



Department of Defense DIRECTIVE

NUMBER 4500.56

April 14, 2009

Incorporating Change 1, May 11, 2010

USD(AT&L)

SUBJECT: DoD Policy on the Use of Government Aircraft and Air Travel

References: See Enclosure 1

1. PURPOSE. This Directive:

- a. Reissues DoD Directive (DoDD) 4500.56 (Reference (a)).
- b. Implements Office of Management and Budget Circular No. A-126, Public Law 104-106, and the White House Memorandum, "Use of Government Aircraft for Official Business" (References (b), (c), and (d)).
- c. Establishes policies for the transportation of DoD passengers and cargo and the use of government aircraft.
- d. Cancels and incorporates guidance contained in Directive-Type Memorandums 09-002 (Reference (e)) concerning the use of government aircraft.
- e. Establishes policies for Operational Support Airlift (OSA) aircraft transportation.
- f. Establishes the Executive Airlift Scheduling Activity (EASA).
- g. Supersedes all previous memorandums concerning the travel of DoD senior officials.

2. APPLICABILITY. This Directive applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

Change 1, 05/11/2010

4. POLICY. It is DoD policy that:

a. Government aircraft transportation is a premium mode of travel involving high costs and limited resources. All DoD employees at any level including commanders and airlift authorizing officials shall restrict travel based on considerations such as purpose of the trip, method of transportation required, and priority of travel. Every effort shall be made to minimize travel cost. In that regard, the type of aircraft used shall be based on the minimum cost and size necessary to satisfy the requirement. Except as provided for in this Directive, DoD Components shall not schedule training missions to accommodate the travel of DoD senior officials. It is essential that managers and commanders at all levels prevent misuse of transportation resources as well as the perception of their misuse. Transportation on government aircraft shall be in strict accordance with Reference (b) and Enclosure 3 of this Directive.

b. Support for travel of members and employees of Congress shall be provided on an economical basis upon request of the Congress pursuant to law, or where necessary to carry out the duties and responsibilities of the Department of Defense in accordance with DoDD 4515.12 (Reference (f)) and Deputy Secretary of Defense Memorandum (Reference (g)).

c. Travel status, distinguished visitor (DV) code or status, grade, or rank alone is not sufficient to justify the use of government aircraft or to dictate a particular aircraft type. Approved senior official travel may require aircraft capable of satisfying performance, configuration and communications requirements to meet the specific mission needs for the indicated travel.

d. All requests for the use of DoD aircraft must be signed by the senior traveling official. This signature authority cannot be delegated.

e. Travel must be authorized by at least one organizational level above the person traveling except for individuals designated as required use travelers *and for DoD senior officials in support of a contingency operation only when the senior official's travel is mission essential, occurs within the confines of the area of responsibility for the contingency operation, and only theater owned and/or controlled aircraft are used.*

f. Transportation for other executive agencies of the Federal Government shall be reimbursed in accordance with the provisions of section 1535 of title 31, United States Code (U.S.C.), (Reference (h)) by the agency requesting the airlift, unless otherwise directed by the Secretary of Defense.

g. Flight crews conducting missions in areas outside the continental United States (OCONUS) using National Guard aircraft must be in a title 10, U.S.C., status (Reference (i)).

h. DoD Components, other than U.S. Transportation Command (USTRANSCOM), are prohibited from leasing or chartering aircraft to meet OSA requirements, to include executive

airlift requirements, without the written approval from the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)).

i. OSA support may be received from or provided, on a reimbursable and non-interference basis, to allied nations and the North Atlantic Treaty Organization pursuant to DoDD 2010.9 (Reference (j)) and DoD 4515.13-R (Reference (k)) or comparable agreements.

j. Organic airlift, that is airlift provided by government aircraft, the primary mission of which is other than carrying passengers, but that have the capacity to carry passengers, are not to be used for passenger travel. Aircraft not designed or normally configured for passenger (non-aircrew personnel) carrying capability, such as, but not limited to, fighter aircraft, are not to be used for passenger travel. Besides scheduled government and commercial airlift services, the Department of Defense controls a large number of utility and transport aircraft for support of military operations. Travel is not permitted on those cargo or utility aircraft unless all the following conditions are met:

