



United States Department of the Interior

INTERIOR BUSINESS CENTER
Washington, DC 20240

Acquisition Services Directorate
381 Elden Street
Herndon, VA 20170

Fire and Search & Rescue Task Order Process **On Call Small Helicopter & Aircraft Rental Agreement** **Lower 48**

The following outlines the process for receiving task orders for Fire Suppression and Search & Rescue (SAR) missions under the DOI On Call Small Helicopter (OCSH) Contract and Aircraft Rental Agreement (ARA) Blanket Purchase Agreement (BPA).

Contract / Agreement holders will no longer be pre-assigned task order numbers each year for fire suppression or SAR. The procedures outlined below will be followed instead.

The **FIRST TIME** you are called out each year / season (*schedule outlined below*) to support a fire or SAR mission, you'll follow the steps below:

1. Reference your **Parent Contract #** (e.g. 140D8022D0XXX) for OCSH **or BPA#** (e.g. 140D0423A00XX) for ARA on the AMD-23 in the "Task Order" field, instead of a Task Order number.
2. Input your charges into AIRS and enter the Parent Contract / BPA # in the corresponding field. SAVE the AUR; **DO NOT** SUBMIT it yet.
3. Email a copy of the AMD-23 and AIRS Detailed Report to AUR_FUNDING@IBC.DOI.GOV
4. A Task Order will then be issued and sent to you. You will then return to AIRS, update your AUR and AMD-23 to include the Task Order number (*no need to have the Gov Rep re-sign the AMD-23*), SUBMIT the AUR, and reprint the AIRS Detailed Report (now showing the AUR is submitted).
5. Create and submit an invoice in IPP, including the AMD-23, the AIRS Detailed Report, and any applicable receipts.

SCHEDULE

Year / Season 1:	01 May 2022 – 31 Oct 2022
Year / Season 2:	01 Nov 2022 – 31 Oct 2023
Year / Season 3:	01 Nov 2023 – 31 Oct 2024
Year / Season 4:	01 Nov 2024 – 31 Oct 2025
Year / Season 5:	01 Nov 2025 – 31 Oct 2026
Year / Season 6:	01 Nov 2026 – 30 Apr 2027

****NOTE:** After your initial funding request is complete each year / season, and a Task Order has been issued to you, you will input that Task Order number in the "Task Order" field when completing your AMD-23s and inputting charges into AIRS for the remainder of the year / season.

If you have any questions, please contact your Contracting Officer or the AIRS Help Desk.