Full-Time National Guard Duty for Operational Support (FTNGD-OS) Checklist

Name:

SSN:

Unit:

Unit POC:

Start Date:

End Date:

Number of days:

FAILURE TO COMPLETE ALL REQUIREMENTS WILL DELAY THE APPLICATION PROCESS	
REQUIREMENTS	**Initial & Date**
1. FTNGD Checklist - *(This checklist)*	
2. DA FORM 4187 completed and signed by hiring unit and funding program manager	
3. DA Form 1058 (Sep 17) Application *Soldier fills out blocks 2 to 19 and signs block 20.* *S1 completes blocks 21 to 30 and signs block 33.* *Unit Commander must sign block 32b*	

4. MEDPROS IMR Record; Must be reviewed & updated by MED DET
 DA form 3349 required for Soldiers w/ permanent profiles
     A. Chapter 2 or 3 physical on MEDPROS IMR
       PHA or physical within 12 months of start date
     B. Deployment Limitations *No temporary profiles*
     C. HIV results on MEDPROS print-out *(within 2 yrs of start date)*	

5. Pregnancy Test *(HCG Screen within 15 days of start date) (if applicable)*	
6. DA Form 5500 / 5501 <u>or</u> Certified Height/Weight if within weight requirements *Must be weighed within 30 days prior to start date* *Weighin on APFT score card is NOT a substitute*	
7. DA 705- RECORD APFT Scorecard (PT test must not more than 6 months old)	
8. PQR-B *(Not older than 30 days)* *All information must be updated OR supporting documentation attached to the packet* **A. MRD/ETS -** *(Must not be within 6 mos of tour start date)*	

9. RPAM *(Not older than 30 days)*
     A. *Cannot serve over 4 years of active service without a 31 day break*
     B. *Cannot serve over 17 years of active service as a result of this duty*	

10. DA Form 4856 (DevelopmentalCounseling Form) *Part 3 must be signed and dated by Soldier and supervisor*	
11. Unit Commander's Recommendation Letter *(Not older than 30 days)*	
12. Submit DD Form 2807-1 to Medical Officer at the email below: *ng.id.idarng.mbx.ngid-medical-readiness@mail.mil* Memo will be forwarded to HRO - application packet should be submitted pending medical approval * Allow a minimum of 3 business days for memo to be forwarded to HRO after submitting 2807-1	