WASHINGTON ARMY NATIONAL GUARD



J1-Human Resources Office Active Guard Reserve (AGR) Announcement Job Announcement # **25-010 EXTENDED**

OPENING DATE: 17 December 2024

CLOSING DATE: 7 January 2025

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants <u>MUST</u> be worldwide deployable.

GRADE REQUIREMENT: Position is open to grades E5 to E6

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

POSITION: Training NCO (19D)

UNIT: A Troop, 1-303rd Cavalry Regiment (WPRVA0)

DUTY LOCATION: Montesano, WA 98563

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Assists in carrying out the plans and programs established by the chain of command for the accomplishment of the Unit's training objectives and missions. Functions as the Unit's technical advisor for all training. Responsible for drafting training schedules, maintains the unit training files and libraries, accounts for and maintains Training Aids, Devices, Simulators, and Simulations (TADSS) issued to the unit, prepares, and submits requests for training resources. Prepares training charts, schematics, and graphs in support of training events. Utilizes the following systems: My Unit Pay (MUP), Digital Training Management System (DTMS), Defense Travel System (DTS), Interactive Personnel Electronic Records Management System (iPERMS), Army Training Requirements and Resources System (ATRRS), DAMPS-OCOIND and OCOTCS Orders, Medical Operational Data System (MODS), Line of Duty (LOD), Integrated Personnel and Pay System – Army (IPPS-A). Defense Information System for Security (DISS), Total Ammunition Management Information System (TAMIS) Performs additional duties such as Equal Opportunity Leader (EOL), Unit Prevention Leader (UPL), Safety Officer, License Instructor/Examiner (LI/LE) Key Control Custodian, Unit COMSEC Custodian, and any other duties as required by the Commander, First Sergeant, or Readiness NCO

MINIMUM QUALIFICATIONS

• Open to all enlisted Soldiers with a minimum rank of SGT. Applicants must be qualified in MOS **19D** or be eligible to become qualified within 12 months of hire date in accordance with AR 135-18.

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.
- Physical demands rating and qualifications for initial award of MOS. Signal operations support specialists must possess the following qualifications:
 - a) A physical demands rating of heavy (Black).
 - b) Physical profile of 111121.
 - c) Correctable vision of 20/20 in one eye and 20/100 in other eye.
 - d) Normal color vision.

QUALIFYING SCORES

• A minimum score of 77 in aptitude area CO

MINIMUM REQUIREMENTS

- All applicants must have the potential to become MOSQ within 12 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

CONDITIONS FOR EMPLOYMENT

- AGRs on initial tour orders that have served less than 18 months in current position are not eligible to apply.
- AGR Soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. Enlisted AGR Soldiers in their initial 18 months will not be eligible for promotion selection due to being unavailable for positions other than the position they were selected for per AR 600-8-19 (Enlisted Promotions and Reductions).
- Current WAARNG AGR Service members must submit a signed memorandum with Company through Brigade level command concurrence with the submission of your AGR packet.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- Applicants must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status.
- 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).
- 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

- PHA must be within 12 months of the Vacancy Announcement Closing date.
- Must meet the Army medical retention standards in accordance with AR 40-501, Chap 2, 3, 4, or 5 as applicable.
- 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.
- Must meet standards in AR 600–110 in reference to human immunodeficiency virus.
- 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.
- Must be able to perform functional activities, including living in an austere environment, without worsening the medical condition as outlined in AR 635–40.

ADDITIONAL REQUIREMENTS

- Applicant must have a valid state driver's license and be able to operate military vehicles and equipment
- organic to the unit.
- Ability to maintain a Government Travel Card (GTC).
- 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 <u>https://mil.wa.gov/agr-jobs-and-positions</u>

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

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 <u>2 days prior</u> 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 (<u>https://hr.ippsa.army.mil</u>).
- 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 <u>NGWA HUMAN RESOURCES OFFICE</u> 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 <u>ng.wa.waarng.list.agr-applications@army.mil</u>
- 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 <u>https://www.ngbpmc.ng.mil/ngr/</u> (Application for AGR Position) dated Nov 2013 (must be signed and dated); if applicable attach a sheet explaining any "yes" answers to section IV.

- 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 3: Click on Create Case Step 2: Click on IPPS-A Help Center Step 1: Login to IPPS-A Create Case https://hr.ippsa.army.mil IPPS-A Help Center INTEGRATED PERSONNEL AND PAY SYSTEM **Step 4**: Select the following Category, Type and Detail **Step 5**: Case Details Case Details Create Case Issue related to AGR Application, provide source document * Summary 24-001 - Last Name, First Name Description Please see attached AGR application for VA 24-001 - Smith, Alex How can we assist you? Review & Submit Add a brief summary Does this issue impact your pay? No Attachments You have no attachments *Categon Career Management Add Attachments Active Guard Reserves (AGR) Step 7: Review and Submit Submit *Detail Applications The CRM case will route to the Soldier's S1 Pool, the S1 will need to Step 6: Upload attachments assign the CRM case to NGWA HUMAN RESOURCES OFFICE. Please be advised IPPS-A has a 2MB size limit. If you are having issues It is the applicants responsibility to communitcate with their unit uploading your application, you must compress the file. If that does not and ensure the CRM is routed to the HRO office. resolve the issue, then upload the packet into separate attachments. Attachments +If you have any questions, please contact the AGR HRO Office File Name 11 Description 1 Delete Attachment

