

**DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL**

Aviation Management

Part 353 Aviation Services Provided by OAS

Chapter 2 Aircraft Rental System

353 DM 2

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2.1 Purpose. This chapter establishes procedures for utilization of the Office of Aircraft Services (OAS) Aircraft Rental System by Department of the Interior (DOI) bureaus and by other cooperating governmental agencies.

2.2 Policy.

A. All commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353 DM 1.2A) shall be acquired through the procurement process of the Department's Office of Aircraft Services (OAS). This precludes a DOI bureau or office, or any subdivision thereof, from utilizing a Government Transportation Request (GTR), SF-44, credit card, or similar small purchase method to procure aviation services other than by seat fare from commercial carriers.

B. The aviation services provided to the using bureau shall be documented on an Aircraft Use Report (Form OAS-23). The accomplished OAS-23 will be submitted to OAS for payment to the appropriate vendor of the aviation services utilized.

C. The procurement and payment process does not preclude aircraft charter services required to meet life-threatening emergencies. Under such circumstances, bureaus are authorized to use the charter procedures set forth in the Federal Property Management Regulations (FPMR) under subpart 101-41.2, Transportation Services Furnished for the Account of the United States.

2.3 Limitations. Individual transactions under this system shall not exceed the \$25,000 unless authorized by the OAS Contracting Officer. Requirements aggregating more than \$25,000 shall not be separated into several transactions that are less than the limit merely to permit use of this system. Procedures for requesting aviation services in excess of \$25,000 are contained in 353 DM 1.

2.4 System Description.

A. Basic Ordering Agreements (BOA). Basic Ordering Agreements have been established with private sector operators providing aviation services throughout the conterminous United States, Alaska, Hawaii, Puerto Rico, and the Virgin Islands, based on user needs. A BOA is not a contract; it is a written instrument of understanding, negotiated between the contracting office and a vendor that contains:

(1) Terms and clauses applying to future contracts (orders) between the parties during its term,

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- (2) A description, as specific as practicable, of supplies or services to be provided, and
- (3) Methods for pricing, issuing, and delivering future orders under the BOA.

B. Vendor Requirements. To be eligible for inclusion in the Aircraft Rental System, a vendor must:

(1) Be certificated by the Federal Aviation Administration (FAA) as stated in 351 DM 1, Vendor Certification.

(2) Maintain current passenger liability insurance coverage meeting DOI requirements. These are based on requirements specified in 14 CFR 298.42 for air taxi operators.

(3) Offer acceptable rates and conform to the terms and conditions stipulated in the OAS Basic Ordering Agreement.

(4) Complete an initial business meeting with DOI officials to discuss procedures, safety expectations and the problem resolution process.

(5) Successfully pass OAS facility, equipment, and personnel inspections if conducting special-use activities.

C. Vendor/Aircraft Source List. OAS publishes an automated listing of vendors and aircraft under agreement. System users may request additional aircraft be considered for inclusion in the system by submitting Form OAS-20, Request for Rental Services, to the appropriate OAS Flight Coordination Center.

2.5 Ordering Flight Services

A. Authority. Services under the OAS Aircraft Rental System may only be procured from vendors approved under the BOA. Orders may be placed through the appropriate OAS Flight Coordination Center or directly with an approved vendor. Payments for orders placed directly with an approved vendor shall be processed through the OAS payment system using the Form OAS-23. Bureau personnel placing orders must have bureau authorization.

B. Procedures. When placing an order directly with a vendor, the ordering official shall ensure that:

- (1) The vendor and aircraft being considered are on the OAS Source List.

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(2) Pilot and aircraft offered by the vendor are approved for the mission to be flown.

(3) Competition (cost comparison) is documented in accordance with Federal Acquisition Regulations Part 13 requirements in selection of the vendor. Pricing information contained in the OAS source list may be used for this purpose. Documentation supporting the selection should be retained by the ordering office.

(4) Bureau users are instructed to verify by visual inspection that the pilot has a DOI-approved Pilot Qualification Card and the aircraft contains an Interagency Aircraft Data Card authorizing the mission to be flown.

(5) Instructions for placing orders (contained on the source list) and documenting services (contained in the Aircraft Use Report, Form OAS-23, booklet) are followed.

C. ~~Ratification of Unauthorized Commitments.~~ Unauthorized commitments (e.g., orders placed with vendors who are not under the OAS Rental System) are subject to the ratification procedures set forth in the Federal Acquisition Regulation 48 CFR 1.602-3. Bureaus should make every effort to preclude the need for ratification action. This is of utmost importance because of the legal complications created and adverse safety implications. Failure to assure that the aircraft and pilot have been approved could expose the passengers to unnecessary risk and compromise a vital element in the Departmental accident prevention program.

2.6 ~~OMB Circular A-126.~~ The using bureau is responsible for compliance with OMB Circular A-126, ~~Improving the Management and Use of Government Aircraft.~~

2.7 ~~Payment Procedures.~~ The using bureau shall complete Form OAS-23, "Aircraft Use Report," in cooperation with the vendor at the time of use. The Government representative shall verify services entered on the form were received, sign for such services, and enter agency funding information. The original of this form shall be submitted to OAS, Boise (conterminous 48 states) or Alaska (Alaska and Hawaii) as the contractor's invoice and the Government receiving report. OAS pays the vendor and bills the bureau for services performed.