

Appendix 4

FLIGHT REQUEST FORM

UNITED STATES DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE – AIRCRAFT FLIGHT REQUEST and NOTIFICATION											2. AIRCRAFT INFORMATION FAA#:		
1. INITIAL REQUEST INFORMATION				Cost-Account/Management Code(s)				Billee Code (OAS A/C only)			Flight Schedule No.	PAX Seats	
Initial Date/Time:	To/From:	Phone Number:						Make/Model			Color		
Check one: <input type="checkbox"/> Point-to-Point Flight <input type="checkbox"/> Mission Flight Desired A/C Type: <input type="checkbox"/> Helicopter <input type="checkbox"/> Airplane											Vendor		
Mission Objective/Special Needs:											Phone No.		
											Pilot(s)		
3. PASSENGER/CARGO INFORMATION – INDICATE FLIGHT MANAGER WITH AN ASTERISK (*)													
NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/ REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO	NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO		
4. FLIGHT ITINERARY (FOR MISSION-TYPE FLIGHTS, PROVIDE POINTS OF DEPARTURE/ARRIVAL AND ATTACH MAP WITH DETAILED FLIGHT ROUTE AND KNOWN HAZARDS INDICATED)													
DEPART WITH			DEPART FROM			ENROUTE	ARRIVE AT			DROP OFF		KEY POINTS	INFO RELAYED
Date	No. Pax	Lbs.	Airport/Place	ETD	ATD	ETE	Airport/Place	ETA	ATA	No. Pax.	Lbs.	Drop-Off Points, Refueling Stops, Flight Check-Ins, Pickup Points	To/From
5. FLIGHT FOLLOWING						6. METHOD OF RESOURCE TRACKING:					7. ADMINISTRATIVE		
<input type="checkbox"/> Agency VFR With Check-In via radio/Sat Phone Every 60 Minutes Frequency(ies):						<input type="checkbox"/> Phone <input type="checkbox"/> Radio on freq: _____					Type of Payment Document:		
Transmit: _____ Receive: _____						To Scheduling Dispatcher @ _____					<input type="checkbox"/> AMD-23 <input type="checkbox"/> FS 6500-122 <input type="checkbox"/> Non-Revenue		
Tone: _____						<input type="checkbox"/> Prior to Takeoff <input type="checkbox"/> Each Stop Enroute <input type="checkbox"/> Arrival at Destination					8. CLOSE-OUT*		
<input type="checkbox"/> Aircraft equipped with automated flight following?						To: _____ @ _____					Closed by: _____		
						(Other Office) (Phone Number)					Date/Time: _____		