



# CHIEF NATIONAL GUARD BUREAU MANUAL

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## ORDERS GUIDANCE FOR COUNTER DRUG AVIATION PERSONNEL MIGRATING TO SUPPORT ENHANCED SOUTHWEST BORDER SECURITY OPERATIONS

References: See Enclosure D.

1. Purpose. This manual supplements the previously issued policy guidance in reference a to provide orders guidance for using National Guard (NG) Counter Drug (CD) aviation personnel to support Enhanced Southwest Border Security Operations (ESBSO).
2. Cancellation. None.
3. Applicability. This manual applies to CD aviation personnel serving in full-time NG duty status supporting ESBSO. It assigns responsibilities and provides guidance to create orders for full-time CD aviation personnel. This includes the Army National Guard (ARNG) and Air National Guard (ANG) of the 50 States, the Commonwealth of Puerto Rico, the Territory of Guam, the United States Virgin Islands, and the District of Columbia, (hereafter referred to as States) having approved memorandums of agreement (MOAs) to contribute to NG CD aviation service members supporting ESBSO. This manual does not apply to Traditional or Mobilization-Day members called to duty specifically to support the southwest border.
4. Policy. States will implement the following guidance to create orders for CD aviation personnel supporting ESBSO. States will execute practices consistent with, but not limited to references at Enclosure D as well as all other applicable laws, regulations, and policies related to this mission.
5. Definitions. See Glossary.
6. Responsibilities. NG-J1 is responsible for distributing guidance to generate proper orders and ensure correct use of fund cite coding. Commanders are


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responsible for ensuring orders meet the criteria stated in this manual using the references at Enclosure D, and any forthcoming guidance.

7. Summary of Changes. None.

8. Releasability. This manual is approved for public release; distribution is unlimited. National Guard Bureau (NGB) directorates, The Adjutants General, the Commanding General of the District of Columbia, and Joint Forces Headquarters-State may obtain copies of this manual through <<http://www.ngbpd.c.ngb.army.mil>>.

9. Effective Date. This manual is effective upon publication.

  
MARIANNE E. WATSON  
Brigadier General, USA  
Director, Manpower and Personnel  
National Guard Bureau

Enclosures:

- A -- ESBSO Personnel Guidance
- B -- ARNG-G8 ESBSO Funding Guidance
- C -- ANG-A8 ESBSO Funding Guidance
- D -- References
- GL -- Glossary

ENCLOSURE A

ENHANCED SOUTHWEST BORDER SECURITY OPERATIONS  
PERSONNEL GUIDANCE

1. The States will perform the following responsibilities pertaining to ARNG and ANG orders for this mission:

a. Prepare and coordinate orders in advance with the servicing finance office to avoid adverse effects to pay, allowances, and benefits. States will rescind or curtail full-time NG duty (FTNGD) aviation orders assigning CD personnel to any duty other than the ESBSO. They will publish new orders to reflect the appropriate call to duty, accounting citation, and authority to support ESBSO. Citing the code and section "32 U.S.C. § 112" (reference b) on the orders is inappropriate. Upon the end of the mission, States must publish a new set of orders, returning members to their previous CD duty assignment with attention to avoid loss of entitlements related to reassignment.

b. Ensure orders include proper documentation to reference c. Members will perform only duties that are specific requirements of the mission for which they were called. To assign other duties outside the scope of the mission, the commander must amend or curtail the orders and either return the members to their units, or issue new orders under the proper statutory and fiscal authority. Commanders must amend the order if the State extends members under reference c following their initial six-month tour. ANG States will review "AROWS Orders Processing" in reference c for specific guidance on the production of orders.

c. Monitor the Service dates reflected on the orders to ensure members encounter no breaks in Service.

d. Cite reference c as the proper authority on orders to support ESBSO.

e. Ensure consistency between the supported (host) State and supporting state orders with the MOA's duration and type of mission.

f. Advise Service members to use leave before the end of their tour as described in reference e and applicable unit-level directives. States will not extend Title 32 orders solely for using leave. Service members must choose to use, sell, or carry forward leave to the next period of active service before the orders' end date. The sale of accrued leave will count against a member's 60-day career maximum.

