

## TOP REASONS APPLICANTS ARE DISQUALIFIED

- 1.) Incomplete package- missing required forms (i.e. OF-612/Resume, OF-306, 335-2-R)
- 2.) Missing signature on OF-306
- 3.) Not in the Area of Consideration-Examples
  - a. Rank
  - b. MOS/AFSC requirements-must possess vs be able to qualify for
  - c. Membership status-Current member vs eligible for membership
- 4.) Specialized experience- IAW OPM Qualification Standards(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
- 5.) Late Packages
  - a. If mailed (AGR only), must be postmarked by the closing date of announcement.
  - b. If dropped off in person(AGR only) must be time stamped by COB on closing date
- 6.) Additional documentation-Will be 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
- 7.) Not listing the correct Announcement number on application-Examples
  - a. 15-001T (Technician)
  - b. 15-001A (Air AGR)
  - c. 15-001AG (Army AGR)
  - d. 15-001T/A (Dual-announced)

## Application Checklist

- Read the entire announcement and take note of closing date
- Check Area of Consideration to assess eligibility for the position
- 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
- AGR Applications must postmarked before the closing date

OR

- Hand carry AGR application package to Human Resources office prior to COB on the closing date