ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-3000

LEGISLATIVE
AFFAIRS

The Honorable Harry Reid
Senate Majority Leader
United States Senate
Washington, DC 20510

Dear Mr. Majority Leader:

In light of sequestration, the Department has had to take certain actions which will effect its support of travel by congressional delegations (CODELs) and congressional staff delegations (STAFFDELs). These actions will take effect immediately and be in place until further notice.

- Military airlift will not be used for CODELs if commercial airlift is reasonably available:
  - Within the Continental United States (CONUS), no CODELs may use military airlift as commercial airlift is readily available.
  - Military airlift may be authorized for CODELs when in a Combatant Commander's theater if commercial airlift is limited or unsafe; every effort must be made to minimize costs.
  - Spouses may accompany members if there is an official function as long as they pay their own expenses and do not increase the number or size of aircraft required.
- Minimum number of congressional members for military airlift originating in CONUS:
  - No less than 5 members for large aircraft.
  - No less than 3 members for small aircraft.
- Tickets purchased by DoD for CODELs, STAFFDELs, and liaison escorts:
  - Must be economy class; individuals may upgrade at their own expense.
  - DoD does not pay for a member's personal staff traveling to his/her home State/District; this includes travel, lodging, meals, or escorts.
- All itineraries for CODELs/STAFFDELs must be approved by the escorting Service's 2-star Legislative Affairs Director to ensure that the itinerary is an efficient use of taxpayer's funds.

If I can be of further assistance, please contact me or my staff lead, Col Scott Fisher, at (703) 697-6210. A similar letter is being provided to the leadership of the Senate and the House of Representatives and select congressional committees.

Sincerely,

Elizabeth L. King