

Administrative Use of Aircraft

Desk Reference 2016



USDA Forest Service
Fire and Aviation Management



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Digest

Document changes, clarification and edits to plans, operational plans, strategies and guides.

Page	Section/ Chapter	Sentence	Change, Clarification, Edit
NA	Where applicable	NA	Changed to Special Use Mission throughout the document to align with policy definition
2	4.0	New	Added Aircrew Member definition
3	4.0	New	Added Passenger definition
5	5.1.2	Section	Added Day Trip Authorization for Special Use Mission flights.
5	5.1.3	Section	Added Day Trip Authorization for Special use Mission flights.
7	6.1.5	New	Added paragraph referencing Appendix 2 for WO Required Documentation and Process for Administrative and Proficiency Flights
9	7.1.5	Section	Added Day Trip Authorization for Special Use Mission flights.
16	Appendix 3	New	Added Washington Office – Required Documentation and Process for Administrative and Proficiency Flights
16	Appendix 3	Forms	Added a form number AUA-1 (Administrative Use of Aircraft) to the Request, Justification and Approval form.
17	Appendix 3	Forms	Added a form number AUA-2 (National and Regional Administrative Use of Aircraft) to the Request, Justification and Approval form.

Preface

This is the latest version of the desk reference (DR). This DR primarily clarifies the process for Administrative Use of Aircraft flights. This preface highlights Federal policy regarding Forest Service Administrative Use of aircraft.

Office of Management and Budget (OMB), Title 41 Part 102-33, General Services Administration (GSA) and Federal Travel Regulations (FTR) are mandatory as noted throughout this document with a solid box like this. Forest Service policy is mandatory where noted (specifically referenced and hyperlinked). FS policy is noted throughout this document with a dashed box like this.

Use of the “Flight Request/Justification/Approval for Administrative Use of Aircraft” and “National and Regional Report of Annual Administrative Flight Use” forms are required.

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1.0 Purpose

Note: *This desk reference applies only to Administrative Use flights.*

This desk reference (DR) will provide users a single reference regarding policy, procedure, operation, and management of government aircraft used for Administrative Use flights. Flights are either Administrative Use flights (also known as point-to-point flights) or Special Use Mission flights (also known as mission flights).

For this DR, government aircraft will be referred to as Forest Service aircraft and will include owned, leased, contracted, rented and chartered aircraft. The Administrative Use of Aircraft DR covers the process for planning, approval, accounting, reporting and management of Administrative Use flights.

This DR does not include provisions for Special Use Mission flights, except to clarify and define Special Use Mission flights and clarify approval of Special Use Mission flights for Senior Federal Officials, non-federal travelers and Members of Congress. Reference Section 4.0(j) for a complete definition of Special Use Mission flight.

Reference Appendix 1 and 2 for flow charts to aid in determining if a flight should be considered a Special Use Mission or an administrative flight, and to help in the planning of an administrative flight.

For Senior Federal Officials, non-federal travelers, volunteers or members of Congress reference Section 7.0 of this guide. Washington D.C.-based Senior Federal Officials, non-federal travelers and members of Congress Administrative Use flights are coordinated at the Washington Office, Director of Fire and Aviation Management office; reference 7.1.6.

2.0 Authority

[OMB Circular A-126](#), [FMR 102.33](#), [FTR 301-70](#), [FTR 301-10](#), [FTR 300-3](#)

3.0 Forest Service Policy

- 3.1. Forest Service Aircraft may be used for administrative purposes when use is advantageous to the Government ([FSM 5711.33](#)).
- 3.2. Promote maximum utilization of Forest Service aircraft and pilots as the first source of aviation services when they are available and cost-effective ([FSM 5710.32](#)).
- 3.3. Passengers may be carried on administrative and proficiency flights, reference Section 4.0(n) for definition of proficiency flight. Passengers are not allowed on tactical fire suppression flights ([FSM 5716.42](#)).

- 3.4. Forest Service employees shall fly only in approved government aircraft flown by an approved pilot(s). Approvals are specified in [FSM 5703.1](#), [5712.41](#), [5712.43](#), and [5713.4](#) (FSM 5704.9).
- 3.5. Referenced Forest Service Policy: [FSM 5703](#), [FSM 5705](#), [FSM 5710.5](#), [FSH 5709.16](#), [FSH 6509.33](#), [FSM 1515.1](#).
- 3.6. Referenced Interagency Policy [Interagency Aviation Training \(IAT\) Guide](#), [Interagency Standards for Fire and Fire Aviation Operations](#) (Red Book).

