

Applying for AGR or FTNGD positions

SFC Sperle - AGR Staffing NCO

Packet Requirements (AGR Off the Street Apps)

- ▶ NGB 34-1 dated 11 Nov 2013
- ▶ Resume
- ▶ DA Form 705 - current within last 12 months
- ▶ MEDPROS IMR - PHA within last 12 months, HIV within last 24
- ▶ NCOER's / OER's - 3 most recent, last one within 12 months or LOR is required
- ▶ ERB / ORB - ASVAB scores
- ▶ NGB Form 23A
- ▶ College Transcripts
- ▶ Exceptions to Policy (if applicable) - must be approved & included in packet

Packet Requirements (cont.)

- ▶ Review instructions on each announcement, required forms may change based on the position being advertised
- ▶ Different forms for lateral, off the street and FTNGD
- ▶ Some forms available on NDKO, other forms have to be obtained from Unit personnel
- ▶ Packets are emailed to ng.nd.ndarng.list.j1-agrm@mail.mil

Common Errors

- ▶ NGB 34-1 is not signed
- ▶ Missing documents
- ▶ APFT is out of date
- ▶ HT/WT is not included on DA 705
- ▶ DA Form 5500/5501 isn't submitted if taped
- ▶ Most current NCOER/OER is over 12 months old & no LOR
- ▶ If you don't receive a confirmation email, contact HRO

Packet Requirements (FTNGD)

- ▶ ARNG Format 1058-R dated Jul 02
- ▶ Initial Counseling Form - example on NDKO
- ▶ NGB Form 23B
- ▶ Orders query from Clipboard
- ▶ PQR from RCAS
- ▶ ERB/ORB
- ▶ MEDPROS IMR - PHA within 12 months, HIV within 24 months
- ▶ DA Form 705 - passing within 6 months (APFT & HT/WT)
- ▶ DA Form 5500/5501 if applicable
- ▶ DA Form 3349 - Medical Profile if applicable
- ▶ Security Clearance - if applicable
- ▶ Technician Supervisor Approval Form - if applicable

Common Errors - FTNGD

- ▶ DA Form 1058 is submitted instead of ARNG Format 1058
- ▶ ARNG Format 1058 isn't signed in the correct places
- ▶ DA Form 705 is over 6 months old
- ▶ Didn't include DA 5500/5501 if taped
- ▶ PHA/HIV are out of date - this is not necessarily a showstopper, it must be done before SM is put on orders
- ▶ Unit will receive an approval memo
- ▶ HRO must be notified when orders are completed
- ▶ DD Form 214 must be done when tour is 90 days or longer

Questions?

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