

# Northern Rockies Coordination Center

## Requesting Administrative Flights with Government Aircraft

LAST UPDATED: 11/13/2023

### Contacts

- R1 Supervisory Pilot Shane Bak ([roshane.bak@usda.gov](mailto:roshane.bak@usda.gov))
- R1 Supervisory Pilot Kyle Dunham ([kyle.dunham@usda.gov](mailto:kyle.dunham@usda.gov))
- R1 Fixed Wing Program Manager Hon Schlapfer ([hon.schlapfer@usda.gov](mailto:hon.schlapfer@usda.gov))
- R1 Fixed Wing Operations Specialist Brian Baker ([brian.baker@usda.gov](mailto:brian.baker@usda.gov))

### Procedures

Below are the general procedures for scheduling administrative flights. The requestor should complete all necessary steps and cost comparisons.

1. At least two weeks in advance of projected travel needs, the requesting point of contact should email all contacts listed above with:
  - a. Inquiry on availability of government aircraft/pilot
  - b. Travel Dates
  - c. Destination
  - d. Number of Passengers

The above R1 contacts will determine appropriate pilot and aircraft available for the request, if any, and email requestor back such information.

2. If aircraft and pilot availability is confirmed in step 1, the requestor will then proceed in completing all necessary forms and obtaining all necessary approvals for agency administrative flights. These include:
  - a. [FS-5700-11 – Cost Comparison \(doc\)](#) / [\(PDF\)](#) – This will be used to compare the cost of Government Owned/Contract Aircraft travel vs commercial travel options and provide justification on cost effectiveness.
    - i. Requestor must be detailed when completing the cost comparison and include at least one means of commercial travel for comparison. Hourly flight rate information for agency aircraft can be gained from any of the contacts listed.
    - ii. To complete appropriate lost worktime calculations, GS pay rate/equivalent pay scale for each passenger should be used. OPM Pay Scale can be found [here](#).
    - iii. GSA Per Diem Rates can be found [here](#).
    - iv. Please review the detailed cost comparison example at the end of this SOP for additional guidance.
  - b. [FS 5700-40 Flight Request/Justification/Approval for Admin Use](#)
    - i. Requestor should complete this form with:
      1. All planned passengers (along with body and luggage weights identified)

- a. For large groups of 8 or more passengers, a separate manifest will have to be completed using a [Passenger and Cargo Manifest Form \(PMS 245\)](#)
2. Contact information for party POC
3. Plane and Pilot information as provided in step 1
4. Appropriate justification and approvals as identified in section 3 and 4
  - a. Note that approving official for non-SES passengers requires signature of someone ONE ORGANIZATIONAL LEVEL HIGHER than traveler(s). SES passengers/flights require additional authorization.
- c. [Federal Management Regulation 102-33.165 Disclosure for Persons Flying Aboard Federal Government Aircraft](#)
  - i. Requesting official must ensure this disclosure statement is shared with all non-federal passengers.
3. Completed, signed paperwork should be emailed to all contacts listed at the beginning of this SOP. NRCC ([mtnrc@firenet.gov](mailto:mtnrc@firenet.gov)) should be CC'd for awareness, however, retainment of these documents for archival purposes is the responsibility of the R1 Supervisory Pilots and/or Fixed Wing Operations Specialist.

➤ Cost Comparison

Costs calculated for 4 Passengers

See image on page 2 for referenced flight costs and timeframes used for common carrier section. Lost worktime of 20 hrs takes into account not only the flight time from/to MSO (~14 hrs round trip) but also check-in/boarding (2hr one way), deplaning (30 min one way), and baggage retrieval time (30 min one way). Local transportation takes into account 2 rentals vehicles @ \$308.38/vehicle for trip duration. Other costs include estimate baggage fees of \$35/person one way.

