

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **Enlisted Force Development**



1 9 4 8 - 2 0 1 8  
**RESERVE**

**RIO/Det 6**

**23 February 2018 at 1000 EST**

**MacDill AFB**

**Bldg 296 (927th ARW)**

**CC Conf Rm (2nd Floor)**

**DCS link:**

<https://conference.apps.mil/webconf/FDBriefing>

**Telecon: (813) 828-8255 (Mtg ID & PIN: 808)**

- **Force Development (FD)**
  - **R-EDP**
  - **Development Teams**
  - **Professional Development**
  - **EPME**
  - **EDEB**
- **Evaluations**
- **Promotion**
  - **Unit Vacancies**
  - **Stripes for Exceptional Performers (STEP I)**
  - **Stripes for Exceptional Performers (STEP II)**
- **Reenlistment Process**

- **Purpose of Force Development (FD)**
  - **Deliberate management of experiences, combined with education & training opportunities in order to develop Air Force Leaders**
  - **Align deliberate development of Reserve members with AFR mission needs, within the context and culture of the Citizen Airman program**
  - **Designed to create a deliberate, systematic process to *develop* competitive strategic senior leaders postured to serve in any capacity required by the Air Force.**
- **\*\*RIGHT PERSON, RIGHT PLACE, RIGHT TIME\*\***
- **References:**
  - **AFDD 1-1, Leadership and Force Development**
  - **AFPD 36-26, Total Force Development**
  - **AFI 36-2618, The Enlisted Force Structure**
  - **AFI 36-2640, Executing Total Force Development**
  - **AFRCI 36-2640 - Executing Reserve Force Development**

- **Reserve Enlisted Development Plans (R-EDPs)**
  - **CRITICAL** for Developmental Teams & School Boards
  - Member's tool to communicate military, civilian, and personal career goals, accomplishments, life events and experience with supervision, a mentor (optional) & Development Team/School Boards
  - Must be current (within 12 months) and in "DT Ready" status NLT 30 days prior to your scheduled DT
  - Way to communicate education & assignment desires
  - Must have two levels of coordination
    - Rater and Senior Reservist
  - R-EDP tutorial video: <https://www.youtube.com/channel/UCw6lXwcsx-9U-y9l2siNidA>

- **Commanders and Supervisors**

- Competency level of Airmen increases due to experience and education
- More competitive candidates

- **Reservist**

- Gain visibility into positions in functional area
- Gain opportunity to compete for key billets
- Gain increased competency due to education and training opportunities

- **Functional Managers**

- Functional community gains oversight over the health of their functional area

- **R-EDP Recommendations:**
  - **Complete R-EDP in a timely manner & know dates of boards/DTs**
    - [https://mypers.af.mil/app/answers/detail/a\\_id/35483](https://mypers.af.mil/app/answers/detail/a_id/35483)
  - **Ensure your overall military record is accurate/updated**
    - **EPRs, PME, Degrees, Duty History, Point Summary, Decorations, etc.**
  - **Share both military/civilian experiences & achievements (to include volunteer work)**
  - **Update your short/long term goals and/or situation as it changes**
  - **Consider assignment opportunities/desires (MTI, First Sergeant, command, joint, Wing Career Assistance Advisor, etc.)**
  - **Review & acknowledge previous vectors**
  - **Ensure your AD supervisor supports your goals/desires**
  - **Complete CCAF/SEJPME but consider a higher level degree**
  - **You can always change to “opt in” or “opt out” at any time**


- **Check/correct your records!**
- **Request Records Review RIP**
- **Check in Virtual MPF (vMPF)**
  - **Select Personal Data under Self-Service Actions**
  - **Career Data Brief (CDB)**
  - **Check/make requests in vPC or myPers**
  - **Call Total Force Service Center (800) 525-0102 opt 3**

- **If you have transferred from the ANG, a Sister Service, or have a break in service you may not have a sufficient amount of background documents for the DT to review. Annotate any missing information in your R-EDP**
- **EPRs**
  - **Ensure the most current three are loaded and viewable in Automated Records Management System (ARMS) or Personnel Records Display Application (PRDA)**
- **PME**
  - **NCOA, SNCOA, CLC, SEJPME**
- **Degrees**
  - **Ensure all your academic degrees are listed**
  - **CCAF (most important)**
- **Duty History**
- **Points Summary**
- **Decorations**
  - **Current (within last 3 years) decoration**



