



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

11 May 2018

MEMORANDUM FOR ALL MILITARY PERSONNEL SECTIONS

FROM: HQ USAF/REG-COLONELS GROUP  
1150 Air Force Pentagon  
Washington, D.C. 20330-1150

SUBJECT: CY18 Air Force Reserve Command Screening Board (RCSB) Convening Notice

1. The CY18 RCSB is scheduled to convene at the Air Reserve Personnel Center on 30 July 2018.
2. The RCSB will screen eligible officers for consideration to fill wing commander, vice wing commander and group commander positions in the following categories: Rated Operations, Space, Cyber, Intel, Maintenance, Mission Support and Medical. Final approval authority for placement of officers into these positions remains with AFRC/CC and/or AFRC/CD.
3. Basic eligibility criteria:
  - a. Air Force Reserve Officer in any of the following categories: Air Reserve Technician (ART), Individual Mobilization Augmentee (IMA), Traditional Reservist (TR), Active Guard Reserve (AGR).
  - b. Colonels and Colonel-selects: Colonels/Colonel-selects with a Mandatory Separation Date (MSD) of **31 October 2020 or later**, (except Medical AFSCs). Current sitting commanders, **group level and higher**, will not be boarded but remain eligible for RCSB command positions. Colonels in 90G0 positions will not be considered. Colonels must have an advanced academic degree as of **29 June 2018**.
  - c. Lieutenant Colonels: Lieutenant Colonels must be eligible to meet the CY18 Colonel promotion board, have completed SDE (any method), as of **29 June 2018** and have an MSD of **1 April 2019 or later**. Note: Lieutenant Colonels will only be considered for Group/CC positions.
  - d. Officers with an approved retirement; or with unsatisfactory participation in two of the last three consecutive years; or with a current UIF will not be screened. Officers serving under the Indispensability program will not be screened. Officers on a VLPAD tour will not be screened, unless an ETP is requested due to the member completing his/her tour prior to the next convening RCSB.
  - e. Commander experience desired.
4. Specific eligibility criteria by command category: **Members will compete based on their Core ID as indicated in their personnel records.** Officers must be fully qualified in the command category AFSC. Eligible members will only compete in one of the following categories (exception: 17X):
  - a. **Wing CC/CV/Operations Group CC (Rated):**
    - AFSC 10C0, 11XX, 12XX, 13BX/CX/DX, 18XX
    - Must have flown within the last 7 years (officers not flown in the last 7 years will meet the MSG panel)
  - b. **Space Wing CC/Space Operations Group CC:**
    - AFSC 10C0, 13NX/SX (10C0 only with 13N/S experience)
  - c. **Cyber CC:**
    - AFSC 10C0, 17X (10C0 only with 17X experience)

- 17X applicants not selected for Cyber CC positions will meet MSG panel
- d. **Intel CC:**
  - AFSC 10C0, 14NX (10C0 only with 14N experience)
- e. **Maintenance Group/CC:**
  - AFSC 20C0, 21AX, 21MX, (20C0 only with 21AX/MX experience)
- f. **Mission Support Group/CC:**
  - AFSC 17X, 21RX, 30C0, 31PX, 32EX, 35PX, 38FX and officers in remaining Line AFSCs who have not competed in the aforementioned Operations, Space, Cyber, Intel or Maintenance categories (e.g. rated officers who have not flown within the last 7 years, 13L/M, 15WX, 16XX, 60C0, 61XX, 62XX, 63XX, 64PX, 65XX and 71SX).
- g. **Medical Group/CC:**
  - AFSC 40C0, 41AX, 42XX, 43XX, 44XX, 45XX, 46XX, 47XX and 48XX

5. **All eligible officers need to take action only if they wish to decline consideration by the board.** Declination would be appropriate if the officer does not desire to compete for group level or higher command, or if they are unwilling to change Reserve Status or location if screened, and subsequently selected for command. If that is the case, officers should submit an e-mail (attachment 2) to HAF/REG Colonels Group **not later than 16 July 2018**. Submit email to [usaf.pentagon.af-re-mbx.af-reg-col-management@mail.mil](mailto:usaf.pentagon.af-re-mbx.af-reg-col-management@mail.mil).

6. To ensure personnel records are accurate, eligible members are instructed to review their Career Data Brief (CDB), Point Credit Summary Inquiry (PCARS) data, and Core ID. These data fields can be accessed through the AF Portal, under Personnel and Career by selecting vMPF (virtual Military Personnel Flight). Once in vMPF, select Career Data Brief under Most Popular Applications and follow the instructions. To review PCARS data, navigate to Self-Service Actions and select Personal Data. Eligible members should refer to attachment 3 for instructions on how to correct discrepancies identified on their CDB and PCARS data. **Deadline for updating records is 29 June 2018.**

7. Eligible members may also submit letters to the board; refer to attachment 4 for instructions and timelines.

8. Questions concerning eligibility for this board can be directed to the AF/REG-Colonels Group, Lt Col Lonnie Sell (DSN 754-3006, comm: 202-404-3006) or email: [usaf.pentagon.af-re-mbx.af-reg-col-management@mail.mil](mailto:usaf.pentagon.af-re-mbx.af-reg-col-management@mail.mil).

