

Headquarters, Employer Support of the Guard and Reserve INSTRUCTION

NUMBER 1250.22
September 28, 2011

Operations

SUBJECT: Bosslift Program

- References:
- (a) NCESGR Instruction 1250.22, "Employer Support of the Guard and Reserve (ESGR) Bosslift Program", October 1, 2008 (hereby cancelled)
 - (b) DoD 4515.13-R, "Air Transportation Eligibility", Chapter 3, November 1994
 - (c) Air National Guard Instruction, 10-201, "Air Transportation", December 18, 2007
 - (d) AFI 35-105, "Community Relations", Section H, January 26, 2010
 - (e) NCESGR Instruction 7000.1, "Financial Operating Procedures for Field Committee Support", October 1, 2008

1. REISSUANCE AND PURPOSE.

This Instruction cancels and reissues NCESGR I 1250.22 dated October 1, 2008 (Reference (a)) and establishes and standardizes policies and procedures of the Employer Support of the Guard and Reserve (ESGR) Bosslift program. In conjunction with DoD 4515.13R (Reference (b)) and service-specific instructions detailed in the Air National Guard Instruction 10-201 and AFI 35-105 (References (c) and (d)), it shall serve as program administration and execution procedure to achieve ESGR goals and objectives. ESGR funding guidelines are contained in NCESGR Instruction 7000.1 (Reference (e)).

2. INTENT.

- a. To gain and maintain support from all public and private employers of Reserve component (RC) members. To the maximum extent possible, these events should bring employers to observe their employees perform military duty. Passengers must be carefully selected to ensure that the greatest benefit to understanding the Department of Defense (DoD) mission shall be the result.
- b. To develop strong personal relationships between employers of RC members and the DoD.
- c. To transport employers/supervisors to and around military sites where they observe RC members performing military service.
- d. To provide employers/supervisors the opportunity to better understand what their RC employees do when they are away from their civilian occupation for military duty.

3. POLICY.

a. The maximum number of allowable participants is determined by many factors which include, but are not limited to, facility accommodations and transportation limitations.

b. There shall be at least five employers attending for every DoD representative (State Committee (SC) members are DoD representatives).

c. SC members or DoD representatives shall not be used as event seat-fillers.

d. Military members may participate in a Bosslift, but will not be funded by ESGR.

e. Participation in a Bosslift will *not* be exclusive to supportive employers. Equal emphasis should be placed on employers whose support is desired. Selection of employers invited to participate shall be based on the following (in order of priority):

(1) Employment of RC members.

(2) Employer community influence.

(3) Geographical, occupational, and cultural cross-section representation of influential employers who are leaders in their fields.

f. Participation by elected officials (state and local) is acceptable, but 60 days advance notice is required in order to fully staff approval through respective service Legislative Liaison Offices.

g. Participants shall not include:

(1) More than two attendees from one organization or company.

(2) Employees of government contractors whose primary area of responsibility is military acquisition/supply and not Guard/Reserve-related.

(3) Previous employer participants from one organization or company during the same fiscal year.

(4) A participant's spouse.

(5) Retired military members who are not:

(a) Influential employers of RC members.

(b) Community leaders.

(c) SC members (unless serving as escorts).

(6) Working members of the media and members of the United States Congress and their staff since there are programs in place for these groups. Post event media availabilities are encouraged as these allow willing participants to fully discuss their experiences.

(7) Elected officials (state and local) who are campaigning for reelection or candidates for public office who will be in a campaign status during the event.

4. RESPONSIBILITIES. See Enclosure 1.

5. PLANNING.

a. Close coordination with Public Affairs (PA) is highly encouraged. Bosslifts provide opportunities for good news stories that can benefit the military, the companies and ESGR. Except for Air Force Reserve Command (AFRC) flights, PA approval for Bosslifts is not required.

b. Events shall (see Enclosures 2-4 for Bosslift related forms):

(1) Be submitted via respective Regional Deputy Director (RDD) on an event request form at least 60 days prior to scheduled date.

(2) Comprise tours, orientations, demonstrations, and briefings during the normal business day. Briefings should be limited as they can be conducted by means other than airlift (e.g., video teleconferencing).

