



U.S. AIR FORCE

Welcome to the ARC Field Training Class at ARPC - Buckley AFB, CO





Welcome to the HQ ARPC ARC Field Orientation

- **Agenda-Day 1**

- 1000- HQ ARPC Overview- Mr. Nelson**

- 1020- DPX (Directorate of Future Operations and Integration)- MSgt Connally**

- 1040- HQ RIO (Readiness Integration and Organization)- TSgt Mungui/SSgt Rossi**

- 1100- Reserve Separations- TSgt Torrez/SSgt Garzon**

- 1120- Break**

- 1130- (DPA) Directorate of Assignments**

- Post 9/11 GI Bill benefits-SMSgt Chambers-Motley/Ms. Gibbs**

- 1240- Break**

- 1250- Reserve Retirements- Ms. Rosas**

- 1350- Outbound-TSgt Guzman**

- 1400- Workflow/Field Support Services Element- TSgt West/Villanueva**

- 1410- Closing remarks- Mr. Nelson**



United States Air Force Reserve

HQ Air Reserve Personnel Center Mission Briefing

Buckley Air Force Base, Colorado

Mark Nelson

Air Reserve Personnel Center Historian



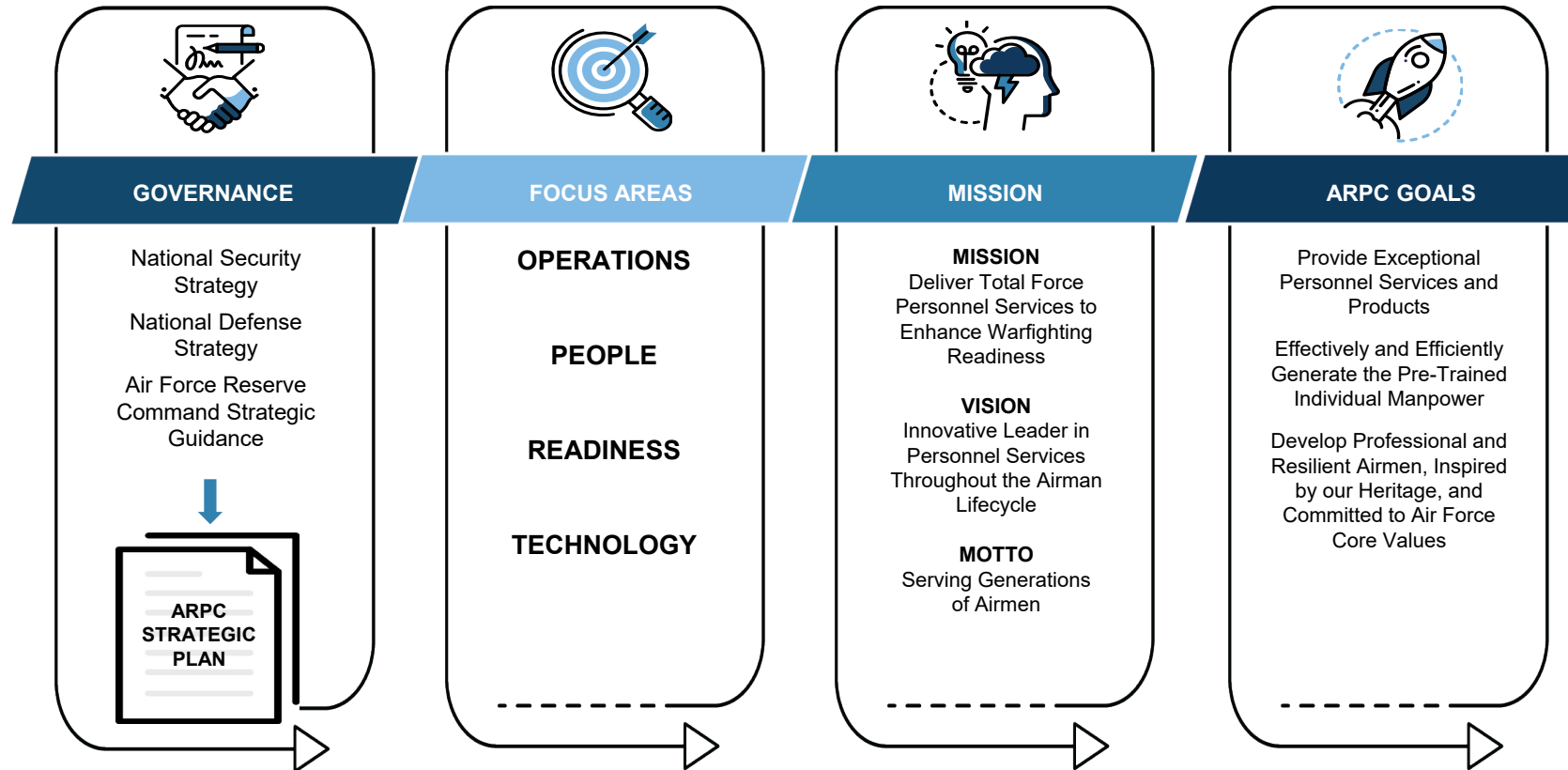
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ARPC History

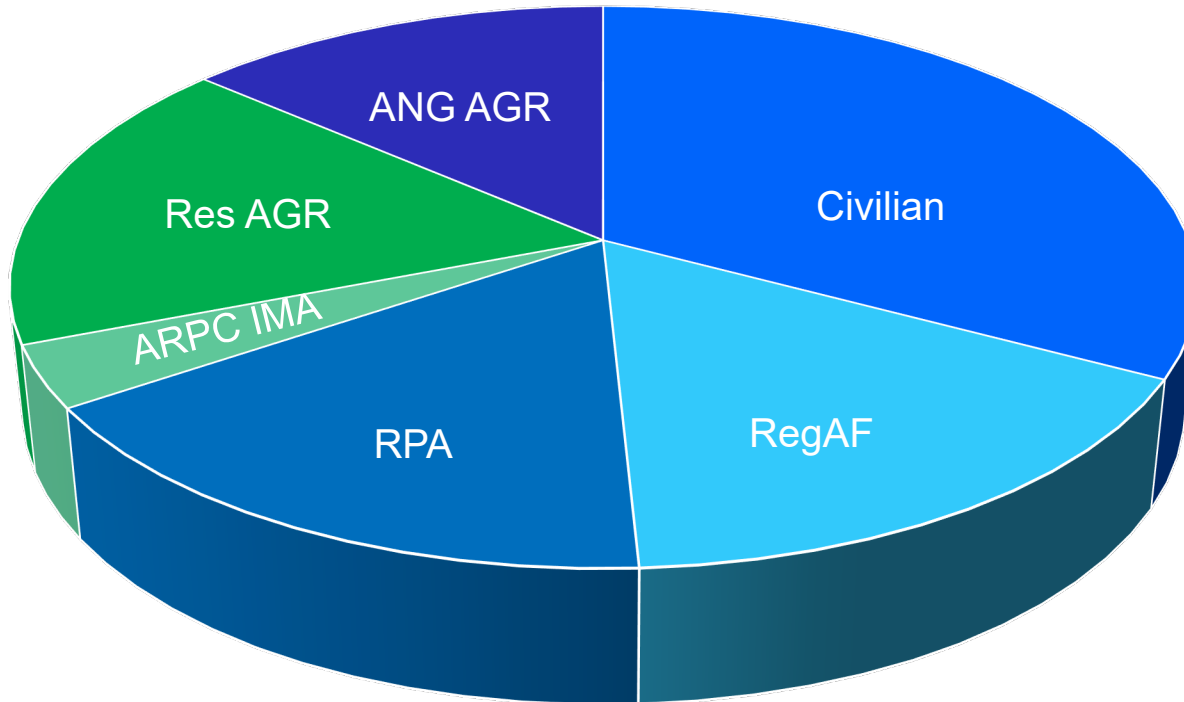




ARPC Mission and Goals

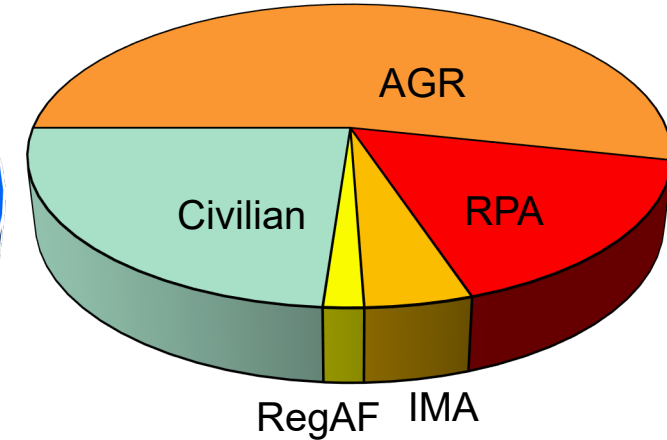


HQ ARPC/RIO Workforce Composition



OPERATING LOCATIONS

National Personnel Records Center (NPRC) St. Louis, MO
Defense Manpower Data Center (DMDC) Monterey, CA
Air Force Personnel Center (AFPC)
 San Antonio, TX



HQ RIO

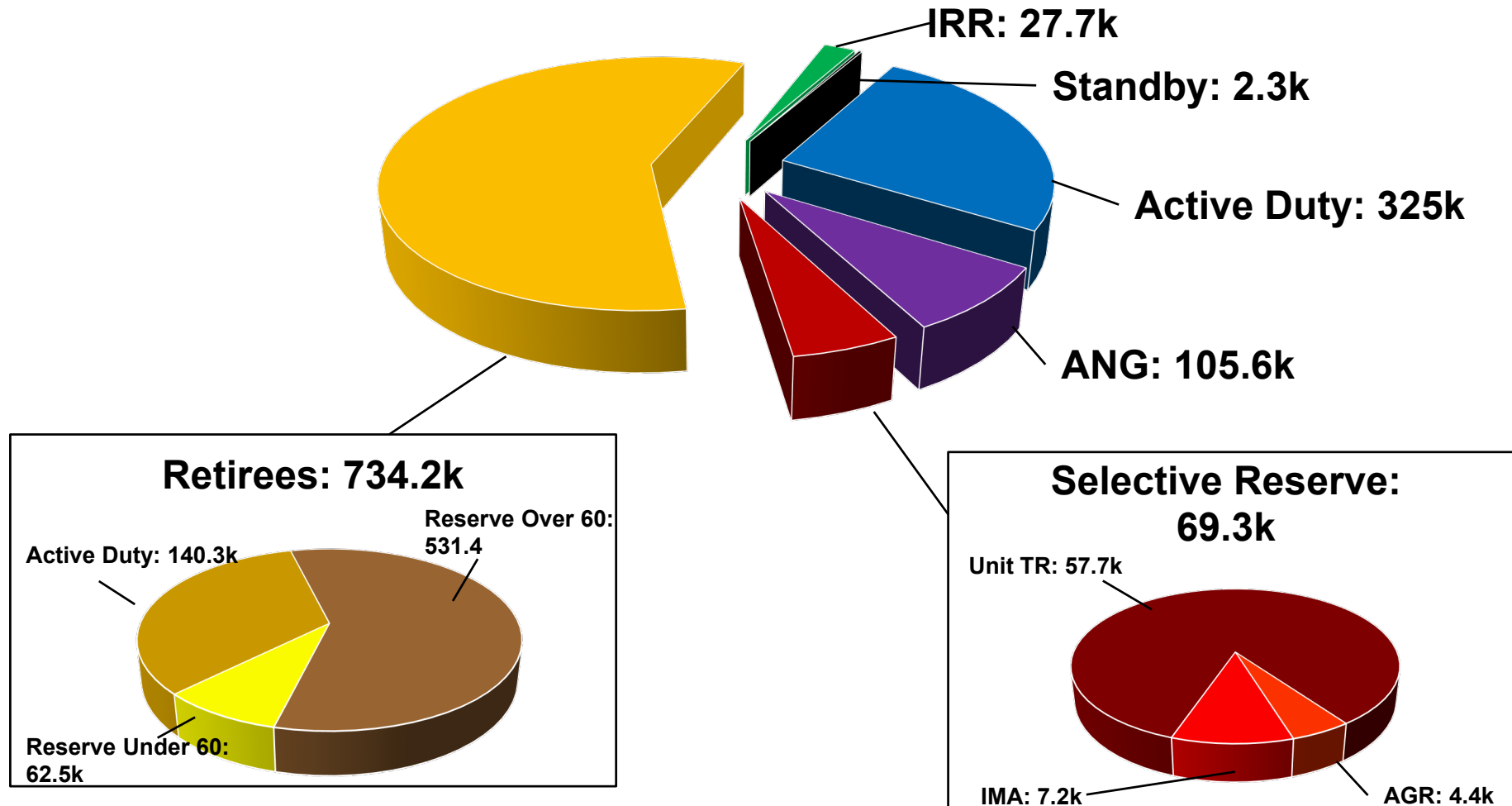
Det 2 JB Pearl Harbor-Hickam, HI
Det 3 Peterson AFB, CO
Det 4 Scott AFB, IL
Det 5 Robins AFB, GA
Det 6 MacDill AFB, FL
Det 7 JB Anacostia-Bolling, DC
Det 8 Stuttgart, Germany

HQ ARPC Workforce Total: 363 Authorized & 306 Total Personnel Assigned

HQ RIO Workforce Total: 147 Total Personnel Assigned

Professionals optimizing business processes to provide exceptional services to Airmen

