Alaska Air National Guard
Human Resources Office
JBER, AK

AGR APPLICATION INSTRUCTIONS

Who does what?

AIR NATIONAL GUARD

HRO

1. Publish job announcements
2. Staff applicants package
3. Receive selection package
4. Approve selection
5. PCS info for orders
6. Input orders into AROWS

Selecting Supervisor

1. Request job announcements
2. Interview qualified applicants
3. Select final applicants for job
4. Coordinate start date for applicant
5. Request orders thru FSF

Applicant

1. Submit application for jobs
2. Call HRO for verification before job closes.
3. Wait for notification of qualification or interview
4. Prepare for interview

How do I email my AGR application in to the HRO?

- Ensure your application is consolidated into ONE single PDF (adobe portfolio is not recommended) (Zipped files will not be accepted)

- Print the files to PDF prior to combining files so that your signatures will not be stripped from any forms. You may also scan all the documents into one file and email them.

- AGR Application file name should be: Position Announcement Number, Last name, First name, Grade
- Example: ANG 19-XX Doe, Jane E1

- Email Subject should read: Announcement Number
- Example: ANG 19-XX   (must use advertisement #) Do not use position #.

FAQ's

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(Emailing instructions for AGR applications cont'd)

- Email Application Package to the HRO email organization box: ng.ak.akarng.mbx.hro-agr@mail.mil
- **NOTE: The preferred method for sending your application in to HRO is through the email org box listed above.**

- Applications WILL be accepted through ARL if standard email procedures do not work.
- If you need to send the application via ARL, follow the link below to submit:
- Use this website - ARL SAFE https://safe.arl.army.mil/

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

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Can someone check my application in the HRO after it has been submitted?

Yes, BEFORE the job announcement closes, you are encouraged to contact the hiring staff at HRO and they will let you know if there are any disqualifying errors. If errors are found, you may correct them and resubmit your application before the closing date.

HRO Customer Service Hours are M-F, 0800-1600 AKST. It is highly recommended to contact HRO during the customer service hours for any questions or if help is needed with your application. The phone numbers to HRO are listed on the job announcement, Page 2 under Application Procedures.

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Who can help me get the required documents?

Unit CSS, your supervisor and the 176 FSF or 168 FSF. Most of the required documents needed are found on the AF Login Portal Page. Please refer to page 2 of the job announcement under Application Procedures for specific instructions.

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Most commonly seen errors on job applications that preclude personnel from having their applications forwarded in the hiring process:

- Unsigned NGB 34-1. You must sign the NGB 34-1 and then PRINT to PDF. Save the file and it will save your signature. Otherwise, it will strip the signature and when you submit it unsigned, it will **disqualify** your packet.

- Out of date Fitness Assessment without valid exemption or a Commander's Letter of Exemption

