

## Military Air Travel (MILAIR)<sup>1</sup>

**Key References:** DOD 4515.13-R; DODD 4500.56 of 14 Apr 09; OMB Circular A-126; SECNAV memo of 3 Sep 09; CNO memo Ser N00/100082 of 17 Sep 09; CNO memo Ser N00/100083 of 17 Sep 09; VCNO memo Ser N09D/9U124212 of 23 Nov 09

### **Key Concepts:**

- **Required Use Travel:**
  - **Tier 1.** Required use travelers for official and unofficial travel: SECDEF; DEPSECDEF; Chairman of the Joint Chiefs of Staff (CJCS); Vice CJCS, when acting as CJCS.
  - **Tier 2.** Required use travelers for official use only:
    - Includes Secretaries of the Military Departments; Chiefs of the Military Services; Vice Chiefs of the Military Services (when acting as Service Chief); Commander, International Security Assistance Force - Afghanistan (U.S. Only); Commander, Multi-National Force - Iraq; Commander, United States Forces Korea; Commanders of the Combatant Commands; Deputy Commanders of Combatant Commands, when designated in writing as Combatant Commander by SECDEF.
    - Unofficial travel in very limited cases and only upon advance notification to and approval by SECDEF.
  - **Tiers 3 and 4.** Officials are not "required use" travelers, but they may use MILAIR for official travel only, and only when the exigencies of their travel needs prevent the use of commercial aircraft.
    - Exigencies may include the need to maintain secure communications and the need to maintain a specific schedule.
    - Tier 3 and 4 travelers include Commander, Fleet Forces Command; Commander, U.S. Naval Forces Europe; Commander, U.S. Pacific Fleet; Director, Naval Nuclear Propulsion; Vice Chiefs of the Military Services, except when acting as Service Chief; Deputy Commanders of Combatant Commands, except when acting as Combatant Commander.
    - Travelers must sign their own requests.
    - Must submit requests to VCNO or the appropriate Combatant Commander, but VCNO must submit requests for MILAIR to CNO.
- **Other Official Travel:**
  - Individuals outside Tiers 1-4 may only use MILAIR for official travel when
    - Neither COMAIR nor airlift service offers reasonably available flights. Reasonably available means the flight effectively fulfills mission requirements and meets the traveler's departure and arrival requirements within 24 hours.
    - Highly unusual circumstances present a clear and present danger;
    - An emergency exists;
    - MILAIR is more cost-effective than COMAIR or chartered air; or
    - Other compelling operational considerations make COMAIR unacceptable.
  - Requesters must document
    - Whether commercial service is reasonably available; and
    - The valid official reason for use of MILAIR, other than personal convenience; and
    - Other appropriate factors, i.e.:
      - Specific scheduling requirements and why schedule cannot be changed
      - Whether secure communications are required

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<sup>1</sup> Use of MILAIR is carefully scrutinized and subject to a number of regulations. Consult an ethics counselor to ensure proper application of the rules to specific facts.

ENCLOSURE (6)

- If cost effectiveness is the rationale, the traveler must provide a cost comparison between MILAIR and COMAIR. The cost of rental cars, lodging, and per diem required may be factored in the cost comparison.
- The senior traveler must sign the request for use of MILAIR, and signature authority may not be delegated.
- Requests must be submitted to Vice Chief Naval Operations; Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe; or Director, Navy Staff.
- **Unofficial Travel:**
  - All unofficial travel requires full reimbursement of full coach fare.
  - Includes travel by a family member, non-DOD civilian, or non-Federal traveler accompanying a senior officer traveler on official business on an aircraft already scheduled for an official purpose.
  - Unofficial travel must occur on a non-interference basis with only negligible additional costs to the Government.
  - Unofficial travelers must have an invitational travel authorization (ITA) and must reimburse the Government full coach fare for the flight.
  - Approval of ITAs - VCNO; Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe; and Director, Navy Staff are authorized to approve ITAs.
    - Commanders may further delegate this approval authority in writing, but the authority to approve ITA travel for family members may not be delegated below their respective Chief of Staff or equivalent level.
    - 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 and may personally sign their ITAs.
    - Requests 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 and must include evidence of the benefit to DOD beyond fulfilling a representational role.