

**National Guard  
Pamphlet 95-5**

**Aviation**

# **Use of Army National Guard Aircraft**

**National Guard Bureau  
Arlington, VA 22204-1382  
4 November 2011**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

NG Pam 95-5  
Use of Army National Guard Aircraft

This comprehensive revision, dated 4 November 2011 -

- o Reflects the growth and changes in the responsibilities for Domestic Operations of the National Guard (NG) and the National Guard Bureau (NGB).
- o Incorporates relevant provisions of the *National Response Framework (NRF)*, the *National Defense Authorization Act of 2008*, *The Stafford Act*, and *The Economy Act*, as amended, as well as changes to the U.S. Code and other national policies and strategies which established broad lines of authority for agencies responding to emergencies and major disasters. Implemented in March 2008, the NRF establishes a new approach to coordinating federal and non-federal resources and entities.
- o Clarifies throughout this document the approval authority for each category of passenger, and the missions performed by ARNG aircraft.
- o Incorporates throughout this document, the provisions of Army Directive 2007-01 (Policy For Travel by Department of the Army Officials).
- o Provides a link to the Army Addresses and Office Symbols Online (AAO) database, a consolidated address listing of Headquarters Department of the Army (HQDA), Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), installations, and major activities including National Guard Bureau (NGB), the Army National Guard Directorate (ARNG), and State Joint Force Headquarters (JFHQ). It includes office symbols and complete mailing addresses. All official correspondence should be addressed using the standardized street address format (paragraph 1-3d).
- o Adds a new chapter regarding authorized travel categories (chapter 3).
- o Adds a new chapter providing information on the use of aircraft and aircrew member duty status categories defining what types of missions may be performed and their associated command and control relationships (chapter 4).
- o Adds guidelines for conducting National Guard (NG) Domestic Operations and Training (paragraph 7-5).
- o Adds guidelines for supporting civil Law Enforcement Operations as allowed by law (paragraph 7-6).
- o Updates and clarifies previous policies for conducting Emergency Response Team training (paragraph 7-9).
- o Incorporates the provisions of ARNG-OSA Policy (C-23 Support for Paratroop Operations), dated 13 Sep 10, which implements new scheduling policies and procedures for C-23 support of paratroop operations (paragraph 7-10).

- o Adds policies for conducting Emergency Transportation for Humanitarian Relief and Disaster Relief Operations including provisions for performing Immediate Response assistance during civil emergencies (paragraph 7-11).
- o Incorporates HQDA policies regarding the use of Aeromedical Evacuation (MEDEVAC) aircraft, clarifies prohibited uses, and identifies procedures for requesting exceptions to policy (paragraph 7-12).
- o Provides clarifying guidance regarding the execution of Casualty Evacuation (CASEVAC) operations during civil emergencies (paragraph 7-13).
- o Provides clarifying guidance for, and identifies the various categories of Orientation Flights authorized by DOD 4515.13R and the approval authority for each category (paragraph 8-2).
- o Adds guidance for providing ARNG aviation support to Non-Government Entertainment Production companies (paragraph 8-3).
- o Provides clarifying guidance regarding transportation of Civic Leaders for public affairs purposes (paragraph 8-5).
- o Provides clarifying guidance regarding transportation of local News Media personnel (paragraph 8-6).
- o Updates HQDA guidance regarding support for Parachute Team Demonstrations in the public domain (paragraph 8-7).
- o Updates HQDA guidance for Aircraft Static Displays (paragraph 8-8).
- o Provides updated guidance for Military Open House, Change of Command, Retirement Ceremony, and Funeral Flyovers. Also incorporates the provisions of All States Memorandum (ASM) P10-0023 (paragraph 8-9).
- o Incorporates the provisions of Army Directive 2010-08 (Use of Army Aircraft for Public Affairs Missions), prohibiting flyovers and other aerial activities in the public domain (paragraph 8-10).
- o Clarifies procedures for supporting Congressional travel and associated reimbursement requirements when necessary (paragraph 9-8).
- o Clarifies procedures for supporting travel of Foreign Military personnel including Invited Foreign Travelers, Alliance, and State Partnership Program (SPP) partners (paragraph 9-9).
- o Clarifies procedures for approving travel of State Officials and Employees, and delegates approval authority to State Adjutants General (paragraph 9-10).
- o Clarifies procedures for supporting travel of Civilian Contractors and provides a sample Contractor Identification Memorandum/Letter of Authorization (paragraph 9-11).
- o Clarifies procedures for transporting Invited Travelers of DoD agencies and the State Adjutant General for purposes of conducting the business of the DoD and the National Guard (paragraph 9-12).
- o Clarifies procedures for supporting travel of Dependents and Family Mem-

bers, including spouses of senior National Guard and State Officials paragraph 9-13).

- o Clarifies procedures for travel to Special Events such as Funerals, Retirements, and Change of Command Ceremonies; and incorporates the provisions of Directive-Type Memorandum 10-008 (Travel and Transportation for Survivors of Deceased Members of the Uniformed Services to Attend Memorial Ceremonies, and incorporates Change 2 (paragraph 9-14).

- o Incorporates the provisions of NGB Policy Memorandum (Implementation Guidance for the DoD Yellow Ribbon Reintegration Program), dated 20 Jul 09, authorizing air transportation of certain family members to Yellow Ribbon Reintegration Program events when traveling with their Soldier sponsor (paragraph 9-15).

- o Incorporates the Boss Lift Program provisions of ESGR Instruction (ESGRI) 1250.22 for transporting participants in the Employer Support of the Guard and Reserve (ESGR) program (paragraph 9-16).

- o Includes guidance on providing assistance for certain Congressionally-sanctioned Youth and Charitable organizations (paragraph 9-17).

- o Provides additional guidance and clarification regarding flight hour cost reimbursement policies and procedures (chapter 10).

- o Provides a current list of publications identifying procedures governing the use of ARNG aircraft (appendix A).

- o Restructured Management Control questions, and enables the use of Aviation Resource Management Survey as an alternate method to conduct Management Control Evaluations (appendix B).

- o Adds a quick reference table for identifying routing and approval authorities for use of Army National Guard aircraft mission requests (table C-1).

- o Includes sample event request memorandum formats (figures D-1 through E-2, and G-1).

- o Includes a sample Air Transportation Agreement (figure F-1).

- o Includes a sample Contractor Identification Memorandum and Letter of Authorization (figure G-1).

*Pamphlet continued on next page.*

Aviation  
Use of Army National Guard Aircraft

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By Order of the Secretary of the Army:

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

Official:

**GARY SZABO**  
Col, USAF  
Chief, Strategy and Policy Division

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**History.** This publication is a major revision of National Guard (NG) Pamphlet (Pam) 95-5, dated 30 June 1997. Because this publication has been revised extensively, the changed portions have not been highlighted. This document also clarifies and further delineates aviation proponentcy relationships (above those found in NG Supplement (Suppl) 1 to Army Regulation (AR) 95-1. It also reflects over 14 years of changes to public law, Department of Defense (DoD), and Department of the Army (DA)-level policies; Findings and Recommendations from Army National Guard (ARNG) accident investigations; those relevant accident lessons learned from other components, services, and agencies; and unincorporated All-States Memorandums (ASMs), Standardization and Training Messages (STMs), and other policy letters and memorandums – since the last revision/publication of NG Pam 95-5.

**Summary.** This Pamphlet provides guidance on the authorized uses and approval authority for the use of ARNG aircraft (manned and unmanned). It identifies authorized missions, passengers and reimbursement for approved flights. The routing of requests for aircraft utilization is clarified in this Pamphlet.

**Applicability.** This Pamphlet applies to all ARNG crewmembers awaiting or on current National Guard Bureau (NGB) aviation service orders or flight status orders. It also applies to military Technician crewmembers serving under Section 709, Title 32 United

States Code (USC) (32 USC 709), ARNG crewmembers performing in the tour program under authority of Section 12301(d), Title 10 USC (10 USC 12301(d)), in support of the ARNG Army Aviation Training Sites (AATs), Operational Support Airlift Agency (OSAA), Operational Support Airlift Command (OSACOM) and other component/service crewmembers assigned or attached to an ARNG Unit or Facility for flying purposes. ARNG crewmembers attached to an Active Component (AC) command, or mobilized under 10 USC, must also comply with that command's directives, supplements, pamphlets, and regulations. Other DoD and DA publications, regulations, directives, etc., may have precedence unless otherwise noted in this Pamphlet or other approved NG/ARNG publications.

**Proponent and exception authority.** The proponent of this Pamphlet is the Chief, ARNG-AV. The proponent has the authority to adjudicate, interpret, and approve exceptions to this Pamphlet that are consistent with controlling law and regulation. Requests for information regarding this Pamphlet and its contents should be directed to Chief, Aviation and Safety Division, Army National Guard Readiness Center, Attn: ARNG-AVS-SS, 111 South George Mason Drive, Arlington, VA 22204-1382 at ARNG-AVS-SS@ng.army.mil.

**Supplementation.** Further supplementation of this publication, and establishment of command and local forms, is prohibited without prior approval from the Chief, National Guard Bureau, Attn: ARNG-AVS-

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\*This publication supersedes NG Pam 95-5, dated 30 June 1997.

SS, 111 South George Mason Drive, Arlington, VA 22204-1382. Supplementation requests involving Fixed-Wing (FW) issues shall be forwarded *through* Commander, ARNG-OSA, Attn: OSAA-ST, 6970 Britten Drive, Suite 201, Ft. Belvoir, VA 22060-5133; *to* ARNG-AVS-SS.

**Suggested Improvements.** Users are invited to send comments or suggested changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Chief, National Guard Bureau, Attn: ARNG-AVS-SS (NG Pam 95-5), 111 South George Mason Drive, Arlington, VA 22204-1382, and email them to ARNG-AVS-SS@ng.army.mil. Suggested improvements involving FW issues shall be forwarded *through* Commander, OSAA, Attn: ARNG-OSA-Z,

6970 Britten Drive, Building 3136, Ft. Belvoir, VA 22060-5133; *to* ARNG-AVS-SS.

**Army Performance Improvement Criteria (APIC).** Units/Facilities participating in APIC, or like voluntary programs as discussed in ARs 5-1 and 5-4, may utilize appendix B.

**Impact on Unit Manning System.** This Pamphlet does not contain policies that affect the Unit Manning System.

**Distribution.** A, B, C, D, and E. Distribution is intended for all NGB/ARNG Directorate/command levels.

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## Chapter 1 General

### 1-1. Purpose

This Pamphlet summarizes the authorized uses of ARNG aircraft, identifies authorized missions, passengers and flight/flying hour reimbursement requirements and procedures. This Pamphlet explains variations between operational missions, travel, and Public Affairs (PA) support by discussing law, regulation and current Army and NGB/ARNG guidance.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

a. Abbreviations and special terms used in this Pamphlet are set forth in the glossary.

b. For the purposes of this Pamphlet, the term *State* includes the several States, the U.S. Virgin Islands, Guam, Puerto Rico, and the District of Columbia; the term *Governor* includes the governors of the several States, the U.S. Virgin Islands, Guam, the Commonwealth of Puerto Rico; and, in the case of the District of Columbia National Guard, the President or his/her designee. The acronym *TAG* is synonymous with *AG*, indicating the Adjutant General of a respective State, as cited throughout this Pamphlet.

c. The terms Invitational Travel Order (ITO) and Invitational Travel Authorization (ITA) are used synonymously in accordance with (IAW) Joint Federal Travel Regulation, Volume 1 (JFTR), and Joint Travel Regulation, Volume 2 (JTR).

d. Many terms cited in this Pamphlet include office symbols for the countless organizations throughout the ARNG, Army, DoD and related organizations that affect – and are affected by – the use of ARNG aircraft. The Army Addresses and Office Symbols Online (AAO) database provides a link to a consolidated address listing of Headquarters (HQ), Department of the Army (HQDA), Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct-Reporting Units (DRUs), installations, and major activities including NGB, the ARNG Directorate, and State Joint Force Headquarters (JFHQ): <https://www.rmda.army.mil/AAO/Welcome.aspx>. It includes office symbols and complete mailing addresses. All official correspondence should be addressed using the standardized street address format.

(1) Names, titles, abbreviations, office symbols, building name/number and complete mailing addresses for unified commands, ACOMs, ASCCs, DRUs, installations, activities, and elements are located at the AAO database. This Website includes the office symbol, e-mail address (when available), and mailing address in the listings. Click the **ENTER ARMY ADDRESSES** button to enter the site. To use the address listing, select a command or agency from the drop-down list in section A. If unsure, select **ALL** to search the entire listing. Enter desired search criteria in section B and click the **SEARCH** button. Click the **RESTART SEARCH** button if starting over with a new command or agency. Click on **VIEW ALL** to view all addresses for a selected command or agency.

(2) Army and ARNG installations and activities within the Continental United States (CONUS) and Outside (of the) Continental United States (OCONUS) are listed alphabetically; ACOM/ASCC jurisdiction is included. The OCONUS listing provides the actual location of the installation, mailing address, and responsible ACOM/ASCC. It is not intended to be a complete list of all real property holdings of activities that DA controls.

(3) All official correspondence should be addressed using the standardized street address format.

### 1-4. Waivers and delegation of authority

a. Authority to grant waivers is stated in specific paragraphs of this Pamphlet, and the underpinning Regulation. Authority stated or granted in this Pamphlet stems from applicable DoD directives, Army Regulations (ARs), NGB/ARNG regulations, and the CNGB. Where applicable, waiver authority has been delegated to the lowest level possible consistent with controlling laws and regulations, and may not be further delegated. Waivers for Counterdrug (CD) policies must be submitted to NGB J32. ARNG commanders may not further delegate waiver authority unless authorized in the specific paragraph.

b. When waiver authority is not specified in specific paragraphs, waiver authority is reserved to the Chief, ARNG-AV, 111 South George Mason Drive, Arlington, VA 22204-1382.

c. In order to limit the number of administrative levels and processes required to approve use of aircraft waivers or Exceptions to Policy (ETPs), requests for waiver or ETP should, when necessary, be submitted using a *THRU* memorandum IAW AR 25-50, para. 2-4a(4)(d), to keep the *THRU* addressees informed or give them the opportunity

to comment or approve. In some cases, a request for ETP may require a dual- or multiple-addressed memorandum. Line-thru authority is the preferred method for acknowledging or approving ETPs by the *THRU* addressees.

## **Chapter 2 Transportation and Use Policy**

### **2-1. DoD transportation policy**

a. Government aircraft transportation is a premium mode of travel involving high costs and limited resources. All DoD employees at any level, including commanders and airlift authorizing officials, shall restrict travel based on considerations such as purpose of the trip, method of transportation required, and priority of travel.

b. Every effort shall be made to minimize travel cost. In that regard, the type of aircraft used shall be based on the minimum cost and size necessary to satisfy the requirement.

c. Except as provided for in DoD 4515.13-R, and DoD Directive (DODD) 4500.56, commanders shall not schedule training missions simply to accommodate the travel of senior DoD officials. It is essential that managers and commanders at all levels prevent misuse of transportation resources, as well as the perception of their misuse.

d. Transportation on Government aircraft shall be in strict accordance with Office of Management and Budget (OMB) Circular A-126; HQDA and NGB policies; and other applicable directives.

### **2-2. Use of ARNG aircraft policy**

a. ARNG aircraft will be used for authorized purposes only. Army-owned, -operated, or -controlled aircraft will only be used to transport DoD personnel, Government property, and other official Government passengers, or other passengers and cargo as authorized by statute and DoD or Army and ARNG directives, regulations, or policies.

b. Specifically, use of ARNG aircraft must comply with AR 95-1, NG Suppl 1 to AR 95-1, DoD 4515.13-R, DODD 4500.56, and other DoD issuances as applicable, and must not otherwise be prohibited by law. Commanders, aviation planners, and mission validators must be familiar with these publications to ensure ARNG aircraft are used for intended purposes and their passengers are eligible for transport on military aircraft.

c. Travel status, Distinguished Visitor (DV)/Very Important Person (VIP) code or status, grade, or rank alone is not sufficient to justify the use of Government aircraft or to dictate a particular aircraft type. However, approved senior official travel may require aircraft capable of satisfying performance, configuration and communications requirements to meet the specific mission needs for the indicated travel. Except for *Required Use Travel* officials and requirements identified in this pamphlet, DODD 4500.56, and AR 95-1, the State Adjutant General (AG) or State Army Aviation Officer (SAAO), as appropriate, will make this determination for all other *official, unofficial, and other official* travel requests.

d. Organic aircraft, the primary mission of which is other than carrying passengers, though having the capacity to carry passengers, will not be used for passenger travel. Aircraft not designed or normally configured for passenger (non-aircrew personnel) carrying capability, such as, but not limited to, attack helicopters, are not to be used for passenger travel. Besides scheduled Government and commercial airlift services, the ARNG controls a large number of utility, cargo, and transport aircraft for support of military operations. Travel is not permitted on these cargo or utility aircraft unless all the following conditions are met:

- (1) The aircraft is already scheduled for an official purpose;
- (2) the non-interference travel use does not require a larger aircraft than needed for the official purpose;
- (3) already scheduled official travelers or cargo are not displaced; and
- (4) the travel results in negligible additional cost to the Government. Such travel is funded by the organization owning the aircraft out of existing flying hour operating accounts.

e. Rotary-Wing (RW) aircraft will be used only when the use of ground transportation would have a significant adverse impact on the ability of a senior official to accomplish the purpose of the official travel. This policy applies to all officers and employees of the DoD.

### **2-3. Prohibited missions**

a. ARNG aircraft will not be used to conduct flights for personal use. They will not be used for transportation of personnel or equipment to any place or event in an unofficial capacity except as provided in paragraph 3-2 below.

b. Army aircraft will not be used for domicile (place of residence) to duty, or duty to domicile, transportation unless authorized under Section 1344, Title 31 USC (31 USC 1344), or Section 18505.1, Title 10 USC (10 USC 18505.1), or as approved by the Secretary of the Army (SECARMY).

(1) For purposes of this Pamphlet, *domicile* is defined as the place from which the Servicemember commutes daily to an assigned duty station.

(2) For example:

(a) An AG lives in Redding, CA, and commutes daily to his office in Sacramento. A flight scheduled to pick him up at his home in Redding would be prohibited, but he may be picked up at the Redding Municipal Airport for a scheduled trip to Fresno, CA.

(b) A Chief of Staff is serving her two-week Annual Training period at Camp San Luis Obispo, CA, and is billeted in the DV quarters, which adjoin the post helipad. She has been summoned to the same meeting at Fresno. The flight from the Camp San Luis Obispo helipad to Fresno would be legal, since her quarters are co-located with her duty location, and neither is her residence.

(3) The exceptions stipulated in subparagraph *b* above pertain to specific operational or security allowances for high-ranking officials, and are not intended to be executed as a matter of routine.

(4) Regardless of VIP status, each traveler is still subject to the criteria of paragraph 9-10 with regard to economics and suitability of transportation.

*c.* Requests for exceptions to travel policies will be forwarded *through* the Chief, Aviation and Safety Division, Army National Guard Readiness Center, Attn: ARNG-AVS-SS, 111 South George Mason Drive, Arlington, VA 22204-1382 at ARNG-AVS-SS@ng.army.mil; *through* Headquarters, Department of the Army (HQDA), G-3/5/7 (DAMO-AV), 400 Army Pentagon, Washington, DC 20310-0400; *through* the HQDA Executive Travel Office (JDSO-ZT), 2531 Crystal Drive, Arlington, Virginia 22202-3905; *to* the Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington, DC 20310-0105.

## Chapter 3 Authorized Travel Categories

### 3-1. Official travel

*a.* Governed by JFTR/JTR, and Army Directive (AD) 2007-01, official travel is authorized travel and assignment solely in connection with business of the DoD and Government. Official travel may be performed within or in the vicinity of a Permanent Duty Station (PDS); to or from the actual residence (special provisions apply); to, from, or between PDSs; and to, from, at, and between Temporary Duty (TDY) assignment locations.

*b.* Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Non-official travel status affects allowances, reimbursements, and pay status.

*c.* ARNG aircraft may be used for *official travel* purposes, and when authorized by the appropriate approval authority, may be used for *unofficial travel* and *other official travel*.

*d.* Official air travel is normally accomplished using commercial air transportation. Generally, when commercial air transportation is available to effectively fulfill the mission requirement and meet the traveler's departure and/or arrival requirements within a 24-hour period, Military Air (MILAIR) must not be used. Nonetheless, MILAIR may be authorized when any one of the following conditions are met:

(1) The actual cost of using MILAIR is less than the cost of using commercial air service.

(2) Commercial air service is unacceptable because: a) Highly unusual circumstances present a clear and present danger to the official traveler; b) an emergency exists; or c) other compelling operational considerations make commercial transportation unacceptable.

(3) The aircraft was previously scheduled to perform a bona fide training mission, the minimum mission requirements are not exceeded, and there is no additional cost to the Government. MILAIR must not be scheduled for training missions for the primary purpose of accommodating the travel of military or civilian DA personnel.

*e.* When scheduling MILAIR, every effort will be made to avoid:

(1) Trips between major U.S. cities. It may be difficult to justify the use of MILAIR for travel along high-density travel routes (e.g., Washington, D.C. to New York City, Atlanta, or Los Angeles) because:

(a) Commercial travel is generally less expensive to major hub cities;

(b) high-density traffic may make it difficult to obtain desired arrival/departure times; and

(c) travelers must be cognizant of the public's perception of the use of MILAIR resources.

(2) Trips where the aircraft appears to be filled with personal staff members to make the trip cost effective.

(3) Trips requested because of the need to accommodate competing requirements, especially when either of the requirements are events of a social nature. Maximum advance planning should be employed to avoid scheduling conflicts dictating the use of MILAIR.

*f.* The particular aircraft used must be the least expensive to operate, yet capable of satisfying the transportation requirements. Larger aircraft can be used only for reasons of safety, security, or economic benefit. At no time can a

larger aircraft be scheduled to accommodate individuals traveling in a “non-interference” or unofficial status, or based on rank, grade or protocol code.

g. The scheduling of two military aircraft where the second aircraft is for the primary purpose of acting as a “backup” in the event of the loss of the primary aircraft is prohibited.

h. Commercial air transportation will not be requested or scheduled for DoD group travel (defined for this purpose as 10 or more seats) unless all actions to obtain military air transportation have been exhausted.

i. CONUS-based MILAIR may only be used for OCONUS travel if one of the criteria in paragraph 3-1d is satisfied, or if the senior traveler is a required user of MILAIR (reference AD 2007-01, para. 5d).

### 3-2. Unofficial travel

a. Also known as “Non-interference (Reimbursable) Travel,” *unofficial travel* is governed by DoD 4515.13-R, para. C10.12, and DODD 4500.56, para E.3.4, and includes travel by a spouse, dependent, non-DoD civilian, or other non-Federal civilian traveler not on official business in the company of a senior DoD official (normally Code 1, 2 and 3 civilians, and Code 2 and 3 General Officers [GOs]) who is traveling on Government aircraft on official business. This is *not* Space-Available (Space-A) travel; this category requires an Invited Travel Authorization (ITA).

b. Unofficial travel differs from Space-A in that it is limited to travel in the company of a senior DoD official, and is reimbursable by the traveler at the full coach fare.

c. Unofficial travel is not authorized on ARNG aircraft unless the aircraft already is scheduled for an official purpose; the non-interference use does not require a larger or additional aircraft than needed for the official purpose; official travelers are not displaced; it results in negligible additional cost to the Government; and the Government is reimbursed at the full-coach fare (reference DODD 4500.56, para. E.3.4).

d. The following criteria must be met to authorize non-interference, reimbursable travel aboard military aircraft:

- (1) The aircraft is already scheduled for an official purpose;
- (2) non-interference use does not require a larger aircraft than is needed for the official purpose;
- (3) official travelers are not displaced;
- (4) no additional cost to the Government; and
- (5) the Government is reimbursed at the full commercial coach class fare rate.

e. Travelers accompanying a DoD official on Government aircraft, including family members or other invited guests, shall reimburse the Government for any unofficial travel at the full coach fare. For payment of non-interference, reimbursable travel, the DoD official shall attach to their travel voucher a personal check made payable to the “Treasurer of the United States”; a commercial travel office printout that reflects the full-coach fare, or copy of an advertisement or public domain website clearly showing the fare offered to the public for the day of travel that reflects the full commercial fare; and a completed DoD (DD) Form 1131 (Cash Collection Voucher).

### 3-3. Other Official travel

a. Governed by DODD 4500.56, para. 3, AD 2007-01, para. 1c, and AR 95-1, para. 3-5, other official travel (also known as *Administrative Travel*), is normally accomplished using commercial transportation and is for the conduct of official DoD business. Other official travel may include travel to address matters such as giving speeches, attending conferences or meetings, making site visits to facilities, and Permanent Change of Station (PCS).

b. Justification for the use of FW MILAIR for administrative travel usually requires showing that MILAIR is essential versus commercial air. Justification for the use of RW aircraft for administrative travel usually involves showing that MILAIR is essential versus ground transportation, unless commercial air transportation is also available between the general departure and destination locations (reference AR 95-1, para. 3-5).

c. ARNG aircraft shall not be approved for other official travel if commercial airline or aircraft (including charter) service is reasonably available (i.e., commercial airline or OSA service is available to effectively fulfill the mission requirement and is able to meet the traveler’s departure and arrival requirements within a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of Government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable) (reference DODD 4500.56, para. E.3.3).

d. Requesters must determine and document whether commercial service is reasonably available. To determine that commercial service is not reasonably available, the traveler must clearly demonstrate that a valid official reason for the use of Government aircraft exists, other than for personal convenience. Requesters must cite scheduling requirements and why they cannot be changed, whether secure communications are required, or other such appropriate factors. All requests for the use of Government aircraft for other official travel must be signed by the senior traveler. This signature authority may not be delegated (reference DODD 4500.56, para. E.3.3).

e. For cost comparisons, scheduling agencies must use detailed cost data and compare it to the costs submitted by the requestor. Commands possessing OSA aircraft must provide flying hour cost data that complies with the

requirements of OMB Circular A-126, to OSA scheduling activities. In determining the commercial costs, the cost of rental cars, the cost of lodging and meals if the party must remain overnight, and other appropriate factors may be considered. By combining separate Government aircraft requests to fully utilize aircraft, Government aircraft costs for separate travel requests can be lowered and may compare more favorably with costs associated with commercial air travel. That cost comparison will be evaluated by the centralized airlift scheduling office when cost is part of the decision process to provide Government aircraft. Authorizing officials may provisionally approve a request on the basis that, if consolidated with another request(s), it is determined to be cost-effective. When an aircraft has been scheduled to satisfy a mission requirement, secondary use of that aircraft for other official travel does not require a cost comparison (reference DODD 4500.56, para. E.3.3).

## **Chapter 4**

### **Duty Status Categories and Authority**

#### **4-1. Title 10 Federal authority**

The status of a member of any unit of the NG of a State when ordered to active duty or called to Federal service by the President or his/her designee to perform functions authorized by Federal law, and subject to Federal chain of command.

a. ARNG members must be on orders under the authority contained in 10 USC *when on land* outside the U.S., its territories, or possessions (reference DODD 4500.56). The phrase *on land* means that ARNG personnel can fly to or from Alaska, Hawaii, Guam, Puerto Rico, or the U.S. Virgin Islands in a 32 USC status, so long as they do not land in non-U.S. territory; however, consideration should be given to placing all aircrew members on 10 USC status in these circumstances to preclude legal implications in the event of any landing OCONUS. Personnel traveling to Naval Station (NS) Guantanamo Bay – not a U.S. territory or possession – must be on orders under the authority of 10 USC. As such, and to implement DODD 4500.56 in the ARNG (also see table 4-1 below):

(1) All ARNG personnel traveling outside the United States, its territories, or possessions must be on orders under authority of 10 USC.

(2) Dual-status Technicians shall only travel outside the U.S., its territories, or possessions in a 10 USC Federal status. Section 6323(d), Title 5 USC (5 USC 6323(d)), authorizes dual-status Technicians who travel outside the U.S., its territories, or possessions up to 44 days of special leave.

b. It is critical that States ensure ARNG personnel are in a 10 USC status with command-directed authority, and thus covered by the governing Status of Forces Agreements (SOFA), which provides protection for visiting U.S. forces while traveling OCONUS.

c. When ordered by Presidential call-up to support national emergencies or declared Federal disasters, aircrews will normally be in 10 USC 12304 Federal status operating under Presidential command and control; however, 32 USC 502(f) may also apply in which case ARNG personnel will be under Gubernatorial command control. See paragraph 4-2 below. Approval for support is provided by the President of the United States (POTUS), Secretary of Defense (SECDEF), or SECARMY, and coordinated through the Chief, National Guard Bureau (CNGB) to the affected State for execution.

d. ARNG aircraft will normally be used in 10 USC status for the following types of missions:

- (1) Homeland Defense operations within CONUS (see paragraph 7-5a);
- (2) OCONUS operations (i.e., Disaster Relief, Ferry Flights); or
- (3) Overseas Contingency Operations (OCO).

