

## **Full-Time National Guard Duty (FTNGD) Checklist**

<b>Last, First, MI:</b>	<b>Unit:</b>
<b>SSN or DOD #:</b>	<b>Unit POC:</b>
<b>ETS / MRD:</b>	<b>Unit Contact #:</b>

Submit your packet as a PDF portfolio using the following naming convention. (“0. Checklist” / “1. DA 4187” / “2. DA 1058”, “3. IMR” / “4. DTMS ITR” / “5. RPAM” / “6. DA 4856” / “7. PM 66” / “8. DA 5960” / “9. DD 2807-1”)

Packets are to be submitted to the fund activity manager (G1, G3, REC & RET, etc.) before being forwarded to AGR Branch.

Start date on approval memo will be the day AGR branch deems the Soldier eligible and the approval is signed by the Director, Human Resources Office.

POC for this checklist is the Transitions NCO at 208-272-4217 or [ng.id.idarng.mbx.hro-agr@army.mil](mailto:ng.id.idarng.mbx.hro-agr@army.mil)

**FAILURE TO COMPLETE ALL REQUIREMENTS WILL DELAY THE APPLICATION PROCESS**

### **Required Documents**

1. DA Form 4187 signed by hiring supervisor and funding manager (must have BDE representative signature if applicable)
2. DA Form 1058 signed by Soldier, records custodian, and unit commander
3. MEDPROS IMR dated within last 30 days
4. DTMS ITR showing ACFT and HT/WT history signed by Training/Readiness NCO
5. RPAM (NGB Form 23B) dated within last 30 days
6. DA Form 4856 signed by Soldier and supervisor
7. FTNG Code of Conduct (PM 66) initialed and signed by Soldier
8. DA Form 5960 signed by Soldier and unit commander
9. Submit DD Form 2807-1 to [ng.id.idarng.mbx.ngid-medical-readiness@army.mil](mailto:ng.id.idarng.mbx.ngid-medical-readiness@army.mil)