



# Standard Operating Procedures For Department of the Interior National SEATs



## **Introduction**

The intent of this SOP is to both communicate and standardize the processes used in the overall management of the DOI National SEATs where procedures differ from existing processes. DOI Nationally managed SEATs are hired under the DOI On Call contract. These SEATs will be funded and managed nationally. This SOP covers how the DOI Nationally Managed SEATs will be mobilized, the roles and responsibilities of the people involved in the management of the DOI National SEATs, invoicing and cost coding procedures and an overview of the contract differences from previous SEAT contracts.

## **Mobilization Considerations**

DOI National SEATs have no Designated Base; and will start their task order at the contractors Home Base or point of mobilization whichever is closest.

Based on the number of DOI National SEATs allocated to their GACC, BLM State Aviation Managers and BIA Regional Aviation Managers (RAMs) will coordinate with BLM/BIA fire staff and/or the Geographic Area Coordinating Group to determine the initial starting location of these SEAT's. This information will be forwarded to the BLM National SEAT Program Manager by the Chair of the Geographic Area Coordinating Group for the development of Contract Instructions, outlining initial mobilization information to the contractor.

It is the responsibility of the Geographic Area/Local Unit to ensure that qualified SEAT or ATBM managers are in place to manage the aircraft. Staffing and funding of these positions is the responsibility of the hosting unit.

Consistent with the DOI authorization, DOI National SEATs will be managed as national shared resources. As National assets, these SEATs can and will be moved to areas of greatest need. Within Geographic Areas, Fire Staff on an interagency basis will provide direction to the Dispatch system on the mob/demob of SEATs to meet existing or forecasted fire loads within their jurisdiction.

DOI National SEATs are national shared resources similar to large airtankers. Geographic area coordination centers can preposition SEATs using the same mechanisms and rationale that are used with LATs, including using the same staging or preposition fire codes to move SEATs that are used for other national resources. (Reference NMAC direction #2014-7)

Nationally, when competition for SEATs exists, NMAC will provide direction to NICC based on intelligence developed by the National SECO on the allocation and reallocation of these SEATs between Geographic Areas.

Once the initial start locations of DOI National SEATs are determined, mobilization will occur pursuant to a Resource Order.

NICC will facilitate transfer of the SEAT resource item in ROSS to the host GACC to manage at their discretion for the duration of the allocation. As National Shared Resources, DOI

National SEATs will be statused in ROSS as available nationally. When assigned to an incident, DOI national SEATs will be released back to the GACC/Hosting unit at the end of each shift and shown as available "National" in ROSS.

Mobilization for incident response will occur via resource order; however, once a decision to reallocate a DOI National SEAT to another GACC is made, the receiving GACC will place a request for the mobilization, and the resource item will be transferred as described above after mobilization is complete.

### **Roles and Responsibilities:**

#### **Contracting Officer (CO):**

The CO for the DOI On Call SEATs is Steve Etzel

#### **Contracting Officers Representative (COR):**

COR for all the DOI National SEATs is the BLM National SEAT Program Manager, Glen Claypool.

- Maintains a copy of the contract file at the national office.
- Inputs the final evaluation into CPARS.

#### **SAM and RAM:**

The SAM and RAM primary role is to provide program oversight to the Administrative PI. Each SAM / RAM will develop their own level of interaction and involvement with the PI as needed. SAM/RAM can choose to be the Project Inspector for their area.

#### **Duties:**

- Submit nominations to the COR for the Administrative PI for their area.
- Provides oversight to the Administrative PI s in their area and outlines what type interaction and documentation they will require for their records.
- Monitor Administrative PI performance, and interacts with the COR on any concerns, problems or recommendations.
- Interacts with any additional Administrative PIs or host SEAT Managers (SEMG) who may be assigned to or temporarily working within their area.
- Elevates any problems or concerns identified by the Administrative PI about SEMG assigned to their SEATs to the COR for resolution.

#### **Administrative Projector Inspector (PI):**

Administrative PIs will be approved by the SAM / RAM and the COR each year through an established nomination process. PIs can be assigned to multiple SEATs if approved.

