



2014

Standard Operating Procedures

For

Department of the Interior

National Exclusive Use SEATs



Introduction

The Department of Interior has endorsed and funded Exclusive Use SEATs under long term contracts for an extended period as it represents an effective and efficient contracting model. Additionally, this model will offer stability for both industry and wildland fire management of suppression efforts, while providing a cost saving in overall suppression dollars. Consistent with the DOI authorization, DOI National Exclusive Use SEATs (EU SEATs) will be managed as national shared resources.

The intent of this SOP is to both communicate and standardize the processes used in the overall management of the DOI National Exclusive Use SEATs where procedures differ from existing processes. This SOP covers how the DOI National Exclusive Use SEATs will be mobilized, the roles and responsibilities of the people involved in the management of the DOI National Exclusive Use SEATs, Invoicing and cost coding procedures and an overview of the contract differences from previous SEAT contracts.

Mobilization Considerations

There are three Start Dates of May 26th, June 5th and June 12th. DOI National Exclusive Use SEATs have no Designated Bases and will start their contract at their Home Base.

Based on the number of DOI National Exclusive Use SEATs allocated to their GACC, BLM State Aviation Managers and BIA Regional Aviation Managers (RAMs) will coordinate with fire staff and the Geographic Area Coordinating Group to determine the initial starting location of DOI EU SEAT's. This information will be forwarded to the BLM National SEAT Program manager by the Chair of the Geographic Area Coordinating Group for the development of Contract instructions, outlining initial mobilization information to the contractor.

It is the responsibility of the Geographic Area/Local Unit to ensure that qualified SEAT or ATBM managers are in place to manage the aircraft. Staffing and funding of these positions is the responsibility of the hosting unit.

As National assets, DOI National Exclusive Use SEATs can and will be moved to areas of greatest need. Within Geographic Areas, Fire Staff on an interagency basis will provide direction to the Dispatch system on the mob/demob of SEATs to meet existing or forecasted fire loads within their jurisdiction. Geographic area coordination centers can preposition SEATs using the same mechanisms and rationale that are used with LATs, including using the same staging or preposition fire codes to move SEATs that are used for other national resources. Nationally, when competition for SEATs exists, NMAC will provide direction to NICC based on intelligence developed by the National SECO on the allocation and reallocation of EU SEATs between Geographic Areas.

Once the EU SEAT contract is awarded and prior to contract Start Date, NICC will enter each contract and associated information into ROSS. Once the initial start locations of DOI

National Exclusive Use SEATs are determined, mobilization will occur pursuant to a contract instruction from the BLM National SEAT Program Manager.

NICC will facilitate transfer of the SEAT resource item in ROSS to the host GACC to manage at their discretion for the duration of the allocation. As National Shared Resources, DOI National Exclusive Use SEATs will be statused in ROSS as available nationally.

Mobilization for incident response will occur via resource order; however, once a decision to reallocate a DOI National Exclusive Use SEAT to another GACC is made, the receiving GACC will place a request for the mobilization, and the resource item will be transferred as described above after mobilization is complete.

Roles and Responsibilities:

Contracting Officer (CO):

The CO for the DOI National Exclusive Use SEATs is Tina Young.

- Provides the Administrative PI with a written delegation

Contracting Officers Representative (COR):

COR for all the DOI National Exclusive Use SEATs is the BLM National SEAT Program Manager, Glen Claypool.

- Conducts pre-work Tele-Conference in conjunction with the CO for each of the three staggered starting dates involving contractor personnel, assigned Administrative PI and SAM / Interregional Aviation Manager (IRAM)
- Maintains a copy of the contract file at the national office.
- Inputs the final evaluation into CPARS.
- Reviews nominees for PI and forwards on to the CO.

SAMs and RAM:

The SAMs and RAM primary role is to provide program oversight to the Administrative PI. Each SAM / RAM will develop their own level of interaction and involvement with the PI as needed. SAMs / RAM can choose to be the Project Inspector for their area.

Duties:

- Submit nominations to the COR for the Administrative PI for their area.
- Provides oversight to the Administrative PI s in their area and outlines what type interaction and documentation they will require for their records.
- Monitor Administrative PI performance, and interacts with the COR on any concerns, problems or recommendations.
- Participates in any pre-work conducted for SEATs assigned to any Administrative PI for their area.
- Interacts with any additional Administrative PIs or host SEAT Managers (SEMG) who may be assigned to or temporarily working within their area.
- Elevates any problems or concerns identified by the Administrative PI about SEMG assigned to their SEATs to the COR for resolution.

