

**FULL-TIME NATIONAL GUARD  
DUTY (FTNGD)  
(Formally ADOS)**



**DEPARTMENT OF THE MILITARY**

**OFFICE OF THE ADJUTANT GENERAL**

2823 West Main Street

Rapid City, South Dakota 57702-8170

Effective 1 April 2016

*Personnel-General*

**South Dakota Army National Guard**  
**Full-Time National Guard Duty (FTNGD)**

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By Order of the Governor:

TIMOTHY A. RESICH  
*Major General, SDNG*  
*The Adjutant General*



Official:

A handwritten signature in black ink, appearing to read "Theodore L. Bartunek".

THEODORE L. BARTUNEK  
*Lieutenant Colonel, SC, SDNG*  
*Chief Information Officer*

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Distribution: Distribution of this publication is made in accordance with the requirements of the proponent and is intended for distribution level A for the Army National Guard.

This publication is approved for electronic distribution and use.

\*\*Approval Number 1660004

## SDARNG INDEX OF FULL-TIME NATIONAL GUARD DUTY (FTNGD)

Joint Forces Headquarters-South Dakota  
South Dakota Army National Guard  
Rapid City, SD 57702-8170

Information Management: A Personnel Guide for Managers

**History.** This pamphlet supersedes SDNG Pam 600-5-1, 20 February 2015.

**Summary.** This pamphlet provides procedures and guidance for FTNGD Soldiers of the South Dakota Army National Guard (SDARNG). It defines the responsibilities of the program manager, the commander, FTNGD supervisor and the individual Soldier. This Pamphlet does not circumvent the provisions of AR 600-8-10, but is intended to clarify that leave is important and must be balanced and managed. Supervisors will monitor, track and incorporate leave programs at the appropriate level.

**Applicability.** This pamphlet applies to all elements and organizations of SDARNG Soldiers in an FTNGD position. This regulation applies to all FTNGD hires 30 days or longer. Full Time National Guard Duty Counter Drug (FTNGD-CD) personnel are governed under National Guard Regulation 500-2/Air National Guard Instruction 10-801, in conjunction with this pamphlet for accession, administration and release from FTNGDCD.

**Suggested Improvements.** The proponent agency for this pamphlet is the SDHRO-AGR, JFHQ-SD. Send comments and suggestions to: JFHQ-SD, Attn: NGSD-HRO-AGR, 2823 W Main, Rapid City, SD 57702-8170.

**Distribution.** Distribution of this publication is available in electronic and hard copy. This Pamphlet is intended for command levels within the South Dakota Army National Guard and Distribution A.

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## Chapter 1 – General

**1-1. Purpose.** This pamphlet provides procedures and guidance for the management of the FTNGD program within the SDARNG, in order to ensure proper funding and help with maintaining an accurate budget.

### 1-2. References.

- (a) Title 10, United States Code, “Armed Forces”
- (b) Title 32, United States Code, “National Guard”
- (c) Army Regulation (AR) 600-8-10, 15 February 2006, Leaves and Passes
- (d) NGR 600-5, 21 September 2015, The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty
- (e) NGR 500-2, 29 August 2008, National Guard Counterdrug Support
- (f) MEMORANDUM FOR Recruiting and Retention Command, (RRC) Personnel
- (g) SAMR-PO Memorandum Subject: Policy for Management of Reserve Component Soldiers on Active Duty for Operational Support and Full-Time NG Duty for Operational Support dated 21 February 2008
- (h) Army Regulation 40-501, Standards of Medical Fitness, dated 14 December 07
- (i) NGB-ARH Memorandum Subject: Guidance for Title 32 (T32) Full-Time NG Duty Operational Support (FTNGDOS) programs, Policy Memo #09-014 dated 26 March 2009
- (j) NGB-HRH 2016 Active Duty Operational Support Reserve Component (FTNGD-RC) Title 10 Guidance Policy Memo#16-001 dated
- (k) NGB-ARH Memorandum subject: Guidance for Full-Time National guard Mobilization Augmentee (FTNGDMA) Duty (NGB-ARH Policy Memo #14-029) dated 22 Dec 14
- (l) NGB-ARH Memorandum Subject: Guidance for Title 32 (T32) full-Time National Guard Counter-Drug (TTNGDCD) Program, (NGB-ARH Policy Memo #015-008 dated 22 Apr 15
- (m) Army Regulation 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Solders, dated 30 June 1999
- (n) Title 10 United States Code 1174, Separation Pay Upon Involuntary Discharge or Release from Active Duty
- (o) DoD 7000.14-R, Volume A, Chapter 35, Separation Payments

