

# REQUEST FOR NEW AVIATION SERVICES



**1. RETURN COMPLETED FORM TO:**

US DEPARTMENT OF THE INTERIOR INTERIOR BUSINESS CENTER ACQUISITION SERVICES DIRECTORATE DIVISION IV BRANCH III - BOISE 300 E. MALLARD DRIVE, SUITE 200 BOISE, IDAHO 83706-3991	US DEPARTMENT OF THE INTERIOR INTERIOR BUSINESS CENTER ACQUISITION SERVICES DIRECTORATE DIVISION IV BRANCH III - ANCHORAGE 4405 LEAR COURT ANCHORAGE, ALASKA 99502-1032
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**2. BUREAU/AGENCY INFORMATION**

REQUESTING BUREAU : _____ ADDRESS : _____ CITY STATE ZIP : _____	CONTACT : _____ EMAIL : _____ PHONE : _____
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<b>CONTRACT/PROGRAM CATEGORY</b>	<b>SERVICE REQUESTED</b>

**3. REQUESTED VENDOR**

COMPANY NAME : _____ ADDRESS : _____ CITY STATE ZIP : _____	CONTACT : _____ EMAIL : _____ PHONE : _____
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**4. AIRCRAFT NEEDED**

<b>A. FIXED WING</b> <input type="checkbox"/> HIGH WING <input type="checkbox"/> LOW WING	<b>B. HELICOPTER</b> <input type="checkbox"/> FUEL SERVICING VEHICLE								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">AIRCRAFT TYPE (i.e. Cessna 182) :</td> <td style="width: 50%;">TAIL NUMBER (OPTIONAL)</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	AIRCRAFT TYPE (i.e. Cessna 182) :	TAIL NUMBER (OPTIONAL)			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">AIRCRAFT TYPE (i.e. B407) :</td> <td style="width: 50%;">TAIL NUMBER(OPTIONAL)</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	AIRCRAFT TYPE (i.e. B407) :	TAIL NUMBER(OPTIONAL)		
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PASSENGER CAPACITY (Seats) : _____	PASSENGER CAPACITY (Seats) : _____								
ADDITIONAL REQUIREMENTS : _____	ADDITIONAL REQUIREMENTS : _____								

ESTIMATED ANNUAL USE :	HOURS :	DOLLARS :

**5. ALL REQUESTS REQUIRE REVIEW AND APPROVAL BY YOUR BUREAU'S NATIONAL AVIATION MANAGER**

REGIONAL/AVIATION MANAGER APPROVAL / DATE	NATIONAL AVIATION MANAGER APPROVAL / DATE

<b>JUSTIFICATION :</b>	_____ _____ _____ _____
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AQD CONTRACTING OFFICERS SIGNATURE

\_\_\_\_\_  
APPROVED DATE