

United States Air Force Reserve

Integrity - Service - Excellence

Officer Promotion Board Preparation- CY20 Lt Col Board

HQ RIO/Det 6

21 Feb 2020 at 1000 EST MacDill AFB

Bldg 296 (927th ARW) RM 119

DCS Link:

<https://conference.apps.mil/webconf/FDBriefing>

Telecom # (813) 828-8255 ID & PIN 813#

Please dial in 5-10 minutes prior to start time





- **IR Promotion Responsibilities**
- **Milestones for CY20 Lt Colonel Board**
- **Officer Preselection Brief**
- **How to Help Yourself Get Promoted**
- **Officer Selection Record**
- **Letters to the Board**
- **Introducing the 2-line PRF**
- **Special Selection Board**



IR Promotion Responsibilities

■ RegAF Unit

- IAW AFI 36-2629, para 2.24.6, "Prepare officer promotion recommendations to include promotion recommendation forms"
- PRF Accounting Date: Pull master eligibility (MEL) rosters; senior rater updates – **20 JAN 2020**
- Suspense supervisors/commander/directorates for PRFs
- Maintain Records of Performance (ROP) – all evals
- Send Officer Pre-selection Briefs to IRs – **4 FEB 2020**
- Pull current OPB/DQHB to ensure additional info has been updated
- Ensure OPRs are processed
- Ensure all PRFs get submitted – All PRFs **due 24 APR 20**
- Notification of selection and non-selection thru AD chain of command

■ Det Staff

- Advisory role; education of supervisors, senior leadership and reservists
- Assist units in verifying position eligibility and participation requirements



U.S. AIR FORCE

Milestones for CY20 Lt Colonel Board

- **30 Sep 14 – DOR must be on or before this date to meet O5 mandatory board/ 30 Sept 15 for PV board**
- **8 Jun 19– Officer must be on RASL (or combined RASL/ADL time) on or before this date to meet the board**
- **21 Jan 20– Approx date that board eligibles are pulled (board build)**
- **20 Jan 20 – PRF Accounting Date**
- **4 Feb 20– J1s/MPS suspense to disperse OPBs with attachs 3, 4 and 5 to officers meeting board**
- **9 Apr 20– OPRs/CROs closing out on/before this date are mandatory documents and must be processed to meet the board**
- **9 Apr 20– Earliest date a senior rater can sign PRFs**
- **24 Apr 20– ALL PRFs due to HQ ARPC/PBO**
- **9 May 20– SR provides a copy of PRF to member**
- **29 May 20– Letters to the board due NLT 2359 CST**
- **4 Jun 20– MilPDS cut off; last day to make changes to record**



Milestones for CY20 Lt Colonel Board Continued

- **** For MilPDS updates made on or after 20 Apr 20, submit source documents and printouts to the promotion board room staff via the vPC Dashboard on the myPers website: <https://gum-crm.csd.disa.mil/app/login> or through the Air Force Portal, <https://www.my.af.mil/gcss-af/USAF/ep/home.do>**
- **8 Jun 20– Board convenes at ARPC**
- **6 – 8 weeks – Approximate timeframe for public release of promotion results after board adjourns**
- **6 Sept 20 – Officer's DOS must be on or later than this date to be eligible for promotion**
- **Check status of board at:
https://mypers.af.mil/app/answers/detail/a_id/17424/p/17/c/656**
- **For Reference, CY19 Lt Col Board:**
 - ❖ **Convened 10 Jun 19; Public release 19 Aug 19**



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OPB/DQHB/OSB Format

PREPARED: 27 MAR 2018		FOR OFFICIAL USE ONLY			
U0518A \ POSITION VACANCY BOARD		OFFICER PRESELECTION BRIEF			
PERSONAL DATA		SEQ NBR: 000000			
NAME:		SENIOR RATER:			
SSAN:					
GRADE: MAJOR		AERONAUTICAL/FLYING DATA			
COMPETITIVE CATEGORY: LINE		AERONAUTICAL RATING:			
RAF: BR ARF-ID: RES-UNIT-ART		AERO RTG CURR CAT DT:			
RES SECTION: RESERVED		FLYING STATUS:			
SOURCE OF COMMISSION: OTS		TOTAL FLYING HOURS:			
DEVELOPMENTAL EDUCATION		ACFT YR HOURS			
SCHOOL	STATUS	MOST RECENT:			
IDE	COMPLETE	2ND:			
PDE	COMPLETE	3RD:			
		4TH:			
		5TH:			
ACADEMIC EDUCATION		BOARD CERTIFIED			
LVL	SPECIALTY/SCHOOL	YR			
AFSC DATA					
TYPE		AFSC		DESCRIPTION	
PAFSC		97E0		EXECUTIVE OFFICER	
2AFSC		86M0		OPRNS MANAGEMENT	
3AFSC		35P4		FORCE SUPPORT	
DAFSC		38F3		FORCE SUPPORT	
DECORATIONS		FOREIGN LANGUAGE			
DECORATION	YR	NR AWD	LANGUAGE		
DEF MERIT SVC MDL	2010	1	READING	LISTENING	SPEAKING
MERIT SVC MDL	2017	2	YEAR		
AF COMM MDL	2012	2			
AF ACHISV MDL	2007	1			
ASSIGNMENT CATEGORY					
PAS: W60MFV7C		UNIT: 0919 SQJ SQ		TRCH ID:	
PAS PROJ:		STATE:			



