

## NOTES FOR AIDE

### 1. Use of Army sedan/jeep.

a. Use only for official business; not for personal convenience or as a "perk" due to rank.

b. Can not use for transportation from quarters to work (including PT) or back to quarters.

c. Can not use for travel from quarters to official social function, even if official function is required to attend.

d. Can not use to pick up spouse at quarters to attend official function. Spouse can come to duty station and ride in sedan to function, then return to duty station.

e. Can not use to take general to PX, bank, etc., for conducting personal business.

f. Can use at start/end of TDY -- can pick up at quarters to take to airfield (no adequate commercial transportation) -- also to take to Louisville airport when public transportation is not adequate. \*But not when going on leave.

g. When on TDY, can use sedan or rental car to go from hotel to duty when public/commercial transportation is inadequate (based on need, distance, and mission considerations).

h. In NCR, no sedan unless going to or from Andrews or Davidson.

i. Same rules apply to sedan picking up aide -- everyone meet at duty station by POV to begin official business.

### 2. Air transportation - Military.

a. Use military aircraft when:

(1) more economical than commercial air; or

(2) commercial not available; or

(3) commercial does not meet mission needs.

NOTE: Retain justification for one year.

b. Can use military aircraft in connection with bona fide training mission.

c. Spouse can ride on military aircraft only with CSA approval (call Protocol office).

3. Air transportation - Civilian.

a. Go coach class.

b. First class/clipper/businessman's class must be approved by DALO-TSP (info paper details info to put in request) -- for security reasons or other accommodations not available.

c. Can accept seat upgrade only when:

(1) earned under frequent flyer program.

(2) compensation for over-booking.

d. When necessary for security reasons, may contact airline for use of VIP lounge or other secure area in airport.

e. Government will pay for spouse only when an unquestionable official purpose (to participate in function attending). Should have invitational travel orders.

4. Other.

a. Avoid any activity which could be interpreted as endorsement of commercial product/business.

b. Avoid any activity which could be interpreted as endorsement of charity or private organization, or as preferential treatment (as per 1983 OSD Memo) -- includes photos for newspaper, honorary positions on committees.

c. Do not accept honorary position in trade or professional organizations -- not honorary if a member and elected to position by general membership.

d. Avoid social function hosted by DoD contractor -- refuse or return gifts from same (unless small item worth \$5 or less).

e. Do not allow use of government resources for non-government business/activity.

