



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

25 Mar 2010  
PSDM: 10-21

MEMORANDUM FOR ALL FSS and MPS PERSONNEL

FROM: HQ AFPC/DPSO  
550 C Street West Ste 3  
Randolph AFB TX 78150-4713

SUBJECT: CY10A Lt Col (LAF, LAF-J, CHAP, MSC) Selective Early Retirement Board (SERB)

*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.*

The guidance as outlined in this PSDM is authorized per Secretary of Air Force Memorandum dated **19 Mar 10**. Air Force retention is at a 15 year high. As such, we now have the challenge to keep the force both sized and balanced within authorized funding levels. To address this challenge and move the force closer to meeting current and future mission requirements, the Secretary of the Air Force has authorized the use of a SERB for officers in the rank of colonel and lieutenant colonel. A separate PSDM will address the Colonel SERB.

The CY10A SERB is scheduled to convene **19 Jul 10** to select retirement eligible lieutenant colonels who were **non-selected for promotion** to colonel two or more times by the board convening date.

The FSS/MPS action office for this memorandum is Career Development. Please provide a copy of this PSDM to all Commanders. Additional information on the lieutenant colonel SERB will be available at [https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/std\\_adp.php?p\\_faqid=13407&p\\_created=1268068568&p\\_sid=NRzKPrWj&p\\_accessibility=0&p\\_redirect=&p\\_lva=&p\\_sp=cF9zcmNoPSZwX3NvcnRfYnk9JnBfZ3JpZHNvcnQ9MzoyOjEmcF9yb3dfY250PTc1NSw3NTUmcF9wcm9kcZ0mcF9jYXRzPSZwX3B2PX5hbml\\_JnBfY3Y9JnBfcGFnZT0x&p\\_li=&p\\_topview=1](https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/std_adp.php?p_faqid=13407&p_created=1268068568&p_sid=NRzKPrWj&p_accessibility=0&p_redirect=&p_lva=&p_sp=cF9zcmNoPSZwX3NvcnRfYnk9JnBfZ3JpZHNvcnQ9MzoyOjEmcF9yb3dfY250PTc1NSw3NTUmcF9wcm9kcZ0mcF9jYXRzPSZwX3B2PX5hbml_JnBfY3Y9JnBfcGFnZT0x&p_li=&p_topview=1) not later than **25 Mar 10**.

**Eligibility Criteria:** Eligibility criteria are specified at Atch 1.

**General Information:** To help prepare for the SERB, instructions concerning the Retention Recommendation Form (RRF) process and Accounting Date (**22 Apr 10**) are at Atch 2; a chronological listing of SERB milestones is at Atch 3; an instruction sheet for officers to review their pre-selection brief is at Atch 4; and a sample notification memorandum for SERB-eligible officers is at Atch 5.

**Retirement Applications:** SERB-eligible officers may request voluntary retirement up to **28 Jun 10** with an effective date NLT **1 May 2011**. All SERB-eligible lieutenant colonels may utilize the Force Management Limited Active Duty Service Commitment waiver. Officers applying for voluntary retirement between these dates will receive notice of approval NLT **9 July 2010** (**Note: if you do not receive approval by 9 July 2010 contact AFPC/DPSOR, DSN 665-2096**).

If an officer's retirement request is approved, by 9 July 2010, the officer will not meet the SERB. An officer may not submit a request to either extend or withdraw their approved retirement date unless he/she is selected for promotion. If a bonafide hardship reason arises, the officer may request an extension/withdrawal by providing documentation and evidence to support the hardship request; however the request may be disapproved.

SERB-eligible officers may utilize the FY10 Force Management Limited Active Duty Service Commitment waiver program.

Officers may continue to apply for voluntary retirement during the SERB, however they remain SERB eligible. If selected by the SERB for retirement from active duty, members will have their retirement date adjusted to **1 January 2011, if their retirement date falls after 1 January 2011**. Example, on 30 Jun 2010, Lt Col X applies for a voluntary retirement of 1 Mar 11. The board selects Lt Col X for early retirement. Lt Col X's retirement date is now 1 January 2011.

**Officer Pre-selection Brief (OPB):** OPBs will be forwarded via AFPROMS approximately **23 Apr 10**, the RRF accounting date. If MPS personnel cannot access the OPBs by the next duty day, check the AFPROMS news screen to verify the flow date. Upon receipt and accountability, MPSs will forward the OPBs to eligible officers along with the instructions provided at Atch 4. It remains home-station MPS responsibility to ensure deployed Airmen receive their OPBs. MPS must provide SERB-eligible officers an OPB and not an MPS-generated SURF or Assignment Management System (AMS) product, as the two do not contain the same information. Use AFPROMS to order all OPBs. The instructions below will enable you 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 (current and projected eligible officers)
- Select "File"
- Select "Print"
  - You may print all or some briefs
  - Please Note: You may also select and print a specific brief using the "FIND" feature under "EDIT"

**Once the briefs are printed, MPSs will distribute your pre-established procedures.** The initial mass flow of OPBs only remains in the "Report Queue" for 14 days.

