

Department of the Interior Departmental Manual

Effective Date: 07/27/2011

Series: Aviation Management

Part 353: Aviation Services

Chapter 2: Aircraft Acquisition and Disposition

Originating Office: National Business Center

353 DM 2

2.1 **Purpose.** This chapter establishes Department of the Interior (DOI) policies and procedures related to aircraft acquisition, continued in-house aircraft operation reviews, and aircraft disposition, which includes reporting for excess or sale.

2.2 **Aircraft Acquisition.**

A. Definitions.

(1) Aircraft Acquisition. See 350 DM 1, *General Administration*, Appendix 5.

(2) Operating Cost. Operating Cost shall include, but not be limited to, lease, crew, maintenance (materials and labor), fuel, facilities, administrative support costs, etc.

B. Acquisition Policy. An aircraft may be acquired only when the requirements of Office of Management and Budget (OMB) Circular A-76 and / or Exhibit A-300, revised, have been satisfied and have been approved by the appropriate bureau and Departmental level officials. Acquisitions must also be approved by Congress through normal budget procedures. Budget justifications for additional aircraft are the responsibility of the individual bureau. Budget justifications for replacement of an aircraft currently within the Department of the Interior (DOI) National Business Center (NBC), Aviation Management Directorate (AMD) fleet aircraft system are the responsibility of both the bureau and NBC AMD.

(1) A-76 Preparation. NBC AMD shall be notified when a bureau intends to acquire an aircraft. NBC AMD shall advise and assist in the preparation of an A-76 analysis.

(2) A-76 Reevaluation. If more than 1 year has elapsed since the initial A-76 analysis, a reevaluation shall be conducted prior to NBC AMD procurement action. If the reevaluation shows ownership is no longer in the best interest of the Government, NBC AMD will provide support to the bureau by procuring comparable aircraft services.

(3) If ownership is justified, acquisition action is the responsibility of NBC AMD in cooperation with the bureaus. DOI-owned aircraft shall be registered by NBC AMD Headquarters.

07/27/11 #3910

Replaces 12/26/96 #3124

C. Aircraft Acquisitions Pursuant to the Indian Self-Determination and Education Assistance Act, as amended (Public Law 93-638). The Bureau of Indian Affairs (BIA) may acquire excess aircraft for donation to an Indian tribe or tribal organization under Public Law 93-638 without regard to the requirements of paragraph 2.2 B. above, provided:

(1) The acquisition is authorized under the Indian Self-Determination and Education Assistance Act, as amended, and approved by the appropriate Bureau of Indian Affairs (BIA) official.

(2) The Indian tribe or tribal organization agrees to conditional title, as set forth in FMR 102-37, "*Donation of Surplus Personal Property*," incorporating conditions of use established by the BIA and NBC AMD. Conditions established by NBC AMD would typically establish requirements for compliance with applicable parts of 14 CFR and DOI aviation standards when providing service to the Department or its cooperators.

(3) The "*Transfer Order Excess Property*" (SF-122) includes a provision stipulating the aircraft is intended for direct donation to a specified Indian tribe or tribal organization pursuant to the authority under Public Law 93-638. The acquisition through excess property channels and donation would occur essentially simultaneously.

(4) The SF-122 is signed by an authorized BIA official and approved by the NBC AMD Associate Director prior to submission to the General Services Administration (GSA).

D. Exemptions. If a bureau determines that an aircraft acquisition, as defined herein, falls under one or more of the exempt categories in Circular A-76, a justification shall be submitted to the NBC AMD Associate Director for approval. Approval shall precede the request for acquisition.

2.3 Continued In-House Aircraft Operation Reviews. All aircraft acquired by DOI bureaus must comply with the review guidelines as outlined in OMB Circulars A-76 and A-126.

2.4 Disposition of Aircraft by Sale. An aircraft that has operated within the NBC AMD fleet aircraft accounting system and has been replaced through the appropriate processes may be listed for sale with GSA or other agencies authorized to dispose of property. The proceeds of such an aircraft sale may be used to offset the costs of the replacement aircraft, provided current annual appropriations law authorizes this use or it is approved by GSA through Exchange Sale Authority. This sale option is subject to NBC AMD obtaining the required authorities from GSA.