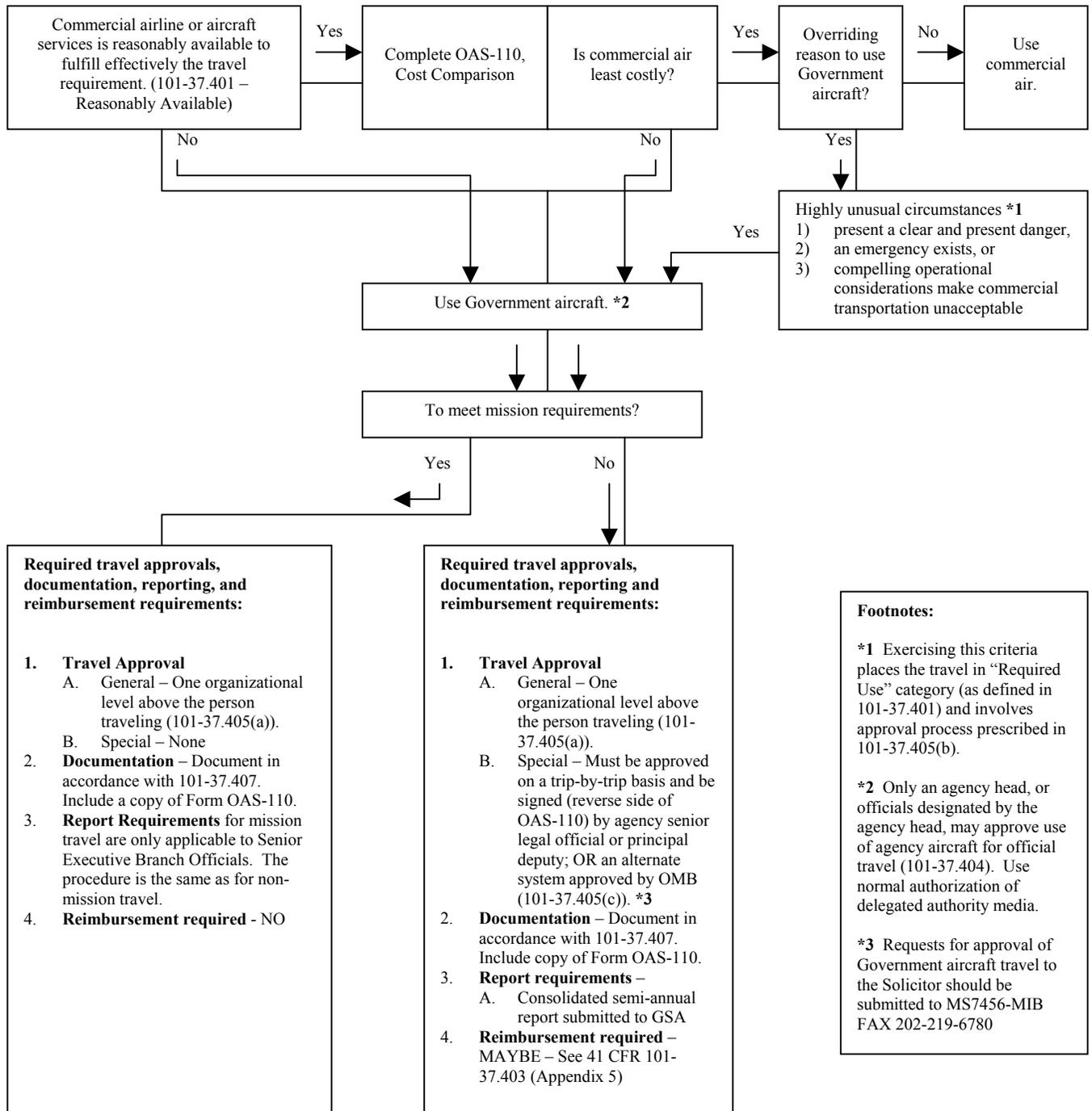


FLOW CHART AND DECISION PROCESS

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.



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 202-219-6780