



# Air Reserve Personnel Center

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





# Admin Remarks

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- Proximity cards
- Lodging has a FIRM 1100 check out time!
- What this class is...an ORIENTATION to ARPC, all our processes, etc.
- What this class ISN'T...an in-depth TRAINING class...no certificate!
- Please hold questions until the Q & A session on day 2, but critical ?? ok
- Bathrooms/Breakrooms
- Smoking Area - out back, by dumpster
- Evacuation/Shelter in Place
- Weather – tornados are possible in the Spring
- Please—no side conversations! It makes it hard to hear the briefings
- Critique Sheets
- Copy of All Slides - on ARPC website, next week





# Air Reserve Personnel Center

**Welcome to ARPC –  
Vice Commander, Command Chief  
and ANG Advisor Remarks**





# ***United States Air Force Reserve***

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## **Customs & Courtesies Local Area**



**MSgt Tony Peel**

**HQ ARPC ♦ First Sergeant**

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# *Customs & Courtesies*

- **Reveille & Retreat**
  - **0730 & 1700**
  - **Outdoor protocol**
  - **Driving/in vehicle**
- **High rank in/about ARPC**
- **“Joint-Base” Buckley**



- **Weather**
  - **Walking/Driving concerns**
  - **Layers are your friend**
- **Colorado's legal products**
  - **Avoid dispensaries**
  - **Don't be surprised by the smell**



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# Questions





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## **Class Introductions**



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# *United States Air Force Reserve*

## **HQ Air Reserve Personnel Center Mission Briefing**

Buckley Air Force Base, Colorado

**Mark Nelson**

*Air Reserve Personnel Center Historian*



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# ARPC History

## HQ AIR RESERVE PERSONNEL CENTER



SIX DECADES OF SERVING GENERATIONS OF AIRMEN  
THROUGH INNOVATION AND EFFICIENCY

1950s

1960s

1970s

1980s

1990s

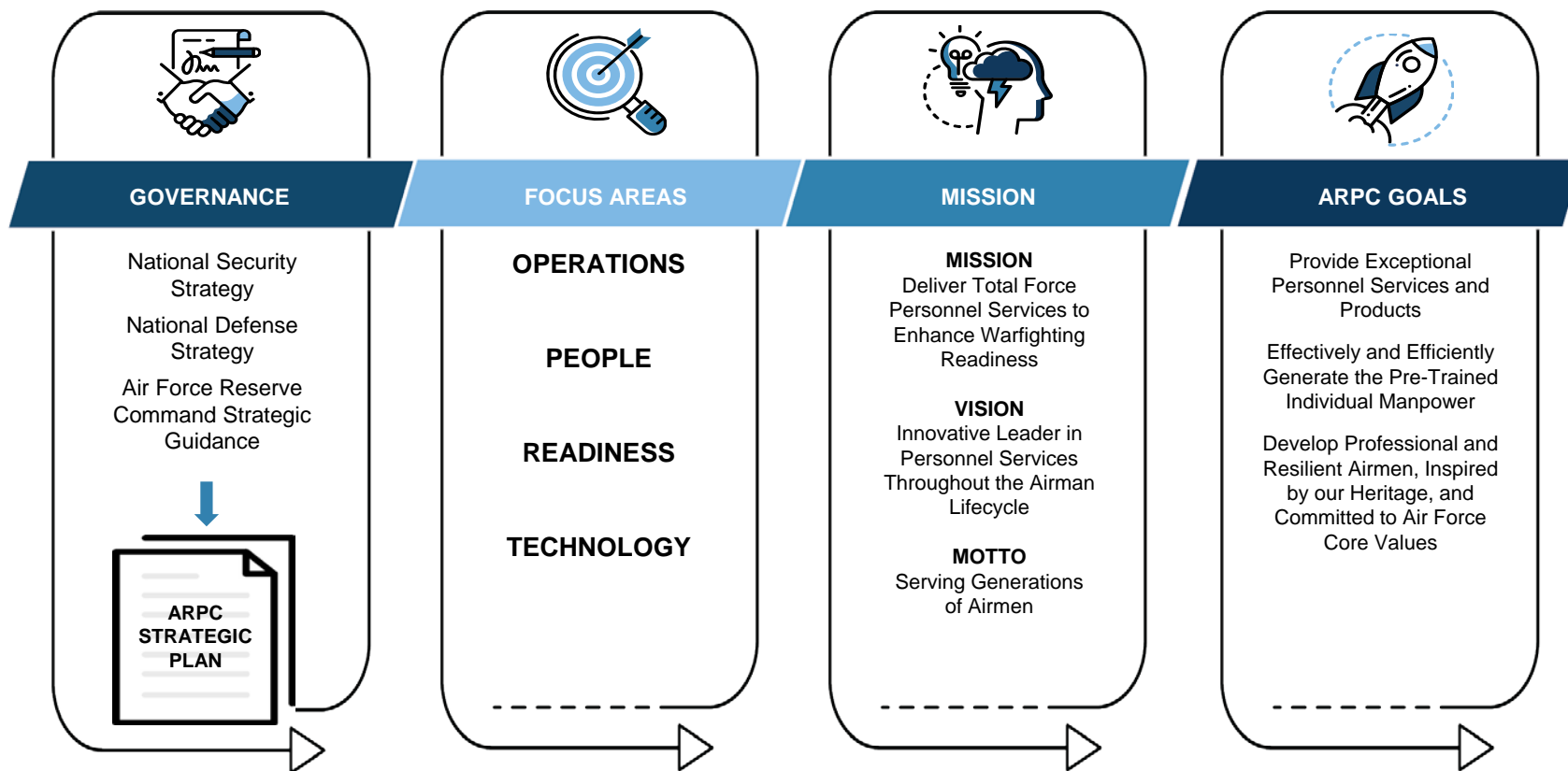
2000s

Present



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# ARPC Mission and Goals

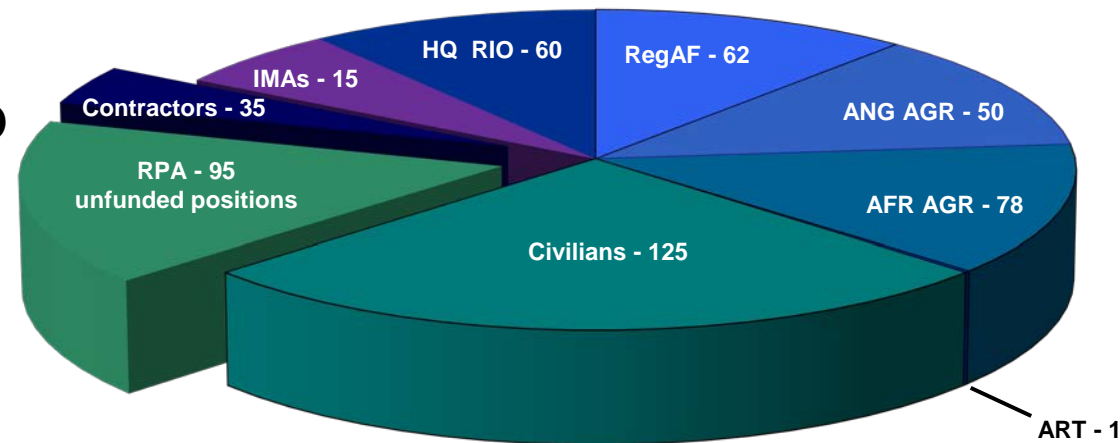




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# How We Are Organized

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



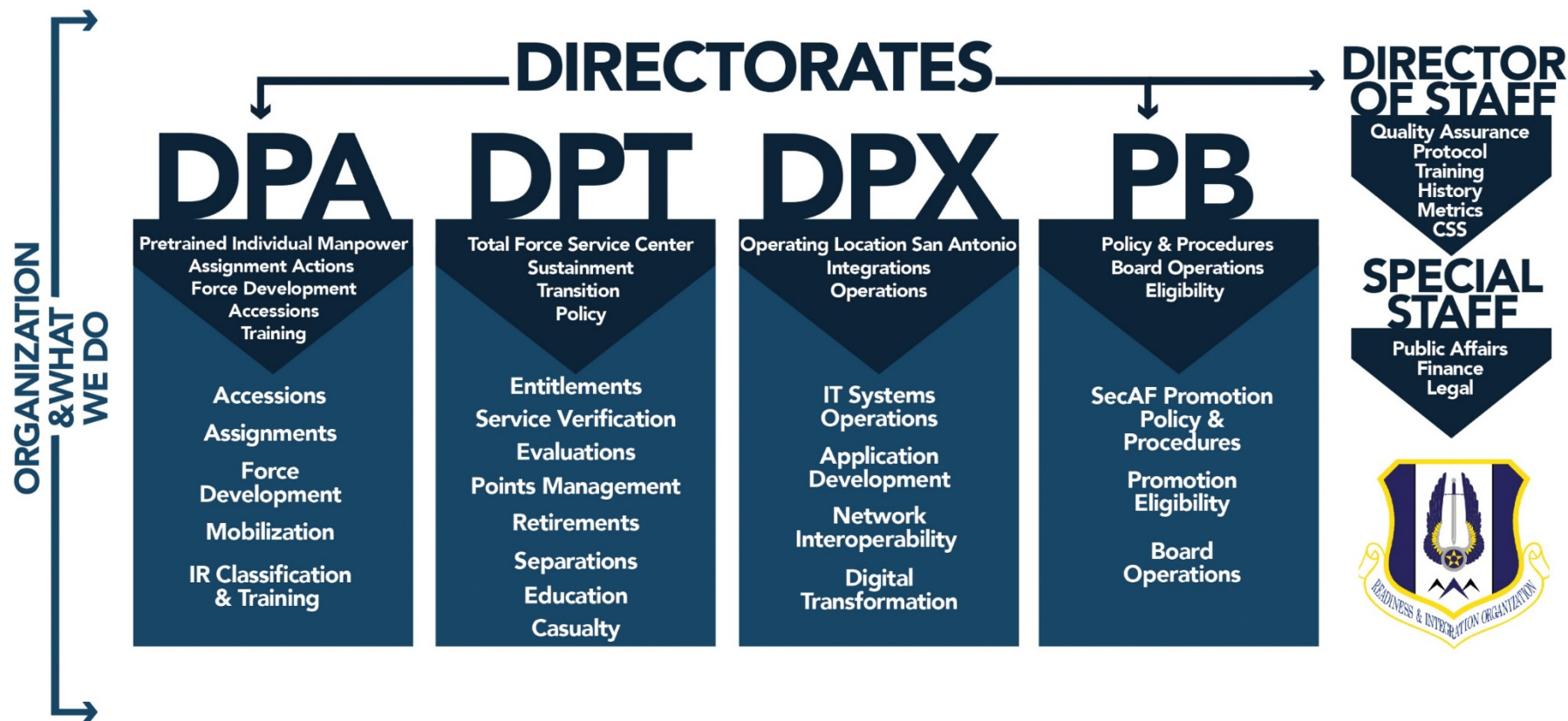
ARPC Workforce Total:  
449 Authorized  
391 Permanent Party + 95 RPA + 35 Contractors = 521 Total Personnel





