

MOANG AGR Application Examples

The following are examples of what your Air AGR packet should include.

All applications should be submitted prior to 11:00pm CST.

FTSCMS Status:

When applying you can choose to save your current application to finish later, or 'Submit Application':

Document Type: Required: NGB Form 34-1 (Application for Active Gu... ▼

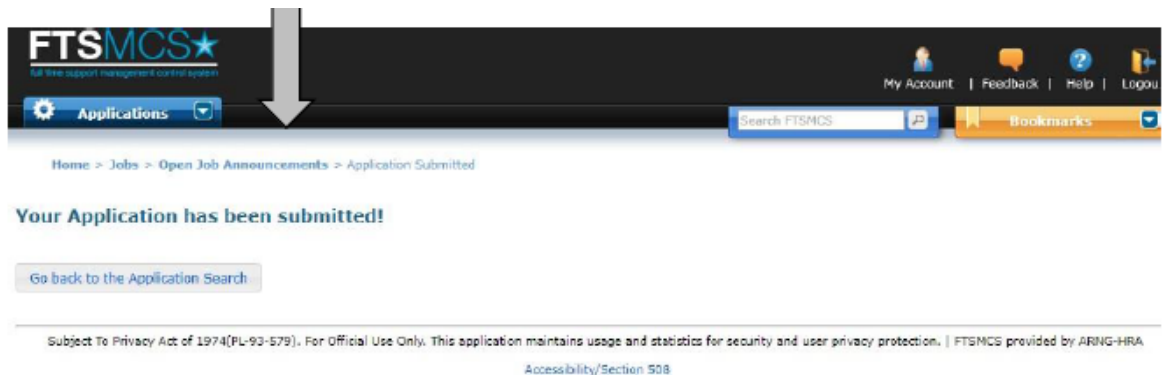
Select File: Choose File No file chosen Add Document

[Comments](#)

(optional)

Save Submit Application [Back](#)

Once you have successfully applied for a position you will be prompted to the next page below. The NGMO-HRD-AGR office will be notified of your application being submitted and will review all applications once the closing date has passed.



If your application does not provide all of the information requested and listed on the announcement, you will lose consideration for the job. Individuals must submit the required documents or a memorandum explaining why item is missing or not in compliance.

Note: Some advertisements require additional documents. Please review the Job Announcement closely and provide requested documents.

If you have any questions email Mr. Aaron Williamson at aaron.williamson.10@us.af.mil or call 573-638-9500 ext. 37498.

34-1 – Application for Active Guard/Reserve (AGR) Position Example

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION					
The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101					
PRIVACY ACT STATEMENT					
AUTHORITY: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101. PRINCIPAL PURPOSE: To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for State records. For organizational use only. ROUTINE USES: None. DISCLOSURE: Voluntary, however if not provided you will not be considered for the AGR program.					
POSITION ANNOUNCEMENT #		POSITION TITLE			
AF21-999		ACCOUNTING TECHNICIAN			
NAME (Last, First, Middle)					DATE OF BIRTH (yyyymmdd)
Smith, Jane R.					
CURRENT HOME ADDRESS (Street, City, State, Zip Code)					Keep in mind, that your bio and resume are optional forms. This form is required and should be completely filled out.
2302 W. Minster Street, Jefferson City, MO 65101					
DATE OF ENLISTMENT (Enlisted)	20181201	GRADE	E-5/SSgt	MOS/SSI/AFSC	6F061
		ETS DATE	20271201		
DATE OF FEDERAL RECOGNITION (Officer/WO)		GRADE	BRANCH		MRD DATE
SECURITY CLEARANCE SECRET					
SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS					
1. COLLEGE OR UNIVERSITY (Accredited Colleges only; attach separate sheet(s) if necessary.)					
Name, City & State	Date From	Date To	Degree Program	Credit Hours	Quarter/Semester
Lincoln University, Jefferson City, MO	20080101	20141101	Business	120.0	Semester
Community College of the Air Force	20090601	20111201	Financial Management	60.0	Semester
Chief Undergraduate Subject Business Management					
Chief Graduate Subject					
2. OTHER SCHOOLS OR TRAINING (Vocational, Trade or Business)					
Name, City & State	Date From	Date To	Course Title	Hours Completed	
3. SKILLS AND QUALIFICATIONS (Examples - Special skills and qualifications, word processing speed (WPM), certifications on wheel and track vehicles, etc. Also list any licenses or certificates held (RN, Pilot, CPA), etc.)					
I have 12 years of experience in financial procedures and a complex knowledge of FM regulations. I am proficient in the use of all Microsoft Office application including Excel, Word, Access, and Outlook. I am proficient in finding, examining, and correcting complicated financial and budgetary problems. I am experienced in researching, preparing, and processing complex military, civilian, and travel payments.					
SECTION II - EMPLOYMENT HISTORY					
May we contact your present employer regarding your character, qualification, and record of employment? (A "NO" answer will not affect your consideration for employment.)					
1. NAME AND ADDRESS OF CURRENT EMPLOYER			DATES EMPLOYED		AVERAGE HRS. PER WEEK
139th Comptroller Flight, St. Joseph, MO 64503			FROM 20100101	TO	50
TITLE OF POSITION		IMMEDIATE SUPERVISOR & PHONE NUMBER		NUMBER OF EMPLOYEES YOU SUPERVISED	
Financial Services Technician		MSgt Jane Smith 888-888-8888		5	
TYPE OF BUSINESS		YOUR REASON FOR LEAVING			
Military (AGR)		Promotion Opportunity			
DESCRIPTION OF WORK (Describe your specific responsibilities and accomplishments)					
Providing financial services to over 1100 military and civilian members. Processes military, civilian, and travel payments. Provides customer service to include answering phone calls, emails, and conducting briefings. Researches and corrects complex pay issues. Manages the military debt program and the government travel card program.					

