



**IDAHO NATIONAL GUARD**  
**JOINT FORCE HEADQUARTERS**  
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Boise, Idaho 83705-5004



NGID-COS

01 January 2010

MEMORANDUM FOR All Members of the Idaho Army National Guard

SUBJECT: Commercial Airlines Baggage Fees

1. Effective 1 March 2010, all members of the Idaho National Guard traveling in a military or Federal Technician status are required to display their military identification and a printed copy of their travel orders to the airline representative during check-in. Currently, most commercial airline carriers will not charge an initial baggage fee to government employees traveling in an official status, however-in the event that the airline will not waive the initial baggage fee, a receipt will be required for reimbursement. The process to ensure that you are not charged a baggage fee is easy. Simply enter "zero" when annotating the amount of luggage you are traveling with when checking in at an automatic kiosk. If there is not a kiosk, inform the representative you should not be charged a baggage fee when checking in. For those members traveling for an extended period of time to complete military or Federal Technician training, excess baggage may be authorized; fees for authorized excess baggage will also require a receipt for reimbursement.
2. This policy is being implemented due to the increasing costs of baggage handling fees and budget constraints. In looking at the total travel requirements of the Force and the baggage handling fees that are unnecessarily paid, the potential cost saving are enormous.
3. POC for this is USPFO at 422-4541

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Chief of Staff

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