



Department of Defense  
**DIRECTIVE**

NUMBER 4515.12

December 12, 1964

---

---

ATSD(LA)

**SUBJECT:** Department of Defense Support for Travel of Members and Employees of the Congress

- References: (a) DoD Directive 5148.5, "Assistant to the Secretary of Defense (Legislative Affairs)", November 13, 1961  
(b) DoD Instruction 4515.3, "Reimbursable and Nonreimbursable Travel by Military Aircraft," October 11, 1954

1. PURPOSE

This Directive prescribes the policy of the Department of Defense with respect to support by the Department of Defense for travel of members and employees of the Congress and assigns responsibility for approving and coordinating requests for transportation from members and employees of the Congress.

2. SUPERSEDURE

Reference (b) is hereby superseded insofar as it relates to travel of members and employees of the Congress and their dependents.

3. DEFINITIONS

3.1. Military Carrier. Any means of transportation, land sea, or air, operated by or for the DoD or any Component thereof, including carriers in whole or in part under charter, contract or lease, but excluding automotive transportation.

3.2. Non-sponsored Travel. Travel by members and employees of the Congress authorized as a result of an official request by the Congress to the Department of Defense.

3.3. Sponsored Travel. Travel by members and employees of the Congress pursuant to an official invitation issued by proper authority in the Department of Defense.

3.4. Multi-Departmental Travel. Travel in which two or more Military Departments have a substantial participation in terms of the activities or installations visited.

3.5. Reimbursable Travel. Travel the costs of which are reimbursed to the Component or Components of the Department of Defense concerned.

3.6. Non-reimbursable Travel. Travel the costs of which are borne by the Component or Components of the Department of Defense concerned.

#### 4. POLICY

It is the policy of the Department of Defense that support for approved travel of members and employees of the Congress shall be provided on an economical basis (1) upon request of the Congress pursuant to law or (2) where necessary to carry out the duties and responsibilities of the Department of Defense. The DoD support for travel of members and employees of the Congress shall be based upon consideration of the following factors:

4.1. The necessity for the presentation to the Congress of the legislative program of the Department of Defense and for responding to inquiries from and cooperation in investigations by the Congress with respect to the Department of Defense.

4.2. The contribution that Department of Defense support for travel of members and employees of the Congress may make to the Defense effort and to the exercise by the Congress of its responsibilities in connection therewith.

4.3. Prudent utilization of Department of Defense transportation resources.

4.4. Ensuring that travel of members and employees of the Congress is sponsored by the Department of Defense only where the purpose of the travel is of primary interest to, and bears a substantial relationship to programs or activities of the

Department of Defense and not merely for the purpose of engendering goodwill or obtaining possible future benefits.

4.5. Ensuring insofar as practicable that the Military Departments have equal opportunity, as among each other, to participate in support for travel of members and employees of the Congress.

4.6. Ensuring insofar as practicable that support for travel of members and employees of the Congress is provided on a joint basis by the relevant Components of the Department.

4.7. Ensuring that the use of military carriers by members and employees of the Congress complies with transportation policies prescribed by the Secretary of Defense.

## 5. PROCEDURES

Support may be provided for travel of members and employees of the Congress, which involves use of military carriers in whole or in part, only under the following conditions:

### 5.1. Non-sponsored Non-reimbursable Travel

5.1.1. A request for travel of members and employees of the Congress without reimbursement will be granted when the request:

5.1.1.1. Is submitted in writing to the Secretary of Defense over the signature of the chairman of the Congressional committee on which the member or employee serves;

5.1.1.2. Indicates the identities of the individuals for whom travel is requested, the itinerary desired to be followed; and

5.1.1.3. States that the purpose of the travel is of primary interest to the Department of Defense and that the expenditure of funds by the Department of Defense is authorized by Section 1314 of the Supplemental Appropriations Act of 1954 (31 USC 22a). If such expenditure is not so authorized, the request must specify such other provision of law as authorizes the expenditure by the Department of Defense.

5.1.2. The Assistant to the Secretary of Defense (Legislative Affairs) will assign the responsibility for travel approved under subparagraph 5.1.1. to one of the Military Departments or to the Office of the Secretary of Defense as he may deem appropriate in each case. In the event the responsibility is retained by the OSD, the

ATSD(LA) will assign responsibility to one or more of the Military Departments for the necessary support.

5.1.3. Requests for support without reimbursement for travel of an official Congressional delegation in connection with the funeral of a member of Congress who dies in office will be granted if the request is made to the Secretary of Defense by the President of the Senate, the Speaker of the House or their designated representatives. The ATSD(LA) will assign the responsibility for providing such support to a Component of the Department of Defense.

5.1.4. In those instances where congressional committees or members thereof find it essential while abroad to request travel in aircraft allocated to the attaches or military missions, such trips may be authorized by the field commander concerned if (a) commercial facilities are not available, (b) use of the attache or mission aircraft will not interfere in any way with its normally assigned mission, and (c) the purpose of the trip is specifically indicated by the chairman of the committee or subcommittee or member as essential to the mission of the committee, subcommittee or member and as of primary interest to the Department of Defense. A report of each trip flown in attache or mission aircraft will be made to the ATSD(LA) by the Military Department concerned. The report will indicate the names of passengers carried and the duration, destination, and purpose of the trip.

