

United States Air Force Reserve

Integrity - Service - Excellence

Records Review Member





Purpose

- Force Development boards utilize MyVector Career Data Brief (CDB) which pulls information from MilPDS
- MyVector CDB is different from the CDB in vMPF
- Records should be updated 30 days prior to board start date
- Force Development Boards
 - Development Teams
 - Developmental Education
 - RDEDB, RSSB, EDEB
 - Special Boards
 - STEP II, RCSB, E-9 DT/CCMSB

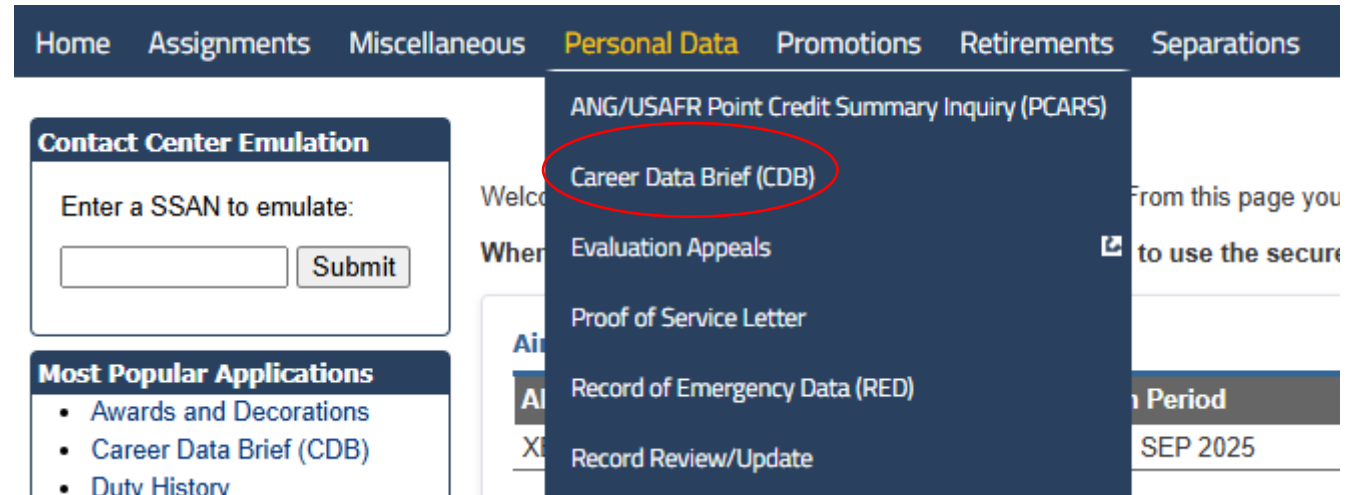
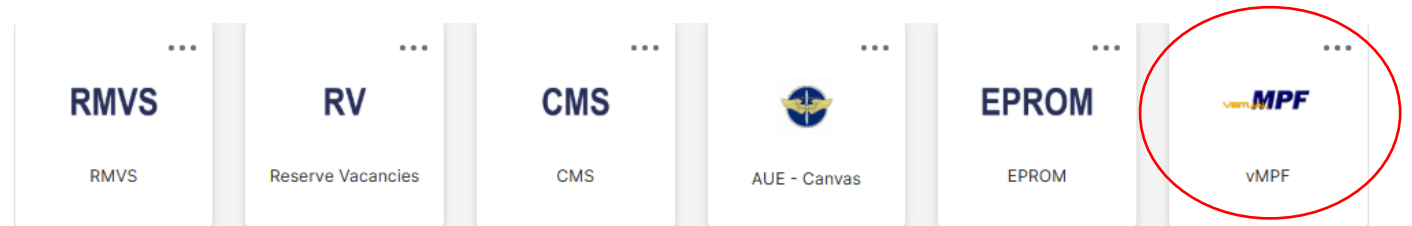


1. Access vMPF Career Data Brief
2. Access MyVector Career Data Brief
3. Access PRDA
4. Service Dates
5. Career Field Experience
6. Degree History
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19. Joint History Updates
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1. Access vMPF Career Data Brief

- Login to [OKTA](#)
- At the Homepage, click vMPF
- At the Homepage of vMPF, hover over **Personal Data** and click **Career Data Brief (CDB)**
- From there, you will have the option of clicking View **CDB**



