



Secretary of the Army Policy for Travel by Department of the Army Officials

A Briefing by the Director of Executive Travel,
Office of the Administrative Assistant to the
Secretary of the Army

April 2012



Today's Discussion:

- ❑ **The Directorate of Executive Travel – How we can help you!**
- ❑ **The Secretary of the Army's Policy for Travel by Department of the Army Officials – Why are we waiting so long to revise?**
- ❑ **Focus on 2012 – President, DoD mandates to cut waste**
- ❑ **Let's Talk Spouse Travel**
- ❑ **Two Heads are Better than One – Policy and Legal Reviews**
- ❑ **Why Should You Care?**
- ❑ **Call us!**



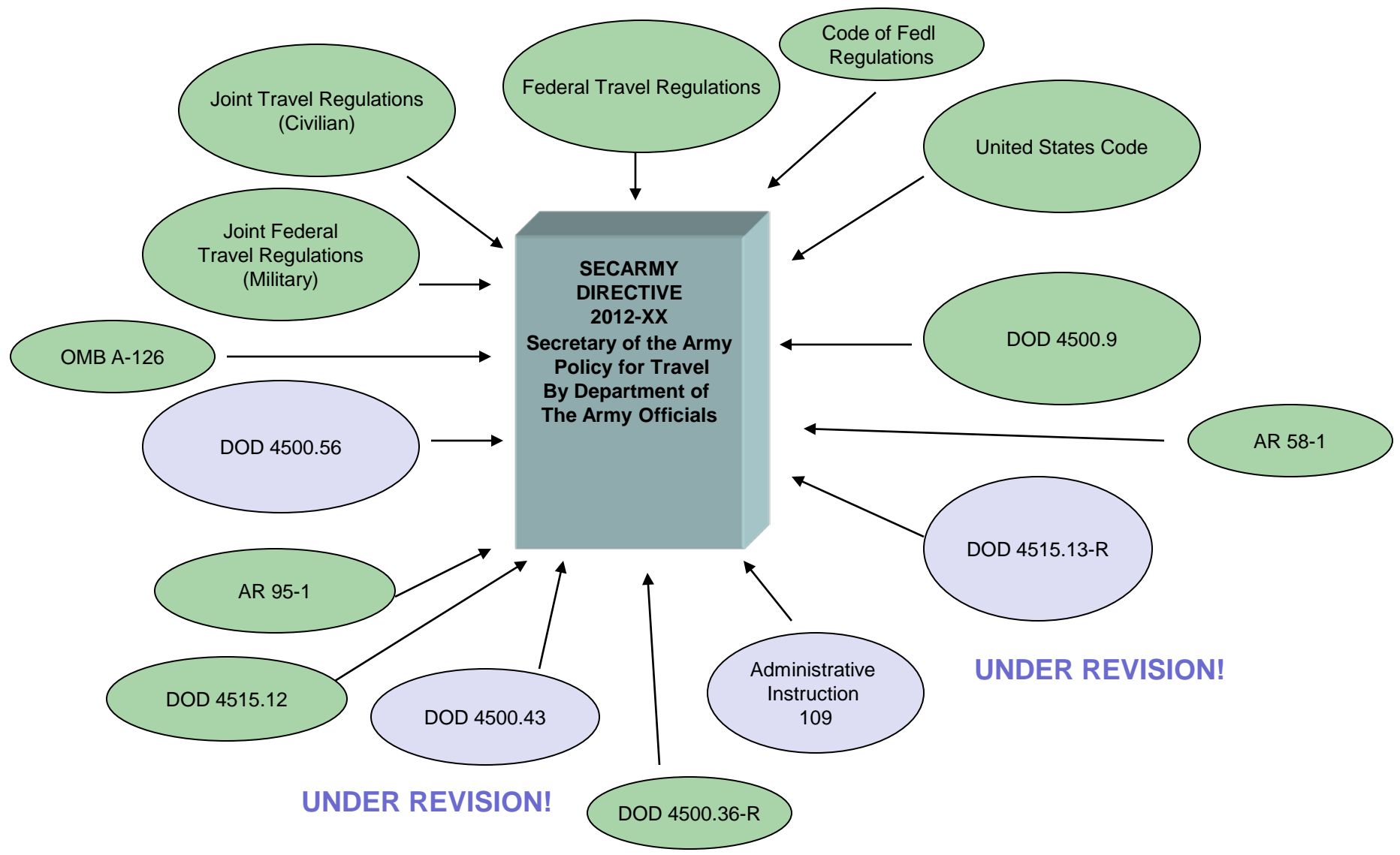
The Directorate of Executive Travel - Introduction