#### **4-2. Title 32 State authority**

The status of members of any unit of the NG of a State performing training or other duty pursuant to authorities in 32 USC. The performance of such duty is paid for with Federal funds, but the members of the NG remain under the command and control of State authorities. For this reason, it should be referred to as a Federally-funded State status. When not on active Federal service, Section 502, Title 32 USC (32 USC 502) provides the authority for the use of NG Soldiers for training and other duty as prescribed by SECARMY. While in this State status, ARNG personnel are governed by the authorities found in 32 USC and by the laws of their respective State. The distinction between Federal and State status is significant. Two key principles are crucial in clarifying the status of NG personnel: 1) Unless ordered into 10 USC (Federal service), NG Soldiers will serve in Title 32 (State service) or State Active Duty (SAD) status, under the State chain of command, with the Governor as commander in chief; 2) the determination of whether these Soldiers are in Federal or State status does not rest on the entity that funds the activity, but rather on the entity exercising command and control.

a. *NG Baseline Operating Posture.* IAW 32 USC 502, the NG of the several States operate on a day-to-day basis in Full-Time National Guard Duty (FTNGD) or Inactive Duty Training (IDT) status conducting required planning, training, and exercises, as well as ongoing mandated domestic operations in this posture. While operating in its Baseline Operating Posture, the NG works as a State asset for the Governor. Additionally, they may initially deploy from this posture to conduct *immediate response* missions when requested by civil authorities when there is an emergency involving immediate threat to life, limb, or sight, and when suitable commercial services (air taxi, charter air ambulance, and aeromedical evacuation configured commercial air) are not available, feasible, or are inadequate. In 32 USC 502 status, ARNG aircraft may be used for the following types of missions when approved in advance by proper authority:

- (1) Military training;
- (2) operational support of military operations and training;
- (3) support of other DoD agencies (reimbursement requirements normally apply);
- (4) training and support to Federal agencies other than DoD (reimbursement requirements normally apply);
- (5) support to non-federal Governmental organizations i.e., City, County, State (reimbursement requirements normally apply);
- (6) support to non-Governmental organizations (reimbursement requirements normally apply);
- (7) training and preparations for Domestic Operations IAW National Guard Regulation (NGR) 500-1/ANGI 10-8101;
- (8) support of drug/law enforcement CD operations IAW NGR 500-2/ANGI 10-801; or
- (9) Search and Rescue (SAR) missions that meet the criteria of *immediate response* when requested by local officials IAW paragraph 3-1, or those coordinated through U.S. Air Force Rescue Coordination Center (USAFRCC) at Tyndall Air Force Base, FL, or through a Regional Rescue Coordination Center (RRCC). Authority to conduct requested *immediate response* missions in Title 32 USC (32 USC 502) status may require reimbursement IAW governing DoD policy, following the supported event. Reference chapter 10.

b. *Other Duty.* IAW Section 502(f), Title 32 USC (32 USC 502(f)), NG personal may be involuntarily ordered to FTNGD by the SECDEF – following a request by the Governor – to perform *other duty* in response to domestic emergencies or other needs required to perform a homeland defense activity. The term *homeland defense activity* means an activity undertaken for the military protection of the territory or domestic population of the U.S., or of infrastructure or other assets of the U.S. determined by the SECDEF as being critical to national security, from a threat or aggression against the U.S. In 32 USC 502(f) status, ARNG aircraft may be used to execute the missions specified in paragraph 2-2a above when approved by proper authority.

c. *Homeland Defense Duty (HDD).* In addition to *Other Duty* authorized IAW 32 USC 502(f), NG personnel may be involuntarily ordered to HDD IAW Section 902, Title 32 USC (32 USC 902). All duty performed under this authority shall be considered to be FTNGD under 32 USC 502(f). To ensure the use of ARNG aircraft, units and personnel for homeland defense activities does not degrade the training and readiness of such units and personnel, the following requirements shall apply in determining the homeland defense activities that aircraft, units and personnel of the ARNG of a State may perform:

- (1) The performance of the activities shall not adversely affect the quality of that training or otherwise interfere with the ability of a member or unit of the NG to perform the military functions of the member or unit.
- (2) The performance of the activities shall not degrade the military skills of the members of the ARNG performing those activities.

d. Although the duties described herein are wholly Federally-funded, for all such duty, the NG remains under the command and control of the respective Governor.

e. Civil authorities may be supported when authorized by appropriate authority using the following criteria:

- (1) In a situation where *immediate response* is required in order to save lives, limbs, or eyesight, prevent human suffering, or mitigate great property damage under imminently serious conditions and commercial aircraft or airline services are not available, feasible or adequate;
- (2) when the movement is in direct support of the military mission; or
- (3) when specifically authorized by statute.

f. Except in circumstances of *immediate response*, support should not be promised, nor resources committed, until the appropriate approval has been granted by DoD through CNGB, or delegated authorities.

g. In the event of an emergency that requires an *immediate response*, the following personnel may be used in their current 32 USC pay/duty status until sufficient personnel can be activated under SAD or Title 32 status (reference DODD 3025.18, para. 4h). These duty statuses include:

- (1) Active Guard and Reserve (AGR);
- (2) Technician;
- (3) Annual Training (AT);

- (4) IDT (also known as *Drill or Unit Training Assembly [UTA]*);
- (5) Active Duty Operational Support (ADOS);
- (6) Additional Flight Training Period (AFTP); and
- (7) Full-Time National Guard Duty (FTNGD).

*h.* Contingency situations of an emergency nature where the personnel identified above and federal assets are employed, shall be reported to CNGB as soon as practicable to permit reassessment of whether there remains a necessity to employ them under that authority. If immediate response activities of these personnel have not yet ended, this reassessment shall occur not later than 72 hours after these personnel were (such) employed. CNGB will coordinate authority for the extension, and notify the State. In immediate response situations, maximum efforts must be made to replace these personnel with traditional NG members in an appropriate duty status.

#### 4-3. State Active Duty (SAD) State Authority

The status of a member of any unit of the NG of a State when not in Title 32 status, and when ordered by the Governor or their designee under the laws of the State concerned to perform functions authorized by State law. Under State law, the NG provides for the protection of life and property as well as preserving peace, order, and public safety. Passenger authorizations not delegated to the SAAO during SAD status, will be at the discretion of the State AG, and except for Governor-declared emergencies, should comply with DoD and Army regulations governing passengers in military aircraft. See also paragraph 7-5c(5).

*a.* ARNG aircraft may be used to support state missions indicated below (this list is not intended to be exhaustive, nor does it constitute approval). Crew status will conform to provisions of AR 135-18, NGR (AR) 600-5, and Technician Personnel Regulation (TPR) 990-2. Normally, the crew will be in SAD status. Examples of SAD missions include:

- (1) Governor-declared emergencies (generally follows immediate response operations);
- (2) civil defense operations;
- (3) Defense Support of Civil Authorities (DSCA), or in the case of civil disturbance, Military Support to Civil Authorities (MSCA) in response to State and/or local emergencies;
- (4) SAR missions ordered by the Governor;
- (5) training of State emergency response personnel; and
- (6) other State military missions.

*b.* Support of State agencies on a normal day-to-day basis, not connected with a State-declared emergency or disaster, is not authorized.

*c.* Nothing in this Pamphlet shall be construed as a limitation on the authority of the Governor of a State to employ any unit or aircraft of the ARNG of that State, when such unit or aircraft is not on active duty or in Federal service, to perform functions authorized by the laws of the State concerned and those of the U.S.

*Note.* Table 4-1 below denotes the legal authorities under which ARNG members may perform military duty, and the types of duty that can be performed (also reference DODI 1215.06, table E4.T1).

**Table 4-1  
ARNG Utilization Authorities**

Utilization Categories	Legal Authority	Purpose of Duty	Type of Duty	
<b>Training</b>	10 USC 12301(b)	Active Duty	Active Duty	Involuntary
	10 USC 12301(d)	Additional/Other Training Duty	Active Duty	Voluntary
	32 USC 502(a)	Annual Training/Drill (Includes AFTPs)	FTNGD/IDT	Involuntary
	32 USC 502(f)(1)(a)	Active Duty for Training (ADT)	FTNGD	Involuntary
	32 USC 502(f)(2)(b)	Additional/Other Training Duty (Instructing AC Forces)	FTNGD	Voluntary
<b>Support</b>	10 USC 12301(d)	AGR Duty/Operational Support/Additional Duty	Active Duty	Voluntary
	32 USC 328(a)	AGR Duty Under Governor's Authority	FTNGD	Voluntary
	32 USC 502(f)(1)(a)	Other Duty	FTNGD	Involuntary
	32 USC 502(f)(2)(a)	Operational Support Duty	FTNGD	Voluntary
	32 USC 902	Homeland Defense Duty	FTNGD	Involuntary
	32 USC 112	CD Support of LEAs	FTNGCD	Voluntary
<b>Mobilization</b>	10 USC 12301(a)	Full Mobilization	Active Duty	Involuntary
	10 USC 12302	Partial Mobilization for War	Active Duty	Involuntary
	10 USC 12304	Partial Mobilization for National Emergencies	Active Duty	Involuntary
<b>Other</b>	10 USC 12319	Muster Duty	Inactive Duty	Involuntary
	10 USC 12301(h)	Medical Care	Active Duty	Voluntary
	10 USC 12322	Medical Evaluation and Treatment	Active Duty	Voluntary

Table 4-1 and subsequent text continued on next page.

**Table 4-1  
ARNG Utilization Authorities – Continued**

Utilization Categories	Legal Authority	Purpose of Duty	Type of Duty	
Other (Continued)	10 USC 802(d)	Disciplinary	Active Duty	Involuntary
	10 USC 10148	Unsatisfactory Participation ( $\leq$ 45 days)	Active Duty	Involuntary
	10 USC 12301(g)	Captive Status	Active Duty	Involuntary
	10 USC 12303	Unsatisfactory Participation ( $\leq$ 24 months)	Active Duty	Involuntary
	10 USC 12402	Duty at NGB	Active Duty	Voluntary
	10 USC 331	Insurrection	Federal Service	Involuntary
	10 USC 332	Insurrection	Federal Service	Involuntary
	10 USC 12406	Insurrection	Federal Service	Involuntary
	10 USC 12503	Funeral Honors	Inactive Duty	Involuntary
	32 USC 115	Funeral Honors	Inactive Duty	Involuntary

## Chapter 5 Air Transportation Categories

### 5-1. Space-Required (Space-R) travel

This paragraph provides a general overview of the Space-R air transportation program operated by the DoD, and prescribes general procedures for use by personnel required to use ARNG aircraft.

a. Participation in the Space-R program is authorized as a matter of DoD policy.

b. The policies governing use of the Space-R program are contained in DoD 4515.13-R, chapter 2, and AR 95-1, chapter 3.

c. The Space-R program provides travel for those passengers who are either on official Government business or who are entitled by law or regulation to travel at Government expense on DoD-owned or DoD-controlled aircraft. Space-R travel is *mission essential traffic* as identified by the DoD.

d. Space-R travel not only includes transportation on aircraft that is operated by an activity financed through the Transportation Working Capital Fund (TWCF); it also includes transportation on ARNG aircraft when reimbursement is appropriate IAW DoD 4515.13-R, chapter 9, travel orders, ITOs, and other forms of travel authorization or approval.

e. DoD 4515.13-R, chapter 2, contains the complete criteria for eligible passengers authorized Space-R transportation. These criteria include:

(1) Members of the Military Departments on active duty, and the members of an Armed Forces Reserve Component (RC) traveling on official business for the DoD, or under official PCS, TDY, ADOS, or emergency leave orders. All Uniformed Services passengers shall have in their possession a travel order, travel authorization, or identification card (in instances where members are traveling in a pass status) published or issued by an approving authority. Service personnel are authorized to fly as passengers in ARNG aircraft while on duty, and when authorized by their commander. Verbal authority is permitted.

(2) Civilian members of Military Departments (DoD Civilians) on official business with PCS, TDY, or Temporary Active Duty (TAD) orders.

(3) Employees of other U.S. Government agencies, and technical advisors to DoD component authorities when traveling on official business for the DoD. Submit requests to ARNG-AVS-SS for approval.

(4) Media representatives on press tours sponsored by the DoD. Refer to paragraphs 8-2e and 8-6 below for complete policy.

(5) Contractors who are civilian employees of commercial concerns under contract to the DoD, when engaged in official activities for the DoD, and requiring air travel; or when air travel is essential to accomplish a DoD mission when the contract provides, or the State AG authorizes. Refer to paragraph 9-11 below for complete policy.

f. *Foreign nationals participating in DoD-sanctioned programs* (e.g., Military-to-Military, State Partnership Program) *within CONUS*. Reference paragraph 9-9 for complete policy.

g. *Senior or cadet members of the Civil Air Patrol (CAP), when supporting a CAP operational mission authorized by – or at the request of – the U.S. Air Force (USAF)* (normally in conjunction with [a] SAR mission[s]). Reference paragraph 7-11c below for complete policy.

*h. Reserve Officer Training Corps (ROTC) or Junior ROTC (JROTC) students in conjunction with approved training.* Reference paragraph 5-2k(7) below for complete policy.

*i. State NG employees and officials when travel is for official duty connected with NG activities.* Reference paragraph 9-10 below for complete policy.

*j. Invited Travelers.* Reference paragraph 9-12 below for complete policy.

*k. Dependents and Family Members.* Reference paragraph 9-13 below for complete policy.

*l. All passengers who are not DoD service personnel or DoD civilians must have written flight authorization – an ITO/ITA or other documentation issued by appropriate authority – be manifested on the aircraft, and execute a DD Form 1381 (reference DoD 4515.13-R, chapter 6). The completed DD Form 1381 (see appendix F) shall be attached to the passenger manifest, filed at the point of origin, and retained IAW AR 25-400-2.*

## **5-2. Space-Available (Space-A) travel**

*a. A privilege offered to U.S. Servicemembers, Space-A travel is a means by which uniformed Servicemembers, reservists and retirees, DoD civilian personnel (under certain circumstances), and each of these groups' dependents, are permitted to travel on Government aircraft under the jurisdiction of the DoD when excess capability allows.*

*b. Retired members are given the privilege in recognition of their service and because they are eligible for recall to active duty. The criteria for extending the privilege to other categories of passengers is their support to the mission being performed by members of the Uniformed Services, and to the enhancement of active duty Servicemembers' quality of life.*

*c. Space-A travel is a privilege that derives, in part, from Section 2649, Title 10 USC (10 USC 2649), which states, "...officers and members of the Military Departments, and their families, when space is available, may be transported on vessels operated by any military transport agency of the Department of Defense..." Space-A travel is defined as "travel aboard DoD owned or controlled aircraft and occurs when aircraft are not fully booked with passengers traveling under orders."*

*d. Space-A travel may not be used for personal financial gain or in connection with business enterprises or employment. ARNG aircraft will not deviate from mission flight plans to accommodate space available passengers.*

*e. Passengers wanting to travel using DoD military Space-A travel are required to sign up with a military installation and are then placed on a locally-managed Space-A register. The registration process varies depending on the installation, but most installations allow sign-ups via electronic mail, fax, or postal mail. Some installations have created their own web-based sign-up forms. There is also a private (at time of writing: free) website which enables signing-up at multiple installations.*

*f. Each installation's passenger service center or Flight Operations section maintains the Space-A register (reference Field Manual [FM] 3-04.300, chapter 5, section I). Each person signing-up is placed on this register using two factors: category of travel, and sign-up date.*

*g. Based on status (active military, retired military, emergency traveler, etc.), Space-A travel applicants are assigned a category of travel from 1 to 6, which categorizes their priority of movement, 1 being the highest priority. Thus, an applicant with priority 1 will gain a place on an available aircraft over an applicant with priority 4, for example.*

*h. Prior to time of flight, the numbers of available seats is determined. After sorting the signup register by priority of travel and signup date, the passenger terminal personnel follow a selection procedure. If there is sufficient seating for everyone desiring a seat, then everyone boards; otherwise, a cutoff point is determined.*

*i. ARNG aircraft generally suitable for DoD Space-A travel include: C-12 Huron, C-23 Sherpa, C-26 Metroliner, UC-35 Citation, UH-60 Black Hawk, UH-72 Lakota, and CH-47 Chinook.*

*j. State AGs will designate a centralized point of contact for receiving Space-A travel requests, and maintain a Space-A roster as part of the State's OSA management responsibilities IAW AR 95-1, para. 3-10h(9). Typically, passengers may register for travel at military passenger terminals or the Flight Operations Sections in person, by phone, fax, surface mail, or email.*

*k. DoD 4515.13-R, chapter 6, lists the criteria for eligible passengers authorized Space-A transportation. Briefly stated, by priority within CONUS, these criteria include:*

*(1) Active duty military personnel of the Army, Navy, Air Force, Marine Corps, and Coast Guard on emergency leave (emergency status must be indicated in the leave orders);*

*(2) active duty Military personnel of the Army, Navy, Air Force, Marine Corps, and Coast Guard on leave or pass status, other than emergency;*

*(3) Medal of Honor (MoH) recipients;*

*(4) military personnel traveling on Permissive TDY orders published under applicable military regulations;*

*(5) retired military members;*

(6) dependents of active and retired military members, when accompanying their sponsors (active status Members must be in a leave status);

(7) ROTC/JROTC students of the Army, Navy and Air Force receiving financial assistance, or enrolled in advanced training in uniform, during authorized absences from school and upon presenting a document bearing the signature of the senior Commissioned Officer who is the professor in charge of the ROTC/JROTC program at the Civilian Educational Institution. The traveling students must be enrolled and actively participating in the ROTC/JROTC program during the school term in which travel occurs, and the flight must be in connection with the training. Before travel aboard ARNG aircraft, DD Form 1381 shall be executed (see appendix F). The completed DD Form 1381 shall be attached to the passenger manifest, filed at the point of origin, and retained IAW AR 25-400-2. Sponsors will execute DD Form 1381 for minor dependents or individuals incapable of signing for themselves;

(8) unaccompanied members of the RC of the Armed Forces in the following categories:

(a) Active status members of the RC in uniform and upon presentation of DoD identification card and authentication of their current active status in the RC with a completed DD Form 1853 (Travel Eligibility, Verification of Reserve Status For).

(b) Members of the RC who have received official notification of retirement eligibility, but have not reached the mandatory retirement age (60), upon presentation of DoD identification card and a notice of retirement eligibility. Wearing of the uniform is not required.

(9) participants in NGB-approved Spouse orientation programs (NG Suppl 1 to AR 95-1, appendix G); and

(10) invited passengers who have a travel authorization (an ITO issued by the inviter). Invited passengers must be manifested on the aircraft, and execute a DD Form 1381 (reference DoD 4515.13-R, chapter 6).

l. Space-A travel is intended for point-to-point transportation, and is not authorized on tactical training flights or flights remaining in the local area. Soldiers in uniform may participate as a passenger on scheduled training flights upon presentation of their DoD identification card and authentication of their current military status with a completed DD Form 1853.

## **Chapter 6 Required Use Missions**

### **6-1. Definition**

a. Required use includes those missions with a designated *Required Use Traveler* per DODD 4500.56, and AD 2007-01, where the use of military aircraft is required due to a continuous requirement for secure communications, security, or for responsive transportation to satisfy exceptional scheduling requirements.

b. The SECDEF designates key DoD officials as *required use* travelers based on the guidelines in DODD 4500.56. The designation as *required use* can be for *official* – and in very limited cases – for *unofficial* travel as well. Travel of accompanying unofficial travelers must comply with DODD 4500.56. Unofficial travel may be performed by these officials on U.S. Government aircraft only upon advance notification and approval of the SECDEF. All travelers, including family members or other invited guests, shall reimburse the Government for any unofficial travel at the full coach fare, IAW OMB Circular A-126.

### **6-2. Department of the Army (DA) Required Use travelers**

a. Within DA, the SECARMY and the Chief of Staff of the Army (CSA) are categorized as *Tier Two* travelers, and are required to use MILAIR for all air travel when in a duty status.

b. The SECARMY has exercised his authority to further designate all Active Duty four-star general officers as *Tier Three* Required Users.

c. IAW DODD 4500.56, para. E2.C(1)(a), the CNGB is also designated as a *Tier Three* Required User; however, it should be noted officials in Tiers Three and Four, including the CNGB, are not *technically* classified as Required User Travelers, but have the same privileges of Required Use Travelers in that they may use U.S. Government aircraft only for *official travel*, and then only when the *official travel* complies with DODD 4500.56, and when the exigencies of their travel needs prevent the use of commercial aircraft.

### **6-3. Other U.S. Government agency Required Use travelers**

Required Use Travelers outside of the DoD are identified by the OMB Circular A-126.

*Chapter 7 and subsequent text continued on next page.*

## **Chapter 7 Operational Use Missions**

### **Section I Passenger Restrictions and Eligibility**

#### **7-1. Definition**

Operational use includes those missions required to accomplish the Army's mission, and to maintain the combat readiness of aviation and ground units. Operational use missions are outlined in AR 95-1, para. 3-3, and include, but are not limited to:

- a. Actual or simulated tactical operations;
- b. aircrew training;
- c. intelligence missions;
- d. CD activities IAW NGR 500-2/ANGI 10-801;
- e. SAR;
- f. maintenance flights and functional operational checks;
- g. ferry flights for the purpose of repositioning or reassignment of aircraft;
- h. transport of troops and equipment/cargo;
- i. humanitarian, disaster relief, and other related deployments; and
- j. aeromedical evacuation by aeromedical units.

#### **7-2. Passenger restrictions**

Passenger restrictions are identified in AR 95-1, para. 3-8. Passengers may not fly in ARNG aircraft engaged in aerial demonstrations, test flights, emergency procedures training, firefighting operations, and other hazardous training or operational missions. Personnel on the aircraft during passenger restricted operations will be limited to the minimum essential and those making evaluations or performing required maintenance checks.

#### **7-3. Eligible passengers**

a. Passenger eligibility is delineated in DoD 4515.13-R, DODD 4500.56, AR 95-1, NG Suppl 1 to AR 95-1, AR 360-1, and NGRs 500-1/ANGI 10-8101 and 500-2/ANGI 10-801. Passenger eligibility should be determined by referring to source directives, regulations and other guidance.

b. The types of passengers listed in these publications are eligible, under the conditions cited, for movement on DoD aircraft. These regulations may also prescribe other conditions under which passengers have authority to travel. Further, there may be instances in which passengers already have authority to travel under conditions not outlined in the regulation (e.g., a temporary authority granted under the provisions of an Appropriations Act). Chapter 10 of DoD 4515.13-R outlines procedures for obtaining authority to travel on DoD aircraft for those passengers not otherwise eligible. In each of these instances, it is the responsibility of the passenger to be able to produce evidence that they satisfy the conditions outlined in this Pamphlet, or otherwise has authority for such travel.

#### **7-4. Passengers during SAD missions**

DoD and Army regulations governing passengers in military aircraft apply to ARNG aircraft in SAD status. One exception is that during a formally-declared emergency by the Governor, any individual participating in response to the emergency may be transported aboard ARNG aircraft.

### **Section II Operational Mission Support**

#### **7-5. National Guard domestic operations**

The NG maintains a unique *dual status* – with both State and Federal roles and missions. This dual status is rooted in Section 8, Article 1 of the U.S. Constitution. These constitutionally-based dual roles and missions result in each Guardsman holding memberships in both the ARNG of their State – for their State role and missions – and also in the Army National Guard of the United States (ARNGUS) – for their federal role and missions. NG Domestic Operations fall into three mission areas:

a. *Homeland Defense (HLD)* – for which DoD serves as the primary federal agency and military forces are used to conduct military operations in defense of the Homeland. Training and preparations for HLD missions should be conducted in Title 32 duty status (reference DODD 3160.01). Mission sets include:

- (1) Defending the Homeland against external threats;
- (2) exercises with DoD and/or other federal agencies; and
- (3) response(s) to a Chemical, Biological, Radiological, Nuclear, and High Explosive (CBRNE) incident.

b. *National Guard Civil Support (NGCS)* – for which the NG normally serves in a supporting role to other primary State or Federal agencies by providing assistance to U.S. civil authorities at the federal, state, tribal, and local levels (see glossary). NG Soldiers conduct NGCS missions in their State role supporting local, State, and Federal civil authorities. Almost all NGCS is provided in Title 32 duty status, or in SAD status under the command and control of the Governor. The focus of these missions is *usually* on providing humanitarian support where no threat or hostility is normally anticipated. While some generalized deliberate planning and preparation is possible, conditions often dictate an *immediate response* is required with minimal preparation or planning time available. Hence, regular and frequent training with civil authorities is required. The forces utilized for NGCS missions are typically units or force packages tailored and trained for the mission requirements and possessing the capabilities necessary for the specific mission. Training for NGCS operations may be conducted in either Title 32 or SAD status. Mission sets include:

- (1) Supporting civil authorities whose capabilities or capacity is insufficient to meet current requirements with general purpose, specialized, or unique NG forces or capabilities such as aviation support;
- (2) protecting the life, property, and safety of U.S. citizens and U.S. persons;
- (3) protecting critical U.S. infrastructure;
- (4) providing humanitarian assistance during disaster response and domestic emergencies;
- (5) providing support to National Special Security Events (NSSE), programs, and other activities; and
- (6) providing support to designated law enforcement activities and operations. The general focus of these missions is usually on providing support that is security-related and does not extend to supporting routine law enforcement operations (e.g., serving warrants). Normally, some level of threat or hostility may exist. While some generalized deliberate planning and preparation may be required for these missions, normally mission specific planning and training will be required once aviation support has been requested and approved.

c. *The National Guard Baseline Operating Posture (NGBOP)* – in which the NG conducts required day-to-day planning, training, and exercises, as well as some ongoing mandated domestic operations. The general focus of the NGBOP is to maintain NG readiness to conduct all assigned missions in both its State and Federal roles. Additionally, the NG maintains situational awareness of the Homeland operational environment, and conducts training mandated by State NG Officials. Extensive training, deliberate planning, and preparation are required as well as mission specific planning and training. All NG forces not otherwise assigned either overseas or domestically operate on a day-to-day basis in this posture. While operating in its Baseline Operating Posture, the NG is typically in Title 32 status working as a State asset for the Governor. Training and support may be conducted in either Title 32 or SAD status as required or authorized by law. Mission sets include:

- (1) Assist in deterring and preventing attacks on the U.S. Homeland;
- (2) maintain well-trained and well-equipped units prepared to conduct or support state or federal missions;
- (3) maintain situational awareness and detect threats or concerns;
- (4) conduct mandated domestic operations (e.g., counterdrug operations) IAW NGR 500-2/ANGI 10-801; and
- (5) be prepared to conduct missions that are uniquely State missions at the request of the Governor or other State agencies. Missions that are uniquely State missions must be executed in SAD status. Passenger authorizations not delegated to the SAAO will be at the discretion of the State AG, and except for Governor-declared emergencies, should comply with DoD and Army regulations governing passengers in military aircraft.

d. It is important to highlight that in some circumstances NGCS and HLD missions may overlap.

*Note.* Per Section 377, Title 10 USC (10 USC 377), reimbursement may be required from a Federal agency to which law enforcement support or support to a National Special Security Event (NSSE) (reference Section 3056, Title 18 USC [18 USC 3056]) is provided by ARNG personnel performing duty under 32 USC 502(f). Under these circumstances, only the SECDEF may waive reimbursement.

*Note.* Per DODD 3025.18, no DoD Unmanned Aircraft System (UAS) will be used for DSCA operations, including support to Federal, State, local, and tribal Government organizations, unless expressly approved by the SECDEF. All requests for use of UAS for DSCA purposes will be routed through the State Joint Operations Center (JOC) and NGB Joint Coordination Center (JoCC).

## 7-6. Civil Law Enforcement operations

The assistance provided to civil Law Enforcement Agencies (LEAs) shall be IAW Section 371, Title 10 USC (10 USC 371), Section 501, Title 32 USC (32 USC 501), DODD 5525.5, NGRs 500-1/ANGI10-8101 and 500-2/ANGI10-801, and other applicable laws. Nothing in this section is intended to restrict the use of ARNG aircraft in SAD status.

*a.* It is DoD policy to cooperate with civilian law enforcement officials to the extent practical and authorized by law. The implementation of this policy shall be consistent with the needs of national security and military preparedness and the historic aspects of limiting direct military involvement in civilian law enforcement activities.

*b.* Under guidance established by the SECARMY and the CNGB, the planning and execution of compatible military training and operations may take into account the needs of civilian law enforcement officials for information when the collection of the information is an *incidental* aspect of training performed for a military purpose. In this regard, the needs of civilian law enforcement officials may be considered when scheduling routine training missions. This does not permit the planning or creation of missions or training for the primary purpose of aiding civilian law enforcement officials, and it does not permit conducting training or missions for the purpose of routinely supporting LEAs or collecting information about U.S. citizens. Local LEAs may accompany routinely scheduled training flights as observers for the purpose of collecting law enforcement information. This provision does not authorize the use of ARNG aircraft to provide point-to-point transportation and training flights for civilian law enforcement officials except as provided in DoD 4515.13-R, para C10.13, NGR 500-1/ANGI 10-8101, and NGR 500-2/ANGI 10-801 (reference DOD 5525.5, para. E2.1.4). Aviation support of law enforcement CD operations will be IAW NGR 500-2/ANGI 10-801.

*c.* The assistance provided under these regulations may not include or permit *direct* participation by a member of the ARNG in the interdiction of a vessel, aircraft, or a land vehicle, a search or seizure, arrest, or other similar activity unless participation in such activity by the member is otherwise authorized by law. Direct participation of ARNG aircraft and crewmembers is restricted to those missions identified in paragraph 7-6h below.

*d.* Assistance may not be provided under these policies if it could adversely affect national security or military preparedness.

*e.* The use of military aircraft to provide point-to-point transportation and training flights for civilian law enforcement officials may be provided only IAW DoD 4515.13-R, para. C10.13.

*f.* All civilian personnel must be approved in advance and in writing (ITO/ITA or other) for each flight/training event, and sign a DD Form 1381 (see appendix F).

*g.* All aviation support provided to LEAs is considered operational mission support. General mission categories are: LEA Operational Support, LEA Transportation Support, and LEA Training Support.

*h. Approval process.* This is a five-step process involving receipt, validation, approval by OSD/CNGB, notification, and execution. A mission request from a State LEA must be received, validated and prioritized by the respective State's Joint Force Headquarters (JFHQ) J-3 (Operations Office[r]). The State J-3 validates that the requested mission is consistent with aviation capabilities with the SAAO and IAW Federal and State law through the State NG legal counsel (Command Judge Advocate, Staff Judge Advocate, etc.). Once validated, the JFHQ J-3 will forward the request and validation to ARNG-AV for staffing and CNGB consideration. Upon final disposition by the CNGB, the State J-3 and SAAO will be notified. If approved, the State chain of command will establish the priority of the mission for execution. Mission execution is coordinated through the SAAO.

*i. Requests for LEA Operational Support.* Requests for ARNG aircraft to conduct operational support of State LEAs in a Title 32 or SAD status are subject to approval by the CNGB. LEAs will request ARNG aviation support not related to CD activities to the CNGB, through the State AG, Attn: JFHQ J-3. NGB will not consider supporting State LEA operations without a request validated by the State JFHQ J-3. Requests must originate with an LEA, be in writing, signed by a responsible official, specify why other State and Federal LEAs cannot provide the requested support, provide that LEA personnel are covered under workman's compensation, specify the length of required support, and set forth a commitment to reimburse the ARNG at the appropriate rate (see chapter 10). Verbal requests must be followed by a signed, written request as soon as practicable for all support. The authority to provide LEA support is defined by federal law if federal funds (32 USC) are expended to support a mission, and by State law if State funds (SAD) are used to support a mission. ARNG activities in support of a Federal LEA cannot violate State law and must be requested by the Federal LEA through the OSD. See table C-1 on page 51.

(1) *Permissible direct assistance.* The following activities are not restricted by the Posse Comitatus Act, and may be performed in Title 10 (Federal) or Title 32 (State) status (reference DODD 5525.5, para. E4.1.2):

(a) Actions that are taken under the inherent right of the U.S. Government, a sovereign national entity under the U.S. Constitution (and that of the State under the authority of the Governor) to ensure the preservation of public order, and to carry out Governmental operations within its territorial limits, or otherwise IAW applicable law – by force, if necessary. This authority is reserved for unusual circumstances, and will be used only IAW DODD 3025.12, which permits use of this power in two circumstances:

i. The emergency authority authorizes prompt and vigorous Federal action, including use of military forces, *to prevent loss of life or wanton destruction of property* and to *restore Governmental functioning and public order* when sudden and unexpected civil disturbances, disaster, or calamities seriously endanger life and property, and disrupt normal Governmental functions to such an extent that duly constituted local authorities are unable to control the situation; and

ii. protection of Federal property and functions authorizes Federal action, including the use of military forces, to *protect Federal property and Federal Government functions* when the need for protection exists and duly-constituted local authorities are unable or decline to provide adequate protection.

iii. Actions taken pursuant to DoD responsibilities under 10 USC 331-334, relating to the use of the military forces with respect to *insurgency* or *domestic violence* or conspiracy that hinders the execution of State or Federal law in specified circumstances. Actions under this authority are governed by DODD 3025.12.

