



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office

Active Guard Reserve (AGR) Announcement

Job Announcement # **25-048**

OPENING DATE: 18 July 2025

CLOSING DATE: 17 August 2025

WHO MAY APPLY: **NATIONWIDE Applicants must be current members of the Army, Army National Guard, or Army Reserve who are eligible for immediate enlistment or appointment in the Washington Army National Guard.**

GRADE REQUIREMENT: E9/CSM

POSITION: State Command Sergeant Major

UNIT: Joint Force Headquarters - Army Staff Element

DUTY LOCATION: Camp Murray, WA 98430

SECURITY CLEARANCE: Secret

Note: This will be a three-year One Time Occasional Tour (OTOT) or a three-year AGR tour for current AGR members in the Washington Army National Guard.

BRIEF DESCRIPTION OF DUTIES

This position is located at the Joint Force Headquarters, State Army National Guard Command Group. Serves as the principal enlisted advisor to the Commanding General and Command Staff. Directly involved in State programs that build readiness, health, morale, and welfare, and ensuring discipline and order of the enlisted force.

MAJOR DUTIES

- Mentor, manage and steward the Enlisted Promotion System. Provides oversight and senior-level mentorship and guidance to maintain the integrity of the promotion system, ensuring fair and equitable advancement opportunities. Provides direct input and supervises the completion of promotion boards. Ensures adherence to promotion regulations and compliance with directives and changes. Assists in building boards reflective of the diverse nature of the organization. Maintains oversight of all enlisted promotions, slating, and key developmental assignments, and the enlisted Active Guard Reserve (AGR) program, to include career field management and promotions.
- Assesses, advises, and provides input to Major Senior Command's readiness and training efforts. Mentors provide guidance and directly influence training and operations within all Major Senior Commands. Understands the missions of subordinate units and positively supports the execution of those missions. Provides guidance to create efficiencies and streamline training processes; able to identify essential aspects of a situation, question assumptions, ask relevant questions, explain meaningful connections and distinctions, understand nuance, and consider the limits of data. Develop methods to improve readiness. Maintains oversight of subordinate organizations, responsible for the care of subordinates overseas, and validates training, ensuring the appropriate consideration of the risk management process.

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- Communicates the Commanding General's intent and organizational strategies. Communicates Army-level messaging to unit-level leaders. Communicates effectively up and out of the organization, to non-military organizations, the organizational mission requirements and capabilities to strategic-level leaders and demonstrates effective writing. Communicate with staff to develop a shared understanding of the commander's intent and the organization's mission. Expands influence to include frequent participation in local enlisted organizations, councils, and groups, serving as a critical member of National Advisory Councils that impact NGB, ARNG, and Department of the Army policy and regulation development, as well as local community leaders advancing organizational legislative efforts.
- Develops, influences, and manages the Enlisted Force and NCO Talent Management programs, advising on team building, leader development, and other related matters within the Enlisted Force. Serves as the Senior Enlisted Talent Manager, in concert with the Command Senior Enlisted Leader, on enlisted talent management efforts within the Command. Provides advice to Command on all matters pertaining to the enlisted force. Identifies strengths and weaknesses, develops and implements applicable talent management strategies, creates assessments, and identifies requirements, guiding the organization's talent management activities.
- Develops and recommends Courses of Action (COA) for policy development and critical senior leader decisions. Understands historical and contemporary contexts, recognizes patterns, forecasts possible futures, anticipates second- and third-order effects, and maintains a long-term perspective. Serves as a member of the Army National Guard Command Sergeants Major Advisory Committee (CSMAC). As a CSMAC member, studies, analyzes, and serves on committees responsible for influencing behaviors across the National Guard and Army through the development of policy, regulation, and/or advisors to the most Senior Leaders in the Army.

MINIMUM REQUIREMENTS

- **Must be currently serving as or successfully completed Brigade Sergeant Major assignment ASI 7C, minimum 12 months.**
- 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.

MANDATORY QUALIFICATIONS

- All Soldiers M-day and AGR applying for AGR positions will require a passing ACFT or Army Fitness Test (AFT) 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.

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.
- **IG will conduct and report the results of suitability screening to the CG for consideration.**

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CONDITIONS FOR EMPLOYMENT

- **AGRs on initial tour orders that have served less than 18 months in their 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.
- Applicants must provide a memorandum from the 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 an 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.

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- 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).

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 by HRO-AGR, NLT 1630 hrs. PST on the closing date. Applications received after 1630 PST will not be accepted.**
- **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. 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 reasons(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/ngf/> (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).