The Administrative Assistant to the Secretary of the Army is the senior career civilian in the Army, equivalent to a three-star GO, and the delegated senior travel policy official within the Army

Executive Travel, a Directorate under the AASA:

- Member, Executive Airlift Scheduling Activity (EASA)
- Validator/Scheduler for all HQDA milair and 4-star CONUS Army Commands
- Coordinator for repatriation of remains; Dover AFB
- Policy oversight of USAPAT aircraft based at Andrews AFB/Ramstein/Hickam
- Pentagon & Executive Motor Pool – over 100 authorized personnel supporting 20,000 DOD customers daily
- Policy & exception oversight for Pentagon Helipad
- Single SecArmy travel policy determination/interpretation point
- Army Directive 2007-01, Secretary of the Army Policy for Travel by Department of the Army Officials - SATP (Current: 25 Jan 07)
- Administrative Assistant's Policy for Use of the Executive Motor Pool (Current: April 2012)

Governing Legal and Policy Documents for the SATP



The SATP's Evolution 1989-2011

WHAT THE SATP IS NOT:

- Not a **comprehensive** Army travel policy
 - TDY entitlements not covered
 - PCS travel not covered

WHAT THE SATP IS:

- a vehicle for the SecArmy to convey to senior Army officials the travel issues that are the most cause for concern and perception of abuse by the public
 - Accompanied/Unaccompanied spouses; use of milair; “required use”; premium travel; family conferences; contractors, uniform wear while in premium accommodations, etc
- a guide that takes a myriad of policy and laws and converts them to Army-unique language for real-time usage, and in some cases, makes higher level policies more restrictive for DA officials
 - Example: Army premium-class approval authority – more restrictive than DOD allows!

The SATP's Evolution 1989-2012

- From 1989-1998, the SATP was published as a policy letter and distributed to 32 HQDA-level agencies with “permission” to disseminate to Commands
 - a guide for “E-ring” travel
- By 1999, it became apparent that an Army-specific travel policy could help officials in the field as much as at HQDA, but needed to remain a “living document” to meet the changing requirements of a new Army
- In 2003, the SATP became an official Army Directive
- 2003-2012, the SATP is distributed world-wide, and continues to add travel concerns translated into Army-specific language



You can find the SATP on the web:

http://www.apd.army.mil/pdf/files/ad2007_01.pdf

FOCUS ON 2012 – Official Travel

November 2011, President Obama issued an Executive Order, “Promoting Efficient Spending”

- Listed 5 specific targets for cost efficiency
 - **Travel**
 - IT devices
 - Printing
 - **Fleet efficiencies (ground and air)**
 - Promotional items

“...to ensure efficient travel spending, agencies are encouraged to devise strategic alternatives to Government travel, including local or technological alternatives, such as teleconferencing and video conferencing.”

“...agencies should limit executive transportation.”



CHANGES TO DOD AND ARMY TRAVEL-RELATED POLICIES

Army Directive 2011-20, Department of the Army Conferences

- Significantly changes requirements for Army conferences
- Focuses on cutting waste and ensuring cost effectiveness

DOD Directive 4500.56 “Use of Government Aircraft” and DOD 4500.43 “Operational Support Airlift”

- Overarching policy for military aircraft usage
- Both under revision
- Army was a major player in revision process

- Only the Secretary and CSA are still designated as “required use”
 - Non-required users of military aircraft must justify for each use why commercial air and/or ground resources can not meet the mission requirements

- Four-star GO’s no longer designated as “required users” of military aircraft
 - can no longer self-approve for use of milair and must be authorized “one organizational level” higher, in accordance with OMB A-126

Joint Staff and OSD-ATL create the Operational Support Airlift Steering and Working Groups

- Develop new methodology on validation of the aircraft fleet size
- Who may fly on military aircraft and when commercial air support is required

Summary of Changes to Existing Guidance – 2012

- ***Travel to retirements, funerals & Changes of Command:***
 - typically restricted to senior most military and/or civilian formally representing Army, however:
 - Installation Commanders may designate specific personnel, such as their aide, an installation CSM or similar position, to also travel under official circumstances provided they can document the specific benefit to the Army
- ***COCOM Approval or Army Approval for premium-class, spouse travel?***
 - When on Army business...Army policy applies
 - When on COCOM business...joint or COCOM-specific policy applies
 - It is not appropriate to “choose” the most lenient policy!
- ***Official commercial air travel while in uniform***
- ***Change to reporting premium-class approvals to OSD via new web tool***
- ***Reiterates OSD policy on restricting use of “executive” airlift assets for PCS moves***
- ***Chapter 12, Other Spouse Travel – major revision!***
 - spouse travel under Chapter 12 restricted to three specific types of travel

The Golden Rule!

