



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **25-012**

OPENING DATE: 12 December 2024

CLOSING DATE: 13 January 2025

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants **MUST** be worldwide deployable.

GRADE REQUIREMENT: Position is open to grades E4 to E7

Promotion will not exceed maximum rank authorized of SFC for this position.

POSITION: Recruiting and Retention NCO (79T)

UNIT: Recruiting and Retention Battalion

DUTY LOCATION: Various Locations, WA

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Contacts, interviews, and advises civilian personnel to obtain applications for enlistment into the ARNG; contacts civic leaders and other agencies to present the ARNG as an employment and career opportunity; presents formal and informal talks; interviews and counsels' prospective enlistees; gathers individual data and prepares forms and documents incident to enlistment processing. Trains, advises, and cooperates with leadership of assigned unit to address issues relating to retention, attrition management, and no-val pay. Position requires extensive travel throughout area of responsibility with occasional requirements to remain overnight away from home. Additional travel to Camp Murray is possible. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Open to all enlisted Soldiers with a minimum rank of SPC. Applicants in the rank of SPC must be a Basic Leader Course (BLC) graduate, have a minimum of 3 years' time in service (TIS), and meet requirements outlined in AR 600-8-19 for promotion to SGT. A valid Army Military Occupational Specialty (MOS) in Career Management Field 79T or prior Military service as a Recruiting and Retention NCO is desirable. Applicants must be qualified in MOS 79T or be eligible to become qualified within 6 months from date of hire. SFC applicants must be 79T qualified with SR Badge.

RECRUITING AND TRAINING CADRE SUITABILITY SCREENING REQUIREMENTS

(See Army Directive 2018-16 & SMOM 22-009) to be completed upon selection:

- Complete HRR Form 600 (Recruiting and Training Cadre Suitability Questionnaire)
- Current Periodic Health Assessment (PHA) and medical record review

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- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must not be listed on the National Sex Offender Public Website
- Must not have a Type I or Type II Offense & must have favorable results from:
 - (a) Department of Army Inspector General (DAIG)
 - (b) Criminal Investigation Division (CID)
 - (c) Office of Military Personnel File Review
 - (d) Army Substance Abuse Program

MANDATORY QUALIFICATIONS

- All Soldiers M-day and AGR applying for AGR positions will require a passing ACFT within the last six months.
- Must meet the Army body composition standards IAW AR 600-9 for entry into the AGR program
- Applicants must satisfy requirements outlined in DA PAM 611-21.
 - (a) A physical demands rating of Moderate (Gold).
 - (b) Must possess manual dexterity in both hands.
 - (c) Frequently reviews documents and records/correspondence.
 - (d) Frequently engages in verbal conversation.
 - (e) Frequently sits for extended periods of time.
 - (f) Must not possess obviously distracting physical characteristics or mannerisms to include a shaving profile (waiver not authorized). Tattoos must be in compliance with AR 670-1
 - (g) A physical profile of 132221. Soldiers possessing a 3 in Upper Extremities must have prior MOS Administrative Retention Review (MAR2) clearance (waiver not authorized).
 - (h) Normal color vision.
 - (i) Must possess a valid Army MOS

QUALIFYING SCORES

- Have a minimum general technical (GT) score of 110 (waivable to GT score of 100 or GT score of 95 with a skilled-technical score (ST) of 95)

MINIMUM REQUIREMENTS

- All applicants must have the potential to become MOSQ within 6 months of hire date to apply. This means that the ASVAB line scores required for the MOS must be possessed by the applicant.
- E7 and above non-duty MOSQ applicants must include a memorandum stating acceptance of an administrative reduction with their packet. AR 135-18, Table 2-1, Rule E (2a) states that "Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position." This means that if any non-duty MOSQ E7 or above is selected for this position, they will have to take an administrative reduction to E6 to meet the regulatory guidance.
- Over-grade applicants must include a memorandum stating acceptance of an administrative reduction with their packet.
- Must be able to complete a 3-year initial tour of active duty before one of the following:
 - a) Reaching the applicable date for Retention Control Points based on grade in NGR 600-5 Table 5-1.
 - b) Reaching the date of mandatory removal from an active status based on age or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.

