASM or OAS and submitting a SAFECOM are required but they do not replace the requirement for initiating a DI-134 "Report of Accident/Incident," as required in [485 DM 7](#).

The Aviation Service Provider also is required to notify the NTSB when an "Aircraft Accident" or NTSB reportable "Incident" occurs. Within DOI it is preferred that OAS is notified first and that they handle initial communication with the NTSB.

<sup>9</sup> For detailed information see Appendix H.

### 3. Aviation Incident Response Exercise (AIRE) Program [Reserved].

BSEE intends to model its aviation incident response program after the AIRE program. See Appendix L for more information.

#### E. Documentation Requirements.

Not applicable. BSEE does not require additional documentation.

#### F. Personal Protective Equipment

**1. General.** Aviation Life Support Equipment (ALSE) is required for all BSEE flights. If the required ALSE<sup>10</sup> is not available for an individual the individual will not be permitted to fly. If required aircraft mounted ALSE is not available the aircraft is considered unavailable and will not be used.

The minimum ALSE that must be worn is described in paragraph 4 below. For more information see the [DOI ALSE Handbook](#), the [DOI Flight Helmet User's Guide](#), and [351 DM 1.7](#). Any questions concerning the requirements and procedures for obtaining ALSE should be directed to the RAM or the NASM.

#### 2. Responsibilities.

- a. Regional Directors have the overall responsibility for the Region's ALSE program.
- b. RAMs implement Region aviation policy and provide oversight of the ALSE program.
- c. District Managers will ensure that:
  - All BSEE personnel and other personnel flying on BSEE contracted aircraft are provided with appropriate and serviceable ALSE.
  - The ALSE program is staffed and funded to meet mission requirements.
  - Flight helmets are inspected and maintain in accordance with DOI and manufacturer guidance, but no less than every 180 days.
  - Personnel who inspect and maintain ALSE are properly trained.
- d. Mission Chiefs are responsible for ensuring all personnel engaged in BSEE aviation activities wear appropriate and serviceable ALSE based upon Departmental requirements.
- e. Aviation users are responsible to inspect the ALSE they are provided for condition and serviceability before and after each flight and to report any discrepancies to the Mission Chief or District Manager, and to the ALSE technician.
- f. ALSE Technician - BSEE defines an ALSE Technician as a person who has completed hands-on training in the disassembly, inspection, repair, and reassembly of flight helmets. Acceptable training may be received from flight helmet manufacturers, military, or other organizations that regularly inspect and repair flight helmets. ALSE technicians are responsible to:
  - Attain and maintain the training and qualification required by DOI to inspect and repair flight helmets.

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<sup>10</sup> See Region Aviation Services contract for specific aircraft-mounted ALSE requirements.

- Inspect all flight helmets as required, but no less than 180 days.
- Repair and maintain flight helmets in accordance with DOI and manufacturer guidance.
- Track flight helmet inspections provide an annual report to the District Manager, RAM, and NAM.
- Provide training to District personnel on user-level care, inspection, and maintenance of flight helmets.

### 3. Aircraft.

Aircraft contracted by the DOI and used to transport BSEE personnel, and/or cargo from various onshore locations to and from offshore facilities, vessels, and barges engaged in OCS oil and gas activities are required meet the technical specifications and general requirements addressed in exclusive use aviation services contracts including PPE and ALSE.

### 4. Aviation Life Support Equipment.

#### a. Flight Helmets.

- All passengers on BSEE helicopters, and all BSEE 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 (Appendix E).
- 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 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 1.7.

#### e. Cold Weather Clothing.

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 Fire Resistant (FR) arctic clothing.

#### f. Immersion Suits.<sup>11</sup>

- For flights over open water that is colder than 50 F° personnel will wear a cold water immersion 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.*

#### g. 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.

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<sup>11</sup> When an immersion suit is worn FR garments are not required.

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.

## **5. ALSE Exceptions and Waivers.**

- a. Exceptions to DOI ALSE requirements are listed in the ALSE Handbook.
- b. 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 BSEE Director if it is determined that the requirement presents a concern affecting the safety or security of the employee.
- c. The BSEE Director has delegated the approval authority for ALSE waivers to the Chief, OORP.
- d. ALSE waiver requests will be routed through the Regional Director to the Chief, OORP and will specify the safety or security concern, the ALSE requirement being waived, and the risk mitigation measures taken to support a decision to grant a waiver.
- e. Each ALSE waiver request will be considered on its own merits on a case-by-case basis.

## **G. Reporting Airspace Conflicts using the SAFECOM.**

Extensive BSEE operational experience in the same geographical areas has shown that the potential for airspace conflicts while conducting BSEE missions is generally considered "Low." However, flights in the vicinity of airports the likelihood of an airspace conflict including the risk of a mid-air collision increases due to the density of air traffic and the risk level is considered "Medium" (i.e. the probability is "seldom" but still catastrophic it does occur; see Appendix I *Risk Assessment Matrix*).

The primary responsibility for understanding and complying with National and International airspace procedures and reporting requirements rests with the aircraft operator. If an airspace conflict occurs the situation will be reported as necessary using either the SAFECOM system or the Aviation Mishap Reporting process described in Appendices B and H.

## 4. Aviation Operations

### A. Special-Use.

#### 1. General.

“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. OAS authorization for both pilot and aircraft is required for special use operations.

The primary purpose of BSEE contract aircraft is for the transportation of personnel, and/or cargo from various onshore locations to and from offshore facilities, vessels, and barges engaged in OCS oil and gas activities. By definition these flights are not considered Special Use.

**2. Public/Civil Aircraft Operations.** DOI aviation activities include both “civil” and “public” operations ([FAA AC 00-1.1A](#)). However, all BSEE missions are considered civil aircraft operations and shall comply with 14 CFR (Federal Aviation Regulations). BSEE’s helicopter contractors are bound by their contract to conduct operations in accordance with their FAA-approved commercial operator or airline certificate specifications, unless otherwise authorized by the IBC/AQD contracting officer.

### B. Fixed Wing.

Not Applicable. BSEE does not routinely conduct flights in fixed wing aircraft. If a special use flight is necessary a specific project aviation safety plan per OPM 6 will be developed. See the individual BSEE Regional Aviation Management Plans for more details.

### C. Rotary Wing.

BSEE accomplishes its primary mission of providing oversight to the offshore Oil and Gas Industry by flying inspectors to offshore facilities. These flights, which can extend over 200 miles offshore, are conducted in contractor owned and operated light single-engine and light and medium twin-engine helicopters. The majority of these helicopters is procured under exclusive use contracts and is used in single-pilot day VFR conditions only. Unless specifically stated otherwise all requirements of this Plan are focused on helicopter operations.

### D. Fleet Operations.

Not applicable. BSEE does not operate Government-owned/fleet aircraft and does not employ or use Government/fleet pilots to operate contracted aircraft.

### E. Cooperator Operations.

**1. Use of Non-BSEE Aircraft.** All BSEE employees will comply with bureau and DOI aviation policies when performing mission-related duties on board any organization’s aircraft and/or aircraft operated under any other organization’s operational control. These policies include, but are not limited to: approved aircraft and pilots (by OAS carding or cooperator letter of approval), flight following, ALSE, etc., (Reference [351 DM 4.1 and 4.2](#)).

### F. Passenger Transport.

**1. General.** A passenger is any person aboard an aircraft who does not perform the function of a flight crewmember or aircrew member. All passengers will:

- a. Use appropriate personal protective equipment (ALSE Handbook, the NAMP, and the appropriate RAMP).
- b. Report aviation incidents or operations deviating from policy to their supervisor and through the SAFECOM system (Appendix B).
- c. Emphasize personal safety as well as the safety of others involved in the flight.
- d. Passengers not qualified and current in their HUET and IAT, to the extent possible, are not permitted to sit in the front passenger seat or next to the passenger compartment exits. District Managers may waive this requirement on a case-by-case basis for specific mission purposes (i.e. photography, aerial observation).

**2. Official Passengers.** The following categories of personnel are Official Passengers:

- a. Officers and employees of the Federal Government traveling on official business.
- b. Members of Congress and employees of Congressional committee staffs whose work relates to DOI programs;
- c. Non-Federal passengers when engaged in missions who enhance accomplishment of a DOI (including BSEE) program such as personnel of cooperating state, county or local agencies; representatives of foreign governments; and contractors' representatives to include those employed by such agencies, and private citizens.
- d. Space-available passengers are authorized and approved in accordance with [OMB Circular A-126](#).
- e. Space-available travelers approved by the Secretary of the Interior (or designee) on a trip- by-trip basis.

**3. Unauthorized Passengers.** All personnel who are not official passengers shall be considered an unauthorized passenger and shall not be transported in any aircraft owned or operated by or on behalf of the DOI including BSEE. A person who is otherwise an official passenger could become unauthorized by performing a function for which that person is not authorized, e.g., a passenger performing pilot duties without proper authorization.

**4. Passenger Manifest.** The pilot-in-command must ensure that a manifest of all crewmembers and passengers has been completed. A copy of this manifest must remain at the point of initial departure. Manifest changes will be left at subsequent points of departure when practical. In those instances where multiple short flights will be made which involves frequent changes of passengers, a single manifest of all passengers involved may be left with an appropriate person to preclude unreasonable administrative burden.

**5. Official Passengers/Cargo.** Except for space-available travel, only persons and cargo required to accomplish missions are permitted onboard BSEE exclusive use contract aircraft.

**6. Space-Available Travel.** Space-available travel uses aircraft capacity that would otherwise be vacant on an already-scheduled flight. At the department level it is generally limited to Federal personnel and their families in remote locations which are not reasonably accessible to regularly scheduled commercial airline service. Space-available travel using BSEE operated aircraft is not allowed on special-use flights (which includes flight to OCS facilities). Any other use of space-available travel requires trip-by-trip approval by the Secretary of the Interior (or designee) and requires reimbursement at the full coach rate fare. Such requests must be processed through the RAM and NAM to the DOI Solicitor at least 10 days prior to travel.

**6. Administrative Travel for Federal Employees.** Government aircraft may be used for administrative travel purposes, provided that: (1) the cost is not more than commercial sources, including charter and rental; or (2) commercial aircraft is not reasonably available to meet the traveler's departure/arrival requirements within a 24-hour period, unless it can be demonstrated there are extraordinary circumstances which require a shorter period to fulfill the agency requirement. To assure compliance with OMB Circular A- 126 (revised), a travel cost analysis ([Form OAS-110](#)) must be prepared for all administrative flights.

**a. BSEE (non-SES) personnel.** BSEE (non-SES) personnel traveling from their duty station to a different OCS Region must coordinate with the RAM when visiting an OCS facility on government aircraft. BSEE personnel traveling offshore must have prior approval (documented on an official Travel Authorization - [Form DI 1020](#)) from their immediate supervisor in advance of any planned OCS facility visit.

*Note: Routine Offshore Travelers<sup>12</sup> also require prior approval (documented on an official Travel Authorization - [Form DI 1020](#)) from their immediate supervisor in advance of any planned OCS facility visit. A one (1) year "blanket" Travel Authorizations is acceptable and recommended.*

**b. Federal non-BSEE.** The BSEE NAM will coordinate the review and approval process for federal non-BSEE. The Chief or Deputy Chief, OORP must approve all Federal non-BSEE and non-Federal visitors in advance of any planned offshore travel on BSEE contract aircraft. This requirement does not apply for U.S. Coast Guard personnel that are not considered Senior Federal Officials.

**c. U.S. Coast Guard Personnel.** The DOI and the United States Coast Guard (USCG) entered into a Memorandum of Understanding (MOU) regarding air support operations. The MOU ([No.13-01](#)) authorizes the USCG to support the full range of DOI missions at the discretion of the local USCG commander and allow for the coordination of flights at the operational level at the discretion of individual DOI Bureaus.

In support of BSEE missions USCG personnel are permitted to accompany BSEE personnel on contract aircraft. These flights should be coordinated at the region or district level with notification to the BSEE RAM. The RAM is responsible for tracking all flights that transport USCG personnel on BSEE contract aircraft and ensure the RD is aware of these flights.

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<sup>12</sup> A Routine Offshore Traveler is defined as a BSEE employee whose Position Description or job duties require offshore travel and who fly offshore 6 or more times per year.

## **7. Senior Federal Officials, Senior Executive Branch Official Travel, or non-Federal.**

- a. All travel on government aircraft must have advanced authorization.
- b. In accordance with OMB Circular A-126 and DOI aviation policy all Senior Executive Branch Officials, Senior Federal Officials, Military Officials, and non-Federal visitors traveling offshore on BSEE contract aircraft must be reviewed by the NAM and approved by the Chief or Deputy Chief, OORP and DOI's Solicitor or Deputy Solicitor, Division of General Law in advance of the planned offshore travel.
- c. The BSEE National Aviation Manager will coordinate the review and approval process for Senior Executive Branch, Senior Federal Officials, and non-Federal visitors traveling offshore on BSEE contract aircraft.

## **G. Hazardous Materials Transport.**

1. When required by BSEE the transportation of hazardous materials shall be in accordance with Title 49 CFR, the Contractor's Operation Specifications, and the contract.
2. BSEE passengers are responsible for notifying the pilot of the location and type of hazardous materials being transported.
3. The pilot is directly responsible and is the final authority for the operation of the aircraft to include the acceptance of hazardous materials.

## **H. Flight Planning.**

1. Flight plans must be filed, and flight following must be conducted, for all BSEE aviation activities as outlined in [351 DM 1.4](#) and the specific contract.
2. A flight hazard map shall be constructed for each Region/District's local operational area and for specific routes between the primary airport and the coast. A copy of the flight hazard map should be provided to the Regional Aviation Manager.

## **I. Flight Following.**

All aircraft transporting BSEE personnel require an operational satellite-based tracking/automated flight following (AFF) System. BSEE's aviation contractor must ensure:

1. The AFF system is compatible with the Government's AFF tracking network ([Webtracker](#));
2. The AFF system is monitored during all BSEE flight operations; and,
3. The AFF system is available to BSEE and OAS to monitor (as required).