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# Organization & What We Do





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## Our Partners

ARPC has a direct reporting relationship to AFRC and serves as the execution arm of Air Reserve Component policy

ARPC partners with AFPC and the NGB on Total Force program execution

### Strategic

AF/A1X, NGB, AF/REP: creates Policy

AFPC, NGB/A1, AFRC/A1: interprets policy, manage component-specific programs at strategic level

### Operational

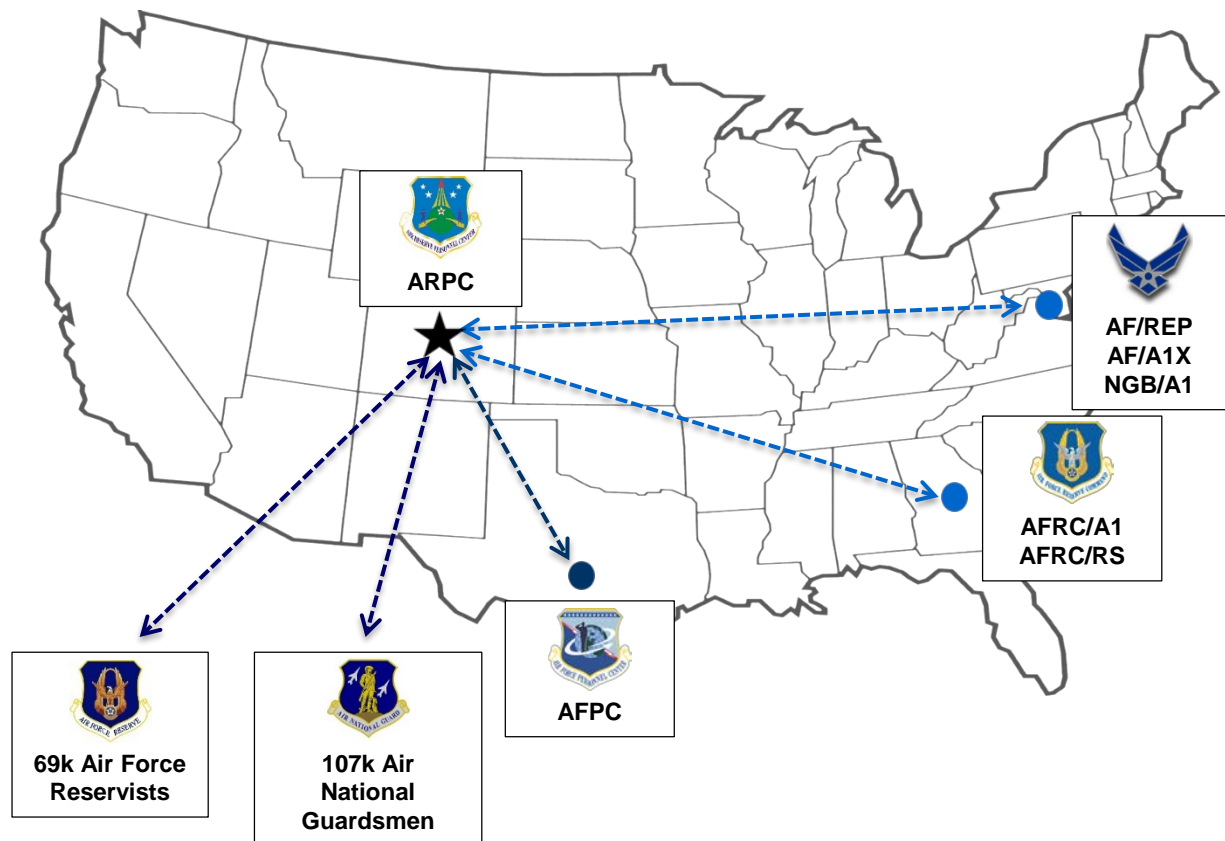
ARPC, AFRC, NGB: executes programs

A1 Ops SMEs: provides guidance and support to Base FSS/CSS and Total Force Airmen

### Tactical

Base FSS/CSS: executes daily functions at tactical level for their assigned Airmen

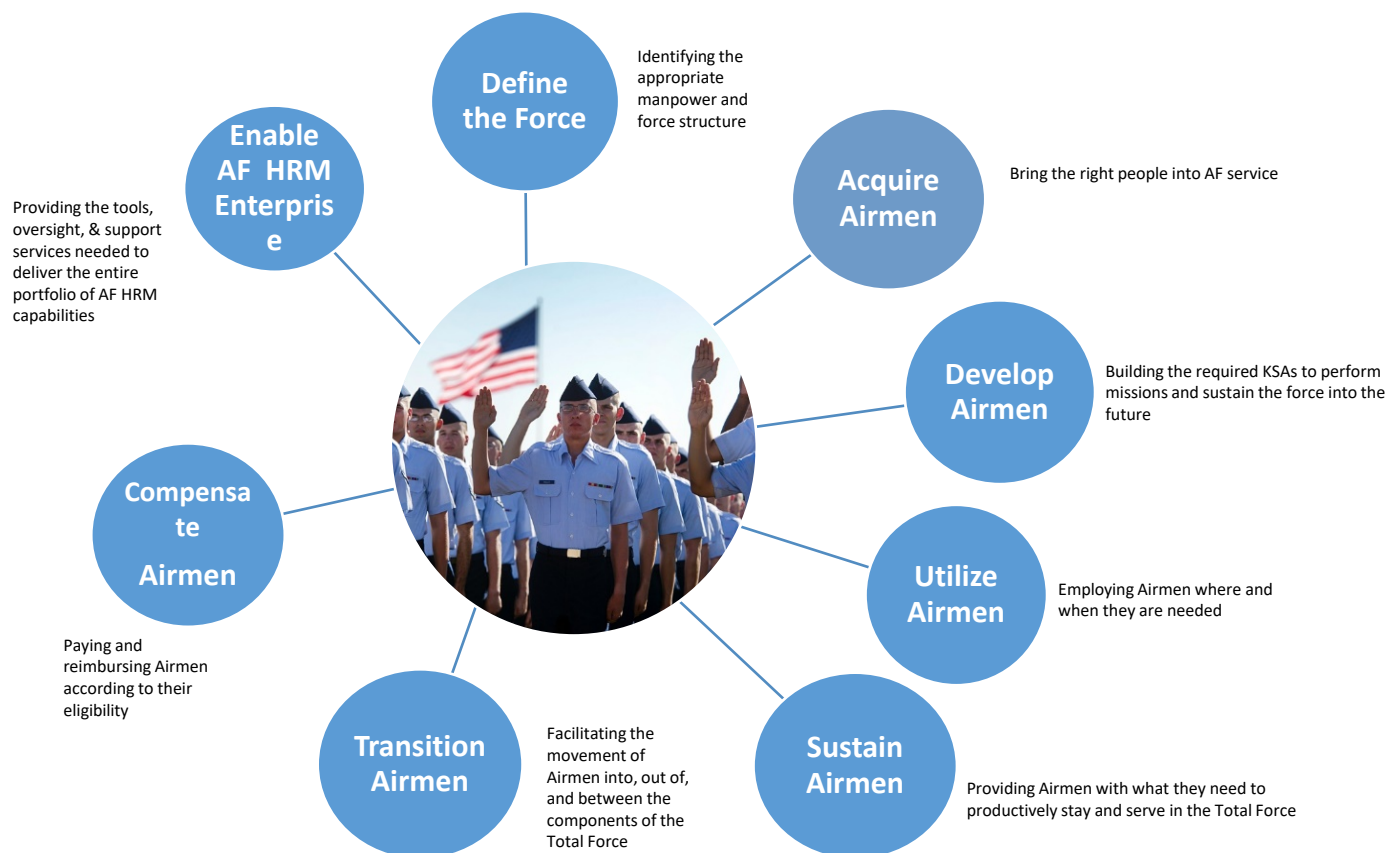
Total Force Airmen: implements Air Force mission at their appropriate levels





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# The Airman Lifecycle





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## **Assignments Directorate**