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CONDITIONS FOR EMPLOYMENT

1. (For Current AGR Members Only) AGR/HRO must receive a signed memorandum with Company through Brigade level command concurrence with the submission of your AGR packet. AGRs on initial tour orders that have served less than 18 months in current position are not eligible to apply.
2. IAW AR 135-18, NGR 600-5, applicants must meet the following requirements prior to applications being forwarded for board consideration: Applications from Soldiers who do not qualify under AR 135-18, Table 2-1, or who have a non-waivable disqualification. Under Table 2-3, or who fail to meet any additional requirements prescribed by Chief, National Guard Bureau, will be disapproved and returned to the applicant.
3. Soldiers who qualify under Table 2-1 but have a waivable disqualification under Table 2-2, will attach a request for the appropriate waiver to their applications.
4. Applicant must provide memorandum from security manager with status of security clearance. IAW AR 135-18, Table 2-1 (H), Applicants must possess a valid security clearance required for the grade, MOS/AOC.
5. Individual selected will be stabilized in the position for 18 months.
6. Applicants must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
7. Acceptance of an AGR position will terminate eligibility for all bonuses and student loan repayments effective on the date of entry into AGR status. This does not affect Montgomery GI bill eligibility.
8. All applicants will sign a NGB Form 34-2 (Certificate of Agreement and Understanding) during their accession process into the ARNG Title 32 AGR FTNGD Program.
9. Applicants must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status.
10. All Soldiers M-day and AGR applying for AGR positions will require a passing ACFT within 6 months of application.
11. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down and SMOM 15-017, Screening of Title 32 Positions of Significant Trust and Authority (POSTA).
12. Must have no record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

MEDICAL

13. Must meet the Army medical retention standards in accordance with AR 40-501, Chap 2, 3, 4, or 5 as applicable.
14. Must meet the Army body composition standards IAW AR 600-9 for entry into the AGR program.
15. PHA must be within 12 months of the Vacancy Announcements Closing date.
16. IAW AR 135-18, Table 2-1 Rule B (1). Prior to entry on active duty or FTNGD in the AGR Program, must be medically certified as drug free.
17. Must meet standards in AR 600-110 in reference to human immunodeficiency virus.
18. IAW AR 135-18, Table 2-1 Rule B (3) and NGB-ARH-08-025. When appropriate, the Soldier must also meet the medical fitness standards for flying duty per AR 40-501.

ADDITIONAL REQUIREMENTS

1. Applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit.

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2. Ability to maintain a Government Travel Card (GTC).
3. Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).

POSITION FILL

- Applications received are reviewed for eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the NGB 34-1 and all supporting documents are accurate and complete. Application packets missing documents and/or vital, current data will not be considered and will be determined UNQUALIFIED.

EQUAL OPPORTUNITY

- The Washington National Guard does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from the applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.

This announcement will be posted on the website below:

Washington Military Department website at <https://mil.wa.gov/agr-jobs-and-positions>

You can reach the HRO-AGR office at (253) 512-8396.

FOR THE ADJUTANT GENERAL:

//S//
BROOKE M. MUHICH
LTC, MS WAARNG
AGR Manager

DISTRUBUTION: A

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APPLICATION PROCEDURE:

- Complete the vacancy announcement checklist and submit it with your application.
- Label packets with the naming convention: Vacancy Number, Last Name, First Name (Example: 25-006 Smith, Alex)
- All applications must be received at HRO-AGR, NLT 1600 hrs. PST on the closing date. Applications received after 1600 PST will not be accepted.
- Any AGR application received 2 days prior to the closing date will NOT be reviewed by the AGR office for accuracy. Failure to follow application instructions will result in a finding of ineligibility and will cause the applicant to lose consideration for this position.
- All Washington Army National Guard Soldiers will submit application packets via IPPS-A (<https://hr.ippsa.army.mil>).
- Login to IPPS-A, click the IPPS-A Help Center tile, and click Create case. When submitting your packet, use the following case details:
 - Category: Career Management**
 - Type: AGR**
 - Detail: Application**
- Attach the required documents and submit them. The CRM case will route to the Soldier's S1 Pool. The Soldier's S1 must reassign the case to the [NGWA HUMAN RESOURCES OFFICE](#) provider group.
- Please be advised that IPPS-A has a 2MB size limit. If you are having issues uploading your application, you must compress the file. If that does not resolve the size issue, please upload the packet in separate attachments.
- Make a note of your case number. The AGR office will respond and close your ticket once the job announcement closes, providing feedback on the application status. If your application is not accepted, the case notes will detail the reason(s). You will receive an IPPS-A notification via email, and you can monitor the application status through IPPS-A.
- **Applicants outside of the WAARNG will submit application packets via email to HRO-AGR Services ng.wa.waarng.list.agr-applications@army.mil**
- Soldiers must obtain required documents from iPERMS, the Readiness NCO, Training NCO, or Battalion S1. Follow the checklist for guidance on packet preparation.
- NGB Form 34-1 <https://www.ngbpmc.ng.mil/ngr/> (Application for AGR Position) dated Nov 2013 (must be signed and dated); if applicable attach a sheet explaining any "yes" answers to section IV.

