

Virginia Air National Guard

192 Force Support Flight Customer Guide

June 2015

192 FSF Mission Statement:

To provide world-class support and quality customer service to Virginia Air National Guardsmen, their families and the state of Virginia by delivering superior morale, welfare, recreation, services, education, training, manpower and personnel programs that enable our citizen airmen to surpass all expectations.

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Education and Training Management

POC: MSgt John Revels 757-764-7673 and MSgt Chaz Landrum 757-722-2732

WAIVER REQUESTS

A waiver saves training resources without impacting career field progression or mission accomplishment when an individual possesses qualifications equivalent to the established requirements. Things to consider before submitting a waiver for skill level awarding:

- Has the individual completed an equivalent education course or certificate program (or equivalency test), or performed duty in an exceptional manner over an extended period of time in the actual or equivalent AFS or civilian occupation?
- Has the individual completed an equivalent technical training course or civilian vocational technical training course, certificate program (or equivalency test), or performed duty in an exceptional manner over an extended period of time in the actual or equivalent AFS or civilian occupation?
- Does the individual possess the career knowledge equivalent to current requirements?
- Has the individual performed duty over an extended period of time in the actual or equivalent AFS or civilian occupation?

WAIVER PACKAGES

As a minimum, all waiver packages, regardless of reason, must include the following documentation:

- Copy of the CFETP, Part II, with certification of all mandatory tasks as directed by the AFCFM
- Copy of all AU IMT 9 (Consolidate Student Report) and Field Scoring Answer Sheets
- Copy of all EPRs or LOEs, if applicable
- Copy of all AF Forms 623a or automated version
- Memorandum from the supervisor, endorsed by the unit commander, recommending waiver for airmen whose behavior, attitude, and record of performance show a high probability of success in the higher skill level

FORMAL SCHOOLS

Office of Primary Responsibility (OPR) for scheduling ALL training with agencies outside of the 192 FW.

- Members in need of any formal training should complete a Formal Schools Request (FSR) Worksheet, and be sure to include the following information:
 - Course Number
 - Course Title
 - Dates member would like to attend (primary and alternate)
 - PAFSC/DAFSC/CAFSC
 - ASVAB SCORES
 - Medical Status
- FSR must be signed by
 - Member, supervisor, UFPM, IAO, Security Manager, Medical, Resource Advisor, Commander and BETM

COMMUNITY COLLEGE OF THE AIR FORCE (CCAF)

The Base Training Office nominates members to receive their Community College of the Air Force Degree.

- To be nominated member must have completed:
 - AFSC specific training to the 5 skill level
 - General education requirements (i.e. oral communication, written communication, mathematics, social science, and humanities)
 - All transcripts from civilian institutions are submitted directly to CCAF for certification of general education requirements

CDC AND PME TESTING

The Base Education and Training Office (BETO) conducts CDC and PME Testing on the Sunday of every UTA @ 0900.

- Member must request to be scheduled through Unit Training Manager (UTM)
- BETO is responsible for Ordering CDCs, Course Examinations (CE), process CDC extensions
 - Must be accomplished by the losing base prior to permanent change of station (PCS) and change of address actions for incoming personnel
 - Cancel CDC enrollments for members being discharged during out processing

AIR FORCE TRAINING COURSE

The BETO instructs the AF Training Course (AFTC) and trains authorized personnel to teach the course. Update course completion in the Personnel Data System for all assigned units and maintain class rosters on file. Provide AF Form 1256, Certificate of Training, to students.

Note: Only AFSC 3S2X1, ADUTMs that have previously completed the course, and Civilian Education and Training personnel who are assigned to 3S2X1 personnel positions and have completed the AFTC are authorized to teach the course.

STAFF ASSISTANCE VISITS (SAV)

SAV is to help the unit identify training deficiencies and develop a way forward.

