United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM NO. 13-35

Subject: Identification of End Product/Service and Flight Service Procurement

Effective Date: January 1, 2013

Supersedes: OPM 11-35 dated December 19, 2011

Distribution: A, B, & C

Expiration Date: December 31, 2013

1. Purpose. This OPM establishes policy and procedures for the identification of projects for end product/service or flight service contracting.

2. Authority. This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1; and Secretarial Order 3250 dated September 30, 2003.

3. Definitions. This OPM has adopted the definition as stated in 49 CFR 175.5.

A. Operational Control. An aircraft is under the exclusive direction and control of a government when the government exercises responsibility for:

(i) Approving crewmembers and determining that they are qualified to operate the aircraft;

(ii) Determine the airworthiness and directing maintenance of the aircraft; and

(iii) Dispatching the aircraft, including the times of departure, airports to be used, and type and amount of cargo to be carried.

B. Civil Aircraft. See 14 CFR 1.1.

C. Public Aircraft. See 14 CFR 1.1.

D. Dispatch. To assume operational control through the use of specific times of departure, airports to be used, amounts of people and cargo to be moved, intended time of arrival and/or flight following. Dispatching does not include the specification of windows of opportunity for maximum effect for seeding, spraying, animal capture, or aerial photography.

4. Policy.

A. As stated in 353 DM 1.2A, all "flight services" shall be acquired through DOI OAS with exceptions listed. Transactions to acquire an "end product "or "service" other than "flight services" shall meet all of the criteria listed in 353 DM 1.2A(3). Examples:

1) Seeding project. The using bureau requires the contractor to wear PPE (operational control, flight service). The same project is completed with no government involvement other than verifying the spread rate of the seed (end product contract).

2) Horse gather. The bureau has a helibase manager on site to manage the heliport (operational control, flight service). Same project with the contractor delivering horses to a bureau-designated location and no government personnel involved other than the inspection of the horses (end product contract).

3) Wolf capture, net gun. The bureau has a biologist on board the aircraft (DOI personnel on board, flight service). Same project with all contract personnel and animals delivered to a bureau-designated location (end product contract).

B. The following table provides some guidance to identify end product/service or flight service procurement. If the answer is **YES** in any block under a project, you have a flight service that must be procured through DOI OAS.

PROJECT

	Aerial photo remote sensing	Aerial application (spray/seed)	Aerial ignition	Animal inventory	Animal capture (net gun, dart, paintball, etc.)	Animal herding/ gathering	Your project
Set pilot standards							
Direct aircraft maintenance							
Dispatch aircraft							
Helibase manager							
Aircraft manager							
Use of PPE							
DOI personnel on board							
Public aircraft							
Other aircraft and pilot requirements							

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