



786 FSS MPF POCKET PERSONNELIST

MPF HOURS OF OPERATION		ID CARDS/DEERS/PASSPORTS	ICE COMMENTS
Monday - Friday 0800-1500 Closed for Training: Wednesday 0800-1200		Appointment Only Scan To Schedule an Appointment	Scan to leave an ICE Comment
			
FSS/MPF LEADERSHIP			
786 FSS/CC	480-5113	Lt Col Matthew McWhirter	matthew.mcwhirter.1@us.af.mil
786 FSS/SEL	480-5498	CMSSgt Efrain Reyes	efrain.reyes@us.af.mil
786 FSS MPF CC	480-5633	Capt Amanda Mortellaro	amanda.mortellaro@us.af.mil
786 FSS MPF Chief	480-5746	SMSgt Victoria Thornton	victoria.thornton@us.af.mil
MPF			
Office	DSN	Email/Org Box	Function/*Hours
Career Development – DEROS Management	480-1606	786fss.fspd.derosmanagement@us.af.mil	DEROS, Command Sponsorship, Early Return of Dependents, Dependent Remaining Overseas, Student Dependent Travel, Consecutive Overseas Travel
Career Development - Promotions	480-0185	786fss.dpmppromotions@us.af.mil	Promotions
Career Development - Re-enlistments & Extensions	480-5898	786fss.fspd.retentions@us.af.mil	Re-enlistments & Extensions
Career Development - Retirements & Separations	480-0181	786fss.fspd.rets-seps@us.af.mil	Retirements and Separations
Career Development - Assignments	480-9898	786fss.dpmar@us.af.mil	Assignments
Force Management- Classifications	480-2354	786fss.fspm.classifications@us.af.mil	Classifications, Adverse Actions/UIFs, Duty Status, SDAP, LILOs
Force Management - Evaluations	480-0182	786fss.fspm.evaluations@us.af.mil	Officer & Enlisted Evaluations
Force Management - Awards & Decorations	480-9177	786fss.fspm.awardsdecorations@us.af.mil	Awards & Decorations
Customer Support - ID Cards	480-6599	786fss.fspsidcards@us.af.mil	ID Cards, Dependent ID Cards, DEERS Updates, PIN Reset/CAC Unblocks *CAC and Retiree ID by appointment only; Dependent ID – online (no appointment) *Walk-in: Emergencies and CAC unblock M/T/TH/FR 0800-1500; W 1200-1500
Customer Support - Customer Service	480-6599	786fss.fspscustomerservice@us.af.mil	In-processing, Ration Cards, LeaveWeb M/T/TH/FR 0800-1500; W 1200-1500
Customer Support- Passports	480-0158	786fss.passports@us.af.mil	Tourist and Special Issuance Passports, Visas *Walk-in: Out-Processing, VISA & Passport/SOFA Pickup ONLY M/T/F/ 0900-1100 and 1300-1500
Installation Personnel Readiness	480-5828	786fss.readiness@us.af.mil	Deployment Taskings, CED/NATO Orders, DAV Codes, AEF Indicators, AFPAAS, e-DRC Review (out-processing), Reintegration
Personnel System Management (HR System Access)	480-0148	786.fss.psm@us.af.mil	Systems Access and Assistance, vPC, PRDA, BLSDM, Roster Requests

FY 22 ENLISTED EVALUATION STATIC CLOSEOUT DATE (SCOD) MILESTONES					
Action	SSgt	SrA	CMSgt	SMSgt	TSgt
Accounting Date	3-Oct-21	3-Dec-21	3-Feb-22	3-Apr-22	3-Aug-22
Est. Flow Initial MELs to MPF	9-Oct-21	9-Dec-21	N/A	9-Apr-22	9-Aug-22
SCOD/Allocation Date	31-Jan-22	31-Mar-22	31-May-22	31-Jul-21	30-Nov-22
Earliest Date an EFDP May Convene	1-Feb-22	1-Apr-22	N/A	N/A	1-Dec-22
Est. Flow Final MELs and Allocation to MPF	7-Feb-22	7-Apr-22	N/A	N/A	7-Dec-22
EFDPs Completed	24-Feb-22	23-Apr-22	N/A	N/A	23-Dec-22

