# STATE OF STATE

#### WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office Active Guard Reserve (AGR) Announcement Job Announcement # **25-019** 

OPENING DATE: 12 January 2025 CLOSING DATE: 19 January 2025

VACANCY ANNOUNCEMENT: Statewide (current AGR Soldiers in WAARNG)

**GRADE REQUIREMENT:** Position is open to grades E5-E6

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

**POSITION:** Supply NCO (92Y)

**UNIT**: 96<sup>th</sup> Aviation Troop Command

**DUTY LOCATION: JBLM, WA 98433** 

**SECURITY CLEARANCE:** Secret

Open to current AGR members of the Washington Army National Guard. All applicants <u>must</u> be worldwide deployable.

#### **BRIEF DESCRIPTION OF DUTIES:**

Provide support to Brigade S4, Brigade Property Book Officer (PBO) and subordinate unit level Supply NCOs in general supply and property book functions. Must have knowledge of and ability to perform (GCSS-A) Property Book Unit Supply Enhanced (PBUSE) functions and communicate logistic metrics clearly to staff. Provide guidance and oversight to the units on the Commander's plans and programs in attaining logistical and mobilization readiness objectives. Processes and track Financial Liability Investigations of Property Loss (FLIPLs) at the brigade level; oversees and follows-up with battalion S4 NCOICs and their assistants regarding Installation Support Modules (ISM) and Organizational Clothing and Individual Equipment (OCIE) actions depicted on the discharge and pending actions reports. Responsible for quality control of all Class I, Class II, Class III, and Class VII. Tracks compliance and follows-up with monthly support requests submitted by battalion S4 shops to support Inactive Duty Training (IDT) and Annual Training (AT). Oversee commercial rental, transportation, lodging, and ration requests submitted from unit level Readiness NCOs. Support the units by providing logistical oversight on the following day-to-day functions such as exchanges, issues, inventories, and physical security. Assist with Organizational Inspection Program (OIP), Command Supply Discipline Program (CSDP), and Physical Security Programs. Assist unit level Supply NCOs in obtaining items required for their operations. Conduct regularly scheduled unit visits to ensure consistent application in accordance with S4 guidance, DA, NGB, and WAARNG regulations. Oversees and monitors the brigade's mobile device program and accounts for proper use of non-tactical vehicle fleet. May be required to travel to and from various subordinate unit locations to assist with mission requirements. Performs additional duties as assigned.

#### MINIMUM QUALIFICATIONS

• Open to all enlisted Soldiers with a minimum rank of SGT. Applicants must be qualified in MOS 92Y 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 position must have 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. Unit supply specialist must possess the following qualifications:
  - (1) A physical demands rating of Moderate (Gold).
  - (2) A physical profile of 222222.

#### **QUALIFYING SCORES**

• A minimum score of 90 in aptitude area CL.

#### 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.
- E6 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 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

#### **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 (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 <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 <a href="mailto:ng.wa.waarng.list.agr-applications@army.mil">ng.wa.waarng.list.agr-applications@army.mil</a>
- 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 <a href="https://www.ngbpmc.ng.mil/ngr/">https://www.ngbpmc.ng.mil/ngr/</a> (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 1:** Login to IPPS-A



Step 2: Click on IPPS-A Help Center



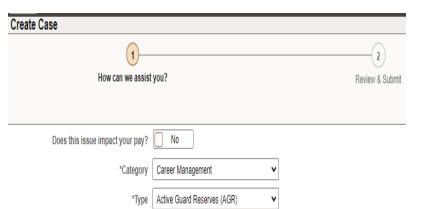
**Step 3**: Click on Create Case



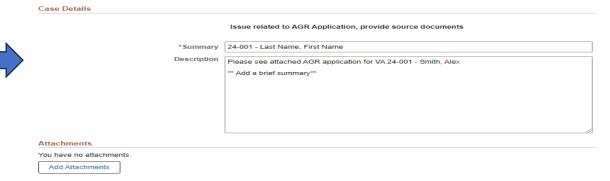




**Step 4**: Select the following Category, Type and Detail

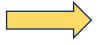


**Step 5**: Case Details



### **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

and ensure the CRM is routed to the HRO office.

