



## DoD INSTRUCTION 4500.43

### OPERATIONAL SUPPORT AIRLIFT

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**Originating Component:** Office of the Under Secretary of Defense for Acquisition and Sustainment

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**Approved by:** Stacy A. Cummings, Performing the Duties of the Under Secretary of Defense for Acquisition and Sustainment

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**Purpose:** In accordance with the authority in DoD Directive (DoDD) 5135.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures for:

- The use of operational support airlift (OSA) aircraft.
- Implementation of the policy in Office of Management and Budget (OMB) Circular A-126.
- A DoD-wide OSA common movement management system.
- OSA requirements validation.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. Does not apply to:

(1) Aircraft assigned to Marine Helicopter Squadron-1 and aircraft assigned to the 89th Airlift Wing in support of Presidential airlift missions.

(2) The Army National Guard and Air National Guard when operating assigned OSA assets using State funds in State active duty status.

### 1.2. POLICY.

DoD Components:

a. Consider passenger travel on government aircraft a premium mode of travel involving high costs and limited resources.

b. Minimize government aircraft cost to satisfy the mission requirement.

c. Justify use of government aircraft based on specific mission needs and aircraft type or capability required to meet performance, configuration, and communication requirements. Consider travel status, distinguished visitor code or status, grade, or rank as secondary factors.

d. Use OSA to support travel requirements in accordance with DoDD 4500.56.

e. Assign and manage OSA to:

(1) Maximize wartime readiness, efficiency, cost-effectiveness, and peacetime usage.

(2) Provide both general- and direct-support mission capabilities across the Military Departments and Combatant Commands.

f. Base aircraft inventory levels for OSA on joint wartime readiness requirements, transportation of DoD required use travelers, and the requirements outlined in Section 4.

g. Dispose of aircraft in excess of the joint wartime readiness requirements, transportation of DoD required use travelers, and the requirements outlined in Section 4.

h. Base travel categories on the guidance in DoDD 4500.56, OMB Circular A-126, and DoD Instruction (DoDI) 4515.13.

i. Use government aircraft only for:

(1) Official travel to meet mission requirements pursuant to in this issuance, DoDD 4500.56, and OMB Circular A-126.

(2) OSA mission requirements in accordance with DoDD 4500.56 when:

(a) No commercial airlift can meet the traveler's departure or arrival requirements within a 24-hour period, unless the traveler demonstrates that extraordinary circumstances require a shorter period to effectively fulfill the agency requirement; or

(b) The actual cost of using a government aircraft is not more than the cost of using commercial airlift.

(3) Unofficial travel for designated required-use travelers or other travelers approved for unofficial travel in accordance with DoDD 4500.56.

(4) Travel on a space-available basis in accordance with DoDD 4500.56 and DoDI 4515.13.

j. Do not use OSA aircraft to provide permanent change of station transportation for DoD personnel, their dependents, or their household goods.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)).**

The USD(A&S):

- a. Provides the DoD Components with policy guidance on the acquisition and use of OSA aircraft pursuant to DoDD 4500.56.
- b. Coordinates on all proposals for the long-term lease or charter of executive aircraft to supplement the OSA fleet before submission to Congress.

### **2.2. DOD CHIEF INFORMATION OFFICER (DOD CIO).**

The DoD CIO:

- a. In coordination with the Chairman of the Joint Chiefs of Staff, provides recommendations for command, control, and communications (C3) capabilities OSA aircraft provide to the Secretary of Defense for approval.
- b. In coordination with the National Leadership Command Capability Executive Management Board, identifies C3 equipment, personnel, and training requirements for supporting senior leaders traveling on OSA aircraft.

### **2.3. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS.**

The Assistant to the Secretary of Defense for Public Affairs reviews and approves official media transport pursuant to DoDIs 5122.08, 5410.16, and 5410.19.

### **2.4. ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS (ASD(LA)).**

The ASD(LA):

- a. Reviews and approves congressional travelers pursuant to DoDD 4500.56 and DoDD 4515.12.
- b. Coordinates aircraft scheduling requirements with the Executive Aircraft Scheduling Activity (EASA) or the Commander, United States Transportation Command (USTRANSCOM), as appropriate, in accordance with DoDD 4500.56.

## **2.5. EXECUTIVE SECRETARY OF THE DEPARTMENT OF DEFENSE (DOD EXECSEC).**

The DoD ExecSec:

a. Reviews requests for travel on OSA aircraft and approves requests that are in accordance with policy in DoDD 4500.56 and guidance in OMB Circular A-126 for:

(1) Government officials of other executive departments or agencies.

(2) Foreign nationals and members of their official party as invited by the Secretary of Defense or their designee.

