



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

25 March 2010
PSDM 10-19

MEMORANDUM FOR ALL FSS/CCs and MPS PERSONNEL

FROM: HQ AFPC/DPS
550 C Street West Ste 3
Randolph AFB TX 78150-4706

SUBJECT: CY10 Officer Force Shaping Board

This Personnel Services Delivery Memorandum (PSDM) applies to Regular Officers Serving on Active Duty. This PSDM is not applicable to the Air National Guard or the Air Force Reserve.

This PSDM announces the CY10 Force Shaping Board (FSB), which is designed to reduce overages in specified career fields to ensure Air Force compliance with congressionally mandated endstrength and better position the Air Force to address current and emerging mission requirements. The Air Force is scheduled to convene a FSB board on **27 Sep 10** at the Air Force Personnel Center to evaluate eligible officers for continued retention. Officers not selected for retention by the FSB will separate NLT **1 Mar 11**.

Eligibility Criteria: The CY10 FSB will consider officers in the grade of Capt and below in the following Core AFSs: 13S, 15W, 21A, 38F, 61A, 61B, 61C and 71S who were commissioned in the following year groups: 2006 and 2007. Specific eligibility criteria is attached.

General Information: To help prepare for the FSB, a chronological listing of milestones and instructions regarding the Retention Recommendation Form (RRF) (AF IMT 3538) process are attached. In addition, eligible officer guidance is also attached. MPS action offices are instructed to assist eligible officers with this information.

Action Offices: The AFPC action office for this memorandum is the Separations Branch, AFPC/DPSOS--DSN 665-4778 or 4785/Commercial (210) 565-4778 or 4785. The FSS/MPS action office for this memorandum is Career Development. Please provide a copy of this PSDM to Commanders, In-service Air Force Reserve and Air National Guard recruiters, Civilian Personnel Offices, Airman and Family Readiness Centers and eligible officers. For information on the FSB and voluntary separation programs, please review the website: <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>, and/or contact the Total Force Service Center at 1-800-525-0102 or DSN 665-5000.

For information regarding RRF completion, contact AFPC/DPSIDEB, 550 C St. West 7,
Randolph AFB 78150-4709; DSN 665-2697/Commercial (210) 565-2697;
afpc.mlr@randolph.af.mil.

//SIGNED//

Directorate of Personnel Services

2 Attachments:

1. CY10 Force Shaping Board Guidance
2. Eligible Officer Guidance

CY10 FORCE SHAPING BOARD PROGRAM GUIDANCE

BASIC ELIGIBILITY CRITERIA

1. The CY10 Force Shaping Board (FSB) will consider retention for officers in the grade of Capt and below in the following Core AFSs: 13S, 15W, 21A, 38F, 61A, 61B, 61C, and 71S who were commissioned in the following year groups: 2006 and 2007.
2. Officers will be considered for retention based on their Core AFSs as of the RRF Accounting Date. Officers in Core AFSs meeting Air Force required loss targets will be made ineligible for the FSB. This will exempt all officers within that Core AFS in the applicable year groups. AFSs may be removed from eligibility with little or no notice based upon the needs of the Air Force. Please review the AFPC website for the current vulnerability charts at <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php> MPSs will need to closely monitor these vulnerability charts and their Master Eligibility Listings (MELs).
3. Officers with an established Date of Separation (DOS) on or prior to the mandatory separation date will not be eligible for the FSB.
4. Officers with an approved DOS after the mandatory separation date remain eligible for FSB consideration and if not selected for retention, their DOS will be re-established as of the mandatory separation date.
5. Officers with 14 years or more Total Active Federal Military Service (TAFMS) as of the mandatory separation date are not eligible.
6. Promotion eligibility, consideration, selection or assumption is not a factor in determining FSB eligibility.
8. Officers pending action under the disability evaluation system under AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation* are eligible to meet the board. Officers cleared to return to duty may be subsequently separated IAW the guidelines of this program.
9. Officers notified by their commander (verbally or in writing) that they are under investigation, pending administrative discharge or court-martial charges, on appellate leave, or UCMJ action is under consideration/pending are not eligible. These actions take priority over this program.
10. Officers currently in confinement as of the release date of this PSDM are not eligible.
11. Recoupment of unearned portions of education assistance funds, special pay, bonuses, or other monetary incentives WILL NOT occur for officers not selected for retention. Furthermore, in most cases, Post-9/11 GI Bill benefits for active duty members will be unaffected by the FSB. However, the transferability of benefits to dependents may be impacted. Therefore, members having interest in this option should seek counseling either from the Total Force Service Center at 1-800-525-0102 or DSN 665-5000 or their local education center experts for a case-by-case review.

12. Officers not selected for retention are separated IAW Title 10 U.S.C. section 647.

13. Officers not selected for retention are entitled to full separation pay, if otherwise qualified. To qualify, officers not selected for retention must have 6 or more years of active service and less than 20 years of active service as of the separation date. Officers eligible to receive separation pay must sign the Individual Ready Reserve Statement. A copy of the Individual Ready Reserve Statement is provided in this PSDM. Eligible officers who decline to serve in the Individual Ready Reserve render themselves ineligible for separation pay. The signed Individual Ready Reserve Statement must be e-mailed to dpsos.separations@randolph.af.mil prior to the date of separation.

14. The formula for calculating full separation pay is as follows: member's monthly base pay multiplied by 12, then multiplied by the years of total federal military service (TAFMS) and all whole months served over the total years, then multiplied by 10%. When computing total years of TAFMS, only use whole months. Whole months are calculated as fractions of 12 months. For instance, 6 years and three months equates to 6 and ¼ years. Multiply 6 and ¼ times 12 to produce the total whole months served, which equates to 75 whole months served.

Example: A Capt w/ 6 yrs and 3 months and 13 days of total active federal military service [(\$5117.10 monthly base pay) x (75 total whole months served)] x (10%) = \$38,378.25

15. Officers not selected for retention may be eligible for transition into the Reserve Component. Contact your local in-service recruiter for details.

16. Officers not selected for retention should contact their local Airman and Family Readiness centers for additional information on civilian and federal employment opportunities.

17. Officers not selected for retention are authorized Transition Assistance Program (TAP) benefits. Some TAP benefits include: permissive TDY, 180 days extended medical care for self and family, and an ID card for 2 years of Commissary and Base Exchange privileges. Officers should contact their local Airman and Family Readiness Centers for additional information.

