

INSTRUCTIONS FOR COMPLETION OF INTERNATIONAL

GENERAL:

Complete only cells in **green**. All uncolored cells will automatically calculate. Do not alter formulas for any cell unless it is verified they are incorrectly calculating. Cells containing #DIV/0! will automatically calculate once data is entered in the

RT (S1) and OW (S2) Tabs:

Contractors shall use the tabs in this form for reporting monthly mileage statistics for round trip (S1) and one way (S2) missions, respectively. Both of these reports become an integral part of the statistical base used during the rate review process.

Fill-in the referential information at the top of each worksheet, including: carrier name, type of service (i.e. pax or cargo), aircraft days, established Available Cabin Load (ACL), the month and the year. Aircraft days should represent the number of days during the month the aircraft(s) were assigned to or performing USTRANSCOM missions. A separate report should be completed for each type of service and each aircraft type (i.e. B747, B767, etc.).

Report each AMC mission flown, identifying the applicable mission data line-by-line, in chronological order. If additional space is required for a mission, utilize a second line. All miles, whether based on paid routing or actual routing, shall be determined based on Great Circle Statue Miles (GCSM).

DAY. In the column labeled, "DAY", the contractor shall input the number of days the mission accounted for to the tenth decimal number of day's position.

AMC Mission Number. The mission number, to include the Julian date, can be identified as a 12 position number. The mission number is identified on the finalized Delivery Order B-page, i.e., BBRXDQ70A DDD or BAM319801 DDD.

AMC Mission Route as Flown. Insert the station codes for the routing actually flown on an AMC mission. Show only these stations beginning with the first point from which the AMC live operation actually began (the initial on-load point) continuing throughout the intervening stations to the AMC terminating station where the live AMC mission ends (final AMC off-load point). Identify all departures, and annotate operational stops, which are made for carrier crew change, fueling, etc., with an asterisk. Include additional annotations identified in Uniform Rates and Rules, Appendix A, para E as required. Identify stations using four letter ICAO codes with no blank spaces contained within the routing.

AMC CONTRACTED MILES. Under column heading, "Paid Miles", contractor shall report the corresponding awarded miles for the identified mission. Under column heading, "Paid Ferry Miles", the contractor shall report the paid ferry miles for the identified mission. Under column heading, "Paid Ferry, From-To", the contractor shall report the paid ferry routing, identifying the applicable ICAO codes of the awarded Ferry leg.

CARRIER REVENUE DATA. Under column heading, "Live Rev Miles", the contractor shall report the actual live miles flown corresponding to the live legs of the specified mission. The miles reported under this column are likely different than the miles reported under the "Paid Miles" column heading due to differences in projected and actual routings. Under the column heading, "Live Rev Hours", the contractor shall report the actual airborne hours (not block hours) corresponding to the specified mission. Under the column heading, "Actual Ferry Miles", the contractor shall report the actual ferry miles flown for

Summary Tab:

Contractor shall include the contract number, the carrier's name, the report date, the applicable month associated with the reported mileage, the type of operations (passenger, cargo, combi), and the aircraft type.

Section 1 – Mileage. The total mileage for each identified category will populate from the forms Appendix 3B-1 – One-Way Mileage Report (S2) and 3B-2 – Round Trip Mileage Report (S1). All miles, whether based on paid routing or actual routing, shall be determined based on Great Circle Statute Miles (GCSM).

Round Trip Pay Miles – Contractor shall report all round trip pay miles for the stated month. The values populated here should match the total reported pay miles from the S1, USTRANSCOM Round Trip Service Worksheet (Appendix 3B-2).

One-Way Pay Miles – Contractor shall report all one-way pay miles for the stated month. The values populated here should match the total reported pay miles from the S2, USTRANSCOM One-Way Service Worksheet (Appendix 3B-1).

Total Live Miles – Contractor shall verify the populated sum of the reported round trip pay miles and the one way pay miles to report the total live miles.