SECTION II - EMPLOYMENT HISTORY (Continued)							
OTHER EMPLOYMENT							
May we contact this employer regarding your character, qualification, and record of employment? (A "NO" answer will not affect your consideration for employment.)						CHECK ONE: ☒ YES ☐ NO	
2. NAME AND ADDRESS OF PRIOR EMPLOYER				DATES EMPLOYED		AVERAGE HRS. PER WEEK 50	
				FROM	TO		
TITLE OF POSITION		IMMEDIATE SUPERVISOR & PHONE NUMBER			NUMBER OF EMPLOYEES YOU SUPERVISED		
TYPE OF BUSINESS		YOUR REASON FOR LEAVING					
DESCRIPTION OF WORK (Describe your specific responsibilities and accomplishments)							
SECTION III - MILITARY HISTORY							
1. MILITARY SERVICE (Start with most recent service and show changes in grade and duty in reverse chronological order.)							
FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY
20151202		X	X		E5	139th CPTF	Financial Management
20120801	20151201		X		E5	139th CPTF	Financial Management
20110101	20120731	X			E4	55th CPTS	Financial Services Technician
20090703	20121231	X			E3	AFFSC	PDT Technician
2. MILITARY TRAINING							
FORMAL MILITARY SCHOOLING COMPLETED							
COURSE TITLE AND NUMBER		DURATION OF COURSE		CORRESPONDENCE COURSES			
		WEEKS	DAYS	COURSE/SUBCOURSE TITLE		COURSE HOURS	
NCOA		4					
ALS		4					
3. MILITARY QUALIFICATIONS (List any primary MOS/SSI which has been awarded on orders.)							
MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED (Service School, On the Job Training, Civilian Experience, etc.)					
6F0	20100531	SERVICE SCHOOL					
4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS							
DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION					FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE				
(All Applicants Must Complete) Utilize the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach a separate sheet of paper if more space is necessary.				
YES NO				
☐ ☒	1. Within the last five years, have you been fired for any reason?			
☐ ☒	2. Within the last five years, have you quit a job after being notified that you would be fired?			
☐ ☒	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?			
☐ ☒	4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3?			
☐ ☒	5. While in the military, have you ever been convicted by a General Court Martial?			
☐ ☒	6. Does the United States Government employ, in a civilian capacity or as a member of the Armed Forces, any relative of yours by blood or marriage?			
☐ ☒	7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?			
☐ ☒	8. Have you ever been removed from military service due to unsuitability?			
☒ ☐	9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?			
☐ ☒	10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?			
☐ ☒	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?			
☐ ☒	12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including, but not limited to, relief from command in the past year?			
☐ ☒	13. Do you currently possess or is a report of suspension of favorable actions pending?			
☐ ☒	14. Have you voluntarily separated from the AGR Program in any State for one or more days within the past year? (ARNG Applicants Only)			
☐ ☒	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?			
☐ ☒	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by State Headquarters or Department of the Army Headquarters within the past 12 months?			
☒ ☐	17. Have you met the minimum physical fitness requirements for each component as specified by AR 600-9 (Army) or AFI 36-2905 (Air Force)?			
SECTION V - CONTINUATION/REMARKS				
Use the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach separate sheet(s) of paper if more space is necessary. Make sure all YES answers are explained in this section, except for 9 & 17.				
SECTION VI - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION				
I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.				
<table border="1"> <tr> <td> I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith. </td> <td> SIGNATURE FORM MUST BE SIGNED & DATED </td> <td> DATE </td> </tr> </table>		I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.	SIGNATURE FORM MUST BE SIGNED & DATED	DATE
I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.	SIGNATURE FORM MUST BE SIGNED & DATED	DATE		

FITNESS REPORT – myFitness Example

Report For: .
JANE R DOE

Base

Service Component ?
GUARD

File Type Name ?
AF ENL GRD MBR

Report Run:
07/01/2021

Date of Birth
08/18/1982

Gender ?
F

Organization Name
169 COMMUNICATIONS FT 0000

*Note:
Review Job Announcement to
determine the required composite
score .

Recent Assessment History

Date	Wt.	Ht.	BMI	Aerobic Time	Abs Score	Push Ups Score	Sit Ups Score	Composite Score
8/1/2021	90.0	67.0	29.75					0.0
9/1/2019	90.0	67.0	29.75	12:43	17.0	10.0	10.0	90.1

Last Fitness Level

Fitness Category	Composite Score	Fitness Assessment Due Date	Composite Exemption Type
Composite Exempt	0.0	9/30/2021	Commander

Recent Exemptions

Aerobic	Exp.	Abd.	Exp.	Push Ups	Exp.	Sit Ups	Exp.
☐		☐		☐		☐	

Fitness History - Composite Scores

Date	Composite Score	Fitness Category
8/20/2020	0.0	Composite Exempt
9/5/2019	90.1	Excellent
12/1/2018	84.4	Satisfactory
10/13/2017	85.0	Satisfactory
10/2/2016	88.7	Satisfactory
3/6/2016	88.6	Satisfactory
6/7/2015	88.5	Satisfactory
6/7/2014	100.0	Excellent
6/7/2013	100.0	Excellent
6/3/2012	88.9	Satisfactory
6/5/2011	88.8	Satisfactory

CAREER DATA BRIEF (CDB) – Example

28 JUL 2021

Career Data Brief

Air National Guard Enlisted CDB

General Information		Assignments		Guard	
Name:	SMITH, JANE R	DAFSC:	2A571	ANG TECH:	EMPLOYED BY ANG AS AIR TECH
Branch of Service:	Air Force	Base:	ROSECRANS MEM JAP MO 645030000	CIV GRD:	WG09-WAGE GRADE
SSAN:	555-55-5555	Duty Title:	CREW CHIEF	UFE:	
Duty Phone:	888-888-8888	PSN#:	1L0987654		
SVC COMP:	Guard	Command:	AIR MOBILITY COMMAND		
#DEP:	2	Office Symbol:	MXAAA		
		Duty Status:	00-PRESENT FOR DUTY		
		Record Status:	ACTIVE NO PROJECTED ACTION		
		PAS:	G21LFN5R		
		Unit:	139 MAINTENANCE SQ FFTH40		
		EDD:	05 DEC 2017		

- **Tech Status** - If advertised as 'on board Tech', ensure ANG TECH, CIV GRD is updated.

Service Dates		Promotion Information	
DAS:	06 NOV 2010	Rank:	SSG
PAYDT:	06 NOV 2010	DOR:	01 JAN 2020
DQS:	13 SEP 2022		
DIERE:	06 NOV 2010		
RSSP:			

Review minimum appointment requirements for the following:

- **Sat SVC** - TIS (time in service) and **DOR** - TIG (time in grade).
- **Rank** - Current Military Grade (on job announcement) should reflect this rank.
- **PME Information** - should reflect current school.
- **SEC CLR** - current security clearance information.

EPR Data			
Closeout	Rating	Closeout	Rating
31 JAN 2019	AC	31 JAN 2017	LC

PME Information		
Course	Method	Year
AIRMAN LEADERSHIP SCHOOL	RESIDENCE	2014

Projected Training	
Course	J2K3K2L3LKJ4L23
Start	25 JAN 2012
Grad	10 FEB 2012

Security Information

SEC CLR: SECRET

Language Information

Lang 2nd:

Other Information

Citizenship: BY BIRTH IN UNITED STATES

TYPE NAC PLUS WRITTEN
CLR INQUIRIES & CREDIT
CHECK(OPM)

CLR 14 APR 2011

DT:

PRP
STAT:

NEI:

Lang-Best:

DLAB Score:

DLAB Date:

DOB: 23 NOV 1992

Rel Pref: ROMAN CATHOLIC
CHURCH

AFSC Information

PAFSC: 2A571 2AFSC:

3AFSC:

Special Experience IDs

No data found.

