



NGAP APPLICATION WORKSHEET

14 May 15

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Announcement Number:

RANK/NAME:

SSN:

CONTACT #:

ALT CONTACT #:

BUSINESS EMAIL:

PERSONAL EMAIL:

Mandatory Requirements:

- This Application Worksheet
- TAG Acknowledgment (ANG Field/Unit/State Force Dev Airmen) or Director Acknowledgement (Statutory Tour Airmen)
- Resume: Any format (SF 171 form not accepted)
- vMPF RIP: (All pages - Current within 60 days)
- PCARS Summary
- Current Physical Fitness Test (all pages) (STAT Tour-6 months/1 year if score 90 or above) (Field-current within 1 year)
- OPR's - Only last 5 to include most current, unless otherwise stated in MVA with NO gaps (All for Promotable Lt Col – Col MVAs)
- References: (At least 3 on Separate Sheet of Paper)

If Directed on the Military Vacancy Announcement

- Must be a fully qualified, ordained Chaplain, possessing a current ecclesiastical
- Must be an attorney in good standing and admitted to practice before the bar of the Federal Court or the highest Court of a State; submit a copy of your law license with your package
- Any additional requirements listed on the Announcement

*I certify that I have enclosed all Mandatory Requirements in my application package and those specifically listed on the Announcement and further understand that submitting an incomplete package may result in my disqualification.

I certify, to the best of my knowledge and belief, all the information provided or attached to this application is accurate and made in good faith. I understand that fraudulent information on or attached to this application are grounds for disqualification or release from statutory tour during the application process or during the duration of my tour. I understand that any information provided may be investigated at any time and if falsified it may lead to punishment under the Code of Military Justice (UCMJ).

I understand that qualified applications received by NGB/HR whose mandatory Separation date (MSD) does not allow them to meet the 3 year time in grade requirement for promotion to Col will be considered. If selected the state must submit a MSD waiver to NGB/A1 requesting SAF approval.

Submit application via <https://safe.amrdec.army.mil/safe/> to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

Digital Signature of Applicant

Signature of Applicant w/date

FREQUENTLY ASKED QUESTIONS (FAQs)

Q-1: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. MVAs contain criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for ANG membership, certain experience and grade requirements. The mandatory criteria listed in Section 1 of the announcement are not waivable. Do not submit a package unless all requirements are met.

Q-2: What does "Promotable" mean?

A: Promotable means that all requirements; Current Rank, Time in Grade, Time in service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q-3: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q-4: What should I do if I cannot access my vMPF RIP?

A: Email us, with justification, to request approval for use of a MilPDS generated RIP.

Q-5: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "**virtual MPF**" under the "CAREER & TRAINING" Tab (top middle of home page). Click on "Record Review/Update" (lower left corner). Click on "**View/Print All Pages**".

Q-6: How soon after the close-out date are OPRs/EPRs required to be complete?

A: IAW AFI 36-2406 1.4.2., completed OPRs/EPRs are due to the MPS NLT 30 days after closeout and to AFPC/ARPC NLT 60 days after the close-out date.

Q-7: What will be accepted if my most recent OPR/EPR is not complete?

A: A draft copy of the OPR/EPR with a minimum of the Rater and Additional Rater Signatures. No other options will be considered for this requirement, no exceptions.

Q-8: What if there is a gap in the close-out dates of my OPRs/EPRs?

A: There should be NO gaps in close-out dates of your OPRs/EPRs. If there is a gap, request assistance from your servicing MPS or call ARPC/AFPC for further direction, most likely it will require an AF Form 77 to “administratively” cover the gap. TFSC (Total Force Service Center): 800-525-0102. Guidance is provided in AFI 36-2406. NO EXCEPTIONS will be made for gaps in required OPRs/EPRs.

Q-9: Do I need to submit an AF Form 422 with PULHES?

