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