U.S. AIR FORCE

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

U.S. AIR FORCE

Agenda- Day 2

- 1000 – Opening Remarks
- 1015 – DEERS
- 1045 – Evaluations
- 1130 – Break
- 1040 – Points
- 1220 – Recognitions (Awards and Decorations)
- 1240 – DD 214s
- 1300 – Break
- 1310 – Reserve Officer Promotions

United States Air Force Reserve

Integrity - Service - Excellence

ARC DEERS Project Office

ARPC/DPTTB

MSgt Kelly McCoy-Pawloski

U.S. AIR FORCE

U.S. AIR FORCE

Overview

- How data flows
- What We Do
- Responsibilities
- DEERS training (JKO)
- FRAUD
- Pre/MEDCON
- ARC Deaths
- QLE
- Retirements
- Helpful Links
- myPers

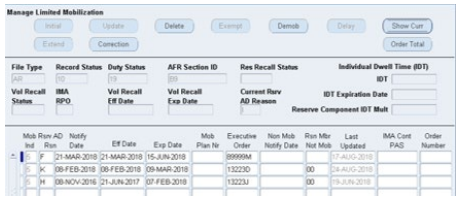
U.S. AIR FORCE

How data flows…in a perfect world

Unit Level

Create Orders in AROWS
AROWS info flows MilPDS

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)
REQUEST FOR OFFICIAL TRAVEL



ARPC/DPX-OL

Data Liaison extracts MilPDS info and feeds to DMDC

DMDC

Receives data and milConnect is updated to reflect entitlement

U.S. AIR FORCE

What we do

- The **primary function** of the DEERS Project Office is to provide guidance to Site Security Managers/Verifying Officials at local ID card sites on policies and record discrepancies/resolutions
- Our office is the **Liaison** contact between AFRC, NGB and DMDC
- Our office **reviews and determines** sufficiency of supporting documentation for eligibility for benefits
- **Assist/advise** NGB and AFRC with our processes and programs
  - Review discrepancies for clarification
- Grant Site Security Managers access to RAPIDS
- Emergency consumables
- Terminate Records **erroneously built** in DEERS
- Former Spouse Determinations – Air Reserve Component (ARC ONLY)

U.S. AIR FORCE

Responsibilities

SSM/VO	ARC DPO	AFRC/A1KK – A1RR
Dependent	Data discrepancies	Policy liaison
JSM	ARC Gains	Do not have access to DEERS
Rank	SSM access	Funding/move requests
ETS	Remove dependent	
VO access	BMT Accessions	

It is essential for all users who access DEERS/RAPIDS to understand and follow ID card policy.

Every data transaction in RAPIDS is logged and can be audited to identify the operator who conducted it. If you are not careful in safeguarding your RAPIDS workstation, protecting sensitive information, and protecting government equipment, you may be held personally accountable.

Consequences may include:

- Suspension of your DEERS/RAPIDS access
- Suspension of operations at your site
- Having criminal charges filed against you
- Recall and reissuance of all CACs issued
- Loss of position and/or other administrative actions

The non-compliance with ID card policy by willfully accessing records without a valid reason may result in violation of the Federal Privacy Act.

U.S. AIR FORCE

Pre/MEDCON

- **Member's hurt while on orders**
  - **Orders are curtailed**
  - **Pre-MEDCON orders created**
    - **IAW 10 USC 1074a, member's Pre-MEDCON orders MUST be under the same Title/Authority the member was hurt under**
      - **Member CANNOT be put on ADOS or MANDAYS**
    - **Medical Squadron has 30 days to create MEDCON package for member to continue Tricare**
    - **Bridge orders are not authorize to extend member's Tricare**
  - **MEDCON orders**
    - **IAW 10 USC 1074a, member's MEDCON orders MUST be under the same Title/Authority the member was hurt under**

- **Based on 10 U.S.C 1074a, specifically para (e) (1)"a member of a uniformed service on active duty for health care or recuperation reasons, as described in paragraph (2), is entitled to medical and dental care on the same basis and to the same extent as members covered by section 1074 (a) of this title while the member remains on active duty.**

  (2) Paragraph (1) applies to a member described in para (1) or (2) of subsection (a) who, while treated for (or recovering from) an injury, illness, or disease incurred or aggravated in the line of duty, is continued on active duty pursuant to a modification or extension of orders or is ordered to active duty, so as to result in active duty for a period of more than 30 days.

  Active duty is described by law "(1) the term "active duty" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

U.S. AIR FORCE

ARC Death benefits

- Member passes away while on orders for a period of 30 days or more
  - AFPC Casually will update MilPDS and data will flow to DEERS
    - DO NOT curtail orders
      - If orders are curtailed then DEERS will reflect end of tour versus death
      - Dependents will not receive their proper Tricare if orders are curtailed
    - Dependents are entitled to Tricare for 3 years (free)
      - After 3 years they will pay the Retiree fee
      - Widow remarries she loses her entitlement
      - Children keep their benefits until they age out
- Member passes away as a Traditional Reservist
  - ARPC updates MilPDS and data flows to DEERS
    - Dependents are entitled to an USID (for Commissary/BX privileges)
    - If member had Tricare Reserve Select; family will continue for 6 mos
  - If member had 20 years of service
    - Dependents will have to wait until the member would’ve turned age 60 to get Tricare

U.S. AIR FORCE

Qualifying Life Event (QLE)

- **Quality Life Event (QLE)**
  - 90 days from the QLE to enroll in Tricare
    - Birth of child
    - Marriage
    - Divorce
  - If the 90 days elapse; member/family will be REQUIRED to wait until open season
    - Became effective Jan 2019
    - Open Season 14 Nov – 12 Dec 2020
    - NO EXCEPTIONS

U.S. AIR FORCE

Retirements

- Retirements
  - DO NOT create ID Cards w/o supporting documentation
    - Reserve Retiree (EK orders)
    - AGR Retiree (AA orders)
    - RRPA – Pay no Medical (EL Orders)
    - Age 60 (EL orders)

U.S. AIR FORCE

Contact ARC DEERS Project Office

DEERS/RAPIDS request for FSS

https://mypers.af.mil/app/dynamicforms/display/form/442

DEERS/RAPIDS request for members

https://mypers.af.mil/app/dynamicforms/display/form/441

ARPC DEERS/RAPIDS Request
"This Form is intended for FSS use only"

If you have a member who recently received a letter from Express Script and/or Tricare resulting in them requesting recoupment. Please add a c
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: 555555555
- Component: AIR RESERVE MPF
- Request Type: ARC GAINS
- Comments:

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

Pre/Post Deployment (Tricare)
- Orders (in chronological order)
  - 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
- MilPDS (LIMMOB) screenshot

For Transferring Components
RegAF to AFR/ANG
- AF100, REQUEST AND AUTHORIZATION FOR SEPARATION
- DD214, Certificate of Release or Discharge From Active Duty
- AF1288, APPLICATION FOR READY RESERVE ASSIGNMENT
- Assignment order
- DD4, Enlistment/Reenlistment Document Armed Forces of the United States
- MilPDS Enlisted/Officer Personnel Data SURF (ensure the DAS and EDSCA dates match

Another Component (Army, Navy, Marines and Coast Guard)
- DD368, Request for Conditional Release
- DD214, Certificate of Release or Discharge From Active Duty
- Discharge Order
- Assignment order
- MilPDS Enlisted/Officer Personnel Data SURF (ensure the DAS and EDSCA dates match)

Emergency Consumable Request
Common Access Card (CAC) Stock and Consumable Form (found on VOIS)

SSM Change Request
- DD2875, SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

U.S. AIR FORCE

Helpful Information

- AFI 36-3026, Vol 1 & 2
- Dodi 1000.13
- milConnect at https://www.dmdc.osd.mil/milconnect/
- ID Card Office Online at: https://idco.dmdc.osd.mil/idco/#/
- Tricare at https://www.tricare.mil/
- As a reminder, many MilPDS/IPR/Tricare guides are available on myPers

Click to edit Master title style

Questions?

Performance Evaluations

1948 - 2018
RESERVE

Overview

- **Common evaluation errors**
- **Evaluations backlog**
- **Officer Promotion Boards**
- **Recent updates**

Common Errors

- **Directed by HAF (Enlisted)**
  - 12/24 rule
  - Close out the day prior to event
- **A1C below guidance**
  - New guidance (4 January 2018)
  - Start Date= DIEUS
  - Closeout Date= First 31 MAR SCOD reached as a SrA
- **Referral Reports (AFI36-2406 Para. 1.10)**
  - Signature dates
  - Mandatory comments
- **Prohibited Statements**
  - Fitness scores/categories
  - PME: Raters cannot recommend officers for specific schools, including "joint DE;" only the terms PDE, IDE, SDE are authorized

Common Errors Continued

- **Period of Report**
  - Verify PRDA/MilPDS
- **Missing Rater/Ratee signature block**
  - Raters can sign for ratee
    - “Ratee refused”/ “Ratee not available”
- **AF 911: Section IX Blank (AFI 36-2406 Table 4.9)**
  - Section IX is mandatory on ALL AF911s
    - Squadron, Group, Wing CC or O-6 complete, sign and date this section

Evaluations Backlog

- **Total Inventory: 53,537 in July-2018 to 18,537 as of 24 May 2021**
- **Current processing time: 38-40 days**
- **Backlog (Evaluations submitted 30+ days ago): 10,580 as of 24 May 2021**
- **Factors**
  - Systems latency
  - Return to rater 25%
  - UTA Weekend +1500 – 2000 additional reports
  - All enlisted ranks and all status are now receiving SCOD reports
  - Guard SCOD reports (additional 90K reports)
- **New auto-push system allowed ARPC to decrease backlog**
  - Auto-push only works 20% of the time due to data errors
  - Auto-push requires the need for FSS review

Officer Promotion Boards

- ARPC is expediting OPRs that are affected by promotion boards held at HQ ARPC or at the state level.
- We respectfully request that all inquiries pertaining to expediting evaluations or status requests be limited to the categories mentioned previously, e.g., time-sensitive due to promotion boards.
- Report timeliness is everyone's responsibility.
- If a report needs to be expedited submit a MyPers ticket. Please provide the EVR# and the applicable Board ID#.

Recent Updates

- **AF911 (Education block)- CCAF Degree no longer necessary as long you have a 2yr Degree from an accredited college completed prior to the SCOD**
- **AF911 (Education block)- Member just has to be enrolled to SNCOA prior to the SCOD**
- **Beginning with the SSgt SCOD 31-JAN-2019, "Met some but not all expectations" will not make report automatic referral**
  - New forms available in e-pubs
  - Addition of a derogatory comment on the EPR constitutes a referral
- **Due to current COVID restrictions, the in-person Annual Training program has been replaced by monthly virtual trainings for the field via TEAMS.**

Questions?

AIR NATIONAL GUARD

AIR RESERVE PERSONNEL CENTER

AIR FORCE RESERVE COMMAND

Welcome to the ARC Field Training Course at ARPC - Buckley Garrison, CO
We will resume in a few minutes…..

