



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

NGWV-TAG

05 February 2013

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 This policy is effective immediately and remains effective until rescinded or superseded.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 October 2012.
  - h. AR 40-501, Standards of Medical Fitness, \*RAR 003, dtd 4 August 2011.

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.

5. For Soldiers to begin a full time National Guard tour, individual Soldiers must coordinate with their current Commanders, as well as the place of duty to submit an application packet. The application check list, and all required 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 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. 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 from the HRO. 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 no later than 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 Soldier must have a valid periodic health assessment, and must have no outstanding medical issues requiring follow-up, or 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 ARII 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. 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.

b. MOS Qualified. Soldier MOS Qualification is essential to the readiness of the WVARNG. To serve on FTNGD, a Soldier must be MOS Qualified in the MTO&E or TDA position in which he/she serves, or must have a current ATRRS reservation as of the date of the order. Officers must be qualified in their functional areas and Warrant officers in their MOS's.

NGWV-TAG

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

- c. The Soldier must not be under a Suspension of Favorable Personnel Actions (FLAG) 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 IAW 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 their supervisors of failure to meet standards; and a plan will be initiated to assist the individuals in meeting their fitness goals.
- f. Soldiers selected for a tour must live within local commuting distance (up to 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 IAW Commander-Soldier Memorandum of Understanding.
- h. In/Out Processing. Soldiers will in process and out process prior to the start and end dates 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 in-processing sessions.
- 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, a DD 220 Active Duty Report will be issued. DD 214s will be completed by appointment. Due to the high volume of DD 214s which must be completed, individuals must request appointments 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 304-561-6679, to make appointments for the DD 214s. All other out-processing will be completed by individuals prior to the conclusion of active duty orders.
- 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.

NGWV-TAG

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

(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) Leave will be processed using the online leave tracking system at the following link: <https://ftsmcs.ngb.army.mil/protected/LeaveLog/Default.aspx>. Supervisors will be responsible for leave approval/disapproval IAW provisions outlined in AR 600-8-10.

k. In the event 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 the reasonable expectation of completion of those 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 4 years of consecutive active duty orders without a break of 31 days or greater, unless waived by The Adjutant General for NGB final approval.

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 reviewing the most recent 1,460 days. Soldiers who will exceed 1,095 days (3 years) in a 4 year period will require a waiver to be placed on duty. The waiver must be submitted through the chain of command to the HRO 30 days prior to the individual beginning an initial or a subsequent FTNGD order. All waivers must be approved before the Soldier starts an order.

NGWV-TAG

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

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 FTNGD 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 to HRO six months prior to the individual achieving 18 years of active federal service (AFS).

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 statuses in the Standard Installation/Division Personnel System:

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

FTNGD Counter Drug: "5"

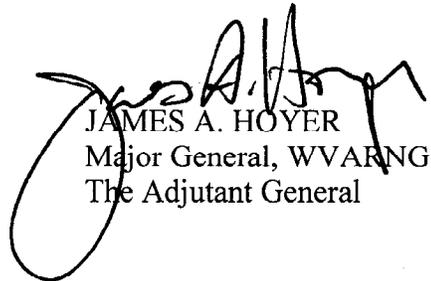
FTNGD Mobilization Augmentee: "R"

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

9. Point of contact for this memorandum is NGWV-HRO-AGR (AGR Manager), 304-561-6679 or DSN 623-6679.

3 Encls

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

  
JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General

# West Virginia Army National Guard FTNGD Packet Checklist

References: NGB-ARH Policy Memo #09-014 dated 26 March 2009, NGB-ARH Policy Memo #09-009 dated 1 June 2009, NGB-ARH Policy Memo #09-011 dated 10 March 2009.

