

<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p><b>SUBJECT:</b> <b>USE OF STATE AIRCRAFT POLICY</b></p>	<p>PAGE <u>1</u> of <u>3</u> PAGES</p>
	<p><b>RULE/CODE REFERENCE:</b></p>	<p>POLICY # DNR-OLE-0007</p>
	<p><b>PURPOSE:</b> To establish guidelines for State of Ohio and Ohio Department of Natural Resources use of state aircraft.</p>	<p><b>SUPERSEDES:</b> N/A</p>
	<p><b>AUTHORITY:</b> <u>ORC §1501.01</u> ODNR Director Office of the Governor</p>	<p><b>EFFECTIVE DATE:</b> 09/01/2016</p> <p><b>REVISION DATE:</b> N/A</p> <p><b>APPROVER AND DATE:</b> <i>[Signature]</i> 7/28/16</p>

**This policy applies to all Ohio Department of Natural Resources (“ODNR”) employees and in no way supersedes the Division of Wildlife’s Aviation Operations Policy or the negotiated language in the applicable collective bargaining agreements.**

**I. POLICY:**

State Official Business:

**ALL STATE AIRCRAFT SHALL BE USED FOR OFFICIAL STATE BUSINESS ONLY.**

Use of the state aircraft constitutes passenger’s acceptance and agreement that he or she and any guest(s) are using the aircraft for official state business. Personal travel is prohibited.

Every effort should be made to avoid having an empty flight on one leg of a trip; however, there may be circumstances where it is unavoidable.

Law enforcement missions conducted by state agencies are exempt from the State of Ohio Plane Use Policy.

Non-ODNR Employee Use:

Non-ODNR employees are permitted to ride along on a state plane flight, with the ODNR Director’s approval. The non-ODNR employee must be accompanied by an ODNR employee and the use of the aircraft must be for the benefit of the State and the ODNR mission.

Priority for Flights:

The following criteria are used when selecting priority for flights:

- \* Emergency Management Agency Support Missions
- \* Office of the Governor Support Missions
- \* Cabinet Officials Support Missions
- \* Other Special Missions
- \* Any requests by members of the General Assembly for use of state aircraft shall be pursuant to a policy developed by the respective legislative body’s (House or Senate) leadership which is filed with the Director of the ODNR.

Reservations:

All flight requests for ODNR aircraft will be reviewed and approved by the Director of the ODNR. Requests must be submitted to the Director within five business days prior to departure for approval. Requests received after this time period may be considered by the Director.

All travel requests must be submitted with an Updated Flight Request Form detailing: passenger's information, including name, agency, and division; destinations; requested dates and times for departure; agency name with authorization; as well as the official reason for travel and need of aircraft.

Records of state aircraft usage should be maintained for a period of not less than four (4) years plus the current year.

Billing for Use of State Aircraft:

Billing for state aircraft usage is determined by the purpose for the travel provided to ODNR by the requesting official or agency. State agencies will be billed for flights in proportion to the purpose of the travel. (If the purpose of a trip is general or otherwise pertinent to all state agencies, all agencies may be billed for a percentage of the total cost of the flights.) State agencies are responsible to ensure that only proper funds are used to reimburse ODNR for particular flights.

Division of Wildlife (DOW) Aircraft and Missions:

Nothing in this policy supersedes DOW's aircraft usage pursuant the Wildlife Aviation Operations Policy.

**II. RESPONSIBILITIES:**

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	<ul style="list-style-type: none"> <li>A. Provide education and inquiry support, as needed.</li> <li>B. To process violations of the policy according to the disciplinary process and grid and the collective bargaining agreement(s).</li> </ul>
ODNR Division/Office Supervisors and Managers	<ul style="list-style-type: none"> <li>A. Maintains Division specific policies, procedures, directives and Executive Orders, and ensures their periodic review and update, as necessary.</li> <li>B. Monitor workforce, ensure compliance, and report violations to Human Resources.</li> <li>C. Proactively communicate questions, concerns and issues to the appropriate contact listed below.</li> <li>D. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.</li> </ul>
Employee	<ul style="list-style-type: none"> <li>A. Read and comply with policy.</li> <li>B. Proactively communicate questions, concerns and issues to the appropriate contact listed below.</li> <li>C. Complete all associated policy training in a timely fashion.</li> </ul>

**III. CONTACTS:**

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources/Labor Relations	(614) 265-6981	<a href="mailto:Policy.Coordinator@dnr.state.oh.us">Policy.Coordinator@dnr.state.oh.us</a>

**Related Department Forms:**

- Ohio Flight Request Form



OHIO DEPARTMENT OF NATURAL RESOURCES  
 2045 MORSE ROAD, BUILDING D-3  
 COLUMBUS, OHIO 43229

## Ohio Flight Request Form

See the State of Ohio Plane Use Policy in addition to this form

**Email completed Flight Request to the office of the Director of the Ohio Department of Natural Resources (“ODNR”) for ODNR aircraft use.**

**ODNR:**            [Susan.Banks@dnr.state.oh.us](mailto:Susan.Banks@dnr.state.oh.us)

**(614) 265-6879**

**Date of Request:** \_\_\_\_\_

**Agency Information:**

Agency Name:	
Contact Person:	
Office:	Phone:
Flight Requested By:	Cell Phone:
Email Address:	
Authorizing Agency Director or Designee:	

**ALL STATE AIRCRAFT SHALL BE USED FOR OFFICIAL STATE BUSINESS ONLY.**

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**Passenger Information:**

Pax #	Passenger Name:	Agency:	Division:
1			
2			
3			
4			
5			
6			
7			
8			

**Travel Information**

**Date(s) of Travel:** \_\_\_\_\_

**Destination(s):** \_\_\_\_\_

**Detailed Reason for Travel:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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