

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DM 55-1-2

Memorandum  
No. 55-1-2

15 May 1996

Transportation and Travel  
CHARTER AIR TAXI REQUESTS

1. Purpose. This memorandum establishes procedures for obtaining chartered aircraft for official travel requirements.
2. Applicability. It is applicable to the Missouri River Division and Omaha District offices.
3. Authority. Approval for the use of charter air taxi for official travel on a one-trip basis will be granted by the Division or District Commanders, a Deputy Commander, or the Executive Assistant.
4. Procedures. Charter air taxi requests for official travel of Division and District personnel will be arranged by the Logistics Management Office (CEMRO-LM) upon receipt of a memorandum signed by the Directorate or Division Chief of the requester's organization and routed through the Executive Office for approval. In the case of an emergency, a telephone call may be made to CEMRO-LM for trip arrangements, to be followed up with a memo as soon as practical. The memo must show a cost comparison of commercial versus the charter air taxi cost. The commercial air cost can be obtained through Carlson Wagonlit Travel Agency, 402-345-7596, and the charter air taxi cost is to be obtained through CEMRO-LM. The charter must be more economical unless extenuating circumstances exist for which a charter air taxi is justified without being the most economical. A full explanation of these circumstances must be provided in the memo. A charter air taxi is to be arranged only with carriers holding a Tender of Service approved at Headquarters, Military Traffic Management Command. The tender requires the aircraft, for a charter air taxi, to be a multiengine aircraft operated by two pilots. The pilot and copilot are both to be Instrument Flight Rules (IFR) qualified and currently certified as required by Part 135, Federal Aviation Regulations (FAR).

FOR THE COMMANDER:



THOMAS D. STRICKLIN  
LTC, EN  
Deputy Commander

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MRD-B

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This memorandum supersedes DM 55-1-2, dated 11 March 1991.