Participation/Points

1948 - 2018
RESERVE

Points Management Branch
TSgt Brandi Blea
29 June 2021

Overview

- Responsibilities
- Law-Regulation-Policy
- Anniversary (Formally Retention/Retirement) Date
- Points Categories
- Maximum Points Creditable for Retirement
- Satisfactory Service
- Creditable Service
- Non-creditable Service
- PCARS Printout
- Common Service History Status Codes
- CMS
- BCMR
- Trends

Responsibilities

ARPC Points Branch

- Build & maintain service history and points
  - Manually update points (Pay, DL & Pers/Pay Rejects)
- Integrate counterpart Service points & service history
- Post non-paid points
- Support units/members—anniversary (formally R/R), PCARS questions, O4E...
- SME support to AF-IPPS, promotion, FD & DT boards

Unit Level

- Review/Update members current anniversary year points
- Encourage members to review their point history every month following drills
- Encourage members to review their point history prior to changing components

Law—Regulation—Policy

- Title 10 U.S.C. 12732(a)(2): Points Categories
- Title 37 U.S.C. 206(d): Nonresident Education ROE (Distributed Learning (Formally ECI)
- DoDIs 1215.06 & 2015.07: Points & Participation ROEs
- DoDI 7000.14-R: O4E & Delayed Entry ROEs
- AFMAN 36-2136: Reserve Personnel Participation (6 Sep 19)
  - Expands on Title 10, Title 37 & DoDIs
- ANGI 36-2001: Points & Participation ROEs
- ARPCI 36-3203: Creditable & Noncreditable Service

Anniversary (Formally Retention/Retirement) Date

- Foundation for calculating retirement points and retirement eligibility
  - 20 years of Satisfactory Service (Reserve retirement)
  - 20 years of Total Active Federal Military Service (TAFMS –active duty retirement)
- Prior to 1 Oct 1995, R/R was adjusted for every component change
- Starting 1 Oct 1995:
  - Established by the date the member entered into active service or active status in a Reserve Component (this will include delayed entry)
  - Adjusted only for breaks-in-service

Anniversary (R/R) Date

- **An Anniversary year begins on one day of one year and ends on the preceding day of the next year.**
- **Example: If the initial date of enlistment was 1 July 2019, then the R/R year would conclude on 30 June 2020**
- **A new anniversary date is not established if they transfer between Reserve components or from a regular component. However, a new anniversary date must be established if an assignment is from an inactive status (break in service)**
- **Inactive status consists of: Academy service if ever commissioned, Inactive Status List Reserve Section (ISLRS), Inactive National Guard, Retired Reserve, Temporary Disability Retirement List (TDRL), Civilian status, Health Professional Scholarship Program (HPSP), Reserve Officer's Training Corps (ROTC)**

Point Categories

- Active Duty = one point per day
- Inactive Duty Training (IDT) = one point for every 4 hours worked, not to exceed 2 points per day
- Funeral Honors Duty = credited with one point per day (Can be performed in either IDT or AD status)
- Distributed Learning (formerly ECI) = one point for each 4 hours of DL study
- Membership = 15 points credited for active Reserve status membership per anniversary year; pro-rated for partial years

Maximum Points Creditable for Retirement

- Maximum Inactive Duty credit applies to a combination of:

  IDT(DRILL) + DL (formerly ECI) + Mbr = Max IDT Credit

  - Before 23 September 1996
    - 60 max inactive duty training pts per R/R year
  - On/after 23 September 1996 but before 30 October 2000
    - 75 max…
  - On or after 30 Oct 2000
    - 90 max…
  - On or after 30 Oct 2007
    - 130 max…
  - A maximum of 365 points (366 points in a leap year) may be credited each R/R year

Distributed Learning References

- **Any Distributed Learning inquiries need to be submitted via MPC. Please include any applicable documentation to the incident for the ARPC PCARS technicians to complete an audit.**
- **AFMAN 36-2136 Ch. 10.2.2 Advanced Distributed Learning**
  - **Reservists who complete Developmental Education via Advanced Distributed Learning (ADLS), must register for the course through their servicing Force Support Squadron or equivalent in order to receive point credit.**
  - **Reservists are only authorized to complete other service Developmental Education via Advanced Distributed Learning after first completing the comparable level of AF Developmental Education.**
  - **Reservists are not authorized to enroll directly with other service schools offering Developmental Education. Any Developmental Education completed by using such means will not be creditable for points.**

Satisfactory Service

- A year of satisfactory Federal service for retirement is awarded when a member earns at least 50 points (including any membership points) for the entire Anniversary year

- A partial year of satisfactory Federal service for retirement is awarded when a member earns a minimum number of required points (including prorated membership points) during a partial Anniversary year. This only applies when a member ends their active commitment (civilian break) prior to their anniversary date.

Credit for Partial Years of Service

- **DoDI 1215.07**

Table 1. Minimum Requirement Point Credit Chart

Number of Days in an Active Status		
From	Through	Minimum Points Required
0	8	1
9	14	2
15	21	3
22	29	4
30	36	5
37	43	6
44	51	7
52	58	8
59	65	9
66	73	10
74	80	11
81	87	12
88	94	13
95	102	14
103	109	15
110	116	16
117	124	17
125	131	18
132	138	19
139	146	20
147	153	21
154	160	22
161	168	23
169	175	24

Credit for Partial Years of Service

- **DoDI 1215.07**

Table 2. Pro-Rating Membership Points

Number of Days in an Active Status		
From	Through	Membership Points To Be Credited Points
1	12	0
13	36	1
37	60	2
61	85	3
86	109	4
110	133	5
134	158	6
159	182	7
183	206	8
207	231	9
232	255	10
256	279	11
280	304	12
305	328	13
329	352	14
353	365 (366 leap year)	15

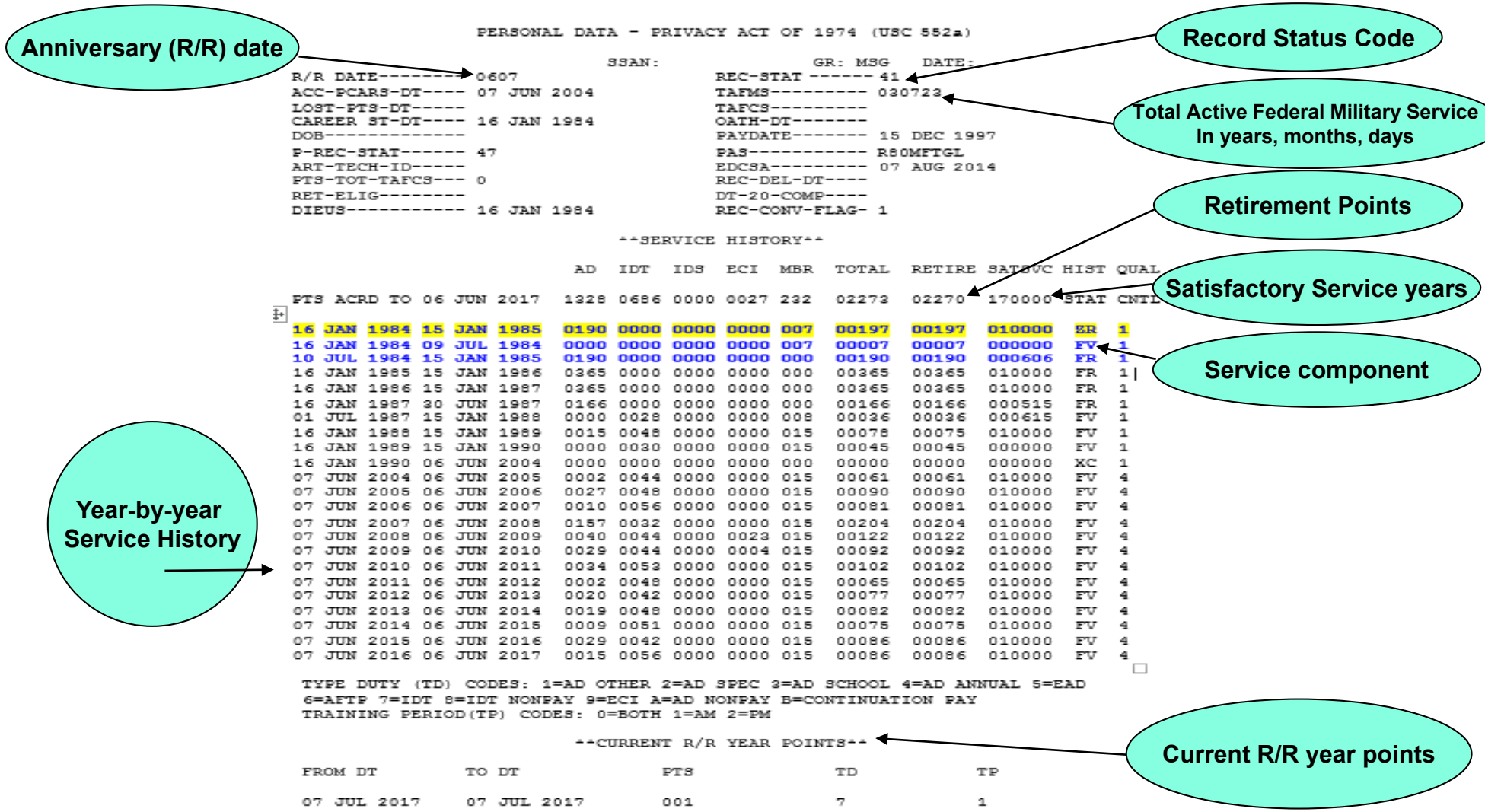
Creditable Service

- Army, Army Reserve and Army National Guard
- Navy and Navy Reserve
- Air Force, Air Force Reserve and Air National Guard
- Marine Corps and Marine Corps Reserve
- Coast Guard and Coast Guard Reserve
- Attendance at Preparatory Schools
- Academy service for enlisted members (when never commissioned)
- National Oceanic and Atmospheric Administration (NOAA Officers only)

Non-creditable Service

- Academy service if ever commissioned
- Inactive Status List Reserve Section (ISLRS)
- Inactive National Guard
- Retired Reserve
- Temporary Disability Retirement List (TDRL)
- Civilian status
- Health Professional Scholarship Program (HPSP)
- Reserve Officer's Training Corps (ROTC)

PCARS Computer Printout



PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

SSAN: GR: MSG DATE:

R/R DATE--------	0607	REC-STAT ------	41
ACC-PCARS-DT----	07 JUN 2004	TAFMS----------	030723
LOST-PTS-DT-----		TAFCS----------	
CAREER ST-DT----	16 JAN 1984	OATH-DT--------	
DOB---------------		PAYDATE--------	15 DEC 1997
P-REC-STAT------	47	PAS------------	R80MFTGL
ART-TECH-ID-----		EDCSA----------	07 AUG 2014
PTS-TOT-TAFCS---	0	REC-DEL-DT-----	
RET-ELIG--------		DT-20-COMP-----	
DIEUS-----------	16 JAN 1984	REC-CONV-FLAG-	1

