



National  
Aeronautics and  
Space  
Administration

# Mission Management Aircraft Request

REQUESTER (Last, First)	OFFICE CODE	PHONE (Include Area Code)
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AIRCRAFT REQUESTED	CLASSIFICATION (Check one. See OMB Circular A-126)
	<input type="checkbox"/> TRAVEL THAT CONSTITUTES DISCHARGE OF NASA's OFFICIAL RESPONSIBILITY <input type="checkbox"/> OTHER OFFICIAL TRAVEL

PURPOSE OF TRIP (Provide specifics, meetings, programs supported, etc.)

## ITINERARY

LEG	DATE	AIRPORT/CITY	TIME	REMARKS (Meal requirements, meetings, etc.)
1		FROM:	LV:	
		TO:	ARR:	
2		FROM:	LV:	
		TO:	ARR:	
3		FROM:	LV:	
		TO:	ARR:	
4		FROM:	LV:	
		TO:	ARR:	
5		FROM:	LV:	
		TO:	ARR:	
6		FROM:	LV:	
		TO:	ARR:	

## PASSENGER LIST

Please identify Senior Officials. Senior Officials are those persons employed by the White House or Executive Agencies, including independent agencies, at a pay rate equal to or above the base pay for SES1. Active duty military personnel are exempted from this requirement.  
STATUS CODES: Senior Official = S Dependent = D Non-Federal Traveler = N Contractor = C Other Official Traveler = O.

NAME	AGENCY/ OFFICE CODE	STATUS	LEGS	NAME	AGENCY/ OFFICE CODE	STATUS	LEGS
Senior Passenger							
Trip Coordinator							

TRIP COORDINATOR'S OFFICE PHONE	TRIP COORDINATOR'S TDY PHONE	TRIP COORDINATOR'S HOME PHONE (Optional)
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**I certify that the trip purpose and status of all passengers are in accordance with NHB 7900.3 (Vol. 1)**

TYPED NAME AND TITLE OF APPROVING OFFICIAL

APPROVING OFFICIAL'S SIGNATURE	DATE
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## COMMERCIAL AIRCRAFT COST CALCULATION

### COMMENTS/CALCULATION AREA

Line 1 note: Contractor ticket costs are different than government ticket costs.

Line 4 in-transit salary costs are calculated as follows: [Average hourly salaries of travelers] x [travel time via commercial means minus travel time via NASA aircraft] x [the number of passengers] x [2.5]. TRAVEL TIME is defined as the time required to travel from office or home until arrival at business location or hotel, whichever comes first (holidays and weekends inclusive).

Please show your calculation

Average \$ per Hour x Hours x No. of Pass. x 2.5 = TOTAL

\_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ x 2.5 = \_\_\_\_\_

1.	Cost of commercial air fare: (Contact the Travel Office)	
2.	Number of passengers:	
3.	SUBTOTAL: (Multiply Lines 1 and 2)	
4.	In-transit salary costs:	
5.	Additional per diem costs: (Costs incurred if the trip was accomplished commercially)	
6.	Additional car rental: (Costs incurred if the trip was accomplished commercially)	
7.	Other unspecified costs: (Cost not itemized above. Specify at left.)	
8.	<b>TOTAL COMMERCIAL COSTS:</b> (Total Lines 3 through 7)	

### NASA AIRCRAFT COST CALCULATION

1.	Variable costs per hour: (Contact the Aircraft Office for this amount)	
2.	Number of flying hours:	
3.	Total cost of NASA aircraft:	

### COST COMPARISON

1.	Total commercial costs: (Line 8 of COMMERCIAL AIRCRAFT COSTS)	
2.	NASA costs: (Line 3 of NASA AIRCRAFT COSTS)	
3.	<b>TOTAL COSTS SAVINGS:</b> (Line 1 minus Line 2)	

### JUSTIFICATION

- MISSION REQUIRED
- VARIABLE COST OF UTILIZING NASA AIRCRAFT IS NOT MORE THAN THE COST OF COMMERCIAL AIR SERVICE.
- NO COMMERCIAL AIR SERVICE IS REASONABLY AVAILABLE TO SATISFY THIS REQUIREMENT (WITHIN 24 HOURS).
- OTHER (Specify) \_\_\_\_\_

### REMARKS

## APPROVAL

*(Legal Office must review requests involving senior officials traveling on NASA aircraft in "OTHER OFFICIAL TRAVEL" status.)*

COMPLIANCE (Check one. See OMB Circular A-126 and NHB 7900.3 (Vol. 1).)  COMPLIES  DOES NOT COMPLY

TYPED NAME OF GENERAL/CHIEF COUNSEL	SIGNATURE	DATE
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TYPED NAME AND TITLE OF AUTHORIZING OFFICIAL	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
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AUTHORIZING OFFICIAL'S SIGNATURE	DATE
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