



Upon completion, please email form to shellis@salair.org. Questions?
 Contact Shelli Swanson at 785-827-3914.

Forward Operating Location (FOL) Questionnaire

Name of Mission	
Brief Description of Mission	
Outside Dates <i>(Be sure to include setup and tear down dates)</i>	
Primary Point of Contact	
Name	
Agency / Affiliation	
Work phone	
Cell phone	
Email	
Contracting Agency	
Agency Name / Affiliation	
Name	
Work phone	
Cell phone	
Email	
Estimated no. of mission participants	
Facilities Requested	
Desired hangar/bldg. nos.	
<i>(If entire facility is not requested, please describe space by room numbers or mark up and return a floor plan. Note that in the case of partial occupancies, the SAA reserves the right to lease remaining space to a third party.)</i>	
How many hangar/building keys will be needed?	
<i>The SAA will issue all keys to one mission POC who will then be responsible for issuing to mission participants and then collecting and returning to the SAA at the completion of the mission</i>	
Please provide name/contact information for the person who will check out the keys on behalf of the mission, or that it is the same as the primary POC above.	
Will interior cages be required for storage of gases?	
If yes, provide list of gases	
If yes, give estimate of number and size of cylinders.	
Will exterior storage of gases be required?	
If yes, provide list of gases	
If yes, give estimate of number and size of cylinders	
Ramp space	
Dimensions of aircraft parking apron needed	
List aircraft	

<i>(If ramp dimensions are unknown, the SAA can prepare a ramp layout based upon aircraft listed. If aircraft listed have been modified or are non-standard, please provide an overhead for our CAD technician.)</i>	
If aircraft will not be hangared during mission, please describe your plan for the aircraft during threatening weather. (i.e evacuate, hangar if space is available, etc.)	
How many airfield perimeter gate access cards will be needed?	
<i>The SAA will issue airfield gate access cards to one mission POC who will then be responsible for issuing to mission participants and then collecting and returning to the SAA at the completion of the mission.</i>	
<i>All persons issued an airfield gate access card or who will be driving in the AOA area will need to take a driver's training course. The class is approximately 30 minutes long and is conducted by SAA staff.</i>	
Munitions/Practice Ordnance Storage	
Will bunkers be needed for the storage and assembly or practice ordnance?	
If yes, how many?	
<i>(The SAA will require a listing of munitions by unit and a copy of the Explosives Facility License no later than 3 businesses days before the loading and storage of ordnance.)</i>	
Hours of Mission Operations	
Will the mission facilities be occupied 24/7?	
If not, provide general hours of operation?	
Will the mission provide its own security detail?	
If so, please describe the security force.	
Communications	
No. of telephone (land) lines requested	
No. of telephone (analog) lines requested	
Will long distance calling be required?	
No. of telephones requested and listed by room no.	
<i>(note that multiple phones can share one land line.)</i>	
Will call-notes or any type of voice mail system be needed?	
Will commercial Internet be needed?	
Speed requested? 10/2, 25/5, 50/10, 100/20 or 150/20 Certain SAA facilities have multiple circuits. Please explain if more than one ISP circuit will be required.	
Is wireless Internet desired?	
Will static Ips be needed?	
How many?	
Certain SAA facilities are monitored 24/7 with CCTV or DVR video surveillance. Please describe if these units present a concern or security issue for your mission.	
Will the mission require the use of SAA handheld UHF/VHF radios?	

If yes, how many?	
Will cable television be needed?	
Does your mission have a designated IT representative?	
IT/Communications Point of Contact	
Name	
Agency / Affiliation	
Work phone	
Cell phone	
Email	
Will your mission require IT support on set-up, move-in day?	
Will your mission require Telephone support on set-up, move-in day? (i.e. setting which lines ring into which offices, establishing extensions, etc.)	
Equipment	
No. of tables requested	
No. of chairs requested	
Will copiers and/or printers be needed?	
How many?	
If yes, will the hard drive need to be surrendered at the end of the mission?	
Please list the rooms you wish the copier and/or printers to be installed	
Will the unit need Ground Support Equipment?	
If so, please refer to the SAA GSE & Logistics list	
Please list equipment needed or that you wish to have access to all GSE for the duration of the mission.	
Please list any other equipment that may be needed and/or requested?	
Custodial	
During FOL missions the SAA will provide restroom consumables and cleaning supplies.	
Will the mission require a periodic cleaning of the restrooms?	
If yes, please specify the frequency.	
Specify the best time of day for the custodial service.	
Please note any special security check-in or instructions for the custodial crew.	
Will the mission require periodic cleaning of the office areas?	
If yes, please specify the frequency.	
Specify the best time of day for the custodial service.	
Please note any special security check-in or instructions for the custodial crew.	
Please describe any other custodial or cleaning services that may be required.	
The SAA will provide trash dumpster service	

Please specify the size needed in cubic yards	
Please list the number of trash dumpsters needed.	
Air Traffic Control	
Although the airport is open 24/7, the SLN ATC operates daily from 0700 to 2300 local.	
Will mission aircraft require an extension of SLN ATC normal operating hours?	
If so, please specify the dates requested	
If yes, please specify the extended hour timeframe	
Will the mission designate any alternate dates for weather related concerns?	
If so, please specify the weather alternate dates.	
Badging	
Do the mission planners desire badges for all participants?	
The SAA does not require badging, but can design and provide badges and laynards	
If yes, how many?	
Please describe desired badge contents. (i.e. mission logo, participant name, etc.)	
Pre-mission shipments	
Will the SAA be asked to accept pre-mission shipments?	
If so, please provide a POC that should be notified upon our receipt.	
If yes, shall the SAA hold shipments, or transport to the leased facility?	