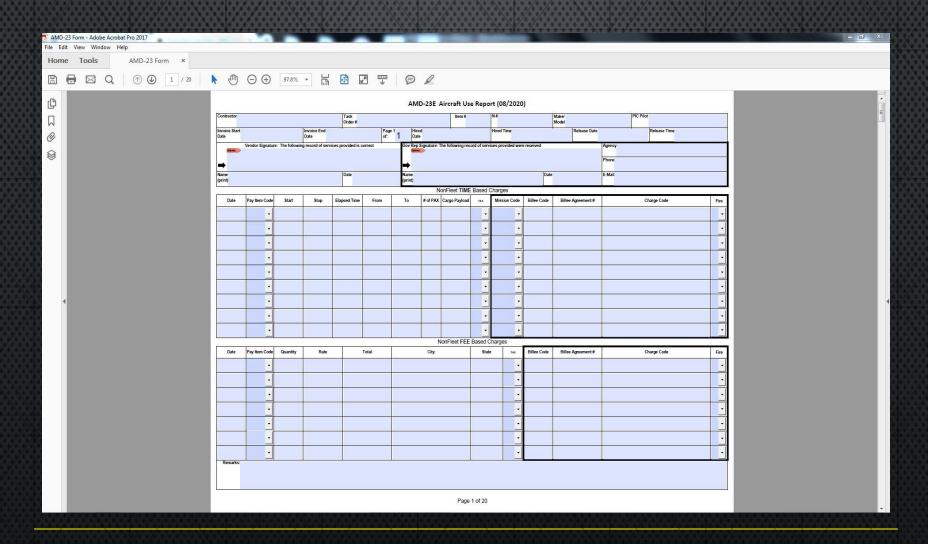
UAS AMD-23 Form

STEP BY STEP OF FILLING OUT AN AMD-23 FORM FOR UAS OPERATIONS

Purpose of Presentation

To give UASMs and vendor UAS flight crews guidance in filling out the AMD-23 form for successful submission

Use the latest version of the pdf from: https://www.doi.gov/aviation/aqd/airs



Understanding the Process

- 1. UASM and Vendor fill out the AMD-23 form, Transportation Worksheets and collect supporting documentation for submission
- 2. Complete package is sent to the COR
- 3. COR reviews and sends package to CO
- 4. CO signs Transportation Worksheets and return them to COR
- 5. COR signs AMD-23 and Transportation Worksheets
- 6. COR sends package of documents to the Vendor
- Vendor inputs detail into AIRS, saves to create an AUR record, prints detail report from AIRS
- 8. Vendor emails AIRS Detail report, AMD-23, Resource Order, Transportation Worksheet, and applicable receipts to AUR_FUNDING@ibc.doi.gov
- 9. AQD Receiving performs data entry QA of AMD-23 to the AUR record
- 10. CO reviews packet, prepares funding Mod specific to that AUR, notifies Vendor and COR when new CLIN is funded

Understanding the Process (continued)

- 11. Vendor submits AUR in AIRS and invoice in IPP, including AIRS Detail, AMD-23, Resource Order, Transportation Worksheet, and receipts
- 12. AQD Receiving does QA of AUR record to IPP invoice, prepares SES
- 13. CO confirms AUR record and IPP invoice based on package from COR, approves payment
- 14. Payment is made to Vendor from US Treasury
- 15. COR maintains a package of all Contract documents and supporting documentation for any future inquiry

Sections of the Form

- 1. Header
- 2. Time Based Charges
 - a. Flight Time is unpaid, used for reporting purposes only
- 3. Fee Based Charges
 - a. Personnel Travel Time
 - b. Vehicle Mileage
 - c. Per Diem
 - d. Availability
 - e. Un-Availability
 - f. Special Charges

The Vendor is responsible for the header information (except for Government signature and contact information) and the left side of the detailed lines

Contractor	red's UAS Co	ompany	Task Order#120	D8021P	0892	Item #	^{N#} N839573	Make/ Model Jumping	Eye Ball PIC Pilot	Fred
nvoice Start ate	12/6/20	Invoice End Date 12/	12/20	Page 1 of: 1	Hired Date		Hired Time	Release Date		Release Time
(Freed)	Vendor Signature: The fo	ollowing record of services	provided is correc	et G	Gov Rep Signature:	The following record of	of services provided were received		Agency	
→					→				Phone	
lame			Date	N	lame			Date	E-Mail	

Fill out the header with correct information as shown above.