#### **Duties:**

- Administrative PI will provide the SEMG a copy of the original initial inspection form at the beginning of their assignment.
- Interacts with the SAM / RAM appointed for the area on oversight during the contract.
- Document all conversations and correspondence on *Administrative PI Log*. Provide the COR and the SAM / RAM with a copy at the end of the contract, or as requested.
- Participates in any pre-work for their assigned SEATs

- Ensure the pilot provides the SEAT Manager (SEMG) assigned to their SEAT with a copy of the DOI National Nationally Managed *SEAT Information Worksheet*.
- Touch base with the Host SEMG at the beginning of each assignment, and periodically throughout their assignment, and provide assistance as requested.
- Coordinates with the Host SEAT Manager to ensure that the Fuel Service/Support truck is available to support the pilot when needed or requested.
- Notify the SAM / RAM and COR with concerns or problems concerning SEMG performance.
- Provide the Host SEMG with a copy of the contract, current modifications, current pricing, task order number, reporting location, days off, MAP dates and extensions.
- Establish a contract file, and provide the COR with a copy of the contract file at the end of the contract.
- Obtain copies of the Daily Operations Worksheets from the host SEMG on a daily basis for the contract file.
- Obtain copies of the OAS-23E's from the host SEMG for the contract file and reviews them for accuracy. Contact the Host SEMG if there are problems and work with OAS to correct any discrepancies.
- Provide the SAM /RAM with copies of any documentation they identify or request.
- Ensure any unavailability has been documented and the aircraft has been approved for return to contract availability by the appropriate personnel.
- Review any SAFECOMs with the SEMG and/or contractor personnel.
- Touch base with the National SECO to ensure Daily Operations Worksheets are being submitted in a timely fashion.
- Notify the National SECO any time there is a change in SEAT Managers. Provide their names and phone numbers.
- Maintain communications with the Airtanker Base Manager where the SEAT is currently stationed.
- Maintain communication with the contractor personnel as needed.
- Provide the COR with periodic updates, notify as needed with any concerns or issues.
- Ensure the outgoing Host SEMG has prepared a transitional packet for incoming Host SEMG.
- Ensure the host SEMG has completed a Contract Evaluation and has routed it to the Administrative PI and the COR at the end of their assignment.
- Complete a Contract Evaluation at the end of the MAP.

**Contract File:**

The contract file developed and maintained by the Administrative PI will contain the following:

- Copies of Administrative PI Log
- Daily Operations Worksheets
- Copies of OAS-23Es
- Copy of the Contract and any Modifications
- Contractor Evaluations

## **The Hosting SEMG or Air Tanker Base Manager:**

Below is an outline identifying the general duties associated with hosting one or more of the DOI National SEAT's. Please keep in mind that the identified duties are focused on the DOI National SEATs *only*. Traditional On Call and other types of contracted SEATs have different cost coding, logistical needs and administrative chain of command. The hosting unit is responsible to ensure there is a qualified SEAT Manager (ATBM if operating from an established Airtanker base) at the base following the duties and requirements outlined in the Interagency SEAT Operations Guide (ISOG).

### **Duties:**

- On the first day of the contract, the SEMG will perform the initial required inspections for the SEAT, Pilot and Support vehicle. Provides a copy to the Administrative PI, and the pilot.
- Ensure any replacement or relief pilots are carded for the contract.
- Depending on where the support vehicle is located, it may be necessary to assist the contractor with obtaining transportation, meals and logistical support if needed.
- Keep all documentation generated during the assignment as part of the base records.
- Regardless of flight activity SEMG/ATBM completes the daily operations worksheet and FAX/emails to National SECO by 10 AM the following morning.
  - National SEAT Coordinator contact information
    - 208-387-5419
    - 208-387-5199 (fax)
    - 208-850-2780 (Cell)
    - [blm\\_fc\\_seat@blm.gov](mailto:blm_fc_seat@blm.gov)
- Provide the assigned Administrative PI with a copy of the Daily Operations Worksheet each day for their contract file.
- Ensures the completion of the OAS-23E on a daily basis
- Contacts the Administrative PI with any problems or concerns with contractor personnel.
- Notifies the Administrative PI when they are transitioning out of an assignment.
- Ensures incoming SEMG receive a transitional briefing packet and the name of the assigned Administrative PI.
- Completes a Contract Evaluation at the end of their assignment and forwards it to the Administrative PI and COR.

### **Invoicing Process for DOI National SEATs**

1. SEMG/ATBM and pilot complete OAS-23E at end of each day.
  - a. SEMG/ATBM notates in the "remarks" section receipt of services for those dates they manage the aircraft. Must include name, phone # and email.
  - b. After mobilizing to a new base the receiving SEMG/ATBM Manager will touch base with the previous manager to ensure OAS-23E is up to date.
  - c. Provides the contractor with the appropriate mission, billee and charge codes each day for them to complete the OAS-23E on a daily basis. Reviews and signs as the government representative for receipt of services received.

