

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

<b>Name:</b>	
<b>SSN:</b>	
<b>Unit:</b>	
<b>Unit POC:</b>	
<b>Start Date:</b>	
<b>End Date:</b>	
<b>Number of days:</b>	
<b>FAILURE TO COMPLETE ALL REQUIREMENTS WILL DELAY THE APPLICATION PROCESS</b>	
<b>REQUIREMENTS</b>	<b>Initial &amp; Date</b>
<b>1. FTNGD Checklist - (This checklist)</b>	
<b>2. DA FORM 4187 completed and signed by unit and hiring program manager (funding manager)</b>	
<b>3. DA Form 1058-R (Jul 10), Application for ADOS Tour</b> <i>Soldier fills out blocks 2 to 22 and signs blocks 21 &amp; 23. S1 completes blocks 24 to 35d. Unit Commander must sign block 34e</i>	
<b>4. MEDPROS IMR Record; Must be reviewed &amp; updated by MED DET</b> <i>DA form 3349 required for Soldiers w/ permanent profiles</i> <b>A. <u>Chapter 2 or 3 physical on MEDPROS IMR</u></b> <i>PHA or physical within 12 months of start date</i> <b>B. <u>Deployment Limitations</u> No temporary profiles</b> <b>C. <u>HIV results on MEDPROS print-out</u> (within 2 yrs of start date)</b>	
<b>5. Medical Review Memo signed by Medical Officer at MED DET</b> <i>Must complete form DD Form 2807-1 and submit to Medical Officer for review, include <b>MEMO ONLY</b> in application</i>	
<b>6. Pregnancy Test (HCG Screen within 15 days of start date) (if applicable)</b>	
<b>7. DA Form 5500 / 5501 or Certified Height/Weight if within weight requirements</b> <i>Must be weighed within 30 days prior to start date Weighin on APFT score card is NOT a substitute</i>	
<b>8. DA 705- APFT Scorecard (PT Test must not more than 6 months old)</b>	
<b>9. PQR-B (Not older than 30 days)</b> <i>All information must be updated OR supporting documentation attached to the packet</i> <b>A. MRD/ETS - (Must not be within 6 mos of tour start date)</b>	
<b>10. RPAM (Not older than 30 days)</b> <b>A. Cannot serve over 6 years of active service without a 31 day break</b> <b>B. Cannot serve over 17 years of active service as a result of this duty</b>	
<b>11. DA Form 4856 (Counseling Form)</b> <i>Part 3 must be signed and dated by Soldier and supervisor</i>	
<b>12. Unit Commander's Recommendation Letter (Not older than 30 days)</b>	