First Sergeant
Guide to
Air Force Personnel Products

Developed by the USAF First Sergeant Academy
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1. Introduction

You might be asking yourself “why do I as a future first sergeant need to know about Air Force Personnel Center related (AFPC) or Air Reserve Personnel Center (ARPC) products. Isn’t this the job of my Commander Support Staff (CSS) personnel or the Force Support Squadron (FSS)?” As a first sergeant, you will be required to provide your commander with informed advice in order for him/her to render confident decisions. Not only do you need to advise the commander, you also must ensure your unit’s mission readiness. As such, you need to have general knowledge of the products produced by AFPC/ARPC, FSS, and other agencies.

This handbook will discuss the purpose of AFPC/ARPC products and the impact on the commander in making management related decisions with confidence. In addition it will provide a how to guide on how to access the products to assist you in your new position.

2. MPF/Unit Responsibilities

MILITARY PERSONNEL FLIGHT (MPFs): MPFs are the focal point for the translation of all military personnel policies and programs into individual actions affecting Airmen. MPFs are responsible for military personnel programs involved in records maintenance, data reporting, and strength accounting. Most MPFs are comprised of four sections: Personnel Relocation and Employment, Personnel Systems, Personnel Readiness, and Customer Support. Many of the functions performed by the MPF are: collection of personnel data, correcting detectable errors in personnel data, updating personnel data, and retrieval of data from MiLPDS. One of the most important functions of the MPF is to ensure that commanders, first sergeants, and commander’s support staff personnel are informed on the proper use of standard products.

Of important note, the MPF is the primary location for Unfavorable Information Files (UIF). The base UIF monitor is responsible for the proper annotation of the UIF or Control Roster. They ensure that a commander reviews the units existing UIFs within 90 days of assignment.

INDIVIDUAL: Individual responsibilities are ensuring personnel information is up to date and accurate. The system is only as good as the information that is provided. Perfect examples are SGLI and family care plans.

(Unit) COMMANDERS SUPPORT STAFF: CSS provides direct support to the commander (unit commander or squadron section commander) at the unit level. CSS personnel support the unit’s peacetime and wartime missions by providing key expertise to help resolve personnel problems. Some of the responsibilities include: updating, changing, maintaining personnel information, and processing transactions. DUTY STATUS for example; when a member is placed into inpatient care at a mental facility or dependency rehab center, the DUTY STATUS must be changed to reflect. The first sergeant plays a key role on the commander’s staff. As a first sergeant it’s important for you to access BLSDM, AMS, and PRDA to ensure you perform a “diamond” check or quality force review on all personnel transactions requiring the commander’s signature. This will ensure your commander’s signature doesn’t become compromised.
3. MilPDS Systems

According to AFI 36-2608, *Military Personnel Records System, paragraph 1.2 the purpose* of the Military Personnel Records System is, “Maintain personnel documents to protect the legal and financial rights of the government and the individual and to record the history of the person’s service.” In addition, it “Support (s) personnel managers, commanders, and supervisors as they manage Air Force Personnel.”

The Military Personnel Data System (MilPDS), provides various management products of which there are two basic types: (1) standard products, provided by HQ AFPC/ARPC and (2) local products, designed and controlled by various personnelists with the Force Support squadron (FSS).

1. Standard Products. All products designed and controlled by HQ AFPC/ARPC are considered standard products. Programs that produce standard products are CMS- Case Management System, and AMS- Assignment Management System. Case Management Reports, Records Review Rips (RRR) and Single Unit Retrieval Format (SURF) are examples of Standard Products. These products cannot be altered in any way at the local (Wing) level.

2. Local Products. All of these products can be altered at the base level. Access to specific AFPC Secure programs proves capability for each MPF or designated personnel (i.e. first sergeants) to produce management products for local requirements. These programs include: BLSDM & PRDA.

Once you are delegated access from your Commander, access these systems through AFPC Secure. CMS and BLSDM will be new links available to you. Your existing links of AMS and PRDA are not only used for your personal data, but you will now have access to the personnel records of all Airmen assigned to your unit.

