

THE WHITE HOUSE

WASHINGTON

February 12, 1997

MEMORANDUM FOR MEMBERS OF THE CABINET
SENIOR WHITE HOUSE STAFF
EOP AGENCY HEADS

FROM: ERSKINE BOWLES *E. Bowles*
WHITE HOUSE CHIEF OF STAFF

SUBJECT: White House Mission Requests

Commercial airline accommodations generally shall be used as the most economical means to conduct official travel. In appropriate cases, military aircraft may be used for official White House support missions. Situations in which commercial flight accommodations are not available or those in which commercial travel is inappropriate for the mission, fall into this category.

Use of DoD Aircraft

White House directed use of Department of Defense (DoD)¹ aircraft on a non-reimbursable basis is limited to the following types of missions:

1. White House Support Missions
 - a. Direct support of the President, Vice President and First Family;
 - b. Immediate White House activities; and
 - c. Presidential Missions - missions which, due to special interest on the part of the President, are performed at his specific direction.²

Approval of Agency requests for Presidential Mission status will generally be limited only to missions led by Cabinet-level officials. Absent extenuating circumstances, Agency requests for Presidential Mission status for sub-Cabinet officials will not be considered.

¹Unless specifically stated, this memorandum and attachment does not apply to the Department of Defense. This policy memorandum establishes controls for the use by other agencies of aircraft owned, controlled, and operated by the DoD.

²Requests based solely on "the general furtherance of on-going Presidential initiatives" do not automatically qualify as "Presidentially directed missions." The fact that the President concurs with a prospective trip by a Cabinet member or his/her representative -- as distinct from directing the trip to be made -- does not make it a White House mission (for which reimbursement is not required). Requests that are not specifically covered by criteria set forth in this memorandum require the President's specific direction to receive Presidential Mission designation.

2. Official Support Missions for:
 - a. Secretary of State;
 - b. Attorney General;
 - c. Director of the Federal Bureau of Investigation;
 - d. Director of Central Intelligence.

Pursuant to applicable statutes and policies, one of the following criteria -- in addition to the unavailability of the requesting agency's assets for the mission -- must be met in order for the White House to direct the use of military aircraft on a non-reimbursable basis for these officials. Travel must be:

- a. defense-related;
- b. In direct support of the President,³ the Vice President or First Family;
- c. specifically directed by the President; or,
- d. required to meet national security concerns (e.g., a threat exists, 24-hour secure communications required).⁴

Presidential, Vice-Presidential, and Heads of State airlift missions, in addition to use for classified military exercises, receive first priority for the use of DoD aircraft, including HMX-1 helicopters.⁵ When HMX-1 assets are not committed to these priority missions, their use is determined pursuant to applicable DoD statutes and policies without White House involvement.

For all other travel by Cabinet and government officials, the Economy Act, 31 U.S.C. § 1535, authorizes DoD to provide transportation to another government agency provided all of the following conditions are met:

- a. travel is in the national interest;
- b. there is full reimbursement to DoD;
- c. use of resources does not detract from the national defense; and,
- d. transportation cannot be provided as conveniently or cost effectively by a commercial enterprise.

³Official international travel by the Secretary of State always is considered to be in direct support of the President.

⁴Unofficial travel on military aircraft in accordance with the President's February 10, 1993 Memorandum is permitted if a threat exists or 24-hour secure communications are required, provided that travellers reimburse for fixed-wing aircraft at full commercial economy class rate and for helicopter aircraft on a prorated fare based on the hourly operating cost and total passengers.

⁵Military helicopter support may be used when the press pool requires simultaneous movement with the President and no other means of transportation is available. Press organizations are billed their pro rata fare based on the helicopter hourly operating cost and total passengers.

Review of Requests

The Chief of Staff,⁶ or his designee, will evaluate all Executive Office of the President (EOP) and other agency requests for White House directed use of military aircraft. Requests that meet the criteria will be granted White House mission status. All other requests shall be referred to the Office of the Executive Secretariat of the Secretary of Defense for consideration in accordance with appropriate statutes, regulations and policies.

The Chief of Staff, or his designee, will notify the Director of the White House Military Office (WHMO) once a mission is approved; the Director then will direct DoD to carry out the mission. DoD will schedule and operate White House missions only when directed to do so by the WHMO, Airlift Operations Office.

The Airlift Operations Office is the White House point of contact for all aircraft planning and scheduling. They may be contacted at any time for inquiries regarding aircraft availability and assist with advance mission planning. Airlift Operations is located in room 405 OEOB, and may be reached at (202) 757-1263 or by fax at (202) 638-1578. During non-business hours, an Airlift Operations representative may be reached through the White House Signal Switchboard at (202) 757-5000.

Attached are procedures to ensure that the appropriate approvals are obtained and that DoD resources are efficiently used. This memorandum supersedes memoranda entitled "White House Mission Requests," July 30, 1993; "Supplemental Guidance Re: White House Mission Requests," August 11, 1993; and White House Chief of Staff Memoranda, "White House Mission Requests," May 31, 1994; "White House Mission Requests," September 16, 1994; and "Addendum to September 16, 1994 White House Mission Requests Memorandum," June 16, 1995.

