

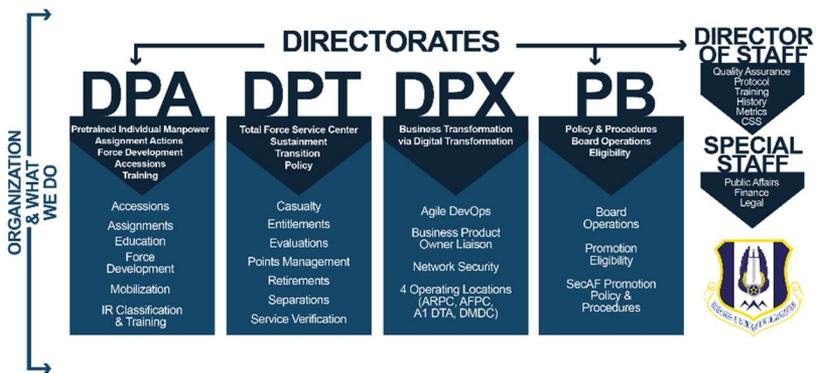
# HQ ARPC—What do we do?

Utilizing our Subject Matter Experts, we have tailored programs to meet the unique needs of the Air Force Reserve, RegAF, and the Air National Guard. Our programs touch every Airman from cradle-to-grave in the Airman’s lifecycle.

Our programs touch multiple divisions and likely REP, AFRC, NGB and AFPC in the strategic-operational-tactical continuum, so we are identifying roles, responsibilities and accountabilities using accurate and meaningful data to drive to efficient program operations from our customer perspective.

Overall, we process actions that support over 1.3 million TF customers. We are on stand-by every day for questions and inquiries to ensure their career needs (whether evaluations, retirements, etc.) are processed accurately and timely.

Our efforts allow our TF to focus on the mission and their families. To do this, our directorate work as a cross-functional team to serve our Airmen through their external customer lens. We think end-to-end across the Airmen Lifecycle versus looking up and down in silos based on organizational design and AF constructs.



The following information is provided as an overview of some of our directorates' programs and responsibilities to assist you on your leadership journey.

## **How to contact us?**

- **FSSE Line (Servicing MPF assists commanders with using the hotline)**
  - **\*\*FSSE hotline, 720-847-3400, for GOs, CCs, Executive Officers and/or Sq CMSgts calling on behalf of the member for urgent benefit and mission affecting issues.**
  
- **Total Force Support Center:** DSN: 665-0102 / Commercial: (210)-565-0102 / Toll-Free 1-800-525-0102 or email the myPers - Total Force Service Center at <https://mypers.af.mil/app/ask> (requires CAC login)

## **DPA Assignments**

### **DPAA: Assignments Division**

What We Do:

- **AGR Management** (IAW AFI 36-2110, Chapter 12)
- Advertise vacancies (on MyPers)
- Process applications and facilitate assignment actions with hiring authority
- Coordinate with servicing FSSs to manage AGRs
- Conduct AGR Continuation Decision Cycle (semi-annually)
- Process assignment waivers
- Process Management Directed Reassignments (MDR)
- Process Voluntary and involuntary curtailments
- Conduct AGR Program Health metrics, systems analytics, MilPDS data validation
- Manage AGR promotion grade ceiling for SMSgt, CMSgt, Maj, Lt Col and Cols
- **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)
- Coordinate on cases involving:
  - USERRA
  - Reserve Retiree to Reserve (Indispensability)
  - Voluntary Limited Period of Active Duty Program (VLPAD)

### **Force Development DPAF:**

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 (KCJ) Management (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
- Student Outplacement
  - Assist in-residence IDE/SDE students with locating 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

### **Pre-Trained Individual Manpower Management DPAM:**

**Personnel Readiness DPAMX:** \*ARPC's only wartime mission

- Screen IRRs for current contact/personnel data
- Perform musters/Push-pull events
- Mobilize IRR according to call up authorities

### **Reserve Service Programs DPAMR**

- MPF for members assigned to the Individual Ready Reserve (IRR)/Standby Reserve, which includes members assigned to S7 PAS codes of the IRR, Standby Reserve, Retired Active <60/>60, Retired Active/Reserve >60.
  - Completes gain and reassignment actions within the IRR and Standby Reserve.
- AFR Career Intermission Program (CIP) Manager while members are assigned to IRR
- Key Employee Program Manager
- S7 PAS Code UIF Monitor

- 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 that can only be updated by DPAMR after member is gained to a unit: Pay Date, Total Federal Commissioned Service Date (TFCSD), Total Years Service Date (TYSD).
  - Documents required for service date updates: all DD Fm 4's, DD Fm 214's, NGB Fm 22's, NGB Fm 66's, Appointment/Enlistment orders and any Separation/Discharge documents.
  - Requests usually completed within 5 business days, unless the request requires additional research and/or documents.
  - Requests should be submitted via MyPers console
  - AFMAN 36-2604, *Service Dates and Dates of Rank*, is the governing instruction for service date updates. 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 (TAFCS D)
- 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, is the governing instruction Used for calculation of Pay Dates

### **Accessions DPAR**

#### **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

## **Education and Incentives DPAT**

We coordinate on cases involving:

- Education Services:
  - Post-9/11 GI Bill Letters of Certification (LOC), Chapter 1606 Kickers
  - Tuition Assistance (TA)
  - Student Loan Repayment Program (SLRP)
  - Transfer of Education Benefits (TEB)
  - Foreign Language Proficiency Bonus (FLPB)
  - IR Classification and Training
    - HQ AFRC Classification Waivers processing
    - Reserve Classification Waivers
    - Reserve Training Waivers (CDCs, OJT Time in Training, Initial Skills School)
    - Individual Reservist Training Management
    - Enlisted/Officer On-the-Job Training Management
    - AFSC, Skill Level, and SEI Updates
    - Training and Retraining status updates
    - Formal school course request and processing
- Special Pay and Incentives:
  - FY Aviation Bonus (AvB)
  - Reserve Enlisted and Officer Incentives Program
  - Critical Skills Listing (CSL). 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.

## DPT

### **Outbound Service Team:**

What we do

- Process Retirement Packages

- Contact us at:

**Outbound Services**  
**tfsc@mailds01.csd.disa.mil**  
**1-800-525-0102**

**OR**

**Submit a MyPers incident**  
**and select OUTBOUND RETIREMENTS as the queue**

- When we receive notification from Retirements that the member is retiring, we start the process to create the member's retirement usually 45 days before member's ceremony or retirement date.

**\*\*Double check information in vPC retirement application to ensure it is correct**

- We primarily go by CEREMONY DATE FIRST and then retirement date.
- Create retirement certificates Member, Spouse (if applicable), and current Presidential for all retiring members of the Guard and Reserve. Also included in the retirement package is the benefits letter, lapel pin, binders for the certificates, and the Flag (ANG and USAFR). These are all mailed to either the member or member's designated POC.
  - The packages are primarily sent via UPS or FedEx. When it is ready for pickup by UPS/FedEx, an email will be sent to the member with the tracking number from either UPS or FedEx.

- If it is being mailed to a P.O Box or APO address, the retirement package will be sent via USPS.
- AFI 36-3203, DODI 1348.34 and Code of Federal Regulation Requirement USC Title 32

**\*\*Refer members to Presidential Libraries if they desire to certificates signed by a previous President**

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](mailto: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](mailto:correspondence@clintonfoundation.org)

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

- Contact us at:

**Outbound Services**  
**[tfsc@mailds01.csd.disa.mil](mailto:tfsc@mailds01.csd.disa.mil)**  
**1-800-525-0102**  
**OR**

**Submit a MyPers incident  
and select OUTBOUND RETIREMENTS as the queue  
Points Management DPTSP**

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

**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

## **Points Categories:**

- Active Duty = one point per day
- Inactive Duty Training = 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:**

DoDI 1215.07

- One retirement point for each four hours of Distributed Learning
- Any DL inquiries need to be submitted via MPC. Please include any applicable documentation to the incident for the ARPC PCARS technicians to complete a complete audit.

AFMAN 36-2136 Ch. 10.2.2 Advanced Distributed Learning

- When completing Distributed Learning (DL) via ADLS, members must register for courses through their servicing

Force Support Squadron or equivalent in order to receive point credit.

