Air Force Reserve Command Military Clearing House Guidance

1 March 2013



U.S. AIR FORCE

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MILITARY CLEARING HOUSE OBJECTIVE

The Military Clearing House is primarily designed to assist dislocated personnel by capturing individual career choices. It also, provides Military Personnel with a tool to focus their assistance efforts, and provide all commanders with a means to locate volunteers for employment. Various levels of management will be able to obtain performance measurements concerning contact, separation/retirement, and reassignments of effected personnel.

PROGRAM POINTS OF CONTACT

For questions or inquiries please have Unit Reserve members contact their FSS Career Development Section.

FSSs, PMs, and RMG may address questions and concerns to the Command points of contact below:

HQ AFRC/A1 SMSgt Brian Pack, DSN 497-2491; 800-223-1784 extension 327-2491

Mr Earnest Sowell, DSN 497-0390; 800-223-1784 extension 327-0390

MILITARY CLEARING HOUSE OPTIONS

Option 1—Reassignment to another AFR location with or without retraining

• By choosing this option, you are selecting a reassignment to another Air Force Reserve (AFR) organization. When you complete the registration, an email will be forwarded to the FSS Career Development Element of the bases you select. While employment is not guaranteed, the FSS will review your Air Force Specialty Code (AFSC), qualifications, and unit manning to determine if a vacancy exists. They will also coordinate with the potential commanders to determine if an overage condition is feasible. The FSS has five (5) duty days to complete its review.

Option 2 - Electing Separation / Retirement

- By choosing this selection, you are electing one of the following options:
 - a. Separation. By separating, your affiliation from the Air Force Reserve will terminate (unless you have a Military Service Obligation (MSO)). Officers need to apply for separation while enlisted members separate at the end of the current contract (Expiration Term of Service or ETS). Individuals who are currently under PALACE CHASE obligations are expected to fulfill their current contract. The only exception when an enlisted member would separate on a date other than the established ETS would be for cause or as approved by HQ AFRC.
 - b. Retirement. If you have 20 or more years of satisfactory service and are otherwise eligible, you may be eligible to retire. For retirement process, first confirm your number of satisfactory years in Virtual MPF to ensure you have the appropriate credit for retirement. While in Virtual MPF, also check your decorations, current address, and emergency data card for accuracy.

Option 3 - Reassignment to the IRR

• By choosing this selection, you are electing the following option:

Individual Ready Reserve or IRR. You may have heard that reassignment to the IRR referred to as "going to ARPC." However, the IRR is actually a status. You maintain your Reserve affiliation but are subject to a few additional requirements.

Option 4 - Component Transfer

• There may be career opportunities within your local area where your expertise may be utilized. Please list your intentions in the Remarks Block provided in the Clearing House. Based upon your selections, you will receive an email giving you specific points of contact where you can begin inquiring for future employment.

Option 5 - Request for IMA Reassignment

• There may be career opportunities within your local area where your expertise may be utilized. In the Remarks Block provided in the Clearing House, please provide your full intentions to include possible bases and areas of interest. Based upon your input, you will receive an email furnishing you an update on possibilities for continuing your military affiliation in the Individual Mobilization Augmentee (IMA) program.