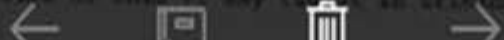
OPB/DQHB/OSB Format Continued

U.S. AIR FORCE

EFF DATE		DAFSC	ASSIGNMENT HISTORY				LVL	MAJ	
			DUTY TITLE						
01 NOV 2017		18F3	OPERATIONS OFFICER				W/B	AFR	
09 JAN 2017		38P3	DIRECTOR OF OPERATIONS				W/B	AFR	
15 JUL 2014		97E0	EXECUTIVE OFFICER				W/B	SOC	
16 JUN 2012		86M0	OPERATIONS MANAGEMENT				W/B	SOC	
05 OCT 2011		18F4	CHF, KNOWLEDGE DEV & ANALYS				HAPP	APC	
04 JUL 2010		C38F3	MPF COMMANDER				W/B	OSI	
15 NOV 2008		C38F1Q	SECTION COMMANDER				HAPP	OSI	
01 NOV 2008		38F3	CHIEF, OSI OFFICER ASSIGNMENTS				HAPP	OSI	
29 DEC 2007		37F3	CHIEF, OSI OFFICER ASSIGNMENTS				HAPP	OSI	
11 JUN 2007		37F3	CHIEF DPMA				W/B	AMC	
PARTICIPATION SUMMARY/HISTORY									
FROM	TO	AD	IDT	ECI	IDS	MDR	TOTAL	TOT RET	SAT SERV
20MAY16	19MAY17	0291	0022	0000	000	015	00328	00328	010000
20MAY15	19MAY16	0233	0042	0017	000	015	00307	00307	010000
20MAY14	19MAY15	0161	0062	0031	000	015	00269	00269	010000
20MAY13	19MAY14	0162	0040	0020	000	015	00237	00237	010000
20MAY12	19MAY13	0321	0028	0002	000	014	00365	00365	010000
20MAY11	19MAY12	0366	0000	0000	000	000	00366	00366	010000
20MAY10	19MAY11	0365	0000	0000	000	000	00365	00365	010000
20MAY09	19MAY10	0365	0000	0000	000	000	00365	00365	010000
ACCRUED TO:	19MAY17	4324	0194	00070	0000	114	04702	04673	140000
PTS SINCE:	19MAY17	272	6	000	000	(AVAILABLE PTS FILED TO DATE)			

PVS000

The information herein is FOUO which must be protected under the FOIA and Privacy Act, as amended. Unauthorized disclosure or release of this information may result in criminal and/or civil penalties.





How to Help Yourself Get Promoted

- **Know your own Personnel Data**
 - **Date of rank and time in grade**
 - **Authorized grade of your position**
 - **Review Calendar Year Reserve of the Air Force board schedule**
 - **Usually published in June**
 - **Available on myPers;**
https://mypers.af.mil/app/answers/detail/a_id/45995/p/17/c/656
 - **Watch for updated ARPCMs**
 - **Read the Promotion board Convening Notice**
 - **Located on myPers;**
https://mypers.af.mil/app/answers/detail/a_id/45995/p/17/c/656
-



U.S. AIR FORCE

Verifying Promotion Eligibility

myPers Air Reserve Officer

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

LEARN MORE ABOUT

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- Career Management
- Classification
- Compensation
- Deployment
- Education
- Evaluations
- Force Development
- IMA Management
- Mobilization/Demobilization
- New Hire
- Promotion**
- Recognition
- Retention
- Retirement
- Separation
- Systems Support
- Training

Home > Officer

Welcome, LTC AMBER HRECZKOSIJ [Change My Default Home Page](#)

GI Bill Transfer of Education Policy Changes

Post 9/11 GI Bill Transfer of Education Benefits changes effective 12 July 2018. Click here for more information.

I Would Like To...

