



NATIONAL GUARD BUREAU
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

OFFICE SYMBOL

01 November 2018

MEMORANDUM THRU National Guard Bureau Office of Legislative Liaison (NGB-LL),
1636 Defense Pentagon, Washington, DC 20301-1636

FOR Assistant Secretary of Defense Legislative Affairs (OSD-LA), 1636 Defense Pentagon,
Washington, DC 20301-1636

SUBJECT: ORIENTATION FLIGHT REQUEST FROM STATE NATIONAL GUARD

1. Reference DoDD 4515.12. DoD Support for Travel of Members and Employees of Congress.
2. Request approval to authorize travel/in-theater airlift for the following Congressional Member on behalf of the Department of Defense. This request is for sponsored, non-reimbursable travel based on review of the following information:
3. Roster: John Smith, Senator (Party, State)
4. Itinerary: 01JAN180800 – W/U – Airport, City, State
 01JAN180830 – W/D – Airport, City, State
5. Provide a purpose statement here ending with this sentence: The flight is in conjunction with a previously scheduled flight and will be conducted at no additional cost to the U.S. Government. The justification for the flight should be robust, especially if requesting an ETP.
6. Mode of travel and cost: One (1) UH-72A military aircraft with a total estimated cost of \$100.
7. This request is IAW Department of Defense Directive 4515.12 criteria authorizing members of Congress to travel on board DoD assets.
8. For questions regarding this request, please contact Jane Smith at (111)111-1111 or jane.smith.mil@mail.mil.

AUTHORITY LINE:

JOHN W. SMITH
Major General
The Adjutant General