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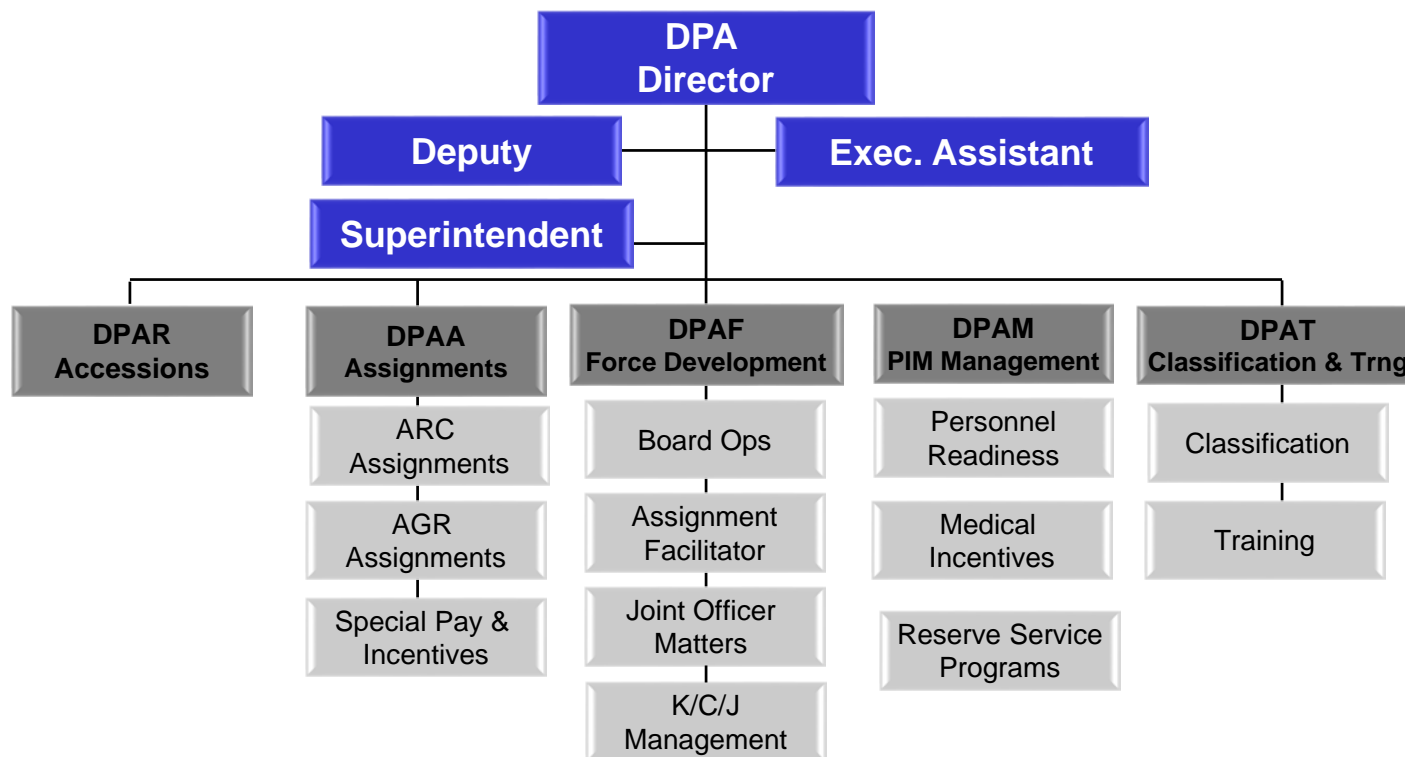
**CMSgt Brian Marr  
May 2019**





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# Organizational Structure





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# ***DPAR: Accessions***

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## **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**
    - **Deserving Airman commissioning program/OTS**
    - **Resigning Regular**
    - **Competitive Category Change**
  - **Enlisted Accessions**
    - **USAFA Preparatory School**
    - **IMA**
  - **Scrolling**
    - **Used to obtain POTUS approval of officer commissioning**
-

## **What We Do:**

- **AFR HQ and Unit AGR Assignments (IAW AFI 36-2110, Chapter 12)**
    - **Advertises vacancies (on MyPers) and facilitates assignments with hiring authority**
    - **Management Directed Reassignments (MDR)**
    - **Voluntary curtailments**
    - **AGR promotion grade ceiling for Officers and SMSgt & CMSgts**
    - **AGR Review Boards (ARB)**
    - **Force shaping initiative actions**
    - **Processes approved assignment waivers**
-



# ***DPAA: Assignments Division cont.***

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## **What We Do:**

- **Special Pay and Incentives:**

- **FY Aviation Bonus (AvB)**

**FY19 AvB program is approved from 7 January – 30 September 2019. The program is for Active Guard/Reserve (AGR) and Air Reserve Technician (ART) rated officers.**

- **Reserve Enlisted and Officer Incentive Program**

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

- **Incapacitation Pay**

**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.**

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## ***DPAA: Assignments Division cont.***

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### **What We Do:**

- **Reserve Assignments (IAW AFI 36-2110, Chapter 8)**
    - **Complete assignment actions on:**
      - **Individual Reservist (IMA/PIRR)**
    - **Complete assignment projection and orders on:**
      - **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)**
      - **Special Duty Pay (IMA only)**
-



# ***DPAF: Force Development Division***

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## **What We Do:**

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



# ***DPAF: Force Development Division Con't***

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## **What We Do:**

- **Student Outplacement**
    - **Assist in-res IDE/SDE students to locate post graduation follow-on assignments**
  - **Reserve Command Screening Board**
    - **Identify those Colonels and Lt Colonels based on leadership potential as candidates for wing, vice wing and group commander positions**
  - **Reserve Command Chief Screening Board**
    - **Identify those Chief Master Sergeants based on leadership potential and performance as candidates for future Command Chief positions**
  - **Stripes for Exceptional Performers (STEP) II Board**
    - **Commander's program designed to promote outstanding and well deserving Air Force Reserve members to one grade above the authorized grade for their position**
  - **Special Duty**
    - **Deliver deliberate mentorship on how to leverage SDI experience into leadership opportunities**
-



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

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## **What We Do:**

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

- **Pre-trained Individual Manpower (PIM) (AF Strategic Reserve) Force Manager:**
- **Individual Ready Reserve (IRR), Standby Reserve, Retired Active <60/>60, Retired Active/Reserve >60**
- **Executive Advisor to Air Staff**
- **Mobilization Ready via screening programs:**
  - **Annual survey mail-outs, Annual Musters, biennial Push-Pull exercises**
- **Performs address updates/research**

## **Medical Incentives:**

- **Acting MPS for HPSP students (IRR); manages/processes ANG/AFR Medical Special Pay programs**

## **Reserve Service Programs:**

- **Assignment actions/management on non-participating members (Key Employee, UIF's on IRR/Standby, Career Intermission Program (CIP))**
  - **Service Date verification**
-



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# ***DPAMR: Special Programs***

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**Key Employee – myPers article #17360**

**Foreign Government Employment - myPers article #15330**

**Career Intermision Program – myPers article #27945**

**MPF for the Individual Ready Reserve**

**S7 PAS Code UIF Monitor**



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# ***DPAMR: Verification of Service Dates***

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

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

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

- **Requests usually completed within 10 business days**

**Reference for Service Date calculation**

- **AFI 36-2604, Service Dates and Dates of Rank**

**Reference for Pay Date calculation**

- **DoD 7000.14-R, Financial Management Regulation**
- **Requests should be submitted via vPC dashboard**





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# ***DPAMR - References for Calculation of Service Dates***

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

Used for calculation of:

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

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

Used for the calculation of: Pay Date



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# ***DPAT: Classification and Training***

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## **What We Do:**

### **HQ AFRC Classification Waivers processing**

- Reserve Classification Waivers (Rqmts in AFECD, AFOCD, AFI 36-2101)
  - FSS/Recruiter/RIO Detachment → Our Office → MFM/AFCFM
- Reserve Training Waivers (CDCs, OJT Time in Training, Initial Skills School)
  - FSS/Recruiter/RIO Detachment → Our Office → MFM/AFCFM

### **HQ AFRC Classification AFSC Conversion Guidance**

- Reserve AFSC conversions (Direct & Indirect)

### **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
    - RegAF Unit/Member → Detachment → Our Office
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# Questions

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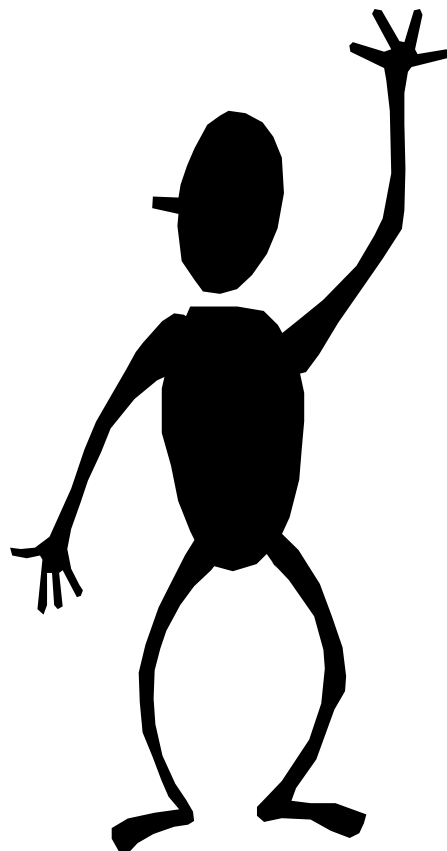




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# 10 min Break!



