



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96271-5236

EACG

NOV 30 2020

MEMORANDUM FOR Eighth Army Major Subordinate Commands

SUBJECT: Eighth Army Command Policy Letter #23, Requesting Army Aviation Support

1. References:

- a. Department of Defense Directive (DoDD) 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, 14 April 2009. (Incorporating Change 3, Effective June 24, 2014)
- b. Army Directive 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials, 18 January 2017.
- c. Army Regulation 95-1, Flight Regulations, 22 March 2018.
- d. United States Forces Korea Regulation 95-4, Requesting and Allocating Army Aviation Support, 1 October 2016.
- e. Commanding General, Eighth Army, Approval Authority Delegations for Travel and Use of Military Aircraft (MILAIR) Policy Memorandum, 27 August 2017.
- f. Memorandum from Deputy Sec'y of Defense, subject: Use of Government Aircraft and Air Travel (5 June 2018).

2. Purpose. This policy letter provides clarification and prescribes peacetime procedures for requesting Eighth Army (8A) military aircraft (MILAIR) support for operational and/or administrative flights. Priorities are governed by Department of Defense Directive 4500.56.

3. Background. Department of Defense (DoD) and Department of the Army (DA) transportation resources will be managed to ensure compliance with applicable Federal laws and DoD and Army policies to prevent actual or perceived misuse. Travel must be directly and clearly related to official duties and the mission responsibilities associated with an individual's current position. For administrative air travel, travelers must consider and document why more cost-effective alternatives (for example, video teleconferences and Web-based communications) are unable to meet official Army requirements before the expenditure of travel funds.

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4. Policy.

a. 8A Senior Officials. All DA military and civilian members of any rank or grade are considered "officials" of DA. For purposes of this policy, "8A senior official" is defined as military O-7 and above, civilian employees in the Senior Executive Service (SES) or equivalent, and higher level employees in accordance with DoDD 4500.56, from 8A and Major Subordinate Commands (2d Infantry Division, 19th Expeditionary Sustainment Command).

b. Applicability. This policy applies to Operational and Administrative use of rotary-wing (RW) aircraft. It governs official MILAIR travel by 8A senior officials.

(1) Operational Travel. Operational use of military aircraft includes, but is not limited to, those missions required to accomplish the Army's mission and to maintain the combat readiness of aviation and ground units. Examples of operational use of RW aircraft in Army Regulation 95-1 (Flight Regulations) include transport of troops or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attaché-controlled aircraft, aeronautical research, space and science applications, exercising command or supervisory authority at adjacent or local installations, and other such activities. The exercise of command or supervisory authority at adjacent or local installations is the exercise of mission command. It includes the exercise of authority and direction by the commander, creating shared understanding with subordinate commanders and staffs, and providing clear commander's intent.

(2) Administrative Travel. Administrative travel is also known as "other travel for the conduct of Army business." It governs administrative travel by 8A senior officials using Government-owned assets such as fixed- and rotary-wing aircraft. Administrative use of rotary-wing MILAIR will occur only when the use of ground transportation would have a significant adverse effect on the ability of the senior official to effectively accomplish the purpose of the official travel. In addition, justification for this type of travel requires documentation showing the benefit of the travel to the Army and that the purpose of the travel cannot be accomplished by a less expensive alternative, such as videoconference or Web-based communication. Unless compelling operational or security reasons exist, flights will not be scheduled between locations with ground transportation between locations is one hour or less, or flight time is 30 minutes or less. "Administrative travel" includes travel to give speeches; attend conferences, meetings, or training courses; attend military ceremonies and funeral services; make routine site visits; and conduct other similar Army business.

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5. Examples.

a. Operational Travel. If the first leg of the flight (Point A to Point B) is operational, and the 8A senior official returns back to the original starting point (Point B to Point A), justification IS NOT required for the return flight back to original starting point.

b. Administrative Travel. Justification is required for each leg of administrative MILAIR travel. Return to the point of origin is not justified without independent justification, unless the aircraft is stationed at the point of origin and the traveler can fly on a non-interference basis. For example, administrative travel from Point A to Point B, and Point B back to Point A require independent justification.

c. Mixed Operational and Administrative Travel. If the first leg of travel (Point A to Point B) is operational, and the 8A senior official moves to a new location (Point B to Point C), justification IS required to determine whether the second leg of the flight is properly characterized as operational or administrative. If the 8A senior official requests a third leg to return to the original point (Point C to Point A), justification IS required to determine whether the return leg of the flight is properly characterized as administrative or operational. Justification IS NOT required only if the second leg of operational MILAIR travel is a return to the point of origin.

6. Approval Authority. The use of administrative MILAIR by 8A senior officials must be approved in accordance with Reference (1e). All administrative MILAIR request must be submitted for approval prior the execution of the mission.

7. Proponent. The proponent for this policy is Eighth Army Assistant Chief of Staff, G3 Aviation at DSN 315-755-2572/7179.



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Commanding