AGR Application Checklist

<u>CHECK</u>

1. AGR Consideration Memo (AGR only)

NGB 34-1 (M-DAY only)

- 2. Exception To Policy (AGR only): If you do not meet a requirement for the job, you must submit an ETP with COC signatures to be considered.
- 3. MEDPROS (IMR): (All applicants) PHA within 1 year, HIV within 2 years
- 4. SOLDIER RECORD BRIEF (SRB): All Soldier's race, ethnicity, and gender must be redacted from all SRB(s). These changes will help ensure that selection boards are as fair and impartial as possible. The only authorized record brief is the one not showing diversity information.
 *if your SRB does not show your ASVAB scores, attach DD form 1966
 **if you have taken an ASVAB re-test, please include the results
- 5. DA 705 / DA 3349 / Commanders statement that SM is not on weight control program (All applicants)
- 6. OER/NCOER: (All applicants) Last 4. If missing, include a MFR with explanation *Letter of recommendation for E4 or Officer with no OERs
- 7. Security Clearance Verification Memo (All applicants)
- 8. NGB form 23: (M-DAY only) Retirement Points Statement
- 9. DD form 369 (M-DAY only): Police record check, less than six months old *If applicable, any and all violation must be submitted with dispositions **Non RRC AGR must submit if applying for a Recruiting and Retention Job
- HRR Form 600: POSTA Questionnaire
 *AGR that are not currently in Recruiting and all M-DAY must submit if applying for a Recruiting and Retention Job
- 11. Upload all documents in the above order to https://ftsmcs.ngb.army.mil/protected/
 Jobs/
- 12. Delete all documents that do not pertain to your application before submitting
- 13. Do not upload the job announcement or checklist with the packet
- 14. Contact AGR branch if you have any questions ng.la.laarng.mbx.agr-branch@mail.mil
- 15. AGR Branch is not the QC'ing entity, packets will be sent to the unit as is
- 16. If any information that affects the SM being qualified for the job is left out, SM will be disqualified



MEMORANDUM FOR NGLA-JPM-HA, ATTN SFC Jonathan Smith, 6400 St. Claude Ave. Jackson Barracks. New Orleans. LA. 70117

Av	Ave., Jackson Barracks, New Orleans, LA 70117							
Sl	JBJECT: Notification of interest in AGI	R vacancy announcement						
1.	I want to formally announce my intere	est in the above mentioned AGR vacancy.						
	b. SSN:	Grade: Unit Assigned: Current Duty Position:						
2.	Below is a listing of my past AGR posta. a. b. c. d. e. f. g.	itions and units starting with the most recent.						
3.	Below is a listing of all MOS I have ob	tained:						
4.	The POC is the undersigned at							

5 Encls

- 1. IMR
- 2. SRB
- 3. DA 705 & HT/WT statement
- NCOER (4)
 Security Clearance Verification





MEMORANDUM THRU

FOR Office of the Adjutant General, JFHQ-LA, ATTN: NGLA-JPM-HA, Jackson Barracks, New Orleans, LA 70117

SUBJECT: REQUEST EXCEPTION TO 36/24 MONTH STABILIZATION POLICY:

1. The purpose of this memorandum is to request an exception to the 36/24 Month Stabilization Policy, as stated in the LAARNG AGR Enlisted Career Management Policy, dated 01 November 2020. This will allow me an opportunity to apply for the below vacant position.

VA number: Closing date:

Job title: Unit:

- 2. Justification for this request is based on the following:
 - a. Does Soldier otherwise meet the requirements?
 - b. Reason(s) the Soldier is requesting a waiver.
- 3. The chain of command recommends the below for the request provided by the Soldier. (sign beside the recommendation)

BN: BDE:

CONCUR CONCUR

NON-CONCUR NON-CONCUR

4. The POC for this matter is the undersigned at



APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT

AUTHORITY: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.