### 1-3. Definitions.

- (a) Operational Support (OS) is a category of vounluntary duty that includes ADOS (with several sub categories) and Full-Time National Guard Duty-OS (FTNGD-OS).
- (b) The FTNGD-OS is an authorized voluntary tour of FTNGD performed pursuant to 32 U.S. Code Section 502(f)(2) (other than AGR, drug interdiction, and counter-drug 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 honors duty performed not in an inactive duty or active duty status.
- (c) The FTNGD-MA is an authorized voluntary tour of FTNGD-OS performed pursuant to 32 U.S. Code Section 502(f)(2) (other than AGR, drug interdiction, and counter-drug duties). The purpose of the FTNGD-MA program is to provide manpower during periods of mobilization, specifically to perform unit full-time support rear detachment functions for those units requiring additional full-time support due to the global war on terrorism.
- (d) The FTNGD-CD is an authorized voluntary tour of FTNGD performed pursuant to 32 U.S. Code Section 502(f) for the purpose of carry out drug interdiction and counterdrug activities.

### 1-4. Responsibility.

- (a) Chief of Staff is the final approval authority for all FTNGD over 29 days.
- (b) USPFO/Comptroller is responsible for validating funding and that funding is available and it is correctly obligated.
- (c) HRO is responsible for completing DD 214s on FTNGD Soldiers that have completed over 90 days continuous duty at the end date of their orders. HRO is also responsible for completing DD 220 for all FTNGD greater than 30 but less than 90 days.
- (d) HRO is responsible for prescreening all FTNGD hiring packets for periods of 30 days or greater per chapter

2 below, in-processing all newly hired FTNGD-MA and FTNGD-OS Soldiers, and monitoring the leave program. The Director, Counter Drug (CD) is responsible for tracking Soldiers on FTNGD-CD and reporting their status to HRO-AGR monthly. CD will also coordinate any new accessions or removal/termination from FTNGD-CD with HRO-AGR.

(e) Supervisors are responsible for ensuring leave is properly issued, tracked and maintained using the automated leave tracking system called the Full Time Support Management Control System (FTSMCS) <https://ftsmcs.ngb.army.mil>. The FTNGD Supervisor and the unit RDNCO are responsible for ensuring Soldiers medical readiness is "Green" for all Soldiers entering and serving in the FTNGD program.

(f) Soldier's parent unit is responsible for maintaining the Soldiers record, submitting their Soldiers for pay and allowances, and assisting the Soldier with submitting the required documents for a DD 214/220 as applicable.

## Chapter 2 – FTNGD Employee qualifications

### 2-1. FTNGD Program.

(a) Acceptable tours are not intended to meet real or perceived manpower shortages. All FTNGD Soldiers must occupy a military assignment in a unit that is compatible with the tour that was authorized. Must be federally recognized member of the SDARNG in an active status.

(b) The applicant must be a federally recognized member of the SDARNG in an active status, and not within 6 months of mandatory removal or Expiration Term of Service on the report date of the tour, unless waived by the State Adjutant General.

(c) Soldiers with 17 years Active Federal Service (AFS) as of the start of the FTNGD tour must be approved by the Chief of Staff (CoS). These orders will mandatorily end prior to the Soldier attaining 18 years AFS and retaining a lock in for retirement. Soldiers with 18 years AFS will not be placed on orders.

(d) This program will not be used to back fill full time AGR or Technicians attending long-term schools.

(e) Resource managers will utilize short term FTNGD (less than 30 days) to maximize limited funding.

(f) Soldiers with more than 30 days FTNGD are entitled to Tricare on the 31<sup>st</sup> day.

(g) Soldiers **will not** report for duty prior to request approval and **orders are published**.

(h) Soldiers will only work in the duty position for which the tour was authorized.

(i) **Soldiers are not allowed to attend schools while on FTNGD orders unless the school is required for their FTNGD position and approved for funding from the program manager.**

(j) Approval authority for tour lengths over 29 days will be the Chief of Staff, Army.

(k) Each Reserve Component is limited to a maximum number of personnel that may be performing Operational Support (OS) at any time. Soldiers on OS duty will count against the operation support ceilings, regardless of the duration of the duty.

(l) The ARNG Soldiers performing OS duty will not count against the controlled grades (E8, E9, O4, O5, and O6).

