AIRCRAFT

(OAS-23)

USER GUIDE

I. Introduction

The Aircraft Use Report, OAS-23, is used to provide a method of accurately and efficiently processing payments for aircraft contracts and rental agreements. The document is a multipurpose form, which performs the following functions:
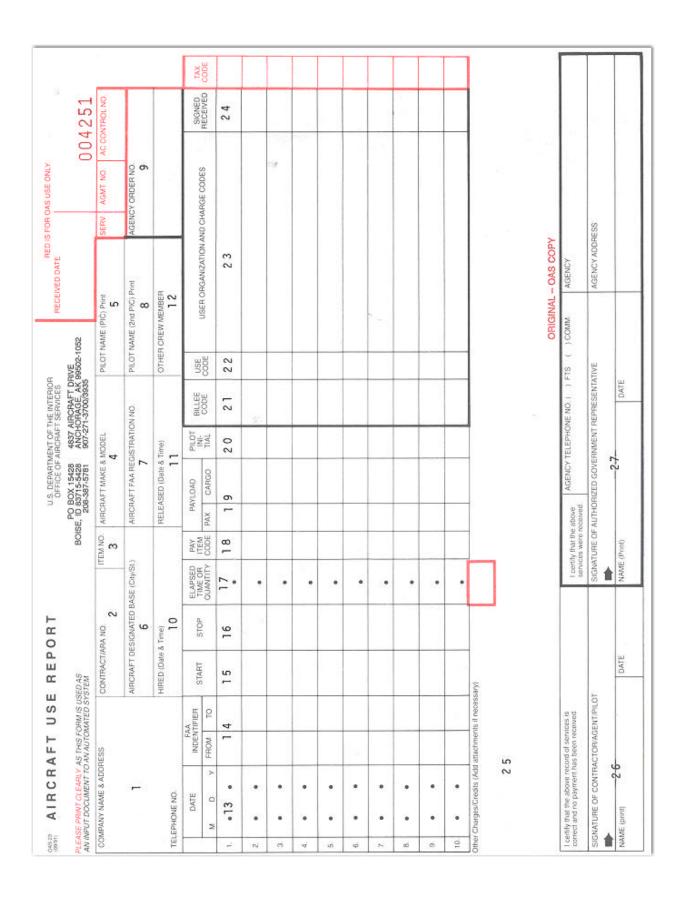
- It documents services provided under existing contractual arrangements.
- It serves as the contractor's invoice.
- It constitutes the receiving report for the using bureau in documenting services received.
- It is a computer-input document used to prepare contractor payments, billing to bureaus, and other aviation management reports.

OAS-23's, in booklet form, are provided to vendors on an as required basis. The form is completed and signed by the contractor's representative and the approving bureau official. Joint signing of the OAS-23 constitutes agreement by both parties as to the quantity of services provided.

The instructions in this user guide are intended to be a general supplement to the Contract or Aircraft Rental Agreement. Its purpose is to improve the speed and accuracy of the OAS-23 preparation, the data entry process, and payments to the contractor/vendor. **This User Guide shall not be regarded as a substitute for a Contract, its provisions, nor an Aircraft Rental Agreement (ARA).** The Contract or ARA must be consulted to determine the actual requirements and provision for payment. Questions concerning Contract or ARA provisions may be directed to the Contracting Officer or the Contracting Officer's Representative.

ALL COMPLETED OAS-23 FORMS SHOULD BE MAILED TO:

U.S. Department of the Interior
National Business Center
Aviation Management
300 E. Mallard Dr., Suite 200
Boise, ID 83706-3991

OAS-23
(09/91)

AIRCRAFT USE REPORT

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

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

PO BOX 15428   4837 AIRCRAFT DRIVE
BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1052
208-387-5781   907-271-3700/3935

RECEIVED DATE

004251

SERV	AGMT NO.	AC CONTROL NO.

COMPANY NAME & ADDRESS	CONTRACT/ARA NO.	ITEM NO.	AIRCRAFT MAKE & MODEL	PILOT NAME (PIC) Print
1	2	3	4	5

	AIRCRAFT DESIGNATED BASE (City/St.)	AIRCRAFT FAA REGISTRATION NO.	PILOT NAME (2nd PIC) Print	AGENCY ORDER NO.
	6	7	8	9

TELEPHONE NO.	HIRED (Date & Time)	RELEASED (Date & Time)	OTHER CREW MEMBER
	10	11	12

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						
	13		14		15	16	17	18	19		20	21	22	23	24	
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																

Other Charges/Credits (Add attachments if necessary)

25

SIGNATURE OF CONTRACTOR/AGENT/PILOT

NAME: (print)   DATE

26

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

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

NAME (Print)   DATE

27

I certify that the above services were received

AGENCY TELEPHONE NO. ( ) FTS ( ) COMM.

AGENCY
AGENCY ADDRESS

II. General Instructions

Print entries in black or blue ink, as each flight occurs. See overview found inside the front cover of the OAS-23 formbook.

