

Strength Maintenance Division (HRR) Initial Military Training Section



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EFFECTIVE: 15 JUN 2025

The Right Number, Right People, and Right Care equals Personnel Readiness

BOLC Orders Process Diagram

Classification FOUO

STEP 1:



College student joins ROTC and becomes a Cadet



STEP 2:



Cadet is selected for Army National Guard service and seeks Letter of Acceptance (LOA) from ARNG unit



STEP 3:



After LOA has been “executed” by National Guard state-level Officer Strength Manager (OSM), the Cadet contacts CMO for BOLC dates IAW the Org Chart listed above. NGB BOLC Section secures BOLC reservation for student.

Aviation and Cyber BOLC Students only:

PCS order (covering pay and travel) is cut by NGB BOLC Section covering pay and travel. Order is emailed directly to the student 45-60 days from report date.

All other (non-Aviation & Cyber) BOLC Students:

TDY order is cut by NGB covering pay and allowances only. DTS Travel is coordinated through State LDTA and or the LT's Unit Fulltime AGR Staff. TDY Order is emailed directly to the student 45-90 days from report date. The State is responsible for requesting travel order through DTS and will be granted access to the “FY## BOLC TDY TVL” Cross Org Line of Accounting (LOA) for funding by NGB.