SERVICE HISTORY

	AD	IDT	IDS	ECI	MBR	TOTAL	RETIRE	SATSVC	HIST	QUAL
PTS ACRD TO 06 JUN 2017	1328	0686	0000	0027	232	02273	02270	170000	STAT	CNTL
16 JAN 1984 15 JAN 1985	0190	0000	0000	0000	007	00197	00197	010000	ZR	1
16 JAN 1984 09 JUL 1984	0000	0000	0000	0000	007	00007	00007	000000	FV	1
10 JUL 1984 15 JAN 1985	0190	0000	0000	0000	000	00190	00190	000606	FR	1
16 JAN 1985 15 JAN 1986	0365	0000	0000	0000	000	00365	00365	010000	FR	1
16 JAN 1986 15 JAN 1987	0365	0000	0000	0000	000	00365	00365	010000	FR	1
16 JAN 1987 30 JUN 1987	0166	0000	0000	0000	000	00166	00166	000515	FR	1
01 JUL 1987 15 JAN 1988	0000	0028	0000	0000	008	00036	00036	000615	FV	1
16 JAN 1988 15 JAN 1989	0015	0048	0000	0000	015	00078	00075	010000	FV	1
16 JAN 1989 15 JAN 1990	0000	0030	0000	0000	015	00045	00045	000000	FV	1
16 JAN 1990 06 JUN 2004	0000	0000	0000	0000	000	00000	00000	000000	XC	1
07 JUN 2004 06 JUN 2005	0002	0044	0000	0000	015	00061	00061	010000	FV	4
07 JUN 2005 06 JUN 2006	0027	0048	0000	0000	015	00090	00090	010000	FV	4
07 JUN 2006 06 JUN 2007	0010	0056	0000	0000	015	00081	00081	010000	FV	4
07 JUN 2007 06 JUN 2008	0157	0032	0000	0000	015	00204	00204	010000	FV	4
07 JUN 2008 06 JUN 2009	0040	0044	0000	0023	015	00122	00122	010000	FV	4
07 JUN 2009 06 JUN 2010	0029	0044	0000	0004	015	00092	00092	010000	FV	4
07 JUN 2010 06 JUN 2011	0034	0053	0000	0000	015	00102	00102	010000	FV	4
07 JUN 2011 06 JUN 2012	0002	0048	0000	0000	015	00065	00065	010000	FV	4
07 JUN 2012 06 JUN 2013	0020	0042	0000	0000	015	00077	00077	010000	FV	4
07 JUN 2013 06 JUN 2014	0019	0048	0000	0000	015	00082	00082	010000	FV	4
07 JUN 2014 06 JUN 2015	0009	0051	0000	0000	015	00075	00075	010000	FV	4
07 JUN 2015 06 JUN 2016	0029	0042	0000	0000	015	00086	00086	010000	FV	4
07 JUN 2016 06 JUN 2017	0015	0056	0000	0000	015	00086	00086	010000	FV	4

TYPE DUTY (TD) CODES: 1=AD OTHER 2=AD SPEC 3=AD SCHOOL 4=AD ANNUAL 5=EAD
6=AFTP 7=IDT 8=IDT NONPAY 9=ECI A=AD NONPAY B=CONTINUATION PAY
TRAINING PERIOD(TP) CODES: 0=BOTH 1=AM 2=PM

CURRENT R/R YEAR POINTS

FROM DT	TO DT	PTS	TD	TP
07 JUL 2017	07 JUL 2017	001	7	1
08 JUL 2017	08 JUL 2017	002	7	0

Common Service History Status Codes

- **Air Force:**
  - FR = Active Duty Air Force
  - FV = Air Force Reserve/Guard
- **Army**
  - AR = Active Duty Army
  - AV = Army Reserve
  - AG = Army Guard
- **Navy**
  - NR = Active Duty Navy
  - NV = Navy Reserve
- **Marines:**
  - MR = Active Duty Marines
  - MV = Marine Reserve
- **Coast Guard**
  - PR = Active Duty Coast Guard
  - PV = Coast Guard Reserve
- **Non-Creditable**
  - XC = Civilian Break
  - XT = ROTC
  - XA = AF Academy

Case Management System

- Over 4 Enlisted (O4E) Qualifications:
  - Officers O1 through O3
  - Accrue at least 1,461 retirement points as a warrant officer or enlisted member prior to commission date
- Over 4 Enlisted (O4E) Pay/Point Adjustment Process
  - CSS/FSS submits CMS case to DFAS RC Indianapolis with Oath of Office (AF Form 133) and GRBoth surf (MilPDS product)
  - DFAS RC Indianapolis refers CMS case to ARPC O4E for further action
  - ARPC PCARS verifies member accrued 1,461 retirement points prior to commission date and updates O4E Flag in MilPDS.
  - ARPC PCARS refers CMS case back to DFAS for final pay record adjustment

Case Management System

- AFTP CMS cases: Regulations recently increased the number of authorized AFTPs from 48 to 72 per FY per member
  - Only submit a CMS case when service members have already exhausted their initial 48 AFTPs
  - ARPC PCARS requires a digitally signed Military Pay Order (DD Form 114) in order to process AFTPs
  - Military Pay Order (DD Form 114) needs to specify AM or PM when only one period is needing to be updated
- AFTP Pay/Point Adjustment Process
  - CSS/FSS submits CMS case to ARPC PCARS with Military Pay Order (DD Form 114) and Authorization for Individual Inactive Duty Training (NGB Form 105s)
  - ARPC PCARS will manually process points for AFTPs and refer case back to point of origin for case close actions

Case Management System

- **Common CMS case issues:**
  - **ARPC Points Management will not process any Over Four Enlisted (O4E) CMS cases that are not initially routed through DFAS. The reason for this is because Over Four Enlisted (O4E) CMS cases are pay affecting. DFAS needs to be included in the routing process.**
  - **The only CMS cases that ARPC Points Management processes through CMS are AFTP and O4E cases. All other point related inquiries must be routed through myPers. This includes service history initial audits, ECI points, or any other misc. point inquiries. Please ensure that the MyPers incident includes a detailed explanation and any source documentation applicable to the issue.**
  - **Oftentimes CMS cases are referred without the required source documentation. The documents are either not filled out correctly, missing a digital signature or missing entirely from the CMS case.**
  - **There are times when the source documentation is submitted for the wrong person. Please make sure that the documents that are uploaded into the CMS case are for the correct member.**

Board for Correction of Mil. Records

- Must exhaust all other remedies first
  - "Errors can often be corrected administratively…"
  - Contact HQ ARPC Points Management via myPers before submitting a BCMR
- >30% of Points BCMRs are first attempts at resolution
- Oftentimes a COA and/or assistance can be provided by submitting a myPers incident

Trends/Topics

- New update regarding non-paid points: AFMAN 36-2136 non-paid points must be processed into UTAPS or by member's servicing personnel office within MilPDS no later than two months after the member's R/R closeout to be credited for satisfactory service (as long as a MPC incident is submitted prior to the member's Anniversary closeout ARPC Points Management will update)

- Member's transferring components (ANG to USAFR) records will close and will no longer accrue points until ARPC PCARS manually fixes. Gaining units need to check points for record status code 80, which indicates a myPers ticket needs to be submitted to ARPC Points Management.

Trends/Topics

- Please provide members a copy of their final point summaries (RSGRBTH SURF) prior to retiring or separating (make sure members know they need to keep this document for life)
- Please do not call/email ARPC Points Management technicians directly, instead we ask that you submit a myPers incident for additional assistance (please ensure member/unit includes contact phone number in the event we have to reach out directly)
- Pay Date inquiries: It would be ideal if the FSS and CSS can work together when gaining new member's to pull a GRBoth SURF to determine if the member's have a service history. If there is no service history please confirm if the member has prior service and/or break in service or is enlisting without any prior service. Oftentimes, when we are processing initial audits it can be difficult to locate the member's prior service documentation which ultimately delays our process. We are kindly requesting that the units help assist our office in being proactive by requesting prior service documentation and uploading the source documents into MyPers when forwarding Initial Audit request.

Record Check Reminder

Attn: If you are not receiving this reminder, please contact your servicing personnel office to check your email in the personnel system, MilPDS (this message will not go out to people on Active Duty orders)

- **"As you approach the closeout of your retention/retirement year, please take a few minutes and review your participation points in vMPF to ensure your points have updated and you are on track to complete both satisfactory retention/retirement and fiscal years."**
- **Member's should be checking their points 30 days after performing duty (STAT tour/HQ AGR can only be checked 60 days after their Anniversary date)**

Questions

AIR NATIONAL GUARD

AIR RESERVE PERSONNEL CENTER

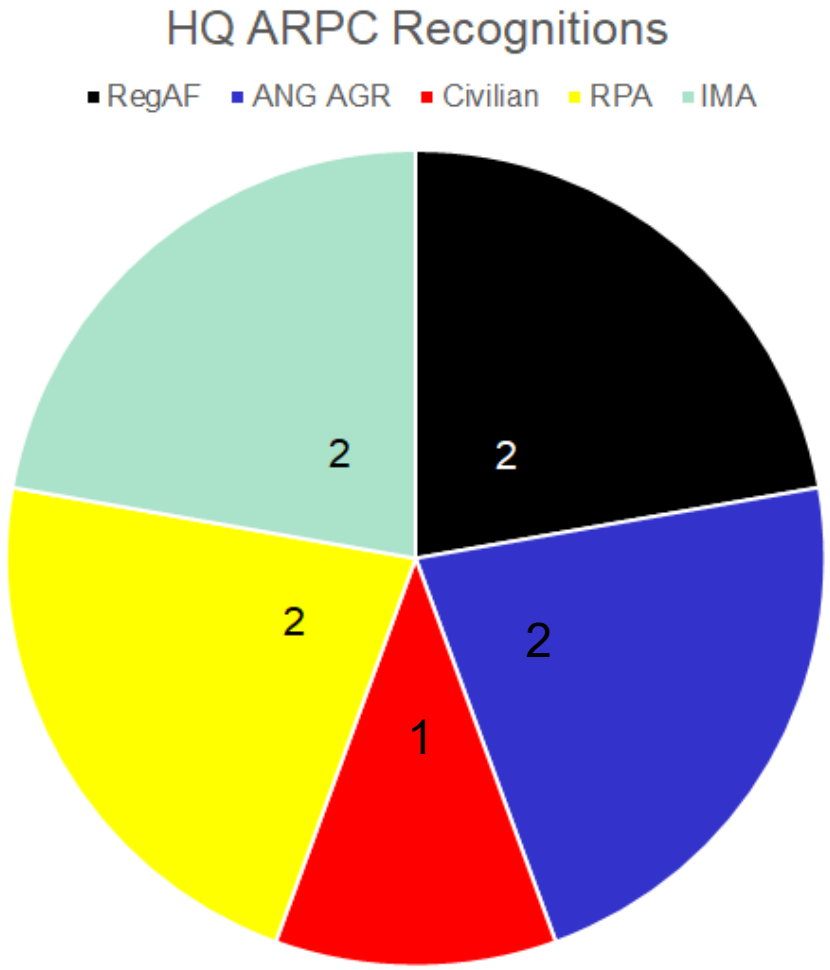
AIR FORCE RESERVE COMMAND

Recognitions

Overview

- **Your ARPC Recognitions Team**
- **References**
- **Recognition Service Team Responsibilities**
- **Services Provided**
- **How You Can Help Us and The Customer**
- **Helpful Information**
- **Questions**

Your ARPC Recognitions Team



References

- PSDs – Air Force Reserve Awards and Decorations PSD Guide
- AFMAN 36-2806 Awards and Memorialization Program
- AFH 33-337 Tongue and Quill
- DODM 1348.33 Vols. 1, 2, and 3
- AFI 33-328 Administrative Orders
- AF PD 36-28, Awards and Decorations Programs

References Continued

- **Select the product and use these reference ID numbers within the myPers search bar:**

- **14216 – vPC Decoration Nomination Application Process**
  - Applicable to: Air National Guard and Air Force Reserve

- **14229 - Total Force Service Center - Denver Recognition Services for Air National Guard & Air Force Reserve Recognition Services**
  - Applicable to: Air National Guard and Air Force Reserve

- **14165 - Reserve: Recognition Program Home Page**

- **45793 – Awards and Decorations Common Errors**

ARPC Responsibilities

- **Answer high-level Congressional inquiries and Board for Corrections of Military Records for Guard and Reserve members**
- **Validates transactions concerning awards and decorations**
  - Ensures Decorations submitted through vPC are updated in MILPDS, ARMS/PRDA(AFPC Function) and eOSR when applicable
- **Provide guidance and make updates for Military Personnel Flights/Commander Support Staffs /Commanders and Service Members**

ARPC Services

- **Process the following decorations in vPC IAW AFMAN 36-2806 and AFH 33-337 to include:**
  - Meritorious Service Medal (MSM)
  - Aerial Achievement Medal (AAM)
  - Air Force Commendation Medal (AFCM)
  - Air Force Achievement Medal (AFAM)
  - Military Outstanding Volunteer Service Medal (MOVSM)
  - Combat Readiness Medal
  - Revocations and Amendments of Decorations

