DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION STATISTICS
OFFICE OF AIRLINE INFORMATION
ACCOUNTING AND REPORTING DIRECTIVE

RESEARCH AND INNOVATIVE TECHNOLOGY ADMINISTRATION

No. 293   Issue Date: 6-23-2010   Effective   Date: 10-1-2010

E-filing

This Accounting and Reporting Directive gives detailed instructions for the file format for submitting recurrent reports via a secured web portal using a comma separated vales (CSV) of the already required data or a PDF file. CSV is a delimited data format that has fields/columns separated by the comma character and records/rows separated by new lines

PART 241 – Form T100
Traffic and Capacity Statistics Segment Report

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0040. Public reporting for Schedule T-100, Report of Traffic and Capacity, is estimated to be approximately 6 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jennifer Rodes, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jennifer.rodes@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: T100 – Traffic and Capacity Statistics for Segment Report

Field Description	Data Type	Length	Comments	Sample Data
Data Type	Character	1	One letter code (S)	S
Entity code	Character	5	Five character code assigned by DOT	0A050
Year of Data	Numeric	4	Year (CCYY)	2010
Month of Data	Numeric	2	Month (MM)	03
Origin Airport	Character	3	Three letter OAG airport code	BWI
Destination Airport	Character	3	Three letter OAG airport code	LAS

Service Class	Character	1	One letter service class code: F, G, L, N, P, R, H	F
Segment Aircraft Type	Numeric	3	DOT assigned three numeric aircraft type code	698
Segment Cabin Configuration	Numeric	1	One numeric aircraft cabin configuration code: 1,2,3,4	1
Segment Departures Performed	Numeric	5	Up to five numeric departures performed	25
Segment Available Capacity	Numeric	10	Up to ten numeric, reported in pounds	125000000
Segment Available Seats	Numeric	7	Up to seven numeric, aircraft seating capacity	1250
Segment Passengers Transported	Numeric	7	Up to seven numeric, reported transported passengers	922
Segment Freight Transported	Numeric	10	Up to ten numeric, freight reported in pounds	25338
Segment Mail Transported	Numeric	10	Up to ten numeric, mail reported in pounds	989
Segment Scheduled Departures	Numeric	5	Up to five numeric scheduled departures	23
Segment Ramp to Ramp Minutes	Numeric	10	Up to ten numeric, reported in minutes	789
Segment Airborne Minutes	Numeric	10	Up to ten numeric, reported in minutes	685

RECORD FORMAT:

The **T100 – Traffic and Capacity Statistics for Segment data** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-T100SEG**.csv**

Sample Record Format:

S,0A050,2010,03,BWI,LAS,F,698,1,25,12500000,1250,922,25338,989,23,789,685

PART 217 – T100(f) Certification

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: **T100(f) Certification**

A certification statement is required identifying an appropriate official of the reporting carrier. The certification statement will read:

>   **Carrier Name:**
>   **Address:**
>   **Homeland:**
>   **(Homeland is the name of the country under the laws of which air carrier organized.)**
>   **Carrier Code:**
>   **Report Date (Year/Month):**
>
>   **I, the undersigned, do certify that this report has been prepared under my direction in accordance with the regulations in 14CFR Part 217. I affirm that, to the best of my knowledge and belief, this is a true, correct and complete report.**
>
>   **Date:**
>
>   **Signature:**
>
>   **Name (Please Print or Type):**
>   **Title:**
>   **Telephone Number:**
>
>   **Name of Person Who Prepared Report:**
>   **Telephone Number:**
>   **E-mail Address:**

RECORD FORMAT:

Once signed, the **T100(f) Certification** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XXX201003-217T100fCert**.pdf**

PART 217 – T100 (f) Foreign Air Carrier Traffic Data

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0040. Public reporting for Schedule T-100(f) Report of Traffic and Capacity, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 217. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jennifer Rodes, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jennifer.rodes@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: T100 (f) Foreign Air Carrier Traffic Data

Field Description	Data Type	Length	Comments	Sample Data
Carrier Code	Character	3	2 or 3 digit Carrier Code	BA
Year and Month of Data	Numeric	6	Format: YYYYMM YYYY = century and year; Format: MM: 01 = January … 12 = December	200612
Origin Airport	Character	3	The three letter OAG code identifying the airport.	IAH
Destination Airport	Character	3	The three letter OAG code identifying the airport.	LGW
Service Class	Character	1	One letter service class code: F, G, L, N, P, R, H	F
Segment Aircraft Type and Cabin Configuration	Number	4	The 1st 3 characters identify the type of aircraft used on the non-stop segment. The 4th character is used to identify the type of cabin configuration: 1 - Passenger 2 – Cargo 3 – Passenger/Cargo	6271
Segment Departures Performed	Number	Up to 5	Up to five numeric Revenue departures performed	49
Segment Passengers	Number	Up to 10	Up to seven numeric, reported transported passengers	6707
Segment Freight	Number	Up to 10	Up to ten numeric, freight reported in kilos	521842
Segment Available Seats	Number	Up to 7	Up to seven numeric, aircraft seating capacity	10976
Segment Available Capacity	Number	Up to 10	Up to ten numeric, reported in kilos	1903195
Market Passengers	Number	Up to 10	Up to seven numbers Enplaned passengers	6707

Market Freight	Number	Up to 10	Up to ten numbers, reported in kilos	521842

RECORD FORMAT:

The **T100(f) Foreign Air Carrier Traffic Data** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XXX201003-T100F**.csv**

Sample Record Format:

```
BA,200612,IAH,DTW,F,6261,30,1647,17137,5670,772500,0,0
BA,200612,IAH,LGW,F,6271,49,6707,521842,10976,1903195,6707,521842
BA,200612,IAH,LHR,F,0,0,0,0,0,0,1643,12935
```

PART 241 – T100 – Alaskan Air Carrier Weekly Traffic and Capacity Data Report

REQUIREMENTS

RECORD DESCRIPTION: T100 – Alaskan Air Carrier Weekly Segment and Market Report

Field Description	Data Type	Length	Comments	Sample Data
Data Type	Character	1	One letter code (S)	S
Entity code	Character	5	Five character code assigned by DOT	06000
Year of Data	Numeric	4	Year (CCYY)	2010
Month of Data	Numeric	2	Month (MM)	05
Day of Service	Numeric	2	Day of month the service was performed – for use by USPS Only	27
Origin Airport	Character	3	Three letter OAG airport code	FAI
Destination Airport	Character	3	Three letter OAG airport code	GAL

