



**CORRECTED COPY  
NORTH CAROLINA NATIONAL GUARD  
AGR VACANCY ANNOUNCEMENT**



**POSITION AND DUTY MOS:**  
Recruiting and Retention NCO

**RANK/GRADE:**  
**SSG/E6 - SFC/E7**  
**(Minimum: SPC/E4**  
**W/ WLC)**

**NATIONWIDE**  
 **NCARNG**  
**SOLDIERS ONLY**

**ANNOUNCEMENT #:**  
AGR-FTM2016-42

**UNIT, LOCATION, POC:**

NCARNG REC & RET BN  
(Various Duty Locations Statewide)  
POC: SFC Romia Smith (984) 664-6607  
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**OPENS:**

20 July 2016

**CLOSES:**

31 December 2016

**POSITION DESCRIPTION:** Responsible for recruiting qualified personnel for the NCARNG to meet monthly accession goals as established by OTAGNC. Recruiting & Retention NCOs must conform to the highest moral and ethical responsibilities required of a NCO. RRNCOs are responsible for managing their own time and often work long and erratic hours to accomplish assigned missions. Must maintain compliance with applicable strength maintenance regulations, policies, procedures, and State guidance, including the 5-1-2-1+1 principle. Specific tasks, duties and responsibilities include the following:

1. Performs prospecting at high schools, events, and communities. Establishes and maintains contacts in designated recruiting area in order to generate interest, leads and enlistment into the NCARNG. Conducts telephone prospecting, area canvassing and other lead generation activities. Maintains lead refinement lists.
2. Inputs and maintains lead, prospect, and school program data through the use of ARISS (Automated Recruiting Information Support System) program and Recruiter Zone
3. Establishes and maintains effective centers of influence (COIs) and very important persons (VIPs) in schools, civic and government organizations.
4. Develops, implements, and maintains effective school recruiting programs.
5. Presents formal and informal presentations to various school and civic groups concerning the NCARNG mission/role, history, programs, features, benefits, and various enlistment opportunities.
6. Establishes and maintains a liaison relationship with local radio, television, and print media personnel to ensure the public is aware of the benefits of the NCARNG.
7. Pre-qualifies prospects to ensure current, basic enlistment eligibility criteria are met. Counsels disqualified applicants.
8. Interviews and counsels prospective enlistees concerning personal aptitudes, enlistment options, service obligations, training opportunities, Selective Reserve Incentive Programs (SRIP), Montgomery GI Bill, IET requirements, and military life.
9. Advises and assists unit commander(s) in assigned areas in developing and implementing an effective strength maintenance program.
10. Establishes and maintains liaison with commanders and staff on all elements affecting unit strength climate.
11. Conducts retention interviews as required.
12. Maintains high standards of physical fitness and appearance and portrays a Soldierly appearance at all times.

**QUALIFICATION/ELIGIBILITY REQUIREMENTS:**

1. Be qualified in or meet prerequisites for SQI4 and MOS 79T in accordance with DA PAM 611-21 and SMOM 14-024.
2. Applicants must have a minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002, OR have a minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002
3. Must meet AGR selection criteria and membership requirements in National Guard Regulations 601-1, 600-200, 600-5, 600-10, and AR 135-18 as applicable.
4. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service (other than temporary medical disability) are ineligible to enter the AGR program.
5. Individuals involuntarily separated from the AGR program or who voluntarily resign from the AGR program in lieu of adverse personnel actions are not eligible to reenter the program.
6. Must have sufficient remaining service obligation to complete initial three-year AGR tour.
7. Must not be under a current suspension of favorable personnel actions (FLAG), to include Bar to Reenlistment, or required to be under suspension under AR 600-8-2, even if no suspension has been imposed.

