NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
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ARNG-HRH

MAY 16 2013

MEMORANDUM FOR The Adjutants Generals of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to Title 32 United States Code, Section 502(f), other than Active Guard and Reserve (AGR) Duty/Counter-Drug (CD) (ARNG-HRH Policy Memo) (PPOM #13-020)

1. References.

a. AR 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus, 17 Aug 12.

b. Army Regulation (AR) 40-400, Patient Administration, 27 Jan 10 (Rapid Action Revision [RAR], 15 Sep 11).

c. AR 40-501, Standards of Medical Fitness, 14 Dec 07 (RAR, 4 Aug 11).

d. AR 600-8-10, Leaves and Passes, 15 Feb 06 (RAR, 4 Aug 11).

e. Army Directive 2012-18, Military Occupational Specialty Administrative Retention Review (MAR2), 23 Aug 12.

f. Army G-1 Personnel Policy Guidance (PPG), last updated 11 Feb 13.

g. Chief National Guard Bureau Instruction 1302.01, Guidance for Members Performing Duty under the Authority of Title 32 USC Sec 502(f), 12 Apr 12.

h. Memorandum, NGB-ARH, 26 Mar 09, 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 Active Guard and Reserve (AGR) Duty/Counterdrug (AGR/CD) (NGB-ARH Policy 09-014).

i. Memorandum, HQDA, SAMR-PO, 21 Feb 08, subject: Policy for Management of Reserve Component Soldiers on Active Duty for Operational Support and Full-Time National Guard Duty for Operational Support.

j. Memorandum, USD, Personnel and Readiness, 29 Jan 07, subject: Operational Support Duty-Update.

k. Title 10, United States Code, Armed Forces

l. Title 32, United States Code, National Guard

m. Public Law 108-375, Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005 (NDAA FY 2005), 28 Oct 04.

2. Purpose. This memorandum establishes policy, assigns responsibilities, and prescribes procedures for FTNGD-OS programs other than AGR/CD in support of the Army National Guard (ARNG) Directorate. This policy guidance is effective the date of this memorandum.

3. Definitions.

a. Operational Support (OS) is a category of voluntary duty that includes Active Duty for Operational Support (ADOS), with several sub categories, and FTNGD-OS.

b. FTNGD-OS is an authorized voluntary tour of FTNGD performed pursuant to Title 32 United States Code (USC), Section 502(f), other than AGR, it does not include "counter –drug" duty performed under 32 U.S.C. 112 . It includes FTNGD for training performed at the request of an organizational or operational commander; FTNGD performed as a result of reimbursable funding; and funeral honors duty performed not in an inactive duty or active duty status.

c. ADOS is an authorized voluntary tour of active duty performed pursuant to Title 10 USC, Section12301(d), other than AGR duty. It includes active duty for training (ADT) performed at the request of an organizational or operational commander; active duty or ADT performed as a result of reimbursable funding; funeral honors duty performed not in an inactive duty status; and active duty performed by members of the Retired Reserve not receiving regular retired pay.

4. Applicability.

a. This policy applies to ARNG Soldiers applying for and currently serving on FTNGD-OS tours and tour renewals.

b. This policy does not apply to Soldiers serving on Title 10 USC, Section 12301(d); although, time performed under such a status may combine with time performed under FTNGD-OS orders toward accountability limits of operational support. The ARNG Operations Division (ARNG-OD) is the proponent for ADOS-Reserve Component (ADOS-RC).

5. The FTNGD-OS Policy.

a. General.

(1) The purpose of FTNGD-OS is to provide the necessary skilled manpower assets to support existing or emerging requirements of the ARNG pursuant to Title 32 USC, Section 502(f). The FTNGD-OS is not a career program. It is not authorized to fill real or perceived manpower shortages. It should not be used as a "stop-gap" duty status to provide entitlements to separation pay, sanctuary, or retirement.

