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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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| **(11/2013) page 1** | | | | | | | | | | |
| ☐(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 Date  Date |
| **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 Date  Date |
| **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.** | | | | | | | | | | |