(3) Official travel of senior DoD officials, Defense Agencies officials, and immediate family members of senior DoD officials of OSD, the Defense Agencies, and activities administratively supported by OSD.

b. When applicable, coordinates aircraft scheduling requirements with the EASA, USTRANSCOM, and other DoD Components.

c. Reviews special travel requirements for the use of OSA, including requirements for secure communications, and approves the use of OSA for requirements that are in accordance with DoDD 4500.56 and guidance in OMB Circular A-126.

## **2.6. DOD COMPONENT HEADS.**

The DoD Component heads establish internal management control procedures to ensure compliance with the standards in this issuance, DoDD 4500.56, and DoDI 5010.40.

## **2.7. SECRETARIES OF THE MILITARY DEPARTMENTS.**

In addition to the responsibilities in Paragraph 2.6., the Secretaries of the Military Departments:

a. Designate validation offices for government aircraft travel requests from headquarters staffs and subordinate commands.

b. Establish and maintain a validation, review, and approval process for travel on OSA aircraft for personnel assigned to their respective Departments.

c. Maintain and provide visibility of assigned and allocated OSA assets to the Commander, USTRANSCOM.

d. Provide a single point of contact to coordinate joint wartime readiness requirements with the Combatant Commanders (CCDRs) and the Joint Staff.

e. Annually provide the Chairman of the Joint Chiefs of Staff with OSA requirements, as outlined in Section 4.

f. Budget for the costs of operating their OSA aircraft and assign and manage OSA aircraft as required to maximize wartime readiness, efficiency, cost-effectiveness, and peacetime usage. Budgetary documents will be prepared in accordance with DoD 7000.14-R.

g. Invite and approve travel for members and employees of Congress in accordance with DoDD 4515.12, and foreign officials and accompanying party invited to travel at the expense of their respective Military Departments in accordance with DoDI 4515.13 and DoDI 7250.13.

h. Notify the geographic CCDRs of all Military Department OSA missions that transit the CCDRs' respective areas of responsibility.

i. Employ a common movement management system to enable the sharing of OSA capacity across the DoD Components.

j. Collect and maintain the information described in Section 3 on the use of OSA aircraft and provide the information to the Commander, USTRANSCOM in accordance with DoDD 4500.56.

k. Provide the Commander, USTRANSCOM with an annual report that provides operating cost data for each type of OSA aircraft.

l. Determine, in accordance with Section 2401 of Title 10, United States Code (U.S.C.), when supplementing the OSA fleet with commercial aircraft through long-term lease or charter is required. Provide a copy of the determination for long-term lease or contract to the USD(A&S) for coordination and provide the approved requirement to USTRANSCOM.

m. Capture OSA requirements in contingency plans or applicable documentation, as required by joint strategic capabilities planning guidance.

n. In conjunction with the Commander, USTRANSCOM, through the Chairman of the Joint Chiefs of Staff, support the establishment of a common movement management system that provides enterprise-wide visibility and standardized metrics for all DoD OSA aircraft.

## **2.8. SECRETARY OF THE AIR FORCE.**

In addition to the responsibilities in Paragraphs 2.6. and 2.7., the Secretary of the Air Force:

a. Schedules special airlift mission aircraft and Presidential support aircraft in accordance with DoDD 4500.56.

b. Through the Deputy Chief of Staff for Operations, Special Air Missions Directorate, serves as the Chief of the EASA and as the point of contact:

(1) When collaborative scheduling is required for DoD Component command executive airlift support.

(2) For coordination with the DoD ExecSec and the ASD(LA) to provide airlift in accordance with established priorities.

## **2.9. CHAIRMAN OF THE JOINT CHIEFS OF STAFF.**

In addition to the responsibilities in Paragraph 2.6., the Chairman of the Joint Chiefs of Staff:

a. In coordination with the Secretaries of the Military Departments; the Chief, National Guard Bureau (NGB); and CCDRs, provides the Secretary of Defense an annual validation that assesses DoD OSA requirements and the current OSA inventory in accordance with OMB Circular A-126.

b. In coordination with the DoD CIO, provides recommendations on C3 capabilities provided by OSA aircraft to the Secretary of Defense for review and direction.

c. Plans and budgets for readiness exercises of OSA wartime requirements.

d. Requires each CCDR to designate a single validation office for processing OSA transportation requests.

e. Establishes and maintains a validation, review, and approval process for OSA transportation requests for personnel assigned to the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff.

f. Invites and approves travel for foreign officials and accompanying party invited to travel at the expense of the DoD in accordance with DoDI 7250.13.

g. Coordinates with the Secretaries of the Military Departments; the Chief, NGB; and the CCDRs on the establishment of a common movement management system that provides enterprise-wide visibility and standardized metrics for all OSA aircraft.

