SECRETARY OF THE ARMY
WASHINGTON

MAR 26 2003

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Policy for Travel by Department of the Army Officials

It is the policy of the Department of Defense and the Department of the Army that transportation resources be vigorously managed to prevent misuse and the perception of misuse. The enclosure to this memorandum revises and further clarifies key sections of the Army's travel policy. It supersedes the Secretary of the Army's memorandum, dated November 5, 2001, subject as above, and implements specified policies and procedures provided by DoD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, and DoD 4500.36-R, Management, Acquisition and Use of Motor Vehicles.

This significantly revised policy reaffirms the Army's commitment to implementing sound travel policies and procedures. Among the changes this year are the clarified policy on uses of non-tactical vehicles, and the procedures for properly placing contractors onboard our military aircraft. This revision also provides updated guidance on the use of frequent-flyer miles earned while on official travel, and the mandatory use of the City Pair Fares Program by federal travelers. I strongly urge you and your staff to thoroughly review the provisions of this memorandum, as well as the regulations, which it supplements.

I will continue to work with our civilian and military officials to ensure that travel policies governing the use of commercial and military aircraft, as well as ground transportation resources, are current and provide us with the appropriate level of guidance and protection to fully meet our vital mission goals.

Thomas E. White

Thomas E. White

Enclosure

Printed on Recycled Paper

POLICY FOR TRAVEL FOR THE DEPARTMENT OF THE ARMY
WITH SUPPLEMENTAL GUIDANCE FOR ARMY PERSONNEL
LOCATED IN THE NATIONAL CAPITAL REGION

Department of Defense (DOD) and Department of the Army (DA) transportation resources are to be vigorously managed to prevent both the misuse and the perception of misuse. Travel must be directly and clearly related to mission achievement.

This document supersedes the Secretary of the Army memorandum subject: Policy for Travel by Department of the Army Officials, dated 5 November 2001. It implements specified policies and procedures provided by DOD Directive 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel (1997). It also serves to reduce the cost of travel and prevent the inappropriate and perceived inappropriate use of DA travel resources by the implementation of these policies and procedures. Accordingly, the terms of this policy must be complied with strictly and the terms permitting use of departmental transportation resources construed narrowly.

Those sections shown in bold text are intended for Army personnel located within the National Capital Region (NCR) and may not apply outside of that area.

1. GENERAL POLICY

a. In accordance with DOD 4500.56, within the Department of the Army, the Secretary of the Army (SA) and the Chief of Staff of the Army (CSA) are required to use military aircraft (MILAIR) for all air travel when in a duty status. In addition, the Secretary of the Army has exercised his authority to further designate all active four-star general officers as "required users."

1) "Required Users", as designated above, will use military aircraft while on official duty status. Required users will, in accordance with DOD 4500.56, request each mission by providing, at a minimum, the names and titles/grades/rank of all travelers; the purpose of travel; an itinerary including departure and arrival times; and, any other special travel requirements, such as secure communications, et cetera, to the DOD component that schedules and/or operates the aircraft.

2) All users of military aircraft, to include those officials designated as "required users", are reminded that DOD 4500.56 <u>requires that every effort will be made to minimize the cost and size of aircraft necessary to satisfy the mission requirement.</u> Further, the Secretary of the Army retains the authority from DOD to make his policy on required use more stringent, if considered necessary, to ensure full compliance with DOD policies.

b. This policy memorandum primarily applies to the administrative use of fixed-wing and rotary-wing aircraft by Army officials not discussed in paragraph 1.A. above. Administrative travel, also called "other official travel," generally includes travel to give speeches, attend conferences, meetings, or training courses, make routine site visits,

and other similar uses. Justification for the use of fixed-wing MILAIR for administrative travel usually requires a showing that MILAIR is essential vis-à-vis commercial air. Justification for the use of rotary-wing aircraft for administrative travel usually involves a showing that MILAIR is essential vis-à-vis ground transportation, unless commercial air transportation is also available between the general departure and destination locations.

c. All travel requiring HQDA coordination must arrive at HQDA for review NLT 10 working days prior to travel or the request may be returned without action. A letter of explanation will accompany any late submission. Requestors for military air support are encouraged to submit earlier than the 10 working day window to ensure aircraft availability and scheduling.

d. The SA is the approval authority for all official travel out of the National Capital Region by the following Secretariat officials: the Under Secretary; the Assistant Secretaries; the General Counsel; the Administrative Assistant; the Chief of Legislative Liaison; the Chief of Public Affairs; the Director of Information Systems for Command, Control, Communications and Computers; the Inspector General; the Auditor General; the Deputy Under Secretaries; the Director, Small and Disadvantaged Business Utilization; and the Chairman, Army Reserve Forces Policy Committee.

1) Requests for travel for the above officials will be submitted through the Administrative Assistant (AA) who will coordinate travel requests to assure that sufficient key personnel are in the NCR to conduct Departmental business. Dual absences of the above listed officials and their principal deputies, when authorized, must be approved by the SA.

2) The AA is responsible for developing, for approval by the Secretary, detailed policies and procedures relating to travel of members of the Secretariat and its field operating agencies.

e. The Chief of Staff of the Army has incorporated, in this document, implementing procedures to properly control official travel within the Army Staff (ARSTAF) and for Army commanders. Approval authority for the administrative use of MILAIR, fixed and rotary-wing, may not be delegated below the Major Command (MACOM) chief of staff, or equivalent level, for travel by senior officials, in accordance with DOD direction.

f. The Chief, National Guard Bureau (NGB) is responsible for establishing implementing procedures to properly control official travel within the NGB and for State and Territorial Adjutants General.

g. Special emphasis must be given to controlling and monitoring overseas travel (including overseas travel by students of service schools), reducing the number of personnel traveling to the same site, and reducing the number of days of travel per trip.

h. Control of travel will continue to be an item of special interest during all Inspector General and Army Audit Agency inspections, audits, and reviews.

i. U.S. Air Force Air Mobility Command (AMC) or AMC-contracted airlift will be used for overseas travel when it is available and meets the mission requirements for Permanent Change of Station or Temporary Duty travel.

j. Current "Required Use" joint or "dual hatted" Army commanders of Unified & Specified Commands being reassigned to positions within the Department of the Army must document a mission necessity to use MILAIR for permanent change of station travel and must obtain prior authorization from the SA.

k. All military and civilian members of any rank or grade of the Department of the Army are to be considered "officials" of the Department. For purposes of this policy, "Senior Official" is defined as General or Flag officers, and civilian employees of the Senior Executive Service, or equivalent, and higher level employees.

l. Legal Review and Coordination. This policy has been reviewed by the Office of General Counsel (OGC), which has determined that it comports with established law and rules, and is without legal objection. As noted above, the terms of this policy permitting the use of departmental transportation resources must be construed narrowly to minimize travel costs and prevent the inappropriate and perceived inappropriate use of government transportation resources. All issues concerning the interpretation of this guidance, including assistance in determining whether proposed travel by an official or other is proper, should be resolved through the command's technical channels responsible for transportation, to the Office of the Deputy Administrative Assistant for Services and Operations (SAAA -SO), if necessary. Legal review of the interpretation of this guidance by the command's technical channels responsible for transportation may occur; however, final determinations on any legal question or issue concerning this policy and its implementation are within the purview of the OGC, which is the single legal office within the Department of the Army responsible for resolution of legal questions and issues concerning this policy.

