

**APPLICATION PROCEDURES FOR AGR
EMPLOYMENT OPPORTUNITY
ANNOUNCEMENTS (EOAs)**

Apply for AGR employment with the Arkansas National Guard using **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position**. This form is available on the Arkansas National Guard Website: [Arkansas National Guard > HRO and Careers > Current Openings > Army AGR](#)
Required attachments, which are listed on each AGR job announcement, are as follows:



ARMY:

1. **NGB 34-1 (dated 20131111)** – Application for Active Guard/Reserve (AGR) Position. NGB 34-1 MUST be signed either digitally or in ink.
2. **Copy of the latest MEDPROS Individual Medical Readiness (IMR) Report** – A current PHA is within 12 months from close of announcement. Soldiers whose weight listed on IMR exceeds the screening table weight allowed must also include a Body Fat Content Worksheet (DA Form 5500 for males or DA Form 5501 for females) with the IMR. Soldiers who are exempt from the Army body fat circumference-based tape assessment IAW ARMY DIR 2023-08 must still submit a DA FORM 5500/5501 with the exemption noted on page 2 of the DA FORM 5500/5501. Soldiers who have a numerical indicator of a 3 or 4 in his/her PULHES must also include a current copy of their permanent medical profile (DA Form 3349). No Temporary profiles. (apart from pregnancy related temporary profiles)
3. **Copy of Enlisted Record Brief (ERB) with ASVAB scores/Officer Record Brief DA Form 4037 (ORB)** – If form is not available, and/or does not have ASVAB scores, submit DD Form 1966/1 or other record of ASVAB scores/course completion). Failure to submit ASVAB scores will result in disqualification.
4. **Copies of last three (3) OERS and /or NCOERs (SGT/E5 and above only)** – If you do not have three NCOERs/OERS, include a memo specifying the reason (i.e.) newly promoted E-5 will not have an NCOER.
5. **Copy of current Retirement Points Accounting Statement (RPAM) Statement** – must be within 30 days at time application submitted.
6. **Copy of current DA Form 705-TEST, ACFT Scorecard** – must be within 12 months of the close of the announcement and passing.
7. **SF 181, Race and National Origin Identification** – This form is required but identifying your race or National Origin is optional.

NOTE: IF YOU DO NOT HAVE IT, PROVIDE A MEMO. IF YOU ARE OVER THE ALLOWABLE WEIGHT ON ANY FORM/DOCUMENT, REGARDLESS OF EXEMPTION STATUS, PROVIDE A DA FORM 5500 (Male) OR A DA FORM 5501 (Female). ALWAYS READ INSTRUCTIONS.



AIR:

1. **NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure employment announcement number (EOA) and position title are filled in appropriately. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17).
2. **Current AF Form 422** – Must be signed and approved final copy. Form date must be within 5 years. If the AF Form 422 is older than 12 months from the announcement close date, MDG must sign/date and stamp “validated as current”.
3. **Current Individual Medical Readiness (IMR)** – All statuses must be current/ready. If “not ready” an AF Form 469 is required. Official copy must have applicant’s system generated name/date and reflect a PHA within 12 months of announcement close date. It is required to submit your IMR in the following manner: log into your IMR, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout. Screen prints will not be accepted.
4. **Current Fitness Tracker Report with history** – must be the Fitness Tracker Report generated by myFITNESS, no other report will be accepted. Log into myFSS/ myFITNESS and select the Fitness Tracker Report and then the Printable View option. The report run date must be no more than 30 days old from announcement closeout. The report run date is in the top right-hand corner of the fitness tracker. Official PDF copy from myFITNESS database must have applicant’s system generated name/date on it. Must reflect current passing fitness results. Any exemptions on the last fitness test requires an AF Form 469 to be included in the package. Screen prints will not be accepted.
5. **vMPF RIP** – Submit all pages. Log into vMPF, under Personal Data click Record Review/Update, click View/Print All Pages, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout.
6. **SF 181** – Race and National Origin Identification.
7. **AF Form 469** – If applicable



EXPLANATION OF SPECIFIC ITEMS ON NGB 34-1

Response to Position Announcement # and Position Title: Self-explanatory. Put announcement number and title as they appear on the job announcement.

Name: Include full middle name.

SSI/MOS: Self-explanatory for Army. Air personnel will list Duty AFSC.

