



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-OD

9 October 2019

MEMORANDUM FOR All States, Territories, and the District of Columbia

SUBJECT: FY20 MREP Letter of Instruction (LOI)

1. Reference:

- a. [Joint Travel Regulation \(JTR\), The Per Diem, Travel, and Transportation Allowance Committee U.S. Department of Defense \(DoD\), 1 August 2018](#)
- b. [Memorandum, Army National Guard \(ARNG\) G3 Policy on the Delegation of Title 10 Authority for Outside the Continental United States \(OCONUS\) Travel, effective 24 September 2018](#)
- c. [NATO - Status of Forces agreement - dated 19 Jun 51, Updated 14 October 2009](#)

2. Purpose. To provide the responsibilities and process for sending US ARNG Soldiers OCONUS to participate in the FY20 Military Reserve Exchange Program (MREP). To provide responsibilities of host US ARNG units while foreign Soldiers are in their training formations.

3. Foreign Soldiers. The Commander's signature on the application DD FORM 3006, obligates the State/Territory to the following:

a. "Commander's signature recommending participation in the exchange program and certifying the member is worldwide deployable, is not on a medical profile, and successfully passed service specific Fitness Assessment. The Unit Commander is also validating that he/she may serve as the U.S. host unit, when applicable, for a British, Danish, Estonian, German, or other partner nation participant during the unit's Annual Training. The U.S. host unit is responsible for local transportation, lodging, mess, and training for the foreign participant as indicated in the appropriate partner nation memorandum of understanding."

b. States/Territories are required to provide lodging, food, and transportation during the training period for the foreign Soldier.

c. The life support requirement is a State/Territory responsibility. ARNG will not fund life support for visiting foreign Soldiers. The reciprocal foundation of this program is based on units adopting foreign Soldiers and taking care of them like their own.

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d. DIRLAUTH. Host units will communicate directly with foreign Soldier and foreign Soldier's home unit to coordinate all information gathering, travel requirements, packing lists and training agenda.

#### 4. U.S. Army National Guard Soldiers

a. Soldiers participating in this program are required to:

- (1) Be on title 10 for the entire duration of the OCONUS travel and training.
  - (2) Have met all standards to be medically and administratively deployable.
  - (3) Have a PHA within the last 12 months (including dental).
  - (4) Have passed an APFT within the last 12 months.
  - (5) Cannot have a temporary profile. If Soldier has a permanent, the profile cannot preclude the Soldier from participating fully in a field training environment.
  - (6) Be willing and physically able to maintain a high level of military field oriented training for sustained periods of time. This is a military training event with the highest military training standards expected of all Soldiers in their MOS.
  - (7) Have a current Defense Travel System (DTS) account with active Government Travel Card (GTC) data entered.
  - (8) Have the following prior to Outside of the Continental United States (OCUNUS) travel:
    - a) Title 10 individual pay order with LOA Log Line included and NATO order selected.
    - b) Approved DTS authorization (DD Form 1610).
    - c) Active GTC with appropriate charge limit authorized.
    - d) Flights purchased and E-Tickets issued via DTS/CTO.
    - e) Official Passport or Civilian Passport (Dependent on MREP training location).
- b. Leave or pass in conjunction with MREP deployment is not authorized.

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c. Soldiers are not authorized to bring guests, family members, or other personnel during the MREP deployment.

d. Violations of Army regulations and/or professional military standards will be handled in coordination with EUCOM, Army National Guard, and the Soldier's home State/Territory as required. Disciplinary measures while on active duty (Title 10) could result in UCMJ actions.

5. No Later Than (NLT) Timeline.

a. 10OCT19 – FY20 MREP program guidance issued.

b. 15JAN20 – FY20 MREP application packets due to ARNG MREP program manager.

c. 1FEB19 – FY20 MREP applicants are selected and matched with partner nations to form reciprocal exchanges.

d. 13-15MAR20 – MREP 101 Workshop to be attended by identified MREP Soldier participants, State/Territory ODT Managers, Service MREP managers and partner nation representatives. Separate MOI TBP. All conference attendees should have a GTC IOT make travel arrangements. The following will be addressed at the conference:

(1) Introductions of all service's MREP program managers and partner nation representatives.

