

# Senior Federal Travel Report

October 1, 2010 thru March 30, 2011



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

## **Introduction**

Under strict policy and management control, Federal agency travelers are permitted use of Government-owned, chartered or leased aircraft. The use of Government aircraft for official business is in accordance with the provisions of the Office of Management and Budget's (OMB) Circular A-126, *Improving the Management and Use of Government Aircraft* and OMB Bulletin 93-11. These two OMB circulars are implemented through the Federal Travel Regulation (FTR). Section 301-70.906 of the FTR directs all executive departments and agencies to report to the General Services Administration (GSA) all uses, including mission travel, on Government-owned aircraft by Senior Federal Officials (SFO) and Non-Federal travelers (NFT).

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 agencies' missions. A SFO is defined as an individual who is paid according to the Executive Schedule established by 5 U.S.C. 53, Subchapter II, including Presidential appointees who are confirmed by the Senate; employed in the U.S. Government's Senior Executive Service or an equivalent "senior" service; who is a civilian employee of the Executive Office of the President; who is appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 U.S.C. or by the Vice President to a position under section 106(a)(1)(A), (B), or (C) of title 3 U.S.C; or who is a contractor working under a contract with an executive agency, is paid at a rate equal to or more than the minimum rate for the Senior Executive Service, and has senior executive responsibilities. The term "Senior Federal Official", as used in the FTR does not mean an active duty military officer.

A "Non-Federal Traveler" (NFT) is defined as an individual who travels on a Government aircraft, but is not a Federal employee. Dependents and other family members of Federal travelers who travel on Government aircraft are considered to be NFTs within the FTR. The analysis in the report are of SFO and NFT trips combined.

## **Overview**

The GSA is required to collect SFO data twice a year. This report captures senior Federal travel for the first reporting period of FY 2011 and the first period of 2010. During this reporting period, 22 agencies reported to GSA on their use of Government aircraft. Ten agencies reported a total of 1,811 trips taken during this time. Twelve agencies submitted negative reports for SFO/NFT travel on Government aircraft. SFOs accounted for 1,647 trips, while 164 trips were attributed to NFTs. The combined cost of all 1,811 trips totaled \$4.3 million. Three agencies, the Department of Defense, Department of Energy, and the Department of Transportation, accounted for 1,552 trips or 92% of all trips taken by SFOs and NFTs. In comparison, in the first reporting cycle of FY 2010, 27 agencies reported their use of Government aircraft, 16 agencies reported a total of 2,301 trips taken and of those trips, SFOs accounted for 1,603 and NFTs accounted for 698 trips. The combined cost of all trips totaled \$4.8 million. OGP's goal is to get 100 percent agency participation, however, the following agencies did not respond to the FY 2011 first reporting cycle data call: Denali Commission, Defense Nuclear Facilities Safety, Department of Labor, Department of Education, Environmental Protection Agency, Housing and Urban Development, National Science

Foundation, and the Small Business Administration. OGP will continue to reach out actively to those departments in an effort to have full compliancy to the FTR requirement by the second reporting cycle of FY 2011.

All SFO and NFT trips are reported according to trip justifications; 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. Also, two charts are provided that depict the number of SFO/NFT trips by justification type and the government cost by justification type for the first reporting cycle for FY 2010 and FY 2011.

***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. During this reporting period, Schedule was the highest used justification accounting for 937 trips (56%) and \$1,266,291 (37%) in expenditures. In the same reporting period of FY 2010, Schedule was also the highest used justification accounting for 1,198 (52%) and \$1,325,682 (27%) in expenditures.

***Mission Required:***

Mission required 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, space and science applications, and other such activities). Mission required was the second most frequently reported justification accounting for 499 trips (30%) and \$1,241,779 (36%) in costs. In comparison, Mission required was also the second highest used justification in FY 2010, accounting for 686 trips (30%) and \$1,481,786 (31%) 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 because of *bona fide* communications or security needs of the agency, or to meet exceptional scheduling requirements. Required Use accounted for 98 trips (6%) and \$585,576 (17%) in costs; FY 2010 data showed Required Uses trips were 170 (7%) and \$818,462 (17%) in expenditures.