- Air Force Reserve Individual Reservist Program
- HQ AFRC/AT Messages
- Reserve Job Opportunities (TR, AGA, ART, IMA, PRR and Civilian)
- HCM 2.0 Toolbox
- Access the vPC Dashboard
- vPC Dashboard Enhancement for Air Reserve Component Retirement Applications
- Access Secure Apps (VMPF, PRDA) - CAC Only
- View My Current Retirement Points
- [View More](#)
- View My Records [PRDA]
- Access AGR Program Information and Vacancies
- Medical Continuation
- Access Reserve Reduced Retired Pay Age
- Access AROWS-R
- Request a VA Home Loan Letter
- View My electronic Officer Selection Record
- Access ARChet (CAC only)

Most Viewed Articles

- Reserve: Compensation Home Page
- Reserve: Deployment and Readiness Home Page
- Reserve: Evaluations Home Page
- Reserve: Recognition Program Home Page
- Reserve: Training Home Page
- Reserve: Officer Assignments Home Page
- Reserve: Officer Promotions Home Page
- Reserve: Officer Force Development Home Page

Announcements for Airmen

- 2019 Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award - Air Force Nominee Announced
- 2019 General and Mrs. Jerome F. O'Malley Award Winner Announced
- Solicitation for 2019 Gears of Government Award
- 2019 Air Force Association Lisa S. Disbrow Outstanding Civilian of the Year Award Winner Announced
- National Association for the Advancement of Colored People Roy Wilkins Bennett Service Award Announcement

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

MY ACCOUNT

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Home > Officer > Promotion

Promotion

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

- [How to Prepare for a Successful Air Force Reserve Officer Promotion Board](#)
- [Reserve of the Air Force Officer Promotion Orders](#)
- [ARPC Promotion Board Volunteer Information](#)
- [ANG and AFR Officer Twice Deferred for Promotion](#)
- [Changes to Academic Degree and Developmental Education Expectation](#)
- [ARC Implementation of 2-Line Promotion Recommendation Form](#)

ARC Selection Board Schedule

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

Recent Board Statuses and Information by Rank

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

Pre-Promotion Board Information

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

Post Promotion Board Information

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

Related Resources

- [AFH 33-337, The Tongue and Quill](#)
- [Air Reserve Personnel Center Memorandums](#)



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Verifying Promotion Eligibility Continued

MY ACCOUNT

- Incidents/Reserves
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LEARN MORE ABOUT

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- Promotion
- Recognition
- Retention
- Retirement
- Separation
- Systems Support
- Training

Still Need Help?
Contact Us

Home > GPOC > Eligibility > Officer Promotion Board Eligibility

Officer Promotion Board Eligibility

Applicable to: Air National Guard & Air Force Reserve

A centralized selection board convenes in advance of completing time in grade (TIG) requirements and identifies officers who have demonstrated the potential to serve successfully in the next higher grade. To determine an officer's potential, the board is instructed to evaluate each of the eligible officers using the whole-person concept; the board considers an officer's demonstrated performance, breadth of experience, job responsibility, professional competence or job knowledge, specific achievements, developmental education, academic education (to the grade of Col only), leadership and Air National Guard (ANG)/Air Force Reserve (AFR) participation. A board member's assessment of potential is based solely on information documented in the officer selection record. Prior to meeting such a board, the officer must meet certain eligibility criteria.

Eligibility Requirements

- Must be in active status in the ANG or AFR or in Individual Ready Reserve (IRR) at the time of the board
- Must have one year on the Reserve Active Status List (RASL) or combination of RASL and Active Duty List (ADL) prior to the promotion board convene date.
NOTE: IRR and Stand-by Reserve time counts as RASL time
- Officers with a pending retirement/separation within 90 days after board convene date will be deleted from the board
- TIG: for an estimated board projection (position vacancy (PV) or mandatory) enter date of rank (DOR) into Promotion Calculator [or Position Vacancy \(PV\) or Mandatory Promotion Calculator](#)

Promotions under the PV program maintain a balanced force by giving commanders the means to nominate exceptionally well qualified candidates for promotion to fill vacancies in the grades of captain through lieutenant colonel in the Air Force Reserve. For a PV promotion board the following additional factors are used for the officer to meet the board:

- Only Selected Reserve officers are eligible for nomination (excludes LEAD and Cat-E)
- Incumbent in higher graded position and nominated by senior rater
 - Position must be funded one year after board convene date
 - No overage code in MIPDS
- Previous Retirement/Retention year (most recent to board convene date) must have at least 50 points (satisfactory year)

Previously viewed answers

Officer Pre-Selection Brief,
Officer Selection Brief and
Officer Selection Record
[How to Read and Review YOUR
Officer Pre-Selection Brief
and/or Officer Selection Brief -
Air Reserve Component
Officer Promotion Board -
General Information](#)



myPers

ARPC Promotion Dates Calculator

Service Component
Reserve

Grade
LTC

Date Of Rank

8/31/2018

Mandatory Board

10/1/2022

Mandatory Pin-on

See Note 1

*Disclaimer: The promotion calculator is an estimate of future boards and pin on dates based on current law. For additional detailed information please contact the Total Force Service Center at 800-525-0102

Note 1: For AFR Cols board, historically the public release is sometime in December and Senate confirmation is in late January or February. Promotion pin-on dates will generally start no earlier than 1 April based on the selected officers increment numbers.

