



U.S. Department of Transportation
Federal Aviation Administration

800 Independence Ave., SW
Washington, DC 20591

February 20, 2003

To: *U.S. Air Carriers Engaged in DOD (AMC) Charter Operations*

The Excel spreadsheet, *CRAFReport.xls* is to report all CRAF and all other AMC contracted civil air missions supporting "Operation Enduring Freedom." Reporting should include the entire itinerary of all flights ultimately destined to land or depart from countries in the Southwest Asia Area of Responsibility.

Once you have downloaded the spreadsheet to your computer, please use the same spreadsheet for cumulative updates. Simply add flights to the same document and save it as a new version. This will enable us to maintain a consolidated list of all your flights.

E-mail the spreadsheet as an attachment to a special mailbox that has been identified for this purpose:

9-AWA-APO-Aviation-Insurance@FAA.gov

When filling out the form, insert the following information in the following columns.

Column A: The flight date--in the event the flight occupies more than one day, list both days separated by a hyphen

Column B: FAA registration number of the aircraft

Column C: Type of aircraft

Column D: Mission number

Column E: Flight number--list all flight numbers in the order in which they are performed.

Column F: Itinerary--this includes all points, even if it is a ferry or repositioning flight.

Column G: Enplanements

Column H/I: RPMs or RTMs

Column J/K: Check whether CRAF or Other Contract

FLIGHTS MUST BE REPORTED WITHIN 48 HOURS OF COMPLETION.

If you have questions about completing the reporting form, contact Ms. Helen Kish at (202) 267-9943, or Eric Nelson at (202) 267-3090.