United States Air Force Reserve

Integrity - Service - Excellence

Virtual Personnel Center (vPC) Dashboard

U.S. AIR FORCE
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://gum-crm.csd.disa.mil/app/home
Navigating the System – Requesting Updates
### Available Online Services:

#### Documents I've Requested
- Request Personal Data Updates (Select to view update types)
- Update Civilian Employment Information (CFI)
- 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 28 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)

#### Evaluations
- MPS or CSS Initiate Officer or Enlisted Performance Report
- Appeal an Evaluation
- Request a Hold on a Member

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

#### Federal Awards and Decorations
- Nominate a Member for MSM, AFGM, 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
- Apply for Retirement (Reserve, AGR, Mandatory, Pay at Age 80)
- 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
- Reserve Developmental Education Designation Board (RDEEB)
- 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

My Records (updates and corrections)
- Request Personal Data Updates
- 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 (military 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)
Navigating the System – Requesting Updates

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

- **Category**
  - Retiree
  - Civilian
  - Resources for FSS

- **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
- .html
- .jpg
- .jpeg
- .pdf
- .ppt
- .pptx
- .rtf
- .tif
- .tiff
- .txt
- .xml
- .xsl
- .xls
- .xlsx

**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, .tiff, .txt,
  .xkd, .xsl, .xslx, .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 ARPC/TFSC to follow up on the status of your request.

Please allow up to 7 business days for system updates, prior to following up with the Total Force Service Center.
Questions ?
United States Air Force Reserve
Integrity - Service - Excellence

Virtual Military Personnel Flight (vMPF)

U.S. AIR FORCE

TSgt Valerie Baker-Wilson
HQ RIO/IRP
Overview

- vMPF defined
  - Available applications
- Connecting to vMPF
- Navigating the system
  - Individual update
  - Duty Information
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.
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

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.
Navigating the System – Point Credit Summary
Navigating the System – Point Credit Summary

INTRODUCTION

To the Guardsman/Reservist:

Computerized information on your participation is accessible via the links at the bottom of the screen. It is possible the information displayed may be inaccurate. Therefore, it is not a guarantee of points or service for retention, promotion or retired pay purposes. The information remains subject to audit and adjustment. Review it carefully. If any errors are found, contact your military personnel section or HQ Air Reserve Personnel Center at 1-800-525-0102 within 30 days of receipt of this form and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service.

Print This Page  View All

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED
IAW AFI 33-332 AND DOD REGULATION 5400.11.
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.
## Navigating the System – Point Credit Summary

### Summary Information

<table>
<thead>
<tr>
<th>Date Prepared:</th>
<th>30 MAR 2016</th>
</tr>
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<tbody>
<tr>
<td>Duty Location:</td>
<td>BUCKLEY AFB, CO 800110000</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>SSAN:</td>
<td>XXX-XX-3683</td>
</tr>
<tr>
<td>Retention/Retirement Date:</td>
<td>07 DEC</td>
</tr>
<tr>
<td>Closeout Date:</td>
<td>06 DEC 2015</td>
</tr>
<tr>
<td>Career Satisfactory Service:</td>
<td>140000</td>
</tr>
<tr>
<td>Statement Reason:</td>
<td>ANNUAL (STAT-TOUR)</td>
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</table>

### Last R/R Year Points Earned

<table>
<thead>
<tr>
<th>From Date</th>
<th>Thru Date</th>
<th>Active Duty Training:</th>
<th>Inactive Duty Training:</th>
<th>ECI:</th>
<th>Membership:</th>
<th>Total Points:</th>
<th>Total Points for Retirements:</th>
<th>Satisfactory Service Years, Months, and Days:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 DEC</td>
<td>06 DEC 2015</td>
<td>0015</td>
<td>0047</td>
<td>0044</td>
<td>015</td>
<td>00121</td>
<td>00121</td>
<td>010000</td>
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</tbody>
</table>

