

Hawaii Army National Guard

FY26 SGM-A Selection Board Checklist		
	MINIMUM REQUIREMENT	HARD COPY
	1. SGM-A Checklist (Encl 1)	X
	2. Memorandum of Intent (Encl 2)	X
	3. Selection Board Record Brief (validated NET 28 February 2025)	X
	4. Last three (3) NCOERs	X
	5. DA form 705-TEST (ACFT Scorecard) within 8 months (AGR) or 14 months (IDT) of the board convening date	X
	6. DA Form 5500 or 5501 (Body Fat Worksheet) or DTMS Height / Weight Individual Training Report (ITR) within 8 months (AGR) or 14 months (IDT) of the board convening date	X
	7. Local Agency Check (LAC)	X
	8. Security Clearance Validation Memorandum	X
	9. Drug Testing Verification Memorandum with DAMIS Report	X
	10. MEDPROS Individual Medical Readiness (IMR) Report. PHA (completed by the provider) within 15 months of board convening date.	X
	11. DA Form 3349 (Physical Profile Record), if applicable	X
	12. MSC CSM or Separate Unit 1SG Certification Memo (Encl 4)	X
SERVICE MEMBER INITIALS		
	1. I acknowledge that it is my responsibility to review all systems of record and initiate required actions for corrections / updates before packet submission.	
	2. I acknowledge that selection board will not review incomplete packets and an extension will not be granted.	
SERVICE MEMBER CERTIFICATION		
I certify that I read and understand the SGM-A Application MOI. I understand that it is my sole responsibility to ensure my packet is complete, accurate, and submitted no later than the established suspense date.		
RANK, FULL NAME	SIGNATURE	DATE
FIRST SERGEANT OR COMMAND SERGEANT MAJOR CERTIFICATION		
I certify that I read and understand the SGM-A Application MOI. I understand that it is my sole responsibility to provide guidance and assistance in ensuring my NCO's packet is complete, accurate, and submitted no later than the established suspense date.		
RANK, FULL NAME	SIGNATURE	DATE