Exhibit D-17: 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

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

RED IS FOR OAS USE ONLY
RECEIVED DATE
012345

COMPANY NAME & ADDRESS	CONTRACT/BOA NO.	ITEM NO.	AIRCRAFT MAKE & MODEL	PILOT NAME (PIC) Print	SERV.	AGMT. NO.	AC CONTROL NO.
	AIRCRAFT DESIGNATED BASE (City/St.)		AIRCRAFT FAA REGISTRATION NO.	PILOT NAME (2nd PIC) Print	AGENCY ORDER NO.		
	HIRED (Date & Time)		RELEASED (Date & Time)	OTHER CREW MEMBER			

An Agency Order Number for BLM flights is the Document Control Number utilized to process billings by OAS through the Denver Service Center. A Document Control Number consists of a one-digit State Identifier, an 3-digit Office Code, a two-digit entry identifying Document Type and Fiscal Year, and a 4-digit Month Number.

1. STATE. 1-digit alpha State Code according to the following:

Alaska:	L	Idaho:	D	Oregon:	H	Washington Office:	P
Arizona:	A	Montana:	E	Utah:	J		
California:	B	Nevada:	F	Wyoming:	K		
Colorado:	C	New Mexico:	G	NIFC:	R		

OAS-23's for flights taken by the Eastern States Office will be processed by the National Aviation Office at NIFC. Therefore the State Input for Document Control Numbers will be "R" for NIFC. OAS-23's for flights taken by Service Center personnel will be processed by the state in which they are flying, or by the Colorado State Office for cross-jurisdictional flights arranged by the Colorado State Office. Therefore the input for the Control Number for SC flights will be determined by the state processing the OAS-23, or "C" if Colorado arranged the flight. OAS-23's for flights taken by Phoenix Training Center personnel will be processed by the Arizona State Office. Therefore the input for the Document Control Number for Training Center flights will be "A" for Arizona.

2. OFFICE. 3-digit numeric code of the Office (Organization) submitting the OAS-23. This will usually be a District or State Office, or a Division of NIFC or the Washington Office.

3. DOCUMENT TYPE. 1-digit alpha. Always enter "S" for Aircraft Use.

4. FISCAL YEAR. 1-digit numeric. Enter the last digit (eg, "4" for FY-94) of the fiscal year in which the flight was taken.

5. SEQUENTIAL MONTH NUMBER. 4-digit numeric. Enter the month in which the OAS-23 is mailed to OAS (not the month in which the flight was taken) according to the following numbering system:

FROM/TO	ENTRY	FROM/TO	ENTRY	FROM/TO	ENTRY	FROM/TO	ENTRY
Oct 1-31	0001	Jan 1-31	0004	Apr 1-30	0007	Jul 1-31	0010
Nov 1-31	0002	Feb 1-28	0005	May 1-31	0008	Aug 1-31	0011
Dec 1-31	0003	Mar 1-31	0006	Jun 1-30	0009	Sep 1-31	0012

Month 0013 is assigned to all OAS-23's sent to OAS after September 30 for flights taken during the fiscal year ending September 30 which were not mailed timely and which were not assigned one of the normal numbers in the 0001-0012 range.

All zeroes in the month entry MUST be entered. All fields should be separated by a "-" (dash) for accurate entry into the OAS On-Line and Payment Collection (OPAC) billing system.
Example Of A Complete Document Control Number:

F-030-S3-0005 = Nevada (F)-Carson City District (030)-Fiscal Year 93 (S3)-Flight Invoice Mailed Between February 1 and February 28 (0005)

Exhibit D-18: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

OAS-23 (09/91)

AIRCRAFT USE REPORT

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

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RECEIVED DATE 012345

COMPANY NAME & ADDRESS | CONTRACT/BOA NO. | ITEM NO. | AIRCRAFT MAKE & MODEL

TELEPHONE NO. | AIRCRAFT DESIGNATED BASE (City/St.) | AIRCRAFT FAA REGISTRATION NO.

HIRED (Date & Time) | RELEASED (Date & Time)

	DATE M	DATE D	DATE 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.	•	•						•									
3.	•	•						•									
9.	•	•						•									
10.	•	•						•									

Other Charges/Credits (Add attachments if necessary)

Manager signs or initials in the "Signed Received" block after verifying all information is correct. To meet OMB A-123 internal control requirements, the individual initialing this block cannot be the same person who signs the bottom right block.

