

Approved: 9-25-95
Review Date: 9-25-97
Change 1: 10-13-95
Change 2: 10-26-95
Change 3: 12-08-00

SUBJECT: **AVIATION**

1. **OBJECTIVE.** To establish the framework for an effective aviation program, and reduce or eliminate accidental losses and injuries in Departmental and contractor aviation operations.
2. **CANCELLATION.** The Order (s) listed below is/are canceled. Cancellation of an Order does not, by itself, modify or otherwise affect any contractual obligation to comply with such an Order. Canceled Orders that are incorporated by reference in a contract shall remain in effect until the contract is modified to delete the reference to the requirements in the canceled Orders.
DOE 5480.13A, AVIATION SAFETY, of 2-23-93.
3. **APPLICABILITY.**
 - a. **DOE Elements.** This Order applies to all DOE elements including the Administrator of the National Nuclear Security Administration (NNSA) involved with the operation and maintenance of aircraft, except for the exclusions in section 3.c.
 - b. **Contractors.** The Contractor Requirements Document (CRD), Attachment 1, sets forth requirements to be applied to all non-NNSA contractors responsible for managing, operating, and maintaining DOE-owned or -leased aircraft. Contracting officers shall ensure the CRD is incorporated into all current and future contracts associated with aircraft operations and maintenance. Contractor compliance with the CRD is required to the extent set forth in a contract. NNSA contractors are under the authority of the Administrator of the NNSA. Except for exclusions in c. (3) below, this Order applies to DOE contractors and organizations with responsibilities or cognizance over DOE aviation operations, procurement of commercial aviation services, or related activities.
 - c. **Exclusions.** The Bonneville Power Administration (BPA) is exempted from this Order based on the terms of the following memorandums of agreement. If either of the memorandums of agreement is terminated, this exemption is no longer valid.
 - (1) The memorandum of agreement between DOE and BPA documenting the status of the BPA aviation organization as independent of DOE regulations.
 - (2) The memorandum of agreement between BPA and the Federal Aviation Administration (FAA) regarding FAA oversight of BPA aviation operations.

Vertical line denotes change.

Distribution:
All Departmental Elements

Initiated By:
Office of Environment,
Safety and Health

4. REQUIREMENTS.

- a. Aircraft in service to DOE shall be operated in accordance with the applicable parts of Title 14 Code of Federal Regulations and/or equivalent international or military standards appropriate to the operation and type of aircraft in service. DOE organizations shall ensure that requirements are established for the following:
 - (1) Training programs for personnel involved with aviation operations.
 - (2) Flight and duty time limitations.
 - (3) Personnel qualifications.
 - (4) Aircraft maintenance requirements.
 - (5) Flight-following procedures.
- b. All DOE organizations utilizing aviation operations shall submit an implementation plan for complying with this Order to the Senior Aviation Management Official within 180 days of the issuance of this Order.
 - (1) Amendments or changes to the implementation plan shall be submitted to the Senior Aviation Management Official for approval.
 - (2) Implementation plans and changes shall be considered approved if the Senior Aviation Management Official has not responded within 90 days of the receipt of the document.
 - (3) Implementation plans shall be reviewed annually by the Senior Aviation Management Official.
- c. DOE organizations conducting unmanned aircraft operations outside the scope of Title 14 Code of Federal Regulations shall establish policies and procedures to ensure the safety and effectiveness of their aviation operations.
- d. Aviation safety documentation shall be developed by each DOE organization for each mission that has risks not normally accepted by the public.
- e. Department of Energy organizations involved in aircraft charter and lease operations shall ensure that aircraft charter and lease contractors are evaluated by the appropriate Department of Energy organization of designee prior to the initiation of flight operations.

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- f. The use of supplemental (part-time) pilots acting in any capacity as a flight crew member on board DOE fleet (owned) aircraft is prohibited unless the following standards are incorporated into an Office's Aviation Implementation Plan and the contractor's aviation procedures or operations manual.
- (1) The pilot shall hold an appropriate pilot rating for the operation being conducted and a type rating if required;
 - (2) an instrument rating, if the operation requires flight under instrument conditions;
 - (3) have a minimum 1200 hours as a pilot in the category and class of aircraft to be flown;
 - (4) have a minimum 500 hours as pilot-in-command in the make and model aircraft to be flown;
 - (5) have logged in the previous 30 days prior to assignment as a flight crew member, at least 15 hours as pilot-in-command in the make and model of aircraft to be flown; and
 - (6) complete a training course, including orientation flights, conducted by the hiring organization in the type of mission to be flown that addresses crew resource management, any identified hazards associated with the area or type of operation and flight mission profile to be performed.

