



United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) 13-02

Subject: Procedure for Completing OAS Aircraft Flight/Use Reports (OAS-2) in Alaska

Effective Date: January 1, 2013

Supersedes: OPM 11-02 dated December 19, 2011

Distribution: A and B

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1. **Purpose.** This OPM outlines the procedure for recording flight and payment information on Office of Aviation Services (OAS) Aircraft Flight/Use Reports (OAS-2) for Alaska fleet aircraft, and privately owned aircraft when operating on official business.
2. **Alaska Fleet Aircraft.** Fleet aircraft are owned by the Department of the Interior, maintained by OAS, and assigned to bureaus for their exclusive use and operational control through a negotiated fleet agreement signed by the OAS Director and an authorized official in the user bureau(s). Flight time for DOI fleet aircraft shall be recorded on form OAS-2.

A. Flight Time

The pilot flying an Alaska fleet aircraft will record flight/engine run information on a separate OAS-2 line for each flight. Flight time shall be recorded on the OAS-2 form using the Hobbs meter, if installed; otherwise, a recording tachometer shall be used. If neither is installed, clock/watch time shall be used to record time from takeoff roll until the aircraft returns to the chocks. The white and blue copies of the OAS-2 form will be submitted to OAS Fleet Services on a daily basis in the Anchorage area, and weekly basis from field locations. Pilots retain the yellow copy for obligation of costs by the appropriate agency finance office, and the pink copy remains in the OAS-2 book. Crewmember flight time will be measured from the time the aircraft moves under its own power for the purpose of flight until the aircraft comes to rest in the chocks after landing. All flight time for crewmembers will be reported and used to administer flight and duty limitations, regardless of how or where performed. Flight hour and duty limitations are specified in 351 DM 3.6A 3.

B. Privately Owned Aircraft.

Pilots operating privately owned aircraft (as defined in 350 DM 1, Appendix 2) if authorized for use on official business shall record flight time on form OAS-2 as described in 1.A above.

3. **Use Rates.** Fleet aircraft flight activity will be charged to the using bureau/agency by flight-hour. In addition, the operating bureau is charged a monthly availability rate. Use rates cover cost of operating the aircraft including maintenance, maintenance reserves, aircraft replacement/refurbishment reserves and overhead. Use rates for assigned aircraft are usually reviewed annually by OAS and the operating bureau and approved via the fleet agreement.
4. **Completion of OAS-2.** Detailed instructions for preparing Form OAS-2, Aircraft Flight/Use Report are located on the inside cover of the OAS-2 booklet. The OAS-2 form allows for single-day or multi-day use. Each line item entered on the OAS-2 requires use/mission codes that have been approved by the bureau National Aviation Managers. A listing of the current use/mission codes is available on the OAS website; a copy should be kept with the booklet.
5. **Discrepancies.** DOI owned/operated certificated aircraft shall comply with 14 CFR 91.213 as related to the specific aircraft. All discrepancies shall be entered on an OAS-2 as they occur and signed by the pilot. When a discrepancy is recorded, the pilot must contact Fleet Services for direction and send in the OAS-2. Corrective actions shall be entered on the same OAS-2 carrying the discrepancies, along with the aircraft inspector's name and certificate number. Pilots will list discrepancies on OAS-2 and provide to maintenance vendors to be submitted with billing documents. When the return to service flight is complete and all discrepancies are addressed, the pilot will make an entry in the OAS-2 accepting the aircraft for return to service.
7. **Training Flights.** The OAS-2 form shall be used for all orientation and training flights and contain the name of the pilot receiving the orientation and training in the "PILOT block." The Instructor name will be placed in the "COPILOTS block".

8. **Payment Processing.**

A. Documentation of the flight is recorded by the pilot on an OAS-2, Aircraft Flight/Use Report, and must be signed by the pilot or authorized bureau representative. Any fuel receipts must be annotated with the OAS-2 number and submitted to Fleet Services with the blue and white OAS-2 copies.

B. Fleet Services reviews and verifies the information on the Use Report, enters the aircraft use data into the Aircraft Maintenance Management System and forwards the white original to the OAS HQ in Boise for processing into AMS or FBMS.

9. **Billing.**

The complete and accurate completion of the OAS-2 in the field is vital for preparation of accurate billings as erroneous charge codes may not be detected until the flight has been bill is processed at the user's finance office. Billing from AMS into FBMS is normally done once a month. The AMS system will produce a detail file which bureau finance offices use to post flight use charges down to the cost center level.



Director, Office of Aviation Services