



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

29 April 2009

JFHQ-KS-HRO/AGR

MEMORANDUM FOR Kansas Army National Guard

SUBJECT: Full-Time Equivalent (FTE-AGR, FTE-MILTECH) Policy, Procedures, and Guidelines for Pre-Mobilization, HRO Policy #19

1. This memorandum establishes policy, procedures, and guidelines for implementation of the National Guard Bureau (NGB-ARM) Full-Time Equivalent (FTE) manning initiatives as applicable to the Kansas Army National Guard. This policy applies only to units who are preparing for deployments in support of Operation Iraqi Freedom (OIF) or Operation Enduring Freedom (OEF) missions. This policy is effective immediately and will remain in effect until further revised or rescinded.
2. Program Information and Parameters:
 - a. This program is funded through RCU/GWOT Supplemental and is under annual funding guidelines.
 - b. Under no circumstances does FTE duty constitute permanent employment in either the military technician program or Title 32 AGR program.
 - c. PCS moves are not authorized.
 - d. Under no circumstances will a soldier begin FTE duty without HRO Approval.
 - e. Current Federal permanent employees (AGR/MIL TECH) are not eligible for this program.
3. Pre-Mobilization General Guidance:
 - a. Intent is to fill up to 100% of the mobilizing unit's AGR/MILTECH requirements. These soldiers are to be used as a pre-mobilization asset in the areas for which the full-time manning requirement is designated.
 - b. FTE tour length will not exceed 12 months prior to unit mobilization date or upon receipt of alert order, whichever is less. If the actual date is not known, HRO will be the final approval authority to determine the FTE start date.
 - c. AOs must complete information requested in Attachment 1 and have HRO approval, prior to requesting advertisement of positions.
 - d. Eligible positions: Company and Detachment level AGR and MILTECH requirements which are not currently authorized. The FTE fills do not apply to units undergoing

partial alerts or mobilizations. Per NGB program guidance, only units identified for mobilization are eligible. Higher supporting headquarters are not eligible.

- i. Determining military grade authorized for AGR requirements: The military grade will not exceed the military grade authorized by the Full Time Support (FTS) manning document. There are no exceptions authorized, regardless of the soldier's assigned MTOE/TDA military grade.
 - ii. Determining technician grade authorized for military technician requirements: The technician grade will be determined in conjunction with HRO and position requirements. Military grade inversion is prohibited.
4. Requests for advertisement Pre-mobilization:
 - a. FTE-AGR will follow the application outlined in AGR Policy #1, Guidance for Title 32 (T32) Full-Time National Guard Duty Operational Support (FTNGD-OS) and Full-Time National Guard Duty Mobilization Augmentee (FTNGD-MA)
 - b. FTE-MILTECH will submit a SF 52 Request for Fill stating in Part A "Fill Request – FTE".
 5. Application consideration: Soldiers applying for FTE-AGR program will be processed IAW AGR Policy #1. Soldiers applying for FTE-MILTECH will submit an OF 612, Optional Application for Federal Employment or resume and OF 306 Declaration for Federal Employment. All Forms are available at <https://www.ks.ngb.army.mil/jfhq/hro>.
 6. FTE-AGR General information:
 - a. Soldiers selected will have FTNGD-OS orders administered by HRO-AGR.
 - b. FTNGD-OS orders may run consecutive to mobilization orders, however, leave accrued during FTE-AGR tour must be expended prior to end date of orders or be paid to the soldier. Any leave paid under this provision will count toward the maximum "cap" of 60 days paid leave allowable in a soldier's career. FTE-AGR tours will not be extended to accommodate leave accrued during the tour, no exceptions are authorized.
 - c. Accrued leave cannot be carried over into Title 10 mobilization status.
 - d. A DD Form 214 is authorized for any soldier serving 90 days or more in FTE-AGR status.
 7. FTE-MILTECH General Information: Soldiers do not secure re-employment rights post mobilization.
 8. If you have any questions please contact MSG Lyle Babcock at 785-274-1941, or email lyle.babcock@us.army.mil


KATHRYN L. HULSE, Col, KSNB
J1/HRO

REQUEST FOR FULL-TIME EQUIVALENT (FTE)

POC:	POC PHONE:
OIF or OEF (Circle one)	MOBILIZATION DATE:
UIC	UNIT
POSITION REQUESTED:	
AGR GRADE (if applicable)	MIL TECH GRADE (if applicable)
SPMD PARA	SPMD LINE
ANTICIPATED START DATE	EXPECTED END DATE
AO SIGNATURE	
HRO SIGNATURE	