

29 Jan 24 – Updated Quarterly

10 FSS POCKET RESOURCE MANAGER

TOTAL FORCE SERVICE CENTER (TFSC)	TFSC CONTACT INFO
<p style="text-align: center;"><i>https://www.my.af.mil--Virtual MPF--Self Service Actions</i></p> <ul style="list-style-type: none"> * Data Verification Brief (Personal & Career Data; equivalent to SURF) * Record of Emergency Data (must be updated annually and after each PCS/address change) * Assignment Actions (Virtual Outprocessing, Humanitarian & EFMP Application, Join Spouse Intent) * Voluntary Separation Application * Retirement Application * Transfer of Education Benefits (incurs a 4-year ADSC) * Awards & Decorations (to update, please email docs to 10 FSS Customer Service org box for expedited svc) * Board for Correction of Military Records * Retraining Application 	DSN: 665-0102 Comm: 210-565-0102 Toll Free: 1-800-525-0102 contactcenter@randolph.af.mil
	MPF
	5136 Eagle Drive Suite K-102 Contact us to schedule an appointment Customer Service: 0730-1530
	ID Cards/DEERS
	5136 Eagle Drive Suite K-102 DSN: 333-1883 Comm: 719-333-1883 2 FSS Customer Service Org Box (10FSS.FSMPS@us.af.mil)

FSS LEADERSHIP					
Director	Mr. Marcellus George	333-4801	333-4856	333-6764	
SEL	SMSgt Raquel Smalls				
First Sgt	MSgt Austin Pope				
			Deputy Director		Major Travis Hough
			MPF CC		Capt Toby Harter
			MPF Flight Chief		MSgt Jesus Pech
					333-4815
					333-4802
					333-4628

MPF Phone Numbers									
	Customer Service	Outbound Assignments	Promotions	Retirements/ Separations	Reenlistments/ Extensions	Force Management	IPR	Passports	Awards & Decs
	333-1883	333-8748	333-8750	333-8748	333-8750	333-8745/6276	333-1523	333-8750	333-8745/6276

ENLISTED WAPS & PROMOTIONS MILESTONES						
Cycle	DOR/TIG Req'd	TAFMSD/TIS Req'd	PEC D	Test Months	Release Date	
24E5	1 Feb 24 / 6 Months	1 Aug 22 / 3 Yrs	31 Mar 24	1 May – 30 June 24	Aug 24	
24E6	1 Aug 22 / 23 Months	1 Jul 20 / 5 Yrs	24	24	Jul 24	
24E7	1 Jul 22 / 24 Months	1 Jul 17 / 8 Yrs	31 Jan 24	15 Feb - 15 Mar 24	May 24	
24E8	1 Jul 22 / 20 Months	1 Mar 14 / 11 Yrs	24	24	Mar 24	
24E9	1 Mar 23 / 21 Months	1 Dec 11 / 14 Yrs	30 Nov 23	N/A	Dec 24	
			30 Sep 23	N/A		
			31 Jul 24			

ENLISTED OVERSEAS RETURNEE/CONUS MOVER EQUAL SCHEDULE				OVERSEAS ACTIVE DUTY ENLISTED EQUAL LISTING SCHEDULE			
DEROS Date	Available to Customer	Preferences Due	Assignment Flow	RNLTD	Available to Customer	Preferences Due	Public Release Date
May - Jul 24	17 Jan 24	26 Jan 24	16 Feb 24	Jan- Mar 25	22 May 24	31 May 24	21 Jun 24
Aug - Oct 24	17 Apr 24	26 Apr 24	17 May 24	Apr - Jun 24	16 Aug 23	25 Aug 23	15 Sep 23
Nov/Dec 24/Jan 25	24 Jul 24	2 Aug 24	23 Aug 24	Jul - Sep 24	15 Nov 23	24 Nov 23	15 Dec 23
Feb/Mar 24 Apr 25	23 Oct 24	1 Nov 24	22 Nov 24	Oct - Dec 24	14 Feb 24	23 Feb 24	15 Mar 24

