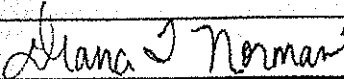
	National Aeronautics and Space Administration	<h2 style="margin:0;">Mission Management Flight Request</h2>	REQUEST NUMBER <i>(Center-FY-MM-###, e.g. HQ-05-08-001)</i> FLIGHT OPS USE ONLY JSC-11-01-001				
Instructions for completing NF 1653 are on pages 3 & 4.							
REQUESTER (Last, First) Castillo, Stephanie	OFFICE ZA	PHONE (Include Area Code) 281-483-3341	AIRCRAFT REQUESTED 992				
TRIP INFORMATION (Please explain purpose.) Other: To attend and participate in the Constellation SFA Recognition Event activities. IMPORTANT NOTICE FOR DEPARTING AND ARRIVING PASSENGERS!! SMOKING IS NOT PERMITTED in an aircraft operating area or within 50 ft. of an aircraft, hangar, or aircraft parking area.							
ITINERARY							
LEG	DATE	AIRPORT/CITY	TIME	REMARKS (Meal requirements, meetings, etc.)			
1		FROM: EFD - Ellington Field, TX	LV: 1500	No Meal			
		TO: CLE - Cleveland, OH	ARR: 1830				
2		FROM: CLE - Cleveland, OH	LV: 1715	No Food			
		TO: LFI - Norfolk, VA	ARR: 1815				
3		FROM: LFI - Norfolk, VA	LV: 1400	No Food			
		TO: EFD - Ellington Field, TX	ARR: 1600				
4		FROM:	LV:				
		TO:	ARR:				
5		FROM:	LV:				
		TO:	ARR:				
6		FROM:	LV:				
		TO:	ARR:				
PASSENGER LIST Please identify Senior Federal Officials. Senior Federal Officials are those persons employed by the White House or Executive Agencies, including independent agencies, at a pay rate equal to or above the base pay for SES1. Active duty military personnel are exempted from this requirement. STATUS CODES: Senior Federal Official = S Dependent = D Non-Federal Traveler = N Contractor = C Other Official Traveler = O.							
NAME	AGENCY/OFFICE	STATUS	LEGS	NAME	AGENCY/OFFICE	STATUS	LEGS
Sr Pax Thomas, Dale 256-682-1807	ZA	S	1, 2, 3	Zelon, Barbara 281-794-0191	ZV	O-15	1, 2, 3
Geyer, Mark 713-213-1176	ZV	S	1	Castillo, Stephanie 713-410-1064	ZA	O-13	1, 2, 3
Stegemoeller, Charlie 713-397-7670	ZA	S	1, 2, 3	Vasquez, Sonia 713-376-3880	ZA	O-9	1, 2, 3
Kirasich, Mark 281-217-6153	ZV	S	1, 2, 3				
Keamey, Lara 281-798-0908	XX	O-15	1				
Lundquist, Charlie 832-330-6875	ZV	O-15	1				
Kennedy, John	ZV	O-15	1				
Ward, Brenda 71-392-9477	ZA	O-15	1, 2, 3				
TRIP COORDINATOR'S NAME/PHONE Norman, Diana		TRIP COORDINATOR'S TDY PHONE 281-483-2646		TRIP COORDINATOR'S HOME PHONE (Optional) 291-813-3609			
I certify that the trip purpose and status of all passengers are in accordance with NPR 7900.3							
TYPED NAME AND TITLE OF APPROVING OFFICIAL OF REQUESTING ORGANIZATION							
 APPROVING OFFICIAL'S SIGNATURE Approved By: Diana Norman						DATE 1/13/2011	

Mission Management Flight Request (continued)			REQUEST NUMBER FLIGHT OPS USE ONLY JSC-11-01-001		
COST COMPARISON					
COMMENTS: Line 1 note: Contractor ticket costs are different than government ticket costs Line 2 in transit salary costs are calculated as follows: [average hourly salaries of travelers] x [travel time via commercial means minus travel time via NASA aircraft] x [number of passengers] x [1.3285]. TRAVEL TIME is defined as the time required to travel from office or home until arrival at business location or hotel, which ever comes first (holidays and weekends inclusive) parking and tolls	1.	Total cost of commercial air:	\$9647.50		
	2.	In-transit salary costs:	\$11114.85		
