

Question 1: Who will be eligible to meet the Force Shaping Board?

Officers in the grade of captain and below in the following career fields will meet the fiscal 2010 Force Shaping Board that convenes Sept. 27, 2010: 13S, 15W, 21A, 38F, 52R (except Catholic chaplains), 61A, 61B, 61C, and 71S in the commissioned year groups of 2005, 2006, and 2007. Those who already have an approved date of separation on or before March 1, 2011, will not meet the board. Additionally, those with at least 14 years total active military service or less than two years active service as of the extended active duty date, will not be considered by the board.

Question 2: Are non-line officers such as judge advocates and medical corps going to have any involuntary reductions?

Yes, the force shaping board will consider chaplains with the exception of Catholic chaplains. Otherwise, the board will consider no other non-line career fields. Those career fields will continue to use voluntary force management initiatives to adjust to their targeted end strength and ensure sustainment of the specialty.

Question 3: I am currently in the retraining pipeline for a new career field that is meeting the force shaping board. Will I be considered in my old or new Air Force specialty code?

Officers who are identified to retrain into an AFSC that does not have an FSB quota for that year group will have their core ID updated to the new one and not meet the board. Officers who are in retraining or are identified to retrain into a career field that has an FSB quota for that year group will retain their old core ID for the board. Officers' core Air Force specialties will be locked down May 24, 2010. If an officer is eliminated from training prior to July 29, 2010, they will revert to their previous core Air Force specialty.

Question 4: Are senior raters allowed to update their Retention Recommendation Form stratifications after Aug. 27, 2010 if their pool of officers changes due to people separating or as AFSCs become ineligible due to targets being met by people separating?

No, upon receipt of RRFs at the Air Force Personnel Center, stratification statements contained on the RRFs will not be adjusted for removal of eligible officers from the board file due either to an individual's approved separation actions or removal of AFSCs from consideration by the Force Shaping Board.

Question 5: Will I receive a copy of my RRF from my senior rater, if so, when?

Yes, senior raters will hand out RRFs no later than Sept. 13, 2010. Major Commanders will notify subordinate units of the earliest date the forms can be given to the officers following their administrative review.

Question 6: In the senior rater's stratification remarks, is the senior rater stratifying all officers at their base or just the officers eligible for the FSB?

Senior raters should only stratify officers that are meeting the FSB. For example, a senior rater may have 50 officers in the 2005 year group but only 20 are FSB eligible. His or her stratification comment should read:

"In his/her year group, this officer ranks #____ of 20 in my unit."

Question 7: If I'm in a patient status will I meet the board?

No. Officers in patient, prisoner, absent without leave or appellate leave status will not be

eligible for the force shaping board. These officers need not meet the FSB are already separating or must stay on active duty.

Question 8: Will officers selected under the FSB for separation who have a remaining Military Service Obligation be required to serve the remainder of the MSO in the Inactive Ready Reserve?

Yes, officers will still be required to serve the remainder of their eight-year Military Service Obligation in the IRR if they choose to not participate in the Air Force Reserve.

Question 9: Will I have to repay money as a result of receiving a bonus or for educational costs to include a service Academy or ROTC?

No, officers involuntarily separated by the Force Shaping Board will not be required to repay their education costs.

Question 10: If selected for separation can I apply for transfer to the Army or Air Reserve Component?

Yes, officers may apply for Palace Front if approved to separate under FSB.

They may contact an in-service recruiter for more information concerning the Palace Front Program or an Army recruiter to transfer to the Army.

Question 11: Will I have to repay money as a result of receiving tuition assistance?

No, officers involuntarily separated by the Force Shaping Board will not be required to repay their education costs.

Question 12: Can I be re-commissioned at a later date?

No. According to AFI 36-2013, Table 1.2, Rule 14, an applicant who holds or has held a commission in any of the U.S. Armed Forces is ineligible to apply for commissioning programs.

Question 13: If I'm prior service can I revert to my enlisted grade and remain in the Air Force?

No, individuals selected by the force shaping board must separate.

Question 14: How will the Air Force conduct the Force Shaping Board?

The FSB will consider eligible officers with a Retention Recommendation Form completed by their leadership. These documents along with decoration citations, training reports, and performance reports will meet a central selection board at the Air Force Personnel Center. The board will closely mirror a central selection board process for promotions.

Question 15: How many boards will I meet?

Only one; force shaping boards will only look at a specific year group and AFSC one time.

Question 16: Will I be able to check the information in my record? How can I review my record at AFPC?

You will receive an officer pre-selection brief that reflects information in your record that will meet the board. It is critical that you review the information for accuracy.

Question 17: Will I be allowed to submit a letter to the board?