Note 2: For ANG State Position Vacancy nominations (Maj and Lt Col) and ANG Cols Fed Rec Review board nominations, please check with your FSS and/or State Headquarters.

Note 3: For Mandatory boards (ANG & AFR), a Senior Rater can request an earlier pin on date (IAW AFI 36-2504, Chapter 6) if officer is the incumbent in the higher graded billet and meets all other eligibility requirements.

Close



How to Help Yourself Get Promoted Continued

- **Developmental Education is a must and complete it as soon as possible**
 - **Make sure it is updated in records; ensure your supervisor knows**
- **Ensure your OPRs are well-written**
 - **Show mission accomplishment/impact and ranking if possible**
 - **Provide draft to supervisor at least one month prior to close-out**
 - **Completed on time and check PRDA for completed/filed eval, make copy**
 - **If a report is late, send a MyPers message with the Board ID in the subject and the EVR number in the message so they can manually update your OPR**
- **Ensure duty titles are appropriate/show progression**
 - **Past duty titles can be updated by submitting past OPRs through vPC**
 - **Current duty titles are updated by submitting an AF FM 2096 to the detachment**
 - **Must be within evaluation period, not past**
 - **Duty title can only have 30 characters, which includes spaces**
 - **Duty titles are tied to the position/DAFSC**
- **Ensure satisfactory participation – a good R/R year**



How to Help Yourself Get Promoted Continued

- Review Officer Pre-selection Brief (OPB) as soon as you get it
 - Take corrective actions ASAP; follow instructions and follow-up
 - Ask MPS/A1/J1 for OPB/DQHB to ensure corrective actions are reflected
- Respond to eOSR audit request ASAP
- “You will not be considered by a SSB if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken corrective action”
- Know PRF deadline – every command/unit is different
- Discuss PRF or promotion eligibility with supervisor; offer draft to supervisor; need supporting documentation (PRF worksheet)
- Be knowledgeable as you may be teaching your supervisor and chain of command; be ready with AFI/ARPCM
- Reserve PRFs do NOT have a quota for Definitely Promotes
- Senior raters owe officer a copy of PRF a month before the board
- Evaluate need for letter to the board
 - Get advice from senior officer/previous board member



Officer Selection Record

- **The OSR is the documents that are provided to selection board for review to include:**
 - **Promotion Recommendation Form (PRF)**
 - **All officer's performance and training reports, filed in chronological order; the most recent reports on top (including gap reports for breaks in service)**
 - **Citations or orders for approved decorations**
 - **Board certification for health professions officers**
 - **Letter to the board submitted by member**
 - **Court-Martial, Article 15 or Letter of Reprimand (LOR) documentation filed by proper authority**
 - **Electronic OSR Audit Results (eOSR)**
 - **Audited by ARPC - Total Force Service Center**
 - **Identify any Eval or Dec discrepancies found between the MilPDS, PRDA and the member's OSR.**
 - **eOSR is accessed through the vPC Dashboard, <https://gum-crm.csd.disa.mil/app/processes/form/fn/vdb> under the "Worklist" tab**
 - **MilPDS, PRDA and the OSR should all have the same information**
-



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Viewing eOSR Discrepancies

Role Filter

[Role Filter Help](#)

[myPers Home Page](#)

Routing for evaluations and awards/decorations is still degraded. Technicians are working to repair the problem as quickly as possible.

[Overview](#) [Worklist](#) [Action Requests](#) [Reports](#) [My Roles / Delegations](#)

[Overview Help](#)

To Do List

Displays the number of requests by type that are pending your review and action.

☒ Send me a daily email when I have pending coordination actions

Messages

Displays the number of unread messages you have by message type.

Total Pending Requests

15

Awards and Decorations

4

Non-Paid Points (Guard)

0

DD214 Correction (DD215)

1

Retirements (Guard and Reserve)

7

Evaluations

1

Separations (Guard)

0

Airman Development Plans (Guard and Reserve)

2

AGR Review Board

0

Reserve Developmental Education Designation Board (RDEDB)

0

Reserve School Selection Board (RSSB)

0

Total Unread Messages

117

Personal

0

Role Assignment

7

Delegation

0

Action Request

110

Messages

Displays your news bulletins.

Date	Expires	Subject

Displays your messages and allows you to send new messages.