Service Class	Character	1	One letter service class code: F, G, L, N, P, R	F
Segment Aircraft Type	Numeric	3	DOT assigned three numeric aircraft type code	405
Segment Cabin Configuration	Numeric	1	One numeric aircraft cabin configuration code: 1,2,3,4	3
Segment Departures Performed	Numeric	5	Up to five numeric departures performed	1
Segment Available Capacity	Numeric	10	Up to ten numeric, reported in pounds	3793
Segment Available Seats	Numeric	7	Up to seven numeric, aircraft seating capacity	16
Segment Passengers Transported	Numeric	7	Up to seven numeric, reported transported passengers	3
Segment Freight Transported	Numeric	10	Up to ten numeric, freight reported in pounds	239
Segment Mail Transported	Numeric	10	Up to ten numeric, mail reported in pounds	1106
Segment Scheduled Departures	Numeric	5	scheduled departures	1
Segment Ramp-to-Ramp time	Numeric	10	Up to ten numeric, reported in minutes	72
Segment Airborne time in minutes	Numeric	10	Up to ten numeric, reported in minutes	60
DOT Certification	Numeric	3	Values are: 135, 121 – for use by USPS Only	121

RECORD FORMAT:

The **T100 – Alaskan Air Carrier Weekly Segment Report** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX20100528-T100AKSEG**.csv**

Sample Record Format:

S,06000,2010,05,27,FAI,GAL,F,405,3,1,3793,16,3,239,1106,1,72,60,121

PART 241 - T100-Alaskan Air Carrier Weekly Market Report

REQUIREMENTS

RECORD DESCRIPTION: T100 – Alaskan Air Carrier Traffic and Capacity Data – On-Flight Market

Field Description	Data Type	Length	Comments	Sample Data
Data Type	Character	1	One letter code (M)	M
Entity code	Character	5	Five character code assigned by DOT	06000
Year of Data	Numeric	4	Year (CCYY)	2010
Month of Data	Numeric	2	Month (MM)	05
Day of Service	Numeric	2	Day of month the service was performed – for use by USPS Only	27
Origin Airport	Character	3	Three letter OAG airport code	FAI
Destination Airport	Character	3	Three letter OAG airport code	GAL
Service Class	Character	1	One letter service class code: F, G, L, N, P, R	F
Market Passengers enplaned	Numeric	7	Up to seven numeric, reported market passengers	3
Market Freight Enplaned	Numeric	10	Up to ten numeric, reported in pounds	239
Market Mail Enplaned	Numeric	10	Up to ten numeric, reported in pounds	1000

RECORD FORMAT:

The **T100 – Alaskan Air Carrier Weekly Market Report** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-T100AKMKT**.csv**

Sample Record Format:

M,06000,2010,05,27,FAI,GAL,F,3,239,1000

PART 241 – U.S. Carrier Origin-Destination Survey Transmittal Letter

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: Origin-Destination Survey Transmittal Letter – U.S. Carriers

Full name of airline:
Reporting period:

A certification statement for the Origin and Destination Survey Report is required identifying an appropriate official of the reporting carrier. This statement certifies that:

I . . . . , and . . . ., of the above named carrier, certify that the
     (Name)   (Title)
information in this transmittal letter is to the best of my knowledge and belief, true, correct   and a complete report for the period stated.

 Total Number of records:

 Total Number of passengers:

 Date:

 Signature:

 Name (Please Print or Type):

RECORD FORMAT:

Once signed, the **Origin-Destination Survey Transmittal Letter** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

File name: XX201003- ONDtransmittal**.pdf**
NOTE:
XX = Carrier 2 letter code
2010 = Year of report
03 = Quarter of report (First Quarter) 06 = (Second Quarter) 09 = (Third Quarter) 12 = (Fourth Quarter)

PART 241 – Foreign Carrier Origin-Destination Survey Transmittal Letter

<u>REQUIREMENTS</u>

RECORD DESCRIPTION/INSTRUCTIONS: Origin-Destination Survey Transmittal Letter – Foreign Carriers

Full name of airline:
Reporting period:

A certification statement for the Origin and Destination Survey Report is required identifying an appropriate official of the reporting carrier. This statement certifies that:

> **I . . . . , and . . . ., of the above named carrier, certify that the**
>   **(Name)**   **(Title)**

> **Information in this transmittal letter is to the best of my knowledge and belief, true, correct   and a complete report for the period stated.**

> **Total Number of records:**

> **Total Number of passengers:**

> **Date:**

> **Signature:**

> **Name (Please Print or Type):**

RECORD FORMAT:

Once signed, the **Origin-Destination Survey Transmittal Letter** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

File name: XX201003- FONDtransmittal**.pdf**

NOTE:
XX = Carrier 2 letter code
2010 = Year of report
03 = Quarter of report (First Quarter), 06 = (Second Quarter), 09 = (Third Quarter), and 12 = (Fourth Quarter).

PART 241 – Passenger Origin-Destination Survey Report

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2139-0001. Public reporting for this collection of information is estimated to be approximately 60 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Marianne Seguin, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – marianne.seguin@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: Origin-Destination Survey Report – U.S. Carriers

Field Description	Data Type	Length	Comments	Sample Data
Carrier code	Character	2	IATA code	XX
Year	Numeric	3	Date: YYQ Where '09' = Year: 2009 Quarter: 4	094
Fare	Numeric	variable	Value of the ticket in whole U.S. dollars($)	4913
Passenger Count	Numeric	variable		3
1st Airport Code	Character	3	1st Airport Code is the 3 letter code for the first Origin airport	BOS
1st Operating Carrier	Character	2	IATA Carrier Code	IO
1st Ticketed Carrier	Character	2	IATA Carrier Code	XX
1st Fare Basis Code	Character	1	C - Unrestricted Business Class D - Restricted Business Class F - Unrestricted First Class G - Restricted First Class X - Restricted Coach Y - Unrestricted Coach U - Unknown	G
2nd Airport Code	Character	3	2nd Airport Code is the 3 letter code for the first destination airport	LAX
2nd Operating Carrier	Character	2		VA
2nd Ticketed Carrier	Character	2		VA
2nd Fare Basis Code	Character	1		G
3rd Airport Code			3rd Airport Code is the 3 letter code for the second destination airport	SYD
3rd Operating Carrier	Character	2	Surface Segment Indicator – for Operating Carrier.	--
3rd Ticketed Carrier	Character	2	Surface Segment Indicator – for Ticketed Carrier	--
3rd Fare Basis Code	Character	1	For surface travel segment, leave the Fare Basis Code blank	
4th Airport Code	Character	3	4th Airport Code is the 3 letter code for the third destination airport	CNS