- Per AFI 36-2201 dated 7 August 2013, SAVs are only conducted upon request of unit commander.
 - Commander request unit SAV by email/memo to FSS Training manager

Personnel Systems Management

POC: TSgt Melissa Howard 757-764-2840 and MSgt Marlene Mayo 757-764-5686

MILPDS ACCESS

Military Personnel Data System (MILPDS) tracks all member records, access can be requested:

- Unit Commander must request access by letter to FSS
- Letter must list all previously authorized personnel
- Member must sign MILPDS user agreement before access request
- Unlocking or resetting passwords is done by your local FSF Office

UNIT ROSTERS REQUEST

Unit manning rosters are available. To request a roster:

- Unit CSS must request thru email
- Request should include:
 - Items required
 - Sort type
 - Any limiting factors

MYPERS

The myPers website is your Total Force source for personnel information and services. As Regular Air Force, Air National Guard, Air Force Reserve or civilian employees, myPers is available 24/7 for you to learn about personnel programs, find answers to your questions and conduct personnel business online when it's convenient for you. Make myPers your first stop for personnel information and services. It's only a click away.

VPCGR

The vPC-GR is a secure website which allows members of the Air Reserve Components (ARC) access to many online personnel services 24 hours a day, seven days a week, 365 days a year from any computer with Internet access.

- Enhanced access required for certain positions (i.e. CSS, Commander etc.) can be requested thru FSF

Human Resources Office Remote

POC: MSgt Jessica Brown 757-575-3017 and SrA Brittney Thomas 757-225-7767

- Works with HR Specialists at JFHQ/HRO to accomplish a wide range of human resources transactions, for technicians and AGRs, related to recruitment, placement, classification, employee and labor relations, benefits, entitlements, training & incentive awards.
- Assists managers/supervisors in resolving Technician problems relative exclusively to Technician positions in day-to-day operations.
- Maintains data concerning Technician and AGR manning documents, including listings of employees against positions.

| TECHNICIAN | AGR |
|---|--|
| <p>-ADVERTISEMENTS</p> <ul style="list-style-type: none"> • Supervisors submit a request to HRO Remote • Advertisement is on USAJobs.Gov • Email is sent to the Wing notifying advertisement is open on USAJobs.Gov <p>-NEW HIRES</p> <ul style="list-style-type: none"> • New Hire Orientations are conducted during employee's first week <p>-TEMPORARY TECHNICIAN POSITIONS</p> <ul style="list-style-type: none"> • Supervisors submit a request to HRO Remote Resource must be available and approved by the Wing <p>-BENEFITS</p> <ul style="list-style-type: none"> • Includes FEHB (Health Benefits) • TSP (Civilian Only) <ul style="list-style-type: none"> • FEGLI (Federal Life Insurance) • NGAUS (Disability Benefit) • Incentives (Time Off Awards, Quality Step Increase, etc) <p>-ENTERING ACTIVE DUTY IN/OUT PROCESSING</p> <ul style="list-style-type: none"> • Deployments <ul style="list-style-type: none"> • School/TDY if longer than 30 days in Leave without pay status <p>-SEPARATIONS/RESIGNATIONS/RETIREMENT</p> | <p>-ADVERTISEMENTS</p> <ul style="list-style-type: none"> • Supervisors submit a request to HRO Remote • Email is sent to the Wing notifying advertisement is open. <p>-NEW HIRES</p> <ul style="list-style-type: none"> • New Hire Orientations are conducted during employee's first week <p>-AGR TEMP TOURS</p> <ul style="list-style-type: none"> • Supervisors submit a request to HRO Remote Resource must be available and approved by the Wing <p>-AGR TOUR RENEWALS</p> <p>-AVIATION RETENTION PAY/ARP</p> <ul style="list-style-type: none"> • For Pilots Only in the AGR Program <p>-AGR Separations/Resignations/Retirement</p> |

Manpower and Readiness

POC: MSgt Marlene Mayo 757-764-5686 and TSgt Angela Daniels 757-225-2552

MILITARY DUTY POSITION MOVES

- If you are moving a member to a different position number on the manning document please see your Unit Training Manager (UTM). A FORM AF IMT 2096 must be submitted to the 192 BETO organizational email inbox for processing.