Flown Empty Reverse Segment – Contractor shall verify the populated total Empty Front/Reverse Segment miles reported on the S2, USTRANSCOM One-Way Service Worksheet. This category is not applicable to and the contractor shall not report miles for this category for any round trip missions.

For this category, the contractor shall not report any mileage for legs where the contractor was performing commercial service.

Paid/Actual Flown Ferry (Whichever is Less) – For each mission, the contractor shall report the lesser value of either the total paid ferry miles or the total of the actual flown ferry miles and provide the aggregate total in this field. Contractor shall verify the populated Paid / Actual Flown Ferry miles from the S1, USTRANSCOM Round Trip Service Worksheet (Appendix 3B-2) and the S2, USTRANSCOM One-Way Service Worksheet (Appendix 3B-1).

Total Fuel Miles – Contractor shall verify the populated sum of the reported Total Live Miles, the Flown Empty Reverse Segment, and the Paid/Actual Flown Ferry (Whichever is Less) equaling the Total Fuel Miles to be used for the monthly fuel adjustment.

FUEL CERTIFICATION:

This one-page document must be accurately completed and signed by a person authorized to negotiate for and bind the company. All fuel report information is considered certified and auditable. Once submitted, the assigned CO will review the report summary, and the information will be compared to payment data generated from AMC's Commercial Operations Integrated System (COINS). When requested, a contractor shall provide the necessary backup documentation on

APPENDIX 3B -- MONTHLY FUEL REPORT SUMMARY

HTC711-18-D-CC[-]/DO/SLIN			
[CARRIER NAME]			
Report Date:		Reporting Period:	
Operation Type:		Aircraft Type:	

SECTION 1 - CERTIFY THE FOLLOWING AMOUNTS:

Round Trip Miles:	0
One Way Miles:	0
TOTAL LIVE MILES:	0
Flown Empty Reverse Miles:	0
Paid / Actual Flown Ferry:	0
(Whichever is Less)	
TOTAL FUEL MILES:	0

Average Cost of Fuel / Gallon: #DIV/0!

Pegged Price:

SECTION 2 - PROPOSED FUEL ADJUSTMENT:

Total Fuel Miles:	0
Fuel Burn Rate:	
Price Variance:	#DIV/0!
FUEL ADJUSTMENT:	#DIV/0!

A negative number in Cell C27 indicates money owed to the Government by the Carrier.

SECTION 3 - FUEL SUMMARY INFORMATION:

	<u>Gallons</u>	<u>Cost</u>	<u>Average Cost / Gallon</u>
Total Commercial Fuel:			#DIV/0!
Total Military Fuel:			#DIV/0!
TOTAL FUEL PURCHASED:	0.00	\$0.00	#DIV/0!

CARRIER CERTIFICATION:

BY SIGNING THIS FORM, YOU ARE CERTIFYING AS TO THE ACCURACY OF ALL INFORMATION AND AGREE TO KEEP BACKUP RECORDS FOR A PERIOD OF 5 YEARS. THIS INFORMATION IS SUBJECT TO AUDITS.

Must Be Signed By a Person Authorized to Legally Bind Company

Date

Contracting Officer Signature

Date

APPENDIX 3B-2 -- ROUND TRIP MILEAGE REPORT (S-1)

0.00

[illegible]

NOTE:

- *1 Number of Days Mission Accounted for rounded to the tenth decimal at minimum
- *2 Identify all departures. Place all operational stops with an asterisk and live stops with a hyphen.
- *3 Paid miles should agree with service order miles.
- *4 Live miles should be miles actually flown
- *5 Hours should be AIRBORNE hours, not Block hours

APPENDIX 3B-1 – ONE-WAY MILEAGE REPORT (S-2)

Carrier
Days
Month

0 00

Aircraft
Pax/Cgo
ACL

10

[illegible]

NOTE:

- *1 Number of Days Mission Accounted for rounded to the tenth decimal at minimum
- *2 Identify all departures Place all operational stops with an asterisk and live stops with a hyphen
- *3 Paid miles should agree with service order miles
- *4 Live miles should be miles actually flown
- *5 Hours should be AIRBORNE hours, not Block hours