

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

Packets must be submitted at least 10 days prior to requested start date

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|---------------------------|-------------|---------------------------------------|---|
| Name: Last, First M. | | Rank: | SSN: |
| Military Email: | | Current Unit: | |
| Home Phone: | Cell Phone: | Projected Start Date: (DDMMYYYY) | Projected End Date: (DDMMYYYY) |
| Hiring Agency: | | Hiring POC: | Phone #: |
| Packet Received at J1 By: | | Date Packet Received at J1 (DDMMYYYY) | Circle one New Hire / Roll Over (**) |

NOTE: Submit 4187 electronically (not scanned as pdf) and route packet thru BN to DRU and Hiring Agency; Hiring Agency submits to AGR Branch (ng.la.laarnng.mbx.ftngdos-long-tour@mail.mil) for certification; AGR Branch to Hiring Agency or J3 for orders production

UNIT/SOLDIER WILL COMPLETE: (documents required for rollover tours)**

- DA Form 1058. **
- Counseled on commuting distance, GVCC, leave management, TDY travel and the temporary nature of FTNGD-OS tours. **
- Enlisted Soldiers have at least one year of service remaining on their contract from the anticipated start date of the FTNGD-OS tour. **
- Soldier DOES DOES NOT have future pay orders published or pending in AFCOS that will conflict with entry to FTNGD-OS tour (AT, ADT, etc).
- FTNGD-OS tour will not cause the member to exceed 2190 days (6yrs) and qualify for separation pay.
- Soldier IS IS NOT currently flagged from favorable personnel actions.
- DA 5960 with support documents (marriage/divorce, birth, child custody, etc.)- **CMDR/Soldier signed within 45 days of the start date****
- RPAS (NGB Form 23A)- **Within 2 months of start date ****
- **No more than 17 years of Active Duty Service**
- Current Personnel Qualification Record (PQR) and SRB (within 2 months of start date) **
- Security Clearance Verification Memo – **Within 60 days of start date (ALL Officers. and as required for DMOSQ & by Hiring Agency for Enlisted)**
- DA 705 (PT Card) - **Within 6 months of start date****
- **Height / Weight verified within 30 days (if exceeds table weight must include Body Fat Worksheet)****
- MEDPROS Individual Medical Report (IMR) – Must be MRC1 or MRC2 (exceptions made on case by case basis) **
- **HIV within 2 years of start date**
- **PHA within 1 year of start date**
- **Copy of DA Form 3349 Permanent Profile – no Temp Profiles Authorized**
- **Statement of Current Health within 30 days of actual start date ****
- Pregnancy Test Results - **For ALL FEMALE New Hires, a negative result within 15 days of tour start date – The Pregnancy Test results for packets submitted prior to the 15 day requirement will be submitted prior to start date or publication of orders will be delayed.**
- # Accrued Leave Days for Applicants _____; attach current LES **
- DD 93 – additional verifying document for HOR address and dependent status (**Must be valid/within 1 year ****)
- Current full time manning status (FTM): **AGR TECH STATE FTNGD-OS w/another program N/A**

Full Time Military Work Location and Supervisor: _____

Applicant Signature: _____ **Date:** _____

JPM-HA Action:

Approved Disapproved Returned Without Action Action Officer/ Date: _____