

28 December 2006

Aviation
FLIGHT OPERATIONS

Summary. This regulation prescribes policy to support official travel by U.S. Army Training and Doctrine Command (TRADOC) personnel.

Applicability. This regulation applies TRADOC-wide.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC (ATTG-ZO), 33 Ingalls Road, Fort Monroe, VA 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC homepage at <http://www.tradoc.army.mil>

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*This regulation supersedes TRADOC Regulation 95-5, 29 April 2003.

Chapter 1 Introduction

1-1. Purpose. This regulation prescribes policy regarding fixed-wing/rotary-wing flight support, military aircraft (MILAIR) requests, flight orders, and Invitational Travel Authorizations (ITAs).

1-2. References. Appendix A contains required publications and referenced forms.

1-3. Explanation of abbreviations. Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities.

a. **Commanding General (CG), U.S. Army Training and Doctrine Command (TRADOC).** Provide oversight for all flight operations within the command. Delegate approval authority for fixed and rotary-wing operations/missions to the Deputy Commanding General (DCG)/Chief of Staff (CofS), TRADOC. Maintain personal approval authority over his mission and accompanying spouse travel requirements.

b. **DCG/CofS, TRADOC.** Approval authority for all fixed and rotary-wing MILAIR missions requested. Serves as the approval authority for all accompanying spouse travel occurring throughout TRADOC; both MILAIR and commercial air (COMAIR). Reviews and approves ITAs as required.

c. **Deputy Chief of Staff for Operations and Training (DCSOPS&T).** Provide oversight and review authority for flight operations within TRADOC. Forward flight requests to the Flight Operations Section, Readiness Division (RD), Operations, Mobilization, and Readiness Directorate (OMRD), DCSOPS&T.

(1) **Director, OMRD, DCSOPS&T.** Provide oversight and review for flight operations within TRADOC. Receive, review, and forward flight requests to the Flight Operations Section.

(2) **Chief, RD, OMRD, DCSOPS&T.** Provide oversight and review for flight operations within TRADOC. Forward all flight requests to the Flight Operations Section. Provide support to the Flight Operations Section and the TRADOC Flight Detachment as required.

(3) **Flight Operations Section.** Manage requests for MILAIR travel. Provide oversight for senior leader spouse travel on MILAIR. Responsibilities include but are not limited to the following:

- (a) Process all MILAIR flight requests; fixed and rotary-wing.
- (b) Coordinate Tidewater Airlift Support (TWAS) (Shuttle Mission) travel.
- (c) Coordinate headquarters (HQs) TRADOC staff actions for exceptions to travel policy.

(d) Process ITA for MILAIR travel (accompanying spouse, congressional member, guest speaker, etc.).

(e) Schedule HQ TRADOC Command Group MILAIR travel.

(f) Coordinate fixed-wing missions.

(g) Coordinate with the TRADOC Flight Detachment at Fort Eustis, VA, and the 12th Aviation Battalion at Fort Belvoir, VA, for rotary-wing aircraft support.

(h) Manage daily flight operations.

d. **Deputy Chief of Staff for Personnel, Infrastructure and Logistics (DCSPIL).** Provide coordination and support to TRADOC Flight Operations Section and TRADOC Flight Detachment as required.

e. **Office of the Staff Judge Advocate.** Provide legal support as required at the request of the Flight Operations Section, RD, OMRD, DCSOPS&T. Review requests for accompanying spouse travel, ITAs, and other exceptions to travel policy that require DCG/CofS approval. Provide legal opinion and guidance on flight requests requiring special review and adherence to appropriate travel policies and regulations. Provide guidance to the headquarters staff and coordinate legal advice for subordinate commands regarding travel policy.

f. **TRADOC Personnel.** Forecast and submit flight requests in a timely manner IAW this regulation.

Chapter 2 Military Aircraft Requests

2-1. Policy.

a. MILAIR Approval Authority.

(1) CG, TRADOC is authorized to approve his own MILAIR travel and DCG/CofS MILAIR travel requests.

(2) DCG/CofS is delegated approval authority for all other MILAIR requests.

(3) MILAIR approval is required prior to executing travel.

b. Authorized MILAIR requestors. DCGs, DCSs, executive officers, secretaries to general officers, and staff flight schedulers are authorized to request MILAIR support. These offices may designate primary and alternate staff flight schedulers in writing and forward appointment orders to Flight Operations.

c. MILAIR (TWAS, rotary wing, fixed wing) Flight Options (See table 2-1).

