



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER**

ARPCM 19-25  
11 October 2019

MEMORANDUM FOR ALL MILITARY PERSONNEL

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

SUBJECT: CY20 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 **one** Special Board during calendar year (CY) 2020 IAW the CY20 AFR Force Development Board Schedule released in ARPCM 19-24.
2. Each attachment outlines key dates and milestones for each convening event. Units are highly encouraged to define internal key dates and suspense's 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 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](mailto:arpc.dpaf@us.af.mil).

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JENA L. SILVA, Colonel, USAF  
Director of Assignments

26 Attachments:

- [1. Acquisitions DT Milestones](#)
- [2. Contracting DT Milestones](#)
- [3. Mobility Air Force DT Milestones](#)
- [4. Intelligence DT Milestones](#)
- [5. Medical Service Corps DT Milestones](#)
- [6. Civil Engineering DT Milestones](#)
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- [19. Reserve Command Screening Board Milestones – Special Board](#)
- [20. Judge Advocate General DT Milestones](#)
- [21. Nurse Corps DT Milestones](#)
- [22. Chaplain DT Milestones](#)
- [23. Weather DT Milestones](#)
- [24. Historian DT Milestones](#)
- [25. RAS/PAS DT Milestones](#)
- [26. DT Message to the Field](#)

**Attachment 1**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>15 December 2019</b>
<b>DT Convening Dates</b>	<b>13-17 January 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	18 Feb – 20 March 2020

Attachment 2

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

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>15 December 2019</b>
<b>DT Convening Dates</b>	<b>13-17 January 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	18 February – 20 March 2020

**Attachment 3**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>12 January 2020</b>
<b>DT Convening Dates</b>	<b>10-14 February 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	16 March – 17 April 2020

Attachment 4

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

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>26 January 2020</b>
<b>DT Convening Dates</b>	<b>24-28 February 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	30 March – 24 April 2020

**Attachment 5**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>2 February 2020</b>
<b>DT Convening Dates</b>	<b>2-6 March 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	6 April – 8 May 2020

Attachment 6

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

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>23 February 2020</b>
<b>DT Convening Dates</b>	<b>23-27 March 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	23 April – 22 May 2020

Attachment 7

Security Forces (SF) DT MILESTONES  
Core IDs Meeting this DT:  
32P

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>23 February 2020</b>
<b>DT Convening Dates</b>	<b>23-27 March 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	27 April – 26 May 2020

**Attachment 8**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>23 February 2020</b>
<b>DT Convening Dates</b>	<b>23-27 March 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	27 April – 29 May 2020

**Attachment 9**

**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**

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>8 March 2020</b>
<b>DT Convening Dates</b>	<b>6-10 April 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	11 May – 12 June 2020

**Attachment 10**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>15 March 2020</b>
<b>DT Convening Dates</b>	<b>13-17 April 2020</b>
Vectors uploaded to members' R-ODPs Approximately 4-8 weeks post-DT	18 May – 19 June 2020

**Attachment 11**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>15 March 2020</b>
<b>DT Convening Dates</b>	<b>13-17 April 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	18 May – 19 June 2020

**Attachment 12**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>22 March 2020</b>
<b>DT Convening Dates</b>	<b>20-24 April 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	22 May – 22 June 2020

Attachment 13

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

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>5 April 2020</b>
<b>DT Convening Dates</b>	<b>4-8 May 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	8 June – 10 July 2020

Attachment 14

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

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>5 April 2020</b>
<b>DT Convening Dates</b>	<b>4-8 May 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	8 June – 10 July 2020

**Attachment 15**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>3 May 2020</b>
<b>DT Convening Dates</b>	<b>1-5 June 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	6 July – 7 August 2020

Attachment 16

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

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>17 May 2020</b>
<b>DT Convening Dates</b>	<b>15-19 June 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	20 July – 21 August 2020

Attachment 17

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

MILESTONES	DATES
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>24 May 2020</b>
<b>DT Convening Dates</b>	<b>22-26 June 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	27 July – 28 August 2020

**Attachment 18**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>28 June 2020</b>
<b>DT Convening Dates</b>	<b>27-31 July 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	31 August – 30 September 2020

**Attachment 19**

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

MILESTONES	DATES
<b>Data Cut-Off</b> - <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	<b>26 June 2020</b>
<b>Declination Deadline</b> - <i>Normally 2 weeks prior to Board Convening Date</i> - All eligible officers will be included unless they decline consideration by the board	<b>13 July 2020</b>
<b>Letters to the Board Due</b>	17 July 2020
<b>Board Convening Dates</b>	<b>27-31 July 2020</b>
<b>AF/RE Out-Brief (Tentative)</b> - <i>Approximately 4-6 weeks post-board</i>	31 August – 15 September 2020
<b>Close-Hold Release (Tentative)</b> - <i>Approximately 2 weeks post-out brief</i>	30 September 2019
<b>Public Release (Tentative)</b> - <i>Approximately 1 week post-Close Hold Release</i> - <i>Results posted to myPers</i>	7 October 2019

The purpose of the CY20 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](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
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>5 July 2020</b>
<b>DT Convening Dates</b>	<b>3-7 August 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	8 September – 9 October 2020

**Attachment 21**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>26 July 2020</b>
<b>DT Convening Dates</b>	<b>24-28 August 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	28 September – 28 October 2020

**Attachment 22**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>20 September 2020</b>
<b>DT Convening Dates</b>	<b>19-23 October 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	23 November – 23 December 2020

**Attachment 23**

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>18 October 2020</b>
<b>DT Convening Dates</b>	<b>16-20 November 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	21 December 2020 – 21 January 2020

Attachment 24

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

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>18 October 2020</b>
<b>DT Convening Dates</b>	<b>16-20 November 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	21 December 2020 – 21 January 2020

**Attachment 25**

**RAS/PAS DT MILESTONES**  
**Core IDs Meeting this DT:**  
**16F, 16P**

<b>MILESTONES</b>	<b>DATES</b>
<b>R-ODP Deadline &amp; Data Cut-Off</b> <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	<b>18 October 2020</b>
<b>DT Convening Dates</b>	<b>16-20 November 2020</b>
Vectors uploaded to members' R-ODP Approximately 4-8 weeks post-DT	21 December 2020 – 21 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 your **initial** notification 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**.

### **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 seen at the DT. If you fail to complete this action your records will not be reviewed at 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.

**DO NOT COORDINATE** your R-ODP through vPC to a MENTOR for comments—the R-ODP will 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 in 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. Records that are reviewed during the DT Board are: OPRs, CDB, Decorations, Military Experience, Military Education, Civilian Education, Languages, Deployments and PCARS.

### **Why is a Force Development Team Board important to you?**

The Force Development Team Board process is an opportunity for you to convey to your Reserve Senior Leadership your personal career goals and military education desires to further your military career. The board is a vehicle for your senior reserve leadership to review your records and provide you personalized career mentoring to discuss assignment, leadership and education opportunities.

### **What is the Reserve Officer Development Plan (R-ODP)?**

The Reserve Officer Development Plan (R-ODP) is the system you will use to input your military career and education goals. Through a series of questions, the R-ODP will ask if you are interested in military education opportunities in the coming year, seeking a new assignment or looking for new career opportunities. Your R-ODP is then viewed by your career field senior leaders at the Development Team Board along with your military records. The combined collection of records and your R-ODP gives the board a complete picture of where you've been and what you would like to do in your future. The board can give guidance on whether your career is on track, inform you on opportunities or vector you to a new career path. **NOTE: It is fine to state you want to stay in place and not make changes, just make sure you submit this information in your R-ODP by the deadline to career field senior leaders!**

### **How do you complete an R-ODP?**

1. “Log-in” into the myPers website: <https://mypers.af.mil/app/home>
2. Under the “Welcome” header section, locate blue banner, "I would Like To..." section. Then 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 to complete your R-ODP.
5. If you already have an R-ODP 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 your ARPC Assignment Facilitator.

### Who is the Coordinator on your R-ODP?

The system will only allow the R-ODP to be coordinated on by one person. When possible, submission of an R-ODP is to the first O-6, 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.

For further information about Force Development, DT Boards and R-ODPs, please see below for FAQs and knowledge articles found on the myPers Force Development Page at <https://mypers.af.mil/app/categories/c/549/p/17>. 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**. If you would like advice about completing the R-ODP, please contact your Career Field Manager, Col **XXX XXX** at **email** or **phone**.

*//signed//*

FIRST M. LAST, Col, USAF  
XXX Career Field Manager

### Frequently Asked Questions

**Q:** What AFI sets policy for Force Development and Development Teams?

**A:** AFI 36-2406 and AFRI 36-2406 are the governing instructions about Force Development and Reserve Force Development

**Q:** How can I pull back my R-ODP and reroute it?

**A:** When you go to the "Worklist" tab, click on the "View" drop down and choose "Submitted by Me". You will then be able to click and open your R-ODP. Scroll to the bottom of the R-ODP and click on the button that says, "Return to Self". Your R-ODP will now be returned to you and you can reroute it.

**Q:** Who attends a DT?

**A:** Senior Leaders (General Officers and Colonels) across your career field attend a DT Board. These members include part-time and full-time reserve categories and can include guard or active duty representation.

**Q:** What happens during a board?

**A:** Records on all eligible reservists from a career field are reviewed against their peers. A DT Board is comprised of multiple tables of 4 or 5 senior leaders who will review the records of eligible members by rank. For example, one table of 5 board members may review all the records of Majors in the 32E career field. Another table will review all Lt Cols, a third table will review all Colonels and a fourth table will review all CGOs.

The board members will review and score records based on the whole person concept using your entire personnel record. (Duty history, participation and deployment history, decorations and performance reports along military and civilian education). During the first phase of the board, each board member will individually score every record. The individual scores from each board member are then averaged together on a member's record. From the average scores, the scores are anonymously racked and stacked from highest to lowest scores. From the racked and stacked listing, a Key Personnel List (KPL) is drawn based only on scores. The Board then moves into the second phase of the board in providing personalized vectors back to each eligible individual.

**Q:** How do you qualify to meet the DT board?

**A:** 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 by TIG (O-4 – 5 years TIG; O-5 – 4 years TIG; O-6 – filtered out)