

Department of the Interior

**Executive Aviation Subcommittee
Charter**





Department of the Interior
Executive Aviation Subcommittee Charter

FOREWORD

The Executive Aviation Board (EAB) is responsible for the Department of the Interior (DOI) aviation program. The EAB is comprised of the Deputy Assistant Secretary, Public Safety, Resource Protection, and Emergency Services, the BLM Deputy Director for Administration and Programs, the USBR Deputy Commissioner, Policy, Administration, and Budget, the NPS Deputy Director for Operations, the USGS Deputy Director of Administration and Policy, the FWS Deputy Director for Program Management and Policy, and the Bureau Deputy Directors for BIA, OSMRE, BSEE and BOEM. The EAB provides executive oversight and performance accountability and assures that Department-wide strategies and initiatives are developed and implemented consistently throughout the DOI.

To improve aviation governance within the DOI, the EAB has established the Executive Aviation Committee (EAC). The EAC is comprised of Senior Executive Service level representatives from each DOI bureau and the Office of Aviation Services. The EAC will function as the primary executive committee responsible for developing strategic aviation objectives and initiatives as well as implementing EAB initiatives and strategies.

To collectively consider aviation issues that are common to all bureaus the EAC has formally established the Executive Aviation Subcommittee (EAS). The EAS is comprised of National Aviation Managers from each DOI bureau and the Office of Aviation Services. The EAS will function as the primary Subject Matter Experts (SMEs) with regards to DOI aviation topics and will be the primary group to complete any tasking issued by the EAC.



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The EAC and EAS is comprised of the following:

- Acquisition Services
- Bureau of Indian Affairs
- Bureau of Land Management
- Bureau of Ocean Energy Management
- Bureau of Reclamation
- Bureau of Safety and Environmental Enforcement
- National Park Service
- Office of Aviation Services, Office of the Secretary
- Office of Surface Mining Reclamation and Enforcement
- U.S. Fish and Wildlife Service
- U.S. Geological Survey

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1. INTRODUCTION.

- A. Purpose and Scope. The purpose of the Executive Aviation Subcommittee (EAS) is to provide the expertise necessary to maintain the safest and most efficient aviation programs across all Department of Interior (DOI) Bureaus. The EAS is accountable to the Executive Aviation Committee (EAC) and serves as the Subject Matter Experts in all aviation issues for the DOI. As required, the EAS drafts policy, procedures, and practices on behalf of DOI bureaus. It is recognized that for some specialty aviation programs the expertise resides within some bureaus, and not necessarily with all bureaus.
- B. Background. The Bureaus and the Department seek to enhance collaboration and sharing of strategic aviation opportunities between bureaus. The diversity of aviation mission needs within the DOI is unparalleled in the civilian federal government. DOI bureaus employ aviation assets in unique ways to meet their specific mission responsibilities. The challenge with aviation managers within the DOI is to continually explore areas of commonality between bureaus to maximize safety and efficiency, while understanding and acknowledging the unique needs of all bureaus. It is the responsibility of the EAS to provide the expertise to the EAC to ensure all aspects of program execution are understood and considered.
- C. Guiding Principles. As part of the overall stewardship responsibility, the EAS also adheres to, empowers, and promotes the following guiding principles in its execution of EAB and EAC objectives and directives:
- 1) Promote aviation safety at all levels in the Department.
 - 2) Strategic initiatives translated into actionable field activities.
 - 3) Focus on mission support.
 - 4) Clear authorities with defined roles and responsibilities.
 - 5) Promote efficient aviation operations throughout the Department and Bureaus.
 - 6) Risk decisions are made timely at the lowest appropriate and accountable level.
 - 7) Participation at the appropriate level with active engagement.
 - 8) Execute safe and efficient aviation operations within each respective bureau.
 - 9) Ensure strategic initiatives can be executed efficiently and effectively at the programmatic level.
 - 10) Ensure there are no organizational impediments to safe and efficient aviation operations within the Department or the Bureaus.

2. AUTHORITY.

The EAS is chartered under the direction of the EAC.



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3. GOALS.

- A. Assure safety is the foundation of the DOI aviation program.
- B. Ensure collaboration and cooperation across DOI bureaus and the DOI Office of Aviation Services (OAS).
- C. Explore ways to increase the efficiency of bureau aviation programs by seeking partnership and collaboration across DOI bureaus and other federal agencies.
- D. Ensure all bureaus have the tools and resources necessary for sound risk management decision making.

Where possible, reduce redundancy in asset acquisition between bureaus, reduce unnecessary overlap and costs of aviation operations across bureaus and offices and standardize aviation resources.

- E. Ensure planned aviation enterprise outcomes and business values are realized and that all parties adhere to investment processes.
- F. Ensure all facets of aviation program execution receive appropriate workload prioritization, to include OAS, IBC, and the bureaus.

4. RESPONSIBILITIES.

The Executive Aviation Subcommittee has responsibility to:

- A. Serve as primary working group for EAC providing support on aviation related issues at the strategic and operational level.
- B. Report to EAC on activities of the Subcommittee directed by the EAC.
- C. Complete Committee tasking within the established timeframes or convey extenuating circumstances as appropriate.
- D. Provide expertise for the EAC for the development of strategies, business practices, and policies.
- E. Recommend new or amended aviation policies on behalf of DOI bureaus to the EAC.
- F. Engage additional aviation SMEs as needed to complete aviation tasks and priorities.

