

USDI – NBC - AM
DEPARTMENT OF THE INTERIOR
NATIONAL BUSINESS CENTER
AVIATION MANAGEMENT
BOISE, IDAHO

USDA - USFS
DEPARTMENT OF AGRICULTURE
U.S. FOREST SERVICE
BOISE, IDAHO

AVIATION SEMINAR

NOVEMBER 2 – 3, 2004

We hope to see you, our industry aviation partners, at this event, so don't forget to make your plans now.

Proposed agenda items are identified below. This is intended to be an event that industry representatives won't want to miss and will be of value to you in providing aviation services to DOI/USFS.

Although you will find staying at the Doubletree-Riverside to be your most convenient accommodations, feel free to make your hotel reservations at any location of your choosing.

ACTIVITY: DOI-AM/USDA-USFS AVIATION SEMINAR

DATE: NOVEMBER 2 – 3, 2004

TIME: Tuesday, November 2, 2004 – 8:00 a.m. to 5:00 p.m.
Wednesday, November 3, 2004 – 8:00 a.m. to 4:00 p.m.

LOCATION: DOUBLETREE HOTEL - RIVERSIDE
2900 Chinden Blvd.
Boise, Idaho 83714
For more hotel info go to: www.doubletree.hilton.com and select Doubletree-Riverside in Boise

Located approximately 6 miles/15 minutes from the Boise Municipal Airport and within 10 minutes of downtown Boise

HOTEL RESERVATIONS: Call 208-343-1871 – before October 19, 2004 for guarantee of rate below

ROOM RATE: \$79.00 plus 12% tax single occupancy (tax includes state and hotel tax)
(previous information of room rate at \$70.00 was incorrect)

SHUTTLE SERVICE: hotel courtesy bus available

DRESS: Casual (slacks/jeans are great) – Be comfortable and enjoy
We are hoping for at least reasonable weather, BUT November can be unpredictable. Those coming from warmer climate areas may want to check weather forecasts and be prepared for Boise's first winter weather.

Information concerning registration for the seminar will be available at this site about October 15, 2004 or you may simply register the morning (7:00 a.m. to 8:00 a.m.) of November 2nd before the seminar begins at the hotel.

QUESTIONS ABOUT THE SEMINAR:
Call Toni Musgrove, DOI, Aviation Management, 208-433-5022 or email Toni_Musgrove@oas.gov

AGENDA TOPICS

Tuesday & Wednesday - November 2 – 3, 2004

- **WELCOME, INTRODUCTIONS, ADMINISTRATIVE ITEMS**
- **ELECTRONIC BUSINESS PRACTICES**
 - Where to Look, How to get Solicitations, Who to Contact
 - Which Agency Does What and How Often
- **BEST VALUE SOURCE SELECTION – WHAT DOES THAT MEAN**
 - Criteria Typically Used
 - How the Process Works
 - Preparing Your Offer Response – What does the Government Really Want
 - Solicitation and Your Offer Form the Contract
- **GETTING READY FOR PERFORMANCE**
 - The How, Who, Why, When and Where of Pilot Flight Checks and Aircraft and Support Equipment Inspections
 - Working Together to Pass the Inspections the FIRST TIME and Why This is Important
 - Where Does FAA Stop and Aviation Management/Forest Service Start with Respect to Inspections
- **TECHNICAL ISSUES**
 - Pilot Pool –Availability of Pilots
 - DOT Regulations for Drivers
- **GOVERNMENT AVIATION SAFETY PHILOSOPHY**
 - SAFECOM System – Querying the System
 - Safety Monitoring
- **CONTRACT ADMINISTRATIVE MATTERS**
 - Invoices and Payment Processing
 - Typical Problem Areas
 - Role of the Contractor and their Representatives
- **PERFORMANCE MONITORING**
 - Measurement of How Well You Did and What Does That Mean to You and the Government
- **DOI AND USFS AVIATION FUTURE – CRYSTAL BALL PREDICTION**
 - Equipment Changes Expected Because of Program Requirements
 - Aircraft Types – Are the Current Tools Working or Is a Change Expected
- **DISATCH PROCEDURES**
 - National versus Local Resources

Each day will end with a Question and Answer Period

Tuesday evening – enjoy your time in Boise as you like

Our objective is to provide industry representatives with information that will help you be a successful Contractor when working with the DOI/USFS interagency aviation contracting offices. This seminar also allows you the opportunity to share yours concerns, in order that the Government will be well informed and realistic in what it buys and is knowledgeable about the state of the aviation industry.