(3) Include a unit briefing on the itinerary to participants of Bosslifts to include the supporting unit's mission and airframe, if applicable.

(4) Be Guard/Reserve-centric.

(5) Be scheduled to view official DoD-related activities.

c. Peripheral activities, such as participating in golfing or other athletic events, visits to shopping centers, Base Exchange facilities and social events such as barbecues shall not be included in itineraries during the normal duty day. Activities that can be perceived as extravagant and jeopardize the credibility and viability of this program are prohibited (including transportation to such events). Sensitivity to public perception is of utmost importance.

6. CANCELLATION POLICY.

a. The Executive Director, ESGR, may cancel any event that does not meet the intent of the program.

b. Cancellation, when appropriate, shall be done as far in advance as possible.

7. TRANSPORTATION.

a. Intrastate/local Bosslift events are strongly encouraged. When airlift is involved, local flights and point-to-point flights are both acceptable. Bosslifts may not always require airlift. Examples include local bus and van tours, visits of military facilities, small craft harbor tours (Coast Guard) or embarkation on board a naval vessel.

b. Airlift, if required, for ESGR Bosslifts is "opportune" in nature and operational/priority training missions can pre-empt any event. If a military unit chooses to support a Bosslift and the

scheduled aircraft becomes unavailable, that unit may or may not have another airlift asset as a replacement. The SC will be responsible for any additional cost associated with aircraft breakage or cancellations due to weather at the visit location (e.g., billeting or commercial flights home). Invitational Travel Orders (ITO) shall be issued when the participants are authorized individual lodging and/or per diem.

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

d. ESGR does not own aircraft or have fiscal authority to fund aircraft/personnel. Therefore, ESGR has no tasking or event/mission approval authority.

e. Support is contingent upon approval by the parent service component providing airlift and ability of the designated flying unit to provide it. Close coordination is mandatory and event requests should indicate such.

f. All ESGR Bosslifts for Continental United States (CONUS) Committees will take place strictly within CONUS. Bosslifts for Alaska, Hawaii, Guam, Puerto Rico and the Virgin Islands Committees may be validated within their state or territory. Bosslifts for Alaska, Hawaii, Guam, Puerto Rico and the Virgin Islands Committees may also be conducted outside of their state or territory with approval from HQ ESGR and the service providing the airlift.

g. The State Bosslift Coordinator shall arrange all necessary ground transportation and ensure inclusion in the event funding request.

h. Army National Guard (ARNG) / Air National Guard (ANG)

(1) SCs desiring to use local National Guard assets shall:

(a) Coordinate early with units to align "opportune" lifts with scheduled training.

(b) Contact the Adjutant General (TAG) for concurrence in accordance with (Reference (c)). TAG's staff, including PA, should be contacted early in the coordination process.

i. Air Force Reserve Command (AFRC)

(1) Flights controlled by the Air Force fall under the Air Force Tour Program (Reference (d)). Groups must be comprised of no more than 40 and no less than 25 participants.

(2) SCs must contact the unit's PA office to inquire about the feasibility of airlift. This support is contingent upon approval of HQ ESGR, HQ AFRC PAC, and HQ AFRC A3 (Operations).

(3) The AFRC Airlift Request form that must be used is provided at Enclosure 5.

(4) AFRC Bosslift support policy is provided at Enclosure 6.

(5) Joint Operational Support Airlift Center (JOSAC) assets provide an all-encompassing view of the Total Force Concept and increases chances for airlift approval. JOSAC implements

Operation Support Airlift (OSA) solutions and provides movement availability for DoD. RDDs shall assist with JOSAC requests (Enclosure 7).

j. Commander, Navy Reserve Forces Command (CNRFC)

(1) SCs should contact the ESGR support staff at the CNRFC for available opportunities.

(2) Typically, Navy Reserve events are the most difficult to coordinate due to air support issues.

8. KEYS TO A SUCCESSFUL EVENT.

- a. Careful planning with a backup for contingencies.
- b. SC goals and objectives that are clearly defined and support ESGR strategic goals.
- c. Chair/Bosslift Coordinator coordination in advance with the designated points of contact.
- d. Delegation of appropriate tasks to support agencies.
- e. Treat every guest/invitee as a VIP.
- f. Follow-up with participants and obtain names of other potential employers for future events.

