

Flight Request, Justification, and Approval 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: <i>Point to Point transport of passengers and/or cargo or Proficiency</i>		
Service Requested:		

2. Flight Information

Make/Model of Aircraft:	Registration Number:	
Pilot(s)/Flight Crew/Operator:		
Route of Flight:		
Date(s) of Flight:		
Total Cost of Flight:	Accounting Code Used:	
Passenger Name	Affiliation	Forest Service Unit/Sponsoring Unit

3. Justification/Approval Information for Federal, non-Senior Executive Service Employees

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.

☐ (c) No airline service is reasonable to effectively fulfill the transportation requirement, which is within the same calendar day as required. Explanation:

☐ (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.)*

Printed name of approving Forest Service official

Signature

Date

Must be one organizational level higher than traveler

4. Approval for 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

Printed name of approving OGC official

Signature

Date

Printed name of approving Forest Service
Supervisor

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 Travel Form (if required)

Instructions for AUA-1 (12/2024)

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.