

United States Air Force Reserve

Integrity - Service - Excellence

Virtual Personnel Center (vPC) Dashboard



U.S. AIR FORCE



U.S. AIR FORCE

Overview

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



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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



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Connecting to the vPC

Via the AF Portal

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

QUICK LINKS + ADD

vpc X ρ CATEGORIES | A-Z

PERSONNEL AND CAREER

- vPC (virtual Personnel Center)

Via myPers

<https://mypers.af.mil>

myPers

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

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
- Retirement

Welcome,

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



Review **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

[Overview Help](#)

Messages

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

Total Pending Requests 3

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

Total Unread Messages 2

Personal 0

Role Assignment 0

Delegation 0

Action Request 2



vPC Dashboard

Available Online Services:

<p>Documents I've Requested</p> <p>Track Previous Support Requests</p> <p>Need further assistance with a request not listed on this page? Create a New Support Request</p>	<p>Evaluations (Overview)</p> <ul style="list-style-type: none">- MPS or CSS Initiate Officer or Enlisted Performance Report- Appeal an Evaluation- Request a Shell on a Member <p>Officer Promotions (Overview)</p> <ul style="list-style-type: none">- Submit a Letter to the Promotion Board (Officer)- Request a post-Board Counseling (Officer)- Request Accelerated Promotion (Reserve Officers only) <p>Federal Awards and Decorations (Overview)</p> <ul style="list-style-type: none">- Nominate a Member for MSM, 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) <p>Retirements (Overview)</p> <ul style="list-style-type: none">- 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 <p>Force Development (Officer Overview)(Enlisted Overview)</p> <ul style="list-style-type: none">- 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
<p>My Records (updates and corrections)</p> <ul style="list-style-type: none">- 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 <p>My Official Military Personnel Record (view/request copy)</p> <ul style="list-style-type: none">- 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)	
<p>Information Links</p>	



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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



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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

Please update information in MilPDS 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, .xfd, .xfl, .xls, .xslm, .xlsx, .xml

Browse...

CONTINUE...



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 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

Browse...

CONTINUE...



U.S. AIR FORCE

Requesting Updates – Current Year Points

RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

• Required

Request Personal Data Updates

• Product * All

* Career Management

• Category * Corrections

* All Subs

• Subject

• Question

- 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, .xhdl, .xls, .xslm, .xlsx, .xml

Browse...

CONTINUE...



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 *
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



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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.



- <https://www.arpc.afrc.af.mil/HQRIO.aspx>

The screenshot displays the Air Reserve Personnel Center (ARPC) website. At the top, the U.S. Air Force logo is on the left, and the text "AIR RESERVE PERSONNEL CENTER" is in large white letters on a dark blue background. Below this is a navigation menu with links for HOME, NEWS, ABOUT, SERVICES, and CONTACT. The main content area has a breadcrumb trail "HOME > HQRIO" and a large heading "Headquarters RIO" next to a logo. Underneath the heading is the full name "Headquarters Individual Reservist Readiness and Integration Organization". A grid of 12 buttons provides quick access to various services: Home, Resources, Travel, Pay, Detachments, Training, Vacancies, Force Development, Awards & Boards, Benefits & Entitlements, Orders Writer Cell, and Activation & Deployments. A note at the bottom states: "Note: If accessing this page from a .mil computer, you may need to refresh the browser cache to see the latest content. (Windows OS, use Ctrl+F5)".



OS, use Ctrl+F-b)

IR TRAVEL RESOURCES

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 (07-010) 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

ARPC (FOUO) IMA RPO/Travel Request

Target SSAN (No Dashes)

Officer or Enlisted:

Request Type

Questions/Comments

- RPO: BAH AF Form 594
- RPO: BAH Waiver
- RPO: Clothing/Uniform Allowance
- RPO: Other
- RPO: Welcome Packages
- Travel: Advance
- Travel: Debts
- Travel: General Officer (07-010)
- Travel: IDT Lodging Only

Attach Documents
Attachment limitations:
gif, htm, html, jpg, jpeg

if 20 attachments and only the following document types are allowed: csv, doc, docx,

Privacy Act Disclaimer appropriate to the information displayed. *This contains information which must be protected by IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO).* It must be protected or privacy act information removed prior to further disclosure.



