



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 18-24
3 October 2018

MEMORANDUM FOR ALL MILITARY PERSONNEL

FROM: HQ ARPC/DPA
18420 E Silver Creek Ave
Buckley AFB CO 80011

SUBJECT: CY19 Air Force Reserve (AFR) Officer Development Teams (DTs) & Special Board Key Milestones and Dates

1. Headquarters Air Reserve Personnel Center (HQ ARPC) will convene **24** officer DTs, and **1** Special Board during calendar year (CY) 2019 IAW the CY19 AFR Force Development Board Schedule released in ARPCM 18-23.
2. Each attachment outlines key dates and milestones for each convening event. Units are highly encouraged to define internal key dates and suspenses to ensure maximum participation from AFR members in completing coordination on their Reserve Officer Development Plan (R-ODP) by their respective DT deadline.
3. It is a reasonable expectation that all Force Development events will convene and adjourn per the schedule, and results (vectors or special board public release) will be released to members having met the DT/special board within 4-8 weeks after adjournment.
4. All members, raters, and military personnel functional organizations should be familiar with the process for coordinating R-ODPs to ensure they meet DT deadlines. Additional details can be found on myPers within the Force Development page under the Development Team or Special Board section. For questions relating to the AFR Officer DT process, please consult AFI 36-2640 and AFRCI 36-2640.
5. The action office for the DT process is HQ ARPC/DPAF. This office is contacted through the Total Force Service Center at 1-800-525-0102 or by email at arpc.dpaf@us.af.mil.

JENA L. SILVA, Colonel, USAF
Director of Assignments

26 Attachments:

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Attachment 1

**Civil Engineering (CE) DT MILESTONES
Core IDs Meeting this DT:
32E**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	7 December 2018
DT Convening Dates	7-11 January 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	11 February – 8 March 2019

Attachment 2

**Contracting (CONTR) DT MILESTONES
Core IDs Meeting this DT:
64P**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Rescheduled from 2018</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	15 November 2018
DT Convening Dates	7-11 January 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	11 February – 8 March 2019

Attachment 3

**Security Forces (SF) DT MILESTONES
Core IDs Meeting this DT:
31P**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	14 December 2018
DT Convening Dates	14-18 January 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	18 February – 15 March 2019

Attachment 4

**Mobility Air Force (MAF) DT MILESTONES
Core IDs Meeting this DT:
11K/M, 12K/M**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	11 January 2019
DT Convening Dates	11-15 February 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	18 March -12 April 2019

Attachment 5

**Intelligence (Intel) DT MILESTONES
Core IDs Meeting this DT:
14N**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	25 January 2019
DT Convening Dates	25 February – 1 March 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	1-26 April 2019

Attachment 6

**Medical Service Corps (MSC) DT MILESTONES
Core IDs Meeting this DT:
41A**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	1 February 2019
DT Convening Dates	4-8 March 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	8 April – 3 May 2019

Attachment 7

Acquisition (ACQ) DT MILESTONES
Core IDs Meeting this DT:
14F, 61X, 62X, 63X

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	15 February 2019
DT Convening Dates	18-22 March 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	21 April – 17 May 2019

Attachment 8

**Logistics/Maintenance (Log/MX) DT MILESTONES
Core IDs Meeting this DT:
21A, 21R**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	1 March 2019
DT Convening Dates	1-5 April 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	6-31 May 2019

Attachment 9

Biomedical Sciences Corps (BSC) DT MILESTONES
Core IDs Meeting this DT:
42X, 43X

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	8 March 2019
DT Convening Dates	8-12 April 2019
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	13 May – 7 June 2019

Attachment 10

**Dental (DC) DT MILESTONES
Core IDs Meeting this DT:
47X**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	8 March 2019
DT Convening Dates	8-12 April 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	13 May – 7 June 2019

Attachment 11

Cyber Operations (CYBER) DT MILESTONES
Core IDs Meeting this DT:
17D, 17S (must have 17D in duty history)

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	15 March 2019
DT Convening Dates	15-19 April 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	20 May – 14 June 2019

Attachment 12

Combat Air Force (CAF) DT MILESTONES
Core IDs Meeting this DT:
11B/F/H/R/S/U; 12B/F/H/R/S/U; 13B/D/L/M or 18A/E/G/R/S

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	29 March 2019
DT Convening Dates	29 April – 3 May 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	3-28 June 2019

Attachment 13

**Office of Special Investigations (OSI) DT MILESTONES
Core IDs Meeting this DT:
71S**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	5 April 2019
DT Convening Dates	6-10 May 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	10 June – 5 July 2019

Attachment 14

**Force Support (FS) DT MILESTONES
Core IDs Meeting this DT:
38F**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	5 April 2019
DT Convening Dates	6-10 May 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	10 June – 5 July 2019