g. Review personnel records for eligibility of Active duty sanctuary. States must review members' personnel records for sanctuary eligibility before deploying them in support of this mission. Orders under reference c provide

credit toward active-duty retirement eligibility as described in reference f. Consistent with reference f, States will not bring members on orders for this mission if the duration would qualify them for separation pay or sanctuary. However, members may voluntarily waive eligibility to invoke active-duty sanctuary rights while serving under this statute (when obtaining over 18 but less than 20 years of Total Active Federal Military Service (TAFMS)). If a member will reach active duty sanctuary (at 18 years of TAFMS) within 12 months of entry onto these orders or any subsequent extension, then the member may voluntarily waive his or her right to active duty sanctuary by signing a waiver (For ARNG, follow reference f. For ANG, follow reference k, attachment 5.). No member may be compelled to waive statutory sanctuary. A member who refuses to waive the statutory sanctuary for orders less than 180 days will not be ordered into reference c status. Any previous waivers signed for orders under reference c cannot be carried forward or applied to the new orders. States that do not prohibit a member's claim for sanctuary protection are responsible for continuing the member in TAFMS until the member reaches retirement eligibility.

h. Advise members to provide new orders for Defense Enrollment Eligibility Reporting System (DEERS) enrollment and entry into the Real-time Automated Personnel Identification System (RAPIDS) for common access cards. States placing members on orders for 31 days or longer should ensure that orders are provided to their nearest DEERS/RAPIDS office to update healthcare (TRICARE) eligibility. The active duty orders determine TRICARE benefit eligibility in DEERS. To qualify, a member must serve on an active duty order issued for 31 or more days. If that order is curtailed, then benefits tied to that active duty segment will end. If the State subsequently issues new orders such as for ESBSO for less than 31 days, then the orders will not qualify the member for TRICARE. Only when the member returns to an active duty order for 31 or more days will he or she become TRICARE eligible. Special TRICARE benefits associated with contingency operations do not apply.

i. Generate DD Form 214s for all members who support this mission for 90 days or more. See reference g for DD 214 guidance.

j. Advise members of incentives program guidance. Members activated in categories identified in reference h, i, or c are authorized to keep their current incentives, such as cash, the Student Loan Repayment Program (SLRP), or the Montgomery GI Bill–Selected Reserve (MGIB-SR) Kicker. States will review the member's orders to ensure he or she meets the criteria in this policy guidance. They will maintain a copy in each individual's records for audit purposes described in reference j (and for ANG, reference k).

2. Additional Service-specific guidance for producing orders includes the following:

a. States producing ARNG orders will

(1) Include proper funding citations on orders. For ARNG Service members funding citations, use the applicable Type Duty Code (TDC) and Functional Cost Account (FCA) for the supported border State in accordance with (IAW) current FY13 fiscal guidance for ESBSO (see Enclosure B).

(2) Include a purpose statement on the orders with reference to the applicable State (For example, "PURPOSE: To provide aviation support to the enhanced southwest border security operations – Texas").

(3) Advise Service members to ensure benefits remain in place. Service members should take orders to the DEERs management office to ensure proper benefits remain in place.

(4) Monitor appropriate records for potential violations of the 1095 rule as described in reference d. Service members requesting 1095 waivers will route their individual packets through NG-J1. NG-J1 will then forward the packets to the respective Services. Once a cost analysis is complete, NG-J1 will recommend approval or disapproval and processing to ARNG-HRH.

(5) The proponent for ARNG information in this enclosure is the NGB Active Duty/FTNGD and Mobilization Policy Branch (ARNG-HRM-M) Executive Office, 703-607-0453 or 703-607-5808, DSN 327-0453.

b. States producing ANG orders will:

(1) Update necessary codes specific to ANG personnel systems to include Military Personnel Data System (MilPDS) update/tracking. To ensure accountability, Force Support Squadrons (FSS) will update the Duty Status Code (DST) and the Personnel Tempo (PERSTEMPO) Code for all ANG personnel supporting ESBSO serving under reference c. States will also update the Limited Mobilization (LIMMOB) area of MilPDS with the Reserve Active Duty Reason (RADR) "M" and Executive Order 32000A (see Abbreviations and Acronyms at Enclosure GL).

(2) Monitor appropriate records for potential violations of the 1095 rule as described in reference d. Service members requesting 1095 waivers will route their individual packets through NG-J1, which will, in turn, forward the packets to the ANG. Once a cost analysis is complete, NG-J1 will recommend approval or disapproval and processing. States will follow paragraph 2b (1) (above) to ensure procedures are followed to enter the order into LIMMOB.

(3) For members identified in reference c for ESBSO, States must process Air Force Reserve Order Writing System (AROWS) orders IAW reference 1 and using the following table.