(b) Actions taken under express statutory authority to assist officials in executing the laws, subject to applicable limitations. Laws that permit direct military participation in civilian law enforcement, include the following:

i. ARNG aircraft may be used to support joint investigations conducted by the DoD Inspector General (IG), the Defense Criminal Investigative Service (DCIS), and the military criminal investigative organizations with civil law enforcement agencies on matters within their respective jurisdictions using their own forces and equipment (reference DODD 3025.18, para. 2d(2));

ii. protection of national parks and certain other Federal lands (reference Sections 23, 78, and 593, Title 16 USC [16 USC 23, 78, and 593]);

iii. enforcement of the Fishery Conservation and Management Act of 1976 (reference Section 1861(a), Title 16 USC [16 USC 1861(a)]);

iv. assistance in the case of crimes against foreign officials, official guests of the U.S., and other internationally-protected persons (reference Sections 112 and 1116, Title 18 USC [18 USC 112 and 1116]);

v. assistance in the case of crimes against members of Congress (reference Section 351, Title 18 USC [18 USC 351]);

vi. assistance in the case of crimes or emergencies involving nuclear materials or byproducts (reference Section 831, Title 18 USC [18 USC 831]);

vii. protection of the President, Vice President, and other designated dignitaries (reference Section 1751, Title 18 USC [18 USC 1751], and the Presidential Protection Assistance Act of 1976);

viii. actions taken in support of the neutrality laws (reference Sections 408, and 461-462, 22 USC [22 USC 408, and 461-462]);

ix. removal of persons unlawfully present on Indian or Native Alaskan lands (reference Section 180, Title 25 USC [25 USC 180]);

x. execution of quarantines and other restraints to enforce certain health laws (reference Section 97, Title 42 USC [42 USC 97]);

xi. execution of certain warrants relating to enforcement of certain civil rights laws (reference Section 1989, Title 42 USC [42 USC 1989]);

xii. actions to support the removal or destruction of unlawful enclosures from public lands (reference Section 1065, Title 43 USC [43 USC 1065]);

xiii. actions in support of certain Customs laws to prevent the removal of vessels or cargo, and to protect the officers of the customs service in retaining the custody thereof (reference Section 220, Title 50 USC [50 USC 220]); and

xiv. support of Governors if a civil disorder occurs (reference Sections 1422 and 1591, Title 48 USC [48 USC 1422 and 1591]).

(2) *Restrictions on direct assistance.* Except as otherwise provided in DODD 5525.5, and NGR 500-2/ANGI 10-801, the prohibition on the use of military personnel “...as a *posse comitatus* or otherwise to execute the laws...” prohibits the following forms of direct assistance to LEAs in 10 USC (Federal) status, and as a matter of NGB policy in 32 USC (State) status:

(a) Interdiction of vehicles, vessels, aircraft, or other similar activities;

(b) actions related to searches or seizures;

(c) an arrest, apprehension, stop and frisk, or similar activity; and

(d) use of military personnel and aircraft for surveillance or pursuit of individuals.

*Note.* The Posse Comitatus Act (Section 1385, Title 18 USC [18 USC 1385]) does not apply to NG personnel on duty under authority of 32 USC. As a matter of policy, however, NG personnel on 32 USC status will not, except for exigent circumstances or as otherwise authorized by regulation, directly participate in the arrest of suspects, conduct or participate in searches which include direct contact of NG members with suspects or the general public, or become involved in the chain of custody for any evidence. State law may impose additional restrictions.

*Note.* Exigent circumstances are situations, in which the utilization of any step in the Rules for Use of Force (RUF) is necessary to protect police officers, military personnel, or other persons from death or serious injury. Personnel may use an appropriate level of force to prevent the loss or destruction of evidence; or to prevent the escape of a suspect already in custody.

*Note.* Supported LEAs are responsible for obtaining warrants required for searches or for determining the need for searches, inspections, and observations that do not require warrants. This responsibility includes the determination of any potential legal restrictions upon the use of thermal imaging or sense enhancing systems.

(3) *Immediate action.* Nothing in this section, referenced directives, or Army regulations restricts the authority of ARNG commanders and personnel to take immediate action to save life, to mitigate great property damage, and/or alleviate human suffering, as stated above.

(4) *Other permissible assistance.* The following forms of *indirect assistance* are not restricted by the Posse Comitatus Act or any other Federal or State law, or military directive or regulation.

(a) Transfer of information acquired in the normal course of military operations.

(b) Such other actions, approved IAW with procedures established by the SECARMY and the CNGB, that do not subject civilians to use of military power that is regulatory, prescriptive, or compulsory.

*j. Requests for Training Support.* Under authority of DODD 5525.5, paragraphs E4.1.4.1 and E4.1.6, DODD 3025.12, NGRs 500-1 and 500-2, the ARNG may provide training to Federal, State, and local civilian law enforcement officials. This does not permit large scale or elaborate training, and does not permit regular or direct involvement of military personnel in activities that are fundamentally civilian law enforcement operations, except as otherwise authorized in these directives and regulations. Training of Federal, State, and local civilian law enforcement officials shall be provided under the following guidance and that of paragraphs 7-7 through 7-9 below:

(1) This assistance shall be limited to situations when the use of non-DoD personnel would be unfeasible or impractical from a cost or time perspective and would not otherwise compromise national security or military preparedness concerns.

(2) Such assistance may not involve ARNG personnel in a direct role in law enforcement operations, except as otherwise authorized by applicable laws, and as outlined in this section.

(3) Except as otherwise authorized by law, the performance of such assistance by DoD personnel shall be at a location where there is not a reasonable likelihood of direct participation in law enforcement operations.

*k. Requests for LEA Transportation Support.* Except as provided in paragraph 7-9d, requests for LEA Transportation Support involving the use of ARNG aircraft in either a Title 32 or SAD status shall be forwarded for consideration *through* the SAAO, *to* the Chief, ARNG-AV, Attn: ARNG-AVS, 111 South George Mason Drive, Arlington, VA 22204-1382, for approval. Requests must originate with an LEA, be in writing, signed by a responsible official, specify why other State and/or Federal LEAs cannot provide the requested transportation support, and specify the length of required support.

*l. IDT or AT, incidental to training.* NG personnel may support LEAs in an IDT/AFTP/AT status if the performance of that duty is incidental to the training already scheduled. NG units may perform their period of AT in support of LEA missions which meet the Mission-Essential Task List (METL) or readiness requirements of the unit, under authority of Section 1004, NDAA of 1991, as amended by Section 1021, NDAA of 1999. Prior approval by Chief, ARNG-AV, is required.

*m. Responsibility/liability.* Responsibility/liability for the actions of NG personnel involved in LEA support activities is as follows:

(1) Federal protection for personal injury, death, or property damage caused by NG personnel, acting within the line of duty, in Title 32 status, is governed by the Federal Tort Claims Act (FTCA) (Sections 2671 – 2680, Title 28 USC [28 USC 2671-2680]).

(2) Responsibility and liability for actions by NG personnel on SAD are IAW State law. The FTCA does not cover personnel in a SAD status.

## **7-7. Counterdrug (CD) operations**

*a.* When approved by NGB J32 CD, ARNG aircraft may be used to support Federal, State, or local law/drug enforcement CD operations IAW NGR 500-2/ANGI 10-801. FW missions must be coordinated with OSAA.

*b.* The NG CD Program is part of the U.S. National Drug Control Strategy. As initially authorized by the President and Congress in 1989, the DoD provides funds on a yearly basis to Governors of States that submit plans specifying how that State's NG forces are to be used to support drug interdiction and CD activities. Support generally falls into two categories: providing support to help law enforcement stop illegal drugs from being imported, manufactured and distributed; and supporting drug demand reduction programs. These operations are conducted under the command and control of the State Governor, and not while in a Federal military status.

c. Specific policy, procedures, and direction for personnel, equipment, and training for the NG CD Program are contained in NGR 500-2/ANGI 10-801.

*Note.* CD support missions must be *validated* by the State Counterdrug Coordinator (CDC), and *approved* by the SAAO, per NG Suppl 1 to AR 95-1, para. 2-14c.

### **7-8. Tactical Ingress/Egress operations support**

a. ARNG aircraft may be used as a tactical ingress/egress platform to support military ground forces and civil law enforcement/emergency response teams and their agencies for training and emergencies IAW NG Suppl 1 to AR 95-1.

b. Except for CD operations and other authorized direct assistance, support of LEAs must be for specific missions providing support that is security-related and does not extend to supporting routine law enforcement operations (e.g., serving warrants). Normally, some level of threat or hostility may exist.

c. Other than paradrop operations, FW aircraft are not conducive to tactical ingress/egress operations. Aircraft mission requests in support of paradrop operations by C-23 units will be processed IAW paragraph 7-10 below.

### **7-9. Emergency Response Team training**

a. When approved by ARNG-AV, ARNG aircraft may be used to train Municipal, County, State, District of Columbia, or other organized and certified emergency response personnel in rescue operations under the following conditions:

(1) Aircraft and flight crews will be in either SAD status or in 32 USC 502(a) status. Authorizations granted by ARNG-AV will specify SAD status unless the request from the SAAO specifically requests authorization to conduct training in Title 32 status. Requests for Title 32 status must be adequately justified and validated by the State (see paragraph 7-6h above). Use of 32 USC status may be approved for missions that clearly support the unit's METL and federal domestic operations readiness requirements outlined in the National Response Framework (NRF), or is in support of a National Incident Management System (NIMS), Type I or Type II, compliant Governmental public safety organization.

(2) While training in SAD status, the State will reimburse the Federal Government for flying hours at the non-emergency SAD reimbursement rate.

(3) ARNG aircraft and equipment will be operated only by qualified ARNG personnel. This includes aircrew members undergoing training by a Unit Trainer (UT)/Instructor Pilot (IP)/Standardization Instructor Pilot (SP)/Enlisted Flight Instructor (FI)/Enlisted Standardization Flight Instructor (SI).

(4) Civilian personnel must have written authorization for each flight/training event, and sign a DD Form 1381. The completed DD Form 1381 shall be attached to the passenger manifest, filed at the point of origin, and retained IAW AR 25-400-2.

(5) Regardless of training status, liability for civilian emergency response personnel is a Municipal, County, State, or Organizational responsibility.

(6) Request for support must indicate the state chain of command has verified the responder's respective agency will provide workman's compensation coverage. This verification statement need not include a determination of such coverage for the NG aircrews and NG support personnel, which are guaranteed such coverage based so long as they are in an official duty status.

b. Rescue training of Municipal, County, State, District of Columbia, and/or other Organized and certified emergency response personnel includes, but is not limited to:

(1) Water Bucket;

(2) Aeromedical Evacuation (MEDEVAC) (or like evacuations);

(3) rappelling;

(4) Special Purpose Infiltration/Exfiltration System (SPIES)/Fast-Rope Insertion/Extraction System (FRIES);

(5) short-haul line rescue systems

(6) Billy Pugh Rescue Net and related systems;

(7) swift-water rescue;

(8) rescue hoist operations;

(9) high-rise rescue; and

(10) other specialized rescue-device training.

c. Aviation units must develop a Standing Operating Procedure (SOP) and, if applicable, a 3000-series Aircrew Training Manual (ATM) task addressing each type of rescue training conducted with emergency response personnel. NG Suppl 1 to AR 95-1, para. 4-15.1d, identifies minimum areas to be covered in such an SOP.

## 7-10. C-23 support for Paratroop operations

a. Aircraft mission requests in support of paratroop operations by C-23 units will be received no earlier than 14 days prior to the requested support date. Paratroop mission support will only be approved by ARNG-OSA when a statement of non-support by the USAF is provided to the OSAA Execution Branch. The requesting units must submit the statement of non-support in a memorandum format, endorsed by the first O-6 in the chain of command. The memorandum will provide the date time group (DTG) of the initial request for support and will explain that the mission was unable to be supported through the Joint Airborne/Air Transportability Team (JA/ATT) website. Missions will be considered non-supported if they are not under contract by the end of the validation lock down period (reference ARNG-OSA Policy, C-23 Support for Paratroop Operations).

b. Submit initial requests for aircraft mission missions in support of paratroop operations through the JA/ATT Website for USAF 618<sup>th</sup> Air and Space Center Tanker Airlift Control Center C-130 Tasking Directorate (TACC/XOBC), located at Scott Air Force Base (AFB), IL. The U.S. Army Forces Command (FORSCOM) Liaison Officer (LNO) for JA/ATT can be reached at Commercial (COM) (618) 229-3332, Defense (or Digital) Switching Network (DSN) 312 779-3332.

## Section III

### Emergency Transportation and Aeromedical Evacuation (AE)

#### 7-11. Emergency transportation for Humanitarian/Disaster Relief operations

ARNG aircraft (FW and RW) not equipped to handle litters or patients requiring special medical attention en route will only transport ambulatory patients who require no en route medical treatment, except in an emergency situation. Civilian personnel may be provided aeromedical transportation to the nearest medical facility where immediate treatment is available. This will be done only when there is an emergency involving immediate threat to life, limb, or eyesight, and when suitable commercial services (air taxi, charter air ambulance, and AE-configured commercial air) are not available, feasible, or are inadequate. This applies in major fires, earthquakes, flood, industrial or transportation accidents, epidemics, or similar natural or man-caused catastrophes (reference AR 95-1, paragraphs 3-4c, 3-4d, and 3-3n).

a. *Immediate response.* Local Commanders may provide transportation on DoD-owned aircraft IAW DoD 4515.13-R, chapter 10, and AR 95-1, paragraphs 3-4c, 3-4d, and 3-3n, under the conditions of *immediate response*. Verbal requests for support in an emergency must be followed by a written request. As soon as practicable, the agency rendering the assistance shall report the fact of the request, the nature of the response, and any other pertinent information through the chain of command. If the report does not include a copy of the civil authorities' written request, that request shall be forwarded to the DoD Executive Secretary (Exec Sec) as soon as it is available consistent with DODD 3025.18.

b. *AE and emergency transportation.* Conditions under which AE and Emergency Transportation is authorized for CONUS disasters is outlined in DoD 4515.13-R, chapters 5 and 10, DODD 3003.01, DODD 3025.18, and AR 95-1, chapter 3. Requests for AE during disasters in CONUS shall be initiated by the Federal Emergency Management Agency (FEMA); however, this does not preclude local commanders from providing AE or emergency transportation on ARNG-owned or -controlled aircraft for the following when danger to public health or safety is of such imminent seriousness as to preclude obtaining prior approval:

- (1) Individuals engaged in search and rescue;
- (2) individuals who are in immediate danger of loss of life, limb, or sight to places where adequate medical care is available. This applies in major fires, earthquakes, flood, industrial or transportation accidents, epidemics, or similar natural or man-caused catastrophes; or
- (3) civilian personnel with equipment or search dogs voluntarily engaged in SAR operations (see paragraph 7-11c(4) below).

c. *Search and Rescue (SAR).* ARNG aircraft may be used in support of military and civil SAR (reference DoD 4515.13-R, para. C10.11, DODD 3003.01, para. 4-2, and AR 95-1, para. 3-3e).

(1) SAR missions fall under the provisions of emergency transportation when loss of life, limb, or eyesight is threatened. SAR missions may be accepted and performed in a 10 USC (Federal) or 32 USC (State) status through coordination with the USAFRCC or RRCC (see paragraphs 4-2a(9) and 4-3a(4)). SAR costs shall be reimbursed at the current-year DoD rate established by the Assistant Secretary of the Army (ASA) Financial Management and Comptroller (FM&C) Army Cost and Economics (C&E), as/when prescribed by governing DoD directives or instructions.

(2) Requests for *immediate response* SAR from a LEA to the State Military Department may be accepted and performed in a Title 32 or SAD status without coordination with the USAFRCC or RRCC. If declared as a State

emergency, SAR cost will be reimbursed at the SAD Emergency rate for the current year as established by the ASA (FM&C) Army C&E, as/when prescribed by governing DoD directives or instructions.

(3) If the search effort ends with discovery of a deceased person(s), the emergency transportation situation technically no longer exists since DoD 4515.13-R, chapter 7, specifically prohibits the movement of remains by DoD-owned aircraft. However, if circumstances warrant, the SAAO may authorize the transport of deceased person(s) from the accident site to a location where competent medical authority can perform a post-mortem examination. Normally, this would be done when no other means of transportation is available and the person(s) is/are in a remote or inaccessible site; failure to remove the person(s) endangers the lives of rescue personnel; danger to public health or safety exists; or; for other humanitarian considerations. Refer to AR 638-2 (Care and Disposition of Remains and Disposition of Personal Effects), para. 11-9.

(4) Emergency transportation during a SAR mission may also include transportation of special equipment or rescue teams and dogs specially-trained for such purposes. Dogs must be properly harnessed, muzzled to safeguard other passengers and crew members, remain at the handler's feet, and not create a safety hazard to others. The dog shall be permitted to accompany the owner/handler in the cabin, but may not occupy a seat. Sanitation must be maintained at all times, and is the non-delegable responsibility of the owner/handler.

## **7-12. Use of Aeromedical Evacuation (MEDEVAC) aircraft**

a. ARNG aircraft marked with the Red Cross insignia (MEDEVAC aircraft) will be used solely as dedicated evacuation platforms in support of the fundamental MEDEVAC mission set as described in AR 40-3; Army Training and Evaluation Programs (ARTEPs) 8-279-30 and 8-446-MTP; and Field Manuals (FMs) 4-02.2 and 4-02.10, which include:

- (1) Transportation of sick, wounded, or injured persons who are eligible, by law, statute or regulation, to receive medical care;
- (2) transportation of medical department personnel required to conduct a medical mission;
- (3) transportation of equipment/supplies utilized in the care and treatment of the sick, wounded, or injured;
- (4) instruction of personnel required to use air ambulances (i.e., medical personnel);
- (5) aircrew training including Readiness Level (RL) progression and Aircrew Training Program (ATP) sustainment training of ARNG air crewmembers;
- (6) lifesaving SAR operations IAW DODD 3003.01;
- (7) humanitarian mission support operations;
- (8) delivering disaster relief supplies;
- (9) wildfire fighting (water bucket) operations; and
- (10) flights supporting disaster assessment teams and/or personnel, including State and local officials, during declared disasters or in direct support of NG domestic operations as outlined in paragraph 7-16.

b. Transportation of passengers (whether civil or military) not directly related to the *immediate response*, approved AE mission, or humanitarian support operations is a utility/cargo/OSA mission and may not be conducted in MEDEVAC aircraft unless approved by HQDA or delegated approval authority. MEDEVAC aircraft may, however, be used for the transportation of assigned unit personnel and equipment for the purpose of administrative self-deployment.

c. Regardless of duty status authority (Titles 10, 32, or SAD), MEDEVAC aircraft will not be used for, nor will waivers be granted for, the following type missions:

- (1) Rappelling;
- (2) SPIES;
- (3) FRIES;
- (4) Helicopter Cast and Recovery (HELOCAST);
- (5) paratroop;
- (6) Air Assault demonstrations or training;
- (7) tactical helicopter troop movements; or
- (8) door gunnery (crew-served weapons will not be installed on MEDEVAC aircraft at any time).

d. All other prohibited missions are identified in AR 95-1, and NG Suppl 1 to AR 95-1, para. 3-6.

e. When required, MEDEVAC aircraft will be clearly marked with the red-cross insignia IAW Technical Manual (TM) 55-1500-345-23. Once installed, red-cross markings will not be removed, painted over, or obscured to perform utility missions, unless the aircraft is properly transferred under the direction of ARNG-AV to a utility mission (reference AR 40-3, para. 16-5f).

f. Requests for exceptions to the authorized operational uses specified above will be submitted *through* the State AG to Chief, National Guard Bureau, Attn: ARNG-AVS-SS, 111 South George Mason Drive, Arlington, VA 22204-1382. Such requests for ETP must clearly identify why the waiver is required, type(s) mission to be per-

formed, other resources considered, and potential consequences if the waiver is not granted. Exceptions will only be granted on a case-by-case (limited use) basis, to accomplish a specified mission, for short periods. Requests for blanket waivers (i.e., no defined mission) will not be considered for approval. Limited-use waivers may be approved using all the following criteria:

- (1) Flight(s) is for a specific mission, exercise, or special event;
- (2) flight(s) is for limited period of time (i.e., one to 14 days);
- (3) no other lift, cargo, or utility assets are available; and
- (4) passengers are not armed, equipped for, or conducting tactical training.

### **7-13. Casualty Evacuation (CASEVAC)**

a. Applicable to injured soldiers or civilians, CASEVAC is used to denote the emergency evacuation of injured personnel from a war zone or disaster area and is authorized IAW DoD 4515.13-R, chapter 10, and AR 95-1, paragraphs 3-4c, 3-4d and 3-3n, under the conditions of *immediate response*. CASEVAC aircraft are not equipped with specific life-saving equipment or specially-trained medical personnel – their primary purpose is to ferry personnel from the battlefield or disaster area to the nearest appropriate medical facility available as quickly as possible. They are allowed to be armed, and the pilots and crews will assume much more risk to their aircraft, crews, passengers and cargo in order to evacuate injured or wounded personnel. Per FM 4-02.2, if dedicated medical evacuation platforms (ground or air) are available, casualties should be evacuated on these conveyances to ensure they receive proper en route medical care. The CASEVAC plan should ensure casualties with severe or life-threatening injuries are prioritized for evacuation on dedicated medical evacuation platforms.

b. ARNG aircraft (FW and RW) not equipped to handle litters, or patients requiring special medical attention en route, will only transport ambulatory patients who require no en route medical treatment, except in an emergency situation. When possible, non-medical vehicles/aircraft transporting casualties should be augmented with a trauma specialist or Combat LifeSaver (CLS). Casualties transported in this manner (i.e., CASEVAC) may not receive proper en route medical care, or be transported to the appropriate Medical Treatment Facility to address the patient's medical condition. If the casualty's medical condition deteriorates during transport, or the casualty is not transported to the appropriate Medical Treatment Facility, an adverse impact on their prognosis and long-term disability or death may result.

c. Civilian personnel may be provided aeromedical transportation to the nearest medical facility where immediate treatment is available. This will be done only when there is an emergency involving immediate threat to life, limb, or eyesight, and when suitable commercial services (air taxi, charter air ambulance, and AE-configured commercial air) are not available, feasible, or are inadequate (reference DoD 4515.13-R, chapter 5, and AR 95-1, para. 3-3n).

## **Chapter 8 Special Use Missions**

### **Section I Public Affairs (PA) Missions**

#### **8-1. Community Relations activities**

a. Except where prohibited herein, or by other HQDA/NGB policy, ARNG aircraft may be used to support local community relations for civic-sponsored activities, or when the participation is directly connected to ARNG recruiting efforts; and when – in either case – the support is not in competition with commercial enterprise.

b. Community relations support must not generally be provided to non-Federal entities when the support could reasonably be provided by commercially-available resources and services. Support to one local entity at no cost, or at a cost significantly below the fair market value, must be weighed against the negative community relations effect of depriving another entity (such as a private organization or local commercial vendor) of an opportunity to conduct such business.

c. Use of ARNG aircraft for community relations purposes should be conducted IAW DODD 5410.18, AR 360-1, and other applicable regulations; or, in the alternative, as Innovative Readiness Training (IRT) IAW DODD 1100.20 when/as authorized by DoD through ARNG-OD.

d. Passenger restrictions of paragraph 7-2 apply to public affairs missions and transportation.

#### **8-2. Orientation flights**

Travel “around the flag pole” – commonly known as *Orientation flights* – are defined in DoD 4515.13-R as continuous flights in DoD-owned aircraft performed within the Local Flying Area (LFA) and terminating at the point of origin. DoD 4515.13-R, chapter 4, and AR 360-1, chapter 10, each delineate provisions, policy and approval

authority governing the use of ARNG aircraft to support orientation flights (see glossary). Orientation flights will normally originate and terminate at an ARNG installation or agency (ARNG-AV/OSAA may grant exceptions on a case-by-case basis); their purpose is to further the understanding of particular programs concerning the roles and missions of the DoD. Flights will be scheduled so as not to interfere with programmed missions. The final determination to execute approved flights is contingent upon availability of resources and operational commitments. Flights must be made within the allocated Flying Hour Program (FHP). Access to classified information or systems is not authorized. Aircraft familiarization and emergency egress training will be conducted prior to the flight. Although requests for orientation flights are often referred through Public Affairs (PA) offices, orientation flights differ from the categories of PA travel described in this chapter. Not all orientation flights are PA missions; however, are described within this section for organization purposes. Orientation flights are not to be used as rewards for retiring civilian employees, nor as performance awards for current military or civilian employees. Secretaries, students, spouses, children and employees of companies and firms are not qualified for orientation flights. No commitments will be made until each invitee is approved by the appropriate approving authority. Passengers on orientation flights must be in appropriate organizational uniform (or otherwise dressed appropriately for the flight environment), and present appropriate identification. Civilian personnel must have written authorization for each flight, and sign a DD Form 1381. If under 18 years of age, parental approval in writing is required. Reference paragraph 5-2k(7). The completed DD Form 1381 shall be attached to the passenger manifest and filed at the point of origin. For PA point-to-point travel, reference chapter 8, section II.

*a. Cadet, Youth, and Explorer Scout orientation programs.* The following orientation programs may be approved by the State AG with an approved endorsement from the JFHQ-State Public Affairs Officer (PAO) and SAAO (reference 32 USC 508 and 509, DoD 4515.13-R, paragraphs C4.3.2 through C4.3.8.3):

- (1) Service Academy Cadets and Midshipmen;
- (2) ROTC (College Program) students;
- (3) JROTC (High School Program) students;
- (4) CAP Cadets (including International CAP Cadets, if requested from HQ CAP USAF, through NGB-IA);
- (5) Explorer Scouting Program Senior Explorers; and
- (6) Youth in Congressionally-sanctioned, DoD-approved Youth Programs (e.g., Youth ChalleNGe Program).

*b. Familiarization orientation programs.* The following orientation (familiarization) flights are not considered PA missions. They are for operational purposes and may be approved by ARNG-AV. Typically, requests for these types of orientation flights will be submitted *from* the requesting unit, *through* the SAAO:

- (1) Aircraft System Orientation flights (e.g., AH-64 front-seat orientation) IAW AR 95-1, para. 4-21c(4);
- (2) Military Spouse Orientation flights IAW NG Suppl 1 to AR 95-1, appendix G;
- (3) Federal Aviation Administration (FAA) orientation flights IAW DoD 4515.13-R, para. C4.3.6.

*c. Foreign nationals and Alliance Partners orientation program.* Orientation flights for foreign nationals are authorized IAW DOD 4515-13-R, para. C.4.3.8, and may be approved by NGB-IA or HQDA, following coordination with ARNG-AV. When necessary, NGB-IA will coordinate with the Office of Congressional and Intra-Governmental Affairs (U.S. Government) (OCIA). ARNG-AV requires an information copy on such approvals, including a summary of mission details prior to mission execution.

*d. Employer Support of the Guard and Reserve (ESGR) orientation flights.* ESGR orientation flights are extensions of the ESGR tour program, more commonly known as *Boss Lifts*. This is not a PA mission. Intra-state/local Boss Lift events are strongly encouraged. Local flights and point-to-point flights are both acceptable. Requests for ESGR Boss Lifts are submitted from unit commanders *through* the SAAO, *through* the State ESGR Committee and AG IAW paragraph 9-16. AG approved packets will be submitted *to* the Regional Deputy Director (RDD), Headquarters, Employer Support for the Guard and Reserve (HQESGR), at least 60 days prior to travel, or as soon as the request is received. The purpose of this flight is to enhance the civilian guests' understanding of the NG by giving them insight into DoD/NG operations and activities. ARNG-AV requires an information copy on such approvals – including a summary of mission details prior to mission execution.

*e. Civic Leader orientation flights.* Orientation flights for civic leaders may be approved by National Guard Bureau Public Affairs (NGB-PA) following coordination with ARNG-AV. When necessary, NGB-PA will coordinate with the Office of the Chief of Public Affairs (OCPA). ARNG-AV requires an information copy on such approvals – including a summary of mission details prior to mission execution. Eligible Passengers are defined in the glossary, section II; and is broadly defined as U.S. citizens who, because of their position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the DoD (reference DoD 4515.13-R, para. C3.4.4, AR 95-1, para. 3-4b, and AR 360-1, para. 10-5d).

*f. News media orientation flight program.* When invited by the State AG or Governor for purposes of promoting the State NG and its facilities, orientation flights for members of the news media may be approved by NGB-PA following coordination with ARNG-AV. When necessary, NGB-PA will coordinate with OCPA. ARNG-AV re-

quires an information copy on such approvals – including a summary of mission details prior to mission execution (reference DoD 4515.13-R, para. C3.3.3.2.1).

*g. Federal Government officials.* When invited by the State AG or Governor for purposes of promoting NG activities or viewing NG facilities, orientation flights for employees of the federal Government may be approved by NGB-PA. ARNG-AV requires an information copy on such approvals – including a summary of mission details prior to mission execution (reference DoD 4515.13-R, para. C4.3.8).

*h. Congressional orientation flight program.* When invited by the State AG or Governor for the purposes of the NG, orientation flights for members of Congress and their staff must be sent from the State AG (or Congressional Liaison Officer on their behalf), *through* National Guard Bureau Legislative Liaison (NGB-LL), *to* the Office of the Chief of Congressional Legislative Liaison (OCLL) for coordination and staffing for SECARMY approval. Send requests to Congressional.Travel@ng.army.mil. Information copies must be sent to NGB-PA, and ARNG-AV (reference DoD 4515.13-R, para. C4.3.8).

*Note.* MEDEVAC aircraft may be used for orientation flights, so long as the overall orientation involves educating the target audience on AE roles and missions of the organization. MEDEVAC units may support orientation flights that clearly educate the target audience representatives on AE and missions as outlined in AR 40-3, chapter 16, and FM 4-02.2, para. 2-86. Waivers from ARNG-AV and/or DAMO-AV for the use of MEDEVAC aircraft are not required for this purpose; however, approval by NGB-PA for civic leader and new media orientation flights (as outlined in AR 360-1) is required. ARNG-AV requires an information copy on such approvals – including a summary of mission details prior to mission execution.

### **8-3. Support to non-Government entertainment productions**

ARNG aircraft may be used to support non-Government entertainment-oriented motion pictures, television, and video productions, IAW DODIs 5410.15 and DODI 5410.16, and AR 360-1, with the following restrictions:

*a.* The Office of the Assistant Secretary of Defense for Public Affairs (OASD-PA) will approve overall mission support, following coordination with NGB-PA and OCPA.

*b.* ARNG-AV will approve all uses of ARNG aircraft.

*c.* The SAAO will assign an Aviation Liaison for the duration of the support. The Aviation Liaison will not be part of the flight crew(s).

*d.* No equipment (e.g., Tyler<sup>®</sup> Minigyro Stabilizing Camera Mount) will be mounted to ARNG aircraft without an approved Air Worthiness Release (AWR), and no electronic equipment will be operated on or within ARNG aircraft without an approved AWR.

*e.* ARNG aircraft will not be mounted on, or affixed to, any hydraulic (or similar such) vehicle motion device, without approval from ARNG-AVL.

## **Section II Public Affairs Travel**

### **8-4. General**

*a.* ARNG aircraft may be used for PA travel. DoD 4515.13-R, chapter 3, DoDI 5435.2, para. 4, and AR 360-1, chapter 10, set forth provisions, policies and approval authorities under which ARNG aircraft may be used. Except as provided for below in paragraph 8-5 and 8-6 for in-state (i.e., *local*) travel, requests for ARNG aircraft support for PA travel will be initiated *by* the State PAO, *through* the AG, *to* NGB-PA, for approval, with an information copy furnished to ARNG-AV, or OSAA as required. The State PAO will synchronize with the SAAO for coordination.

*b.* Liability releases are required from non-DoD personnel for PA travel on military aircraft (reference AR 360-1, para. 10-1g). AR 360-1, Figure 10-1 contains a sample release of liability form for local use.

