

# **EXHIBIT F**



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

THE DIRECTOR

September 29, 2017

M-17-32

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Mick Mulvaney  
Director

A handwritten signature in blue ink that reads "Mick" and "DMG" below it.

SUBJECT: Travel on Government-Owned, Rented, Leased, or Chartered Aircraft

In light of recent events, the President has asked me to remind the heads of all executive departments and agencies of Administration policies on travel.

First, as to law and formal policy: Government-owned, rented, leased, or chartered aircraft should not be used for travel by Government employees, except with specific justification — per the Office of Management and Budget (OMB) Circular A-126 (May 22, 1992), *Improving the Management and Use of Government Aircraft*, and the Federal Travel Regulation (FTR).

However, beyond the law and formal policy, departments and agencies should recognize that we are public servants. Every penny we spend comes from the taxpayer. We thus owe it to the taxpayer to work as hard managing that money wisely as the taxpayer must do to earn it in the first place.

Put another way, just because something is legal doesn't make it right. Even when the criteria of Circular A-126 and the FTR allow for the use of Government-owned, rented, leased, or chartered aircraft, departments and agencies should still consider whether commercial air travel is a more appropriate use of taxpayer resources. Accordingly, with few exceptions, the commercial air system used by millions of Americans every day is appropriate, even for very senior officials.

Therefore, all travel on Government-owned, rented, leased, or chartered aircraft, except space-available travel and travel to meet mission requirements (as those situations are defined in Circular A-126) shall require prior approval from the White House Chief of Staff. Full-time required use travelers are exempted from this requirement. Further guidance from the White House Chief of Staff on the approval process will be forthcoming. OMB is also reviewing longstanding guidance pertaining to the use of Government-owned, rented, leased, and chartered aircraft and welcomes any suggestions that would strengthen existing controls. In the meantime, departments and agencies are reminded that they are required to adhere to the FTR and Circular A-126.