**Note: Reserve and Air National Guard.** Depending on your location, your access to these programs may be limited. However, all of the products in section 4 are available through your Force Support Squadrons, Customer Service Section.
a. CMS – Case Management System tracks financial and correction of military records cases electronically. CMS is tracked by HQ AF and can be delegated to the First Sergeant through the Base Military Personnel Flight with squadron Commander approval. AF members may initiate a CMS case via vMPF - Self- Service Actions. Access CMS through AFPC Secure, click on CMS. With Commander delegated access, you will only have access to the cases assigned to your unit personnel. This program gives you the ability to follow your member’s MPF or DFAS cases by Case #, SSN, or by doing an advance find and typing in the last name.
b. AMS – AMS is a web application that houses multiple applications in support of officer assignments, enlisted assignments, commander responsibilities, and individual Air Force members. Users have access to a portion of their own personnel data and the ability to use manning tools, volunteer for available assignments, and review career field information using AMS.

First Sergeant Tool: The Assignment Management System is used to pull SURFs. With commander’s delegation, you will be able to pull a SURF on all personnel assigned to your unit. This document is covers the basics of a member’s career such as current assignment, PME, Education, Decorations and EPRs, and duty titles throughout service.

Once a First Sergeant is granted access, more selections will appear in the header to choose from. See example below.
NOTE: New tabs will appear when assigned First Sergeant Tab; Personnel Information and Pending Assignments. SURFS can be found after selecting Personnel Information then Member Search. You can search by name or SSN.
c. BLSDM – Base Level System Delivery Module. The Commander delegates access. This will be the system you will use the most. The one key tool used to identify negative quality force indicators is found in BLSDM, the Commander’s Enlisted Management Roster (CEMR). Alpha Roster, Family Care Roster, Promotion Roster, Loss and Gain Roster can also all be pulled from BLSDM.

A “How To” for BLSDM can be found at: https://gum-crm.csd.disa.mil/app/answers/detail/a_id/12975/p/8,11/c/858
d. **PRDA** – Personnel Records Data Application – just as you can access your own electronic documents through ARMS, you as a first sergeant are given rights to view all the electronic personnel documents for each member of your squadron since enlisting in the Air Force. Documents from the very first enlistment and SGLI documents, to all of the member’s EPRs and decorations. This is a very helpful tool when identify negative quality force indicators when personnel are applying for special duty, reviewing STEP and BTZ candidates, and the ability to provide the whole person concept to the Commander. With great power, comes great responsibility. Utilize this tool ethically and wisely.

A “How To” for PRDA can be found at:

**Once you are delegated access, select Change Role and select First Sergeant.**
Personnel products are usually forwarded to the unit for a commander’s approval or action. A commander’s signature on a roster is the Military Personnel Flight’s (MPFs) verification of the commander’s approval or disapproval of an action. For Active Duty, two rosters that will not be available for your access through any AFPC system are the Good Conduct Medal (GCM) roster and WAPS eligibility roster. The Good Conduct Medal roster will come from the Awards and Decorations section of the Customer Support Flight. The first sergeant receives monthly roster which must be verified that the Airmen on the roster are still eligible for the GCM. If there are members that need correction and removed from eligibility, a letter signed by the squadron Commander identifying why the member is ineligible and the new eligibility; creditable service toward the ribbon begins the day following the completion of any punishment imposed. The WAPS eligibility roster will come from the Installation Test Monitor. In most cases, the first sergeant will have to pick this up in person and sign that it was received. The roster will be separated into eligible and ineligible categories. It will be your duty to ensure that these names are correctly annotated for the Commander to sign and approve the roster. Once signed, it must be turned back into the test monitor.

Examples of Products – The following are examples of products you will be able to access through the programs mention before. All of these products can be manipulated to produce specific information from your own desktop. For example with access to BLSDM, you can save the latest Alpha Roster and modify the excel sheet to just show Name, Rank, and Date Arrived Station.

Promotion Rosters (BLSDM) – A roster of unit personnel projected for promotion for the upcoming month. It is usually posted between the 15th and 21st of every month. As first sergeants you are the last quality check before a member is promoted. Examples are personnel who have failed the PT test or folks who do not have ALS to promote to SSgt.

