




30 FSS MPF POCKET PERSONNELIST - USAF

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|--|--|---------------------|--|----------------------------|--|---|--|-----------------------|---|------------------------------|--------------------|---|--------------|--|
| MPF Hours of Operations Mon-Wed & Fri: 0830-1530 Thur: 1100-1530 First Friday: 0900-1530 Total Force Service Center (TFSC) DSN: 665-0102 Comm: 210-565-0102 contactcenter@randolph.af.mil | | |  Book an Appointment Now | | |  Check In/View Wait Times | | |  Accepted ID Documents | | | ID Cards/DEERS Service Hours Walk-ins: Mon, Wed, & Fri 0830-1500 Appointments: Tues 0830-1500 & Thurs 1100-1530 | | |
| MPF Leadership | | | | | | | | | | | | | | |
| Flight Commander | | Capt Alec Dinh | | 276-7499 | | alec.dinh.1@spaceforce.mil | | | | | | | | |
| Flight Chief | | MSGt Shelby Gowler | | 276-7719 | | shelby.gowler@spaceforce.mil | | | | | | | | |
| Military Personnel Flight Leadership Org box | | | | 30fss.fsmpp@spaceforce.mil | | | | | | | | | | |
| MPF Sections | | | | | | | | | | | | | | |
| Office | | | Contact Number | | | Email | | | Programs | | | | | |
| Customer Support | | | 606-7756 | | | 30FSS.FSMPS.Customer@spaceforce.mil | | | ID Cards/DEERs, CAC pin resets, SGLI, Leave, In-processing, Sponsorship Pgm, PRDA, AMS, vRed | | | | | |
| Career Development--Promotions, Retirements/Separations, Reenlistments/Extensions | | | 276-2902 | | | 30FSS.FSMPPDCareerDevelopment@spaceforce.mil; 30FSS.FSMPPD-Promotions@spaceforce.mil; 30FSS.FSMPPD.Reenlist@spaceforce.mil; 30fss.fsmpp.seperat@spaceforce.mil | | | Promotions, Retirements/Separations, Reenlistments, Administrative Demotions/Discharge, ADSC, Weighted Airmen Promotion System (WAPS), Contracts | | | | | |
| Career Development--Outbound Assignments and Official Government Passports | | | 276-2902 276-3586 | | | 30fss.fsmpp.assign@spaceforce.mil; 30FSS.FSMPPD-PRPReview@spaceforce.mil | | | PCS, Assignments, Out-processing, PRP review. Passports for official taskings, PCS, or TDY's that state requirement per the Foreign Clearance Guide, or by remark | | | | | |
| Force Management | | | 276-4478 | | | 30FSS.Eval.Workflow@spaceforce.mil 30FSS.Awards.Decorations@spaceforce.mil 30FSS.Adverse.Actions@spaceforce.mil 30FSS.Force.Management@spaceforce.mil | | | Awards/Decs, EPR/OPR, Duty info/status, UIFs, G-Series Orders, CRO, EFDP, PCA, SEI, SDAP | | | | | |
| Personnel Systems Manager | | | 276-1977 | | | david.immel@spaceforce.mil | | | Reviews/grants access to MlPDs, vPC, Case Management System (CMS), BLSDM | | | | | |
| Installation Personnel Readiness | | | 276-7574 | | | 30MSS.PRI@spaceforce.mil | | | Deployments, Total Force Accountability (IPR) | | | | | |
| FY23 Enlisted Evaluation Static Closeout Date (SCOD) Milestones | | | | | | | | | | | | | | |
| Action | | CMSgt | | SMSgt | | MSgt | | TSgt | | SSgt | | SrA | | |
| Accounting Date | | 3-Feb-23 | | 3-Apr-23 | | 3-Jun-23 | | 3-Aug-22 | | 3-Oct-22 | | 3-Dec-22 | | |
| Est. Flow initial MELs to MPF | | N/A | | 10-Apr-23 | | 9-Jun-23 | | 10-Aug-22 | | 10-Oct-22 | | 12-Dec-22 | | |
| SCOD/Allocation Date | | 31-May-23 | | 31-Jul-23 | | 30-Sep-23 | | 30-Nov-22 | | 31-Jan-23 | | 31-Mar-23 | | |
| Earliest date an EFDP may convene | | N/A | | N/A | | N/A | | 1-Dec-22 | | 1-Feb-23 | | 1-Apr-23 | | |
| Est. Flow final MELs and allocation to MPF | | N/A | | 4-Aug-23 | | 6-Oct-23 | | 7-Dec-22 | | 7-Feb-23 | | 7-Apr-23 | | |
| EFDPs completed | | N/A | | N/A | | N/A | | 22-Dec-22 | | 21-Feb-23 | | 21-Apr-23 | | |
| Enlisted Weighted Airmen Promotion System (WAPS) & Promotion Milestones | | | | | | | | | | | | | | |
