



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

ARNG-AV
DISTRIBUTION: A

CNGBI 1003.00
04 April 2025

MILITARY AIRLIFT TRAVEL FOR PERSONNEL ASSIGNED TO THE NATIONAL GUARD BUREAU

References: See Enclosure A.

1. Purpose. This instruction establishes policy and assigns responsibilities for requesting Military Airlift (MILAIR) travel in accordance with the references.
2. Cancellation. None.
3. Applicability. This instruction applies to all personnel assigned to the National Guard Bureau (NGB).
4. Policy. It is NGB policy to process MILAIR transportation requests for personnel assigned to the NGB in accordance with reference a. MILAIR is considered a premium mode of travel that can be requested when commercial air travel or ground transportation will not meet mission requirements or timelines.
 - a. Eligibility. Personnel in a status listed below are eligible to request MILAIR transportation in accordance with reference b:
 - (1) Service members on active duty traveling under official temporary duty orders.
 - (2) Reserve Components Service members when traveling to perform inactive duty for training or active duty for training, with or without pay.
 - (3) Civilian employees traveling under official temporary duty orders.
 - (4) Defense contractor personnel may be provided Department of Defense-funded transportation when there is a contractual requirement for the Department of Defense to provide transportation services, or when they are invited by the appropriate authority to perform a direct service for the United States Government, in accordance with reference b.

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b. Requesting MILAIR. MILAIR requests must be submitted in accordance with reference c, reference d, and reference e, using DD Form 2768, "Military Air Passenger/Cargo Request". Fill out the form based on the request, including the purpose of the mission, a complete itinerary, complete passenger list, complete cargo manifest, the cost of commercial travel, and two different points of contact.

(1) DD Form 2768 must be signed by the requester, the senior traveling passenger, and the travel authorizing official. The senior traveler's signature cannot be delegated. If the requestor and the senior traveler are the same person, they will sign both signature blocks. All signatures must be on the DD Form 2768 before it can be sent to the validator for submission for the scheduling service.

(2) Requests must be submitted to the Service scheduling agency at least five days prior to the start of a mission. The Army's scheduling service is established within the Operational Support Airlift Activity (OSA-A) Operations Branch. All requests for MILAIR are submitted through the Joint Airlift Logistics Information System (JALIS).

(3) Rotary wing travel requests require special coordination and are based upon State availability. Rotary wing requests will be coordinated through the Army National Guard Aviation and Safety Division.

(4) Outside the Contiguous United States travel will be conducted in accordance with reference f and reference g.

c. Approval Authority.

(1) Travel must be authorized by at least one organizational level above the senior traveler. See Table 1 for approval authority allowances for personnel assigned to NGB. The Chief of the National Guard Bureau (CNGB) has the authority to self-approve in accordance with reference a.

(2) For general officer travel, in addition to authorization from one organizational level above, a legal review and concurrence is highly recommended prior to sending the request to the validator for submission to the scheduling service.

d. Validators and Validator Training. Validators are personnel trained to review and validate DD Form 2768 and submit MILAIR requests using JALIS. All JALIS users must complete a designated training course. Training is available from the Army, at no cost, through the OSA-A. Office of Primary Responsibility (OPR) Validators must receive training through OSA-A. JALIS user accounts will be created when training is completed. Requests to receive the Validator training can be sent to the OSA-A Execution Branch at <OSA-AQA@army.mil>.

NGB MILAIR APPROVAL AUTHORITIES	
Authorizing Official	Approval Authority Allowances
CNGB	Self and all ARNG, ANG, and NGB Joint Staff travelers, including the Office of the CNGB, not under an assigned approval authority
Vice CNGB	All ARNG, ANG, and NGB Joint Staff travelers including the office of the CNGB and the Vice CNGB, not under an assigned approval authority, except themselves
Director of the Army National Guard (DARNG)	All ARNG personnel except themselves
Director of the Air National Guard (DANG)	All ANG personnel except themselves
NGB Director of Joint Staff ^{2,3}	All Joint Staff personnel except themselves
Deputy DARNG	All ARNG personnel (except themselves and DARNG) including Offices of the DARNG, the Deputy DARNG, and the ARNG Chief of Staff
Deputy DANG	All ANG personnel (except themselves and DANG) including Offices of the DANG, the Deputy DANG, and ANG Chief of Staff
Chief of Staff of the ARNG ^{1,3}	All ARNG Staff personnel except themselves
Commander of the ANG Readiness Center ^{1,3}	All ANG Readiness Center Staff personnel except themselves
¹ Can be delegated no lower than the Assistant Director level 4878122	
² Can be delegated no lower than the NGB Joint Staff directorate level	
³ No delegations of approval authority will be made below the general officer level.	

Table 1. MILAIR Approval Authority Table

5. Definitions. See Glossary.

6. Responsibilities. Every OPR will train (at minimum) one primary and one alternate Validator to process MILAIR requests. OPRs will ensure that replacement Validators are identified and trained as personnel turnover. Validators can be military or civilian personnel. The OPR airlift Validators will maintain records of all travel requests for at least three years.

7. Summary of Changes. This is the initial publication of CNGBI 1003.00.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

9. Effective Date. This instruction is effective upon publication and must be reviewed annually by the Proponent/OPR for continued validity, and must be revised, reissued, canceled, or certified as current every ten years.



STEVEN S. NORDHAUS
General, USAF
Chief, National Guard Bureau

Enclosures:

- A -- References
- GL -- Glossary

ENCLOSURE A

REFERENCES

- a. Department of Defense Instruction 4500.56, 20 May 2024, "DoD Policy on the Use of Government Aircraft and Air Travel"
- b. Department of Defense Instruction 4515.13, 22 January 2016, "Air Transportation Eligibility," Incorporating Change 7, 11 January 2024
- c. Department of Defense Instruction 4500.43, 30 July 2021, "Operational Support Airlift"
- d. United States Transportation Command Instruction 3200.03, 27 January 2023, "Policy for Operational Support Airlift"
- e. Army Regulation 95-1, 22 March 2018, "Flight Regulations"
- f. Chief of the National Guard Bureau Instruction 1002.01A, 04 June 2020, "National Guard Official Military Travel Outside U.S. Areas"
- g. Chief of the National Guard Bureau Instruction 0800.02A, 10 May 2018, "General Officer and Senior Executive Service or Equivalent Travel Outside the United States, Its Territories, and Its Possessions"

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
JALIS	Joint Air Logistics Information System
MILAIR	Military Airlift
NGB	National Guard Bureau
OPR	Office of Primary Responsibility
OSA-A	Operational Support Airlift Activity

PART II. DEFINITIONS

(None)