

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

---

*Integrity - Service - Excellence*

## **Virtual Personnel Center (vPC) Dashboard**



**U.S. AIR FORCE**

---



- **vPC Dashboard**
  - **Available Applications**
- **Connecting to vPC**
- **Navigating the system**
- **Requesting Record Updates**
  - **Current Year Points**



# vPC Dashboard

**The vPC Dashboard is a centralized location within myPers that allows its customers to manage their individual profiles, submit online applications, and coordinate on applications submitted to them for action**



U.S. AIR FORCE

# Connecting to the vPC

## Via the AF Portal

<https://www.my.af.mil/>

### QUICK LINKS

+ ADD

VPC



CATEGORIES | A-Z

### PERSONNEL AND CAREER

- [vPC \(virtual Personnel Center\)](#)

## Via myPers

<https://mypers.af.mil>

**myPers** Air

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

Home > Enlisted

Welcome,

**MY ACCOUNT**

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

**LEARN MORE ABOUT**

- Assignment
- Benefits and Entitlements
- Career Management
- Classification
- Compensation
- Deployment
- Evaluations
- Force Development
- Mobilization/Demobilization
- New Hire
- Promotion
- Recognition
- Retention

**I Would Like To...**

- Access the vPC Dashboard
- Learn more about Civilian Furlough
- View My Records [PRDA]
- View My Current Retirement Points
- Access to AGR Program Information and Vacancies
- Access Secure Apps (vMPF, PRDA) - CAC Only
- Update My DEERS Information
- Calculate my Reserve Retired Pay



# Navigating the System – Requesting Updates



erview **Worklist** **Action Requests** My Roles / Delegations

## To Do List

Displays the number of requests by type that are pending your review and action.

Send me a daily email when I have pending coordination actions

<b>Total Pending Requests</b>	<b>3</b>
Awards and Decorations	0
DD214 Correction (DD215)	0
Evaluations	2
Non-Paid Points (Guard)	0
Retirements (Guard and Reserve)	0
Separations (Guard)	0
Airman Development Plans (Guard and Reserve)	1
AGR Review Board	0
Reserve Developmental Education Designation Board (RDEDB)	0
Reserve School Selection Board (RSSB)	0

## Messages

[Overview Help](#)

Displays the number of unread messages you have by message type.

<b>Total Unread Messages</b>	<b>2</b>
Personal	0
Role Assignment	0
Delegation	0
Action Request	2



## Available Online Services:

<p><a href="#">Documents I've Requested</a> <a href="#">Track Previous Support Requests</a> Need further assistance with a request not listed on this page? <a href="#">Create a New Support Request</a></p>	<p><b>Evaluations (<a href="#">Overview</a>)</b> <a href="#">- MPS or CSS Initiate Officer or Enlisted Performance Report</a> <a href="#">- Appeal an Evaluation</a> <a href="#">- Request a Shell on a Member</a></p> <p><b>Officer Promotions (<a href="#">Overview</a>)</b> <a href="#">- Submit a Letter to the Promotion Board (Officer)</a> <a href="#">- Request a post-Board Counseling (Officer)</a> <a href="#">- Request Accelerated Promotion (Reserve Officers only)</a></p> <p><b>Federal Awards and Decorations (<a href="#">Overview</a>)</b> <a href="#">- Nominate a Member for MSM, AFAM, AFAM, AAM</a> <a href="#">- Submit a Military Outstanding Volunteer Service Medal (MOVSM)</a> <a href="#">- Combat Readiness Medal Certification</a> <a href="#">- Amend or Revoke a Federal Award or Decoration</a> <a href="#">- Deny Air Reserve Forces Meritorious Service Medal (ARFMSM)</a></p> <p><b>Retirements (<a href="#">Overview</a>)</b> <a href="#">- Apply for Retirement (Reserve, AGR, Mandatory, Pay at Age 60)</a> <a href="#">- Notification of Eligibility for Retired Pay/RCSBP Package</a> <a href="#">- Request information on my current RCSBP Election</a> <a href="#">- Request Assistance on Retired Pay Issues</a> <a href="#">- Reserve Retired Pay Calculator</a> <a href="#">- RCSBP Calculator</a> <a href="#">- Reduced Retired Pay Age</a></p> <p><b>Force Development (<a href="#">Officer Overview</a>)(<a href="#">Enlisted Overview</a>)</b> <a href="#">- Reserve Developmental Education Designation Board (RDEDB)</a> <a href="#">- Reserve School Selection Board (RSSB)</a> <a href="#">- Reserve Officer Development Plan (R-ODP)</a> <a href="#">- Reserve Enlisted Development Plan (R-EDP)</a> <a href="#">- AGR Review Board</a></p>
<p><b>My Records (updates and corrections)</b> <a href="#">- Request Personal Data Updates (Select to view update types)</a> <a href="#">- Update Civilian Employment Information (CEI)</a> <a href="#">- Update DEERS Information</a> <a href="#">- Request Duty History Changes or Corrections</a> <a href="#">- Request Federal Awards and Decorations History Corrections</a> <a href="#">- Request Military Service Date Changes and/or Corrections</a> <a href="#">- Request Retirement Points Corrections</a> <a href="#">- Review your Electronic Officer Selection Record (eOSR)</a> <a href="#">- Request Correction to my DD Form 214</a></p> <p><b>My Official Military Personnel Record (view/request copy)</b> <a href="#">- View and Print Documents Online (.mil domain required)</a> <a href="#">- View Current Retirement Points</a> <a href="#">- Request a copy of your Performance Report</a> <a href="#">- Request a 20 Year Letter (reissue)</a> <a href="#">- Request a Mortgage Letter</a> <a href="#">- Request a Reduced Retired Pay Eligibility Date</a> <a href="#">- Request a VA Home Loan Letter</a> <a href="#">- Request a copy of your Federal Award or Decoration</a> <a href="#">- Request a list of your current Federal Awards and Decorations</a> <a href="#">- Request your DD Form 214, Certificate of Release or Discharge</a> <a href="#">- Request Other Documents (Select to view types and descriptions)</a> <a href="#">- Request a copy of your DD Form 215 (DD Form 214 Correction)</a></p>	
<p>Information Links</p>	