- (1) The aircraft is already scheduled for an official purpose.
- (2) Travel is on a noninterference basis.
- (3) The noninterference travel use does not require a larger aircraft than needed for the official purpose.
- (4) Already scheduled official travelers or cargo are not displaced.
- (5) The travel results in negligible additional cost to the Government. Such travel is funded by the aircraft operator's organization or the Transportation Working Capital Fund (TWCF).

k. Rotary-wing aircraft will be used only when the use of ground transportation would have a significant adverse impact on the ability of a senior official to effectively accomplish the purpose of the official travel. This policy applies to all officers and employees of the Department of Defense. The use of rotary-wing aircraft within the National Capital Region (NCR) shall be approved by the DoD Exec Sec for all DoD senior officials.

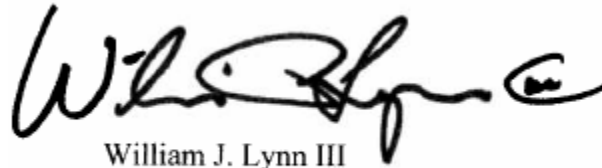
l. In accordance with the Deputy Secretary of Defense Memorandum (Reference (l)), the DoD Components will make all OSA aircraft visible through a common movement management system.

5. RESPONSIBILITIES. See Enclosure 2.

6. INFORMATION REQUIREMENTS. The semiannual report to the General Services Administration has been assigned RCS DD-AT&L-(SA)2353 in accordance with DoD 8910.1-M (Reference (m)).

7. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Directive is effective immediately.



William J. Lynn III
Deputy Secretary of Defense

Enclosures

1. References
 2. Responsibilities
 3. Official, Unofficial, and Other Travel on Government Aircraft
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 4500.56, "DoD Policy on the Use of Government Aircraft and Air Travel," March 2, 1997 (hereby canceled)
- (b) Office of Management and Budget Circular No. A-126, "Improving the Management and Use of Government Aircraft," May 22, 1992
- (c) Section 1086 of Public Law 104-106, "Operational Support Airlift Aircraft Fleet," National Defense Authorization Act for Fiscal Year 1996
- (d) White House Memorandum, "Use of Government Aircraft for Official Business," July 30, 1993
- (e) Directive-Type Memorandums "Directive-Type Memorandum (DTM) 09-002 on the Use of Government Aircraft," January 16, 2009, January 27, 2009, and Change 1, March 9, 2009 (hereby canceled)
- (f) DoD Directive 4515.12, "~~Department of Defense-DoD~~ Support for Travel of Members and Employees of the Congress," ~~December 12, 1964-January 15, 2010~~
- (g) Deputy Secretary of Defense Memorandum, "Congressional Travel," February 8, 2008
- (h) Section 1535 of title 31, United States Code, "The Economy Act," as amended
- (i) Title 10, United States Code
- (j) DoD Directive 2010.9, "Acquisition and Cross-Servicing Agreement," April 28, 2003
- (k) DoD 4515.13-R, "Air Transportation Eligibility," November 1994
- (l) Deputy Secretary of Defense Memorandum, "Information Technology Support for Commercial Variant Aircraft (CVA)," September 19, 2008
- (m) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (n) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," Volumes 1-15, current version
- (o) DoD Directive 4500.43, "Operational Support Airlift (OSA)," October 28, 1996
- (p) DoD ~~Directive~~*Instruction* 7250.13, "~~Official Representation Funds (ORF) Use of Appropriated Funds for Official Representation Purposes,~~" ~~February 17, 2004-June 30, 2009~~
- (q) Joint Federal Travel Regulation, Volume 1, "Uniformed Service Members," current edition
- (r) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition
- (s) Office of the Secretary of Defense, Director of Administration and Management Memorandum, "Revised DoD Order of Precedence," September 26, 2008

ENCLOSURE 2

RESPONSIBILITIES

1. USD(AT&L). The USD(AT&L) shall provide policy guidance on the acquisition and use of OSA aircraft to DoD Components.

2. ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS (ASD(LA)).