9. REPORTING REQUIREMENTS. SCs will report quarterly through Planning, Execution, and Performance Reporting System (PEPRS) the following to the appropriate RDD and/or Assistant Regional Deputy Director:

- a. Number of employers influenced.
- b. Total number of employees in participating employers' companies.
- c. Number of participating ESGR members.
- d. Number of Statements of Support obtained.
- e. Number of new volunteers attained.

10. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the ESGR Web site at <https://www.esgrnet.com/Library/library.asp?area=ESGRInstructions>.

11. EFFECTIVE DATE. This Instruction is effective immediately.


Ronald G. Young
Executive Director

Enclosures

1. Responsibilities
 2. Sample Bosslift Registration Form
 3. Event Checklist
 4. Participant Evaluation Form
 5. Air Force Reserve Command (AFRC) Airlift Request Worksheet
 6. AFRC Policy on Supporting HQ ESGR Bosslifts
 7. Joint Operational Support Airlift Center (JOSAC) Form
 8. Summary of Changes
- Glossary

TABLE OF CONTENTS

ENCLOSURE 1: RESPONSIBILITIES.....8

 EXECUTIVE DIRECTOR8

 DIRECTOR, OPERATIONS8

 HEADQUARTERS BOSSLIFT COORDINATOR8

 STATE CHAIRS.....8

 STATE BOSSLIFT COORDINATORS.....8

ENCLOSURE 2: SAMPLE BOSSLIFT REGISTRATION FORM10

ENCLOSURE 3: EVENT CHECKLIST11

ENCLOSURE 4: PARTICIPANT EVALUATION FORM.....12

ENCLOSURE 5: AFRC AIRLIFT REQUEST WORKSHEET14

ENCLOSURE 6: AFRC POLICY ON SUPPORTING ESGR BOSSLIFTS16

ENCLOSURE 7: JOINT OPERATIONAL SUPPORT AIRLIFT CENTER FORM18

ENCLOSURE 8: SUMMARY OF CHANGES19

GLOSSARY20

ENCLOSURE 1

RESPONSIBILITIES

1. Executive Director, ESGR. The Executive Director, ESGR, shall provide overall ESGR Bosslift program objectives, guidance and oversight.
2. Director, Operations. The Director, Operations shall:
 - a. Be responsible for program administration.
 - b. Provide concurrence on event attendance lists and itineraries to the SCs.
 - c. Conduct an annual review of this Instruction.
3. State Chairs. The State Chairs shall:
 - a. Appoint a Bosslift Coordinator.
 - b. Ensure events are planned and conducted with careful adherence to this Instruction.
 - c. Ensure events stay within fiscal allocation as detailed in the budget plan.
 - d. Use discretion when issuing funded Invitational Travel Orders (ITO) for participants.
4. Headquarters Bosslift Coordinator. The Headquarters Bosslift Coordinator shall:
 - a. Be a collateral function of the Deputy Director, Operations
 - b. Assist State Committees with Bosslift planning as required.
5. State Bosslift Coordinators. Bosslift Coordinators shall:
 - a. Develop an itinerary and choose a location based on strict adherence to this Instruction.
 - b. Coordinate access to military installations and facilities in accordance with applicable security requirements.
 - c. Coordinate with the ESGR Support Staff to request funding for all event-related costs in accordance with ESGR Instruction 7000.1, Financial Operating Procedures for Field Committee Support (Reference (e)).
 - d. Ensure that all participants have signed any required documents for travel (waivers, manifests, etc.) and filled out the Bosslift Registration Form (Enclosure 2).
 - e. Ensure completion of the Event Checklist (Enclosure 3).

f. Provide an After-Action Report with measures of effectiveness emphasizing return on investment.

g. Review participation evaluation form (Enclosure 4) for lessons learned.

ENCLOSURE 2

SAMPLE BOSSLIFT REGISTRATON FORM

Authority: Section 1588 of Title 10, U.S. Code and the Federal Register Executive Order EO 9397.

Purpose: Social Security Number and/or passport number is needed to register participant for Employer Support of the Guard and Reserve Bosslift and will be used on flight manifest.