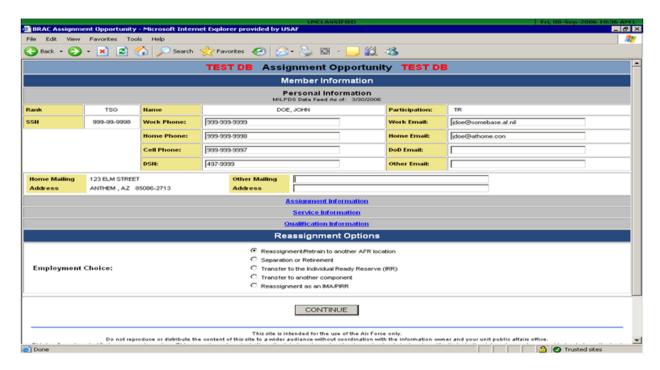
RETRAINING

- 1. You also have the option to request retraining in conjunction with reassignment to another Air Force Reserve (AFR) location. As before in the reassignment request, the FSS will review your requested Air Force Specialty Codes (AFSCs), initial qualifications, and unit manning to determine if a vacancy exists. They will also coordinate with potential commanders to determine if an overage condition is feasible.
- 2. Selection of a base and AFSC does not guarantee employment. You will still need to meet all qualification requirements for entry into the new AFSC (medical clearances, security clearance requirements, retainability, etc.). By reviewing your current qualifications and prospective AFSC requirements, you will be better prepared to choose the right jobs. You can compare your ASVAB scores against the scores required in the retraining AFSC (located in the Qualification Information). In the event you need to retest in order to qualify, contact your servicing wing training office. Your servicing Medical Treatment Facility (MTF) will be able to provide you with your latest medical profile (to include your PUHLES). Also, take time to review the Service and Qualification Information areas in the Clearing House for currency and contact the FSS if any corrections need to be made.
- 3. You will be able to check your status by entering the reassignment area of the Clearing House. If there are no job opportunities at that location, the location will be reflected in "red" with the date reviewed. If there is an opportunity and job offer, the location will be reflected in "green" with the date reviewed. You should receive instructions from your FSS Career Development Section concerning the processing of your request.

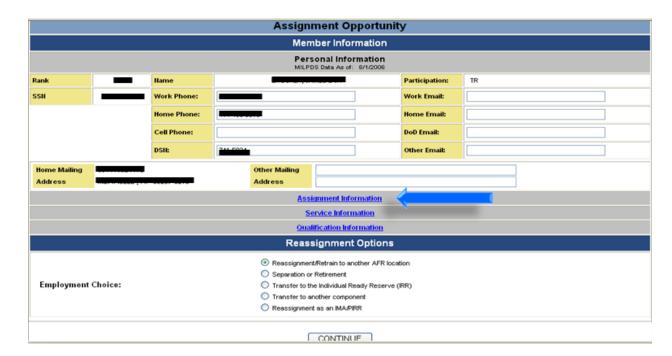
MILITARY CLEARING HOUSE PROCEDURES



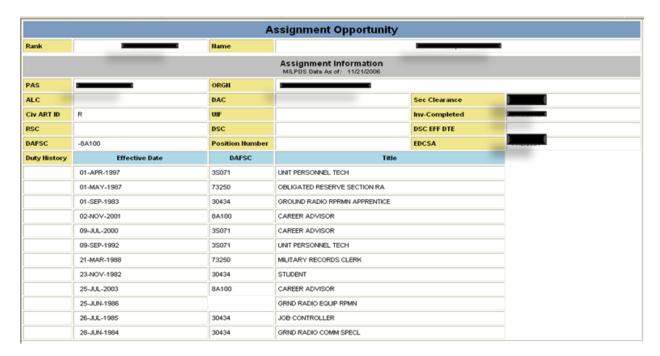
Enter your personal information and click **SUBMIT**



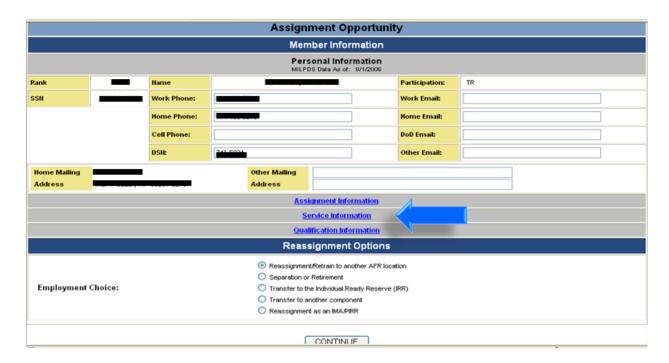
Fill in personal information and click the **CONTINUE** button



When you click the Assignment Information link...