Further:

4. If the satellite-based/AFF system fails during a mission the flight may be continued, at pilot discretion, as long as 15-minute position reports can be made; and,
5. If the satellite-based/AFF system fails and the 15-minute position reports cannot be made the pilot will land as soon as practicable at a location where

communications with the vendor's flight operations center can be accomplished.

## **J. Unmanned Aircraft Systems.**

**1. Overview.** Interest and possible use of Unmanned Aircraft Systems (UAS) throughout the OCS are increasing. The Federal Aviation Administration (FAA) has established UAS regulations for flight operations. Current FAA policy is provided in [Interim Operational Approval Guidance 08-01, Unmanned Aircraft Systems Operations in the U.S. National Airspace System](#) (NAS).

The FAA retains the authority to approve UAS operations within the NAS in Class A, B, C, D, E and G airspace. When operating in Class A, B, C, D, E and G airspace, DOI UAS's must be operated with a FAA Certificate of Waiver or Authorization (COA). COAs are not required in Restricted, Prohibited, or Warning airspace. However, UAS operations in these specific airspaces will be regulated and approved by the Controlling Authority (a.k.a. "Range Control").

**2. Department of the Interior UAS Policy.** UAS, by definition, are considered aircraft. While their size, method of control, and airspace utilization procedures are different than manned aircraft, the overall responsibility for management within the DOI rests with the OAS. The [OAS Office of Unmanned Aircraft Systems](#) is responsible for the development of a comprehensive and actionable UAS strategy for the DOI. [OPM-11](#) provides DOI guidance on the operations and management of UAS. All bureaus shall comply with all protections and procedures addressed in OPM-11 when using any UAS operated by a bureau or on behalf of a bureau, whether DOI-owned or vendor-owned.

The OAS has entered into a UAS Memorandum of Agreement (MOA), with the FAA, UAS Integration Office that addresses the operation of small UAS (sUAS). This [MOA](#) establishes a framework under which all DOI Bureaus to access the National Airspace System (NAS) through the COA via a notification process for sUAS operations.

**a. Certificate of Authorizations (COA).**

COAs are required for all UAS operations prior to flight. Under the current system, no contract or "for hire" operations by contractors with UAS are allowed. No emergency use of UAS will be allowed without an approved COA.

**b. UAS Request/Approval Process.**

Bureaus shall not conduct UAS operations until requests are reviewed and approved by BSEE Senior Management, through the BSEE National Aviation Manager, and the OAS. Requests must be initiated at least eight months (estimated) prior to the anticipated UAS mission start date.

**3. UAS, Privacy, civil rights, and civil liberties.** The White House issued a [Presidential Memorandum](#) (PM)<sup>13</sup> to promote economic competitiveness and innovation while safeguarding privacy, civil rights, and civil liberties in the domestic use of UAS. Key aspects of DOI's implementation of the PM include:

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<sup>13</sup> Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems dated February 15, 2015.

**a. Bureau Management** at all levels in the DOI is responsible for the public safety, civil rights, civil liberties, and privacy protection of UAS operations under their control. Managers and supervisors must monitor UAS programs and implement privacy civil rights and civil liberties controls to acceptable levels. Managers of UAS activities ensure that oversight and accountability procedures for agencies' UAS use, including audits or assessments, comply with existing agency policies and regulations, and those personnel receive training regarding privacy civil rights and civil liberties policies.

**b. Existing DOI policies** and procedures relating to the collection, use, retention, and dissemination of information (including data obtained by UAS) ensure that the privacy, civil rights, and civil liberties of all people are protected. The DOI uses UAS for scientific research, monitoring environmental conditions, analyzing the effects of climate change, responding to natural hazards, understanding rates and consequences of landscape change, and related land and resource management. The DOI bureaus shall not use UAS, or any other platform, for gathering personally identifiable information (PII) or information that infringes on anyone's civil rights or civil liberties. The DOI [privacy policies](#) have additional information on this topic.

**c. The DOI and Bureau Privacy Officer(s)** shall be consulted if any DOI bureau personnel are uncertain about whether UAS data might contain PII. DOI recognizes that any PII that can be gleaned from data by a third party is unintentional. UAS data containing PII shall not be retained for more than 180 days unless retention of the data is determined to be necessary to an authorized mission, in which case it will be stored in a system of records. All DOI UAS missions are now and will be in the future in full compliance with Federal laws, regulations, and DOI policies and procedures. Images collected with UAS sensors are handled and retained according to industry standards, consistent with images collected with any of the USGS remote sensing assets. The UAS missions are subject to professional standards, codes of conduct, case law, and with the public's trust in mind.

**4. BSEE UAS Policy.** [Reserved]. BSEE does not currently have a UAS program or specific UAS policy. However, UAS operated on behalf of BSEE shall comply with all protections and procedures addressed in [OPM-11](#), whether DOI-owned or vendor-owned. For more information contact Brad J. Laubach, BSEE National Aviation Manager at (703) 787-1295 or by email [brad.laubach@bsee.gov](mailto:brad.laubach@bsee.gov).

## **K. Operational Environment Considerations.**

**1. General.** The offshore environment in which BSEE operates in is subject to weather conditions that can adversely affect the safety of aviation operations such as thunderstorms, fog, and cold water temperatures. It is critical that all members of the BSEE aviation team are aware of, and alert to, changes in the environmental conditions.

**a. Managers** must be aware of how their actions may influence pilots to operate beyond their individual capability and the capability of their aircraft.

**b. Pilots** must be ever cognizant of environmental conditions in which they are expected to operate. The pilot is the final authority to make a "go" or "no-go" decision based upon environmental and safety considerations.

*Note: The limiting factor for flight operations will be the most restrictive limitation of*

*the vendor's operations manual, the specific contract, or applicable BSEE policy (e.g. in the Gulf of Mexico the most restrictive weather limits are found in GOM Regional policy).*

## **2. Operations over Cold Water (below 50°F).**

- a. Operating over water that is below 50°F requires compliance with 351 DM 4.
- b. An anti-exposure suit will be worn on single engine aircraft and will be readily available to occupants of multiengine aircraft.

*Note: The use of a helmet with an anti- exposure suit may not be possible. Under these circumstances the individual will need to secure a waiver.*

- c. Appropriate survival kit for environmental conditions per the DOI ALSE Handbook.

## **L. Bureau-Specific Operational Requirements.**

**1. General.** Aircraft used in over-water operations will comply with [351 DM 1](#) and the requirements of this Plan and the appropriate Regional Aviation Management Plan while operating DOI-owned, commercially owned, and privately owned aircraft operated on official business, and [351 DM 4](#) while using cooperator aircraft.

**2. Pilot Briefing.** The pilot in command for all BSEE Exclusive Use Aircraft shall ensure that prior to flight all passengers have been briefed in accordance with the items contained in [14 CFR Part 135.117](#) and the appropriate contract. In those instances where short flights are made, the briefing does not need to be repeated unless new passengers come aboard.

The briefing will include:

- How to safely approach/leave the aircraft.
- Securely stowing all loose items/equipment in both the cabin and baggage compartment.
- The use of seat belts and shoulder harnesses, including instructions on how to fasten and unfasten the safety belts. Passengers will be specifically reminded before flight and anytime a passenger enters or exits the helicopter to secure all seat belts and any other loose equipment.
- Location and means for opening the passenger entry door and emergency exits. Passengers will be specifically reminded before flight and anytime a passenger enters or exits the helicopter to properly secure all doors and cargo compartments.
- Aviation Life Support Equipment.
- Emergency procedures including ditching procedures.
- Location and operation of the emergency locator transmitter (ELT), fire extinguishers and first aid kits.
- Crew resource management (CRM) procedures. How and when to alert the pilot to hazards (birds, other aircraft, helideck obstacles) and when to remain quiet (i.e. sterile cockpit procedures).
- Smoking is prohibited in or around BSEE aircraft. Passengers shall be briefed on when, where, and under what conditions smoking is permitted.
- Cell phone use is prohibited when the aircraft is in flight.

**3. BSEE Employee Prerogative.** While performing their duties, BSEE 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/>.

**4. Refueling Operations.** All refueling operations must be performed in accordance with BSEE aviation services contract(s). The safety of all refueling operations is the sole responsibility of the contractor. The Contractor must ensure that:

- a. Government personnel are not on board the aircraft during refueling operations.
- b. Passengers are advised to not be on the helideck during refueling and that the loading of the baggage/passenger compartment is prohibited during refueling.
- c. BSEE personnel shall not be involved with the refueling of the aircraft unless the pilot has determined that it is an absolute necessity due to an emergency.
  - Passengers required to be involved will be briefed on emergency shutdown and evacuation procedures.
  - If such an emergency situation occurs, a SAFECOM must be submitted.
- d. Smoking is prohibited within 50 feet of the aircraft and fuel-servicing vehicles.
- e. When permitted by contract and ordered by BSEE with contractor concurrence the rapid refueling of aircraft must be in accordance with:
  - FAA-approved program for rapid refueling as directed by 14 CFR 135.23; and,
  - NFPA 407: *Aircraft Fuel Servicing*.

**5. Cell Phone Use.** The use of cell phones in BSEE contracted aircraft is prohibited during flight per Federal Communications Commission [49 CFR Part 22.925](#) (Prohibition on airborne operation of cellular telephones) and Federal Aviation Administration [14 CFR Part 135.144](#) (Portable Electronic Devices). There is no exemption for Federal Employees to use Cell Phones for official business while in flight.

*Note: The aviation contractor's operations manual procedures may be more restrictive than this policy.*

## 5. Aviation Training.

### A. Management Responsibilities.

1. The education, training, and qualification of DOI personnel at all organizational levels are the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs supporting BSEE missions for which they are responsible.
2. Supervisors will ensure that employees under their authority receive the level of aviation safety training required by Departmental policy before participating in aviation operations.
3. The education and training requirements listed in OPM 4 are the minimum required by the Department for promoting aircraft accident prevention awareness and developing operational and management skills. BSEE, at the national or lower organizational levels, may increase but not decrease OPM 04 requirements.
4. BSEE managers will provide time and resources for education and training as specified in OPM 04.

### B. Required Aviation Training

1. **Managers** must complete the M3 Aviation Management for Supervisors or the M2 Aviation Management Line Managers Briefing course every 3 years.
2. **Supervisors** must take the M3 and A200 courses every three years. Although the IAT Guide lists an alternative method, BSEE employees are strongly encouraged to complete the M3 and the A200 courses.
3. **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 (PD), 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.

### C. Specialty training.

BSEE does not have specialized training other than that listed in Section 3.0 C. Promotion.

### D. Contracting Officer's Representative (COR<sup>14</sup>) requirements.

For all BSEE aviation contracts the Contracting Officer (CO), in consultation with the Program Office, determines the level of COR certification required for a contract. CORs will be developed and appointed as follows:

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<sup>14</sup> Aviation Administration positions are addressed in Section 2.A.2.b of this NAMF.

- Level I – 8 hours of training and no experience required. This level is appropriate for low-risk contract vehicles, such as supply contracts and orders.
- Level II – 40 hours of training and 1 year of previous COR experience required. This level is generally appropriate for contract vehicles of moderate to high complexity, including both supply and service contracts. The majority of contracts will require a Level II COR.
- Level III – 60 hours of training and 2 years of previous experience required. These are the most experienced CORs within an agency who are called upon to perform significant program management activities. CORs assigned to major investments, as defined by OMB Circular A-11, are required to have a Level III certification.

BSEE aviation contract CORs should refer to the [BSEE Pipeline](#) for additional information.

#### **E. Documentation requirements.**

Interagency Aviation Training is automatically documented within AT 2.0 and by the individual by taking a self-certification within DOI Learn. HUET is documented at the District level.

#### **F. Bureau-specific training requirements.**

BSEE employees whose duties require flying offshore must complete the minimum HUET training requirements addressed in Appendix C.

## 6. Aviation Security

### A. Aviation Facilities.

The Contractor is responsible for ensuring that each location used for aircraft landing and takeoff at which BSEE exclusive use aircraft are permanently based are secured in accordance with [352 DM 5](#).

### B. Aircraft and Equipment.

The Contractor is solely responsible for the security of their aircraft, vehicles, and associated equipment used in support of BSEE exclusive use aviation service contracts ([352 DM 5](#)) and under the control of the DOI.

Any aircraft used under a BSEE exclusive use aviation services contract must be physically secured and disabled via a dual-lock method whenever the aircraft is unattended. Any combination of two different anti-theft devices designed to lock aircraft flight control surfaces when not in use, or designed to secure an aircraft to the ground, is acceptable, provided they are appropriate for the aircraft. 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 or disabling an aircraft is acceptable provided they achieve an equal level of security.

- 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 Tie-Down Cable

Examples of Unacceptable Locking Devices and Methods include:

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

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

### C. Aviation Fuel.

The contractor is responsible for ensuring the fuel used in support of BSEE exclusive use aviation service contracts is secure. The contractor must verify security, type and quality of fuel.

#### **D. General Aviation Security Programs.**

1. [The Transportation Security Administration \(TSA\)](#) has 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.
2. BSEE aviation users should report any suspicious activities immediately to the [National Response Center](#) (1-800-424-8802), local law enforcement, or call 911.

#### **E. DHS National Terrorism Advisory System ([NTAS](#)) and U.S. Coast Guard (USCG) Maritime Security (MARSEC).**

1. BSEE’s response to an OCS security threat level is guided by the USCG’s three-tiered [MARSEC levels](#). MARSEC is designed to provide a means to easily communicate pre-planned scalable responses to increased [NTAS](#) threat levels.
2. MARSEC levels are set to reflect the prevailing threat environment to the marine elements of the national transportation system, including ports, vessels, facilities, and critical assets and infrastructure located on or adjacent to waters subject to the jurisdiction of the U.S. The USCG Commandant sets the MARSEC level.

