

DEPARTMENT OF THE ARMY  
Corps of Engineers, Northwestern Division  
12565 West Center Road  
Omaha, Nebraska 68144-3869

CENWD-MR-LM  
Regulation  
No. 95-1-1

30 June 1998

Aviation  
CONTROL AND USE OF THE NORTHWESTERN DIVISION AIRCRAFT

**History.** This printing is a new Northwestern Division regulation and replaces MRD-R 95-1-1, 1 July 1996.

**Summary.** This regulation on the management of the Northwestern Division Aircraft has been issued to incorporate the new Division organizational structure, and to provide additional information regarding various responsibilities, passenger eligibility, and cost recovery.

1. PURPOSE. This regulation establishes policy, procedures, and responsibilities for the management and operation of the Northwestern Division aircraft. Supplements to this regulation are not permitted.
2. APPLICABILITY. This regulation is applicable to all elements of the Northwestern Division.
3. REFERENCES.
  - a. Required publications.
    - (1) Office of Management and Budget Circular No. A-126 (Improving the Management and Use of Government Aircraft. Cited in paragraphs 4e(3) and 5e(2).
    - (2) AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)). Cited in paragraph 4e(3).
    - (3) ER 95-1-1 (Aviation, Control and Use of Aircraft. Reporting requirement RCS: DAEN-AS-10, Cited in paragraph 5c(2).

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\*This regulation supersedes MRD-R 95-1-1, 1 July 1996

b. Related Publications.

- (1) DoD Directive 4515-R (Air Transportation Eligibility), November 1994.
- (2) AR 95-1 (Flight Regulations).

4. POLICY.

a. The Northwestern Division aircraft, formerly referred to as MRD-1, is assigned to the Northwestern Division, Missouri River Regional Headquarters (MRR), in Omaha, Nebraska, and hangared at Offutt Air Force Base, Nebraska. The aircraft is to be used for the transportation of personnel and property in support of official business for the completion of Corps of Engineers missions and mission related activities. Travel on this aircraft must be the most economical mode of transportation consistent with the accomplishment of the mission.

b. Prohibited Use. The Northwestern Division aircraft will not be used for:

- (1) Transportation of personnel or equipment to any place or event in an unofficial capacity.
- (2) Domicile to duty, or duty to domicile transportation without the permission of the Secretary of the Army.

c. Eligible Passengers. Eligible passengers include members of the military; military reserve components when traveling to perform inactive duty for training or active duty training; civilians on PCS, TDY, or TAD orders; employees of other U.S. Government agencies on official business exclusively for DoD; Foreign Nationals receiving training in the DoD when related to official business at government expense; contractors who are under contract to the DoD when engaged in official activities for the DoD requiring air travel when essential to the accomplishment of the DoD mission; members of Congress on invited departmentally sponsored nonreimbursable travel of interest to the DoD; invited personnel.

d. Travel Authorizations.

- (1) Uniformed Services personnel, DoD civilian employees, and personnel of other Federal Government agencies shall have in their possession valid travel authorizations issued by an approving authority.
- (2) Contractor Personnel. Contractor personnel may be provided transportation aboard the NWD aircraft providing the contract, or a responsible authority, specifies that transportation

shall be provided at DoD expense. Travel orders must indicate the contract provisions, which apply, or the responsible authority, which approved the travel, and must include the DoD appropriation chargeable. For purposes of this regulation "responsible authority" is limited to the Division Commander, MRR and North Pacific Region (NPR), Deputy Commanders, District Commanders and Deputy Commanders, Directors and District Division Chiefs, and Contracting Officers responsible for contracts under which transportation is authorized.

(3) Members of the Congress of the United States and congressional employees. Travel by members of Congress and employees of Congress travel on the NWD aircraft must be approved by the Secretary of the Army. No commitment to provide travel will be made to prospective travelers until all required approvals are received.

