Exhibit D-14: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

OAS-23 (09/91) **AIRCRAFT USE REPORT**

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF AIRCRAFT SERVICES

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PAYLOAD. Passengers (Pax) and internal cargo may be entered on the same line. However, Pax and External Cargo loads are not to be entered on the same line (i.e., separate use codes).

PAX. Enter number of passengers for this Pay Item and Use Code. Information is available off load calculations and manifests. Internal cargo (including that carried in cargo racks) that is incidental to the transport of passengers (packs, initial attack gear, etc.) is entered under CARGO, in pounds.

CARGO. Enter POUNDS OF CARGO delivered, assigning the appropriate Use Code. Enter GALLONS OF WATER, FOAM, OR RETARDANT delivered on a separate line entry, assigning the appropriate Use Code. The computer will NOT accept the entry of pounds AND gallons of water (for example, "700/100" for 700 pounds water/100 gallons water).

TELEPHONE NO.

	DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INI-TIAL	BILLEE CO	USE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	•		•					•									

After Helicopter Manager makes line entries, Pilot reviews and initials each line.

When charges are incurred payable under the terms of the procurement document, a separate line entry is required for each applicable Pay Item, using the codes below. Some are applicable to BOA's only, some to contracts only, others to both. Remember that there may be multiple flight time (FT, FN, FY, or FD) entries if multiple uses of the aircraft occurred. There also should be multiple line entries for hourly availability if: (1) availability was interrupted by period(s) of unavailability, or (2) availability occurred at more than one location (for example, at the designated base and at an incident).

AC (Additional Crew)	Hours	Contract only	
AH (Hourly Availability)	Hours	Contract only	Usually a maximum of 8 or 9 hours in one day
AV (Daily Availability)	Days	Contract only	01 . 00 = 1 Day Availability; not usually employed as a payment method for helicopters
CP (Copilot)	Dollars	BOA only	Extra charge when required by government (not entered when required by the FAR's)
EA (Extended Availability)	Hours	Contract only	EP, EM, and ET are usually used to document individual extended availability for helicopters
EM (Extended Availability Mechanic)	Hours	Contract only	Refer to contract for unavailability during extended availability period
EP (Extended Availability Pilot)	Hours	Contract/BOA	Refer to contract for unavailability during extended availability period
ET (Extended Availability Driver)	Hours	Contract/BOA	Refer to contract for unavailability during extended availability period
FC (Fuel Charge)	Dollars	Contract/BOA	
FD (Flight Time With Vendor Pilot-Dry)	Hours	BOA only	Government-purchased fuel
FS (Overnight Allowance)	Persons	Contract/BOA	Number of persons incurring full subsistence per night; use PD (Per Diem) if dollar amount known
FT (Flight Time With Vendor Pilot-Wet)	Hours	Contract/BOA	Vendor-purchased fuel
FN (Flight Time With Govt Pilot)	Hours	Contract/BOA	
FY (Ferry Flight Time)	Hours	Contract/BOA	Use ONLY if rate is different from regular flight time (FT) rate
GT (Guarantee Due, If appropriate)	Hours	Contract/BOA	GT paid either on daily basis for BOA's or at the end of a contract for unfulfilled flight hours
MC (Additional Mechanic)	Dollars	Contract only	Daily rate; not payable if mechanic, or availability of mechanic, is included in contract price
PD (Per Diem)	Dollars	Contract/BOA	Use instead of FS if amount known; enter number of persons in "PAX" column
SB (Standby)	Hours	Contract/BOA	Consult procurement document for when payable; standby is usually not paid for bad weather, lunch hour, etc.
SC (Special Charge)	Dollars	Contract/BOA	Licenses, fees, etc.
SD (Service Truck Per Day)	Dollars	Contract/BOA	
SM (Service Truck Mileage)	Miles	Contract/BOA	Round up to nearest whole mile; payable only for official business under the contract
SP (Standby, Pilot)	Hours	Contract/BOA	Payable for standby by pilot that is separate from any aircraft standby or availability
UA (Unavailability, Days)	Days	Contract only	AV Daily Availability not usually used for helicopters; therefore UA usually not applicable (use UH)
UH (Unavailability Hours)	Hours	Contract/BOA	Document periods of UH in Start/Stop blocks; also may be used for BOA or for Guarantee-Hour contract

As stated previously, do NOT write out non-flight Pay Items such as Service Truck Miles, Hourly Availability, Subsistence or Per Diem, etc. in the From/To and Start/Stop blocks.

