



DEPARTMENT OF THE ARMY
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM NY 12110-3514

MNAR-COS

30 AUG 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Full-time National Guard Duty-Operational Support (FTNGD-OS) Packet Submission (30 days or greater)

1. References:

a. ARNG-ARH memorandum, 16 May 2013, Subject: Guidance for Full-time National Guard Duty-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).

b. This memorandum supersedes MNAR-COS Memorandum, 26 October 2011, Subject: Full-time National Guard Duty-Operational Support (FTNGD-OS) Packet Submission Guidance.

c. The National Defense Authorization Act for FY 2005 (NDAA 05).

d. United States Code T10 section 12686 Sanctuary lock in.

2. Purpose: Establish a policy that prescribes procedures that govern long-term FTNGD-OS. These tours provide necessary skilled manpower assets to support existing or emerging requirements of the NYARNG. FTNGD-OS is not a career program. It is not authorized to fill real or perceived manpower shortages. Soldiers on long-term FTNGD-OS orders (30 days or greater or for Soldier with 16 years active federal service (AFS)) are subject to the same requirements as AGR Soldiers. All Commanders, Battalion Administrative Officers and Full-time Staff Supervisors will read and fully comply with reference 1a above. This reference directs the limitations, prohibitions, and approval authorities, related to the use of FTNGD-OS funding (Includes 18 year lock-in (sanctuary), 1095 rule (<3yrs AFS in a 4 yr period), and 6-year separation pay).

3. A separate packet must be completed for every long-term FTNGD-OS order utilizing the enclosed checklist (to include Soldiers requesting consecutive orders). The Battalion Administrative Officer is responsible for initial screening of all FTNGD-OS packets and on behalf of the Commander.

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4. Soldiers with more than 16 years AFS cannot begin to serve on FTNGD-OS without approval. All requests will be sent to MNHF (including tours of less than 30 days). GOCOM requests for approval should explain why Soldier is critical to the organization's mission and if Soldier will exceed 18 years of AFS during the requested period. These requests must justify potential sanctuary lock-in IAW USC T10 12686. MNHF will forward requests to applicable approval authority. Requests for approval of FTNGD-OS for Soldiers with more than 17 years of AFS will require NGB – Director Army National Guard approval.

5. The National Defense Authorization Act for FY 2005 (NDAA 05) directs that any RC Soldier who performs more than 1,095 days of active duty for operational support (ADOS) within a 1,460 day period will be counted against the national AGR end strength. A memorandum signed by a General Officer is required for submission of a waiver to MNHF for Soldiers who will serve on FTNGD-OS for more than 1,095 days in the previous 1,460 days. Soldiers will not start on FTNGD-OS orders until approved by NGB.

6. All Commanders, AO's, and FTS supervisors will review and ensure Soldiers' Retirement Points Accounting Statement (RPAM) has less than 5760 Active Duty points (16yrs).

7. All Commander's, AO's, FTS supervisors will confirm that Soldiers DD Form 5960 matches SIDPERs (screenshot) for establishing the Soldier's HOR for accurate BAH determination before a request for AFCOS Order is initiated.

a. Soldiers should understand that if called/ordered to Active Duty for other than training for more than 180 days, their orders will be amended ***in excess of 180 days, then per diem stops as of the 181st day and my assignment will*** change from TDY to a PCS.

b. Additionally, Soldiers should understand that if they are ordered to PCS and HHG Transport is NOT authorized, then the primary residence-based BAH will begin at the time called/ordered to active duty.

c. All Soldiers should be informed that if he/she is ordered to PCS and HHG Transport is authorized, then the PDS location-based BAH will begin on the day the member reports to PDS. The primary residence-based BAH will begin the first active duty day through the day before arrival day at PDS.

d. Finally, the Soldiers primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the Reserve Component Soldier resides in.

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8. Leaders will ensure Soldiers on FTNGD-OS orders use all accrued leave by the end date of their current set of orders. This must be done due to fiscal constraints. Program managers who receive requests from Soldiers to sell back leave must notify the undersigned at which time the Soldier and responsible leaders' ability to utilize FTNGD-OS funds will be suspended.

9. The appropriate program manager is the budgetary approval authority for all FTNGD-OS tours. MNOT will approve and MNHF will validate all FTNGD-OS tour packets.

a. Packets must be received at JFHQ-NY MNOT ATTN: FTNGD-OS Request Processor no later than 60 days prior to start date. If this requirement cannot be met coordination must be made with Program Manager funding the FTNGD-OS tour.

b. Packets with checklists and applicable requests for approval (1095-rule and Sanctuary) will be sent thru the appropriate FTNGD-OS Program Manager at JFHQ to MNHF FTNGD-OS Packet Validation NLT 45 days prior to start date for publication of orders. Once packets are received by MNHF, MNHF will conduct a case-by-case review of Soldiers who exceed, or could potentially exceed the cap to ensure that all applicable time is included. The link to the NDAA law is:

http://www.law.cornell.edu/uscode/html/uscode10/usc_sec_10_00000115----000-.html

10. FTNGD-OS orders starting date will not be established until the packet has been approved and validated through all channels. Soldier's initial entry for duty will be adjusted to match the FTNGD-OS orders. No Soldier should start work or be on duty without approved orders.

11. Point of contact for this action is CW4 Jacqueline A. O'Keefe, AGR Manager 518-786-4732 or email jacqueline.a.okeefe.mil@mail.mil MNOT POC is SSG Tiffany Quivey 518-786-4665, email tiffany.a.quivey.mil@mail.mil or SGT Steven Taber 518-786-4644, email steve.taber4.mil@mail.mil.

