USARC MILAIR CHECKLIST

No.	Item	YES	NO
1.	• DD Form 2768 signed by senior traveling official. This signature authority may not be delegated. • Leave Block 13 blank for Authorizing Official.		
2.	• MILAIR Justification Memo ○ Official purpose of travel and mission ○ Commercial Air costs ○ Explanation of why COMAIR is not reasonably available/does not meet mission requirements. ○ All directives have been met. • Signed by requesting command's Chief of Staff		
3.	• Senior Traveler's Itinerary/Schedule/Calendar ○ Day before/of/after requested MILAIR		
4.	• Commercial Air Availability ○ Printout from www.FedTravel.com ***OR*** ○ Printout from Defense Travel System		
5.	• MILAIR Legal Review Memo ○ From requesting command's OSJA ○ Validates justification and DD 2768 are legally sufficient		
The requester certifies that more cost-effective alternatives (e.g., video teleconferences and web-based communications) and alternative means of transportation (e.g., commercial air and ground transportation) were considered during the unit scheduling and validation process and were unable to meet official Army requirements.			