### **8-5. Civic Leader travel**

ARNG aircraft may be used to provide transportation for civilian guests to visit NG organizations, facilities and training areas to enhance their knowledge and understanding of NG missions and functions, so long as it meets PA criteria and applicable regulations. Eligible civic leader passengers are defined in the glossary, section II.

*a.* The State AG may approve local in-state civic leader travel for PA purposes. Such transportation must have the approval of the PA Information Chief of the State Military Department concerned, with an information copy of the authorization provided to NGB-PA and ARNG-AV, or OSAA, as required.

*b.* Non-local (also referred to as *out-of-state*) travel to other CONUS facilities, or to an AC installation, is approved *by* NGB-PA with an information copy to ARNG-AV, or OSAA as required.

### **8-6. News media travel**

*a.* Generally, the ARNG conveyance of news media representatives is authorized for individuals or groups in connection with assignments to cover military events, press tours, and visits to military exercises or operations.

Such travel shall be in the best interest of the NG, and shall not compete with commercial transportation resources for such services.

(1) The State AG has approval authority for local (in-state) travel of news media for the purposes of visiting NG organizations, facilities and training areas to enhance their knowledge and understanding of NG missions and functions, or to cover a news event of an emergency nature where the coverage would be impaired or delayed, to the serious detriment of the NG, unless transportation by ARNG-owned or -controlled aircraft is provided. Such transportation for either circumstance must have the approval of the PA Information Chief of the State Military Department concerned, with an information copy of the authorization to NGB-PA and ARNG-AV, or OSAA, as required. News media travel is subject to the following conditions, and the requirements of AR 360-1, para.10-1h:

- (a) PA impact will be confined primarily to the vicinity of the affected command;
- (b) transportation is provided for an approved local PA program;
- (c) the PA subject matter is not the responsibility of a higher command; and
- (d) military transportation for media representatives will be on a Space-A basis (reference DoD 4515.13-R, para. C3.4.5.2; and see paragraph 5-2 above).

(2) Except as provided above for emergency transportation, travel out-of-state to other CONUS facilities, is approved by NGB-PA with an information copy to ARNG-AV, or OSAA as required.

b. All requests for ARNG aircraft support for news media travel will be synchronized with the SAAO for coordination. An information copy must be furnished to ARNG-AV, or OSAA as required.

### **Section III**

#### **Authorized Aerial Demonstrations and Activities**

##### **8-7. Parachute team demonstrations**

a. AD 2010-08 authorizes ARNG aircraft to support public demonstrations of the U.S. Army Parachute Team (i.e., Golden Knights) which includes free-fall and precision landing techniques. This privilege does not extend to any other military or sport parachute team, or command parachute team. If requested to support the U.S. Army Parachute Team, ARNG aircraft may be approved by ARNG-AV, or OSAA as necessary, following coordination with NGB-PA and OCPA. The event coordinators and supporting ARNG aviation unit must produce evidence of HQDA approval for the event and a completed DD Form 2535 (Request for Military Aerial Support).

b. Army and ARNG command parachute team demonstrations may only use non-Army aircraft as jump platforms when performing civil demonstrations. This does not restrict ARNG aircraft from supporting Army command parachute teams for training purposes or demonstrations on military installations.

c. During parachute demonstrations in the public domain the flight crew is limited to the minimum essential crew. No passengers or news media will be allowed on board the aircraft from which operational parachute jumps are executed.

d. The State AG may approve on-post in-state parachute team demonstrations performed in support of a command sponsored open house event. The mission will be coordinated through the SAAO and validated by the JFHQ (State) PAO. Information copies of approval along with mission details will be provided to NGB-PA and ARNG-AV.

##### **8-8. Aircraft static displays**

a. AD 2010-08 also authorizes ARNG aircraft to be displayed in support of community relations and recruiting activities. Static displays involve a ground display of an ARNG aircraft and its related equipment, not involving starting of engines or taxiing during the period when spectators are in the display area.

b. The State AG may approve on-post open house static displays provided the sponsor has submitted a properly completed DD Form 2535 to the JFHQ-PAO. The DD Form 2535 will be retained by the JFHQ-PAO IAW AR 25-400-2. Requests for off-post static display(s) in the public domain must be submitted via DD Form 2535 (to include AG endorsement), *through* the State JFHQ-PAO, *through* NGB-PA, *to* OCPA for approval (reference AR 95-1, para. 3-4a(5) and AR 360-1, para. 7-11a).

c. Generally, DD Forms 2535 for static displays may be submitted directly to JFHQ-PAO without being routed through the FAA. Event coordinators must complete Sections I through III, and V through VII. Requests may be sent from the sponsoring organization to the JFHQ-PAO. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Section IV (FAA Coordination) of the DD Form 2535 is not applicable when requesting static displays only.

d. The SAAO must determine that the display area is suitable for all operational and safety requirements. Before spectators assemble, the aircraft must be in place, with power off, unless they can be safely towed or other-wise transported to the display area without posing a danger to the spectators, aircraft or flight crew. The aircraft may not

be moved until spectators have departed. Indemnity insurance is not required, since the U.S. Government is self-insured.

e. Static displays may be considered for air shows, airport events, expositions and fairs, and public events, which contribute to the general public's knowledge of Army equipment and capabilities, including recruiting and ROTC events. Static displays may also be authorized for events or official ceremonies of National, State, or local governments to recognize patriotic holidays for attendance by the general public. Static displays to benefit private, non-Government entities, or for events not open to the general public, are not authorized.

f. When ARNG aircraft are on public display, aircrew members will be available to explain the aircraft and answer questions. Placards should be placed near the aircraft describing basic aircraft specifications and missions.

*Note.* MEDEVAC aircraft may be used for static displays, when the overall mission involves educating the target audience on AE roles and missions of the organization. MEDEVAC units may support this PA mission, which clearly educate the public, civic leaders, and media representatives on AE roles and missions, as outlined in AR 40-3, chapter 16, and FM 4-02.2, para. 2-86.

## **8-9. Military open house, change-of-command (and -responsibility), retirement ceremony, Gubernatorial inauguration, and funeral flyovers**

The current Army prohibition on public flyovers imposed by AD 2010-08 does not affect *funeral flyovers* or *gubernatorial inaugurations* – which are considered operational missions, not public demonstrations. Both may be approved by the State AG. All other public event flyovers in the public domain are prohibited unless approved by the Vice Chief of Staff of the Army (VCSA). This does not restrict installation commanders from conducting flyovers in support of public events (e.g., *open house* program) and command sponsored programs such as *change-of-command* (or *-responsibility*) or *retirement ceremonies*, on military facilities/installations. A flyover is a straight-and-level flight by not more than four of the same type military aircraft from a single service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations. In the interest of safety, maximum visual awareness, and compliance with flight regulations, flyovers shall not be flown lower than FAA-regulated altitudes, and in no case flown less than 500 feet Above Ground Level (AGL). Flyovers must comply with NG Suppl 1 to AR 95-1, para. 5-4, and all applicable Federal Aviation Regulations (FARs), unless a waiver has been obtained from the FAA.

a. *Military open house programs.* Military open house programs are primarily PA activities. Commanders of military installations are encouraged to hold at least one open house annually, within the limits of available resources and operational capabilities. Open house displays, events, and attractions should come from the resources of the host installation or local community with the exception of military equipment or personnel who may be invited from other installations to demonstrate equipment or capabilities not found at a local installation. When conducted over military facilities/installations within the State, the State AG may approve flyovers and other aerial demonstrations following coordination with the JFHQ-PAO and the SAAO. Request to support military facilities or installations out-of-state, must be approved by NGB-PA following endorsement from the State AG.

b. *Change-of-command* (or *-responsibility*) or *retirement ceremony.* Flyovers in support of change of command and retirement ceremonies for senior officers are operational missions and not considered a community relations activity. These may be approved by the State AG for when conducted on a military facility/installation. When conducted in honor of the State AG, requests will be submitted to ARNG-AV for approval.

c. *State Gubernatorial inaugurations.* State gubernatorial inauguration activities highlight the State Governor as commander-in-chief of the State NG, and therefore, it is appropriate to associate the ARNG with this event. ARNG aircraft and flight crews may participate in State gubernatorial inauguration activities as prescribed by ASM P10-0023. The support may not interfere with the performance of official duties and may not detract from operational, training, or other readiness requirements. Flyovers in support of gubernatorial inaugurations will be accomplished within the States' existing operations and maintenance accounts and are authorized only when flown in conjunction with a previously scheduled training mission. The Governor must request the flyover in writing. Participating aircraft are limited to those ARNG resources assigned to the State concerned. The flyover is limited to a single pass of aircraft – with no more than four aircraft of the same category (FW or RW) – in a straight and level flight, over a fixed point, and not involving aerobatics or aircraft demonstrations. The flyover must occur at a patriotic juncture during the actual inauguration ceremony (e.g., at the conclusion of the Governor's oath of office). Aerial reviews in support of the inauguration are prohibited. The State AG is the approval authority for gubernatorial inauguration flyovers utilizing ARNG aircraft.

d. *Funeral/memorial flyovers.* Funeral and memorial services for Servicemembers who meet the below criteria are eligible for flyovers. Flyovers in support of funeral/memorial services are operational missions and not considered a community relations activity. Requests should be made by the Person Authorized to Direct Disposition (PADD) to the Office of the AG. Following approval for such missions by the State AG, the SAAO will notify ARNG-AV of the mission details. Except for funeral services, the missing man formation shall not be performed at

any public event without prior approval by the SECARMY. The State AG may approve flyovers for the following deceased Soldiers and applies to all of the services:

- (1) Killed In Action (KIA);
- (2) Recipients of the Medal of Honor (MoH) or Distinguished Service Cross;
- (3) Active and retired 3- and 4-star general officers as well as Sergeants Major of the Army;
- (4) Former aircrew member or pilot;
- (5) Missing In Action (MIA) repatriation; or
- (6) Dignitaries of the Armed Forces and Federal Government listed in AR 600-25, para. 6-2.

## **Section IV**

### **Prohibited Aerial Demonstrations and Activities**

#### **8-10. PA flyovers and other aerial demonstrations**

a. The Army recognizes the public display of aviation units and assets is valuable to recruitment, public engagement and the demonstration of national pride. However, these benefits must be carefully weighed against the Army's ability to support the warfight and wartime demands placed on aviation organizations. In order to conserve aviation resources to meet operational and pre-deployment training requirements, current Army policy (AD 2010-08) prohibits all Army aircraft (Components 1, 2 and 3) from conducting public affairs missions involving aerial demonstrations in the civilian domain.

b. *Aerial demonstrations* are defined in the glossary. Currently prohibited aerial demonstrations include, but are not limited to, the following activities:

- (1) Flyovers (except for Gubernatorial Inaugurations and Funeral/Memorial Flyovers);
- (2) missing-man formation (except for Funeral/Memorial Flyovers);
- (3) aerial reviews;
- (4) flight team demonstrations;
- (5) parachute demonstrations;
- (6) participation in trade shows;
- (7) air-to-air (or aerial) refueling demonstrations;
- (8) helicopter flight techniques;
- (9) maximum-performance takeoff demonstrations;
- (10) performance record demonstrations;
- (11) air- or aerial-delivery of equipment, including LCLA operations;
- (12) assault aircraft demonstrations;
- (13) tactical helicopter troop landings;
- (14) air rescue demonstrations;
- (15) tactical infiltration/exfiltration demonstrations; and
- (16) Low-Altitude Parachute Extraction System (LAPES) demonstrations.

#### **8-11. Transporting costumed characters**

ARNG aviation assets will not be used to transport costumed characters (such as Santa Claus, Easter bunnies, witches, any other holiday related characters or sport mascots), whether the person is military or civilian, on or off a military installation (reference AR 360-1, para. 10-5c).

#### **8-12. Exceptions to Policy (ETPs)**

a. Waivers of AD 2010-08 and other restricted activities currently in effect by HQDA will be granted only in rare circumstances for exceptional high-impact events that meet specific strategic communication requirements and must be approved by the VCSA.

b. Following coordination with the SAAO, ETPs will be initiated by the State JFHQ PAO, *through* the Chief, Community Relations Division, NGB-PA, 111 South George Mason Drive, Arlington, VA 22204-1382 (NGB.PAR@ng.army.mil); *through* the Office of the Chief of Public Affairs (OCPA), Attn: Aerial Support Officer, 1500 Army Pentagon, Washington, DC 20310-1500; *to* the Office of the Vice Chief of Staff (VCSA), 201 Army Pentagon, Washington, DC 20310-0200, for approval. A courtesy copy will be submitted to ARNG-AV at ARNG-AVS-SS@ng.army.mil.

c. ETP packets must be received by NGB-PA, with copies provided to ARNG-AV, at least 30 days prior to the event in order to ensure adequate staffing by NGB and HQDA. ETP packets must include the original request from the sponsor specifically requesting ARNG aerial support and a formal request from the State AG addressing the

strategic communications lines of effort related to the event. Event sponsors should include the following information in their requests for support:

- (1) Event sponsor;
- (2) purpose of event;
- (3) unique military or patriotic theme;
- (4) size of audience;
- (5) planned media coverage (e.g., television [TV], radio, print, social media, or national coverage);
- (6) frequency of event; and
- (7) completed DD Form 2535 (Request for Military Aerial Support).

d. Requests for ETP to support professional or college sporting events (e.g., football games and National Association for Stock Car Auto Racing [NASCAR] events) will not be considered for approval.

e. States may request to support multiple military/patriotic events under a single ETP packet to meet required screening thresholds.

## **Chapter 9 Other Official Use Missions**

### **Section I Passenger Restrictions and Eligibility**

#### **9-1. Purpose**

Administrative travel, also called *other official travel*, includes travel to give speeches; attend conferences, meetings or training courses; make routine site visits; and other similar uses. All travel will comply with 32 USC 508, DODD 4500.43, DoD 4515.13-R, AR 95-1, and AD 2007-01.

#### **9-2. Eligible passengers**

a. Authorized travelers (other than spouse and family member travel) must have travel orders or transportation authorization published by the installation travel authority. Spouse and family member travel must have travel or transportation authorization published by HQDA (DACS-DMC-A) or the authority specified in DoD 4515.13-R or AD 2007-01 and meet the requirements established therein. For members of the ARNG, this is typically the State AG. The orders must specify if travel is reimbursable or non-reimbursable.

b. Travel for family members, contractors, foreign nationals, State officials and employees, invited travelers, other Executive Departments or Government agencies, or for the judicial or legislative branches of the Federal Government, have unique requirements defined in the above regulations and outlined in this chapter that must be met. Coordinate these requirements with the offices identified herein.

c. Questions or requests for waiver concerning passenger eligibility as outlined in this chapter should be submitted to Chief, Aviation and Safety Division, Army National Guard Readiness Center, Attn: ARNG-AVS-SS, 111 South George Mason Drive, Arlington, VA 22204-1382 at ARNG-AVS-SS@ng.army.mil.

### **Section II Operational Support Airlift (OSA) Missions**

#### **9-3. Definition**

OSA missions are movements of high priority passengers and cargo with time, place, or mission-sensitive requirements. OSA includes all flights in Army aircraft that support command, installation, or management functions, unless the sole purpose of the flight is for an operational use. Excluded from OSA are missions flown in support of military assistance and advisory groups. En route training during OSA missions is encouraged; however, if the purpose of the flight is to transport passengers, the rules governing OSA apply. Specific policy guidance on the use of OSA aircraft is provided in DODD 4500.43.

#### **9-4. DoD policy**

OSA aircraft shall not be used for travel (other than those officials designated as *required use* travelers) if commercial airline or aircraft (including charter) service is reasonably available (i.e., able to meet the traveler's departure and/or arrival requirements in a 24-hour period), unless highly unusual circumstances present a clear and present danger, an emergency exists, use of military aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable (reference DODD 4500.43).

## **9-5. Employment**

Except when otherwise dictated by operational demands, requesters shall provide scheduling authorities with sufficient advance notice of flight requests (at least seven days) and sufficient flexibility in departure or arrival times (at least two hours) to permit efficient employment of aircraft. The carrying of Space-A passengers and/or cargo authorized by DoD 4515.13-R, is strongly encouraged and will be accommodated to the maximum extent possible (reference DODD 4500.43, para. E2.4).

## **9-6. Use of FW versus RW aircraft**

Justification for the use of FW MILAIR for administrative travel usually requires showing that MILAIR is essential versus commercial air. Justification for the use of RW aircraft for administrative travel usually involves showing that MILAIR is essential versus ground transportation, unless commercial air transportation is also available between the general departure and destination locations (reference AD 2007-01).

## **9-7. OSA requests**

a. All requests for the administrative use of MILAIR must be in writing. Military personnel and DoD civilian employees with official business travel requirements may request OSA support through their unit Authorizing Official (AO) IAW local procedures unless otherwise dictated. DoD 4515.13-R provides specific guidance for travel eligibility. Requesters must notify the Unit/State AO of travel requirements as early as possible to allow sufficient time for processing. Airlift request are submitted from the Unit/State AO, *through* the OSA validator, who ensures validated airlift requests are entered into the Joint Airlift Logistics Information System (JALIS).

b. Requests for OSA should be submitted using DD Form 2768 (Military Air Passenger/Cargo Request). Local travel approval authorities may establish other/additional formats for requests and documentation of MILAIR travel. At a minimum, however, this documentation must meet the requirements of DODD 4500.56.

(1) Requestors must verify that the requirements of AD 2007-01 have been met for each individual use.

(2) All requests for the use of ARNG aircraft for official travel must be signed by the senior traveling official. This signature authority cannot be delegated.

c. Travel must be authorized by at least one organizational level above the person traveling except for individuals designated as *Required Use Travelers* and for senior DoD officials in support of a contingency operation only when the senior official's travel is mission essential, occurs within the confines of the area of responsibility for the contingency operation, and only theater owned and/or controlled aircraft are used.

d. The SAAO, or their designee, will serve as the State AG-appointed scheduling and validation authority for helicopter travel requests. Appropriate Priority, Urgency, Justification, and Category (PUJC) codes for each OSA helicopter request will be assigned IAW DODD 4500.43, enclosure 2.

e. DoD Components, other than U.S. Transportation Command (USTRANSCOM), are prohibited from leasing or chartering aircraft to meet OSA requirements, to include executive airlift requirements stipulated in DODD 4500.56, without the written approval from the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)).

f. OSA support may be received from or provided, on a reimbursable and non-interference basis, to allied nations and the North Atlantic Treaty Organization (NATO), pursuant to DODD 2010.9 and DoD 4515.13-R, or comparable agreements.

## **Section III**

### **Other Official Travel Passengers**

## **9-8. Congressional travel**

Visits by Members of Congress and their staff to ARNG installations, facilities, training areas and events heighten congressional awareness of and support for ARNG programs, policies, and activities and are encouraged. Support for point-to-point travel of members and employees of Congress shall be provided on an economical basis upon request of the Congress pursuant to law, or where necessary to carry out the duties and responsibilities of the DoD IAW Section 1108(g), Title 31 USC (31 USC 1108(g)), DoD 4515.13-R, DODD 4515.12, AR 1-20, and Deputy SECDEF Memorandum, Congressional Travel, 8 February 2008. All requests for travel regarding members of Congress and their staff will be processed through NGB-LL (Congressional.Travel@ng.army.mil) with information copies to ARNG-AV.

a. All travel by members of Congress (Congressional Delegations [CODELs]) and/or their staff (Staff Delegations [STAFFDELS]), must be prior-approved by either the Office of the Assistant Secretary of Defense for Legislative Affairs (OASD/LA) when requested by the Congress, or the OCLL for State-invited travel requests.

Occasionally, OASD/LA will issue Congressional Travel Authorizations (TAs) through the Office of Secretary of the Air Force, Office of Legislative Liaison (SAF/LL) for inter-service support that includes transportation on any DoD aircraft, in which case transportation on ARNG aircraft is authorized.

*b. Requests by Congress.* Should a State receive a request to transport a member of Congress and/or staff, the State AG must ensure the member of Congress and/or staff has an approved TA letter signed by the Army Congressional Travel Office, OCLL.

*c. Invited by Governor or State AG.* Members of Congress or their staffs invited to travel aboard ARNG aircraft by the State AG or Governor to visit NG organizations, facilities and training areas to enhance their knowledge and understanding of NG missions and functions, must receive prior written approval of the SECARMY. Requests to approve non-reimbursable congressional travel will be extended by forwarding a memo, signed by the State AG indicating the purpose of the trip and include an itinerary, the names of all congressional travelers and their staff, the mode of transportation, and the agency point of contact (POC). Requests should normally be submitted at least 15 days prior to the date of the planned travel. State Legislative Liaison Officers will forward such requests to transport members of Congress, or their staff, from the State AG *through* NGB-LL, *to* OCLL, with a courtesy copy to ARNG-AV, or OSAA as required.

*d. Orientation flights.* Members of Congress and their staffs may be provided orientation flights with the approval of OCLL, Support Operations Division (reference paragraph 8-2h).

*e. Post-disaster recovery surveys.* In order to allow for field examinations of appropriation estimates under the authorities of DODD 4515.12 and to enable accurate surveys and decisions be made on post-disaster recovery programs, the members and employees of Congress may make requests for support to the SECDEF to travel to areas affected by natural disasters.

(1) Due to the inherent risk involved and the limited assets in a disaster area dedicated to delegation support, members should expect certain restrictions on travel (e.g., group size and composition, frequency and locations of visits). The primary mission of ARNG forces assigned to post-disaster recovery efforts is to save lives and property. CODEL support will not interfere with these missions; and

(2) OASD-LA will coordinate with NGB-LL to prescribe congressional travel restrictions to disaster areas. Once developed, OASD-LA will disseminate these restrictions through the various command Offices of Legislative Affairs, and the members and employees of Congress.

*f.* ARNG-AV will be notified of all ARNG MILAIR flights involving CODELs or their staff(s).

## **9-9. Foreign National travel**

*a.* Travel by foreign nationals and alliance travelers is governed by DoD 4515.13-R, para. C2.2.8, C10.5.1.4, and C10.5.3 and will normally be routed through the appropriate Foreign Liaison Officer of the various command levels for approval. Several provisions exist for approving travel for foreign nationals; however, the most common to the ARNG are provided below.

*b. Alliance travelers.* Personnel of foreign nations attached to international military headquarters of NATO when traveling on official business. Foreign nationals assigned to international military staffs of NATO normally shall travel by commercial transportation, when available, unless the use of DoD-owned or -controlled aircraft is otherwise authorized. NATO travel orders authorizing flight on military aircraft do not automatically authorize travel on ARNG aircraft. Alliance travelers must be validated by ARNG-OD.

*c. Officer exchange programs.* Foreign officers participating in an officially recognized officer exchange program with the DoD and assigned to duty with a U.S. Military Department when travel is directed by the Military Department concerned and validated by ARNG-OD.

*d. Cooperative military airlift agreements.* Foreign military personnel and civilian employees of a department or ministry of defense of a foreign Government with which the DoD has a Cooperative Military Airlift Agreement under Section 2350c, Title 10 USC (10 USC 2350c) and validated by ARNG-OD. Travel is reimbursable to the DoD, shall be only for official business of the foreign Government, and travelers will present official travel authorizations from the foreign Government.

*e. Military exercises participants.* Foreign nationals validated by ARNG-OD participating in exercises sponsored or approved by the DoD, which include combined operations of U.S. and foreign forces. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.

*f. DoD-sanctioned partnership programs.* Travel requests for foreign military personnel participating in DoD-sanctioned partnership programs (such as Military-to-Military, Command Counterpart, and State Partnership Programs), shall be sent *through* the State Foreign Liaison Officer or PAO (with *copy* to the affected State-level State Partnership Program Coordinator/Director), *to* NGB-IA, for validation of the partnership program and approval of passengers.

*g. DoD-sponsored visit.* Foreign military personnel not participating in a DoD-sanctioned partnership program must be on a DoD-sponsored visit with an approved ITA issued by proper authority, typically the State AG, for local

travel. Transportation to and from CONUS shall be the responsibility of the visiting foreign dignitary, except, by special invitation of senior DoD officials. TAs may be issued by NGB-IA upon receipt of a request for approval *from* the State Foreign Liaison Officer or PAO (with *copy to* the affected State-level State Partnership Program Coordinator/Director), *to* NGB-IA along with copies of the ITA for each foreign guest invited by the State AG (reference DoD 4515.13-R, para. C10.5.3.1).

*h. DoD-approved visit.* Foreign nationals who have petitioned the DoD, and who possess proper base or installation visitation authorization. Approved foreign visit requests authorize the holder to enter the country and participate in DoD activities. Foreign visit requests are approved by the Office of the Deputy Chief of Staff G-2, Foreign Disclosure Division (DAMI-CDS). TAs may be issued by ARNG-AV upon receipt of a request for approval *from* the State Foreign Liaison Officer or PAO (with *copy to* the affected State-level State Partnership Program Coordinator/Director), *to* NGB-IA along with a copy of the approved foreign disclosure request for each traveler.

*i.* All transportation involving foreign personnel flying aboard ARNG aircraft will be processed *through* NGB-IA or ARNG-OD as specified above, with courtesy copies provided to ARNG-AVS, and OSAA as required. Requests must indicate the type of aircraft used for transportation, the type of visit, purpose of transportation, date(s) of travel, point-to-point locations, and a by-name list of foreign travelers and their duty positions.

*j.* Orientation flights for foreign nationals is governed by DoD 4515.13-R, para. C4.3.8.1 (see paragraph 8-2c above).

## **9-10. State Officials and employee travel**

*a. State NG Officials* – including State Governors, Lieutenant Governors, AGs, and Assistant/Deputy AGs, when travel is for official duty connected with NG activities. This travel may only be in and between CONUS, Puerto Rico, Guam, the U.S. Virgin Islands, or the States of Alaska and Hawaii and is based upon their positions as State NG officials, and not their federal recognition status (reference DoD 4515.13-R, para. C2.2.16.5). MILAIR may be authorized to transport AGs and State Governors as *other official travel*, when any one of the following conditions is met (reference DODD 4500.56, enclosure 3, para. 3):

(1) The actual cost of using MILAIR is less than the cost of using commercial air service;

(2) Commercial air service is unacceptable because highly unusual circumstances present a clear and present danger to the official traveler; an emergency exists; or other compelling operational considerations make commercial transportation unacceptable; or

(3) The aircraft was previously scheduled to perform a bona fide training mission, the minimum mission requirements are not exceeded, and there is no additional cost to the Government. MILAIR must not be scheduled for training missions for the primary purpose of accommodating the travel of military or civilian DA personnel.

(4) Examples of situations in which ARNG airlift is not appropriate include, but are not limited to:

- (a) Transportation to political or politically-related events;
- (b) attendance at public sporting events with no military connection;
- (c) airlift of private or State vehicles; or
- (d) carrying press to cover a Governor's speech.

*b. Employees of the State Military Departments.* The State AG may authorize employees of the State Military Department to be transported on ARNG aircraft when the travel is directly connected with NG activities, and the employee's participation is essential to the NG activity, and is authorized in writing in advance (reference DoD 4515.13-R, para. C2.2.16.6).

*c. Other State, County, Municipal or private company employees.* Following validation by the JFHQ Chief Counsel, the State AG may also authorize employees of certain State, county, municipal or private company employees who perform a service in direct support of the NG mission within the State, when travel is for an official purpose and is authorized in advance by the CNGB, or "*other official authorized to approve this travel.*" For the purposes of this section, State AGs are considered "*other official authorized to approve this travel.*" This travel may only be in and between CONUS, Puerto Rico, Guam, the U.S. Virgin Islands, or the States of Alaska and Hawaii (reference DoD 4515.13-R, para. C2.2.16.6).

## **9-11. Contractor travel**

Private company employees (civilian contractors and field service representatives acting as engineering, and technical service advisors to the DoD) may travel on ARNG aircraft when performing duties specified in their contract or Statement of Work (SOW). Travel by contractors on DoD aircraft is governed by DoD 4515.13R, para. C2.2.9, the JFTR, Volume 1/JTR, Volume 2, appendix E, part 3, and AD 2007-01.

*a.* Generally, contractors are not to be placed on MILAIR except when in compliance with DoD 4515.13-R, para. C.2.2.9. However, when flight on ARNG aircraft is for official business, and the service is in direct support of the NG mission, contractors may be approved as Space-R passengers by the State AG.

b. In instances where the success of an Army mission depends on the presence of contract personnel, those personnel may be placed on MILAIR through the use of a Contractor Identification Memorandum Letter of Authorization IAW AD 2007-01, para. 5h. (see appendix G). The use of an ITA/ITO is prohibited.

c. The cognizant Contracting Officer (CO) or Contracting Officer Representative (COR) must be contacted to determine whether the contract provides for use of MILAIR, and whether reimbursement is required. If the CO/COR determines the employee can be provided MILAIR transportation, and the cost of that transportation should be the responsibility of the Government, then the State AG (or their Transportation Authorization Official) may approve the flight. The CO/COR will certify that:

(1) Transportation shall be furnished at DoD expense. The Contractor Identification Memorandum Letter of Authorization shall indicate the contract provisions that apply, or the responsible authority who approved the travel, and shall include the DoD appropriation chargeable; or

(2) transportation shall be furnished at the contractor's expense. The Contractor Identification Memorandum Letter of Authorization must contain a statement that commercial transportation is not available, readily obtainable, or satisfactorily capable of meeting the travel requirements, and that the non-U.S. Government tariff applies. The travel orders must include the name and address of the contractor's Agency responsible for reimbursement so the U.S. Property and Fiscal Office (USP&FO) can bill for the transportation furnished.

d. If proper justification is provided, and the CO/COR verifies it is authorized, a Contractor Identification Memorandum Letter of Authorization (see appendix G) must be prepared by the CO/COR. The Contractor Identification Memorandum/Letter of Authorization will be routed to the SAAO through the Office of the Adjutant General's Transportation Authorizing Official and must include:

(1) Name, company name and DoD contract number;

(2) billing address of contractor for purposes of billing costs if travel is to be approved under the authority of DoD 4515.13-R, para. C.2.2.9.3; or the appropriation to be charged (fund site or responsible DoD contract number to be charged) if travel is to be approved under the authority of DoD 4515-13R, para. C.2.2.9.2.;

(3) full justification and purpose for being onboard the aircraft;

(4) statement indicating that commercial transportation is not available; and

(5) request of senior Army official requesting the contractor's presence as an enclosure.

e. Approved contractors on board MILAIR, operating under contracts where commercial transportation costs have already been included in the contract, must reimburse the Government at full commercial coach fare, within five days of completion of the travel. Under no circumstances may contractors travel or be reimbursed using the contract fares offered to Government employees.

f. The Contractor Identification Memorandum/Letter of Authorization must be submitted through normal travel authorization channels and, if applicable, processed with required documents through appropriate local billing channels to ensure a timely reimbursement to the U.S. Treasury.