PRINCIPAL PURPOSE:	To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions.	A copy will be provided to the
applicant. The original v	will be maintained by the human resources office for State records. For organizational use only	

applicant. The original will be main ROUTINE USES: None. DISCLOSURE: Voluntary, however				al use only.					
POSITION ANNOUNCEMENT #	POSITION TITLE								
NAME (Last, First, Middle)					DATE OF BI	IRTH (yyyy	mmdd)		
CURRENT HOME ADDRESS (Stre	et, City, State, Zip Code)				HOME PHO				
DATE OF ENLISTMENT (Enlisted)		GRADE	MOS/SSI/A	AFSC	ETS DATE				
DATE OF FEDERAL RECOGNITION	\ (Officer/WO)	GRADE	BRANC	:H	MRD DATE				
SECURITY CLEARANCE									
	SECTION I - E	DUCATION AND	SPECIAL QUALIFICA	ATIONS					
1. COLLEGE OR UNIVERSITY (Ac	credited Colleges only, attach seρε	rate sheet(s) if r	necessary.)						
Name, City & State		Date From	Date To	Degree Prog	ram C	Credit Hours	Quarter/Semester		
Chief Undergraduate Subject		<u></u>							
Chief Graduate Subject									
2. OTHER SCHOOLS OR TRAINING	G (Vocational, Trade or Business)								
Name, City & State		Date From	Date To	Course	Title	Hours Completed			
				T					
3. SKILLS AND QUALIFICATIONS (Examples - Special skills and qualifications, word processing speed (WPM), certfications on wheel and track vehicles, etc. Also list any licenses or certificates held (RN, Pilot, CPA), etc.)									
	SECT	ON II - EMPLOY	MENT HISTORY						
May we contact your present employ (A "NO" answer will not affect your	oyer regarding your character, quali consideration for employment.)	ification, and rec	cord of employment?	CHEC	K ONE:	YES	NO		
1. NAME AND ADDRESS OF CURF	RENT EMPLOYER		DATES EN	MPLOYED	AVER	RAGE HRS.	PER WEEK		
TITLE OF POOLTION	L IMMEDIATION OF THE PROPERTY		FROM	ТО	EMBLOVEE	-0.1/01/10/1	DED.//05D		
TITLE OF POSITION	IMMEDIATE	: SUPERVISOR	& PHONE NUMBER	NUMBER OF	EMPLOYEE	:S YOU SUF	PERVISED		
TYPE OF BUSINESS	YOUR REA	SON FOR LEAV	ING						
DESCRIPTION OF WORK (Describe your specific responsibilities and accomplishments)									

				SE	CTION II - EMPLOYM	ENT HISTORY (Continued)				
OTHER EMPLO	YMENT									
May we contact this employer regarding your character, qualification, and record of employment? (A "NO" answer will not affect your consideration for employment.) CHECK ONE: YES NO										
2. NAME AND ADDRESS OF PRIOR EMPLOYER DATES EMPLOYED AVERAGE HRS. PER WEEK								R WEEK		
						FROM TO				
TITLE OF POS	ITION			IMMI	EDIATE SUPERVISOI	R & PHONE NUMBER	NUMBER OF	EMPLOYEES YOU	JSUPER	VISED
TYPE OF BUSINESS YOUR REASON FOR LEAVING										
DESCRIPTION	DESCRIPTION OF WORK (Describe your specific responsibilities and accomplishments)									
	•		•		·	,				
					SECTION III M	III ITADV LIIETODV				
1 MILITARY O	EDVICE /Stort	with most	recent service	and sho		ILITARY HISTORY nd duty in reverse chronologic	cal order 1			
FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	car order.)	[DUTY	
2. MILITARY T										
FORMAL MILIT			DUE	RATION	I OF COURSE	COR	RESPONDEN	CE COURSES		
COURS	SE TITLE AND	NUMBER		EKS	DAYS	COURSE/SUBCOURSE TITLE COU				JRSE HOURS
3. MILITARY Q	UALIFICATION	IS (List an	y primary MOS/	SSI whi	ch has been awarded	on orders.)				
MOS/SSI/AFS		WARDED	INDICATE H	OW QL	JALIFICATIONS WER	E OBTAINED (Service School	I, On the Job Ti	raining, Civilian Exp	erience,	etc.)
4. INDICATE A	NY ON THE JO)B TRAINI	NG WHICH IS O	UALIFY	/ING FOR AN MOS/S	SI WHICH HAS NOT YET BFF	N AWARDED (ON ORDERS		
4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS DUTY MOS/SSI/AFSC EXACT TITLE OF POSITION FROM						OM	TO			