- **Since January 2021 we have completed 12.7K Nominations**

ARPC Services Continued

- **Process Inquiries:**
  - Research status, return, and cancel decorations in vPC upon request
  - Process incoming decorations via mail from AFCENT/losing active duty and ARC units when required
  - Provide Awards and Decorations Listing to retired/separated and prior service members
  - Provide replacement medals for eligible members IAW AFMAN 36-2806 paragraph 3.8

- **Since January 2021 we have completed 5.7K Inquiries**

- **Processing Turn-around:**
  - <15 days: Decorations/Nominations
  - 21 business days: Updates/Corrections, Inquiries
  - 21 business days: Listings (Retirees/Separatees/Prior Service)

How You Can Help Us and the Customer

- **Read the tutorial provided in vPC/myPers application prior to beginning the process**
- **Read/Review AFMAN and utilize tools provided in MyPers Recognitions Link**
- **Review decorations prior to submission**
  - Use Chain of command for reviewing process
  - Submit IAW AFMAN 36-2803 3.31.2, “enter each recommendation into official channels within 3 years, awarded within 5 years of the act.”
  - Ensure Condition is correct (AFMAN 36-2806)
  - Use of Acronyms – Do not use abbreviations and acronyms in the citation. (Ref. AFMAN 36-2806 para. A3.4.3.3.1)
  - The use of Operations should be displayed as - Operation FREEDOM SENTINAL
  - Names and Ranks in Narrative - ex. Master Sergeants should be referred to as Sergeants and Lieutenant Colonels should be referred to as Colonel
  - Ensure signature block matches who will be digitally signing
  - Numeric Designators – Numeric designators of units should read 3rd Aerospace Wing, 4th Mission Support Group, etc. (Ref: AFMAN 36-2806 para A5.1.7)

How You Can Help Us and the Customer

- **Departed Members:**
  - Their ADR will automatically be reassigned to their new unit/retired/separated PasCode to correct this a MyPers ticket will need to be submitted with members PASCode for where they were assigned before departing. This will ensure the ADR goes back to the proper routing.

- **All returned nominations for corrections must be re-routed through the Wing/Group/Unit Commander as applicable**

- **Ensure your Airmen go through CSS/MPS before submitting inquiry per AFMAN 36-2806:**
  - Para 3.2.9. Manpower and Personnel Flight. Serves as the focal point for questions and matters relating to the awards program
    - 3.2.9.1. Ensures the commander support staff manages, monitors and resolves issues within their assigned unit.

Helpful Information

- **AFCENT Decorations Processing Unit:**
  - AFCENT.A1UDPU@afcent.af.mil, Comm 803-717-6140, DSN 313-717-6140.
  - Decorations Database: https://orgs.shaw.afcent.af.mil/afcent/direct/a1/SitePages/udpu.aspx
- **Sister Service Awards:**
  - When logged into vPC Dashboard you will select the branch from the drop down that the member belongs too and then use the 'Input Member' button to input the personnel information for nominees who are not members of the U.S. Air Force.
- **Operation Inherent Resolve/Remote Combat Effects Campaign Medal and 'C'/'R' Devices in vMPF:**
  - These awards will show as "unknown award/decoration" in vMPF. The award has not been coded yet to flow into vMPF and unfortunately we do not have an ETA of when this will be completed. This is with HAF to be resolved.
- **We are here for you! Please utilize us if any training is needed for updating and/or processing awards.**

Contact Us

- For further assistance or guidance contact
  - 1-800- 525-0102,
  - Select Respective Component
  - Option 4 then 2
- (Search “vPC Decoration Nomination Application Process” in myPers for additional guidance)

Questions?

AIR NATIONAL GUARD

AIR RESERVE PERSONNEL CENTER

AIR FORCE RESERVE COMMAND

DD214/Service Verification Team

1948 - 2018
RESERVE

TSgt Samantha Wood

- **Service Verification Team Responsibilities**
- **Unit Responsibilities**
- **When does a DD 214 get created**
- **FAQs**

Service Verification Team Responsibilities

- **ARPC completes DD214s for the following members:**
  - ***ALL*** **IMA Reservist**
  - ***ALL*** **Separated, Discharged and Retired ANG and AFR Members**
  - ***ALL*** **ANG and AFR members receiving an active duty retirement with Pay**
  - ***ALL*** **ANG and AFR members retiring due to a PDRL or TDRL**
  - ***ALL*** **DD214 Congressional and BCMR inquiries for ANG and AFR members**
  - ***ALL*** **DD215s for AFR and ANG members.**
    - *For ALL DD 214/215 issues pertaining to Regular (Active Duty) Air Force time must contact AFPC*

Service Verification Team Responsibilities

- **We assist with 1613 Statements of Service, for the purpose of <u>Military Buy Back</u> (only for AFR)**
  - All qualifying active duty time is annotated for civil service employment only.
  - SF 50, current address and civil service start date required.

- **We create a TAFRS (Total Active Federal Reserve Service) letter for Reserve Members only**
  - Determining Service Computation Date (SCD) for Civil Service employment

- **We can also provide VA Home Loan Letters for members with a minimum of 6yrs of Satisfactory Service time.**
  - **FYI -** Contingency 214's also qualifying for home loan.

When does a DD 214 get created

When does a DD214 need to be created:

- **Initial period of active duty training regardless of length**
  - Initial BMT and/or Tech School
- **90 days or more of continuous active duty**
- **Ordered to active duty in time of national emergency or war, regardless of the length of time served on active duty**
- **In support of Contingency Operations**
  - Voluntary or involuntary activation in support of a DoD named "Contingency Operation" **prior to 23 January 2019**, will be issued a DD 214 regardless of the number of days served. On and after that date the minimum participation is **30 consecutive days**. The requirement to complete a DD Form 214 due to mobilization is outlined in AFI 10-416, *Personnel Readiness and Mobilization*.
- **Active Duty Retirement (20+ years TAFMS or PDRL / TDRL)**
  - Member has to serve 90 continuous active duty days **or** in support of a contingency/national emergency/war up to the day before retirement to qualify for a "retirement DD214"

FAQ

Where can MPS find information on how to complete a DD 214?

- AFI 36-3202 and the DD 214 Personnel Service Delivery (PSD) guide found in myPers. Please feel free to contact the DD214 section via myPers for ANY questions.

What documents does ARPC need to complete my DD214?

- Title 10 or Title 32 orders
- Completed travel voucher (if travel outside the continental USA)
- School Certificates (if formal in-service training course was completed during the timeframe of the requested DD214)
- If further documentation is needed ARPC will reach back out via the myPers ticket you submitted.

FAQ'S Cont.

- **What is the real turn-around time for DD214 and DD215 requests?**
  - Currently we are about 30-60 days out.
  - Retirement DD214s get finalized within 5 working days after effective retirement date.

- **Do separated members or non unit assigned need to complete DD214 Worksheet (WS) in VMPF?**
  - No, ARPC uses source documents and system resources to create our documents. Members will need to create a ticket in myPers.
  - Reminder: If an ARPC customer creates a WS we do not get a notification to create a DD 214, the member will still need to submit a request through myPers.

FAQ'S Cont.

- **I need Member Copy 4, but PRDA only has Service Copy 2, what do I do?**
  - Service 2 Memorandum will be on myPers for download and explains Member Copy 4 and Service Copy 2 are identical and either can be used in pursuit of benefits**.**
- **If I need a correction to a DD214 how do I submit a DD215?**

- To request a correction to your existing DD Form 214, please follow the instructions below:
  -Log into myPers at: https://mypers.af.mil
  -Under "I would like to..", click "Access the vPC Dashboard"
  -Click "Action Requests"
  -Click "Request Correction to my DD Form 214" and fill out all appropriate items

  **Instructions are also provided in the application to better assist you. As you choose items to be corrected on your DD Form 214, the supporting documentation area will inform you what documents are required to attach to your application. Once the application is complete, submit the application to MPF Management or Human Resources (HR) for review. Once MPF Management or Human Resources (HR) verifies the application it will be submitted to myPers - Total Force Service Center close for further review to be processed.

- **I have several questions and I have no idea where to start, what do I do?**
  - Please contact us, at (210) 565-0102
  - Submit a myPers ticket

Questions

AIR FORCE RESERVE COMMAND

AIR RESERVE PERSONNEL CENTER

READINESS & INTEGRATION ORGANIZATION

Welcome to the ARC Field Training Course at ARPC - Buckley Garrison, CO
We will resume in a few minutes……