Specific measures taken during an increased in OCS threat level: (MARSEC Levels 2 or 3) are addressed in BSEE’s *Threat Advisory Guidelines for OCS Operations (TAG)*. (See Appendix K for more information on the NTAS, MARSEC and BSEE’s TAG)

3. The NTAS consists of two types of advisories: [Bulletins](#) and [Alerts](#). Bulletins were added to the advisory system to communicate current developments or general trends regarding threats of terrorism on the homeland. NTAS Alerts - Elevated or Imminent -will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

## 7. Airspace Coordination

### A. General.

BSEE's mission may involve flights that operate within the Air Defense Identification Zone (ADIZ) of the United States. All flights that penetrate the ADIZ will comply with the requirements of 14 CFR 99.

Flights may, depending on location and altitude, also operate within airspace of IFR/VFR routes or National Wildlife Refuges. Flights will be planned to avoid these areas or to comply with their requirements/restrictions.

Airspace coordination and guidance for the Department is provided through the Interagency Airspace Coordination Guide (IACG).

### B. Definitions.

**1. ADIZ (Air Defense Identification Zone).** Defined as the area of airspace over land or water, extending upward from the surface, within which the ready identification, the location, and the control of aircraft are required in the interest of national security. ADIZ locations and operating and flight plan requirements for civil aircraft operations are specified in 14 CFR Part 99. Any aircraft that wishes to fly in or through the boundary must file either a Defense Visual Flight Rules (DVFR) flight plan or an Instrument Flight Rules (IFR) flight plan before crossing the ADIZ (14 CFR 99.11). While approaching and crossing the ADIZ aircraft must have an operational transponder and maintain two-way radio contact.

**2. DVFR (Defense Visual Flight Rules).** Rules applicable to flights within an ADIZ conducted under the visual flight rules in 14 CFR Part 91.

**3. FTA (Fire Traffic Area).** An FTA is a communication protocol for firefighting agencies. It does not pertain to other aircraft that have legal access granted by the FAA within a specific TFR. The FTA should not be confused with a TFR, which is a legal restriction established by the Federal Aviation Administration to restrict aviation traffic while the FTA is a communication tool establishing protocol within firefighting agencies.

**4. NOTAM (Notice to Airmen).** A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

**5. TFR (Temporary Flight Restriction).** A TFR is a geographically-limited, short-term, airspace restriction. Temporary flight restrictions often encompass major sporting events, natural disaster areas, air shows, space launches, and Presidential movements. Pilots must check with flight service for ALL applicable NOTAMS immediately prior to flight to identify applicable TFRs. Some TFRs can be very complex in shape, movement, and duration.

### C. De-confliction procedures.

All flights that enter an ADIZ shall be on either an IFR or DVFR flight plan, will flight follow with the FAA, and will comply with the requirements of 14 CFR 99.

**D. Emergency Security Control of Air Traffic (ESCAT) Procedures.**

ESCAT provides direction for the security control of civil and military air traffic during an air defense emergency.

1. The ESCAT Plan provides policy, assigns responsibilities, and prescribes procedures to be taken in the interest of national security. The ESCAT Plan supersedes the plan for the Security Control of Air Traffic and Air Navigations Aids (SCATANA). See FAA advisory Circular 99-1D.
2. During defense emergency or air defense emergency conditions, additional special security instructions may be issued in accordance with 32 CFR 245 Plan for the Emergency Security Control of Air Traffic (ESCAT).
3. Under the provisions of 32 CFR 245, the military will direct the action to be taken in regard to landing, grounding, diversion, or dispersal of aircraft and the control of air navigation aids in the defense of the U.S. during emergency conditions.
4. At the time a portion or all of ESCAT is implemented, ATC facilities will broadcast appropriate instructions received from the Air Traffic Control System Command Center (ATCSCC) over available ATC frequencies. Depending on instructions received from the ATCSCC, VFR flights may be directed to land at the nearest available airport, and IFR flights will be expected to proceed as directed by ATC.
5. Pilots on the ground may be required to file a flight plan and obtain an approval (through FAA) prior to conducting flight operation.

**E. Bureau-specific airspace requirements.**

Not applicable. BSEE does not employ any bureau-specific airspace requirements.

## **8. Aviation Project Planning Requirements**

### **A. Policy.**

OPM 6 (Aviation Management Plans) requires a Project Aviation Safety Plan (PASP) for all special use missions (see OPM-29 Special Use Activities and Revised Standards for Technical Oversight).

Rather than prepare a unique PASP for each OCS flight OPM 6 allows bureaus to incorporate the required information into the organization's aviation management plan which is reviewed at least annually.

### **B. Regional Aviation Management Plan (RAMP).**

RAMPs should address the minimum elements required by OPM 6 Appendices A and B in sufficient detail so that a separate PASP will not be required for routine missions (i.e. taking off from a base airport and flying to, and landing on OCS helidecks). However, non-routine missions (i.e. disaster response or non-OCS missions) that have mission parameters that are not addressed in the RAMP will require a mission-specific PASP to capture unique and special circumstances (ex. dispatch log, passenger manifest).

Project supervisors and management-level project approvers are responsible for ensuring PASPs are completed. The RAM and the BSEE's NASM are available to assist in preparing these PASPs.

### Standard Operating Procedure Authorization for Use of BSEE Contract Aircraft

[OMB Circular A-126](#) requires that all travel on government aircraft<sup>1</sup> must have advanced authorization. In accordance with OMB Circular A-126 and Department of the Interior (DOI) aviation policy all Senior Executive Branch Officials, Senior Federal Officials, Military Officials and non-Federal visitors traveling offshore on government aircraft must be approved by the DOI's Solicitor or Deputy Solicitor, Division of General Law (SOL) in advance of the planned offshore travel. For the purpose of this procedure:

- Senior Executive Branch Officials are civilian officials appointed by the President with the advice and consent of the Senate, or civilian employees of the Executive Office of the President or Vice President.
- Senior Federal Officials<sup>2</sup> are Senior Executive Service (SES) or federal employees paid at a rate of pay beyond a GS/GM-15.
- Military Officials include active duty military personnel and military officers.
- Non-Federal passengers are those visitors not federally employed.

The Bureau of Safety and Environmental Enforcement (BSEE) National Aviation Manager (NAM) will coordinate the review and approval process for Senior Executive Branch, Senior Federal Officials, and non-Federal visitors traveling offshore on government aircraft.

The Chief or Deputy Chief, Office of Offshore Regulatory Programs (OORP) must approve all Federal non-BSEE and non-Federal visitors in advance of any planned offshore travel on government aircraft. **This requirement does not apply for U.S. Coast Guard (USCG) personnel that are not considered Senior Federal Officials.**

BSEE personnel (non-SES) traveling to an OCS Region must coordinate with the Regional Aviation Manager (RAM) when visiting an OCS facility on government aircraft. BSEE personnel traveling offshore must have prior approval (documented on an official Travel Authorization - [Form DI 1020](#)) from their immediate supervisor in advance of any planned OCS facility visit. Each OCS Region will establish their own requirements for allowing Region personnel (non-SES) to travel offshore.

OMB Circular A-126 requires the semi-annual reporting<sup>3</sup> to GSA of all Senior Federal and non-Federal Officials traveling on government aircraft including government aircraft. The NAM will coordinate with the SOL and the DOI Travel Manager, Office of Financial Management in preparing the report. The DOI Travel Manager submits the travel documentation to the GSA's Travel Management Policy Division, 1800 F Street NW, Room G218, Washington DC 20405 (FAX: 202-501-0349).

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<sup>1</sup> BSEE contract aircraft are considered Government aircraft. Per 41 CFR 102-33 "...Government aircraft is one that is operated for the exclusive use of an executive agency..."

<sup>2</sup> This includes Region Directors using BSEE contract aircraft for point to point travel (November 2, 2011 email from Attorney Advisor, Office of the Solicitor).

<sup>3</sup> Semi-annual reports are coordinated with the DOI, Attorney Advisor, Office of the Solicitor through the DOI Travel OFF and are sent to the GSA. The semi-annual reports cover the periods October 1 through March 31st (due May 31) and April 1 through September 30th (due November 30).

## PROCEDURES

### **A. Senior Executive Branch and Senior Federal Officials, and Non-Federal Visitors.**

The Office of the Solicitor, Division of General Law requires the completed and signed notification package at least five (5) business days in advance of each planned OCS facility visit. The RAM is responsible for ensuring the Regional Director is notified prior to the planned OCS facility visit.

1. In advance of a planned OCS facility visit the RAM sends the NAM an e-mail notification that includes:
  - Detailed purpose or justification of the visit;
  - Facilities to be visited;
  - Point of departure and return;
  - Manifest of all visitors including BSEE escorts, along with who they work for and their titles/positions;
  - Travel Cost Analysis ([OAS 110](#)) (prepared and signed by the RAM ); and,
  - Senior Federal Travel Form ([GSA Form 3641](#)).
2. The NAM reviews the notification package for completeness and then forwards to the Chief, OORP with a recommendation whether or not to approve the offshore travel.
3. If approved by the Chief, OORP the NAM submits the notification package to the SOL for their review and approval.
4. The NAM will then forward the SOL's decision (approve or disapprove) with justification (Office of the Solicitor Correspondence Background Form) to the appropriate RAM.
5. The RAM shall notify the NAM by email of any planned OCS facility visit that was completed, canceled, or postponed.
6. The Solicitor in cooperation with the NAM will forward all SES travel reports to the Department of Interior's Travel Office (TO). The TO will forward all bureau SES travel reports semi-annually to the GSA.

**B. Federal Non-BSEE (GS-level) and Military Officials.** The RAM is responsible for ensuring the Regional Director is notified prior to the planned OCS facility visit.

1. In advance of a planned OCS facility visit, the RAM sends the NAM an e-mail notification that includes:
  - Detailed purpose or justification of the visit;
  - Facilities to be visited;
  - Point of departure and return;
  - Manifest of all visitors including BSEE escorts, along with who they work for and their titles/positions; and,
  - The completed Travel Cost Analysis (OAS 110).
2. The NAM reviews the notification package for completeness and then forwards to the ORP

Chief, OORP with a recommendation whether or not to approve the offshore travel.

3. NAM notifies the RAM via email of the Chief, ORP decision.
4. RAM notifies NAM that the planned visit was completed, canceled, or postponed.

**C. U.S. Coast Guard Personnel.** USCG (non- Senior Federal Officials) personnel accompanying BSEE personnel on a scheduled mission using BSEE contract aircraft can be coordinated at the local level.<sup>4</sup>

The USCG must reimburse BSEE for their sole use of BSEE contract aircraft.

The BSEE RAM is responsible for tracking all flights that transport USCG personnel on BSEE contract aircraft and ensure the Regional Director is aware of these flights.

**D. Summary of Required Documentation.**

OMB Circular A-126 requires that all travel on government aircraft must have advanced authorization. The following documents that may be required to gain approval include:

- RAM e-mail notification of the planned OCS facility visit to the NAM (see section A. 1. Above);
- Travel Authorization (Form DI 10200);
- Travel Cost Analysis (OAS 110) prepared and signed by the RAM.
- Senior Federal Travel Form (GSA Form 3641).

Who is responsible:	Travel Authorization	Notification Email	OAS-110			GSA 3641
			NAM	Chief OORP	SOL	
<b>BSEE employees</b>						
Senior Executive	-	✓	✓	✓	✓	✓
Senior Federal	-	✓	✓	✓	✓	✓
GS-level employees	✓	-	-	-	-	-
<b>FEDERAL NON-BSEE</b>						
Senior Executive	-	✓	✓	✓	✓	✓
Senior Federal	-	✓	✓	✓	✓	✓
GS-level Employees	optional	✓	✓	✓	-	-
<b>MILITARY OFFICIALS</b>		✓	✓	✓	-	
					(High Rank)	
<b>NON-FEDERAL VISITORS</b>	-	✓	✓	✓	✓	✓

RAM – Regional Aviation Manager  
 RD – Regional Director  
 OORP– Chief/Deputy Chief, Office of Offshore Regulatory Programs  
 NAM – National Aviation Manager  
 SOL – Office of the Solicitor

<sup>4</sup> In accordance with the MOU between the USCG and DOI, either agency may request USCG personnel accompany BSEE on a scheduled mission using contract aircraft and can be coordinated at the local level.

# Standard Operating Procedure Aviation Safety Communiqué (SAFECOM)

### BACKGROUND INFORMATION:

**Overview:** The Department of the Interior’s Aviation Management Information System (AMIS) uses the Aviation Safety Communiqué ([SAFECOM](#)) to report any condition, observation, act, maintenance problem, or circumstance with personnel or the aircraft that has the potential to cause an aviation-related mishap.

Information provided by SAFECOMs is used by Department of Interior (DOI) and BSEE aviation managers to identify safety issues and to analyze trends as part of our efforts to continually improve our accident prevention processes. Local managers are encouraged to post public versions of completed SAFECOMs to bulletin boards to increase situational awareness and to discuss SAFECOMs during safety meetings.

Categories of events that should be reported using the SAFECOM system include, but are not limited to, aircraft mishaps, hazards to aviation operations, aircraft maintenance deficiencies, human performance deficiencies, airspace problems, management issues, as well as mishap prevention efforts and commendable actions including superior airmanship. Any deviations from Federal Aviation Regulations, DOI or BSEE policy should be documented on a SAFECOM. SAFECOMs should be submitted for all aircraft accidents and incidents-with-potential. All SAFECOMs should be made within the same day, but no later than five days after the event.

If the SAFECOM identifies a commendable action the BSEE National Aviation Safety Manager (NASM) or other BSEE management will review it to determine whether a safety award or other recognition is warranted. The first step to recognizing and rewarding mishap prevention efforts begins when someone takes the time to document the event. BSEE encourages the use of SAFECOMs to identify positive safety events.

Submitting a SAFECOM does not replace the requirement for immediate notification of an aircraft accident per 49 CFR 830.5 and 352 DM 3.4, or initiating a DI-134 “Report of Accident/Incident,” as required by 485 DM 5.

A SAFECOM is not a substitute for an “on-the-spot” correction nor should it be considered the sole mechanism to report immediate safety of flight issues. It is a tool used to document, track, and ensure follow-up actions are taken to correct aviation safety issues. Ownership of workplace safety is an important responsibility for each employee and is a key indicator of an organization’s safety culture. No one should ever walk past a problem to file a report.