(4) Invited Personnel - Non Federal Government affiliated U.S. citizens. Requests for transport of private sector U.S. citizens, and officials of state or local governments, will be submitted through the NWD Director of Logistics (CENWD-MR-LM), to HQUSACE, ATTN: CELD-T, for approval. Invited personnel will have Invitational Travel Orders published by a travel approving authority and HQUSACE approval documentation in their possession prior to boarding the aircraft.

e. Use by other DoD, Corps, or other Federal Government agencies. The Commander, NWD, or MRR Deputy Commander is the approval authority for use of the NWD aircraft by other than NWD commands. Cost recovery for operation of the aircraft for other commands or agencies will be determined by methods prescribed by reference 3a(1), Attachment A, as follows:

(1) Use by other Corps commands. Cost recovery shall be accomplished using the variable cost recovery rate.

(2) Use by other DoD departments, other DA commands, or other government agencies. Cost recovery will be based on the full cost recovery rate.

(3) The provisions of OMB Circular No. A-126, Attachment A, Accounting for Aircraft Costs, apply to each use of the NWD aircraft regardless of the using command or agency. A copy of the required economic analysis will be maintained on file IAW AR 25-400-2 requirements by the Omaha District Logistics Management Office.

(4) Travel by members of congress, their employees, and other government personnel not engaged in an activity in support of DoD, will be on a cost reimbursable basis using the non-DoD rate tariff for transportation, as prescribed by chapter 8, paragraph C2, of reference b(1).

f. Group usage by key personnel. In order to preclude serious consequences to leadership and management of the Northwestern Division should a mishap occur, group travel by key NWD officials should be avoided when possible.

g. Aircraft Rules and Protocol.

(1) Smoking and the consumption or transportation of alcoholic beverages aboard the NWD aircraft is strictly prohibited.

(2) Passengers will take care not to damage the interior furnishings of the aircraft.

(3) All passengers regardless of grade, rank, or position will follow the instructions of the Chief Pilot at all times when aboard the aircraft.

(4) When General Officers, Commanding Officers and/or SES personnel are manifested, they will be afforded the courtesy of boarding last, and deplaning first.

5. RESPONSIBILITIES.

a. Deputy Commander, Northwestern Division, Missouri River Region. The MRR Deputy Commander is responsible for the enforcement of the provisions of this regulation and:

(1) Approval of each use of the NWD aircraft.

(2) Resolution of conflicts in flight schedules.

b. Director of Logistics Management. The Director of Logistics Management is responsible for the overall conduct of the NWD aviation program. These responsibilities include, but are not limited to the following:

(1) Coordination with the Contracting Officers Representative(COR) regarding enforcement of contractual requirements, and operating/maintenance cost computations.

(2) Review of FAA operational evaluations and reports of inspections conducted by Offutt AFB, and other agencies, i.e. Army Safety Center, as they occur.

(3) Review of the cost comparison and related documentation for each flight.

(4) Approval of cost factors effecting the variable and total reimbursable rates for use of the aircraft.

(5) Upward reporting of aircraft usage factors.

c. Contracting Officer's Representative. The COR:

(1) Is responsible for all activities necessary to operate, maintain, and repair the aircraft as set forth in detail in the contract and flight operations manual. All changes, additions, and improvements to the aircraft, subject to the approval of the Division Commander, will be authorized by the Contracting Officer. All requests for approval of such actions will be routed through the Director of Logistics Management (CENWD-MR-LM), to the Division Commander.

(2) Will prepare an Aircraft Operations Report (RCS: DAEN-AS-10) at the end of the fiscal year. One copy of the report will be forwarded to the Director of Logistics Management, not later than four weeks after the end of the fiscal year. The Director of Logistics Management will review the report and if approved, distribute copies to CENWD-XA, CENWD-MR-RM, CENWO-LM, and HQUSACE, ATTN: CELD-ZA.

(3) Provide copies of inspections and evaluations of the aircraft to the NWD Director of Logistics Management.

d. Director of Resource Management. The Director of Resource Management will:

(1) Establish and maintain accounting procedures for the accumulation of costs involved with operation and maintenance of the aircraft and distribution of these costs to the various users.

