

Staffing Guide

Army AGR

Required Documents

- NGB 34-1, Application for Active Guard Reserve (AGR) Position.
 - It is very important to ensure that this is signed.
 - Failure to sign this Document (digital or in ink) will result in your disqualification.
- MEDPROS Individual Medical Readiness (IMR) Report with current PHA date.
 - A current PHA date is within 12 months.
 - If you are on **ANY** permanent profile, you must provide your DA Form 3349.
 - Temporary profiles are disqualifying. (With the exception of temporary pregnancy related profiles.)
 - Height and Weight must be listed on either the IMR, DA 705-TEST or both.
- DA Form 705-TEST, ACFT Score Card.
 - Must be within 12 months.
 - Must have a passing ACFT to be considered for Interview.
- Body Fat Content Worksheet (DA 5500(Males) or DA Form 5501(females))
 - If your height/weight exceeds the standard IAW AR 600-9 on **ANY** document, regardless of ACFT exemption, you must provide this document, or you will be disqualified.
 - Individuals who exceed standards for body fat are disqualified.

Required Documents Continued

- **Enlisted Records Brief (ERB)/Officer Records Brief (ORB)**
 - If ERB does not include ASVAB scores, you must also attach DD Form 1966/1 or other record of ASVAB scores/course completion. Failure to submit documents with ASVAB scores will result in disqualification.
- **Last Three NCOERS and/or OERs**
 - 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)
- **Retirement Points Account Statement (RPAS) Statement (Within last 30 days)**
 - failure to submit a current document within the specified time frame is disqualifying.
- **SF 181 Race and National Origin Identification**
 - SF 181 is an optional form that is REQUIRED for our processes.
 - Soldiers/Airmen are not required (by law) to identify themselves by Race/National Origin but they are required to submit the document.
 - Failure to submit the document will result in disqualification.

Common “Admin Disqualifiers”

- Most common cause for disqualification is failure to read the complete announcement and meet the minimum qualifications to apply.
 - E-4 and below applicants applying for AGR positions (must be minimum E-5 to apply, unless otherwise specified in the job announcement).
 - Applicants who don’t have the minimum PULHES and/or ASVAB scores to meet MOS requirements listed.
 - Jobs that require the applicant to already have the MOS and applicant doesn’t hold the MOS.
- Not signing the NGB 34-1
 - It is important to Sign the NGB 34-1, because your signature is a confirmation that to the best of your ability you have answered truthfully, additionally it is a release to the HRO and Hiring Official to verify the information there-in.
 - Failure to sign the 34-1 is disqualifying.
- Answering “yes” but not explaining
 - On the 34-1 there are multiple questions that ask for explanation if answered “yes”. Not providing the answer is omitting critical information that could be the determining factor on your selection for the position.
 - Failure to attach answers to “yes” questions when required by the 34-1 will result in disqualification. *(Except for Questions 9 and 17)*
- Not Including All Required Documents/Substituting Documents without prior Approval from HRO
 - Applications must be complete and in good order (legible) to accurately qualify your application. Not submitting a form or submitting a form that is “easier to get,” in place of the required document, often omits information that is required.