The degree of participation by the workforce in a voluntary hazard reporting program such as SAFECOM is a leading indicator of the organization’s safety culture. World-class safety requires active reporting, so an area of emphasis for BSEE is to promote the active use of the

SAFECOM system by both its employees and its aviation contractors.

**Management’s Role.** DOI requires all levels of BSEE management to promote the reporting of aviation hazards using the SAFECOM system.

Prompt replies to the person who submits the SAFECOM (if a name and telephone number/address is provided), timely action by management to correct problems, and discussing SAFECOMs at District meetings encourages situational awareness, active reporting, and the sharing of lessons learned.

**Restrictions:** DOI policy ([352 DM 3.10](#)) prohibits using SAFECOMs for initiating punitive actions against any person (employee or vendor). A SAFECOM’s sole purpose is for mishap prevention. While the SAFECOM itself shall not be used for any purpose other than mishap prevention, any information discovered or further developed during the investigation of a safety concern, even if initially described in a SAFECOM, may be used for any lawful purpose.

The Office of Aviation Services (OAS) ASM is the Custodian of Record for Interior Mishap Information. Individuals granted access to initial SAFECOM information require training and are accountable for the proper use of SAFECOM data.

BSEE personnel are not required to fly when unsafe conditions exist. It is the employee’s responsibility to immediately report any such aviation hazard first to their supervisor and then to submit a SAFECOM.

*This SOP complies with all applicable DOI aviation regulations and policies.*

## **PROCEDURES:**

**Who Can Submit a SAFECOM?** Any person may submit a SAFECOM. This includes BSEE employees, vendor employees, and other government personnel in support of BSEE aviation activities.

Multiple SAFECOMs that address the same event may be necessary (i.e. the BSEE inspector and the pilot sharing their perspectives on an event). It is also acceptable, and may be necessary, for an inspector and the pilot to collaborate on the same SAFECOM.

If anyone is in doubt about whether or not to submit a SAFECOM, they should submit it. If we don’t know about a problem we can’t fix it. Personnel may also want to contact the Regional Aviation Manager, Regional ASM, or the BSEE NASM to discuss the issue.

**How to Submit a SAFECOM:** A SAFECOM may be submitted via the Internet, via postal mail, or by telephone. The preferred method is through the Internet at <http://www.safecom.gov>.

Step 1 – Go to [www.safecom.gov](http://www.safecom.gov) and select “Submit SAFECOM” (see Figure 1). No user ID or password is required.



Figure 1. SAFECOM home page.

Step 2 – Enter the data for the event being reported (see Figure 2). Focus on providing the facts of what is wrong rather than who is wrong. Describe the event in sufficient detail for the reader to understand the significance of the event. If the corrective action is known at the time of submission, include it. If the corrective action is not known leave this section blank, that can be filled in later by the ASM. When finished entering data select “continue”. The next screen allows you to confirm what you are submitting and to upload images (.jpg) or documents (.pdf). When satisfied select “submit” and you’re done.

OAS-34 / FS 5700-14

		<b>REPORTED BY: (optional)</b>	
		Name:	
		E-Mail:	
		Phone:	
		Cell Phone:	
		Pager:	
		Organization:	
		Organization Other:	
		Date Submitted:	mm/dd/yyyy
<b>EVENT</b>			
Date: mm/dd/yyyy	Local Time: hhmm	Injuries: Y/N	Damage: Y/N
State:		Location: (Airport, City, Lat/Long or Fire Name)	
<b>Operational Control:</b>			
Agency:			
Region:			
Unit:			
<b>MISSION (* see look-up tables)</b>			
Type: *	Other:		
Procurement: *	Other:		
Persons Onboard:	Special Use: Y/N	Hazardous Materials: Y/N	
Departure Point:	Destination:		
<b>AIRCRAFT (* see look-up tables)</b>			
Type: *	Tail #	Manufacturer: *	Model:
Owner/Operator:	Pilot:	Manager:	
<b>NARRATIVE: (A brief explanation of the event)</b>			
<b>CORRECTIVE ACTION: (What was done to correct the problem)</b>			

Figure 2. SAFECOM form.

Note:

- It is important that the submitter select BSEE as the Agency having operational control. If that block is left blank or another organization is selected the SAFECOM will not be routed to BSEE managers for resolution.
- SAFECOMS may also be mailed to the Chief, Aviation Safety, Training & Program Evaluations, U.S. Department of the Interior Office of Aviation Services (300 E. Mallard Dr., Suite 200, Boise, ID, 83706). Telephonic notification of aviation hazards can also be made by contacting the DOI's 24-hour Accident Reporting Hotline at 888-4MISHAP (888 464-7427).

**What happens next (see Figure 3):** Immediately upon submitting an electronic SAFECOM you will get a notification showing you who the SAFECOM was sent to and an email thanking you for submitting the SAFECOM.

The SAFECOM will be reviewed by the BSEE NAM, the NASM, the Regional Aviation Manager, and managers and safety professionals at the OAS. Individuals granted access to initial SAFECOM information require training and are accountable for the proper use of SAFECOM data.

The NASM will coordinate as necessary to verify the information in the SAFECOM, to determine why the event occurred, and to determine what should be done (or what was done) to correct the issue. In accordance with OAS procedures the NASM removes any identifying information from the SAFECOM (names of personnel or companies, tail numbers, etc.) before making the SAFECOM “public”.

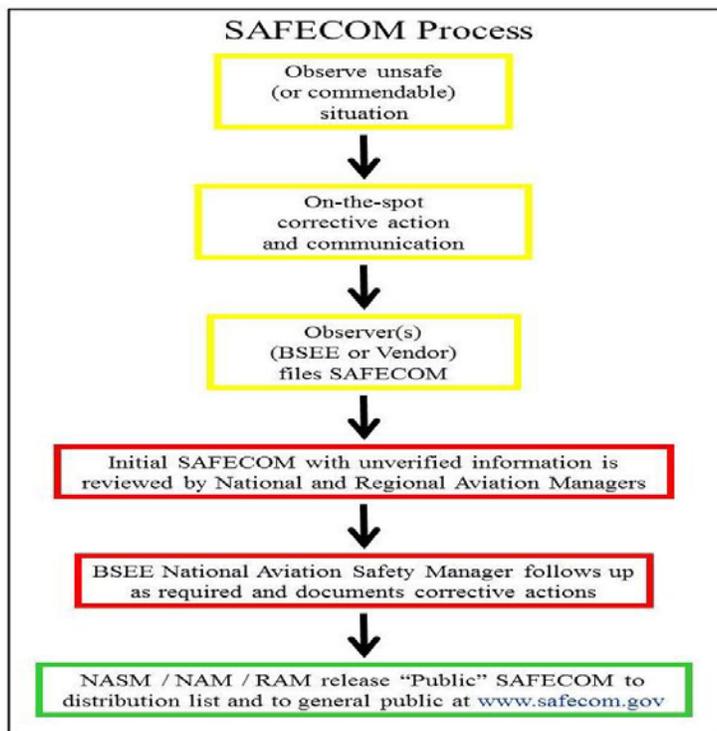


Figure 3. SAFECOM process.

Once a SAFECOM has been made public an email notification is sent to BSEE and vendor personnel who have previously requested to be on the SAFECOM distribution list. Anyone wishing to be on the SAFECOM distribution list should request access from the NASM. Public SAFECOMs are available to anyone at the SAFECOM website: [www.safecom.gov](http://www.safecom.gov) (select "Search SAFECOMs in the left column).

If additional information is discovered after a SAFECOM has been made public, the NASM should be notified and will update the SAFECOM information in the system.

#### **POINTS OF CONTACT:**

##### Office of Aviation Services (OAS):

- Keith Raley, Chief, Aviation Safety, Training & Program Evaluations, ([keith\\_raleigh@ios.doi.gov](mailto:keith_raleigh@ios.doi.gov)), 208 433-5071.
- Martha Watkins, OAS Aviation Safety Assistant/SAFECOM System Administrator, ([martha\\_watkins@ios.doi.gov](mailto:martha_watkins@ios.doi.gov)), 208 433-5070.
- Kevin Fox, OAS Alaska Regional Director, ([kevin.fox@ios.doi.gov](mailto:kevin.fox@ios.doi.gov)), 907-271-3700.
- Frank Crump, OAS Eastern Regional Director, ([frank\\_crump@ios.doi.gov](mailto:frank_crump@ios.doi.gov)), 770-458-7474.
- Gary Kunz, OAS Western Regional Director, ([gary\\_kunz@ios.doi.gov](mailto:gary_kunz@ios.doi.gov)), 208-334-9300.

##### BSEE/ORP:

- Brad Laubach, National Aviation Manager, ([brad.laubach@bsee.gov](mailto:brad.laubach@bsee.gov)), 703 787-1295, cell 703 307-4865.
- Steve Rauch, National Aviation Safety Manager and Training Coordinator, ([stephen.rauch@bsee.gov](mailto:stephen.rauch@bsee.gov)), cell 571 594-8383.

##### GOMR:

- Jane Powers, GOM Regional Aviation Manager, ([jane.powers@bsee.gov](mailto:jane.powers@bsee.gov)), 504-736-2558.

##### POCSR:

- Mike Mitchell, POCSR Regional Aviation Manager, ([michael.mitchell@bsee.gov](mailto:michael.mitchell@bsee.gov)), (805) 389-7784.
- Chet Miller, POCS Regional Aviation Safety Manager, ([chet.miller@bsee.gov](mailto:chet.miller@bsee.gov)), (805-389-7796).

##### Alaska OCS Region:

- Randy Howell, Alaska Regional Aviation Manager, ([randy.howell@bsee.gov](mailto:randy.howell@bsee.gov)), 907-334-5305.

# 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<sup>15</sup> (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<sup>16</sup>;

---

<sup>15</sup> Refers to those employees enrolled in the BSEE Medical Standards Program and have been cleared to perform their duties including offshore travel.

<sup>16</sup> BSEE required Personal Protective Equipment (PPE) is addressed in Section 3.F of the BSEE National Aviation Management Plan (March 15, 2015).

- Helicopter pre-flight familiarization;
- Helicopter emergencies;
- Brace for impact positions;
- Emergency procedures following impact with water;
- 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.

## 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;
- 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 (PD) 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 (PD), 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 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 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.

**HUET Course Equivalency.** Newly hired BSEE employees may request equivalency for a HUET course completed in the past 4 years.

Equivalency Review Process:

- Newly hired BSEE employees requesting HUET equivalency will present their HUET course completion certificate to their supervisor and request equivalency.
- The supervisor will review the request and if the supervisor approves, will forward a written request, along with the individual's course completion certificate, through the District Manager to the Regional Aviation Manager (RAM) and NASM.
- Regional Aviation Managers are responsible for monitoring the HUET programs within their regions and to consider requests for HUET equivalency in collaboration with the BSEE National Aviation Safety Manager (NASM).
- The NASM is ultimately responsible for determining HUET equivalency. The NASM will coordinate with the facility that conducted the HUET and review the course syllabus

against BSEE's requirements established in this aviation management plan.

- If the course syllabus meets or exceeds BSEE's requirements the NASM will approve the request and notify the requestor's RAM and supervisor.
- If the course taken does not meet BSEE requirements the request will be denied and the requestor's RAM and supervisor will be notified.

**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 Randy Howell ([Randy.Howell@bsee.gov](mailto:Randy.Howell@bsee.gov)).

**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 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. RAMs are responsible for monitoring the HUET programs within their regions and to consider requests for HUET equivalency.
4. 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.

# Sample Request for Modified Helicopter Underwater Egress Training (HUET)

## Modified HUET/MST Training Curriculum Application

Employee Name: \_\_\_\_\_

Office/Section: \_\_\_\_\_

In order to comply with the requirements outlined in the standard operating procedure for Helicopter Underwater Egress Training (HUET SOP), I am requesting your approval to utilize the modified HUET/ Marine Survival Training (MST) cycle. I have the skills necessary to coordinate the evacuation and egress from a helicopter involved in an emergency water landing.

I am considered a Routine Offshore Traveler since my position description and/or job duties require offshore travel and I fly 6 or more times per year. The most recent dates of this training are as follow:

1st HUET/MST training date: \_\_\_\_\_

2nd HUET/MST training date: \_\_\_\_\_

3rd HUET/MST training date: \_\_\_\_\_

4th HUET/MST training date: \_\_\_\_\_

I am requesting approval to participate in (please check appropriate box):

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

I understand that after this HUET/MST training, I must complete the full HUET/MST program on the next 4-year cycle.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Supervisory Concurrence:**

---

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_  
1st Level Supervisor

\_\_\_\_\_  
1st Level Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_  
2nd Level Supervisor's Name

\_\_\_\_\_  
2nd Level Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_  
3rd Level Supervisor

\_\_\_\_\_  
3rd Level Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

\_\_\_\_\_  
District Manager or  
4th Level Supervisor

\_\_\_\_\_  
District Manager or  
4<sup>th</sup> Level Supervisor's Signature

\_\_\_\_\_  
Date

---

Approval of Application:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Regional Director's Signature

\_\_\_\_\_  
Date

*Note: A copy of the completed and signed Modified HUET/MST Training Curriculum Application should be forwarded to the appropriate RAM and the NASM.*

# Standard Operating Procedure Interagency Aviation Training (IAT) Program

### BACKGROUND INFORMATION:

**Overview:** BSEE is committed to be a 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.

Whether in a position that requires flying, or supervising those who fly, the Department of the Interior (DOI) and BSEE has established minimum training requirements to enhance our employees' ability to safely and effectively use our aviation resources. Supervisors and managers need to ensure they are knowledgeable of the inherent risks in our aviation operations and have provided aviation users with the necessary skills and training to successfully conduct aviation operations.

This SOP addresses only BSEE's IAT Program requirements in accordance with DOI policy for aviation training found in [OPM 04](#). Helicopter Underwater Egress Training (HUET) program requirements are addressed separately in Appendix C. The DOI water ditching and survival course (A-312) does not use the Modular Egress Training Simulator as required by BSEE policy, and therefore cannot be used by BSEE employees to fulfill the HUET requirement.