Administrative Projector Inspector (PI):

Administrative PIs will be approved by the SAM / RAM and the COR each year through an established nomination process. PIs can be assigned to multiple SEATs if approved.

Duties:

- Administrative PI will provide the SEMG a copy of the original initial inspection form at the beginning of their assignment.
- Interacts with the SAM / RAM appointed for the area on oversight during the contract.
- Document all conversations and correspondence on *Administrative PI Log*. Provide the COR and the SAM / RAM with a copy at the end of the contract, or as requested.
- Participates in any pre-work for their assigned SEATs
- Ensure the pilot provides the SEAT Manager (SEMG) assigned to their SEAT with a copy of the DOI National Exclusive Use *SEAT Information Worksheet*.
- Touch base with the Host SEMG at the beginning of each assignment, and periodically throughout their assignment, and provide assistance as requested.
- Coordinates with the Host SEAT Manager to ensure that the Fuel Service/Support truck is available to support the pilot when needed or requested.
- Notify the SAM / RAM and COR with concerns or problems concerning SEMG performance.
- Provide the Host SEMG with a copy of the contract, current modifications, current pricing, task order number, reporting location, days off, MAP dates and extensions.
- Establish a contract file, and provide the COR with a copy of the contract file at the end of the contract.
- Obtain copies of the Daily Operations Worksheets from the host SEMG on a daily basis for the contract file.
- Obtain copies of the OAS 23E's from the host SEMG for the contract file and reviews them for accuracy. Contact the Host SEMG if there are problems and work with OAS to correct any discrepancies.
- Provide the SAM /RAM with copies of any documentation they identify or request.
- Ensure any unavailability has been documented and the aircraft has been approved for return to contract availability by the appropriate personnel.
- Review any SAFECOMs with the SEMG and/or contractor personnel.
- Touch base with the National SECO to ensure Daily Operations Worksheets are being submitted in a timely fashion.
- Notify the National SECO any time there is a change in SEAT Managers. Provide their names and phone numbers.
- Maintain communications with the Airtanker Base Manager where the SEAT is currently stationed.
- Maintain communication with the contractor personnel as needed.
- Provide the COR with periodic updates, notify as needed with any concerns or issues.
- Ensure the outgoing Host SEMG has prepared a transitional packet for incoming Host SEMG.
- Ensure the host SEMG has completed a Contract Evaluation and has routed it to the Administrative PI and the COR at the end of their assignment.
- Complete a Contract Evaluation at the end of the MAP.
- Provide the COR with estimated hours worked as an Administrative PI at the end of the contract.
- Conduct a close out with the SAM / RAM and COR at the end of the contract.

Contract File:

The contract file developed and maintained by the Administrative PI will contain the following:

- Copies of Administrative PI Log
- Daily Operations Worksheets
- Copies of OAS 23Es
- Delegation of Authority
- Contract Correspondence
- Copy of the Notice to Proceed
- Copy of the Contract and any Modifications
- Contractor Evaluations

The Hosting SEMG or Air Tanker Base Manager:

Below is an outline identifying the general duties associated with hosting one or more of the DOI National Exclusive Use SEAT's. Please keep in mind that the identified duties are focused on the DOI National Exclusive Use SEATs *only*. On Call and other types of exclusive use SEATs have different cost coding, logistical needs and administrative chain of command. The hosting unit is responsible to ensure there is a qualified SEAT Manager (ATBM if operating from an established Airtanker base) at the base following the duties and requirements outlined in the Interagency SEAT Operations Guide (ISOG).

Duties:

- On the first day of the contract, the SEMG will perform the initial required inspections for the SEAT, Pilot and Support vehicle. Provides a copy to the Administrative PI, and the pilot.
- Ensure any replacement or relief pilots are carded for the contract.
- Depending on where the support vehicle is located, it may be necessary to assist the contractor with obtaining transportation, meals and logistical support if needed.
- Obtains a copy of the *DOI EU SEAT Information Worksheet* from the assigned Administrative PI.
- Keep all documentation generated during the assignment as part of the base records.
- Regardless of flight activity SEMG/ATBM completes the daily operations worksheet and FAX/emails to National SECO by 10 AM the following morning.
 - National SEAT Coordinator contact information
 - 208-387-5419
 - 208-387-5199 (fax)
 - 208-850-2780 (Cell)
 - llmfcopdsp60@blm.gov
- Provide the assigned Administrative PI with a copy of the Daily Operations Worksheet each day for their contract file.
- Ensures the completion of the OAS-23E on a daily basis
- Contacts the Administrative PI with any problems or concerns with contractor personnel.