U.S. AIR FORCE

# Navigating the System – Requesting Updates

## 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 \(reissue\)](#)
- [Request a Mortgage Letter](#)
- [Request a Reduced Retired Pay Eligibility Date](#)
- [Request a VA Home Loan Letter](#)
- [Request a copy of your Federal Award or Decoration](#)
- [Request a list of your current Federal Awards and Decorations](#)
- [Request your DD Form 214, Certificate of Release or Discharge](#)
- [Request Other Documents](#) (Select to view types and descriptions)
- [Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)

### **Information Links**

RPO/Travel or Det # in the incident subject line or customer entry



U.S. AIR FORCE

# Navigating the System – Requesting Updates

ACTIVE DUTY AF   AIR RESERVE   AIR NATIONAL GUARD   RETIREE   CIVILIAN   RESOURCES FOR FSS

- Required

## Request Personal Data Updates

- Product \*
  - All
  - Active Duty AF
  - Air Reserve ←
  - Air National Guard
  - Retiree
  - Civilian
  - Resources for FSS
- Category
- Subject
- Question

### Attach Documents (Optional)

Only the following file types are allowed:

.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xfd, .xfdl, .xls, .xslm, .xlsx, .xml

Browse...

**CONTINUE...**



# Navigating the System – Requesting Updates

• Required

## Request Personal Data Updates

- Product
  - \* All Subs
  - \* Officer
  - \* **Enlisted**
- Category
  - \* Career Management
  - \* Corrections
  - \* All Subs
- Subject
- Question

### Attach Documents (Optional)

Only the following file types are allowed:  
.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xfd, .xfl, .xls, .xslm, .xlsx, .xml





U.S. AIR FORCE

# Requesting Updates – Current Year Points

ACTIVE DUTY AF   AIR RESERVE   AIR NATIONAL GUARD   RETIREE   CIVILIAN   RESOURCES FOR FSS

• Required  
**Request Personal Data Updates**

• Product \*

• Category \*   
\*   
\*

• Subject  ←

• Question  ←

**Attach Documents (Optional)**

Only the following file types are allowed:  
.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xfd, .xfdl, .xls, .xslm, .xlsx, .xml

**CONTINUE...**

Once you have entered all of the required data and attached your documentation, click "Continue" and the information will be routed to HQ ARPC Total Force Service Center (TFSC) for action



U.S. AIR FORCE

# Requesting Updates – Current Year Points

---

**You will receive confirmation of your request along with an incident number for your file. This is the number that you will need to reference when contacting TFSC-ARC to follow up on the status your request.**

**Please allow up to 7 business days for system updates, prior to following up with the Total Force Service Center.**



U.S. AIR FORCE

---

**Questions ?**

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

---

*Integrity - Service - Excellence*

## **Virtual Military Personnel Flight (vMPF)**



**U.S. AIR FORCE**

---



- **vMPF defined**
  - **Available applications**
- **Connecting to vMPF**
- **Navigating the system**
- **Updating your record**
  - **Individual update**
  - **Duty Information**



U.S. AIR FORCE

# Virtual Military Personnel Flight (vMPF)

The Virtual Military Personnel Flight (vMPF) is a suite of applications that gives you the capability to initiate self-service applications and view your record.



U.S. AIR FORCE

# Virtual Military Personnel Flight (vMPF)

---

## Suite of applications for web-based personnel:

- [ANG/USAFR Point Credit Summary Inquiry \(PCARS\)](#)
- [Awards and Decorations](#)
- [Career Data Brief](#)
- [Data Verification Brief](#)
- [DD 214 Worksheet](#)
- [Duty History](#)
- [Proof Of Service Letter](#)
- [Record Review/Update](#)
- [Reenlistment Eligibility](#)
- [Record of Emergency Data \(DD93 or "vRED"\)](#)
- [Case Management System \(CMS\)](#) (open cases only)



# Connecting to the vMPF

## Via the AF Portal

<https://www.my.af.mil/>

**QUICK LINKS**
+ ADD

X | 🔍

CATEGORIES | [A—Z](#)

