OHIO ARMY NATIONAL GUARD
RECRUITING AND RETENTION BATTALION
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-RRC-Z 01 January 2013

MEMORANDUM FOR OHARNG RRNCO APPLICANTS

SUBJECT: Prerequisites for Recruiting and Retention Command Staff Positions

1. Applicants for Recruiting and Retention NCO positions in the Ohio Army National Guard must answer the following questions in order to be considered for the position. Recruiting and Retention Battalion staff members will conduct background investigations to verify this information.

2. The following questions are critical to obtaining and maintaining a security clearance. Circle your answer to the following questions and initial where indicated:

a. Have you been issued a summons, citation, or ticket to appear in court in a criminal proceeding against you; are you on trial or awaiting a trial on criminal charges; or are you currently awaiting sentencing for a criminal offense? **Yes / No, Initials _____.**

b. Have you been arrested by any police officer, sheriff, marshal, or any other type of law enforcement officer? **Yes / No, Initials _____.**

c. Have you EVER been charged with any felony offense? **Yes / No, Initials _____**

d. Have you EVER been charged with a firearms or explosives offense? **Yes / No, Initials _____.**

e. In the last 7 years, have you been involved in the illegal possession, purchase, manufacture, trafficking, production, transfer, shipping, receiving, handling, or sale of any controlled substance including prescription drugs? **Yes / No, Initials _____.**

f. In the last 7 years, have you received counseling or treatment or have you been ordered, advised, or asked to seek counseling or treatment as a result of your use of drugs? **Yes / No, Initials _____.**

g. In the last 7 years, has your use of alcohol had a negative impact on your work

performance, your professional or personal relationships, your finances, or resulted in intervention by law enforcement/public safety personnel? **Yes / No, Initials _____.**

h. In the last 7 years, have you been ordered, advised, or asked to seek counseling or treatment as a result of your use of alcohol? **Yes / No, Initials _____.**

i. In the last 7 years, have you received counseling or treatment as a result of your use of alcohol? **Yes / No, Initials _____.**

j. Have you filed a petition under any chapter of the bankruptcy code? Chapter 7, 11, or 13. **Yes / No, Initials _____.**

k. Have you had any possessions or property voluntarily or involuntarily repossessed or foreclosed? **Yes / No, Initials _____.**

l. Have you failed to pay Federal, state, or other taxes, or to file a tax return, when required by law or ordinance? **Yes / No, Initials _____.**

m. Have you defaulted on any type of loan? **Yes / No, Initials _____**

n. Have you had bills or debts turned over to a collection agency? **Yes / No, Initials _____.**

o. Have you been counseled, warned, or disciplined for violating terms of agreement for a travel or credit card provided by your employer? **Yes / No, Initials _____.**

p. Have you EVER experienced financial problems due to gambling? **Yes / No, Initials _____.**

q. Have you ever been denied a Security Clearance for any reason? **Yes / No, Initials _____.**

3. The following questions are criteria for selection as a recruiter. These questions are taken from AR 601-1, Section II, Paragraph 2-4a and are modified to apply to the Ohio National Guard. All applicants must answer these questions. Circle your answer to the following questions and initial where indicated:

a. Are you a United States citizen by birth or naturalization or a permanent resident alien? **Yes / No, Initials _____.**

b. Are you a high school graduate with diploma or do you have one year of college with a

high school General Education Development (GED) with no waiver? **Yes / No, Initials _____.**

c. Do you have a minimum general technical (GT) score of 110? **Yes / No, Initials _____.** **Note:** This item is waiverable up to 10 points if your ST score is 100 or above in ASVAB tests administered prior to 2 January 2002 or if your ST score is 96 or above in ASVAB tests administered on or after 2 January 2002

d. If you are a SGT, do you have no less than 4 years and no more than 10 years time in Active Federal Service? **Yes / No / NA, Initials _____.**

