What needs to be done to order an Administrative Use Flight?

Call/send an email to Hon Schlapher, Fixed Wing Operations Specialist (FWOS) and Kevin Meekin, hon.schlapfer@usda.gov and kevin.meekin@usda.gov with the travel dates, destination and number of passengers. FWOS will reply with whether there is a FS aircraft and pilot available and attach this forms package to be filled out to formally request the flight.

Your time frame? *Allow at least two weeks to arrange the flight and finalize the forms. All forms should be completed at least one week prior to departure date.*

What forms are needed for your flight? *Explanations and full examples of each form are below. Links to blank forms are provided with each description here:*

FS-5700-40 – Flight Request/Justification/Approval for Administrative Use of Aircraft.
For the purposes of administrative use flights replaces FS-5700-10 and FS-5700-12 and provides an approval block for Day Trip Authorization (FS-5700-11)/approval and OGC approval of Non-Fed passengers and SES flights. Also requires an authorized signature of someone that is ONE ORGANIZATIONAL LEVEL HIGHER THAN TRAVELERS.
Blank FS-5700-40 Flight Request/Justification/Approval form:
http://gacc.nifc.gov/nrcc/dispatch/aviation/NRC_OGC_FS-5700-40Justificn.pdf

FS-5700-11 – Cost Comparison. Fill out the table with dollar amounts to include the cost of a commercial flight, lost work time, and per diem. Use the remarks area to explain the dollar amounts entered into the table.
Blank Cost Comparison form: ***http://gacc.nifc.gov/nrcc/dispatch/aviation/cost_comparison.rtf***

102-33.165 Disclosure Statement. Please share Disclosure Statement with all Non-Federal passengers.

Passenger and Cargo Manifest. Use this form only for a large group of seven up to 22 passengers and cargo, include weights, identify a flight manager, and provide an authorized signature.

Blank Manifest Form: ***http://gacc.nifc.gov/nrcc/dispatch/aviation/sf245_pax_manifest.rtf***

- ***It is important to coordinate with the aircraft coordinator and/or pilot regarding where to meet the aircraft (at the AFD ramp or the FS hangar) and how much time is needed prior to departure for manifesting and weights.***
- ***Luggage size and cargo space are limited as well as weight. Pack small and light. If it doesn't fit, it will be left behind. Include passenger and gear weights broken out on 5700-40 Justification***
- ***Check to ensure there are signatures on those forms requiring them: 5700-40 Justification and, if used, SF-245 Passenger and Cargo Manifest***
- ***Blank forms for Administrative Flights are attached below.***
- ***Return the completed forms with attention to the yellow highlighted blocks in the Example Forms to the Fixed Wing Operations Specialist and Kevin Meekin, Lead Supervisory Pilot***
- ***Call to confirm your request has been received.***
- ***Any questions? Just call: 406-329-4914 or 4777***

GSA Per Diem Rates: http://www.gsa.gov/portal/content/104877

OPM GS Pay Scale: http://archive.opm.gov/oca/13tables/index.asp

All our Aviation Forms can be found on NRCC website:
http://gacc.nifc.gov/nrcc/dispatch/aviation/avforms.htm

EXAMPLE Flight Request/Justification - 2 pages

USDA Forest Service FS-5700-40 (03/2012)

Flight Request/ Justification/ Documentation for Administrative Use of Aircraft

(OMB A-126; FSM 5710; FSH 5709.16)

1. Request Information

Name of Requester:	Agency/Unit:	Contact Information:
Kim Thomas	USDA/USFS/R01/NRCC	406-329-4880, kthomas@fs.fed.us

Purpose for Flight:
Attendance to Frank Church/Selway Bitterroot Wilderness Trails Working Group

Service Requested:
Transportation for five passengers from Missoula, MT to Boise, ID and return.

2. Flight Information – complete ALL Passenger and Accounting Code information

(Aircraft portion to be filled out by Aircraft Coordinator)

Make/Model of Aircraft:	Registration Number:
DC-3TP	N115Z

Pilot(s)/Flight Crew/Operator:
Jeff Ebiner and Joe Sannella

Route of Flight:
KMSO-KBOI, KBOI-KMSO.

Date(s) of Flight:
1/15/14 and 1/16/14.

