



RESTRICTED — Not to be released outside the General Accounting Office except on the basis of specific approval by the Office of Congressional Relations

COMPTROLLER GENERAL OF THE UNITED STATES

WASHINGTON, D.C. 20548

090233

090233

RELEASED

B-133025

JAN 9 1976

The Honorable Les Aspin
House of Representatives

Dear Mr. Aspin:

In response to your request of March 27, 1975, we reviewed the Department of Defense's procedures for retaining flight records and we tested the accuracy of these records. We also looked into the transportation of non-Government personnel on military aircraft.

Because regulations with respect to retaining flight records and transporting non-Government travelers would be the same regardless of the geographical area, we limited our review to a single activity of each military service--Travis Air Force Base, California (Air Force); Ft. Ord, California (Army); and Alameda Naval Air Station, California (Navy). We did not look at any Defense Headquarters' flights, such as Special Assignment Airlift missions.

During a briefing at the conclusion of our fieldwork, your office indicated satisfaction with the scope of our work.

RETENTION AND ACCURACY OF RECORDS

We reviewed the retention of flight plans (DD form 175) at each installation and we discussed the use of this form with cognizant officials. We also reviewed the retention of passenger manifests and their use.

DD form 175 is used for flight operations purposes and provides a record of pertinent data, such as the proposed route, the amount of fuel, and the names of personnel on board in the event of an incident or accident. We were told that once a flight was completed without incident, the form served no useful purposes since required flight information was carried on other records, such as individual aircraft and crew records. Service regulations, therefore, require only a 3-month retention period.

Although DD form 175 provides space for passenger names, Air Force regulations state that passengers will not be listed on DD form 175 but will be shown on a separate passenger manifest. Passengers processed by the Navy Air Terminal at Alameda were also listed on a separate passenger manifest.

LCD-76-212

908938

090233

Only at Fort Ord, which did not have a passenger terminal, were passengers listed on DD form 175 rather than on a separate manifest.

At Travis passenger manifests were retained for 1 year in accordance with Air Force Manual 12-50. At Alameda manifests were retained for 3 years, although Secretary of the Navy Instruction P5212.5B only requires 1 year.

Travis Passenger Services personnel told us the passenger manifest serves as (1) a control of passenger processing and boarding, (2) a means of counting passengers for other reports, (3) input to computer tapes which the Military Airlift Command uses to bill for services rendered, and (4) a control roster for passengers on board in the event of an emergency. Except for the passenger count, these officials stated that Passenger Services have no need for a manifest once the billing tapes have been prepared and the flight is completed without incident.

Air Terminal personnel at Alameda similarly stated that, except as the basis for a separate report on the number of passengers processed, they had no need for a manifest once a flight was completed without incident. They stated the main function of the passenger manifest was to serve as a record of passengers on board in the event of an accident.

To verify the accuracy of passenger manifests, we made an unannounced inspection of the passenger boarding area at Travis. We observed the boarding of several flights and checked the boarding manifests with the final manifests for these flights. There were no discrepancies.

TRANSPORTATION OF NON-GOVERNMENT PASSENGERS

Department of Defense regulation 4515.13R (Air Transportation Eligibility) prescribes various classes of non-Government personnel authorized to travel on Defense-owned or controlled aircraft. Non-Government personnel include, among others, foreign nationals on approved official travel, civilian employees of commercial contractors when engaged in official Defense activities, and civilians participating in approved public-affairs-related travel. As agreed with your staff, retired military were considered Government personnel.

Our analysis of records at the 3 installations showed that 183 non-Government personnel traveled on Defense aircraft. The following table shows the number of non-Government travelers identified at each installation and the period involved.

LIST OF CONTRACTORS WITH PERSONNELCARRIED ON DOD AIRCRAFT

<u>Contractor</u>	<u>Number of personnel</u>
Travis AFB:	
Airline route support:	
Airlift International, Inc.	
Miami, Florida	10
Overseas National Airways	
Jamaica, New York	12
Eastern test range contractor employees:	
RCA	13
Texas Instruments Incorporated	
Dallas, Texas	2
Wheelabrator Export Corporation	
Mishawaka, Indiana	1
Rel Reeves, Inc.	
Boynton Beach, Florida	1
Condex Corp.	
Newton, Massachusetts	1
Physical Science Laboratory	
New Mexico State University	
Las Cruces, New Mexico	4
Baird Atomic, Inc.	
Bedford, Massachusetts	2
Pacific Architects & Engineers Incorporated	
APO, San Francisco 96620	1
G.E. Armament Division	
Burlington, Vermont	1
Dynalectron Corporation	
Fort Worth, Texas	1
Emerson Electric Co.	
Santa Ana, California	1
Field Maintenance Services Corporation	
Fort Worth, Texas	<u>1</u>
	<u>51</u>
NAS Alameda:	
Kaman Aerospace Corporation	
Bloomfield, Connecticut	2
Rockwell International Corp.	
El Segundo, California	1
Unidentified	<u>2</u>
	<u>5</u>
Fort Ord:	
TRW	2
Special Consultant	<u>2</u>
	<u>4</u>
Total	<u>60</u>

LIST OF FOREIGN COUNTRIES WITH
MILITARY PERSONNEL CARRIED ON DOD AIRCRAFT

<u>Country</u>	<u>Number of personnel</u>
South Vietnam	3
Laos	1
Thailand	1
Philippines	<u>1</u>
Total	<u>6</u>

<u>Activity</u>	<u>Period</u>	<u>Non-Government personnel passengers</u>
Travis Air Force Base	Jan. to June 1975	78
Alameda Naval Air Station	Jan. to June 1975	95
Fort Ord	May to June 1975	<u>10</u>
		<u>183</u>

This travel was authorized and permissible under Defense regulations. Officials at each installation said that although it was possible for unauthorized personnel to be carried on Defense aircraft with the complicity of the crew, such passengers were not likely to be listed on any records and the crew would be in serious trouble if unauthorized passengers were discovered.