SRA BELOW-THE-ZONE (BTZ) KEY DATES					
Rosters & Instructions Sent to Units	Small Unit Signed Rosters Due	Small Unit Packages Due	Packages Given to Board Members	Central Base Board	Large Unit Results & Rosters Due

1-Jan-24	End of January	Last week of Feb	2 weeks prior to the board	Last Week of March	End of March
1-Apr-24	End of April	Last Week of May		Last week of June	End of June
1-Jul-24	End of July	Last Week of Aug		Last Week of Sep	End of Sep
1-Oct-24	End of October	Last week of Nov		Middle of December	Middle to end of Dec

NOTE: Quotas are given based on 15% of all eligibles
NOTE: Large Unit = 7 or more eligibles; Small Unit = 6 or fewer eligibles

ALS CLASS DATES				Enl Eval System (EES)/Static Closeout Date (SCOD)			
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Class	Start Date	Graduation Date	Family Day/Holidays	Rank	SCOD	Rank	SCOD
24-2	4 Jan	8 Feb	President's Day	SrA and Below	31-Mar	MSgt/MSgt Select	30-Sep
24-3	15 Feb	21 Mar	Memorial Day	SSgt/SSgt Select	31-Jan	SMSgt/SMSgt Select	31-Jul
24-4	28 Mar	2 Apr	Juneteenth	TSgt/TSgt Select	30-Nov	CMSgt/CMSgt Select	31-May

SELECTIVE REENLISTMENT BONUS (SRB) ZONES	REENLISTMENT ELIGIBILITY WINDOW
Zone A - Between 17 mo and 6 years TAFMS Zone B - Between 6 and 10 years TAFMS Zone C - Between 10 and 14 years TAFMS Zone E - Between 18 and 20 years TAFMS	1st Term Amn (4-yr enlistee) - Receive CJR (if applicable), serve 3 yrs TIS and 12 months TIG as AIC 1st Term Amn (6-yr enlistee) - Receive CJR (if applicable), serve 5 yrs TIS and currently be E-4 Second Term & Career Airman - Within 90-days of ETS

DEVELOPMENTAL SPECIAL DUTY (DSD) CYCLES

Spring 2023: MAJCOM Nominations May 2023/RNLTDs Oct 2023 - Mar 2024
Fall 2023: MAJCOM Nominations Aug 2023/RNLTDs Jan 2024 - Sep 2024

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2023-2024 Air Force Officer Assignment System (AFOAS) Timeline (All Officers need current ADP on file)

Cycle	Initial VML Posted	Field VML Reclama Window	Final VML Posted	First day to start MAPS	Last day to submit MAPS	Last day to submit bids for officers	AFPC Matches Assignments	RNLTD Months
Summer '24	7 Sep 23	7-17 Feb 23	27 Sep 23	27 Oct 23	10 Nov 23	26 Nov 23	27 Nov 23 – 30 Jan 24	Jun 24 – Sep 24
Winter '24-25	7 Feb 24	7-21 Feb 24	6 Mar 24	8 Apr 24	20 Apr 24	3 May 24	4 May – 25 Jun 24	Oct 24 – May 25

OFFICER ASSIGNMENT SYSTEM – TALENT MARKPLACE UPDATES

All officers O-5 and below are required to update their Talent Marketplace profiles (particularly to ID their SQ/CC equivalent or above). It is important that ALL officers update their profiles. Officers MUST enter Talent Marketplace (not just MyVector) to update their profile information. Talent Marketplace profiles can continue to be updated at any time throughout the year per the instructions provided below:

Talent Marketplace Profile Creation Instructions

1) Log onto "[MyVector](#) "

-----0-5s and below continue to next steps-----

2) Click on "[Talent Marketplace](#) " button at top of MyVector page

3) Click on "Update my Profile" tile and update your supervisor information. If you can't locate your supervisor in the search tool, it's likely your supervisor hasn't created a MyVector account yet. Please notify your supervisor of the requirement to log-in

Note: If able, log-in to MyVector using Chrome, Firefox, or Edge. Use compatibility view if utilizing Internet Explorer.

Please refer to the [Talent Marketplace Tutorials](#) for additional Talent Marketplace guidance and updates.