(2) Soldiers performing duty under the authority of Title 32 USC, Section 502(f), will not perform duties that are not specific requirements of the mission for which they were ordered to duty. If circumstances require a change of duty, commanders must amend/curtail the current order. A Soldier whose tour was amended or curtailed, removing the Soldier from duty under Title 32 USC, Section 502(f), for a specific mission, requires a new order to return to the original mission. Commanders will not amend, curtail, or divide for multiple periods for any Title 32 USC, Section 502(f), order for the purpose of avoiding pay for typical non-duty days.

(3) Commanders should carefully consider mission impact relative to unit and individual training and readiness prior to approving Title 32 USC, Section 502(f).

(4) The FTNGD-OS program will not be performed on land outside the United States, its Territories, or possessions, because a member of the RC must be in a Title 10 status (ARNGUS) to travel Outside the Continental United States (OCONUS).

(5) A Soldier will not be placed on State Active Duty (SAD) orders concurrently while they are on FTNGD-OS orders.

b. Approval Authority.

(1) For FTNGD-OS, the plans, operations, and training officer (POTO) is the budgetary approval authority for all tours. Funding requests for the approval of tours will be sent through command and/or staff agency channels to the POTO.

(2) For FTNGD-OS, the human resource officer (HRO) or State-directed agency is the approval authority for personnel issues. The HRO or State-directed agency will validate tour packets and maintain internal control measures for the FTNGD-OS program.

(3) For FTNGD-OS, the State surgeon is the final approval authority when medical issues arise.

(4) The Director, Army National Guard (DARNG), is the approval authority for Soldiers to fill against validated FTNGD-OS requirements where the Soldier will reach 18 years of active Federal service during the projected period of duty. Such Soldiers will qualify for "Active Duty Sanctuary" under the provisions of Title 10 USC, Section 12686, and their requests for FTNGD-OS orders or extensions must be submitted through the ARNG Personnel Policy Division (ARNG-HRH) to the DARNG for consideration.

c. Title 32 (T32) Recruiting and Retention (R&R) FTNGD-OS Guidance.

(1) All T32 R&R FTNGD-OS orders must be attached to the State R&R Command for accountability and reporting visibility.

(2) All T32 R&R FTNGD-OS orders must state, "Authorization of movement of household goods is not permitted." Personnel placed on orders must reside within commuting distance of their reporting stations. Additional funding for per diem and permanent change of station (PCS) moves is not authorized due to funding constraints.

(3) All T32 R&R FTNGD-OS orders must support unit "strength readiness" requirements through recruiting, retention, and attrition management duties or related strength maintenance staff roles.

(4) All T32 R&R FTNGD-OS orders must be issued for a minimum of 180 days and will not exceed 1,094 days, or the remaining allotted time the Soldier is permitted to serve in accordance with NDAA FY 2005. All orders must state, "Subject to availability

of funds." In order to reduce turnover of T32 R&R FTNGD-OS personnel and promotes the development of future AGR R&R personnel.

(5) All T32 R&R FTNGD-OS Special Duty Orders are short duration orders supporting marketing or promotional events. These orders are not to exceed 30 days unless separate ARNG Strength Maintenance Division (ARNG-GSS) program guidance (i.e., the Summer Surge Program Strength Maintenance Operational Message) indicates an alternate performance period. Consecutively issuing 30-day orders to prevent placing the Soldier on typical T32 R&R FTNGD-OS orders or to reduce entitlements is prohibited.

(6) Leave. All T32 R&R FTNGD-OS personnel must utilize leave prior to completion of their tours. Orders will not be extended solely for the purpose of executing leave days. States are responsible for covering any and all costs incurred due to the sale of leave. Unfunded Requirements (UFRs) created from the sale of leave will not be validated or funded by ARNG-GSS.

(7) Waivers and Approval Documentation. All information that must be sent to the ARNG level on behalf of T32 R&R FTNGD-OS personnel will be submitted to the ARNG Active Duty and Mobilization Branch (ARNG-HRH-M). Requests must be routed through the ARNG G-1 e-Tracker Portal.

