



OCT 25 1993

MEMORANDUM FOR Secretarial Officers
Heads of Operating Units

FROM: Gloria Gutiérrez *Gloria Gutiérrez*
Acting Chief Financial Officer and
Assistant Secretary for Administration

SUBJECT: Further Reduction in Management Barriers

On June 28, 1993, as a part of the Commerce Performance Review, I announced several revisions to Administration policy which streamlined administrative operations in the Department. In addition, on July 14, 1993, I issued minimum standards to be followed in each of the subject areas.

As a further reduction in management barriers, I am delegating to Secretarial Officers the authority to authorize and approve premium-class air accommodations for their employees and for other individuals traveling on behalf of the Department. This redelegation is effective for all travel that begins on or after October 25, 1993. This authority may be redelegated. The redelegation shall be held to as high an administrative level as practical to ensure adequate consideration and review of the circumstances requiring the need for premium-class air accommodations.

The authority to authorize and approve premium-class air accommodations for all Office of the Secretary employees, Secretarial Officers, and Heads of Operating Units that report directly to the Secretary is retained by the Chief Financial Officer and Assistant Secretary for Administration.

Attached to this memorandum are the minimum standards to be followed for authorizing and approving the use of premium-class air accommodations. My staff will be conducting periodic management reviews to ensure that adequate controls are in place and that these standards are being followed.

The Office of Federal Assistance and Management Support will be issuing a revision to the DOC Travel Handbook to incorporate this redelegation.

Thank you for your assistance in helping the Department further reduce management barriers. If you or your staff have any questions, please do not hesitate to call me, or Sonya Stewart, Director for Federal Assistance and Management Support, on 482-4299.

Attachment

MINIMUM STANDARDS FOR
AUTHORIZATION AND APPROVAL OF PREMIUM-CLASS AIR ACCOMMODATIONS

Function delegated by a memorandum from the Acting Chief Financial Officer and Assistant Secretary for Administration:

Redelegation of the authorization and approval for the use of premium-class air accommodations.

- Ensure that no first-class travel is authorized, paid for, or reimbursed to Department employees, including non-Government persons whose travel costs are being paid by the Department, except in the following circumstances:
 - The traveler is handicapped or otherwise physically impaired such that other accommodations cannot be used, and this condition is substantiated in writing by competent medical authority and recertified every two years;
 - No other commercial service is reasonably available; i.e., able to meet the traveler's departure and/or arrival requirements within a 24 hour period, unless the traveler demonstrates that extraordinary circumstances require a shorter period to fulfill effectively the agency requirement; or
 - Exceptional security circumstances require such travel, such as: (1) travel by couriers or control officers accompanying controlled pouches or packages and a lower premium class is not available, or (2) travel by agents in charge of protective details accompanying first-class travelers.
- Ensure that no first-class travel is authorized or approved through the redemption of frequent flyer benefits or through the acceptance of first-class accommodations from a non-Federal source (gift or bequest).
- Ensure that the use of business-class air accommodations are authorized and approved only under the following circumstances:
 - Space is not available in coach-class or equivalent accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed;
 - Business-class accommodations are necessary because the employee is so handicapped or otherwise physically impaired that other accommodations cannot be used, and this condition is substantiated in writing by competent medical authority and recertified every two years;

- Business-class accommodations are required because exceptional circumstances make their use essential to the successful performance of the bureau's mission;
- Less-than-business-class accommodations on foreign carriers do not provide adequate sanitation or health standards;
- The use of business-class accommodations would result in an overall savings to the Government based on economic considerations; or
- Business-class accommodations are obtained through the redemption of frequent flyer benefits;
- Travel in excess of 14 hours (was added 10/29/93).
- Maintain internal performance measures reflective of the approval of premium-class air accommodations, including but not limited to documentation, signed by an appropriate official. (Bureaus shall maintain reports of approvals of all first-class travel paid with Government funds in order to respond to requests received from the General Services Administration. These reports will include the name of each person for whom first-class travel was paid, the purpose of the travel, the basis on which first-class travel was justified, the cost of the first-class travel, and the cost of the alternative coach level of service.)

Departmental contact: John Phelan, (202) 482-4115.