Why We Exist: Total Force Customer Base

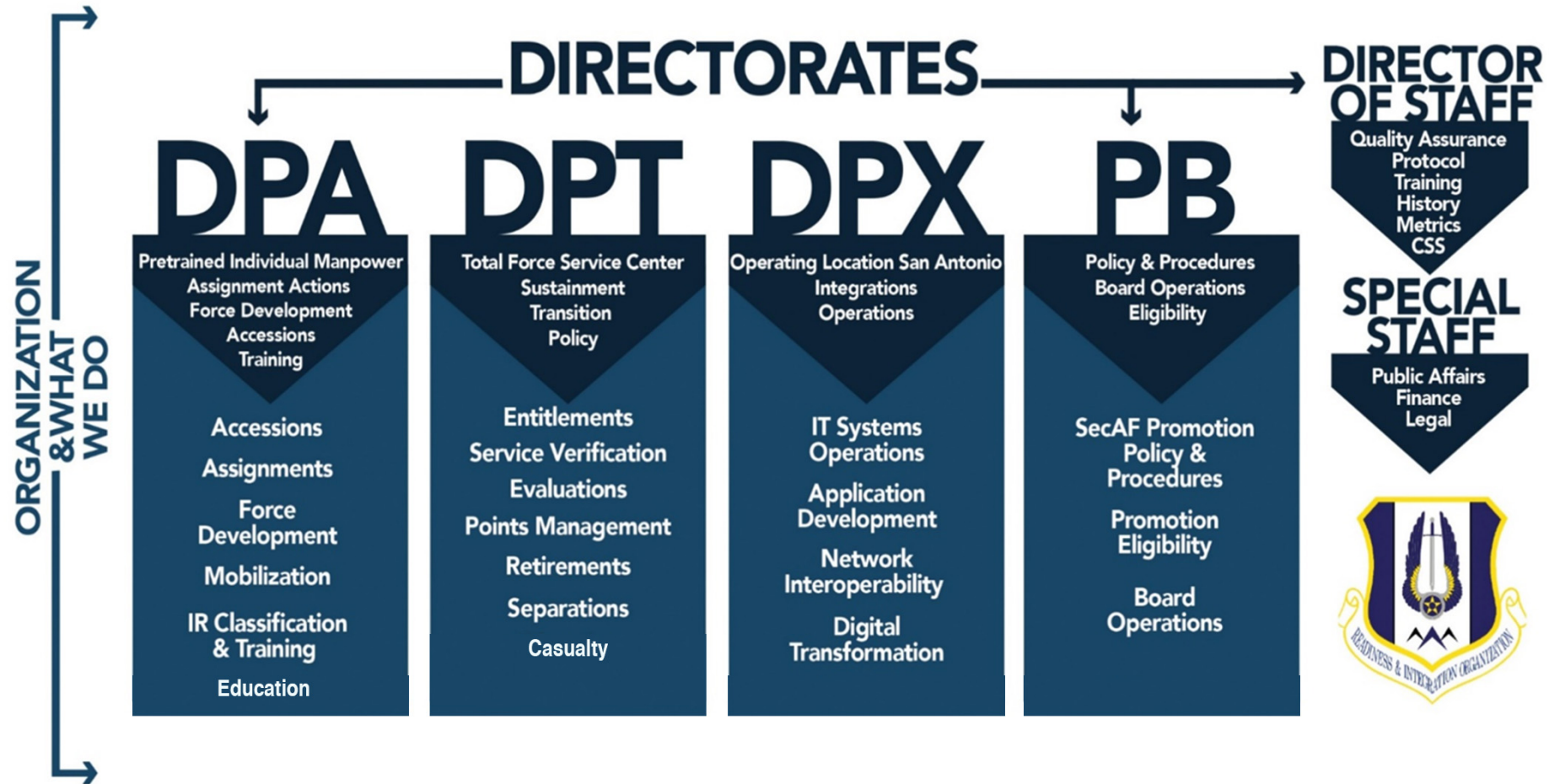


1.3 Million Total Force Customers!



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Organization & What We Do





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Our Partners

ARPC has a direct reporting relationship to AFRC and serves as the execution arm of Air Reserve Component policy

ARPC partners with AFPC and the NGB on Total Force program execution

Strategic

AF/A1X, NGB, AF/REP: creates Policy

AFPC, NGB/A1, AFRC/A1: interprets policy, manage component-specific programs at strategic level

Operational

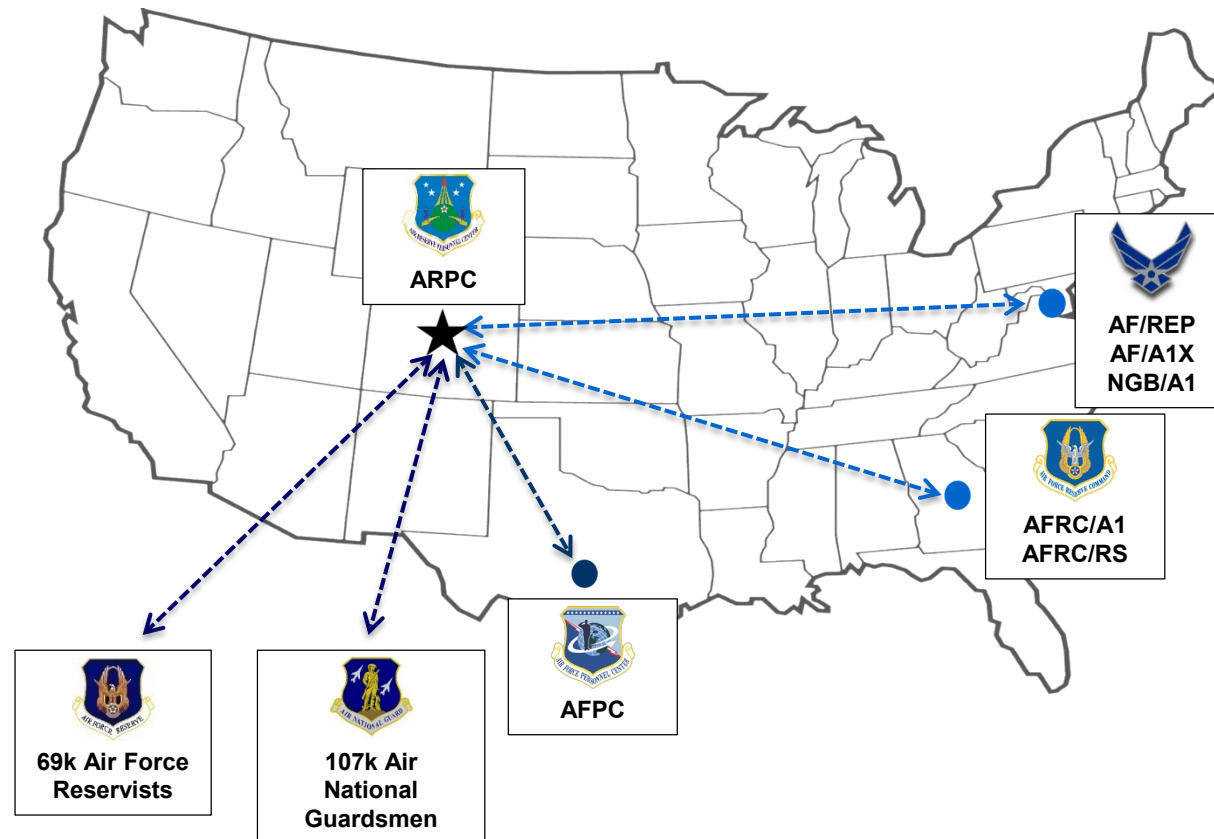
ARPC, AFRC, NGB: executes programs

A1 Ops SMEs: provides guidance and support to Base FSS/CSS and Total Force Airmen

Tactical

Base FSS/CSS: executes daily functions at tactical level for their assigned Airmen

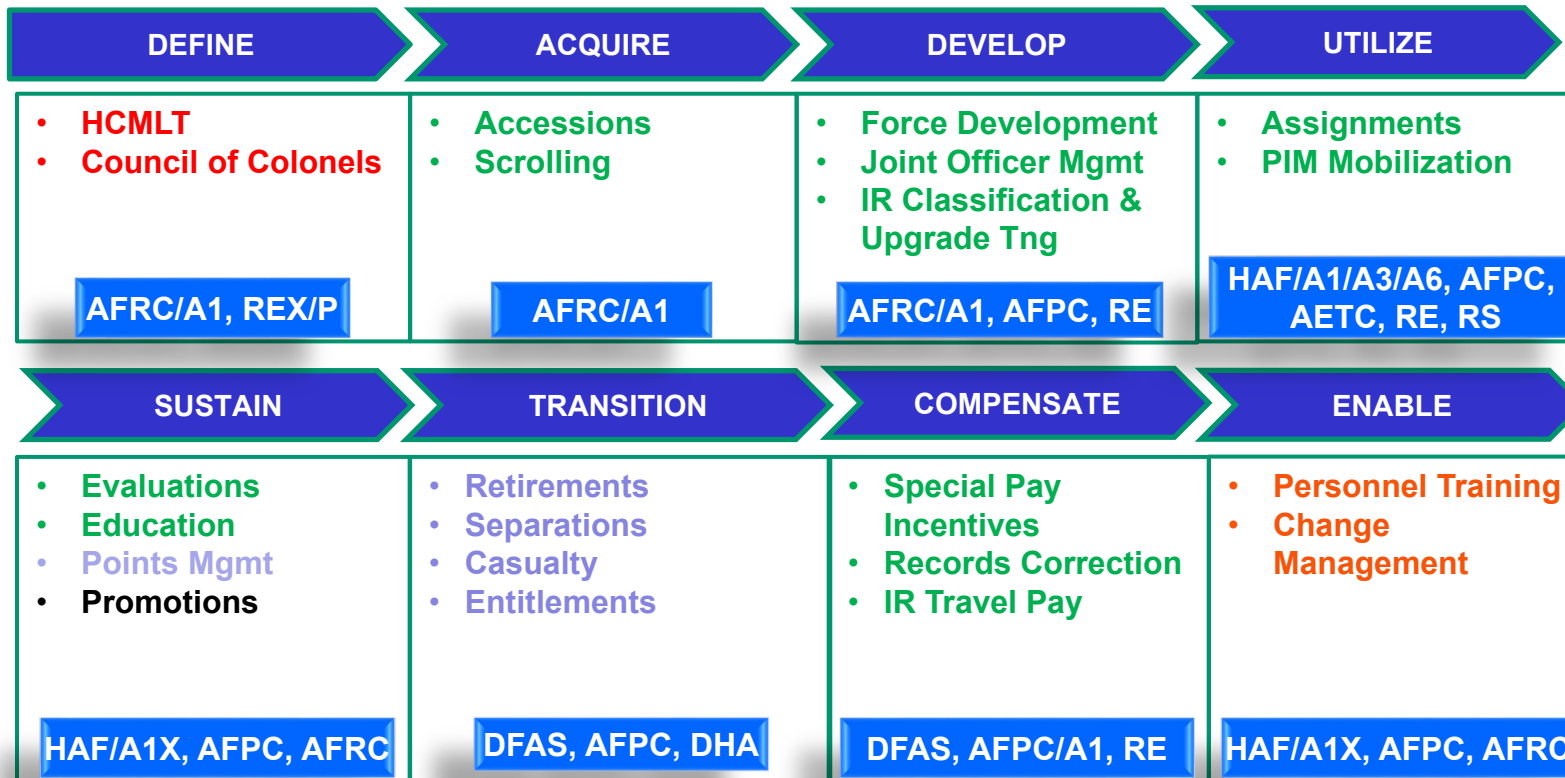
Total Force Airmen: implements Air Force mission at their appropriate levels





HQ ARPC Impact on Airman Lifecycle

People are our most important mission capability



Ops Support DS, Special Staff--Legal, Finance, Protocol, PA, Historian, Process Improvement, Analytics, IT sys Devl & Network Ops