Vendor employees are not required to take IAT courses unless specified by a BSEE aviation contract.

**Interagency Aviation Training:** Department of Interior (DOI) policy for aviation training is found in [OPM 04](#). OPM 04 requires specific training for personnel engaged in aviation operations. These requirements are amplified in the [IAT Users Guide](#) and are dependent on the individual's aviation job function.

BSEE personnel will comply with all requirements established by DOI policy for the position(s) they hold. An individual may fit into more than one category (i.e. be a supervisor as well as a passenger) and must meet the IAT requirements for each category.

**Management's Role:** The education, training, and qualification of DOI personnel at all organizational levels are the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs supporting BSEE missions for which they are responsible.

Supervisors will ensure that employees under their authority receive the level of aviation safety training required by Departmental policy before participating in aviation operations.

The education and training requirements listed in OPM 4 are the minimum required by the Department for promoting aircraft accident prevention awareness and developing operational and management skills. BSEE, at the national or lower organizational levels, may increase but not decrease OPM 04 requirements.

BSEE managers will provide time and resources for education and training as specified in [OPM 04](#).

*This SOP complies with all applicable Department of the Interior aviation regulations and policies and fulfills the requirement identified in the List of Technical Inspector Courses published by the Offshore Training Branch, as “BSEE Aviation Safety” for level 1 inspectors. Further, Figure 1 in this SOP and OPM 4 refers to the term “Aircrew Member”. BSEE employees are passengers, not aircrew members, and do not have the responsibilities of a qualified Aircrew Member. For additional information see the BSEE Aviation Management Plan.*

## **PROCEDURES:**

For aviation management and training purposes BSEE considers the terms “passengers” and “offshore travelers” to be equivalent.

**Who needs to take IAT courses?** Several categories of BSEE personnel require aviation training.

**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 (PD), 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 PD or job duties do not require offshore travel and who are not expected to fly more than 2 times per year do not have any IAT course requirements. However, Visitors must receive a safety briefing from the pilot and are encouraged to take the aviation safety training courses listed in Figure 1.

**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 take the IAT courses outlined in Figure 1. These courses are available online ([www.iat.gov/](http://www.iat.gov/)) and must be taken initially and every three years thereafter.

**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 take the IAT courses outlined in Figure 1. These courses are available online ([www.iat.gov/](http://www.iat.gov/)) and must be taken initially and every three years thereafter.

All passengers on BSEE aircraft shall receive a safety briefing by the vendor pilot before each offshore mission. At a minimum this briefing will include the items listed in [14 CFR 135.117, 351 DM 1.5B](#), and the applicable aviation contract. In addition to any other requirements, the briefing must describe the location/use of the emergency locator transmitter, first aid/survival kits, personal protective equipment, and pilot/passenger coordination and communications. In those instances where multiple, short flights are to be conducted, the briefing does not need to be repeated unless new passengers come on board.

### Required IAT Training for BSEE Passengers

A-100	Basic Aviation Safety
A-110	Aviation Transportation of Hazardous Materials (only if involved in transport of hazardous materials)
A-116	General Security and Awareness Training
A-200	DOI/USFS Aviation Mishap Review

Figure 1. IAT requirements for Routine and Non-Routine Offshore Travelers

**Supervisors:** BSEE supervisors of employees who use aircraft to accomplish BSEE missions (i.e. Supervisory Inspectors) are required to take the Aviation Management for Supervisors (M-3) and the Mishap Review (A-200) courses (see Figure 2). Both the M-3 and the A-200 courses are available online and must be taken initially upon assignment and every three years thereafter.

### Required IAT Training for BSEE Supervisors

M-3	Aviation Management for Supervisors
A-200	DOI/USFS Aviation Mishap Review

Figure 2. IAT requirements for Supervisors.

**Managers:** BSEE Managers who are responsible and accountable for using aviation resources to accomplish bureau programs (i.e. Regional and District Managers, Regional Supervisors, etc.) must complete the M-3 Aviation Management for Supervisors or the M2 Aviation Management Line Managers Briefing course every 3 years.

Note: The M3 is recommended because it is available online.

**Aviation Managers:** BSEE Aviation Managers (i.e. National and Regional Aviation Managers, Aviation Safety Managers) are required to take the courses listed in Figure 3. Aviation Managers have the most comprehensive IAT requirements of all BSEE employees. Many of these courses are available online; however several courses are only available via instructor-led instruction.

Aviation Manager	
Individual with aviation management responsibilities for a unit, State, regional, or national level and serves as the focal point for aviation services and management. These include such positions as unit aviation officer (UAO), State, regional and national aviation program managers, helicopter and fixed-wing operations specialists.	
Required Training	
A-100	Basic Aviation Safety
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 & II
A-307	Aviation Policy and Regulations II
A-310	CRM
A-311	Aviation Planning

Figure 3. Aviation Manager IAT requirements.

**How to take IAT courses:** To receive credit for IAT classes you must first set up an account through the [IAT website](#) (Figure 4). After setting up your IAT account you can login and begin taking the required courses. ALL of the required IAT classes for Passengers, Supervisors, and Managers (except M2) are available online

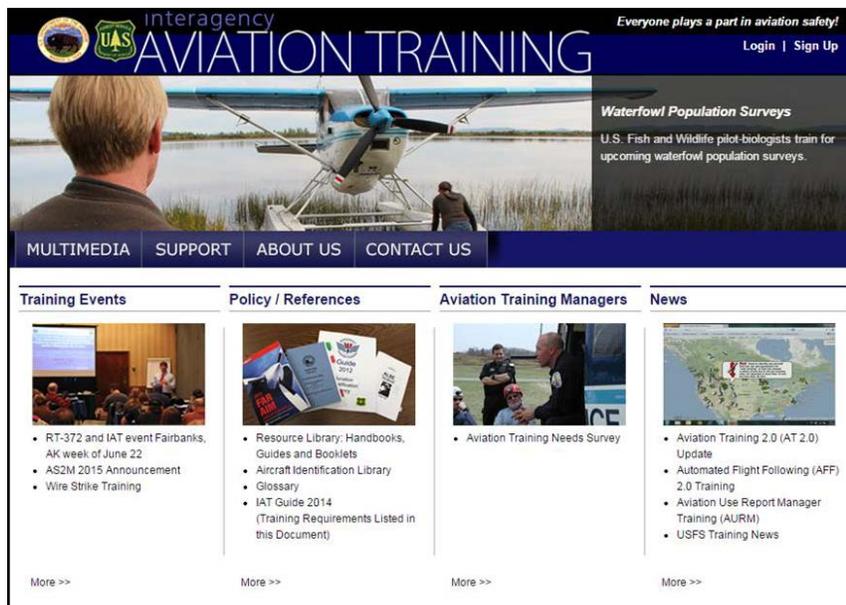


Figure 4. IAT website.

On the role selection page select “Student” (figure 5) and at the Student Home Base select “Find a Course” (figure 6). Select the course you want to take from the drop down menu.

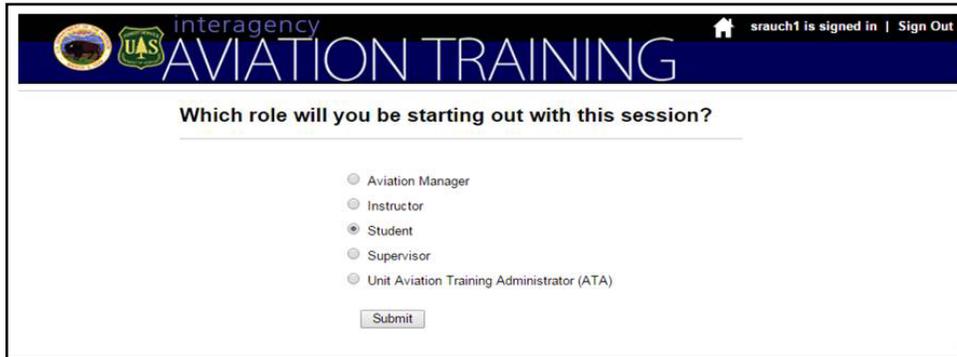


Figure 5. Selection of IAT role

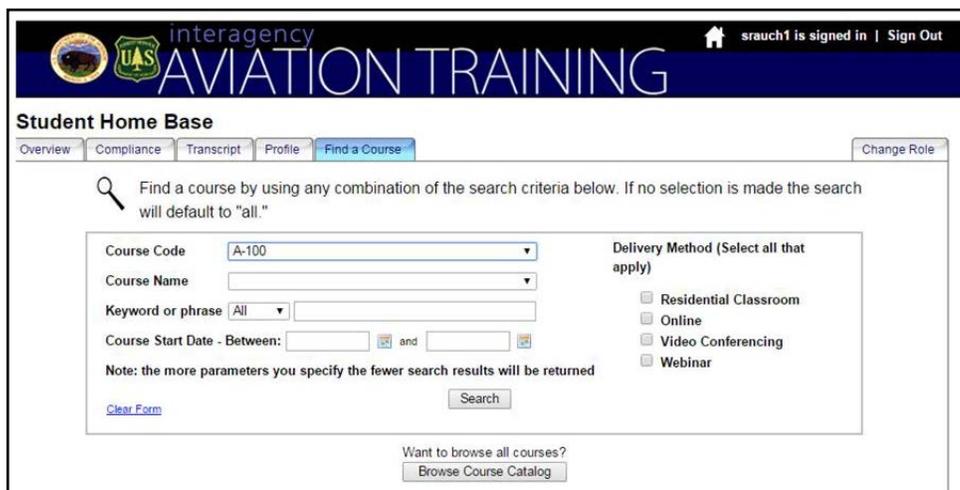


Figure 6. Selection of IAT course.

Upon completion of an IAT class you can log in to [DOI Learn](#) and search for the class you have completed (Figure 7). The DOI Learn site has a 1-question self- certification test. Completion of the self-certification will allow your supervisor to track your aviation training using DOI Learn in the same manner they track all your other required training.

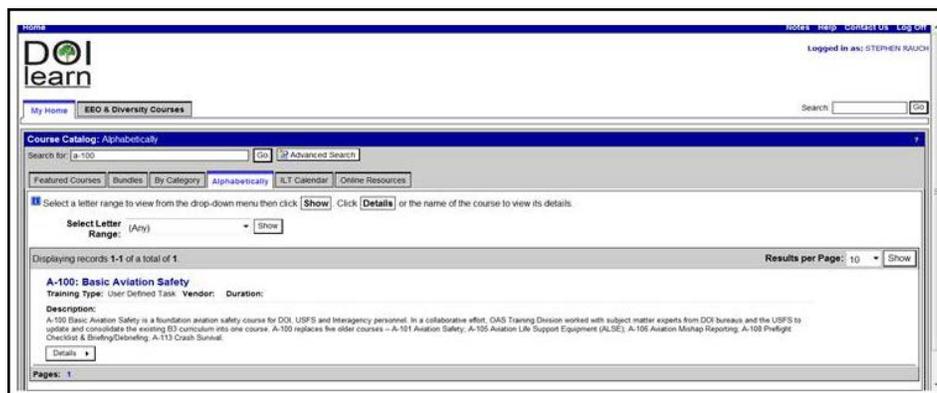


Figure 7. DOI Learn search for IAT class A-100.

**Supervisory oversight responsibilities:** Supervisors and Managers are responsible to ensure employees under their authority take initial and refresher IAT training required by DOI and BSEE. DOI Learn can be used to track IAT courses **if** BSEE employees log into DOI Learn after completing an IAT course and “self-certify” that they have completed the IAT course.

A new feature of the IAT website now allows supervisors to view their employees IAT status (Figure 8). Supervisors select “Supervisor” on the role selection page (figure 5) and then select the “Employee Compliance” tab to see their employee’s IAT status.

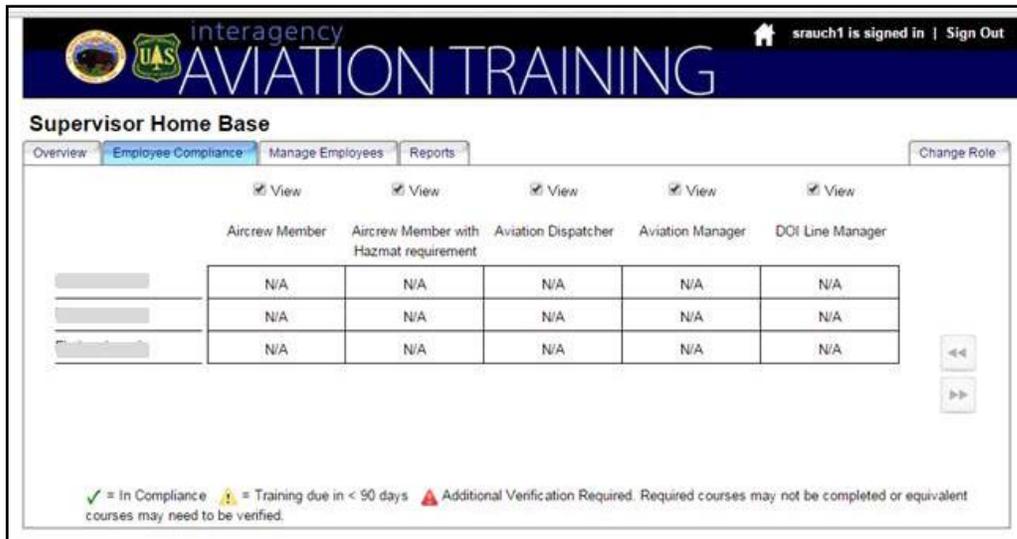


Figure 7. Sample Supervisor’s Home Base.

**POINTS OF CONTACT:**

Office of Aviation Services (OAS):

- Keith Raley, Chief, Aviation Safety, Training, and Program Evaluations ([keith\\_raleigh@ios.doi.gov](mailto:keith_raleigh@ios.doi.gov)), 208 433-5071.