Section III, Military History:

AD = Active Duty

AGR = Active Guard/Reserve

NG = National Guard

USAR = Army Reserve

Duty = Duty MOS or AFSC.

Include your present and past assignments.

Note: If you answer yes to any of the questions (unless it is to question 9 or 17), you **MUST** provide an explanation.



REQUENTLY ASKED QUESTIONS (FAQs)

Q. Do I need to submit a separate application for each announcement?

A. Yes.

Q. Can I send more than one announcement application in one email?

A. No, only one application per email

Q. May a “3” on the physical profile (PULHES) be waived?

A. No

Q. What happens after I submit my application?

A. Your application will be placed in the file for the appropriate job. After the closing date, it is reviewed by the HRO Staffing Specialist to determine if you meet the qualifications as stated on the job announcement. For “Open Continuous” announcements, applications are kept on file until a vacancy occurs, at which time they are reviewed for qualifications.

*If you qualify for the job, your application will be forwarded to the nominating official, who will contact you for an interview. (For ARNG jobs, if there are more than 10 qualified applicants, a job panel will be convened first.)

*If you *do not* qualify for the job, you will receive a letter of notification.

Q. May I turn in my application into the HRO office on Camp Robinson?

A. No, Applications **MUST** be emailed to the HRO email ng.ar.ararng.mbx.hro-agr-applications@army.mil and received by midnight on the closing date. E-mailed applications **MUST** be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.

JOB APPLICATION

DO'S AND DON'T'S

DO'S:

DO check the **Area of Consideration** on the job announcement to make sure you can be considered for a job. Some jobs are open to both AGRs and traditional guard personnel, but some are only open to current onboard AGRs. This means that if it indicates that the job is open only to onboard AGRs, then other applicants will not be considered under *any* circumstances. Ensure that you meet the minimum rank/grade requirements for the position.

DO read the qualification requirements in the job announcement. **Your application must show proof of these qualifications.** For example, make sure your ERB/ORB has your test scores (if they do not, you need to provide them from a different source), and make sure your physical exam shows your physical profile (PULHES). Many applicants have been disqualified simply for lack of documentation.

DO remember that you must meet the qualifications **as of the closing date of the announcement.** For instance, if the job closes 1 August and the minimum grade is E6, you cannot be considered qualified if you are not eligible to be promoted after that date.

DO submit clear copies of all required attachments. We must be able to read the attachments for aptitude test scores, physical profile, etc., to determine your qualifications.

DO explain any "Yes" answers in Section IV of NGB 34-1 (except Item 9 & 17). Section VI is provided for this purpose. Any application containing a "Yes" item that is missing an explanation will not be considered.



DO keep your application current. At some point you will be contacted, either by phone or mail so make sure your phone numbers and address are correct. Include the area codes. Also, if you have a cell phone where you can be reached, include this information on the application as well.



DO sign and date your application **digitally or in original ink.** Unsigned applications will not be considered.



DO keep a copy of your application for future reference.



DO call HRO if you need any assistance with your application, or if you have any questions about current vacancies or qualification requirements.

HRO Staffing: Technician (501) 212-4215/AGR 4213

188th WG HRO Remote: (479) 573-5766 or DSN: 778-5766

189th AW HRO Remote: (501) 98-5282 or DSN: 731-5282

***DO** follow these instructions carefully. A little time and attention will benefit you in the long run. Remember, it is YOUR responsibility to submit a complete and correct application.*

DON'T'S:

DON'T submit an application for a job that has not been announced; HRO only accepts applications for specific advertisements.



DON'T attach copies of college transcripts, diplomas, certificates, awards, performance reports, letters of recommendation or appreciation, photographs, or any other attachment other than those required. You may list this information on the application if you feel that it is necessary.



DON'T call the HRO constantly to check on the status of your application. This serves no purpose. You may check right after the job closes to see if you were qualified, but after it is forwarded to the nominating official, we usually don't know what the status is until we get the position selection back. Keep in mind that after interviews are completed, the selection has to go through several command channels before it ever reaches HRO. When we finally receive the selected applicant back, we will notify the selectee by phone and non-selectees by email.



A. **DON'T** wait till the last second to submit your application. **Application must be email by close date.** When the email is received it is dated and time stamped **Applications MUST be emailed to the HRO email ng.ar.ararng.mbx.hro-agr-applications@army.mil** and received by midnight on the closing date. E-mailed applications **MUST** be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.

ABSOLUTELY NO EXCEPTIONS!