TOP PORTAL SEARCHES - UPDATED 28 OCT

- [vMPF \(virtual Military Personnel Flight\)](#)

PERSONNEL AND CAREER

- [vMPF \(virtual Military Personnel Flight\)](#)

## Via AFPC Secure

<https://w20.afpc.randolph.af.mil/afpcsecurenet20/PKI/MainMenu1.aspx>

AFPC Secure

[CAC and DoD PKI Information](#) | 
 [Read FAQ](#) | 
 [Create UserID/Password](#) | 
 [Logout](#)

---

Available Applications...
[Top Viewed Sites](#)

Click on the column headers to sort the list by that column.  
Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ACMS</a>	Acquisition Career Management System
<a href="#">ADP</a>	Airmen Development Plan
<a href="#">AMS</a>	Assignment Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">Fill RPA Status Report</a>	Fill RPA Status Report
<a href="#">HPERB</a>	Air Force Medical Service Health Professions Education Requirements Board
<a href="#">PRDA</a>	Personnel Records Display Application
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">Retraining</a>	Retraining Vulnerability Listings for NCO Retraining Program
<a href="#">RMVS</a>	Reserve Management Vacancy System
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications



# Navigating the System

U.S. AIR FORCE



Secure Log Out

## Message Center

[Suspenses \(0\)](#)  
0 new suspenses  
0 overdue suspenses



## Navigation

The following areas of the vMPF are available to you:

[Self-Service Actions](#)



## Self Service Application Status

- [My Stuff](#)

## Most Popular Applications

- [Out Processing](#)
- [Awards and Decorations](#)
- [Data Verification Brief](#)

## AIR EXPEDITIONARY FORCE (AEF) INFORMATION

AEF INDICATOR

AEF DESCRIPTION/ROTATION PERIOD

DATE ASSIGNED TO THIS AEF

## INDIVIDUAL DWELL TIME (IDT) INFORMATION

IDT

IDT EXPIRATION DATE

IDT COUNTER

0 DAYS

6286 DAYS



## Help

- [FAQ](#)
- [Glossary](#)
- [Known Problems](#)
- [Case Management System](#)

## System Announcements

- [Pop-up Blocker Notice!!!!](#)
- [This Site Last Reviewed on 4 November 2011](#)
- [Address or phone number problems](#)

## Helpful Links

- [Civilian-Employer-Update](#)
- [My Pay \(Formerly E/MSS\)](#)
- [My Pay \(Formerly E/MSS\)](#)
- [Unit Email Address Capture Form](#)
- [Rec. of Emergency Data Briefing](#)
- [Accrual Travel Voucher](#)



U.S. AIR FORCE

# Navigating the System



Secure  
Log Out

[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)

Go to

Welcome, You are in the Virtual Military Personnel Flight, or the vMPF. You can find many service modules in this site you used to have to accomplish at your military personnel section. To navigate this site, you can either follow the links provided on the page, or you can use the Site Contents pull-down menu located in the top-right corner of this page. Clicking the Sitemap link in the navigation bar above will provide you with a complete list of all applications available to you at this time.

## Self-Service Actions

[Assignments](#)

[Correction of Military Records \(BCMR\)](#)

[Miscellaneous](#)

[Personal Data](#)



[Promotions](#)

[Retirements](#)

[Separations](#)

[Need Help?](#)





# Updating Your Record

U.S. AIR FORCE



Secure  
Log Out

[vMPPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)

Go to

[vMPPF Home](#) · [Self-Service Actions](#) · [Personal Data](#)

## Personnel Data

[ANG/USAFR Point Credit Summary Inquiry \(PCARS\)](#)

[Awards and Decorations](#)

[Data Verification Brief](#)

[Duty History](#)

[Evaluation Appeals](#)

[Proof Of Service Letter](#)

[Record Review/Update](#)

[Reenlistment Eligibility](#)

[Reserve Component Survivor Benefit Plan \(RCSBP\)](#)





# Updating your Record-Individual Information

**vMPF** *Self-Service Actions*

[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#) Go to

**Pages**

- [Introduction](#) ←
- [Individual](#)
- Duty:
  - [Current](#)
  - [History](#)
  - [TDY](#)
- [Assignments](#)
- [Performance Reports](#)
- [Promotion](#)
- [Reenlistments](#)
- [Awards & Decs](#)
- [Aircrew](#)
- [Education & Training](#)
- [Service](#)
- [View/Print All Pages](#)

## INTRODUCTION

This section of the vMPF can be used to review your personal information in a variety of areas. The intent is to provide easy access to your information.

To navigate from one subject area to another, click on the links to the left. You may print the page you are on, or all of the pages listed by clicking on the appropriate print button.

