

You may obtain your vMPF rip through your account on the Air Force Portal (<https://www.my.af.mil>) or by contacting your servicing Force Support Squadron to obtain a digital copy of it.

Upon logging in to the Air Force Portal, scroll down left side of page to Top Links > Personnel/Finance > select virtual MPF or vPC-GR (virtual Personnel Center-Guard Reserve)

In the vMPF application, select Self-Service Actions > Personal Data > Duty History > View/Print All. In the bottom left margin of the module, select the option to print/save all documents.

An easy way to save it is to select Print, change your printer to Adobe PDF, select Print again, and save the file to your computer.

You can upload documents through USA Jobs Application Manager up until the vacancy closes at 2159 hrs MST, the date the announcement closes.

Please upload your vMPF Rip or similar Data Verification Brief to your application through USA Jobs. If a suitable document is not there when the applications are reviewed, your application may be disqualified for missing forms.

If you have any questions, please call me.

Bill Pacheco

//SIGNED//

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