



UNITED STATES MARINE CORPS
HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452007
SAN DIEGO, CALIFORNIA 92145-2007

StaO 4020.1
5KD31

17 JUN 1998

STATION ORDER 4020.1

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES FOR THE COLLECTION OF LANDING FEES, AND COST OF SERVICES AND SUPPLIES PROVIDED TO AIRCRAFT OPERATING FROM MCAS MIRAMAR

Ref: (a) SECNAVINST 3770.1B
(b) NAVCOMPT Manual, para 032511
(c) NAVSUP Manual, Vol II, para 25320.2B, 22416-22417
(d) DOD Manual 4140.25M

Encl: (1) Aircraft Classification
(2) Landing, Hangar and Parking Fees
(3) Sale of Supplies and Fuel
(4) Collection and Billing for Supplies and Services
(5) DD 1898 Sample Form
(6) Aircraft Owners Maintaining a Security Deposit with Administrative Office, Navy Department
(7) Sample DD 1149 for Contract Aircraft
(8) Sample DD 1149 for Charter Aircraft
(9) Sample DD 1149 for Civil Aircraft
(10) NAVCOMPT 2277 Sample Form
(11) Civil Airlines Information Sheet MCAS-MIR-SDIEGO 3770/5 (Rev. 4-86)

1. Purpose. To revise and consolidate procedures for collecting landing fees and selling government fuels, lubricants and flight line services to aircraft.

2. Background. References (a) through (d) set Department of the Navy policy for selling government-owned supplies and services. This is a summary of procedures which will cover a majority of situations which arise during normal operations. Enclosures (1) through (11) apply in carrying out these policies and procedures.

3. Action. Applicable department heads shall:

a. Ensure all aircraft aboard MCAS Miramar are classified in accordance with enclosure (1).

b. Ensure hangar, parking and landing fees are calculated and collected under the provisions of enclosure (2).

c. Ensure the sale of supplies to aircraft is accomplished and paid for following the provisions of enclosure (3).

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d. Ensure collection of fees for supplies and services is accomplished per enclosure (4).

4. Forms. DD 1131, DD1149 and DD1898, 11ND-MCAS-MIR-(OPS)4020/1 are available from the Fuel Division. MCAS-MIR-SDIEGO 3770/5 is available from the Operations Department. Federal Excise Tax Form 1 is supplied by the Internal Revenue Service. DD Forms 1896 and 1897 are controlled by major claimant commands.



T. A. CAUGHLAN

Distribution: MCAS: A

Copy to: HQ, 3d Maw
MAG 11
MAG 16
MAG 46
AEWINGPAC
MWSG 37
MACG 38

AIRCRAFT CLASSIFICATION

1. Responsibility. The Operations Officer will determine the classification of each aircraft that lands at MCAS Miramar according to the definitions in this instruction. The Operations Department shall be responsible for documentation and collection of fees for services provided to the aircraft and notifying the Supply Department Fuels Division (Code 5KD31) of the classification of the aircraft to ensure the proper documentation and charges are levied by Code 5KD31 for fuels and lubricants. The Supply Department shall be responsible for documenting the issue of fuels and lubricants to all aircraft and for properly collecting for the fuel prior to or concurrently with the issue.

2. Classification. All aircraft will be classified as one of the following:

a. Contract Aircraft. Defined as civil aircraft operated under charter or contract with any department or agency of the U.S. Government and under operational control of the department or agency. Contract aircraft operating under Department of Defense (DOD) contracts for domestic operations are identified by a Certificate of Operations signed by the contracting officer. This certificate will indicate the type of service involved and the contract under which operations are being performed. Examples are: Certificate of Logistic Air Support (LOGAIR). Contract operations under DOD contracts for international operations are identified by a Civil Aircraft Certificate (MAC Form 8) indicating contract aircraft.

b. Charter Aircraft. Aircraft under agreement with any department or agency of the U.S. Government. DOD domestic charter aircraft are identified by a Civil Air Freight Movement (CAFM) number on the U.S. Government Bill of Lading (Standard Form 1103) for cargo flights or a Commercial Air Movement (CAM) number on the United States of America Transportation Request (Standard Form 1169) for passenger flights. MCAS Miramar normally will be informed in advance of the identity of overseas DOD-chartered aircraft or aircraft chartered by non-DOD departments and agencies.

c. Government Aircraft. Aircraft owned or operated by a government.

d. Military Aircraft. Aircraft operated by military agencies of a government.

e. Civil Aircraft. All private or commercial aircraft not identified under any of the previous categories.

