



STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085

NGWV-TAG

NOV 29 2011

MEMORANDUM FOR Members of the West Virginia Army National Guard

SUBJECT: Memorandum of Instruction for Full-Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS), Counter Drug (FTNGD-CD), and Mobilization Augmentee (FTNGD-MA)

1. The proponent for this policy is NGWV-HRO-Z (Human Resource Office).
2. This policy is effective immediately and remains effective until rescinded or superseded.
3. Reference.
  - a. Memorandum NGB-ARH, dated 26 March 2009, subject: Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to 32 United States Code 502(f)(2), Other than AGR Duty/Counterdrug (AGR/CD). (NGB-ARH Policy Memo #09-014)
  - b. Memorandum NGB-ARH, dated 1 June 2009, subject: Guidance for Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) Duty. (NGB-ARH Policy Memo #09-009)
  - c. Memorandum NGB-ARH, dated 10 March 2009, subject: Guidance for Title 32 (T32) Full-Time National Guard Counter Drug (FTNGDCD) Program. (NGB-ARH Policy Memo #09-011)
  - d. WVARNG Yearly Training Guidance.
  - e. AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 June 1999.
  - f. AR 600-8-10, Leave and Passes, dtd 15 Feb 2006.
  - g. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), dtd 23 December 2004.
  - h. AR 40-501, Standards of Medical Fitness, \*RAR 002, dtd 23 August 2010.
  - i. NGR 37-111, Administration of Training and Special Work Workdays, 1 Mar 1989.

NGWV-TAG

SUBJECT: Full-Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS), Counter Drug (FTNGDCD), and Mobilization Augmentee (FTNGDMA)

4. Applicability. This memorandum of instruction concerns all Soldiers applying for Full Time National Guard Duty with the West Virginia Army National Guard for 30 days or more during FY 2012.

5. In order for Soldiers to begin a full time National Guard tour, individual Soldiers must coordinate with their current commander, as well as the place of duty in order to submit an application packet. The application check list, and all needed documents for a complete packet, are located on the WVNG HRO web site, at the following link:

<http://www.wv.ngb.army.mil/jobs/Transition%20Point/ADOS-FTNGD/default.html>

a. All packets for FY 2012 must be emailed to [wvarngj1.hro@us.army.mil](mailto:wvarngj1.hro@us.army.mil) or dropped into the shared folder on the Public drive P:\Departments\ADOS Public Files\FY12 FTNGD Packet Drop. The parent unit will submit individuals for orders (using AFCOS). **(NOTE: Orders will not be approved on Soldiers without approved FTNGD packets.)** Units will be notified by the HRO-AGR regarding the status of the application packets, through the server, and by the G3 regarding the approval of orders. All approved packets will be annotated on the TAG Server. Orders will not be authorized by the G3 without an approved FTNGD packet. The unit may request temporary orders for no more than 30 days to allow for packet processing, completion, or medical clearance. This will be permitted on a case by case basis with coordination between HRO-AGR, G3, and Unit.

b. All orders will end 29 September or the last working day of month. Orders will not stop or start on a Saturday or Sunday. Supervisors must track and enforce subordinate's leave schedule throughout the FY. Leave will be taken, and submitted IAW AR 600-8-10 and the procedures outlined in paragraph 6k of this memorandum.

6. The basic requirements for FTNGD tours are the following:

a. A current (within 60 days of duty) Periodic Health Assessment (PHA). Prior to initiating active duty orders for more than 30 days, the National Guard Soldier's must have a valid periodic health assessment and must have no outstanding medical issues that require follow-up, To include a temporary profile (DD2249). Soldiers must meet the Army medical retention standards IAW chapter 2, AR 40-501, NGB-ARH Policy Memo #09-009, NGB ARH Policy Memo #09-011, and NGB-ARH Policy Memo #09-014. It is the responsibility of the Soldier and the Unit to schedule a PHA. Contact LTC Donald Kersey, 304-561-6466 or via email, [donald.kersey@us.army.mil](mailto:donald.kersey@us.army.mil), in order to establish your appointment. MEDCOM may establish time periods to complete PHAs during the FY. Coordination to attend these established appointments is between MEDCOM, the Soldier, and the Unit.

NGWV-TAG

SUBJECT: Full-Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS), Counter Drug (FTNGDCD), and Mobilization Augmentee (FTNGDMA)

b. MOS Qualified. Soldier MOS Qualification is essential to the readiness of the WVARNG. In order to serve on FTNGD, Soldier must be MOS Qualified in the MTO&E or TDA position in which they serve, or must have a current reservation as of the date of the order. Officers must be qualified in his/her functional area and Warrant officers in their MOS.

c. The Soldier must not be under a suspension of favorable personnel actions per AR 600-8-2.

d. APFT Requirements. Soldiers must have passed an APFT within the last 6 months of starting duty and are responsible for taking an APFT as required.

e. Height/Weight Requirements. It is a Soldier's responsibility to maintain proper height and weight standards in accordance with AR 600-9. Soldiers who do not meet ht/wt and APFT standards are subject to FLAG actions, and may be subject to separation from the WVARNG. Both the supervisory chain as well as the Soldier's unit of assignment must work together to ensure the Soldier meets all military requirements. Soldiers will be counseled by the supervisor of failure to meet standards, and a plan will be put in place to help the individual meet his/her fitness goals.

f. Soldiers selected for a tour must live within local commuting distance (normally 50 miles) of the duty location as per diem will not be dispersed.

g. Training. Soldiers selected for FTNGD will attend annual training and drill with their units of assignment in accordance with Commander-Soldier Memorandum of Understanding.