| 2023 Promo Cycle | | DOR/TIG Req'd | | TAFMSD/TIS Req'd | | PECD | | Tentative Test Months | | Tentative Release | | | | |
| 23E5/SSgt | | 1-Feb-23/6 MONTHS | | 1-Aug-21/3 YRS | | 31-Mar-23 | | 1 May – 15 Jun 23 | | Aug 23 | | | | |
| 23E6/TSgt | | 1-Aug-21/23 MONTHS | | 1-Jul-19/5 YRS | | 31-Jan-23 | | 1 Feb – 31 Mar 23 | | Jul 23 | | | | |
| 23E7/MSgt | | 1-Jul-21/24 MONTHS | | 1-Jul-16/8 YRS | | 30-Nov-22 | | N/A | | May 23 | | | | |
| 23E8/MSgt | | 1-Jul-20/20 MONTHS | | 1-Mar-12/11 YRS | | 30-Sep-22 | | N/A | | Mar 23 | | | | |
| 23E9/CMSgt | | 1-Mar-22/21 MONTHS | | 1-Dec-10/14 YRS | | 31-Jul-23 | | N/A | | Dec 23 | | | | |
| Weighted Airman Promotion System Highlights | | | | | | | | | | | | | | |
| *Promotion Information must be updated by PECD (Promotion Eligibility Close Date) and EPR information must be updated by the Accounting Date | | | | | | | | | | | | | | |
| E-4 Below-The-Zone (BTZ) Key Dates | | | | | | | | | | | | | | |
| E-3s may be promoted to E-4 six months prior to the fully qualified (FQ) phase point listed below as long as they meet the criteria listed in DAFI 36-2502 and are recommended by the Commander. | | | | | | | | | | | | | | |
| 4-Yr Enlistee TAFMSD required | | DOR required | | 6-Yr Enlistee DOR Required | | Small Unit Packages Due (tentative) | | | Central Base Board Meets (Tentative) | | Selects due to MPF | | Sew-On Dates | |
| Jul – Sep 20 | | Nov – Jan 22 | | Mar – May 21 | | 5-Dec-22 | | | 15-Dec-22 | | 29-Dec-22 | | Jan – Mar 23 | |
| Oct – Dec 20 | | Feb – Apr 22 | | Jun – Aug 21 | | 14-Mar-23 | | | 24-Mar-23 | | 30-Mar-23 | | Apr – Jun 23 | |
| Jan – Mar 21 | | May – Jul 22 | | Sep – Nov 21 | | 13-Jun-23 | | | 23-Jun-23 | | 29-Jun-23 | | Jul – Sep 23 | |
| Apr – Jun 21 | | Aug – Oct 22 | | Dec – Feb 22 | | 12-Sep-23 | | | 22-Sep-23 | | 29-Sep-23 | | Oct – Dec 23 | |
| Large Unit = 7 or more eligibles; Small Unit = 6 or less eligibles NOTE: Quotas are given based on 15% of all eligibles | | | | | | | | | | | | | | |
| Enlisted CONUS Mandatory Movement Equal Assignment Windows | | | | | | | | | | | | | | |
| DEROS Dates | | EQUAL Posted To AMS | | | | Mbr Preferences Due | | | | Assignment Selections Loaded | | | | |
| May/Jan/Jul 23 | | 18-Jan-23 | | | | 27-Jan-23 | | | | 17-Feb-23 | | | | |
| Aug/Sep/Oct 23 | | 19-Apr-23 | | | | 28-Apr-23 | | | | 19-May-23 | | | | |
| Nov 23/Dec 23/Jan 24 | | 19-Jul-23 | | | | 28-Jul-23 | | | | 18-Aug-23 | | | | |
| Feb/Mar/Apr 24 | | 19-Oct-23 | | | | 28-Oct-23 | | | | 18-Nov-23 | | | | |
| Enlisted Quarterly Overseas Assignment Schedule | | | | | | | | | | | | | | |
| Projected RNLTD | | EQUAL Posted To AMS | | | | Mbr Preferences Due | | | | Public Release Date | | | | |
| Jan/Feb/Mar 24 | | 17-May-23 | | | | 26-May-23 | | | | 16-Jun-23 | | | | |
| Apr/May/Jun 24 | | 16-Aug-23 | | | | 25-Aug-23 | | | | 15-Sep-23 | | | | |
| Jul/Aug/Sep 23 | | 16-Nov-22 | | | | 25-Nov-22 | | | | 16-Dec-22 | | | | |
| Oct/Nov/Dec 23 | | 8-Feb-23 | | | | 17-Feb-23 | | | | 10-Mar-23 | | | | |
| Skillbridge FAQs (MUST be in uniform per local guidance) | | | | | | Extension-Reenlistment FAQs | | | | | | | | |
| After Skillbridge approval, members are still required to apply for separation in MyFSS | | | | | | * Members who wish to extend must start process with their Unit CSS | | | | | | | | |
| Member cannot Final Out/Leave for Skillbridge without Finance Authorization via LeaveWeb. | | | | | | *Members who wish to reenlist must schedule an appointment with reenlistments for counseling | | | | | | | | |
| MPF cannot provide vOP Checklist until Separation Application is approved | | | | | | * Member can extend up to 48 months per Enlistment | | | | | | | | |