ENLISTED PROMOTION ELIGIBILITY CHART					
2022 Promo Cycle	DOR/TIG Required	TAFMSD/TIS Required	PECD	Tentative Test Months	Tentative Release
22E5/SSgt	1 Feb 22/6 Months	1 Aug 20/3 Years	31 Mar 22	1 May – 15 Jun 22	Aug 22
22E6/TSgt	1 Aug 20/23 Months	1 Jul 18/5 Years	31 Jan 22	15 Feb – 15 Mar 22	Jul 22
22E7/MSgt	1 Jul 20/24 Months	1 Jul 15/8 Years	30 Nov 21	N/A	May 22
22E8/SMSgt	1 Jul 20/20 Months	1 Mar 12/11 years	30 Sep 21	N/A	Mar 22
22E9/CMSgt	1 Mar 21/21 Months	1 Dec 09/14 Years	31 Jul 22	N/A	Dec 22

SELECTIVE REENLISTMENT (SRB) ZONES	WEIGHTED AIRMAN PROMO SYS HIGHLIGHTS
Zone A – Between 17 months and 6 years Total Active Federal Military Service (TAFMS)	Promotion to SSgt through TSgt: Up to the last 3 TIG Forced Distribution Reports for points.
Zone B – Between 6 and 10 years TAFMS	Promotion to MSgt through CMSgt: Board reviews last 5 years of EPRs from Promotion Eligibility Cutoff Date (PECD). Points for Forced Distribution reports have been replaced by board score.
Zone C – Between 10 and 14 years TAFMS	
Zone E – Between 18 and 20 years TAFMS	

PROMOTING UNDER STRIPES FOR EXCEPTIONAL PERFORMERS (STEP)
 Each calendar year, a limited number of enlisted Air Force personnel with exceptional potential may be promoted to the rank of SSgt and TSgt under the STEP program. Airmen must meet all minimum eligibility requirements listed in AFI 36-2502, Table 2.1 and that year's STEP guidelines posted on MyPers (CY22 guidelines not yet posted).

*Airmen must complete Airman Leadership School before being considered for STEP promotion to SSgt (non-waiverable)

*A minimum of 12 months TIG is required for STEP promotion to TSgt and promotions to SSgt must have a minimum of 6 months TIG

SRA BELOW-THE-ZONE (BTZ) KEY DATES
 A1Cs may be promoted to SrA six months prior to the fully qualified (FQ) phase point listed below as long as they meet the criteria listed in AFI 36-2502 & are recommended by the commander.

36 Months TIS (TAFMSD)	&	20 Months TIG (DOR)	Or	28 Months TIG (DOR)	Then FQ Promotion Is	Meets BTZ Board	BTZ Promotion to SRA
Jul-Sep 19	&	Nov 20-Oct 20	Or	Mar-May 20	Jul-Sep 22	Dec 21	Jan-Mar 22
Oct-Dec 19	&	Feb 21-Apr 21	Or	Jun-Aug 20	Oct-Dec 22	Mar 22	Apr-Jun 22
Jan-Mar 20	&	May 21-Jul 21	Or	Sep-Nov 20	Jan-Mar 23	Jun 22	Jul-Sep 22
Apr-Jun 20	&	Aug 21-Oct 21	Or	Dec 20-Feb 21	Apr-Jun 23	Sep 22	Oct-Dec 22
Jul-Sep 20	&	Nov 21-Jan 22	Or	Mar-May 21	Jul-Sep 23	Dec 22	Jan-Mar 23
Oct-Dec 20	&	Feb 22-Apr 22	Or	Jun-Aug 21	Oct-Dec 23	Mar 23	Apr-Jun 23
Jan-Mar 21	&	May 22-Jul 22	Or	Sep-Nov 21	Jan-Mar 24	Jun 23	Jul-Sep 23
Apr-Jun 21	&	Aug 22-Oct 22	Or	Dec 21-Feb 22	Apr-Jun 24	Sep 23	Oct-Dec 23
Jul-Sep 21	&	Nov 22-Jan 23	Or	Mar-May 22	Jul-Sep 24	Dec 23	Jan-Mar 24
Oct-Dec 21	&	Feb 23-Apr 23	Or	Jun-Aug 22	Oct-Dec 24	Mar 24	Apr-Jun 24
Jan-Mar 22	&	May 23-Jul 23	Or	Sep-Nov 22	Jan-Mar 25	Jun 24	Jul-Sep 24
Apr-Jun 22	&	Aug 23-Oct 23	Or	Dec 22-Feb 23	Apr-Jun 25	Sep 24	Oct-Dec 24

