




30 FSS MPF POCKET PERSONNELIST - USAF

****Dates are Subject to Change****

MPF Hours of Operations			ID Cards/DEERS Service Hours				
Mon-Wed & Fri: 0830-1530 Thu: 1100-1530 First Friday: 0900-1530			Walk-ins: Mon, Wed, & Fri 0830-1500 Appointments: Tues 0830-1500 & Thurs 1100-1530				
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		
MPF Leadership							
Flight Commander	1Lt Aidan Siegle	276-7499	aidan.siegle.1@spaceforce.mil				
Flight Chief	MSgt Jessica Tunnell	276-7719	jessica.tunnell@spaceforce.mil				
Military Personnel Flight Leadership Org box			30FSS.FSMP@spaceforce.mil				
MPF Sections							
Office	Contact Number	Email		Programs			
Customer Support	DSN: 276-7756	30FSS.FSMPs.Customer@spaceforce.mil		ID Cards/DEERS, CAC pin resets, SGLI, Leave, In-processing, Sponsorship Pgm, PRDA,			
Career Development--Promotions, Retirements/Separations, Reenlistments/Extensions	DSN: 276-2902	30FSS.FSMPD-Promotions@spaceforce.mil; 30FSS.FSMPD.Reenlist@spaceforce.mil; 30FSS.FSMPD.Separat@spaceforce.mil		Promotions, Retirements/Separations, Reenlistments, Administrative Demotions/Discharge, ADSC, Contracts			
Career Development--Outbound Assignments and Official Government Passports	DSN: 276-2902 DSN: 276-3586	30FSS.FSMPD.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	DSN: 276-4778	30FSS.Force.Management@spaceforce.mil		Awards/Decs, EPR/OPR, Duty info/status, UIFs, G-Series Orders, CRO, EFD, PCA, SEI, SDAP			
Personnel Systems Manager	DSN: 276-1977	David.Immel@spaceforce.mil		Reviews/grants access to MilPDS, vPC, Case Management System (CMS), BLSDM			
Installation Personnel Readiness	DSN:276-7574	MSS.PRI@spaceforce.mil		Deployments, Total Force Accountability (IPR)			
FY25/26 Enlisted Evaluation Static Closeout Date (SCOD) Milestones							
Action	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	
Accounting Date	3-Feb-26	3-Apr-25	3-Jun-25	3-Aug-25	3-Oct-25	3-Dec-25	
Est. Flow initial MELs to MPF	N/A	10-Apr-25	9-Jun-25	10-Aug-25	10-Oct-25	12-Dec-25	
SCOD/Allocation Date	31-May-26	31-Jul-25	30-Sep-25	30-Nov-25	31-Jan-26	31-Mar-26	
Earliest date an EFD may convene	N/A	N/A	N/A	1-Dec-25	1-Feb-26	1-Apr-26	
Est. Flow final MELs and allocation to MPF	N/A	5-Aug-25	7-Oct-25	7-Dec-25	7-Feb-26	8-Apr-26	
EFDs completed	N/A	N/A	N/A	26-Dec-25	29-Feb-26	26-Apr-26	
Enlisted Weighted Airman Promotion System (WAPS) & Promotion Milestones							
2023 Promo Cycle	DOR/TIG Req'd	TAFMSD/TIS Req'd	PECD	Tentative Test Months	Tentative Release		
26E5/SSgt	1-Feb-26/6 MONTHS	1-Aug-24/3 YRS	31-Mar-26	1 May - 15 Jun 26	Aug 26		
26E6/TSgt	1-Aug-24/23 MONTHS	1-Jul-22/5 YRS	31-Jan-26	1 Feb - 31 Mar 26	Jul 26		
26E7/MSgt	1-Jul-24/24 MONTHS	1-Jul-19/8 YRS	30-Nov-26	N/A	May 26		
26E8/SMSgt	1-Jul-24/20 MONTHS	1-Mar-16/11 YRS	30-Sep-25	N/A	Mar 26		
25E9/CMSgt	1-Mar-24/21 MONTHS	1-Dec-12/14 YRS	31-Jul-25	N/A	Dec 25		
Weighted Airman Promotion System Highlights							
*Promotion Information must be updated by PECD (Promotion Eligibility Close Date) and EPB 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
Oct - Dec 23	Feb - Aug 25	Jun - Aug 24	Mar 26		Mar 26	30-Mar-26	Apr - Jun 26
Jan - Mar 24	May - Jul 25	Sep - Nov 24	Jun 26		Jun 26	30-Jun-26	Jul - Sep 26
Apr - Jun 23	Aug - Oct 24	Dec - Feb 24	Sep 25		Sep 25	29-Sep-25	Oct - Dec 25
Jul - Sep 23	Nov 24 - Jan 25	Mar - May 24	Dec 25		Dec 25	30 Dec 25	Jan - Mar 26
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	Available to Customer	Mbr Preferences Due		Assignment Selections Loaded			
Nov/Dec 25/Jan 26	23-Jul-25	3-Aug-25		22-Aug-25			
Feb/Mar/Apr 26	22 Oct 25	2-Nov-25		21-Nov-25			
May/Jun/Jul 26	14 Jan 26	25-Jan-26		13-Feb-26			
Aug/Sep/Oct 26	15-Apr-26	26-Apr-26		15-May-26			
Enlisted Quarterly Overseas Assignment Schedule							
Projected RNLTD	Available to Customer	Mbr Preferences Due		Public Release Date			
Jan/Feb/Mar 27	20-May-26	31 May 26		19-Jun-26			
Apr/May/Jun 26	13-Aug-25	24-Aug-25		12-Sep-25			
Jul/Aug/Sep 26	5-Nov-25	16-Nov-25		5-Dec-25			
Oct/Nov/Dec 26	4-Feb-26	15-Feb-26		6-Mar-26			
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 an 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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****Dates are Tentative****

