

DEPARTMENT OF ARMY  
Little Rock District, Corps of Engineers  
P.O. BOX 867  
Little Rock, Arkansas 72203

Regulation  
No. 95-1-1

15 November 1995

Aviation  
USE OF COMMERCIAL AND MILITARY AIRCRAFT

1. Purpose. This office memorandum establishes aircraft utilization policy, responsibilities, restrictions, request procedures and other aviation related matters for chartered commercial and military aircraft in the Little Rock District.
2. Applicability. This office memorandum applies to all Little Rock District Offices and Project Offices utilizing all government-owned, leased, chartered, and rental aircraft and related services in support of the Corps of Engineers mission requirements and official government travel.
3. Reference.
  - a. FPM Supplement 990-2.
  - b. FPM Supplement 532-1.
  - c. DOD 4515.13-R
  - d. DOD 4500.53
  - e. AR 95-1
  - f. OMB Circular A-126
  - g. AR 55-355
  - h. ER 95-1-1
4. Policy. Policy requires chartered commercial and military aircraft be used for official purposes only. Officials will exercise prudent judgement to ensure that only authorized traffic is transported and the authority delegated to District Commander under provisions of this memorandum is not misused. District personnel requesting transportation for non-US military traffic will make no commitments concerning prospective travelers or cargo until all required approvals are received and a suitable aircraft is scheduled.

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This regulation supersedes LRDR 95-1-1 dated 23 April 1973 and LRDOM 55-1-13 dated 8 Feb 85.

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5. Responsibilities. The Commander's appointed Aviation Officer will be responsible for aviation management. The Aviation Officer develops district aviation policy, processes aviation support requests, coordinates with Centralized Army Aviation Support Office (CAASO), coordinates trip activity, monitors contractor operation, obtains military aircraft, obtains charter aircraft, reports aircraft mishaps, and makes recommendations to the Commander.

6. General.

a. The Little Rock District will use only DOD approved air carriers. One exception has been granted and applies to air carriers supporting the Corps of Engineers in short notice, emergency situations when approved carriers are neither available nor promptly accessible. This exception applies only to technical support missions and does not carry over to passenger carrying missions. The definition of an emergency is the impending potential loss of life, limb, or property. Prudent use of this valuable exception is essential. Time permitting, the Aviation Officer will query HQMTMC on availability of approved carriers before using non-MTMC approved carriers under emergency conditions.

b. The Department of Defense (DOD), approved Air Carriers consist of Air Mobility Command (AMC) contracts and Military Traffic Management Command (MTMC) agreements for DOD passenger transportation. Many of these contracts and agreements are for specific purposes only (i.e., MTMC; HAZMAT ONLY; MAC/MTMC, CARGO ONLY; and MTMC, OPS ONLY). MTMC, OPS ONLY agreements are carriers approved by MTMC for the Corps of Engineers to perform technical and operational support missions and are not for passenger transportation services.

7. Explanation of Missions:

a. Technical and Operational Support Missions are those missions that are for the sole purpose of transporting DOD and Corps of Engineers personnel on aircraft for the performance of technical and operational support missions in the air. Technical and operational missions include: aerial photography; aerial

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review and inspection of Corps projects and work areas; emergency and disaster relief support; aerial censuses or counting of specific items (i.e., endangered species). Technical and operational support missions do not include landing at a destination, with passengers departing the aircraft to perform mission work on the ground.

b. Passenger Missions are those missions used to transport individuals from one location to another location. When a mission includes both technical and operational support and passenger missions, the passenger mission always takes precedence over the technical and operational support mission. Passenger mission requirements are extremely stringent and an air carrier approved for passenger missions must be used.

c. Public Affairs Missions are missions providing travel or transportation of individuals, groups, or material undertaken and authorized by the Commander in the interest of adding to public understanding of DOD (i.e., U.S. Army Corps of Engineers) activities. Travel for public affairs purposes must reflect the following elements of consideration:

(1) Air transportation cannot compete with US flag commercial air transportation when that capability exists and is adequate and public affairs' objectives can be obtained through its use.

(2) Transportation for public affairs purposes must be determined to be primarily in the official interest of the DOD component concerned (Corps of Engineers).

(3) Transportation which is designed to improve relations, increase goodwill, or serve humanitarian purposes does not meet the criteria for public affairs' transportation.

The passengers' list for public affairs travel has direct impact on approval authority (see Travel Authorizations). The Commander is

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authorized to grant approval for local travel or transportation for public affairs purposes wholly within the scope of the mission and responsibilities of his respective command.

8. Procedures. The requestor will notify the Aviation Officer of aviation support requirements as soon as possible but not less than 3 weeks for military aircraft and 1 week for commercial aircraft. Exceptions to this policy will be technical support missions during short-notice emergencies that involve potential loss of life, limb or property. The requestor will provide the following information to the Transportation Office to process the aviation support request:

- a. Specific purpose of mission.
- b. Criticality of the mission and justification of the time constraints.
- c. Departure and destination airports.
- d. Departure dates and times.
  - (1) Earliest possible time the party can travel.
  - (2) Desired departure time.
- e. Arrival dates and times.
  - (1) Desired arrival time.
  - (2) Required arrival time, meaning the latest time the party can arrive and still accomplish the mission.
- f. Number of personnel and/or amounts of cargo (in pounds) requiring transportation.
- g. Passengers' rank (i.e., government, non-government, congressman, news media, military, dependents and/or VIP codes, if applicable), name, and SSN.

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h. Duty and after-duty telephone numbers of points of contacts (POC) for both departure and arrival with whom the aviation unit can coordinate.

9. Procurement of Aviation Support:

a. Military Aircraft. The Aviation Officer reviews the written military aircraft request justification and submits to the approving authority. While awaiting final approvals, the Aviation Officer contacts CAASO to tentatively schedule a DOD-owned aircraft. All requests to use Arkansas and Missouri National Guards will be submitted through HQUSACE to the National Guard Bureau for final approval.

b. Chartered Commercial Aircraft. The Aviation Officer reviews written charter aircraft request and justification. Request is submitted with recommendations to the Commander for approval/disapproval. Charter aircraft will be scheduled from MTMC's approved carriers list.

c. Rental Aircraft. Rental aircraft used to support Corps of Engineers mission requirements and other official travel must be reported to and approved by the Office of Management and Budget.

d. Source of Support. Aviation support requests will be reviewed to ensure each request is for official business. The most economical source of aviation will be determined by mission requirements, travel group size, time constraints, itinerary, and other factors. Cost comparison analysis will be conducted to validate the most cost effective source.

10. Travel Authorizations. The same restrictions prescribed for travel by Government vehicle and/or other conveyances for official purposes apply to chartered commercial and military aircraft.

a. Corps of Engineers military/civilian personnel require standard orders or blanket travel orders issued by the parent district or division.

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b. Non-Corps military personnel require standard travel orders issued by their parent organization or District Engineer.

c. Federal Government civilian personnel, require standard travel orders or other travel authorization issued by their parent organization.

d. Non-Federal civilian personnel (i.e., US citizens, spouses/dependents, news media, state and local government officials) require invitational travel orders approved by the Little Rock District. Travel must be related to Corps of Engineers mission.

e. Members and employees of the Congress on invited, sponsored nonreimbursable travel of interest to the Corps of Engineers within the CONUS, require the approval of the Secretary of the Army. The Commander will approve requests that are forwarded to higher headquarters for final approval. Approvals from higher headquarters may take 3 to 6 weeks. Requesters should submit aviation support requirements as soon as possible.



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