

FY20 PALACE CHASE ONLINE APPLICATION PROCESS

Apply online via vMPF:

- *Go to:*
- *Self-Service Actions*
- *Separations*
- *Voluntary Separation* – Will receive Introduction Page
- *Apply for Voluntary Separation*
- Click the *Next Button* – Form populates with members info
- Click the *Next Button*

Step 1 – Select *PALACE CHASE* and Click the *Next Button*. You will receive a pop-up message that states the required forms. Click *OK*. Click the *Next Button*.

Step 2 – Select *Separation Date* and Click the *Next Button*. (**Request a separation date between 90 - 180 days from application date.**)

Step 3 – Justification for why you want to Palace Chase. Be as detailed as possible. Start off with “**I am applying for the FY19 PALACE CHASE PROGRAM**”

Please put recruiter signature block and info at the bottom of you justification.

Lyndsay N. Moen, MSGT, USAF
AIR FORCE RESERVE IN-SERVICE RECRUITER
913 RS (AFRC)
1255 Vandenburg Blvd Ste 126
Little Rock ARB, TX 72099
DSN: 987-7188 Comm: 731 987-7188
Lyndsay.moen.1@us.af.mil

Click the *Next Button*.

Step 4 – Please read and check boxes. Click the *Next Button*.

Step 5 – Click the *Next Button*.

Step 6 – Enter unit/squadron commander grade and name, enter commander’s official email address and re-enter the commander’s official email address and Click the *Next Button*.

Step 7 – Select your *Unit/Squadron Commander’s Support Staff (CSS)* from the drop-down menu and Click the *Next Button*. If CSS is not found, select *Agency not Found*.

Step 8 – Scan and attach the required completed forms – AF Forms 1288/2631/CDB from VMPF/Fit Test/IMR.

Click the *Finish Button*. **You MUST email the recruiter the Control number and requested Date of Separation.**