

**ARMY NATIONAL GUARD APPLICATION CHECKLIST**

**Soldier Rank & Name:** \_\_\_\_\_ **Current Unit:** \_\_\_\_\_

**Vacancy Announcement Number:** \_\_\_\_\_

	YES	NA
Application checklist	___	
Nominating memorandum	___	
Nominee's Memorandum to the President of the Board (if applicable)	___	___
Biographical Sketch	___	
Enlisted Record Brief (Validated by Soldier) <a href="https://minuteman.ngb.army.mil/Benefits">https://minuteman.ngb.army.mil/Benefits</a>	___	
DA Forms 2166-8 (NCO Evaluation Reports) for the last three years (Three letters of Recommendation for E4 and below only.)	___	
Current DA Forms 705 (last 3 APFTs) (include DA Form 3349 if applicable)	___	
TAG-NE Form 600-9-1 (Record of Semi-Annual Weigh-In for last 3 years)	___	
DA Forms 5500/5501 if applicable; Screening Table Weight (within 6 months)	___	___
Current Weapons Qualification Scorecard	___	

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Instructions: Submit copies of all documents on 8 1/2" X 11" white paper. Items with a lined space under NA above are optional, all other items are mandatory. For Soldiers in the grade of E4 and below, letters of recommendation from three members of the chain of command are required. The letters of recommendation should address the same rated areas as the NCOER.

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Nominee signature and date

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Personnel Sergeant Signature and date

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First Line Leader signature and date

FIGURE 3-1 – Application Checklist

Office Symbol

(Date)

MEMORANDUM FOR RECORD (Vacancy Announcement # \_\_\_ - \_\_\_)

SUBJECT: Nomination Memorandum for Vacancy Consideration

1. I recommend (rank, first name, middle initial, last name, Last four of SSN) for consideration for the (POSITION, DMOS, UNIT, LOCATION).

2. An authorized position vacancy exists or is projected within 12 months, for which (Soldier Rank and Name) is fully qualified or eligible to become MOS qualified. Soldier being recommended for a position outside their career management field must be fully justified. Commander should provide specifics about the Soldier that makes them a quality applicant for the advertised position.

a. Soldier's current grade is equal to, one or two grades below the advertised grade.

b. Soldier is [ ] MOS qualified / [ ] not MOS qualified but fully qualified for attendance at the MOS producing school, and the awarding of the DMOS as their PMOS. This includes AFQT, Line Scores, Physical Profile Serial, Security Clearance and all other requirements of DA Pam 611-21.

3. Additional comments. For instance, the Soldier is currently listed in the selection objective on the current EPS list, and is qualified for promotion upon MOS reclassification (if required). Also, the Commander may identify any unique military or civilian experience that may impact determination of the Soldier's qualification for the position. Commander's must also address whether or not the Soldier Flagged or Barred from Reenlistment.

4. Projected availability date (transfer date): [ ]

5. If applicable, Commanders will acknowledge the requirement to obtain a compatibility waiver for Soldiers who are technician, prior to their assignment.

5. The nominating packet of documents required is enclosed.

Signature  
Signature block of the  
Unit Commander

FIGURE 3-2 - Nominating Memorandum

Unit Letterhead

Office Symbol

(Date)

MEMORANDUM FOR President, Selection Board for (Unit, Vacant Position, Grade, DMOS)

SUBJECT: Declaration of Interest in Vacant Position

1. I, (RANK and NAME) am interested in transfer to the vacant position in (Unit, Vacant Position, Grade, DMOS).
2. I am MOS qualified (or am eligible for MOS reclassification).
3. Additional comments are mandatory. Soldier must explain his/her reasons for pursuing this position, to include why they feel they should be considered for selection.
4. Projected availability date (transfer date): \_\_\_\_\_
5. (MILITARY TECHNICIAN ONLY) I acknowledge the requirement to obtain a compatibility waiver through HRO-Technician Branch prior to my assignment to this position (if required).

Signature  
Signature block of Soldier

FIGURE 3-3 – Soldier’s Memorandum to President of the Board

## BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

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### **(Guidance, Do not type the following on the sketch)**

1. Limit to two pages on standard 8 1/2" x 11" plain white paper using a standard courier, pica or elite font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. Do not list single sub-courses under military education. List only completed series.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.
7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.

FIGURE 3-4 – Biographical Sketch