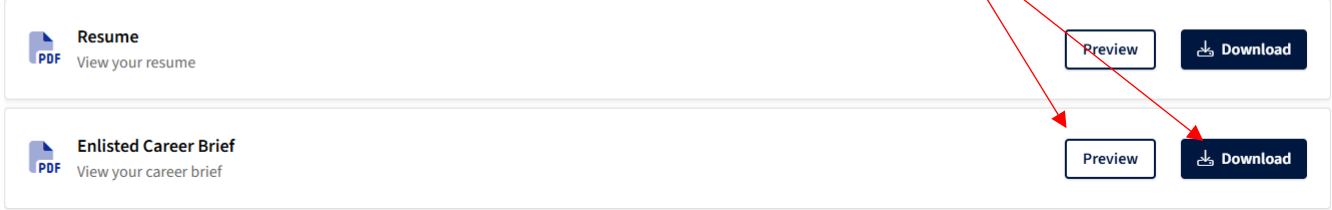
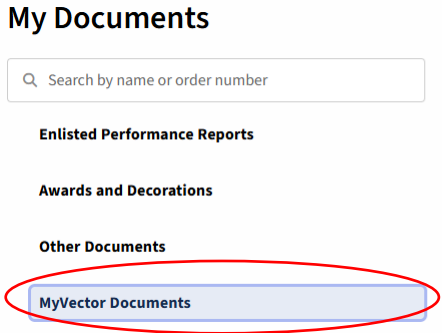
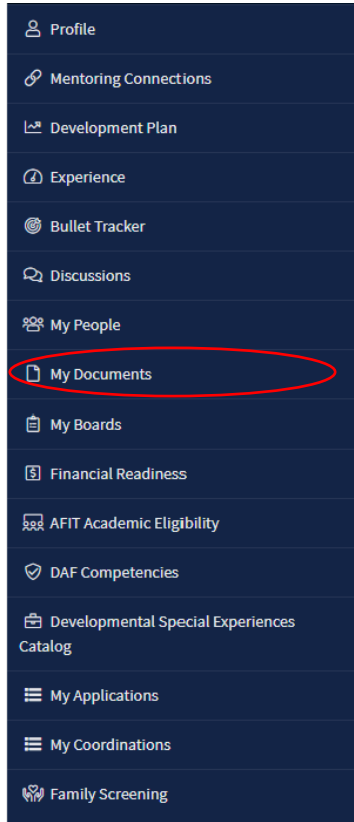


2. Access MyVector Career Data Brief

At the homepage, click **My Documents** on the left.

On the next page, click **MyVector Documents** on the left.

From there, you can click **Preview** or **Download**.



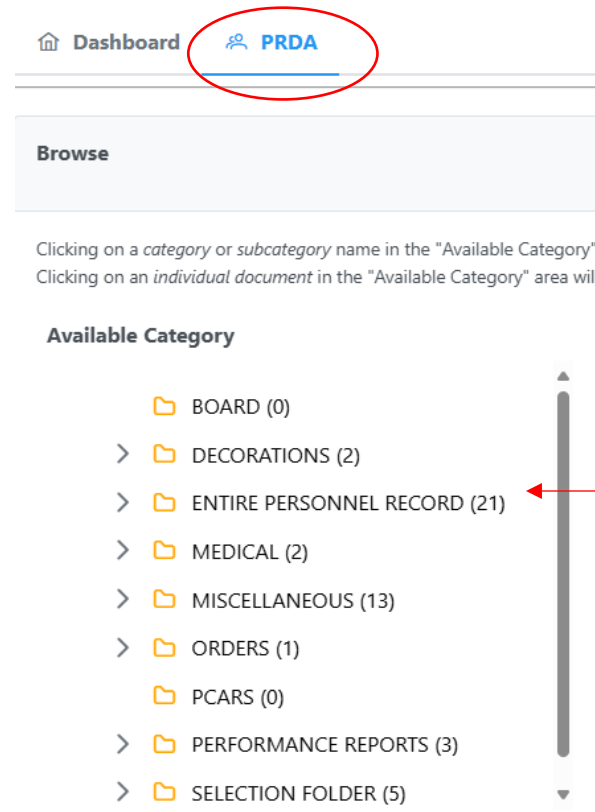
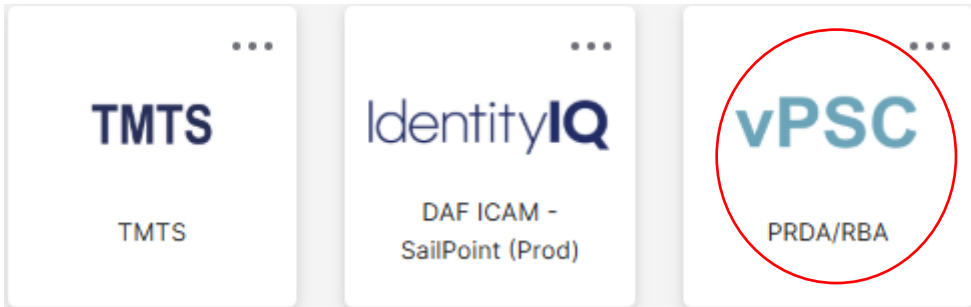
Please note, MyVector CDB will be used for Force Development Boards



