United States Department of the Interior

National Business Center

Aviation Management

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DOI AM OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 04-38

Subject: Reporting of Flight Time

Effective Date: January 1, 2004

Supersedes: OPM 03-38 dated January 1, 2003

Distribution: A, B, & C

Expiration: December 31, 2004

.1 Purpose. This OPM clarifies the reporting of flight time for cooperator aircraft.

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

.3 Background and Changes.

A. Background: The DOI AM is responsible for the calculation of the Department of the Interior aircraft accident rate. An accurate accident rate requires an accurate reporting of all flight time accumulated by aircraft that are under the operational control of the Department. This includes flights that may be of no cost to the Department. However, there are times when Interior employees fly on aircraft that are not under the operational control of the Department. If an accident occurred during one of these flights, it would not be chargeable to the Department. Flight time from flights that are not under the operational control of the Department should not be reported.

B. Changes: **Replace 351 DM 4.1.C.(1) with the following language:**

Reporting Requirements. All use of aircraft under the operational control of the Department shall be reported by the using bureau, utilizing an Aircraft Use Report (Form OAS-23). Refer to 350 DM 1, appendix 5 for the definition of "operational control." If the flight is at no cost to DOI, “Not for Payment Purposes” shall be noted in the “Other Charges/Credits” section of the OAS-23.

/s/ Michael A. Martin

Associate Director