The aircraft identified for the government aircraft section is a contracted lead plane based out of Missoula, MT. Flight rate for this aircraft is \$946/hr. Projected flight time from MSO to RNO is 2 hrs, one way (4 hours round trip flight time). Due to budget guidelines, flight time must be charged to Non-WFSE financial code. 8 hr/person total lost worktime includes briefing, loading, flight time, and unloading. Lost worktime is only applicable to the 4 passengers as the agency pilot is performing their normal duties. Per diem and overnight charges include costs for all 4 passengers. The agency pilot will not be overnighing in Reno but instead dropping passengers off 3/27 and picking up 3/31. Agency pilot will be travelling to complete other agency duties between 3/27-3/31 and thus flight time/per diem to complete these duties will not be associated with this request. Local transportation takes into account 2 rental vehicles @ \$308.38/vehicle for trip duration.

Shop by Fares

Shop by Schedule

Flight Number Search



Sorted By:

Custom



Displaying: 51 out of 51 results.

Previous 1 2 3 4 5 6 Next | All



United

06:38a MSO → 12:40p RNO

1 stop DEN

7h 02m

01:31p RNO → 09:17p MSO

1 stop DEN

6h 46m

**\$650.40**

[View Fares](#)

Govt. fare(s) available / Least Cost Logical Fare

[Show all details](#)



United<sup>1</sup>

06:38a MSO → 12:40p RNO

1 stop DEN

7h 02m

04:08p RNO → 09:17p MSO

1 stop DEN

28h 09m

<sup>1</sup> United 5369 operated by SKYWEST DBA UNITED EXPRESS



**\$1,020.39**

Lesser policy violation

Govt. Contract Discounted

[Show all details](#)



United<sup>1</sup>

06:38a MSO → 12:40p RNO

1 stop DEN

7h 02m

04:08p RNO → 04:44p MSO

1 stop DEN

23h 36m

<sup>1</sup> United 5369 / 5273 operated by SKYWEST DBA UNITED EXPRESS



**\$1,020.39**

Lesser policy violation

Govt. Contract Discounted

[Show all details](#)



United<sup>1</sup>

06:38a MSO → 12:40p RNO

1 stop DEN

7h 02m

04:08p RNO → 01:24p MSO

1 stop DEN

20h 16m

<sup>1</sup> United 5369 operated by SKYWEST DBA UNITED EXPRESS



**\$1,020.39**

Lesser policy violation

Govt. Contract Discounted

[Show all details](#)

➤ FS\_5700-40 Flight Request/Justification/Approval for Admin Use

USDA Forest Service		FS-5700-40 (03/2012)	
<b>Flight Request/ Justification/ Documentation for Administrative Use of Aircraft</b>			
(OMB A-126; FSM 5710; FSH 5709.16)			
<b>1. Request Information</b>			
<b>Name of Requester:</b>	Hannah Page	<b>Agency/Unit:</b>	USDA/USFS/R1-NRCC
		<b>Contact Information:</b>	406-380-2110 hannah.page@usda.gov
<b>Purpose for Flight:</b>	Attendance of annual Consolidated Dispatch Applications Training (CDAT) in Reno, NV		
<b>Service Requested:</b>	Transportation of either 5 passengers (1 plane)		
<b>2. Flight Information – complete ALL Passenger and Accounting Code information</b> (Aircraft portion to be filled out by Aircraft Coordinator)			
<b>Make/Model of Aircraft:</b>	King Air 200	<b>Registration Number:</b>	N160HE
<b>Pilot(s)/Flight Crew/Operator:</b>	Kyle Dunham		
<b>Route of Flight:</b>	3/27 MSO-RNO (Atlantic FBO) and 3/31 RNO (Atlantic FBO)-MSO		
<b>Date(s) of Flight:</b>	3/27/23 and 3/31/23	<b>Desired Time of Arrival and Departure:</b>	est. 1200 3/27 and 1200 3/31
<b>Total Cost of Flight:</b>	\$9,340.06 total / \$3,784 for flight time	<b>Accounting Code and Override Used:</b>	WFPR5223 (0152) -3 pax & WFPR1623 (0116) 2 pax
<b>Passenger Name/Body WT/Gear WT</b>	<b>Affiliation (Note if SES)</b>	<b>Forest Service Unit/Sponsoring Unit</b>	
* Kate Holsapple/160/35 - Group POC	USFS - WFPR5223 (0152)	NRCC (Cell 805-621-2161)	
Roy Robinson/290/35	DNRC-WFPR5223 (0152)	NRCC <a href="#">click here to enter text</a>	
Kris Joson/160/35	USFS - WFPR5223 (0152)	NRCC <a href="#">click here to enter text</a>	
Maria Helterline/200/35	USFS-WFPR1623 (0116)	Missoula Dispatch <a href="#">click here to enter text</a>	
Ashley Bonney/210/30	DNRC-WFPR1623 (0116)	Missoula Dispatch <a href="#">click here to enter text</a>	
<a href="#">Click here to enter name</a>		<a href="#">Click here to enter text</a>	
<b>*Include cell numbers of party leaders above</b>		<a href="#">Click here to enter text</a>	
Kate Holsapple (Cell 805-621-2161)	<a href="#">Click here to enter text</a>	<a href="#">Click here to enter text</a>	
<b>3. Justification/Approval Information</b>			
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)			
<input type="checkbox"/> (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: <a href="#">Click here to enter text</a>			