The ASD(LA) shall:

a. Approve and prioritize all requests for government air support for travel for members and employees of Congress, and other congressional delegations approved by the Secretary of Defense, except for transportation within the approval authority of the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Combatant Commanders (CCDRs) under Reference (f).

b. Exercise oversight of congressional travel (i.e., level of service, composition of trips, accounting practices) to standardize execution across the Military Departments.

c. Serve as the primary point of contact in the development of Speaker of the House and Senate leadership policy letters concerning congressional travel.

d. Provide approved requests to the EASA to schedule aircraft pursuant to References (f) and (g).

e. Identify the source of funding when aircraft funded by the TWCF are used and reimbursement is required.

3. EXECUTIVE SECRETARY OF THE DEPARTMENT OF DEFENSE (DoD Exec Sec). The DoD Exec Sec shall:

a. Approve transportation requests, with the exception of those requests delegated to the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the CCDRs, for all non-DoD officials, as defined in the Glossary, and all DoD senior officials within OSD and the Defense agencies.

b. Prioritize travel when requests exceed available executive airlift capability.

c. Staff requests for individuals to be temporarily or permanently designated as a required use traveler to the Secretary of Defense.

4. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER (USD(C)/CFO). The USD(C)/CFO shall develop and maintain procedures for preparing and executing budgets for OSA operations to include processes for budget submission and management of training flying hours by the flying unit, and for management of operational flying hours and attendant communications costs by the mission scheduling authority in DoD 7000.14-R (Reference (n)).

5. ASSISTANT SECRETARY OF DEFENSE FOR NETWORKS AND INFORMATION INTEGRATION/DoD CHIEF INFORMATION OFFICER (ASD(NII)/DoD CIO). The ASD(NII)/DoD CIO shall serve as the single point of contact for guidance and coordination for improving command, control, and communications capabilities for DoD senior leader travel.

6. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

a. Establish criteria, in accordance with Reference (b), for transportation on Service Secretary Controlled Aircraft.

b. Review and approve government air requests from within their respective Departments. This authority may be further delegated, in writing, but may not be delegated below the major command chief of staff or equivalent level.

c. Establish a validation process for OSA transportation requests for personnel assigned to their command.

d. Schedule operations of OSA aircraft in accordance with this Directive and DoDD 4500.43 (Reference (o)).

e. In accordance with Reference (k) and DoD ~~D~~ *Instruction* 7250.13 (Reference (p)), invite and approve travel for foreign officials and their accompanying party who are invited to travel at the expense of the Military Department.

f. Budget and fund for the cost of operating OSA aircraft.

g. Provide an annual inventory of OSA aircraft to include executive aircraft and withheld aircraft to the Chairman of the Joint Chiefs of Staff. The inventory shall include aircraft type and the number(s) being withheld and the primary mission of each aircraft.

h. Support CDRUSTRANSCOM requirement to maintain visibility of OSA aircraft.

7. SECRETARY OF THE AIR FORCE. In addition to the responsibilities in section 6 of this enclosure, the Secretary of the Air Force is responsible for scheduling Special Air Mission

(SAM) aircraft. Only passengers classified as Distinguished Visitor (DV) 1, 2, or 3 are eligible to request travel on SAM aircraft.

8. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff, or designee, shall:

- a. Approve requests for transportation for members assigned to the Joint Staff.
- b. Annually review and validate the inventory of OSA aircraft to support wartime requirements and forward a recommendation to the Secretary of Defense for approval.

9. CCDRs. The CCDRs shall:

- a. Provide oversight of theater-assigned or allocated assets to include employing a common movement management system to enable sharing of OSA capability across DoD Components and maximize support to authorized users.

- b. Establish criteria, in accordance with Reference (b), for the transportation of senior officials assigned to their command.

- c. Review and approve government air requests from DoD senior officials within their respective commands including Service components, sub-unified commands, and subordinate joint activities in accordance with this Directive. This authority may be further delegated, in writing, but may not be delegated below the ~~Combatant Command chief of staff two-star~~ or equivalent level.

- d. Approve transportation of foreign officials on DoD OSA aircraft, pursuant to References (j), (k), and (p), for travel within the CCDRs overseas area of accreditation or responsibility and on a non-interference basis.

