



U.S. AIR FORCE

A scenic landscape photograph of a mountain range reflected in a calm lake. The foreground is filled with vibrant green grass and purple wildflowers. A large, weathered log lies on the right side of the shore. The mountains in the background are rugged and partially covered in snow, with their reflection clearly visible in the still water. The sky is a mix of blue and white clouds.

**Welcome to the ARC Field
Training Course at ARPC -
Buckley AFB, CO**



U.S. AIR FORCE

Welcome to the HQ ARPC ARC Orientation Course

- **Please mute your microphone and turn off the video function.**
 - **The chat function will be moderated by HQ ARPC personnel throughout the presentations. You may type your questions here during the briefings there as questions will be answered at the end of the briefing.**
 - **At the end of each briefing, once the questions from the chat function have been answered, use the “Raise your hand” function found under the “Reactions button” to ask a question and one of the moderators will call on you.**
 - **Remember to**
 - ”Follow us” on Facebook www.facebook.com/HQARPC**
 - “Subscribe” on YouTube www.youtube.com/user/hqarpc1**
-



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Agenda- Day 1

1000 – Opening Remarks – Col Jena Silva, HQ ARPC Vice Commander

1010 – HQ ARPC Mission Briefing

1020 – HQ ARPC Future Operations and Integration Directorate

1030 – HQ Readiness Integration and Organization (HQ RIO)

1045 – Reserve Separations

1100 – Break

1110 – Directorate of Personnel Assignments Overview

1240 – HQ ARPC Case Management and Field Support

1255 – Break

1300 – Entitlements

1345 – Retirements

United States Air Force Reserve

Integrity - Service - Excellence

ARC Orientation Opening Remarks

Col. Jena Silva



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United States Air Force Reserve

HQ Air Reserve Personnel Center Mission Briefing

Buckley Garrison, Colorado

Mark Nelson

ARPC Historian

Integrity - Service - Excellence



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Agenda

- Our Mission
- Our Past
- Who We Are
- Our Partners
- Our Customer Base
- ARPC Organization



- **ARPC's founding came out of the Korean War**
 - **Previously eight locations, no standardized record keeping**
- **Air Force selected Denver, CO for new records center**
 - **Site was a WWII-era warehouse at 38th and York in north Denver**
 - **Detachment 1, Continental Air Command was created 1 Nov 1953, doors opened for business 1 Mar 1954**

Renamed HQ Air Reserve Records Center in 1956

In Sep 1965, the Center was redesignated the Air Reserve Personnel Center since it was more than just a records repository

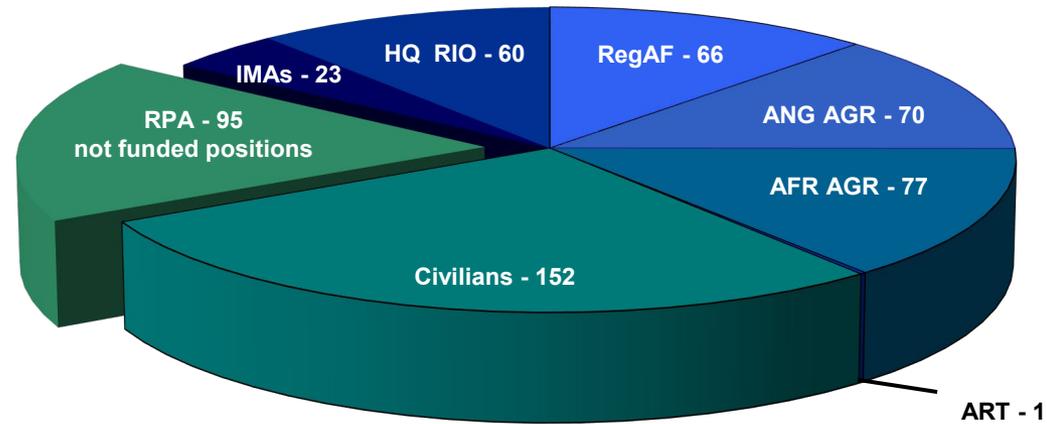
ARPC moved to Lowry AFB in 1976, then to Buckley in 2011

Still "Serving Generations of Airmen" after 67 years!



Who We Are

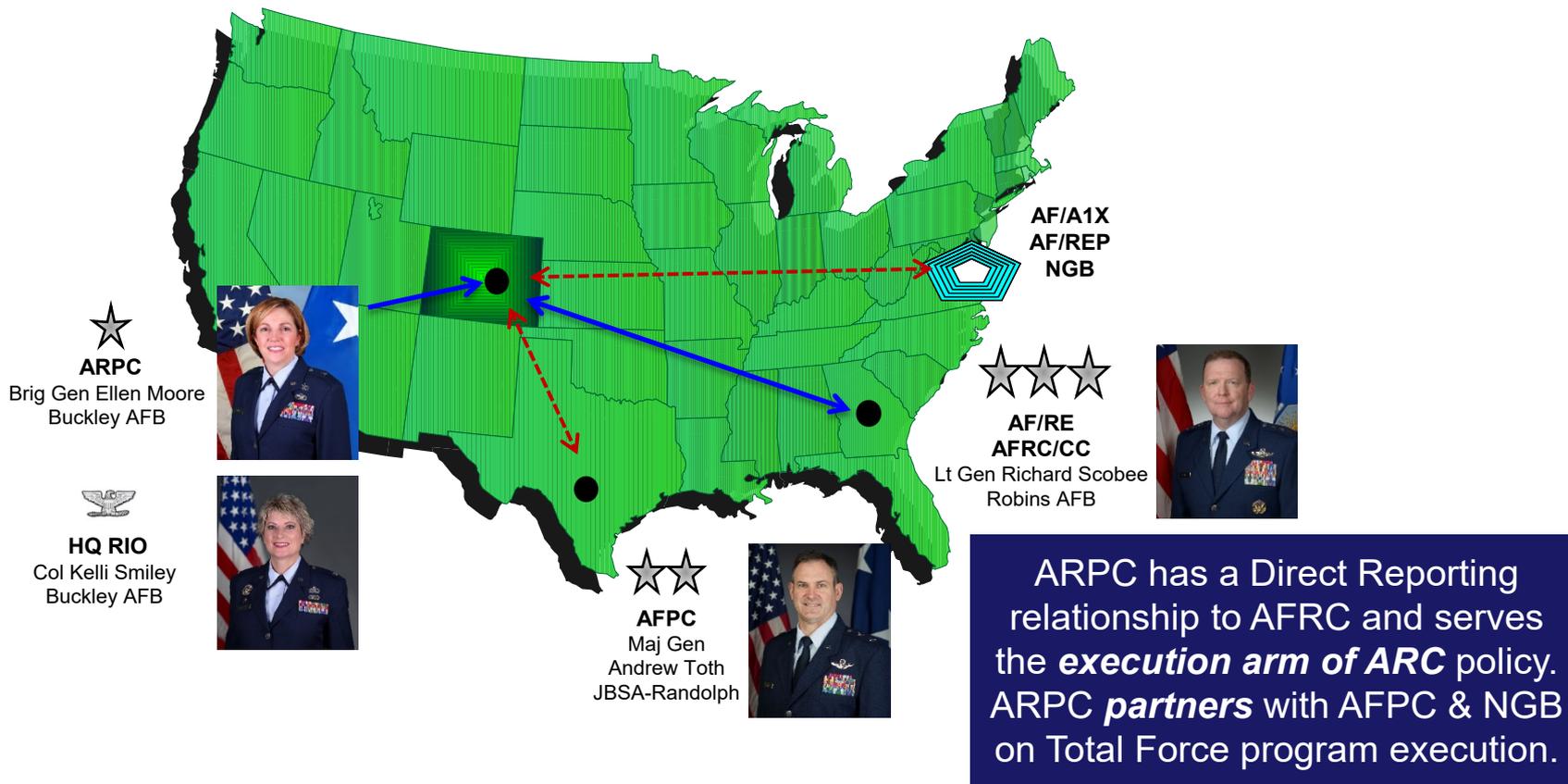
- **Headquartered at Buckley AFB, CO**
- **3 Operating Locations**
 - St Louis, MO (NPRC)
 - Monterey, CA (DMDC)
 - San Antonio, TX (AFPC)
- **Parent command to HQ RIO & its Detachments**
- **Supports 1.3M Total Force Customers**



**ARPC Workforce Total:
448 Authorized
390 Permanent Party + 95 RPA = 485 Assigned**

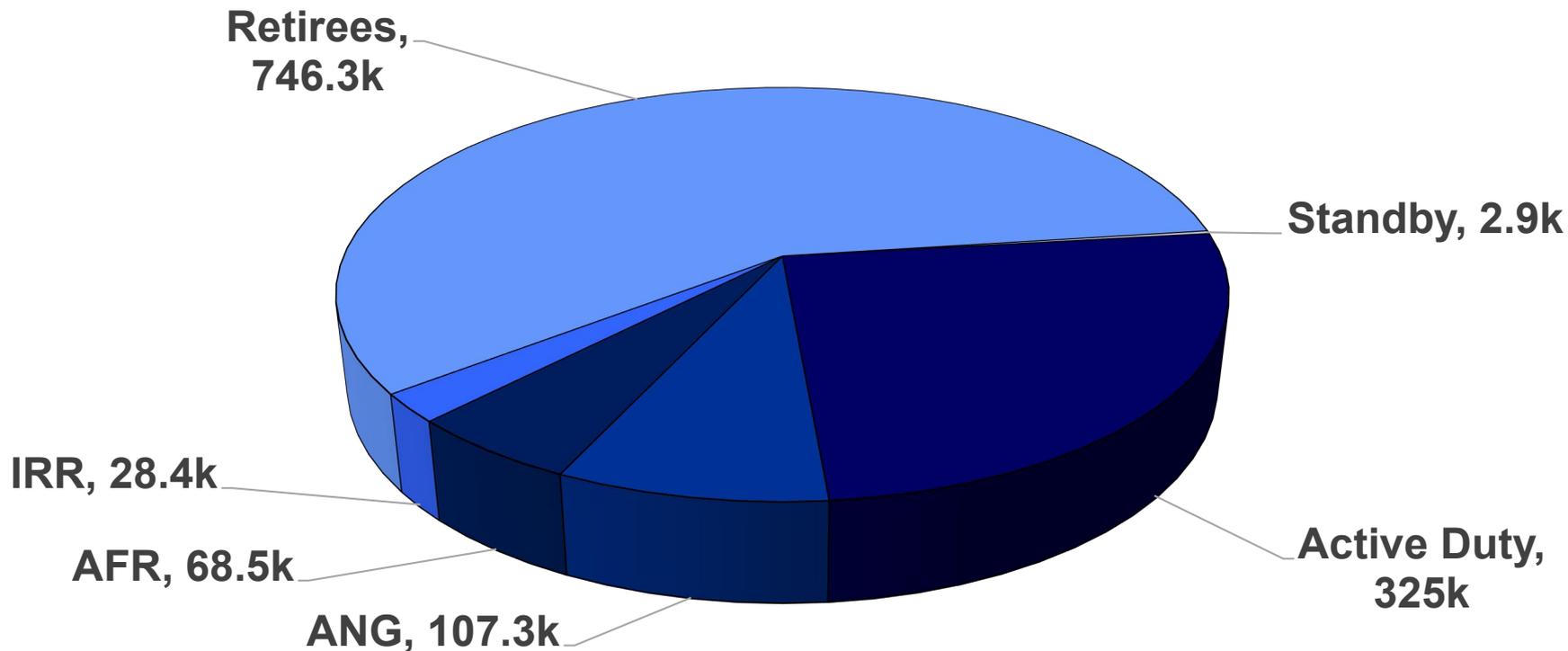


ARPC Partners





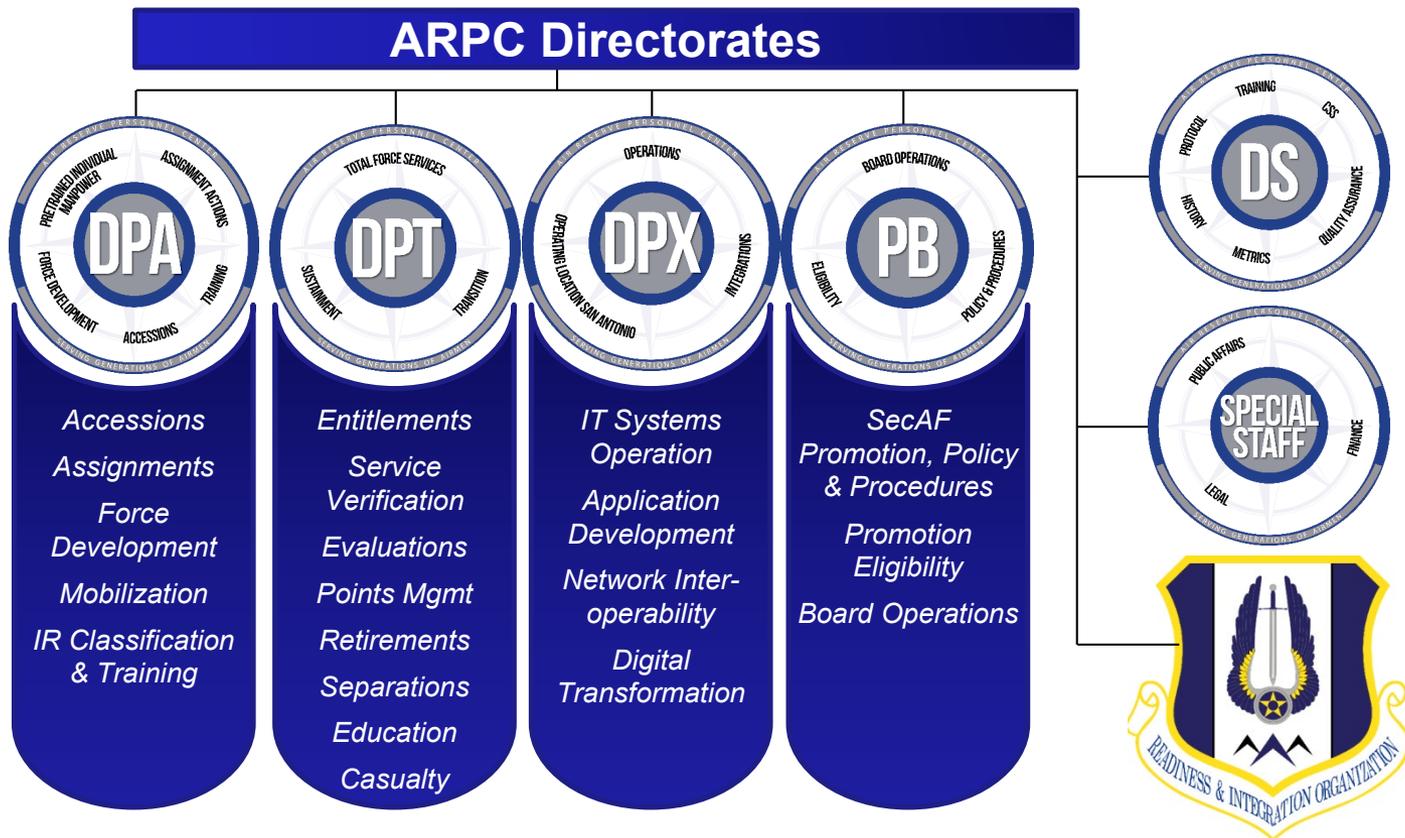
Total Force Customer Base



1.3 Million Total Force Customers



Organization & What We Do





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Questions?