(2) Review and analyze yearly variable and total hourly rates used in cost comparisons for each flight.

e. Omaha District Logistics Management Office. The Chief of Logistics, Omaha District will cause such duties to be carried out that will assure effective and efficient scheduling of the NWD aircraft. Among these duties are:

(1) Receipt, review, and processing of requests for use of the aircraft.

(2) Accomplishing clear and accurate computations of cost comparisons for each flight IAW OMB Circular No. A-126, Attachment A.

(3) Development and distribution of flight manifests.

(4) Monitoring flying hours/ground time requirements.

(5) Maintenance of the office of record files for each flight.

(6) Coordination of aircraft maintenance schedules with the Chief Pilot.

f. Chief Pilot.

(1) Has complete authority, without limitation, to command and supervise all assigned crew members during flight and crew duty time.

(2) Has final authority to delay or divert a flight for reasons of weather or aircraft conditions.

(3) Will keep the Omaha District Transportation Officer advised of changes in itinerary that may occur during the course of a trip.

g. Trip Coordinators. A Trip Coordinator (normally the requestor) must be appointed for each flight. The coordinator is responsible for:

(1) Accurate completion of NWD Form 95-1-R (Aircraft Use Request/Approval). NWD Form 95-1-R can be locally reproduced on 8 ½ x 11 inch paper (a copy for reproduction purposes is located at the back of this regulation).

(2) Notification to passengers of itinerary changes and coordination of all matters regarding passenger requirements with the Chief Pilot.

(3) Submission of a Memorandum for the Record (MFR) to the Omaha District (NWO) Transportation Officer for flights on which itinerary changes, which impact the cost of the flight, occur too close to departure to allow another economic analysis. The contents of the MFR are addressed in paragraph 6.c.

6. PROCEDURES.

a. Request for Use. Request for use of the NWD aircraft (NWD Form 95-1-R) will be submitted ten working days in advance of the flight, through the requesting organization's Logistics Management Office, for internal district coordination. The form must contain all required information. Incomplete forms will be returned without action. Requests approved at the District level will be forwarded to CENWO-LM, ATTN: Transportation Officer. Emergency missions may be coordinated by telephone with the NWO Transportation Officer, who in turn will advise the Division Director of Logistics Management in order to obtain Division level approval. A hard copy of telephonic requests will be processed as prescribed above as soon as possible in order to confirm and establish records of the flight.

b. Flight Approvals. The NWO Transportation Officer will prepare a cost comparison analysis to determine if the NWD aircraft is the most economical means of air travel. Commercial air travel costs versus variable costs for operation of the aircraft will be used as a basis for

scheduling all flights. The most economical alternative, consistent with mission accomplishment, will be selected. Other factors such as compatibility of commercial air schedules and availability of charter aircraft will be considered. Upon completion of the cost comparison, the NWO Transportation Officer will forward the completed analysis and a copy of the original request through the NWD Director of Logistics Management for review, to the MRR Deputy Commander for final action. If the request is approved, the NWO Transportation Officer will publish and distribute a flight manifest to each passenger on the flight, the Executive Assistant and Logistics Management Office (Transportation) in the various districts, and to the NWO Contracting, and Operations Divisions.

c. Changes in itinerary. Flights will be conditionally approved based on the information used in the cost comparison analysis and every effort will be made to adhere to the approved itinerary. When changes become absolutely necessary, the Trip Coordinator will provide all pertinent information as soon as possible to the NWO Logistics Office, Transportation Officer, who will perform a second economic analysis reflecting the itinerary changes. If the economic evaluation of the changes result in the NWD aircraft not being the most economical alternative, conditional approval of the flight will be revoked. When itinerary changes, which impact the cost of a flight, occur too close to flight departure to allow another economic analysis, the Trip Coordinator must submit an MFR explaining why it was both necessary and in the best interest of the government to continue the flight in spite of the cost impact.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.  
Executive Assistant