- e. Maintain visibility of all OSA aircraft operating in or transiting their theater of operation using a common movement management system.

- f. Provide the Joint Staff with OSA joint wartime readiness requirements for planning purposes as outlined in Reference (o).

- g. Establish a validation process for OSA transportation requests for personnel assigned to their command.

- h. Provide an annual inventory of OSA aircraft to include executive aircraft and withheld aircraft to the Chairman of the Joint Chiefs of Staff. The inventory shall include aircraft type and the number(s) being withheld and the primary mission of each aircraft.

- i. Support CDRUSTRANSCOM requirement to maintain visibility of OSA aircraft.

10. CDRUSTRANSCOM. The CDRUSTRANSCOM shall:

a. Collaborate with the Military Departments, CCDRs, and others as necessary on matters relating to airlift support using OSA assets that are not scheduled by EASA.

b. Establish a common movement management system for the employment of OSA aircraft. The system will provide classified and unclassified capability to meet a variety of management needs. In accordance with Reference (l), USTRANSCOM will report user compliance on an annual basis.

c. Maintain visibility of all OSA aircraft using a common movement management system.

d. Use an OSA aircraft scheduling system that provides the DoD Components with data to facilitate the documentation and reports required by Reference (b).

e. Assist the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Combatant Commands in identifying joint wartime readiness requirements for OSA aircraft.

f. Coordinate with the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Chief of the National Guard Bureau to develop guidance for the use of OSA aircraft.

g. Serve as the single point of contact for USNORTHCOM for non-EASA scheduled OSA airlift requirements.

h. Operate the Joint Operational Support Airlift Center pursuant to Reference (o).

i. Collect data from the Military Departments and Combatant Commands and compile consolidated semiannual reports for submission to the General Services Administration (GSA).

11. CHIEF OF THE EASA. The Chief of the U.S. Air Force, Special Air Missions Division (CVAM) shall serve as the Chief of the EASA and point of contact when collaborative scheduling is required for DoD Combatant Command Support Aircraft (CCSA) and executive aircraft and shall:

a. Use a common movement management system to provide the DoD Components with data to facilitate the preparation of the documentation required by Reference (b) and this Directive and provide visibility of executive travel missions.

b. Report the usage of operational flying hours for executive aircraft in accordance with Reference (b) and this Directive.

c. Coordinate with USTRANSCOM when other airlift assets are needed to meet mission requirements.

ENCLOSURE 3

OFFICIAL, UNOFFICIAL, AND OTHER TRAVEL ON GOVERNMENT AIRCRAFT

1. USE OF GOVERNMENT AIRCRAFT. In accordance with Reference (b), certain travelers are required to use government aircraft because of a continuous requirement for secure communications; a threat exists that could endanger lives; or there is a need to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, which makes commercial transportation unacceptable. Conflicts arising due to limited airlift resources will be resolved by the DoD Exec Sec.

2. REQUIRED USE TRAVEL

a. The Secretary of Defense will designate key DoD officials as “required use” travelers based on the reasons in section 1 of this enclosure. This designation as “required use” can be for official and in very limited cases for unofficial travel as well. Travel of accompanying unofficial travelers must comply with section 4 of this enclosure. Unofficial travel may be performed by these officials on U.S. Government aircraft only upon advance notification and approval of the Secretary of Defense. All travelers including family members or other invited guests shall reimburse the Government for any unofficial travel at the full coach fare, as set forth in Reference (b). Requests for changes, additions, or other recommendations to the required use list will be forwarded to the Secretary of Defense through the DoD Exec Sec.

b. The President has designated the Secretary of Defense as a “required use” traveler for official and unofficial travel. The Secretary of Defense has determined that the DoD officials in Tiers One and Two have met the criteria for designation as “required use” travelers for official and/or unofficial travel, as indicated:

(1) Tier One. Required use travelers for official and unofficial travel:

- (a) Secretary of Defense
- (b) Deputy Secretary of Defense
- (c) Chairman of the Joint Chiefs of Staff
- (d) Vice Chairman of the Joint Chiefs of Staff (unofficial travel authorized only when acting as Chairman of the Joint Chiefs of Staff)

