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NGWV-COS

1 September 2020

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) other than Active Guard and Reserve (AGR)/Counter Drug (CD)

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 This policy is effective immediately and remains effective until rescinded or superseded.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. Policy for Army National Guard (ARNG) Members Performing Full-Time National Guard Duty for Operational Support (FTNGD-OS) other than Active Guard and Reserve (AGR) Duty/Counter-Drug (CD) (PPOM 20-003), dtd 30 January 2020.
  - b. AR 600-8-10, Leave and Passes, dtd 3 June 2020.
  - c. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG), dtd 11 May 2016.
  - d. AR 40-501, Standards of Medical Fitness, dtd 27 June 2019.
  - e. AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, dtd 26 September 2017.
  - f. Army Directive, 2019-05 (Army Military Parental Leave Program) dtd 22 Jan 2019.
  - f. WVARNG Yearly Training Guidance.
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, with the exception of those supporting on 502(f) orders in support of COVID-19.

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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 P drive at, <P:\Departments\ADOS Public Files\Policy\FTNGD Forms>.

a. All packets (as one single PDF document) must be dropped into the shared folder on the Public drive <P:\Departments\ADOS Public Files>. Once this is complete, please send a notification email to the NG WV WVARNG List HRO AGR list ([ng.wv.wvarng.list.hro-agr@mail.mil](mailto:ng.wv.wvarng.list.hro-agr@mail.mil)). The parent unit will submit individuals request 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.

b. 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 29 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. Consecutive orders of less than 29 days will not be approved. Soldiers will need to conform to long term FTNGD requirements in order to remain on duty for over 29 days.

c. All Soldiers will submit a completed DA5960 recertification and ensure supporting documentation is located within individuals IPERMs.

d. All packets with a start date of 1 October will be submitted no later than 1 September. All other packets will be submitted no later than 15 days prior to the orders start date.

e. 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 6i of this memorandum.

f. All technicians will provide a letter of acknowledgement/recommendation memorandum from their Technician supervisor. Chief of Staff remains the approval authority for Technicians entering FTNDG status. **(NOTE: If a technician is approved for an FTNGD tour the supervisor will provide an SF 52 to the Technician Benefits section to place the Technician into an Absent Uniform Service status).**

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

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a. A current (within 180 days of start date) 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 3, AR 40-501. 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.

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/ACFT on or after 31 March 2019. Soldiers who had documented medical reasons that prevented them from taking the APFT within the 12 months are also still valid. Company and battalion commanders have approval authority to have Soldiers take APFT, ACFT, HT/WT, and/or ABCP, but they must be able to do this in a way that mitigates COVID-19 risk.

e. Height/Weight Requirements. Soldier must have a valid 5500/5501 on or after 31 March 2019. It is a Soldier's responsibility to maintain proper height and weight standards IAW AR 600-9. Soldiers who do not meet height and weight 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. Soldiers on FTNGD-OS will not be released from that duty for the purpose of attending training only to be placed back on FTNGD-OS once complete.

h. Soldiers who have been on orders for 90 consecutive days or more will receive a DD 214. For tours covering 30 to 90 consecutive days, a DD 220 Active Duty Report will

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be issued. DD 214s will be completed by appointment with the HRO-AGR office. 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, 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.

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

j. 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.

k. 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.

l. 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.

m. 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.

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n. Soldiers will not serve four (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. Soldiers and units will coordinate all 31 day breaks prior to approval of FTNGD packet.

o. The cumulative periods of FTNGD-OS and FTNGD-MA 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.

p. 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 of active service. The HRO will then prepare the packet for a waiver to National Guard Bureau.

(1) Approval to enter 18 year lock in is conditional based upon available FTNGD funding on a case by case basis.

(2) Upon reaching 20 years of active service the WVARNG has no requirement to continue FTNGD orders.

(3) Approval begins with FTNGD organization Commander/AO, Program (Funds) Manager, G3, HRO, CoS, JCoS and TAG.

## 7. Coding.

a. Refer to IPPS-A User Guide for the appropriate active status program code. These codes changes frequently. The active status program code is updated by completing an EADT (Enter Active Duty) transaction in IPPS-A. Furthermore, Soldiers need a RADT (Release Active Duty) completed at the conclusion of the orders.

b. Instructions for input into IPPS-A are enclosed.

c. Once coded properly, Soldiers basic active service date (BASD) will publish on their RPAM statement (NGB 23B).

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8. Enclosure 1 FTNGD checklist details the administrative requirements of submitting packets.

9. Point of contact for this memorandum is NGWV-HRO-AGR (AGR Manager) [siobhan.o.cleek.mil@mail.mil](mailto:siobhan.o.cleek.mil@mail.mil) 304-561-6424 or DSN 623-6424.

5 Encls

1. FTNGD Checklist
2. Sample Request Memo
3. Sample MOU
4. EADT Instructions
5. 18 year lock in Request

  
Digitally signed by  
BOWEN,JAMES.OTIS.1052697537  
Date: 2020.09.01 09:22:58 -04'00'  
JAMES O. BOWEN  
LTC, AR, WVARNG  
Chief of Staff

DISTRIBUTION:

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