2. OCONUS TRAVEL

a. Travel from the continental United States (CONUS) to locations outside the continental United States (OCONUS), and from OCONUS to CONUS should be undertaken only when the need is absolutely clear, and then only by the smallest groups possible, consistent with mission requirements. Back-to-back trips by different officials to the same location(s) are strongly discouraged. Trips should be actively coordinated to prevent this situation.

b. All OCONUS travel by DA personnel where the traveler will meet with officials of foreign governments must be coordinated with the Office of the Deputy Secretary of Defense (DSD) through the Office of the Secretary of the Army. Travel requests for Secretariat officials will be submitted through the AA to the SA for review and initial approval prior to submission to the DSD. The CSA is delegated authority for initial review and approval of travel by ARSTAF and MACOM officials and may redelegate this authority. Travel requests reviewed and given initial approval by the CSA or his designee will then be forwarded to the SA through the AA prior to submission to the DSD. All requests for foreign travel should be submitted prior to discussing travel plans with the foreign government concerned.

c. In addition, DA personnel must follow the guidance provided in chapter eight and the country pages of the DOD Foreign Clearance Guide (DoD 4500.54G) to obtain country clearance for all foreign travel. The lead-time for requesting personnel clearances is approximately 35-45 days. Late submissions must include a justification for tardiness.

d. Any Army mission (to include troop visits) involving OCONUS travel, except to U.S. territories and possessions, by the SA, Under Secretary of the Army, Chief of Staff of the Army, or Vice Chief of Staff of the Army must be coordinated with the Under Secretary of Defense for Policy. Within five working days upon completion of such travel, a trip report must be submitted to the Assistant to the President for National Security Affairs through the Executive Secretary.

e. International Conferences. Any DA official traveling to an OCONUS international conference (defined for this purpose as any meeting held under the auspices of an international organization or foreign government, at which representatives of more than two foreign governments are expected to be in attendance, and to which U.S. Executive agencies will send a total of ten or more representatives) must submit a preliminary report of travel to the Department of State's Office of International Conferences in the Bureau of International Organization Affairs (IO/OIC) through the Office of the Secretary of the Army. A final report with respect to this foreign travel must then be submitted to the IO/OIC through the Office of the Secretary of the Army within 30 days after conclusion of travel. (See samples at enclosure 1). DA personnel need not report travel undertaken to carry out an intelligence or intelligence-related activity, a protective function, or a sensitive diplomatic mission.

1) Preliminary and final reports for Secretariat officials will be submitted through the AA to the SA for review and initial approval prior to submission to the IO/OIC.

2) The CSA has delegated his authority to the Director of the Army Staff (DAS) for initial review and approval of OCONUS international conference travel by ARSTAF and MACOM officials. Preliminary and final reports reviewed and given initial approval by the DAS will then be forwarded to the SA through the AA prior to submission to the IO/OIC.

f. Force protection planning must be an integral part of travel planning, particularly for OCONUS travel. The following guidelines will be followed for all senior leader travel:

1) The senior U.S. Army general officer or civilian equivalent on-board an aircraft is responsible for the planning and approval of all itineraries when traveling OCONUS.

2) All itineraries, to include enroute refueling stops, will be reviewed personally by the senior individual.

3) Deliberate decisions will be taken by the senior individual to ensure adequate security arrangements are in place at refueling locations or layovers prior to arrival.

4) If refueling at a civilian/non-U.S. military facility is scheduled, it requires the approval of the senior U.S. Army GO/civilian aboard the transport. No stops at civilian activities where the Threat Condition (THREATCON) exceeds ALPHA will be permitted unless accepted by the senior U.S. Army GO/civilian on board the flight.

5) The U.S. Army Criminal Investigations Command (USACIDC) is available to assist in planning and coordinating travel security for all high risk personnel (HRP). Personal security vulnerability assessments (PSVA) conducted by CID can be a

valuable tool in gauging the thoroughness of HRP travel security planning procedures. A limited scope PSVA focused on travel security planning can help identify weaknesses and those measures to correct noted weaknesses, assist in determining levels of protection appropriate to the threat, and facilitate coordination of security resources while in a travel status.

3. COMMERCIAL AIR TRAVEL

a. Commercial air travel will be conducted using contract fares via a contracted commercial travel office. "City-Pair" fares will be used at all times unless specific criteria cannot be met. "City-Pair" fares represent "best value", not necessarily lowest price, therefore considerations beyond solely the ticket cost to the government will be made prior to booking any transportation with a non-contract carrier. In accordance with paragraph U3145, JFTR, exceptions to the use of a non-contract carrier must be certified on the individual's travel orders. Instances where non-contract fares can be used are as follows:

1) Space or a scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

2) The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours

3) A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a **lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses**. NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.

4) Rail service is available and that service is cost effective and consistent with mission requirements;

5) A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and:

a) the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and

b) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

b. Coach class. The primary mode of transportation used for official air travel will be commercial coach class.

c. Premium-class (less than First-class). There is no longer any blanket authorization to use premium-class (less than first-class) air travel for overseas travel for any DOD officials, military or civilian. All official travelers, regardless of rank or grade, must provide a written justification for each request for the use of premium-class (less than first-class) travel. The orders approving authority for each traveler, specified in d. below may authorize use of premium-class (less than first-class) commercial travel in accordance with the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR) when:

1) Regularly scheduled flights along the route provide only premium-class seats;

2) No space is available in coach, and travel is so urgent it cannot be postponed;

3) Necessary to accommodate a member's disability or other physical impairment substantiated in writing by a competent medical authority;

4) Travel on a foreign flag carrier has been approved by the normal orders approving official in accordance with the JTR/JFTR and the sanitation or health standards in coach are inadequate, as determined by Department of State or the Department of Defense;

5) Overall savings to the Government result by avoiding additional subsistence costs, overtime, or lost productive time that would be incurred while waiting for available coach seats;

6) Travel costs are paid by a non-federal source;

7) Obtained through the redemption of frequent traveler benefits (See section 4, Frequent Flyer Miles); or

8) Travel is direct between authorized origin and destination points (one of which is OCONUS), which are separated by several time zones, and the scheduled flight time is in excess of 14 hours (including stopovers between flights). NOTE: If the stopover is an overnight stay, that disqualifies the traveler from using business-class. A rest stop en route is prohibited when travel is authorized by premium-class, less than first class accommodations. When this authority is exercised, an employee is not authorized a rest period upon arrival at the duty station. The traveler is, however, permitted a short, reasonable time to check into a hotel and freshen up if necessary. This justification shall not be used in lieu of scheduling coach-class accommodations that allow for authorized rest stops en route or at the destination. When returning from TDY, premium-class (less than first-class) travel will not be authorized simply because the total flight time (including stopover) is in excess of 14 hours.

9) Security concerns or exceptional circumstances exist that make such travel essential to the successful performance of the mission (e.g., unavoidably severe scheduling demands)

Example: During the workweek, a senior official's schedule requires him to attend official meetings on consecutive days, the later at an OCONUS destination. Due to the inflexible nature of the official's schedule, the official is required to travel overnight

and will not receive adequate rest prior to conducting business the following day. Absent adequate rest, the official will be unable to effectively represent the U.S. Army. Accordingly, premium-class (less than first-class) travel may be authorized to allow for the successful performance of the mission.