## **2.10. CCDRS.**

In addition to the responsibilities in Paragraph 2.6., the CCDRs:

a. Oversee theater-assigned or -allocated assets in accordance with DoDD 4500.56.

b. Collect and maintain the information described in Section 3 on the use of OSA aircraft and provide the information to the Commander, USTRANSCOM, in accordance with DoDD 4500.56.

c. Maintain and provide visibility of all assigned and allocated OSA aircraft.

d. Establish and maintain a validation, review, and approval process for travel on OSA aircraft for personnel assigned to their respective Combatant Commands.

e. Annually provide the Chairman of the Joint Chiefs of Staff with OSA requirements, as outlined in Section 4.

f. Notify the geographic CCDRs of all Combatant Command OSA missions that transit their respective areas of responsibility.



- g. Invite and approve travel for foreign officials and accompanying party invited to travel at the expense of the Combatant Command in accordance with DoDI 7250.13, if applicable.
- h. Employ a common movement management system pursuant to DoDD 4500.56 to enable the sharing of OSA across the DoD Components.
- i. Budget for the costs of their OSA aircraft and assign and manage OSA aircraft as required to maximize wartime readiness, efficiency, cost-effectiveness, and peacetime usage. Prepare budgetary documents in accordance with DoD 7000.14-R.
- j. In accordance with Section 2401 of Title 10, U.S.C., determine when supplementing the OSA fleet with commercial aircraft through long-term lease or charter is required. Provide a copy of the determination for lease or contract to the USD(A&S) for coordination and the approved requirement to USTRANSCOM.

## **2.11. COMMANDER, USTRANSCOM.**

In addition to the responsibilities in Paragraphs 2.6. and 2.10., the Commander, USTRANSCOM:

- a. Operates the Joint Operational Support Airlift Center in accordance with DoDI 5158.06 and schedule all OSA missions within the continental United States (CONUS), except for missions:
  - (1) Conducted exclusively for aircrew training that prevent the carrying of passengers or cargo;
  - (2) Conducted for maintenance requirements that prevent the carrying of passengers or cargo;
  - (3) Scheduled by EASA; or
  - (4) Using exempt, withheld, or Military Department Secretary-controlled aircraft in accordance with DoDD 4500.56.
- b. Upon request, schedules airlift requested pursuant to cooperative military airlift and acquisition and cross-servicing agreements in accordance with DoDD 2010.09.
- c. Collects and maintains the information described in Section 3 on the use of OSA aircraft for submission to the General Services Administration.
- d. Makes recommendations to the Chairman of the Joint Chiefs of Staff regarding sourcing for Combatant Command OSA requirements.
- e. Schedules OSA or common-user aircraft to cover shortfalls for missions approved and scheduled in accordance with Section 3.

f. In collaboration with the USD(A&S), the Chairman of the Joint Chiefs of Staff, the Secretaries of the Military Departments, the CCDRs, and the Chief, NGB, establishes and implements a common movement management system:

(1) Leveraging existing systems as much as possible.

(2) Providing enterprise-wide visibility, standardized metrics, and reporting capabilities for all DoD OSA aircraft.

g. Serves as the DoD focal point for OSA visibility and data reporting.

h. Provides an annual assessment to the Chairman of the Joint Chiefs of Staff in compliance with visibility requirements contained in Section 4 and other criteria established by the Chairman of the Joint Chiefs of Staff.

i. Maintains data collection systems to satisfy the requirements of DoDD 4500.56 and OMB Circular A-126.

j. Schedules OSA aircraft in support of United States Northern Command within the United States Northern Command area of responsibility.

## SECTION 3: PROCEDURES FOR OSA REQUESTS, PRIORITY AND URGENCY CODES, AND COST MANAGEMENT

### 3.1. GENERAL.

a. Commanders at all levels of DoD and airlift authorizing officials:

(1) Restrict passenger travel on OSA based on:

- (a) The purpose of the trip and priority of the passenger travel required.
- (b) The availability of commercial airline or aircraft (including charter) service.
- (c) Whether the use of government aircraft would be more cost-effective than commercial aircraft or other method of transportation required.
- (d) Whether highly unusual circumstances present a clear and present danger or an emergency requires the use of government aircraft.

(2) Base the type of aircraft used on minimum cost and size necessary to satisfy the mission requirement.

(3) Do not schedule training missions when the principal purpose of the mission is to accommodate the travel of DoD officials.

b. DoD Component travelers submit requests:

(1) For transportation on OSA aircraft using the standardized request format as prescribed by the scheduling activity using automated systems, if possible.