- FD info & R-EDP is available in the vPC, under Action Requests tab

The screenshot shows the myPers vPC dashboard interface. At the top left is the myPers logo. Below it is a 'Dashboard' section with a 'Role Filter' dropdown set to 'All' and a 'Role Filter Help' link. A blue arrow labeled 'Action Requests' points to the 'Action Requests' tab in the navigation bar. The navigation bar also includes 'Overview', 'Worklist', and 'Delegations'. Below the navigation bar are three tabs: 'ACTIVE DUTY AF', 'AIR RESERVE' (which is selected), and 'AIR NATIONAL GUARD'. A dropdown menu shows 'Online Services Component Default' set to 'Air Reserve'. The main content area is divided into two columns. The left column contains sections for 'Documents I've Requested', 'My Records (updates and corrections)', and 'My Official Military Personnel Record (view/request copy)'. The right column contains sections for 'Evaluations (Overview)', 'Officer Promotions (Overview)', 'Federal Awards and Decorations (Overview)', 'Retirements (Overview)', and 'Force Development (Officer Overview)'. In the 'Force Development (Officer Overview)' section, the link 'Reserve Officer Development Plan (R-ODP)' is circled in red. A blue arrow labeled 'FD Overview' points to this circled link. At the bottom of the page is the slogan 'WINGS OF HERITAGE, SHAPING THE FUTURE'.



## Air Force Personnel Services

The Official Source for Air Force Human Resource Knowledge

### Reserve Enlisted Development Plan (R-EDP)

1. Enter the information in the fields provided.
2. Select both coordination levels. (Or opt for a mentor review.)
3. Press the Submit button.

[DT Calendar](#)  
[Instructions](#)

**Member Information**

First Name*	<input type="text"/>		<input type="button" value="Refresh Member Info"/>
Middle Initial	<input type="text" value="P"/>	Rank	<input type="text" value="SMS"/>
Last Name*	<input type="text"/>		

Air Force Specialty Code (AFSC) to be considered for Development Team. \*

PAFSC <input type="text" value="3E791"/>	DAFSC <input type="text" value="3E791"/>	AFSC2 <input type="text"/>	AFSC3 <input type="text"/>
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Civilian Work Email <input type="text"/>	<input type="button" value="☰"/>	Work Phone <input type="text"/>
Home Email* <input type="text"/>	<input type="button" value="☰"/>	Home Phone <input type="text"/>
Military Email* <input type="text" value="f.mil"/>	<input type="button" value="☰"/>	Cell Phone <input type="text"/>
		DSN* <input type="text" value="675-1113"/>

Address Line 1* <input type="text"/>	<input type="button" value="☰"/>	City* <input type="text" value="Omaha"/>	<input type="button" value="☰"/>
Address Line 2 <input type="text"/>	<input type="button" value="☰"/>	State* <input type="text" value="NE"/>	