NOTE: When an airline flight only has two classes of accommodations, the higher class, regardless of the term used for that class, is considered to be first-class.

d. The SA and the CSA, or their designees, are the approving authorities for requests for premium-class (less than first-class) travel for those officials within the Secretariat and ARSTAF, respectively. Requests by members of the ARSTAF must be submitted to the Director of the Army Staff, and for Secretariat members, be submitted through the AA to the SA for approval. All other requests, except for 3 and 4-star general officers and civilian equivalents, to use premium-class (less than first-class) travel will be processed through the individual's MACOM travel orders approving chain. Three and four-star general officers and civilian equivalents not assigned to the Secretariat or the ARSTAF are authorized to approve their own premium-class (less than first-class), on a case-by-case basis. This authorization for approval cannot be redelegated. The senior traveler will determine specific reason(s) for use of premium-class (less than first-class) and have the orders approving official include rationale in remarks section of TDY orders (to include blanket orders). The senior traveler will sign the authorization for use of premium-class (less than first-class), reflecting his or her decision to use premium-class travel and that he/she is aware of the cost differential between coach-class and premium-class (less than first-class) travel. In accordance with DOD 4500.9, there is no further delegation permitted.

e. For the ARSTAF, the CSA has delegated the approval authority for business class, less than first class, to the Vice Chief of Staff, the Director of the Army Staff, and the Deputy Chiefs of Staff. Approval of business class travel must comply with the JTR/JFTR.

f. First-class. Within the DA, the SA is the sole approval authority for first-class travel paid by government funds or by a non-Federal source pursuant to 31 U.S.C. § 1353. All requests for the use of first-class travel in these instances must be fully justified under the appropriate provision of the JTR/J FTR and submitted through the AA to the SA.

g. The senior traveler must sign all requests for premium-class travel. Signature authority may not be delegated. Each request must reflect the difference in cost between coach class and premium-class and that alternative travel plans—to include an earlier departure to allow for a rest period—have been considered. Approved requests must be maintained for one year for audit purposes.

4. GRATUITIES (Incl. FREQUENT FLYER MILES) RECEIVED FROM COMMERCIAL SOURCES

a. General. Promotional material including frequent traveler benefits (frequent flyer miles) earned by Army travelers on official business at agency expense may be kept for personal use. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional government cost. The

use of non-contract carriers solely in order to gain personal frequent traveler benefits is prohibited.

b. USING FREQUENT FLYER MILES FOR UPGRADE TO BUSINESS OR FIRST-CLASS. FFM earned during official travel may be used to upgrade official or personal flights to business or first-class accommodations provided that military uniforms are not worn and there is no public advertisement of rank or grade.

Note: An Army traveler will not deliberately delay a return from TDY or increase mission cost to the government in order to take advantage of offered commercial premiums. A traveler may only delay a return from TDY if there is no impact to an Army mission (i.e. a delay from Saturday to a Sunday return, when both days are scheduled non-duty days for the traveler, and the traveler is either on an approved pass or leave) and no increased cost to the government. All expenses incurred as a result of excess costs, additional delays, circuitous route planning or unnecessary luxury accommodations not covered completely by personal FFM will be the sole responsibility of the traveler and not reimbursed.

5. GENERAL MILITARY AIRCRAFT TRAVEL

a. Official air travel is normally accomplished using commercial air transportation. Generally, when commercial air transportation is available to effectively fulfill the mission requirement and meet the traveler's departure and/or arrival requirements within a 24-hour period, military aircraft (MILAIR) shall not be used. Nonetheless, MILAIR may be authorized when:

1) The actual cost of using MILAIR is less than the cost of using commercial air service. Cost analysis for use of MILAIR will be based on the formula approved by the Army Audit Agency; or:

2) Commercial air service is unacceptable because

a) highly unusual circumstances present a clear and present danger to the official traveler(s), or

b) an emergency exists, or

c) other compelling operational considerations make commercial transportation unacceptable; or

3) The aircraft was previously scheduled to perform a bona fide training mission, the minimum mission requirements are not exceeded, and there is no additional cost to the government. MILAIR will not be scheduled for training missions for the primary purpose of accommodating the travel of DA personnel, either military or civilian.

b. When scheduling MILAIR, every effort will be made to avoid:

1) Trips between major U.S. cities. It may be difficult to justify the use of MILAIR for travel along high-density travel routes (e.g., Washington, D.C. to New York City, Atlanta, Los Angeles or Chicago):

a) commercial travel is generally less expensive to major hub citie

b) high density traffic may make it difficult to obtain desired arrival/departure times

c) travelers must be cognizant of the public's perception of the use of military air resources

2) Trips where the aircraft appears to be filled with personal staff members to make the trip cost effective.

3) Trips requested because of the need to accommodate competing requirements, especially when either of the requirements are events of a social nature. Maximum advance planning should be employed to avoid scheduling conflicts dictating the use of MILAIR.

c. The particular aircraft used must be the least costly one capable of satisfying the transportation requirements. Larger aircraft will be used only for reasons of safety, security, or economic feasibility. At no time will a larger aircraft be scheduled in order to accommodate individuals traveling in a "non-interference" or unofficial status.

d. The OCONUS use of CONUS based military aircraft must be approved by the SA for all Secretariat officials. The CSA has designated the DAS as the approval authority for all members of the ARSTAF and MACOM commanders.

e. MACOM commanders are delegated approval authority for the OCONUS use of CONUS based MILAIR for individuals under their supervision. CONUS based MILAIR may only be used for OCONUS travel if the one of the criteria in paragraph 5.A. is satisfied.

f. The use of commercial airlift to OCONUS destinations does not preclude the use of MILAIR in an OCONUS theater of operation when:

1) MILAIR is reasonably available and does not require long deadhead flights to begin or end the mission, or

2) U.S. commercial carriers are not available and significant security concerns preclude the use of foreign flag carriers.

g. All requests for the administrative use of fixed-wing and rotary-wing MILAIR must be in writing. Requests for travel by other than DOD senior officials are processed for approval through existing standard procedures. Travel approval authorities may establish the specific format for requests and documentation of MILAIR travel. At a minimum, however, this documentation must meet the requirements of DoDD 4500.56.

1) Requesters must determine and document that the requirements of this section and/or section 6 have been met for each individual use.

2) The senior traveler must sign all requests for MILAIR travel. Signature authority may not be delegated.

h. Contractors Aboard Military Aircraft.

1) Generally, contractors will not be placed on military aircraft except in compliance with C.2.2.9. of DOD 4515-13-R. In instances where the success of an Army mission depends on the presence of contractor personnel, those personnel may be placed on military aircraft through the use of a Contractor Identification Memorandum/Letter of Authorization, a sample of which is found on Enclosure 5 of this document. The use of Invitational Travel Orders for placing contractors on military aircraft is prohibited. As a minimum, the Contractor Identification Memorandum/Letter of Authorization will include:

a) name, social security number, company name and DOD contract number

b) billing address of contractor for purposes of billing costs if travel is to be approved under the authority of C.2.2.9.3. of DOD 4515.13-R; or the appropriation to be charged (fund cite or responsible DOD Contract number to be charged) if travel is to be approved under the authority of C.2.2.9.2. of DOD 4515.13-R

c) full justification and purpose for being onboard the aircraft

d) statement indicating that commercial transportation is not available

e) signature of senior Army official requesting the contractor's presence

2) Approved contractors on board military aircraft, and operating under contracts where commercial transportation costs have already been included in the contract, will reimburse the government at full commercial coach fare, within five days of completion of the travel. Under no circumstances may contractors travel or reimburse at the contract fares offered to government employees.

3) The Contractor Identification Memorandum/Letter of Authorization will be submitted through normal travel authorization channels, and, if applicable, processed with required documents through appropriate local billing channels to ensure a timely reimbursement to the United States government.