Exhibit D-15: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

OAS-23 (09/91) **AIRCRAFT USE REPORT**

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF AIRCRAFT SERVICES
P.O. BOX 15428 BOISE, ID 83715-5428 FTS 389-2755/2760 OR 208-389-2755/2760
4343 AIRCRAFT DRIVE ANCHORAGE, AK 99502-1052 907-243-3320/4330

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PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM

COMPANY NAME & ADDRESS	CONTRACT/BOA NO.	ITEM NO.	AIRCRAFT MAKE & MODEL	PILOT NA
	AIRCRAFT DESIGNATED BASE (City/St.)		AIRCRAFT FAA REGISTRATION NO.	PILOT NA
TELEPHONE NO.	HIRED (Date & Time)		RELEASED (Date & Time)	OTHER C

	DATE M D Y	FAA IDENTIFIER FROM	FAA IDENTIFIER TO	START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	PAYLOAD CARGO	PILOT INI-TIAL	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
1.	● ●					●									
2.	● ●														

Agency-specific entry.

BLM INSTRUCTIONS. Refer to Chart D-1 on the following pages for requirements for assigning Charge Codes. It should be used both by BLM Helicopter Managers of contract or BOA helicopters and by other-agency Managers completing OAS-23's for BLM incidents or projects. Do NOT ENTER the Incident/Project Order Number.

GENERAL. OAS assigns a Billee Code to a unit as a mechanism for billing the charges for an OAS-23 line entry. The unit whose billee code is entered will receive a bill for the charges, which is payable to OAS. (OAS has usually already paid the vendor.)

Units that can be assigned a Billee Code include, but are not limited to Forests, Districts, Parks, Agencies, Regions, States, Counties, Sheriff's Departments, etc.

Different billee codes can be assigned on different OAS-23 lines.

FIRE BILLINGS. The entry made under "User Organization and Charge Codes" must be charge codes of the agency whose Billee Code was entered:

- If a BLM District's Billee Code was entered, BLM coding must also be entered;
- If a USDA-FS unit's Billee Code was entered, then a USDA-FS management code must also be entered.

YOU CANNOT ENTER A BLM BILLEE CODE, AND A USDA-FS "P" NUMBER, OR VICE VERSA.

It is ESSENTIAL that persons completing OAS-23's understand that, under the master firefighting cooperative agreement, all firefighting among FEDERAL cooperating agencies is NON-REIMBURSABLE. No funds are, or should be exchanged. This has the following implications:

- If a BLM contract aircraft is on a USDA-FS fire, a BLM Billee code and Charge Code shall be entered.

- If a USDA-FS Billee Code and charge code were to be entered, then OAS would bill the Forest Service, which is contrary to the intent of the master agreement.

BLM INSTRUCTIONS. Refer to Chart D-1 on the pages following the OAS-23 examples for requirements for assigning Billee Codes. These instructions should be used both by BLM Helicopter Managers of contract or BOA helicopters and by other-agency Managers completing OAS-23's for BLM incidents or projects.

Exhibit D-16: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

Use codes are entered for FLIGHT Pay Items ONLY. Leave the Use Code block blank for non-flight Pay Items (AH, SM, PD, etc.). Standard Use Codes are on the inside cover of each OAS-23 book. Enter the code that specifically identifies, or most nearly approximates, the mission. As stated previously, the Manager must track hour meter readings for the various missions the helicopter performs on a given day. Uses are then individually totalled (that is, all personnel transport, all water dropping, all sling loads) and Start/Stop and Elapsed times are entered for each type of use.

The following is BLM-specific direction on Use Codes. It should be used not only by BLM Helicopter Managers of contract or BOA helicopters, but also by other-agency Managers completing OAS-23s for BLM incidents or projects. This direction may also be used at another agency's option for their own incidents or projects.

- Do NOT enter ANY of the 3-series Use Codes (Local Fire Suppression). Always use the 2-series use codes for Interagency Fire Suppression.
- There is no 2-series code for fire reconnaissance; use 6R.
- Use 3A, Helitack/Initial Attack, for transport of the helicopter crew to the incident; use 3H for return from the incident.
- Use 9P ONLY for administrative, point-to-point travel (must meet OMB A-126 cost-comparison requirements).
- Do not use 4A, 5F, 5R, 5X, or 9X

TELEPHONE NO.

	DATE			FAA IDENTIFIER		START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD		PILOT INI-TIAL	BILLEE CODE	USE CODE	USER ORGANIZATION AND CHARGE CODES	SIGNED RECEIVED	TAX CODE
	M	D	Y	FROM	TO					PAX	CARGO						
1.	•		•					•									

EXTERNAL LOADS

1A SLING (HELICOPTER)
1F FIXED-WING EXTERNAL LOAD
1H SHORT HAUL HELICOPTER
1L LONG LINE / REMOTE HOOK

FIRE SUPPRESSION ACTIVITIES - INTERAGENCY

2A HELITACK - INITIAL ATTACK
2C CARGO TRANSPORT - INTERNAL
2E SMOKEJUMPER
2F FOAM DISPENSING - BUCKET / TANK
2H DEPLOYMENT & RETRIEVAL/ PERSONNEL TRANSPORT
2K AIR ATTACK
2L LEAD PLANE
2P PARACARGO
2R FIRE RETARDANT - BUCKET / TANK
2W WATER DROPPING - BUCKET / TANK

FIRE SUPPRESSION ACTIVITIES - LOCAL

3A HELITACK - INITIAL ATTACK
3C CARGO TRANSPORT - INTERNAL
3F FOAM DISPENSING - BUCKET / TANK
3H DEPLOYMENT & RETRIEVAL/ PERSONNEL TRANSPORT
3L LEAD PLANE
3P PARACARGO
3R FIRE RETARDANT - BUCKET / TANK

LOW LEVEL - WITHIN 500' OF SURFACE

6A ANIMAL HERDING
6C ANIMAL GATHERING / CAPTURING
6E ANIMAL ELECTRONIC TRACKING
6F AUTO SURVEYOR
6H HABITAT / ENVIRONMENTAL EVALUATION
6K ANIMAL COUNTING
6L LAW ENFORCEMENT
6M DRUG LAW ENFORCEMENT
6N SEARCH AND RESCUE
6P POWERLINE PATROL
6R RECONNAISSANCE
6T ANIMAL ERADICATION / TAGGING
6V ANIMAL VISUAL TRACKING
6W WILDLIFE SURVEYS
6X MEDIVAC

OTHER SPECIAL USES

4A ANY TAKEOFF OR LANDING REQUIRING SPECIAL PILOT SKILLS DUE TO TERRAIN OR SURFACE CONDITIONS
4H HOVERSITE - HELICOPTER
4L WHEEL OR SKI OPERATIONS ON UNPREPARED LANDING SITES - FIXED WING
4M FIXED WING MODIFICATIONS THAT INVALIDATE STANDARD CERTIFICATE
4N NIGHT VISION GOGGLES
4P PARACARGO - NON-FIRE
4R RAPPELLING - HELICOPTER

7N OFFSHORE NAVIGATION - VESSEL OR PLATFORM LANDINGS

AERIAL APPLICATIONS

8C SEEDING
8F FUSEE
8H HELITORCH
8P PING PONG BALL
8R SPRAYING
8T THERMITE

OTHER USES - SPECIAL EQUIPMENT OR TECHNIQUES

5E ANIMAL ELECTRONIC TRACKING - ABOVE 500 FEET
5F MOUNTAIN FLYING
5M USGS AND BOM SPECIAL PILOT REQUIREMENTS
5R OVERWATER - SPECIAL PPE REQUIREMENTS
5X EXTENDED OVERWATER - SPECIAL PPE AND OTHER EQUIPMENT REQUIREMENTS

GENERAL USES

9A AIR CREW TRAINING
9C CARGO ONLY
9E PILOT PROFICIENCY OR PILOT TRAINING
9F FERRY AIRCRAFT - REQUIRED AIR CREW ONLY
9H RECONNAISSANCE - ABOVE 500 FEET
9L LAW ENFORCEMENT - NON-SPECIAL USE
9M DRUG LAW ENFORCEMENT - NON-SPECIAL USE
9P PERSONNEL TRANSPORT - POINT-TO-POINT
9R SEARCH AND RESCUE - ABOVE 500 FEET
9V PHOTO MAPPING OR VIDEO PHOTOGRAPHY
9X OTHER GENERAL USE
MA MAINTENANCE FLIGHTS - DOI FLEET ONLY