Government Rep must sign the AMD-23. If signature or contact information is missing (or dated prior to the final date of use reported), the Vendor's invoice will be rejected; AMD-23 will need to get the missing signature and invoice be resubmitted in IPP.

AMD-23 Form Responsibilities

- Vendor (left side of form)
 - Vendor portion of header
 - Time Based Charges (FT)
 - Fee Based Charges
 - Per Diem
 - Mileage
 - Mob / Demob Travel
 - Availability
 - Unavailability
 - Special Charges
 - Remarks (if any)

- Gov Representative (right side of form)
 - Govt portion of header
 - Mission Code (FT items only)
 - Billee Code (always 61C0)
 - Agreement # (leave blank)
 - Charge Code (Fire Code)
 - Remarks (if any)

The '23 should tell a story each day and overall

After filling out the header the form should tell a story. Under Fee Based, the flight crew came on the clock and started traveling to the incident. The first line would show P61 for 1 person with total number of hours for that day, up to 12. Add P61 lines for each person up to 4 people that are on the crew. In remarks add the names of each person on the flight crew.

Next would be Service Miles for the vehicles that are traveling. Use correct SV for the size of vehicle. One line for each vehicle being used with up to 4 vehicles.

Last entry for the day would be PD for Per Diem. This can be 1 line showing the number of people on that day and the rate. Note: may need separate lines if crewmembers are converging from different locations and they stay in different locales for the night, so have different locales and rates per. City and State need to be filled in and Per Diem rates match the GSA Per Diem rates for that locale/date.

If you miss something, do NOT add a line to the end out of sequence; take the time to move all the lines down and insert the missing line.

The '23 should tell a story each day and overall in Fee Based Charges

£				// V	NonFleet FEE	Based Charg	es		V		
Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement#	Charge Code	Fire
12/6/20	P61 -	10	28.36	283.60	St George	UT		61C0		H12F	Y
12/6/20	P61 -	10	28.36	283.60	St George	UT	-	61C0		H12F	Y
12/6/20	SV2	467	1.71	798.57	St George	UT	-	61C0		H12F	Y
12/6/20	SV2	467	1.71	798.57	St George	UT		61C0		H12F	Y <u>-</u>
12/6/20	PD ·	2.00	96	192	St George	UT	-	61C0		H12F	Y
12/7/20	P61 -	4.00	28.36	113.44	Kingman	AZ	-	61C0		H12F	Y
12/7/20	P61 -	4.00	28.36	113.44	Kingman	AZ	<u> </u>	61C0		H12F	Y

Remarks

Hired date and time 12/6/20 at 09:30. Crew is Fred and Frank. Drove from Twin Falls, ID to St George, UT on 12/6/20. Drove from St George to the Clacks Canyon Fire near Kingman AZ.

No exercise and				4	NonFleet FEE	E Based Charge	es		/		
Date	Pay Item Code	Quantity	Rate	Total	City	State	tex	Billee Code	Billee Agreement #	Charge Code	Fire
12/7/20	SV2 -	227	1.71	388.17	Kingman	AZ	-	61C0		H12F	1-
12/7/20	SV2 -	227	1.71	388.17	Kingman	AZ	-	61C0		H12F	1-
12/7/20	AV 👤	0.50	8657	4328.50	Kingman	AZ		61C0		H12F	
12/7/20	PD -	2.00	96	192	Kingman	AZ	-	61C0		H12F	•
12/8/20	AV -	1.00	8657	8657	Kingman	AZ		61C0		H12F	-
12/8/20	PD -	2.00	96	192	Kingman	AZ		61C0		H12F	-
12/9/20	SV2 -	614	1.71	1049.94	Grand Junction	co		61C0		N43K	

Remarks

12/7/20 arrival on fire at 1130. Setup and ready to fly at 1300. Half day availability per contract. On 12/9/20 released at beginning of shift from Clacks Canyon and reassigned to Pollock Canyon Fire near Grand Junction CO.

