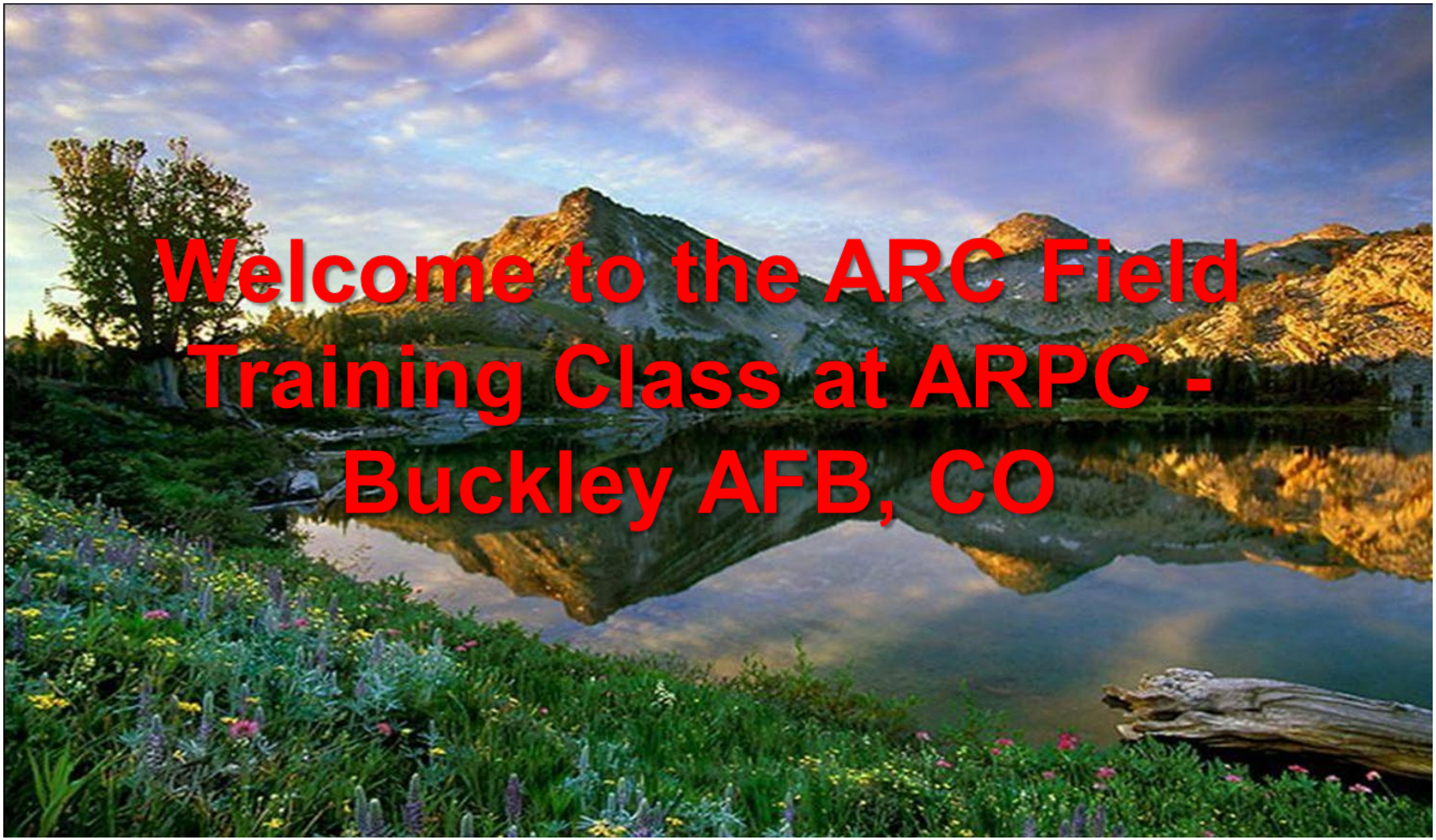
U.S. AIR FORCE


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

U.S. AIR FORCE

HQ ARPC Command Team Welcomes You

Colonel Kelli Smiley

Colonel C.J. Miller

Chief Billie Baber

U.S. AIR FORCE

Day 2 Agenda

1000- Welcome/admin- Mr. Nelson

1005- Commander's welcome- Col Smiley/CMSgt Baber

1015- DEERS- MSgt McCoy-Pawloski

1045- Evaluations- TSgt Heine

1130- Break

1140- Points- TSgt Blea/Ms. Baldwin

1220- Recognitions (Awards and Decs) – SSgt Brown

1240- DD 214/Service Verification- TSgt LaFave

1255- Break

1305- Officer Promotions-Lt Col Delcour

1405- Closing Remarks-Mr. Nelson

ARC DEERS Project Office

MSgt McCoy-Pawloski

ARPC/DPTTB

19 Nov 2020

U.S. AIR FORCE

Overview

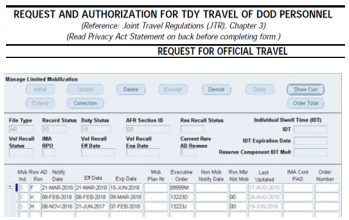
- How data flows
- What We Do
- Responsibilities
- What We See
- Did you Know
- AFI 36-3026
- Retirements/Former Members/Honorary Retirees
- Helpful Links

U.S. AIR FORCE

How data flows…in a perfect world

Unit Level

Create Orders in AROWS
AROWS info flows MilPDS


REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)
REQUEST FOR OFFICIAL TRAVEL

Manage Limited Mobilization

ARPC/DPX-OL

Data Liaison extracts MilPDS info and feeds to DMDC

DMDC

Receives data and milConnect is updated to reflect entitlement

U.S. AIR FORCE

What we do

- The **primary function** of the DEERS Project Office is to provide guidance to Site Security Managers/Verifying Officials at local ID card sites on policies and record discrepancies/resolutions
- Our office is the **Liaison** contact between AFRC, NGB and DMDC
- Our office **reviews and determines** sufficiency of supporting documentation for eligibility for benefits
- **Assist/advise** NGB and AFRC with our processes and programs
  - Review discrepancies for clarification
- Grant Site Security Managers access to RAPIDS
- Emergency consumables
- Terminate Records **erroneously built** in DEERS
- Former Spouse Determinations – Air Reserve Component (ARC ONLY)

U.S. AIR FORCE

Responsibilities

SSM/VO	ARC DPO	AFRC/A1KK – A1RR
Dependent	Data discrepancies	Policy liaison
JSM	ARC Gains	Do not have access to DEERS
Rank	SSM access	Funding/move requests
ETS	Remove dependent	
VO access	BMT Accessions	

U.S. AIR FORCE

What We See

- **Member's contacting us stating the FSS told them to call us**
  - Primarily we should be speaking to the FSS
- **ARC Accessions**
  - Not gained in a timely manner
  - Member's gained with a one day break in service
  - DAS and EDSCA do not match
- **AROWS**
  - **AROWS data not flowing to MilPDS and data does not match**
  - Executive Orders are not valid
  - AROWS clerks are changing start date
    - If a M4S is changed; then the order MUST be cancelled and a new order created the next order (in a timely manner)
- **SSM/VO**
  - Updating orders in RAPIDS

- IAW DoDM 1000.13, para 2, MilPDS/AROWS are the only authorized update to DEERS. SSM/VOs are not authorized to manually update DEERS

- AFI 36-3026, data will flow from AROWS to DEERS for Pre/Post Tricare.
  - 1.20.2. RAPIDS users should not attempt to add the Guard/Reserve Alert Notification Period themselves, instead they should review the mobilizing member's DEERS record to determine if it has been updated by the service-specific systems (AROWS)

U.S. AIR FORCE

Did You Know

- **Active Duty to ARC**
  - Entitled to Tricare Benefits for 180 days of TAMP
  - Members not gained in a timely manner
    - IAW 36-3205, para 2.4, ARC Gaining MPF must gain member the day after the member's DOS
  - If the member is assessed properly; allow 10 business days for data to flow from MilPDS to DEERS
    - TA- 180/Reserve Segment will populate in DEERs
- **Joint Spouse Marriages (JSM)**
  - IAW 36-3026, para 4.2 (Dual Entitlement for Children)
    - Tutorial found on VOIS – Adding Joint Spouse Marriage in DEERS
  - ARC DEERS Project Office is not authorized to make these updates.
  - Sponsor/dependent must be in your presence for the SSM/VO to update DEERS correctly.
- **Quality Life Event (QLE)**
  - 90 days from the QLE to enroll in Tricare
    - Birth of child
    - Marriage
    - Divorce
  - If the 90 days elapse; member/family will be REQUIRED to wait until open season
    - Became effective Jan 2019
    - Open Season 14 Nov – 12 Dec 2020
    - NO EXCEPTIONS

U.S. AIR FORCE

NDAA 2018

- Per Section 511 of the NDAA, Title 10 USC 12304(b) deployed personnel are now eligible to receive pre and post Tricare when their Executive Orders (80034A and 80037A) and they are in Support of 12304(b) (INVOLUNTARY). Members deploying under 12301(D) will not receive pre/post Tricare because this status is (VOLUNTARY) unless supporting an approved named contingency e.g., Operation Freedom Sentinel, and Operation Iraqi Freedom, etc

U.S. AIR FORCE

Retirements

- Retirements
  - DO NOT create ID Cards w/o supporting documentation
    - Reserve Retiree (EK orders)
    - AGR Retiree (AA orders)
    - RRPA – Pay no Medical (EL Orders)
    - Age 60 (EL orders)
- Former Members
  - DID NOT retire! Discharged but had 20 years of Sat Service
    - **Never** entitled to BLUE ID
    - Not entitled to Tricare Retiree Dental
  - Brief members they must apply for Retirement or they could become a Former Member
- Honorary Retiree
  - Honorary Retirees served a minimum or eight years
  - At least 37 years of age
  - Were unable to continue a military career in the Reserve Components, therefore; they cannot qualify for retirement
  - NDAA 1991, Unless a member serves 20 years of Sat Service and is awaiting pay at age 60, they are no longer entitled to an ID Card

U.S. AIR FORCE

Contact ARC DEERS Project Office

DEERS/RAPIDS request for FSS

https://mypers.af.mil/app/dynamicforms/display/form/442

DEERS/RAPIDS request for members

https://mypers.af.mil/app/dynamicforms/display/form/441

U.S. AIR FORCE

Helpful Information

- AFI 36-3026, Vol 1 & 2
- Dodi 1000.13
- milConnect at https://www.dmdc.osd.mil/milconnect/
- ID Card Office Online at: https://idco.dmdc.osd.mil/idco/#/
- Tricare at https://www.tricare.mil/
- As a reminder, many MilPDS/IPR/Tricare guides are available on myPers

Questions?