## 5.2. Sponsored Non-reimbursable Travel

5.2.1. All invitations for sponsored nonreimbursable travel shall be extended by the Secretary of Defense, or by the Secretaries of the Military Departments within the limitations prescribed pursuant to subparagraph 5.2.3., below.

5.2.2. All sponsored non-reimbursable travel for the purpose of orientation or familiarization with the programs and activities of the Department of Defense shall, unless the Secretary of Defense otherwise directs, be multi-Departmental travel insofar as newly elected members of the Congress are concerned and, to the extent practicable, insofar as all other members and employees of the Congress are concerned. Support for approved multi-Departmental travel shall be provided by one or more of the Military Departments. Costs shall insofar as practicable be shared by the Military Departments in a manner reflecting their relative participation in each case. A member shall be considered newly elected until the expiration of the Congress in which he first takes his seat.

5.2.3. The Secretaries of the Military Departments are delegated the authority unilaterally to extend invitations for sponsored non-reimbursable

non-multi-departmental travel within the 50 United States to members (other than newly elected) and employees of the Congress, subject to such limitations necessary to carry out the policies stated in this Directive as the Secretary of Defense may from time to time prescribe. The authority delegated by this paragraph to the Secretaries of the Military Departments may not be redelegated.

5.2.4. Any recommendations that a Military Department may wish to make with respect to sponsored non-reimbursable travel outside of the limitations prescribed pursuant to subparagraph 5.2.3., above, shall be submitted in writing to the Secretary of Defense over the signature of the Secretary of the Military Department and shall contain the names and titles of individuals proposed to participate, the purpose of the travel, the proposed itinerary and the estimated cost. In the case of recommendations for multi-Departmental travel the recommendation should show prior coordination with the other Military Departments in order to insure participation satisfactory to each Department.

5.3. Non-reimbursable Travel by Members of the Reserve. Members and employees of the Congress who hold valid Reserve status in the Army, the Navy, the Air Force or the Marine Corps may utilize military carriers in accordance with existing policies of the respective Military Departments applicable to the Reserve officer and enlisted personnel of those Departments.

5.4. Reimbursable Travel. Requests for travel with reimbursement by members and employees of the Congress may, subject to the provisions of applicable law and other restrictions there on including those contained in paragraph 5.5., below, be granted when the travel is of official concern to the Congress and the request is made to the OSD or a Military Department and shows the appropriation fund chargeable, or other clear indication of the method by which reimbursement is to be made.

5.5. Non-official Passengers

5.5.1. DoD policy prohibiting accompanying travel of dependents of Department of Defense personnel on military carriers is equally applicable to travel of dependents of members and employees of the Congress. Exceptions to this policy may be made in the case of dependents of members and employees of the Congress (a) by the Secretary of a Military Department in the case of travel authorized under subparagraph 5.2.3., above, and (b) by the Secretary of Defense in all other cases, to permit dependents to accompany their principals with or without reimbursement on either sponsored or nonsponsored travel when essential to the proper accomplishment of the mission, desirable because of diplomatic or public relations, or necessary for the health of the individuals concerned. Reimbursement, when appropriate, will be made at the same rate applicable to the principal.

5.5.2. The Secretary of a Military Department in the case of travel authorized under subparagraph 5.2.3., above, and the Secretary of Defense in all other cases may authorize medical personnel to accompany a member of the Congress with or without reimbursement on either sponsored or nonsponsored travel where necessary for the health of the member.

5.6. Commercial Transportation. All travel to which this Directive is applicable shall be conducted in such a manner as not to compete with United States commercial sea, air, or land transportation when that transportation exists, is adequate, and its use is not inconsistent with the primary purpose of the travel.

## 6. RESPONSIBILITY

The Assistant to the Secretary of Defense (Legislative Affairs) shall exercise surveillance over the support by the Department of Defense of travel by members and employees of the Congress and their dependents in order to assure compliance with the policies and procedures prescribed in this Directive. Each Department of Defense Component shall submit reports with respect to support for travel of members and employees of the Congress, and the cost thereof, to the ATSD(LA) in such form and manner as he may from time to time prescribe.

## 7. IMPLEMENTATION AND EFFECTIVE DATE

7.1. Within 30 days after the effective date of this Directive each Military Department shall forward to the Assistant to the Secretary of Defense (Legislative Affairs) for information two copies of the regulations, procedures, or instructions or other form of transmittal to implement this Directive. If existing Departmental

regulations are consistent with this Directive, two copies of such effective regulations shall be forwarded to the Assistant to the Secretary of Defense (Legislative Affairs). Two copies of any subsequent clarifications, additions, deletions, or modifications to such regulations implementing this Directive shall be submitted to the Assistant to the Secretary of Defense (Legislative Affairs) prior to implementation.

7.2. This Directive shall become effective 10 days after date of issuance.



**Secretary of Defense**



**From**  
**The Reality-Based Community**  
**samefacts.com**

Department of Defense

## DIRECTIVE

**NUMBER 4515.12**  
January 15, 2010

---

---

ASD(LA)

SUBJECT: DoD Support for Travel of Members and Employees of Congress

References: See Enclosure 1

1. PURPOSE. This Directive:

a. Reissues DoD Directive (DoDD) 4515.12 (Reference (a)) to update policy for DoD support for travel of members and employees of Congress and to assign responsibility for approving and coordinating requests for transportation of members and employees of Congress.

b. Formally establishes and governs the execution of a congressional travel program comprised of congressional delegations (CODELs), staff delegations (STAFFDELs), and governor delegations (GOVDELs).