SARAH W. MANGAHAS, Colonel, USAF  
Deputy Director, Reserve Senior Leader Management  
Air Force Reserve Colonels Group

4 Attachments:

1. Milestones and Notable Dates
2. Sample Declination Letter
3. Instruction Sheet for correcting items in your CDB
4. Instructions for submitting a Letter to the Board

## MILESTONES AND NOTABLE DATES

### DATE

11 May 2018	Convening Notice Sent
29 June 2018	Last day to update SDE completion (after this date, Lieutenant Colonels without SDE complete will be deleted from the board)
29 June 2018	Last day to update personnel records
16 July 2018	Declination letters due to REG - Colonels Group
16 July 2018	Letters to the Board due
30 July 2018	Board convenes at HQ ARPC
6-8 weeks after board adjourns	Approximate date public release of results

Attachment 1

**SAMPLE DECLINATION LETTER/NOTICE (sent via e-mail)**

MEMORANDUM FOR REG – COLONELS GROUP

FROM: (Name/SSAN)

SUBJECT: Declination from Consideration, CY18 Reserve Command Screening Board

I hereby decline consideration for the CY18 Reserve Command Screening Board.

\_\_\_\_\_  
(Signature)

Send all declination requests to [usaf.pentagon.af-re.mbx.af-reg-col-management@mail.mil](mailto:usaf.pentagon.af-re.mbx.af-reg-col-management@mail.mil) NLT, **16 July 2018**.

Attachment 2

## INSTRUCTIONS FOR REVIEWING YOUR CAREER DATA BRIEF (CDB)

**You are responsible to ensure the accuracy of your record (specifically, the portion that will be reviewed by the screening board) prior to the board convene date. At a minimum, you should review your CDB using the instructions below to correct any inaccuracies in your record. This information will appear on the Officer Selection Brief (OSB) which is seen by the RCSB. Errors left uncorrected could have a negative effect on your opportunities; therefore, you must address any errors in a timely manner.**

**It is your responsibility to track all corrections and changes to your CDB, which will in turn update your OSB.**

**Address any corrections to your MPS. For personnel without a MPS:** The offices in the OPR/POC column below should be contacted to address problems with the specific area of the CDB. No action is necessary if changes are not required.

Section	Description	OPR / POC:
<b>PERSONAL DATA</b>		
NAME; SSN; GRADE; COMP CAT	Self-Explanatory.	ARPC/DPTG 1-800-525-0102 (ARPC TFSC-Denver)
HAF	Identifies HQ USAF computer file where your record resides.	N/A
ARF-ID	Air Reserve Forces Identifier. Further delineates your reserve assignment.	N/A
RES SECTION	The section you are assigned to, i.e., Non-affiliated Reserve Section; Obligated Reserve Section; Non-obligated, Non-participating Ready Personnel Section.	ARPC/DPAA/DPAR 1-800-525-0102 (ARPC TFSC-Denver) Assignments/ Accessions Branch
SOURCE OF COMMISSION	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	ARPC/DPAR 1-800-525-0102 (ARPC TFSC-Denver) Accessions Branch
<b>SENIOR RATER (SR)</b>		
	Data will include your SR's name, unit, and SR ID.	Servicing MPS Officer Promotions Office
<b>AERONAUTICAL/ FLYING DATA</b>		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 7 years are disqualified from aviation service when they reach the 7-year point.	Traditional Reservists contact their Unit HARM Office IMAs contact HQ RIO/HARM 1-800-525-0102 (ARPC TFSC-Denver) HARM Branch
<b>BOARD CERTIFIED</b>		
	This applies to officers of the medical professions only. This section will be blank for all non-medical officers. Only those medical officers with an M or H prefix on their AFSC or receiving medical special pay will reflect board certification status.	ARPC/DPAA/DPAR 1-800-525-0102 (ARPC TFSC-Denver) Assignments / Accessions Branch

