



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

NGB-ARH

26 March 2009

MEMORANDUM FOR The Adjutants General 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 32 United States Code §502(f)(2), Other Than AGR Duty/Counterdrug (AGR/CD) (NGB-ARH Policy Memo #09-014)

1. References:

- a. Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005 (NDAA FY 2005), 28 October 2004.
- b. Title 10, United States Code (USC), "Armed Forces."
- c. Title 32, USC, "National Guard."
- d. Memorandum, NGB-ARH, 21 April 2006, subject: Guidance for Title 32 (T32) Full-Time National Guard Duty Operational Support (FTNGDOS) programs and the T32 Full-Time National Guard Duty Counterdrug (FTNGDCD) program. (NGB-ARH Policy Memo #06-023) (enclosure 1).
- e. Memorandum, USD, 29 January 2007, subject: Operational Support Duty – Update (enclosure 2).
- f. Memorandum, NGB-J1, 14 January 2008, subject: (All States Log Number P08-0001) Guidance for Members Performing Duty under the Authority of Title 32 U.S.C Sec 502(f) (enclosure 3).
- g. Memorandum, OAS, SAMR-PO, 21 February 2008, subject: Policy for Management of Reserve Component Soldiers on Active Duty for Operational Support and Full-Time National Guard Duty for Operational Support (enclosure 4).

2. Purpose: This policy guidance is effective the date of this memorandum. The policy establishes, assigns responsibilities, and prescribes procedures that govern FTNGD-OS programs other than AGR/CD in support of the ARNG Directorate.

NGB-ARH

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)

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. The ADOS is an authorized voluntary tour of active duty performed pursuant to 10 USC §12301(d) (other than AGR duty), and 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 honor duty performed not in an inactive duty status; and active duty performed by members of the Retired Reserve not receiving regular retired pay.

c. The FTNGD-OS is an authorized voluntary tour of Full-Time National Guard Duty (FTNGD) performed pursuant to 32 USC §502(f)(2) (other than AGR, drug interdiction, and counterdrug duties), and 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 honor duty performed not in an inactive duty or active duty status.

d. The term FTNGD-OS replaces FTNGD formerly known as Full-Time National Guard Duty for Special Work.

e. The term ADOS-Reserve Component (ADOS-RC) replaces RC-funded, voluntary active duty formerly known as Active Duty for Special Work.

f. The term ADOS replaces voluntary active duty formerly known as Extended Active Duty (EAD) and Temporary Tour of Active Duty (TTAD).

g. The term Contingency ADOS (CO-ADOS) replaces voluntary active duty formerly known as Contingency EAD and Contingency TTAD. Unless otherwise specified, the term ADOS as used in this policy memorandum includes both ADOS and CO-ADOS.

4. Applicability:

a. This policy applies to ARNG Soldiers currently serving on FTNGD-OS tours, tour renewals, and new tours subsequent to 28 October 2004 under 32 USC §502(f).

b. This policy is not written for Soldiers serving on 10 USC §12301(d), although time performed under ADOS orders does combine with time performed under FTNGD-OS

NGB-ARH

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)

orders toward accountability limits of operational support. The Operations Division (NGB-ARO) is the proponent for ADOS-RC.

5. 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 32 USC §502(f). The FTNGD-OS is not a career program. It is not authorized to fill real or perceived manpower shortages. It is not intended to be a vehicle to provide entitlements to separation pay, sanctuary, and retirement.

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

(3) A Soldier will not be placed on State Active Duty orders concurrently while he or she is on FTNGD-OS orders.

(4) The FTNGD-OS funds will not be expended to pay travel expenses for training that is unit related.

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 of the FTNGD-OS program.

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

(4) The DARNG is the approval authority for Soldiers to fill against validated FTNGD-OS requirements where the Soldier will reach 18 years of active Federal

NGB-ARH

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)

service during the projected period of duty. Such Soldiers will qualify for "Active Duty Sanctuary" under provision 10 USC §12686, and their requests for FTNGD-OS orders or extensions must be submitted through NGB-ARH to the DARNG for consideration.

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

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

(2) The 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 station. Additional funding for per diem and permanent change of station moves is not authorized due to funding constraints.