4.0 Definitions

- a. **Administrative Use Flight:** The use of a government aircraft for point-to-point transportation of authorized passengers and cargo. This does not include Special Use Mission required flights ([OMB A-126 5.b.](#)) such as incident/project support or tactical transportation of fire crews, overhead, or other personnel or equipment required for management of an incident or project ([FSM 5710.5](#)).
- b. **Aircrew Member:** A person trained with the flight crew, who is qualified in, and assigned to perform duties onboard, the aircraft, and essential for the safe operation of the aircraft. Aircrews are not passengers.
- c. **Airline Service or Commercial Airline Service:** (Listed only for clarification.) Administrative use flights are not applicable for airline service. Federal travelers are required to use ETS2 Travel for airline service and follow the FTR when making official travel arrangements.
- d. **Approving Official:**
 1. Travel Approver
 - i. The travel approval will follow standard procedures as outlined in [FSH 6509.33](#), [FTR 301-70](#) and ETS2 Travel process.
 2. Administrative Flight Approver
 - i. For Federal, non-Senior Federal Officials, employees and volunteers: Supervisor of at least one organizational level above the traveler ([FTR 301-70.803](#) and [OMB A-126, 11.a.](#)).
 - ii. For Senior Federal Officials: Agency's senior legal official or deputy (OGC) ([FTR 301-70.803](#) and [OMB A-126, 11.c.](#)).
 - iii. Non-federal travelers: Agency's senior legal official or deputy (OGC) ([FTR 301-70.803](#) and [OMB A-126, 11.c.](#)).
 - iv. Members of Congress: Are considered non-federal travelers. Approval will be coordinated through legislative affairs ([FSM 1515.1](#)) and approved per Section 7.0.

- e. Commercial Aviation Services (CAS):** Aviation Services involving the use of contracted, leased or hired aircraft or aircraft and flight crews certificated by the Federal Aviation Administration (FAA) and approved by the Forest Service, are considered to be government aircraft ([FSM 5705](#) and [FMR 102.33](#)).
- f. Day Trips:** Official travel by aircraft that takes place on a single calendar day and does not require reimbursement of expenses to the traveler. Requires supervisor approval. Authorized on the recommended Flight Request/ Justification/Approval for Administrative Use of Aircraft form.
- g. Employee Pilots not Employed as Pilots:** Forest Service employees not employed as pilots shall meet the requirements of [FSM 5712.35](#) for official travel Administrative Use flights when performing pilot duties as the sole occupant of the aircraft. Other Forest Service employees in official travel are not permitted on these flights.
- h. Federal Traveler:** Federal civilian agency employees including Senior Federal Officials. Includes Forest Service pilots of Government aircraft flying federal travelers for Administrative Use flights ([FTR 300-3](#)).
- i. Forest Service Employee Owned, Chartered or Leased Aircraft:** A Forest Service employee owned, chartered or leased aircraft may be used for official travel. Reference Section 5.5.
- j. Government Aircraft:** Any aircraft owned, leased, contracted, rented or chartered, and used by a Federal Government agency. Commercial airline aircraft operating on their scheduled routes are not Government aircraft ([FSM 5710.5](#), [FTR 300-3](#)). In the context of this document the terms Forest Service aircraft and Government aircraft are the same.
- k. Non-Federal Travelers:** (Also referred to as non-government persons.) Anyone who is not employed by the executive branch of the Federal Government; for example: State or local government personnel, private sector cooperators, contractors or their employees, family members of government employees, tribal representatives, general public, foreign nationals and media representatives. Members of Congress and federal judges are also designated as non-federal travelers ([FSH 6509.33](#), [FTR 300-3](#), [FSM 5710.5](#), [OMB A-126](#)).
- l. Official Travel:** Means travel to meet agency requirements, required use travel, and other travel for the conduct of agency business, ([OMB A-126](#)).
- m. Passenger (PAX):** Any person aboard an aircraft who does not perform the function of a flight crew member or aircrew member.
- n. Point-to-Point:** A flight that originates at one FAA-designated airport, seaplane base, or permanent helibase (identified in the FAA Airport/Facilities Directory or FAA Sectional Aeronautical Charts), with flight route to another FAA-designated airport, seaplane base, or permanent helibase. The flight is conducted for the transportation of persons or cargo for administrative purposes only. A Point-to-Point flight is conducted higher than 500 feet above ground level (AGL), except for takeoff and landing. These types of flights are

typically referred to as Administrative Use of aircraft flights, which require the aircraft and pilot be approved for Point-to-Point flight.

Any flight deviations for the purpose of conducting special use-related tasks shall require the flight to be reclassified as a Special Use Mission Flight.

Locations not on a FAA Airport/Facilities Directory or FAA Sectional Aeronautical Chart are special use missions and shall not be considered for point-to-point flight. They may require additional aircraft performance or equipment or pilot designation.

