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| FROM: | | Phone: 850-623-7188 | Date: | | | | |
| TO: COMMANDING OFFICER, HT-8 | | SUBJ: IT IS REQUESTED THAT THE CROSS COUNTRY FLIGHT INDICATED BELOW BE APPROVED | | | | | |
| EXECUTIVE OFFICER, HT-8 | | | | | | | |
| VIA: OPERATIONS OFFICER, HT-8 | | | | | | | |
| POSITION | NAME (LAST, FIRST, MI) | RANK | SERVICE | ATTACHED TO | | | |
| PILOT | | | | HT-8 | | | |
| CO-PILOT | | | | HT-8 | | | |
| CO-PILOT | | | | HT-8 | | | |
| AIRCRAFT MODEL: | FLIGHT PURPOSE: | DESTINATION (CITY, STATE): | DISTANCE (NM): | TYPE FACILITY: | DATE & DESTINATION OF LAST CROSS COUNTRY FLIGHT: | | |
| DESTINATION LODGING PER DIEM RATE (SHALL BE UNDER \$125 WITHOUT CO PERMISSION): | | | | | | | |
| ITINERARY: | | | | | | | |
| POINT OF DEPARTURE | PROPOSED DEPARTURE TIME (LOCAL) | TO | ETE | APPROACHES AVAILABLE | CONTRACT FUEL | SORTIE | CO-PILOT LAST NAME |
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| CERTIFICATION OF PILOT IN COMMAND | NATOPS QUAL EXP. DATE: | | DATE LAST FLIGHT: | | TOTAL FLIGHT TIME: | | |
| | TYPE INST. CARD AND EXP. DATE: | | NIGHT TIME (LAST 90 DAYS) | | INSTRUMENT TIME (LAST 6 MONTHS) | HOURS IN MODEL (LAST 30 DAYS) | |
| | THIS FLIGHT WILL BE CONDUCTED I.A.W. CURRENT RULES AND DIRECTIVES. SIGNATURE OF PIC: | | | | | | |
| <u>ROUTING</u> | <u>CIRCLE</u> | <u>DATE</u> | <u>SIGNATURE</u> | | | | 1. TOTAL SNA X'S REQUESTED: 2. FLIGHT HOURS REQUESTED: 3. ALL PILOTS SNIVELED ODB: |
| FLIGHT LEADER | APPR / DISAPP | | | | | | |
| AOPS | APPR / DISAPP | | | | | | |
| OPS | APPR / DISAPP | | | | | | |
| CO | APPR / DISAPP | | | | | | |

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| 1. Does the cross country flight achieve training objectives as established in the training syllabus? | |
| 2. Does the flight contribute to the mission of the Command or the Naval Service? | |
| 3. Will the aircrew have thoroughly planned all aspects of the flight prior to departure? | |
| 4. Is the aircrew qualified and properly designated to conduct the flight? | |
| 5. Is there adequate security for the aircraft at the intended and alternate destinations? | |
| 6. Does the flight meet HT-8, TW-5, and CNATRA directives? | |
| 7. Have adequate maintenance precautions been planned to insure that proper servicing and maintenance of the aircraft is performed? | |
| 8. Have reasonable efforts been made to contact recruiters in the immediate vicinity of destination to offer to provide a short static display presentation of the aircraft, aviation pipeline, or question/answer period for potential recruits? | |
| 9. Has the applicant been counseled on the insidious influence on judgment caused by get-home/there-itis? | |
| 10. If the flight is exclusively for the transportation of the aircrew to meet operational commitments, is there alternate commercial or military transportation readily available and is it more economical? | |
| 11. Is the flight planned exclusively for the convenience and/or to enhance the prestige of the officers concerned? | |
| 12. Is there a personal event, such as a wedding, family reunion, graduation, etc., that any crew member is trying to attend? | |
| 13. Will this cross country enter a TFR, ADIZ, or FRZ? If the answer is "yes," PIC shall: a. File IFR to the max extent to enter/exit the ADIZ/FRZ. b. Be familiar with all TRF/ADIZ/FRZ boundaries and requirements. c. Ensure ALL required equipment is fully functional. d. If applicable: ensure all crewmembers complete ADIZ training (e.g. Washington, D.C.) and keep a copy of completion certificate on them during the flight. | |
| 14. Could this flight be perceived by the public as not in the best interest of the U.S. Government? | |
| 15. Is the cross country destination the hometown of any crew members? | |
| 16. Is there a major sporting or civic event scheduled at the destination? | |
| 17. Has any crew member flown repeatedly to this destination? | |
| 18. Has the PIC been med down in the last month? | |
| 19. Has PIC been issued any flight waivers in the last month? | |
| 20. Is PIC aware of any human factor problems with the students? | |
| 21. Does the applicant have close family in the area? | |
| ASSESSMENT: If any question 1 through 9 was answered "NO" or any question 10 through 20 was answered "YES" the Pilot in Command shall explain the reason thoroughly in the REMARKS section. | |
| REMARKS: | |

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| <p>22. Have travelers verified the per diem “Max lodging” rate for the location and dates (“Season” on DTS)? Check. http://www.defensetravel.dod.mil/site/perdiemCalc.cfm a. List Max Lodging Rate: b. If lodging rate exceeds \$125, justify:</p> <p>(e.g.: supporting approved air show, lodging with family/friends, hotel cheaper than \$125/room/night with reservation confirmation attached. Weather or maintenance diverts are exception, but double occupancy for same gender and rank IP/IP and same gender SNA/SNA is required when feasible and not a justification for a high cost room at planned destination)</p> | |
| <p>23. Are travelers planning on double occupancy where practical? (Same gender/rank IPs with IPs, same gender students with students.)</p> | |
| <p>24. Is there a military base with government quarters available at destination? a. If so, are travelers lodging in government quarters? b. Have travelers obtained a certificate of non-availability (CNA)? (If no CNA obtained, travelers will be limited to lodging rate for government quarters)</p> | |
| <p>25. Is this destination a part of the Integrated Lodging Pilot Program? http://www.defensetravel.dod.mil/Docs/ILP_Sites_List.pdf</p> <p>If so, traveler must book at government quarters when available or at a Preferred Commercial Lodging property listed on the DTS website (or cheaper). http://www.defensetravel.dod.mil/Docs/ILP_PREFERRED_List.pdf</p> | |
| <p>26. Do IP and Students have current and active government travel charge cards?</p> <p>(Government travel card use is mandatory for all authorized expenses, i.e. lodging, taxi to and from airport, rental car when authorized)</p> | |
| <p>27. Have all members verified current account number and expiration date are in DTS with the HT-8 Admin clerk?</p> | |
| <p>28. Do IP and students have a current government travel charge card Statement of Understanding?</p> | |
| <p>29. Do IP and students have a current government travel charge card training certificate on file in Admin?</p> | |
| <p>30. Is the destination a tax free state for government travel using a government travel charge card individually billed account (IBA)?</p> <p>https://smartpay.gsa.gov/content/state-tax-information</p> | |