## **9-12. Invited travelers**

*Invitational travel* is the term applied to authorize travel by non-DoD personnel who are acting in a capacity that is related directly to, or in cooperation with, official DoD activities where reimbursement applies. This includes transportation on aircraft operated by an activity centrally financed through DoD (e.g., OSAA), or other DoD aircraft when reimbursement is appropriate. Travel orders, ITOs, and other forms of travel authorization or approval documentation shall be issued and include, either the appropriation chargeable or the name and address of a specific organization or individual responsible for reimbursement on a direct-billing basis. Passengers traveling at the invitation of a DoD Component are governed by DOD 4515.13-R, para. C2.2.7, the JFTR, the JTR, appendix E, part 1, and shall have in their possession ITOs published by the appropriate Travel Authorizing Official. This is typically the Office of the State AG when travel is for purposes of the NG, and by the sponsoring command when supporting the AC, USAR, or other DoD Service. In addition to the ITO, civilian personnel must sign a DD Form 1381 (see appendix F). The completed DD Form 1381 shall be attached to the passenger manifest, filed at the point of origin, and retained IAW AR 25-400-2.

a. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee, except as provided for spouse/dependent invitational travel IAW JFTR, and JTR, appendix E, part 1, para. 2m. See section III below for restrictions.

b. Individual travelers who travel as part of a group may travel on ARNG aircraft, provided their travel entails conferring on an official DoD matter with DoD officials, and they are performing a direct service such as providing advice or guidance to DoD. Under such circumstances, an ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business (reference 55 Comp Gen 750 [1976]; and 31 USC 1345).

c. Formal ITOs/ITAs issued IAW JFTR/JTR, appendix E, part 1 are generally not required for official passengers participating on training flights or travel incidental to training where there is no reimbursement requirement; however, formal written authorization is required by the appropriate approval authority as specified in table C-1.

### **9-13. Dependents and family member travel**

Spouse and other dependent travel is not PA travel. Dependent and family member travel is categorized as *Official*, *Unofficial*, or *Other* travel and should be coordinated through operational channels (flight operations). All approved travelers must have an ITO.

a. *National Guard Dependents.* As a general rule, a family member may not accompany their DoD sponsor who is traveling on official business; however, a ARNG family member's travel may be approved by the State AG when there is an unquestionably official function in which the family member is to participate in an official capacity, or when such travel provides a diplomatic or public relations benefit to the U.S.

b. As an exception to this rule, spouses may accompany their sponsors on military or commercial aircraft at Government expense when at least one of the following conditions is met:

(1) The spouse must actually participate in an official capacity at an unquestionably official function. A spouse's itinerary that details the specific official events of sufficient duration in which the spouse must participate (i.e., a conference or installation visit) may justify the spouse's travel on MILAIR, or commercial air, at Government expense. A spouse's agenda/itinerary is required when using this provision as the basis for approval of the spouse's travel. A substantially complete draft itinerary is sufficient for long lead-time requests. An example of a substantive agenda is provided at AD 2007-01, enclosure 6;

(2) the spouse's presence at an official function is deemed to be in the national interest because of a diplomatic benefit to the U.S. Simply stated, when the spouse and sponsor are meeting with high-level foreign dignitaries, the spouse's travel may be justified on MILAIR, or commercial air, at Government expense. Documentation of foreign dignitary presence is required when using this provision as the basis for approval of the spouse's travel; or

(3) the spouse's presence at an official function is deemed to be in the national interest because of a public relations benefit to the U.S. Simply stated, when the spouse and sponsor are meeting with persons from outside DoD, such as members of the local, State or National Government or media, the spouse's travel may be justified on MILAIR, or commercial air, at Government expense. Under this provision, a statement from the requesting official deeming the spouse's presence to be a public relations benefit to the U.S. is a sufficient basis for approval of the spouse's travel (reference AD 2007-01).

c. An example of authorized travel is when the spouse or other qualified individual has been approved to attend – or selected to serve as a member of the delegation to – an official conference concerning Army Family Programs (i.e., Yellow Ribbon Reintegration Program [YRRP]) or Quality of Life issues (reference paragraph 7-13 below). Such participation is normally limited to that of the spouse and is representational in nature. As such, travel is allowed on a mission noninterference basis only and must be supported with an ITA (reference DoDI 1342.28, para. E.3.1(b)(3)), which normally shall authorize reimbursement of transportation costs only, not to include per diem and other expenses under the JFTR/JTR, appendix E, part 1, para. 2m. (reference DODD 4500.56, para. E.3.5).

d. Requests that seek approval for NG family member travel with funding for per diem or other expense allowances must clearly demonstrate that travel is essential to accomplishing the mission. These requests may be approved by the State AG when the request includes strong evidence of benefit to the DoD beyond fulfilling a simple, albeit important, representational role.

e. When authorized, funded family members shall travel in the company of their DoD sponsor on Government aircraft. However, unusual circumstances may occur that may necessitate exceptions to this general requirement. Such circumstances may include unplanned or unanticipated schedule changes or compelling mission requirements of the ARNG sponsor. Under those unusual circumstances, the funded family member shall travel in the most cost-effective manner available, which may include Government aircraft, subject to the written approval of the appropriate designated authority (reference DODD 4500.56, para. E.3.5).

f. Not more than two family members of a member of the Uniformed Services who is seriously ill or injured, and hospitalized either in the CONUS or overseas, may be transported on ARNG aircraft. Round-trip, Government-funded transportation is authorized between the residence of the family member(s) and the location of the medical facility in which the member is hospitalized if the attending physician (or surgeon) and the commander (or head of the military medical facility exercising military control over the member) determine in writing that the presence of the family member(s) is necessary for the health and welfare of the member (reference DoD 4515.13-R, para. C2.2.3.1.3).

g. *Senior State Official Spouse Travel.* Spouses of senior State officials (i.e., Governor, Lieutenant Governor), when travel is for official duty connected with NG activities, may travel on ARNG aircraft. Travel may be in and between the CONUS, Puerto Rico, the Virgin Islands, or the States of Alaska and Hawaii. The traveler must be ac-

accompanied by the senior State official and there must be an unquestionably official function in which the family member is actually to participate in an official capacity, or such travel must be deemed in the interest of the NG. Such participation is normally limited to spouses. State Governors (or in their absence, Lieutenant Governors), shall personally sign ITA approvals on a case-by-case basis for a family member of senior State officials to travel (reference DoD 4515.13-R, para. C2.2.3.3.2).

*h. AG Spouse Travel.* The CNGB has sole authority to approve travel of accompanying spouses of the AGs (term inclusive unless otherwise noted of the Commanding General of the District of Columbia [DC] NG), when they are traveling OCONUS or for purposes of NGB business at the invitation of the CNGB. However, when the AGs and their spouses are traveling within the CONUS on State NG business, the approval process described in paragraph 9-13g above shall be used (reference DoD 4515.13-R, para. C2.2.3.3.2 and AD 2007-01, para. 10-f(6)).

(1) *Official* travel requires AG spouses to actually participate in an unquestionably official function, or what is deemed in the national interest because of diplomatic or public relations benefit to the U.S. Spouses on *official* travel may use military or commercial aircraft at Government expense.

(2) *Unofficial* travel by AG spouses is not authorized at Government expense. Mere attendance without participation in an official function constitutes *unofficial* travel. Unofficial travel may be approved for military aircraft on a non-interference, reimbursable basis.

(3) *Other* travel is authorized for AG spouses on ARNG aircraft when the aircraft has been previously selected as the most cost and time effective means of transportation. The travel cost on this non-interference, reimbursable spouse travel is payable to the Government at the full commercial coach class fare, or equivalent.

(4) All requests for *official*, *unofficial* and *other* AG spouse travel must be submitted *through* ARNG-AV, to CNGB at least 30 days prior to travel date. ARNG-AV will coordinate and forward to the CNGB for approval. For payment of non-interference, reimbursable travel, each AG will attach a personal check to their travel voucher made payable to the "U.S. Treasury", along with a travel office printout reflecting the full commercial coach class fare; and a completed DD Form 1131. The regulations governing AG spouse travel applies to OCONUS travel as well.

*i.* Each occurrence of spouse travel is to be approved in advance and on a case-by-case basis by the appropriate approval authority. Blanket travel orders for spouses are not permitted. Request for approval for spouse travel must also be reviewed by the requesting official's Command Chief of Staff, or equivalent, prior to submission. Each request must include the following supporting documentation, which must be retained by the requesting organization for two years IAW AR 25-400-2:

- (1) Request signed by the sponsor;
- (2) name, grade, and position/title of sponsor;
- (3) purpose of spouse's travel;
- (4) travel date(s) and destination(s);
- (5) type of conveyance, to include cost if commercial flight;
- (6) policy and/or fiscal determination by appropriate Command Official; and
- (7) agenda or itinerary for spouse that indicates either an unquestionably official function, or diplomatic or public relations benefit.

*j. Reporting Requirements.* The approval authority must maintain a record of approved accompanying spouse travel on MILAIR and commercial aircraft for a period of two years IAW AR 25-400-2. This documentation is subject to review by the SECARMY or the Administrative Assistant to the Secretary of the Army (AASA) acting as their designee. The documentation must include spouse travel via MILAIR or commercial air for the spouses of all DA officials, including State and District of Columbia AGs of the NG when travel was for NG business. Documentation of each trip approved must be maintained locally for at least two years from the date of travel IAW AR 25-400-2, to comply with audit and/or inspection requirements. Documentation of individual spouse travel trips must include:

- (1) Name of sponsor and spouse;
- (2) justification (i.e., participation in an official capacity at an unquestionably official function, or diplomatic or public relations benefit);
- (3) destination, duration; and
- (4) any per diem or incidental expenses allowed to the spouse.

## **Section IV**

### **Travel to Special Events**

#### **9-14. Funerals, retirements and change-of-command (or -responsibility) ceremonies**

*a.* Generally, travel to funerals, retirements, or change-of-command (or -responsibility) ceremonies, where ground travel is not suitable due to distance, are considered official events only for the senior DoD/civilian officials formally representing DA. Minus specific authority by the SECARMY, CSA, Under Secretary of the Army (USA)

or VCSA, all other officials are considered attending in an *unofficial* travel (personal) capacity and must reimburse the Government at commercial coach fares if traveling on MILAIR with the official representative, or pay for commercial travel from personal funds. Under no circumstance can MILAIR be scheduled for *unofficial* travel. Unofficial travel will be conducted IAW paragraph 3-2 above.

b. IAW DTM 10-008, all eligible family members are authorized travel on ARNG aircraft – and transportation allowances for one round-trip – to the installation or unit memorial service for deceased Servicemembers. This round-trip is in addition to the burial ceremony. Reimbursable expenses are limited to authorized travel allowances. This entitlement is subject to the following limitations:

(1) Only one memorial service shall be eligible for Government-funded transportation and allowances unless the original service for the deceased member was limited to a memorial service because no remains were recovered;

(2) travel and transportation allowances include travel to and from the memorial service location, plus two days of per diem at the memorial site;

(3) funded memorial service travel is limited to a two-year period following the loss of the Servicemember; this limitation may be waived by SECARMY;

(4) memorial service locations are limited to the CONUS, Alaska and Hawaii, U.S. territories, and the last permanent duty station or home port of the Servicemember;

(5) family members are not authorized transportation to memorial services conducted in a theater of combat operations; and

(6) the decision to conduct an installation or unit memorial service shall be at the discretion of the individual State chain-of-command.

### **9-15. Yellow Ribbon Reintegration Program (YRRP) events**

a. When private and commercial transportation is not feasible, family members of Soldiers may accompany their Servicemember sponsor in an *official* travel status to YRRP events on MILAIR. *Family* includes the spouse and children for married Servicemembers, and parents, grandparents, and/or siblings for single Servicemembers. All these persons are encouraged to attend YRRP events and activities; however, travel funding is not available to all Family members. Official funded participation is normally limited to the spouse, but will not exceed two Family members – subject to available funds – per Servicemember attending the event (reference NGB Policy Memorandum, Implementation Guidance for the DoD Yellow Ribbon Reintegration Program, dated 20 Jul 09).

b. Travel is allowed on a mission non-interference basis only and must be supported with an ITA, which normally shall authorize reimbursement of transportation costs only, not to include per diem and other expenses under the JFTR or JTR. An ITA issued under this authority for the dependent must include the following statement: “*This TA authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled*” (reference DODD 4500.56, para. E.3.5, the JFTR/JTR, appendix E, part 1, para. 2m. ).

### **9-16. ESGR Boss Lift**

a. Implemented under DODD 1250.01, DoDI 1205.22, and related ESGR Instructions, this program demonstrates to Reserve employers and potential employers the importance of Reserve forces, and to foster a strong and supportive employer base. The Headquarters, Employer Support of the Guard and Reserve (HQESGR) oversees DoD support to civilian employers of Reservists. The ESGR boss lift program is not a PA activity and requests for support are not processed through PA channels. A major part of ARNG aviation support is for flights for employers, commonly known as *Boss Lifts*, which are managed as follows:

(1) Requests will be submitted from unit commanders *through* the SAAO, *through* the State ESGR Committee and AG who will endorse the request and itinerary. AG approved packets will be submitted *to* the RDD, HQESGR, at least 60 days prior to travel, or as soon as the request is received; and at least 90 days prior, if ANG airlift is needed.

(2) HQESGR reviews all itineraries for propriety of scheduled activities, and ensures the proposed guest list does not reflect a preponderance of any particular group.

(a) Itineraries must include date(s) of travel, point(s) of takeoff(s), point(s) of landing(s) to include any intermediate stops, areas/installations/facilities to be visited, and details of activities such as what type of briefings and bases or sites to be visited will be included. The majority of a normal working duty day (eight hours) must be spent participating in or observing DoD and/or NG-related activities. The ESGR travel program must be able to withstand public scrutiny at all times.

(b) Base tours, orientations, demonstrations, and briefings should be scheduled for normal duty hours.

(c) The itinerary will include a unit briefing to participants of Boss Lifts at NG locations visited, to include home station and deployed location, if applicable.

(d) Peripheral activities, such as participating in golfing or other athletic events, visits to shopping centers, base exchange facilities, and social events such as barbecues, will not be included in itineraries during the normal duty day. Activities that could be perceived as extravagant jeopardize the credibility and viability of this program, and are prohibited – including transportation to attend such events.

b. Unit commanders and State ESGR Committees should contact the SAAO to inquire of the feasibility of aviation support prior to submitting formal requests for Boss Lift. Identify aircraft, unit, POC name, email, and both COM and DSN phone numbers.

(1) Primary aircraft preferred to support Boss Lifts will be UH-60s and CH-47s for intra-state transportation. OSA aircraft may be utilized following coordination and approval from the HQESGR and the Joint Operational Support Airlift Center (JOSAC) for inter-state (outside the LFA). ANG airlift may be requested IAW Air Force Instruction (AFI) 35-103 and AFI 35-105.

(2) All participants are required to assemble at one departure location and will be returned to the same location. Multiple pickup points must be approved on a case-by-case basis by HQESGR.

(3) Normally only one sponsored airlift will be approved per year per State. Tours are limited to no more than two days (excluding a travel day on each end of the trip). OCONUS travel for Boss Lifts is not authorized. All Boss Lifts for ESGR tours originating within the contiguous forty-eight States will take place strictly within this boundary. This does not include travel between Alaska, Hawaii, Guam, Puerto Rico and the Virgin Islands and the contiguous 48 States. Boss Lifts for these States may be conducted outside of their State with approval from HQESGR and the service providing the airlift.

(4) Units supporting ESGR tours should request copies of ITOs and DD Forms 1381 from each passenger. The completed DD Form 1381 shall be attached to the passenger manifest and filed at the point of origin. See appendix F.

c. Aviation commanders will not obligate their units to support a specific tour prior to HQESGR approval. HQESGR approval does not guarantee a Boss Lift will be supported. Transportation for ESGR Boss Lifts is *opportune* in nature, and priority training or operational mission support requirements can preempt any event. Therefore, unit commanders, State ESGR Committee members, and invited guests must be aware that mission requirements may require cancellation of tours up to and including the day of departure or event.

d. ESGR-sponsored Boss Lifts are authorized to utilize military airlift on a non-reimbursable basis using Operational and Maintenance flying hours.

### **9-17. Assistance for certain Youth and Charitable Organizations**

a. By authority of 32 USC 508 and 509, members and units of the NG may provide air transport and other services to support the Special Olympics, National Guard Youth Challenge, and other eligible organizations when incidental to training and IAW the following restrictions:

(1) The provision of such services does not adversely affect the quality of aviation training or otherwise interfere with the ability of a member or unit of the ARNG to perform the military functions of the member or unit;

(2) the air transport to be provided is not commercially available, or any commercial entity that would otherwise provide such services has approved, in writing, the provision of such services by the ARNG;

(3) ARNG personnel will enhance their military skills as a result of providing air transport; and

(4) providing air transport under this authority will not result in a significant increase in the cost of the aviation training.

b. Other authorized assistance in the form of technical training and emergency medical assistance and services may also be provided to the following eligible organizations:

(1) The Boy Scouts of America (BSA);

(2) the Girl Scouts of America;

(3) the Boys Clubs of America;

(4) the Girls Clubs of America;

(5) the Young Men's Christian Association (YMCA);

(6) the Young Women's Christian Association (YWCA);

(7) the CAP;

(8) the United States Olympic Committee (USOC);

(9) the Special Olympics;

(10) the Campfire Boys;

(11) the Campfire Girls;

(12) the 4H Club;

(13) the Police Athletic League; and

(14) any other youth or charitable organization designated by the SECDEF.

c. Sponsors will execute DD Form 1381 for minor dependents or individuals incapable of signing for themselves.

The completed DD Form 1381 shall be attached to the passenger manifest, filed at the point of origin, and maintained IAW AR 25-400-2. See appendix F.

## Chapter 10 Reimbursement for Use of ARNG Aircraft

### 10-1. Federal missions

a. Support missions flown in a federally-funded status for other than ARNG purposes are normally categorized based on users supported from the following:

- (1) DoD Agencies;
  - (a) Active Army or U.S. Army Reserve (USAR); or
  - (b) other DoD Services (USAF, U.S. Navy [USN], U.S. Marine Corps [USMC]);
- (2) federal agencies (FEMA, Environmental Protection Agency [EPA], Congress, etc.);
- (3) Foreign Military Sales (FMS);
- (4) all other users (public agencies, Community-Based Organizations [CBOs], etc.); and
- (5) SAD.

b. Annually, the ARNG-AV Programs Integration Branch (ARNG-AVP) publishes reimbursable rates in the FHP Library on the ARNG Operations and Training website on Guard Knowledge On-line (GKO) at [https://gkportal.ngb.army.mil/sites/G3\\_AVS/AVS-O/default.aspx](https://gkportal.ngb.army.mil/sites/G3_AVS/AVS-O/default.aspx), that provides current cost figures for categories shown above. Reimbursement rates are published annually by the ASA (FM&C) Army C&E.

c. *DoD agencies.* Missions requested by Active Army or USAR units (intra-service) will be billed for direct operating costs (Petroleum, Oil and Lubricants [POL], Depot-Level Repairs [DLRs], and consumables). Missions requested by other DoD agencies (inter-service support) will be billed at the full DoD user rate. DoD activities shall provide requested support to other DoD activities when the head of the requesting activity determines it would be in the best interest of the Government, and the head of the supplying activity determines capabilities exist to provide the support without jeopardizing assigned missions. These determinations are signified by signing a support agreement (blocks 8 and 9 on DD Form 1144 [Support Agreement]) – no further written determinations are required for agreements between DoD activities (See paragraph 10-5 below for use of DD Form 1144). The quality of support services provided to other DoD activities shall be equivalent to the quality of support the supplier furnishes to its own mission, unless otherwise requested or approved by the receiver. DoD activities may request support from other DoD activities when in-house capabilities do not exist, or when support can be obtained more efficiently or effectively from other existing DoD capabilities (reference DoDI 4000.19 and NGR 5-2).

e. *Federal agencies, FMS, and all other users.* Support of other Federal, State, local agencies (intra-governmental support) or FMS requires reimbursement under provisions of Section 1535, Title 31 USC (31 USC 1535), and Section 1536, Title 31 USC (31 USC 1536). DoD activities may enter into support agreements with non-DoD Federal activities when funding is available to pay for the support, it is in the best interest of the Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or cheaply by a commercial enterprise, and it does not conflict with any other agency's authority. These determinations must be approved by the head of the major organizational unit ordering the support and attached to the agreement. This authority may be delegated, although designees may not be lower than Senior Executive Service (SES), Flag, or General Officer. Reimbursement charges for support provided by DoD activities to non-DoD Federal activities shall be determined the same way as reimbursement charges are determined for other DoD activities. All support agreements for supplies and services provided to, or received from, non-DoD Federal activities must comply with 31 USC 1535 (reference DoDI 4000.19 and NGR 5-2).

f. All requests for DSCA shall be made in writing, and shall include a commitment to reimburse the DoD IAW Sections 5121, Title 42 USC (42 USC 5121 – also known as *The Stafford Act*), 31 USC 1535 (also known as *The Economy Act*), or other authorities except requests for support for *immediate response*, and mutual or automatic aid, IAW DODD 3025.18. For assistance provided under the provisions of *immediate response*, civil authorities shall be informed that oral requests for assistance in an emergency must be followed by a written request that includes a commitment to reimburse the DoD at the earliest available opportunity. States also must reimburse the U.S. Treasury IAW Section 9701, Title 31 USC (31 USC 9701). Support may be provided on a non-reimbursable basis only if required by law or if both authorized by law, and approved by the appropriate DoD official. See paragraph 10-4 below.

g. Each written request for assistance shall be supported by a Determination and Finding (D&F). The D&F shall state that: (1) Use of an interagency acquisition is in the best interest of the Government; and (2) the services cannot be obtained as conveniently or economically by contracting directly with a private source or other federal agency. The D&F must be approved by a contracting officer or senior procurement executive of the requesting agency.

## 10-2. SAD missions

a. *Emergency situations.* ARNG aircraft may be used for *immediate response* (i.e., any form of immediate action taken to save lives, limbs, or eyesight, prevent human suffering, or mitigate great property damage under imminently serious conditions).

(1) *First 24 hours – one day.* Reimbursement at the SAD Emergency rate should be sought for flight hours IAW ASA (FM&C) Army C&E.

(2) *Beyond 24 hours – one day.* The State shall reimburse the Federal Government at the SAD Emergency reimbursable rate for flight hours established by the ASA (FM&C) Army C&E.

b. *Non-emergency situations.* When ARNG aircraft are used to support a non-emergency State mission, the State shall reimburse the Federal Government at the SAD Non-Emergency reimbursable rate.

c. *Counterdrug Aviation Operations (CDAOPS).* Such flying hours are part of Air Operations Tempo (OPTEMPO) tracked under Management Decision Package (MDEP) Account Code for Counterdrug Flight Hours (VCNA), and is distributed to the several States, with funding IAW State plans approved by NGB-J32-CD.

d. *Support to Civil Law Enforcement Operations (CLEO) non-counterdrug operations.* Unless approved by NGB to be conducted in Title 32 status, the State shall reimburse the Federal Government for the cost associated with supporting State and Local CLEO at the SAD non-emergency reimbursable rate.

## 10-3. Reimbursement commitments

a. The SAAO must ensure flight hour reimbursement commitments are obtained, or are in the process of being obtained, prior to the approval of non-life threatening situation support missions. Clearly-defined procedures for flight hour reimbursement commitments are necessary to preclude untimely delays and difficulties that may result from attempting to obtain reimbursement “after the fact.”

b. *Immediate response* (i.e., any form of immediate action taken to save lives, limbs, or eyesight, prevent human suffering, or mitigate great property damage under imminently serious conditions) will not be delayed or denied solely for the lack of a flight hour reimbursement commitment. However, a reimbursement commitment will be sought as soon as practicable as/when prescribed in governing DoD directives or instructions.

c. *Members of Congress or their staff.* Reimbursement may be required depending on the purpose of the mission and related transportation.

(1) *Missions of primary interest to the NG.* Transportation requested by the State in support of an invitation from the State AG or Governor, and when travel is for official duty connected with NG or other DoD activities, then no reimbursement is required. This travel may only be in and between CONUS, Puerto Rico, Guam, the U.S. Virgin Islands, or the States of Alaska or Hawaii. State Legislative Liaison Officers will forward such requests to transport members of Congress and/or their staff *through* NGB-LL, *to* OCLL for SECARMY approval, with courtesy copy to ARNG-AVS-SS (reference DoD 4515.13-R, para. C10.5.2.1).

(2) *Missions of primary interest to DoD.* Transportation requested by members and employees of the Congress, must be submitted in writing to the SECDEF from the chairman of the Congressional committee on which the member or employee serves. The request must state the purpose of travel is of primary interest to the DoD and that costs associated with the transportation will be the responsibility of DoD. TAs will be forwarded from OSD-PA, *through* OCLL, *through* NGB-LL, *to* the State, with courtesy copies provided to ARNG-AVS-SS (reference DoD 4515.13-R, para. C10.4.3).

(3) *Missions of primary interest to Congress.* If transportation is requested by members and employees of the Congress when travel is of official concern to the Congress, the travel authorization issued by DoD must show the appropriation fund chargeable, or other clear indication of the method by which reimbursement is to be made, if U.S. commercial carriers cannot meet the official requirements. TAs will be routed from OSD-PA as stated in paragraph 10-3c(1) above (reference DoD 4515.13-R, para. C10.4.4). For the circumstances where reimbursement is mandated, reimbursement rates to the Treasurer of the U.S. are set by OMB Circular A-126. Long-standing policy for DoD senior leaders and members and employees of Congress has set the rate of reimbursement at the full coach fare. Specifically, this rate is defined as any coach fare available to the public. If the full coach fare cannot be determined, as in the case of RW support between military facilities, use the rate normally charged to Federal agencies.

d. *Law Enforcement Support.* As a general matter, reimbursement is required when equipment or services are provided to agencies outside the DoD. The primary sources of law for reimbursement requirements are the *Economy Act* for Federal agencies, and Section 2667, Title 10 USC (10 USC 2667 – also referred to as the *Leasing Statute*). Other statutes may apply to particular types of assistance (reference DODD 5525.5, paragraphs E3.1 and E5.2.1).

(1) If reimbursement is not required by law for a particular form of assistance, the authority to waive reimbursement is delegated to the Assistant SECDEF (Force Management and Personnel) (ASD[FM&P]) (reference 10 USC 377). The dollar value of a waiver shall be determined IAW DOD 7220.9-M, chapter 26. A request for waiver may be granted if reimbursement is not otherwise required by law and it:

(a) Is provided as an incidental aspect of the activity that is conducted for military purposes; and

(b) involves the use of DoD personnel in an activity that provides DoD training operational benefits that are substantially equivalent to the benefit of DoD training or operations.

(2) Reimbursement may not be waived if deletion of such funds from a DoD account could adversely affect the national security or military preparedness of the U.S.

e. Table C-1 depicts reimbursement rates for each type of aviation support mission.

#### **10-4. Reimbursement exceptions**

a. Under the Economy Act of 1932, as amended, (31 USC 1535), and various acts appropriating funds or establishing working funds to operate aircraft, all Federal agencies (including the DoD) are required to recover the costs of operating their aircraft for use by other agencies, other governments (e.g., state, local, or foreign), or non-official travelers (reference OMB Circular A-126).

b. Except where prohibited by law, exceptions may only be granted by ARNG-AV when the aircraft was previously scheduled to perform a bona fide training mission, the minimum training mission requirements are not exceeded, and there is no additional cost to the Government. MILAIR must not be scheduled for training missions for the primary purpose of accommodating other agencies without reimbursement.

c. To ensure waiver of reimbursement requirements are properly staffed and validated, ARNG-AV (or OSAA for FW missions) will only consider requests for waiver from the SAAO that have been endorsed by the State USP&FO, the State JFHQ Legal Counsel, and the State Adjutant General. Exceptions may be granted only when authorized by law, validated by the staff elements listed in this paragraph, the conditions of paragraph 10-4b above are met, and when the mission provides significant training value to the State's overall aviation training program.

d. FW flying hours should be closely monitored. Under no circumstances should the total hours be exceeded without prior approval from OSAA. All levels should be aware of funding restraints/limitations. Exceptions for reimbursement for FW missions will be routed as specified above to OSAA for approval.

#### **10-5. Use of DD Form 1144 Support Agreement**

a. A DD Form 1144 shall be used to document all recurring support described in this pamphlet provided by the National Guard to DoD or non DoD agencies of the Federal Government that involve reimbursement of costs for the support.

b. The use of a DD Form 1144 is also encouraged to document one-time support described in this pamphlet provided by the National Guard to other agencies (DoD or non DoD) of the Federal Government that involves reimbursement of costs for the support; however, it is not mandatory. For instances involving one-time support requiring reimbursement, a Military Interdepartmental Purchase Request (MIPR) or a MIPR with an MOA may be used in lieu of a DD Form 1144.

c. When no reimbursement of costs is involved in providing support to another agency (DoD or non DoD) of the Federal Government, an MOA or an MOU shall be used to document the support rather than a DD Form 1144.

d. A DD Form 1144 shall not be used to document support provided between ARNG units within the same state, or ARNG and ANG units within the same state. In such cases an MOA or MOU shall be used.

e. Reimbursable support requests that are inconsistent with the National Guard mission are not to be accepted.

*Appendix A and subsequent text continued on next page.*

## Appendix A References

### Section I

#### Required Publications

Unless otherwise noted, DoD and Army-level administrative publications are available at <http://www.apd.army.mil>; and NGB/ARNG-issued administrative publications are available at <http://www.ngbpdc.ngb.army.mil>.

#### AR 40-3

Medical, Dental, and Veterinary Care (Cited in paragraphs 7-12a, 7-12e, 8-2h *Note*, and 8-8f *Note*)

#### AR 95-1

Flight Regulations (Cited in paragraphs *History*, 2-2b, 2-2c, 3-3a, 3-3b, 5-1b, 5-2, 7-1, 7-3a, 7-11, 7-11a, 7-11b, 7-11c, 7-12d, 7-13c, 8-2b(1), 8-2e, 8-8b, 8-9, 9-1, and B-4b; table C-1; figures D-1 and D-2)

#### AR 360-1

The Army Public Affairs Program (Cited in paragraphs 7-3a, 8-1c, 8-2, 8-2e, 8-2h *Note*, 8-3, 8-4a, 8-4b, 8-6b(1), 8-11, and B-4b; and table C-1)

#### DoD 4515.13-R

Air Transportation Eligibility (Cited in paragraphs 2-1c, 2-2b, 3-2a, 5-1b, 5-1d, 5-1e, 5-1l, 5-2k, 5-2k(10), 7-3a, 7-3b, 7-6b, 7-6e, 7-11a, 7-11b, 7-11c, 7-11c(3), 7-13a, 7-13c, 8-2, 8-2a, 8-2b(3), 8-2c, 8-2e, 8-2f, 8-2g, 8-2h, 8-4a, 9-1, 9-2a, 9-5, 9-7a, 9-7b, 9-7f, 9-9a, 9-9h, 9-9j, 9-10a, 9-10b, 9-10c, 9-11, 9-11a, 9-11d(2), 9-12, 9-13f, 9-13g, 10-3c(1), 10-3c(2), 10-3c(3), and B-4b; table C-1; and glossary)

#### DODD 3160.01

Homeland Defense Activities Conducted by the National Guard (Cited in paragraph 7-5a; and table C-1)

### Section II

#### Related Publications

A related publication is a source of information. The user does not have to read a related reference to understand this publication. Unless otherwise noted, DoD and Army-level administrative publications are available at <http://www.apd.army.mil>; and NGB/ARNG-issued administrative publications are available at <http://www.ngbpdc.ngb.army.mil>.

