# United States Department of the Interior

**Office of Aviation Services**
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In reply refer to:

Memorandum

September 19, 2012

To: Bureau National Aviation Managers
All Fleet Pilots

From: Ralph Getchell, Chief, Division of Technical Services

Subject: DOI Fleet Aircraft Use Reports

On Oct 1, 2012, the Office of the Secretary and seven bureaus will begin operating with the Department's Financial and Business Management System (FBMS) Deployment 7 (D7). Among the new features included in D7 are aviation billing, automated aircraft maintenance management, FAIRS reporting and inventory control functions previously performed manually or on the AMS and Maximo 4.1.1 systems. As a result, both AMS and the Maximo system operated by the Alaska Regional Office are scheduled to be decommissioned by Jan 1, 2013. **AMD-2 forms will not be accepted for flights conducted after September 30, 2012.** The purpose of this memorandum is to describe the new fleet Aircraft Use Report (AUR) and billing processes that will become effective October 1, 2012.

## Fleet Rates

Fleet aircraft flight activity will be charged to the flying bureau/agency by flight hour and monthly availability rates.

Hourly flight rates are based on an annual historical analyses of actual maintenance costs for each aircraft (class of aircraft in AK) using a standard (Producer Price Index for Transport Aviation) estimate of future inflation factor and a pro rata share for expected engine overhaul costs. In the Lower 48 States, the flight rate also includes expected fuel costs (for all but one aircraft); Alaska flight rates are dry.

Monthly availability rates cover aircraft depreciation, accident and refurbishment reserves. In Alaska, the monthly availability rate also includes a share of the overhead cost directly related to operating the OAS Repair Station. It is important to note that neither the flight rates nor monthly rates are used to pay for OAS administrative costs other than those directly associated with operating the Repair Station

Fleet rates are reviewed annually by OAS and the operating bureaus at the fleet rate meeting. Shortly, OAS fleet accountant Kim Salwasser will send an aircraft-specific rate sheet (Fleet Information Document) to each Bureau POC. Each Fleet Information Document lists the agreed upon use rates (flight hour and monthly availability) and estimated annual program costs. The Bureau POC, in turn, will confirm default charge codes, define passback rates, and declare whether the aircraft is available for sharing.

**Procedures**

FBMS will require operating bureaus to obligate funds in advance of flights through an interagency agreement (IAA) to OAS. Generally, the IAA is initiated within the bureau with a purchase request to commit funds. The IAA, which is signed by a Contracting Officer representing the bureau, obligates the funds within the financial system. OAS will load the IAA information into FBMS as a sales order. All subsequent billing to the Bureau/agency will reference that OAS sales order. FBMS does not use billee codes. Rather, FBMS references the specific sales order number OAS created for that bureau. Pilots (or bureau personnel tasked with entering AURs) must enter specific accounting string data in each line of the Aircraft Use Report (AUR). This data provides the bureau finance offices with the information needed to allocate costs down to the appropriate cost center level.

The OAS generated sales order numbers for each bureau will not be available until after FBMS "goes live" in late October. In the meantime, the pilots are asked to use a five letter temporary sales order code (e.g. FFFFF for FWS, PPPPP for NPS). OAS will correct AURs submitted with these temporary codes once the actual sales orders are generated.

Each AUR can only reference one sales order number/line number and one tail number. For example, if a morning flight is to be billed against FWS sales order #12345, then a separate AUR would have to be generated to support an afternoon flight against NPS sales order # 98765. In FBMS, the pilot needs to know the OAS sales order number that has been set up for the agency that will be billed for the flight as well as the accounting string they want the pilot to use.

The AUR system does allow more than one pilot to log PIC time on the same AUR. On the AUR Select page, when first creating an AUR, the AUR software will require the default PIC name and aircraft tail number. For each flight leg, the user has the option of using the default PIC name or entering another.

Flight/engine run time shall be recorded using the Hobbs meter, if installed; otherwise a recording tachometer shall be used. If neither is installed, clock time shall be used to record time from takeoff roll until the aircraft returns to the chocks. If an installed Hobbs/tach meter fails, pilot will report estimated meter start and end times on the Aircraft Use Report.