(3) The 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) The T32 R&R FTNGD-OS orders are issued for a minimum of 180 days. All orders for T32 R&R FTNGD-OS are issued for 1,094 days, or the remaining allotted time the Soldier is permitted to serve IAW NDAA 2005. All orders must state "subject to availability of funds." Issuance of orders in this manner is to reduce turnover in T32 R&R FTNGD-OS personnel and to promote the development of future AGR R&R personnel.

(5) The 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 Strength Maintenance Division (NGB-ASM) program guidance i.e., Summer Surge Program Strength Maintenance Operational Message indicates 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. The T32 R&R FTNGD-OS must utilize leave prior to completion of their tour. 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 created from the sale of leave will not be validated or funded by NGB-ASM.

NGB-ARH

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)

(7) Waivers and Approval Documentation. All information that must be sent to the NGB level on behalf of T32 R&R FTNGD-OS will be submitted to NGB-ARH-H.

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

- a. The Soldier must be a member of the Army National Guard.**
- b. The Soldier must meet the Army medical retention standards IAW Army Regulation (AR) 40-501, Standards of Medical Fitness, chapter 3 and outlined in this policy.**
- c. The Soldier must not be within 6 months of mandatory removal or Expiration of Term of Service on the report date of the tour, unless waived by the State Adjutant General (AG).**
- 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 NGB-ARH 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 NGB-ARH 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.**
- 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. Accountability:

a. Personnel Programs, Manpower & Resources (NGB-ARM) established an ADOS calculator that accounts for all operational support time of ARNG Soldiers, including Title 10 and T32 time. States are encouraged to use the ADOS calculator at the following Web site to ensure Soldiers' operational support time is captured correctly: <https://minuteman.ngb.army.mil/default.asp>.

b. In accordance with NDAA 2005 and the Office of the Secretary of Defense guidance, a member whose order to FTNGD-OS specifies a period of greater than 3

NGB-ARH

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)

years, the Soldier will be counted against AGR end strength effective the first day of the order. A Soldier on FTNGD-OS orders specifying a period less than 3 years will be counted against 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 provision 10 USC §115(b). Each Reserve component is limited to a maximum number of personnel that may be performing OS duty at any time.

c. Soldiers on operational support duty will count against the operational support ceilings, regardless of the duration of the duty.

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

e. Soldiers performing operational support duty will remain in the Army National Guard 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.

f. 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 strength (active component or AGR end strength, consistent with pay appropriations) when the 1,095 threshold is crossed, pursuant to 10 USC §115. This is a "rolling 4-year window" that looks back at the most recent 1,460 days. All operational support duty performed after 28 October 2004 counts toward this requirement. Military service performed in other components is not counted. Reserve component Soldiers who exceed either of the following limits will be included in both the operational support strength and the AGR end strength ceiling. Soldiers who will serve on FTNGD-OS for more than 1,095 days in the previous 1,460 days require a General Officer letter of acknowledgement to ensure the State realizes the Soldier will count against AGR end strength.

g. Reserve component members performing operational support duty will continue to be managed as Guard members while performing operational support duty. They remain Reserve component members who are performing Full-Time National Guard Duty under 32 USC §502(f)(2).

h. Reserve component officers and warrant officers performing operational support duty will not be placed on the Active Duty List, regardless of the duration of the active

NGB-ARH

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)

duty for operational support. They will remain on the Reserve Active Status List and compete for promotions with other reserve component officers and warrant officers.

i. Reserve component enlisted members will continue to execute their Reserve component enlistment or reenlistment contracts.

j. The NGB-ARM will coordinate with The Deputy Chief of Staff (DCS), G1 (DAPE-PRS & DAPE-MPE) annually to verify the yearly ceiling for operational support.

8. Reporting Requirements. The NGB-ARM will submit a monthly OS report to the DCS, G-1 (DAPE-PRS & 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 2008 OS reports will provide OS personnel numbers as of 31 October 2008). The NGB will address the following in its monthly OS reports:

a. The NGB OS report will identify the total number of ARNG/ARNG of the United States 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) social security number and component of record;
- (2) start and end date 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) if the OS orders are for 1,095 days or less, the total number of completed OS days that count toward the 1,095 day limit of the "3-out-of-4-year" rule; and

NGB-ARH

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)

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

9. Coding:

a. The Department of the Army (DA) Form 1379 will be coded to give constructive credit for individual duty training (IDT) and annual training (AT) attendance.

b. For accounting purposes, Soldiers will have a Basic Active Service Date established in the Real Property Asset Management and Total Army Personnel Database.

