



Air Reserve Personnel Center

Welcome Back for Day Two!



Headquarters U.S. Air Force

Integrity - Service - Excellence

DEERS Project Office



MSgt Daisy Johnson
DPT

Who We Are

Mr. Ramon Roldan
Division Chief

SMSgt David Smashum
Branch Chief

Benefits & Entitlements
Casualty
Education
DEERs (ARPC- Co-located w/DMDC)

MSgt Jennifer Vail
MSgt Lawrence Motta
Ms. Joyce Nackowicz (ARPC)

DEERS Project Office

What We Do

- Responsible for assisting with policy questions/concerns and procedures on entitlement programs to ARC personnel and family members.
- Serve on behalf of ARPC as a liaison between issuance sites and DMDC to identify/resolve DEERS records cases that cannot be corrected by the issuance site to include data flow research and/or systems errors
- Respond to Air Force, DoD, Congressional, BCMR, and other high level inquiries
- Reviews and determines sufficiency of supporting documentation for eligibility to DEERS benefits and privileges based on acquired or changed status (example: name changes and gender re-assignment)
- Process New Site Security Site Manager Requests for the ARC - only authorized form is DD 2875, located on the VOIS
- Provides thorough detailed information and/or instructions to customers that are current, accurate, and consistent with applicable rules, regulations, and procedures
- Process/update Former Spouse Determinations - 20/20/20 or 20/20/15

What We Do Cont.

- Assist w/ Pre-Alert updates for:
 - Enduring Freedom, Freedom Sentinel, Noble Eagle and Inherent Resolve prior to activation
 - Must provide copy of orders from AROWS and LiMMob
 - Original and any amendments
- Represent ARPC DEERS Project Office at quarterly Joint Uniformed Services Personnel Advisory Committee (JUSPAC) meetings.
- Lock/Unlock DEERS records when necessary and terminate DEERS records for invalid entries when applicable
- Works with other Service/Component Project offices to resolve DEERS record discrepancies for those sponsors gained to ARC.

Things to keep in mind

- Things to NOT do:
 - Do not force gain members into DEERS
- For IMAs who have problems with information not showing in DEERS/RAPIDS
 - Contact your attached AD MPS or FSS for MilPDS updates or, for contingency updates, RIO
- Guard Gains
 - Please submit CMS case to NGB A1Q and attach Enlisted/Officer Surf, DD Form 4, Appointment Order
- Contingency Orders
 - Notification date must match orders. If notification date does not match orders than MYPERS ticket will be sent back to member or POC that submitted ticket

Helpful Links

- milConnect at <https://www.dmdc.osd.mil/milconnect/>
- ID Card Office Online at
https://www.dmdc.osd.mil/self_service/rapids/unauthenticated;jsessionid=IGJo0Iujg1yHfAvsXZ_jBpdpb2an9r9pdKVUaVImfgajxNZVTtfJ!-240309394?execution=e1s1
- Tricare at <https://www.tricare.mil/>

Headquarters U.S. Air Force

Integrity - Service - Excellence

DPX

Future Operations and Integrations

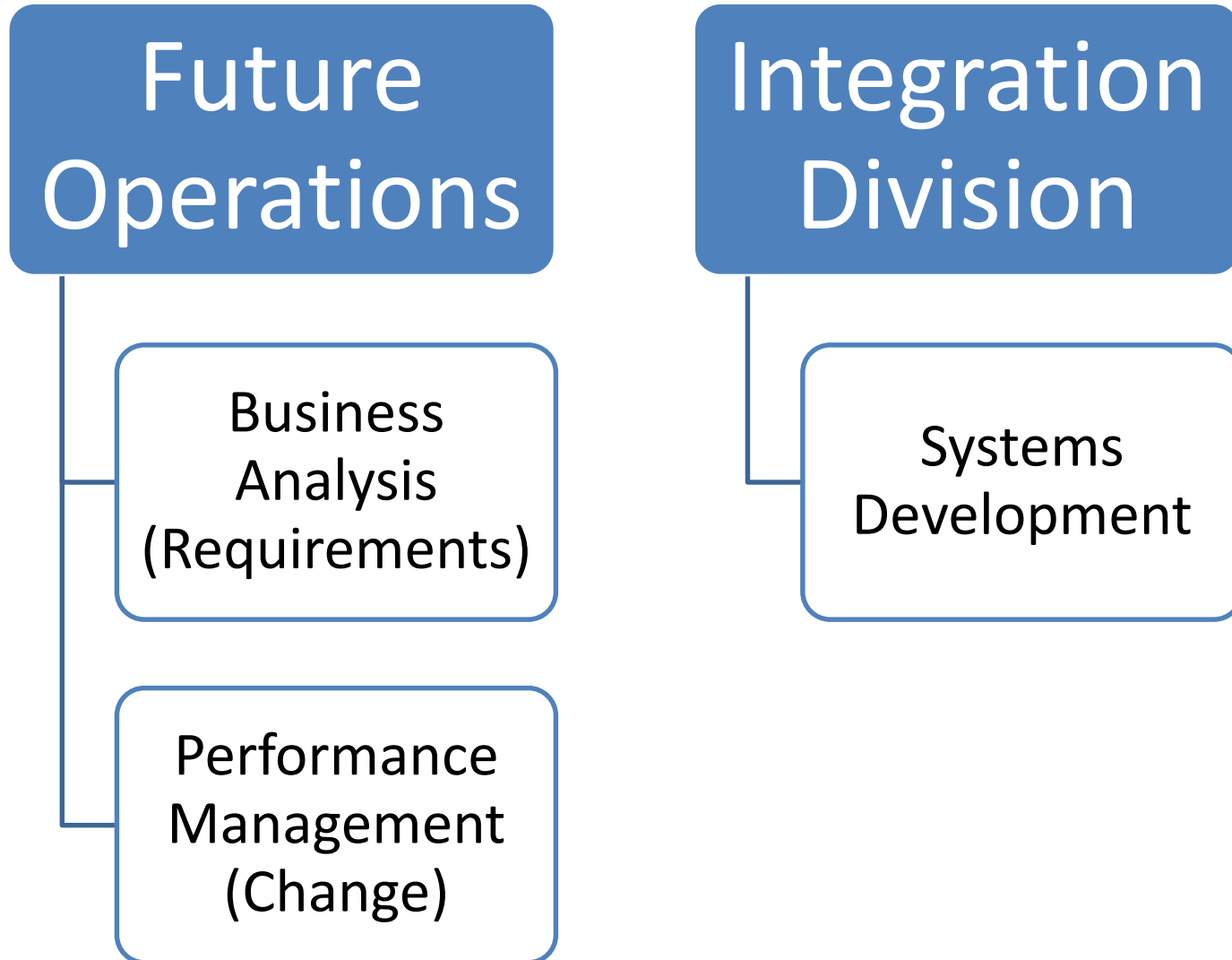


CMSgt Billie Baber

Overview

- DPX Overview
- Process
- Why?
- Future

DPX Overview



Creating an application in vPC

Requirement

Ex. “Evaluations Application”

- Analyze risks
- Identify pros/cons

Internal Process

- Identify needs
- Build Requirements

Build/Deploy

- Create
- Deploy to customers

Why?

- Create a place for personnel actions to be completed
 - Creates Accountability
 - Decreases man-hours w/automated applications)
 - Supports the paperless Air Force
 - Technology driven
 - User Friendly
 - Support the Total Force Initiative or 3 – 1
 - Decrease latency

Future Operations

What is AFIPPS

- Air Force Integrated and Pay System
- ETA – 3d Qtr of 2020

Functionalities

Pay Roll
Absence Management
Self Service
Order Processing
Scheduling /Participation
Workflow

Systems Affected

AROWS/AROWS-R
DJMS-AC/RC
LeaveWeb
myPay
RMVS
UTAPS-Web

What is EES

Sneak Peek

LEGACY



Dashboard

Role Filter [Role Filter Help](#)

[myPers Home Page](#)

[Overview](#) [Worklist](#) [Action Requests](#) [Reports](#) [My Roles / Delegations](#) [Roles Administration](#) [Routing Administration](#) [Workflow](#)

[Worklist Help](#)

Action Requests

View: Start Date: First Name:

Type: End Date: Last Name:

Status: Request ID:

[Refresh](#)

2 entries returned - 2 entries matched

Type	Request ID ^	Submitted By	Member	Unit	Date Created	Status
Evaluation	EVR0512303	MARK LATTA	TSGT TERRY FAN		2016/05/17	Coordination
Evaluation	EVR0518230	TIMOTHY TALBOT	CPT DAVID A HEINZ	661 AERONAUTICAL SYS SQ	2017/01/10	Coordination

[Open Coordination](#)

Assigned To:

Due Date:

MilPDS Updated:



Dashboard

Role Filter [Role Filter Help](#)

[myPers Home Page](#)

[Overview](#) [Worklist](#) [Action Requests](#) [Reports](#) [My Roles / Delegations](#) [Roles Administration](#) [Routing Administration](#) [Workflow](#)

[Worklist Help](#)

Action Requests

View Start Date First Name
Type End Date Last Name
Status Request ID

2 entries returned - 2 entries matched

Type	Request ID ^	Submitted By	Member	Unit	Date Created	Status
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Evaluation Control Panel

[Open Coordination](#)

Assigned To
Due Date
MilPDS Updated

Control Panel

Air Force Evaluations Control Panel

Air Force Evaluations Control Panel																																																																																																																																																																																
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Privacy Act Disclaimer appropriate to the information displayed. "This contains information which must be protected by IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO)." It must be protected or privacy act information removed prior to further disclosure.