DPA DPT DPX PB DS/Staff All Directorates



United States Air Force Reserve

Integrity - Service - Excellence

DPX

Future Operations and Integration

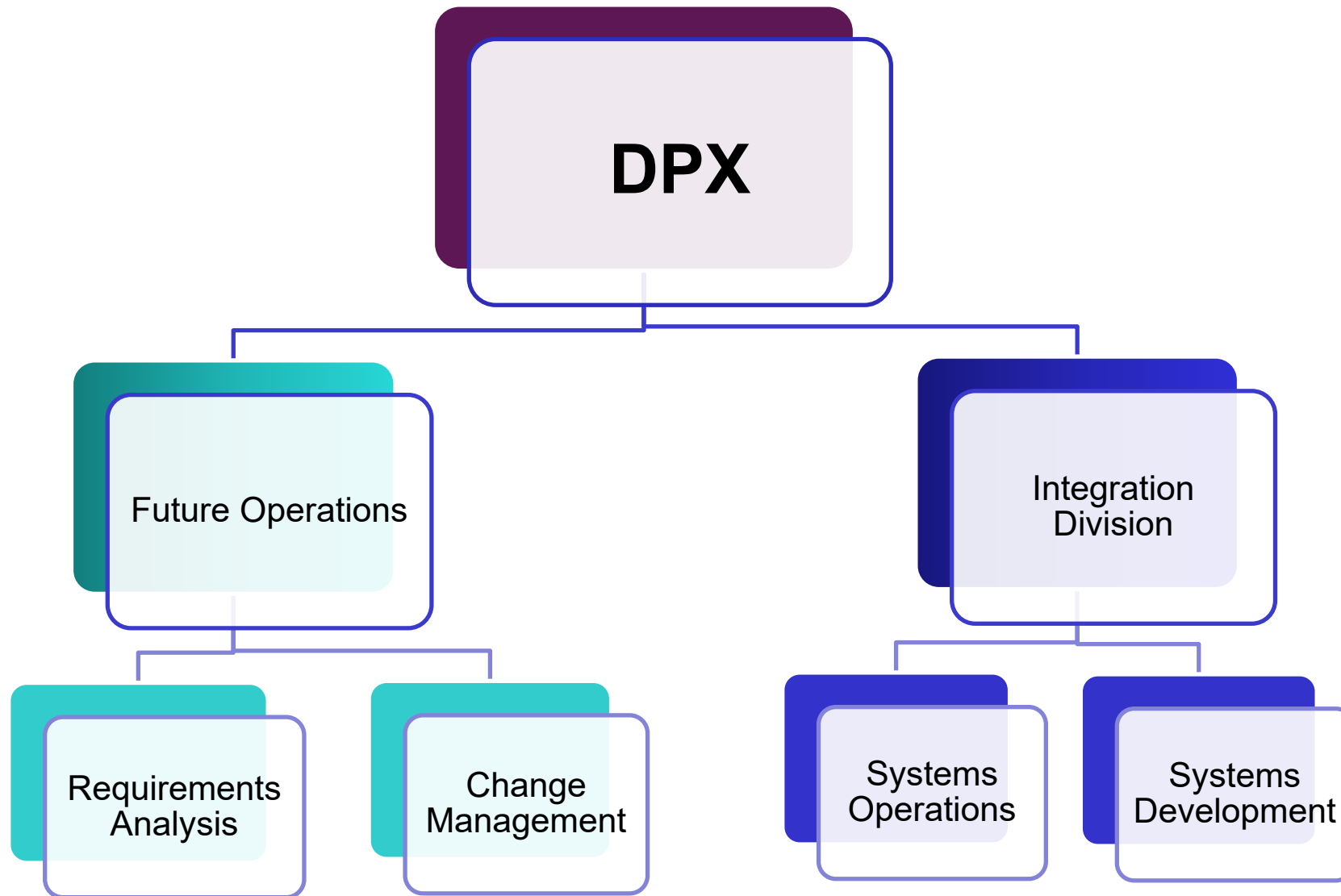


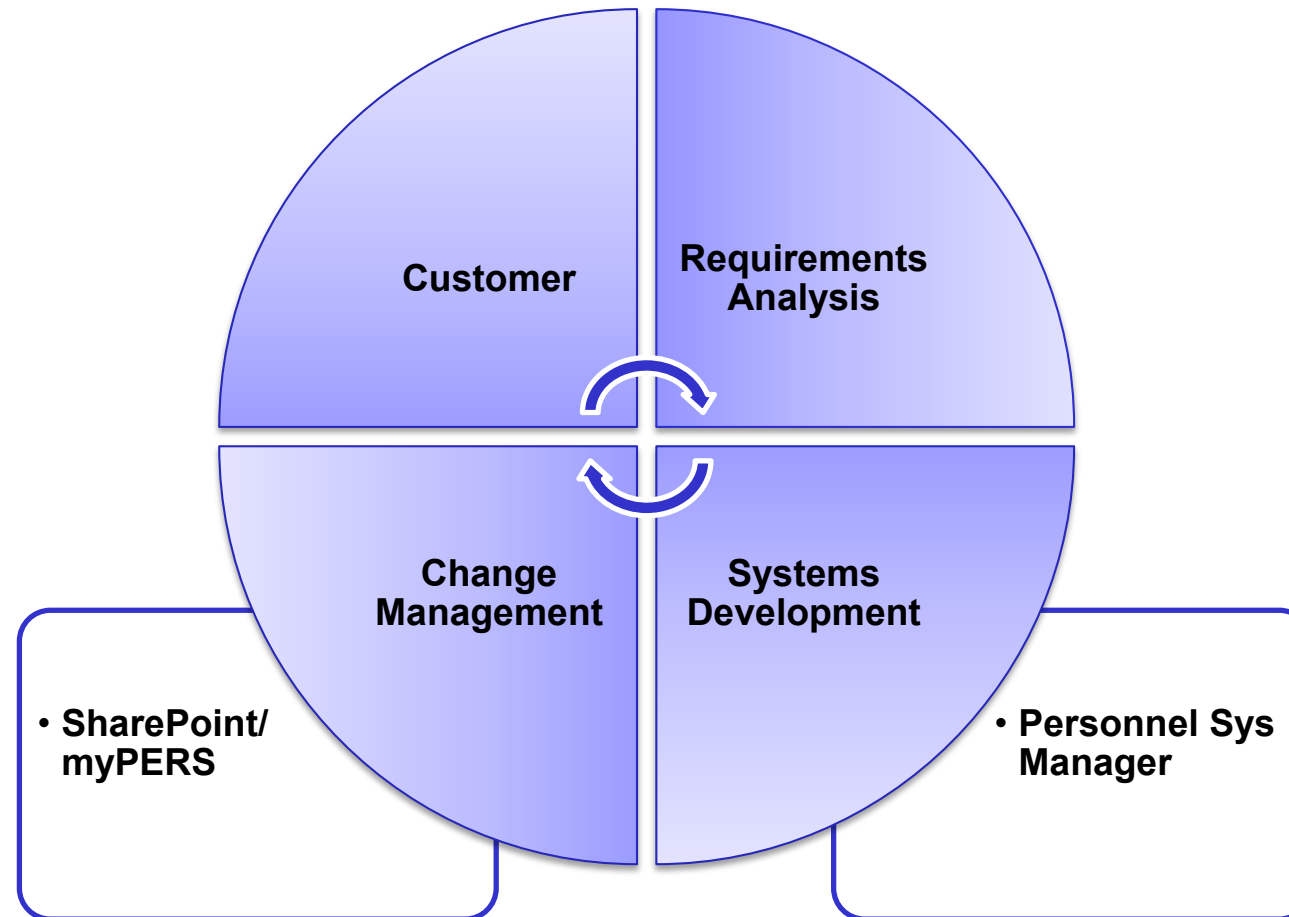
MSgt Sabrina Connally

Nov 2020

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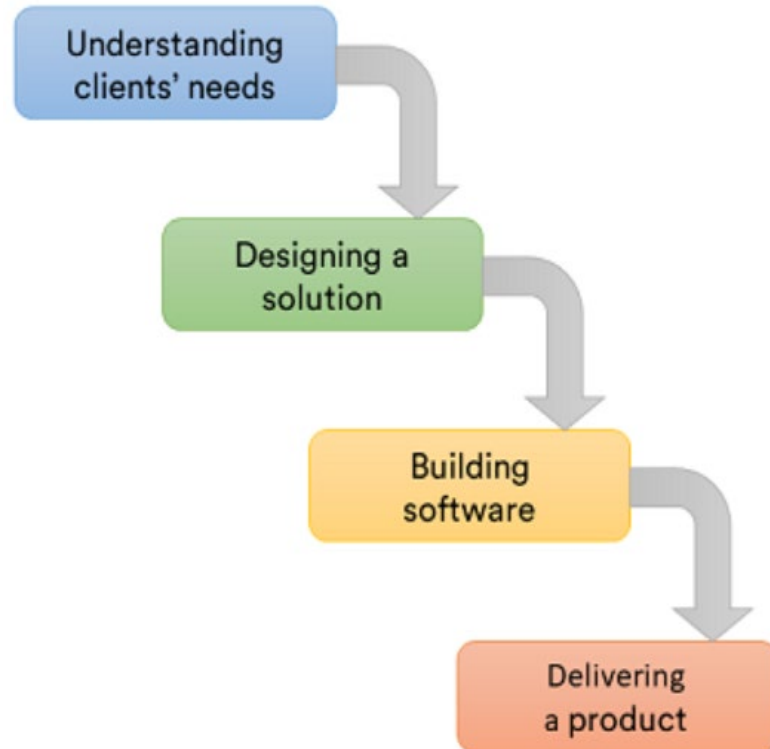
- **DPX Overview**
- **Dynamics**
- **Agile vs Waterfall**
- **Pizza Tracker**
- **Questions**



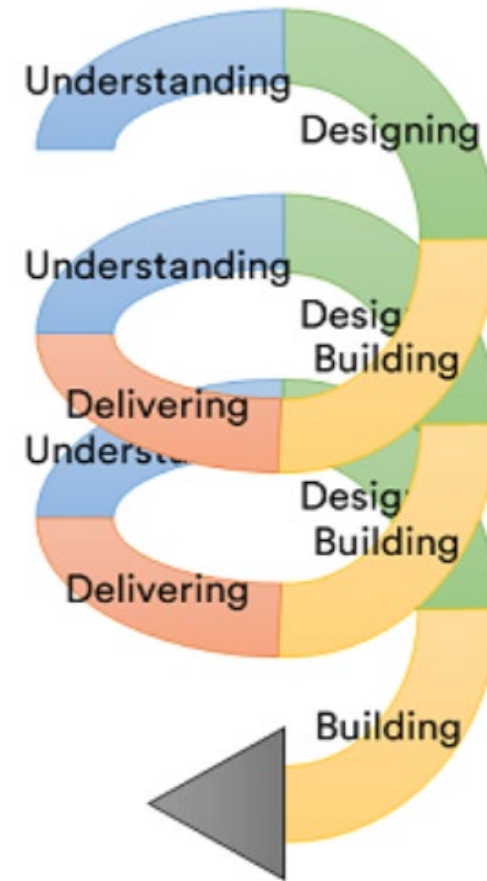


Waterfall vs. Agile Development

Waterfall



Agile



Retirement Application

The next step in the online retirement process is to complete and submit a Retirement Application. Before your Retirement Application routes to the Air Reserve Personnel Center (ARPC) for processing, Air Force Reserve or Air National Guard members MUST coordinate with your Unit and/or Wing Command Chief (CC); Individual Mobilization Augmentee (IMA) members MUST coordinate with your Program Manager. NOTE: The system will automatically delete an incomplete application after one (1) year of your 60th birthday.

Active Duty Pay
Members applying for Active Duty pay must complete a Data for Payment of Retired Personnel (DD Form 2656). This form collects information needed to establish a retired/retainer pay account, designate beneficiaries for Survivor Benefit Plan electors, determine Federal tax withholding and establish payee address information.

To apply for Active Duty pay:
1. Complete a DD Form 2656. There is a link to a blank DD Form 2656 (and instructions) within the Retirements Application
2. Upload the completed DD Form 2656 to your Retirement Application. Use the required attachments field at the end of the Retirement Application to upload your completed DD Form 2656

Tips and General Information:
- Read the instructions and Privacy Act Statement carefully before completing the DD Form 2656
- Complete Section II - Direct Deposit/Electronic Fund Transfer Information. This section MUST be completed as your net retired/retainer pay must be sent to your financial institution by direct deposit/electronic fund transfer (DD/EFT)
- Provide the Routing Transit Number (RTN) and account number of your financial institution
- Consider and elect your Options for the Survivor Benefit Plan (SBP)
- Advise the Defense Finance and Accounting Service (DFAS)-Cleveland of any changes to your marital/family status, address or banking/financial institution/direct deposit information

Application Information 1.0

Retirement Type*

☒ Reserve Retirement
☐ Active Duty Retirement (20 or more years of Federal Active Military Service)
☐ RRP (Reduced Retirement Pay Age)
☐ Age 60 Retirement

Air Reserve/National Guard Technician*

☐ Mandatory Separation Date (MSD)/High Year Tenure Date (HYTD) ⓘ
(mm/dd/yyyy)

Expiration Term of Service (ETS) Date* ⓘ

Requested Retire Date * ☒ ⓘ

Dashboard

Role Filter: [Role Filter Help](#) [myPers Home Page](#)

Overview | Worklist | Action Requests | My Roles / Delegations

ACTIVE DUTY AF | **AIR RESERVE** | AIR NATIONAL GUARD

Online Services Component Default: [Action Requests Help](#)

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

Evaluations (Overview)
[MPS or CSS Initiate Officer or Enlisted Performance Report](#)
[Appeal an Evaluation](#)
[Request a Shell on a Member](#)
[Submit a Letter of Evaluation \(AE Form 77\)](#)

https://52arty-ws-007v.afrc.af.mil/?cacheid=2721b986&format=html - ARPC:Web:Retirements:Process - Internet Explorer provided by

Retirement Application Progress Bar

Request ID	Requested Action	Application Type	Status
RET0087475	Apply	Age 60 Retirement	Approved

☒

Coordination

☒

Received by ARPC

☒

Pending Audit

☒

Assigned to Technician

☒

Orders Requested

☒

Orders Completed

☒

Application Approved

☒

Sent to DFAS

☐

Certificate Requested

☐

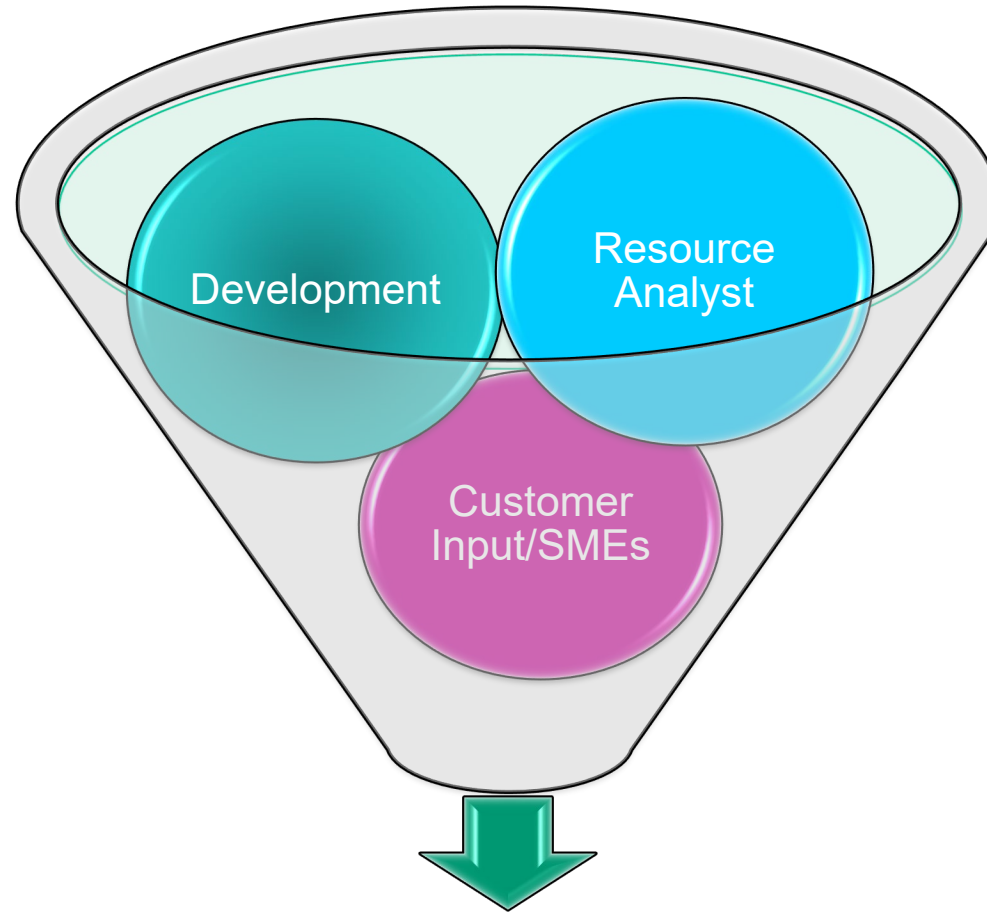
Certificate Mailed

☐

Completed

[Request your DD Form 214, Certificate of Release or Discharge](#)
[Request Other Documents](#) (Select to view types and descriptions)
[Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)