Formal notifications are required for all eligible officers. A draft notification letter is included (Atch 5). This letter, signed by the Senior Rater should be distributed to the eligible officers along with a copy of the OPR and the OPB review instructions (Atch 4) **not later than 15 Apr 10**.

**Officer Selection Brief (OSB):**

a. The OSBs for eligible officers will be extracted from AFPROMS **12 Jul 10**. Prior to that date, all changes should be initiated through the officer's servicing home-station MPS or the Air Force Total Force Service Center. Any changes updated in MilPDS through **12 Jul 10** will automatically produce a new OSB at HQ AFPC. After **12 Jul 10**, any changes updated in MilPDS must be manually loaded by the Military Evaluation Program Section (HQ AFPC/DPSIDE) (see para b. below for processing instructions).

b. Any requests forwarded for manual updates to the OSB must still be made in MilPDS via normal update procedures, as updates made in AFPROMS to change the OSB do not flow out to update the MilPDS file.

c. The AFPC Force Management Office (AFPC/DPSOR) will not accept manual changes or update requests to the OSB until 12 Jul 10. Prior to that date, all changes should be initiated through the applicable contact as outlined in Atch 4. Please include the board identification (Board ID CY10A Lt Col LAF, CHAP, LAF-J or MSC), point-of-contact, and the date the information was updated in MilPDS.

d. Changes or updates to current duty information must first be approved by the officer's HQ AFPC assignment manager (via message or e-mail) with an INFO copy to the Career Development Branch (HQ AFPC/DPSIDE) (e-mail: [afpc.dpside@ranolph.af.mil](mailto:afpc.dpside@ranolph.af.mil)). AFPC Force Management Office will not update data on the OSB until the Assignment Officer (AO) approved the change. Corrections to an officer's duty history are updated by the Air Force Total Force Service Center. The member will request duty history correction through the vMPF under "Duty History". Source documentation is required before any updates to duty history can take place.

e. Updates to flying hours will be accepted only from the base Host Aircrew Rated Management System (HARMS) via the "Flying Hour Validation/Correction" letter.

f. Updates to Developmental Education (DE) and formal academic education must come from the Officer PME Update Section (HQ AU/CFRO) or Air Force Institute of Technology/Academic Classification Division (AFIT/RRC), respectively. When requesting that HQ AU or AFIT send a message update, specify that the officer is eligible for the CY10A Lt Col (LAF, CHAP, LAF-J or MSC) Selective Early Retirement Board.

**NOTE: Army, Navy, and Marine Corps prior service duties cannot be updated. Also, any changes to duty history that will impact a previously written OPR must be made after the OPR is appealed and approved.**

**Letters to the Board:** Guidance on writing letters to the board is contained in Atch 4.

**Retention Recommendation Forms (RRF) AF IMT 3538:** Senior Raters (first evaluator) will write the RRF on their eligible officers (Sections I through VI) providing narrative comments and "Retain" or "Retire" recommendations. Utilize the member's DAFSC in Section I. Board ID for the SERB is CY10A. SRs **are not** required to stratify their officers.

a. The Head of the Management Level (HML) or designated representative (second evaluator) will complete the RRF (Sections VII and VIII) and concur/non-concur with the first evaluator's recommendation. **No comments are permitted in Section VIII unless the ML disagrees with the first evaluator.** No management level review (MLR) process is authorized; however, the HML must conduct a final review and sign as the second evaluator.

b. Rules concerning RRF comments will mirror those for PRFs. Review AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Chapters 3 and 8 for guidance, particularly with regard to what information may or may not be used when preparing an RRF and the restriction against use of "boards or panels of officers to score records and/or generate a priority list of eligible officers." Senior Raters are prohibited from mentioning previous RRF/PRF ratings, family activities and other items included in AFI 36-2406, para 3.7. The AFI also prohibits underlining, capitalizing, etc., merely to emphasize comments (e.g., capitalizing "DEFINITELY RETAIN" in Section IV).

c. Eligible PCS students (such as those at language school) will have a narrative only RRF completed by the AFIT/CC or the first general officer in the students' chain of command.

