



HOW TO APPLY FOR Detachment 5 IMA Positions

Do NOT include with your application



- 1) **Application Submission:** **DO NOT CLICK THE VOLUNTEER FOR THIS POSITION IN RMVS.** Applications must be submitted using the instructions on this page.
- 2) **Experience:** Members in the following statuses **must** contact an AF Reserve Recruiter and submit their application through Recruiting Services. Active Duty, Air National Guard, PIRR, IRR, Civilian, or other Military Services. **Members applying for positions without prior work experience in the AFSC required may not be considered.**
- 3) **Use the Application Checklist:** Use the application checklist (below) to ensure your submission is complete.
The position number is required on each application coversheet. If applying for more than one vacancy, **send one complete application package for each vacancy under a separate e-mail. TWO applications at a time will be process. If you submit more than two, they will not be considered.**
- 4) **Resume of military and civilian experience** - Limit to no more than 4 pages. Include your phone number and e-mail address and the name and phone number of your current supervisor. **Use a cover letter to summarize your qualifications for the position and explain any irregularities in your record or application. This information is useful in documenting things not found in military assignment data, such as: MPA/RPA tours, deployments, civilian employment, etc.**
- 5) **Additional Documentation:** Provide any certifications, security clearances, or other required items listed in the qualifications of the position description.
- 6) **Last 3 Evaluations (OPB/EPB, Training Reports, Gap Reports)**
 - **Must be in descending order:** i.e. 2023, 2022, 2021.
 - If you do not have last three, provide MFR stating why
- 7) **1288 (2024 Version):** Signed by member and losing Commander/Recruiter. **Commander's signature must be dated within 90 days.**
- 8) If you are currently an Air Force Reservist, please submit your application via MyFSS for review and consideration. <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000010wg2CAA>
 - select **DET 5**

RECRUITERS: Submit a complete package in AFRISS-TF

***Note:** HQ RIO Det 5 will make every attempt to confirm receipt of application within 5 duty days of submission. If applicants do not receive confirmation from Det 5 within 5 duty days please contact (478) 327-2331, Option 3. If you encounter encryption problems with the organizational box listed above or cannot email from your military email address, please click the link and use the DoD encryption process below; if still unsuccessful, contact Det 5 at the number above.*

DoD SAFE site: <https://safe.apps.mil/>



APPLICATION CHECKLIST for Detachment 5 IMA Positions

TWO applications at a time will be processed



Ensure the following data is in your application package:

CURRENT STATUS (Active Duty, ART, AGR, ANG, IMA, TR, PIRR, IRR)

POSITION NUMBER APPLYING FOR

Current or Projected Rank

CONTACT Phone number and E-MAIL

Checklist of documents to submit in one PDF (not PDF Portfolio):

Resume

Last three evaluations (if you do not have last three, provide MFR stating why)

Other required documentation listed in position description (if applicable)

myFitness Report

Completed 1288 signed by you and your current Commander (or Recruiter)

****Reminder: DO NOT CLICK VOLUNTEER FOR THIS POSITION IN RMVS to APPLY****

If applying for more than one vacancy, send one complete application package for each vacancy.