



United States Air Force Reserve

Integrity - Service - Excellence

Officer Promotions

RIO/Det 6 OL Hurlburt Program Manager

Maj Nicole Whigham

15 July 2016 at 1000 EST MacDill AFB

Bldg 296 (927th ARW)

Commander's Conference Rm (2nd Floor)

DCS Link:

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

Telecom# (813) 828-8255 PIN: 808

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



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- **IMA/IR Promotion Responsibilities**
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- **Special Selection Board**
- **Officer Promotion Brd Summary for Each Rank**



IMA/IR Promotion Responsibilities

- **RegAF Unit**
 - IAW AFI 36-2629, para 2.24.6, “Prepare officer promotion recommendations to include promotion recommendation forms”
 - PRF Accounting Date: Pull master eligibility (MEL) rosters; senior rater updates – **6 Sep 16**
 - Suspend supervisors/commander/directorates for PRFs
 - Maintain Records of Performance (ROP) – all evals
 - Send Officer Pre-selection Briefs to IRs NLT – **21 Sep 16**
 - Pull current OPB/DQHB to ensure additional info has been updated
 - Ensure OPRs are processed
 - Notification of selection and non-selection thru AD COC
- **Det Staff**
 - Advisory role; notified of missing PRFs/OPRs; education of supervisors, senior leadership and reservists
 - Eligibility checks for officers meeting PV boards



Milestones for CY16 Maj Board

- 30 Sep 11 – DOR must be on or before to meet mandatory board
- 30 Sep 12 – DOR must be on or before to meet position vacancy board
- 1 Feb 16 – Officer must be on RASL on or before this date to meet the board
- 5 Aug 16– Approx date that board eligibles are pulled (board build)
- 4 Sep 16 – PRF Accounting Date
- 6 Sep 16 - OPBs, DQHBs and PRF notices available via AFPRIMS
- 21 Sep 16 – J1s/MPS suspense to disperse OPBs with attachs 3, 4 and 5 to officers meeting board
- 3 Nov 16 - OPRs/CROs closing out on/before this date are mandatory documents and must be processed to meet the board
- 3 Dec 16 – Earliest date a senior rater can sign PRFs
- 19 Dec 16- ALL PRFs due to HQ ARPC/PBO



Milestones for CY16 Maj Board

- 2 Jan 17 – Senior raters sends copy of PRF to officer (approx 30 days prior to board)
- 27 Jan 17 - OSBs extracted for the board
- ** For MilPDS updates made on or after 25 Jan 17, submit source documents and printouts to the promotion board room staff via the vPC Dashboard on the myPers website, <https://gum-crm.csd.disa.mil/app/login> or through the Air Force Portal, <https://www.my.af.mil/gcss-af/USAF/ep/home.do>
- 31 Jan 17 - Letters to the board due NLT 2359 CST
- 1 Feb 17 - Board convenes at ARPC
- 6 – 8 weeks - Approximate timeframe for public release of promotion results after board adjourns
- 1 May 17 - Officer's DOS must be on or later than this date to be eligible for promotion



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New OPB/DQHB/OSB Format

"Year" DE Completed Block Removed

"Status" replaced "Method"

Removed Method & Timing of DE

"Developmental Opportunity" Block Removed

AADs masked until O6 Board

DATE: 25 JUL 2014 FOR OFFICIAL USE ONLY AIR FORCE OFFICER PRESELECTION BRIEF BRD ID:

UNIT: 0000 AIR CMD/STAFF CL AFST MAXWELL AFB AL 36112-0000			SENIOR RATER: USAF STUDENT MGR BRID: ST101 RMX: AFPC/DPSIDES		
PERSONAL DATA			AERONAUTICAL/FLYING DATA		
NAME: SSAN:			AERONAUTICAL RATING: SR PILOT AERO RTG CURR CAT DT: APR 2009 FLYING STATUS: INACT SCH ACAD TOTAL FLYING HOURS: 3312		
GRADE DATA			ACFT		
CUR GR	DOR	EFF DATE	YR		
MAJ	01 MAY 2010	01 MAY 2010	HOURS		
SERVICE DATA			MOST RECENT: C-130 2013 473		
EAD: 10 JUL 2000	DOS: 10000		2ND: KC-135R 2010 2386		
SOS REASON:			3RD: KC135T 2007 165		
TAFREQ: 10 JUL 2000	TAFREQD: 10 JUL 2000		4TH:		
SOURCE OF COMMISSION: ROTC			5TH:		
DEVELOPMENTAL EDUCATION STATUS			BOARD CERTIFIED		
SCHOOL:	STATUS		ACQUISITION CORPS		
100	COMPLETE		JOINT REPORTING CATEGORY		
POB			JOINT DUTY HISTORY		
ACADEMIC EDUCATION			ORGANIZATION		
LVL	SPECIALTY/SCHOOL	YR	FROM TO		
DECORATIONS			FOREIGN LANGUAGE		
DECORATION	YR	NR AND	LANGUAGE		
AIRMAN MEDAL	2002	1	READING LISTENING SPEAKING YEAR		
MERIT SVC MED	2013	2			
AIR MEDAL	2012	7			
AF COMM MED	2007	2			
AF ACHIEV MED	2005	1			

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How to Help Yourself Get Promoted

- **Know your own Personnel Data**
 - **Date of rank and time in grade**
 - **Authorized grade of your position**
- **Review Calendar Year Reserve of the Air Force board schedule**
 - **Usually published in June**
 - **Available on myPers; <https://gum-crm.csd.disa.mil/app/categories/p/16,17/c/656>**
 - **Watch for updated ARPCMs**
- **Read the Promotion board Convening Notice**
 - **Located on myPers; https://gum-crm.csd.disa.mil/app/answers/detail/a_id/30718/kw/2016%20Air%20Reserve%20Personnel%20Center%20Memorandums/p/%20**



How to Help Yourself Get Promoted

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



How to Help Yourself Get Promoted

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



Officer Selection Record

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



Letter to the Board

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



Accelerated Promotions

- **Also known as Early Pin-on**
- **No action required for PV promotions as DOR is public release date**
- **Selected for promotion to major, lieutenant colonel, or colonel on a mandatory promotion board**
- **Meets the eligibility criteria for Position Vacancy Promotion board**
 - **Incumbent in higher graded billet**
- **Requested by the senior rater (sample letter in AFI 36-2504, Attachment 5 and in Release Notices)**
- **Senior rater can request Promotion Effective Date (PED) of public release date or later as long as the letter signed by the senior rater is sent to ARPC no earlier than 30 duty days but no later than 5 duty days prior to pin-on**
- **Submitted through Accelerated Promotion application within the vPC Dashboard by CSS/Commander/Senior Rater**



Special Selection Boards

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



Letter to Board/Post Board Counseling/Accelerated Promotions

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Processes - Internet Explorer provided by USAF

https://gum-cim.csd.disa.mil/app/processes/form/fn/vdb

Welcome, MALIA SPRINGER Logout My Account

Stay Connected: f t

myPers

Dashboard

Role Filter: All [Role Filter Help](#)

[myPers Home Page](#)

Overview | **Worklist** | Action Requests | Reports | My Roles / Delegations | My Profile

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

Current Selection
AIR FORCE RESERVE COMMAND

Online Services Requests

Documents I've Requested

[Track Previous Support Requests](#)

Need further assistance with a request not listed on this page? [Create a New Support Request](#)

My Records (updates and corrections)

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

My Official Military Personnel Record (view/request copy)

- [View and Print Documents Online](#) (mil domain required)
- [View Current Retirement Points](#)
- [Request a copy of your Performance Report](#)
- [Request a 20 Year Letter \(release\)](#)

Evaluations [\(Overview\)](#)

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

Officer Promotions [\(Overview\)](#)