OORP:

- Brad Laubach, National Aviation Manager, ([brad.laubach@bsee.gov](mailto:brad.laubach@bsee.gov)), 703 787-1295.
- Steve Rauch, National Aviation Safety Manager, ([stephen.rauch@bsee.gov](mailto:stephen.rauch@bsee.gov)), 571 594-8383.

GOMR:

- Jane Powers, GOM Regional Aviation Manager, ([jane.powers@bsee.gov](mailto:jane.powers@bsee.gov)), 504-736-2558.

POCSR:

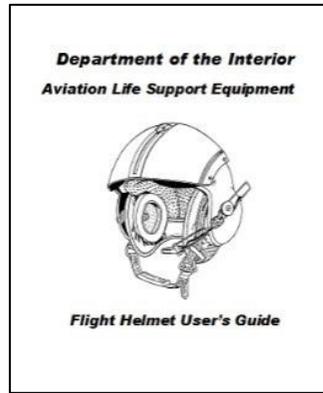
- Mike Mitchel, POCSR Regional Aviation Manager, ([michael.mitchell@bsee.gov](mailto:michael.mitchell@bsee.gov)), (805) 389-7784.

- Chet Miller, POCS Regional Aviation Safety Manager, ([chet.miller@bsee.gov](mailto:chet.miller@bsee.gov)), (805-389-7796).

Alaska OCS Region:

- Randy Howell, Alaska Regional Aviation Manager, ([randy.howell@bsee.gov](mailto:randy.howell@bsee.gov)), 907-334-5305.

### DOI Flight Helmet User Guide



The [DOI Flight Helmet User's Guide](#) is designed to inform and assist aviation personnel in the proper wear<sup>17</sup>, care, and maintenance of an SPH-5 flight helmet.

The requirement for flight helmets and other aviation life support equipment (ALSE) begins in 351 DM 1 and expanded information is found in the DOI ALSE Handbook.

The DOI ALSE Handbook addresses the requirement for DOI personnel to wear flight helmets and types of flight helmets that are approved, but it does not address how the user should take care of the helmet, what to look for to determine whether the helmet is serviceable, and what to do if you think your helmet is not serviceable or needs repair. The Flight Helmet User's Guide is intended to fill that gap. You can download the Flight Helmet User's Guide at (<http://oas.doi.gov/library/handbooks/library/helmetguide.pdf>).

The flight helmet user is responsible to inspect the helmet for serviceability before flight. If your flight helmet requires repair or evaluation by a technically qualified person you should follow the policy in your Regional Aviation Management Plan. If you have questions contact either:

1. Regional Aviation Manager.
2. BSEE Aviation Safety Manager (571 594-8383).

Technicians within each Region, and at the BLM Ramp Services, in Boise, ID (208) 387-5529 can support users with annual inspections. BLM Ramp Services may also be able to support users with special needs such as military avionics (earphones and microphones) or requests to install items such as coiled cords, extensions, and adapters (a reimbursable service agreement between BSEE and BLM is required).

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<sup>17</sup> Additional information on how to wear and care for your flight helmet can be found in the January 2005 edition of the Army's Flightfax magazine (pages 12 – 13)  
[https://safety.army.mil/Portals/multimedia/docs/magazines/flightfax/2005\\_issues/ffjan05.pdf](https://safety.army.mil/Portals/multimedia/docs/magazines/flightfax/2005_issues/ffjan05.pdf).

### ***Inspections.***

Inspections consist of pre- and post-flight inspections by the user, periodic/annual inspections and special inspections by an ALSE technician.

*Users* should familiarize themselves with the serviceability and inspection criteria found in this Guide and their respective flight helmets' manual.

An ALSE technician shall have completed hands-on training in the disassembly, inspection, repair, and reassembly of flight helmets. Acceptable training may be received from flight helmet manufacturers, military, or other organizations that regularly inspect and repair flight helmets.

The following inspection criteria have been adapted from the Gentex SPH-5 helmet manual.

### ***Preflight Inspection.***

Prior to each flight, the *user* should inspect the helmet assembly to see that it is serviceable and in good working order using table 1. This inspection should ensure that:

1. The helmet, liners and ear cup assemblies have been fitted properly.
2. The chinstrap and nape strap are adjusted properly and the retention assembly is attached to the helmet with the screws tightened securely.
3. The visor(s) operate properly and are clean and free of cracks or scratches.
4. All communication components are properly installed and the earphones and microphone operate properly.
5. The overall condition of the helmet has been checked for serviceability.

### ***Post-flight Inspection.***

After each flight, the *user* should note any component malfunction or damage to the helmet resulting from operational use. Affected components should be replaced (see Table 1).

### ***Periodic Inspection.***

Users are responsible for ensuring that their helmet is clean and that all components are working properly. Periodic (scheduled) inspections should be conducted by an ALSE technician a minimum of annually using the inspection criteria in the manufacturer's manual.

### ***Special Inspection.***

An ALSE technician will evaluate any government-owned flight helmet that is suspected of having been subjected to impact (i.e. hit by a rock or dropped), or other potentially damaging event. Following an aircraft accident or incident- with-potential the DOI Investigator-in-Charge will determine if the flight helmets involved require a special inspection.

## *Pre- and post-flight inspection checklist*

COMPONENT	INSPECT FOR:
Helmet Shell	Cracks, holes, warping. Cleanliness.
Energy-Absorbing Liner	Worn or loose hook fasteners. Gouges, cracks, indentations.
Thermo-Plastic Liner (TPL)	Torn or damaged areas. Loose bond at edges. Worn cover.
Earcup Assembly	Cracked cup, broken or missing tab, torn earseal, worn earphone holder or spacer pad, or failed earphone. Cleanliness.
Retention Assembly (including nape strap and chinstrap)	Frayed or torn fabric, loose stitching, corroded or bent buckles or snap. Cleanliness.
Microphone, Boom, Cord, Swivel Assembly	Failed microphone; damaged or worn swivel or boom; damaged cord.
Communications Cord	Cuts, cracks, deteriorated insulation, general damage.
Visor Assembly	Cracks, scratches, loose knobs. Cleanliness.

Table 1

### ***Cleaning.***

Clean the components of the SPH-5 helmet assembly as follows:

1. Helmet shell and visor assembly (including visors, housing, track, spacers, and lock): Wipe with clean, soft cloth dampened with mild soap solution; rinse with clean water and allow to air dry.
2. Earcups, cords, retention assembly: Wipe with damp cloth; allow to air dry thoroughly.
3. TPL cloth cover: Machine wash (gentle cycle) or hand wash with warm water and soap; allow to air dry.
4. TPL plastic layers: Hand wash with soap and water; allow to air dry.

## Offshore Visitors Information Form

Make sure that you coordinate all offshore travel with the appropriate Regional Aviation Manager to ensure aircraft and seats are available when you want to fly. Your Travel Authorization must include offshore travel.

**ASAP:** Please fill out the top portion of this page and email to the appropriate Regional Aviation Manager with a copy to the BSEE National Aviation Manager when traveling offshore.

Alaska OCS Region	Randy Howell	<a href="mailto:randy.howell@bsee.gov">randy.howell@bsee.gov</a>
GOM OCS Region	Jane Powers	<a href="mailto:jane.powers@bsee.gov">jane.powers@bsee.gov</a>
Pacific OCS Region	Mike Mitchell	<a href="mailto:michael.mitchell@bsee.gov">michael.mitchell@bsee.gov</a>
BSEE National Aviation Manager	Brad Laubach	<a href="mailto:brad.laubach@bsee.gov">brad.laubach@bsee.gov</a>

BSEE will supply flight helmets, hard hats, steel-toed shoes, ear-plugs, and other safety equipment that is needed. There are Departmental requirements on what to wear on the helicopter. It is suggested to wear jeans and cotton shirt (If you stick to natural fibers, you will be following the requirements).

NOTE – The guest is responsible to the RAM (above) for any Regional specific requirements

Bring your official employee ID/credentials

Visitors Name \_\_\_\_\_

Date of Offshore Trip \_\_\_\_\_

Agency/Company Name \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Visit:

SHOE SIZE:

MEN'S \_\_\_\_\_

WOMEN'S \_\_\_\_\_

WEIGHT: \_\_\_\_\_

-----

The following information will be filled out the day of your trip (**please do not email this information**): NAME OF EMERGENCY CONTACT: \_\_\_

TELEPHONE NUMBER FOR EMERGENCY CONTACT: \_\_\_\_\_

In order that you may experience a positive and safe offshore visit please read the following list of potential conditions and safety suggestions.

1. Be sure to include offshore travel on the travelers Travel Authorization.
2. Please advise BSEE Region personnel *of any medical conditions and/or medications "before" leaving* the BSEE offices.
3. In the event of unexpected overnight stays, bring all medications needed. *This would include* any medication for motion sickness during flight and while on the facilities. *Also, please keep in mind the remote locations in relativity to any medical care needed.*
4. Be advised that excessive heights may be encountered during the flight and while on the offshore platforms/drilling rigs.
5. There is always the potential for slips, trips, and falls due to uneven and slippery surfaces.
6. You may experience occupational exposure to high noise levels, excessive heat, humidity, winds, or ice.
7. Emergency evacuations could include either boat or capsule, which may require descending multiple flights of stairs or physical transference by personnel basket.

#### HELICOPTER SAFETY TIPS

*Extreme caution should be always used when approaching or departing the helicopter.*

1. A flight safety briefing that includes emergency evacuation will be presented by the pilot prior to flying offshore. If one is not given ask for one.
2. Always approach and leave the helicopter in a direction that allows the pilot to see you.
3. Be aware there may be extremely high winds on the heliport and the facilities.
4. Helicopter travel could include emergency "ditching" on land and in water.

\* **Administrative note:** FEGLI life insurance policy covers approved travel. If you have other life insurance, you should make sure you are covered when traveling in a helicopter for work purposes.

Sample ALSE Waiver



United States Department of the Interior  
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT  
Alaska OCS Region  
3801 Centerpoint Drive, Suite 500  
Anchorage, Alaska 99503-5823

AUG 20 2012

Memorandum

To: James A. Watson  
Director, Bureau of Safety and Environmental Enforcement

From: Mark E. Fesmire, J.D., PE *[Signature]*  
Regional Director, Alaska Region

Subject: Waiver Request for the 2012 Flying Season

Under the provisions of DOI Aviation Life Support Equipment (ALSE) Handbook (paragraph 1.5B) the BSEE Alaska Region is requesting a waiver for the 2012 flying season from the DOI requirement that employees flying on Special Use aircraft wear a flight helmet (paragraph 2.1). The waiver is required because the design of the survival suit that Shell requires passengers to wear precludes the wear of the flight helmet.

Justification:

For the 2012 season BSEE employees will be flying on helicopters contracted by Shell. Shell requires all passengers to wear a Cold Water Helicopter Survival Suit. The suit provided to BSEE by Shell has a permanently attached neoprene hood. That hood, whether worn or rolled back off the head, prevents the proper wear of the flight helmet.

Shell's requirement is more stringent than DOI's policy which, for this type of flight, only requires an anti-exposure suit to be "readily available". Neither DOI nor BSEE specify the type of anti-exposure suit to be worn and no suits have been provided for employee use.

The Alaska Region requests a waiver to the DOI ALSE Handbook flight helmet requirement until such time an anti-exposure suit is available that allows the use of the flight helmet.

Approved *[Signature]*

Disapproved \_\_\_\_\_

James A. Watson  
Director

Date: 8/29/12

## Appendix H

### Aviation Mishap Response Planning

Each Region and District is required to have an Aviation Mishap Response Plan that is tailored to their mission and geographic area.

All personnel involved in aviation operations should be familiar with their Regional and District Aviation Mishap Response Plans. District plans should comply with, and supplement, their Regional plans.

The Regional Aviation Manager and each District Manager will ensure that their plan is up-to-date.

Aviation Mishap Response Plans must be verified and a practice exercise conducted annually

When you review your Aviation Mishap Response Plan, ensure that all of the points-of-contact listed and their respective phone numbers and e-mail addresses are still valid.

Figure 1 shows the front cover of the [Interagency Aviation Mishap Response Guide and Checklist](#). This guide can be downloaded from the OAS website and provides useful information in developing your unit's Plan and how to respond in the event of an aviation emergency.

A Publication of the  
National Wildfire  
Coordinating Group



# *Interagency Aviation Mishap Response Guide and Checklist*

PMS 503  
NFES 2659

May 2014

*Do not waste time trying to figure out if an event is an accident, that's not your job.  
If you have an event with an aircraft that results in damage or injury no matter how slight.*

**REPORT IT to DOI or USFS by calling 1-888-464-7427 (888-4MISHAP).**

**Has 911/ Search and Rescue (SAR) been notified?**

Notify your Bureau / Agency and follow their procedures  
Bureau / Agency Point of Contact and phone number \_\_\_\_\_

Figure 1. Interagency Aviation Mishap Response Guide and Checklist, 2014

# Administrative Information

Each Regional Director and District Manager will ensure that an Aircraft Mishap Response Plan is developed that in compliance with the [Interagency Aviation Mishap Response Guide and Checklist](#). The Regional Plan will be verified annually to ensure that all of the points-of- contact listed and their respective phone numbers and e-mail addresses are still valid.

**Priority of Actions.** As soon as you are aware of a mishap **START A LOG OF ALL ACTIONS AND CALLS**, then refer to the expanded subsections of your Regional plan. The subsections are listed in order of priority.

- a. **Protect people** (Tab A). Lifesaving operations takes first priority.
- b. **Protect property** (Tab B). Property should be protected from unnecessary additional damage.
- c. **Preserve evidence** (Tab C). Treat the area as if it were a crime scene and provide 24-hour security until the investigation team arrives. Identify witnesses, get their addresses and phone numbers.
- d. **Notify and investigate** (Tab D). Report the accident. **Do not delay reporting** if detailed information is not immediately available.
- e. **Recovery operations** (Tab E). Everything at the site is under the control of the NTSB or OAS until released.

**Practice** -- The absolute best way to be prepared for the unexpected is to periodically practice your Aviation Mishap Response Plan. Coordinate in advance and get as many responders as possible to participate when you conduct a training drill.

