

**20 APRIL 2001**



**Flying Operations**

**37TH HELICOPTER FLIGHT MISSION  
REQUEST FORM PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines procedures for completing 90 SW Form 37, **37th Helicopter Flight Mission Request Form**, and applies to all 90th Space Wing and subordinate units assigned, attached or supported by Francis E. Warren Air Force Base. Mission requesters are required to use this prescribed form to request and gain approval for missions to be flown by the 37th Helicopter Flight.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332, *Privacy Act*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7., *DOD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

**1. Instructions.** The following guidance is provided to complete the form.

1.1. Type or print in pen.

1.2. All mission requests are to be completed and faxed to the 37th Helicopter Flight (773-2719 or DSN 481-2719) no later than Wednesday of the week prior to the mission request.

1.3. If a mission request must be made after 1630 on Wednesday of the week prior to the mission request, then the requesting agency must call the 37th Helicopter Flight operations desk (773-2001, 773-2002, or 773-2003) and make the request directly to the 37 HF/DO or 37 HF Scheduler.

1.4. All same day mission requests must be made by, at least, the Director of Operations of the requesting unit to the 37 HF/DO or the 37 HF Scheduler at 773-2001, 773-2002, or 773-2003.

1.5. All mission request points of contacts will be notified of mission approval on Friday by 1630 the week prior to the mission request. One more confirmation notification will be given to the point of contact the day prior to the mission.

1.6. All items on the form indicated by an asterisk (\*) are mandatory for all mission request forms.

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