FLOW CHART AND DECISION PROCESS
Use of Government Aircraft for Travel by Senior Federal Officials & Senior Executive Branch Officials
Implementation of 41 CFR 101-37 (FPMR Amendment G-101)

DEFINITIONS:

Government Aircraft—any aircraft owned, leased, chartered, or rented and operated by an Executive Agency

Official Travel—(a) Travel for the conduct of agency business; (b) Travel to meet mission requirements; (c) Required use travel

Mission Requirements—See 101-37.401. Mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits

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Commercial airline or aircraft services is reasonably available to fulfill effectively the travel requirement (101-37.401—Reasonably Available) Yes

Complete OAS-110, Cost Comparison

Is commercial air least costly? Yes

Overriding reason to use Government aircraft? No

Use commercial air

Highly unusual circumstances *1
1) present a clear and present danger,
2) an emergency exists, or
3) compelling operational considerations make

Use Government aircraft. *2

To meet mission requirements?

Yes

Required travel approvals, documentation, reporting, and reimbursement requirements:

1. Travel Approval
   A. General—One organizational level above the person traveling (101-37.405(a)).
   B. Special—None
3. Report Requirements for mission travel are only applicable to Senior Executive Branch Officials. The procedure is the same as for non-mission travel.
4. Reimbursement Required—NO

No

Required travel approvals, documentation, reporting, and reimbursement requirements:

1. Travel Approval
   A. General—One organizational level above the person traveling (101-37.405(a)).
   B. Special—Must be approved on a trip-by-trip basis and be signed (reverse side of OAS-110) by agency senior legal official or principal deputy; OR an alternate system approved by OMB (101-37.405(c)).
   C. Exception—See 101-37.405(d).
3. Report Requirements—
   A. Consolidated semi-annual report submitted to GSA
   B. Reimbursement Required—MAYBE—See 41 CFR 101-37.403 (Appendix 5)

Footnotes:

*1 Exercising this criteria places the travel in “Required Use” category (as defined in 101-37.401) and involves approval process prescribed in 101-37.405(b).

*2 Only an agency head, or officials designated by the agency head, may approve use of agency aircraft for official travel (101-37.404). Use normal authorization of delegated authority media.

*3 Requests for approval of Government aircraft travel to the Solicitor should be submitted to MS7456-MIB FAX 202-210-8780