6. Eligibility Requirements. To apply for FTNGD-OS tours:

a. The Soldier must be a member of the ARNG.

b. The Soldier must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3, and as outlined in this policy.

c. The Soldier must not be within 6 months of mandatory removal or expiration of term of service (ETS) on the report date of the tour unless waived by The Adjutant General (TAG) of his or her State.

d. The Soldier must not be able to qualify for sanctuary as a result of the operational support order unless a waiver is applied for through ARNG-HRH and approved by the DARNG prior to the issuance of the order.

e. The Soldier must not be placed on orders that will qualify him or her for separation pay as a result of the duty unless a waiver is applied for through ARNG-HRH and approved by the DARNG prior to the issuance of the order.

f. The Soldier must not be under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Personnel Actions (Flag), 23 October 2012.

g. The Soldier must have a current Army Physical Fitness Test taken within 6 months of the start date of the FTNGD-OS order.

7. Accounting Requirements Related to 1,095 Days of Operational Support. The NDAA FY 2005 made changes to Army strength accounting procedures pertaining to Soldiers performing operational support duty under the provisions of Title 10 USC, Section 12301(d), and Title 32 USC, Section 502(f)(2). Tracking and reporting on the 1,095-day requirement for the ARNG is accomplished on a consolidated basis by the ARNG Personnel Programs, Manpower, and Resources Division (ARNG-HRM) for the entire nation and will not impact the AGR vouchers of the individual States or the Title 10 USC AGR program, unless directed otherwise by ARNG-HRM.

a. It is not required that a member to be released from active duty or full-time National Guard duty solely because he or she will go beyond 1,095 cumulative days out of 1,460 consecutive days of FTNGD-OS. Nor is there any prohibition against hiring such Soldiers. The 1,095 rule is an accounting requirement. The intent of the 1,095 rule is to identify enduring requirements which should be codified on a manning document.

b. The cumulative periods of ADOS and FTNGD-OS performed by the member exceeding 1,095 days (3 years) in the previous 1,460 days (4 years) are accountable against active duty (AD) strength (active component or ARNG AGR end strength, consistent with pay appropriations) when the 1,095 threshold is crossed, pursuant to Title 10 USC, Section 115. This is a "rolling four-year window" which looks back at the most recent 1,460 days. Military service performed in other components is not counted. The RC Soldiers who exceed the aforementioned limits will be included in both the operational support strength and the AGR end strength ceiling.

c. States will establish procedures to effectively manage Soldiers serving for extended periods of OS. Soldiers who will serve on FTNGD-OS for more than 1,095 days in the previous 1,460 days will require a letter of acknowledgement to ensure the State realizes the number of days the Soldier has served in the FTNGD-OS program.

The FTNGD-OS program is not a career program and is not intended to be a vehicle to provide entitlements to separation pay, sanctuary, or retirement.

d. In accordance with NDAA FY 2005 and Office of the Secretary of Defense guidance, a member whose order to FTNGD-OS specifies a period of greater than 3 years will be counted against ARNG AGR end strength effective the first day of the order. A Soldier on FTNGD-OS orders specifying a period of less than 3 years will be counted against ARNG AGR end strength effective the date on which the cumulative period of OS service exceeds 3 cumulative years within the previous 4-year period. Additionally, these members will continue to count against the ceilings outlined under the provisions of Title 10 USC, Section 115(b).

e. Each RC is limited to a maximum number of personnel that may be performing OS duty at any time UP of 10 USC.

8. Accountability.

a. The ARNG-HRM established an ADOS calculator that accounts for all operational support time of ARNG Soldiers, including Title 10 USC and Title 32 USC time. To ensure that Soldiers' operational support time is captured correctly, States are encouraged to use the ADOS calculator at the following website: https://minuteman.ngb.army.mil/default.asp.

b. Soldiers on OS duty will count against the OS ceilings, regardless of the duration of the duty.

c. ARNG Soldiers performing OS duty will not count against the controlled grades (E8, E9, O5, or O6) for the respective State or Territory.

d. Soldiers performing OS duty will remain in the ARNG and continue to be managed by the State for the duration of the FTNGD-OS order, regardless of end-strength accounting for the active component.