(2) With the signature of the senior traveler authorized in accordance with Paragraph 4.e. of DoDD 4500.56.

(3) Through the airlift validator and the appropriate scheduling agency designated in the DoD Component validation, review, and approval process for travel on OSA aircraft.

(4) With a commercial cost estimate, except for travelers outlined in DoDD 4500.56 and Paragraph 3.2.b., and a full justification for the use of military airlift.

c. The airlift validator and the appropriate scheduling agency designated by the DoD Component maintain records of the travel requests for at least 3 years.

d. Except when operational demands dictate otherwise, requesters provide the scheduling activity with at least 4 days' advance notice of flight requests and at least 2 hours' flexibility in departure times to permit efficient employment of aircraft.

e. DoD Components:

(1) Accommodate space-available passengers and DoD cargo authorized by DoDI 4515.13 as much as possible.

(2) Support air transportation requirements for DoD required-use travelers identified in DoDD 4500.56. Support other DoD senior officials and DoD-approved senior officials identified in DoDD 4500.56 as much as possible.

(3) Apply the provisions of DoDD 4500.56 and OMB Circular A-126 to all OSA airlift missions.

(4) Establish the DoD Component validation, review, and approval process for travel on OSA aircraft.

### **3.2. REQUESTS FOR OSA TRAVEL.**

a. DoD Components that schedule or operate OSA aircraft:

(1) Establish the format and process for OSA travel requests:

(a) With the information necessary to fulfill documentation and reporting requirements in DoDD 4500.56 and the DoD Component's validation, review, and approval process for travel on OSA aircraft.

(b) That require a written or digital signature by the senior DoD traveling official certifying the use of the OSA for travel.

(c) That allow the DoD ExecSec or the ASD(LA) to validate the travel request for DoD-approved senior officials in lieu of the senior DoD traveling official.

(d) With the appropriate priority and urgency codes listed in Paragraph 3.3.

(2) May require additional information based on the category of the authorized use or other factors.

b. DoD Component required-use travelers identified in DoDD 4500.56 submit OSA aircraft travel requests with:

(1) The names, titles, and grade or rank of all travelers.

(2) The purpose of the travel.

c. DoD Component travelers other than those identified in Paragraph 3.2.b. submit OSA aircraft travel requests with:

(1) The names, titles, and grade or rank of all travelers.

(2) The purpose of the travel.

(3) The travel itinerary with required departure and arrival times and an explanation as to why scheduling requirements cannot be changed to permit the use of commercial air.

(4) A justification statement that includes the appropriate priority and urgency codes listed in Paragraph 3.3. and the cost of available commercial air.

(5) A statement that the travel policy requirements of this issuance have been met.

(6) The signature of the senior traveling official and appropriate authorizing official responsible for overseeing:

(a) The proper method of air transportation is used.

(b) Approved travel is in accordance with DoDD 4500.56, DoDI 4515.13, OMB Circular 1-126, and DoD travel policies.

(c) The appropriate priority and urgency code listed in Paragraph 3.3. is specified.

(d) The signature authority for reviewing, authorizing, and approving DoD senior official travel requests is not delegated.

d. Travelers requesting OSA aircraft for unofficial travel:

(1) Submit requests with:

(a) The cost required to be reimbursed to the government with a commercial passenger airline reservation printout reflecting the full coach fare.

(b) A signed statement of intent to reimburse the government for the full coach fare of a commercial passenger airline.

(c) A travel office printout showing the full coach fare and a DD Form 1131, "Cash Collection Voucher," available at <https://www.esd.whs.mil/Directives/forms/>.

(2) Attach to the request a personal check for the full coach fare of a commercial passenger airline payable to the Treasurer of the United States.

e. Travelers accompanying a DoD official on government aircraft, including family members or other invited guests:

(1) Reimburse the government for any unofficial travel at the full coach fare, pursuant to DoDD 4500.56 and OMB Circular 1-126.

(2) Attach a personal check made payable to the Treasurer of the United States with a travel office printout that reflects the full coach fare and a completed DD Form 1131.

### 3.3. PRIORITY AND URGENCY CODES.

When requesting OSA aircraft missions, DoD Components submit travel requests with the appropriate priority and urgency codes as specified in the DoD Component validation, review, and approval process for travel on OSA aircraft.

#### a. Priority Codes.

##### (1) Priority 1.

Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping or humanitarian operations directed by the National Command authorities or for emergency lifesaving purposes.

##### (2) Priority 2.

Required-use airlift requests or airlift requests with compelling operational considerations making commercial transportation unacceptable. Considerations for making commercial transportation unacceptable may include time or delivery constraints, team travel restrictions, or security requirements. Missions cannot be satisfied by any other mode of travel.