United States Air Force Reserve

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DPX

Future Operations and Integration

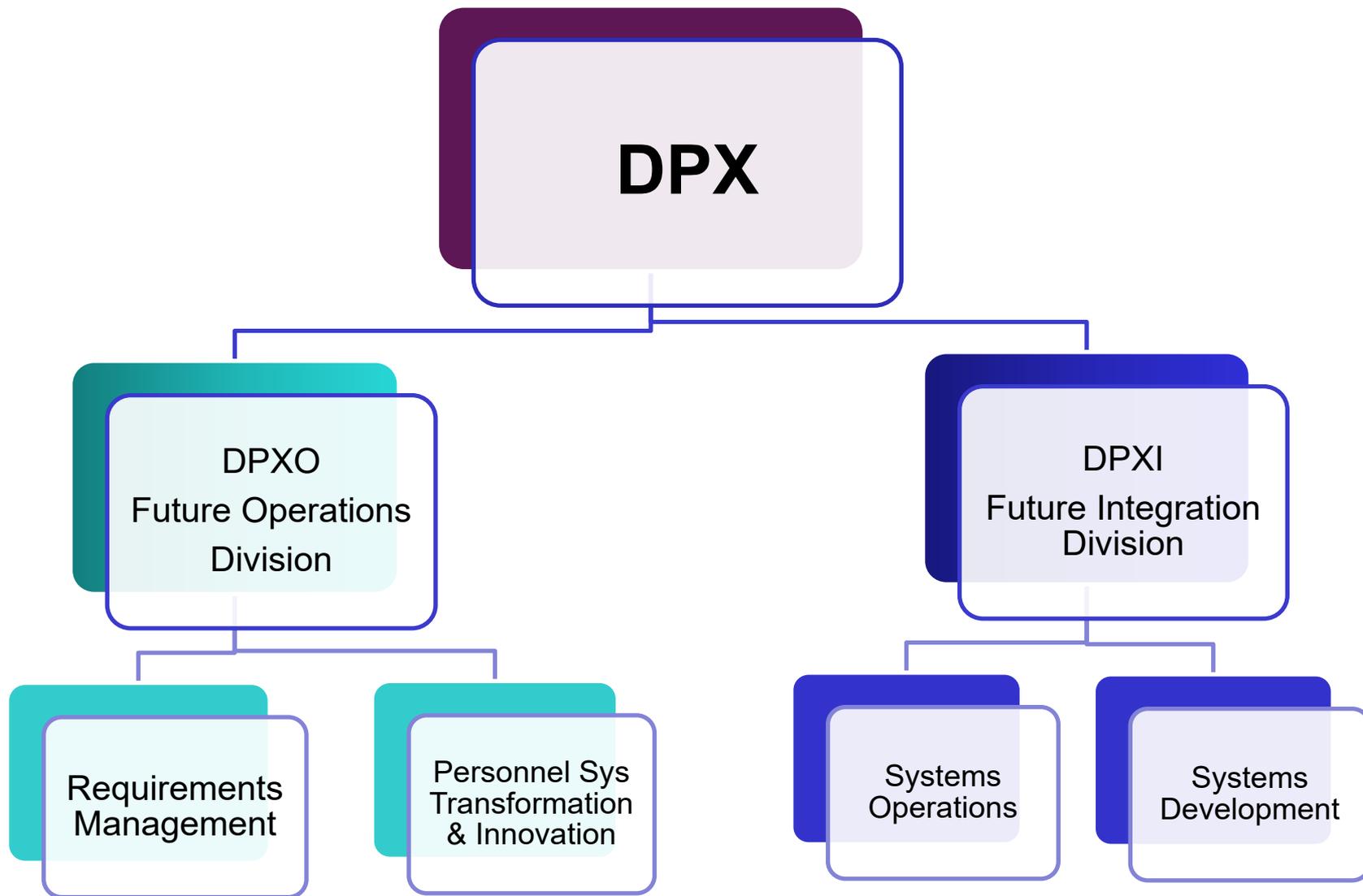


TSgt Chanel Coleman

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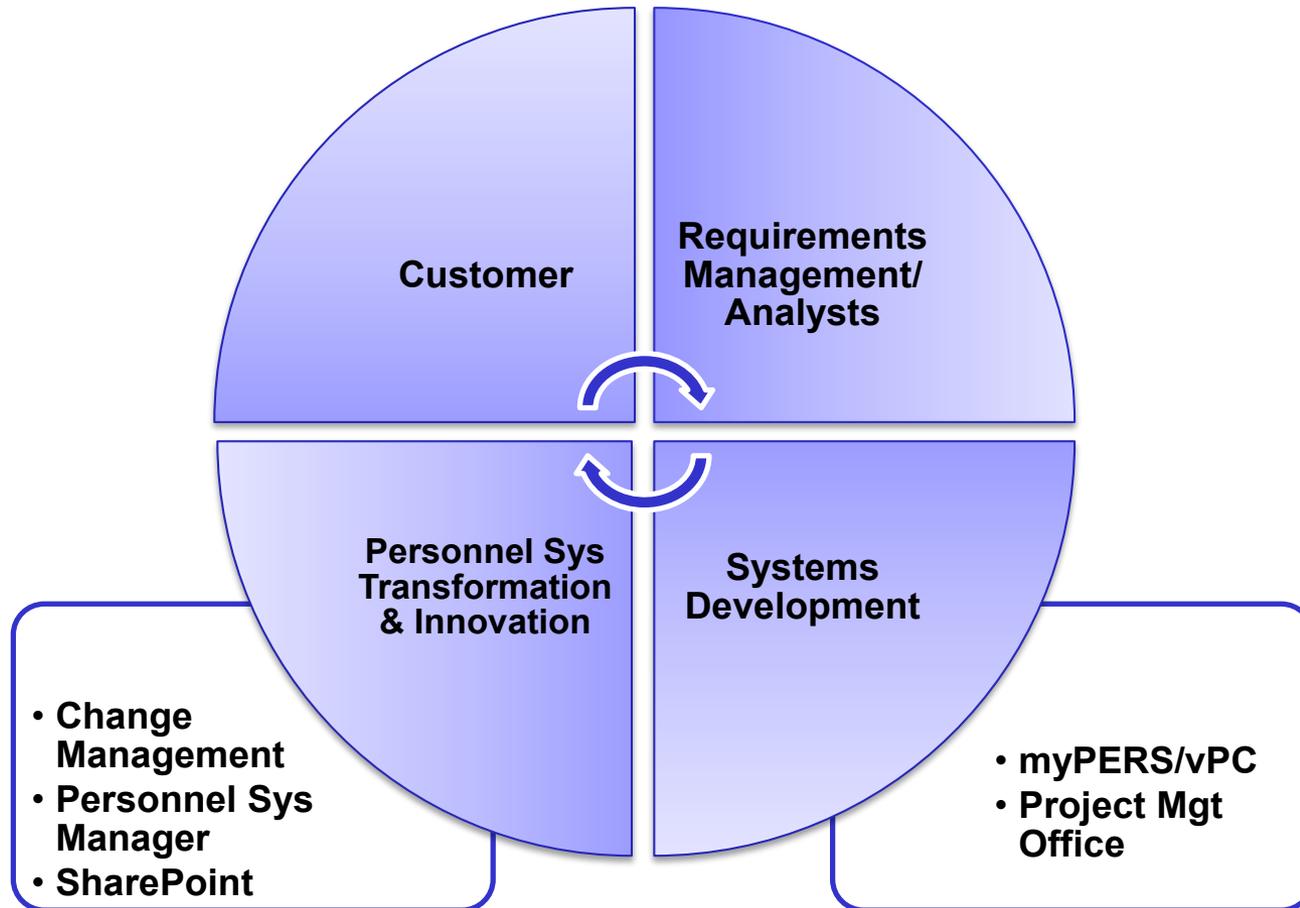


- **DPX Overview**
- **Dynamics**
- **Agile vs Waterfall**
- **Pizza Tracker**
- **Questions**





Intra-DPX Dynamics

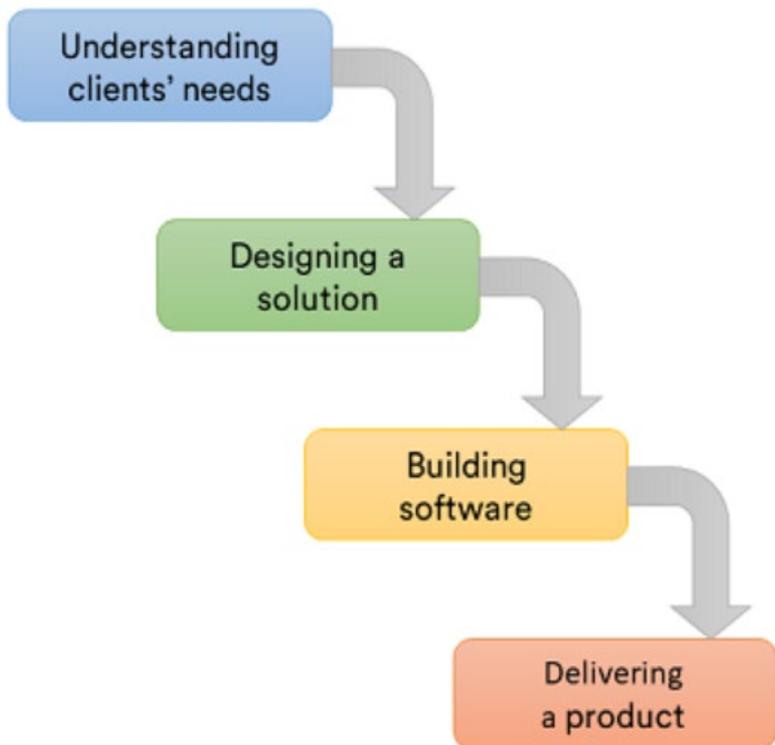




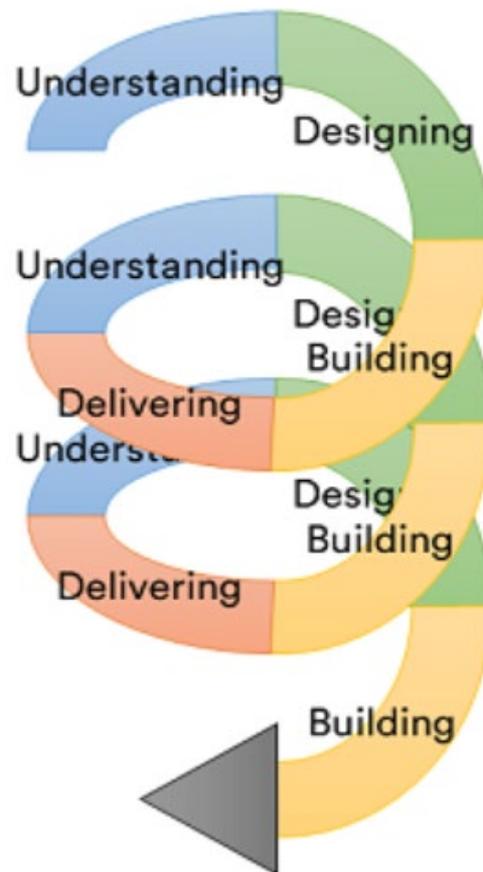
Waterfall vs. Agile Development

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Waterfall



Agile





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Pizza Tracker

Retirement Application

The next step in the online retirement process is to complete and submit a Retirement Application. Before your Retirement Application routes to the Air Reserve Personnel Center (ARPC) for processing, Air Force Reserve or Air National Guard members MUST coordinate with your Unit and/or Wing Command Chief (CC); Individual Mobilization Augmentee (IMA) members MUST coordinate with your Program Manager. NOTE: The system will automatically delete an incomplete application after one (1) year of your 60th birthday.

Active Duty Pay

Members applying for Active Duty pay must complete a Data for Payment of Retired Personnel (DD Form 2656). This form collects information needed to establish a retired/retainer pay account, designate beneficiaries for Survivor Benefit Plan electors, determine Federal tax withholding and establish payee address information.