Table 2-1
MILAIR Flight Options

	<i>Rotary Wing (RW)</i>	<i>Fixed Wing (FW)</i>	<i>* Dedicated Air Mission</i>
<i>TRADOC Flight Detachment</i>	X		X
<i>TWAS (DC Shuttle)</i>		X	
<i>JOSAC (CONUS Travel)</i>		X	X
<i>U.S. Army Priority Air Transport (USAPAT)) (CONUS & OCONUS Travel 4-Star Level Missions Only)</i>		X	X
* Customer-specific mission requirement. Aircrew and platform not assigned to a single customer and can support concurrent missions.			

d. TRADOC personnel will use MILAIR only for official duties and in accordance with the Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials, 7 January 2005. Scheduling MILAIR for training missions to accommodate travel plans of DA personnel is prohibited. TWAS is the first consideration before requesting MILAIR or COMAIR. Considerations for using MILAIR include the following:

- (1) MILAIR is more cost effective versus COMAIR.
- (2) MILAIR required because security risks to traveler presented by use of COMAIR.
- (3) MILAIR required for official travel due to an emergency.
- (4) MILAIR required due to compelling operational considerations that make COMAIR unacceptable.
- (5) MILAIR already scheduled to perform a bonafide mission, minimum mission requirements are not exceeded, and no additional cost is incurred by the government.
- (6) MILAIR supports official travel of a required user as defined in Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials, 7 January 2005.

e. MILAIR priority:

- (1) Priority 1. Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities, or for emergency lifesaving purposes.
- (2) Priority 2. Airlift support for official travel of TRADOC customers or airlift for operational considerations that make commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.
- (3) Priority 3. Airlift is required due to operational considerations and/or is more cost effective than COMAIR travel.

f. ITA approval authority. The ITA is the official published document for all exceptions to travel policy such as spouse travel, non-Department of Defense (DoD) employee travel and military foreign national travel. The DCG/CofS, TRADOC is the approval authority for issuance of ITAs within TRADOC. Flight Operations processes ITA requests and ensures orders are published and issued by DCSPIL, Personnel Support Division (ATBO-BPS). Upon receipt of published orders, Flight Operations provides orders to appropriate individuals. DCSPIL is the TRADOC proponent for COMAIR ITA requests; all requests are routed to ATBO-BPS.

(1) TRADOC accompanying spouse ITA. As a general rule, spouse or family members may not accompany DA personnel, either military or civilian, on official business at government expense. Accompanying spouse travel on either MILAIR or COMAIR is accomplished as an exception to policy, pursuant to Appendix E, part 1, paragraph A2m of the Joint Federal Travel Regulation. The CG, TRADOC is the approval authority for all accompanying spouse travel on MILAIR or COMAIR within TRADOC. The CG, TRADOC delegates this authority to the DCG/CofS, TRADOC in [Memorandum](#), ATJA, 9 Mar 06, subject: Delegation of Authority to Approve Accompanying Spouse Travel.

(2) Accompanying spouse travel coordination. Flight Operations processes all requests for accompanying spouse travel within TRADOC occurring on MILAIR. Accompanying spouse travel requests require TRADOC Office of the Staff Judge Advocate coordination prior to submission to the TRADOC DCG/CofS for approval. Requests are returned to Flight Operations for disposition.

2-2. Procedures.

a. **MILAIR.** Flight Operations will coordinate all requests with Director, Army Staff, the Joint Operational Support Airlift Center (JOSAC) (per JOSAC users guide), TRADOC Flight Detachment, and/or the 12th Aviation Battalion as appropriate.

(1) Command Group flight requests. Flight Operations responds to requirements from the CG, DCG/CofS, and Commander, U.S. Army Accessions Command. Flight Operations schedules all MILAIR travel for the HQ TRADOC Command Group.

(2) Authorized requestors submit completed DD Form 2768 (Military Air Passenger/Cargo Request) to Flight Operations not later than (NLT) 5 duty days prior to the date of travel. MILAIR requests will include the following information:

(a) Date for departure and return. (Note: requests for MILAIR require a minimum 2-hour departure/arrival window per [DoD Directive 4500-43](#), paragraph E2.4. A wider departure/arrival window increases the probability of support.)

(b) Destination(s).

(c) Meeting times/required times at the destination.

(d) Manifest (name/grade/social security number/weight for each passenger).

(e) Point of contact at destination (name and telephone number).

(3) JOSAC scheduling. Flight Operations coordinates all JOSAC scheduling.

(a) JOSAC provides notification 4 to 7 working days prior to the mission date with a flight advisory message. The message will inform Flight Operations if the requested mission is supportable as requested, is supportable with altered departure times (especially if combined with other missions), or is cancelled. Flight Operations immediately notifies the requestor of the JOSAC determination.

