

FTNGD-OS/OTD/AT and ADOS INFORMATION BRIEF

To be filled out (initialed, signed and dated) by the Soldier applying for orders and reviewed and signed off by an approved MACOM rep in the Soldiers command.

Soldiers in an Active Duty status for more than 30 days are entitled to leave and benefits. Soldiers should take advantage of these entitlements. Soldiers will use their chain-of-command. Below is information to assist Soldiers in securing these entitlements.

_____ Soldiers will contact the Personnel Service Branch (PSB) to update the DEERS system and for issuance of Active Duty ID Cards. DEERS enrollment status is the key to securing benefits. Contact the PSB for appointment by calling (801) 432-4337. DEERS information is available at 1-800-538-9552.

_____ Soldiers on Active Duty status for any length of time greater than 30 days qualify for medical benefits through TRICARE. These Soldiers should insure that they and their families are properly enrolled and understand these entitlements. Soldiers and their families who wish to know more about TRICARE enrollment and benefits should schedule an appointment with G1 Medical at 801-432-4922.

_____ Soldiers on Active Duty are authorized leave at a rate of 2.5 days per month. This leave must be used during the period of the order. Orders will not be extended for the purpose of using leave.

_____ Soldiers who serve for 90 or more consecutive days should receive a DD 214 for this period of Active Duty. Request the DD 214 only if there is a break in Title 32 full-time service. Email the request to: NGUTHRO-MILPERS@ng.army.mil. Put "Request for DD214" in the SUBJECT LINE.

_____ Soldiers who serve for 89 or less consecutive days should receive a DD 220 for this period of Active Duty. Request the DD 220 only if there is a break in Title 32 full-time service. Email the request to: NGUTHRO-MILPERS@ng.army.mil. Put "Request for DD220" in the SUBJECT LINE.

_____ FTNGD-OS/OTD/AT & ADOS are not career programs. It is intended to meet immediate mission requirements and Soldiers can be separated at anytime due to mission requirements funding changes or reasons dictated by the command.

_____ Soldiers serving in an Active Duty status are required to take a 31 day break in active duty service prior to reaching six years of service. NGB Policy Guidance (PPOM 13-020 para 18a.) states a Soldier who has completed 4-or-more continuous years of active service should not be considered for orders without having at least a 31-day break.

End Date of last 31 day break _____ . (MUST BE FILLED OUT)

_____ Questions concerning FTNGD-OS/OTD/AT & ADOS tours and benefits can be directed to the AGR Branch in HRO at 801-432-4315 or at the email address listed above.

I have read and understood the above references with regards to my FTNGD-OS/OTD/AT or ADOS tour.

Soldier name (legibly print or type) _____ Phone _____

Soldier's signature _____ Date _____

MACOM Rep name (legibly print or type) _____ Title _____ Phone _____

MACOM signature _____ Date _____

MACOM Representative is from the Soldiers unit, not the MACOM providing the order, although sometimes they are the same. See HRO FTNGD/ADOS website for a list of approved MACOM representatives who can sign this block.