#### AD 2007-01

Policy for Travel by Department of Army Officials

#### AD 2010-08

Army Aircraft Use for Public Affairs Missions

*Note:* AFIs are available at <http://www.e-publishing.af.mil>

#### AFI 35-101

Public Affairs Responsibilities and Management

#### DODD 4500.43

Operational Support Airlift (OSA) (Cited in paragraphs 9-1, 9-3, 9-4, 9-5, and 9-7d)

#### DODD 4500.56

DoD Policy on the Use of Government Aircraft and Air Travel (Cited in paragraphs 2-1c, 2-2b, 2-2c, 3-2a, 3-2c, 3-3a, 3-3c, 3-3d, 3-3e, 4-1a, 6-1a, 6-1b, 6-2c, 7-3a, 9-7b, 9-7e, 9-13c, 9-13e, and 9-15b; and table C-1)

#### DODD 5410.18

Public Affairs Community Relations Policy (Cited in paragraph 8-1c; and glossary)

#### NGR 500-1/ANGI 10-8101

National Guard Domestic Operations (Cited in paragraphs 4-2a(7), 7-3a, 7-6, 7-6b, 7-6i, and B-4b; and table C-1)

#### NGR 500-2/ANGI 10-801

National Guard Counterdrug Support (Cited in paragraphs 4-2a(8), 7-1d, 7-3a, 7-6, 7-6b, 7-6c(4), 7-6i, 7-7a, 7-7c, and B-4b; and table C-1)

#### NG Suppl 1 to AR 95-1

Flight Regulations (Cited in paragraphs *History*, 2-2b, 5-2k(9), 7-3a, 7-7c *Note*, 7-8a, 7-9c, 7-12d, 8-2b(2), 9-9, B-4b, and B-4i; and glossary)

#### AFI 35-103

Public Affairs Travel

#### AFI 35-105

Community Relations

#### AR 1-20

Legislative Liaison

#### AR 5-1

Total Army Quality Management

**AR 5-4**  
Department of the Army Productivity Improvement Program

**AR 11-2**  
Manager's Internal Control Program

**AR 25-50**  
Preparing and Managing Correspondence

**AR 25-400-2**  
The Army Records Information Management System (ARIMS)

**AR 130-5**  
Organization and Functions of the National Guard Bureau

**AR 135-18**  
The Active Guard Reserve (AGR) Program

**AR 215-1**  
Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities

**AR 600-25**  
Salutes, Honors, and visits of courtesy

**AR 638-2**  
Care and Disposition of Remains and Disposition of Personal Effects

**ARNG-OSA Policy (dated 13 Sep 10)**  
C-23 Support for Paratroop Operations (Available by contacting ARNG-AVS-SS@ng.army.mil)

**ARTEP 8-279-30-MTP**  
Mission Training Plan for the Medical Company-Air Ambulance

**ARTEP 8-446-MTP**  
Mission Training Plan for the Headquarters, Medical Evacuation Battalion

**ASM P10-0023**  
Public Affairs Policy for National Guard Support to State Gubernatorial Inaugurations (Available by contacting ARNG-AVS-SS@ng.army.mil)

**DA Pam 25-40**  
Army Publishing: Action Officers Guide

**Deputy Secretary of Defense Memorandum Congressional Travel**, dated 8 Feb 08 (Available by contacting ARNG-AVS-SS@ng.army.mil)

*Note.* DoD publications – to include DoD Manuals, Instructions, Regulations and Directives – are available at <http://www.dtic.mil/whs/directives>.

**DoD 7220.9-M**  
DoD Accounting Manual

**DODD 1100.20**  
Support and Services for Eligible Organizations and Activities Outside of the Department of Defense

**DODD 1250.01**  
National Committee for Employer Support of the Guard and Reserve (NCESGR)

**DODD 2010.9**  
Acquisition and Cross-Servicing Agreement

**DODD 3003.01**  
DoD Support to Civil Search and Rescue (SAR)

**DODD 3025.12**  
Military Assistance for Civil Disturbances (MACDIS)

**DODD 3025.18**  
Defense Support of Civil Authorities (DSCA)

**DODD 4515.12**  
DoD Support for Travel of members and Employees of Congress

**DODD 5525.5**  
DoD Cooperation with Civilian Law Enforcement Officials

**DoDI 1205.22**  
Employer Support of the Guard and Reserve

**DoDI 1215.06**  
Uniform Reserve, Training and Retirement Categories

**DoDI 1342.28**  
DoD Yellow Ribbon Reintegration Program (YRRP)

**DoDI 4000.19**  
Inter-service and Intra-governmental Support

**DoDI 5410.15**  
DoD Public Affairs Assistance to Non-Government, Non-Entertainment-Oriented Print and Electronic Media

**DoDI 5410.16**  
DoD Assistance to Non-Government, Entertainment-Oriented Motion Picture, Television, and Video Productions

**DoDI 5410.19**

Public Affairs Community Relations Policy Implementation

**DoDI 5435.2**

Delegation of Authority to Approve Travel in and Use of Military Carriers for Public Affairs Purposes

**DTM 10-008**

Travel and Transportation for Survivors of Deceased members of the Uniformed Services to Attend Memorial Ceremonies (Available at <http://www.dtic.mil/whs/directives/corres/dir3.html>.)

**ESGRI 1250.22**

Bosslift Program (Available at [https://gkoportal.ngb.army.mil/sites/G3\\_AVS/Safety/avs-ss/Document%20Library/Other%20Miscellaneous%20Documents/ESGRI%201250.22%20\(Bosslift%20Program\)%2028%20Sep%2011.pdf](https://gkoportal.ngb.army.mil/sites/G3_AVS/Safety/avs-ss/Document%20Library/Other%20Miscellaneous%20Documents/ESGRI%201250.22%20(Bosslift%20Program)%2028%20Sep%2011.pdf))

**Fishery Conservation and Management Act of 1976**

(Available at <http://www.nmfs.noaa.gov/sfa/magact>.)

**FM 3-04.300**

Airfield and Flight Operations Procedures

**FM 4-02.2**

Medical Evacuation

**FM 4-02.10**

Theater Hospitalization

**Joint Federal Travel Regulation (JFTR)** (Available at <http://www.dtic.mil/perdiem/tvlregs.html>.)

**JP 1-02**

Department of Defense Dictionary of Military and Associated Terms (Available at [http://www.dtic.mil/doctrine/new\\_pubs/jp1\\_02.pdf](http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf).)

**Joint Travel Regulation (JTR)** (Available at [www.defensetravel.dod.mil/site/travelreg.cfm](http://www.defensetravel.dod.mil/site/travelreg.cfm).)

**NDAA 1991, Section 1004 as amended**

Additional Support for Counter-Drug Activities (Available at [http://justf.org/1004\\_Law](http://justf.org/1004_Law).)

**NDAA 1998, Section 1033 as amended by Section 1021**

Authority to provide support for Counter Drug activities (Available at [http://justf.org/1033\\_Law](http://justf.org/1033_Law).)

**NGB Policy Memorandum**

Implementation Guidance for the DoD Yellow Ribbon Reintegration Program, 20 Jul 09 (Available by contacting [ARNG-AVS-SS@ng.army.mil](mailto:ARNG-AVS-SS@ng.army.mil))

**NGR 5-2**

National Guard Support Agreements (Available at <http://www.ngbpd.c.ngb.army.mil>)

**NGR (AR) 600-5**

The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD) (Available at <http://www.ngbpd.c.ngb.army.mil>)

*Note:* OMB Circulars are available at [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default).

**OMB Circular A-123**

Management's Responsibility for Internal Control

**OMB Circular A-126**

Improving the Management and Use of Government Aircraft, dated 22 May 1992

**Presidential Protection Assistance Act of 1976**

*See 18 USC 3056*

**TPR 990-2**

Hours of Duty, Pay, and Leave

**TM 55-1500-345-23**

Painting and Marking of Army Aircraft

**U.S. Constitution, Article 1, Section 8**

Powers of Congress (Available at <http://www.house.gov/house/Constitution/Constitution.html>.)

*Note.* USC abstracts are available at <http://www.access.gpo.gov/uscode>.

**5 USC 6323(d)**

Military Leave; Reserves and National Guardsmen

**10 USC**

Armed Forces

**10 USC 101**

Definitions

**10 USC 331**

Federal aid for State governments

**10 USC 332**

Use of militia and armed forces to enforce Federal authority

**10 USC 333**

Major public emergencies; interference with State and Federal Law

**10 USC 334**

Proclamation to disperse

**10 USC 371**  
Use of information collected during Military Operations

**10 USC 373**  
Civilian Employees

**10 USC 377**  
Reimbursement

**10 USC 382**  
Emergency situations involving chemical or biological weapons of mass destruction

**10 USC 802**  
Persons subject to this chapter

**10 USC 2350c**  
Cooperative military airlift agreements: allied countries

**10 USC 2649**  
Civilian passengers and cargoes: transportation on Department of Defense vessels

**10 USC 2667**  
Leases: Non-Excess property of military departments and Defense Agencies (also known as *the Leasing Statute*)

**10 USC 10148**  
Ready Reserve: failure to satisfactorily perform prescribed training

**10 USC 12301**  
Reserve components generally

**10 USC 12302**  
Ready Reserve

**10 USC 12303**  
Ready Reserve: members not assigned to, or participating satisfactorily in, units

**10 USC 12304**  
Selected Reserve and certain individual Ready Reserve members; order to active duty other than during war or national emergency

**10 USC 12319**  
Ready Reserve: muster duty

**10 USC 12322**  
Active duty for health care

**10 USC 12402**  
Army and Air National Guard of the United States; commissioned officers; duty in National Guard Bureau

**10 USC 12406**  
National Guard in Federal service: call into Federal service

**10 USC 12503**  
Ready Reserve: Funeral Honors Duty

**10 USC 18505.1**  
Reserves travelling for inactive-duty training: Space-required travel on Military Aircraft

**16 USC, Chapter 1**  
National Parks, Military Parks, Monuments, and Seashores

**16 USC 23**  
Detail of Troops for protection of park

**16 USC 78**  
Detail of troops to Sequoia and Yosemite Parks

**16 USC 593**  
Protection of timber in Florida

**16 USC 1861(a)**  
Enforcement

**18 USC 112**  
Protection of Foreign officials, official guests, and international protected persons

**18 USC 1116**  
Murder or manslaughter of foreign officials, official guests, and international protected persons

**18 USC 351**  
Congressional, Cabinet, and Supreme Court assassination, kidnapping, and assault; penalties

**18 USC 831**  
Prohibited transactions involving nuclear materials

**18 USC 1385**  
Use of Army and Air Force as Posse Comitatus

**18 USC 1751**  
Presidential and Presidential staff assassination, kidnapping, and assault; penalties

**18 USC 3056**

Powers, Authorities, and Duties of United States Secret Service (also known as *the Presidential Protection Assistance Act of 1976*)

**22 USC 408**

Use of land and naval forces to prevent exportation

**22 USC 461**

Enforcement by courts; employment of land or naval forces

**22 USC 462**

Compelling foreign vessels to depart

**25 USC 180**

Settling on or surveying lands belonging to Indians by treaty

**28 USC Chapter 171 Sections 2671-2680**

Tort Claim Procedures

**31 USC 1108(g)**

Preparation and submission of appropriations requests to the President

**31 USC 1344**

Passenger carrier use

**31 USC 1345**

Expenses of meetings

**31 USC 1535**

Agency agreements (aka the *Economy Act*)

**31 USC 1536**

Crediting payments from purchases between executive agencies

**31 USC 9701**

Fees and charges for Government services and things of value

**32 USC**

National Guard

**32 USC 112**

Drug interdiction and counter-drug activities

**32 USC 115**

Federal honors duty performed as a Federal function

**32 USC 501**

Training generally

**32 USC 502**

Required drills and field exercises

**32 USC 508**

Assistance for certain youth and charitable organizations

**32 USC 509**

National Guard Youth Challenge Program of opportunities for civilian youth

**32 USC 709**

Technicians: employment, use, status

**32 USC 901**

Definitions

**32 USC 902**

Homeland Defense Activities: Funds

**32 USC 907**

Relationship to State duty

**37 USC 1002**

Additional training or Duty without pay: Reserves and members of National Guard

**42 USC 97**

State health laws observed by United States officers

**42 USC 1989**

United States magistrate judges; appointment of persons to execute warrants

**42 USC 5121**

Congressional findings and declaration

**43 USC 1065**

Summary removal of inclosures

**48 USC 1422**

Governor and Lieutenant Governor; terms of office; qualifications; powers and duties; annual report to Congress

**48 USC 1591**

Governor and Lieutenant Governor; election; eligibility; official residence; powers and duties; report.

**50 USC 220**

Enforcement of Section 219

**55 Comp Gen 750 (1976)**

Comptroller General Decision B-166506, dated 12 February 1976 (Available at <http://www.gao.gov/products/451405>.)

**Section III  
Prescribed Forms**

This section contains no entries.

**Section IV  
Referenced Forms**

Except where otherwise indicated below, the following forms are available on the AKO, AHP, and APD Web sites:

**BSA Form 680-673**

Activity Consent Form and Approval by Parents or Legal Guardian (Available at <http://www.scouting.org/filestore/pdf/19-673.pdf>.)

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DD Form 1131**

Cash Collection Voucher

**DD Form 1144**

Support Agreement

**DD Form 1381**

Air Transportation Agreement

**DD Form 1853**

Travel Eligibility, Verification of Reserve Status For

**DD Form 2535**

Request for Military Aerial Support

**DD Form 2768**

Military Air Passenger/Cargo Request

*Appendix B and subsequent text continued on next page.*

## Appendix B Management Control Evaluation Checklist

### B-1. Function

The function covered by this checklist is the administration of the Management Control process as it pertains to the guidelines for use of ARNG aircraft. See AR 11-2, and OMB Circular A-123 for specific requirements of the Management Control (or Internal Control) program.

### B-2. Purpose

The purpose of this checklist is to assist assessable unit managers and Management Control Administrators (MCAs) in evaluating the key management controls outlined below. Management Control is a command responsibility that is the subject of oversight at echelons up to the congressional level, emphasizing resource accountability.

a. This checklist must be used within 120 days of publication (of this Pamphlet), and every two years thereafter. This checklist is not intended to cover all controls.

b. Management Control categories:

(1) Categories of Management Control are *Accounting* and *Administrative*.

(a) Accounting controls relate to safeguarding assets and effective financial management, with the focus on accountability and reimbursement where applicable.

(b) Administrative controls apply to authorization actions for using ARNG aircraft, with the focus on appropriate mission authorization and eligibility of passengers and cargo transported.

(2) The following Management Control Checklist will be used as a guide when conducting Management Control reviews IAW AR 11-2, and OMB Circular A-123. The use of the Aviation Resource Management Survey (ARMS) Checklist, as administered by FORSCOM, is an authorized alternative method for administration of the Management Control Process for the use of ARNG aircraft.

### B-3. Instructions

Each question is posed for both the NGB/ARNG (Directorate) level, as well as the State level. Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be evaluated at least once every two years. Certification this evaluation has been conducted must be accomplished on a DA Form 11-2 (Internal Control Evaluation Certification), submitted IAW AR 11-2, and retained IAW AR 25-400-2.

### B-4. Test questions

a. Are commanders familiar with NG Pam 95-5?

b. Do(es) the State(s) have a current copy of AR 95-1, NG Suppl 1 to AR 95-1, AR 360-1, NG Pam 95-5, NGR 500-1/ANGI 10-8101, NGR 500-2/ANGI 10-801, NGR 600-5, and DoD 4515.13-R?

c. Do requested missions meet federal status, State status, Federal/State emergency, or PA criteria (to include news media, orientation flights, and community relations)? If not, has HQDA, NGB, or ARNG-AV granted a waiver?

d. Have procedures been established to ensure passengers meet eligibility criteria?

(1) Is there appropriate authorization documentation for non-U.S. military passengers on ARNG aircraft (e.g., travel orders or invitational orders)?

(2) When supporting another DoD agency, has that agency certified passenger and cargo eligibility?

e. Have procedures been established to obtain reimbursement commitments prior to mission accomplishment?

f. Have procedures been established to the USP&FO for use of aircraft supporting:

(1) Other Army organizations?

(2) Other DoD organizations?

(3) Non-DoD U.S. Government?

(4) Non-U.S. Government or FMS?

g. Have procedures been established to effect reimbursement to the USP&FO for use of aircraft in SAD? Is follow-up action taken to ensure compliance with reimbursement procedures?

h. Have procedures been established to ensure dedicated CD flying hours are used only for the purpose of providing support to law enforcement agencies or community-based organization missions as validated by the State CDC, and approved by the SAAO?

i. Are the CD missions (noted in subparagraph *h* above) used IAW NGR 500-2/ANGI 10-801, para. 3-9e(3)?

*Appendix C and subsequent text continued on page 45.*

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## Appendix C Use of Aircraft Approval Flowchart

**Table C-1  
Use of Aircraft Approval Flowchart** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Flyovers</b>						
On-Base/Military Facility Open House	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination) 5) ARNG-AV (Info Copy)	TAG	1) Original Request 2) JFHQ PAO Validation	30 Days Prior	• AR 360-1, para. 8-5b • NG Pam 95-5, para. 8-9a	N/A
Change-of-Command (or -Responsibility), or Retirement Ceremony	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination) 5) ARNG-AV (Info Copy)	TAG	1) Original Request 2) JFHQ PAO Validation	30 Days Prior	• NG Pam 95-5, para. 8-9b	N/A
Change of Command (or -Responsibility), or Retirement Ceremony for TAG	1) Event Coordinator 2) JFHQ PAO 3) SAAO 4) DAG/AAG 5) ARNG-AV	ARNG-AV	1) Original Request 2) JFHQ PAO Validation 3) SAAO Concurrence/Endorsement 4) DAG/ATAG Endorsement	14 Days Prior	• NG Pam 95-5, para. 8-9b	N/A
Gubernatorial Inauguration	1) Event Coordinator 2) JFHQ PAO/Exec Sec 3) TAG 4) SAAO (Coordination) 5) ARNG-AV (Info Copy)	TAG	1) Original Request from Governor's Office 2) JFHQ PAO Validation	At the discretion of the State	• AR 360-1, paragraphs 7-9e and 8-6g • ASM P10-0023, para. 9 • NG Pam 95-5, para. 8-9c	N/A
Funeral/Memorial and Missing Man Formation	1) NOK/PADD 2) JFHQ PAO/CAO 3) TAG 4) SAAO (Coordination) 5) ARNG-AV (Info Copy)	TAG	1) Original Request from PADD of remains 2) JFHQ PAO/CAO Validation	At the discretion of the State	• NG Pam 95-5, para. 8-9d	N/A
Off-Military Base (aka <i>Civilian Domain</i> ) Public Event	1) Event Coordinator 2) JFHQ PAO 3) SAAO 4) TAG 5) NGB-PA 6) ARNG-AV (Info Copy) 7) OCPA 8) VCSA	VCSA*	1) Original Request 2) Completed DD Form 2535 3) JFHQ PAO Validation 4) SAAO Concurrence/Endorsement 5) TAG Endorsement 6) NGB-PA Endorsement 7) ARNG-AV Info Copy 8) OCPA Endorsement	60 Days Prior	• AD 2010-08, para. 1 • AR 360-1, para. 7-11d • NG Pam 95-5, para. 8-12b	N/A

Notes. Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA. \*Represents current HQDA guidance and is subject to change.

**Table C-1**  
**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Static Displays</b>						
On Military Base Open House	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination)	TAG	1) Original Request 2) JFHQ PAO Concurrence 3) TAG Approval	At the discretion of the State	• AR 360-1, para. 8-5b • NG Pam 95-5, para. 8-8b	N/A
Off Military Base Public Event	1) Event Coordinator 2) JFHQ PAO 3) SAAO (Coordination) 4) TAG 5) NGB-PA 6) ARNG-AV Info Copy 7) OCPA	OCPA	1) Original Request 2) Completed DD Form 2535 3) JFHQ PAO Validation 4) TAG Endorsement 5) SAAO Concurrence/Endorsement 6) NGB-PA Coordination 7) ARNG-AV Info Copy 8) OCPA Approval	30 Days Prior	• AD 2010-08, para. 2 • AR 360-1, para. 7-11a • NG Pam 95-5, para. 8-8b	N/A
<b>Paradrop</b>						
Off Military Base Support to Other Military Parachute Team Public Event	1) Event Coordinator 2) JFHQ PAO 3) SAAO (Coordination) 4) TAG 5) NGB-PA 6) ARNG-AV (Info Copy) 7) OCPA 8) VCSA	VCSA*	1) Original Request 2) Complete DD Form 2535 3) JFHQ PAO Validation 4) SAAO Concurrence/Endorsement 5) TAG Endorsement 6) NGB-PA Endorsement 7) ARNG-AV Info Copy 8) OCPA Endorsement 9) VCSA Approval	60 Days Prior	• AD 2010-08, para. 2 • AR 360-1, para. 7-11a • NG Pam 95-5, paragraphs 8-7 and 10-1c	Direct Operating Costs
Off Military Base Support to U.S. Army Parachute Team Public Event	1) Event Coordinator 2) JFHQ-PAO 3) SAAO 4) TAG 5) ARNG-AV	ARNG-AV	1) Original Request 2) Completed DD Form 2535 3) OCPA statement of event eligibility 4) SAAO request through TAG to support U.S. Army Parachute Team 5) TAG Endorsement 6) Chief, ARNG-AV Approval	14 Days Prior	• AD 2010-08, para. 2 • AR 360-1, para. 7-11c • NG Pam 95-5, paragraphs 8-7 and 10-1c	Direct Operating Costs
On Military Base Support to DoD Military Parachute Team or Unit Open House Event	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination)	TAG	1) Original Request from other Army or Service Component 2) JFHQ PAO Validation 3) TAG Approval	At the discretion of the State	• AR 360-1, para. 8-5b • NG Pam 95-5, paragraphs 8-7d and 10-1c • NG Suppl 1 to AR 95-1, para. 4-15.1j	Direct Operating Costs for Army <u>DoD User Rate for Other Services</u>
On Military Base Support to NG Military Parachute Team or Unit Open House Event	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination)	TAG	1) Original Request from other Army or Service Component 2) JFHQ PAO Validation 3) TAG Approval	At the discretion of the State	• AR 360-1, para. 8-5b • NG Pam 95-5, para. 8-7d • NG Suppl 1 to AR 95-1, para. 4-15.1j	N/A
On Military Base Support to Active Component Parachute Team or Unit Training Event	1) Event Coordinator 2) SAAO 3) ARNG-AV	ARNG-AV	1) Original Request from other Army or Service Component 2) SAAO Concurrence/Endorsement 3) Chief, ARNG-AV Approval	14 Days Prior	• NG Pam 95-5, paragraphs 7-8 and 10-1c • NG Suppl 1 to AR 95-1, para. 4-15.1j	Direct Operating Costs for Army <u>DoD User Rate for Other Services</u>

Notes. Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA. \*Represents current HQDA guidance and is subject to change.

**Table C-1**  
**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Paradrop (Continued)</b>						
On Military Base Support to National Guard Parachute Team or Unit Training Event	1) Event Coordinator 2) SAAO	SAAO	1) Original Request from other ARNG or ANG parachute team or unit 2) SAAO Approval	At the discretion of the State	• NG Pam 95-5, para. 7-8 • NG Suppl 1 to AR 95-1, para. 4-15.1j	N/A
<b>All Other Tactical Egress</b>						
Off Military Base Support to Active Army, USAR or Other Service Organization Public Event	1) Event Coordinator 2) JFHQ PA 3) SAAO 4) TAG 5) NGB-PA 6) ARNG-AV (Info Copy) 7) OCPA 8) VCSA	VCSA*	1) Original Request, w/ completed DD Form 2535 2) JFHQ PAO Validation 3) SAAO Concurrence/Endorsement 4) TAG Endorsement 5) NGB-PA Endorsement 6) ARNG-AV Info Copy 7) OCPA Endorsement 8) VCSA Approval	60 Days Prior	• AD 2010-08, para. 1 • AR 360-1, para. 7-11e • NG Pam 95-5, paragraphs 7-8 and 10-1c • NG Suppl 1 to AR 95-1, para. 4-15.1	Direct Operating Costs for Army <u>                    </u> DoD User Rate for Other Services
Off Military Base Support to National Guard Unit Public Event	1) Event Coordinator 2) JFHQ PA 3) SAAO 4) TAG 5) NGB-PA 6) ARNG-AV (Info Copy) 7) OCPA 8) VCSA	VCSA*	1) Original Request, w/ completed DD Form 2535 2) JFHQ PAO Validation 3) SAAO Concurrence/Endorsement 4) TAG Endorsement 5) NGB-PA Endorsement 6) ARNG-AV Info Copy 7) OCPA Endorsement 8) VCSA Approval	60 Days Prior	• AD 2010-08, para. 1 • AR 360-1, para. 7-11e • NG Pam 95-5, para. 7-8 • NG Suppl 1 to AR 95-1, para. 4-15.1	N/A
On Military Base Support to Other DoD Unit Open House Event	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination)	TAG	1) Original Request from other Army or Service Component 2) JFHQ PAO Validation 3) TAG Approval	At the discretion of the State	• AR 360-1, para. 8-5b • NG Pam 95-5, paragraphs 7-8 and 10-1c • NG Suppl 1 to AR 95-1, para. 4-15.1	Direct Operating Costs for Army <u>                    </u> DoD User Rate for Other Services
On Military Base Support to National Guard Unit Open House Event	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination)	TAG	1) Original Request from other Army or Service Component 2) JFHQ PAO Validation 3) TAG Approval	At the discretion of the State	• AR 360-1, para. 8-5b • NG Pam 95-5, para. 7-8 • NG Suppl 1 to AR 95-1, para. 4-15.1	N/A
On Military Base Support to Active Army, USAR or Other Service Organization Unit Training Event	1) Event Coordinator 2) SAAO 3) ARNG-AV	ARNG-AV	1) Original Request from other Army or Service Component 2) SAAO Concurrence/Endorsement 3) Chief, ARNG-AV Approval	14 Days Prior	• NG Pam 95-5, paragraphs 7-8 and 10-1c • NG Suppl 1 to AR 95-1, para. 4-15.1	Direct Operating Costs for Army <u>                    </u> DoD User Rate for Other Services
On Military Base Support to National Guard Unit Training Event	1) Event Coordinator 2) SAAO	SAAO	1) Original Request from other ARNG or ANG parachute team or unit 2) SAAO Approval	At the discretion of the State	• NG Pam 95-5, para. 7-8 • NG Suppl 1 to AR 95-1, para. 4-15.1	N/A

Note. Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA. \*Represents current HQDA guidance and is subject to change.

**Table C-1**  
**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Public Affairs (PA) Travel</b>						
Civic Leaders (owners, high-level managers, CEOs, educators, State Legislators, religious leaders, youth program counselors, etc.) In-State (aka <i>Local Travel</i> )	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination) 5) NGB-PA (Info Copy) 6) ARNG-AV (Info Copy)	TAG	1) Original Request 2) JFHQ PAO Validation 3) TAG Approval	At the discretion of the State	<ul style="list-style-type: none"> <li>DoD 4515.13-R, paragraphs C2.2.16.2, C3.2.1, C3.3.2 and C3.4.2</li> <li>DoDI 5435.2, para. 4.2</li> <li>AR 360-1, para. 10-1h, 10-4 and 10-5</li> <li>NG Pam 95-5, paragraphs 8-4 and 8-5</li> </ul>	N/A
Civic Leaders (owners, high-level managers, CEOs, educators, State Legislators, religious leaders, youth program counselors, etc.) Out-of-State (aka <i>Non-Local Travel</i> )	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination) 5) NGB-PA 6) ARNG-AV (Info Copy)	NGB-PA	1) Original Request 2) JFHQ PAO Validation 3) TAG Endorsement 4) NGB-PA Approval	14 Days Prior	<ul style="list-style-type: none"> <li>DoD 4515.13-R, paragraphs C2.2.16.2, C3.2.2 and C3.3.3.2.1</li> <li>DoDI 5435.2, para. 4.3.3</li> <li>AR 360-1, para. 10-1g(2), 10-4 &amp; 10-5</li> <li>NG Pam 95-5, paragraphs 8-4 and 8-5</li> </ul>	N/A
News Media In-State (aka <i>Local Travel</i> )	1) Event Coordinator 2) JFHQ PAO 4) TAG 4) SAAO (Coordination) 5) NGB-PA (Info Copy) 6) ARNG-AV (Info Copy)	TAG	1) Original Request 2) JFHQ PAO Validation 3) TAG Approval	At the discretion of the State	<ul style="list-style-type: none"> <li>DoD 4515.13-R, paragraphs C2.2.16.1, C3.2.5, C3.3.2 and C3.4.1</li> <li>DoDI 5435.2, para. 4.2</li> <li>AR 360-1, para. 10-2c</li> <li>NG Pam 95-5, paragraphs 8-4 and 8-6</li> </ul>	N/A
News Media Out-of-State (aka <i>Non-Local Travel</i> )	1) Event Coordinator 2) JFHQ PAO 3) TAG 4) SAAO (Coordination) 5) NGB-PA 6) ARNG-AV (Info Copy)	NGB-PA	1) Original Request 2) JFHQ PAO Validation 3) TAG Endorsement 4) NGB-PA Approval	14 Days Prior	<ul style="list-style-type: none"> <li>DoD 4515.13-R, paragraphs C2.2.16.1, C3.2.5, C3.3.3.2.1 and C3.4.1</li> <li>DoDI 5435.2, para. 4.3.3</li> <li>AR 360-1, para. 10-3c(1)</li> <li>NG Pam 95-5, paragraphs 8-4 and 8-6</li> </ul>	N/A
<b>Congressional Travel</b>						
Members of Congress and their Staff, at the request of Congress (Missions of Primary Interest to Congress)	1) Congressional Staff Event Coordinator 2) Congressional Committee Chair 3) OCLL or SAF/LL 4) OASD-LA 5) NGB-LL/ARNG-AV (Info) 6) JFHQ-LL/SAAO (Info Copy)	OASD-LA	1) Original Request from Congressional Staff 2) Approval and Coordination by Chair of the Congressional Committee 3) OCLL or SAF/LL Coordination and Info Copy 4) OASD-LA Approval	14 Days Prior	<ul style="list-style-type: none"> <li>DoD 4515.13-R, para. C10.4.3</li> <li>DODD 4515.12, para. E2.a</li> <li>AR 1-20, para. 2-4</li> <li>AR 360-1, para. 10-4b</li> <li>NG Pam 95-5, paragraphs 9-8 and 10-3c</li> </ul>	FCR  Federal Agency Rate if FCR cannot be determined by CTO
Members of Congress and their Staff, at the request of the AG (Missions of Primary Interest to DoD or NG)	1) JFHQ-LL/PAO 2) TAG 3) NGB-LL 4) OCLL 5) ARNG-AV (Info Copy)	OCLL	1) Original Request from TAG 2) Passenger List 3) Itinerary 4) OCLL Approval	14 Days Prior	<ul style="list-style-type: none"> <li>DoD 4515.13-R, para. C10.4.3</li> <li>DODD 4515.12, para. E2.a</li> <li>AR 1-20, para. 2-4</li> <li>AR 360-1, para. 10-4b</li> <li>NG Pam 95-5, paragraphs 9-8 and 10-3c</li> </ul>	N/A

Note. Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA.

