



NATIONAL GUARD BUREAU
1636 DEFENSE PENTAGON
WASHINGTON, DC 20301-1636

NGB-LL

22 March 2012

MEMORANDUM FOR THE CONGRESSIONAL AFFAIRS CONTACT OFFICER OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS AND GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: Policies and Procedures for Submission of Congressional Travel Requests for Members and their Employees of the Congress

1. References:

a. Department of Defense Directives (DoDD).

(1) DoDD 4515.12, 15 Jan 10, DoD Support for Travel of Members and Employees of Congress.

(2) DoDD 4515.13-R, 3 Apr 98, Air Transportation Eligibility.

(3) DoDD 4500.56, 11 May 10, DoD Policy on the Use of Government Aircraft and Air Travel.

b. Department of Defense Instruction (DoDI)

(1) DoDI 4515.19, 27 Dec 11, DoD Support for Congressional Funerals

c. Air Force Instructions (AFI).

(1) AFI 11-401, ANG Supplement 1, 10 Dec 10, Flight Operations, Aviation Management.

(2) AFI 35-101, 18 Aug 10, Public Affairs Responsibilities and Management.

(3) AFI 90-401, 1 Jul 98, Air Force Relations with Congress.

d. Army Directive 2007-01, Secretary of the Army Policy for Travel by Department of the Army Officials, 25 January 2007.

e. NGB-PAM 360-5, 6 Jun 08, National Guard Public Affairs Guidelines.

2. The purpose of this policy is to streamline the Congressional travel request process and to ensure National Guard supported Congressional travel complies with applicable DoD and service policies.

3. Submit all Congressional travel requests to email address: congressionaltravel@ng.army.mil. The National Guard Bureau (NGB) Office of Legislative Liaison (NGB-LL) website (<http://www.ngb.army.mil/ll>) maintains current regulatory guidance, requirements, processes, procedures and support documents.

NGB-LL

SUBJECT: Policies and Procedures for submission of Congressional Travel Requests for Members and their Employees of the Congress

4. Eligibility: Requests for Congressional travel and orientation flights will be processed through this office for approval of seated Members of Congress and their employees. Former/retired Members and Congressional candidates are not eligible. Dependents of Members and their employees are ineligible to travel by military carrier unless rare exceptions apply. Members and employees of Congress who hold valid reserve status may utilize military carriers in accordance with existing policies and procedures of respective military departments.

a. Per DoDD 4515.12: Requests that involve multiple services, missions, or assets, or that involve interagency missions or assets require the Assistant Secretary of Defense for Legislative Affairs (ASD/LA) approval for conducting the travel prescribed in the request.

b. Per DoDI 4515.19: Request for funeral support if a Member of Congress dies in office.

c. Per AFI 11-401, ANG Supplement 1: Requests that involve only Air Force services, missions or assets will be approved by the Secretary of the Air Force, through SAF/LL.

d. Per Army Directive 2007-01: Requests that involve only Army services, missions or assets will be approved by the Secretary of the Army, through OCLL.

5. Submission Timelines:

a. Per DoDD 4515.12: Requests requiring approval by the ASD/LA must be received by NGB-LL NLT twenty-one days prior to the desired flight date.

b. Per AFI 11-401 ANG Supplement 1, and Army Directive 2007-01: Requests requiring either Secretary of the Air Force or the Secretary of the Army approval must be received by NGB-LL NLT fourteen workdays prior to the desired flight date.

c. 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 that denying the request would have on DoD and should be signed by the respective state Adjutant General. Submission of the justification does not guarantee approval but is required for consideration.

6. Approval authority lies solely with the ASD/LA or Military Service as appropriate and with NGB. NGB-LL is responsible for processing Congressional Travel requests and to ensure the required information is forwarded to the appropriate authority for approval or disapproval.

7. Questions concerning Congressional travel and orientation flights by Members of Congress or their employees can be directed to Primary NGB-LL point of contact CPT Shannon Cummings, at DSN: 327-2787 or COMM 703-607-2787 or by email at Shannon.L.Cummings@us.army.mil.



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