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# ***United States Air Force Reserve***

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## **Directorate of Personnel and Total Force Services (DPT)**



**Director: Col Ashley L. Heyen**

**Superintendent: CMSgt Sandra G. Ahern**

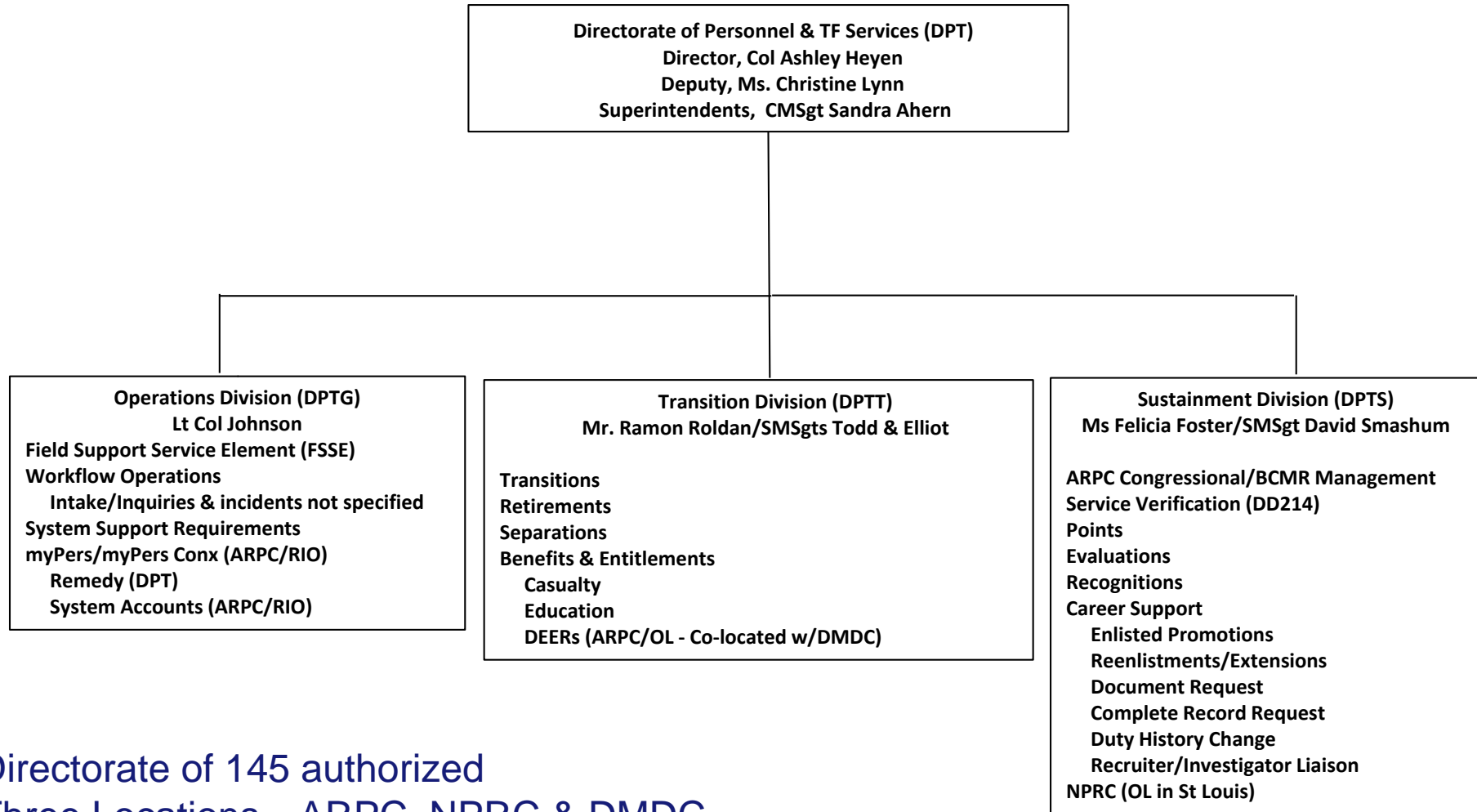
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# Who We Are



Directorate of 145 authorized  
Three Locations—ARPC, NPRC & DMDC  
Civilian, ANG, AFR AGR, RegAF, RPA & IMA





- **DPT is largest Directorate at ARPC**
  - **145 authorized ANG, AFRC, RegAF, and Civilians**
  - **25 RPA**
- **Provide Total Force personnel services to 1.3M members**
  - **ARC**
  - **RegAF retirees**
- **CY 2018**
  - **358,480 transactions closed**
  - **95,373 calls**
  - **Plus snail mail!!**
- **Incoming work exceeds current capacity**
  - **Manning**
  - **Complexity**



## ***What We Do - Overview***

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- **Provide direct personnel services and support to the ARC component commanders, Airmen, and family members**
  - **Personnel programs across the human resource lifecycle**
    - **Tier 0 – Self-service**
    - **Tier 1 – Routine, repeatable, mappable transactional processes**
    - **Tier 2 – Non-routine, complex personnel processes**
- **Assist NGB, AFRC and AF/RE with process and program specifics and customer-based expertise**
- **Liaison between customer and NGB, AFRC & AF/RE**
- **Provide an environment for delivery of equitable service and optimization of resources**
- **Facilitate technology upgrades and process integration within the TFSC for seamless customer service**



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# 1.3 MILLION CUSTOMERS

Helping Every Customer...Every Time

95,373 Phone Calls

## DPT ACCOMPLISHMENTS

CY 2018

### Total Payouts

\$10.9 Million  
\$61 Million  
\$129,278

Tuition Assistance  
SGLIs  
SLRP

163,131  
38,632  
19,760  
17,323  
30,905

-MyPers Incidents &  
Evaluations  
Decorations  
Points Management  
Separations  
Career Support

### Transactions

2,862  
39,683  
9,521  
1,292

TA Enrollments  
Retirement Pay Accts.  
DD 214s/215s  
BCMRs/Congressionals

WINGS OF HERITAGE, SHAPING THE FUTURE

WINGS OF HERITAGE, SHAPING THE FUTURE

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- **Tier 0**
  - vPC, myPers
- **Tier 1 and 2**
  - Separation Actions (MSD/HYT & Sanctuary waivers)
  - Retirement actions for ARC
  - Entitlements/Benefits/Casualty Services
  - Education benefits
    - Foreign Language, Pay, TA, Student Loan Repayment, CCAF & Enlisted Education updates, 9/11 GI Bill
  - IMA Enlisted Promotions
  - Reenlistments/Extensions
  - Evaluations
  - Points
  - DD214's





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# vPC Retirement Application

**Effective 25 April 2019**

- ❑ Members are able to apply for retired pay from a single source by logging into myPers.af.mil
- ❑ The goal of the vPC Retirement Application is to enhance customer experience and increase efficiency in application processing

## Benefits

- ❑ No more trying to find the proper documents and mailing them
- ❑ No more missing or misrouted information
- ❑ Login w/your Common Access Card or by user name and password

## Future State

- ❑ Subsequent, additional enhancements will be phased in adding greater ease of use and accountability
- ❑ These enhancements will improve the systematic routing flow from the applicant to the retirement technician

<https://mypers.af.mil/app/processes/form/fn/vdb>

**Dashboard**

Role Filter: All [Role Filter Help](#) [myPers Home Page](#)

Overview | Worklist | Action Requests | Reports | My Roles / Delegations | Roles Administration

**ACTIVE DUTY AF** | **AIR RESERVE** | **AIR NATIONAL GUARD**

Online Services Component Default: Air National Guard [Action Requests Help](#)

**Documents I've Requested**

[Track Previous Support Requests](#)

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

[Create a New Support Request](#)

**My Records (updates and corrections)**

- [Request Personal Data Updates](#)
- [Update Civilian Employment Information \(CEI\)](#)
- [Update DEFERS Information](#)
- [Request Duty History Changes or Corrections](#)
- [Update Missing Awards and Decorations Order History](#)
- [Request Military Service Date Changes and/or Corrections](#)
- [Request Retirement Points Corrections](#)
- [Review your Electronic Officer Selection Record \(eOSR\)](#)
- [Request Correction to my DD Form 214](#)

**My Official Military Personnel Record (view/request copy)**

- [View and Print Documents Online \(.mil domain required\)](#)
- [View Current Retirement Points](#)
- [Request a copy of your Performance Report](#)
- [Request a 20 Year Letter \(reissue\)](#)
- [Request a Mortgage Letter](#)
- [Request a Reduced Retired Pay Eligibility Date](#)
- [Request a VA Home Loan Letter](#)
- [Request a copy of your Federal Award or Decoration](#)
- [Request a list of your current Federal Awards and Decorations](#)
- [Request your DD Form 214, Certificate of Release or Discharge](#)
- [Request Other Documents \(Select to view types and descriptions\)](#)
- [Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)

**Information Links**

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

**Evaluations (Overview)**

- [MPS, CSS, or NGB/HR Initiate Officer or Enlisted Performance Report](#)
- [Appeal an Evaluation](#)
- [Request a Shell on a Member](#)
- [Submit a Letter of Evaluation \(AF Form 77\)](#)
- [Submit an Education/Training Report \(AF Form 475\)](#)

**Officer Promotions (Overview)**

- [Submit a Letter to the Promotion Board \(Officer\)](#)
- [Submit a Board Certification \(Officers\)](#)
- [Request a post-Board Counseling \(Officer\)](#)
- [Promotion Calculator](#)

**Federal Awards and Decorations (Overview)**

- [Nominate a Member for MSM, AFAM, AFAM, AAM](#)
- [Submit a Military Outstanding Volunteer Service Medal \(MOVSM\)](#)
- [Combat Readiness Medal Certification](#)
- [Amend or Revoke a Federal Award or Decoration](#)
- [Deny Air Reserve Forces Meritorious Service Medal \(ARFMSM\)](#)

**Retirements (Overview)**

- [Apply for Retirement \(Reserve - AGR - Mandatory - Pay at Age 60\)](#)

**Retirement Points (Overview)**

- [Request to Perform Duty for Points Only - Non-Pay](#)

**Separations (Overview)**

- [Request a Voluntary Separation, Discharge, or Resignation](#)
- [MPS/JFHQ submit ANG Unique/Involuntary to TFSC](#)

**Force Development**

- [Guard Officer Development Plan \(ANG-ODP\)](#)

**FSS/JFHQ POC Listing**

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

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## ***FSS Executive Line***

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**The purpose of the FSSE is to provide expedited assistance for urgent mission affecting issues/concerns. This line is only intended for General Officers, Commanders, Executive Officers and/or Squadron CMSgts.**

### **General guidelines:**

- **The FSSE is not intended for personal use.**
- **Routine or less urgent issues should be addressed using vPC or by calling TFSC.**
- **The FSSE phone number is 720-847-3400 or DSN 847-3400 and hours of operation are Monday - Friday, 7 a.m. - 4 p.m. MT.**





- **myPers first is our strategy; 14k knowledge articles**
- **Please do not call for status checks within mypers messaging timelines**
- **DEERS is source system for all dependent data**
- **34% return rate for evaluations; we must do better**
- **Field Support to ARPC through AT, RPA, & ADOS**
- **Communicate Tier 0 capabilities**



# Questions?



# ***United States Air Force Reserve***

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## **Performance Evaluations**