Helpful Hints:

- Use columns 1 & 2 for individuals who enter the service as an Airman Basic (AB) or Airman (Amn). Airmen must satisfy both criteria -using the later board
- Use column 3 for individuals who enter the service as an A1C or who enlist in the 6-year Enlistee Promotion Program

ENLISTED ASSIGNMENT WINDOWS			
DEROS Date	Available to Customer	Preference Due	Assignment Flow
May/Jun/Jul 22	26 Jan 22	4 Feb 22	25 Feb 22
Aug/Sep/Oct 22	20 Apr 22	29 Apr 22	20 May 22
Nov/Dec 22/Jan 23	20 Jul	29 Jul	19 Aug 22
Feb/Mar/Apr 22	20 Oct 21	29 Oct 21	19 Nov 21

REENLISTMENT ELIGIBILITY WINDOW
* 1st Term Amn (4-Yr enlistee) – Receive CJR (if applicable), serve approx. 3 yrs (35-43-month window) TIS and 12 months TIG as A1C
* 1st Term Amn (6-yr enlistee) – Receive CJR (if applicable), serve approx. 5 yrs (59-67 month window) TIS and be a SrA
* Second Term & Career Amn – Within 3 months of ETS or have a specific reason/requirement to reenlist

RETIREMENT/SEPARATION REMINDERS
DISCLAIMER: There is no standard separation timeline. Each case is circumstantial; Skill bridge Program, permissive and terminal leave also play a factor in the process.
* Not all Separations are authorized 20 days of Permissive TDY (PTDY). Separation Program Designator (SPD) codes determine eligibility for this benefit.
* Members MUST attend TAP and final out with the Retirements/Separations office prior to beginning terminal leave.

OFFICER DOR CHART
https://mypers.af.mil/app/answers/detail/a_id/49337/p/9/c/656

2022 AF OFFICER PROMOTION BOARD SCHEDULE/MILESTONES

Day	Action	Col (MSC) P0622A Lt Col (LAF- C) (MSC/NC) P0522A Maj (MSC/NC) P0422A	Lt Col (LAF-A/F/I/N/X) P0522B Maj (LAF-J) P0422B	Col (CHAP) (LAF- A/C/F/I/N/X) P0622B Lt Col (CHAP) P0522C Maj (CHAP) P0422C	Col (LAF-J) (NC/BSC) P0622C Col (MC/DC) M0622A Lt Col (LAF-J) P0522D Maj (BSC)	Lt Col (MC/DC) M0522A Maj (MC/DC) M0422A	Lt Col (BSC) P0522E Maj (LAF- A/C/F/I/N) P0422E
150	PRF Accounting Date - CSBs	13-Aug-21	1-Oct-21	29-Oct-21	14-Jan-22	15-Apr-22	1-Jul-22
145*	Flow OPBs	23-Aug-21	7-Oct-21	4-Nov-21	19-Jan-22	20-Apr-22	7-Jul-22
135*	MPF Susp to download and email OPBs with Instructions to Eligibles	6-Sep-21	17-Oct-21	14-Nov-21	29-Jan-22	30-Apr-22	17-Jul-22
120*	Flow Senior Rater RIP/DQHB	13-Sep-21	1-Nov-21	29-Nov-21	14-Feb-22	16-May-22	1-Aug-22
115	AFPC cut off to receive Opt-Out requests	27-Sep-21	6-Nov-21	4-Dec-21	18-Feb-22	20-May-22	6-Aug-22
70	AF Student MLR	4-Nov-21	21-Dec-21	18-Jan-22	5-Apr-22	28-Jun-22	20-Sep-22
66	Allocation Date	5-Nov-21	23-Dec-21	21-Jan-22	8-Apr-22	8-Jul-22	23-Sep-22
60	Cut Off Date	11-Nov-21	31-Dec-21	28-Jan-22	14-Apr-22	14-Jul-22	30-Sep-22
40	MLRs Done	1-Dec-21	20-Jan-22	17-Feb-22	4-May-22	3-Aug-22	20-Oct-22
35	PRFs Due to AFPC/DP2SPE AF Level MLR	6-Dec-21	25-Jan-22	22-Feb-22	9-May-22	8-Aug-22	25-Oct-22
30*	All PRFs Due to AFPC	11-Dec-21	31-Jan-22	28-Feb-22	13-May-22	12-Aug-22	28-Oct-22
28	AF Level MLR	14-Dec-21	1-Feb-22	1-Mar-22	17-May-22	16-Aug-22	1-Nov-22
10	AFPC cut off to receive Letters to Board**	31-Dec-21	19-Feb-22	19-Mar-22	3-Jun-22	2-Sep-22	19-Nov-22
	Central Board	10-Jan-22	1-Mar-22	29-Mar-22	13-Jun-22	12-Sep-22	29-Nov-22

