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NGKS-HRW-FP

27 November 2017

MEMORANDUM FOR RECORD

SUBJECT: Kansas Army National Guard Yellow Ribbon Reintegration Program (YRRP) Invitational Travel Authorization (ITA) Policy

1. This personnel policy bulletin will go into effect immediately. This policy will remain in effect until rescinded or superseded.
2. Purpose: The Kansas Army National Guard's Service Member and Dependent Support Team (SMDST) will ensure that Designated Individuals receive appropriate pay and allowances for their participation. The pay status of Designated Individuals attending Yellow Ribbon events will be determined by the YRRP Program Manager and in accordance to funding guidance.
3. References:
 - a. Directive Type Memorandum (DTM) 08-029, "Implementation of the Yellow Ribbon Reintegration Program," 22 July 2008.
 - b. CNGBI 1801.01, "National Guard Bureau Policy and Implementation Guidance for the Department of Defense Yellow Ribbon Reintegration Program," 09 June 2014.
 - c. Department of Defense Instruction, DoDI 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)," 30 March 2011.
 - d. Joint Federal Travel Regulations (JFTR), Volume 1, Appendix E, 1 July 2014.
 - e. Initial Fiscal Year 2018 (FY18) Funding Guidance for ARNG Soldier and Family Support Division (HRS) Activities and Efforts, 3 October 2017.
4. ITA Eligibility:
 - a. Deploying Soldiers may invite up to a maximum of two (2) Designated Individuals to attend the Yellow Ribbon Event. The Designated Individuals will be placed on an Invitational Travel Authorization (ITA). Additional guests may be invited but will not be eligible for an ITA or rations.

(1) Designated Individuals eligible for ITAs include spouses, children, siblings, parents, or any person supporting 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 (1) year immediately before the Soldier entered the Kansas Army National Guard.

(2) The Yellow Ribbon Reintegration Program is not able to authorize travel reimbursement for the Designated Individual who is also a Service Member due to funding regulations.

(3) Travel reimbursement is only authorized for Support Members and/or Designated Individuals NOT the Service Member.

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

(4) Specific control measures will be listed indicating actions to be taken in the event of inclement weather that will affect road conditions. Any event or condition that alters the original mission parameters will require a new risk assessment implementing control measures to address the unexpected condition; with mission continuation approval granted at the appropriate level. The evaluation will address the Service Member and Designated Individual’s safety during any movement NLT 72 hours prior to the planned event.

a. Reimbursement for lodging could be reduced to a safe level conditional on the current situation of the inclement weather. The Yellow Ribbon Reintegration Program Manager will make the decision, contact the Unit Command, and registered Designated Individuals who meet the adjusted criteria. Mileage reimbursement will not change.

In-State Only	Distance from HOR** to Event Location	Travel Entitlement <u>1 day</u> Event – <u>Pre-Deployment</u> In-State Only
Designated Individuals	0-49 miles	Not authorized
Designated Individuals	50-149 miles	Mileage, partial per diem
Designated Individuals	150+ miles 1 night stay (day prior to event)	Lodging, Mileage, partial per diem

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OR		
In-State Only	Distance from HOR** to Event Location	Travel Entitlement 2 day Event – 30, 60 Post-Deployment In-State Only
Designated Individuals	0-49 miles	Not Authorized
Designated Individuals	50-149 miles 1 night stay (day of event)	Lodging, Mileage, partial per diem
Designated Individuals	150+ miles 2 night stay (prior and day of)	Lodging, Mileage, partial per diem

(1) Out of state travel is not authorized through the YRRP. Exceptions to Policy (ETP) are routed from the Unit Command through the KSARNG YRRP and will be submitted to ARNG Deployment Cycle Support Branch (ARNG-HRS-S) no later than 30 days prior to execution of the event.

c. ITAs are only available during "guest designated" events. A guest-designated event is defined as any event where Designated Individuals are invited to attend.

(1) Yellow Ribbon Events:

- (a) 60 to 90 days prior to mobilization "Pre-Deployment"
- (b) 90-120 days after Unit arrival in country "During Deployment"
- (c) Thirty days post deployment
- (d) Sixty days post deployment

5. Event Registration and ITA Processing:

a. Service Members or Designated Individuals must register prior to the Yellow Ribbon event on the Joint Services Support website:
<https://www.jointservicesupport.org/Events/Default.aspx>. 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 two (2) guests per deploying Soldier are authorized ITAs, all dependants that are planning to attend the event must be registered in Event Plus for the proper childcare planning requirements. All Designated Individuals attending Yellow Ribbon Events on an ITA are required to sign in at the start of the event and must attend the entire event.

b. Individuals eligible for ITAs must coordinate with the Yellow Ribbon staff in

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order to create and enter the individual's DTS profile based on the verified information submitted. The DD Form 1351-2 must be received by the Yellow Ribbon Staff during the event to ensure that travel reimbursement is distributed in a timely manner.

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

(1) A traveler must possess a current Social Security Number (SSN), or in the case of a foreign national, a nine (9) digit unique identification number (employee number).

(2) If the traveler has previously completed an ITA a modification of information is still needed, an updated ITA must be submitted to the Yellow Ribbon staff. The Yellow Ribbon staff will then verify and update the profile and create the travel authorization in DTS.

(3) If the invitational traveler has not previously traveled using DTS, the Yellow Ribbon staff will then create and enter the profile information based the DD 1351-2 and the Electronic Funds Transfer (EFT) information with checking account and routing information provided. The Yellow Ribbon staff will enter the profile and create the travel authorization in DTS.

(4) Electronic Funds Transfer payment is the only means of reimbursement. DTS can only make EFT payments to United States bank accounts. The Designated Individual who is authorized travel reimbursement will need to provide a valid routing and account information for their checking account.

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. Designated Individuals must use the contracted block lodging provided by YRRP when available. If the direct purchase of a hotel room is authorized for reimbursement by the YRRP, the hotel receipt must be in the name of the Designated Individual 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 selected hotel, 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. Designated Individuals 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. Travel reimbursement can only be allowed payment once. If the Designated Individual is traveling with a Service Member who is on IDT travel orders, the YRRP is not authorized to reimburse the Designated Individual.

c. Meals are reimbursed at the government per diem rate based on the event location if meals are not provided. 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.

8. Reimbursement Processing. If it is determined that a Designated Individual does not qualify for an ITA, the YRRP is not authorized to reimburse for the lodging. Upon completion of the event if preauthorized by the Yellow Ribbon Staff via phone call and email prior to the event, Designated Individuals will receive their vouchers (DD Form 1351-2) to complete the form and turn back into the Yellow Ribbon Staff. During the event, the Yellow Ribbon Staff will conduct a 10-minute brief to discuss the process for claiming travel reimbursement. The Yellow Ribbon Staff will remain available after each event to assist Designated Individuals in signing and dating the DA 1351-2 for voucher reimbursement.

9. The Yellow Ribbon Staff will validate ITA eligibility for reimbursement. Timeline could take around 6-8 weeks for payment.

10. Point of contact for this memorandum is the Yellow Ribbon Program Manager, CSM Jared K. Worley at (785) 646-1436 or via email at jared.k.worley.mil@mail.mil.

MARY F. NESBITT
State Family Program Director
Kansas National Guard

2 Encls.

1. Frequently Asked Questions
2. YRRP Mileage and Lodging Flow Chart

Frequently Asked Questions – KSARNG Yellow Ribbon Events

(Answers are subject to change based on Congressional action, NGB Guidance, Funding Status, and State Policy)

Q1. What is Yellow Ribbon?

A1. Provide Deployed Soldiers and their Families with sufficient information, services, referral, and proactive outreach opportunities throughout the entire deployment cycle. Simply put Yellow Ribbon is here to help Service Members and their Families transition smoothly through each phase of the deployment cycle. The YELLOW RIBBON REINTEGRATION PROGRAM is a congressionally mandated program outlined under Section 582 of the “National Defense Authorization Act.” All Service Members are REQUIRED to attend Pre-Deployment and Post-Deployment Events. Guests are HIGHLY encouraged to attend.

