



United States Department of the Interior
Office of Aviation Services
300 E Mallard Drive, Suite 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 10

Subject: Continuous Improvement of DOI Aviation Policy through Field Input

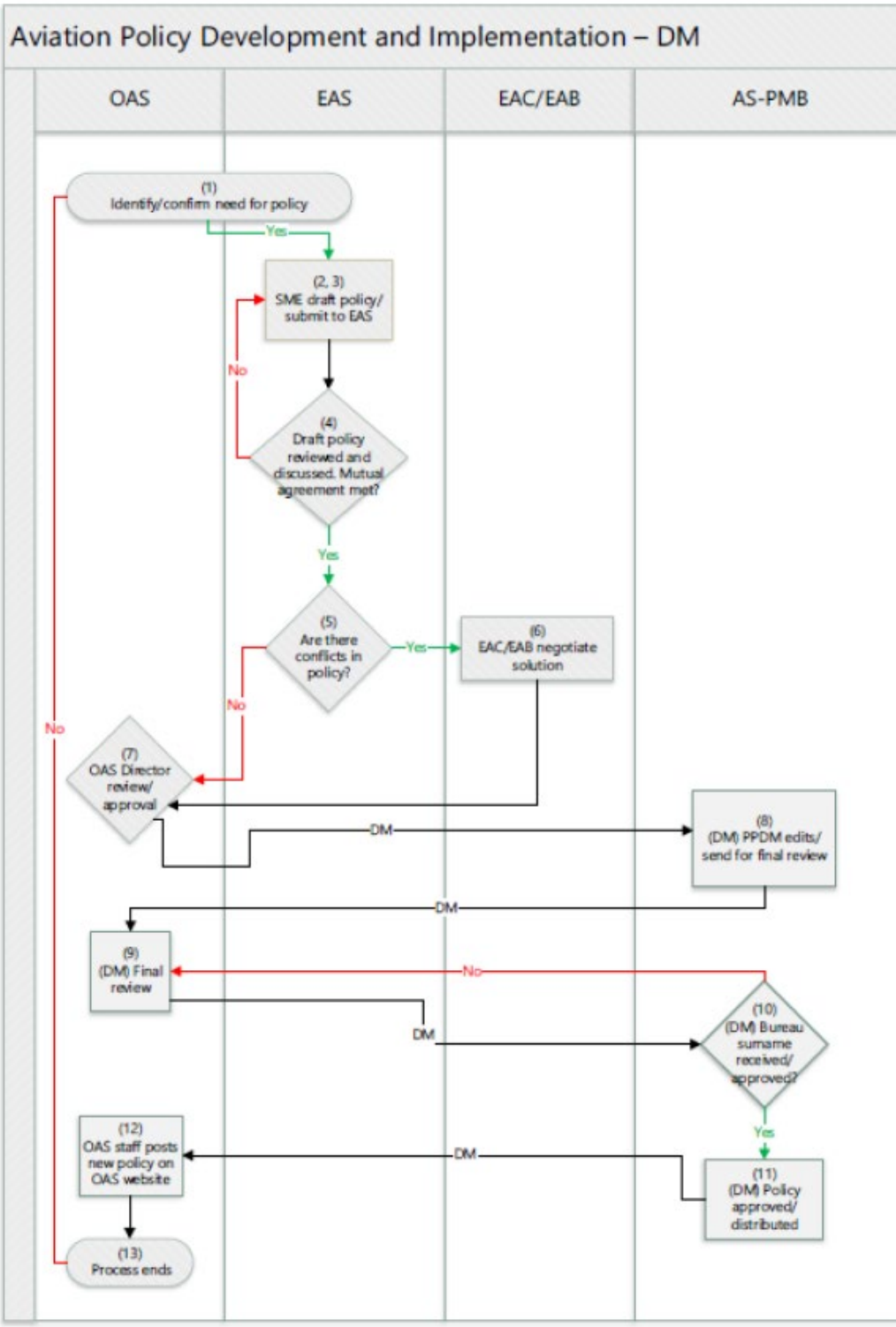
Effective Date: January 1, 2025

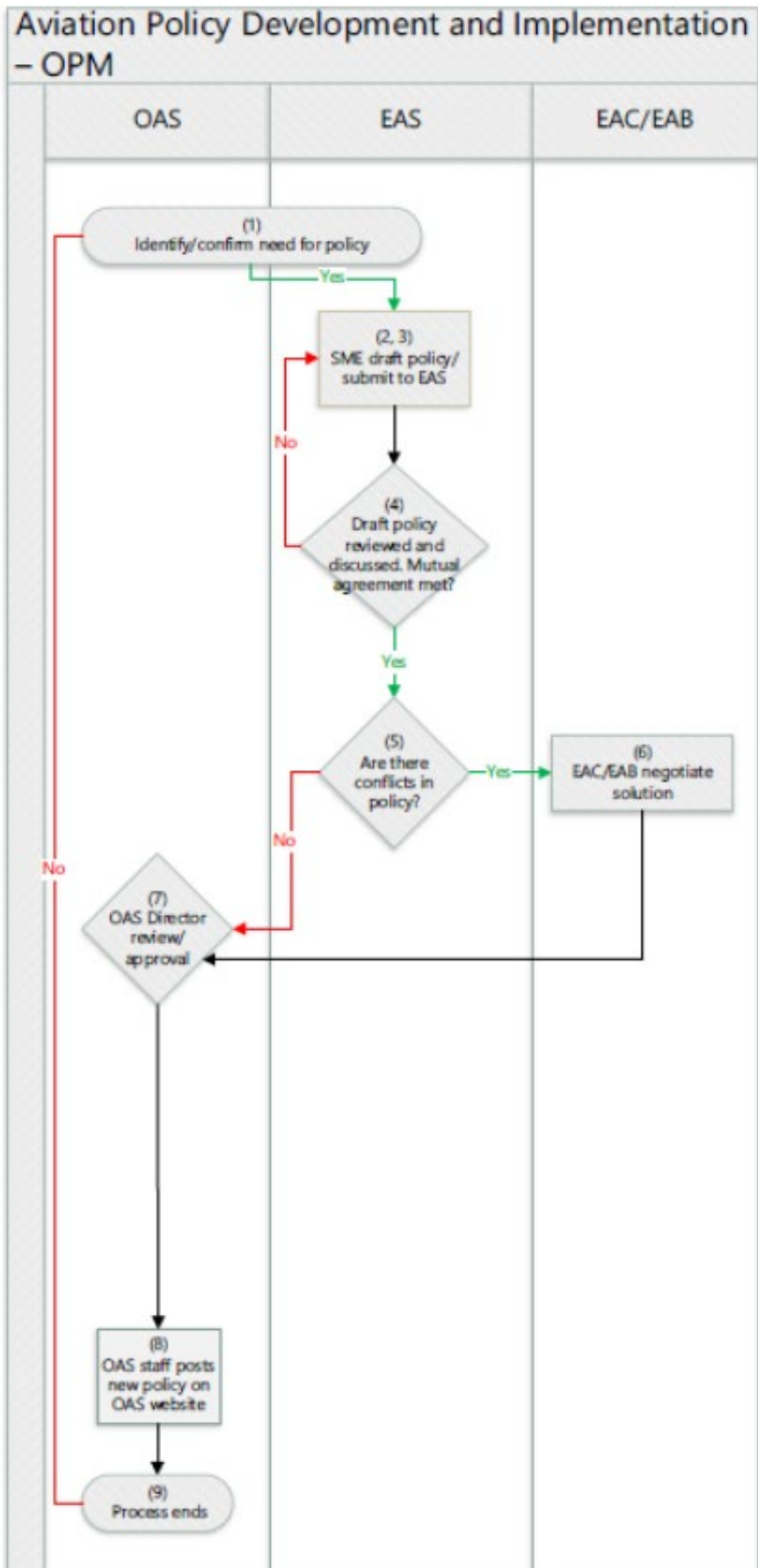
Last Updated: September 15, 2017

Expiration Date: December 31, 2025

1. **Summary of Changes.** The Executive Aviation Subcommittee (EAS) reviewed on 10 November, 2022, and determined that no changes were required to the OPM.
2. **Purpose:** The purpose of this OPM is to provide the Department of the Interior (DOI) with policy on a new initiative to enhance the relevancy and agility of Department aviation policy through a process that encourages regular field user inputs in support of continuous improvement.
3. **Authority:** This policy is established by the Director, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3322 dated August 23, 2012.
4. **Scope:** This OPM applies to all bureaus and offices within DOI
5. **Background:** OPM's were instituted to ensure DOI aviation policy remained current and relevant in the face of changing legislation, regulation, improvements in technology, changes in mission operations, and lessons learned from mishap investigations. While OPM's historically provided annual opportunities to improve DOI aviation policies, they lacked a process that encouraged regular field input that could be adjudicated by OAS and bureau aviation managers for potential OPM incorporation. As a result, OPM versions were their most relevant when first signed, but gradually became less so as lessons were learned from putting them into practice, derived from mishap investigations, etc.