**Table C-1**  
**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Foreign Nationals</b>						
Foreign Military State Partnership Program	1) Event Coordinator 2) JFHQ IA / JFHQ FLO 3) TAG 4) NGB-IA 5) ARNG-AV (Info Copy)	NGB-IA	1) Original Request from JFHQ IA or FLO 2) TAG Endorsement 3) Passenger List 4) Itinerary 5) NGB-IA Concurrence	14 Days Prior	• DoD 4515.13-R, paragraphs C2.2.8.7, C4.3.8, C10.5.1.4, and C10.5.3 • AR 360-1, paragraphs 10-1e, 10-5a(2) and 10-5d • NG Pam 95-5, para. 8-2c and 9-9i	N/A
Foreign Nationals Non-Partner	1) Event Coordinator 2) JFHQ IA / JFHQ FLO 3) TAG 5) NGB-IA (Coordination) 6) ARNG-AV (Coordination) 7) ARNG-OD or DAMI-CDS	ARNG-OD or DAMI-CDS	1) Original Request from JFHQ IA 2) TAG Endorsement 3) Passenger List 4) Itinerary 5) ARNG-OD Approval, or 6) DAMI-CDS validated Foreign Visit Request	14 Days Prior	• DoD 4515.13-R, paragraphs C2.2.8, C.4.3.8, C10.5.1.4, and C10.5.3 • AR 360-1, paragraphs 10-1e, 10-5a(2), and 10-5d • NG Pam 95-5, para. 8-2c and 9-9i	N/A
<b>State Employee Travel</b>						
Senior State NG Officials (Governor, Lt. Governor, TAG, AAG/DAG)	1) Requesting Official 2) JFHQ SGS or Exec Sec 3) TAG	TAG	1) Original request from Senior State Official or their Executive Communication Center 2) TAG Approval  <i>Note: For State Legislators and other Elected Officials see approval for Civic Leaders</i>	At the discretion of the State	• DoD 4515.13-R, para. C2.2.16.5 • NG Pam 95-5, para. 9-10a	N/A
Civilian Employees of the State Military Department	1) Requesting Official 2) JFHQ Chief of Staff 3) TAG	TAG	1) Original request from Senior NG Official requesting employee presence 2) JFHQ Chief of Staff Concurrence/Endorsement 3) TAG Approval/Invitation	At the discretion of the State	• DoD 4515.13-R, para. C2.2.16.6 • NG Pam 95-5, para. 9-10b	N/A
Employees of Other State Agencies	1) Requesting Official 2) JFHQ SGS or Exec Sec 3) JFHQ JAG 4) TAG	TAG	1) Original request from TAG or Senior State Agency Official requesting employee presence 2) JFHQ JAG Review/Validation 4) TAG Approval  <i>Note: For State Legislators and other Elected Officials see approval for Civic Leaders</i>	At the discretion of the State	• DoD 4515.13-R, para. C2.2.16.6 • NG Pam 95-5, para. 9-10c	N/A
<b>Contractor Travel</b>						
Where commercial transportation costs are NOT included in the contract, and the NG is responsible for air transportation	1) Requesting ARNG Official 2) COR 3) TAG or TAG Designated Travel Authorizing Official	TAG	1) Request of Senior ARNG Official requesting contractor presence with justification for contractor travel on MILAIR 2) Contractor Identification Memorandum/Letter of Authorization in lieu of ITO signed by TAG or TAO	At the discretion of the State	• DoD 4515.13R, para. C2.2.9 • JFTR/JTR, appendix E, part 3 • AD 2007-01, para. 5h • NG Pam 95-5, para. 9-11	N/A
Where commercial transportation costs ARE included in the contract	1) Requesting ARNG Official 2) COR 3) TAG or TAG Designated Travel Authorizing Official	TAG	1) Request of Senior ARNG Official requesting contractor presence with justification for contractor travel on MILAIR 2) Contractor Identification Memorandum/Letter of Authorization in lieu of ITO signed by TAG or TAO	At the discretion of the State	• DoD 4515.13R, para. C2.2.9 • JFTR/JTR, appendix E, part 3 • AD 2007-01, para. 5h • NG Pam 95-5, para. 9-11	FCR  Public User Rate if FCR cannot be determined by CTO

*Note.* Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA.

**Table C-1**

**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Invited Travelers</b>						
Person acting in a capacity directly related to official NG or DoD activities	1) Senior ARNG Official Requesting Presence of Invited Traveler 2) ITO Authorizing Office 3) TAG or TAG Designated Travel Authorizing Official	TAG	1) Original request or TAG invitation 2) ITO Authorizing Office or Executive Communications Center Validation 3) TAG or TAO approval in the form of an ITO/ITA	At the discretion of the State	• DoD 4515.13R, para. C2.2.7 • JFTR/JTR, appendix E • NG Pam 95-5, para. 9-12	N/A
<b>ESGR Boss Lift</b>						
Employers, Managers, and Direct Supervisors of State NG Servicemembers	1) Request from unit Commander 2) SAAO 3) State ESGR Committee 4) TAG 5) RDD HQESGR 6) ARNG-AV (Info Copy)	HQESGR	1) Original request 2) SAAO Concurrence/Endorsement 3) State ESGR Committee Validation/Endorsement 4) TAG Concurrence/Endorsement 5) HQESGR Review/Concurrence <i>Note: TAG is final mission approval authority following review and concurrence of State Plan by HQESGR</i>	60 Days Prior	• ESGRI 1250.22, para. 7 • NG Pam 95-5, paragraphs 8-2d and 9-16	N/A
<b>Dependents and Family</b>						
Spouses and other Authorized Family Members of ARNG Soldiers (Official Travel)	1) Senior ARNG Official Requesting Presence of Invited Traveler 2) Travel Authorizing Official 3) JFHQ JAG 4) TAG	TAG	1) Original request or ARNG invitation 2) ITO Authorizing Official Coordination 3) JFHQ JAG Review/Validation 4) TAG or TAO approval in the form of an ITO/ITA	At the discretion of the State	• DoD 4515.13R, para. C2.2.3 • DODD 4500.56, para. E.3.5 • JFTR/JTR, appendix E • AD 2007-01, para. 10 • AR 360-1, para. 11-4f(1)(a) • NG Pam 95-5, paragraphs 9-13 through 9-15	N/A
Spouses and other Authorized Family Members of ARNG Soldiers (Unofficial and Other Travel)	1) Senior ARNG Official Requesting Presence of Invited Traveler 2) Travel Authorizing Official 3) JFHQ JAG 4) TAG	TAG	1) Original request or ARNG invitation 2) ITO Authorizing Official Coordination 3) JFHQ JAG Review/Validation 4) TAG or TAO approval in the form of an ITO/ITA	At the discretion of the State	• DoD 4515.13R, para. C2.2.3 • DODD 4500.56, para. E.3.5 • JFTR/JTR, appendix E • AD 2007-01, para. 10 • AR 360-1, para. 11-4f(1)(a) • NG Pam 95-5, paragraphs 9-13 through 9-15	FCR <hr/> Public User Rate if FCR cannot be determined by CTO
<b>Spouse of Senior Officials</b>						
Spouse of Governor and Lt. Governor (Official Travel)	1) Requesting Official 2) JFHQ SGS or Exec Sec 3) JFHQ JAG 4) TAG 5) Governor	GOV	1) Original request from Senior State Official or their Executive Communication Center with event agenda or other proof of spouse duties 2) JFHQ SGS or Exec Sec Coordination 3) JFHQ JAG Review/Validation 4) TAG Concurrence/Endorsement 5) Governor Approval	At the discretion of the State	• DoD 4515.13R, para. C2.2.3.3.2 • DODD 4500.56, para. E.3.5 • JFTR/JTR, appendix E • AD 2007-01, para. 10 • AR 360-1, para. 11-4f(1)(a) • NG Pam 95-5, para. 9-13g	N/A
Spouse of Governor and Lt. Governor (Unofficial and Other Travel)	1) Event Coordinator 2) ITO AO 3) JFHQ JAG 4) TAG 5) Governor	GOV	1) Original request from Senior State Official or their Executive Communication Center with proof of FCR 2) JFHQ SGS or Exec Sec Coordination 3) JFHQ JAG Review/Validation 4) TAG Concurrence/Endorsement 5) Governor Approval	At the discretion of the State	• DoD 4515.13R, para. C2.2.3.3.2 • DODD 4500.56, para. E.3.5 • JFTR/JTR, appendix E • AD 2007-01, para. 10 • AR 360-1, para. 11-4f(1)(a) • NG Pam 95-5, para. 9-13g	FCR <hr/> Public User Rate if FCR cannot be determined by CTO

Note. Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA.

**Table C-1**  
**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Spouses (Continued)</b>						
Spouse of TAG (OCONUS Official Travel)	1) Event Coordinator 2) JFHQ SGS or Exec Sec 3) JFHQ JAG 4) TAG 5) ARNG-AV 6) CNGB	CNGB	1) Original request or invitation with event agenda or other proof of spouse duties 2) JFHQ SGS or Exec Sec Coordination 3) JFHQ JAG Review/Validation 4) TAG Concurrence/Endorsement 5) ARNG-AV Coordination 6) CNGB Approval	30 Days Prior	• DoD 4515.13R, para. C2.2.3.3.2 • DODD 4500.56, para. E.3.5 • FTR/JTR, appendix E • AD 2007-01, para. 10 • AR 360-1, para. 11-4f(1)(a) • NG Pam 95-5, para. 9-13h	N/A
Spouse of TAG (OCONUS Unofficial and Other Travel)	1) Event Coordinator 2) JFHQ SGS or Exec Sec 3) JFHQ JAG 4) TAG 5) ARNG-AV 6) CNGB	CNGB	1) Original request for travel with proof of FCR and check to U.S. Treasury for FCR 2) JFHQ SGS or Exec Sec Coordination 3) JFHQ JAG Review/Validation 4) TAG Concurrence/Endorsement 5) ARNG-AV Coordination 6) CNGB Approval	30 Days Prior	• DoD 4515.13R, para. C2.2.3.3.2 • DODD 4500.56, para. E.3.5 • JFTR/JTR, appendix E • AD 2007-01, para. 10 • AR 360-1, para. 11-4f(1)(a) • NG Pam 95-5, para. 9-13h	FCR  Public User Rate if FCR cannot be determined by CTO
Spouse of TAG (CONUS Official Travel)	1) Event Coordinator 2) JFHQ SGS or Exec Sec 3) JFHQ JAG 4) TAG 5) Governor	GOV	1) Original request for travel with event agenda or other proof of spouse duties 2) JFHQ SGS or Exec Sec Coordination 3) JFHQ JAG Review/Validation 4) TAG Concurrence/Endorsement 5) Governor Approval	At the discretion of the State	• DoD 4515.13R, para. C2.2.3.3.2 • DODD 4500.56, para. E.3.5 • JFTR/JTR, appendix E • AR 360-1, para. 11-4f(1)(a) • NG Pam 95-5, para. 9-13h	N/A
<b>Orientation Flights</b>						
Service Academy, ROTC, JROTC, CAP Cadets, Youth Program, and Explorer Scouts	1) Event Coordinator 2) SAAO 3) JFHQ PAO 4) TAG	TAG	1) Request with justification 2) SAAO Concurrence/Endorsement 3) JFHQ PAO Concurrence/Endorsement 4) TAG Approval	14 Days Prior	• DoD 4515.13-R, paragraphs C4.3.2 thru C4.3.8.3 • AR 360-1, para. 10-5d • NG Pam 95-5, para. 8-2a	N/A
AH-64 Familiarization Military Personnel	1) Unit Commander 2) SAAO 2) ARNG-AV	ARNG-AV	1) Request with justification 2) SAAO Concurrence/Endorsement 3) Chief, ARNG-AV Approval	14 Days Prior	• DoD 4515.13-R, para. C4.3.1 • AR 95-1, para. 4-21c(4) • NG Pam 95-5, para. 8-2b	N/A
AH-64 Familiarization Civilian Personnel	1) Event Coordinator 2) SAAO 3) JFHQ PAO 4) NGB-PA 5) ARNG-AV	ARNG-AV	1) Request with justification 2) SAAO Concurrence/Endorsement 3) JFHQ PAO Concurrence/Endorsement 4) NGB-PA Concurrence/Endorsement 5) Chief, ARNG-AV Approval	14 Days Prior	• DoD 4515.13-R, para. C4.4.4 • AR 95-1, para. 4-21c(4) • AR 360-1, para. 10-5d • NG Pam 95-5, para. 8-2b(1)	N/A
Military Spouses	1) Unit Commander 2) SAAO 3) ARNG-AV	ARNG-AV	1) Request with justification 2) SAAO Concurrence/Endorsement 3) Chief, ARNG-AV Approval	14 Days Prior	• DoD 4515.13-R, para. C4.3.8.2 • AR 95-1, para. 3-4f(4) • NG Supp 1 to AR 95-1, app G • NG Pam 95-5, para. 8-2b(2)	N/A
FAA Employees	1) FAA Official 2) SAAO 3) ARNG-AV	ARNG-AV	1) Request with justification 2) SAAO Concurrence/Endorsement 3) Chief, ARNG-AV Approval	14 Days Prior	• DoD 4515.13-R, para. C4.3.6 • NG Pam 95-5, para. 8-2b(3)	N/A

Note. Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA.

**Table C-1**  
**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See glossary for all acronyms, abbreviations, and initialisms.)

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Orientation Flights (Cont)</b>						
Employers, Managers, and Direct Supervisors of State NG Servicemembers	1) Request from unit Commander 2) SAAO 3) State ESGR Committee 4) TAG 5) RDD HQESGR 6) ARNG-AV (Info Copy)	HQESGR	1) Original request 2) SAAO Concurrence/Endorsement 3) State ESGR Committee Validation/Endorsement 4) TAG Concurrence/Endorsement 5) HQESGR Review/Concurrence <i>Note:</i> TAG is final mission approval authority following review and concurrence of State Plan by HQESGR	60 Days Prior	• DoD 4515.13R, para. C2.2.7 • ESGRI 1250.22, para. 7 • NG Pam 95-5, paragraphs 8-2d and 9-16	N/A
Civic Leaders (owners, high-level managers, CEOs, educators, State Legislators, religious leaders, youth program counselors, etc.)	1) Event Coordinator 2) SAAO 3) JFHQ PAO 4) TAG 5) NGB-PA 6) ARNG-AV (Info Copy)	NGB-PA	1) Original request 2) SAAO Concurrence/Endorsement 3) JFHQ PAO Validation/Endorsement 4) TAG Concurrence/Endorsement 5) NGB-PAO Approval	30 Days Prior	• DoD 4515.13-R, paragraphs C3.2.4 and C3.4.4 • AR 95-1, para. 3-4b • AR 360-1, para. 10-5d • NG Pam 95-5, para. 8-2e	N/A
News Media Personnel	1) Event Coordinator 2) SAAO 3) JFHQ PAO 4) TAG 5) NGB-PA 6) OCPA (as required) 7) ARNG-AV (Info Copy)	NGB-PA	1) Original request 2) SAAO Concurrence/Endorsement 3) JFHQ PAO Validation/Endorsement 4) TAG Concurrence/Endorsement 5) NGB-PA Approval 6) OCPA Approval (as required)	30 Days Prior	• DoD 4515.13-R, paragraphs C2.2.16, C3.2.5, C3.3.2.3, C3.3.3.2.1 and C3.4.1 • AR 95-1, para. 3-4b • AR 360-1, para. 10-5d • NG Pam 95-5, para. 8-2f	N/A
Federal Government Officials	1) Event Coordinator 2) SAAO 3) JFHQ PAO 4) TAG 5) NGB-PA 6) OCPA (as required) 7) ARNG-AV (Info Copy)	NGB-PA	1) Original request 2) SAAO Concurrence/Endorsement 3) JFHQ PAO Validation/Endorsement 4) TAG Concurrence/Endorsement 5) NGB-PA Approval 6) OCPA Approval (as required)	30 Days Prior	• DoD 4515.13-R, para. C4.3.8 • NG Pam 95-5, para. 8-2g	N/A
Members of Congress and their Staff, at the request of the AG or other DOD agency that are missions of primary interest to DoD or NG)	1) Event Coordinator 2) JFHQ-LL/PAO (Coord) 3) TAG 4) NGB-LL (Coordination) 5) OCLL 6) ARNG-AV (Info Copy)	OCLL	1) Original request from TAG Coordinator or other DOD Agency requesting State support 2) Passenger List 3) Itinerary 4) TAG Endorsement/Concurrence 5) OCLL Approval	14 Days Prior	• DoD 4515.13-R, paragraphs C4.3.8 and C10.4.3 • DODD 4515.12, para. E2.a • AR 1-20, para. 2-4 • AR 360-1, para. 10-4 • NG Pam 95-5, paragraphs 8-2h and 10-3c	N/A
Members of Congress and their Staff, at the request of Congress that are missions of primary interest to Congress	1) Congressional ECC 2) Congressional Committee Chair 3) OCLL or SAF/LL 4) OASD-LA 5) NGB-LL and ARNG-AV 6) JFHQ-LL and SAAO	OASD-LA	1) Original request from CODEL Staff 2) Approval of Congressional Committee Chair 3) OASD-LA Approval <i>Note:</i> NGB-LL coordinates with JFHQ-LL <i>Note:</i> ARNG-AV coordinates with SAAO	14 Days Prior	• DoD 4515.13-R, paragraphs C4.3.8 and C10.4.3 • DODD 4515.12, para. E2.a • AR 1-20, para. 2-4 • AR 360-1, para. 10-4 • NG Pam 95-5, paragraphs 8-2h and 10-3c	FCR  Federal Agency Rate if FCR cannot be determined by CTO

*Note.* Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA.

**Table C-1**

**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See Glossary for all acronyms, abbreviations, and

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<p><b>NG Domestic Operations</b> <i>Note.</i> Except for SAD operations and training, this section does not include procedures or approval authority for conducting training with other DoD agencies or actual HLD and NGCS operations authorized through operational channels as the result of a domestic emergency.</p>						
Homeland Defense (HLD) Training with Federal Agencies	1) Agency Request 2) State EOC/J-3 3) SAAO 4) ARNG-AV	ARNG-AV	1) Original request 2) State EOC/J-3 Concurrence/Endorsement 3) SAAO request for ARNG-AV approval 4) Chief, ARNG-AV Approval	14 Days Prior	• 10 USC 12304 • 32 USC 502 and 901-908 • DODD 3160.01, para. 4f • AR 95-1, para. 3-3 • NGR 500-1, para. 4-2c • NG Pam 95-5, paragraphs 4-1d and 7-5a	N/A
NG Civil Support Training with Federal, State, and Local Agencies	1) Agency Request 2) State EOC/J-3 3) TAG 4) SAAO 5) ARNG-AV	ARNG-AV	1) Original request 2) State EOC/J-3 Concurrence 3) TAG Concurrence 4) SAAO request for ARNG-AV approval 5) Chief, ARNG-AV Approval	14 Days Prior	• 10 USC 12304 • 32 USC 502 and 901-908 • DODD 3160.01, para. 4e • AR 95-1, para. 3-3m • NGR 500-1, para. 4-2c • NG Pam 95-5, para. 4-2 & 7-5b	N/A
Non-Emergency State Missions and Training SAD Status	1) Agency Request 2) State EOC/J-3 3) SAAO 4) TAG 5) GOV 6) ARNG-AV (Info Copy)	GOV/TAG	1) Original request 2) State EOC/J-3 Concurrence/Coordination 3) SAAO Concurrence/Coordination 4) TAG Concurrence/Coordination 5) GOV Mission Approval	At the discretion of the State	• Applicable State Law • 32 USC 907 • DODD 3160.01, para. 2c • AR 95-1, para. 3-3 & 3-4f(7) • NGR 500-1, para. 4-2d • NG Pam 95-5, para. 4-3, 7-5c	SAD Non-Emergency Rate
Emergency State Missions in SAD Status	1) Agency Request 2) State EOC/J-3 3) SAAO 4) TAG 5) GOV 6) ARNG-AV (Info Copy)	GOV/TAG	1) Original request 2) State EOC/J-3 Concurrence/Coordination 3) SAAO Concurrence/Coordination 4) TAG Concurrence/Coordination/Passenger Authorizations 5) GOV Approval of Emergency Declaration	At the discretion of the State	• Applicable State Law • 32 USC 907 • DODD 3160.01, para. 2c • AR 95-1, para. 3-3, 3-4f(7) • NGR 500-1, para. 4-2d • NG Pam 95-5, paragraphs 4-3 and 7-5c(5)	SAD Emergency Rate
<p><b>Law Enforcement</b> <i>Note.</i> Reference NGR 500-2/ANGI 10-801 for CD Support Mission approval routing.</p>						
Operational Support of State and Local Agencies  For Operational Support of Federal LEAs refer to Other Support below	1) Agency Request 2) State EOC/J-3 3) JFHQ JAG 4) SAAO 5) TAG 6) ARNG-AV 7) ARNG-G3 8) NGB-J3 9) NGB-JA 10) CNGB	CNGB	1) Original request 2) State EOC/J-3 Concurrence/Endorsement 3) JFHQ JAG Legal Review 4) SAAO Concurrence/Endorsement 5) TAG Concurrence/Endorsement 6) ARNG-AV Coordination 7) ARNG-G3 Concurrence/Endorsement 8) NGB-J3 Concurrence/Endorsement 9) NGB-JA Legal Review 10) CNGB Approval	21 Days Prior	• 10 USC 373 and 382 • 32 USC 501 • DoD 4515.13-R, para.C10.13 • DODD 5525.5, paragraphs E2.1.4 and E.2.1.8 • AR 95-1, para. 3-4f(7) • NGR 500-1, para. 4-2d • NG Pam 95-5, paragraphs 7-6 and 7-9	Non-DoD Public Rate
Transportation and Training Support	1) Agency Request 2) State EOC/J-3 3) JFHQ JAG 4) SAAO 5) TAG 6) ARNG-AV	ARNG-AV	1) Original request 2) State EOC/J-3 Concurrence/Endorsement 3) JFHQ JAG Legal Review 4) SAAO Concurrence/Endorsement 5) TAG Concurrence/Endorsement 6) Chief, ARNG-AV Approval	14 Days Prior	• 10 USC 373 and 382 • 32 USC 501 • DoD 4515.13-R, para.C10.13 • DODD 5525.5, paragraphs E2.1.4 and E.2.1.8 • AR 95-1, para. 3-4f(7) • NGR 500-1, para. 4-2d • NG Pam 95-5, para. 7-6 & 7-9	Non-DoD Public Rate

*Note.* Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA

**Table C-1**

**Use of Aircraft Approval Flowchart – Continued** (Notes. For any use of FW aircraft, ARNG-AV will be replaced by OSAA. See Glossary for all acronyms, abbreviations, and

Mission/Event	Request Routing	Approved by	Required Request Packet Items (must have all items for approval)	Time to Approve	Reference(s)	Reimbursement (Acft Flight Hours)
<b>Response Team Training</b>						
Federal Agencies	1) Agency Request 2) State EOC/J-3 3) JFHQ JAG 4) SAAO 5) TAG 6) ARNG-AV	ARNG-AV	1) Original request with workers comp validation 2) State EOC/J3 Concurrence/Endorsement 3) JFHQ JAG Legal Review 4) SAAO Concurrence/Endorsement 5) TAG Concurrence/Endorsement 6) Chief, ARNG-AV Approval	14 Days Prior	• DODD 5525.5, paragraphs E2.1.4 and E.2.1.8 • AR 95-1, para. 3-4f(7) • NGR 500-1, para. 4-2d • NG Supp 1 to AR 95-1, para. 4-15.1c(1) • NG Pam 95-5, para. 7-9	N/A
State/Local Agencies	1) Agency Request 2) State EOC/J-3 3) JFHQ JAG 4) SAAO 5) TAG 6) ARNG-AV	ARNG-AV	1) Original request with workers comp validation 2) State EOC/J3 Concurrence/Endorsement 3) JFHQ JAG Legal Review 4) SAAO Concurrence/Endorsement 5) TAG Concurrence/Endorsement 6) Chief, ARNG-AV Approval	14 Days Prior	• DODD 5525.5, paragraphs E2.1.4 and E.2.1.8 • AR 95-1, para. 3-4f(7) • NGR 500-1, para. 4-2d • NG Supp 1 to AR 95-1, para. 4-15.1c(1) • NG Pam 95-5, para. 7-9	N/A
National Incident Management System (NIMS), Type I or Type II, compliant Government public safety organizations	1) Agency Request 2) State EOC/J-3 3) JFHQ JAG 4) SAAO 5) TAG 6) ARNG-AV	ARNG-AV	1) Original request with workers comp validation 2) State EOC/J3 Concurrence/Endorsement 3) JFHQ JAG Legal Review 4) SAAO Concurrence/Endorsement 5) TAG Concurrence/Endorsement 6) Chief, ARNG-AV Approval	14 Days Prior	• DODD 5525.5, paragraphs E2.1.4 and E.2.1.8 • AR 95-1, para. 3-4f(7) • NGR 500-1, para. 4-2d • NG Supp 1 to AR 95-1, para. 4-15.1c(1) • NG Pam 95-5, para. 7-9	N/A
<b>Other Support</b>						
DoD Agency Support	1) Agency Request 2) HQDA G3 3) ARNG G3 4) ARNG-AV 5) JFHQ-J3 6) SAAO	HQDA G-3	1) Original agency request to HQDA 2) HQDA G3 request to ARNG G3 3) ARNG G3 coordination with ARNG-AV 4) ARNG-AV coordination with JFHQ-J3 5) JFHQ-J3 coordination with SAAO 6) SAAO acceptance on behalf of TAG	14 Days Prior	• DoD 4515.13-R, para.C2.1 • DoDI 4000.19, para. 4.3 • DODD 1100.20, para. 4.1 • AR 95-1, para. 3-1 and 3-7 • NG Supp 1 to AR 95-1, para. 3-4 • NG Pam 95-5, para. 2-2	DoD Rate
Federal Agency Support Including LEAs	1) Agency Request 2) Agency LNO at OSD 3) HQDA G3 4) ARNG G3 5) ARNG-AV 6) JFHQ-J3 7) SAAO	OSD	1) Original agency request to OSD 2) OSD approval 3) HQDA G3 request to ARNG G3 4) ARNG G3 coordination with ARNG-AV 5) ARNG-AV coordination with JFHQ-J3 6) JFHQ-J3 coordination with SAAO 7) SAAO acceptance on behalf of TAG	14 Days Prior	• DoD 4515.13-R, para.C2.2.5 • DoDI 4000.19, para. 4.4 • DODD 1100.20, para. 4.1 • AR 95-1, para. 3-1 and 3-7 • NG Supp 1 to AR 95-1, para. 3-4 • NG Pam 95-5, para. 2-2, 4-2a(4), 10-1a(2), 10-1e, 10-4a	Federal Agency Non-DoD rate
<b>Immediate Response</b>						
Any form of immediate action taken to save lives, limbs, or eyesight, prevent human suffering, or mitigate great property damage under imminently serious conditions	1) Agency Request 2) State EOC 3) SAAO 4) TAG (As Required) 5) ARNG-AV (Info Copy)	Local Commanders	1) Original request 2) State EOC/J3 Concurrence/Endorsement 3) SAAO Concurrence/Endorsement 4) TAG Concurrence/Endorsement (if required)	At the discretion of the State	• DODD 3025.18, paragraphs 4d and 4g • AR 95-1, paragraphs 3-3n(3) and 3-4d • NG Pam 95-5, paragraphs 4-2a, 4-2e through 4-2g, 7-5b, 7-11 through 7-13, and 10-1 through 10-3	See para. 10-2

Note. Missions utilizing FW aircraft not addressed in the above table must be coordinated with OSAA-QA

**Appendix D  
Spouse Orientation Memorandum Formats**

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<b>Unit Letter Head</b>	
<u>OFFICE SYMBOL</u>	<u>Date</u>
MEMORANDUM THRU SAAO, ( <u>Office Symbol and Address</u> )	
FOR Chief, Army National Guard Aviation and Safety Division, Attn: ARNG-AVS-SS, 111 South George Mason Dr., Arlington, VA. 22204	
SUBJECT: Spouse Orientation Flight Approval	
1. Request approval to conduct a Spouse Orientation Flight for the <u>Unit Name</u> at <u>Location</u> .	
2. Following information applies to this request:	
a. Target group, <u>Specify Spouses</u> (IAW NG Suppl 1 to AR 95-1, appendix G).	
b. Participant selection criteria.	
c. Projected number of participants: <u>Number</u> .	
d. Projected number of flight hours: <u>Number</u> .	
e. Date of flight: <u>Date</u> .	
f. Status of flight crews: ( <u>AGR, IDT, AT, AFTP</u> )	
3. Point of Contact information.	
UNIT COMMANDER Signature Block	

**Figure D-1. Spouse Orientation Format – RW**

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*Figure D-2 and subsequent text continued on next page.*

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**Unit Letter Head**

OFFICE SYMBOL

Date

MEMORANDUM THRU SAAO, (Office Symbol and Address)

FOR Commander, Operational Support Airlift Agency, 6970 Britten Dr. Ft. Belvoir, VA 22060

SUBJECT: Spouse Orientation Flight Approval

1. Request approval to conduct a Spouse Orientation Flight for the Unit Name at Location.
2. Following information applies to this request:
  - a. Target group, Specify Spouses (IAW NG Suppl 1 to AR 95-1, appendix G).
  - b. Participant selection criteria.
  - c. Projected number of participants: Number.
  - d. Projected number of flight hours: Number.
  - e. Date of flight: Date.
  - f. Status of flight crews: (AGR, IDT, AT, AFTP)
3. Point of Contact information.

UNIT COMMANDER  
Signature Block

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**Figure D-2. Spouse Orientation Format – FW**

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**Appendix E**  
**Event Request Formats**

<b>UNIT LETTERHEAD</b>	
<u>OFFICE SYMBOL</u>	<u>Date</u>
MEMORANDUM THRU TAG, ( <u>Office Symbol and Address</u> )	
FOR Chief, Army National Guard Aviation and Safety Division, Attn: ARNG-AVS-SS, 111 South George Mason Dr., Arlington, VA. 22204	
SUBJECT: Request Approval for ( <u>Event</u> )	
1. Request approval to support <u>Type of Mission</u> during <u>Supported Unit or event</u> at <u>Location</u> on <u>Date</u> using <u>ARNG Unit Name</u> <u>Type of aircraft</u> .	
2. <u>Complete justification of required support for event.</u>	
3. <u>Describe safety and risk controls</u>	
4. <u>Point of Contact information.</u>	
SAAO Signature Block	

**Figure E-1. Event Request Format – RW**

*Figure E-2 and subsequent text continued on next page.*

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**UNIT LETTERHEAD**

OFFICE SYMBOL

Date

MEMORANDUM THRU TAG, (Office Symbol and Address)

FOR Commander, Operational Support Airlift Agency, 6970 Britten Drive, Ft. Belvoir, VA 22060

SUBJECT: Request Approval for (Event)

1. Request approval to support Type of Mission during Supported Unit or event at Location on Date using ARNG Unit Name Type of aircraft.
2. Complete justification of required support for event.
3. Describe safety and risk controls
4. Point of Contact information.

