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March 6, 2001

MEMORANDUM FOR HECTOR F. IRASTORZA, JR.
DEPUTY ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF MANAGEMENT AND ADMINISTRATION

FROM: JOSEPH HAGIN
ASSISTANT TO THE PRESIDENT AND
DEPUTY CHIEF OF STAFF FOR OPERATIONS

SUBJECT: White House Mission Status

Attached is a "DRAFT" Chief of Staff policy and procedure for the use of DoD aircraft and requesting White House Mission status. It is important for all requestors to understand the process established in this memorandum to ensure the maximum efficient use of the Department of Defense resources.

Please have your staff review and comment by 15 Mar. The Point of Contact for this action is Captain Mike Miller, Deputy Director, White House Military Office, (202) 757-1366.

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March 15, 2001

MEMORANDUM FOR CABINET MEMBERS
SENIOR WHITE HOUSE STAFF
EOP AGENCY HEADS

FROM: ANDREW CARD
CHIEF OF STAFF TO THE PRESIDENT

SUBJECT: White House Mission Designation for Travel

This memorandum establishes policy and procedures for the use of aircraft owned, controlled and operated by the Department of Defense (DoD)¹ by government agencies. In appropriate cases, travel on military aircraft or helicopters on behalf of the President may be granted White House Mission status.

Typically, the most economical means to conduct official travel is via commercial airline transportation. However, in some cases commercial accommodations from origin to destination may not be feasible due to the unavailability of connecting flights, lack of reliable commercial aviation, inadequate personal security measures, or a requirement for secure communications.

For all travel covered under this memorandum, the Deputy Chief of Staff for Operations is designated by the Chief of Staff as approval authority. However, travel requests submitted by the Deputy Chief of Staff for Operations must be approved by the Chief of Staff to the President.

CATEGORIES OF WHITE HOUSE MISSIONS

White House directed use of DoD aircraft and helicopters on a non-reimbursable basis is limited to the following mission categories:

CATEGORY I:

- White House Missions -- Direct support of the President, Vice President, and First Family.
- Presidential Directed Missions -- Missions performed at the specific direction of the President to include travel of Cabinet Members, Cabinet level staff, and Presidential Emissaries.

NOTE: Requests based solely on "the general furtherance of on-going Presidential initiatives" do not automatically qualify as

¹ Unless specifically stated, this memorandum and attachment does not apply to the Secretary of Defense.

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White House missions. The fact that the President concurs with a prospective trip by a Cabinet member, a representative of the Cabinet Member, Cabinet Level staff, or a Presidential Emissary -- as distinct from directing the trip to be made -- does not make it a White House mission.

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

CATEGORY II:

- White House Support Missions for:
 - Secretary of State - authorized to use government aircraft on a non-reimbursable basis for international official travel and domestic travel related specifically to an international diplomatic mission.
 - Attorney General
 - Director of the Federal Bureau of Investigation
 - Director of Central Intelligence
 - Director, Federal Emergency Management Agency (FEMA)²

QUALIFYING CRITERIA FOR CATEGORY II WHITE HOUSE MISSIONS

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 Deputy Chief of Staff for Operations to direct the use of military aircraft or helicopters on a non-reimbursable basis. Travel must be:

- In direct support of the President, the Vice President or First Family;
- Specifically directed by the President;
- Defense-related; or
- Required to meet national security concerns to an organization or individual (e.g. a threat exists, 24-hour secure communications required.)³

Requests that are not specifically covered by criteria set forth in this memorandum require the President's specific direction to receive White House Support Mission status.

² In support of FEMA's specific crisis response requirements a separate Memorandum Of Understanding (MOU) between the Director, FEMA, Department of the Air Force and Director, White House Military Office has been signed.

³ Unofficial travel on military aircraft is permitted if a threat exists or 24 hour secure communications are required, provided that travelers 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.

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The President, Heads of State, the Vice President, and Secretary Of Defense for designated classified military exercises receive first priority for the use of DoD aircraft and helicopters.⁴ Marine Presidential Helicopter Squadron One (HMX-1) assets are for Presidential, Head of State and Vice Presidential support only, but when not committed to these missions, their use is determined pursuant to applicable DoD statutes and policies without White House involvement.

