DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NC 28310-5010

AFRC-CSG

20 May 2021

MEMORANDUM FOR MILAIR Travel Procedures for USARC Senior Officials FOR Commanding General, U.S. Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010

SUBJECT: USARC Deputy Commanding General Directive #21-02: Military Airlift Procedures

1. References:

a. Joint Travel Regulations (JTR), 1 October 2020.

b. Army Regulation 95-1, Flight Regulations, 22 March 2018.

c. Army Directive 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials, 18 January 2017.

d. DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, 3 April 2019.

e. DoD Instruction 4500.43, Operational Support Airlift (OSA), 5 June 2020.

f. Memorandum for LTG Daniels, AFSG, subject: Commanding General Delegation of Authority 2020-08, Travel Approval Authority

2. Purpose. To establish USARC policy, procedures, and responsibilities for MILAIR requests and provide guidance on requirements. This directive remains in effect until superseded or rescinded.

3. Policy.

a. All headquarters and major subordinate commands reporting directly to USARC will submit DoD senior official MILAIR requests to the USARC Secretary of the General Staff no later than 14 business days before the requested departure date. DoD Directive 4500.56 defines DoD senior officials as General or Flag Officers, or Civilian Employees of the Senior Executive Service.

b. Requests for MILAIR travel by other than DoD senior officials (O-6 and below) are

processed for approval in accordance with existing subordinate unit G-3 Aviation standard operating procedures. Authorization will be at least one organizational level above the organizational level above the person traveling.

c. A senior traveling official's travel support staff (e.g., executive officer, aide-de-camp, or travel officer/noncommissioned officer) is responsible for assembling and submitting a MILAIR request packet IAW this directive. MILAIR requests submission is on a case-by-case basis, and shall include the following documents:

(1) DD Form 2768 signed by the senior traveling official. There is no authorization for signature authority delegation. A sample is enclosed.

(2) Justification memo, signed by the Chief of Staff of the requesting unit that addresses the following:

(a) The official purpose of the travel and mission.

(b) Commercial air costs. Commercial air travel costs are at the available Government contract rate or the full coach fare, if a Government contract rate does not exist or is not applicable. Any associated increased costs, such as rental cars, lodging, and other costs shall be included, as appropriate. Only the costs associated with passengers traveling on official business shall be included. (See DD Form 2768, Block 7.)

(c) An explanation as to why commercial air is not reasonably available (i.e., why commercial air cannot fulfill mission and travel requirements within a 24-hour period), including why commercial air is unacceptable and the compelling operational considerations outside the control of the senior traveler unacceptability. Requests falling into this category (Priority 2) must also include a copy of the senior traveler's calendar on the day before, day of and day after travel as well as a print out from the Defense Travel System (https://dtsproweb.defensetravel.osd.mil/), or www.fedtravel.com; OR

(d) An explanation as to why, if applicable, the senior traveler requires additional mitigation measures to prevent COVID – 19 exposure (i.e. increased personal risk, increased risk to family member); OR

(e) A showing that the senior traveler is moving between COVID-19 restricted areas where Restriction of Movement and/or quarantine requirements would prevent mission accomplishment should MILAIR be denied; OR

(f) A showing that use of MILAIR is more cost effective as a Priority 3 request.

(3) A legal review from the requesting unit's Office of the Staff Judge Advocate opining that the request and justification memo are in accordance with all legal and regulatory requirements.

4. Procedures.

a. All requests for approval must be completely justified and documented in accordance with the provisions in the listed references.

b. Requests must include a MILAIR approval checklist (enclosed). The checklist 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 subordinate unit scheduling and validation process and were unable to meet official Army requirements.

c. Submit requests through command/SGS channels no later than 14 business days before the departure date via email to usarmy.usarc.usarc-hq.mbx.sgs@mail.mil, USARC SGS OPS. Unofficial parallel staffing through OSJA channels is highly encouraged.

5. The proponent for this directive is the USARC SGS. Should you have questions, please contact the USARC SGS team at usarmy.usarc.usarc-hq.mbx.sgs@mail.mil.

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GREGORY J. MOSSER
Major General, U.S. Army
Deputy Commanding General

4 Encls
1. USARC MILAIR Checklist
2. DD 2768
3. Justification Memo
4. Legal Review Memos