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- Make all entries legible and complete. Vacancy Announcement Number and Position Title are required for all applications. Please include contact information (i.e., phone numbers, complete address, and the best e-mail address to reach the applicant).
- Submit copies of up-to-date supporting documents. Additional supporting documents (letters of recommendation, certificates, diplomas, etc.) will be placed at the end of the packet.
- **If you do not receive a confirmation of receipt two business days after the closing date, please contact the HRO-AGR office at (253) 512-8396 or email the applications distro.**

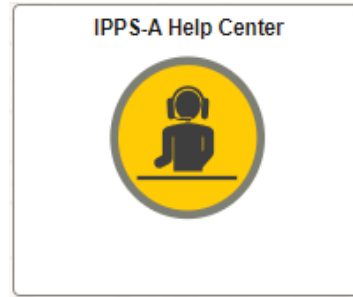
HOW TO SUBMIT AN AGR APPLICATION CRM CASE IN IPPS-A

Step 1: Login to IPPS-A

<https://hr.ippsa.army.mil>



Step 2: Click on IPPS-A Help Center



Step 3: Click on Create Case



Step 4: Select the following Category, Type and Detail

Create Case

1 ————— 2

How can we assist you? Review & Submit

Does this issue impact your pay? No

*Category: Career Management

*Type: Active Guard Reserves (AGR)

*Detail: Applications



Step 5: Case Details

Case Details

Issue related to AGR Application, provide source documents

*Summary: 24-001 - Last Name, First Name

Description: Please see attached AGR application for VA 24-001 - Smith, Alex
** Add a brief summary**

Attachments: You have no attachments. [Add Attachments](#)

Step 6: Upload attachments

Please be advised IPPS-A has a 2MB size limit. If you are having issues uploading your application, you must compress the file. If that does not resolve the issue, then upload the packet into separate attachments.



Step 7: Review and Submit

The CRM case will route to the Soldier's S1 Pool, the S1 will need to assign the CRM case to **NGWA HUMAN RESOURCES OFFICE**.



Attachments

File Name ↑↓	Description ↑↓	Delete Attachment
24-001_Smith_Alex.pdf	AGR APPLICATION	

If you have any questions, please contact the AGR HRO Office

ng.wa.waarnng.list.agr@army.mil

TITLE 32 AGR APPLICATION CHECKLIST (Enlisted)

Applications not containing all documentation IAW guidance below will not be considered