6. **Policy:** This OPM closes that gap, providing a process that encourages timely field input to the aviation policy process and OAS and bureau national aviation manager assessment of inputs for possible incorporation. In general, the application of policies and procedures outlined in this OPM are the joint responsibility of OAS and each bureau within the Department, which uses or operates government owned or contracted aircraft in the performance of their mission. All DOI office and bureau aviation managers are responsible for promoting the use and compliance with this OPM in an effort to make DOI aviation policy as current and relevant as possible. Timely and relevant feedback to the field regarding their inputs to improve OPM's is key to the success of this policy. OAS and bureau aviation managers are responsible for providing this timely feedback.

7. **Procedure**: The following flow charts outlines the process for submitting suggested changes to DOI Policy. Inputs may come from any DOI federal or contract employee.





8. **Submissions:** Submissions must be made via the following link: ([OPM-10 Submission Form](#)) or via email to the respective bureau/office aviation manager (list available at: https://www.doi.gov/aviation/eab/nam_members). Submissions must include the following minimum information:
- A. Name of the submitter:
 - B. Email address:
 - C. Phone number (best daytime contact #):
 - D. Bureau/Unit or Region/Division, (e.g., BLM/CA/ Calif Desert District, OAS AK Region/Hangar):
 - E. Current position: Resource advisor, helicopter crew member, wildlife biologist, etc.:
 - F. What you utilize aviation for (e.g., fire, SAR, ACETA, recon):
 - G. Name of your RAM/SAM/NAM/RD/Div. Chief, etc.:
 - H. What policy document this recommendation pertains to (e.g., DM351-chapter page 4- section 2B or OPM-4):
 - I. Existing Text to correct:
 - J. Recommended language (new or correction):
 - K. Narrative/justification: why you are recommending either a change or the addition of new language (e.g., new updated information, policy is no longer valid, info is incorrect):
 - L. Your estimate of how critical this request is:
 - 1) requires immediate attention,
 - 2) can occur during next revision
 - 3) can occur during annual update.

Susan E. Bates
Director, Office of Aviation Services