To apply for Active Duty pay:

1. Complete a DD Form 2656. There is a link to a blank DD Form 2656 (and instructions) within the Retirements Application
2. Upload the completed DD Form 2656 to your Retirement Application. Use the required attachments field at the end of the Retirement Application to upload your completed DD Form 2656

Tips and General Information:

- Read the instructions and Privacy Act Statement carefully before completing the DD Form 2656
- Complete Section II - Direct Deposit/Electronic Fund Transfer Information. This section MUST be completed as your net retired/retainer pay must be sent to your financial institution by direct deposit/electronic fund transfer (DD/EFT)
- Provide the Routing Transit Number (RTN) and account number of your financial institution
- Consider and elect your Options for the Survivor Benefit Plan (SBP)
- Advise the Defense Finance and Accounting Service (DFAS)-Cleveland of any changes to your marital/family status, address or banking/financial institution/direct deposit information

Application Information 1.0

Retirement Type*

- Reserve Retirement
- Active Duty Retirement (20 or more years of Federal Active Military Service)
- RRP (Reduced Retirement Pay Age)
- Age 60 Retirement

Air Reserve/National Guard Technician*

Mandatory Separation Date (MSD)/High Year Tenure Date (HYTD)

6/1/2026

(mm/dd/yyyy)

Expiration Term of Service (ETS) Date*

Requested Retire Date *



Dashboard

Role Filter: All

[Role Filter Help](#)

[myPers Home Page](#)

Overview Worklist Action Requests My Roles / Delegations

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD

Online Services Component Default: Air Reserve

[Action Requests Help](#)

Documents I've Requested

[Track Previous Support Requests](#)

Need further assistance with a request not listed on this page?

[Create a New Support Request](#)

Evaluations (Overview)

[MPS or CSS Initiate Officer or Enlisted Performance Report](#)

[Appeal an Evaluation](#)

[Request a Shell on a Member](#)

[Submit a Letter of Evaluation \(AE Form 72\)](#)

https://52arty-ws-007v.afrc.af.mil/?cacheid=2721b986&format=html - ARPC:Web:Retirements:Process - Internet Explorer provided by

Retirement Application Progress Bar

| Request ID | Requested Action | Application Type | Status |
|------------|------------------|-------------------|----------|
| RET0087475 | Apply | Age 60 Retirement | Approved |



DFAS Reference # 123456789

Certificate Incident #

- The Progress Bar will not be visible after the Retirement Application is approved. To view the status of your Retirement Application, go to the Action Request Tab and select the Retirement Application Status Link found in the Retirements Section. Click the link to select the incident listed and the status bar auto updates with the current status for your incident.

- [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

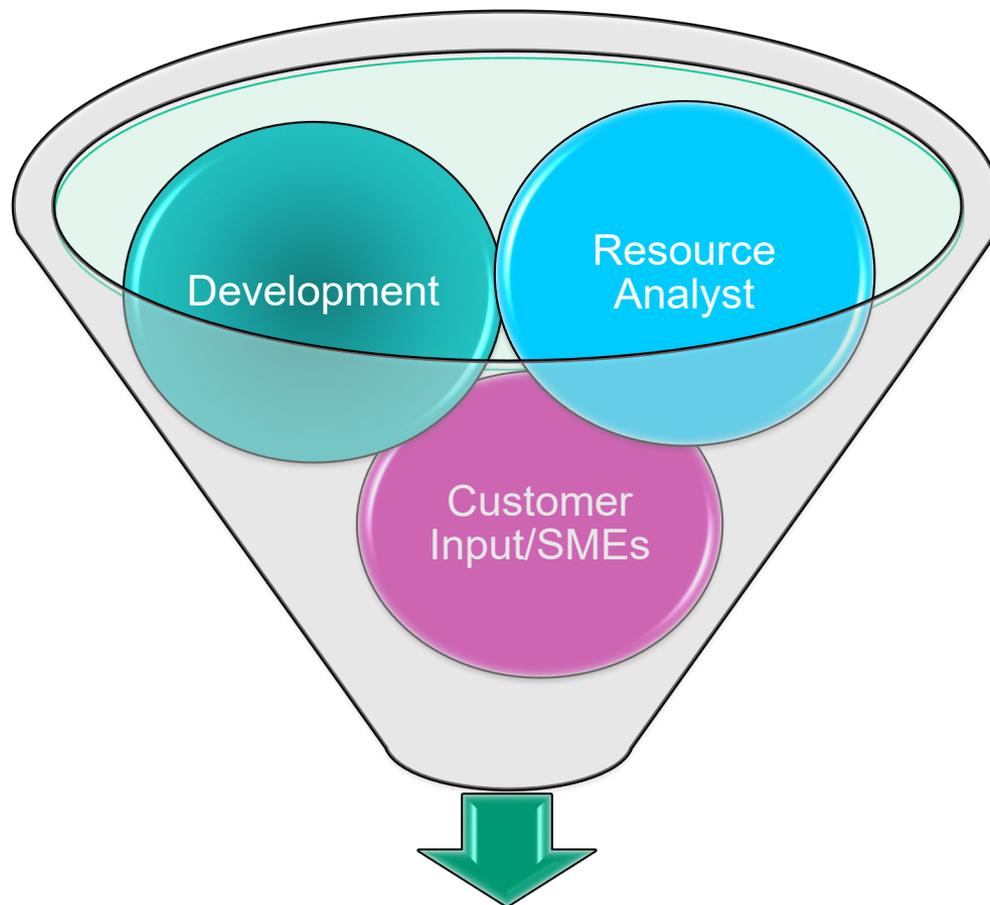
- [Air Force Board for Correction of Military Records Guidance](#)
- [Total Force U.S. Citizenship Guidance](#)
- [TRICARE Reserve Select Information](#)

[Show me my retirement application submission status](#)

- [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 \(R-EDP\)](#)
- [Reserve Retired Pay Computation Worksheet](#)
- [Reserve Enlisted Developmental Education Board \(EDEB\)](#)

FSS/JFHQ POC Listing

[Access, Update, Delete, Edit POC Listings](#)



AF-Wide Solution



ARPC.RemedyNotificationDistro@US.AF.MIL

- vPC Routing
- Custom Roles
- Rerouting Applications Decs/Evals

ARPC.PSM@US.AF.MIL

- HR DSA Administration
- PSM Office

ARPC.DPXOA.SP@US.AF.MIL

- SharePoint

TFSC:

- 1-800-525-0102

DSN:

- 665-0102



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Questions?



United States Air Force Reserve

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HQ IR Readiness & Integration Organization



MSgt Ronald Brown
Career Advisor, HQ RIO

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WINGS OF HERITAGE, SHAPING THE FUTURE



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Who We Are

MISSION

**Provide,
integrate and
sustain ready
Individual
Reserve
forces
globally.**



VISION

**One trusted
team making it
easy to serve!**



Headquarters Readiness and Integration Organization

WINGS OF HERITAGE, SHAPING THE FUTURE



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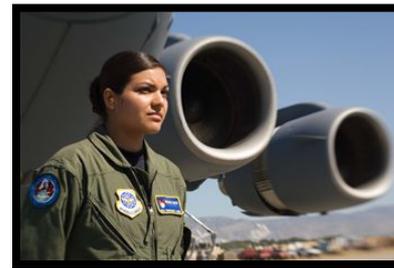
Who We Support



WINGS OF HERITAGE, SHAPING THE FUTURE

Individual Reservist (IR)

- **IMA (CAT B) (7,384 Airmen)**
 - Assigned to a *funded position* against an active-duty billet
 - Assigned to an Active Component, unit, wing, MAJCOM, COCOM, HQ
 - Annual Tours (AT) and Inactive Duty Training (IDT) required for satisfactory FY participation
 - 24 or 48 IDTs
 - 12 - 14 Day Annual Tour
- **PIRR (CAT E) (347 Airmen)**
 - Members of the Ready Reserve (not part of SELRES) subject to active-duty recall by the President or Congress in time of national emergency or war
 - Not assigned to a position on a UMD and not counted against reserve end strength
 - Attached to Active Component units:
 - Must earn 50 points per R/R year (MPA, limited school tour, etc.) or unpaid (IDT).





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Unique IR Mission Sets

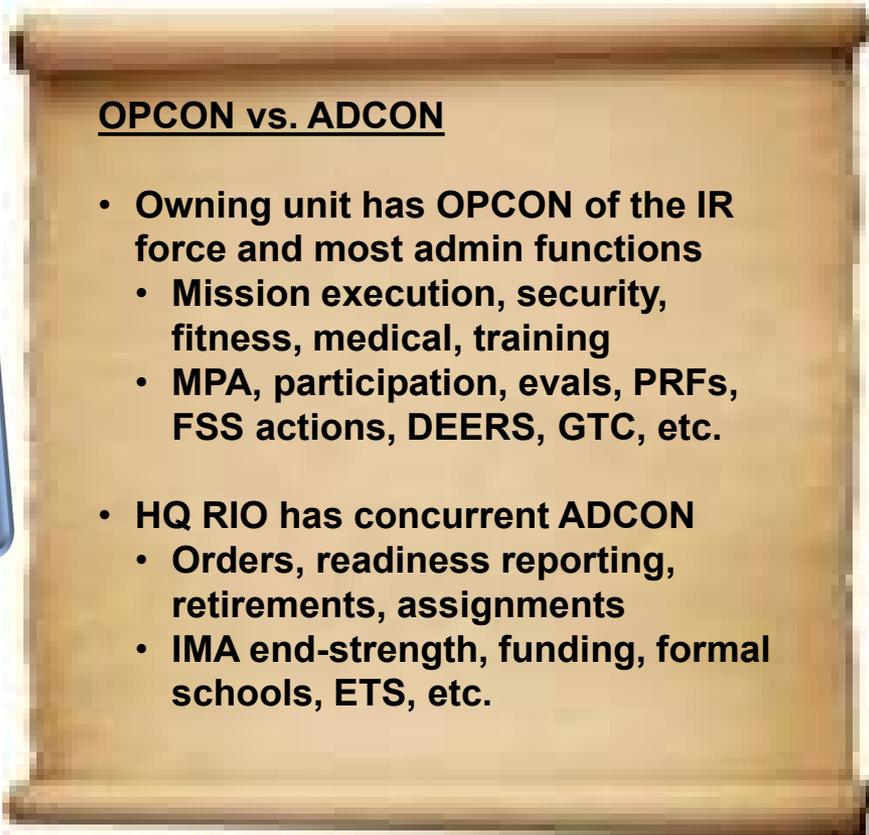
- **IMAs are assigned to every Department of Defense Combatant Command and other government defense agencies**, providing augmentation for manning shortfalls and backfilling for deployed active-component personnel in nearly every career field.
- **90+ Emergency Preparedness Liaison Officers** – Assigned to 1st Air Force, National Security Preparedness Directorate, activated in support of local and federal agencies in the face of natural disaster and other emergencies to facilitate requests for Title 10 Air Force support
- **CAP-USAF Civil Air Patrol Reserve Liaison Officers** – These participating individual ready reservists (points only) facilitate inspections of local CAP operations around the country, ensuring the volunteer-driven, official Air Force auxiliary is prepared to respond to its 4,000+ missions each year.
- **Admissions Liaison Officers** – These participating individual ready reservists (points only) provide information about Air Force commissioning and educational opportunities (USAF and ROTC) to high school students and educators in all 50 states and several overseas areas.





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Active Component Key Roles





HQ RIO's Strategic Priorities

Deliver resilient and ready Airmen

- Establish proactive program management processes with a focus on Readiness and Participation tracking.
 - Basic readiness items & participation (education, ARCNet, MTFs, UTAPS, AROWS-R)
 - Focus on retention

Create culture of transparent communication

- Develop a RIO Communication Plan that IDs target audiences and effective platforms to deliver timely, tailored messages to IRs and RIO customers.
 - IRs & URCs have to be plugged in and know what is coming (suspenses, school deadlines, dates for orders)

Drive innovation and standardization

- Develop a standard workflow platform that fosters efficient, effective administration of the Individual Reserve force.
 - Travel Vouchers, Orders, Assignments
- Provide current process maps and Standard Operating Procedures (SOPs) that are easily accessible to RIO staff members.
 - All Dets operate the same way & make transitions seamless



- **RIO Serves IRs to ensure they are ready to execute the mission**
- **Standardize management of IRs**
- **Ensure IR readiness and full integration with the active force**
- **IR Orders and IR Pay (MilPay and Travel)**
- **Manage IMA end-strength**
- **Provide a chain of command with accountability through ARPC/CC to the AFRC/CC**
- **Maintain concurrent admin control with RegAF CCs**
- **Educate and counsel the Active Component on IR matters**
- **Partnership and outreach**
- **Deliver a full complement of customer service and support**



HQ Readiness & Integration Organization

Who we are:

HQ Staff at Buckley AFB = 61
7 Dets/6 OLs = 89
*RPA support = 47

What we do:

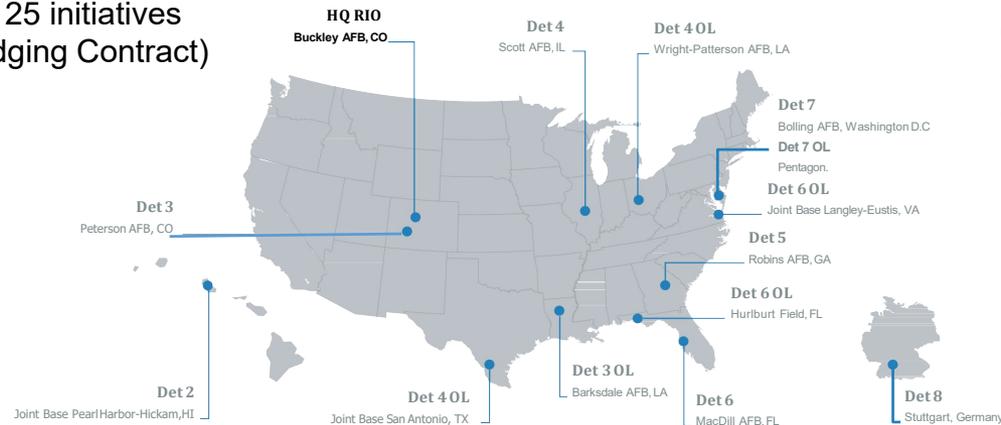
Support 53 separate orgs - all MAJCOMS, COCOMS, govt agencies, MAs, ARPC & AFPC
IRs hail from all 50 States and D.C.- many reside overseas
IRs serve in 43 states, throughout the NCR and in 13 countries