(m) Supervisors/Commanders receive, validate, and prioritize FTNGD tour requests. **\*NOTE: TDY funds are not generally available unless the program manager budgets additional TDY funding. PCS moves are authorized for tours that exceed 180 days. Program managers will need to budget for PCS allowances on all tours over 180 days.**

(n) The Soldier must not be placed on orders that will qualify him/her for separation pay as a result of the duty.

(o) Being on FTNGD orders does not give FTNGD personnel hiring rights should SDARNG decide to convert the position to full time AGR. FTNGD personnel will compete at entry level positions unless COS. approves exception to policy for a higher grade.

(p) If dual military members are on active duty orders (AGR, FTNGD, or combination) only one can claim BAH.

### 2-2. FTNGD Selection / Hiring Process.

(a) All FTNGD tour requests in excess of 29 consecutive days or tours of 4 -5 days longer than 4 weeks will be validated and approved by the Chief of Staff, Army. Commanders/AOs/Directorates will request a FTNGD position using a memorandum (see appendix G). The HRO-AGR Office will advertise all approved FTNGD jobs for a minimum of 15 days and forward eligible Soldiers to the hiring official. Selected Soldiers are to complete the hiring packet and secure the required

documentation with help from his/her unit (see 2-3 below). When all required documentation has been secured the supervisor/Commander will forward these documents to SDHRO-AGR.

(b) SDHRO-AGR is responsible for prescreening the Soldiers hiring packets to ensure they meet the minimum requirements. Minimum requirements are, but not limited to, being physically fit to perform the duty, current passing APFT, currently MOSQ'd in their duty position (para/line in assigned unit) and meet height weight standard of AR 600-9. Individual must have current HIV test (within 24 months) along with a current Periodic Health Assessment that has been completed within the last 12 months. Schooling restrictions must be settled before the position start date, restrictions include MOSQ, other schools needed to perform job, or prior engagements to other courses. **Soldier must not be within 12 months of mandatory removal i.e. ETS/MRD.** Exceptions include FTNGD orders not lasting longer than the Soldiers ETS/MRD date. SDHRO-AGR will notify the program manager that is providing funding for FTNGD position that the Soldier meets hiring requirements.

(c) Program Manager will verify funding is available and notify HRO that funds have been transferred and the order(s) can be processed.

(d) FTNGD Soldiers are required to meet the medical standards of AR 40-501, Chapter 3, prior to their initial tour. Pre-existing medical conditions prohibiting deployment that are identified within the initial 25 days of FTNGD will result in the Soldier being released from FTNGD. Pre-existing medical conditions identified after 30 days of FTNGD will require the Soldier to undergo a Medical Evaluation Board (MEB). The needs of the ARNG will determine continued service.

(e) FTNGD Soldiers are required to meet the height/weight requirements of AR 600-9 and weigh in semi-annually. Soldiers failing to meet the requirements of AR 600-9 will be placed in the Army Weight Control Program. Failure to show progress in the weight control program IAW AR 600-9 is cause for removal from the FTNGD program.

(f) FTNGD Soldiers must successfully complete the Army Physical Fitness Test (APFT) semi-annually, IAW AR 350-1. Two consecutive record APFT failures without a medical profile, constitutes unsatisfactory or substandard performance IAW AR 350-1 and NGR 600-5. A consecutive failure occurs when a record test is failed, and the Soldier subsequently fails the retest. Failure to maintain physical fitness standards requires Release from Active Duty (REFRAD) IAW NGR 600-5.

**2-3. FTNGD Packet Requirements.** FTNGD tour requests for 30 or more days require a packet prepared in accordance with guidance listed below. The following items need to be in the packet:

- (a) Application for Full-Time National Guard Duty DA Form 1058-R with signature of the unit commander.
- (b) Current Retirement Point Assessment Statement (RPASS) NGB Form 23A.
- (c) APFT Score Card DA Form 705 with a successful passing score within 12 months.
- (d) No Temporary Profiles, **copy of permanent profile, if applicable.**
- (e) Counseling statement signed by the Soldier and supervisor outlining policies and procedures of this policy. See Appendix F and example on the HRO Website under FTNGD Counseling.
- (f) Letter from the commander certifying the Soldier meets AR 600-9 requirements.
- (g) Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record from Medical Operational Data System (MODS).
- (h) New Employee Sheet FTNGD/Contract Sheet filled out and signed by the program manager on bottom left hand corner. (Appendix B)
- (i) A current pregnancy test within 15 days of tour start date.