STEP	DIRECTIONS
1	Select "Create Application" under the "Individual Orders" section of the "Orders Specialist" menu within AROWS.
2	On the first screen within "Create Application," enter the member's Social Security number.
3	Select "Military" from the Member Type drop-down menu.
4	Click on the Order Type drop-down menu and select: "Full Time National Guard Duty – FTNGD (TITLE 32) 32 U.S.C. § 502(f) (2) and AFI 36-2619."
5	Click on "Create Application."
6	The "Personnel and Contact Information" screen will appear. Member's information will populate from MilPDS. A red asterisk indicates a mandatory response. Validate in this screen if any Hard Hold Condition exists for this member. If there is a Deployment Availability (DAV) Code, then research and obtain authorizations or justification.
7	Click on "Next" at the bottom of the screen.
8	The "Duty Purpose Information" screen will appear. Select "Duty Purpose" using the drop-down menu.
9	Select "Other" and populate the purpose name. Type: "Aviation support to Enhance Southwest Border Security Operations – [Insert State]."
10	Click on "Next" at the bottom of the screen.
11	The "Duty Locations and Travel" screen will appear. Populate the travel start date and the initial report date/report time.
12	Select the unit's personal accounting symbol (PAS): member's home unit PAS or Get Home Station.
13	Click on "Select" to pull up the table for PERSTEMPO information.
14	Select the appropriate PERSTEMPO Code. For home station, select "H" to identify Mission Support within 100 miles (No pay) and then click on "Select" (Duty Status code 73); for temporary duty status (TDY), select "D" (Mission Support) and then click on "Select" (Duty Status Code 64).
15	Click on "Select" to choose the appropriate "Travel and Per Diem" statement and then click on "Select."
16	Click on "Next" at the bottom of the screen.

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17	The "Tour" screen will appear. Click on "Government Travel Charge Card GTCC lookup" and select the appropriate option from the Government Travel Credit Card (GTCC) table. Then, click on "Select" at the bottom of the screen.
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STEP	DIRECTIONS
18	Click on “Next” at the bottom of the screen.
19	The “Paragraphs” screen will appear. Click on “Non-standard.” The following statements need to be in order as stated: a. Orders may be curtailed if funds are not appropriated. b. [Name of the particular program/mission] must be cited in the body of the order.
20	Click on “Next” at the bottom of the screen.
21	The “Justifications” screen will appear. Within “justification for Hard Holds,” provide information on any known hard holds.
22	Click on “Next” at the bottom of the screen.
23	The “Funding Information” screen will appear. Select the appropriate cost, pay and allowances, and Work Use Code (WUC). Then, cite the local TDY fund with ESP Code “BP” for reimbursement.
24	Click on “Save and Route” at the bottom of the screen.
25	The “Confirmation” screen will appear. Click on “Save and Route” at the bottom of the screen.
26	The “Confirm Action” screen will appear. Click on “Route Application Forward” at the bottom of the screen.

**Table 1.** AROWS Steps for Orders Processing

(4) The point of contact for this enclosure is NGB/A1PR, 240-612-8284, DSN 612-8284, and [angrcngb.a1pr@ang.af.mil](mailto:angrcngb.a1pr@ang.af.mil).

ENCLOSURE B

ARNG-G8 ENHANCED SOUTHWEST BORDER SECURITY OPERATIONS  
FUNDING GUIDANCE

1. State G8 resources ensure funding codes on members' orders are consistent with this document, references at Enclosure D, and other applicable laws, regulations, and policies related to this mission. This enclosure lists procedures and coding requirements.

a. The ESBSO mission is funded from two sources: the Department of Defense (DoD) (reprogramming actions) and direct appropriation (Congressional marks). Host States coordinate or provide direct funding to the supporting States when granted authority under reference m.

b. States must capture all ARNG funding actions in support of the ESBSO mission in the Management Decision Package (MDEP) and the FCA Code F4121. This includes appropriations' main account codes 2060 (National Guard Personnel, Army - NGPA) and 2065 (Operations and Maintenance National Guard - OMNG).

(1) The following instructions clarify proper National Guard Pay and Allowance codes.

(a) The ESBSO mission consists of specific missions approved by DoD and the Department of Homeland Security (DHS). Each mission has its own TDC. States will use the following TDCs associated with the missions provided.