5. RESPONSIBILITIES.

- a. The Secretary of Energy shall appoint an Aviation Board of Directors and a Senior Aviation Management Official.
- b. The DOE Aviation Board of Directors shall approve broad policy and procedures for the procurement, operations, safety, and disposal of DOE aircraft and aviation services.
- c. The Assistant Secretary for Environment, Safety and Health shall develop DOE aviation policy and conduct aviation safety oversight.
- d. The DOE Senior Aviation Management Official shall:
 - (1) provide technical assistance and guidance and be the focal point for the collection, retention, evaluation, and dissemination of aviation information;
 - (2) represent the Department to other government agencies concerning aviation operations and reporting; and
 - (3) approve aviation implementation plans.
- e. Cognizant Secretarial Officers, Heads of Departmental Elements, Heads of Power Marketing Administrations, and Heads of Field Organizations that conduct aviation operations within their programs shall:
 - (1) develop and implement effective aviation operation, airworthiness, and safety programs; and
 - (2) ensure the effectiveness of contractor aviation operations, airworthiness, and safety programs.

6. CONTACT. DOE Headquarters Office of Field Support (EH-53) at 301-903-3477.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration

Vertical line denotes change.

CONTRACTOR REQUIREMENTS DOCUMENT

1. DOE contractors shall conduct aviation operations in a safe and prudent manner.
2. Contractors that lease, charter, or operate aircraft for DOE shall do the following.
 - a. Ensure that aircraft in service to DOE are operated in accordance with the applicable parts of Title 14 Code of Federal Regulations and/or equivalent international or military standards appropriate to the operation and type of aircraft in service.
 - b. Establish, in consultation with DOE, requirements for the following.
 - (1) Training programs for personnel involved with aviation operations.
 - (2) Flight and duty time limitations.
 - (3) Aviation personnel qualifications.
 - (4) Aircraft maintenance requirements.
 - (5) Flight-following procedures.
 - c. Ensure evaluation of charter and leased aircraft operations by the appropriate DOE organization or designee prior to the initiation of flight operations.
 - d. Establish safe and effective policies and procedures for the conduct of aviation operations that have no directly applicable aviation standard (unmanned aircraft operations, research and development operations, etc.).
 - e. Ensure that aviation safety documentation is developed and approved for each mission that has risks not normally accepted by the public.

U.S.Department of Energy
Washington, D.C.

PAGE CHANGE

DOE O 440.2, Chg 1

10-13-95

SUBJECT: AVIATION

1. PURPOSE. To transmit revised pages to DOE O 440.2, AVIATION, of 9-25-95.
2. EXPLANATION OF CHANGE. Based on a review of DOE O 440.2, by the Office of Environment, Safety and Health (EH), it was found that a requirement was erroneously omitted during the preparation of the final Order and its publication. This requirement has been incorporated on page 2, paragraph 4e.
3. FILING INSTRUCTIONS.

a. Remove Page	Dated	Insert Page	Dated
1 and 2	9-25-95	1	9-25-95
2	10-13-95		
3 (and 4)	9-25-95	3 (and 4)	10-13-95

- a. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration

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All Departmental Elements

INITIATED BY:
Office of Environment,
Safety and Health

U.S. Department of Energy
Washington, D.C.

PAGE CHANGE

DOE O 440.2, Chg 2

10-26-95

SUBJECT: AVIATION

1. PURPOSE. To transmit revised pages to DOE O 440.2, AVIATION, of 9-25-95.
2. EXPLANATION OF CHANGE. Based on a decision by the Directives Management Board, Departmental Safety Orders, and other selected Orders, will reflect no expiration date to clarify that they will remain in effect until superseded or replaced. Therefore, these Orders will show only Approval Date and Review Date. The Directives System review cycle is discussed in DOE M 251.1-1, DIRECTIVES SYSTEM MANUAL, of 10-16-95
3. FILING INSTRUCTIONS.

a. Remove Page	Dated	Insert Page	Dated
1	9-25-95	1	10-26-95
2	10-13-95	2	10-13-95

- a. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration

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Office of Environment,
Safety and Health

U.S. Department of Energy
Washington, D.C.

PAGE CHANGE

DOE O 440.2 Chg 3

12-8-00

SUBJECT: AVIATION

1. **PURPOSE.** To revise pages to DOE O 440.2, AVIATION, of 10-26-95.
2. **EXPLANATION OF CHANGE.** Several DOE sites are now contracting for supplemental (part-time) pilots to augment the full time flight crews. The lack of adequate standards addressing qualifications, recency experience (currency), or the use of supplemental contract pilots acting in the capacity of flight crew members presents a potentially hazardous flight safety issue to the Department. This Page Change supplies these standards.
3. **FILING INSTRUCTIONS.**

a. Remove Page(s)	Dated	Insert Page	Dated
1 and 2	10-26-95	1	12-08-00
		2	10-26-95
		2a	12-08-00

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- b. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



T.J. GLAUTHIER
Deputy Secretary

Distribution:
All Departmental Elements

Initiated By:
Office of Environment,
Safety and Health