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 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 Accounting and Reporting Directive No. 307 entitled, *Submitting Airline Data via the Internet:*

https://www.bts.gov/topics /airlines-and-airports/accounting-and-reporting-directives

Suggested file names:
XX201003-234transmittal-Forml.pdf
XX201003-234transmittal-Form2a.pdf
XX201003-234transmittal-Form2b.pdf
XX201003-234transmittal-Form3a.pdf
XX201003-234transmittal-Form3b.pdf

ASQP On-Time Data File

The ***ASQP - On-Time Data*** reports must be created as an electron ic "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 Accounting and Reporting Directive No. 307 entitled, *Submitting Airline Data via the Internet:*

https ://www.bts.gov/topics /airlines-and-airports/accounting-and-reporting-directives

(2) ***On-time Report Forms***

Form 1: On-Time Performance Data for Non-Codeshare and Codeshare Flights[4]

EXPIRATION DATE: 5/31/2028

Field	Description	Type	Length	Comments
A	Carrier code	Character	2	Two letter IATA code
B	Flight number	Character	Max length of 4	
C	Departure airport code	Character	3	Three letter Airport code
D	Arrival airport code	Character	3	Three letter Airport code
E	Date of flight operation	Num	8	Format ccyymmdd

4 A reporting carrier must use this form to report on-time performance data if the flight was not a codeshare flight with another U.S. carrier. A reporting carrier must also use this form to report on-time performance data if the reporting carrier operated, but did not market, a codeshare flight.

F	Day of the week of flight operation	Num	I	Mon = I, Sun = 7
G	Scheduled departure time as shown in Official Airline Guide(OAG)	Num	4	Local time 24 hour clock
H	Scheduled departure time as shown in CRS (selected by the Carrier)	Num	4	Local time 24 hour clock
I	Gate departure time (actual)	Num	4	Local time 24 hour clock
J	Scheduled arrival time per OAG	Num	4	Local time 24 hour clock
K	Scheduled arrival time per CRS	Num	4	Local time 24 hour clock
L	Gate arrival time (actual)	Num	4	Local time 24 hour clock
M	Difference between OAG and CRS scheduled departure times	Num	Max length of 4	In minutes (2 hours = 120 min) G minus H
N	Difference between OAG and CRS scheduled arrival times	Num	Max length of 4	In minutes - J minus K
O	Scheduled elapsed time per CRS	Num	Max length of 4	In minutes - K minus H
p	Actual gate-to-gate time	Num	Max length of 4	In minutes - L minus I
Q	Departure delay time (actual minutes CRS)	Num	Max length of 4	In minutes – I minus H
R	Arrival delay time (actual minutes CRS)	Num	Max length of 4	In minutes - L minus K
S	Elapsed time difference (actual minute s CRS)	Num	Max length of 4	In minutes - P minus O
T	Wheels-off time (actual)	Num	4	Local time 24 hour clock
u	Wheels-on time (actual)	Num	4	Local time 24 hour clock
V	Aircraft tail number	Character	6	
W	Cancellation code	Character	I	Values are A, B, C, D
X	Minutes late for Delay Code E - Carrier Caused	Num	Max length of 4	In minutes
y	Minutes late for Delay Code F - Weather	Num	Max length of 4	In minutes
Z	Minutes late for Delay Code G - National Aviation System (NAS)	Num	Max length of 4	In minutes
AA	Minutes late for Delay Code H - Security	Num	Max length of 4	In minutes
AB	Minutes late for Delay Code I - Late Arriving Flight (Initial)	Num	Max length of 4	In minutes
AC	First gate departure time (actual)	Num	4	Local time 24 hour clock
AD	Total ground time away from gate	Num	Max length of 4	In minutes
AE	Longest ground time away from gate	Num	Max length of 4	In minutes
AF	Number of landings at diverted airports	Num	I	I to 5 for diversions, 9 designates a fly return canceled flight
AG	Diverted airport code I	Character	3	Three letter Airport code
AH	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AI	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AJ	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AK	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AL	Aircraft tail number	Character	6	
AM	Diverted airport code 2	Character	3	Three letter Airport code
AN	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AO	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AP	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AQ	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AR	Aircraft tail number	Character	6	
AS	Diverted airport code 3	Character	3	Three letter Airport code

AT	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
AU	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AV	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
AW	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
AX	Aircraft tail number	Character	6	
AY	Diverted airport code 4	Character	3	Three letter Airport code
AZ	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BA	Total ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BB	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BC	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BD	Aircraft tail number	Character	6	
BE	Diverted airport code 5	Character	3	Three letter Airport code
BF	Wheels-on time at diverted airport	Num	4	Local time 24 hour clock
BG	Total ground time away from gate at diverted airport	Nurn	Max length of 4	In minutes
BH	Longest ground time away from gate at diverted airport	Num	Max length of 4	In minutes
BI	Wheels-off time (actual) at diverted airport	Num	4	Local time 24 hour clock
BJ	Aircraft tail number	Character	6	