United States Air Force Reserve

Integrity - Service - Excellence

Officer Promotions for Air Force Reserve

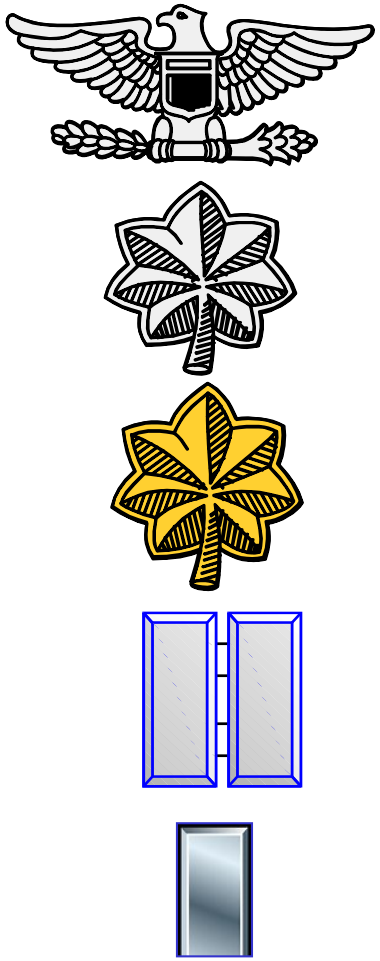
U.S. AIR FORCE

Selection Board Secretariat
23 April 2021

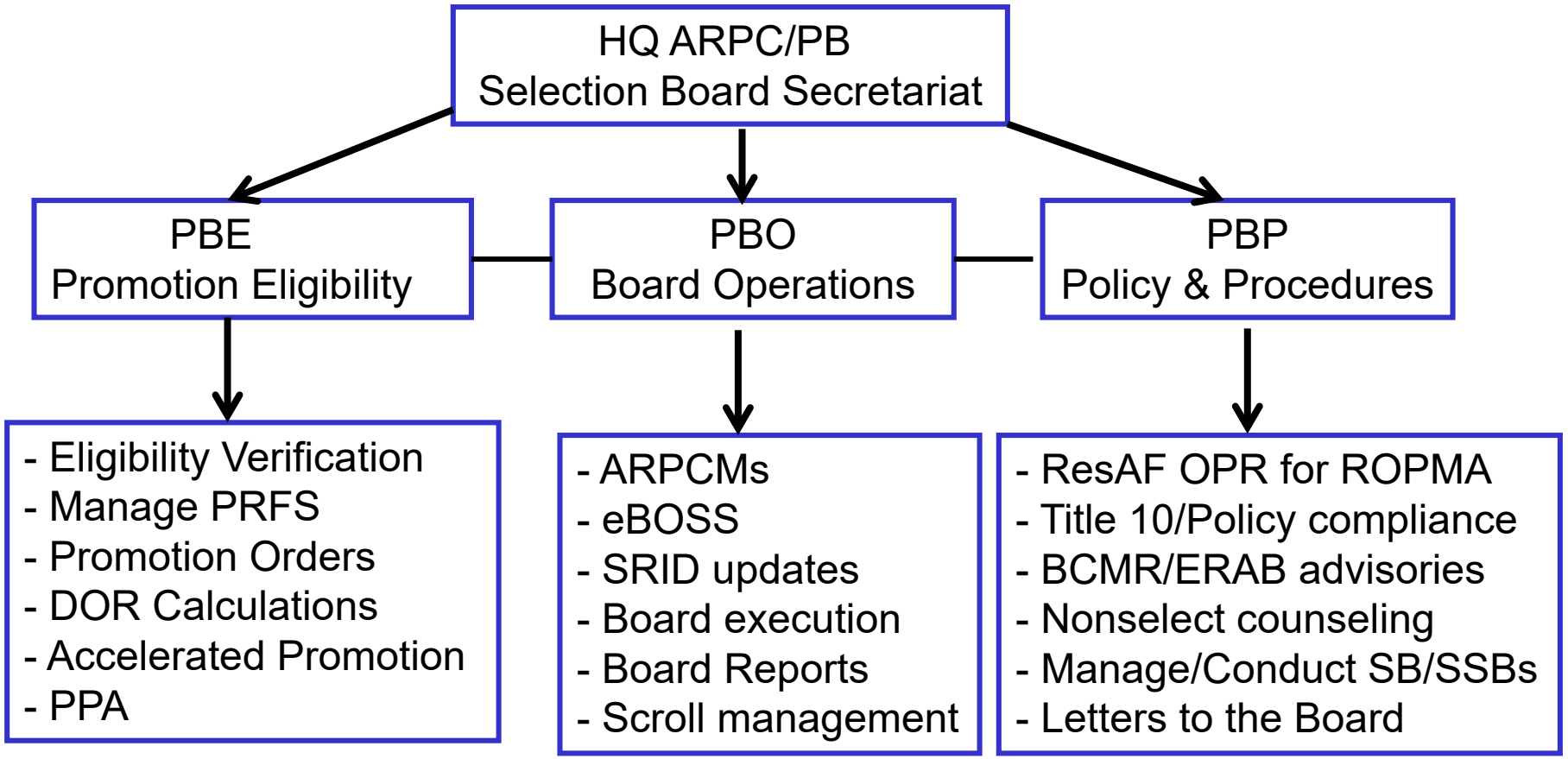
U.S. AIR FORCE

Overview

- HQ ARPC Promotion Board Secretariat
- Authority for AFR Promotions
- Promotion Boards
- Officer's Responsibility
- Post Board Actions



ResAF Selection Board Secretariat



Reserve of the AF = Air National Guard & Air Force Reserve
Also referred to as Air Reserve Components (ARC)

U.S. AIR FORCE

Types of ARC Boards

TYPE	DESCRIPTION	AFR
Mandatory Boards	• By law • IPZ/APZ	1st Lt/Capts process Maj - Cols
Position Vacancy Boards	• Consider exceptionally well-qualified officers for early promotion	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Special Selection Boards	• By law; to correct admin error; ARPC/PB discretion	O-4 thru O-6 Boards
Special Boards	• By law; can be directed by BCMR	O-4 / O-5 Boards
Selective Continuation Boards	• SecAF discretion; for 2x deferred officers in specific AFSCs	O-4 / O-5 Boards only

U.S. AIR FORCE

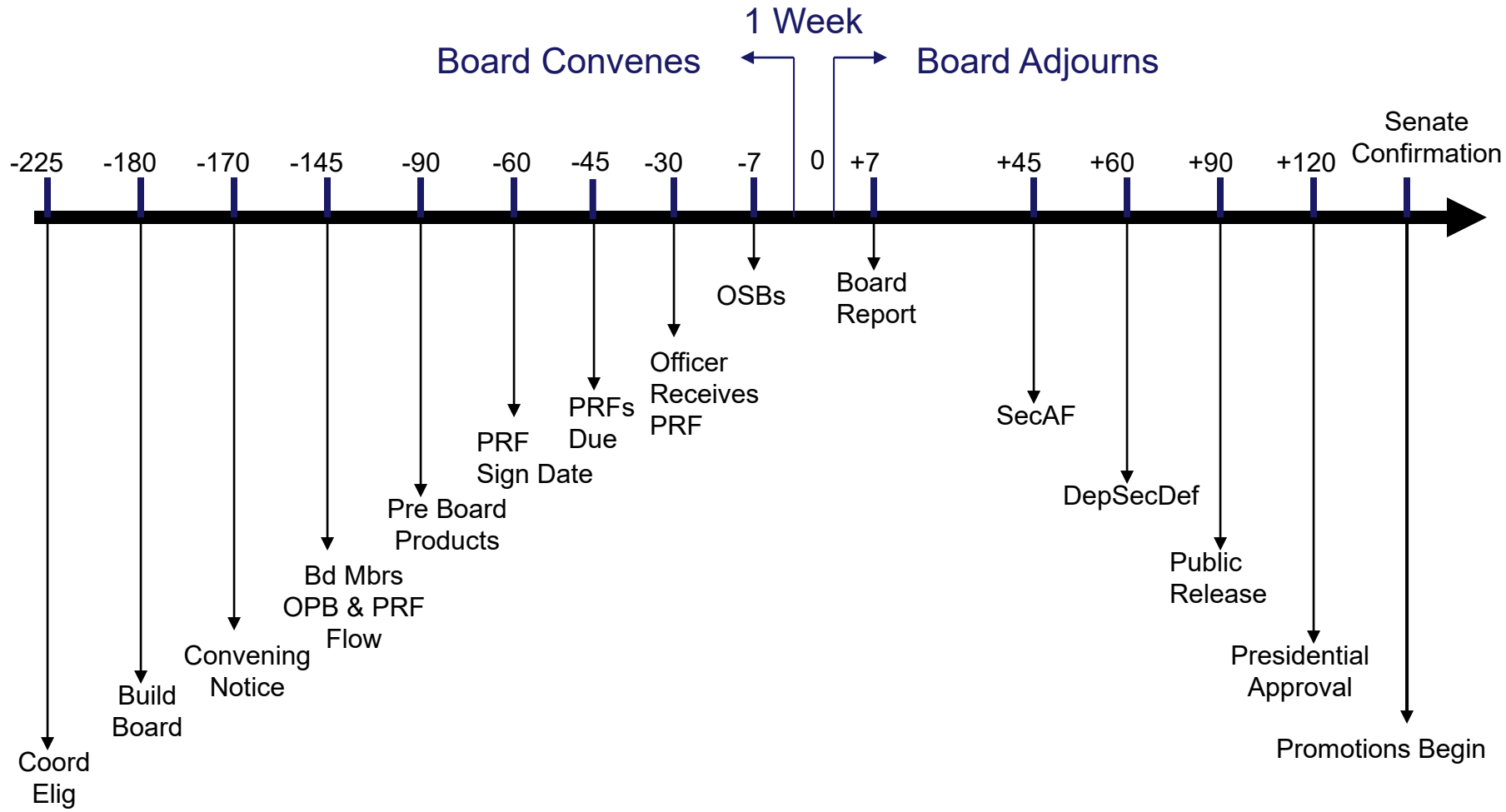
CY21 Selection Board Schedule

Air Force Reserve Board	Convening Dates
AFR Line Major Board – U/V/W0421A	29 Mar – 2 Apr 2021
AFR Nonline Major Board – U/V/W0421A	29 Mar – 2 Apr 2021
ARC 1st Lt/Capt Process (1st Half)	1 Apr 2021
AFR Line Lt Col Board – U/V/W0521A	7 – 19 Jun 2021
AFR Nonline Lt Col Board – U/V/W0521A	7 – 12 Jun 2021
ARC 1st Lt/Capt Process (2nd Half)	1 Oct 2021
AFR Line Colonel Board - V/W0621A	18 – 29 Oct 2021
AFR Nonline Colonel Board - V/W0621A	18 – 23 Oct 2021
Reserve Brig General Qualification Board – G0721B	2 – 5 Nov 2021

*** Promotion to 1st Lt and Captain is a process, not a promotion board**
These processes occur semi-annually (April & October)

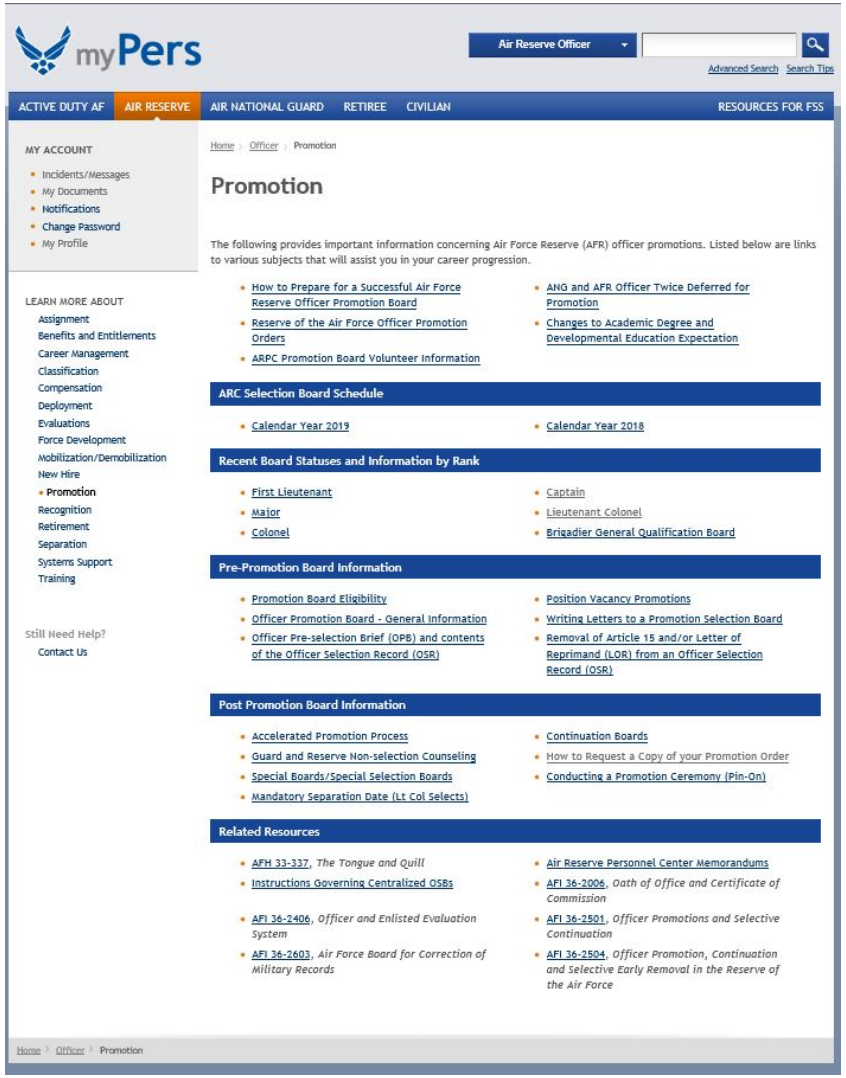
U.S. AIR FORCE

Timelines



U.S. AIR FORCE

Promotion Board Information



U.S. AIR FORCE

Air Reserve Personnel Center Memorandums (ARPCMs)

2. **ELIGIBILITY FACTORS:**

a. **DOR CRITERIA AND BOARD IDs**

US Air Force Reserve (USAFR)		
Board Type	**Date of Rank (DOR)**	**Board IDs**
* Major Mandatory Participating Reserve (PR)	30 Sep 07 or earlier	V0413A
** Major Mandatory Nonparticipating Reserve (NPR)	30 Sep 07 or earlier	W0413A
*** Major Position Vacancy (PV)	30 Sep 08 or earlier	U0413A

* PR categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technician, Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), Selective Service, Participating Individual Ready Reserve (IRR) and Limited Extended Active Duty (LEAD). Although LEAD is not part of the PR, the Secretary of the Air Force has directed LEAD compete with the PR.
** NPR categories include eligible Reserve officers assigned in the Standby Reserve or Non-Participating IRR.
*** AFPROMS will identify potential eligibles by DOR only. Military Personnel Sections (MPS) and Program Managers must verify if officers meet remaining eligibility criteria. See attachment 5.

