

30 FSS MPF POCKET PERSONNELIST - USSF

****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			
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
	Walk-ins: Mon, Wed, & Fri 0830-1500 Appointments: Tues 0830-1500 & Thurs 1100-1530		

MPF Leadership			
Flight Commander	1Lt Aidan Siegele	DSN: 276-7499	aidan.siegele.1@spaceforce.mil
Flight Chief	MSgt Jessica Tunnell	DSN: 276-7719	jessica.tunnell@spaceforce.mil
Military Personnel Flight Leadership Org box			30FSS.FSMMP@spaceforce.mil

MPF Sections			
Office	Contact Number	Email	Programs
Customer Support	DSN: 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	DSN: 276-2902	30FSS.FSMMPD-Promotions@spaceforce.mil; 30FSS.FSMMPD.Reenlist@spaceforce.mil; 30FSS.FSMMPD.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.FSMMPD.Assign@spaceforce.mil; 30FSS.FSMMPD-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, EFDp, 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	30MSS.PRF@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

Promotion Milestones

2025 Promo Cycle	DOR/TIG Req'd	TAFMSD/TIS Req'd	PECD	Board Dates	Tentative Release
26S5/Sgt	1-Feb-26/6 MONTHS	N/A	31-Jan-26	TBD	Jul 26
26S6/TSgt	1-Aug-24/24 MONTHS	N/A	31-Jan-26	TBD	Jul 26
26S7/MSgt	1-Jul-24/25 MONTHS	N/A	31-Jan-26	TBD	Jul 26
26S8/SMSgt	1-Jul-24/17 MONTHS	N/A	31-Jul-25	N/A	Oct-25
25S9/CMSgt	1-Dec-23/24 MONTHS	N/A	31-Jul-25	N/A	Oct-25

USSF Below-The-Zone Program

Effective 1 Oct 25, USSF does not have Below-the-Zone program

CY26 Guardian Assignments Timeline (GAT)

Special Program	Initial Movers Notified	Last Day to Submit Opt-In	Special Program Matching	Final Movers List	Last Day to Submit Billet Owners	Vectors Loaded NLT
Apr 25	2 Jun 25	27 Jun 25	10 Oct 25	22 Aug 25	6 Oct 25	10 Oct 25
First Day-Start MAPS/Bidding	Last Day to Submit MAPS	Last Day to Submit Bids	ETMO Matches	Assignments loaded (RNLTJ Jun-Sep 26)		
27 Oct 25	21 Nov 25	28 Nov 25	1 Dec 25 - 30 Jan 26	21 Feb 26		

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 LeaveWeb
 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 Guardian - Eligible to reenlist within 12 months of Date of Separation (DOS)

Second Term/Career Guardian - 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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****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:

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	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
1 Jan 24 – 31 Dec 24	2028	N/A	N/A	2034	N/A	N/A	2040
1 Jan 25 – 31 Dec 25	2029	N/A	N/A	2035	N/A	N/A	2041

You are forecasted to meet the following boards:

If your DOR to Major is:	Lt Col			Colonel		
	2 Yrs BPZ	1 Yr BPZ	IPZ	2 Yrs BPZ	1 Yr BPZ	IPZ
1 Sep 20 - 31 Aug 21	N/A	N/A	2025	N/A	N/A	2031
1 Sep 21 - 30 Jun 22	N/A	N/A	2026	N/A	N/A	2032
1 Jul 22 - 28 Feb 23	N/A	N/A	2027	N/A	N/A	2033
1 Mar 23 - 31 Dec 23	N/A	N/A	2028	N/A	N/A	2034
1 Jan 24 -30 Nov 24	N/A	N/A	2029	N/A	N/A	2035
1 Dec 24 - 30 Nov 25	N/A	N/A	2030	N/A	N/A	2036

You are forecasted to meet the following boards:

CY 26 Active Duty Officer Promotion Boards

If your DOR to Lt Col is:	Colonel			Board	PRF Acct date	Letters due to AFPC	Convenes
	2 Yrs BPZ	1 Yr BPZ	IPZ	Col (F0625A)	2 Nov 25	22 Mar 26	1 Apr 26
1 Nov 19 - 31 Oct 20	N/A	N/A	2025	Lt Col (F0525A)			
1 Nov 20- 30 Sep 21	N/A	N/A	2026	Maj (F0425A)			
1 Oct 21 - 28 Feb 23	N/A	N/A	2027				
1 Mar 23 - 31 Dec 23	N/A	N/A	2028				
1Jan 24 - 30 Nov 24	N/A	N/A	2029				
1 Dec 24 -30 Nov 25	N/A	N/A	2030				

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
Summer '26 Cycle:	TBD	TBD	TBD	TBD	TBD	TBD	TBD

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 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 (PRD) Visibility Window: Identifies which positions AFPC is looking to fill for the assignment cycle
*Officers & CCs can communicate directly with Officer Assignment Teams

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
SPFI 36-2502, Enlisted Guardian 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, Awards and Memorialization Program	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/Joint Spouse	Voluntary Separation Application