MILESTONES

- 23 Mar 10 PSDM released to field
- 23 Mar 10 Webcast to Force Support Community
- 25 Mar 10 Official Public Release
- 24 May 10: RRF Accounting Date: The officer's Senior Rater (SR) is determined based on the unit the officer is assigned to on this date.
- 3 Jun 10: AFPC/PB Req Pull Slips/Labels
- Officer Preselection Briefs (OPBs), RRF notices, and DQHBs forwarded in-system by HQ AFPC/DPSOS
- 18 Jun 10 MPS suspense to distribute OPBs with instructions to eligible officers
- 29 Jun 10 MLs ensured eligible officers are assigned to the proper PAS code and SRID by this date
- 30 Jun 10: AFPC/DPSIDEB flow SR RIPs/DQHBs
- 29 Jul 10: RRF cutoff date: earliest date SRs can sign RRFs. MAJCOMs will establish suspense dates for receipt from bases.
- 27 Aug 10: All completed RRFs and signed Master Eligibility Lists are due to HQ AFPC/DPSIDEB.
- 13 Sep 10 RRF copies are to be handed out to members NLT this date. (NOTE: Management Levels will give subordinate units clearance as to earliest date the forms can be given to the officers.)
- Officer Selection Briefs (OSBs) for eligibles will be extracted for the board.
- 20 Sep 10 Last date MPS elements may update corrections to OSBs in MilPDS
- 21 Sep 10: Earliest date AFPC/DPSOS will accept manual update requests to correct OSBs. Please share this with other MPS elements which may need to send message updates.
- 24 Sep 10: Cutoff date for letters to the board. Letters arriving after 2359 hrs Central Standard Time (CST) on 24 Sep 10 will not be presented to the board for consideration.
- 27 Sep 10: Board convenes at HQ AFPC.
- Nov 10: Selects identified in AFPROMS. Exact date will be announced later and will be contingent upon SecAF approval of the board results.

Nov 10: Notify selectees. Exact date will be announced later and will be contingent upon SecAF approval of the board results.

1 Mar 11: NLT separation date

RRF Accounting Date: 24 May 10

Senior Raters for FSB-eligible officers are established based upon the officer's unit of assignment as of this date.

Officer Preselection Brief (OPB)

1. OPBs will be forwarded via AFPROMS on 3 Jun 10. Upon receipt and accountability, MPSs will forward OPBs to the eligible officers NLT 18 Jun 10.
2. If OPBs cannot be accessed by 4 Jun 10, check the AFPROMS news screen to verify flow date. Ensure eligibles receive an OPB and not an MPS-generated SURF or AMS product, as the two products do not contain the same information. Use AFPROMS to order all OPBs. Follow the below instructions to access and print OPBs:
 - Access AFPROMS for the above-referenced board
 - Select "Report Queue" from Navigator
 - Select "OPB-ALL"
 - Select "Report" (button at bottom of page)
 - This will bring up your OPBs in Adobe Acrobat
 - Select "File"
 - Select "Print Option" -- You may print all or some briefs
 - Please Note: You may also select and print a specific brief using the "FIND" feature under "EDIT"
3. Once the briefs are printed, please distribute using local procedures. The initial mass flow of OPBs remains in your "Report Queue" for only 14 days. MPSs are required to formally notify all officers added to the board after the RRF accounting date. AFPROMS automatically generates these notifications and MPSs will distribute them along with a copy of the instructions provided in attachment 2 below.

Officer Selection Brief (OSB):

1. HQ AFPC will extract the initial OSBs for FSB eligible officers from AFPROMS on 13 Sep 10.
2. Officers should initiate all changes to their OSB through their servicing MPSs prior to 20 Sep 10. Any changes updated in MilPDS through 20 Sep 10 will automatically produce a new OSB at HQ AFPC. Beginning 21 Sep 10, any change updated in MilPDS which impacts data displayed on the OSB must be manually loaded in AFPROMS by AFPC/DPSOS.
3. Changes to OSB information in AFPROMS (manual update requests) cannot be submitted prior to 21 Sep 10 to AFPC Separations Branch, HQ AFPC/DPSOS (dpsos.separations@randolph.af.mil). Please include point of contact, date the information was updated in MilPDS, and the board identification (L9910A for officers commissioned in the 2006 year group, or L9910B for officers commissioned in the 2007 year group).
4. Changes/new entries to current duty information must first be approved by the officer's functional assignment officer at HQ AFPC (afpc.dpa@randolph.af.mil) with an INFO copy to the AFPC Separations Branch, HQ AFPC/DPSOS (dpsos.separations@randolph.af.mil). Only changes approved by the officer's functional assignment officer will be updated on the OSB.

Corrections to an officer's duty history are updated by the Total Force Service Center. Members may request duty history corrections through the vMPF under "Duty History." Source documentation is required before any updates to duty history will be executed.

5. Updates to Developmental Education (DE) and formal academic education must come from HQ Air University, AU/CFRO, or Air Force Institute of Technology, AFIT/RRC, respectively. Officers may coordinate these requests through their servicing education center. When an education center requests that HQ AU or AFIT send a message update, specify the officer is eligible for the CY10 Officer Force Shaping Board.

NOTE: After requests are forwarded for manual updates in AFPROMS to the OSB, MPSs **must** still make the update in MilPDS via normal update procedures, as updates made in AFPROMS to change the OSB do not flow out to update the MilPDS file.

Current Duty/Duty History Update Request Example:

	DUTY	CMD		MAJ			
EFF DATE	AFSC	LVL	DUTY TITLE	COM	KIND	TYPE	LOC
17 Jan 06	38F3	DK	OIC, Relocations	1C	ZZ3	DO	FCLY

PAS CODE: SM1CFCLY

NOTE: Line Corps prior service duties cannot be updated to the duty history. Air Force enlisted prior-service duties are not included on the OSB. Any changes to duty history that will impact a previously written officer performance report (OPR) must be made after the OPR is appealed and changes approved.

**AF IMT 3538, Retention Recommendation Form (RRF) and Accounting Date
Instructions for CY10 Force Shaping Board (FSB)**

1. A Retention Recommendation Form (RRF) (AF IMT 3538) will be completed for each FSB eligible officer. These forms will be removed from the officer selection records (OSR) immediately following the FSB and retained for historical, legal, and appeal purposes. Additionally, Core AFSs, upon achieving the required losses in the applicable year groups, will be exempted from the FSB; all officers within the exempted Core AFSs will be made ineligible for the FSB board. MPSs will need to closely follow this process.
2. The **RRF Accounting Date** is 24 May 10. On the RRF Accounting Date, each eligible officer will be matched to the senior rater (SR) who will write the RRF. Upon completion of the RRF, the SR will finalize the RRF and concur/non-concur with the initial evaluator's recommendation. Refer to AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Chapters 3 and 8 for guidance concerning RRF comments. Promotion recommendation statements, either expressed or implied, are prohibited. MPSs will access the automated records management system (ARMS) and provide records of performance (ROPs), and duty qualification history briefs (DQHBs) to the SR as well as access to the personnel information files (PIF) and unfavorable information files (UIF) (if applicable).
3. As there are no Management Level Reviews (MLRs) in conjunction with this process, FSS/CCs will be the first and best level of review. MLs will establish their own internal suspenses for receiving MELs/RRFs from their subordinate units. MLs will be responsible for forwarding all MELs and RRFs to AFPC by the suspense date. MLs are also responsible for updating AFPROMS with the SRs retention recommendation ("Retain or Separate"). After review of the RRFs, MLs (MAJCOM/A1) will provide clearance to subordinate SRs for handing out forms to their officers.
4. The Senior Rater ID (SRID) initially loaded into AFPROMS is based upon the SRID code attached to the officer's unit (PAS code) as of the file build date. Verify the SRIDs of eligible officers with projected assignments by monitoring the official date arrived station (DAS) or PCA effective date and comparing it against the RRF Accounting Date. It is crucial to the Retention Recommendation Process that MPSs and MLs monitor their eligible officers and take proper actions to add those officers who do not appear on their MELs and remove those officers that should not be on the MELs. Ensure proper communication occurs to transfer eligible officers to the appropriate MLs and SRIDs.
5. The officer pre-selection brief (OPB), the duty qualification history briefs (DQHB), and RRF notifications will all flow through AFPROMS to MPSs on 3 Jun 10.
6. MPS suspense to distribute OPBs with instructions to eligible officers is 18 Jun 10.
7. AFPC/DPSIDEB will flow RIPs/DQHBs to Senior Raters on 30 Jun 10. MPSs are responsible to ensure SRs receive the RRF notifications, DQHBs, ROPs, and PIFs/UIFs (if applicable) by 30 Jun 10. For those officers who will meet the FSB and who are on a 365-Day Deployed TDY, their SR remains their home station SR.
8. **Between 3 Jun 10 – 29 Jun 10**, MLs must ensure eligible officers are assigned to the proper PAS code and SRID. This requires verification of eligible officers by base-level personnel.

