

RESERVISTS

- Bring a fax number for your owning unit and owning finance office
- Bring "Official" copies of College transcripts
- You will be required to find your own billeting if you arrive night before in-processing date.

These documents are needed by next week (Inprocessing II). Please follow instructions below to print out these documents.

Records Review Rip

Log into Air Force portal; go into Vmpf, go into Self-Service Actions; click on Personal Data; click Records Review/Update; click View/Print All Pages; print Records Review Rip

VMET Rip

<https://www.dmdc.osd.mil/app/vmet/index.jsp>; type in mypay pin; click on request documents; print VMET rip

DD Form 4

Log into Air Force Portal; click on ARMS-Automated Records; once in ARMS find your DD Form 4-first enlistment contract (not reenlistment contract); print first DD Form 4

RESERVE/GUARD PERSONNEL

In addition to the documents above, you also need to print out a Point Summary Statement

Point Summary Statement

Log into Air Force portal; go into Vmpf, go into Self-Service Actions; click on Personal Data; click Point Summary; print Point Summary Statement

PLEASE CALL TOLL FREE (877) 596-5771, PRESS OPT 7, IF YOU CANT GET INTO AIR FORCE PORTAL

For all Reservist

You are responsible for faxing your certified orders to your reserve unit within 24 hours of inprocessing to start your pay.

It is your responsibility to follow up with your reserve unit for confirmation of receipt.

YOU WILL NOT BE PAID UNTIL THIS IS COMPLETED.

DEPENDENT/DEERS INFO

Required documents to add your family to DEERS. Family members **MUST** be in DEERS for them to receive medical/dental care and to get an ID card. Please have these items ready to turn in during in-processing II.

If adding your spouse we need:

Sponsors (YOUR) photo ID: driver's license, passport, military ID etc.

Copy of marriage license/certificate

If adding dependent children we need:

Copy of birth certificate

If adding step-children we need:

Copy of marriage certificate

Copy of spouse's birth certificate

Copy of step-child's birth certificate