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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 3700.6N
OP-09BA1
12 April 1991

OPNAV INSTRUCTION 3700.6N

Subj: USE OF NAVY EXECUTIVE TRANSPORT AIRCRAFT UNDER DIRECT
COGNIZANCE OF THE CHIEF OF NAVAL OPERATIONS

Ref: (a) DOD Directive 4500.43 of 30 Oct 85 (NOTAL)
(b) OPNAVINST 4631.2B (NOTAL)
(c) OPNAVINST 4630.25B

Encl: (1) Sample Navy Executive Transport Request

(A)

1. Purpose. To reissue policy concerning the use of aircraft under the direct control of the Chief of Naval Operations (CNO); and to define administrative procedures for the scheduling and use of such aircraft.

2. Cancellation. OPNAVINST 3700.6M.

3. Information. Reference (a) delineates policy for the management of Department of Defense (DOD)-owned or controlled airlift aircraft in support of command, installation, or management functions. Reference (b) promulgates procedures to be used for Department of the Navy transport aircraft. This instruction provides additional details concerning the management of those aircraft under the direct cognizance of the CNO. For the purpose of this instruction executive transport aircraft includes Fleet Logistics Support Wing Detachment (FLELOGSUPPWING DET) and Navy Air Logistics Office (NALO) C-12/T-39 assets.

(R)

4. Procedures for CNO Aircraft

a. Use. Transport aircraft under the direct scheduling control of the CNO are primarily for the support of senior executives and flag officers of the Department of the Navy assigned to the Washington, DC area and requiring government airlift in the course of discharging their official duties. Utilization of such airlift shall be based on a specific mission requirement and shall not be based solely upon position or rank. Government airlifts will be used only when commercial air is either not available or is significantly more costly, except when



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use is: (1) in the national interest, or (2) essential to the proper accomplishment of the mission, or (3) desirable because of diplomatic or public relations, or (4) necessary for the health and morale of the principal concerned. The following guidelines should apply when any official trip is contemplated:

(1) Combine travel for speaking engagements with other necessary trips to installations and activities, and when feasible, combine trips with other senior officials.

(2) When possible, attempt to combine travel requests with previously scheduled logistics flights. Scheduled flight information is available for travel coordination from the NALO located in New Orleans, autovon 363-1182; commercial (504) 948-1182 or FTS 686-1182.

b. Responsibility. The Assistant Vice Chief of Naval Operations (OP-09B) will monitor utilization of assigned aircraft and coordinate policy concerning their employment. The Officer in Charge, COMFLELOGSUPPWING DET acts as the scheduling and coordinating authority for airlift requests approved by the Vice Chief of Naval Operations.

c. Flight Requests. Inquires concerning aircraft availability may be made to COMFLELOGSUPPWING DET, telephone (301) 981-3777; autovon 858-3777. Overseas flight requests will be made no earlier than 45 days in advance of desired departure and requests for flights within the continental United States will be made no earlier than 15 days prior to desired departure. A minimum of three working days is required for processing all requests. Requests will be submitted in the format of enclosure (1).

(1) Flight requests originated outside the Department of the Navy will be made by memorandum or letter to the Under Secretary of the Navy.

(2) Flight requests originated within the Department of the Navy will be made in the following manner:

(a) From the offices of Secretary of the Navy, including the Office of Legislative Affairs and Chief of Information, and the Chief of Naval Operations and Vice Chief of Naval Operations, direct to COMFLELOGSUPPWING DET Washington.

(b) From four star flag officers direct to COMFLELOGSUPPWING DET Washington with a copy provided to the Vice Chief of Naval Operations.

