

**ISMS Training Document**  
**Track 2, Activity 21 – September 2011**  
**Aviation Safety**

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**Activity**

Describe the features of the ORO Aviation Management and Safety Program.

At the completion of this activity, fill out the Self-Certification Form certifying that you have read this activity sheet.

**Note:** When regulations, Department of Energy (DOE) directives, or other industry standards are referenced in this ISMS activity, please use the most recent version. In addition, please note that DOE Guides provide preferred, non-mandatory, supplemental information about acceptable methods for implementing requirements, including lessons learned, suggested practices, instructions, and suggested performance measures. Guides do not impose requirements but may quote requirements if the sources are adequately cited. Alternate methods may be used if it can be demonstrated that they provide an equivalent or better level of performance.

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**Key Documents**

- [DOE O 440.2C](#) (Change 1, Aviation Management and Safety)
  - ORO Directives Management Group, Key Management Documents, [http://www-internal.oro.doe.gov/dmg/oro\\_keymanagementdoc.htm](http://www-internal.oro.doe.gov/dmg/oro_keymanagementdoc.htm)
  - SCMS Procedures or other Oak Ridge Office documents
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**What's In It For Me**

The DOE Aviation Safety function includes reporting of all commercial aviation services (CAS) flights costs, and senior official travel costs. The procurement of unmanned aircraft systems (UAS) costs exceeding \$100K shall also be reported. This function provides aviation safety support to our contractors to include UT-B. The completion of this activity is expected to help you become familiar with the general requirements applicable to Aviation Safety so that you are better able to recognize them as they relate to your job.

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**Purpose of the ORO Aviation Safety and Management Program**

The purpose of the ORO Aviation Safety Management is to establish a policy framework that will ensure safety, efficiency and effectiveness of government or contractor aviation operations and to ensure that line management oversees the contractors' Aviation Safety and Management programs.

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**Applicability and General Requirements**

The DOE O 440.2C applies to (1) any DOE element that manages, operates, and/or maintains Federal aircraft, or oversees related services, and to (2) DOE elements that obtain commercial aviation services (CAS).

- Aviation activities at ORO are generally confined to charter CAS services for aerial surveys and photography.
  - DOE/NNSA elements that contract or utilize CAS operations must select an operator from the "Accepted Operator List" located on the Office of Aviation Management (OAM) web site.
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**ORO Aviation**

The significant duties include the following:

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**Safety and  
Management  
Program Duties**

- a. Implements DOE/NNSA aviation management and safety policy and establishes the field element's standards for the aviation program that will ensure an effective, safe, secure and cost-efficient operation.
  - b. Develops the organization's Aviation Implementation Documents and annually reviews the AID to ensure that it is current.
  - c. Provides direction to DOE/NNSA contractors performing aviation-related services.
  - d. Reviews, evaluates, and monitors cost, performance, and technical competency of aviation contractors as authorized by the contracting officer.
  - e. Serves as a voting member of DOE/NNSA Aviation Board of Directors.
  - f. As needed, will appoint and coordinate, a *Flight Readiness Review Board* of subject matter experts and ensure that all Board deliverables come through the field element's ASO. As a minimum, the Board will consist of a Board Chair and two members.
  - g. Performs assessments of CAS providers and/or aviation support services to ensure the safety of aircraft operations. Assessment reports of CAS operators will be forwarded to OAM for inclusion to or removal from, the DOE/OAM Accepted Operator List.
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**Relevance**

- a. DOE/NNSA Government aircraft, including CAS and unmanned aircraft systems (UAS), in service to DOE/NNSA must be operated and maintained in accordance with the applicable parts of Title 14 CFR appropriate for the mission, size and scope of the operation, type of aircraft in service, and comply with Title 41 CFR Part 102-33 and applicable laws.
  - b. ORO aviation missions currently performed by contractors, and requiring DOE oversight, include the operation of UAS and contracting for passenger transportation by ORNL; and contracting for aerial photography by ORNL and EM contractors.
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**To Learn More**

- [49 CFR, \*Transportation\*](#)
  - [Title 14, Aeronautics and Space](#)
  - [http://scms.oro.doe.gov/OrbitSearch/ProgDesc/AVMS/AVMS\\_PD.cfm](http://scms.oro.doe.gov/OrbitSearch/ProgDesc/AVMS/AVMS_PD.cfm)
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