You will see the above information relating to your duty history



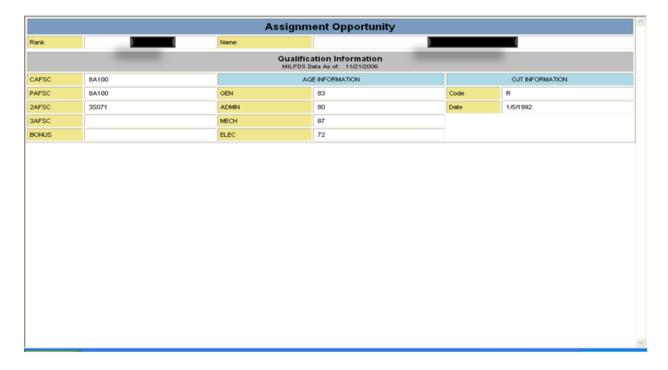
Click on the **Service Information** link...



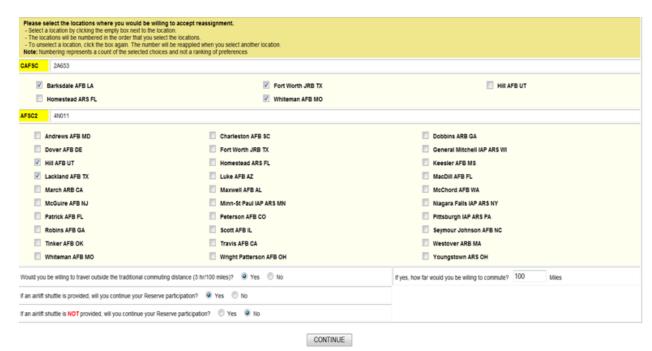
And your information pertaining to Date of Rank (DOR) and Mandatory separation Date (MSD)/High Year Tenure (HYT) is displayed.



Click on Qualification Information link...



Your information pertaining to AFSCs, ASVAB/AFOQT scores and training information is displayed.



Check beside interested locations, answer questions and click Continue



The Remarks section allows you to provide additional information such as previous experience, special awards or other information relative to assignments. Also, use this location to enter assignment preferences (1st – March, 2nd – Homestead, 3rd – Grissom, etc) if so desired. Click **SUBMIT**



Final page will provide you a **Confirmation Number**. Print this page for a matter of record. You may check back to determine if an assignment match has been presented.

CONFIRMATION NOTIFICATION

Once registered, you will receive confirmation notification via the email listed upon login:

Automated System	Generated Notification.	Do not attempt to reply.

Congratulations! You have successfully registered with the Air Force Reserve Command (AFRC) Assignment Opportunity Clearing House. You have indicated that you applying for Reassignment/Retrain to another AFR location. This is your current registration data as of: 01/27/2012 9:23:47 AM

Your confirmation number is #:BAXXXXXXXXXXX. Please print a copy of this for your records.

Thank you.

You will be able to check the status of your request by signing in to the Clearing House and entering the reassignment area. If there are no job opportunities at that location, the location will be reflected in "red" with the date reviewed. If there is an opportunity and job offer, the location will be reflected in "green" with the date reviewed. Additionally, you should receive instructions from your FSS Career Development Element concerning the processing of your request.

OTHER INFORMATION (DoD Component Transfer)

· How?

 Contact an In-Service Recruiter for whatever service component you wish to continue serving with...









SUMMARY

- All out-bound assignments should be initiated at the member's unit level
- Contact FSS in the event there are unique situations or requirements
- Ensure everyone in the chain of command are aware of your intentions

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q1: Who is eligible for entry into the Military Clearing House?

A1: Military members (TRs) (Lieutenant Colonel and below) affected by Force Structure Announcements (FSA). **NOTE: Members that are ARTs, see Q/A #10 below.**

Q2: How will the FSS know I am eligible?

