FLOW CHART AND DECISION PROCESS

Use of Government Aircraft for “Space Available” Travel
Implementation of 41 CFR 101-37 (FPMR Amendment G-101)

General Conditions for “Space Available” travel:
1.) The aircraft is already scheduled for use for an official purpose (101-37.402(b) (2)).
2.) “Space available” use does not require a larger aircraft than needed for official purposes (101-37.402(b) (2)).
3.) “Space available” use results only in minor additional cost to the Government (101-37.402(b) (2)).

Has the agency conducting the mission certified in writing, prior to the flight, that the aircraft is scheduled to perform a bona fide mission activity and that the minimum mission requirements have not been exceeded in order to transport “Space Available” travelers? (101-37.404 (b))?

Yes

Is the “Space Available” travel by civilian personnel and their dependents in remote locations not reasonably accessible to regularly scheduled commercial airline service? (101-37.403 (c) (2))

No

Has the agency’s senior legal official, or the deputy, signed an authorization on a trip-by-trip basis? (101-37.405 (c))

No

Has “Space Available” travel been authorized by the Secretary of the Interior on a trip-by-trip basis? (OAS OPM 97-7.4A).

Yes

Use Government aircraft for “Space Available” travel.

Reimbursement not required (101-37.403 (c))

For “Space Available” travel, other than for conduct of agency business, the Government shall be reimbursed at the full coach fare (101-37.403 (c)).

Travel reported on bureau consolidated semi-annual report submitted to GSA (101-37.408 (a)).