[New Message](#)

[Reply](#)

☒ Received ☐ Sent

[Print](#)

[Delete](#)

[Mark as Unread](#)

124 entries returned - 124 entries matched

[Refresh](#)

	Date	Status	From	Subject
<input type="checkbox"/>	9/9/2016	Unread	ARPC TFSC	Application EVR1009092 cancelled
<input type="checkbox"/>	7/17/2018	Unread	ARPC TFSC	Your R-ODP has been updated.
<input type="checkbox"/>	6/29/2018	Unread	ARPC TFSC	vPC-GR application RSS016853 Review Complete
<input type="checkbox"/>	4/16/2018	Read	ARPC TFSC	Electronic Officer Selection Record (OSR) reviewed.
<input type="checkbox"/>	4/9/2018	Unread	ARPC TFSC	Application EVR0981728 cancelled
<input type="checkbox"/>	4/9/2018	Unread	ARPC TFSC	Application EVR0981728 cancelled
<input type="checkbox"/>	4/4/2018	Unread	CURTIS CLINE	Commander Support Staff (W60MFV68) role assigned.
<input type="checkbox"/>	3/11/2018	Unread	ARPC TFSC	Application EVR2041018 cancelled



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Viewing eOSR Discrepancies Continued

Displays your messages and allows you to send new messages.

☒ Received ☐ Sent

New Message

Reply

Print

Delete

Mark as Unread

124 entries returned - 124 entries matched

Refresh

	Date ▼	Status	From	Subject
<input checked="" type="checkbox"/>	4/16/2018	Read	ARPC TFSC	Electronic Officer Selection Record (OSR) reviewed.
<input type="checkbox"/>	4/9/2018	Unread	ARPC TFSC	Application EVR0981728 cancelled
<input type="checkbox"/>	4/9/2018	Unread	ARPC TFSC	Application EVR0981728 cancelled
<input type="checkbox"/>	4/4/2018	Unread	CURTIS CLINE	Commander Support Staff (W60MFV68) role assigned.
<input type="checkbox"/>	3/11/2018	Unread	ARPC TFSC	Application EVR2041018 cancelled
<input type="checkbox"/>	11/7/2017	Unread	DUSTIN RENTFROW	MPF Management (W6) role assigned.
<input type="checkbox"/>	9/16/2017	Unread	ARPC TFSC	Your R-ODP has been updated.
<input type="checkbox"/>	9/11/2017	Unread	ARPC TFSC	Decoration Nomination cancelled by ARPC TFSC.

From ARPC TFSC

Subject Electronic Officer Selection Record (OSR) reviewed.

Message Your Electronic Officer Selection Record was reviewed for Audit/Board on 4/16/2018 11:18:11 AM at the ARPC TFSC. At review time your records contained 3 discrepancies. You may view your eOSR record and address any discrepancies from the Worklist tab by specifying a 'Viewable to me' view. Alternatively, you may also open your eOSR record with the 'Electronic Officer Selection Record (Officer Only)' link on the Action Request tab.



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Viewing eOSR Discrepancies Continued

Electronic Officer Selection Record (eOSR)

[Instructions](#)[Introduction](#)

Missing documents must be submitted to ARPC via vPC-GR. Instruction links are provided below. Questions may be directed to the Total Force Service Center - Denver (TFSC) at arpc.contactcenter@arpc.af.mil or at 1-800-525-0102.

Upcoming Promotion Boards

Promotion Board

Board	Convene Date	Board Type	Eligibility Zone

eOSR Review Dates

Promotion Board*: 4/16/2018

* Most Recent

Discrepancies

In the following table is listed any discrepancies noted during a review of your Officer Selection Folder. To ensure your records are correct and ready to meet the promotion selection board please select a row in the table to review the discrepancy(ies) details.

Discrepancy Type	Status	Create Date
Decoration	Discrepancy	8/29/2012 2:40:39 PM
Evaluation	Discrepancy	4/16/2018 1:17:40 PM
Evaluation	Discrepancy	4/16/2018 1:18:00 PM

Discrepancy: Defense Meritorious Service Medal

Remarks: Number/Awards:1 Date:7/1/2010 Comments: Missing Citation :

To correct identified discrepancies we have provided detailed instructions below for submitting your requested corrections within this vPC-GR online application. Please use the following to initiate any corrections.

[Decorations](#)[Evaluations](#)[Duty History](#)

Decorations Update

Evaluation Update

Duty History Update

The following tabs allow you to review current information in your Officer Selection Record as of your notifications and any corrections that you submitted and were updated by HQ ARPC/DPBB. Please review the information contained within each tab to ensure the accuracy of the records for the Promotion Selection Board.

[Evaluations](#)[Decorations](#)[Duty History](#)[Medical Certifications](#)

Existing Evaluations within MIPDS

Type	Status	Closeout Date
OPR	PROJ	06-JAN-2019
OPR	CLOS	06-JAN-2018
OPR	CLOS	06-JAN-2017
OPR	CLOS	05-APR-2016
OPR	CLOS	05-APR-2015
OPR	CLOS	05-APR-2014
OPR	CLOS	05-APR-2013

TFSCSD (mmddyyyy): 12192003

Close

"This contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332"

