



# Air National Guard

## Statutory Tour Military Vacancy Announcement

### Frequently Asked Questions

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**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 waiverable. Do not submit a package unless all requirements are met.

**Q-2:** I am a Regular Air Force or AF Reserve member, may I apply?

**A:** If the first page of the MVA states “Who may apply: Open to RES, REGAF and ANG you can apply. If you are selected for a position you will go through the palace chase process for which AFPC is the final approving official. \*\*Please note: If you are a REGAF officer with over 18yrs of Total Active Federal Military Service (TAFMS) you cannot apply IAW AFI 36-2005 Table 2.2 item 27.

**Q-3:** If I want to apply for more than one position, can I send one package for all?

**A:** No. Separate packages are required for each position.

**Q-4:** 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-5:** 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-6:** 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-7:** 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-8:** 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-9:** 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-10:** 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-11:** 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-12:** 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-13:** 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-14:** I am RegAF and applying for an MVA, do I need to have a DOS established before applying?

**A:** Do NOT apply for Palace Chase, Palace Front or a Date of Separation until you have received guidance from your Human Resource Manager (HRM). If you have an approved Date of Separation, there is no guarantee that you will not have a break in service. If you have a DOS within 90 days, we recommend that you request an extension to your DOS so there is not a break in service. (A break in service can result in a loss of pay, a loss of leave, impact Tricare benefits and effect your overall time in service).

**Q-15:** If selected for an MVA, what is the average length before starting in the new assignment?

**A:** Members assigned to the ANG coming out of the field are typically assessed within 2-3 months from initial selection notification. AF Reservists are typically assessed within 3 months and RegAF within a 4-6 month period.

**Q-16:** I am a RegAF officer applying for an MVA and have been twice passed over for promotion, can I still apply?

**A:** Yes, if selected, you must work with your In-Service Recruiter (ISR) to submit a waiver request.

**Q-17:** Can I apply for an MVA while I am deployed?

**A:** Yes, all members can apply, however, RegAF members cannot apply for Palace Chase, Palace Front or a Date of Separation while deployed.

**Q-18:** 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-19:** 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-20:** 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-21: How long is a Statutory Tour?**

**A:** Statutory tours are between 2 – 4 years. If selected for an MVA, the member is officially notified by email of their selection – at which time we request an acceptance letter be signed indicating acceptance, or not, of the position and acknowledgment of the tour length.

**Q-22: Do I need to submit an official photograph with my application package?**

**A:** Only if the MVA specifically requests an official photograph in the requirements section of the MVA, otherwise, you should NOT include this in your package.

**Q-23: What is the photo size and specifications for scanning?**

**A:** 3.5"x5", 300dpi (Dots Per Inch), \*.jpg format

Official photo specifications include: plain background, full length, in service dress blues

**Q-24 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?**

**A:**

- a.** 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.
- b.** 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: [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil) and Click Add
7. Confirm 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-18:** 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.

**Q-19:** What are the most common disqualifying factors we see?

**A:**

- a. Not holding the required rank as identified on the first page of the DSD VA.
- b. Not holding a valid security clearance
- c. Missing FAM or Commanders letters for airman with SDI's and RI's.
- d. TAG letters, DSD Statement of Understanding not signed.

It is the applicant's responsibility to ensure ALL documents are present in a SINGLE pdf file for application submittals. HR will not be responsible for missing pages/documents if your application is not submitted in a single pdf file.

