7. Section 101–37.408 is revised to read as follows:

§ 101–37.408 Reporting travel by senior Federal officials.

Agencies shall submit semi-annual reports for the periods October 1 through March 31 (due May 31), and April 1 through September 30 (due November 30) to the General Services Administration, Aircraft Management Division, Washington, DC 20406. A copy of each report shall also be submitted to the Deputy Director for Management, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503. Agencies shall submit report data using the Federal Aviation Management Information System structure and management codes for automated reporting or GSA Form 3641, Senior Federal Travel. Agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must still submit a written response that acknowledges the reporting requirements and states they have no travel to report. These reports shall be disclosed to the public upon request unless classified.

- (a) Reports shall include data on all non-mission travel by senior Federal officials on Government aircraft (including those senior Federal officials acting in an aircrew capacity when they are also aboard the flight for transportation), members of the families of such officials, any non-Federal traveler (except as authorized under 10 U.S.C. 4744 and regulations implementing that statute), and all mission and non-mission travel for senior executive branch officials. The reports shall include:
 - (1) The names of the travelers;
 - (2) The destinations;
- (3) The corresponding commercial cost had the traveler used commercial airline or aircraft service (including charter);
- (4) The appropriate allocated share of the full operating cost of each trip;
- (5) The amount required to be reimbursed to the Government for the flight;
- (6) The accounting data associated with the reimbursement; and
- (7) The data required by § 101–37.407 (a), (b) and (d) of this subpart.
- (b) Each agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.
- (c) The agency using the aircraft must also maintain the data required by this section for classified trips. This information shall not be reported to GAS or OMB but must be made

- available by the agency for review by properly cleared personnel.
- 8. Subpart 101–37.5 is revised to read as follows:

Subpart 101-37.5—Management Information Systems (MIS)

Sec.

- 101-37.500 General
- 101-37.501 [Reserved]
- 101-37.502 GSA MIS responsibilities.
- 101-37.503 Reporting responsibilities.
- 101-37.504 Reports.
- 101–37.505 Aircraft used for sensitive missions.
- 101–37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Subpart 101–37.5—Management Information Systems (MIS)

§101-37.500 General.

Executive agencies must maintain an aviation MIS. Agency systems will include computer applications appropriate to the complexity of the operation. Systems should be integrated among bureaus, agencies, and Departments as appropriate to maximize efficiency and effectiveness Governmentwide. MIS capabilities will include, but are not limited to, collecting, consolidating, and producing the reports and analyses required by: field-level organizations for day-to-day operations, agencies to justify the continuing use of aircraft or new acquisitions, GSA to develop Governmentwide aviation management guidance, and OMB and other oversight agencies to capitalize on opportunities to improve efficiency and effectiveness.

§101-37.501 [Reserved]

§ 101-37.502 GSA MIS responsibilities.

The Aircraft Management Division will operate the Governmentwide aircraft MIS (also known as the Federal Aviation Management Information System (FAMIS)), develop generic aircraft MIS standards and software, and provide technical assistance to agencies in establishing automated aircraft information and cost accounting systems and conducting cost analyses required by OMB. The FAMIS will collect and maintain summary data including, but not limited to:

- (a) Aircraft and aviation related facilities inventories:
- (b) Cost and utilization for owned aircraft and aviation facilities;
- (c) Cost and utilization for chartered, rented, or contracted aircraft;
- (d) Inventories of support service agreements; and
- (e) Senior Federal official and special category travel data.

§ 101-37.503 Reporting responsibilities.

Reporting responsibilities are as follows:

- (a) Owned aircraft. The executive agency to which the aircraft is registered in conformance with the FAA regulations or appropriate military regulations is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (b) Bailed aircraft. The executive agency which operates bailed aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (c) Leased or lease/purchased aircraft. The executive agency which makes payment to a private or other public sector organization for the aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (d) Loaned aircraft. The executive agency which owns an aircraft on loan to a Federal agency will report inventory, cost, and utilization data. The executive agency which owns an aircraft on loan to a State, cooperator, or other non-Federal entity will report inventory data associated with that aircraft.
- (e) Contract, charter, and rental aircraft. The executive agency which makes payment to a private sector or other public sector organization for the aircraft is responsible for reporting cost and utilization data by specific aircraft for each type of mission performed.
- (f) Support services. The executive agency establishing the aviation support services agreement with service vendors is responsible for reporting associated data by agreement number, aircraft or service type, and vendor.
- (g) Senior Federal official and special category travel. Each executive agency is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

§101-37.504 Reports.

Executive agencies will submit aviation management data using FAMIS structure format for automated reporting or appropriate forms. FAMIS data shall be submitted to the General Services Administration, Aircraft Management Division, Washington, DC 20406. Interagency report control number 0322–GSA–AN has been assigned to these reports. To the extent that information is protected from disclosure by statute, an agency is not required to furnish information otherwise required to be reported under this subpart.

(a) Each executive agency will provide GSA with reports as changes occur for: