



Military Personnel Flight

PRIDE Bldg, 3rd Floor, 305A | Mon, Tue, Thu, Fri: 0730-1630, Wed: 0730-1200
DEERS: PRIDE Bldg, 2nd Floor, 215 | Mon-Wed, Fri: 0800-1600, Thu: 0800-1500

HOW TO SCHEDULE AN APPOINTMENT WITH YOUR MPF?

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Download the
AF Connect App

Go to Team Minot

Go to MPF Appts

Click Appt Links



Click on the link of the
section that you would like
to set up an appointment
with

Choose the service

Select a date and time
slot that suit your
needs



Military Personnel Flight

Flight Commander: Capt Ronald Donnell

Flight Chief: MSgt Marissa Morrison

Career Development Section Chief: TSgt Daniel Smith

Programs: Assignments

Enlisted/Officer Promotions

Reenlistments/Extensions

Retirements/Separations

Force Management Section Chief: MSgt Erin Parker

Programs: Evaluations

Classifications

Adverse Actions

Special Duty Assignment Pay

Customer Support Section Chief: MSgt Karina Galaviz

Programs: In-processing

Family Care Plan

Initial Enlistment Bonus

HR Systems Access

Passports

DEERS/CAC & ID Cards Section Chief: Mr. Alex Richard

Programs: DEERS

ID Cards

Awards & Decorations

MPF Contacts

Customer Support

Leave/LOD/In-Processing

723-4368

5FSS.FSPS.CustomerSupport@us.af.mil

Passports

723-2879

5FSS.FSPS.PassportAgent@us.af.mil

Awards/Decs

723-4368

5FSS.FSPS.awardsanddecs@us.af.mil

DEERS

CAC/Award/Decorations

723-4567

5FSS.DPMPE.decoration@us.af.mil 5FSS.FSPD.OutboundAssignments@us.af.mil

Installation Personnel Readiness

723-4355 or 723-1396

Career Development

Outbound Assignments

723-6470

Officer Promotions

723-4041

5FSS.FSMPD.OfficerPromotions@us.af.mil

Enlisted Promotions

723-1337

5FSS.FSMPD.BLSDMEnlistedPromo@us.af.mil

Reenlistments/Extensions/Retirements/Separations

5FSS.FSMPD.BLSDMReenlistments@us.af.mil

723-1340 or 723-4566

The MPF is appointment only. Please use the AF Connect App to schedule an appointment



Customer Service/DEERS

The DEERS office is still appointment only.
Please make appointments via the website

<https://5fssdeers.setmore.com>

Please bring two forms ID to have an ID reissued. Please accompany your dependents to sign paperwork to have their IDs reissued.

Thank you!



Passports & Visa Requests

The process for passport and visa requests has changed. Now deploying members need to go through their UDMs to start the process of passports and visas.

Steps:

1. When the member is tasked with the deployment, the UDMs will contact the Passport Agent with: the member's information, deployed or forward deployed location, projected departure date, and what is being requested (passport, visa, or both)
2. The Passport Agent will then verify the location requirements in the Foreign Clearance Guide, and send the UDM and the member passport and/or visa application and instructions
3. Once the member completes all actions, the UDM will contact the Passport Agent to set up an appointment. All appointments are scheduled Tuesdays & Thursdays between 0900-1400
4. The member will bring all required documents to the appointment with the Passport Agent in the Pride Building, 3rd floor, room 305A
5. The Passport Agent will review and send up the application to DOS (Department of State)
 - a. Applications are sent through LRS, we **do not** receive tracking numbers
 - b. DOS takes 6-8 weeks to complete the passport request
 - c. DOS **does not** provide status updates
6. Once the passport is completed at the DOS, it will be sent back to the Passport Agent
7. The Passport Agent will email the UDM and the member to schedule pick up
 - a. If member has already deployed, the UDM will pick up the passport and ship to member in deployed location

CLASSIFIED

Critical Information Indicators

Critical information indicators, or CII, are often overlooked and shared by accident.

CII are like individual puzzle pieces, and the whole puzzle is the mission. Adversaries can collect the little bits of information we share, analyze it, and act to create an OPSEC vulnerability. If enough information is collected, they can get a good picture of the mission.

Sending and sharing critical information to people who are not in the "need to know" is dangerous, and you should always make sure whoever you are sharing the information with, actually needs it.

Social media posts also often contain CII. People will post about where they are going on a TDY and for how long, or that one of their friends is deploying, and when they are coming back. We can't have the enemy know where we are sending people and for how long they stay there.

So please be aware of what you are sending, sharing, and/or posting, it could have a bigger impact than you think!

SPOTLIGHT AIRMAN OF THE MONTH



SrA Cody Ray Prichard

SrA Prichard was born in Arkansas, but due to being a military brat, he was raised all across the country. He joined the Air Force so he could meet and work with amazing people. SrA Prichard enjoys the working in the MPF because he likes to be the expert in one subject, whereas in other jobs he has had to have a little knowledge on many different topics. During his free time, Cody enjoys going on runs, and playing video games such as Final Fantasy, Escape From Tarkov, and much more. For his future goals, SrA Prichard wants to improve his work ethic, and he wants to be the kind of person anyone can go to if they have an issue and need to talk. His coworkers motivate him to keep working, because he finds who he works with to be more important than the job itself, no matter what job he has. Cody loves to share jokes and make the MPF laugh, so when asked what his favorite joke is, he said "Two fish are in a tank, one fish looks at the other and says, do you know how to drive this thing?".

FEBRUARY HISTORY

National Freedom Day

On February 1st 1865, Abraham Lincoln approved the submitting of the proposed 13th amendment to state legislatures. The 13th amendment bans slavery in America, and the first National Freedom Day was celebrated on February 1st 1942 in Philadelphia, Pennsylvania.



End of the Persian Gulf War

On February 28 1991, a ceasefire was declared, ending the Persian Gulf War. The Gulf War was a conflict between Iraq and a coalition of 35 countries, led by the US, due to Iraq invading Kuwait in August of 1990.