d. **In the event the Senior Rater and/or HML makes a recommendation of "Retire," a letter must be provided to the officer advising him or her of the right to submit a letter to the SERB (see AFI 36-2406, Figure 8.1 for format).**

e. Senior Raters must provide eligible officers a copy of their RRF **approximately** 30 days prior (**18 Jun 10**) to the SERB. It is the home-station commander's responsibility to ensure their deployed officers receive a copy of their RRF. If an officer does not receive a RRF 30 days prior to the board, please have him or her contact the Senior Rater for the status. Eligible officers are responsible for reviewing the accuracy of their RRFs, officer evaluations, and the data on their pre-selection brief prior to the board date. **Initiate corrections to RRFs immediately.** Corrections to the RRF may be accomplished via the Stop File process until the board convening date (**NLT 19 Jul 10**). As of **18 Jul 10**, an AF IMT 948, **Application For Correction/Removal of Evaluation Reports**, must be accomplished by submitting corrections via vMPF application.

f. Management Levels are responsible for coordinating Senior Rater changes, accountability, and administrative reviews of all RRFs, as well as the transmission of the forms to AFPC Military Evaluation Program Section (AFPC/DPSIDE) **NLT 18 Jun 10. Detailed instructions on the RRF process and Accounting Date are in Atch 2.**

**Officer Performance Reports (OPRs):** The chain of command and the MPS should make every effort to ensure timely submission of OPRs and training reports (TR) for the SERB. Refer to AFI 36-2406, Chapter 3 for processing timelines. There will be **no** reports directed by HAF for this board. Eligible officers must address all concerns and discrepancies through their servicing MPSs, and if necessary, their chains of command and Senior rater. Errors in OPRs, TRs must be corrected in accordance with the guidelines in AFI 36-2401 *Correcting Officer and Enlisted Evaluation Reports* (link to: <http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2401.pdf> . Initiate corrections to OPRs and TRs at least 60 days prior to the SERB convening date to allow ample processing time.

**AEF Temporary Duty (TDY) Assignments:** The following guidance applies to all AEF deployments other than ITDY.

a. 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 SERB-eligible officers upon release of this memorandum. Officers will not be returned to home-station based on SERB eligibility.

b. Deployed officers can pursue voluntary retirement actions in accordance with this memorandum. SERB eligible officers deployed at release of this memorandum desiring a voluntary retirement date must apply IAW rule sets established in this memorandum and request an effective date NLT 1 May 11. Members can request extensions based on hardship caused by the deployment, however extensions are not guaranteed. Members should submit requests via email AFPC/DPSOR workflow ([afpc.dpsor.workflow@randolph.af.mil](mailto:afpc.dpsor.workflow@randolph.af.mil))

c. Deployed officers who do not pursue voluntary retirement actions in accordance with this memorandum, remain SERB eligible. If selected for mandatory retirement, AFPC will assign a retirement date of 1 Jan 11, and 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 SERB-selected

individuals NLT 1 Oct 10 to conduct out-processing actions. Should an officer have a hardship not experienced by others which preclude him/her from retiring within these guidelines, he/she may request an extension to AFPC/DPSOR with final approval by the Secretary of the Air Force. These cases will be evaluated on a case-by-case basis.

**SERB-eligible officers tasked to deploy:** SERB eligibility alone does not eliminate an officer from deployment consideration. Deployment eligibility is determined by retainability. Therefore, SERB-eligible officers remain available for AEF deployments until an established retirement date limits availability. Commanders should discuss retirement intentions with SERB-eligible officers. If a SERB-eligible officer tasked to deploy elects voluntary retirement, the commander must resource or reclama the tasking if the member will have insufficient retainability. If SERB-eligible officer tasked to deploy does not pursue voluntary retirement, they may proceed on deployment tasking. If later selected by the SERB board for non-retention, AFPC will assign a retirement date of **1 Jan 11** and 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 SERB-selected individuals NLT 1 Oct 10. Members can request extension based on hardship caused by the deployment however extensions are not guaranteed. Members should submit requests via email to AF/DPSOR workflow ([afpc.dpsor.workflow@randolph.af.mil](mailto:afpc.dpsor.workflow@randolph.af.mil)).

**Commander responsibilities:** Commanders should carefully mitigate personal and operational impacts before tasking SERB-eligible officers for AEF requirements or approving in-theatre extensions. Commanders must update ART IAW AFI 10-244.

**Indeterminate Temporary Duty (ITDY) Assignments:** SERB-eligible officers will not be selected for an Indeterminate TDY. SERB-eligible officers who have already been selected for an ITDY will be removed from the tasking when mission and time permits reselection. If immediate removal and reselection is not possible due to time constraints and mission needs, the officer will proceed but will be returned no later than 30 Sep 10 if selected for early retirement. Officers who are deployed and selected for early retirement will face an exceptionally difficult transition upon return from their deployments. Officers selected for retirement by the SERB should be at home station **as soon as possible, but no later than 30 Sep 10** to conduct out-processing actions. .

