

Guest OC and Non-OC Augmentee Information

1. Travel Arrangements for all:

a. Tasked units must coordinate with their respective financial sections to create a Work Breakdown Structure (WBS) to fund for the NTC rotation. Tasked Units will then provide the WBS to the RTU's G8 for funding.

b. As needed, tasked units will submit augmentee names via By-Name Roster (BNR) with SSNs (no dashes between numbers) RTU Budget Analyst NLT D-45. This is to facilitate funding the WBSs as well as cross organization as the last course of action (COA) if needed.

c. Tasked personnel need to have their Government Travel Credit Card (GTCC) activated prior to creating their DTS authorizations. All personnel must close their vouchers within 5 days of returning from events.

d. Point of contact for funding and transportation is the RTU S8 Budget Officer.

2. Travel Chartered Bus: IAW USARWHC travel guidelines for CTC rotations, tasked units within the USARWHC ground mileage limits that have fifteen or more augmentees from the same departing installation will utilize chartered buses. Charter bus arrival to the augmentee barracks is **NLT 1600 on the day prior to RSOI 1**.

3. Tasked units outside USARWHC's ground mileage limits for chartered bus travel will utilize chartered air. All contracted charter flights and ground transportation to and from NTC are bid through the same contract and are coordinated through the RTU BDE S8.

a. Travel Commercial Air: Units must request USARWHC to authorize non-charter, commercial air as an exception for travel. If approved, unit coordinators must contact the Unit's S8 to cross-org and fund for transportation. All Guest OCs and Augmentees will know their transportation plan to and from NTC prior to arrival.

b. **If non-charted commercial travel is authorized, Guest OCs and Augmentees can only arrive/depart from Ontario International Airport (ONT) on the day prior to RSOI 1.** Upon arrival, Guest OCs and Augmentees must proceed to the USO and be prepared to be picked up by an NTC contracted van or bus. Do not ask the personnel at the USO about the bus as they are not part of NTC and will not be able to answer your questions. Travel coordinators must ensure that **all flights arrive before 1600** to ensure the Guest OCs and Augmentees do not miss transportation. Ground transportation will arrive at the USO at 1600 and depart NLT 1800. Personnel who are delayed or do not meet the timeline described above must contact the current RTU BDE's LSA Mayor at (760) 380-7350 for transportation.

4. Qualifications and Requirements for **GOCs**:

a. **No Flags, Bars, or current/pending UCMJ action.**

b. **No profiles. Guest OCs must be able to perform field duties in the capacity assigned.**

c. Valid DA Form 5984E (driver's license): All Guest OCs must hand carry their **valid** DA Form 5984E. The license must authorize the M1097A2R1 (BBM) HMMWV and NVG training complete. Single occupant driver must be annotated on DA Form 5984E. The NVG Training stated on the license must match the model of the NVGs that is brought to NTC as part of the packing list.

d. Valid DD1610: All 1610s should have the following in the remarks block: government lodging is available; rental car is NOT authorized; Class I will not be provided, and full per diem rate will apply.

e. Activated Government Credit Card.

5. Accountability & Observer Controller Academy (OCA):

a. The OCA will occur on **RSOI 1 and 2 starting at 0745**. On day one, all personnel (Guest OCs and Augmentees) must report for accountability to the OCA; the status of each Soldier will be forwarded to his or her home station. Non-OC Augmentee personnel will be accounted for and assigned to the Warrior Team. Warrior Team (DIOC) Augmentee personnel are not required to attend the OCA.

b. All Guest OCs will attend the two-day OCA Integration and Safety Course, regardless of whether they are OC-certified by any other CTC or D.A. Agency. The OCA takes place at Bldg. 597, on 5th Street (**location subject to change; will be confirmed upon check-in at the barracks Sunday night**). After signing in with the OCA, do not proceed to coordinate with any OC/T teams; you will be assigned to a team by OPS GRP and link up will occur at a designated time.

c. The only exemption for attending the two-day OCA is those Soldiers who have previously attended the OCA **at Fort Irwin within the last year**. Upon arrival to the Academy, inform the cadre of recent attendance, and once verified you will be excused from the course.

6. Assignments:

a. **Guest OCs:** Upon completion of the OCA, OPS GRP will determine team assignments for all Guest OCs. Determinations are subject to rotational coverage requirements plus the availability of the required MOS/Branch. There are no pin-point Guest OC assignments. (unless Guest OCs are from First Army covering the CSSB)

b. **Warrior Team (DTC) Augmentees:** OIC or NCOIC POC for G2 Augmentees, upon arrival, call (760) 380-5870 or (760) 380-1998.

7. Equipment Requirements: See Packing List.

8. **Warrior Team (DTC) Augmentees** tasked for DTC/TAFF duties, IAW the BNR, must have a valid security clearance in their personnel records file. Process all clearance verifications via JPAS to SMO Code W4J9AA. Additionally, **Guest OCs** whose duty position and MOS that require a security clearance must possess and be current with the required level of security clearance. Guest OCs arriving without a valid and current security clearance will be returned to their parent unit and the tasked unit will have to find a MOS and rank-match replacement. **52ID G2 Augmentees** will arrive with operational SIPR tokens, when available.

9. Rations: Rations will not be available; per diem is authorized.

10. Billeting: Government billets are available. Lodging costs are not authorized, NTC provides all personnel with augmentation billets during the TDY' no other accommodation on-post or off-post is authorized. "Statements of non-availability" will not be approved nor provided.

11. Upon arrival, and while on TDY assignment, Guest OCs and Augmentees are not authorized to leave the boundaries of the NTC, except for official government business that has been previously coordinated and approved by OPS GRP and NTC. Exceptions will be routed through Team 07s to the DCOG for approval. Guest OCs will depart NTC by military coordinated transportation upon completion of mission.

12. Duty Hours/Uniform: OCA and the OC Team Senior Trainer will stipulate duty hours and uniform throughout the period of training.

13. Departure: Guest OCs and Augmentees will depart NTC **no earlier than 0530, on Regen 2.** Ground transportation and administrative time should be considered for scheduling return travel. Before departure from NTC, barracks must be swept and mopped with all trash and personal belongings removed. Failure to complete these requirements will delay departure. Guest OCs will depart from the augmentee barracks parking lot after the final barracks inspection is completed. **Return flights must be scheduled for after 1000 hrs.**

14. The point of contact for augmentee billeting can be reached at (760) 964-1593.

15. The NTC point of contact for any other information is the NTC G3 Plans Specialist, Mr. Timothy M. Barksdale at (760) 380-9089 (DSN 470-9089) or timothy.m.barksdale.civ@army.mil

DTOC Augmentee Packing List (minimum)

- Four sets of OCPs/ACUs with Patrol Cap
- Hygiene kit
- Military PT Uniform (Seasonal)
- Seasonal Cold Weather clothing
- Multiple combination Padlocks for Wall Lockers and Action Packers (wall locker hasp is small: 1/4" or 7mm)
- Civilian Attire for Commercial Transportation (several sets recommended)
- Sleeping Bag and Mattress Pad (barracks have no linen)
- Laundry items (Laundry facility is not free)
- Shower shoes
- Towels

Guest OC Packing List (minimum)

- Four sets of OCPs/ACUs with Patrol Cap
- Hygiene kit
- Military PT Uniform (Seasonal)
- Seasonal Cold Weather clothing
- Multiple combination Padlocks for Wall Lockers and Action Packers (wall locker hasp is small: 1/4" or 7mm)
- Civilian Attire for Commercial Transportation (several sets recommended)
- Sleeping Bag and Mattress Pad (barracks have no linen)
- Laundry items (Laundry facility is not free)
- Shower shoes
- Towels
- ACH with Cover and NVG Mount
- Night Vision Device. NVD Model **MUST** match driver license.
- MOLLE Vest, IFAK and two Small Arms Cases (Ammo Pouch)
- Goggles (Wind and Dust)
- Flashlight with Red Filter
- Rucksack (Frame Optional)
- Personal PPE with SAPI plates (**REQUIRED** for Live Fire Training Events)
- Military Gloves
- Poncho with Liner
- Global Positioning System (DAGR) or personal GPS system (many guests use their cell phone)
- Compass
- Military Driver's License, 5984E (License **MUST** reflect M1097 and single occupant driver)
- Army APEL Eye Protection - Smoke and clear lens (for day and nighttime driving)