Recent focus areas:

Making it Easy to Serve – IR Survey
Virtual training for IRs across the globe
CPI Value Stream Event – 25 initiatives
Travel pay reform (IDT Lodging Contract)
IR Advisory Council

CC's Priorities:

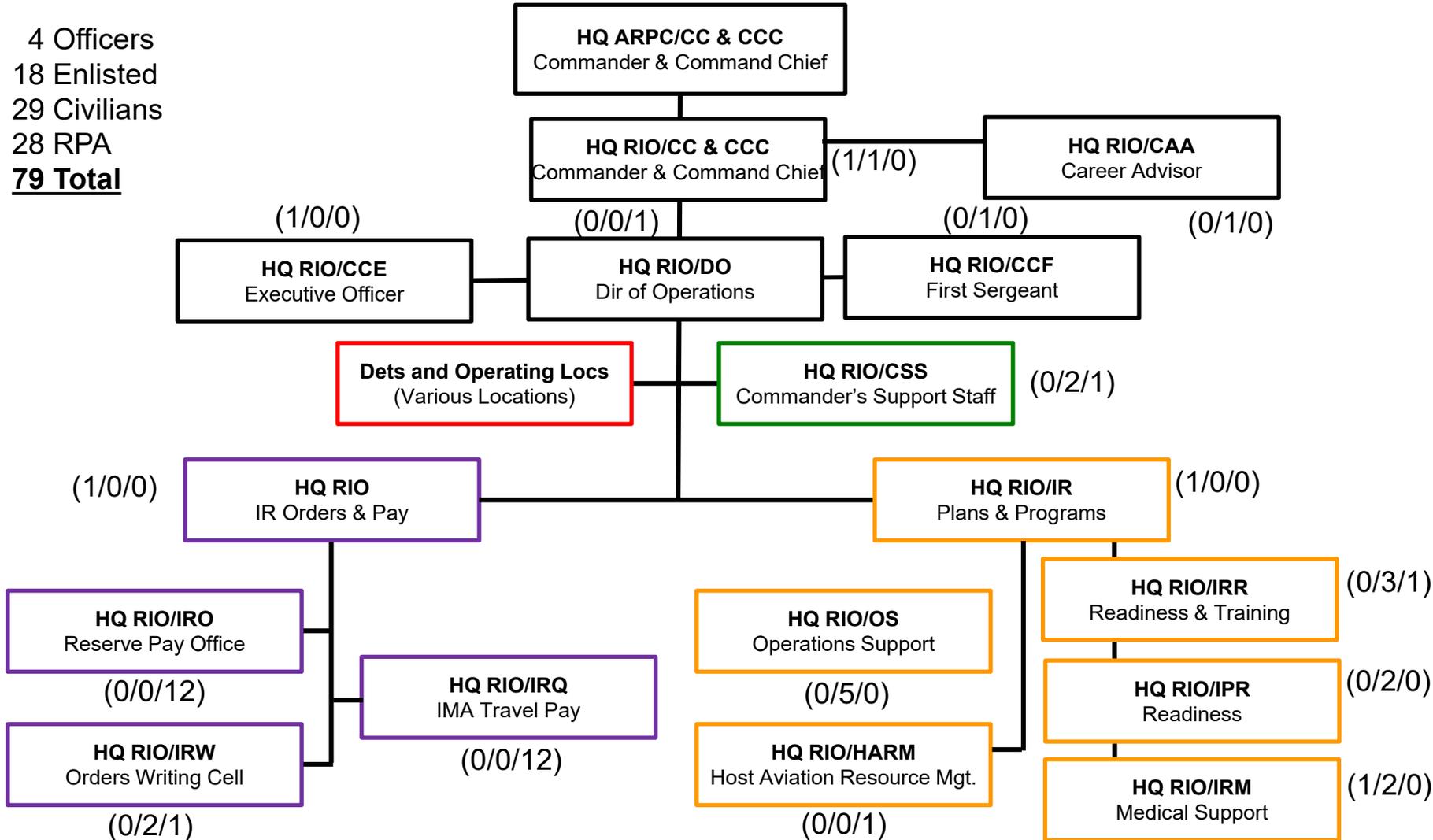
Pay
Orders
Strategic Comms w/IRs
Standardization
Education & Training



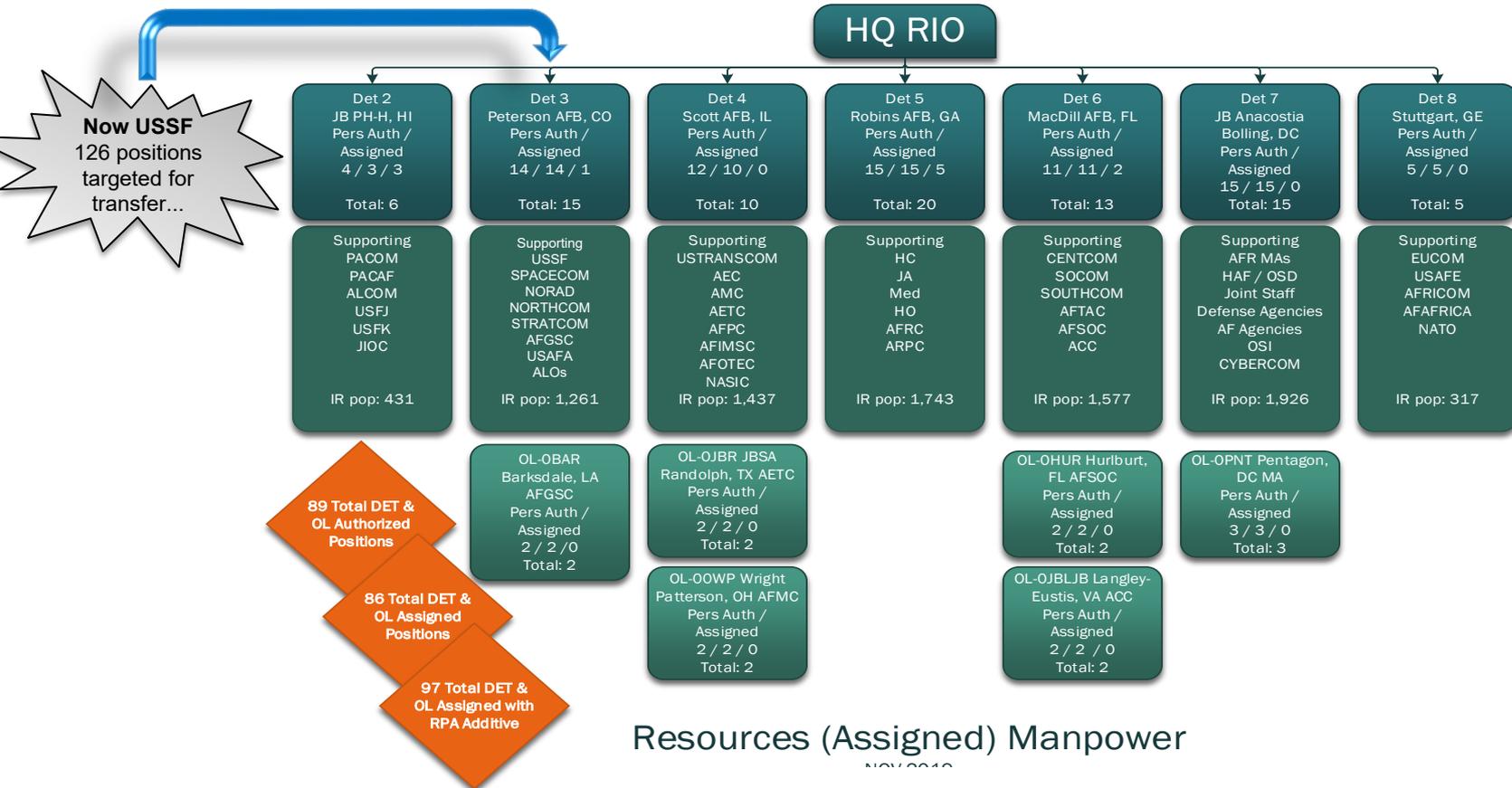
ADCON to 8,000+ Individual Reserve positions; IR = IMAs + PIRR (Academy Liaison Officer/Civil Air Patrol)



4 Officers
 18 Enlisted
 29 Civilians
 28 RPA
79 Total



Detachments / Operating Locations



Now USSF
126 positions targeted for transfer...

United States Air Force Reserve

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Reserve Separations Team



**APRC/DPTTS
TSgt Beruman
SSgt Garzon**

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Responsibilities:

- Quality review of Mandatory Separation Date (MSD)/High Year Tenure (HYT) extension requests
- MSD Notifications
- Tenders of Resignation (IMA/Individual Ready Reserve (IRR) members) – Effective 7 Jan 2021, NAF/CC's are the approval authority for voluntary unit member TOR's
- Administrative Discharges
- Conditional Releases (IRR members only)
- Duty Status 28 updates, pending Separation while member is under investigation
- DD Form 256 AF, Discharge Certificates (inactive members) – By request only with an SF180 (Request Pertaining to Military Records)
- ROTC Discharges
- Post Officer Promotion Board actions: continuation and twice deferred notifications
- Special Action Discharges (Health Professions Scholarship Program/IRR members)



Fitness Determinations

- ARPC processes fitness only determinations cases
- ARPC is the liaison for the member/unit for case status and updates – via MyPers ticket – ECT is not a good gauge for how long a ticket has been with ARPC or for status other than at AFRC/SG
- ARPC and the member's unit will monitor the expiration term of service (ETS) and contact information for members choosing to go through the process
- Refer to your local Reserve Medical Unit (RMU) for guidance and compliance
- RMUs refer to AFRC/SGO for guidance and compliance
- Unit is responsible for keeping members information current throughout the process



Reserve Sanctuary

- If member has at least 18 years of satisfactory service, but less than 20, they may qualify for sanctuary – only if their MSD/HYT is to expire, will their MilPDS record need to be corrected to reflect extension based on sanctuary rules
- **AGRs** need to contact ARPC AGR Assignments about their sanctuary status.
- We monitor sanctuary for officers on a monthly basis and extend the MSD when necessary.
- Submit a myPers request, when an enlisted member is eligible for sanctuary and needs their HYT extended out to meet retirement eligibility.
- If member has 18 years sat service, they will be given 3 years to get 2 sat service years.
- If member has 19 years sat service, they will be given 2 years to get 1 sat service year.
- Members cannot go past 20 sat service years in sanctuary
- **Enlisted:** HYT can be adjusted past Age 60 to get 20 Satisfactory years (AFI 36-2606)
- **Officer:** May not participate past Age 62, even in sanctuary zone (Title 10 USC 12646) unless they are Medical or Chaplain



MSD Extension Requests

- All MSD Extension Requests are Exception to Policy Requests
- 14701 Request = Line Officer request to participate past MSD
- 14703 Request = Medical or Chaplain Officer request to participate past MSD
- Only Medical or Chaplain Officers can participate past Age 62 - with approved MSD Extension - Age 68 is the max age (new COVID guidelines for Medical Officers)
- SAF is Final Approval Authority
- Applications will be sent to SAF for the following reasons:
 1. AFRC/CC approved date other than date member requested
 2. Member has been Twice Deferred and is requesting a MSD Extension
- All member requests must be routed for AFRC/CC approval in a timely manner, even if unit disagrees with member's request



ART MSD Extension Requests

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- We now process all Extension Requests for ART officers which include:
 1. Requests to participate to their MRA (Minimum Retirement Age)
 2. Requests to participate up to Age 60
 3. Requests to participate past Age 60
 4. They are leaving their ART positions for AGR/TR positions - in which case we require the date they are leaving their positions and the position they are going into



MSD Extension Requests

| <u>Rank</u> | <u>Law Code</u> | <u>MSD - # of years TFCSD</u> | <u>Line Officers - Max Years of Service TFCSD</u> | | |
|-------------|-----------------|---|---|------------------|--|
| Capt | 14505 | 20 Years or 7 months from SAF Release Date/Official Notice (whichever is later) | 20 Years | <u>OR</u> | Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first) |
| Maj | 14506 | 20 Years or 7 months from SAF Release Date/Official Notice (whichever is later) | 24 Years - with approved MSD Extension | <u>OR</u> | Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first) |
| Lt Col | 14507a | 28 Years | 33 Years - with approved MSD Extension | <u>OR</u> | Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first) |
| Col | 14507b | 30 Years | 35 Years - with approved MSD Extension | <u>OR</u> | Up to the last day of the month that the member's 62nd Birthday falls in (whichever comes first) |



HYT Extension Requests

| Status | HYT - # of Years from Pay Date |
|---------------|---|
| TR | 33 Years - up to 36 Years with approved HYT Extension OR 60th Birthday (whichever comes first) |
| AGR | 33 Years - up to 36 Years with approved HYT Extension OR 60th Birthday (whichever comes first) |
| IMA | 33 Years - up to 36 Years with approved HYT Extension OR 60th Birthday (whichever comes first) |
| ART | Multple Scenarios - whichever comes first 1. SCD + 30 Years 2. 60th Birthday 3. Paydate + 33 Years (HYT would be the 1st day of the following month) |

* Governing AFI: AFI 36-2606 – Ch 10.2



MSD/HYT Extension Requests

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- MSD/HYT extension requests are to be submitted no earlier than 18 months, and no later than 12 months prior to member's separation date.
- All packages should have a NAF/HQ RIO CC endorsement prior to submitting in TMT.
- Ensure Current MSD and Requested MSD are correctly annotated on memorandums.
- Fitness Report should be up to date and not expire during the process.
- ARCNET Readiness Report should be Green. If not, justification must be provided.
- Member should be correctly listed on manning.
- We require the 3 most current EPRs/OPRs. Please inform us the reasoning if one is missing (i.e., 2018-2019 EPR missing because it's in coordination).
- Clearly state member's duty title/position on snowflake or member request /endorsements.
- Annotate any previously approved extensions are listed on the snowflake.
- Guides/templates are available on the ARPC Sharepoint
 - (DPT > libraries > waiver routing guidance) also available in TMT under Training > Templates
 - MSD/HYT PSDG is available on myPers



- For unit level discharges, it's the unit's responsibility to create the discharge order, distribute to member, and provide the discharge certificate.
- If the member has a remaining obligation, do not discharge them but place them in the IRR.
- Members going through MEB/PEB coming up on their MSD/HYT need to notify their unit. The unit will then forward to AFRC/SG who will in turn contact ARPC/DPTTS.
- Members requesting an extension to their current HYT/MSD should **not** apply for retirement prior to getting final notification about their extension.
- Per Title 10 14509, we automatically push officers whose MSDs fall on Age 60 to Age 62. This is done approximately 1 year prior to the officer turning Age 60. Please keep this in mind **prior** to submitting an MSD Extension Request.
- Ensure information in myPers tickets is filled out completely, **including Target SSN**.