**PRINT LEGIBILY AND CAREFULLY TO AVOID DELAYS IN PAYMENT AND/OR INTEREST CHARGES

1 Company name and address.

2 Contract number OR Aircraft Rental Agreement (ARA) number

3 Item Number – Complete only for contracts. Show services of only one item number on each OAS-23.

4 Aircraft Make and Model.

5 Pilot Name (PIC) – Print first and last name of pilot-in-command.

6 Aircraft Designated Base – Enter Designated Base as identified in the Contract or ARA.

7 Aircraft FAA Registration Number – Use complete aircraft FAA Registration Number. **Only one aircraft on each OAS-23.** Service provided by a second aircraft must be recorded on a separate OAS-23.

8 Pilot Name (2nd PIC) – Print first and last name of additional pilot-in-command or copilot, if ordered and delivered.

9 Agency Order Number – Reserved for agency personnel for funds obligation (may or may not be required).

10 Hired (Date and Time) – Enter date and time of service ordered to begin AND the service is provided, i.e. standing by. Use 24-hour clock time.

11 Released (Date and Time) – Enter date and time aircraft/crew are released from service. Use 24-hour clock time.

12 Other Crew Member – Enter name of additional authorized crewmember, if additional payments are appropriate. Use Other Charges/Credits block if additional space is needed.

13 Date – Record month-day-year in six-digit (02.04.06). Date each line to show the actual date of service claimed for payment.

14 FAA Identifier From/To – Record departure and arrival location for each take-off and landing. This field can contain up to 6 digits/characters. **LCL should NOT be used.** This space is also used to identify other than flight pay items such as availability, standby, subsistence, service truck mileage, etc.

15 - 16. Start time & Stop time – Log flight time from an approved hour meter or 24-hour clock times as appropriate. Measure fixed wing time from take-off roll to block in. Measure helicopter times from lift-off to touch down. Log standby period in 24-hour clock time.

17 Elapse Time/Quantity – Record each pay item due as follows:

FLIGHT TIME Record elapsed time based upon the recorded start/stop time. Entry when the meter is used should be in hours and tenths. Entry when 24-hour clock is used should be hours and tenths/hundredths.

SUBSISTENCE If applicable Government per diem rate is known, enter location, the dollar amount due, and the number of people under the PAX column. If the rate is not known, enter location and the number of nights due.

SERVICE TRUCK Enter mileage due to nearest mile. Enter mileage as 4 digits on OAS 23. (i.e. 240 miles = 02.40) (i.e. 24 miles = 00.24)

DAILY AVAILABILITY Enter 1.00 for each day of availability. To reflect unavailability, please use the conversion chart provided in this booklet.

HOURLY AVAILABILITY Enter 1.00 for each hour of availability up to the maximum number stated in contract. If aircraft is unavailable part of the day, record only actual hours available. (i.e., 5 hours unavailability equals 4.0 AH and second line entry of 5.0 UH on a nine-hour availability contract).

EXTENDED STANDBY Enter 1.00 for each hour of extended standby ordered and performed. This quantity is **rounded up to the next full hour** (i.e., 2 hours and 25 min extended standby = 3.00 EP).

STANDBY If standby is applicable, enter quantities using hours and hundredths.

18 Pay Item Code – Enter two-letter Pay Item Code to identify the type of claim. Caution: The codes differ for Contracts & ARA's.

19 Payload PAX/Cargo – Indicate the number of passengers in the PAX block and cargo weight to the nearest pound in the CARGO block.

20 Pilot initial – self-explanatory.

21 Billee Code –Indicate the OAS assigned billed code to be filled for this line entry. If not known, these are available off the OAS web page. (www.oas.gov)

22 Use Code – Enter appropriate 2-digit use code. <u>This is mandatory for all lines of flight.</u>

23 User Organization and Charge Codes – User agency enters their appropriate organization and charge code symbols (30 digits are available). Charges codes must correspond to the agency billee code given.

24 Signed Received –Agency personnel initial to acknowledge receipt of services rendered.

25 Other Charges/Credits – Agency and Contractor/Vendor remarks to the Contracting Officer, explanations for non-standard identifiers, statements of contract proceedings, information required by Contract or ARA provisions, agency information and identification of attached receipts, county/city, state for overnight claims of high rate lodging, notation if flight segments are to/from rural airports, etc.

Aviation Management cannot process OAS-23 for payment without signatures In Blocks 26 & 27

26 Signature of Contractor/Agent/Pilot – Signature of authorized representative for Contractor/Vendor/Pilot indicating that the record of service is correct.

27 Signature of Government Representative – Signature, agency address, and telephone number of authorized agency representative.

Additional Information:

Adjustments

Occasionally it is necessary to add to or deduct from amounts claimed for payment. These adjustments may include standby terms, reinspection costs, or corrections to payments.

Avoiding Delays in Processing of Payment

- While in the field, the pilot should record each segment of flight as it occurs.
- Other claims such as Availability, PerDiem, and Standby should be entered as line items as they occur.
- Agency personnel should sign Block 24 as line items are entered onto the OAS-23.
- Payments cannot be processed without Contractor/Vendor signature and Using Agency signature in Blocks 26 & 27.
- Ensure that OAS approved aircraft and pilots are used for DOI flights.