United States Air Force Reserve

Integrity - Service - Excellence

Performance Evaluations

U.S. AIR FORCE

TSgt Daniel Heine
November 2020

U.S. AIR FORCE

Overview

- **Common evaluation errors**
- **Evaluations backlog**
- **Officer Promotion Boards**
- **Recent updates**

U.S. AIR FORCE

Common Errors

- **Directed by HAF (Enlisted)**
  - 12/24 rule
  - Close out the day prior to event
- **A1C below guidance**
  - New guidance (4 January 2018)
  - Start Date= DIEUS
  - Closeout Date= First 31 MAR SCOD reached as a SrA
- **Referral Reports (AFI36-2406 Para. 1.10)**
  - Signature dates
  - Mandatory comments
- **Prohibited Statements**
  - Fitness scores/categories
  - PME: Raters cannot recommend officers for specific schools, including “joint DE;” only the terms PDE, IDE, SDE are authorized

U.S. AIR FORCE

Common Errors Continued

- **Period of Report**
  - Verify PRDA/MilPDS
- **Missing Rater/Ratee signature block**
  - Raters can sign for ratee
    - “Ratee refused”/ “Ratee not available”
- **AF 911: Section IX Blank (AFI 36-2406 Table 4.9)**
  - Section IX is mandatory on ALL AF911s
    - Squadron, Group, Wing CC or O-6 complete, sign and date this section

U.S. AIR FORCE

Evaluations Backlog

- **Total Inventory: 53,537 in July-2018 to 5,142 as of 5 October 2020**
- **Current processing time: 15-20 days**
- **Backlog (Evaluations submitted 30+ days ago): 0 as of 5 October 2020**
- **Factors**
  - Systems latency
  - Return to rater 30%
  - UTA Weekend +1500 – 2000 additional reports
  - All enlisted ranks and all status are now receiving SCOD reports
  - Guard SCOD reports (additional 90K reports)
- **New auto-push system allowed ARPC to decrease backlog**
  - Auto-push only works 20% of the time due to data errors
  - Auto-push requires the need for FSS review

U.S. AIR FORCE

Officer Promotion Boards

- **ARPC is expediting OPRs that are affected by promotion boards held at HQ ARPC or at the state level.**
- **We respectfully request that all inquiries pertaining to expediting evaluations or status requests be limited to the categories mentioned previously, e.g., time-sensitive due to promotion boards.**
- **Report timeliness is everyone's responsibility.**
- **If a report needs to be expedited submit a MyPers ticket. Please provide the EVR# and the applicable Board ID#.**

U.S. AIR FORCE

Recent Updates

- **AF911 (Education block)- CCAF Degree no longer necessary as long you have a 2yr Degree from an accredited college completed prior to the SCOD**
- **AF911 (Education block)- Member just has to be enrolled to SNCOA prior to the SCOD**
- **Beginning with the SSgt SCOD 31-JAN-2019, "Met some but not all expectations" will not make report automatic referral**
  - New forms available in e-pubs
  - Addition of a derogatory comment on the EPR constitutes a referral
- **In-person AT Training is delayed indefinitely, and we are brainstorming new ideas on how to provide training to the field**

Questions?

AIR NATIONAL GUARD

AIR RESERVE PERSONNEL CENTER

AIR FORCE RESERVE COMMAND

U.S. AIR FORCE

Break

- We will be back in 10 min

United States Air Force Reserve

Integrity - Service - Excellence

Participation/Points

TSgt Brandi Blea
Ms. Nina Baldwin
November 2020

U.S. AIR FORCE

U.S. AIR FORCE

Overview

- Responsibilities
- Law-Regulation-Policy
- Anniversary (Formally Retention/Retirement) Date
- Points Categories
- Maximum Points Creditable for Retirement
- Satisfactory Service
- Creditable Service
- Non-creditable Service
- PCARS Printout
- Common Service History Status
- CMS
- BCMR
- Trends

U.S. AIR FORCE

Responsibilities

ARPC Points Branch

- Build & maintain service history and points
  - Manually update points (Pay, DL & Pers/Pay Rejects)
- Integrate counterpart Service points & service history
- Post non-paid points
- Support units/members—anniversary (formally R/R), PCARS questions, O4E...
- SME support to AF-IPPS, promotion, FD & DT boards

Unit Level

- Review/Update members current anniversary year points
- Encourage members to review their point history every month following drills
- Encourage members to review their point history prior to changing components

U.S. AIR FORCE

Law—Regulation—Policy

- **Title 10 U.S.C. 12732(a)(2): Points Categories**
- **Title 37 U.S.C. 206(d): Nonresident Education ROE (Distributed Learning (Formally ECI)**
- **DoDIs 1215.06 & 2015.07: Points & Participation ROEs**
- **DoDI 7000.14-R: O4E & Delayed Entry ROEs**
- **AFMAN 36-2136: Reserve Personnel Participation (6 Sep 19)**
  - **Expands on Title 10, Title 37 & DoDIs**
- **ANGI 36-2001: Points & Participation ROEs**
- **ARPCI 36-3203: Creditable & Noncreditable Service**

U.S. AIR FORCE

Anniversary (Formally Retention/Retirement) Date

- **Foundation for calculating retirement points and retirement eligibility**
  - 20 years of Satisfactory Service (Reserve retirement)
  - 20 years of Total Active Federal Military Service (TAFMS –active duty retirement)
- **Prior to 1 Oct 1995, R/R was adjusted for every component change**
- **Starting 1 Oct 1995:**
  - Established by the date the member entered into active service or active status in a Reserve Component (this will include delayed entry)
  - Adjusted only for breaks-in-service
- **R/R Date Training Scenario**

U.S. AIR FORCE

Anniversary (R/R) Date Training Example

- **An Anniversary year begins on one day of one year and ends on the preceding day of the next year**
- **Example: If the initial date of enlistment was 1 July 2019, then the R/R year would conclude on 30 June 2020**
- **A new anniversary date is not established if they transfer between Reserve components or from a regular component. However, a new anniversary date must be established if an assignment is from an inactive status (break in service)**
- **Inactive status consists of: Academy service if ever commissioned, Inactive Status List Reserve Section (ISLRS), Inactive National Guard, Retired Reserve, Temporary Disability Retirement List (TDRL), Civilian status, Health Professional Scholarship Program (HPSP), Reserve Officer's Training Corps (ROTC)**

U.S. AIR FORCE

Point Categories

- **Active Duty = one point per day**
- **Inactive Duty Training = one point for every 4 hours worked, not to exceed 2 points per day**
- **Funeral Honors Duty = credited with one point per day (Can be performed in either IDT or AD status)**
- **Distributed Learning (formerly ECI) = one point for each 4 hours of DL study**
- **Membership = 15 points credited for active Reserve status membership per anniversary year; pro-rated for partial years**

U.S. AIR FORCE

Maximum Points Creditable for Retirement

- **Maximum Inactive Duty credit applies to a combination of:**

  IDT(DRILL) + DL (formerly ECI) + Mbr = Max IDT Credit

  - Before 23 September 1996
    - 60 max inactive duty training pts per R/R year
  - On/after 23 September 1996 but before 30 October 2000
    - 75 max…
  - On or after 30 Oct 2000
    - 90 max…
  - On or after 30 Oct 2007
    - 130 max…
  - A maximum of 365 points (366 points in a leap year) may be credited each R/R year

U.S. AIR FORCE

Distributed Learning References

- **DoDI 1215.07**
- **One retirement point for each four hours of Distributed Learning**
- **Any DL inquiries need to be submitted via MPC. Please include any applicable documentation to the incident for the ARPC PCARS technicians to complete a complete audit.**

U.S. AIR FORCE

Distributed Learning References

- **AFMAN 36-2136 Ch. 10.2.2 Advanced Distributed Learning**

- **When completing Distributed Learning (DL) via ADLS, member's must register for courses through their servicing Force Support Squadron or equivalent in order to receive point credit.**

- **Member's are not authorized to register for DL directly with other service schools. Those who register for developmental courses directly with other service schools will not receive points for any completed courses.**

- **Member's are only authorized to complete other service developmental education AFTER completing the comparable level of Air Force DL first**

U.S. AIR FORCE

Satisfactory Service

- **A year of satisfactory Federal service for retirement is awarded when a member earns at least 50 points (including any membership points) for the entire retention/retirement year**

- **A partial year of satisfactory Federal service for retirement is awarded when a member earns a minimum number of required points (including prorated membership points) during a partial retention/retirement year (this only applies when a member ends their active commitment (civilian break) prior to their anniversary date)**

U.S. AIR FORCE

Credit for Partial Years of Service

- **DoDI 1215.07**

Table 1. Minimum Requirement Point Credit Chart

Number of Days in an Active Status		
From	Through	Minimum Points Required
0	8	1
9	14	2
15	21	3
22	29	4
30	36	5
37	43	6
44	51	7
52	58	8
59	65	9
66	73	10
74	80	11
81	87	12
88	94	13
95	102	14
103	109	15
110	116	16
117	124	17
125	131	18
132	138	19
139	146	20
147	153	21
154	160	22
161	168	23
169	175	24

U.S. AIR FORCE

Credit for Partial Years of Service

- **DoDI 1215.07**

Table 2. Pro-Rating Membership Points

Number of Days in an Active Status		Membership Points To Be Credited Points
From	Through	
1	12	0
13	36	1
37	60	2
61	85	3
86	109	4
110	133	5
134	158	6
159	182	7
183	206	8
207	231	9
232	255	10
256	279	11
280	304	12
305	328	13
329	352	14
353	365 (366 leap year)	15

U.S. AIR FORCE

Creditable Service

- **Army, Army Reserve and Army National Guard**
- **Navy and Navy Reserve**
- **Air Force, Air Force Reserve and Air National Guard**
- **Marine Corps and Marine Corps Reserve**
- **Coast Guard and Coast Guard Reserve**
- **Attendance at Preparatory Schools**
- **Academy service for enlisted members (when never commissioned)**
- **National Oceanic and Atmospheric Administration (NOAA Officers only)**

U.S. AIR FORCE

Non-creditable Service

- **Academy service if ever commissioned**
- **Inactive Status List Reserve Section (ISLRS)**
- **Inactive National Guard**
- **Retired Reserve**
- **Temporary Disability Retirement List (TDRL)**
- **Civilian status**
- **Health Professional Scholarship Program (HPSP)**
- **Reserve Officer's Training Corps (ROTC)**