Name (Last, First):__

Rank: __

DOD ID: __

Current Status: __

Phone Number: __

Email: __

Vacancy Announcement #: __

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS

PII (ie:SS#) must be redacted, Application must be submitted as one single .PDF,

1. __ NGB Form 34-1 dated Nov 2013 must be complete with signature and date. Copy paste link into browser: <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. __ ERB (Selection Board) containing ASVAB scores (Certified Copy) IAW NGR 600-5. If your ASVAB scores are not reflected on the ERB, a copy of one of the following is required: DD 1966 or Re-Enlistment Eligibility Data Display (REDD) Report. Include a copy of Armed Forces Classification Test (AFCT) Results Memorandum if most current and accurate ASVAB scores are not reflected on requested documentation.
3. __ Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months of application. It is important that you print the report, not the web-page screen. (Log into MEDPROS, Forms, IMR Record, download)
4. __ Copies of all DD 214's (MEMBER -4) and NGB 22's showing all prior service. (**Redact PII**)
5. __ Current NGB Form 23-B (Retirement Points History Statement) if a member of the National Guard.
6. __ Current DA Form 1506 (Statement of Service) if NGB Form 23-B is not available.
7. __ ALL Soldiers applying for AGR positions will require a passing DA Form 705 ACFT within 6 months of application (IAW PPOM 22-023). Profile must be included if applicable.
8. __ Memorandum stating height and weight compliance addressed to the President of the Board and signed by applicant's unit Readiness NCO, First Sergeant, or Commander. Memorandum must be dated within 30 days of application. Regardless of rank or position, applicants may NOT sign their own memorandum. DA Form 705, DA FORM 5500/5501 in lieu of memorandum will not be accepted.
9. __ Copies of last three evaluations in entirety. New E-5 and below, a letter of recommendation is suggested in lieu of evaluations.
10. __ Current Washington AGR Soldiers must submit a Company through MSC level command concurrence memo endorsing your application. AGRs that have served less than 18 months in current position are not eligible to apply.
11. __ HRR Form 600 (in entirety).
12. __ Memorandum of explanation for missing documentation (if applicable). Examples include missing evaluations, PHA not within 12 months, incomplete data on ERB.
13. __ Memorandum for Record for accepting voluntary administrative reduction. (Mandatory for Over grade Applicants).
14. __ Memorandum for Record for accepting voluntary administrative reduction. (Mandatory for NDMOSQ E6 and above applicants)
15. S Memorandum from security manager or S2 stating status of security clearance.
16. __ Applicants applying for RRB positions must complete DD 369 (blocks 1-9, and 11)

THIS CHECKLIST MUST BE INCLUDED IN PACKET

RECRUITING AND TRAINING CADRE SUITABILITY QUESTIONNAIRE

The proponent for this form is ARNG-HRR.

Disclosure: This is required before hiring into a position that supports the accomplishment of the recruiting mission.

Section I: Soldier Information

1. Soldier's Name (Last, First, Middle):	2. Rank/Grade:
3. Unit of assignment:	
4. Position Applying for:	

Section II: Type I Offenses (Over the Soldier's Lifetime)

Have you received a civilian or military conviction, or a finding of guilty in a field grade Article 15, Uniform Code of Military Justice (UCMJ) proceedings for any of the offenses listed below:	YES	NO
(a) Possessing, receiving, or viewing child pornography (Article 134 UCMJ).		
(b) Rape or sexual assault. (Article 120 or 134 UCMJ)		
(c) Any offense punishable under Article 80, 120, 120b, 128, 134, and and 130; similar civilian offense (rape, sexual assault, aggravated sexual contact, abusive sexual contact, stalking, sexual abuse of a child); or any attempt to commit such acts (Article 80, UCMJ)		
(d) Inappropriate relationships and prohibited activities between recruits and recruiters and between trainers providing entry-level training and trainees (DoDI 1304.33/Article 93a, UCMJ).		
(e) Domestic violence or child abuse as described by DoDI 6400.06 (Article 128 UCMJ), child abuse, or any violent crime under the UCMJ.		
(f) A requirement to be registered as a sex offender.		
(g) Previous separation from any Service for any Type I offense listed above		

Note: Adverse information is defined as any substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the Soldier. Conduct may be considered regardless if issues resulted in formal charges or administrative

Section III: Type II Offenses (Over a Soldier's Military Career, Including Sister Services)

Note: For all offenses; Conduct may be considered regardless if issues resulted in formal charges or administrative or legal action. Conduct that may have resulted in dismissal, expungement, or a finding of not guilty by a court or other entities in the civilian or military justice system may still be considered for suitability and fitness adjudications using the preponderance of the evidence standard, but will be adjudicated as a Type II or Type III offense.

Is there adverse information listed against you for any of the offenses listed below:	YES	NO
(a) Sexual harassment to include influencing, threatening a person's career, pay, or job (Article 93, or 132 UCMJ).		
(b) Prostitution or pandering (Article 134 UCMJ)		
(c) Fraternalization (Article 134 UCMJ).		

