

Application Checklist:

Please read the application checklist instructions as there have been changes to the application and process for applying. The following items are **required** and must be included in the application. Failure to do so will disqualify your application.

!!! IMPORTANT NOTICE !!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy and completion before you submit it to HRO AGR Branch. **Nothing will be added to the application after 1600 hrs on the closing date.**

 Yes No 1. **Vacancy Announcement and Application Checklist:** must include a response to each item and initial. (Initials)

 Yes No 2. Application for Active Guard/Reserve (AGR) Position, **NGB Form 34-1, dated 20131111.** **This form can be downloaded from the Nebraska National Guard Opportunities webpage. Previous versions of the form will not be accepted.** Applicants must answer ALL questions in Section IV and written explanations for any YES answers must be provided within the Section V and must be signed. Failure to complete form will result in packet being disqualified. (Initials)

 Yes No 3. Soldier Talent Profile (STP). Download your validated Soldier Talent Profile from IPPSA. **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores.** (Initials)

 Yes No 4. Last five evaluations (OER/NCOER). Applications must contain your most current evaluation or if unavailable, written explanation must be provided if you cannot include five evaluations. A letter of recommendation or performance must be submitted if you don't have any evaluations. (Initials)

 Yes No 5. DA Form 5016 generated from IPPS-A: All Army National Guard Soldiers must submit a DA Form 5016 dated **within 6 months of closing date.** For non ARNG members, please include a completed DD Form 1506 showing active-duty time or contact HRO AGR Branch for other options. (Initials)

 Yes No 6. Statement of all active duty performed (DD Form 214, DD Form 215, DD Form 220, or any other forms that show active-duty service). Statement of all Active Duty performed is not required for current AGR personnel. (Initials)

 Yes No 7. DA 705 and TAG-NE Form 600-9-1 or DA Form 5500/5501 showing current Army Fitness Test and Height/Weight. **The record AFT score must be passing with a date within 12 months for M-Day and within 6 months for AGR of closing date. Height/Weight is considered current within 6 months of closing date.** (Initials)

 Yes No 8. IMR (Individual Medical Readiness) <https://medpros.mods.army.mil/Portal/#/> with a record **HIV draw within the last 2 years and PHA completion date within 12 months of closing date.** Must include a written explanation if HIV or PHA are out of date. DD Form 2992 for a Flight Physical must be included if the position requires it. (Initials)

 Yes No 9. Applicants will be screened for profiles (the DA 3349 is not required to be sent). Temporary profiles **MUST** be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. (Initials)

 Yes No 10. Any additional information/memorandums/letters of recommendation can be submitted to support the application. **Any incomplete items or "no" responses identified on this checklist must be addressed in a memorandum for the hiring board. Failure to do so will disqualify your application.** (Initials)