Distribution of the OAS – 23

At the end of the service or every two weeks, (whichever comes first) OAS-23's are distributed as follows:

- White (Original) – Submit to OAS

- Blue Copy – Contractor/Vendor copy

- Yellow – User Agency copy

III. Pay Item Codes

The "Pay Item Code" is a two-letter explanation of the type of claim being submitted by a vendor.

		CONTRACTS	ARAS
AC	Additional Crew in hours	X	
AH	Hourly Availability in hours	X	
AV	Daily Availability in days	X	
UA	Unavailability, Days	X	
UH	Unavailability, Hours	X	
CP	Copilot (when extra charge)		X
EM	Extended Availability Mechanic	X	
EP	Extended Availability Pilot	X	X
ET	Extended Availability Driver	X	X
FC	Fuel Charge	X	X
FD	Flight Time with Vendor Pilot, Dry		X
FT	Flight Time with Vendor Pilot	X	X
FN	Flight Time without pilot	X	X
FY	Ferry Flight Time	X	
GT	Guarantee due, if appropriate	X	X
MC	Additional Mechanic (Daily rate)	X	
PD	Per Diem in Dollars	X	X
SB	Standby Hours	X	X
SC	Special Charge in Dollars	X	X
SM	Service Truck Mileage	X	X
SP	Standby, Pilot	X	X

AC - Additional Crew

Refer to the contract to see if claims for Additional Crew are allowed. Additional crew (pilots and/or co-pilots) may be used to double crew an aircraft, or act as a relief pilot during the primary pilot's scheduled days off. Payment for Additional Crew commences at the aircraft's designated base and ends upon return of the additional personnel to the same base, unless otherwise agreed upon in writing. Payment begins when personnel actually report at the airport, not the hour the Bureau orders them to report.

- **Measurement and Payment**

Additional personnel reporting for service prior to 12:00 noon shall be paid for one full day of availability. Those required to report at 12:00 noon or after shall be paid for one-half day of availability. Additional personnel released from service at or prior to 12:00 noon shall be paid one-half day of availability. Those released after 12:00 noon shall be paid for one full day of availability.

The Contractor shall record arrival and departure from the specified base as separate line entries on the OAS-23. Each line entry shall identify the start time and stop time in hours and minutes. Additional crew reporting for service at or after noon or released at or before noon will be measured as available one-half day (00.50 AC). Additional crew reporting for service before noon or released after noon will be measured as available one full day (01.00 AC)

1. Record Date
2. Write "Add'l PIC " or "2nd PIC" across Block 14
3. Record Start time
4. Record Stop Time
5. Record the payable portion of day as a four-digit number in Block 17. A full day is recorded as 01.00.
6. Record Pay Item as "AC"
7. Record any relevant information in Block 25.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	7/2/05	Add'l PIC		1700	2400	00.50	AC			JS	7610	6W	9841-10-10ZB	Leem	
2	7/3/05	Add'l PIC		0000	2400	01.00	AC			JS	7610	6W	9841-10-10ZB	Leem	
3	7/4/05	Add'l PIC		0000	1100	00.50	AC			JS	7610	6W	9841-10-10ZB	Leem	

Other Charges/Credits (Add attachments if necessary)

Line 1,2&3 Add'l personnel (Pilot) 1st thru last day.

AV – Availability (Daily)

Refer to the contract to see if claims for Daily Availability are allowed. Measurement of availability shall commence at the Contractor's designated base of hire or the base designated in the contract. (Example: Designated Base: Boise, Idaho) It shall end upon return of the aircraft to the same base, unless otherwise agreed upon. Contractors required to report to the designated base prior to 12:00 noon should be paid for one full day of availability. Those required to report at 12:00 noon or after shall be paid for one-half day of availability. Contractors released from service at or prior to 12:00 noon shall be paid one-half day of availability. Those released after 12:00 noon shall be paid for one full day of availability.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	7/2/05	Availability		1700	2400	00.50	AV			JS	7610	6W	12521-1261	Leem	
2															

Example: Full day of Availability for 14-hour availability day.
1. Record Date
2. Write "Availability" or "Avail" across Blocks 14-16
3. Record the payable portion of Availability as a four-digit number in Block 17. A full day is recorded as 01.00.
4. Record Pay Item as "AV".

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	7/2/05	Availability		1700	2400	00.50	AV			JS	7610		9841-10-10ZB	Leem	
2	7/3/05	Availability				01.00	AV			JS	7610		9841-10-10ZB	Leem	
3	7/4/05	Availability		0000	1100	00.50	AV			JS	7610		9841-10-10ZB	Leem	

Other Charges/Credits (Add attachments if necessary)

Line 1 & 3 are first and last day of operation.

UA – Unavailability

Measurement of unavailability is the time the aircraft and/or crew are not available for use as described in the contract. A full day of Unavailability is recorded as 01.00 in block 17.