(2) Overview of the MREP program.

(3) NATO 101 brief.

(4) Understanding responsibilities of selected individuals, State/Territory Joint Force Headquarters (JFHQ), ARNG and partner nations.

(5) Breakout sessions for each partner nation.

e. MREP – 120 Days: Make contact with foreign Soldier and foreign Soldier's home unit to establish cross talk. Topics of discussion should be:

(1) Confirmation of MREP dates (US and foreign Soldier) to include travel dates and ideal airports to fly to and from.

(2) Life support and identify any shortfalls (housing, in/around transportation, meals, laundry, medical).

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(3) Packing list, licensing requirements, training schedule and detailed two week agenda.

(4) Ticketing transportation requirements, beyond Point of Entry (POE) in the countries.

f. MREP – 90 Days: Mandatory training complete.

(1) [Antiterrorism Level I Training Course](#).

(2) [Army SERE 100.2 Level A Code of Conduct Training Course](#).

(3) [Isolated Personnel Report \(ISOPREP\)](#).

g. MREP – 75 Days: Submit APACS request at <https://apacs.milcloud.mil/apacs/>.

h. MREP – 60 Days: Receive approved APACS request.

i. MREP – 30 Days: Submit Letter of Authorization (LOA) packet to [ng.ncr.ngb-arng.mbx.ados-rc@mail.mil](mailto:ng.ncr.ngb-arng.mbx.ados-rc@mail.mil).

(1) Approved APACS request.

(2) TAG Release.

(3) [DA FORM 1058, SEP 2017](#).

j. MREP – 30 Days: Invitational Travel Order (ITO) sent to foreign Soldier.

k. MREP – 15 Days: Receive approved LOA with LOG Line number to be entered on the Title 10 individual pay order.

6. Funding. State/Territory will receive funding for MREP IAW G8 guidance and subject to funds availability.

a. The target timing for the distribution is the 2<sup>nd</sup> quarter Funding Authorization Document (FAD).

(1) State/Territory must be willing to “float” 2060 funds to execute this program if the FAD is delayed.

(2) The MDEP for MREP funding is TRCD, SAG: 1G.

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b. 2060 Funding for US MREP Participants includes:

- (1) NATO 101 Workshop.
- (2) P&A.
- (3) Travel.
- (4) Per Diem (partial).

7. Additional information:

a. ARNG-ODY GKO:

<https://gko.portal.ng.mil/arng/G3/D03/B05/Interprog/SitePages/Home.aspx>.

b. OASD-RA Web Site: <http://www.people.mil/Inside-M-RA/Reserve-Integration/Military-Reserve-Exchange-Program/>.

8. The point of contact is the undersigned at 703-607-3433, DSN 327-3433, or [jerry.a.rodriquez4.mil@mail.mil](mailto:jerry.a.rodriquez4.mil@mail.mil).

4 Encls  
MREP Application Packet  
OCONUS Travel Training Requirements  
LOA Packet, T-10 orders, NATO orders  
Invitational Travel Orders (ITO)

JERRY A RODRIGUEZ JR  
MAJ, EN  
International Exchanges Coordinator

DISTRIBUTION:

G3 Supplemental Guidance  
State/Territory Training Officers  
State/Territory ODT Managers  
GKO-G3-OD-Security Cooperation-International Programs

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Enclosure 1: MREP Application Packet.

1. The Process for Application.

a. [Application Packet](#) consists of the DD Form 3006

b. State/Territory identifies training opportunities appropriate for Foreign Military Exchange.

(1) The ideal annual training opportunity for MREP is a traditional two-week annual training in a field environment. XCTC, exercises, or any other collective training events is a great way to achieve the goal of interoperability for this program.

(2) Home station annual training is not recommended unless the unit is staying in the Armory/RTI, feeding is contract or rations, and training is focused on military operations. ARNG will not fund lodging or meals.

(3) Specialty exchange must be coordinated and approved separately through the International Exchange desk (contact ARNG International Exchanges Coordinator).

c. Establishes a process to select interested Soldiers. Soldiers must be worldwide deployable, not on a medical profile that prevents field conditions, and successfully passed APFT within a year.

(1) State/Territory should select Soldiers that represent the highest values of the U.S. Army National Guard. Soldiers with a history of disciplinary problems should not be selected for this program.