Academic Information

Degree	Code	Academic Specialty	School	Year	Method
AWARDED ASSOCIATE DEGREE	4VAD	ACFT MAINT TECHNOLOGY	CCAF AL	2015	COM COL AF (CCAF)

Decorations

Decoration	Auth #	No.	Close Date	Approval Date	Appr HQ	Reason
Air Force Achievement Medal	91472	2	31 OCT 2020	30 JUN 2021	G	ACHIEVEMENT

Duty History

DAFSC	Duty Title	Organization	CMD	Base	ST/CNTY	EDD
-2A571	CREW CHIEF	0000 0139 AMX SQ	AMC	ROSECRANS MEM	MO	
-2A551B	AEROSPACE MAINT JRNYMN	0000 0139 AMX SQ	AMC	ROSECRANS MEM	MO	
-2A551	AEROSPACE MAINT JRNYMN	0000 0139 AMX SQ	AMC	ROSECRANS MEM	MO	
-9T000	UNALLOTTED AIRMAN	0000 0139 STU FT	NGS	ROSECRANS MEM	MO	

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED ~~AW~~ AFI 33-332 AND
DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

- **AFSC Information** -If job is advertised as 'must be AFSC qualified'. This should reflect your PAFSC, 2AFSC and 3AFSC.
- **Academic Information** - should reflect your degree.

RECORD REVIEW/UPDATE (RIP) – Example

01 JAN 2021

Record Review/Update

All Pages

Your RIP should be within six months of closing date.

Individual Information

The following information is provided from MilPDS. If there are any errors in the editable sections, you may correct the information by clicking on those links. If errors are found in items not editable, you will need to contact your unit, or your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#)¹.

Name: JANE R SMITH

Rank: SSG

Contact Information

Personal Email Address: JANE.SMITH.82@GMAIL.COM

Duty Email Address: JANE.SMITH1@US.AF.MIL

Home Phone: 816-209-2145

Business Phone: None

Home Address: 2302 W MINSTER STREET
JEFFERSON CITY, MO 65109

Mailing Address: ☒ Same as home address

Consent to Release: N

Family Information

Marital Status: MARRIED

Spouse's Military Status: SPOUSE ENLISTED MEMBER ANG

Military Spouse's Name: TSG JOHN R. SMITH

Total Number of Dependents: 2

Dependents in Household: 2

Demographics Information

Sex: Female

Race: White

Hispanic Declaration: Not Hispanic or Latino

Ethnic Group: None

Religious Preference: ROMAN CATHOLIC CHURCH

Date of Birth: 18 AUG 1982

Place of Birth: JEFFERSON CITY, MISSOURI

Citizenship: BY BIRTH IN UNITED STATES

Civilian Work

Civilian Occupation: AIR TECHNICIAN/AIR RESERVE TECH

Airline:

Position:

Type of Aircraft:

Current Duty Information

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Name: JANE R SMITH

Rank: SSG

Assignment and Location

Duty Title: CREW CHIEF
Duty Location: ROSECRANS MEM JAP MO 645030000
Unit: 139 AIRCRAFT MAINT SQ FFN5R0
Command Level: WING/BASE
Office Symbol: MXAAA
Duty Phone: 888-888-8888
Duty Effective Date: 05 DEC 2017

Air Force Specialty Codes

PAFSC: 2A561 SEIs: None
DAFSC: 3F503
CAFSC: 2A561 SEIs: None
2AFSC: None SEIs: None
3AFSC: None SEIs: None
4AFSC: None SEIs: None

- AFSC Information -If job is advertised as 'must be AFSC qualified'. This should reflect your PAFSC, 2AFSC and 3AFSC.

Qualifications

Duty Status: 00-PRESENT FOR DUTY Effective Date: 19 NOV 2020
Training Status: FULLY QUALIFIED Effective Date: 16 JAN 2016
Date Initially Entered Retraining: N/A
PRP Status: Effective Date: N/A
Security Clearance: SECRET Date of Investigation: 11 APR 2011

Deployment Availability Statuses

Time: INDIVIDUAL DWELL TIME Expiration Date: 18 SEP 2023

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

Effective Date	Command Level	Duty AFSC	Duty Title	Unit
05 DEC 2010	WB (Wing/Base)	-2A571	CREW CHIEF	0000 0139 AMX SQ
02 AUG 2010	WB (Wing/Base)	-2A551B	AEROSPACE MAINT JRNYMN	0000 0139 AMX SQ
01 FEB 2010	WB (Wing/Base)	-2A551	AEROSPACE MAINT JRNYMN	0000 0139 AMX SQ
06 NOV 2009	WB (Wing/Base)	-9T000	UNALLOTTED AIRMAN	0000 0139 STU FT

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Temporary Duty (TDY) History

The following information is provided from MilPDS and lists TDYs that are in the personnel data system. This page will only display history of TDYs that have completed travel voucher information updated in MilPDS. Note: History of TDYs began in 1995.

Name: JANE R. SMITH

Rank: SSG

TDY Type	Start Date	Stop Date	Total Days	Days Overseas
DFAS INPUT-AWAITING MPF VERIFICATION	06 JUL 2011	01 FEB 2012	210	0
TDY-ARC-HMSTN ACT DUTY	15 JUN 2013	17 JUN 2013	2	0
SCHOOL	19 OCT 2014	20 NOV 2014	32	0
OTHER CONUS-CONUS	31 JAN 2015	01 FEB 2015	1	0
OTHER CONUS-CONUS	29 AUG 2015	30 AUG 2015	1	0
OTHER CONUS-CONUS	24 OCT 2015	25 OCT 2015	1	0
OTHER CONUS-CONUS	20 JAN 2016	27 JAN 2016	7	0
CONUS/CONUS-NP	08 MAR 2016	14 MAR 2016	6	0
CONUS/CONUS-NP	23 APR 2016	08 MAY 2016	15	0
OUT CNTRY/OS-NP	28 JUN 2016	03 JUL 2016	5	5
CONTINGENCY DEPLOYMENT	14 NOV 2016	02 JAN 2017	48	48
CONUS/CONUS-NP	23 MAY 2017	01 JUN 2017	9	0
CONUS/CONUS-NP	11 JUL 2017	20 JUL 2017	9	0

Assignment Information

The following information is provided from MilPDS. If there are any errors, contact your local servicing military personnel section.

Name: JANE R SMITH Rank: SSG

Date Assigned MPF: 06 NOV 2010

Duty Position Number: 09674521

Authorized Grade: SSG

UMD Excess:

UMD Excess Start Date:

UMD Excess Expiration Date:

UMD Overgrade:

UMD Overgrade Start Date:

UMD Overgrade Expiration Date:

Effective Date Change to Strength Accounting (EDCSA): 01 FEB 2012

PAS Code Assigned: G21LFN5R

ANG Tech ID: EMPLOYED BY ANG AS AIR TECH

AGR Tour Start Date:

AGR Tour Stop Date:

Civilian Grade: WG09-WAGE GRADE

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TDY Type	Start Date	Stop Date	Total Days	Days Overseas
CONTINGENCY DEPLOYMENT	24 JUN 2020	18 NOV 2020	147	146

If the TDY type is "DFAS INPUT-AWAITING MPF VERIFICATION" or you see any discrepancies in your data, please contact your servicing military personnel section to have it corrected.

