



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 12-01
6 February 2012

MEMORANDUM FOR MILITARY PERSONNEL SECTIONS

FROM: HQ ARPC/DPBB
18420 E Silver Creek Ave, Bldg 390, MS 68
Buckley AFB CO 80011

SUBJECT: CY12 Air Force Reserve Command Screening Board (RCSB)

1. The CY12 RCSB is scheduled to convene at the Air Reserve Personnel Center on 10 April 2012.
2. The RCSB will nominate eligibles for consideration for wing commander, vice wing commander, operations group commander, space wing commander, space operations group commander, maintenance group commander, and support group commander positions. Final approval authority for placement of officers into these positions remains with AFRC/CC and/or AFRC/CV.
3. The basic eligibility criteria is as follows:
 - a. Colonel, colonel select and "filtered" lieutenant colonels*
 - b. Air Reserve Technician (ART), Individual Mobilization Augmentee (IMA), Traditional Reservist (TR), Active Guard Reserve (AGR) or assigned to the Participating Individual Ready Reserve (PIRR)
 - c. Mandatory separation date (MSD) of 10 April 2014 or later
 - d. Commander experience desired
4. Position specific eligibility criteria:
 - a. **Wing CC/CV/Operations Group CC:**
 - Rated officer (AFSC 11XX/C11XX/12XX/C12XX/13BX/C13BX/10C0/91W0)
 - Must have flown within the last 7 years
 - b. **Space Wing CC/Space Operations Group CC:**
 - AFSC 13SX/C13SX
 - c. **Maintenance Group/CC:**
 - AFSC 21AX/C21AX/or 20C0 (only if holders of AFSC 20C0 have 21AX experience)

d. **Support Group/CC:**

- Any line officer AFSC (excluding 14NX)

*Filtered lieutenant colonels: includes the top lieutenant colonels from each 2011 development team (DT) with a score of 8.5 or higher, as well as (from each NAF) the top 10 nominees for each group (OG/SPACE OG/MXG/MSG) CC position. (Lieutenant colonels are eligible to be considered for Group/CC positions only.)

5. All eligible officers will receive a memo advising them of their eligibility and will be required to submit an application letter (attachment 3) if they wish to be considered. Application letters must be received by ARPC/DPBB not later than 1 March 2012. Letters can be submitted via email to arpc.dpbb@arpc.denver.af.mil or by mail to ARPC/DPBB, 18420 E Silver Creek Ave MS68, Bldg 390, Buckley AFB, CO 80011.

6. Once the application letter is received by ARPC/DPBB, an Officer Preselection Brief (OPB) will be sent directly to the eligible officer. Officers should use the preselection brief review instruction sheet (attachment 2) when reviewing their OPB. If they identify any problem with data, they must contact the office listed to resolve the discrepancy.

7. Questions concerning the eligibility for this board can be directed to HQ AFRC/A1L, Mr. Billy Carroll (DSN 497-1219, commercial: 478-327-1219) or Ms. Brenda Neighbors (DSN 497-0333, commercial 478-327-0333). Questions concerning preselection briefs or milestones can be directed to HQ ARPC/DPBB (DSN 926-3209, commercial 720-847-3209).



LISA A. YACOUB, Colonel, USAF
Director, Reserve of the Air Force
Selection Board Secretariat

Attachments:

1. Milestones
2. Instruction Sheet for Review of Preselection Brief
3. Sample Application Letter

MILESTONES AND NOTABLE DATES

6 Feb 12	Eligibility memo sent to eligible officers
1 Mar 12	Application letters due to ARPC/DPBB
2 Apr 12	Officer Selection Briefs (OSBs) extracted from AFPROMS for file in officer records
10 Apr 12	Board convenes at HQ ARPC
6-8 weeks after board adjourns	Approximate date public release of results

INSTRUCTIONS FOR REVIEWING THE OFFICER PRESELECTION BRIEF (OPB)

You are responsible to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convene date. At a minimum, you should review your pre-selection briefs using the instructions below. The OPB is the sole source document for what will appear on the Officer Selection Brief (OSB) seen by the promotion board. Errors left uncorrected could have a negative effect on your promotion opportunity; therefore, you must address any errors in a timely manner.

It is your responsibility to track all corrections and changes to your OPB, which will in turn update your OSB. You will not be considered by a Special Selection Board if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

Address any corrections to your MPS. For personnel without a MPS: The offices in the OPR/POC column below should be contacted to address problems with the specific area of the OPB. No action is necessary if changes are not required.