**2-4. Extension Requirements.** FTNGD tour extension requests for 30 or more days require an extension packet. The following items need to be in the packet:

- (a) Updated contract sheet with a signature from the activity director/program manager.
- (b) Counseling statement signed by the Soldier and supervisor outlining policies and procedures of this policy.
- (c) Memorandum from commander approving extension.
- (d) Updated MEDPROS showing HIV taken within 24 months and PHA taken within 12 months.
- (e) Updated APFT Score Card DA Form 705 with a successful passing score within 12 months.

**2-5. Drill.** 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 FTND-OS mission will take precedence over IDT or AT to ensure 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.

**2-6. Title 10 (ADOS-RC)** Any Soldier wanting to apply for a Title 10 ADOS-RC tour must make prior coordination through their chain of command, DCSOPS-MOB and DCSPER. This coordination will include the tour point of contact information, funding requirements and processing information, and a TAG release approving the request to go on Title 10. Title 10 ADOS-RC for 30+ days are required to provide the accession packet as outlined on the GKO Website at <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>

### **2-7. Orders**

- (a) An order will not be “broken” or divided for multiple periods to avoid paying for typical non-duty days (e.g. weekends or holidays).
- (b) An order will not be “broken” or divided for missions over 179 days to provide temporary duty entitlements.
- (c) An order will not be issued for extended periods if it is known that the Soldier will need to have their order curtailed during the tour.
- (d) An order will not be “broken” or divided for a Soldier that voluntarily performs IDT or AT.
- (e) Commanders must have a FTNGD-OS order curtailed when involuntarily ordering a Soldier to attend IDT, AT and/or schools.

## **Chapter 3- Supervisor Administrative Tasks**

### **3-1. Administrative Process.**

- (a) Once a Soldier is selected for the position, they must be in-processed by the supervisor. A DA Form 4856 will be filled out and reviewed with the Soldier by the selecting official. Counseling will consist of eligibility for TRICARE, employment expectations, mission, and status reports. Counseling should consist of career development, drill performance; including expectations and plan for drill status. Overseas travel, (OCONUS) Travel is not authorized while on FTNGD orders.
- (b) Supervisors will collect all pertinent information from the hired Soldier, and will counsel them on pay, pay related problems, direct deposit for bank account, and submission of W-4, description of LES, where to find leave balances and when pay is available. Supervisor/Commanders will work with the Soldiers assigned unit on pay issues for the Soldier.
- (c) The Soldier’s Unit is responsible for submitting their FTNGD Soldiers for pay each pay period. Supervisors will be responsible for administrative actions, training and pay for any attached Soldiers. OCS Candidates will not be attached to the supervisors unit. They will remain attached to the RTI during the duration of their training. Officers will not be attached at any time.
- (d) The Selecting Official or supervisors will be responsible for all subordinate FTNGD Soldiers who have a Line of Duty (LOD) within the scope of their FTNGD duties. The Selecting Official or first line leader will contact the soldiers assigned unit following an LOD injury for appropriate medical care and processing. Life threatening injuries will be taken to the nearest emergency room for help.

### **3-2. Annual Leave and Passes.**

- (a) Annual leave will be administered in accordance with AR 600-8-10, NGR 600-5 and this pamphlet. FTNGD personnel and supervisors of FTNGD personnel will become familiar with these regulations. The automated leave system will be used for all FTNGD leave.

Soldiers are responsible for verifying their current leave balance from their latest Leave and Earnings Statement (LES). They will report errors on their LES's immediately to Supervisor/Commander. Leave taken the preceding month is usually not reflected on the current LES. **At no time will an FTNGD leave balance be above 15 days unless prior written approval is granted by the program manager that authorized funding for the position.**

(b) Soldiers with approved leave will ensure they understand and comply with applicable instructions on the DA Form 31. Request will need to be made for leave for normal workdays, Tuesday through Friday. If leave is taken on a Friday and the following Tuesday the weekend (or any non-duty days in between) is chargeable leave. Soldiers will state a leave address and phone number on the DA Form 31.