LANDING, HANGAR AND PARKING FEES

1. Authority. Per reference (a), MCAS Miramar shall collect fees from those who use MCAS Miramar facilities (Civil Aircraft Landing Permit required by paragraph 12 of reference (a)) except:

a. Foreign Government Aircraft unless their government charges similar fees for U.S. Government aircraft.

b. U.S. Government aircraft.

c. Any contract aircraft or other civil aircraft authorized to use the facility for official business.

d. Aircraft owned and operated by either Navy/Marine Corps flying clubs or Aero clubs of other military services which are operated as instrumentalities to the U.S. Government.

e. Aircraft owned and operated by military personnel on active duty (regular and reserve) on official business with written orders.

f. Landing fees incident to emergency landings waived by the Commanding Officer.

2. Fee Computation for Authorized Landings. Landing, hangar, and parking fees are based on the maximum gross take-off weight permitted by the appropriate aeronautical authority of the country of manufacture. Calculations are based on weight computed to the nearest thousand pounds, with five hundred or more pounds rounded up to the next higher one thousand pounds. Fees for MCAS Miramar are:

a. Landing: \$1.50 per thousand pounds or any portion thereof with a minimum of \$20.

b. Hangar: 20 cents per thousand pounds, minimum \$20 per aircraft, for each 24-hour period or fraction thereof.

c. Outside parking: 20 cents per thousand pounds, minimum \$20 per aircraft, for each 24-hour period or fraction thereof; such charge to commence six hours after the plane lands.

3. Fee Computation for Unauthorized Landings. If an aircraft lands at MCAS Miramar without obtaining prior permission (except for a bona fide emergency), a landing fee in excess of the normal landing fee will be charged to cover additional expenses incurred due to special handling and processing. The fee for an unauthorized landing will be as follows:

a. For aircraft weighing less than 12,500 pounds: \$250

b. For aircraft weighing 12,500 pounds but less than 40,000 pounds: \$500

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c. For aircraft weighing 40,000 pounds but less than 100,000 pounds: \$1000

d. For aircraft weighing 100,000 pounds or more: \$1500

4. The Operations Officer Shall:

a. Determine if collection of fees is required from non-government aircraft under reference (a) and this instruction.

b. Require an airline representative to prepare a Civil Airlines Information Sheet, enclosure 11, available from the Operations Department.

c. Advise the pilot that payment for fees will be required before take-off clearance will be granted.

d. Compute/collect fees from the pilot. Enter the specifics for the transaction (i.e., authorized landing \$35.00; unauthorized landing \$500.00; parking \$20.00, etc.) in the remarks section of the Civil Airlines Information Sheet and forward it, along with fees collected, to Defense Finance and Accounting Services, Kansas City.

SALE OF SUPPLIES AND FUEL

1. Military Aircraft. Sale of fuels and lubricants may be made to military and government aircraft any time. Fuel will be charged to the organization whose markings appear on the outside of the aircraft except when prior arrangements are made with the Fuels Division Director.

2. Contract or Charter Aircraft. Sale of fuels and lubricants may be made to contract or charter aircraft at any time. The Operations Department shall notify the Fuels Division of the classification applicable to the aircraft when the request for fuel is called into the Fuels Division dispatcher.

3. Civil Aircraft. Sale of fuels and lubricants may be made to civil aircraft when the Operations Officer determines the aircraft is performing flights in support of government activities or that a bona fide emergency exists. The Operations Officer also determines the quantity of fuel issued to the aircraft. Normally only enough fuel will be provided for the aircraft to safely fly to the nearest commercial airport where the proper fuel type is available.

