

Crew Name:

Flight Manager Name & Phone:

Ordering Unit:		Incident / Project Name:		Incident / Project Number:	
Carrier Name or Vehicle List Make / Model / License:		Departure Location:	ETD	Arrival Location:	ETA
Report To:			If Delayed, Contact:		
Passenger / Cargo Name (Include contact numbers for leaders – CRWB, Asst. CRWB, CRWB-T, etc.)		M/F	Passenger Weight	Cargo Weight	Position / AD Class (e.g. FFT2/AD-C)
Home Unit / Jetport					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
Number of Passengers on Page:		Passenger / Cargo Weight:		Total Weight:	
Signature of Authorized Representative:				Date:	

INSTRUCTIONS

GENERAL:

The Passenger/Crew and Cargo Manifest Form will be used to list all personnel in a group. List the Crew Name, if applicable, Flight Manager and contact information, ordering unit, destination, personnel in group, weight of each person, weight of each person's cargo, additional cargo, and total weight of the group and cargo. It is recommended to include contact information, usually a cell phone number, for leadership personnel. Do not include Personal Identifying Information (PII), such as date of birth, unless required.

The Flight Manager should have multiple copies of the Passenger/Crew and Cargo Manifest to distribute as needed. See agency guidelines for numbers of copies needed.

SPECIFICS:

Crew Name and Manager Name & Phone: List the official Crew Name, if applicable, and Flight Manager and contact information, usually a cell phone.

Ordering Unit, Incident/Project Name and Number: Fill in information as appropriate.

Carrier Name or Vehicle List – Make/Model/License: List the commercial carrier name or the make, model and license numbers for each vehicle used.

Departure and Arrival (Location, ETD, ETA): List departure and arrival locations. Include estimated time of departure (ETD), estimate time of arrival (ETA), and overnight stops.

Report To: Location passengers should report to or cargo should be delivered to.

If Delayed, Contact: Contact information (name, phone numbers) if passenger or cargo arrival is delayed.

Passenger/Cargo Name: List each passenger or cargo item on a separate line.

M/F: Male or Female.

Passenger Weight: Body weight of each passenger.

Cargo Weight: Weight of each passenger's cargo or separate cargo item.

Position/AD Class: Crew position of each passenger, if applicable. If an Administratively Determined (AD) employee, include AD Class. Example: FFT2 / AD-C.

Home Unit/Jetport: Home unit of each passenger and their home jetport.

Number of Passengers on Page: Total number of passengers listed on this page of the manifest.

Passenger & Cargo Weight: Total passenger weight. Total cargo weight. List in appropriate space.

Total Crew Weight: Sum of the passenger and cargo weights for a total group weight.

Signature of Authorized Representative: Authorized authority signature.

Date: Date manifest was completed and signed by the authorized authority.