- **Example of Unavailability**: The aircraft is unavailable for two hours on a 14 hours availability day:

  LINE 1
  1. Record Date
  2. Write "Availability" or "Avail" across Blocks 14-16
  3. Record the payable portion of Availability in Block 17 as 00.86.
  4. Record Pay Item as "AV"

  LINE 2
  1. Record Date
  2. Write "Unavailable" or "Unavail" across Blocks 14-16
  3. Record the Unavailable portion of Availability in Block 17 as 00.14
  4. Record Pay Item as "UA"
  5. Record the hours and circumstances of the aircraft being unavailable for service in Block 25.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	7/2/05	Availability				00.86	AV			JS	7610	6W	9841-10-10ZB	Leem	
2	7/2/05	Unavail				00.14	UA			JS	7610	6W	9841-10-10ZB	Leem	
3	7/4/05	Availability				01.00	AV			JS	7610	6W	9841-10-10ZB	Leem	

Other Charges/Credits (Add attachments if necessary)

1 & 2 Aircraft was not available from 1:00 PM till 3:00 PM due to low oil pressure.

AV + UA must Equal 01.00 for each full day of use.

(NOTE: CONVERSION CHART FOR UNAVAILABILITY IS IN APPENDIX)

- **To record Daily Availability for First/Last day:**

To claim one-half day of Availability (under the "first and last day" Contract clause), record Date and Description. Enter Quantity 00.50 and the Pay Item Code as "AV". Use Block 25 to reference the line number and the "first and last day" clause.

EM, EP, ET - Extended Availability

Extended standby for the crew (ordered time beyond 9 hours per day, per crew member) is measured in hours (<u>rounded up to the next full hour</u>). Enter total hours for crewmembers i.e., if crew includes 2 pilots ordered for 2 hours the entry on the OAS-23 would be **4.00 EP**.

CP – CO-Pilot Charge

The Co-pilot charge is used when an aircraft does not require a co-pilot but the government requests a co-pilot. Transportation for these extra personnel is at the Vendor's expense. The co-pilot cost is based on Flight Time.

1. Enter Name of Co-Pilot in Block 8
2. Enter Date
3. Enter "Co-Pilot" in Block 14
4. Enter Total Flight Time for that day in Block 17
5. Enter Pay Item "CP" in Block 18
6. Pilot initials in block 20
7. Summarize claim in Block 25

AIRCRAFT USE REPORT

RECEIVED DATE		221901

Fly Away With Us 9876 Airline Circle Remote, AK 99999 907-444-4444	CONTRACT/BOA NO. 81-ARA-9999		ITEM NO.	AIRCRAFT MAKE & MODEL Navajo	PILOT NAME (PIC)	SERV. AGMT. NO.	AC CONTROL NO>
	AIRCRAFT DEISGNATED BASE (CITY/ST)			FAA REGISTRATION NO. N1234	PILOT NAME (2nd PIC) Jay Bird	AGENCY ORDER NO	
	HIRED (DATE & TIME) 11:00 2/25/05		RELEASED (DATE & TIME) 16:00 2/25/05		OTHER CREW MEMBER Jack Fly		

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	2/25/05	BRW	BRW	0830	0900	00.50	FT	2	50	GPA	5360	6E	9837-1801-NZB	PHL	
2	2/25/05	BRW	BRW	0930	1000	00.50	FT	2	50	GPA	5360	6E	9837-1801-NZB	PHL	
3	2/25/05	BRW	BRW	1300	1330	00.50	FT	2	50	GPA	5360	6E	9837-1801-NZB	PHL	
4	2/25/05	BRW	BRW	1430	1500	00.50	FT	2	50	GPA	5360	6E	9837-1801-NZB	PHL	
5	2/25/05	Co-Pilot Charge				02.00	CP			GPA	5360	6E	9837-1801-NZB	PHL	

Other Charges/Credits (Add attachments if necessary)

Co-pilot requested by Gov. 2.00 hr FT = CP charge.

FC – Fuel Charge

- **Fuel Purchased in USA**

    1. Record Date
    2. Write "Fuel Charge" across Blocks 14-16
    3. Record the cost of the fuel by rounding the "cents" up or down to the nearest dollar and moving the decimal point two spaces to the left. Example: Fuel that cost $312.89 is recorded as 03.13. Example: Fuel that cost $29.20 is recorded as 00.29.
    4. Record Pay Item code as "FC".
    5. Payload blocks are left blank
    6. Pilot initials Block 20.
    7. Record the name of the vendor, invoice #, gallons purchased, total price of purchase in Block 25.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	7/2/05	Fuel Charge				03.13	FC			CPA	7610	6W	12521-1261	Leem	
2	7/2/05	Fuel Charge				00.29	FC			CPA	7610	6W	12521-1261	Leem	

Other Charges/Credits (Add attachments if necessary)

1. Gas for Lease #123654 66 gallons $312.89 2. We're The Best #6655488 9.2 gallons $29.20

FT – Flight Time

- **Airplane Flight**

Airplane flight time is computed from the take-off-roll to block-in time. The Start/Stop Times are recorded as 24-hour clock times. Using the decimal point in Block 17, Elapsed Time is converted to a decimal format and recorded in hours and hundredths of an hour.