6. ROTARY-WING MILITARY AIR TRAVEL

a. Rotary wing MILAIR may be used for official travel only when it is cost favorable as compared to ground transportation, or when the use of ground transportation would have a significant adverse impact on the ability of the senior official to effectively accomplish the purpose of the travel.

b. This policy does not apply to "operational mission" use of rotary wing aircraft as defined in AR 95-1, Flight Regulations, or to mission required use such as: transport of troops and/or equipment; training; evacuation (including medical evacuation); intelligence and counter-narcotics activities; search and rescue, transportation of prisoners; use of defense attaché-controlled aircraft; aeronautical research and space and science applications; exercising command/supervisory authority at adjacent/local installations; and other such activities.

c. If commercial aircraft service is available between the general departure and destination locations, the criteria of paragraph 5.A. must also be satisfied.

d. Helicopter travel to events that can be accomplished by video teleconference, or combined with other events/activities, should not be approved.

e. Helicopter assets shall not be used for transportation between installations within the NCR except in unusual circumstances. The existence of unusual circumstances shall be determined by the SA or his designee for members of the Secretariat, and by the CSA or his designee for Army officials not assigned to the Secretariat.

f. The following guidance applies to the use of the Pentagon Helipad:

1) Eligibility for use of the Pentagon Helipad is restricted to Code 4 Civilians, Lieutenant Generals, and above. Code 5 Civilians and lower will be serviced from Davison Army Airfield, Ft. Belvoir, VA, or Fort McNair. (See Enclosure 6 at the end of this document for Code definitions)

2) The Pentagon Helipad is normally available Monday through Friday from 0730 to 1730 hours. The CSA has designated the DAS as the approval authority to grant exceptions for weekend and/or alternate travel times for Code 2 and 3 civilians and General Officers (four-star). Exceptions may be granted only under the most extraordinary circumstances for travel originating within the NCR.

g. Within the NCR, all approved requests for helicopter support are forwarded from the respective organizational airlift validator to the 12th Aviation Battalion, Ft. Belvoir, VA. Normally, the use of this mode of transportation will be limited to those NCR intra-city trips that are within a 125 Nautical Mile (NM) radius and/or more than a 90-minute motor vehicle trip from the Pentagon. A chart providing comparison mileage and time is included for reference at Enclosure 4.

1) Intra-city travel is travel that departs from and arrives at any location within the Greater Washington-Baltimore Metropolitan area.

2) Intra-city travel is limited to Code 1, 2, and 3 civilians and Code 2 and 3 General Officers.

3) Requests for exceptions must be approved by the AA for Secretariat officials, and by the DAS as designated by the CSA for the ARSTAF. Requests for exceptions to use of U.S. Army assets by officials other than Army officials will be coordinated with the Executive Secretary of the Department of Defense.

7. SPECIAL AIR MISSION (SAM) AIRCRAFT

a. Special Air Mission (SAM) aircraft are specially configured aircraft assigned to the United States Air Force 89th Airlift Wing used to support only the most important U.S. interest missions and DOD missions where other airlift do not provide the timeliness, security, or communications capability required. The costs associated with operating this limited inventory of aircraft range from approximately $2,300/hour to nearly $4,300/hour depending on the type of aircraft, thereby necessitating judicious use of this limited resource. All requests for SAM support of non-required users require a cost analysis as a part of the justification.

b. Within the DA, only the following officials are eligible to use SAM aircraft. If one of these officials is not aboard, the SAM aircraft cannot be used for the mission:

Secretary of the Army
Chief of Staff
Under Secretary of the Army
Vice Chief of Staff
Assistant Secretaries of the Army
General Counsel
Four-star General Officers

c. SAM aircraft may be authorized in the following instances:

1) Travel is plainly in the national interest for official purposes;

2) Commercial transportation is clearly incapable of meeting the requirement for security; or

3) Other significant reasons as approved by the appropriate travel orders approving authority.

d. Approval Process

1) Requirements for both domestic and foreign SAM flights for personnel in the Secretariat will be submitted through the AA to the SA.

2) Requirements for both domestic and foreign SAM flights for personnel in the ARSTAF and MACOM Commanders including foreign counterpart visits will be submitted to the DAS.

e. All non-DOD requests for SAM aircraft, exclusive of Congressional travel, will be submitted through the AA for processing to OSD.

f. Congressional use will be coordinated by the Chief of Legislative Liaison in accordance with established procedures. The use of SAM aircraft is especially appropriate for Army sponsored trips by members of Congress or DOD officials when the trip has significant DOD interest.

g. The SAM Airlift validator in the Office of the Chief of Staff, Air Force, provides periodic reports on utilization of SAM aircraft through the AA for review by the SA and the CSA.

8. OPERATIONAL SUPPORT AIRLIFT (OSA)

a. The use of Operational Support Airlift (OSA), both fixed and rotary wing, assigned to DA should be restricted to flights where commercial transportation is inconsistent with security or other significant mission requirements. Requests for use of OSA will be processed in accordance with current directives and procedures.

1) Every effort will be made to pool requirements for maximum aircraft utilization.

Minor differences of only a few hours in travel schedules seldom warrant the use of separate aircraft. (Flexibility in scheduling and passenger loads to accommodate the pooling of missions is encouraged.) All requests should include a comparison of the costs of travel by military air and commercial modes of transportation.

2) The United States Army Priority Air Transport Detachment can support longer missions, but its use must be fully justified through OSA policies and procedures and approved by AA for members of the Secretariat and by the DAS as designated by the CSA for members of the ARSTAF.

3) For Headquarters, Department of the Army (HQDA) and its Field Operating Agencies (FOAs) and Staff Support Agencies (SSAs), the officials listed below are designated as Authorizing Officials for operational support airlift (OSA) requests from senior officials within their commands or organizations. Their Authorizing Official is the Director of the Army Staff (DAS). The Vice Chief of Staff, Army is the authorizing official for the DAS. MilAir requests will be processed through the Aviation Staff Officer, Office of the Vice Director of the Army Staff, Army (ATTN: DACS-ZDV-AVN).

a) Director of the Army Staff
b) Deputy Chiefs of Staff
c) Assistant Chief of Staff for Installation Management
d) Chief of Engineers
e) Surgeon General
f) Chief, National Guard Bureau
g) Chief, Army Reserve
h) The Judge Advocate General
i) Chief of Chaplains
j) Commanding General, U.S. Army Military District of Washington (MDW)
k) Heads of FOAs and SSAs (major general or equivalent and higher)

4) Major Army Command (MACOM) Commanders (major general or higher) and heads of FOAs and SSAs (major general or higher) are designated as Authorizing Officials for OSA requests from senior officials within their commands. MACOM Commanders may delegate this authority in writing, without further delegation to the Chief of Staff (no lower than Major General level). Except for four-star generals, and the three-star Commander of USARPAC, senior officials may not authorize their own MilAir travel.

5) The DAS is the Authorizing Official for MACOM commanders who are not 4-star general officers or the three-star Commander, USARPAC. Process MilAir requests for MACOM commanders, other than 4-star generals, through the Aviation Staff Officer, Office of the Vice Director of the Army Staff, Army (ATTN: DACS-ZDV-AVN).

6) MilAir requests for personnel (0-6 or equivalent and below) will be processed for approval as outlined in Chapter 3, AR 95-1, Flight Regulations, 1 September 1997 and the DoD Directive 4500.43, Operational Support Airlift, 28 October 1996.

7) The CSA or his designee is the approval authority for employees of other US government agencies.

b. The Commander, Operational Support Airlift Command, will provide a semi-annual report of the use of Operational Support Airlift by senior DA officials through the Director of the Army Staff and the AA for review prior to submission to the SA.

c. All MACOM commanders will ensure that they are kept informed of their command's OSA usage.

