



United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 38

Subject: Reporting of Flight Time

Effective Date: January 1, 2025

Last Updated: January 1, 2015

Expiration Date: December 31, 2025

1. **Summary of Changes.** None
2. **Purpose.** This OPM clarifies the reporting of flight time for cooperator aircraft.
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 dated August 23, 2012.
4. **Background and Changes.**
 - A. Background: The DOI OAS is responsible for the calculation of the Department of the Interior aircraft accident rate. An accurate accident rate requires an accurate reporting of all flight time accumulated by aircraft that are under the operational control of the Department. This includes flights that may be of no cost to the Department. However, there are times when Interior employees fly on aircraft that are not under the operational control of the Department. If an accident occurred during one of these flights, it would not be chargeable to the Department. Flight time from flights that are not under the operational control of the Department should not be reported.
 - B. Changes: Replace 351 DM 4.F.(1) with the following language:

Reporting Requirements. All use of aircraft under the operational control of the Department shall be reported by the using bureau, utilizing an Aircraft Use Report (Form OAS-23). Refer to 14CFR 1.1, "General definitions." If the flight is at no cost to DOI, "Not for Payment Purposes" shall be noted in the "Other Charges/Credits" section of the OAS-23.

Susan E. Bates
Director, Office of Aviation Services