Content of events:

Pre-Mob – Youth Resources, Activities, and Support available during Mobilization, Financial Assistance, Support Groups, Health Insurance Information (TRICARE/US Family Health Plan), Counseling Services available, Legal guidance, DEERS (ID Card) verification, Financial Review, Service Members Civil Relief Act, Education Benefits, Family Support Group resources, Military OneSource, American Red Cross (Emergency Notification Procedures), Social Media Safety, and Community Support.

During Deployment – Updated Youth Resources, Activities, and Support, TRICARE Eligibility Changes (from deployment to the return home), Financial Resources, Legal Resources, Communication concerns, Comprehensive Fitness, Employment Resources, Community Support, and other content.

Post Deployment – Financial Review, Department of Labor Screenings and Briefings, Communication and Wellness Briefings, Healthcare Benefits, Community Support, Education Benefits Updates, Comprehensive Fitness, Vet Center Screenings, Employer Support of the Guard and Reserve, Resource Forum, Career Forum

Q2. When will I receive a confirmation email after registering for an event?

A2. When you register for an event, the website will automatically provide you a Reference Number that you must keep in case you need to make any updates to your registration. You will also receive an email automatically that states which event you signed up for and the confirmation number. ***You should check to ensure the email didn't get forwarded to your junk/spam folder.*** Once our Yellow Ribbon Team confirms you are a Soldier, and you have a legitimate reason to attend the event, we will confirm your registration and send you the address of the event. We may not confirm registrations until approx. 1 to 2 weeks prior to the event, so do not panic if you do not receive a confirmation email within the hour.

Q3. Will my travel expenses be covered?

A3. A “Family Member” or “Designated Individual” is authorized “1” Invitational Travel Authorization (ITA) for this event, Family Members includes spouse, children, parents, siblings, and/or significant others. The person handling your affairs/finances is the ideal person to attend the event with you. Below is an overview of the travel guidance applicable to each type of Yellow Ribbon Event based on the Soldiers’ home of record (HOR) based on Official Military Records:

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Pre-Deployment & During Deployment (1-Day Events approx. 6 hours)

*0 - 49 miles one-way: No travel authorization or reimbursement authorized, no lodging provided

*50 - 149 miles one-way: 1-Guest is entitled to mileage, tolls, and parking reimbursement.

*150 + miles one-way: 1-Guest is entitled to mileage, tolls, and parking reimbursement. Designated Individual is authorized 1-night of lodging (i.e. if event is on Saturday, you get a room Friday night).

Combined 30 & 60 Day Post Deployment (2-Day Events approx. 12 hours)

*0 - 49 miles one-way: No travel authorization or reimbursement authorized, no lodging provided (may be authorized Saturday night, upon NGB Approval)

*50 - 149 miles one-way: 1-Guest is entitled to mileage, tolls, and parking reimbursement. Designated Individual is authorized lodging on Saturday night

*150 + miles one-way: 1-Guest is entitled to mileage, tolls, and parking reimbursement. Designated Individual is authorized 2-nights of lodging (i.e. if event is on Saturday, you get a room Friday night).

*The Yellow Ribbon Team will not make individual lodging arrangements. Only 1-room is authorized for each Service Member with a Designated Individual. Lodging information will be sent out for the approved hotel location at government per diem rates.

****Only 1-Family Member/Designated Individual will be reimbursed. Service Member's are not reimbursed due to being in a Drilling Status. Commercial airfare, taxi/cab fare, and Rental car will only be reimbursed if it is less expensive than Private Owned Vehicle mileage reimbursement. By funding guidance we cannot reimburse anyone traveling from out of state.**

Service Members that do not bring a guest are not authorized reimbursement for travel through the Yellow Ribbon Reintegration Program.

Q4. Will I be eligible for a room at the Hotel?

A4. Refer to Q3 to see if you qualify for lodging. All lodging reservations are made by the Designated Individual and are paid by that Designated Individual to be reimbursed via the Invitational Travel Authorization (ITA). Every overnight guest will be required to present a personal credit card to cover any incidentals (movies, room service, etc...). If you do not have a credit card, most hotels will request a cash deposit or accept a debit card, which most likely will have an additional hold, placed on the card. You are responsible for paying for that room.