<b>POSITION</b>	<b>TDC</b>
Command and Control (C2) Element	Z71
Criminal Intel Analysts	Z72
Aviation Observation	Z73
Entry Identification Teams	
Sky Watch Operators	Z74
Scope/Ground Radar Operators	Z75
Scope Truck Operators	Z76
Overt Ground Surveillance (Listening Post/Operation Post (LP/OP) & Similar)	Z77
Airfield/Tower Operations Support	Z78
Active Guard Reserve (AGR) Travel	Z79

**Table 2.** National Guard Pay and Allowance Codes

(b) States should establish Accounting Processing Codes (APCs) to capture related execution referencing the following codes.

<b>POSITION</b>	<b>APC</b>
MDEP	VBGM
Army Management Structure (AMS) for all Active Duty for Operational Support	1Z
AGR	1H1204/1H3204 (Travel Only)
FCA	F4121

**Table 3.** APC Reference

(2) 2065 - Operations and Maintenance National Guard (OMNG) funding information is as follows:

a. OMNG funding will be provided directly to support the ESBSO mission.

b. States should establish APCs to capture related execution referencing the following codes:

<b>POSITION</b>	<b>APC</b>
MDEP	VBGM
Sub-Activity Groups	114 (Theater Level Assets) 116 (Aviation Assets)
FCA	F4121

**Table 4.** 2065 APC Reference

2. The ARNG proponent for funding support to the ESBSO mission is the Overseas Contingency Operations Branch, ARNG-RMC-CO, 703-607-8394.

ENCLOSURE C

ANG-A8 ENHANCED SOUTHWEST BORDER SECURITY OPERATIONS  
FUNDING GUIDANCE

1. State A8 resources ensure funding codes on members' orders are consistent with this document, references at Enclosure D, and other applicable laws, regulations, and policies related to this mission. This lists procedures and coding requirements.

a. DoD appropriations fund the ANG ESBSO. Federal sources either directly fund or reimburse the supporting States/units once Air Domestic Operations (NG/A3D) validates the requirements in the Joint Information Exchange Environment. States will use reference m for execution when granted the appropriate authority.

b. The ANG will continue execution through direct funding subject to additional guidance.

c. States must properly document all execution in support of the ESBSO mission, both Operations and Maintenance (O&M) (3840) and Military Personnel (MilPers) (3850), using specific accounting codes within this enclosure.

d. The following instructions clarify proper NGPA codes.

(1) The ESBSO mission consists of specific missions approved by DoD and DHS. ANG-A8 established WUC "BP" for this mission to account for pay and allowance, along with Emergency and Special Program code "BP" to track travel and per diem costs. ANG-A8 centrally manages pay and allowance for ESBSO at NG/FMAE (Military Personnel - MilPers).

(a) Budget Program Activity Codes (BPAC)

1. Officer FTNGD travel – 54244 ESP BP

2. Enlisted FTNGD Travel – 54254 ESP BP

(2) NG/FMAE will establish APCs to capture related execution referencing the following codes:

(a) BP

(b) FTNGD

(3) Units will be responsible for ensuring individual orders properly identify these codes.

(4) AGRs traveling in support of ESBSO will use O&M for their direct travel costs.

e. O&M funding information is as follows:

(1) ANG O&M funding will be provided as necessary in support of the ESBSO mission.

(2) States will use established Electronic System Personnel (ESP) codes to capture related execution referencing the following codes after NG/A3D validates them:

<b>POSITION</b>	<b>ESP CODE</b>
Non-Specific State support	BP
Arizona Border Patrol	ZJ
California Border Patrol	ZK
New Mexico Border Patrol	ZL
Texas Border Patrol	ZN
Department of Homeland Security BP	ZP
Counter Drug Southwest Border Patrol	ZQ

**Table 5.** ESP Codes

f. The point of contact for ANG support to the ESBSO mission is ANG/A3D, 240-612-7512.

ENCLOSURE D

REFERENCES

PART I. REQUIRED

- a. CNGB Instruction 1302.01, 23 April 2012, "Guidance For Members Performing Duty Under the Authority of 32 USC § 502(f)"
- b. 32 U.S.C. § 112
- c. 32 U.S.C. § 502(f)(2)
- d. 10 U.S.C. § 115
- e. CNGB Instruction 1100.01, 08 April 2013, "Prohibited Extensions of Title 32 Orders for Use of Leave"
- f. 10 U.S.C. § 12686
- g. DoD Instruction 1336.01, 20 August 2009, "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series)"
- h. 10 U.S.C. § 12301d
- i. 10 U.S.C. § 12302
- j. DoD Instruction 1205.21, 20 September 1999, "Reserve Component Incentive Programs Procedures"
- k. AF Instruction 36-2131, 27 July 2011, "Administration of Sanctuary in the Air Reserve Components"
- l. AF User Guide, 03 May 2007, "Air Force Reserve Orders Writing System (AROWS-R) IMA User Guide"
- m. 32 U.S.C. § 502(f)