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**. It is the applicants responsibility to communitcate with their unit

Submit



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

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 Vacancy Announcement #: Rank: Name: 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, 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)

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							
<b>Note:</b> 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)							
<b>Note</b> : 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) Fraternization (Article 134 UCMJ).							

(d) Participation in extremist organization inconsistent with the responsibilities of m					
(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 inappropria					
(h) Wrongful broadcast or distribution of					
(i) Wrongful use possession, distribution, exportation of a controlled substance (Ar					
(j) Initial enlistment waivers for derogator					
(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				
of substantial rehabilitation, of a nature and d					
(Within t	Section IV: Type III Offenses he 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					
(b) Previous separation from any Service	e for any Type III offense.				
(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 1	21, 124, or 122, UCMJ).				
(f) Burglary (Article 129)					
	efforts, future Soldiers, or initial entry trainees that fall n military recruits or trainees that fall under DoDI				
	Reports That Preclude Initial Appointment to	Thes	se Pos	sitions	
Are you flagged, barred from reenlistn administrative information indicating legal					
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.			

**CUI** when filled

Prescribed By: DoDI 1304.02

POLICE RECORD CHECK				1. DATE OF REGUEST (TTTTW///DD)				No. 0704-0007 approval expires 0531			
and maintaining the data needs including suggestions for reduct should be aware that notwithst OMB control number.	r this collection of information is estim ed, and completing and reviewing the cing the burden, to the Department of anding any other provision of law, no OUR FORM TO THE ABOVE ORGA	e collection of infor f Defense, Washin o person shall be s	ormation. Ser ngton Headq subject to any	nd comments i juarters Servic y penalty for fa	egarding this but es, at whs.mc-a ailing to comply	urden estimate o alex.esd.mbx.dd- with a collection	or any other aspec dod-informationco of information if it	t of this colle- ollections@m does not dis	data so ction of aail.mil. f splay a c	urces, gathering information, Respondents currently valid	
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		FEMALE									
5. DATE OF BIRTH	6. A. ETHNICITY	HNICITY 6. B. RACE (Select one or more)					7. SOC	7. SOCIAL SECURITY			
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	(2) NOT HISPANIC OR	(3) BLAC	CK OR AFF	RICAN AMER	RICAN	(5) WHITE					
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10. PERSON MAKING T	,-	<u> </u>		T = 2:211	· ·						
A. NAME (Last, First, Mic	ddle Name(s))	B. RANI	K	C. SIGNA	TURE		D. TITLE	<b>=</b>			
SECTION II - (To be com	pleted by Applicant)										
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AUTHORITY: 10 U.S.C. Section	ons 136, 504, 505, 12102; 14 U.S.C.	Sections 351 and	632; DoDI 1	1304.2; DoDI 1	304.26; and E.	O. 9397 (SSN), a	as amended.				
enforcement agencies. Comple	ne information collected on this form is teted forms are used to conduct backg al military personnel SORNs maintair	ground records che	iecks useď to	applicants to the determine eli	ne Armed Force gibility of applic	es who may have ants for accession	e discreditable invo	olvement with Forces. Com	n the pol npleted f	lice or other law forms are	
POLITINE LISE(S): The routine	a uses are found in the associated sy	etem of records n	ntices listed	below:							
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11. I HEREBY CONSENT TO RELEASE YOUR FILES FROM THE INFORMATION REQUESTED BELOW.  SIGNATURE											
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14. DATE (YYYYMMDD)	15. TITLE			16. VERI	FIED BY (Si	gnature)					
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PREVIOUS EDITION IS OBSOLETE.

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CUI when filled POC: osd.pentagon.ousd-p-r.mbx.forms@mail.mil