



**Commercial Aviation Services Reporting**

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1. Introduction. National Oceanic and Atmospheric Administration (NOAA) Administrative Order 216-104, Management and Utilization of Aircraft, prescribes the policy, guidelines, and procedures for management and utilization of all aircraft activities in support of NOAA programs. The order defines the approval process and reporting required when using commercial aviation services (CAS).

This supplement describes the process Alaska Region employees must use to obtain clearance prior to procuring CAS.

2. Definitions.

- a. Commercial aviation services (CAS) include:
  - (1) aircraft leased for exclusive use or lease-purchased with the intent of taking title;
  - (2) aircraft chartered or rented for exclusive use;
  - (3) aircraft and related aviation services (i.e., “full services”) contracted for or obtained through an inter-service support agreement (ISSA) for exclusive use, regardless of the length of the contract or agreement; or
  - (4) related aviation services (e.g., services of a pilot, or aircraft maintenance, but not for the aircraft) obtained via commercial contract or ISSA, other than for support of NOAA aircraft.
  
- b. Chartered aircraft: an aircraft that an executive agency hires commercially under a contractual agreement specifying performance and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full service contract.

Note: A scheduled air carrier (including a scheduled air taxi service) is **not** a “commercial aviation service.”

3. Requirements. Clearance from the NOAA Program Services and Outsourcing Division (PSOD) is required prior to entering into any arrangement that involves use of NOAA appropriations to pay for CAS, regardless of the procurement method (e.g., purchase order, contract, ISSA or bankcard). Because the Alaska Region depends on a large number of CAS operations to support its programs, a streamlined approval and reporting process has been coordinated with the PSOD. Without this process, each office in the region would be required to contact NOAA Headquarters in Silver Spring, Maryland, to obtain a unique clearance number before procuring any CAS. This preapproval process will lessen the total reporting impacts and prevent additional delays in program travel.

The NOAA PSOD has agreed to issue the NWS Alaska Region an annual “blanket” clearance number for CAS operations. However, for tracking, the PSOD still requires that each CAS operation be defined by a unique clearance number. This will be accomplished using a process similar to the method used to issue blanket travel authorizations. Sequence numbers will simply be appended to the end of the basic PSOD blanket clearance number. The three digit sequence numbers are unique blocks of numbers that are assigned to, and controlled by, each office. This clearance number is *only* required when the use of CAS is necessary. The assigned sequence numbers are shown in Table 1.

Table 1. Sequence Number Assignments

101-199	Anchorage Forecast Office (includes the Alaska Aviation Weather Unit and the Center Weather Service Unit)
201-299	Fairbanks Forecast Office
301-399	Juneau Forecast Office
401-499	Alaska-Pacific River Forecast Center
501-599	West Coast/Alaska Tsunami Warning Center
601-699	Electronics Unit Anchorage
701-799	Data Acquisition Branch
801-899	Alaska Region Headquarters

Following are two examples using the NOAA PSOD blanket clearance number of 100103-W-01-A issued for FY 2004.

- a. The Anchorage forecast office would assign 100103-W-01-A-101 as a clearance number for the first trip in the fiscal year done by the Anchorage staff. (PSOD number + first Anchorage sequence number). The number for the second trip would be 100103-W-01-A-102. The number for the third trip would be 100103-W-01-A-103, and continued in sequence throughout the fiscal year.

- b. The Fairbanks forecast office would assign 100103-W-01-A-201 as the clearance number for the first trip in the fiscal year done by the Fairbanks staff. (PSOD number + first Fairbanks sequence number). The number for the second trip would be 100103-W-01-A-202. The number for the third trip would be 100103-W-01-A-203, and continued in sequence throughout the fiscal year.

At the beginning of each fiscal year, we will simply change the basic PSOD blanket clearance number and start over with the same sequence numbers assigned to each office.

4. Responsibilities. The following responsibilities are assigned within the Alaska Region:

4.1 Managers. By September 1 of each calendar year, the manager of the offices listed in Table 1 will submit to the Chief, Systems Operations Division (SOD), the estimated number and cost of each CAS operation planned by their staff for the coming fiscal year. These estimates will be the basis for the NOAA Form 56-48, Request for Aircraft Support, that must be submitted by the Chief, SOD.

4.2 Chief, SOD. Prior to the end of each fiscal year, the Chief, SOD, will submit a NOAA Form 56-48, Request for Aircraft Support, to the NOAA Marine and Aviation Operations (NMAO) with the estimated total number and cost of CAS operations planned in the NWS Alaska Region for the coming fiscal year. The Chief, SOD, will forward the blanket clearance number to each office upon receipt from NMAO and ensure the NOAA 56-56, Commercial Aviation Services Report, is updated on the regional Intranet page. The Chief, SOD, will review and forward to NMAO each completed NOAA Form 56-56 received from NWS Alaska Region travelers that use CAS.

4.3 Travel Authorizing Officials. Travel authorizing officials will make sure the unique clearance number (blanket CAS authorization number + office sequence number) is included in the "Remarks" section of the travel authorization. Object class code 2332 will be used to classify procurement costs for all CAS acquisitions, regardless of the method of acquisition.

4.4 Travelers. Travelers must complete NOAA Form 56-56, Commercial Aviation Services Report, and submit it to the Chief, SOD, within 30 days of completion of each trip involving the use of CAS. The clearance number must be entered in Block 1; the form of payment must be indicated in Block 2; the name and phone number of the person procuring the CAS must be entered in Block 5; and other necessary information must be entered in Blocks 6 through 15. The form must include the clearance number in order to ensure the cost and utilization data are properly matched with the project and program. This reporting requirement applies to all methods of acquisition, including bankcard. NOAA Form 56-56, containing the basic blanket clearance number and other standard information, is available on the Alaska Region Intranet page at: [http://www.aa.nwsar.gov/admin/NOAA\\_FORM-56-56.pdf](http://www.aa.nwsar.gov/admin/NOAA_FORM-56-56.pdf). There are two methods that can be used for the completion and submission of NOAA Form 56-56:

- a. Electronic Method: The NOAA Form 56-56 is stored on the Alaska Region Intranet page in the Adobe Portable Document Format (PDF). The traveler must have access to a computer system that has the Adobe PDF writer installed to

enable writing the required data to the PDF form. The computers used by the Administrative Support Assistants at most offices already have the Adobe PDF writer installed. The traveler should save the blank form to their local directory and then open it in Adobe Acrobat and fill it out. (If filled out on line and then saved, the data may be lost.) The completed form should be saved, using the unique clearance number assigned to the trip as the file name, and sent to the Chief, SOD, via e-mail.

- b. Manual Method: The traveler can use the free Adobe reader and print a copy of the form. They can then manually complete the form and fax it to the Chief, SOD, at (907) 271-3711.

The traveler does **not** need to fax or mail the form to Silver Spring, Maryland, as stated in the Instruction block of the form. *No hard copies are required for tracking purposes.*