

AVIATION PROCEDURES:

(as of Jan. 19, 1999)

The following is an *informal and confidential* guide designed to assist the Secretary to the Governor's office in the approval process for use of the Executive Aircraft. First, general guidelines concerning Executive Aircraft use will be outlined. Second, specific procedures regarding the approval process will be outlined in two separate categories: 1) approval procedures for requests from Department and Agency heads, other elected officials and Governor's staff (requests *not* from the Governor's Scheduling office), and 2) approval procedures for requests from the Governor's Scheduling office. Requests from the Governor's Scheduling office are considered "Governor's Flights." Requests for flights that do not include the Governor that are "passed on" from another office by the Scheduling office are not considered an actual request from the Scheduling office.

USE OF THE EXECUTIVE AIRCRAFT

(modified version of D. Zambelli memo of 6/3/94 titled the same)

I. Individuals Using Aircraft

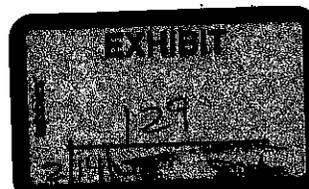
A. Approval for use of the Executive aircraft may be obtained for the following individuals:

1. Governor, Lieutenant Governor, Comptroller, and Attorney General;
2. Governor's immediate Senior Staff;
3. Majority Leader of the Senate, Speaker of the Assembly, and
Minority Leaders of the Senate and Assembly;
4. Department and Agency Heads;
5. Legislative members and legislative leadership staffs, if authorized
by the legislative leadership;
6. Department and Agency personnel, if authorized by a Department
or Agency head; and
7. Non-State workers on State business, family members of officials
referenced in paragraphs 1 and 3 above, and reporters covering the
activities of the Governor or other State business.

II. Approval of Use of Aircraft

A. All Flights, other than those personally approved by the Governor, must be approved by the Secretary to the Governor. Any aviation developments, including scheduling changes (other than minor time adjustments) and flights approved by the Governor, must be relayed to the office of the Secretary to the Governor.

B. All Passengers on any flight are also subject to approval by the Secretary



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to the Governor's office.

III. Scheduling Use of Aircraft

- A. Requests for use of the Executive Aircraft by Department and Agency heads, other elected officials and Governor's staff will be made to the Secretary to the Governor (see "Aircraft Request Form" attached).
- B. Each Department and Agency will designate an individual in the Commissioner's or Department head's office to process requests. All legislative requests will be processed through the offices of the respective leader of the Senate and Assembly.
- C. Initial requests and subsequent approval or disapproval by the Secretary to the Governor for use of the Executive Aircraft will be communicated to State Police Aviation (insert Pam's title here?????) by calling 518-869-9812. State Police Aviation will provide a passenger manifest to the Secretary to the Governor.
- D. State Police Aviation may pool flight requests, with the approval of the Secretary to the Governor, to insure complete utilization of available passenger space on all scheduled aircraft flights.
- E. State Police Aviation and, as appropriate, flight crew members, will be the final authority on any questions affecting the safety of the passengers, crew and aircraft.

IV. Reimbursement for Use of Aircraft

- A. The Executive Aircraft is to be utilized only if the requesting officials's trip is related to State business or such usage facilitates the execution of official duties. In those limited instances where the Executive Aircraft is utilized for other than State business, income will be imputed to the respective official based on application of the IRS valuation rules by the State Police Aviation.
- B. Reporters covering the activities of the Governor or other State business may travel on the Executive Aircraft whenever such use has been approved by the Governor or the Secretary to the Governor. In such circumstances, arrangements must be made for appropriate reimbursement to the State for the costs of such use.
- C. Reimbursement, when required, for use of the State aircraft will be based on application of the IRS valuation rules by State Police Aviation.

V. Exceptions

- A. Exceptions to these requirements may only be granted by the Secretary to the Governor.
- B. State Police Aviation will promulgate procedures for billing and reimbursement for non-business use of the Executive Aircraft.

AIRCRAFT REQUESTS:

I. Requests for use of the Executive Aircraft by Department and Agency heads, other elected officials and Governor's staff.

A. As outlined above, approval for these requests must be obtained by the Secretary to the Governor. The following is the general procedure for the approval and scheduling process:

1. Receive initial request (usually by phone) and provide requesting office with "Aircraft Request Form" to their contact person to fill out completely. Information such as aircraft availability, passenger limits/ accommodations, weather, flight times from point A to B, airport/helipad location, etc. will often be needed by the requesting office to determine their departure times and passengers traveling. In that case, the Secretary to the Governor's office obtains that information from State Police Aviation and relays that information to the requesting office.

2. Once the completed "Aircraft Request Form" (including the second page indicating that the aircraft use is for state business) is returned to the Secretary to the Governor's office it is then forwarded to State Police Aviation for assessment regarding potential schedule conflicts, weather problems, and other logistic concerns.

3. After all concerns of the requesting office and the State Police Aviation have been addressed and a final request has been formulated, the request (with a copy of the Governor's schedule attached) is presented to the Secretary to the Governor for consideration.

4. When approval or disapproval has been determined by the Secretary to the Governor, the approval memo generated by the State Police Aviation will be appropriately checked and sent back (see example attached) and the requesting office notified.

5. At this time the flight, if approved, is entered into the State Police Aviation log and is considered set unless one of the many variables change. State Police Aviation will provide a passenger manifest to the Secretary to the Governor. For the most part, minor time/passenger changes do not affect the approval of the flight. Notification of the requesting office and State Police Aviation of any changes is ultimately the responsibility of the Secretary to the Governor's office.

II. Requests for use of the Executive Aircraft by the Governor's Scheduling Office

A. Also known as "Governor's Flights", these requests are similar to requests from Department and Agency heads, other elected officials and Governor's staff except the Secretary to the Governor's office is involved in the sign off ONLY and not in the facilitation of the request or relaying of information from State Police Aviation. The Scheduling office obtains that information from State Police Aviation directly and relays all logistic information to the passengers.

B. Approval for these requests must be obtained by the Secretary to the Governor or the Governor personally (with that information relayed to the Secretary to the Governor's office). The following is the general procedure for the approval and scheduling process:

1. Governor's Scheduling office requests use of the aircraft for a Governor's flight by notifying the Secretary to the Governor's office that they have a request via e-mail or phone and by inserting all of the flight information into the Governor's schedule proceeded by "Request to [Secretary to the Governor]." The Scheduling Office has already contacted State Police Aviation and incorporated all pertinent information regarding aircraft availability, passenger limits/accommodations, weather, flight times from point A to B, airport/heliport location, etc. The purpose for the flight (which for non-Governor flights is requested on page two the Aircraft Request Form) is in the Governor's Schedule along with the flight information.

2. Print the Governor's schedule for the entire day, highlighting the requested flights and present to the Secretary to the Governor.

3. Relay approval or disapproval, questions and concerns to the Governor's Scheduling office.

4. At this time the flight, if approved, is relayed to State Police Aviation by the Governor's Scheduling office and is entered into the State Police Aviation log and is considered set unless one of the many variables change. State Police Aviation will provide a passenger manifest to the Secretary to the Governor. For the most part, minor time/passenger changes do not affect the approval of the flight. Notification of State Police Aviation and other passengers of any changes is ultimately the responsibility of the Governor's Scheduling office.

Attachments