[Show me my Retirement Application Submission Status](#)
Force Development (Officer Overview)(Enlisted Overview)
[Reserve Developmental Education Designation Board \(RDEDB\)](#)
[Reserve School Selection Board \(RSSB\)](#)
[Reserve Officer Development Plan \(R-ODP\)](#)
[Reserve Enlisted Development Plan \(R-EDP\)](#)
[Reserve Retired Pay Computation Worksheet](#)
[Reserve Enlisted Developmental Education Board \(EDEB\)](#)



AF-Wide Solution

ARPC.RemedyNotificationDistro@US.AF.MIL

- vPC Routing
- Custom Roles
- Rerouting Applications Decs/Evals

ARPC.PSM@US.AF.MIL

- HR DSA Administration
- PSM Office

ARPC.DPXOA.SP@US.AF.MIL

- SharePoint

TFSC:

- 1-800-525-0102

DSN:

- 665-0102





United States Air Force Reserve

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HQ IR Readiness & Integration Organization



TSgt Munguia

SSgt Rossi

U.S. AIR FORCE

MISSION

**Provide,
integrate and
sustain ready
Individual
Reserve
forces
globally.**



VISION

**One trusted
team making it
easy to serve!**



Headquarters Individual Reservist Readiness and Integration Organization

Individual Reservist (IR)

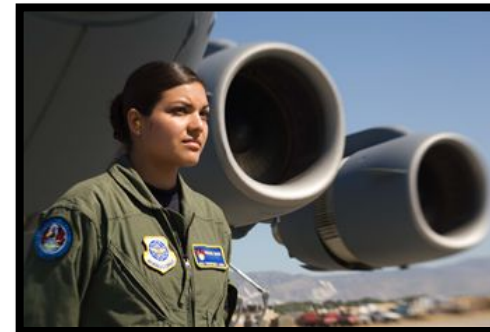
■ IMA (CAT B)

- Assigned to an Active Component, unit, wing, MAJCOM, COCOM, HQ
- Annual Tours (AT) and Inactive Duty Training (IDT) required for satisfactory FY participation
 - 24 or 48 IDTs
 - 12 - 14 Day Annual Tour



■ PIRR (CAT E)

- Members of the Ready Reserve (not part of SELRES) subject to active-duty recall by the President or Congress in time of national emergency or war
- Not assigned to a position on a UMD (attached to a unit) and not counted against reserve end strength
- Attached to active-component units and must earn 50 points per R/R year. The 50 points may be paid (MPA, limited school tour, etc.) or unpaid (IDT)



Unique IR Mission Sets

- **IMAs are assigned to every Department of Defense Combatant Command and other government defense agencies**, providing augmentation for manning shortfalls and backfilling for deployed active-component personnel in nearly every career field.
- **90+ Emergency Preparedness Liaison Officers** – Assigned to 1st Air Force, National Security Preparedness Directorate, activated in support of local and federal agencies in the face of natural disaster and other emergencies to facilitate requests for Title 10 Air Force support
- **CAP-USAF Civil Air Patrol Reserve Liaison Officers** – These participating individual ready reservists (points only) facilitate inspections of local CAP operations around the country, ensuring the volunteer-driven, official Air Force auxiliary is prepared to respond to its 4,000+ missions each year.
- **Admissions Liaison Officers** – These participating individual ready reservists (points only) provide information about Air Force commissioning and educational opportunities (USAF A and ROTC) to high school students and educators in all 50 states and several overseas areas.



Active Component Key Roles



OPCON vs. ADCON

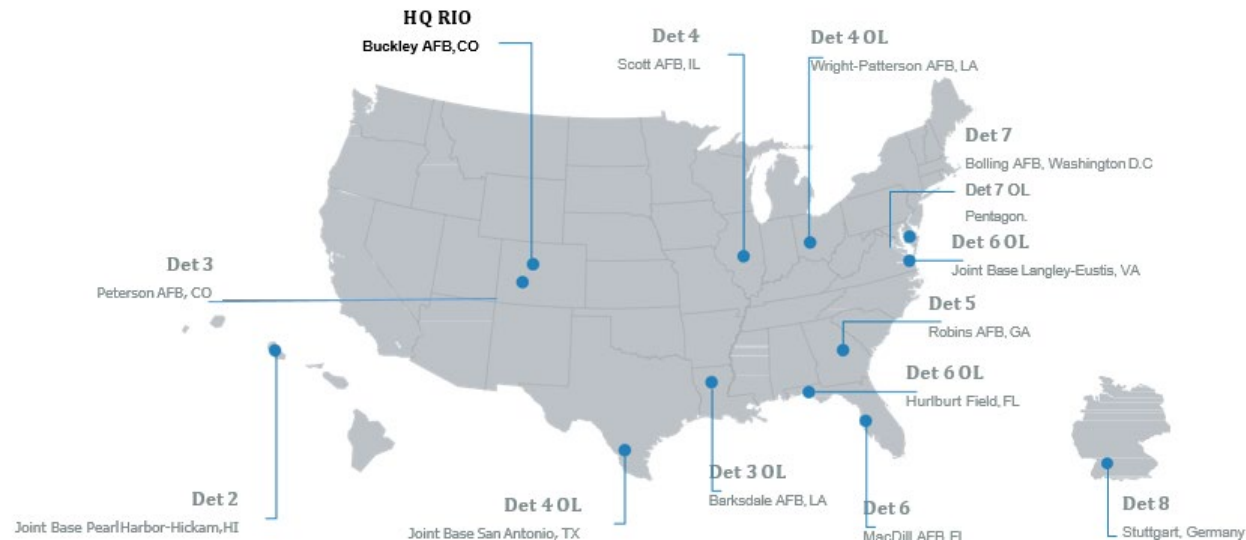
- Owning unit has OPCON of the IR force and most admin functions
 - Mission execution, security, fitness, medical, training
 - MPA, participation, evals, PRFs, FSS actions, DEERS, GTC, etc.
- HQ RIO has concurrent ADCON
 - Orders, readiness reporting, retirements, assignments
 - IMA end-strength, funding, formal schools, ETS, etc.

HQ RIO's Roles

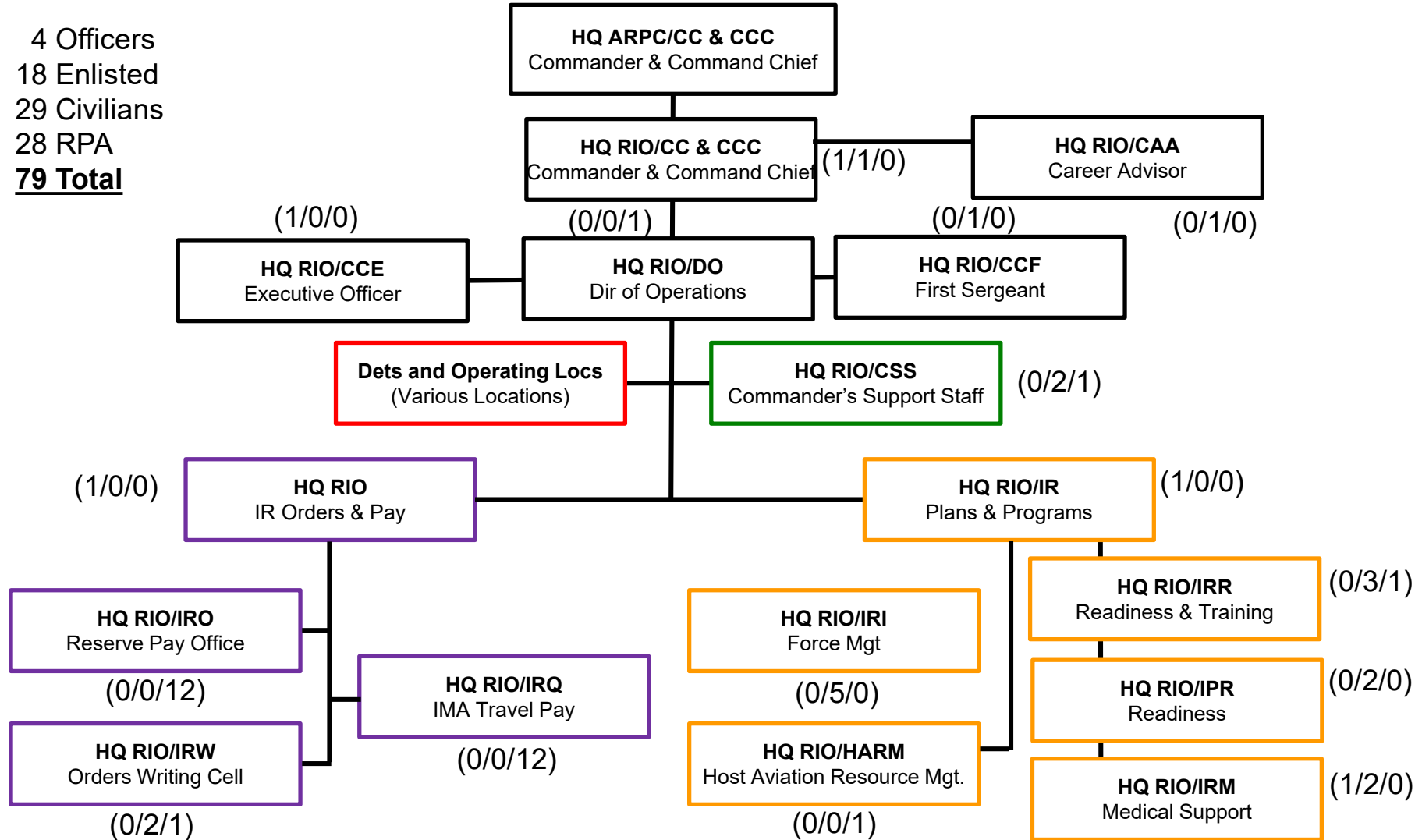
- **RIO Serves IRs to ensure they are ready to execute the mission**
- **Standardize management of IRs**
- **Ensure IR readiness and full integration with the active force**
- **IR Orders and IR Pay (MilPay and Travel)**
- **Manage IMA end-strength**
- **Provide a chain of command with accountability through ARPC/CC to the AFRC/CC**
- **Maintain concurrent admin control with RegAF CCs**
- **Educate and counsel the Active Component on IR matters**
- **Partnership and outreach**
- **Deliver a full complement of customer service and support**

HQ RIO's Organizational Structure

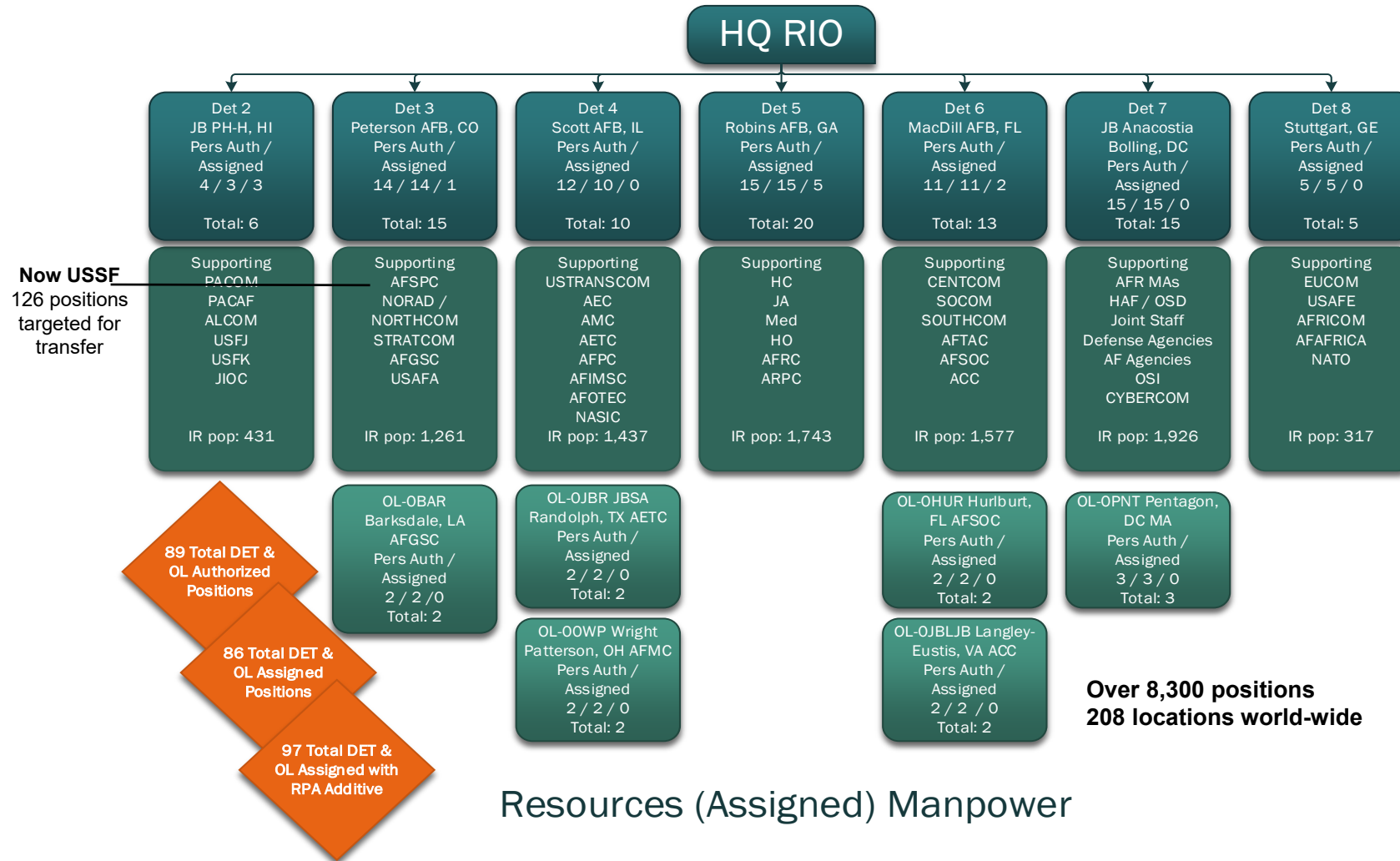
- HQ Staff at Buckley AFB = 61
- 7 Dets/6 OLs = 89
- *RPA support = 47
- Supports 53 separate orgs including all MAJCOMS, COCOMS, govt agencies, 100+ MAs, ARPC & AFPC
- IRs hail from all 50 States and D.C. and many reside overseas
- IRs serve in 43 states, throughout the NCR and in 13 countries