- Members are not authorized to register for DL directly with other service schools. Those who register for developmental courses directly with other service schools will not receive points for any completed courses.
- Members are only authorized to complete other service developmental education AFTER completing the comparable level of Air Force DL first

### **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 retention/retirement 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 retention/retirement year (this only applies when a member ends their active commitment (civilian break) prior to their anniversary date)

### **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 Printout

**PCARS Computer Printout**

```

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)
R/R DATE-----0607          BRAN:          GR. MSG DATE:
ACC-PCARS-DE---- 07 JUN 2004    REC-STAT-----41
LOST-PTS-DE-----          TIMEP-----030725
DARRER ST-DE---- 16 JAN 1984    TAFUS-----
DOB-----          PAYDATE----- 15 DEC 1997
P-R-STAT-----47             RESPTUL
APT-TECH-ID-----          EDCHA----- 07 AUG 2014
PTS-TOT-FACUS---0             REC-SEL-DE----
RET-ELIG-----          DT-20-COMP---
DIEUS-----16 JAN 1984       REC-COMV-FLAG-1

**SERVICE HISTORY**
AD IDT IDS ECT MBR          TOTAL RETIRE PAYACT MIST QUAL
PFS ACRO TO 06 JUN 2017 1228 0686 0060 0027 232 02273 02270 1700000 3747
16 JUN 1984 06 JUN 1985 0100 0000 0000 0000 0007 00037 00039 0100000 FR 1
16 JAN 1984 03 JUL 1984 0000 0000 0000 0000 0007 00007 00007 0000000 FV 4
16 JUN 1985 15 JAN 1986 0160 0000 0000 0000 0000 00190 00190 0000000 FR 1
16 JAN 1986 10 JAN 1987 0168 0000 0000 0000 0000 00368 00368 0100000 FR 1
16 JAN 1987 10 JAN 1988 0166 0000 0000 0000 0000 00166 00166 0000000 FR 1
01 JUL 1987 10 JAN 1989 0000 0022 0000 0000 0000 00008 00036 0000015 FV 1
16 JAN 1989 15 JAN 1989 0013 0048 0000 0000 0018 00078 00073 0100000 FV 1
16 JAN 1989 15 JAN 1990 0000 0020 0000 0000 0000 0018 00048 00048 0000000 FV 1
16 JAN 1990 06 JUN 2004 0000 0000 0000 0000 0018 00000 00000 0000000 KC 1
07 JUN 2004 06 JUN 2007 0002 0044 0000 0000 0018 00061 00061 0100000 FV 4
07 JUN 2007 06 JUN 2008 0187 0032 0000 0000 0018 00080 00080 0100000 FV 4
07 JUN 2008 06 JUN 2009 0040 0044 0000 0000 0018 00122 00122 0100000 FV 4
07 JUN 2009 06 JUN 2010 0028 0044 0000 0000 0018 00092 00092 0100000 FV 4
07 JUN 2010 06 JUN 2011 0034 0029 0000 0000 0018 00102 00102 0100000 FV 4
07 JUN 2011 06 JUN 2012 0002 0048 0000 0000 0018 00065 00065 0100000 FV 4
07 JUN 2012 06 JUN 2013 0020 0042 0000 0000 0018 00077 00077 0100000 FV 4
07 JUN 2013 06 JUN 2014 0018 0048 0000 0000 0018 00082 00082 0100000 FV 4
07 JUN 2014 06 JUN 2015 0009 0051 0000 0000 0018 00075 00075 0100000 FV 4
07 JUN 2015 06 JUN 2016 0028 0042 0000 0000 0018 00086 00086 0100000 FV 4
07 JUN 2016 06 JUN 2017 0013 0056 0000 0000 0018 00086 00086 0100000 FV 4

TYPE DUTY (TD) CODES: 1=AD OTHER 2=AD SPEC 3=AD SCHOOL 4=AD ANNUAL 5=AD
6=AD FS 7=DET 8=DET HONRAY 9=CEC 10=AD HONRAY 11=CONFIRMATION PAY
TRAINING PERIOD(TP) CODES: 0=BOTH 1=AM 2=FM

**CURRENT R/R YEAR POINTS**
FROM DT          TO DT          PFS          TD          TP
07 JUL 2017      07 JUL 2017      001          ?          1
08 JUL 2017      08 JUL 2017      002          ?          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

## CMS

- **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
  - Eligible points include AD, ADT and IDT for at least 4 years and 1 day to satisfy the over 4 years of service requirement
- **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
- **AFTP CMS cases:**
  - Only submit an AFTP CMS case when members have already exhausted their initial 48 (regulations recently increased the number of authorized AFTPs from 48 to 72 per FY per member)
  - 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 list each period worked for every date listed
- **AFTP Pay/Point Adjustment Process:**
  - CSS/FSS submits CMS case to DFAS RC Indianapolis with Military Pay Order (DD Form

114) and Authorization for Individual Inactive Duty Training (NGB Form 105s)

- DFAS RC Indianapolis will manually process pay for AFTPs and refer case to ARPC PCARS for further action
- ARPC PCARS will manually process points for AFTPs and refer case back to point of origin

### **Common CMS case issues:**

- ARPC Points Management will not process any pay affecting CMS cases (O4E, AFTP, misc. pay adjustments) that are not initially routed through DFAS; all non-pay affecting CMS cases must be routed through myPers (Service History initial audits)
- Misc. pay/point adjustments need to specify exactly what actions ARPC PCARS needs to take within the actions/comments section
- Required source documentation not filled out correctly, missing entirely from CMS case or documents are not digitally signed
- Source documentation submitted for the wrong person

### **BCMR:**

- *Must exhaust all other remedies first*
  - Contact HQ ARPC Points Management via myPers before submitting a BCMR
    - Often, a COA and/or assistance can be provided by submitting a myPers incident

### **Career Support (DPTSC):**

### **Responsibilities**

### **Legacy ARC Duty History Corrections**

- Air Force Reserve (AFR)
- Individual Reservists (IR)
- Air National Guard (ANG)

**Note: All separated and retired members submit DD149's to the Board of Corrections for Military Records.**

## **Criteria for Duty History Corrections**

Changes must be at least 60 calendar days or more from the new (projected) duty information for officers and 120 calendar days or more from the new (projected) duty information for enlisted. If an Airmen, does not have the source documents and cannot prove they held the duty title or accompanying duty history information, the request cannot be processed or updated. In this instance, a request to the Air Force Board for Correction of Military Record (AFBCMR) can be submitted.

### **Authorized Duty History Correction Source Documentation**

- AF Form 35, (G-Series) Request/Authorization for Assumption of/Appointment to Command (C Prefix Addition)
- AF Form 475, Education/Training Report (Officers)
- AF Form 707, Officer Performance Report (Lt thru Col)
- AF Form 707A, Field Grade Officer Performance Report (Maj thru Col)
- AF Form 707B, Company Grade Officer Performance Report (2Lt thru Capt)
- AF Form 910, Enlisted Performance Report (AB thru TSgt)
- AF Form 911, Senior Enlisted Performance Report (MSgt thru CMSgt)
- AF Form 2096, Classification/On-the-Job Training Action
- General Orders (used only for organizational changes)
- AF Form 77, Letter of Evaluation

### **IMA Enlisted Promotions**

- Individual Mobilization Augmentee
- Individual Reservists (IR)

Career Support assists in processing the promotion orders and completing the updates in MilPDS. IMA Airmen should be directed to AFI 36-2502 or to their respective detachment POC, regarding promotion eligibility.

### **IMA Reenlistments and Extensions**

- Individual Mobilization Augmentee

Career Support processes reenlistments and extensions for all IMAs assigned to the Headquarter Readiness Integration Organization (HQ RIO). Air National Guard (ANG) and Traditional Reserve (TR) reenlistments are managed at the unit level. Career Support works directly

with the detachments. An IMAs servicing detachment will provide a Selective Retention Process (SRP) letter 14 months prior to the ETS. The SRP serves as a notification for reenlistment screening. The IMA's Commander will make the final decision on approving a reenlistment. If selected to reenlist, the IMA will work with their detachment to obtain a DD Form 4, Enlistment/Reenlistment Document.

### **Military Document Requests**

- Air Force Reserve (AFR)
- Individual Reservists (IR)
- Air National Guard (ANG)
- Separated/Retirees

Career Support processes military document and complete record requests from retired or separated Air Force (AF) members, units, and third party agencies. HQ ARPC Career Support provides this service for those members who previously served in the Regular Air Force (RegAF), Air Force Reserve (AFR) or the Air National Guard (ANG). All airmen actively serving in any component of the AF will have access to their personnel records via Personnel Records Display Application (PRDA) through the Air Force (AF) Portal. Airmen may also contact their Military Personnel Flight (MPF) or servicing Commander Support Staff (CSS) and request assistance in locating documents from their military record

### **DD214/Service Verification Team DPTSC:**

#### **Responsibilities:**

- **ARPC completes DD 214s for the following members:**
  - ALL IMA Reservists
  - ALL Separated and Retired ANG and AFR Members
  - ALL Unit assigned ANG and AFR members receiving an active duty retirement
  - ALL ANG and AFR members retiring due to a PDRL or TDRL
  - ALL DD 214 Congressional and BCMR inquiries for ANG and AFR members.

- ALL DD 215 requests for ANG and AFR members. Units should NOT be creating DD 215s. Submit request through vPC Dashboard.
  - *NOTE: If the member is separated or retired the request can be submitted through the myPers, via Fax, or Mail*
  
- **All DD Form 214 issues regarding a RegAF 214 must coordinate with AFPC or submit DD 149's to the Board of Corrections for Military Records.**
  
- **Military Personnel Flights – AFI 36-3202 Chapter 2.4.2 & PSDG Section C**
  - ANG Wing level and below Statutory Tour (Title 10\*) members who are released (voluntarily or involuntarily) from a period of 90 days or more continuous/consecutive active duty service and are returning to a Title 32 status in the State (AGR, traditional, or military technician status).
  
  - Any and all Wing assigned members whose records are available even if they have changed units. (Such as state to state transfer for ANG or unit transfer for Reserves).
  