8. Must have or be able to obtain a Secret Security Clearance. Security Clearance cannot be suspended or denied. Individuals must attain an Interim Secret Clearance within 60 days of hire date. If Security Clearance is not granted upon investigation, individuals will be immediately terminated from AGR Tour.
9. Have not filed for Bankruptcy in the last 3 years.
10. Meet retention medical/physical standards of Chapter 3, AR 40-501. Physical profile (PULHES) requirement of no higher than 132221. A current Periodic Health Assessment (PHA) within 12 months is required for entry into the AGR Program.
11. Soldiers possessing a P3 or P4 in any profile factor must have prior MOS Medical Review Board (MMRB) clearance. Soldiers with outstanding medical issues (temporary profiles) **ARE NOT** qualified for entry into the AGR Program. Additionally, Soldiers may not have a shaving profile (waiver not authorized).
12. Must not have any documented verbal communication issues.
13. Must possess a current and valid civilian driver's license.
14. Formal training (successful completion of the SQI4 Basic Recruiting and Retention Course conducted under the Auspices of the Recruiting and Retention School) is mandatory. Course length is 5 weeks. Required to become SQI4 qualified for position within six months of AGR start date.
15. Recruiting and Retention NCO duty positions are in the ranks of SSG and SFC. RRNCO duty positions in the rank of SFC is considered Senior RRNCO positions. Any applicant in the rank of SFC that does not have successful military Recruiting experience or demonstrated unsuccessful performance during their last previous tour on recruiting will be required to take a voluntary administrative reduction to SSG prior to entry into the AGR program.
16. Applicants regardless of rank, MOS qualification, and experience, will only be assessed into AGR positions where a valid position authorization by grade exists at time of entry and subject to voluntary administrative reduction.
17. Soldiers in the rank of Specialist who are selected to an AGR Recruiting and Retention NCO position and promoted to SGT against a recruiting and retention position authorization and are removed or resign from the recruiting and retention position (SQI 4) prior to completion of 12 months will be reduced back to Specialist IAW AR 600-8-19.
18. Candidates will be evaluated based on their experience, training, education, performance, and potential. Consideration will be based on available information contained in the individual's application.
19. If applicant has dependents under the age of 18 and has no spouse, divorced, widowed or separated, or is dual military IAW AR 600-20, must have a valid and approved family care plan.
20. If selected, applicant must relocate or live within 50 miles of the assigned duty location.
21. Accepting this position may affect your incentives. Applicants should contact the G1 Education and Incentives office if they have questions.

#### **ADDITIONAL REQUIREMENTS:**

**NOTE:** All applicants must meet screening requirements for **Positions of Significant Trust (POST)**, IAW DA ALARACT 188/2014 and HQDA EXORD 193-14, Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and Others Identified in Positions of Significant Trust.

1. Screening includes State and Local Criminal Background Records Checks, National and State Level Sex Offender Check, Behavioral Health Assessment, Criminal Investigation Division (CID), Department of the Army Inspector General (DAIG), Army Substance Abuse Program (ASAP), and Military Personnel Restricted File review.
2. Applicants must receive favorable state level screening prior to becoming eligible for acceptance into the AGR Program. After state level screening and checks have come back favorable, selected applicants will be hired and receive an AGR Order. This will be contingent upon favorable NGB Level Screening and Checks, selected applicants that pass the screening will remain on their current AGR orders and continue their initial tour. If the selected applicant does not pass the screening, their orders will be revoked and Soldier will be removed from the AGR program.
3. Unfavorable NGB level results or applicants unable to pass NGB Level Screening will be disqualified and result in immediate removal from the AGR program.
4. No record of conviction by Special or General Courts-Martial or Civilian Courts of offenses listed in AR 27-10 (MILITARY JUSTICE), Chapter 4, or otherwise required to register as a sex offender under AR 27-10, Chapter 24.
5. Must not have a Type I or Type II Offenses (See HQDA EXORD 193-14, Annex B).
6. No alcohol related incidents such as DUI, DWI, or drunk and disorderly within the past 5 years.
7. Not currently, nor have previously enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type.

8. Moral turpitude disqualifiers involves misconduct of the following nature: sexual harassment; sexual assault; domestic violence; adultery; incest, bestiality; sexual activity with subordinate Soldiers or fraternization; pandering; prostitution; possession, distribution, receiving or viewing child pornography; sexual spouse or child abuse characterized as moderate or severe; stalking; rape; or indecent acts with minors.
9. Must have or be able to produce a favorable National Agency Check (NAC) or National Agency Check with Law and Credit (NACLC) (background investigation). If NAC/NACLC is not granted upon investigation, individuals will be immediately terminated from AGR Tour.

#### **STABILIZATION:**

Soldiers hired as Recruiters will remain in their recruiting assignment for a minimum of 36 months after MOS/SQI qualification or for a period of 36 months if already MOS qualified. During this 36-month period, recruiters are ineligible to apply for other AGR positions in the Army National Guard of the United States or within the NCARNG IAW NCARNG G1 SOP.