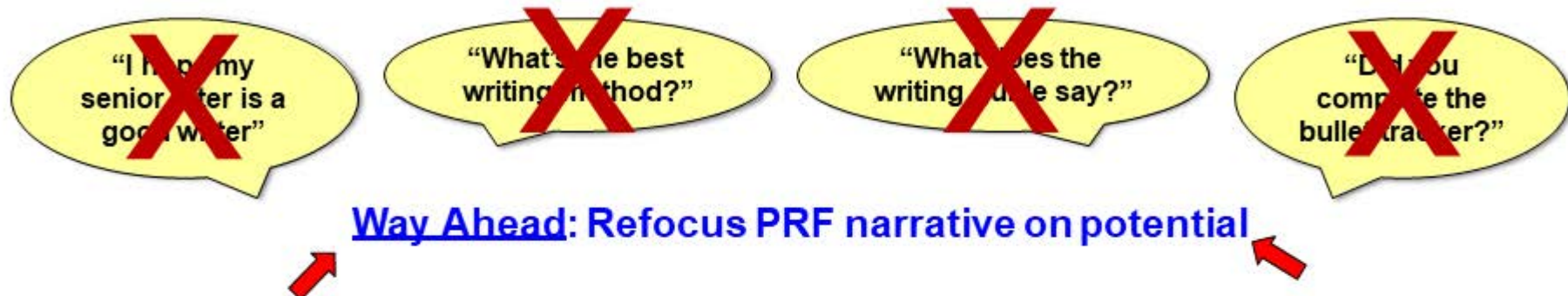


Letters To The Board

- **Purpose:** To communicate to the promotion board, calling attention and/or providing an explanation of deficiencies, missing items, gaps in participation or other matters germane to promotion consideration
- **Possible reasons for submitting a letter to the promotion board include, but are not limited to:**
 - **Break in service** (what were you doing during your break. i.e. pursuing education, dealing with a family illness, etc)
 - **Current or recent assignment in a nonparticipating status** (reasons for and if seeking a participating assignment)
 - **Insufficient active or inactive duty tour points or points for retirement, especially in recent years** (explain)
 - **Lack the appropriate level of developmental education** (currently enrolled)
 - **Mention any specific achievements not mentioned in Officer Performance Reports (OPRs) or in the selection folder**
- **More guidance on myPers**
- **Submit letters electronically through vPC**



Introducing the 2-Line PRF



■ WHY:

- Focus on potential to serve in the next higher grade vice creative writing style and format
- Enhance senior rater voice to the promotion board, as originally intended

■ SUMMARY OF MAJOR CHANGES:

- Comments limited to 2-lines max in bullet format
- DE and job/assignment pushes are not authorized
- Formalized PRF stratification guidance



PRF Comments Guidance

- PRF comments are limited to a maximum of 2-lines in bullet or narrative format
- In these comments, the senior rater should *provide a performance-based differentiation and/or characterization* of the eligible officer's potential to serve in the next higher grade
 - Said differently—This is an opportunity for the senior rater to tell the Central Selection Board why they should (or should not) promote this officer
 - Comments should not be a summary of information already contained in the record of performance (i.e. a regurgitation of past stratifications, awards, accomplishments)
- Endorsements for promotion are based upon an officer's demonstrated character and competence
- **Comments or pushes for items that are decided through other processes or means (e.g. developmental education, jobs, assignments) are not authorized**



- **Definition:** Officer stratification is a quantitative comparison of an individual's standing within an authorized peer group and within a specific evaluator's scope of rating authority
 - On the PRF, officer stratification statements provide a current performance-based differentiation of officers against their peers to assist Central Selection Boards
- **Stratification Types:**
 - **Primary – Eligible by Zone.** Senior raters may stratify amongst eligible officers by promotion zone (e.g. I/APZ and BPZ) from the Master Eligibility List (MEL) for a specific promotion board (Example: #3/10 I/APZ eligible, #1/17 BPZ eligible)
 - **Secondary – Peer Group Stratification.** **IF** a senior rater stratifies an officer amongst eligible officers by promotion zone, **THEN** they may also provide one peer group stratification in accordance with the guiding principles



PRF Stratification Guidance Continued

- **Authorized Peer Groups:** for the purposes of stratification, authorized peer groups are limited to the following categories:
 - **AF Grade:** Includes only Air Force officers in the same grade (e.g. Captains, Majors, Lieutenant Colonels, Colonels)
 - **Command Position:** This refers to officers filling command positions (e.g. detachment, squadron, group, or wing commanders and materiel leaders)
 - Command position stratification statements for individuals below O-6 may also include their grade with the stratification statement (i.e. #2/6 Maj Sq/CCs)
 - **Duty Position:** This refers to the officer's duty position type, level and scope of responsibility (e.g. section chiefs, flight commanders, operations officers, branch chiefs, action officers, analysts, instructors, combat systems officers, pilots, etc.)