  - AFR Airmen, other than those listed under TFSC – JBSA Randolph, TX or TFSC-Buckley Colorado, separating from service.
  
  - ANG Airman who are immediately separated or discharged as a member of the ANG (do not revert to a traditional or military technician status).
  
  - Initial Pipeline Technical Training Locations Processing Non-Prior Service Personnel (Students) Requiring Immediate Discharge:

***Do Not:***

- Process Active Duty Retirement or PDRL/TDRL DD 214s.
- Wait until a member gets out so that ARPC has to create the DD 214.
- Wait for your TR's on drill to process DD 214's.
- Process any DD 215 request

**When does a DD 214 need to be created:**

- Ref DoDI 1336.01, AFI 36-3202 Table A2.1 & PSDG Table 3
  - COMPLETION OF 90 OR MORE CONTINUOUS/ CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY
    - This includes Active Duty for Training, full-time training duty, Active Duty for Special Work or Active Duty for Operational Support (ADOS). For ADOS, active duty performed not in support of a contingency operation.
  - COMPLETION OF LESS THAN 90 CONTINUOUS / CONSECUTIVE CALENDAR DAYS OF ACTIVE DUTY
    - Completion of an Initial Active Duty for Training (IADT) regardless of length of time, ordered or called to active duty for support of DoD named "Contingency Operation" regardless of length of time, or separating for cause
  - As of 23 January 2019 per DoDI 1336.01 Enclosure 3 d.1.  
"Reserve Component personnel ordered to active duty for a contingency operation for a period greater than 30 days will be issued a DD Form 214"
    - Contingencies performed before the 23 Jan 19 effective date only require 1 day or more
- Retirement from a qualifying length of continuous service

- AGR
- PDRL
- Drawing immediate pay

## **VA Home Loan Letters for members seeking Certificate of Eligibility**

- We create a TAFRS (Total Active Federal Reserve Service) letter for Reserve Members only
- Determining SCD

## **Employment verifications**

- Request by hiring agencies and background investigations not requiring an interview. This is for IMA, Air Force Reserve, and Separated members. No Service Level Agreement for currently serving Air National Guard

## **Statement of Service**

Our office generates the 1613 Statement of Service for the following reasons:

1. Members who are civil service / federal service and looking to buy back their military time to count towards their civilian retirement.
  - Catch 62 Program – members who served in the military after 1956 and were hired into the Civil Service Retirement System (CSRS) before 1 Oct 1982 – pay a deposit towards CSRS retirement amounting to 7% of their military earnings
  - Members hired into FERS – pay a deposit towards FERS retirement amounting to 3% of their military pay with a 3 year interest free grace period.
2. If a member of the ANG or AFR passes away while on an active duty status.
  - This request is submitted to us via email by the AFPC Casualty Office as a 1613 Casualty Request – we need the 1300 which provides the CAS date.

3. Upon request from a family member of a deceased service member. Coordinated through HQ ARPC Casualty Office. Must provide death certificate.

NOTE:

- \*\*We do NOT complete 1613's to account for a member's service because they didn't receive a separation/retirement DD 214.
- As of 1 Oct 2019, we no longer provide an AF Form 1613 State of Service for ANG members due to Title 32 time not being eligible for military buy back.\*\*

### **Evaluations DPTSE**

#### **What We Do:**

- Review Enlisted and Officer Performance Reports, AF77 Gap and Lost/Missing Reports, AF475 Training Reports
- Process reports that follow guidelines in AFI 36-2406
- Return reports for corrections that do not follow AFI guidelines
- Answer myPers question tickets that relate to Evaluations
- Interpret policy directives from AFRC/NGB

#### **Who Requires an Evaluation:**

- All Colonels and below require an OPR or TR no matter their status
- All enlisted members in the grade of SrA through CMSgt no matter their status

#### **When is an Evaluation Required:**

- Officers
  - One year minus one day from the closeout of the previous report
  - Upon Changes of Reporting Officials granted the Reporting Official had 120 days of supervision

before the closeout of the report (and the ratee completed total 16 points for AFR officers)

- When Directed by HAF, NGB, or Commander
- An AF475 is required upon completion, interruption, or elimination from formal training or education
- Enlisted
  - Upon each Static Closeout Date (SCOD) for the member's rank and status
    - AGR members will receive a report every year on the SCOD
    - Non-EAD members will receive a report every other year on the SCOD: even ranks on even years, odd ranks on odd years
  - Upon the first SCOD after promotion to SrA: initial reports start on the member's Date Initial Entry Uniformed Service (DIEUS)
  - Upon promotion or demotion when the NEW rank's next SCOD causes the report to exceed 12 months for AGR or 24 months for Non-EAD
  - When Directed by the Commander

**Things to keep in mind:**

- The CSS must review reports before submitting them to ARPC – this will ensure a quicker completion time and less returns from ARPC
- ARPC has an auto-push system that will update MilPDS and submit the report to the member's records without manual review – this requires the need for more review prior to submission
- ARPC will expedite a report for an officer meeting a promotion board only; please provide the EVR number and the Board ID in a myPers question ticket
- If a report is returned for corrections and the corrections are made, the report moves back to the bottom of our queue

## Recognitions (DPTSA):

### Common evaluation errors:

- **Digital Signature does not match Signature Block** – Upon approving a decoration, the approval authority (or delegated designated official who meets the conditions set forth in AFMAN 36-2306) prepares the certificate, citation and special orders, signs the certificate, distributes the original and copies of the certificate, citation and special orders, and retains and disposes of the recommendation file. (AFMAN 36-2806 para A.4.1)A1C below guidance
- **Use of Acronyms** – Do not use abbreviations and acronyms in the citation. (Ref. AFMAN 36-2806 para. A3.4.3.3.1) Prohibited Statements:
  - Fitness scores/categories
  - PME: Raters cannot recommend officers for specific schools, including “joint DE;” only the terms PDE, IDE, SDE are authorized
- **Operations/Rank and Names** – The use of commonly identified code names is acceptable in citations (i.e., RED FLAG, Operation ENDURING FREEDOM, etc). Do not use any abbreviations other than Jr., Sr., II, III, and so on, following the member’s name. For compound grade titles, such as First Lieutenant, Master Sergeant, Lieutenant Colonel, and so on, spell out the complete grade title in the opening sentence and then use the short title in the body of the citation. Reflect the title “Chaplain” as “Chaplain, full grade, full name” (Ex: Chaplain, Lieutenant Colonel Frederick Thompson) in the opening sentence. Thereafter, reflect “Chaplain surname” (Ex: Chaplain Thompson). Ensure the common identified code name and/or the award recipient’s name is not split on two separate lines in the citation. (Ref: AFMAN 36-2806 para A5.1.6)Missing Rater/Ratee signature block
- **Numeric Designators** – Numeric designators of units should read 3rd Aerospace Wing, 4th Mission Support Group, etc. (Ref: AFMAN 36-2806 para A5.1.7))

## ARPC Processing Turn-around:

- 15 days: vPC Submitted Nominations
- 21 days: Updates/Corrections and inquiries
- 21 days: Listing/Medals Requests

## Officer Promotion Board Decorations:

- **ARPC expedites Decorations that are needed for promotion boards held at HQ ARPC or at the state level.**  
**\*\*We respectfully request that all inquiries pertaining to expediting decorations or status requests be limited to the categories mentioned previously, e.g., time-sensitive due to promotion boards.**
- If a decoration needs to be expedited submit a MyPers ticket. Please provide the ADR number and the applicable Board ID number.

## Recent updates/Helpful Information:

- The Department of Defense has approved the Armed Forces Service Medal (AFSM) and Humanitarian Service Medal (HSM) for U.S. service members (Active and Reserve Component, including National Guard) engaged in Department of Defense (DoD) COVID-19 operations and/or activities.  
[https://mypers.af.mil/app/answers/detail/a\\_id/48185/p/10/c/690](https://mypers.af.mil/app/answers/detail/a_id/48185/p/10/c/690)

**Operation Inherent Resolve/Remote Combat Effects Campaign Medal and 'C'/'R' Devices in vMPF:** Will show as "unknown award/decoration" in vMPF. The award has not been coded 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

## Entitlements/RCSBP DPTTE

- Who is covered?
  - Participating reservist = Reserve Members

- Retired Reserve awaiting pay = Gray Area Retiree (Retired but not yet receiving reserve retirement pay)
- Retired drawing pay= Retiree

## **SGLI:**

SGLI Online Enrollment System (SOES:)

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

- Maximum \$400,000
- Increase/decrease in \$50,000 blocks
- \$29.00 per month for maximum
- Full-time coverage
- On duty or off
- *Notification to spouse if less than max coverage or not sole beneficiary*
- All SGLI, FSGLI and ABO claim must be sent to ARPC Casualty for certification and processing
- By law, reservists automatically covered for \$400,000 effective 1 Sep 05
- Cost automatically withheld from your pay check or annual tour pay check
- Unless you reduce or decline on an SGLV Form 8286.
- Reinstatement is NOT automatic
- SGLI is available in \$50,000 increments to maximum \$400,000. –EFFECTIVE 1 JUL 2014 SGLI WILL INCREASE TO 7 CENTS PER \$1,000 meaning if you have coverage in the amount of \$400,000 currently your rate will increase to \$28.00
