



U.S. AIR FORCE

# United States Air Force Reserve

*Integrity - Service - Excellence*

## Officer Promotions

RIO/Det 6

19 June 2015 at 1000 EST MacDill AFB

Bldg 296 (927<sup>th</sup> ARW)

Commander's Conference Rm (2nd Floor)

DCS Link:

<https://conference.apps.mil/webconf/39531cc056d575029fdecdb1a965022c>

Telecom # (813) 828-8255 PIN 386

**Please dial in 5-10 minutes prior to start time**



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- **IMA/IR Promotion Responsibilities**
- **Milestones for CY15 Colonel Board**
- **Officer Preselection Brief**
- **How to Help Yourself Get Promoted**
- **Officer Selection Record**
- **Letters to the Board**
- **Accelerated Promotion**
- **Special Selection Board**
- **Officer Promotion Brd Summary for Each Rank**



# *IMA/IR Promotion Responsibilities*

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- **COCOM/RegAF Unit**
  - IAW AFI 36-2629, para 2.24.6, “Prepare officer promotion recommendations to include promotion recommendation forms”
  - J1s/A1s/MPFs receive notifications from AFPC/ARPC – **10 May 2015**
  - Pull master eligibility (MEL) rosters; senior rater updates – **10 May**  
Suspense supervisors/commander/directorates for PRFs
  - Maintain Records of Performance (ROP) – all evals
  - Send Officer Pre-selection Briefs to IRs – **24 May 2015**
  - Pull current OPB/DQHB to ensure additional info has been updated
  - Ensure OPRs are processed
  - Notification of selection and non-selection thru AC COC
- **Det Staff**
  - Advisory role; notified of missing PRFs/OPRs; education of supervisors, senior leadership and reservists
  - Eligibility checks for officers meeting PV boards



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# *Milestones for CY15 Col Brd*

- 30 Sep 11 – DOR must be on or before to meet mandatory board
- 4 Oct 14 – Officer must be on RASL on or before this date to meet the board
- 8 Apr 14 – Approx date that board eligibles are pulled (board build)
- 8 May 15 – PRF Accounting Date
- 10 May 15 - OPBs, DQHBs and PRF notices available via AFPROMS
- 24 May 15– J1s/MPS suspense to disperse OPBs with attachs 3, 4 and 5 to officers meeting board
- 7 Jul 15 - OPRs/CROs closing out on/before this date are mandatory documents and must be processed to meet the board
- 6 Aug 15 – Earliest date a senior rater can sign PRFs
- **21 Aug 15 - ALL PRFs due to HQ ARPC/PBO**



# *Milestones for CY15 Col Brd*

- 5 Sep 15 – Senior raters sends copy of PRF to officer (approx 30 days prior to board)
- 30 Sep 15 - OSBs extracted for the board
- \*\* For MilPDS updates made on or after 28 Sep 15, submit source documents and printouts to the promotion board room staff via the vPC-GR Dashboard on the myPers website, <https://gum-crm.csd.disa.mil/app/login> or through the Air Force Portal, <https://www.my.af.mil/faf/FAF/fafHome.jsp>
- 4 Oct 15 - Letters to the board due
- 5 Oct 15 - Board convenes at ARPC
- 6 – 8 weeks - Approximate timeframe for public release of promotion results after board adjourns
- 3 Jan 16 - Officer's DOS must be on or later than this date to be eligible for promotion



# New OPB/DQHB/OSB Format

**“Year” DE Completed Block Removed**

**“Status” replaced “Method”**

**Removed Method & Timing of DE**

**“Developmental Opportunity” Block Removed**

**AADs masked until O6 Board**

FOR OFFICIAL USE ONLY  
AIR FORCE OFFICER PRESELECTION BRIEF

DATE: 25 JUL 2014 BRD ID:

UNIT: 0000 AIR CMD/STAFF CL AFST MAXWELL AFB AL 36112-0000		SENIOR RATER: USAF STUDENT MLR SRID: ST101 <span style="float: right;">RMKS: AFPC/DPSIDEB</span>	
PERSONAL DATA		AERONAUTICAL/FLYING DATA	
NAME: SSAN:		AERONAUTICAL RATING: SR PILOT AERO RTG CURR CAT DT: APR 2009 FLYING STATUS: INACT SCH ACAD TOTAL FLYING HOURS: 3312	
GRADE DATA		ACFT	
CUR GR MAJ	DOR 01 MAY 2010	EFF DATE 01 MAY 2010	YR HOURS
SERVICE DATA		MOST RECENT: C-130      2013      473	
EAD: 10 JUL 2000	DOS: INDEF	2ND: KC-135R      2010      2386	
POS REASON:		3RD: KC135T      2007      165	
TAFMSD: 10 JUL 2000	TAFCSO: 10 JUL 2000	4TH:	
SOURCE OF COMMISSION: ROTC		5TH:	
DEVELOPMENTAL EDUCATION STATUS		BOARD CERTIFIED	
SCHOOL	IDE PDE	ACQUISITION CORPS	
	SELECT COMPLETE		
ACADEMIC EDUCATION		JOINT REPORTING CATEGORY	
LVL	SCHOOL	YR	
DECORATIONS		JOINT DUTY HISTORY	
DECORATION	YR	NR	AWD
AIRMAN MEDAL	2002	1	
MERIT SVC MED	2013	2	
AIR MEDAL	2012	7	
AF COMM MED	2007	2	
AF ACHIEV MED	2005	1	
		FOREIGN LANGUAGE	
		LANGUAGE	READING LISTENING SPEAKING YEAR



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# *How to Help Yourself Get Promoted*

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- **Know your own Personnel Data**
  - **Date of rank and time in grade**
  - **Authorized grade of your position**
- **Review Calendar Year Reserve of the Air Force board schedule**
  - **Usually published in June**
  - **Available on myPers; <https://gum-crm.csd.disa.mil/app/categories/p/16,17/c/656>**
  - **Watch for updated ARPCMs**
- **Read the Promotion board Convening Notice**
  - **Located on myPers; [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/15811](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/15811)**



# *How to Help Yourself Get Promoted*

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- **Developmental Education is a must!**
  - **Do it as soon as possible**
  - **Make sure it is updated in records; ensure your supervisor knows**
- **Ensure your OPRs are well-written**
  - **Show mission accomplishment/impact and ranking if possible**
  - **Provide draft to supervisor at least one month prior to close-out**
  - **Completed on time and check PRDA for completed/filed eval, make copy**
- **Ensure duty titles are appropriate/show progression**
  - **Past duty titles can be updated by submitting past OPRs through vPC-GR**
  - **Current duty titles are updated by submitting an AF Fm 2096 to the detachment**
    - **Must be within evaluation period, not past**
    - **Duty title can only have 30 characters, which includes spaces**
- **Ensure satisfactory participation – a good R/R year**



# *How to Help Yourself Get Promoted*

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- **Review Officer Pre-selection Brief (OPB) as soon as you get it**
  - **Take corrective actions ASAP; follow instructions and follow-up**
  - **Ask MPS/A1/J1 for OPB/DQHB to ensure corrective actions are reflected**
  - **Respond to eOSR audit request ASAP**
- **Know PRF deadline – every command/unit is different**
  - **Discuss PRF or promotion eligibility with supervisor; offer draft to supervisor; need supporting documentation (PRF worksheet)**
  - **Be knowledgeable as you may be teaching your supervisor and chain of command; be ready with AFI/ARPCM**
  - **Reserve PRFs do NOT have a quota for Definitely Promotes**
  - **Senior raters owe officer a copy of PRF a month before the board**
- **Evaluate need for letter to the board**
  - **Get advice from senior officer/previous board member**