- o. Proficiency flight:** A flight for the purposes of maintaining pilot proficiency. May be an Administrative Use or Special Use Mission Flight. Passengers may be carried on Administrative Use flights only. Where these terms are used in this guide it means the pilot in command must meet minimum Federal Aviation Regulations Part 91 pilot in command qualifications and [FSH 5709.16](#), 21.4 requirements to perform an Administrative Use flight with passengers.
- p. Reimbursable Travel:** Any travel over 12 hours in duration or travel that requires reimbursement of expenses (lodging, per diem, rental car). Authorization and reimbursement must be completed through ETS2 Travel ([FSH 6509.33](#)).
- q. Required Use Travel:** Does not apply to any Forest Service aircraft use, [OMB A-126](#). Listed only for clarification.
- r. Senior Federal Official:** A Senior Federal Official (Reference [OMB A-126](#) for a complete definition.) Members of the Senior Executive Service (SES) in the Forest Service or other agencies. Common examples in the Forest Service include the Chief, Deputy Chiefs, Associate Deputy Chiefs, Washington Office Staff Directors, and Regional Foresters. Also includes, Senior Federal Officials appointed by the President with the advice and consent of the Senate or a civilian employee of the Executive Office of the President (EOP). Examples include the Secretary of Agriculture, Assistant/Under Secretaries, or the White House Chief of Staff ([FSM 5710.5](#)). Note: Active duty military officers are exempted from this definition. ([FTR 300-3](#), Glossary of Terms, [OMB Circular A-126](#), Section 11,c.).
- s. Senior Executive Branch Official:** Term no longer used. Use Senior Federal Official definition.
- t. Senior Legal Official:** Refers to the agency's Office of General Counsel (OGC).
- u. Site Visit:** In the context of OMB Circular A-126 a site visit means official travel to a particular site in order to personally perform official business that is not related to an incident, viewed as administrative travel ([FSM 5710.5](#)).
- v. Special Use Mission Flight:** Listed only for clarification. Also known as a mission flight. OMB Circular A-126 uses the term mission.

Any flight that is not a Point-to-Point Flight. An incident or project flight conducted for the express purpose of performing, or directly supporting, an agency resource management

related task or tactical job (governmental function). These flights are limited to flight crewmembers, aircrew members, and qualified non-crewmembers. These flights require special pilot endorsements, flight evaluations, and specialized aircraft equipment. Special Use Mission Flights do not include official travel to give speeches, to attend conferences or meetings, or make routine site visits [OMB A-126](#), which are defined as Administrative Use of Aircraft Flights. Reference Appendix 1 for determining Special Use Mission Flight versus Administrative Use Flight.

- w. Volunteers:** Volunteers shall be under a Volunteer Services Agreement signed by the appropriate Forest Service representative. When traveling on official business volunteers are to be considered official passengers. Treat volunteers as employees for approval and documentation purposes. Document on Flight Request/ Justification/Approval for Administrative Use of Aircraft form.

5.0 Responsibility

5.1. Approving Officials for Travel by Administrative Use Flight

5.1.1 Federal Travelers: Section 6.0

- a. Approving official is the traveler's supervisor one organizational level higher than traveler.
- b. Travel requiring reimbursement: review and approve travel request and justification using ETS2 Travel.
- c. Day Trip travel: review and approve travel request using Flight Request/Justification/Approval for Administrative Use of Aircraft form.

5.1.2 Senior Federal Officials: Section 7.1

- a. Approving official is agency senior legal official or deputy (OGC) ([OMB Circular A-126, Section 11.c.](#)) for Administrative Use travel.
- b. Travel requiring reimbursement: review and approve travel request and justification using ETS2 Travel.
- c. Day Trip special use mission flights can be approved by the line officer of the Forest Service unit sponsoring the special use mission flight with a Day Trip Authorization ([FS-5700-12](#)).

5.1.3 Non-Federal Travelers: Section 7.2

- a. Approving official is agency senior legal official or deputy (OGC) ([OMB Circular A-126, Section 11.c.](#)) for Administrative Use travel.
- b. Review and approve travel request and justification.

