SELECTION BOARD BROCHURE

INTRODUCTION

1. This brochure provides information on billeting, transportation, and other matters to help you plan your stay at ARPC. It also contains information to help you become familiar with the Reserve of the Air Force (ResAF) Officer Promotion System and ResAF structure before the selection board convenes. The term "ResAF" includes both the Air National Guard (ANG) and the Air Force Reserve (AFR). Central promotion selection boards consider both ANG and AFR officers for promotion to captain, major, and lieutenant colonel. The ANG has a program to select ANG colonels; therefore, the AFR Colonel Selection Board does not have ANG representation as do the other central promotion selection boards.

2. Visit our web page at http://arpc.afrc.af.mil/promo/bdmbrcklst.htm for information concerning billeting, downloading appropriate instructions/directives, maps, and general board information.

3. We hope you find the material helpful. You may find occasion to refer to it while the board is in session. We invite your suggestions for improving the brochure. Send or bring your comments to the Board Secretariat Branch, ARPC.

4. Action Office: Board Secretariat Branch, HQ ARPC/DPBB
DSN: 926-6351
Commercial (303) 676-6351
Toll Free: 1-800-525-0102, ext. 71280/71283
E-mail: arpc.dpbbdl@arpc.denver.af.mil

5. Action Officer: Major Lisa Pike

CONTENTS **Page**

Information About Your Stay	2
Organization and Training Summary	4

INFORMATION ABOUT YOUR STAY

1. **LOCATION**: Selection boards are conducted at HQ ARPC, in Building 444, the Buckley AFB Annex, on the west side of what was Lowry Air Force Base, now referred to as the Lowry Campus. The boards are conducted in the Promotion Secretariat Board Room, on the second floor, post 2G19. You will be met at the door and escorted to the room on the first day of the board.

2. **DUTY HOURS**: For first day activities the Administrative Assistants will report to the boardroom at 0645, the board president at 0730, and all board members at 0745. For the remainder of the board, duty hours are normally 0800-1700 with one hour for lunch. Promotion Secretariat personnel are normally present from 0630 until 1900 or later depending on board requirements. An early lunch (1100 or 1130) is recommended for a better selection in the building cafeteria.

3. **UNIFORM**: You may wear any authorized uniform combination during the board except flight suits/utility uniforms. For your comfort, we suggest men wear the light blue shirt with short sleeves and no tie. We further suggest women wear the light blue blouse with short sleeves during the board. At times our boardroom can be chilly, so you may wish to bring along a sweater for occasional wear.

4. **TELEPHONES**: Phones are located in the Selection Boardroom lounge for your use: While the board is in session you can be reached at DSN 926-8382/83; commercial (303) 676-8382/83; toll-free 1-800-525-0102, extension 71280 (incoming calls only). Messages received will be brought to you at your table. If you need to receive a FAX, the number is DSN 926-6405, or commercial (303) 676-6405. Please note that permanent party computers and telephones will not be available for use by board members due to their location in a "no entry" area and the sensitive nature of the information they contain.

5. **ORDERS/FUNDING**: If you are an IMA, you must request your TDY orders through Web Order Transaction System (WOTS). For assistance using WOTS contact your Program Manager. If you are an Active Duty, Air National Guard, or Unit Assigned Reserve officer your unit will provide your TDY funds and orders. Board members work for the Secretary of the Air Force while performing promotion board duties. If you have problems with funds contact your MAJCOM.

6. **VISITORS**: Visitors are not permitted in the boardroom. However, visitors may be met in the Selection Boardroom lounge area.

7. **FACILITIES IN BUILDING 444**:

a. Down the hall from the Selection Boardroom is a CIRRUS System ATM and a branch office of Space Age Federal Credit Union.

b. The barbershop is located on the first floor of the building and is open from 0700-1300. Appointments are required.

c. The cafeteria is located on the first floor of the building and is open from 0600-1430. Lunch is served from 1045-1300.

d. A record review for Non-EAD Reserve and ANGUS board members may be accomplished during the tour. Arrangements will be made to have your records available should you desire to review them.