#### **SQI 4 PROCESS/79T CONVERSION**

1. All ARNG Soldiers in the grades of Sergeant through Sergeant First Class who successfully complete the Basic Recruiting and Retention NCO Course will be awarded SQI 4, Non-Career Recruiting and Retention NCO (RRNCO). The RRNCO Basic Course must be completed within 6 months after beginning the initial tour.
2. IAW NGR 601-1, the period of assignment for a Non-Career RRNCO is 36 months, waivable up to 48 months with a recommendation from the Recruiting and Retention Battalion Commander. Individuals that do not complete the 79T conversion course will not have their initial AGR tour extended. A 12-month extension may be approved with concurrence from the Recruiting and Retention Battalion Commander.
3. SQI 4 Soldiers may request conversion to 79T Career RRNCO after one year as a successful production recruiter per NGR 600-200, paragraph 3-11e. The decision to convert to 79T will be based on the Soldiers' demonstrated performance while in SQI 4 status and future potential as a Career RRNCO.
4. Soldiers who are not selected for conversion to 79T will be notified by the RRB and released from the AGR program by the Human Resources Office (HRO) at the conclusion of their initial AGR tour if not sooner separated for cause. Soldiers may apply for positions outside of RRB once their initial stabilization period of 36 months has expired.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "**Not Qualified**" because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

**E MAIL APPLICATIONS** to: [nq.nc.ncarng.mbx.hro-agr@mail.mil](mailto:nq.nc.ncarng.mbx.hro-agr@mail.mil) (in one attachment) no later than 1600 hours on the closing date of the announcement.

**MAIL APPLICATIONS** to: NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office no later than 1600 hours on the closing date. Applications must not be mailed using government-supplied envelopes or postage.

#### **THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**Recruiting and Retention Battalion (RRB) Statement  
of Understanding for Recruiting and Retention NCO**

*Position of Significant Trust (POST)*

I understand I am being nominated for a position of significant trust and will be hired contingent upon favorable NGB Level Checks and Screening. Screenings will be conducted in accordance with ALARACT 188/2014, SUBJECT: HQDA EXORD 193-14 Screening of Sexual Harassment/Assault Response and Prevention Program and others in identified Positions of Significant Trust. Unfavorable State and NGB level results or applicants unable to pass NGB Level Screening will be disqualified and result in immediate removal from the AGR program. I further understand that a local police record check will be completed by RRB representatives at every city/county in which I have lived, worked, or attended school in the last 3 years.

*Family Care Plan*

I understand that if I have dependents under the age of 18 and have no spouse, divorced, widowed, or separated, or dual military, IAW AR 600-20, I must maintain a valid and approved family care plan without interruption. If I fail to maintain a valid and approved family care plan, I will be discharged IAW AR 635-200 and AR 135-178.

*Stabilization*

Soldiers hired as Recruiting and Retention NCOs will remain in their recruiting assignment for a minimum of 36 months upon AGR hire date or date of assignment if already AGR. During this 36-month period, recruiters are ineligible to apply for other AGR positions within the NCARNG IAW NCARNG G1 SOP or IST to other states within the Army National Guard of the United States.

*SQL 4 Process/79T Conversion*

All ARNG Soldiers in the grades of Sergeant through Sergeant First Class who successfully complete the Basic Recruiting and Retention NCO Course will be awarded SQL 4, Non-Career Recruiting and Retention NCO (RRNCO). The RRNCO Basic Course must be completed within 6 months after beginning the initial tour.

IAW NGR 601-1, the period of assignment for a Non-Career RRNCO is 36 months, waivable up to 48 months with a recommendation from the Recruiting and Retention Battalion Commander. Individuals that do not complete the 79T conversion course will not have their initial AGR tour extended. A 12-month extension may be approved with concurrence from the Recruiting and Retention Battalion Commander.

SQL 4 Soldiers may request conversion to 79T Career RRNCO after one year as a successful production recruiter per NGR 600-200, paragraph 3-11e. The decision to convert to 79T will be based on the Soldiers' demonstrated performance while in SQL 4 status and future potential as a Career RRNCO.

Soldiers who are not selected for conversion to 79T will be notified by the RRB and released from the AGR program by the Human Resources Office (HRO) at the conclusion of their initial AGR tour if not sooner separated for cause. Soldiers may apply for positions outside of RRB once their initial stabilization period of 36 months has expired.