- **Ensure you are calculating HYT/MSD for members coming from the Guard.** This prevents members from erroneously entering the Reserve when they're past their HYT/MSD. Guard members do not have HYTs, except for Age 60.
- Ensure you are sending SF50s in myPers tickets for ART HYT Calculation Requests. If they are not attached, the ticket will be returned.
- Please do not contact us for issues with gaining members. That will have to be addressed with the losing unit.
- VLPAD and VLPAD pre-separation paperwork is done at AFPC. Please contact them for any questions or concerns.
- Members who hit their MSD and have 20 Satisfactory years of service will be automatically retired the following month
- Members who hit their MSD and do not qualify for Retirement will need to be discharged by their Servicing MPF/FSS



PEB Help Us Help You

- Ensure someone at the unit has constant contact with the member throughout the entire PEB process.
- Ensure we have a way to reach that person at the unit at any point. If someone leaves, please let us know of who will be taking over that process at the unit.
- Ensure we have up to date contact information for the member through the entire PEB process. It can sometimes take up to 4 years for us to get a case and by the time we do the member's contact information has changed.
- We have 15 calendar days to contact the member. And the member has 15 calendar days to respond. If we are unable to reach the member or have the wrong contact information for the member, they are not able to respond to us properly.
- Non-response, for whatever reason, means the member is concurring with the board's decision.



PEB Help Us Help You

- For members coming up on their ETS – follow the below steps:
 - Unit will contact Medical Unit to check the status of the board
 - Medical Unit will contact AFRC/SG to check the status of the board
 - AFRC/SG will contact HQ ARPC to confirm if the member needs to be extended out 6 more months or if the member can ETS out.
 - Note: ETS is a faster process, and the medical code will always be on the member's record.
- If the member is retirement eligible, the unit needs to assist with the Retiring process - applying for Retirement through myPers is trackable compared to submitting an AF 131.



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Questions



United States Air Force Reserve

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Assignments Directorate



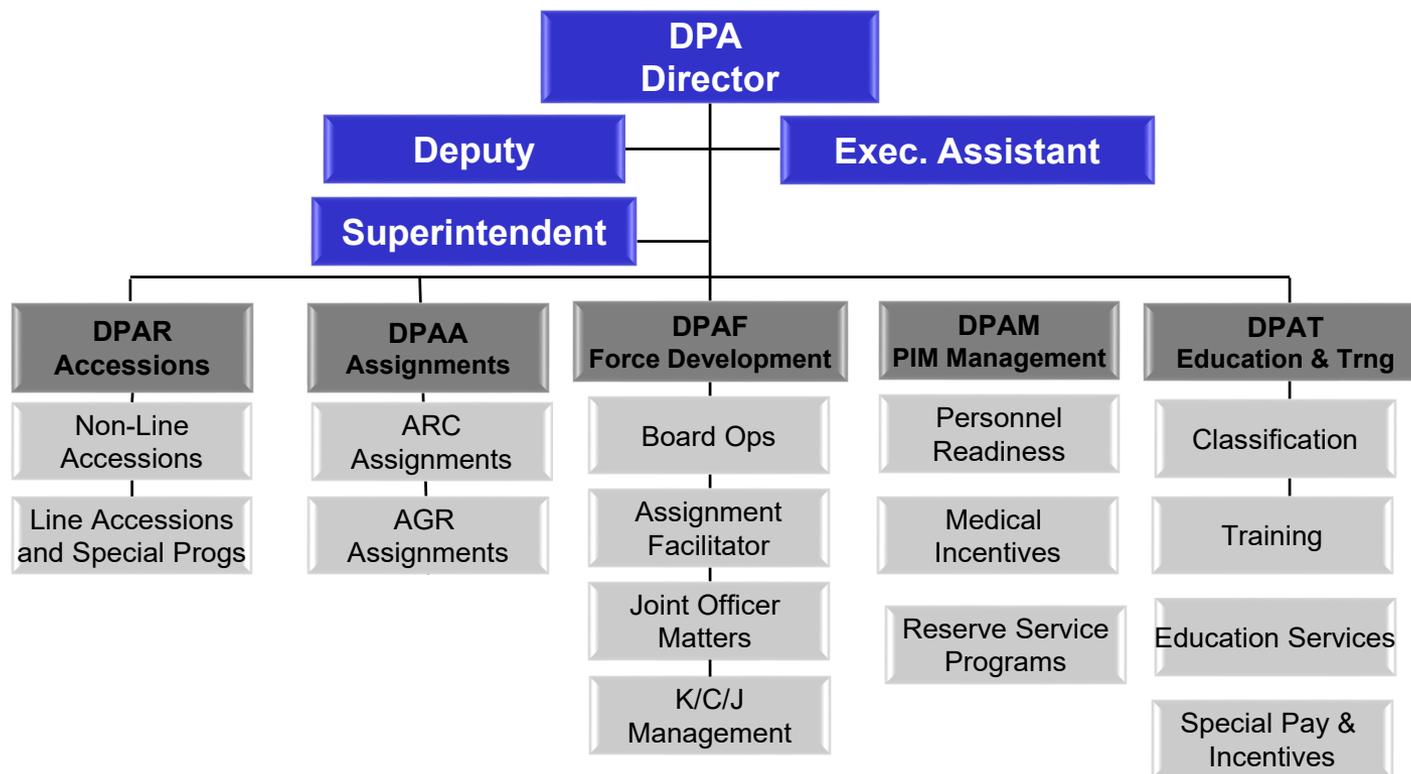
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**SMSgt Courtney Strickler
June 2021**



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Organizational Structure





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DPAR: Accessions

What We Do:

- **Direct Officer Accession (OA) Commissioning Process**
 - **Professional: JA, SG, and Chaplain**
 - **Health Profession Scholarship Program (HPSP) stipend**
 - **Chaplain Religious Profession Scholarship Program**
 - **Non-EAD Airman commissioning program/OTS**
 - **Resigning Regular**
 - **Competitive Category Change**
- **Enlisted Accessions**
 - **IMA**
- **Scrolling**
 - **Used to obtain POTUS approval of officer commissioning**



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DPAA: Assignments Division

What We Do:

- **AFR HQ and Unit AGR Management (IAW AFI 36-2110, Chapter 12)**
 - **Advertise vacancies (on MyPers moving to Talent Marketplace)**
 - **Facilitate assignment actions with hiring authority**
 - **Coordinate with servicing FSSs to manage AGRs**
 - **AGR Continuation Decision Worksheets (semi-annually)**
 - **Process approved assignment waivers**
 - **Management Directed Reassignments (MDR)**
 - **Voluntary/Involuntary curtailments**
 - **AGR Program Health metrics**
 - **AGR promotion grade ceiling for SMSgt, CMSgt, Maj, Lt Col and Col**



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DPAA: Assignments Division cont.

What We Do:

- **Reserve Assignments (IAW AFI 36-2110, Chapter 8)**
 - Complete assignment actions for Individual Reservist (IMA/PIRR)
 - Complete assignment projection and orders for Non-participating status (IRR) to SelRes (TR/ANG/IMA/PIRR)
 - Complete assignment projection and orders for ROTC to SelRES
 - Coordinate on cases involving:
 - USERRA
 - Reserve Retiree to Reserve (Indispensability)
 - Voluntary Limited Period of Active Duty Program (VLPAD)
 - Special Duty Pay (IMA only)



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DPAF: Force Development Division

What We Do:

- **Reserve Officer and Enlisted Development Teams (DT)**
 - **Designed to produce Airmen who possess tactical expertise, operational competence and strategic vision**
 - **Provides senior leader mentorship matching individual desires and capabilities with Air Force Reserve needs**
- **Reserve School Boards**
 - **Exceptionally well qualified AFR members who have expressed their desire for Leadership and Return on Investment for the AFR**
- **Reserve Development Plans (R-ODP & R-EDP)**
 - **Important tool for USAFR Member's to communicate their personal career goals to DT and school boards**
- **Joint Officer Management (JOM) (O-6 and Below)**
 - **Track Joint credit accumulated via JDAL position/experience**
- **Key Command JDAL Management (KCJ) (O-5 positions)**
 - **These are specially designated TR, IMA and AGR term-limited positions, 3 years for key/4 years for JDAL, positions are developmental opportunities**



DPAF: Force Development Division Con't

What We Do:

- **Student Outplacement**
 - **Assist in-res IDE/SDE students to locate post graduation follow-on assignments**

- **Reserve Command Screening Board**
 - **Identify those Colonels and Lt Colonels based on leadership potential as candidates for wing, vice wing and group commander positions**

- **Reserve Command Chief Screening Board**
 - **Identify those Chief Master Sergeants based on leadership potential and performance as candidates for future Command Chief positions**

- **Stripes for Exceptional Performers (STEP) II Board**
 - **Commander's program designed to promote outstanding and well deserving Air Force Reserve members to one grade above the authorized grade for their position**

- **Special Duty**
 - **Deliver deliberate mentorship on how to leverage SDI experience into leadership opportunities**



U.S. AIR FORCE

DPAM: Pre-Trained Individual Manpower

What We Do:

Personnel Readiness (DPAMX): *ARPC's only wartime mission

- **Pre-trained Individual Manpower (PIM) (AF Strategic Reserve)
Force Manager: viable mobilization assets only**
- **Individual Ready Reserve (IRR), Standby Reserve, Retired
Active <60/>60, Retired Active/Reserve >60**
- **Executive Advisor to Air Staff**
- **Mobilization Ready via screening programs:**
 - **Annual survey notifications via MyPers, Annual (virtual)
Musters, Projected to the IRR letters via MyPers, biennial
Push-Pull exercises**
- **Performs address updates/research**



DPAM: Pre-Trained Individual Manpower

Reserve Service Programs (DPAMR):

- **Assignment actions/management on non-participating members (Key Employee, UIF's on IRR/Standby, Career Intermission Program (CIP))**
- **Service Date verification**
- **MPF for the Individual Ready Reserve**
- **Key Employee – myPers article #17360**
- **Foreign Government Employment - myPers article #15330**
- **Career Intermission Program – myPers article #27945**
- **S7 PAS Code UIF Monitor**



DPAM: Pre-Trained Individual Manpower

Verification of Service Dates

The GAINING UNIT is responsible for initial computation and system update of all service dates upon accession.

Controlled data items in MilPDS: Pay Date, TFCSD, TYSD (Total Force).

Documents required: all DD4's, DD214's, NGB 22's, NGB 66's, Appointment/
Enlistment orders and any Separation/Discharge documents.

- Requests usually completed within 10 business days
- Requests should be submitted via MyPers console



Service Date Calculation References

❖ ***AFMAN 36-2604, Service Dates and Dates of Rank***

Used for calculation of:

- **Date Initial Entry Uniformed Service (DIEUS)**
- **Date Initial Entry Reserve Forces (DIERF)**
- **Total Years Service Date (TYSD)**
- **Total Federal Commissioned Service Date (TFCSD)**
- **Total Active Federal Military Service Date (TAFMSD)**
- **Total Active Federal Commissioned Service Date (TAFCSO)**
- **Date of Rank (DOR)**
- **Current Grade Date of Rank (CGDOR)**
- **Total Enlisted Military Service Date (TEMSD)**
- **Extended Active Duty (EAD)**
- **1405 Service Date (Retirement Pay Multiplier)**

❖ ***Department of Defense Financial Management Regulation 7000.14-R, Volume 7A***

Used for the calculation of Pay Date



U.S. AIR FORCE

DPAT: Classification & IR Training

What We Do:

HQ AFRC Waivers processing

- Reserve Classification Waivers

Flow: FSS/Recruiter/RIO Detachment → DPAT → MFM/CFM → AFCFM

- Reserve Training Waivers

Flow: FSS/Recruiter/RIO Detachment → DPAT → A1KK → MFM

Case Management Systems (CMS)

- Reinstatement requests
- AFSC withdrawal (other than lack of recent performance)

Individual Reservist Training Management

- Enlisted/Officer On-the-Job Training Management
- AFSC, Skill Level, and SEI Updates
- Seasoning Training Program requests
- Training and Retraining status updates
- Formal school course request and processing

Flow: RegAF Unit/Member → Detachment → DPAT

Email the DPAT Classification & IR Training organizational box with any questions regarding waiver package requirements, CMS or Individual Reservist Training Management. ARPC.DPAT.Classification@us.af.mil



U.S. AIR FORCE

DPAT: Assignments Division cont.

What We Do:

- **Special Pay and Incentives:**

- **FY Aviation Bonus (AvB)**

- FY21 AvB program was approved from 23 February – 30 September 2021. The program is for Active Guard/Reserve (AGR), Air Reserve Technician (ART), and Traditional Reserve (TR) rated officers.