4. Local Fair Market Price. The Defense Energy Support Center shall establish the Navy standard price for all fuels on 1 October each year. Upon notification of an impending issue to a charter or civil aircraft, the Fuel Division Officer shall establish the local fair market price by calling Gibbs Flying Service at Montgomery Airport and obtaining current price for Jet A with Fuel System Icing Inhibitor (FSII), a comparable fuel to JP-5.

5. Pricing. Aviation fuel shall be priced as follows:

- a. Government and military - DOD standard price.
- b. Contract aircraft - DOD standard price.
- c. Charter aircraft - DOD standard price plus administrative surcharge.
- d. Civil aircraft - DOD standard price plus administrative surcharge or the local prevailing fair market price, whichever is higher.

NOTE: The administrative surcharge is 5.5% of the fuel price charged for administrative overhead, transportation and handling.

6. Federal Excise Tax

a. Federal excise tax does not apply to international flights and flights to U.S. possessions originating at MCAS Miramar except flights to Alaska or Hawaii.

b. To be exempt from excise tax the pilot must present a valid federal excise tax exemption certificate, Excise Tax Form-1, which

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includes a registration number issued by the Internal Revenue Service. This form must be turned over to the Fuel Division each time an aircraft is fueled and retained by the Fuel Division, Code 5KD31, as part of the documentation of the sale. The only exception is repetitive sales aircraft. In this circumstance one exemption certificate will cover all sales for one calendar year.

c. Federal excise tax will be added to the selling price of aviation fuel and oil issued to aircraft other than U.S. military, Air National Guard, and foreign military aircraft in accordance with reference (a) as follows:

(1) Commercial and non-commercial aircraft with exemption certificates that include Internal Revenue Service registration number, will pay no tax on jet fuel or aviation gasoline.

(2) Commercial and non-commercial aircraft without exemption certificates will pay the following excise tax: All grades of jet fuel - \$0.261 per gallon.

COLLECTION AND BILLING FOR SUPPLIES AND SERVICES

1. Non-government Aircraft. The Supply Officer is responsible for the sale of fuel and lubricants to non-government aircraft when they are not conducting official business under a contract or charter, and non-government aircraft conducting official business but not listed in enclosure (6). When an aircraft in this category lands at MCAS Miramar, the Operations Officer or his authorized representative shall notify the Supply Officer of the authority under which fuel/lubricant oils are to be issued to the aircraft and limitations, if any. A Requisition and Invoice/Shipping Document DD Form 1149 will be prepared by Code 5KD31 for submission to Defense Finance and Accounting Service (DFAS) Kansas City. If payment is collected by check, it shall be forwarded to DFAS-OPLOC-SD. If cash is collected, it shall be hand carried to the Financial Management Office. A cash collection voucher will be used to transmit payment (enclosure (10)).

2. Government Aircraft

a. Sale of Fuel to Transient Government or Military Aircraft

(1) The pilot's Identaplate, DD Form 1896 (white) for jet fuel, shall be used for processing of transaction.

(2) Aircraft refueler operator shall:

(a) Utilize imprinter to transfer data to the DD Form 1898 on presentation of Identaplate by pilot. If the DD Form 1898 is improperly imprinted or illegible, it will be completed by hand from the information on the card. Code 5KD31 will provide correct and legible accounting data.

(b) Write in the quantity of fuel issued beside the appropriate commodity. Only one type of fuel will be listed on each DD Form 1898.

(c) Write in the unit price of fuel immediately to the left of the commodity identification, and sign the form as the refueler.

(3) The pilot shall:

(a) Print name, grade/rank, and organization identifier in spaces provided.

(b) Sign the DD Form 1898 in spaces provided.

(4) Distribution of copies will be made as follows:

(a) Copy 1 of the document will be given to pilot.

(b) The remaining copies of the DD Form 1898 will be forwarded to the Fuels Division Inventory Clerk for posting the issue and retention in historical files.