Yes, eligible officers may correspond by letter with their board and address any matter of record concerning themselves that they believe important to their consideration. The eligible officer is the only party who may submit a letter on his or her behalf. Letters should only be submitted to make the board aware of any new information that is not reflected in the officer's file. These letters are to be submitted in good faith, contain accurate information to the best of the officer's knowledge, and must be physically signed by the officer.

Question 18: When will my senior rater be determined? What if I PCS around that time period?

Senior raters are determined on the RRF accounting date, which is May 24, 2010. If an eligible officer departs PCS prior to that date, the date the gaining finance office establishes as the officer's date arrived station will determine which senior rater is responsible for completing the RRF. If the DAS is on or before May 24, the gaining senior rater is responsible for completing the RRF. If the DAS is after that date, the losing senior rater will complete the RRF.

Question 19: Can we generate a Change of Rating Official to update my record?

It is not appropriate to request a CRO just to update a record. There must be a precipitating event that creates a need for a CRO. If there is a concern about documenting recent performance, then the information can be included in the RRF, or you may write a letter to the board.

Question 20: If not retained, how will my separation be characterized?

You will receive an honorable discharge and the reason for separation will be "reduction in force."

Question 21: I'm supposed to pin on captain prior to March 1, 2011. Will my promotion be cancelled or withheld due to the FSB?

Promotions will continue as scheduled regardless of the FSB process or results.

Question 22: If the quota for an AFSC and year group has been met by volunteers earlier than Sept. 27, 2010, will additional volunteers be accepted over and above the quota?

Perhaps. Air Force specialties may be removed from eligibility with little or no notice based upon the needs of the Air Force. Please review the Air Force Personnel Center personnel services web site for the current vulnerability charts.

Question 23: How much weight will the board place on deployments, prior enlisted time, etc?

The Secretary of the Air Force will task board members to consider officers using the whole person concept, which includes a wide variety of factors.

Question 24: I am currently in the retraining pipeline into a new career field that is meeting the Force Shaping Board. Will I be considered in my old or new AFSC?

Officers who are identified to retrain into an Air Force Specialty Code that does not have an FSB quota for that year group will have their core ID updated to the new one and will not meet the board. Officers who are in retraining or are identified to retrain into a career field that has a FSB quota for that year group will retain their old core ID for the board.

Question 25: What is a Retention Recommendation Form and how will it be written? Who will write it?

The Retention Recommendation Form is used by the Senior Rater to indicate to the board the officer's potential for remaining on active duty. The form is much like a promotion recommendation form except that it only has two recommendation blocks -- "retain" and "separate/retire." The form also contains a space for rater comments and senior rater endorsement. The first O-6 or GS-15 in your chain will serve as the rater for the RRF and your senior rater will endorse it. If the senior rater is the first colonel, general officer or equivalent in the eligible's chain of command, then the senior rater will complete the initial portion of the form, making their retention recommendation and the overall stratification remark.

Question 26: Who writes my Retention Recommendation Form if I am a student?

If you are on Permanent Change of Station orders as a student in long-term training, an RRF will be written by your host wing commander. As a student, you will not be rank-ordered (stratified) among the officers assigned to that particular senior rater.

Question 27: What is my senior rater's role in preparing a Retention Recommendation Form?

The senior rater is the reviewer and endorser of the RRF. The senior rater will be limited to providing only a stratification comment unless he or she non-concurs with the rater. In that case, the senior rater can provide comments on the non-concurrence.

Question 28: What guidance is available to senior raters writing a Retention Recommendation Form?

Rules concerning prohibited RRF comments will mirror those for promotion recommendation forms. The wing commander's understanding of all responsibilities in accordance with AFI 36-2406, Chapters 3 and 8 is critical. This instruction outlines what information a rater may or may not use when preparing a RRF, and the restriction against use of "boards or panels of officers to score records and/or generate a priority list of eligible officers."

Question 29: Does each comment on the Retention Recommendation Form have to be documented in the member's record?

No, everything in the RRF does not need to be documented in the record similar to the Promotion Recommendation Form instructions outlined in AFI 36-2406, Para 8.1.4.1.1.

Question 30: Is it appropriate to include prior service accomplishments on an RRF?

No. The Force Shaping Board is considering individuals for further service as an officer, therefore any mention of pre-commissioning accomplishments, whether as an enlisted member or not, is not permissible on the RRF.

Question 31: If the RRF is being written by non-Air Force members, will there be an Air Force reviewer of the RRF before it meets the board?

Yes, there will be an Air Force review just as there is for officer performance reports for officers in this situation.

Question 32: How will the senior rater stratify his or her officers on the RRF?

The senior rater will be limited to one standardized statement in which he or she rank orders all of their officers by year group and by AFSC. This will be verbatim:

“In his/her year group, this officer ranks # ____ of ____ in my unit.”