- **Combat Rescue Officer (CRO) Bonus**

- The program is for AGR eligible officers assigned to the CRO career field (13D)

- **Reserve Enlisted and Officer Incentive Program**

- Governed by the Critical Skills Listing. Incentive types include: Accession, Affiliation, Non-Prior Service, Prior Service, Reenlistment and Retraining.

- **Incapacitation Pay Extension Requests**

- Pay & allowances for Reserve members who experienced a loss of earned income because of an injury, illness, or disease incurred or aggravated in the line of duty.



U.S. AIR FORCE

DPAT: Education Benefits

What We Do:

- **Assist members with:**
 - **Foreign Language Proficiency Bonus**
 - **MAJCOM TA (Reimbursements)**
 - **IMA TA/CCAF (Education Officer for IMA's)**
 - **Student Loan Repayment Program**
 - **Enlisted Education updates (PME)**
 - **MGIB/Kicker**
 - **Post 9/11 GI Bill Letter of Certification (LOC)**
 - **Transfer of Education Benefits (TEB)**
- **Most of the contact we have is with the member directly via myPers RNT**

How You Can Help!

- **Please ensure that SM's have completed any/all their obligated service commitments before Retirement/Separation.**
- **Be sure to counsel SM's that if that have NOT completed their MSO for the Transfer of Education Benefits (TEB), they will LOSE those benefits.**
 - **Ex: SM has an obligation date of 12 Aug 25 but decides they want to separate or retire on a sooner date. If they do, they will lose those TEB benefits and the VA will deny their coverage.**



U.S. AIR FORCE

DPAT: Education Benefits

Helpful Links:

- **To establish Post 9/11 Education Assistance eligibility:**
 - <http://www.va.gov/education> is where you find the VA Form 22-1990
 - Member may attach up to 5, 1mg attachments (orders, DD 214, etc.)
- **To elect to transfer benefits:**
 - <https://www.dmdc.osd.mil/milconnect/>
 - **Site accessible with:**
 - Common access card
 - Defense Department self-service user identification
 - Defense Finance and Accounting Service PIN

For more information: www.va.gov/education
or call VA Education at: 1-888-442-4551
or call Total Force Service Center – Denver at:
1-800-525-0102

- **How to submit a myPers ticket:**
 - Step 1: Log in to myPers
 - Step 2: On the left hand side click “incidents/messages”.
 - Step 3: On the right hand side under the blue banner click “email us”.
 - Step 4: Complete all the required information fields & add supporting documentation.
 - Step 5: Click “Submit”



U.S. AIR FORCE

Questions



United States Air Force Reserve

Integrity - Service - Excellence

Workflow, Case Management Service and Field Support Services Element (FSSE) (Commanders Hotline)



Operations Branch

MSgt Baker-Wilson

June 2021

U.S. AIR FORCE



- **What We Do**
- **What We See**
- **How FSS can Help Members**



- **Case Management System**

- The ARPC Customer Service box is used when it is unclear where a request should be routed
- CMS cases sent to the ARPC Customer Service box are answered or routed to the correct box

- **Field Support Service Element (aka Commander's Hotline)**

- Purpose is to provide expedited assistance for urgent benefit or mission affecting issues
- This line is only intended for General Officers, Commanders, Executive Officers and/or Squadron CMSgts calling on behalf of the member
- FSSE calls/voicemails are responded to within 1 business day and processed within 5 business days; These calls are followed open to close by the FSSE technician

- **myPers Incident Workflow**

- Ensure myPers incidents reach the correct ARPC office for timely processing
- Receive and route incidents to the OPR when the system can't determine where they should go
- Receive and reroute incidents that are routed to the incorrect OPR



- **Requests for non-pay issues in CMS**
 - CMS is used for pay issues only
 - myPers incidents should be created for non-pay issues; i.e. document requests
- **FSSE calls for non-urgent issues that can be handled by calling TFSC, some examples:**
 - Evaluations (not related to officer promotion board) requests to push through or pull back
 - Requests to send a blank DD Form 2656, *Data for Payment of Retired Personnel*
 - Can be found on myPers and Retirement application page
 - Members unsure where to send DD Form 2656
 - Best option: attach to the Retirement application (NEW)
 - Alternate option: Mail to ARPC/DPTTR
 - Members that need an award fast tracked for approval
- **myPers Incident Workflow**
 - Incidents come to Workflow when the system can't determine the office to route it to
 - This can happen when the request is submitted under *Contact Us – Email the myPers-Total Force Service Center*



How FSS Can Help Members

- **CMS-- (Servicing MPF)**
 - Be clear and concise in CMS case details
 - Make sure that source documents are attached (submit myPers request if needed)
 - If the request is not pay affecting submit in myPers instead of CMS (more details on ARPC article: <https://www.arpc.afrc.af.mil/News/Article-Display/Article/2214089/differences-between-mypers-cms-for-resolving-personnel-pay-issues/>)
- **FSSE Line-- (Servicing MPF assist Commanders with using the hotline)**
 - Due to current telework environment, leave a commercial phone number you can be reached at for the technician to contact you from home
 - Provide **your** name and SSN and **AND** the SSN of the member you are calling on behalf of (you may provide a DODID instead of SSN)
 - Provide adequate information about the issue/concern, including myPers reference numbers
 - Allow us 1 business day for a return call when a voicemail is left
 - Keep your myPers account updated; allows for quicker and prompt updates
 - Inform retiring members about access to their records and myPers access after retirement (more information available on myPers under *Retiree*)
 - Ensure evaluations are submitted timely and accurately (in vPC action, not myPers ticket)
 - Authorized personnel may contact the FSSE by calling **720-847-3400**.



How FSS Can Help Members (cont'd)

- **Workflow (myPers tickets)**
 - To ensure requests are routed/received by appropriate office, utilize the LEARN MORE ABOUT list to locate specific subject in question and submit request from that page
 - Our example here is to find DEERS information, which is under Benefits and Entitlements

The screenshot shows a navigation menu for the myPers website. At the top, there are two tabs: "ACTIVE DUTY AF" (blue) and "AIR RESERVE" (orange). Below the tabs is a "MY ACCOUNT" section with a list of links: "Incidents/Messages", "My Documents", "Notifications", "Change Password", and "My Profile". Below that is a "LEARN MORE ABOUT" section with a list of links: "Assignment", "Benefits and Entitlements" (highlighted in yellow), "Career Management", "Classification", "Compensation", "Deployment", "Education", "Evaluations", "Force Development", "IMA Management", "Mobilization/Demobilization", "New Hire", "Promotion", "Recognition", "Retention", "Retirement", "Separation", "Systems Support", and "Training".



How FSS Can Help Members (cont'd)

- For this example, we are going to click on Defense Enrollment Eligibility Reporting System (DEERS) because we have a question about DEERS

AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

Home > Enlisted > Benefits and Entitlements

Benefits and Entitlements

Welcome to the Air Force Reserve Officer and Enlisted Benefits officers and enlisted members critical information about your C entitlements.

- [Combat Related Special Compensation \(CRSC\)](#)
- [Foreign Language Proficiency Bonus \(FLPB\)](#)
- [Identification Card Entitlements](#)
- [Reserve Incapacitation Pay Entitlements](#)
- [Defense Enrollment Eligibility Reporting System \(DEERS\)](#)
- [Obtaining a Mortgage/Veterans Administration Home Loan Letter](#)



How FSS Can Help Members (cont'd)

- Please read through the information on the page to ensure your question cannot be answered; if you still have a question, then under the Tools heading click on *Submit DEERS/RAPIDS Request*

Tools

- [Submit DEERS/RAPIDS Request](#)
- [RAPIDS Site Locator - Military Identification Card](#)

- This will open a separate tab with a form specifically for DEERS requests and ensure it is routed directly to the DEERS Project Office for prompt response

ARPC DEERS/RAPIDS Request - Guard and Reserve

If you have recently received a letter from Express Script and/or Tricare resulting in them requesting recoupment. Please add a copy of the Express Script or Tricare letter to this incident and we will work with Defense Manpower and Data Center (DMDC) to resolve the member's discrepancy.

Request Type: AGR Actions
 Comments: Debt Notification and any pertinent information
 Attachment: Express Script or Tricare letter (REQUIRED)

• Member SSN:

• Component:

• Request Type:

Comments:

Attach supporting documents into a single PDF file (all other types will not be accepted):

- Orders in Chronological order

Pre/Post Deployment (Tricare)

- Orders
 - Please allow 5-7 days for orders to flow before submitting a request
 - Please allow 5-7 days from start/approval date (whichever is later) for orders to flow before submitting a request
- MIPDS (LIWMOB) screenshot
 - Please allow 5-7 days from start/approval date (whichever is later) for orders to flow before submitting a request

For Transferring Components
 RegAF to AFR/ANG

- AF 100, REQUEST AND AUTHORIZATION FOR SEPARATION
- DD 214, Certificate of Release or Discharge From Active Duty
- AF 1288, APPLICATION FOR READY RESERVE ASSIGNMENT

• Assignment order

- DD4, Enlistment/Reenlistment Document Armed Forces of the United States
- MIPDS Enlisted/Officer Personnel Data SURF (ensure the DAS and EDSCA dates match)

Another Component (Army, Navy, Marines and Coast Guard)

- DD 368, Request for Conditional Release
- DD 214, Certificate of Release or Discharge From Active Duty

• Discharge Order

- Assignment order
- DD4, Enlistment/Reenlistment Document Armed Forces of the United States
- MIPDS Enlisted/Officer Personnel Data SURF (ensure the DAS and EDSCA dates match)

*Please allow 15 duty days for all incidents to be processed.

• Attach Documents

Attachment limitations: Documents cannot be greater than 20 MB, maximum of 20 attachments and only the following document types are allowed: csv, doc, docx, gif, htm, html, jpg, jpeg, pdf, ppt, pptx, rtf, tiff, txt, xls, xlsx, xml



- While it can be daunting because there is a lot of information on myPers, the majority of questions submitted to ARPC can be found on myPers or the ARPC website, <https://www.arpc.afrc.af.mil/>
- The best option to assist members is to use the LEARN MORE ABOUT area to streamline your request
- Ensure commanders are aware of the FSSE hotline for urgent benefit and mission affecting issues, 720-847-3400
- If the request is not pay-affecting, utilize myPers instead of CMS

Questions?

United States Air Force Reserve

Integrity - Service - Excellence

Entitlements



ARPC/DPTTE

U.S. AIR FORCE



- **Servicemembers' Group Life Insurance**
- **Family Coverage**
- **Traumatic Injury Coverage**
- **Filing a claim**
- **Non-Duty Status Casualty**
- **Reserve Component Survivor Benefit Plan**



U.S. AIR FORCE

Servicemember's Group Life Insurance (SGLI)

*****Important Note:**

SGLI Online Enrollment System (SOES)

DMDC took over all SGLI & FSGLI operations on 1 August 2017. Members log into <https://milconnect.dmdc.osd.mil/> and make their own changes/updates.



U.S. AIR FORCE

Servicemember's Group Life Insurance (SGLI)

- **Maximum \$400,000**
- **Increase/decrease in \$50,000 blocks**
- **\$25.00 per month for maximum**
- **Full-time coverage**
- **On duty or off**

- ***Notification to spouse if less than max coverage or not sole beneficiary***



U.S. AIR FORCE

Servicemember's Group Life Insurance (SGLI)



Choosing a Beneficiary

It is in your best interest to
name a beneficiary?





Family SGLI (Spouse)

- **Automatically covers spouse for \$100,000**
- **Cost is prorated based on spouse's age**
- **Accelerated Death Option Available**
- **Coverage can be decreased in increments of \$10,000**
- **Not available to members who have declined SGLI**
- **The FSGLI premium allotment starts automatically for any member who has a spouse listed in DEERs (ID Card) data file**



U.S. AIR FORCE

Family SGLI (Children)

- **Children are automatically covered for \$10,000**

- **No cost for children**

- **Children are eligible while they are dependents**
 - **Until age 18**
 - **18 – 22 if they are enrolled as a full-time student**



U.S. AIR FORCE

Traumatic Servicemember's Group Life Insurance (TSGLI)

- **TSGLI benefit**
- **Premium - \$1**
- **Compensation from \$25,000 to \$100,000 per injury**
- **May not be terminated if covered under SGLI**
- **Tax exempt**



SGLI Accelerated Benefits Option

- **Available to terminally ill (Contact your servicing CAR for assistance)**
 - **Must be insured under SGLI**
 - **Life expectancy of less than 9 months**
 - **Receive up to half of their coverage during their lifetime**
 - **Only the insured can apply for the ABO claim package**



- **Unit/Local Casualty Assistance Representative (CAR) provides casualty assistance to the survivor**
 - **Apply for their military benefits, if any**
 - **Provide them with phone numbers for various other agencies**

- **Please call HQ ARPC/DPTTB at 1-800-525-0102, Casualty Services, to report all Non-Duty Status and Gray Area Retirees deaths.**



Non-Duty Status Casualty

- **Initial Casualty Report (submitted via myPers) to:**
 - **Category: Benefits and Entitlements**
 - **Subject: CASUALTY – LAST NAME**
- **Death Certificate (final/state issued/cause and manner must be stated)**
- **Current SGLV 8286/SOES Certified Election (if applicable)**
- **SGLV 8283 signed and completed by each beneficiary (if applicable)**
- **Current LES (if applicable)**



Reserve Component Survivor Benefit Plan (RCSBP)

- **What is RCSBP**
- **Eligibility**
- **Options**
- **Beneficiaries**
- **Insurable Interest**
- **Monthly Annuity**
- **Cost**
- **Remarriage/Discontinuation**



Reserve Component Survivor Benefit Plan (RCSBP)

- **The Reserve Component Survivor Benefit Plan (RCSBP) is designed to provide you, as a retirement-qualified Reserve Component member, an opportunity to provide a guaranteed lifetime annuity for your survivor(s) in the event of your death.**
- **Must complete 20 years of satisfactory service.**
- **Must be eligible for retired pay to make an election.**



- **ARPC mails a notification letter to eligible servicemembers**
 - **Letter instructs servicemembers to go to vPC to review and concur/non-concur with their automatic election and to download their Notification of Eligibility for Retired Pay (NERP/20-Year Letter) and RCSBP Information packet**



- **Failure to respond within the 90 days:**
 - **If you do have eligible family members**
 - **Automatic Option C coverage for your spouse and/or children**
 - **You will be responsible for the premiums**
 - **If you do not have eligible dependents**
 - **Automatic Option A coverage**
 - **Failure to provide spousal concurrence:**
 - **Automatic Option C coverage for your spouse and/or children**
 - **You will be responsible for the premiums**
-



- **OPTION A** – *defers election* until Age 60
- **OPTION B** – *defers annuity* until Age 60
- **OPTION C** – *immediate annuity* starts day after death



- **OPTION A – defers **election** until Age 60**
 - **Spouse concurrence with notary required**

- **If the servicemember dies before reaching retirement age, then no survivor annuity is payable.**
 - **Spouse will still receive BX, Commissary and MWR**
 - **Medical privileges will begin on anniversary of servicemember's 60th birthday**
- **When servicemember is eligible to start drawing retired pay**
 - **then they can make an SBP election**



- **OPTION B – defers **annuity** until Age 60**
 - **Annuity is provided to beneficiary on anniversary of servicemember’s 60th birthday**
 - **Annuity will start immediately once servicemember reaches age 60**

- **Example: Option B elected at age 45 and the servicemember passes away at 50, beneficiary will not receive annuity for 10 years.**



- **OPTION C – Annuity retroactively starts day after service member passes away**

- **Example: Option C is elected at age 45 and the Airman dies at age 47, beneficiary would retroactively receive the annuity effective the day after the servicemember passes away**



- **There are six options:**
 - **Spouse Only**
 - **Spouse and Eligible Children**
 - **Eligible Children Only**
 - **Former Spouse**
 - **Former Spouse and Eligible Children**
 - **Insurable Interest**



Insurable Interest

- **This option is only applicable if servicemember is unmarried and/or have no eligible children at time of election**
- **An insurable interest person is one who has a basis to expect some financial benefit or advantage from the continuance of your life**
 - **Child-regardless of age or dependency status**
 - **Business partner**
 - **Not a company, organization, fraternity, etc.**



Insurable Interest

- **After your initial election, coverage under this option may be changed to cover a newly acquired spouse and/or child; however, this must be done within one year of marriage or acquiring a child. Another insurable interest person cannot be named.**
- **An insurable interest election can be canceled at any time but can only be updated to spouse/child if marriage/birth was within 12 months.**
 - **Submit a DD 2656-2**
 - **If member is not receiving retired pay (gray area retiree) submit via myPers**
 - **If is in a retired pay status submit to DFAS**



Monthly Annuity

- **The beneficiaries annuity will be 55% of the amount of retired pay designated.**
- **Designated amount can range from \$300 to full retired pay**
 - **Anything less than full coverage designated must have spouses concurrence**
- **Annuity payments will stop if the spouse remarries before Age 55**
 - **After Age 55, annuity would continue**
 - **If spouse ends marriage by divorce or death, annuity may begin again**
- **COLA is increased at the same time as retired pay**



- **You do not pay for this program until you reach age 60 and start drawing retired pay.**
 - **The monthly cost will be withheld from your pay and will be based on the pay tables in effect at that time. As active duty pay raises are applied to reserve pay, your cost will increase, and your beneficiaries' annuity will increase proportionately.**
- **There is no additional cost to cover children under a spouse and child election.**



- **The Reserve Component Survivor Benefit Plan allows retiring Guard and Reserve members to allocate, upon their death, a 55% of their retired pay to a spouse, child or other beneficiary. Payment will be roughly 6.5% per month. Payments will not begin until first month of collecting retirement paycheck.**
- **SBP premiums are always calculated as a percentage of the base amount of coverage. The cost of coverage depends on which category of beneficiary is selected. The most frequently selected beneficiary is the spouse or former spouse, and the premiums for these two categories are the same.**
- **If you elect full coverage, the cost of SBP coverage will be based on your full gross pay. For example, \$2000 of base amount covered would require a \$130.00 monthly premium for spouse or former spouse coverage.**
- **SBP participants who reach 70 years of age and have made 360 payments (30 years), do not have to pay premiums for continued SBP coverage and will be placed in "Paid-up SBP" status. No action is required of SBP participants to be placed in Paid-up SBP status. (\$46,800.00 Total. $55\% = \$1100.00 - \$46,800.00/1100.00 = 43$ months.**



Changing an RCSBP Election

U.S. AIR FORCE

- **Per title 10 U.S.C Law chapter 73, when a member incurs a life-changing event, they have 12 months to update their RCSBP election.**
- **“Such an election must be written, signed by the person making the election, and received by the Secretary concerned within one year after the date on which that person marries, divorces or acquires that dependent child)”**
- **Life Changing Events:**
 - **Marriage**
 - **Divorce**
 - **Death of beneficiary**
 - **Birth of child**



- **The following options apply for remarriage**
 - **Servicemember has 1 year from the date of marriage to add spouse to RCSBP**
 - **They can resume coverage for new spouse**
 - **They may increase coverage for new spouse if elected less than full coverage, originally**
 - **Withdraw from participation**

- **Current spouse must concur if servicemember withdraws**

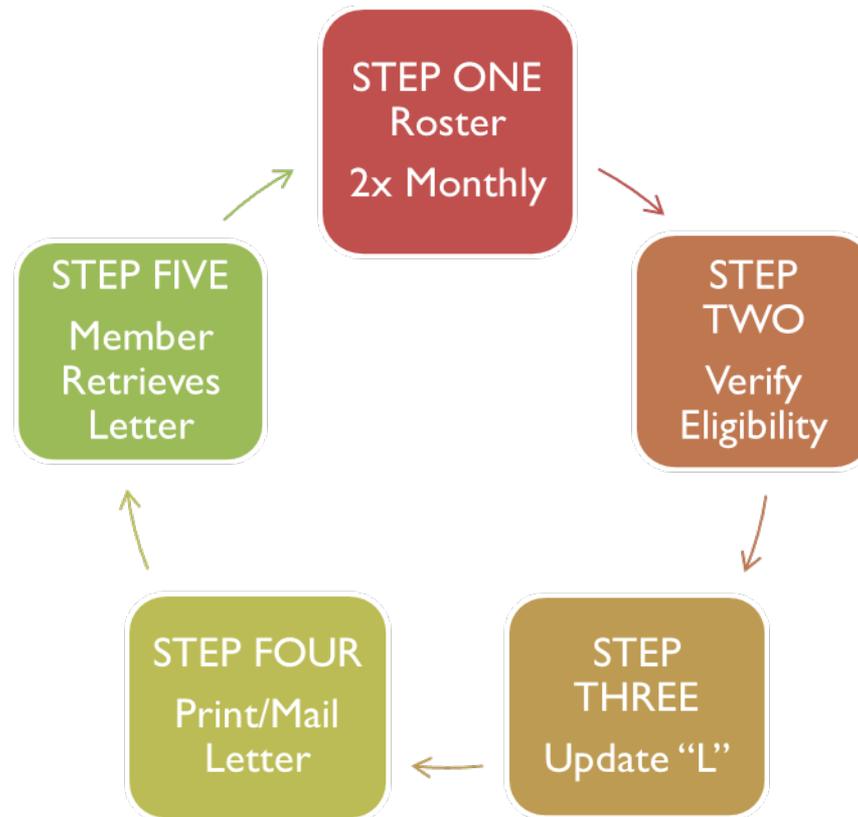


Discontinuing Coverage

- **When participation is terminated due to divorce before drawing retired pay, the premium will be prorated according to the number of full months they had coverage in relation to the number of full months they would have had coverage**
- **Once receiving retirement pay, servicemember has a one year period beginning on the second to discontinue participation in the SBP**
 - **Reserve Portion will have to continue until Age 70 AND 360 months of paid premiums**
 - **To terminate SBP, complete a DD Form 2656-2, must be submitted to DFAS-Cleveland**



Notification of Eligibility for Retired Pay (NERP) 20 Year Letter





NERP Application

AFI 36-3209, Separation and Retirement Procedures for ANG and AFR Members
AFI 36-3006, Survivor Benefit (SBP) and Supplemental Survivor Benefit Plan (SSBP) (Active, Guard, Reserve and Retired)

If you require further assistance, you may contact HQ ARPC at 1-800-525-0102.

[Instructions](#)

NOTE: If you have a life changing event in the future (marriage, divorce, birth of a child, death), you have 1 year from the date of the event to contact ARPC to make a change to your RCSBP election.

| | | | |
|------------------------|--|--|--------------------------------|
| Full Name | <input type="text" value="AGR, JOHN"/> | Dependents in household | <input type="text" value="0"/> |
| Marital Status | <input type="text" value="MARRIED"/> | Date 20 Year Letter originally sent to ARMS: | <input type="text"/> |
| RCSBP Election: | | | |
| Option: | <input type="text"/> | Member* | |
| Person Insured: | <input type="text"/> | <input type="radio"/> Concur | |
| Date Of Election: | <input type="text"/> | <input type="radio"/> Non-Concur | |

If the information listed above is incorrect, please include the proper documentation in your RCSBP Election Package.

- Marriage Certificate
- Birth Certificate
- Adoption Papers
- Divorce Decree
- Death Certificate
- Dependency Determination

[RCSBP Election Document Downloads](#)
(Print or Save to a file for future reference)

[Click Here -> RCSBP Instruction Packet](#)

Summary Report

Close



- ▶ **Send all completed 2656-5 to ARPC via myPers**
- ▶ **DPTT will review each form and ensure accuracy of information provided**
- ▶ **Once information is verified, DPTT will update MilPDS and send the 2656-5 to ARMS for processing**



- **Letting your election period lapse (90 days).**
- **Spouse concurrence.**
- **Untimely election changes.**
- **Not doing your research.**
- **Not keeping your contact information updated.**



U.S. AIR FORCE

Questions?

United States Air Force Reserve

Integrity - Service - Excellence

Retirements



ARPC/DPTTR

Mr. Greg Jennings

U.S. AIR FORCE

WINGS OF HERITAGE, SHAPING THE FUTURE



U.S. AIR FORCE

Will You Be Able To Retire?

Prepare now so you do not have to worry later

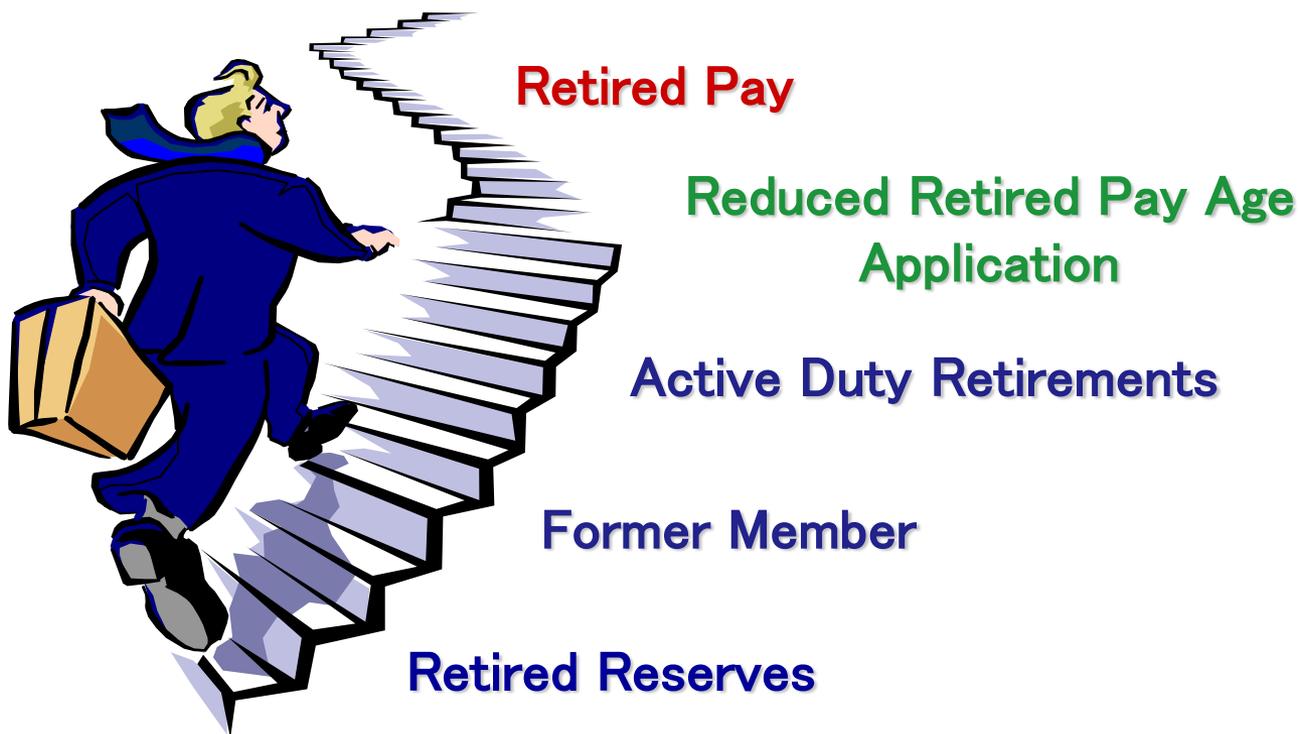
Miss the Boat?