EZ-Fill Form



ENLISTED PERFORMANCE REPORT (AB - TSgt)

OVERVIEW
18% Completed

RATEE
INFORMATION

JOB
DESCRIPTION

EVALUATION

FINALIZATION

RATEE
ACKNOWLEDGEMENT

Ratee:



[View AF Form 910](#) [Save & Exit](#)

Identification
Data

Performance
Period

Message Center

[I am not this Ratee's Rater](#)

Data is auto-populated from Ratee's personnel record

Last 4 of SSN

Rank

First Name

Middle Initial

Last Name

Organization

Command

Location

FDID

PAS Code

DAFSC

[Privacy and Security](#)

EZ Fill Form



ENLISTED PERFORMANCE REPORT (AB - TSgt)

OVERVIEW
18% Completed

RATEE
INFORMATION

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DESCRIPTION

EVALUATION

FINALIZATION

RATEE
ACKNOWLEDGEMENT

Ratee: [View AF Form 910](#) [Save & Exit](#)

Check Status

Rater Assessment

Additional Rater Assessment

Unit Commander/
Civilian Director

First Sergeant Review

Authorized Reviewer

Certification

Acronym Definitions

View Attachments

Message Center [I am not this Ratee's Rater](#)

Provide an overall performance assessment for the Ratee [Explain Performance Assessments](#)

Assess the Ratee's overall performance based on the performance assessments given in the following categories

- Performance in Primary Duties/Training Requirements.....
- Followership/Leadership.....
- Whole Airman Concept.....

Performance Assessment

Last 4 of SSN <input type="text"/>	Rank <input type="text"/> Name <input type="text"/>
Duty Title <input type="text"/>	Branch of Service <input type="text"/>
	Organization <input type="text"/> Command <input type="text"/>
	Location <input type="text"/>

[Privacy and Security](#)

Website Feedback

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

MY ACCOUNT


- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

LEARN MORE ABOUT

- Assignment
- Benefits and Entitlements
- Career Management
- Classification
- Compensation
- Deployment
- Evaluations
- Force Development
- Mobilization/Demobilization
- New Hire
- Promotion
- Recognition
- Retention
- Retirement
- Separation
- Systems Support
- Training

Home > Enlisted

Welcome, MSG SHANNON ELLIOTT



AGR Program Info

Learn more information about Active Guard/Reserve program vacancies, how to apply, rev and more.

Active Guard/Reserve Program

I Would Like To...

- Access the VPC-GR Dashboard
- Learn more about Civilian Furlough
- Change/Correct my Duty History
- Review USAFR Point Credit Summary Inquiry (PCARS)
- Change/Correct my Awards and Decorations
- Change/Correct my Retirement Points
- Request a Listing of my Federal Awards and Decorations
- Access ARCNet (CAC only)
- Submit a Classification IMA
- Request Documents/Records
- Submit a Training Waiver
- Submit a Montgomery Program
- Submit a Request for Program
- Process an Evaluation
- Update My Address/F
- Request a Mortgage L

[» View More](#)

Most Viewed Articles

- Reserve: Career Management Home Page
- Reserve: Compensation Home Page
- Reserve: Deployment and Readiness Home Page
- Reserve: Evaluations Home Page

Announcements for Air

- Enlisted Evaluation System Promotion System Change
- Airmen Comprehensive

Still Need Help?
Contact Us

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

Home > Contact Us

Contact Us

This page has been provided to assist our customers in meeting their needs. To help us reduce the response time to our valuable customers, these avenues listed are provided to ensure you receive the help you deserve:

Our "Email Us" link

Use this tool if you have a personal question or need assistance from the myPers - Total Force Service Center.

- [Email the myPers - Total Force Service Center](#)

Other Contact Information

For a complete listing of hours, phone numbers and mailing addresses.

- [myPers - Total Force Service Center Contact Information](#)
- [A1 Service Desk](#)

Suggestions to Improve Our Web site

If you have suggestions that would make our web site user experience better, we request you provide us feedback using the link below. We gather your recommendations and present them to total force representatives for evaluation and/or inclusion in our web site.

If you have a personal question or need help with a program on myPers, please use the "Email the myPers - Total Force Service Center link above.

- [Web Site Feedback](#)

Print Email this page Notify Me



Separations Branch





Responsibilities

- Process ANG separation applications
- USAFR Sanctuary Adjustments
- USAFR Physical Evaluation Board (PEB)
- Administrative Discharges for Cause
- Discharges with Severance Pay
- USAFR Mandatory Separation Date (MSD) extensions
- USAFR High Year Tenure (HYT) extensions



ANG Separations

- Separation applications are to be submitted no earlier than 180 days
- If applications are returned for corrections, please return within 5 duty days
- Brief members during out-processing on separation process



annuity Adjustments

- FSS should submit mypers ticket
- Requirement: 18 but less than 20 years of satisfactory service at time of separation
- 3 years granted for 2 years for member to reach 20 years of satisfactory service for retirement



USAFR PEB

- Cases are processed for fitness only determinations
- Ensure all documents are included in the case before it is sent to AFRC/SG, unit questionnaire must be within 9 mos, narrative summary within 9 mos, and the AF Form 469 within one year of the date it is received by ARPC
- Ensure member extends ETS up to one year to allow completion of the PEB process



AFR Administrative Discharges

- All requests are submitted via myPers
- Cases processed are all involuntary separations
- Cases are processed for SAF, Wing, and IADT level



AFR Discharge with Severance Pay

- Coordinate with AFPC and units to generate AF Forms 100
- Update separation in MilPDS
- Units are notified via myPers to process pay transaction



USAFR MSD/HYT

- MSD/HYT extension requests: recommend submission of at least 180 days prior to member's current separation date
- All packages should have a NAF endorsement prior to submitting in TMT
- Guides/templates will be available on the ARPC Sharepoint until moved to myPers

Headquarters U.S. Air Force

Integrity - Service - Excellence

Service Dates



**Ms. Kristy Thurman &
Mr. Christopher Smith**

ARPC/DPAMR

Reserve Service Programs

Verification of Service Dates

- Gaining unit responsible for initial computation and system update of all service dates upon accession.
- HQ ARPC/DPAMR will make system corrections for Pay Date, TFCSD, TYSD, TEMSD, DIEUS, and DIERF after initial data input into MilPDS.
- Controlled data items in MilPDS:
 - Pay Date, TFCSD, TYSD.
- Documents required: all DD4's, DD214's, NGB 22's, NGB 66's, Appointment/Enlistment orders and any Separation/Discharge documents.

Verification of Service Dates

- Requests usually completed within 10 business days
- Reference for Service Date calculation
- AFI 36-2604, Service Dates and Dates of Rank
- Requests should be submitted via vPC-GR.
- Reference for Pay Date calculation
- DoD 7000.14-R, Financial Management Regulation

- E-mail Address: arpc.dpamr@arpc.denver.af.mil
- Phone: 210-525-0102

References for Calculation of Service Dates

****AFI 36-2604, Service Dates and Dates of Rank***

Used for calculation of:

Date Initial Entry Uniformed Service (DIEUS)

Date Initial Entry Reserve Forces (DIERF)

Total Years Service Date (TYSD)

Total Federal Commissioned Service Date (TFCSD)

Total Active Federal Military Service Date (TAFMSD)

Total Active Federal Commissioned Service Date (TAFCSO)

Date of Rank (DOR)

Current Grade Date of Rank (CGDOR)

Total Enlisted Military Service Date (TEMSD)

Extended Active Duty (EAD)

1405 Service Date (*Retirement Pay Multiplier*)

****Department of Defense Financial Management Regulation (DoDFMR), Volume 7A***

Used for calculation of:

Pay Date

Headquarters U.S. Air Force

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Entitlements/RCSBP



**SSgt Mitchell R. Ciccarelli
ARPC/DPTTB**

Casualty Services Program Manager

Law-vs-Policy



Benefits
by law

- **Changed by a law (SGLI, RCSBP, etc..)**



Benefits
from USAF

- **Changed by AF anytime (Stateside Base Services Facilities)**

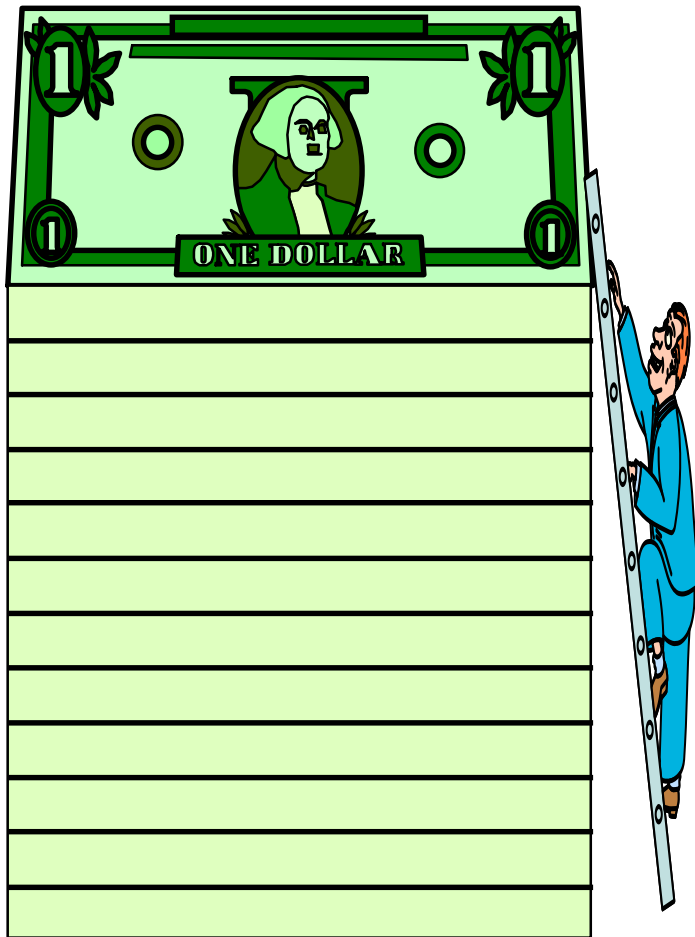
Entitlements

- Who is covered?
 - Participating reservist = Guard/Reserve Members
 - Retired Reserve awaiting pay = Gray Area Retiree
 - Retired drawing pay= Retiree