MPSs will access AFPROMS, run MELs for the SRs they service, and request verification of all eligible officers. Notify the ML of changes (additions or deletions to MELs). The ML will verify the change(s), coordinate with all affected MLs, and contact the AFPC Separations Branch, HQ AFPC/DPSOS, to request required changes to AFPROMS. MLs are advised to please pay particular attention to those officers who are, or should be, in PCS student status (reference AFI 36-2406, *Officer & Enlisted Evaluation System*, para 8.3.5). Question officers whose duty titles might say “Student”, yet are not assigned as students; or officers assigned as students but do not have duty titles that reflect student status. Work with units and SRs to verify eligible officers. For AFPROMS access, the board ID for these boards will be L9910A for officers commissioned in the 2006 year group, or L9910B for officers commissioned in the 2007 year group.

9. If an eligible officer departs PCS prior to the RRF Accounting Date, the date the gaining accounting and finance office establishes as the officer's date arrived station (DAS) will determine which SR is responsible for completing the RRF. If the DAS is on or before the RRF accounting date, the gaining senior rater is responsible for completing the RRF. If the DAS is after the RRF accounting date, the losing senior rater will complete the RRF. This may require losing MPSs to make a copy of an officer's record of performance prior to an officer's PCS to assist the senior rater in completion of the RRF for officers who fall in this category. The MPS should closely monitor eligible officers and inform their ML if any changes occur in an officer's status. For PCA actions with a SRID change, use the duty effective date as the determining factor instead of the DAS. There will be no “old guy/new guy” provision for the FSB.

10. MPSs and MLs must monitor the "Audit Transactions" options in AFPROMS at least twice a week. The Audit Transaction screen options assist the MPSs and MLs with tracking of any additions or deletions to their specific MELs up to five days at a time. MPSs and MLs must check the following options bi-weekly: "Added to Board", "Zone/Eligibility Changes", "SRID Changes", and "PAS/RNLTD Changes". As a reminder, the “PAS/ RNLTD” changes option displays name, SSAN, SRID, "Before" PAS Code/RNLTD, and "After" PAS Code/RNLTD. The information provided helps identify potential officers who may require a SRID changes based upon their new DAS or duty effective date. If an officer appears to have arrived prior to the RRF Accounting Date and the current SRID is not reflecting the SRID for the gaining unit, a SRID change request must be processed through the ML.

11. To reemphasize, MPSs and MLs must closely monitor movement (PCA/PCS) of officers around the RRF Accounting Date and immediately notify other affected MLs and HQ AFPC/DPSIDEB when officer SRIDs change.

12. To ensure standardization across the Air Force, SRs are prohibited from using forms other than the DQHB; for example, the use of assignment SURFs, such as BA517S/R or AMS print-outs, etc., are prohibited.

13. MLs will establish the suspense for receipt of forms from their subordinate units, provide accountability checks for all eligible officers under their purview and conduct administrative reviews of all RRFs prior to forwarding the MELs/RRFs to AFPC. Included in the administrative reviews will be verification of individual data and SR information. In addition, MLs are required to update senior rater retention recommendations (“Retain” or “Separate”) in AFPROMS.

14. NLT 27 Aug 10, MLs will send completed RRFs and signed MELs to HQ AFPC/DPSIDEB, 550 C Street Ste West Ste 7, Randolph AFB TX 78150-4713. SRs must provide the eligible officers with a copy of the RRF as soon as possible on/after this date, but NLT 6 Sep 10.

15. If an officer is “added” to the board and becomes eligible for the FSB after the RRFs have been forwarded to AFPC, an RRF will still be required.

16. As there will be no MLR to quality control these RRFs, it is highly advisable that SRs utilize FSS/CCs to assist in the finalization of RRFs prior to the submission of these forms to the ML.

17. If you have any questions, please contact your ML immediately. If the issue cannot be resolved, the MLs will contact HQ AFPC/DPSIDEB at (afpc.mlr@randolph.af.mil) or DSN 665-2697.

Guidance on completing AF IMT 3538 (RRF) (see para 11 for AF students)

1. The RRF **must be typed**.

2. The first O-6 or GS-15 (or equivalent civilian grade) in the eligible officer’s chain will serve as the first evaluator. Complete Block I with all appropriate personal information on the eligible officer. The DAFSC/CORE ID block should, as reflected on the DQHB, only display the 3-digit Core AFS, not the DAFSC. Complete Blocks II and III as appropriate. Board identification will be L9910A for officers commissioned in the 2006 year group, or L9910B for officers commissioned in the 2007 year group. The first evaluator marks Block IV with the retention recommendation. There are no quotas associated with either retention or separation recommendations. In the event the first evaluator recommends an officer for separation or the RRF contains referral or derogatory comments (AFI 36-2406, para 8.1.4.1.9), the first evaluator must attach a memo to the member’s copy explaining to the officer that he or she has the right to submit a letter to the board. See AFI 36-2406, Figure 8.1 for an example of the memo. Comments in Block V are mandatory and must support the retention/separate recommendation. **Specifically, if the first evaluator makes a recommendation of “Separate,” then comments must substantiate, amplify, or explain his/her recommendation.** Comments must be made in bullet format. Comments may include performance that occurred after the closeout of the officer’s last evaluation. Complete the rest of Block V with the appropriate identifying information of the first evaluator.

3. **For an officer who will meet the board and is serving on a 365-Day deployed TDY**, his or her evaluator remains the first O-6 or GS-15 (or equivalent civilian grade) in the eligible officer’s chain at home station. Complete Block I with home station data, stating the member is performing duty at the deployed location. Blocks II and III, Unit Mission Description and Job Description, will be the deployed Unit Mission Description and Job Description.