9. (RESERVED)

10. ACCOMPANYING SPOUSE TRAVEL

a. As a general rule, spouses or other family members may not accompany DA personnel, either military or civilian, on official business at government expense. Accompanying spouse travel on either military or commercial aircraft is accomplished as an exception to policy, pursuant to Appendix E, part I, paragraph A13 of the JTR. Exceptions are normally limited to the spouses of senior officials. Other family members or dependents are not permitted to travel at government expense. (See Section 12, Non-interference (reimbursable) travel). (The Joint Travel Regulations can be accessed at http://www.perdiem.osd.mil)

1) Accompanying spouses traveling on commercial aircraft at government expense will fly coach-class, unless otherwise authorized in accordance with section 3, Commercial Air Travel.

2) Accompanying spouses traveling on MILAIR will travel in a noninterference (non-reimbursable) status. MILAIR must be independently authorized in accordance with section 5.

b. As an exception to policy, spouses may accompany their sponsors on military or commercial aircraft at government expense when at least one of the following conditions are met:

1) The spouse will actually **participate in an official capacity** at an unquestionably official function. A spouse's itinerary that details the specific official events of sufficient duration in which the spouse will participate (i.e. a conference or installation visit) may justify the spouse's travel on MilAir or ComAir at government expense. A spouse agenda/itinerary is required when using this provision as the basis for approval of the spouse's travel. A substantially complete draft itinerary is sufficient for long lead-time requests. An example of a substantive agenda is provided at enclosure 2. **Or**,

2) The spouse's presence at an official function is deemed to be in the national interest because of a **diplomatic benefit** to the United States. Simply stated, when the spouse and sponsor are meeting with high-level foreign dignitaries and their spouses, the spouse's travel may be justified on MilAir or ComAir at government expense. Documentation of foreign dignitary presence is required when using this provision as the basis for approval of the spouse's travel. **Or**,

3) The spouse's presence at an official function is deemed to be in the national interest because of a **public relations benefit** to the United States. Simply stated, when the spouse and sponsor are meeting with persons and their spouses from outside the Department of Defense, the spouse's travel may be justified on MilAir or ComAir at government expense. Under this provision, a statement from the requesting official, deeming the spouse's presence provides a public relations benefit to the United States, is sufficient when using this provision as the basis for approval of the spouse's travel.

c. Spouses may travel unaccompanied to an official function, provided **any or all of the above conditions** are met, **and** unusual circumstances exist on the part of the sponsor that may necessitate an exception to the general requirement that the spouse and sponsor travel together. Such unusual circumstances may include unplanned or unanticipated schedule changes or compelling mission requirements on the part of the sponsor. Under those unusual circumstances the spouse shall travel in the most cost-effective manner available, which may include an already scheduled MilAir flight or NTV.

d. Once all supporting documentation is attained, the requestor must obtain a policy/fiscal review from the resource manager prior to submission to the approval authority. Each occurrence will be approved individually and documented by an MFR signed by the approval official. Blanket travel orders for spouses are not permitted.

e. Spouses traveling in an accompanying spouse status are not permitted per diem.

f. Approval Authorities.

1) Each occurrence of spouse travel is to be approved on a case-by-case basis. Blanket travel orders for spouses are not permitted. When the requesting official is not assigned to HQDA, the request for approval for spouse travel will also be reviewed by the requesting official's MACOM Chief of Staff, or equivalent, prior to submission. Each request will include the following supporting documentation and will be retained by the requesting organization for two years:

a) Request signed by the sponsor;

b) Name, grade, and position/title of sponsor;

c) Purpose of spouse's travel;

d) Travel date and destination;

e) Type of conveyance, to include cost if commercial flight;

f) Policy and/or fiscal determination by appropriate MACOM official;

g) Agenda or itinerary for spouse that indicates either actual participation or a diplomatic or public relations benefit to the United States.

2) The SA is the approval authority for all accompanying spouse travel of Secretariat officials at government expense on commercial or MILAIR.

a) All requests for spouse travel that are to be approved by the SA will be forwarded to the AA for processing.

b) Requests should be submitted at least 15 working days prior to the travel.

3) The CSA is delegated the approval authority for all travel of spouses of DA officials not assigned to the Secretariat by military or commercial aircraft. For the ARSTAF, the CSA has delegated approval authority to the DAS for all spouse travel requests. Approval authority for accompanying spouse travel via commercial or military aircraft is delegated to four-star MACOM Commanders for their spouse and the spouses of individuals within their organizations. Further delegation is authorized in writing but may not be delegated below the two-star general officer Chief of Staff for a four-star commanded MACOM, or equivalent level.

4) All four-star general officers and the three-star commander of USARPAC are delegated the authority to approve accompanying travel of their own spouses, and spouses of those in their command on military and commercial air. Each occurrence will be approved individually and documented by a Memorandum for Record that has been reviewed by policy and/or fiscal officials and signed by the principal. Blanket travel orders for the spouses are not permitted.

5) Joint or "dual hatted" DA commanders of Unified & Specified Commands follow their joint command approval process concerning accompanying spouse travel when traveling on behalf of their joint command. When traveling on DA business, the provisions of this policy memorandum will be followed (example: Army Four-Star Commanders Conference).

6) The Chief, National Guard Bureau is delegated, without further delegation, the authority to approve the travel of accompanying spouses of the 54 State and Territory Adjutants General when they are traveling for purposes of National Guard Bureau business. However, when the State and Territory Adjutants General are traveling on state or territory business, the state or territory guidance governing accompanying spouse travel will be used. In either case, the tests of unquestionable official function with actual participation, and/or significant diplomatic or public relations benefits must be met.

11. REQUIRED REPORTING FOR ACCOMPANYING SPOUSE TRAVEL

a. The approval authority will maintain a record of approved accompanying spouse travel (as authorized by section 9 above) on MILAIR and commercial aircraft for a period of two years. This documentation shall be subject to review, and include the following review officials: the Secretary of the Army, or the AA acting as his designee, when appropriate. The documentation will include spouse travel trips via MILAIR or commercial air for the spouses of <u>all</u> DA officials (not assigned to the Secretariat), including the following:

1) Commands delegated approval authority for spouse travel by the Chief of Staff of the Army;

2) Four-Star General Officers and the Three-Star Commander of USARPAC;

3) Joint or "Dual Hatted" commanders when travel was on behalf of the DA; and

4) State and Territory Adjutants General of the National Guard when travel was on National Guard Bureau business.

b. Documentation of individual spouse travel trips will include:

1) Name of sponsor and spouse,

2) Justification (i.e., participation in an official capacity at an unquestionably official function, or diplomatic or public relations benefit),

3) Destination,

4) Duration, and

5) Any per diem or incidental expenses allowed to the spouse.

c. Documentation of each trip approved by the CSA or his designee will be maintained for at least two years from the date of travel to comply with audit and/or inspection requirements.