The Aircraft Use Report function within FBMS D7 requires access to the Office of Secretary's (Departmental Offices) FBMS environment. Bureaus have the option of granting their personnel authority to directly input aircraft use report data into FBMS from their government computer system. However, testing has shown it is much more efficient to use the more operator friendly Fleet Aircraft Use Report Manager (AURM), which is an Excel/Visual Basic application for Windows-based computers. The AURM does not require FBMS system access. Instead, it produces a tab delimited data file which can be emailed from any computer to OASFleetManager@ios.doi.gov. Personnel from the OAS Division of Technical Services will upload submitted files into the FBMS at the beginning of each business day by using the FBMS AUR Upload Utility.

The AUR Manager currently has very limited error checking capability. The FBMS Upload Utility will error check to ensure required fields are completed and valid accounting information has been entered. If an AUR is rejected, OAS Fleet Activity Specialists will attempt to contact the pilot and/or their business office to resolve the error. Once the AURs are uploaded into FBMS, the OAS Activity Specialist, in the AMD_ASP role, validates and approves the AURs to allow measurement meters (e.g. hours, landings, etc.) to updated for each aircraft. This information

can then trigger notifications of impending or overdue maintenance actions to OAS fleet maintenance managers.

From the time each AUR is uploaded into FBMS and approved by OAS, and until the monthly billing statement is computed, bureau partners with the Bureau Customer Validator (AMD_BCV) role in FBMS can review submitted Aircraft Use Reports and correct errors or make changes to accounting string data. AURs which have been reviewed and marked with the "charge code OK" flag in FBMS will be automatically allocated to the appropriate bureau cost center when the monthly "MIRO" process is initiated by bureau finance. Bureau personnel with the Document Display (AMD_DD) role can view submitted AURs, pricing records and reports related to flights flown under their agreement (sales order) but cannot create or change any documents. If other errors in an AUR are noted, please ask the OAS Fleet Activity Specialist to make the required change in FBMS.

The Intra-government Payment and Collection (IPAC) bill from OAS to the bureau will be for a single dollar amount based on the OAS sales order. Once we complete our transition to FBMS Deployment 7, we expect to publish a monthly billing schedule.

**Pilot Responsibilities**

As before, the Pilot in Command (PIC) is responsible for submitting aircraft use report data. I think if our fleet pilots will give the AURM a chance that will find they can fulfill that responsibility a lot faster and more accurately than they ever could before. **In recent tests with real world data, we have been able to generate a complete one line AUR data file from scratch in less than a minute** In those situations where a pilot does not have ready access to the internet, they may find it more efficient to pass the basic AUR data (Hobbs start/stop, location, project name) to a home office or dispatch facility by phone, satphone, or radio and have them generate the AUR data file from their location.

After consulting with the National Aviation Managers, we have decided to not establish a hard and fast time criteria for AUR submission but instead adopt an "as soon as practical" standard for the time being. In a perfect world, we'd like the AURs at the end of the flying day or the end of the next business day. Please do not wait until all available lines of the AOR have been filled! The objective is for the aircraft maintenance management data in FBMS to be as close to real time as practical. This will help OAS fleet managers to more effectively coordinate upcoming inspections and maintenance actions with fleet pilots and maintenance facilities in ways which can mitigate impacts on mission activity while reducing costs and down time. Our fleet maintenance managers will provide me with feedback on how the "as soon as practical" standard is working and this information will be shared with the National Aviation Managers.

As a reminder, AMD-2 forms will no longer be accepted for flights conducted after September 30, 2012. However, until a new paper OAS-2 Aircraft Discrepancy Log can be developed, pilots will continue to document aircraft discrepancies on AMD-2 forms as they occur. Our Alaska Regional Office has accepted the challenge of developing a new form that will be better suited for documenting discrepancies and corrective actions. These forms would be kept in a pad in the aircraft, much like the current AMD-2s. If you have inputs on what the new form should look like, please contact Ed Kornfield or Patrick Clark at the hangar (Ed_Kornfield@nbc.gov, Patrick_Clark@nbc.gov , 907-271-2757)

If you have any questions or comments, please contact me at Ralph_Getchell@nbc.gov.