4 Officers
18 Enlisted
29 Civilians
28 RPA
79 Total



Detachments / Operating Locations



HQ RIO's Strategic Priorities

Deliver resilient and ready Airmen

- Establish proactive program management processes with a focus on Readiness and Participation tracking.
 - Basic readiness items & participation (education, ARCNet, MTFs, UTAPS, AROWS-R)
 - Focus on retention

Create culture of transparent communication

- Develop a RIO Communication Plan that IDs target audiences and effective platforms to deliver timely, tailored messages to IRs and RIO customers.
 - IRs & URCs have to be plugged in and know what is coming (suspenses, school deadlines, dates for orders)

Drive innovation and standardization

- Develop a standard workflow platform that fosters efficient, effective administration of the Individual Reserve force.
 - Travel Vouchers, Orders, Assignments
- Provide current process maps and Standard Operating Procedures (SOPs) that are easily accessible to RIO staff members.
 - All Dets operate the same way & make transitions seamless



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Reserve Separations Team



**APRC/DPTTS
TSgt Torrez
SSgt Garzon**

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Responsibilities:

- Quality review/package creation of Mandatory Separation Date (MSD)/High Year Tenure (HYT) extension requests
- Officer MSD Notifications
- Tenders of Resignation (unit assigned/IRR members/Chaplain Candidates/Chaplain)
- Conditional Releases – Form 368 (IRR members only)
- Duty Status 28 updates, pending Separation while member is under investigation
- DD Form 256 AF, Discharge Certificates (inactive members) – By request only with an SF180 (Request Pertaining to Military Records)
- ROTC Discharges
- Post Officer Promotion Board actions: continuation and twice deferred notifications
- Discharges (Health Professions Scholarship Program/IRR members/IMA ETS/ Administrative)
- ART HYT Updates – for TR to ART or ART to TR

- ARPC processes fitness only determinations cases
- ARPC is the liaison for the member for case status and updates
- ARPC and the member's unit will monitor the expiration term of service (ETS) and contact information for members choosing to go through the process
- Refer to your local Reserve Medical Unit (RMU) for guidance and compliance
- RMUs refer to AFRC/SGO for guidance and compliance
- Unit is responsible for keeping members information current throughout the process

- If member has at least 18 years of satisfactory service, but less than 20, they will be placed in sanctuary (only if up against an MSD or HYT).
- **AGRs** need to contact ARPC AGR Assignments about their sanctuary status.
- We monitor sanctuary for officers on a monthly basis and extend the MSD when necessary.
- Submit a myPers request, when an enlisted member is eligible for sanctuary.
- If member has 18 years satisfactory service, they will be given 3 years to get 2 sat service years.
- If member has 19 years satisfactory service, they will be given 2 years to get 1 sat service year.
- Members cannot go past 20 sat service years in sanctuary
- **Enlisted:** HYT can be adjusted past Age 60 to get 20 Satisfactory years (AFI 36-2606)
- **Officer:** May not participate past Age 62, even in sanctuary zone (Title 10 USC 12646) unless they are Medical or Chaplain

MSD Extension Requests

- All MSD Extension Requests are Exception to Policy Requests
- 14701 Request = Line Officer request to participate past MSD
- 14703 Request = Medical or Chaplain Officer request to participate past MSD
- Only Medical or Chaplain Officers can participate past Age 62 - with approved MSD Extension - Age 68 is the max age (new COVID guidelines for Medical Officers)
- SAF is Final Approval Authority
- Applications will be sent to SAF for the following reasons:
 1. AFRC/CC Disapproved member request
 2. AFRC/CC approved date other than date member requested
 3. Member has been Twice Deferred and is requesting a MSD Extension
- All member requests must be routed for AFRC/CC approval in a timely manner, even if unit disagrees with member's request
- 12308 Request = Service Credit Points past Age 60 - Only required if member also has 20+ years of Sat Service/Retirement Eligible - SAF approves all 12308 waiver requests

- ARTs can only participate past Age 60 with the MSD Extension Request
- We only process Extension Requests for ARTs that meet the following situations:
 1. They are requesting to participate past Age 60
 2. They are leaving their ART positions for AGR/TR positions - in which case we require the date they are leaving their positions and the position they are going into

MSD Extension Requests

<u>Rank</u>	<u>Law Code</u>	<u>MSD - # of years TFCSD</u>	<u>Line Officers - Max Years of Service TFCSD</u>		
Capt	14505	20 Years or 7 months from SAF Release Date/Official Notice (whichever is later)	20 Years	<u>OR</u>	Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first)
Maj	14506	20 Years or 7 months from SAF Release Date/Official Notice (whichever is later)	24 Years - with approved MSD Extension	<u>OR</u>	Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first)
Lt Col	14507a	28 Years	33 Years - with approved MSD Extension	<u>OR</u>	Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first)
Col	14507b	30 Years	35 Years - with approved MSD Extension	<u>OR</u>	Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first)

HYT Extension Requests

Status	HYT - # of Years from Pay Date		
TR	33 Years - up to 36 Years with approved HYT Extension	OR	60th Birthday (whichever comes first)
AGR	33 Years - up to 36 Years with approved HYT Extension	OR	60th Birthday (whichever comes first)
IMA	33 Years - up to 36 Years with approved HYT Extension	OR	60th Birthday (whichever comes first)
ART	Multiple Scenarios - whichever comes first 1. SCD + 30 Years 2. 60th Birthday 3. Paydate + 33 Years (HYT would be the 1st day of the following month)		

* Governing AFI: AFI 36-2606 – Ch 10.2

MSD/HYT Extension Requests

- MSD/HYT extension requests are to be submitted no earlier than 18 months, and no later than 12 months prior to member's separation date.
- All packages should have a NAF/HQ RIO CC endorsement prior to submitting in TMT.
- Ensure Current MSD and Requested MSD are correctly annotated on memorandums.
- Fitness Report should be up to date and not expire during the process.
- Member should be correctly listed on manning.
- We require the 3 most current EPRs/OPRs. Please inform us the reasoning if one is missing (i.e. 2018-2019 EPR missing because its in coordination).
- Clearly state member's duty title/position on snowflake or member request /endorsements.
- Annotate any previously approved extensions are listed on the snowflake.
- Guides/templates are available on the ARPC Sharepoint
 - (DPT > libraries > waiver routing guidance) also available in TMT under Training > Templates
 - MSD PSDG is available on myPers

- For unit level discharges, it's the units responsibility to create the discharge order, distribute to member, and provide the discharge certificate.
- If the member has a remaining obligation, do not discharge them but place them in the IRR.
- Members requesting an extension to their HYT/MSD should **not** apply for retirement prior to getting final notification about their extension.
- Per Title 10 14509, we automatically push officers who's MSDs fall on Age 60 to Age 62. This is done approximately 1 year prior to the officer turning Age 60. Please keep this in mind **prior** to submitting a MSD Extension Request. Only a 12308 waiver will be needed if the member qualifies for one.
- Ensure information in myPers tickets is completely filled out, **including Target SSN**.

- **Ensure you are calculating HYT/MSD for members coming from the Guard.**
This prevents members from erroneously entering the Reserve when they're past their HYT/MSD. Guard members do not have HYTs, except for Age 60.
- Ensure you are sending SF50s in myPers tickets for ART HYT Calculation Requests. If they are not attached, the ticket will be returned.
- Please do not contact us for issues with gaining members. That will have to be addressed with the losing unit.
- VLPAD pre-separation paperwork is done at AFPC. Please contact them for any questions or concerns.

- Ensure someone at the unit has constant contact with the member throughout the entire PEB process.
- Ensure we have a way to reach a person at the unit at any point. If someone leaves, please let us know of who will be taking over that process at the unit.
- Ensure we have up to date contact information for the member through the entire PEB process. It can sometimes take up to 4 years for us to get a case and by the time we do the member's contact information has changed.
- We have 15 calendar days to contact the member. And the member has 15 calendar days to respond. If we are unable to reach the member or have the wrong contact information for the member, they are not able to respond to us properly. Non response, for whatever reason means the member is concurring with the boards decision.

- For members coming up on their ETS – follow the below steps:
 - Unit will contact Medical Unit to check the status of the board
 - Medical Unit will contact AFRC/SG to check the status of the board
 - AFRC/SG will contact HQ ARPC to confirm if the member needs to be extended out 6 more months or if the member can ETS out.
 - Note: ETS is a faster process and the medical code will always be on the member's record.
- If the member is retirement eligible, the unit needs to assist with the Retiring process - applying for Retirement through mypers is trackable compared to submitting a AF 131.
- Members going through MEB/PEB coming up on their MSD/HYT need to work to request an extension with their unit. The unit will then forward to AFRC/SG and then to AFRC/A1K.



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Questions



Break- will return in 10 min





United States Air Force Reserve

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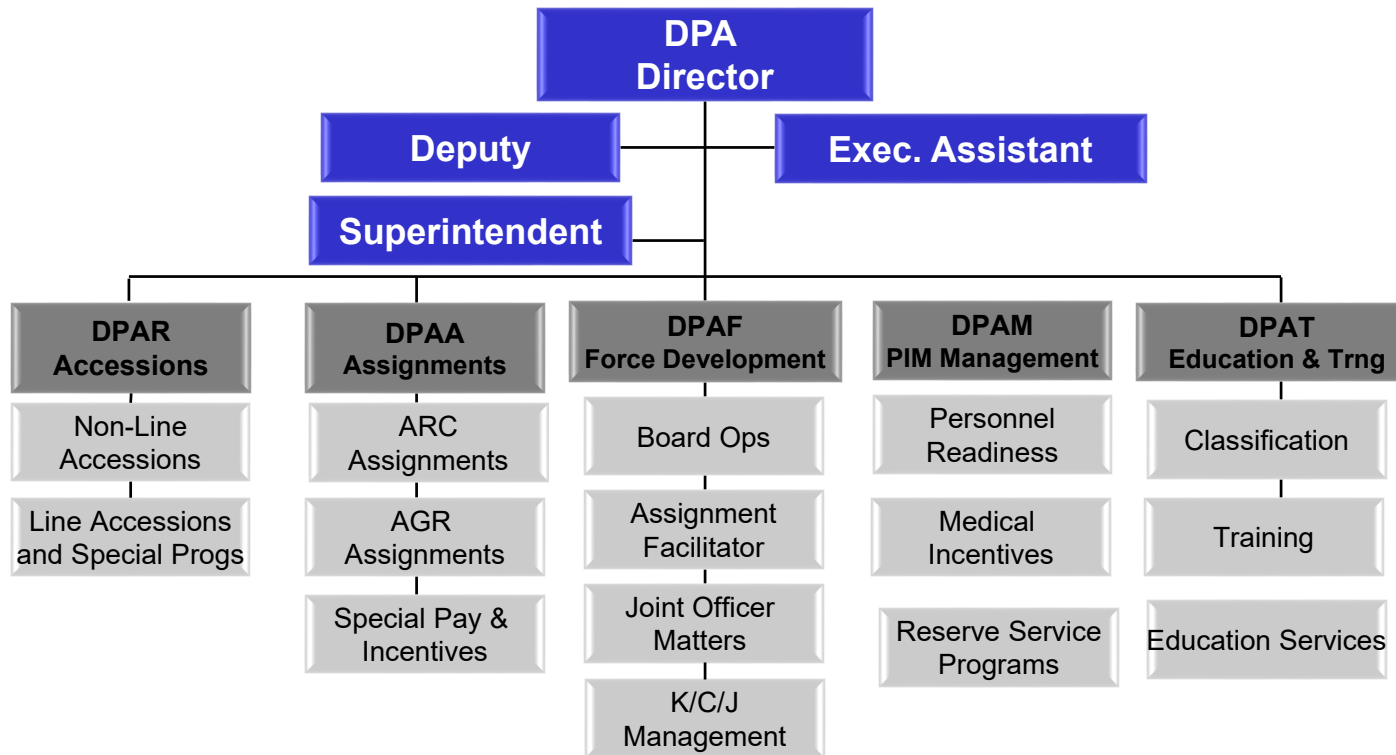
Assignments Directorate



U.S. AIR FORCE

**CMSgt Brian Marr
November 2020**

Organizational Structure



What We Do:

- **Direct Officer Accession (OA) Commissioning Process**
 - **Professional: JA, SG, and Chaplain**
 - **Health Profession Scholarship Program (HPSP) stipend**
 - **Chaplain Religious Profession Scholarship Program**
 - **Non-EAD Airman commissioning program/OTS**
 - **Resigning Regular**
 - **Competitive Category Change**
- **Enlisted Accessions**
 - **IMA**
- **Scrolling**
 - **Used to obtain POTUS approval of officer commissioning**

What We Do:

- **AFR HQ and Unit AGR Management (IAW AFI 36-2110, Chapter 12)**
 - **Advertise vacancies (on MyPers)**
 - **Facilitate assignments with hiring authority**
 - **Coordinate with servicing FSSs to manage AGRs**
 - **AGR Continuation Decision Worksheets (quarterly)**
 - **Process approved assignment waivers**
 - **Management Directed Reassignments (MDR)**
 - **Voluntary curtailments**
 - **AGR Program Health metrics**
 - **AGR promotion grade ceiling for SMSgt, CMSgt, Maj, Lt Col and Cols**

DPAA: Assignments Division cont.

What We Do:

- **Reserve Assignments (IAW AFI 36-2110, Chapter 8)**
 - Complete assignment actions for Individual Reservist (IMA/PIRR)
 - Complete assignment projection and orders for Non-participating status (IRR) to SelRes (TR/ANG/IMA/PIRR)
 - Coordinate on cases involving:
 - USERRA
 - Reserve Retiree to Reserve (Indispensability)
 - Voluntary Limited Period of Active Duty Program (VLPAD)
 - Special Duty Pay (IMA only)

DPAA: Assignments Division cont.