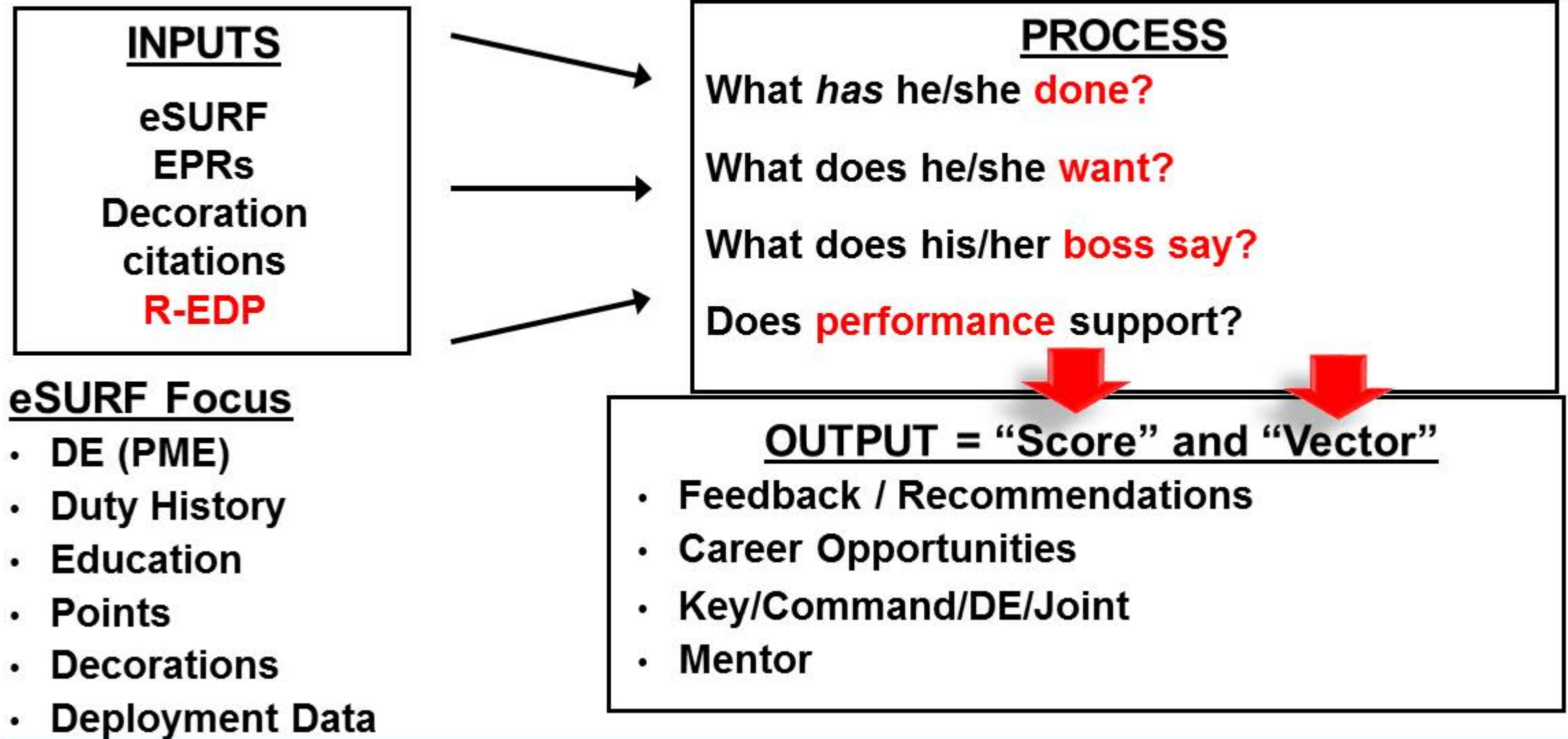
Assignment Desire

R-EDP Video: <https://www.youtube.com/channel/UCw6IXwcsx-9U-y9I2siNidA>

- **Two types of Development Teams**
  - **Functional – AFSC Specific**
    - Held every two years
    - [https://mypers.af.mil/app/answers/detail/a\\_id/35483](https://mypers.af.mil/app/answers/detail/a_id/35483)
    - Panel Chair is the MAJCOM Functional Manager (MFM)
  - **Special**
    - Held annually
    - Command E8/9 Development Team
    - Panel Chair is the AFRC/CCC

- **CFMs & MFMs administer Force Development (FD) objectives through DTs**
  - **Identify education, training & experiences within each functional community based on current & future requirements**
  - **Allows career field leaders to assess their human capital inventory**
  - **Provide IRs data which may be used for developmental processes (school boards, assignments, etc.)**
  - **Provide IRs guidance on continuing education, training & experience opportunities**

- **Command E8/E9 DT**
  - **Develop a pool of qualified candidates for strategic senior leadership positions within the Air Force Reserve (AFR)**
  - **Allows AFR senior leaders to assess their human capital inventory**
  - **Ensure opportunities & expectations are transparent, providing visibility to all SMSgt's & CMSgt's**
  - **Uses member's input regarding desires within developmental education & future assignment opportunities**



- **The functional KPLs contain of the top members in each grade reviewed by the DT**
- **The Command KPL contains the top E-8s/E-9s & is used to fill key & strategic positions**
- **KPLs are used by hiring authorities to fill key functional & key command positions**
- **KPLs are referenced when making other developmental & career management decisions**
- **AF/REG, the Senior Enlisted Management Office, maintains the Command E-8/E-9 KPLs. MFMs maintain their respective functional KPLs.**

- **Reviews/evaluates the member's record and R-EDP**
  - **Responds to comments**
  - **Personalize vectors when possible**
- **Assignment recommendations**
  - **Type of Reserve program (TR, IMA, ART, AGR)**
  - **Type of job (CFM, First Sergeant, Group Supt, Joint, etc.)**
- **Education/Training recommendations**
  - **Developmental Education (formally PME)**
  - **Career field education**
  - **Joint – Senior Enlisted JPME & other short courses**
  - **NCOLDC / SNCOLC course facilitator**
- **Points of Contact for vector clarification**
  - **Assignment Facilitators/Program Manager/Superintendent**
  - **Core functional manager**



## *Professional Development (PD)*

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- **AFRC/A1KO Professional Development**
  - **Located at HQ AFRC Robins AFB, GA**
  - **Enlisted Developmental Courses**
    - **NCO Leadership Development Course (NCOLDC)**
    - **Senior NCO Leadership Course (SNCOLC)**
  - **SharePoint Site**
    - <https://afrc.eim.us.af.mil/sites/A1/PDC/SitePages/Home.aspx>
  - **Work with your detachment to obtain quotas/orders**

