

Senior Federal Travel Report FY 2009

October 1, 2008 thru September 30, 2009



**Prepared by the Office of Governmentwide Policy
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). 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 conditions 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" 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.

Overview

In fiscal year 2009, 24 agencies reported to GSA on their use of Government aircraft. Eleven agencies reported a total of 3,265 trips taken during FY 2009. SFOs accounted for 2,852 trips, while 413 trips were attributed to NFTs. The combined cost of all 3,265 trips totaled \$8.7 million. Three agencies, the Department of Defense, Department of Transportation, and the National Aeronautics and Space Administration, accounted for 2,988 trips or 92 percent of all trips taken by SFOs and NFTs. Thirteen agencies submitted negative reports for SFO/NFT travel or use of Government aircraft.

Of the 15 Federal Cabinet-level departments, 9 reported SFO and NFT travel data and 3 reported negative, for no travel. However, 3 Federal departments did not submit either data or a negative report. These departments are the Department of Homeland Security, the Department of Labor, and the Department of State. The Office of Governmentwide Policy's (OGP) goal is to get 100 percent of the departments, as well as the Independent agencies, to submit a report; therefore, OGP will continue to reach out actively to these departments.

All SFO and NFT trips are reported according to trip justifications; Cost, Required Use, Schedule, Mission Requirement, 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/NFT 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. During FY 2009, Schedule was the highest used justification accounting for 2,227 trips and slightly more than \$5.3 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 because of *bona fide* communications or security needs of the agency, or to meet exceptional scheduling requirements. Required Use was the second most frequently reported justification, accounting for 329 trips and \$2 million 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 474 trips and \$1 million 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 179 trips and \$167,841 in costs.

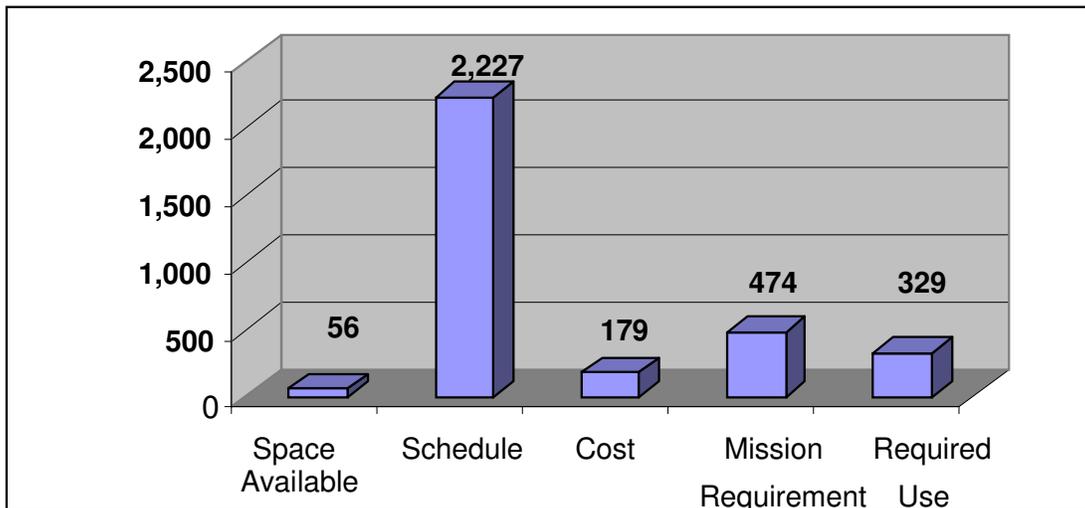
Space Available:

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 56 trips and \$162,355 in costs.

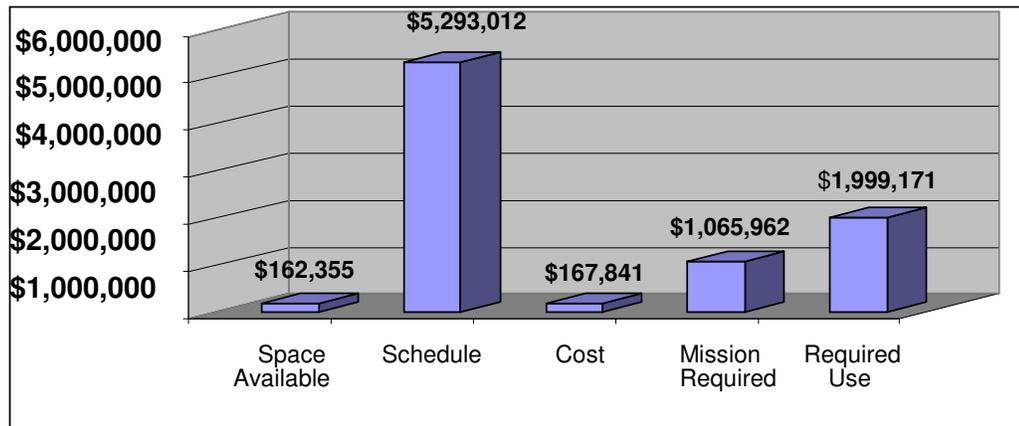
Examining SFO trip costs and utilization against the aircraft use justifications is important in gaining insight into SFO travel on Government-owned aircraft. By categorizing the different justifications, the circumstances surrounding the use of Government-owned aircraft is easier to understand. For example, 68 percent of the trips (2,227) were logged as Scheduled Use, which indicates that 68 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. For Required Use, 10 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; Cost, Required Use, Schedule, Mission Requirement, and Space Available.

