



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, Tues: 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: SMSgt Marissa Morrison

Career Development Section Chief: MSgt Erin Parker

- 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.awardsanddec@us.af.mil

Career Development

Outbound Assignments

723-6470

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

Officer Promotions

723-1994/2245

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 723-3723

Force Management

Classifications/Adverse Actions

723-1333 or 723-6256

5FSS.FSPM.Classifications2@us.af.mil

Evaluations

723-7611 or 723-4346

5FSS.FSPM.Evaluations@us.af.mil

DEERS

CAC/Award/Decorations

723-4567

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

Installation Personnel Readiness

723-4355 or 723-1396

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



Customer Service/DEERS

The DEERS office is 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.

Additionally, the DEERS office is changing their hours. Their new hours are:

Mon, Wed-Fri: 0800-1600, Tues: 0800-1500

Thank you!



MyFSS Replacing MyPers

myFSS Force Notifications Replacing myPers Targeted Messaging

1. You will soon begin to receive Force Notifications through the myFSS platform, <https://myfss.us.af.mil/> to inform you of key Department of the Air Force program updates or specific tasks that require your action. These emails are not spam and often contain important messages.
2. **Force Notifications may be sent to your junk folder:** Please check your junk and "Other" inbox in Outlook instead of your "Focused" inbox for official Force Notifications. Highlight the email, right click, and select "Always move to Focused". Mark these emails as important, not SPAM or Junk Email.
3. **myFSS Account Login:** Initial login is a critical first step every Airman and Guardian at every level must take to enable access and functionality. To establish your account login, click here: <https://myfss.us.af.mil/>. The platform will automatically create your account upon the first login but may take up to 24 hours to build your profile. If you see your name displayed on the landing page upon login, your account/profile is active. Additional information is available in the myFSS Login and Navigation Guide. If the link does not work, please access the guide by:
 - a. Logging onto myFSS
 - b. Select the "Helpful Links" drop down on top right corner
 - c. Select "myFSS Training Library" from the drop down options to access the library
 - d. Select the "myFSS Login & Navigation" folder



MyFSS Replacing MyPers cont.

myFSS Force Notifications Replacing myPers Targeted Messaging

4. **myFSS Sends you Personal Emails:** You will need to validate/update your personal email address by following the instructions below:

Instructions for updating personal email address:

1. Using Safari, Edge or Chrome, login at <https://myfss.us.af.mil/USAFCommunity/s/>
2. Click on "Profile" person icon (top right) and click "Profile"
3. Select "Update Personal Email Address"
4. Click the "Edit" pencil icon for "Personal Email 1", add your email address and click Save.

5. **For login issues:** Contact the A1 Service Desk using the self-service options located at <https://tmis.us.af.mil/tmis>, by Email: afpoa.a1.sd@us.af.mil, or by phone 1-800-525-0102, Option #5; DSN: 312-665-0102; COMM 210-565-0102



IEB Program

IEB Program, or the Initial Enlistment Bonus Program, is a program that can give Airmen of certain AFSCs a monetary bonus when they first enlist.

If your AFSC is eligible for IEB, you must apply for it within 30 days of arriving at your first permanent duty location.

Members will have to set up an appointment with Customer Support, and bring the below documents:

- BMT Certificate
- Tech School Certificate
- AF 3007/3008/3009

The amount of the IEB received is based on the authorized IEB Fiscal Year announcement, date of enlistment, the Air Force Specialty (AFS) where technical training was completed and the AFSC awarded, regardless of any reclassification. The airman must have both their Primary and Control AFSC updated as a 3-skill level in the Military Personnel Data System (MilPDS).

Airmen must have an enlistment contract that authorizes an IEB (AF 3007/3008/3009). An IEB review by AFPC will be required if the member meets IEB criteria but doesn't have that information reflect in their enlistment contract.

If you have questions, or you still haven't been paid your IEB 60 days following a notification saying you bonus was updated, reach out to the Customer Support section of the MPF!