2. APPLICABILITY. This Directive 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 the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that support for approved travel of members and employees of Congress shall be provided on an economical basis upon request of Congress pursuant to law, or where necessary to carry out DoD duties and responsibilities. The DoD support for travel of members and employees of Congress shall be based on:

a. The necessity to present Congress with the Department of Defense's legislative program and to respond to inquiries from and to cooperate in investigations by Congress regarding the Department.



b. The contribution that DoD support for travel of members and employees of Congress may make to the defense effort and to the exercise by Congress of its responsibilities in connection therewith.

c. Prudent utilization of DoD transportation resources. Military airlift shall not be used for CODELs if commercial airline or aircraft (including charter) is reasonably available, i.e., able to meet the traveler's departure and/or arrival requirements in a 24-hour period, unless highly unusual circumstances present a clear and present danger; an emergency exists; use of military airlift is more cost effective than commercial air; or other compelling operational considerations make commercial transportation unacceptable.

d. Ensuring travel of members and employees of Congress is sponsored by the Department of Defense only where the purpose of the travel is of primary interest to and bears a substantial relationship to programs or activities of the Department of Defense and is not solely for the purpose of engendering goodwill or obtaining possible future benefits.

e. Ensuring, insofar as practicable, that the Military Departments have equal opportunity, as among each other, to participate in support for travel of members and employees of Congress.

f. Ensuring, insofar as practicable, that support for travel of members and employees of Congress is provided on a joint basis by the relevant DoD Components.

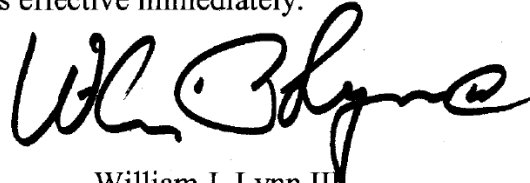
g. Ensuring that the use of military carriers by members and employees of Congress complies with transportation policies prescribed by the Secretary of Defense.

5. **RESPONSIBILITIES.** The Assistant Secretary of Defense for Legislative Affairs (ASD(LA)) shall provide oversight of and approve support by the DoD Components of travel by members and employees of Congress to assure compliance with the policies and guidelines prescribed in this Directive. Each of the DoD Components shall submit reports regarding support for travel of members and employees of Congress, and the cost thereof, to the ASD(LA) in such form and manner as he or she may from time to time prescribe.

6. **INFORMATION REQUIREMENTS.** The report submitted to the ASD(LA) has been approved and assigned Report Control Symbol DD-LA(AR)2370 in accordance with DoD 8910.1-M (Reference (b)).

7. **RELEASABILITY.** UNLIMITED. This Directive is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Directive is effective immediately.



William J. Lynn III  
Deputy Secretary of Defense

Enclosures

1. References
  2. DoD Support for Travel of Members and Employees of Congress
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 4515.12, "Department of Defense Support for Travel of Members and Employees of the Congress," December 12, 1964 (hereby canceled)
- (b) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (c) Section 1108(g) of title 31, United States Code
- (d) Chapter 7, Part U, paragraph U7750 of Joint Federal Travel Regulations, Volume I, "Uniformed Service Members," current edition
- (e) Chapter 7, Part I, paragraph C7400 B of Joint Travel Regulations, Volume II, "Department of Defense Civilian Personnel," current edition
- (f) Office of the Assistant Secretary of Defense for Legislative Affairs Memorandum, "Congressional Funeral Support Plan," May 6, 1986<sup>1</sup>
- (g) ASD(LA) letter dated February 7, 2007, to the Speaker of the House regarding policy guidance on Speaker Shuttle airlift support<sup>1</sup>
- (h) DoD 4515.13-R, "Air Transportation Eligibility," November 1994
- (i) Section 2166 of title 10, United States Code
- (j) U.S. House of Representatives travel guidelines dated February 2009<sup>1</sup>
- (k) U.S. Senate travel guidelines dated March 9, 2007<sup>1</sup>
- (l) Office of Management and Budget Circular A-126, "Improving the Management and Use of Government Aircraft," May 22 1992
- (m) Commander, Multi-National Force Iraq, and Ambassador, Embassy Baghdad, "Memorandum of Understanding Between U.S. Embassy Baghdad and Multi-National Force-Iraq Regarding Congressional Travel," July 14, 2008

---

<sup>1</sup> Copies are available by contacting the Office of the Assistant Secretary of Defense for Legislative Affairs.

