

Military Air Travel (MILAIR)

Key References: DOD 4515.13-R; DODD 4500.56; OMB Circular A-126; OPNAVINST 3700.6N; OPNAVINST 3710.7R; OPNAVINST 4630.25C; SECNAV memo of 22 Mar 99; SECNAV memo of 8 Apr 02, SECNAV memo of 25 Sep 03; CNO memos of 15 Jul 02

Key Concepts:

- Generally, MILAIR may only be used if COMAIR is not reasonably available.
- **Required Use Travel:** Some travelers are required to use MILAIR. SECDEF; Chairman of the Joint Chiefs of Staff; Commander, U.S. European Command (when acting as Supreme Allied Commander, Europe); and Commander, U.S. Joint Forces Command (when acting as Supreme Allied Commander Transformation) are required to use MILAIR for both official and unofficial travel. These required users must reimburse the Government full coach fare for unofficial travel. DEPSECDEF, SECNAV, Vice Chairman and the Joint Chiefs of Staff, Commanders of Combatant Commands, and four-star general/flag officers are required to use MILAIR only for official travel.
- **Other Official Travel:**
 - Beyond required users, official travelers may only use MILAIR when COMAIR is not reasonably available (i.e., able to meet the traveler's needs within a 24-hour period). Exceptions include:
 - Highly unusual circumstances present a clear and present danger;
 - an emergency exists;
 - MILAIR is more cost-effective than COMAIR; or
 - Other compelling operational considerations exist.
 - Unless the aircraft is already scheduled to satisfy a mission, the traveler must provide a cost comparison between MILAIR and COMAIR.
 - Use of MILAIR to travel to or from a leave status is generally not authorized and such requests are closely scrutinized.
- **Unofficial Travel:** Unofficial travel is travel by a family member, non-DOD civilian, or non-Federal traveler. Such travel is authorized on a non-interference basis when the aircraft is already scheduled for an official purpose and additional costs to the Government are negligible. The unofficial traveler must accompany the official traveler and reimburse the Government full coach fare for the flight.
- **Approval authorities:**
 - Required use travelers must notify SECDEF before using MILAIR for unofficial travel.
 - Required use travelers may approve unofficial travelers accompanying them.
 - Non-required use travelers:
 - SECNAV delegated MILAIR approval to UNSECNAV, AAUSN, CNO, and CMC.
 - CNO further delegated MILAIR travel approval and invitational travel order (ITO) authority to Commander, U.S. Naval Forces Europe; Commander, U.S. Pacific Fleet; Commander, U.S. Atlantic Fleet; and Director, Navy Staff. Authority to approve ITOs for dependents of O-6s/GS-15s and below may be sub-delegated; however, approval for dependents of O-7s/SES and above may not be delegated below these individuals' chief of staff level.

¹ Use of MILAIR is carefully scrutinized and subject to numerous policy directives, regulations, and memoranda. Consult an ethics counselor to ensure proper application of the rules to specific facts.