



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2532  
FT. BELVOIR, VIRGINIA 22060-6221



IN REPLY  
REFER TO

DLSC-LDT

AUG 31 1998

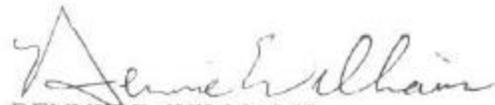
MEMORANDUM FOR DLA EXECUTIVE TEAM  
COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
COMMAND  
DEFENSE DISTRIBUTION CENTER  
SERVICE CENTERS  
DEFENSE SUPPLY CENTERS  
DLA SYSTEMS DESIGN CENTER  
DLA PACIFIC  
DLA EUROPE  
ADMINISTRATORS, DLA AUTOMATED PRINTING &  
SUPPORT CENTER  
DEFENSE NATIONAL STOCKPILE  
CENTER

SUBJECT: Flying Business Class

The purpose of this letter is to announce that the approval authority for flying business class has been changed from the Executive Secretary, DoD to the order-approving official. All travelers shall use coach-class airline accommodations. All request for upgrades to business class will be done by the order-approving official who may make the final decision in conjunction with their local Passenger Travel Specialist. The traveler and order-approving official must first meet the criteria listed in the Joint Travel Regulation/Joint Federal Travel Regulation (JTR/JFTR). Additionally, because business class fares can be two to three times more expensive than coach fares, order-approving officials must require adequate justification (on orders) and be prudent about approval of the use of travel funds to cover these requests. The order-approving official must ensure that all the above criteria is met prior to approval. To assist you in this process we have defined the different classes of travel: *Coach-Class the basic class of accommodations offered by commercial airlines carriers. Premium Class Other Than First Class means any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business class).*



This guidance is effective upon receipt of this letter and covers both civilian and military travelers. Please pass the new guidance to your Commercial Travel Office (i.e., Carlson, Sato) and ensure that all employees are notified of this new policy. If further information is needed please call Deborah Beckner at 703-767-3622, e-mail: [deborah\\_beckner@hq.dla.mil](mailto:deborah_beckner@hq.dla.mil).



BENNIE E. WILLIAMS

Colonel, USA

Chief, Transportation (Policy)