The 23 should tell a story each day and overall in Time Based Charges

222	No.		007		007	007 X		83	N.	IonFleet TIME	Based	Charges					33 19
Date	Pay It	em Cod	e Sta	rt	Stop	Elapsed Time	From	To	# of PAX	Cargo Payload	TAX	Mission	Code	Billee Code	Billee Agreement #	Charge Code	Fire
12/7/20	FT	Ŧ	14	30	1625	1:55	LRZ	FIRE	0	0		20F		61C0		H12F	•
12/8/20	FT	F	09	00	1536	6:36	LRZ	FIRE	0	0	•	20F	•	61C0		H12F	-
12/8/20	FT	Ŧ	17:	25	0038	7:13	LRZ	FIRE	0	0	•	20F		61C0		H12F	•
12/11/20	FT		10	00	1736	7:36	LRZ	FIRE	0	0		20F	•	61C0		H12F	+
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- Show each take off and landing as it's own line of FT.
 - Note in this example, that on the 3rd line the flight went past midnight. The AMD-23 will show only the Start Date, Start time and Stop time. The Vendor will enter the actual Stop Date and Time in AIRS. (An "end date" field does not exist on the AMD-23 itself.)
- Time must be noted as shown in order to be accepted in AIRS.
- Note that FT is currently not a paid-for item in the contract (AIRS will show it to the Vendor with a rate of \$0), however the time does need to be reported accurately.

Availability

					NonFleet FEE	Based Charg	jes				
Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fire
12/9/20	SV2	614	1.71	1049.94	Grand Junction	CO	·	61C0		N43K	Y <u>•</u>
12/9/20	AV -	1.00	8657	8657	Grand Junction	co	•	61C0		N43K	Y <u>-</u>
12/9/20	PD -	2.00	96	192	Grand Junction	CO	•	61C0		N43K	Y
12/10/20	AV _	1.00	8657	8657	Grand Junction	co	·	61C0		N43K	Y <u>•</u>
12/10/20	PD -	2.00	96	192	Grand Junction	co	·	61C0		N43K	Y <u>-</u>
12/11/20	AV _	1.00	8657	8657	Grand Junction	CO	•	61C0		N43K	Y
12/11/20	PD -	2.00	96	192	Grand Junction	co	Ŀ	61C0		N43K	Y
Remarks:	- in					is:	19 10				*

Kellidiks.

12/9/20 arrived at Pollock Canyon Fire.

Note that in the story told here, the UAS and crew were reassigned to a new fire requiring travel. AV is paid from one incident to another with SV and PD. Reference contract sections C21 and C22

Availability

772					NonFleet FEE	Based Charg	es				
Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fire
12/13/	20 SC -	1.00	549.64	549.64	Grand Junction	CO		61C0		N43K	Y
12/14/	20 AV _	0.67	8657	5800.19	Grand Junction	CO		61C0		N43K	Y <u>-</u>
12/14/	20 UA 📩	0.33			Grand Junction	CO	·	61C0		N43K	Y
12/14/	20 PD 📩	2	96	192	Grand Junction	CO		61C0		N43K	Y <u>-</u>
12/15/	20 UA 🗾	0.17			Grand Junction	CO	·	61C0		N43K	Y <u>-</u>
12/15/	20 AV	0.84	8657	7271.88	Grand Junction	CO	Y	61C0		N43K	Y
	20 PD <u>•</u>	2	96	192	Grand Junction	CO		61C0		N43K	Y_
Remark	* 33							9			- 1

12/13/20 SC for Frank going home. 12/14/20 UA for engine failure. Replacement engine mounted on aircraft. 12/15/20 UA to finish engine replacement.

Note the AV and UA lines. In the contract the duty day is set at 12 hours thus UA is calculated in 1/12th increments. On a UA line leave the Rate and Total box empty. The Vendor will input any use of UA as it's own line, at a rate of \$0. If a full day of UA is assessed, record UA at quantity of 1.0 for that day (no reporting of AV at all for that day). Reference contract sections C21 and C22

Caution a Vendor may have several AV rates, make sure to use correct AV code.