**SSgt Deana Owens  
SrA Joanne Skafidas**

**Evaluations Technicians  
ARPC/DPTSE**

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



# Common Errors

- **Directed by HAF (Enlisted)**
  - 12/24 rule
  - Close out the day prior to event
- **A1C below guidance**
  - New guidance (4 January 2018)
  - Start Date= DIEUS
  - Closeout Date= First 31 MAR SCOD reached as a SrA.
- **Referral Reports (AFI-36-2406 Para. 1.10)**
  - Signature dates
  - Mandatory comments
- **Prohibited Statements**
  - Fitness scores/categories
  - PME: Raters cannot recommend officers for specific schools, including “joint DE;” only the terms PDE, IDE, SDE are authorized
  - Key Personnel List (KPL)



# Common Errors Cont.

- **Period of Report**
  - Verify PRDA/MiIPDS
- **Missing Rater/Ratee signature block**
  - Raters can sign for ratee
    - “Ratee refused”/ “Ratee not available”
- **Non-Rated Days on Report (AFI 36-2406 para. 4.8 and 3.12)**
  - Transfer of Component (Enlisted Only)- “Member not rated for the period of \_\_\_\_ days due to being assigned to Inactive Ready Reserve, or transfer from RegAF, AFR, or ANG” (whichever is applicable)
  - Transfer of Component (Only applies to Enlisted), Medical, Sexual Assault Victim, Military/Civilian Confinement.
- **AF 911: Section IX Blank (AFI 36-2406 Table 4.9)**
  - Section IX is mandatory on ALL AF911s.
    - Squadron, Group, Wing CC or O-6 complete, sign and date this section





- **Total Inventory: 53,537 in July-2018 to 13,191 as of 29 April 2019**
- **Current processing time: 39 days**
- **Backlog (Evaluations submitted 30+ days): 2,846 as of 29 April 2019**
- **Factors**
  - **Systems latency**
  - **Return to rater 38%**
  - **UTA Weekend +1500 – 2000 additional reports**
  - **All enlisted ranks and all status are now receiving SCOD reports**
  - **Guard SCOD reports (additional 90K reports)**
- **New system autopush allowed ARPC to decrease backlog to 35K by Oct**
  - **Autopush only works 20% of the time due to data errors**
  - **Autopush requires the need for FSS review**



## *Officer Promotion Boards*

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



## ***RECENT UPDATES!***

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- **AF911 (Education block)- CCAF Degree no longer necessary as long you have a 2yr Degree from an accredited college completed prior to the SCOD.**
- **AF911 (Education block)- Member just has to be enrolled to SNCOA prior to the SCOD.**
- **Beginning with the SSgt SCOD 31-JAN-2019, “Met some but not all expectations” will not make report automatic referral.**
  - **New forms available in e-pubs**
- **No longer holding AT Training Program classes for Guard & Reserve indefinitely**



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*Questions*

**Questions?**

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## **Recognitions**



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**Recognitions Branch  
SSgt Maurice Brown  
May 2019**

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- **PSDs – Air Force Reserve Awards and Decorations PSD Guide**
- **AFI 36-2803 Awards and Decorations**
- **AFI 36-2803 AFGM2018-01 (Attachment to AFI 36-2803)**
- **AFH 33-337 Tongue and Quill**
- **DODM 1348.33 Vols. 1, 2, and 3**
- **AFI 36-2805 Special Trophies and Awards**
- **AFI 33-328 Administrative Orders**
- **AF PD 36-28, Awards and Decorations Programs**





## ***References Continued***

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- **Select the product and use these reference ID numbers within the myPers search bar:**
- **14216 – vPC Decoration Nomination Application Process**
  - Applicable to: Air National Guard and Air Force Reserve
- **14229 - Total Force Service Center - Denver Recognition Services for Air National Guard & Air Force Reserve Recognition Services**
  - Applicable to: Air National Guard and Air Force Reserve
- **14165 - Reserve: Recognition Program Home Page**



## ***ARPC Responsibilities***

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



- **Process the following decorations in vPC online IAW AFI 36-2803 and AFH 33-337 to include:**
  - **Meritorious Service Medal (MSM)**
  - **Aerial Achievement Medal (AAM)**
  - **Air Force Commendation Medal (AFCM)**
  - **Air Force Achievement Medal (AFAM)**
  - **MOVSM**
  - **Combat Readiness Medal**
  - **Revocations and Amendments of Decorations**
- **Research status of awards and decorations in vPC upon request**
- **Provide replacement medals for eligible members per AFI 36-2803**
- **Process incoming decorations via mail from AFCENT/losing active duty and ARC units when required**
- **Provides Awards and Decorations Listing to retired/separated and prior service members**



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# ***ARPC Services Continued***

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- **Processing Turn-around:**
  - **<10 days: Decorations/Nominations**
  - **60-90 days: Updates/Corrections, Inquiries**
  - **90-120 days: Listings (Retirees/Sepratees/Prior Service)**



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## ***How You Can Help Us and the Customer***

---

- Read the tutorial provided in vPC/myPers application prior to beginning the process
- Review decorations prior to submission
  - Use Chain of command for reviewing process
  - Submit IAW AFI 36-2803 A2.1, “enter each recommendation into official channels within 3 years, awarded within 5 years of the act.”
  - Ensure Condition is correct (AFI 36-2803)
  - OIF/OEF – submitted to AFCENT only
  - Spell Check
- All returned nominations for corrections must be re-routed through the Wing/Group/Unit Commander as applicable
- Complete award updates for assigned members per AFI 36-2803 and ARPC NOTAM 164



U.S. AIR FORCE

# Questions



**For further assistance or guidance contact**

**1-800- 525-0102,**

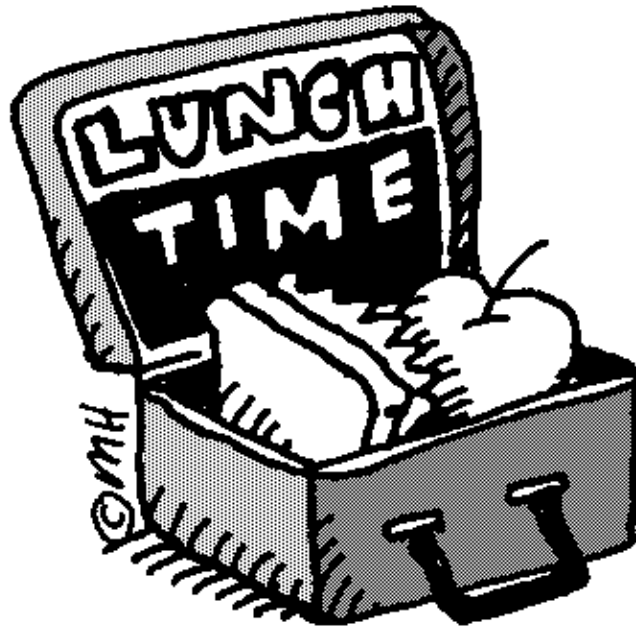
**Select Respective Component**

**Option 4 then 2**

**(Search “vPC Decoration Nomination Application Process” in myPers  
for additional guidance)**

# Lunch Time!

---



***See you back at 12:30***

---





U.S. AIR FORCE

# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

---

## ***Participation/Points***



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**Points Management Branch  
TSgt Otto Yan  
8 May 2019**



- Responsibilities
  - Law-Regulation-Policy
  - Retention/Retirement Date
  - Points Categories
  - Maximum Points Creditable for Retirement
  - Satisfactory Service
  - Creditable Service
  - Non-creditable Service
  - PCARS Printout
  - Common Service History Status
  - OxE Pay
  - BCMR
  - Trends
-



## 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, OxE...
- SME support to AF-IPPS, promotion, FD & DT boards

## Unit Level

- Review AGR members current anniversary year points
  - Encourage members to review points history
-



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# ***Law—Regulation—Policy***

---

- Title 10 U.S.C. 12732(a)(2): Points Categories
  - Title 37 U.S.C. 206(d): Nonresident Education ROE (Distributed Learning (Formally ECI))
  - DoDIs 1215.06 & 2015.07: Points & Participation ROEs
  - DoDI 7000.14-R: OxE & Delayed Entry ROEs
  - AFI 36-2254V1: Reserve Participation
    - Expands on Title 10, Title 37 & DoDIs
  - ANG 36-2001: Points & Participation ROEs
  - ARPCI 36-3203: Creditable & Noncreditable Service
-



## ***Anniversary (Formally Retention/Retirement Date)***

---

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



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# *Point Categories*

---

- **Active Duty = one point per day**
  - **Inactive Duty Training = one point for 4 hours, not to exceed 2 points per day**
  - **Funeral Honors Duty = credited with one point per day**
  - **Distributed Learning (ECI) = one point for each 4 hours of EBDL study**
  - **Membership = 15 points credited for active Reserve status membership per R/R year**
-



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# ***Maximum Points Creditable for Retirement***

---

- **Maximum Inactive Duty credit applies to a combination of:**  
**IDT(DRILL) + IDS(Funeral Honors) + DL (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**
-



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# ***Satisfactory Service***

---

- A year of satisfactory Federal service for retirement is awarded when a member earns at least 50 points (including 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





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## ***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**



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## ***Non-creditable Service***

---

- **Academy service if commissioned**
- **Inactive Status List Reserve Section**
- **Inactive National Guard**
- **Retired Reserve**
- **Temporary Disability Retirement List**
- **Civilian status**
- **Health Professional Scholarship Program**
- **Reserve Officer's Training Corps**



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# PCARS Computer Printout

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

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

## \*\*-SERVICE HISTORY\*\*

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

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

## \*\*-CURRENT R/R YEAR POINTS\*\*

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

Record Status Code

Total Active Federal Military Service  
In years, months, days

Retirement Points

Satisfactory Service years

Service component

Current R/R year points

Year-by-year  
Service History



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# *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



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# *OxE Pay*

---

- Qualifications:

- Officers O1 through O3
- Effective 1 January 2002
- Accrue at least 1,460 total retirement points as a warrant officer or enlisted member prior to commission date
- Points may be IDT, AD, distributed learning courses or membership