Disclosure: Disclosure is voluntary. However, without the information ESGR cannot grant access to Bosslift.

NAME: _____ NAME TAG: _____

SOCIAL SECURITY NUMBER/PASSPORT NUMBER: _____

** (Required for military flight approval only)**

HOME ADDRESS: _____

PHONE: HOME _____ OFFICE _____

FAX _____ E-MAIL _____

EMERGENCY CONTACT: _____

PROFESSIONAL TITLE: _____

PLACE OF BUSINESS: _____

ADDRESS: _____

MEDICAL CONDITIONS / PRESCRIPTIONS / ALLERGIES / SPECIAL DIET:

USE THE SPACE BELOW FOR A ONE-PARAGRAPH PERSONAL BIOGRAPHY

ENCLOSURE 3

EVENT CHECKLIST

6 Months

- Destination/location _____ Dates _____
- Host site approval confirmed/received, including itinerary and estimated costs
- Assignment confirmed/received including itinerary and estimated costs
- Establish required food/lodging/transporation arrangements

3 Months

- Final coordination with ESGR State Bosslift Team
- Fulfillment items ordered
- Final participant invitation list completed and sent to ESGR Operations with Event Funding Request

1-2 Months

- Invitational orders sent to participants (if required)
- Final coordination letter mailed to participants 3 weeks prior to departure
 - Emergency phone numbers
 - Bosslift itinerary
 - Flight schedule
 - Air Support Unit: _____
 - Assembly Time: _____
 - Departure Time: _____
 - Arrival Time: _____
 - Departure Time: _____
 - Arrival Time: _____
- Billeting
 - Comm./Military: _____
 - Room Cost: _____
 - VIP Room Cost: _____
 - Phone: _____

1 Week

- Box lunches ordered (outbound flight)

Day Of

- Each participant is provided with a name tag
- Waiver of Liability statement signed by all participants (if required)

ENCLOSURE 4

PARTICIPANT EVALUATION FORM

Welcome! This event is planned and organized to give participants insight into how the National Guard and Reserve forces integrate into the Department of Defense "Total Force". We are constantly seeking input and feedback on ways to improve our support to and communications with employers and community leaders. We welcome your advice and counsel. Please take a moment to complete this evaluation form and return it to your ESGR host. Thank you for joining us, and thank you for your support!

1. I am a: CEO, Director, or Owner Public Official/Civic Leader
 Manager/Supervisor ESGR SC Member
 Other _____

2. Number (or estimate) of permanent employees in my organization: _____
Number (or estimate) of National Guard and Reserve employees in my organization: _____

3. Please rate by circling the appropriate number on a 1-5 scale.
Provide any additional comments in the space provided or on the second page of this form.

Strongly Disagree	Somewhat Disagree	Neither Agree/Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

- a. Information that I received prior to the event was helpful in preparing for this Bosslift.

1	2	3	4	5
---	---	---	---	---

Comments: _____

- b. Briefs and tours scheduled the first day were both informative and relevant to ESGR.

1	2	3	4	5
---	---	---	---	---

Comments: _____

- c. Briefs and tours scheduled the second day were both informative and relevant to ESGR.

1	2	3	4	5
---	---	---	---	---

Comments: _____

- d. I have a better understanding of the mission and purpose of the Reserve Components as a result of this activity.

1	2	3	4	5
---	---	---	---	---

Comments: _____

- e. This activity gave me a better appreciation of the training required of the National Guard and Reserve.

1	2	3	4	5
---	---	---	---	---

Comments: _____

- f. Prior to this activity, I was already aware of Reservists' and employers' rights and responsibilities.

1	2	3	4	5
---	---	---	---	---

Comments: _____

- g. My Guardsman/Reservist-employee(s) keep me well informed about their duty requirements.

1	2	3	4	5
---	---	---	---	---

Comments: _____

h. I consider military experience to be a positive attribute in personnel hiring.