(2) Tier Two. Required use travelers for official travel only:

- (a) Secretaries of the Military Departments

- (b) Chiefs of the Military Services
- (c) Commander, International Security Assistance Force - Afghanistan (U.S. only)
- (d) Commander, ~~Multi National Force~~ *United States Forces* - Iraq
- (e) Commander, United States Forces Korea
- (f) Commanders of Combatant Commands
- (g) Under Secretary of Defense for Acquisition, Technology, and Logistics
- (h) Under Secretary of Defense for Intelligence
- (i) Under Secretary of Defense for Policy

c. Officials in Tiers Three and Four and all other DoD employees are not “required use” travelers. However, they may use U.S. Government aircraft for official travel only, and only when the travel complies with Reference (b) and this Directive and when the exigencies of their travel needs prevent the use of commercial aircraft. Requests by individuals in Tiers Three and Four and all other DoD employees for the use of Assistant Vice Chief of Staff of the Air Force, Special Air Missions (aircraft tasked by AF/CVAM) must be submitted to the DoD Exec Sec for approval. Travel aboard U.S. Government aircraft by Tiers Three and Four officials may be interrupted in order to support “required use” traveler needs. Conflicts arising due to limited aircraft resources will be resolved by the tier precedence of the travelers. Individuals within Tiers Two, Three, and Four have equal priority within their tiers. Resource conflicts between travelers within a tier will be resolved by the DoD Exec Sec. The DoD Exec Sec may approve other requests for the use of government aircraft on a case-by-case basis following verification that each trip complies with References (b) and (o).

(1) Tier Three

- (a) Chief, National Guard Bureau
- (b) Commander, Air Combat Command
- (c) Commander, Air Education and Training Command
- (d) Commander, Air Force Materiel Command
- (e) Commander, Air Force Space Command
- (f) Commander, Air Mobility Command
- (g) Commander, U.S. Army Materiel Command

- (h) Commander, U.S. Army Forces Command
- (i) Commander, Pacific Air Forces
- (j) Commander, U.S. Army Training and Doctrine Command
- (k) Commander, U.S. Air Forces in Europe
- (l) Commander, U.S. Fleet Forces Command
- (m) Commander, U.S. Naval Forces Europe
- (n) Commander, U.S. Pacific Fleet
- (o) Commanding General U.S. Army Europe
- (p) Director, Naval Nuclear Propulsion
- (q) Vice Chiefs of the Military Services (Tier Two when acting as Service Chief)

(2) Tier Four

- (a) Deputy Commanders of the Combatant Commands (Tier Two when designated in writing as the acting CCDR by the Secretary of Defense)
- (b) Under Secretary of Defense (Comptroller)/Chief Financial Officer
- (c) Under Secretary of Defense for Personnel and Readiness

3. OTHER OFFICIAL TRAVEL. Other official travel is normally accomplished using commercial transportation and is for the conduct of DoD official business. Other official travel may include travel to address matters such as giving speeches, attending conferences or meetings, making site visits to facilities, and permanent change of station.

a. Requests for other official travel, such as for an individual not listed in section 2 of this enclosure, using government aircraft must be submitted in writing to the appropriate authorizing officials for approval on a case-by-case basis. Government aircraft shall not be approved for other official travel if commercial airline or aircraft (including charter) service is reasonably available; i.e., commercial airline or airlift service is available to effectively fulfill the mission requirement and is able to meet the traveler's departure and arrival requirements in a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable.

b. Requesters must determine and document whether commercial service is reasonably available. To determine that commercial service is not reasonably available, the traveler must clearly demonstrate that a valid official reason for the use of government aircraft exists, other than for personal convenience. Requesters must cite scheduling requirements and why they cannot be changed, whether secure communications are required, or other such appropriate factors. All requests for the use of government aircraft for other official travel must be signed by the senior traveler. This signature authority may not be delegated.

