

## **Military Personnel Data System (MilPDS) Upgrade/Migration Guidance Unit Assigned Members (Handout)**

The Air Force Personnel Operating Agency (AFPOA) at Joint Base San Antonio, Texas is upgrading the Military Personnel Data System (MilPDS) and transferring it to the Defense Information Systems Agency's (DISA) Defense Enterprise Computing Center (DECC). This upgrade/migration will require MilPDS to be shut down for a period up to 23 calendar days in December 2012 sometime after the 1st weekend (1-2 December).

### **How does this affect you?**

MilPDS is the Human Resource (HR) system that contains all the personnel data within your computerized military records. This upgrade/migration will affect certain personnel actions that require military pay transaction updates in the Defense Joint Military Pay System (DJMS); which maintains your pay records.

During the planned upgrade/migration, critical-pay transactions are being defined as those that affect the start or stop of basic military pay/entitlements (basic pay, BAH, BAQ). All other items affecting other pay transactions (i.e. promotions, special duty assignment pay, medical special pay, foreign language proficiency pay, etc.) will be processed for pay before the beginning of the upgrade/migration period or updated after the completion of the upgrade/migration period.

Listed below are the personnel programs/actions that will be a point of emphasis to manage during the upgrade/migration period:

- Accessions – Enlisted/Officer (Enlistment/Appointment)
- Active Guard/Reserve (AGR) Tour Extension/Curtailment
- Casualty Reporting
- Reenlistment/Extension (Retention)
- Reenlistment Bonus
- Retirement
- Separation, Discharge or Resignation Actions
- SGLI

It is imperative that each individual be proactive by ensuring any actions required by you be accomplished no later than the timeframes indicated below. Other personnel program related action items will need to be accomplished prior to December 2012, your servicing local Military Personnel Section (MPS) will be in contact. Please be sure to consult with your local Military Personnel Section (MPS) personnel to alleviate any potential impact to your military record or benefits/entitlements. You must give your MPS or the myPers – Total Force Service Center

(myPers – TFSC) personnel the opportunity to properly update your computerized military record prior to the beginning of the upgrade/migration period.

## **Personnel Programs**

**Promotions:** For promotion approvals during the upgrade/migration, the approval authority action will be effective on the date documented on the order/AF Form 2096. The promotion update action in MilPDS will be held until after the upgrade/migration period. All applicable increases to pay/entitlements will be applied retroactively to the effective date of the promotion.

**Reenlistment/Extension:** All unit assigned members with an Expiration Term of Service (ETS) between 15 Nov 12 to 15 Jan 13 will be identified by the servicing MPS/Retention Office Manager (ROM). All appropriate action(s) must be taken by the commander/member to reenlist/extend **NLT the end of November UTA.**

**Officer Mandatory Separation Date (MSD) Extension:** The servicing MPS will produce a listing **NLT 30 Aug 12** of assigned officers that will reach their MSD during the migration period. The servicing MPS will in turn notify the Commander Support Staff (CSS)/Unit. If an officer intends to submit a MSD extension request, it must be submitted to the servicing MPS **NLT 30 Sep 12.**

**Voluntary Retirement:** All unit assigned members eligible to retire may not submit a voluntary retirement application in myPers/vPC-GR with an effective date during the month of Dec 12.

**NOTE:** Members non-retained by the SRRB and whose date of separation was established by the TAG/CG as 31 Dec 12 cannot be changed in accordance with ANGI 36-2606. You must submit your application **NLT 15 Sep 12** through the myPers website under the ‘I Would Like To’ section and using the ‘Apply for Retirement’ link. All commanders must take immediate action on these retirement applications as a result of the SRRB process.

**Changing your effective date or withdrawing your approved retirement application:** For those members with an approved voluntary retirement with an effective date from 1 through 31 Dec 12, you must take action **NLT 15 Nov 12** to change/cancel the initial action.

**Voluntary Separation, Discharge or Resignation Application Processing:** Voluntary applications for separation, discharge or resignation effective date during the month of Dec 12 will not be accepted. Members requesting discharge, separation or resigning in Dec 12 must submit their application with an effective date of **NET 15 Jan 13.**

**Change in Effective Date/Withdrawal of Voluntary Separation, Discharge or Resignation:** Members with an approved voluntary separation, discharge, resignation (to include ETS) with an effective date of 1 through 31 Dec 12, must take action **NLT 15 Nov 12** to cancel/change the initial action.

## Process Examples

Here are a couple of examples of how processes will be affected during the downtime of MilPDS:

**Example 1:** A self-service request to update your address using the vPC-GR —Personal Data Updates application will be received by the myPers – TFSC (Denver Location) and updated in MilPDS after the upgrade/migration period.

**Example 2:** An award or decoration approved during the MilPDS upgrade/migration will not reflect on your Awards and Decorations pictorial in the virtual Military Personnel Flight (vMPF) until after the upgrade/migration period.

**Example 3:** Enlisted member's ETS is 15 December 2012. You must finalize all your reenlistment/extension paperwork prior to the end of November UTA to ensure your ETS does not expire during the downtime of MilPDS. Failure to do so could result in a delay in receiving your military pay.

**Example 4:** An officer's Mandatory Separation Date (MSD) is set to expire on 15 December 2012, and based on current law they can request an extension. All eligible officers permitted to request an extension should be sure to do so well in advance of the expiration date (**NLT 30 Sep 12**) to allow for proper processing of all required paperwork. Consult with your MPS if you have any questions.

## Self-Service applications

The virtual Personnel Center – Guard Reserve (vPC-GR) will be available during downtime of MilPDS containing static data as of the last day before the upgrade/migration period begins and new data will be updated after the upgrade/migration. T

The virtual Military Personnel Flight (vMPF), Personnel Records Display Application (PRDA) and Automated Records Management System (ARMS) located under the "Access AFPC Secure" in the "I Would Like To" section of myPers will be available.

Finally, we strongly recommend that any personnel actions requiring your individual attention be completed immediately upon receipt and provided to your servicing MPS for updating in MilPDS as soon as possible.

We also encourage everyone to remain engaged and communicate your questions or concerns to your servicing MPS or a myPers - TFSC representative.