- c. Day Trip special use mission flights can be approved by the line officer of the Forest Service unit sponsoring the special use mission flight with a Day Trip Authorization ([FS-5700-12](#)).
- 5.1.4 Volunteers: Section 7.3
 - a. Traveler's supervisor one organizational level higher than traveler.
 - b. Travel requiring reimbursement: review and approve travel request and justification using ETS2 Travel.
- 5.1.5 Members of Congress: Section 7.4
 - 5.1.5.1 Travel shall be coordinated through Legislative Affairs ([FSM 1515.1](#)).
 - 5.1.5.2 Travel shall be authorized by the USDA Office of General Counsel ([OMB Circular A-126, Section 11.c.](#))
 - 5.1.5.3 Review and approve travel request and justification.
- 5.2 Regional or Area Aviation Officers
 - 5.2.1 Report annually to WO FAM, Assistant Director, Aviation, all administrative flights. Use the recommended National and Regional Report of Annual Administrative Flight Use form, Appendix 2.2.
- 5.3 Aircraft Managers or Coordinators
 - 5.3.1 Make cost estimates available for Government aircraft for use by requesting party in order to complete travel cost comparisons ([FTR 301-70.802](#)).
 - 5.3.2 Document Senior Federal Official travel on [GSA form 3641](#).
 - 5.3.3 Report to GSA on semi-annual basis flights involving Senior Federal Officials, non-federal persons, or members of Congress, Reference Section 7.5 of this guide.
- 5.4 Aviation Dispatcher
 - 5.4.1 Shall adhere to [FSH 5709.16](#), Chapter 33.04b and 33.21b Originating Dispatcher responsibilities.
 - 5.4.2 Maintain required documentation; Reference [OMB Circular A-126](#).
- 5.5 Fixed Wing Flight Manager
 - 5.5.1. Shall adhere to [FSH 5709.16](#), Chapter 31.22, 31.22a and 31.22b Fixed Wing Flight Manger assignment, certification and responsibilities.
 - 5.5.2. Ensure required documentation has been completed.

- a. Fill out [SF-245](#) Passenger and Cargo Manifest or BLM 9400-1 Aircraft Flight Request/ Schedule, giving copies to pilot and dispatch.
 - b. Shall submit required completed forms to the appropriate dispatch/coordination center.
- 5.5.3. Pilots may perform the duties and responsibilities of the Fixed Wing Flight Manager provided they meet the requirements of [FSH 5709.16](#), 31.22a.
- 5.6. Pilot
- 5.6.1. Shall adhere to [FSM 5703.1](#), [FSH 5709.16](#), 33.04a, 33.21a, and specific contract requirements if applicable.
- 5.7 Federal Traveler
- 5.7.1. Complete necessary travel authorization in ETS2 Travel. Reimbursable travel shall be authorized and approved through [ETS2 Travel](#). Follow procedures in [FSM 6509.33](#), Federal Travel Regulations.
- 5.7.2. Day trip approval is granted on Flight Request/ Justification/Approval for Administrative Use of Aircraft form. Complete required forms:
- a. Flight Request/ Justification/Approval for Administrative Use of Aircraft form.
 - b. [FS-5700-11](#), Cost Comparison Travel Worksheet
 - c. [GSA form 3641](#), Senior Federal Traveler Form (if required)
- 5.7.3. Shall submit required completed forms to appropriate dispatch/ coordination center.
- 5.7.4. The Administrative Use of aircraft portion will be approved per Sections 6.1.2, 7.1.1, or 7.3.

6.0 Administrative Use Flight for Federal Travelers (non-SES/Senior Federal Official)

Note: Refer to Section 4.0, Definitions.

- 6.1 Authorization and Approval
- 6.1.1 Travel (including day trips) must be authorized ([FTR 301-70](#)).
 - 6.1.2 Travel (including day trips) must be approved by the traveler's Supervisor one organizational level higher than the traveler in advance.
 - 6.1.3 Authorization for all Administrative Use flight is completed on the Flight Request/Justification/Approval for Administrative Use of Aircraft form.

- 6.1.4 For travel requiring reimbursement [ETS2 Travel](#) authorization is required ([FSH 6509.33](#)) in advance and the use of the Government aircraft shall be documented in the authorization.
- 6.1.5 Refer to Appendix 3 for Washington Office required documentation, process and approvals for local proficiency flights (administrative flight), non-local proficiency or combination proficiency/ passenger transport and administrative passenger transport.
- 6.2 Justification
- 6.2.1 Administrative use of government aircraft is justifiable if one or more of the following conditions are met:
- 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. Use the Flight Request/Justification/Approval for Administrative Use of Aircraft form to document justification. Complete [FS-5700-11](#), Cost Comparison Travel Worksheet.
 - b. No airline service was reasonably available to effectively fulfill the transportation requirements. Reference [FTR 301-70.801](#). Use the Flight Request/ Justification/Approval for Administrative Use of Aircraft form to document justification. Complete [FS-5700-11](#), Cost Comparison Travel Worksheet clarifying decision to use government aircraft instead of airline service.
 - c. The traveler(s) has determined that travel by aircraft is necessary, and the actual cost of using government aircraft is not more than the cost of using airline service. Reference, [FSH 5709.16.13.2](#) and [GSA Government Cost Accounting Guide](#), chapter 2 for instructions. Use the Flight Request/ Justification/Approval for Administrative Use of Aircraft form to document justification. Complete [FS-5700-11](#), Cost Comparison Travel Worksheet.
- 6.3 Documentation
- 6.3.1 All administrative flights must be documented. At a minimum include:
- a. Flight Request/Justification/Approval for Administrative Use of Aircraft form
 - b. [FS-5700-11](#), Cost Comparison Travel Worksheet
 - c. Reference [OMB Circular A-126](#) for guidance and [FSH 5709.16](#), Chapter 10 section 13 for requirements.
- 6.3.2 Documentation shall be retained by WO Unit/Regional/Station/Area Aviation office for a period of at least two years ([OMB Circular A-126](#)).