- Members Pay Adjustment Process

- CSS/FSS submits CMS case to DFAS RC Indianapolis with Oath (AF 133) and GRBoth surf (MilPDS product)
-



- Exhaust all other remedies first
  - “Errors can often be corrected administratively...”
- >30% of Points BCMRs are first attempts at resolution
- Call first – we can help or recommend COA



- **Currently in Jun 2018 on building new gain service histories**
- **Base level servicing Personnel Offices have the capability to maintain current year points**
- **Please provide members a copy of their final point summaries prior to retiring or separating**



# ***Record Check Reminder***

- “As you approach the closeout of your retention/retirement year, please take a few minutes and review your participation points in vMPF to ensure your points have updated and you are on track to complete both satisfactory retention/retirement and fiscal years.”
- Attn: If you are not receiving this reminder, please contact your servicing personnel office to check your email in the personnel system, MiLPDS





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# Questions

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# ***United States Air Force Reserve***

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---

## **Separations Service Team**



**APRC/DPTTS  
SSgt McEachern  
SSgt Blaquiere  
TSgt Smith  
SSgt Holman**

**U.S. AIR FORCE**

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## **Responsibilities:**

- Process all ANG separations applications submitted via vPC
- Process MILPDS actions and create corresponding Separation Orders & NGB Form 22s
- Upload documents to ARMS and disseminate to each State JFHQ
- Retirement/PDRL/TDRL Separation Orders/NGB Form 22



## Separations

- GRD TO USAF
- GRD TO GRD
- GRD TO AFR
- GRD TO IMA
- GRD TO IRR

## Discharge

- ENLISTED TO E2O
- GUARD TO DIFF COMPONENT
- ENTRY LEVEL
- DISABILITY
- ETS DISCHARGE W NO MSO



- References:
  - AFI 36-3209
  - ANG Separation/Discharge Processing PSDT Guide
- Please submit applications no earlier than 180 days and no later than 30 days in regards to the separation effective date
- Verify the effective date, type of action, and reason
- Ensure member's record is correct i.e. awards/decorations, education level
- Input re-enlistment eligibility codes and characterization of service for enlisted applications



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## *Help Us Help You*

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- Ensure Retention Office Managers are viewing applications to determine applicable Montgomery GI Bill, Kicker, incentives, recoupment actions
- If applications are returned for corrections, please correct and return within 5 duty days to avoid cancellation
- For Discharges w/ Severance pay, contact our office once application has been submitted to avoid pay delay
- Validate accuracy of gaining unit position number for Guard to Guard transfers. This process takes 20-30 minutes to update in Military Personnel Database System (MilPDS)



- Reenlistment Code (Re Code) “6U” – “ONLY” to be used for members who were non-retained under Selective Reenlistment of the Air National Guard Officer/ Enlisted.
  - (AFI36-2606, pg.89, Rule 19)
  - AF Form 418 required
- Separation application “Type of Action” should match the “Reason of Separation”
- Gaining and Losing units should be verifying if the application has been submitted/processed prior to contacting TFSC
- NGB/A1P is the POC for applications that require further policy guidance
- NGB/A1Q is the POC for applications that require CMS submission



## **Common Errors**

- **Separation effective date should be one day prior to the Enlistment Date or Date of Oath**
- **Duty status should be “00 Present for Duty”**
- **Member should be Demobilized (Reference Vol 3 Reloc)**
- **DAV code should be removed**
- **Any projected EPRs should be closed out or deleted**
- **Upload all pertinent supporting documentation**





## **Responsibilities:**

- Quality review of Mandatory Separation Date (MSD)/High Year Tenure (HYT) extension requests
- MSD notifications
- Tenders of Resignation (unit assigned/Individual Ready Reserve (IRR) members)
- Administrative Discharges
- Conditional Releases (IRR members only)
- Duty Status 28 updates, pending Separation while member is under investigation
- DD Form 256 AF, Discharge Certificates (inactive members) – By request only with an SF 180 (Request Pertaining to Military Records)
- ROTC discharges
- Post Officer Promotion Board actions: continuation and twice deferred notifications
- Special action discharges (Health Professions Scholarship Program/IRR members)



## ***Fitness Determinations***

---

- ARPC processes fitness only determinations cases
  - Liaison for the member, unit and AFRC/SG for case status and updates
  - Monitor the expiration term of service (ETS) and contact information for members choosing to go through the process
  - Refer to your local Reserve Medical Unit (RMU) for guidance and compliance
  - RMUs refer to AFRC/SGO for guidance and compliance
  - Units responsibility to keep members information current throughout the process
-



## *Reserve Sanctuary*

---

- If member has at least 18 years of satisfactory service, but less than 20, they will be placed in sanctuary (only if up against an MSD or HYT)
- AGR's need to contact ARPC AGR Assignments about their sanctuary status as an AGR, and AGR Assignments will coordinate with us.
- We monitor sanctuary for officers on a monthly basis and extend the MSD when necessary.
- Submit a myPers request, when an enlisted member is eligible for sanctuary.
- If member has 18 years satisfactory service they will be given 3 years to get 2 good years.
- If member has 19 years satisfactory service they will be given 2 years to get 1 good year.
- Members cannot go past 20 good years in sanctuary.
- **Enlisted:** HYT will be adjusted past Age 60 to get to 20 Satisfactory years (AFI 36-2606)
- **Officer:** May not participate past age 62 even in sanctuary zone. (Title 10 USC 12646)



# ***MSD/HYT Extension Requests***

---

- MSD/HYT extension requests are to be submitted no earlier than 18 months and not later than **12 months** prior to member's separation date
- All packages should have a NAF/HQ RIO endorsement prior to submitting in TMT
- Guides/templates are available on the ARPC Sharepoint
- (DPT > libraries > waiver routing guidance) also available in TMT under Training > Templates
- \*\* MSD PSDG now available on myPers\*\*
- Policy related questions or concerns, contact HQ AFRC/A1KK



- For unit level discharges, the unit's responsibility is to create discharge order, distribute to member, and provide discharge certificate
- If member has a remaining obligation, do not discharge them but place them in the IRR
- Members going through MEB/PEB coming up on their MSD/HYT need to work request an extension with their unit. The unit will then forward to AFRC/SG then to AFRC/A1K
- Members requesting an extension to their HYT/MSD should not apply for retirement before getting final notification about their extension



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# Questions





# ***United States Air Force Reserve***

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## **Retirements**



**Ms. Patricia Rosas**

**ARPC/DPTTR**

**8-9 May 2019**

**U.S. AIR FORCE**

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# ***Will You Be Able To Retire?***

---

**Prepare now so you do not have to worry later**



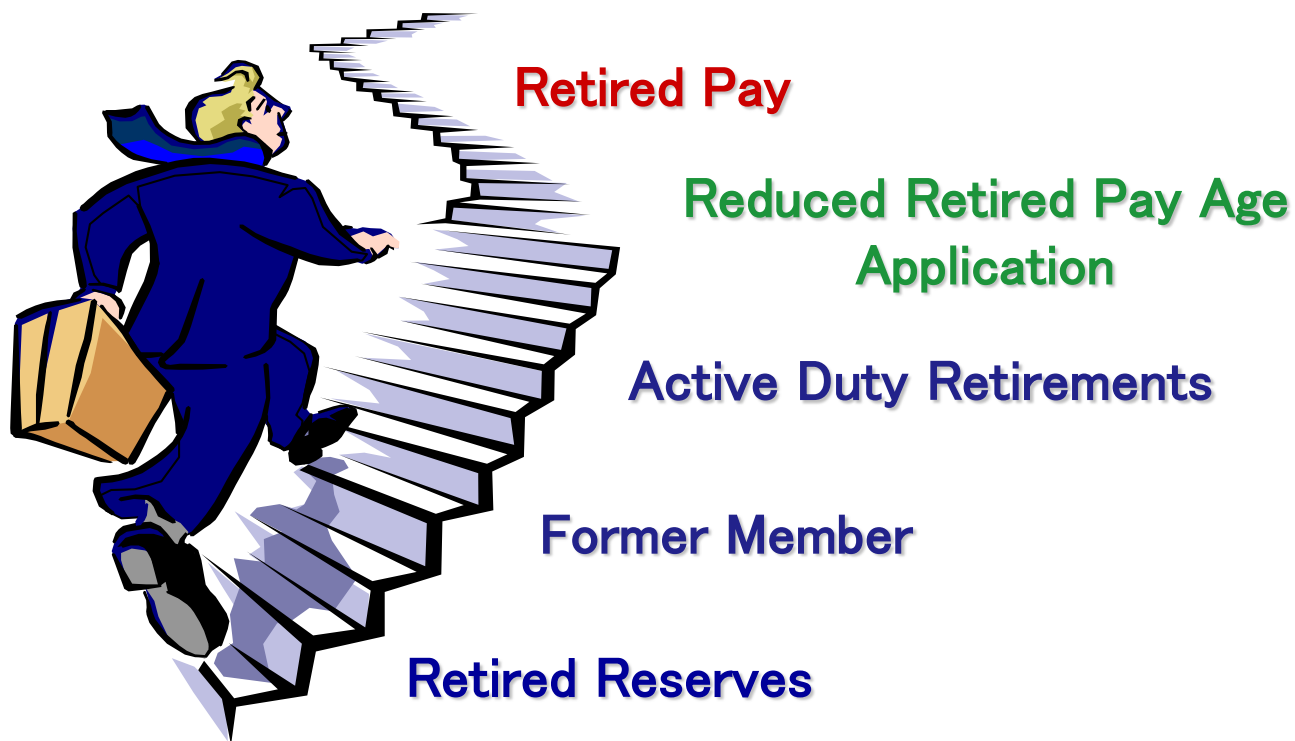
**What you do today affects tomorrow**





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# *Retirement Life Cycle*





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# *Retirement Life Cycle*

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Retired Reserves



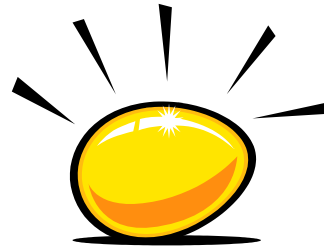
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# *Retired Reserve*