e. If you are a SSG, do you have no more than 12 years time in Active Federal Service? **Yes / No / NA, Initials _____.**

f. If you are a SFC, do you have no more than 14 years time in Active Federal Service? **Yes / No / NA, Initials _____.**

g. Do you meet the screening table or body fat standards of AR 600–9? **Yes / No, Initials _____.**

h. Do you have a minimum physical profile of 132221? Note: Soldiers possessing a 3 in Upper Extremities must have prior MOS/Medical Review Board (MMRB) clearance. Additionally, Soldiers may not have a shaving profile. **Yes / No, Initials _____.**

i. Do you have any lost time during the current enlistment or in the past 3 years, whichever is longer? **Yes / No, Initials _____.**

j. Have you ever been relieved from your duties for cause? **Yes / No, Initials _____.**

k. Do you possess a valid civilian driver's license? **Yes / No, Initials _____.**

l. Do you possess excellent military appearance and bearing and have no obvious distracting physical abnormalities or mannerisms? Note: Tattoos must be in compliance with AR 670–1, paragraph 1–8e. **Yes / No, Initials _____.**

m. Are you in violation of AR 600–20 regarding participation in extremist organizations and activities? **Yes / No, Initials _____.**

n. Are you currently enrolled, or have you been enrolled within the past 12 months, in a drug or alcohol dependency intervention program of any type? **Yes / No, Initials _____.**

o. Do you have favorable civilian and military disciplinary records and have no unfavorable

alcohol related incidents within the past 5 years? Examples of disqualifying conduct are conviction for a qualifying offense listed in AR 27–10, paragraph 24–2, and include registered sex offender, driving under the influence (DUI), driving while intoxicated (DWI), or charged with drunk and disorderly conduct. **Yes / No, Initials _____.**

p. Have you ever been convicted by civilian court or court-martial? **Yes / No, Initials _____.**

q. Have you ever been the subject of adjudication (including proceedings under the provisions of the Uniform Code of Military Justice/Ohio Code of Military Justice, Article 15 (UCMJ/OCMJ, Art. 15) or had adverse action taken by any authority for any offense that involves moral turpitude, regardless of sentence received or any offense under the UCMJ/OCMJ for which confinement of 2 years or more may be adjudged? Note: All Soldiers will be screened against the National Sex Offender Registry database by agency that currently conducts background screening on potential recruiters. **Yes / No, Initials _____.**

r. Do you have any history of domestic violence or assault, or marital, emotional, or major medical problems (to include immediate family)? **Yes / No, Initials _____.**

s. Are you a sole parent or guardian? **Yes / No, Initials _____.**

t. Are you financially unstable, have you filed a petition claiming bankruptcy within the last 3 years, or are you the subject of a garnishment or other post-judgment collection action? **Yes / No, Initials _____.**

u. Do you have a spouse or immediate family member previously or currently involved in unfavorable incidents (for example, juvenile delinquency, shoplifting, truancy, and so on)? **Yes / No, Initials _____.**

4. By signing below, you verify that you understand that providing false information on this memorandum may be grounds for removal from consideration for hiring, termination if already hired, and potential disciplinary action.

Signature: _____
Printed Name: _____
Date: _____

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SUBJECT: Prerequisites for RRNCO Application

5. Recruiting and Retention Battalion has reviewed the above questionnaire and has found the following.

a. _____ No disqualifying answers have been given by the applicant.

b. _____ The following answers were selected that will disqualify this applicant from obtaining an interview with the Recruiting and Retention Battalion.

_____
_____
_____
_____
_____
_____
_____
_____.

_____.
(Signature)

_____.
(Print Name, Rank)
Reviewer, Recruiting and Retention Battalion.

_____.
(Date)

c. The above questionnaire has been reviewed by the Recruiting and Retention Battalion and I concur with the reviewer.

LEONARD A. BORNINO
LTC, LG
Commander/Selecting Official