**Permanent Change of Station (PCS) Assignments:** The following PCS procedures apply to all **selected** Lt Cols with a DOS of **31 Dec 10** and retirement effective date of **1 Jan 11**:

a. Lt Cols with a projected assignment will have their PCS cancelled and will remain in place until authorized to depart on retirement orders.

b. Lt Cols currently assigned overseas with a **DEROS in Sep thru Oct 2010** will have their DEROS involuntarily extended to Dec 2010 based on lacking the PCS retainability for a CONUS or Consecutive Overseas Tour. These officers, if authorized by their commander, will be allowed to depart the overseas area upon receipt of retirement orders and the start of terminal leave

**Action Offices:**

a. SERB Eligibility: HQ AFPC/DPSOR, 550 C St West Ste 11, Randolph AFB, TX 78150-4710; DSN 665-4780. ([afpc.dpsor@randolph.af.mil](mailto:afpc.dpsor@randolph.af.mil))

b. Management Level and RRF-related questions: HQ AFPC/DPSIDEB, 550 C St West Ste 7, Randolph AFB, TX 78150-4709; DSN 665-2697. ([afpc.mlr@randolph.af.mil](mailto:afpc.mlr@randolph.af.mil))

c. Evaluations: HQ AFPC/DPSIDEP, 550 C St West Ste 7, Randolph AFB, TX 78150-4707;  
DSN 665-2571. ([evalpolicy@randolph.af.mil](mailto:evalpolicy@randolph.af.mil))

d. For Retirements: HQ AFPC/DPSOR, 550 C St West Ste 3, Randolph AFB, TX 78150-4713;  
DSN 665-2096. ([afpc.dpsor.workflow@randolph.af.mil](mailto:afpc.dpsor.workflow@randolph.af.mil))

FOR THE COMMANDER

//SIGNED//

Director of Personnel Services

Attachments:

1. Eligibility Criteria
2. Instructions for RRF Process and Accounting Date
3. Milestones
4. Instruction Sheet for Review of Preselection Brief
5. Sample Notification Letter

**CY10A LIEUTENANT COLONEL SERB ELIGIBILITY CRITERIA**

**BASIC ELIGIBILITY CRITERIA**

1. LAF, LAF-J, MSC, and Chaplain **Lt Cols** twice or more non-selected for promotion to colonel.
2. Officers with an approved voluntary retirement; on a promotion list; or scheduled for a mandatory retirement in FY10 or FY11 are NOT eligible. Officers considered in the 2007 SERB will NOT be considered.
3. No officers in prisoner, patient, AWOL or appellate leave status will be eligible for the board. These officers will not meet the SERB as they have either been identified for separation or their status on active duty is required.
4. 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.
5. 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.

**AF IMT 3538, Retention Recommendation Form (RRF) and Accounting Date  
Instructions for CY10A Lt Col Selective Early Retirement Board (SERB)**

1. **22 Apr 10 is the RRF Accounting Date** for the upcoming CY10A Lt Col (LAF, LAF-J, CHAP, MSC), SERB scheduled to convene at HQ AFPC **19 Jul 10**. On the RRF Accounting Date, eligible officers should be matched to the Senior Rater who will write the RRF for this board. Upon completion of the RRF by the Senior Rater, the management level head, or designated representative (general officer/SES only), will finalize the RRF and concur or non-concur with the Senior Rater recommendation. Preparation of RRFs will follow promotion recommendation form (PRF) processing procedures and policy as outlined in AFI 36-2406. MPSs will need to provide record of performance (ROPs), and duty qualification history briefs (DQHBs) to the Senior rater as well as access to the unfavorable information file (UIF) (if applicable). There are no Management Level Reviews (MLRs) required in conjunction with this process.

2. 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 compare it against the RRF Accounting Date (**22 Apr 10**). Continue to monitor and verify SRIDs for those officers with assignments in the months of August and September until all of the remaining eligible officers are aligned properly in AFPROMS. For deployed officers, including those on Indeterminate TDY, the Senior Rater remains the home station senior rater. It is crucial to the process that MPSs and Management Levels (MLs) monitor their eligible officers and take proper actions to add those officers who do not appear on their Master Eligibility List (MEL) and **remove** those officers that should not be on the MEL.

3. **Between 22 Apr 10 and 22 May 10**, MLs must ensure eligibles are assigned to the proper PAS code and SRID. This requires verification of eligibles by base-level personnel starting **22 Apr 10**. The MPS should access AFPROMS and run a MEL for the Senior Raters they service and verify 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 HQ AFPC/DPSIDEB to request required changes to AFPROMS. Please pay particular attention to those officers who are, or should be, deployed or in student status (reference AFI 36-2406, *Officer & Enlisted Evaluation System*, para 8.3.5). Question officers whose duty title may read "Student", yet are not assigned as students; or officers assigned as students but whose duty titles do not reflect it. Work with unit and senior raters to verify eligible officers. For AFPROMS access, the board ID for this board will be: **CY10 Lt Col (LAF, LAF-J, CHAP, and MSC)**.