PCARS Computer Printout

Anniversary (R/R) date

Record Status Code

Total Active Federal Military Servic
In years, months, days

Retirement Points

Satisfactory Service years

Service component

Year-by-year Service History

Current R/R year points

```
                    PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

                                SSAN:                GR: MSG    DATE:
R/R DATE--------- 0607                    REC-STAT ------ 41
ACC-PCARS-DT---- 07 JUN 2004              TAFMS--------- 030723
LOST-PTS-DT-----                          TAFCS---------
CAREER ST-DT---- 16 JAN 1984              OATH-DT-------
DOB-------------                          PAYDATE------- 15 DEC 1997
P-REC-STAT------ 47                       PAS----------- R80MFTGL
ART-TECH-ID-----                          EDCSA--------- 07 AUG 2014
PTS-TOT-TAFCS--- 0                        REC-DEL-DT----
RET-ELIG--------                          DT-20-COMP----
DIEUS----------- 16 JAN 1984              REC-CONV-FLAG- 1

                              **SERVICE HISTORY**

                          AD   IDT   IDS   ECI   MBR   TOTAL   RETIRE  SATSVC  HIST  QUAL

PTS ACRD TO 06 JUN 2017   1328 0686 0000 0027 232   02273   02270   170000  STAT  CNTL

16 JAN 1984 15 JAN 1985   0190 0000 0000 0000 007   00197   00197   010000  ZR    1
16 JAN 1984 09 JUL 1984   0000 0000 0000 0000 007   00007   00007   000000  FV    1
10 JUL 1984 15 JAN 1985   0190 0000 0000 0000 000   00190   00190   000606  FR    1
16 JAN 1985 15 JAN 1986   0365 0000 0000 0000 000   00365   00365   010000  FR    1
16 JAN 1986 15 JAN 1987   0365 0000 0000 0000 000   00365   00365   010000  FR    1
16 JAN 1987 30 JUN 1987   0166 0000 0000 0000 000   00166   00166   000515  FR    1
01 JUL 1987 15 JAN 1988   0000 0028 0000 0000 008   00036   00036   000615  FV    1
16 JAN 1988 15 JAN 1989   0015 0048 0000 0000 015   00078   00075   010000  FV    1
16 JAN 1989 15 JAN 1990   0000 0030 0000 0000 015   00045   00045   000000  FV    1
16 JAN 1990 06 JUN 2004   0000 0000 0000 0000 000   00000   00000   000000  XC    1
07 JUN 2004 06 JUN 2005   0002 0044 0000 0000 015   00061   00061   010000  FV    4
07 JUN 2005 06 JUN 2006   0027 0048 0000 0000 015   00090   00090   010000  FV    4
07 JUN 2006 06 JUN 2007   0010 0056 0000 0000 015   00081   00081   010000  FV    4
07 JUN 2007 06 JUN 2008   0157 0032 0000 0000 015   00204   00204   010000  FV    4
07 JUN 2008 06 JUN 2009   0040 0044 0000 0023 015   00122   00122   010000  FV    4
07 JUN 2009 06 JUN 2010   0029 0044 0000 0004 015   00092   00092   010000  FV    4
07 JUN 2010 06 JUN 2011   0034 0053 0000 0000 015   00102   00102   010000  FV    4
07 JUN 2011 06 JUN 2012   0002 0048 0000 0000 015   00065   00065   010000  FV    4
07 JUN 2012 06 JUN 2013   0020 0042 0000 0000 015   00077   00077   010000  FV    4
07 JUN 2013 06 JUN 2014   0019 0048 0000 0000 015   00082   00082   010000  FV    4
07 JUN 2014 06 JUN 2015   0009 0051 0000 0000 015   00075   00075   010000  FV    4
07 JUN 2015 06 JUN 2016   0029 0042 0000 0000 015   00086   00086   010000  FV    4
07 JUN 2016 06 JUN 2017   0015 0056 0000 0000 015   00086   00086   010000  FV    4

TYPE DUTY (TD) CODES: 1=AD OTHER 2=AD SPEC 3=AD SCHOOL 4=AD ANNUAL 5=EAD
6=AFTP 7=IDT 8=IDT NONPAY 9=ECI A=AD NONPAY B=CONTINUATION PAY
TRAINING PERIOD(TP) CODES: 0=BOTH 1=AM 2=PM

                          **CURRENT R/R YEAR POINTS**

FROM DT          TO DT              PTS              TD              TP

07 JUL 2017      07 JUL 2017        001              7               1
08 JUL 2017      08 JUL 2017        002              7               0
```

U.S. AIR FORCE

Common Service History Status Codes

- **Air Force:**
  - FR = Active Duty Air Force
  - FV = Air Force Reserve/Guard
- **Army**
  - AR = Active Duty Army
  - AV = Army Reserve
  - AG = Army Guard
- **Navy**
  - NR = Active Duty Navy
  - NV = Navy Reserve
- **Marines:**
  - MR = Active Duty Marines
  - MV = Marine Reserve
- **Coast Guard**
  - PR = Active Duty Coast Guard
  - PV = Coast Guard Reserve
- **Non-Creditable**
  - XC = Civilian Break
  - XT = ROTC
  - XA = AF Academy

U.S. AIR FORCE

Case Management System

- **Over 4 Enlisted (O4E) Qualifications:**
  - Officers O1 through O3
  - Accrue at least 1,461 retirement points as a warrant officer or enlisted member prior to commission date
  - Eligible points include AD, ADT and IDT for at least 4 years and 1 day to satisfy the over 4 years of service requirement
- **Over 4 Enlisted (O4E) Pay/Point Adjustment Process**
  - CSS/FSS submits CMS case to DFAS RC Indianapolis with Oath of Office (AF Form 133) and GRBoth surf (MilPDS product)
  - DFAS RC Indianapolis refers CMS case to ARPC O4E for further action
  - ARPC PCARS verifies member accrued 1,461 retirement points prior to commission date and updates O4E Flag in MilPDS
  - ARPC PCARS refers CMS case back to DFAS for final pay record adjustment

U.S. AIR FORCE

Case Management System

- **AFTP CMS cases:**
  - Only submit an AFTP CMS case when member's have already exhausted their initial 48 (regulations recently increased the number of authorized AFTPs from 48 to 72 per FY per member)
  - ARPC PCARS requires a digitally signed Military Pay Order (DD Form 114) in order to process AFTPs
  - Military Pay Order (DD Form 114) needs to list each period worked for every date listed
- **AFTP Pay/Point Adjustment Process:**
  - CSS/FSS submits CMS case to DFAS RC Indianapolis with Military Pay Order (DD Form 114) and Authorization for Individual Inactive Duty Training (NGB Form 105s)
  - DFAS RC Indianapolis will manually process pay for AFTPs and refer case to ARPC PCARS for further action
  - ARPC PCARS will manually process points for AFTPs and refer case back to point of origin

U.S. AIR FORCE

Case Management System

- **<u>Common CMS case issues</u>:**
  - ARPC Points Management will not process any pay affecting CMS cases (O4E, AFTP, misc. pay adjustments) that are not initially routed through DFAS; all non pay affecting CMS cases must be routed through myPers (Service History initial audits)
  - Misc. pay/point adjustments need to specify exactly what actions ARPC PCARS needs to take within the actions/comments section
  - Required source documentation not filled out correctly, missing entirely from CMS case or documents are not digitally signed
  - Source documentation submitted for the wrong person

U.S. AIR FORCE

Board for Correction of Military Records

- **Must exhaust all other remedies first**
  - "Errors can often be corrected administratively…"
  - Contact HQ ARPC Points Management via myPers before submitting a BCMR
- **>30% of Points BCMRs are first attempts at resolution**
- **Oftentimes a COA and/or assistance can be provided by submitting a myPers incident**

U.S. AIR FORCE

Trends/Topics

- DoDI 1215.07 Member's of the Selected Reserve will receive 1 retirement point after successfully completing non-resident training and education in an active status for each 4 hours of pay received in accordance with Section 206(d)(2) of Title 37, U.S.C.
- AFMAN 36-2136 regarding changes to ECI: RC who complete Developmental Education via Advanced Distributed Learning must register for the course through their servicing FSS or equivalent in order to receive point credit. RC are only authorized to complete other service Developmental Education via advanced Distributed Learning after first completing the comparable level of AF Distributed Education. Reservists are not authorized to enroll directly with other service schools offering Developmental Education, and any Developmental Education completed by using such means will not be creditable for points
- New AFMAN 36-2136 regarding non-paid points: non-paid points must be processed into UTAPS or by member's servicing personnel office within MilPDS no later than two months after the member's R/R closeout to be credited for satisfactory service (as long as a MPC incident is submitted prior to the member's Anniversary closeout ARPC Points Management will update)

U.S. AIR FORCE

Trends/Topics

- **Changes to ANGI 36-2001 recently increased the number of authorized ATPs/AFTPs from 48 to 72 per FY per member**
- **Member's transferring components (ANG to USAFR) records will close and will no longer accrue points until ARPC PCARS manually fixes. Gaining units need to check points for record status code 80, which indicates a myPers ticket needs to be submitted to ARPC Points Management**
- **Please provide members a copy of their final point summaries (RSGRBTH SURF) prior to retiring or separating (make sure members know they need to keep this document for life)**
- **Please do not call/email ARPC Points Management technicians directly, instead we ask that you submit a myPers incident for additional assistance (please ensure member/unit includes contact phone number in the event we have to reach out directly)**

U.S. AIR FORCE

Record Check Reminder

Attn: If you are not receiving this reminder, please contact your servicing personnel office to check your email in the personnel system, MilPDS (this message will not go out to people on Active Duty orders)

- **"As you approach the closeout of your retention/retirement year, please take a few minutes and review your participation points in vMPF to ensure your points have updated and you are on track to complete both satisfactory retention/retirement and fiscal years."**
- **Member's should be checking their points 30 days after performing duty (STAT tour/HQ AGR can only be checked 60 days after their Anniversary date)**

Questions?

AIR NATIONAL GUARD

AIR RESERVE PERSONNEL CENTER

AIR FORCE RESERVE COMMAND

United States Air Force Reserve

Integrity - Service - Excellence

Recognitions

SSgt Maurice Brown
SrA Eric Sanchez
November 2020

U.S. AIR FORCE

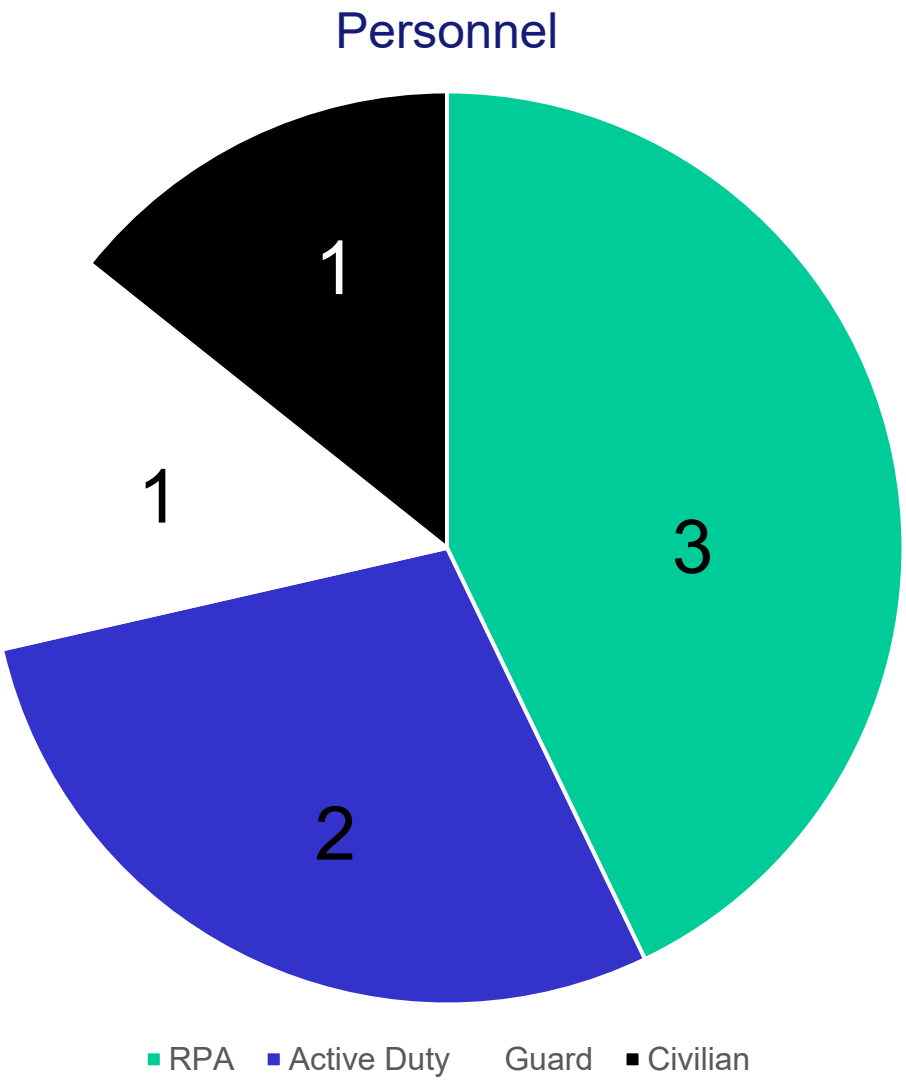
U.S. AIR FORCE

Overview

- Your ARPC Recognitions Team
- References
- Recognition Service Team Responsibilities
- Services Provided
- How You Can Help Us and The Customer
- Helpful Information
- Questions