| | | | | | | * Member must Reenlist for a minimum of 4 years | | | | | | | | |
| Reenlistment Eligibility Window | | | | | | | | | | | | | | |
| First Term Airman - Eligible to reenlist within 12 months of Date of Separation (DOS) | | | | | | | | | | | | | | |
| Second Term/Career Airman - Eligible to reenlist within 90 days of DOS | | | | | | | | | | | | | | |
| Only time Airman can reenlist outside of eligibility window is if they have a reason that falls under DAFI 36-2606, Table 6.2 | | | | | | | | | | | | | | |
| Retirement/Separation Reminders (MUST be in uniform per local guidance) | | | | | | | | | | | | | | |
| Not all Separations are authorized 20 days of Permissive TDY; Separation Program Designator (SPD) codes determine eligibility for this benefit | | | | | | | | | | | | | | |
| Members MUST attend TAPs, receive Finance Authorization, and final out with the Retirements/Separations office prior to beginning terminal leave | | | | | | | | | | | | | | |

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| 1st Lieutenant Promotion to Captain Boards Process | | | | | | | |
|---|---|--|--|---|---|--|---|
| BOARD CYCLE | Cycle Dates | Promotion Dates Following Year | Captain selections for all competitive categories are made quarterly by the officer's respective Management Level on a fully qualified basis. IPZ officers are considered during the appropriate quarter, a year prior to attaining 24 months time-in-grade. | | | | |
| A Cycle | 1 Jan – 31 Mar | Jan – Mar | | | | | |
| B Cycle | 1 Apr – 30 Jun | Apr – Jun | | | | | |
| C Cycle | 1 Jul – 30 Sep | Jul – Sep | | | | | |
| D Cycle | 1 Oct – 31 Dec | Oct – Dec | | | | | |
| You are forecasted to meet the following boards (LINE OF THE AIR FORCE) | | | | | | | |
| If your DOR to Captain is: | Major | Lt Col | | | Colonel | | |
| | IPZ | 2 Yrs BPZ | 1 Yr BPZ | IPZ | 2 Yrs BPZ | 1 Yr BPZ | IPZ |
| 1 Jan 18 – 31 Dec 18 | 2022 | N/A | N/A | 2028 | N/A | N/A | 2034 |
| 1 Jan 19 – 31 Dec 19 | 2023 | N/A | N/A | 2029 | N/A | N/A | 2035 |
| 1 Jan 20 – 31 Dec 20 | 2024 | N/A | N/A | 2030 | N/A | N/A | 2036 |
| 1 Jan 21 – 31 Dec 21 | 2025 | N/A | N/A | 2031 | N/A | N/A | 2037 |
| 1 Jan 22 – 31 Dec 22 | 2026 | N/A | N/A | 2032 | N/A | N/A | 2038 |
| 1 Jan 23 – 31 Dec 23 | 2027 | N/A | N/A | 2033 | N/A | N/A | 2039 |
| To see the forecasted dates for Major and Lt Col, please check the most up to date MyPers Officer Date of Rank Charts: https://mypers.af.mil/app/answers/detail/a_id/49337 | | | | | | | |
| CY23 Active Duty Officer Promotion Boards | | | | | Acronym Definitions | | |
| Board | PRF Acct date | PRFs due to AFPC | Convenes | CH: Chaplain Corps DC: Dental Corps LAF: Line of the Air Force MSC: Medical Services Corps BSC: Biomedical Sciences Corps MC: Medical Corps NC: Nurse Corps | | | |
| Col (P0623A) / Lt Col (P0523A) / Maj (P0423A) | 21-Aug-22 | 9-Dec-22 | 18-Jan-23 | | | | |
| Lt Col (P0523B) / Maj (P0423B) | 1-Oct-22 | 19-Jan-23 | 28-Feb-23 | | | | |
| Col (P0623B) / Maj (P0423C) | 22-Oct-22 | 9-Feb-23 | 21-Mar-23 | | | | |
| PRF Process--AFPC timeline (expect earlier MAJCOM timeline) | | | | | | | |
| - 150 days prior to Central Selection Board (CSB) | | | MPF receives PSDM & pulls list of eligibles (MELs) | | | | |
| - 120 days prior | | | MPF sends Officer Preselection brief to eligible officers with instruction sheet PRF notices sent w/DQHBS to SR POCs to draft PRFs | | | | |
| - 30 days prior | | | Final PRFs due to HQ AFPC Eligibles receive copy of completed PRF from senior rater | | | | |