When a federal official travels on business, he or she should consider this question when committing the government to expenditures and reimbursements....

“If I were paying for this from my personal funds, would it be worth it, and more importantly would I do it?”

LET'S TALK ACCOMPANIED SPOUSE TRAVEL



• *Did you know??*

- Army spouses travel over 40% more than any other Service's spouses
- DoD examines the frequency of spouse travel to determine when periodic audits or reviews are necessary
- That every instance of spouse travel – *EVERY INSTANCE* – is considered an exception to policy
- A spouse may only collect per diem for their travel under very restrictive circumstances – (Service Endorsed Training; SME; Some volunteers)
- When traveling on military aircraft, a spouse even when on official orders, cannot displace another DoD employee
- In every instance of spouse travel, a spouse must have a “separate and substantive” itinerary

SATP, Chapter 12: “OTHER Spouse Travel”



“My 2-star can approve spouses to travel if we use Chapter 12...otherwise we’ll have to go all the way up to the four-star. Sounds like Chapter 12 travel to me!!”

Many questions posed are in regards to Chapter 12 of the SATP:

- Chapter 12, Other Spouse Travel, has three primary uses:
 - travel to formally approved Service-endorsed training courses as a “delegate” (Army G-3 Training Directorate/SecArmy approval)
 - travel as a SME
 - “some” volunteer travel in accordance with JTR/JFTR

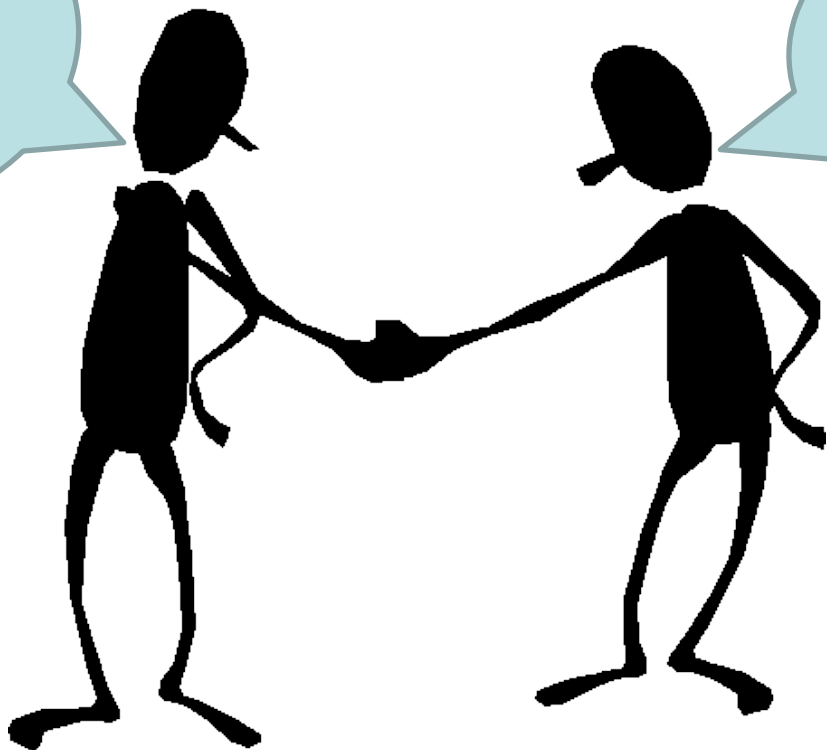
General Rule: If the conference in question is not Service-endorsed, or a spouse cannot qualify under very restrictive SME rules, then use Chapter 10

Legal Reviews and Policy Determinations – A Necessary Union

Two Heads Are Better Than One!

I have no legal objection to the CG using a government vehicle to go to the conference!

But did you know he's taking it home tonight so he can get an early start in the morning??



DOD officials can use government owned or leased vehicles for transport to unquestionably official events.

Within CONUS Army, only the Secretary and Chief of Staff of the Army may use government vehicles between their residences and places of official business

Policy and Legal Reviews – One Without the Other May Not Be Enough

- “I want my spouse to accompany me at government expense on a military aircraft.”
 - “Can we send a government car to pick up a soldier at the airport coming back from leave?”
- “My wife is a subject matter expert, and she needs per diem.”
 - “My OCONUS flight is brutal, get me upgraded to business-class.”
- “Get me space A accommodations on an aircraft to the funeral.”