SGLI/VGLI

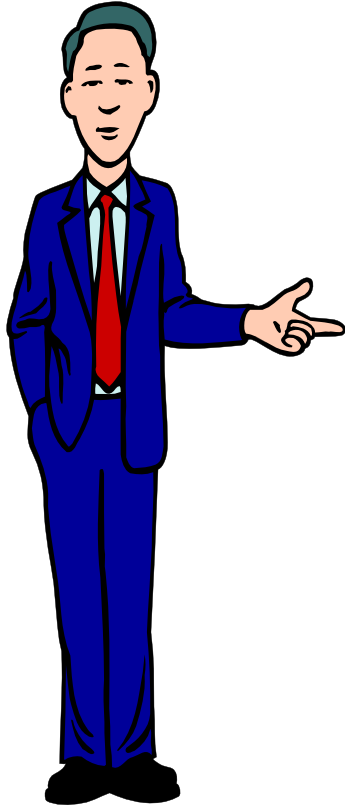
- Automatic
 - Participating Guardsman/Reservist only
- Affordable
- Term Life Insurance
 - No cash value

Servicemember's Group Life Insurance (SGLI)



- Maximum \$400,000
- Increase/decrease in \$50,000
- \$29.00 per month for maximum
- Full-time coverage
- On duty or off
- *Notification to spouse if less than max coverage or not sole beneficiary*

Servicemember's Group Life Insurance (SGLI)



Choosing a Beneficiary

It is in your best interest to
name a beneficiary?



Family SGLI (Spouse)

- Automatically covers spouse for \$100,000
- Cost is prorated based on spouse's age
- Accelerated Death Option Available
- Coverage can be decreased in increments of \$10,000
- Not available to members who have declined SGLI
- The FSGLI premium allotment starts automatically for any member who has a spouse listed in DEERs (ID Card) data file, except mil to mil couples (must fill out SGLV 8286a)

Family SGLI (Children)

- Children are automatically covered for \$10,000
- No cost for children
- Children are eligible while they are dependents

Traumatic Servicemember's Group Life Insurance (TSGLI)

- *TSGLI* benefit
- Premium - \$1
- Compensation from \$25,000 to \$100,000 per injury
- May not be terminated if covered under SGLI

Veteran's Group Life Insurance (VGLI)

- 120 days to convert without medical screening
- One year with medical screening
- 5-year term – renewable

SGLI Conversion Procedures

- **Contact Office of SGLI**
 - **Information**
 - **Conversion Form**
 - **List of participating companies**



<http://www.insurance.va.gov/sglisite/converting/SGLI.htm>

1-800-419-1473

SGLI/VGLI Accelerated Benefits Option

- Available to terminally ill
 - Must be insured under SGLI or VGLI
 - Life expectancy of less than 9 months
 - Receive up to half of their coverage during their lifetime
 - Only the insured can apply for the ABO claim package

Casualty Services

- Unit/Local Casualty Assistance Representative (CAR) provides casualty assistance to the survivor
 - Apply for their military benefits, if any
 - Provide them with phone numbers for various other agencies
- Please call HQ ARPC/DPTTB at DSN 847-3611, to report all Non-Duty Status and Gray Area Retirees deaths.

Virtual Record of Emergency Data (vRED)

Complete on the Virtual Military Personnel Flight (vMPF)

<http://w11.afpc.randolph.af.mil/vs/>

You'll need

- SSN
- DOB
- Pay Date
- Major Command

This replaced DD Form 93, Record of Emergency Data

Completion of vRED is mandatory for active duty, guard, and reserve members

Allows for 24/7 access to their emergency data

Person Authorized to Direct Disposition (PADD)

- Law requires addition to emergency data card
 - Airmen must designate one immediate family member as the Person Authorized to Direct Disposition (PADD) of their remains should they become a casualty.
 - Member must update selection on the Virtual MPF page on the AFPC website
 - A will **MIGHT** override the PADD depending upon the state laws that apply for wills



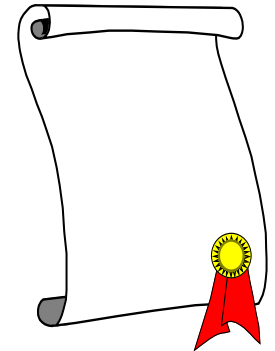
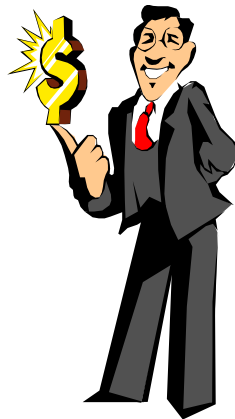
VA Benefits

- **Who may be eligible?**
 - **Veteran (defined by VA)**
 - **Retirees (includes gray area)**
 - **Guard/Reservists who die of injury or disease incurred or aggravated while in the line of duty**
 - **Spouses, unremarried surviving spouses, and minor children**
- **Eligibility criteria varies with each VA program**
- **Your eligibility is determined by the VA**
- **ARPC provides limited guidance only**
- **Recommend direct contact with the VA**

Toll Free 1-800-827-1000 <http://www.va.gov>

VA Benefits

- VA offers benefits and services in several areas
 - Health, compensation, vocational rehab, insurance, home loans, and educational assistance
- - ALL BENEFITS THROUGH THE VA MUST BE APPLIED FOR AND THE VA DETERMINES ELIGIBILITY.
- Loans - May be eligible if death is service-connected as determined by the VA. National Cemetery



Toll Free 1-800-827-1000 <http://www.va.gov>

Burial and Memorial Benefits (VA)

- **Benefits**
 - **Gravesite in any 120 national cemeteries**
 - **Arlington National Cemetery (www.arlingtoncemetery.org)**
 - **Includes cremated remains**
 - **Government headstone or marker and grave liner**
 - **Includes perpetual care**
 - **Presidential Memorial Certificate signed by current President**

Burial and Memorial Benefits (VA) Continued

- **Military funeral honors upon request**
 - **Two or more uniformed persons**
 - **At least one from veteran's parent service**
 - **Burial flag and playing of Taps**

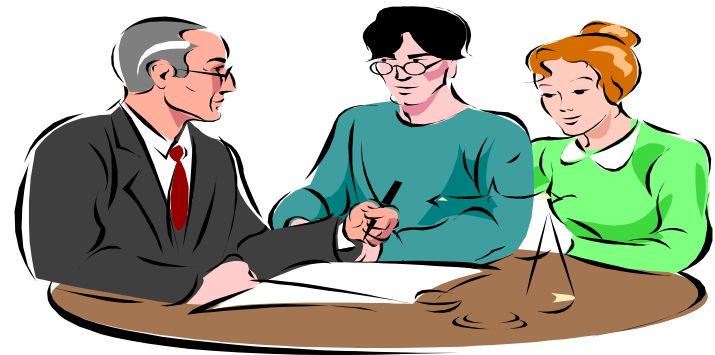


www.militaryfuneralhonors.osd.mil

Reserve Component Survivor Benefit Plan (RCSBP)

- **Timing:**
 - **Decision made upon receipt of 20 year notification letter**
 - **Premiums don't start until drawing retired pay**

- **Three options: A, B, or C**



RCSBP – Three Options

- **Option A**
 - Declines to make an election until members starts to draw retired pay
- **Option B**
 - Deferred annuity - payable upon member's eligibility to start receiving retired pay
- **Option C**
 - Annuity effective immediately



RCSBP

- **Failure to respond within the 90 days:**
 - **If you do have eligible family members**
 - **Automatic Option C coverage for your spouse and/or children**
 - **You will be responsible for the premiums**
 - **If you do not have eligible dependents**
 - **Automatic Option A coverage**
- **Failure to provide spousal concurrence:**
 - **Automatic Option C coverage for your spouse and/or children**
 - **You will be responsible for the premiums**
 - **Spousal concurrence must be notarized effective 1 May 08 for anything less than max coverage**

RCSBP Annuity Coverage

- Spouse only
- Spouse and children
- Children only - until 18 (day before 23rd birthday if full time student)
- Former spouse only
- Former spouse and children
- Person with insurable interest



Changes

- **Life Changing Events**

- **Marriage**
- **Birth of Children**
- **Divorce**
- **Death of beneficiary**

(You have 1 Year from the date of the life changing event to update your election)