- Notifies the Administrative PI when they are transitioning out of an assignment.
- Ensures incoming SEMG receive a transitional briefing packet and the name of the assigned Administrative PI.
- Completes a Contract Evaluation at the end of their assignment and forwards it to the Administrative PI and COR.

Invoicing Process for DOI Exclusive Use SEATs

1. SEMG/ATBM and pilot complete OAS-23E at end of each day.
 - a. SEMG/ATBM notates in the “remarks” section receipt of services for those dates they manage the aircraft. Must include name, phone # and email.
 - b. After mobilizing to a new base the receiving SEMG/ATBM Manager will touch base with the previous manager to ensure OAS-23E is up to date.
 - c. Provides the contractor with the appropriate mission, billee and charge codes each day for them to complete the OAS 23E on a daily basis. Reviews and signs as the government representative for receipt of services received.
2. OAS-23E will be closed out by the pilot/SEMG every two weeks.
 - a. At the end of the two week period the Host SEMG doing the two week sign off needs to ensure that all previous SEMG’s has initialed off receipt of services in the “remarks’ section throughout that two week period.
 - b. Obtains copies of all OAS 23E prior to the contractor submitting for payment, and provides the Administrative PI with copies for their contract file.
3. Companies will submit invoices via the established process in AMS and IPP, attaching the OAS-23E as supporting documentation.

Cost Coding for DOI Exclusive Use SEAT’s-2014

All Aircraft Use Reports for this contract will be completed in the electronic format utilizing the OAS-23E, pen & ink hardcopies are not acceptable.

Two sets of OAS-23E’s must be completed daily and submitted by the contractor every two weeks for this contract:

1. The first set of OAS-23E’s will be filled out for Daily Availability. No Other Pay Item Codes besides AV or UA will be entered on this OAS-23E
 - a. For each OAS-23E you will enter the appropriate “**Task Order #**” for that specific aircraft in the Contract # block on the OAS-23E. (Please see below for a complete listing of Task Order #s)
 - b. For AV and all other charges use **10** in the Item # block on the OAS-23E during the Mandatory Availability Period (MAP).
2. The second set of OAS-23E’s will be filled out for Flight Time and all other charges/pay item codes.
 - a. For each OAS-23E you will enter the appropriate “**Task Order #**” for that specific aircraft in the Contract # block on the OAS-23E.

- b. For Flight Time and all other charges use **20** in the Item # block on the OAS-23E during the Mandatory Availability Period (MAP).

Cost coding for the Daily Availability for the DOI National Exclusive Use SEATs during the Mandatory Availability Period (MAP), regardless of who the aircraft are actually working for, is listed below. The Charge Code is specific to the DOI National Exclusive Use SEAT's only. *Contract #, Task Order # and charge code cannot be applied to any other aircraft or for any labor charges.* If the DOI National Exclusive Use SEAT contract is extended; new codes will be supplied.

Non Fleet FEE Based Charges (Availability)

Pay Item Code	Billee Code	Billee Agreement #	Charge Code	Fire
AV	61CO	Leave blank	SEAT (yes "SEAT" is all you have to enter for AV)	Y

Cost Coding for all other charges (besides AV during MAP), will use the following Billee Code ***and just the four digit Fire Code*** for the Fire or Unit ordering the services.

NonFleet TIME Based Charges and/or NonFleet FEE Based Charges

Pay Item Code	Billee Code	Billee Agreement #	Charge Code	Fire
All BUT AV/UA	61CO	Leave blank	4 digit Fire Code- only (NO P-Codes)	Y

The following links are provided for the respective documents:

- AMD-23E v2.0: <https://www.iat.gov/ams/download/AMD-23E%20v2.0.xls>
- AMD-23E Instructions: <https://www.iat.gov/ams/download/AMD-23E%20Instructions.pdf>
- Pay Item Codes: <https://www.iat.gov/ams/download/Pay%20Item%20Codes%20v1.0.pdf>
- Mission Codes: <https://www.iat.gov/ams/download/AMS%20Mission%20Codes.pdf>

DOI National Exclusive Use SEAT Contract- Summary of Contract requirements/differences

General Requirements

- This is a one year Exclusive Use contract with 4 option years.
- There is no designated base under this contract.
 - Mobilization and Demobilization will be paid by the government.
 - Notice to Proceeds will be issued giving the contractor direction on where to report to at the beginning of contract.
- MAP will be 100 days with three different start dates
 - May 26th/June 5th/June 12th
- AT-802 with an Interagency Airtanker Board approved gate system.