3. Access PRDA

Login to [OKTA](#). At the Homepage click PRDA/RBA

At the Homepage, click PRDA. From there, you will be able to access your records.





4. Service Dates

- Ensure that all dates are correct and match your MyVector CDB
- All dates except Security Clearance and Pay Date can be updated at your Servicing MPF
 - Pay Date: Contact Servicing Pay Office. If IMA, you will need to submit a case in myFSS to [HQ RIO Reserve Pay Office](#)
 - Security Clearance: TR, AGR, IMA, Guard will need to contact their Security Manager at their Unit

Date Arrived Station (DAS)
Date Of Separation (DOS)
High Year of Tenure (HYT)
Unfavorable Information File (UIF)
Date Of Rank (DOR)
Expiration Term of Service (ETS)
Total Active Federal Military Service (TAFMS)



5. Career Field Experience

- Ensure that your CAFSC, DAFSC, PAFSC, 2 AFSC, and 3 AFSC is accurately reflecting.
 - TR/AGR/Guard: Contact your Force Development Section for any updates or adjustments.
 - IMA: Submit a case in myFSS to your assigned Detachment within HQ RIO.
- All updates to AFSCs require a completed DAF 2096 signed by your Supervisor and your Unit Commander.
- Enlisted Only: CAFSC must match your current DAFSC

Career Field Experience	
Career Field:	[REDACTED]
Primary DT Functional:	[REDACTED]
Additional DT:	[REDACTED]
Control AFSC:	[REDACTED]
Duty AFSC:	[REDACTED]
Primary AFSC:	[REDACTED]
2AFSC:	[REDACTED]
3AFSC:	[REDACTED]



6. Degree History

- Advanced Academic Degree (AAD) is expected to compete for O-6
- Officers Only: Updates for Baccalaureate, Masters, Doctorates, Professional degrees will contact (AU.RO.Workflow@us.af.mil)
- Enlisted TR/AGR/Guard: Contact your Base Education Center for updates
- Enlisted IMA: Contact your Base Education Center
- Source Documents to send the office.
 - Official Transcripts
 - Certificate



7. Military PME

- Ensure that your PME's is updated on your MyVector CDB.
- TR/AGR/IMA/Guard: Submit a request to Air University for update
 - [AU Landing page - AU Education Services](#)
- Source Documents to send to submit for update. If applicable
 - AF Form 475 Training Report (Not Required for Distance Learning or JCWS-H)
 - Graduation Certificate/Degree
 - Board Selection Confirmation
 - Completed Training Allocation RIP
- For more information involving Officer/Enlisted PMEs, please utilize the links below
 - [Officer PME](#)
 - [Enlisted PME](#)



Military PME cont.

• Officer PME Example

PME History

Course	Method	Year
SDE - AIR WAR COLLEGE	NON-RESIDENCE	2021
IDE - AIR COMMAND AND STAFF COLLEGE (ACSC)	NON-RESIDENCE	2016
PDE - SQUADRON OFFICER SCHOOL (SOS)	NON-RESIDENCE	2006

PME History

Course	Method	Year
SDE - EISENHOWER SCHOOL FOR NATIONAL SECURITY	RESIDENCE	2022
IDE - AIR COMMAND AND STAFF COLLEGE (ACSC)	RESIDENCE	2014
PDE - SQUADRON OFFICER SCHOOL (SOS)	RESIDENCE	2010
BDE - AEROSPACE BASIC (BEFORE 2005)	RESIDENCE	2003