## Update Record

**Date of Review**

**Signature**

_____	_____
_____	_____
_____	_____
_____	_____
-----	-----

## Protecting People

- A. Many times in the urgency to assist accident victims the **rescuers may place themselves in jeopardy** and become victims themselves. **Risk assessment and mitigation procedures should be enforced.**
- B. Ensure **ALL** crew and passengers involved in an aircraft accident are cleared by medical authority prior to returning to duty.
- C. Aircraft wreckage attracts people like a magnet. Keep non-essential personnel well clear, and preferably upwind.
- D. **Hazards at an aircraft accident site** can include:
  - 1. **Biological Hazards** -- Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and many others. See 29 CFR 1910.1030 for control measures.
  - 2. **Toxic Substances** -- Fuel, oil, hydraulic fluid, and exotic aircraft materials such as beryllium, lithium, chromium, and mercury. You must also consider the cargo the aircraft was carrying.
  - 3. **Pressure Vessels** -- Tires (often above 90 psi), hydraulic accumulators, oleo struts, oxygen cylinders, and fire extinguishers. They may look OK, but they may have been damaged in the crash.
  - 4. **Mechanical Hazards** -- Metal under tension (rotor blades bent under fuselage), heavy objects, composite materials, and innumerable sharp edges.
  - 5. **Fire Hazards** -- Unburned fuel, hot metal (or other components), aircraft batteries, pyrotechnics, and the ignition of grass as a result of the accident. Be cautious of smoldering items which may re-ignite.
  - 6. **Environmental Hazards** -- Weather, terrain, and animals (snakes, spiders, scorpions, etc.) Depending on the location and time of year, the environment may be among the most serious hazards at the scene.
- E. **Utilize available protective devices and clothing**, and use extreme caution when working around the wreckage. Protective measures include:
  - 1. Minimize the number of personnel allowed to enter the accident site.
  - 2. Ensure exposed personnel use appropriate personal protective equipment (PPE) such as boots, long pants, long-sleeved shirts, leather gloves (use surgical gloves as inserts if blood or bodily fluids are present), and appropriate respirators if toxic vapors or composite material pose respiratory hazards.
- F. Do whatever is necessary to extricate victims and to extinguish fires, but keep in mind the need to protect and preserve evidence. **Document and/or photograph the location of any debris, which must be disturbed** in order to carry out rescues or fire suppression activities.

REMEMBER, it's already a bad day; don't make it worse by letting someone else get hurt!

**Emergency Actions**      **Tab A**  
(Protect  
People)

## Protecting Property

**NTSB Sec. 831.12 Access to and release of wreckage, records, mail, and cargo.**

- a. Only the Board's accident investigation personnel and persons authorized by the investigator-in-charge to participate in any particular investigation, examination or testing shall be permitted access to wreckage, records, mail, or cargo in the Board's custody.

Wreckage, records, mail, and cargo in the Board's custody shall be released by an authorized representative of the Board when it is determined that the Board has no further need of such wreckage, mail, cargo, or records. When such material is released, Form 6120.15, "Release of Wreckage," will be completed, acknowledging receipt.

Treat the accident site like a crime scene. Wreckage, cargo, and debris should not be disturbed or moved except to the extent necessary:

- A. To remove victims.
- B. To protect the wreckage from further damage.
- C. To protect the public.

In addition to the authority explicit in NTSB 831.12 another (very good) argument for restricting access is for the protection of the public from the hazards of the accident site (Tab A).

Initially the accident site should be protected by either your own people (e.g. if the accident occurred at a fire) or by local law enforcement officers. The investigation team may request extended security until the investigation is complete.

### **Emergency Actions**

### **Tab B** *(Protect Property)*

## Preserving Evidence

### **Sec. 830.10 Preservation of aircraft wreckage, mail, cargo, and records.**

- a. The operator of an aircraft involved in an accident or incident for which notification must be given is responsible for preserving to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, and all records, including all recording mediums of flight, maintenance, and voice recorders, pertaining to the operation and maintenance of the aircraft and to the airmen until the Board takes custody thereof or a release is granted pursuant to Sec. 831.12(b) of this chapter.
- b. Prior to the time the Board or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:
  1. To remove persons injured or trapped;
  2. To protect the wreckage from further damage; or
  3. To protect the public from injury.
- c. Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.
- d. The operator of an aircraft involved in an accident or incident shall retain all records, reports, internal documents, and memoranda dealing with the accident or incident, until authorized by the Board to the contrary.

In addition to those items required by law (above) you should also:

**Control access** to the site by cordoning off the area and allowing into the area only those individuals who have official business. Establishing a pass system to identify authorized personnel is an excellent technique for serious accidents. Everyone who enters should be briefed on the known or suspected hazards and cautioned to avoid disturbing the evidence (flipping switches and souvenir hunting).

**Photograph everything.** Digital photography is preferred. Since some evidence may be easily destroyed prior to the arrival of the accident investigators photograph everything, even if at first it doesn't seem important. Photograph switch positions, impact scars, and other perishable evidence.

**Identify witnesses** and request statements. Request witnesses to write out their statements as soon as possible (before witnesses can compare notes). Be sure to **GET WITNESSES' NAMES, ADDRESSES AND PHONE NUMBERS.** Supervisors must ensure that personnel with information pertinent to the investigation are made available to the investigators in a timely manner. If possible, coordinate with the accident investigator(s) PRIOR to de-mobilizing personnel with information pertinent to the accident.

**Secure equipment and records.** Crew items (i.e. helmets, survival equipment (if used), notes, charts, etc.) as well as dispatch logs and records should be controlled and provided to the IIC/investigation team upon arrival.

**Emergency Actions**

**Tab C**  
(Preserve Evidence)

## Notify and Investigate

### *If you see something...SAY SOMETHING!!*

Do not try to “classify” events as accidents or incidents that are the job of the National Transportation Safety Board (NTSB). If you have an event with an aircraft that results in damage or injury, **REPORT IT.**

**Initial Notification.** Notify your chain of command as outlined in the Regional Aviation Mishap Response Plan. The next requirement is to notify the BSEE NASM (571 594 - 8383). The NASM will notify the Office of Aviation Services (OAS) Safety Office. IF you are unable to contact the NASM contact OAS by calling 1-888-4MISHAP (1-888-464-7427) and providing the information on the Aircraft Accident Checklist.

*\*\*DO NOT DELAY the initial notification by trying to complete all of the blanks on the form. Call in the accident as soon as possible and call back as more information becomes available.*

The NASM or the OAS Investigator will review your actions and advise you of any additional actions you should be taking, or reports you need to make.

*\*\*If you have enough people you should conduct the notification process at the same time as you are conducting other aspects of the immediate response.*

#### **Investigation:**

- A. Aircraft **accidents** (fatality, serious injury, or substantial damage) will usually be investigated by NTSB personnel (PL 106-181). OAS personnel will generally be a “party” to the NTSB investigation.
- B. Aircraft **incidents-with-potential** will be investigated by Air Safety Investigators from OAS.
- C. Aircraft **incidents** will usually require the Regional Aviation Manager or the BSEE NASM to investigate the event and report the facts and circumstances to OAS. No report is required by the NTSB unless specifically requested (Part 830.15)
- D. All aviation-related events that impact aviation safety must be reported using the **SAFECOM** (<http://www.safecom.gov/>).

## **Emergency Actions**

**Tab D**  
*(Notify and Investigate)*

## Recovery Operations

***NTSB Sec. 831.12 Access to and release of wreckage, records, mail, and cargo.***

- a. *Only the Board's accident investigation personnel and persons authorized by the Investigator-In-Charge to participate in any particular investigation, examination or testing shall be permitted access to wreckage, records, mail, or cargo in the Board's custody.*
- b. *Wreckage, records, mail, and cargo in the Board's custody shall be released by an authorized representative of the Board when it is determined that the Board has no further need of such wreckage, mail, cargo, or records. When such material is released, Form 6120.15, "Release of Wreckage," will be completed, acknowledging receipt.*

**Emergency Actions**

**Tab E**  
*(Recovery Operations)*



*Anyone who has ever been involved in the immediate response to an aircraft accident will agree that the first few minutes (and hours) are chaotic. **Developing and practicing your Aviation Mishap Response Checklist today is your best defense against the chaos of tomorrow.** Time is an extremely critical factor and immediate positive action is necessary; delay may affect someone's survival.*

**Conduct of Aircraft Accident Investigations.** All U.S. Department of the Interior (DOI) aircraft mishaps are investigated under the authority of the National Transportation Safety Board (NTSB) as defined in:

- A. 49 Code of Federal Regulations (CFR) Parts 830 and 831
- B. Public Law (PL) 106-181 and Federal Management Regulation (FMR) 102-33.185.

\*\* This means that regardless of severity, all aircraft mishaps (accidents or incidents) are the domain of the NTSB. If the NTSB elects to not visit the site and the physical investigation is conducted by DOI (OAS) personnel, it is still an NTSB investigation and investigative efforts must comply with their rules and standards.

### **Tips and Techniques**

- A. **Who's in charge** -- Although the investigation is the responsibility of the NTSB you need to determine in advance who your organization wants to be responsible for the initial actions at the accident site
- B. **Notification of Next-of-Kin** -- See [Agency Administrator's Guide to Critical Incident Management](#) for guidance. As a minimum, all supervisors should have a plan on how to contact their employee's next-of-kin.
- C. **Start a journal** -- Write down everything regarding events, actions, points of contact (who, what, when, where, why).
- D. **Control of Records** -- Under the provisions of NTSB Part 831.12 (Tab B) the records pertaining to the aircraft and the flight become a part of the investigation and "belong" to the NTSB until released. Gather and control the appropriate records until they can be turned over to the NTSB (or other authorized investigator). Required records include (but are not limited to) aircraft operating and maintenance documents, crew records (flight and medical), flight plans, weather briefings, weight and balance forms, and load calculations.
- E. **Conduct after-action review (AAR)** -- After the dust has settled and the professional investigators have taken charge it is time to review what happened, what worked, and what needs to be improved. Conduct the AAR while issues and events are fresh in everyone's mind. Update your Aviation Plan with the lessons learned.

**General Information** (page 1)

**Definitions** (See 49 CFR (NTSB) 830/831)

- a. **Aircraft Accident** -- an occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
  - b. **Substantial Damage** -- damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.
- 

**\*\* Incident with Potential (IWP) -- an incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. The OAS Aviation Safety Manager will determine final classification. (The concept “IWP” is unique to DOI.)**

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- c. **Aircraft Incident** -- an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- d. **Investigator In Charge** -- the designated Investigator-In-Charge (IIC) organizes, conducts, controls, and manages the field phase of the investigation. The IIC has the responsibility and authority to supervise and coordinate all resources and activities of all personnel, both Board and non-Board, involved in the on-site investigation. The IIC continues to have considerable organizational and management responsibilities throughout later phases of the investigation, up to and including Board consideration and adoption of a report or brief of probable cause(s).
- e. **Serious Injury** -- any injury which:
  1. Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received;
  2. Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
  3. Causes severe hemorrhages, nerve, muscle, or tendon damage;
  4. Involves any internal organ; or
  5. Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

\*\* In-flight damage to rotor blades or propellers can easily fit into the definition of “Substantial Damage.” If you have damage to the main or tail rotor blades, or to the propeller, the chances are good that you have at least an incident with potential...**report it immediately! 1 888 4MISHAP**

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## General Information

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## Media Relations

When the field investigation is conducted by OAS personnel they will comply with the law by referring all questions, requests for interviews, etc. to the NTSB IIC or to the appropriate NTSB office.

Tips and techniques when working with the media:

- a. Advise the media that the investigation of this accident is under the jurisdiction of the NTSB and any questions or requests for access to the site must be directed to them.
- b. Don't aggravate the media and don't get aggravated by the media; they're just doing their job. Even aircraft accidents don't stay in the headlines forever... unless the reporter thinks you're hiding something.
- c. Most reporters have prior experience at accident sites. Remind them of the hazards, to avoid disturbing the wreckage, and ask them to be respectful of the victims.

### ***NTSB Sec. 831.13 Flow and dissemination of accident or incident information.***

- a. *Release of information during the field investigation, particularly at the accident scene, shall be limited to factual developments, and **shall be made only through the Board Member present at the accident scene, the representative of the Board's Office of Public Affairs, or the Investigator-In-Charge.***
- b. *All information concerning the accident or incident obtained by any person or organization participating in the investigation shall be passed to the IIC through appropriate channels before being provided to any individual outside the investigation. Parties to the investigation may relay to their respective organizations information necessary for purposes of prevention or remedial action. However, no information concerning the accident or incident may be released to any person not a party representative to the investigation (including non-party representative employees of the party organization) before initial release by the Safety Board without prior consultation and approval of the IIC.*

## Media Relations

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## OVERDUE AIRCRAFT

An aircraft is considered “overdue” when it fails to arrive within 30 minutes past the estimated time of arrival (ETA) and cannot be located.

## MISSING AIRCRAFT

An aircraft is considered “missing” when it has been reported to the FAA as being “overdue” and the FAA has completed an administrative search for the aircraft without success.

The aircraft is OFFICIALLY missing when the fuel duration, as reported on the request for flight following, or as reported on the FAA flight plan, has been exceeded and the aircraft location is unknown.

Time	Action	Contact and Phone	Time Log
<b>Immediately at time aircraft is due</b>	Attempt to contact aircraft by radio or phone. If equipped, review Automated Flight Following data. Contact destination agency airbase or airport. Gather info required for Aircraft Accident Report.		
<b>15 minutes past due</b>	Contact originating or enroute agency dispatch. Contact originating or enroute agency airbase. Contact originating or enroute airports		
<b>30 minutes past due</b>	Contact vendor home base. Contact FAA Flight Service Station and request an Alert Notice (ALNOT)		

<b>Anytime the fuel duration exceeded or if an accident is suspected  </b>	Submit data from the Aircraft Accident Checklist to: FAA Flight Service Station and request an Alert Notice (ALNOT) OAS Aviation Safety Manager BSEE NASM	1 800 - WX BRIEF (800 992-7433) or the Comm. Center at 1 202 267-3333  1 888 - 4MISHAP (888 464-7427) 571 594-8383	
--	--	--	--

**\*\* Provide the information on Aircraft Accident Checklist.** Do not delay notification if you do not have all the blocks filled. Provide as much information as you can and follow-up when additional info is available.

