

<b>National and Regional Report of Annual Administrative Flight Use</b> (For Forest Service internal use only)	
Instructions for Use: In accordance with the 2012 USDA Forest Service Guide for Administrative Use of Agency Aircraft this form should be completed and submitted to the Washington Office, Fire and Aviation Management on a yearly basis. Submit report for previous FY by October 30.	
Administrative Flight Use Report for FY <a href="#">Click to enter FY</a>	Region/ Area <a href="#">Click to select Region</a>
Name of Preparer <a href="#">Click here to enter name</a>	Contact number/email <a href="#">Click here to enter contact information</a>
Traveler Information	
Number of Senior Executive Branch travelers <a href="#">Choose a number</a>	Number of Senior Federal Official travelers <a href="#">Choose a number</a>
Number of federal employees <a href="#">Choose a number</a>	Number of non-federal travelers <a href="#">Choose a number</a>
Number of volunteers <a href="#">Choose a number</a>	Number of members of Congress <a href="#">Choose a number</a>
Number of family members <a href="#">Choose a number</a>	
Flight Information and Totals	
Please provide brief narrative of types of aircraft used. (Examples; Fixed wing, rotor wing, WCF, contract, or charter.) <a href="#">Click here to enter text</a>	
Total number of flights <a href="#">Choose a number</a>	Total number of flight hours <a href="#">Choose a number</a>
Total Number of all travelers <a href="#">Choose a number</a>	Total cost of all flights <a href="#">Click here to enter cost</a>
<b>Definitions:</b> a. <i>Non-Federal Travelers: (Also referred to as non-government persons.) Anyone who is not employed by some branch of the Federal Government; for example: State or local government personnel, private sector cooperators, contractors or their employees, family members of government employees, and media representatives. Members of Congress are designated as non-federal travelers, but for the purpose of this form report separately (FSH 6509.33, 41 CFR 301-1.3, FSM 5710.5).</i> b. <i>Senior Executive Branch Official: A Senior Federal Official appointed by the President with the advice and consent of the Senate or a civilian employee of the Executive Office of the President (EOP). Examples include the Secretary of Agriculture, Assistant/Under Secretaries, or the White House Chief of Staff (FSM 5710.5).</i> a. <i>Senior Federal Official: (Reference Office of Management and Budget (OMB) Circular A-126 for a complete definition.) Members of the Senior Executive Service in the Forest Service or other agencies. Common examples in the Forest Service include the Chief, Deputy Chiefs, Associate Deputy Chiefs, Washington Office Staff Directors, and Regional Foresters (FSM 5710.5).</i>	