

# PART 234 ASQP On-Time Data Transmittal

[PDF](#)

OMB NO: 2138-0041

EXPIRATION DATE: 4/30/2025

## 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, and 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](mailto:cecelia.robinson@dot.gov).

## REQUIREMENTS

### 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**