

**DTI Notice:** 230803-02

**Topic:** Clarification of legacy evaluations and new evaluations process via myEval 2.0 for Individual Reservist (IR)s

**Applicable to:** RegAF MPFs/Force Management Sections

**BLUF:** For legacy IR population (this includes Participating Individual Ready Reserve (PIRR) and Individual Mobilization Augmentee (IMA)) evaluations, referrals, and GAP reports (27 Feb 2023 and older), the RegAF MPF/Force Management will close-out their owning IMA evaluations by updating MilPDS and then send to HQ AFPC/DPS via CMS to upload to ARMS.

**Note:** *HQ AFPC/DPS will upload all Legacy IMA reports into ARMS due to HQ ARPC not having the CMS capability to push into ARMS, at this time. Also, when submitting legacy IMA reports via CMS, utilized the “707 Active” case type. Please ensure that in the description of the case request, it states “This is a legacy IMA report.”*

**For Legacy Evals:** The RegAF MPF/Force Management sections will need the “ARPC MPF (96)” role (for IMAs) access in MILPDS. If you do not have that role in MilPDS, please contact your local PSM for assistance. Local PSMs should have the “ARPC MPF (96) role NLT 1 Sep 2023.

**Note:** *The “ARPC MPF (96)” role will only be granted to personnel assigned to the MPF/Force Management section. This role will allow for technicians to complete transactional work outlined in the FSS Military Personnel Flight Execution, Organization and Responsibilities PSDG 17 Jan 2023, Table 9 to include updating all MilPDS Evaluation transactions.*

**New Evaluation Process via myEval 2.0:** All future evaluations, starting with the SCOD of February 2023, must be submitted via myEval 2.0. Additionally, per the USAF myEval PSDG February 2023, RegAF MPF/Force Management sections will update and close-out their owning IMA evaluations in MilPDS. The RegAF Force Management section will maintain the MilPDS “ARPC MPF (96)” role in the case to manually rectify updates issues due to myEval system processing errors. myEval PSDG location: From your myFSS home screen ([Homhttps://myfss.us.af.mil/USAFCommunity/s/e](https://myfss.us.af.mil/USAFCommunity/s/e) (af.mil) click the drop down arrow Helpful Links, click myFSS Training Library, click the myEval 2.0 tile.

During this transition, members may experience a slight delay in processing of case inquiries. Please ensure they consider these potential delays when requesting corrections that may affect their promotion, development, or benefits.

As we continue to implement digital transformation initiatives, additional information will be provided to the field. As always, please direct members needing immediate assistance to the Total Force Service Center, at 1-800-525-0102.

2 Attachments:

1. How to close out an evaluation in MilPDS
2. FSS Organization Execution and Responsibilities Personnel Services Delivery 17 January 2023

# ATTACHMENT 1:

How to close out an evaluation in MilPDS

## GAP Report (Officer)

Officer Personnel (Query Only)

Officer Evaluations (Query Only)(G.ADKINS)

Type

EMAIL ADDRESSES

OFFICER EVALUATIONS

SEX RELATED OFFENSE

Type CLOS

Type OPR

Type M

Type O

Verify Dates Match Report

Verify RANK

Verify DAFSC

Type E

Type

OPR Officer Performance Report

Status CLOS Completed

Reason M Annual (no Rpt History)

No. of Days Not Rated 0

Start Date 12-OCT-2016

Close Date 11-OCT-2017

Proj Supv Date

Perf Indicator P P

History Control OPR E Revised OES - 01 Aug 1988 ( OPR / TR 20 wks or more

OPR Grade LTC LIEUTENANT COLONEL

OPR DAFSC 14N3

Supv Begin Date 12-OCT-2016

Course Length

Proj Rater

Rater

Supervisor Status

OK Cancel Clear Help

# GAP Report (Enlisted)

Enlisted Personnel (Query Only)

Enlisted Evaluations (Query Only)(C.M)