Local unit aviation manager or other approved government representative reviews line entries, signs, and dates each OAS-23. The using unit should, if possible, date-stamp each OAS-23 on the date received.

To meet OMB A-123 Internal control requirements, the individual signing in this block cannot be the same person who initialed the "Signed Received" block.

To ensure prompt payment, the white original of the OAS-23 must be forwarded to Office of Aircraft Services NO MORE THAN two days after the use period ends.

All OAS-23's MUST BE PROCESSED (that is, entry of Billee Codes, Charge Codes, and Agency Order Numbers) THROUGH THE USING UNIT'S AVIATION MANAGER prior to being sent to OAS. They are NOT to be sent direct to OAS by either the Pilot or Manager. CWN Managers are responsible for ensuring that the OAS-23's are delivered to the local unit aviation manager or dispatch office.

During extended use periods (for example, exclusive-use contracts), the OAS-23's may be signed and mailed every two weeks, usually on the 1st and 16th of each month.

In the "Other Charges/Credits" block, manager should document any additional charges (for example, extra crew or mechanic), reason for periods of unavailability, etc. However, the Contract Daily Diary is the PRIMARY DOCUMENTATION for the contract and should contain a full and complete explanation of unavailability, maintenance deficiencies, and other occurrences that may be noted in this block.

Vendor representative, usually the pilot, signs, prints name, enters vendor telephone number, and dates to certify the record of services is correct.

I certify that the above record of services is correct and no payment has been received.
SIGNATURE OF CONTRACTOR/AGENT/PILOT
NAME (print) | DATE

I certify that the above services were received
AGENCY TELEPHONE NO. ( ) FTS ( ) MM.
SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
NAME (print) | DATE
AGENCY
AGENCY ADDRESS

BLUE - VENDOR'S COPY
YELLOW - USER COPY

Exhibit D-19: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

OAS-23 (09/91)

AIRCRAFT USE REPORT

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U.S. DEPARTMENT OF THE INTERIOR
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P.O. BOX 15428 4343 AIRCRAFT DRIVE
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RECEIVED DATE

012345

SERV.	AGMT. NO.	AC CONTROL NO.

COMPANY NAME & ADDRESS | CONTRACT/BOA NO. | ITEM NO. | AIRCRAFT MAKE & MODEL | PILOT NAME (PIC) Print

AIRCRAFT DESIGNATED BASE (City/St.) | AIRCRAFT FAA REGISTRATION NO. | PILOT NAME (2nd PIC) Print | AGENCY ORDER NO.

TELEPHONE NO. | HIRED (Date & Time) | RELEASED (Date & Time) | OTHER CREW MEMBER

	DATE M	DATE D	DATE 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
1.	•	•	•	O04	O04	1000	1600	06 • 00	AH					
2.	•	•	•	FIR	FIR	1600	1800	02 • 00	AH					
3.	•	•	•	FIR	FIR	1800	2000	02 • 00	EP					
4.	•	•	•	O04	FIR	352.0	353.1	01 • 10	FT	3	210			2A
5.	•	•	•	O04	FIR			01 • 35	SM					
6.	•	•	•	FIR	FIR	353.1	353.6	00 • 50	FT		550			2F
7.	•	•	•	FIR	FIR	353.6	353.8	00 • 20	FT	2				6R
8.	•	•	•	FIR	FIR	353.8	354.7	00 • 90	FT	18	190			2H
9.	•	•	•	FIR	FIR	354.7	355.4	00 • 70	FT		1540			1A
10.	•	•	•	WMC	WMC			01 • 32	PD	2				

Other Charges/Credits (Add attachments if necessary)

EXAMPLE

6 Hours of Hourly Availability (AH) incurred at Carson City Helibase.

2 Hours of Hourly Availability (AH) incurred at the fire.

2 Hours of Extended Pilot Availability (EP) incurred at the fire.

1.1 Hours of Flight Time initial attack from Carson City Helibase to the fire.

135 Service Truck Miles (SM) from Carson City to a fire.

550 gallons foam dropped over 0.5 hours of flight time; drops need not be consecutive; manager collates all FT for foam drops at the end of the day.