FOR THE COMMANDER:

Encl
FTNGD-OS Checklist


PATRICK J. CENTER
COL, LG, NYARNG
Chief of Staff, Army

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Each JFHQs Director/Deputy Director

CF:

MNAG-DJS

MNAR-CCWO

MNAR-CSM

42nd ID, G3

53rd TC, G3

**NEW YORK ARMY NATIONAL GUARD
FULL TIME NATIONAL GUARD DUTY - OPERATIONS SUPPORT (FTNGD-OS) CHECKLIST**

(Reference NGB-ARH Policy Memo #139-020 dated 16 May 2013)

PLEASE PRINT OR TYPE INFORMATION BELOW:

NAME: _____ Last 4 SSN: _____
EMAIL: _____ Duty Station: _____
BN AO Name: _____ Signature: _____
Unit Commander Name: _____ Signature: _____

Provide "Yes" or "No" response to the following questions. If "No" response submit request for waivers/approval to MNHF to applicable approval authority:

- Soldier has less than 16 years AFS (RPAM – NGB23A enclosed)
- Soldier will have less than 1095 days AFS in last 1460 days at end of this order (RCMS Web Screenshot)
- Soldier will have less than 2160 days AFS days prior to the last break in service of 30 days or more (RCMS Web Screenshot - no exception)
- Soldier's MRD is more than 6 months prior to MRD (RPAM-NGB23A enclosed)

Soldier meets personnel and training readiness requirements: (Check for yes or indicate N/A)

- Soldier's last APFT is passing and within 6 months of requested start date (DA 705)
- Soldier currently meets height and weight standards IAW AR 600-9 (DA 5500)
- Soldier holds a security clearance (if necessary for intend FTNGD-OS mission)(JPAS)
- Soldier is not required to submit a family care plan (Soldier does not need one or Family Care Plan enclosed)
- Soldier has valid CAC (photocopy)
- Soldier has a valid driver's license (if necessary for FTNGD-OS mission) (photocopy)
- Soldier is not currently flagged
- Soldier understands that IF called/ordered to Active Duty for Other than training for more than 30 days and less than 180 days, then the Soldier order will be a TDY order and the primary residence-based BAH will begin at the time called/ordered to active duty.
- Soldier understands that if he/she voluntarily moves to be closer to the duty station Soldier WILL NOT be entitled to the new HOR-based BAH, after initial order has been issued.
- Soldier understands the primary residence/HOR can only change if there is a break of active duty/service exceeding one full day.
- Soldier understands that One Round trip Mileage authorized for ADOS long tour order (more than 30 days but less than 180 days) will be put through DTS (Defense Travel System).
- Soldier understands if travel is performed in support of the ADOS tour AND travel and per diem IS authorized, then authorized travel and per diem expenses will be processed in DTS (Defense Travel System).
- Fund Managers will not approve an Active Duty order within AFCOS if the information in the packet is different from what populates in the AFCOS database.

Soldier meets medical readiness requirements: (Check for yes or indicate N/A)

- Soldier has HIV test within 6 months of start date(not necessary for tours less than 30 days)*(Negative test result enclosed)
- Soldier is currently MRC1 or MRC2. Permanent 3 or 4 in PULHES requires MMRB to be completed prior to FTNGD-OS start. (IMR enclosed)
- Soldier does not have an open medical case (MEDCOM case management will verify to MNHF)
- Soldier has completed PHA in last one year (IMR enclosed)
- Soldier is not pregnant. As applicable negative pregnancy test enclosed taken 15 days prior to start date.

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Soldier has been counseled DA 4856 Enclosed (Check indicates complete)

- Required to attend scheduled IDT and annual training with unit
- Required to take all accrued leave prior to end date of each FTNGD-OS order
- Required to take APFT every 6 months

Packet includes (Check indicates enclosed or N/A)

- Request for FTNGD-OS orders for Soldier with more than 17 yrs AFS thru MNHF to DARNG (as
- Request for FTNGD-OS orders for Soldier with more than 16 yrs AFS thru MNHF to TAG (as Applicable)
- Request for FTNGD-OS orders for Soldier within 6 months of MRD thru MNHF to TAG (as Applicable)
- RPAM NGB 23A (ALL)
- RCMS Orders Query Screenshot (ALL)
- DA 705 (APFT) (ALL)
- DA 5500 (Height Weight Worksheet) (ALL)
- JPAS (Joint Personnel Adjudication Summary) (as Applicable)
- Family Care Plan Confirmation(As Applicable)
- Photocopy of CAC and Drivers License (ALL)
- Negative HIV Test result (as Applicable)
- IMR (individual Medical Record) (ALL)
- Pregnancy Test (as Applicable)
- Counseling form DA4856 (as Applicable)

Soldier understands that IF called/ordered to Active Duty for Other than training for more than 30 days and less than 180 days, then the Soldier order will be a TDY order and the primary residence-based BAH will begin at the time called/ordered to active duty.

Statement of Understanding

I have read all requirements listed above and provided the completed documentation needed to be hired as a FTNGD-OS Mobilization Augmentee. Performing FTNGD duty will not pose any known hardship on me and/or my family that would detract from, or prevent me from being able to perform FTNGD duty. I have provided full and accurate accounting of all previous active service and/or full-time National Guard duty performed before being placed on FTNGD-OS orders. I also understand that failure to provide such information may result in early termination of FTNGD-OS orders. I understand that any of the following may be grounds for involuntary early release from FTNGD-OS duty: My personal conduct, degree of efficiency, manner of performance, available funding, change in mission requirements, grade inversion or the failure to disclose pertinent information. Finally, I understand that I will not be offered follow-on tours that would place me within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system unless approved by DARNG.

Applicants Signature:

Date: