**West Virginia Army National Guard**

**FTNGD Packet Checklist**

References: NGB-ARH Policy Memo #13-020 dated 15 August 2014, NGB-ARH Policy Memo #14-029 dated 22 December 2014, NGB-ARH Policy Memo #15-008 dated 17 April 2015.

FTNGD-OS or FTNGDCD or FTNGDMA (**circle one**) requested for:

Name:

Home/M-Day Unit:

Mission/Duty Unit:

\_\_\_\_\_ Request Memorandum for Full-Time National Guard Duty (FTNGD) from SM M- Day unit, example on HRO web site

 *Soldier must have more than 6 months time in service remaining*

\_\_\_\_\_ Application for Active Duty for Training

 DA Form 1058-R (2 pages), dated July 2010, to include signatures in blocks 21a & 21b, 22, 23, 24, 35e & 35f, 36a-36d

\_\_\_\_\_ Checklist for determining approval authority **(if applicable)**

 NGB Form 1058-1R, dated July 02 (*required for all Soldiers with 17 or more years of*

 *Active Federal Service*)

\_\_\_\_\_ Basic Allowance Housing (BAH) (all required)

DA Form 5960, dated Sep 1990,

See NGWV BAH Annual Recertification MOI dated 17 April 2017. All supporting documents must be located in IPERMs (marriage certificate, children birth certificates, promotion orders, etc)

\_\_\_\_\_ Retirement Point Accounting Statement (RPAS)

 NGB Form 23A/23B, Failure to disclose pertinent information that is not coded on NBG Form 23A/23B may be grounds for release from the program

\_\_\_\_\_ AFCOS Orders Query “Mandatory History Print Out”

Indicating all duty from 24 October 2004 to present

If more than 6 years of active service without a 31 day break a waiver is required

*AFCOS PRINT OUT INSTRUCTIONS ARE ON THE HRO WEB SITE*

\_\_\_\_\_ Army Physical Fitness Test Score Card

 DA Form 705, dated June 1999

 Validate passing APFT within 6 months of orders start date, must have go/no-go checked for height/weight and body fat%, NCOIC/OIC signature, and all other field complete. Soldiers with a profile must include a copy of a current DA Form 2239.

West Virginia Army National Guard FTNGD Check list, cont.

\_\_\_\_\_ Body Fat Content Worksheet **(if applicable)**

 DA Form 5500(male) dated Aug 2006 or DA Form 5501(female) dated Aug 2006

 CO HEIGHT/WEIGHT MEMO IS INAPPLICABLE

\_\_\_\_\_ Soldier **does not** appear on the current Flagged Personnel Report

 (if Flag removal is pending provide a completed DA Form 268)

\_\_\_\_\_ Verification of Security Clearance **(if needed for duty position)**

Unit will obtain a Security Clearance memorandum thru the security manager at BN or BDE level

\_\_\_\_\_ Memorandum of Understanding

To establish parameters for participation in unit IDT and AT activities, signed by Soldier and Commander

\_\_\_\_\_ Statement of Service **(if applicable)**

 DA Form 1506, dated Aug 1987

 *For those with 17 years, or more, of prior active service*

 Soldier must account for all prior service when applying for FTNGD, failure to do so may result in early termination

\_\_\_\_\_ T32 Dual Status Technician Supervisor letter of acknowledgment (**if applicable)**

\_\_\_\_\_ Statement of Understanding for over 50 miles of HOR (**if applicable)**

**All Medical requirements listed below must be met prior to submitting the FTNGD packet. For IMR updates to include HIV tests, Periodic Health Assessments (PHA), pregnancy tests, and any other medical related issues contact MEDCOM.**

\_\_\_\_\_ Individual Medical Readiness (IMR) Print Out from MODS/ MEDPROS

 PHA and PULHES must be dated within 180 days of orders start date

 MODS website: <http://www.mods.army.mil/>

\_\_\_\_\_ HIV test must show green in MODS, dated within 2 years of orders start date

\_\_\_\_\_ Pregnancy test must show NEGATIVE results on IMR (Within 15 Days of order

Start date)

\_\_\_\_\_ A Soldier with a permanent profile with a 3 or 4 in the PULHES must have had his or her profile adjudicated by either the MAR2 process or the Physical Disability Evaluation System (PDES). The Soldier must have been found fit for retention in his or her PMOS.

Packets are for assignments of 31 days or more. If a packet is incomplete a non approval letter will be sent to the Soldier’s unit informing the unit of what is needed to approve the packet. This checklist, and all documents, must be dropped on the server at P:\Departments\ADOS Public Files\FY 18 FTNGD Packets. Contact SFC Justin Barnhouse at 304-561-6679 or e-mail justin.k.barnhouse.mil@mail.mil for assistance.

**NOTE: M-Day Unit POC, with contact number, is required or packet will be returned.**

 POC/Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 POC Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_