



OKLAHOMA NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
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OKLAHOMA CITY OK 73111-4398  
(405) 228-5000 OR DSN 628-5000

POLICY MEMORANDUM  
NUMBER 13-14

7 March 2013

**PRIORITY OF USE FOR THE OKLAHOMA REGIONAL TRAINING INSTITUTE**

1. Purpose. To prescribe policy for the priority of use for the Oklahoma Regional Training Institute (NGOK-RTI).

2. In accordance with NGR 210-50, Paragraph 2-3, The Adjutant General (TAG) establishes policy for use of the NGOK-RTI facility. In the event the following does not determine a clear-cut case, TAG will be the final determining authority.

3. Priority of use shall be:

a. The Army School System (TASS) mission will take precedence over all training events for use of the NGOK-RTI facility. The only exception would be during state or federal emergencies. In the event that an Oklahoma National Guard (OKNG) entity should require the use of the NGOK-RTI facilities, non-OKNG users may be requested to accept other accommodations, or to arrange for an alternate location.

b. In the event of a state or federal emergency, the Deputy Chief of Staff of Operations (NGOK-OPS), in coordination with the State Resource Manager (NGOK-SRM), shall have right of first refusal for all areas of the facilities. Any user currently scheduled may be cancelled if the NGOK-OPS and NGOK-SRM determine a need for the facility. Non-OKNG users will be given the maximum time available prior to cancellation.

c. Other users will be allowed use of the facilities on a space-available basis. No legitimate user will be refused. It is incumbent upon users to plan in advance for their use of the facility. Last minute or late notification may result in non-availability.

d. Only NGOK-RTI personnel are authorized to coordinate use of the facility for other non-OKNG users, including state or federal users.

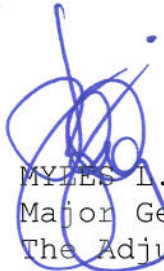
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e. Non-chargeable quarters are not available at the NGOK-RTI. A memorandum of understanding and agreement will be completed prior to the use of the facility for State Active Duty purposes. All Chargeable Transient Quarters (CTQ) fees will be paid for by the user upon check-in. For Inactive Duty Training (IDT) fatigue management purposes, the transfer of funds will be affected by the G4 office using Operational Tempo (OPTEMPO) funds. Units will be charged for rooms booked but not occupied. All non-military users and Soldiers not on published orders will pay the non-official user surcharge.

f. Effective upon publication of this policy, ALL non-OKNG users will pay for the use of the facility in accordance with established rates. Current rates are published on the NGOK-RTI website.

4. Policy Memorandum 09-41, Priority of Use for the Oklahoma Regional Training Institute, dated 1 October 2009 is superseded.

5. Point of contact is COL Curtis O. Bohlman at 405-475-1304 or Curtis.o.bohlman.mil@mail.mil.



MYLES L. DEERING  
Major General, OKARNG  
The Adjutant General

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