    1. Record Date
    2. Record From/To Identifiers
    3. Record Start Time
    4. Record Stop Time
    5. Record Elapsed Time – Converted to hours and hundredths of an hour
    6. Record Pay Item as "FT"
    7. Record Payload information

8. Pilot's Signature

- **Helicopter Flight**

Helicopter flight time is computed from lift-off to touchdown and is recorded in hours and tenths of an hour using the Hour Meter (Hobbs) for the Start/Stop Times. Enter Elapsed Time in hours and hundredths. Hundredths is determined by adding a "zero" to the total Elapsed Time. Example: 1.3 = 1.30.

1. Record Date
2. Record From/To Identifiers
3. Record Start Time
4. Record Stop Time
5. Record Elapsed Time – Converted to hours and hundredths of an hour
6. Record Pay Item as "FT"
7. Record Payload information
8. Pilot's Signature

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	4/15/05	OME	OME	9846.8	9847.3	00.50	FT			GT	5600	9H	9911	CAT	
2															
Other Charges/Credits (Add attachments if necessary)															

Note: Payment will not be made for flights that are for the benefit of the Contractor such as inspection, maintenance test flights, flights to and from maintenance facilities, training or orientation flights, or transportation of Contractor's support personnel.

FY – Ferry Time

Refer to the contract to see if claims for Ferry Time are allowed. Payment will be made for Government ordered ferry flights only. Ferry time is not a valid pay item code under an ARA. Please notate it is a ferry flight by the use code on ARA's.

GT – Guarantee Time

Refer to the contract or ARA to see if claims for Guarantee Time are allowed. Guarantees cannot be calculated until the service is complete.

Payment will be made for the greater of:
- Actual flight time including required ferry time
  OR
- The total guarantee determined by multiplying the number of days of service by the daily guarantee as recorded in the ARA.

Example of Guarantee Time
1. Complete Blocks 1-8
2. In Blocks 10-11, record date and time for the entire period of service. **Guarantee cannot be paid unless start and stop <u>time</u> and <u>date</u> is shown**.
3. Record each segment of flight.
4. When the aircraft is hired at or after 12:00 noon, reduce the daily guarantee by ½ for that day. When the aircraft is released at or before noon, reduce the daily guarantee by ½ for that day.
5. Calculate the "Guarantee Time" due after the entire Order of Service is completed. **Guarantee Time is calculated over the entire time of service not on an individual day-by-day basis**.

   - Add up the total hours of flight time
   - Multiply the daily guarantee X the number of days of service = guarantee due
   - If the flight time performed exceeds or equals the guarantee due, no Guarantee is paid to the vendor
   - If the flight time performed is less than the minimum Guarantee allowed, the difference is payable as Guarantee (GT)

   Example: A three-day project is hired before noon on the first day and released after noon on the last day. The Minimum Guarantee is three hours per day as referenced in the ARA. The total amount of flight hours performed is five hours.

   > 3 days X 3 Hrs Guarantee = 9 hours
   > 9 hours
   > -   5 hours actual flight time
   > _____
   > 4 hours Guarantee Due

6. Use the Date of the last day of service, and enter "Guarantee" across Blocks 14-16.

7. Enter the amount of Payable Guarantee in hours and hundredths in Block 17.
8. Enter Pay Item Code "GT" in Block 18. Note: Payable Guarantee will be paid at the rate specific in the ARA.
9. Show calculations in Block 25.

AIRCRAFT USE REPORT

			RECEIVED DATE			221901

Fly Away With Us 9876 Airline Circle Boise, ID 99999 907-444-3333	CONTRACT/BOA NO. 81-ARA-9999	ITEM NO.	AIRCRAFT MAKE & MODEL C-206	PILOT NAME (PIC) Jay Bird	SERV.	AGMT. NO.	AC CONTROL NO>
	AIRCRAFT DEISGNATED BASE (CITY/ST) Boise, Idaho		FAA REGISTRATION NO. N12345	PILOT NAME (2nd PIC)	AGENCY ORDER NO		
	HIRED (DATE & TIME) 3-12-05 08:30		RELEASED (DATE & TIME) 3-14-05 13:20	OTHER CREW MEMBER			

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	3-12-05	BOI	PDX	0830	1030	02.00	FT			DL	5490	DA	6811-123-12	MM	
2	3-13-05	No Flying due to weather													
3	3-14-05	PDX	PDX	0900	1015	01.25	FT			DL	5490	DA	6811-123-12	MM	
4	3-14-05	PDX	BOI	1100	1245	01.75	FT			DL	5490	DA	6811-123-12	MM	
5	3-14-05	Guarantee Due				04.00	GT			DL	5490	DA	6811-123-12	MM	

Other Charges/Credits (Add attachments if necessary)

(3 days X 3 Hrs Guarantee = 9 hours) – (5 hours flight time) = 4 Hours Guarantee Due

MC – Mechanic Charge

When ordered, the Government shall compensate the Contractor the daily rate, furnish or reimburse the contractor for lodging subsistence and transportation to and from the Contractor's designated base as well as between project locations.