What We Do:

- **Special Pay and Incentives:**

- **FY Aviation Bonus (AvB)**

- FY20 AvB program was approved from 1 January – 30 September 2020. The program is for Active Guard/Reserve (AGR) and Air Reserve Technician (ART) rated officers.

- **Combat Rescue Officer (CRO) Bonus**

- The program is for AGR eligible officers assigned to the CRO career field (13D)

- **Reserve Enlisted and Officer Incentive Program**

- Governed by the Critical Skills Listing. Incentive types include: Accession, Affiliation, Non-Prior Service, Prior Service, Reenlistment and Retraining.

- **Incapacitation Pay Extension Requests**

- Pay & allowances for Reserve members who experienced a loss of earned income because of an injury, illness, or disease incurred or aggravated in the line of duty.

DPAF: Force Development Division

What We Do:

- **Reserve Officer and Enlisted Development Teams (DT)**
 - **Designed to produce Airmen who possess tactical expertise, operational competence and strategic vision**
 - **Provides senior leader mentorship matching individual desires and capabilities with Air Force Reserve needs**
- **Reserve School Boards**
 - **Exceptionally well qualified AFR members who have expressed their desire for Leadership and Return on Investment for the AFR**
- **Reserve Development Plans (R-ODP & R-EDP)**
 - **Important tool for USAFR Member's to communicate their personal career goals to DT and school boards**
- **Joint Officer Management (JOM) (O-6 and Below)**
 - **Track Joint credit accumulated via JDAL position/experience**
- **Key Command JDAL Management (KCJ) (O-5 positions)**
 - **These are specially designated TR, IMA and AGR term-limited positions, 3 years for key/4 years for JDAL, positions are developmental opportunities**

DPAF: Force Development Division Con't

What We Do:

- **Student Outplacement**
 - **Assist in-res IDE/SDE students to locate post graduation follow-on assignments**
- **Reserve Command Screening Board**
 - **Identify those Colonels and Lt Colonels based on leadership potential as candidates for wing, vice wing and group commander positions**
- **Reserve Command Chief Screening Board**
 - **Identify those Chief Master Sergeants based on leadership potential and performance as candidates for future Command Chief positions**
- **Stripes for Exceptional Performers (STEP) II Board**
 - **Commander's program designed to promote outstanding and well deserving Air Force Reserve members to one grade above the authorized grade for their position**
- **Special Duty**
 - **Deliver deliberate mentorship on how to leverage SDI experience into leadership opportunities**

DPAM: Pre-Trained Individual Manpower

What We Do:

Personnel Readiness (DPAMX): *ARPC's only wartime mission

- **Pre-trained Individual Manpower (PIM) (AF Strategic Reserve)
Force Manager: viable mobilization assets only**
- **Individual Ready Reserve (IRR), Standby Reserve, Retired
Active <60/>60, Retired Active/Reserve >60**
- **Advisor to Air Staff**
- **Mobilization Ready via screening programs:**
 - **Annual survey mail-outs, Annual Musters, biennial Push-Pull exercises**
- **Performs address updates/research**

Medical Incentives (DPAMM):

- **Acting MPS for HPSP students (IRR); manages/processes
ANG/AFR Medical Special Pay programs**

DPAM: Pre-Trained Individual Manpower

Reserve Service Programs (DPAMR):

- **Assignment actions/management on non-participating members (Key Employee, UIF's on IRR/Standby, Career Intermission Program (CIP))**
- **Service Date verification**
- **MPF for the Individual Ready Reserve**
- **Key Employee – myPers article #17360**
- **Foreign Government Employment - myPers article #15330**
- **Career Intermission Program – myPers article #27945**
- **S7 PAS Code, UIF Monitor**

DPAM: Pre-Trained Individual Manpower

Verification of Service Dates

The GAINING UNIT is responsible for initial computation and system update of all service dates upon accession.

Controlled data items in MilPDS: Pay Date, TFCSD, TYSD (Total Force).

Documents required: all DD4's, DD214's, NGB 22's, NGB 66's, Appointment/
Enlistment orders and any Separation/Discharge documents.

- Requests usually completed within 10 business days
- Requests should be submitted via MyPers console



U.S. AIR FORCE

Service Date Calculation References

❖ ***AFMAN 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 7000.14-R, Volume 7A***

Used for the calculation of Pay Date

DPAT: Classification /Education & Training

What We Do:

HQ AFRC Classification Waivers processing

- Reserve Classification Waivers (Rqmts in AFECD, AFOCD, AFI 36-2101)
 - FSS/Recruiter/RIO Detachment → Our Office → MFM/AFCFM
- Individual Reserve Training Waivers (CDCs, OJT Time in Training, Initial Skills School)
 - FSS/Recruiter/RIO Detachment → Our Office → MFM/AFCFM

Individual Reservist Training Management

- Enlisted/Officer On-the-Job Training Management
- AFSC, Skill Level, and SEI Updates
- Training and Retraining status updates
- Formal school course request and processing
 - RegAF Unit/Member Detachment → Our Office
- Education benefits
 - Foreign Language, Pay, TA, Student Loan Repayment, CCAF & Enlisted Education updates, 9/11 GI Bill





United States Air Force Reserve

Integrity - Service - Excellence



Post 9/11 GI Bill Education Program Chapter 33

U.S. AIR FORCE

- **What is the Post 9-11 GI Bill**
- **Who is eligible?**
- **What will you receive?**
- **What kind of training can you take?**
- **How/where to apply?**
- **How many months of assistance are received and how long do you have to use them?**
- **What if I need a Letter of Certification for the VA?**
- **Eligibility to Transfer Education Benefits**
- **Apply to Transfer**
- **Yellow Ribbon Program**

**The Post 9-11 GI Bill is an education benefit program
for individuals who served 90 days on active duty
since September 11, 2001.**

- **Post 9-11 GI Bill Pays for:**
 - **Tuition/fees capped at most expensive public institution**
 - **Housing allowance at rate of SSgt in the location of the school**
 - **Book stipend up to \$1000**

- **As of 1 Oct 11 Post 9-11 can be used for:**
 - **Colleges/Universities (to include 2nd Master or PhD)**
 - **Trade schools**
 - **Flight training**
 - **Independent and distance learning**
 - **Apprenticeships**
 - **Vocational/technical training**
 - **On-the-job training**
 - **Tuition Assistance**
 - **Licensing (attorney license, cosmetology license)**
 - **Certification tests (SAT, LSAT, etc.)**

- **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 (for the purpose of an AGR Tour or Presidential Call-Up only)**
 - **Eligibility to use Title 32 (AGR)/32 sec 502f payable retroactive to 11 Sep 2001**

Letter of Certification Breakdown

- **You may receive up to 36 months of Post 9-11 GI Bill, not to exceed 48 months in a combination of programs**
 - **The percentage of benefit earned is based on the total number of qualifying active duty days**
 - **Point Break Down:**

90-179 Days = 40%

180 - 364 = 50%

365 - 544 = 60%

545 - 729 = 70%

730 - 909 = 80%

910- 1094 = 90%

1095 = 100%

- **You will be eligible for benefits for 15 years from your last period of active duty of at least 90 consecutive days (Forever GI Bill after 1 January 2013).**

- **To eliminate the need to submit orders or DD 214's of less than 3 years AD service to the VA, ARPC can provide you with a Letter of Certification.**
- **In order to request a letter of Certification (LOC) 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 point summary**
 - **A review of ANG members' orders for type of duty (codes 2, 3 & 5 on point summary) will be done to exclude State funded orders**
- **Log into your MyPers account to request a letter of certification**

- **Once you receive your LOC:**

- Complete the VA 22-1990 on <https://www.va.gov/education/>
- Attach your LOC to your application as supporting documentation.

- **Once you submit your application:**

- **Contact your VA certifying official at the school once you submit your VA 22-1990**

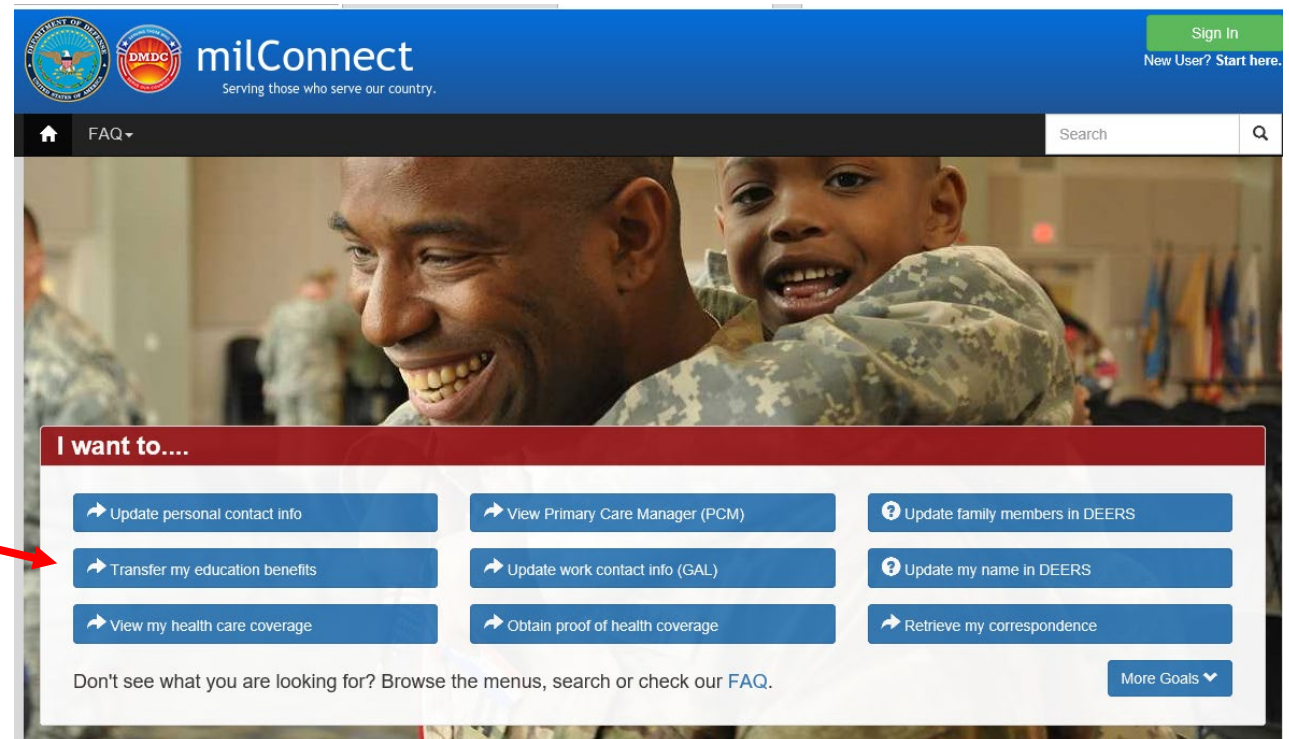
- To see school tuition rates, Housing allowance, as well as yellow ribbon eligibility visit the GI Bill Comparison Tool at www.va.gov/education/
- Once a member is 100% eligible for Post 9-11 GI Bill members can qualify for Yellow Ribbon Program.
- The Yellow Ribbon Program may provide additional financial support



Eligibility to Transfer Your Benefit

- Eligibility/Commitment for transfer to dependents:
 - Member will incur a **4 year** Selected Reserve service commitment on the date of transfer.
 - **As of 12-Jul-2019 members must be able to commit to a 4 year service obligation at the time of transfer. Members who have MSD, HYT, or have a current MEB are not eligible.**
- Members must have **6 years** of *Satisfactory* service on the date of request to transfer to *dependent*
 - Dependent spouse *can use the benefit at 6 years Sat Service*
 - Dependent *children* can not use the benefit until the member has *10 years sat service*
- Member must have Post 9-11 eligibility at the time of transfer and be participating in the Select Reserve

- 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 dependents with their branch of service,
Via the web page
www.dmdc.osd.mil/milconnect



- **Children must be listed in DEERS in order to transfer**
- **At 21 years of age the dependent will fall out of DEERS if not in a full time degree seeking program**
- **The dependent can receive the benefit up to their 23rd birthday and can use it until their 26th birthday**
- **A dependent marriage will not effect their benefit usage**

- While participating in the Selected Reserve you may revoke, modify the election and make additional dependents eligible
- After you leave participating status you can **not add a dependent**
- IRR, IMA (Points only) and CAT E Members are not Eligible to Transfer as they are not Selected Reserve



- To establish Post 9/11 Education Assistance eligibility:
 - <http://www.va.gov/education> is where you find the VA Form 22-1990
 - 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/education
or call VA Education at: **1-888-442-4551**
or call Total Force Service Center – Denver at:
1-800-525-0102



U.S. AIR FORCE

Questions?