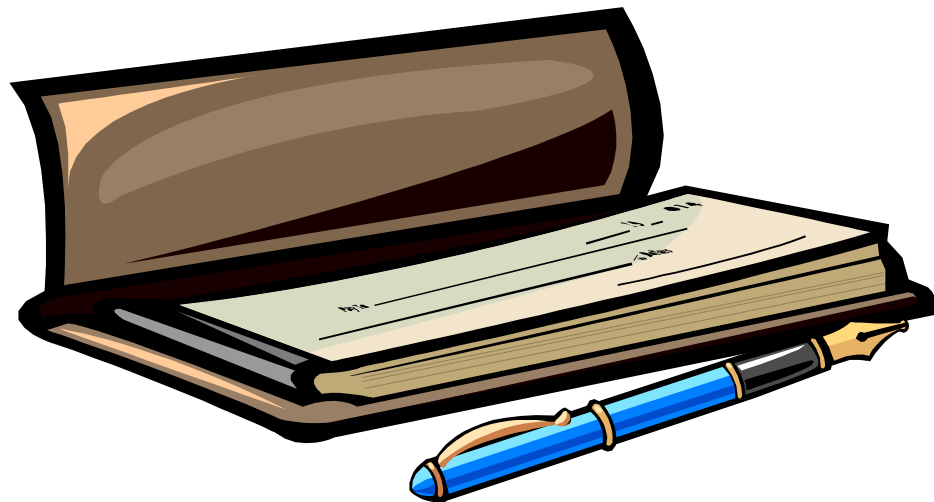
- **Cancel**

- **Must pay 24 months of premiums**
 - **Normally between ages 62-63**



Cost of Coverage

- Member's age
- Beneficiary's age
- Coverage selected



RCSBP Sample Calculation

Example

MSgt

Over 26 yrs

3000 Pts

RCSBP cost in red continues, even if you cancel coverage

RCSBP cost in red will be deducted from the annuity

Reserve Component Survivor Benefit Plan (RCSBP) Calculator

[Instructions](#)

Personal Information

Pay Grade E-7	Years of Service Over 26	Points 3000	Base Retired Pay (BRP) \$ 1003.31	Desired Coverage 1003.31
Point Value: 0.33444		Based on Pay Tables of Year: 2012		
<input type="button" value="Calculate BRP"/>				

Beneficiary Election

- Spouse or former spouse only Children only
 Spouse or former spouse and children Insurable Interest

Required Dates

Member's birth date: 2/20/1962 Date of election: 4/11/2011

Beneficiary Birthdays

Spouse or former spouse: 1/6/1960
 Youngest child: 7/11/1994
 Insurable Interest: 4/11/2012

Age at Election

51 2 years older
 17 32 years younger



RCSBP Estimates

	Option A	Option B	Option C
Base Retired Pay	1003.31	1003.31	1003.31
Desired Coverage	1003.31	1003.31	1003.31
Basic SBP cost	-44.34	-44.34	-44.34
RCSBP Cost		-16.25	-22.27
Total deductions	-44.34	-60.59	-66.61
Net retired pay	958.97	942.72	936.70
Annuity		542.88	539.57

- Member lives beyond age 60
 Spouse still eligible

Based on Pay Tables of Year: 2012

- A. Deferred Election is when the member declines participation in the plan until age 60.
 B. Deferred Annuity is payable on anniversary of member's 60th birthday or later.
 C. Immediate Annuity is payable effective the day after the member's death.

Additional Print Fields

Address Optional Text

Show the actuary factors used in calculations

One-on-One Time w/OPRs Next

**Door
Separations**

DD 214s

DEERS

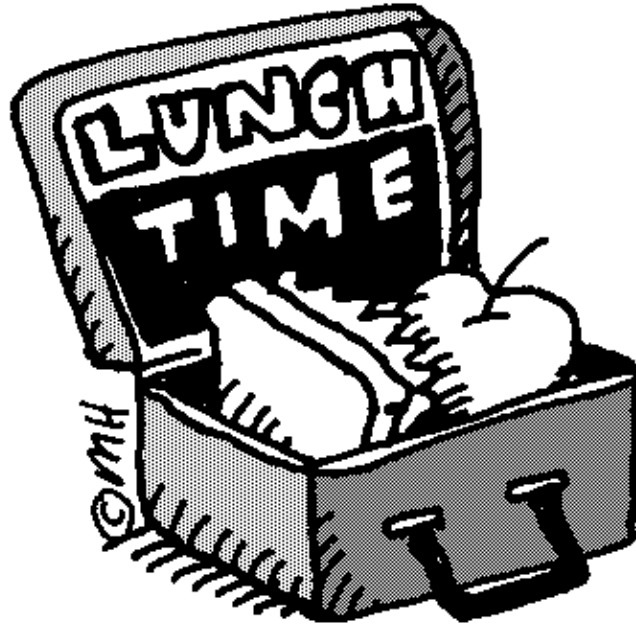
Awards & Decs

Building Tour

&

One-on-One Time with
OPRs

Lunch Time



See you back at 12:30

Headquarters U.S. Air Force

Integrity - Service - Excellence

Post 9/11 GI Bill Education Program Chapter 33



Post 9-11 GI Bill - What is it?

- Requires minimum 90 days active cumulative service since 11 Sep 2001 other than basic training/IADT/annual tours
 - ANG: Title 10 and Title 32 502f included
 - Eligibility to use Title 32 (AGR)/32 sec 502f payable 1 Oct 11 retroactive to 1 Aug 09
- Benefit:
 - 40% for 90-180 days of AD service
 - Benefit increases 10% with each additional 6 months of AD service
 - 100% with 36 months of AD service

- # Post 9-11 GI Bill - What is it?
- Pays:
 - Tuition/fees capped at most expensive state school
 - Housing allowance at rate of SSgt with dependents
 - Annual stipend of \$1000 for books/supplies
 - 36 academic months
 - Can be used for:
 - Degree programs and effective 1 Oct 11 can be used for flight training, apprenticeship/OJT, and certification programs

If you qualify for the Post 9/11 GI Bill you may be eligible to transfer your benefit with additional eligibility...

ARPC Letter of Certification

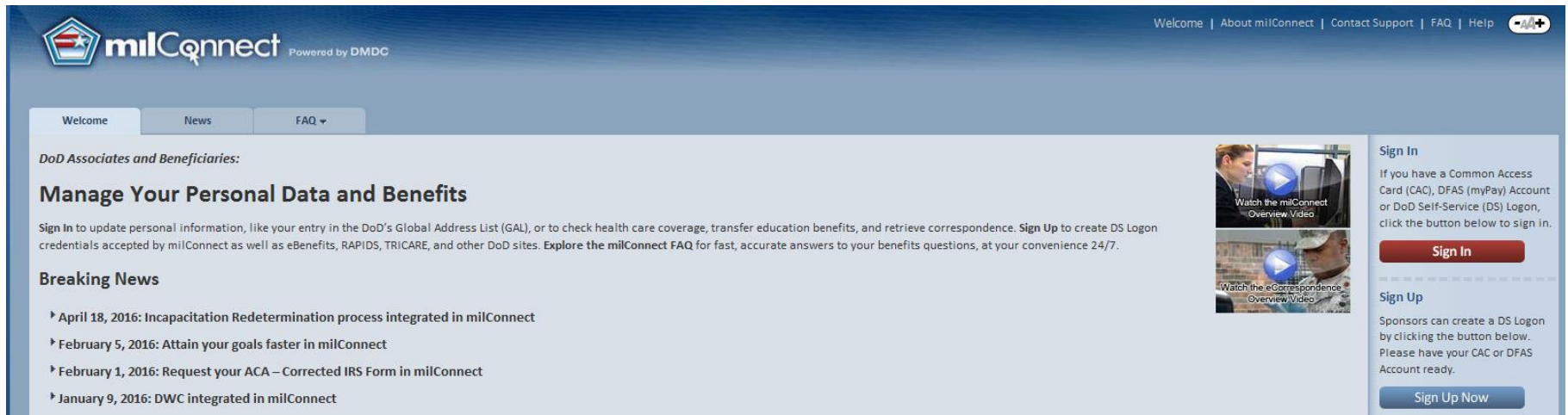
- To eliminate the need to submit orders or DD 214s to the VA, ARPC can provide you with a Letter of Certification.
- In order to request one you will need to:
 - Review Point Credit Summary on vMPF for accuracy
 - Qualifying duty is identified as Type of Duty 1, 2, 3 & 5 on pt summary
 - Complete VA 22-1990 on www.va.gov click on VONAPP
 - Submit to VA electronically and keep your confirmation number, date and location of regional VA office
 - Provide VA information through MyPers when requesting a letter of certification from ARPC
 - ANG members provide orders for type of duty (codes 2, 3 & 5 on point summary)

Eligibility to Transfer Your Benefit

- Eligibility/Commitment for transfer to dependents:
 - You need *6 years* active duty and/or Selected Reserve service on the date of election to transfer to a *spouse* and *10 years* to transfer to dependent *children*
 - You will incur a commitment for an additional 4 years active duty and/or Selected Reserve service upon transfer
- You must be on active duty or participating in the Selected Reserve when you elect transfer
 - You may revoke or modify the election after you leave participating status, but you may not add a dependent
 - CAT E Members are not Eligible to Transfer
- Dependents must be listed in DEERS

Member Applies For Transfer

- **Applying for Post 9-11 GI Bill has multiple steps**
 - **Member applies to be made eligible for Post 9-11 with the VA by filling out the VA form 22-1990**
 - **Members apply to transfer their benefits to their depends with their branch of service, Via the web page www.dmdc.osd.mil/milconnect**



The screenshot shows the milConnect website interface. At the top left is the milConnect logo with the tagline "Powered by DMDC". The top right navigation bar includes links for "Welcome", "About milConnect", "Contact Support", "FAQ", and "Help", along with a user profile icon. Below the navigation bar are tabs for "Welcome", "News", and "FAQ". The main content area is titled "DoD Associates and Beneficiaries:" and features a section "Manage Your Personal Data and Benefits" with a sub-header "Sign In to update personal information...". To the right of this section are two video thumbnails: "Watch the milConnect Overview Video" and "Watch the eCorrespondence Overview Video". Further right is a "Sign In" section with a "Sign In" button and a "Sign Up" section with a "Sign Up Now" button. A "Breaking News" section is located at the bottom left of the main content area, listing several news items with dates and topics.

milConnect Powered by DMDC

Welcome | About milConnect | Contact Support | FAQ | Help

Welcome | News | FAQ

DoD Associates and Beneficiaries:

Manage Your Personal Data and Benefits

Sign In to update personal information, like your entry in the DoD's Global Address List (GAL), or to check health care coverage, transfer education benefits, and retrieve correspondence. Sign Up to create DS Logon credentials accepted by milConnect as well as eBenefits, RAPIDS, TRICARE, and other DoD sites. Explore the milConnect FAQ for fast, accurate answers to your benefits questions, at your convenience 24/7.