4ᵗʰ Operating Carrier	Character	2		DJ
4ᵗʰ Ticketed Carrier	Character	2		VA
4ᵗʰ Fare Basis Code	Character	1		G
5ᵗʰ Airport Code	Character	3	*5ᵗʰ Airport Code is the 3 letter code for the fourth destination airport*	BNE
5ᵗʰ Operating Carrier	Character	2		VA
5ᵗʰ Ticketed Carrier	Character	2		VA
5ᵗʰ Fare Basis Code	Character	1		G
6ᵗʰ Airport Code	Character	3	*6ᵗʰ Airport Code is the 3 letter code for the fifth destination airport*	LAX
6ᵗʰ Operating Carrier	Character	2		IO
6ᵗʰ Ticketed Carrier	Character	2		IO
6ᵗʰ Fare Basis Code	Character	1		G
7ᵗʰ Airport Code	Character	3	*7ᵗʰ Airport Code is the 3 letter code for the sixth destination airport.*	BOS
7ᵗʰ Operating Carrier	Character	2		OH
7ᵗʰ Ticketed Carrier	Character	2		DL
7ᵗʰ Fare Basis Code	Character	1		G
8ᵗʰ Airport Code	Character	3	*8ᵗʰ Airport Code is the 3 letter code for the seventh destination airport, and in this example, the final destination for this ticket*	DCA
8ᵗʰ Operating Carrier	Character	2	**If 23 coupons have to be recorded, then the format continues as follows:**	EV
8ᵗʰ Ticketed Carrier	Character	2		DL
8ᵗʰ Fare Basis Code	Character	1		X
9ᵗʰ Airport Code	Character	3	*9ᵗʰ Airport Code is the 3 letter code for the eight destination airport, and in this example, the final destination for this ticket*	CLT
9ᵗʰ Operating Carrier	Character	2		YV
9ᵗʰ Ticketed Carrier	Character	2		YV
9ᵗʰ Fare Basis Code	Character	1		X
10ᵗʰ Airport Code	Character	3	*10ᵗʰ Airport Code is the 3 letter code for the ninth destination airport, and in this example, the final destination for this ticket*	ATL
10ᵗʰ Operating Carrier	Character	2		FL
10ᵗʰ Ticketed Carrier	Character	2		FL
10ᵗʰ Fare Basis Code	Character	1		Y
11ᵗʰ Airport Code	Character	3	*11ᵗʰ Airport Code is the 3 letter code for the tenth destination airport, and in this example, the final destination for this ticket*	MIA
11ᵗʰ Operating Carrier	Character	2		MQ
11ᵗʰ Ticketed Carrier	Character	2		AA
11ᵗʰ Fare Basis Code	Character	1		G
12ᵗʰ Airport Code	Character	3	*12ᵗʰ Airport Code is the 3 letter code for the eleventh destination airport, and in this example, the final destination for*	FLL

			this ticket	
12th Operating Carrier	Character	2		NK
12th Ticketed Carrier	Character	2		NK
12th Fare Basis Code	Character	1		X
13th Airport Code	Character	3	*13th Airport Code is the 3 letter code for the twelfth destination airport, and in this example, the final destination for this ticket*	FMY
13th Operating Carrier	Character	2		NK
13th Ticketed Carrier	Character	2		NK
13th Fare Basis Code	Character	1		X
14th Airport Code	Character	3	*14th Airport Code is the 3 letter code for the thirteenth destination airport, and in this example, the final destination for this ticket*	ATL
14th Operating Carrier	Character	2		EV
14th Ticketed Carrier	Character	2		DL
14th Fare Basis Code	Character	1		Y
15th Airport Code	Character	3	*15th Airport Code is the 3 letter code for the fourteenth destination airport, and in this example, the final destination for this ticket*	LAS
15th Operating Carrier	Character	2		SY
15th Ticketed Carrier	Character	2		SY
15th Fare Basis Code	Character	1		Y
16th Airport Code	Character	3	*16th Airport Code is the 3 letter code for the fifteenth destination airport, and in this example, the final destination for this ticket*	SAN
16th Operating Carrier	Character	2		XE
16th Ticketed Carrier	Character	2		CO
16th Fare Basis Code	Character	1		y
17th Airport Code	Character	3	*17th Airport Code is the 3 letter code for the sixteenth destination airport, and in this example, the final destination for this ticket*	MEX
17th Operating Carrier	Character	2		AM
17th Ticketed	Character	2		MX
17th Fare Basis Code	Character	1		Y
18th Airport Code	Character	3	*18th Airport Code is the 3 letter code for the seventeenth destination airport, and in this example, the final destination for this ticket*	LIM
18th Operating Carrier	Character	2		AA
18th Ticketed Carrier	Character	2		AA
18th Fare Basis Code	Character	1		y
19th Airport Code	Character	3	*19th Airport Code is the 3 letter code for the eighteenth destination airport, and in this example, the final destination for this ticket*	MEX

19th Operating Carrier	Character	2		MX
19th Ticketed Carrier	Character	2		MX
19th Fare Basis Code	Character	1		Y
20th Airport Code	Character	3	20th Airport Code is the 3 letter code for the nineteenth destination airport, and in this example, the final destination for this ticket	LAX
20th Operating Carrier	Character	2		AA
20th Ticketed Carrier	Character	2		AA
20th Fare Basis Code	Character	1		G
21th Airport Code	Character	3	21th Airport Code is the 3 letter code for the twentieth destination airport, and in this example, the final destination for this ticket	PDX
21th Operating Carrier	Character	2		QX
21th Ticketed Carrier	Character	2		AS
21th Fare Basis Code	Character	1		G
22nd Airport Code	Character	3	22nd Airport Code is the 3 letter code for the twenty-first destination airport, and in this example, the final destination for this ticket	ANC
22nd Operating Carrier	Character	2		NW
22nd Ticketed Carrier	Character	2		AS
22nd Fare Basis Code	Character	1		Y
23rdrd Airport Code	Character	3	23rd Airport Code is the 3 letter code for the twenty-second destination airport, and in this example, the final destination for this ticket	BNE
23rd Operating Carrier	Character	2		VA
23rd Ticketed Carrier	Character	2		VA
23rd Fare Basis Code	Character	1		G
24th Airport Code	Character	3	24th Airport Code is the 3 letter code for the twenty-third destination airport, and in this example, the final destination for this ticket	SYD

RECORD FORMAT:

The **Origin-Destination Survey** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file with file extension [CSV] or [csv] following the file name.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-OND**.csv**

Sample Record Format:

XX,94,4913,1,BOS,IO,XX,G,LAX,VA,VA,G,SYD,--,--,,CNS,DJ,VA,G,BNE,VA,VA,G,LAX,IO,IO,G,BOS

NOTE: The second itinerary in the sample record format above indicates a surface segment between SYD and CNS. The --,--, , indicate the positions the two carriers and fare code would have occupied had there been air transportation between the two airports.