Break will return in 10 min





United States Air Force Reserve

Retirements

ARPC/DPTTR

Ms. Patricia Rosas

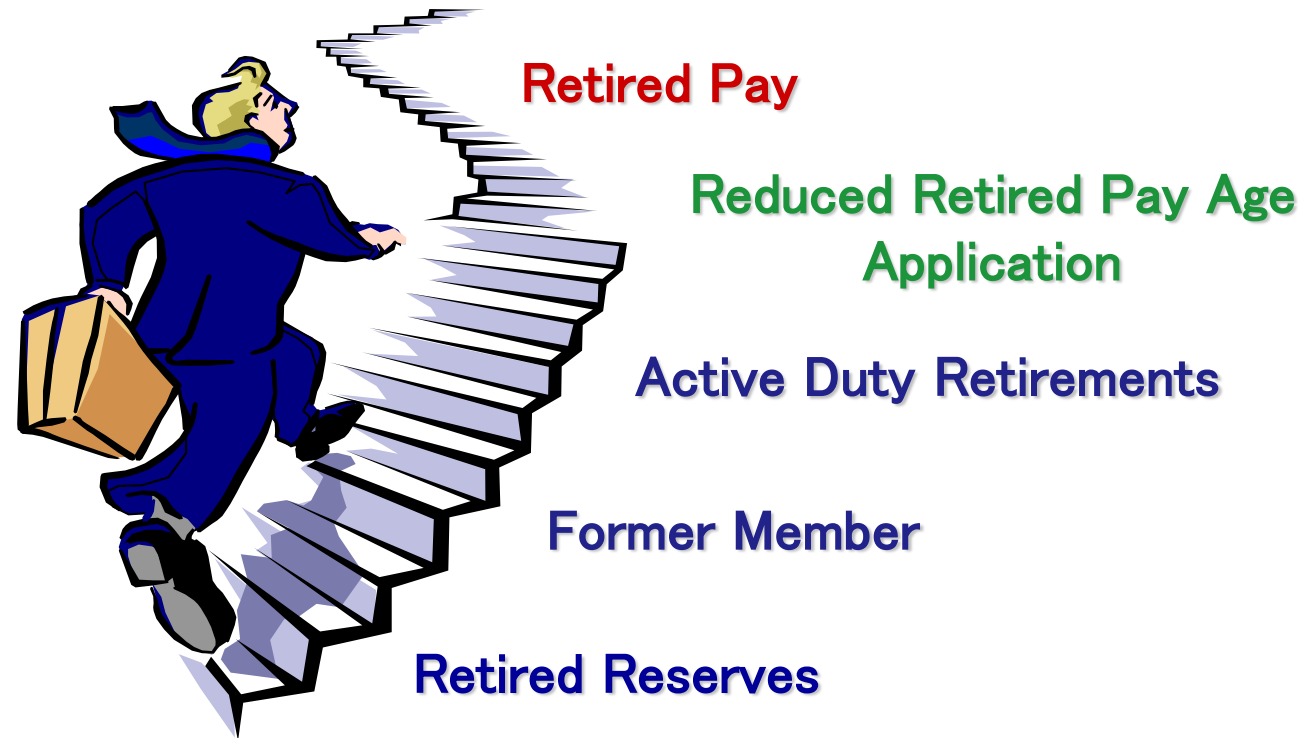
Will You Be Able To Retire?

Prepare now so you do not have to worry later



What you do today affects tomorrow

Retirement Life Cycle





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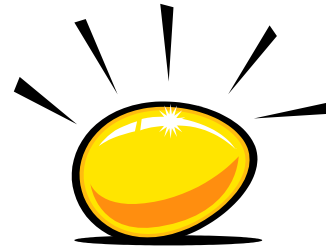
Retirement Life Cycle



Retired Reserves

- Must meet qualification

20 Years of Satisfactory Service



- 15–20 years Satisfactory Service if the member has a medical code (AAC 31/37)

- **Voluntary Retirement**
 - **Reservists apply to transfer to the Retired Reserve using the vPC online application**
 - **Track application online as it gets processed**
 - **Automatically routed to commanders for coordination**
 - **Routing handled by the unit PSM**
 - **MPF can utilize vPC reports to see which members have applied for retirement**
 - **Members must comply with yearly end strength policies in place at the time of retirement application**
 - **Members with a Medical Code (AAC 31/37)**
 - **Member attach medical documentation in MyPers application for medical retirement with a minimum 15 years SAT SVC**

- Involuntary Retirement/Separation
 - **Transfer to Retired Reserve is automatic unless otherwise requested**
(Highly encourage members to apply)
 - Mandatory Service Date (MSD)
 - High Year of Tenure (HYT) - Reserves only

ALLOW 90-120 days for retirement to be updated and processed

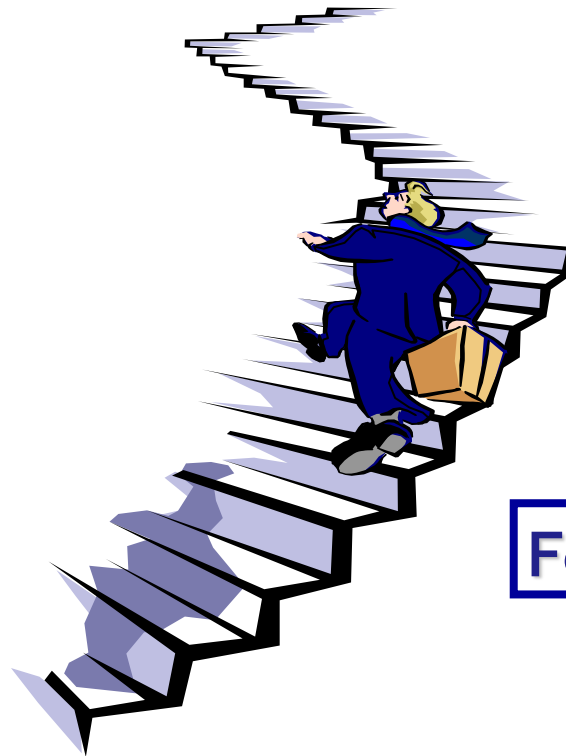
- **Change Date/Withdrawals**
 - **Policy**
 - **AFI 36-3203 Para 2.11**
 - **Best Interest of the Air Force**
 - **Hardship**
 - **Requesting**
 - **Over 30 days prior to retirement effective date**
 - **Member uses vPC application to request; vPC application automatically re-routes through coordination**
 - **Under 30 days prior to retirement effective date**
 - **Written request BY THE MEMBER and routed/coordinated through the members chain of Command**
- **Approval Authority**
 - **HQ ARPC/DPT Director**

Officer Time in Grade – By Law

- **Voluntary Retirement**
 - Lt Col and above three years satisfactory service TIG
 - Major and below six months satisfactory service TIG
- **Involuntary Retirement/Separation**
 - All officers separated due to MSD, age 60 or medical disqualification six months satisfactory service TIG

Current Effective Date of Rank NOT Date of Rank

Retirement Life Cycle



Former Member

- **What is a Former Member?**
 - An individual who, for what ever reason, was separated/discharged instead of transferring to the Retired Reserves
 - May **NOT** be reappointed or enlisted solely for retirement
 - **DO NOT** accrue longevity
 - Receives DD Form 2765 ID Card
- **Former Members Pay**
 - On or after 08 Sep 1980
 - Average of highest 36 months **PRIOR** to date of Discharge
 - Prior to 08 Sep 1980
 - Pay Scale in effect on retired pay effective date.

Retirement Life Cycle



Active Duty Retirement

Active Duty Retirement

- **Eligibility Requirements**
 - **Must complete 20 Years Total Active Federal Military Service (TAFMS)**
 - **Officers – 10 years of active commissioned service required**
 - **Retired pay effective date is the first day of the month**
- **Voluntary Retirement**
 - **Reservists apply using the vPC online application**
 - **Track application online as it gets processed**
 - **Automatically routed to commanders for coordination**
 - **Routing handled by the unit PSM**
 - **MPF can utilize vPC reports to see which members have applied for retirement**

Active Duty Retirement

- It is **MANDATORY** for member's to provide in application
 - **DD Form 2656**
 - **Full banking information and SBP election**
 - **Members submit AD Orders taking them to or past their retirement date**
- **Members are encouraged to indicate on application**
 - **Terminal leave**
 - **Permissive Leave**
 - **Out-processing/TMO**
 - **Up to date Ceremony Date**
- **Headquarters assigned with 20 years TAFMS apply through HQ AFPC**

- **Officer (10 USC 8911) TIG Requirement**
 - **Voluntary Retirement**
 - Major and below - 6 months active duty service
 - Lt Col and above - 3 years active duty service
 - **Involuntary Separation**
 - MSD or involuntary separation from AD
 - All officers - 6 months active duty service



Retirement Life Cycle



Reduced Retired Pay Age
Application

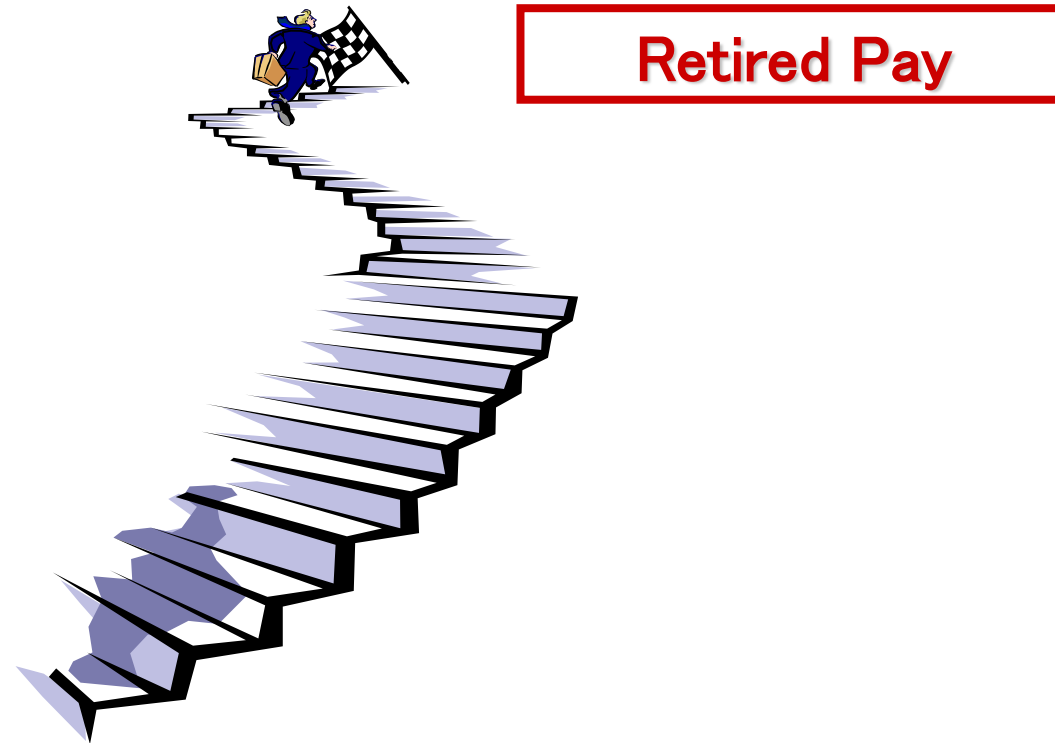
Reduced Retired Pay Age Application

- Reserve Members
 - **Submit vPC application no less than 6 months prior to retirement**
 - **DO NOT NEED TO SUBMIT ORDERS**
- Be sure to keep track of all your participation for proper credit
- Don't wait to be contacted, use the online application, if you think you have eligible service, especially if you believe you are nearing pay age

Reduced Retired Pay Age

- **Effective with the NDAA signed on 28 Jan 08**
 - **Age 60 may be reduced by 3 months for each 90 days cumulative qualifying AD service in a fiscal year (FY). Beginning w/FY15/16, qualifying active duty may be combined between consecutive fiscal years.**
 - **Qualifying AD**
 - Qualifying service is identified in Title 10, U.S.C. Section 101(a)13(b) or 12301(d)
 - MPA, RPA (special, school)
 - **Non-qualifying AD**
 - AT, AGR, Disciplinary holds
 - ANG: State AD and Title 32 (unless called to Federal Emergency under 502(F))
- **May not be reduced below 50 years of age**
- **Not retroactive for service prior to 29 Jan 08**

Retirement Life Cycle



- **Qualifications for applying for Retired Pay**
 - Reduced Retired Pay Age
 - Age 60
 - Working to Pay Age
 - Working past Age 60
 - Title 10 U.S.C. Section 12308 waiver is required for for service credit past age 60, Points and service will not be credited towards retired pay without the waiver. Waiver is initiated through members Chain of Command. A waiver is not required if 20 years of SAT SVC is not obtained by the members 60th birthday. Service after age 60 and obtaining 20 years of SAT SVC will not be credited towards retired pay without a waiver.

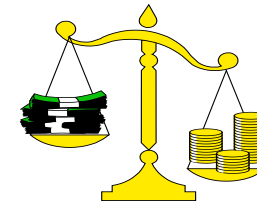
However...



- You must apply, not automatic
 - **4 months prior to retired pay effective date, you will submit**
 - DD Form 2656, thru vPC online application
- **6 Year Statute of Limitation—Barring Act**
 - Any claim received after eligibility, can only be paid retroactively up to 6 years maximum

Retired Pay Computations

- Which one applies to you...
 - If initial entry into military service is:
 - Prior to 8 Sep 80 = Final Pay
 - Pay scale in effect on your retired pay effective date
 - On or after 8 Sep 80 = High 3
 - Average of the last 36 months of basic pay in effect prior to your retired pay effective date



Retirement Application

- **General Officers**
 - **Reserve**
 - Complete AF IMT 131
 - HQ AF/REG
 - IG check
 - Forward to ARPC Contact Center



- **Retirement Package**
 - Retirement Certificate
 - Spouse Certificate
 - Presidential Certificate
 - Presidential Letter - with 30 years of service
 - Retirement Pin
 - **Reserve/IMA members are provided a flag**



Questions





United States Air Force Reserve

Integrity - Service - Excellence

Outbound Service Team



**TSgt Fernando Guzman
November 2020**

U.S. AIR FORCE



- **What we do – Process Retirement Packages**
- **When we receive notification from Retirements that the member is retiring, we start the process to create the member's retirement usually 45 days before member's ceremony or retirement date.**
- **We primarily go by CEREMONY DATE FIRST and then retirement date.**
- **Create retirement certificates Member, Spouse (if applicable), and current Presidential for all retiring members of the Guard and Reserve. Also included in the retirement package is the benefits letter, lapel pin, binders for the certificates, and the Flag (ANG and USAFR). These are all mailed to either the member or member's designated POC.**
- **The packages are primarily sent via UPS or FedEx. When it is ready for pickup by UPS/FedEx, an email will be sent to the member with the tracking number from either UPS or FedEx.**
- **If it is being mailed to a P.O Box or APO address, the retirement package will be sent via USPS.**
- **What we also do – Honorable Discharge Certificates – for ANG members upon request**
 - **We create the NGB 438, 438a, 439, 439a**
- **AFI 36-3203, DODI 1348.34 and Code of Federal Regulation Requirement USC Title 32**



U.S. AIR FORCE

Help Us Help You!