- SGLI provides full time coverage
  - 365 days a year
  - Payable regardless of your cause of death (yes, for suicide) or your duty status at the time of death.

- If spouse is not sole beneficiary they are notified via letter as required by law
- Note: If you decline SGLI and then later want to get it, you need to fill out the SGLV 8286 form and have your commander sign it, saying you are in good health.

### **Choosing a Beneficiary:**

- You should name your beneficiary (*preferred method*)  
or
- You can elect By-Law (Spouse - Child - Parent - etc.), but legal advises against electing "by law"
- Seek legal advice if:
  - You have stepparents/children- (They are not included in the by-law chain)
  - You're a single parent
  - You're naming a minor child
- If you want to name a trust, you indicate in the beneficiary block the "name and date of the Trust." In the relationship block they would put "Trustee."
  - If you want to create a "Trust" through a will, you have to first consult with a lawyer to establish will, then designate "Testamentary Trustee under trust created by Last Will and Testament." No date is required.

**\*\*MEMBERS MUST GO IN PERSON TO MPF TO COMPLETE, DECLINE OR REDUCE COVERAGE**

**All SGLI, FSGLI and ABO claim must be sent to ARPC Casualty for certification and processing!**

### **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

## **Traumatic Service member'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
- Not Taxable
- This coverage is designed to provide a “quick infusion of cash” for cash-strapped families of troops recuperating from traumatic injuries.
- For family members to be able to leave their jobs to care for and be with injured loved ones during their recovery.
- THIS COVERAGE IS AUTOMATIC FOR EVERYONE WHO HAS SGLI AND CAN NOT BE DECLINED! IF YOU HAVE SGLI YOU WILL GET TSGLI.
- If the member becomes ineligible for SGLI the TSGLI will automatically drop.
- Total payment to SGLI-\$29

## **Veteran's Group Life Insurance (VGLI)**

Contact your local VA for all inquiries

- You only have 1 year to convert from time of separations and/or retirement
  - 120 days to convert without medical screening
- 5-year term – renewable
- When you find qualifying assignment, may convert back to SGLI. VGLI may be converted to a civilian insurance, also.

When the reservist w/SGLI...

- Separates, Transfers to Retired Reserve, Transfers to Non-Participating Status
  - MBR IS THEN ELIGIBLE TO APPLY FOR VGLI
- -SGLI WILL COVER FOR THE FIRST 120 DAYS AFTER TRANSFER FROM A PARTICIPATING POSITION AT NO COST TO MEMBER.
- NOTE: If a member is still assigned to a position, they are covered and will accrue a debt for the premiums even if they no longer participate.

- THE ONE YEAR WITH A MEDICAL SCREENING IS AFTER THE 120 DAY PERIOD HAS ENDED.

### **SGLI/VGLI Accelerated Benefits Option**

- Available to terminally ill (Contact your servicing CAR for assistance)
- Must be insured under SGLI or VGLI
- 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
- An “Accelerated Benefits Option (ABO)” became available on 8 Feb 99 to terminally ill individuals insured under SGLI or VGLI
- Have been certified by their physician as having a life expectancy of less than 9 months
- Benefit entitles the insured to receive up to half the face value of their coverage during their lifetime.
- Only the insured can apply for the ABO claim package
- Call OSGLI for further information

### **Casualty Services**

- 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.

### **Person Authorized to Direct Disposition (PADD)**

- Law requires this information
  - Airmen must designate one immediate family member as the Person Authorized to Direct

Disposition (PADD) of their remains should they become a casualty.

- Member must update selection on the Virtual MPF page on the AFPC website
- A will MIGHT override the PADD depending upon the state laws that apply for wills

**VA Benefits: Toll Free 1-800-827-1000 <http://www.va.gov>**

- Who may be eligible?
  - Veteran (defined by VA)
  - Retirees (includes gray area)
  - Guard/Reservists who die of injury or disease incurred or aggravated while in the line of duty
  - Spouses, unremarried surviving spouses, and minor children
- Eligibility criteria varies with each VA program
- Your eligibility is determined by the VA
- ARPC does not provide guidance on the VA's behalf
- Recommend direct contact with the VA
- VA offers benefits and services in several areas
  - Health, compensation, vocational rehab, insurance, home loans, and educational assistance
- All benefits must be applied for through the VA and all determinations will be made through the appropriate office(s) within the VA
- Loans - May be eligible if death is service-connected as determined by the VA

### **Burial and Memorial Benefits (VA) Benefits**

- Gravesite in any 120 national cemeteries
- Arlington National Cemetery  
([www.arlingtoncemetery.org](http://www.arlingtoncemetery.org))
- Includes cremated remains
- Government headstone or marker and grave liner
- Includes perpetual care
- Presidential Memorial Certificate signed by current President

- Check with your state VA for individual state veterans' benefits.

**\*\*THERE ARE NO AIR FORCE BURIAL BENEFITS, ALL ARE THROUGH THE VA.**

**\*\*THE NATIONAL CEMETERY SYSTEM IS ALSO PART OF THE VA.**

- Burial is available to surviving spouse and dependent children of any USAFR/Guard member who completed 20 satisfactory years of service for retirement.
- Death Pension - Payment is based on income of dependents. Member must have had 90 days wartime service.

### **Burial in Arlington National Cemetery**

Because of limited space, burials at Arlington National Cemetery are restricted to specific categories of honorably discharged U.S. service men and women. These categories are:

- Service members who have died while on active duty.
- Service members having at least 20 years of active duty or active reserve service which qualifies them for retired pay, either upon retirement or at age 60, and those retired for disability.
- Veterans honorably discharged for 30 percent (or more) disability before Oct. 1, 1949.
- Holders of the nation's highest military decorations (Medal of Honor; Distinguished Service Medal, Silver Star or the Purple Heart.
- Former prisoners of war, or missing in action.
- The spouse or unmarried minor (under 21 years) of any of the above.
- An unmarried adult child with physical or mental disability acquired up to age 21.
- The president of the United States, as the armed forces commander-in-chief.
- Cabinet officials and Supreme Court justices, who are appointed by the president, provided they have an honorable military background.

- Members of Congress provided they have an honorable military background.
- Any nationally elected official provided they have an honorable military background.
- Service members who do not meet these requirements may qualify for inurnment in the cemetery's columbarium complex, which houses cremated remains. Any honorably discharged veteran, spouse and dependent children may be inurned in the same family niche.
- Space assignment in Arlington National Cemetery is assigned only when there is need. No site can be reserved and only one grave site will be assigned per family. If a spouse or eligible child dies first, space will be assigned for the spouse's or child's interment, provided the service member agrees in writing to be buried in the same site.
- There is no charge for a grave (or columbarium niche) in Arlington National Cemetery, for opening or closing a grave or for a government headstone or marker. Except for active duty service members, all other costs must be borne by the family
- <http://pages.arlingtoncounty.com/arlingtoncemetery.htm>
- <http://www.mdw.army.mil/fs-a03.htm>

**Military Honors** [www.militaryfuneralhonors.osd.mil](http://www.militaryfuneralhonors.osd.mil)

**Military funeral honors upon request**

- Two or more uniformed persons
  - At least one from veteran's parent service
- Burial flag and playing of Taps

**Reserve Component Survivor Benefit Plan (RCSBP)**

- United States Code, Title 10, Chapter 73  
\*\*Only Congress can change this law\*\*
- A notification letter is sent out approximately 6 months after individuals have their 20 Sat Years updated in MilPDS

- The letter instructs you to go to the NERP/RCSBP Application in the vPC-GR
- Member will review marital status, dependent info and election that was automatically updated for them
- If member agrees with everything indicated, member will click on Concur button, print/save 20-Yr Letter and RCSBP info packet and action is completed
- If member disagrees with something indicated, member will click on Non-Concur button, print/save 20-Yr Letter and RCSBP info packet and print DD Form 2656-5 make election that they chose and send form back to ARPC.
- Premiums come out of your retired pay; RC-SBP cost factors for annuitants were terminated in January 2013
- Same-Sex Marriage – Members must have a marriage certificate.

### **RCSBP—Three Options**

- Option A
  - Declines to make an election until members starts to draw retired pay
- Option B
  - Deferred annuity - payable upon member's eligibility to start receiving retired pay
- Option C
  - Annuity effective immediately

#### 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

**\*\*If you elect Option A or B and fail to provide spousal concurrence, you will have automatic Option C and will be responsible for the premiums.**

Spousal concurrence is needed for the following:

1. Selecting Option A
2. Selecting reduced portion of retired pay
3. Selecting Option B
4. Selecting children only coverage

### **RCSBP Annuity Coverage**

- Spouse only
- Spouse and children
- Children only - until 18 (day before 23<sup>rd</sup> birthday if full time student)
- Former spouse only