##### (3) Priority 3.

Official business airlift validated to be more cost-effective than commercial air travel when supported by OSA aircraft, or official business travel when consolidated with other requests on previously scheduled missions.

#### b. Urgency Codes.

DoD Components specify an urgency code within the framework of the priority codes to relate the amount of time allowable between identification of the requirement and execution of the flight.

##### (1) Urgency 1: Combat.

Airlift of personnel or materiel in direct support of forces alerted for or engaged in combat or contingency operations.

##### (2) Urgency 2: Lifesaving or Operational.

Airlift of personnel or materiel in direct support of lifesaving operations or operational forces deployed or preparing for mobilization.

##### (3) Urgency 3: Humanitarian.

Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

(4) Urgency 4: Critical.

Airlift of personnel or materiel that, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

(5) Urgency 5: Priority.

Airlift of personnel or materiel that, while not fulfilling a higher urgency, would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation of these requests with other requests would not adversely affect unit requirements.

(6) Urgency 6: Routine.

Airlift of personnel or materiel scheduled as part of an organization's daily or weekly routine, or travel that is qualified on a cost-effective basis but does not meet the requirements of a higher urgency code. Changes or consolidation of these requests with other requests would not affect unit requirements.

### 3.4. COST EFFECTIVENESS.

a. USTRANSCOM:

(1) Coordinates with the Combatant Commands and other DoD Components to develop and establish procedures for conducting cost comparisons between OSA airlift and commercial air travel.

(2) Provides the Military Departments with a format for the OSA airlift operating cost data.

b. The Military Departments:

(1) Calculate operating cost data for each type of OSA aircraft.

(2) Provide USTRANSCOM with the OSA airlift operating cost data annually.

c. DoD Components use the cost comparisons between OSA airlift and commercial air travel to assess the cost-effective use of government aircraft for transportation requirements based on:

(1) OSA airlift cost:

(a) That includes aircraft operating cost per flying hour for OSA aircraft missions, petroleum, oil, and lubrication costs; unit intermediate and depot-level maintenance, civilian and contract maintenance labor; spares; and crew per diem costs.

(b) That does not include the acquisition cost, military pay and allowances, civilian pay, and training costs directly associated with aircrew training (e.g., emergency procedures training, which excludes the ability to carry passengers and cargo) in determining the hourly cost

comparison rate since the costs are required to maintain military readiness and the wartime capability.

(c) That considers cost comparisons of applicable military aircraft flying-hour rates for positioning and repositioning flight legs.

(2) Commercial air travel cost:

(a) The cost of commercial air travel at the available government contract rate or the full coach fare if a government contract does not exist or is not applicable.

(b) Any associated increased costs such as rental cars, lodging, and other costs outlined in OMB Circular A-126, as appropriate.

(c) Including only the costs associated with passengers traveling on official business.

(3) Break-even dollar value or the number of seats to be filled by official duty passengers on each mission.

d. DoD Components are not required to calculate cost comparisons for the use of government aircraft to meet mission requirements for DoD official travel and required-use travelers identified in DoDD 4500.56. The secondary use of the aircraft for other official travelers to conduct DoD business is presumed to result in cost savings and requires no cost comparisons.

### **3.5. COMMERCIAL AIRCRAFT.**

USTRANSCOM conducts long-term lease or charter of commercial aircraft to supplement the OSA fleet when:

a. Either the Secretary of a Military Department or the CCDR makes a determination, in accordance with Section 2401 of Title 10, U.S.C., that such service is essential to the accomplishment of the mission and is the most cost-effective method of satisfying the mission requirement.

b. The USD(A&S) receives notification of intent to procure aircraft that are needed to accomplish the mission and are the most cost-effective method of satisfying the mission requirement in accordance with OMB and Department of the Treasury guidelines and Section 2401 of Title 10, U.S.C.

### **3.6. REIMBURSEMENT.**

a. DoD Components process interservice reimbursements in accordance with DoDI 4000.19 for additional unbudgeted incremental costs when the DoD Component user causes the operator to incur additional unbudgeted costs for OSA airlift.



b. DoD Components may provide OSA to an eligible country or international organization if:

(1) The OSA is provided pursuant to a cooperative military airlift agreement in accordance with Section 2350 of Title 10, U.S.C.; an acquisition and cross-servicing agreement in accordance with Sections 2342 to 2350 of Title 10, U.S.C. and DoDD 2010.09; or a comparable agreement.

(2) The country or international organization provides reimbursements for the OSA in accordance with the applicable agreement, U.S. laws, regulations, and policies.