Total Cost of Flight: $4,651.00 | Accounting Code and Override Used: NFRW56/0156

Passenger Name/Body WT/Gear WT	Affiliation (Note if SES)	Forest Service Unit/Sponsoring Unit
***Smokey Bear/250/40**	USFS/R01	RMLHW
Woodsy Owl/140/40	USFS/R01	RMLHW
Boo Boo Bear Sr/190/40	USFS/R01	RMLHW
Boo Boo Bear Jr/140/40	National Forest Foundation	USFS/R01/ RMLHW
Boo Boo Bear III/130/40	National Forest Foundation	USFS/R01/ RMLHW
Click here to enter name	Click here to enter text	Click here to enter text
***Include cell number of party leader above**		Click here to enter text
*Smokey Bear cell #: 406-507-1234	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)*

XX (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

SAMPLE

☐(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

XX(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.)*

Smokey D Bear	Smokey D Bear	1/15/2014
Printed name of approving Forest Service official. *Must be one organizational level higher than traveler*	Signature (Sign & Scan then email back)	Date

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
Boo Boo Bear Jr	National Forest Foundation	Non-Federal Traveler
Boo Boo Bear Sr	National Forest Foundation	Non-Federal Traveler
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.

		Select Date
Printed name of approving OGC official	Signature	Date

Additional Documentation

Attach the following forms:

XX 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.

SAMPLE

EXAMPLE Cost Comparison

USDA – Forest Service R1-FS-5710-3 (8/92)

Region One Travel Cost Comparison Worksheet

(Reference FSM 5711.2)

STEP 1: ANALYZE TRAVEL NEED

Consider number of travelers, weight and nature of baggage or cargo, and all known constraints. Typical constraints could be time away from home station, working time needed at destination(s), Specific dollar limits and vulnerability to weather delays. Don't waste time on method of transport that is obviously unsuitable. Normally the decision to travel by air will have been made prior to Using this form, but columns for other means are provided for convenience.

STEP 2: COST COMPARISON

	A. Commercial Carrier, Air	B. Govt Carrier, Air	C. Commercial Charter, Air	D. Commercial Charter, Air	E. Commercial Charter, Air	F. Commercial Charter, Air
Vendor		USFS DC-3TP	Turbo Air in Boise, ID	Montana Air in Bozeman, MT	Northern Skies in Laurel, MT	Choice Av'n in Hamilton, MT
1. Flt Costs	5 tix @ $1600 $8,000.00	$2600/leg (One leg paid by Proficiency $$s) (20 pax)	BE-90 5pax $4282.00	$ N/A	C-414 5-6 pax $5600.00	C-310 $3248.75
2. Pilot Per Diem	N/A	X2 pilots = $419.00	N/A	$209.50	$209.50	$209.50
3. Pilot Overtime	N/A		N/A	N/A	N/A	N/A
4. Wait Time	N/A		included in flt cost est	included in flt cost est	included in flt cost est	included in flt cost est
5. Lost Worktime	3hrs x 5pax $585.00	3hrs x 5pax $585.00	3hrs x 5pax $585.00	3hrs x 5pax $585.00	3hrs x 5pax $585.00	3hrs x 5pax $585.00
6. Passenger Per Diem	5 pax $1047.00	5 pax $1047.00	5 pax $1047.00	5 pax $1047.00	5 pax $1047.00	5 pax $1047.00
7. Passenger Overtime	$		$	$	$	
8. Other Costs	$		$	$	$	
TOTALS	$9,632.00	$4651.00	$5,914.00	N/A	$7,441.50	$5,090.25

REMARKS:

1. B. USFS DC-3T available for up to 20 pax. Pilot Proficiency pays one leg.

5. C-F. Estimate $39/hr x 3 hrs x 5 pax = $585.00 Not counting 2 Volunteer's lost time.

6. A-F One night lodging ($83 x 5) plus 2 ¾ days per diem ($126.50 x 5) = $1,047.50

SAMPLE

Federal Management Regulation – 102-33.165 Disclosure Statement.

Please share with all Non-Fed passengers.

DISCLOSURE FOR PERSONS FLYING ABOARD FEDERAL GOVERNMENT AIRCRAFT

NOTE: The disclosure contained herein is not all-inclusive. You should contact your sponsoring agency for further assistance.

Generally, an aircraft used exclusively for the U.S. Government may be considered a 'public aircraft' as defined in 49 U.S.C. 40102 and 40125, unless it is transporting passengers or operating for commercial purposes. A public aircraft is not subject to many Federal aviation regulations, including requirements relating to aircraft certification, maintenance, and pilot certification. If a U.S. Government agency transports passengers on a Government aircraft, that agency must comply with all Federal aviation regulations applicable to civil aircraft. If you have questions about the status of a particular flight, you should contact the agency sponsoring the flight.

