

**STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789**

NGOH-HRO

16 April 2013


**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Ohio Army National Guard Active Guard Reserve (AGR) Mission Travel Purpose and Late Authorization Requests**

1. Active Guard Reserve (AGR) mission travel funds support AGR Soldiers and Mobilization Augmentees performing their primary duties organizing, administering, recruiting, instructing and training Ohio Army National Guard forces. These funds also support AGR Soldiers and Mobilization Augmentees attending conferences or workshops pertaining to their normal full-time unit support duties.
2. Units should utilize the most appropriate funds consistent with the purpose of an AGR Soldier's travel including available training funds (Individual Duty Training/Annual Training), mobilization funds and other authorized funds, subject to program manager approval.
3. Soldiers and units must create, review and submit AGR mission travel authorizations to the AGR Office in the Defense Travel System (DTS), no later than five business days prior to the travel start date. Units submitting travel authorization requests less than five business days prior to the travel start date must include a written memorandum with compelling justification endorsed by the Battalion Administrative Officer and Major Subordinate Command (MSC) Administrative Officer to the Director of Human Resources (HRO). The HRO will disapprove late authorization requests without this memorandum (see Enclosure). Soldiers may not initiate travel without an approved DTS authorization.
4. Point of contact for this correspondence is the AGR Manager, MAJ Pete Rakowsky at 614-336-4222 or peter.i.rakowsky.mil@mail.mil.

**FOR THE ADJUTANT GENERAL:**

Encl  
as

  
**HOMER C. ROGERS, JR**  
COL, FA, OHARNG  
Director of Human Resources

**DISTRIBUTION:**  
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***"When Called, We Respond With Ready Units to Execute Federal, State and Community Missions"***

**UNIT LETTER HEAD  
UNIT LETTER HEAD  
UNIT LETTER HEAD**

UNIT OFFICE SYMBOL

DATE

MEMORANDUM FROM (*Requesting Unit*)

THRU (*Battalion Administrative Officer*) (*if applicable*)/(*MSC Administrative Officer*)

FOR The Adjutant General's Department, Director of Human Resources (NGOH-HRO), 2825 West Dublin Granville Road, Columbus, Ohio 43235-2789

SUBJECT: Late AGR Mission Travel Authorization Request

1. I request approval for the following late AGR mission travel authorization:

- a. Soldier Name:
- b. Purpose of Duty:
- c. Location and Dates of Duty:
- d. Mode of Transportation:
- e. Availability of GSA Vehicle, Meals and Lodging:
- f. Compelling Justification for late authorization: *State the reason for late request and corrective action to prevent future occurrence.*

2. Point of contact for this request is....

SIGNATURE BLOCK

Encl