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

10. Orders:

a. The ADSW and FTNGDSW orders will no longer be issued. States will amend all ADSW or FTNGDSW orders issued on or after 28 October 2004 to identify the duty category as FTNGD-OS. All amendments will be accomplished NLT 120 calendar days after the date of this memorandum, and the order issuing authorities will report completion of this requirement to NGB-ARM.

b. 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 DA Form 1506, Statement of Service – For Computation of Length of Service for Pay Purposes, to satisfy this requirement."

c. An order will not be "broken" or divided for multiple periods to avoid paying for typical non-duty days (e.g., weekends or holidays).

d. An order will not be "broken" or divided for missions over 179 days to provide temporary duty entitlements.

e. An order will not be issued for extended periods if it is known that the Soldier will need to have his or her order curtailed during the tour.

NGB-ARH

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)

f. An order will not be “broken” or “divided” for a Soldier who voluntarily performs IDT or AT.

g. Commanders must have a FTNGD-OS order curtailed when involuntarily ordering a Soldier to attend AT, IDT, and/or schools.

h. 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).

i. Orders will be produced for the duration of the requirement that has been validated by appropriate officials, not to exceed 3 years or 1,095 days out of 1,460 days, and will be contingent upon funding and continuation of the job position.

j. All FTNGD-OS Soldiers on orders for greater than 180 days will take the Army Physical Fitness Test twice a year and will follow the State AGR physical training policy.

k. Command Sergeants Major and First Sergeants serving on FTNGD-OS orders for greater than 30 days will be laterally appointed to Sergeant Major and Master Sergeant while performing FTNGD-OS.

11. Drill, Voluntary Attendance. A commander may authorize a Soldier to attend AT or IDT provided the member meets the following prerequisites:

a. The Soldier agrees to attend AT or IDT as part of the contract of coming on FTNGD-OS orders.

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

c. The Soldier is within commuting distance as defined in the Joint Federal Travel Regulation U3500b.

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

12. 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 the State HRO. The letter is required to ensure that the packet is in

NGB-ARH

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)

compliance with the provisions of this memorandum. Soldiers who will exceed the 1,095 day rule will require a General Officer letter of acknowledgement. Two sample letters are provided (enclosure 5). The first letter is for FTNGD-OS tours that are approved at the State level and do not require a DARNG waiver. The second letter is for waivers that must be approved by the DARNG.

b. The DA Form 1058-R, Jul 93. 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.

c. The NGB Form 1058-1R, 01 Aug 04 (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. Retirement Point Accounting Statement (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 date anniversary. It is used to determine total active service. 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. Medical. Medical Operation Data Systems. Printout of the Soldier's Individual Medical Readiness (IMR) Record.

g. Army Physical Fitness Test Score Card (DA Form 705). This form is used to validate the height and weight of a Soldier and a flagging action. Soldiers must meet the height and weight requirements IAW AR 600-9, The Army Weight Control Program. If a Soldier is not in compliance with the Army Weight Control Program, a DA Form 5500/5501 (Body Fat Worksheet) must be submitted.

h. Security Clearance. Verification of security clearance (if applicable to assignment).

i. Statement of Service (if applicable) – For Computation of Length of Service for Pay Purposes (DA Form 1506). Soldier must accurately account for all prior active

NGB-ARH

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)

service when applying for FTNGD-OS. Failure to do so may result in early termination of FTNGD-OS.

13. Medical Requirements. For tour consideration, Soldiers must meet the medical retention standards IAW AR 40-501, chapter 3. Submission of medical documentation as part of the FTNGD-OS packet is no longer required. The Medical Protection System (MEDPROS) will be used to access individual medical readiness status of the Soldier. The MEDPROS provides the current status of the following: immunizations, DNA, HIV, dental readiness classification, periodic physical exam, medical, and limited duty profile. To ensure compliance with the chapter 3 medical retention standards of the FTNGD-OS program, the Soldier's MEDPROS IMR report must be reviewed by the Soldier's parent unit to ensure that the medical requirements listed below are met prior to submitting the application packet. If these standards are not met, the unit must provide all original medical documents to its respective State medical detachment personnel to update MEDPROS. The Periodic Health Assessment (PHA) replaced the requirement for the periodic physical examination Soldiers received every 5 years as well as the Annual Medical Certificate for all Reserve Component Soldiers. Soldiers will be required to see a provider annually to determine the current health condition as well as the current deployability status. At a minimum, the Soldiers' IMR report must reflect the following information or the packet will be returned to the organization requesting the tour without action:

a. PHA assessment.

