

# 12 PERSONNEL HACKS



EVERY **Airman** SHOULD KNOW

	ACTIVE	GUARD	RESERVE	CIVILIAN	
1	X	X	X	X	<b>For all personnel matters:</b> <a href="https://mypers.af.mil">https://mypers.af.mil</a> .
					<b>Navigate myPers quickly</b>
2	X	X	X	X	Type keywords in the search box on the left. You will almost always find what you are looking for.
					<b>Need more help?</b>
3	X	X	X	X	<b>Total Force Service Center:</b> <a href="mailto:tfsc@mailds01.csd.disa.mil">tfsc@mailds01.csd.disa.mil</a> .
					<b>Need to talk with someone?</b>
4	X	X	X	X	<b>Total Force Service Center:</b> (210) 565-0102 or DSN 665-0102.
					<b>Navigate TFSC menu quickly</b>
5	X	X			Go to <a href="http://www.arpc.afrc.af.mil/Portals/4/Documents/IVR-Poster.pdf">http://www.arpc.afrc.af.mil/Portals/4/Documents/IVR-Poster.pdf</a>
					<b>Dirty little personnel secret ...</b>
6	X	X	X	X	Get your personnel records (i.e. copies of evaluations, decorations, DD 214s) in as little as five minutes without waiting on anyone! Print them from PRDA through AFPC Secure on the Air Force portal. Or go to eBenefits at <a href="http://1.usa.gov/1zgrPDD">http://1.usa.gov/1zgrPDD</a> .
					<b>Looking for the Guard/Reserve Personnel Fact Sheets?</b>
7	X	X			<a href="http://www.arpc.afrc.af.mil/ServiceCenter/Guard-ReserveFactsheets.aspx">www.arpc.afrc.af.mil/ServiceCenter/Guard-ReserveFactsheets.aspx</a> There's even a downloadable, printable PDF!
					<b>Looking for an assignment?</b>
8	X	X			Reservists, search officer assignments or enlisted assignments on myPers. Guardmen, go to <a href="http://www.goang.com/Careers">www.goang.com/Careers</a>
					<b>See your officer selection records before seeing the board</b>
9	X				Go to PRDA through AFPC Secure or the Air Force portal.
					<b>Find your new IMA detachment</b>
10	X				Go to <a href="http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIODetachments.aspx">www.arpc.afrc.af.mil/Home/HQRIO/HQRIODetachments.aspx</a>
					<b>Individual Reservist? Stay updated with the Readiness Report!</b>
11	X				Go to <a href="http://www.arpc.afrc.af.mil/Home/HQRIO">www.arpc.afrc.af.mil/Home/HQRIO</a> , look for "Readiness Report" in the lower right-hand corner.
					<b>Connect with Air Force &amp; Reserve personnel tools on social media!</b>
12	X	X	X	X	<a href="http://www.facebook.com/AirForcePersonnelCenter">www.facebook.com/AirForcePersonnelCenter</a> , <a href="http://www.facebook.com/HQARPC">www.facebook.com/HQARPC</a> and <a href="http://www.facebook.com/HQRIO">www.facebook.com/HQRIO</a> .