



United States Department of the Interior
Office of Aviation Services
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES (OPM) MEMORANDUM NO. 13-38

Subject: Reporting of Flight Time

Effective Date: January 1, 2013

Supersedes: OPM 13-38 dated December 19, 2011

Distribution: A, B, & C

Expiration Date: December 31, 2013

1. **Purpose.** This OPM clarifies the reporting of flight time for cooperator aircraft.
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 10, 350 DM 1; and Secretarial Order 3250 dated September 30, 2003.

3. **Background and Changes.**

- A. **Background:** The DOI OAS 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.F.(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 14CFR 1.1, "General definitions." 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.

Mark J. Butts

Director, Office of Aircraft Services