



IDAHO ARMY NATIONAL GUARD
4040 WEST GUARD STREET, BLDG. 600
BOISE, IDAHO 83705-5004



NGID-AAG-AR

15 April 2011

MEMORANDUM FOR ALL IDAHO ARMY NATIONAL GUARD PERSONNEL

SUBJECT: Full-Time National Guard Duty (FTNGD) and Active Duty Operational Support (ADOS) (PM-12)

1. This policy memorandum implements guidance for FTNGD and ADOS tours in the Idaho Army National Guard (IDARNG) and supersedes all previous versions of this policy.
2. The IDARNG is periodically able to authorize and fund short-term and long-term military duty for traditional Soldiers in FTNGD and ADOS. FTNGD and ADOS are separate from the Active Guard or Reserve (AGR) programs, and different rules apply. FTNGD and ADOS are not normally career programs. Soldiers should understand that FTNGD and ADOS are status changes and not entitlements. All commanders should treat FTNGD and ADOS as privileges offered to certain Soldiers in order to advance the military mission.
3. Soldiers requesting and accepting FTNGD or ADOS must be Military Occupational Specialty Qualified (MOSQ). Soldiers must also meet Army physical fitness standards, weight for height standards, and medical requirements. A complete application packet checklist and sample forms are maintained on the HRO website at <http://inghro.state.id.us/hr/forms/forms.htm>.
4. Soldiers selected to perform FTNGD or ADOS must live within 50 miles of their assigned duty location per USPFO Pam 37-106. Permanent Change of Station (PCS) allowance for FTNGD and ADOS is not authorized.
5. By submitting an application and accepting a FTNGD or an ADOS position, IDARNG Soldiers knowingly and willingly volunteer to attend individual duty training (IDT) assemblies and Annual Training (AT) with their unit of assignment. FTNGD and ADOS Soldiers are ineligible for government-paid travel and per diem costs associated with their attendance at unit IDT and AT. Soldiers cannot be required to take accrued personal leave to attend unit assemblies.
6. Normally, FTNGD and ADOS orders will not be amended if a Soldier is required to attend other duty, either voluntarily or involuntarily, relating to their unit of assignment. A unit or program requiring other duty is responsible to provide funding for travel and per diem costs related to that duty.
7. FTNGD and ADOS supervisors will manage leave to ensure full execution of the ordinary leave balance. Soldiers performing FTNGD or ADOS for a period of more than 29 days accrue personal leave at the rate of 2.5 days per month. All Soldiers on FTNGD or ADOS orders exceeding 29 days are required to use all personal leave prior to the last day of their orders, or by 29 September of each calendar year, whichever occurs first. Both the Soldier and unit of assignment are responsible for maintaining the DA Form 481 in order to track accrued personal leave balances in relation to the Soldier's FTNGD or ADOS tour. The unit of assignment will forward the DA Form 481 through the HRO (AGR Branch) to USPFO (Military Pay) at the end of each FTNGD or ADOS tour. Tour orders will not be extended, amended, nor new orders issued solely for the purpose of executing leave days.

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8. Soldiers on FTNGD or ADOS orders must comply with a semiannual (every six months) Army Physical Fitness Test (APFT) (per AR 350-41) and with weigh-in (per AR 600-9) requirements with their unit of assignment. Soldiers will ensure the submission of APFT and weigh-in documents through their FTNGD or ADOS supervisor to HRO (AGR Branch). Failure to comply with these requirements may result in termination of FTNGD or ADOS orders, IAW NGB-ARH Policy Memos 09-009 (FTNGD-MA) and 09-014 (FTNGD-OS).
9. A mandatory one-day break is required before a program manager may authorize subsequent FTNGD or ADOS tour orders. If the tour is over 29 days, a new FTNGD or ADOS packet must be accomplished and submitted through channels to HRO (AGR branch).
10. If a Soldier for any reason is unable to perform assigned FTNGD or ADOS duties, the command will place the Soldier on personal leave until all accrued leave is exhausted. Orders will be amended in this situation, and the Soldier will transition to an appropriate military medical duty status or program. A Soldier who becomes pregnant while on FTNGD or ADOS orders may volunteer to continue, but the needs of the IDARNG determine continued service and may terminate orders early. Under no circumstances will orders be continued solely for the purpose of employing a pregnant Soldier to carry them through delivery and maternity leave.
11. Soldiers who are injured will notify the FTNGD or ADOS supervisor and parent unit commander as soon as possible. Soldiers will provide all medical records relating to the injury to the unit. The unit commander will conduct a Line of Duty investigation, inform Case Management about the injury, and provide all related documentation to Case Management.
12. Soldiers on FTNGD or ADOS tours over 30 days are eligible for TRICARE benefits. For those residing within 50 miles of an active duty medical treatment facility (MTF) (Mountain Home AFB or Fairchild AFB), they must enroll in TRICARE Prime and seek care at the nearest MTF. Those who live over 50 miles from a MTF must enroll in TRICARE, and then they may elect Prime Remote for medical coverage. Soldiers with eligible dependents must enroll in TRICARE for medical coverage and may elect TRICARE Dental for dental care. Regardless of the selected program, Soldiers are required to select a primary health care provider for all initial medical care and must obtain preauthorization for dental care for themselves. Additionally, they are personally responsible for such care costs if they do not enroll or obtain required preauthorizations. Given duty location and coverage choices, Soldiers applying for FTNGD or ADOS should carefully educate themselves on the medical and dental options available for themselves and their eligible dependents.
13. All FTNGD and ADOS tours are contingent on budget. If a program manager determines that there are insufficient funds to continue funding a FTNGD or ADOS tour, that manager may amend orders under his/her control. Termination of FTNGD or ADOS represents a basic status change that returns the Guard member to traditional status and does not involve due process considerations. Whenever possible, a Soldier will receive a minimum of 15 calendar days' notification prior to his release; however, the program manager cannot go into an act of anti-deficiency simply to fund a Soldier for full due process.
14. IAW NGB-ARH Policy Memos 09-009 (FTNGD-MA) and 09-014 (FTNGD-OS), supervisors will release a Soldier involuntarily when a Soldier's conduct, degree of efficiency, or manner of performance

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is seriously deficient. The supervisor will notify the Soldier in writing of the release date. A Soldier will receive a minimum of 15 calendar days' notification prior to his release or will be released upon the termination date of his tour if that occurs first. The Soldier will be allowed five working days for rebuttal or comment. The supervisor will forward the recommendation with the Soldier's rebuttal or comments through the chain-of-command to The Adjutant General for final action. The command will place the Soldier on personal leave until all accrued leave is exhausted. This leave can run concurrent with the 15 days' notification period.

15. Requests for exception or waiver to any provision of this policy must be in writing and forwarded through the Soldier's chain-of-command to the Assistant Adjutant General-Army.



ALAN C. GAYHART
Brigadier General
Assistant Adjutant General/
Commander, Idaho Army National Guard