4. The Senior Rater will complete the RRF (Sections VII and VIII) NET 29 Jul 10 and concur/non-concur with the first evaluator’s recommendation. If the SR marks non-concur, then comments are mandatory explaining his/her decision. The SR must provide the following stratification remark for each eligible officer:

In his/her year group, this officer ranks # ___ of ___ in my unit. In his/her year group, this officer ranks # ___ of ___ of his/her Core AFS in my unit.

5. SRs will only stratify the officers meeting the FSB. For example, a SR may have 50 officers in the 2006 year group but only 20 are FSB eligible, his/her stratification comment should read: "In his or her year group, this officer ranks #____ of 20 in my unit." **No comments other than the mandatory stratification are permitted in Section VIII unless the SR disagrees with the first evaluator.**

6. The purpose of the FSB is to evaluate officers for continued service in the Air Force as commissioned officers. Specifically, RRF comments should discuss the officer's career, performance as an officer and why he/she should or should not be retained on active duty. Further, a SR should base a "Separate" recommendation upon an officer's performance and not on that officer's desire to leave the Air Force. Raters should review AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Chapters 3, paragraph 3.7 for guidance on inappropriate evaluator considerations and comments and Chapter 8 regarding the restriction against use of "boards or panels of officers to score records and/or generate a priority list of eligible officers." An evaluator may make assignment recommendations, but there may be no reference to a higher grade and the recommendation must be consistent with the officer's appropriate progression of his/her professional development.

7. **Prohibited Comments:** Raters are prohibited from mentioning previous PRF ratings, family activities and other items outlined in AFI 36-2406, para 3.7., to include pre-commissioning comments, other than distinguished graduate (DG) from an officer's commissioning source. The AFI also prohibits underlining, capitalizing, etc., merely to emphasize comments (e.g., capitalizing "DEFINITELY RETAIN" in Section IV). **Promotion recommendation statements, either expressed or implied, are prohibited.** For example, comments that state the individual is performing above his/her grade, occupying a position requiring a more senior grade, comparing an individual to officers of higher rank, or alluding to a higher ranking position are all prohibited. The term "senior" is specifically prohibited since it is commonly used when referring to colonels or general officers. Evaluators are not allowed to include comments outside of their scope and organization. Included in this prohibition would be rankings by MAJCOM or base functionals, comparison against all Air Force officers, etc. The only exception would be in the event the officer has won an annual, functional award at the wing, MAJCOM or Air Force level.

8. Your understanding of all responsibilities IAW AFI 36-2406, Chapters 3 and 8 is critical, specifically Chapter 3 paragraph 3.7 for guidance on inappropriate evaluator considerations and comments and the restriction in Chapter 8 against use of "boards or panels of officers to score records and/or generations of a priority list of eligible officers." **The MPS is responsible for ensuring all SRs they support know the rules.**

9. The intent of involuntary transition benefits and separation pay is to assist those officers who wish to remain in the Air Force, but do not have the opportunity to do so. Providing transition benefits or separation pay (in some circumstances) to officers who would, under other circumstances voluntarily separate, contradicts Congressional intent that such benefits act as a transition bridge for those career-committed officers denied an Air Force career.

10. **Air Force Advisor Review:** AF Advisor signature required if the officer's first and second evaluators are not AF officers. The AF Advisor will provide clarification regarding the eligible officer's duty performance and on Air Force standards to non-Air Force evaluators. Advisors

will document examination by typing the following in the front left margin: "Reviewed by Air Force Advisor." Also include name, grade, USAF, unit, date and signature. The advisor will not change any statement or rating on the RRF.

11. **Guidance on Narrative-Only RRF for Air Force-level students:** FSB eligible PCS students will have a narrative-only RRF completed by the same SR as those officers assigned permanent party to the school. The SR is the first evaluator and the RRF will close out at his or her level. AFIT/CC will serve as the SR for students attending AFIT and AFIT Civilian Institutions (AFIT/CI). RRFs will not include a "retain"/ "separate" or stratification recommendation for these students. Sections II, III (except the duty title), VII, and VIII remain blank.

12. **Directed-by-Headquarters (DBH) Reports**

DBH reports are not required; all officers should have either an OPR or TR on file. In addition, performance between the closeout of the officers' last evaluations and 29 Jul 10 may be documented in the RRF.

13. **Outstanding Reports**

The chain of command and the MPS should make every effort to ensure timely submission of OPRs and TRs for the FSB. Refer to AFI 36-2406, Chapter 3 for processing timelines. Errors in OPRs and TRs must be corrected in accordance with the guidelines in AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*. Initiate corrections to OPRs/TRs at least 60-90 days prior to the FSB convening date to allow ample processing time. If a TR or OPR is missing from the member's Officer Selection Record (OSR) and 18 months have passed, AFPC/PB will accomplish an AF IMT 77 to document the void in performance rating, IAW AFI 36-2406, para 3.8.11.1. and file it in the officer's OSR

14. **Processing OPRs/TRs**

OPRs and TRs completed prior to this board will become a permanent part of the members' records of performance and will be evaluated by future promotion and developmental boards. Evaluators must refrain from writing evaluation (OPR/TR) comments with the sole intent of communicating to the FSB. Evaluators will complete required evaluations using standard OPR/TR language, assessing the members' performance. The RRFs prepared for the FSB appropriately afford SRs the opportunity to comment upon an officer's suitability for further service and retention in the Air Force.

AEF Temporary Duty (TDY) Assignments

1. **Members currently deployed or enroute to deployment:** Home station commanders, in coordination with home station Installation Personnel Readiness (IPR) office and supporting PERSCO teams, will contact FSB-eligible officers upon release of this memorandum. Officers will not be returned to home-station based on FSB eligibility. If selected for mandatory separation, officers deployed on or after the board announcement will be replaced in accordance with the "Personnel Early Return/Release and Replacement Sourcing" rules in AFI 10-401, Air Force Operations Planning and Execution, paragraphs 9.9.1.5.1 and 9.9.1.5.2. While the Air Force has provisions for the early return of deployed officers, the deployed commander is the final decision authority and a request for early return based on selection for a FSB involuntary separation may be denied. The home station commander should work with AFPC to determine

appropriate processing time and actual FSB separation date depending on the circumstances and probable deployment return date.

2. **FSB-eligible officers tasked to deploy:** FSB eligibility alone does not eliminate an officer from deployment consideration. Deployment eligibility is determined by retainability. Therefore, FSB-eligible officers remain available for AEF deployments until an established separation date limits availability. Commanders should discuss separation intentions with FSB-eligible officers. If funds have not been expended for pre-deployment and the commander can re-source the tasking within the unit, the commander can release the officer from the tasking. If an FSB-eligible officer proceeds on a deployment tasking and is later selected for mandatory separation, AFPC will replace the deployed member in accordance with the "Personnel Early Return/Release and Replacement Sourcing" rules in AFI 10-401, Air Force Operations Planning and Execution, paragraphs 9.9.1.5.1 and 9.9.1.5.2. AFPC will make every effort to return FSB-selected individuals by 1 Feb 11. While the Air Force has provisions for the early return of deployed officers, the deployed commander is the final decision authority and a request for early return based on selection for a FSB involuntary separation may be denied. In this case, the home station commander should work with AFPC to determine appropriate processing time and actual FSB separation date depending on the circumstances and probable deployment return date.

