



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Washington, DC 20240

## Requesting On-Call Aviation Services AQD-91 / PR Process

Step 1: Customer completes AQD-91 (<https://ibc.doi.gov/acquisition/aviation/customer/forms>) and sends

to at least one (1) of the following:

- a. CO who will be issuing order.
- b. Team Lead who oversees aviation program/contract they plan to utilize.
- c. AQD-91 Inbox ([aqd91@ibc.doi.gov](mailto:aqd91@ibc.doi.gov)). This is typically only used when funding with an IAA but can be used when cross-servicing is utilized as well.

Step 2: CO/CS reviews the AQD-91 and either:

- a. Confirms with the customer that the AQD-91 is good to go as is, or
- b. Sends the AQD-91 back to the customer with suggested or required changes.

Step 3: Once the AQD-91 is approved by AQD, the PR is created in one of two ways:

- a. **Cross Servicing:** Customer creates a PR in Prism and attaches the AQD-91 to it.
  - i. **\*Do NOT submit PR in FBMS / PRISM until AQD-91 is approved by AQD\***
- b. **IAA:** The AQD CO/CS will use the IAA# that you provided on the AQD-91 to request funding from the AQD Funding Team.

Step 4: N/A unless **Cross Servicing** is utilized. The PR receives all internal bureau approvals (SP

& CF) and is routed to the applicable Site in Prism (i.e., P99 for Lower 48, P98 for Alaska, etc.).

Step 5: N/A unless **Cross Servicing** is utilized. The bureau customer notifies the CO/CS and/or

Team Lead that the PR has been routed in Prism.

Step 6: The PR is workload assigned to the CO/CS, who then issues the task order or BPA call.