Example – Measurement and Payment

A mechanic reporting for service prior to 12:00 noon shall be paid for one full day of availability. Those required to report at 12:00 noon or after shall be paid for one-half day of availability. A Mechanic released from service at or prior to 12:00 noon shall be paid one-half day of availability. Those released after 12:00 noon shall be paid for one full day of availability. Measurement of personnel will be reduced 1/10 per hour or portion thereof if the personnel fail to perform. The reduction will not exceed 10/10 per day.

The Contractor shall record arrival and departure from the specified base as separate line entries on the OAS-23. Each line entry shall identify the start time and stop time in hours and minutes. A mechanic reporting for service at or after noon or released at or before noon will be measured as available one-half day availability. A mechanic reporting for service before noon or released after noon will be measured as available for one full day availability.

1. Record Date
2. Write "Mechanic" across Block 14
3. Record Start time
4. Record Stop Time
5. Record the payable portion of day as a four-digit number in Block 17. A full day is recorded as 01.00.
6. Record Pay Item as "MC"
7. Provide explanation of mechanic's time in Block 25

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	4/25/05	Mechanic		1350	2400	00.50	MC			GT	5600	9H	9911	CF	
2	4/26/05	Mechanic		0001	2400	01.00	MC			GT	5600	9H	9911	CF	

Other Charges/Credits (Add attachments if necessary)

1. Mechanic did not arrive from town until 13:50; pay for ½ day. Changed twp cylinders, prop, and flat tire.

PD – Per Diem – Applies to both Contracts and ARA's

A subsistence allowance may be claimed for each authorized crewmember, for each **OVERNIGHT** stay, including mandatory days off, when assigned to an alternate base away from the designated base. No partial subsistence amounts will be paid for any day in which there is no overnight (lodging) stay. The Government, at its option, may provide meals and/or lodging (which may be remote field or fire camp accommodations). If not Government provided, the Contractor will be paid an overnight allowance equal to the standard Federal Travel Regulation (FTR) rate (or high rate, if applicable). The Contractor may claim overnight expenses using either of the two following methods:

1. Payment of the Standard Lodging and M&IE rate EXCLUDING lodging tax (does not require lodging receipts to be submitted with the OAS-23) or;

2. Payment of Standard lodging amount and M&IE rate (not to exceed FTR) **PLUS** lodging tax. **An itemized lodging invoice detailing lodging cost**

and tax IS REQUIRED to be submitted with the OAS-23. Credit card receipts are not acceptable. Receipts are not required for M&IE.

The OAS-23 invoice shall clearly show the county or city where the overnight occurred. **High rate claims for subsistence that do not include this information will be reduced to the standard rate.**

If the Contractor elects not to utilize Government provided meals and/or lodging, there shall be no payment for meals, lodging, or transportation costs incurred by the Contractor for travel to alternate meal or lodging locations.

No payment will be made for partial meals when the Contractor's crew is directed to operate in the field and returns to the designated base in the evening and no overnight occurs.

If the Government furnishes lodging, the lodging rate will not be paid. Use of Government or Contractor provided tents does not result in an entitlement for lodging payments.

A listing of Government facilities/meals furnished shall be recorded in Block 25, "Other Charges/Credits", on the OAS-23.

If partial subsistence, either three meals or lodging, is provided by the Government, the Contractor will be paid at current FTR rates for the portion that is Contractor provided.

- **Standard Rate – Lodging and M & IE – One Crew Member**

No receipts are required when claiming the standard rate.

1. Record Date
2. Enter "Per Diem- (Specify Location)" in Blocks 14-16.
3. Enter 00.99 in block 17
4. Enter PD in block 18
5. Enter "1 (Number of individuals claiming per diem)" in the PAX block
6. Describe the Standard Per Diem charge in Block 25 using the date, cost of lodging and M & IE.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	01/03/06	Per Diem – Elko, NV				00.99	PD	1		GT	5600	9H	9911	AV	
2															

Other Charges/Credits (Add attachments if necessary)

1. 1/3/06 Lodging & M&IE provided by contractor. Standard rate of $99.00

Standard Rate – Lodging and M & IE – More than one crew member

1. Record Date
2. Enter "Per Diem- (Specify Location) " in Blocks 14-16.
3. Enter 01.98 in block 17
4. Enter PD in block 18
5. Enter number of crew members claiming PerDiem in the PAX block
6. Describe the Standard Per Diem charge in Block 25 using the date, cost of lodging and M & IE.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	01/03/06	Per Diem – Billings, MT				01.98	PD	2		GT	5600	9H	9911	ST	
2															

Other Charges/Credits (Add attachments if necessary)

1. 1/3/06 Lodging & M&IE provided by contractor. Standard rate of $99.00 X 2 = $198.00

- **High Rate - Lodging and M & IE – More than one Crew Member**

    1. Record Date
    2. Enter "High Rate Per Diem- (Specify Location)" in Blocks 14-16.
    3. Enter Lodging Rate + M & IE Rate from FTR in block 17
    4. Enter PD in block 18
    5. Enter number of people claiming Per Diem for that date in the PAX block
    6. Describe the Per Diem charge in Block 25 using the date, place and cost of lodging.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	01/03/06	High Rate PD - Boise				02.44	PD	2		GT	5600	9H	9911	JJ	
2															

Other Charges/Credits (Add attachments if necessary)

1. 1/3/06 2 People X $122.00 = $244.00 Boise, Idaho

SB – Standby or Ground Time

Refer to the ARA to see if claims for Standby Time are allowed. **Record all Standby as it occurs**.

