

20 September 2004

MEMORANDUM FOR **NGB-LL**

SUBJECT: Request for a **Congressional Orientation Flight**

1. Request validation and approval of the following congressional staff members to participate in an orientation flight aboard a PA ANG, 171st ARW, KC-135 on or about **14 October 2004**.

<u>NAME</u>	<u>TITLE</u>
Staffer 1	Executive Assistant for Congressman (or Senator) XYZ
Staffer 2	Executive Assistant for Congressman (or Senator) XYZ
Staffer 3	Field Representative for Congressman (or Senator) XYZ
Staffer 4	Legislative Liaison to Congressman (or Senator) XYZ
Staffer 5	Legislative Liaison to Congressman (or Senator) XYZ
Staffer 6	Staffer for Congressman (or Senator) XYZ

2. The purpose of this flight is to orientate the staff members and local constituents of Congressman XZY on the mission of the 171st Air Refueling Wing and the ANG. This flight will originate from and return to the 171st ARW, Coraopolis, PA for this **aerial orientation**. Additionally, this is a scheduled training mission and none of the congressional members are repeat passengers.

3. The Adjutant General of PA, does concur with this request. POC at the state level is the undersigned at DSN 777-7777 or commercial (412) 555-5555.

David J. Sandala, MAJ
Community Manager