**DISTRIBUTION:**

NWD Intranet <http://www.nwd.usace.army.mil/nwd/intra.coe/>  
CENWD-MR-DD  
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**AIRCRAFT USE REQUEST (Page 1) / APPROVAL (Page 2)**

*(For use of this form see MWDR 95-1-1)*  
 Complete and submit this form at least 10 working days prior to departure date to your local Logistics Management (LM) Office. (Contact your local LM Office to determine internal approval process.) After local approval, forward the database file or printed copy to CENWO-LM (Phone No.: (402) 221-3016, Fax No.: (402) 221-4495) for processing.

1. DATE	2. TRIP COORDINATOR
3. WORK PHONE NUMBER	4. FAX NUMBER

5. REQUESTED FLIGHT ITINERARY		6. COMMERCIAL FLIGHT INFORMATION								
FLT LEG NO.	DESTINATION	ARRIVAL		DEPARTURE		AIRLINE TICKET COST	ARRIVAL		DEPARTURE	
		DATE	TIME	DATE	TIME		DATE	TIME	DATE	TIME
FROM:										
1 TO:										
2 TO:										
3 TO:										
4 TO:										
5 TO:										
6 TO:										
7 TO:										
8 TO:										
9 TO:										
10 TO:										

7. PASSENGER MANIFEST												8. GENERAL ITINERARY			
PASSENGER NAME (Max 10 Per Leg)	LEG NO. (s) (Check X)										GRADE	OFFICE SYMBOL	9. EXCESS BAGGAGE (Approx. Pounds)	10. DESTINATION POINT-OF-CONTACT	
	1	2	3	4	5	6	7	8	9	10					
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															

13. ROUTING/APPROVAL	
OFFICE SYMBOL	APPROVED BY (Typed Name)
L	
O	
C	
A	
L	
	DATE

<b>1. DATE</b>	<b>2. TRIP COORDINATOR</b>	<b>AIRCRAFT USE APPROVAL (Page 2)</b>
<b>3. WORK PHONE NUMBER</b>	<b>4. FAX NUMBER</b>	The Omaha District Transportation Officer will review and modify (if required) the requested flight itinerary and passenger manifest. A cost analysis will be performed to determine whether the flight can be justified. If the cost is justified and information is complete, the Transportation Officer will then forward the "Aircraft Use Approval" (Page 2) for approval/disapproval. (See routing/approval block below.)

5. ACTUAL FLIGHT ITINERARY					
FLT LEG NO.	DESTINATION	ARRIVAL		DEPARTURE	
		DATE	TIME	DATE	TIME
FROM:					
1 TO:					
2 TO:					
3 TO:					
4 TO:					
5 TO:					
6 TO:					
7 TO:					
8 TO:					
9 TO:					
10 TO:					

<b>6. GENERAL ITINERARY</b>	
<b>7. EXCESS BAGGAGE (Approx. Pounds)</b>	<b>8. DESTINATION POINT-OF-CONTACT</b>
<b>9. DESTINATION PHONE NUMBER AND MOTEL NAME (if applicable)</b>	
<b>10. PURPOSE AND JUSTIFICATION</b>	
<b>COMPLETED BY CENWO-LIM ONLY</b>	
<b>12. COST COMPARISON</b>	

11. ACTUAL PASSENGER MANIFEST												
PASSENGER NAME (Max 10 Per Leg)	LEG NO. (s) (Check X)										OFFICE SYMBOL	
	1	2	3	4	5	6	7	8	9	10		GRADE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

**13. COST JUSTIFICATION:** In accordance with DOD 4515.13-R, the use of civil-funded aircraft is justified under one or more of the following criteria for the flights listed on this form.

14. ROUTING/APPROVAL	
<i>(Signatures indicate that all costs have been reviewed and flights approved.)</i>	
OFFICE SYMBOL	SIGNATURE
CENWO-LM	
CENWD-MR-LM	
CENWD-MR-DD	
COMMENTS	