

Request #A- \_\_\_\_\_

**AIRCRAFT CHECK-IN SHEET**  
Send to Finance Before Plans

Cell Phone: \_\_\_\_\_

**Plans Information**

Aircraft Type: \_\_\_\_\_ Aircraft Make/Model: \_\_\_\_\_ Tail #: \_\_\_\_\_  
(e.g., HELI, LP, AT, AA) (e.g. Bell 212, Lama)

Agency: \_\_\_\_\_ Check-In Date: \_\_\_\_\_ Check-In Time: \_\_\_\_\_  
(e.g. NPS, FS, BLM)

Home Unit/Vendor: \_\_\_\_\_ 5-Letter designator: \_\_\_\_\_  
(if Agency)

Demob City: \_\_\_\_\_ Demob State: \_\_\_\_\_  
(Final Destination) (Final Destination)

Pilot's Name: \_\_\_\_\_ Relief Pilot: \_\_\_\_\_

Mechanic's Name: \_\_\_\_\_ Mechanic Truck Lic #: \_\_\_\_\_

Fuel Truck Driver's Name: \_\_\_\_\_ Fuel Truck Lic #: \_\_\_\_\_

Module Vehicle Number: \_\_\_\_\_

Were you reassigned directly from another incident? **YES NO**

**If Yes:** Original Request #: \_\_\_\_\_ Name of Incident: \_\_\_\_\_

First day of first assignment for calculation of 14-day tour: \_\_\_\_\_

**Please fill out the module information on Helicopter Module Information form**

**Finance Information**

**See Helicopter Module Information form for required finance information for helicopter modules**

**To Be Completed by Plans**

Red Card Checked  
Checked in by: \_\_\_\_\_ (initials)  
T-Card Completed  
Entered into IRSS  
Demob Information Supplied

***White – Plans***  
***Yellow – Finance***

**To Be Completed By Finance**

Aircraft/Module Information Received and Complete  
Entered into ITS by: \_\_\_\_\_  
(initials)

Request # A- \_\_\_\_\_ Incident #: \_\_\_\_\_