

List the 3 letter identifier of the station the Spare A/C is assigned to.

Check the "Amended form" box if this is a correction to a form that was previously submitted with errors.

Feeder Aircraft Operations SPARE AIRCRAFT / SPARE CREW UTILIZATION

Name:

Email:

Amended form:

Operator:

Date (Z):

The Name of the person transmitting the form and a valid Operator company Email is required.

Spare A/C Base Location:

Field Administrator:

Spare A/C Type Utilized:

Select the spare A/C category to be used (HSB, MX, Soft Park). For crew only utilization with no spare aircraft used select (N/A "see hot crew utilization"). Example: Two adhoc are requested at the same station requiring two different A/C. One form will be sent using **HSB** as the spare A/C type utilized and another form as **MX**.

Purpose For Spare Utilization:

Select the reason for the A/C utilization from the drop down list. If the utilization is **for an adhoc** skip "Aircraft Replacement" and complete "GOCC adhoc assignment". For utilization **other than adhoc** complete "Aircraft Replacement" and skip "GOCC Adhoc Assigment".

Hot Crew Utilization:

List the capacity that the hot sby crew was used. This form will need to be completed if a hot sby crew is used **for any reason** even if a spare aircraft was not used in conjunction. Example: If a scheduled crew calls in sick and is replaced with the hot sby crew

Was a Devrep associated with the spare utilization:

Select Yes if a delay or cancellation occurred resulting in the submission of a Devrep, otherwise select NO. Example 1, an aircraft swap was made on the flight line due to an aircraft mechanical and a delay was incurred select **Yes**. Example 2, an aircraft swap was made on the flight line due to an aircraft mechanical but no delay or impact was incurred select **No**.

Aircraft / Crew Replacement

Flight #(s) Spare was Utilized On:

Tail # Replaced:

Route of Flight including any Repositioning Legs:

GOCC Adhoc Assignment

Flight #(s) Assigned:

GOC Contact Name:

Route of Flight including any Repositioning Legs:

A description of the situation that required a spare aircraft or crew to be utilized is mandatory for all events.

Description of Spare Utilization / Crew Utilization

Additional E-Mail Recipients (enter e-mail addresses separated by a comma)

Mail Form

- **Accessing the Form:** www.pilot.fedex.com, Select Feeder Forms; Open Spare Aircraft / Spare Crew Utilization.
- **Transmitting the Form:** Once the form is complete add any additional e-mail recipients you would like and select **Mail Form**. The form is programmed to be sent to the Filed Administrator you selected and to the appropriate FedEx management groups.
- **Note:** "Name, Email, Operator, Date(Z), Spare A/C Base Location, Field Administrator, Spare A/C Type Utilized, Purpose For Spare Utilization, Hot Crew Utilization, Was a Devrep associated with the spare utilization, Description of Spare Utilization / Crew Utilization" Are mandatory entry fields.