



United States Department of the Interior
Office of Aviation Services
300 E Mallard Drive, Suite 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 39

Subject: DOI Use of Forest Service Procured Flight Services

Effective Date: January 1, 2024

Last Updated: December 14, 2023

Expiration Date: December 31, 2024

1. **Summary of Changes.** The Executive Aviation Subcommittee (EAS) reviewed and concurred with the following changes.

Aligned emergency fire use with NWCG standards and clarified instruction for non-emergency use. Removed Appendix 1, Process Checklist.

2. **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.
3. **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 3322 August 23, 2012.
4. **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 Interior Business Center (IBC) Acquisition Services Directorate.
5. **Procedures.** The above policies notwithstanding, this OPM authorizes DOI bureaus to obtain aircraft flight services using a FS procurement process under the following conditions.
 - A. Emergency response for wildland fire (see Mobilization Guide). DOI personnel may order FS procured aircraft based following selection factors:
 - 1) Timeliness.
 - 2) Cost effectiveness.
 - 3) Performance specifications for density/high altitude operations.
 - 4) Special applications such as special-use flights, tundra pads, float, etc.

DOI personnel ordering FS procured aircraft must ensure the aircraft and pilot are appropriately carded (Interagency) for the specific mission/operation.

B. Emergency non-fire and non-Emergency use. DOI personnel may order FS procured aircraft based following selection factors:

- 1) There is no IBC AQD procurement document (Aircraft Rental Agreement (ARA)/On-Call/Exclusive Use contract) in place or available.
- 2) The available IBC AQD procurement document does not offer aircraft meeting the selection factors in 5A.
- 3) The FS contracting officer and procurement document supports DOI use.
- 4) Non-emergency interagency funding agreements are in place (if needed).

DOI personnel ordering FS procured aircraft must ensure the aircraft and pilot are appropriately carded (Interagency) for the specific mission/operation.

C. 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).
- 2) Report emergency non-fire and non-emergency use of FS contracted flight services to the OAS Accountant via a copy of the FS-6500-122 document(s) clearly noting "Not for Payment Purposes."

6. **General.** 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.

Susan E. Bates
Director, Office of Aviation Services