

Air Force Reserve Command Military Clearing House Guidance

1 March 2013



U.S. AIR FORCE

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SECTION 1

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

SECTION 2

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.

SECTION 3

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.

SECTION 4

MILITARY CLEARING HOUSE PROCEDURES

The screenshot shows the 'Assignment Opportunity Registration' page for the Air Force Reserve Command. The page has a blue header with the command's name and logo. Below the header, there are navigation links for 'HOME', 'ASSIGNMENT OPPORTUNITY REGISTRATION', and 'LOGOUT'. The main heading is 'Assignment Opportunity Registration'. A message states: 'In order to confirm your eligibility for Assignment Opportunity Registration submission please fill in the data below and click the SUBMIT button.' Below this, it says 'All fields are REQUIRED in order to proceed to registration!'. The form fields include: 'Social Security Number (i.e. 999-99-9999)', 'Last Name', 'Date of Birth (dd mm yyyy)', and 'Email Address (To receive submission confirmation notice)'. A blue circle highlights the input fields for Social Security Number, Last Name, and Date of Birth. A 'Submit' button is located at the bottom of the form.

Enter your personal information and click **SUBMIT**

The screenshot shows a web browser window displaying the 'BRAC Assignment Opportunity' form. The browser title is 'BRAC Assignment Opportunity - Microsoft Internet Explorer provided by USAF'. The page has a blue header with 'TEST DB Assignment Opportunity TEST DB'. The main heading is 'Member Information'. Below this, there is a section for 'Personal Information' with the following data: Rank: TSG, Name: DOE, JOHN, Participation: TR, SSN: 999-99-9998, Work Phone: 999-999-9999, Work Email: jdoe@somebase.af.mil, Home Phone: 999-999-9990, Home Email: jdoe@athome.com, Cell Phone: 999-999-9997, DoD Email: [empty], DSII: 497-9999, Other Email: [empty]. There are also fields for 'Home Mailing Address' (123 ELM STREET, ANTHEM, AZ 85086-2713) and 'Other Mailing Address'. Below the personal information, there are links for 'Assignment Information', 'Service Information', and 'Qualification Information'. The 'Reassignment Options' section includes an 'Employment Choice:' label and a list of radio button options: 'Reassignment/Retrain to another AFR location' (selected), 'Separation or Retirement', 'Transfer to the Individual Ready Reserve (IRR)', 'Transfer to another component', and 'Reassignment as an IMA/PRR'. A 'CONTINUE' button is located at the bottom of the form. The footer contains a disclaimer: 'This site is intended for the use of the Air Force only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner and your unit public affairs office.'

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

Assignment Opportunity					
Member Information					
Personal Information MILPDS Data As of: 8/1/2006					
Rank	██████████	Name	████████████████████	Participation:	TR
SSH	██████████	Work Phone:	██████████	Work Email:	<input type="text"/>
		Home Phone:	██████████	Home Email:	<input type="text"/>
		Cell Phone:	<input type="text"/>	DoD Email:	<input type="text"/>
		DSiE:	██████████	Other Email:	<input type="text"/>
Home Mailing Address	████████████████████	Other Mailing Address	<input type="text"/>		
Assignment Information ←					
Service Information					
Qualification Information					
Reassignment Options					
Employment Choice: <ul style="list-style-type: none"> <input checked="" type="radio"/> Reassignment/Retrain to another AFR location <input type="radio"/> Separation or Retirement <input type="radio"/> Transfer to the Individual Ready Reserve (IRR) <input type="radio"/> Transfer to another component <input type="radio"/> Reassignment as an IMAPRR 					
<input type="button" value="CONTINUE"/>					

When you click the **Assignment Information** link...

Assignment Opportunity					
Assignment Information MILPDS Data As of: 11/21/2006					
PAS	██████████	ORG#	██████████		
ALC		DAC		Sec Clearance	██████████
Civ ART ID	R	UIF		Inv-Completed	██████████
RSC		DSC		DSC EFF DTE	██████████
DAFSC	-8A100	Position Number		EDCSA	██████████
Duty History	Effective Date	DAFSC	Title		
	01-APR-1997	3S071	UNIT PERSONNEL TECH		
	01-MAY-1987	73250	OBLIGATED RESERVE SECTION RA		
	01-SEP-1983	30434	GROUND RADIO RPRMN APPRENTICE		
	02-NOV-2001	8A100	CAREER ADVISOR		
	09-JUL-2000	3S071	CAREER ADVISOR		
	09-SEP-1992	3S071	UNIT PERSONNEL TECH		
	21-MAR-1988	73250	MILITARY RECORDS CLERK		
	23-NOV-1982	30434	STUDENT		
	25-JUL-2003	8A100	CAREER ADVISOR		
	25-JUN-1986		GRND RADIO EQUIP RPMN		
	26-JUL-1985	30434	JOB CONTROLLER		
	28-JUN-1984	30434	GRND RADIO COMM SPECL		

You will see the above information relating to your duty history

Assignment Opportunity					
Member Information					
Personal Information MILPDS Data As of: 8/1/2006					
Rank	██████	Name	████████████████████	Participation:	TR
SSN	██████████	Work Phone:	██████████	Work Email:	██████████
		Home Phone:	██████████	Home Email:	██████████
		Cell Phone:	██████████	DoD Email:	██████████
		DSIT:	2/1/2001	Other Email:	██████████
Home Mailing Address	██████████	Other Mailing Address	██████████		
Assignment Information Service Information ← Qualification Information					
Reassignment Options					
Employment Choice:		<input checked="" type="radio"/> Reassignment/Retrain to another AFR location <input type="radio"/> Separation or Retirement <input type="radio"/> Transfer to the Individual Ready Reserve (IRR) <input type="radio"/> Transfer to another component <input type="radio"/> Reassignment as an IMA/IRR			
<input type="button" value="CONTINUE"/>					

