

AGR NEW HIRE INPROCESSING CHECKLIST

NAME _____ CURRENT RANK _____
 EMPL ID _____ AGR DMOS _____ AGR AUTH RANK _____
 UNIT HIRED INTO _____
 DUTY LOCATION _____
 NOTES _____

PAY	MEDICAL
SF 1199A (fill out digitally and CAC sign) DA 3685 DD 2058 DA 5960 (Signed by current Commander) Marriage Certificate and Birth Certificates for Children (If applicable) Divorce Degree (If applicable) Child Support Docs (If applicable) SGLV (from Milconnect)(Within 6 month of start date) DD 93 (from eMILPO /Digital signature) (Within 6 month of start date) Form W4 Copy of last LES DA 4836 (<i>must have 3 years remaining</i>) DA 4187 Voluntary Reduction (If applicable) DA 4187 Tax Exemption Retirement Selection Confirmation Form	MEDPROS Sheet (IMR with MRC Cat) HIV draw (Within 6 month of start date) *SF 600 with barcode required if last draw outside of 6 months DAT Test (Within 30 days of start date) PHA (Within 60 days of start date) BHI (RRB Only) MISC DOCS: _____ NGB 34-2/ NGB 34-3 Certificate of Agreement & Understanding (Signed by New Hire and Supervisor) Copy of ADOS Orders (If applicable) REC & RET ONLY _____ RRB MEMO POST State Level Checks Memo

AGR Tour Orders will not be cut until this checklist is complete and turned into the AGR Staffing NCO

Scan documents into ONE PDF in order as listed above (do not combine in portfolio)