U.S. AIR FORCE

Your ARPC Recognitions Team



U.S. AIR FORCE

References

- **PSDs – Air Force Reserve Awards and Decorations PSD Guide**
- **AFMAN 36-2806 Awards and Memorialization Program**
- **AFH 33-337 Tongue and Quill**
- **DODM 1348.33 Vols. 1, 2, and 3**
- **AFI 33-328 Administrative Orders**
- **AF PD 36-28, Awards and Decorations Programs**

U.S. AIR FORCE

References Continued

- **Select the product and use these reference ID numbers within the myPers search bar:**

- **14216 – vPC Decoration Nomination Application Process**
  - Applicable to: Air National Guard and Air Force Reserve

- **14229 - Total Force Service Center - Denver Recognition Services for Air National Guard & Air Force Reserve Recognition Services**
  - Applicable to: Air National Guard and Air Force Reserve

- **14165 - Reserve: Recognition Program Home Page**

- **45793 – Awards and Decorations Common Errors**

U.S. AIR FORCE

ARPC Responsibilities

- **Answer high-level Congressional inquiries and Board for Corrections of Military Records for Guard and Reserve members**
  - Since Jan 2020 we have completed 17 BCMRs and 13 Congressional advisories
- **Validates transactions concerning awards and decorations**
  - Ensures Decorations submitted through vPC are updated in MILPDS, ARMS/PRDA(AFPC Function) and eOSR when applicable
- **Provide guidance and make updates for Military Personnel Flights/Commander Support Staffs /Commanders and Service Members**

U.S. AIR FORCE

ARPC Services

- **Process the following decorations in vPC IAW AFMAN 36-2806 and AFH 33-337 to include:**
  - Meritorious Service Medal (MSM)
  - Aerial Achievement Medal (AAM)
  - Air Force Commendation Medal (AFCM)
  - Air Force Achievement Medal (AFAM)
  - Military Outstanding Volunteer Service Medal (MOVSM)
  - Combat Readiness Medal
  - Revocations and Amendments of Decorations

- **Since January 2020 we have completed 20K Nominations**

U.S. AIR FORCE

ARPC Services Continued

- **Process Inquiries:**
  - Research status, return, and cancel decorations in vPC upon request
  - Process incoming decorations via mail from AFCENT/losing active duty and ARC units when required
  - Provide Awards and Decorations Listing to retired/separated and prior service members
  - Provide replacement medals for eligible members per AFMAN 36-2806 paragraph 3.8

- **Since January 2020 we have completed 9.7K Inquiries**

- **Processing Turn-around:**
  - <5 days: Decorations/Nominations
  - 5-10 days: Updates/Corrections, Inquiries
  - 5-10 days: Listings (Retirees/Separatees/Prior Service)

U.S. AIR FORCE

How You Can Help Us and the Customer

- **Read the tutorial provided in vPC/myPers application prior to beginning the process**
- **Read/Review AFMAN and utilize tools provided in MyPers Recognitions Link**
- **Review decorations prior to submission**
  - Use Chain of command for reviewing process
  - Submit IAW AFMAN 36-2803 3.31.2, “enter each recommendation into official channels within 3 years, awarded within 5 years of the act.”
  - Ensure Condition is correct (AFMAN 36-2806)
  - Use of Acronyms – Do not use abbreviations and acronyms in the citation. (Ref. AFMAN 36-2806 para. A3.4.3.3.1)
  - The use of Operations should be displayed as - Operation FREEDOM SENTINAL
  - Names and Ranks in Narrative - ex. Master Sergeants should be referred to as Sergeants and Lieutenant Colonels should be referred to as Colonel
  - Ensure signature block matches who will be digitally signing
  - Numeric Designators – Numeric designators of units should read 3rd Aerospace Wing, 4th Mission Support Group, etc. (Ref: AFMAN 36-2806 para A5.1.7)

U.S. AIR FORCE

How You Can Help Us and the Customer

- **Departed Members:**
  - Their ADR will automatically be reassigned to their new unit/retired/separated PasCode to correct this a MyPers ticket will need to be submitted with members PASCode for where they were assigned before departing. This will ensure the ADR goes back to the proper routing.

- **All returned nominations for corrections must be re-routed through the Wing/Group/Unit Commander as applicable**

- **Ensure your Airmen go through CSS/MPS before submitting inquiry per AFMAN 36-2806:**
  - Para 3.2.9. Manpower and Personnel Flight. Serves as the focal point for questions and matters relating to the awards program
    - 3.2.9.1. Ensures the commander support staff manages, monitors and resolves issues within their assigned unit.

U.S. AIR FORCE

Helpful Information

- **AFCENT Decorations Processing Unit:**
  - AFCENT.A1UDPU@afcent.af.mil, Comm 803-717-6140, DSN 313-717-6140.
  - Decorations Database: https://orgs.shaw.afcent.af.mil/afcent/direct/a1/SitePages/udpu.aspx
- **Sister Service Awards:**
  - When logged into vPC Dashboard you will select the branch from the drop down that the member belongs too and then use the 'Input Member' button to input the personnel information for nominees who are not members of the U.S. Air Force.
- **Operation Inherent Resolve/Remote Combat Effects Campaign Medal and 'C'/'R' Devices in vMPF:**
  - These awards will show as "unknown award/decoration" in vMPF. The award has not been coded yet to flow into vMPF and unfortunately we do not have an ETA of when this will be completed. This is with HAF to be resolved.
- **We are here for you! Please utilize us if any training is needed for updating and/or processing awards.**

U.S. AIR FORCE

Contact Us

- For further assistance or guidance contact
  - 1-800- 525-0102,
  - Select Respective Component
  - Option 4 then 2
- (Search “vPC Decoration Nomination Application Process” in myPers for additional guidance)

Questions?

AIR NATIONAL GUARD

AIR RESERVE PERSONNEL CENTER

AIR FORCE RESERVE COMMAND

United States Air Force Reserve

Integrity - Service - Excellence

DD214/Service Verification Team

Ms. Heather Garson, Branch Chief
TSgt Anthony LaFave, NCOIC
DPTSC

U.S. AIR FORCE

U.S. AIR FORCE

Overview

- Service Verification Team Responsibilities
- Unit Responsibilities
- When does a DD 214 get created
- Additional Products
- FAQs
- How you can help us and the customer

U.S. AIR FORCE

Service Verification Team Responsibilities

- **ARPC completes DD 214s for the following members:**
  - ***ALL*** **IMA Reservists**
  - ***ALL*** **Separated and Retired ANG and AFR Members**
  - ***ALL*** **Unit assigned ANG and AFR members receiving an active duty retirement**
  - ***ALL*** **ANG and AFR members retiring due to a PDRL or TDRL**
  - ***ALL*** **DD 214 Congressional and BCMR inquiries for ANG and AFR members.**
  - ***ALL*** **DD 215 requests for ANG and AFR members. Units should NOT be creating DD 215s. Submit request through vPC Dashboard.**
    - ***EXCEPTION:*** ***If the member is separated or retired the request can be submitted through the myPers, via Fax, or Mail***
  - **All DD Form 214 issues regarding a RegAF 214 must coordinate with AFPC or submit DD 149's to the Board of Corrections for Military Records.**

U.S. AIR FORCE

Unit MPS Responsibilities

Military Personnel Flights – AFI 36-3202 Chapter 2.4.2 & PSDG Section C

• ANG Wing level and below Statutory Tour (Title 10*) members who are released (voluntarily or involuntarily) from a period of 90 days or more continuous/consecutive active duty service and are returning to a Title 32 status in the State (AGR, traditional, or military technician status).

• Any and all Wing assigned members whose records are available even if they have changed units. (Such as state to state transfer for ANG or unit transfer for Reserves).

• AFR Airmen, other than those listed under TFSC – JBSA Randolph, TX or TFSC-Buckley Colorado, separating from service.

• ANG Airman who are immediately separated or discharged as a member of the ANG (do not revert to a traditional or military technician status).

• **Initial Pipeline Technical Training Locations Processing Non-Prior Service Personnel (Students) Requiring Immediate Discharge:**

Do Not:

- ***Process Active Duty Retirement or PDRL/TDRL DD 214s.***
- ***Wait until a member gets out so that ARPC has to create the DD 214.***
- ***Wait for your TR's on drill to process DD 214's.***
- ***Process any DD 215 request***

U.S. AIR FORCE

When to Create a DD Form 214

- **When does a DD 214 need to be created:**
  - Ref DoDI 1336.01, AFI 36-3202 Table A2.1 & PSDG Table 3
    - COMPLETION OF 90 OR MORE CONTINUOUS/ CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY
      - This includes Active Duty for Training, full-time training duty, Active Duty for Special Work or Active Duty for Operational Support (ADOS). For ADOS, active duty performed not in support of a contingency operation.
    - COMPLETION OF LESS THAN 90 CONTINUOUS / CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY
      - Completion of an Initial Active Duty for Training (IADT) regardless of length of time, ordered or called to active duty for support of DoD named “Contingency Operation’ regardless of length of time, or separating for cause
    - **As of 23 January 2019 per DoDI 1336.01 Enclosure 3 d.1. “Reserve Component personnel ordered to active duty for a contingency operation fora period greater than 30 days will be issued a DD Form 214”.**

      Contingencies performed before the 23 Jan effective date only require 1 day or more.
  - Retirement from a qualifying length of continuous service
    - AGR
    - PDRL
    - Drawing immediate pay

U.S. AIR FORCE

Service Verification Additional Products

- **We assist with Statements of Service for the purpose of Military Buy Back (only for AFR)**
  - Catch 62
  - Casualty
- **VA Home Loan Letters for members seeking Certificate of Eligibility.**
- **We create a TAFRS (Total Active Federal Reserve Service) letter for Reserve Members only**
  - Determining SCD
- **Employment verifications**
  - Request by hiring agencies and background investigations not requiring an interview. This is for IMA, Air Force Reserve, and Separated members. No Service Level Agreement for currently serving Air National Guard.

U.S. AIR FORCE

Statement of Service

Our office generates the 1613 Statement of Service for the following reasons:

- Members who are civil service / federal service and looking to buy back their military time to count towards their civilian retirement.
  - Catch 62 Program – members who served in the military after 1956 and were hired into the Civil Service Retirement System (CSRS) before 1 Oct 1982 – pay a deposit towards CSRS retirement amounting to 7% of their military earnings
  - Members hired into FERS – pay a deposit towards FERS retirement amounting to 3% of their military pay with a 3 year interest free grace period.

- If a member of the ANG or AFR passes away while on an active duty status.
  - This request is submitted to us via email by the AFPC Casualty Office as a 1613 Casualty Request – we need the 1300 which provides the CAS date.

- Upon request from a family member of a deceased service member. Coordinated through HQ ARPC Casualty Office. Must provide death certificate.

**** We do NOT complete 1613's to account for a member's service just because they didn't receive a separation/retirement DD 214 ****

VA Home Loan to pursue Certificate of Eligibility

- Eligibility requirements are established by the VA.
- We provide a VA Home Loan letter when members do not meet any other qualifying criteria for the COE.
- To be eligible for the VA Home Loan Letter members must have 6 years or more participatory service in the National Guard or Reserves.