(c) Leave will be granted only upon the request of the Soldier. Supervisors will maintain a leave file for all FTNGD Soldiers. It will consist of a SDNG Form 481 with all leave, (including Convalescent Leave) pass and permissive TDY requests for the entire FTNGD Tour. FTNGD Soldiers accrue 2.5 days per month while on an active duty order for more than 30 days. These Soldiers must have a leave plan in place and must take leave prior to the end of the active duty order. Leave cannot be taken in half day increments. Leave will be paid out to FTNGD Soldiers who are terminated from the FTNGD program. All other leave paid out will be discussed with the supervisor. Orders will not be extended to take leave. Leave will not carry over if there is a 1 day break in orders. Each DA Form 31 will be completed on the Full Time Support Management Control System (FTSMCS) <https://ftsmcs.ngb.army.mil>. The SDNG Form 481 (Military Leave Record) will be used to track and reconcile Soldiers' leave. The Military Leave Record is reproducible.

(d) Immediate supervisors will recommend approval or denial of a leave request. When a request is denied by the supervisor or approving official, the reason will be provided on the leave request form (DA Form 31) and returned to the individual Soldier.

(e) If orders are extended, Soldier can roll leave onto new orders as long as there is no break in service. The only exceptions are mandatory early termination (i.e. State Active Duty).

(f) Accrued leave may exceed 60 total days during any given fiscal year; however, unused leave in excess of 60 days at the end of a fiscal year will be administratively deleted and irrevocably lost.

**3-3. Commencement and Termination of Leave.** Leave begins and ends in the local area (defined as the place of residence or duty location). Soldiers must be physically present in the local area when they begin and end their leave. If you are unable to report to work on a Saturday, Sunday or Monday due to distance, you will be charged leave for those days. Similarly, members who depart the local area on Friday and return on the following Monday (one week later) must be charged with nine days of leave, in accordance with AR 600-8-10, para 5-27h.

(a) Instructions for completing the DA Form 31 are contained in AR 600-8-10, figure 12-1.

(b) A DA Form 31 will be completed on the Full Time Support Management Control System (FTSMCS) <https://ftsmcs.ngb.army.mil> to request leave. Leave will not be requested over 30 days prior to the effective date of leave.

(c) When an extension of leave is granted, item 15 of DA Form 31 will be completed. Refer to AR 600-8-10, paragraphs 10-7, 12-35, and 12-36.

**3-4. Military Leave Record.** Instructions for completing the SDNG Form 481 Military Leave Record.

(a) The SDNG Form 481 will be maintained by the supervisor.

(b) Blocks 1 and 2 will be filled out during in-processing.

(c) Block 8 will be updated monthly and block 6 will be updated at the end of each leave period to include non-chargeable leave and passes.

(d) Block 10 should be checked for accuracy on leave balance.

(e) Leave and Passes. Leave and Passes will be accomplished IAW AR 600-8-10 and supervisor directive.

(f) Permissive TDY will be completed IAW AR 600-8-10.

(g) Convalescent leave. (Paragraph 5-3, AR 600-8-10)

**3-5. FTNGD Termination/Early Release Procedures.**

## (a) Voluntary Early release:

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

(2) In lieu of involuntary release from OS, a Soldier may request voluntary release in writing. The request will be forwarded through the OS chain of command to the COS.. If the request is approved, then the action to involuntarily release the Soldier will cease.

(b) Involuntary Early Release. The supervisor or program manager are required to involuntarily release a Soldier when incidents arise that cannot be corrected. Separation regulations will be used as guidance. The following are grounds for involuntary release:

(1) The Soldier's conduct, degree of efficiency, or manner of performance is seriously deficient. As applicable, commanders and/or supervisors will insure that the Soldier receives sufficient training to perform their 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.

(2) Funds for OS tours are curtailed.

(3) Soldier's rank/pay grade is reasonably inappropriate for the tasks they are 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 of assignment, and the Soldier is no longer grade compatible with the duties performed in the OS duty position.

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

(c) Separation pay. A Soldier who has completed 6 or more continuous years of active service is entitled to separation pay computed under Title 10 USC 1174. Qualification for separation pay is negated when at least a 31 day break in service is sustained prior to the completion of the 6<sup>th</sup> year of continuous active service. Separation pay is funded from the operating budget (Program Manager) for Soldiers other than Counter Drug and will be deducted from the fund cite account for which the Soldier was performing duty at the time of separation. The Soldier needs to be aware that if they qualify for retired pay at age 60 they will not receive any retired payments until that amount has been recouped.

(d) Termination requirements. The first line supervisor/unit will ensure that a DD Form 214 is completed by HRO if the duty was more than 90 days. Every effort will be made to obtain the Soldier's signature. The Soldier's records will be collected, reviewed and sent to the Soldier's assigned unit. A copy of the Soldiers' SDNG Form 481, DA Form 31 and orders will also be sent to the Soldier's assigned unit.

