

Request for Air Service / Statement of Justification
(Reference FSM 5711.2)

Prior to ordering a charter or Forest Service-owned or leased aircraft, the traveler, or chief of party for a group of travelers, must complete this form. One copy of this form must be sent to the Aerial Fire Depot Aircraft Coordinator and a second copy retained for the travelers records. Completed forms may be sent to:

U.S. Forest Service
Regional Aircraft Coordinator
5765 West Broadway
Missoula, Montana 59808-9361

electronic mail: gboyd@fs.fed.us
or: kthomas@fs.fed.us
or: mtnrc@dms.nwcg.gov

No administrative flights will be dispatched from the Aerial Fire Depot until the Aircraft Coordinator has received a copy of this form.

**REQUEST for AIR SERVICE
STATEMENT of JUSTIFICATION**

User _____ Date(s) of Use _____

Agency/Unit _____

Purpose of Travel:

Force Account / Contract / Charter aircraft will be used on this mission because :

<input type="checkbox"/>	a) The aircraft is scheduled to perform a bona fide mission, training, or proficiency activity compatible with secondary use of the flight for transportation, and the minimum mission, training, or proficiency requirements have not been exceeded
<input type="checkbox"/>	b) (No airline service is reasonably available to effectively fulfill the transportation requirement, that is, within the same calendar day as required.
<input type="checkbox"/>	c) Failure to use this aircraft to carry passengers and/or cargo will result in the failure to meet minimum mission timeframes.
<input type="checkbox"/>	d) This method of travel is the most expeditious means of transportation practicable and is commensurate with the nature and purpose of the duties of the employee. (5 U.S.C. 5733)
<input type="checkbox"/>	e) The Actual cost* of using this aircraft is not more than other suitable and available air transportation.

Signature **Title**

* The cost should be the total cost to the government; calculations should include per diem, overtime, and lost work time as well as actual transportation costs (see Region One Travel Cost Comparison Worksheet.)