<b>DEVELOPMENTAL EDUCATION (DE) PME INFORMATION</b>		
	<p>Reflects type of DE (PDE, IDE, SDE) and the word “complete”. If you are a select or attending in residence it will read “select”.</p> <p>DE courses include:  <b>PDE</b> - Squadron Officer School (SOS), SOS equivalent, Inter-American Air Force Academy; <b>IDE</b> - Air Command and Staff College, and Armed Forces Staff College; <b>SDE</b> - Air War College, Dwight D. Eisenhower School for National Security and Resource Strategy, and National War College.</p> <p>Comparable courses offered by other services or foreign governments are acceptable only if completed in residence. Prior service members can get DE credit if they attend an equivalent DE course. DE above the appropriate level for the officer’s grade is not visible to promotion boards. For promotion to captain, DE is not displayed; to major, DE above PDE is not available, and to Lt Col, DE above IDE is not available. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to the OPR/POC. Ensure your SSN is reflected on any source document provided.</p>	<p>AU/CFRO;  Officer DE Branch;  60 Schumacher Ave;  MAFB, AL 36112  DSN 493-4776  FAX 493-8127  Comm: (334) 953-4776.</p>
<b>AIR FORCE SPECIALTY CODE (AFSC) INFORMATION</b>		
Core ID	<p>Reflects your core AFSC and identifies your main specialty. If you do not have a Core ID, you either have no awarded core AFSC or the career functional manager (CFM) has decided due to extended time outside the career field, you are no longer viable in your awarded AFSC. If you feel this is in error, contact your servicing military personnel section or the CFM.</p>	<p>Servicing military personnel section/  MAJCOM Program Manager</p>
AFSC	<p>Reflects primary, secondary and tertiary AFSCs.</p>	<p>MAJCOM Program Manager</p>
<b>ACADEMIC EDUCATION SPECIALTY/SCHOOL</b>		
	<p>Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An official transcript is required for changes/updates. AFIT/Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB OH 45433.</p>	<p>AFIT/Academic Coding Branch  DSN 785-6565 ext. 4324  or  Comm: (937) 255-6565 ext. 4324</p>
<b>DECORATIONS</b>		
	<p>Reflects the decorations you have been awarded, the year of the most recent award and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.</p>	<p>ARPC/DPTSA  1-800-525-0102  (ARPC TFSC-Denver)  Recognitions &amp; Evaluation Branch</p>
<b>FOREIGN LANGUAGE</b>		
	<p>Displays only languages where the Defense Language Proficiency Test exam date is within 2 years of the board convening date and the listening, reading and speaking proficiency level is equal to 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J' or 'K'.</p>	<p>ARPC/DPTB  1-800-525-0102  (ARPC TFSC-Denver)  Foreign Language Proficiency Pay</p>
<b>ASSIGNMENT CATEGORY</b>		
	<p>Reflects your current Personnel Accounting Symbol (PAS) code, unit, ANG Tech ID, state and projected PAS code.</p>	<p>MAJCOM Program Manager</p>
<b>ASSIGNMENT HISTORY</b>		
	<p>Reflects your last 10 duty assignments, including duty AFSC.</p>	<p>ARPC TFSC-Denver  1-800-525-0102</p>

<b>PARTICIPATION SUMMARY/HISTORY</b>	
	<p>If you were participating in a Reserve of the Air Force assignment, even if you are currently in a non-participating assignment, a point history should be printed on your brief. Data shown includes:</p> <ul style="list-style-type: none"> <li>a. The last 8 years of service</li> <li>b. Total points accrued through the closeout of the last Retention/Retirement (R/R) year</li> <li>c. Points accrued since closeout of the last R/R year</li> <li>d. Points since prior service, if any, in the current R/R year.</li> </ul> <p>If you entered the Reserve from extended active duty (EAD) and have not participated in a point earning assignment since your release, a point history will not be shown.</p>

ARPC/DPTSP  
1-800-525-0102  
(ARPC TFSC-Denver)  
Points Management  
Branch

Attachment 3

## INSTRUCTIONS FOR PERSONAL LETTERS TO THE SCREENING BOARD

**There is no textbook method for writing a letter to the screening board. Below are some requirements regarding letters and some hints provided by previous board members.**

1. You may provide written communication to the board you consider important to know while your record is being reviewed.
  - a. Submit letters electronically via the vPC Dashboard on the myPers website, <https://gum-crm.csd.disa.mil/app/login>. You may also access myPers through the Air Force Portal at: <https://www.my.af.mil/faf/FAF/fafHome.jsp>.
  - b. From the vPC Dashboard, select “Action Request” tab, scroll down to Officer Promotions, select “Submit a Letter to the Promotion Board (Officer).” Compose the letter in the space provided, selecting the appropriate board identifier.
  - c. Letters must be received no later than **2359 CST, 16 July 2018** (10 duty days before board convenes).
2. Formatting, headings, name and SSN are pre-set; “Dear Board President” is all the address line needs.
  - a. Type the letter directly in the space provided. Make the letter brief with clear, concise, factual statements. A single page is recommended. Boards will not consider letters written by others.
  - b. While not prohibited, attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter. Do not attach anything that may become, or is, a part of the record such as a PRF, OPR, transcripts, or decoration narrative.
  - c. Explain, rebut, or mitigate matters in your record. Caution: There are administrative methods to remove OERs/OPRs (AFI 36-2406). Use these methods, not a letter to the board.
3. A letter is helpful if information is missing from your record or if there are gaps in your record. Some examples include:
  - a. You are currently, or were recently, in a non-participating status. Explain why, and any efforts towards seeking a participating assignment.
  - b. You have insufficient active or inactive duty tour points or points for retirement, especially in recent years. Explain what happened.
  - c. You lack the appropriate level of DE. Explain your efforts to complete it and your current status.
  - d. You may also wish to mention specific achievements not mentioned in OPRs or in the Officer Selection Record (OSR). Keep in mind that your OSR already contains all effectiveness/performance and training reports, approved citations for decorations, and an officer selection brief.
4. For your convenience and accessibility, each letter submitted via the web will be securely maintained in your personal historical web folder, accessible 24/7.

Attachment 4