3. **Commander responsibilities:** Commanders should carefully mitigate personal and operational impacts before tasking FSB-eligible officers for AEF requirements. Commanders must update ART IAW AFI 10-244.

Officers not selected for retention will not be selected for pre-deployment training or deployment. Officers currently in pre-deployment training or selected for deployment at the time of notification of FSB separation will cease training and be removed from deployment selection.

Records Review and Other Guidance

Each FSB-eligible officer should review the OSR request procedures contained in this PSDM to obtain a copy of his/her OSR. A record review is the responsibility of the individual officer. A request for a copy of an officer's record should be made as soon as possible; processing time runs approximately 30 duty days.

Permanent Change of Station (PCS) and Indeterminate TDY (ITDY)

1. The following procedures apply to all FSB-eligibles: FSB-eligible officers with a PCS or ITDY on file:
 - **Prior to official public announcement of this program:** FSB eligible officers who accepted a PCS or ITDY before the official public announcement of this program, but have not yet departed, may elect to separate in lieu of the PCS or ITDY. Contact the AFPC Assignment Programs and Procedures Section (AFPC/DPAPPP) at either afpc.dpapp@randolph.af.mil or DSN 665-3815 for more information.
 - **On/After Official Public Announcement:** When possible, FSB-eligible officers will not be selected for an ITDY pending board results and PCS actions will be considered and made on a case by case basis. FSB-eligible

officers who are currently projected for an ITDY will be reviewed on a case by case basis for possible ITDY cancellation and replacement action.

2. If separating, officers must submit a separation application via vMPF **before** requesting to cancel their assignment. Officers *must not depart PCS* prior to final approval of the separation request. Officers electing to separate instead of PCSing must contact their servicing MPS, Personnel Relocations Element. The MPSs must immediately contact the respective AFPC Officer Assignment Team or AFPC/DPAPP at afpc.dpapp@randolph.af.mil for officers projected to depart on an ITDY for immediate disposition.

3. **FSB-eligible officers currently assigned overseas with a DEROS in May 10 – Nov 10** are encouraged to **voluntarily** extend O/S until FSB results are released. The anticipated release date is 1 Nov 10. Therefore, officers in this situation are encouraged to voluntarily extend their DEROS to Dec 10. Members requesting to extend their DEROS must contact their servicing MPS, Personnel Relocations Element and their respective AFPC Officer Assignment Team immediately. Those who elect not to extend their DEROS will be provided a reassignment consistent with AF needs.

4. The following is applicable to **Officers not selected for retention by the board** who are assigned to overseas locations, regardless of tour length, serving with or without dependents:

(a) The mandatory DOS will be established as 1 Mar 11.

(b) If the DEROS from the overseas locations is Dec 10 – Jan 11, the DEROS will be involuntarily extended to Feb 11.

(c) If the DEROS from the overseas locations is indefinite or Mar 11 or later, the DEROS will be curtailed to Feb 11.

(d) Officers who would like to accelerate their mandatory DOS may submit a memorandum endorsed by their commander and wing commander through the MPS to AFPC/DPSOS for approval. The signed memorandum must be emailed to dpsos.separations@randolph.af.mil.

Note: Officers who incur an undue hardship due to this policy, may submit an exception to policy through their MPS, Personnel Relocations Element to the AFPC Assignments Branch, AFPC/DPAPP, at e-mail: afpc.dpapp@randolph.af.mil; DSN 665-3815. A memorandum explaining the hardship with their commander's endorsement will be required.

5. **Officers with a Dec 10 DEROS who are selected for retention** must immediately contact their AFPC Officer Assignment Team to arrange a PCS from overseas.

6. The appropriate AFPC Officer Assignment Team will review projected CONUS to CONUS, CONUS to Overseas, or Overseas to Overseas assignments for those FSB-eligible officers when the RNLTD is later than the release date of this PSDM. Decisions to cancel projected assignment actions will be made on a case by case basis.

7. **Officers already serving on a ITDY who are not selected for retention** will be returned as soon as possible, but no later than 30 days after board release date.

8. **Officers not selected for retention with a projected assignment** will have their PCS cancelled and remain until they are authorized to depart on their separation orders.

9. **Officers not selected for retention who are graduating from PCS training or education program** will remain in place if utilization permits or will PCS to a location IAW no-cost or low-cost provisions, unless they are assigned overseas. If the officer is assigned overseas, options 4b, 4c, or 4d above apply.

Atch 2:

ELIGIBLE OFFICER GUIDANCE

INSTRUCTION SHEET FOR REVIEW OF PRESELECTION BRIEF

(PLEASE NOTE: CURRENT AS OF 25 MAR 10--DO NOT USE PREVIOUS EDITIONS)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the board) prior to the board convening date. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your retention opportunity. Therefore, these errors must be addressed in a timely manner. You will not be considered by a Special Selection Board if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

NOTE: The Officer Pre-selection Brief (OPB) is the only source document for what will appear on the Officer Selection Brief (OSB) seen by the Board.

SELECTION BRIEF DATA ITEMS AND POINTS OF CONTACT FOR CORRECTION

While your OPB reflects your senior rater, it is for your informational purposes only as the Senior Rater info will not be reflected on your brief viewed by the board. All other data items should be reviewed for accuracy as listed below. Changes updated in MilPDS on/before 20 Sep 10 will automatically produce a new OSB at AFPC. After this date, any change which impacts data displayed on the OSB must be forwarded to AFPC Separations Branch (AFPC/DPSOS) with supporting documentation for manual updating of the OSB by this office.

NOTE: It is the member's responsibility to track all corrections/changes to their OPB, which in turn will update their OSB.

1. **Personal Data (NAME/SSAN):** Self-explanatory.

POC: MPS Customer Support Element, ext_____.

2. **Grade Data:** Only the current grade, date of rank, and effective date will be reflected.

POC: MPS Customer Support Element, ext_____.

3. **Service Data:**

EAD, TAFMSD, and TAFCS D: These dates are governed by AFI 36-2604, *Service Dates and Dates of Rank*.

POC: MPS Customer Support Element, ext_____.

DOS/DOS Reason: An established DOS and DOS reason are displayed on the Officer Selection Brief if approved prior to the board convening date.

POC: MPS Career Development Element, ext_____.

Source of Commission: Self-explanatory.

NOTE: If you were a distinguished graduate (DG) it should be reflected here. (Example: OTS-DMG, ROTC-DG)

POC: AFPC Officer Accession Branch (AFPC/DPSIP), Randolph AFB, TX; DSN 665-2275 or Commercial (210) 565-2275, or email OPBSOCUpdate@randolph.af.mil.