Active Duty General Officers: AF/DPG at COMM (703) 697-1181 (DSN 227-1181) or by email at [AFDPG.Workflow@pentagon.af.mil](mailto:AFDPG.Workflow@pentagon.af.mil)

**Secure Log Out**



# Updating your Record-Individual Information





MPF Home · Self-Service Actions Home · Sitemap · Glossary · Help
Go to

Pages

- [Introduction](#)
- [Individual](#)
- Duty:
  - [Current](#)
  - [History](#)
  - [IDY](#)
- [Assignments](#)
- [Performance Reports](#)
- [Promotion](#)
- [Reenlistments](#)
- [Awards & Decs](#)
- [Aircrew](#)
- [Education & Training](#)
- [Service](#)
- [View/Print All Pages](#)

## INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME	RANK: SMS	SSAN: ██████████	DATE: 20 NOV 2014
MARITAL STATUS: MARRIED		SPOUSE'S MILITARY STATUS: SPOUSE ENLISTED MEMBER USAFR	
<u>JOIN SPOUSE INTENT</u> , NOT APPLICABLE		MILITARY SPOUSE'S SSAN: :	
SGLI AMOUNT: 400,000			
<u>PERSONAL EMAIL ADDRESS</u>		<u>DUTY EMAIL ADDRESS</u>	
<u>HOME PHONE</u>			
<u>HOME ADDRESS</u>		<u>MAILING ADDRESS</u>	
SEX: FEMALE			
<u>RACE</u>			
<u>HISPANIC DECLARATION</u>		<u>ETHNIC GROUP</u>	
<u>RELIGIOUS PREFERENCE</u>			
DATE OF BIRTH:		PLACE OF BIRTH: SOUTH CAROLINA	
CITIZENSHIP: BY BIRTH IN UNITED STATES			
WEIGHT MANAGEMENT:		EFFECTIVE DATE: N/A	
UNFAVORABLE INFORMATION FILE: NO UIF			

23



# Updating your Record-Individual Information

**vMPF** *Self-Service Actions* Secure Log Out

[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#) Go to

- Pages
- [Introduction](#)
  - [Individual](#)
  - Duty:
    - [Current](#)
    - [History](#)
    - [TDY](#)
  - [Assignments](#)
  - [Performance Reports](#)
  - [Promotion](#)
  - [Reenlistments](#)
  - [Awards & Decs](#)
  - [Aircrew](#)
  - [Education & Training](#)
  - [Service](#)
  - [View/Print All Pages](#)

## INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

**NAME**  
**MARITAL STATUS:** MARRIED  
JOIN SPOUSE INTENT: NOT A  
**SGLI AMOUNT:** 400,000  
PERSONAL EMAIL ADDRESS:  
HOME PHONE:  
HOME ADDRESS:  
**SEX:** FEMALE  
RACE:  
HISPANIC DECLARATION:  
RELIGIOUS PREFERENCE:  
**DATE OF BIRTH:**

**DATE:** 20 NOV 2014  
 USE ENLISTED MEMBER USAFR

https://ww3.afpc.randolph.af.mil/ - Personal Email ...

Enter your Personal email address information in the field below. Click the OK button to complete the transaction.

OK  
Cancel

Personal Email Address

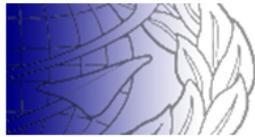
**\*WARNING\***  
DO NOT use vulgar or offensive email addresses

ETHNIC GROUP:

**PLACE OF BIRTH:** SOUTH CAROLINA



# Updating your Record-Duty Information



**vMPF** *Self-Service Actions*

Secure  
Log Out

[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)

Go to

## Pages

[Introduction](#)

[Individual](#) ←

Duty:  
[Current](#)  
[History](#)  
[TDY](#)

[Assignments](#)

[Performance Reports](#)

[Promotion](#)

[Reenlistments](#)

[Awards & Decs](#)

[Aircrew](#)

[Education & Training](#)

[Service](#)

[View/Print All Pages](#)

## INTRODUCTION

This section of the vMPF can be used to review your personal information in a variety of areas. The intent is to provide easy access to your information.

To navigate from one subject area to another, click on the links to the left. You may print the page you are on, or all of the pages listed by clicking on the appropriate print button.

Active Duty General Officers: AF/DPG at COMM (703) 697-1181 (DSN 227-1181) or by email at [AFDPG.Workflow@pentagon.af.mil](mailto:AFDPG.Workflow@pentagon.af.mil)



# Updating your Record-Duty Information





vMPPF Home - Self-Service Actions Home Page
Library - Help
Go to Site Contents

**Pages**

[Introduction](#)

[Individual](#)

Duty:

[Current](#)

[History](#)

[TDY](#)

[Assignments](#)

[Performance Reports](#)

[Promotion](#)

[Reenlistments](#)

[Awards & Decs](#)

[Aircrew](#)

[Education & Training](#)

[Service](#)

[View/Print All Pages](#)

### CURRENT DUTY INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME: <input type="text"/>	RANK: <input type="text"/>	SSAN: <input type="text"/>	DATE: 19 SEP 2013
DUTY TITLE: <input type="text"/>	DUTY LOC: <input type="text"/>		
UNIT: <input type="text"/>	COMMAND LEVEL: MAJCOM		
OFFICE SYMBOL: BIMAA	DUTY PHONE: <input type="text"/> 		
PAFSC: <input type="text"/> SEI: NONE	DAFSC: <input type="text"/>	DUTY EFFECTIVE DATE: <input type="text"/>	
CAFSC: <input type="text"/> SEI: NONE	2AFSC: <input type="text"/> SEI: NONE	3AFSC: NONE SEI: NONE	4AFSC: NONE SEI: NONE
DATE ARRIVED STATION: <input type="text"/>	DATE DEPARTED LAST DUTY STATION: N/A		
SPECIAL DUTY ASSIGNMENT PAY:	RATE: REASON:	EFFECTIVE DATE: N/A	
ASSIGNMENT LIMITATION:	EXPIRATION DATE:		

26



U.S. AIR FORCE

# Updating your Record-Duty Information

---

Once you have completed updates to your Individual and or Duty information, the updates will flow to your records in MilPDS and AROWS-R during weekly system refresh.

