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| USDA Forest Service (11/2013)**Flight Request/ Justification/ Documentation for Administrative Use of Aircraft**(OMB A-126; FSM 5710; FSH 5709.16) |
| **1.Request Information** |
| Name of Requester:Click here to enter name | Agency/Unit:Click here to enter text | Contact Information:Click here to enter text |
| Purpose for Flight:Click here to enter text |
| Service Requested:Click here to enter text |
| **2.Flight Information** |
| Make/Model of Aircraft:Click here to enter text | Registration Number:Click here to enter text |
| Pilot(s)/Flight Crew/Operator:Click here to enter text |
| Route of Flight:Click here to enter route |
| Date(s) of Flight:Click here to enter dates |
| Total Cost of Flight: Click here to enter cost | Accounting Code Used: Click here to enter text |
| Passenger Name | Affiliation | Forest Service Unit/Sponsoring Unit |
| Click here to enter name | Click here to enter text | Click here to enter text |
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| **3.Justification/Approval Information** |
| Planned travel requires the use of air transportation, and Forest Service-operated or charter aircraft will be used because *(check a, b, or c. Attach FS-5700-11 Cost Comparison Travel Worksheet )*☐(a) The aircraft was scheduled to perform an FAA pilot currency or agency pilot proficiency – before it has lapsed. The proficiency flight shall be the secondary use of the flight for transportation. Explanation:Click here to enter text |
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| ☐(b) No airline service is reasonable to effectively fulfill the transportation requirement, that is within the same calendar day as required. Explanation: Click here to enter text |
| ☐(c) The actual cost of using this aircraft is not more than other suitable and available air transportation. *(Use FS-5700-11,* *Cost Comparison Travel Worksheet.)* |
| Click here to enter text.Printed name of approving Forest Service official*Must be one organizational level higher than traveler* | Signature | Select DateDate |
| **4.Senior Federal Officials, Family Members, Non-Federal Travelers, Members of Congress** |
|  ***Approval by the Office of General Counsel (OGC) is required for use of government aircraft for travel by the following categories of people: 1) Senior Federal Officials, 2) Members of families of Senior Federal Officials, 3) Non-Federal Travelers (OMB Circular A-126). The following passengers request approval:*** |
| Passenger Name | Dept/Agency/Affiliation | Status |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text.Printed name of approving OGC official | Signature | Select DateDate |
| **Additional Documentation** |
| Attach the following forms:☐ FS-5700-11 Cost Comparison Travel Worksheet☐ GSA Form 3641 Senior Federal Traveler Form (if required) |
| Instructions for FS-5700-40 (03/2012)Section 1: Provide brief descriptions of travel and the service requested. Section 2: Provide flight and passenger information.Section 3: Document on this form if flight will be used for proficiency or if no other transportation means are available. Attach FS-5700-11. Section 4: Complete if members of the senior executive branch, Forest Service SES, or non-federal persons are traveling.**RETAIN THIS DOCUMENT AND ALL ASSOCIATED ATTACHMENTS FOR 2 YEARS.** |