CY24 ACTIVE DUTY OFFICER PROMOTION BOARDS				ACRONYM DEFINITION
Promotion Board	PRF Actg Date	MLRs Done	Central Board	
Lt Col (LAF-A/C/F/I/N/X) (NC/MS) P0524A	20 Aug 23		17 Jan 24	MC: Medical Corps MSC: Medical Services Corps CH: Chaplain Corps DC: Dental Corps LAF: Line of the Air Force NC: Nurse Corps LAF-J: Judge Advocate General BSC: Biomedical Sciences Corps
Col (LAF-A/C/F/IN/X) P0624A	7 Oct 23		5 Mar 24	
Col (LAF-J/CHAP/ NC/MS/BSC) P0624B Maj (LAF J/CHAP/ (NC/MS/BSC) P0424A	20 Oct 23		18 Mar 24	
Col (MC/DC) M0624A Maj (MC/DC) M0424A	10 Feb 24		9 Jul 24	
Lt Col (LAF-J/CHAP) P0524B	26 Apr 24		23 Sep 24	
Lt Col (LAF-A/C/F/I/N/X) P0524C	8 Jun 24		5 Nov 24	
PROMOTION RECOMMENDATION FORM (PRF) PROCESS			AFPC COMPLETED WEBCASTS	
<ul style="list-style-type: none"> - 150 days prior to Cent Sel Brd, MPS receives PSDM & pulls list of eligibles - 120 days prior, OPBs/PRF notices sent w/DQHBS for raters to draft PRFs - 100 days prior, drafted PRFs given to senior rater - 60 days prior, final PRFs due to HQ AFGSC - 60-40 days prior, AFGSC MLR - 35 days prior, PRFs due to AFPC/DP2SPE AFL Level MLR 			CY24 Promotion Board Schedule – 23 Aug 23 Retirement Process for Officers – 16 Aug 23 Accessions Confirmation Process – 10 Aug 23 Medical Continuation – 17 Aug 23 13N Fall DT – 15 Aug 23 TAP Round Table – 15 Aug 23 Group: AFPC Webcasts milBook Home (milsuite.mil)	
DEVELOPMENTAL TEAM PROCESS AND 4 POINT TIMELINE				
Career-field-specific Developmental Teams (DTs) meet annually to designate school attendees and recommend timing/school placement.				
(1) Select to Maj (2) IDE Eligible (3) Selected to Lt Col (4) SDE Eligible				
HOW TO VIEW & SAVE YOUR MILITARY RECORDS				
1. Log into PRDA via AFPC Secure Apps		5. Click "Select All" below the window		
2. Under Role, select "Member"		6. Click "Get Documents" button		
3. Click "Entire Personnel Record"		7. Dialog window will pop up prompting you to save files		
4. All of your records will appear in the window on the right		8. Click "Save" and save files to destination folder		
*NOTE: Since PRDA will only maintain records for a limited amount of time, it is important to keep all copies of orders, performance reports, awards, AF Form 2096s, etc.				
RETIREMENT/SEPARATION REMINDERS				
- Not all Separations are authorized 20 days of PTDY. Separation Program Designator (SPD) codes determine eligibility for this benefit. Members MUST attend TAP and complete their virtual final out appt with the Retirements/Separations office prior to beginning terminal leave.				
PERSONNELAFI QUICK GUIDE				

- AFI 36-2907, Adverse Administration Actions
- AFMAN 36-2806, Awards and Memorialization
- AFMAN 36-2100, Military Utilization & Classification
- AFI 36-3026, ID Cards
- AFI 36-2903, Dress & Appearance
- AFI 36-2406, Officer & Enlisted Evaluations
- AFI 36-3208, Admin Separation of Airmen
- AFI 36-2606, Reenlistments & Extensions
- AFI 51-604, Appointments to and Assumption of Command
- AFI 36-3003, Military Leave Program
- DAFI 36-2110, Total Force Assignments
- AFI 36-3802, Force Support Readiness Programs
- AFI 36-2502, Enlisted Airman Promotion/Demotion Programs
- AFI 36-2501, Officer Promotions and Selective Continuation
- AFI 36-3203, Service Retirements