**SEARCH AND RESCUE.** Search and Rescue (SAR) operations may be coordinated through the FAA to the Air Force Rescue Coordination Center (AFRCC) or with local law enforcement agencies.

## Overdue and Missing

# Aircraft

# Aircraft Accident Checklist

OAS 1-888-4MISHAP

(Do not delay initial report by trying to fill in all the blanks)

<b>Contact Information</b>		
a. Name	c. Duty Position:	
b. Phone Numbers	d. Address:	
Work:	Cell:	
Fax:	Home:	
e. E-mail:		
<b>2. Accident Information</b>		
a. Aircraft Registration/Tail Number	Type of Aircraft	Color
b. Date and Time of Accident		
c. Location of Aircraft (Grid, Lat/Log, Reference to Known Point)		
d. Hazardous Materials Involved? (Explosives, Radioactive Materials, etc.)		
e. Witnesses identified and statements requested?		
f. Accident Site Secured?	Photos Taken?	
g. Flight Data Recorder Secured? (if applicable)	ELT Deactivated?	
h. Total Number of Personnel Involved		
Number of Fatalities	Number of Injuries	
<b>3. Accident Description</b> (type of mission, what happened, weather, extent of damage, etc.)		
<b>4. Admin Information</b>		
a. Aircraft Owner	b. Operator	
c. Pilot in Command		
d. Point of Last Departure	e. Destination	
f. Route of Flight	g. Fuel on Board	
h. Nearest Commercial Airport	i. Suitable Helicopter Landing Site	
j. Other		

# Aircraft Accident Checklist



# Emergency Contact Checklist

OAS 1-888-4MISHAP (1 888 464-7427)

FAA Flight Service Station 1-800-WX BRIEF (1 800 992-7433)

FAA Communication Center 1-202-267-3333

NTSB Communication Center 1-202-314-6290

*Update phone numbers, frequencies, and POCs quarterly and for each mission*

<b>1. Primary Response</b> (Emergency Responders - dial 911, use discrete numbers as a back-up)
a. Fire Department
b. Police
c. Ambulance
d. Air Ambulance
e. Hospital
f.
<b>2. Secondary Response</b> (Support Personnel)
a. Flight Following -- FAA Flight Service Station (1 800 WX BRIEF)
b. – Dispatcher
c. OAS Aviation Safety Manager (1 888 4MISHAP)
d. NTSB (1-202-314-6290)
e. Photographer
f. HAZMAT Response Team
g. Coroner
h. Clergy
i. Explosive Ordnance Disposal (Military or Police)
j. Engineer / Recovery Specialists
k.
<b>3. Agency Management</b> and Other Agencies (as required)
a. BSEE Aviation Safety Manager – Steve Rauch 571 594-8383
b. BSEE Aviation Manager – Brad Laubach 703 787-1763
c. Regional Aviation Manager
d. Public Affairs Officer
e. Military Base Operations
f. Federal Emergency Management Agency (FEMA)
g. Airport Operations
h. Aircraft Owner/Operator
i. Contracting Officer
j. Security
k. DOI-AM Regional Office <b>or</b> USFS Regional Office
l.

## Emergency Contact List

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# Notes


Risk Assessment Matrix

Risk Assessment Matrix			PROBABILITY					
			Frequency of Occurrence Over Time					
			A Frequent (Continuously experienced)	B Likely (Will occur frequently)	C Occasional (Will occur several times)	D Seldom (Unlikely; can be expected to occur)	E Unlikely (Improbable; but possible to occur)	
SEVERITY	Effect of Hazard	Catastrophic (Death, Loss of Asset, Mission Capability or Unit Readiness)	I	EH	EH	H	H	M
		Critical (Severe Injury or Damage, Significantly Degraded Mission Capability or Unit Readiness)	II	EH	H	H	M	L
		Moderate (Minor Injury or Damage, Degraded Mission Capability or Unit Readiness)	III	H	M	M	L	L
		Negligible (Minimal Injury or Damage, Little or No Impact to Mission Readiness or Unit Readiness)	IV	M	L	L	L	L
			Risk Assessment Levels					
			EH=Extremely High H=High M=Medium L=Low					

See [Air Force Pamphlet 90-803](#) for a detailed discussion on managing risk and the use of this Risk Assessment Matrix.



## BSEE Threat Advisory Guidelines For OCS Operations Revised January 2016

The Bureau of Safety and Environmental Enforcement (BSEE) Threat Advisory Guidelines for OCS Operations (TAG) improve the Bureau’s ability to prepare for and respond to a national security threat level increase. The TAG does not replace but enhances existing BSEE emergency plans and procedures for the protection of BSEE personnel and assets by establishing a set of graduated measures for each national standardized threat condition level.

### Background

BSEE’s response to an OCS security threat level is guided by the U.S. Coast Guard (USCG) three-tiered maritime security (MARSEC) levels. [MARSEC](#) is designed to provide a means to communicate pre-planned scalable responses to increased National Terrorism Advisory System (NTAS) threat levels. MARSEC levels are set to reflect the prevailing threat environment to the marine elements of the national transportation system, including ports, vessels, facilities, and critical assets and infrastructure located on or adjacent to waters subject to the jurisdiction of the U.S. The USCG Commandant sets the MARSEC level.

<b><u>MARSEC Level 1</u></b>	Level for which minimum appropriate security measures shall be maintained at all times.
<b><u>MARSEC Level 2</u></b>	Level for which appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a transportation security incident.
<b><u>MARSEC Level 3</u></b>	Level for which further specific protective security measures shall be maintained for a limited period of time when a transportation security incident is probable, imminent, or has occurred, although it may not be possible to identify the specific target.

On December 16, 2015, The Department of Homeland Security (DHS) updated the NTAS, adding a new form of advisory – the [NTAS “Bulletin.”](#) The NTAS now consists of two types of advisories: Bulletins and Alerts. Bulletins were added to the advisory system to communicate current developments or general trends regarding threats of terrorism on the homeland. NTAS Alerts - Elevated or Imminent -will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. If the Secretary of DHS issues an NTAS Alert, the USCG will adjust MARSEC Level, if appropriate, based on the commensurate risk, any maritime nexus, and/or Commandant consultation with the Secretary of DHS. If threat information changes the DHS Secretary may announce an updated alert. All changes, including the announcement that cancels a NTAS alert, will be distributed the same way as the original alert.

<b><u>BULLETIN</u></b>	Describes current developments or general trends regarding threats of terrorism.
<b><u>ELEVATED Threat</u></b>	Warns of a credible terrorist threat against the United States; or,
<b><u>IMMINENT Threat</u></b>	Warns of a credible, specific, and impending terrorist threat against the United States.

## **Threat Advisory Guidelines**

The BSEE's TAG corresponds to the USCG's MARSEC threat level advisory system. The following measures are considered minimum actions implemented by BSEE Regions for each MARSEC Level. The measures are cumulative. Each successive threat condition level assumes that all measures associated with the preceding threat condition have already been implemented. BSEE Regions may establish additional supplementary measures based on differences in their programs, operations, or environmental conditions.

*\* **Note:** If a NTAS alert is issued for a maritime, coastal, or onshore area, the USCG Commandant may adjust the MARSEC Level, as appropriate, based on the commensurate risk, any maritime nexus, or recommendations made by the Secretary of DHS. MARSEC Level 1 generally applies in the absence of an NTAS alert or when the USCG determines that the alert is not applicable to the marine transportation system.*

### **MARSEC Level 1**

**Measure 1.** Define notification policies and procedures that ensure the swift flow of information between BSEE Region and Headquarters offices including the reporting of OCS emergency incidents, suspicious activities and relevant security information.

**Measure 2.** All Regions must maintain an updated emergency contact list of appropriate BSEE officials, other Federal (including National Emergency Hotline: 800- 424-8802) and non-Federal entities, and OCS stakeholders.

**Measure 3.** All Regions maintain close liaison with the USCG and other Federal and non-Federal entities to ensure effective coordination to improve preparedness and response to an OCS security threat level increase or security incident. Each Region should be represented on their local USCG Area Maritime Security Committee (AMC).

**Measure 4.** Establish links and routinely check websites that provide information on threat level and critical infrastructure information. Example websites include: [DHS](#), USCG's [Homeport](#), [NTAS Bulletin](#), and [NTAS Alert](#).

**Measure 5.** At regular intervals, remind BSEE inspectors and other personnel that work offshore to report all suspicious or unusual activity to their supervisor or regional designee. Suspicious activities can be reported to the national Emergency Hotline @ 800-424-8802, local law enforcement or call 911.

**Measure 6.** At regular intervals review emergency response procedures, continuity of operations plans, emergency evacuation plans, and contact information for both BSEE Headquarters and Region Emergency Management Coordinators.

### **MARSEC Level 2**

**Measure 7.** Notify BSEE personnel of heightened security risk and define expectations (measures expected to be taken). Instruct BSEE employees traveling offshore to maintain frequent contact with their home office. Check national media or federal websites for information related to threats against the United States or general trends regarding threats of terrorism.

**Measure 8.** Increase vigilance for incidents of suspicious activity should be emphasized. Review OCS “Critical Assets” list and to the extent possible alter flight paths to observe OCS critical assets. ***If You See Something, Say Something.*** Report suspicious activities immediately to the [National Response Center](#) (1-800-424-8802), local law enforcement or call 911.

**Measure 9.** Use BSEE contract helicopters only for inspections, investigations, or other activities related to the agency’s mission. Do not transport visitors to OCS facilities. \*BSEE will not conduct unannounced landings within the area affected the raised MARSEC level unless otherwise directed by the Regional Supervisor, Field Operations (AOCS Region and POCS Region) or the District Manager (GOM Region).

**Measure 10.** Consult and collaborate as necessary with the USCG or other Federal and non-Federal entities about possible supplementary measures that can be implemented to enhance emergency awareness, preparedness, and response.

**Measure 11.** Notify Region and Headquarters Emergency Management Coordinators of TAG measures (including supplementary or other) implemented as a result of MARSEC Level 2.

### **MARSEC Level 3**

**Measure 12.** Notify BSEE personnel of the heightened security risk and define expectations (measures expected to be taken). Continue to check national media or federal websites (ex. Homeport, NTAS Alert, or NTAS Bulletin) for information related to the heightened security risk.

**Measure 13.** Suspend all BSEE offshore activities and require personnel to evacuate offshore facilities and return to their home office. Notify Emergency Management Coordinator(s) when all BSEE personnel working offshore have returned to their home office safely.

**Measure 14.** Notify Region and Headquarters Emergency Management Coordinators of TAG measures (and/or other measures) implemented as a result of MARSEC Level 3.

### Aviation Incident Response Exercise (AIRE)

**Overview:** An Aviation Incident Response Exercise is a pre-planned drill used to test and evaluate an organization's Aviation Mishap Response Plan and their employee's ability to execute that plan. An AIRE may be conducted at the District, Regional, or National level.

The AIRE drill places the participants in a simulated situation requiring them to function in the capacity that would be expected of them during a actual aircraft mishap. An AIRE should be as realistic as possible, employing those individuals who would normally be involved in an aviation mishap response.

**Why conduct a drill?** Research shows that people generally respond to an emergency in the way they have been trained. Conducting the drill allows the organization to practice its response, and evaluate its capability to execute its aircraft mishap response plan, in the event of an actual emergency.

Also, DOI policy (352 DM 3.5) requires units to have an Aviation Mishap Response Plan and BSEE National Aviation Management Plan (section 3 D 1) requires those plans to be tested annually.

Conducting the drill gives personnel the opportunity to practice their roles and gain experience. It also improves the organization's system for responding to an aviation mishap and the coordination between individuals and organizations. The drill can also help to eliminate potential problems by focusing on identifying and eliminating response problems before an actual incident.

**Leadership:** The drill can be led by a manager, supervisor, department head or anyone with a good understanding of the Mishap Response Plan Procedures.

**Participants:** Anyone who would normally be involved in a mishap response to include senior managers/staff, administrative personnel, and vendors.

NOTE 1 – it is important to ensure all participants understand that the AIRE is a drill and not an actual emergency. During the drill preface all phone calls with “This is a drill, not an actual emergency.”

NOTE 2 – Before the drill ensure that the Regional and National Aviation Managers know that a drill will be conducted so that they can notify their respective organizations. You should also notify BSEE Public Affairs (Regional or National) to ensure that they also know a drill is being conducted.

**Time:** Normally 1 to 2 hours is sufficient to provide the orientation briefing, conduct the drill and allow for a post-drill briefing.

**Preparation:** The organizer of the AIRE should begin coordination about 4 weeks prior to the actual drill. This allows the organizer to review the unit's Aviation Mishap Response Plan, to review the OAS AIRE Train-the-Trainer Job Aid, to work with the local Manager to develop a

realistic scenario, and to coordinate with the manager for observers/monitors to participate in the evaluation process.

What documents do you need to develop the AIRE? A current copy of the unit's Aviation Mishap Response Plan is needed to develop the evaluation guide as well as current phone directories for local, Regional, and National managers and aviation personnel. It is also helpful to have a current copy of your Regional Aviation Management Plan (RAMP) and the BSEE National Aviation Management Plan (NAMP) for reference while developing the AIRE plan.

**Resources:**

Interagency Mishap Response Guide and Checklist:

<https://www.doi.gov/aviation/safety/iamrgc>

USFWS Line of Duty Death Response Handbook:

<http://www.fws.gov/policy/LODD.pdf>

BLM Line of Duty Death Response Guide:

[http://www.blm.gov/style/medialib/blm/nifc/training/lodd.Par.42165.File.dat/BLM\\_LODD\\_HB\\_6\\_2012.pdf](http://www.blm.gov/style/medialib/blm/nifc/training/lodd.Par.42165.File.dat/BLM_LODD_HB_6_2012.pdf)