

**California Army National Guard  
Army Division, G1  
P.O. Box 269101  
Sacramento, California 95826-9101**

**PERSONNEL POLICY BULLETIN – ELECTRONIC EDITION**

Bulletin Number 12-003

Expiration Date: Indefinite

NGCA-PEZ

07 March 2012

**Yellow Ribbon Reintegration Program Invitational Travel Authorization (ITA)**

1. This personnel policy bulletin will go into effect immediately and supersedes Yellow Ribbon ITA policy dated 1 June 2011. This policy will remain in effect until rescinded or superseded.

2. References:

- a. OPORD 2009-134-01 California Yellow Ribbon Program dated 141200MAY2009.
- b. Directive Type Memorandum (DTM) 08-029, "Implementation of the Yellow Ribbon Reintegration Program.
- c. "Army National Guard Yellow Ribbon Budget and Planning Guidance" Version 1.1. Dated 9 Sept 08.
- d. National Guard Bureau memorandum, "Acceptance of Volunteer Services in Support of the National Guard Family Program" (J1-06-022).
- e. National Guard Bureau memorandum, "National Guard Bureau Policy and Implementation Guidance for the Department of Defense Yellow Ribbon Reintegration Program." Undated.

3. ITA Eligibility:

a. Deploying Soldiers may invite two Family members per Family designated event to be placed on an Invitational Travel Authorization (ITA). Additional Family members may be invited but will not be eligible for an ITA or rations. "Families" and "Family Members" eligible for ITAs include spouses, children, siblings, parents or personnel who support the Soldier throughout the deployment cycle. The term "parents" refer to biological or adoptive mothers and fathers, stepparents, or persons who stood in *loco parentis* to the Soldier for a period of not less than one year immediately before the Soldier entered the California Army National Guard.

b. Travel distance is based from home of record zip code to the event location zip code. Qualifications for ITAs by personally owned vehicle (POV) are as follows:

NGCA-PEZ

SUBJECT: Yellow Ribbon Reintegration Program Invitational Travel Authorization  
Policy effective 1 March 2012

(1) Greater than 50 miles one way qualifies for two day orders, one night lodging accommodations.

(2) Greater than approximately 250 miles one-way qualifies for three day orders, two night lodging accommodations.

c. Flights are determined on a case-by-case basis. Only flights within the state of California will be authorized. Family members traveling greater than 300 miles one-way may request air travel. Both travel by air and travel by POV will be evaluated and the method selected will be the one most cost effective to the government. Three day and two night orders are available for Family members traveling by air. All travel must be authorized by a Yellow Ribbon representative prior to event.

d. ITAs are only available during "Family designated" events. A Family designated event is defined as any event where Family members are invited to attend. Yellow Ribbon Events 2 (90 days prior to mobilization), Yellow Ribbon Events 3 (During mob), Yellow Ribbon Events 4 (30 days post-mob), and Yellow Ribbon Events 5 (60 days post-mob) are considered Family designated events.

#### 4. Family Readiness Volunteers:

a. Commanders may authorize ITAs for Statutory Volunteers per Family designated event. Statutory Volunteers are those volunteers who serve in an official capacity and seek credit for their volunteer hours in direct support of National Guard Family Programs. Statutory Volunteers must have a job description outlining the qualifications for the volunteer position's roles and responsibility, identification of the position's supervisor, required training to be received, and the estimated number of hours required per month. Statutory Volunteers must complete the minimum training requirements and must have completed all volunteer forms. Statutory Volunteers may be placed on an ITA when they are acting in a capacity that is related directly to, or in conjunction with, their job description. A sliding scale will be used to determine the number of Statutory Volunteers eligible for each event.

(1) A unit MOB CAP of 1 – 249 Soldier(s) is authorized two Statutory Volunteers per Family designated event.

(2) A unit MOB CAP of 250 – 499 Soldiers is authorized four Statutory Volunteers per Family designated event.

(3) A unit MOB CAP of greater than 500 Soldiers is authorized six Statutory Volunteers per Family designated event.

NGCA-PEZ

SUBJECT: Yellow Ribbon Reintegration Program Invitational Travel Authorization Policy effective 1 March 2012

b. Gratuitous Volunteers are volunteers who offer to help support meetings, events, and activities without any expectation of compensation and who do not wish to serve in an official capacity. Gratuitous Volunteers are not covered by Title 10 United States Code §1588 and are not afforded the benefits of Statutory Volunteers. Gratuitous Volunteers do not require a formal job description and are not authorized ITAs.

5. Event Registration and ITA Processing:

a. To attend a Yellow Ribbon Event, Family members must register on the California Army National Guard Yellow Ribbon Website at, <http://www.calguard.ca.gov/g1/YRRP/pages/default.aspx>. Click on "To register for an upcoming event" link and then click onto the "Select an event to attend" hyperlink where you can choose the specific event you want to attend. From the CalGuard website you will be sent to the National Guard Bureau Joint Services Support website (JSS) where you will find your particular event. Click on the tab "Registration" and fill in your information. Once completed, click the button "Register" at the bottom of the page to complete the process. Although only 2 Family members per deploying Soldier are authorized ITAs, all dependants and their ages that are planning to attend the event must be registered in JSS for the proper childcare planning requirements. All Family members attending Yellow Ribbon Events on an ITA are required to sign in at the start of the event and attend the entire event.