3. Sales to MCAS Miramar Based Squadrons and Squadrons Temporarily Based at MCAS Miramar

a. All squadrons shall establish an open account if assigned to MCAS Miramar for a period of 10 days or more. Exemptions may be granted by the Fuels Division Director for squadrons with multiple types of aircraft, and where squadron operations would be adversely impacted. Air Force squadrons shall not be put on open accounts per current Air Force directives.

b. Payment dates shall be as follows:

(1) Fuel consumption reports for the 1st through the 15th of the month will be available by 1100 the first workday after the 15th.

(2) Payoff will be at 1100 on the first normal workday of the new month for the period of the 16th through the last day of the month.

(3) Any payoff day which falls on a weekend or holiday shall be at 1100 on the first working day thereafter.

c. The Fuels Division shall ensure the DD Form 1898 is completed correctly and shall maintain a file of all squadron open accounts. Fuel issues shall be documented on a Truck Issue Sheet MCAS-MIR-SDIEGO Form 10340/14, through use of the data system in the Octagon, or by other means as directed by the Fuels Division Director.

d. The Fuels Division Inventory Clerk will ensure the following information is complete and correct before giving the squadron copies of the completed document on payoff days.

(1) All information imprinted from Identaplate.

(2) Gallons issued minus creditable defuels in the space provided.

(3) Unit price for the fuel.

(4) Requesting activity representative's printed name, grade, activity designation, and signature.

e. Distribution of copies will be made as follows:

(1) Copies 1 and 6 to requesting activity;

(2) Copy 2 to Fuels Division file;

(3) Copy 3 to DFAS-OPLOC-SD for FIR Code J7 transactions.

SAMPLE AVFUEL INTO PLANE CONTRACT SALES SLIP (DD FORM 1898)

CUSTOMER ID			EDITION OF 1 FEB 60 MAY BE USED UNTIL EXHAUSTED				ENTER "X" IN UNUSED COLUMNS PRECEDING QUANTITY				1 CUSTOMER COPY					
5							AVFUEL	GALLONS		AVDL		QUARTS				
							10010 (100)			M1A-2201 (A2)						
							JP-4 (M1) FSR <input type="checkbox"/>			M1A-7500 (A7)						
SUPPL ADDRESS							SC	FUND	MFP	JP-5 (M5) 7				M1A-8001 (A8)		
1							2	3		JP-8 (M8)						
A.N.D.L.							TAIL SERIAL		DODAAC OF R/O			REFUELING UNIT NO.		8		
									4			REFUELER'S SIGNATURE				
N10375940												I certify that the product listed herein was received in good condition and in quantity stated.				
10												CUSTOMER'S SIGNATURE		9		
6			DATE				PRINT NAME									
			DEFUEL				GRADE									
			RESERVE				ORGANIZATION									

1. Supplementary Address (if any)
2. Signal Code
3. Fund Code
4. Unit Identification Code
5. Tail No. (Air Force Equipment Only)
6. Julian Date
7. Fuel Price per Gallon/Gallons Issued
8. Refueler No. and Signature
9. Customer Signature and Organization
10. Organization Telephone No.

Notes: (1) Each type of fuel will be on a separate DD Form 1898.
 (2) Fuel will be sold in whole gallons, i.e., 0.5 gallons will be rounded up to the next higher whole gallon.

AIRCRAFT OWNERS MAINTAINING A SECURITY DEPOSIT WITH
ADMINISTRATIVE OFFICE, NAVY DEPARTMENT

NOTE: Deposit guarantees reimbursement only for material, work and services furnished by field activities in the performance of flight testing programs and in conducting official business in connection with work on government contracts (NAVCOMPT 32102.3 and 32109.6).