MONTHLY MILITARY MANNING DOCUMENT

- Uploaded on FSF SharePoint monthly

FOREIGN LANGUAGE PAY

- Initiated by a AF FORM 2096 with your language pay document (DLPT)

SPECIAL DUTY ASSIGNMENT PAY

- Initiated on a AF FORM 2096
 - Member must submit a DD FORM 114 with Finance to get paid every time they perform special duty

IPR IN/OUT PROCESSING

VOLUNTEER MOBILIZATION-

The member must start the process by volunteering for the tasking.

- Contact Installation Personnel Readiness NCOIC (IPR) to get a copy of any of these volunteer worksheets.
 - STATE SIDE DUTY Active Duty with the stateside mission (TITLE 10)
 - Complete the JFHQ-VA Air FM MPA/ ADOS volunteer worksheet.
 - Individual Deployment
 - Complete the JFHQ-VA FM ULN/ LNR request
 - Group Mobilization
 - UDM will complete a mass worksheet for the group deploying
 - State Partnership Program, (Tajikistan)
 - Complete State Volunteer Worksheet.
 - (Advertisements for these tours are sent out by Joint Forces Headquarters via email requesting volunteers.)

After your volunteer worksheet has been submitted to the IPR and approved through the Adjutant General (TAG), then the Unit Deployment Manager (UDM) will start pre-deployment/ pre-tour training. It is VITAL to develop a close working relationship with your UDM and the IPR to ensure all milestones are met in a timely manner.

For more information on deployment cycles and AOR Details, please either speak with your UDM or visit AEF Online: <https://aef.afpc.randolph.af.mil/default.aspx>

IN-VOLUNTARY MOBILIZATION-

The member has no option to decline this tour because it is a formally requested mobilization from either the President or the Secretary of Defense.

Member will:

- Be notified no less than a 180 day of their selection
- Receive Notification letter to register for Tricare

Retention / Bonus / Benefits Programs

POC: MSgt Elaine Houghtalen 757-764-5568

BONUS: (NON- PRIOR SERVICE / PRIOR SERVICE / AFFILIATION / OFFICER / HEALTH PROFESSION)

Manages funds in support of Air National Guard Retention and Incentive Program in accordance with the Air National Guard Incentive Program - Operational Guidance: bonus incentive programs for officers and enlisted members.

MGIB-SR CHAPTER 1606:

- Establish basic eligibility and provided member with DD FORM 2384-1 Notice of Basic Eligibility (NOBE) to give by the member to the VA office of the school they are attending to initiate the benefit

POST 9/11 GI BILL CHAPTER 33:

- Provided member's guidance to the U.S Department of Veterans Affairs web site (<http://www.benefits.va.gov/gibill/>) when applying for this VA benefit
- Provided members that are applying for Transfer of Benefit with a Statement of Understanding to notify them of their service commitment

MGIB-SR KICKER:

- Establish eligibility and provided member with NGB FORM 36-10 Written Agreement for the MGIB-SR Kicker to be given by the member to the VA office of the school they are attending to initiate the benefit

RETENTION PROGRAMS

NEWCOMER'S ORIENTATION:

- Ensure a Newcomer's Orientation is conducted at a minimum of quarterly to provide general awareness of the unit to newly assigned airmen

UNIT CAREER ADVISOR (UCA) PROGRAM / CAREER MOTIVATION PROGRAM

- Assist command structure in establishing, evaluating and ensuring an effective Unit Career Advisor Program.
 - Unit/Squadron commander appoints, in writing, a Non-Commissioned Officer (SSgt –MSgt) to the additional duty position of UCA
 - UCA assists the ROM/RRNCO with unit retention matters; such as executing the Career Motivation Program. Provides Career Motivation information and assist unit commander, supervisors and member

CAREER CHANGE WORKSHEET

- Retention Manager is the FIRST stop to accomplish a Career Change Worksheet
 - When changing AFSC and/or organization

VIRGINIA NATIONAL GUARD STATE TUITION ASSISTANCE PROGRAM

Program is managed by Virginia Army National Guard at the Virginia National Guard Education Office Ft Pickett, Blackstone, VA

- Program manager is Vickie Kegley 434-298-6155 vickie.a.kegley2.nfg@mail.mil
- Grades/Recoupment is Terri Stallings 434-298-3020 terri.s.stallings.nfg@mail.mil

Retention Manager provides member's guidance to the State Tuition web site

- <http://vko.va.ngb.army.mil/VirginiaGuard> when applying for State TA

Retirements and Separations

POC: SSgt Janeen Johnson 757-225-4443 and SSgt Ata Hafeez 757-225-2491

VOLUNTARY SEPARATION

Member requests a transfer out of current assigned unit through vPC-GR and notifies unit CSS and Force Support Flight.