b. Individuals traveling under an ITA are required to use the Defense Travel System (DTS) to file an authorization and submit a voucher for their trip. Individuals eligible for ITAs must coordinate with the Yellow Ribbon staff in order to create and enter the individual's DTS profile based on the submitted ITA Request Form. The ITA Request must be received by the Yellow Ribbon staff at a minimum of 15 days prior to the event start date to ensure that orders are published and distributed in a timely manner. Eligible individuals must complete the ITA Request Form available on the California Army National Guard Yellow Ribbon Website at <http://www.calguard.ca.gov/g1/YRRP/pages/default.aspx>. Click onto "To register for an upcoming event" link then click on the hyperlink "Invitational Travel Authorization Requests" #3 to begin filling out your ITA Request Form. After completing the form click the "Submit via email" button at the top of the page as no paper copies can be accepted. When submitting via online, you will be prompted to print a copy for your records. The ITA Request Form and an SF 1199, Direct Deposit Sign-Up Form, are available on that same webpage.

c. Once the ITA Request is submitted, a member from the Yellow Ribbon Finance section will contact each authorized individual to notify travel has been approved and arrange flights for those traveling 300 miles or greater.

d. In order for an ITA to be approved, the DTS requirements include the following:

NGCA-PEZ

SUBJECT: Yellow Ribbon Reintegration Program Invitational Travel Authorization  
Policy effective 1 March 2012

(1) A traveler must possess a current Social Security Number (SSN), or in the case of a foreign National, a nine digit unique identification number (employee number).

(2) If the traveler has previously performed an ITA through DTS and a modification of information is needed, an updated ITA Request Form must be submitted to the Yellow Ribbon staff utilizing the <http://www.calguard.ca.gov/g1/YRRP/pages/default.aspx> website. The Yellow Ribbon staff will then update the profile and create the travel authorization in DTS.

(3) If the invitational traveler has not previously traveled using DTS, then the Yellow Ribbon staff will create and enter the profile information based on the ITA Request Form and the Electronic Funds Transfer (EFT) information from the SF 1199. The Yellow Ribbon staff will then enter the profile and create the travel authorization in DTS.

(4) The SF 1199 contains the traveler's bank account information. EFT payment is the only means of reimbursement. DTS can only make EFT payments to US bank accounts.

6. Reimbursable Expenses include, but are not limited to: lodging, mileage, and meals.

a. Lodging is limited to the government rate for the event location. Hotel receipts must be in the name of the Family member requesting reimbursement and must reflect a \$0 balance. Internet print outs are not valid hotel receipts and will not be accepted. To ensure reimbursement, hotel reservations must be made directly with the hotel or a contracted Commercial Travel Office (CTO) such as Carlson Wagonlit and not through a third party entity or website (i.e. expedia.com, hotwire.com, etc).

b. Mileage is calculated based on the traveler's home of record zip code to the event location zip code. Family members should travel together. Individuals who live within 49 miles (one way) from the training location are not eligible for ITAs. An ITA is authorized for eligible individuals whose home of record is greater than 50 miles from the training location and is limited to one round-trip mileage and appropriate travel entitlements per the Joint Travel Regulation (JTR). Fuel receipts are not required for mileage reimbursement.

c. Meals are reimbursed at the government per diem rate based on the event location. Food receipts are not necessary for claiming meal reimbursement.

7. Non-Reimbursable Expenses include, but are not limited to: hotel parking, laundry, tips, pet boarding, haircuts, internet services, movies, long distance phone calls, and any additional lodging incidentals incurred.

NGCA-PEZ

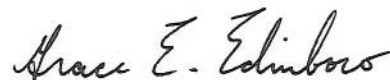
SUBJECT: Yellow Ribbon Reintegration Program Invitational Travel Authorization  
Policy effective 1 March 2012

8. Reimbursement Processing. At the end of the event, the Yellow Ribbon staff must verify that the traveler has attended the Yellow Ribbon event and an ITA reimbursement briefing will take place to explain the process. The traveler will complete and provide a signed voucher (DD Form 1351-2) for his/her travel, as well as provide all lodging receipts regardless of amount, and other reimbursable expense receipts of \$75.00 or more. The Yellow Ribbon staff will review, validate and enter all pertinent voucher information into DTS. Vouchers are required to be submitted to the Yellow Ribbon staff within five working days or the ITAs will be revoked. Family members who do not register, sign-in, or stay the entire event will be grounds to revoke their orders following the event and consequently non-reimbursement.

9. On-site registration is available for Family members who are not able to register on-line or fail to provide complete information. However, ITAs are not authorized after the fact. ITA request forms not processed before the event will not be accepted.

10. Yellow Ribbon Staff will validate ITA eligibility. If it is determined that a Family member does not qualify for an ITA, a Yellow Ribbon Representative will contact that Family member or military point of contact if the Family member is not available prior to the event. Upon completion of the event, Family members will receive their ITA. During the event, Yellow Ribbon Staff will conduct a 10-minute brief to discuss the process for claiming travel reimbursement. Yellow Ribbon Staff will remain available after each event to assist Family members in filling out the DA 1351-2 for voucher reimbursement.

11. Point of contact for this policy is MSG Jason Del Mundo at (916) 369-4366 or [jason.delmundo@us.army.mil](mailto:jason.delmundo@us.army.mil).



GRACE E. EDINBORO  
COL, GS, CAARNG  
G-1