



## 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 suits your  
needs



# Military Personnel Flight

**Flight Commander:** Capt Esther Nervik  
**Flight Chief:** SMSgt Marissa Morrison

**Career Development** Section Chief: MSgt Karina Galaviz

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: TSgt Contessa Fredrickson

Programs: In-processing  
Accessions  
Initial Enlistment Bonus  
Passports

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

Programs: DEERS  
ID Cards  
Awards & Decorations

**PSM** Section Chief: Ms. Jessica McDonald

Programs: HR System Access  
Report Retrievals

## MPF Contacts

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

### **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

### **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

### **Career Development**

Outbound Assignments

723-6470

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

Officer Promotions

723-1994

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 723-3732

### **DEERS**

CAC/Award/Decorations

723-4567

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

### **Installation Personnel Readiness**

723-4355 or 723-1396



## 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.

Thank you!





## MyDecs Reimagined Transition

MyDecs Reimagined is estimated to launch on or around 16-19 January 2024. Effectively immediately, units need to start prepping for this transition, as any pending decorations in myDecs will not transfer over to myDecs Reimagined. Per AFPC, Manual decorations are not authorized during the transition process. Friday, 15 December 2023 is the final date to create any decoration sites. All sites should be completed NLT 5 January 2024. At this time, all CSS and/or Orderly Rooms should begin backing-up any narratives, data and supporting documents. Units should expect system degradation prior to myDecs sunset, maintaining copies will ensure a smoother transition. If a decoration is not finalized before the sunset it will have to be rebuilt in myDecs Reimagined.

### **myDecs Transition Timeline:**

Effective immediately, initiate decoration files back-up

15 December 2023 – Final day to create new sites

5 January 2024 – Finalize all decorations

14 January 2024 – phase out myDecs

16-19 January 2024 – launch myDecs Reimagined

Units must begin backing-up decoration narratives and supporting document while closing out open decorations. Decorations must be completed by deadlines to ensure a smooth transition and avoid system degradation. Any open decorations WILL NOT transition to myDecs Reimagined. If you have any questions or concerns, please let us know. Thank you!



## Assignment SWAP Program

The assignment SWAP program is a program that helps enlisted members SMSgt and below, swap assignments with each other.

To try and get your assignment swapped, you as the member, must find an airman who is willing to swap assignments with you through the myVector discussion forums. To swap an assignment with a member, you both must be the same rank, CAFSC, skill level and must have the same security clearance and any applicable SEIs and development vectors.

After you find someone to swap assignments with, you will initiate the myVector application found under "My Applications" then "AFPC Assignments".

Something important to note, is that you are only eligible to submit a request to swap your assignment within 90 days of the day you were selected for your assignment, or your "ASD". So if you know you want to switch assignments, start reaching out to people quickly!

If you have any questions, you can research more on the topic in the assignment SWAP PSDG found on myFSS, you can ask your CSS, or you can reach out to the Outbound Assignments team at the MPF. Thank you!

# SPOTLIGHT AIRMAN OF THE MONTH



## SSgt Evan Chase Padgham

SSgt Padgham was born and raised in Cape Coral, Florida. He joined the Air Force for adventure, and because he really wanted to witness places and experiences that you can't usually get outside of the military. SSgt Padgham loves being a personnelist because he likes being the guidance for members and leadership on the matters that affect their careers. In his free time, SSgt Padgham likes to play video games, and watch football over the weekend. SSgt Padgham's current goals are to accomplish a twelve week weight training program, and to set a mindfulness routine. SSgt Padgham's main motivation and inspiration in life are his parents and his wife.



# DECEMBER HISTORY

## National Wreaths Across America

National Wreaths Across America day is a day celebrated on a Saturday in December. The day is to remember the service and sacrifice of veterans, and to honor and teach about it as well. This year, more than two million volunteers and supporters will gath to place wreathes at more that 4,000 participating locations in all states, at sea, and abroad.

## Space Force Birthday

On December 20th, 2019, the U.S. Space Force was established as its own separate branch of the armed services. This creation of the Space Force was the first time a new branch has been established in 73 years. With the growing space capabilities of our nation and many others, it became apparent that a military service that was focused on dominating the world of space became very important.