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Printed Name & Rank

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Signature & Date

**Recruiting & Retention NCO Applicant Questionnaire**

**SECTION I – Candidate Identification Data**

NAME: \_\_\_\_\_ LAST 4 SSN: \_\_\_\_\_ RANK: \_\_\_\_\_  
UNIT: \_\_\_\_\_ PMOS: \_\_\_\_\_ DOR: \_\_\_\_\_  
DOB: \_\_\_\_\_

**SECTION II - Screening Criteria (Circle YES or NO to each question)**

**1. Type 1 Offenses, Activity, Violations, or Situations:**

- YES NO Any record of a Court Martial or Felony conviction in your career, provided it was not been reversed by a higher court?
- YES NO Any record of conduct in violation of the Army’s policy on participation in extremist organizations or activities?
- YES NO Any record of assault or domestic violence involving a subordinate, spouse, or child?
- YES NO **ANY** illegal drug use, prescription, or synthetic?
- YES NO Any record of misconduct or criminal activity listed on Annex B?
- YES NO Any Previous separation from any service for any Type 1 offense listed above?
- YES NO Any initial enlistment waivers related to any Type 1 offense listed above?

**2. Type 2 Records of misconduct to include the following offenses:**

- YES NO Any Alcohol related offenses (i.e., DWI, DUI) or Alcohol Abuse (as defined in AR 600-85)?
- YES NO Assault (other than subordinate, spouse, or child)?
- YES NO Relief for cause NCOER while in current grade or past 5 years, whichever is longer?
- YES NO Any Previous separation from any service for any above Type 2 offense?
- YES NO Any initial enlistment waivers related to any Type 2 offense listed above?

**3. Other Activity, Violations, or Situations:**

- YES NO Do you have any extremist, indecent, sexist, or racist tattoos?
- YES NO Have you been FLAGGED from favorable actions, other unfavorable information, or any unfavorable information other than the above in the past 3 years?
- YES NO Do you currently have a revoked, denied, or suspended Security Clearance?
- YES NO Have you filed for Bankruptcy in the last 3 years?

**4. Additional Remarks:** Attach additional sheets as necessary and explain and describe any “Yes” responses to any question in sections 1-4 above. Reference item number when explaining.

\_\_\_\_\_

Printed Name & Rank

\_\_\_\_\_

Signature & Date

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

\*\*\*\*THESE CRITERIA APPLY TO MILITARY ONLY\*\*\*\*

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE "CREDIBLE EVIDENCE"):

- A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
- B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
- C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
- D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO, CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

1. SEXUAL HARASSMENT
2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF UCMJ ARTICLES 80, 120, 120b AND 125)
3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
4. PANDERING
5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD PORNOGRAPHY
6. ADULTERY
7. INCEST
8. PROSTITUTION
9. BESTIALITY
10. STALKING
11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A SEXUAL NATURE
12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER (INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE
15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S CAREER, UNLESS OTHERWISE SPECIFIED):

1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
2. LARCENY/THEFT/FRAUD/BURGLARY
3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN PAST 5 YEARS, WHICHEVER IS LONGER
4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II OFFENSE
5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.
3. SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLIC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.

**APPLICANT RESIDENCE AND LOCATION WORKSHEET**

PLACES YOU HAVE LIVED, WORKED, OR ATTENDED SCHOOL: Working back 3 years, list all locations that you have lived, worked, or attended school. Additionally, add any location, regardless of how long ago, if you were charged or convicted of misdemeanor or felony criminal charges. Instructions: Circle lived, worked, or attended school and list applicable dates, City, State, and County.

