



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
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ARLINGTON, VA 22202-3231

NGB-ARH

16 JUN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ARNG Citizenship Policy (NGB-ARH Policy Memo #05-042)

1. References.
  - a. Title 10 USC, Sec 3253, Army: Persons Not Qualified, 6 Jan 03.
  - b. AR 135-178, Enlisted Administrative Separations, 17 Oct 03.
  - c. Department of Defense Directive (DoDD) 1304.26 Qualification Standards for Enlistment, Appointment and Induction, 21 Dec 93.
  - d. National Defense Authorization Act (NDAA) FY04.
  - e. Presidential Executive Order 12369, 3 Jul 02.
  - f. NGR 600-200, Enlisted Personnel Management, 1 Mar 97.
  - g. NGB-ARH Memorandum, Enlistment Criteria Memorandum (ECM), 1 Feb 05.
2. Purpose. Provide the 54 States and Territories and the District of Columbia policy guidance regarding all non-citizen Soldiers by addressing the provision of expedited citizenship and the rescission of the "8 Year Rule".
3. Background:
  - a. Since the enactment of NDAA FY04, prior active duty service is no longer a prerequisite required for the expedited naturalization of National Guard Soldiers. Citizenship and Immigration Services (CIS) is processing applications for ARNG Soldiers under the expedited naturalization process and new law for the duration of the Global War on Terrorism.
  - b. Consistent with Army ALARACT Message 088-2005, this policy memorandum hereby rescinds the requirement to obtain US Citizenship within 8 years of service for enlisted members of the Army National Guard. As long as the applicant or PS Soldier is a US Citizen or a lawfully permanent resident alien and is otherwise qualified, he/she may enlist or reenlist without constraint. The language governing this change will be published in the next revision of all applicable ARNG regulations.

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4. Intent: States are encouraged to ensure all non-citizen Soldiers are provided the opportunity to receive the appropriate support to complete their citizenship application process, take advantage of the expedited naturalization program and obtain U.S. citizenship.
5. Guidance. For Soldiers who wish to obtain their citizenship state MILPOs are encouraged to establish procedures to maintain final review of all application packets leaving their State to ensure they are free of deficiencies and to track Soldier application packets. MILPOs should act as the single point of contact to CIS on behalf of their Soldiers to facilitate the processing of any additional requirements deemed necessary by CIS. Soldiers should be counseled on the potential impact on their careers, if they decide not to become citizens.
  - a. Pending Application. In order for Soldiers to be eligible for expedited citizenship, they must apply for citizenship as a Soldier, not as a civilian. It is critical that applications contain all the required documentation and are accurately completed. Ensure there are no outstanding requirements to complete the packet. If CIS is unable to locate a Soldier to correct packet deficiencies; award of citizenship can be severely delayed.
  - b. Security Clearance. Non-citizen Soldiers are ineligible to enlist in an MOS requiring a security clearance. As a matter of procedural precedence, when a Soldier is new to a unit (after graduation from Basic Training and AIT), do not attempt to request a security clearance. If the Soldier chooses to complete a citizenship application, a request for security clearance may complicate the application review process at CIS and could seriously delay award of citizenship.
  - c. Career Advancement. Soldiers may be ineligible for advancement in some MOSs, to the senior grade of MSG and above, and programs such as OCS, WOCS, and ROTC. All officers and SGMs are required to hold a security clearance.
  - d. I-551 Card (Alien Registration Card) Holder. By law, individuals must be lawfully and permanently admitted to the United States to be eligible for enlistment and may not enlist in an MOS requiring a security clearance. Additionally, aliens who have been admitted on a temporary basis, including student visas, are not eligible for enlistment.
6. Information. The Soldier's Guide to Citizenship Application outlines the procedures for Military Personnel Offices (MILPO) to serve as the local conduit to assist Soldiers with their applications and to coordinate with the U.S. Army Human Resources Command (USAHRC) as necessary to facilitate the process, whether or not the Soldier is deployed as directed by Department of the Army.
  - a. The Soldier's Guide to Citizenship Application can be accessed at <https://www.perscomonline.army.mil/tagd/pssd/ins.htm>. This guide provides an overview of the process and outlines the framework for customer support.

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b. The U.S. Citizenship and Immigration Services (CIS) provides background information on procedures, fees, forms, or statutes that may affect the application process. The CIS Guide to Naturalization and other references can be accessed from the CIS web page at <http://uscis.gov>.

7. The point of contact is MAJ Donna McDermott, NGB-ARH at DSN 327-3302, 703-607-3302, or email: [Donna.McDermott@ngb.army.mil](mailto:Donna.McDermott@ngb.army.mil).



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# U.S Citizenship and Immigration Services

## OVERSEAS MILITARY NATURALIZATION PROCESS

### Filing the Application

All applicants must first submit an Application for Naturalization, Form N-400, with all necessary supporting documents to the Nebraska Service Center (NSC). No fee is required. All military applicants for naturalization are strongly encouraged to work with their designated military point of contact (POC) in order to ensure that their application packet is properly completed and filed with the NSC.