e. Reserve component members performing OS duty will continue to be managed as Guard members while performing OS duty. They remain RC members who are performing FTNGD under Title 32 USC, Section 502(f).

f. Reserve component officers and warrant officers performing OS duty will not be placed on the Active Duty List (ADL), regardless of the duration of the active duty for

operational support. They will remain on the Reserve Active Status List (RASL) and compete for promotions with other RC officers/warrant officers.

g. Reserve component enlisted members will continue to execute their RC enlistment/reenlistment contracts.

h. The ARNG-HRM will coordinate with Deputy Chief of Staff (DCS), G-1 (DAPE-PRS and DAPE-MPE), annually to verify the yearly ceiling for operational support.

9. Reporting Requirements. The ARNG-HRM will submit a monthly OS report to the DCS, G-1 (DAPE-PRS and DAPE-MPE). The OS report will be submitted on the 15th of every month and will report OS personnel numbers as of the last day of the previous month (e.g., the 15 November 2013 OS reports will provide OS personnel numbers as of 31 October 2013). The National Guard Bureau (NGB) will address the following in their monthly OS reports:

a. The total number of ARNG/ARNGUS Soldiers:

(1) Serving on ADOS-RC orders and not counted against AGR end strength.

(2) Serving on ADOS-RC orders and counted against AGR end strength.

(3) Serving on FTNGD-OS orders and not counted against AGR end strength.

(4) Serving on FTNGD-OS orders and counted against AGR end strength.

b. The NGB will also provide DCS, G-1 (DAPE-PRS), with the following data for each Soldier on OS orders:

(1) SSN and component of record.

(2) Start and end dates of current OS orders.

(3) Indication of whether the OS orders are for more than 1,095 days such that the "3-year rule" applies.

(4) The total number of completed OS days that count toward the 1,095-day limit of the "3-out-of-4-year" rule if the OS orders are for 1,095 days or less.

(5) Indication of whether the OS orders were issued based on the Soldier's sanctuary, retiree recall, or voluntary medical hold status.

10. Coding.

a. The DA Form 1379 will be coded to give constructive credit for Annual Training (AT) or Inactive Duty for Training (IDT) attendance.

b. For accounting purposes, Soldiers will have a Basic Active Service Date (BASD) established in the retirement points accounting management/Total Army personnel database (RPAM/TAPDB).

c. The active status program designator code of "6" will be used to identify FTNGD-OS Soldiers in the Standard Installation/Division Personnel System (SIDPERS).

11. Orders.

a. The following statement will be added to the "Additional Instructions" portion of all FTNGD-OS orders: "Upon application, Soldiers are responsible to provide a full and accurate accounting of all active duty or full-time National Guard duty served before entry on FTNGD-OS. Failure to do so may result in early termination of orders. Soldiers may submit Department of the Army (DA) Form 1506, Statement of Service – For Computation of Length of Service for Pay Purposes, August 2007, to satisfy this requirement."

b. The following statement will be annotated on all FTNGD-OS orders: "This Order is Subject to the Availability of Funds." Orders will not extend beyond appropriated funds.

c. Orders will be produced for the duration of the requirement which has been validated by appropriate officials and will be contingent upon funding and continuation of the job position.

d. Orders will not be issued for extended periods if it is known that the member will need to have his or her orders curtailed during the tour. Otherwise, it may be a fiscal law violation. For example, do not cut orders for 45 days if it is known prior to the start of the tour that the Soldier's orders will be curtailed and the member must return after 23 days for other mission requirements. Orders will not be broken or divided to allow

the continued payment of temporary duty status (TDY) entitlements not directly required by the mission.

e. All FTNGD-OS Soldiers on orders for greater than 180 days will take the Army Physical Fitness Test (APFT) twice a year (as appropriate) and will follow the State AGR physical training (PT) policy.

f. All CSMs/1SGs serving on FTNGD-OS orders for greater than 30 days will be laterally appointed to SGM/MSG while performing FTNGD-OS.