8. **NO-HOST SOCIAL**: Monday evening there will be a social (casual attire) at your hotel. This social is a great opportunity to meet all the board members and administrative assistants you'll be working with in the upcoming week.

9. **E-MAIL ACCESS**: If you wish to communicate with your base via e-mail while attending the promotion board, recommend you bring a laptop set up for Remote Access Server (RAS) and the dial-up number to RAS into your home base server. We have one computer set up with group e-mail account you can use if you choose not to bring a laptop.

ORGANIZATION AND TRAINING SUMMARY

1. **GENERAL STRUCTURE**: Reserve of the Air Force (ResAF) officers are assigned to the Air National Guard of the United States (ANGUS) or to the United States Air Force Reserve (USAFR) for training. The amount and type of training in which an officer can participate varies with the officer's assignment. Types of training include; Active Duty Training (ADT) and Inactive Duty Training (IDT). Flight training applies to the unit programs and varies according to weapon system. Reservists in some categories may perform duty for no pay and earn points only through which they may ultimately qualify for retirement. One training point is awarded for each four hours of IDT and each day of ADT. There are some situations in which IMAs may perform work at their home or some other location for which they can receive IDT points. Professional military education and correspondence courses are assigned point values (Extension Course Institute or ECI points) based on the course completion. ResAF officers are also awarded 15 points annually for membership.

2. **RETENTION AND RETIREMENT (R/R) YEAR**: To count a year toward retirement, ResAF officers must accrue 50 points during their R/R year. Each person will have different R/R year from and to dates depending upon when they began their reserve service. An R/R year counting for retirement is called a "good year" or a "satisfactory year." Officers assigned to some USAFR sections cannot, by regulation, earn 50 points a year.

3. **UNIT PROGRAMS**: Both the Guard and Reserve have unit programs which consist primarily of flying and non flying squadrons and groups. Unit assigned officers generally train on weekends in Unit Training Assemblies (UTA) and serve together as a unit when mobilized. They are required to earn 48 IDT points per year (through UTAs) plus 14 points in ADT.

4. **AIR RESERVE TECHNICIANS (ARTs)**: These individuals are Reserve officers assigned to reserve units and are also federal civil service employees doing the same job as their reserve job. They earn reserve pay and points only while in a military status. The ANGUS also has a similar program. These officers are called Guard Technicians.

5. **INDIVIDUAL MOBILIZATION AUGMENTEES (IMAs)**: IMAs are Air Force Ready Reservists who are assigned to specific positions with the Regular Air Force (RegAF). IMAs are assigned to augment the wartime requirements of the RegAF. IMAs are required to earn 12 or 14 ADT points per year. Some IMAs are required to earn 48 IDT points per year. Most must earn 24 IDT points per year.

6. **STATUTORY TOUR OFFICERS (STOs)**: STOs are Guard officers serving on extended active duty (EAD) under a specific section of law, i.e., Title 10, USC, 265, 678, 8021, 8033, 8496.. Although they serve in an active duty capacity, they are not part of the RegAF. They are eligible for promotion consideration under ROPMA boards. They earn one point for each day on active duty (365 per year) plus 15 membership points.

7. **ACTIVE GUARD RESERVE (AGR) PROGRAM**: Reserve officers assigned to full time active duty under Title 32 USC. This program is similar to the STO program, which is governed by Title 10, except that AGR officers are also required to participate in unit weekend drills without compensatory time off.

8. **CATEGORY E**: This consists of officers assigned to one of four types of duty: Air Force Admissions Liaison Officers (AFALO), Civil Air Patrol Reserve Assistance Program (CAPRAP), ARPC managed Air Reserve Squadron (ARS), and the Ready Reinforcement Personnel Section (RRPS). Officers assigned to these duties may participate through ADT but often do not have that opportunity. They do not get paid IDT points. Most of their training is through non-pay IDT and ECI. Each of these four types of duty is described below.

A. **AIR FORCE ADMISSIONS LIAISON OFFICER (AFALO)**: Officers in the AFALO program recruit and advise prospective students and assist them in fulfilling admission and appointment requirements for the Air Force Academy and for the Air Force Reserve Officer Training Corps. AFALOs often travel great distances in their own personal vehicles to meet with prospective students with no reimbursement. The time spent traveling to and from meetings with candidates does count for non-pay IDT points. Some unit assigned and IMA reservists perform this as an additional duty.