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- 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 five duty days after the closing date, please contact the HRO-AGR office at (253) 512-8396 or email the applications distro ng.wa.waarng.list.agr-applications@army.mil**

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

Step 1: Login to IPPS-A

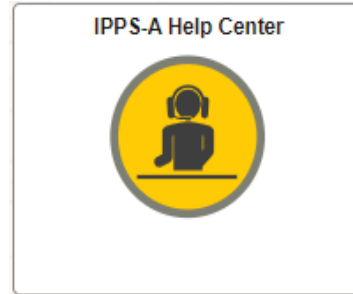
<https://hr.ippsa.army.mil>



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 How can we assist you? 2 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**. It is the applicants responsibility to communicate with their unit and ensure the CRM is routed to the HRO 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.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,

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 / AFT 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. ___ Memorandum from security manager or S2 stating status of security clearance.
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 **Applicants applying for RRB positions must complete HRR Form 600 (in entirety).**
16. ___ **Applicants applying for RRB positions must complete DD 369 (blocks 1-9, and 11)**

THIS CHECKLIST MUST BE INCLUDED IN PACKET

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT**AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.**PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for State records. For organizational use only.**ROUTINE USES:** None.**DISCLOSURE:** Voluntary, however if not provided you will not be considered for the AGR program.

POSITION ANNOUNCEMENT #	POSITION TITLE		
NAME <i>(Last, First, Middle)</i>			DATE OF BIRTH <i>(yyyymmdd)</i>
CURRENT HOME ADDRESS <i>(Street, City, State, Zip Code)</i>			HOME PHONE OFFICE PHONE
DATE OF ENLISTMENT <i>(Enlisted)</i>	GRADE	MOS/SSI/AFSC	ETS DATE
DATE OF FEDERAL RECOGNITION <i>(Officer/WO)</i>	GRADE	BRANCH	MRD DATE
SECURITY CLEARANCE			

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS1. COLLEGE OR UNIVERSITY *(Accredited Colleges only, attach separate sheet(s) if necessary.)*

Name, City & State	Date From	Date To	Degree Program	Credit Hours	Quarter/Semester
Chief Undergraduate Subject					
Chief Graduate Subject					

2. OTHER SCHOOLS OR TRAINING *(Vocational, Trade or Business)*

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS *(Examples - Special skills and qualifications, word processing speed (WPM), certifications on wheel and track vehicles, etc. Also list any licenses or certificates held (RN, Pilot, CPA), etc.)***SECTION II - EMPLOYMENT HISTORY**May we contact your present employer regarding your character, qualification, and record of employment?
(A "NO" answer will not affect your consideration for employment.)CHECK ONE: ☐ YES ☐ NO

1. NAME AND ADDRESS OF CURRENT EMPLOYER		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER		NUMBER OF EMPLOYEES YOU SUPERVISED	
TYPE OF BUSINESS	YOUR REASON FOR LEAVING			

DESCRIPTION OF WORK *(Describe your specific responsibilities and accomplishments)*

OTHER EMPLOYMENT

CHECK ONE: ☐ YES ☐ NO

2. NAME AND ADDRESS OF PRIOR EMPLOYER

DATES EMPLOYED

AVERAGE HRS. PER WEEK

FROM

TO

TITLE OF POSITION

IMMEDIATE SUPERVISOR & PHONE NUMBER

NUMBER OF EMPLOYEES YOU SUPERVISED	
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TYPE OF BUSINESS

YOUR REASON FOR LEAVING

DESCRIPTION OF WORK *(Describe your specific responsibilities and accomplishments)*

SECTION III - MILITARY HISTORY

1. **MILITARY SERVICE** (Start with most recent service and show changes in grade and duty in reverse chronological order.)

FROM

TO

AC

ARNG/ANG

RC

GRADE

ORGANIZATION

DUTY

2. MILITARY TRAINING

FORMAL MILITARY SCHOOLING COMPLETED

COURSE TITLE AND NUMBER

DURATION OF COURSE

CORRESPONDENCE COURSES

WEEKS

DAYS

COURSE/SUBCOURSE TITLE

COURSE HOURS

3. MILITARY QUALIFICATIONS (List any primary MOS/SSI which has been awarded on orders.)

MOS/SSI/AFSC

DATE AWARDED

INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On the Job Training, Civilian Experience, etc.)

4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS

DUTY MOS/SSI/AFSC

EXACT TITLE OF POSITION

FROM

TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES NO

(All Applicants Must Complete) Utilize the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach a separate sheet of paper if more space is necessary.

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Within the last five years, have you been fired for any reason? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Within the last five years, have you quit a job after being notified that you would be fired? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. While in the military, have you ever been convicted by a General Court Martial? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the United States Government employ, in a civilian capacity or as a member of the Armed Forces, any relative of yours by blood or marriage? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have you ever been removed from military service due to unsuitability? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including, but not limited to, relief from command in the past year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you currently possess or is a report of suspension of favorable actions pending? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Have you voluntarily separated from the AGR Program in any State for one or more days within the past year? (ARNG Applicants Only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by State Headquarters or Department of the Army Headquarters within the past 12 months? |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Have you met the minimum physical fitness requirements for each component as specified by AR 600-9 (Army) or AFI 36-2905 (Air Force)? |

SECTION V - CONTINUATION/REMARKS

Use the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach separate sheet(s) of paper if more space is necessary.

SECTION VI - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE

DATE