2. OAS-23E will be closed out by the pilot/SEMG every two weeks.
  - a. At the end of the two week period the Host SEMG doing the two week sign off needs to ensure that all previous SEMG's have initialed off receipt of services in the "remarks" section throughout that two week period.
  - b. Obtains copies of all OAS-23E prior to the contractor submitting for payment, and provides the Administrative PI with copies for their contract file.
  
3. Companies will submit invoices via the established process in AIRS and IPP, attaching the OAS-23E as supporting documentation. Link to information on the New AIRS payment system. <https://www.doi.gov/aviation/aqd/ams>

**Cost Coding for DOI Nationally Managed SEAT's**

All Aircraft Use Reports for this contract will be completed in the electronic format utilizing the OAS-23E, pen & ink hardcopies are not acceptable.

One set of OAS-23E's must be updated daily and submitted by the contractor every two weeks for this contract:

1. The first line each day of the OAS-23E's will be filled out for Daily Availability.  
 Note: For each OAS-23E you will enter the appropriate "DOI Task Order #" for that specific Company in the Contract # block on the OAS-23E.
  
2. The subsequent lines of OAS-23E's will be filled out for Flight Time and all other charges/pay item codes.

Cost coding for the Daily Availability for the DOI National SEATs regardless of who the aircraft are actually working for, is listed below. The Charge Code is to be used only for DOI National SEAT's.

**Non Fleet FEE Based Charges (Availability)**

Pay Item Code	Billee Code	Billee Agreement #	Charge Code	Fire
AV	61C0	Leave blank	<b>LFSP SEAT 0000 (four zero's follows "SEAT")</b>	Y

Cost Coding for all other charges (besides AV), will use the following Billee Code **61C0 (Six One Charlie Zero) and LFSP the four digit Fire Code** for the Fire or Unit ordering the services **followed by four zero's**.

**NonFleet TIME Based Charges and/or NonFleet FEE Based Charges**

Pay Item Code	Billee Code	Billee Agreement #	Charge Code	Fire
<b>All BUT AV/UA</b>	<b>61C0</b>	Leave blank	<b>LFSP <u>XXXX</u> 0000 (The four digit fire code needs to replace the four XXXX followed by four zero's)</b>	<b>Y</b>

The following links are provided for the respective documents: The following link is provided for the respective documents: OAS-23E, OAS-23E Instructions, Pay Items codes and Mission Codes: [http://www.doi.gov/aviation/aqd\\_ams.cfm](http://www.doi.gov/aviation/aqd_ams.cfm)

**DOI National SEAT Contract- Summary of Contract requirements**

**Measurement and Payment Items**

- No Per Diem will be entered on the OAS-23E, contractors included their Per Diem costs in their Availability rate.
- Measurement of Flight Time. Flight Time will be measured when the aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after landing at an airport.
  - C22.1.1 For purposes of this contract: “...moves under its own power for the purposes of flight...” is defined as the time at which the aircraft begins taxiing to the runway with the intent to takeoff. Start times are the time at which the aircraft leaves the pit or begins taxiing from the ramp on any government ordered flight.
  - C22.1.2 For purposes of this contract: “...when the aircraft comes to rest after landing...” is defined as the time at which the aircraft comes to a stop for the purpose of parking and shutting down the engine. Taxi time and time spent hot loading or hot refueling is considered flight time. Engine cool down time after the airplane comes to a stop for the purpose of parking is NOT flight time.

**Recording Flight Time on the Daily Ops Worksheet and OAS-23E**

- SEMG will record the flight time on the Daily Ops Worksheet for each load the contractor takes out of the pit. The sortie must be recorded to reflect the correct refractometer reading, gallons delivered, correct charge codes for multiple fires, and to track cumulative flight time.

- ***Example of how to document the flight time on the Daily Ops Worksheet.***
  - When a pilot departs the pit for the 1<sup>st</sup> load, the SEMG will record their start time in Line #1 of the Daily Ops Worksheet, and complete all the other required columns on that line. When the SEAT comes back into the pit for a second hot load of retardant, the SEMG will record the **stop** time for that line.
  - The SEMG will use the same **stop time** recorded in Line #1 as their **start time** for Line # 2 or the second sortie.
- ***NO lumping of Flight Time on either the Daily Operations worksheet or the OAS-23E.***
- Fuel Service/Support Vehicle mileage will only be paid for mobilization to support the aircraft. Mileage will not be paid for transportation to and from lodging accommodations or meals.
- Relief pilots and drivers are required throughout the period of time the aircraft is hired. Any travel costs associated with relief pilots and/or drivers is the responsibility of the hosting agency.