- Not sending a CURRENT full Records Review RIP available on vMPF (http://www.afpc.randolph.af.mil/vs) (Must be a full RIP) (avoid sending SURF/Brief when possible)
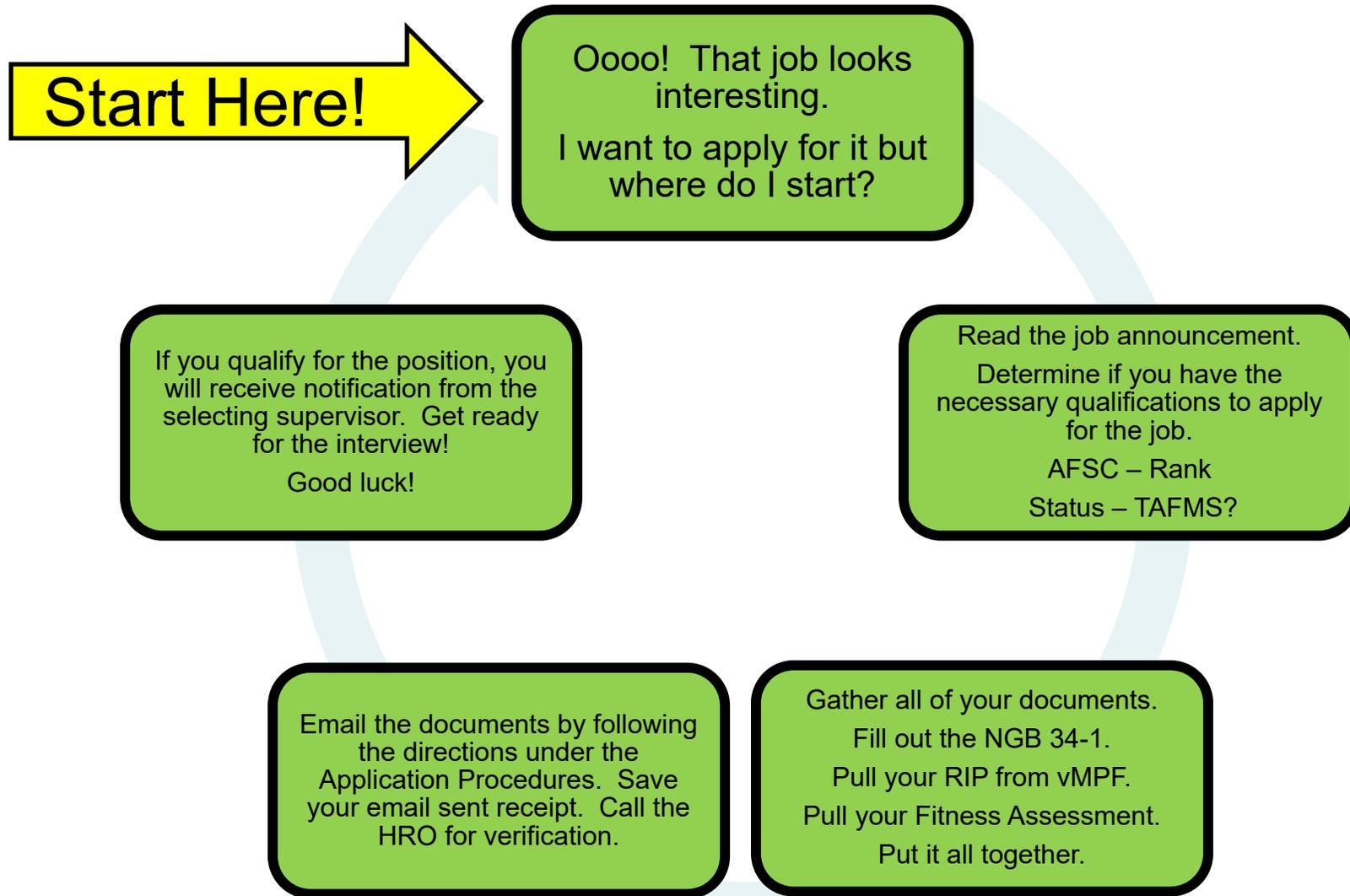
AIR NATIONAL GUARD   Most Common Errors cont'd

- Sending in an application after the closing date. There are no exceptions. Announcements are generally posted for a minimum of 15 days up to 30 days. This allows personnel ample time to gather the necessary documents for their application and submit complete applications in a timely manner.

- Sending in an application to any other email address other than the one listed on the announcement. It is highly discouraged for applicants to send their applications directly to the HRO-Air AGR Managers or the selecting supervisor on the job announcement. The email address listed on the job announcement is the only acceptable inbox for all job applications.

- Not currently holding the AFSC that is listed on the job announcement if in the Areas of Consideration, the AFSC is listed as "Must Hold".

- Not possessing the necessary aptitude scores as listed in the Initial Eligibility Criteria under Aptitude Requirement on the job announcement. Other services (Army, Navy, Coast Guard, USMC) not submitting personnel records that reflect aptitude scores. You may contact an Air Guard recruiter and request a REDD report that will show your aptitude scores for submission with your packet.

- Not possessing the ability to hold the necessary Security Clearance as listed in the Initial Eligibility Requirement on the job announcement.

- Not able to demonstrate the required ability to lift the amount of weight in lbs as listed in the Initial Eligibility Criteria on the job announcement.

How does this work?

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Start Here!

Oooo! That job looks interesting.

I want to apply for it but where do I start?

Read the job announcement.

Determine if you have the necessary qualifications to apply for the job.

AFSC – Rank

Status – TAFMS?

Gather all of your documents.

Fill out the NGB 34-1.

Pull your RIP from vMPF.

Pull your Fitness Assessment.

Put it all together.

Email the documents by following the directions under the Application Procedures. Save your email sent receipt. Call the HRO for verification.

If you qualify for the position, you will receive notification from the selecting supervisor. Get ready for the interview!

Good luck!

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TAFMS: Total Active Federal Military Service

1. Effective force management is vital when hiring or promoting Active Guard and Reserve (AGR) members. An acceptance of promotion or hiring of an AGR member who does not meet a standard definition of force management by one commander incurs future risk for the individual when command changes.

2. To protect our members, establish clear expectations, and provide command oversight of force management exceptions within the enlisted AGR program the following criteria is required for the promotion and hiring of enlisted AGR members within our state.