- Former spouse and children
- Person with insurable interest

Children are covered until 18 (day before 23<sup>rd</sup> birthday if full time student) and of course those who are handicapped while still eligible

Insurable interest is someone who will be adversely financially effected by your death, such as a business partner.

### **Life Changing Events (you have 1 Year from the date of the life changing event to update your election)**

- Marriage
- Birth of Children
- Divorce
- Death of beneficiary
- Cancel (contact DFAS for this action)
  - Between 24 – 36 months of receiving retired pay
    - Normally between ages 62-63

*The election you make is irrevocable.*

- A spouse must be notified of an election that is less than full coverage and concur with witnessed signature
- You cannot make an RCSBP election and then when you reach age 60 make another election.

- Normally, the election you make follows you into retired pay.

***There are only a few times when you can change your mind as to who will receive benefits.***

- Once an election is made, it cannot be changed unless it's due to a divorce, a marriage or a death (change must be done within one year of change in marital status). Or, if there were no children when the election was originally made and you later acquire children (natural, adopted or stepchildren) you may add them to your election within 1 year of acquisition.
- Upon completion of 2nd anniversary of drawing pay (normally between ages 62 and 63), coverage may be cancelled. (Must contact DFAS-CL)

Cost of Coverage:

- Based off the follow:
  - Member's age
  - Beneficiary's age
  - Coverage selected

The cost depends on several variables such as the choice you make, your age, your beneficiaries ages and how much coverage you elected.

**Reminder:** You don't pay for RCSBP coverage until you start drawing your retired pay.

Two tier cost:

1. RCSBP-Date of election to day prior to your 60th birthday
2. SBP cost-from 60th birthday

## **Retirements DPTTR**

Retired Reserve

- Must meet qualification, 20 years of sat service
  - 15-20 years Satisfactory Service if the member has a medical code (AAC 31/37)

- Voluntary Retirement
  - 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

### **Voluntary Retirement**

- Reservists apply to transfer to the Retired Reserve using the vPC online application
  - \*\*ALLOW 90-120 days for retirement to be updated and processed**
  - 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

#### Change Date/Withdrawals

- Policy
  - AFI 36-3203 Para 2.11
  - 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 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 Lifecycle- Former Member**

- What is a Former Member?
  - An individual who, for whatever 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 DD Form 2765 ID Card
- 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.

### **Active Duty Retirement**

#### Eligibility Requirements

- Must complete 20 Years Total Active Federal Military Service (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
- It is MANDATORY for member's to provide in application DD Form 2656
- Full banking information and SBP election

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

## **Reduced Retirement Age Pay 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're nearing 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/FY 15/16, 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

## **Qualifications for applying for Retired Pay:**

- Reduced Retired Pay Age
- Age 60
- Working to Pay Age
- Working past Age 60
- Title 10 U.S.C. Section 12308 waiver is required for

service credit past age 60, Points and service will not be credited towards retired pay without the waiver. Waiver is initiated through member's Chain of Command. A waiver is not required if 20 years of SAT SVC is not obtained by the members 60<sup>th</sup> birthday. Service after age 60 and obtaining 20 years of SAT SVC will not be credited towards retired pay without a waiver.

- 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

### **Retired Pay Computations**

- Which one applies to you...?
  - If initial entry into military service is:
    - Prior to 8 Sep 80 = Final Pay
      - Pay scale in effect on your retired pay effective date
    - On or after 8 Sep 80 = High 3
      - Average of the last 36 months of basic pay in effect prior to your retired pay effective date
- **General Officers**
  - Reserve
    - Complete AF IMT 131
    - HQ AF/REG
      - IG check
    - Forward to ARPC Contact Center
- Retirement Package
  - Retirement Certificate
  - Spouse Certificate
  - Presidential Certificate

- Presidential Letter - with 30 years of service
- Retirement Pin
- Reserve/IMA members are provided a flag

## Separations DPTTS

### **Responsibilities:**

- Quality review/package creation of Mandatory Separation (MSD)/High Year Tenure (HYT) extension requests
- Officer MSD Notifications
- Tenders of Resignation (unit assigned/IRR members/Chaplain Candidates/Chaplain)
- Conditional Releases – Form 368 (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)
- Post Officer Board Promotion Board actions: continuation and twice deferred notifications
- Discharges (Health Professions Scholarship Program/IRR members/IMA ETS/Administrative)
- ART HYT Updates – for TR to ART or ART to TR

**Reserve Sanctuary:** If member has at least 18 years of SAT service, but less than 20, they will be placed in sanctuary (only if up against an MSD or HYT).

- AGRs need to contact ARPC AGR Assignments about their sanctuary status
- **Officers** are monitored monthly and extend the MSD when necessary.
- Submit a myPers request when an **Enlisted** member is eligible for sanctuary.
- If member has 18 years sat service, they will be given 3 years to get 2 years sat service.

- If member has 19 years sat service, they will be given 2 years to get 1 sat service year.
- Members can't 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 disapproved member's request
  2. AFRC/CC approved date other than date member requested
  3. Member has been twice deferred and is requesting an MSD extension
- All member requests must be routed for AFRC/CC approval in a timely manner, even if unit disagrees with member's request
- 12308 request = service credit points past age 60; only required if member also has 20+ years of sat service/retirement eligible

**\*\*SAF approves all 12308 waiver requests\*\***

ARTS can only participate past age 60 with the MSD extension request

We only process extension requests for ARTS that meet the following situations:

1. They are requesting to participate past age 60
2. They are leaving their ART positions for AGR/TR positions, in which we require the date they are leaving their positions and the position they are going to.

**MSD /HYT Extension Requests:**

- Submit no earlier than 18 months and no later than 12 months prior to the member's separation date.
- All packages must have a NAF/HQ RIO CC endorsement *prior* to submitting in TMT
- Package requirements:
  1. Current and requested MSD annotated on memo
  2. Current Fitness report that will not expire during the process
  3. Member should be correctly listed on UPMR
  4. 3 most current OPRs/EPRs; please inform us if one is missing because it is currently in coordination
  5. Clearly state member's duty title/position on snowflake or member requests/endorsements
  6. Annotate any previously approved extensions on the snowflake
- Guides/templates are available on the ARPC Sharepoint
  - (DPT >libraries>waiver routing guidance) also available in TMT under Training > Templates
  - MSD PSDG available on MyPers

For unit-level discharges, it's the unit's responsibility to create the discharge order, distribute to the member, and provide the discharge certificate.

IF the member has a remaining obligation, do not discharge them but place them in the IRR

Members requesting an extension to their HYT/MSD should not apply for retirement prior to receiving final notification of their extension request

Per Title 10 14509, we automatically push officers' MSDs that 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. Only a 12308 waiver will be needed if the member qualifies for one.**

Ensure information in myPers tickets is completely filled out, including **Target SSN**.

### **Help Us Help You!**

**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.

### **PEB**

Ensure someone at the unit has constant contact with the member throughout the entire PEB process.

Ensure AFPC has a unit POC. If the POC leaves, please update AFPC/DPTTS with the name and contact information of the new unit POC.

Ensure AFPC/DPTTS has up to date contact information for the member through the entire PEB process. It can sometimes take up to 4 years for AFPC/DPTTS to get a case from AFRC and by that time, the member's contact information has changed.

AFPC/DPTTS has 15 calendar days to contact the member and the member has 15 calendar days to respond. If AFPC/DPTTS is unable to reach the member or has the wrong contact information for the member, the member will not be able to respond to us properly.

\*\*Non response, for whatever reason, is treated as though the member concurs with the board's decision. \*\*

### **ARPC/FSSE Workflow, Case Management Service and Field Support Services Element (Commanders Hotline) 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
- When submitting a CMS case to ARPC, be clear and concise in case details; 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/>)
- Make sure that source documents are attached (submit myPers request if needed)

### **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*
- Ensure myPers incidents reach the correct ARPC office for timely processing
- **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