A: Only if specified in the requirements section of the MVA, and if specified, it MUST be provided, no exceptions. If required, make sure it includes specifics as stated in the requirements on the MVA (Ex: PULHES Scores, Ability to speak clearly, Ability to lift a required weight). We recommend when requesting an AF Form 422 that you provide the MVA Requirements to the healthcare provider when making the request to ensure all information is documented properly.

Q-10: How will I be notified if I am selected?

A: Official notifications will be made by NGB/HR. All notifications are accomplished via email to the addresses you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q-11: Am I eligible to apply if I have fitness exemptions*?

A: Yes, as long as you are not exempt from ALL components and you have a current passing fitness report. If exempt from ALL Components of testing you ARE NOT eligible to apply unless it is due only to pregnancy.

***NOTE:** If you have been exempt from one or more of the four components of the fitness test for a continuous 12-month period or have 4 component exemptions within a 24-month period you must be recommended by the unit commander to be reviewed by the DAWG (Deployment Action Working Group) to ensure an appropriate medical evaluation has been completed and decide if an MEB (Medical Evaluation Board) is needed IAW AFI 36-2905_AFGM5 dated 3 January 2013, Attach 1, #11, pg.5.

Q-12: Can I apply for an MVA while I am deployed?

A: Yes.

Q-13: How do I add my digitally signed application worksheet to my PDF file without the digital signature disappearing*?

A: After you digitally sign the application worksheet.

Select **File** (Pull-down), then select “**Print**”

Under **Printer** (Pull-down), please select “**Adobe PDF**”

Select **Print**

Once the new PDF is created, you will be able to add it to your PDF package without losing the digital signature.

***NOTE:** Another option is to print the digitally signed worksheet and scan it back in to be added to your application package.

Q-14: What is the maximum file size allowed and how do I reduce the size of my PDF application?

A: Maximum size allowed is 4MB. Scan or convert all documents into ONE PDF file, Black and White, Lowest possible DPI in order to reduce file size. To further reduce the size of your PDF file*:

Select "**File**"
Save As "**Reduced Size PDF**" Select "**Acrobat 10 and later**" Select "**OK**"

*NOTE: Your PDF file needs to be 4MB or

less. **Q-Q-15:** How do I redact my SSN on my

PDF file? **A:** Open the document.

Go to "**Tools**" "upper right hand corner"

Go to "**Protection**"

Under "**Protection**" please select "**Mark for Redaction**"

Use your cursor to make a complete box around your **social security number or last 4.**

Go to "**Apply Redactions**"

*Note: If you are unable to redact package using the above guidelines, please whiteout or remove the information to the best of your ability.

Q-16 a: How can I send my package encrypted to protect my PII (Personally identifiable information)?

b: How can I send my package if the email will not transmit due to file size?

Our Organizational Email address does not accept encrypted emails, to send your package encrypted, please use the AMRDEC Safe Website to upload your package. This will generate an email providing a Password and require CAC Access on our end to download the package.

- a.** This will also allow you to send slightly larger files; please follow instructions above reduce the size as much as possible.

Website: <https://safe.amrdec.army.mil/safe>

Instructions:

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.
2. Enter or Confirm your name is entered, then enter email address
3. Click Browse to attach your PDF File and once selected it will appear under File(s):
4. Once you see the file, click the Box next to Privacy Act Data
5. To the right, in the Box "Description of Files", please enter the following: Application for MVA "Number" (ie: 2014-123), "Position Title"
6. Under Recipient Information enter the email address: usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil and
7. ~~Click Add~~ the address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
 - Encrypt email message when possible

- (Optional) Notify me when file(s) downloads are STARTED (system generated email)
 - Notify me when file(s) downloads are COMPLETED (system generated email)
 - Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s))
9. Click on FOUO
 10. Click Upload
- Note: Recommend not performing any other actions while package is uploading, you will receive a confirmation page when complete followed up by a system generated confirmation email.

Q-17: What should I do if my security clearance is expired?

A: Obtain an official memorandum from your security manager. The memo must advise/confirm that the reinvestigation has been initiated.

