



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

AUG 25 2004

MEMORANDUM FOR DEPUTY INSPECTOR GENERAL FOR AUDITING  
DEPUTY INSPECTOR GENERAL FOR INSPECTIONS AND  
POLICY  
DEPUTY INSPECTOR GENERAL FOR INTELLIGENCE  
DEPUTY INSPECTOR GENERAL FOR INVESTIGATIONS  
ASSISTANT INSPECTOR GENERAL FOR COMMUNICATIONS  
AND CONGRESSIONAL LIAISON  
CHIEF OF STAFF  
DIRECTOR, EQUAL EMPLOYMENT OPPORTUNITY OFFICE

SUBJECT: Approval of Premium Class Travel

- References: (a) November 17, 2003, interim change to DoDD 4500.9, "Transportation and Traffic Management," January 26, 1989  
(b) March 1, 2004, change to the Department of Defense Joint Travel Regulations  
(c) Department of Defense Executive Secretary Memo, subject: Premium Class Travel Guidance and Reporting Requirements, April 16, 2004

In accordance with References (a) – (c), the attached matrix identifies the premium class transportation approval authorities within the Office of Inspector General.

Reference (a) assigned to the Executive Secretary of the Department of Defense the approval authority for Office of the Secretary of Defense (OSD) first class travel, and Reference (b) assigned to the Executive Secretary approval authority for OSD business class travel. Reference (b) authorized delegation of business class travel approval authority no lower than the two-star general/flag officer or civilian equivalent level and required that "[o]nly a person senior to, or independent of, the traveler . . . may authorize/approve premium class accommodations for the traveler."

The Executive Secretary, via Reference (c), delegated business class travel approval authority to OSD component heads, authorized further delegation consistent with Reference (b), and tasked component heads to designate in writing those individuals selected as approving officials for business class travel. In accordance with the Reference (c) requirement that component heads establish plans "on how they will periodically provide notices and training to travelers and supervisors/managers on premium class travel limitations," the Chief of Staff shall develop a premium class travel training module: (a) for initial briefing to all newly assigned civilian and military officers and employees; and (b) as annual refresher training for all currently assigned officers and employees.

  
Joseph E. Schmitz

Attachment:  
As stated

**Department of Defense Office of Inspector General  
Premium Class Travel Approval Authorities**

Traveler	Type of Premium Class Travel/Approval Authority	
	First Class	Business Class
Inspector General	Executive Secretary	Executive Secretary
Designated First Assistant (See DoD IG Memo, subject: Order of Inspector General Succession (Revision 3), January 16, 2004)		Inspector General
Immediate Office of the Inspector General Deputy Inspectors General Assistant Inspector General (AIG) for Communications and Congressional Liaison (CCL) and Office of the AIG(CCL) Chief of Staff (CoS) and Office of the CoS Director, Equal Employment Opportunity (EEO) and EEO Office		Designated First Assistant (See DoD IG Memo, subject: Order of Inspector General Succession (Revision 3), January 16, 2004)
Office of the Deputy Inspector General (ODIG) for Auditing		DIG for Auditing
ODIG for Inspections and Policy		DIG for Inspections and Policy
ODIG for Intelligence		DIG for Intelligence
ODIG for Investigations		DIG for Investigations