

## **Frequently Asked Questions**

### **Filling out an Application for a Title 32 Army AGR Job Announcement**

**I am missing a document, or I have a document with out-of-date information. Will you still accept my application packet?**

*Only if you provide a memorandum or statement explaining the missing documentation. This is the simplest fix to the MOST COMMON error applicants make when they submit their packet. If you are missing any document, or if you have an out-of-date PHA or APFT etc, or any other issue with your packet that may require explanation, you can solve this problem by including a memorandum or statement explaining the situation.*

**I do not already hold the MOS listed on the job announcement. Can I still apply?**

*Yes, you can still apply. Unless the job announcement states in the "Who May Apply" section that the applicants must already hold the MOS, you can apply. If selected for the position, you will be required to obtain the MOS within 12 months (6 months if it is a Recruiting MOS).*

**I am confused on a part of the announcement process or how to fill out a document. What do I do?**

*Call the Missouri Human Resources AGR Branch Office at 573-638-9500 x 37490, x 39674, x 39654, or x 39757. Any of the AGR Branch Staff can assist you in completing your application up until the end of the close date of the announcement. Please note that we are not authorized to review your completed application prior to your official submission. We can discuss various elements of the application and provide guidance.*

**I have a copy of my NGB Form 34-1 from a previous application. Can I just copy it and submit for a different job announcement?**

*No. Each NGB 34-1 requires the job announcement number on the top of page one. It must be specific for the job announcement.*

**I noticed on the last page of the NGB Form 34-1 that I must mark "yes" if any of the questions in Section IV apply to me. I'm a little embarrassed to mention that I was convicted/forfeited collateral/ or currently under charges within the parameters described. Is there any way around bringing this up?**

*Unfortunately, no. Answer the questions honestly and provide the explanation in the available space. If you do this correctly your application will not be rejected on this basis. However, if you attempt to omit an event that should be included, please be aware that during the application review process the AGR Branch Office conducts a separate background check. If it is determined that you did not state an issue that should be included, your application will be rejected.*

**I am a drilling Soldier or Federal Technician and I took my last passing APFT on 01 October 2014. The job announcement I am applying for closes on 3 October 2015. Is that okay?**

*No. Your last passing APFT must be within 12 months of the actual date the job closes in order to meet the checklist requirement. Submit an explanation memo along with your most current DA 705.*

**I am an AGR Soldier and I took my last passing APFT on 01 October 2014. The job announcement I am applying for closes on 3 April 2015. Is that okay?**

*No. Your last passing APFT must be within 6 months of the actual date the job closes in order to meet the checklist requirement. Submit an explanation memo along with your most current DA 705.*

**I do not have a copy of my REDD Report or page 1 of my DD 1966. Can you just use my ERB or DA 2-1 for my ASVAB scores?**

*No, you need to obtain a copy of your REDD Report or your DD 1966. These provide certified proof of your ASVAB scores. If you do not have a copy of either one, contact your local recruiter or the Recruiting and Retention Battalion at 573-638-9500 x 31633 to request a copy of your REDD Report.*

**Why do you need my ASVAB scores?**

*We need to view your scores to ensure you meet the minimum qualifications to attend the MOS producing school for the MOS that is required for the advertised position. This requirement is in accordance with the DA PAM 611-21.*

**My ASVAB line scores are below the required line scores on the job announcement. (For example, required GT line score is 110, but Soldier has GT of 100). Will my application be accepted?**

*Only in two conditions. First, if you already hold the MOS listed on the job announcement then the ASVAB requirements do not apply. Secondly, if you do not hold the MOS, you can contact the schoolhouse for the MOS producing school and ask if they will waive your ASVAB score and still accept you in the school. If they will, you must gain a document from the schoolhouse stating they will accept you. This document MUST be included in your application packet. You can find POC information for the schoolhouse through your unit Training NCO.*

**My PHA is one year and one day old (or older). Will you still accept my application?**

*Only if you include a memorandum or statement explaining why your PHA is over 12 months old. We understand that units are on a schedule to complete their PHAs and in some cases this causes the PHA to be over 12 months. As long as you include a document that identifies this and explains when you are next scheduled, we will not reject your application.*

**I only have two NCOERs/OERs to submit, although the checklist requires three. Is that okay?**

*Only if you provide a memorandum or statement explaining the missing document. If you've only been required to have two NCOERs or OERs, include a statement of character or letter of recommendation to fill the gap. If you submit with only two of the three, or one of the three, with no explanation, your application will be rejected.*

**I don't have Member Copy 4 DD 214s. What do I do?**

*Submit whatever copy number of DD 214s to which you have access. We use the DD 214s to verify that you have never been banned from Active Duty by reason of misconduct etc, in accordance with AR 135-18 (The Active Guard Reserve (AGR) Program), Tables 2-1, 2-2, and 2-3. If you are missing a copy for a period of active duty over 90 days, you must submit an explanation.*

**I have a letter from my unit stating that I have no flags, but it's around 6 months old. Is this okay?**

*No. Obtain an updated letter from your unit. It should ideally be within 30 days.*

**I have a letter from my unit stating my security clearance status, but it's around 6 months old. Is this okay?**

*No. Obtain an updated letter from your unit. It should ideally be within 30 days.*

**I just realized I forgot to submit a document with my packet and the job closed yesterday. Can I still send in the missing document in order to complete my application packet?**

*No. Unfortunately, we cannot accept additional documents after the date the job closes.*

**A job announcement that I applied for closed and is going to be re-announced under a different job number. Do I need to reapply?**

*Yes, you will need to submit a new application for the position with the new job announcement number entered on the NGB 34-1. This is a rare event, but does happen on occasion.*

**I used digital signatures on several documents in my application. Is this okay?**

*Yes, this is acceptable.*

**Handy Tips for Completing Your Application**

- **Make sure you sign your application form, the NGB Form 34-1**
- **Please try to make your application all in one file. It makes the AGR Branch Staff happy.**