Full Time National Guard Duty (FTNGD) Packet Training

SGT Sara Stonoff & SrA Daniel Reedy

HRO-AGR Section
Outline

- Packet documents
- AFCOS print out instructions/example
- Retirement Points Statement & Active Federal Service Computation
- Waivers
- Complete Packet Example
- Approval Process
- Leave
- Important Dates
FTNGD Packet Assembly

Needed Documents

- Request Memorandum for FTNGD, signed by unit CO
- DA Form 1058-R, Application for Active Duty for Training
- NGB Form 1058-1R (if applicable), required for all DARNG Waiver Requests
- DA Form 23A/23B, Retirement Point Accounting System (RPAS)
- AFCOS Orders Query, Mandatory History Print Out, Indicating all Duty from 24 October, 2004 until present time
FTNGD Packet Assembly-
Needed Documents, cont.

- DA Form 705, Army Physical Fitness Test Score Card, Dated within 6 months of order start date
- DA Form 5500/ DA Form 5501 (if SM must be taped), Certification of Height/Weight
- JPAS Statement, Verification of Security Clearance (if needed for duty position), obtained thru BN/BDE Security Manager
- Memorandum of Understanding, signed by Unit Commander and Soldier
FTNGD Packet Assembly-
Needed Documents, cont.

- DA Form 1506, Statement of Service, *Only required for those with 17 or more years of prior active service*
- DD Form 2766, Periodic Health Assessment (PHA), *(required only if IMR does not have updated PHA/PULHES information)*
- Individual Medical Readiness (IMR) Print Out from MODS/MEDPROS
- IMR-PHA must be dated within 60 days of orders start date
FTNGD Packet Assembly-
Needed Documents, cont.

- IMR-HIV Test, must show “Green” in MODS, be dated within 24 months of order start date, and not expire during duration of orders.
- IMR-Females, Pregnancy test negative results and be dated within 15 days of orders start date.
- IMR-PULHES, should show all 1’s & 2’s.
- MMRB/MOS Medical Retention Board, Results (if applicable) for Soldiers with permanent 3 or 4 in PULHES must state “retain in his/her current primary military occupational speciality.”
AFCOS Print Out Instructions

- Under choose option input #2 and hit enter
- Under choose option input #6 and hit enter
- Enter SM social security number
- Click on the “Click Here or Press Commit to Process” block
- Click “View Reports”
- Hold down the control key and click “View” on most recent date created document
- Open or Save file
- Highlight all text and change font to 8
- Print
# ARMY NATIONAL GUARD CURRENT ANNUAL STATEMENT

**SGT BUCKEYE BRUTUS**
000-00-0000
HHC 612 EN BN
28846 TRACY RD
WALBRIDGE, OH 43465-9768

Notice of Eligibility: NO

Highest Grade Held: E06

Indicates whether a soldier has received a 20 year letter

Begin/End Date of retirement year

Your unit clerk, Parnell, can help you with this. See below

Begin Date (yyyyymdd) (yyyyymdd)
End Date (yyyyymdd) (yyyyymdd)

MMSI  IDT  MEM  ACCP  Misc  Pts  AD  Pts  VS  Total Career Points  Total Pts For Ret Pay  Creditable Svc For Ret Pay

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<th>ACCP</th>
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**MILITARY MEMBERSHIP STATUS IDENTIFIERS**

- **F1** - United States Air Force Reserve
- **C1** - Air National Guard Unit Member
- **A1** - United States Army Reserve
- **D4** - United States Army Reserve Control Group (Reinforcement)
- **H3** - Non-Military, Civilian Break
- **B1** - Army National Guard Unit Member

**Verification Status:** "$v$" indicates valid documents have been presented and are on file to verify service & points. "$b$" indicates that no document is on file to verify the service/points. NOTE: Points and service will not be credited in last two columns if verification status is "b".