12. Drill. There is no requirement for an individual on a Title 32 USC, Section 502(f), tour of duty for a specific mission to attend AT or IDT. However, Soldiers serving under the authority of Title 32 USC, Section 502(f), for a specific home station mission may volunteer or be ordered by their commanders to attend AT and IDT provided the following conditions are met:

a. The FTNGD-OS mission will take precedence over AT or IDT to ensure that the mission is completed as funded and that all fiscal responsibilities are met (e.g., attendance will occur during regularly scheduled days off).

b. The duty location of the Soldier performing the Title 32 USC, Section 502(f), duty is within the commuting distance of the training location as defined in the Joint Federal Travel Regulation (JFTR), Volume 1, U3500b, Arranging Transportation, 1 December 2012.

c. The Soldier will not receive additional military pay compensation other than bonuses.

13. Application Packet. The following documents are required for all tour packets:

a. Cover Letter. A Soldier's tour application packet must include a cover letter that is signed by a State HRO. The signed cover letter ensures that the packet is in compliance with the provisions of this memorandum. Soldiers who will exceed the 1,095 day rule will require a letter of acknowledgement. Two sample letters are provided as enclosures 1 and 2. The first letter (enclosure 1) is for FTNGD-OS tours that are approved at the State level and do not require a DARNG waiver. The second letter (enclosure 2) is for waivers that must be approved by the DARNG.

b. The DA Form 1058-R, Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and US Army Reserve, July 2010. All applicants must have a DA Form 1058-R signed by the unit commander, records custodian, HRO or AGR manager, and applicant verifying that the information indicated on the form is correct. To prevent delays in processing tour requests, applicants must fill out all applicable items. This form will be retained in the Soldier's Official Military Personnel File (OMPF).

c. The NGB Form 1058-1R, Checklist for Determining the Approval Authority for Active Duty (AD) or Full-Time National Guard Duty (FTNGD) Special Work Long and Short Tours Other than Active Guard Reserve, July 2002. This is the checklist for determining the approval authority for ARNG Soldiers serving on FTNGD long and short tours other than AGR. This form is required for all DARNG waiver requests.

d. A Retirement Point Accounting Statement (RPAS), NGB Form 23A. This form provides a summary of all points credited towards retirement from the first entry date into military service through the last retirement year ending (RYE) date anniversary. It is used to determine total active service (AS). Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.

e. Orders Query. This document is used to determine the last 31-day break in orders for purposes of determining separation pay.

f. A Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record. This record is located in the Medical Operational Data System (MODS). See paragraph 14 below for more details.

g. An APFT Score Card (DA Form 705). This form is used to validate the height/weight of a Soldier and a flagging action. Soldiers must meet the height and weight requirements in accordance with AR 600-9, The Army Weight Control Program, 27 November 2006. If a Soldier is not in compliance with the Army Weight Control Program, a DA Form 5500/5501, Body Fat Content Worksheet (Male/Female) must be submitted.

h. Security Clearance. A verification of security clearance is required if applicable to the assignment.

i. Statement of Service (if applicable)–For Computation of Length of Service for Pay Purposes (DA Form 1506). The Soldier must accurately account for all prior active service when applying for FTNGD-OS. Failure to do so may result in early termination of FTNGD-OS.

14. Medical Requirements. For tour consideration, Soldiers must meet the medical retention standards in Chapter 3 of reference c. The MEDPROS will be used to verify the individual medical readiness status of the Soldier. The Soldier's MEDPROS IMR report (available through AKO to individual Soldiers) must be reviewed by the Soldier's parent unit to ensure that the Soldier meets these standards. If these standards are not met, the unit must provide all original medical documents to Soldier's State medical detachment for updating of MEDPROS. The Soldier's IMR report must confirm the following information (in accordance with paragraphs 10-5 and 10-6 of reference c), or the packet will be returned to the organization requesting the tour without action:

a. A current (i.e., completed within the last 12 months) physical health assessment (PHA) and no IMR deficiencies. Soldiers with any unresolved medical issues, to include temporary profiles, are ineligible for a tour.