(d) Participation in extremist organizations and activities by Army personnel inconsistent with the responsibilities of military service (as defined in AR 600 – 20)		
(e) Special, general court-martial conviction that results in any civilian criminal felony convictions.		
(f) Criminal offense involving a child		
(g) Extramarital sexual conduct or inappropriate relationship (Article 134).		
(h) Wrongful broadcast or distribution of intimate visual images (Article 117a UCMJ).		
(i) Wrongful use possession, distribution, importation, or exportation of a controlled substance (Article 112a UCMJ).		
(j) Initial enlistment waivers for derogatory information related to any Type I offense.		
(k) Type I offenses for which the Soldier was not convicted in a court of law or received an Article 15 or higher UCMJ action.		
(l) (l) Alcohol abuse (as defined in 5 CFR 731.202(b)(5)). <i>Alcohol abuse, without evidence of substantial rehabilitation, of a nature and duration that suggests that the applicant or appointee would be prevented from performing the duties of the position in question, or would constitute a direct threat to the property or safety of the applicant or appointee or others</i>		
Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)		
Is there adverse information listed against you for any of the offenses listed below:	YES	NO
(a) Relief for cause noncommissioned officer evaluation report or officer evaluation report while in current grade		
(b) Previous separation from any Service for any Type III offense.		
(c) Initial enlistment waivers for derogatory information (not related to an offense listed under Type II).		
(d) Assault (other than categories listed under Type I).		
(e) Larceny, fraud, or robbery (Articles 121, 124, or 122, UCMJ).		
(f) Burglary (Article 129)		
(g) Prohibited activities related to recruiting efforts, future Soldiers, or initial entry trainees that fall under DoDI 1304.33. Prohibited activities with military recruits or trainees that fall under DoDI 1304.33 (Article 93a UCMJ).		
Section V: Administrative Reports That Preclude Initial Appointment to These Positions		
1. Are you flagged, barred from reenlistment/extension, or coded with any administrative information indicating legal investigation is underway?		
2. Are you pending determination by a Medical Evaluation Board, Physical Evaluation Board, or Military Occupational Specialty Administrative Retention Review process?		
3. Do you have a current revoked, denied, or suspended security clearance, or failed to attain or maintain a favorable NACLC, tier 3 investigation or higher?		
Section VI: Acknowledgement		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.

POLICE RECORD CHECK		1. DATE OF REQUEST (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires 20250531	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</p>					
SECTION I - (To be completed by Recruiting Service)					
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)		3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	4. PLACE OF BIRTH		
			A. CITY	B. COUNTY	C. STATE
5. DATE OF BIRTH (YYYYMMDD)	6. A. ETHNICITY <input type="checkbox"/> (1) HISPANIC OR LATINO <input type="checkbox"/> (2) NOT HISPANIC OR LATINO	6. B. RACE (Select one or more) <input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN		<input type="checkbox"/> (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> (5) WHITE	7. SOCIAL SECURITY NUMBER
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)				9. DATES RESIDED AT THIS ADDRESS	
A. NUMBER AND STREET (include apartment no.)	B. CITY	C. STATE	D. ZIP CODE	A. FROM (YYYYMMDD)	B. TO (YYYYMMDD)
10. PERSON MAKING THIS REQUEST					
A. NAME (Last, First, Middle Name(s))		B. RANK	C. SIGNATURE		D. TITLE
SECTION II - (To be completed by Applicant)					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; and E.O. 9397 (SSN), as amended.</p> <p>PRINCIPAL PURPOSE(S): The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.</p> <p>ROUTINE USE(S): The routine uses are found in the associated system of records notices listed below: DoDM 1145.02, Military Entrance Processing Station (MEPS); https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/114502m.pdf?ver=2018-07-23-121425-917 A0601-210c TRADOC, Army Recruiting Prospect System; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570073/a0601-210c-tradoc/ F036 AETC R, Air Force Recruiting Information Support System (AFRISS) Records; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569780/f036-aetc-r/ M01133-3, Marine Corps Recruiting Information Support System (MCRISS); http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/ N01133-2, Recruiting Enlisted Selection System; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570318/n01133-2/ DHS/USCG-027, Recruiting Files System of Records; http://www.gpo.gov/fdsys/pkg/FR-2011-08-10/html/2011-20225.htm</p> <p>DISCLOSURE: Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.</p>					
11. I HEREBY CONSENT TO RELEASE YOUR FILES FROM THE INFORMATION REQUESTED BELOW.			SIGNATURE		
SECTION III - (To be completed by Police or Juvenile Agency)					
<p>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</p>					
12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<i>(if YES, what was the offense or charge, date, disposition and sentence?)</i>					
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<i>(if YES, give details.)</i>					
THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.					
14. DATE (YYYYMMDD)	15. TITLE		16. VERIFIED BY (Signature)		
LAW ENFORCEMENT AGENCY MAIL TO:			RECRUITING AGENCY MAIL FROM:		