**Field Support Service Element (aka Commander’s Hotline); (Servicing MPF assists Commanders with using the 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 cradle to grave by the FSSE technician

**\*\*FSSE hotline, 720-847-3400, for GOs, CCs, Executive Officers and/or Sq CMSgts calling on behalf of the member for urgent benefit and mission affecting issues. The message should include:**

- A commercial phone number you can be reached at for the technician to contact you from home
- **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)
- Adequate information about the issue/concern, including myPers reference numbers

- Allow 1 business day for a return call when leaving a voicemail

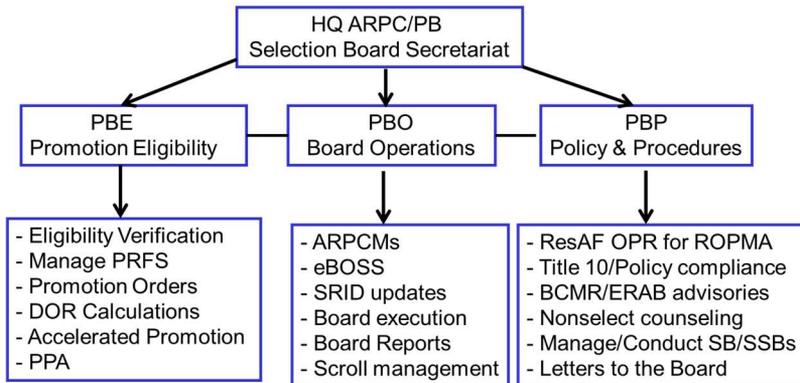
**FSSE calls for non-urgent issues that can be handled by calling TFSC, some examples:**

- Evaluations (not related to officer promotion board) requests to push through or pull back
- Members that need an award fast tracked for approval

# PB Officer Promotions

ResAF Selection Board Secretariat

## *ResAF Selection Board Secretariat*



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

3

## Types of ARC Boards

TYPE	DESCRIPTION	AFR
Mandatory Boards	<ul style="list-style-type: none"> <li>• By law</li> <li>• IPZ/APZ</li> </ul>	1 <sup>st</sup> Lt/Capts process Maj - Cols
Position Vacancy Boards	<ul style="list-style-type: none"> <li>• Consider exceptionally well-qualified officers for early promotion</li> </ul>	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Special Selection Boards	<ul style="list-style-type: none"> <li>• By law; to correct admin error; ARPC/PB discretion</li> </ul>	O-4 thru O-6 Boards
Special Boards	<ul style="list-style-type: none"> <li>• By law; can be directed by BCMR</li> </ul>	O-4 / O-5 Boards
Selective Continuation Boards	<ul style="list-style-type: none"> <li>• SecAF discretion; for 2x deferred officers in specific AFSCs</li> </ul>	O-4 / O-5 Boards only

The types of boards conducted by the Selection Board Secretariat Directorate at ARPC:

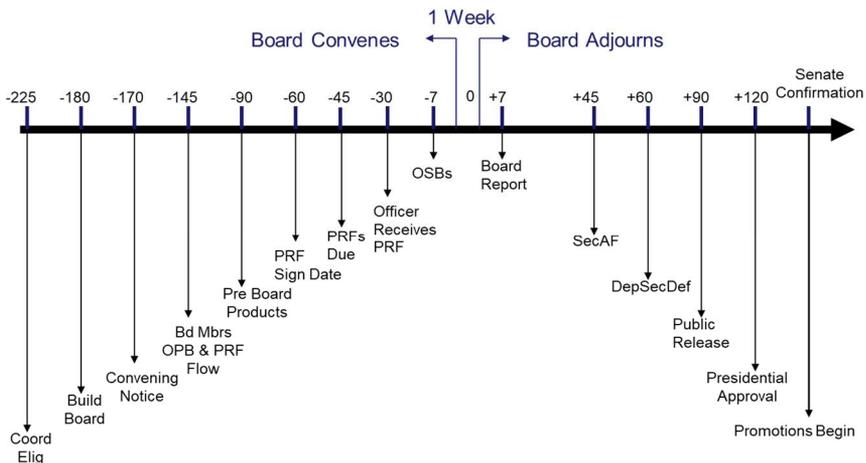
**Mandatory Boards** are governed by law meaning all eligible officers cannot opt out of the board. These boards consider all eligible officers In- and Above-the-Promotion Zone. IPZ signifies the officer is In the Zone and is their first mandatory board;

whereas APZ is Above Primary Zone and is the second or more board for the officer. ARPC executes 5 mandatory boards per year. However, for promotion to 1Lt and Capt, eligible officers meet a process not an actual board. This process occurs twice a year.

**Position Vacancy Boards** are held to consider exceptionally well qualified officers for early promotion. Officers must be nominated by their Senior Rater and must be the sole occupant of a higher graded position.

**Special Boards/Special Selection Board** are boards conducted by law to correct an error. They may be BCMR/ERAB directed or approved by ARPC/PB. These boards are held twice a year and as necessary in conjunction with a mandatory board.

**Selective Continuation Boards** are held at the SecAF's discretion; these boards are typically held following the O4/O5 boards with the intent to retain twice-deferred officers in specific AFSCs, or specialty codes. If an officer elects to continue, they are continued for the length of time outlined in the SecAF's MOI, which can vary between 2-3 years. Officers in a continued status may still meet future promotion boards, if they meet AFR eligibility requirements.



The entire Promotion Process for each board starts at the coordination of the eligibility criteria for the board which begins about 225 days before the board convening

**\*\*The Line Comp Cats for AFR and ANG Maj, Lt Col and Col boards have been split out. The Line boards may take up to two weeks due to the new 6 Line Competitive Categories.**

In the Post Board phase of the process (+7 through +120, Presidential approval) there are some differences in who approves the board results.

The President has delegated approval authority down to the SecDef level for Lt Col and below promotion boards. The O-6 (colonels) board still requires Presidential Approval and Senate Confirmation

**Where to Find Promotion Board Information:**

ARC Board convening and Public Release ARPCMs are posted on MyPers

**MY ACCOUNT**

- [Incidents/Messages](#)
- [My Documents](#)
- [Notifications](#)
- [Change Password](#)
- [My Profile](#)

**LEARN MORE ABOUT:**

- [Assignment](#)
- [Benefits and Entitlements](#)
- [Career Management](#)
- [Classification](#)
- [Compensation](#)
- [Deployment](#)
- [Evaluations](#)
- [Force Development](#)
- [Mobilization/Demobilization](#)
- [New Hire](#)
- [Promotion](#)
- [Recognition](#)
- [Retirement](#)
- [Separation](#)
- [Systems Support](#)
- [Training](#)

**Still Need Help?**

- [Contact Us](#)

[Home](#) > [Officer](#) > [Promotion](#)

## Promotion

The following provides important information concerning Air Force Reserve (AFR) officer promotions. Listed below are links to various subjects that will assist you in your career progression.

- [How to Prepare for a Successful Air Force Reserve Officer Promotion Board](#)
- [Reserve of the Air Force Officer Promotion Orders](#)
- [ARPC Promotion Board Volunteer Information](#)
- [ANG and AFR Officer Twice Deferred for Promotion](#)
- [Changes to Academic Degree and Developmental Education Expectation](#)

### ARC Selection Board Schedule

- [Calendar Year 2019](#)
- [Calendar Year 2018](#)

### Recent Board Statuses and Information by Rank

- [First Lieutenant](#)
- [Major](#)
- [Colonel](#)
- [Captain](#)
- [Lieutenant Colonel](#)
- [Brigadier General Qualification Board](#)

### Pre-Promotion Board Information

- [Promotion Board Eligibility](#)
- [Officer Promotion Board - General Information](#)
- [Officer Pre-selection Brief \(OPB\) and contents of the Officer Selection Record \(OSR\)](#)
- [Position Vacancy Promotions](#)
- [Writing Letters to a Promotion Selection Board](#)
- [Removal of Article 15 and/or Letter of Reprimand \(LOR\) from an Officer Selection Record \(OSR\)](#)

### Post Promotion Board Information

- [Accelerated Promotion Process](#)
- [Guard and Reserve Non-selection Counseling](#)
- [Special Boards/Special Selection Boards](#)
- [Mandatory Separation Date \(LT Col Selects\)](#)
- [Continuation Boards](#)
- [How to Request a Copy of your Promotion Order](#)
- [Conducting a Promotion Ceremony \(Pin-On\)](#)

### Related Resources

- [AFH 33-337, The Tongue and Quill](#)
- [Instructions Governing Centralized OSRs](#)
- [AFI 36-2406, Officer and Enlisted Evaluation System](#)
- [AFI 36-2603, Air Force Board for Correction of Military Records](#)
- [Air Reserve Personnel Center Memorandums](#)
- [AFI 36-2006, Oath of Office and Certificate of Commission](#)
- [AFI 36-2801, Officer Promotions and Selective Continuation](#)
- [AFI 36-2904, Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force](#)

[Home](#) > [Officer](#) > [Promotion](#)

Important information is located on the myPers, Air Reserve, Officer, Promotion page. Information is posted on an annual basis, or as necessary.

Promotion information per rank; click on appropriate rank for the most current information regarding boards and announcements.

- ARPMS: Convening Notice and Promotion Release for the Capt's process, Maj, Lt Col and Col Promotion Boards

- Board Schedules (The board dates may change slightly from year to year but are close to these time frames.)
- Pre and Post Board information / guidance
- Resources (AFIs)

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.

All Reserve of the Air Force Board convening Notices & Public Release ARPCMS are posted on myPers and provided to your FSS/MPF.

**You want to have a copy of this 4 months prior to meeting a board. READ IT!**

**Milestones:**

Included in the convening notices are milestones that, if followed, will keep you and your unit on track for officer promotion boards.

Pay particular attention to PRF due dates, last date to update MilPDS, and when letters to the board are due.

## MILESTONES

Milestone	Description
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 AFPPROMS (board build)
1 Aug 12	OPBs, DQHBs and PRF notices available via AFPPROMS
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
1 Dec 12	PV-nominated officer requests OPB IAW attachment 6, paragraph 5
Early 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, <a href="https://gum-crm.csl.disa.mil/app/login">https://gum-crm.csl.disa.mil/app/login</a> or through the Air Force Portal, <a href="https://www.mv.af.mil/af/FAF/afHome.jsp">https://www.mv.af.mil/af/FAF/afHome.jsp</a>
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**

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**

Note: Time in Grade (TIG) refers to the number of years required in that grade before you are eligible for promotion to the next higher grade. Members meet the board prior to TIG requirements so, if promoted, pin-on date follows when TIG requirements are met. *However, caveat to this is if a senior rater elects to accelerate a promotion.*

**MANDATORY BOARDS:** Maj to Lt Col, members will meet the mandatory board at 6 years TIG; and if selected/approved for promotion, will pin on at 7 years TIG.

**PV BOARDS:** Maj to Lt Col, member must have 4 years TIG to meet the board; and if selected/approved for promotion, will promote effective the public release date or once they reach 5 years TIG (whichever is later).

\*AFI (dated 2003) states 3 years; however, official memorandum (released in 2007) declares 4 years. We use the official memorandum as it is the most current guidance.

### **RASL:**

What is RASL? Reserve Active Status List

**Part of the eligibility check for officers meeting a board is their Reserve Active Status List (RASL) time. So what does that mean?**

- Officer must have been on the RASL or Active Duty List (ADL) for one year, or a combination of these for one year prior to the board convening
