

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 FLANG membership, certain experience and grade requirements. The mandatory criteria listed in the announcement are not waivable. Do not submit an application unless all requirements are met.

Q-2: If I want to apply for more than one position, can I send one application for all?

A: No. Separate applications 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 AFI 36-2502 for enlisted, 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: How soon after the close-out date are OPRs/EPRs required to be complete?

A: IAW AFI 36-2406 1.4.2.3.2, completed OPRs/EPRs are due to AFPC/ARPC NLT 45 days after the close-out date.

Q-6: How will I be notified if I am selected?

A: Official notifications will be made by the selecting official or Panel President. 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-7: 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-8: If selected for an MVA, what is the average length before starting in the new assignment?

A: After accepting the position, members are expected to begin the AGR assignment no later than 90 days.

Q-9: 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-10: 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-11: 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 packet without losing the digital signature.

If the above option doesn't work or if the document is 'locked' go to Advanced Print Setup and check the box 'Print As Image' (do not change or select other options) click ok and proceed to print as an Adobe PDF

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

Q-12: How can I send my application encrypted to protect my PII (Personally Identifiable Information)?

A: Send applications via GEARS

Website: <https://army.deps.mil/NETCOM/sites/GEARS5/Live/web/Home.aspx>

(Depending on your CAC type you'll need to select your Email cert or Authentication cert)

Instructions:

1. Click on the link above or copy & paste into your web browser and select the tab that reads NEW PACKET
2. In the PACKET NAME box type: **LastName, FirstName_ Position Announcement Number (for example: Mouse, Mickey_012-34)**. **Please note: portfolio formats are NOT accepted. Your application must be uploaded as a single pdf file.**
3. Under PACKET TYPE click on MAKE A SELECTION: Select 'Other HR Actions'
4. Under ORIGINATING ORGANIZATION: Select your organization – AIR FORCE – AIR NATIONAL GUARD – FLORIDA AIR NATIONAL GUARD (FLANG) – Lastly, select the unit you belong to (101 AOG, 114 SPCS, 125 FW, 131 TRF, 159 WF, 202 RHS, HQ FLANG). Ensure the box is checked that reads 'Make this my default organization' Click SELECT ORGANIZATION
5. Click PROCEED TO THE NEXT STEP
6. In the orange box that reads PACKET FILES click the plus (+) sign to upload/drag and drop your application (**Please name your file LastName, FirstName_ Position Announcement Number (for example: Mouse, Mickey_012-34)**). Click CLOSE.
7. Click PROCEED TO THE NEXT STEP
8. In the PACKET DISCUSSION/INSTRUCTIONS type: attached is my application for MVA # (type the MVA number you are applying for). In the PACKET DUE BEFORE box: give at least 7 calendar days. In the EACH ACTION GIVEN box: leave the default of 3 days.
9. ADD THE ROUTE
10. Click ADD A USER/GROUP
11. Type the following group name: HQ FLANG HR
12. Select Decision/Signature

13. Click the 'blue' plus (+) sign
14. Click ADD A USER/GROUP again
15. Type YOUR last name, first name; select your name
16. Select Concur/Nonconur
17. Click SUBMIT PACKET
18. In the Start packet Routing box UNCHECK 'Include Signature Files'
19. Click START PACKET ROUTING
20. Please make note of your Packet Name (# 10383606) a.k.a GEARS Routing Number

You will receive a GEARS reply when your application has been downloaded and filed by our office. Any questions please email the HRO distro box at: AGR Distro E-Mail: usaf.fl.125-fw.list.jfhq-fl-hro@mail.mil

Q-13: 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-14: When should I follow-up to see if my application has been reviewed?

A: Allow up to 5 duty days after the announcement has closed out to see if your application has been reviewed/qualified.

Q-15: What are the most common disqualifying factors we see?

A:

- a. Not holding the required rank/AFSC (PAFSC, 2AFSC, 3AFSC, 4AFSC) as identified on the first page of the MVA.
- b. Not holding a valid security clearance per the vMPF RIP.
- c. Missing 422s or 422s without the information required in the MVA (if applicable).
- d. Incomplete/unsigned/missing forms (i.e. 34-1, OPR/EPR etc.) and/or inaccurate data on vMPF RIP.

Based on the volume of applicants, packets 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 applications as early as possible. Please review your application and the requirements thoroughly before submitting.

JFHQ-FL/HRO will notify candidates whose application are not complete and/or disqualified via the email addresses provided.

It is the applicant's responsibility to ensure ALL documents are present in a SINGLE pdf file (portfolio files are no longer accepted) for application submittals. HR will not be responsible for missing pages/documents if your application is not submitted in a single pdf file.