# Officer Selection Record

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- **The documents that are provided to selection board for review**
  - **Promotion Recommendation Form (PRF) (if required)**
  - **All officer's performance and training reports, filed in chronological order; the most recent reports on top (including gap reports for breaks in service)**
  - **Citations or orders for approved decorations**
  - **Board certification for health professions officers**
  - **Letter to the board submitted by member**
  - **Court-Martial, Article 15 or Letter of Reprimand (LOR) documentation filed by proper authority**
- **Electronic OSR Audit Results (eOSR)**
  - **Audited by ARPC - Total Force Service Center**
  - **Identify any Eval or Dec discrepancies found between the MilPDS, PDRA and the member's OSR.**
  - **eOSR is accessed through the [vPC-GR Dashboard](#), under the "Worklist" tab**
  - **MilPDS, PRDA and the OSR should all have the same information**



# *Letter to the Board*

- **Purpose:** To communicate to the promotion board, calling attention and/or providing an explanation of deficiencies, missing items, gaps in participation or other matters germane to promotion consideration
- **Possible reasons for submitting a letter to the promotion board include, but are not limited to:**
  - Break in service (what were you doing during your break. i.e. pursuing education, dealing with a family illness, etc)
  - Current or recent assignment in a nonparticipating status (reasons for and if seeking a participating assignment)
  - Insufficient active or inactive duty tour points or points for retirement, especially in recent years (explain)
  - Lack the appropriate level of developmental education (currently enrolled)
  - Mention any specific achievements not mentioned in Officer Performance Reports (OPRs) or in the selection folder
- **More guidance on myPers**
- **Submit letters electronically through vPC-GR**



# *Accelerated Promotions*

- Also known as Early Pin-on
- No action required for PV promotions as DOR is public release date
- Selected for promotion to major, lieutenant colonel, or colonel on a mandatory promotion board
- Meets the eligibility criteria for Position Vacancy Promotion board
  - Incumbent in higher graded billet
- Requested by the senior rater (sample letter in AFI 36-2504, Attachment 5 and in Release Notices)
- Senior rater can request Promotion Effective Date (PED) of public release date or later as long as the letter signed by the senior rater is sent to ARPC no earlier than 30 duty days but no later than 5 duty days prior to pin-on
- Submitted through Accelerated Promotion application within the vPC-GR Dashboard by CSS/Commander/Senior Rater - New process effective 1 Oct 2014 – not working for IMAs, submit in vPC-GR and type in type of request, if rejected call Det 6



# *Special Selection Boards*

- **Administrative error (i.e., missed a board, otherwise eligible to meet)**
- **Legal or material error (i.e., missing documents – performance reports, citations, etc.)**
- **Approved formal appeal through an Air Force Board for Correction of Military Records (AFBCMR) or Evaluation Report Appeal Board (ERAB)**
- **Applicants will not be considered for an SSB or SB if, by exercising reasonable diligence, the officer should have discovered the error or omission and could have taken corrective action before the originally scheduled board convened**
- **SSBs and SBs are scheduled as a result of **Post Board Counseling**, AFBCMR, or ERAB. Officers with concerns should request post board counseling**
- **Should the review of the promotion selection record reveal any errors, as identified above, the officer will be advised of the next step to take to correct the record (i.e., AFBCMR, ERAB, etc). Once the record is corrected, staffing the SSB/SB consideration will begin**



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# Letter to Board/Post Brd Counseling/Accelerated Promotions

Processes - Internet Explorer provided by USAF  
 https://gum-crm.csd.disa.mil/app/processes/form/fn/vdb

Welcome, MALIA SPRANGER Logout My Account Stay Connected: [Facebook] [Twitter]



**Dashboard**  
 Role Filter: All [Role Filter Help]

Overview Worklist Action Requests Reports My Roles / Delegations My Profile

Select the Air Force Reserve Command or Air National Guard shield to access the corresponding online services requests