• Enlisted PME Example

PME History

Course	Method	Year
CHIEF LEADERSHIP COURSE	RESIDENCE	2023
AFRC SENIOR NCO LEADERSHIP COURSE	RESIDENCE	2020
EJPME II (E7-E9)	NON-RESIDENCE	2019
EJPME I (E6-E7)	NON-RESIDENCE	2019
USAF SENIOR NCO ACADEMY (BASIC PHASE III)	NON-RESIDENCE	2019
NCO ACADEMY	NON-RESIDENCE	2018

PME History

Course	Method	Year
USAF SENIOR NCO ACADEMY (BASIC PHASE III)	NON-RESIDENCE	2023
EJPME II (E7-E9)	NON-RESIDENCE	2022
EJPME I (E6-E7)	NON-RESIDENCE	2022
NCO ACADEMY	NON-RESIDENCE	2021
AIRMAN LEADERSHIP SCHOOL	RESIDENCE	2014



8. *Formal Training*

- Ensure that your Formal Training are updated on your brief
- Formal Training are courses with a Training Line Number (TLN)
- TR/AGR/IMA/Guard: Send request to AFPC.OTA@us.af.mil
- Source Documents to send to submit for update. If applicable
 - AF Form 475 Training Report (Not Required for Distance Learning)
 - Graduation Certificate/Degree
 - Completed Training Allocation RIP



9. *Special Experience Identifiers (SEI)*

- Review your SEIs and are reflected correctly
 - TR/AGR: Contact your Unit Training Manager for update
 - IMA: Submit a case in myFSS to your assigned Detachment within HQ RIO
- Review [AFECD](#) or [AFOCD](#) for requirements for award
- DAF 2096 will need to be completed and signed by your Supervisor and Unit Commander

Special Experience Identifiers
295 - DCAVES-WING LEVEL USER



10. Decorations

- Ensure decorations are up-to-date and none are missing
- The date should be the close-out date, not “given under my hand” date
- Verify in PRDA that citation has been uploaded
- TR/AGR: Contact your Servicing MPF or CSS for update
- IMA: Contact your assigned Detachment via myFSS
- For more information, please utilize the link below
 - [Air Force Recognition Program](#)

Decorations		
Decoration Name	Number	Date
AF COMM MDL	1	09 Jun 2022
AF ACHIEV MDL	1	17 Aug 2018



11. Deployment History

- Ensure deployment history is updated with past deployments
- TR/AGR: Contact your Servicing MPF IPR Section for update
- IMA: Contact IPR at ARPC.RIO.IPR@us.af.mil
- Source documents for update:
 - Certified AF Form 938 Order
 - Certified CED Order
 - Paid Out Voucher



12. Duty History

- Ensure your current and past duty history reflects accurately
- TR/AGR: Contact your Servicing MPF or CSS for update
- IMA: Contact your assigned Detachment for updates on current rating period
- For Legacy Duty History changes, submit an application in MyVector
- Source Documents (if applicable):
 - AF Form 475
 - AF Form 707, 707A, or 707B
 - AF Form 910/911
 - AF Form 2096 (Additional documents may be required)
 - AF Form 77