Special Charges

3%						NonFleet FEE	Based Charg	es	<u> </u>			
Г	Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fire
12/	13/20	sc -	1.00	549.64	549.64	Grand Junction	CO		61C0		N43K	Y_
12/	14/20	AV _	0.67	8657	5800.19	Grand Junction	СО		61C0		N43K	Y <u>-</u>
12/	14/20	UA _	0.33			Grand Junction	СО		61C0		N43K	Y
12/	14/20	PD -	2	96	192	Grand Junction	CO		61C0		N43K	Y <u>-</u>
12/	15/20	UA -	0.17		3	Grand Junction	СО	Ē	61C0		N43K	Y_
12/	15/20	AV -	0.84	8657	7271.88	Grand Junction	CO		61C0		N43K	Y <u>•</u>
1	15/20	PD -	2	96	192	Grand Junction	CO		61C0		N43K	Y -

12/13/20 SC for Frank going home. 12/14/20 UA for engine failure. Replacement engine mounted on aircraft. 12/15/20 UA to finish engine replacement.

Special Charges in this case are used for flight crew swap. Use 1 line per person up to 4 people going away or coming to incident.

All charges of \$75 or more must include a copy of the actual receipt.

Copies of all receipts claimed on the Transportation Worksheet are required to be sent to COR and included with the packet submitted to AUR_funding and with invoice in IPP.

Special Charges

3%						NonFleet FEE	Based Charg	es	<u> </u>			
Г	Date	Pay Item Code	Quantity	Rate	Total	City	State	TAX	Billee Code	Billee Agreement #	Charge Code	Fire
12/	13/20	sc -	1.00	549.64	549.64	Grand Junction	CO		61C0		N43K	Y_
12/	14/20	AV _	0.67	8657	5800.19	Grand Junction	СО		61C0		N43K	Y <u>-</u>
12/	14/20	UA _	0.33			Grand Junction	СО		61C0		N43K	Y
12/	14/20	PD -	2	96	192	Grand Junction	СО		61C0		N43K	Y <u>-</u>
12/	15/20	UA -	0.17		3	Grand Junction	СО	·	61C0		N43K	Y_
12/	15/20	AV -	0.84	8657	7271.88	Grand Junction	CO		61C0		N43K	Y <u>•</u>
1	15/20	PD -	2	96	192	Grand Junction	CO		61C0		N43K	Y -

12/13/20 SC for Frank going home. 12/14/20 UA for engine failure. Replacement engine mounted on aircraft. 12/15/20 UA to finish engine replacement.

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Contract Package

Daily Diary and Cost Summary

This document serves several purposes. First it documents the events of a day. Second it serves as a cost summary for IMTs or management. Most important it serves as documentation for the COR to know what happened on a particular day long after the incident is over. The latest version of this form is available from the COR. For ease of use during one 2 week period it is best to copy the Excel tabs at the bottom and name each with the date of that tab.

Contract Package

Contract Document Naming Convention

It has become prudent to name the documents in a way that they are easily found at later dates after submission. All files must be named to this convention to facilitate this need.

First name by date in the Year/Month/Day (8 digits) corresponding with the 1st or 15th ending date of the package being submitted followed by Vendor Name

20210415 Freds UAS Company OAS 23

20210415 Freds UAS Company Daily Diary

20210415 Freds UAS Company Transportation WS Fred

20210415 Freds UAS Company Transportation WS Bill

20210415 Freds UAS Company Receipt Fred

20210415 Freds UAS Company Receipt Bill

20210415 Freds UAS Company Contract Evaluation

Contract Package

Items to be sent to the COR

Packages of documents are required to be sent to the COR on the 1st and 15th of each month IF the vendor has flight operations under the DOI/BLM contract. The package needs to include the following items:

- AMD-23 signed only by Vendor representative
- Transportation Worksheets
- Receipts and supporting documentation for the Worksheet
- UAS Daily Ops Worksheets
- Contract Evaluation
- Resource Order