Attachment 15

**Space (SPACE) DT MILESTONES
Core IDs Meeting this DT:
13N / 13S**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	10 May 2019
DT Convening Dates	10-14 June 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	15 July – 9 August 2019

Attachment 16

**Medical Corps (MC) DT MILESTONES
Core IDs Meeting this DT:
44X, 45X, 48X**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	17 May 2019
DT Convening Dates	17-21 June 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	22 July – 16 August 2019

Attachment 17

**Public Affairs (PA) DT MILESTONES
Core IDs Meeting this DT:
35P**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	24 May 2019
DT Convening Dates	24-28 June 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	29 July – 23 August 2019

Attachment 18

**Financial Management (FM) DT MILESTONES
Core IDs Meeting this DT:
65X**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	21 June 2019
DT Convening Dates	22-26 July
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	26 August – 20 September 2019

Attachment 19

**Reserve Command Screening Board (RCSB) MILESTONES – Special Board
All Line and Medical Officer Core IDs**

MILESTONES	DATES
Data Cut-Off - <i>Approximately 30-days prior to Board Convening Date</i> - Officers' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	28 June 2019
Declination Deadline - <i>Normally 2 weeks prior to Board Convening Date</i> - All eligible officers will be included unless they decline consideration by the board	15 July 2019
Letters to the Board Due	15 July 2019
Board Convening Dates	29 July – 2 August 2019
AF/RE Out-Brief (Tentative) - <i>Approximately 4-6 weeks post-board</i>	2 – 16 September 2019
Close-Hold Release (Tentative) - <i>Approximately 2 weeks post-out brief</i>	30 September 2019
Public Release (Tentative) - <i>Approximately 1 week post-Close Hold Release</i> - <i>Results posted to myPers</i>	7 October 2019

The purpose of the CY18 Reserve Command Screening Board is to screen eligible officers for consideration to fill wing commander, vice wing commander, group commander and deputy group commander positions in the following categories: Rated Operations, Space, Cyber, Intelligence, Maintenance, Mission Support, and Medical. This process results in a *recommendation* list, in which final approval authority for placement of officers into these leadership positions remains with AFRC/CC or AFRC/CV.

Additional details for this special board can be found at:

https://mypers.af.mil/app/answers/detail/a_id/27019/p/16,17/c/549

Attachment 20

**Judge Advocate General Corps (JAG) DT MILESTONES
Core IDs Meeting this DT:
51J**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	5 July 2019
DT Convening Dates	5-9 August 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	9 September – 4 October 2019

Attachment 21

**Nurse Corps (NC) DT MILESTONES
Core IDs Meeting this DT:
46X**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	23 August 2019
DT Convening Dates	23-27 September 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	21 October – 15 November 2019

Attachment 22

**Chaplain (CHAP) DT MILESTONES
Core IDs Meeting this DT:
52R**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	13 September 2019
DT Convening Dates	15-18 October 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	18 November – 13 December 2019

Attachment 23

**Weather (WX) DT MILESTONES
Core IDs Meeting this DT:
15W**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	20 September 2019
DT Convening Dates	21-25 October 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	25 November – 20 December 2019

Attachment 24

**Historian (HIST) DT MILESTONES
Core IDs Meeting this DT:
84H**

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	11 October 2019
DT Convening Dates	12-15 November 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	16 December 2019 – 10 January 2020

Attachment 25

Non-Core DT MILESTONES

Core IDs Meeting this DT:

16F, 16P

Members who DO NOT have a Core ID

MILESTONES	DATES
R-ODP Deadline & Data Cut-Off <i>- Approximately 30 days prior to DT Convening Date</i> 1. All R-ODPs must be initiated/submitted for coordination via vPC 2. Applicants' records must be current/updated in MilPDS/ARMS/PRDA by this date to ensure most current/correct data is seen by the board	18 October 2019
DT Convening Dates	18-22 November 2019
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	23 December 2019 – 17 January 2020

Attachment 26 Example DT Message to the Field

Greetings Reserve **"Functional Title"** Officers,

Core ID – **example - 11M/K and 12M/K**

This is a reminder that it is time to prepare your records for your annual **"Functional Title"** Development Team (DT) Board, which will convene at Headquarters Air Reserve Personnel Center (ARPC), Buckley AFB, Colorado **Date.**

Why is a DT Board important to you?

During a DT, senior leaders competitively score your records using the whole person concept based on your entire personnel record (duty, participation & deployment history; decorations & performance reports; and PME & education). From these scores, a Key Personnel List (KPL) consisting of High Potential Officer (HPO) selections will be created, which may lead to opportunities for Key, Command, and Joint (K/C/J) positions for the officers on that list. Additionally, if you meet the DT, you will receive vectors (career advice and development recommendations) from many of the most experienced leaders in **"Functional Title"**.

