



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

**DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) 13-39**

Subject: DOI Use of Forest Service Procured Flight Services

Effective Date: January 1, 2013

Supersedes: OPM 11-39 dated December 19, 2011

Distribution: A, B, & C

Expiration Date: December 31, 2013

**1. Purpose.** This OPM establishes policy pertaining to the use of U.S. Department of Agriculture, 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.** 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. 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 NBC Boise Acquisition Branch.

The above policies notwithstanding, this OPM authorizes DOI bureaus to obtain aircraft flight services using a FS procurement process for either emergency or non-emergency purposes.

A. Emergency use. If a FS procurement document is used for emergency purposes, the DOI bureau is not required to follow the procedures listed under 3.B. below or provide the documentation required under Appendix 1.

B. Non-Emergency use. A FS procurement document may be used on a case-by-case basis under the following conditions:

1) The DOI bureau employee has DOI bureau authority to order aviation services.

2) Either of the following situations exists:

a. There is no OAS procurement document (Aircraft Rental Agreement (ARA)/ Exclusive Use contract in place or available for the requested vendor/contractor.

OR

b. There is an OAS procurement in place with another contractor; however, the DOI bureau may determine and document that it is advantageous, considering cost and other factors, to use a FS procurement document in lieu of an OAS procurement document.

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

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

**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 Boise Acquisition Branch 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 OAS/FS procurement documents (i.e., CWN, medium and heavy helicopters.)

**5. Procedures.** For non-emergency procurements, the ordering DOI bureau will complete Appendix 1, Process Checklist – Use of FS Procured Aircraft, ensuring that all required elements described below have been completed.

A. Document the basis for any decision under 3.B.2)b. above to use a FS procurement to acquire aviation services in lieu of an OAS ARA or Exclusive Use contract.

B. Confirm a proper FS procurement document is in place and the method of payment by the DOI bureau with the FS. FS will make payment to the vendor/contractor for the services received in accordance with the FS procurement document.

C. Obtain approval from the FS procurement office Contracting Officer prior to use of the FS aviation services

D. Confirm 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 DOI bureau shall contact the appropriate OAS Regional Office for further consideration of the vendor/contractor.

E. 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 required 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 FS payment document, Flight Use Report form(s) FS-6500-122, and return to the vendor/contractor pilot or their representative. Retain a copy of the FS-6500-122 form(s) for inclusion with the documentation data listed above.
- 2) Report use of the FS flight services to the OAS Accountant via a copy of the FS-6500-122 document(s) clearly noting "Not for Payment Purposes."
- 3) Attach a copy of the Process Checklist – Use of FS Procured Aircraft, with the FS-6500-122(s) submitted to OAS Accountant.

**7. General.**

A. Bureau aviation users are encouraged to seek advice and assistance from the appropriate OAS Regional Office when the authority in this OPM is being considered.



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Director, Office of Aviation Services

**PROCESS CHECKLIST  
USE OF FS PROCURED AIRCRAFT  
FOR NON-EMERGENCY PURPOSES**

*Complete each item to assure that all information and procedures required under paragraph .5 have been properly obtained, attach any supporting documentation, and maintain on file at bureau level.*

**Authorized DOI Bureau Representative:**

**NOASe \_\_\_\_\_ Telephone No.**  
\_\_\_\_\_

Document basis for decision under 3.B.2)b. to use FS procurement to acquired aviation services in lieu of NBC OAS Aircraft Rental Agreement or Exclusive Use contract.

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**1. Mission(s) to be flown (including location) \_\_\_\_\_**

Proposed Mission Date(s) \_\_\_\_\_

**2. FS Vendor/Contractor to be Utilized \_\_\_\_\_**

Telephone No. \_\_\_\_\_ Type Aircraft \_\_\_\_\_

FS Procurement Document No. \_\_\_\_\_

FS applicable rates \_\_\_\_\_

**3. Forest Service Procurement Contact Point \_\_\_\_\_**

Telephone No. \_\_\_\_\_ Approval Received Yes \_\_\_\_\_ No \_\_\_\_\_

**4. Aircraft and pilot have been inspected and approved for intended special use mission/operation. Yes \_\_\_ No \_\_\_**

**If not NBC OAS Regional Office has been contacted. Yes \_\_\_ No \_\_\_**

**5. Immediately upon completion of FS flight services: Submit copy of FS-6500-122 Flight Use Report form(s) and a copy of this form via mail to the OAS Accountant, 300 E. Mallard Drive, Suite 200, Boise, Idaho 83706 or Facsimile 208-433-5043.**

**Form Submitted. Yes \_\_\_ No \_\_\_**