Completed Example AMD-23 Form

						AMI	D-23E	Aircraft Use	e Repo	ort (08)	/2020)				
Contractor Fr	red's UA	S Com	nany	Task Order # 1.	200802	21P0892)	Item # 1	10	N# FA	3.15	D32DS	Make/ Model Jumping	Eve Ball	Fred	
Invoice Start	12/6/20		Invoice End	2/17/20		e 1 Hired	ed		U	Hired Tim		DOZDO	Release Date		Release Time	
2000			1000 man	ices provided is co	2,743	12 (2583)	9	The following reco	ord of ser	vices provi	ided wer	e received		Agency		
Selection and						Manage								Phone		
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Name (print)				Date		Name (print)						Date		E-Mail		
8				F			T	NonFleet TIME			_					
Date	Pay Item Code	COARGORN	Stop	Elapsed Time	From	То	2000	Cargo Payload	TAX	Mission	1 Code	Billee Code	Billee Agreement #		Charge Code	Fire
12/7/20	FT •	1430	1625	1:55	LRZ	FIRE	0	0		20F	•	61C0			H12F	
12/8/20	FT -	0900	1536	6:36	LRZ	FIRE	0	0		20F	·	61C0			H12F	
12/8/20	FT -	1725	0038	7:13	LRZ	FIRE	0	0		20F		61C0			H12F	
12/11/20	FT •	1000	1736	7:36	LRZ	FIRE	0	0		20F		61C0			N43K	
12/12/20	FT -	1130	1819	6:49	LRZ	FIRE	0	0	·	20F		61C0			N43K	_
12/13/20) FT	1109	1847	7:38	LRZ	FIRE	0	0		20F	·	61C0			N43K	_
12/14/20	o FT	1048	1544	4:56	LRZ	FIRE	0	0	-	20F		61C0			N43K	<u> </u>
12/15/20	FT ·	1223	1819	5:56	LRZ	FIRE	0	0	•	20F		61C0			N43K	
12/16/20	FT -	1542	1814	2:32	LRZ	FIRE	0	0	-	20F		61C0			N43K	-
								NonFleet FEE I	T							
Date	Pay Item Code	20 200	Rate		Total		City		State		TAX	Billee Code	Billee Agreement #		Charge Code	Fire
12/6/20	P61 -	10	28.36	28	33.60	St	Geor	rge	UT			61C0			H12F	Y
12/6/20	P61 -	10	28.36	28	33.60	St	Geor	rge	UT		•	61C0			H12F	Y
12/6/20	SV2	467	1.71	79	98.57	St	Geor	rge	UT	ſ		61C0			H12F	Y
12/6/20	SV2	467	1.71	79	98.57	St	Geor	rge	UT	Γ		61C0			H12F	Y.
12/6/20	PD -	2.00	96	1	192	St	t Geor	rge	UT	F	F	61C0			H12F	Y.
12/7/20	P61 -	4.00	28.36	3 11	13.44	K	ingma	an	AZ	Z		61C0			H12F	Y.
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Hired date and time 12/6/20 at 09:30. Crew is Fred and Frank. Drove from Twin Falls, ID to St George, UT on 12/6/20. Drove from St George to the Clacks Canyon Fire near Kingman AZ.

Note that for AMD-23s that require more than one page, pages that do not include a signature **MUST** reference a page number out of the total. Otherwise the invoice will be rejected and AMD-23 will be sent back for correction and initialing by Vendor and the Government Rep.

	red's U/	AS Con		Task Order # 1	20D802			Item#	10		D32DS	Make/ Model Jumping Eye		
roice Start te	12/6/20		Invoice End Date	12/17/20	Page of:	6	lired late			Hired Time		Release Date	Release Time	
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2/7/20	AV -	0.50	8657	7 43	28.50		Kingma	an	AZ		61C0		H12F)
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2/8/20	_	1.00	8657		657		Kingma		AZ		61C0		H12F	1
2/8/20		2.00	96		192	-	Kingma		AZ		61C0		H12F	Y
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2/7/20	arrival or	n fire at	1130. Se	etup and r	eady to f	ly at 13	800. Ha	If day ava	ilabilit	v per con	tract. On	12/9/20 released a	t beginning of shift from	Clack