**Current Selection**  
**AIR FORCE RESERVE COMMAND**

**Online Services Requests**

**Documents I've Requested**  
[Track Previous Support Requests](#)  
 Need further assistance with a request not listed on this page? [Create a New Support Request](#)

**My Records (updates and corrections)**  
 - [Request Personal Data Updates](#) (Select to view update types)  
 - [Update Civilian Employment Information \(CEI\)](#)  
 - [Update DEERS Information](#)  
 - [Request Duty History Changes or Corrections](#)  
 - [Request Federal Awards and Decorations History Corrections](#)  
 - [Request Military Service Date Changes and/or Corrections](#)  
 - [Request Retirement Points Corrections](#)  
 - [Review your Electronic Officer Selection Record \(eOSR\)](#)  
 - [Request Correction to my DD Form 214](#)

**My Official Military Personnel Record (view/request copy)**  
 - [View and Print Documents Online](#) (.mil domain required)  
 - [View Current Retirement Points](#)  
 - [Request a copy of your Performance Report](#)  
 - [Request a 20 Year Letter \(reissue\)](#)  
 - [Request a Marriage Letter](#)

**Evaluations (Overview)**  
 - [MPS or CSS Initiate Officer or Enlisted Performance Report](#)  
 - [Appeal an Evaluation](#)  
 - [Request a Shell on a Member](#)

**Officer Promotions (Overview)**  
 - [Submit a Letter to the Promotion Board \(Officer\)](#)  
 - [Request a post-Board Counseling \(Officer\)](#)  
 - [Request Accelerated Promotion \(Reserve Officers only\)](#)

**Federal Awards and Decorations (Overview)**  
 - [Nominate a Member for MSM, AFM, AFAM, AAM](#)  
 - [Submit a Military Outstanding Volunteer Service Medal \(MOVSM\)](#)  
 - [Combat Readiness Medal Certification](#)  
 - [Amend or Revoke a Federal Award or Decoration](#)  
 - [Deny Air Reserve Forces Meritorious Service Medal \(ARFMSM\)](#)

**Retirements (Overview)**  
 - [Apply for Retirement \(Reserve, AGR, Mandatory, Pay at Age 60\)](#)  
 - [Notification of Eligibility for Retired Pay/RCSBP Package](#)  
 - [Request information on my current RCSBP Election](#)  
 - [Request Assistance on Retired Pay Issues](#)

**Promotion Requests** (indicated by a red arrow pointing to the 'Submit a Letter to the Promotion Board (Officer)' link)

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# *Reserve Officer Promotions*

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- **Majors Board – CY15 in February**
  - **Position vacancy – time in grade is 5 years ... 30 Sep XXXX**
    - **PRF required for PV only; BDE completion is mandatory; satisfactory R/R year**
    - **Must be in major's billet as primary, not overage**
    - **Authorized vs Assigned per AFSC per PAS Code/senior rater; ranked with other PVs**
    - **DAFS and PAFSC must match**
  - **Mandatory board – time in grade is seven years ... 30 Sep XXXX**
    - **BDE completion required for “definitely promote”**
    - **No PRF required unless command has a “Do Not Promote”**
- **Lt Cols Board – usually in June**
  - **Position vacancy – time in grade is 5 years ... 30 Sep XXXX**
    - **PRF required; IDE completion mandatory; satisfactory R/R year**
    - **Must be in Lt Col billet as primary, not overage**
    - **Authorized vs Assigned per AFSC per PAS Code/senior rater; ranked with other PVs**
    - **DAFS and PAFSC must match**



# *Reserve Officer Promotions*

- **Lt Cols Board continued**
  - **Mandatory board – time in grade is seven years ... 30 Sep**
    - **IDE completion required for “definitely promote”**
    - **PRF required**
    - **Ranked within each senior rater/PAS code**
    - **Number 1 of 2 DPs given of three officers eligible .... 1/2/3**
  