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AGR APPLICATION

24-001-_Smith,_Alex.pdf

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

TITLE 32 AGR APPLICATION CHECKLIST (Enlisted) Applications not containing all documentation IAW guidance below will not be considered					
Rank: Name: Vacancy Announcement #:					
DOD ID: Duty Status: Phone Number:					
Email: Current Address:					
PACKET SEQUENCE AND DOCUMENT REQUIREMENTS PII (ie:SS#) must be redacted, Application must be submitted as one single .PDF,					
 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/ 					
 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. 					
3Individual 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)					
4Copies 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.					
6Current DA Form 1506 (Statement of Service) if NGB Form 23-B is not available.					
7ALL 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.					
8Memorandum 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.					
0 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.					
1 HRR Form 600 (in entirety).					
2 Memorandum of explanation for missing documentation (if applicable). Examples include missing evaluations, PHA not within 12 months, incomplete data on ERB.					
3 Memorandum for Record for accepting voluntary administrative reduction. (Mandatory for Over grade Applicants).					
4 Memorandum for Record for accepting voluntary administrative reduction. (Mandatory for NDMOSQ E6 and above applicants)					
5. 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)

RECRUITING AND TRAINING CADRE SUITABILITY QUESTION	NAIRE					
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 Service	es)					
Note : For all offenses; Conduct may be considered regardless if issues resulted in formal or legal action. Conduct that may have resulted in dismissal, expungement, or a finding of other entities in the civilian or military justice system may still be considered for suitability a using the preponderanceof the evidence standard, but will be adjudicated as a Type II or T	not guilty by a ind fitness ad	a court or judications				
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) Fraternization (Article 134 UCMJ).						
HRR Form 600, APR 2024 PREVIOUS EDITIONS ARE OBSOLETE.		Page 1 of 2				

(d) Participation in extremist organization inconsistent with the responsibilities of m	ns and activities by Army personnel nilitary service (as defined in AR 600 – 20)						
(e) Special, general court-martial convict convictions.	ion that results in any civilian criminal felony						
(f) Criminal offense involving a child							
(g) Extramarital sexual conduct or inappropri-							
(h) Wrongful broadcast or distribution of							
(i) Wrongful use possession, distribution exportation of a controlled substance (Ar							
(j) Initial enlistment waivers for derogator	ry information related to any Type I offense.						
(k) Type I offenses for which the Soldier an Article 15 or higher UCMJ action.	was not convicted in a court of law or received						
(I) (I) Alcohol abuse (as defined in 5 CFF of substantial rehabilitation, of a nature and a would be prevented from performing the dution direct threat to the property or safety of the a							
Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)							
	ainst you for any of the offenses listed below:	YE	S	NO			
(a) Relief for cause noncommissioned o evaluation report while in current grade	fficer evaluation report or officer						
(b) Previous separation from any Servic							
(c) Initial enlistment waivers for derogate 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)							
	efforts, future Soldiers, or initial entry trainees that fall h military recruits or trainees that fall under DoDI						
Section V: Administrative Reports That Preclude Initial Appointment to These Positions							
1. Are you flagged, barred from reenlistn administrative information indicating lega							
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, denie failed to attain or maintain a favorable N							
Section VI: Acknowledgement							
By signing below, I acknowledge I have answered the above sections truthfully and honestly.							
Name.	Signature.	Date.					

Prescribed By: DoDI 1304.02

CUI when filled

Trescribed By: DODT 1504	<u>F.UZ</u>			-						
	POLICE RECORD CHECK					(YYYYMMDD)	OMB a 20250	OMB No. 0704-0007 OMB approval expires 20250531		
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		(2) ASIA	AN		(5) WHITE					
	(2) NOT HISPANIC OR	(3) BLA	CK OR AFRICAN AME		(0) 111112					
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A. NUMBER AND STRE	ET (include apartment no.)	B. CITY	C. STATE	D.	ZIP CODE	A. FROM	E	3. ТО		
						(YYYYMMDL) (C	YYYYM	MDD)	
10. PERSON MAKING T	THIS REQUEST									
A. NAME (Last, First, Mic	ddle Name(s))	B. RAN	K C. SIGNA	ATURE		D. TITLE				
SECTION II - (To be com	poleted by Applicant)									
SECTION II - (10 be com			PRIVACY ACT STATEME	NT						
AUTHORITY: 10 U.S.C. Section	ons 136, 504, 505, 12102; 14 U.S.C.	Sections 351 and	1632: DoDI 1304.2: DoDI	1304.26: and E.O.	9397 (SSN), a	as amended.				
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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.										
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States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience. 12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? YES NO							NO			
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13. IS APPLICANT NOV	V UNDERGOING COURT AC	TION OF ANY	KIND?				YES		NO	
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