ALASKA AIRLINES
AMERICAN AIRLINES
AMERIKO, INC.
ARROW AIR, INC.
ASPEN HELICOPTER
BERRY AVIATION
BEECH AIRCRAFT CORP.
BOEING COMMERCIAL AIRPLANE CO.
BUFFALO AIRWAYS, INC.
CAVAIR, INC.
CESSNA AIRCRAFT
CONTINENTAL AIRLINES
CONNIE KALITTA AMERICAN INTERNATIONAL AIRWAYS
C-3, INC.
CRESCENT AIRWAYS
CFS AIR CARGO, INC.
CHATFIELD AIR AMBULANCE
DELTA AIRLINES
DOUGLAS AIRCRAFT CORP.
ELECTRONIC DATA SYSTEMS
EMERY WORLDWIDE
E-SYSTEMS
EL-AERO SERVICE
EVERGREEN INTERNATIONAL AIRLINES, INC.
EXPRESS AIRWAYS, INC.
FEDERAL EXPRESS CORP.
FROSTY FUEL CO.
FLIGHT INTERNATIONAL
GENERAL DYNAMICS
GRUMMAN ENGINEERING
HONEYWELL, INC.
HANGAR ONE LEASING, INC.
HUGHES AIRCRAFT CO.
JAPAN AIR LINES CO.
JAPAN AIR CHARTER CO, LTD.
LTV AEROSPACE & DEFENSE CO.
LOCKHEED AERO/GA
LOCKHEED ADVANCE DEV. CO.
LANDSCAPE WEST
MARK AIR
MARTINAIR HOLLAND N.V.
MCDONNELL AIRCRAFT, INC.

NATIONAIR CANADA
NATURE CONSERVANCY PRESERVE (SANTA CRUZ ISLAND)
NAVAJO AVIATION
NORTH AMERICAN AVIATION
NORTHROP CORP.
NORTHWEST AIRLINES, INC.
PENINSULA AIRWAYS
PETROLEUM HELICOPTERS, INC.
PROFESSIONAL WASTE SYSTEM
PHOENIX AIR
REEVE ALEUTIAN AIRWAYS
RICH INT'L AIRWAYS, INC.
ROSS AVIATION, INC.
RONSON AVIATION, INC.
SABRELINER CORP.
SATURN AIRLINES, INC.
SELBY, JOHN R., INC.
SKYWAYS, INC.
SOUTHERN AIR TRANSPORT, INC.
SPERRY FLIGHT SYSTEM
STARFLIGHT, INC.
TELEDYNE AIR CENTER
TELFORD AVIATION, INC.
TEXAS INSTRUMENTS, INC.
TRACOR FLIGHT SYSTEMS, INC.
TRANS WORLD AIRLINES
TUMpane SERVICE CORP.
UNITED AIRLINES
UNITED PARCEL SERVICE
UNIVERSITY RESEARCH
UNITED TECHNOLOGIES
WORLD AIRWAYS, INC.
USAIR, INC.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per report, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information, sending comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM (Include Zip Code) SHEET NO. OF SHEETS 1 1 9999
 2. DATE MATERIAL REQUIRED (YYMMDD) 9999
 3. AUTHORITY OR PURPOSE
 4. SIGNATURE
 5. DATE SHIPPED (YYMMDD)
 6. MODE OF SHIPMENT
 7. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.
 8. ACFT TYPE BUNO
 9. VOUCHER NUMBER & DATE (YYMMDD)
 10. BILL OF LADING NUMBER

11. NAME OF PURCHASING AIRLINE
 12. TO: (Include Zip Code)
 MCAS MIRAMAR
 PO BOX 452007
 SAN DIEGO CA 92145-2007
 13. SHIP TO - MARK FOR

14. MAILING ADDRESS OF AIRLINE
 15. APPROPRIATIONS SYMBOL AND SUBHEAD
 16. OIL CL.
 17. BUR. CONT. NO.
 18. SUBAL. LOT
 19. AUTHORIZATION ACTG ACTIVITY
 20. TYPE OF ISSUE (A)
 21. UNIT OF ISSUE (GL)
 22. QUANTITY REQUESTED (H)
 23. SUPPLY ACTION (M)
 24. TYPE CONTAINER (I)
 25. CONTAINER MOD. (E)
 26. UNIT PRICE (P)
 27. TOTAL COST (R)

1. NSN OF FUEL SOLD TYPE FUEL NAVY STANDARD PRICE
 FEDERAL EXCISE TAX -OR-
 FEDERAL EXEMPTION CERTIFICATE NO.
 TOTAL CASH () CHECK () NO.
 IF AIRLINE LISTED ON SURITY LISTING TO BE BILLED ()
 PILOTS SIGNATURE

