



United States Department of the Interior
National Business Center
Alaska Region/Aviation Management
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AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) 04-AR-2

Subject: Procedure for Completing AM Aircraft Flight/Use Reports (OAS-2) in Alaska

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.1 Purpose.

This OPM outlines the procedure for recording flight and payment information on Aviation Management (AM) Aircraft Flight/Use Reports (OAS-2) for Alaska fleet aircraft, and privately owned aircraft when operating on official business.

.2 Alaska Fleet Aircraft

Aircraft owned by the Department of the Interior, maintained by AM, and assigned to bureaus for their exclusive use and operational control through negotiated written agreement between the Alaska Regional Director and the proper official of the user bureau(s). Flight time for Alaska fleet aircraft shall be recorded on form OAS-2.

A. Flight Time

The pilot flying an Alaska fleet aircraft will record flight/engine run information on a separate OAS-2 form for each flight. Flight time shall be recorded on the OAS-2 form using the Hobbs meter, if installed; otherwise, a recording tachometer shall be used. If neither is installed, clock/watch time shall be used to record time from takeoff roll until the aircraft returns to the blocks. The white and blue copies of the OAS-2 form will be submitted to AM Fleet Services on a daily basis in the Anchorage area, and weekly basis from field locations. Pilots retain the yellow copy for obligation of costs by the appropriate agency finance office, and the pink copy remains in the OAS-2 book. Flight time of crewmembers will be computed from takeoff to block-in. All flight time for crewmembers

will be reported and used to administer flight and duty limitations, regardless of how or where performed. Flight hour and duty limitations are specified in 350 DM 3.

.3 Privately Owned Aircraft.

Pilots operating privately owned aircraft (as defined in 350 DM 1, Appendix 5) if authorized for use on official business shall record flight time on form OAS-2 as described in 1.A above.

.4 Use Rates.

Any operation of fleet aircraft will be charged to a user bureau by flight-hour and monthly use rate for each type of aircraft. Use rates cover cost of operating the aircraft including maintenance, maintenance reserves, aircraft replacement/refurbishment reserves and overhead. Use rates for assigned aircraft will be set forth in a written agreement with the using bureaus.

.5 Completion of OAS-2.

Detailed instructions for preparing Form OAS-2, Aircraft Flight/Use Report are located on the inside cover of the OAS-2 booklet (Example 1). The OAS-2 form (Example 2) allows for single-day or multi-day use. Each line item entered on the OAS-2 requires use codes that are located on the back cover of the OAS-2 booklet (Example 3).

.6 Discrepancies.

DOI owned/operated certificated aircraft shall comply with 14 CFR 91.213 as related to the specific aircraft. All discrepancies shall be entered on an OAS-2 as they occur and signed off by the pilot. When a discrepancy is recorded, the pilot must contact Fleet Services for direction and send in the OAS-2. Corrective actions shall be entered on the same OAS-2 carrying the discrepancies, along with the inspector's name and certificate number. Pilots will list discrepancies on OAS-2 Attachment A (Example 4) and provide to maintenance vendors to be submitted with billing documents. When the return to service flight is complete and all discrepancies are addressed, the pilot will make an entry in the OAS-2 accepting the aircraft for return to service.

.7 Training Flights.

The OAS-2 form shall be used for all orientation training flights and contain the name of the pilot receiving the orientation in the "COPILOT block." A copy of the OAS-2 will be forwarded to the Training and Standardization Manager and retained in the pilot files.

.8 Payment Processing.

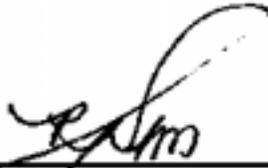
A. Documentation of the flight is recorded by the pilot on an OAS-2, Aircraft Flight/Use Report, and must be signed by the pilot or authorized bureau representative. Any fuel

receipts must be annotated with the OAS-2 number and submitted to Fleet Services with the blue and white OAS-2 copies.

- B. Fleet Services reviews and verifies the information on the Use Report, enters the data into the Aircraft Maintenance Management System (Flight Watch/Maximo), and forwards the white original to the Boise Finance Office for payment processing.

.9 Billing.

The complete and accurate completion of the OAS-2 is very important for preparation of accurate billings. A Fleet Aircraft Detail of Charges, which includes the flight date and hours, agency order number, agency cost codes, type of charges, and dollar amount due, will be sent to the user bureaus semi-monthly. AM will provide the appropriate finance office with a summary of all charges supported by the appropriate Detail of Charges printouts.



R. S. Barus
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