b. HIV showing "green" in MODS. Reserve Component personnel shall be required to have a current HIV-1 test within 2 years of the date called to active duty for 30 days or more.

c. Pregnancy test showing NEGATIVE results. Pregnancy testing is required within 15 days of start of orders IAW AR 40-501, chapter 10. This regulation advises that pregnancy is a disqualifying factor for entry on any duty greater than 30 days and for tour renewals. The unit will monitor this requirement and immediately notify the HRO if the results are positive. If orders have been published, the order will be amended and will not exceed 30 days.

d. A Soldier with permanent 3 or 4 in the PULHES, who meets the medical retention standards as outlined in AR 40-501, must have completed an Military Occupational Specialty Medical Retention Board (MMRB) IAW AR 600-60, Physical Performance Evaluation System, in order to apply. The MMRB must state that the Soldier is

NGB-ARH

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)

recommended to be “retained in his or her current primary military occupational specialty.”

14. Soldiers on orders for greater than 30 days with medical conditions must comply with the following:

a. A Soldier who is later identified as having a pre-existing medical condition that prevents him or her from meeting medical retention standards is required to undergo Medical Evaluation Board/Physical Evaluation Board processing prior to Release from Active Duty (REFRAD). In certain circumstances Soldiers can receive treatment or can be placed in medical hold, returned to duty, or processed through the Physical Disability Evaluation System (PDES).

b. A Soldier who develops a medical condition which prevents him or her from meeting medical retention standards IAW AR 40-501 will be referred to the PDES IAW AR 40-400, Patient Administration and AR 635-40, Physical Evaluation for Retention, Retirement, or Separation. Any Soldier who is in the PDES process is not able to apply for full-time duty.

c. Any Soldier who becomes pregnant while on tour may volunteer for continued duty, but the needs of the ARNG determine continued service. The Soldier will be counseled IAW AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, chapter 4, section V. The ARNG may REFRAD the Soldier. The Soldier may seek medical care as a Former Female Member as outlined in AR 40-400.

15. Leave Entitlements. Soldiers are entitled to leave based on the guideline established in accordance with AR 600-8-10, Leaves and Passes, 15 February 2006, and as follows:

a. Commanders must ensure Soldiers are afforded the opportunity to take leave during the course of their orders or amendments. Soldiers can opt to sell their leave if there is a 1-day break or more in their tours, up to a total of 60 days of leave during the course of their military careers. If there is a break of at least 1 day between FTNGD-OS tours, the Soldiers will NOT be able to roll over their leave days to the new tour. Soldiers must sell their unused leave unless they have already sold 60 days during their careers, in which case the leave will be lost.

NGB-ARH

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. **Loss of Leave.** Accrued leave that exceeds the maximum days allowed per fiscal year will be lost on 30 September, unless a Soldier requests to sell it. Accrued leave should be used before the end of the fiscal year.

16. 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 HRO to the State AG for final action. The State AG 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 State AG. If the request is approved by the State AG, then the action to involuntarily release the Soldier will cease.

b. **Involuntary early release.** The FTNGD supervisors or program manager are required to release a Soldier involuntarily when incidents arise and cannot be corrected. Separation regulations will be used as guidance. A Soldier will be notified in writing of the release date. A Soldier will receive a minimum of 15 calendar days notification prior to his or her release but will be released upon the termination date of his or her tour if that occurs first. The Soldier will be allowed 5 working days for rebuttal or comment. 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 State AG for final action. If the State AG decides to release the Soldier, the Soldier will be released within 30 calendar days of notification of the decision or on the termination date of the tour, whichever occurs first. The 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. As applicable, commanders and/or supervisors will ensure that the Soldier receives sufficient training to perform in his or her position and, IAW 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.

NGB-ARH

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)

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

(3) Soldier's rank/pay grade is reasonably inappropriate for the FTNGD-OS task(s) he or she is performing.

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

(5) 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, or the appropriate AGR staffing guide.

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

(7) Failure of the Soldier to disclose pertinent information.

17. Separation Documents:

a. DD Form 214, Certificate of Release or Discharge from Active Duty, will be issued on release from a period of 90 days or more of FTNGD-OS.

b. DD Form 220, Active Duty Report, will be issued on release of less than 90 days of FTNGD-OS.