ARC Board Convening Notices & Public Release ARPCMs are posted on myPers

U.S. AIR FORCE

ARPCMs

Convening Notice

PRFs due

Last day to update MilPDS

Letters to Board Due

MILESTONES

30 Sep 07	DOR must be on or before this date to be eligible to meet the mandatory board
14 Jan 12	Officer must be on the RASL on or before this date to meet the board
19 Jul 12	Date mandatory board data created in AFPROMS (board build)
1 Aug 12	OPBs, DQHBs and PRF notices available via AFPROMS
14 Aug 12	MPS suspense to disperse OPBs with attachments 3, 4 and 5 to officers meeting board
16 Oct 12	DBH reports close out date
30 Nov 12	PV-nominating PRFs due to PBE
30 Nov 12	All outstanding OPRs due to ARPC
1 Dec 12	Approximate last day to update before MilPDS upgrade
Dec 12	PV-nominated officer requests OPB IAW attachment 6, paragraph 5
arly Jan	MPS run current OPBs so officers can verify post-MilPDS-upgrade accuracy
9 Jan 13	OSBs extracted for the board. For MilPDS updates made after 6 Jan 13, submit source documents and printouts to the promotion board room staff via the vPC-GR Dashboard on the myPers website, https://gum-crm.csd.disa.mil/app/login or through the Air Force Portal, https://www.my.af.mil/faf/FAF/fafHome.jsp
13 Jan 13	Letters to the board due
14 Jan 13	Board convenes at ARPC
6 – 8 weeks	Approximate timeframe for public release of promotion results after board adjourns
14 Apr 13	Officer's DOS must be on or later than this date to be eligible for promotion consideration

Pay particular attention to SUSPENSE DATES in ARPCMs

U.S. AIR FORCE

Time In Grade (TIG)

Promotion to:	Mandatory TIG (Pin-on Date)	Position Vacancy
1st Lt	2	N/A
Capt	2	N/A
Maj	7	5
Lt Col	7	5
Col	4 (AFR)*	N/A

ANG: Maj-Lt Col & AFR: Maj-Col
Promotion DOR cycle is 30 Sep or earlier

U.S. AIR FORCE

RASL

- **What is RASL**
  - **Reserve Active Status List**

- **Promotion Eligible**
  - **Members must be on RASL or ADL for 1 year**
  - **No break in service from AD to AFR**

U.S. AIR FORCE

Adverse Information

- National Defense Authorization Act for FY20, DODI 1320.14 and DAFPM 2021-36-03 signed 26 February 2021
  - All adverse information will be included in officer selection record for promotion selection, special selection, federal recognition and continuation
  - Grades O-4 and above (to include processes for O-3 promotions that have “extraordinary adverse information” per DoDI 1320.14)
- Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature

U.S. AIR FORCE

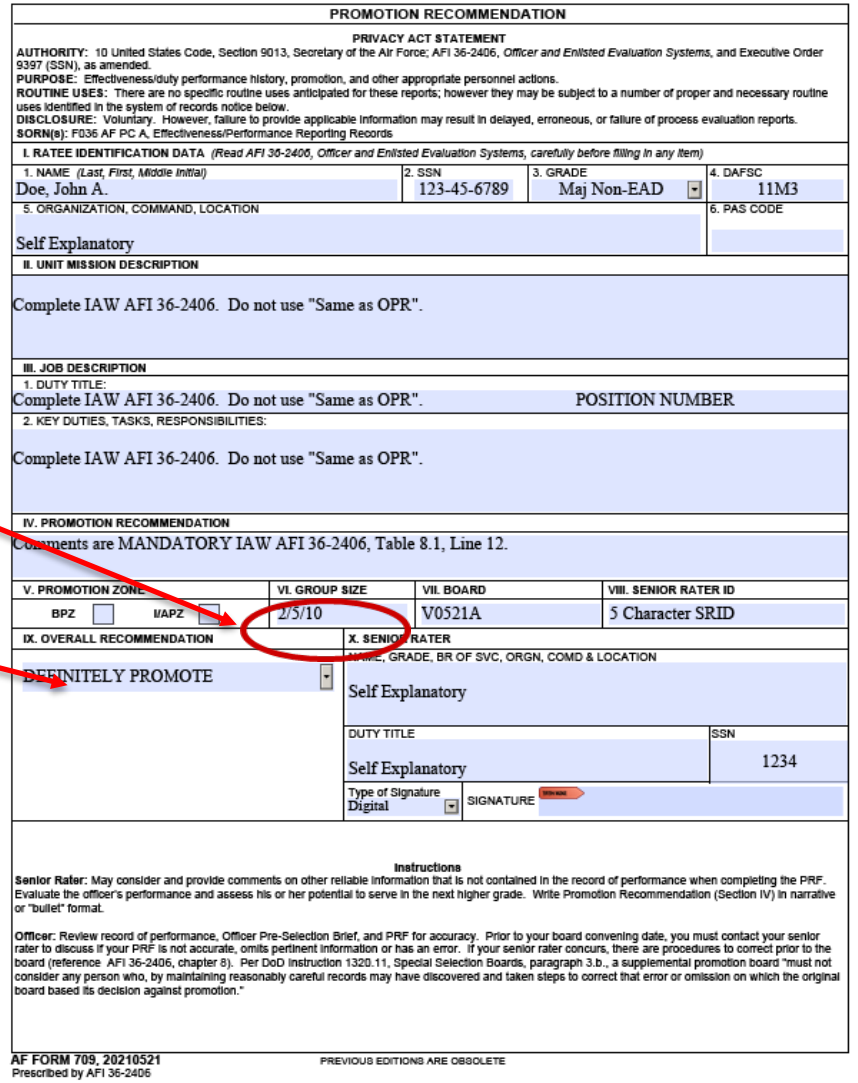
Promotion Recommendation Form (PRF)

- **Required:**
  - Mandatory Board O-5 thru O-6
  - Position Vacancy Nomination (O-4 / O-5 Boards)
  - Do Not Promote (DNP)
- **Process/Form** ***(NEW VERSION)***
  - 2-Line PRF
  - Bullet format
  - Limited to 2 stratifications from SR
  - Comments are MANDATORY for ARC
  - Drop Down for Promotion Recommendation
- **Signed by SR**
  - Senior rater fixed by policy

U.S. AIR FORCE

PRF - Mandatory Board (IPZ / APZ)

- Required for mandatory promo to Lt Col & Col
- Promotion Recommendation block must have minimum of 1 bullet
- Section V: "Promotion Zone" blank
- Section VI: Leave "Group Size" blank unless "Definitely Promote"
  - DP Strat Ex: 2/5/10
- Three promotion recommendations authorized (Drop Down)
  - Definitely Promote (DP)
  - Promote (P)
  - Do Not Promote (DNP)
- Senior rater fixed by policy
  - WG/CC or equivalent for Lt Col
  - First GO in rating chain for Col



PROMOTION RECOMMENDATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 United States Code, Section 9013, Secretary of the Air Force; AFI 36-2406, *Officer and Enlisted Evaluation Systems*, and Executive Order 9397 (SSN), as amended.
PURPOSE: Effectiveness/duty performance history, promotion, and other appropriate personnel actions.
ROUTINE USES: There are no specific routine uses anticipated for these reports; however they may be subject to a number of proper and necessary routine uses identified in the system of records notice below.
DISCLOSURE: Voluntary. However, failure to provide applicable information may result in delayed, erroneous, or failure of process evaluation reports.
SORN(s): F036 AF PC A, Effectiveness/Performance Reporting Records

I. RATEE IDENTIFICATION DATA *(Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)*

1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
Doe, John A.	123-45-6789	Maj Non-EAD	11M3

5. ORGANIZATION, COMMAND, LOCATION	6. PAS CODE
Self Explanatory	

II. UNIT MISSION DESCRIPTION

Complete IAW AFI 36-2406. Do not use "Same as OPR".

III. JOB DESCRIPTION

1. DUTY TITLE:
Complete IAW AFI 36-2406. Do not use "Same as OPR". POSITION NUMBER

2. KEY DUTIES, TASKS, RESPONSIBILITIES:
Complete IAW AFI 36-2406. Do not use "Same as OPR".

IV. PROMOTION RECOMMENDATION

Comments are MANDATORY IAW AFI 36-2406, Table 8.1, Line 12.

V. PROMOTION ZONE	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ ☐ IAPZ ☐	2/5/10	V0521A	5 Character SRID

IX. OVERALL RECOMMENDATION

DEFINITELY PROMOTE

X. SENIOR RATER

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION
Self Explanatory

DUTY TITLE	SSN
Self Explanatory	1234

Type of Signature: Digital | SIGNATURE

Instructions

Senior Rater: May consider and provide comments on other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential to serve in the next higher grade. Write Promotion Recommendation (Section IV) in narrative or "bullet" format.

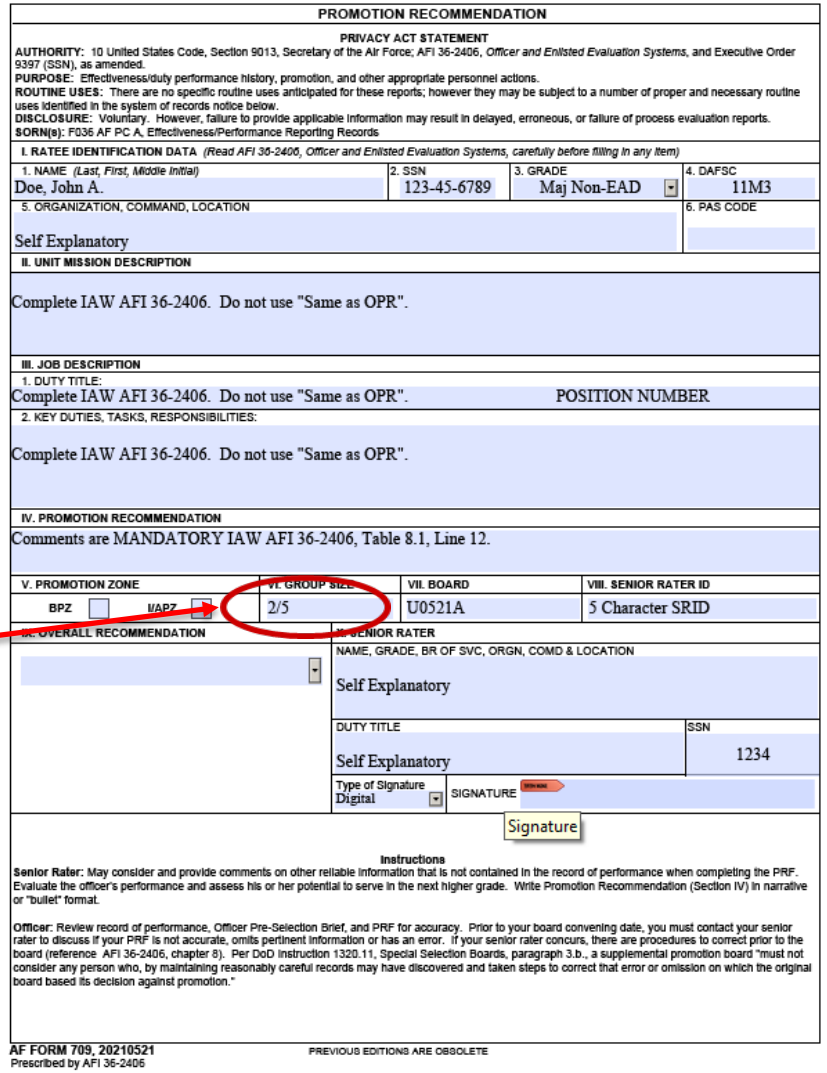
Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference AFI 36-2406, chapter 8). Per DoD Instruction 1320.11, Special Selection Boards, paragraph 3.b., a supplemental promotion board "must not consider any person who, by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."

