

## 30 FSS MPF POCKET PERSONNELIST - USSF

MPF Hours of Operations

Mon-Wed & Fri: 0830-1530  
Thu: 1100-1530  
First Friday: 0900-1530

Total Force Service Center (TFSC)

DSN: 665-0102  
Comm: 210-565-0102  
contactcenter@randolph.af.mil

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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.fsmpr@spaceforce.mil

MPF Sections

Office	Contact Number	Email	Programs
Customer Support	276-2276	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.FSMPD.CareerDevelopment@spaceforce.mil; 30FSS.FSMPD.Promotions@spaceforce.mil; 30FSS.FSMPD.Reenlist@spaceforce.mil; 30fss.fsmpr.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.fsmpr.assign@spaceforce.mil; 30FSS.FSMPD-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.EvalWorkflow@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 MilPDS, vPC, Case Management System (CMS), BLSDM
Installation Personnel Readiness	276-7574	30MSS.PR@spaceforce.mil	Deployments, Total Force Accountability (IPR)

USSF Enlisted Evaluation Static Closeout Date (SCOD) Milestones

The ratee's assigned unit and rating chain as of the accounting date is responsible for processing and signing the SCOD evaluation.

Rank (Includes selectees*)	SCOD	Accounting Date
Sp4 & Below, Sgt & TSgt	31 Jan	03 Oct
MSgt and SMSgt	31 Jul	03 Apr
CMSgt	31 May	03 Feb

Enlisted Weighted Airmen Promotion System (WAPS) & Promotion Milestones

2023 Promo Cycle	DOR/TIG Req'd	TAFMSD/TIS Req'd	PECD	Board Dates	Tentative Release
23S5/Sgt	1-Feb-23/6 MONTHS	1-Aug-21/3 YRS	31-Mar-23	16 May – 26 May 23	Jun 23
23S6/TSgt	1-Aug-21/23 MONTHS	1-Jul-19/5 YRS	31-Jan-23	16 May – 26 May 23	Jun 23
23S7/MSgt	1-Jul-21/24 MONTHS	1-Jul-16/8 YRS	30-Nov-22	16 May – 26 May 23	Jun 23
23S8/SMSgt	1-Jul-20/20 MONTHS	1-Mar-12/11 YRS	30-Sep-22	N/A	Mar 23
22S9/CMSgt	1-Mar-21/21 MONTHS	1-Dec-09/14 YRS	31-Jul-22	N/A	Dec 22

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

\*USSF no longer has EFDP and Promotion Recommendations on Evaluations

E-4 Below-The-Zone (BTZ) Key Dates

USSF Guardians will hold their own E-4 BTZ Boards, separate from USAF, members must meet the criteria listed in DAFI 36-2502 & are recommended by the Commander

TAFMSD required	4-Yr Enlistee DOR required	6-Yr Enlistee DOR Required	Small Unit Packages Due (tentative)	Central Base Board Meets	Selects due to MPF	Sew-On Dates
Jul – Sep 20	Nov – Jan 22	Mar – May 21	05-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/Jun/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

Once member is approved for Skillbridge, they still are required to apply for separation in MyFSS

Member cannot Final Out/Leave for Skillbridge without Finance Authorization via

MPF cannot provide vOP Checklist until Separation Application is approved

\* Members who wish to extend must start process with their Unit CSS

\*Members who wish to reenlist must schedule an appointment with reenlistments for counseling

\* 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:

If your DOR to <b>Captain</b> 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

## You are forecasted to meet the following boards:

If your DOR to <b>Major</b> is:	Lt Col			Colonel		
	2 Yrs BPZ	1 Yr BPZ	IPZ	2 Yrs BPZ	1 Yr BPZ	IPZ
1 Oct 17 – 31 Aug 18	N/A	N/A	2022	N/A	N/A	2028
1 Sep 18 – 31 Aug 19	N/A	N/A	2023	N/A	N/A	2029
1 Sep 19 – 31 Aug 20	N/A	N/A	2024	N/A	N/A	2030
1 Sep 20 – 31 Aug 21	N/A	N/A	2025	N/A	N/A	2031
1 Sep 21 – 31 Aug 22	N/A	N/A	2026	N/A	N/A	2032
1 Sep 22 – Present	N/A	N/A	2027	N/A	N/A	2033

## You are forecasted to meet the following boards:

If your DOR to <b>Lt Col</b> is:	Colonel			Board	PRF Acct date	PRFs due to AFPC	Convenes
	2 Yrs BPZ	1 Yr BPZ	IPZ	Col (F0623A) Lt Col (F0523A) Maj (F0423A)	22-Jan-23	20-Apr-23	21-Jun-23
1 Jan 17 – 30 Nov 17	N/A	N/A	2022				
1 Dec 17 – 31 Oct 18	N/A	N/A	2023				
1 Nov 18 – 31 Oct 19	N/A	N/A	2024				
1 Nov 19 – 31 Oct 20	N/A	N/A	2025				
1 Nov 20 – 31 Oct 21	N/A	N/A	2026				
1 Nov 21 – 31 Oct 22	N/A	N/A	2027				

## CY 22 Active Duty Officer Promotion Boards

## 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

## Space Force Officer Assignment System (SFOAS) 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 (RNLTDs Oct 22 – May 23)
<b>Summer '23 Cycle:</b> 16 Aug – 14 Sep 22	22-Sep-22	30-Sep-22	14-Oct-22	24-Oct-22	10-Nov-22	1-Dec-22	05 Dec 22 – 23 Feb 23 (RNLTDs Jun – Sep 23)

## 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							
<b>*Vulnerable to Move List (VML):</b> List of all officers vulnerable for assignment during the given assignment cycle							
<b>*Reclama Window:</b> CCs may request to reclama officers on VML for mission needs or extenuating circumstances							
<b>*Requisition Window:</b> CCs submit requisitions for positions occupied by officers on the initial VML and/or with projected sep/ret dates during the proj RNLTD months							
<b>*Personnel Requirements Display (PRD) Visibility Window:</b> Identifies which positions AFPC is looking to fill for the assignment cycle							
<b>*Officers &amp; CCs can communicate directly with Officer Assignment Teams</b>							

## USSF Officer SCODs & Accounting Dates

The ratee's assigned unit and rating chain as of the accounting date is responsible for processing and signing the SCOD evaluation

Action	2d Lt	1st Lt	Capt	Maj	Lt Col	Col
Accounting Date	03-Jul	03-Jul	03-Aug	03-Aug	03-Aug	03-Jan
SCOD	31-Oct	31-Oct	30-Nov	30-Nov	30-Nov	30-Apr

## AFI QUICK GUIDE

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