

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer Lt Col Dan Woolever				Office Symbol RSOP	Series Number 407	Signature of Action Officer				Implementation Date: 23 Sep 03	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOC/ CCU	Coord	rh/11 Sep 03	5				9			
2	JA	Coord	fs/12 Sep 03	6				10			
3	RSO/ CCU	APPR	dg/22 Sep 03	7				11			
4	RSOPA	X-MIT	dw/22 Sep 03	8				12			

FROM: HQ AFRS/RSO

SUBJECT: Air Force National Personnel Records Center Point of Contact

TO: All Recruiting Service Personnel

1. Until AETCI 36-2002 is updated [page 245, A8.2], please use guidance in this PGM. The Air Force National Personnel Records Center (NPRC) Liaison, who is responsible for processing Air Force Prior-Service records request, now has a public folder. This folder can be accessed to find the status of requests submitted to the NPRC Liaison by:

- (a) Going into the "Public Folder," then
- (b) Selecting the "AFRS HQ" folder, and finally
- (c) Selecting the "NPRC Status Report" folder.

2. NPRC (St. Louis, MO) Points of Contact:

- (a) Primary: Roger W. Eberlein, 345 RCS/NPRCL, Phone: (314) 538-2876, Fax: (314) 538-2875, E-mail: roger.eberlein@rs.af.mil.
- (b) Supervisor/Alternate: 345 RCS/RSS Phone: (618) 256-1060. Fax: (618) 256-2139

3. Request Procedures/Processes for Air Force Prior Service Records:

- (a) Submit SF180 by fax to MSgt Eberlein (314-538-2875).
- (b) Request is updated in the archive computer.
- (c) Archive technicians receive names of requested individuals the day after an update is made.
- (d) The Archive Search Section has 72 hours to pull and deliver the record to MSgt Eberlein.
- (e) Requested documents are copied and faxed back to the recruiter.
- (f) Goal is to have customer requests within 10 days from the date of the request.

4. Checking Status of Records:

- (a) The status spreadsheet will be updated each Tuesday and Thursday and posted in AFRS public folder.
- (b) Applicants are listed in chronological order based on when the SF180 was received.

- (c) Status column will indicate if record is complete or pending.
- (d) Comments column will indicate who the documents were faxed to, alternate locations where the record may be found, and any problems encountered with receiving the record.
- (e) If you have not received any information within 10 days of the "Date SF180 Received", please contact MSgt Eberlein for details concerning the record.

5. Other:

- (a) If your applicant is meeting a board, please submit your request more than 10 days prior to the board cut off date to allow sufficient time for processing.
- (b) You may submit requests for retirees, however their records will be worked as time permits; the 10 day turn around for retirees will not apply.

6. Important Phone Numbers:

- (a) HQ USAF Reserves - (303) 676-6528.
- (b) HQ USMC Reserves - 1-800-255-5082.
- (c) HQ Naval Reserves – 1-866-250-4778.
- (d) HQ Army Reserves - (314) 538-2876.
- (e) USAF Correction of Military Records – (210) 565-3364.
- (f) Dependent Medical Records – (314) 801-9250.

FOR THE COMMANDER

//SIGNED//

DANIEL WOOLEVER, Lt Col, USAF
Deputy Chief, Operations Division