

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
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CENWD-MR-LM
Memorandum
No. 59-1-1

1 April 1999

Air Transportation
CHARTER AIRCRAFT

History. This issue is a new Northwestern Division memorandum but was previously a North Pacific Division memorandum. This memorandum is a result of consolidation of Missouri River Division and North Pacific Division.

Summary. This memorandum establishes the policy and procedures for authorizing use of charter aircraft on official business.

1. PURPOSE. To establish procedures for use of charter aircraft on official business.
2. APPLICABILITY. This memorandum applies to all personnel assigned to the Northwestern Division headquarters.
3. EXPLANATION OF TERM. Charter Aircraft – Aircraft operated by an authorized commercial aircraft operator in providing specialized air transportation or other air services for hire.
4. RESPONSIBILITIES.
 - a. The Division Commander, Deputy Division Commanders (Missouri River Region and North Pacific Region), and Directors, Programs Management and Engineering and Technical Services are authorized to approve the use of charter aircraft for personnel under their supervision.
 - b. The Director, Logistics Management is responsible for technical guidance regarding the use of charter aircraft, and to assist with coordination with the respective supporting Logistics Management Office.
 - c. The Omaha District Logistics Management Office is responsible for support of the Missouri River Regional Office for charter aircraft requirements.

This memorandum supersedes NPDOM 59-1-1, 15 April 1992.

d. The Portland District Logistics Management Office is responsible for support of the North Pacific Regional Office for charter aircraft requirements.

5. POLICY.

a. DoD personnel may only be transported on federally or state owned aircraft, or by charter carriers that have been inspected and approved by the DoD Air Carrier Survey and Analysis Office. Passenger aircraft must be multiengine, and operated by two pilots both of whom must be IFR rated and currently certified IAW FAA regulations.

b. Operational/technical support flights. Operational and technical support airlift missions, i.e., reconnaissance and aerial photo, may be conducted utilizing single engine, single pilot aircraft. These carriers must also have been inspected and approved by the DoD Air Carrier Survey and Analysis Office.

c. Emergency requests. Non-DoD approved air charter services may be used for emergency requirements, providing the mission is of such urgency that the time required to obtain the use of an approved carrier, or to consider alternative air carrier services (Government owned aircraft), could possibly result in the loss of life, limb or property. In the event such a situation should arise, the requirement for a written justification is waived and the appropriate approving official, cited in paragraph 4a above, may be notified by either telephone or E-mail of the emergency requirement. The approving official will forward information regarding approved emergency requests to the Director of Logistics for further coordination. Use of non-DoD approved carriers requires submission of the details surrounding the requirement to HQUSACE, therefore, emergency notifications must contain details regarding the nature and urgency of the need for immediate use of a non approved carrier.

6. FLIGHT REQUESTS. Routine requests for charter aircraft, regardless of purpose, will be submitted to the appropriate approving official cited in paragraph 4a above and will include the following information:

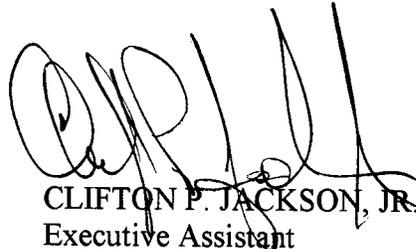
- a. Name, office symbol, and telephone number of the trip coordinator.
- b. Complete schedule, itinerary, and passenger listing by name, grade, and office symbol.
- c. A general description of the mission to be performed.
- d. Statement as to why scheduled air service, or ground transportation cannot be used.

e. If approved, the approving official will forward an endorsed copy of the justification to the respective supporting Logistics Management (LM) office. The supporting LM office will determine the capability of the Joint Operational Support Airlift Command (JOSAC) to perform the mission, and the availability, and cost comparison for support of the mission by the NWD aircraft. If either of these options is capable of supporting the mission, the District Transportation Officer will make the necessary arrangements and provide flight information to the requestor. If neither JOSAC nor the NWD aircraft can fulfil the mission requirements, or their use is not economically feasible, the Transportation Officer will proceed with procurement of charter services.

7. AFTER MISSION EVALUATION. On completion of the mission, the user of the charter air service will advise the Director of Logistics by E-mail of the performance of the selected carrier. This evaluation should be brief in nature, limited to comments regarding the contractor's performance, state of the cleanliness of the aircraft, crew courtesy, and any other comments that would be applicable in considering the contractor for continued use.

8. USE OF OTHER FEDERAL GOVERNMENT AGENCY'S AIRCRAFT. It is permissible for DoD employees to travel on aircraft operated by other agencies of the federal government. When use of this type of service is appropriate to the mission, the respective Logistics support office as cited in paragraph 4d and 4e above, will perform a complete economic analysis of the costs involved, compared with the cost of commercially available services, and provide it to the appropriate approving authority defined in paragraph 4a. The most economical means will be selected to perform the mission. In the event mission accomplishment is dependent on the use of another agency's aircraft, and the cost is greater than commercial services, the requestor must include such circumstances in the written justification cited in paragraph 6 above.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

DISTRIBUTION:

NWD INTRANET: <http://www.nwp.usace.army.mil/im/r.coe/regs/welcome.htm>

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HQNWD – Directors and Office Chiefs