

Department of the Interior Departmental Manual

Effective Date: July 27, 2011
Series: Aviation Management
Part 350: General Program Requirements
Chapter 2: Issuance of Aviation Policy and Guidance

Originating Office: National Business Center

350 DM 2

2.1 **Purpose.** This chapter provides an overview and general description of the types of policy issuances and guidance for the Department's aviation management program.

2.2 **Issuances.** General policy and guidance for the aircraft management program are published in the Departmental Manual (DM), Parts 350-354. Additional aviation policy and guidance not issued in the DM is issued under the authority of the Director, NBC, and includes the following:

A. Operational Procedures Memoranda (OPMs). Temporary or interim Departmental policy directives issued to permit timely dissemination of instructional and/or procedural materials to update, modify, or supplement policy in the DM.

B. Handbooks (HBs). Departmental Handbooks provide detailed procedures and requirements for policy established in the DM.

C. Information Bulletins (IBs). Announcements and information of general interest are published as IBs. IBs are non-directive, bear no expiration date, and may be discarded at the discretion of the recipient. Any superseded IB will be noted in the new release. Annually, the Aviation Management Directorate will issue a listing of all current IBs.

D. Operation Guides (OGs). Guides that communicate preferred procedures for a specific aspect of aviation operations. They are not policy, nor are they mandatory at the Departmental level, but may be adopted as such by a bureau.

2.3 **Distribution.**

A. Departmental Manual Releases. Policies published in the DM are available from the Department's Electronic Library of Interior Policies: <http://elips.doi.gov>.

B. Other Issuances. OPMs, HBs, IBs, and OGs are distributed by AMD in accordance with bureau distribution lists. Master distribution lists are maintained by the AMD Headquarters Office. To the extent possible, electronic distribution is encouraged.

2.4 **Contents of DM Chapters.** Material published in Parts 350-354 DM Series, is titled within the following listing:

Part 350 General Program Requirements

- Chapter 1 General Administration
- Chapter 2 Issuance of Aviation policy and Guidance

Part 351 Aviation Operations

- Chapter 1 Flight Operations Standards and Procedures
- Chapter 2 Aircraft Equipment and Maintenance
- Chapter 3 Flight Crewmember Policy
- Chapter 4 Cooperator Operations
- Chapter 5 Aviation Management Service Support for Non-Federal, Government

Entities

Part 352 Aviation Safety

- Chapter 1 Aviation Safety Program
- Chapter 2 Aviation Program Evaluations
- Chapter 3 Aircraft Mishap Notification, Investigation, and Reporting
- Chapter 4 Aviation Safety Awards Program
- Chapter 5 Aircraft and Aviation Facility Security

Part 353 Aviation Services

- Chapter 1 Aircraft Contracting
- Chapter 2 Aircraft Acquisition and Disposition

Part 354 Reserved