**If an eligible officer departs PCS prior to 22 Apr 10**, the date the gaining accounting and finance office establishes as the officer's DAS will determine which Senior rater is responsible for completing the RRF. If the DAS is on or before 22 Apr 10, the gaining Senior Rater is responsible for completing the RRF. If the DAS is after 22 Apr 10, the losing Senior rater will write the RRF. There will be no "old guy/new guy" provision for the SERB. This may require the losing MPS to make a copy of the officer's record of performance prior to the officer's PCS to assist the senior rater in completion of the RRF for those officers who fall in this category. The MPS should closely monitor eligible officers assigned to them 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 DAS.

4. **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 keeping track of any additions or deletions to their specific MELs up to five days at a time. MPSs and MLs must check the

following options at a minimum of twice a week: "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 change based upon their new DAS or PCA effective date. If the 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.

**5. To reemphasize, MPSs and MLs must closely monitor the movement (PCA/PCS) of officers around the RRF Accounting Date (22 Apr 10) and immediately notify affected Senior Raters, Management Levels, and HQ AFPC/DPSIDEB when an officer's SRID changes.**

6. Rules concerning RRF comments will mirror those for PRFs. **Senior Rater understanding of all responsibilities IAW AFI 36-3203, *Service Retirements*, Chapters 3 and 8 is crucial**, particularly with regard to what information a Senior rater may or may not use when preparing an RRF and the restriction against use of "boards or panels of officers to score records and/or generate a priority list of eligible officers." Senior Raters are prohibited from mentioning previous RRF/PRF ratings, family activities and other items included in AFI 36-2406, para 3.7. Please also remind Senior Raters that AFI 36-2406, para 3.12., prohibits underlining, capitalizing, etc., merely to emphasize comments (e.g., capitalizing "DEFINITELY RETAIN" in Section IV). **It remains your responsibility to ensure the Senior Raters you support know the rules.** RRFs not in compliance must be returned to senior raters for correction.

7. **To ensure standardization across the Air Force**, Senior Raters are prohibited from using career brief forms other than the Duty Qualification History Brief (DQHB); for example, the use of assignment SURFs, such as BA517S/R or AMS print-outs, etc., is prohibited.

8. If the RRF is being written and endorsed by non-Air Force members, the RRF will require an Air Force advisor signature. AF advisors will document examination by typing the following in the front left hand margin, "Reviewed by Air Force Advisor." Also include name, grade, USAF, unit, date and signature. The advisor will not change any statement or recommendation on the RRF.

9. **Send completed RRFs and signed management level master eligibility lists to HQ AFPC/DPSIDEB by 18 Jun 10.** Senior Raters must provide a copy of the RRF to the member no later than **30 days prior** to the Selective Early Retirement Board (**18 Jun 10**).

10. **If you have any questions, please contact your ML immediately.** If the issue cannot be resolved, MLs will contact HQ AFPC/DPSIDE at [afpc.ml@randolph.af.mil](mailto:afpc.ml@randolph.af.mil) or DSN 665-2697.

<b>DAY</b>	<b>MILESTONES</b>
25 Mar 10:	Officers and senior raters are notified.
22 Apr 10:	Retention Recommendation Form (RRF) Accounting Date: The officer's Senior Rater is determined based on the unit the officer is assigned to on his date.
23 Apr 10:	Officer preselection briefs (OPBs), RRF notice, and duty qualification history brief (DQHB) will be forwarded in-system.
20 May 10:	RRF cutoff date - earliest date SR can sign the RRF. MAJCOMs will establish suspense dates for receipt from bases.
18 Jun 10:	All RRFs are due to HQ AFPC/DPSIDEB for review. RRFs are provided to members on this date.
28 Jun 10:	AFPC cutoff date for accepting voluntary retirement applications for a retirement date of 1 May 11 or earlier. SERB eligible officers are no longer eligible for voluntary retirement after this date.
19-23 Jul 10:	Board convenes.
27 Aug 10:	Anticipated date for release of Board results.
1 Oct 10	TDY personnel should be returned to homestation in order to conduct out-processing and pre-retirement actions.
1 Jan 11:	Mandatory retirement date for selected officers (For deployed officers, see page 4 of this memorandum for mandatory retirement date)
1 May 11:	Latest retirement date for voluntary retirements submitted between 1 May and 28 Jun 10.