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- Must meet qualification

***20 Years of Satisfactory Service***



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



- **Voluntary Retirement**
  - **Guardsmen/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)**
    - Option 1 Have MPF/Medical remove code
      - If issues removing code, supply MFR
    - Option 2 Member supplies AF Form 469/Statement of Selection
      - Member attach in MyPers application



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# ***Retired Reserve***

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- **Involuntary Retirement/Separation**
  - **Transfer to Retired Reserve is automatic unless otherwise requested**
    - (Highly encourage members to apply)**
      - **Mandatory Service Date (MSD)**
      - **High Year of Tenure (HYT) - Reserves only**

**ALLOW 90-120 days for retirement to be updated and processed**



- **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
- ANG – Selected non retention is not involuntary for TIG purposes

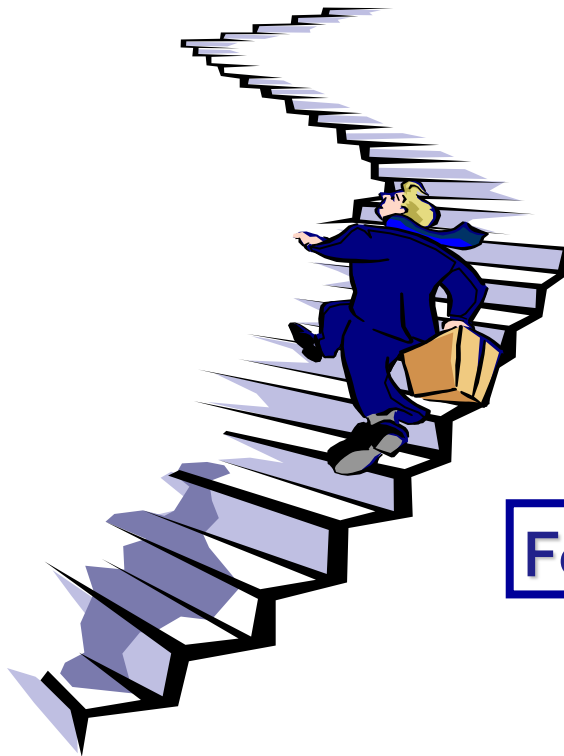
**Current Effective Date of Rank NOT Date of Rank**



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# *Retirement Life Cycle*

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Former Member





- **What is a Former Member?**
  - An individual who, for what ever reason, was separated/discharged instead of transferring to the Retired Reserves
    - May **NOT** be reappointed or enlisted solely for retirement
    - **DO NOT** accrue longevity
    - Receives 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.



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# *Retirement Life Cycle*

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**Active Duty Retirement**



# ***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**

- **Guardsmen/Reservists apply using the vPC online application**
  - **Track application online as it gets processed**
  - **Automatically routed to commanders for coordination**
    - **Routing handled by the unit PSM**
  - **MPF can utilize vPC reports to see which members have applied for retirement**



## ***Active Duty Retirement***

---

- **Members are MANDATORY 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



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# *Retirement Life Cycle*



**Reduced Retired Pay Age  
Application**



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# ***Reduced Retired Pay Age Application***

---

- **Reserve Members**
  - **Submit vPC application 6 months prior to retirement**
    - **DO NOT SUBMIT ORDERS**
- **Guard Members**
  - **Submit qualifying orders using the vPC online application**
    - **Some applications are automatically flowing from AROWS to the RRPA application.**
- **Be sure to keep track of all your participation for proper credit**
- **Don't wait to be contacted, use the online application, if you think you have eligible service, especially if you believe you are nearing pay age**



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## *Reduced Retired Pay Age*

---

- **Effective with the NDAA signed on 28 Jan 08**
    - **Age 60 may be reduced by 3 months for each 90 days cumulative qualifying AD service in a fiscal year (FY). However, beginning w/FY15/16, qualifying active duty may be combined between consecutive fiscal years.**
      - **Qualifying AD**
        - **Qualifying service is identified in Title 10, U.S.C. Section 101(a)13(b) or 12301(d)**
        - **MPA, RPA (special, school)**
      - **Non-qualifying AD**
        - **AT, AGR, Disciplinary holds**
        - **ANG: State AD and Title 32 (unless called to Federal Emergency under 502(F))**
  - **May not be reduced below 50 years of age**
  - **Not retroactive for service prior to 29 Jan 08**
-

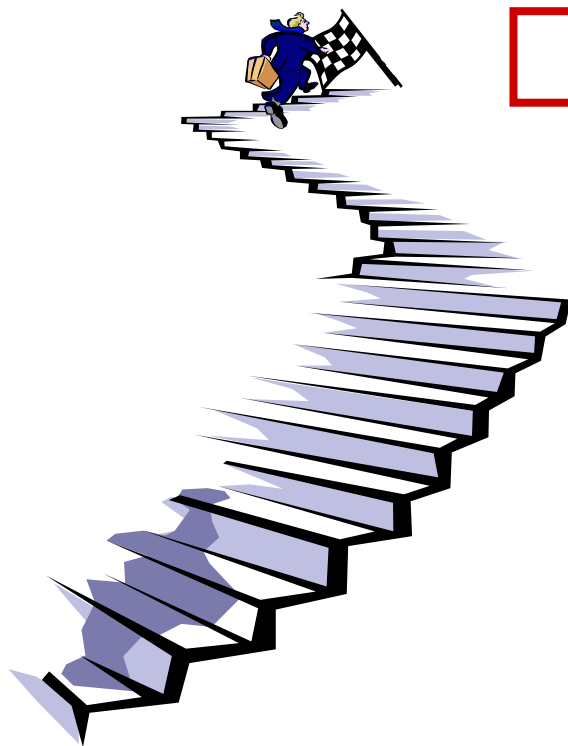




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# *Retirement Life Cycle*

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**Retired Pay**



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# *Retired Pay*

- **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**  
for service credit past age 60, Points and service will not be  
credited towards retired pay without the waiver

**However...**





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# *Retired Pay*

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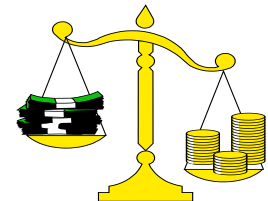
- You must apply, not automatic
  - **4 months prior to retired pay effective date, you will submit**
    - DD Form 2656
    - ARPC Form 83
- **6 Year Statute of Limitation—Barring Act**
  - Any claim received after eligibility, can only be paid retroactive for pay - 6 years maximum



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# ***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**





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# *Retirement Application*

---

- **General Officers**

- **ANG**

- Complete AF IMT 131
    - Obtain state TAG recommendation
    - SLMO
      - IG check
    - Forward to ARPC Contact Center

- **Reserve**

- Complete AF IMT 131
    - HQ AF/REG
      - IG check
    - Forward to Total Force Service Center - Denver





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## *Retired Certificates*

---

- **Retirement Package**
  - Retirement Certificate
  - Spouse Certificate
  - Presidential Certificate
  - Presidential Letter - with 30 years of service
  - Retirement Pin
  - **Guardsmen and Reserve/IMA members are provided a flag**





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# Questions

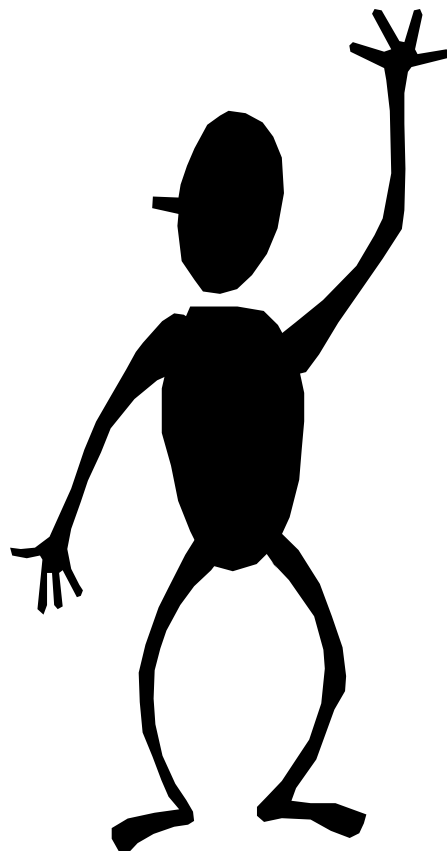




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# 10 min Break!



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*Fly, Fight and Win...*





# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **Outbound Service Team**



**SSgt Fernando Guzman  
DPTSC  
May 2019  
Version 1**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



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# Overview

- **What we do – Process Retirement Packages**
- **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.**
- **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 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.**
- **What we also do – Honorable Discharge Certificates – for ANG members upon request**
  - **We create the NGB 438, 438a, 439, 439a**
- **The DD Form 256 Honorable Discharge separation certificates for RESERVE members goes through ARPC Reserve Separations**



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# Help Us Help you!

- Double check information in vPC retirement application to ensure it is correct.

