

## DOE AVIATION MANAGER (AvM) – JOB TASK ANALYSIS

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### Job Analysis Worksheet for Tasks

#### DOE AVIATION MANAGER

	<b>Task</b>	<b>Source</b>	<b>Importance</b>	<b>Frequency</b>
A	Establishes goals for the field aviation program based on the anticipated requirements as applicable to DOE/NNSA, the field element, and other DOE/NNSA organizations that may require aviation services.	<b>DOE O 440.2C, chng 1</b>	<b>5</b>	<b>1</b>
B	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 in accordance with this Order.	<b>DOE O 440.2C, chng 1</b>	<b>5</b>	<b>2</b>
C	Develops the organization's Aviation Implementation Documents (AID) and annually reviews the AID to ensure that it is current.	<b>DOE O 440.2C, chng 1</b>	<b>5</b>	<b>1</b>
D	Provides direction to DOE/NNSA contractors performing aviation-related services, via the appropriate designated representative in accordance with the contract statement of work and/or the CRD included in the contract. This includes the types of missions that are required and the regulations, policies, and standards that contractors are to follow. Provides revised AID to contracting officer or designated representative as necessary to ensure revisions to contractor written aviation programs as required by the statement of work and/or CRD.	<b>DOE O 440.2C, chng 1</b>	<b>4</b>	<b>2 or N/A</b>
E	Reviews, evaluates, and monitors cost, performance, and technical competency of aviation contractors as authorized by the contracting officer or his designated representative.	<b>DOE O 440.2C, chng 1</b>	<b>4</b>	<b>2</b>
F	May be appointed, or has collateral duties, as an ASO for the field element aviation program or provides direction to the ASO based on the needs of the program.	<b>DOE O 440.2C, chng 1</b>	<b>4</b>	<b>1</b>
G	Provides required reports and information as applicable to the DOE/NNSA regarding field element aviation activities, including reports required by OMB Circulars A-11 Section 300, Preparation, Submission and Execution of the Budget; A-76, Performance of Commercial Activities (if necessary); OMB Circular A-126, Improving the Management and Use of Government Aircraft; and reports required by paragraph 11 in the Requirements section of this Order.	<b>DOE O 440.2C, chng 1</b>	<b>4</b>	<b>2</b>

## DOE AVIATION MANAGER (AvM) – JOB TASK ANALYSIS

H	Complies with all applicable Laws, Regulations and Policy requirements concerning aviation activities.	DOE O 440.2C, chng 1	5	4
I	Serves as a voting member of DOE/NNSA Aviation Board of Directors.	DOE O 440.2C, chng 1	3	1
J	Develops and implements an integrated safety management system as provided by DOE P 450.4A, <i>Safety Management System Policy</i> , dated 4-25-2011, and as required by paragraph 9 of this Order, appropriate to the scope of operations.	DOE O 440.2C, chng 1	5	1
K	As needed, will appoint and coordinate, or assign a designee who will appoint and coordinate, a <i>Flight Readiness Review Board</i> 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.	DOE O 440.2C, chng 1	4	1
L	Has authority to perform 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 Accepted Operator List.	DOE O 440.2C, chng 1	4	1

### Job Analysis Worksheet for Competencies

#### DOE AVIATION MANAGER

#	Competency	Source	Importance	Frequency
1	Aviation managers shall demonstrate a working level knowledge of the department's aviation history, organization, and missions.	Aviation Manager Qualification Standard Reference Guide	2	4
2	Aviation managers shall demonstrate a working level knowledge of DOE 440.1C, Aviation Management and Safety.	Same as above	5	4
3	Aviation managers shall demonstrate a working level knowledge of the roles of the Aviation Board of Directors (ABD), the Senior Aviation Management Official (SAMO), and the Office of Aviation Management (OAM).	Same as above	3	4