**INSTRUCTION SHEET FOR REVIEW OF PRESELECTION BRIEF**  
**(PLEASE NOTE: CURRENT AS OF 25 March 2010—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 preselection brief following the instructions listed below. Errors left uncorrected could have a negative effect on your retention opportunity. Therefore, 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.

**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 information will not be reflected on your brief viewed by the board. All other data items should be reviewed for accuracy as listed below:

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

**POC:** MPS Customer Service Element, ext\_\_\_\_\_.

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

**POC:** MPS Career Enhancement 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 Personnel Employment 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 Personnel Relocation Element, ext\_\_\_\_\_.

**BPZ:** Reflects any grades promoted below-the-zone.

**Source of Commission:** Self-explanatory.

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

**POC:** MPS Career Enhancement Element, ext\_\_\_\_\_.

4. **Developmental Education:** DE is any military education course as listed in AFI 36-2301, *Professional Military Education*. All DE is automatically updated by The Officer PME Update Section

(HQ AU/CFRO)O upon completion. This area can only contain three (BDE, IDE, SDE) entries. The method used to complete the DE will not be reflected.

a. Completed courses will reflect all levels of DE for eligible officers.

b. To clarify a common misconception, **completion of JPME Phase II** – (Joint and Combined Warfighting School (JCWS) - resident 10-week TDY) - **will not** be reflected on the Officer Selection Brief the board actually reviews. Rationale: JCWS is an assignment-related formal training course of instruction, not an accredited DE school. However, a training report documenting attendance is included along with the OERs/OPRs. Completion of JPME PH II has been updated to a more appropriate area (PROF-SPEC-CRS-HIST) ( Education and Training MilPDS Course Code = JSO) of an officer’s record. Previous DE data that may have been displaced by a JPME PH II entry is no longer available in system.

c. To recapture a displaced DE entry, such as BDE, officers must contact HQ AU/CFRO to identify the course and date in order for the data to be updated. HQ AU/CFRO is the point of contact for completed courses and HQ AFPC/DPAFE is the point of contact for DE data.

**5. Developmental Opportunity:** This area will reflect IDE/SDE select, designee, designee-ops deferred or declined PME; however, if the officer is a designee, “select” will not be reflected. Further, neither “select” nor “designee” will show if the officer is currently at in-residence IDE/SDE and will complete the in-resident DE prior to the Selective Early Retirement Board date. See below for explanation:

**SELECT:** Indicates selection for developmental education from a promotion board.

**DESIGNEE:** Indicates selected by an IDE/SDE designation board to attend in-residence DE.

**DESIGNEE – OPS DEFERRED:** Indicates selected to attend a designated school but deferred for operational reasons and will attend school at a later date.

**DECLINED DE WITH PREJUDICE**

**POC:** HQ AU/CFRO, 60 Schumacher Ave, Maxwell AFB AL 36112; DSN 493-4814/4776.

For Line officer: HQ AFPC/DPAFE, Randolph AFB, TX; DSN 665-2576/2103.

For Chaplain: HQ AFPC/DPAH, Randolph AFB, TX; DSN 665-2889.

E-mail: [officerpme@randolph.af.mil](mailto:officerpme@randolph.af.mil)

## **6. Academic Education:**

**All Eligible Officers:** This area holds only your two highest degrees and reflects the “year” for only the highest/most recent degree updated (bachelor’s degree or higher). You may request an update of “master’s plus” to show progress toward an advanced degree. At least 30 semester or 45 quarter hours for “MAS+” are required. Enrollment in an AFIT- sponsored/in-residence or fellowship degree (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 OSB. Enrollment in one of these programs, however, may cause other academic degrees to be dropped from your OSB. If you are currently enrolled in one of these AFIT programs, you may consider writing a letter to the board detailing your academic history and credentials. Guidance on writing letters to the board can be found in the attachment under “Additional Information Pertaining to the SERB.”

**POC:** AFIT/SCI, 2950 Hobson Way, Wright-Patterson AFB OH 45433-7765; DSN 785-6234 Ext. 4324, Commercial 937-255-6234 Ext. 4324 or e-mail [AFIT.coding@afit.edu](mailto:AFIT.coding@afit.edu)

7. **Decorations:** Decorations displayed 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. If you have more than seven different decorations, the seven with the highest precedence will be displayed. Call Officer Records (DSN 665-2371/2998) 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 May 61 while in the grade of colonel or junior thereto.

