



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGBJS-CoS
DISTRIBUTION: A

CNGBI 0800.02A
10 May 2018

GENERAL OFFICER AND SENIOR EXECUTIVE SERVICE OR EQUIVALENT TRAVEL OUTSIDE THE UNITED STATES, ITS TERRITORIES, AND ITS POSSESSIONS

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for National Guard (NG) General Officers (GO) and Senior Executive Service personnel or equivalent civilian members, hereafter referred to collectively as “NG Senior Leaders” (NGSL), traveling abroad on official business, outside the U.S. and its Territories or possessions, hereafter referred to collectively as “U.S. areas,” in accordance with (IAW) references a through m.
2. Cancellation. None.
3. Applicability. This instruction applies to all NGSLs traveling outside U.S. areas on official duty connected to NG activities.
4. Policy. It is National Guard Bureau (NGB) policy to provide oversight of NGSL travel outside U.S. areas, limit the number of passengers traveling to the same site, and reduce the number of travel days per trip to the minimum necessary to meet mission requirements.
 - a. Title 10 (T10) Status. Military members traveling outside U.S. areas on official business must travel in a T10 status and must be on continuous orders.
 - b. Civilians and Other Personnel. NG civilian personnel traveling outside U.S. areas on official business must be existing members of the NG Title 5 or NG T10 Defense Civilian Intelligence Personnel System. All other civilian personnel attached to or serving as advisors to the Chief of the National Guard

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Bureau (CNGB) must comply with agency agreements if travel cannot be paid through NGB appropriated funds.

c. Leave in Connection with Travel. Official travel outside U.S. areas, which incorporates leave days, for example, coming off orders while on duty outside U.S. areas only to regain military duty status for return travel, is not authorized for GOs on orders for less than 30 days. Allowing an official military traveler to lose and regain T10 status while outside U.S. areas affects the protections and applicability of various Status of Forces Agreements and reference m. Notwithstanding the foregoing, temporary duty in connection with leave is governed by references h and i.

d. The Adjutants General (TAG) Use of Military Air (MILAIR). Use of MILAIR for official travel must follow criteria IAW reference a. Approval for TAG use of MILAIR that originates in the U.S. resides with the CNGB, who may delegate this authority to the Vice Chief of the National Guard Bureau (VCNGB) and the Director of the National Guard Bureau Joint Staff (DNGBJS). The CNGB or designee does not approve the use of MILAIR in theater. Use of MILAIR in theater is subject to combatant command procedures.

e. NGB Staff and NG Joint Force Headquarters–State (NG JFHQs-State). NGSs assigned to, or under operational control (OPCON) of, any NG organization will submit travel requests not less than 30 days prior to the date of travel using NGB Form 402, “National Guard Bureau General Officer OCONUS Travel Request,” located at reference m. Travel requests must contain the following:

- (1) Travel orders for all personnel traveling outside U.S. areas and Invitational Travel Authorization (ITA) for spousal travel (if applicable).
- (2) Justification for travelers memorandum signed by the senior leader traveling to certify that the number of travelers is mission essential.
- (3) Daily agenda (detailed) and detailed spousal agenda (if applicable).
- (4) Formal invitation or letter of justification or explanation for travel outside U.S. areas and justification for spousal travel IAW guidance set forth below (if applicable).
- (5) Approved Aircraft and Personnel Automated Clearance System for travel outside U.S. areas.
- (6) Country-specific medical assessment for one year after travel.
- (7) Documentation of all required threat briefings prior to traveling outside U.S. areas.

(8) Commercial travel itinerary (if applicable).

(9) DD Form 2768, "Military Air Passenger/Cargo Request" (if applicable), for MILAIR requests.

