



State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

JFHQ-HRO-COS

28 January 2010

MEMORANDUM FOR Members of the West Virginia Army National Guard

SUBJECT: Memorandum of Instruction for Full-Time National Guard Duty (FTNGD) In Processing

1. 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/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 #09-011)

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, dated 15 February 2006.

2. Applicability. This memorandum of instruction concerns all Soldiers who are serving, or will serve, on Full-Time National Guard Duty (FTNGD) with the West Virginia Army National Guard for 90 consecutive days or more during FY10.

3. The HRO combined with the Army G1, will host in processing for Soldiers who are on Full-Time National Guard Duty, or will be during FY10, and have not attended in processing this FY. In processing is for personnel who will serve on orders for 90 consecutive days or more during FY10, and is scheduled for 24 February 2010 at JFHQ, in the War Room, from 0900-1500.

JFHQ-WV-COS

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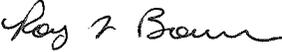
4. Attached is the current roster of Soldiers scheduled for attendance. Administrative personnel are directed to contact the POCs listed in paragraph 6 to make any additions to the roster. A maximum of 90 personnel may register for in processing.

5. All Soldiers who had a break in their orders between FY09 and FY10, but did not out process through the Transition Point on 31 August 2009 – 3 September 2009 should bring a copy of their FY09 orders, to include all amendments, and any supporting documents (awards, promotion orders, etc.) earned during the FY09 orders dates, so a DD Form 214 can be completed for the Soldier.

6. The POC for this memorandum is MAJ Wood at 304-561-6424, or SPC Stonoff at 304-561-6682.

FOR THE ADJUTANT GENERAL:

2 Encls
1. Agenda
2. FTNGD Reservations


ROY L. BOURNE
COL, FA, WVARNG
Chief of Staff

FTNGD-OS
IN PROCESSING AGENDA
24 February 2010
War Room

- 0900 Welcoming Comments, FTNGD updates, and Review of Hand Outs – MAJ Wood
- 0915 TRICARE (Dental, Vision, Sign-up, Information Briefing, etc.) – Mr. Colagrosso
- 0930 DEERS - SGT Willard
- 0945 FAMILY PROGRAMS – MAJ Martin
- 1000 VETERAN’S PROGRAMS – Mr. Dan Searles
- 1015 BREAK
- 1045 EDUCATION (G.I. Bill Benefits, Tuition Assistance, Bonus, etc) - SSG Rhodes
- 1100 RPAM Statement Overview - SFC Pollack
- 1115 SAFETY – COL Runyon/CW4 Smith
- 1130 LUNCH
- 1230 G3 (ATTRS, JOC, Distance Learning, Ammo/Training, Leave Processing) – SGM Combs
- 1245 R&R (GRAP, Program Updates, Strength Maintenance Briefing) – SFC Jewell/SFC Wilkinson
- 1300 J6 (Required Training, E-Mail Accounts, Distribution List(s), TRACK IT, etc.) – SGT Kidd
- 1315 BREAK
- 1330 EANGUS – SSG Pridemore
- 1345 THRIFT SAVINGS PLAN & DD Form 214 - SPC Stonoff
- 1355 LEAVE PROCESS & FINANCE/PAY - MAJ Wood
- 1410 Q & A

** As personnel arrive they will be checked in at the sign-in tables, receive their RPAM statements and hand outs