REFERENCES: Executive Memorandum, "Restricted Use of Government Aircraft," February 10, 1993; Counsel to the President Memorandum, "Use of Government Aircraft for Official Business," July 30, 1993.

⁶In instances where the Chief of Staff seeks to use military aircraft, approval by the White House Counsel or Deputy Counsel is required.

WHITE HOUSE MISSION REQUEST PROCEDURES

I. REQUESTS FROM CABINET OFFICERS, WHITE HOUSE STAFF, SENIOR ADMINISTRATION OFFICERS, AND CONGRESSIONAL REQUESTS.

All requests for White House missions by the above mentioned officials require the approval of the Chief of Staff, or his designee. Requests for White House directed travel by Cabinet Secretaries (except the Secretary of State and the Attorney General), shall be forwarded in writing to the Assistant to the President for Cabinet Affairs (Cabinet Secretary). The Cabinet Secretary will forward those requests that meet the criteria for White House mission status to the Assistant to the President for Management and Administration. Approval of Agency requests for Presidential Mission status will generally be limited only to missions led by Cabinet-level officials. Absent extenuating circumstances, Agency requests for Presidential Mission status for sub-Cabinet officials will not be considered.

White House Staff, Senior Administration Officers, and Congressional requests shall be forwarded in writing directly to the Assistant to the President for Management and Administration.

The Assistant to the President for Management and Administration then will forward all requests that meet the criteria for White House mission status to the Chief of Staff, or his designee.

After coordinating with the White House Counsel (or his designee), the Chief of Staff (or his designee) will notify the requesting party or agency of his decision as to whether the proposed travel meets the criteria for a White House mission for which DoD resources may be used.

II. DEPARTMENT OF STATE REQUESTS (Includes Delegations and Foreign Dignitaries)

The Secretary of State is authorized to use government aircraft on a non-reimbursable basis for overseas official travel and domestic travel related specifically to an international diplomatic mission. All proposed missions that State Department officials determine warrant consideration for Presidential Mission status, including travel by the Secretary of State, shall be forwarded in writing to the Assistant to the President for National Security Affairs. The National Security Advisor will forward these requests with a recommendation to the Assistant to the President for Management and Administration who, in turn, will forward the requests (with recommendation) to the Chief of Staff or his designee. The Chief of Staff, or his designee, will notify WHMO and NSC of the decision.

Requests based solely on "the general furtherance of on-going Presidential initiatives" do not automatically qualify as Presidential Missions. Requests not specifically covered by criteria set forth in this memorandum require the President's specific direction to receive Presidential Mission designation.

Unless specifically directed by the President, other Department of State requests may be sent directly to the Office of the Executive Secretariat at DoD.

III. REQUESTS FROM THE ATTORNEY GENERAL, THE DIRECTOR OF THE FBI, AND THE DIRECTOR OF THE CIA.

Requests for White House directed travel on DoD aircraft by the Attorney General, the Director of the FBI, or the Director of the CIA shall be forwarded in writing to the Assistant to the President for Management and Administration. The Assistant to the President for Management and Administration will forward requests that meet the criteria for White House mission status to the Chief of Staff or his designee. After coordinating with the White House Counsel (or his designee), the Chief of Staff (or his designee) will notify the requesting official of his decision as to whether the proposed travel meets the criteria for which DoD resources may be used.

IV. GENERAL INFORMATION

Every effort should be made to submit requests as early as possible and when feasible, not later than 72 hours before the proposed travel. Requests should contain the following information:

- a. purpose of the trip;
- b. travel dates;
- c. type of aircraft requested;
- d. number of passengers and name of primary (principal) passenger;
- e. a proposed flight itinerary; and,
- f. statement outlining reasons that agency assets or commercial aircraft accommodations are not reasonably available or appropriate for the mission.

A copy of the request must be forwarded to the Director of the White House Airlift Operations Office to ensure aircraft availability and permit ample time for mission planning.

V. REIMBURSEMENT RATES

Travel on government aircraft, except White House missions, must be reimbursed at "Government Non-DoD" rates as follows:

<u>AIRCRAFT TYPE</u>	<u># OF PASSENGERS</u>	<u>RATE/HOUR*</u>
C-137 B/C (Boeing 707)	50-63	\$9,916
C-9 (DC-9)	42	\$6,048
C-20 B/H (Gulfstream III)	12**	\$3,348

* FY 97 Government non-DoD rates

** 10 passengers for overseas missions

Notes:

- Government non-DoD use rates are subject to and will change in subsequent fiscal years.
- The above numbers are for general planning only. The number of seats available for a mission is restricted by distance and airport.
- Should a mission require the use of another (unlisted) aircraft, that aircraft's hourly operating cost will be used to determine the appropriate reimbursement.
- Agencies are charged a minimum of two flight-hours per day for each full day an aircraft is deployed on the agency's mission.
- In-flight meal and beverage service is not included in the hourly rate of the aircraft. These charges must be paid by each passenger. Passengers will be billed following each trip whether or not meals are actually consumed.
- Availability of these aircraft is dependent on numerous factors, including maintenance, missions already in progress, and higher priority taskings (e.g., Air Force One or Air Force Two).