(10) Country Clearance, Theater Clearance, or Special Area Clearance.

f. Dependents Accompanying Department of Defense (DoD) Personnel on Official Business Traveling via Commercial Air Transportation. A dependent spouse generally is not permitted to accompany a DoD sponsor traveling on official business at government expense. However, case by case, the CNGB may approve spousal travel at government expense IAW references h and i under the following conditions:

(1) The spouse participates, in an official capacity, at an unquestionably official function.

(2) The travel is in the national interest because of diplomatic or public relations benefit to the U.S., which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational.

(3) Travel is allowed on a mission noninterference basis only and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(4) The CNGB may authorize transportation, per diem, or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

g. Dependents Accompanying DoD Personnel on Official Business Traveling via MILAIR. Generally, the spouse of the DoD sponsor may not travel on government aircraft without reimbursing the government for such travel unless the DoD sponsor determines in advance that, under the circumstances, the spouse's presence would further the interest of the NG.

h. Nonreimbursable Travel. Nonreimbursable travel is allowed on a mission noninterference basis only and at no additional cost to the government. Such travel must be supported with an ITA that authorizes reimbursement of transportation cost only, not to include per diem or other expenses. Nonreimbursable travel on government aircraft is permitted when the spouse travels to:

(1) Attend a function in which the DoD sponsor is participating in his or her official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part.

(2) Attend a function (with or without the DoD sponsor) attended by spouses of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the sponsor is meeting in an official capacity.

(3) Attend a function (with or without the DoD sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

i. Military and Civilian Training. NGSL travel as part of military and civilian training and educational programs is exempted from this policy.

j. Additional Requirements. Submit requests for NGSL travel outside U.S. areas not less than 30 calendar days before the date of travel. Consider exceptions case by case and accompany exceptions with Letters of Lateness or justification from TAG. A letter of justification from TAG is required for any travel party exceeding five personnel.

k. Required Coordinating Responsibility. Submit NGSL travel requests outside U.S. areas through the Office of the DNGBJS. The NGB Joint Staff Chief of Staff Office (NGBJS-CoS) will coordinate with the following offices:

(1) Joint Intelligence Directorate (NGB-J2).

(2) Strategy, Policy, Plans, and International Affairs Directorate (NGB-J5).

(3) Office of the NGB Chief Counsel Office (NGB-JA).

l. Exception to Policy. Requests for official duty travel connected with NG activities, for accompanying civilians not formally affiliated with the DoD, such as Federal officials, State and NG civilian officials, State Governors, and Lieutenant Governors, must meet criteria established in reference b.

5. Definitions. See Glossary.

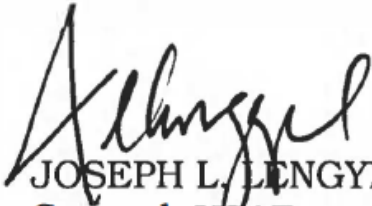
6. Responsibilities. See Enclosure A.

7. Summary of Changes. Users are encouraged to read the entire document.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpcdc.ngb.army.mil>>.

10 May 2018

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current every five years.



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Enclosures:

A -- Responsibilities

B -- References

GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. CNGB. The CNGB will approve spousal travel.
2. VCNGB. The VCNGB will approve:
 - a. Director of the Army National Guard (DARNG), Director of the Air National Guard (DANG), and DNGBJS requests for use of MILAIR for travel outside U.S. areas.
 - b. MILAIR travel requests for State NG civilian officials, Governors and Lieutenant Governors, and required accompanying personnel when travel is for official duty and connected with NG activities.
 - c. TAG use of MILAIR request for travel outside U.S. areas when the DNGBJS is not available.
3. DARNG and DANG. The DARNG and DANG will ensure that their own and subordinate NGSL travel outside U.S. areas is IAW this instruction.
4. DNGBJS. The DNGBJS will approve:
 - a. TAG use of MILAIR requests for travel outside U.S. areas.
 - b. NGSL travel requests outside U.S. areas.
 - c. NGSL travel requests outside U.S. areas when the NGBJS-CoS is not available.
 - d. Travel requests for NGSL and other equivalent civilians assigned or with OPCON to the NGB.
5. NGBJS-CoS. NGBJS-CoS will:
 - a. Approve requests for NGSL travel outside U.S. areas that meet all administrative requirements, excluding TAG MILAIR, spousal travel, or other exceptions to policy.
 - b. Project NG official travel outside U.S. areas at NGB weekly Operations and Intelligence Briefs for the next 14 days following the brief.
 - c. Coordinate approval and disapproval of NGSL travel outside U.S. areas with the DNGBJS, VCNGB, and CNGB, as appropriate.

