



# United States Department of the Interior

National Business Center

Aviation Management

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## **DOLAM OPERATIONAL PROCEDURES MEMORANDUM (OPM) 04- 39**

Subject: DOI Use of Forest Service Procured Flight Services

Effective Date: January 1, 2004

Supersedes: OPM 03-39 dated January 1, 2003

Distribution: A, B, & C

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**.1 Purpose.** This OPM establishes policy pertaining to the use of U.S. Forest Service (FS) procured exclusive-use and Call-When-Needed (CWN) flight services by Department of the Interior (DOI) bureaus as prescribed herein.

**.2 Authority.** The Associate Director, Aviation Management (DOI AM), establishes policy in accordance with the provisions of Departmental Manual 112DM12.2E, G and J, and Secretarial Order 3250 dated September 30, 2003. Procedures established herein are in accordance with the OAS/FS Memorandum of Understanding (MOU) dated 3/1/96 (DOI).

**.3 Policy.** Departmental Manual 353DM1.2A and 353DM2.2A specify all commercial aviation services required by any bureau or office of the Department of the Interior (with the exception of those services listed under 353DM1.2A) shall be acquired through the procurement process of the Department's National Business Center (NBC).

These policies notwithstanding, this OPM authorizes DOI bureaus, on a case-by-case basis, to use aircraft flight services using a FS procurement process under the following conditions:

A. There is a proper and formal FS procurement document in place prior to the use of aircraft flight services by the DOI bureau.

B. The cognizant FS Contracting Officer concurs in the DOI use of the FS contract.

C. There is no NBC procurement document (contract/Aircraft Rental Agreement (ARA) in place or available for the requested vendor/contractor.

D. The DOI bureau has determined and documented that it is advantageous, considering cost and other factors, to use a FS procurement document in lieu of an NBC procurement document.

**.4 Limitations.** This OPM is not intended to amend or supersede current, on-going, or future DOI flight service requirements that bureaus have or intend to have that are procured by NBC

as prescribed by DM policy. This OPM will not affect DOI/FS shared flight services of the same vendor/contractor that both agencies utilize under respective NBC/FS procurement documents (i.e., CWN, medium and heavy helicopters.)

#### **.5 Procedures**

A. The ordering bureau documents the basis for their decision under 3.D above to use FS procurement to acquire aviation services in lieu of NBC contract or an ARA.

B. Bureau employee placing the order must have Bureau authority to order aviation services.

C. With the exception of a bona fide emergency, the ordering bureau shall obtain approval from the FS procurement office prior to any use of the FS aviation services to include:

(1) Confirmation of the method of payment by the bureau to the FS. FS will make payment to the vendor/contractor for the services received in accordance with the FS procurement document.

(2) Special Use Missions. Confirmation with the FS that the aircraft and pilot have been inspected and subsequently approved for the intended special use mission/operation. If not approved for the intended special use mission, the bureau shall contact the NBC Regional or Area Office for further consideration of the vendor/contractor.

D. Disputes between the aviation vendor/contractor and the DOI bureau will be adjudicated by the FS Contracting Officer and the DOI bureau will be responsible for any resultant financial obligation of the Government.

#### **.6 Bureau Responsibilities.**

A. Prior to Flight:

(1) Complete and retain the documentation identified in .5A and B, above.

(2) Immediately, prior to any flight, the DOI bureau user(s) shall verify that the FS approved pilot and aircraft have a current interagency qualification card in their possession identifying approval for the specific mission/operation.

B. After the Flight:

(1) Verify services received by completing an original FS6500-122 form and return to the vendor/contractor pilot or on-site representative. Retain a copy of the form for inclusion with the documentation data listed above.

(2) Report use to the NBC Finance Office, Boise, Idaho, via a copy of the FS6500-122 document noting "Not for Payment Purposes." (Completion of an OAS-23, Aircraft Use Report form may be used in lieu of the FS6500-122 form.)

(3) Attach a copy of the Process Checklist with the report submitted to NBC Finance Office.

**.7 General**

A. To assist in the process, completion of Appendix 1, Process Checklist, will ensure that all required elements have been completed.

B. Bureau aviation users are encouraged to seek advice and assistance from NBC Regional/Area Offices when the authority in this OPM is being considered.

/s/ Michael A. Martin  
Associate Director