SAAO  
Signature Block

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**Figure E-2. Event Request Format – FW**

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*Appendix F and subsequent text continued on next page.*

**Appendix F  
Air Transportation Agreement**

<b>AIR TRANSPORTATION AGREEMENT</b>		<b>DATE</b>
<b>PLACE</b>	<b>FULL NAME</b>	
<b>PERMANENT ADDRESS</b>		
<p>For and in consideration of being permitted to fly as a passenger in aircraft operated by or on behalf of the United States of America, for and on behalf of myself, my personal representatives, heirs and assigns, I hereby release and discharge the United States, its agents, servants, or employees from any and all claims for property damage and/or personal injury or death resulting from or during said flight or flights or continuances thereof or from ground operations incident thereto.</p>		
<b>SIGNATURE</b>		
<b>WITNESS</b>	<b>WITNESS</b>	
<b>NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN EMERGENCY</b>		

DD Form 1381, JUL 62

Adobe Professional 7.0

**Figure F-1. DD Form 1381**

*Appendix G and subsequent text continued on next page.*

**Appendix G**  
**Contractor Identification Memorandum/Letter of Authorization**

<b>UNIT LETTERHEAD</b>	
<u>OFFICE SYMBOL</u>	<u>Date</u>
MEMORANDUM THRU Travel Authorizing Official, Office of the Adjutant General	
FOR State Army Aviation Officer, <Official Organization Mailing Address>	
SUBJECT: Travel of Government Contractor by Military Aircraft	
1. References.	
a. DoD 4515.13-R, Department of Defense Air Transportation Eligibility Regulation, <current publication date>, para. C2.2.9	
b. NG Pamphlet 95-5, Use of Army National Guard Aircraft, <current publication date>, para. 9-11	
2. <Full Name of Contractor>, with <Name of Company>, is authorized as a required passenger aboard Military aircraft to travel to <Location> on <Dates> for the purpose of <Detailed Justification>. Commercial transportation cannot meet the requirements of this mission because <Reason must state commercial transportation is not available, readily obtainable, or satisfactorily capable of meeting the travel requirements >. This authorization is made in compliance with References 1a and b.	
3. The individual named above is assigned to this mission in accordance with the terms of DoD Contract <Contract Number>. This person's presence on this mission does not displace other Government official passengers, nor will the aircraft size be increased as a result of this person's presence on the flight.	
*4. If the contract includes travel funds for commercial travel, then: <Name of Company/Individual> must reimburse the Government within five days of completion of travel at the commercial coach fare (or non-U.S. Government reimbursement rate, if applicable) for this trip. The billing address for reimbursement is <Contractor Billing Address>.	
*4. If the contract does not include travel funds for commercial travel, then: <Name of Contractor> is authorized transportation on military aircraft without reimbursement of transportation expenses. Travel is of primary interest to the DoD/National Guard and is the responsibility of the <State National Guard or other responsible DoD agency>.	
5. Point of contact for this request is the undersigned at <phone number(s) and email address>.	
Encl (Request of senior ARNG official requesting contractor's presence)	<Signature and Signature Block of COR>

*Note.* Required information per AD 2007-01, enclosure 3; format of memo per AR 25-50, figures 2-11 or 2-12.

**Figure G-1. Contractor Identification Memorandum/Letter of Authorization**

*Glossary and subsequent text continued on next page.*

## **Glossary**

### **Section I Abbreviations**

#### **AAG**

Assistant Adjutant General

#### **ATAG**

Assistant Adjutant General

#### **AAO**

Army Addresses and Office Symbols Online

#### **AASA**

Administrative Assistant to the Secretary of the Army

#### **AATS**

ARNG Aviation Training Site

#### **AC**

Active Component

#### **Acft**

Aircraft

#### **ACOM**

Army Command

#### **AD**

Army Directive

#### **ADOS**

Active Duty Operational Support

#### **AE**

Aeromedical Evacuation

#### **AFB**

Air Force Base

#### **AFI**

Air Force Instruction

#### **AFTP**

Additional Flight Training Period

#### **AG**

Adjutant General

#### **AGL**

Above Ground Level

#### **AGR**

Active Guard and Reserve

#### **aka**

also known as

#### **AMC**

(USAF) Air Mobility Command

#### **ANG**

Air National Guard

#### **AO**

Authorizing Official

#### **APIC**

Army Performance Improvement Criteria

#### **AR**

Army Regulation

#### **ARIMS**

Army Records Information Management System

#### **ARMS**

Aviation Resource Management Survey

#### **ARNG**

Army National Guard

#### **ARNG-AV**

Army National Guard Directorate, Aviation and Safety Division

#### **ARNG-AVP**

ARNG Aviation and Safety Division, Programs Integration Branch

#### **ARNG-AVS**

ARNG Aviation and Safety Division, Safety and Standardization Branch

#### **ARNG-OD**

ARNG Directorate, Operations Division

#### **ARNGUS**

Army National Guard of the United States

#### **ARTEP**

Army Training and Evaluation Program

#### **ASA**

Assistant Secretary of the Army

#### **ASD (FM&P)**

Assistant Secretary of Defense (Force Management and Personnel)

**ASCC**  
Army Service Component Command

**ASM**  
All-States Memorandum

**AT**  
Annual Training

**AT&L**  
Acquisition, Technology, and Logistics

**ATM**  
Aircrew Training Manual

**ATP**  
Aircrew Training Program

**AWR**  
Air Worthiness Release

**BSA**  
Boy Scouts of America

**C&E**  
Cost and Economics

**CAO**  
Casualty Assistance Officer

**CAP**  
Civil Air Patrol

**CASEVAC**  
Casualty Evacuation

**CBO**  
Community-Based Organization

**CBRNE**  
Chemical, Biological, Radiological, Nuclear, or High-Explosive

**CD**  
Counterdrug

**CDAOPS**  
Counterdrug Aviation Operations

**CDC**  
State Counterdrug Coordinator

**CEO**  
Chief Executive Officer

**CES**  
U.S. Army Cost and Economics

**CIP**  
Critical Infrastructure Protection

**CJA**  
Command Judge Advocate

**CLEO**  
Civil Law Enforcement Operations

**CLS**  
Combat LifeSaver

**CNGB**  
Chief, National Guard Bureau

**CODEL**  
Congressional Delegation

**COM**  
Commercial

**CONUS**  
Continental United States

**CO**  
Contracting Officer

**COR**  
Contracting Officer Representative

**CRRC**  
Combat Rubber Raiding Craft (*or K-Duck*)

**CSA**  
Chief of Staff of the Army

**D&F**  
Determination and Finding

**DA**  
Department of the Army

**DAG**  
Deputy Adjutant General

**DAMI-CDS**  
Deputy Chief of Staff G-2, Foreign Disclosure Division

**DAMO-AV**  
HQDA G-3 Aviation

<b>DC</b> District of Columbia	<b>etc.</b> et cetera (Latin – <i>and so forth</i> or <i>and other things</i> )
<b>DCIS</b> Defense Criminal Investigative Service	<b>ETP</b> Exception to Policy
<b>DD</b> Department of Defense	<b>Exec Sec</b> Executive Secretary
<b>DLR</b> Depot-Level Repair	<b>FAA</b> Federal Aviation Administration
<b>DoD</b> Department of Defense	<b>FAR</b> Federal Aviation Regulation
<b>DODD</b> DoD Directive	<b>FCR</b> Full Commercial Rate
<b>DoDI</b> DoD Instruction	<b>FEMA</b> Federal Emergency Management Agency
<b>DRU</b> Direct-Reporting Unit	<b>FHP</b> Flying Hour Program
<b>DSCA</b> Defense Support of Civil Authorities	<b>FI</b> Enlisted Flight Instructor
<b>DSN</b> Defense (or Digital) Switching Network	<b>FM</b> Field Manual
<b>DTG</b> Date Time Group	<b>FM&amp;C</b> Financial Management and Comptroller
<b>DTM</b> Directive-Type Memorandum	<b>FM&amp;P</b> Force Management and Personnel
<b>DV</b> Distinguished Visitor	<b>FMS</b> Foreign Military Sales
<b>e.g.</b> <i>exempla gratia (Latin – example given)</i>	<b>FORSCOM</b> (U.S. Army) Forces Command
<b>EOC</b> Emergency Operations Center	<b>FRIES</b> Fast Rope Insertion/Extraction System
<b>EPA</b> Environmental Protection Agency	<b>FS</b> Federal Service
<b>ESGR</b> Employer Support of the Guard and Reserve	<b>FTCA</b> Federal Tort Claims Act
<b>ESGRI</b> Employer Support for the Guard and Reserve Instruction	<b>FTNGD</b> Full-Time National Guard Duty

**FTNGDCD**

Full-Time National Guard Duty, Counterdrug

**FVR**

Foreign Visit Request

**FW**

Fixed-Wing

**G-2**

Intelligence Office(r)

**G-3**

Operations Office(r)

**GKO**

Guard Knowledge On-line

**GO**

General Officer

**GOV**

Governor

**HDD**

Homeland Defense Duty

**HELOCAST**

Helicopter Cast and Recovery

**HLD**

Homeland Defense

**HQ**

Headquarters

**HQDA**

Headquarters, Department of the Army

**HQESGR**

Headquarters, Employer Support for the Guard and Reserve

**IAW**

in accordance with

**ID**

Inactive Duty

**IDT**

Inactive Duty Training

**i.e.**

id est (Latin – *that is*)

**IG**

Inspector General

**IP**

Instructor Pilot

**IRT**

Innovative Readiness Training

**ITA**

Invited Travel Authorization

**ITO**

Invitational Travel Order

**J-3**

Operations Office(r)

**JA/ATT**

Joint Airborne/Air Transportability Team

**JAG**

Judge Advocate General

**JALIS**

Joint Airlift Logistics Information System

**JFHQ**

Joint Force Headquarters

**JFTR**

Joint Federal Travel Regulation

**JOC**

Joint Operations Center

**JoCC**

Joint Coordination Center

**JOSAC**

Joint Operational Support Airlift Center

**JP**

Joint Publication

**JROTC**

Junior Reserve Officer Training Corps

**JTR**

Joint Travel Regulation

**KIA**

Killed in Action

**LAPES**

Low-Altitude Parachute Extraction System

**LCLA**  
Low-Cost Low-Altitude

**LEA**  
Law Enforcement Agency

**LFA**  
Local Flying Area

**LNO**  
Liaison Officer

**Lt.**  
Lieutenant (*used in the vernacular of Governor*)

**MACDIS**  
Military Assistance for Civil Disturbances

**MCA**  
Management Control Administrator

**MDEP**  
Management Decision Package

**MEDEVAC**  
Aeromedical Evacuation

**METL**  
Mission-Essential Task List

**MIA**  
Missing in Action

**MILAIR**  
Military Air

**MIPR**  
Military Interdepartmental Purchase Request

**MOA**  
Memorandum of Agreement

**MoH**  
Medal of Honor

**MOU**  
Memorandum of Understanding

**MSCA**  
Military Support to Civil Authorities

**NASCAR**  
National Association for Stock Car Auto Racing

**NATO**  
North Atlantic Treaty Organization

**NDAA**  
National Defense Authorization Act

**NG**  
National Guard

**NGB**  
National Guard Bureau

**NGB J32 CD**  
National Guard Bureau Counterdrug

**NGB-IA**  
National Guard Bureau International Affairs

**NGB-LL**  
National Guard Bureau Legislative Liaison

**NGBOP**  
National Guard Baseline Operating Posture

**NGB-PA**  
National Guard Bureau Public Affairs

**NGCS**  
National Guard Civil Support

**NGDO**  
National Guard Domestic Operations

**NGR**  
National Guard Regulation

**NIMS**  
National Incident Management System

**NMR**  
National Media Representative

**NOK**  
Next of Kin

**NRF**  
National Response Framework

**NS**  
Naval Station

**NSSE**  
National Special Security Event

**OASD/LA**  
Office of the Assistant Secretary of Defense for  
Legislative Affairs

**OASD-PA**  
Office of the Assistant Secretary of Defense for  
Public Affairs

**OCIA**  
Office of the Congressional and Intra-Governmental  
Affairs (U.S. Government)

**OCLL**  
Office of the Chief of Congressional Legislative  
Liaison

**OCO**  
Overseas Contingency Operations

**OCONUS**  
Outside (of the) Continental United States

**OCPA**  
Office of the Chief of Public Affairs (HQDA)

**OMB**  
Office of Management and Budget

**OPTEMO**  
Operations Tempo

**OSA**  
Operational Support Airlift

**OSAA**  
Operational Support Airlift Agency

**OSACOM**  
Operational Support Airlift Command

**PA**  
Public Affairs

**PADD**  
Person Authorized to Direct Disposition

**PAO**  
Public Affairs Officers

**Pam**  
Pamphlet

**Paradrop**  
Parachute Operation

**PCS**  
Permanent Change of Station

**PDS**  
Permanent Duty Station

**POC**  
Point of Contact

**POL**  
Petroleum, Oil, and Lubricants

**POTUS**  
President of the United States

**PUJC**  
Priority, Urgency, Justification, and Category

**RC**  
Reserve Component

**RDD**  
Regional Deputy Director for Headquarters,  
Employer Support of the Guard and Reserve  
(HQESGR)

**RRCC**  
Regional Rescue Coordination Center

**RL**  
Readiness Level

**ROTC**  
Reserve Officer Training Corps

**RUF**  
Rules for Use of Force

**RW**  
Rotary-Wing

**SAAO**  
State Army Aviation Officer

**SAD**  
State Active Duty

**SAF/LL**  
Secretary of the Air Force, Office of Legislative  
Liaison

**SAR**  
Search and Rescue

**SECARMY**  
Secretary of the Army

**SECDEF**  
Secretary of Defense

**SES**  
Senior Executive Service

<b>SGS</b> Secretary of the General Staff	<b>TDY</b> Temporary Duty
<b>SI</b> Enlisted Standardization Flight Instructor	<b>TM</b> Technical Manual
<b>SOFA</b> Status of Forces Agreement	<b>TPR</b> Technician Personnel Regulation
<b>SOP</b> Standing <i>or</i> Standard Operating Procedures	<b>TV</b> television
<b>SOW</b> Statement of Work	<b>TWCF</b> Transportation Working Capital Fund
<b>SP</b> Standardization Instructor Pilot	<b>UAS</b> Unmanned Aircraft System
<b>SPP</b> State Partnership Program	<b>U.S.</b> United States
<b>Space-A</b> Space-Available	<b>USA</b> Under Secretary of the Army
<b>Space-R</b> Space-Required	<b>USAF</b> U.S. Air Force
<b>SPIES</b> Special Purpose Infiltration/Exfiltration System	<b>USAFRCC</b> U.S. Air Force Rescue Coordination Center
<b>SPP</b> State Partnership Program	<b>USAR</b> U.S. Army Reserve
<b>STAFFDEL</b> Staff Delegation	<b>USC</b> United States Code
<b>STM</b> Standardization and Training Message	<b>USD</b> Under Secretary of Defense
<b>Suppl</b> Supplement	<b>USD (AT&amp;L)</b> Under Secretary of Defense for Acquisition, Technology, and Logistics
<b>TA</b> Travel Authorization	<b>USMC</b> U.S. Marine Corps
<b>TACC</b> Tanker Airlift Control Center	<b>USN</b> U.S. Navy
<b>TAD</b> Temporary Active Duty	<b>USOC</b> U.S. Olympic Committee
<b>TAG</b> The Adjutant General	<b>USP&amp;FO</b> U.S. Property and Fiscal Office

**USTRANSCOM**  
U.S. Transportation Command

**VIP**  
Very Important Person

**UT**  
Unit Trainer

**XOBC**  
(USAF 618<sup>th</sup> TACC), C-130 Tasking Directorate

**UTA**  
Unit Training Assembly

**YMCA**  
Young Men's Christian Association

**VCNA**  
Accounting Code for Counterdrug Flight Hours

**YRRP**  
Yellow Ribbon Reintegration Program

**VCSA**  
Vice Chief of Staff of the Army

**YWCA**  
Young Women's Christian Association

## **Section II**

### **Terms**

#### **Aerial Demonstration**

The use or display of Army aircraft and personnel in any aerial event including the following:

*a. Parachute team demonstration.* A demonstration of free-fall and precision landing techniques by the U.S. Army Parachute Team (Golden Knights), other military or sports parachute team, or individual parachutist officially representing the Army. Recreational sport parachuting and competition parachuting is governed by AR 215-1.

*b. Flyover.* A straight and level flight by not more than four military aircraft from a single Service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations.

*c. Aerial review.* A flyover of multiple aircraft categories (RW and FW), or aircraft representing more than one military Service in close formation – or extended trail formation – and not involving precision maneuvers or demonstrations.

*d. Static aircraft display.* A ground display of aircraft and its related equipment not involving taxiing or starting of engines during the period when spectators are in the display area.

*e. Other aerial activities.* All other aerial demonstrations not listed in *a* through *d* above, designed to portray performance techniques by a single or group of aircraft and personnel. Such demonstrations include:

- (1) Missing-man formations;
- (2) aerial reviews;
- (3) flight team demonstrations;
- (4) parachute demonstrations including mass parachute jumps;
- (5) participation in trade shows;
- (6) air-to-air refueling demonstrations;
- (7) helicopter flight techniques;
- (8) maximum performance takeoff demonstrations;
- (9) performance record demonstrations;
- (10) air- or aerial-delivery of equipment, including LCLA operations;
- (11) assault aircraft demonstrations;
- (12) tactical helicopter troop landings;
- (13) air rescue demonstrations;
- (14) tactical infiltration/exfiltration demonstrations; and
- (15) Low-Altitude Parachute Extraction System (LAPES) demonstrations. Reference DoDI 5410.19, para. E2.2.2; and AR 360-1, para. 7-8.

#### **Aerial Event**

Any occasion that involves an Army aerial demonstration as either a primary or incidental attraction to the event. Such events include air shows, festivals, official Federal Government functions, official military functions, or civic functions held on a military installation or elsewhere. Reference AR 360-1.

#### **Aerial Review**

See *Aerial Demonstration*.

### **Civic leaders**

Civic leaders are preferably individuals with limited knowledge of national defense issues. However, the substantive discriminator in selecting and approving nominees is that their professional and community involvement indicates a strong likelihood they will share their experience with many others to the benefit of the NG and DoD. Therefore, nominees should be influential leaders in their professions as well as leaders in their communities. U.S. citizenship is required. Prior participants, persons either currently in active Federal service or retired from Federal service, and employees of Government contractors whose primary job responsibilities are military related are discouraged as nominees unless the requestor can articulate a clear benefit to the NG and DoD in their attendance. Further, nominees are and will be encouraged to apply their strong ties to established professional and/or regional or national forums in which to share their experiences upon the conclusion of the trip/tour. Ultimately, successful nominees are those whose background indicates that their participation will enhance the public understanding of national security issues and the DoD and the NG (local elected officials, business owners, supervisors, high-level managers, Chief Executive Officers (CEOs), educators, legislators, and religious leaders) and should be drawn from a broad variety of community leadership, professional, and business occupations. Tour participants should reflect the greatest possible cross section of local civic leaders based on age, sex, race, and ethnic backgrounds.

*a.* Do not include spouses or family members on the guest list as Civic Leaders, unless they are bona fide community leaders in their own right.

*b.* Do not include retired military members unless they qualify as bona fide community leaders who are active in the community. Do not include secretaries, students and children (except those participating in Congressionally-sanctioned DoD-approved youth programs), and regular employees of companies and firms.

### **Civil Authorities**

Those elected and appointed officers and employees who constitute the Government of the U.S., the Governments of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. possessions and territories, and political subdivisions thereof. Reference Joint Publication (JP) 1-02, page 54.

### **Civil Support**

DoD support to civil authorities for domestic emergencies, and for designated law enforcement and other activities. Also called CS. Reference JP 1-02, page 55.

### **Civilian Law Enforcement Official**

An officer or employee of a civilian agency with responsibility for enforcement of the laws within the jurisdiction of that agency.

### **Congressional Delegations (CODELs)**

Congressional travel is defined as travel for official DoD purposes by members of Congress or Congressional staff members: Congressional delegations are termed CODELs and staff delegations are STAFDELs. Travel can be at the request of Congress or at the invitation of the SECDEF and, in certain circumstances, the Service Secretaries. Requests for members of Congress and/or staff members must be forwarded to NGB-LL (Legislative Liaison) for coordination and processing for SAF/LL or OC-LL and DoD approval. Fax or e-mail an information copy to NGB-PA (Interns, lame ducks, and first term personnel require an exception to policy by OSD-LA).

### **CONUS PA Travel Eligibility**

PA determines eligibility of participation in keeping with DOD 4515.13-R, DODD 5410.18, DODI 5410.19, and AFI 35-101. PA reviews the appropriateness of an event for NG participation.

### **Counterdrug (CD)**

Those active measures taken to detect, monitor, and counter the production, trafficking, and use of illegal drugs. Also called counternarcotic (CN). Reference JP 1-02, page 84.

### **Counterdrug Coordinator (CDC)**

An officer appointed by the AG who serves as the focal point for all CD mission validation, acceptance, prioritization, and execution for CD mission tasking IAW DoD, DA, and NGB/ARNG policies, regulations, instructions, and directives.

*Note.* CD support missions must be *validated* by the State Counterdrug Coordinator (CDC), and *approved* by the SAAO, per NG Suppl 1 to AR 95-1, para. 2-14c.

**Counternarcotic (CN)**

See *Counterdrug (CD)*

**Counterterrorism (CT)**

Operations that include the offensive measures taken to prevent, deter, preempt, and respond to terrorism. Reference JP 1-02, page 86.

**Critical Infrastructure Protection (CIP)**

Actions taken to prevent, remediate, or mitigate the risks resulting from vulnerabilities of critical infrastructure assets. Depending on the risk, these actions could include: changes in tactics, techniques, or procedures; adding redundancy; selection of another asset; isolation or hardening; guarding, etc. Reference JP 1-02, page 89.

**Demonstration**

See *Aerial Demonstration*.

**Distinguished Visitor (DV)**

A guest of a DoD component who, by virtue of rank or position, receives honors or protocol. Often synonymous with Very Important Person (VIP).

**Drug Interdiction and CD Activities**

With respect to the NG of a State, means the use of NG personnel in drug interdiction and CD law enforcement activities, including drug demand reduction activities, authorized by the law of the State, and requested by the Governor of that State. Reference 32 USC 112(h)(1).

**Defense Support of Civil Authorities (DSCA)**

Civil support provided under the auspices of the National Response Plan. Support provided by U.S. Federal military forces, DoD civilians, DoD contract personnel, DoD Component assets, and NG forces (when the SECDEF, in coordination with the Governors of the affected States, elects and requests to use those forces in 32 USC status) in response to requests for assistance from civil authorities for domestic emergencies, law enforcement support, and other domestic activities, or from qualifying entities for special events. Also known as NG Civil Support, DSCA is the umbrella under which NG forces support civil authorities. Reference DODD 3025.18.

**Domicile**

For purposes of this Pamphlet, *domicile* is defined as the place from which the Servicemember commutes daily to their assigned duty station.

**Employer Support for the Guard and Reserve (ESGR)**

ESGR tour requests, more commonly known as “Boss Lifts,” are submitted and verified through HQESGR, not through public affairs channels. Reference DoDI 1205.22 and ESGRI 1205.22 for additional guidance.

**Explorer Scout**

For purposes of this Pamphlet, a generic term denoting those Scouting and Scouting-related activities and organizations cited in paragraph 9-17. In addition to the DoD, DA, and ARNG requirements denoted in this Pamphlet, each Scouting program is also conducted IAW the guidance and requirements of their respective organization, subject to that organization’s guidelines for age-appropriate activities, adult leader accompaniment, organizational approval, and parental consent for each individual Scout. An example of such guidelines may be found at <http://www.scouting.org/scoutsource/BoyScouts/Age-AppropriateGuidelines.aspx>; and an example of such consent forms is the BSA Form 680-673 (Activity Consent Form and Approval by Parents or Legal Guardian), found at <http://www.scouting.org/filestore/pdf/19-673.pdf>.

**Flyover**

See *Aerial Demonstration*.

**Force Protection (FP)**

Preventive measures taken to mitigate hostile actions against military personnel (to include family members), resources, facilities, and critical information. Force Protection does not include actions to defeat the enemy or protect against accidents, weather, or disease.

**Funeral Flyover**

A flyover at a funeral, internment, or memorial ceremony that may be flown as a missing-man formation.

**Homeland**

The physical region that includes CONUS, Alaska, Hawaii, U.S. possessions and territories, and surrounding territorial waters and airspace. Reference JP 1-02, page 164.

**Homeland Defense (HLD)**

The protection of U.S. sovereignty, territory, domestic population, and critical defense infrastructure against external threats and aggression or other threats as directed by the President. Reference JP 1-02, page 164.

**Homeland Defense Activity**

An activity undertaken for the military protection of the territory or domestic population of the U.S., or of infrastructure or other assets of the U.S. determined by the SECDEF as being critical to national security, from a threat or aggression against the U.S. Reference 32 USC 901.

**Homeland Security (HLS)**

A concerted national effort to prevent terrorist attacks within the U.S.; reduce America's vulnerability to terrorism, major disasters, and other emergencies; and minimize the damage and recover from attacks, major disasters, and other emergencies that occur. Reference JP 1-02, page 164.

**Inactive Duty for Training (IDT)/Annual Training (AT)**

Training or duty performed by members of the ARNG pursuant to Title 32 USC 502(a).

**Immediate Response**

Any form of immediate action taken to save lives, limbs, or eyesight, prevent human suffering, or mitigate great property damage under imminently serious conditions. Commanders have *Immediate Response Authority* as described in DODD 3025.18. In response to a request for assistance from a civil authority, under imminently serious conditions and if time does not permit approval from higher authority, commanders may provide an *immediate response* by temporarily employing the resources under their control, subject to any supplemental direction provided by higher headquarters, to save lives, preserve eyesight, prevent the loss of limbs or human suffering, or mitigate great property damage within the U.S. *Immediate Response Authority* does not permit actions that would subject civilians to the use of military power that is regulatory, prescriptive, proscriptive, or compulsory.

**Incidental to Training**

Term describing support to LEAs conducted during a training period, which would have been conducted regardless of law enforcement operations. Routes and schedules may be altered in order to maximize benefits to LEAs. Reference NGR 500-2/ANGI 10-801.

**Intra-Governmental Support**

Support provided by a DoD activity to a non-DoD Federal activity and vice versa – does not include support provided to or received from foreign Governments.

**Inter-Service Support**

Support provided by one DoD activity to a DoD activity of another Military Service, Defense Agency, Unified Combatant Command, Army Reserves, Navy Reserves, Air Force Reserves, Marine Corps Reserves, ANG, or Field Activity.

**Local Travel**

Travel that can be considered local with respect to distance from the DoD Component Headquarters, or installation concerned, and to the scope of interest in the PA program involved.

**Memorandum of Agreement (MOA)**

Memorandums that define general areas of conditional agreement between two or more parties – what one party does depends on what the other party does (e.g., one party agrees to provide support if the other party provides the materials). MOAs that establish responsibilities for providing recurring reimbursable support should be supplemented with support agreements that define the support, basis for reimbursement for each category of support, the billing and payment process, and other terms and conditions of the agreement.

**Memorandum of Understanding (MOU)**

Memorandums that define general areas of understanding between two or more parties – explains what each party plans to do; however, what each party does is not dependent on what the other party does (e.g., does not require reimbursement or other support from receiver).

**Memorial**

An event that commemorates or serves as a remembrance of a specific person, group, or historically significant occurrence. A memorial may be held in lieu of a funeral ceremony or on or near the anniversary of a significant event.

**Missing-Man Formation**

The Missing-Man formation is an aerial salute performed as part of a flyover of aircraft at a funeral or memorial event, typically in memory of a fallen Servicemember. The Missing-Man formation is often called the *missing-man flyby*. The Missing-Man formation varies, using either pull-up, split-off, or empty-position variations.

**National Guard (NG)**

The ARNG and the ANG (reference 10 USC 101, and DA Pam 25-40, para. 10-11c).

**National Guard Civil Support (NGCS)**

Support provided by the NG of the several States while in SAD status or 32 USC duty status to civil authorities for domestic emergencies, and for designated law enforcement and other activities.

**National Guard Domestic Operations (NGDO)**

The training, planning, preparing, and operating of NG units and forces conducted in the Homeland.

**News Media Representative (NMR)**

NMRs may travel, individually or in groups, for assignments to cover military exercises or military operations, provided they are credentialed members of print, radio, Internet, television, magazines, and/or authors who are employed to write or broadcast news and use of military airlift is justifiable. See AR 360-1, appendix E for specific travel requirements.

**Non-local Travel**

Travel from one country to another or travel outside the geographic area of responsibility of the command originating the travel request. Also, travel that cannot be considered local due to the expanded scope of interest in the PA program involved, distance of the travel, or the distance from the DoD Component Headquarters, or installation, requesting the travel.

**Open House**

An open house is a military program conducted on an installation or other military facility to which the general public is invited. It is designed to present military missions, equipment, facilities, and personnel to a local or regional civilian community to satisfy public interest in the defense establishment and its role in National security affairs. Reference AR 360-1.

**Operational Aircraft**

Government aircraft primarily designed to conduct or support military operations and not designed or normally configured for small passenger (non-aircrew personnel) carrying capability.

**Orientation flights**

Continuous flights in DoD-owned aircraft performed within the LFA, and terminating at the point of origin.

**OSA aircraft**

Those FW aircraft acquired and/or retained exclusively for OSA missions, as well as any other DoD-owned or controlled aircraft, FW or RW, used primarily for OSA missions.

**OSA missions**

Movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements. OSA missions are a special classification of airlift mission support to provide for the timely movement of limited numbers of priority personnel or cargo.

**Parachute Team Demonstration**

See *Aerial Demonstration*.

**Point-to-Point**

Flight from one location to another. Can be local or non-local.

**Primary Agency**

The Federal department or agency assigned primary responsibility for managing and coordinating a specific emergency support function in the National Response Plan. Reference JP 1-02, page 291.

**Public Affairs (PA) Orientation**

Flight or trip that terminates at point of origin and meets PA criteria, as defined in DOD 4515.13-R, section C3.4.

**Representatives of the News Media**

Representatives of the press, radio, TV, magazines, authors, and bona fide free-lancers.

**Residence**

See *Domicile*

**Rules for the Use of Force (RUF)**

Directives issued to guide military forces on the use of force during various operations. These directives may take the form of execute orders, deployment orders, memoranda of agreement, or plans.

**Senior DoD Official**

Flag officers and civilian employees of the SES, or equivalent, and higher-level employees.

**Senior State Official**

Governor, Lt. Governor, or AG of the respective State.

**Several States**

The 50 States, Commonwealth of Puerto Rico, Guam, the District of Columbia, and the U.S. Virgin Islands. Reference AR 130-5.

**State Active Duty (SAD)**

Duty performed by a member of the NG of a State, the Commonwealth of Puerto Rico, or the District of Columbia in the member's status as a member of the State organized militia pursuant to State law, and not pursuant to 10 USC or 32 USC. Reference NGR 500-2/ANGI 10-801.

**Static Aircraft Display**

See *Aerial Demonstration*

**Support Agreement**

An agreement to provide recurring support to another DoD or non-DoD Federal activity. Support agreements are recorded on a DD Form 1144, or a similar format (e.g., computer-generated DD Form 1144). They define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement.

## **Very Important Person (VIP)**

*See Distinguished Visitor (DV)*

## **Youth Programs**

Youth participating in congressionally-sanctioned, DoD-approved youth programs such as ChalleNGe, STARBASE, Explorer Scouts, or FAA co-sponsored ACE Academy students are eligible for PA Orientation Flights. Parental permission must be obtained in writing. Service Academy and ROTC cadets and midshipmen, JROTC and CAP are approved through Operations channels for AG (not PA) approval.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries.

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