PART 241 – Passenger Origin-Destination Survey Report

REQUIREMENTS

RECORD DESCRIPTION: Origin-Destination Survey Report – Foreign Carriers

Field Description	Data Type	Length	Comments	Sample Data
Carrier code	Character	2	IATA code	XX
Year	Numeric	3	Date: YYQ Where '09' = Year: 2009 Quarter: 4	094
Fare	Numeric	variable	Value of the ticket in whole U.S. dollars($)	1234
Passenger Count	Numeric	variable		3
1st Airport Code	Character	3	1st Airport Code is the 3 letter code for the first Origin airport	BOS
1st Operating Carrier	Character	2	IATA Carrier Code	IO
1st Ticketed Carrier	Character	2	IATA Carrier Code	XX
1st Fare Basis Code	Character	1	C - Unrestricted Business Class D - Restricted Business Class F - Unrestricted First Class G - Restricted First Class X - Restricted Coach Y - Unrestricted Coach U - Unknown	G
2nd Airport Code	Character	3	2nd Airport Code is the 3 letter code for the first destination airport	LAX
2nd Operating Carrier	Character	2		VA
2nd Ticketed Carrier	Character	2		VA
2nd Fare Basis Code	Character	1		G

3rd Airport Code			3rd Airport Code is the 3 letter code for the second destination airport	SYD
3rd Operating Carrier	Character	2	Surface Segment Indicator – for Operating Carrier.	--
3rd Ticketed Carrier	Character	2	Surface Segment Indicator – for Ticketed Carrier	--
3rd Fare Basis Code	Character	1	For surface travel segment	
4th Airport Code	Character	3	4th Airport Code is the 3 letter code for the third destination airport	CNS
4th Operating Carrier	Character	2		DJ
4th Ticketed Carrier	Character	2		VA
4th Fare Basis Code	Character	1		G
5th Airport Code	Character	3	5th Airport Code is the 3 letter code for the fourth destination airport	BNE
5th Operating Carrier	Character	2		VA
5th Ticketed Carrier	Character	2		VA
5th Fare Basis Code	Character	1		G
6th Airport Code	Character	3	6th Airport Code is the 3 letter code for the fifth destination airport	LAX
6th Operating Carrier	Character	2		IO
6th Ticketed Carrier	Character	2		IO
6th Fare Basis Code	Character	1		G
7th Airport Code	Character	3	7th Airport Code is the 3 letter code for the sixth destination airport and in this example, the final destination for this ticket	BOS
8th Airport Code	Character	3	8th Airport Code is the 3 letter code for the seventh destination airport, and in this example, the final destination for this ticket	DCA
8th Operating Carrier	Character	2	**If 23 coupons have to be recorded, then the format continues as follows:**	EV
8th Ticketed Carrier	Character	2		DL
8th Fare Basis Code	Character	1		X
9th Airport Code	Character	3	9th Airport Code is the 3 letter code for the eight destination airport, and in this example, the final destination for this ticket	CLT
9th Operating Carrier	Character	2		YV
9th Ticketed Carrier	Character	2		YV
9th Fare Basis Code	Character	1		X
10th Airport Code	Character	3	10th Airport Code is the 3 letter code for the ninth destination airport, and in this example, the final destination for this ticket	ATL
10th Operating Carrier	Character	2		FL
10th Ticketed Carrier	Character	2		FL
10th Fare Basis Code	Character	1		Y

11th Airport Code	Character	3	*11th Airport Code is the 3 letter code for the tenth destination airport, and in this example, the final destination for this ticket*	MIA
11th Operating Carrier	Character	2		MQ
11th Ticketed Carrier	Character	2		AA
11th Fare Basis Code	Character	1		G
12th Airport Code	Character	3	*12th Airport Code is the 3 letter code for the eleventh destination airport, and in this example, the final destination for this ticket*	FLL
12th Operating Carrier	Character	2		NK
12th Ticketed Carrier	Character	2		NK
12th Fare Basis Code	Character	1		X
13th Airport Code	Character	3	*13th Airport Code is the 3 letter code for the twelfth destination airport, and in this example, the final destination for this ticket*	FMY
13th Operating Carrier	Character	2		NK
13th Ticketed Carrier	Character	2		NK
13th Fare Basis Code	Character	1		X
14th Airport Code	Character	3	*14th Airport Code is the 3 letter code for the thirteenth destination airport, and in this example, the final destination for this ticket*	ATL
14th Operating Carrier	Character	2		EV
14th Ticketed Carrier	Character	2		DL
14th Fare Basis Code	Character	1		Y
15th Airport Code	Character	3	*15th Airport Code is the 3 letter code for the fourteenth destination airport, and in this example, the final destination for this ticket*	LAS
15th Operating Carrier	Character	2		SY
15th Ticketed Carrier	Character	2		SY
15th Fare Basis Code	Character	1		Y
16th Airport Code	Character	3	*16th Airport Code is the 3 letter code for the fifteenth destination airport, and in this example, the final destination for this ticket*	SAN
16th Operating Carrier	Character	2		XE
16th Ticketed Carrier	Character	2		CO
16th Fare Basis Code	Character	1		y
17th Airport Code	Character	3	*17th Airport Code is the 3 letter code for the sixteenth destination airport, and in this example, the final destination for this ticket*	MEX
17th Operating Carrier	Character	2		AM
17th Ticketed	Character	2		MX

17th Fare Basis Code	Character	1		Y
18th Airport Code	Character	3	18th Airport Code is the 3 letter code for the seventeenth destination airport, and in this example, the final destination for this ticket	LIM
18th Operating Carrier	Character	2		AA
18th Ticketed Carrier	Character	2		AA
18th Fare Basis Code	Character	1		y
19th Airport Code	Character	3	19th Airport Code is the 3 letter code for the eighteenth destination airport, and in this example, the final destination for this ticket	MEX
19th Operating Carrier	Character	2		MX
19th Ticketed Carrier	Character	2		MX
19th Fare Basis Code	Character	1		Y
20th Airport Code	Character	3	20th Airport Code is the 3 letter code for the nineteenth destination airport, and in this example, the final destination for this ticket	LAX
20th Operating Carrier	Character	2		AA
20th Ticketed Carrier	Character	2		AA
20th Fare Basis Code	Character	1		G
21th Airport Code	Character	3	21th Airport Code is the 3 letter code for the twentieth destination airport, and in this example, the final destination for this ticket	PDX
21th Operating Carrier	Character	2		QX
21th Ticketed Carrier	Character	2		AS
21th Fare Basis Code	Character	1		G
22nd Airport Code	Character	3	22nd Airport Code is the 3 letter code for the twenty-first destination airport, and in this example, the final destination for this ticket	ANC
22nd Operating Carrier	Character	2		NW
22nd Ticketed Carrier	Character	2		AS
22nd Fare Basis Code	Character	1		Y
23rdrd Airport Code	Character	3	23rd Airport Code is the 3 letter code for the twenty-second destination airport, and in this example, the final destination for this ticket	BNE
23rd Operating Carrier	Character	2		VA
23rd Ticketed Carrier	Character	2		VA
23rd Fare Basis Code	Character	1		G
24th Airport Code	Character	3	24th Airport Code is the 3 letter code for the twenty-third destination airport, and in this example, the final destination for this ticket	SYD

RECORD FORMAT:

The **Origin-Destination Survey** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file with file extension [CSV] or [csv] following the file name.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-FOND**.csv**

Sample Record Format:

XX,94,1234,1,BOS,IO,XX,G,LAX,VA,VA,G,SYD,--,--,,CNS,DJ,VA,G,BNE,VA,VA,G,LAX,IO,IO,G,BOS

NOTE:
The second itinerary in the sample record format above indicates a surface segment between SYD and CNS. The --,--, , indicate the positions where the ticketing carrier, the operating carrier, and the fare basis code information would have been entered had there been air transportation between the two airports.

