DEPARTMENT OF THE ARMY
[COMMAND]

[OFFICE SYMBOL] XX Month YYYY

MEMORANDUM FOR Commanding General, United States Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310

SUBJECT: Request for Approval of MILAIR Travel by Senior Official

1. Request approval for BG John Q. Public (USARC Deputy Chief of Staff, G-3/5/7) to utilize Operational Support Airlift Agency (OSAA) MILAIR for travel from Home-Station, TX-KABC to Travel-Location, AL - KDEF on DD Month YYYY.

2. Situation: **(5 W's /Official Purpose/Mission)** BG Public and xx additional passengers must travel to Travel-Location, AL from DD-DD MMM YY to attend important conferences and do things with people.

3. Justification for use of MILAIR: **(Why is COMAIR not reasonably available/does not meet mission)**

(Use justification most appropriate to your situation).

Priority 2 Justification – Scheduling: BG Public requests Priority 2 MILAIR to travel to the scheduled "Conference/Mission Requirement" at Ft. Bragg, NC from DD-DD MMM 20XX. In a search on www.fedtravel.com (mygovtrip.com) there are no available flights from KABC (Homestation, TX) to KDEF (Travel-location, AL). Since there are no flights available to/from the required conference location BG Public will incur an undesired amount of "lost-time" and travel cost while travelling to proximity airport and acquiring transportation to and from those proximity locations. Additionally, the closest proximity airport is KXYZ (Somewhere-Else, TX), it does not have flights available to meet the travel schedule required by BG Public. BG Public is not able to depart KXYZ prior to 1500 since his full schedule requires his presence until his requested MILAIR departure time (1500L). There are NO available flights from KXYZ (15 min drive away) that leave after 1500L (see attachment from mygovtrip.com). Taking COMAIR would require BG Public to fly to KLMN (Other-Place, AL) departing on one of 3 flights between 5:25 PM and 7:30 PM and BG Public would not arrive at KLMN until between 9:30 PM or after midnight with a follow-on drive to Travel-Location, AL (1+20hrs)(screenshot attached). Utilizing COMAIR does not allow BG Public to receive adequate rest and/or preparation time prior to his scheduled Senior Leader discussions

EXAMPLE

on DD MMM YY. He is scheduled to meet with CSM Reflective-Belt on the evening of DD MMM YY to discuss Unit issues and topics in preparation for the Conference discussion. MILAIR most ready meets all mission requirements for BG Public and CSM Reflective-Belt's clear mission requirements. The required travel timeline, combined with the current reductions in civilian air travel options, necessitate MILAIR travel. This request meets the requirements of applicable regulations and directives.

Priority 2 Justification – COVID Restrictions. BG Public is traveling between locations still under COVID-19 restrictions. Ft. Bragg, NC requires 7 days restriction of movement if a commercial flight is used and the traveler has not received the vaccine. BG Public is scheduled to be on Ft. Bragg for 2 days, and this restriction would render his mission ineffective.

Priority 2 Justification – COVID Mitigation. BG Public is at a higher risk of severe illness or injury from exposure to COVID-19 due to a pre-existing health condition.

Priority 2 Justification – COVID 19 Mitigation. BG Public must take additional precautions to mitigate exposure to COVID 19 due to the health condition of a family members/civilian job requirements.

Priority 3 Justification – Cost Effectiveness. Cost analysis: **(Commercial Air Cost/Other applicable costs to include "lost time")**

DATE	DEPART	ARRIVE	ONE WAY	PAX	TOTAL COSTS
DD MMM YY	Homestation, TX (KABC)	Travel-Location, AL (KDEF)	$255.80	1	$XXX.xx
DD MMM YY	Travel-Location, AL (KDEF)	Homestation, TX (KABC)	$255.80	1	$XXX.xx

5. The point of contact is (POC NAME, Title, Title) at 910-570-9161 or email at (email).mil@mail.mil.

NAME NAME
RANK, BRANCH
Chief of Staff