ENCLOSURE 2

DoD SUPPORT FOR TRAVEL OF MEMBERS  
AND EMPLOYEES OF CONGRESS

1. PLANNING AND SUPPORT

a. Planning, coordinating, and executing DoD support for CODELs, STAFFDELs, and GOVDELs requires detailed, deliberate, and proactive planning by OSD and the Military Departments with Congress, other Federal agencies, and the DoD Components that members and employees of Congress visit.

b. To fulfill these requirements, the Office of the Assistant Secretary of Defense for Legislative Affairs (OASD(LA)) will serve as the DoD primary point of contact on all matters regarding CODEL, STAFFDEL, or GOVDEL travel. OASD(LA) is responsible for communicating and/or coordinating all issues between DoD Components, the Speaker of the House of Representatives, Senate leadership, and other members regarding travel, including aircraft assignments, available dates for travel, and composition of the trip.

c. Responsibility for military escorts on Secretary of Defense-invited or committee-authorized congressional or staff delegations will be assigned to a specific Military Department by OASD(LA). These escorts will conduct detailed trip planning (e.g., itinerary development) and coordination with members and employees of Congress and come from the legislative and/or budget liaison offices of the Military Departments. During coordination with members and staff, military escorts will ensure they do not create unrealistic expectations of guaranteed trip approval by the Department of Defense or exceptions to policy granted by other agencies. Additionally, the Department of Defense has a finite pool of airlift assets available for congressional travel. Aircraft are allocated by the OASD(LA). Until aircraft are formally assigned to a trip, the legislative and/or budget liaison escorts should take every step to ensure they do not create expectations that a DoD Very Important Person (VIP) aircraft will be assigned. The Services should not attempt to provide other aircraft to fill these requests when OSD assets are not available unless requested by the ASD(LA). Doing so encroaches on the authority of OSD to assign aircraft, interferes with prioritization, and may create unrealistic expectations.

d. To maximize air support to CODELs, OASD(LA) shall closely coordinate with the Executive Airlift Scheduling Authority (EASA) on aircraft availability to ensure the efficient use of DoD VIP and special air mission (SAM) assets. The OASD(LA) will ensure that all requests for distinguished visitor (DV) airlift:

- (1) Are clearly prioritized.
- (2) Meet the number of member requirements listed in paragraph 1.h. of this enclosure.
- (3) Do not exceed 10 days (counted as 24-hour periods).

e. To the maximum extent possible, scheduled maintenance for the DoD DV airlift fleet should be conducted during periods when congressional travel is expected to be lightest. In addition to projecting these and other travel periods, OASD(LA) will deliver and update (when necessary) the congressional calendar to EASA to aid decision making.

f. Travel on military aircraft is a premium mode of travel involving high costs and limited resources. When commercial air is unavailable and military airlift must be used, every effort shall be made to minimize military airlift costs. In that regard, the type of aircraft used shall be based on minimum cost and size necessary to satisfy the mission requirement. The Department of Defense will not schedule training missions whose primary purpose is to accommodate members of Congress and staff, nor the travel of senior DoD officials.

g. In the case where military airlift is required, the OASD(LA) will request aircraft for a CODEL based on the number of members of Congress, military escorts, and aircraft security team personnel (if required).

h. With the exception of military airlift provided to the Speaker of the House of Representatives at the direction of the White House, dedicated military airlift from Andrews Air Force Base (AFB), Maryland, to outside the continental United States (OCONUS) will not be used for parties with less than three members of Congress. Due to the high costs, large military aircraft (15 or more passenger capability) will be approved only for groups of 5 or more members of Congress.

i. In the case where members of Congress or congressional employees travel via commercial means by the authority of section 1108(g) of title 31, United States Code (U.S.C.) (Reference (c)), legislative and/or budget liaison escorts accompanying the trip will be authorized and reimbursed for official travel, including transportation costs, at the same class of service used by the member or employee of Congress who is being accompanied. This authority is further covered under Joint Federal Travel Regulation Volume I, Chapter 7, Part U, paragraph U7750, and Joint Travel Regulation Volume II, Chapter 7, Part I, paragraph C7400 B (References (d) and (e)).

2. **CATEGORIES AND CONDITIONS OF SUPPORT.** The ASD(LA) approves and prioritizes all requests for military air support for travel (originating either in the continental United States (CONUS) or OCONUS) for members and employees of Congress, and other delegations sponsored by the Secretary of Defense, except for missions within the approval authority of the Secretaries of the Military Departments (as specified in this Directive) and the Chairman of the Joint Chiefs of Staff. Support may be provided for travel of members and employees of Congress and is classified in three categories.

a. **Non-Sponsored Reimbursable Travel (i.e., Authority Within a Committee Letter)**

(1) A request for travel of members and employees of Congress without reimbursement shall be granted when:

(a) The chair of the congressional committee on which the member or employee serves or the Senate and the House leadership submits a written request to the Secretary of Defense.

(b) The request indicates the identities of the individuals for whom travel is requested and the itinerary desired to be followed.

(c) The request states that the purpose of the travel is of primary interest to the Department of Defense and that the expenditure of funds by the Department of Defense is authorized in accordance with Reference (c). If such expenditure is not so authorized, the request must specify such other provision of law that authorizes DoD expenditure.

(d) The ASD(LA) will approve or disapprove the request. If approved, OASD(LA) shall assign the responsibility for travel to one of the Military Departments or to the OSD legislative liaison representative as he or she may deem appropriate in each case. When responsibility is retained by the OSD, the ASD(LA) shall assign responsibility to one or more of the Military Departments to provide the necessary support.

(2) Requests for support without reimbursement for travel of an official CODEL in connection with the funeral of a member of Congress who dies in office shall be granted if the request is made to the Secretary of Defense, by the President of the Senate, Speaker of the House of Representatives, or designated representatives. The ASD(LA) shall assign the responsibility for providing such support to a DoD Component.