Type

EMAIL ADDRESSES

ENLISTED EVALUATIONS

SEX RELATED OFFENSE

Extra Person Information

Type CLOS

Type EPR

Type M

Type P

Type B

Verify Dates match the Report

Type

Status

Reason

No. of Days Not Rated

Rating

Promotion Recommendation

Final Evaluator Position

Senior Rater Id

Sr. Rater Stratification

Start Date

Close Date

Rater

Supervisor Status

Supervisor Grade

Supervisor Last Name

Supervisor First Name

OK

Cancel

Clear

Help

Enlisted Performance Report

Completed

Annual (No Rpt 1 Yr-60 Day Supvn)

NOT RATED (BREAK IN ACTIVE SERVICE)

DEPUTY EVALUATOR

AIR FORCE

MSG

MYERS

AI TRAMFISE

AS	Unit
DMF1T8	920 CO

# AF 707

Officer Personnel (Query Only)

Officer Evaluations (Query Only)(G.ADKINS)

Type	AS	Unit
EMAIL ADDRESSES	1LFKN9	185 OP
OFFICER EVALUATIONS		
SEX RELATED OFFENSE		

Type CLOS

Type OPR

Section I. Block 9

Section I. Block 5

Verify Dates Match Report

Section III

Type E

Type **OPR** Officer Performance Report

Status **CLOS** Completed

Reason **A** Annual

No. of Days Not Rated **0**

Start Date **12-OCT-2015**

Close Date **11-OCT-2016**

Proj Supv Date

Perf Indicator **Y** Meets All Standards

History Control OPR **E** Revised OES - 01 Aug 1988 ( OPR / TR 20 wks or more

OPR Grade **LTC** LIEUTENANT COLONEL

OPR DAFSC **14N3**

Supv Begin Date **12-OCT-2015**

Course Length

Proj Rater

Rater

Supervisor Status

OK Cancel Clear Help

# AF 912

Enlisted Personnel (Query Only)

Enlisted Evaluations (Query Only)(G LONGO Query)

Type

EMAIL ADDRESSES

ENLISTED EVALUATIONS

SEX RELATED OFFENSE

AS Unit

3IFLX9 OL ZA

Extra Person Information

Type CLOS

Type FDR

Type FDR Forced Distribution Rating

Status CLOS Completed

Section I. Block 8

Reason K Biennial

No. of Days Not Rated 0 Enter days

Rating G READY NOW

Promotion Recommendation

Section IV. Block 2

Final Evaluator Position A SENIOR RATER

Always A

Senior Rater Id

Sr. Rater Stratification

Start Date 01-JUN-2013

Close Date 31-MAY-2015

Verify Dates match the Report

Rater

Supervisor Status

Supervisor Grade

Supervisor Last Name

Supervisor First Name

OK Cancel Clear Help

# AF 911

Oracle Applications - You are logged into MilPRO... Please contact your local PS...

File Edit View Folder Tools Window Help

Enlisted Personnel (Query Only)

Enlisted Evaluations (Query Only)(J.HOUGHTELLING)

Type	AS	Unit
EMAIL ADDRESSES	BOMFOZK	718 INT
ENLISTED EVALUATIONS		
SEX RELATED OFFENSE		

Type FDR

Type CLOS

Section I. Block 9

Section V.

Type **FDR** Forced Distribution Rating

Status **CLOS** Completed

Reason **K** Biennial

Section I. Block 11

No. of Days Not Rated **0**

Rating **L** EXCEEDED MOST, IF NOT ALL EXPECTATIONS

Section IX. Block 1A

Promotion Recommendation ...

