



## 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.awardsanddec@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!



## Officer Accessions

As we prepare for the influx of new officer accessions, new officers arriving to their first duty stations could experience up to a 120 day delay in receiving full pay benefits. HQ AFPC has 120 days from the member's Date Arrive on Station per AFI 36-2604. Please also refer to Accessions Confirmation PSDG (30 May 2023) Attachment 6; AFPC Tier I and Tier II Responsibilities. This goes over all actions that will be completed at HQ AFPC during those 120 days.

It is imperative that members sign in to the CSS and receive an appointment with the Minot Welcome Center to generate a Travel Voucher which allows the MPF Customer Support office to generate a case to AFPC to start the accessions process. HQ AFPC reviews the members record in its entirety to ensure that all appropriate updates have been made, to include service dates.

Thank you!



## Cold Weather Uniforms

With the cold weather coming in, more and more people are going to be wearing their fleeces and big winter coats with their uniforms. It is important to remember that your cold weather outerwear still must have the proper patches on it. This means that your rank patches, name tapes, Air Force tapes, and any unit or MAJCOM patch must be worn on outerwear when space is provided.

Keep in mind that you still have to have your patches on your OCPs at the same time, so you should make sure you have two sets of all patches, because you shouldn't be swapping them around between outer layer and inner layer clothing.

Thank you!



## MyDecs Reimagined

MyDecs Reimagined is now live! The myDecs Reimagined Announcement on myFSS has many helpful instructional videos and information for you to view. It lists out new features such as a single-page nomination experience, auto-save capability, complete citation editing freedom, and more.

Demonstration videos on how to create a nomination, self-nomination, and the roles of an approving authority are listed on the myFSS page as well as a PSD Guide dated 25 Jan 2024.

If you have any questions or concerns, you can always reach out to your CSS or the MPF. Thank you!

# SPOTLIGHT AIRMAN OF THE MONTH



## TSgt Contessa Fredrickson

TSgt Fredrickson was born and raised in Anchorage, Alaska. She joined the Air Force to travel and experience new places. TSgt Fredrickson loves being a personnelist in the MPF because she likes being able to do what she can to help people and their careers. In her free time, TSgt Fredrickson likes to go biking, go on hikes, walk her dog Thor and experiencing new exciting things. Her current goals are to finish her BA and her motivation is to be the best Section Chief for her airmen and to set a good example for them.

# SPOTLIGHT AIRMAN OF THE MONTH



## SrA Cody Ray Prichard

SrA Prichard was born in Arkansas, but raised all over the world due to being a military brat. He joined the Air Force to meet and work with amazing people. SrA Prichard likes being a personnelist because he enjoys being the person people go to when they need help. For hobbies, SrA Prichard likes to go longboarding and play video games. His current goal is to go back home to Little Rock AFB and spend time working there. SrA Prichard's main motivation is getting work done. Being productive fuels him to keep moving forward.

# FEBRUARY HISTORY

## 15th Amendment

February 3rd, 1870, it was ratified in the Constitution that men were allowed to vote, regardless of race or color. After the Civil War, people of color were still segregated against, so the act of giving them a voice in politics was a big deal. While not everyone in America was allowed to vote yet, this act was a step forward in the right direction of giving everyone equal rights.

## Astronaut John Glenn

On February 20th, 1962, John Glenn was the first American to orbit Earth. He reached an altitude of 162 miles and completed 3 orbits in a flight that lasted about 5 hours. While he wasn't the first American in space, he was the first American to completely circle Earth, which proved that the Americans had caught up to Russia in the space race.

