

UTAH ARMY NATIONAL GUARD

Unit
Street
City, State, Zip

NGUT-Office symbol (UTNG PAM 25-29)

Date

MEMORNDUM THRU

Parent Organization

Higher HQ (as applicable)

NGUT-INT-G2,12953 Minuteman Drive, Draper, Utah 84020-1776

FOR NGUT-HRO-A, 12953 Minuteman Drive, Draper, Utah 84020-1776

SUBJECT: Request for OCONUS Leave

1. Request permission to take "Outside Continental United States" (OCONUS) Leave to (specific city, country), phone, between the dates dd month year and dd month year for the purpose....
2. I have conducted and received the required travel briefings and training per guidance from the G2 security Officer prior to my departure.
3. If you have any questions or concerns, please contact the undersigned at (XXX) XXX-XXXX cell, (XXX) XXX-XXX work or .mil email.

2 Encls

1. DA 31

2. Foreign Travel Form

FIRST MI LAST NAME

RNK, UTARNG

Title