c. For cost comparisons, scheduling agencies must use detailed cost data as required by Reference (b) and compare it to the costs submitted by the requestor. Commands possessing OSA aircraft must provide flying hour cost data that complies with the requirements of Reference (b) to OSA scheduling activities. In determining the commercial costs, the cost of rental cars, the cost of lodging and meals if the party must remain overnight, and other such appropriate factors may be considered. By combining separate government aircraft requests to fully utilize aircraft, government aircraft costs for separate travel requests can be lowered and may compare more favorably with costs associated with commercial air travel. That cost comparison will be evaluated by the centralized airlift scheduling office when cost is part of the decision process to provide government aircraft. Authorizing officials may provisionally approve a request on the basis that, if consolidated with another request(s), it is determined to be cost-effective. When an aircraft has been scheduled to satisfy a mission requirement, secondary use of that aircraft for other official travel does not require a cost comparison.

4. UNOFFICIAL TRAVEL. Travelers accompanying a DoD official on government aircraft, including family members or other invited guests, shall reimburse the Government for any unofficial travel at the full coach fare, as set forth in Reference (b). The DoD official shall attach to his or her travel voucher a personal check made payable to the Treasurer of the United States; a travel office printout that reflects the full-coach fare; and a completed DD Form 1131, Cash Collection Voucher.

a. Unofficial travel includes travel by a family member, non-DoD civilian, or non-Federal traveler when accompanying a senior DoD or other Federal official who is traveling on government aircraft on official business. This category requires an invitational travel authorization (ITA).

b. Unofficial travel differs from the space-available privilege in Reference (k) since it is limited to travel in the company of a DoD senior official and is reimbursable by the traveler at the full coach fare, as required by Reference (b).

c. Unofficial travel is not authorized on government aircraft unless the aircraft already is scheduled for an official purpose; the noninterference use does not require a larger or additional aircraft than needed for the official purpose; official travelers are not displaced; it results in negligible additional cost to the Government; and the Government is reimbursed at the full-coach fare.

5. FAMILY MEMBER TRAVEL. As a general rule, a family member may not accompany his or her DoD sponsor who is traveling on official business. A family member's travel may be approved in accordance with paragraphs 5.a. and 5.b. where there is an unquestionably official function in which the family member is to participate in an official capacity, or such travel is in the U.S. interest because of a diplomatic or public relations benefit to the United States. Such participation is normally limited to spouses and is representational in nature. As such, travel is allowed on a mission noninterference basis only and must be supported with an ITA, which normally shall authorize reimbursement of transportation costs only, not to include per diem and other expenses under the Joint Federal Travel Regulations, Volume 1, and the Joint Travel Regulations, Volume 2 (References (q) and (r)). Funded family members shall travel in the company of their DoD sponsor on government aircraft. However, unusual circumstances may occur that may necessitate exceptions to this general requirement. Such circumstances may include unplanned or unanticipated schedule changes or compelling mission requirements of the DoD sponsor. Under those unusual circumstances, the funded family member shall travel in the most cost-effective manner available, which may include government aircraft, subject to the written approval of the appropriate designated authority.

a. Certain officials specified in Reference (k), including Code 2 civilians, 4-star flag officers, and certain 3-star flag officers serving as overseas or combined commanders, may approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in section 5, and shall personally sign the ITAs. This authority does not constitute blanket approval authority. Requests by other officials for approval of family member travel under the criteria in section 5 of this enclosure shall be submitted in writing on a case-by-case basis to the same designated approval authority for the sponsor.

b. Requests that seek approval for family member travel with funding for per diem and/or other expense allowances must clearly demonstrate that travel is essential to accomplishing the mission. These requests shall include strong evidence of benefit to the Department of Defense beyond fulfilling a simple, albeit important, representational role.

6. DOCUMENTING THE USE OF GOVERNMENT AIRCRAFT. The Department of Defense is required to report semiannually to the GSA each use of government aircraft for non-mission (other than required use) travel by civilian DoD senior officials, family members of such officials, and any non-federal travelers. A second report is required for all travel on government aircraft by senior civilian officials appointed by the President and confirmed by the Senate. All military (including flag officers) and other DoD non-senior civilians are exempted from the reporting requirements. USTRANSCOM shall be the focal point for collecting the data and compiling a consolidated DoD semiannual report. Per Reference (b), all uses of government aircraft must be documented, and this documentation must be retained for 2 years. At a minimum, the documentation of each use of government aircraft must include:

- a. The type and tail number of the plane used.
- b. The date(s) used.