	3.	Additional per diem costs: (Costs incurred if the trip was accomplished commercially)	\$806.75		
	4.	Additional car rental: (Costs incurred if the trip was accomplished commercially)	\$240.00		
	5.	Other unspecified costs: (Cost not itemized above. Specify at left.)	\$352.00		
	6.	TOTAL COMMERCIAL COSTS: (Total lines 1 through 5)	\$22161.10		
NASA AIRCRAFT COST CALCULATION			COST COMPARISON		
1.	Variable costs per hour: (Current fiscal year rate shall be used)	\$3191.00	1.	Total commercial costs: (Line 6 of COMMERCIAL AIRCRAFT COSTS)	\$22161.10
2.	Number of flying hours:	8.50	2.	NASA costs: (Line 4 of NASA AIRCRAFT COSTS)	\$20741.50
3.	Additional unspecified costs:	\$0.00			
4.	Total cost of NASA aircraft:	\$20741.50	3.	TOTAL COSTS SAVINGS: (Line 1 minus Line 2)	\$1419.60
JUSTIFICATION					
<input type="checkbox"/> MISSION REQUIRED - AUTHORIZATION BY ASSISTANT ADMINISTRATOR FOR INFRASTRUCTURE AND ADMINISTRATION FOR THIS DESIGNATION IS MANDATORY when primary purpose of flight is passenger transport. Center Directors may approve this designation when passenger transport is secondary and incidental to the primary mission pilot proficiency training in research or program support aircraft to meet minimums.					
<input checked="" type="checkbox"/> OTHER OFFICIAL TRAVEL - (1) THE VARIABLE COST OF USING AGENCY MMA IS NOT MORE THAN THE COSTS OF COMMERCIAL AIR/GROUND TRANSPORTATION, OR (2) NO COMMERCIAL AIR SERVICE IS REASONABLY AVAILABLE (WITHIN 24 HOURS) TO FULFILL AGENCY'S REQUIREMENTS (ATTACH ACTUAL AIRLINE SCHEDULE INFORMATION TO THE REQUEST)					
<input type="checkbox"/> OTHER (Specify)					
REMARKS (Center Director signature certifies that current variable cost rates were used for cost justifying Other Official Travel flight requests IAW OMB A-126)					
APPROVAL					
ALL FLIGHT REQUESTS* - Center Director Authorization and Chief Counsel Review Are Mandatory for ALL Flights and may not be delegated.					
CENTER DIRECTOR/SIGNATURE	DATE	CHIEF COUNSEL/SIGNATURE	COMPLIES	DATE	
<i>Michael J. Coetz</i>	11/13/11	<i>Donald J. ...</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11/14/11	
* At HQ, AA for Infrastructure & Administration Authorization and General Counsel Review Are Mandatory for ALL Flights.					
For ALL travel with senior Federal officials (SES or equivalent), their family members, and non-Federal travelers aboard, HQ General Counsel review is MANDATORY for compliance with OMB A-126 prior to flight. Chief Counsel shall fax request to General Counsel for review.					
HQ GENERAL COUNSEL/SIGNATURE			COMPLIES	DATE	
<i>[Signature]</i>			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	11/08/11	
MISSION REQUIRED TRAVEL - Approval of Mission Required Designation by AA for Infrastructure & Administration and General Counsel Review is Mandatory Prior to Flight. Fax to General Counsel for Staffing. Note: Approval not required if pilot proficiency is primary mission					
ASSISTANT ADMINISTRATOR FOR INFRASTRUCTURE & ADMINISTRATION/SIGNATURE			<input type="checkbox"/> DESIGNATION APPROVED <input type="checkbox"/> DESIGNATION DISAPPROVED	DATE	
GENERAL COUNSEL/SIGNATURE			<input type="checkbox"/> DESIGNATION COMPLIES <input type="checkbox"/> DESIGNATION DOES NOT COMPLY	DATE	

NASA FORM 1653 APR 06 PREVIOUS EDITIONS ARE OBSOLETE.