**DISTRIBUTION:**
- 1 - Soldier
- 1 - Requestor
- 1 - State Use

**References:**
- AR 135-180 - Qualifying Service for Retired Pay Nonregular Service, 1 Jul 87
- NGR 680-2 - Automated Retirement Points Accounting System, 1 Mar 89

NGB Form 23B
20 July 1998
Take A.D. Pts, from RPAM Statement, and divide by 30.

Example:

\[
\frac{38}{30/1166} \quad \text{Total AD Points}
\]

- 90
- 266
- 240
- 2

Days

Divide result (38) by 12 to obtain years of A.F.S.

Example:

\[
\frac{12}{38} \quad \text{Year}
\]

- 3

Years

Total A.F.S.: 3 years, 2 months, 26 days
Waivers

**Waivers need to be submitted with the FTNGD packet for personnel who meet the following criteria**

- **1095 waiver**, SM who has, or will have, 1095 days/3 years of **cumulative** FTNGD service in a 4 year period
- **6 year waiver**, SM has, or will have upon order completion, 6 or more years of service without at least a 31 day break
- **6 month waiver**, SM has less than 6 months time in service (TIS) from orders start date until ETS date
- **Sanctuary waiver**, SM has, or will have upon order completion, 17 or more years of active federal service

**All waivers need to be initialed off by the chain of command prior to submission with the packet**
MEMORANDUM THRU UNIT CHAIN OF COMMAND

THRU INSERT SM CHAIN OF COMMAND (BN) HERE

THRU INSERT SM CHAIN OF COMMAND (BDE) HERE

FOR Human Resource Office, ATTN: Colonel William E. Crane, Human Resource Office, 1703 Coonskin Drive, Charleston, West Virginia 25311

SUBJECT: Request Waiver for the "1095 day rule" for INSERT SM RANK AND NAME HERE for CHOOSE APPROPRIATE DUTY STATUS FROM THE FOLLOWING FTNGD-OS/FTNGD-MA/FTNGD-CD

1. A waiver is requested for SOLDIER'S RANK & NAME to exceed the "1095 Rule". SOLDIER'S RANK & NAME has been on orders since INSERT CURRENT ORDER START DATE HERE and will continue on orders until INSERT ORDER END DATE HERE if approved. SOLDIER'S RANK & NAME is JUSTIFY WHY YOU WANT TO EXCEED 1095 RULE HERE......

2. POC for this memorandum is INSERT SM M-DAY UNIT POC HERE at 304-201-1212 or e-mail at jesse.james@us.army.mil

UNIT COMMANDER
SIGNATURE BLOCK
MEMORANDUM THRU National Guard Bureau, ATTN: NGB-ARH, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

FOR Director, Army National Guard, 111 South George Mason Drive, Arlington, VA 22204-1382

SUBJECT: Waiver Request to go Beyond 6 years Continuous Active Service

1. In accordance with 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 Memo #09-014) the below individuals require a waiver in order to be placed on Full-Time National Guard Duty for Operational Support.

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
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<tbody>
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<td>SSG James, Jesse</td>
<td>123-12-1234</td>
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2. These individuals are critical to the support of the functions within the state of West Virginia and in particular the Joint Interagency Training and Education Center (JITEC). Without the approved waivers, the JITEC will not be able to perform its functions.

3. POC is COL William (Bill) E. Crane, DSN 623-6436.
MEMORANDUM THRU UNIT CHAIN OF COMMAND
THRU CHAIN OF COMMAND (BN)
THRU CHAIN OF COMMAND (BDE)

FOR Human Resource Office, ATTN: Colonel William E. Crane, Human Resource Office, 1703 Coonskin Drive, Charleston, West Virginia 25311

SUBJECT: Request Waiver for "less than 6 months time in service" for SGT Courtney Pierson for Full Time National Guard Duty – Counter Drug (FTNGD-CD)

1. A "less than 6 months time in service" waiver is requested for SGT Courtney Pierson. SGT Pierson currently has less than 6 months time in service which is a disqualifying factor for FTNGD-CD without an approved waiver from The Adjutant General. SGT Courtney Pierson has been on order since DATE and will continue on order until DATE if approved. SOLDIER'S NAME is JUSTIFY WHY YOU ARE UNABLE TO EXTEND AT THIS TIME....