12. OTHER SPOUSE TRAVEL

a. Travel by spouses is usually accomplished in an accompanying status as provided in section 9 above. However, spouses may also travel independent of their sponsors when travel is authorized in accordance with the JTR/JFTR (other than Appendix E, Part I, paragraph A13 of the JTR). When traveling pursuant to an independent basis, spouses are authorized per diem. For example, travel and per diem for spouses is authorized when:

1) the spouse will attend a service-endorsed training course or briefing and provide subsequent volunteer service incident to such training, (e.g., Pre-Command Course, Brigadier General Training Course, anti-terrorist training course) as specified by HQDA.

a) Course Approval Procedures. Certain courses, such as the Pre-Command Course, have already been considered and approved as service-endorsed. For other Courses, the JTR requires approval through "the Secretarial Process." Consequently, requests should process through command channels and the Deputy Chief of Staff G3, Training Division to the Office of the Administrative Assistant to the Secretary of the Army for staffing within the Secretariat and approval. Requests should include, as a minimum, a detailed program of instruction and a memorandum explaining the primary and direct mission-related benefit that the Army will receive as a result of funding this training for family members.

b) Travel Approval. Once a course is approved, selected spouses may attend the training at government expense and receive the same travel allowances as a service member or employee who is on temporary duty (TDY). The normal order-issuing

official for ITOs approves the travel on a case-by-case basis, ensuring that there is a primary and direct mission-related benefit to the Army by that particular family member attending the training.

2) the spouse will confer with DOD officials on DOD matters as a subject matter expert. In this instance, being a spouse is incidental to being a subject matter expert, and the circumstances of travel are not to be confused with accompanying spouse travel. Under this authority, the spouse may be issued invitational travel orders through normal procedures without obtaining special approval for spouse travel. It is generally DA policy that spouses traveling to participate in discussions on Army Family Programs and/or Quality of Life issues shall travel in an accompanying spouse status (per diem not authorized) in accordance with section 9, unless travel is for an excepted program in accordance with B. below.

b. Notwithstanding the restriction in paragraph 10.a.2) above, when the spouse or other qualified individual has been selected to serve as a member of the delegation to an official conference concerning Army Family Programs or Quality of Life issues, then the activity that is sponsoring the conference may authorize the sending command to issue an ITO (per diem authorized) for that spouse's travel if the following conditions apply:

1) The activity that is sponsoring the conference is commanded by an official in the rank of major general or above;

2) The conference has a substantive agenda aimed at affording the Army Secretariat or Army leaders guidance, advice, and testimony that is essential to the process of developing effective policies pertaining to family, education, health care, retention, and other issues related to the well-being of our soldiers and their families;

3) The conference's established objective is to render a discernable substantive product, such as a set of policies, a strategic plan, or an action plan;

4) The agenda requires full-time participation by each delegate to ensure that it completes its agenda and accomplishes its established objective;

5) The process for selecting delegates conforms to Army regulatory guidance and the slate of delegates has been approved, in writing, by the sponsoring commander.

Note: In no case, however, will the spouse of a soldier or DA employee be entitled to separate reimbursement for the lodging portion of per diem if the soldier or employee is on TDY to the same conference, is concurrently on TDY in the same commuting area of the conference, or resides within commuting distance to the conference site.

c. Commanders of Major Commands will submit an annual report through the Director of the Army Staff to the Administrative Assistant to the Secretary of the Army no later than 15 October summarizing Army Family Program conference participation and delegate travel, along with a summary of cost to the Army for that travel.

13. UNOFFICIAL TRAVEL — NON-INTERFERENCE (REIMBURSABLE) TRAVEL

a. Non-interference (reimbursable) travel is travel by a spouse, dependent, or other non-Federal traveler not on official business in the company of a senior DOD official (normally Code 1, 2 and 3 civilians, and Code 2 and 3 General Officers, see Enclosure 6 at the end of this document) traveling on official business on MILAIR. This is not space available travel.

b. Non-interference travel is only authorized if the following conditions are met:

1) MILAIR is already scheduled for an official purpose;

2) The non-interference use does not require a larger aircraft than is needed for the official purpose;

3) Official travelers are not displaced;

4) The travel results in negligible additional cost to the government; and

5) The government is reimbursed at the full commercial coach- class fare rate or equivalent. The full coach-class fare is defined as any coach fare that is available to the general public between the day that the travel was planned and the day the travel occurred, including restricted fares, provided the traveler would otherwise be able to satisfy the restrictions associated with the particular fare if traveling via commercial air.

c. This travel will be approved in advance in writing. The senior DOD official will attach to his/her travel voucher a personal check made payable to the Treasurer of the United States and include a travel office printout that reflects the full commercial fare.

d. Approval will be through the senior traveler's normal approval chain.

14. MOTOR VEHICLE TRANSPORTATION

a. AR 58-1 governs the use of motor vehicle transportation to include the procurement and use of sport utility vehicles. This section highlights guidance found in that regulation pertaining to non-tactical vehicles and provides additional guidance where necessary.

b. Section 1344 of Title 31 of the United States Code specifies those officials who are authorized home-to-work transportation. Within the DA, only the SA and the CSA are authorized home-to-work transportation.

1) With certain limited exceptions prescribed by statute, home-to-work transportation is not transportation for an official purpose, and is prohibited. Normally, such transportation is a personal responsibility. Section 1344 establishes criteria for exceptions to this policy, and for reporting those exceptions to Congress. However, within the DA only the SA can approve those exceptions.

2) Individuals who are authorized home-to-work transportation may incur personal tax liability in connection with this government-furnished service regardless of the circumstances. The law provides that an individual who willfully violates Section

1344 may be suspended without pay for a minimum of 30 days, and when circumstances warrant, for a longer period, or may be summarily removed from office. Military personnel who willfully use or authorize
the use of government vehicles for other than official purposes, can be disciplined under provisions of the UCMJ or other administrative procedures as appropriate.

c. Transportation to official after-hours functions will be treated as an exception to policy for which prior approval from the installation commander or his/her delegated authorizing official is required. All transportation to after-hours functions will begin and end at the individual's normal place of duty.

d. Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities unless specifically approved under the provisions of Army Regulation(s).

e. The use of Army NTV is restricted to official purposes only.

1) Transportation may be provided for military and DOD civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities.

2) Changes of command, promotions, retirements, unit activations/deactivations are considered official business internal to the Army community. Attendance by the Army community is encouraged and we should not make it difficult for colleagues and peers, who by their very presence, improve the morale and spirit of the Army. For that reason, the use of a GOV or GOVs to attend such activities should be managed and not discouraged. By managed, it is the intent of this policy that 10 sedans should not come from one installation to attend an official function, when a 15 passenger bus would accomplish the mission. There will be occasions, such as an after event meeting, when group transportation is not feasible, and multiple vehicles to the event are necessary. It is the responsibility of Garrison Commander to monitor and correct abuse of this policy. Prudent use of government resources is the responsibility of all Army employees.

f. Spouses of DA officials may be authorized transportation in government vehicles only when:

1) Accompanying their DA sponsor, the use of the vehicle has already been authorized to accomplish official business, and there is space available. Such transportation must be provided at no additional cost to the government, and the spouse's presence may not require a larger vehicle than that already authorized to accomplish official business;

2) Proceeding independently to or from an official function when the spouse's presence at the function is in the best interest of the government and circumstances have made it impractical or impossible for the official to accompany the spouse en route; however, this authority applies only to the spouse of a DA employee who is authorized to receive home-to-work transportation.

g. Transportation support to other U. S. Government agencies, or non-U.S. Government entities, may be provided only under strict guidelines. Reimbursement by the requesting activity is normally required for transportation support to non-DOD activities. DA officials shall review established guidelines and obtain required approvals prior to inviting travel or committing Army support.

h. Sport utility vehicles (SUVs) are a relatively new class of vehicle with four-wheel drive and an off-road capability that make the vehicle ideal for police, range support, and other off-road duties that require physical abilities exceeding those of a sedan or truck. SUVs are also necessary to more safely handle certain types of road conditions in inclement weather. However, SUVs cost more to buy or lease. As a class, the SUVs have a poor miles per gallon rating, and the vehicles currently are not designed to use an alternative fuel. In addition, SUVs are generally considered a status symbol.

