



**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?

Use the QR Code below to schedule an appointment with the MPF!



The Setmore appointment system has been deactivated. The only way to schedule appointments with the MPF is through the QTRAC Appointment system. Specific hours are listed below

**Appointment Hours: Mon-Fri 0800-1600, Wed 0800-1130**

**Walk-In Hours: Tue-Thu 0800-1600, Wed 0800-1130**

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# Military Personnel Flight

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

**Career Development** Section Chief: TSgt Robert Gray

Programs: Assignments  
Enlisted/Officer Promotions  
Reenlistments/Extensions  
Retirements/Separations

**Force Management** Section Chief: TSgt Nicole Argento

Programs: Evaluations  
Classifications  
Adverse Actions  
Special Duty Assignment Pay

**Customer Support** Section Chief: TSgt Tessie Odhiambo

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

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

Evaluations

723-1414

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 723-3723

### **DEERS**

CAC/Award/Decorations

723-4567

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

### **Installation Personnel Readiness**

723-4355

5.FSS.FSOXI@us.af.mil



## Customer Service/DEERS

The DEERS office is appointment only. Please make appointments via the QR Code found on pages 1 and 5.

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



## QTRAC Appointments

The MPF is no longer using the Setmore appointment system. Please see the flyer below on information regarding our new QTRAC appointment system.



**MINOT**  
MILITARY PERSONNEL FLIGHT

# SCAN TO SCHEDULE AN APPOINTMENT.

Use your smartphone.



**Snapshot of MPF Services:**

- **DEERS:** Common Access Card (CAC), Dependent Update, CAC Unlock or Reset, Awards and Decorations
- **Customer Support:** Inbound Order Amendment, Accessions, Passport and/or Visa, Initial Enlistment Bonus (IEB), Quickship Bonus
- **Force Management:** Evaluations, Duty Information, G-Series Orders, Unfavorable Information File (UIF), Special Duty Assignment Pay (SDAP)
- **Career Development:** Permanent Change of Station (PCS), Outbound Assignment, Separation, Retirement, Retention, Promotion

DEERS (Appointment Only): Mon, Wed-Fri 0800-1600, Tue 0800-1500  
Walk-in hours: Tue-Thu 0800-1600, Wed 0800-1130  
Appointment hours: Mon-Fri 0800-1600, Wed 0800-1130  
\*Closed for training every Wed from 1200-1630

**MINOT MPF OFFICE**



## Passports

At the 5 FSS Passport Office, our agents have completed training to be the representative between the Department of State (DoS) and the Department of Defense (DoD) with both passport and visa processing. The requirements put forth by our agents come directly from the DoS and not meeting them in a timely manner may delay a mission/assignment. Application processing and times may vary at the Department of State depending on the influx of applications they see across all DoD branches.

We are authorized to begin the processing for the following cases provided that there is Bonda Fide need, i.e. a legitimate, funded, travel requirement to a country that requires a passport per the Foreign Clearance Guide.

- PCS
- TDY/Deployment
- Special Assignments
- Missions/Taskings

Our office is not able to process tourist passports; you must reach out to the downtown post office in Minot to apply

In order to keep up with demands of both the official maroon and no-fee blue passports, our office is primarily appointment based with the exception of:

- Passport pick-up/drop-off/cancellation
- Separations/Retirements: Passport memorandum assistance
- Document drop-off for application packages
- PCS: vOP signoff

Office hours: 0800-1600 M-F and 0800-1200 on Wednesdays

Office number: 701-723-4368

Location: 3rd floor of the PRIDE bldg., Room 305A



# ONE TEAM ONE FAMILY ONE MISSION

## AFPC Assignments Team Visits Minot

The AFPC Assignments team visited Minot AFB 21-22 Aug 24 to meet with enlisted members across the base, as well as Squadron Commanders and SELs to provide insight and some background on how the assignment selection process works. Chief Dickens and MSgt Peralta provided valuable “behind the curtain” information on how they review and process enlisted assignments to include FTA BOP, Code 50 assignment selection, and overseas assignment listings.