REQUESTS NOT QUALIFYING FOR WHITE HOUSE MISSION STATUS

For all Non-White House Mission 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:

- Travel is in the national interest; and
- There is full reimbursement to DoD; and
- Use of resources does not detract from the national defense; and
- Transportation cannot be provided as timely or cost effectively by a commercial enterprise.

These non-qualifying requests shall be routed directly to the Executive Secretariat of the Department of Defense.

The United States Secret Service is covered under the Presidential Protection Assistance Act of 1976 and an Interdepartmental Agreement Between the Department of Defense and the Department of the Treasury Concerning Secret Service Protective Responsibilities and therefore not included in any category of support for the purposes of this memorandum.

GENERAL INFORMATION FOR NON-WHITE HOUSE MISSIONS

The following is general information pertaining to non-White House Missions:

- Assigned 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.

⁴ DoD 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.

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- In-flight meal and beverage service is not included in the hourly rate of the aircraft. Each individual passenger is responsible for paying these charges. The agency point of contact is responsible for coordinating payment for meals prior to mission departure. Meals purchased for a trip are billed whether or not they are actually consumed by the passengers.
- Availability of specific aircraft is dependent on numerous factors, including aircraft maintenance, missions already in progress, and higher priority requests.

WHITE HOUSE MISSION REQUEST PROCEDURESGeneral Procedures for all Requestors:

All requests for White House Mission Status Categories I and II will be submitted in writing through the Deputy Assistant to the President for Management and Administration, to the White House Deputy Chief of Staff for Operations with copies to White House Counsel, Executive Secretary of the National Security Council, and White House Airlift Operations of the White House Military Office in accordance with Attachment A. For specific routing instructions for your organization or agency follow the guidance delineated in the paragraphs below. Every effort should be made to submit requests as early as possible and not later than 96 hours before the proposed travel unless in conjunction with a national emergency or natural disaster.

Requests from Cabinet Officers (except Secretary of State and Attorney General):

Requests for White House mission designation for travel by Cabinet Secretaries shall be forwarded in writing in accordance with Attachment A of this memorandum, through the Assistant to the President for Cabinet Affairs (Cabinet Secretary). The Cabinet Secretary will forward each request with a recommendation through the Deputy Assistant to the President for Management and Administration, to the Deputy Chief of Staff for Operations with copies as directed in the previous paragraph.

Requests from Secretary of State (Includes Delegations, Heads Of State, and Foreign Dignitaries):

Requests for White House mission designation that State Department officials determine warrant consideration, including travel of the Secretary of State, shall be forwarded in writing to the National Security Council Executive Secretary. The National Security Advisor will forward requests with a recommendation through the Deputy Assistant to the President for Management and Administration to the Deputy Chief of Staff for Operations in accordance with Attachment A of this memorandum with copies as directed in the "General Procedures" paragraph.

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Official international travel by the Secretary of State is considered in direct support of the President and does not require specific Deputy Chief of Staff approval. However, the request must still be coordinated through the Deputy Assistant to the President for Management and Administration, the Deputy Chief of Staff for Operations, and Director, White House Airlift Operations to be designated a White House Mission.

Requests from White House Staff, Senior Administration Officers, and Congressional Requests:

Requests for White House mission designation for travel by White House Staff, Senior Administration Officers, and Congressional requests shall be forwarded in writing in accordance with Attachment A of this memorandum through the Deputy Assistant to the President for Management and Administration, to the Deputy Chief of Staff for Operations with copies as directed in the "General Procedures" paragraph.

Requests from the Attorney General, Director of the FBI, Director of the CIA, and the Director of FEMA:

Requests for White House mission designation for travel by the Attorney General, the Director of the FBI, the Director of the CIA, or Director of FEMA shall be forwarded in writing in accordance with Attachment A of this Memorandum through the Deputy Assistant to the President for Management and Administration, to the Deputy Chief of Staff for Operations with copies as directed in the "General Procedures" paragraph.

