

Senior Federal Official Travel Report

October 1, 2008 – March 31, 2009



**Prepared by the Office of Governmentwide Policy
Office of Travel, Transportation and Asset Management
General Services Administration**

Introduction

In accordance with the provisions of the Office of Management and Budget's (OMB) Circular A-126 and OMB Bulletin 93-11, executive departments and agencies are required to report all uses of Government aircraft by senior Federal officials (SFO) and non-Federal officials including mission travel to the General Services Administration (GSA) on a semi-annual basis.

The purpose of the Senior Federal Official Travel Report (SFTR) is to identify the circumstances surrounding SFO use of Government-owned aircraft, and how government-owned aircraft are used to support the agency missions.

Overview

GSA's Travel Management Policy program implemented a government-wide web-based tool for agencies to capture and report SFO trips on government aircraft. This new tool provides agencies with data standardization and a simple web interface. The impact of this action was immediate, resulting in improved data integrity and real-time capability in reporting and analysis.

In total 15 agencies reported during this reporting period. Six agencies reported negative for no reportable SFO travel. Nine agencies reported 1,335 trips taken in total (1,212 trips by their SFO and 123 trips by non-Federal travelers) for a total government cost of \$3.6 million. Two agencies, the Department of Defense (856) and Department of Transportation (212), accounted for 1,068 trips or 80 percent of all trips taken by SFO and non-Federal travelers. These trips and costs are allocated according to trip-use justifications. These trip justification types are: cost, required use, schedule, mission required, and space available. The following analysis defines each justification type and examines use in terms of total trips and total cost. Two charts are provided following the analysis that depicts the number of SFO trips by justification type and the government cost by justification type.

Schedule:

Schedule applies when no scheduled commercial airline service is reasonably available to fulfill an agency's travel requirement. More specifically, schedule means the traveler cannot meet departure and/or arrival requirements within a 24-hour period on commercial flights, unless it is demonstrated that extraordinary circumstances require a shorter period. Schedule was the largest used justification accounting for 941 trips and slightly more than \$2.2 million in expenditures.

Required Use:

Required Use applies when the President, or the head of an agency, has determined that the person's travel (including official, personal or political) qualifies as "required use" travel. Required use travel is defined as the use of a

Government aircraft for the travel because of *bona fide* communications or security needs of the agency, or to meet exceptional scheduling requirements. Required Use was the second highest used justification accounting for 182 trips and \$975,162 in costs.

Mission Requirement:

Mission Requirement applies to trip activities that constitute the discharge of an agency's official responsibilities. Such activities include the transport of troops and/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 and space and science applications, and other such activities. Mission Requirement accounted for 142 trips and \$355,467 in costs.

Cost:

Cost applies when the cost of the Government-owned aircraft is less than the cost of the city-pair fare for scheduled commercial airline service or the cost of the lowest available full coach fare if a city-pair fare is not available. Additionally, the cost of non-productive or lost work time while in a travel status and certain other costs are considered when comparing the cost of using a Government-owned aircraft in lieu of scheduled commercial airline service. Cost justification accounted for 56 trips and \$47,884.

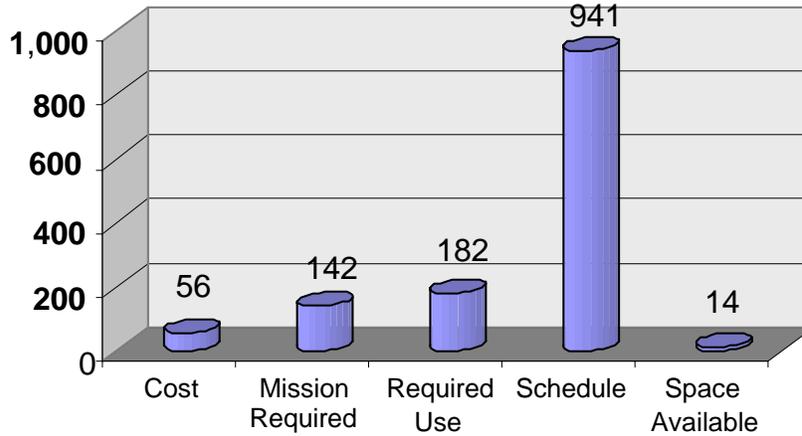
Space Available:

Space Available applies when an aircraft is already scheduled for official purpose use and a traveler's use of the aircraft does not require a larger aircraft or result in more than minor additional cost to the Government. The smallest use category, Space Available accounted for 14 trips and \$16,774 in costs.