0.2 flight time used for a reconnaissance of the fire.

18 firefighters and 190 pounds of Internal cargo were transported to the line; trips need not be consecutive.

1540 pounds of cargo transported via sling.

$ 132.00 Per Diem (PD) overnight charges at Winnemucca (WMC) for 2 persons.

WHITE - ORIGINAL OAS COPY
BLUE - VENDOR'S COPY
YELLOW - USER COPY

I certify that the above record of services is correct and no payment has been received.

SIGNATURE OF CONTRACTOR/AGENT/PILOT

NAME (print) | DATE

I certify that the above services were received | AGENCY TELEPHONE NO. ( ) FTS ( ) COMM. | AGENCY

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE | AGENCY ADDRESS

NAME (print) | DATE

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 1)

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
			FIRE FLIGHTS		
1.	Fire flight taken as a result of: - Fire on your unit; (including **non-reimbursable** mutual aid) - Fire on another BLM unit; - An order from any Federal cooperating wildland firefighting agency (eg, USFS, FWS, BIA, NPS) and for which charges are nonreimbursable (Note exception in situation where the National Interagency Coordination Center [NICC] assigns a 3000-series fire number for reimbursable support to Military, States, etc.)	Your contract aircraft performs missions for units identified at left; or, Your unit arranges a rental/charter in response to an order from any of the agencies identified, or, Your unit supplies both a helicopter module and/or manager and a CWN helicopter for the agencies identified. **Note the exception in #4 if your unit does not furnish the CWN aircraft.**	Since all assistance to those agencies is non-reimbursable, assign your local unit's cost-account coding, including your State and Office code, but use the assigned BLM fire number off the Resource Order. DO NOT ASSIGN OTHER-AGENCY PROJECT OR FIRE CODES (EG, USFS "P" NUMBERS) ON OAS-23 PAYMENT DOCUMENTS. Examples of Valid BLM Fire Numbers: 1-Digit Alpha plus 3-Digit Numeric for BLM Districts and State Offices (eg, C567) Example: NV-040-1550-70-R645 (Ely District [NV-040] aircraft on Utah BLM fire [R645]) OR, 4-Digit Numeric assigned by NICC for other-agency support, according to the following:[1] 3000-3999 Miscellaneous Support (State, Military) 4000-4999 F & WS Support 5000-5999 BIA Support 6000-6999 NPS Support 9000-9997 USFS Support Example: NV-030-1550-70-9216 (Carson City Nevada District [NV-030] aircraft on Forest Service fire with NICC-assigned Forest Service Support Number [9216])	Use your unit's Billee Code.	Your Unit.

1 - NICC is encouraging local BLM units to immediately assign a local BLM support fire number that will be relayed throughout the system as orders are placed. This will hopefully avoid duplication of fire number assignment (ie, NICC-assigned number, other-District(s) assigned number(s), etc.) For example, Fire J221 in Carson City, a support fire number for the Toiyabe NF, would be transmitted throughout the system and would end up on an order for a helicopter from Montana BLM.

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 2)