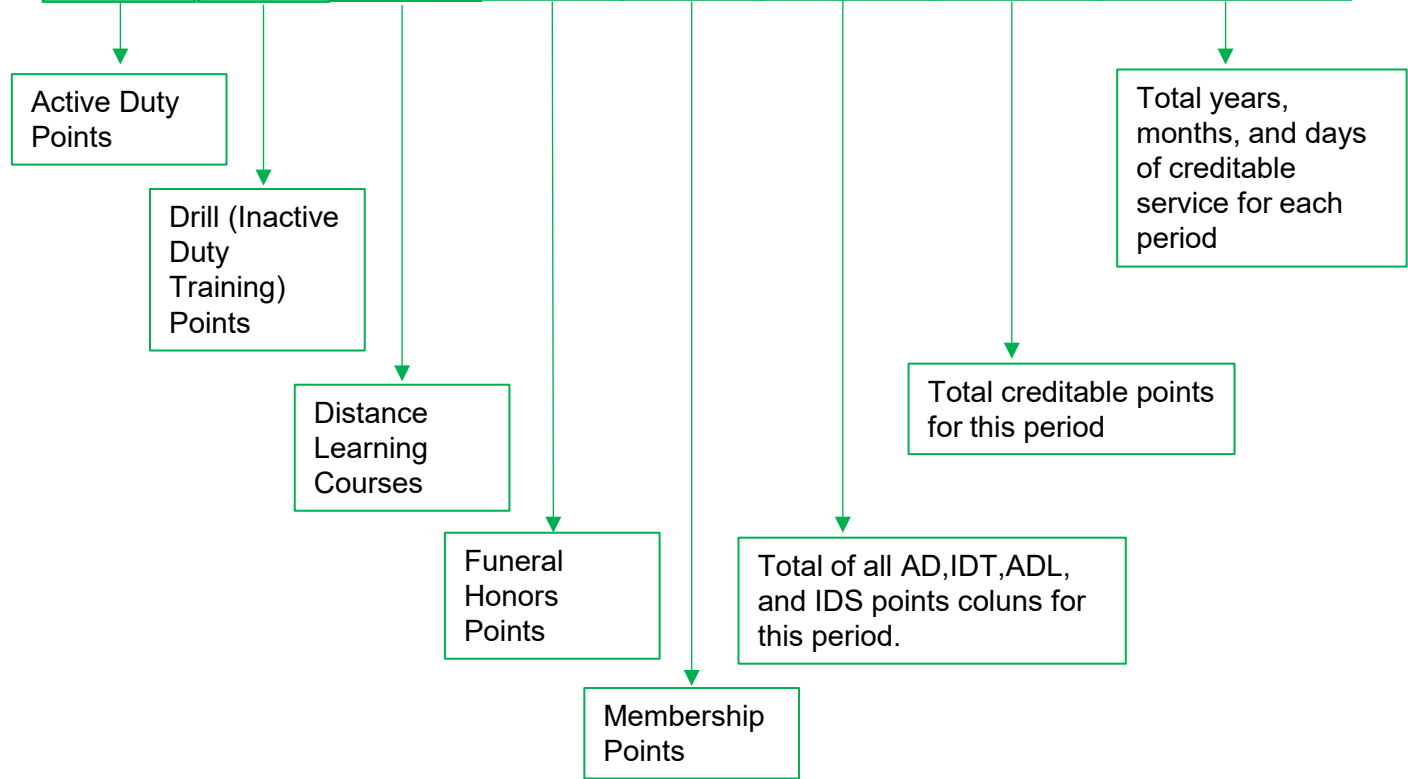
13. Points History

- Ensure that your points have been accurately updated
- 50 points = Satisfactory Year
- On the CDB, 010000 in the Person Service Credit History means that the member has a Satisfactory Year
- For more information regarding points, please utilize the link
 - [HQ RIO Points & Participation](#)
- TR/IMA/AGR/Guard: Submit a myFSS case using the link [Points Management](#)
- **AFR Only**: Points management will not be able to update your points if it is 60 days after your R/R date



Points History cont.

From Date	Thru Date	AD	IDT	ADL	IDS	MBR	Total	Retire	Sat. Svc.
29 JAN 2010	28 JAN 2011	0151	0005	0000	0000	015	00171	00171	010000





Points History cont.

