Full-Time National Guard Duty (FTNGD) Checklist

Last, First, MI:	**Unit:**
SSN or DOD #:	**Unit POC:**
ETS / MRD:	**Unit Contact #:**

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

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)*
All fields filled out in Section 4 - Remarks block must be filled out

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*
Must have passing ACFT and HT/WT must be within the last six months

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 *dated within the last 30 days*