- No break in service from AD to ARC; if break, member must obtain one year on the RASL

### **PB Tutorial for Officers and Commanders:**

**<https://www.arpc.afrc.af.mil/Portals/4/DRIO/Training/IRO-2019/RIO-IRO-Officer-Promotions.pdf?ver=2019-05-30-150352-300>**

**Commander's Responsibility:** Convening notices are published 4-6 months prior to the board convening. Commanders need to review the convening notice and help their members review and correct their record.  
\*\*Consider members every 3 years for extended tour medals and ensure evaluations are completed on time!

**Promotion Recommendation Form:**

Required For:

- Mandatory Board O-5 thru O-6
- Position Vacancy Nomination (O-4/O-5 Boards)
- Do Not Promote (DNP)

New Process/Form:

- 2-Line PRF
- Bullet format

Signed by senior rater fixed by policy

\*\*Promotion Recommendation block must have minimum of 1 bullet

Officer's Responsibility: Read the Convening Notices – Instructions are included to check all data in your eOSR

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) is what the board members will see

**Member's Responsibility:**

- Know Your Date of Rank **and when you are eligible for promotion consideration**
- READ the ARPCMs (milestones/guidance/etc...)
- Review your Officer Preselection Brief (OPB)
- Make sure information is current/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

**Electronic Officer Selection Record (eOSR): Verify that your records are accurate...check PRDA!!!!**

- Developmental Education (DE)
- Foreign Language
- Board Certifications
- Decorations
- Performance Reports
- Participation Points
- Duty History
- Leadership and Depth/Breadth of Experience
- Advanced Academic Degree (O-6 board only)

**Letters to the Board:**

- 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 or as a platform to complain about leadership**

**\*\*Keep it succinct and to the point**

- How to submit:
  - Submit via vPC online application: Submit 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

### **Post Board Non-select 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

Officers can request to review their record as it met the board in PRDA. Officers can also request post promotion board counseling and a member from ARPC will review the record with the officer. If items like OPRs or decorations were missing from their record at the time the board convened and scored the officer’s record, then the officer can request a Special Selection Board through myPers. The officer will need to upload the missing documents for inclusion into their OSR and their record will be reviewed and scored by a SSB.

### **Mentoring Tools:**

My Vector: <https://myvector.us.af.mil/myvector>

**My Vector Program:** The program offers a variety of tools to regular Air Force, Reserve, Guard, civilians, and even sister service members. This program allows all members to mentor or be mentored anytime, anywhere.

There are various tools at a member’s disposal:

**Mentoring Connections.** Here members can establish a mentor relationship either through Direct Connect or Find a Mentor. A direct connection can be made with anyone as long as they are registered in MyVector. Use “Find a Mentor” if they don’t have a mentor; they can select the characteristics that are most important to them and the system will find potential mentors registered in MyVector who meet those qualities.

**See My Experience:** this gives members a look at their duty history. They can also review their experience summary, education and training summary and export their entire record.

**Plan My Career:** this capability allows members to view and update their career plan, assignment preferences and intent. Within the Plan My Career tool, users will find their Career Pyramid. The Career Pyramid provides an interactive view of an individual's career field. The pyramid has three sides: jobs, education and skills. According to the user guide, the job side of the pyramid illustrates the different "job buckets" available in a specific career field. A person can view the details of the job by right-clicking on the icon.

The education and training side of the pyramid displays different levels and types of education such as; professional military education, traditional education and acquisition or skill level training. An individual's history is reflected in green. Members can right-click the box to view details such as career field statistics and individual accomplishments. The skills side of the pyramid is split into two sections. The left side contains the individual's skills and the right side displays the most common skills obtained in that specific career field. When a common skill is highlighted in green that means that the individual has attained that particular skill.

**Bullet Tracker:** Members can record their accomplishments throughout each reporting period in this section of MyVector. In addition to keeping everything organized, a person can share their bullets with their mentor. When your annual report comes due, you can export it and provide a list of accomplishments to your supervisor.

**Join Discussions:** pose questions, discuss you career field, or give feedback on a variety of topics. Members can join groups, start groups and communicate within those groups. Groups are both public and private. Private groups require an individual request access from the group creator.

## **Airmen curious about their level of proficiency in Air Force Foundational Competencies can now take an assessment on MyVector.**

Competency-based development helps shape and grow Total Force members while also setting clear expectations within the Department of the Air Force. There are 22 foundational competencies that are categorized into four major groups: 1) Developing Self, 2) Developing Others, 3) Developing Ideas and 4) Developing Organizations. There are more competencies on the horizon.

Today, you will be able to take a self-assessment to determine your current levels of proficiency for each competency and have the option to gain additional feedback through 360 and/or a supervisor assessment.

To access Competency Tools:

Go to your MyVector Profile (<https://myvector.us.af.mil/myvector>) and register in MyVector using your Chrome browser.

Select “Air Force Competencies” from the MyVector main menu (bottom left-hand side)

Select the available competency tools (e.g. MyAssessments, Resources)

When a member completes their self-assessment, they will be able to immediately view their results and Personal Improvement Plan. The “my assessments” tab can be accessed anytime to review results or request feedback.

### **AFR Developmental Education**

**School Application User’s guide is located at:**

<https://www.arpc.afrc.af.mil/Portals/4/School%20Board%20Application%20User%20Guide%20%28CAO%2010%20Jul%2020%29.pdf>

**\*\* All coordinators on an application must have a vPC account\*\***

**NOTE: Always read the current Invitation to Apply (ITA) for eligibility and course requirements. The ITA can be found in two locations:**

- myPers (under the Air Reserve Tab, Officer or Enlisted, Force Development section, under the Developmental Education section).
- ARPC website (on the Force Development page).

### **Mentoring**

Why is mentoring important?

Airmen need to know how to find and utilize resources available to them to pursue opportunities for educational and career advancement. Mentoring is a cradle to grave approach of supporting our Airmen's triad of civilian job, family and the Reserves.

Mentoring is comprised of knowledge on an Airmen's career path requirements, developmental education needs, secondary education, and their short and long-term participation abilities and desires. Matching participation categories, IMA, ART, TR, AGR with educational and job opportunities will provide our Airmen with a realistic timeline to achieve their goals that considers and balances their civilian career, family, and the Reserves.

To be an effective commander, it is important to understand what the various participation categories afford our Airmen in terms of participation requirements, service commitments, benefits, and how the job will benefit not only the member but the ARC as a whole. The goal is the right person in the right job at the right time. The same can be said for PME and short school opportunities. Candid conversations are a must to ensure

a member has a real picture of their past and current performance and their potential going forward.

**\*\*Commanders should volunteer for DT and promotion boards to become familiar with the processes and enhance their mentoring tool kit!**

### **Tools for Members to Receive Mentoring:**

**My Vector Program:** The program offers a variety of tools to regular Air Force, Reserve, Guard, civilians, and even sister service members. This program allows all members to mentor or be mentored anytime, anywhere.

There are various tools in the My Vector Program at a member's disposal:

- **Mentoring Connections:** here members can establish a mentor relationship either through Direct Connect or Find a Mentor by selecting the characteristics that are most important to them and the system will find potential mentors registered in MyVector who meet those qualities.
- **See My Experience:** this gives members a look at their duty history. They can also review their experience summary, education and training summary and export their entire record.
- **Plan My Career:** this capability allows members to view and update their career plan, assignment preferences and intent.
- **Bullet Tracker:** Members can record their accomplishments throughout each reporting period.
- **Join Discussions:** pose questions, discuss their career field, or give feedback on a variety of topics. Members can join groups, start groups and communicate within those groups. Groups are both public and private.