h. In/Out Processing. Soldiers will in process and Soldiers will out process prior to the start and end date of tour orders. All in/out processing will be established by the DCSPER in conjunction with the HRO. In processing will be scheduled on a quarterly basis at a minimum. Dates for in processing will be published by the G3 and posted on DCSOPS at a glance. Soldiers are responsible for attending an in processing session.

i. Soldiers, who have been on orders for 90 consecutive days or more, will receive a DD 214. For tours covering less than 90 consecutive days they will obtain a DD 220 Active Duty Report. DD 214s will be completed by appointment. Due to the high volume of DD 214s which must be completed, individuals must request an appointment to complete their DD 214 not less than 30 days prior to the conclusion of orders. Soldiers will contact HRO-AGR-Transition Point, 304-561-6682 or 304-561-6789, in order to make an appointment for the DD 214. All other out processing will be completed by individuals prior to the conclusion of active duty orders.

NGWV-TAG

SUBJECT: Full-Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS), Counter Drug (FTNGDCD), and Mobilization Augmentee (FTNGDMA)

j. Leave. Soldiers on FTNGD tours will take all earned leave prior to the end of tour. Day to day supervisors of Soldiers on active duty tours will maintain a local leave log of days earned and taken by individuals. Leave will be approved/disapproved based on the guidelines outlined in AR 600-8-10. **Supervisors will counsel individuals in writing of this requirement.**

(1) It is an individual's responsibility to ensure all leave is taken prior to the end of the tour. Orders will not be extended for the purpose of taking leave.

(2) Leave will not be sold at the end of the tour due to the end of year funding liability. Supervisors will be held accountable under the anti-deficiency act.

(3) The G-1 will track all FTNGD-OS leave. A FTNGD-OS leave folder will be located on the P-Drive for visibility by the parent unit, the FTNGD-OS unit, the G-1, the G-3, and MILPAY. Manual DA 31s with a current LES will be submitted to the G-1 via this P-Drive folder ensuring transparency throughout the process. The G-1 will report the accumulated leave status of all FTNGD-OS to the Chief of Staff by the first of every month.

k. In the event that the Soldier's unit of duty and unit of assignment are different, the separate entities will coordinate and maintain communication regarding the Soldier's status. All adverse actions regarding the Soldier's performance or regarding a specific incident will be reported to the Soldier's unit commander immediately for appropriate action.

l. Awards. Soldiers on FTNDG are eligible for awards, and when earned, should receive them prior to the completion of their tour. Awards should be processed by the daily supervisor, in coordination with the Soldier's unit and military chain of command. Awards will be annotated on the DD 214.

m. Evaluations. Soldiers will be counseled in writing as to their daily duties and there will be a reasonable expectation of completing their daily duties. Daily supervisors will provide a letter of input to the military chain of command prior to the completion of OERs, NCOERs, and DA Form 4100.

n. Drug Testing. 100% drug testing is required for all members on FTNGD. Commanders will be held responsible for ensuring members of their command comply with this requirement. Soldiers who test positive on a drug and alcohol test will be released from FTNGD and are subject to separation from the WVARNG.

o. Soldiers (not to include FTNGDCD) will not serve 6 years of consecutive active duty orders without a break of 31 days or greater unless waived by The Adjutant General for NGB final approval.

NGWV-TAG

SUBJECT: Full-Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS), Counter Drug (FTNGDCD), and Mobilization Augmentee (FTNGDMA)

p. The cumulative periods of FTNGD-OS and FTNGDMA performed by the member exceeding 1,095 days in the previous 1,460 days (4 years) are accountable against active strength (AGR). This is a rolling 4-year window that looks back at the most recent 1,460 days. Soldiers who will exceed 1,095 days (3 years) in a 4 year period will require a waiver in order to be placed on duty. The waiver must be submitted through the chain of command to the HRO 30 days prior to the individual starting an initial or a subsequent FTNGD order. All waivers must be approved before the Soldier starts an order.

q. Soldiers who will meet or exceed 18 years of active service during duty must request a waiver through the chain of command prior to going on active duty orders. This waiver must be submitted through the chain of command and arrive to the HRO prior to the individual meeting 17 years and 6 months of active service. The HRO will then prepare the packet for a waiver to National Guard Bureau. Applications for FTNGD must arrive six months prior to the individual achieving 18 years of active federal service (AFS) to HRO.

#### 7. Coding.

a. For accounting purposes, Soldiers will have a basic active service date (BASD) established in Real Property Asset Management and Total Army Personnel Database.

b. The active status program designator code (as indicated below) will be used to identify Soldiers and their status in the Standard Installation/Division Personnel System:

FTNGD-OS other than AGR Duty/Counter Drug: "6"

FTNGD Counter Drug: "5"

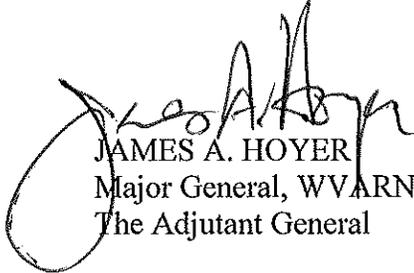
FTNGD Mobilization Augmentee: "R"

8. The attached checklist details the administrative requirements of submitting packets.

9. Point of contact for this memorandum is NGWV-HRO-AGR (AGR Manager), 304-561-6683 or 304-561-6424.

3 Encls

1. FTNGD Checklist
2. Sample Request Memo
3. Sample MOU

  
JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General