PART II. RELATED REFERENCES

- n. OSD Letter, 29 January 2007, "Operational Support Duty"
- o. AR 135-200, 30 June 1999, "Active Duty for Missions, Projects, and Training for Reserve Component Soldiers"

- p. AR 600-8-10, 15 February 2006, "Leaves and Passes"
- q. AF Instruction 36-3202, 20 November 2005, "Separation Documents"
- r. AF Instruction 36-2619, 22 July 1994, "Military Personnel Appropriation (MPA) Man-Day Program"
- s. CNGB Memorandum, 15 December 2011, "National Guard support to the Department of Homeland Security (DHS) for Border Security Missions Along the Southwest Border"
- t. DAPE-PR Memorandum, 04 December 2012, "Army Implementation Guidance for United States Army Reserve, Individual Ready Reserve and Army National Guard (RC) Personnel to Carryover Annual Leave for United States Army Reserve and Army National Guard Mobilizations"
- u. CNGB Notice 1401, 24 February 2012, "Guidance For Use of National Guard (NG) Members in Full-Time Duty Programs Title 32 (T32) Active Guard Reserve, T32 Full-Time National Guard Duty Operational Support (FTNGD-OS) and Full-Time National Guard Duty Counter Drug (FTNGD-CD) Military Technicians for CONUS Contingency Situations"
- v. Calendar Year 2013 Implementation Guidance for National Guard Support Operations Along the Southwest Border,  
<<https://gkportal2.ngb.army.mil/opsdashboard/steadystate/Pages/BorderMission.aspx>>.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AGR	Active Guard Reserve
ANG	Air National Guard
APC	Accounting Processing Codes
ARNG	Army National Guard
AROWS	Air Force Reserve Order Writing System
CD	Counter Drug
DEERS	Defense Enrollment Eligibility Reporting System
DHS	Department of Homeland Security
DoD	Department of Defense
DST	Duty Status Code
ESBSO	Enhanced Southwest Border Security Operations
ESP	Electronic System Personnel
FCA	Functional Cost Account
FSS	Force Support Squadrons
FTNGD	Full-Time National Guard Duty
G8	NGB Office of Resource Management
GKO	Guard Knowledge Online
GTCC	Government Travel Credit Card
IAW	In accordance with
IDT	Inactive Duty for Training
LIMMOB	Limited Mobilization
LP/OP	Listening Post/Observation Post
MDEP	Management Decision Package
MilPDS	Military Personnel Data System
MGIB-SR	Montgomery GI Bill-Selected Reserve
MOA	Memorandum of Agreement
NG	National Guard
NGB	National Guard Bureau
NG-J1	National Guard - Manpower and Personnel
NGPA	National Guard Personnel, Army
O&M	Operations and Maintenance
OMNG	Operation and Maintenance, National Guard
PAS	Personal Accounting Symbol
PERSTEMPO	Personnel Tempo
RADR	Reserve Active Duty Reason
RAPIDS	Real-time Automated Personnel Identification System
TAFMS	Total Active Federal Military Service
TDC	Type Duty Code
TDY	Temporary Duty Status
U.S.C.	United States Code
WUC	Work Use Code

PART II. DEFINITIONS

NG/A1PR -- Air National Guard Office of Personnel Readiness.

ARNG-G1 -- Army National Guard Personnel Directorate.

ExecOrd 32000A -- A generic order used in the Air Force Personnel data system to identify Air National Guard members on full-time National Guard duty.

G8 -- Army National Guard Resource Management Directorate.

M-Day -- Mobilization-Day.

M-Day Member -- One who performs weekend drill, but is not on full-time duty.

NG-J1 -- National Guard Joint Staff Directorate of Manpower and Personnel.

States -- Entities including the Army National Guard and Air National Guard of the 50 States, the Commonwealth of Puerto Rico, the Territory of Guam, the United States Virgin Islands, and the District of Columbia.

Work Use Code -- National Guard Bureau Strategic Plans and Programs (NG/A8) designated coding structure to properly account for funding at the unit level.