PRF Stratification Guidance Continued

- **Scope of Authority:** Senior raters can only stratify officers within the confines of their direct rating chain and knowledge—senior rater stratification statements may not extend beyond the confines of their respective senior rater ID (SRID) or overall purview
- **Authorized Usage:**
 - When used, all stratification statements **must stay within an authorized peer group and the evaluator's scope of authority**
 - Stratification statements **must be written in quantitative terms**
 - **Examples:**
 - **By AF Grade:** “#3/30 Capts”; “#1/1 Majs”; “#2/12 Lt Cols”
 - **By Command Position:** “#1/9 Grp/CCs”, “#1/7 Maj Sq/CCs”; “#3/20 Lt Col Det/CCs”
 - **By Duty Position:** “#1/6 Flt/CCs”; “#1/40 Analysts”; “#2/12 Branch Chiefs”



PRF Stratification Guidance Continued

■ Prohibited Usage

- **Company Grade Officers (CGOs) and/or Field Grade Officers (FGOs)** are not an authorized peer group for stratification purposes
- Officers may not be stratified based on **additional duty positions** and may not be stratified against **enlisted personnel**
- Stratification statements based on **awards** are not authorized (e.g. #1/50 as Sq CGO of the Quarter)
- Use of stratification **statements from anyone other than the senior rater** are prohibited
 - a senior rater may not quote stratification from another evaluator or source



U.S. AIR FORCE

Examples of 2-Line PRF Comments

■ Intent:

- Focus on potential to serve in the next higher grade vice creative writing style/format
- Enhance senior rater voice to the promotion board, as originally intended

■ Considerations (not all inclusive)—the officers experience, capabilities, character, competence, or recent performance not yet captured in the record

- Seasoned leader with diverse experiences--PME instructor, proven COCOM/HAF staff officer, and Iraq/Korea tours
- #3/14 I/APZ eligibles & #16/113 O-4s; highly trusted and proven leader we need as an O-5--Definitely Promote

- Phenomenal FSS/DO; sync'd unit readiness/base reception/NEO--propelled team to '18 PACAF Ops Prgm of Year!
- #1/2 I/APZ eligibles; #2/10 Sq/DOs in wing; dynamic leader with boundless talent the AF needs--a must for Lt Col

- One of my very best--truly outstanding SFS/CC who puts people first; thinks, leads, and performs well above peers
- #1/17 BPZ eligibles; #2/9 Maj Sq/CCs; Definitely Promote this exemplary leader--grit, drive, diligence...unmatched!

Again, this is an opportunity for the senior rater to tell the Central Selection Board why they should (or should not) promote this officer—unconstrained by 'style' and 'codes'



Special Selection Boards

- Administrative error (i.e., missed a board, otherwise eligible to meet)
- Legal or material error (i.e., missing documents – performance reports, citations, etc.)
- Approved formal appeal through an Air Force Board for Correction of Military Records (AFBCMR) or Evaluation Report Appeal Board (ERAB)
- Applicants will not be considered for an SSB or SB if, by exercising reasonable diligence, the officer should have discovered the error or omission and could have taken corrective action before the originally scheduled board convened
- SSBs and SBs are scheduled as a result of Post Board Counseling, AFBCMR, or ERAB. Officers with concerns should request post board counseling.
- Should the review of the promotion selection record reveal any errors, as identified above, the officer will be advised of the next step to take to correct the record (i.e., AFBCMR, ERAB, etc). Once the record is corrected, staffing the SSB/SB consideration will begin



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Letters to the Board/Post Board Counseling/Accelerated Promotions

Processes - Internet Explorer provided by USAF
https://gum-crm.csd.disa.mil/app/processes/form/fn/vdb

Welcome, MALIA SPRINGER Logout My Account Stay Connected: f t

myPers

Dashboard

Role Filter: All Role Filter Help

Overview Worklist Action Requests Reports My Roles / Delegations My Profile

Select the Air Force Reserve Command or Air National Guard shield to access the corresponding online services requests

Current Selection
AIR FORCE RESERVE COMMAND

Online Services Requests

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 (Select to view update types)
- Update Civilian Employment Information (CEI)
- Update DEERS Information
- Request Duty History Changes or Corrections
- Request Federal Awards and Decorations History Corrections
- 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)

Evaluations (Overview)

- MPS or CSS Initiate Officer or Enlisted Performance Report
- Appeal an Evaluation
- Request a Shell on a Member

Officer Promotions (Overview)

- Submit a Letter to the Promotion Board (Officer)
- Request a post-Board Counseling (Officer)
- Request Accelerated Promotion (Reserve Officers only)

Federal Awards and Decorations (Overview)

- Nominate a Member for MSM, AFM, 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, AGS, Mandatory, Pay at Age 60)
- Notification of Eligibility for Retired Pay/RCBP Package
- Request information on my current RCSEP Election
- Request Assistance on Retired Pay Issues

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CY 20 Reserve Officer Promotions