Breaking News

- ▶ April 18, 2016: Incapacitation Redetermination process integrated in milConnect
- ▶ February 5, 2016: Attain your goals faster in milConnect
- ▶ February 1, 2016: Request your ACA – Corrected IRS Form in milConnect
- ▶ January 9, 2016: DWC integrated in milConnect

Sign In

If you have a Common Access Card (CAC), DFAS (myPay) Account or DoD Self-Service (DS) Logon, click the button below to sign in.

Sign In

Sign Up

Sponsors can create a DS Logon by clicking the button below. Please have your CAC or DFAS Account ready.

Sign Up Now

Member Receives SOU in MyPers

- Member gets an email to all of their email addresses in MyPers and we ask the member to log in, and review their TEB incident

The screenshot shows the MyPers website interface. At the top left is the MyPers logo. To the right is a search bar with a dropdown menu labeled "Select a product" and a search icon. Below the search bar are links for "Advanced Search" and "Search Tips". A navigation bar contains links for "ACTIVE DUTY AF", "AIR RESERVE", "AIR NATIONAL GUARD", "RETIREE", "CIVILIAN", and "RESOURCES FOR FSS". On the left side, there is a "MY ACCOUNT" section with links for "Incidents/Messages", "My Documents", "Notifications", "Change Password", and "My Profile". Below this is a "Still Need Help?" section with a "Contact Us" link. The main content area shows a breadcrumb trail "Home > Incidents/Messages" and an "E-mail Us" button. A yellow warning box states: "Incidents are only viewable for 1 year from date closed." Below this is a "My Incidents" section with the heading "Results 1 - 2 of 2". A table lists the incidents:

<u>Subject</u>	<u>Status</u>	<u>Date Created</u>	<u>Date Last Updated</u>	<u>Reference #</u>
TEB (Training)	Waiting	04/25/2016	04/25/2016	160425-003498
NCOA DL Override	Closed	03/07/2016	03/07/2016	160307-020769

At the bottom of the main content area is a "My Tasks" section.

Returning SOU

myPers.af.mil



Customer Entered by myPers - Total Force Service Center via Phone
Created the incident for training purposes

04/25/2016 11:37 AM


Additional Details

Reference Number 160425-003498
Product Active Duty AF
Enlisted
Category Benefits and Entitlements
Education
Post 9/11 Transferability
Created 04/25/2016 11:34 AM
Updated 04/25/2016 11:37 AM
Status Waiting

Contact Information

Email Address clay.goudeau@us.af.mil
File Attachment  [SOU.pdf \(16.08 KB\)](#)
 [SOU-Digital.xfd \(19.53 KB\)](#)



 Print Question

Results and/or Additional Information

Attach Additional Documents to Question (Optional)

Only the following file types are allowed:

.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .ppbx, .rtf, .tif, .tiff, .txt, .xfd, .xofd, .xls, .xslm, .xlsx, .xml



When You are Done...



The obligation end date should be enter into the reserve service component box of the SOU, then signed and dated

The member should then return the SOU, by logging in and updating the incident with an attachment

Transferring Benefits to Children

- You may transfer to your children
 - 0-21 years of age
 - 21-23 years of age, if enrolled in full time college
 - Children must be listed in DEERS in order to transfer
 - The opportunity to transfer will remain up to 23rd birthday in spite of the recent insurance change to 26th birthday
- Children may use your benefit:
 - When they attain the age of 18 or complete requirements of secondary school diploma (or equivalency certificate)
 - Until age 26 – even if member's 15 year eligibility period has ended
 - If dependent has married after starting school and already receiving benefit

How to Use the GI Bill Comparison Tool

The screenshot displays the U.S. Department of Veterans Affairs website. At the top left is the VA logo and the text "U.S. Department of Veterans Affairs". To the right are social media icons and a search bar. Below the header is a navigation menu with categories: Health, Benefits, Burials & Memorials, About VA, Resources, News Room, Locations, and Contact Us. A left sidebar contains a dropdown menu "I AM A..." and a list of navigation options, with "Education & Training" selected. The main content area shows the breadcrumb "VA » Veterans Benefits Administration » Education and Training" and the heading "Education and Training". A large banner features an image of two people at a laptop with the text "VA GI Bill® Comparison Tool" and "START COMPARING". Below the banner are four links: "OJT Training Guide", "Choosing A School Guide", "GI Bill Comparison Tool" (highlighted with a blue box), and "GI Bill Feedback System". Below the links are three buttons: "Choose a School", "Apply for Benefits", and "Contact Us". The "Choose a School" button is active, showing a card with a school image and the text "Choose a School" and "Compare VA-approved institutions and review other information to choose the educational program that works best for you." On the right, there is a "POST 9/11 GI BILL" logo and a "FAQS" section with buttons for "FAQs" and "Submit a Question".

How to Use the GI Bill Comparison Tool

- Me [Education Benefits](#) > [GI Bill](#) > [GI Bill® Comparison Tool](#) and sea

Learn about education programs and compare estimated benefits by school.

Step 1: Tell Us About Yourself

Military Status:
National Guard / Reserves

Whether you want to apply your GI Bill benefits to college classes or an on-the-job training program, this tool will help you make the most of them.

Which GI Bill benefit are you thinking of using?
Post-9/11 GI Bill (Ch 33)

Cumulative Post 9-11 Active Duty Service:
36+ months: 100% (includes BASIC)

\$ Tuition & Fees \$ Housing \$ Books

Step 2: About Your School

Will you be taking classes online?
 All No Both

Enter a city, school or employer name:
Denver Art | x

[Search Schools](#)

Additional Resources

- 1 [Explore Your Career](#)
- 2 [GI Bill Comparison Tool](#)
- 3 [Choose a School](#)
- 4 [Apply for GI Bill](#)
- 5 [Succeed in School](#)
- 6 [Find Employment](#)

What's Your Plan?

Transitioning to civilian life takes preparation, research, planning, and the right tools. We're here to help you make the right decisions on where to use your hard earned benefits!

How to Use the GI Bill Comparison Tool

UNIVERSITY OF DENVER

DENVER, CO

381 [GI Bill Students](#)

www.du.edu

PROGRAM: 4 Year
TYPE: Private
LOCALE: City
SIZE: Medium

Your Estimated Benefits

Tuition and Fees

Housing Allowance

Book Stipend

\$21,085

per year

\$1,795

per month

\$1,000

per year

Veteran Summary

- ✓ [Student Veteran Group Go To Site](#)
- >>
- ✓ [Yellow Ribbon See YR Rates](#)
- ✓ [Principles of Excellence](#)
- ✓ [Military Tuition Assistance \(TA\)](#)
- ✗ [VetSuccess on Campus](#)
- ✗ [8 Keys to Veteran Success](#)

Once you pick a school, it will tell you more information about the school. Like how many students are using GI Bill. The amount in blue tells you how much the VA will pay if you go to this school at the eligibility percentage you selected.


How to Use the GI Bill Comparison Tool

Click on “See YR Rates to see all the yellow ribbon schools in your chosen state.

Veteran Summary

- ✓ [Student Veteran Group Go To Site](#)
- >>
- ✓ [Yellow Ribbon See YR Rates](#)
- ✓ [Principles of Excellence](#)
- ✓ [Military Tuition Assistance \(TA\)](#)
- ✗ [VetSuccess on Campus](#)
- ✗ [8 Keys to Veteran Success](#)

use your hard earned benefits!



Benefits Calculator

Calculate Your Detailed Benefits

Tuition / Fees (year):

Receiving Yellow Ribbon?
 Yes No

Scholarships (not Pell):

Enrolled:

School Calendar:

Eligible for Kicker:
 Yes No

Calculator Results

Housing Allowance: \$1,795 / month

Total GI Bill Benefits: \$38,240

Paid to school: \$21,085

Paid to You: \$17,155

Out of Pocket Tuition: \$21,005

Tuition & Fees Charged: \$42,090

GI Bill Pays: \$21,085

	Fall	Winter	Spring	Total (Yr)
<u>Tuition / Fees Benefit:</u>	\$14,030	\$7,055	\$0	\$21,085
<u>Housing Allowance:</u>	\$5,385	\$5,385	\$5,385	\$16,155
<u>Book Stipend:</u>	\$333	\$333	\$333	\$1,000

A break down of charges is listed on the site, to include out of pocket expenses.