- Vendor may offer more favorable standby terms (e.g., free standby equal to hours flown) either as part of the agreement under the ARA or on a case-by-case basis as documented on Block 25.
- Standby will not be earned for stops involving passenger exchange, fuel stops, lunch breaks, or acts of God, such as weather, which prevent continuation of the flight.
- Standby time shall be recorded in 24-hour clock time, under start/stop time, and converted to hours and tenths/hundredths under elapsed time.
- Payable standby should be recorded between the actual flight times in which it occurs.

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	4/15/05	ANC	KNI	0730	0840	01.17	FT	1		JS	7610	6W	9841-10-10ZB	CAT	
2	4/15/05	Standby		0845	0900	00.25	SB			JS	7610	6W	9841-10-10ZB		
3	4/15/05	KNI	ANC	0905	1015	01.17	FT	1		JS	7610	6W	9841-10-10ZB		

Other Charges/Credits (Add attachments if necessary)

SC – Special Charge (Misc.)

Special charges are charges authorized by the contract, but not assigned their own Pay Item Code. They are recorded as "SC" in block 18 using the "**whole dollar**" four-digit format. They include:

- **Airport use Costs**. The Government will reimburse the contractor for airport use costs such as tie-downs or similar type costs when the Contractor is required to pay them at airports other than the designated base(s). Such costs, when in excess of $75.00, shall be supported by a paid itemized invoice

- **Landing Fees**. The Government will reimburse the Contractor for all landing fees the Contractor is required to pay at the designated and/or alternate base(s). A paid itemized invoice shall support such costs when in excess of $75.00.

- **Items Furnished by the Government** – Miscellaneous charges for goods or services furnished by the Government, on behalf of the Contractor, will be deducted from amounts due under the contract.

- **Items Furnished by the Contractor** – No additional charges (other than those specified in the contract) shall be paid to the Contractor unless otherwise approved by the Contracting Officer.

SM – Service Miles (Fuel Truck)

Refer to the contract to see if claims for Service Miles on a Fuel Truck are allowed. It is expected that a service truck will only be required to support aircraft dispatches to the lower 48 states in support of fire activity. Service Truck mileage shall accrue from point of hire (mobilization) until the Contractor returns the truck to the same point of hire (demobilization) upon release from service. Rate of payment shall be calculated at the per mile rate specified in the contract. Elapsed Time is **number of miles** the fuel truck drove (**shown as 4 digits 00.47**)

	DATE MO/DY/YR	LOCATION IDENTIFIER FROM	TO	METER READING START	STOP	ELAPSED TIME OR QUANTITY	PAY ITEM CODE	PAYLOAD PAX	CARGO	PILOT INITIAL	BILLEE CODE NO.	USE CODE	USER ORGANIZATION AND CHARGE CODE	SIGNED RECEIVED	TAX CODE
1	09/09/05	Availability				01.00	AV			JS	7610	6W	9841-10-10ZB	Leem	
2	09/09/05	Service Truck Miles				00.47	SM			JS	7610	6W	9841-10-10ZB	Leem	
Other Charges/Credits (Add attachments if necessary)															
2. Truck drove 47 miles – 560 gal truck.															

IV. Appendix

Appendix A - Conversion Chart

CONVERSION CHART											
Minutes to Hundredths											
Min	100th	Min	100th	Min	100th	Min	100th	Min	100th	Min	100th
1	0.02	11	0.18	21	0.35	31	0.52	41	0.68	51	0.85
2	0.03	12	0.20	22	0.37	32	0.53	42	0.70	52	0.87
3	0.05	13	0.22	23	0.38	33	0.55	43	0.72	53	0.88
4	0.07	14	0.23	24	0.40	34	0.57	44	0.73	54	0.90
5	0.08	15	0.25	25	0.42	35	0.58	45	0.75	55	0.92
6	0.10	16	0.27	26	0.43	36	0.60	46	0.77	56	0.93
7	0.12	17	0.28	27	0.45	37	0.62	47	0.78	57	0.95
8	0.13	18	0.30	28	0.47	38	0.63	48	0.80	58	0.97
9	0.15	19	0.32	29	0.48	39	0.65	49	0.82	59	0.98
10	0.17	20	0.33	30	0.50	40	0.67	50	0.83	60	1.00

CONVERSION CHART-UNAVAILABILITY

HOURS UNAVAILABLE	UNITS OF AVAILABILITY	UNITS OF UNAVAILABILITY
0	1.00	0.00
1	.93	.07
2	.86	.14
3	.79	.21
4	.71	.29
5	.64	.36
6	.57	.43
7	.50	.50
8	.43	.57
9	.36	.64
10	.29	.71
11	.21	.79
12	.14	.86
13	.07	.93
14	0.00	1.00

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CONVERSION CHART – UNAVAILABILITY
CALL-WHEN-NEEDED MED & HEAVY-LIFT HELICOPTERS
SINGLE PILOT