**3-6. Performance Evaluations.** Supervisors of FTNGD Soldiers should submit a letter of input to the rater and senior rater identified in the Soldier's rating scheme. The rating scheme is however, published and approved by the Soldiers assigned unit chain of command. This may in most cases, not establish the FTNGD Supervisor as a member of the rating chain, but does not diminish the FTNGD supervisor's role in ensuring their employee receives a fair and honest evaluation.

## APPENDIX A

### FTNGD CHECKLIST for \_\_\_\_\_ FTNGD Supervisor \_\_\_\_\_

#### FTNGD Packet documents – needs to be submitted to HRO

\*\*Following documents needs to be submitted by the parent unit.

- New Employee Sheet FTNGD/Contract- \*needs to be signed by the program manager and have PMC and TDC codes
- Letter from FTNGD supervisor- \*stating where Soldier will be working, what Soldier will be doing, and who will be supervising them
- DA Form 1058 (application) - \*needs commander's signature
- NGB Form 23A (RPASS-Retirement Point Assessment Statement) - \*no more than 17 yrs service
- DA Form 705 (APFT Score Card) - \* Passing score w/in 12 months, NO temporary profiles
- Permanent Profiles
- Pregnancy Test within 15 days of start date.
- DA Form 4856 (counseling statement) - \*signed by Soldier AND supervisor
- Letter stating Soldier meets AR 600-9 requirements- \*signed by parent unit commander
- Medical Operational Data System (MODS) from MEDPROS - \*PHA w/in 12 months, HIV w/in 24 months. Medical needs to be green or amber. No Red!
- DD220- \*Soldier needs to fill out section 15 and sign

#### Close out procedures

- Ensure DA Form 31, SDNG Form 481, and DA Form 4187 are processed
- Do a MILPO order to release from attachment (if applicable)
- Request a DD Form 214/220. (Appendix E) Due NLT 15 days prior to end of orders

#### Parent Unit Responsibilities while Solider is on FTNGD

- Complete DA Form 5960 for BAH type 1 and forward to MIL PAY
- Input A MILPO PAR
- Forward FTNGD orders to SIDPERS
- Have Soldier obtain a new ID card and enroll in TRICARE as appropriate - \*HRO is the point of contact for FTNGD on Tricare and will send the contact information for Tricare to the FTNGD Soldiers.
- Submit pay for Soldiers

#### FTNGD Supervisors

- Provide a letter explaining who will supervise the Soldier, where the Soldier will be working, and who will be supervising them and contact information.
- Track leave and ensure the Soldier uses leave prior to their orders ending. Communicate with parent unit to ensure leave accuracy.
- Contact HRO and Parent Unit if Soldier's FTNGD orders end early or are cancelled.
- Complete leave requests and forward them to the HRO office after the Soldier has taken leave until the leave system is fully automated to process leave transactions for FTNGD electronically.
- Supervisors will track leave with a SDNG Form 481- \*work with FTNGD supervisors to ensure accuracy and leave is used by the end of orders

**APPENDIX B**

**NEW EMPLOYEE SHEET FTNGD/CONTRACT**

Position Title: \_\_\_\_\_

FTNGD Contract: \_\_\_\_\_

FTNGD Supervisor: \_\_\_\_\_ email: \_\_\_\_\_

Name of Soldier: \_\_\_\_\_ email: \_\_\_\_\_

Rank: \_\_\_\_\_ SSN: \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ ETS/MRD: \_\_\_\_\_

Duty Station: \_\_\_\_\_

CIO Requirements: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

New FTNGD Packet \_\_\_\_\_ Extension FTNGD Packet \_\_\_\_\_

PMC/TDC: \_\_\_\_\_

Program Manager Name: \_\_\_\_\_

Purpose of Hire/Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
AO / Directorate Signature

\_\_\_\_\_  
Chief of Staff



**APPENDIX C (cont)**

MILITARY LEAVE RECORD	
<b>10. FINAL COMPUTATION</b>	<b>11. REMARKS</b>
a. TOTAL DAYS LEAVE CREDITED (Total column & divide)	a. CASH SETTLEMENT REQUESTED <input type="checkbox"/>
b. TOTAL DAYS LEAVE TAKEN (Total column 6c)	b. OTHER DISPOSITION (Specify) <input type="checkbox"/>
c. BALANCE (a minus b)	
<b>12. DSSN OF FINANCE &amp; ACCTG OFFICER</b>	<b>13. SIGNATURE OF RESPONSIBLE OFFICER</b>