CO State Yellow Ribbon Program Information 2015 - 2016

Name of College	Location	Degree Level	Division or School	Number of Students	Max School Contribution Amt (Per Student/Per Year)
Adams State University	Alamosa	All	All	100	\$5,000.00
Anthem College	Aurora	All	All	Unlimited	\$1,500.00
Arapahoe Community College	Littleton	Undergraduate	College	15	\$1,000.00
Argosy University - Denver	Denver	Undergraduate	All	Unlimited	Unlimited
Argosy University - Denver	Denver	Graduate	All	Unlimited	Unlimited
Argosy University - Denver	Denver	Doctoral	All	Unlimited	Unlimited
The Art Institute - Colorado	Denver	All	All	Unlimited	Unlimited
College America - Colorado Springs	Colorado Springs	All	All	1,000	\$10,000.00
College America - Denver	Denver	All	All	1,000	\$10,000.00
College America - Ft. Collins	Ft. Collins	All	College	Unlimited	\$5,000.00
Colorado Christian University	Lakewood	Undergraduate	CAGS - Adult & Graduate Studies	Unlimited	\$2,500.00
Colorado Christian University	Lakewood	Graduate	CUS - Undergraduate Studies	Unlimited	\$5,000.00
Colorado College	Colorado Springs	Undergraduate	All	9	\$7,000.00
Colorado College	Colorado Springs	Graduate	All	6	\$5,000.00

Scroll through the list until you reach the school you are looking for

This is a great resource to help a student decide on a school, or to make more financial arrangements.

Post 9-11 GI Bill

- **To establish Post 9/11 Education Assistance eligibility:**
 - <http://www.va.gov> once there click on VONAPP
 - The VONAPP will give you any VA form
 - Member may attach up to 5, 1mg attachments (orders, DD 214, etc)
- **To elect to transfer benefits:**
 - <https://www.dmdc.osd.mil/milconnect/>
 - Site accessible with:
 - Common access card
 - Defense Department self-service user identification
 - Defense Finance and Accounting Service PIN

For more information: www.va.gov
or call VA Education at: **1-888-442-4551**
or call Total Force Service Center – Denver at:
1-800-525-0102

Headquarters U.S. Air Force

Integrity - Service - Excellence

Recognition Services



SSgt Adam Van Horn

DPTSA

11 May 2017

Version 1

Overview

- **References**
- **Services Provided by TFSC**
- **MPS and CSS Roles**
- **Operation INHERENT RESOLVE Campaign Medal**
- **Good Conduct Medal Updates**
- **Special Duty Ribbon**

References

- **AFI 36-2803_AFGM2017-01 Awards and Decorations**
- **AFH 33-337 Tongue and Quill**
- **DODM 1348.33 Volumes 1, 2, and 3**
- **AFI 36-2110 Assignments (Long and Short Tour Updates)**
- **AFI 33-328 Administrative Orders**

Services Provided by TFSC

- **Provide guidance to MPS/CSS/Member concerning awards and decorations**
- **Review and update all vPC applications concerning recognitions (AFAM, AFCM, MSM, MOVSM, CRM, Denial of ARFMSM, Amendments, and Revocations)**
- **Mail out one time replacement medals to members if lost by no fault of their own**
- **Complete award listings for separated and retired members upon request**
- **Respond to Congressional Inquiries and BCMRs**
- **Process all CMS cases and update or forward requests to appropriate office**

MPS Responsibilities

- **Administer the Awards and Decorations program for the wing commander in accordance with higher headquarters guidance and act as the focal point for wing/installation assigned, attached, and visiting personnel with Awards and Decorations questions or matters**
- **Update awards, or related devices into the Military Personnel Data System (MilPDS) and ensure related data for each member's MilPDS, vMPF, and ARMS recod is accurate**
- **Manage and execute all actions pertaining to awards**
- **May delegate award updates to CSS if access is granted in MilPDS**

Operation INHERENT RESOLVE

- **The IRCM shall be awarded to each Service member who, on or after 15 June 2014, was permanently assigned, attached, or detailed for 30 consecutive days or 60 non-consecutive days to a unit operating in the area of eligibility (AOE), or who meets one of the following criteria regardless of time spent in the AOE:**
- **Was engaged in combat during an armed engagement**
- **While participating in an operation or on official duties was killed or wounded/injured and medically evacuated from the AOE**
- **The AOE encompasses the land area of the countries of Iraq and Syria, the contiguous waters of each extending out to 12 nautical miles, and the air space above the land area and contiguous waters.**
- **Aircrew members accrue one day of eligibility for each day they fly into, out of, within, or over the AOE. The IRCM is not authorized for foreign military personnel.**
- **This award is not currently visible in vMPF and will show as unknown award**

Good Conduct Medal

- **It is awarded to Air Force enlisted personnel for exemplary conduct during a three-year period of active military service, (or for a one-year period of service during a time of war). Persons awarded this medal must have had character and efficiency ratings of excellent or higher throughout the qualifying period, including time spent in attendance at service schools, and there must have been no convictions of court martial during this period. Air Force personnel who were previously awarded the Army Good Conduct Medal and after June 1, 1963 qualified for the Air Force Good Conduct Medal could wear both medals.**
- **One year on active military service for war time, does not apply**
- **MilPDS must currently be update as “O” and “CF” to reflect correctly in vMPF. Systems is currently working to correct this issue.**

Special Duty Ribbon

- It is awarded to all service members who are awarded a special duty Air Force Specialty Code (AFSC) or a special duty identifier, and successfully completed a special duty assignment (includes consecutive assignments).
- Qualifying special duty assignments are: T –prefix (Training Instructor in core AFSC (officer and enlisted)), 80C0 (Commander, Cadet Squadron, USAFA), 81C0 (Training Commander, OTS), 81T0 (Instructor), 82A0 (Academic Program Manager), 8A100 (Career Assistance Advisor), 8B000 (Military Training Instructor), 8B100 (Military Training Leader), 8B200 (USAFA Military Training), 8C000 (Airman and Family Readiness Center NCO), 8F000 (First Sergeant), 85G and 8G000 (Honor Guard), 83R and 8R000 (Recruiter), and 8T000 (Professional Military Education (PME) Instructor).
- Effective on 4 September 2014

Headquarters U.S. Air Force

Integrity - Service - Excellence

Performance Evaluations



**MSgt Burbach
HQ ARPC/DPTSE
Evaluations**

Overview

- SCOD Schedule
- Accounting Dates
- Who requires an evaluation
- “FROM” and “THRU”
- DBH (Directed by HAF) Reports
- Non-Rated Days
- Forced Distribution
- Common errors
- Notable Changes in AFI 36-2406 (8 Nov 2016)

SCOD Implementation

- **Static Close-out Date (SCOD) Enlisted Charts**

AFR and ANG Non AGR Personnel	
SrA and Below	31 Mar (Even years – Starting in 2016)
SSgt	31 Jan (Odd years – Starting in 2017)
TSgt	30 Nov (Even years – Starting in 2017)
MSgt	30 Sep (Odd years – Starting in 2015)
SMSgt	31 Jul (Even years – Starting in 2016)
CMSgt	31 May (Odd years – Starting in 2015)

Table 4.8

RegAF, ARC AGR & Stat Tour Personnel	
SrA and Below	31 Mar
SSgt and SSgt selects	31 Jan
TSgt and TSgt selects	30 Nov
MSgt and MSgt selects	30 Sep
SMSgt and SMSgt selects	31 Jul
CMSgt and CMSgt selects	31 May

Table 4.7

Accounting Dates

Table 4.12. Accounting Dates for Static Close-out Date Evaluations.

Rank (includes selectees)	Static Close-out Date	Accounting Date
SrA and below	31 Mar	3 Dec
SSgt	31 Jan	3 Oct
TSgt	30 Nov	3 Aug
MSgt	30 Sep	3 Jun
SMSgt	31 Jul	3 Apr
CMSgt	31 May	3 Feb

Note: Accounting dates are approximately 120 days prior to each SCOD and are established as the 3rd of the month for consistency.

Who Requires OPRs

- All officers in the grade of colonel and below (except brigadier general selects), not being evaluated using AF Form 475 (see paragraph 6.1.), or as specified in paragraph 3.4. See Table 3.2. and Table 3.3.
- Any individual being released from RegAF to the ARC (participating or non-participating) regardless of the days of supervision prior to separating.
- Officers filling an authorized 365 day extended deployment billet who have at least 120 days of supervision, prior to departing TDY. See paragraph 3.9.
- Officer placed in prisoner status, appellate leave, or who are AWOL.
- Officers whose separation/retirement is withdrawn. An evaluation is due if the officer's separation/retirement is withdrawn or cancelled. If the original projected close-out date has not passed, then it will remain the same. If the original projected close-out date has passed, the close-out date will be the date of the official withdrawal, cancellation, or as soon as the rater has 120 days of supervision whichever occurs first. The reason for the evaluation is "annual/biennial".

Who Requires EPRs

- All enlisted personnel in the grade of airman basic through CMSgt who have at least 20 months Total Active Federal Military Service (TAFMS) or for ARC 20 months in service from Date Initial Entry Uniformed Services (DIEUS)
- Separation/Retirement of Enlisted Personnel (applicable to RegAF and ARC personnel).
- Evaluations are mandatory, regardless of separation or retirement status, provided the member has not *officially* separated or retired as of their applicable current, or projected grade's SCOD. EXAMPLE: A MSgt with an effective date of retirement of 1 October, would require an evaluation on the MSgt static close-out date of 30 September, regardless of if the member is on terminal leave, as they are not officially retired from the Air Force, until 1 October.
- For retirements (only): An evaluation is mandatory; however, the rater may choose to or not to provide written performance comments on the evaluation as outlined below.
- Rater chooses: comments are written (regardless of whether the ratee wants the comments to be written or not) and the evaluation will close-out on the ratee's applicable SCOD.
- No comments: rater does not want to provide written performance comments on an evaluation, the unit commander (for an enlisted ratee in the rank of AB thru SMSgt), or the senior rater (for CMSgts), will decide whether comments will be written.