4. **Developmental Education:** DE is any military education course as listed in AFI 36-2301, *Professional Military Education*. All DE listed in AFI 36-2301 is updated by HQ AU/CFRO upon notification of completion. This area can only contain three entries: the most recent completion of Senior Developmental Education (SDE), Intermediate Developmental Education (IDE) and/or Basic Developmental Education (BDE).

a. Completed developmental education will reflect as follows: BDE or equivalent for Capt FSB eligibles; the level and year will only display for the most recent completion of the particular level of DE. For example, if an officer completed Squadron Officer School (SOS) via correspondence in 2009 and SOS in residence in 2010, the OPB will reflect “BDE 2010”.

b. To recapture a displaced DE entry, such as BDE, officers must contact Air University (HQ AU/CFRO) to identify the course and method/date in order for the data to be updated. HQ AU/CFRO is the point of contact for completed courses and AFPC Force Development and Developmental Education Division (AFPC/DPAPF) is the point of contact for DE data.

POC: HQ AU/CFRO, 60 Schumacher Ave, Maxwell AFB, AL 36112; DSN 493-4776 or Commercial (334) 953-4776.

5. **Developmental Opportunity:**

a. This area will reflect, if applicable, ASBC, BDE.

b. **POC:** For Line officer: AFPC Force Development and Developmental Education Division (AFPC/DPAPF), Randolph AFB, TX; DSN 665-2576/2103 or Commercial (210) 565-2576/2103. For Chaplain: AFPC/DPAH, Randolph AFB, TX; DSN 665-2889 or Commercial (210) 565-2889. E-mail: officerpme@randolph.af.mil.

6. **Academic Education:** This area holds only your two highest/most recent degrees. Officers are responsible for ensuring their education records are updated as quickly as possible after completing new education levels. You may request an update of bachelor’s plus or master’s plus to show progress towards an advanced degree. At least 15 semester/22 quarter of graduate level work hours for “BAC+” or 30 semester/45 quarter hours of PHD work for “MAS+” are required. Official transcripts must be sent to AFIT Academic Coding Branch directly from the issuing institutions.

Note: Enrollment in an AFIT-sponsored or fellowship degree program (reflected as NDG, BA+, MA+, PDP, or MED) does not appear on the OPB; only after the degree is awarded will it be shown on the OPB. Enrollment in one of these programs, however, may cause other academic degrees to be dropped from your OPB. If you are currently enrolled in one of these AFIT programs, you may consider writing a letter to the board detailing your academic history/credentials. Guidance on writing letters to the board is included in this attachment.

POC: AFIT Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB, OH 45433-7765; DSN 785-6565 Ext. 4324, Commercial (937) 255-6565 Ext. 4324 or e-mail AFIT.coding@afit.edu.

7. **Decorations:** Decorations that will display on the brief are listed below. The “YR” indicated is the most recent award of that decoration. “NR AWD” is cumulative; e.g., Air Force Commendation Medal with 1 Oak Leaf Cluster would be reflected as “NR AWD 2.” A maximum of seven different decorations can be entered in this area. Call Officer Records at DSN 665-2371/2998 or Commercial (210) 565-2371/2998 to verify the citations that are on file in your OSR.

Medal of Honor	Distinguished Service Cross
Air Force Cross	Navy Cross
Defense Dist Service Medal	Meritorious Service Medal
Distinguished Service Medal	Air Medal
Coast Guard Dist Service Medal	Joint Service Commendation Medal
Silver Star	Aerial Achievement Medal
Defense Superior Service Medal	Air Force Commendation Medal
Legion of Merit	Army Commendation Medal
Distinguished Flying Cross	Navy Commendation Medal
Airman’s Medal	Coast Guard Commendation Medal
Soldier’s Medal	Joint Service Achievement Medal
Navy-Marine Corps Medal	Air Force Achievement Medal
Coast Guard Medal	Army Achievement Medal
Bronze Star Medal	Navy Achievement Medal
Purple Heart	Coast Guard Achievement Medal
Defense Meritorious Service Medal	* Combat Action Ribbon

* (Navy-Marine Corps-Coast Guard) - For active participation in ground or surface combat subsequent to 1 May 61 while in the grade of Colonel or junior thereto.

POC: MPS Force Management Element, ext_____.

8. **Aeronautical/Flying Data:**

a. Who does this apply to? This applies to rated officers only--not non-rated aircrew members. Rated data is also reflected for Air Battle Managers (ABMs); therefore, ABMs are encouraged to review their data.

b. What is displayed? For dual rated status, the OSB will reflect both ratings (i.e., CMD PILOT/NAVIGATOR). Civilian flying hours are not included. Combat flying hours are not reflected separately, rather they are included with total flying hours. Total flying hours are based on having a current aero rating and reflects all military flying time; however, weapon system or individual aircraft hours will only reflect Air Force flying time. Recency of aircraft is based strictly on when the hours for that aircraft were last logged--not on the aircraft qualification dates. The five most recent aircraft with 50 or more hours in that aircraft are reflected. Less than 50 hours flying time in a specific aircraft are not displayed; however, the number of hours are included in "total flying hours." For example: An officer has 22 hours in F-15C...this will not be displayed by aircraft; however, the 22 hours will be aggregated in the "total flying hours."

c. How are errors corrected? Officers must contact their Host Aircrew Rated Management System (HARMS) representative, with a copy of their OPB, and request a "Flying Hour Validation/Correction" letter. This can then be presented to the board if the officer writes a letter to the board and attaches the HARMS letter. HARMS update letters may also be forwarded to AFPC Separations Branch (AFPC/DPSOS) for changes to the OSB in lieu of a letter to the board president. Flying information that is no longer maintained in Automated Record Management System (ARMS) does not update to the OPB/OSB. In this case, you must write a letter to the board and attach the flying hour validation/correction letter from your HARMS. **Again, the only time flying hours will appear on the brief per aircraft is when 50 or more hours of flying have been accumulated in that aircraft.**

IMPORTANT NOTE: Flying Hour Validation/Correction letters **must** include a valid MDS code in order to be posted to the brief.

POC: The HARMS office that maintains your flight records.

9. **Assignment History:** (Effective date, duty AFSC, duty title, command level, MAJCOM, and location): The selection brief can list up to 24 entries. This portrays a chronological listing of duties performed for 60 days or longer. An AF Form 475, Education/Training Report, will cause a history entry reflecting the duty for which the report was rendered. The effective date recorded for the training report is the opening date for the period covered by the report. This area also reflects organizational history recorded as a result of changes made to your unit prior to each retention consideration. These latter entries are computer-generated. The current duty is reflected as the most recent entry in assignment history. NOTE: The assignment history area will not reflect duties performed at a deployed location (exception - Indeterminate TDY). **Changes to both your current duty information and duty history should be requested ASAP.** The POC(s) for updates to the **current duty** information is your servicing MPS Force Management Element or CSS (if applicable). Current duty information must first be approved by your AFPC assignment manager before it can be reflected on your brief. **Contact your AFPC assignment manager if you are within 30 days of the board convening date and your duty information has not been approved/posted to your OSB.** Updates to your **duty history** are updated by the Total Force Service Center, however, source documentation (as listed in *Personnel Services Delivery Handbook, Duty History* page 1) is required before any updates to the assignment history can take place. **NOTE: Any changes to duty history that will affect a previously written OPR must be made after the OPR is appealed and approved.**

Complete the following steps to request correction to assignment history:

- Log into vMPF
- Under "Most popular Applications" select "Duty History"
- Select "Request Changes In Duty History"
- Select "Duty History Review/Changes"
- Follow instructions on this page

Officers requiring answers to specific questions or checking on the status of a submission may contact the Total Force Service Center. Officers may also inquire or check on the status of their submission from the AFPC web site by logging on "My Stuff" account.