### **3.7. DATA COLLECTION REQUIREMENTS.**

DoD Components:

a. Maintain data collection systems and processes to maintain records pursuant to DoDD 4500.56 and OMB Circular A-126 for OSA operations.

b. Submit information to USTRANSCOM in accordance with DoDD 4500.56 with:

(1) Justification for using DoD aircraft instead of commercial aircraft or for using one type of DoD aircraft instead of another.

(2) Recovery of costs to operate DoD OSA aircraft.

(3) Aircraft operating cost per flying hour.

(4) Cost comparisons required by OMB Circular A-126 to justify the use of government aircraft instead of commercial aircraft services, using the most recent annual cost comparison tables such as those found at <https://comptroller.defense.gov/Financial-Management/Reports/rates2020/>.

### **3.8. NATIONAL GUARD USE OF OSA.**

National Guard personnel assigned activities to carry out functions of the Secretary of Army under Section 7013 of Title 10, U.S.C., or the Secretary of the Air Force under Section 9013 of Title 10, U.S.C., or assigned to carry out other DoD activities:

a. Comply with Section 40125 of Title 49, U.S.C. and operate aircraft in a Title 10, U.S.C., duty status under Federal control when operating aircraft in foreign countries, which allows aircrews to benefit from applicable status of forces agreement protections.

b. Are not required to be placed in Title 10, U.S.C. duty status, to operate aircraft within U.S. States, over U.S. territorial waters, or in international waters when in transit between U.S. locations.

c. Operate under the control of the CCDR when on active duty and assigned to National Guard units under the control of the CCDR in accordance with Section 162(a)(2) of Title 10, U.S.C. The CCDRs have command authority of all assets of those units gained by their commands.

d. Coordinate the use of OSA aircraft:

(1) With the geographic Combatant Command for missions outside the United States.

(2) With USTRANSCOM for missions in the United States.

(3) With the appropriate Military Department official when operating in accordance with Sections 7013(b) or 9013(b) of Title 10, U.S.C.

## **SECTION 4: OSA REVIEW, VALIDATION, AND ENTERPRISE VISIBILITY REQUIREMENTS**

### **4.1. REVIEW AND VALIDATION OF OSA REQUIREMENTS.**

DoD Components:

- a. Conduct validations of OSA aircraft inventory requirements to determine sufficiency of the fleet in accordance with OMB Circular 1-126.
- b. Align the validation of OSA aircraft inventory process with OMB Circular A-126, DoDD 4500.56, and the February 7, 2012 Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense Memorandum.
- c. Base the inventory of all executive aircraft required by DoDD 4500.56 on the requirements of the Combatant Commands and the Military Departments, as outlined in Section 4 and approved by the Secretary of Defense.
- d. Dispose of those aircraft in excess of the joint readiness requirements in accordance with Volume 1 of DoD Manual 4160.21 and Volume 1 of DoD Manual 4160.28.

### **4.2. OSA REVIEW AND VALIDATION PROCEDURES.**

a. The Chairman of the Joint Chiefs of Staff:

(1) Conducts an annual review of OSA aircraft, fiscal year requirements, and inventory to execute the national defense strategy.

(2) Provides an assessment of the annual review and a validation of the fiscal year requirements for OSA to the Secretary of Defense by the end of each calendar year.

(3) Bases the validation of the OSA fleet on:

(a) Wartime requirements of forces that are assigned to carry out functions of the Secretary of a Military Department and that provide mission essential support as outlined in Title 10, U.S.C. These requirements may include:

1. Specific contingency plans and concepts of operation sourcing.
2. Contingency scenario-based requirements.
3. Steady-state campaigns and posture planning efforts.
4. General and direct support requirements.

(b) DoD required use travelers in accordance with DoDD 4500.56.

(c) Members of Congress travel in accordance with DoDD 4515.12.

(d) Peacetime engagement and support requirements:

1. DoD support to civil authorities authorized in accordance with DoDD 3025.18.

2. Phase 0 Engagement (non-plan specific).

(e) Defense Attaché Service support requirements in accordance with DoDD 4500.56.

b. Secretaries of the Military Departments and CCDRs annually provide the Chairman of the Joint Chiefs of Staff with OSA requirements that include:

(1) Joint wartime readiness requirements.

(2) Requirements for OSA aircraft used to support steady-state campaigns and contingency operations.

(3) Posture planning efforts as outlined in the Force Allocation Decision Model.

(4) The minimum number of aircraft, crews, security clearances, equipment, including mission communications systems, and training requirements necessary to meet the Military Department requirements.