- Double check information in vPC retirement application to ensure it is correct

Current mode: Search

Search My Reports Advanced search

Retirement Application

Application Coordination OGD Data Technician Hierarchy Admin Hierarchy

Application Information

Requested Action	Apply	Date Submitted	11/5/2018	Status	Work In Progress
Application Type	Reserve Retirement	Retirement Date	11/30/2018	Highest Grade Held	E7
Spouse's Name	Jane D. Doe	POC Name	John D. Doe		
Tech Type*	Air National Guard Techni	POC Address	1234 Made Up St, Aurora CO, 80011		
S7 PAS Code	Yes	POC Phone(s)	(Comm) 123-456-7890		
Wants a Binder	Yes				
Wants a Ceremony	Yes				
Ceremony Date	11/30/2018				
Ext. Heroism Entitlement					

☐ Documents Faxed

File Name	Max Size	Attach Label
		File 1
		File 2
		File 3

(Right-click inside attachment box for attachment menu)

- Refer members to Presidential Libraries if they desire to certificates signed by a previous President (Ref next slide)



U.S. AIR FORCE

Presidential Libraries

Barack Obama Presidential Library
2500 W. Golf Road
Hoffman Estates, IL 60169-1114
Ph: (847) 252-5700 Fax: (847) 252-5799
Email: obama.library@nara.gov

George W. Bush
Office of the Honorable George W. Bush
P.O. Box 259000
Dallas, TX 75225
Ph: (214) 692-4300 Fax: (214) 692-4324

William J. Clinton
Office of the Honorable William Jefferson Clinton
55 West 125th Street
New York, New York 10027
Ph: (212) 348-8882 Fax: (212) 348-5218
email: correspondence@clintonfoundation.org

Jimmy Carter
The Carter Center
Atn: Executive Office
Atlanta, GA 30307
Ph: (404) 331-0283

Note: Service member's requests should be sent 6-8 weeks prior to the ceremony date and include the date of the ceremony. Requests should include, at a minimum, full name and rank of retiree, date of retirement, address, name and phone number of contact person. Other information may be required.



44th POTUS Barack Obama's Library

The Office of Barack and Michelle Obama

**To request a military retirement presidential certificate, in your preferred search engine, please type in:
<https://barackobama.com>**

- 1. On the right side, please select the REQUEST A GREETING link.**
- 2. Under the Greeting Requested drop down menu, please select: MILITARY RETIREMENT**
- 3. Fill out the requested information as indicated and click SUBMIT**

NOTE: There is a waiting list. Only the office knows how long it will take before you receive your certificate.

Outbound Services

tfsc@mailds01.csd.disa.mil

1-800-525-0102

OR

Submit a MyPers incident

and select OUTBOUND RETIREMENTS as the queue



U.S. AIR FORCE

Questions?





United States Air Force Reserve

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Workflow, Case Management Service and Field Support Services Element (FSSE) (Commanders Hotline)



Operations Branch

TSgt Silvia Villanueva

TSgt Tamara West

October 2020

U.S. AIR FORCE

- **What We Do**
- **What We See**
- **How FSS can Help Members**

- **Case Management System**

- The ARPC Customer Service box is used when it is unclear where a request should be routed
- CMS cases sent to the ARPC Customer Service box are answered or routed to the correct box

- **Field Support Service Element (aka Commander's Hotline)**

- Purpose is to provide expedited assistance for urgent benefit or mission affecting issues
- This line is only intended for General Officers, Commanders, Executive Officers and/or Squadron CMSgts calling on behalf of the member
- FSSE calls/voicemails are responded to within 1 business day and processed within 5 business days; These calls are followed cradle to grave by the FSSE technician

- **myPers Incident Workflow**

- Ensure myPers incidents reach the correct ARPC office for timely processing
- Receive and route incidents to the OPR when the system can't determine where they should go
- Receive and reroute incidents that are routed to the incorrect OPR

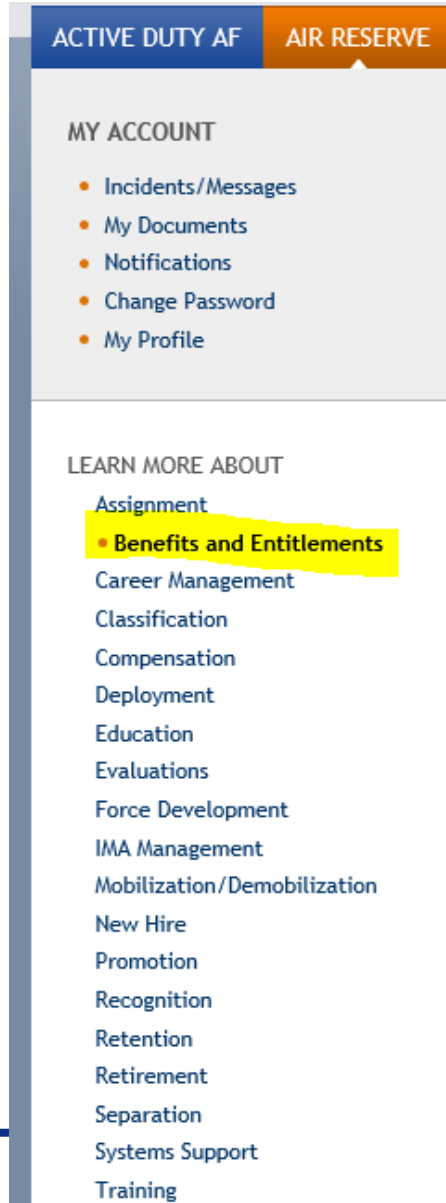
- **Requests for non-pay issues in CMS**
 - CMS is used for pay issues only
 - myPers incidents should be created for non-pay issues; i.e. document requests
- **FSSE calls for non-urgent issues that can be handled by calling TFSC, some examples:**
 - Evaluations (not related to officer promotion board) requests to push through or pull back
 - Requests to send a blank DD Form 2656, *Data for Payment of Retired Personnel*
 - Can be found on myPers and Retirement application page
 - Members unsure where to send DD Form 2656
 - Best option: attach to the Retirement application (NEW)
 - Alternate option: Mail to ARPC/DPTTR
 - Members that need an award fast tracked for approval
- **myPers Incident Workflow**
 - Incidents come to Workflow when the system can't determine the office to route it to
 - This can happen when the request is submitted under *Contact Us – Email the myPers-Total Force Service Center*

How FSS Can Help Members

- **CMS-- (Servicing MPF)**
 - Be clear and concise in CMS case details
 - Make sure that source documents are attached (submit myPers request if needed)
 - If the request is not pay affecting submit in myPers instead of CMS (more details on ARPC article: <https://www.arpc.afrc.af.mil/News/Article-Display/Article/2214089/differences-between-mypers-cms-for-resolving-personnel-pay-issues/>)
- **FSSE Line-- (Servicing MPF assist Commanders with using the hotline)**
 - Due to current telework environment, leave a commercial phone number you can be reached at for the technician to contact you from home
 - Provide **your** name and SSN and **AND** the SSN of the member you are calling on behalf of (you may provide a DODID instead of SSN)
 - Provide adequate information about the issue/concern, including myPers reference numbers
 - Allow us 1 business day for a return call when a voicemail is left
 - Keep your myPers account updated; allows for quicker and prompt updates
 - Inform retiring members about access to their records and myPers access after retirement (more information available on myPers under *Retiree*)
 - Ensure evaluations are submitted timely and accurately (in vPC action, not myPers ticket)
 - Authorized personnel may contact the FSSE by calling **720-847-3400**.

How FSS Can Help Members (cont'd)

- **Workflow (myPers tickets)**
 - To ensure requests are routed/received by appropriate office, utilize the LEARN MORE ABOUT list to locate specific subject in question and submit request from that page
- Our example here is to find DEERS information, which is under Benefits and Entitlements



ACTIVE DUTY AF AIR RESERVE

MY ACCOUNT

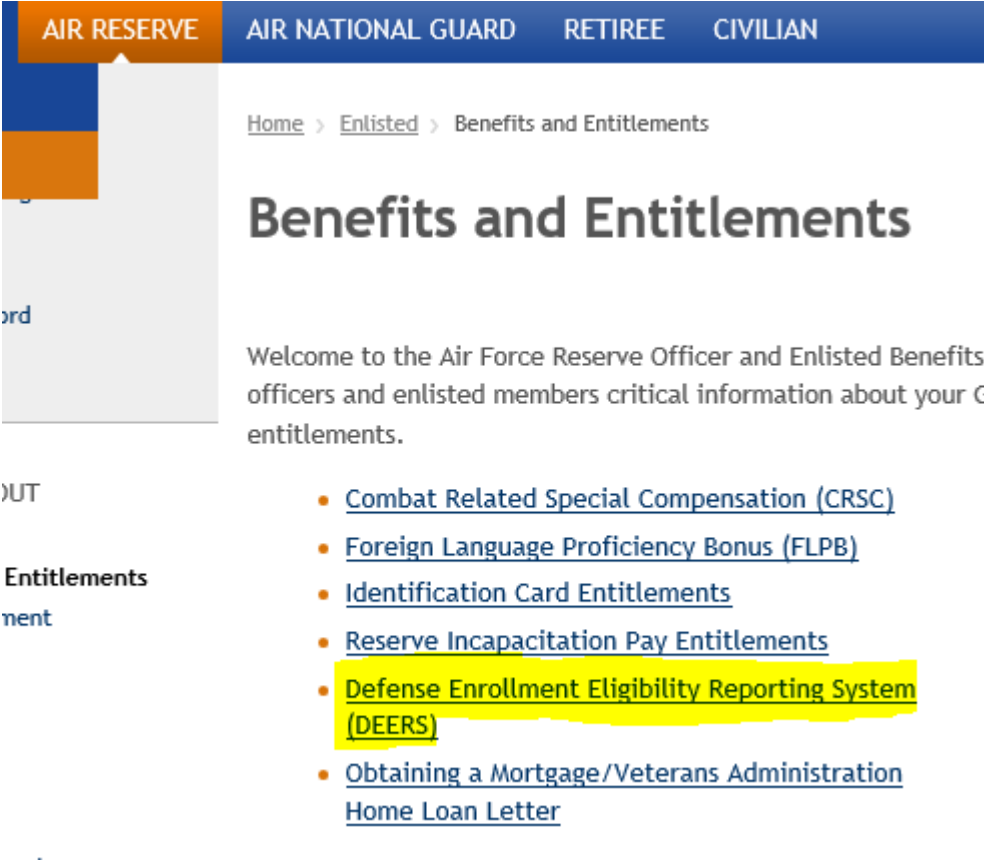
- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

LEARN MORE ABOUT

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

How FSS Can Help Members (cont'd)

- For this example, we are going to click on Defense Enrollment Eligibility Reporting System (DEERS) because we have a question about DEERS



AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

Home > Enlisted > Benefits and Entitlements

Benefits and Entitlements

Welcome to the Air Force Reserve Officer and Enlisted Benefits officers and enlisted members critical information about your C entitlements.

- [Combat Related Special Compensation \(CRSC\)](#)
- [Foreign Language Proficiency Bonus \(FLPB\)](#)
- [Identification Card Entitlements](#)
- [Reserve Incapacitation Pay Entitlements](#)
- [Defense Enrollment Eligibility Reporting System \(DEERS\)](#)
- [Obtaining a Mortgage/Veterans Administration Home Loan Letter](#)

How FSS Can Help Members (cont'd)

- Please read through the information on the page to ensure your question cannot be answered; if you still have a question, then under the Tools heading click on *Submit DEERS/RAPIDS Request*

- This will open a separate tab with a form specifically for DEERS requests and ensure it is routed directly to the DEERS Project Office for prompt response

Tools

- [Submit DEERS/RAPIDS Request](#)
- [RAPIDS Site Locator - Military Identification Card](#)

ARPC DEERS/RAPIDS Request - Guard and Reserve

If you have recently received a letter from Express Script and/or Tricare resulting in them requesting recoupment. Please add a copy of the Express Script or Tricare letter to this incident and we will work with Defense Manpower and Data Center (DMDC) to resolve the member's discrepancy.

Request Type: AGR Actions
Comments: Debt Notification and any pertinent information
Attachment: Express Script or Tricare letter (REQUIRED)

• Member SSN:

• Component:

• Request Type:

Comments:

Attach supporting documents into a single PDF file (all other types will not be accepted):

- Orders in Chronological order

Pre/Post Deployment (Tricare)

- Orders
 - Please allow 5-7 days for orders to flow before submitting a request
 - Please allow 5-7 days from start/approval date (whichever is later) for orders to flow before submitting a request
- MIIPDS (LIIMOB) screenshot
 - Please allow 5-7 days from start/approval date (whichever is later) for orders to flow before submitting a request

For Transferring Components

RegAF to AFR/ANG

- AF 100, REQUEST AND AUTHORIZATION FOR SEPARATION
- DD 214, Certificate of Release or Discharge From Active Duty
- AF 1288, APPLICATION FOR READY RESERVE ASSIGNMENT
- Assignment order
- DD4, Enlistment/Reenlistment Document Armed Forces of the United States
- MIIPDS Enlisted/Officer Personnel Data SURF (ensure the DAS and EDSCA dates match)

Another Component (Army, Navy, Marines and Coast Guard)

- DD 368, Request for Conditional Release
- DD 214, Certificate of Release or Discharge From Active Duty
- Discharge Order
- Assignment order
- DD4, Enlistment/Reenlistment Document Armed Forces of the United States
- MIIPDS Enlisted/Officer Personnel Data SURF (ensure the DAS and EDSCA dates match)

*Please allow 15 duty days for all incidents to be processed.

• Attach Documents

Attachment limitations: Documents cannot be greater than 20 MB, maximum of 20 attachments and only the following document types are allowed: csv, doc, docx, gif, htm, html, jpg, jpeg, pdf, ppt, pptx, rtf, tif, tiff, txt, xls, xlsx, xml

SUBMIT

- While it can be daunting because there is a lot of information on myPers, the majority of questions submitted to ARPC can be found on myPers or the ARPC website, <https://www.arpc.afrc.af.mil/>
- The best option to assist members is to use the LEARN MORE ABOUT area to streamline your request
- Ensure commanders are aware of the FSSE hotline for urgent benefit and mission affecting issues, 720-847-3400
- If the request is not pay-affecting, utilize myPers instead of CMS



U.S. AIR FORCE

Questions?