**NO LEGAL
OBJECTION!**



PERHAPS, BUT...

“No Legal Objection” does not mean it necessarily meets policy compliance. Similarly, “No policy issues” may not take into account legal/ethics ramifications.

Policy and Legal Reviews – Why is an “NLO” not enough?

• “I want my spouse to accompany me at government expense on a military aircraft.”



It's legal to have a spouse on a military aircraft at government expense...

BUT...



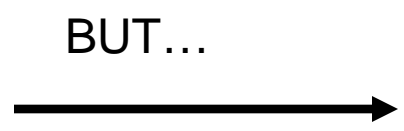
DoD and Army policy require that the spouse be officially participating at an unquestionably official event, and have a separate and substantive itinerary; or the spouse's presence must serve a public relations or diplomatic benefit.

Policy and Legal Reviews – Why is an “NLO” not enough?

• “My OCONUS commercial flight is brutal, get me an upgrade to premium-class.”



It’s legal for an Army official on business to be upgraded to premium-class tickets...



DoD and Army policy require that specific – *and restrictive* - circumstances be in effect and an authorized official approve the upgrade prior to the flight. Only 17 Army officials hold approval authority for premium travel. *An approval for the senior official does not automatically upgrade an aide or spouse.*

Other than medical requirements there is no caveat for upgrades within CONUS.

Policy and Legal Reviews – Why is an “NLO” not enough?

• “I’m not the senior official at the funeral, so put me on Space A so I can go.”



It’s legal for an Army official to travel in Space A accommodations...

BUT...



DoD and Army policy require that military and civilian members be in an approved leave or pass status for the entire period of the travel, and military aircraft must be opened to all Space A passengers at the terminal – *and prioritized!*

Policy and Legal Reviews – Why is an “NLO” not enough?

• “I have some guests coming with me to the event downtown. Let’s use the SUV instead of a sedan.”



It’s legal for a government owned or leased vehicle to carry escorted non-government personnel...

BUT...
→



DoD and Army policy require that unofficial passengers not displace any official passengers, nor may the size of the vehicle be enlarged to accommodate them.

Policy and Legal Reviews – Why is an “NLO” not enough?



I'm not a lawyer, but I slept at a Holiday Inn Express last night. Now about that legal review....

- Legal reviews for Army officials can be performed on travel issues to weigh legal impact, but...
 - Should be reviewed by the local policy official to ensure that the unique circumstances of the mission do not violate Army, DoD and/or Federal travel policy.
 - Similarly, policy officials are not qualified to always know the legal ramifications of a request, therefore legal /ethics reads are essential.

Traveling in Premium-Class While in Uniform

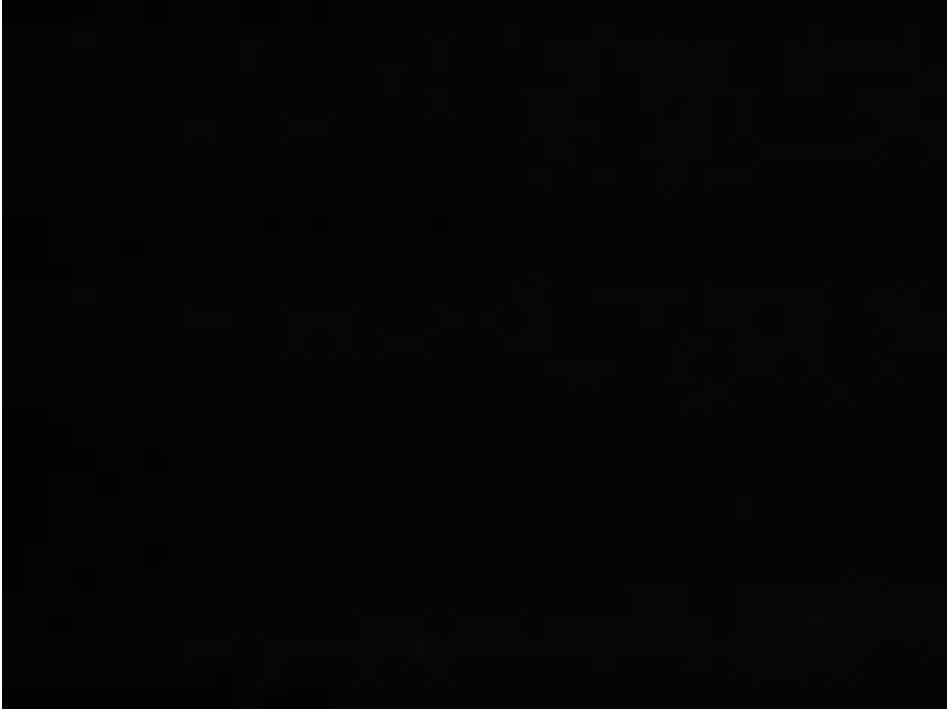
- A Soldier, provided he or she does not initiate the request and there is no additional cost to the taxpayer, may accept an on-the-spot upgrade for premium accommodations while in uniform.
- The Secretary of the Army's Policy for Travel includes the intent that senior military and civilian officials, authorized prior to departure to use premium-class accommodations, should travel in civilian clothes whenever possible and the "advertisement" of rank by military and civilian officials should be avoided.