(2) State/Territory should host selection boards to determine Order of Merit (OML) of application packets.

d. Only Soldiers selected and approved by the State/Territory will be considered for MREP selection.

e. All States/Territories will submit application packets to the International Exchanges Coordinator, NLT 15JAN20.

2. The following is a quick reference as to how the DD Form 3006 should be completed:

a. Block 1: 2019.

b. Block 2: Army National Guard.

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c. Block 3:

(1) A: State/Territory.

(2) B: Order of Merit (OML) list, to be determined by the State/Territory ODT Manager that will submit all applications to ARNG.

d. Block 4: Indicate the rank, not the grade.

e. Block 5: Indicate the date of rank and anticipated promotion date.

f. Block 6:

(1) A: Last name.

(2) B: First name.

(3) C: Middle name.

g. Block 7: Male / Female.

h. Block 8: Complete home address of the applicant.

i. Block 9:

(1) A: Home or Work phone number.

(2) B: Cell phone number.

j. Block 10: Indicate the applicant's ".mil" email address.

k. Block 11: Indicate the applicant's preferred civilian email address.

l. Block 12:

(1) A: Official "No Fee" (Maroon) Passport number and expiration date.

(2) B: Tourist (Blue civilian) Passport number and expiration date.

m. Block 13: Indicate the applicant's civilian employer and position.

n. Block 14: Work telephone number ((xxx) xxx-xxxx).

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o. Block 15: Indicate the applicant's civilian education level: High School Diploma, Associates Degree, Bachelor's Degree, Master's Degree..... Also, indicate the course of study and educational institution.

p. Block 16:

(1) A: Unit of assignment and the Unit Identification Code (UIC).

(2) B: Indicate the full time unit point of contact (Rank, First name, Last Name) and full unit address (street number, street, city, State/Territory, zip code).

(3) C: Unit phone number ((xxx) xxx-xxxx).

(4) D: Indicate the full time unit point of contact's ".mil" email address.

(5) E: Indicate the applicant's duty position.

(6) F: Indicate the applicant's additional duty appointments and position responsibilities.

q. Block 17: Indicate applicant's primary MOS.

r. Block 18: List any other MOS's the applicant may have.

s. Block 19: Security clearance level and expiration.

t. Block 20: Last passing APFT date.

u. Block 21: Is the applicant currently deployable (medical and dental).

v. Block 22: Does the applicant have a permanent profile? Explain if yes.

w. Block 23: Has the applicant participated in MREP before?

x. Block 24: List current and past military assignments. Include the dates of each assignment.

y. Block 25: What country is the applicant interested in. Select all that apply.

z. Block 26: Insert a narrative of what the applicant would like to experience as it pertains to training, cultural, knowledge sharing....

aa. Block 27:



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(1) A: Indicate the dates of the applicant's annual training and location(s) where the training will be conducted.

(2) B: Can the applicant perform two annual training periods? One (15 day period) will be the regularly scheduled annual training event with the applicant's unit. The second (15-20 day period) will be with a partner nation.

(3) C: Are there any dates that the applicant is not available to participate in the program due to conflicts?

bb. Block 28: Does the applicant speak any other languages other than English? What is the level of proficiency for each language (Novice, Intermediate, Advanced)?

cc. Block 29:

(1) A: Applicant's signature.

(2) B: The date the applicant signed.

(3) C: Applicant's email.

dd. Block 30:

(1) A: Applicant's supervisor's signature.

(2) B: The date the supervisor signed.

(3) C: Supervisor's email.

ee. Block 31:

(1) A: Applicant's Commander's signature.

(2) B: The date the Commander signed.

(3) C: Commander's email.

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Enclosure 2: OCONUS Travel Training Requirements.

1. Important information and requirements for MREP Soldiers.
  - a. Every Soldier will have a Government Travel Card (GTC).
  - b. Confirmed FY20 Annual Training dates and location.
  - c. Visitor (blue) passport. Official passport is not required for the MREP program, however, it is strongly encouraged for all MREP travelers to possess a valid visitor's passport during international travel. MREP participants going to the UK, may be required to obtain a visitor or an official passport.
2. All MREP Soldiers will have mandatory OCONUS travel training completed no later than 90-days before they travel.

