

# FY25 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 AOC/MOS or who are in a Simultaneous Membership Program (SMP) are not authorized, no exceptions.

<b>Last, First M:</b>	<b>Rank:</b>	<b>Current Unit:</b>	<b>Block 19a from DA 1058:</b>
<b>Hiring Agency:</b>		<b>Hiring Agency POC and Phone:</b>	

## **Documents to be submitted with FTNGD-OS packet:**

**DA Form 4187 (DEC2022)** - Submitted as a fillable PDF. Route packet from originating command through the hiring agency. **Must be endorsed by DRU and Hiring Agency.**

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

**DA Form 5960 (JAN2022)** - With supporting documents (marriage/divorce, birth, child custody, etc.) CDR/SM signed within 60 days of the start date. Must match IPPS-A data.

**NGB 23** – Generated within 60 days of start date. See the FTNGD-OS policy memo for guidance regarding the 1,825 rule, sanctuary, separation pay and Counter Drug orders considerations.

**MEDPROS Individual Medical Report (IMR)** – Must be MRC1 or MRC2, HIV within two years and PHA within one year of the start date. **IMR must show the MRC.**

**Medical Profile** - Include DA Form 3349 for permanent profiles, pregnancy, and postpartum if applicable. Any other temporary profile requires an ETP request.

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

**ETP Request** – If applicable, is included in the packet for any deficiency. **ETP requests must be endorsed by the CO, BN, and DRU.** ETP requests are approved on a case by case basis.

## **Documents NOT submitted but verified in IPPS-A by AGR Branch:**

**For Record ACFT** - Passed within 6 months of the start date.

**HT/WT** - Conducted within 30 days of start date.

**ETS** – Enlisted SMs will have at least one year of service remaining on their contract from the start date. If the extension has not processed, only then, include it with packet.

**Flag** – SMs that are flagged require an ETP request.

**HOR** - Mailing address must match DA Form 5960 and DA Form 1058.

Soldier signature required  
(digital or by hand)

Date: \_\_\_\_\_