

TOP REASONS APPLICANTS ARE DISQUALIFIED

1. Incomplete package- missing required forms (i.e. OF-612/Resume, OF-306, 335-2-R)
 - a. A letter may be submitted with an explanation of any missing forms
2. Missing signature on OF-306
3. Not in the Area of Consideration-Examples
 - a. Actual rank inconsistent with required rank
 - b. MOS/AFSC requirements-when the announcement states “Must possess MOS/AFSC,” you must have it, not just be able to get it. If the announcement states, “Be able to qualify for MOS/AFSC, and list minimum ASVAB score” you must provide proof of qualifying ASVAB scores.
 - c. Membership status- if current membership is required, you must be a member, not just be eligible for membership
4. Specialized experience- NGB Qualification Standards, TPR 300 Chapter 7.2 (i.e. 24 months, 36 months)
 - a. Application does not contain experience directly related to position
 - b. No dates or conflicting dates
 - c. Not enough experience (in months)
 - d. Education requirements not met
5. Late Packages
 - a. If mailed, must be postmarked by the closing date of announcement.
 - b. If dropped off in person must be time stamped by COB on closing date
6. Additional documentation-(identified in the Notes on Announcement)

Examples:

- a. Driving record
- b. Flight hours
- c. Certificates of training
- d. Certified transcripts
- e. Current Fitness Scores
- f. RIP/ ORB or ERB

Application Must- Do List

- ❑ Read the entire announcement and take note of closing date
- ❑ Check Area of Consideration to assess eligibility for the position
- ❑ Make sure evidence of meeting all requirements is included in your application package
- ❑ Complete all required forms (double check notes section for additional forms)
- ❑ Make sure application is signed in all applicable locations
- ❑ Ensure announcement number is annotated on application/resume

Examples:

- a. 15-001T (Technician)
 - b. 15-001A (Air AGR)
 - c. 15-001AG (Army AGR)
 - d. 15-001T/A (Dual-announced)
- ❑ Application postmarked before the closing date

OR

- ❑ Hand carry application package to Human Resources Office (HRO) prior to COB on the closing date

Additional Information:

- *Online transition: the HRO is in the process of transitioning to online application services via USA jobs (USA Staffing) with full implementation by the end of this year.*
- *Regarding application materials: please do not presume the HRO staff already knows, for example, your flight qualifications, advanced degrees, management experience, or other knowledge/skills/abilities. If you believe it is important to making your case for full-time employment, please provide the evidence that substantiates the education, training, skills, etc... that are reflected on your resume or application.*