We were able to identify non-Government travelers at Alameda and Fort Ord through information provided on passenger manifests or similar documents. At Travis however, as explained below, we could identify only those passengers whose travel authorizations were issued by Travis.

The extent and results of our work at each installation are discussed below.

Travis Air Force Base

Travis processes two basic types of passengers--those traveling within the continental United States and those traveling overseas. Passengers traveling within the continental United States generally travel on space available and need only a proper military identification card or a travel authorization. A copy of the travel authorization is not taken from the passenger, so unless the passenger manifest classifies the type of passenger, there is no available documentation by which to distinguish between Government and non-Government domestic travelers.

Overseas passengers travel on a space-required basis which is reimbursable to the Military Airlift Command through the Airlift Service Industrial Fund. Accordingly, the Command requires a Military Airlift Command Transportation Authorization. The authorization provides billing data for the Command and can be obtained from Military Transportation Offices all over the country or at Command passenger terminals.

The authorization does not distinguish between Government and non-Government travelers, but they are identified

by the supporting travel orders retained by the issuing authority. Since most travelers arrive at Travis with authorizations issued at other locations, we restricted our review to those personnel whose authorizations were issued at Travis.

A summary of passenger activity for January through June 1975 at Travis is shown below.

Total passengers	72,673
Number of authorizations issued at Travis	6,669
Number of authorizations issued to non-Government personnel	78

The 78 non-Government passengers represent 1.2 percent of the 6,669 passengers whose authorizations were issued by Travis. We categorized these non-Government passengers as follows.

	<u>Number of non-Government passengers</u>
Contractor employees (see enc. I for names of contractors)	51
USO tours	11
Foreign military under a military assistance program (see enc. II for list of countries)	6
Red Cross	4
Operation Babylift (note a)	4
Next of kin to seriously ill military personnel	1
The American Battle Monument Commission	<u>1</u>
	<u>78</u>

a/Civilian personnel assisting in the evacuation of orphans from Vietnam.

Alameda Naval Air Station

For January to June 1975, 92 non-Government personnel traveled on military aircraft from Alameda. The 4 instances involving the travel of these 92 persons are:

--Five people from a local radio station were flown to the returning aircraft carrier Enterprise to do a radio broadcast on May 19.

- Twenty-five educators on an Air Force public affairs tour to Randolph Air Force Base were picked up by the Air Force at Alameda on April 28.
- Sixty educators on a Navy public affairs tour were flown to Washington, D.C., for a tour of the U.S. Naval Academy on April 29.
- Two contractor personnel on temporary assignment were flown to North Island Naval Air Station. We were unable to identify the name of the contractor involved.

These 92 non-Government passengers represent only two-tenths of a percent of the 37,921 total passengers manifested at Alameda in this 6-month period.

A check of authorizations issued at Alameda during January to June 1975 showed an additional three non-Government (contractor) personnel were issued authorizations to travel on Command aircraft. The names of the contractors are shown in enclosure I.

Fort Ord

Our review of Fort Ord's DD form 175's for the months of May and June 1975 identified 6 instances involving 10 non-Government personnel flying on military aircraft. We categorized the six instances of non-Government travel as follows:

- Three flights with four contractor personnel. (See enc. I for the names of the contractors.)
- Two flights with four foreign officials from the United Kingdom.
- One search and rescue flight with two sheriff's deputies.

These 10 passengers represent 1.8 percent of the 559 total passengers carried during this 2-month period.

In addition to the DD form 175's, we also reviewed the records for 172 authorizations for travel on Command aircraft issued at Fort Ord in May 1975. There were no non-Government personnel among the 225 personnel covered by these authorizations.

B-133025

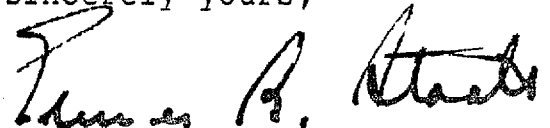
CONCLUSIONS

At the three installations we visited, the military made limited use of DD form 175 and passenger manifest. The current retention periods are adequate for the uses made of these forms.

The number of non-Government passengers identified as traveling on military aircraft at the three installations is not large in terms of total passengers reviewed. Furthermore, all non-Government travel found was authorized and permissible under Defense regulations. As stated earlier, however, our review at Travis was limited to travelers originating at that activity.

As agreed with your staff, we have not obtained formal comments from Defense on the contents of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "James A. Stacks". The signature is written in a cursive style with a large initial "J" and "S".

Comptroller General
of the United States

Enclosures - 2