

## APPLICATION FOR STATEWIDE VACANCY ANNOUNCEMENT (SWVA)

Announcement #:	Position Title:	Position Number:	Position Location:
Name: (Last, First, Middle)			Rank:
Current Address: (Street, City, State, Zip Code)			Contact Phone #:
Contact Email Address:			
Currently Deployed? YES / NO - If YES, Unit and Location -			

### **REQUIRED DOCUMENTS CHECKLIST**

\*\*INCOMPLETE PACKETS WILL BE RETURNED\*\*

- 1) Copy of **Selection Record Brief**
- 2) Copy of most recent ASVAB Scores on a REDD Report or page 1 of DD 1966 series
- 3) E5 and above - Copies of last 3 NCOERS . If 3 NCOERS are not available, supplement with a recommendation memo from Platoon Sergeant, 1SG or Commander .
- 4) E3 & E4 - Recommendation memo from Platoon Sergeant, 1SG or Commander.
- 5) Copy of DA Form 705 (Army Physical Fitness Test Card).
- 6) Copy of DA Form 3349 (Physical Profile) and MMRB results (if applicable)
- 7) Copy of DA Form 5500-R or 5501-R (Body Fat Worksheet) (if applicable)
- 8) Memorandum from unit stating whether or not unfavorable actions or flags are pending.
- 9) Security Clearance Verification (type/date) (if applicable)

If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available.

**SIGNATURE:**

**DATE:**

---