1. FROM \_\_\_\_\_ TO: PRESENT LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

2. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

3. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

4. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

5. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

**APPLICANT RESIDENCE AND LOCATION WORKSHEET (continued)**

6. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

7. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_



## AGR APPLICATION CHECKLIST (OTHER THAN CURRENT AGR)

1. **NGB Form 34-1** Application for AGR: (dated NOV 2010-previous editions are obsolete) **Must include e-mail address at the top 1st page of NGB Form 34-1.**  
\_\_\_\_ Age: Over 18, under 55?  
\_\_\_\_ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.  
\_\_\_\_ Signed and dated.
2. **Certified copy of ERB and PQR:** Must be within 45 days of closing date  
\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.  
\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
3. **DA Form 705s:** Must include the last 3 calendar years of all record APFTs (must be current within 1 year)  
\_\_\_\_ Passed APFT.  
\_\_\_\_ **DA Form 3349** Physical Profile: Include ALL current permanent and temporary profiles
4. **DA Form 5500/5501** Body Fat Worksheet (Within 6 Months) (If applicable)
5. **IMR** (within 15 months).
6. **DA Form 7349-R** Annual Medical Certificate – Page 1 only (must be signed within 30 days).
7. **DA Form 2166-8 NCOER** – last 5 consecutive reports.  
\_\_\_\_ If newly promoted check for letter of recommendation from Commander or Senior NCO.
8. **All DA 1059's**
9. **All DD Form 214s/215s** ever received from any military service (must have items 23-30 included),  
\_\_\_\_ Reentry Code should be RE-1 or RE-2 AND Character of Service should be Honorable Discharge.
10. **NGB Form 23/23b** Retirements Points History Statement (RPAM)  
\_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_\_ years, \_\_\_\_\_ months (over 15 required waiver, over 17 not considered unless MOSQ). If former AGR soldier, at least 12 months since REFRAD?  
\_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
11. **DD 369**, Police Record Check, completed and signed (Within 30 Days). Agency completion not required.
12. **Photograph** (three quarter length or full length) in a duty uniform (ASU or ACU) taken within the previous 12 months. Not required if will appear before the board. DA photograph is acceptable but not required.
13. **Copy of Driver's License**, front and back
14. **Memorandum or Statement from Unit Commander**, of current height/weight and not under any flagging action
15. **Recruiting and Retention Battalion (RRB), Statement of Understanding for Recruiting & Retention NCO**
16. **Recruiting and Retention NCO Applicant Questionnaire**
17. **Applicant Residence and Location Worksheet**
18. **DA Form 7424, Jul 2009, Sensitive Duty Assignment Eligibility Questionnaire**
19. **Biographical Sketch** (Optional):

**NOTE:** Packets received without certification or signatures will be considered incomplete. If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(s). The documents listed above must be enclosed (photocopies only – do not send originals): NO BINDERS.

**AGR APPLICATION CHECKLIST**  
**CURRENT AGR SOLDIERS ONLY**

1. **OTAGNC Form 690-101**, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**  
\_\_\_\_\_ Is soldier currently under 18 month's initial tour stabilization?
2. **Certified copy of ERB and copy of PQR**  
\_\_\_\_\_ Is soldier stabilized (SGT/SSG 1 year and SFC 2 years since last upward mobility assignment)?  
\_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.  
\_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
3. **DA Form 705s**: Must include the last 3 calendar years of all record APFTs (must be current within 6 months)  
\_\_\_\_\_ Passed APFT.  
\_\_\_\_\_ **DA Form 3349** Physical Profile: Include ALL permanent and current temporary profiles
4. **DA Form 5500/5501** Body Fat Worksheet (Within 6 Months) (If applicable)
5. **IMR** (within 15 months)
6. **DA Form 7349-R**, Annual Medical Certificate – Page 1 only (must be signed within 30 days).
7. **DA Form 2166-8 NCOER** – Last 5 consecutive reports.  
\_\_\_\_\_ If newly promoted check for letter of recommendation from Commander or Senior NCO.
8. **All DA 1059's**
9. **All DD Form 214s/215s** ever received from any military service (must have items 23-30 included).
10. **NGB Form 23/23b** Retirements Points History Statement (RPAM)
11. **DD 369**, Police Record Check, completed and signed (Within 30 Days). Agency completion not required.
12. **Photograph** (three quarter length or full length) in a duty uniform (ASU or ACU) within last 6 months for SPC - SSG. SFC must provide DA photo if not appearing before board. Not required if will appear at board.
13. **Copy of Driver's License**, front and back
14. **Recruiting and Retention Battalion (RRB), Statement of Understanding for Recruiting & Retention NCO**
15. **Recruiting and Retention NCO Applicant Questionnaire**
16. **DA Form 7424, Jul 2009, Sensitive Duty Assignment Eligibility Questionnaire**
17. **Letter of Recommendation from Brigade AO or Recruiting Battalion Commander if assigned to Recruiting**
18. **Current AGR Orders**
18. **Biographical Sketch**

**NOTE:** Packets received without certification or signatures will be considered incomplete. If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(s). The documents listed above must be enclosed (photocopies only – do not send originals): **NO BINDERS.**