(a) The ASD(LA) may authorize military airlift from Andrews AFB to the funeral location and return for CODELs. Due to the scarcity of airlift resources, airlift requested for Operation PLAN TRIBUTE shall be sized to efficiently and cost effectively transport the members of Congress attending the funeral and will not exceed 1 day.

(b) The DoD Component assigned to provide support for Operation PLAN TRIBUTE (Reference (f)) will coordinate manifest lists, itineraries, and other arrangements with the Office of the House or Senate Sergeant at Arms, as appropriate. Authorization letters from these offices, signed by House or Senate leadership, will clearly identify those traveling as members and employees of Congress, those traveling at no additional cost to the U.S. Government (USG) for protocol purposes, and those travelers required to reimburse the USG. Neither the Department of Defense nor the Military Departments have authority to pay for meals or incidentals for travelers who are not members or employees of Congress.

(3) When congressional committees or members find it essential while abroad to request travel in aircraft allocated to the attaches or military missions, such trips may be authorized by OASD(LA) with concurrence of the Defense Attaché if:

(a) Commercial facilities are not available.

(b) The use of the attaché or mission aircraft does not interfere with its normally assigned mission.

(c) The purpose of the trip is specifically indicated by the chair of the committee or subcommittee or member as essential to the mission of the committee, subcommittee, or member and as of primary interest to the Department of Defense. The Military Department concerned shall submit a report of each trip flown in attaché or mission aircraft to the ASD(LA). The report shall indicate the names of passengers carried and the duration, destination, and purpose of the trip.

(d) Fund cites are identified and passed for flying hour costs (if required).

b. Sponsored, Non-Reimbursable Travel (i.e., Authority Within a Secretary's Invitation). The Secretary of Defense or the Secretaries of the Military Departments may extend invitations for sponsored non-reimbursable travel within the limitations prescribed in this enclosure. The Secretaries of the Military Departments are delegated the authority unilaterally to extend invitations to members and employees of Congress for sponsored, non-reimbursable, single department-related travel within the 50 United States. Invitations extended by the Secretaries of the Military Departments are subject to the limitations necessary to carry out the policies stated in this Directive as the Secretary of Defense may from time to time prescribe.

(1) Visits by members and employees of Congress to Combatant Commanders may be conducted on a non-reimbursable basis under Secretary of Defense invitation. Because funding for Secretary of Defense-invited travel comes from the budgets of the Military Departments, travel specifically designed to visit Combatant Commanders will be submitted to OASD(LA) for approval prior to inviting members or employees of Congress. Upon ASD(LA)'s approval, travel will be assigned to a specific Military Department based on the Department having the preponderance of the itinerary. Additionally, OASD(LA) will exercise oversight of the conduct of all congressional travel (i.e., level of service, composition of trips, accounting practices) to standardize execution across all Military Departments.

(2) Newly elected members and their employees may travel on a non-reimbursable basis following the appropriate swearing-in ceremony. If not traveling under the authority provided by Reference (c), newly elected members may travel at the invitation of the Secretary of Defense. Members will be considered newly elected until the conclusion of the Congress in which they first became sitting members.

(3) Orientation flights for members and employees of Congress may be conducted on a non-reimbursable basis. Orientation flights are defined as continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin. Orientation flights may be provided to members and employees of Congress to familiarize them with topics that fall within their scope of responsibilities (capabilities demonstrations, airspace and/or training range tours, etc.). Organizations requesting authorization from OASD(LA) for orientation flights shall bear the non-flight related costs and should ensure the flight can be accomplished within allocated flying hour funding and that passengers have been carefully selected to ensure that the greatest benefit to understanding DoD missions shall result from such

orientation flights. Where National Guard units are requested to perform orientation flights, the National Guard Bureau shall provide documentation from the appropriate State adjutant general of their concurrence with the flight and certification the flight falls within the organizations established flying hour program. Requests for orientation flights to be conducted as point-to-point travel for such groups or individuals must be approved under provisions in DoD 4515.13-R (Reference (h)).

(4) The Department of Defense may support visits by the Service Academy Boards of Visitors on a non-reimbursable basis.

(a) Under the provisions of title 10, U.S.C. (Reference (i)), members of Congress and certain other Presidential appointees are named to serve as members of the Board of Visitors to the military academies. This is to include Board of Visitor Members for the Western Hemisphere Institute of Security Cooperation, which is governed under section 2166 of Reference (i). These board members are also required by Reference (i) to visit the specific academies either annually and/or biannually as pertains to that Service's published requirements, and report thereon to the President of the United States. Inasmuch as these visits are a matter of statutory requirement, travel by members of Congress and the Presidential appointees to the Board of Visitors to and from an academy is authorized under invitation of the Secretary of Defense.

(b) Reference (i) allows Secretaries of the Military Departments to approve additional trips, above and beyond those required by statute, to the military academies and approve the Board to call in advisers for consultation. Travel associated with these extra trips and travel for non-board member advisers must be authorized by invitation and paid for by the relevant Secretary of the Military Department.