FTNGD-OS or FTNGDCD or FTNGDMA (**circle one**) requested for:

Name:

Home/M-Day Unit:

Mission/Duty Unit:

\_\_\_\_\_ Request Memorandum for Full-Time National Guard Duty (FTNGD) from SM M-Day unit, example on HRO web site  
*Soldier must have more than 6 months time in service remaining*

\_\_\_\_\_ Application for Active Duty for Training  
DA Form 1058-R (2 pages), dated July 1993, to include signatures in blocks 21a & 21b, 22, 23, 24, 35e & 35f, 36a-36d

\_\_\_\_\_ Checklist for determining approval authority (**if applicable**)  
NGB Form 1058-1R, dated July 02 (*required for all Soldiers with 17 or more years of Active Federal Service*)

\_\_\_\_\_ Retirement Point Accounting Statement (RPAS)  
NGB Form 23A/23B, Failure to disclose pertinent information not coded on NGB Form 23A/23B may be grounds for release from the program

\_\_\_\_\_ AFCOS Orders Query "Mandatory History Print Out"  
Indicating all duty from 24 October 2004 to present  
If more than 6 years of cumulative service, a waiver is required  
*AFCOS PRINT OUT INSTRUCTIONS ARE ON THE HRO WEB SITE*

\_\_\_\_\_ Army Physical Fitness Test Score Card  
DA Form 705, dated June 1999  
Validate passing APFT within 6 months of orders start date. Must have go/no-go checked for height/weight and body fat%, NCOIC/OIC signature, and all other fields complete. Soldiers with a profile must include a copy of a current DA Form 2239.

\_\_\_\_\_ Body Fat Content Worksheet (**if applicable**)  
DA Form 5500(male) dated Aug 2006 or DA Form 5501(female) dated Aug 2006

\_\_\_\_\_ Soldier **does not** appear on the current Flagged Personnel Report  
(if Flag removal is pending, provide a completed DA Form 268)

West Virginia Army National Guard FTNGD Check list, cont.

- \_\_\_\_\_ Verification of Security Clearance/JPAS Statement (**if needed for duty position**)  
Unit will obtain a JPAS Statement thru the security manager at BN or BDE level
- \_\_\_\_\_ Memorandum of Understanding  
To establish parameters for participation in unit IDT and AT activities, signed by Soldier and Commander
- \_\_\_\_\_ Statement of Service (**if applicable**)  
DA Form 1506, dated Aug 1987  
*For those with 17 years, or more, of prior active service*  
Soldier must account for all prior service when applying for FTNGD. Failure to do so may result in early termination

**All Medical requirements listed below must be met prior to submitting the FTNGD packet. For IMR updates, to include HIV tests, Periodic Health Assessments (PHA), pregnancy tests, and any other medical related issues, contact MEDCOM.**

- \_\_\_\_\_ Individual Medical Readiness (IMR) Print Out from MODS/ MEDPROS  
PHA and PULHES must be dated within 60 days of orders start date  
MODS website: <http://www.mods.army.mil/>
- \_\_\_\_\_ HIV test must show green in MODS, dated within 2 years of orders start date
- \_\_\_\_\_ Pregnancy test must show NEGATIVE results on IMR (Within 15 Days of order Start date)
- \_\_\_\_\_ Soldiers with permanent 3 or 4 in the PULHES, who meet the medical retention standards as outlined in AR 40-501, must have completed an MOS Medical Retention Board (MMRB) IAW AR 600-60 to apply for FTNGD. The MMRB must have awarded a recommendation stating the Soldier will be "retained in his/her current primary MOS"

Packets are for assignments of 31 days or more. If a packet is incomplete, a non approval letter will be sent to the Soldier's unit informing the unit of what is needed to approve the packet. This checklist, and all documents, must be emailed to [wvarngj1.hro@us.army.mil](mailto:wvarngj1.hro@us.army.mil). Contact TSgt Jeremy Maynor at 561-6425 or e-mail [jeremy.l.maynor.mil@mail.mil](mailto:jeremy.l.maynor.mil@mail.mil) for assistance.

**NOTE: M-Day Unit POC, with contact number, is required or packet will be returned.**

POC/Reviewer: \_\_\_\_\_

POC Phone: \_\_\_\_\_

MEMORANDUM THRU (your chain of command)

FOR HRO-AGR Section

SUBJECT: Request for Full-Time National Guard Duty Operational Support (FTNGD-OS) or FTNGD Mobilization Augmentee or FTNGD Counter Drug Tour (**USE APPLICABLE SUBJECT HERE**)