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

Federal Awards and Decorations [\(Overview\)](#)

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

Retirements [\(Overview\)](#)

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

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Promotion Requests

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Reserve Officer Promotions

- **Majors Board – Usually in February each year**
 - **Position vacancy – DOR 1 Oct 2011 - 30 Sep 2012...min time in grade is 5 years to pin on**
 - **PRF required for PV only; BDE completion is mandatory; satisfactory R/R year**
 - **Must be in Major's billet as primary, not overage**
 - **Ranked with other PV officers**
 - **Mandatory board – DOR 30 Sep 2011 or earlier...min time in grade is seven years to pin on**
 - **BDE completion required for “Definitely Promote”**
 - **No PRF required unless command has a “Do Not Promote”**
 - **Ranked with other Mandatory Board eligible officers**
- **Lt Cols Board – usually in June each year**
 - **Position vacancy – DOR 1 Oct 2011 - 30 Sep 2012 ...min time in grade is 5 years to pin on (CY17)**
 - **PRF required; IDE completion mandatory; satisfactory R/R year**
 - **Must be in Lt Col billet as primary, not overage**
 - **Ranked with other PV officers**



Reserve Officer Promotions

- **Lt Cols Board continued**
 - **Mandatory board – DOR 30 Sep 11 or earlier...min time in grade is seven years to pin on (CY17)**
 - **IDE completion required for “Definitely Promote”**
 - **PRF required**
 - **Ranked other Mandatory Board eligible officers**
 - **Number 1 of 2 DPs given of three officers eligible 1/2/3**
- **Colonels Board – usually in October**
 - **No position vacancy board; all meet same board**
 - **DOR 30 Sep 2013 or earlier...All meet with 4 years time in grade (CY17)**
 - **SDE completion required for “Definitely Promote”**
 - **PRF required**
 - **Ranked by each senior rater**
 - **Number 1 of 2 DPs given of 3 officers eligible 1/2/3**
 - **Master ‘s Degree unmasked – visible to board members**



Reserve Officer Promotions

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



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CY16 Det 6 Force Development Briefs

■ Conducted at MacDill AFB – DCS available

- 15 Jul 16 – Officer Promotion Board Preparation, Specifically for the CY17 Major's Board
- 12 Aug 16 – Developmental Education in preparation for Academic Year 17-18 RDEDB
- 26 Aug 16 – Retirement Preparation
- 9 Sep 16 – IR Utilization
- 23 Sep 16 – Understanding DTS
- 14 Oct 16 – Reserve Assignments
- 28 Oct 16 – Enlisted Force Development
- 18 Nov 16 – Joint Officer Qualification
- 9 Dec 16 – Retirement Preparation



RIO/Det 6 Social Media & Support



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

Reserve Promotion Board Video:

<https://www.youtube.com/watch?v=rQpFX59c24E>

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OL Hurlburt Field

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Contacts for Det 6 IRs



OL – JB Langley-Eustis VA
757-764-5101/DSN 574
HQRIO.DET6OL-JBLE@us.af.mil

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

Opt 1 - Force Management
(Assignments, Enlisted Prom, UPMR Mgt)
Riodet6forcemgmt@us.af.mil

Opt 2 – Readiness & Integration
(Orders, Readiness, Waivers, Formal School)
Riodet6.readiness@us.af.mil

Opt 5 - Resource Management
(All other services, DTS)
riodet6@us.af.mil

Commander: Col Clif Stargardt (at MacDill)
(813) 828-5035 Opt 4/DSN 968;
clifton.stargardt@us.af.mil

Superintendent: CMSgt Jeannie Norton
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OL - Hurlburt Field FL
850-884-2820/DSN 579
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
rmg.orders@us.af.mil

ARPC/RIO Pay Office
(720) 847-3711/DSN 847
Fax: (720) 847-3960/DSN 847
arpc.riorpo.1@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.pdf>

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

IMA Travel
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Questions??



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