IAW AKANG Enlisted AGR Force Management (Policy Letter 18-03)

TAFMS policy in effect as of 3 December 2018:

Rank/Grade	TAFMS for promotion	TAFMS for Hire	Notes
SMSgt/E-8	13 years or more	11 years or more	ATAG is ETP authority
CMSgt/E-9	16 years or more	14 years or more	ATAG is ETP authority

Reference: AKANG Enlisted AGR Force Management (Policy Letter 19-03)

What happens after I submit my job application?

Once the announcement has closed, HRO will staff all applications for initial eligibility criteria. The HRO will forward all QUALIFIED applications to the selecting supervisor and wing liaison. The selecting supervisor normally has 15 business days to conduct the interview process and make a selection. There may be times when an extension to the selecting supervisor has been granted that moves past the 15 business days.

You will be contacted for an interview by the selecting supervisor if your application was qualified and referred. If your application was disqualified, you will receive a DQ – disqualification email from the HRO. If you are interviewed and not selected, you will receive a Non-Select email from the HRO. The selectee for the position will receive an Offer Email from the selecting supervisor.

Hiring Information

What happens if I am selected for a position after the interview?

If selected, you will receive an Offer Email from the selecting supervisor with specific instructions. Please follow the instructions and submit your acceptance/declination to the selecting supervisor, wing liaison and HRO.

If you are going to PCS for the accepted position, you will receive a PCS email questionnaire from the HRO. Please fill this out and return as soon as possible to help HRO input your orders request into AROWS.

You will work directly with your selecting supervisor/recruiter and unit for PCS information, request for orders, hiring date and in-processing your new unit.

How To's?

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Print your NGB 34-1 with signature to PDF:

1. Open the NGB 34-1, fill it out and digitally sign it. In order to prevent your signature from being stripped while saving the document, you need to print to PDF.

2. Locate the File button in the top left corner of your computer. Select Print.

3. Select "Adobe PDF" from the dropdown menu under Printer:

4. Select Print

5. This will prompt the computer to save your file. Give the document a file name and choose where you want to save it…desktop or in a folder on your computer.

6. Select Save once you have named it and chosen a destination for the file.

7. Go to the file location and reopen the saved file. You will see that your signature has now been saved to the form and the file is in a PDF format.

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How To's?

Combine all of your files into ONE single PDF for application submission:

1. Open the NGB 34-1 that you just printed to PDF with the signature saved in PDF format.

2. In the left hand corner of Adobe, click Tools option from the top menu. Select Combine Files option.

3. On this screen, click Add Files. This will allow you to select one file at a time to combine into one single PDF. You may arrange them in any order as you add them. Once you have all the files that you need for your application added to this screen, select the blue Combine Files button on the right hand side of your screen.

4. Files will now be combined into one single PDF and you may name it. Use the naming convention listed in the Application Procedures.

• PDF File Name should be: Position Announcement Number, Last name, First name, Grade

• Example: ANG 19-XX Doe, Jane E1

Your file is now in the proper format, named correctly and ready for your review.

How To's

Sending applications via ARL:

1. Applications will be accepted through ARL if standard email procedures do not work.   ARL SAFE https://safe.arl.army.mil/

2. Once you are on the website, click the option for CAC users. Enter your CAC pin #.

3. Enter all of your data in the top 3 boxes. Upload your application that has just been combined into one single PDF and named properly.

4. Place a description of your file on the right hand side in the box labeled –

Description of File(s): Name it properly, see example below

   Example: ANG 19-XX   (must use advertisement # and NOT position # ex: 1234567)

5. Enter the email address of the HRO email org box for access and click ADD button:

ng.ak.akarng.mbx.hro-agr@mail.mil

6. Under email settings, choose the following:

Encrypt email message when possible, notify me when file(s) downloads are complete and require CAC for pick-up

7. Choose FOUO and Other: Protected by Privacy Act under dropdown menu

8. Select the Upload (blue button), file will send and you will receive in a receipt in your email inbox. Save this receipt.

9. Call HRO during business hours to verify receipt of application.

Contact Information

Human Resources Office – HRO

Email org box: ng.ak.akarng.mbx.hro-agr@mail.mil

AGR Manager:

Mr. Garry Briner

907-428-6588

garry.o.briner.civ@mail.mil

Air AGR Manager:

MSgt Gloria Thompson

907-428-6467

gloria.j.thompson48.mil@mail.mil

Air AGR Manager:

SSgt Carrie McGrann

907-428-6242

carrie.a.mcgrann.mil@mail.mil

Customer Service Hours:

Monday – Friday from 0800-1600

AWS – Alternate Work Schedule applies