#### **4.3. ENTERPRISE VISIBILITY OF OSA REQUIREMENTS.**

DoD Components:

a. Provide visibility of all DoD OSA aircraft, including executive and withheld aircraft, to the extent classification and operations security permit, in a common movement management system that enables effective oversight and fosters operational effectiveness and efficiency.

b. Allow OSA scheduling agencies the capability to monitor and assess airlift requirements, asset availability, and mission execution on behalf of the DoD in a common movement management system.

c. Provide oversight and promote efficient operations in the common movement management system with:

(1) Total asset visibility.

(2) In-transit visibility.

(3) Single user point access to standardized OSA enterprise data.

(4) Dashboard capability to customize, through specific searches and display options, the way information and metrics are presented to the user based on specific roles and permissions.

- (5) Interoperability between non-secure and secure networks.
- (6) A capability to validate and manage OSA requests.
- (7) Standardized OSA request processing, handling, routing, and archiving in a data storage and retrieval system.

## GLOSSARY

### G.1. ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
ASD(LA)	Assistant Secretary of Defense for Legislative Affairs
CCDR	Combatant Commander
C3	command, control, and communications
CONUS	continental United States
DoD CIO	DoD Chief Information Officer
DoD ExecSec	Executive Secretary of the Department of Defense
DoDD	DoD directive
DoDI	DoD instruction
EASA	Executive Aircraft Scheduling Activity
NGB	National Guard Bureau
OMB	Office of Management and Budget
OSA	operational support airlift
U.S.C.	United States Code
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
USTRANSCOM	United States Transportation Command

### G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>authorizing official</b>	The DoD official responsible for reviewing, authorizing, and approving DoD senior official travel requests. Authorizing officials are responsible for directing the proper method of air transportation is used and approved travel is in compliance with DoDD 4500.56, DoDI 4515.13, OMB Circular A-126, and DoD travel policies.
<b>common-user aircraft</b>	Passenger and cargo-capable organic aircraft providing transportation on a common basis for more than one DoD unit and, as authorized, non-DoD agencies in accordance with the DoDD 4500.56. Common-user aircraft, excluding Service-unique or theater-assigned or -

<b>TERM</b>	<b>DEFINITION</b>
	allocated aircraft, are under the combatant command authority of the Commander, USTRANSCOM.
<b>direct support</b>	A mission requiring a force to support another specific force and authorizing it to answer directly to the supported force's request for assistance. For the purpose of OSA missions, generally refers to aircraft or missions scheduled by the Military Departments to support their forces and operations.
<b>enterprise</b>	The complex of equipment, procedures, doctrine, leaders, technical connectivity, information, shared knowledge, organizations, facilities, training, and materiel necessary to conduct OSA operations.
<b>executive aircraft</b>	A subset of the OSA fleet solely dedicated to the airlift of DoD and federal senior officials and DoD-approved senior officials. These aircraft are specially configured to support travel when other aircraft do not provide the timeliness, security, communications, and capability requirements of the travelers.
<b>exempt aircraft</b>	Defined in DoDD 4500.56.
<b>full coach fare</b>	A coach fare available to the general public between the day the travel was planned and the day the travel occurred.
<b>general support</b>	Support given to the supported force as a whole and not to any particular subdivision thereof. For the purpose of OSA missions, generally refers to aircraft or missions made available for common-user or joint scheduling.
<b>in-transit visibility</b>	The ability to track the identity, status, and location of DoD cargo (excluding bulk petroleum, oils, and lubricants) and passengers from origin to consignee or destination across the range of military operations.
<b>Military Department Secretary-controlled aircraft</b>	Aircraft designated by the Secretaries of the Military Departments for transportation of their senior Service officials in accordance with DoDD 4500.56. These aircraft are included in the inventory and reporting requirements for compliance with OMB Circular A-126, but are exempt from common-user scheduling to the extent permitted by the Secretary of the Military Department concerned.
<b>mission requirements</b>	Activities that constitute the discharge of a DoD Component's official responsibility. Such activities include, but are not limited to,