PART 234 – ASQP
On-Time Data

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0041. Public reporting for on-time performance, mishandled baggage, is estimated to be approximately 20 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 234. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Cecelia Robinson, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – cecelia.robinson@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: ASQP – Monthly On-Time Data

Field Description	Data Type	Length	Comments	Sample Data
Carrier code	Character	2	IATA code	XX
Flight number	Character	4		1234
Origin airport code	Character	3	Airport code	DFW
Destination airport code	Character	3	Airport code	BNA
Date of flight operation	DATE	ccyymmdd	Year (CCYY)	20100301
Day of the week of flight operation	Numeric	1	Mon = 1, Sun = 7	1
Scheduled departure time as shown in Official Airline Guide (OAG)	Numeric	4	24 hour clock	0735

Scheduled departure time as shown in CRS	Numeric	4	24 hour clock	0735
Gate departure time (actual)	Numeric	4	24 hour clock	0737
Scheduled arrival time	Numeric	4	24 hour clock	0915
Scheduled arrival time per CRS	Numeric	4	24 hour clock	0915
Gate arrival time (actual)	Numeric	4	24 hour clock	1148
Difference between OAG and CRS scheduled departure times	Numeric	4	In minutes – G minus H (2 hours=120 min)	0
Difference between OAG and CRS scheduled arrival times	Numeric	4	In minutes – J minus K	0
Scheduled elapsed time	Numeric	4	In minutes – K minus H	100
Gate-to-Gate Time	Numeric	4	In minutes – L minus I	251
Departure delay time (actual minutes CRS)	Numeric	4	In minutes – I minus H	2
Arrival delay time (actual minutes CRS)	Numeric	4	In minutes – L minus K	153
Elapsed time difference (actual minutes CRS)	Numeric	4	In minutes – P minus O	151
Wheels-off time (actual)	Numeric	4	24 hour clock	0753
Wheels-on time (actual)	Numeric	4	24 hour clock	1141
Aircraft tail number	Character	6		N123XX
Cancellation code	Character	1	Values are A, B, C, D	
Minutes late for Delay Code E – Carrier Caused	Numeric	4	In minutes	
Minutes late for Delay Code F – Weather	Numeric	4	In minutes	
Minutes late for Delay Code G – National Aviation System (NAS)	Numeric	4	In minutes	
Minutes late for Delay Code H – Security	Numeric	4	In minutes	
Minutes late for Delay Code I – Late Arriving Flight (Initial)	Numeric	4	In minutes	
First gate departure time (actual)	Numeric	4	24 hour clock	
Total ground time away from gate	Numeric	4	In minutes	
Longest ground time away from gate	Numeric	4	In minutes	
Number of landings at diverted airports	Numeric	1	1 to 5 for diversions, 9 designates a fly return canceled flight	1
Diverted airport code 1	Character	3	Airport code	MEM
Wheels-on time at diverted airport	Numeric	4	24 hour clock	1005
Total ground time away from gate at diverted airport	Numeric	4	In minutes	69
Longest ground time away from gate at diverted airport	Numeric	4	In minutes	69
Wheels-off time (actual) at diverted airport	Numeric	4	24 hour clock	1114
Aircraft tail number	Character	6		N234XX
Diverted airport code 2	Character	3	Airport code	
Wheels-on time at diverted airport	Numeric	4	24 hour clock	
Total ground time away from gate at diverted airport	Numeric	4	In minutes	
Longest ground time away from gate at diverted airport	Numeric	4	In minutes	
Wheels-off time (actual) at diverted	Numeric	4	24 hour clock	

airport				
Aircraft tail number	Character	6		
Diverted airport code 3	Character	3	Airport code	
Wheels-on Time at Diverted Airport	Numeric	4	24 hour clock	
Total ground time away from gate at diverted airport	Numeric	4	In minutes	
Longest ground time away from gate at diverted airport	Numeric	4	In minutes	
Wheels-off time (actual) at diverted airport	Numeric	4	24 hour clock	
Aircraft tail number	Character	6		
Diverted airport code 4	Character	3	Airport code	
Wheels-on time at diverted airport	Numeric	4	24 hour clock	
Total ground time away from gate at diverted airport	Numeric	4	In minutes	
Longest ground time away from gate at diverted airport	Numeric	4	In minutes	
Wheels-off time (actual) at diverted airport	Numeric	4	24 hour clock	
Aircraft tail number	Character	6		
Diverted airport code 5	Character	3	Airport code	
Wheels-on time at diverted airport	Numeric	4	24 hour clock	
Total ground time away from gate at diverted airport	Numeric	4	In minutes	
Longest ground time away from gate at diverted airport	Numeric	4	In minutes	
Wheels-off time (actual) at diverted airport	Numeric	4	24 hour clock	
Aircraft tail number	Character	6		

RECORD FORMAT:

The **ASQP - On Time Data** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-234ontime.csv

Sample Record Format:

```
XX,1234,DFW,BNA,20100301,1,0735,0735,0737,0915,0915,1148,0,0,100,251,2,153,1
51,0753,1141,N123XX,,,,,,,,,,1,MEM,1005,69,69,1114,N234XX,,,,,,,,,,,,,,,,,,,,,,
,,,,,,
```

PART 234 – ASQP
On-Time Data Transmittal

<u>**REQUIREMENTS**</u>

RECORD DESCRIPTION/INSTRUCTIONS: ASQP – On-Time Data Transmittal Letter

The transmittal letter must identify the carrier and month and year for which the **On-Time Data** are being submitted, and contain the following information:

A certification statement identifying an appropriate official of the reporting carrier. The certification statement will read:

> **I, (Name) and (Title), of the above-named air carrier, certify that the BTS Form 234 "On-Time Flight Performance Report" is to the best of my knowledge and belief, true, correct, and a complete report for the period stated.**
>
> **Date:**
> **Signature:**
> **Name (Please Print or Type):**

The name(s) and telephone number(s) of the carrier's staff who can be contacted to resolve problems regarding both carrier data and technical matters.

For control purposes, a statement indicating the total number of flight operations and unique flight numbers in the Form 234 submission.