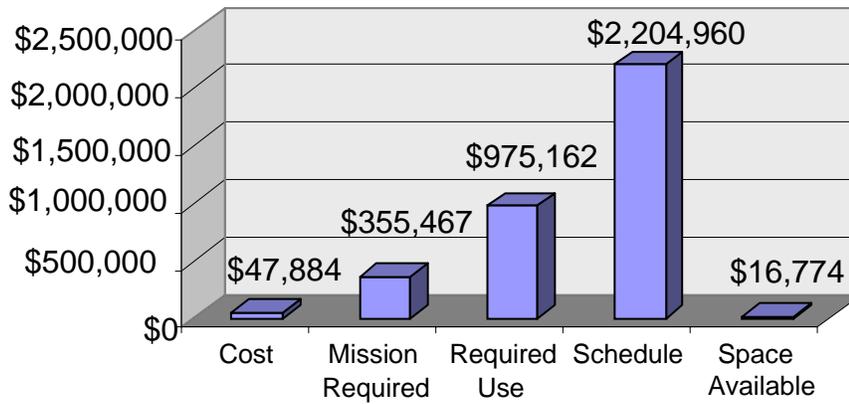
Examining SFO trip costs and utilization against the aircraft use justifications is important in gaining insight into SFO travel on Government-owned aircraft. By categorizing the different justifications the circumstances surrounding the use of Government-owned aircraft is easier to understand. For example, 70 percent of the trips (941) were logged as scheduled use, indicates that 70 percent of the SFO travelers traveled to locations that were outside general commercial airline service, and/or the SFO time and urgency required use of the Government-owned aircraft. This type of analysis is applicable for required use; 13.6 percent of the total trips required some level of *bona fide* communications or security requirements.

The following two charts depict the number of SFO trips and government costs associated with the justification types: schedule, required use, mission use, cost and space available.

Number of SFO Trips / Justification



Government Cost / Justification



Conclusion

The SFTR provides visibility into SFO and non-Federal travelers' use of Government-owned, chartered or leased aircraft. For the first time since collecting senior Federal travel data, GSA has a dynamic analytical tool that will provide analysts with insight into the circumstances and policy governing the use of government aircraft by SFO and non-Federal travelers. The ability to examine government costs related to trip use justifications is only one example of improved data management. Understanding that 70 percent of the SFO trips are justified according to scheduled availability of commercial airlines starts a framework of understanding the real-life SFO use of government-owned aircraft.

Finally, the Travel Management Policy program continues its outreach efforts to Federal agencies to improve participation in the tool. This is accomplished via the travel interagency committees and one-on-one training with agencies as needed.

Senior Federal Travel Report: October 1, 2008 to March 31, 2009

Summarized Data							
Agency	Traveler Type	Official	Personal	Political	Justification	Trips	Cost to Government
Department of Defense	Federal (Official)	Yes	No	No	Required Use	129	\$500,288
	Federal (Official)	Yes	No	No	Schedule	691	\$1,882,120
	Non-Federal	Yes	No	No	Required Use	7	\$20,797
	Non-Federal	Yes	No	No	Schedule	29	\$81,637
Department of Energy	Federal (Official)	Yes	No	No	Cost	36	\$33,794
	Federal (Official)	Yes	No	No	Required Use	1	\$458
	Federal (Official)	Yes	No	No	Schedule	6	\$94,169
Department of Justice	Federal (Official)	Yes	No	No	Mission Required	4	\$516
	Federal (Official)	Yes	No	No	Required Use	8	\$296,052
	Federal (Official)	Yes	No	No	Schedule	1	\$3,305
	Federal (Official)	Yes	No	No	Space Available	1	\$3,718
	Non-Federal	Yes	No	No	Required Use	1	\$3,718
Department of the Interior	Federal (Official)	Yes	No	No	Cost	6	\$8,296
	Federal (Official)	Yes	No	No	Mission Required	4	\$14,903
	Federal (Official)	Yes	No	No	Required Use	23	\$113,784
	Federal (Official)	Yes	No	No	Schedule	2	\$3,228
	Federal (Official)	Yes	No	No	Space Available	1	\$1
	Non-Federal	Yes	No	No	Required Use	1	\$1
Department of the Treasury	Federal (Official)	Yes	No	No	Mission Required	10	\$13,527
	Federal (Official)	Yes	No	No	Required Use	1	\$661
	Non-Federal	No	Yes	No	Space Available	5	\$8,579
	Non-Federal	Yes	Yes	No	Space Available	6	\$4,476
Department of Transportation	Federal (Official)	No	No	No	Schedule	12	\$2,419
	Federal (Official)	Yes	No	No	Schedule	198	\$135,663
	Non-Federal	Yes	No	No	Schedule	2	\$2,419
Health and Human Services	Federal (Official)	Yes	No	No	Required Use	11	\$39,403

Senior Federal Travel Report: October 1, 2008 to March 31, 2009

Agency	Traveler Type	Official	Personal	Political	Justification	Trips	Cost to Government
National Aeronautics and Space Administration	Federal (Official)	Yes	No	No	Cost	14	\$5,794
	Federal (Official)	Yes	No	No	Mission Required	52	\$67,191
	Federal (Official)	Yes	No	No	Space Available	1	\$0
	Non-Federal	Yes	No	No	Mission Required	72	\$259,330
Totals						1,335	\$3,600,247