UA	AV	Min. UA	Hrs UA		UA	AV	Min. UA	Hrs UA
0.02	0.98	15	0.25		0.52	0.48	435	7.25
0.04	0.96	30	0.5		0.54	0.46	450	7.5
0.05	0.95	45	0.75		0.55	0.45	465	7.75
0.07	0.93	60	1		0.57	0.43	480	8
0.09	0.91	75	1.25		0.59	0.41	495	8.25
0.11	0.89	90	1.5		0.61	0.39	510	8.5
0.13	0.88	105	1.75		0.63	0.38	525	8.75
0.14	0.86	120	2		0.64	0.36	540	9
0.16	0.84	135	2.25		0.66	0.34	555	9.25
0.18	0.82	150	2.5		0.68	0.32	570	9.5
0.20	0.80	165	2.75		0.70	0.30	585	9.75
0.21	0.79	180	3		0.71	0.29	600	10
0.23	0.77	195	3.25		0.73	0.27	615	10.25
0.25	0.75	210	3.5		0.75	0.25	630	10.5
0.27	0.73	225	3.75		0.77	0.23	645	10.75
0.29	0.71	240	4		0.79	0.21	660	11
0.30	0.70	255	4.25		0.80	0.20	675	11.25
0.32	0.68	270	4.5		0.82	0.18	690	11.5
0.34	0.66	285	4.75		0.84	0.16	705	11.75
0.36	0.64	300	5		0.86	0.14	720	12
0.38	0.63	315	5.25		0.88	0.13	735	12.25
0.39	0.61	330	5.5		0.89	0.11	750	12.5
0.41	0.59	345	5.75		0.91	0.09	765	12.75
0.43	0.57	360	6		0.93	0.07	780	13
0.45	0.55	375	6.25		0.95	0.05	795	13.25
0.46	0.54	390	6.5		0.96	0.04	810	13.5
0.48	0.52	405	6.75		0.98	0.02	825	13.75
0.50	0.50	420	7		1.00	0.00	840	14

1/23/2006

Appendix B – USE CODES

Use Codes for OAS 23's
As defined in 350 DM 3.9 & 351 DM 6.4

External Loads	Aerial Applications
1A Sling	8C Seeding
1F Fixed Wing External Load	8F Fuses
1H Short Haul – Helicopter	8H Helitorch
1L Long Line/Remote Hook	8P Ping Pong Ball
	8R Spraying
	8T Thermite
Fire Suppression Activities – Interagency	
2A Helitack/Initial Attack	**Other Special Uses**
2C Cargo Transport – Internal	4A Any Takeoff or Landing Requiring Special Pilot Techniques Due
2E Smokejumper	To Terrain, Obstacles, or Surface Conditions
2F Roam Dispensing – Bucket/Tank	4H Hover site - Helicopter
2G Mapping – Interagency FIRE	
2H Deployment & Retrieval/Personnel Transport	4L Wheel or Ski Operations on Unprepared Landing Sites – Fixed Wing
2K Air Attack Supervisor	4M Fixed Wing Modifications that Invalidate Standard Certificate
2L Lead Plane	4N Night Vision Goggles – Helicopters
2F Paracargo	4P Paracargo – Non-fire
2R Fire Retardant – Bucket/Tank	4R Rappelling – Helicopter
2W Water Dropping – Bucket/Tank	4S Snow Landing
	7N Offshore Navigation – Vessel or Platform Landings - Helicopter
Fire Suppression Activities – Local	
3A Helitack/Initial Attack	**Other Uses – Special Equip, and/or Special Techniques Required**
3C Cargo Transport – Internal	5E Animal Electronic Tracking – Above 500 feet
3F Foam Dispensing – Bucket/Tank	5F Mountain Flying
3G Mapping – Local FIRE	
3H Deployment & Retrieval/Personnel Transport	5M USGS and COM Special Pilot Requirements
3L Lead Plane	5R Overwater – Special PPE Requirements
3P Paracargo	5X Extended Overwater – Special PPE and Equipment Requirements
3R Fire Retardant – Bucket/Tank	
3W Water Dropping – Bucket/Tank	**General Uses**
	9A Air Crew Training
Low-Level – Within 500' or Surface	9C Cargo Only
6A Animal Herding	9E Pilot Proficiency/Pilot Training
6C Animal Gathering & Capturing	9F Ferry Aircraft – Required Air Crew Only
6E Animal Electronic Tracking	9H Reconnaissance – More than 500' from the Surface
6F Auto Surveyor	9L Law Enforcement – Non-special Use
6G Mapping – NON FIRE	
6H Habitat/Environmental Evaluations	9M Drug Law Enforcement – Non-special Use
6K Animal Counting	9P Personnel Transport Point-to-Point
6L Law Enforcement	9R Search & Rescue – Above 500 feet
6M Drug Law Enforcement	9V Photo Mapping/Video
6N Search and Rescue	9X Other General Use (not identified in above)
6P Powerline Patrol	MA Maintenance Flights – DOI Fleet Only
6R Reconnaissance	
6T Animal Eradication & Tagging	
6W Wildlife Surveys	
6X Medivac	