- c. The name(s) of the pilot(s) and flight crew.
- d. The purpose of the flight.
- e. The routes(s) flown.
- f. The names of all passengers.
- g. When government aircraft are used to support official travel, the documentation shall also include evidence that the applicable provisions of this Directive have been satisfied.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AF/CVAM	Assistant Vice Chief of Staff of the Air Force, Special Air Missions
ASD(LA)	Assistant Secretary of Defense for Legislative Affairs
ASD(NII)/DoD CIO	Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer
CCDR	Combatant Commander
CCSA	Combatant Command Support Aircraft
CDRUSTRANSCOM	Commander, U.S. Transportation Command
CONUS	continental United States
DoD Exec Sec	Executive Secretary of the Department of Defense
DV	distinguished visitor
EASA	Executive Airlift Scheduling Activity
GSA	General Services Administration
ITA	invitational travel authorization
OCONUS	outside the continental United States
OSA	Operational Support Airlift
SAM	Special Air Mission
TWCF	Transportation Working Capital Fund
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology and Logistics
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer
USTRANSCOM	U.S. Transportation Command

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Directive.

code 2 civilians. DoD officials listed on the Director of Administration and Management Memorandum (Reference (s)).

combatant command support aircraft (CCSA). CONUS and OCONUS aircraft with the primary mission of supporting Combatant Commanders.

contingency operation. A military operation that: (a) is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty of members of the uniformed services under sections 688, 12301 (a), 12302, 12304, 12305, or 12406 of title 10 (Reference (i)), chapter 15 of title 10 (Reference (i)), or any other provision of law during a war or during a national emergency declared by the President or Congress.

distinguished visitor. A guest of a DoD Component who, by virtue of rank or position, receives honors or protocol (Reference (s)).

DoD senior official. Flag officers and civilian employees of the Senior Executive Service, or equivalent, and higher-level employees.

executive aircraft. A subset of the OSA fleet solely dedicated to the airlift of DoD and Federal officials and DoD-approved senior officials. These aircraft are specially configured to support travel when other aircraft do not provide the timeliness, security, communications capability, or workspace required. Executive aircraft include:

SAM aircraft. Specifically configured non-Combatant Command aircraft assigned to the 89th Airlift Wing.

EASA. The collaborative activity among Headquarters, U.S. Air Force (AF/CVAM); Office of the Secretary of the Navy; the Office of the Secretary of the Army, U.S. European Command, U.S. Africa Command, and U.S. Pacific Command to support the transportation of DoD-approved senior officials.

exempt aircraft. The Presidential Aircraft Group assigned to the 89th Airlift Wing and Marine Corps aircraft assigned to Marine Helicopter Squadron One are not included within the overall number of OSA aircraft and are exempt from DoD issuances addressing OSA.

government aircraft. Any aircraft owned, leased, chartered, or rented by an Executive agency.

non-DoD official. Any individual who is not an employee of the Department of Defense.

operational aircraft. Government aircraft primarily designed to conduct or support military operations and not designed or normally configured for small passenger (non-aircrew personnel) carrying capability. This includes, but is not limited to, mobility (i.e., inter-theater and intra-theater airlift) tanker and fighter aircraft.

OSA aircraft. Those fixed-wing aircraft acquired and/or retained exclusively for OSA missions, as well as any other DoD-owned or controlled aircraft, fixed or rotary wing, used primarily for OSA missions.

OSA missions. Movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements. OSA missions are a special classification of airlift mission support to provide for the timely movement of limited numbers of priority personnel or cargo.

withheld aircraft. These aircraft are withheld from OSA scheduling but are included in the overall number of OSA aircraft and are subject to the same visibility and reporting requirements as OSA aircraft to the extent classification and operations security permit. Included, but not limited to, aircraft assigned for attaché support missions and security assistance organization activities, aircraft of the Navy Unique Fleet Essential Airlift, and the nonstandard aviation aircraft employed by the U.S. Special Operations Command.