- 6.3.3 Administrative use flights by Federal Travelers shall be recorded using the National and Regional Report of Annual Administrative Flight Use form and submitted by the Regional Aviation Officer and Branch Chief, Aviation Operations to WO Assistant Director, Aviation, on an annual calendar year basis; call 202-205-1483 for current contact information.

7.0 Senior Federal Officials, Non-Federal Travelers, Volunteers, and Members of Congress

Note: Refer to Section 4.0, Definitions.

7.1 Authorization and Approval

- 7.1.1 Travel (including day trips) must be authorized ([FTR 301-70.803](#)).
- 7.1.2 Travel (including day trips) must be approved by the traveler's Supervisor one organizational level higher than the traveler in advance.
- 7.1.3 Authorization for all Administrative Use flight is completed on Flight Request/Justification/Approval for Administrative Use of Aircraft form.
- 7.1.4 For travel requiring reimbursement [ETS2 Travel](#) authorization is required ([FSH 6509.33](#)) in advance and the use of the Government aircraft shall be documented in the authorization.
- 7.1.5 Special use mission flights (reference Section 4.0(j) definition) by Senior Federal Officials, non-federal travelers, volunteers and Members of Congress do not require OGC approval.

Day Trip special use mission flights can be approved by the line officer of the Forest Service unit sponsoring the special use mission flight with a Day Trip Authorization ([FS-5700-12](#)).

Reference [OMB A-126, 11.c.](#)

7.1.6 The W.O. Director, Fire and Aviation Management shall be the initial and primary point-of-contact for all administrative flights with any Members of Congress, as well as Senior Federal Officials and other non-federal travelers who are Washington D.C. based. Call 202-205-1483 for appropriate contact information.

7.2 Justification

- a. Follow the process in Section 6.2.

7.3 Documentation

- a. Follow the process in Section 6.3.

7.4 Senior Federal Officials

7.4.1 The agency senior legal official or his/her principal deputy (OGC) must approve Administrative Use travel (Section 4.0, Definitions) on government aircraft by senior federal officials, non- federal travelers, and Members of Congress on a trip-by-trip basis, documented in advance. Emergency travel may take place with prior verbal approval with an after-the-fact authorization ([FTR 301-70.803](#)).

- a. [GSA form 3641](#)- Senior Federal Traveler Form must be completed for Senior Federal Travelers only.
- b. Authorization is completed by USDA Office of General Counsel. Submit Flight Request/Justification/Approval for Administrative Use of Aircraft form to USDA OGC General Law and Research Division; call 202-720-2527 for current email address.

CC: WO FAM, Assistant Director of Aviation, of such requests.

- c. Non-USDA Senior Federal Official Administrative Use shall be approved by their parent agency. Approval documentation shall be provided to Forest Service fixed-wing flight managers prior to the Administrative Use flight.
- d. Administrative use flight requests for non-USDA Senior Federal Officials requires notification to WO FAM, Assistant Director of Aviation. Examples of such persons include DOI, FEMA, or DHS officials.

7.5 Non-Federal Travelers

7.5.1 Follow the process listed in Section 7.1; document and authorize travel of non-government travelers on Flight Request/Justification/Approval for Administrative Use of Aircraft form ([FTR 301-70.803\(c\)](#)).

- a. Travel shall be authorized by the USDA Office of General Counsel. Send Flight Request/ Justification/Approval for Administrative Use of Aircraft form to USDA OGC General Law and Research Division; call 202-720-5565 for current email address.

CC: Assistant Director, Aviation, with requests; call 202-205-1483 for current email address.

