

Aviation Operations Report Form

Data Element	Definition
(m)= mandatory data element. All other elements may be reported if the information is available.	
Agreement Begin Date (m)	Date on which the type of service that includes use of charter aircraft, contract aircraft, rental aircraft, and related activities in support of an executive agency, starts.
Agreement Comment	Relevant remarks which add clarifications to the aircraft CAS Cost and Hours Flown information.
Agreement End Date	Date on which the type of service that includes use of charter aircraft, contract aircraft, rental aircraft, and related activities in support of an executive agency, ends.
Agreement Number	Reference number for the type of service that includes use of charter aircraft, contract aircraft, rental aircraft, and related activities in support of an executive agency.
Agreement Type (m)	Indicates the type of commercial aviation service in support of an executive agency, i.e. charter, full service contract, rental, ISSA, and lease.
Flight Time (m)	The amount of time, expressed in hours and tenths of an hour, from when the aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after landing.

<p style="text-align: center;">Alert Ground Utilization Time (new)</p>	<p>That time, expressed in hours and tenths of an hour, an Alert Aircraft is:</p> <ol style="list-style-type: none"> 1. Airworthy and not being utilized to meet other program needs, 2. Not undergoing any maintenance (including inspection), modification, testing, calibration or alteration. <p>Alert Aircraft: An operational government aircraft that is configured (including any mission equipment) and dedicated to meet a mission that requires a rapid response with a flight crew and essential personnel, if applicable, readily available for departure.</p>
<p style="text-align: center;">In-House Cost</p>	<p>Operating expenses provided by the using Government agency that benefits from the commercial service, such as pilot and fuel expenses. For ISSA agreement, in addition to reporting the in-house costs, the benefiting (operating) agency/bureau must report all costs (fuel, crew, etc.) incurred to the owning agency/bureau that, in turn, will report these costs to FAIRS.</p>
<p style="text-align: center;">ISSA Vendor Agency</p>	<p>Identifies any executive department or independent establishment in the executive branch of the Government, including any wholly owned Government corporation, which is providing the service, i.e., the ISSA provider (Federal). (Only use for agreement type, ISSA)</p>
<p style="text-align: center;">ISSA Vendor Bureau/Office/Service</p>	<p>Identifies the reporting subunit within the executive agency, i.e., the ISSA provider.</p>
<p style="text-align: center;">Manufacturer (m)</p>	<p>Identifies the original manufacturer of the aircraft as designated on the aircraft data plate.</p>

Mission (m)	Represents the principal purpose for which the aircraft was dispatched. One mission may be designated per sortie (one take off and landing).
Model (m)	Identifies the model of the aircraft as designated on the aircraft data plate.
Paid-Out Cost (m)	Operating expenses paid out to commercial or other Government agency providers of the CAS. Paid-out costs include operations and administrative overhead costs allocated to the CAS.
Registration Mark	Identifies the unique identification mark--usually numbers and letters--displayed on Government aircraft (including foreign aircraft hired as CAS). "Tail number" is commonly used for "registration mark". For Fermi purposes use the aircraft registration number.
Report Period Begin Date (m)	Beginning date of the period for which the CAS or Fleet Aircraft cost and hours flown data are submitted. This is the date for which agency costs begin to accrue, regardless of ownership or other agency use.
Report Period End Date(m)	Ending date of the period for which the CAS or Fleet Aircraft cost and hours flown data are submitted. This is the date for which agency costs cease to accrue, regardless of when paid or disbursed.
Vendor Name	Name of vendor hired to perform mission.
Vendor Location	Location of vendor hired to perform mission.