Section	Description	OPR / POC:
PERSONAL DATA		
NAME; SSN; GRADE; COMP CAT	Self Explanatory.	ARPC/DPTOC 1-800-525-0102 (ARPC TFSC-Denver)
HAF	Identifies HQ USAF computer file where your record resides.	N/A
ARF-ID	Air Reserve Forces Identifier. Further delineates your reserve assignment.	N/A
RES SECTION	The section you are assigned to, i.e., Non-affiliated Reserve Section; Obligated Reserve Section; Non-obligated, Non-participating Ready Personnel Section.	ARPC/DPTTA 1-800-525-0102 (ARPC TFSC-Denver) Assignments/ Accessions Branch
SOURCE OF COMMISSION	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	ARPC/DPTAA 1-800-525-0102 (ARPC TFSC-Denver) Accessions Branch
SENIOR RATER (SR)		
	Data will include your SR's name, unit, and SR ID.	Servicing MPS Officer Promotions Office
AERONAUTICAL/ FLYING DATA		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the 5-year point.	Traditional Reservists contact their Unit HARM Office IMAs contact RMG/DOF DSN: 497-2305
BOARD CERTIFIED		
	This applies to officers of the medical professions only. This section will be blank for all non-medical officers. Only those medical officers with a M or H prefix on their AFSC or receiving medical special pay will reflect board certification status.	ARPC/DPTTA 1-800-525-0102 (ARPC TFSC-Denver) Assignments / Accessions Branch

DEVELOPMENTAL EDUCATION (DE)		
	Reflects school, method and year courses completed. DE courses include: PDE - Squadron Officers School (SOS), SOS equivalent, Inter-American Air Force Academy; IDE - Air Command and Staff College, and Armed Forces Staff College; SDE - Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in residence. Prior service members can get DE credit if they attend an equivalent DE course. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above PDE is masked, and to Lt Col, DE above IDE is masked. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to the OPR/POC. Ensure your SSN is reflected on any source document provided.	AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 – DSN 493-4776 FAX 493-8127 Comm: (334) 953-4776.
AIR FORCE SPECIALTY CODE (AFSC) DATA		
	Reflects primary, secondary and tertiary AFSCs.	MAJCOM Program Manager
ACADEMIC EDUCATION SPECIALTY/SCHOOL		
	Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An official transcript is required for changes/updates. AFIT/Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB OH 45433.	AFIT/Academic Coding Branch DSN 785-6565 ext. 4324 or Comm: (937) 255-6565 ext. 4324
DECORATIONS		
	Reflects the decorations you have been awarded, the year of the most recent award and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.	ARPC/DPTSA 1-800-525-0102 (ARPC TFSC-Denver) Recognitions & Evaluation Branch
FOREIGN LANGUAGE		
	Displays only languages where the Defense Language Proficiency Test exam date is within 1 year of the board convening date and the listening and reading proficiency level is equal to 'E', 'F', 'G' or 'I'.	ARPC/DPTTE 1-800-525-0102 (ARPC TFSC-Denver) Foreign Language Proficiency Pay
ASSIGNMENT CATEGORY		
	Reflects your current Personnel Accounting Symbol (PAS) code, unit, ANG Tech ID, state and projected PAS code.	MAJCOM Program Manager
ASSIGNMENT HISTORY		
	Reflects your last 10 duty assignments, including duty AFSC.	ARPC TFSC-Denver 1-800-525-0102
PARTICIPATION SUMMARY/HISTORY		
	If you were participating in a Reserve of the Air Force assignment, even if you are currently in a non-participating assignment, a point history should be printed on your brief. Data shown includes: a. The last 8 years of service b. Total points accrued through the closeout of the last Retention/Retirement (R/R) year c. Points accrued since closeout of the last R/R year d. Points since prior service, if any, in the current R/R year. If you entered the Reserve from extended active duty (EAD) and have not participated in a point earning assignment since your release from EAD, a point history will not be shown.	ARPC/DPTSCP 1-800-525-0102 (ARPC TFSC-Denver) Points Management Branch

SAMPLE APPLICATION LETTER

MEMORANDUM FOR HQ ARPC/DPBB

FROM: (Candidate's name)

SUBJECT: Application for Consideration, CY12 Reserve Command Screening Board

I hereby apply for consideration by the CY12 Reserve Command Screening Board.

(Signature)

Note: MPSs are not required to obtain application letters. ARPC/DPBB will forward the application letter and instructions directly to eligible officers. If an eligible officer wishes to decline consideration, no action is required.

Application letters must be received by **1 March 2012**.

Letters can be submitted via email to arpc.dpbb@arpc.denver.af.mil or by mail to ARPC/DPBB, 18420 E Silver Creek Ave MS68, Bldg 390, Buckley AFB, CO 80011.