1. The purpose of this memorandum is to request a tour of FTNGD-OS. (**INPUT APPLICABLE TOUR TYPE HERE**)
2. Upon receipt of State/DARNG approval, the following Soldier will be placed on orders from 250110(DDMMYY) thru 250610(DDMMYY) (104 days) (# OF DAYS), subject to the availability of funds, per guidance for FTNGD.
  - a. Name/Grade/SSN: Doe, John/ E-5/ 123-12-1234
  - b. ETS: 19 July 2012
  - c. Mission: Administrative Support for 771<sup>st</sup> TC BN
  - d. Last Break in Active Service of 31-days or more: 11 August 2007 thru 05 Nov 2007 (86 days)
  - e. Duty Status: Soldier is/is not currently in a technician status.(**CIRCLE “IS” OR “IS NOT”**) (**IF SOLDIER IS A TECHNICIAN, A WAIVER THRU THE ARMY CHIEF OF STAFF, THRU HRO IS REQUIRED, FOR THE ADJUTANT GENERAL’S SIGNATURE.**) *example on HRO website*
  - f. M-Day Duty Position/M-Day Duty MOS: Personnel Specialist / 42A
  - g. M-Day Unit of Assignment: JFHQ, Charleston, WV
  - h. Justification: SGT John Doe will provide administrative and clerical support for the S-1 section of 771<sup>st</sup> Troop Command Battalion. Duties will include:
    - (1) Using IPERMS to upload documents into the system
    - (2) Supporting day- to- day S-1 operations

3. The above listed Soldier does not have more than 17 years of active federal service, and does not require a waiver for the 1,095 day rule; therefore he/she is eligible for FTNGD-OS, and is within the guidelines of NGB-ARH Policy Memo # 09-014, NGB-ARH Policy Memo #09-011, NGB-ARH Policy Memo #09-009, and NGB-ARH Policy Memo # 06-023.

4. POC for this memorandum is TSgt Jeremy Maynor at (304) 561-6679, or e-mail jeremy.l.maynor.mil@mail.mil (**INPUT M-DAY UNIT RDNCO/POC**)

# Enclosures

1. Request Memorandum
2. DA Form 1058-R
3. DA Form 1058-1R (if applicable)
4. NGB 23A (RPAS)
5. AFCOS Orders Query
6. DA Form 705
7. Cert of ht/wt
8. (DA Form 5500/5501, if applicable)
9. Verification of security clearance  
(if applicable)
10. MOU
11. DA Form 1506 (if applicable)
12. IMR Print Out

JESSE JAMES  
CPT, WVARNG  
Commanding

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
NAME OF COMMANDER AND NAME OF SOLDIER**

SUBJECT: Participation in Inactive Duty Training and Annual Training and Unit Activities

1. References: NGB-ARH Policy Memo #09-014, NGB-ARH Policy Memo #09-011, and NGB-ARH Policy Memo #09-009.
2. Purpose: To establish guidelines for participation in Inactive Duty Training (IDT), Annual Training (AT), and unit activities.
3. Problem: Possible conflicts between FTNGD duties and responsibilities, IDT and AT.
4. In accordance with the above reference, it is understood Soldiers on Full-Time National Guard Duty may agree to participate in IDT, AT and Unit activities. They may volunteer to attend/ participate in IDT, AT and Unit activities. In the event a Soldier volunteers and The Adjutant General authorizes the Soldier to attend IDT or AT, the following requirements will be met and adhered to:
  - a. Reimbursement for travel expenses and/or per diem for the Soldier's voluntary participation in IDT or AT is not authorized.
  - b. The Soldier will not receive compensation in addition to FTNGD pay and allowances (other than bonuses).
  - c. Sponsors will ensure the FTNGD project will take precedence over IDT or AT to ensure the mission is completed as funded, and fiscal responsibilities are met.
5. The undersigned agrees to the following understandings and agreements:
  - a. **SOLDIERS RANK AND FULL NAME** volunteers to attend all IDT and AT training not conflicting with his/her FTNGD duties and responsibilities.
  - b. Reimbursement for travel expenses and/or per diem for the Soldier's voluntary participation in IDT and/or AT is not authorized.

05 February 2013

SUBJECT: Participation in Inactive Duty Training and Annual Training and Unit activities

c. The Soldier will not receive compensation in addition to FTNGD pay and allowances.

2. POC for this memorandum is UNIT NCOIC/OIC at UNIT PHONE #.

CO FULL NAME  
CO RANK, WVARNG  
Commanding

SOLDIER FULL NAME  
SM RANK, WVARNG  
SM TITLE

DATE SIGNED

DATE SIGNED