Training:	Web Link
Antiterrorism Level I Training	<a href="https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam">https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam</a>
Army SERE 100.2 Level A Code of Conduct Training Course	<a href="http://jko.jfcom.mil/index.html">http://jko.jfcom.mil/index.html</a>

3. Input or Review Electronic ISOPREP. Good for one year for travel to the EUCOM AOR. ISOPREP cannot expire during MREP travel.
  - a. The initial ISOPREP input is done via NIPR at:  
<https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx>.  
Note: Need AKO account to access this site, must upload picture to complete it.
  - b. Annual ISOPREP reviews are done via SIPR at: <https://prmsglobal.prms.af.smil.mil>.
3. Aircraft and Personnel Automated Clearance System (APACS) request will be submitted NTL 75-days prior to travel.
  - a. All mandatory training must be complete before the APACS request can be entered.
  - b. The APACS spreadsheet template is provided on the [International Programs - FY20 MREP](#) page on GKO. The template is a useful tool to input the APACS request, arrange flights, complete the DTS authorization and pay orders input.

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c. The APACS request can be input at the following address:

<https://apacs.milcloud.mil/apacs/>

d. Include the 5Ws in the “purpose of travel” block in order to provide sufficient information for the reviewers at the theater and country levels.

e. The country POC’s information must be completed to include the following: Organization, POC Name, POC Title, COMM Phone, Email, Lodging Address and POC Rank. This can be the Embassy POC you are working with, ASCC exercise planner, or unit you are supporting in country.

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Enclosure 3: LOA Packet, T-10 orders, NATO orders

1. IAW Memorandum, Army National Guard (ARNG) G3 Policy on the Delegation of Title 10 Authority for Outside the Continental United States (OCONUS) Travel, effective 24 Sep 18, every Soldier will receive ARNG T-10 approval through the Letter of Authorization (LOA). ARTIMS lines are not authorized for this program. Complete LOA packets must be submitted NLT 30 days before departure to [ng.ncr.ngb-arng.mbx.ados-rc@mail.mil](mailto:ng.ncr.ngb-arng.mbx.ados-rc@mail.mil). LOA packets consist of the following:

a. TAG Release memo.

(1) If it is signed FOR the TAG, a Delegation of Authority (DOA) memo must be included.

(2) Dates on the memo must match the dates of the APACS request.

b. DA Form 1058 for each traveler. Key items are as follows:

(3) Block 1: NGB-ARO, 111 S. George Mason Dr., Arlington, VA 22204.

(4) Block 2:

(a) Last Name, First Name, Middle Initial.

(b) ARNG.

(5) Block 3:

(a) Home Address (street number, street name, city, state, zip code).

(b) Primary phone number (xxx-xxx-xxxx).

(c) Alternate phone number (xxx-xxx-xxxx).

(6) Block 4:

(a) Report location in partner nation (full address).

(b) Primary phone number of MREP unit in partner nation.

(c) Alternate phone number of MREP unit in partner nation.

(7) Block 5: ARNG Soldier's unit of assignment to include UIC.

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- (8) Block 6: Soldier's grade.
- (9) Block 7: Soldier's Branch (EN, IN, MP.....).
- (10) Block 8: Soldier's gender.
- (11) Block 9: Soldier's date of birth (YYYYMMDD).
- (12) Block 10: Soldier's marital status.
- (13) Block 11: Soldier's number of dependents.
- (14) Block 12: Soldier's primary MOS.
- (15) Block 13: MOS for Soldier's duty position.
- (16) Block 14: APFT date and "Go" (if appropriate).
- (17) Block 15: Height/Weight (inches and lbs) and "Go" (if appropriate).
- (18) Block 16: Select "I am not" drawing a pension, disability or retirement (if appropriate).
- (19) Block 17: Total Active Federal Service (AFS) in years, months and days.
- (20) Block 18: Select "Additional ADT".
- (21) Block 19:
  - (a) Number of days, start date and location must match the TAG release and the approved APACS request.
- (22) Block 20: Soldier's signature.
- (23) Block 21: Pay Entry Basic Date (YYYYMMDD).
- (24) Block 22: Indicate security clearance, if not, indicate "None".
- (25) Block 23: N/A.
- (26) Block 24: Date of Rank (YYYYMMDD).
- (27) Block 25: N/A.