- **Do members need to complete DD 214 Worksheets in the VMPF?**
  - It is not required however, it is encouraged members look at what information is automatically populated on the 214 Worksheet to ensure no immediate issues are present. The information is subject to change based on the source documents provided.

- **I submitted multiple worksheets, why are they not being worked?**
  - vMPF will never route a notification to HQ ARPC when a worksheet has been created.
    - IMA members must submit MyPers tickets to request the creation of the DD Form 214 for qualifying orders.
    - Members getting an active duty retirement have a ticket generated automatically once their retirement order is published.
    - Unit assigned members will need to coordinate with their FSS to ensure they are aware the worksheet was submitted.

U.S. AIR FORCE

FAQ'S Cont.

- **Where can MPS find information on how to complete a DD 214?**
  - AFI 36-3202 now directs the use of the DD 214 Personnel Service Delivery (PSD) guide found in MyPers. IMAs and MPFs please feel free to contact the DD 214 Section for ANY questions.

- **What documents are needed to complete a DD 214?**
  - Title 10 or Title 32 orders (whichever is applicable)
  - **COMPLETED** Travel Vouchers from the FSO
  - **SIGNED AND DATED** Decorations, EPRs/OPRs LOEs, 475s
  - School Certificates
  - DD Form 4
  - AF Form 526s (for DD 214s prior to 2001, in most cases ARPC can pull from ARMS)

U.S. AIR FORCE

FAQ'S Cont.

- **I need Member Copy 4, but PRDA only has Service Copy 2, what do I do?**
  - Please have the member contact ARPC for the Service Copy 2 Memorandum.
- **I no longer have access to complete DD 214 worksheets in V-MPF what should I do?**
  - Please contact AFPC Policy/Procedures at DSN: 665-2269
- **I have several questions and I have no idea where to start, what do I do?**
  - Please contact the TFSC and request to speak with the DD-214 Section at HQ ARPC.

U.S. AIR FORCE

How you can help us and the customer

- Get familiar with AFI 36-3202 and the DD 214 Personnel Service Delivery (PSD) Guide.
- Have a different technician review the DD 214 WS and the source documents prior to finalizing the DD 214 WS.
  - Submit a copy of the DD 214 WS to the member by clicking “Submit” in the VMPF
  - Ensure the blocks 23 through 29 are correct prior to finalizing the DD 214
    - Contact ARPC if you are unsure
- All DD 215 Applications returned for additional information or supported documentation must be re-routed thru the MPS as applicable.
- Worst case scenario – PLEASE contact the ARPC DD 214 team for assistance.

U.S. AIR FORCE

Thank you

QUESTIONS?

U.S. AIR FORCE

Break

- **We will be back in 10 min**

United States Air Force Reserve

Integrity - Service - Excellence

Officer Promotions for Air Force Reserve

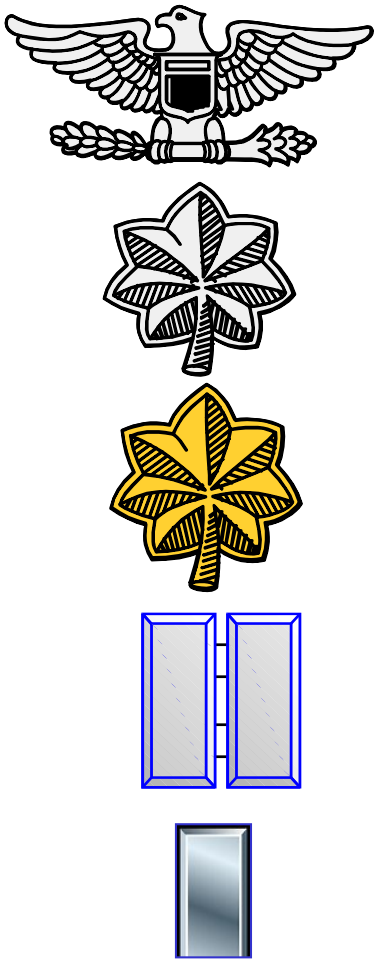
U.S. AIR FORCE

Selection Board Secretariat
17 Aug 2020
Version 5

U.S. AIR FORCE

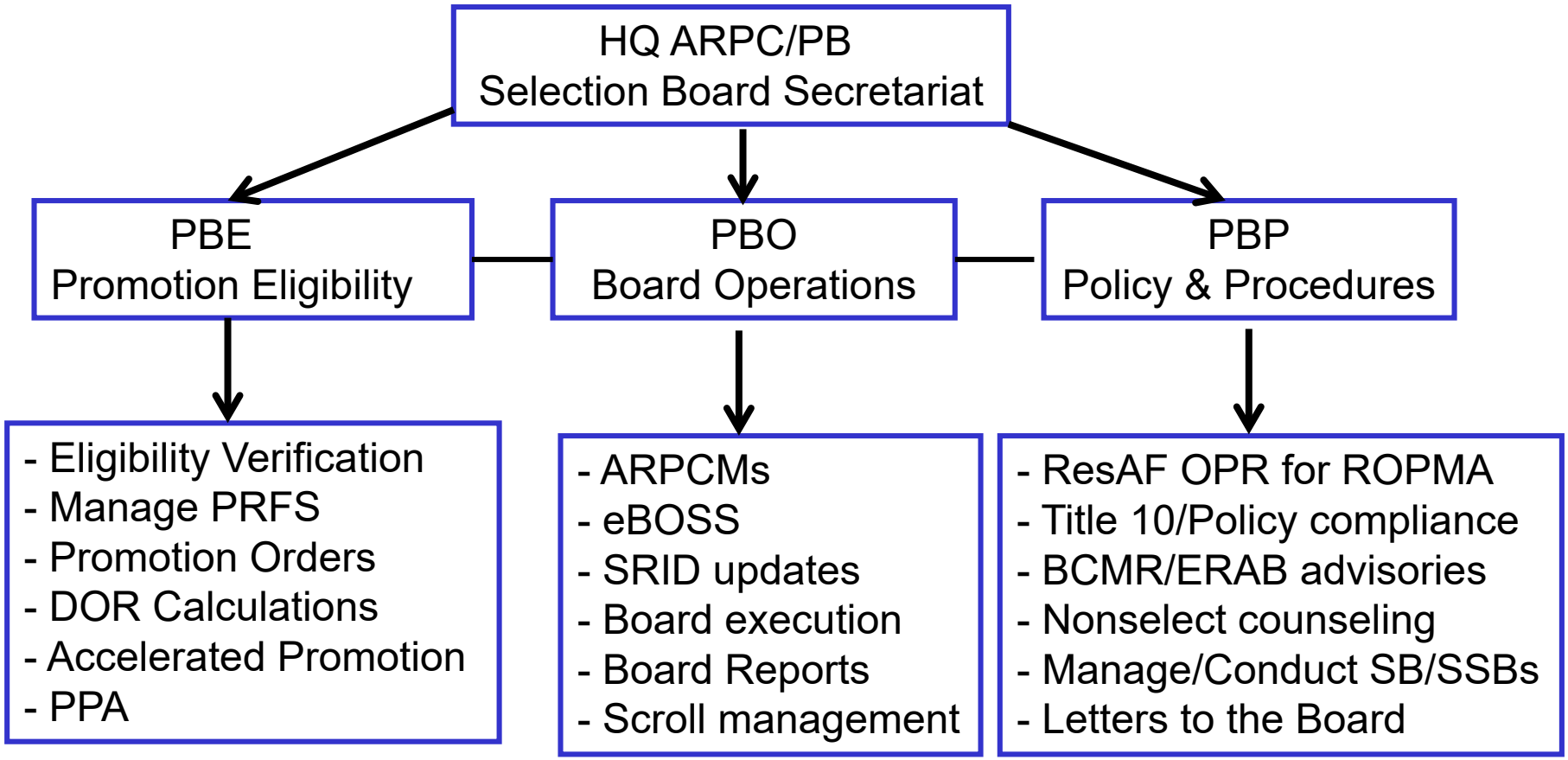
Overview

- HQ ARPC Promotion Board Secretariat
- Authority for AFR Promotions
- Promotion Boards
- Officer's Responsibility
- Post Board Actions



U.S. AIR FORCE

ResAF Selection Board Secretariat



Reserve of the AF = Air National Guard & Air Force Reserve
Also referred to as Air Reserve Components (ARC)

U.S. AIR FORCE

Types of ARC Boards

TYPE	DESCRIPTION	AFR
Mandatory Boards	• By law • IPZ/APZ	1st Lt/Capts process Maj - Cols
Position Vacancy Boards	• Consider exceptionally well-qualified officers for early promotion	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Special Selection Boards	• By law; to correct admin error; ARPC/PB discretion	O-4 thru O-6 Boards
Special Boards	• By law; can be directed by BCMR	O-4 / O-5 Boards
Selective Continuation Boards	• SecAF discretion; for 2x deferred officers in specific AFSCs	O-4 / O-5 Boards only

U.S. AIR FORCE

CY20 Selection Board Schedule

Air Force Reserve Board	Convening Dates
AFR Major Board – U/V/W0420A	27 Jan - 1 Feb 2020
ARC 1st Lt/Capt Process (1st Half)	1 Apr 2020
AFR Lt Col Board – U/V/W0520A	8 - 13 Jun 2020
ARC 1st Lt/Capt Process (2nd Half)	1 Oct 2020
AFR Colonel Board - V/W0620A	19 - 24 Oct 2020
Reserve Brig General Qualification Board – G0720B	3 - 6 Nov 2020
AFR Line Colonel Board - V/W0620A	19 - 30 Oct 2020
AFR Nonline Colonel Board - V/W0620A	19 - 24 Oct 2020
Reserve Brig General Qualification Board – G0720B (VIRTUAL)	8 – 10 Dec 2020

*** Promotion to 1st Lt and Captain is a process, not a promotion board**
These processes occur semi-annually (April & October)