Personnel Requirements

- A Level I Pilot pilot will be on a fixed 6/1 work schedule set at the start of the contract.
 - No relief pilot required.
 - Companies can exchange pilots to manage fatigue or work schedules. Days off schedule will remain the same.
 - When requested by the Government and agreed to by the contractor and the COR, a relief pilot may be utilized on the primary pilot's day off at no additional cost to the Government other than flight time and extended standby, if applicable. The primary pilot's 6 in 1 day off schedule will be set at the beginning of contract period and will not be changed. (See C24.2)
 - A level 2 pilot is permitted under this contract for no more than 6 days in any 14 day period. (See B10.5.1)
 - The contractor may submit a written request to the Contracting Officer Technical Representative requesting approval to exercise the option to utilize the second seat in an AT802 to supplement the training of a new pilot in SEAT operations. If the Government concurs, the Contractor may designate a highly experienced Level I SEAT pilot that is approved as a "Pilot Trainer" for the purposes of training a new pilot. The new pilot will be designated as a "Trainee" pilot. (See B10.7)

Equipment Requirements

- Fuel Service/Support Vehicle with Driver
 - The contract allows for the government to order an additional service truck at a daily flat rate when needed. (To augment existing truck or utilize at remote bases)
 - Not all contractors bid additional service trucks, check specific contract for availability and pay item code.
 - Additional Service truck has a \$500 flat rate. This includes support costs for the driver. No extended truck costs for additional service truck under this procurement.

Maintenance

- Pilots without FAA airframe and power plant (A&P) certifications are authorized to perform only the preventative maintenance tasks detailed under 14 CFR 43 Appendix A, Section (c) provided they have been properly trained under the direct supervision of an appropriately rated mechanic and designated in writing by the contractor as proficient in each task to be performed. Pilots will have this documentation available for review by government representatives.
- The COR or Administrative Project Inspector may approve Contractor requests to remove the aircraft from service to permit the Contractor to perform scheduled or unscheduled maintenance. The Government will continue to measure and pay for availability throughout periods approved for maintenance.

Measurement and Payment Items

- No Per Diem will be entered on the OAS-23E, contractors included their Per Diem costs in their Availability rate.
- Flight Time will be measured when the aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after landing at an airport.
 - C29.1.1 For purposes of this contract: "...moves under its own power for the purposes of flight..." means – the time at which the aircraft begins taxiing to the runway with the intent to takeoff. Start times are the time at which the aircraft; leaves the pit or begins taxiing from the ramp on any government ordered flight.
 - C29.1.2 For purposes of this contract: "...when the aircraft comes to rest after landing..." is defined as the time at which the aircraft engine is shut down. Taxi time and time spent hot loading or hot refueling is considered flight time.

Recording Flight Time on the Daily Ops Worksheet and OAS-23E

- SEMG will record the flight time on the Daily Ops Worksheet for each load the contractor takes out of the pit. The sortie must be recorded to reflect the correct refractometer reading, gallons delivered, correct charge codes for multiple fires, and to track cumulative flight time.
- ***Example of how to document the flight time on the Daily Ops Worksheet.***
 - When a pilot departs the pit for the 1st load, the SEMG will record their start time in Line #1 of the Daily Ops Worksheet, and complete all the other required columns on that line. When the SEAT comes back into the pit for a second hot load of retardant, the SEMG will record the **stop** time for that line.
 - The SEMG will use the same **stop time** recorded in Line #1 as their **start time** for Line # 2 or the second sortie.
- ***NO lumping of Flight Time on either the Daily Operations worksheet or the OAS-23E.***
- Fuel Service/Support Vehicle mileage will only be paid for mobilization to support the aircraft. Mileage will not be paid for transportation to and from lodging accommodations or meals.

Administrative Matters

- The BLM National SEAT program manager is the Contracting Officer Representative (COR) for this contract.
- Administrative Project Inspectors will be assigned to each SEAT awarded under this contract.

- Duties and responsibilities of the Administrative PI's are outlined in the contract (see C14.2 and C14.3) and in the SOP for DOI National Exclusive Use SEATs.
- Individual Task Order numbers will be issued to each SEAT awarded under this contract.
- The Contractor's representative and the Government (Host SEMG or ATBM) must complete and sign an Aircraft Use Report, OAS-23E form. An electronic report will be initiated by the Contractor in a Department of the Interior electronic reporting system that documents the daily services recorded on the signed OAS-23E. Hard copies of the signed OAS-23E are to be uploaded/attached to the electronic report created in the electronic system.
- Aircraft Use Reports are to be submitted no sooner than every two weeks.