**POC:** MPS Career Enhancement Element, ext\_\_\_\_\_.

8. **Aeronautical/Flying Data:**

a. 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. 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 reflect all military flying time; however, weapon system or individual aircraft hours will only reflect Air Force flying time. Flying currency 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 is included in "total flying hours." For example: An officer has 22 hours in the F-15C--this will not be displayed by aircraft; however, the 22 hours will be aggregated in the "total flying hours."

c. For correction, officers must contact their Host Aircrew Rated Management System (HARMS) representative, with a copy of their OSB, 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 HQ AFPC/DPSIDEB 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. **Acquisition Corps:** The Defense Acquisition Workforce Improvement Act (DAWIA), Title 10 USC, mandates the establishment of an Acquisition Corps. The Acquisition Corps includes select members of the acquisition community who meet specific grade, education, training, and experience requirements. A “YES” will be displayed in this data field only for:

- Majors and above

-- who are APDP certified level II or higher in any acquisition functional area and

-- who are currently or have been assigned to a Critical Acquisition Position (CAP).

**POC:** Air Force Acquisition Career Management and Resources (SAF/AQXD), Pentagon; DSN 425-7112.

10. **Joint Reporting Category:** This area will display joint reporting categories only and will not include dates of actual joint service. The three joint reporting categories are: **Joint Staff, Joint Specialty Officer (JSO), or Other JDA.** The reporting category for any assignment to a Joint Duty Assignment (JDA) on the Joint Staff is reflected as **Joint Staff.** Any assignment to a JDA outside of the Joint Staff to a Specified or Unified Command and/or Defense Agency is reflected as **Other JDA.** The third and final reporting category is **Joint Specialty Officer.** To become a fully qualified JSO, officers must have completed a full program of joint professional military education (JPME I & II), completed a full tour of duty in a JDA, be selected by the Air Force JSO Designation Board, and be approved for award of the Joint Specialty by the SECDEF.

(NOTE: Prior to 1 Oct 89, the SECDEF had the authority to waive either JPME or the JDA, but not both. Most JSOs designated prior to 1 Oct 89 were designated using this waiver.) A JDA is a field grade position which has been designated by the SECDEF and included on the JDA List (JDAL). A position **has to be on the JDAL** to receive joint duty credit; some organizations are Joint Activities/Agencies but have non-joint billets assigned under them, thus no joint credit will be given to the officer occupying the non-joint billet.

Promotion tracking of officers, other than JSOs, will take place until the first IPZ consideration following reassignment from a joint duty assignment. Once the first IPZ consideration is completed following reassignment, the reporting category will no longer be included on the Officer Selection Brief.

**POC:** HQ AFPC/DPAPDJ, Randolph AFB, TX; DSN 665-3717. Email address is [afpc.jtfc@randolph.af.mil](mailto:afpc.jtfc@randolph.af.mil).

11. **Joint Duty History:** This area will display a history of the joint duty organizations with inclusive dates of the JDA that the officer is or was assigned. Up to five occurrences may be displayed.

**POC:** HQ AFPC/DPAPDJ, Randolph AFB, TX; DSN 665-3717. Email address is [afpc.jtfc@randolph.af.mil](mailto:afpc.jtfc@randolph.af.mil).

14. **Assignment History:** (Effective date, duty AFSC, duty title, command level, MAJCOM, & 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 IMT 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 promotion consideration. These latter entries are computer-generated. The current duty is reflected as the most recent entry in duty history. NOTE: The assignment history area will not reflect duties performed at a deployed location.

**Changes to both your current duty information and assignment history should be requested ASAP.** Updates to the **current duty** information are completed at the MPS. Changes to current duty information must first be approved by your HQ AFPC assignment manager before it can be updated on your brief. Updates to your **assignment history** are updated by the Total Force Service Center; however, source documentation (as listed in AFCSM 36-699, Vol 1, *Personnel Data Systems*, paragraph 5.42.3.3.8.2.) 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 duty 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 Air Force Total Force Service Center at (800) 525-0102, commercial (210) 565-5000; or DSN: 665-5000. Officers may also inquire or check on the status of their submission from AFPC’s “Ask” web site, by logging into their “My Stuff” account.

For Interservice/Prior Service Army, Navy, and Marine Corps personnel. Duty titles will not reflect on the OSB; however, your sister-service/prior service performance reports will be filed in your Officer Selection Record (OSR) for use by the board at HQ AFPC. Filing these performance reports serves as a reference for your duty title history. It is the officer's personal responsibility to ensure their records are 100 percent accurate. Contact HQ AFPC/PBR-1, Officer Records, DSN 665-2371/2998, if you have questions on this process.

**POC:** Total Force Service Center, Randolph AFB, TX; DSN 665-5000.

## **ADDITIONAL INFORMATION PERTAINING TO THE SERB:**

1. **Letters to the Selective Early Retirement Board:** Officers may correspond by letter to the board to address any matter of record they believe merits consideration. Letters 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** (electronic signatures will not suffice). For identification purposes, please include your **social security number in SIG block**. A sample suggested format is provided in AFI 36-2406, Figure 8.1.