**APPENDIX D**

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 U.S. ARMY RESERVE			
For use of this form, see AR 135-200; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
<b>AUTHORITY:</b>		10 USC 672(d) and USC 275.	
<b>PRINCIPAL PURPOSE:</b>		To determine eligibility and schedule individuals for active duty for special work or active duty for training on requested dates.	
<b>ROUTINE USES:</b>		To identify the applicant as a Reserve Component member and to issue active duty for special work or active duty for training orders.	
<b>DISCLOSURE:</b>		Completing this form is mandatory for individuals applying for active duty for special work and active duty for training. If not completed, you will be ineligible for the requested tour.	
PART I - APPLICANT (Read instructions in AR 135-200 before completing this form.)			
1. TO (Include ZIP Code)			
2. NAME (Last, First, MI)			
3a. PERMANENT HOME ADDRESS (Include ZIP Code)		4a. ADDRESS FROM WHICH YOU WILL REPORT FOR DUTY (if different from permanent home address) (Include ZIP Code)	
3b. HOME TELEPHONE NUMBER (Include area code)		4b. HOME TELEPHONE NUMBER (Include area code)	
3c. BUSINESS TELEPHONE NUMBER (Include area code)		4c. BUSINESS TELEPHONE NUMBER (Include area code)	
5. UNIT OF ASSIGNMENT OR ATTACHMENT		6. GRADE	7. BRANCH
8. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	9. DOB	10. MARITAL STATUS	11. NO. OF DEPENDENTS
12. PRIMARY SSI (AOC) /MOS	13. DUTY SSI (AOC) /MOS	14. HEIGHT	15. WEIGHT
16. <input type="checkbox"/> I am <input type="checkbox"/> I am not drawing a pension, disability compensation, or retired pay from the U.S. Government.		17. TOTAL YEARS, MONTHS, DAYS OF ACTIVE FEDERAL SERVICE (AFS)	
18. FOR INDIVIDUAL MOBILIZATION AUGMENTEES ONLY: THIS APPLICATION IS FOR (Check one)			
<input type="checkbox"/> IMA AT		<input type="checkbox"/> ADT in lieu of IMA AT <input type="checkbox"/> Additional ADT	
19. DATES OF ADSW/TTAD/ADT/AT REQUESTED			
a. FIRST CHOICE		b. SECOND CHOICE	
NUMBER OF DAYS	BEGINNING DATE/TIME	NUMBER OF DAYS	BEGINNING DATE/TIME
LOCATION		LOCATION	
DUTY/TRAINING AGENCY		DUTY/TRAINING AGENCY	
20. To the best of my knowledge and belief, I am physically qualified for active military duty. I was			
a. LAST EXAMINED ON		b. AT	
21. SIGNATURE		22. DATE	

**APPENDIX D (cont)**

<p>23. REMARKS</p> <p>I understand that although at the completion of my tour I may be within 2 years of qualifying for an active duty retirement under 10 USC 1293, 3911, or 3914, it is current Army policy that I will be released from active duty at the completion of my tour unless continued retention on active duty is considered in the best interest of the Army by the Assistant Secretary of the Army and Reserve Affairs). I hereby consent to my release from active duty at the completion of this tour.</p> <p style="text-align: right;"><i>(Manpower)</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>(Signature of applicant)</i></p>					
<b>PART II - RECORDS CUSTODIAN</b>					
24. PAY ENTRY BASIC DATE	25. SECURITY CLEARANCE	26. PROMOTION CONSIDERATION CODE	27. DATE OF RANK		
28. RYE DATE	29. ETS <i>(Enlisted)</i>	30. MANDATORY REMOVAL DATE <i>(Officers)</i>	31. UIC		
32. HIV TEST DATE	33. PANOGRAPHIC DENTAL X-RAY ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO				
34. List all previous AD, TTAD, AT, ADT, IADT, and ADSW in the previous and current fiscal year showing inclusive dates, purpose of tours, and HQ or agency to which attached.					
a. PERIOD OF TRAINING/DUTY			b. TYPE TRAINING/ DUTY <i>(AD, TTAD, etc.)</i>	c. LOCATION/ INSTALLATION	d. DUTY PERFORMED
FROM	TO	NO. DAYS			
e. SIGNATURE OF UNIT COMMANDER				f. DATE	
35a. NAME OF RECORDS CUSTODIAN <i>(Last, First, MI)</i>				b. GRADE	
c. SIGNATURE				d. DATE	