RECRUITER/TRAINER PROHIBITED ACTIVITIES ACKNOWLEDGMENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.

PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.

ROUTINE USE(S): The DoD Blanket Routine Uses found at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> apply to this collection.

DISCLOSURE: Voluntary. However, if you fail to provide the requested information or complete this form, you may not be assigned to recruiter or trainer positions.

INSTRUCTIONS

In accordance with DoDI 1304.33, this form will be read and signed prior to performing recruiting duties or upon assignment to a training command where the individual will be providing an entry-level training. As a minimum, the signed original will be retained in the service member's recruiting/training record while assigned to recruiting or training duty. This form will be certified annually. Please initial beside each entry acknowledging that you have read and understand the statement.

1. RECRUITER/TRAINER NAME (<i>Last, First, Middle</i>)	2. PAY GRADE	3. UNIT/COMMAND
4. UNIT/COMMAND ADDRESS (<i>City, State, ZIP Code</i>)	5. DATE SIGNED (YYYYMMDD)	6. SIGNATURE

7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUITER OR TRAINER, I WILL NOT:

- (*Initial*) _____
- a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruit/trainee. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.
 - _____ b. Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a recruit/trainee.
 - _____ c. Make sexual advances toward, or seek or accept sexual advances or favors, from a recruit/trainee.
 - _____ d. Allow entry of any recruit/trainee into my dwelling.
 - _____ e. Establish a common household with a recruit/trainee, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners association or all tenants in an apartment complex), house, or other dwelling.
 - _____ f. Allow entry of any recruits/trainees into my privately-owned vehicle. Exceptions are permitted for official business when the safety or welfare of a recruit/trainee is at risk.
 - _____ g. Provide alcohol to, or consume alcohol with a recruit/trainee on a personal social basis.
 - _____ h. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruit/trainee.
 - _____ i. Gamble with a recruit/trainee.
 - _____ j. Lend money to, borrow money from, or otherwise become indebted to a recruit/trainee.
 - _____ k. Solicit donations from a recruit/trainee.
 - _____ l. Hire or otherwise employ recruits/trainees (e.g., baby-sitting, maintenance).
 - _____ m. Accept personal goods, in an unofficial or personal capacity, from a recruit/trainee for storage or any other reason.

(Initial) _____ n. Participate in closed-door discussions with recruits/trainees. Recruiters will keep doors open when meeting recruits/trainees except when:
(1) there is another person at least 18 years or older present; or
(2) based on the proximity of others, there is a need to protect Personal Identifiable Information, sensitive information, or confidential information. These "closed-door" sessions shall be short in duration; or
(3) the design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door shall be left unlocked and clearly marked that it is open for business and that visitors are welcome.

8. EXCEPTIONS. Exceptions may be granted to accommodate relationships that existed prior to the Recruiter or Trainer performing recruiting or training duties. The exception also applies to the recruit/trainee prior to the start of the recruiting process or the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruiter's or Trainer's Commander, O-4 or higher, or higher level authority.
DESCRIPTION OF EXCEPTION(S):

(Initial) _____ **9. VIOLATIONS.** Violations of any part of paragraph 7.a. through 7.n., not granted an exception in paragraph 8, may result in disciplinary action.

10. APPROVED BY			
a. NAME (Last, First, Middle Initial)	b. TITLE	c. DATE SIGNED (YYYYMMDD)	d. SIGNATURE/RANK

11. ANNUAL RECERTIFICATION.
By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.

NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)