2. POC for this memorandum is M-DAY UNIT POC at 304-201-1212 or e-mail at jesse.james@us.army.mil

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

SUBJECT: FTNGDOS Waiver Request for Performance of Duty Beyond 17 years

1. The purpose of 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 20091001 thru 20100929 (364 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 #09-014

   a. Name/Grade/SSN: James, Jesse/E-7/123-12-1234
   b. Mission: Homeland Defense Support
   c. Last Break in Active Service of 31-days or more: May 1999
   d. Type Duty Code: 513
   f. M-Day Unit of Assignment: JFHQ (W8BSAA), 1703 Coonskin Drive, Charleston, WV 25311
   g. Justification:

      (1) SFC James is responsible for providing intelligence and informational updates to the Department of Homeland Security’s Tier 1 Assessment Team, Department of Homeland Security’s Site Assist Visit (SAV) Teams, and Critical Infrastructure Protection Mission
Assurance Assessment (CTP-MAA) Teams that support the Defense Contracting Management Agency (DCMA), 35th CST, and WV CBRNP.

(3) SFC James has been instrumental in developing West Virginia’s Critical Infrastructure Protection Task Force by working with the Department of Homeland Security-Protective Security Advisor, State officials from the Department of Military Affairs and Public Safety, the West Virginia State Police, other State agencies, as well as, the public and private sectors. For the last three years SFC James has been responsible for providing the state’s critical infrastructure data to Department of Homeland Security in support Tier I and Tier II asset data calls. SFC James participates in state agencies table top exercises that deal with the protection and security of critical West Virginia assets.

(3) SFC James works closely with the West Virginia Fusion Center, the West Virginia State Police and the Federal Bureau of Investigation Joint Terrorism Task Force to collaborate on interagency sharing of information and intelligence. This information is disseminated to the WVNG J2, the WVNG Anti Terrorism Office, the 130th and the 167th Air Lift Wings for their situational awareness, as well as, for Force Protection measures for the Soldiers and the Airmen. SFC James collaborates with the National Joint Terrorism Task Force on National Site Security Events (NSSE), as well as, supports Department of Homeland Security’s Joint Readiness Operational Coordination Center - Operation Rendezvous.

3. The POC for this memorandum is the WV-HRO, Major A. Kristine Wood, at 304-561-6424 or e-mail at a.g.parker.kristine.west@wvng.army.mil.

ATTEN E. TACKBUT
Major General, WVANG
The Adjutant General

11. Ends
1. PINGD packet check list
2. Request for PINGD-OS memo
3. ARNG Form 1058-R
4. ARNG Form 1058-1R
5. NGB Form 23R RPAS
6. Orders Copy/APCOS print out
7. DA Form 705
8. RPAS Statement
9. MOU
10. DA Form 1506
11. IMR print out
HRO WEB SITE NAVIGATION

http://www.wv.ngb.army.mil/jobs/default.html
FTNGD Packet Approval Process

Start

- Unit gathers all needed info for FTNGD Packet (based off Unit ck list located on the “P” drive)
- Unit emails Packet to AKO Address located On unit ck list
- HRO rep Logs receipt Of packet into Excel spreadsheet And moves it to the P drive

Process

- HRO rep reviews Packet for completeness (signatures, Waivers, etc.)
- A non approval letter is generated To inform the unit why the FTNGD Packet is incomplete

Finish

- HRO rep generates FTNGD packet Approval letter and HRO signs
- HRO rep reviews Packet for completeness (signatures, Waivers, etc.)
- HRO notifies G3 that SM has an approved FTNGD packet, so the SM’s unit may request orders through G3

Incomplete

- Approval letter is Placed with packet And packet is moved To Approved Folder Under the “P” drive
- Hard Copy of approval letter is saved in HRO files and a copy Is sent to SM unit
- Complete
MEMORANDUM FOR Commander, 1/201st

SUBJECT: Request for Full-Time National Guard Duty Operational Support (FTNGD-OS/MA/CD) for SPC Tucker, Thomas C.