(5) Based on a Secretary of Defense invitation, GOVDELs may travel on a non-reimbursable basis. State governors are considered elected officials, not civic leaders. GOVDELs originate and terminate at Andrews AFB. The governor's office will be responsible for getting the governor to Andrews AFB at the designated day and time of departure and meeting the governor upon his or her return. The GOVDEL will travel directly to and return from the deployed location. In certain cases, Guardsmen from a specific governor's State may be mobilized and deployed OCONUS in title 10 status (Reference (i)). Governors wishing to visit deployed National Guard troops should contact the National Guard Bureau, Public Affairs (NGB-PA), and/or OASD(LA) to express their desire to travel on an upcoming GOVDEL. Governor's offices should be aware that GOVDELs are different from "Bosslift travel," for which the requests are routed through NGB-PA and approved by OSD Reserve Affairs, Employer Support of the Guard and Reserve, (ESGR). Given limited resources in a combat zone set aside to support these trips, invitations from the Secretary of Defense to GOVDELs for official travel will normally be sent to a bi-partisan group of two to four interested governors for the week-long trip. Staff, aides, and protective details for the governors may not travel with the GOVDEL. The Adjutant Generals are not authorized to travel with the GOVDEL; however, OASD(LA) will normally invite the Chief, NGB, to accompany as a subject matter expert. Military aides and executive officers primarily supporting the Chief, National Guard Bureau (NGB) or their representative, may not travel as part of the GOVDEL.



(6) Members and employees of Congress who hold valid reserve status in the Army, the Navy, the Air Force, or the Marine Corps may utilize military carriers in accordance with existing policies of the respective Military Departments applicable to the reserve officer and enlisted personnel of those departments.

c. Sponsored, Reimbursable Travel (i.e., Media Travel). Media approved by Office of the Assistant Secretary of Defense for Public Affairs and traveling with CODELs under the authorities previously mentioned and pursuant to the applicable travel guidelines of the House of Representatives and the Senate (References (j) and (k)) will reimburse the USG for travel-related expenses prior to their departure.

### 3. NON-OFFICIAL PASSENGERS

a. Spouse and/or Family Travel. Due to limited resources and the expense involved with the use of military airlift for travel, spouses and family members of members and employees of Congress will not accompany official delegation travel. In unique cases, when there is an unquestionably official function in which the family member is actually to participate in an official capacity or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States, ASD(LA) may approve an exception and authorize the travel of one family member of the legislative branch to accompany the member on a CODEL. This travel will be at no expense to the USG. Such approval of non-reimbursable travel is limited to spouses, member designates, or an adult child (18 years of age and older) of the member of Congress for those members who do not have spouses or those whose spouse is unavailable (as stipulated in the committee and/or leadership letter). Children under 18 years of age are not authorized travel on CODELs. Pursuant to House and Senate guidelines, the Secretaries of the Military Departments may approve travel of spouses on Military Department invites. Committee or leadership letters requesting additional travelers should contain the travelers name and specify their relationship (spouse, member designate, adult child) to the member they are accompanying.

(1) Exception Requests. Requests for an exception for spouse and/or family member travel must:

(a) Be consistent with written travel guidelines set forth by the House of Representatives and/or the U.S. Senate leadership and coordinated with OASD(LA).

(b) Incur no additional cost to the USG.

(c) Be provided in writing, including the national interest that the additional traveler will be fulfilling while on the delegation.

(2) Protocol Purpose Requests

(a) Additional travelers required for protocol purposes may:

1. Engage in alternate local area activities during CODELs when the member is engaged in official Government meetings.

2. Be geographically separated from their members where military policy and/or protocols restrict their entry (i.e., combat zones).

(b) Spouses and/or family members required for protocol purposes will NOT:

1. Charge the USG for costs associated with this separation, such as billeting, per diem, etc.

2. Travel on military airlift without the CODEL.

(c) Under highly unusual circumstances such as unplanned or unanticipated schedule changes, compelling mission requirements of the member sponsor, or aircraft maintenance delays projected to last more than 48 hours, spouses and/or family members may return to CONUS at Government expense in the most cost-effective manner available. Approval for this deviation resides with the ASD(LA). All spouses and/or family members required for protocol purposes must be annotated in committee or leadership authorization letters.

b. Medical Personnel. The ASD(LA) and the Secretary of a Military Department may authorize medical personnel to accompany a member of Congress with or without reimbursement on either sponsored or non-sponsored travel where necessary for the health of the member.

c. State and Local Elected Officials. State and local elected officials, other than those listed in paragraph 2.b.(5) are not authorized to travel with CODELs.

#### 4. GENERAL INFORMATION

##### a. Election Year Travel

(1) Neither DoD assets nor DoD funds shall be used for campaign-related travel (e.g., campaign events, district travel). Members of Congress may travel to military installations to receive briefings, tours, or other DoD information during an election year as they otherwise would do in the ordinary course of their duties and as approved by the ASD(LA). However, candidates who visit military installations to conduct official business will not be allowed to engage in any political campaign or election activity during the visit to the installation. Further, when an elected official arrives or departs via military aircraft, the installation commander will not authorize media coverage of the arrival and departure if the candidate's itinerary includes political campaign or election activity in the local community. Media will not be authorized to travel on military aircraft with CODELs during election years.

