



Air National Guard

Statutory Tour Military Vacancy Announcement Application Procedures

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Applications must arrive at the Air National Guard Readiness Center (ANGRC) Human Resources (NGB/HRS) office no later than the established date/time on the announcement. Applications must be complete upon initial receipt, in 1 single PDF package emailed to usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil, please refer to FAQs below for further assistance. Packages that have not been redacted or contain multiple documents may be returned without review. The ANG Title 10 statutory tour program hiring process is unique; if you have any questions not answered by FAQs provided below, please send an email to usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil or contact the MVA Team in NGB/HR for additional guidance or clarification.

NGB/HR will notify candidates whose application is not complete and/or disqualified via the email addresses supplied on the Statutory Tour Worksheet. Those candidates will have until the established closeout time on the announcement to resubmit.

Allow up to five (5) duty days to check the status of your application. You may email us at usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil to see if your application has been reviewed/qualified.

Based on the volume of applicants, packages received within 4 duty days of the closeout provided on the announcement (MVA) will be reviewed for qualification/disqualification only. Any missing requirements will result in disqualification. Resubmittals of any missing requirements will not be accepted. We encourage you to submit packages as early as possible. Please review your application and the requirements thoroughly before submitting.

SECTION 1

OFFICER REQUIREMENTS

1. All documents submitted must have the complete Social Security Number (SSN) redacted (blacked out) **EXCEPT** for the Statutory Tour Application Worksheet. **All requirements must be consolidated into a single PDF file. DO NOT PUT IN “PDF PORTFOLIO” FORMAT.**
 - PDF file name should be: 201x-xxxLast name, First Initial, Middle Initial (Example: 2015-123EdmondsKJ)
 - Email subject should be: MVA 201X-XXX (Example – MVA 2015-123) - Email application package to usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil
2. Complete Statutory Tour Application Worksheet located in *Section 3*. It is your responsibility to ensure contact information submitted on this form is complete. This information may be used to contact you if any questions arise thru the screening process.
3. The Adjutant General (TAG) or Director Acknowledgment letter – Must have separate letter for each MVA announcement. See *Section 4* for Acknowledgment sample. ALL VERBIAGE IN SAMPLE MUST BE INCLUDED.
 - ANG Field Airmen (AGR, Tech, Drill, State Force Dev Candidates) - Must have state TAG or designated representative (ie: ATAG, DoS) acknowledgment
 - Statutory Tour Airmen - Must have Director or Director designee concurrence
 - Active Duty component and Air Force Reserve component (AFRC) Airmen – Not required
4. Resume. Any format (Standard Form (SF) 171 not accepted).
5. References. List (3) references with contact information on a single page.
6. Virtual Military Personnel Flight (vMPF) RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MilPDS **will not** be accepted. All information to qualify you for an MVA must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package. See FAQ section for instructions and additional information.
7. OPRs (Officer Performance Reports). Unless specified differently on the MVA, submit last five (5) OPRs to include your most recent due in accordance with (IAW) 36-2406. Lt Col/O-5 applicants applying for Col/O-6 positions must provide copies of ALL performance reports to include AF Forms 707b, 475s (training reports) and 77s. Unrated periods between OPRs at any time **MUST** be covered by an AF Form 77. Contact the Total Force Service Center (TFSC), 800-525-0102, to request direction on receiving official documentation to cover the missing reporting period(s).
8. Signed copy of NGB Form 830 Statement of Understanding (Digital or Ink Signature Accepted). Download via <http://www.ngbpdc.ngb.army.mil/forms.htm>.
9. Complete printout from AFFMS (AF Fitness Management System), showing current fitness results and fitness history. Member must be current/passing within fitness standards as established by AFI 36-2905. See *FAQ section for more information on Fitness Standards*.
10. Any additional requirements as stated in Section I., Requirements, on the applicable MVA.

