

Memorandum

To: Director

Through: Service Aviation Executive

From: Regional Director

Subject: Request for Flight Authority

I request the Director grant Flight Authority to _____, a GS-2181 Aircraft Pilot / a GS-0486, Wildlife Biologist to perform duties as a DOI Aircraft Pilot / Pilot Inspector.

The Service Manual (330 FW 3) requires Regional Directors to send a “Request for Flight Authority” to the Director for pilots to conduct Government business, including training flights, in aircraft. I certify that the pilot has met all prerequisites and individual qualifications (see attached). I also will ensure that he/she will satisfactorily complete initial and periodic flight checks administered by a Departmental Inspector Pilot before performing aircraft pilot duties.

Memorandum

To: Director

Through Assistant Director for Migratory Birds

From: Service Aviation Manager

Subject: Request for Flight Authority

DISCUSSION:

Please refer to the attached memorandum from the Region ____ Director, requesting Flight Authority for:

- Mr. / Ms. _____ will serve as a GS 2181, Aircraft Pilot.
- Mr. / Ms. _____ will serve as a GS 0486, Wildlife Biologist, Aircraft Pilot.
- Mr. / Ms. _____ will serve as a DOI Pilot Inspector (PI).

Mr. / Ms. _____ has met all prerequisites and individual qualifications. He / she will satisfactorily complete initial and periodic flight checks administered by a Departmental Inspector Pilot before performing aircraft pilot duties.

Recommendation:

APPROVE _____ DISAPPROVE _____

Date _____ Date _____

Attachments