(2) In adherence to long-standing Senate and House of Representatives rules, members of Congress and their employees who will not return in the next sitting Congress will not be allowed to travel on either the earlier of the election dates or the date on which the chamber declares itself adjourned indefinitely. Requests by CODELs that are comprised of members of Congress who are subject to election will not be approved for a trip that departs prior to election day and returns after election day.

b. Department of State (DOS), Embassy, and Attaché Coordination. Close coordination between the Departments of Defense and State is required to ensure the success of OCONUS travel. OASD(LA) will serve as the DoD primary point of contact for coordinating overarching issues with DOS regarding the Congressional Travel Program. OASD(LA) will disseminate Embassy or DOS cables regarding travel restrictions and accommodations affecting upcoming travel. Pursuant to regulations governing Ambassador or DOS DV travel on DoD aircraft, members of Congress may request these parties travel with the CODEL and/or STAFFDELS within their assigned countries. These requests will be included in applicable authorization letters to the Secretary of Defense and will be approved and/or disapproved by OASD(LA).

c. District or State Travel

(1) Outside of the Speaker Shuttle, no funds will be made available by the Department of Defense to pay the expenses of travel or subsistence for any trip made by any Senator or Representative between Andrews AFB and their home State (in the case of a senator) or district (in the case of a representative).

(2) The origination point and termination point for all CODEL travel is Andrews AFB. Members and employees of Congress are responsible for all costs and arrangements associated with traveling from their State and/or district to begin CODEL travel. Exceptions for members wishing to terminate their trip during intermediate stops on a CODEL must be spelled out in the committee and/or leadership letter.

d. Congressionally-Sponsored Commission Travel. Commissions established by Congress under public law do not necessarily, by definition, qualify for support as a CODEL. The Secretary of Defense, pursuant to applicable laws and regulations spelled out under the charter of the specific commission, may extend travel invitations to the commission; however, this support shall be coordinated through the Executive Secretary to the Secretary of Defense.

e. Reimbursement Rates. For the circumstances where reimbursement is mandated in this Directive, reimbursement rates to the Treasurer of the United States are set by Office of Management and Budget Circular A-126 (Reference (1)). Long-standing policy for DoD senior leaders and members and employees of Congress has set the rate of reimbursement at the full coach fare. Specifically, this rate is defined as any coach fare available to the public between the time that travel is planned with the legislative and/or budget liaison escort and when it occurs, so long as the traveler satisfies any terms, conditions, or restrictions associated with that particular fare.

f. Additional Travelers on CODELs or STAFFDELS. On occasion, the Secretaries of the Military Departments may authorize flag officers or civilian equivalents not assigned to legislative and/or budget liaison positions to accompany CODELs, provided:

(1) Space is available on the aircraft scheduled for the original CODEL. Due to limited resources, the ASD(LA) will request aircraft based on the number of congressional members traveling.

(2) The flag officer or civilian equivalent must be specifically invited in writing by the member or committee chairperson who will accompany the CODEL; written justification will be required from the committee staff member(s) requesting travel of flag officers or civilian equivalents on their STAFFDEL.

(3) All members of the CODEL and/or STAFFDEL will observe Combatant Commander restrictions (limited billeting, in theater transportation, etc.). These restrictions will not be waived solely to accommodate the additional traveler.

(4) The Military Department chief of legislative liaison or budget liaison sponsoring the additional traveler will certify the traveler is a subject matter expert on some aspect of the CODEL and has been briefed on OSD- and Service-specific legislative issues that may arise prior to the trip. Service members accompanying the group may not bring spouses or dependents as part of the CODEL. Military aides and executive officers primarily supporting the flag officers may not travel as part of the CODEL.

(5) In addition to the cases in paragraphs 4.f.(1) through (4), CODELs and STAFFDELS may find it valuable to include subject matter experts who are USG employees to accompany the group. In an effort to provide the CODEL and/or STAFFDEL leads control over who accompanies the group, and consistent with the requirements for flag officers in paragraph 4.f., committee letters must include these "invitees" by name. The committee letter is not authorizing travel by the executive branch, but rather is inviting the traveler to join the group. Thus, the invited traveler is responsible for generating travel orders and ensuring funding as appropriate for his or her specific organization.

## 5. SPECIAL TRAVEL RESTRICTIONS

a. Travel to Contingency Operations. In order to allow for field examinations of appropriation estimates under the authorities of Reference (c), the Secretary of Defense may authorize members and employees of Congress to travel to an area where contingency operations are being conducted. Unless specifically authorized by the ASD(LA), CODELs approved to travel into these areas will travel via military aircraft. There is no protocol purpose for non-official travelers in areas where contingency operations are being conducted. Thus, non-official travelers (spouses, member designates, etc.) are not authorized to accompany CODELs in these areas.

(1) Due to the inherent risk involved and the limited assets in a contingency operation that can be dedicated to CODEL, STAFFDEL, or GOVDEL support, members and employees of Congress and governors should expect certain restrictions on travel (e.g., group size and composition, frequency and locations of visits, requirement to wear personal protective equipment). Civilians other than members or employees of Congress may not travel with the delegation to a contingency area unless there is a specific requirement for that individual from the Combatant Commander or the individual is invited by the Secretary of Defense.

