

PART 241 – Passenger 10% Origin-Destination Survey - U.S. Carrier (Transmittal Letter)

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: **Origin-Destination Survey Transmittal Letter – U.S. Carriers**

Full name of airline:

Reporting period:

A certification statement for the Origin and Destination Survey Report is required identifying an appropriate official of the reporting carrier. This statement certifies that:

I , and , of the above named carrier, certify that the
(Name) (Title)
information in this transmittal letter is to the best of my knowledge and belief, true, correct
and a complete report for the period stated.

Total Number of records:

Total Number of passengers:

Date:

Signature:

Name (Please Print or Type):

Phone number:

RECORD FORMAT:

Once signed, the **Origin-Destination Survey 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*.

File name: XX201003- **ONDtransmittal.pdf**

NOTE:

XX = Carrier 2 letter code

2010 = Year of report

03 = Quarter of report (First Quarter) 06 = (Second Quarter) 09 = (Third Quarter) 12 = (Fourth Quarter)

