

ORDERING PROCEDURES FOR LOWER 48 ON CALL SMALL AND WILD HORSE AND BURRO PROJECT WORK

1. Funding through an Interagency Agreement must be in place. Our Federal Agency/ Customer must ensure there is funding in place to cover the flight.
2. Federal Agency/ Customer creates an AQD-91 (Ordering Request Form for DOI Flight Service) outlining the price and type of flight required prior to the flights and sends the AQD-91 via email to AQD91@ibc.doi.gov
3. A purchase request (PR) is created by the Interior Business Center (IBC)
4. IBC Contracting Officer (CO) is assigned to the PR and AQD-91 and begins processing/addressing questions
5. CO sends email to Federal Agency/customer with potential questions.
6. Once questions and corrections are completed CO creates a task order within 7 to 10 days.
7. Task Order is sent to Federal Agency customer and Vendor authorizing the flight. No flight should take place prior to receiving the task order.
8. Federal Agency/Customer gives copy of TO to the Helicopter Manager prior to flight.

ORDERING PROCEDURES FOR SEARCH AND RESCUE (NPS) AND FIRE ORDERS

1. Call comes into the Dispatch Office
2. Information is entered into ROSS (Fire Only)
3. Resource Order is completed (Fire Only)
4. Dispatch calls vendor (closest forces)
5. Vendor performs, receives an OAS-23 signed by Helicopter Manager
6. Flight information is entered into AMS by the vendor
7. AQD completes the PR in the amount of the OAS-23
8. Modification to vendor's SAR/Fire task order is completed obligating the funds.
9. Task Order is sent to Vendor authorizing the payment.
10. Vendor enters information into IPP for payment