(2) OASD(LA) will serve as liaison between the Combatant Commander, Department of State, and OSD for prescribing congressional travel restrictions to contingency zones. Once developed, OASD(LA) will disseminate these restrictions (e.g., Multi-National Forces-Iraq and Embassy Baghdad Memorandum of Understanding (Reference (m)) for the Military Departments and the members and employees of Congress. Because of the primacy of contingency requirements, exceptions to these policies can be approved only with concurrence of commanders in the field.

(3) In order to protect the movement of a CODEL and all of the associated supporting personnel in the contingency area, it is important that all members of the traveling party maintain strict operational security. To this end, CODELs or STAFFDELs should not communicate (via any means) their movements in advance of any trip, communicate their current locations, or communicate future movements or method of movements while in the contingency area. CODEL escorts, public affairs, or local commanders in theater will provide guidance for press availability and on photography and videos during the relevant portion of the trip. The DoD goal is to ensure members are offered the opportunity to present their initial observations of their trip in an effective manner while ensuring the safety of everyone in the traveling party and those who are supporting the group.

b. Post-Disaster Recovery Surveys. In order to allow for field examinations of appropriation estimates under the authorities of Reference (c) and to enable accurate surveys and decisions be made on post-disaster recovery programs, the members and employees of Congress may make requests for support to the Secretary of Defense to travel to areas affected by natural disasters.

(1) Due to the inherent risk involved and the limited assets in a disaster area dedicated to delegation support, members should expect certain restrictions on travel (e.g., group size and composition, frequency and locations of visits). The primary mission of forces assigned to post-disaster recovery efforts is to save lives and property. CODEL support will not interfere with these missions.

(2) OASD(LA) will coordinate with U.S. Northern Command, NGB, and other appropriate agencies to prescribe congressional travel restrictions to disaster areas. Once developed, OASD(LA) will disseminate these restrictions (e.g., travel requirements to Louisiana for Hurricane Katrina) for the Military Departments and the members and employees of Congress.

c. Other Special Circumstances. In certain cases, field examinations of appropriation estimates under the authorities of Reference (c) must be restricted due to military, security, or operational concerns.

(1) Travel to locations with ongoing or imminent military operations, travel to nations determined by the Department of State to be unsuitable, and travel to certain sensitive military sites abroad may require specific aircraft, security clearance, or travel group requirements.

(2) OASD(LA) will serve as the liaison between the appropriate commanders and/or agencies for prescribing congressional travel restrictions under these conditions. Once developed, OASD(LA) will issue the standards (e.g., travel to the Republic of Georgia during 2008 conflict, travel to U.S. detention facilities abroad) for the Military Departments and the members and employees of Congress.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFB	Air Force Base
ASD(LA)	Assistant Secretary of Defense for Legislative Affairs
CODEL	congressional delegation
CONUS	continental United States
DoDD	Department of Defense Directive
DOS	Department of State
DV	distinguished visitor
EASA	Executive Airlift Scheduling Authority
ESGR	Employer Support of the Guard and Reserve
GOVDEL	governor delegation
NGB	National Guard Bureau
NGB-PA	National Guard Bureau, Public Affairs
OASD(LA)	Office of the Assistant Secretary of Defense for Legislative Affairs
OCONUS	outside the continental United States
SAM	special air missions
STAFFDEL	staff delegation
U.S.C.	United States Code
USG	United States Government
VIP	very important person

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Directive.

bosslift. A program of the ESGR and its committees to provide employers of Reserve Component personnel a better understanding of what their Reservists do when they are away from their civilian occupation for duty with their military units.

CODEL. One or more sitting members of Congress traveling or planning to travel to sites, locations, or events for official business.

EASA. Scheduling of DV airlift among the headquarters of the Department of the Air Force (SAM); the Department of the Navy, Office of the Secretary of the Navy; and the Department of the Army, Office of the Secretary of the Army, to support the transportation of senior Government officials and CONUS based Combatant Commanders. This activity provides support to qualifying customers who exceed their normal provider's capacity by utilizing available resources of other lift providers. OASD(LA) coordinates aircraft requests, initial itineraries, and manifests of trips authorized by congressional committee letters and by Secretary of Defense invitation with EASA. OASD(LA) requests will be filled pursuant to available resources and standing EASA guidance.

GOVDEL. One or more sitting governors traveling or planning to travel to sites, locations, or events for official business at the invitation of the Secretary of Defense. Minimum numbers of governors may be required in order to authorize travel and will be at the discretion of OASD(LA). GOVDEL travel is limited to OCONUS trips to contingency areas.

military carrier. Any means of transportation; land, sea, or air, operated by or for the DoD Components, including carriers under charter, contract, or lease, but excluding automotive transportation.

multi-departmental travel. Travel in which two or more of the Military Departments have a substantial participation in the activities conducted or installations visited.

nonreimbursable travel. Travel in which the costs are borne by the DoD Component or Components.

nonsponsored travel. Travel by members and employees of Congress authorized by an official request by Congress to the Department of Defense.

reimbursable travel. Travel in which the costs are reimbursed to the DoD Component or Components.

sponsored travel. Travel by members and employees of Congress pursuant to an official invitation by proper authority in the Department of Defense.

STAFFDEL. One or more employees of the standing committees, leadership offices, or personal offices of Congress traveling or planning to travel to sites, locations, or events for official business.