1

2

3

4

5

Comments: _____

4. What was the most positive aspect of the event?

5. Were there aspects of the event that you feel were not relevant?

6. Recommendations for making future events more meaningful:

7. ESGR specifically can assist me and my Guard/Reservist-employees by providing:

- Publicity/informational materials Other _____
 Liaison with unit commanders of my employees

8. Recommendations for improving the working relationship between Reserve Component members and their employers:

9. Would you be interested in participating in future ESGR activities? Yes No

10. Would you recommend future events or ESGR activities to your peers? Yes No

11. Are you interested in becoming a member of ESGR? Yes No

If so, please provide contact information below:

THANK YOU FOR COMPLETING THIS EVALUATION!

ENCLOSURE 5

AFRC AIRLIFT REQUEST WORKSHEET

A. REQUESTING STATE'S INFO

REQUESTING STATE:	INCLUSIVE DATES:
STATE CHAIR:	PHONE (C):
STATE EXEC DIR:	PHONE (W): (H):
BOSSLIFT POC:	PHONE (W): (H):

B. TRIP INFORMATION

POINT OF DEPARTURE/RETURN:	PAX:
TRIP DESTINATION:	
DESTINATION HOST UNIT:	
UNIT CONTACT:	PHONE: (W):
RESERVE/GUARD UNIT(S) BEING VISITED:	
UNIT CONTACT:	PHONE: (W):
ADDITIONAL INFO REQUIRED: MANDATORY - PROVIDE PROPOSED ITINERARY/INVITEE LIST	

C. AFRC UNIT AIRLIFT AVAILABILITY

<i>If a unit has indicated they can support, after coordination, form should be sent back to SC for processing with HQ ESGR.</i>	
UNIT CC OR OG/CC:	DATE:
UNIT OPS SCHEDULER:	DATE:
UNIT PA CONCURRENCE:	DATE:

D. HQ ESGR APPROVAL SECTION

<i>FOR HQ ESGR USE ONLY (TYPE FIRST, LAST NAME/GRADE.) After HQ ESGR approval, forward form to HQ.PAC.LIST@US.AF.MIL via e-mail.</i>	
TRIP FIELD REP:	DATE:
CHIEF OF FIELD OPS:	DATE:
DIR OF OPS:	DATE:

E. AFRC APPROVAL SECTION (When complete return to HQ.PAC.LIST@US.AF.MIL)

<i>FOR NAF and AFRC USE ONLY (CONTACT AFRC AT 1-800-223-1784+7+Ext)</i>	
AF/CC CONCURRENCE:	DATE:
HQ AFRC/PAC CONCURRENCE:	DATE:
HQ AFR C/A300 APPROVAL:	DATE:
A300 MI SEQUENCE NUMBER:	PA TRACKER #:

F. MISSION CONFIRMATION OR MISSION CHANGE NOTIFICATION

UNIT SCHEDULER:	DSN FAX	UNIT PA: DSN FAX
HQ AFRC/PAC:	DSN FAX 497-0878	HQ ESGR: DSN FAX 426-1411

(Current as of Feb 11)

INSTRUCTIONS FOR AFRC BOSSLIFT WORKSHEET

A. REQUESTING STATE: Self Explanatory.

INCLUSIVE DATES: Include proposed date of departure and proposed date of return. One-Day Bosslifts are the norm. By exception, two day Bosslifts may be approved by AFRC with one overnight stay – per AFRC policy.

STATE CHAIR: Provide the name of your State Chair, work and home phone numbers.

STATE EXEC DIRECTOR: Provide same as for State Chair.

BOSSLIFT POC: The name and phone numbers for the person working the Bosslift.

TRIP INFORMATION

B. POINT OF DEPARTURE/RETURN: This is the military airfield your Bosslift will depart from and return to—multiple pickup points will not normally be approved. Any requests for multiple pick-up points or use of civilian airports must be pre-approved.

TRIP DESTINATION: Provide the name of the military airfield you are visiting.

DESTINATION HOST UNIT: Provide the unit designation and Service of unit being visited.

CONTACT: Name and Rank of destination point POC.

PHONE: Provide both commercial and DSN numbers if known.

RESERVE/GUARD UNIT BEING VISITED: A visit to either a Guard or Reserve unit may be required for the trip to be considered a Bosslift and to be supported.

UNIT CONTACT/PHONE: Self Explanatory.