**Cost:**

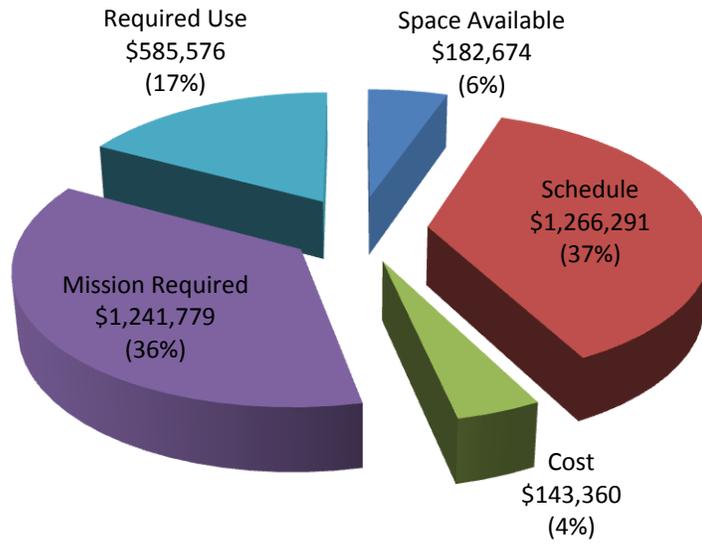
Cost applies when the cost of the Government-owned aircraft is less than the cost of the city pair fare for scheduled commercial airline service or the cost of the lowest available full coach fare if a city-pair fare is not available. The cost of non-productive or lost work time while in a travel status 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 113 trips (7%) and \$143,360 (4%) in costs. FY 2010 data showed Cost trips were 143 (6%) and \$666,456 (14%) in expenditures

**Space Available:**

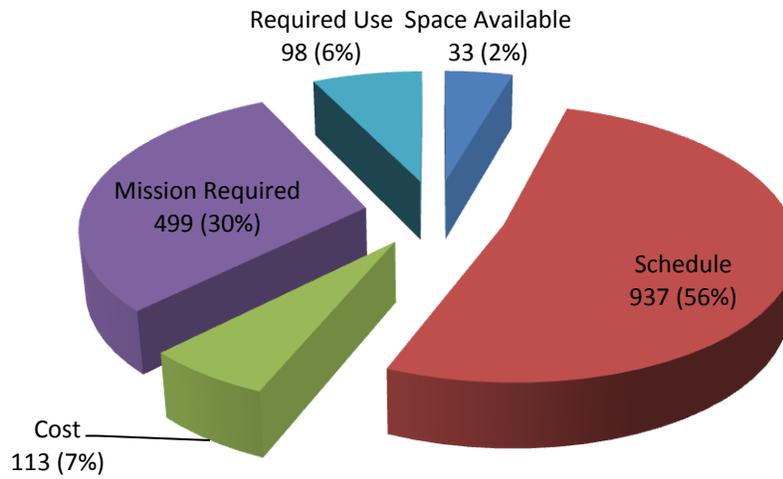
Space Available applies when an aircraft is already scheduled for official purpose use and a traveler's use of the aircraft does not require a larger aircraft or result in more than minor additional cost to the Government. The least frequently reported category, Space Available, accounted for 33 trips (2%) and \$182,674 (6%) in costs. In comparison, Space Available accounted for 104 trips (5%) and \$540,057 (11%) in expenditures.

The following charts depict the number of SFO trips and government costs associated with the justification types; Space Available, Schedule, Cost, Mission Required and Required Use for FY 2010 and FY 2011.

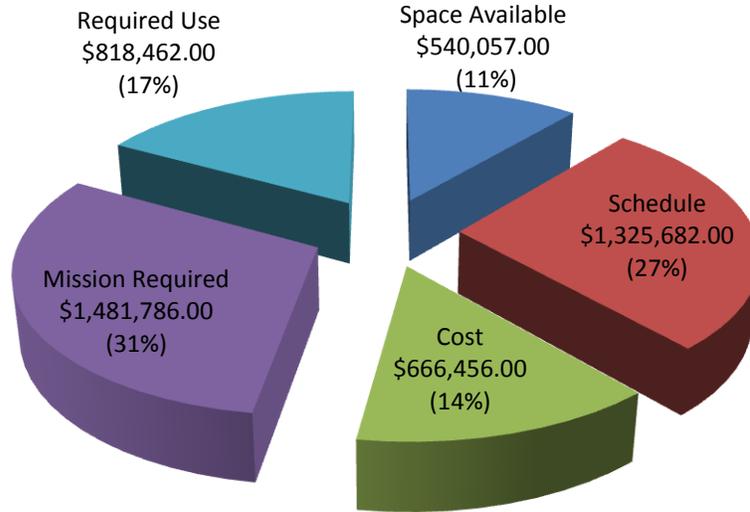
### Government Cost by Justification 1<sup>st</sup> Reporting Cycle - Fiscal Year 2011



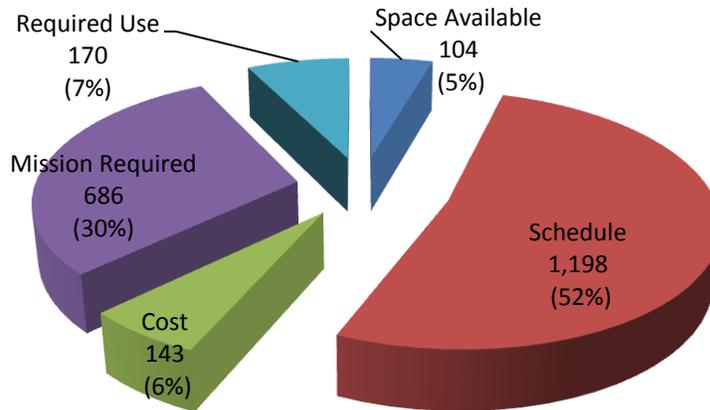
### Number of Trips by Justification 1<sup>st</sup> Reporting Cycle - FY 2011



### Government Cost by Justification 1<sup>st</sup> Reporting Cycle - Fiscal Year 2010



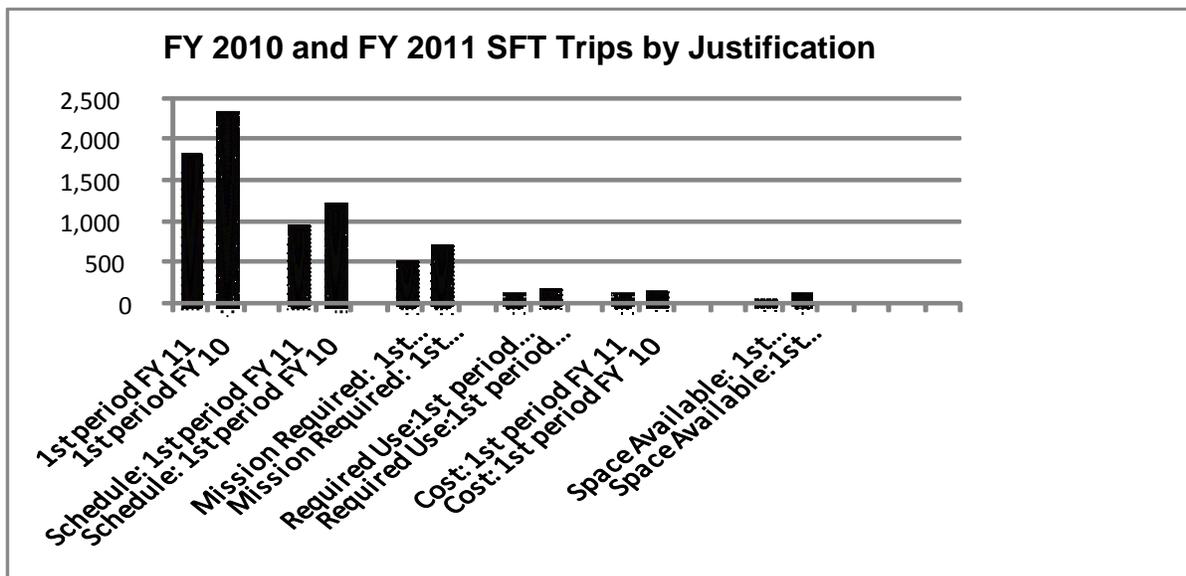
### Number of Trips by Justification 1<sup>st</sup> Reporting Cycle - FY 2010



