

TITLE 32 AGR APPLICATION CHECKLIST (*Officer*)

*****INCOMPLETE APPLICATION MAY NOT BE ACCEPTED*****

LAST NAME:

RANK:

SSN:

DAYTIME PHONE:

EMAIL:

CURRENT STATUS (SELECT ONE):

VACANCY ANNOUNCEMENT #

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS (*Packets not containing all documentation IAW guidance below may not be considered*)

1. _____ NGB Form 34-1 dated Nov 2013 (Application for AGR Position: [hyperlink http://www.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf](http://www.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf) must be complete with original signature)
2. _____ Biographical Summary IAW Appendix H, NGR 600-100
3. _____ Current copy of Record Brief (ORB/ERB as applicable)
4. _____ Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within **12 months**. It is important that you print the report, not the webpage screen. (Log into AKO, My Medical Readiness Status, View Detailed Information, IMR Record)
5. _____ Copies of all DD Form 214's (MEMBER -4) / NGB 22's showing all prior service.
6. _____ NGB Form 23-B (Retirement Points History Statement - If current member of the National Guard)
7. _____ DA Form 1506 (Statement of Service) if DD 214 or NGB Form 23-B is not available
8. _____ Official DA photograph, See AR 640-30 paragraph 6 for frequency of DA Photo
9. _____ DA Form 705 (APFT) May 2013 current within **6 months** if AGR and FTNGD-OS, or within **1 year** if M-day in accordance with AR 350-1, Appendix F, Para F-5
10. _____ **All** - Memorandum stating height and weight compliance to the President of the Board, or if applicable submit body fat measurement on DA Form 5500 (Males) or 5501 (Females). All must be signed by applicant's unit Readiness NCO, First Sergeant, or Commander and dated within **6 months** of applying
11. _____ Copies of last **five** evaluations, all pages, front and back
12. _____ Current **Washington AGR** Soldiers applying need a memorandum from the full time chain of command endorsing your application (BN Admin Officer, MSC Enlisted Manager and MSC Admin Officer)
13. _____ Memorandum of explanation for missing documentation (if applicable). Examples include **missing evaluations**, Security Clearances older than **10 years**, and **incomplete data** on Record Briefs