1) SUV's will not be acquired by purchase or lease to enhance the comfort or prestige of any individual, regardless of grade or rank.

2) Army activities are required to use the smallest, most fuel efficient vehicle capable of meeting agency needs. Specifically, where a Class II sedan or light duty pickup truck will meet mission requirements, a larger and more prestigious SUV will not be acquired, leased, or used.

3) Commanders of MACOMs are responsible for approving SUV requests by installations and activities for high-end SUVs or any SUV that has a maximum gross vehicle weight that is greater than or equal to 5,000 pounds. MACOMs and commanders should seek to limit the use of such high-end and costly SUVs. Criteria are found in the Federal Vehicle Standards 20XX at:
http:pub. fss.gsa.gov/pub/vehicle-standards.html.

a) Exceptions to the MACOM approval requirement include

(1) SUVs that are available as alternative fueled vehicles.

(2) SUVs that are used directly and specifically for police, fire, rescue, criminal, investigative, and intelligence activities.

(3) Recruiting and military entrance processing activities in areas where snow, sleet, and freezing rain would terminate the mission for lengthy periods.

b) Except for special requirements such as inclement weather conditions and off-road use, SUVs will not be used exclusively as passenger-carrying vehicles when a sedan, van, carryall, bus, taxi, privately owned vehicle (reimbursable), or public transportation would meet mission requirements.

15. ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR OFFICIAL TRAVEL EXPENSES

a. Title 31 U.S.C. § 1353 is the primary authority for the acceptance of gifts of travel and related expenses. When that statute applies, it shall be used to the exclusion of other authorities. The definition of terms and policies under this statute is at 41 C.F.R. § 304.

b. Heads of component commands or organizations may delegate approval authority, in writing, to accept travel payments from a non-Federal source to a division chief under their supervision serving in the grade of colonel or the civilian equivalent. Prior to authorizing acceptance of an outside payment of official travel and related expenses, travel-approving authorities must consult with their own, or the traveler's, ethics counselor and obtain a written determination from that ethics counselor that acceptance is appropriate.

c. In addition to the criteria at 41 C.F.R. § 304, payment from a non-federal source for official travel expenses may be accepted when the following conditions are met:

1) The offer of travel expenses must be unsolicited and completely voluntary.

2) The gift may only be used for official travel.

3) The gift may only be used for conferences or similar functions. An offer of travel expenses to perform functions essential to an Army mission (such as inspections or oversight visits) or to attend sales presentations will not be accepted.

4) The gift of travel may not create a conflict of interest. The approval authority must determine that acceptance would not cause a reasonable person in possession of the relevant facts to question the integrity of Army programs or operations.

d. An offer of free travel for an accompanying spouse will be processed and approved in accordance with section 9 of this memorandum. Such requests will be evaluated on the basis of whether it is in the Army's interests to accept the offer.

e. The SA retains the authority to approve all first-class travel. Requests for first-class air travel, including those paid by a non-Federal source, must be fully justified under the applicable provisions of the JTR/JFTR. This requirement applies to the traveling official and accompanying spouse.

f. The following reporting requirements apply to the acceptance of travel payments from a non-Federal source.

1) In order to simplify the travel voucher process, travelers are encouraged to accept "in-kind" travel expenses (that is, prepaid tickets and hotels), rather than cash reimbursement. If reimbursement is in the form of a check, it will be made out to "Department of the Army" and deposited with the servicing travel office.

2) Travelers must report to their ethics counselors the acceptance of travel and related expenses exceeding $250.00. The report must contain the traveler's certification that "the statements in this report are true, complete, and correct to the best of my knowledge and belief." The report must be submitted to the ethics counselor for review and signature within thirty days of completion of the travel. A suggested format for this report appears at enclosure 3.

3) Ethics counselors will use Standard Form 326, Semiannual Report of Payments Accepted From a Non-Federal Source, to consolidate reports from travelers in their jurisdiction. Standard Form 326 will be electronically submitted to the Office of the Judge Advocate General (OTJAG), Standards of Conduct Branch at

soco@hqda.army.mil. Reports for gifts received during the period 1 April to 30 September must be received at OTJAG by 15 November. Reports of gifts received between 1 October and 31 March are due by 15 May. Ethics counselors will maintain the reports submitted by travelers for one year after submission. Standard Form 326 is available on the General Services Administration website at www.gsa.gov/forms.

16. USE OF EXECUTIVE CAR SERVICES. The use of executive car services, i.e. privately contracted limousines and non-government leased executive sedans is reimbursable only at the fair market rate of taxicabs and airport transportation services during periods of official temporary duty travel. Costs in excess of fair market rates for the services mentioned above are borne by the official and will not be reimbursed. Additional charges, such as "waiting time" fees associated with the use of executive car services are not authorized. Officials are encouraged to utilize local public transportation resources for travel to and from TDY locations. Reimbursement for commercial transportation from residence to permanent duty locations is not authorized.

Encl. 1

FOREIGN TRAVEL DATA SHEET

(SUBMIT TO THE OFFICE OF INTERNATIONAL CONFERENCES, DEPARTMENT OF STATE, ROOM 1517,
FAX 202-647-1301 OR 202-647-5996; Phone 202-647-5875)

PRELIMINARY REPORT
(to be completed before foreign travel to an international conference)

NAME OF TRAVELER (last, first):
EMPLOYING DEPARTMENT OR AGENCY:
TITLE HOST OF INTERNATIONAL CONFERENCE ATTENDED:

WILL MORE THAN TWO FOREIGN GOVERNMENTS ATTEND? YES NO
NAME OF OFFICIAL AUTHORIZING TRAVEL:

PURPOSE OF TRAVEL:**(Select code: (1) member of delegation; (2) technical/administrative support to delegation (3) meetings with foreign officials outside the conference; (4) other (specify)**

DATE TRAVEL BEGINS: DATE TRAVEL ENDS:

CONTACT TELEPHONE NUMBER

FINAL REPORT
(to be completed within 30 days of the conclusion of travel)

NAME OF TRAVELER (last, first)

CONFERENCE ATTENDED/HOST:

DATE TRAVEL BEGAN: END DATE OF TRAVEL:

ACTUAL COST OF TRAVEL:

Complete the following only if there have been changes since the preliminary report:

EMPLOYING DEPARTMENT OR AGENCY:

NAME OF OFFICIAL WHO AUTHORIZED TRAVEL:

PURPOSE OF TRAVEL:

ENCLOSURE 1 - Foreign Travel Data Sheet

Encl. 2

SAMPLE OF SPOUSE AGENDA

YOUR LETTERHEAD

SUBJECT:	Itinerary for Visit of Mrs. John Doe, Spouse of LTG John D. Doe, Commander, U.S. Army Pacific
IN PARTY:	TBD
PURPOSE:	Orientation Visit