The true value came when Chief Dickens gave the “secret sauce” for improving assignment selection chances for overseas:

1. When the overseas listing becomes available, review for your AFSC and rank, and adjust your Assignment Preferences to the list. Leave your assignment preferences alone until the next overseas listing. If an Airman becomes ineligible, your list may still be reviewed for an opening.
2. Always select “Extended Long” as this is reviewed first and selection rate is high.
3. Code 50 assignments have their schedule review windows coincide with the CONUS Mandatory Movers list that is released every quarter. So based on when the code expires, members should review and update assignment preferences the quarter prior to their code expiration.
4. Voluntary short tours has a high probability as this are manned at 100% so changes are greater to be selected.
5. If all else fails, and you want an assignment right now, update “WORLDWIDE VOL/SHORT ” as your #1 overseas request, and this will significantly improve your chances of selection.

While this is no absolute guarantee of assignment selection, these tips provide a great opportunity to improve overseas assignment select



## Initial Enlistment Bonus

Customer Support would like to hit on Initial Enlistment Bonuses. When a member comes to the Welcome Center, one of the questions they ask is in regards to IEB's. If the member says they will be receiving an IEB, we will inform them of all the proper documentation they will need in order to receive their IEB and what the steps are for the process.

Each member is informed that they must be here a full 30 days on station before their IEB can be processed through AFPC. Each member is briefed on which documents they will need to complete the process.

All documentation includes:

- AF 3007
- DD4
- BMT Certificate
- Tech School Certificate

These documents can be emailed to Customer Support or brought to the MPF for an in-person appointment to get the IEB processed. The documents can be emailed by either the member or their CSS. If the documentation is sent to Customer Support before the member has been on station for at least 30 days and email will be sent back informing them that their bonus will not be able to be processed until the member has hit 30 days on station.

Customer Support does have 5 days to complete the CMS case to process the IEB, and from there AFPC does take 30 days to process and pay out the bonus. If the member does not see their bonus in their account after 30 days of their IEB being submitted they may reach out by email or phone and Customer Support will gladly pull a status of their case for them.

If there are any further questions regarding Initial Enlistment Bonuses please feel free to reach out!

Thank you!

Office hours: 0800-1600 M-F and 0800-1200 on Wednesdays

Office number: 701-723-4368

Office email: [5fss.fspcs.customersupport@us.af.mil](mailto:5fss.fspcs.customersupport@us.af.mil)

Location: 3rd floor of the PRIDE bldg., Room 305A



# September History

MINOT AIR FORCE BASE – Sixty years ago the U.S. Army Corps of Engineers turned the “key” to Minot Air Force Base over to Maj. Joe Roberts, the first base commander.

“It wasn’t much of a ceremony when Maj. Joe E. Robert, acting base commander, started moving his operations from temporary quarters in the Chamber of Commerce (in Minot) to the base but to commemorate the occasion Lt. Col. T.W. Roe, area engineer for the Corps of Engineers, presented Maj. Roberts a large cardboard “key” to the base,” the Minot Daily News reported in its Feb. 16, 1957, edition.

Roberts and a noncommissioned officer were the first two Air Force members to arrive at the base.

Minot AFB initially was developed as an air defense command and that same year, 1957, the first unit at Minot AFB, the 32nd Fighter Group along with the 32nd Materiel Squadron and 32nd Air Base Squadron were activated.

Two years earlier on July 12, 1955, an official groundbreaking ceremony was held for the new base and later that year, the first portions of land for the base were purchased.

Minot AFB was off to a running start – as far as construction.

By September 1956, the base already had some of the basics completed or being constructed. Dormitories, mess hall (dining hall), hangars, noncommissioned officers club, chapel, gymnasium, heating plant and six-story control operations tower, concrete parking aprons, taxi strips and a mammoth runway being enlarged from 8,100 to 13,200 feet in length were among the projects.

Owen Brenden of Minot was an engineer at Minot AFB from 1962 until his retirement in 1987. When the base paper did a story about Brenden for his retirement, the writer said Brenden “is as much a part of Minot AFB’s history as the ICBM or the B-52.” Brenden began working at the base only a year or so after it was activated. He was the second civilian engineer assigned to the base. He became the base’s chief engineer in 1962 and continued until his retirement. During his years at the base he saw many construction projects completed.

‘Spy planes’ at Minot AFB

It wasn’t long after the base was activated that aircraft began to arrive.