REVERSE, DA FORM 1058-R, JUL 2010

APD PE v1.00ES

**APPENDIX E**

**FTNGD DD 214 Checklist**

**(Due to HRO 15 days prior to duty end date)**

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- This checklist
- Order Number(s) \_\_\_\_\_
- Inclusive Dates of Duty (Must be 90 days min.) \_\_\_\_\_ to \_\_\_\_\_
- NGB 23A (Current RPAM)
- Copy of DA 1059's for any schools completed during duty dates.
- Copy of Federal Awards received during duty dates.
- Unit POC: \_\_\_\_\_
- Submit packet to HRO by encrypted email.

**APPENDIX F**

## APPENDIX F

<b>DEVELOPMENTAL COUNSELING FORM</b>			
For use of this form, see FM 6-22; the proponent agency is TRADOC.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b>	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)		
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.		
<b>ROUTINE USES:</b>	For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.		
<b>DISCLOSURE:</b>	Disclosure is voluntary.		
<b>PART I - ADMINISTRATIVE DATA</b>			
Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
<b>PART II - BACKGROUND INFORMATION</b>			
<b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)			
* Outline the policies and procedures of the FTNGD program for 30 days or more.			
<b>PART III - SUMMARY OF COUNSELING</b>			
Complete this section during or immediately subsequent to counseling.			
<b>Key Points of Discussion:</b>			
Soldier will volunteer for IDT and AT with their unit of assignment, with no additional compensation.			
(1) Reimbursement for travel expenses and/or per diem for the Soldier's voluntary or involuntary participation at IDT or AT is not authorized.			
(2) The Soldier will not receive compensation in addition to FTNGD pay and allowances.			
Upon hiring, a memorandum of understanding (MOU) will be submitted with the tour packet to ensure the sponsor and unit commander establish the parameters for participation in unit, IDT and AT activities. This action must be completed before date of the order. (Suggested areas to address in the MOU may include schools, PT, OER/NCOER, promotions, line-of-duty (LOD) responsibility, and general voucher transfer of funds.) At a minimum, the MOU will be updated annually and upon change of commanders.			
Soldier's parent unit is responsible for submitting their Soldier's order for pay and allowances. Soldier is responsible for coordinating with unit of assignment to provide the documents necessary to process a DD220 or DD214 as applicable for period of this FTNGD order. (31-89 days DD 220) (90+ days DD 214).			
Soldier understands that their leave balance must be at (0) zero days at the completion of this order, unless other arrangements have been made for an approved extension without a break in service and will carry no more than 15 days at any given time while on orders.			
FTNGD orders are contingent upon funding and can be revoked at any time at the discretion of the fund source manager.			
FTNGD personnel will comply with SD PAM 600-5-1.			
<b>OTHER INSTRUCTIONS</b>			
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			

**APPENDIX F Cont**

**Plan of Action** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

Supervisor comments:

Unit of Assignment Comments:

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled:  I agree  disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: \_\_\_\_\_ Date: \_\_\_\_\_

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**

APPENDIX G

**UNIT LETTERHEAD**

NGSD- SDBB-AO

8 January 2016

MEMORANDUM THRU I CORPS 801 W NATIONAL GUARD DRIVE, SIOUX FALLS, SD  
57104-0117

Office of the Adjutant General, ATTN: HRO, 2823 West Main Street, Rapid City, SD 57702-  
8186

FOR Office of the Adjutant General, ATTN: Chief of Staff, 2823 West Main Street, Rapid City,  
SD 57702-8186

SUBJECT Request for ADOS fill

1. Request that an ADOS announcement for (specify grade/s) be distributed for the position of  
Xxxxxx NCO for 000 Xxxx Company in Xxxxxx, SD for the period 00 Xxx 16 thru 00 Xxx 16.
2. The duties of the position are.
3. The requirements for this position are.
4. The PMC/TDC for this position are

I certify that the above listed PMC/TDC are appropriate for the position and funds are  
available.

\_\_\_\_\_  
USPFO APPROVAL/PRINTED NAME & SIGNATURE

5. Request the announcement be opened on 00 Xxx 16 and close on 00 Xxx 16.
6. The point of contact is the undersigned at 000-0000.

FOR THE COMMANDER:

SHERMAN T. POTTER  
COL, MC  
Administrative Officer