### Requesting Overseas Military Naturalization Processing

After filing the application with the NSC, overseas military POCs should submit requests for overseas military naturalization processing (interview and swearing in) to the appropriate overseas USCIS office (See 'Who to Contact' below) using the attached form. This includes requests from soldiers who have already been interviewed for naturalization in the United States and who only need to take the Oath of Allegiance. Military members stationed overseas can also submit requests for naturalization directly to the appropriate USCIS overseas office. **Requests for overseas processing should not be sent to the NSC or to a USCIS district office in the United States. The appropriate overseas office must handle all such requests.**

### Who to Contact

- ↓ ASIA/PACIFIC: Requests for processing in Japan, Korea and other parts of East Asia, Southeast Asia, Pacific Islands and Australasia, should be submitted by E-mail to USCIS Seoul at: [CIS.Seoul@dhs.gov](mailto:CIS.Seoul@dhs.gov)
- ↓ EUROPE/MIDDLE EAST/AFRICA or SOUTH and NEAR ASIA: Requests for processing in Europe, the Middle East, Africa, or South Asia should be submitted by E-mail to USCIS Rome at: [Rome.Natz@dhs.gov](mailto:Rome.Natz@dhs.gov)
- ↓ LATIN AMERICA/CARIBBEAN: Requests for processing in Latin America or the Caribbean should be submitted by fax to USCIS Mexico City at: +52 555 080 2326

### To Obtain Status Updates

A military member should not attempt to obtain the status of an application until at least 90 days after filing the application with the NSC. Once processing at the NSC is completed, the file will be sent to an overseas USCIS office if the POC or military member has requested overseas processing. To check on the status of a case, the POC or military member should contact the appropriate USCIS overseas office.

### Completing the Naturalization Process Overseas

USCIS overseas offices will work on an ongoing basis with their respective military POCs, and directly with military members when appropriate, to schedule interviews and swearing in ceremonies. Those who are found at interview to be eligible for naturalization and who pass the government, history, and reading and writing tests will be sworn in as U.S. Citizens. While an interview is necessary in every case (unless the

military member was interviewed in the United States prior to being deployed) the taking of the oath may be done as part of a more formal swearing in ceremony or more informally immediately following the interview.

#### **When a Change of Duty Station Occurs**

Applicants who have requested overseas processing and who are subsequently moved to a new duty station, whether that duty station is overseas or in the United States, must notify the appropriate USCIS overseas office of their move and specify a new contact address. The USCIS overseas office will ensure that the applicant's case is transferred to the new location for processing.

#### **USCIS District Office Guidance**

District Offices that receive a request from the NSC for the A-file of a military naturalization applicant should comply timely with the request. If the District Office has confirmation that an applicant is located stateside, that office should notify the NSC Military Naturalization Unit that applicant is requesting the naturalization interview be conducted stateside.

When the applicant is stateside and the A-file is located at an overseas office, the District Office must contact the appropriate overseas office via E-mail, copy the NSC, and provide information relative to the timeframe for processing the case.

#### **Attachments**

Form: Request for Overseas Military Naturalization Processing



**U.S. Citizenship and Immigration Services**  
*Overseas Military Naturalization Program*

**Request for Overseas Processing**

If you are an active duty member of the U.S. Armed Forces currently stationed abroad, or you will be deployed overseas in the next few months, and would like to be processed for naturalization overseas, please complete and submit this form to the appropriate USCIS overseas office.

NOTE: Prior to requesting overseas processing, applicants must first submit an Application for Naturalization, Form N-400, with all necessary supporting documents to the Nebraska Service Center.

**Who to Contact?**

↓ **ASIAPACIFIC:** Requests for processing in Japan, Korea and other parts of East Asia, Southeast Asia, Pacific Islands and Australasia, should be submitted by E-mail to USCIS Seoul at: CIS.Seoul@dhs.gov

↓ **EUROPE/MIDDLE EAST/AFRICA or SOUTH and NEAR ASIA:** Requests for processing in Europe, the Middle East, Africa, or South Asia should be submitted by E-mail to USCIS Rome at: Rome.Natz@dhs.gov

↓ **LATIN AMERICA/CARIBBEAN -** Requests for processing in Latin America or the Caribbean should be submitted by fax to USCIS Mexico City at: +525-55-080-2174

***BY SUBMITTING THIS FORM, I AM REQUESTING TO BE INCLUDED ON THE LIST OF APPLICANTS FOR OVERSEAS NATURALIZATION PROCESSING.***

**LAST NAME, First name:** \_\_\_\_\_

**Date of Birth (mm/dd/yr):** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**U.S. Alien Registration Number:** A \_\_\_\_\_

**Branch of Service:** \_\_\_\_\_

**Current Duty Station:** \_\_\_\_\_

**Date of projected PCS to next duty station:** \_\_\_\_\_

**LIN Receipt No. or Date Packet Mailed to NSC:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_