## ***Enlisted Military Education (EPME)***

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- **Enlisted PME is designed to prepare our Airmen for positions of responsibility by broadening leadership & management skills:**
  - **Airman Leadership School - mandatory for promotion to SSgt**
    - **In-Res: E-4 with 3-6 years TIS**
    - **DL req: E-3/E-4 with 3-6 years TIS**
  - **NCO Academy - mandatory for promotion to MSgt**
    - **In-Res req: E-6 with 8-14 years TIS & completion of the DL**
    - **DL req: E-5/E-6 with 7 years TIS**
  - **SNCO Academy - mandatory for applying for SMSgt billet & promotion to SMSgt**
    - **In-Res req: E-7 with 12-18 years TIS & completion of the DL**
    - **DL req: E-7 with 10 years TIS**
  - **AFRC CMSgt Orientation Course - mandatory for promotion to CMSgt**
  - **Distance Learning (DL) courses, administered by HQ Air University (AU), are an alternative method of completion for ALS, NCOA & SNCOA.**

- **EDEB evaluates & recommends high potential enlisted members to attend select short in-resident Professional Development courses**
- **Board considers whole person concept including depth/breadth of military experience and responsibilities**
- **Selections based on the needs of the Air Force and Air Force Reserve followed by consideration for the individual's preferences**

- **EDEB is extremely competitive**
- **Invitation to apply sent out February 2018**
  - **Rater suspense: 16 Feb**
  - **Additional Rater suspense: 4 Mar**
  - **Det suspense: 18 Mar**
- **Now submitted via vPC**
  - **Instructions and Youtube video**
  - [https://mypers.af.mil/app/answers/detail/a\\_id/18724/p/18/c/549](https://mypers.af.mil/app/answers/detail/a_id/18724/p/18/c/549)
- **Disqualifying factors:**
  - **Overdue or unsatisfactory fitness assessment**
  - **HYT date prior to 1 November 2021**
  - **Unsatisfactory participation previous 5 years (*must* submit waiver)**
  - **Current UIF**
  - **CMSgts/SMSgts who did not meet the CY18 Command E-8/E-9 DT Board**
  - **SNCOs not awarded CCAF or SNCOA**

- **CY19** courses offered:
  - Reserve Component National Course (RCNSC)
  - International SNCO Development Course (INLEAD)
  - Reserve Enlisted Legislative Fellowship
  - Navy Senior Enlisted Academy
  - Marine Corps Staff NCO Advanced Course
  - Coast Guard Chief Petty Officer Academy
  - NATO SNCO Orientation Course
  - NATO NCO Intermediate Leadership Course
  - NATO NCO Advanced Leadership Course

**\*\*NOTE:** Course list could change each CY

# ***Enlisted Evaluation System***

## Static Close Out Dates IRs & TRs

Rank	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	N/A	31 May
SMSgt (E-8)	31 Jul	31 Jul
MSgt (E-7)	30 Sep	30 Sep
TSgt (E-6)	30 Nov	30 Nov
SSgt (E-5)	31 Jan	31 Jan
SrA (E-4)	31 Mar	31 Mar

**Initial ACA is required within 60 days of supervision**

**\*\*\*Review previous EPRs to ensure you are not duplicating bullets**

**\*\*\*ALWAYS verify EPR was updated AND in PRDA\*\*\***

- **vMPF > Self-service Actions > Personal Data > Duty History > Performance Reports**

**PERFORMANCE REPORT INFORMATION**

**NAME:** [REDACTED]      **RANK:** MSG    **SSAN:** XXX-XX-XXXX    **DATE:** 1 SEP 2011

**REPORTING OFFICIAL:** SMS [REDACTED]

**DATE SUPERVISION BEGAN:** 16 JUL 2010

**NEXT REPORT DUE:** 15 JUL 2012

**REPORT HISTORY**

CLOSEOUT	RATING
15 JUL 2010	5B
29 AUG 2009	5B
29 AUG 2008	5B
29 AUG 2007	5B
09 FEB 2007	5B
09 FEB 2006	5B

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED  
IAW AFI 33-332 AND DOD REGULATION 5400.11.  
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.



# ***Enlisted Promotions***

- **Unit Vacancy (PIRR ineligible)**
  - Promotions occur on the first day of each month
  - An eligibility roster is forwarded from Det to URCs for commanders recommendations
  - Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander
- **Stripes for Exceptional Performers I (STEP I) for IMA & PIRR**
  - For promotion to TSgt after completion of 16 satisfactory years & blocked from unit vacancy promotion
- **Stripes for Exceptional Performers II (STEP II)**
  - Commander's program to promote outstanding/deserving Reservists to the next higher grade
  - Applies to promotions to the grade of E-6 through E-9 (PIRR Eligible)
  - Cannot be an overage in the billet & cannot be in a higher grade billet
  - Nominated by unit commander for Annual STEP Board consideration
  - Boards are normally held in July
  - Promotion date is 1 October



# *Reenlistment Process*

- **Selective Retention Process (SRP)**
  - Member's reenlistment intention (can change later) 12 months out from **ETS**
  - **SRP** letter is sent to **URC** for supervisor & **CC** approval / signature
    - **IR** signs & provides intentions, after supervisor & **CC** recommendation
    - Non-recommendations require **AF418**
  - **\*\*NOTE:** **AD/CC** may change the recommendation prior to reenlistment
- **Reenlistment in the Air Force Reserve is a privilege not a right**
  - **Det** sends unit **DD 4** after receipt of signed **SRP** & member is within 6 months of **ETS**
  - Member must be in uniform to reenlist
- **Obligates the individual to serve in the active military service in the event of mobilization**
- **IR** must be **GREEN** on readiness requirements prior to reenlistment

# *Questions ?*

- **9 Mar 18 – Officer Force Development (Developmental Plans/Teams)**
- **23 Mar 18 – URC Responsibilities (Assignment Process)**
- **6 Apr 18 – Joint Officer Qualification**
- **20 Apr 18 – Understanding the Orders Process**
- **11 May 18 – Reserve Assignments**
- **8 Jun 18 – Officer Promotion Board Preparation**

- **Conducted at MacDill AFB – DCS available**



- HQ/RIO public website: <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
- HQ RIO Facebook: [www.facebook.com/HQRIO](http://www.facebook.com/HQRIO)
- HQ RIO Twitter: [www.twitter.com/HQRIO](http://www.twitter.com/HQRIO)
- HQ RIO iPhone App: Search “HQ RIO”
- Det 6 Website:  
<http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIOdetachments.aspx>
- Det 6 Facebook Page: <https://www.facebook.com/RIO-Det-6-741390915926303/>



**OL – JB Langley-Eustis VA**  
757-764-5101/DSN 574

[HQRIO.DET6OL-  
JBLE@us.af.mil](mailto:HQRIO.DET6OL-JBLE@us.af.mil)

### IR Guide

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/TheIRGuide-1.pdf>

### IMA Travel Companion Guide

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide-2016.pdf>

### HQ RIO Website

<http://www.arpc.afrc.af.mil/hqrio.aspx>

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

**Opt 1 - Force Management**  
(Assignments, Enlisted Prom, UPMR Mgt)

[riodet6\\_force@us.af.mil](mailto:riodet6_force@us.af.mil)

**Opt 2 – Readiness & Integration**  
(Orders, Readiness, Waivers, Formal School)

[riodet6\\_readiness@us.af.mil](mailto:riodet6_readiness@us.af.mil)

**Opt 5 - Resource Management**  
(All other services , DTS)

[riodet6@us.af.mil](mailto:riodet6@us.af.mil)

**Commander: Col Clif Stargardt (at MacDill)**  
(813) 828-5035 Opt 4/DSN 968; [clifton\\_stargardt@us.af.mil](mailto:clifton_stargardt@us.af.mil)

**Superintendent: CMSgt Walisa Villarreal**  
(813) 828-5035 Opt 3/DSN 968

[Warisar.villarreal@us.af.mil](mailto:Warisar.villarreal@us.af.mil)

**OL - Hurlburt Field FL**  
850-884-2820/DSN 579

[RIODET6OLHURLBURT@us.af.mil](mailto:RIODET6OLHURLBURT@us.af.mil)

### Total Force Service Center (ARPC)

(800) 525-0102  
(210) 565-0102/DSN 665

### Orders

**Orders Writing Cell (OWC)** 478-327-2167/DSN 497

[rmq\\_orders@us.af.mil](mailto:rmq_orders@us.af.mil)

### ARPC/RIO Pay Office

(720) 847-3711/DSN 847  
Fax: (720) 847-3960/DSN 847  
[arpc.riopo.1@us.af.mil](mailto:arpc.riopo.1@us.af.mil)

### IMA Travel

720-847-3501 Fax: (720) 847-3969497  
[Arpc.hqrio.travel@us.af.mil](mailto:Arpc.hqrio.travel@us.af.mil)