- **Colonels Board – usually in October**
  - **No position vacancy board; all meet same board**
  - **All meet with 4 years time in grade ... 30 Sep XXXX**
  - **SDE completion required for “definitely promote”**
  - **PRF required**
  - **Ranked within each senior rater/PAS code**
  - **Number 1 of 2 DPs given of 3 officers eligible .... 1/2/3**
  - **Master degree unmasked – visible to board members**



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# *Reserve Officer Promotions*

- **Brigadier General **Qualification** Board** – usually in September
  - Not a promotion board; reservists can opt out
  - General Officer Qualification Recommendation Form used, AF Fm 3559
  - Meet board with two years time in grade; effective with CY13 board
  - O7 promotion is not a guarantee



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## *Det 6 Force Development Briefs*

- 10 Jul 15 – Understanding the Importance of Your EPR/OPR
  - 24 Jul 15 – Prepare to Detach from your MPA/RPA Long Tour
  - 7 Aug 15 – Officer Promotion Board Prep – CY16 Major's Board
- Conducted at MacDill AFB – DCS available





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# ***RIO/Det 6 Social Media & Support***

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**"Like" us on Facebook at "RIO Det 6"**



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# Contacts for Det 6 IRs



**Main Customer Service Line**  
**813-828-5035/DSN 968**

**Opt 1 - Force Management**  
*(Assignments, Enlisted Prom, UPMR Mgt)*  
[Riodet6forcemgmt@us.af.mil](mailto:Riodet6forcemgmt@us.af.mil)

**Opt 2 - Readiness & Integration**  
*(Orders, Readiness, Waivers, Formal School)*  
[Riodet6.readiness@us.af.mil](mailto:Riodet6.readiness@us.af.mil)

**Opt 5 - Resource Management**  
*(All other services, DTS, Clothing Request)*  
[riotdet6@us.af.mil](mailto:riotdet6@us.af.mil)

**Commander: Col Malia Spranger (at MacDill)**  
**813-828-5035 Opt 4/DSN 968;**  
[malia.spranger@us.af.mil](mailto:malia.spranger@us.af.mil)

**Superintendent: CMSgt Jeannie Norton**  
**813-828-5035 Opt 3/DSN 968**  
[Debra.norton@us.af.mil](mailto:Debra.norton@us.af.mil)

**IMA Travel: 1-800-808-5942**  
**FAX: 478-327-0625 or DSN 497-0625**  
**EMAIL: [Dobbins.imatravel@us.af.mil](mailto:Dobbins.imatravel@us.af.mil)**  
**MAIL: IMA TRAVEL**  
1392 Second St.  
Dobbins ARB GA 30069-4823

**OL - JB Langley-Eustis VA**  
**757-764-5101/DSN 574**  
[HQRIO.DET6OL-JBLE@us.af.mil](mailto:HQRIO.DET6OL-JBLE@us.af.mil)

**OL - Hurlburt Field FL**  
**850-884-2820/DSN 579**  
[RIODET6OLHURLBURT@us.af.mil](mailto:RIODET6OLHURLBURT@us.af.mil)

**IR Guide**  
<http://www.arpc.afrc.af.mil/s/hared/media/document/AFD-141014-034.pdf>

**IMA Travel Companion**  
<http://www.arpc.afrc.af.mil/Portals/4/Document/s/RIO/RIO-IR-Travel-Guide.pdf>

**HQ RIO Website**  
<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>

**Total Force Service Center (ARPC)**  
**1-800-525-0102**  
**210-565-0102/DSN 665**

**Orders Writing Cell (owc)**  
**478-327-2167/DSN 497**  
[rmg.orders@us.af.mil](mailto:rmg.orders@us.af.mil)

**RIO Pay Office**  
**720-847-3711/DSN 847**  
**FAX: 847-3960**  
[Arpc.riorpo.1@us.af.mil](mailto:Arpc.riorpo.1@us.af.mil)



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# Questions??



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