Cumulative Totals

Number of TDYs: 30
Overall Days: 569
Overall Days Overseas: 217

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Performance Reports

The following information is provided from MilPDS.

Name: JANE R SMITH Rank: SSG

Supervision

Reporting Official: MSG QUACK, DONALD

Date Supervision Began: N/A

Next Report Due: 30 NOV 2020

Report History

Closeout	Rating
31 JAN 2019	AC
31 JAN 2017	LC

- **Performance Reports** - Closeout - EPR's should be submitted for these time-frames. Submit a memo ILO these documents or include ACA/Feedback forms.

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Promotions

The following information is provided from MilPDS. If there are any errors, contact your local servicing military personnel flight.

Name: JANE R SMITH

Current Rank: SSG

Date of Rank: 13 MAR 2020

Date of Rank Effective Date: 13 MAR 2020

- **Rank** - Current Military Grade (on job announcement) should reflect this rank.

- **DOR** - TIG (time in grade).

Rank History

Rank	Date of Rank
AB	06 NOV 2010
A1C	15 MAY 2011
SRA	12 SEP 2013

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Reenlistment Eligibility

The information provided from MiIPDS reflects your reenlistment eligibility as indicated below. If you are ineligible to reenlist, the condition that makes you ineligible may be waivable or extendable. For additional information, refer to [AFI 36-2606](#)², *Reenlistment and Extension of Enlistment in the United States Air Force*, or contact your servicing military personnel section.

Name: JANE R SMITH Rank: SSG

Date of Current Enlistment: 14 SEP 2016

Term of Enlistment: 6

Reenlistment Eligibility Status: Eligible

6A - ANG eligible to reenlist/extend - selected by commander

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DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

Awards and Decorations Information

The information provided from MiIPDS reflects that you are authorized to wear the following awards and decorations. They are listed in order of precedence and displayed as you would wear them on the uniform in accordance with current standards for dress and appearance. There may be unique circumstances (such as prior service in a different branch of the armed services) which may authorize you additional ribbons and/or devices. For additional information, refer to *AFMAN 36-2806, Awards and*

Memorialization Program, AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, or visit your servicing military personnel section.

Name: JANE R SMITH Rank: SSG

Federal Awards

Awards And Decorations	Devices
1. Air Force Achievement Medal	1
2. Meritorious Unit Award	0
3. AF Outstanding Unit Award	0
4. National Defense Service Medal	0
5. Antarctica Service Medal	0
6. Global War On Terrorism Expeditionary Medal	0
7. Global War on Terrorism Service Medal	0
8. Air Force Expeditionary Service Ribbon	0
9. AF Longevity Service	0
10. Armed Forces Reserve Medal with 1 'M' Device	0
11. USAF NCO PME Graduate Ribbon	0
12. AF Training Ribbon	0



Note: the "Ribbon Rack" does not include state awards.

State Awards

State Awards	Devices
1. Missouri NG Expeditionary Ribbon	0
2. Missouri NG Long Service 5 Year Ribbon	0
3. Missouri Basic Training Ribbon	0

If there is an error, view [known problems](#)³ or [information on corrective actions](#)⁴.

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Aircrew Information

The following information is provided from MilPDS. If there are any errors, contact your local servicing military personnel section.

Name: JANE R SMITH Rank: SSG

Current Aviation Service Code:

Effective Date: N/A

Assigned Host Aviation Resource Management Location:

Fly Status:

Aeronautical Rating:

Aeronautical Rating Current Cat. Date:

Education and Training

The following information is provided from MilPDS. If there are any errors, contact your local servicing military personnel section.

Name: JANE R SMITH Rank: SSG

Education

Education Level	Date Completed	Specialty	Method
AWARDED ASSOCIATE DEGREE	28 AUG 2015	ACFT MAINT TECHNOLOGY	COM COL AF (CCAF)

Professional Military Education

Course	Date Completed	Method
AIRMAN LEADERSHIP SCHOOL	20 NOV 2014	RESIDENCE

AQE/ASVAB Scores

Admin: 99
Electrical: 98
General: 76
Mechanical: 88

Foreign Language Self- Assessment

No data found.

Defense Language Proficiency Tests (DLPT)

No data found.

GI Bill Eligibility:

-**Education** - make sure this information is up to date.

-**PME** - make sure this information is up to date.

-**ASVAB** - Enlisted members only

Name: JANE R SMITH

Rank: SSG

Retirement Date (R/R): 06 NOV
Total Enlisted Military Service Date (TEMSD): N/A
Date of Enlistment (DOE): 14 SEP 2016
Term of Enlistment (TOE): 6
Expiration Term of Service (ETS): 13 SEP 2027
Total Active Federal Military Service (TAFMS): 02 06 09
Date Initially Entered Uniformed Service (DIEUS): 06 NOV 2010
Date Initially Entered Reserve Forces (DIERF): 06 NOV 2010
ANG Mandatory Separation Date (MSD): N/A
Lost Time: 0
Satisfactory Service: 10 00 00
Service Component: Guard
Source of Enlistment: VOL ENL IN A RES COMP EXCLUDING DEP
Pay Date: 06 NOV 2010
Military Service Obligation (MSO): N/A
AGR Tour Start Date: N/A
AGR Tour Stop Date: N/A

- **AGR Status** - If advertised as 'on board AGR', ensure this is filled.

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED ~~IAW~~ AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

Links

1. https://mypers.af.mil/app/answers/detail/a_id/12808
2. http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2606/afi36-2606.pdf
3. <https://vmpf.us.af.mil/vMPFNet40/Help/KnownProblems.aspx>
4. <https://mypers.af.mil/app/categories/c/690/p/14>

ENLISTED PERFORMANCE REPORT (EPR) – Example

ENLISTED PERFORMANCE REPORT (AB thru TSgt)				
PRIVACY ACT STATEMENT AUTHORITY: Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force; AFI 36-2406, and Executive Order 9397 (SSN), as amended. PURPOSE: Used to document effectiveness/duty performance history; promotion; school and assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analysis. ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply. DISCLOSURE: Voluntary. Not providing SSN may cause form to not be processed or to positively identify the person being evaluated SORN: F036 AF PC A, Effectiveness/Performance Reporting Records				
I. RATEE IDENTIFICATION DATA (Refer to AFI 36-2406 for instructions on completing this form)				
1. NAME (Last, First, Middle Initial)	2. SSN	3. RANK	4. DAFSC	
SMITH, JANE R.	555-55-5555	SSG	2F061	
5. ORGANIZATION, COMMAND, AND LOCATION		6. PAS CODE	7. FDID	
139th Aircraft Maintenance Squadron, (AMC) Rosecrans MAP, St. Joseph, MO		G21LFN5R	N/A	
8. PERIOD OF REPORT (DD Mmm YYYY)	9. NO. DAYS NON-RATED	10. NO. DAYS SUPERVISION	11. REASON FOR REPORT	
From: 1 Feb 2018 Thru: 31 Jan 2019	0	635	BIENNIAL	
II. JOB DESCRIPTION				
1. DUTY TITLE				
Crew Chief				
2. KEY DUTIES, TASKS, AND RESPONSIBILITIES (Primary and Additional Duties) (Minimum of 1 line, but limited to 4 lines)				
- Prepared for and participated in mobilizations for Freedom Sentinel, Saber Junction in 2018 and local missions - Utilizes technical data to diagnose, resolve and advise on maintenance procedures and polices to repair aircraft - Complies with safety, fire, security, environmental, house keeping regulations and performs other duties as assigned - Launches and recovers assigned and transient aircraft, performs all required inspections ensuring safety of flight				
III. PERFORMANCE IN PRIMARY DUTIES/TRAINING REQUIREMENTS (Using AFI 36-2618. The Enlisted Force Structure, as the standard of performance expectations commensurate with the ratee's rank; assess to what degree the ratee complied with the following performance expectations.)				
1. Task Knowledge/Proficiency: Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks. Initiative/Motivation: Describes the degree of willingness to execute duties, motivate colleagues, and develop innovative new processes. Skill Level Upgrade Training: Consider skill level awarding course, CDC timeliness completion, course exam results, and completion of core task training. Duty Position Requirements, Qualifications, and Certifications: Consider duty position qualifications, career field certifications (if applicable), and readiness requirements. Training of Others: Consider the impact the Airman made training others.				
Not-Rated	Met some but not all expectations	Met all expectations	Exceeded some, but not all expectations	Exceeded most, if not all expectations
☐	☐	☐	☒	☐
2. COMMENTS (Minimum 1 line, but limited to 6 lines)				
- Key individual in Weapons Instructor Course with participation in the classes in Colorado, Texas, & North Carolina - Gets the job done; works well in cooperation with others for the benefit of the organization to ensure mission c/w - Responded to aircraft aborts; generated spare aircraft, assisted aircrew with resolving problems during launch - Worked effectively with new and experienced airmen; Coordinates, controls and directs peers to accomplish work - Identified FOD prior to aircraft start, preventing engine damage and saving the air force thousands of dollars - Took a key role in the removal and installation of the rudder on aircraft 90-1791; aircraft returned to FMC status				
IV. FOLLOWERSHIP/LEADERSHIP				
1. Resource Utilization (e.g. Time Management, Equipment, Manpower, and Budget): Consider how effectively the Airman utilizes resources to accomplish the mission. Complies with/Enforces Standards: Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. Communication Skills: Describes how well the Airman receives and relays information, thoughts, and ideas up and down the chain of command (includes listening, reading, speaking, and writing skills); fosters an environment for open dialogue. Caring, Respectful, and Dignified Environment (Teamwork): Rate how well the Airman selflessly considers others, values diversity, and sets the stage for an environment of dignity and respect; to include promoting a healthy organizational climate.				
Not-Rated	Met some but not all expectations	Met all expectations	Exceeded some, but not all expectations	Exceeded most, if not all expectations
☐	☐	☐	☐	☒
2. COMMENTS (Minimum 1 line, but limited to 2 lines)				
- Selflessly volunteered to perform several aircraft tours for the Boy Scouts of America promoting our units mission - Always willing to stay late or come in early to ensure mission success; evidence of his belief in service before self				
V. WHOLE AIRMAN CONCEPT (Not applicable if Airman receives Referral comments in Sections III/IV or if an Airman receives a "Met some but not all" rating.)				
1. Air Force Core Values: Consider how well the Airman adopts, internalizes, and demonstrates our Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do. Personal and Professional Development: Consider the amount of effort the Airman devoted to improving themselves and their work center/unit through education and involvement. Esprit De Corps and Community Relations: Consider how well the Airman promotes camaraderie, embraces esprit de corps, and acts as an Air Force ambassador.				
Not-Rated	Met some but not all expectations	Met all expectations	Exceeded some, but not all expectations	Exceeded most, if not all expectations
☐	☐	☐	☒	☐
2. COMMENTS (Minimum 1 line, but limited to 2 lines)				
- Shows great motivation and willingness to learn and advance in his career field and helps others achieve their goals - Articulates information, thoughts, and ideas up and down the chain of command while showing respect to everyone				

Last 3 EPR's are required:

Example:
2020-2021
2019-2020
2018-2019

*Submit a memo in lieu of missing EPRs.

VI. OVERALL PERFORMANCE ASSESSMENT (Overall assessment of performance during rating period commensurate with Sections III-V.)					RATEE NAME: SMITH, JANE R.	
Not-Rated ☐	Met some but not all expectations ☐	Met all expectations ☐	Exceeded some, but not all expectations ☒	Exceed most, if not all expectations ☐		
VII. RATER INFORMATION (Signature signifies this is an unbiased assessment and all ACA feedback sessions were completed as required per AFI 36-2406)						
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION JANE D. DOE, SMSgt, MO ANG 139th Aircraft Maintenance Squadron, (AMC) Rosecrans MAP, St. Joseph. MO			DUTY TITLE Aircraft Mechanic Supervisor		DATE 12 Apr 2019	
			SSN	SIGNATURE <i>Signature should be on here.</i>		
VIII. ADDITIONAL RATER'S COMMENTS						
☒ CONCUR ☐ NON-CONCUR						
1. COMMENTS (Comments are optional unless required for Referral; if not used, state "This Section Not Used") (Minimum of 1 line, but maximum of 2 lines) - THIS LINE INTENTIONALLY LEFT BLANK						
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION JOHN D. DOE, CMSGT, MOANG 139TH Aircraft Maintenance Squadron (AMC) Rosecrans MAP, St Joseph MO			DUTY TITLE Aircraft Manager		DATE 12 Apr 2019	
			SSN	SIGNATURE <i>Signature should be on here.</i>		
IX. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS						
☒ CONCUR ☐ NON-CONCUR						
1. COMMENTS (Comments are optional with a maximum of 1 line, if not used, state "This Section Not Used") - THIS LINE INTENTIONALLY LEFT BLANK						
2. FUTURE ROLES (Recommend up to three roles/assignments that best serve the Air Force and continues the Airman's development)						
1.		2.		3.		
3. PROMOTION ELIGIBLE (Promotion eligibility as-of closeout date) YES		4. THIS IS A REFERRAL REPORT NO		5. QUALITY FORCE REVIEW (Ratee's personnel record has been reviewed for quality force indicators during the reporting period) YES		
6. PROMOTION RECOMMENDATION (Completed by Forced Distribution Authority only when member is TIG/TIS promotion eligible on EPR closeout date)						
DO NOT PROMOTE ☐		NOT READY NOW ☐		PROMOTE ☐		MUST PROMOTE ☒
PROMOTE NOW ☐						
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION JAKE R. SMITH, Maj, MOANG 139TH Aircraft Maintenance Squadron (AMC) Rosecrans MAP, St Joseph MO			DUTY TITLE Commander		DATE 12 Apr 2019	
			SSN	SIGNATURE <i>Signature should be on here.</i>		
X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate applicable review by marking the appropriate box)						
☐ FUNCTIONAL EXAMINER ☐ AIR FORCE ADVISOR						
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION			DUTY TITLE		DATE	
			SSN	SIGNATURE		
XI. REMARKS (Only use this section to spell out uncommon acronyms or to place required comments IAW AFI 36-2406.)						
XII. RATEE'S ACKNOWLEDGEMENT I acknowledge all required ACA feedback was accomplished during the reporting period and feedback was provided upon receipt of this report (unless otherwise stated above).						
SIGNATURE <i>Signature should be on here.</i>						DATE 12 Apr 2019

Some jobs require an overall performance assessment.

Review appointment minimum requirements.

ANG/USAFR Point Credit Summary Inquiry (PCARS)

01 JAN 2021

ANG/USAFR Point Credit Summary Inquiry (PCARS)

Introduction

To the Guardsman/Reservist:

Computerized Information on your participation is accessible via the links to the left. It is possible the information displayed may be inaccurate. Therefore, it is not a guarantee of points or service for retention, promotion or retired pay purposes. The information remains subject to audit and adjustment. Review it carefully. If any errors are found, contact your military personnel section or Total Force Service Center at 1-800-525-0102 within 30 days of the closeout of the R/R year and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service.

Point Credit Summary

Summary Information

Date Prepared:	01 JAN 2021
Duty Location:	ROSECRANS MEM JAP MO 645030000
Name:	SSG JANE R. SMITH
Address:	101 WESTMINSTER ST JEFFERSON CITY MO 65101
PAS Code:	G21LFTJJ
SSAN:	555-55-5555
Retention/Retirement Date:	06 NOV
Closeout Date:	05 NOV 2020
Career Satisfactory Service:	100000
Statement Reason:	ANNUAL

Last R/R Year Points Earned

From Date:	06 NOV 2019
Thru Date:	05 NOV 2020
Active Duty Training:	0141
Inactive Duty Training:	0028
ECI:	0000
Membership:	015
Total Points:	00184
Total Points for Retirements:	00184
Satisfactory Service Years, Months, and Days:	010000

All Points Earned

Type Duty (TD) Codes

1: Active Duty Other	6: AFTP	B: Continuation Pay
2: Special Tour	7: Paid Inactive Duty	D: Paid IDT—RMP
3: School Tour	8: Nonpaid Inactive Duty	E: Active Duty—FHP
4: Annual Tour	9: ECI	F: Inactive Duty Status—FHP
5: Extended Active Duty	A: Nonpaid Active Duty	

From Date	Thru Date	TD	Pts	From Date	Thru Date	TD	Pts	From Date	Thru Date	TD	Pts
06 NOV 2010	06 NOV 2010	7	002	05 APR 2014	05 APR 2014	7	002	06 AUG 2017	06 AUG 2017	7	002

From Date	Thru Date	TD	Pts	From Date	Thru Date	TD	Pts	From Date	Thru Date	TD	Pts
07 NOV 2010	07 NOV 2010	7	002	06 APR 2014	06 APR 2014	7	002	26 AUG 2017	26 AUG 2017	4	003
04 DEC 2010	04 DEC 2010	7	002	03 MAY 2014	03 MAY 2014	7	002	09 SEP 2017	09 SEP 2017	7	002
05 DEC 2010	05 DEC 2010	7	002	04 MAY 2014	04 MAY 2014	7	002	10 SEP 2017	12 SEP 2017	4	003
08 JAN 2011	08 JAN 2011	7	002	07 JUN 2014	07 JUN 2014	7	002	14 SEP 2017	14 SEP 2017	7	002
09 JAN 2011	09 JAN 2011	7	002	08 JUN 2014	08 JUN 2014	7	002	14 OCT 2017	14 OCT 2017	7	002
05 FEB 2011	05 FEB 2011	7	002	24 JUN 2014	27 JUN 2014	2	004	15 OCT 2017	15 OCT 2017	7	002
06 FEB 2011	06 FEB 2011	7	002	01 JUL 2014	03 JUL 2014	2	003	31 OCT 2017	05 NOV 2017	4	006
05 MAR 2011	05 MAR 2011	7	002	08 JUL 2014	11 JUL 2014	2	004	06 NOV 2017	13 NOV 2017	4	008
06 MAR 2011	06 MAR 2011	7	002	16 JUL 2014	16 JUL 2014	7	002	02 DEC 2017	02 DEC 2017	7	002
02 APR 2011	02 APR 2011	7	002	23 JUL 2014	23 JUL 2014	7	002	03 DEC 2017	03 DEC 2017	7	002
30 APR 2011	30 APR 2011	7	002	24 JUL 2014	24 JUL 2014	7	002	19 DEC 2017	19 DEC 2017	7	002
01 MAY 2011	01 MAY 2011	7	002	02 AUG 2014	02 AUG 2014	7	002	20 DEC 2017	20 DEC 2017	7	002
02 JUN 2011	02 JUN 2011	7	002	03 AUG 2014	03 AUG 2014	7	002	06 JAN 2018	06 JAN 2018	7	002
03 JUN 2011	03 JUN 2011	7	002	13 SEP 2014	13 SEP 2014	7	002	07 JAN 2018	07 JAN 2018	7	002
04 JUN 2011	04 JUN 2011	7	002	14 SEP 2014	14 SEP 2014	7	002	26 JAN 2018	27 JAN 2018	2	002
05 JUN 2011	05 JUN 2011	7	002	04 OCT 2014	04 OCT 2014	7	002	10 FEB 2018	10 FEB 2018	7	002
06 JUL 2011	31 JUL 2011	1	026	05 OCT 2014	05 OCT 2014	7	002	11 FEB 2018	11 FEB 2018	7	002
01 AUG 2011	15 AUG 2011	1	015	19 OCT 2014	31 OCT 2014	3	013	19 FEB 2018	28 FEB 2018	1	010
16 AUG 2011	31 AUG 2011	1	016	01 NOV 2014	05 NOV 2014	3	005	01 MAR 2018	15 MAR 2018	1	015
01 SEP 2011	15 SEP 2011	1	015	06 NOV 2014	15 NOV 2014	3	010	16 MAR 2018	31 MAR 2018	1	016
16 SEP 2011	30 SEP 2011	1	015	16 NOV 2014	20 NOV 2014	3	005	01 APR 2018	15 APR 2018	1	015
01 OCT 2011	15 OCT 2011	1	015	06 DEC 2014	06 DEC 2014	7	002	16 APR 2018	30 APR 2018	1	015
16 OCT 2011	31 OCT 2011	1	016	07 DEC 2014	07 DEC 2014	7	002	01 MAY 2018	15 MAY 2018	1	015
01 NOV 2011	05 NOV 2011	1	005	10 JAN 2015	10 JAN 2015	7	002	16 MAY 2018	19 MAY 2018	1	004
06 NOV 2011	15 NOV 2011	1	010	11 JAN 2015	11 JAN 2015	7	002	20 MAY 2018	20 MAY 2018	1	001
16 NOV 2011	30 NOV 2011	1	015	31 JAN 2015	01 FEB 2015	2	002	14 JUL 2018	14 JUL 2018	7	002
01 DEC 2011	15 DEC 2011	1	015	07 FEB 2015	07 FEB 2015	7	002	15 JUL 2018	15 JUL 2018	7	002
16 DEC 2011	31 DEC 2011	1	016	08 FEB 2015	08 FEB 2015	7	002	25 AUG 2018	25 AUG 2018	7	002
01 JAN 2012	11 JAN 2012	1	011	10 FEB 2015	10 FEB 2015	7	002	26 AUG 2018	26 AUG 2018	7	002

