

Full-Time National Guard Duty (FTNGD) Checklist

Name:	
SSN:	
AKO email address (for FTSMCS update):	
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 - (<i>This checklist</i>)	
2. SF 52 completed and signed by unit and hiring program manager (Funding manager) <i>Please fill out all requested information to include funding codes in blocks 16 & 17</i>	
3. SF 52 for Resignation or Absent US if in a technician status	
4. DA Form 1058-R (Jul 10), Application for ADOS Tour <i>Soldier fills out blocks 2 to 22 and signs blocks 21 & 23. S1 completes blocks 24 to 35d. Unit Commander must sign block 34e</i>	
5. MEDPROS IMR Record; Must be reviewed & updated by MED DET <i>DA form 3349 required for Soldiers w/ permanent profiles</i> A. <u>Chapter 2 or 3 physical on MEDPROS IMR</u> <i>PHA or physical within 12 months of start date</i> B. <u>Deployment Limitations</u> <i>No temporary profiles</i> C. <u>HIV results on MEDPROS print-out</u> (<i>within 2 yrs of start date</i>)	
6. Medical Review Memo signed by Medical Officer at MED DET <i>Must complete form DD Form 2807-1, submit to Medical Officer for review, and include MEMO ONLY in application</i>	
7. Pregnancy Test (<i>HCG Screen within 15 days of start date</i>) (<i>if applicable</i>)	
8. DA Form 5500 / 5501 <u>or</u> Certified Height/Weight if within weight requirements <i>Must be weighed within 30 days prior to start date Weighin on APFT score card is NOT a substitute</i>	
9. PQR-B (<i>Not older than 30 days</i>) <i>All information must be updated OR supporting documentation attached to the packet</i> A. DA 705 - APFT Scorecard (<i>PT Test must not be more than 6 months old</i>) B. MRD/ETS - (<i>Must not be within 6 mos of tour end date</i>)	
10. RPAM (<i>Not older than 30 days</i>) A. <i>Cannot serve over 6 years of active service without a 31 day break</i> B. <i>Cannot serve over 17 years of active service as a result of this duty</i>	
11. DA Form 4856 (Counseling Form) <i>Part 3 must be signed and dated by Soldier and supervisor</i>	
12. Unit Commander's Recommendation Letter (<i>Not older than 30 days</i>)	