FROM Date

Establish the “FROM” date if the member:

- Previous evaluation on file: use the day following the close-out date of the previous evaluation.
- AFR: Members who have not had a previous evaluation, use the member’s date of assignment to the ARC. For SrA and below use the Date Initial Entry Uniformed Services (DIEUS).
- ANG: SrA & below who had not had a previous evaluation, the from date equals DIEUS. SSgt through CMSgt who are transferred from any branch or component, the from date equals date arrive station.

THRU Date

Air Force Reserve Initial Reports.

- AFR: The close out date will be 20 months from the ratee's Date Initial Entry Uniformed Services (DIEUS), provided the 20 months falls between 1 Apr through 1 Dec each year. For example: the ratee's DIEUS date is 15 Feb 17, then the close out date will be 14 Oct 18.
- Note: If the close out date is on 2 Dec through 31 Mar of the biennial SCOD cycle then the close out date will be rolled forward to the 31 Mar SCOD. For example, the ratee's 20 months from DIEUS is 23 Dec 15, then the close out date will be rolled forward to 31 Mar 16. If the close out date is on 2 Dec through 31 Mar of the non-biennial SCOD cycle then the close out date will be the 20 months DIEUS date and will not be rolled forward to the next SCOD cycle. For example, the ratee's 20 months from DIEUS is 23 Dec 16, then the close out date will be 23 Dec 16, there is not a 31 Mar 17 SCOD cycle.

THRU Date

Air National Guard Initial Reports.

- ANG: Close-out date will be 20 months from the ratee's Date Initial Entry Uniformed Services (DIEUS) date provided the 20 months falls between 1 Apr through 1 Dec each year. For example: the ratee's DIEUS date is 1 Apr 14, then the close-out date will be 1 Dec 15. If the 20 months falls between 2 December through 31 Mar then the close-out date will be rolled-forward to the 31 Mar SCOD and the reason for the report will remain Initial. Subsequent evaluations will close out on the appropriate SCOD.
- Note: ANG rolls forward to 31 march of the next calendar year.

Directed by HAF

- Reports for ARC members: reports will close-out on the next appropriate SCOD. If a promotion/demotion or transfer out of inactive/active status has occurred and the ratee will have more than 24 months (12 months for AGR) from the last evaluation and the new established SCOD for the new rank; a DBH report is required to close out the day prior to the status occurred. EXAMPLE: An AGR MSgt is promoted to SMSgt effective 1 Sep 16. A DBH report will be required to close out 31 Aug 16 because the member will have more than 12 months from the last evaluation and the new established SCOD for the new rank.
- SSgt McDaniel was supplementally selected or STEP promoted to TSgt on 15 Apr 2016 and SSgt McDaniel had an EPR on the SSgt SCOD of 31 January 2016, then no EPR is required as TSgt (or TSgt select) McDaniel will receive an EPR on 30 November 2016 (TSgt SCOD).
- SSgt Snowden was supplementally selected or STEP promoted to TSgt on 10 Jan 16. TSgt (or TSgt select) Snowden's last evaluation was completed on the 31 Jan 15 SSgt SCOD and the next projected EPR is the 30 Nov 16 TSgt SCOD. Since this creates a rating period of longer than one year, a DBH EPR is required with a close-out date effective the date of the supplemental release/STEP promotion date.

Note: Applies to component transfers.

Non-Rated Days

- Non-Rated Periods. In particular circumstances, non-rated periods may be authorized. The documentation and/or approval authority required will vary depending on the nature of the circumstances (i.e., for medical conditions, non-rated period is initiated by the Airman's medical provider).
- Enlisted ARC personnel upon transfer out of the Inactive Ready Reserve or transfer from RegAF, or ANG, or AFR to another component, must include non-rated periods on the first SCOD evaluation following reentry/transfer. Mandatory statement must be placed in the first line of the rater's comments in Section III (AF Form 910/911) and Section II (AF Form 912), "Member not rated for the period of _____ days due to being assigned to Inactive Ready Reserve, or transfer from RegAF, AFR, or ANG (whichever is applicable)"
- Medical (physical, physiological, and/or psychological conditions; hospitalization, maternity, and/or convalescence in excess of 80 days, including, but not limited to, Airmen in Patient Status) Documentation: The Airman's provider will initiate the recommendation for a non-rated period to the Airman's unit commander using AF Form 469, *Duty Limiting Condition Report*. Includes Sexual Assault (Unrestricted Report) Documentation:
- Lengthy Initial Skills and Advanced Training Courses (enlisted only). Non-rated periods are only considered for initial skills or advanced training courses in excess of 20 continuous weeks (for example the 1-year AFIT program). The following training courses do not qualify for use of non-rated: initial skills and advanced training courses that are under 20 continuous weeks; all other 3, 5, 7 skill level training courses; and/or other specific skills training courses (e.g. field detachment training, flight requalification courses, pre-deployment training, etc.) for which the ratee travels TDY from home station, or TDY enroute. (There is no approved list of schools for enlisted members)

Non-Rated Days (cont)

- Q26. What if an airman is new and has only completed IADT or a member is not participating in UTAs or IDTs, how does the rater complete the report?
- The rater must still complete the report, and non-rated days are not authorized for the sole purpose of identifying that the rater has not physically seen the ratee or the ratee has not participated in UTAs or IDTs (due to IADT or failure to report).
- White space is authorized on an evaluation and sections that require one minimum bullet may state “LINE INTENTIONALLY LEFT BLANK” if the member has not had any notable performance or accomplishments that can be placed in the evaluation. Sections that state comments are optional may have a comment or state “THIS SECTION NOT USED”.
- Keep in mind, any derogatory statement, rating of “Met some but not all expectations”, or a “DO NOT PROMOTE” recommendation (AF910 only), will make the evaluation a referral report •

Forced Distribution

- The AFI does not state that the ARC is not participating in forced distribution, the current guidance will remain in place and the ARC (ART, TR, DSG, IMA, AGR) will not utilize Forced Distribution and promotion allocations.
- Unit commanders (or Forced Distributors) will need to provide a promotion recommendation as applicable in Section IX, block 6. The AF Form 910.
- Section I, Block 7, FDID, will need to state N/A until all FDIDs are identified.

Common Errors

- Command/Component missing (Prior to 8 Nov 2016)
- Reason for report is incorrect
- Dates are incorrect
- Mandatory Comments are Missing (i.e. Referrals, Comments in feedback section, etc.)
- Specifically detail behavior or performance that caused a report to be referred
- Promotion Recommendations (Recommendations, Selection for, etc.)
- Stratification (AF 910/912 Prohibited/AF 911 Section IX only/AF 707 Must be within rater Scope of Responsibility)
- Comments not in bullet format
- PME Comments
- “NO” on Quality Force Review
- MuAll attachments must be in the one file (i.e. referral memorandums)

Common Errors Cont.

- AF Form 911 Final Evaluator Position marked incorrectly
 - **Senior Rater – Wing CC or equivalent-** Used when the final evaluator is the highest level endorser in the Ratee's rating chain. The senior rater must be in the grade of at least a colonel or civilian equivalent, (GS-15), or higher, serving as a wing commander or equivalent and designated by the Management Level.
 - **Senior Rater Force Endorsement-** This block will be marked when the senior rater must complete Final Evaluator's Comments, whether or not the Ratee is TIG/TIS promotion eligible or has completed the minimum requirements for senior rater stratification/endorsement, due to rating chain or final evaluator requirements.
 - **Deputy Evaluator– Vice Wing CC, Group CC-** Is the first O-6/GS-15 in the rating chain above the Ratee. In cases where there is no O-6/GS-15 between the Ratee and the senior rater, then an officer with a minimum grade of O-4 who works for and is rated by the senior rater would qualify as a deputy evaluator to closeout an evaluation which is not stratified/endorsed or TIG/TIS eligible.
 - **Intermediate Level– Unit CCs, Wing Division Chiefs-** An individual in the Ratee's rating chain who works directly for deputy evaluator and meets the grade requirement to complete the final endorsement on the EPR.

Common Errors Referrals

- Follow the AFI guidance!!
- Member must be given required time (3 duty days for AGR & 30 calendar days for non-EAD) to submit a rebuttal.
 - The Additional Rater, Reviewer and Unit CC cannot sign or complete his/her section until this time has elapsed.
- Additional Rater's section must have mandatory comment.
 - *"I have carefully considered (Ratee's name) comments to the referral document of (date)."*
 - *"Comments from the Ratee were requested but were not received within the required period"*

Common Errors Referrals Cont.

- The date the rater signs the evaluation and the date of the referral memo must be the same date
- (E1-E8) Referral memo must contain the Reviewing Evaluator's name and address (either mailing or email) in para 2.
- The referral memorandum for Officers & Chiefs is located on the back of the evaluation
 - Section XI (Referral Report)
 - Name/Mailing information of the Reviewing Evaluator (AF912)
- OPR's: Section IV (rater's comments), rater MUST make a comment pertaining to the behavior that caused the OPR to become a referral.

Rewrite Changes Cont...

- 1.3.7.2.1. Uncommon acronyms will be listed alphabetically in the Remarks section on the AF Form 707/910/911/912) and separated by a semicolon...now consistent across all evaluation forms.
- 1.6.9.5. Ratee Review – Ratee is acknowledging receipt of the evaluation only and no longer acknowledging that an ACA was completed.
- Medical Comments are prohibited IAW 1.12.1.7
- 1.4.5.2 Corrected Copies
 - Certified True Copy is no longer a term in the AFI.
- Non-Rated- Para. 3.16 and 4.8
 - Change of Component is still a reason for “Non-Rated” days.
 - Please ensure the mandatory statement is provided if the member does have non-rated days due to change of component (If applicable to Para 4.8 and 4.8.6)
- The component information is no longer required for enlisted evaluations. The requirement for officer evaluations were missed in the re-write, however, they will comply with this same policy and it will be changed in the first incorporating change (IC) to the AFI.