U.S. AIR FORCE

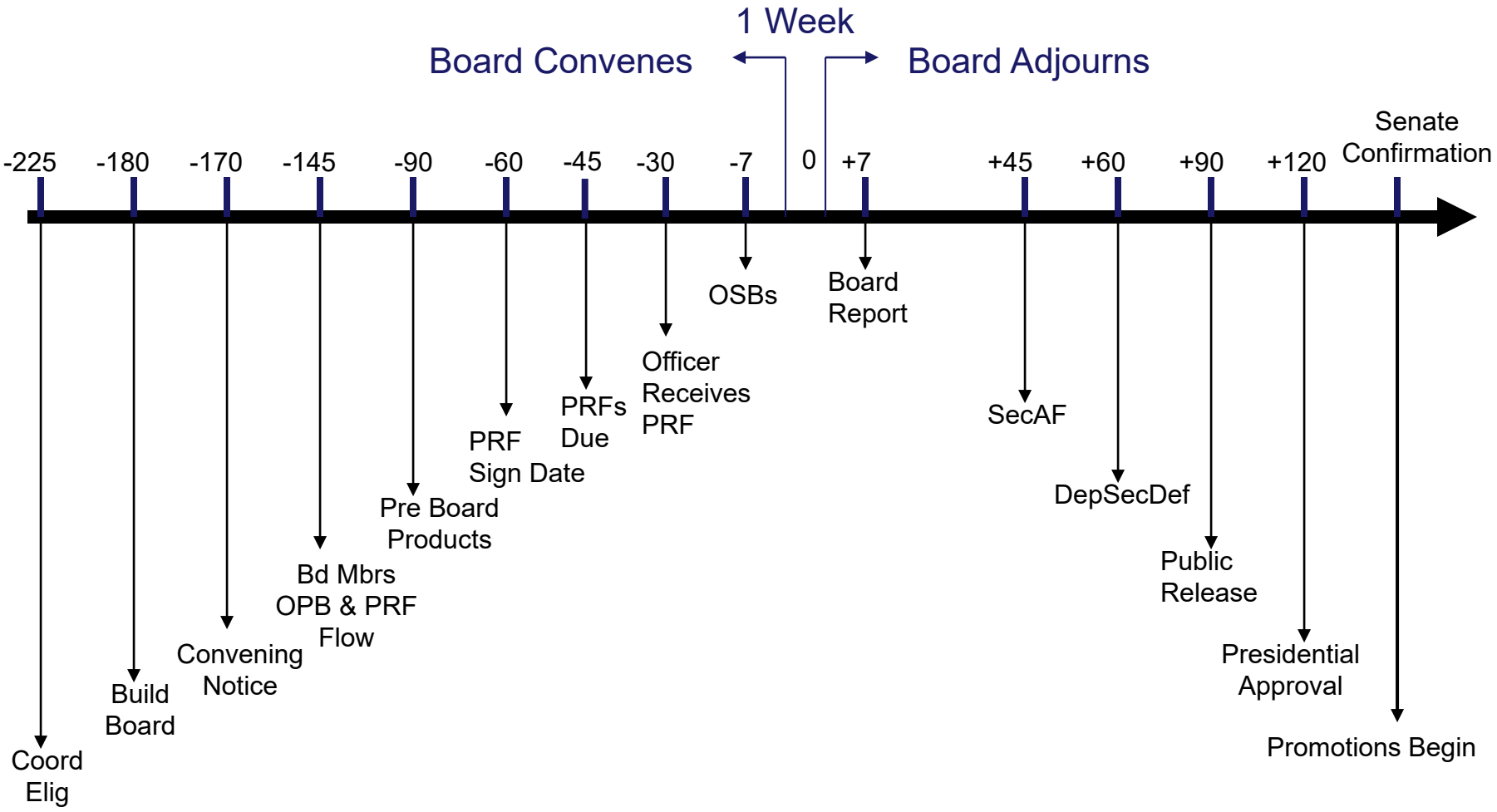
CY21 Selection Board Schedule

Air Force Reserve Board	Convening Dates
AFR Line Major Board – U/V/W0421A	25 Jan - 6 Feb 2021
AFR Nonline Major Board – U/V/W0421A	25 – 30 Jan 2021
ARC 1st Lt/Capt Process (1st Half)	1 Apr 2021
AFR Line Lt Col Board – U/V/W0521A	7 – 19 Jun 2021
AFR Nonline Lt Col Board – U/V/W0521A	7 – 12 Jun 2021
ARC 1st Lt/Capt Process (2nd Half)	1 Oct 2021
AFR Line Colonel Board - V/W0621A	18 – 29 Oct 2021
AFR Nonline Colonel Board - V/W0621A	18 – 23 Oct 2021
Reserve Brig General Qualification Board – G0721B	2 – 5 Nov 2021

*** Promotion to 1st Lt and Captain is a process, not a promotion board**
These processes occur semi-annually (April & October)

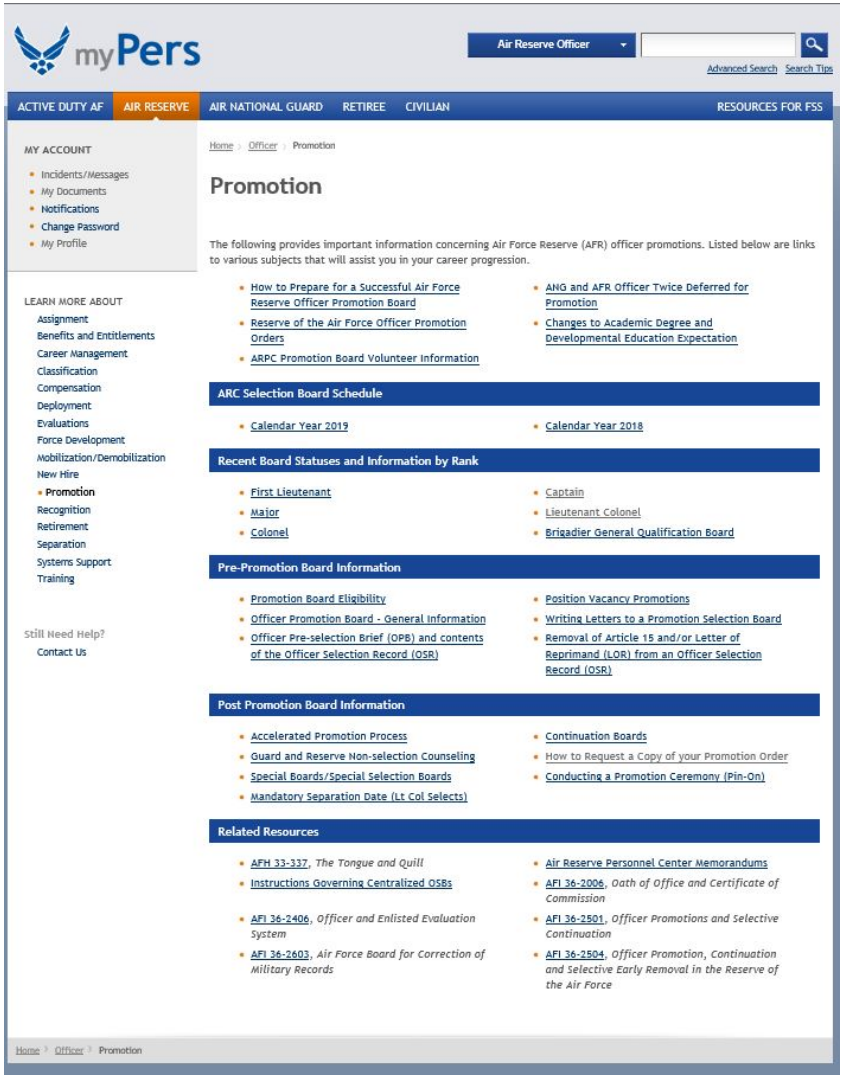
U.S. AIR FORCE

Timelines



U.S. AIR FORCE

Promotion Board Information



U.S. AIR FORCE

Air Reserve Personnel Center Memorandums (ARPCMs)

2. **ELIGIBILITY FACTORS:**

a. **DOR CRITERIA AND BOARD IDs**

US Air Force Reserve (USAFR)		
Board Type	**Date of Rank (DOR)**	**Board IDs**
* Major Mandatory Participating Reserve (PR)	30 Sep 07 or earlier	V0413A
** Major Mandatory Nonparticipating Reserve (NPR)	30 Sep 07 or earlier	W0413A
*** Major Position Vacancy (PV)	30 Sep 08 or earlier	U0413A

* PR categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technician, Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), Selective Service, Participating Individual Ready Reserve (IRR) and Limited Extended Active Duty (LEAD). Although LEAD is not part of the PR, the Secretary of the Air Force has directed LEAD compete with the PR.
** NPR categories include eligible Reserve officers assigned in the Standby Reserve or Non-Participating IRR.
*** AFPROMS will identify potential eligibles by DOR only. Military Personnel Sections (MPS) and Program Managers must verify if officers meet remaining eligibility criteria. See attachment 5.

ARC Board Convening Notices & Public Release ARPCMs are posted on myPers

U.S. AIR FORCE

ARPCMs

Convening Notice

PRFs due

Last day to update MilPDS

Letters to Board Due

MILESTONES

30 Sep 07	DOR must be on or before this date to be eligible to meet the mandatory board
14 Jan 12	Officer must be on the RASL on or before this date to meet the board
19 Jul 12	Date mandatory board data created in AFPROMS (board build)
1 Aug 12	OPBs, DQHBs and PRF notices available via AFPROMS
14 Aug 12	MPS suspense to disperse OPBs with attachments 3, 4 and 5 to officers meeting board
16 Oct 12	DBH reports close out date
30 Nov 12	PV-nominating PRFs due to PBE
30 Nov 12	All outstanding OPRs due to ARPC
1 Dec 12	Approximate last day to update before MilPDS upgrade
Dec 12	PV-nominated officer requests OPB IAW attachment 6, paragraph 5
arly Jan	MPS run current OPBs so officers can verify post-MilPDS-upgrade accuracy
9 Jan 13	OSBs extracted for the board. For MilPDS updates made after 6 Jan 13, 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
13 Jan 13	Letters to the board due
14 Jan 13	Board convenes at ARPC
6 – 8 weeks	Approximate timeframe for public release of promotion results after board adjourns
14 Apr 13	Officer's DOS must be on or later than this date to be eligible for promotion consideration

Pay particular attention to SUSPENSE DATES in ARPCMs

U.S. AIR FORCE

Time In Grade (TIG)

Promotion to:	Mandatory TIG (Pin-on Date)	Position Vacancy
1st Lt	2	N/A
Capt	2	N/A
Maj	7	5
Lt Col	7	5
Col	4 (AFR)*	N/A

ANG: Maj-Lt Col & AFR: Maj-Col
Promotion DOR cycle is 30 Sep or earlier

U.S. AIR FORCE

RASL

- **What is RASL**
  - **Reserve Active Status List**

- **Promotion Eligible**
  - **Members must be on RASL or ADL for 1 year**
  - **No break in service from AD to AFR**

U.S. AIR FORCE

Promotion Recommendation Form (PRF)

- **Required:**
  - **Mandatory Board O-4 thru O-6**
  - **Position Vacancy Nomination (O-4 / O-5 Boards)**
  - **Do Not Promote (DNP)**
- **Process/Form**
  - **2-Line PRF**
  - **Bullet format**
  - **Promotion Recommendation area must have a min of 1 bullet**
- **Signed by SR**
  - **Senior rater fixed by policy**

U.S. AIR FORCE

PRF - Mandatory Board (IPZ / APZ)

- Senior rater fixed by policy
  - Wing Commander or equivalent for Lt Col
  - First O7 in rating chain for Colonel
- Required for mandatory promo to Lt Col & Col
- Promotion Recommendation block must have minimum of 1 bullet
- Leave “Promotion Zone” blank
- Leave “Group Size” blank unless “DP”
- Three types of promotion recommendations
  - Definitely Promote
  - Promote
  - Do Not Promote this Board

PROMOTION RECOMMENDATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 United States Code, Section 8013, Secretary of the Air Force; AFI 36-2406, Officer and Enlisted Evaluation Systems, and Executive Order 9397 (SSN), as amended.
PURPOSE: Effectiveness/duty performance history, promotion, and other appropriate personnel actions.
ROUTINE USES: The "Blanket Routine Uses" published in the Air Force system of records notices apply to this system.
DISCLOSURE: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).
SORN(s): F036 AF PC A, Effectiveness/Performance Reporting Records

I. RATEE IDENTIFICATION DATA (Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)

1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, LOCATION			6. PAS CODE

II. UNIT MISSION DESCRIPTION

III. JOB DESCRIPTION

1. DUTY TITLE:

2. KEY DUTIES, TASKS, RESPONSIBILITIES:

IV. PROMOTION RECOMMENDATION

V. PROMOTION ZONE	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ I/APZ	2/5/10		

IX. OVERALL RECOMMENDATION

DEFINITELY PROMOTE

PROMOTE

DO NOT PROMOTE THIS BOARD

X. SENIOR RATER

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION

DUTY TITLE

SSN | SIGNATURE

Instructions

Senior Rater: May consider and provide comments on other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential to serve in the next higher grade. Write Promotion Recommendation (Section IV) in narrative or "bullet" format.

Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference AFI 36-2406, chapter 8). Per DoD Instruction 1320.11, Special Selection Boards, paragraph 3.b., a supplemental promotion board "must not consider any person who, by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."

U.S. AIR FORCE

Position Vacancy (PV) PRF

- PV = early promotion opportunity
- Due NLT 45 days prior to convening date
- PRF is PV nomination form
- No overall recommendation
- Promotion Recommendation block must have minimum of 1 bullet
- “Promotion Zone” blank
- Must complete “Group Size”
- “Promotion Recommendation” blank

PROMOTION RECOMMENDATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 United States Code, Section 8013, Secretary of the Air Force; AFI 36-2406, Officer and Enlisted Evaluation Systems, and Executive Order 9397 (SSN), as amended.
PURPOSE: Effectiveness/duty performance history, promotion, and other appropriate personnel actions.
ROUTINE USES: The "Blanket Routine Uses" published in the Air Force system of records notices apply to this system.
DISCLOSURE: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).
SORN(s): F036 AF PC A, Effectiveness/Performance Reporting Records

I. RATEE IDENTIFICATION DATA (Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)

1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, LOCATION			6. PAS CODE

II. UNIT MISSION DESCRIPTION

III. JOB DESCRIPTION

1. DUTY TITLE:

Position Number

2. KEY DUTIES, TASKS, RESPONSIBILITIES:

IV. PROMOTION RECOMMENDATION

V. PROMOTION ZONE	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ I/APZ	2/5		

IX. OVERALL RECOMMENDATION

DEFINITELY PROMOTE

PROMOTE

DO NOT PROMOTE THIS BOARD

X. SENIOR RATER

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION

DUTY TITLE

SSN

SIGNATURE

Instructions

Senior Rater: May consider and provide comments on other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential to serve in the next higher grade. Write Promotion Recommendation (Section IV) in narrative or "bullet" format.

Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference AFI 36-2406, chapter 8). Per DoD Instruction 1320.11, Special Selection Boards, paragraph 3.b., a supplemental promotion board "must not consider any person who, by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."

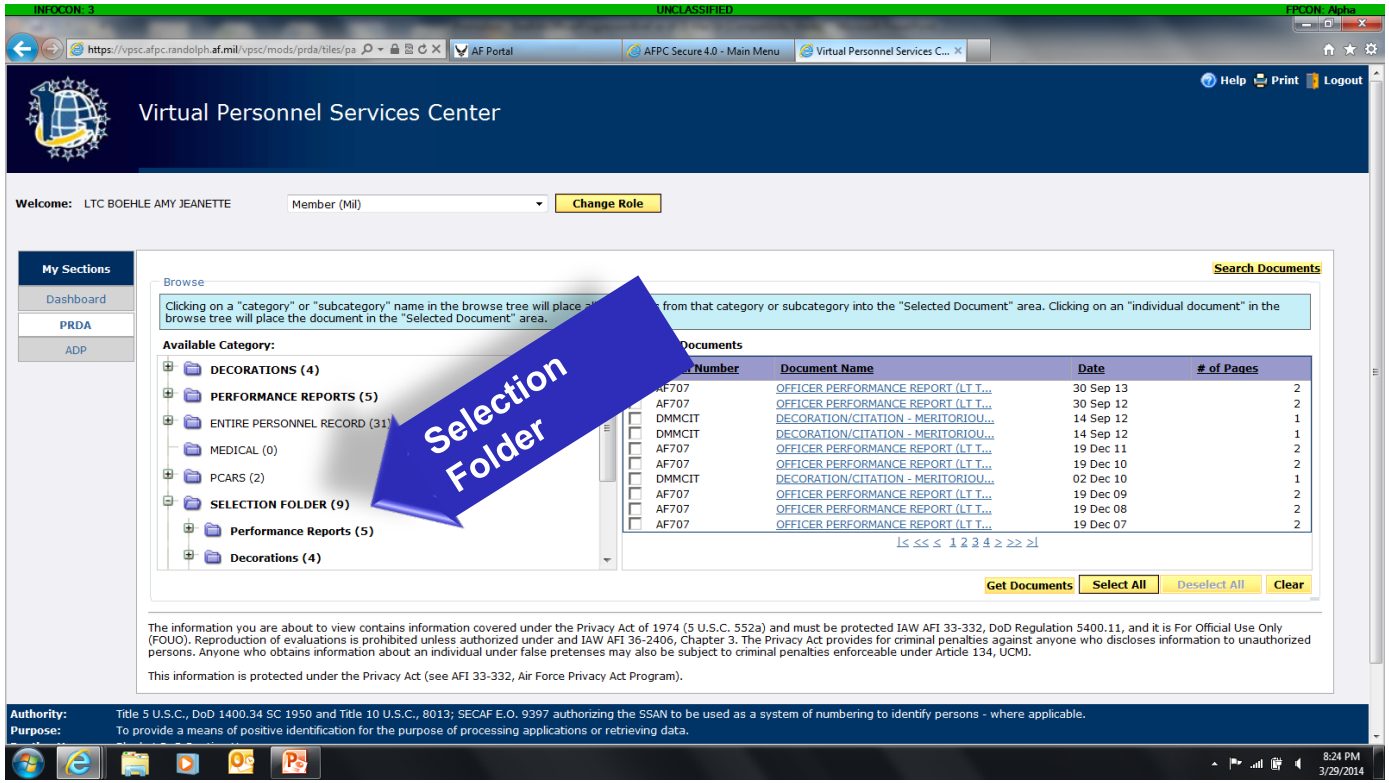
U.S. AIR FORCE

Officer's Responsibility

- **READ the ARPCM (Convening Notice/Release)**
  - **Eligibility Factors/Milestones/Guidance**
- **The Officer Selection Record (OSR) is <u>Officer's Responsibility</u>…*Check PRDA*!**
  - **Make sure your records are correct**
  - **If something is wrong, work with your servicing MPF/MPS to correct issue**
- **Review eOSR in vPC– lists discrepancies in your record ID'd by ARPC/PB**
- **Review Officer Preselection Brief (OPB)**
  - **Make sure information is correct**
  - **If something is wrong, work with your servicing MPF/MPS to correct issue**

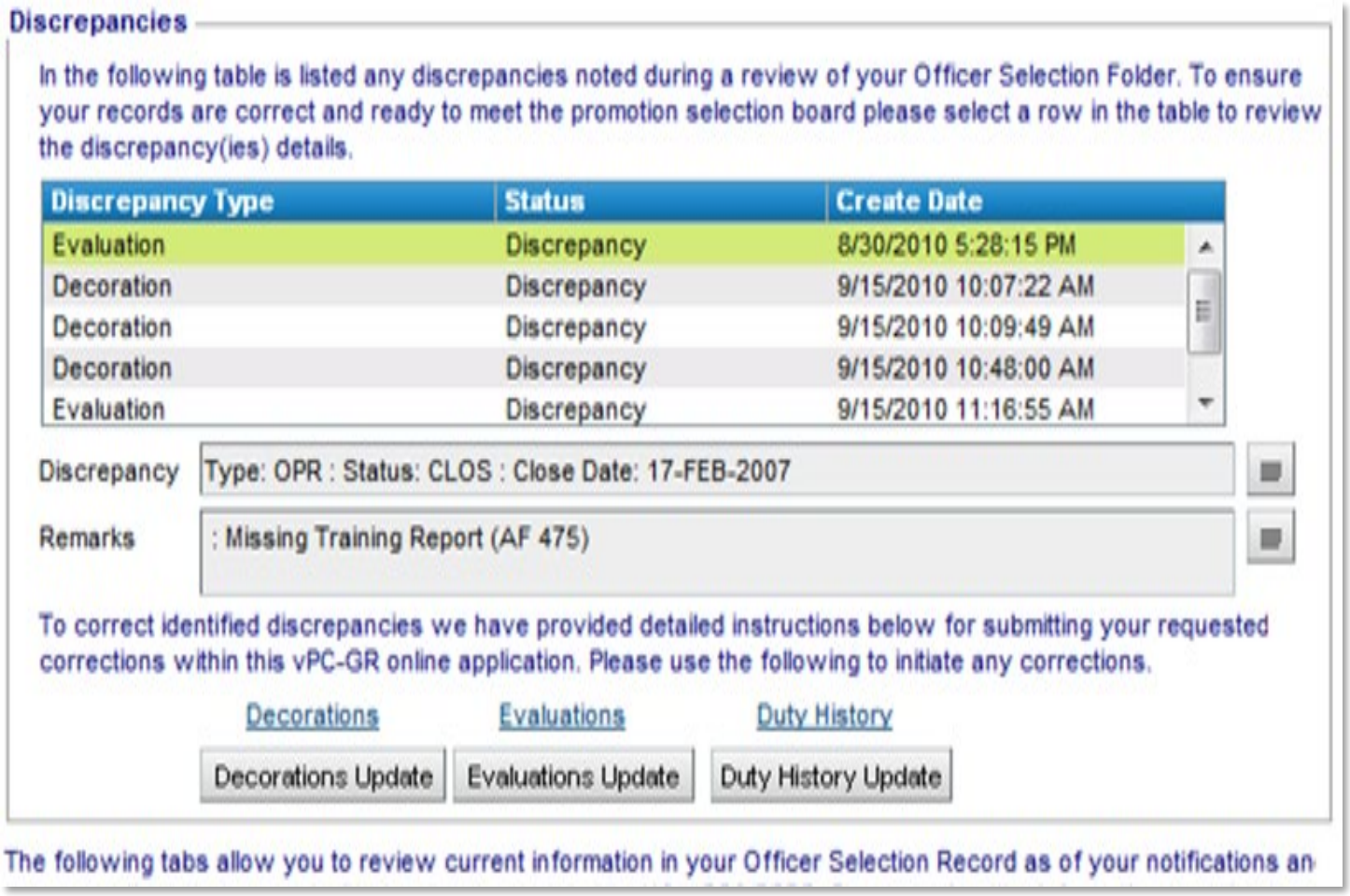
U.S. AIR FORCE

Personnel Records Display App (PRDA)



U.S. AIR FORCE

Electronic Officer Selection Record (eOSR)



U.S. AIR FORCE

New Line of the Air Force Competitive Categories

Competitive Categories	Assigned Core Air Force Specialties
Air Operations and Special Warfare (LAF-A)	11X – Pilot 12X – Combat Systems 18X – Remotely Piloted Aircraft 13B – Air Battle Manager 13C – Special Tactics 13D – Combat Rescue 13L – Tactical Air Control Party
Nuclear Missile Operations (LAF-N)	13N – Nuclear and Missile Operations
Space Operations (LAF-S)	13A – Astronaut 13S – Space Operations
Information Warfare (LAF-I)	14F – Information Operations 14N – Intelligence 15W – Weather 17X – Cyber Operations 35X – Public Affairs 61A – Operations Research Analyst 71S – Special Investigations
Combat Support (LAF-C)	13M – Airfield Operations 21A – Aircraft Maintenance 21M – Munitions and Missile Maintenance 21R – Logistics Readiness 31P – Security Forces 32E – Civil Engineering 38F – Force Support 64P – Contracting 65X – Financial Management 84H – Historian
Force Modernization (LAF-F)	61C – Chemist 61D – Physicist/Nuclear Engineer 62E – Developmental Engineer 63A – Acquisition Management
Judge Advocate General's Corps (LAF-J)	51J – Judge Advocate
Chaplain Corps (CH)	52R – Chaplain
Medical Service Corps (MSC)	41A – Health Services Administrator
Biomedical Sciences Corps (BSC)	42X – Biomedical Clinicians 43X – Biomedical Specialists
Nurse Corps (NC)	46X - Nurse
Medical Corps (MC)	44X – Physician 45X – Surgery 48X – Aerospace Medicine
Dental Corps (DC)	47X – Dental