Current mode: Search

Search Modify all My Reports Advanced search

Retirement Application  [Change to Create Mode](#)

Application Coordination OGD Data Technician Hierarchy Admin Hierarchy

**Application Information**

Requested Action	Apply	Date Submitted	11/5/2018	Status	Work In Progress
Application Type	Reserve Retirement	Retirement Date	11/30/2018	Highest Grade Held	E7
Spouse's Name	Jane D. Doe	POC Name	John D. Doe		
Tech Type*	Air National Guard Technici	POC Address	1234 Made Up St, Aurora CO, 80011		
S7 PAS Code	Yes	POC Phone(s)	(Comm) 123-456-7890		

Wants a Binder Yes

Wants a Ceremony Yes

Ceremony Date 11/30/2018

Ext. Heroism Entitlement

☐ Documents Faxed

File Name	Max Size	Attach Label
		File 1
		File 2
		File 3

Add

(Right-click inside attachment box for attachment menu)



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# *Help Us Help You Cont'd...*

- Refer members to Presidential libraries if they desire to have certificates signed by a previous President. (Next slide)





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# *Presidential Libraries*

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**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)**

**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)**

**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**

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

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



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# ***44<sup>th</sup> POTUS Barack Obama's Library***

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## **The Office of Barack and Michelle Obama**

To request a military retirement presidential certificate, in your preferred search engine, please type in: <https://barackobama.com>

1. On the right side, please select the REQUEST A GREETING link.
2. Under the Greeting Requested drop down menu, please select:  
**MILITARY RETIREMENT**
3. Fill out the requested information as indicated and click SUBMIT

**NOTE:** There is a waiting list. Only that office knows how long it will take before you receive your certificate.



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# Contact Us

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## Outbound Services

**tfsc@mailds01.csd.disa.mil**

**1-800-525-0102**

**OR**

**Submit a MyPers incident**

**and select OUTBOUND RETIREMENTS as the queue**



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# *Questions?*



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# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

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## **DEERS Project Office**



**MSgt McCoy-Pawloski  
DPTTB**

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- **DEERS Project Office vs Service Project Office**
- **What We Do**
- **What We See**
- **Did you Know**
- **How FSS can HELP Members**
- **NDAA 2018 (TSP 800034A & 800037A)**
- **How data flows**
- **AFI 36-3026**
- **Authoritative Source**
- **Retirements/Former Members/Honorary Retirees**
- **Helpful Links**



- **DEERS Project Office**

- Located at HQ ARPC
- Pre/Post Tricare eligibility (review)
- Ensures transactional work flows from myPers to NGB/A1Q or ARPC/DPX/OL
- RAPIDS troubleshoots for DMDC
- Emergency Consumables
- Former Spouse Determination

- **Service Project Office**

- Located at NGB/A1P – AFRC/A1R
- Does NOT have access to DEERS
  - Cannot process transactional work
- Handles policies/guidance
- RAPIDS system move requests
- Funding requests



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# What We Do

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- The **primary function** of the DEERS Project Office is to provide guidance to Site Security Managers/Verifying Officials at local ID card sites on policies and record discrepancies/resolutions
- Our office is the **Liaison** contact between AFRC, NGB and DMDC
- Our office **reviews and determines** sufficiency of supporting documentation for eligibility for benefits
- **Assist/advise** NGB and AFRC with our processes, programs
  - Review discrepancies for clarification
- Grant Site Security Managers access to RAPIDS
- **Emergency** consumables
  - Emergency CACs (DPO submits request to DMDC)
- Troubleshooting for DMDC
  - Terminate Records **erroneously built** in DEERS
- Lock/Unlock DEERs Records for Sponsor and or dependents
- Former Spouse Determinations – Air Force ONLY
  - Former Spouse(s) must apply
    - IAW 36-3026, Para 21.16
    - Not at the Unit (chapter 25)



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# What We See

- **Who should contact DEERS Project Office**
  - Primarily we should be speaking to the FSS
    - Trained as a Personnelist
    - Source documents required
  - NOT the member
- **Gaining members incorrectly**
  - DAS and EDSCA should match
  - Gaining a member with a one day break in service
  - Members not gained in a timely manner
- **LIMMOB and AROWS do not match**
  - IPRs should verify if CSS has created the correct orders in AROWS
  - IPRs should verify the data has flowed to MilPDS
- **AROWS**
  - Start date cannot change – if the date changes in AROWS – then revoke the order and create a new order



- SSM Request
  - Create a myPers incident
  - Attach a DD Form 2875
  - Signatures must be within last 30 days
  - IA Training needs to be attached (EFFECTIVE 1 NOV 2018)
  - DPO will send to DMDC
  - DMDC Security will grant provisional access and DPO will send you a message stating your are now a SSM
  - **WE DO NOT GRANT VO ACCESS**
- Title 5 Employee
  - Each State should have a Trusted Agent – State HRO (ANG)
  - Trusted Agent will upload data into TASS (Trusted Agent Sponsorship System)
  - Data will flow (almost immediately to DEERS)
  - Unlike GS/WG Civilians which flow over from DCPDS
- Active Duty to ARC
  - Entitled to TriCare Benefits for 180 days
  - Members must be gained the day after the date of separation on the DD214
  - If the member is assessed properly; allow 10 business days for data to flow from MilPDS to DEERs
  - TA- 180/Reserve Segment will populate in DEERs



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# How FSS Can HELP Members

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- Active Duty to ARC Accession -- (Servicing MPF)
  - Subject line: Active Duty to ARC
  - SURF (DAS/EDSCA must match)
  - DD Form 4 (ANG)
  - AF Form 100/DD214
- New Accession (Leaving for Basic) -- (Servicing MPF)
  - Submit a myPers incident including:
  - Subject line: Active Duty to ARC
  - SURF ((DAS/EDSCA must match)
  - Drivers License (color copy)
  - Social Security Card
  - Birth Certificate
  - DD Form 4
  - Basic Training Order
- Pre/Post Tricare -- (Servicing MPF)
  - Submit a myPers incident including:
    - Orders (include ALL modifications)
    - LIMMOB (ensure member is demobilized)



- Per Section 511 of the NDAA, Title 10 USC 12304(b) deployed personnel are now eligible to receive pre and post Tricare when their Executive Orders (80034A and 80037A) and they are in Support of 12304(b) (INVOLUNTARY). Members deploying under 12301(D) will not receive pre/post Tricare because this status is (VOLUNTARY) unless supporting an approved named contingency e.g., Operation Freedom Sentinel, and Operation Iraqi Freedom, etc





## *How data flows...in a perfect world*

# DMDC

A female Air Force technician, wearing a camouflage uniform with "U.S. AIR FORCE" and "AFSC 311" visible, is seated at a desk, looking at a computer monitor. The background shows an office setting with a framed certificate and a floral arrangement.

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

**REQUEST FOR OFFICIAL TRAVEL**

Message Limited Modification

File Type    Record Status    Orig Date    ATR Extension ID    Rec Receipt Status    Individualized Travel (ITD)               

File Type	Record Status	Orig Date	ATR Extension ID	Rec Receipt Status	Individualized Travel (ITD)
Web Request Status	WFO	12/08/2010	Ext 00000000	Current Date	WFO Requester Name
					Source Component (MOS)

Web Req ID	ATR	Orig Date	Ext ID	Ext Desc	Ext Status	Last Mod Date	Web Req ID	Ext Desc
1	388-00000000	12/08/2010	00000000	00000000	00000000	12/08/2010	00000000	00000000
2	388-00000000	12/08/2010	00000000	00000000	00000000	12/08/2010	00000000	00000000
3	388-00000000	12/08/2010	00000000	00000000	00000000	12/08/2010	00000000	00000000



# ARPC/DPX-OL and NGB/A1Q

Data Liaison extracts MilPDS  
info and feeds to DMDC



Receives data and  
milConnect is updated to  
reflect entitlement



## • AFI 36-3026 para 1.20

**1.20. Pre-Deployment – National Guard/Reserve Alert Notification Period.** National Guard or Reserve sponsor notification of activation in support of a special operation, mobilization orders generated, and entered into service-specific systems for update to the DEERS database. The notification date determines the start date of the Alert Notification Period and the effective date determines the start date of the AD condition. The Alert Notification Period condition can last from 90 days up to 180 days, and ends the day before the AD condition starts in DEERS. This Alert Notification Period condition enables the sponsor and family members to obtain TRICARE benefits for up to 180 days prior to the start of the service member's mobilization orders.

1.20.1. The Guard/Reserve Alert Notification Period is not generated from the RAPIDS application to the DEERS database, thus, RAPIDS users are not authorized to manually update contingency orders to the DEERS database. Manually updating contingency orders in DEERS does not allow for automatic update of the Contingency Operation title and prohibits the automatic update of 180 days of TAMP benefits at the time of the sponsor's demobilization.

1.20.2. RAPIDS users should not attempt to add the Guard/Reserve Alert Notification Period themselves, instead they should review the mobilizing member's DEERS record to determine if it has been updated by the service-specific systems. If the member's DEERS record does not reflect the Guard/Reserve Alert Notification Period in 3 business days after mobilization orders have been created by their respective service-specific system, users should contact the sponsor's Uniformed Service DEERS Project Office in Chapter 25.



**Data (otherwise known as AROWS) is the ONLY authoritative source for updating DEERS. If an order is not reflecting correctly; it CANNOT be manually updated because it becomes an unverified segment and if not verified by data then DMDC will not execute benefits to the member. Manually manipulated data cannot flow to provide proper benefits. It will cause Tricare to view gaps in coverage.**



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# Retirements

- Retirements
  - DO NOT create ID Cards w/o supporting documentation
    - Reserve Retiree (EK orders)
    - AGR Retiree (AA orders)
    - RRPA – Pay no Medical (EL Orders)
    - Age 60 (EL orders)
- Former Members
  - DID NOT retire! Discharged but served 20 years Sat Service
    - Never entitled to BLUE ID
    - They are entitled to a DD Fm 2765 (Tan Teslin)
    - Not entitled to Tricare while awaiting Pay
    - Entitled to pay at Age 60 – must APPLY for retirement
      - Not entitled to Longevity Pay
    - Not entitled to Tricare Retiree Dental
  - Brief members they must apply for Retirement or they could become a Former Member
- Honorary Retiree
  - Honorary Retirees served a minimum of eight years
  - At least 37 years of age
  - Were unable to continue a military career in the Reserve Components, therefore; they cannot qualify for retirement
  - NDAA 1991, Unless a member serves 20 years of Sat Service and is awaiting pay at age 60, they are no longer entitled to an ID Card
  - Confiscate ID Cards. ALL Records are LOCKED in DEERS. They cannot be issued any type of ID Card
  - SSM can confirm status with DPO

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- milConnect at <https://www.dmdc.osd.mil/milconnect/>
- ID Card Office Online at
  - Rapids Site Locator
- Tricare at <https://www.tricare.mil/>
- As a reminder, many MilPDS/IPR/Tricare guides are available on myPers



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**Questions?**

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# End of Day 1

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## Please fill out Critiques!

- What are your expectations?
- How can we better serve you?

## *See you tomorrow....*

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