b. A current HIV test. All RC personnel called to AD for 30 days or more must have a current negative HIV-1 test within 2 years of the projected report date.

c. A Soldier with a permanent profile with a 3 or 4 in the PULHES must have had his or her profile adjudicated by either the MAR2 process or the Physical Disability Evaluation System (PDES). The Soldier must have been found fit for retention in his or her PMOS.

d. A current pregnancy test. Pregnancy testing is required within 15 days of start of orders in accordance with AR 40-501, Chapter 10. Pregnancy is a disqualifying factor for entry on any duty greater than 30 days and for tour renewals. If orders have been published, the orders will be amended and will not exceed 30 days. A Soldier who becomes pregnant while on tour may volunteer for continued duty, but the needs of the ARNG will determine continued service. Such continued service will be for the duration of the current tour only and not for subsequent tours. Soldiers who become pregnant will be counseled in accordance with AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, Chapter 4, Section V, 1 February 2005. The ARNG may release pregnant Soldiers from active

duty. A Soldier released under this policy may seek medical care as a Former Female Member as outlined in AR 40-400.

15. Soldiers on Orders Who Develop Medical Conditions.

a. A Soldier identified within the first 25 days of his or her tour as having a pre-existing medical condition that does not meet medical retention standards (Chapter 3 of reference c) may be released from active duty (REFRAD) immediately in accordance with the Army G-1 PPG. Administrative processing of REFRAD orders, Soldier out-processing, and return to home of record must be completed no later than 30 days from the Soldier's tour start date. The Soldier's parent unit will insure that the Soldier's medical condition is appropriately profiled and tracked until resolution—either returned to duty (RTD) or entry into the PDES.

b. A Soldier who, after the initial 30 days of his or her tour, develops a medical condition which prevents him or her from meeting medical retention standards will be tracked until the condition is resolved—either RTD or entry into the PDES. These Soldiers must be retained on active duty for appropriate medical processing (if not complete before end of tour).

16. Leave Entitlements. Soldiers are entitled to leave based on the guideline established in accordance with AR 600-8-10, Personal Absences, Leave and Passes, 15 February 2006.

a. Commanders must ensure that Soldiers are afforded opportunities to take leave during the course of their orders or amended orders. Soldiers will not be placed on orders for the sole purpose of taking leave. Soldiers who accumulate leave during a period of active service may carry over this leave to a future period of active service upon release from active duty. Soldiers may carry over to a future period of active duty up to 60 days of annual leave,

b. Loss of Leave. Accrued leave that exceeds the maximum days allowed per FY will be lost on September 30th if the Soldier is still serving on FTNGD-OS orders. Accrued leave should be used before the end of the FY.

17. Early Release Procedures.

a. Voluntary Early Release.

(1) A Soldier may request early release from FTNGD-OS. Requests will be in writing, will set forth the reasons for the request, and will be forwarded through the supervisor, program manager, and the HRO to the TAG for final action. The TAG's decision will be final.

(2) In lieu of involuntary early release from FTNGD-OS, a Soldier may submit a request for voluntary early release. The request will be forwarded through the FTNGD-OS chain of command or supervisor to the TAG. If the request is approved by the TAG, then the action to involuntarily release the Soldier will cease.

b. Involuntary Early Release. The FTNGD supervisors or program manager required to release a Soldier involuntarily when one or more of the following enumeration conditions arise and cannot be corrected. The unit or agency sponsoring the tour will initiate the recommendation for involuntary early release when appropriate. Separation regulations will be used as guidance. A Soldier will be notified in writing of the recommended release date and shall be given written and specific reasons for the recommendation. A Soldier shall be given a minimum of 15 calendar days' notification prior to his or her proposed release date but will be released upon the termination date of his or her tour if that occurs first. The Soldier shall be given 5 working days to submit a rebuttal or comment to the proposed action. Any information added to the recommendation after the rebuttal period must again be referred to the Soldier for rebuttal or comment. The initiating supervisor or program manager will forward the recommendation together with the Soldier's rebuttal or comments through the chain of command or supervisor to the TAG for final action. If the TAG decides to release the Soldier, the Soldier will be released within 30 calendar days of notification of the decision to release or on the termination date of the tour, whichever occurs first. The released Soldier's traditional unit will be notified. The following may be grounds for involuntary early release:

(1) The Soldier's conduct, degree of efficiency, or manner of performance is seriously deficient. Note: as applicable, commanders/supervisors will ensure that the Soldier receives sufficient training to perform in his or her position and, per AR 40-501, that the Soldier is assigned to military duties commensurate with that Soldier's physical profile so that the Soldier's physical limitations do not jeopardize mission accomplishment.

(2) Funds available for FTNGD-OS tours are curtailed.

(3) The Soldier's rank/pay grade is inappropriate for the FTNGD-OS task(s) he or she is performing. The Soldier is promoted or appointed to a higher grade based on the Soldier's traditional National Guard unit assignment, and the Soldier is no longer grade compatible with the duties performed in the Soldier's FTNGD-OS duty position, as defined by AR 611-21, Military Occupational Classification and Structure, 22 January 2007, or the appropriate AGR staffing guide.

(4) A change in mission requirements results in no further need for utilization of the Soldier's skills/pay grade.

(5) The Soldier is assigned to a position that would cause a "grade inversion" where the supervisor is junior in military grade to the supervised.

(6) Failure of the Soldier to disclose material and pertinent information.

18. Separation Documents.

a. A Department of Defense (DD) Form 214, Certificate of Release or Discharge from Active Duty, August 2009, will be issued on release from a period of 90 days or more of FTNGD-OS.

b. A DD Form 220, Active Duty Report, August 1989, will be issued on release from a period of less than 90 days of FTNGD-OS.

19. Waivers. Waiver requests for FTNGD-OS will be sent through command channels to the DARNG, ARNG-HRH-M, 111 South George Mason Drive, Arlington, VA 22204-1382, for the waiver actions listed below. Requests must be routed through the ARNG G-1 e-Tracker Portal. Requests must arrive at least 45 days in advance of the tour start date, or they will be returned without action.

a. Separation Pay. A Soldier who has completed 6-or-more continuous years of AS is entitled to separation pay computed under Title 10 USC, Section1174. Qualification for separation pay is negated when at least a 31-day break in service is sustained prior to completion of the sixth year of continuous AS. As Separation pay entitlement can result in unfunded obligations, it is imperative that States manage FTNGD-OS to insure that separation pay entitlement is minimized. A Soldier who has completed 4-or-more continuous years of AS (includes service from other components) should not be considered for an FTNGD-OS tour without having at least a 31-day break in service following his or her last FTNGD-OS or ADOS tour. It is recommended that FTNGD-OS

be made available to the maximum number of soldier as possible in order to avoid reoccurring FTNGD-OS duties for individual soldiers. For purposes of this paragraph, a period of AD is continuous if it is not interrupted by a break in service of more than 30 days. Separation pay is funded from the State Operating Budget (SOB) for Soldiers other than CD and per Title 10 USC, Section 1174 will be deducted from the fund cite account for which the Soldier was performing duty at time of separation. Separation pay will not be deducted from the AGR Open Allotment and must be funded from existing funds at the State. Separation pay will be recouped from the Soldier's retirement pay.

b. Sanctuary (18-Year Lock-In) Waiver. Soldiers will not be ordered to FTNGD-OS or offered follow-on tours that will place them within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system unless approved by the DARNG. To monitor this requirement, a waiver must be requested from the DARNG for Soldiers who have 17-or-more years of AS.

20. Internal Controls. States will develop internal control measures to ensure that the FTNGD-OS program is in compliance with the provisions of this memorandum.

21. Rescission of Policies. This policy rescinds memorandum, NGB-ARH, 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 #09-014).

22. The point of contact is Mr. Gilbert S. Morales, Jr., Deputy Chief, Personnel Policy Division, at DSN 327-3297, 703-607-3297, or gilbert.s.morales.civ@mail.mil.