**\*\*Please ensure your email is updated and accurate\*\***



U.S. AIR FORCE

---

**Questions ?**



# Requesting Updates – Current Year Points via myPers

- Required

## Request Personal Data Updates

• Product \* All

• Category \* Career Management  
 \* Corrections

- Subject
  - \* All Subs
  - Advanced Education Level Update
  - AFBCMR
  - Awards & Decorations
  - Congressional/IG Inquiries
  - Current Years Points
  - Current Grade (DOR)
  - DD Form 214/215
  - Duty History
  - eOSR Awards Remedy Application
  - eOSR Evaluations Remedy Application
  - Incoming Mail Updates
  - Duty History Remedy Application
  - Marital Status Change
  - Military Service Dates
  - Name/Address/E-mail/Phone No. Changes
  - NGB Form 22/22a
  - Number of Dependents
  - Points Service History
  - Retirement Points/Service History

Attach Document

Only the following  
 .csv, .doc, .docx, .  
 .xfd, .xfdl, .xls, .xlsx, .xml

Text input field

Text input field with scroll bar

Browse...

CONTINUE...



# Requesting Updates – Current Year Points

ACTIVE DUTY AF   AIR RESERVE   AIR NATIONAL GUARD   RETIREE   CIVILIAN   RESOURCES FOR FSS

• Required  
**Request Personal Data Updates**

• Product \* Air Reserve ▾  
\* Enlisted ▾

• Category \* Career Management ▾  
\* Corrections ▾  
\* Current Years Points ▾

• Subject Request for Update - RANK, NAME

• Question Please update my record in MilPDS and file copies in PRDA (as applicable)

**Attach Documents (Optional)**

Only the following file types are allowed:  
.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xfd, .xfdl, .xls, .xslm, .xlsx, .xml

Browse...

**CONTINUE...**

Once you have entered all of the required data and attached your documentation, click "Continue" and the information will be routed to HQ ARPC Total Force Service Center (TFSC) for action



U.S. AIR FORCE

# Requesting Updates – Current Year Points

---

**You will receive confirmation of your request along with an incident number for your file. This is the number that you will need to reference when contacting ARPC/TFSC to follow up on the status your request.**

**Please allow up to 7-10 business days for system updates, prior to following up with the Total Force Service Center.**



U.S. AIR FORCE

---

**Questions ?**

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

---

*Integrity - Service - Excellence*

## **Personnel Record Display Application (PRDA)**



**U.S. AIR FORCE**

---



- **What is PRDA?**
- **Connecting to PRDA**
- **Navigating the System**
  - **Viewing your Record in PRDA**



# Personnel Record Display Application (PRDA)

---

- **Personnel Record Display Application (PRDA) is an electronic viewer for the Automated Records Management System (ARMS) which facilitates search, retrieval and management of personnel records in ARMS through role based access**
  
  - **Role base access allows members and management levels access to personnel records within their purview**
  
  - **Doing a Record review on your records is Vital to insure they are correct for:**
    - **Promotion Boards**
  
  - **Adding records in PRDA**
    - **Servicing FSS/MPS office must mail documents to:  
AFPC/DPSIR  
550 C Street West, Suite 21  
JBSA Randolph, TX 78150**
  
  - **Use ARPC Form 60 for correction/removal of documents the ARMS/PRDA record**
-



# Connecting to PRDA

## Via the AF Portal

<https://www.my.af.mil/>

**QUICK LINKS** + ADD

PRDA X 🔍 CATEGORIES | A—Z

TOP PORTAL SEARCHES - UPDATED 28 OCT

- [PRDA \(Personnel Records Display Application\)](#) ←

PERSONNEL AND CAREER

- [PRDA \(Personnel Records Display Application\)](#)

## myPers Direct Link:

<https://gum-crm.csd.disa.mil/app/home>



### I Would Like To...

- [Access the vPC Dashboard](#)
- [Learn more about Civilian Furlough](#)
- [Access to AGR Program Information and Vacancies](#)
- [View My Records \[PRDA\]](#) ←
- [View My Current Retirement Points](#)
- [Access Secure Apps \(vMPF, PRDA\) - CAC Only](#)
- [Calculate my Reserve Retired Pay](#)
- [Update My DEERS Information](#)

» [View More](#)



U.S. AIR FORCE

# Navigating the System



Virtual Personnel Services Center

[Help](#) [Print](#) [Logout](#)

My Sections

Member Dashboard

Dashboard



PRDA

Subject	Date	Status	Action
---------	------	--------	--------

**Authority:** Title 5 U.S.C., DoD 1400.34 SC 1950 and Title 10 U.S.C., 8013; SECAF E.O. 9397 authorizing the SSAN to be used as a system of numbering to identify persons - where applicable.  
**Purpose:** To provide a means of positive identification for the purpose of processing applications or retrieving data.  
**Routine Uses:** Blanket DoD Routine Uses.  
**Disclosure:** Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

© Copyright 2004 Air Force Personnel Center

[Security & Privacy Policy](#) | [Contact Us](#)



U.S. AIR FORCE

# Navigating the System – Viewing your Record

The screenshot shows the PRDA (Personnel Record Data Access) system interface. On the left is a navigation sidebar with 'My Sections' containing 'Dashboard' and 'PRDA'. The main area is titled 'Browse' and contains a light blue instruction box: 'Clicking on a "category" or "subcategory" name in the browse tree will place all documents from that category or subcategory into the "Selected Document" area. Clicking on an "individual document" in the browse tree will place the document in the "Selected Document" area.'

Below the instruction box are two panels: 'Available Category:' and 'Selected Documents'. The 'Available Category:' panel shows a tree view with folders: DECORATIONS (2), Citations (2) (highlighted with a red arrow), CCF, DCFCIT, Orders (0), PERFORMANCE REPORTS (2), and ENTIRE PERSONNEL RECORD (20) with sub-items AF1288 and AF1411. The 'Selected Documents' panel is a table with columns: Form Number, Document Name, Date, and # of Pages (highlighted with a red arrow). It lists two documents: DCFCIT (DEcoration/Citation - Air Force ...) dated 02 Feb 12 and CCF (Air Force Commendation Medal - C...) dated 24 Aug 98. At the bottom right are buttons: 'Get Documents', 'Select All', 'Deselect All', and 'Clear'.

Form Number	Document Name	Date	# of Pages
<input type="checkbox"/> DCFCIT	DECORATION/CITATION - AIR FORCE ...	02 Feb 12	1
<input type="checkbox"/> CCF	AIR FORCE COMMENDATION MEDAL - C...	24 Aug 98	1

- Clicking on a "category" or "subcategory" name in the browse tree will place all documents from that category or subcategory into the "Selected Document" area
- Clicking on an "individual document" in the browse tree will place the document in the "Selected Document" area



# Navigating the System – Viewing your Record

**My Sections**

Dashboard

PRDA

Browse

Clicking on a "category" or "subcategory" name in the browse tree will place all documents from that category or subcategory into the "Selected Document" area. Clicking on an "individual document" in the browse tree will place the document in the "Selected Document" area.

**Available Category:**

- DECORATIONS (2)
  - Citations (2)
    - CCF
    - DCFCIT
  - Orders (0)
- PERFORMANCE REPORTS (2)
- ENTIRE PERSONNEL RECORD (20)
  - AF1288
  - AF1411