UNIT AIRLIFT AVAILABILITY INQUIRY

C. This section is filled out if informal inquiries have been made by a State ESGR Committee to an Air Force Reserve Unit regarding possible support of the Bosslift. Only certain type aircraft will be approved to support a Bosslift. Presently KC-135, KC-10, C-17, C-5 (regional only on C-5s) C-9, C-40 and C-130 aircraft are being approved for Bosslifts. Indications here of unit availability and possible support do not constitute approval by HQ AFRC.

HQ ESGR APPROVAL SECTION

D. This section provides HQ ESGR approval and validates the proposed Bosslift. These approvals must be completed by individuals indicated or their designated representative before HQ AFRC considers approving and/or sourcing a proposed Bosslift mission. HQ ESGR should send the form back to HQ AFRC/PAC at HQ.PAC.List@us.af.mil.

NAF and HQ AFRC APPROVAL SECTION

E. These sections are completed by the NAF/CC (or designee), HQ AFRC/PA and HQ AFRC/A3OO. Once HQ AFRC/PAC receives an HQ ESGR approved request a Staff Summary Sheet is generated to secure Numbered Air Force/Commander and HQ AFRC/A3OO review and approval.

MISSION SOURCING CONFIRMATION OR MISSION CHANGE NOTIFICATION

F. Once a Bosslift is sourced or if changes in dates or itinerary occur, HQ AFRC/A3OO will provide the worksheet to HQ AFRC/PAC. Further distribution to the unit supporting the mission and to HQ ESGR will be made by HQ AFRC/PAC.

(NOTE: Original signatures are not required on this form. Coordination officials should type in First and Last Name, Grade and Date on the form and forward to the next coordinating official or organization. Please do not remove e-mail headers as the form is forwarded. This information allows us to inform all in the process when the mission receives final approval.)

ENCLOSURE 6

AIR FORCE RESERVE COMMAND
POLICY ON SUPPORTING HQ ESGR "BOSSLIFTS"

BACKGROUND:

- "Bosslifts" are an important tool for fostering a strong and supportive employer base. We must educate and familiarize all Reserve employers and potential employers on the importance of our Reserve Forces and we will, within our abilities, continue to support this mission.

POLICY:

- All "Bosslifts" proposed by State Employer Support of the Guard and Reserve (ESGR) Committees must be approved by the Headquarters, Employer Support of the Guard and Reserve (HQ ESGR). HQ ESGR will review itineraries for propriety of scheduled activities and ensure the proposed guest list does not reflect a preponderance of any particular group and complies with the established 5-to-1 ratio of employers to State ESGR Committee members.
 - State ESGR Committees must request "Bosslift" approval through HQ ESGR and may not directly request airlift approval through a specific unit or major command prior to HQ ESGR approval.
 - All "Bosslifts" should be one day in length but may, by exception, be two-days with one overnight stay per AFRC policy.
 - Each State ESGR Committee will coordinate their requests beginning with their "Bosslift" Coordinator.
 - State ESGR Committees may contact local airlift units to inquire on the feasibility of support should HQ ESGR and HQ AFRC approve a "Bosslift."
 - Air Force Reserve Command Limiting Factors
 - Due to high operating costs C-5 units will not normally be approved to support long-distance "Bosslifts". A lift staying regional is more likely to be approved.
 - Primary aircraft preferred to support "Bosslifts" are KC-10s, KC-135s or C-17s for cross-country distances and C-130s or C-5s for intrastate/regional airlifts.
 - All "Bosslift" 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 HQ AFRC/CC.
 - AFRC does not support "Bosslifts" outside the 48 contiguous United States.
 - Working media will not be part of AFRC supported "Bosslifts". There are programs in place for them.

--- Federal-level Congressional members and/or their staff members will not be included. There are programs in place for them.

- Once HQ ESGR has approved a proposed "Bosslift" tour, a request to support is forwarded to HQ AFRC/PAC to obtain AFRC/CC approval. HQ AFRC/A3 will source the airlift or present the request at the quarterly Allocation Conference. Requests with itineraries should reach HQ AFRC/PAC 90 days in advance of fiscal quarter (e.g., 1 Jul for Oct-Dec) and should indicate if any AFRC unit has expressed a willingness to support.