ALPHA Roster – This is a very detailed roster of every member assigned to your unit. You can save as an excel product. This allows it to be formatted in any way to meet desired needs.
Commander’s Enlisted Management Roster (CEMR) (BLSDM) – This the primary tool we use to identify negative quality force indicators. Members who have a UIF, Control Roster, Current Article 15 Action will show on this roster. Not all personnel on this roster has a negative indicator. Members going through a Medical Evaluation Board (MEB) will be on here until it is complete.

Family Care Roster (BLSDM) – A listing of personnel in the squadron that have codes in DFAS, DEERS or MiLPDS identifying criterion that fall under the mandatory Family Care Plan guidelines.
**Duty Status Roster (BLSDM)** – This is helpful with limited assignment eligibility codes, who is TDY, deployed ect...

<table>
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<tr>
<th>RAS</th>
<th>Functional Category</th>
<th>Availability Code</th>
<th>Availability Code ClearText</th>
<th>Availability Date</th>
<th>Availability Status</th>
<th>Availability Status ClearText</th>
<th>Limitation Code</th>
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<td></td>
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<td>CONUS Max Stat Tour</td>
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**Reserve and Air National Guard Specific Rosters**

Depending on your location, your access to the above programs may be limited. All personnel products in section 4 are available through your Force Support Squadrons, Customer Service Section or your Commanders Support Staff.

There are two specific rosters that are similar to the AF Good Conduct Medal (GCM) as ARC first sergeants that are important to ensuring that proper recognition is awarded to your members.

a. The **Air Reserve Forces Meritorious Service Medal (ARFMSM)** reflects Airmen with 3 continuous years of service (credible service ends when called to active service). First Sergeants must periodically request a 3 year medals roster from the Personnel Systems Manager (PSM) located in FSS. Not all installations will have a PSM; however, personnelist with MilPDS access may pull a medals roster of unit personnel eligible for the ribbon. Request the RRR from your FSS. This roster works exactly the same way as the active duty GCM roster and must be approved and signed by the squadron Commander. (Bryan Larochelle, Personnel Systems Manager, USAF AFRC, 512th AW)

b. AFRC and ANG are eligible for the **Armed Forces Reserve Medal (AFRM)**. It is an award for exemplary behavior, efficiency, and fidelity while serving in an enlisted status in the Air Reserve forces every 10 good years in a 12 year period. Creditable service toward the ribbon begins the day following the completion of any punishment imposed. This process works similar to the ARFMSM process, however, the roster does not need to be signed by the squadron Commander for approval. This roster is for situational awareness and recognition opportunities. (Bryan Larochelle, Personnel Systems Manager, USAF AFRC, 512th AW)

Additionally, the ARC has a unique feature for routing personnel products and determining mission readiness called **Virtual Personnel Center-Guard Reserve (vPC-GR)**.
5. vPC-GR Online (Applicable to: ANG and AFRC)

The Virtual Personnel Center-Guard Reserve (vPC-GR) is a secure Web site that enables members of the Air Reserve Component access to many personnel services from anywhere with Internet access, 24-hours a day, seven days a week, 365 days a year. vPC-GR is provided by the Air Reserve Personnel Center in Denver. BCMR, Calculator (IMA and RCSBP Calculator), Civilian Employment Info (CEI), DD 214 Records Copy, EPR / OPR Request, Personnel Data Update, RCSBP Election, Retired Pay Assistance, and R-ODP.

Dashboard - Use the Dashboard link for access to: 20 Year Letter, Awards and Decorations, Duty History, Evaluations, Military Service Dates Change/Corrections, Mortgage Letter, Promotion Board Counseling (Officer), Promotion Board Letter (Officer), and Retirement applications.

There are a few sections that are particularly helpful for First Sergeants. To access MyPers, go to the Air Force Portal, click MyPers (left hand side of page under “Top Links”), then choose your component (AD, ANG, Res), click Enlisted, click System Support. There are how to guides to assist you under “Military Personnel Systems – Members/Authorized Users”.