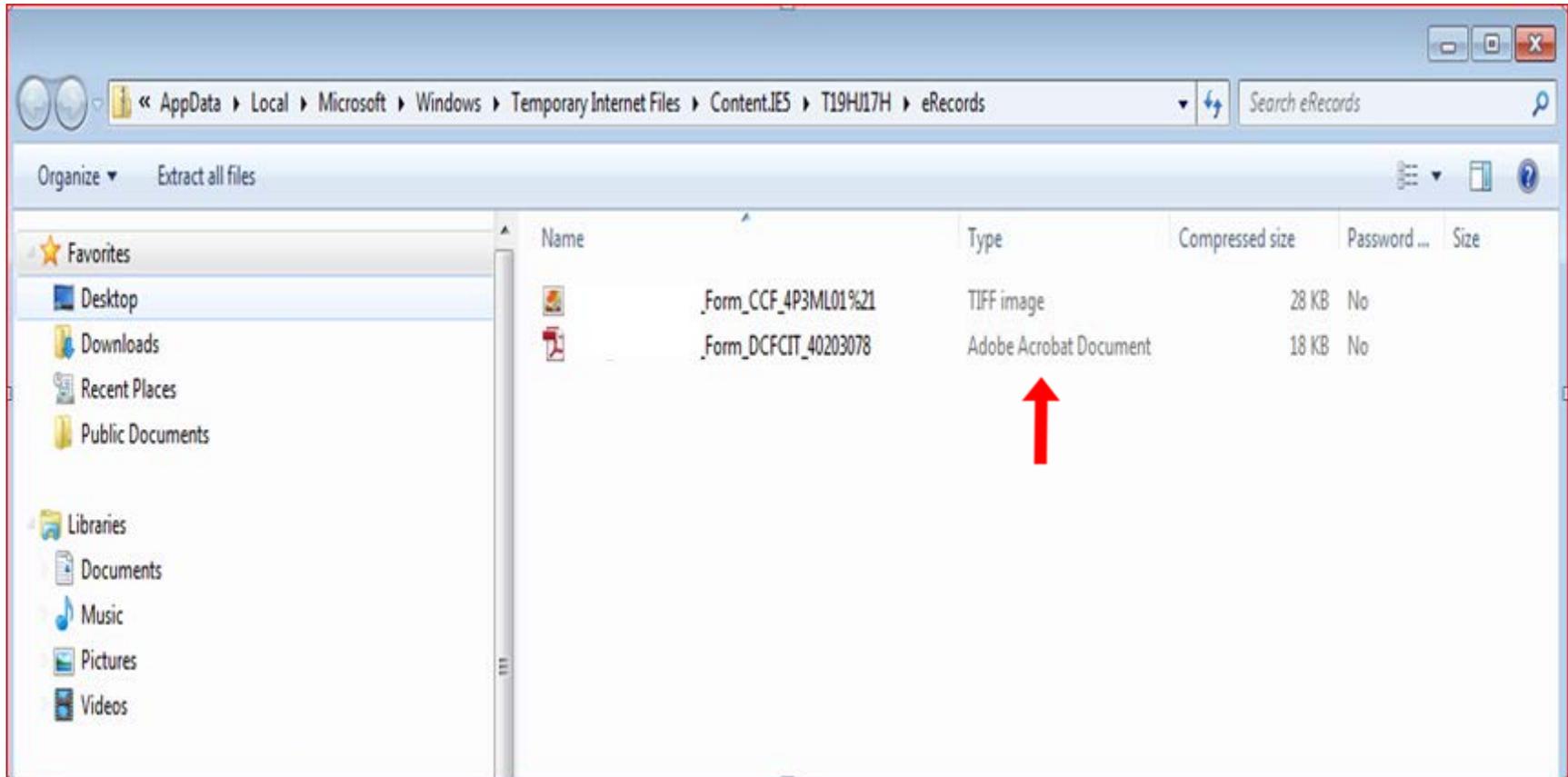
**Selected Documents**

	Form Number	Document Name	Date	# of Pages
<input checked="" type="checkbox"/>	DCFCIT	<a href="#">DECORATION/CITATION - AIR FORCE ...</a>	02 Feb 12	1
<input checked="" type="checkbox"/>	CCF	<a href="#">AIR FORCE COMMENDATION MEDAL - C...</a>	24 Aug 98	1

[Get Documents](#) [Select All](#) [Deselect All](#) [Clear](#)



# Navigating the System – Viewing your Record



- Documents are in pdf format and are usually viewable in either Acrobat or Windows Photo Viewer



U.S. AIR FORCE

---

**Questions ?**

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

---

*Integrity - Service - Excellence*

## **TFSC - Denver "Serving Generations of Airmen"**



**U.S. AIR FORCE**

---



U.S. AIR FORCE

# *Submitting Requests/Inquiries*

---

- HQ RIO Detachment
  - myPers Portal
    - <https://mypers.af.mil>
    - <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
  - eMail: [tfsc\\_2@mypersmail.af.mil](mailto:tfsc_2@mypersmail.af.mil)
  - vMPF
    - CAC Access only
  - vPC Dashboard
    - I would like to...
  
  - Finally... 1-800-525-0102, option 3
-



# *Did you Know?*

- **AROWS - Managed/viewable at the Detachment level ONLY**
- **BCMRs**
  - **Managed by Joint Base, Andrews AFB**
    - **Inquiries should be sent to: [usaf.pentagon.saf-mr.mbx.saf-mrbc@mail.mil](mailto:usaf.pentagon.saf-mr.mbx.saf-mrbc@mail.mil)**
- **eBenefits - Records requests from ARMS/PRDA can be retrieved through eBenefits**
  - **<http://www.ebenefits.va.gov>**
- **Online Tier 0 (Self Help)**
  - **vMPF - Career Brief, Points, vRED, Duty History, Personal Data Updates**
  - **vPC - Document Requests, Evaluations, Awards, eOSR, Retirements**



U.S. AIR FORCE

# myPers Portal



Air Reserve Officer

Advanced Search Search Tips

Search

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

RESOURCES FOR FSS

### MY ACCOUNT

Change your account view

MELODY MOHIGH

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

Profile, Request History

Home > Officer

## Welcome, CIV MELODY MOHIGH

[Change My Default Home Page](#)



### New Individual Mobilization Augmentees (IMA) myPers Page

Are you an IMA? Visit our new myPers page to find information on the personnel programs that are available to you.

### LEARN MORE ABOUT

- Assignment
- Benefits and Entitlements
- Career Management
- Classification
- Compensation
- Deployment
- Evaluations

Articles, Info

- Retirement
- Separation
- Systems Support
- Training

Still Need Help?