You and your family have certain rights and benefits in the unlikely event you are injured or killed while riding aboard a Government aircraft. Federal employees and some private citizens are eligible for workers' compensation benefits under the Federal Employees' Compensation Act (FECA). When FECA applies, it is the sole remedy. For more information about FECA and its coverage, consult with your agency's benefits office or contact the Branch of Technical Assistance at the Department of Labor's Office of Workers' Compensation Programs at (202) 693–0044. (These rules also apply to travel on other Government-owned or operated conveyances such as cars, vans, or buses.)

State or foreign laws may provide for product liability or “third party” causes of actions for personal injury or wrongful death. If you have questions about a particular case or believe you have a claim, you should consult with an attorney.

Some insurance policies may exclude coverage for injuries or death sustained while traveling aboard a Government or military aircraft or while within a combat area. You may wish to check your policy or consult with your insurance provider before your flight. The insurance available to Federal employees through the Federal Employees Group Life Insurance Program does not contain an exclusion of this type.

If you are the victim of an air disaster resulting from criminal activity, Victim and Witness Specialists from the Federal Bureau of Investigation (FBI) and/or the local U.S. Attorney's Office will keep you or your family informed about the status of the criminal investigation(s) and provide you or your family with information about rights and services, such as crisis intervention, counseling and emotional support. State crime victim compensation may be able to cover crime-related expenses, such as medical costs, mental health counseling, funeral and burial costs, and lost wages or loss of support. The Office for Victims of Crime (an agency of the Department of Justice) is authorized by the Antiterrorism Act of 1996 to provide emergency financial assistance to state programs, as well as the U.S. Attorneys Office, for the benefit of victims of terrorist acts or mass violence.

If you are a private citizen not employed by the Federal Government:

1. Even if you are not regularly employed by the Federal Government, if you are rendering personal service to the Federal Government on a voluntary basis or for nominal pay, you may be defined as a Federal employee for purposes of FECA. If that is the case, you and your family are eligible to receive workers' compensation benefits under FECA, but may not collect in a personal injury or wrongful death lawsuit against the United States or its employees. You and your family may file suit against potentially liable third parties. Before you depart, you may wish to consult with the department or agency sponsoring the flight to clarify whether you are considered a Federal employee.

2. If there is a determination that you are not a Federal employee, you and your family will not be eligible to receive workman's compensation benefits under FECA. If you are traveling for business purposes, you may be eligible for workman's compensation benefits under state law. If the accident occurs within the United States, or its territories, its airspace, or over the high seas, you and your family may claim against the United States under the Federal Tort Claims Act or Suits in Admiralty Act. If you are killed aboard a military aircraft, your family may be eligible to receive compensation under the Military Claims Act, or if you are an inhabitant of a foreign country, under the Foreign Claims Act.

STANDARD FORM 245 (9/77)
Prescribed by USDA FSM 5715 USDI MP0490.516

PASSENGER AND CARGO MANIFEST

NO. OF PASSENGERS ON THIS PAGE 8

ORDERING UNIT	PROJECT NAME	PROJECT NO.
Southwest Coordination Center	2008 Southwest Preparedness	NM-R03-000004
NAME OF CREW	**MODE OF TRANS & ID NO.**	**PILOT OR DRIVER**
Region 1 Smokejumpers	Government Provided Aircraft: DC-3	Sanella/Bardwell
CHIEF OF PARTY	**REPORT TO:**	**IF DELAYED CONTACT**
Jenn Martynuik	Southwest Coordination Center	Andy Hayes: 406-239-9458

DEPARTURE		INTERMEDIATE STOPS			DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE
MSO	0800		SEE FLIGHT STRIP		1730	ABQ

	PASSENGER AND/OR CARGO NAME	M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE	HOME UNIT
1.						
2.	FORTHOVER, JOE	M	180	85		ID-GVC
3.	HARBOUR, DEREK	M	185	85		MT-MSJC
4.	FLEMING, LOUIS	M	175	85		MT-MSJC
5.	PFAHLER, SAM	M	190	85		MT-MSJC
6.	OLIVARES, ENRIQUE	M	170	85		MT-MSJC
7.	MARTYNUIK, JENN	F	170	85		MT-MSJC
8.	GILMAN, JT	M	180	85		MT-BZC
9.						
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20.						
21.						
22.						

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE 5/8/2008

CHIEF OF PARTY COPY