ice Start	2/6/20		Date 1	2/17/20	Page of:	6 Hire	2			Hired Time		Release Date	Release Time	
Date	Pay Item Code	Start	Stop	Elapsed Time	From	То	200	OnFleet TIME	Based C	harges Mission Code	Billee Code	Billee Agreement #	Charge Code	
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12/9/20	PD -	2.00	96	1	92	Gran	nd Jur	nction	CC)	61C0		N43K	Y
12/10/20	AV -	1.00	8657	7 80	357	Gran	nd Jur	nction	CC) -	61C0		N43K	Y
12/10/20	PD -	2.00	96	1	92	Gran	nd Jur	nction	CC) -	61C0		N43K	Y
12/11/20	AV -	1.00	8657	7 80	357	Gran	nd Jur	nction	CC	, ,	61C0		N43K	Y
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/12/20	PD -	4	96		84			nction	CC) •	61C0		N43K	Y
/12/20	SC ·	1.00	568.3	56	3.32	Gran	nd Jur	nction	CC) •	61C0		N43K	Y
/12/20	sc -	1.00	765.8	6 76	5.86	Gran	nd Jur	nction	CC) -	61C0		N43K	Υ
/13/20	AV -	1.00	8657	7 86	557	Gran	nd Jur	nction	CC) -	61C0		N43K	Υ
/13/20		2	96	1	92	Gran	nd Jur	nction	CC) -	61C0		N43K	Υ
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Fred's UAS Company Task Order # 120D802						21P0892	21P0892				JSI	D32DS	Model Jumping	Eye Ball	73.		
voice Start ate	12/6/20		Invoice End Date	12/17/20	Page of:	6 Hired	6 Date				Hired Time Release Date				Release Time		
							No	onFleet TIME	Based C	Charges							
Date	Pay Item Code	de Start	Stop	Elapsed Time	From	To #	# of PAX	Cargo Payload	TAX	Mission Cod	de	Billee Code	Billee Agreement #		Charge Code	Fir	
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2/14/20) AV _	0.67	7 865	7 58	800.19	Grand Junction			СО)	-	61C0			N43K	Y	
2/14/20	UA -	0.33	5			Grand Junction			СО)	·	61C0			N43K	Y	
12/14/20	PD -	2	96		192	Grand Junction			CO)	-	61C0			N43K	Y	
12/15/20	UA -	0.17				Grand	and Junction		CO)	·	61C0			N43K	Y	
12/15/20) AV _	0.84	1 865	7 72	271.88	Grand	d Jun	ction	CO)	·	61C0			N43K	Y	
12/15/20	PD -	2	96		192	Grand Junction			СО)	•	61C0			N43K	Y	
12/15/20 12/15/20 12/15/20 Remarks: 12/13/2 replace	AV ·	0.84	4 8657 96	5 1	192	Grand Grand	Grand Junction Grand Junction Grand Junction r engine failure. Repla				-	61C0 61C0	on aircraft. 12/	15/20 UA to	N43K N43K		

Contractor F	red's UA	ipany	Task Order # 1	20D802	21P0892				FA3JS	D32DS	Make/ Model Jumping I	umping Eye Ball PIC Pilot Sven		
Invoice Start Date 1	12/6/20		6 Hired Date			Hired Time		Release Date	Release Time	Release Time				
2	NonFleet TIME Based Charges													
Date	Pay Item Code	Start	Stop	Elapsed Time	From	To #	# of PAX	Cargo Payload	TAX	Mission Code	Billee Code	Billee Agreement #	Charge Code	Fire
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Date	Pay Item Code	Pay Item Code Quantity Rate			Total City				State	e TAX	Billee Code	Billee Agreement #	Charge Code	Fire
12/16/20	AV _	1.00	8657	8	8657	Grand	nction	CC) -	61C0		N43K	Y	
12/16/20	PD •	2	96	1	192	Grand	nction	CC) -	61C0		N43K	Y	
12/17/20	P62 <u>•</u>	8	28.36	22	26.88	Twi	alls	ID		61C0		N43K	Y	
12/17/20	P62 _	8	28.36	, 22	26.88	Twi	alls	ID		61C0		N43K	Y.	
12/17/20	SV2	501	1.71	85	56.71	Twi	alls	ID		61C0		N43K	Y-	
12/17/20	SV2	501	1.71	85	56.71	Twi	alls	ID		61C0		N43K	Y	
12/17/20	PD _	2	41.25	8:	2.50	Twi	alls	ID		61C0		N43K	Y	
Remarks: 12/16/20 Released from incident at end of shift. 12/17/20 Travel from Grand Junction to home base at Twin Falls. Released Time and Date 12/17/20 at 1700.														

Summary

UASMS AND VENDOR UAS FLIGHT CREWS NOW HAVE AN UNDERSTANDING OF THE DOCUMENTATION NEEDED FOR SUCCESSFUL SUBMISSION AND COMPLETION.