<b>TERM</b>	<b>DEFINITION</b>
	the transport of troops and equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, transportation of prisoners, use of defense attaché-controlled aircraft, and aeronautical research and space and science applications. Mission requirements do not include official travel to give speeches, attend conferences or meetings, or make routine site visits.
<b>OSA aircraft</b>	Fixed-wing aircraft acquired or retained exclusively for OSA missions, as well as any other DoD-owned or -controlled aircraft, fixed or rotary wing, used primarily for OSA missions.
<b>OSA mission</b>	The movement of high-priority passengers and cargo with time, place, or mission-sensitive requirements. This special classification of airlift mission support provides for the timely movement of limited numbers of priority personnel or cargo.
<b>official travel</b>	Defined in OMB Circular A-126.
<b>official travel to meet mission requirements</b>	Official travel conducted in order to execute mission requirements that constitute the discharge of a DoD Component's official responsibility.
<b>other official travelers</b>	Personnel other than required users whose travel needs cannot reasonably be met by commercial airlines or aircraft due to travel requirements, security considerations, or dangers or emergencies, or when travel by military aircraft is proven to be more cost-effective than commercial aircraft travel. These include:  DoD personnel other than senior DoD officials and DoD-approved senior officials.  Federal agency personnel traveling on official business exclusively for the DoD and federal agency personnel paying for their travel pursuant to Section 1535 of Title 31, U.S.C.  Personnel with funded invitational travel authorizations.  Contractors traveling pursuant to the provisions of DoDI 4515.13 or DoDI 3020.41 with a letter of authorization for each traveler in accordance with DoDI 3020.41, or who are otherwise authorized to use DoD aircraft.



<b>TERM</b>	<b>DEFINITION</b>
	<p>Foreign personnel traveling pursuant to an acquisition and cross-servicing agreement or comparable agreement in accordance with DoDD 2010.09, DoDI 4515.13, and DoDI 7250.13.</p> <p>Any non-DoD official approved for travel on DoD-owned or -controlled aircraft by the ASD(LA), the Assistant to the Secretary of Defense for Public Affairs, the DoD ExecSec, one of the Secretaries of the Military Departments, or the Chairman of the Joint Chiefs of Staff in accordance with DoDD 4500.56.</p>
<b>phase 0 engagement</b>	Joint and multinational operations inclusive of normal and routine military activities.
<b>requester</b>	The person submitting an OSA movement request. The signatory on the request must be the senior DoD traveler. The signature authority cannot be delegated.
<b>total asset visibility</b>	The capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies.
<b>validation office</b>	The designated office of a DoD Component responsible for validating and verifying, assigning priorities when necessary, and providing final review of the documented airlift request for submission to the appropriate agency for scheduling.
<b>withheld aircraft</b>	Defined in DoDD 4500.56.

## REFERENCES

- DoD 7000.14-R, “DoD Financial Management Regulations (FMRs),” Volumes 1-15, current version
- DoD Directive 2010.09, “Acquisition and Cross-Servicing Agreements,” April 28, 2003, as amended
- DoD Directive 3025.18, “Defense Support of Civil Authorities (DSCA),” December 29, 2010, as amended
- DoD Directive 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel,” April 14, 2009, as amended
- DoD Directive 4515.12, “DoD Support for Travel of Members and Employees of Congress,” January 15, 2010
- DoD Directive 5135.02, “Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)),” July 15, 2020
- DoD Instruction 3020.41, “Operational Contract Support (OCS),” December 20, 2011, as amended
- DoD Instruction 4000.19, “Support Agreements,” December 16, 2020
- DoD Instruction 4515.13, “Air Transportation Eligibility,” January 22, 2016, as amended
- DoD Instruction 5010.40, “Managers’ Internal Control Program Procedures,” May 30, 2013, as amended
- DoD Instruction 5122.08, “Use of DoD Transportation Assets for Public Affairs Purposes,” December 17, 2014, as amended
- DoD Instruction 5158.06, “Joint Deployment and Distribution Enterprise (JDDE),” April 7, 2020
- DoD Instruction 5410.16, “DoD Assistance to Non-Government, Entertainment-Oriented Media Productions,” July 31, 2015
- DoD Instruction 5410.19, “Public Affairs Community Relations Policy Implementation,” November 13, 2001
- DoD Instruction 7250.13, “Use of Appropriated Funds for Official Representation Purposes,” June 30, 2009, as amended
- DoD Manual 4160.21, Volume 1, “Defense Materiel Disposition: Disposal Guidance and Procedures,” October 22, 2015, as amended
- DoD Manual 4160.28, Volume 1, “Defense Demilitarization: Program Administration,” August 9, 2017, as amended
- Force Allocation Decision Model, current edition<sup>1</sup>
- Office of Management and Budget Circular No. A-126, “Improving the Management and Use of Government Aircraft,” May 22, 1992
- Office of Management and Budget and Department of the Treasury Guidelines, “Joint OMB and Treasury Guidelines to the DoD Covering Lease or Charter Arrangements for Aircraft or Naval Vessels,” October 31, 1984

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<sup>1</sup> Copies are available through the Office of the Deputy Assistant Secretary of Defense for Plans in the Office of the Under Secretary of Defense for Policy. Distribution is limited.

Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense  
Memorandum, "Campaign to Cut Waste Implementation Guidance," February 7, 2012

United States Code, Title 10

United States Code, Title 31, Section 1535

United States Code, Title 32

United States Code, Title 49, Section 40125