### All Points Earned

<table>
<thead>
<tr>
<th>From Date</th>
<th>Thru Date</th>
<th>TD</th>
<th>Pts</th>
<th>Type Duty (TD) Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1: Active Duty Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2: Special Tour</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>3: School Tour</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4: Annual Tour</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5: Extended Active Duty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6: AFTP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7: Paid Inactive Duty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8: Nonpaid Inactive Duty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9: ECI</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A: Nonpaid Active Duty</td>
</tr>
</tbody>
</table>

### Notes

- B: Continuation Pay
- D: Paid IDT-RMP
- E: Active Duty-FHP
- F: Inactive Duty Status-FHP
Updating your Record

Personnel Data
- ANG/USAFR Point Credit Summary Inquiry (PCARS)
- Awards and Decorations
- Data Verification Brief
- Duty History
- Evaluation Appeals
- Proof Of Service Letter
- Reenlistment Eligibility
- Reserve Component Survivor Benefit Plan (RCSBP)

vMPF Home • Self-Service Actions • Personal Data
Updating your Record - Individual 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: AFD/DPG at COMM (703) 697-1181 (DSN 227-1181) or by email at AFDPG.Workflow@pentagon.af.mil
## 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 these 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 the link to Contact Us.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank: SMS</th>
<th>SSN:</th>
<th>Date: 20 Nov 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Marital Status:** Married
- **Join Spouse Intent:** Not Applicable
- **SGLI Amount:** $0
- **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:**
- **Unfavorable Information File:** No UIF

- **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
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 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
PLACE OF BIRTH: SOUTH CAROLINA

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

NAME: 
DUTY TITLE: 
UNIT: 
OFFICE SYMBOL: BMAA
PAFSC: 
CAFSC: 
SEI: NONE
DAFSC: 
2AFSC: 
SEI: NONE
DATE ARRIVED STATION: N/A
DATE DEPARTED LAST DUTY STATION: 
SPECIAL DUTY ASSIGNMENT PAY: 
RATE: 
REASON: 
ASSIGNMENT LIMITATION: 
DUTY PHONE: 
DUTY LOC: 
COMMAND LEVEL: MAJCOM
DUTY EFFECTIVE DATE: N/A
EFFECTIVE DATE: N/A
EXPIRATION DATE: 
3AFSC: NONE
4AFSC: NONE
SEI: NONE
SEI: NONE
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.
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)

TSgt Valerie Baker-Wilson
HQ RIO/IRP
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
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

Available Category:

- DECORATIONS (2)
  - CCF
  - DCFCIT
- Citations (2)
- ORDERS (0)

PERFORMANCE REPORTS (2)
- 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>DCFCIT</td>
<td>DECOATION/CITATION - AIR FORCE</td>
<td>02 Feb 12</td>
<td>1</td>
</tr>
<tr>
<td>CCF</td>
<td>AIR FORCE COMMENDATION MEDAL - C...</td>
<td>24 Aug 98</td>
<td>1</td>
</tr>
</tbody>
</table>

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
Questions ?
United States Air Force Reserve

Integrity - Service - Excellence

TFSC- Denver “Serving Generations of Airmen”

TSgt Valerie Baker-Wilson
HQ RIO/IRP
Total Calls (from IVR) for ARPC
Fiscal Year 2015

- AFR Separations: 8,961
- ANG Separations: 8,537
- Career Management: 15,030
- Casualty: 3,098
- DD214s: 9,107
- DEERS: 12,805
- Education: 6,441
- Evaluations: 11,012
- Force Development: 7,788
- Points Management: 7,464
- Promotions: 3,739
- Recognitions: 8,898
- Retirements: 40,789
- Service Center (All Other): 17,126

Total Calls: 20,000
Total Calls (from IVR) for ARPC CY 2016
Submitting Requests/Inquiries

- HQ RIO Detachment
- myPers Portal
  - 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
- 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”
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
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: [Redacted]
Alien registration number: [Redacted]
Send documents to: [Redacted]
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
Questions?