(b) Mission changes (date, time, number of passengers, priority, etc.) require Flight Operations to transmit changes electronically to JOSAC or the Operational Support Airlift Agency, Fort Belvoir, as appropriate.

(4) TWAS (Tidewater Shuttle).

(a) TWAS is a C-12 (seven-passenger fixed-wing aircraft) owned and controlled by JOSAC. The TWAS schedule is available by calling TRADOC Flight Operations, ext. (757) 788-3187/2517/DSN 680-3187/2517. This aircraft flies three round trips per day, Monday through Friday (except holidays), from Base Operations at Langley Air Force Base to Davison Army Air Field, Fort Belvoir. Scheduling, manifesting, and ground transportation coordination to and from the Pentagon is Flight Operations' responsibility.

(b) The suspense for TWAS reservations is 1330 on the day prior to travel. Telephonic requests for reservations are authorized by calling Flight Operations (757) 788-3187/2517/DSN 680-3187/2517. Customers follow-up voice requests by submitting a DD Form 2768 by 1600 that same day to confirm the shuttle seat reservation. Upon receiving a telephonic request, Flight Operations obtains desired times of departure/arrival, the destination, purpose of travel, name, grade/rank, and weight of passenger. Flight Operations determines availability, confirms the request, or places the passenger(s) on standby. Standby numbers (i.e., SR1) are based on the order of reservation requests received. Seat assignments are on a first-come, first-served basis. Once the standby reservation is made with Flight Operations, the staff scheduler will forward DD Form 2768 (see app B) to Flight Operations via E-mail or hard copy (ATTG-ZOO, Military Flight), or Fax (757) 788-3561/DSN 680-3561.

(c) Couriers. Primary and alternate courier selection occurs once the manifest is finalized for the next day's flight and there is a requirement to transport the HQ TRADOC Priority Mail Pouch. Selected individuals are normally the lowest ranking round-trip Pentagon passenger. The staff scheduler notifies the selected courier. [\[TRADOC Memorandum 1-2\]](#) outlines courier duties and responsibilities.

(d) Flight Operations transmits the TWAS manifest and destination ground requirements to the TRADOC Liaison Office (LNO) telephonically or via fax/e-mail for coordination.

(5) Rotary-Wing MILAIR.

(a) Limited rotary-wing assets require prioritization of missions. Missions must first be in compliance with the Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials, 7 January 2005, and paragraph 2-1b above. By their nature, mission requirements supporting the CG, TRADOC; DCG/CofS; DCGs; and DCSs will receive priority. Rotary-wing support to other general officers and senior executive service (SES) personnel are on an as-available basis.

(b) Mission support requirements for colonels and below are not routinely supported due to limited rotary-wing flight hours. The DCG/CofS is the approval authority for exception to this policy.

(c) TWAS service for Washington, D.C. is first priority for consideration before requesting rotary-wing support.

(d) Submit written requests with justification to Flight Operations as soon as possible, but NLT 3 days prior to departure date. Requests must include purpose of travel (to include meeting times, and the name and grade of senior participants), requested departure times, and reasons why other forms of travel cannot be utilized (e.g., ground transportation, COMAIR, or other MILAIR).

b. Distinguished Visitor (DV) Tracking for MILAIR Missions. Flight Operations tracks all MILAIR missions supporting command group-hosted DV events. Flight Operations reports the status of these DV flights to HQ TRADOC at all stages of the mission.

c. Travel Requests Requiring HQ Department of the Army (HQDA) Approval. Requests for travel exceptions requiring HQDA approval are sent via memorandum to Flight Operations NLT 15 working days prior to the planned travel date. Flight Operations processes requests through the TRADOC DCG/CofS and forwards them to HQDA. Travel requests requiring HQDA approval must arrive at HQDA for review NLT 10 working days prior to the travel date IAW Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials, 7 January 2005, paragraph 1c. Travel requests requiring HQDA approval include, but are not limited to the following:

- (1) Civilian foreign nationals on MILAIR.
- (2) Key non-DoD federal officials on MILAIR.
- (3) Members of Congress or Congressional Staff on MILAIR.

2-3. Administrative instructions for TRADOC MILAIR travelers.

a. General MILAIR Instructions.

(1) All passengers check in at the appropriate airfield NLT 1 hour prior to scheduled take-off time. If a change in schedule requires a change in the take-off time, passengers or their staff representatives are responsible for notifying TRADOC Flight Operations.

