



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

Memorandum

To: Susan Bates, Assistant Director
Office of Aviation Services

From: Megan Olsen, Director
Office of Acquisition and Property Management

Subject: OAS' April 19, 2019 Request for a Waiver from the Department of the Interior Charge Card Program Policy

This memo grants a waiver to the DOI Charge Card Program Policy, dated August 27, 2015, to allow the Office of Aviation Services to purchase Unmanned Aircraft Systems (UAS) with purchase cards, subject to the following conditions:

- Only employees of the Office of Aviation Services may purchase UAS with purchase cards under this waiver; employees of all other bureaus and offices are prohibited from purchasing UAS.
- The Financial Business and Management System (FBMS) will remain the official system of record for inventory and control of UAS.
- OAS will develop procedures to ensure that appropriate FBMS records are created for all purchases of UAS, including those using a purchase card, and that all such records remain complete and up-to-date over the entire UAS lifecycle.
- OAS will maintain a complete property inventory that includes all UAS in accordance with DOI policy.

This waiver is valid from the date of signature through September 30, 2020. This waiver can be renewed after that date, assuming all of the above conditions have been met.