10. For Interservice/Prior Service Army, Navy, and Marine Corps personnel. Duty titles will not reflect on the OPB or OSB; however, your sister-service/prior service performance reports, if provided by you to AFPC Officer Records Section, will be filed in your Officer Selection Record (OSR) for use by promotion boards at AFPC. Filing these performance reports serves as a reference for your duty title history. It is your responsibility to ensure your records are 100% accurate. Contact AFPC Board Support Branch (AFPC/PBR-1), Officer Records, DSN 665-2371/1136 or Commercial (210) 565-2371/1136, if you have questions on this process.

POC: Total Force Service Center at DSN 665-5000 or commercial 1-800-525-0102

11. Officer Performance Reports (OPRs): We encourage all officers to print their evaluations to ensure they are accurate and that nothing is missing on those evaluations. If your evaluation is already a matter of record, please submit an evaluation appeal thru the virtual MPF, self service application, located on the AFPC secure page.

LETTERS TO THE BOARD

Letters to the Reduction in Force Board: Officers may correspond by letter to the board addressing any matters of record concerning themselves that they believe warrants consideration. A letter must be submitted in good faith and contain accurate information to the best of the officer's knowledge and must be signed by the officer. **Letters submitted to the board may not be more than 10 single-sided pages or 5 double-sided pages, including attachments. Any attachments addressed directly to the board will cause the entire letter to be returned to the eligible officer. For identification purposes, please include your social security number.** After the boards adjourn, **copies of the letters will be retained** and will only be available for historical, legal, appeal purposes, and to individuals who have a need to know. If a stamped, self-addressed envelope is provided, the original letter will be returned; otherwise, the originals will be destroyed. Letters may be sent to the address listed below. You may also fax or email your letter to DSN 665-2436 or dpsos.separations@randolph.af.mil. **Letters arriving after 2359 central time hours on 24 Sep 10 will not be presented to the board for consideration.** Please note, letters on behalf of other officers **are not permitted (to clarify: eligible officers may provide letters as attachments to their letter; however, a stand-alone letter cannot be submitted on their behalf and attachments may not be address to the board).** The following attachments **are not** permitted: Those documents that can become a permanent part of the officer's selection folder; i.e., draft RRFs, unsigned Officer Performance Reports (OPRs) and Training Reports (TRs) or decoration narratives.

Letters are mailed to:

CY10 Force Shaping Board
HQ AFPC/DPSOS
550 C Street West Ste 3
Randolph AFB TX 78150-4710

Letters must be addressed as follows:

MEMORANDUM FOR (Enter board identification: **L9910A** for officers commissioned in the 2006 year group, or **L9910B** for officers commissioned in the 2007 year group.

TO CY10 Force Shaping Board

HQ AFPC/DPSOS
550 C Street West Ste 3
Randolph AFB TX 78150-4710

SUBJECT: CY10 Force Shaping Board—Last Name, First Name, MI; SSN

1. I am writing to ensure the board is aware of an issue of concern....
2. As a result, I wish to convey to the board....
3. Thank you for your consideration in this matter.

JOHN Q. OFFICER
Duty Title

RECORDS REVIEW AND OTHER GUIDANCE

- 1. Officer Selection Record Review:** You should request a copy of your Officer Selection Record (OSR) from AFPC Selection Board Secretariat (HQ AFPC/PB) at least 60 days or more prior to the board. Contact the records technician by telephone (DSN 665-2371/2998) and review the contents of your record. It is your personal responsibility to ensure your record is 100% accurate. Additional instructions can be found on the AFPC Web Page: <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>
- 2.** Upon receipt, check your **performance reports** to ensure they flow in the correct chronological order and no reports are missing. The OSR should also contain any officer performance reports you may have earned from other services. If these are missing, you should contact HQ AFPC/PB at DSN 665-2371/2998. The OSR will not contain enlisted performance reports from any prior enlisted service. Ensure the record contains any officer training reports (TRs) you have earned. Per AFI 36-2406, paragraph 6.2., TRs are required for formal training or education when the scheduled course length is eight weeks or more or as authorized for specific courses such as Squadron Officer School (SOS), Chaplain programs and Air and Space Basic Course (ASBC). Ensure the record contains all awarded decorations. If any citations are missing, provide copies to your MPS for transmittal to HQ AFPC/PBR-1 (550 C St W Ste 5, Randolph AFB, TX 78150-4707) for inclusion in your selection record. **(NOTE: If requesting a copy of your record post-board, your request should indicate you desire a copy of your record “as it met the board” and include the appropriate Board ID (L9910A for officers commissioned in the 2006 year group, or L9910B for officers commissioned in the 2007 year group).**
- 3. RRFs and OPRs:** Your Senior Rater should provide you with a copy of your RRF as early as 27 Aug 10, but not later than 6 Sep 10. It is your responsibility to contact your Senior Rater if you have not received a copy of your RRF by 7 Sep 10. Eligible officers are responsible for reviewing their RRFs, the data on their pre-selection briefs, and the content of their officer selection records (OSRs) at AFPC for accuracy prior to the board date. You must address all concerns and discrepancies through your servicing Military Personnel Section, and if necessary, your chain of command, and Senior Rater. Errors in RRFs must be corrected through the STOP FILE process IAW AFI 36-2406, para 8.5, NLT 14 days prior to the board convening date. Errors in OPRs and TRs must be corrected following the guidelines in AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*. Applications for corrections of OPRs/TRs or decorations must be submitted at least 60-90 days prior to the board convening to allow ample processing time. All corrections will be worked on a first-come, first-served basis. There is no guarantee that the requested correction will be reviewed/approved prior to the board. If a TR or OPR is missing from the member’s OSR and 18 months have passed AFPC/PB will accomplish an AF IMT 77 to document the void in performance rating, IAW AFI 36-2406, para 3.8.11.1.
- 4. Article 15/Letter of Reprimand (LOR) Retention Period:** If you have an Article 15 or LOR filed in your OSR, it may be removed early (at the discretion of the review authority or Wing Commander, as appropriate) as outlined in AFI 36-2608, *Military Personnel Records System*. For Articles 15, the commander or review authority who has authority to direct placement of the Article 15 in the OSR may direct early removal. For LORs, the Wing/CC or issuing authority, whichever is higher, may direct early removal. **Officers may request removal/early removal via memorandum at any time through appropriate channels.** Below are the procedures for early removal of documents:

a. The approval authority to remove the Article 15 or LOR forwards a memorandum to the officer's immediate commander of the approved early removal decision.

b. The immediate commander provides the officer an information copy of the memorandum and forwards the original to the Military Personnel Section Career Enhancement Element.

c. The Career Development Element forwards the original memorandum to HQ AFPC/PBR-1 and a copy to the MAJCOM/FOA Records Custodian. Upon receipt, HQ AFPC/PBR-1 destroys the Article 15 or LOR and forwards the memorandum to HQ AFPC/DPSIR for file in the Master Personnel Record Group.

