



# How to fill out your Domestic Common Use Ancillary Space Request Form





# What is Ancillary Space and the purpose of this request form?

- Ancillary Space is are the areas of Common-Use facilities as defined in the CDA's Capacity Declaration. These positions include:
  - **Check-in positions** (Requested per position for passenger check-in)
  - **Baggage make-up** (Requested per position for baggage handling)
- This form is used by the Airline Station Managers to submit their requests for the use of Ancillary Space in a Common Use environment to the Airport Scheduling Manager.
- Terminal Space Use Protocols (TSUPs): govern the priorities, procedures and requirements for the assignment and use of Common Use Premises, Preferential Use Premises, and Exclusive Use Premises in the Terminal Complex and on the Apron Area, including Gate Space and Hardstand Space, Check-in Space, and Baggage Systems use, assignment, scheduling, and accommodation at O'Hare International Airport (the "Airport").





# Steps on how to fill out the Domestic Common Use Ancillary Space Request Form?


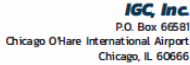
The image shows a screenshot of the 'Domestic Common Use Ancillary Space Request Form' from IGC, Inc. The form is titled 'Domestic Common Use Ancillary Space Request Form' and includes the IGC logo and contact information for Chicago O'Hare International Airport. The form is divided into several sections: a header section with fields for 'Date Submitted: (MM/DD/YYYY)' and 'Requested Season: (Season/Year)'; a section for 'Airline:' and 'Aircraft Seats: (Per Initial Schedule Submission by Network Planning)'; a section for 'Check-in Positions Requested (Ref TSUPs 5.1&5.2):' and 'Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):' with sub-columns for 'Min Positions:' and 'Max Positions:'. Below this is a 'Notes:' field. The next section is 'For IGC Use Only:' with a sub-section for 'Number of Position(s) Assigned (Per TSUPs)' containing fields for 'Check-in Positions Allocated:' and 'Baggage Make-Up Positions Allocated:'. This is followed by another 'Notes:' field and a 'Submit' button. At the bottom, there is a disclaimer: 'Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).' and contact information: 'Phone: +1 773-377-0155 Fax: +1 773-377-0161 www.igcinc.org'.

- This is what the Domestic Common Use Ancillary Space Request Form looks like.
  - How to fill out this form will be detailed in the following slides.
- This form is placed on the IGC Inc. website at: <https://www.igcinc.org/ohare-international-airport/>
  - Under the associated scheduling season, the file name is 'Domestic Common Use Ancillary Space Request Form'
- To fill out and submit this form correctly, it must be **SAVED** to the individuals computer and opened in **Adobe Acrobat**.





# How to fill out the Domestic Common Use Ancillary Space Request Form

 **EXAMPLE** 

**Domestic Common Use Ancillary Space Request Form**

Date Submitted: (MM/DD/YYYY) 10/5/2022	Request Season: (Season/Year)	
Airline:	Aircraft Seats: (Per Initial Schedule Submission by Network Planning)	
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):		
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
Notes:		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Positions Allocated:		
Baggage Make-Up Positions Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).



Phone: +1 773-377-0155 Fax: +1 773-377-0161 [www.igcinc.org](http://www.igcinc.org)

- First, insert the **Date Submitted** which this form is being filled out. This format should be **(MM/DD/YYYY)**.





# How to fill out the Domestic Common Use Ancillary Space Request Form

 **EXAMPLE** 

Domestic Common Use Ancillary Space Request Form			
Date Submitted: (MM/DD/YYYY)	10/5/2022	Requested Season: (Season/Year)	Summer 2023
Airline:		Aircraft Seats: (Per Initial Schedule Submission by Network Planning)	
	Min Positions:	Max Positions:	
Check-in Positions Requested (Ref TSUPs 5.1&5.2):			
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):			
Notes:			
For IGC Use Only:			
	Number of Position(s) Assigned (Per TSUPs)		
Check-in Positions Allocated:			
Baggage Make-Up Positions Allocated:			
Notes:			
Submit			

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).



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- Next, insert the **Requested Season** which this form is being filled out for. This format should be **(Season/Year)**.
- In this example, this Airline is submitting for the Summer 2023.





# How to fill out the Domestic Common Use Ancillary Space Request Form

 **EXAMPLE** 

Domestic Common Use Ancillary Space Request Form			
Date Submitted: (MM/DD/YYYY)	10/5/2022	Requested Season: (Season/Year)	Summer 2023
Airline:	IGC Airways	Airline Code: (Per Initial Schedule Submission by Network Planning)	
	Min Positions:	Max Positions:	
Check-in Positions Requested (Ref TSUPs 5.1&5.2):			
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):			
Notes:			
For IGC Use Only:			
	Number of Position(s) Assigned (Per TSUPs)		
Check-in Positions Allocated:			
Baggage Make-Up Positions Allocated:			
Notes:			
Submit			

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).



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- Then, insert the **Airline** which is filling out this form.
  - In this example, this airline is "IGC Airways".
- Please submit 1 form per airlines if you are requesting for multiple airlines (such as joint venture).





# How to fill out the Domestic Common Use Ancillary Space Request Form

 **EXAMPLE**   
P.O. Box 66681  
Chicago O'Hare International Airport  
Chicago, IL 60666

Domestic Common Use Ancillary Space Request Form			
Date Submitted: (MM/DD/YYYY)	10/5/2022	Requested Season: (Season/Year)	Summer 2023
Airline:	IGC Airways	Aircraft Seats:	245 (Per Initial Schedule Submission by Network Planning)
	Check-in Positions Requested (Ref TSUPs 5.1&5.2):	Min Positions:	Max Positions:
	Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
Notes:			
For IGC Use Only:			
	Check-in Positions Allocated:	Number of Position(s) Assigned (Per TSUPs)	
	Baggage Make-Up Positions Allocated:		
Notes:			
Submit			

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).

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- Regarding **Aircraft Seats**, this should be specified for each flight(s) scheduled to operate from T5; however, this **must match the Aircraft Seats** listed in the **Initial Schedule Submission** sent by the airlines **Network Planning department**.
  - If an airline has multiple flights, please specify the flight number and seats for each flight. (I.e., IG264 (245 seats), IG285 (225 seats)).
    - In this example, IGC Airways has “245 aircraft seats”.
- The **Aircraft Seats** listed in the **Initial Schedule submission** will **ALWAYS** be used.







# How to fill out the Domestic Common Use Ancillary Space Request Form

**IGC** **EXAMPLE** **IGC, Inc.**  
P.O. Box 6681  
Chicago O'Hare International Airport  
Chicago, IL 60666

Domestic Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023	
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)	
	Min Positions:	Max Position:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4	6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):		
Notes:		
For IGC Use Only:		
Number of Position(s) Assigned (Per TSUPs)		
Check-in Positions Allocated:		
Baggage Make-Up Positions Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).

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- Regarding **Check-in Positions**, these are the **individual computer position(s)** each agent will use to check-in passengers. These can be **requested** based on **operational needs** but **may** be adjusted considering **available capacity in the terminal**.
  - In this example, IGC Airways is requesting a minimum of 4 check-in positions, with a maximum of 6 positions.
- The metrics for **request** and **assignment** are based on **Section 5.2** of the **Terminal Space Use Protocols (TSUPs)**. (see Reference Links slide).







# How to fill out the Domestic Common Use Ancillary Space Request Form

 **EXAMPLE** 

Domestic Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023	
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)	
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4	6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5	6
Notes:		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Positions Allocated:		
Baggage Make-Up Positions Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).


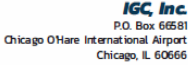
Phone: +1 773-377-0155 Fax: +1 773-377-0161 [www.igcinc.org](http://www.igcinc.org)

- Regarding **Baggage Make-up Positions**, these are the individual **baggage cart/container** locations per **Make-up device**. These can be **requested** based on **operational needs** but **may** be adjusted considering **available capacity in the terminal**.
  - In this example, IGC Airways is requesting a minimum of 5 baggage make-up positions, with a maximum of 6 positions.
- The metrics for **request** and **assignment** are based on **Section 5.2** of the **TSUPs** (see slide 13 (Reference Links)).






# How to fill out the Domestic Common Use Ancillary Space Request Form

 **EXAMPLE** 

Domestic Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY)	10/5/2022	Requested Season: (Season/Year) Summer 2023
Airline:	IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4	6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5	6
Notes: IGC Airways may only need 5 check-in positions but would like to request max 6.		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Positions Allocated:		
Baggage Make-Up Positions Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).


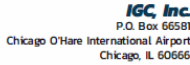
Phone: +1 773-377-0155 Fax: +1 773-377-0161 [www.igcinc.org](http://www.igcinc.org) 

- Regarding **Notes**, this area is for an airline to include any notes related to the above information. **(Preferred gate requests will not be considered as part of the scheduling allocation process).**
  - In this example, IGC Airways is noting it will only need 5 check-in positions but would like to request 6 for the Summer 2023 season.
- Some examples are:
  - If two partnering airlines operate within the same time and will share check-in positions.
  - If an airline has multiple flights, here additional information can be provided regarding the difference in aircraft seats to requested positions.






# What a completed Domestic Common Use Ancillary Space Request Form should look like.

 **EXAMPLE** 

Domestic Common Use Ancillary Space Request Form		
Date Submitted: (MM/DD/YYYY) 10/5/2022	Requested Season: (Season/Year) Summer 2023	
Airline: IGC Airways	Aircraft Seats: 245 (Per Initial Schedule Submission by Network Planning)	
	Min Positions:	Max Positions:
Check-in Positions Requested (Ref TSUPs 5.1&5.2):	4	6
Baggage Make-Up Positions Requested (Ref TSUPs 5.1&5.2):	5	6
Notes/Special Requests: IGC Airways may only need 5 check-in positions but are requesting max 6.		
For IGC Use Only:		
	Number of Position(s) Assigned (Per TSUPs)	
Check-in Positions Allocated:		
Baggage Make-Up Positions Allocated:		
Notes:		
Submit		

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).