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 20 – 31 Dec 20	2025	N/A	N/A	2030	N/A	N/A	2036
1 Jan 21 – 31 Dec 21	2026	N/A	N/A	2031	N/A	N/A	2037
1 Jan 22 – 31 Dec 22	2027	N/A	N/A	2032	N/A	N/A	2038
1 Jan 23 – 31 Dec 23	2028	N/A	N/A	2033	N/A	N/A	2039
1 Jan 24 – 31 Dec 24	2029	N/A	N/A	2034	N/A	N/A	2040
1 Jan 25 – 31 Dec 25	2030	N/A	N/A	2035	N/A	N/A	2041

To see the forecasted dates for Major and Lt Col, please check the most up to date MyFSS Officer Date of Rank Charts: https://mypers.af.mil/app/answers/detail/a_id/49337

CY25 Active Duty Officer Promotion Boards

Board	PRF Acct date	PRFs due to AFPC	Convenes	Acronym Definitions			
Maj (P0425A)	10-Aug-24	8-Nov-24	7-Jan-25	CH: Chaplain Corps DC: Dental Corps			
Col (P0625A)	5-Oct-24	3-Jan-25	4-Mar-25	LAF: Line of the Air Force			
Col (M0625A)/(P0625B)	18-Oct-24	16-Jan-25	17-Mar-25	MSC: Medical Services Corps			
Maj (M0425A)/(P0425B)	18-Oct-24	16-Jan-25	17-Mar-25	BSC: Biomedical Sciences Corps			
Lt Col (P0525A)	7-Jun-25	5-Sep-25	4-Nov-25	MC: Medical Corps NC: Nurse Corps			
Lt Col (P0525B)/(M0525A)	5-Jul-25	3-Oct-25	2-Dec-25				

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

FY25 Officer Evaluation Static Closeout Date (SCOD) Milestones

Action	2d Lt	1st Lt	Capt	Maj	Lt Col	Col
Accounting Date	3 Jul-25	3 Jul-25	3 May-26	3 Feb-26	3 Feb-26	3 Nov-25
SCOD	31-Oct-25	31-Oct-25	31-Aug-26	31-May-26	31-May-26	28-Feb-26

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 '26 Cycle: 5-19 Jun 25	5-Jun-25	3 Jul 25	17 Jul 25	31 Jul 25	21 Aug 25/28 Aug 25	4 Sep 25	5 Sep - 6 Nov 25 (RNLTD Apr - Sep 26)
Winter '26-27 Cycle: 1-15 Dec 25	1-Dec-25	29-Dec-25	12-Jan-26	26-Jan-26	9 Feb 26/16 Feb 26	23-Feb 26	24 Feb - 27 Apr 26 (RNLTDS Oct 26 - Mar 27)

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
DAFI 36-3802, Force Support Readiness Programs	DAFI 36-2907, Adverse Administrative Actions
AFI 36-2406, Officer and Enlisted Evaluations Systems	DAFI 36-3026v1, ID Cards
DAFI 36-2501, Officer Promotions and Selective Continuation	DAFI 36-3203, Service Retirements
AFI 36-2502, Enlisted Airman Promotion/Demotion Programs	DAFI 36-3208, Admin Separation of Airmen
DAFI 36-2606, Reenlistments and Extension of Enlistment	DAFI 36-3802, Force Support Readiness Programs
DAFMAN 36-2806, Military Awards; Criteria and Procedures	DAFI 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/Join Spouse	Voluntary Separation Application