



Air National Guard Developmental Special Duty Vacancy Announcement Frequently Asked Questions

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.