

# ADMINISTRATIVE SUPPORT TEAM MEMORANDUM



Number 73-019

December 21, 1972

**SUBJECT: Discontinuance of Certain Scheduled Charter Flights**

1. Effective January 7, 1973, the following scheduled Mission charter flights will be discontinued:

Milk Run North  
Milk Run South  
Commissary Flight - Bangkok/Vientiane

2. After that date, the following procedures will apply:

a. Intra-Laos (Domestic) Flights -

(1) Offices will submit Form Lao-147 as usual to Air Support Branch, for both official passengers and cargo. In the field, the form request will go to FSO or other officer who controls space on scheduled flights,

(2) If the passenger or cargo requires movement on a certain date or time (i.e., space-required) the Form Lao-147 should so state, and the approving officer will indicate that expenditure of funds for ticketing or shipment is authorized via commercial airline if Mission aircraft are not available.

(3) If Mission aircraft are not available for space-required passengers or cargo, passengers will be ticketed or cargo will be shipped on commercial flights by ASB (or the field officer). They will be manifested and put aboard the commercial flight through the ASB facilities in Vientiane or as directed by station personnel at field stations. In Vientiane, official travelers for domestic (Laos) points will deal with and through ASB, not directly with the commercial airline.

**DIST:**

Embassy - 100

USIS - 15

USAID - A, E, E<sub>1</sub>

ARMA/AIRA - 10 (info)

Air America - 2 (info)

CASI - 2 (info)

(4) Unofficial passengers (those without official orders or an approved Form Lao-147 for commercial travel) will not be ticketed on commercial airlines by ASB or the field station. They will purchase their tickets in the same way that others do, directly from the commercial carrier.

(5) Space available passengers and cargo on Mission aircraft will continue to be handled according to the priorities in USAID M. O. LAO-561.1 (and briefly described on the back of the Form Lao-147), except that the officer in charge of field stations will attempt to insure that American employees and dependents traveling on "outpost leave" or for medical or dental care will not be displaced on a space-available flight by personnel who are entitled to paid commercial space, by virtue of their travel orders. (Ordinarily both these classes are Priority 3.) This will require individual handling of each case so as to insure that official business will not be adversely affected and so that no one is unreasonably inconvenienced. The object is to avoid forcing families in the field to have to pay for outpost leave trips and routine health services and to afford them some preferential treatment for space on working aircraft.

(6) Non-employees who are entitled to travel at U. S. Mission expense (this would include RLG officials on invitational orders traveling with American counterparts, training participants, pre-employment interviewees, etc.) must have either invitational orders or a Form Lao-147 authorizing commercial transportation if they are to be assured space-required travel at Mission expense (commercial aircraft). Otherwise, space available rules apply, for Mission charter aircraft.

(7) Official cargo will be handled more or less as in the past -- based on the approved Form Lao-147 -- through ASB channels and facilities at Wattay, whether on commercial or charter aircraft, with the determination being made by ASB on the basis of the priority indicated in the form request. Field stations will function similarly.

b. Flights Vientiane/Bangkok -

(1) Official passengers between Bangkok and Vientiane will ordinarily travel by commercial carriers. There are eight flights weekly in each direction. They will require official travel orders, will apply to their travel office (TRP, in the case of USAID) for ticketing, and will be issued a regular GTR. The travel office will obtain tickets, and the passengers will report to the Wattay International Terminal, check in with the airline counter, and be processed like any other commercial passengers.

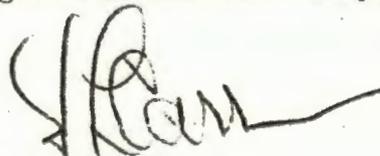
(2) Official passengers originating in Bangkok without a commercial ticket may purchase their own tickets for cash and obtain reimbursement on their travel voucher. For official travel on a Travel Authorization or with a documented fund citation, the Bangkok Operations Office can issue GTR's and procure tickets.

(3) The Bangkok Operations Office cannot undertake to make other than official bookings on commercial flights nor to meet passengers except in cases requiring special handling and with advance arrangements (invalids, VIP's, etc.). Personnel making official round trips are expected to confirm return travel upon arrival at Vientiane or Bangkok. Personnel leaving Bangkok for round-trip to Vientiane may request BOO to confirm return trip booking if the airline cannot do so prior to departure. Personnel leaving Vientiane may request similar service from their respective travel officer.

(4) Unofficial passengers for Bangkok/Vientiane travel must arrange their own ticketing, airline or train reservations, and airport transportation. Employees and dependents are reminded to inquire of their travel offices as to special discount rates which may be in effect.

(5) Bangkok/Vientiane official cargo will be handled as at present, on Form Lao-147, through TRP (for USAID) or the appropriate general services officer, or through BOO if originating in Bangkok. Special purchases, personal items acquired in Bangkok, etc. may be shipped through arrangements with the ACA Commissary (either in Vientiane or through its representative in the BOO). These will ordinarily be shipped by truck and the individual will be billed by the ACA for the cost of transportation. If shipped by air the individual must make his own arrangements and pay the costs directly to the airline.

3. Every effort will be made to effect a smooth transition to these changes, but difficulties are to be expected. Please be patient. Suggestions for improvement will be welcome. It is inevitable that there will have to be changes in procedures after a period of trial. Instances of inequity or hardship on individuals or operations should be brought to the attention of your Executive Officer.



Harry L. Carr  
Acting Chairman