AF FORM 709, 20210521 PREVIOUS EDITIONS ARE OBSOLETE
Prescribed by AFI 36-2406

U.S. AIR FORCE

Position Vacancy (PV) PRF

- PV = early promotion opportunity
- Due NLT 45 days prior to convening date
- PRF is PV nomination form
  - *Officer may show eligible for PV however their SR must submit nomination in order to meet a PV board*
- Promotion Recommendation block must have minimum of 1 bullet
- Section V: "Promotion Zone" blank
- Section VI: Must complete "Group Size"
  - Strat Ex: 2/5
- Section IX: "Promotion Recommendation" blank
  - All PV nominations are considers "DP" recommendation



PROMOTION RECOMMENDATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 United States Code, Section 9013, Secretary of the Air Force; AFI 36-2406, *Officer and Enlisted Evaluation Systems*, and Executive Order 9397 (SSN), as amended.
PURPOSE: Effectiveness/duty performance history, promotion, and other appropriate personnel actions.
ROUTINE USES: There are no specific routine uses anticipated for these reports; however they may be subject to a number of proper and necessary routine uses identified in the system of records notice below.
DISCLOSURE: Voluntary. However, failure to provide applicable information may result in delayed, erroneous, or failure of process evaluation reports.
SORN(s): F036 AF PC A, Effectiveness/Performance Reporting Records

I. RATEE IDENTIFICATION DATA *(Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)*

1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
Doe, John A.	123-45-6789	Maj Non-EAD	11M3

5. ORGANIZATION, COMMAND, LOCATION: Self Explanatory — 6. PAS CODE:

II. UNIT MISSION DESCRIPTION

Complete IAW AFI 36-2406. Do not use "Same as OPR".

III. JOB DESCRIPTION

1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as OPR". POSITION NUMBER

2. KEY DUTIES, TASKS, RESPONSIBILITIES:

Complete IAW AFI 36-2406. Do not use "Same as OPR".

IV. PROMOTION RECOMMENDATION

Comments are MANDATORY IAW AFI 36-2406, Table 8.1, Line 12.

V. PROMOTION ZONE	VI. GROUP SIZE	VII. BOARD	VIII. SENIOR RATER ID
BPZ ☐ IAPZ ☐	2/5	U0521A	5 Character SRID

IX. OVERALL RECOMMENDATION

X. SENIOR RATER

NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION: Self Explanatory

DUTY TITLE: Self Explanatory — SSN: 1234

Type of Signature: Digital — SIGNATURE: Signature

Instructions

Senior Rater: May consider and provide comments on other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential to serve in the next higher grade. Write Promotion Recommendation (Section IV) in narrative or "bullet" format.

Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference AFI 36-2406, chapter 8). Per DoD Instruction 1320.11, Special Selection Boards, paragraph 3.b., a supplemental promotion board "must not consider any person who, by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."

AF FORM 709, 20210521 — PREVIOUS EDITIONS ARE OBSOLETE
Prescribed by AFI 36-2406

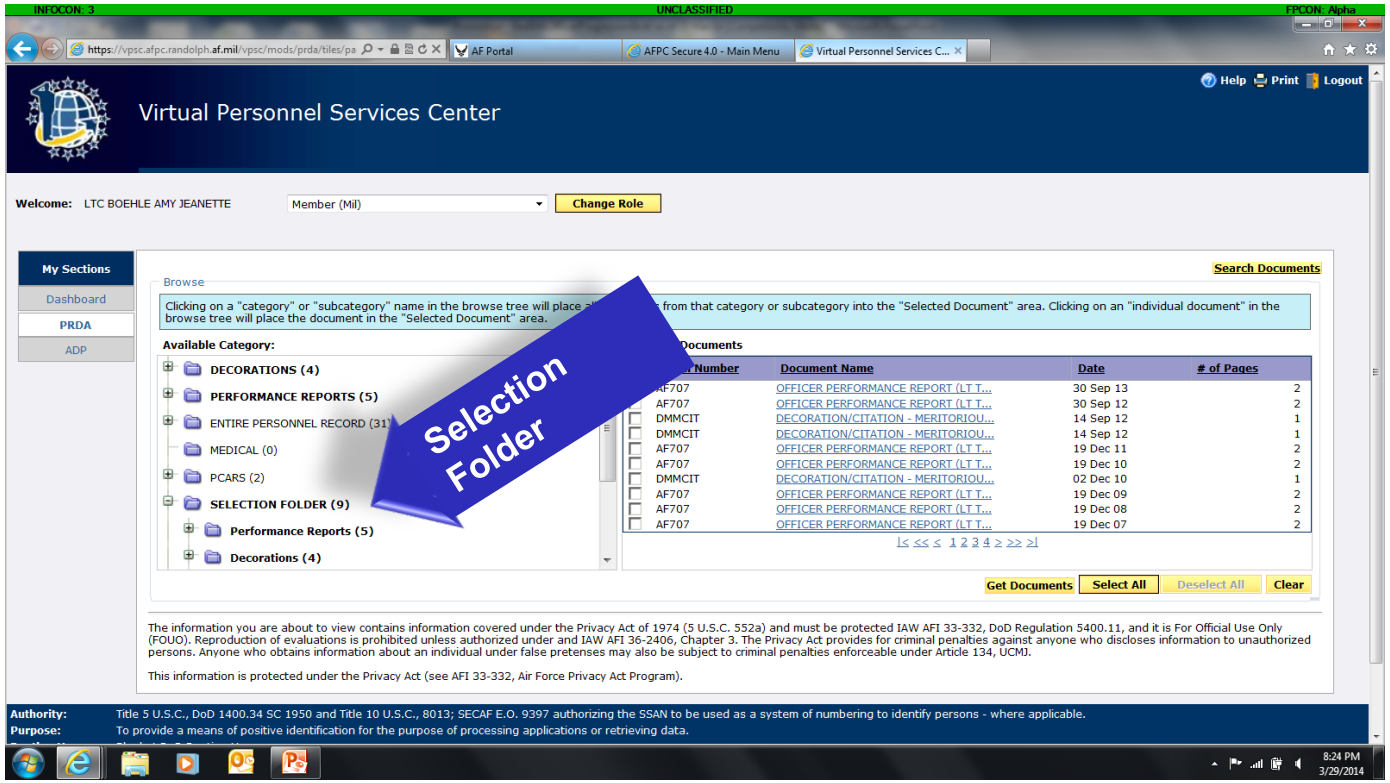
U.S. AIR FORCE

Officer's Responsibility

- **READ the ARPCM (Convening Notice/Release)**
  - **Eligibility Factors/Milestones/Guidance**
- **The Officer Selection Record (OSR) is <u>Officer's Responsibility</u>…*Check PRDA*!**
  - **Make sure your records are correct**
  - **If something is wrong, work with your servicing MPF/MPS to correct issue**
- **Review eOSR in vPC– lists discrepancies in your record ID'd by ARPC/PB**
- **Review Officer Preselection Brief (OPB)**
  - **Make sure information is correct**
  - **If something is wrong, work with your servicing MPF/MPS to correct issue**

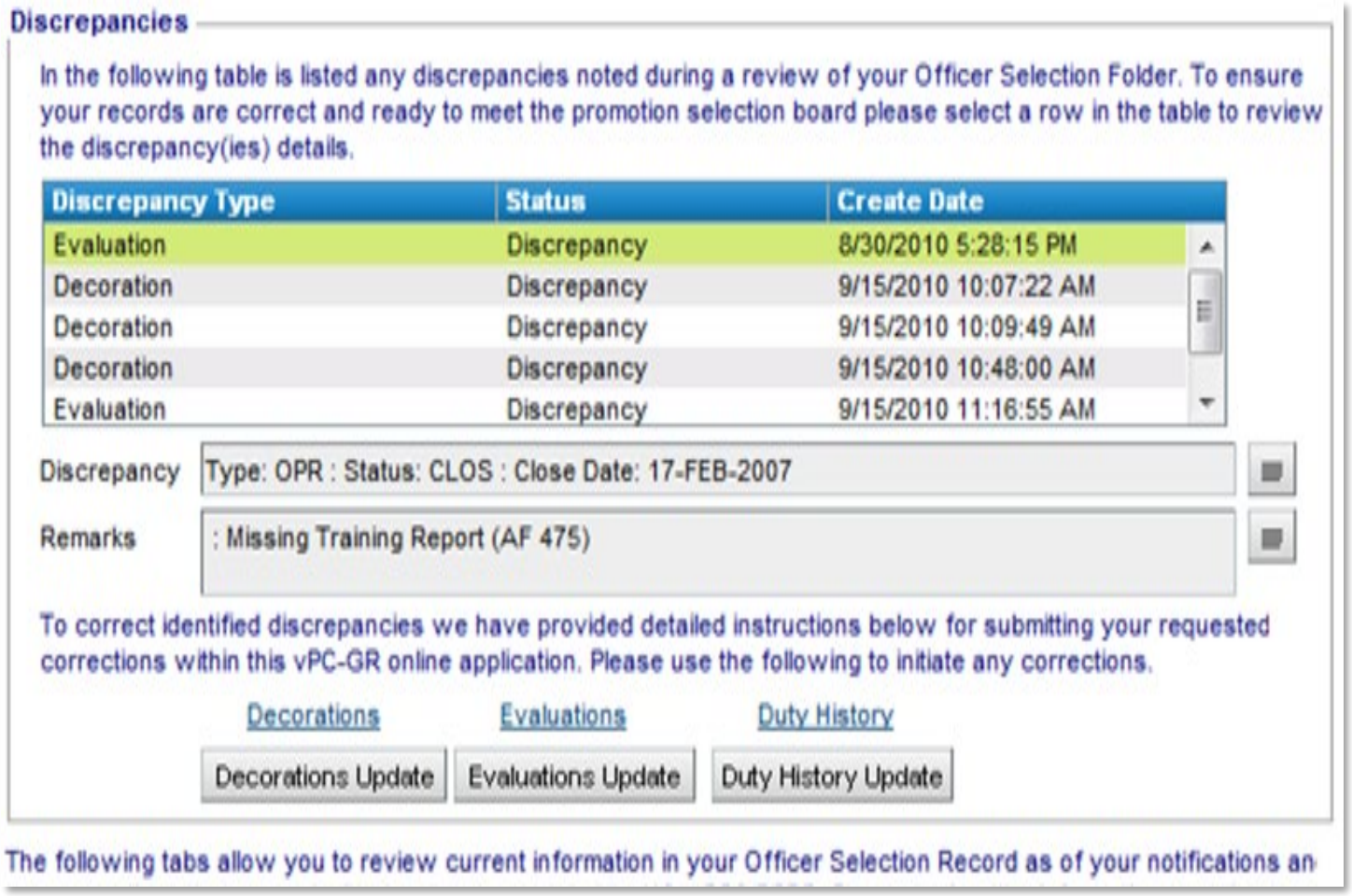
U.S. AIR FORCE

Personnel Records Display App (PRDA)



U.S. AIR FORCE

Electronic Officer Selection Record (eOSR)