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO		17. SPECIAL HANDLING		18. CONTAINERS RECEIVED EXCEPT AS NOTED		19. SHEET TOTAL	
ISSUED BY	TOTAL CONTAINERS	TOTAL WEIGHT	TOTAL CUBE	RECEIVED AS NOTED	DATE (YYMMDD)	BY	\$
RECEIVED BY	RECEIVED						\$99.99
CHECKED BY	EXCEPT AS NOTED						\$99.99
PACKED BY	POSTED						

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER	
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER	
RECEIVING OFFICE	ACTIVITY (Name and location) MCAS MIRAMAR, CODE 5KD31, PO BOX 452007, SAN DIEGO, CA 92145-2007		
	RECEIVED AND FORWARDED BY (Printed name, title and signature) FUEL DIVISION DIRECTOR		DATE
DISBURSING OFFICE	ACTIVITY (Name and location)		
	DISBURSING OFFICER (Printed name, title and signature)		DISBURSING STATION SYMBOL NUMBER
	DATE RECEIVED SUBJECT TO COLLECTION		

PERIOD: From		To	
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT
DATE	AIRLINE NAME	JP5 JET FUEL 9130-00-273-2379 IN SUPPORT OF GOVERNMENT CONTRACTED OPERATIONS PRICE \$0.00 / gal	\$000.00
TOTAL			\$000.00

ACCOUNTING CLASSIFICATION (REV. 7-65) (NAVY OVERPRINT) — SHOW ZEROS WHERE ACCOUNTING DATA NOT REQUIRED.

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. AND SUBALLOT NO.	AUTH. ACCTG. ACTIVITY	TYPE	PROPERTY ACCTG. ACTIVITY	COST CODE	AMOUNT
97X4930 NC1A	007		068688	3C	990038		fuel cost
1781804 7020			045924	3C	000000	000000000000	admin charg
17F3875		57001	060957	3C	000000	006095798021	fed tax
TOTAL							TOTAL COST

CIVIL AIRLINES INFORMATION SHEET
 MCASHIRAMAR 3770/5

INSTRUCTIONS

1. ALL DATE/TIME GROUPS WILL BE IN LOCAL TIME.
2. ATTACH COMPLETED AIRCRAFT WEIGHT AND BALANCE FORM TO THIS SHEET.
3. DEPARTING FLIGHTS MUST FILE A, DD-175 OR FAA-398 FLIGHT PLAN.
4. PASSENGERS MUST REMAIN ABOARD AIRCRAFT OR IN TRANSPORT VEHICLES.
5. VEHICLE MOVEMENTS ON PARKING RAMP MUST BE CLEARED BY THE OPERATIONS DUTY OFFICER (ODO).
6. SEPARATE INFORMATION SHEET TO BE COMPLETED BY AN AIRLINE REPRESENTATIVE FOR EACH LANDING AND EACH TAKEOFF.
7. COLLECTION OF FEES: OPERATIONS OFFICER

CARRIER	CAPTAIN	
CARRIER FLIGHT NUMBER	TYPE AIRCRAFT	SERIAL NUMBER
ARRIVAL DATE/TIME (LMT)	DEPARTURE DATE/TIME (LMT)	MAXIMUM ALLOWANCE GROSS
TAKEOFF WEIGHT	NUMBER OF PASSENGERS	WHERE MANIFEST FILED
AMOUNT OF FUEL REQUESTED	TYPE FUEL REQUESTED	AODO SIGNATURE
THE FOLLOWING IS TO BE COMPLETED BY THE DUTY WEATHER FORECASTER:		
APPLICABLE SAN 12 HR FORECAST	EXISTING SAN WX ON ARRIVAL	EXISTING SAN WX 30 MIN PRIOR TO DEPARTURE
REMARKS:		

AIRLINE REPRESENTATIVE (Signature and Title)	DATE
----------------------------------------------	------