WHITE HOUSE MISSION REVIEW, APPROVAL, and SUPPORT PROCEDURES

The Deputy Chief of Staff for Operations will review all requests for White House mission status with the Deputy Assistant to the President for Management and Administration, White House Counsel, White House Military Office, and if appropriate, the Executive Secretary of the National Security Council. After coordination is complete, the Deputy Chief of Staff for Operations or his representative will notify the requesting party or agency of the decision as to whether White House Mission status is approved. All other requests shall be returned as not qualifying for White House Mission Status.

The staff or designated representative of the Deputy Chief of Staff for Operations will notify White House Airlift Operations (designated POC for the Director, White House Military Office) once a mission is approved. The 24 hour point of contact for the requestor is responsible for initiating contact and coordinating mission details with White House Airlift Operations once the mission is approved or in the event the request is cancelled.

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Upon mission approval by the Deputy Chief of Staff for Operations, and after coordination with the requestor's 24 hour point of contact, White House Airlift Operations will task the appropriate DoD organization (the Office of the Assistant Vice Chief of Staff, Special Air Missions; Executive Secretariat of the Secretary of Defense; or HMX-1, as appropriate) to plan and execute the mission. It is imperative for the 24-hour point of contact to clearly articulate mission requirements and itinerary in accordance with the approved White House Mission Request.

After initial coordination with White House Airlift Operations of approved missions, any changes in date, itinerary, or number of passengers by the requestor that impact the ability of DoD to perform the mission must be submitted, in writing, as changes to the original request and reviewed by the Deputy Chief of Staff for Operations. White House Airlift Operations will change approved missions with Department of Defense organizations only after changes are validated by the Deputy Chief of Staff for Operations or designated representative.

DoD organizations will schedule, operate, and change White House missions only as directed by White House Airlift Operations. The 24 hour point of contact for the requestor may contact the supporting DoD organization when authorized by White House Airlift Operations for handoff to mission execution.

POINTS OF CONTACT

The Deputy Assistant to the President for Management and Administration is the initial point of contact for all requests. The Deputy Assistant to the President for Management and Administration is located in the West Wing on the ground floor, and may be reached at (202) 456-5400.

The Deputy Chief of Staff for Operations is the approval authority for all White House Mission requests. The Deputy Chief of Staff for Operations is located in the West Wing, Room 1FL, and may be reached at (202)456-7505.

Executive Secretary of the National Security Council is the point of contact for the National Security Council. The Deputy Executive Secretary is located in the Situation Room of the West Wing and can be reached at (202) 456-9461 or after business hours through the Situation Room.

White House Airlift Operations is the primary point of contact after White House mission approval. White House Airlift Operations is located in room 405 of the Eisenhower Executive Office Building, and may be reached at (202)757-1263 or by fax (202)638-1578. During non-business hours, a White House Airlift Operations representative may be reached through the White House Signal Switchboard at (202)757-6000.

DRAFT**ATTACHMENT A: FORMAT FOR REQUESTING A WHITE HOUSE MISSION**

DATE

MEMORANDUM FOR JOSEPH HAGIN
ASSISTANT TO THE PRESIDENT AND
DEPUTY CHIEF OF STAFF FOR OPERATIONS

THROUGH: HECTOR F. IRASTORZA, JR
DEPUTY ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

FROM: AS APPROPRIATE

SUBJECT: Request White House Mission Designation for Travel

Request approval of the following proposed White House Mission:

1. Requesting Principal: (must be Cabinet, Cabinet level Staff, Director of CIA, or Director of FBI).
2. Purpose of the trip: (include statement outlining reasons that agency assets or commercial aircraft accommodations are not available or appropriate for the mission).
3. 24 hour Point Of Contact: (Include telephone numbers).
4. Travel Itinerary:
 - a. Dates: (from initial departure until final destination)
 - b. Requested time of departure: (at initial location and each intermediate location):
5. Total number of passengers: (to include principal).
6. Special considerations. (Why submitted less than 96 hours prior to proposed departure).

REVIEW:

HECTOR F. IRASTORZA, Jr.
Deputy Assistant to the President for Management and
Administration

APPROVED

DISAPPROVED

JOSEPH HAGIN
Deputy Chief of Staff for Operations

Cc: White House Counsel
Director, White House Military Office
Executive Secretary, National Security Council
Director, White House Airlift Operations