AEFI Policy

On April 15th, 2023, the Air Force converted Air Expeditionary Force Indicators (AEFI) to AFFORGEN Employment Force Indicators (AEFI). The new AEFIs will be codified in AFI 10-401, but until that is published, view the transition flow below:

- P4/P6 will convert to Phase Charlie (C)
- P1 will convert to Phase Delta (D)
- P3 will convert to Phase Alpha (A)
- P5 will convert to Phase Bravo (B)
- P2 will convert to the applicable Phase after sourcing of FY24 XABs are complete

Institutional Force transition flow:

- X3 will convert to XC
- X4 will convert to XD
- X5 will convert to XA
- X1 will convert to XB
- X2 will be equally distributed across XA-XD

Units can begin to update/assign Airmen to their respective AEFIs, Commanders will ensure Airmen are postured against one of the four AFFORGEN phases based on their unit alignment to an AFFORGEN Force Element, Demand Force Team, or supplemental UTC.



AEFI Policy cont.

All Airmen, regardless of assignment to combat, combat support, combat service support, or institutional force will be given an AEFI IAW the table below. Now that the new codes are implemented, commanders or equivalent are responsible for determining the appropriate AEFI (Phase) for all assigned personnel. Commanders are responsible for updating AEFIs for newly assigned personnel within 15 days of being assigned to the unit.

AEFI Table:

Organization Type and Individual AFFORGEN Employment Force Indicator (AEFI).			
Component	Organization Type		
	combat, combat support, combat service support	institutional force	"outside" the USAF
Active Component	Phases A-D	XA-XD	XX
Traditional Guard or Reservist	R1-8	Not applicable	Not applicable
RC Ops Units	1A/B-4A/B (RCP 1-8) (for units on 3-month deployments)	Not applicable	Not applicable
IMA	A-D	XA-XD	XX
STP	XL	XL	XL
Employed In Place	EP	EP	EP

"EP" is a new AEFI for members/units designated as "Employed -In-Place". When AFI 10-401 is published, it will supersede the information in this article, so please check it out!



Retraining

On the first day of June, new changes are coming to the retraining program, and we highly encourage you to read the changes below so you can understand how they may affect you!

- Starting 1 June, the retraining process (to include the online retraining advisory) will be opened on the myFSS platform under the “RegAF Retraining” tile located in the “Career management” tile.
- The FTA Retraining Window will now extend until DOS or Reenlistment Date, the start date will remain the same as before: 35th month for 4 year enlistees or 59th month for 6 year enlistees
- In addition to the Retrain Only AFSCs, FTAs will be allowed to apply for retraining into any AFSC that is less than 90% manned
 - This list will be integrated into the Online Retraining Advisory
- Retraining into a shred-out of the FTA’s current AFSC (Lateral Training) will no longer constitute a retrain according to the FTA Retraining Program
 - This means that any FTA who is selected for Lateral Training will still have their FTA Retraining application available to them
- FTA Retraining Selection Board will no longer be a part of the retraining process
- Any FTA who enters into their retraining window during FY24 (retraining FY is Aug-July) will be eligible to apply starting in August with the arrival of the FY24 retraining quotas
- Any FTA who is approved to retrain will have to reenlist to meet the retainability requirements (AFMAN 36-2100, para 6.5)

39TH ANNUAL AIR & SPACE FORCES AWARDS



39th Annual Air & Space Forces Association Awards Banquet

The 39th Annual Air & Space Forces Association Awards Banquet was held, last Thursday. Our NCOIC of Customer Support, SSgt Contessa Fredrickson was recognized for her hard work by 5 FSS. Additionally, the 23rd Bomb Squadron and 5th Contracting Squadron commanders recognized their CSS for their dedication. Congratulations to all the award winners, we greatly appreciate all you do!

MAY HISTORY

Military Appreciation Month

May is Military Appreciation Month. This month is for everyone to show support to current and previous service members. May is chosen as the month to celebrate the military due to all the important military events that have occurred in May in the past.

For example, Loyalty Day is May 1st and so is the anniversary of Osama Bin Laden's death. Victory in Europe Day, marking the end of WWII in Europe is May 8th, and Armed Forces Day is celebrated May 20th.

Probably the most popular military holiday in May is Memorial Day. Since 1971, Memorial Day has been celebrated on the last Monday in May. Before this, the observance date was May 30th, and the title "Memorial Day" became better known. But even before that, Memorial Day was known as "Decoration Day", and was first observed May 5th 1865.