TRANSFER WITHIN ANG

- Member coordinates with a recruiter Complete AF FM 1288 IAW ANGI36-2101

TRANSFER OUT OF ANG

- Member must coordinate an assignment with a recruiter in desired branch of service
- Complete DD368 or AF1288
- Unit Request for Conditional Release' Letter and process
 - NOTE: The TAG is the final approval authority for these requests
- Contact Unit CSS for Squadron Out Processing Checklist

ADMINISTRATIVE DISCHARGE

Member is discharged from the military for numerous reasons. This can be requested by the member or imposed by the Commander IAW AFI36-3209.

- Unit Commanders should discuss appropriate action with the SJA before taking action
- Process the package in accordance with AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members, and the 192 FSF Unit Relocations office
- TAG & HQ ARPC are the final approval authority for these requests

RETIREMENTS

Member with 20 years or more satisfactory service may apply for retirement at any time by visiting the vPC-GR website.

- Member initiates retirement request thru vPC-GR
- Contact Unit CSS for Squadron Out Processing Checklist
- VPC-GR notifies Wing retirement FSF of retirement orders

*ARPC now handles all voluntary retirement requests, certificates, flags and presidential certificates. They can be reached at 1-800-525-0102

OUT PROCESSING

Members are required to out process the Wing for the following reasons:

VOLUNTARY SEPARATION

- Contact Unit CSS representative
- Conditional release form to be filled out AF1288

INVOLUNTARY SEPARATION

- Initiated by First Shirt
- Unit CSS ensures Squadron Out Processing checklist is completed.

RETIREMENT

- Initiated by the member in vPCGR
- Contact Unit CSS for Squadron Out Processing Checklist

DD214 REQUEST

- See your unit CSS to initiate DD214 process online. Guardsmen qualify for a DD FM 214 for:
 - Any tour over 90 consecutive days
 - Tours in support of Contingency Operations for any length
 - Graduating Basic and Technical Training
 - Tours granting a 3/5/7 or 9 skill level, any length
 - Member MUST Apply online at the Virtual Military Personnel Flight (vMPF)

HIGH YEAR OF TENURE (HYT) / MANDATORY SEPARATION DATE (MSD)

Member is notified by ARPC of High Year of Tenure:

- Member is directed by ARPC to initiate the process
- Submit AF2686 and AF83 to Defense Finance Accounting Service (DFAS)
- Complete Squadron Out Processing Checklist
- Member does not have to apply for retirement through the VPC-gr if they plan on retiring on their HYT/MSD date

ENLISTED PROMOTIONS

Signed eligible promotion packages are due to FSF in a timely manner to allow processing according to the current promotions schedule.

- Promotion package includes
 - Completed form 192 FW IMT 3 form
 - Current PT history
 - Ensure all requirements are met BEFORE package submission to WING FSF
- Reserve Service Commitments have to be done for E-7 to E-9 promotions
- E-2 to E-4 promotions will be effective the Tuesday after UTA
- E-5 to E-7 will be effective the Tuesday after UTA. E-8 to E-9 will be effective upon approval of the TAG.

OFFICER PROMOTIONS

- Boards will convene monthly or as needed
- State Personnel Records are required on all boards (Maj – Col) except those meeting the Mandatory or ROPMA boards
- Contact Joint Force HQ - SMSgt Delsha Walker 403-575-2491

DEMOTIONS

Initiated by the unit and brought to MPF for approval and routing. MPF will produce demotion order and route order. JFHQ produces all E6 and above demotion orders