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

Assignment Opportunity					
Rank	██████████	Name	████████████████████		
Service Information MILPDS Data As of: 11/21/2006					
DOS	██████████	TAFMSD		Date of Rank	4/1/2005
ETS		TAFCSO		SAT SVC	220912
RCD Status	00	Pay Date	5/4/1982	R/R Date	0501
Ret/Sep ID:		Ret/Sep Date	L	HYTMSD	5/9/2022

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

Assignment Opportunity					
Member Information					
Personal Information MILPDS Data As of: 8/1/2006					
Rank	████	Name	████████████████████	Participation:	TR
SSN	██████████	Work Phone:	██████████	Work Email:	<input type="text"/>
		Home Phone:	██████████	Home Email:	<input type="text"/>
		Cell Phone:	<input type="text"/>	DoD Email:	<input type="text"/>
		DSiE:	██████████	Other Email:	<input type="text"/>
Home Mailing Address	██████████	Other Mailing Address	<input type="text"/>		
Assignment Information Service Information Qualification Information ←					
Reassignment Options					
Employment Choice:		<input checked="" type="radio"/> Reassignment/Retrain to another AFR location <input type="radio"/> Separation or Retirement <input type="radio"/> Transfer to the Individual Ready Reserve (IRR) <input type="radio"/> Transfer to another component <input type="radio"/> Reassignment as an IMA/PRR			
<input type="button" value="CONTINUE"/>					

Click on **Qualification Information** link...

Assignment Opportunity					
Rank	████	Name	████████████████████		
Qualification Information MILPDS Data As of: 11/21/2006					
		AGE INFORMATION		OUT INFORMATION	
CAFSC	8A100	GEN	83	Code	R
PAFSC	8A100	ADMIN	80	Date	1/5/1992
2AFSC	3S071	MECH	87		
3AFSC		ELEC	72		
BONUS					

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

Please select the locations where you would be willing to accept reassignment.
 - Select a location by clicking the empty box next to the location.
 - The locations will be numbered in the order that you select the locations.
 - To unselect a location, click the box again. The number will be reapplied when you select another location.
Note: Numbering represents a count of the selected choices and not a ranking of preferences

CAFSC 2A653

Barksdale AFB LA Fort Worth JRB TX Hill AFB UT
 Homestead ARS FL Whiteman AFB MO

AFSC2 4N011

Andrews AFB MD Charleston AFB SC Dobbins ARB GA
 Dover AFB DE Fort Worth JRB TX General Mitchell IAP ARS WI
 Hill AFB UT Homestead ARS FL Keesler AFB MS
 Lackland AFB TX Luke AFB AZ MacDill AFB FL
 March ARB CA Maxwell AFB AL McChord AFB WA
 McGuire AFB NJ Minn-St Paul IAP ARS MN Niagara Falls IAP ARS NY
 Patrick AFB FL Peterson AFB CO Pittsburgh IAP ARS PA
 Robins AFB GA Scott AFB IL Seymour Johnson AFB NC
 Tinker AFB OK Travis AFB CA Westover ARB MA
 Whiteman AFB MO Wright Patterson AFB OH Youngstown ARS OH

Would you be willing to travel outside the traditional commuting distance (3 hr/100 miles)? Yes No
 If yes, how far would you be willing to commute? 100 Miles

If an airlift shuttle is provided, will you continue your Reserve participation? Yes No
 If an airlift shuttle is **NOT** provided, will you continue your Reserve participation? Yes No

Check beside interested locations, answer questions and click **Continue**

[Personal Information Information](#)
[Assignment Information](#)
[Service Information](#)
[Qualification Information](#)

Assignment Opportunity Completion

This page will complete your Assignment Opportunity submission. After entering comments below click the "SUBMIT" button at the bottom of the page to send your data to your Unit FSS. If you need any further information please contact your Unit MPF.

This site is intended for the use of the Air Force only.
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 This is a Department of Defense computer system. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operations security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.
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 For information or Support please contact [AFRC/ATK](#)
 Page Last Updated on 2/3/2012

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**



Air Force Reserve Command



HOME

ASSIGNMENT OPPORTUNITY REGISTRATION

LOGOUT

AFRC Military Clearing House Registration

Your registration has been successfully completed.
Your confirmation number is: BA20120550002. Please reference this number for any inquiries on your registration.
Thank you.

[Submit Assignment Opportunity Registration Form](#)

[Login for AFRC A1 or FSS Representatives \(HQ and FSS Only\)](#)

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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.

SECTION 5

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.

SECTION 6

OTHER INFORMATION (DoD Component Transfer)

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



SECTION 7

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**

SECTION 8

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.

SECTION 9

AFRC MILITARY CLEARING HOUSE REGISTRATION FORM

AFRC Military Clearing House Registration	
Social Security Number (i.e. ###-##-####)	
Last Name, First Name, MI	
Date of Birth: (dd mmm yyyy)	
Email Address (To receive confirmation number)	
LOCATION	
(Indicate order of preference)	
WEST COAST AREA	SOUTHEAST AREA
March AFB, CA	Barksdale AFB, LA
McChord AFB, WA	Charleston AFB, SC
Portland IAP, OR - 304 RQS	Dobbins AFB, GA
Travis AFB, CA	Eglin AFB/Hurlburt Field, FL
Beale AFB, CA	Homestead ARS, FL
	Keesler AFB, MS
MID WEST AREA	Maxwell AFB, AL
Grissom AFB, 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 AFB, 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 on the 2nd page of this form	

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



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