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(28) Block 26: ETS Date (Enlisted only) (YYYYMMDD).

(29) Block 27: MRD (Officer only) (YYYYMMDD).

(30) Block 28: PHA Date – Must be within one year (YYYYMMDD).

(31) Block 29: HIV Test Date – Must be within two years (YYYYMMDD).

(32) Block 30: Indicate “Yes” (if appropriate).

(33) Block 31: Narrative – Explain the reason for request.

(34) Block 32:

(a) Commander’s Name, Rank, Phone and Email.

(b) Commander’s signature.

(c) Date of signature.

(35) Block 33:

(a) Admin SGT Name, Rank, Phone and Email.

(b) Admin SGT’s signature.

(c) Date of signature.

d. Approved APACS. Need to verify that country and theater is approved, and the names match the personnel traveling.


2. Title 10 orders production. Upon receipt of the LOA packet, ARNG-OD will validate requests, assign a Log Line tracking number to each event, and delegate the Title 10 Authority to the State/Territory via official Letter of Authority (LOA). The State/Territory will enter the Log Line number on the individual Title 10 order as an “additional one liner” in Automated Fund Control Order System (AFCOS) and send a copy of the published Title 10 order to ARNG-ODO-Y.

3. NATO order designation. The Title 10 pay order will serve as the NATO order by selecting “NATO order” and the country when inputting the order in AFCOS.

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Enclosure 4: Invitational travel orders (ITO)

1. All host States/Territories are required to issue an ITO to all foreign Soldiers coming to the US on the MREP.
2. ITO must be sent to the foreign Soldier NLT 30 days prior to travel.

	<b>DEPARTMENT OF THE ARMY</b> JOINT FORCE HEADQUARTERS-LOUISIANA OFFICE OF THE ADJUTANT GENERAL JACKSON BARRACKS NEW ORLEANS, LOUISIANA 70117
<b>NGXX-XXX</b>	<b>2 October 2018</b>
<b>SUBJECT: Invitational Travel Order 168-700</b>	
<b>CSGT MICHAEL JONES</b>	
1. You are invited to travel to <b>Camp Murray, WA</b> , United States of America in connection with the 2019 Military Reserve Exchange Program (MREP).	
Period: <b>05 August 2019 – 19 August 2019</b> Report to: <b>Camp Murray, WA, 98430 (USA)</b>	
2. Purpose: To train with <b>D/1-161 IN (CAB), 81<sup>st</sup> HBCT, Washington Army National Guard</b> . The unit point of contact is <b>SSG XXXXXX</b> and can be reached at <a href="mailto:xxx.xxx.mil@mail.mil">xxx.xxx.mil@mail.mil</a> or by work phone at (XXX) XXX-XXXX.	
3. Travel itinerary: You are scheduled to travel by commercial air to <b>Seattle/Tacoma WA, (USA)</b> on <b>05 August 2019</b> . Variation is authorized. A representative from the sponsor unit will provide transportation upon arrival in Washington. Your return flight is scheduled to depart <b>Seattle/Tacoma, WA (USA)</b> on <b>19 August 2019</b> . You will be acting in an official capacity to participate in the Exchange Program.	
4. Address any inquiries regarding this invitation to Office of the Adjutant General, ATTN: <b>Deputy G3, Camp Murray, Tacoma, WA 98430, commercial telephone number (xxx) xxx-xxxx or xxx.xxx.mil@mail.mil</b> .	
5. Additional Instructions: Travel is necessary in support of the <b>Washington Army National Guard</b> . The Government of the United States of America absolves itself from blame or financial responsibility for personal injury or property damage claims resulting from this training.	
6. Centrally billed (CBA) Line of Accounting (LOA) for the airfare to/from Dulles and Sea-Tac is: <a href="#">XXXXXXXXXXXXXXXXXXXXXXXXX_PMC</a> ; DK0 APC: 5D0Q MDEP: <b>TRCD</b>	
FOR THE ADJUTANT GENERAL:	
<b>BENNETT C. COOPER</b> Brigadier General, XXARNG <u>Asst</u> Adjutant General- Army	