For the initial submission, a description of the data submitted, specifying whether the eSubmit file includes data for only reportable airports or for all domestic scheduled nonstop flight operations.

For the initial submission and for subsequent changes, a statement identifying the source of the scheduled arrival and departure times used in the report: (1) Official Airline Guide in effect on (date) and (2) the name of the computer reservation system used for reporting purposes, pursuant to §234.4(f).

RECORD FORMAT:

Once signed, the **On-Time Data Transmittal Letter** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003-234transmittal**.pdf**

PART 234 – ASQP – Mishandled Baggage Report

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0041. Public reporting for on-time performance, mishandled baggage, is estimated to be approximately 20 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 234. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Cecelia Robinson, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – cecelia.robinson@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: ASQP – Mishandled Baggage Report

Field Description	Data Type	Length	Comments	Sample Data
Carrier code	Character	2	Two letter IATA code	XX
Year of Data	Numeric	4	Year (CCYY)	2010
Month of Data	Numeric	2	Month (MM)	03
Number of Domestic Scheduled Passengers Enplaned	Numeric	Varies		8004000
Number of Mishandled Baggage Reports Filed with Carrier	Numeric	Varies		35000

RECORD FORMAT:

The **ASQP – Mishandled Baggage** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-234mbr**.csv**

Sample Record Format:

```
XX,2010,03,8004000,35000
```

PART 234 – Mishandled Baggage Report Certification

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: ASQP – Mishandled Baggage Report Certification

A certification statement for the Mishandled Baggage Report is required identifying an appropriate official of the reporting carrier. The certification statement will read:

> **I, (Name) and (Title), of the above named carrier, certify that the Mishandled Baggage Report file is to the best of my knowledge and belief, true, correct and a complete report for the period stated.**
>
> **Date:**
>
> **Signature:**
>
> **Name (Please Print or Type):**

RECORD FORMAT:

Once signed, the **Mishandled Baggage Report Certification** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003-234mbrCert**.pdf**

PART 251 - Report of Passengers Denied Confirmed Space Report

REQUIREMENTS

RECORD DESCRIPTION: 251 - Report of Passengers Denied Confirmed Space Report

Field Description	Data Type	Length	Comments	Sample Data
Carrier Name	Character	30		Atlantic Southeast
OAG Carrier Code	Character	2	Two Letter Code	EV
Quarter Ended	Character	6	Quarter/Year	3Q2010
Number of passengers who were denied boarding involuntarily who qualified for denied boarding compensation and: (a) were given alternate transportation within the meaning of §250.5.	Numeric	Varies		1177
(b) were not given such alternate transportation.	Numeric	Varies		1358
Number of passengers denied boarding involuntarily who did not qualify for denied boarding compensation due to: (a) accommodation on another flight that arrived within 1 hour after the scheduled arrival time of the original flight.	Numeric	Varies		0
(b) substitution of smaller capacity equipment.	Numeric	Varies		0
(c) failure of passenger to comply with ticketing, check-in, or reconfirmation procedures, or to be acceptable for transportation under carrier's tariff or contract of carriage.	Numeric	Varies		746
TOTAL NUMBER DENIED BOARDING INVOLUNTARILY	Numeric	Varies		3281
Number of passengers denied boarding involuntarily who actually received compensation.*	Numeric	Varies	*If any passengers qualified for denied boarding compensation but were not offered compensation, attach a pdf statement as to the number of such passengers and an explanation of why the offer was not made.	2535
Number of passengers who volunteered to give up reserved space in exchange for a payment of the carrier's choosing.	Numeric	Varies		28566
Number of passengers accommodated in another section of the aircraft:	Numeric	Varies		0

(a) Upgrades.				
(b) Downgrades.	Numeric	Varies		0
Total Boardings.	Numeric	Varies		25450773
Amount of compensation paid to passengers who: (a) were denied boarding involuntarily and were given alternate transportation within the meaning of §250.5.	Currency	Varies		407092
(b) were denied boarding involuntarily and were not given alternate transportation.	Currency	Varies		480726
(c) volunteered for denied boarding.	Currency	Varies		0

RECORD FORMAT:

The **251 - Report of Passengers Denied Confirmed Space Report** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-Form251**.csv**

Sample Record Format:

```
Atlantic Southeast
Airlines,EV,3Q2010,1177,1358,0,0,746,3281,2535,28566,0,0,25450773,407092,480
726,0
```

Part 241 - Form 41
P-1a Interim Operations Report

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-1(a), Interim Operations Report, is estimated to be approximately 1 hour per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: P-1a Interim Operations Report - Group I+, II & III

Field Description	Data Type	Length	Comments	Sample Data
Schedule Item	Character	4		P01A
Carrier Code	Character	3		3Z
Entity Region	Character	1		D
Aircraft Type	Character	4	P-5.1, P-5.2	0000, 9999
Account Code	Character	5		0014A, 10100
Frequency	Numeric	1		2
Year	Character	4		2010
Month	Character	2		12
Gain or Loss	Numeric	---		2282243, -5645

RECORD FORMAT:

The **P-1a Interim Operations** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-P-1a**.csv**

Sample Record Format:

```
P01A,YV,S,0000,39010,1,2010,06,-68401383
```

Part 241 - Form 41
P-12a Fuel Cost and Consumption

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-12(a), Fuel Consumption by Type of Service and Entity, is estimated to be approximately 4 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: P-12a – Fuel Cost and Consumption Report - Group I+, II & III

Field Description	Data Type	Length	Comments	Sample Data
Schedule Item	Character	4		P12A
Carrier Code	Character	3		3Z
Entity Region	Character	1		D
Aircraft Type	Character	4	Reported on P-5.1, P-5.2 only	0000
Account Code	Character	5		0014A, 10100
Frequency	Numeric	1		2
Year	Character	4		2010
Month	Character	2		12
Gain or Loss	Numeric	---		2282243, -5645

RECORD FORMAT:

The **P-12a – Fuel Cost and Consumption** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-P-12A**.csv**

Sample Record Format:

    P-12a Fuel Cost and Consumption

```
P12A,3Z,S,0000,0008A,1,2010,06,213786
P12A,3Z,S,0000,0008B,1,2010,06,2208410
P12A,3Z,S,0000,0008C,1,2010,06,820818
```

```
Account Code
A = Gallons
B = Cost
C = Gallons not Paid for
```

PART 241 – Form 41
Form A Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule A, Certification is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: Form A Certification

A certification statement is required identifying an appropriate official of the reporting carrier. The certification statement will read:

> **Period ended:**
>
> **I, (Name) and (Title), of (Carrier Name), do certify that all schedules and supporting documents which are submitted herewith or have been submitted heretofore as parts of this report filed for the indicated period, have been prepared under my direction; that I have carefully examined them and declare that they correctly reflect the accounts and records of the company, and to the best of my knowledge and belief are a complete and accurate statement, after adjustments to reflect full accruals, of the operating revenues and expenses, income items, assets, liabilities, capital, retained earnings, and operating statistics for the periods reported in the financial schedules, the Schedule T-100 Traffic, and if applicable, the Passenger Origin-Destination Survey; that the various items herein reported were determined in accordance with the Code of Federal Regulations for Large Certificated Air Carriers as prescribed by the Department of Transportation; and that the data contained herein are reported on a basis consistent with that of the preceding report except as specifically noted in the financial and statistical statements.**
>
> **Date:**
>
> **Signature:**
>
> **Name (Please Print or Type):**
>
> **Title 18 U.S.C. Sec. 1001, Crimes and Criminal Procedures, makes it a criminal offense subject-to a maximum fine of $10,000 or imprisonment for not more than 5 years, or both, to knowingly and willfully make or cause to be made any false or fraudulent statements or representation in any matter within jurisdiction of any agency of the United States.**
>
> **The Confidential Information Protection and Statistical Efficiency Act 2002 (44 USC 3501), requires a statistical agency to clearly identify information it collects for non-statistical purposes. BTS hereby notifies the respondents and the public that BTS uses the information it collects under this OMB approval for non-statistical purposes including, publication of both respondent's identity and it's data,**

submission of the information to agencies outside BTS for review, analysis and possible use in regulatory and other administrative matters.

Per quarter, it can take each air carrier between 30 and 300 hours to complete the required financial reports and between 6 and 18 hours to complete the required T-100 monthly traffic reports.

RECORD FORMAT:

Once signed, the **Form A Certification** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- F41-A-Cert**.pdf**

FORM 41 FINANCIAL DATA
B-1, B1-1, P1.1, P1.2, P5.1, P5.2, P6, P7

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-1.2 Statement of Operations, is estimated to be approximately 7 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-5.1, Aircraft Operating Expenses, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-5.2, Aircraft Operating Expenses, is estimated to be approximately 15 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-6, Operating Expenses by Objective Grouping, is estimated to be approximately 7 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-7, Operating Expenses by Functional Grouping, is estimated to be approximately 10 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: Form 41 Financials – DB10 Collection

Field Description	Data Type	Length	Comments	Sample Data
Schedule Item	Character	4		B010
Carrier Code	Character	3		3Z

Entity Region	Character	1		D
Aircraft Type	Character	4	(P-5.1, P-5.2)	0000, 9999
Account Code	Character	5		0014A, 10100
Frequency	Numeric	1		2
Year	Character	4		2010
Month	Character	2		12
Gain or Loss	Numeric	---		2282243, -5645

RECORD FORMAT:

The **Form 41 Financials – DB10 Collection** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-DB10**.csv**

Sample Record Format:

    B-1   B010   Balance Sheet – Liabilities & Stockholders Equity - Group I+, II & III
                B010,3Z,D,0000,20250,2,2010,12,-461395

    B-1.1   B011   Balance Sheet – Group I-
                B011,SI,D,0000,00230,3,2010,12,54232

    P-1.1   P011   Profit and Loss Statement – Group I-
                P011,SI,D,0000,00130,3,2010,12,54232

    P-1.2   P012   Profit and Loss Statement - Group I+, II & III
                P012,3Z,D,0000,39190,2,2010,12,-850

    P-5.1   P051   Aircraft Operating Expenses – Group I+, I-
                P051,XP,D,9999,Z9210,2,2010,03,399134

    P-5.2   P052   Aircraft Operating Expenses – Group II & III
                P052,AA,D,6171,51990,2,2010,03,2986314

    P-6   P060   Operating Expenses by Objective Grouping - Group I+, II & III
                P060,3Z,D,0000,00320,2,2010,12,359199

    P-7   P070   Operating Expenses by Functional Grouping - Group III
                P070,AA,D,0000,00130,2,2010,12,359199

PART 241 – Form 41
B-12 Statement of Changes in Financial Position

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule B-12, Statement of Changes in Financial Position, is estimated to be approximately 5 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: B-12 Statement of Changes in Financial Position

For the B-12, Cash Flow Statement, it is freeform depending on each carrier's operations and is a bridge between the B-1 Balance Sheet and the P-1.2 Statement of Operations (Income Statement).

RECORD FORMAT:

The **PART 241 – B-12 Statement of Changes in Financial Position** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- F41-B-12**.pdf**

Part 241 - Form 41
B-7 Airframe and Aircraft Engine Acquisitions and Retirements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule B-7, Airframe and Aircraft Engine Acquisitions and Retirements, is estimated to be approximately 7 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: B-7 – Airframe and Aircraft Engine Acquisitions and Retirements - Group II & III

Field Description	Data Type	Length	Comments	Sample Data
Form Type	Character	3		B-7
Air Carrier Name	Character	50		XtraAir
Year	Numeric	ccyy	Year (CCYY)	2010
Month Ended	Numeric	mm		12
Year of First Airframe Delivery	Numeric	ccyy	Year (CCYY)	1989
Airframe Manufacturer Serial no.	Character	20		87654321
Date Acquired or Retired	Numeric	ccyymmdd		20090131
Acquisition or Retirement Code	Character	1		R or A
Airframe License Number	Character	8		N000XX
Number of Aircraft Engines Acquired/Retired	Character	25		2 GE
Type, Model and Cabin Design	Character	25		Boeing B-737-8 PAX
Usual Seat Configuration	Numeric	4		76
Acquired Cost or Capitalized Value	Numeric	15		12345678
Depr. Cost or Amortized Value	Numeric	15		23232323
Realization Value	Numeric	15		45454545
Acquired From / Disposition	Character	50		Sold to ABC Leasing Inc
Owned/Lease Type	Character	1		O
Operating Status	Character	1		Y

RECORD FORMAT:

The **B-7 – Airframe and Aircraft Engine Acquisitions and Retirements** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-B7**.csv**

Sample Record Format:

```
XX,XtraAir,2010,12,198990131,87654321,20090131,R,N000XX, 2 GE,Boeing
B-737-8 PAX,76,12345678,23232323,45454545,' Sold to ABC Leasing
Inc',O,Y
```

Part 241 - Form 41
B-43 Inventory of Airframes and Aircraft Engines

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule B-43, Inventory of Airframes and Aircraft Engines, is estimated to be approximately 8 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: B43 – Inventory of Airframes and Aircraft Engines - Group I-, I+, II & III