U.S. AIR FORCE

Officer Preselection Brief (OPB)

- **Officer Preselection Brief (OPB)**
  - Flows to MPF/MPS 148 days prior to board convening date
    - MPF/MPS will send to the eligible officers' Squadron
    - IF officer has not received OPB they must contact their servicing MPF/MPS
  - One page snapshot of Career Brief
  - MUST REVIEW and ensure information is current/accurate
  - OPBs must be corrected prior to the board convene date
  - OPBs become the Officer Selection Brief (OSB)

- **Officer Selection Brief (OSB)**
  - OSB is what the board members will see

Make corrections prior to board convene date

U.S. AIR FORCE

Officer Preselection Brief (OPB)

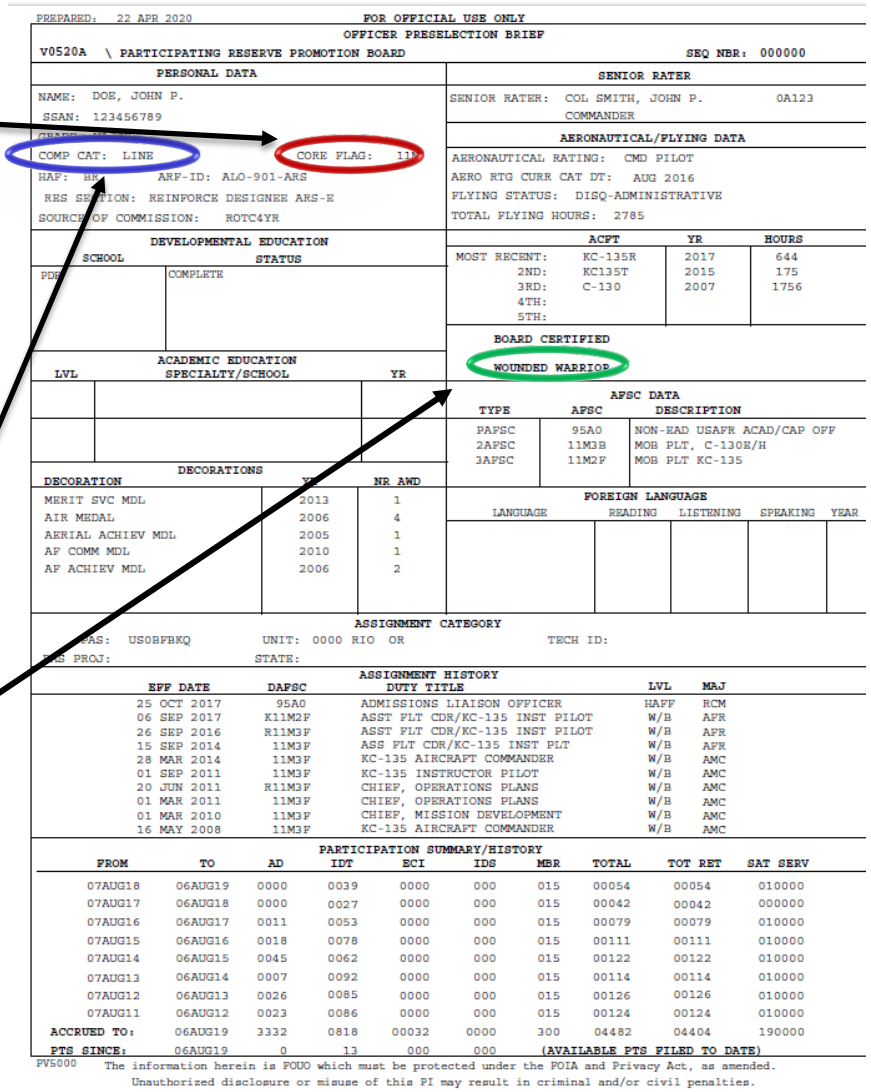
- **Verify that your information contained on the OPB is correct**
  - **Personal Data (Core Flag ID **new*)**
  - **Developmental Education (DE)**
  - **Aeronautical/Flying Data**
  - **Board Certifications (Medical Only)**
  - **Decorations**
  - **Assignment History (Duty History)**
  - **Participation Points**

*** Read the Convening Notice – Instructions and OPRs are included if corrections to OPB need to be made.**

U.S. AIR FORCE

Officer Preselection Brief

- **New Areas on OPB**
  - **Core Flag ID**
    - **Core AFSC to which officers are assigned**
    - **Drives what Competitive Category officers will meet the board in**
  - **Competitive Category (Line)**
  - **Wounded Warrior (WW)**



PREPARED: 22 APR 2020 — FOR OFFICIAL USE ONLY

OFFICER PRESELECTION BRIEF

V0520A \ PARTICIPATING RESERVE PROMOTION BOARD — SEQ NBR: 000000

PERSONAL DATA

NAME: DOE, JOHN P.
SSAN: 123456789
COMP CAT: LINE — CORE FLAG: 11
HAF: HR — ARF-ID: ALO-901-ARS
RES SECTION: REINFORCE DESIGNEE ARS-E
SOURCE OF COMMISSION: ROTC4YR

SENIOR RATER

SENIOR RATER: COL SMITH, JOHN P. 0A123
COMMANDER

AERONAUTICAL/FLYING DATA

AERONAUTICAL RATING: CMD PILOT
AERO RTG CURR CAT DT: AUG 2016
FLYING STATUS: DISQ-ADMINISTRATIVE
TOTAL FLYING HOURS: 2785

	ACFT	YR	HOURS
MOST RECENT:	KC-135R	2017	644
2ND:	KC135T	2015	175
3RD:	C-130	2007	1756
4TH:			
5TH:			

DEVELOPMENTAL EDUCATION

SCHOOL	STATUS
PDE	COMPLETE

BOARD CERTIFIED

WOUNDED WARRIOR

ACADEMIC EDUCATION

LVL	SPECIALTY/SCHOOL	YR

APSC DATA

TYPE	APSC	DESCRIPTION
PAFSC	95A0	NON-RAD USAFR ACAD/CAP OFF
2AFSC	11M3B	MOB PLT, C-130E/H
3AFSC	11M2F	MOB PLT KC-135

DECORATIONS

DECORATION	YR	NR AWD
MERIT SVC MDL	2013	1
AIR MEDAL	2006	4
AERIAL ACHIEV MDL	2005	1
AF COMM MDL	2010	1
AF ACHIEV MDL	2006	2

FOREIGN LANGUAGE

LANGUAGE	READING	LISTENING	SPEAKING	YEAR

ASSIGNMENT CATEGORY

AAS: US0BPHKQ — UNIT: 0000 RIO OR — TECH ID:
ES PROJ: — STATE:

ASSIGNMENT HISTORY

EFF DATE	DAFSC	DUTY TITLE	LVL	MAJ
25 OCT 2017	95A0	ADMISSIONS LIAISON OFFICER	HAFF	RCM
06 SEP 2017	K11M2F	ASST FLT CDR/KC-135 INST PILOT	W/B	AFR
26 SEP 2016	R11M3F	ASST FLT CDR/KC-135 INST PILOT	W/B	AFR
15 SEP 2014	11M3F	ASS FLT CDR/KC-135 INST PLT	W/B	AFR
28 MAR 2014	11M3F	KC-135 AIRCRAFT COMMANDER	W/B	AMC
01 SEP 2011	11M3F	KC-135 INSTRUCTOR PILOT	W/B	AMC
20 JUN 2011	R11M3F	CHIEF, OPERATIONS PLANS	W/B	AMC
01 MAR 2011	11M3F	CHIEF, OPERATIONS PLANS	W/B	AMC
01 MAR 2010	11M3F	CHIEF, MISSION DEVELOPMENT	W/B	AMC
16 MAY 2008	11M3F	KC-135 AIRCRAFT COMMANDER	W/B	AMC

PARTICIPATION SUMMARY/HISTORY

FROM	TO	AD	IDT	ECI	IDS	MBR	TOTAL	TOT RET	SAT SERV
07AUG18	06AUG19	0000	0039	0000	000	015	00054	00054	010000
07AUG17	06AUG18	0000	0027	0000	000	015	00042	00042	000000
07AUG16	06AUG17	0011	0053	0000	000	015	00079	00079	010000
07AUG15	06AUG16	0018	0078	0000	000	015	00111	00111	010000
07AUG14	06AUG15	0045	0062	0000	000	015	00122	00122	010000
07AUG13	06AUG14	0007	0092	0000	000	015	00114	00114	010000
07AUG12	06AUG13	0026	0085	0000	000	015	00126	00126	010000
07AUG11	06AUG12	0023	0086	0000	000	015	00124	00124	010000
ACCRUED TO:	06AUG19	3332	0818	00032	0000	300	04482	04404	190000
PTS SINCE:	06AUG19	0	13	000	000	(AVAILABLE PTS FILED TO DATE)			

PV5000 The information herein is FOUO which must be protected under the FOIA and Privacy Act, as amended.
Unauthorized disclosure or misuse of this PI may result in criminal and/or civil penalties.

U.S. AIR FORCE

Letter to the Board

- **Submit via vPC online application:**
  - **Submitted NLT 10 calendar days prior to convene date**
  - **e-Signature authorized**
  - **Confirmed receipt sent back to you once received**
  - **Technician will review and provide feedback if needed**
- **Used to explain things such as:**
  - **Gap in record**
  - **Missing OPRs/Decs**
  - **Unsat year of Service**
  - **Deployment Information**
- **CAN NOT use to:**
  - **Mention completion of PME or Advanced Academic Education**
  - **Use as platform to complain about leadership**
- **Keep it brief, succinct and to the point**

U.S. AIR FORCE

Post Board Counseling

- **Requested vPC online application**
  - **Officers not selected are encouraged to request counseling as close to public release as possible upon notification of non-selection**
- **Counselors will review records "as met" from the most recent selection board**
- **Members will be notified to contact HQ ARPC/PB counselors within 4-6 weeks after application is submitted**

U.S. AIR FORCE

How You Can Help

- If you are a *member* meeting a board:
  - Read the entire ARPCM; know the milestones
  - Review eOSR via vPC / Check record in PRDA
    - Ensure all OPRs, Training Reports, and Decs are in PRDA
    - Correct discrepancies found
  - Review Officer Preselection Brief (OPB)
    - Ensure information is correct
    - Correct discrepancies found

- If you are an IMA, AGR, LEAD, or VLPAD, your *servicing agency is the RegAF MPF/FSS*
  - Responsible for providing you with your OPBs
  - Provide SRs MELs/DQHBs/PRF notices
  - Help officers update records/OPRs/Decs/etc…

U.S. AIR FORCE

How You Can Help

- **If you are a *servicing agency* (FSS/MPS/Det/etc)**
  - **Read and follow all instructions in ARPCMs**
  - **Run MELs weekly & communicate to ARPC/PBE adds/deletes**
  - **Provide members with their OPBs**
  - **Provide SRs MELs/DQHBs/PRF notices--suspense dates!**
  - **Help officers update their records/OPRs/Decs/etc…**

Questions?