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Questions ?

United States Air Force Reserve

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Virtual Military Personnel Flight (vMPF)



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Overview

- **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.



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



Navigating the System

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Air Force Personnel Center • Randolph AFB, Texas

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](#)





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Navigating the System


vMPF *Self-Service Actions*

[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?](#)





U.S. AIR FORCE

Updating Your Record

vMPPF *Self-Service Actions*

Secure Log Out

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[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 \(RCSBP\)](#)



U.S. AIR FORCE

Updating your Record-Individual Information

vMPF Self-Service Actions

Secure Log Out

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 - [History](#)
 - [TDY](#)
- [Assignments](#)
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- [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



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Updating your Record-Individual Information





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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			

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Updating your Record-Individual Information


Secure Log Out

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- [Aircrew](#)
- [Education & Training](#)
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DATE: 20 NOV 2014

USE ENLISTED MEMBER USAFR

NAME	
MARITAL STATUS: MARRIED	
<u>JOIN SPOUSE INTENT:</u> NOT A	
SGLI AMOUNT: 400,000	
<u>PERSONAL EMAIL ADDRESS:</u>	
<u>HOME PHONE:</u>	
<u>HOME 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

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.

Personal Email Address


WARNING
DO NOT use vulgar or offensive email addresses

OK Cancel



U.S. AIR FORCE

Updating your Record-Duty Information

Secure Log Out

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- [Service](#)
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INTRODUCTION

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Updating your Record-Duty Information





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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:		



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 ?



U.S. AIR FORCE

Requesting Updates – Current Year Points via myPers

RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

• Required

Request Personal Data Updates

• Product * All

* Career Management

• Category * Corrections

- * 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, .xhdl, .xls, .xslm, .xlsx, .xml

tx, .rtf, .tif, .tiff, .txt,

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, .xfd, .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



U.S. AIR FORCE

Overview

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



U.S. AIR FORCE

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 CenterHelp 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.

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



U.S. AIR FORCE

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 type="checkbox"/>	DCFCIT	DECORATION/CITATION - AIR FORCE ...	02 Feb 12	1 ←
<input type="checkbox"/>	CCF	AIR FORCE COMMENDATION MEDAL - C...	24 Aug 98	1

Get Documents Select All Deselect All Clear

- 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
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U.S. AIR FORCE

Navigating the System – Viewing your Record

My Sections

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- ENTIRE PERSONNEL RECORD (20)
 - AF1288
 - AF1411

