



**NATIONAL GUARD BUREAU**

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NGB-ARO

5 May 2009

MEMORANDUM FOR The Adjutants General and G3s of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Army National Guard G3 Outside the Continental United States (OCONUS) Mission Validation Process (NGB-ARO Policy Memo #09-01)

1. References:

- a. Memorandum, OASA, SAMR-TRM, 14 Feb 08, subject: Training of Reserve Component Units and Individuals in Areas Designated for Receipt of Hostile Fire / Imminent Danger Pay and Combat Zones (enclosure 1).
- b. Memorandum, NGB-ZA, 20 Aug 08, subject: (All States Log Number P08-0008) Interim Guidance Concerning National Guard Personnel Traveling Outside the United States, Its Territories, and Possessions (enclosure 2).
- c. Memorandum, NGB-ZA, 20 Aug 08, subject: (All States Log Number P08-0012) Guidance for General Officer Travel Outside the Continental United States (enclosure 3).
- d. Memorandum, NGB-ARH, 17 Dec 08, subject: Guidance for Travel outside the Continental United States (OCONUS) and U.S. Territories or Possessions (NGB-ARH Policy Memo # 09-007) (enclosure 4).
- e. Memorandum, NGB-ARH, April 2009, subject: Title 10 United States Code (USC) Orders Format for Title 32 USC Active Guard and Reserve (AGR) Travel Outside the Continental United States (OCONUS) and U.S. Territories or Possessions (NGB-ARH Policy Memo #09-013 (enclosure 5 )
- f. Army Regulation (AR) 95-1, Flight Regulations, 12 Nov 08
- g. AR 350-9, Overseas Deployment Training, 8 Nov 04.
- h. AR 55-46, Travel Overseas, 20 Jun 04.
- i. AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 Jun 99.

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j. AR 135-210, Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization, 17 Sep 99.

k. AR 600-8-105, Military Orders, 28 Oct 94.

l. Department of Defense Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>).

m. Department of Defense Instruction (DODI) 1215.06, Uniform Reserve Training and Retirement Categories, 7 Feb 07.

n. The Army Training Information Management System (ARTIMS) (<https://artims.forscom.army.mil/login.aspx>).

o. Fragmentary Order 392, 10 Mar 07, Revised Multinational Corps - Iraq MNC-I Leader Recon and Theater Visits Guidance.

p. United States Army Central Command Automated Message Handling System, 17 Jan 07, Subject: Message to Deploying Unit.

q. Operational Support Airlift Agency External Standard Operating Procedures (<https://www.us.army.mil/suite/doc/14982099>).

**2. Purpose: To establish guidance for all ARNG Soldiers traveling OCONUS.**

**3. Applicability: This guidance is applicable to all Title 32 AGR Soldiers, Traditional Soldiers, Dual Status MILTECH personnel, AGR and Active Component Soldiers assigned to unit identification code W39LAA, and W00QAA Soldiers below the rank of brigadier general. General officer travel is governed by the All States Memorandum listed in reference 1c. This policy will remain in effect until rescinded or superseded.**

**4. Authority: Chief, Operations Division (NGB-ARO) is the executive agent for the DARNG and the ARNG G3 for the purpose of validating and approving mission requirements. This process provides the appropriate command authority for all OCONUS travel for ARNG Soldiers below the rank of brigadier general.**

**5. Authority for ARNG fixed wing (FW) aircraft missions: In accordance with AR 95-1, the Operational Support Airlift Agency (OSAA) schedules ARNG OCONUS FW Operational Support Airlift (OSA) and Operational Use (OU) missions. Operations and requirements involving ARNG FW aircraft will use the procedures defined in OSAA**

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External Operating Procedures (reference 1q). The Commander, OSAA validates and approves ARNG OCONUS FW OSA and OU missions.

6. Summary: This memorandum provides operating guidance for personnel serving in the Title 32 and 10 AGR Program, Full-Time National Guard Duty, and Title 32 traditional drill status Soldiers. Title 32 Soldiers shall be in a Title 10 duty status when conducting OCONUS missions and travel.

7. OCONUS operating guidance:

a. All ARNG Soldiers traveling OCONUS must be in Title 10 USC status in accordance with NGB-ARH Policy Memorandum #09-007 (reference 1d). Soldiers below the grade of O7 who are traveling with a general officer on an NGB-GO approved trip must secure their own clearances as prescribed by this policy.

b. Title 10 Status as defined by DODI 1215.06 consists of the following:

- (1) Title 10 AGR
- (2) Active Duty for Operational Support, Reserve Component (ADOS-RC)
- (3) Active Duty for Operational Support, Active Component
- (4) Contingency Operations, Active Duty for Operational Support (CO-ADOS)
- (5) Annual Training

Travel orders (blank travel orders or invitationals) do not change the duty status of a Soldier.

c. The NGB-ARO approval and validation is required in advance of travel. The OCONUS travel and mission support should be identified as early as possible prior to the planned departure date to ensure that there is adequate time to obtain funding and necessary approvals and clearances. The NGB-ARO-Y office will validate that theater and country clearances are submitted and/or obtained.

8. Mission/event approval and validation: There are three methods to receive validation/approval and command authority for OCONUS travel. The first is by staffing through the Department of the Army Mobilization Processing System (DAMPS).

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The second is by staffing through the Army Training Information Management System (ARTIMS). The third is through a memorandum requesting mission approval from the Army National Guard Directorate.