	SECTION IV - PERSONAL	BACKGROUND QUESTIONAIRE						
YES NO	(All Applicants Must Complete) Utilize the Continuation/Remarks secti Attach a seperate sheet of paper if more space is necessary.	on to fully explain any "YES" answers (except 9 & 17).						
YES NO	, , , ,	you would be fired? arges for any felony or firearms or explosives offense against to on probation or parole, or forfeited collateral or are you now usurt Martial? If as a member of the Armed Forces, any relative of yours by bour retainer pay, service annuities, or other compensation base sity? GR Service prior to completing 18 years of Active Federal Service prior to completing 18 years of Active Federal Service prior to the Armed Forces on Active Duty? If service based on maximum years of service, qualitative retent a service for cause or been relieved for cause from any duty as a actions pending? If or one or more days within the past year? (ARNG Applicants of the Applicants of t	lood or marriage? ed upon military, vice or your led in tion or selective signment,					
	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been		board convened by					
	State Headquarters or Department of the Army Headquarters within the	e past 12 months?						
	17. Have you met the minimum physical fitness requirements for each	component as specified by AR 600-9 (Army) or AFI 36-2905 (Air Force)?					
	SECTION V - C	ONTINUATION/REMARKS						
	SECTION VI. CERTIFICATIONS AND	ALITHODITY FOR RELEASE INFORMATION						
SECTION VI - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.								
		SIGNATURE	DATE					
I certify t	hat all of the statements made by me are true, complete, and be the best of my knowledge and belief and are made in good faith.							



MEMORANDUM FOR President of the Board

SUBJECT: Height and Weight Statement

1.	I	certify	y the	below	listed	soldier	has	been	weighed	and	taped	(if re	equired)	IAW	AR
60	0-	9:							_		-	-			

Rank/Name: DOB:

Date Weighed/Taped:

Actual Weight: Height:

Table Weight:

Actual Body Fat %:

Authorized Body Fat %:

Attached is a copy of the DA Form 5501-R/5500-R (if applicable).

2. The POC is the undersigned at



RECRUITING AND TRAINING CADRE SUITABILITY QUESTIONNAIRE									
The proponent for this form is ARNG-HRR. Disclosure : This is required before hiring into a position that supports the accomplishment of the r	ecruiting mission								
Section I: Soldier Information									
1. Soldier's Name (Last, First, Middle): 2. Rank/Grade:									
3. Unit of assignment:									
4. Position Applying for:									
Section II: Type I Offenses (Over the Soldier's Lifetime)									
Have you received a civilian or military conviction, or a finding of guilty in a field grade Article 15, Uniform Code of Military Justice (UCMJ) proceedings for any of the offenses listed below:	YES	NO							
5. Possessing, distributing, receiving, or viewing child pornography (Article 134 UCMJ).									
6. Forcible sodomy or bestiality (Article 125 UCMJ) (Article 120 or 134 after 1 January 2019).									
7. Any offense punishable under Article 120, 120a, 120b, and 120c UCMJ (Articles 120, 120b, 120c, and 130 after 1 January 2019); similar civilian offense (rape, sexual assault, aggravated sexual contact, abusive sexual contact, stalking, sexual abuse of a child); or any attempt to commit such acts.									
8. Prohibited activities with a subject of recruiting efforts, future Soldier, or initial entry trainee that fall under DoD Instruction 1304.33, enclosure 3, paragraph 1a(1)(a–c). (Article 93a after 1 January 2019)									
9. Domestic violence or child abuse (as defined in DoDI 6495.03 or AR 608-18); violent crimes; similar civilian offenses; or attempts to commit such acts (Article 88 UCMJ).									
10. Previous separation from any Service for any Type I offense listed above.									
11. Any conviction that requires an individual to register as a sex offender.									
Note: For Type II and Type III Offenses, "adverse information" is any substantiated adverse from an officially documented investigation or inquiry, or any other credible information of ar credible, the information must be resolved and supported by a preponderance of the eviden information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable judgment on the part of the Soldier.	n adverse nat ce. To be adv	ure. To be verse, the							
Section III: Type II Offenses (Over a Soldier's Military Career, Including Sister Service	es)								
Note: Information in the Soldier's record suggestive of a Type I offense that does not result a finding of guilty in a field grade Article 15 proceeding will be treated as a Type II offense a approval authority.									
Is there adverse information listed against you for any of the offenses listed below:	YES	NO							
12. Sexual harassment (Article 92, 93, or 117 UCMJ).									
13. Prostitution or pandering (Article 134 UCMJ).									
14. Sexual activity with a subordinate or fraternization of a sexual nature.									