18. Waivers. Waiver requests for FTNGD-OS will be sent through command channels to Director, Army National Guard, NGB-ARH-H, 1411 Jefferson Davis Highway, Suite 3900, Arlington, VA 22202-3231 for the waiver actions listed below. Requests must arrive at least 45 days in advance of the tour start date, or they will be returned without action.

a. Separation Pay. Soldiers who have completed 4 or more continuous years of active service (AS) (includes service from other components) should not be considered for a FTNGD-OS tour without having at least a 31-day break in service following his or her last FTNGD-OS or ADOS tour. A Soldier who has completed 6 or more continuous years of AS is entitled to separation pay computed under 10 USC §1174. Qualification for separation pay is negated when at least a 31-day break in service is sustained prior

NGB-ARH

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)

to completion of the 6th year of continuous AS. 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 for Soldiers other than CD and 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.

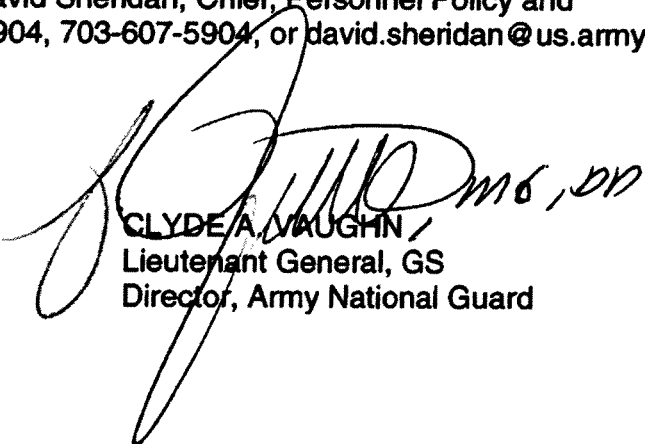
b. Sanctuary (18-year lock-in) Waiver. Soldiers will not be ordered to FTNGD-OS or offered follow-on tours that will place them within 2 years of becoming eligible for retired pay or retainer pay under a purely military retirement system unless approved by the DARNG. To monitor this requirement, a waiver must be requested from the DARNG for Soldiers who have 17 or more years of AS.

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

20. Rescission of policies: This policy memorandum rescinds NGB-ARH, 21 April 2006, subject: Guidance for Title 32 (T32) Full-Time National Guard Duty Operational Support (FTNGDOS) programs and the T32 Full-Time National Guard Duty Counterdrug (FTNGDCD) program (NGB-ARH Policy Memo #06-023).

21. The point of contact is COL David Sheridan, Chief, Personnel Policy and Readiness Division, at DSN 327-5904, 703-607-5904, or david.sheridan@us.army.mil.

5 Encls
as



CLYDE A. VAUGHN
Lieutenant General, GS
Director, Army National Guard

NGB-ARH

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

State Letterhead

Office Symbol

Date

MEMORANDUM FOR Human Resource Officer

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

1. The purpose for 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 FTNGDOS.
 - 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 2007 thru 15 November 2007 (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 5

NGB-ARH

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

3. The point of contact is the undersigned at DSN XXX-XXXX, XXX-XXX-XXX, or first.last@state.ng.army.mil.

4 Encls

1. ARNG Form 1058-R
2. ARNG Form 1058-1R
3. NGB Form 23B, RPAS
4. Orders Query

FIRST MI LAST

Rank, Branch, Organization

Title

NGB-ARH

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

State Letterhead

Office Symbol

Date

MEMORANDUM FOR Director, Army National Guard, NGB-ARH-H, 1411 Jefferson Davis Highway, Suite 3900, Arlington, VA 22202-3231

SUBJECT: Select from one of the following--

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 for Operational Support (FTNGD-OS) Performed Pursuant to 32 USC §502(f)(2), other than AGR Duty/Counter-Drug (AGR/CD) (NGB-ARH Policy Memo #08-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 2007 thru 15 November 2007 (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)

Enclosure 6

NGB-ARH

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

(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.

3. The point of contact is the undersigned at DSN XXX-XXXX, XXX-XXX-XXX, or first.last@state.ng.army.mil.

4 Encls

1. ARNG Form 1058-R
2. ARNG Form 1058-1R
3. NGB Form 23B, RPAS
4. Orders Query

FIRST MI LAST

Rank, Branch, Organization

Title