9. DAMPS/CO-ADOS approval process: This process will be used for travel in support of contingency operations for missions, such as predeployment site surveys and early leader mobilization for units in receipt of an Alert for mobilization. Individual mobilization augmentees will also follow this process. All contingency travel will follow applicable First Army guidance.

a. Once submitted to NGB-ARO-O, Soldier packets are staffed through DAMPS for approval by HQDA and forwarded to HRC, St. Louis for orders publication. Published orders are returned to NGB-ARO-O for distribution to States.

b. Complete CO-ADOS packets must be received by NGB-ARO-O NLT 30 days prior to travel.

c. Title 32 AGRs will not use the CO-ADOS process. Title 32 AGRs will travel IAW ref 1e and paragraph 11 with travel funds provided by the supported Title 10 command.

10. ARTIMS approval process: This validation and approval process will be used for OCONUS Overseas Deployment Training (ODT), exercises, exchanges and State Partnership Program events. All Soldiers must have a valid Theater and Country Clearance as outlined in the DOD Foreign Clearance Guide as well as an ARTIMS mission line number to travel.

a. ODT missions and OCONUS exercises: These events are managed under the process defined in AR 350-9. The ODT Missions are vetted and made available for ARNG units 12 to 24 months in advance through ARTIMS. States nominate ARNG units via ARTIMS for missions. The nominations are staffed through ARTIMS for approval by the Army Service Component Command (ASCC), FORSCOM, and the ARNG.

b. Exchanges: These events are formal programs approved by the DOD, HQDA, Combatant Command (COCOM), and ASCC through ARTIMS. States nominate ARNG units and Soldiers via ARTIMS for Exchanges. The nominated units and Soldiers are staffed through ARTIMS for approval by the ASCC, FORSCOM, and the ARNG.

c. State Partnership Programs (SPPs): When involving ARNG Soldiers, these events are coordinated through the COCOM, ASCC, and ARNG. The NGB International Affairs Office (NGB-J5 IA) oversees the SPPs and assists States in developing and

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staffing SPP missions. Once events are identified, they must be entered into ARTIMS and are staffed through ARTIMS for approval by the ASCC, FORSCOM, and the ARNG.

11. Memorandum process: Other OCONUS travel requests not previously covered under either the CO-ADOS or ARTIMS processes are staffed through memorandum. Upon approval, an ARTIMS mission line number will be assigned by NGB-ARO. The NGB-ARO-O will issue the State a Title 10 ADOS-RC Letter of Authorization authorizing the State to place the Soldier in a Title 10 status.

a. Memorandum requests to travel OCONUS shall be made through the State Joint Forces Headquarters G3 to NGB-ARO. The memorandum should list the standard name line (Name, Rank, SSN) and current duty status (M-Day, AGR T10, or T32) for all travelers. The request should be made NLT 30 days prior to travel.

b. Enclose with the memorandum a copy of the submitted or approved Theater and Country Clearances, purpose of Title 10 travel, and endorsement by the ASCC G3 of the supported theater.

c. Complete ADOS-RC packets must be submitted to ARO-O for all travelers listed on the memorandum. The memorandum requesting travel will satisfy the requirement for an O6 justification memorandum.

d. Travel requests not coordinated 30 days prior to travel will require a general officer request to the DARNG through the Chief, NGB-ARO. This request should justify the travel as mission critical and indicate why coordination could not be accomplished prior to the 30-day window.

e. Theater-sponsored OCONUS ADOS-RC tours do not require the G3 request memorandum as defined above. These tours are command sponsored by the OCONUS command and will follow processes as directed by the OCONUS command and AR 55-46, Travel Overseas. Tour request and packet submission requirements are specified in the NGB-ARO ADOS-RC guidance published annually. An example of a theater-sponsored OCONUS ADOS-RC tour is an engineer captain assigned as the operations officer to manage the Troop Construction Program at Hohenfels, Germany for 179 Days. The OCONUS command will create an ARTIMS mission line and will follow the ARTIMS approval process as defined per this memorandum.

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12. Specific guidance for all travel under ARTIMS lines:

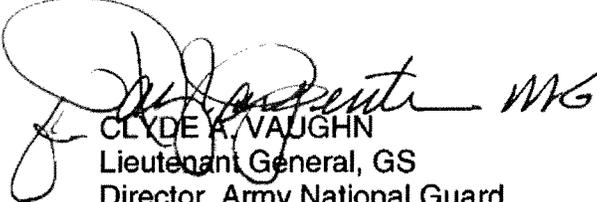
a. Overseas Travel Report: The State Joint Operations Center (JOC) will transmit an Overseas Travel Report (enclosure) via Non-Secure Internet Protocol Router email to the ARNG Watch Team (ARNGWATCH) at ARNGOPS@ng.army.mil upon commencement of travel.

b. Critical Information Requirement (CIR) Report: The CIR report (enclosure) will be transmitted by the State JOC to the ARNGWATCH at ARNGOPS@ng.army.mil as necessary.

13. Special Operations Forces (SOF): In addition to the requirements prescribed in this memorandum, SOF travelling OCONUS must comply with deployment requirements outlined by AR 350-9 and United States Army, Special Operations Command Regulation 350-1. Additionally, SOF must also comply with US Army Special Forces Command Policy 56-06, 1 Nov 06. Address specific questions regarding SOF OCONUS travel and deployment regulations to NGB-ARO-SO.

14. The point of contact is COL Hank Amato, Chief, Operations Division, at DSN 327-7378, 703-607-7378, or hank.amato@us.army.mil.

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