

Directions for Completion

1. Requestor will complete entire form.
2. Ensure point of contact (POC) information is current, accurate, and includes an alternate if available.
3. Identify a "WEATHER CALL" time; this is the latest time and date you would like the us to contact you cancelling the aircraft to allow you to utilize an alternate option.
4. The initial departure location, time, and date is completed by this agency; the requestor will ensure all other areas beginning with the initial destination are completed. All locations will be as precise as possible - either latitude/longitude, grid coordinate, or airport name. The aircrew designated to support the mission will contact the POC to verify the location and complete a safety site survey prior to supporting your mission.
5. Passenger manifest must be complete, accurate, and submitted early. This is due to the length of time required to complete the approval process for Individual Travel Orders (ITO). *Passengers without an ITO will not be allowed to travel on our aircraft.*
6. Include an estimate of the total baggage weight to allow aircrews to complete their pre-mission planning.
7. Provide a brief statement of the mission purpose (i.e. "reconnaissance for new building site"), special requests (i.e. "request six headsets to allow passengers to communicate with crew") or training justification (i.e. "airload training in preparation for deployment to Iraq").
8. Ensure you sign the document once complete.
9. Submit this form to the SAAO POC's listed on this form. The preferred method for submitting your request is by email in this format (Microsoft Excel) for further processing. Contact the SAAO POC if this is not possible to arrange for an alternate method of submitting your request.
10. Submit your request as early as possible, preferably a minimum of 30 days prior to the mission date.