A2: Members affected will be identified with Assignment Availability Code (AAC) "TA" in MilPDS.

Q3: How long do I have to register?

A3: Members that are impacted by the FSAs may register until 30 days prior to the end of position funding.

Q4: Is there a "dead line" for me to have an assignment?

A4: Yes, members are required to have an assignment pending no later than the day prior to funding loss of the organization/position. If the member does not locate employment within that timeframe prior to position deletion, member will be reassigned to the Individual Ready Reserve (IRR).

Q5: Can I login from home?

A5: If you have CAC availability, then yes. Unfortunately, there isn't a "public" site due to increased security. Members must login from a CAC-enabled system in order to gain access to the .mil address.

Q6: What if I don't have CAC availability at home and I won't be attending UTAs?

A6: We have developed an AFRC Military Clearing House Registration worksheet to be completed by the Reservist and updated in the Military Clearing House by their applicable Military Human Resource Specialist.

Q7: Will the FSS know that I have registered?

A7: Yes, an email notification will be sent to both the losing FSS and the gaining FSS at the locations in which the member identified preferences.

Q8: How long will it take to determine if I have been selected for an assignment?

A8: The Career Development element to which the member submitted reassignment request(s) have 5 duty days to complete their review of the request.

Q9: How many locations can I request in the Military Clearing House/Registration Form?

A9: As many as you would like. However, locations/assignments will be limited to your AFSC(s) within your personnel records and availability of positions.

Q10: I am an ART. Can I register in the Military Clearing House?

A10: Yes, provided you are seeking a TR or IMA position.

AFRC MILITARY CLEARING HOUSE REGISTRATION FORM

AFRO Military Clea	aring House Registration
ial Security Number (i.e. ###-##-####)	
t Name, First Name, MI	
e of Birth: (dd mmm yyyy)	
ail Address <i>(To receive confirmation numb</i>	
	OCATION
WEST COAST AREA	order of preference) SOUTHEAST AREA
March ARB, CA	Barksdale AFB, LA
McChord AFB, WA	Charleston AFB, SC
·	·
Portland IAP, OR = 304 RQS	Dobbins ARB, GA
Travis AFB, CA	Eglin AFB/Hurlburt Field, FL
Beale AFB, CA	Homestead ARS, FL
LUD LUEGT LEET	Keesler AFB, MS
MID WEST AREA	Maxwell AFB, AL
Grissom ARB, IN	MacDill AFB, FL
Hill AFB, UT	Patrick AFB, FL
Minn-St Paul ARS, MN	Robins AFB, GA
Little Rock AFB, AR	Seymour-Johnson AFB, NC
Peterson, CO	Fort Bragg/Pope Field, NC
Schriever AFB, CO	Moody AFB, GA
Whiteman AFB, MO	
Scott AFB, IL	NORTHEAST AREA
Offutt AFB, NE	Joint Base Andrews, MD
McConnell AFB, KS	Dover AFB, DE
Buckley AFB, CO	Pittsburgh IAP-ARS, PA
	Joint Base McGuire-Dix-Lakehurst, NJ
SOUTHWEST AREA	Niagara Falls IAP-ARS, NY
Nellis AFB, NV	Westover ARB, MA
NAS JRB Ft Worth, TX	Wright-Patterson AFB, OH
Luke AFB, AZ	Youngstown ARS, OH
Tinker AFB, OK	Langley AFB/Norfolk NAS, VA
Lackland AFB, TX	Hanscom AFB MA
Davis-Monthan AFB, AZ	
Randolph AFB, TX	NON-FOREIGN OVERSEAS AREA
Sheppard AFB, TX	Joint Base Pearl Harbor-Hickam AFB HI
Holloman AFB, NM	Joint Base Elmendorf-Richardson, AK
Robins AFB, GA	Andersen AFB, Guam

Comments/Remarks may be added in this area (ie. special awards, projects completed, e



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