United States Air Force Reserve

Integrity - Service - Excellence

Virtual Personnel Center (vPC) Dashboard

U.S. AIR FORCE
Overview

- 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.
Connecting to the vPC

Via the AF Portal
https://www.my.af.mil/

Via myPers
https://mypers.af.mil
Navigating the System – Requesting Updates

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

<table>
<thead>
<tr>
<th>Total Pending Requests</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards and Decorations</td>
<td>0</td>
</tr>
<tr>
<td>DD214 Correction (DD215)</td>
<td>0</td>
</tr>
<tr>
<td>Evaluations</td>
<td>2</td>
</tr>
<tr>
<td>Non-Paid Points (Guard)</td>
<td>0</td>
</tr>
<tr>
<td>Retirements (Guard and Reserve)</td>
<td>0</td>
</tr>
<tr>
<td>Separations (Guard)</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total Unread Messages</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>0</td>
</tr>
<tr>
<td>Role Assignment</td>
<td>0</td>
</tr>
<tr>
<td>Delegation</td>
<td>0</td>
</tr>
<tr>
<td>Action Request</td>
<td>2</td>
</tr>
</tbody>
</table>

Airman Development Plans (Guard and Reserve) | 1 |
AGR Review Board                                 | 0 |
Reserve Developmental Education Designation Board (RDEDB) | 0 |
Reserve School Selection Board (RSSB)           | 0 |
vPC Dashboard

Available Online Services:

**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**

**Evaluations (Overview)**
- MPS or CSS Initiate 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 MSN, AFCM, 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
- Reserve Retired Pay Calculator
- RCSBP Calculator
- Reduced Retired Pay Age

**Force Development (Officer Overview)/(Enlisted Overview)**
- Reserve Developmental Education Designation Board (RDEDB)
- Reserve School Selection Board (RSSB)
- Reserve Officer Development Plan (R-ODP)
- Reserve Enlisted Development Plan (R-EDP)
- AGR Review Board
Navigating the System – Requesting Updates

RPO/Travel or Det # in the incident subject line or customer entry
Navigating the System – Requesting Updates

- Required
  Request Personal Data Updates

  - Product
    - All
    - Active Duty AF
    - Air Reserve
    - Air National Guard

  - Category
    - Retiree
    - Civilian
    - Resources for FSS

  - Subject

  - Question
    Please update information in MyPDS and file a copy in PRDA

**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, .xsl, .xsls, .xls, .xlsx, .xml

CONTINUE...
Navigating the System – Requesting Updates

- **Required**
  - **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,
- .xwd, .xwdl, .xls, .xslm, .xlsx, .xml

[Continue]
Requesting Updates – Current Year Points

- Request Personal Data Updates
  - Product: All
  - Category: Corrections
  - Subject: All Subs
    - Advanced Education Level Update
    - AFBCMR
    - Awards & Decorations
    - Congressional/IG Inquiries
  - Question: Current Years Points

- Attach Documents
  - Only the following formats are allowed: .csv, .doc, .docx, .xfd, .xfdI, .xls, .xlsm, .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.
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.
Creating a request

- [https://www.arpc.afrc.af.mil/HQRIO.aspx](https://www.arpc.afrc.af.mil/HQRIO.aspx)
Submit travel documents via myPers

As of 15 Oct 18, submissions to the Individual Reserve Travel Office will no longer be accepted via email, AMRDEC, or fax.

The MyPers case management system will ensure customer submissions are verified, tracked, and executed within measurable timelines to ensure quality customer service.

If you have grossly aged items, please contact the Total Force Service Center (TFSC) at 1-800-525-0102 or your assigned detachment with your MyPers ticket number. The TFSC or Det will contact the HQ RIO TRAVEL for oversight/updates.

Please be advised that submitting incorrect/incomplete packages, omitting key supporting documents, or delayed responses to technician follow-up requests will delay your final reimbursement.

See the Travel Guides section below for guidance.

Submit Travel Requests by clicking here

Travel Advances, General Officers (OT-010) travel, PCS/PPM, RTS Debts, All other travel*

**Travel: All Other Claims**: IRs should select this category when filing all routine travel claims, such as IDT reimbursement and travel vouchers

Travel Reimbursement Processing Dates
Questions ?
United States Air Force Reserve

Integrity - Service - Excellence

Virtual Military Personnel Flight (vMPF)

U.S. AIR FORCE
Overview

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

Via AFPC Secure
Navigating the System
Navigating the System

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.
Updating your Record-Individual Information

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) 687-1181 (DSN 227-1181) or by email at AFDPG.Workflow@pentagon.af.mil
Updating your Record-Individual Information