Majors Board: 27 Jan – 1 Feb 2020

- **Position vacancy time in grade is 5 years to pin on (DOR 30 Sep 2015)**
 - **PRF required for PV only; BDE completion is mandatory; satisfactory R/R year**
 - **Must be in Major's billet as primary, not overage**
 - **Ranked with other PV officers**
- **Mandatory board – DOR 30 Sep 2014 or earlier...min time in grade is seven years to pin on**
 - **BDE completion required for “Definitely Promote”**
 - **No PRF required unless command has a “Do Not Promote”**
 - **Ranked with other Mandatory Board eligible officers**

Lt Cols Board: 8-13 Jun 2020

- **Position vacancy – DOR 1 Oct 2014 - 30 Sep 2015...min time in grade is 5 years to pin on**
 - **PRF required; IDE completion mandatory; satisfactory R/R year**
 - **Must be in Lt Col billet as primary, not overage**
 - **Ranked with other PV officers**
-



CY 20 Reserve Officer Promotions Continued

Lt Cols Board: 8-13 Jun 2020 Continued

- **Mandatory board – DOR 30 Sep 14 or earlier...min time in grade is seven years to pin on**
 - **IDE completion required for “Definitely Promote”**
 - **PRF required**
 - **Ranked other Mandatory Board eligible officers**
 - **Number 1 of 2 DPs given of three officers eligible...1/2/3**

Colonels Board: 19-24 Oct 2020

- **Mandatory board – DOR 30 Sep 14 or earlier...min time in grade is seven years to pin on**
 - **No position vacancy board; all meet same board**
 - **DOR 30 Sep 2016 or earlier...All meet with 4 years time in grade**
 - **SDE completion required for “Definitely Promote”**
 - **PRF required**
 - **Ranked by each senior rater**
 - **Number 1 of 2 DPs given of 3 officers eligible...1/2/3**
 - **Master’s Degree unmasked – visible to board members**



CY 20 Reserve Officer Promotions Continued

Brigadier General Qualification Board: 3-6 Nov 2020

- **Mandatory board – DOR 30 Sep 14 or earlier...min time in grade is seven years to pin on**
 - **Not a promotion board; reservists can opt out**
 - **General Officer Qualification Recommendation Form used, AF Form 3559**
 - **Meet board with two years time in grade**



U.S. AIR FORCE

QUESTIONS?



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Det 6 Force Development Brief Schedule

- **13 Mar 2020 – Developmental Education in preparation for Academic Year 2020/EDEB Enlisted Force Development (EDP/KPL/DT)**
- **10 Apr 20 - Understanding the orders, DTS and RTS processes**
- **15 May 20 - URC Responsibilities**
- **12 Jun 20 - Officer Promotion Board Prep (for the O6 Board)**
- **10 Jul 20 - Reserve and KCJ Assignments**
- **14 Aug 20 - Officer Promotion Board Prep (for the O4 Board)**
- **11 Sep 20 - Participation (FY vs R/R vs Bonus)**

Conducted at MacDill AFB – DCS/Telecom available

- **"Like" us on Facebook at "RIO Det 6**





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Contacts for Det 6 IRs



OL – JB Langley-Eustis VA
757-764-5101/DSN 574

HQRIO.DET6OL@us.af.mil

JBLE@us.af.mil

IR Guide

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/TheIRGuide-1.pdf?ver=2016-07-08-120549-033>

IR Travel Companion Guide

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide-2016.pdf?ver=2016-07-08-120952-377>

HQ RIO Website

<http://www.arpc.afrc.af.mil/hqrio.aspx>

Main Customer Service Line
(813) 828-5035/DSN 968

Opt 1 - Force Management
(Assignments, Enlisted Prom, UPMR Mgt)

riodet6.force.mgt@us.af.mil

Opt 2 – Readiness & Integration
(Orders, Readiness, Waivers, Formal School Request)

Riodet6.readiness@us.af.mil

Opt 5 - Resource Management
(All other services, DTS, Bonus, ETS Management)

riodet6@us.af.mil

Commander: Col Paul Delano (at MacDill)
(813) 828-5035 Opt 4/DSN 968;

Superintendent: CMSgt Walisa Villarreal
(813) 828-5035 Opt 3/DSN 968

Warisar.villarreal.4@us.af.mil

IR Travel

1-800-525-0102

Fax: 720-847-3963 (DSN 847)

Submit RTS Travel Vouchers via the following link:

<http://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx>

OL - Hurlburt Field FL
850-884-2820/DSN 579

RIODET6OLHURLBURT@us.af.mil

Total Force Service Center (ARPC)

(800) 525-0102

(210) 565-0102/DSN 665

Orders

Orders Writing Cell
(OWC) 478-327-2167/DSN 497
rmg.orders@us.af.mil

ARPC/RIO Pay Office

(800) 525-0102/665

Fax: (720) 847-3960/DSN 847
Submit Mil pay and pay issues via the myPERS system from RIO website