Q5. What if I need 2 hotel rooms?

A5. Each Soldier authorized lodging, as prescribed above, can only receive 1-room per night based on the reservation in Event Plus. If you have a large number of *dependent* children, we will review on a case-by-case basis to see if we can authorize a second room. If you are authorized for the second room, there needs to be at least 1 adult in each room. **Example:** *You will not be authorized a second room if you are bringing 4 parents, 3 siblings, 5 Friends, 8 Cousins, etc...*

If you do not register for your event, the Yellow Ribbon Team cannot guarantee you and your Family a hotel room, meals, youth services, or childcare.

Q6. How will I be reimbursed for travel?

A6. Your Designated Individual will be instructed to fill-out "1" travel voucher and a Defense Travel System form. We will also need your bank account / routing number.

Q7. Will we be provided any meals at the Event?

A7. *1-Day Event:* A Lunch will be provided.

2-Day Event: A Lunch on the first day and second day. If you are traveling over 150 miles each way, your Family Member/Guest will receive partial per diem to cover meals for the travel day(s) when they complete their travel reimbursement. Lunch Per diem will be deducted from the ITA.

Q8. Will there be childcare at Yellow Ribbon events?

A8. Yes, on-site and paid for by Yellow Ribbon, childcare is provided for YOUR children ages 0-5 years by licensed, and background checked professionals. The Kansas Army National Guard Yellow Ribbon Reintegration Program will offer age appropriate activities and deployment cycle support to YOUR children ages 6-18 years.

Q9. Do I need to include my children's names on the registration form?

A9. Yes, the Youth Coordinators need to collect data about your children for planning purposes, as well as data regarding allergies and other important information. Please fill out the Youth Registration Form found under "Downloads" tab, for each child you are bringing to the event and send it to our Youth Coordinator at: Kimberly.s.worley6.ctr@mail.mil, fax to (785) 646-1417, or mail to ATTN: KSARNG Service Support, 5920 SE Coyote Dr. Bldg. 670, Topeka, Kansas 66619. Documents will also be made available during registration.

Q10. Is there anything I should bring with me?

A10. Yes, bring a guest. Also, if you are bringing children, we recommend bringing diapers, snacks, change of clothes, pack and play, etc.

Q11. I am a Soldier. How will I be paid for attending the Yellow Ribbon Event?

A11. Soldiers attend the Yellow Ribbon Event in an IDT status. Your unit is required to submit you for drill pay for the event. If you are attending a Post-Deployment Event and are still on Title-10 status (while on leave), your Demobilization Station has provided you with additional day(s) of leave in-order-to reimburse you for attending a Yellow Ribbon Event while on leave. This means you were paid additional days that you must pay back if you do not attend the YR Event.

Q12. What is the uniform for the Event?

A12. Soldiers are working a drill weekend, uniform is OCP/ACU, Family Members should dress in business casual attire, take into account the environment of the event location and knowing there may be media present, dress appropriately.

Q13. Will I have the opportunity to get a new ID Card and/or Update DEERS?

A13. Maybe. Depending on the availability to obtain a working DEERS machine. You will need to bring documents applicable to the changes you want to make. See the below website for more information or to find another DEERS location.

<http://www.dmdc.osd.mil/rsl/appj/site;jsessionid=n1Y3S3TG0F5vz0YxY8Cln07dNrvhDJZmn1TR7rttf8nGRckbgglm!1317965576?execution=e1s1>

Q14. Will there be registration and training attendance required during the event?

A13. Absolutely, in order for reimbursement to occur all Service Members and Designated Individuals are required to attend the entire event. The YRRP staff will scan every person going in and out of the rooms to ensure all requirements are, being met IAW the DoD regulations and funding guidance.

Additional Questions can be answered by contacting the KSARNG YRRP Team by email or phone:
ng.ks.ksarng.list.yellow-ribbon-mail@mail.mil or (785) 646-1059

WE LOOK FORWARD TO SEEING YOU AT YOUR YELLOW RIBBON EVENT

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