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
			FIRE FLIGHTS		
2.	Fire flight taken as a result of: - An order from any cooperating State firefighting agency (eg, CDF, NDF, Etc.) and for which charges are reimbursable.	Your contract aircraft performs missions for units identified at left and fire is identified as a reimbursable State Agency fire (eg, California Department of Forestry) OR. Your unit arranges a rental/charter in response to an order from any of the agencies identified, OR. Your unit supplies both a Helicopter Module and/or Manager and a CWN helicopter for the agencies identified. **Note the exception in #4 if your unit does not furnish the CWN aircraft.**	There are three options for this situation: (1) If a NICC-assigned 3000-series number has been assigned, then assign your State and Office Code (costs will be recovered nationally) and use the 3000-series number.	(1) Use your unit's Billee Code (costs will be recovered nationally).	Your Unit.
			(2) Your unit may assign a local support BLM fire number and recover costs locally through cross-agency billing. This is only for incidents where a local BLM District is supporting a local cooperating State agency. This BLM District fire support number will be transmitted by NICC as part of any Resource Orders relayed through the system. HOWEVER, THE UNIT WHICH ASSIGNED THE BLM FIRE NUMBER IS RESPONSIBLE FOR RECOVERING REIMBURSABLE COSTS FROM THE STATE.	(2) Use your unit's Billee Code (costs will be recovered locally).	Your Unit.
			(3) Assign the cost-account coding as identified by the other agency. This is the most streamlined approach, since OAS bills and recovers the costs directly from the State agency (ie, the BLM District will not receive a bill from OAS)	(3) Use the other agency's Billee Code.	Your Unit.
3.	Fire pre-suppression standby.	There are three situations that may be encountered: (1) Your contract aircraft is placed on presuppression standby by another unit from your Interior agency.	(1) Assign the other unit's presuppression cost-account coding.	(1) Use your unit's Billee Code.	Your Unit.
		(2) Your contract aircraft is placed on presuppression standby by another agency (eg, USFS).	(2) Assign the other agency's presuppression cost-account coding.	(2) Use the other agency unit's (eg, Forest) Billee Code (available from OAS).	Your Unit.
		(3) A contract aircraft is located and managed at the local level (eg, District) but the State Office holds the presuppression funding for the aircraft.	(3) Assign the cost-account coding of the unit holding the funding.	(3) Use your unit's Billee Code.	Your Unit.

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 3)

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
			FIRE FLIGHTS		
4.	CWN helicopter hired by your District sent off-unit. Helicopter module not furnished by your unit.	A CWN helicopter off the OAS Source List is hired by your unit and sent to another unit. A helicopter module from another unit is attached to the helicopter at the incident.	Module Leader assigns the receiving, benefitting unit's cost-account coding, regardless of agency.	Use the receiving, benefitting unit's Billee Code, regardless of whether agency is federal or non-federal.	The Receiving, Benefitting Unit. Module Leader must ensure copies of OAS-23's are given to the local Aviation Manager.
5.	Fire flight charged to: - Multiple fire code 8888 - Multiple fire code 9999	Your contract aircraft or a rental aircraft scheduled by your unit performs flight for another BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999. or. Your contract aircraft or a rental aircraft scheduled by your unit performs flight for your BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999.	Assign the other unit's State and Office Code	Use your unit's Billee Code.	Your unit.

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 4)

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE CODE	WHO PROCESSES THE OAS-23
		NON-FIRE FLIGHTS			
6.	Non-fire flight charged to unit funds.	There are several situations possible: (1) Flight is arranged by your unit for the sole benefit of your unit.	(1) Assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(1) Use <u>your</u> unit's Billee Code.	<u>Your</u> unit.
		(2) Flight is arranged by another BLM unit, but at least part of the flight will be charged to your unit's funds.	(2) Other unit should assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(2) Other unit should use its Billee Code, not yours.	The <u>other</u> unit.
		(3) Your unit will be using other funds (eg, Washington Office) to accomplish a project.	(3) Assign other unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(3) Use <u>your</u> unit's Billee Code.	<u>Your</u> unit.
		(4) Flight is arranged by your unit, but at least part of the flight will be charged to another BLM unit's funds.	(4) Flight charges must be split out appropriately on separate lines of the OAS-23, with your unit's and the other unit's coding entered appropriately. This may require alteration of lines originally entered (ie, only one line entry made for a recon whose charges will be shared); note the reason under "Remarks" on the OAS-23. Total flight time remains the same.	(4) Use your unit's Billee Code.	<u>Your</u> unit.
7.	Non-fire flight charged to another agency (eg, USFS, non-BLM DOI agency, County, State)	There are two situations which might be encountered: A non-fire flight is arranged by your unit for another agency who will bear all costs of the flight.	Assign other-agency's coding.	Assign other-agency unit's Billee Code.	<u>Your</u> Unit.
		A nonfire flight is arranged by your unit for another agency who will bear part of the costs of the flight, with your unit assuming the rest.	If flight costs are to be shared with your unit, costs will have to be split out on separate lines of the OAS-23. Assign other agency's coding to appropriate lines on the OAS-23, and your unit's coding on the other lines.	Assign other-agency unit's Billee Code to appropriate lines on the OAS-23, and your unit's Billee Code on the lines to be charged to your unit.	<u>Your</u> unit.