*USDA Forest Service Guide to Administrative Use of Aircraft*

☐ (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.)

Printed name of approving Forest Service official	Signature (Sign & Scan, then email back)	Date

*Must be one organizational level higher than traveler*

**4. Senior Federal Officials, Family Members, Non-Federal Travelers, Members of Congress**

**Aircraft Coordinator submits this part to OGC for approval prior to flight – may take ~ 1 week.**

**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
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>

		<a href="#">Select Date</a>
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, the Cost Comparison Travel Worksheet.

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.**

➤ Passenger and Cargo Manifest Form (PMS 245)

### NWCG Passenger/Crew and Cargo Manifest

<b>Crew Name:</b>	CDAT Dispatch Grp (NRCC/MDC)	<b>Flight Manager Name &amp; Phone:</b>	Hannah Page 406-360-2110		
<b>Ordering Unit:</b>	NRCC	<b>Incident/Project Name:</b>	CDAT		
<b>Incident/Project #:</b>		<b>Request #:</b>			
<b>Carrier Name or Vehicle List Make/Model/License:</b>	<b>Departure Location:</b>	<b>ETD</b>	<b>Arrival Location:</b>	<b>ETA</b>	
N160HE	3/27 MSO AFD Hangar	1200M	3/27 RNO-Atlantic FBO	1300P	
	3/31 RNO-Atlantic FBO	1200P	3/31 MSO AFD Hangar	1500M	
<b>Report To:</b> 3/27 MSO AFD Hangar 3/31 Atlantic Aviation FBO		<b>If Delayed, Contact:</b> Kate Holsapple 805-621-2161 Kat Sorenson 406-499-2701			
<b>Passenger/Cargo Name (Include contact numbers for leaders)</b>	<b>M/F</b>	<b>Passenger Weight</b>	<b>Cargo Weight</b>	<b>Position/AD Class (e.g., FFT2/AD-C)</b>	<b>Home Unit/ Jetport</b>
1. Kris Joson WFPR5223 (0152)	M	160	35	Dispatcher	R1 NRCC/MSO
2. Kat Sorenson - WFPR5223 (0152)	F	170	30	Dispatcher	R1 NRCC/MSO
3. Kate Holsapple - WFPR5223 (0152)- POC	F	160	35	Dispatcher	R1 NRCC/MSO
4. Maria Helterline WFPR1623 (0116)	F	200	35	Dispatcher	MDC/MSO
5. Ashley Bonney WFPR1623 (0116)	F	210	30	Dispatcher	DNRC MDC/MSO
6.	F				
7.	M				
8.	F				
9.	F				
10.	F				
11.	F				
12.	F				
13.	F				
14.	M				
15.	M				
16.	M				
17.	M				
18.	M				
19.	M				
20.	M				
21.	M				
22.	M				
23.	M				
24.	M				
25.	M				
26.	M				
<b># of passengers on page:</b> 5	<b>Weight Subtotals:</b>	900	165	<b>Total Weight:</b>	1065
<b>Signature of Authorized Representative:</b> <i>HANNAH PAGE</i> Digitally signed by HANNAH PAGE Date: 2023.03.21 10:24:28 -06'00'			<b>Date:</b>		