- HQ ESGR approval does not guarantee a "Bosslift" will be approved by HQ AFRC for an AFRC airlift or tanker unit.

-- Final determination on support will be made by individual commanders and their ability to support a specific request after HQ AFRC approval.

--- Commanders must not obligate their unit to support a specific tour prior to HQ ESGR and HQ AFRC approval.

--- Commanders must ensure that State ESGR Committee members inquiring on airlift support are aware that mission requirements may require cancellation of tours up to and including the day of departure.

- HQ ESGR is responsible for monitoring trips requested by State ESGR committee members and normally approve only one HQ ESGR sponsored "Bosslift" per year per state. The ratio of participation is 5-1, employers to State ESGR members.

- When using AFRC airlift, 3 to 5 employer invites must be afforded to the AFRC supporting unit. The AFRC unit commander and public affairs officer must be included as part of the 5 to 1 ratio of escorts/hosts.

UNIT RESPONSIBILITIES

- Before supporting a "Bosslift" originating from their home station or state, commanders will make every effort to nominate a proportionate number of their own unit member employers on the proposed "Bosslifts."

- Provide information packets to attendees to include AFRC and unit histories, fact sheets on unit aircraft, biography of the commander, crew information, etc.

- Ensure itinerary includes a unit briefing to participants of "Bosslifts" at Air Force Reserve locations visited to include home station and deployed location if applicable.

Questions and any changes in dates or itinerary should be submitted to HQ AFRC/PAC at DSN 497-1760/1762 or (478) 327-1760/1762, fax ext. 0878. E-Mail: HQ.PAC.LIST@US.AF.MIL

(Mr. Steven French/HQ AFRC/PAC/497-1760 - Page 2/AFRC Policy on Supporting "Bosslifts" – Mar 11)

ENCLOSURE 7

JOINT OPERATIONAL SUPPORT AIRLIFT CENTER (JOSAC) FORM

MILITARY AIR PASSENGER/CARGO REQUEST				
<i>NOTE: Keep this data on file for two years after submission date.</i>				
1. SELECT APPLICABLE TRAVEL STATEMENT:				
	PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.		
	PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
	PRIORITY 3	Official business travel which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.		
2. PURPOSE OF TRAVEL				
	a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION		
	3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE		
4. SENIOR TRAVELER				
	a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE
5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)				
	a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE
6. DESIRED FLIGHT ITINERARY				
	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				
7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, lost time, etc.)				
a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST 0.00
8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)				
a. CARGO DESCRIPTION				
b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET	
e. SPECIAL HANDLING REQUIREMENTS (Explain)				

DD FORM 2768, MAR 1998 (EG)

Reset

Designed using Perform Pro, WHS/DIOR, Mar 98

ENCLOSURE 8

SUMMARY OF CHANGES

Overall, this instruction has undergone significant changes. Readers are encouraged to read the entire document not just the summary

Specific changes include:

1. Throughout this document: Headquarters ESGR (HQ ESGR) replaces NCESGR; SC replaces Field Committee and Field Office, and Operations replaces Committee Support Operations.
2. Page 2, clarified policy regarding elected state and local officials, members of US Congress and working media members.
3. Deleted all requirements to coordinate Bosslifts through the National Guard Bureau-Public Affairs.
4. Deleted recommended event sites. HQ ESGR will validate each Bosslift request location based on proper justification by the SCs.
5. Designated a HQ ESGR Bosslift Coordinator.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AFRC	Air Force Reserve Command
ANG	Air National Guard
AOR	Area of Responsibility
ARDD	Assistant Regional Deputy Director
ARNG	Army National Guard
CNRFC	Commander, Navy Reserve Forces Command
CONUS	Continental United States
DoD	Department of Defense
ESGR	Employer Support of the Guard and Reserve
HQ AFRC	Headquarters Air Force Reserve Command
HQ ESGR	Headquarters Employer Support of the Guard and Reserve
ITO	Invitational Travel Orders
JOSAC	Joint Operational Support Airlift Center
OSA	Operation Support Airlift
PA	Public Affairs
PEPRS	Planning, Execution, and Performance Reporting System
SC	State Committee
RC	Reserve Component
RDD	Regional Deputy Director
TAG	The Adjutant General