1. At this time HRO is unable to approve your packet for Full-Time National Guard Duty Operational Support (FTNGD-OS).

2. In order to certify your packet for submission of orders, you must submit the proper documents, and all forms must be completed. Please obtain the completed documents, place them in the Soldier’s packet on the “P” drive, under incomplete packets, and notify the HRO-AGR section once this is done.

3. Your packet is returned for the following reason(s):

   Request Memorandum for Full-Time National Guard Duty Operational Support (FTNGD-OS)
   — Incomplete/Missing
   — Missing Signature

   DA Form 1058-R (dated Jul 93)
   — Incomplete/Missing
   —X Missing Signature(s) blocks #24

   ARNG Format 1058-1R (dated Jul 02, if applicable- for sanctuary waivers/17 or more years of Active Federal Service)
   — Incomplete/Missing
   — Missing Signatures

   NGB Form 23A/23B (RPAS)
   — Missing

   AFCOS Orders Query “Mandatory Printout”
   — Missing
   — Missing ARNG Format 1058-1R (More than 17 years of Active Federal Service)

   DA Form 705
   — Missing/Incomplete
   — APFT not within 6 months of order start date
   — Missing height/weight data

   DA Form 5500 or DA Form 5501 (Body Fat Content Worksheet, if applicable)
   —X Missing/Incomplete
   — Missing Signatures

   JPAS Statement (Verification of Security Clearance, if needed for duty position)
   — Missing (JPAS statement should state “secret”)
Leave

- All FTNGD leave is processed in the online leave site: https://ftsmcs.ngb.army.mil/index.htm
- The SM’s duty unit inputs leave into the online site and a final copy is sent to USPFO for processing
- The SM must coordinate with his/her M-Day unit regarding leave dates & possible interference with AT, drill, etc.
- Leave must be exhausted prior to the end of the SM’s tour
- Leave carry over for FY11 is 75 days
FTSMCS Leave Tracking
System Navigation

FTNGD - Important Dates

- **PHA’s:**
  17-18 August 2010, 0800-1600, Drill Floor, JFHQ Charleston, WV
  19-20 August 2010, 0800-1600, RTI, Camp Dawson, WV
  POC LTC Kersey, Donald, donald.kersey@ng.army.mil

- All FY10 FTNGD Packets are to be emailed to wvarngj1.hro@us.army.mil no later than 01 October 2010

- FTNGD **Out Processing** is scheduled for 6 October 2010, from 0800-1500 hours, in the War Room at JFHQ (Sign up spread sheet will be distributed with the MOI)

- FTNGD **In Processing** is scheduled for 13 October 2010, from 0900-1400, in the War Room at JFHQ (sign up sheet will be distributed with the MOI)
SM can not be flagged and placed on FTNGD

All waivers must go through the chain of command, and be initialed off on, prior to HRO receiving them along with the packet

HRO does not create or approve orders, coordinate with G3 for orders

Only the IMR (Individual Medical Readiness) print out is needed for packet approval, not the PHA

PHA (on the IMR) must be dated within 60 days of orders start date

A SM must out process with HRO once orders (90 consecutive days or more) are complete to receive a DD Form 214
POC’S

HRO
SGT Stonoff, Sara: sara.stonoff@wv.ngb.army.mil or 304-561-6682
SrA Reedy, Daniel: daniel.p.reedy@ng.army.mil or 304-561-6425
HRO Web Site: http://www.wv.ngb.army.mil/jobs/default.html

MEDCOM
LTC Kersey, Donald (PHA’s) : donald.kersey@ng.army.mil or 304-561-6473

G3
SSG Wallace, Mark: mark.a.wallace@ng.army.mil or 304-
Questions?