SECTION 2

ENLISTED REQUIREMENTS

1. All documents submitted must have the complete Social Security Number (SSN) redacted (blacked out) **EXCEPT** for the Statutory Tour Application Worksheet. **All requirements must be consolidated into a single PDF file. DO NOT PUT IN “PDF PORTFOLIO” FORMAT.**
 - PDF file name should be: 201x-xxxLast name, First Initial, Middle Initial (Example: 2015-123EdmondsKJ)
 - Email subject should be: MVA 201X-XXX (Example – MVA 2015-123) - Email application package to usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil
2. Complete Statutory Tour Application Worksheet located in *Section 3*. It is your responsibility to ensure contact information submitted on this form is complete. This information may be used to contact you if any questions arise thru the screening process.
3. The Adjutant General (TAG) or Director Acknowledgment letter – Must have separate letter for each MVA announcement. See *Section 4* for Acknowledgment sample. ALL VERBIAGE IN SAMPLE MUST BE INCLUDED.
 - ANG Field Members (AGR, Tech, Drill, State Force Dev Candidates) -- Must have state TAG or designated representative (i.e. ATAG, DoS) Acknowledgment
 - Statutory Tour Members -- Must have Director or Director designee concurrence
 - Active Duty component and Air Force Reserve component (AFRC) Airmen – Not required
4. Resume. Any format (Standard Form (SF) 171 not accepted).
5. References. List (3) references with contact information on a single page.
6. Virtual Military Personnel Flight (vMPF) RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MilPDS **will not** be accepted. All information to qualify you for an MVA must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package. See *FAQ section for instructions and additional information*.
7. Signed copy of NGB Form 830 Statement of Understanding (digital or ink signature accepted). Visit <http://www.ngbpdc.ngb.army.mil/forms.htm> to download.
8. If applying for an MVA at a lower rank a voluntary demotion memorandum stating acknowledgement in writing must be submitted. Refer to ANGI 36-2503, paragraph 3.4.3 for further guidance.
9. Complete printout from AFFMS (AF Fitness Management System) showing current fitness results and fitness history. Member must be current/passing within fitness standards as established by AFI 36-2905. **See FAQ section for more information on Fitness Standards.*
10. If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD), it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for.
11. If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit approved conditional release letter with your application from your Commander/Director.
12. Any additional requirements as stated in Section I., Requirements, on the applicable MVA.

SECTION 3
**MILITARY VACANCY ANNOUNCEMENT
APPLICATION WORKSHEET**

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

MVA: **RANK/NAME:** **SSN:**

CONTACT #: **ALT CONTACT #:**

BUSINESS EMAIL: **PERSONAL EMAIL:**

CURRENT SUPERVISOR / CONTACT INFORMATION:

Mandatory Requirements:

- This Application Worksheet (See FAQs Q-18 to save digital signature)
- 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)
- 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)
- EPR's - Not required UNLESS specified on the MVA in Section 1. Requirements
- References: (At least 3 on Separate Sheet of Paper)
- NGB Form 830 Statement of Understanding

If Directed on the Military Vacancy Announcement (In Section 1. Requirements):

- Statement of willingness to Cross Train (Letter signed by member) – Use the verbiage as stated on the MVA.
- Conditional Release Memorandum if assigned to a Special Duty Identifier (SDI)
- AF Form 422 (current within 1 year–retraining–must contain specified PULHES–normally contact public health)
- Security Clearance (TS within 5 years, S within 10 years)
- MSD Officers (LtCol Applicants must have a MSD (Mandatory Separation Date) allowing 3 years TIG (Time in Grade) as a Col)
- Voluntary Demotion Statement
- Official Full Length Photograph
- Letter of Recommendation from Commander, Director, Wing Command Chief and/or First Sergeant
- Any additional requirements as stated in applicable MVA

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

***Current Statutory Tour Members: If selected for Force Development, I understand that I am ineligible to apply for other statutory tour lateral opportunities prior to my reassignment. I may continue to apply for promotion opportunities with the concurrence of my current Director/Office Chief.**

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).

Digitally sign or provide wet signature.

Digital Signature of Applicant

Signature of Applicant w/date

SECTION 4
TAG / DIRECTOR ACKNOWLEDGMENT TEMPLATE

Not currently on Statutory Tour to include State Force Development Candidates:

I acknowledge (*applicants rank/ full name*) decision to apply for Military Vacancy Announcement (MVA): (*full MVA #*), Duty Title: (*full duty title on announcement*), Duty Location: (*full duty location on announcement*). I agree to release this member if selected for this MVA and understand they will remain affiliated with (**members state*) while assigned to the Statutory Tour program as outlined in ANGI 36-6.

This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This member is not delinquent and has not misused their government travel card. This member is not currently pending any adverse actions.

Signature block: Field members must have their state TAG or designated representative (i.e. ATAG, Director of Staff (DoS))

*Not required for REGAF or AFRES applicants.

Currently on Statutory Tour:

I acknowledge (*applicants rank/ full name*) decision to apply for Military Vacancy Announcement (MVA): (*full MVA #*), Duty Title: (*full duty title on announcement*), Duty Location: (*full duty location on announcement*). I agree to release this member if selected for this MVA.

This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This member is not delinquent and has not misused their government travel card. This member is not currently pending any adverse actions.

Signature block: Must be current Director

SECTION 5
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: 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-3: 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-4: 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-5: 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-6: 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-7: 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-8: 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-9: 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-10: 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-11: 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-12: 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-13: 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-14: 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-15: 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-16: 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** (Pulldown), then select “**Print**”

Under **Printer** (Pulldown), 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-17: 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-18: 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-19: 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-20: 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-21: 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-22: 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: usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.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-23: What should I do if my security clearance is expired on my vMPF RIP?

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

Q-24: What are the most common disqualifying factors we see?

A:

- a.** Not holding the required rank as identified on the first page of the MVA.
- b.** Not holding a valid security clearance per the VMPF RIP
- 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.

