

National Guard Bureau Guidelines for Congressional Travel/Flight Orientation Requests

Requests submitted through the States or Territories' TAG to NGB-LL requesting for member of Congress or their staff to fly aboard ANG fixed wing or ARNG rotary aircraft must be as thorough and as accurate as possible. The following information must be included in a request packet (recommend submitting request via memo format IAW AR 25-50):

1. Name of sponsoring Member of Congress
2. Name of individual(s) to conduct travel/receive orientation flight and their position title
3. Date(s) of travel
4. Purpose of travel
5. Sponsorship (i.e., Army, Air or Joint)
6. Unit supporting and Type of Aircraft
7. Estimate of flight costs (Reference FY18 FW/RW Costs per Flight Hour)
8. Flight Itinerary (can be included as an attachment or a start to finish list)
9. Statement indicating that the flight will result in no cost to the government (i.e., in conjunction with previously scheduled training)
10. POC, email, and telephone number listed in the request
11. Request signed by TAG (or TAG concurrence memo attached)

NOTES:

A letter to the Secretary of Defense from the Member of Congress is required in order for MILAIR travel to be approved for national disaster trips.

NGB-LL will notify requestor about approval or disapproval of flight request after a final decision is made by OASD (LA). NGB-LL recommendation of CODEL/STAFFDEL/Congressional Member travel or orientation flight via MILAIR assets does not constitute final approval. If the POC listed on the request does not receive notification 72 hours out from the flight, the requestor should contact NGB-LL at (571)256-7345.