[Contact Us](#)

### I Would Like To...

- Reserve Job Opportunities (TR, AGR, ART, IMA, PIRR and Civilian)
- Air Force Reserve Individual Reservist Program
- Access the vPC Dashboard
- Access Secure Apps (VMPF, PRDA) - CAC Only
- View My Records [PRDA]
- View My Current Retirement Points
- Calculate my Reserve Retired Pay
- Access AGR Program Information and Vacancies

[» View More](#)

"Applications"

- Access AROVS-R
- Learn more about Civilian Furlough
- View My electronic Officer Selection Record
- View ARC Officer Promotions
- Access ARCNet (CAC only)
- Update My DEERS Information
- Review United States Air Force Reserve Point Credit Summary Inquiry

### Most Viewed Articles

- Reserve: Officer Assignments Home Page
- Reserve: Training Home Page
- Reserve: Deployment and Readiness Home Page
- Reserve: Retirements Home Page
- Reserve: Career Management Home Page
- Reserve: Compensation Home Page
- Reserve: Separations Home Page
- Reserve: Evaluations Home Page

### Announcements for Airmen

- 68th Annual Arthur S. Flemming Award Solicitation
- CY16B Reserve School Selection Board 30-Day Reminder
- 2016 Spirit of Hope Award Military Program Nominee
- CY16B Reserve School Selection Board Invitation to Apply Instructions
- CY16/17 Reserve Developmental Education Designation Board (RDEDB) Public Release and Outbrief



# myPers Portal - IR Program

U.S. AIR FORCE

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

## MY ACCOUNT

Change your account view

MELODY MOHIGH

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

Still Need Help?

Contact Us

Home > Air Force Reserve Individual Reservist Program

## Air Force Reserve Individual Reservist Program

Profile, Request History

...mentees (IMAs) and Participating ... ble to the Air Force Reserve Command and assigned to funded active-duty positions. Both IMAs and PIRRs augment active-component missions and are rated by active-duty or government agency supervisors.

### IMA Program

- [Annual Tour](#)
- [Assignments](#)
- [Medical/LOD](#)
- [Participation](#)
- [Readiness](#)
- [Reenlistment/Extension](#)
- [Special Duty Assignment Pay and Bonus](#)
- [Training](#)
- [Uniform Request](#)
- [Yellow Ribbon Program](#)

### Reserve Vacancies

- [Reserve Vacancies](#)

### IR Tools

- [HQ RIO Website](#)
- [HQ RIO Commander's Call Slides](#)
- [HQ RIO IR Program Standards and Expectations Memo](#)
- [Wingman Toolkit](#)

### Related Resources

- [IR Guide](#)
- [AFI 36-2629, Individual Reservist \(IR\) Management](#)

### Previously viewed answers

[New Air Force Reserve Individual Reservist Program](#)

"Applications" & Articles



# myPers Portal – Bonus Incentive Request

DD Form 4 (all entitled bonus requests)  
AF IMT Form 3920 (for retraining)  
Bonus Incentive Agreement (as applicable)  
Completed Checklist

**Officer Affiliation Request:**

DD Form 214 (prior service)  
NGB22 (ANG prior service)  
Point Credit Summary (MilPDS Printout -RSGRBTH - PCARS)  
Incentive Check (MilPDS Printout - RSINCN - AFR Incentives Program Ck )  
Oath of Office (AF Form 133)  
Appointment Order (ARPC IMT 92)  
Bonus Incentive Agreement (as applicable)  
Completed Checklist

**Officer Accession Request:**

Oath of Office (AF IMT 133)  
Appointment Order (ARPC IMT 92)  
Incentive Check (MilPDS Printout - RSINCN - AFR Incentives Program Ck )  
Bonus Incentive Agreement (as applicable)  
Completed Checklist

**For Officers Only:** The application should be based off of the Date of Appointment and/or Assignment located on the Appointment Order; to be sure the correct FY Critical Skill List is referenced.

- Product \*
- Category \*
- Subject
- Question

"Request for Documents /Personal Info"

"Attachments"

**Attach Documents (Optional)**

Only the following file types are allowed:  
.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xfd, .xld, .xls, .xslm, .xlsx, .xml

Browse...

**CONTINUE...**



# *Coordination/Collaboration*

---

- **Personal Identifying Information (PII) (AFI 33-332)**
- **Messages From/To myPers Portal**
  - **Unencrypted messages**
  - **Unsecured messages**
- **Attachments to messages**
  - **No PII!**
  - **win.dat file from .mil email**



Select a product



[Advanced Search](#) [Search Tips](#)

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

RESOURCES FOR FSS

### MY ACCOUNT

Change your account view

MELODY MOHIGH

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

• Required

### Request Personal Data Updates

- Product \* Air Reserve
  - \* Officer
- Category \* Career Management
  - \* Corrections
  - \* Marital Status Change

• Subject Divorced & Remarried

• Question ~~Requesting my old name be changed to my rich fourth husband's name. Add his children to my record.~~  
 SSN:  
 DOB:  
 Alien registration number:  
 Send documents to:

### Attach Documents (Optional)

Only the following file types are allowed:

.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xfd, .xfo, .xls, .xlsml, .xlsx, .xml

Browse...

CONTINUE...



# *Coordination/Collaboration*

U.S. AIR FORCE

---

- Messages sent to all email addresses in Contact acct
- What's an Incident?
  - Documented Ticket - Request
  - 160510-001234
  - Direct communication with member
- More Good News!
  - TFSC linked with the Detachment/HQ RIO
  - Direct Detachment Visibility & Access
- All Detachments received myPers Console (MPC) training



U.S. AIR FORCE

---

# Questions ?