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 fields. 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 APPLICABLE
SGLI AMOUNT: 0.00

PERSONAL EMAIL ADDRESS
HOME PHONE
HOME ADDRESS

SEX: FEMALE
RACE
HISPANIC DECLARATION
RELIGIOUS PREFERENCE

DATE OF BIRTH:
CITIZENSHIP: BY BIRTH IN UNITED STATES
WEIGHT MANAGEMENT:

SSN: [redacted]
DATE: 20 NOV 2014

SPouse's MILITARY STATUS: Spouse Enlisted Member USAFR
MILITARY SPOUSE'S SSN:

DUTY EMAIL ADDRESS
MAILING ADDRESS

ETHNIC GROUP

PLACE OF BIRTH: SOUTH CAROLINA
EFFECTIVE DATE: N/A

UNFAVORABLE INFORMATION FILE: NO UIF
Updating your Record - 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 Applicable
SSI Amount: $0,000
Personal Email Address
Home Phone
Home Address
Sex: Female
Race:
Hispanic Declaration:
Religious Preference:
Date of Birth:
Place of Birth: South Carolina

*WARNING*  
DO NOT use vulgar or offensive email addresses
Updating your Record-Duty Information

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) 897-1181 (DSN 227-1181) or by email at AFDPG.Workflow@pentagon.mil.
Updating your Record-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.

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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE SYMBOL</td>
<td>BMAA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAFSC:</td>
<td>DAFSC:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEF: NONE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAFSC:</td>
<td>2AFSC:</td>
<td>3AFSC: NONE</td>
<td>4AFSC: NONE</td>
</tr>
<tr>
<td>SEF: NONE</td>
<td>SEF: NONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE ARRIVED STATION</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DATE DEPARTED LAST DUTY STATION</td>
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</tr>
<tr>
<td>SPECIAL DUTY ASSIGNMENT PAY</td>
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<tr>
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<td>REASON</td>
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<td>ASSIGNMENT LIMITATION</td>
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<td></td>
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<tr>
<td>DUTY PHONE</td>
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<td></td>
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</tr>
<tr>
<td>COMMAND LEVEL</td>
<td>MAJCOM</td>
<td></td>
<td></td>
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<tr>
<td>DUTY LOC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUTY EFFECTIVE DATE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**
Questions?
Requesting Updates – Current Year Points via myPers
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.
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.
Questions ?
Personnel Record Display Application (PRDA)
Overview

- 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/

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
Navigating the System

<table>
<thead>
<tr>
<th>My Sections</th>
<th>Member Dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td></td>
</tr>
<tr>
<td>PRD</td>
<td></td>
</tr>
</tbody>
</table>

**Authority:** Title 5 U.S.C., DoD 1400.24 SC 1950 and Title 10 U.S.C., 8013; SECAC E.O. 9357 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.

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[Security & Privacy Policy] [Contact Us]
Navigating the System – Viewing your Record

- 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

Clicking on a “category” or “sub-category” 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

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Document Name</th>
<th>Date</th>
<th># of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCCIT</td>
<td>DECORATION/CITATION - AIR FORCE ...</td>
<td>02 Feb 12</td>
<td>1</td>
</tr>
<tr>
<td>CCF</td>
<td>AIR FORCE COMMEMDATION MEDAL - CCF</td>
<td>24 Aug 98</td>
<td>1</td>
</tr>
</tbody>
</table>

Get Documents  Select All  Deselect All  Clear
Documents are in pdf format and are usually viewable in either Acrobat or Windows Photo Viewer.
Questions ?
United States Air Force Reserve

Integrity - Service - Excellence

TFSC - Denver “Serving Generations of Airmen”

U.S. AIR FORCE
Submitting Requests/Inquiries

- HQ RIO Detachment
- myPers Portal
  - [https://mypers.af.mil](https://mypers.af.mil)
- eMail: 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
- **eBenefits** - Records requests from ARMS/PRDA can be retrieved through eBenefits
  - [http://www.ebenefits.va.gov](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
myPers Portal - IR Program

Profile, Request History

“Applications” & Articles
myPers Portal – Bonus Incentive Request

“Request for Documents /Personal Info

“Attachments”
• 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
myPers Portal

Request Personal Data Updates

- Product: Air Reserve
- Category: Career Management
- Subject: Divorced & Remarried
- Question: Requesting my old name be changed to my rich fourth husband’s name. Add his children to my record. SSN: [Redacted]. DOB: [Redacted]. Alien registration number: [Redacted]. Send documents to: [Redacted]

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, .xid, .xdbc, .xls, .xml, .xlsx, .xml

Browse...

CONTINUE...
Coordination/Collaboration

- 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