7.5.2 If reimbursement is necessary, refer to [FSH 6509.33](#) for guidance.

7.6 Volunteers

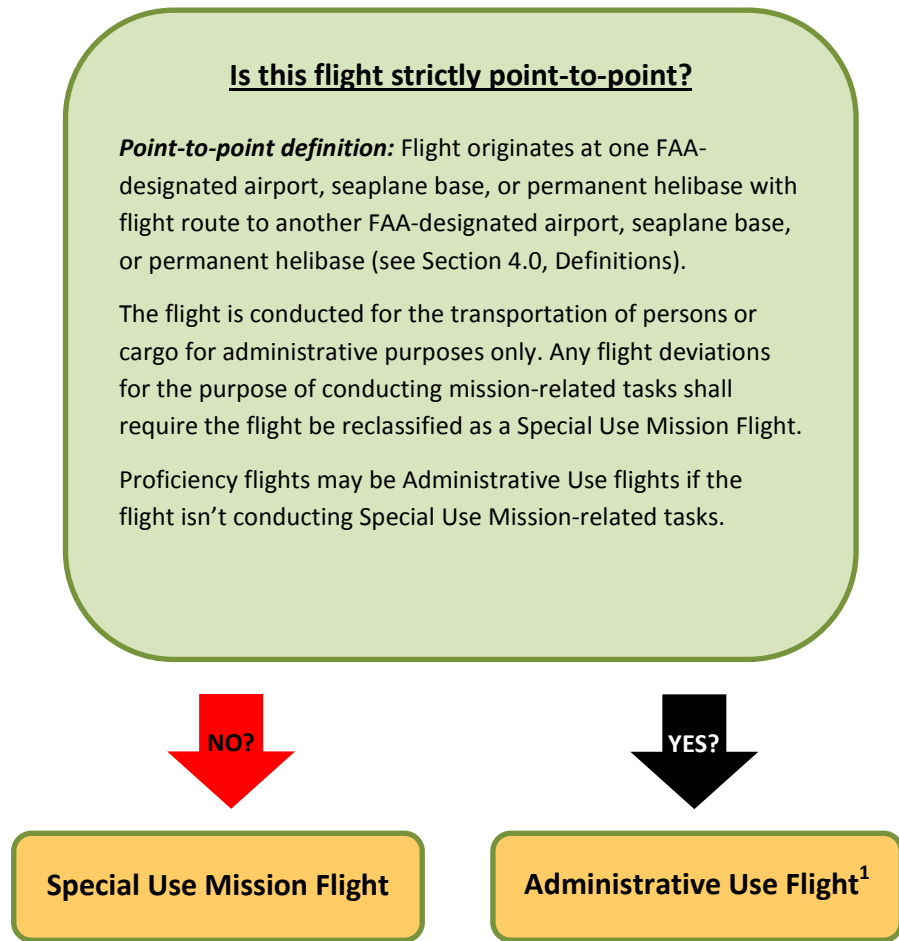
7.6.1 Follow the process listed in section 6.0 for Federal Travelers; document and authorize travel of volunteers on Flight Request/ Justification/Approval for Administrative Use of Aircraft form (FSM 5716.41).

- 7.6.2 Volunteers shall be under a Volunteer Services Agreement signed by the appropriate Forest Service representative.
- 7.6.3 Travel will be authorized by a supervisor one organizational level above volunteer ([FTR 301-70.803](#)).
- 7.6.4 If reimbursement is necessary, refer to [FSH 6509.33](#) for guidance.
- 7.6.5 Provide a disclosure for Volunteers flying aboard a government aircraft ([FTR 301-70.909](#)). Appendix 3.0.
- 7.7 Members of Congress
- 7.7.1 Document members of Congress as non-Federal travelers in Section 7.2
- 7.7.2 Authorization and justification will be coordinated through the field unit requesting the flight's designated Legislative Affairs Coordinator. ([FSM 1515.1](#))
- a. Itineraries will be coordinated between field unit and requesting party.
 - b. The W.O. Director, Fire and Aviation Management shall be the initial and main point-of-contact. Call 202-205-1483 for appropriate contact information.
- 7.8 Required Documentation and Reporting
- 7.8.1 All documentation relating to travel of Senior Federal Officials, non-federal persons, volunteers and members of Congress must be retained for 2 years ([FTR 301-70](#), [OMB A-126](#))
- 7.8.2 Travel of Senior Federal Officials, non-federal travelers, volunteers and members of Congress must be reported to GSA on a semi-annual basis ([FTR 301-70.907](#)).
- a. Responsibility for reporting shall be with the Regional Aircraft Coordinator or Manager.
 - b. Reporting periods are October 1 to March 31 and April 1 to September 30. Submit report by October 30 and April 30 for previous period ([FTR 301-70.907](#)).
 - c. Report to GSA's Office of Government Wide Policy using the online reporting tool at <http://www.gsa.gov/sftr>
 - d. Reference [FTR 301-70.906-907](#) for detailed process and requirements.
 - e. Include information relating to senior executives, non-federal persons, volunteers and members of Congress in annual report to WO FAM.

