

**Title 32 (T32) Full Time National Guard Duty for Operational Support (FTNGD-OS) Checklist**  
(Packets must be received in the Long Tour Mailbox no later than ten days from the projected start date)

Last, First M.:	Rank:	IPPS-A EMPLID:	Current Unit:
Applicant's .mil Address:		Cell Phone:	<b>ROLL-OVER</b>
Projected Start Date (DDMMYYYY):		Projected End Date (DDMMYYYY):	
Hiring Agency:	Hiring POC:		POC Duty Phone #:

**IT IS THE UNIT'S RESPONSIBILITY TO IPERM APPLICABLE DOCUMENTATION AND TO SEND THE PUBLISHED ORDER TO [ng.la.laarng.list.ftngdos-long-tour@mail.mil](mailto:ng.la.laarng.list.ftngdos-long-tour@mail.mil) FOR PAY AND BENEFITS.**

**NO EXCEPTIONS: Soldiers without a qualified MOS/AOC or who are SMP are not authorized to be in a FTNGD-OS status.**

**DA Form 4187** - Submit 4187 electronically (not scanned as a pdf). Route packet thru BN to DRU and Hiring Agency; Hiring Agency submits to AGR Branch ([ng.la.laarng.list.ftngdos-long-tour@mail.mil](mailto:ng.la.laarng.list.ftngdos-long-tour@mail.mil)) for certification; AGR Branch to Hiring Agency or J3 for orders production.

**DA Form 5960** - With support documents (marriage/divorce, birth, child custody, etc.). CMDR/Soldier signed within two months of the start date. The CMDR/SM **DO NOT** need to sign on the same date, wet or digital.

**NGB 23 (A or B)** – Generated within two months of the start date.

**MEDPROS Individual Medical Report (IMR)** – Must be MRC1 or MRC2, HIV within two years and PHA within one year of the start date. **DA 3349**, if applicable, temporary profiles require an ETP.

**DD Form 93** – Valid within one year of the start date.

**Current Federal Technicians** – If applicable, exception to policy (ETP) memo completed.

**Other ETPs** – If applicable, are included in the application packet for any deficiency. Ensure ETPs have appropriate endorsements IAW FTNGD-OS ETP Request Memo. ETPs are approved on a case by case basis. Anticipate ETP approval adding an additional four working days to the approval process.

**Unit has verified:** Enlisted Soldiers will have at least one year of service remaining on their contract from the start date. If the extension is has not processed units must include a copy of the completed DA 4836 with the packet. Soldier does not have pay orders (IDT, schools, ect) pending that will conflict with entry into a FTNGD-OS status. Soldier is not flagged.

**Unit has verified cont:** The FTNGD-OS tour will not cause the member to exceed 2190 days (6yrs) of continuous active duty or 17 years of total active federal service.