“In his/her year group, this officer ranks # ____ of ____ of his/her core AFSC in my unit.”

Question 33: Will my senior rater have a quota for “retain” recommendations, similar to “definitely promote” on Promotion Recommendation Forms?

No. Senior raters will not have quotas with regard to how many “retain” or “separate/retire” recommendations they can give.

Question 34: I am the first evaluator for 10 officers and will be writing their RRFs. Can I stratify those officers in the nine lines of the RRF that I am writing?

Yes, as long as the stratification is within your scope. Air Force Instruction 36-2406, Officer and Enlisted Evaluation Systems, para 3.7, offers instructions on the type of statements and phrases that may be used.

Question 35: Can the senior rater add comments to Block VII of the RRF other than the mandatory stratification statement, even if they concur with the rater’s recommendation?

No, senior raters are not permitted to add comments to the stratification unless they non-concur with the overall recommendation made by the first evaluator. If the senior rater marks non-concur, then comments are mandatory explaining his or her decision. The senior rater must provide the stratification comment on the last two lines of Block VII with the remaining seven lines set aside for the senior rater’s non-concur comments.

Question 36: Will senior raters be allowed to update their RRF stratifications after Aug. 20, 2010, if their pool of officers change due to people separating or as Air Force Specialty Codes become ineligible due to targets being met by people separating?

No, upon receipt of Retention Recommendation Forms at the Air Force Personnel Center, stratification statements contained on the RRFs will not be adjusted for removal of eligible officers from the board file due either to individual approved separation actions or removal of AFSCs from consideration by the Force Shaping Board.

Question 37: If my first evaluator is deployed. Will he or she still be required to write my Retention Recommendation Form?

Yes, military personnel sections are responsible for ensuring the Duty Qualification History Brief, Record of Performance and RRF notification are sent to the evaluator’s deployed location to provide them the information they need to write the RRF. Senior raters may request approval from AFPC for the next O-6 or GS-15 or higher in the rating chain to write the RRF. For example, if the mission support group commander is deployed, the wing commander can request to be the first evaluator and write the RRF.

Question 38: Will I get any veteran’s preference if I apply for civil service employment?

Yes. A five-point preference is given to those honorably separated veterans (honorable or general discharge) who served on active duty in the Armed Forces in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary Medal is qualifying

criteria for veteran's preference.

Question 39: Will I be able to retain my security clearance if not selected for retention?

Yes. Your security clearance remains in effect until its expiration date or until there is a 24-month break in service. A 24-month break in service invalidates an individual's personal security clearance eligibility. A break in service would be any break in active employment with a federal agency or DOD contractor.

Question 40: I am eligible for the board and have been told I am vulnerable for an assignment. Will I still PCS?

Possibly. The Air Force Personnel Center will hold most eligible officers at their current duty location pending the outcome of the board. However, there are some must move assignments that will require board eligible officers to PCS prior to the results being released.

Question 41: If I am chosen to separate by the board and have been officially notified I will PCS, will my assignment be cancelled?

Yes. If you have received PCS orders and are subsequently notified by the Force Shaping Board that you will separate, your assignment will be cancelled.

Question 42: I am eligible for the board and was notified I will deploy, will I still go?

Possibly. The Air Force's mission is to fight and win wars. Contingency deployments directly support this mission and take priority. With that said, we are asking commanders to work their taskings to allow eligible officers to be at home station for the anticipated release of the results. If deployed selected for separation by the FSB, you will be returned to your home station in time to meet your new DOS.

Question 43: If I am eligible for the board can I still go on a Temporary Duty Assignment for training?

Yes. Those eligible for the Force Shaping Board may still go TDY.

Question 44: What if I am deployed or on a 365-day deployment? Am I still eligible for the FSB board?

Yes. Deployment status does not impact FSB or RIF eligibility

Question 45: I am currently deployed and FSB eligible. Will I be returned to my home station prior to the FSB board?

No. Officers will not be returned to their home station based on FSB eligibility. If selected for mandatory separation, officers deployed on or after the board announcement will be replaced using early release and return rules outlined in Air Force instructions

Question 46: If I am eligible for the FSB board, can I still be selected for deployment?

Yes. Eligibility alone does not eliminate an officer from deployment consideration. Deployment eligibility is determined by retainability. Therefore, FSB-eligible officers remain available for AEF deployments until an established separation date limits availability. Commanders should discuss retention recommendation intentions with FSB-eligible officers. If funds have not been expended for predeployment and the commander can re-source the tasking within the unit, the

commander can release the officer from the tasking. If an FSB-eligible officer proceeds on a deployment tasking and is later selected for mandatory separation, AFPC will replace the deployed member using early release and return rules outlined in Air Force instructions.