Selected Documents

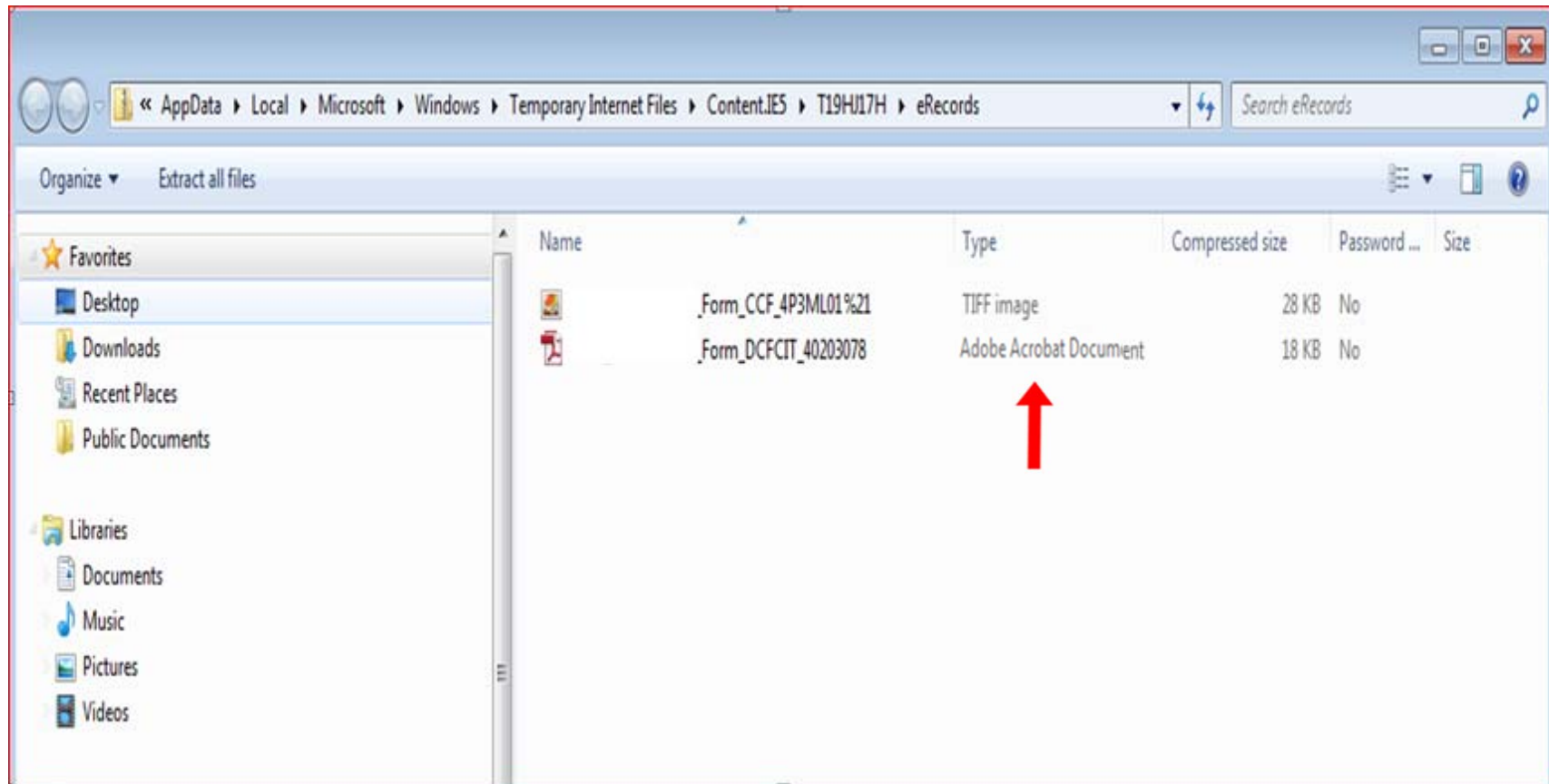
Form Number	Document Name	Date	# of Pages
<input checked="" type="checkbox"/> DCFCIT	DECORATION/CITATION - AIR FORCE ...	02 Feb 12	1
<input checked="" type="checkbox"/> CCF	AIR FORCE COMMENDATION MEDAL - C...	24 Aug 98	1

Get Documents **Select All** **Deselect All** **Clear**



U.S. AIR FORCE

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**
- **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>**
- **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](#)

ACTIVE DUTY AF

AIR RESERVE

AIR NATIONAL GUARD

RETIREE

CIVILIAN

Search

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 (VMPPF, 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"

Pay Age

- 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

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](#)

Profile, Request History

"Applications" & Articles



U.S. AIR FORCE

myPers Portal – Bonus Incentive Request

DD Form 4 (all enlisted 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, .xld, .xll, .xls, .xlsm, .xlsx, .xml

Browse...

CONTINUE...



U.S. AIR FORCE

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**



U.S. AIR FORCE

myPers Portal



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:
 DOR:
 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, .xlsm, .xlsx, .xml

Browse...

CONTINUE...



U.S. AIR FORCE

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**



U.S. AIR FORCE

Questions ?

