



NATIONAL GUARD BUREAU

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NGB-SFSS

9 January 2009

MEMORANDUM FOR

The Chiefs of Staff of all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia
Military Personnel Office of all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia

SUBJECT: Army National Guard Soldier Family Support and Services Yellow Ribbon Operating Guidance

1. References. (DTM 08-29)

2. Purpose. It is the intent of the Army National Guard (ARNG) Yellow Ribbon program to provide a continuum of support throughout the Deployment Cycle. For the Program to be successful, states and territories must provide Soldiers and their Families with the same level of support throughout the nation. We must maintain the standard-of-care throughout the nation as we serve our returning warriors and their Families through the deployment cycle support. To that end, we are providing operation and event guidance until such time that official guidance be published.

3. Discussion

a. ARNG Yellow Ribbon events should be conducted at an off-site location such as hotels, convention centers, universities, or privately owned facilities. States are encouraged to seek out the best facilities that may be obtained using the per-diem rate. Simply stating an event is a Yellow Ribbon event does not make it so. Events that are deemed to be Yellow Ribbon events can be found in the Event Matrix, attached. In addition, states must balance the requirement of having the event in a place that is amenable to the Families with the public perception of a "cost-free" Family day. To that end, NGB-SFSS will not fund events if held at a theme or amusement park, on a cruise-line ship, or all-inclusive resort.

b. States may contract for event space, meals, lodging, child-care, audio/visual expenses and drayage fees. Other expenses will require an explanation-of-need when the event is requested. Any items funded must be paid and used in accordance with local command policy and law.

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c. Soldiers will be in an IDT status during events and ITO's will be prepared for Family members. Total Family members' ITO's must not exceed two Family members per Soldier attending the event. (Example; if 100 Soldiers are invited to the event; then 200 Family members in total may attend on orders) AGR Soldiers who are in the unit in the Deployment Support cycle who will be travelling traveling outside commuting distance will submit orders through their chain of command IAW local command policy.

d. Commanders may direct Soldiers and Families who live within the commuting distance to be housed at government expense if the mission dictates. However, States should plan to allow for travel time on the first and last day of an event thus mitigating the need for an additional night's stay prior to the event.

e. Yellow Ribbon Funds will pay invitational Travel orders for Family Members. No other Invitational Travel Orders are authorized; i.e. invited guests, speakers etc. States may request an additional day's invitational travel order for Family members/Soldiers who are over 150 miles one-way from the event.

f. States may request funding for purchase of support items normally rented for Yellow Ribbon events if the purchase cost would be less than the rental cost over a years use of that item. Examples of these support items include; AV equipment, travel cases, and public address systems. Items not included are buildings, office rentals, vehicles, motivational speakers, entertainers, disc jockeys, trailers, storage facilities, computers, televisions, game systems, cell phones, and cable television. This is not an inclusive list. If you have questions contact NGB-SFSS.

g. After Action Reviews (AAR's) are due NLT 30 days after the event. Failure to provide AAR's for past events will result in future funding requests being frozen and unfunded until AAR's are received. NGB-SFSS is under obligation to report these events to the Department of Defense.

h. A limited amount of National Guard Pay and Allowances(2060) for ADOS and states may request this via email, no form is required. In the request, States must list the number of Soldiers and Families to be supported, types of event (s) to be supported and a cost estimate. Requests must be for no more than 7 days to support events or a series of events. NGB-SFSS will not honor yearlong requests for ADOS support.

i. A quick reference, matrix of events is attached and outlines the maximum amount of days per event, who may attend and in what status for each type of event. In addition, the newest Yellow Ribbon funding request sheet is attached. A slide explaining the funding codes for the Yellow Ribbon program is attached as well.

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5. The point of contact is MAJ Scott Savage Branch Chief, NGB-SFSS, at DSN 501-9740, 703-607-9740, or scott.savage@us.army.mil.



ERIN THEDE
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Encls (4)
DTM 08-29
Event Matrix
Funding Request
Funding Codes