- 7.8.3 Information on travel aboard government aircraft by Senior Federal Officials, non-federal travelers, volunteers and members of Congress is subject to Freedom of Information Act requests ([FTR 301-70.908](#)).
- 7.8.4 Administrative use flights with Senior Federal Officials, non-Federal Travelers, Volunteers, and Members of Congress should be recorded using the National and Regional Report of Annual Administrative Flight Use form and submitted by the Regional Aviation Officer to WO FAM, Assistant Director Aviation., on an annual calendar year basis; call 202-205-1483 for current contact information.

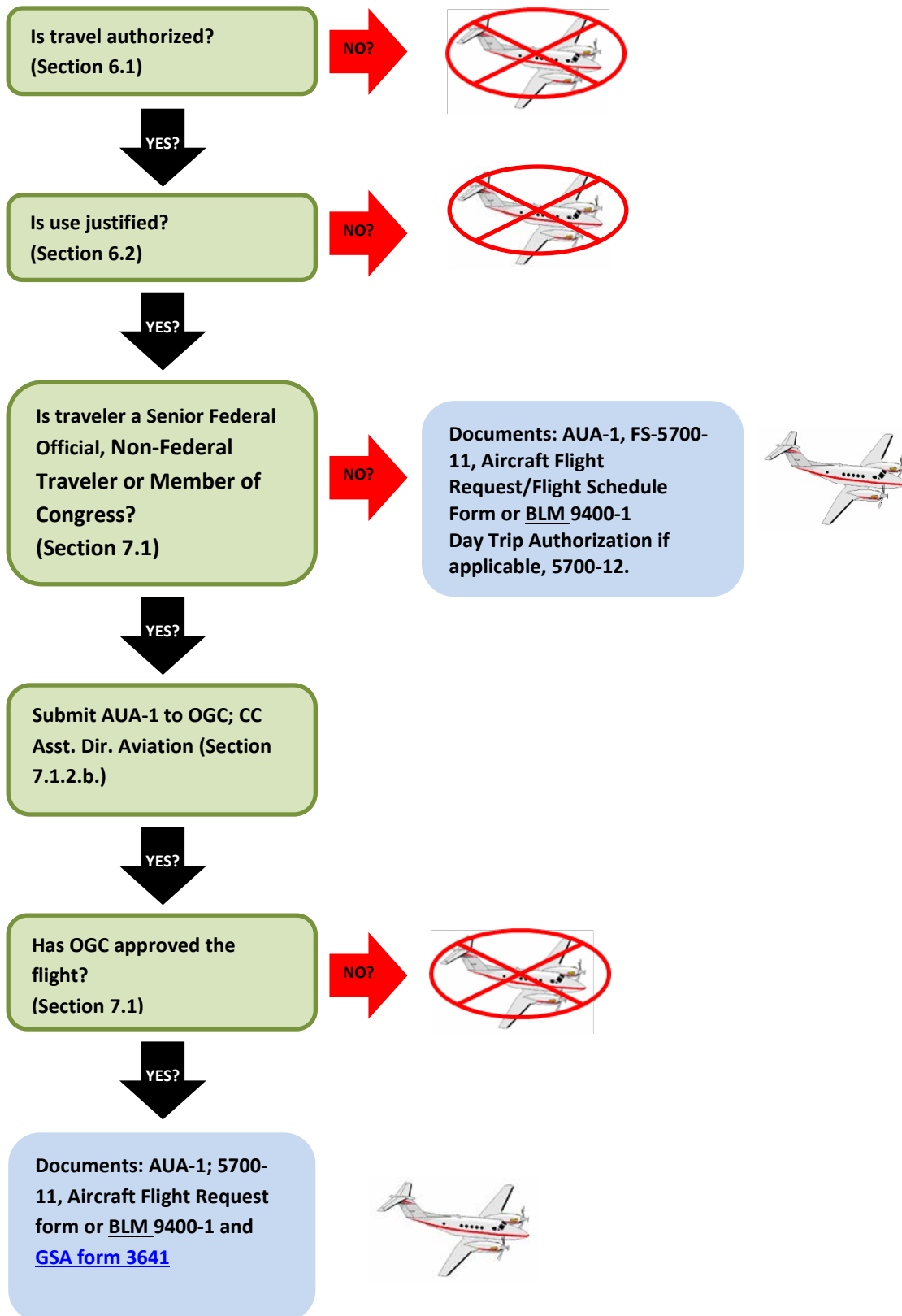
Appendices

Appendix 1: Determining Special Use Mission Flight Versus Administrative Use Flight



¹ Refer to 7.1.6 for specific instructions regarding the coordination of Administrative use flights for any Members of Congress, as well as Senior Federal Officials and other non-federal travelers who are based in Washington D.C.

