



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!

RETENTION

A New Retention Process

Effective 1 Mar 24, the retention process for reenlistments and extensions will change to operate via an email process through the 5 FSS/FSPD Retentions and Separations org box.

The naming convention for the subject line for each email will allow MPF to prioritize and thus better assist each member throughout the retention process.

Below is the naming conventions for routine retention actions:

Reenlistment, LAST, FIRST, RANK, REASON, DOS, Reenlistment Date (Example: Reenlistment SMITH, JOHN SrA, Assignment, 29 Feb 24, 1 Feb 24)

Extension, LAST, FIRST, RANK, REASON, DOS (Example: Extension SMITH, JOHN SrA, Assignment, 31 Oct 24)

CSS will attach all supporting documentation to the email for MPF review and actions.

Please email our org box

(5FSS.FSMPD.BLSMDMReenlistments@us.af.mil) or call our office (723-1340 OR 723-2788) with any questions or concerns. Thank you!



Initial Enlistment Bonus'

We want to spotlight the Initial Enlistment Bonus (IEB) Program.

Eligible members must apply for an IEB upon arrival at their first permanent duty location within 30 days of arriving at Minot AFB. Members need to make an appointment with Customer Support, bringing the following supporting documents: BMT Certificate, TechSchool Certificate, and AF Form 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.

Airmen must have an enlistment contract that authorizes an IEB. An IEB review by AFPC will be required if the member meets IEB criteria but does not have an enlistment contract in the personnel record.

The member must have both the Primary and Control AFSC updated as a 3-skill level in the Military Personnel Data System (MilPDS)..

Pay close attention to ensure you are being paid appropriately and engage with the MPF if you have not received your bonus within 60 days following notification bonus was updated.

Thank you!



Dress and Appearance

DAFI 36-2903, or the dress and appearance DAFI, has been rewritten. Overall, the DAFI has changed to have enhanced visuals and graphics, improved navigation, and clearer language. The rewrite clarifies duty badge guidance, authorizes commercial maternity cold weather gear, authorizes permanent wear of EPME badge, delegates wing commander approval of religious regalia wear during events, and so much more.

Below is a graphic that shows some of the changes in the DAFI:

Figure 3.5 Cut, Clipped or Shaved Part
Part will not exceed 4 inches in length or 1/4 inch in width

Figure 3.16 Neck Tattoo Approved Location

Figure 3.12 Ponytail/Braid Length
Hair may not extend below line running between the top of each sleeve in seam at the under arm through blade

Figure 3.13 Unauthorized Ponytails

Figure 3.1 Male - Unauthorized Hair Examples

Figure 3.1 Female - Unauthorized Hair Examples

Figure 3.14 Authorized & Unauthorized Nail Polish Color (Not All-Inclusive)

Figure 3.15 Authorized & Unauthorized Eyelash Extension Examples

CAO FEB. 28, 2024

To read DAFI 36-2903, you can search “<https://www.e-publishing.af.mil>” and under “Publications + Forms” you will search “DAFI36-2903”. Thank you!

SPOTLIGHT AIRMAN OF THE MONTH



A1C Adrianna Robinson

A1C Robinson was born in Baltimore, Maryland but raised in Tampa, Florida. She joined the Air Force for the many benefits that it offers, such as furthering her education. Adrianna likes working as a personnelist in the MPF because she enjoys the teamwork and environment in the office. A1C Robinson enjoys spending her free time outdoors in warmer weather. Her current goals are to start some college classes and work towards a degree. A1C Robinson's biggest inspiration in her life is her mother, who has always supported and been there for her.

March History

90 Female Missileers and B-52 Aircrews make History

Ninety female missileers made Air Force history March 22 as the first all-female missile alert crews to serve on alert at three intercontinental ballistic missile wings simultaneously.

In honor of Women's History Month, missileers based out of Minot Air Force Base, North Dakota; F.E. Warren AFB, Wyoming; and Malmstrom AFB, Montana, completed a 24-hour alert shift to sustain an active alert status of the nation's ICBM force.

"The goal of this day was to highlight all the women who worked hard to make a difference in public service and government jobs in the past," said Col. Stacy Huser, the 91st Missile Wing Operations Group commander at Minot AFB. "We honored those women who have worked to gain opportunities and disavow stereotypes when they began their careers. This day was our tribute to them, as well as to inspire future generations of women to work in public service."

According to the U.S. Census Bureau, women make up almost 51 percent of the nation's population. Women currently make up 19 percent of the Air Force, the highest percentage of any service.

"The fact that we can look across our pre-departure briefing room and see a woman sitting in every seat, for every combat crew going out on nuclear alert, is in itself, significant," said Col. Tom Wilcox, the 341st Missile Wing commander at Malmstrom AFB. "Not because Team Malmstrom is fielding an all-women alert force, but because we have enough women filling combat leadership roles to take alert for the entire wing."

In addition to female missileers, B-52 Stratofortress aircrews from Minot AFB and Barksdale AFB, Louisiana, participated by fielding all-female flight crews.

"It is an honor to be flying with these women today," said Col. Kristin E. Goodwin, the 2nd Bomb Wing commander at Barksdale AFB. "These two flights, launched and crewed only by women, serve as a source of pride for the whole 2nd Bomb Wing, Air Force Global Strike Command, and for each and every American."

Goodwin flew as aircraft commander for one of the B-52s alongside six other women. In total, 14 women whose ranks range from lieutenant to colonel flew in the bomber formation, serving in the roles of pilot, weapons system officer and electronic warfare officer.



Disc with Flashing Lights Hovers over Minuteman Missile Sites; Minot AFB, ND; March 5, 1967

Francis Ridge:

This is just one of many cases which my group (Nuclear Connection Project) has listed under nuclear connection. We have found about 200 such incidents. Not only that, but this event occurred during one of the most intense sighting waves in history.

Richard Hall:

On March 5, 1967, Air Defense Command radar tracked an unidentified target descending over the Minuteman missile silos of the 91st Strategic Missile Wing at Minot AFB, ND. Base security teams quickly converged on the area and saw a metallic, disc-shaped craft ringed with bright, flashing lights moving slowly. The disc stopped and hovered about 500 feet (150 meters) off the ground, as security police held their fire and watched in awe. Suddenly the object began moving again and circled directly over the launch control facility.

F-106 fighters-interceptors were standing by on the flight line, waiting impatiently for an order from NORAD to scramble.

When the order was not forthcoming, base operations decided on their own to scramble the interceptors. At that moment the UFO climbed straight up and streaked away at incredible speed.

