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Air Force Personnel Center - Randolph AFB, Texas

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Personnel Services Videos [electronic Learning Tools (eLTs)]

Need help on a personnel service? Electronic Learning Tools (eLTs) are videos designed to give an overview, or in some cases details, of a particular service or personnel process and provide instructions on what to do. They are available on the myPers website, mypers.af.mil, under the “I Would Like To...” section, at the link “View Personnel Services Videos [eLTs],” or the Air Force Portal, Career and Training Tab, www.my.af.mil.

There are two types of eLTs: mini and extended. Mini eLTs run from 3-5 minutes; providing a quick overview and a follow-along "how to." Extended eLTs are longer as they have more information and include “guide me, try me, and show me” features. Extended eLTs are on the Advanced Distance Learning System (ADLS) and include additional access requirements of a .mil computer and a CAC log on.

The eLT library includes topics such as an introduction to myPers, submitting online service requests, checking statuses of requests, correcting your military records, awards and decoration nominations, DD Form 214 procedures, and information on retiring and the retirement process. Check often for new ones. If you would like to suggest a topic, send an email to ngb.a1xo.kbm@us.af.mil with your recommendation.