



# United States Department of the Interior

National Business Center

Aviation Management

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## **DOLAM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-30**

Subject: Terms and Definitions for Aircraft Rental Agreements and Incidental Pilots

Effective Date: January 1, 2004

Supersedes: OPM 03-30 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

**.1 Purpose.** This OPM deletes, replaces or modifies specific Departmental Manual definitions.

**.2 Authority.** This policy is established by the Associate Director, Department of the Interior, Aviation Management (DOI AM, in accordance with the provisions of Departmental Manual 350 DM 1 and Secretarial Order 3250 dated September 30, 2003.

### **.3 Background and Changes.**

A. **Background:** The DOI AM replaced all Basic Ordering Agreements (BOAs) with a new Aircraft Rental Agreement (ARA). The new document incorporates Part 12, commercial item provisions, from the Federal Acquisition Regulations simplifying contract provisions. These provisions are tailored to meet the unique requirements of DOI aviation contracts similar to the provisions that have proven to work well under formal contracts. Existing procedures requiring all ARA (formally BOA) requests to be reviewed, approved and signed by bureau National Aviation Managers remain in effect. Ordering procedures (i.e., making the best value selection from the Source List) remain the same and will be greatly improved when the electronic Source List, presently under construction on the DOI AM home page, is fully developed. Inspection procedures and the importance of checking Pilot Qualification Cards and Aircraft Data Cards prior to use remain the same.

#### Changes:

**Replace the term "Basic Ordering Agreement (BOA)", with "Aircraft Rental Agreement (ARA)" wherever it appears in the Departmental Manual.**

**A word search reveals the following paragraphs are affected:**

**350 DM 1, Appendix 4, (#18); 350 DM 1, Appendix 5: (#3 & #12)**

**351 DM 3.5D**

**352 DM 6.4**

**353 DM 2.4A; 353 DM 2.4B (3)**

B. Background: 350 DM 1, Appendix 5 defines commonly used aviation management terms. The example cited within the parenthesis under definition #35, "Incidental Pilot," has caused questions and confusion. The practical definition of the term has not changed.

Changes:

**350 DM 1, Appendix 5: Delete the example cited in #35, Incidental Pilot "*(Example: Piloting of private or Government aircraft for official Government business in lieu of operation of private or Government-owned/leased automobile, reference FPMR 101.7).*"**

*/s/ Michael A. Martin*

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Associate Director