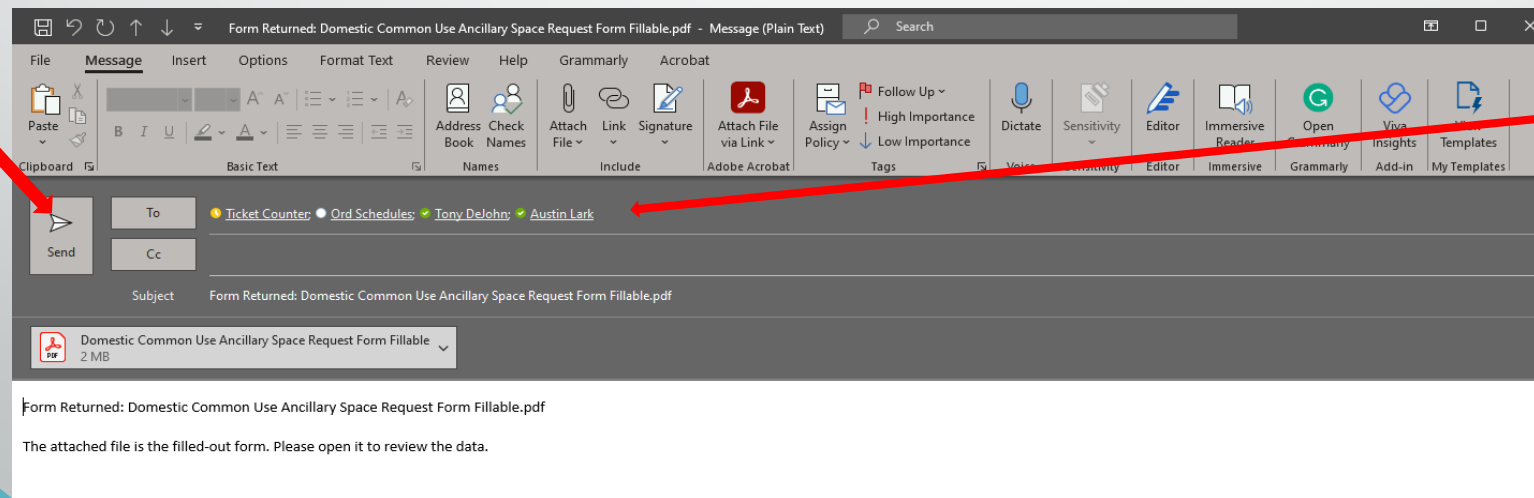
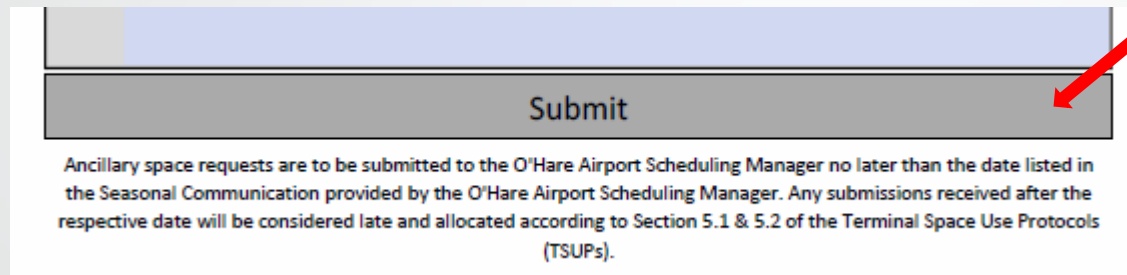
Phone: +1 773-377-0155 Fax: +1 773-377-0161 [www.igcinc.org](http://www.igcinc.org) 

- This is what a completed Domestic Common Use Ancillary Space Request Form should look like.
- Instructions on how to submit this form to the O'Hare Airport Scheduling Manager are located on the next slide.



# How to submit your completed Domestic Common Use Ancillary Space Request Form.

- In order to submit this form, if it is saved correctly (refer to slide 3), the “Submit” button can be left-clicked.
  - This will open a draft email in your email program (I.e. Outlook), with the completed form attached.
  - Click “Send” in order to submit your form to the O’Hare Airport Scheduling Manager.



- The listed in the picture should be auto populated.





# Reference Links

## Resources:

- IGC Inc website:
  - <https://www.igcinc.org/>
- O'Hare Page:
  - <https://www.igcinc.org/ohare-international-airport/>
- Domestic Common Use Ancillary Space Request Form:
  - <https://www.igcinc.org/wp-content/uploads/2022/09/DDomestic-Common-Use-Ancillary-Space-Request-Form-Fillable.pdf>
  - **This must be "Downloaded" to the individual's computer in order to be submitted correctly.**
- Terminal Use Space Protocols (TSUPs):
  - <https://www.igcinc.org/wp-content/uploads/2022/09/ORD-TSUPs-FINAL-EFFECTIVE-4.15.19.pdf>