5. MEMBERSHIP.

Permanent members of the EAS are:

- A. Deputy Director, Office of Aviation Services, Voting
- B. National Aviation Manager, Bureau of Reclamation, Voting
- C. National Aviation Manager, U.S. Fish and Wildlife Service, Voting
- D. National Aviation Manager, Office of Surface Mining Reclamation and Enforcement, Voting
- E. Division Chief, National Aviation Office, Bureau of Land Management, Voting
- F. National Aviation Manager, Bureau of Safety & Environmental Enforcement, Voting
- G. National Aviation Officer, Bureau of Indian Affairs, Voting
- H. National Aviation Officer, Bureau of Ocean Energy Management, Voting



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- I. National Aviation Manager, U.S. Geological Survey, Voting
- J. National Aviation Manager, National Park Service, Voting
- K. Chief, Acquisition Management Division, Non-voting

6. CHAIRS.

The EAS will be chaired by a rotating EAS member. The Chair will serve for a period of two (2) years and will automatically change to the next bureau at the beginning of each odd calendar year (e.g., 2013, 2015). The rotation for EAS Chair will be as follows: BSEE, BIA, BOEM, FWS, USGS, BLM, OSMRE, NPS, USBR. In the event of a vacancy in the upcoming bureau, that bureau may be skipped and the next bureau in line will become Chair. The rotation will take into consideration NIAC Chairs to ensure no one is Chair of NIAC and EAS simultaneously and when possible, avoid back-to-back chairing of NIAC and EAS. If the EAS Chair leaves their bureau while serving their term, the next in line will fulfill the remainder of the term and their scheduled term. The EAS Chair will be from the same bureau as the EAC Chair. The vice Chair will be the OAS EAS representative. Additionally, the Chair and Vice Chair are responsible for:

- A. Providing leadership, direction, and broad guidance.
- B. Fostering a positive environment where ideas can be shared openly.
- C. Ensuring decisions are made and recommendations finalized efficiently amongst EAS Members.
- D. Soliciting agenda items.
- E. Soliciting informational documentation for agenda items.
- F. Summarizing meeting results.
- G. Liaison with EAC.

7. ADMINISTRATION.

- A. Meetings. Meetings are called at the request of the Chairs of EAC or EAS, or other members and occur annually at a minimum. Any member may invite additional subject matter experts and specific stakeholders to the meetings in an advisory or supporting capacity; otherwise, attendance is limited to the designated members.
- B. Conducting Business. Business may be conducted outside of formal meetings via e-mail and phone throughout the year, but normally occur via a video call.
- C. Decisions. Membership will strive for consensus and not rely on a majority vote for decisions. For decisions that fail to reach consensus a position paper will be prepared for EAC consideration and final decision. The position paper should state the issue, include a discussion, and offer both pro and con recommendations.


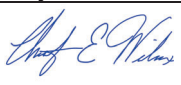



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8. APPLICABILITY.

This charter is effective immediately. It is reviewed annually (January of each year) by the EAS to ensure validity and effectiveness. The completion of the annual review will be captured in the January meeting notes. Any member of EAC or EAS can request a change to the charter, which must then be approved by the entire EAC.

Executive Aviation Committee Approvals

SHARON ROBERTS	Digitally signed by SHARON ROBERTS Date: 2024.04.26 07:55:24 -04'00'	4/26/2024
Acquisition Services		Date:
TRINA LOCKE	Digitally signed by TRINA LOCKE Date: 2024.05.23 12:54:47 -06'00'	
Bureau of Indian Affairs		Date:
	Digitally signed by GRANT BEEBE Date: 2024.04.17 15:09:12 -06'00'	
Bureau of Land Management		Date:
JAMES KENDALL	Digitally signed by JAMES KENDALL Date: 2024.04.19 10:48:45 -05'00'	
Bureau of Ocean Energy Management		Date:
CHRISTOPHER BEARDSLEY	Digitally signed by CHRISTOPHER BEARDSLEY Date: 2024.06.03 08:35:27 -06'00'	
Bureau of Reclamation		Date:
STACEY NOEM	Digitally signed by STACEY NOEM Date: 2024.05.01 11:18:57 -04'00'	
Bureau of Safety and Environmental Enforcement		Date:
	Digitally signed by CHRISTOPHER WILCOX Date: 2024.04.18 15:26:38 -06'00'	
National Park Service		Date:
SUSAN BATES	Digitally signed by SUSAN BATES Date: 2024.08.06 12:59:40 -06'00'	
Office of Aviation Services, Office of the Secretary		Date:
	Digitally signed by THOMAS SHOPE Date: 2024.04.17 17:38:50 -04'00'	
Office of Surface Mining Reclamation and Enforcement		Date:
Digitally signed by JEROME FORD Date: 2024.05.01 09:59:58 -04'00'		
U.S Fish and Wildlife Services		Date:
BRIAN WACHTER	Digitally signed by BRIAN WACHTER Date: 2024.04.18 09:05:36 -04'00'	
U.S. Geological Survey		Date: