

ES&H RESPONSIBILITIES

DATED: 11/18/2008

SUBJECT: AVIATION MANAGEMENT AND SAFETY

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Staff.
3. RESPONSIBILITIES.
 - a. Assistant Manager, Environment, Safety, and Health (AMESH). Ensures those tasks identified in DOE O 440.2B, Change 1, subparagraph 5g, are performed.
 - b. Director, Technical Support and Assessment Division (AMESH).
 - (1) Appoints the collateral duty Aviation Program Manager (APM) and Aviation Safety Officer (ASO), who is responsible for ORO aviation functions.
 - (2) Ensures the ORO APM/ASO is qualified under the appropriate DOE Qualification Standard.
 - (3) Provides aviation management and safety subject matter support to ORO staff and Contracting Officer's Representatives (CORs) for implementation of the requirements of DOE O 440.2B, Change 1, and this Chapter.
 - c. ORO Aviation Program Manager and Aviation Safety Officer.
 - (1) Performs those tasks identified in DOE O 440.2B, Change 1, subparagraphs 5k and 5l. For aviation activities involving ORO contractors, these are coordinated with the appropriate COR.
 - (2) Issues the "ORO Aviation Implementation Plan (AIP)" available online at http://www-internal.oro.doe.gov/esq/amesh_new/FY%2008%20Aviation%20Implementation%20Plan.pdf.
 - d. Contracting Officer's Representatives. Perform those tasks identified in DOE O 440.2B, Change 1, subparagraphs 5g(2), g(3), and g(4).
 - e. Procurement and Contracts Division, ORO. Performs those functions in DOE O 440.2B, Change 1, subparagraph 5n.
 - f. ORO Staff. Reviews, is knowledgeable of, and complies with applicable requirements in DOE O 440.2B, Change 1, and the ORO AIP. Any staff planning travel using charter aircraft must comply with the provisions in DOE O 440.2B, Change 1, subparagraph 5h and the ORO AIP.
4. REFERENCES.

"ORO Aviation Implementation Plan (AIP)" available online at http://www-internal.oro.doe.gov/esq/amesh_new/FY%2008%20Aviation%20Implementation%20Plan.pdf.