Final Evaluator Position **C** INTERMEDIATE EVALUATOR

Senior Rater Id

Sr. Rater Stratification **C** NONE

Section I. Block 1B

Start Date **01-OCT-2015**

Close Date **30-SEP-2017**

Verify Dates match the report

Rater

Supervisor Status

Supervisor Grade

Supervisor Last Name

Supervisor First Name

OK Cancel Clear Help

# AF 910

Enlisted Personnel (Query Only)

Enlisted Evaluations (Query Only)(A ROSSI)

Type	AS	Unit
EMAIL ADDRESSES	02IF4GV	DET 41
ENLISTED EVALUATIONS		
SEX RELATED OFFENSE		

Type FDR

Type CLOS

Type **FDR** Forced Distribution Rating

Status **CLOS** Completed

Reason **E** Directed by HQ USAF

No. of Days Not Rated **0**

Rating **L** EXCEEDED MOST, IF NOT ALL EXPECTATIONS

Promotion Recommendation **PN** PROMOTE NOW

Final Evaluator Position

Senior Rater Id

Sr. Rater Stratification

Start Date **02-MAR-2012**

Close Date **31-MAR-2016**

Rater

Supervisor Status

Supervisor Grade

Supervisor Last Name

Supervisor First Name

Section I. Block 11

Section I. Block 9

Section VI

Section IX. Block 6

Verify dates match the report

OK Cancel Clear Help

# AF 475

The screenshot shows the 'Officer Evaluations (Query Only)' form for G. ADKINS. The form is divided into several sections: 'Type', 'Extra Person Information', and 'History Control OPR'. The 'Type' section includes fields for 'Type', 'Status', 'Reason', 'No. of Days Not Rated', 'Start Date', 'Close Date', and 'Proj Supv Date'. The 'Extra Person Information' section includes 'Perf Indicator', 'History Control OPR', 'OPR Grade', 'OPR DAFSC', 'Supv Begin Date', 'Course Length', 'Proj Rater', 'Rater', and 'Supervisor Status'. The 'History Control OPR' section includes 'OPR Grade', 'OPR DAFSC', 'Supv Begin Date', 'Course Length', 'Proj Rater', 'Rater', and 'Supervisor Status'. The form is annotated with several callouts: 'Type CLOS' points to the 'Status' field; 'Type J' points to the 'Reason' field; 'Type T' points to the 'Perf Indicator' field; 'Type TR' points to the 'Type' field; 'Type 0' points to the 'Reason' field; 'Verify Dates match Report' points to the 'Start Date' and 'Close Date' fields; 'E= 20 Weeks or more' and 'F= 19 Weeks or less' point to the 'History Control OPR' field. The form also includes buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

Type	Status	Reason	No. of Days Not Rated	Start Date	Close Date	Proj Supv Date	Perf Indicator	History Control OPR	OPR Grade	OPR DAFSC	Supv Begin Date	Course Length	Proj Rater	Rater	Supervisor Status
TR	CLOS	J	0	12-OCT-2016	11-OCT-2017		T	E	LTC	14N3	12-OCT-2016			4	

**8 Weeks or Less-** Just submit to ARMS

**9 Weeks or more-** Update in MilPDS and Submit to ARMS

**19 Weeks or Less-** "History Control OPR"= F

- **"Embedded Report"** Add new line (**GREEN +** sign top left hand corner)

- **Do NOT touch Projection**

**20 Weeks or More-** "History Control OPR"= E

- **Update PROJECTION (Resets member's OPR calendar)**



# Formal LOE (Mandatory LOE)

Officer Personnel (Query Only)

Officer Evaluations (Query Only)

Type

EMAIL ADDRESSES

OFFICER EVALUATIONS

SEX RELATED OFFENSE

Extra Person Information

Type LOE

Type CLOS

Type 0

Type P

Type B

Verify Dates Match the Report

Select the Level of the LOE

**Note: Deployed Commander on G-Series Orders for 45 days or more.**

Type

LOE Letter of Evaluation

Status CLOS Completed

Reason B Mandatory LOE

No. of Days Not Rated 0

Start Date 15-AUG-2016

Close Date 31-OCT-2017

Proj Supv Date

Perf Indicator P P

History Control OPR S Squadron Level Mandatory LOE

OPR Grade CPT CAPTAIN

OPR DAFSC 17D3Y

Supv Begin Date 15-AUG-2016

Course Length

Proj Rater

Rater

Supervisor Status

Clear Help