Field Description	Data Type	Length	Comments	Sample Data
Form Type	Character	4		B-43
Air Carrier Name	Character	50		XtraAir
Report Date	Numeric	ccyymmdd		20101231
Year of First Airframe Delivery	Numeric	ccyy	Year (CCYY)	2010
Airframe Manufacturer Serial no.	Character	20		1191
Airframe License Number	Character	8		N000XX
Date Acquired or Placed in Service	Numeric	ccyymmdd		20100101
Usual Seat Configuration	Numeric	4		124
# of Aircraft Engines	Character	5	Engines by Type	2 GE
Manufacturer	Character	50		Airbus Industrie
Type, Model and Cabin Design	Character	20		A319-PSGR
Available Capacity	Numeric	12	Capacity in pounds	35100
Acquired Cost or Capitalized Value	Numeric	15		12345678
Allowance for Depr. or Amortization	Numeric	15		123456
Depr. Cost or Amortized Value	Numeric	15		23232323
Estimated Residual Value	Numeric	15		45454545
Est. Depreciation or Amortizable Life	Numeric	3		300
Owned/Lease Type	Character	1		O
Operating Status	Character	1		Y

RECORD FORMAT:

The **B43 – Inventory of Airframes and Aircraft Engines** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-B43**.csv**

Sample Record Format:

```
B-43,XtraAir, 20101231, 2010,1191,N000XX, 20100101,124,2GE, Airbus
Industries,A319PSGR,35100,12345678,123456,23232323,45454545,300,O,Y
```

Part 241 - Form 41
P-2 Notes to BTS Form 41 Reports

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: P-2 Notes to BTS Form 41 Report

For the P-2 Notes, this report is a narrative document that explains the Air Carrier's Form 41 Financials.

RECORD FORMAT:

The **P-2 Notes to BTS Form 41 Report** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- F41-P-2notes**.pdf**

Part 241 - Form 41
P-2 Passenger Facility Charge Report

REQUIREMENTS

RECORD DESCRIPTION: P-2 Passenger Facility Charge Report

Field Description	Data Type	Length	Comments	Sample Data
Airline ID	Character	5	DOT Assigned	12345
Carrier Code	Character	3	IATA or DOT Assigned	XX
Year of Data Included in the Report	Numeric	4	Year (CCYY)	2010
Month of Quarter Ending Data Included in the Report	Numeric	2	Month (MM) Qtr 1 = 03 Qtr 3 = 09 Qtr 2 = 06 Qtr 4 = 12	03
Total PFC Liability at Beginning of Period	Numeric	50		9999
Total Amount Collected in Trust for Public Agencies	Numeric	50		9999
Total Amount Remitted to Public Agencies	Numeric	50		9999
Adjustments	Numeric	50	Collection Compensation, PFC Refunds	9999
Total PFC Liability at End of Period	Numeric	50		9999

RECORD FORMAT:

The **P-2 Passenger Facility Charge** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003- F41-P-2pfc**.csv**

Sample Record Format:

```
12345,XX,2010,03,9999,9999,9999,9999,9999
```

FORM 41 FINANCIAL DATA

P-10 – Employee Statistics by Labor Category

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-10, Employment Statistics by Labor Category, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: P-10 – Employee Statistics by Labor Category Report - Group I+, II & III

Field Description	Data Type	Length	Comments	Sample Data
Schedule Item	Character	4		P100
Carrier Code	Character	3		3Z
Entity Region	Character	1		D
Aircraft Type	Character	4	(P-5.1, P-5.2)	0000
Account Code	Character	5		0014A, 10100
Frequency	Numeric	1		2
Year	Character	4		2010
Month	Character	2		12
Gain or Loss	Numeric	---		2282243, -5645

RECORD FORMAT:

The **P-10 – Employee Statistics by Labor Category** reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-P-10**.csv**

Sample Record Format:

```
P100,3Z,D,0000,00310,4,2010,12,31
```

Part 241 - Form 41
T-8 Report of All-Cargo Operations Report

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule T-8, Report of All-Cargo Operations, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: T-8 Report of All-Cargo Operations Report

Field Description	Data Type	Length	Comments	Sample Data
Schedule Item	Character	2	Name of Form	T8
Carrier code	Character	2	IATA code	XX
Airline ID	Numeric	5	Five digit Cardecode	10579
Region	Numeric	3	Certificate of Operations	418 or 401
Account Code	Numeric	5	Account	41990
Frequency	Numeric	1	Annual	4
Year of Data Included in the Report	Numeric	4	Year (CCYY)	2010
Month of Data Included in the Report	Numeric	2	Month (MM)	03
Data	Numeric	---	Actual data value	3938455

RECORD FORMAT:

The **T-8 Report of All-Cargo Operations Report** must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-T8**.csv**

Sample Record Format:

T8,JW,10548,418,39050,4,2010,12,4948301

PART 248 – Form 248
Audit Reports

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0004. Public reporting for this collection of information is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 248. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: Form 248- Audit Report

The Form 248 – Annual Audit Report is an external audit conducted by Certified Public Accounts and is freeform based on the carrier's operations. If no audit is conducted for any given year, then a statement to that fact must be submitted instead.

RECORD FORMAT:

The **Form 248- Audit Report** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- Form248Audit**.pdf**

PART 374A - Form 183
Report of Extension of Credit to Political Candidates

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0016. Public reporting for Form 183, Report of Extension of Credit to Political Candidates, is estimated to be approximately 1 hour per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 374a. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: Form 183 - Report of Extension of Credit to Political Candidates

The report and a certification statement are required. Certification must be by an appropriate official of the reporting carrier. The report and certification statement will include:

Reporting Period (Month/Year): _____
Air Carrier Code: _____
Air Carrier Name: _____
Name of Candidate: _____

Name of Account	Total Receivable	Credit Limitation	Unpaid Balance	Age of Unpaid Balance In Days	Security type of collateral and $amount

I, (Name) and (Title), of the above named carrier, certify that the above Report of Extension of Credit to Political Candidates has been examined by me and is to the best of my knowledge and belief, true, correct, as defined in PART 374a (14 CFR 374a) and is a complete report for the period stated.

Date:

Signature: *(this may be electronic or signed with document scanned into a pdf)*
Name (Please Print or Type):

RECORD FORMAT:

Once signed, the **Form 183 - Report of Extension of Credit to Political Candidates** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: CC201003- Form183PoliticalCreditRpt-Cert**.pdf**

PART 291 - Form 291
Statement of Operations Report

REQUIREMENTS

RECORD DESCRIPTION: 291 - Statement of Operations Report for Section 41103 Operations

Field Description	Data Type	Length	Comments	Sample Data
Schedule Item	Varchar	4	Name of Form	291A
Carrier code	Character	2	Two letter IATA code	XX
Airline ID	Numeric	5	Five digit Cardcode	10482
Account Code	Numeric	5	Account	41990
Frequency	Numeric	1	Annual	4
Year of Data Included in the Report	Numeric	4	Year (CCYY)	2010
Month of Data Included in the Report	Numeric	2	Month (MM)	03
Data	Numeric	---	Actual data value	3484750

RECORD FORMAT:

The **291 - Statement of Operations Report** must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-Form291**.csv**

Sample Record Format:

291A,JW,10548,39050,4,2010,12,4847502