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:
Purpose for Flight:		
Service Requested:		

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:
Pilot(s)/Flight Crew/Operator:	
Route of Flight:	
Date(s) of Flight:	
Total Cost of Flight:	Accounting Code and Override Used:

Passenger Name/Body WT/Gear WT	Affiliation (Note if SES)	Forest Service Unit/Sponsoring Unit
*	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter name		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)*

☐ (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

☐ 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 *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
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.

Printed name of approving OGC official	Signature	Select Date 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.

SAMPLE