Another helpful section falls under each component (AD, ANG, Res) called “FSS Resources”. Place your cursor over FSS Resources, and then select “HR - Library and Resources”. Under this page you find the follow sections helpful to your success as a First Sergeant.

“FSS Field messages” link takes you to last three years of field messages. Click on any year. If you are looking for a particular message, hold down the CTRL key and the letter “F” at the same time. A search box will appear to search that particular web page for a key word.

“PS Program Guidance” is a one stop shop for “all things personnel”. Each component (AD, ANG, Res) has a plethora of information on actions from Assignments, Force Management, Personnel Readiness, and Customer Support.

“Personnel Memorandums” houses the Personnel Services Delivery Memorandums (PSDMS) for the last three years. This is where you will find messages on career tools like DOS Rollback, Developmental Special Duty, or Enlisted Voluntary Force Management Programs. To search for a particular message, hold down the CTRL key and the letter “F” at the same time. A search box will appear to search that particular web page for a key word.

“Training Materials” houses step by step training tutorials for various personnel actions. Topics range from Adverse Actions, AF Board Corrections to Military Records, Assignments, separations, and Virtual Outprocessing Tutorials.
My Enlisted Development Plan (MyEDP) is a career management tool, designed to allow Airmen to be proactive in managing the direction their career will go. Accessed through MyPers, MyEDP tracks much of an Airman’s career with easy access and links to vMPF, AMS, PRDA, vRED, and vPC-GR. Used differently by RegAF, ANG, and AFRC, each component allows varying degrees of Airman input and management of their personal goals and objectives, throughout their career.

**MyEDP by component:**

**Active Duty** – This is a great tool for putting together a documented progression chart for supervisors and mentors to provide timely and genuine feedback to the Airman. When used properly, MyEDP can provide much of the information needed to write an accurate and great EPR. MyEDP offers a useful “mentoring” tool which allows Airmen to select mentors to have access to their MyEDP data to aid in advice on career progression.

**ANG** - Primary tool in preparing ANG Airmen to operate effectively in the Total Force environment and position individuals for key leadership roles. “ANG must have credibility in Total Force forums which requires experienced and educated guardsmen who are on par with RegAF counterparts. It is necessary to open dialogue between members and supervisors to allow individuals to achieve their full potential while building a bench of highly qualified individuals who can serve in key leadership positions at the highest levels in the wing, JFHQ and DoD.”

**AFRC** – This is a vital tool for AFRC members to be able to transition between various statuses, such as Traditional Reserve, Active Guard Reserve, and Individual Mobilization Augmentees. MyEDP is utilized as a selection tool for selecting Airman with the highest level of performance and potential to position them for key leadership duties. Airmen are strongly encouraged, at all ranks, to go online and complete their EDP. Many application packages for SMSgt and CMSgt positions now require a copy of the Airman’s EDP to be included. Selective training (such as NATO and other Joint courses) may only be available to those who have completed their EDP. Airmen must complete MyEDP in order to be selected for the Key Personnel List (KPL).
In conclusion, the purpose of AFPC/AFRC products is to understand their impact in making management related decisions and providing the Commander with positive or negative quality force indicators affecting mission readiness. The MPF, individual Airmen, and the unit have inherent responsibilities regarding
the collection, correction, interpretation, output, update and guidance regarding the use of generated products. The systems that are used for various forms of personnel data are MilPDS, CMS, AMS, BLSDM, and PRDA. Remember, for Reserve and Air National Guard, your access to these programs may be limited, so your point of contact for all things personnel data will be your Force Support Squadron or your Commander’s Support Staff. No matter where you acquire your personnel data, the products essential to your success will remain the same. The Good Conduct Medal or ARC equivalents, Family Care, duty status, promotion, and the Commander’s Enlisted Management rosters are essential to ensure we as first sergeants meet our responsibility to the commander in providing him/her with a mission ready enlisted force.

Developed by the USAF First Sergeant Academy
Honorable Mention: William Warner, AFPC/DPAPP