

NAME \_\_\_\_\_

AGR ANNOUNCEMENT NUMBER: AGR-AR-\_\_\_\_-\_\_\_\_

## 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. **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. Record Brief (ERB/ORB). Download your validated Record Brief from <https://minuteman.ngb.army.mil/benefits>. For Active or Reserve component, submit your validated STP (Soldier Talent Profile). **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** \_\_\_\_ (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. Individual Training Report (ITR) form DTMS showing ACFT/AFT and Height/Weight or current DA 705 or TAG-NE Form 600-9-1 or DA Form 5500/5501. **The record ACFT 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/medprosnew/secure/medical/imr.aspx> 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)