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(c) From all other senior executives and flag officers, requests will be addressed to the Vice Chief of Naval Operations with a copy addressed to the OIC COMFLELOGSUPPWING DET Washington, enclosure (1).

d. Flight Documentation. Once a flight request using NALO assets has been approved and scheduled, NALO will issue flight advisories in the format contained in reference (b), when appropriate. Logistics Flight Record reporting set forth in reference (b) apply to all flights actually conducted. Flight advisories for COMFLELOGSUPPWING DET assets are not issued.

e. Passenger Manifests. Passenger manifests in triplicate are required on each flight, and will include name, rank/civil service grade (when appropriate), and duty station or office to which attached for each person embarking on the aircraft. It shall be the responsibility of the liaison officer or other designated trip coordinator to submit the passenger manifest to COMFLELOGSUPPWING DET Washington, or directly to the pilots prior to boarding the aircraft. The liaison officer shall ensure that each passenger manifested is eligible for space required air transportation under the provisions of reference (c).

f. Inflight Meals. The liaison officer may order inflight meals for passengers and will be responsible for reimbursement for the number of meals ordered.

g. Flight Coordination. The liaison officer will contact the OPNAV Scheduler at COMFLELOGSUPPWING DET Washington the last working day prior to flight to confirm passenger load, inflight meal requirements, and other arrangements. Outside normal working hours designated points of contacts for scheduling changes are:

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(1) Detachment aircraft: COMFLELOGSUPPWING DET Duty Officer, commercial (301) 981-6711/07 or autovon 858-6711/07.

(2) NALO aircraft: Naval Air Facility Washington Operations Duty Desk, commercial (301) 981-2740/4 or autovon 858-2740/4 is the designated point of contact, commercial (301) 981-6711 or autovon 858-6711.

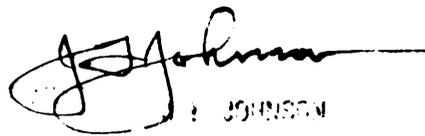
h. Itinerary Changes. In view of the limited number of aircraft assets available, itinerary changes must be kept to an absolute minimum in order to avoid impacting other scheduled commitments. Every effort should be made to conform to scheduled departure times.

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i. Airlift of Cargo. Aircraft covered by this instruction are configured for passenger use only and will not be scheduled for the airlift of cargo.

R) 5. Available Aircraft. The following types of transport aircraft are available for use in accordance with this instruction:

- C-12 (7 passengers), NALO assets
- T-39 (5 passengers same day flight)
(4 passengers with baggage)



J. JOHNSON

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OPNAVINST 3700.6N
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MEMORANDUM FOR THE VICE CHIEF OF NAVAL OPERATIONS

Via: Assistant Vice Chief of Naval Operations

Subj: USE OF NAVY EXECUTIVE TRANSPORT AIRCRAFT

Ref: (a) OPNAVINST 3700.6N

1. In accordance with reference (a), I request an executive flight to be arranged as follows:

<u>DATE</u>	<u>DEPARTURE</u>	<u>ARRIVAL</u>
1 APR 91	1200-NAF Andrews	1315-Charleston AFB
1 APR 91	1630-Charleston AFB	1740-NAF Andrews

2. The purpose of this travel is to ... (inspection of..., principal speaker for commissioning ceremony, site visit, etc.)

3. _____ is the senior member of a party of three. Other passengers are: RADM _____, OP- _____ and CDR _____, OP- _____, who are key participants at the meeting/conference/briefing, etc.

4. The use of military air is necessary because (include full justification, e.g. - more cost effective, commercial air does not reasonably meet principal's schedule (must be verified), security requirements, etc.)

5. Cost comparison with commercial air follows:

- Commercial flight cost: \$ _____
 _____ round trip coach class tickets at \$ _____ each
 (list air fare only - not per diem, rental car, etc.)

- Government flight cost: \$ _____
 _____ flight hours at \$ _____ per hour
 (available from OPNAV Scheduler)

- NAF Washington may utilize _____ remaining seats

5. POC for this travel is LCDR _____, OP-_____, X12345.

Copy to:
 OIC, COMFLELOGSUPPWING DET Washington DC
 (Attn: OPNAV Scheduler)

Enclosure (1)