After the SERB adjourns, **copies of the letters will be retained** for historical, legal, or appeal purposes, and/or for those who may 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 arriving after 2359 hrs Central Daylight Time hrs on 18 Jul 10 will not be presented to the board for consideration.**

### **Please review these items prior to submitting your letter:**

- Letters on behalf of other officers are not permitted unless used as an attachment to a letter written to the board by the eligible officer.
- Attachments may not address the board directly and may not include any record which may become a permanent part of the officer's record, such as Promotion Recommendation Forms considered by previous selection boards; unsigned Officer Performance Reports or decoration narratives.
- Letters submitted to the board may not be more than 10 single sided pages or 5 double sided pages, including attachments.
- HQ AFPC/DPSIDE will advise the affected officer when letters do not meet the requirements mentioned above and will either return or destroy the letter.

Letters may be sent to the address listed below. You may also fax or scan and email your letter to DSN 665-3502/4664 or [afpc.dpside@randolph.af.mil](mailto:afpc.dpside@randolph.af.mil).

Letters should be mailed to:

CY 10 Selective Early Retirement Board  
HQ AFPC/DPSOR  
550 C Street West Ste 11  
Randolph AFB TX 78150-4710

Letters must be addressed as follows:

MEMORANDUM FOR Enter board identification (Example: CY10A Selective Early Retirement Board)  
HQ AFPC/DPSOR  
550 C Street West Ste 11  
Randolph AFB TX 78150-4710

2. **RRFs and Evaluations:** Your senior rater should provide you with a copy of your RRF approximately 30 days prior to the SERB (**18 Jun 10**). It is your responsibility to contact your Senior Rater if you have not received a copy of your RRF NLT 15 days prior to the SERB board. **You are**

**responsible for reviewing the accuracy of your RRF, OPRs, TRs, and the data on your preselection brief prior to the board date. You must address all concerns and discrepancies through your servicing MPS, and if necessary, your chain of command and Senior Rater.** Errors in RRFs must be corrected through the Stop File process NLT two weeks prior to the SERB board; for exceptions, reference AFI 36-2406, para 8.5. Errors in OPRs and TRs must be corrected following the guidelines in AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*. Applications must be submitted at least 60-90 days prior to the board to allow ample processing time.

3. **Articles 15/Letter of Reprimand (LOR) Retention Period:** If you have an Article 15 or LOR placed 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* and *CSAF NOTAM 98-2 (AIG message 121300Z May98)*. For Articles 15, the commander or review authority who has authority to direct placement of the Article 15 in the OSR may direct/approve 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 MPS Career Enhancement Element.

c. The Career Enhancement 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/DPFFCM for file in the Master Personnel Record Group. The MAJCOM/FOA records custodian removes the Article 15 or LOR from the Officer's Selection Record and destroys it.

**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 SERB.

4. **Officer Selection Folder Review:** You should review your evaluations and decorations in ARMS least 60 days or more prior to the board. If you discover missing documents in your ARMS record, you should contact the records technician by telephone (DSN 665-2371) and go over the contents of your record. It is the officer's personal responsibility to ensure their records are 100 percent accurate.

Upon receipt, check your performance reports to ensure they flow in the correct chronological order and no reports are missing. Ensure the record contains all awarded decoration citations and board certifications, if applicable. 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).**

SAMPLE NOTIFICATION LETTER  
OFFICERS ELIGIBLE FOR SERB

Lt Col (Col) John Doe, USAF  
(Military Address)

**Dear Lieutenant Colonel Doe**

This is to inform you that you are eligible for the Selective Early Retirement Board (SERB) scheduled to convene at the Air Force Personnel Center on 19 Jul 2010.

As your senior rater, I will prepare an AF IMT 3538, Retention Recommendation Form (RRF), making a recommendation to the board of “retain” or “retire”. The RRF will be sent to the head of the management level or designated general officer for review and his/her concurrence or non-concurrence. If he or she disagrees with my recommendation, comments are required. You will receive a copy of your RRF no later than 18 Jun 2010.

You may send a letter to the Board calling attention to any matters you believe the board should consider. Letters must be submitted in good faith, contain accurate information to the best of your knowledge, and must be signed. Detailed information on writing a letter to the board is contained in the attached information sheet. Letters to the Board must be received by AFPC no later than 2359 hrs Central Daylight Time, 18 Jul 10. Any letter received after that time will not be presented to the board for consideration.

Release of the results of the SERB is expected to be on or about 27 Aug 10. Officers selected and approved by the Secretary of the Air Force for early retirement must retire no later than 1 Jan 11 (for deployed officer, see page 4 of this memorandum for mandatory retirement date).

Your Force Support Squadron Commander, (grade, name) is available to assist you at extension

\_\_\_\_\_.

*Sincerely*

Atchs:

1. OBP
2. OPB Review Instructions