



# CHIEF NATIONAL GUARD BUREAU NOTICE

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NGB-ZA  
DISTRIBUTION A:

CNGBN 0500  
02 August 2012

## CHIEF, NATIONAL GUARD BUREAU CONGRESSIONAL TRAVEL GUIDANCE

Reference(s): See Enclosure A.

1. Purpose. The purpose of this notice is to explain the use of congressional travel within the Continental United States (CONUS) by Members of Congress and their staff to National Guard installations, facilities, training areas, and events that increase their awareness of and support for National Guard programs, policies, and activities. All travel must comply with the policies and procedures outlined in this notice. Adhering to references in Enclosure A will ensure the most expeditious processing of your request(s) for CONUS Congressional travel.

2. Cancellation. This notice cancels National Guard Bureau (NGB) Memorandum (All States Log Number P08-0011), 20 August 2008, SUBJECT: "National Guard Congressional Travel Policy and Guidelines for travel within the CONUS."

3. Applicability. This policy applies to the NGB, the NGB Joint Staff, the Army National Guard (ARNG), the Air National Guard (ANG) directorates, and the States, Territories, and the District of Columbia.

4. Background.

a. CONUS Congressional travel requests for Members of Congress and/or their staff, to include orientation flights and airlift requests, are processed through NGB-LL for submission to the DoD or the Department of the Army or Air Force as appropriate. Former/retired Members and Congressional candidates are not eligible passengers. Travel of Spouses and family of Members of Congress and their staff on military aircraft is subject to applicable DoD policy. However, the general rule is that spouses and family will not accompany their sponsors during official delegation travel.

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b. The categories and conditions of support that are authorized for requests of military air support are defined in reference a. Therefore, all requests will be under one of such categories and conditions.

c. All requests for military air support travel will be subject to and in accordance with reference a and applicable Service policy and regulations. Two key policy restrictions regarding congressional staff are in effect:

(1) Personal staffs are not authorized to fly outside the Continental United States (OCONUS) by military carrier. OCONUS travel includes the U.S. Territories of Puerto Rico, the Virgin Islands, and Guam.

(2) Per DoD guidance, Congressional staffs assigned to a district office are not authorized to travel outside their respective districts on a military carrier under a DoD invitation. However, the Service Secretaries have been given the latitude to authorize such travel under their own authorities.

d. The following are two categories of CONUS Congressional travel requests:

(1) Congressional Directed (Non-sponsored travel) – Travel by Members of Congress and employees authorized as a result of an official request by Congress to the DoD.

(2) Service Secretary Invitational Travel (Sponsored travel) – Travel by Members and employees of Congress pursuant to an official invitation issued by the proper authority in the DoD.

e. There are Department and Service-specific time requirements for processing CONUS congressional travel requests. To ensure timely receipt and submission of the travel request to the Secretary of Defense or respective Service Secretaries:

(1) NGB-LL must have requests requiring Secretary of Defense or Secretary of the Air Force approval no later than 21 workdays prior to the desired travel date. All requests requiring Secretary of the Army approval will be provided to NGB-LL at a minimum of 15 workdays prior to the desired travel date.

(2) Requests that do not meet the above requirements must be accompanied by a detailed justification of why the timelines could not be met and the impact of denial on relevant programs or activities. Submission of the justification does not guarantee Service approval; each submittal will be reviewed for consideration.

(3) Federally funded DoD/Service Secretary invitational travel approval authority lies solely with the DoD or Service Secretary. It should be noted that inviting Members and/or staff to travel before appropriate DoD or Service Secretary approval has been secured is not authorized.

f. NGB-LL is the sole point of contact within the NGB for receiving and processing CONUS congressional travel requests.

g. Requests involving media, civic leaders, mayors, State senators, State representatives, and governors traveling within CONUS should be reviewed and approved in accordance with current policies, with guidance provided by the NGB Office of Public Affairs (NGB-PA).

h. Requests involving State partnership program travel should be routed through the NGB International Affairs Division (NGB-J53).

i. In the event a Member of Congress dies while in office and Congress requests DoD funeral support, please refer to guidance provided in reference b.

5. Action or Procedure.

a. The proponent responsible for National Guard Congressional Travel Requests for Members and their Employees of Congress is NGB-LL.

b. The proponent responsible to coordinate approval of travel order is the Office of Congressional Legislative Liaison (OCLL).

6. Releaseability. This notice is approved for public release; distribution is unlimited. NGB directorates, the Adjutants General and the Commanding General of the District of Columbia, and Joint Force Headquarters-State may obtain copies of this notice through [www.ngbpdc.ngb.army.mil](http://www.ngbpdc.ngb.army.mil).

7. Effective Date. This notice is effective on the date signed and will expire one year from the date of signature unless cancelled earlier.

  
CRAIG R. MCKINLEY  
General, USAF  
Chief, National Guard Bureau

Enclosure(s)  
A -- References

ENCLOSURE A

REFERENCES

- a. DoD Directive 4515.12, 15 Jan 2010, “DoD Support for Travel of Members and Employees of the Congress”
- b. DoD Instruction 4515.19, 27 Dec 2011, “DoD Support for Congressional Funerals”.
- c. DoD Directive 4500.56, 14 Apr 09 Incorporating Change 1, 11 May 2010, “DoD Policy on the Use of Government Aircraft and Air Travel”
- d. Air Force (AF) Instruction 11-401, 10 Dec 2010, “Flying Operations, Aviation Management”
- e. AF Instruction 35-101, 18 Aug 2010, “Public Affairs Responsibilities and Management”
- f. AF Instruction 90-401, 1 Jul 98, “Air Force Relations with Congress”
- g. Army Directive (AD) 2007-01, 25 January 2007, “Policy for Travel by Department of the Army Officials”