Appendix 2: Administrative Use Flight Flow Chart



Appendix 3: Washington Office–Required Documentation and Process for Administrative and Proficiency Flights

Local Proficiency Flights (definition: flights within the Great Basin GACC, conducted solely for the purpose of FAA/Agency flight proficiency/currency, no passengers and not to conduct agency business)

1. Aircraft Flight Request/Flight Schedule Form (Flight Strip), filed with National Aircraft Coordinator or NICC Aircraft Desk

Proficiency Flight not local or Proficiency Flight/ Passenger Transport (anywhere)

1. AUA-1, Flight Request/Justification/Documentation for Administrative Use of Aircraft Form, filed with National Aircraft Coordinator
2. [FS 5700-11](#), Cost Comparison Travel Worksheet, filed with National Aircraft Coordinator
3. Day Trip Authorization ([FS 5700-12](#)) for all passengers if applicable.
4. Aircraft Flight Request/Flight Schedule Form (Flight Strip), filed with National Aircraft Coordinator or NICC Aircraft Desk

Federal Passenger Transport (anywhere)

1. AUA-1, Flight Request/Justification/ Documentation for Administrative Use of Aircraft Form, filed with National Aircraft Coordinator
 2. [FS 5700-11](#), Cost Comparison Travel Worksheet, filed with National Aircraft Coordinator
 3. Day Trip Authorization ([FS 5700-12](#)) for all passengers if applicable.
 4. Aircraft Flight Request/ Flight Schedule Form (Flight Strip), filed with National Aircraft Coordinator or NICC Aircraft Desk
- Authorization and Approval of the AUA-1, Flight Request/Justification/ Documentation for Administrative Use of Aircraft Form, must be approved by the traveler's supervisor one organizational level higher than the traveler in advance of the flight (refer to Section 6.1.2).
 - An Aviation Branch Chief or the Assistant Director, Aviation, may approve flights if the traveler's supervisor is not readily available.

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:		

2.Flight Information

Make/Model of Aircraft: Click here to enter text	Registration Number: Click here to enter text
Pilot(s)/Flight Crew/Operator:	
Route of Flight:	
Date(s) of Flight:	
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
Paul Linse	WO FAM	WO Aviation
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text

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:

(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.](#)

[Select Date](#)

Printed name of approving Forest Service official

Signature

Date

Must be one organizational level higher than traveler

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.](#)

[Select Date](#)

Printed name of approving OGC official

Signature

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.

National and Regional Report of Annual Administrative Flight Use

(For Forest Service internal use only)

Instructions for Use: In accordance with the 2012 USDA Forest Service Guide for Administrative Use of Agency Aircraft this form should be completed and submitted to the Washington Office, Fire and Aviation Management on a yearly basis. Submit report for previous FY by October 30.

Administrative Flight Use Report for FY Click to enter FY	Region/ Area Click to select Region
--	--

Name of Preparer Click here to enter name	Contact number/email Click here to enter contact information
--	---

Traveler Information

Number of Senior Executive Branch travelers Choose a number	Number of Senior Federal Official travelers Choose a number
--	--

Number of federal employees Choose a number	Number of non-federal travelers Choose a number
--	--

Number of volunteers Choose a number	Number of members of Congress Choose a number
---	--

Number of family members Choose a number	
---	--

Flight Information and Totals

Please provide brief narrative of types of aircraft used. (Examples; Fixed wing, rotor wing, WCF, contract, or charter.)
[Click here to enter text](#)

Total number of flights Choose a number	Total number of flight hours
--	------------------------------

Total Number of all travelers	Total cost of all flights
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Definitions:

- a. *Non-Federal Travelers: (Also referred to as non-government persons.) Anyone who is not employed by some branch of the Federal Government; for example: State or local government personnel, private sector cooperators, contractors or their employees, family members of government employees, and media representatives. Members of Congress are designated as non-federal travelers, but for the purpose of this form report separately (FSH 6509.33, 41 CFR 301-1.3, FSM 5710.5).*
- b. *Senior Executive Branch Official: A Senior Federal Official appointed by the President with the advice and consent of the Senate or a civilian employee of the Executive Office of the President (EOP). Examples include the Secretary of Agriculture, Assistant/Under Secretaries, or the White House Chief of Staff (FSM 5710.5).*
- a. *Senior Federal Official: (Reference Office of Management and Budget (OMB) Circular A-126 for a complete definition.) Members of the Senior Executive Service in the Forest Service or other agencies. Common examples in the Forest Service include the Chief, Deputy Chiefs, Associate Deputy Chiefs, Washington Office Staff Directors, and Regional Foresters (FSM 5710.5).*