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Today, members can take a self-assessment to determine their current levels of proficiency for each competency and have the option to gain additional feedback through 360 and/or a supervisor assessment.

### **AFR Developmental Education:**

Boards held: **Enlisted Developmental Education Board (EDEB), Reserve Developmental Education Designation Board (RDEDB), Reserve School Selection Board (RSSB)**

Applications may be submitted in vPC based on the milestones schedule published on MyPers/Force Development page. Before coordinating on an application, Commanders should discuss an applicant's desire to attend a specific course and the utility of their attendance at that course. Other factors commanders should consider are an applicant's potential for academic success, potential as a Reserve ambassador, future leadership potential, and an assessment of the AFR's Return on Investment from course attendance. Assessing an applicant in this manner will allow you to provide the board with an assessment that will place the right members in the right class at the right time. Ultimately, the board wants a clear explanation on why placement in a particular school in this selection cycle is best for the Air Force Reserve and the applicant's professional development.

All AFR members should make themselves familiar with the process for submitting applications for courses.

**Enlisted Developmental Education Board (EDEB):**

The Air Force Reserve EDEB convenes annually at the Headquarters Air Reserve Personnel Center, Buckley Air Force Base, Colorado. The intent of the EDEB is to identify the best qualified enlisted members for placement in select, short academic courses. Board members will evaluate applicants based on the whole person concept including depth and breadth of military experience and responsibilities. The intent is to enhance the member's professional qualities, demonstrated leadership, academic and Force Development achievements. The EDEB process compliments the Air Force Reserve Force Development construct by aligning the best qualified applicants with selected courses. All school board selections will be based on the needs of the Air Force and Air Force Reserve followed by consideration for the individual's preferences.

All Air Force Reserve enlisted in the ranks of TSgt through CMSgt can apply.

**Reserve Developmental Education Designation Board (RDEDB):**

convenes annually at Headquarters Air Reserve Personnel Center, Buckley Air Force Base, Colorado. The RDEDB is convened to identify the best-qualified officers for in-residence intermediate and senior developmental education course placement. Board members will evaluate applicants based on the whole person concept, which includes depth and breadth of military experience. In addition, applicants will be evaluated on responsibilities that capitalize on the member's attendance at a specified course as well as their demonstrated professional and leadership qualities. The RDEDB process complements the Air Force Reserve Force Development construct by aligning the best qualified applicants with selected courses. All school board selections will be based on the needs of the Air Force Reserve followed by consideration for the individual's school preferences.

**Air Force Reserve School Selection Board (RSSB):**

The RSSB convenes annually at Headquarters Air Reserve Personnel Center, Buckley AFB, Colorado. The RSSB is convened to identify the best qualified officers for placement in select academic courses. These courses can be taken via short

duration in-residence, seminar, online, and/or by “blended” methods. Board members will evaluate applicants based on the whole person concept which includes depth and breadth of military experience, the applicant’s professional qualities such as demonstrated leadership, academic achievements, developmental education as well as responsibilities that capitalize on the applicant’s attendance at a specified course. The RSSB process complements the Air Force Reserve Force Development construct by aligning the best qualified applicants with selected courses. All school board selections will be based on the needs of the Air Force Reserve.

### **Enlisted Force Development:**

Force Development is the career-long pursuit of education, training, experiences, and assignments that produce Airmen who possess the requisite skills, knowledge, and motivation to lead and execute the full spectrum of Air Force Reserve missions.

Each Airman is encouraged to seek out opportunities and experiences to remain professionally relevant throughout the course of their career. The overall goal of the AFR Force Development program is to align career development of Reserve members with AFR mission needs, within the context and culture of the Citizen Airman program.

The goal is to produce Airmen who possess the tactical expertise, operational competence, and strategic vision to lead and execute the full spectrum of Air Force missions. The execution of FD will:

- Maximize capabilities of all Airmen to ensure Air Force Reserve Command can provide the right leader at the right time for air, space and cyberspace power in support of Air Force requirements.
- Ensure opportunities and expectations are transparent, providing visibility to all Airmen.
- Develop a pool of qualified candidates for strategic senior leadership positions within the Air Force Reserve through assignment processes.

- Connect education, training and experience opportunities-to include assignments/deployments-to best leverage the Continuum of Learning that builds and enhances institutional and occupational competencies that meet Air Force Reserve needs in and across career fields.
- Enhance Citizen Airmen understanding of their role in FD, using their inputs regarding desires within developmental education, professional military education and future assignment opportunities, and provide feedback to inform and shape expectations.

**Member's Responsibility:** Verify that your records are accurate!

- Developmental Education (DE)
- Foreign Language
- Decorations
- Performance Reports
- Participation Points
- Duty History
- Leadership and Depth/Breadth of Experience
- Academic Degrees

### **Commander's Role:**

Consider all of your members every 3 years for extended tour medals and ensure evaluations are completed on time. Engage with your group and command chiefs regularly to review your senior enlisted corps to make job and education recommendations based upon your members participation ability, job performance, and future goals. Know when your members are meeting DT boards so that you can make informed, balanced recommendations that accurately reflect the Airman's potential and desires.

### **Enlisted Development Team Boards:**

- Virtual Officer and Enlisted DT boards; E-8s will meet their functional development team board
- E-9s will meet a combined E-9 development team board & Command Chief Screening Board.

## **STEP II:**

**Stripes for Exceptional Performers II (STEP 11):** STEP II is a commander's program designed to promote well deserving Air Force Reserve members to one grade above the authorized grade for their positions. Only Airmen who clearly demonstrated outstanding potential and ability to serve in the next higher grade were selected.

## **Virtual ARC Field Orientation:**

In an effort to serve Air Force Reservists while adhering to COVID-19 travel restrictions, HQ AFPC held orientation courses virtually. These classes are held quarterly, twice for the ANG and twice for the Air Force Reserve. The primary audience of the course are personnelists in the field, i.e. CSS and FSS members. The ANG classes are held in March and September, the Reserve classes in June and December. HQ ARPC Public Affairs has produced and published videos from the November 2020 Air Reserve Component field orientation event. These videos target the Air Force Reserve force support squadrons and military personnel units, but information in several of the videos is also good for every Airman, with guidance on separations/retirements, DD Form 214s, Assignments/Conditional Releases, Entitlements, Point Credit, Officer Promotion Boards, and Evaluations.

The ARC Field Orientation program was launched in the mid-1990s, and was initially only offered for Air National Guardsmen. In the early 2000s, it was expanded to include Reserve members as well. The course has been continually updated and made more relevant, and is a major form of ARPC's outreach to the field.

Because the virtual model has proven so successful, and offers a huge cost savings for units, HQ ARPC leadership has determined to hold all these classes virtually. Sign up details and links for the virtual platform are sent out via social media, website, A1 messaging, and other avenues prior to the classes.

Available on the HQ ARPC website  
<https://www.arpc.afrc.af.mil/Resources/> and  
YouTube <https://www.youtube.com/user/hqarpc1/videos>.

### **Spread the Word (STW) Program:**

Launched in the mid-1980s as the Cadre program, HQ ARPC's Spread the Word (STW) program is another form of outreach to the field. Whereas ARC Field Orientation is directed at personnel specialists, the STW is aimed at the rank and file reservists and Guardsmen, and is designed to teach them about various programs that impact their careers. STW has traditionally be held at the home units during training assemblies, and ARPC subject matter experts gave the presentations on Points, Retirements, Education and GI Bill, Promotions, and the like. Since the pandemic, STW has been placed on hold temporarily, although it too has been offered in a virtual format. It is anticipated that STW will be held virtually in the future due to the cost savings involved.