What you do today affects tomorrow



Retirement Life Cycle





U.S. AIR FORCE

Retirement Life Cycle

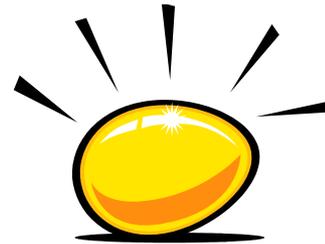


Retired Reserves



- Must meet qualification of

20 Years of Satisfactory Service



- 15–20 years Satisfactory Service if the member has a medical code (AAC 31/37)



- **Voluntary Retirement (Apply no earlier than a year and no later than approx. 180 days from the retirement effective date)**
 - **Reservists apply to transfer to the Retired Reserve using the vPC online application**
 - **Track application online as it gets processed**
 - **Automatically routed to commanders for coordination**
 - **Routing handled by the unit PSM**
 - **MPF can utilize vPC reports to see which members have applied for retirement**
 - **Members must comply with yearly end strength policies in place at the time of retirement application**
 - **Members with a Medical Code (AAC 31/37)**
 - **Member attach medical documentation in MyPers application for medical retirement with a minimum 15 years SAT SVC**



- **Involuntary Retirement/Separation**
 - **Transfer to Retired Reserve is automatic unless otherwise requested**

(Highly encourage members to apply)

- **Mandatory Service Date (MSD)**
- **High Year of Tenure (HYT) - Reserves only**

ALLOW 90-120 days for retirement to be updated and processed at ARPC.



- **Change Date/Withdrawals**
 - **Policy**
 - **AFI 36-3203 Para 3.11**
 - **Best Interest of the Air Force**
 - **Hardship**
 - **Requesting**
 - **Over 30 days prior to retirement effective date**
 - **Member uses vPC application to request; vPC application automatically re-routes through coordination**
 - **Under 30 days prior to retirement effective date**
 - **Written request (MFR) BY THE MEMBER and routed/coordinated through the members chain of Command**
- **Approval Authority**
 - **HQ ARPC/DPT Director**



Officer Time in Grade – By Law

- **Voluntary Retirement**

- Lt Col and above three years satisfactory service TIG
- Major and below six months satisfactory service TIG

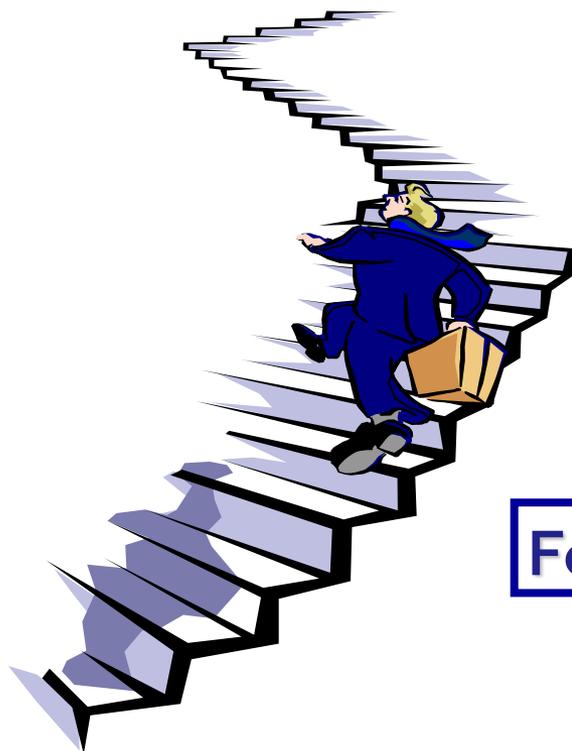
- **Involuntary Retirement/Separation**

- All officers separated due to MSD, age 60 or medical disqualification six months satisfactory service TIG

Current Effective Date of Rank NOT Date of Rank



Retirement Life Cycle



Former Member



- **What is a Former Member?**

- An individual who, for what ever reason, was separated/discharged instead of transferring to the Retired Reserves
 - May **NOT** be reappointed or enlisted solely for retirement
 - **DO NOT** accrue longevity
 - Receives Next Generation Uniformed Services Identification Card (USID)

- **Former Members Pay**

- On or after 08 Sep 1980
 - Average of highest 36 months **PRIOR** to date of Discharge
- Prior to 08 Sep 1980
 - Pay Scale in effect on retired pay effective date.



U.S. AIR FORCE

Retirement Life Cycle



Active Duty Retirement



Active Duty Retirement

- **Eligibility Requirements**
 - **Must complete 20 Years Total Active Federal Military Service (TAFMS)**
 - **Active duty points does not necessarily equate to 20 years of TAFMS.**
 - **Officers – 10 years of active commissioned service required**
 - **Retired pay effective date is the first day of the month**
- **Voluntary Retirement**
 - **Reservists apply using the vPC online application**
 - **Track application online as it gets processed**
 - **Automatically routed to commanders for coordination**
 - **Routing handled by the unit PSM**
 - **MPF can utilize vPC reports to see which members have applied for retirement**



Active Duty Retirement

- **It is MANDATORY for member's to provide in application**
 - **DD Form 2656**
 - **Full banking information**
 - **SBP election (regardless of any previous elections)**
 - **Members submit AD Orders taking them to or past their retirement date**

- **Members are encouraged to indicate on application**
 - **Terminal leave**
 - **Permissive Leave**
 - **Out-processing/TMO**
 - **Up to date Ceremony Date**

- **Headquarters assigned with 20 years TAFMS apply through HQ AFPC**



- **Officer (10 USC 8911) TIG Requirement**
 - **Voluntary Retirement**
 - Major and below - 6 months *active duty service*
 - Lt Col and above - 3 years *active duty service*
 - **Involuntary Separation**
 - MSD or involuntary separation from AD
 - All officers - 6 months *active duty service*



Retirement Life Cycle



**Reduced Retired Pay Age
Application**



Reduced Retired Pay Age Application

- **Reserve Members**
 - **Submit vPC application no less than 6 months prior to retirement**
 - **DO NOT NEED TO SUBMIT ORDERS**
- **Be sure to keep track of all your participation for proper credit**
- **Don't wait to be contacted, use the online application, if you think you have eligible service, especially if you believe you are nearing pay age**



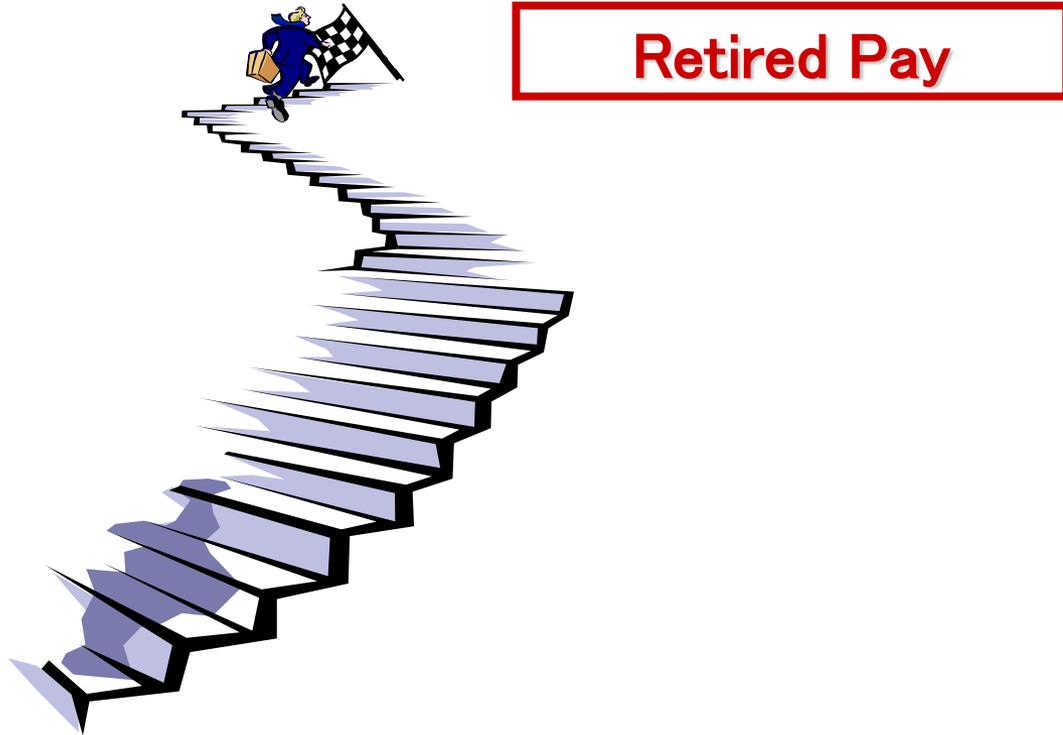
Reduced Retired Pay Age

- **Effective with the NDAA signed on 28 Jan 08**
 - **Age 60 may be reduced by 3 months for each 90 days cumulative qualifying AD service in a fiscal year (FY). Beginning w/FY15/16, qualifying active duty may be combined between consecutive fiscal years.**
 - **Qualifying AD**
 - **Qualifying service is identified in Title 10, U.S.C. Section 101(a)13(b) or 12301(d)**
 - **MPA, RPA (special, school)**
 - **Non-qualifying AD**
 - **AT, AGR, Disciplinary holds**
 - **ANG: State AD and Title 32 (unless called to Federal Emergency under 502(F))**

- **May not be reduced below 50 years of age**
- **Not retroactive for service prior to 29 Jan 08**



Retirement Life Cycle





- **Qualifications for applying for Retired Pay**
 - **Reduced Retired Pay Age**
 - **Age 60**
 - **Working to Pay Age**
 - **Working past Age 60**
 - Per AFI 36-3203, dated 29 Jan 2021, Title 10 U.S.C. Section 12308 waivers are no longer required for service credit past age 60. Points and service will be credited towards retired pay without the waiver.
- Pursuant to 10 USC § 12308, ARC Airmen who have qualified for non-regular retired pay may, with the Airmen's consent and by order of the Secretary concerned, be retained on AD, or in service in an ARC and be credited with that service for all purposes (to include points).
- Consent: The member's consent may be demonstrated by the member's continued voluntary participation in the ANG and AFR subsequent to qualification for non-regular retirement pay.

However...





- You must apply, not automatic
 - **4 months prior to retired pay effective date, you will submit**
 - DD Form 2656, thru vPC online application
 - **6 Year Statute of Limitation—Barring Act**
 - Any claim received after eligibility, can only be paid retroactively up to 6 years maximum



U.S. AIR FORCE

Retirement Application

- **General Officers**
 - **Reserve**
 - Complete AF IMT 131
 - HQ AF/REG
 - IG check
 - Forward to ARPC Contact Center





U.S. AIR FORCE

Questions



United States Air Force Reserve

Integrity - Service - Excellence

Outbound Service Team



**TSgt Anthony LaFave
June 2021**

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Overview

- **Outbound Responsibilities – Mail Retirement Packages to Air Reserve Component Members**
- **During normal operations we process tickets within our 45 day Service Level Agreement based on the Retirement date. As a courtesy to members planning a Ceremony, our office will attempt to ship the retirement package in time to meet that date. If that is not possible, our office has made mock certificates available for printing by the unit that are available on myPers.**
- **Outbound creates a members Retirement certificate, Presidential Certificate of Appreciation (current administration), and Spouse Certificate (if applicable). Additional items include the Retired lapel pin, presentation binders for the certificates, and the American Flag. These are all mailed to either the member or member's designated POC.**
- **The packages are sent via UPS or FedEx and the tracking information is provided in the myPers ticket.**
 - **If the mailing address is a P.O Box or APO address, the retirement package will be sent via USPS.**
- **If certificates will not arrived prior to ceremony, Mock certs can be made using this link**
 - **https://mypers.af.mil/app/answers/detail/a_id/47609**
- **What we also do – Honorable Discharge Certificates – for ANG members upon request**
 - **We create the NGB 438, 438a, 439, 439a**
- **AFI 36-3203, DODI 1348.34 and Code of Federal Regulation Requirement USC Title 32**



Help Us Help You!

Ensure information in vPC retirement application is correct when you are applying!

- Incorrect Highest Grade Held – impacts the rank indicated on your certificates.
- **Spouse not listed** –Please complete “Spouse’s Name” block in retirement app and ensure they are listed in your MilPDS record under dependents. No cert provided otherwise.
- Missing Home / Mailing Address (City, State, Zip)
 - **CHANGE OF ADDRESS.** If you know you are moving after retirement, and you have not received your retirement package then please ensure you update your myPers ticket with your most current mailing address.
- Missing Home Telephone – Information placed on the shipping label for carrier to contact you
- Incomplete POC Address (if applicable)

*Please contact us if you think there might be issues with spelling or spacing in your last name on the certificates. We are not able to do the ~ (tilde) above characters, for example Ñ, ñ, É, é etc.

Examples of spelling issues

McGregor (two uppercase letters)

Bounty-Quicker (hyphenated)

Van Helsing (spacing)

System shows Mcgregor

System shows Bountyquicker

System shows Vanhelsing



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Presidential Libraries

Requests for letters can be submitted online at www.45office.com (NOTE: This site cannot be accessed on the government network). Or, requests may also be submitted in hard-copy to the following address:

Trump Presidential Library
700 Pennsylvania Ave, NW, Room G-7
Washington, DC 20408
Email: trump.library@nara.gov

Barack Obama Presidential Library
2500 W. Golf Road
Hoffman Estates, IL 60169-1114
Ph: (847) 252-5700 Fax: (847) 252-5799
Email: obama.library@nara.gov

George W. Bush
Office of the Honorable George W. Bush
P.O. Box 259000
Dallas, TX 75225
Ph: (214) 692-4300 Fax: (214) 692-4324

William J. Clinton
Office of the Honorable William Jefferson Clinton
55 West 125th Street
New York, New York 10027
Ph: (212) 348-8882 Fax: (212) 348-5218
email: correspondence@clintonfoundation.org

Jimmy Carter
The Carter Center
Atn: Executive Office
Atlanta, GA 30307
Ph: (404) 331-0283

Note: Service member's requests should be sent 6-8 weeks prior to the ceremony date and include the date of the ceremony. Requests should include, at a minimum, full name and rank of retiree, date of retirement, address, name and phone number of contact person. Other information may be required.



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Contact Us

Outbound Services

1-800-525-0102

OR

Submit a MyPers incident

and select OUTBOUND RETIREMENTS as the queue



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Questions?



WINGS OF HERITAGE, SHAPING THE FUTURE