How do you qualify to meet the DT board?

In order to meet this DT Board, you must meet the criteria of the following standard filters IAW AFRCI 36-2640.

PRIMARY FILTER

Each year, DTs will review R-ODPs based on the following:

- Citizen Airmen who have initiated/updated and submitted an R-ODP to respective review chain will be scored and vectored during his/her career field DT. Citizen Airmen who do not initiate/update and submit their R-ODP during the prescribed timeframe identified by CFM/MFM and A/F prior to his/her career field DT will not be scored or vectored!

OTHER FILTERS

- Has an approved retirement in the system
- Has a MSD within 2 years
- Has Current UIF
- Has Unsatisfactory Participation in 2 of the Last 3 Consecutive Years
- No Advanced Academic Degree (O-6 Only)
- No Appropriate DE (O-4 – 5 years TIG; O-5 – 4 years TIG; O-6 – filtered out)

CFMs may request a waiver to the standardized filters for scoring and/or vectoring. Waiver must be coordinated through ARPC chain of command, then submitted to HQ AFRC/A1KO. At a minimum, the waiver must be staffed through HQ AFRC/A1K, HQ AFRC/A1, HQ AFRC/DSK, and HQ AFRC/DS to AFRC/CV for approval.

When is your R-ODP due?

You must SUBMIT your R-ODP for **coordination** between **Date** and **Date** (deadline) in order for your R-ODP to be considered DT Ready. If you fail to complete this action you will be filtered out from this DT.

DO NOT wait until the deadline to submit your R-ODP!!

In order for your coordinator to have time to provide comments to your R-ODP, it is highly recommended you give them 5-10 duty days at any point prior to the deadline to complete their coordination. It is strongly recommended that you **DO NOT COORDINATE** your R-ODP through vPC to a MENTOR for comments—the R-ODP may remain in that status and not be seen by the DT. We suggest that you contact your mentor via email or phone for their guidance/input.

Additionally, you must update your personnel records MilPDS by **Date** to ensure the most current information is available for the DT. If you experience difficulties with getting your records updated prior to the DT, you are highly encouraged to include references to information not present in your records (e.g., enrolled in PME or a degree program, deployments not in duty/TDY history, decorations in process) within the R-ODP comments.

How do you complete an R-ODP?

NOTE: It is fine to state you want to stay in place and not make changes, just make sure you submit the R-ODP by the deadline!

1. "Log-in" into the myPers website: <https://mypers.af.mil/app/home>
2. Under the "Welcome" header section, you will find a blue banner, "I would Like To..." section. Below that, select "Access the vPC Dashboard".
3. Select the "Action Requests" tab and scroll down to the "Force Development" section (bottom right side).
4. Click on "- Reserve Officer Development Plan (R-ODP)". Follow the guidance provided in the subsequent web pages to complete your R-ODP.
5. If you already have an Officer Development Plan in the system. Please go to the 'Worklist' tab to revise your plan by searching for R-ODP's submitted by yourself. If you do not see your R-ODP, contact ARPC. If you experience technical issues with vPC, please contact our help desk at (800) 525-0102.

Who is the final Coordinator on your R-ODP?

When possible, final submission of an R-ODP is through the first O-6 or higher, or equivalent, in the rating chain. A squadron commander (at any level) or Program Manager is the alternative to the first O-6 or higher in the rating chain.

Under Role please choose "Coordination" then "Rater – Choose Individual" and search for your rater's name.

Vectors (Career Advice and Development Recommendations)

The vectors provided by the DT panel members are force development guidance based on overall AFR expectations commensurate with your current grade, career field expectations for breadth & depth of experience and potential for senior leadership development, your status as a Citizen Airman (TR, ART, IMA, AGR), your career experience/education, and your personal goals and desires for professional/educational development (expressed in your R-ODP). Each of these factors, along with R-ODP coordinator comments, will be carefully weighed by panel members when providing your DT vectors.

Key Personnel List (KPL) Designation

Selection for the KPL indicates that you are highly competitive within your career field and is based on the whole person concept. If selected, you are seen as a High Potential Officer (HPO), which may lead to specific opportunities and development as a future senior AFR leader. While placement on the KPL does not guarantee you a job, hiring authorities for designated positions do reference this list when making hiring decisions. Additionally, DT results are available and considered during school selection boards. Your participation in the DT process gives you the best chance to compete for placement on the KPL.

Your ARPC Force Development – Assignment Facilitation Team POC for this DT is **Name**. If you have any questions or concerns please contact **Name/email/phone**.