* Day is approximate and may not fall on the exact calculated date because of weekends/holidays
 ** Cut-off date for AFPC to receive letters to board. This is not a send date; this is a receive date. Non-waiverable by any AF authority. Source: 10 USC, Sec 614b

PRF PROCESS	
- 150 days prior to Central Selection Board, MPF receives PSDM & pulls eligible list (MELs)	- 30 days prior, final PRFs due to HQ ACC
- 120 days prior, MPF sends Officer Preselection brief to eligible officers with instruction sheet	- 30 days prior, eligible receive copy of completed PRF from senior rater
- 120 days prior, PRF notices sent w/DQHBS to SR POCs to draft PRFs	- 42-56 days after central board - release

WINTER '22-23 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 (RNLTDs Oct 22 – May 23)	Assignments Loaded in MilPDS NLT
9-23 Feb 22	9 Mar 22	16 Mar 22	23 Mar 22	13 Apr 22	27 Apr 22	5 May 22	5 May – 27 Jun 22	28 Jun 22

OFFICER ASSIGNMENT SYSTEM PROCESS (https://myvector.us.af.mil/myvector/Home)
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 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 those with projected separations/retirement dates during the cycle's RNLTD months.
*Personnel Requirements Display (PRD) Visibility Window: IDs which positions AFPC is looking to fill for the assignment cycle.
*Officers & CCs can communicate directly with Officer Assignment Teams (OATs).

VIRTUAL MPF – SELF SERVICE ACTIONS (https://www.mv.af.mil)		
Awards & Decorations	Retirement Application	Transfer of Education Benefits – incurs 4-yr ADSC
Board for Correction of Military Records	Retraining Application	Voluntary Separation Application
Data Verification Brief – Personal & Career Data	TRAC Briefing – Pre-requisite to Reenlisting	Virtual Out-Processing / Humanitarian / EFMP App / Join Spouse

PERSONNEL AFI QUICK REFERENCE GUIDE		
- AFI 36-2110, Assignments	- AFI 36-2606, Reenlistments	- AFI 36-3203, Service Retirements
- AFI 36-2134, Duty Status Program	- AFMAN 36-2806, Awards and Memorialization Program	- AFI 36-3208, Admin Separation of Airmen
- AFI 36-2406, Officer & Enlisted Evaluations	- AFI 36-2903, Dress and Appearance	- AFI 36-3802, Force Support Readiness Programs
- AFI 36-2501, Officer Promotions and Selective Continuation	- AFI 36-2907, Unfavorable Information File Program	- AFI 51-604, Appointments to and Assumption of Command
- AFI 36-2502, Airman Promotion/Demotion Programs	- AFI 36-3026, ID Cards	

USEFUL LINKS
786 FSS: https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/726175/786th-force-support-squadron/
MPF One-Stop-Shop/SharePoint: https://usaf.dps.mil/sites/86msg/786FSS/MPF_OSS/SitePages/Home.aspx
Appointment Plus (A+): https://booknow.appointment-plus.com/y7jgzct0/appointments
Air Force Portal: https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1356510FB5E044080020E329A9
MyPers: https://mypers.af.mil/app/processes/form/fn/vdb
Air Force E-Publishing: http://www.e-publishing.af.mil/
ICE Comments: https://ice.disa.mil/index.cfm?fa=card&sp=142114&s=10&dep=DoD&card=1
Ramstein ID Cards & Passports: https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/303618/passports-id-cards/