Scenario #1

Membership= 15 Points

12 UTA Weekends= 48 Points

12 Days Annual Tour= 12 Points

Total Points Earned= 75 Points

Scenario #2

Membership= 15 Points

12 Days IDTs Performed= 24 Points

15 Days Annual Tour= 15 Points

90 Days School Tour Order= 90
Points

Total Points Earned= 168 Points

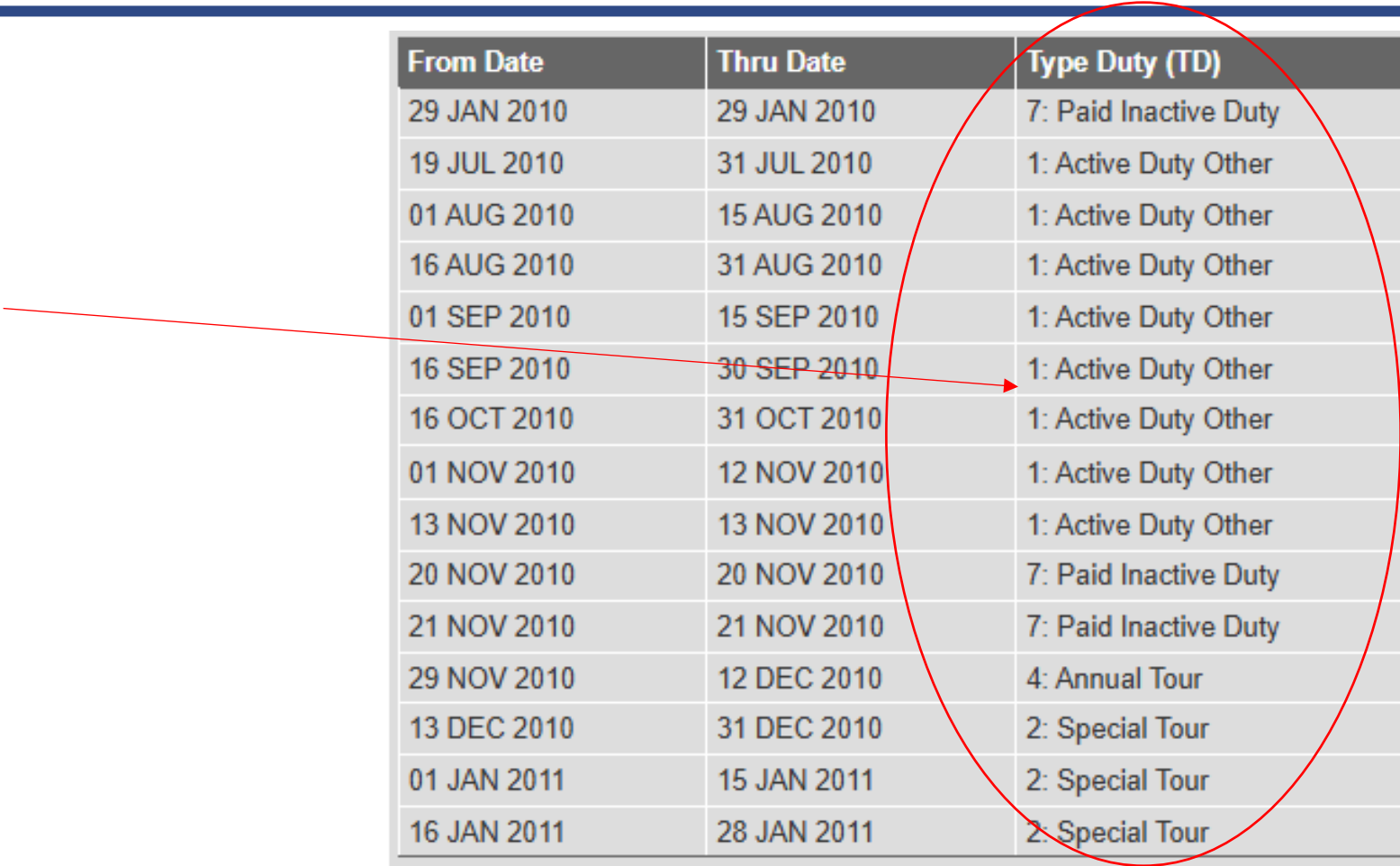


Points History cont.

• Type Duty Codes

- 1: Active Duty Other
- 2: Special Tour
- 3: School
- 4: Annual Tour
- 5: Extended Active Duty
- 6: AFTP
- 7: Paid Inactive Duty
- 8: Nonpaid Inactive Duty
- 9: ECI
- A: Nonpaid Active Duty
- B: Continuation Pay
- D: Paid IDT – RMP
- E: Active Duty - FHP
- F: Inactive Duty Status - FHP

From Date	Thru Date	Type Duty (TD)	Pts
29 JAN 2010	29 JAN 2010	7: Paid Inactive Duty	001
19 JUL 2010	31 JUL 2010	1: Active Duty Other	013
01 AUG 2010	15 AUG 2010	1: Active Duty Other	015
16 AUG 2010	31 AUG 2010	1: Active Duty Other	016
01 SEP 2010	15 SEP 2010	1: Active Duty Other	015
16 SEP 2010	30 SEP 2010	1: Active Duty Other	015
16 OCT 2010	31 OCT 2010	1: Active Duty Other	016
01 NOV 2010	12 NOV 2010	1: Active Duty Other	012
13 NOV 2010	13 NOV 2010	1: Active Duty Other	001
20 NOV 2010	20 NOV 2010	7: Paid Inactive Duty	002
21 NOV 2010	21 NOV 2010	7: Paid Inactive Duty	002
29 NOV 2010	12 DEC 2010	4: Annual Tour	014
13 DEC 2010	31 DEC 2010	2: Special Tour	019
01 JAN 2011	15 JAN 2011	2: Special Tour	015
16 JAN 2011	28 JAN 2011	2: Special Tour	013