B. **CIVIL AIR PATROL RESERVE ASSISTANCE PROGRAM (CAPRAP)**: Officers in the CAPRAP advise Civil Air Patrol (CAP) leaders on Air Force issues in general and may participate on Air Force inspection teams reviewing certain CAP activities. Officers earn non-pay IDT points for time spent at CAP meetings and during inspections. They do not get points for travel time. Some unit assigned and IMA officers perform this as an additional duty.

C. **NON-PAY AIR RESERVE SQUADRONS (ARS)**: These squadrons, managed by HQ ARPC, have no unit manning document and consist of reinforcement designees. They consist of Chaplains, Judge Advocates, and officers from the various health professions.

D. **READY REINFORCEMENT PERSONNEL SECTION (RRPS)**: Officers unable to locate a position in the Selected Reserve may be assigned to RRPS if they apply to do so. This enables them to train with a unit, though not assigned to that unit, and earn satisfactory years for retirement. Many of these officers have civilian positions overseas or in remote areas of the United States.

9. **NON-PARTICIPATING SECTIONS**: The next three paragraphs describe reserve sections in which officers are prohibited from earning points or are authorized only non-pay points. These sections are the Obligated Reserve Section (ORS), the Non-obligated Non-participating Ready Personnel Section (NNRPS), and the Non-affiliated Reserve Section (NARS). Although these officers may not participate in training, they are in an active reserve status and are, by law, eligible for promotion consideration. While assigned to these sections, they do not receive officer performance reports

A. **OBLIGATED RESERVE SECTION (ORS)**: Officers assigned to ORS have a military service obligation and are qualified for worldwide duty. They are part of the Individual Ready Reserve (IRR).

B. **NON-OBLIGATED NON-PARTICIPATING READY PERSONNEL SECTION (NNRPS)**: Officers assigned to NNRPS have no military service obligation but are qualified for worldwide duty. They are part of the IRR.

C. **NON-AFFILIATED RESERVE SECTION (NARS)**: This section is composed of several subsections. NARS-ND consists of key employees who, by virtue of a key position in some government agency or private concern, are exempt from mobilization. NARS-NB consists of officers with a military service obligation who are ineligible for mobilization due to hardship or other reason. A third subsection, NARS-NA, consists of officers without a military service obligation. Reasons for this assignment include educational or religious delays, community or personal hardships. A person may be assigned to NARS-NA for up to 2 years. NARS is part of the Standby Reserve.

10. **SELECTIVE SERVICE SYSTEM (SSS)**: IMA officers assigned to SSS are responsible for developing and maintaining plans and procedures to be implemented in the event an involuntary induction is called for. They are required to complete 48 IDTs each fiscal year. Their rating chain is often largely civilian.

11. **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM**: The FEMA IMA Program was established to strengthen the emergency capabilities of civil governments; local, state, and Federal--by augmenting their emergency management staffs with trained and experienced military reserve personnel assigned to positions designated as necessary in time of national emergency or mobilization. Funding for the FEMA IMA Program ended 1 Apr 95. While the program has been terminated, this information about the program is provided because some of the records board members will review may reflect FEMA IMA duty.

A. FEMA IMA functions included; 1) augmenting emergency management staff and operations centers, 2) developing plans for natural and man-made disasters, and 3) assisting in testing of planning and training documents. Specific jobs included Plans and Operations Officer, Communication Officer, Radiological Defense Officer, Shelter Management Officer, Engineering Officer, Administrative Officer, Damage Assessment Officer, and Medical Health Officer.

B. FEMA IMA reservists were required to complete 24 non-pay IDTs per fiscal year. Additional IDTs could be performed, depending on the needs of the agencies to which they are assigned. The IMA was also required to complete 12 Active Duty Training (ADT) tours for pay and points each year. FEMA IMAs were assigned at the Federal, state, or local level. They were responsible to, and rated by, the head of the Emergency Management Agency to which they were assigned. Their rating chains were usually civilians.