

# 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 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
  - Height and Weight must be listed on either the IMR, DA 705 or both
- DA Form 705 APFT Score Card.
  - Must be within 12 months
  - Must have a passing APFT in order to be considered for Interview
- Body Fat Content Worksheet (DA 5500-R for Males or DA Form 5501-R for females.)
  - If your height/weight exceeds the standard IAW AR 600-9 on **ANY** document 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 DA Form 4037 (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)
  - at time application is submitted
  - failure to submit a current document 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)
  - 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 is a 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. Substituting or not submitting a form that is “easier to get.” for the required documents often omits information that is required