

### **3.7 Request for Military Aircraft (MILAIR) Transportation**

Requests for military aircraft transportation for senior OSD component personnel should be addressed to the Executive Secretary for approval and sent/delivered to the Executive Secretariat (Room 3D914) for processing. No cover ACTION MEMORANDUM is required.

Requests for stateside and overseas travel should be submitted at least 14 business days prior to the travel date to allow for processing and action.

Requests for team travel (nine or more persons) must be submitted a minimum of 21 days in advance of the travel date.

Use of military air transportation will only be approved when it meets the requirements as specified in DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. All requests for military air transportation *must* be signed by the *senior traveler*, not the military assistant or any other designee, and must clearly indicate the costs (military versus commercial air) involved for comparison purposes. In addition, unless the senior traveler reports directly to the SecDef (i.e. Undersecretary of Defense), the milair request memo must be staffed through one organizational level above the senior traveler (i.e. ASD signs and sends a request through USD for endorsement to ExecSec for decision). As a reminder, in accordance with the directive, military aircraft transportation shall not be used if commercial airline or aircraft (including charter) service is reasonably available.

Reasonably available is defined as meeting the itinerary within 24 hrs. Thus, government and DoD policy directs senior travelers to adjust their itinerary, whenever possible, to allow for commercial travel, leaving the day prior and/or departing the day after events.

There are compelling operational considerations that make the use of milair justified even if not cost effective (need for secure communications, delivery constraints, security). Although secure communications are desirable for many senior travelers, it is rare that they are required for a non-tier 2 (required use) traveler, and should be based on the SecDef's need to communicate with the senior traveler enroute. If there is a scheduling conflict preventing the use of commercial air, it should be outside the control of the senior travel and of a nature that deems it appropriate to request SecDef approval for the use of a military aircraft (i.e. meeting with the SecDef, meeting at the White House, Congressional testimony). If there is a security concern, it must be documented formally by an appropriate agency (i.e. DIA). Note: Even in the case that a credible threat exists requiring a security detail, it may not prevent the use of commercial air. Please

include details in the body of the memo as justification for a compelling operational consideration. Stating “secure communications are required” or “milair required due to security concerns” will not suffice. The actual details and any supporting documents must be included.

Use of rotary-wing aircraft is costly, and will only be used when use of ground transportation would have a significant adverse impact on the senior traveler’s ability to effectively accomplish the official purpose.

After Executive Secretary approval of a travel request:

- All fixed wing and rotary wing outside of the local area requests will be forwarded to Air Force CVAM, AFRICOM, CENTCOM, EUCOM, PACOM, TRANSCOM for tasking (as appropriate). Planners from the airlift cells will contact the POC listed on the milair request memo.
- Requesters will receive a copy of Executive Secretariat approval or disapproval notification when coordination is established with the appropriate Service for support.

Operational Support Airlift (OSA) references:

- DoD Directive 4500.43, Operational Support Airlift (OSA), 28 Oct 96.
- DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, incorporating CHG 1 dated 11 May 2010.

Sample Milair Request....

(Date)

MEMORANDUM FOR THE EXECUTIVE SECRETARY

THROUGH: (Determined by Requester—at least one org level above Sr traveler)

SUBJECT: Request for Military Transportation

Traveler(s): Senior traveler first followed by other travelers; full name, title, DV Code, SSN

Itinerary: Andrews AFB, MD to Philadelphia, PA (Smith Airport) [Indicate airport/helicopter location. Indicate fixed/required arrival/departure time; 2 hour window preferred.]

Remarks:

[State purpose of the trip.]

[Statement of why commercial travel is inappropriate or more expensive.]

[Cost comparison if appropriate. Contact the travel office for commercial airfare rates and Air Force CVAM (695-3741) for MilAir costs based on flight time and most suitable aircraft type that will support requirement.]

[Always include the following certification: "This travel meets the criteria of DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel."]

[Include the name of a point of contact (not traveling) with office, home and fax phone numbers. If known, provide a point of contact with office and home phone numbers, DSN, and direct dial, for the planned destination(s). If MilAir is for OCONUS travel, include your e-mail (NIPR & SIPR) to ensure you receive a copy of all message traffic related to the travel request and arrangements.]

/Signed by senior traveling official/

Note: Signature CANNOT be delegated