

## Online Personnel Services and Total Force Center Support - ANG members

Do you want to avoid waiting in line at your Military Personnel office? Did you know that you can perform many personnel actions from your home using a variety of online services? For ANG members, the virtual Personnel Center-Guard and Reserve (vPC-GR), the virtual Military Personnel Flight (vMPF), and the Personnel Record Display Application (PRDA) are all online services and available for your use 24/7. Some of the applications available in vPC-GR include, initiate and process decoration nominations; request corrections or changes to your federal awards and decorations; view your duty history and request a correction or change to your duty history; submit a voluntary separation discharge/resignation or retirement application; write, sign, and submit evaluation's including LOE's and request a copy of your EPR/OPR forms. Applications for your use in vMPF include view/print a visual display of your federal awards and decorations; view your data verification brief, access your record review and update some of the data; as well as update your emergency data information. The Personnel Record Display Application (PRDA) allows you to view and print forms from your official military personnel record.

You can access vPC-GR, vMPF and PRDA from the AF Portal, [www.my.af.mil](http://www.my.af.mil), under the Top Portal Links section. For an all inclusive view of what services are available, please refer to the Online Personnel Services Brochure. A copy can be obtained from your Military Personnel office or you can view/print a copy from the Air Force Portal, Life and Career Tab, ANG Page

The Total Force Service Center is available for customer support and provides processing for online services. Contact the Total Force Service Center (TFSC) at 1-800-525-0102 if assistance is needed.

### Awards and Decorations – ANG members

Have you just been awarded a federal award or decoration? Well now you can view/print a visual display of your Federal Awards and Decorations using virtual Military Personnel Flight (vMPF). Do you want to recognize outstanding airmen? You can use virtual Personnel Center-Guard and Reserve (vPC-GR) to initiate and process decoration nominations such as Meritorious Service Medal (MSMs), Air Force Commendation Medals (AFCMs) and Air Force Achievements Medals (AFAMs). Access vMPF and vPC-GR systems from the AF Portal, [www.my.af.mil](http://www.my.af.mil), under the Top Portal Links section.

### Retirement/Voluntary Separations or Discharge – ANG members

Wow...how time flies when you are having fun! You can't believe it has been at least 20 plus years since you were in Basic Training and wondering what in the world was I thinking! It is now time to say good-bye and transition into that new career you've been dreaming about. Remember you do not have to wait until drill weekend to begin the separation/retirement process. You can start the process at home with online services. Go to virtual Personnel Center – Guard and Reserve (vPC-GR) to submit a voluntary separation discharge/resignation or retirement application. You can access vPC-GR from the AF Portal, [www.my.af.mil](http://www.my.af.mil), under the Top Portal Links section.

### Proof of Service Letter/20 Year Letter – ANG members

Do your current goals include purchasing a new home, refinancing your current residence, applying for a new job or preparing for military retirement. Just a reminder when you start gathering the necessary paperwork the Veteran's Administration, bank or credit union requires, you can utilize online services to request a "Proof of Service Letter" from virtual Military Personnel Flight (vMPF) or a "20-year letter" from virtual Personnel Center – Guard and Reserve (vPC-GR). If you're stepping off into a new career you apply for retirement using vPC-GR if an ANG unit member and vMPF if an ANG Statutory Tour member. You can access these systems from the AF Portal, [www.af.mil](http://www.af.mil), under the Top Portal Links section.

### Evaluations, Evaluation's – ANG members

Is it time to draft, sign, or submit an evaluation and you cannot attend the scheduled Unit Training Assembly this month? Did you know that you can keep the process moving using online services? In virtual Personnel Center- Guard and Reserve (vPC-GR) you can write, sign, and submit evaluations, including LOEs. You can also request a copy of previous EPR/OPR forms. If needed, you can view your evaluation data to include reporting official information in virtual Military Personnel Flight (vMPF). You can access vPC-GR and vMPF from the AF Portal, [www.my.af.mil](http://www.my.af.mil), under the Top Portal Links section.

### Electronic Military Personnel Records – ANG members

If you are planning to go to the Force Support Squadron on drill weekend and ask for copies of forms from your military personnel record – think again – because electronic records are now available and you can access them 24/7 from your home! Just use the Personnel Record Display Application (PRDA) to view and/or print forms from your official military personnel record. You can access PRDA from the AF Portal, [www.my.af.mil](http://www.my.af.mil), under the Top Portal Links section.

### Duty History - ANG members

Every job position you've held in the Air National Guard is important and should be properly documented in your military personnel record. You can use virtual Military Personnel Flight (vMPF) to view your duty history and request a correction or change to your duty history. If you're already in vPC-GR, you can request corrections to your duty history from there as well. You can access vPC-GR and vMPF from the AF Portal, [www.my.af.mil](http://www.my.af.mil), under the Top Portal Links section.

### EPR/ OPRs Records Copy – ANG members

Applying for a Technician or Statutory Tour position or just need a copy of your current or past Enlisted/Officer Performance Records (EPR/OPRs)? The information is just a click away! You can use virtual Personnel Center-Guard and Reserve (vPC-GR) to request a copy be sent to you from the Total Force Service Center-Denver or use the Personnel Record Display Application (PRDA) view and/or print a copy. You can also view your evaluation data to include reporting official information online by accessing virtual Military Personnel Flight (vMPF). You can access vPC-GR, vMPF and PRDA from the AF Portal, [www.my.af.mil](http://www.my.af.mil), located under the Top Portal Links section.

### Updating your Personnel Information – ANG members

Have you recently had a change in your status? Did you get promoted, reenlist, married, divorced, move into a new home/apartment, have an addition or reduction to your household or sent a child off to college? If any of the circumstances mentioned above or any others have occurred in your life; this is a reminder to review your personnel military records and to submit the required supporting documentation to correct or update your personnel data. You can review and update some of your personal data online using virtual Military Personnel Flight (vMPF) or contact your servicing Commander's Support Staff or Military Personnel Section. Access this system from the AF Portal, [www.my.af.mil](http://www.my.af.mil), under the Top Portal Links section.