

## Flight Request, Justification and Approval for Administrative Use of Aircraft

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

### 1. Request Information

Name of Requester: Click here to enter name	Agency/Unit: Click here to enter text	Contact Information: Click here to enter text
Purpose for Flight: <i>Point to Point transport of passengers and/or cargo or Proficiency</i> Click here to enter text		
Service Requested: Click here to enter text		

### 2. Flight Information

Make/Model of Aircraft: Click here to enter text	Registration Number: Click here to enter text
Pilot(s)/Flight Crew/Operator: Click here to enter text	
Route of Flight: Click here to enter route	
Date(s) of Flight: Click here to enter dates	
Total Cost of Flight: Click here to enter cost	Accounting Code Used: Click here to enter text

Passenger Name	Affiliation	Forest Service Unit/Sponsoring Unit
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	Click here to enter text	Click here to enter text
Click here to enter name	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, c or d.) Attach FS-5700-11 Cost Comparison Travel Worksheet when transporting passengers under a. c. d.*

(a) The flight is scheduled to perform an FAA or Agency pilot or aircrew proficiency or to provide an aircraft and pilot for agency required training or training in support of contractor pilot carding or similar agency requirements for aircraft and pilot(s). Passengers may be transported. Explanation:

(b) The flight is scheduled to perform an FAA or Agency pilot or aircrew flight instruction, or training. No passengers.  
[Click here to enter text](#)

(c) No airline service is reasonable to effectively fulfill the transportation requirement, which is within the same calendar day as required. Explanation:  
[Click here to enter text](#)

(d) 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.)*

[Click here to enter text.](#)

[Select Date](#)

Printed name of approving Forest Service official

Signature

Date

*Must be one organizational level higher than traveler*

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

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

[Click here to enter text.](#)

[Select Date](#)

Printed name of approving OGC official

Signature

Date

**Additional Documentation**

Attach the following forms:

- FS-5700-11 Cost Comparison Travel Worksheet
- FS-5700-12 Day Trip Authorization (if required)
- GSA Form 3641 Senior Federal Traveler Form (if required)

---

Instructions for AUA-1 (05/2015)

Section 1: Provide brief descriptions of travel and the service requested.

Section 2: Provide flight and passenger information.

Section 3: Document if flight will be used for proficiency or if no other transportation means are available. Attach FS-5700-11. Obtain flight approval.

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.**