

# FLIGHT OPERATIONS WORKSHEET

Fort George G. Meade DPTMS Training Division

SECTION I - REQUESTOR INFORMATION		
UNIT OR DIRECTORATE:	NAME:	GRADE:
TITLE:	PHONE:	EMAIL:

SECTION II - FORT MEADE SPONSOR INFORMATION		
UNIT OR DIRECTORATE:	NAME:	GRADE:
TITLE:	PHONE:	EMAIL:
COMMANDER / DIRECTOR NAME:	COMMANDER / DIRECTOR PHONE:	COMMANDER / DIRECTOR EMAIL:

SECTION III - FLIGHT INFORMATION			
PURPOSE OF VISIT <i>(Include list of VIPs if applicable):</i>			
DATE OF ARRIVAL:	ARRIVAL TIME:	DATE OF DEPARTURE:	TIME OF DEPARTURE:
EXPECTED TIME ON STATION:	TOTAL NUMBER OF PERSONNEL:	ORIGINATING STATION:	
NUMBER OF AIRCRAFT:	TYPE OF AIRCRAFT:	RADIO FREQUENCY:	
TAIL NUMBERS:		CALL SIGNS:	
LANDING ZONE REQUESTED:			
<b>PRIMARY HLZ</b> <input type="checkbox"/> McGlachlin Parade Field N 39.0993° W 76.7395°		<b>ALTERNATE HLZ</b> LOCATION:                      COORDINATES:	
THIS IS THE PRIMARY HLZ. JUSTIFICATION IS NEED TO USE AN ALTERNATE HLZ			
ALTERNATE HLZ JUSTIFICATION:			
SPECIAL REQUESTS <i>(Additional security, road blocks, HLZ marking, etc):</i>			

SECTION IV- AUTHENTICATION	
The Flight Operations POC is Drew Arconti, 301-677-2216, or <a href="mailto:andrew.b.arconti.civ@mail.mil">andrew.b.arconti.civ@mail.mil</a> . He will contact all supporting FGGM agencies to notify them of the VIP visit. If changes are made to this initial request, it is the requestors responsibility to immediately notify the FGGM Flight Operations POC.	
REQUESTOR NAME:	REQUESTOR SIGNATURE:

SECTION V - APPROVAL	
<i>(DPTMS STAFF ONLY)</i>	
APPROVAL: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	APPROVING OFFICIAL SIGNATURE:

SECTION VI - ADDITIONAL POINTS OF CONTACT			
TITLE	NAME	PHONE	EMAIL
Flight Ops POC	Linda Winkels	(301) 677-4719	<a href="mailto:linda.m.winkels.civ@mail.mil">linda.m.winkels.civ@mail.mil</a>
Deputy DES Director	Robert Holmes	(301) 677-6606	<a href="mailto:robert.l.holmes.civ@mail.mil">robert.l.holmes.civ@mail.mil</a>
Deputy Police Chief	Thomas Russell	(301) 677-6914	<a href="mailto:thomas.w.russell.civ@mail.mil">thomas.w.russell.civ@mail.mil</a>
Fire Chief	Edward Rouvet	(301) 677-4701	<a href="mailto:edward.j.rouvet.civ@mail.mil">edward.j.rouvet.civ@mail.mil</a>
Deputy Fire Chief	Bruce Smith	(301) 677-4944	<a href="mailto:bruce.s.smith.civ@mail.mil">bruce.s.smith.civ@mail.mil</a>
Director, DPTMS	Mary Staab	(301) 677-6213	<a href="mailto:mary.a.staab.civ@mail.mil">mary.a.staab.civ@mail.mil</a>