NOTE: Early removal of an Article 15 or LOR from the OSR has no bearing on the permanent filing of the documents in the Master Personnel Record; however, board members do not have access to the Master Personnel Record during a board.

RRF REVIEW CHECKLIST

___ No handwriting except in Block IV and VII and signatures

Section I, RATEE IDENTIFICATION DATA:

___ "DAFSC/CORE ID" block = 3 Digit Core ID ONLY

___ "ORGANIZATION, COMMAND, AND LOCATION" block = Self-explanatory. If member is on a 365-day deployment, complete with home station data "with duty at" the deployed location.

Section II, UNIT MISSION DESCRIPTION:

___ Self-explanatory. If member is on a 365-day deployment, complete with the deployed mission description.

Section III, JOB DESCRIPTION:

___ Self-explanatory. If member is on a 365-day deployment, complete with the deployed job description.

Section IV, RETAIN or SEPARATE/RETIRE:

___ Check retain or Separate/Retire (there are no quotas associated with either recommendation)

Section V, FIRST EVALUATOR COMMENTS:

___ Completed by senior rater (SR). For officers on a 365-day deployment, this is the home station SR.

- ___ Comments are mandatory
- ___ Comments are in bullet format
- ___ Comments must not contain statements regarding member's intention to separate or promotion recommendations
- ___ In the event the SR makes a recommendation of "Separate," then comments must **substantiate, amplify, or explain his/her recommendation.**
- ___ No underlining, capitalization, bold print, unusual fonts, multiple exclamation marks, or headings to emphasize comments, except as required to identify proper names, publication titles, etc.
- ___ Sign original form in reproducible blue or black ink. Do not sign before 29 Jul 10. Do not use "auto-signature" pens.

Section VI, BOARD/SRID:

- ___ Board ID = L9910A for officers in the 2006 year group, L9910B for officers in the 2007 year group.

Section VII, SECOND EVALUATOR:

- ___ Place an "X" in concur or nonconcur block

Section VIII, SECOND EVALUATOR COMMENTS:

- ___ Completed by the SR's rater.
- ___ Second evaluator makes no comments if "concur," except for the mandatory stratification statement.
- ___ Second evaluator must make comments if "nonconcur" explaining why they nonconcur
- ___ Second Evaluator signs original form in reproducible blue or black ink. Do not use "auto-signature" pens.
- ___ If SR is the Management Level, enter the statement "The Senior Rater is also the Management Level" in Section VIII (leaving Name, Duty Title, Date, SSN, and Signature blocks blank)

AIR FORCE ADVISOR:

- ___ AF Advisor signature required if no AF rater or senior rater. The AF Advisor will provide clarification regarding the eligible officers duty performance and on Air Force standards to non-Air Force evaluators. Advisors will document examination by typing the following in the front left margin: "Reviewed by Air Force Advisor." Also include name, grade, USAF, unit, date and signature. The advisor will not change any statement or rating on the RRF.

NARRATIVE ONLY RRFs

Guidelines above apply unless otherwise indicated below:

Section II, UNIT MISSION DESCRIPTION:

___ Leave blank

Section III, JOB DESCRIPTION:

___ Member's current duty title only and leave key duties, tasks, responsibilities blank

Section IV, RETAIN or SEPARATE/RETIRE:

___ Leave blank

Section V, First Evaluator Comments:

___ Completed by the same SR as those officers assigned permanent party to school. The AFIT/CC will serve as the SR for students attending AFIT and AFIT Civilian Institutions (AFIT/CI).

___ Comments are in bullet format.

___ Comments must not contain statements regarding member's intention to separate or promotion recommendations.

___ No underlining, capitalization, bold print, unusual fonts, multiple exclamation marks, or headings to emphasize comments, except as required to identify proper names, publication titles, etc.

___ Sign original form in reproducible blue or black ink. Do not sign before 29 Jul 10. Do not use "auto-signature" pens.

Section VI, Board/SRID:

___ Board ID = L9910A for officers in the 2006 year group, L9910B for officers in the 2007 year group.

Section VII, Second Evaluator:

___ Leave Blank

Section VIII, Second Evaluator Comments:

___ Leave Blank

**INDIVIDUAL READY RESERVE AGREEMENT
CONDITIONAL FOR OFFICER SEPARATION PAY**

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

AUTHORITY: Title 10 U.S.C., Section 8013 and Executive Order 9397

PURPOSE: To provide information to receive separation pay.

DISCLOSURE IS VOLUNTARY: If you do not furnish your SSN and address, we cannot process your separation pay.

I agree to serve in the Ready Reserve for a period of not less than 3 years following my separation from active duty. I understand that:

- a. If I have not completed my military service obligation (MSO) at the time of my separation from active duty, the 3-year period to which I am agreeing, will not begin until the day after I have completed my MSO.
- b. The Air Force is not under any obligation to offer me an appointment to the Ready Reserve.
- c. I will not be appointed in the Ready Reserve if I am separated for reasons that make me ineligible for such appointment.
- d. If I later become eligible for retired or retainer pay under United States Code, Title 10 or Title 14, based on active duty service for which I received separation pay, I will have an amount deducted from each payment of that retired or retainer pay until the amount deducted equals the total amount of separation pay.
- e. If I later become eligible (as a result of the service upon which my separation pay amount is based) for disability compensation administered by the Department of Veterans Affairs (DVA), the DVA will withhold such payments until the amount withheld equals the gross amount of separation pay.

Name/Grade/SSN

Date

Signature

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

Privacy Act or Personal Identifying Information (PII): When Privacy Act (PA) or Personal Identifying Information (PII) is being requested by AFPC or guidance is given to forward this information using e-mail or the postal system either within DoD or outside DoD you are reminded to review AFI 33-332, Privacy Act Program: (1) Chapter 7, in particular paragraph 7.3, Sending Personal Information Over Electronic Mail; (2) Using Privacy Act Labels, paragraph 10.2.2; and (3) Chapter 12, Disclosing Records to Third Parties. Also review DoD 5400.7-R/AF Sup, DoD Freedom of Information Act Program, Chapter 4, FOR OFFICIAL USE ONLY, paragraph C4.2.1. Location of Markings. Please ensure you take appropriate action to protect any PA or PII information prior to forwarding.