U.S. AIR FORCE

New Line of the Air Force Competitive Categories

Competitive Categories	Assigned Core Air Force Specialties
Air Operations and Special Warfare (LAF-A)	11X – Pilot 12X – Combat Systems 13B – Air Battle Manager 18X – Remotely Piloted Aircraft 19Z – Special Warfare
Nuclear Missile Operations (LAF-N)	13N – Nuclear and Missile Operations
Space Operations (LAF-S)	13A – Astronaut 13S – Space Operations
Information Warfare (LAF-I)	14F – Information Operations 14N – Intelligence 15A – Operations Research Analyst 15W – Weather 17X – Cyber Operations 35X – Public Affairs 71S – Special Investigations
Combat Support (LAF-C)	13M – Airfield Operations 21A – Aircraft Maintenance 21M – Munitions and Missile Maintenance 21R – Logistics Readiness 31P – Security Forces 32E – Civil Engineering 38F – Force Support 64P – Contracting 65X – Financial Management 84H – Historian
Force Modernization (LAF-F)	61C – Chemist 61D – Physicist/Nuclear Engineer 62E – Developmental Engineer 63A – Acquisition Management

Officer Preselection Brief (OPB) / Officer Selection Brief (OSB)

- **Officer Preselection Brief (OPB)**
  - Flows to MPF/MPS 148 days prior to board convening date
    - MPF/MPS will send to the eligible officers' Squadron
    - IF officer has not received OPB they must contact their servicing MPF/MPS
  - One page snapshot of Career Brief
  - MUST REVIEW and ensure information is current/accurate
  - OPBs must be corrected prior to the board convene date
  - OPBs become the Officer Selection Brief (OSB)

- **Officer Selection Brief (OSB)**
  - OSB is what the board members will see

Make corrections prior to board convene date

Officer Preselection Brief (OPB) / Officer Selection Brief (OSB)

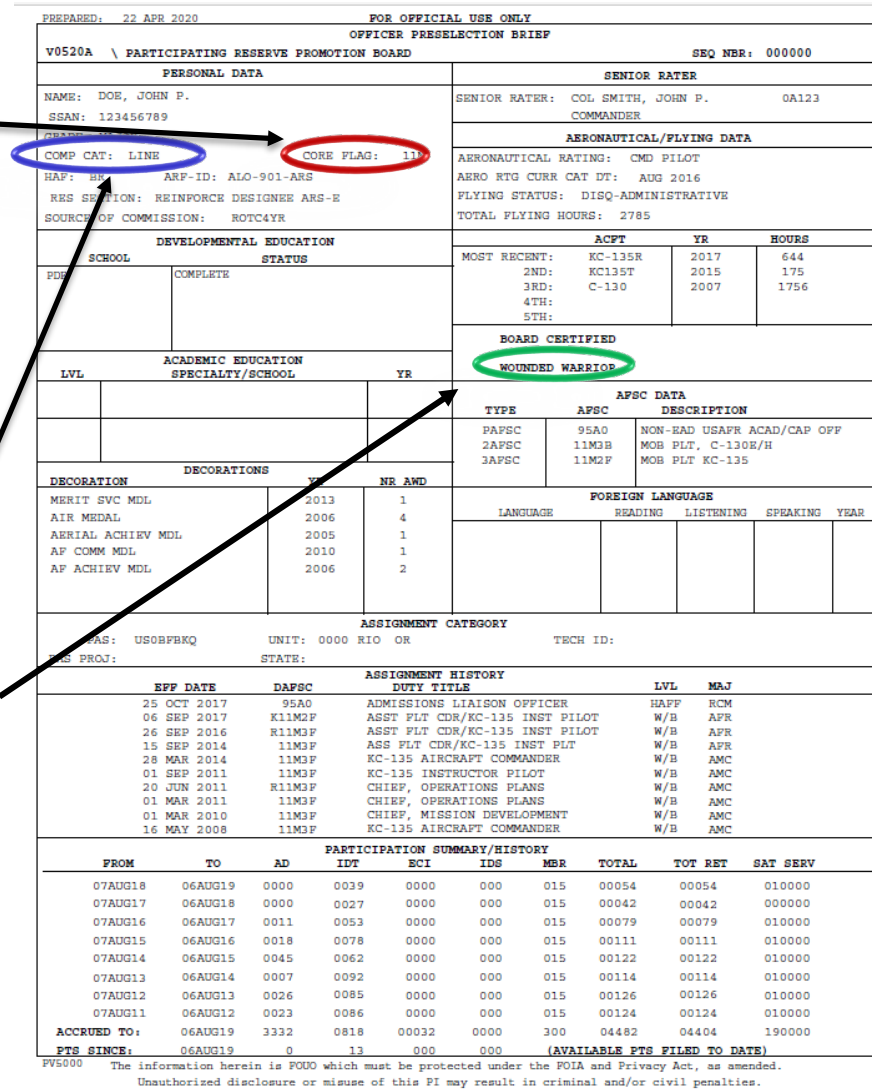
- Verify that your information contained on the OPB is correct
  - Personal Data (Core Flag ID *new*)
  - Developmental Education (DE)
  - Aeronautical/Flying Data
  - Board Certifications (Medical Only)
  - Decorations
  - Assignment History (Duty History)
  - Participation Points

*** Read the Convening Notice – Instructions and OPRs are included if corrections to OPB need to be made.**

U.S. AIR FORCE

OPB / OSB Example

- **New Areas on OPB**
  - **Core Flag ID**
    - **Core AFSC to which officers are assigned**
    - **Drives what Competitive Category officers will meet the board in**
  - **Competitive Category (Line)**
  - **Wounded Warrior (WW)**



PREPARED: 22 APR 2020 FOR OFFICIAL USE ONLY

OFFICER PRESELECTION BRIEF

V0520A \ PARTICIPATING RESERVE PROMOTION BOARD SEQ NBR: 000000

PERSONAL DATA

NAME: DOE, JOHN P.
SSAN: 123456789
COMP CAT: LINE CORE FLAG: 11F
HAF: BR ARP-ID: ALO-901-ARS
RES SECTION: REINFORCE DESIGNEE ARS-E
SOURCE OF COMMISSION: ROTC4YR

SENIOR RATER

SENIOR RATER: COL SMITH, JOHN P. 0A123
COMMANDER

AERONAUTICAL/FLYING DATA

AERONAUTICAL RATING: CMD PILOT
AERO RTG CURR CAT DT: AUG 2016
FLYING STATUS: DISQ-ADMINISTRATIVE
TOTAL FLYING HOURS: 2785

	ACFT	YR	HOURS
MOST RECENT:	KC-135R	2017	644
2ND:	KC135T	2015	175
3RD:	C-130	2007	1756
4TH:			
5TH:			

DEVELOPMENTAL EDUCATION

SCHOOL	STATUS
PDE	COMPLETE

BOARD CERTIFIED

WOUNDED WARRIOR

ACADEMIC EDUCATION

LVL	SPECIALTY/SCHOOL	YR

APSC DATA

TYPE	APSC	DESCRIPTION
PAPSC	95A0	NON-EAD USAFR ACAD/CAP OFF
2APSC	11M3B	MOB PLT, C-130E/H
3APSC	11M2F	MOB PLT KC-135

DECORATIONS

DECORATION		NR AWD
MERIT SVC MDL	2013	1
AIR MEDAL	2006	4
AERIAL ACHIEV MDL	2005	1
AF COMM MDL	2010	1
AF ACHIEV MDL	2006	2

FOREIGN LANGUAGE

LANGUAGE	READING	LISTENING	SPEAKING	YEAR

ASSIGNMENT CATEGORY

PAS: US0BFBKQ UNIT: 0000 RIO OR TECH ID:
PROJ: STATE:

ASSIGNMENT HISTORY

EFF DATE	DAFSC	DUTY TITLE	LVL	MAJ
25 OCT 2017	95A0	ADMISSIONS LIAISON OFFICER	HAFF	RCM
06 SEP 2017	K11M2F	ASST FLT CDR/KC-135 INST PILOT	W/B	AFR
26 SEP 2016	R11M3F	ASST FLT CDR/KC-135 INST PILOT	W/B	AFR
15 SEP 2014	11M3F	ASS FLT CDR/KC-135 INST PLT	W/B	AFR
28 MAR 2014	11M3F	KC-135 AIRCRAFT COMMANDER	W/B	AMC
01 SEP 2011	11M3F	KC-135 INSTRUCTOR PILOT	W/B	AMC
20 JUN 2011	R11M3F	CHIEF, OPERATIONS PLANS	W/B	AMC
01 MAR 2011	11M3F	CHIEF, OPERATIONS PLANS	W/B	AMC
01 MAR 2010	11M3F	CHIEF, MISSION DEVELOPMENT	W/B	AMC
16 MAY 2008	11M3F	KC-135 AIRCRAFT COMMANDER	W/B	AMC

PARTICIPATION SUMMARY/HISTORY

FROM	TO	AD	IDT	ECI	IDS	MBR	TOTAL	TOT RET	SAT SERV
07AUG18	06AUG19	0000	0039	0000	000	015	00054	00054	010000
07AUG17	06AUG18	0000	0027	0000	000	015	00042	00042	000000
07AUG16	06AUG17	0011	0053	0000	000	015	00079	00079	010000
07AUG15	06AUG16	0018	0078	0000	000	015	00111	00111	010000
07AUG14	06AUG15	0045	0062	0000	000	015	00122	00122	010000
07AUG13	06AUG14	0007	0092	0000	000	015	00114	00114	010000
07AUG12	06AUG13	0026	0085	0000	000	015	00126	00126	010000
07AUG11	06AUG12	0023	0086	0000	000	015	00124	00124	010000
ACCRUED TO:	06AUG19	3332	0818	00032	0000	300	04482	04404	190000
PTS SINCE:	06AUG19	0	13	000	000	(AVAILABLE PTS FILED TO DATE)			

PV5000 The information herein is FOUO which must be protected under the FOIA and Privacy Act, as amended.
Unauthorized disclosure or misuse of this PI may result in criminal and/or civil penalties.

U.S. AIR FORCE

Letter to the Board

- **Submit via vPC online application:**
  - Submitted NLT 10 calendar days prior to convene date
  - e-Signature authorized
  - Confirmed receipt sent back to you once received
  - Technician will review and provide feedback if needed
- **Used to explain things such as:**
  - Gap in record
  - Missing OPRs/Decs
  - Unsat year of Service
  - Deployment Information
- **CAN NOT use to:**
  - Mention completion of PME or Advanced Academic Education
  - Use as platform to complain about leadership
- **Keep it brief, succinct and to the point**

U.S. AIR FORCE

Post Board Counseling

- Requested vPC online application
  - Officers not selected are encouraged to request counseling as close to public release as possible upon notification of non-selection
- Counselors will review records “as met” from the most recent selection board
- Members will be notified to contact HQ ARPC/PB counselors within 4-6 weeks after application is submitted

U.S. AIR FORCE

How You Can Help

- If you are a ***member*** meeting a board:
  - Read the entire ARPCM; know the milestones
  - Review eOSR via vPC / Check record in PRDA
    - Ensure all OPRs, Training Reports, and Decs are in PRDA
    - Correct discrepancies found
  - Review Officer Preselection Brief (OPB)
    - Ensure information is correct
    - Correct discrepancies found

- If you are an IMA, AGR, LEAD, or VLPAD, your ***servicing agency is the RegAF MPF/FSS***
  - Responsible for providing you with your OPBs
  - Provide SRs MELs/DQHBs/PRF notices
  - Help officers update records/OPRs/Decs/etc…

U.S. AIR FORCE

How You Can Help

- If you are a *servicing agency* (FSS/MPS/Det/etc)
  - Read and follow all instructions in ARPCMs
  - Run MELs weekly & communicate to ARPC/PBE adds/deletes
  - Provide members with their OPBs
  - Provide SRs MELs/DQHBs/PRF notices--suspense dates!
  - Help officers update their records/OPRs/Decs/etc…

U.S. AIR FORCE

Questions?