Monday, 8 February 1999

0900	Arrive New Toyko International Airport; met by Protocol
0900-1030	Airport procedures
1030-1100	En route Distinguished Visitors Quarters (DVQ); Activities as desired
1100-1130	Orientation Briefing
1130-1230	Lunch hosted by Mrs. Smith with roundtable discussion on quality of life issues having highest community interest (Cathy Rogers, Spouse, CS; Robin White, Spouse, DC; Dods Brown, Spouse , of Commander, 17TH ASG; Barbara Carter, Spouse, Commander, USARPAC)
1230-1240	En route Army Community Se rvices (ACS)
1240-1315	ACS Brief/open discussions with ACS staff -regarding program needs and unique concerns, and tour of facility
1315-1320	En route Community Activities Center (CAC)
1320-1400	Sensing session with New Parent Support Program Group to include active duty and spouse participants
1400-1405	En route Child Development Center (CDC)
1405-1445	Visit CDC/discussions with care givers, CDC staff regarding needs and services provided
1445-1450	En route Youth Activities
1450-1530	Visit Youth Center/discussions with Youth Activities Staff on Youth Programs
1530-1540	En route Library
1540-1615	Visit Library/check current available resources and response times on ordered materials
1615-1630	En route DVQ
1630-1750	Activities as desired and prepare for reception
1750-1800	Walk to Community Club
1800-TBD	Reception and Dinner

Tuesday, 9 February 1999

0755-0800	En route Quarters 1000
0800-0900	Breakfast hosted by Mrs. Smith
0900-0905	En route Elementary School
0905-1000	Visit Elementary School/discussions with the Principal on standards for DODDS and where the school falls in the large overall picture compared to the Elementary Schools in the U.S.1000-1005
	En route Community Support Facilities
1005-1115	Tour and discussions with personnel of the Community Support Facilities
1115-1120	En route Community Club
1120-1300	AFTB/Family Support Meeting/Working Luncheon and discussions on quality of life issues with a cross-section of Battalion spouses with opening and closing remarks by Mrs. Smith

Encl. 3

REPORT OF PAYMENT OF TRAVEL & RELATED EXPENSES
ACCEPTED FROM NON-FEDERAL SOURCES
(31 U.S.C. 1353)

Employee's Name:
Command Organization:
Employee's Position:
Spouse's Name (If applicable):

EVENT
(for which more than $250 in travel and related expenses were donated)

Nature /Title of Event:

Sponsor:

Location:

Dates: From: To:

TYPE OF DONATION

Donating Organization:

Total Amount:

Amount of Payments In-Kind: For Employee: For Spouse:

(pre-paid conference fees, hotel costs, airline tickets, pre-paid meals, etc.)

Amount of Payments by Check For Employee: _____ For Spouse:.

(Check must be made to "Department of the Army". Submit to your travel office.)

Itemized Expense:
Hotel:
Airline:
Meals:
Other

'I certify that the statements on this report are true, complete, and correct to the best of my knowledge."

Signature of Traveler Date of Signature

SUBMIT REPORT TO YOUR ETHICS COUNSELOR WITHIN 30 DAYS
Ethics Counselor Printed Name and Signature Date of Signature
(paid by non-Federal source)

Encl. 4

Comparison Chart
Estimated Times and Distances

Location	Ground	Ground Times		Air	
	Statute Miles	Non-Rush (Hours)	Rush (Hours)	Nautical Miles	Time (Hours
Aberdeen Proving Ground	75	1.50	3.00	55	.80
Andrews AFB	15	0.25	0.83	9	.40
Antietam National Battleground	80	2.00	3.00	36	.40
Baltimore City/vicinity	45	1.00	1.50	30	.40
Carlisle Barracks	115	3.00	4.00	80	1.00
Charlottesville	120	3.00	4.00	78	1.10
Chancellorsville National Battlefield	60	1.33	2.20	45	.65
Fredricksburg National Battlefield	60	1.33	2.20	40	.60
Ft AP Hill	70	2.00	3.00	4 9	.65
Ft Detrick	55	1.0O	2.00	36	.50
Ft Lee	125	3.00	400	97	1.20
Ft Meade	30	.75	1.25	20	.40
Gettysburg National Battlefield	85	2.00	3 00	55	.80
Patuxent Naval Air Station	78	2.00	2 50	46	.65
Quantico Marine Base	35	1.00	1 50	24	.40
Xerox Training Center	35	1.00	1.50	26	.40

ENCLOSURE 4 - Comparison Chart of Estimated Times and Distances

Encl. 5 Contractor Identification Memorandum/Letter of Authorization

<OFFICIAL AGENCY LETTERHEAD>

MEMORANDUM FOR TRAVEL AUTHORIZING OFFICIAL

SUBJECT: Travel of Government Contractor by Military Aircraft

<Full Name of Contractor, Social Security Number> , with <Name of Company), is authorized as a required passenger aboard military aircraft to travel to <Location> on <Dates> for the purpose of <Detailed Justification>. Commercial transportation cannot meet the requirements of this mission because <Reason>. This authorization is made in compliance with DOD 4515-13-R, C 2.2.9.

The individual named above is assigned to this mission in accordance with the terms of DOD Contract <Contract Number>. Their presence on this mission will not displace other government official passengers, nor will the aircraft size be increased as a result of their presence on the flight.

**If contract includes travel funds for commercial travel, then*:
<Name of Company/Individual> will reimburse the government within five days of completion of travel at the commercial coach fare for this trip. The billing address for reimbursement is <Contractor Billing Address>.

<Signature of Senior Official>

Encl. 6. VIP Codes for Airlift Requests

1. President or Heads of State

2. Vice-President, Cabinet Members, Members of Congress, Governors, Service Secretaries and Chiefs of Staff, and Five-Star Generals

3. Under Secretaries, Assistant Secretaries, Vice Chief of Staff, and Four-Star Generals

4. Deputy Assistant Secretaries, Three-Star Generals, SES/ES

5. Two-Star Generals, SES/ES

6. One-Star Generals, SES/ES

7. Army/USAF Colonels, Navy Captains (O6), GS-15

8. Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps

SUMMARY OF CHANGES:

Page 1. Header paragraph changes the date of supersession.

Page 3. (para 1.l.) Inserts new paragraph authored by OGC on the exclusion of legal offices when forwarding questions to SAAA on policy interpretation.

Page 5. (para 3.a.) adds new text on the mandatory use of city-pair fares.

Page 6. (para 3.c and para 3.c.8) Added text for premium-class travel.

Page 7. (para 3.d.) Returns approval level to MACOM authority in accordance with DOD 4500.9.

Page 7-8. (Chapter 4) Complete revision to encompass new rule federal rules on the earning and use of frequent flyer miles while on official government business.

Page 10. (para 5.h.) New text instructing how contractors may fly on military aircraft. Enclosure 5 provides a sample contractor identification letter.

Page 11. (para 6.f.1)) Changes code levels for those civilians and military officials that can utilize the Pentagon helipad. This changed after September 11, 2001. Enclosure 6 defines those code levels.

Page 11. (para 6.g.) Adds 12th Aviation Battalion to procedures.

Page 13. (para 8.a.3) and para 8.a.5)) Changes the office symbol for the Aviation Staff Office to reflect the Office of the VDAS.

Page 13. (para 8.a.7)) Adds CSA as approval authority for employees of other US Government Agencies.

Page 14. Chapter 9. Shown as RESERVED. Was going to be new text on the use of military aircraft for personal purposes. It was recommended to delete this new text since it would raise questions in the field.

Page 15.(para 10.c.) Adds "or NTV" to unaccompanied spouse policy.

Page 16. (para 10.f.6)) Removes "by milair" to indicate that both milair and commercial air are included in this delegation.

Page 16. (para 11.a.) Changes record keeping requirement from the DAS to the approval authority.

Page 20. (para 14.e) New text allows for greater clarity to installation commanders to make determinations on the use of NTV's for official functions.

Encl 5 & 6. Adds a Sample Contractor ID Memo/Letter of Authorization, and VIP Codes for Airlift Requests.