14. Evaluations

- Review the last 3 to 5 Evaluations
- Review your records to ensure that your evaluation is not overdue
- Ensure that your evaluations have been uploaded in PRDA
- Training Courses 20 weeks or longer require a Training Report AF475
- If your current or past evaluations have not been updated, you will need to coordinate with your Servicing MPF or CSS
- GAP Report AF77 required if:
 - 119 days or less of supervision from end of AF475 to SCOD
 - The required period of supervision after SCOD but prior to AF475



15. Mandatory Separation Date (MSD)

- MSDs are calculated by either age or Total Federal Service Commissioned Date (TFSD)
- Reserve Officers are authorized to serve until age 62 unless their TFSD goes beyond:
 - 24 years for Maj
 - 28 years for Lt Col
 - 30 years for Col
- On your Career Data Brief there is a reason code that may look like this [B: 10 USC 14507(A), (B) AND 14508(A), (B) YRS OF SVC OR TIG]
 - The first letter is the reason code
 - MSD Codes: A-Sanctuary, B-TFSCD, C-Age, D-Twice Passed Over, F-Continuation



16. Core ID Updates

- Update/Change
 - Dual Career Field Manager (CFM) correspondence approving the request from both the losing and the gaining CFMs is required
 - Once confirmation email is received, you will need to attach this to your MyVector application for update.
- MyVector Application Instructions
 - Login to myVector
 - Click on **My Applications** (Left Side/Blue Banner)
 - Under Application Catalog, select the dropdown for **ARPC Accessions**
 - Select **Competitive Category & Core ID Changes/Update**
 - Submit ticket with concurrence email



17. *Sister Service Transfers*

- Contact the Total Force Service Center (TFSC) at Comm: (210)-565-0102 or DSN 665-0102 to request guidance on how to submit your Sister Service performance reports and decorations for input into the Personnel Records Display Application (PRDA)
- You may need to mail your evaluations and citations/orders to AFPC/DP1ORM, 550 C Street W Suite 21, JBSA Randolph, TX 78150
- These documents into your files will give future Force Developmental and Promotion Boards a more accurate appraisal of your military career
- Ensure that you check your PRDA for records updates



18. Rater/Senior Rater Updates

- Rater updates will be made by your Units CSS
- Senior Raters are based on your PASCODE
 - Ensure that your Rater and PASCODE is current in the system
- If your Senior Rater does not reflect accurately in MyVector, please submit an application in MyVector to Promotion Boards using the instructions below
 - Login to MyVector
 - Click My Applications
 - Click ARPC Officer Promotions drop down
 - Click ARPC Promotion Eligibility
 - In the Application Category drop down, click SRID Update – Candidate or Unit
 - Under the Documents, you will see a SRID Change Request form. This is needs prior to submitting your application
- **Please note: All board submissions do not go to your Senior Rater. You will have the ability to send it to your 1st O-6 equivalent**



19. Joint Information/Updates

- Enlisted JPME
 - Contact your Unit Training Manager for update
- Officer JPME II
 - Submit a MyVector application to Joint Officer Management
 - This will be shown under Formal Training in the MyVector CDB and in JDAMIS
 - Source Documents: 475 Training Report and/or Certificate of Completion
 - To check your Joint History, please use the link [JDAMIS](#)
 - How to Apply
 - Log-in to MyVector <https://myvector.us.af.mil/myvector/Home/Dashboard>
 - In the far-left column, select “My Applications”
 - Under “Application Catalog,” scroll down and click “ARPC Joint Officer Management”
 - Click “ARPC Joint Officer Management Inquiry”
 - Toward the bottom/middle of the screen, click “Apply” or “Submit another Application”
 - Subject and Category: “JPME”
 - Comments: Add any amplifying information.
 - File Attachment: AF FORM 475 or Certificate of completion
 - When all information and documents are uploaded, click “Submit Form”



20. *Helpful Links*

[HQ RIO Webpage](#)

[Personnel Program Guidance](#)

[Points Management](#)

[Duty History](#)

[Evaluations](#)

[AFR Officer Promotions](#)

[AFR Force Development Homepage](#)

[Reserve Core ID Updates](#)