You may not know this, but I happen to be a very important Army official...got First-Class?

Why All the Policy? Does Anyone Really Care??

- ❑ The taxpayer cares. Given the state of the U.S. economy, more attention than ever is being paid to how we as government employees get to where we need to go to do official business.
- ❑ It's a social media thing...you need to understand!
- ❑ *Just one example.....*



Why All the Policy? Does Anyone Really Care??

Congress flies to exotic locales on wings of taxpayers

By Jock Friedly
 Rep. Sonny Callahan (R-Ala.) capped off a European business trip last August by flying to Athens on a military plane for a three-day, taxpayer-financed sightseeing trip with several colleagues.
 While in Greece, the delegation visited the sound and light show at the Acropolis, the Cycladic Art Museum, featuring an impressive collection of artifacts and antiquity, and the crumbling ruins of the temples of Athena and Poseidon on the picturesque Cape Sounion. They stayed at the Astir Palace, which is located on an 80-acre, pine-covered promontory out-side of Athens and considered by some to be the nation's most luxurious resort.
 Though the trip's ostensible purpose was to "investigate human rights," not a single matter of business was listed on the official itinerary on the Greek portion of the trip before they flew home. Although one participant recalled a meeting with the U.S. ambassador to Greece, he couldn't say when that occurred.



Second of three articles

Ignoring expense, lawmakers fly high on 'Pentagon Air'

By Jock Friedly
 When Sen. Frank Murkowski (R-Alaska) flew home at their own expense before the others made it to Athens. No member who went to Greece agreed to be interviewed, but a Callahan aide justified it as compensation for the committee. The Hill
 April 29, 1998

Pentagon pampers picky globe-circling lawmakers

By Jock Friedly
 Before a flight he scheduled to Nicaragua aboard a military aircraft in January, 1997, Sen. Arlen Specter (R-Pa.) had a top aide fax a food request to the Pentagon.
 His breakfast upon departure from Philadelphia was to consist, the senator insisted, of a fresh fruit cup (specifically strawberries, grapes, orange slices and bananas), Nabisco 100% Bran cereal and Familia/Swiss Muesli original recipe, homemade pancakes, grilled sausage and home-fried potatoes.

Defense Brass Flying High — But Not Far

Smith Agric. receive and sur
 Re: Copter Hop to Andrews
 Can Cost Up to \$3,000

By John Lancaster
 Washington Post Staff Writer
 The 14-mile drive from the Pentagon to Andrews Air Force Base in Prince George's County takes about 25 minutes, if traffic is light, and costs \$22 if you go by cab. But for a handful of high-ranking officers and senior civilians, there is a faster way to get across town — by helicopter. During 1993, according to a Pentagon review for the Washington Post, helicopter trips between the Pentagon and Andrews, where the military maintains fleets of executive jets, cost \$250,000. It uses code

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POLITICS

Cabinet secretary used CDC jet for routine travel

Wednesday, June 14, 2006; Posted: 1:50 p.m. EDT (17:50 GMT)

ATLANTA, Georgia (AP) -- A jet leased by the Centers for Disease Control and Prevention for use in emergencies has instead been used to shuttle the secretary of Health and Human Services to appearances and meetings, a newspaper reported Wednesday.

HELIOTERS... Problem... Col...

The Directorate of Executive Travel receives over a dozen "concerned taxpayer" calls annually; and six major FOIA requests and/or audits were initiated in 2010

Contact Numbers

We're here to help, and your calls help us make policy better:

703-545-1131

703-545-1262

The Directorate of Executive Travel's policy office provides over 120 years of Army-specific experience in areas of travel and transportation policy, operational support airlift, and executive ground transportation.