DD214

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESTHIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.ANY ALTERATIONS IN SHADED AREAS
RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY						
This Report Contains Information Subject to the Privacy Act of 1974, As Amended.						
1. NAME (Last, First, Middle) SMITH JANE RAYNA		2. DEPARTMENT, COMPONENT AND BRANCH AIR FORCE--ANGUS		3. SOCIAL SECURITY NUMBER 555 55 5555		
4a. GRADE, RATE OR RANK SSG	b. PAY GRADE E5	5. DATE OF BIRTH (YYYYMMDD) 19820818	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20220913			
7a. PLACE OF ENTRY INTO ACTIVE DUTY ST JOSEPH MO		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) JEFFERSON CITY, MO				
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND 139 CIVIL ENGINEER SQ (AMC)			b. STATION WHERE SEPARATED ROSECRANS MEM JAP MO			
9. COMMAND TO WHICH TRANSFERRED ANG, STATE OF MISSOURI			10. SGLI COVERAGE ☐ NONE AMOUNT: \$400,000			
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 2F071, FUELS CRAFTSMAN, 0 YEARS AND 3 MONTHS.		12. RECORD OF SERVICE				
		a. DATE ENTERED AD THIS PERIOD		YEAR(S)	MONTH(S)	DAY(S)
		b. SEPARATION DATE THIS PERIOD		2018	MAY	19
		c. NET ACTIVE SERVICE THIS PERIOD		00	03	01
		d. TOTAL PRIOR ACTIVE SERVICE		01	09	09
		e. TOTAL PRIOR INACTIVE SERVICE		05	06	05
		f. FOREIGN SERVICE		00	03	01
		g. SEA SERVICE		00	00	00
		h. INITIAL ENTRY TRAINING		2011	JUL	06
i. EFFECTIVE DATE OF PAY GRADE		2015	JAN	08		
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Air Force Achievement Medal, Meritorious Unit Award, AF Outstanding Unit Award, National Defense Service Medal, Global War on Terrorism Service Medal, Air Force Expeditionary Service Ribbon, AF Longevity Service, Armed Forces Reserve Medal with 1 'M' Device, USAF NCO PME Graduate Ribbon, AF Training Ribbon		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) NONE.				
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	X NO	
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)				YES	X NO	
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If yes, years of commitment: _____)				YES	X NO	
16. DAYS ACCRUED LEAVE PAID 0	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO	
18. REMARKS Member on AD in support of OPERATIONAL FREEDOM SENTINEL in accordance with Title 10, USC, 12302 at NEWFOUNDLAND, CANADA from 24 FEB 2018 to 25 FEB 2018; BELFAST, GBR from 25 FEB 2018 to 26 FEB 2018; SOUDA BAY NAVAL SUP ACT, GRC from 26 FEB 2018 to 28 FEB 2018; KUWAIT from 28 FEB 2018 to 12 MAY 2018. -----NOTHING FOLLOWS-----						
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.						
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 2302 WESTMINSTER STREET JEFFERSON CITY, MO 65101		b. NEAREST RELATIVE (Name and address - include ZIP Code) NOT REQUIRED				
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) MO OFFICE OF VETERANS AFFAIRS				X	YES NO	
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				X	YES NO	
21a. MEMBER SIGNATURE MEMBER NOT AVAILABLE TO SIGN	b. DATE (YYYYMMDD) N/A	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) CAC/PMI SIGNED BY ROUNKLES, WHITNEY B. 1525815109 Whitney Breann Rounkles, AMN, Customer Service Rep Oct 02 2018 7:01:04 PM (UTC) CAC Serial Number: 02CB8E IssuerCN: DOD ID CA-S2		b. DATE (YYYYMMDD) 20181002		
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)						
23. TYPE OF SEPARATION RELEASE FROM ACTIVE DUTY		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE				
25. SEPARATION AUTHORITY AFI 36-3209		26. SEPARATION CODE KBK		27. REENTRY CODE N/A		
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE						
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE				30. MEMBER REQUESTS COPY 4 (Initials) N/A		

REDD Report

01/01/2020

REDD Report

SSN : 555555555 | Name : Smith, Jane R. | Sex : F | Birth Date: Aug-18-1982

Category	Service	Retirement Type	Begin	End	RSVCC	Pay Plan	Pay Grade	Occ. Code	UIC	Projected End Date
National Guard	Army		11-30-2000		UX	ME	08	42A40	W8AJAA	09-12-2021

Service	P	U	L	H	E	S	Exam Date	DEP Date	Accession Date	Vision
Army Guard	1	1	1	1	1	1	09-2000		09-2000	P

ASVAB Scores

Entry Date	Test Date	Test Form	Test Vers.	AFQT Med.	AFQT Group	AFQT Calc.					CS
09-12-00	09-12-00	03	D	62	6	62					
GS 46	AR 54	WK 51	PC 59	NO 60	CS 64	AS 42	MK 54	MC 55	EI 37	VE 54	
Army											
GT 109	GM 088	EL 095	CL 109	MM 096	SC 103	CO 109	FA 116	OF 107	ST 105		
Navy											
BC 172	EL 101	E 208	CL 178	GT 108	ME 151	EG 096	CT 232	HM 154	ST 163	MR 151	
Air Force											
M1 037	M2 000	A1 089	A2 000	G 062	E 043						
Marines											
MM 093	CL 117	GT 110	EL 095								
Raw Scores											
GS 14	AR 21	WK 27	PC 14	NO 44	CS 70	AS 10	MK 16	MC 17	EI 06	VE 41	

All branches have different ASVAB scores.

If you are applying from a different branch, contact your local recruiter to obtain this form.

The database contains U.S.Mepcom-administered ASVAB test data.

AFCT ASVAB tests are valid. Use AFCT ASVAB if AFCT ASVAB test date is more recent.

If Test Date = 999999 or 000000 then use adjacent Entry Date for Test Date.

All dates are in the MM/DD/YY format

If you have any questions or comments about the information presented here, please email the helpdesk at dodhra.dodc-mb.dmdc.mbx.mris-helpdesk@mail.mil

The information on this site is protected by the Privacy Act of 1974. Release of this data to unauthorized individuals or for knowingly misusing/altering the data may result in prosecution.



