

FY24 Full Time National Guard Duty for Operational Support (FTNGD-OS) Checklist

*Packets will not be accepted in portfolio format.

*Units are responsible for validating the SM's temporary IPSS-A assignment and for sending orders, amendments and revocations to the J8 for pay actions.

*Soldiers without a qualified MOS/AOC or who are in a Simultaneous Membership Program (SMP) are not authorized, no exceptions.

Last, First M:	Rank:	Current Unit:	Requested Start Date:
Hiring Agency:		Hiring Agency POC and Phone:	

SM/unit understands - IPSS-A will be used to verify flagging actions, enlisted ETS date, AOC/MOS qualification, BAH dependent status and the IPSS-A mailing address must match DA 5960/ DA 1058 data.

DA Form 4187 (DEC2022) - Submitted as a fillable PDF. Route packet from originating command through the hiring agency.

DA Form 1058 (OCT2020) – Dated within 60 days of the start date, signed by CDR, custodian and SM.

DA Form 5960 (JAN2022) - With supporting documents (marriage/divorce, birth, child custody, etc.). CDR/Soldier signed within 60 days of the start date. The CDR/SM **DO NOT** need to sign on the same date, wet or digital.

NGB 23 (A or B) – Generated within 60 days of the start date. See the FTNGD-OS policy memo for specific guidance in regards to the 1,825 rule, sanctuary, separation pay and Counter Drug orders special considerations.

DA Form 705-TEST (APR2022) – Diagnostic or for record ACFT passed within 6 months of the start date.

HT/WT memo for all and DA Form 5500/5501 (JUN2023) if applicable – Conducted within 30 days of start date.

MEDPROS Individual Medical Report (IMR) – Generated within 30 days of start date. Must be MRC1 or MRC2, HIV within two years and PHA within one year of the start date.

Medical Profile – Include DA Form 3349 for permanent profiles. No temporary profiles with the exception of pregnancies. Any other temporary profile requires an ETP request.

Current Permanent or Indefinite Federal Technicians – Requires a TECH ETP request.

ETS – Enlisted Soldiers will have at least one year of service remaining on their contract from the start date. If the extension has not processed, include a copy of the signed DA Form 4836 with the packet.

Flag – Soldier is not flagged.

Mobilizing Units Only – If Soldier is not qualified for mobilization he/she is ineligible for a FTNGD-OS tour.

Security Clearance Memo – As necessary for Soldiers who require a clearance based on grade, position or by the hiring agency for the job being filled.

ETP Request – If applicable, is included in the application packet for any deficiency. Ensure ETP requests have appropriate endorsements IAW FTNGD-OS policy memo. ETP requests are approved on a case by case basis. Most ETP requests will flow to the DJS for consideration.

Soldier signature required
(digital or by hand)

Date: _____