| - 42-56 days after central board Convenes | | | Estimated Promotion Release | | | | |
| FY23 Officer Evaluation Static Closeout Date (SCOD) Milestones | | | | | | | |
| Action | 2d Lt | 1st Lt | Capt | Maj | Lt Col | Col | |
| Accounting Date | 3 Jul-22 | 3 Jul-22 | 3 May-23 | 3 Feb-23 | 3 Feb-23 | 3 Nov-22 | |
| SCOD | 31-Oct-22 | 31-Oct-22 | 31-Aug-23 | 31-May-23 | 31-May-23 | 28-Feb-23 | |
| Air Force Officer Assignment System (AFOAS) Timeline | | | | | | | |
| Field VML Reclama Window / Start to submit billet requisitions | Final VML Posted, Start to answer intent questions / Losing CC inputs | Last day for Billet Owners to submit billet requisitions | Last day for HHQ Management Levels to submit billet requisitions / requisition priorities | Marketplace Open! Start building Assignment Preferences (MAPs) / Bidding for officers starts | Last day to submit officer Intent Answers/MAPs and Losing CC inputs | Last day for Billet Owners to submit bids for officers | AFPC Matches assignments |
| Summer '23 Cycle: 3-17 Aug 22 | 31-Aug-22 | 7-Sep-22 | 14-Sep-22 | 5-Oct-22 | 19-Oct-22 | 26-Oct-22 | 27 Oct 22 – 26 Jan 23 (RNLTDS Jun – Sep 23) |
| Winter '23 Cycle: 8-22 Feb 23 | 8-Mar-23 | 15-Mar-23 | 22-Mar-23 | 12-Apr-23 | 26-Apr-23 | 4-May-23 | 4 May 23 – 27 Jun 23 (RNLTDS Oct 23 – May 24) |
| Officer Assignment System Process | | | | | | | |
| The Air Force Talent Marketplace (TM) assignment system provides officers with visibility of projected vacancies. Additionally, TM allows stakeholders to provide input using a single IT system | | | | | | | |
| *Vulnerable to Move List (VML): List of all officers that are vulnerable for assignment during the given assignment cycle | | | | | | | |
| *Reclama Window: CCs may request to reclama officers on VML for mission needs or extenuating circumstances | | | | | | | |
| *Requisition Window: CCs submit requisitions for positions occupied by officers on the initial VML and/or with projected sep/ret dates during the proj RNLTd months | | | | | | | |
| *Personnel Requirements Display Visibility Window: Identifies which positions AFPC is looking to fill for the assignment cycle | | | | | | | |
| *Officers & CCs can communicate directly with Officer Assignment Teams | | | | | | | |
| Personnel DAFI & AFI Quick Guide | | | | | | | |
| DAFI 36-2110, Assignments | | | | DAFI 36-2903, Dress & Appearance | | | |
| AFI 36-2134, Air Force Strength Accounting Duty Status Program | | | | DAFI 36-2907, Adverse Administrative Actions | | | |
| DAFI 36-2406, Officer and Enlisted Evaluations Systems | | | | AFI 36-3026v1, ID Cards | | | |
| DAFI 36-2501, Officer Promotions and Selective Continuation | | | | DAFI 36-3203, Service Retirements | | | |
| DAFI 36-2502, Enlisted Airman Promotion/Demotion Programs | | | | DAFI 36-3208, Admin Separation of Airmen | | | |
| DAFI 36-2606, Reenlistments | | | | DAFI 36-3802, Force Support Readiness Programs | | | |
| DAFMAN 36-2806, Awards and Memorialization Program | | | | AFI 51-509, Appointment to and Assumption of Command | | | |
| Virtual MPF--Self Service Actions (https://www.my.af.mil) | | | | | | | |
| Awards & Decorations | | | | Retirement Application | | | |
| Board for Correction of Military Records | | | | Retraining Application | | | |
| Data Verification Brief - Personal & Career Data; equivalent to SURF | | | | TRAC Briefing - Pre-requisite to Reenlisting | | | |
| Record of Emergency Data - Must update annually & after PCS/address change | | | | Transfer of Education Benefits - incurs a 4-year ADSC | | | |
| Assignment Actions - Virtual Outprocessing/Humanitarian/EFMP App/Joint Spouse | | | | Voluntary Separation Application | | | |