Rewrite Changes Cont...

- 4.3.4.1.1. Retirement EPRs – Evaluations are mandatory; however the rater/commander/senior rater may choose to or not to provide comments on evaluations. Regardless, an EPR must still be completed with performance assessment ratings.
 - If Rating Chain opt out on providing performance bullets then, “Final Report not rendered” must be the mandatory statement that is provided
- 3.4.9. Officers with an approved retirement date, provided all the following criteria below are met:
 - 3.4.9.1. The approved retirement date is within 1 year of the projected annual/biennial close-out date of the evaluation. EXAMPLE: If the approved retirement date is 1 Jun 16 and if the close-out date is 1 Jun 15 or later, no evaluation is required. However, if the close-out date is 31 May 15 or earlier, then an evaluation is required.
 - 3.4.9.2. The retirement application was approved prior to the projected annual/biennial close-out date. EXAMPLE: If the close-out date is 1 Jun 15, and the retirement application was approved on 1 Jun 15 or earlier, no evaluation is required. However, if the retirement application was not approved until 2 Jun 15 or later, then an evaluation is required.

Additional Information

- How does the average user who does not have a personnel background know where to go for guidance?

The local MPSs are responsible for in-house training and CSS training, therefore, the units and average users will be able to obtain information from either their MPS or CSS. Also, myPers is not just a personnel website; all members have access and have the ability to find PSD guides and information on evaluations and many other personnel items. (FAQs, Checklists, AFI, ETC...)

- Is the MPS responsible for reviewing evaluations?

Yes, per AFI 36-2406 para 1.6.10.1, the MPS will review all evaluations for administrative accuracy and policy compliance IAW this instruction prior to forwarding the evaluation to AFPC/ARPC. The MPS must also assist Senior Raters which the MPS services to ensure the AFI is complied with.

Additional Information

- Line intentionally left blank/This section not used

ARPC will not return reports if this is the only error.

- Evaluation Shells

ARPC does not have a requirement for the shell to match the evaluation or for a shell to be included with the report.

Processing time:

Current processing time: 60 Days as of 3 May (4 March). Goal 30 Days

System outages: MyPers/RNT, MilPDS, Remedy. MilPDS down October/November 2016 (MSgt SCOD/TSgt SCOD) Holidays – SSgt SCOD.

UTA weekends: 4000+ reports

Guard contributed 90,000 additional reports

Call if a report is pending over 30 days and delaying a promotion or member is meeting a promotion board 800-525-0102.

Evaluation Appeal

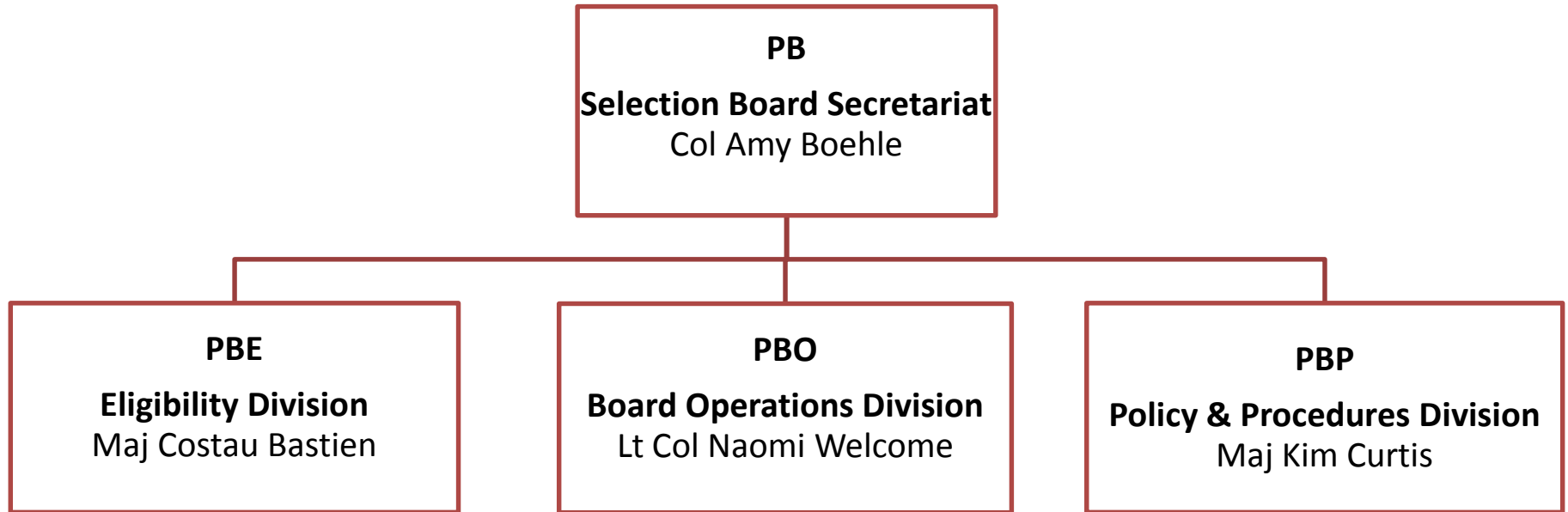
- If you would like to have an "Official Matter of Record" corrected, an evaluation appeal must be submitted. Please follow the directions below to access the vPC appeal application:
 1. Log into MyPers
 2. Under "I would like to..." Click Access vPC Dashboard
 3. Click on the Action Request tab
 4. Find Evaluation (Overview) on the right-hand side
 5. Click on Appeal an Evaluation
- Reference AFI 36-2406 Chapter 10 and Attachment 2 for legality of requests
- ERAB is held quarterly (June 2017)

Officer Promotions

MSgt Scott Brown
TSgt Tiffany Rasnic
11 May 2017

- How We Are Organized
- What We Do
- Frequently Asked Questions
- Questions

How We Are Organized



What We Do

Promotion Eligibility Division (PBE)

All Eligibility Related Inquiries:

- Verifies promotion eligibility for the following boards
 - Mandatory (V), Non-Participating (W), Air National Guard (A), Position Vacancy (U) **Ex: V0517A, W0517A, A0517A, U0517A**
 - Master Eligibility Listing (MEL)
 - Add/Delete members from the board
- All Promotion Recommendation Forms (PRFs)
 - Mandatory and Position Vacancy (PV) Boards
- Officer Date of Rank (DOR) Adjustments/Updates
- Promotion Orders (except for ANG orders)
- Propriety Actions
- Voluntary Promotion Delays
- Accelerated Promotions
 - Submitted via vPC

Promotion Board Operations (PBO)

All Board Related Inquiries:

- Electronic Board Operating Scoring System POC
- Publishing ARPCMs (convening notices & release messages)
- Officer Pre-selection Briefs (OPB)
- Officer Selection Briefs (OSB)
- Senior Rater Identification (SRID) Changes
- Grants SharePoint Restricted Access

Promotion Policy Division (PBP)

All Policy Related Inquiries:

- AFI, DoDI, Title 10
- Letters to the Board
 - submitted through vPC online application
- Post-board Promotion Counseling
 - submitted through vPC online application
- Special Boards and Special Selection Boards (SB/SSB)

Frequently Asked Questions

Q. How do I get my OPB?

A. Redirect to the servicing MPS

Q. I am meeting XX board and I have an OPR or decoration that is imperative I get in my records. Can I send to you directly?

A. No. Source documents must be processed by the appropriate Office of Primary Responsibility (OPR)

Q. When will the results of XX board be released?

A. Results are NORMALLY released approximately 90 days after the board adjourns.

Q. What year will I meet the board?

- A. Officers can find out their eligibility for the next board by viewing the Promotion Eligibility knowledge article on myPers (search by keyword under Air Reserve Component Officer “14623”). Within the article is a promotions calculator tabbed by rank.

Q. I was marked ineligible for the PV board but I have 5 years TIG. Why am I ineligible to compete?

- A. You must be the incumbent in the higher graded position and the position you are in must be fully funded for 1-year

Q. Am I eligible to compete for promotion if I am in the NPR?

- A. Yes, only if you are assigned to ORS-NNPRS-Key Employee

ARPC's Spread The Word (STW) Program

Mr. Felicia Foster

Mr. Mark Nelson

What is STW Program?

- Consider having ARPC provide briefings & training at your conference, CTA, or UTA drill weekend, for ANG/AFRC members.
- Here are some of the topics our team are available to provide briefings / training on:
 - Hot Topics: Includes Legislative Updates, Evaluations & GI Bill
 - Entitlements: Consists of RCSBP, SGLI, TRICARE, USERRA, SSRA
 - Reserve/Guard and AGR Retirements
 - Officer Career Progression/Development
 - Enlisted Development
- The ARPC Briefing Team provides interactive presentations and one-on-one question sessions with guardsmen, reservists and/or individual mobilization augmentees.

How To Request STW Support

- To request ARPC briefing support, please complete the checklist located on our website at:

<http://www.arpc.afrc.af.mil/Portals/4/Documents/ARPC-BriefingRequestForm.pdf>

and then send it to arpc.presentations1@us.af.mil

Or

Call Ms. Felicia Foster/ Mr. Mark Nelson at:

DSN: 847-3016 or Comm: 720-847-3016

End of Day 2

We hope you all enjoyed the class. Thank you for Attending!

Please fill out your Day 2 Critique
&

Turn in Your Proximity Card