## DOE AVIATION MANAGER (AvM) – JOB TASK ANALYSIS

4	Aviation managers shall demonstrate a familiarity level knowledge of a typical commercial (civil) aviation organization.	Same as above	3	4
5	Aviation managers shall demonstrate a working level knowledge of their site specific Aviation Implementation Plan (AIP).	Same as above	5	4
6	Aviation managers shall demonstrate a working level knowledge of the capabilities of the aircraft used in their program.	Same as above	5	4
7	Aviation managers shall demonstrate a working level knowledge of Federal Aviation Administration's (FAA's) role in DOE Aviation.	Same as above	4	4
8	Aviation managers shall demonstrate a working level knowledge of the organization of the Code of Federal Regulations (CFR) and how to locate information in it.	Same as above	4	4
9	Aviation managers shall demonstrate the ability to conduct evaluations of commercial aviation service (CAS) operators using the DOE Commercial Aviation Services Checklist.	Same as above	3	4
10	Aviation managers shall demonstrate a working level knowledge of the requirements contained in 14 Code of Federal Regulations (CFR) Parts 91, General Operating and Flight Rules; 121, Operating Requirements: Domestic, Flag, and Supplemental Operations; 133, Rotorcraft External-Load Operations; 135, Operating Requirements: Commuter and On-Demand Operations; and 137, Agricultural Aircraft Operations for commercial operators.	Same as above	4	4
11	Aviation managers shall demonstrate a familiarity level of knowledge with the department's aviation accident/fatality history and its impact on the program.	Same as above	3	4
12	Aviation managers shall demonstrate a working level knowledge of their site-specific pre-accident plan.	Same as above	5	4
13	Aviation managers shall demonstrate a familiarity level knowledge of DOE Order 225.1A, Accident Investigation and its associated Guide, DOE G 225.1A-1, Guide for DOE O 225.1 Accident Investigations.	Same as above	3	4
14	Aviation managers shall demonstrate a working knowledge of the National Transportation Service Board's (NTSBs) role in investigating DOE aviation accidents.	Same as above	3	4
15	Aviation managers shall demonstrate a working level knowledge of how to notify the National Transportation Safety Board (NTSB) if an accident	Same as above	3	4

## DOE AVIATION MANAGER (AvM) – JOB TASK ANALYSIS

	occurs and the information that is required in the notification.			
16	Aviation managers shall demonstrate a familiarity level knowledge of DOE O 232.1A, Occurrence Reporting and Processing of Operations Information and its associated Guide, DOE G 232.1-1A, Occurrence Reporting and Processing of Operations Information.	Same as above	3	4
17	Aviation managers shall demonstrate a familiarity level knowledge of the GSA Aircraft Accident Incident Reporting System (AAIRS).	Same as above	3	4
18	Aviation managers shall demonstrate a familiarity level knowledge of the Aviation Safety and Management Awards Program.	Same as above	4	4
19	Aviation managers shall demonstrate a familiarity level knowledge of 41 CFR 102-33, Federal Management Regulations.	Same as above	3	4
20	Aviation managers shall demonstrate a familiarity level knowledge of Office of Management and Budget (OMB) Circular A-76, Performance of Commercial Activities.	Same as above	1	4
21	Aviation managers shall demonstrate a working level knowledge of Office of Management and Budget (OMB) Circular A-126, Improving the Management and Use of Government Aircraft.	Same as above	4	4
22	Aviation managers shall demonstrate a working level knowledge of safeguards and security as it relates to aviation operations.	Same as above	5	4
23	Aviation managers shall demonstrate a working level knowledge of the routine reports concerning senior federal travelers who use aircraft, charter aircraft, and travel on aircraft required to be submitted semi-annually to headquarters.	Same as above	4	4
24	Aviation managers shall demonstrate a working level knowledge of entering aircraft utilization, cost, commercial aviation service data, and aircraft information data into the GSA Federal Aircraft Interactive Reporting System (FAIRS).	Same as above	4	4
25	Aviation managers shall demonstrate a working level knowledge of the department's philosophy and approach to implementing an Integrated Safety Management System.	Same as above	5	4

# DOE AVIATION MANAGER (AvM) – JOB TASK ANALYSIS

## Job Analysis Worksheet for Competencies Linkage

### DOE AVIATION MANAGER

Competencies	AvM DUTIES AND RESPONSIBILITIES											
	A	B	C	D	E	F	G	H	I	J	K	L
1	3	4	3	2	2	2	1	1	3	2	3	3
2	5	5	5	5	5	5	4	5	3	5	5	5
3	3	2	2	1	1	3	2	2	3	2	2	2
4	3	3	3	1	1	3	3	2	3	3	2	5
5	5	5	5	5	5	5	5	5	3	5	5	5
6	5	5	5	5	5	5	5	5	3	5	5	5
7	3	3	3	4	4	3	1	2	3	3	2	4
8	3	3	4	4	4	3	1	4	3	3	2	4
9	4	3	3	5	5	3	1	2	3	3	2	5
10	4	3	4	4	4	4	1	4	3	3	2	4
11	3	4	2	1	1	2	1	1	3	4	3	2
12	5	5	5	5	5	5	1	2	3	5	5	5
13	3	3	2	3	3	3	1	3	3	3	3	2
14	3	3	2	3	3	3	1	3	3	3	3	3
15	3	3	2	3	3	3	1	3	3	3	3	3
16	3	3	2	3	3	3	1	3	3	3	3	3
17	3	3	2	3	3	3	1	1	3	3	3	3
18	4	3	4	4	4	4	4	3	3	2	1	3
19	4	3	2	3	3	3	4	1	3	3	2	3
20	2	1	1	2	2	1	1	3	3	1	1	1
21	1	3	3	2	2	2	2	4	3	1	1	1
22	5	5	5	5	5	5	1	2	3	5	5	5
23	4	2	3	3	3	3	5	2	3	1	1	3
24	4	2	3	3	3	3	5	2	3	1	1	4
25	5	5	5	5	5	5	1	3	3	5	5	5

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