2 Encls
1-2. as

WALTER E. FOUNTAIN
Brigadier General, GS
Acting Deputy Director
Army National Guard

Enclosure 1

State Letterhead

Office Symbol ddmmyy

MEMORANDUM FOR HRO

SUBJECT: Request for Full-Time National Guard Duty Operational Support (FTNGD-OS) Tour

1. The purpose of this memorandum is to request a tour of FTNGD-OS.

2. Upon receipt of State/DARNG approval, the following Soldier will be placed on orders from ddmmyy thru ddmmyy (#of days), subject to the availability of funds, per guidance for FTNGD-OS.

a. Name/Grade/SSN: Last, First, MI Rank SSN

b. Mission: Administrative and Student Support (Example)

c. Last Break in Service of 31-days or more: 15 October 2011 thru 15 November 2011 (32 days) (Example)

d. Type Duty Code: 261 (Example)

e. M-Day Duty Position/MOS: Senior Personnel Specialist/42A (Example)

f. M-Day Unit of Assignment: 82C10, HHB 1st Bn 145th FA, UTARNG (Example)

g. Justification: Rank, Name will provide administrative and clerical support for the 640th Regional Training Institute. Duties will include: (Example)

(1) In-processing student personnel into the Academy.

(2) Assisting students in acquiring required documents needed to meet prerequisites to attend school at the Academy.

Enclosure 1

Office Symbol
SUBJECT: Request for Full-Time National Guard Duty Operational Support (FTNGD-OS) Tour

3. The POC at this headquarters is the undersigned at (xxx) xxx-xxxx, DSN: xxx-xxxx, or First.Last@state.ng.army.mil.

8 Encls
1. DA Form 1058-R
2. NGB Form 1058-1R
3. NGB Form 23B, RPAS
4. Orders Query
5. MEDPROS IMR Printout
6. Army Physical Fitness Test Score Card (DA Form 705)
7. Security Clearance (if applicable to assignment)
8. Statement of Service (if applicable)

FIRST, MI LAST
Rank, Branch, Organization
Title

Enclosure 2

State Letterhead

Office Symbol ddmmyy

MEMORANDUM FOR HRO

SUBJECT: Request for Full-Time National Guard Duty Operational Support (FTNGD-OS) Tour

SUBJECT: FTNGDOS Waiver Request for Performance of Duty Beyond 17 years
SUBJECT: FTNGDOS Waiver Request for Service Entitling Soldier to Separation Pay

1. The purpose for this memorandum is to request waiver for duty in the FTNGD-OS program.

2. Upon receipt of DARNG approval, individual will be placed on orders from ddmmyy thru ddmmyy (#of days), subject to the availability of funds. This is a request for waiver to policy Guidance for Full-Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS) Performed Pursuant to Title 32 USC Section 502(f)(2), other than Active Guard and Reserve (AGR) Duty/Counter-Drug (CD) (ARNG-HRH Policy Memo #12-XX).

a. Name/Grade/SSN: Last, First, MI Rank SSN

b. Mission: Administrative and Student Support (Example)

c. Last Break in Service of 31-days or more: 15 October 2011 thru 15 November 2011 (32 days) (Example)

d. Type Duty Code: 261 (Example)

e. M-Day Duty Position/MOS: Senior Personnel Specialist/42A (Example)

f. M-Day Unit of Assignment: 82C10, HHB 1st Bn 145th FA, UTARNG (Example)

g. Justification: Rank, Name will provide administrative and clerical support for the 640th Regional Training Institute. Duties will include: (Example)

(1) In-processing student personnel into the Academy.

Enclosure 2

Office Symbol
SUBJECT: Request for Full-Time National Guard Duty Operational Support (FTNGD-OS) Tour

(2) Assisting students in acquiring required documents needed to meet prerequisites to attend school at the Academy.

3. The POC at this headquarters is the undersigned at (xxx) xxx-xxxx, DSN: xxx-xxxx, or First.Last@state.ng.army.mil.

FIRST, MI LAST
Rank, Branch, Organization
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