**786 FSS MPF POCKET PERSONNELIST**

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| **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 AppointmentQR Code BookNow AppointmentNow | Scan to leave an ICE Comment cid:image001.jpg@01D74E32.B44B15F0 |
| **FSS/MPF LEADERSHIP** |
| 786 FSS/CC | 480-5113 | Lt Col Matthew McWhirter | matthew.mcwhirter.1@us.af.mil |
| 786 FSS/SEL | 480-5498 | CMSgt Efrain Reyes | efrain.reyes@us.af.mil |
| 786 FSS MPF CC | 480-5633 | Capt Matthew Gips | matthew.gips@us.af.mil |
| 786 FSS MPF Chief | 480-5746 | SMSgt Victoria Thornton | victoria.thornton@us.af.mil |
| **MPF SECTIONS** |
| **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.dpmpppromotions@us.af.mil | **Promotions** |
| **Career Development -** **Retentions** | 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, G-Series Orders** |
| **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.fsps.customerservice@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** |
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| **FY 22 ENLISTED EVALUATION STATIC CLOSEOUT DATE (SCOD) MILESTONES** |
| **Action** | **SSgt** | **SrA** | **MSgt** | **CMSgt** | **SMSgt** | **TSgt** |
| Accounting Date | 3-Oct-21 | 3-Dec-21 | 3 Jun 22 | 3-Feb-22 | 3-Apr-22 | 3-Aug-22 |
| Est. Flow Initial MELs to MPF | 9-Oct-21 | 9-Dec-21 | 10 Jun 22 | N/A | 9-Apr-22 | 9-Aug-22 |
| SCOD/Allocation Date | 31-Jan-22 | 31-Mar-22 | 30 Sep 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 | N/A | 1-Dec-22 |
| Est. Flow Final MELs and Allocation to MPF | 7-Feb-22 | 7-Apr-22 | 6 Oct 22 | N/A | 5 Aug 22 | 7-Dec-22 |
| EFDPs Completed | 24-Feb-22 | 23-Apr-22 | N/A | 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 DAFI 36-2502, Table 2.1 and that year’s STEP guidelines posted on MyPers  https://mypers.af.mil/app/answers/detail/a\_id/53180/p/10/c/656 |
| \*SrA who have not completed Airman Leadership School remain eligible for STEP consideration;if selected, use the CY22 STEP Selection Memo to request an EPME waiver. Guidancereferenced per DAFI 36-2502, para 2.9.1. |
| \*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 |

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| **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
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| **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 |

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| **REENLISTMENT ELIGIBILTY 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**](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 | 1-0ct-21 | 29-0ct-21 | 14.Jan-22 | 15-Apr-22 | 1.Jul-22 |
| 145\* | Flow OPBs | 23-Aug-21 | 7-0ct-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 | 17-0ct-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/DP2SPEAF 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 |
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| **PRF PROCESS** |
| - 150 days prior to Central Selection Boar, 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 |
| **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 Marketplace 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** |
| Summer ‘23 | 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 | 27 Jan 23 |
| Winter ’23-‘24 | 8-22 Feb 23 | 8 Mar 23 | 15 Mar 23 | 22 Mar 23 | 12 Apr 23 | 26 Apr 23 | 4 May 23 | 4 May – 27 Jun 23 | 28 Jun 23 |
| **OFFICER ASSIGNMENT SYSTEM PROCESS (**[**https://myvector.us.af.mil/myvector/Home**](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 to reclama officers on VMLs 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). |

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| **VIRTUAL MPF – SELF SERVICE ACTIONS (**[**https://www.my.af.mil**](https://www.my.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 |

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| **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/>  |