(2) Under current provisions, military personnel can travel in uniform or civilian clothes on Army aircraft.

b. General TWAS Instructions.

(1) The TRADOC LNO, Pentagon Room 2B475 (enter through room 2A474), (703) 697-2588 or DSN 227-2588 coordinates flights and courier service for personnel in the Washington, D.C. area.

(2) Travelers should contact the TRADOC LNO at the Pentagon and provide contact information while they are in the D.C. area. Contact information ensures the TRADOC LNO can contact the traveler to inform them of any changes to air and ground transport schedules.

c. Information on other types of aircraft used for MILAIR can be found on the JOSAC website, (<https://josac.transcom.mil/homepgs/osaaircraft.htm>).

Appendix A
References

Section I
Required Publications

DoD 4500.43
Operational Support Airlift (OSA)

DoD 4515.13-R
Air Transportation Eligibility

AR 95-1
Flight Regulations

Operational Support Airlift (OSA) User Guide

Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials,
7 January 2005

TRADOC Memorandum 1-2
Courier Service Between HQ TRADOC and HQDA

Section II
Referenced Form

DD Form 2768
Military Air Passenger/Cargo Request (cited in paras 6c, 6e(2), and app B)

Appendix B**Instructions for Preparing DD Form 2768 (Military Air Passenger/Cargo Request)****B-1. Instructions.**

a. All TWAS reservations must be requested NLT 1330 1 day prior to travel. This request can be made telephonically to Flight Operations (757) 788-3187/2517/DSN 680-3187/2517. Customer's follow-up their voice requests that same day by submitting a DD Form 2768 by COB to confirm the shuttle seat reservation. Reminder: All other MILAIR requests should be submitted NLT 72 duty hours prior to day of travel.

b. Specific instructions for preparing DD Form 2768:

Item Instructions

- 1. Select Applicable Travel Statement:** Priority 3 (applies to all military air requests).
- 2. Purpose of Travel:** Self-explanatory
- 2a. PUJC Code:** Leave blank
- 2b. Complete Missions Description:** Self-explanatory
- 2c. Priority 2 Compelling Considerations and Reason**
- Commercial Travel Unacceptable:** Leave blank
- 3. Total Number of Pax:** Self-explanatory
- 4. Senior Traveler:** Senior travelers are General Officers and SES equivalents only.
- 5. Additional Passengers:** Self-explanatory
- 6. Desired Flight Itinerary:** ICAO is an identifier code for a particular airport. The code is not necessary—simply fill in the name of the airport. Please use local times.
- 7. Cost of Commercial Travel:** Self-explanatory
- 8. Cargo Transportation:** Self-explanatory
- 9. Point of Contact:** Self-explanatory
- 10. Non-DV Passengers:** Covers all passengers in grade of COL/GS-15 and below.
- 11. Remarks/Additional Comments:** Self-explanatory. Please use this space to list the body weights of each passenger.
- 12. Requester:** Staff Flight Scheduler or Secretary requesting the flight.
- 13. Travel Authorizing Official:** If passenger is a Senior Traveler, DCG/CofS has to approve travel. DCG/CofS signature is required if passenger is a COL/GS-15 or below.
- 14. Senior Traveling Passenger:** General officers and SES equivalents. Actual signature required; cannot be delegated.

B-2. Processing. Upon completion, DD Form 2768 is signed by requestor, senior traveler (when required), and authorizing official. DD Form 2768 can be forwarded via fax to the Flight Operations, Operations, Mobilization and Readiness Directorate, Operations Division, DCSOPS&T, (757) 788-3561/DSN 680-3561. Actual signatures are required for general officers and civilian equivalents; signatures cannot be delegated. Flight Operations will forward DD Form 2768 to DCG/CofS for signature.

Glossary

CG	Commanding General
COB	close of business
CofS	Chief of Staff
COMAIR	Commercial Aircraft
DCG	Deputy Commanding General
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DCSPIL	Deputy Chief of Staff for Personnel, Infrastructure and Logistics
DoD	Department of Defense
DV	Distinguished Visitor
HQ	headquarters
HQDA	Headquarters, Department of the Army
ITA	Invitational Travel Authority
JOSAC	Joint Operational Support Airlift Center
LNO	Liaison Office
MILAIR	Military Aircraft
NLT	not later than
OMRD	Operations, Mobilization and Readiness Directorate
RD	Readiness Division
SES	Senior Executive Service
SR	Standby required
TRADOC	U.S. Army Training and Doctrine Command
TWAS	Tidewater Airlift Support
USAPAT	U.S. Army Priority Air Transport

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