

Announcement #: \_\_\_\_\_

Position Title: \_\_\_\_\_

## **IDARNG AGR Application Checklist**

**Last, First, MI:**

**DOD / EMPLID:**

**Phone Number:**

**Email address:**

**This checklist is to be filled out by the applicant. Applicant must digitally sign or manually sign the designated signature block to the right of this column. Incomplete applications submitted will not be considered. Additional documentation may be required per the job announcement and should be annotated under block 13.**

**Applicant Signature**

### **Required Documents**

	Yes	No	Date
1. <b>NGB Form 34-1</b> ( <i>signed and dated</i> )			
2. <b>MEDPROS</b> - <i>Individual Medical Readiness (IMR) Record – dated within last 12 months</i>			
3. <b>Current Temporary and Permanent Profile(s)</b>			
4. <b>Army Training Information System (ATIS) AFT and Height/Weight (ITR) Report</b> - Signed and dated by Training/Readiness NCO			
5. <b>Soldier Talent Profile</b> - <i>Soldier Talent Profile</i> - a. ASVAB, MOS, SQI, and/or PSSI data must be present on SRB			
6. <b>Last five consecutive NCOERS/OERs</b> and/or <b>Commander’s Letter of Recommendation</b> for Service Members with less than five ratings			
7. <b>DA Form 5016</b> - <i>Retirement Accounting Statement</i>			
8. <b>DD Form 369</b> – <i>Police Record Check – complete blocks 1-9 and sign block 11</i>			
9. <b>Documentation supporting applicant’s qualifications i.e. resume</b> ( <i>optional</i> )			
10. <b>DA 4187 for Voluntary Reduction</b> – <i>if necessary to accept position (enlisted only)</i>			
11. <b>Biographical Sketch</b> – <i>Signed by applicant (commissioned officers only)</i>			
12. <b>DA 1059 and/or Certificates for all OES Courses</b> ( <i>commissioned officers only</i> )			
13. <b>Other documentation required per the job announcement</b> ( <i>if applicable</i> )			