15. Conduct in violation of the Army's poorganizations or activities or criminal gar	licy regarding participation in extremist ngs (as defined in AR 600-20, paragraph 4-12).						
16. Any special or general courts-martial (other than a conviction for Type I offens	conviction or any civilian criminal felony conviction ses).						
17. Any criminal offenses involving a child or children (other than Type I offenses).							
	ate relationship in violation of AR 600-20, paragraphs a subordinate or fraternization of a sexual nature)						
19. Wrongful broadcast or distribution of	f intimate visual images (Article 117a UCMJ).						
20. Illegal drug use or possession or dis prescription medication and synthetic drug							
21. Initial enlistment waivers for derogate	ory information related to any Type I offense.						
22. Type I offenses for which the Soldier an Article 15 or higher UCMJ action.	was not convicted in a court of law or received						
beverage which leads to misconduct, un	0-85, Any irresponsible use of an alcoholic acceptable social behavior, or impairment of an all or behavioral health, financial responsibility, or						
(Within t	Section IV: Type III Offenses he Last 5 Years Unless Otherwise Stated)						
	ainst you for any of the offenses listed below:	YI	ES	NO			
	officer evaluation report or officer evaluation						
25. Previous separation from any Service	ce for any Type III offense.						
26. Initial enlistment waivers for derogat listed under Type II).							
27. Assault (other than categories listed	under Type I).						
28. Larceny, fraud, or robbery (Articles	121, 122, and 132 UCMJ).						
29. Burglary (Article 129).							
30. Prohibited activities with a subject of entry trainee that fall under DoDI 1304.3	f recruiting efforts, future Soldier, or initial 3, enclosure 3, paragraph 1a(1)(d-n).						
Section V: Administrative F	Reports That Prevent Initial Appointment to	These	e Posi	tions			
31. Are you flagged, barred from reenlist administrative information indicating lega							
32. Are you pending determination by a Medical Evaluation Board, Physical Evaluation Board, or Military Occupational Specialty Administrative Retention Review process?							
	33. Do you have a current revoked, denied, or suspended security clearance, or failed to attain or maintain a favorable NACLC, tier 3 investigation or higher?						
	Section VI: Acknowledgement						
By signing below, I acknowledge I ha	ave answered the above sections truthfully and	hone	stly.				
Name. Signature. Date.							

DATE OF REQUEST OMB No. 0704-0007 POLICE RECORD CHECK YYMMDD) OMB approval expires March 31, 2021 The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM. SECTION I - (To be completed by Recruiting Service) 2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias) 3. SEX 4. PLACE OF BIRTH a. CITY b. COUNTY c. STATE MALE FEMALE 5. DATE OF BIRTH 6.a. ETHNIC CATEGORY b. RACIAL CATEGORY (X one or more) 7. SOCIAL SECURITY NUMBER (YYYYMMDD) (4) NATIVE HAWAIIAN OR (1) AMERICAN INDIAN/ALASKA NATIVE (1) HISPANIC OR LATINO OTHER PACIFIC ISLANDER (2) ASIAN (3) BLACK OR AFRICAN AMERICAN (5) WHITE (2) NOT HISPANIC OR LATINO 8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block) 9. DATES RESIDED AT THIS ADDRESS a. FROM a. NUMBER AND STREET (Include apartment no.) c. STATE d. ZIP CODE (YYYYMMDD) (YYYYMMDD) 10. PERSON MAKING THIS REQUEST a. NAME (Last, First, Middle Name(s)) c. SIGNATURE d. TITLE b. RANK SECTION II - (To be completed by Applicant) PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304,2; DoDI 1304,26; and E.O. 9397 (SSN), as amended. PRINCIPAL PURPOSE(S): The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services. ROUTINE USE(S): The routine uses are found in the associated system of records notices listed below A0601-270, U.S. Military Processing Command Integrated Resources System (USMIRS); http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-view/Article/570661/ a0601-270-usmepcom-dod/ A0601-210c TRADOC, Army Recruiting Prospect System; http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570073/a0601-210c-tradoc/ F036 AETC R, Air Force Recruiting Information Support System (AFRISS) Records; http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569780/f036-M01133-3, Marine Corps Recruiting Information Support System (MCRISS); http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/ N01133-2, Recruiting Enlisted Selection System; http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570318/n01133-2/ DHS/USCG-027, Recruiting Files System of Records; http://www.gpo.gov/fdsys/pkg/FR-2011-08-10/html/2011-20225.htm DISCLOSURE: Voluntary, However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States, An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process. **SIGNATURE** 11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW. SECTION III - (To be completed by Police or Juvenile Agency) The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience. 12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? NO (If YES, what was the offense or charge, date, disposition and sentence?) 13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.) YES NO THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES. 14. DATE (YYYYMMDD) 15. TITLE 16. VERIFIED BY (Signature) LAW ENFORCEMENT AGENCY RECRUITING AGENCY MAIL TO: MAIL FROM: