



United States Department of the Interior
National Business Center
Alaska Region/Aviation Management
4405 Lear Court
Anchorage, Alaska 99502-1032



AM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 04-AR-12

Subject: Parking of Privately Owned Aircraft

Effective Date: January 5, 2004

Supersedes: February 1, 2003

Distribution: A and B

Expiration Date: January 31, 2005

.1 Purpose. This OPM establishes policy for Department of the Interior (DOI) personnel who desire to park their privately owned aircraft on Government property at the Lake Hood facility. Parking will be limited to one aircraft and will be on a space available basis as determined by AM Regional Director.

.2 Policy. The only categories of personal aircraft authorized to park on DOI property are:

A. Category I. DOI employees in transit with their personal aircraft or;

B. Category II. Those personnel whose aircraft has bureau Director certification that long-term personal aircraft parking is necessary for official purposes.

.3 Procedures. Prior to parking, DOI personnel shall submit and have approved the following:

A. Category I and II. A written request on Form OAS-AR-1, submitted to the Regional Director for approval and final action.

B. Category I. In addition to "A" above, bureau's Director certification.

C. Category I and II. Evidence of current insurance coverage with minimum limits of liability as follows:

\$ 50,000	Bodily Injury
\$ 100,000	Property Damage
\$ 25,000	Bodily Injury Each Passenger

D. The following operation requirements shall be adhered to; failure to comply will be grounds for canceling parking privileges.

(1) The aircraft must be owned or leased by DOI employee;



- (2) No commercial operations for hire may be conducted with the aircraft to include giving flight instruction, flight examinations, etc;
- (3) The aircraft is not offered for rental to other individuals or corporations.

Upon approval, the Chief, Fleet Services shall be notified and will assign parking spaces that may be changed or deleted as space permits.



R. S. Berus
Regional Director

Attachment OAS-AR-1

OAS-AR-1
01/04

UNITED STATES DEPARTMENT OF THE INTERIOR Aviation Management – Alaska Region

Request for Parking of Privately Owned Aircraft

Name	Aircraft – Make & Number	Period of Request (NTE 1 Yr.)
Insurance Company	Policy Number	Effective Date of Policy
Bodily Injury	Property Damage	Bodily Injury Each Person

I request permission to park my privately owned aircraft on Government property that is owned, leased or controlled by OAS. In doing so I personally assume responsibility for any claim that might arise against OAS for any cause connected with the parking of my aircraft. I also understand that I am personally liable for any damages to OAS property including aircraft and facilities that might arise as a result of having my aircraft parked on OAS property. I certify that the insurance information given on this form is correct and that I will notify OAS of any change in the insurance coverage.

Requested By	Date	Approved Disapproved	Signature	Date
--------------	------	-------------------------	-----------	------