Number of SFO Trips by Justification Type



Government Cost by Justification Type



Conclusion

In FY2009, 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. OGP implemented a Web-based tool designated to enhance agency reporting and to standardize and improve the quality of the travel data collected.

The SFTR provides visibility 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 the leading toward better management and control. Understanding that 2227 or 68 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. The closest justification to schedule is required use at 474 trips or 14.5 percent.

Finally, plans for providing trend analysis are in the works and will be integrated in the FY2010 annual report. FY2009 is the first year data has been collected in a platform capable of providing a trend analysis, as the years and data build, patterns and trends may be identified for future policy enhancements and adjustments.

Senior Federal Traveler Summary Data

Traveler Agency Name	Traveler Type	Official Travel	Personal Travel	Political Travel	Justification	Government Cost	Trip Count
Department of Agriculture	Federal (Official)	Yes	No	No	Cost	\$ 49,880	39
	Federal (Official)	Yes	No	No	Mission Required	\$ 83,115	11
	Federal (Official)	Yes	No	No	Space Available	\$ 16,436	11
	Non-Federal	Yes	No	No	Cost	\$ 4,656	4
Department of Defense	Federal (Official)	Yes	No	No	Mission Required	*	19
	Federal (Official)	Yes	No	No	Required Use	\$ 1,377,574	269
	Federal (Official)	Yes	No	No	Schedule	\$ 4,522,559	1,340
	Federal (Official)	Yes	No	Yes	Schedule	\$ 259,782	4
	Non-Federal	Yes	No	No	Required Use	\$ 20,797	7
	Non-Federal	Yes	No	No	Schedule	\$ 81,637	29
Department of Education	Federal (Official)	Yes	No	No	Mission Required	*	1
Department of Energy	Federal (Official)	Yes	No	No	Cost	\$ 64,827	73
	Federal (Official)	Yes	No	No	Mission Required	*	3
	Federal (Official)	Yes	No	No	Required Use	\$ 458	1
	Federal (Official)	Yes	No	No	Schedule	\$ 16,387	9
	Non-Federal	Yes	No	No	Cost	\$ 1,389	3
	Non-Federal	Yes	No	No	Mission Required	*	2
Department of Justice	Federal (Official)	Yes	No	No	Mission Required	\$ 1,088	6
	Federal (Official)	Yes	No	No	Required Use	\$ 442,773	13
	Federal (Official)	Yes	No	No	Schedule	\$ 3,305	1
	Federal (Official)	Yes	No	No	Space Available	\$ 14,182	3
	Non-Federal	Yes	No	No	Required Use	\$ 3,718	1
Department of the Interior	Federal (Official) Yes		No	No	Cost	\$ 8,296	6
	Federal (Official) Yes		No	No	Mission Required	\$ 14,903	4
	Federal (Official) Yes		No	No	Required Use	\$ 113,784	23
	Federal (Official) Yes		No	No	Schedule	\$ 3,228	2
	Federal (Official) Yes		No	No	Space Available	*	1
	Non-Federal Yes		No	No	Required Use	*	1

Traveler Agency Name	Traveler Type	Official Travel	Personal Travel	Political Travel	Justification	Government Trip Cost Count	
Department of the Treasury	Federal (Official)	Yes	No	No	Mission Required	\$ 87,870	20
	Federal (Official)	Yes	No	No	Required Use	\$ 661	1
	Non-Federal	No	Yes	No	Space Available	\$ 111,657	16
	Non-Federal	Yes	Yes	No	Space Available	\$ 20,079	9
Department of Transportation	Federal (Official)	No	No	No	Schedule	\$ 2,419	12
	Federal (Official)	Yes	No	No	Schedule	\$ 316,950	733
	Non-Federal	Yes	No	No	Schedule	\$ 25,025	46
Government Accountability Office	Federal (Official)	Yes	No	No	Required Use	*	2
Health and Human Services	Federal (Official)	Yes	No	No	Required Use	\$ 39,403	11
National Aeronautics and Space Administration	Federal (Official)	Yes	No	No	Cost	\$ 38,793	54
	Federal (Official)	Yes	No	No	Mission Required	\$ 110,148	113
	Federal (Official)	Yes	No	No	Schedule	\$ 61,720	51
	Federal (Official)	Yes	No	No	Space Available	*	16
	Non-Federal	Yes	No	No	Mission Required	\$ 768,802	295
Totals						\$ 8,688,341	3,265

* Agencies could not determine cost.

April 1, 2009 through September 31, 2009 “Negative” Submissions

These agencies reported no use of senior Federal travel during the period of April 1, 2009 through September 31, 2009.

Department/Agency/Bureau/Service

Defense Nuclear Facilities Safety Board
Department of Commerce
Department of Housing and Urban Development
Department of Veterans Affairs
Executive Office of the President
Farm Credit Administration
Federal Energy Regulatory Commission
National Archives and Records Administration
National Labor Relations Board
National Science Foundation
Office of Personnel Management
Smithsonian Institute
United States Regulatory Commission