6. NGB-J2. NGB-J2 will:

- a. Review requests for travel outside U.S. areas and coordinate required assistance with NG JFHQs-State.
- b. Forward supporting classified country or threat intelligence information, via secure communications, to concerned NG JFHQs-State offices, as required.
- c. Present individual threat briefings to traveling NGSLs prior to travel.

7. NGB-J5. NGB-J5 will:

- a. Review requests for travel outside U.S. areas for proper coordination with DoD; combatant commands; the State Department, if required; and the Country Team.
- b. Ensure travel is coordinated within the Army Training Information Management System or Global Theater Security Cooperation Management Information System, which is required for State Partnership Program purposes only.

8. NGB-JA. NGB-JA will conduct legal sufficiency reviews for travel requests falling under this instruction.

ENCLOSURE B

REFERENCES

- a. DoD Directive 4500.56, 14 April 2009, "DoD Policy on the Use of Government Aircraft and Air Travel," Incorporating Change 3, 24 June 2014
- b. DoD Instruction 4515.13, 22 January 2016, "Air Transportation Eligibility," Incorporating Change 2, 09 February 2018
- c. DoD Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- d. Secretary of the Army Memo, 28 April 2017, "Army Directive 2017-05 (Secretary of the Army Policy for Travel by Department of the Army Officials)"
- e. Air Force (AF) Instruction 24-101, 28 April 2017, "Transportation Passenger Movement," Incorporating Change 1
- f. AF Instruction 11-401, 09 January 2013, "Flying Operations: Aviation Management"
- g. AF Instruction 11-401, 26 November 2012, "Flying Operations: Aviation Management, Air National Guard Supplement I"
- h. DoD, 1 March 2018, "The Joint Travel Regulations (JTR)," Chapter 1, "General Policy"
- i. CNGB Instruction 1002.01, 06 May 2013, "Official Military Travel Outside U.S. Areas"
- j. CNGB Notice 0100, 15 November 2016, "Implementation of CNGBI 0100.01"
- k. Army Directive 2015-01, 08 July 2015, "Army Conference Policy"
- l. 10 United States Code, 03 January 2012, "Armed Forces"
- m. GKO Portal, NGB Senior Leaders Travel page, <<https://gkoportal.ng.mil/joint/STAFF/GOOCONUStTravel/SitePages/Home.aspx>>, accessed 05 January 2018

GLOSSARY

PART I. ACRONYMS

CNGB	Chief of the National Guard Bureau
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
DNGBJS	Director of the National Guard Bureau Joint Staff
GO	General Officer
IAW	In accordance with
ITA	Invitational Travel Authorization
NG	National Guard
NGB	National Guard Bureau
NGB-J2	Joint Intelligence Directorate
NGB-J5	Strategy, Policy, Plans, and International Affairs Directorate
NGB-JA	Office of the National Guard Bureau Chief Counsel
NGBJS-CoS	National Guard Bureau Joint Staff Chief of Staff Office
NG JFHQs-State	National Guard Joint Force Headquarters–State
NGSL	National Guard Senior Leader
OCONUS	Outside the continental United States
OPCON	Operational control
TAG	The Adjutant General
T10	Title 10
VCNGB	Vice Chief of the National Guard Bureau

PART II. DEFINITIONS

U.S. Areas -- The United States, its Territories, and its possessions.