DEPARTMENT OF THE AIR FORCE
UNIT
BASE, STATE

28 November 2017

MEMORANDUM FOR RECORD

SUBJECT: AF21-###, Administrative Grade Reduction Memorandum

1. I, Joe D. Schnuffy, accept administrative reduction to the military grade of E-7 for the applied position Position Title with the Wing.
2. If you have any questions regarding my Administrative Reduction Memorandum you can contact me at (555) 555-5555 or joe.schnuffy@us.af.mil.

Memo must be signed

JOE D. SCHNUFFY, MSgt, ANG
Duty Title

Frequently Asked Questions

I have a copy of my NGB Form 34-1 from a previous application. Can I just copy it and submit for a different job announcement?

No. Each NGB 34-1 requires the job announcement number on the top of page one. It must be specific for the job announcement.

May I submit my Resume in lieu of my NGB Form 34-1?

No. NGB 34-1 is a required form.

I noticed on the last page of the NGB Form 34-1 that I must mark “yes” if any of the questions in Section IV apply to me. I’m a little embarrassed to mention that I was convicted/forfeited collateral/ or am currently under charges or on probation within the parameters described. Is there any way around bringing this up?

Unfortunately, no. Answer the questions honestly and provide the explanation in the available space. If you do this correctly your application will not be rejected on this basis. However, if you attempt to omit an event that should be included, please be aware that during the application review process the AGR Branch Office conducts a separate background check. If it is determined that you did not state an issue that should be included, your application will be rejected.

I am a drilling Soldier or Federal Technician and I took my last passing APFT on 01 Nov 2018. The job announcement I am applying for closes on the 30 July 2021. Is this acceptable?

No. Your last passing Fitness Test must be within 12 months of the actual date the job closes in order to meet the checklist requirement. If COVID related, view AF Fitness Status memorandum. Always attach your most recent Fitness Report (Assessment).

I only have two EPRs to submit, although the checklist requires three. Is that okay?

View EPR Memo Example. Submit a memorandum or statement explaining the missing document.

I am an Active Duty member and do not have a DD214. What do I do?

View Proof of Service Letter. This is available in virtual MPF Personal Data and Proof of Service.

I am in the Army. My ASVAB scores are on my DD1966 and ERB. Why do I need to submit a REDD Report?

View the REDD Report in the examples above. All branches have different ASVAB scores. Contact your local recruiter.



DEPARTMENT OF THE AIR FORCE
UNIT
BASE, STATE

28 November 2017

MEMORANDUM FOR RECORD

SUBJECT: AF21-###, Current Military Grade Requirement

1. Job Announcement Number: AF21-### reflects, "Current Military Grade Requirement: SrA (E4) members and above can apply". I was promoted during the opening and closing of this job announcement. I understand that I must meet this rank to be considered as a candidate. However, my current Report of Individual Person (RIP) and Career Data Brief (CDB) does not reflect this rank due to not being updated. I have attached a copy of my promotion orders that were published effective 01 Jul 2021 and are between the opening and closing of this job announcement.

2. If you have any questions regarding my rank you can contact me at (555) 555-5555 or joe.schnuffy@us.af.mil.

Memo must be signed

JOE D. SCHNUFFY, MSgt, ANG
Duty Title



DEPARTMENT OF THE AIR FORCE
UNIT
BASE, STATE

28 November 2017

MEMORANDUM FOR RECORD

SUBJECT: AF21-###, DD 214, NGB Form 23 or 23b, or DD Form 1506 (Statement of Service)

1. Job Announcement Number: AF21-### requests to provide a DD 214, NGB Form 23 or 23b, or DD Form 1506 (Statement of Service). However, I am unable to provide this form due to being on Active Duty status. Once I am relieved from Active Duty status, I will obtain a DD214.

2. If you have any questions regarding my PCARS you can contact me at (555) 555-5555 or joe.schnuffy@us.af.mil.

Memo must be signed

JOE D. SCHNUFFY, MSgt, ANG
Duty Title



DEPARTMENT OF THE AIR FORCE
UNIT
BASE, STATE

28 July 2021

MEMORANDUM FOR RECORD

SUBJECT: AF21-###, Enlisted Performance Reports (EPRs)

1. Job Announcement Number: AF21-### requests that I provide my last three Enlisted Performance Reports or an equivalent document. However, I am only able to provide **one**. I am unable to provide the previous two due to **explain**.

2. If you have any questions regarding my EPR's you can contact me at **(555)555-5555** or email me at **joe.schnuffy@us.af.mil**.

****Memo must be signed****

JOE D. SCHNUFFY, MSgt, ANG

Duty Title



DEPARTMENT OF THE AIR FORCE
UNIT
BASE, STATE

24 August 2021

MEMORANDUM FOR RECORD

SUBJECT: AF Fitness Status

1. The below fitness statistics for identified members are being provided with the most current copy of AFFMS II R-04 Individual Fitness Report due to system conversion. AFFMSII data has been pulled to myFitness making AFFMS II a legacy database; however, my Fitness is not fully operational.

Member: SSgt Jane R. Smith

Last in Person Test Date: 19 November 2019 Composite Score: 91.2%

Next Test Date: 31 Nov 2021

Member is current and passing IAW ANG COVID guidance dated 2 Apr 2021.

2. Address all questions or requirement for additional information to the undersigned at (555) 555-5555 or joe.schnuffy@us.af.mil.

****Memo must be signed****

JOE D. SCHNUFFY, MSgt, ANG

Installation Fitness Program Manager

DEFEND...AVENGE!



DEPARTMENT OF THE AIR FORCE
UNIT
BASE, STATE

24 August 2021

MEMORANDUM FOR RECORD

SUBJECT: AF21-###, Point Credit Summary

1. Job Announcement Number: AF21-### requests to provide an AF Form 526 – PCARS (Point Credit Summary) or equivalent document. However, I am unable to provide this form due to being on Active Duty status.

2. If you have any questions regarding my PCARS you can contact me at (555) 555-5555 or joe.schnuffy@us.af.mil.

****Memo must be signed****

JOE D. SCHNUFFY, MSgt, ANG
Duty Title

DEFEND...AVENGE!

If users are experiencing an "Access Denied" error on the *day the job closes*, ANG Applicants should submit the *application packet* and *screen shot error* via DOD SAFE.

<https://safe.apps.mil/>

- Select 'Drop-off'.

- In the Add Recipients pop-up:

- o Name: "Your name"
- o Email: "Your email@us.af.mil"
- o Select 'Add & Close'

- Short note to the Recipients:

- o Enter 'Job Announcement number and Remarks'

- Select 'Encrypt every file'

- o Encryption Passphrase
- o Enter 'AGR Application'.

Do not submit an additional email to confirm your application was received. If your application is downloaded, you will receive an email.

PLEASE NOTE: DO NOT EMAIL YOUR APPLICATION UNTIL THE DAY THE JOB CLOSES AND YOU'VE CONFIRMED THAT YOU STILL RECEIVE THE ERROR. IF YOUR APPLICATION HAS ALREADY BEEN SUBMITTED IN FTSMCS, DO NOT UTILIZE SAFE.