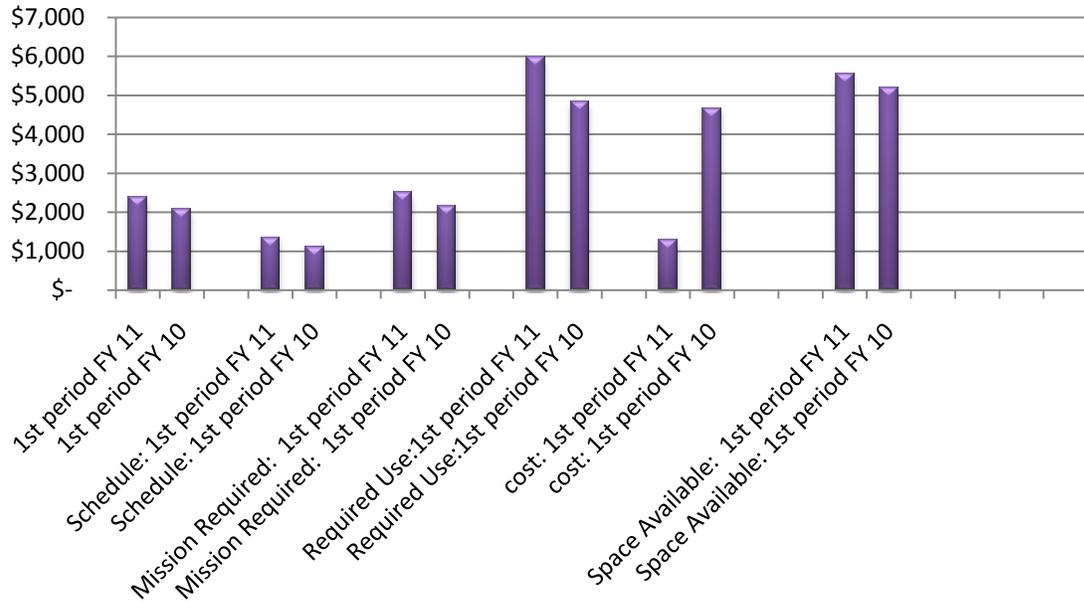
## Trend Analysis

All areas of justification decreased in number of trips between 79%-32%. There was an increase on average of 14% in overall SFO cost for all justifications this reporting cycle, however, we noticed a 27% decrease in the Government Cost justification, (as defined in this report), for FY 2011 and there was also a 79% decrease in usage for the Cost justification. Schedule was the most widely used justification and Space Available was the least used justification for both fiscal years. Schedule increased in cost by 22% over the prior reporting period but decreased in usage by 78% for this reporting cycle, even though it was still the more popular justification. There was a 7% increase in cost for Space Available and there was a 32% decrease in SFT travel for Space Available over the same period of time last fiscal year. Mission Required increased by 15% in cost, but decreased by 73% in usage. Finally, Required Use showed an increase of 24% in cost from the last reporting cycle, but its use decreased by 58%.

The following bar charts depict SFO and NFT trends for the first reporting cycle travel and any changes for the first reporting cycles of FY 2010 and FY 2010.



## FY 2010 and FY 2011 Government Cost by Justification



### **Conclusion**

The SFTR provides transparency into SFO use of Government-owned, chartered or leased aircraft. The ability to examine government costs as they relate to trip use justifications is critical to leading toward better management and control. In FY2010, OGP made a concerted effort to improve the integrity of senior Federal travel data submitted, as well as to increase the participation rate of agency reporting by implementing the use of the Web-based tool. As a result of that effort, we are able to identify trends showing any SFO/NFT changes for the first reporting cycle for both FY 2010 and FY 2010.

We will continue to watch these trends and patterns to identify needs for future policy enhancements and adjustments and to also make the most economical use of Government aircraft.

**October 1, 2010 through March 30, 2011 “Negative” Submissions**

Department of Commerce  
Department of Health and Human Services  
Department of Veterans Affairs  
Executive Office of the President  
Farm Credit Administration  
Federal Energy Regulatory Commission  
Government Accountability Office  
National Archives and Records Administration  
National Labor Relations Board  
Office of Personnel Management  
Smithsonian Institute  
United States Nuclear Regulatory Commission