



Air National Guard Developmental Special Duty Vacancy Announcement Application Procedures

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SECTION 1

ENLISTED REQUIREMENTS

1. All documents submitted must have the complete Social Security Number (SSN) redacted (blacked out) EXCEPT for the Developmental Special Duty Application Worksheet. Consolidate all requirements into a single PDF file. **DO NOT PUT IN “PDF PORTFOLIO” FORMAT.**
 - PDF Filename should be: 2014xxxLast name, First Initial, Middle Initial (Example: 2014-00DEdmondsKJ)
 - Email Subject should be: DSD VA 2014-XXX (Example: DSD VA 2014-00D)
 - Email Application Package to HR.Apply@ang.af.mil
2. Complete Developmental Special Duty Application Worksheet located in *Section 2*. 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. TAG Acknowledgement and Reintegration Plan – candidates should have strong support from their state/territory of affiliation for consideration. The letter should identify which follow-on leadership position/s within the state to which the airman will likely return. Recommendations may be made identifying the types of experience the state would like the airman to obtain.
4. Resume. Any format (Standard Form (SF) 171 not accepted).
5. References. List (3) references with contact information on a single page.
6. 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 FAQs below, section 5 – Q6, for instructions and additional information.**
7. Signed copy of Developmental Special Duty Statement of Understanding.
8. Complete printout from AFFMS* (AF Fitness Management System), current fitness results and fitness history. Airman must be current/passing within fitness standards as established by AFI 36-2905.
**See FAQ section for more information on Fitness Standards.*
9. 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. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.
10. 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.
11. Any additional requirements as stated in Section I., Requirements, on the applicable MVA.

SECTION 2
**DEVELOPMENTAL SPECIAL DUTY (DSD)
VACANCY ANNOUNCEMENT (VA)
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.

DSD VA: **RANK/NAME:** **SSN:**

CONTACT #: **ALT CONTACT #:**

BUSINESS EMAIL: **PERSONAL EMAIL:**

CURRENT SUPERVISOR / CONTACT INFORMATION:

Mandatory Requirements:

- This Application Worksheet
- TAG Acknowledgement and Reintegration Plan
- 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)
- References: (At least 3 on Separate Sheet of Paper)
- Developmental Special Duty Statement of Understanding

If Directed on the Developmental Special Duty Vacancy Announcement (In Section 1. Requirements):

- Statement of willingness to Cross Train (Letter signed by airman) – Use the verbiage as stated on the DSD VA.
- 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)
- Official Full Length Photograph
- EPRs - Not required UNLESS specified on the DSD VA in Section 1. Requirements (not applicable for Drill Status Guardsmen and/or Military technicians)
- Letter of Recommendation from Commander, Director, Wing Command Chief and/or First Sergeant
- Any additional requirements as stated

I certify that I have enclosed all Mandatory Requirements in my application package and those specifically listed on the Developmental Special Duty Vacancy Announcement.

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).

Signature of Applicant w/date

SECTION 3 REMINDERS

Applications must arrive at the Air National Guard Readiness Center Human Resources (NGB/HRS) Office not later than the established date/time on the announcement. Applications must be complete upon initial receipt, in 1 single PDF package emailed to hr.apply@ang.af.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 Developmental Special Duty Hiring Process is unique; if you have any questions not answered by FAQs provided below, please send an email to hr.apply@ang.af.mil for additional guidance or clarification.

NGB/HR will notify candidates whose application is not complete and/or disqualified via the email addresses provided on the Developmental Special Duty Vacancy Worksheet. Those candidates will have until the established closeout time on the announcement to resubmit.

Based on the volume of applicants, packages received within 4 duty days of the closeout provided on the announcement (DSD VA) 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 4
ACKNOWLEDGMENT AND REINTEGRATION PLAN TEMPLATE
(For TAG/Director signature)

Not currently on Statutory Tour:

1. I acknowledge (*applicant's rank/ full name*) decision to apply for Developmental Special Duty Vacancy Announcement (DSD VA): (*full DSD VA#*), Duty Title: (*full duty title on announcement*), Duty Location: (*full duty location on announcement*). I agree to release this airman if selected for this DSD VA.

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

3. *///Provide reintegration plan here///*

Sample – TSgt Smith is a valued member of the (Your State/Territory here) ANG and a strong candidate for this developmental special duty position. The (Your State/Territory here) ANG strongly believes investing the next four years of TSgt Smith's career in this developmental special duty position will provide a significant return on investment to our organization. Upon return to our organization we believe TSgt Smith will be a top competitor for positions such as, but not limited to First Sergeant, Human Resource Advisor, Retention Office Manager, etc. TSgt Smith has my strongest recommendation for selection to this position.

Signature block: State Adjutant General (TAG) or designated representative (i.e. ATAG, DoS)

Currently on Statutory Tour (MUST PROVIDE A LETTER FROM TAG AND DIRECTOR):

1. I acknowledge (*applicant's rank/ full name*) decision to apply for Developmental Special Duty Vacancy Announcement (DSD VA): (*full DSD VA #*), Duty Title:(*full duty title on announcement*), Duty Location: (*full duty location on announcement*). I agree to release this airman if selected for this DSD VA.

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

3. *///Provide reintegration plan here///*

Sample – TSgt Smith is a valued member of (Your Directorate here) and a strong candidate for this developmental special duty position. (Your Directorate here) strongly believes investing the next four years of TSgt Smith's career in this developmental special duty position will provide a significant return on investment to our organization. Upon return to our organization we believe TSgt Smith will be a top competitor for positions such as, but not limited to First Sergeant, Human Resource Advisor, Retention Office Manager, etc. TSgt Smith has my strongest recommendation for selection to this position.

Signature block: Must be current Director.

SECTION 5

DEVELOPMENTAL SPECIAL DUTY STATEMENT OF UNDERSTANDING

INSTRUCTIONS

Place full initials next to every statement to indicate that it has been read and understood by member. If you have a middle name use it! Once you have read and initial every statement, indicating your understanding of the statements, print your full name in the airman name, block and sign in the airman signature block, then date.

STATEMENT OF UNDERSTANDING

_____ I certify that I understand I will be separated from the Air National Guard and placed on Extended Active Duty as a member of the Active Component in accordance with AFI 36-2002.

_____ I understand that my Extended Active Duty tour will be for a period of 3-4 years and upon completion I will return to my previous Air Reserve Component status per AFI 36-2002.

_____ I understand that as an Active Duty Airman, I am subject to the Uniform Code of Military Justice (UCMJ).

_____ I understand that I will be expected to serve the full term of my 3-4 year enlistment in the Active Component of the United States Air Force.

AIRMAN FULL NAME *(Last, First Middle)*

AIRMAN SIGNATURE

DATE

SECTION 6
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. DSD VAs contain criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require current 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: I am a Regular Air Force or AF Reserve member, may I apply?

A: No

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: 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 Career & Training tab (top center 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 EPRs required to be complete?

A: IAW AFI 36-2406 1.4.2., completed 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 EPR is not complete?

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

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: If selected for a DSD VA, what is the average length before starting in the new assignment?

A: Airmen assigned to the ANG coming out of the field are typically assessed within 2-3 months from initial selection notification.

Q-13: Can I apply for a DSD VA while I am deployed?

A: Yes.

Q-14: How long is an Extended Active Duty Tour?

A: EAD tours are between 3 – 4 years. If selected for a DSD VA, the airman 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-15: Do I need to submit an official photograph with my application package?

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

Q-16: 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-17 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 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 see a confirmation message when complete followed up by a system generated email confirmation. If you do not receive email confirmation then your attempt was unsuccessful.

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 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.