

5 April 2024 – Updated Quarterly

## 10 FSS POCKET RESOURCE MANAGER

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| <p style="text-align: center;"><b>TOTAL FORCE SERVICE CENTER (TFSC)</b></p> <p style="text-align: center;"><i>https://www.my.af.mil--Virtual MPF--Self Service Actions</i></p> <ul style="list-style-type: none"> <li>* <b>Data Verification Brief</b> (Personal &amp; Career Data; equivalent to SURF)</li> <li>* <b>Record of Emergency Data</b> (must be updated annually and after each PCS/address change)</li> <li>* <b>Assignment Actions</b> (Virtual Out-processing, Humanitarian &amp; EFMP Application, Join Spouse Intent)</li> <li>* <b>Voluntary Separation Application</b></li> <li>* <b>Retirement Application</b></li> <li>* <b>Transfer of Education Benefits</b> (incurs a 4-year ADSC)</li> <li>* <b>Awards &amp; Decorations</b> (to update, please email docs to 10 FSS Force Management org box for expedited svc)</li> <li>* <b>Board for Correction of Military Records</b></li> <li>* <b>Retraining Application</b></li> </ul> | <p style="text-align: center;"><b>TFSC CONTACT INFO</b></p> <p style="text-align: center;">DSN: 665-0102<br/>Comm: 210-565-0102 Toll Free: 1-800-525-0102<br/>contactcenter@randolph.af.mil</p> <hr/> <p style="text-align: center;"><b>MPF</b></p> <p style="text-align: center;">5136 Eagle Drive Suite K-102<br/>Contact us to schedule an appointment<br/>Customer Service: 0730-1530</p> <hr/> <p style="text-align: center;"><b>ID Cards/DEERS</b></p> <p style="text-align: center;">5136 Eagle Drive Suite K-102<br/>DSN: 333-1883 Comm: 719-333-1883<br/>2 FSS Customer Service Org Box<br/>(10FSS.FSMPS@us.af.mil)</p> |
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| FSS LEADERSHIP   |                      |          |                         |                    |          |
|------------------|----------------------|----------|-------------------------|--------------------|----------|
| <b>Director</b>  | Mr. Marcellus George | 333-4801 | <b>Deputy Director</b>  | Major Travis Hough | 333-4815 |
| <b>SEL</b>       | SMSgt Raquel Smalls  | 333-4856 | <b>MPF CC</b>           | Lt E. Lanae Lang   | 333-4624 |
| <b>First Sgt</b> | MSgt Austin Pope     | 333-6764 | <b>MPF Flight Chief</b> | MSgt Jesus Pech    | 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  | PECD      | 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  | 31 Jan 24 | 15 Feb - 15 Mar 24 | Jul 24       |  |
| 24E7                                  | 1 Jul 22 / 24 Months | 1 Jul 17 / 8 Yrs  | 30 Nov 23 | N/A                | May 24       |  |
| 25E8                                  | 1 Jul 23 / 20 Months | 1 Mar 15 / 11 Yrs | 30 Sep 24 | N/A                | Mar 25       |  |
| 24E9                                  | 1 Mar 23 / 21 Months | 1 Dec 11 / 14 Yrs | 31 Jul 24 | N/A                | Dec 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) |        |                    |        |
|-----------------|------------|-----------------|---------------------|---|--------|--------------------|--------|
| Class           | Start Date | Graduation Date | Family Day/Holidays | Rank  | SCOD   | Rank               | SCOD   |
| 24-2            | 4 Jan      | 8 Feb           | Memorial Day        | SrA and Below                                     | 31-Mar | MSgt/MSgt Select   | 30-Sep |
| 24-3            | 15 Feb     | 21 Mar          | Juneteenth          | SSgt/SSgt Select                                  | 31-Jan | SMSgt/SMSgt Select | 31-Jul |
| 24-4            | 28 Mar     | 2 May           | Independence Day    | 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<br>Zone B - Between 6 and 10 years TAFMS<br>Zone C - Between 10 and 14 years TAFMS<br>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 A1C<br>1st Term Amn (6-yr enlistee) - Receive CJR (if applicable), serve 5 yrs TIS and currently be E-4<br>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

## 10 FSS POCKET RESOURCE MANAGER

### 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

| Promotion Board  | PRF Actg Date | MLRs Done | Central Board | ACRONYM DEFINITION  |
|--|---------------|-----------|---------------|---|
| Lt Col (LAF-A/C/F/I/N/X) (NC/MS) P0524A                                | 20 Aug 23     |           | 17 Jan 24     | <b>MC:</b> Medical Corps <b>MSC:</b> Medical Services Corps<br><b>CH:</b> Chaplain Corps <b>DC:</b> Dental Corps<br><b>LAF:</b> Line of the Air Force <b>NC:</b> Nurse Corps<br><b>LAF-J:</b> Judge Advocate General<br><b>BSC:</b> Biomedical Sciences Corps |
| Col (LAF-A/C/F/I/N/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

- 150 days prior to Cent Sel Brd, MPF 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

### AFPC COMPLETED WEBCASTS

- How to verify your DVR – 1 Apr 24
- New Officer Promotion release process – 29 Mar 24
- 2024 52R Staff Vectoring DT outbrief – 22 Mar 24
- Nurse Corps DT outbrief – 21 Mar 24
- Chaplain Development Tm Out brief – 18 Mar 24
- Preparing your DD214 – 5 Mar 24
- [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

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Log into PRDA via AFPC Secure Apps</li> <li>2. Under Role, select "Member"</li> <li>3. Click "Entire Personnel Record"</li> </ol> | <ol style="list-style-type: none"> <li>5. Click "Select All" below the window</li> <li>6. Click "Get Documents" button</li> </ol>  |
| <ol style="list-style-type: none"> <li>4. All of your records will appear in the window on the right</li> </ol>   | <ol style="list-style-type: none"> <li>7. Dialog window will pop up prompting you to save files</li> <li>8. Click "Save" and save files to destination folder</li> </ol> |

\*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.

### PERSONNEL AFI QUICK GUIDE

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- AFI 36-2907, Adverse Administration Actions</li> <li>- AFMAN 36-2806, Awards and Memorialization</li> <li>- AFMAN 36-2100, Military Utilization &amp; Classification</li> <li>- AFI 36-3026, ID Cards</li> <li>- AFI 36-2903, Dress &amp; Appearance</li> <li>- AFI 36-2406, Officer &amp; Enlisted Evaluations</li> <li>- AFI 36-3208, Admin Separation of Airmen</li> <li>- AFI 36-2606, Reenlistments &amp; Extensions</li> </ul> | <ul style="list-style-type: none"> <li>- AFI 51-604, Appointments to and Assumption of Command</li> <li>- AFI 36-3003, Military Leave Program</li> <li>- DAFI 36-2110, Total Force Assignments</li> <li>- AFI 36-3802, Force Support Readiness Programs</li> <li>- AFI 36-2502, Enlisted Airman Promotion/Demotion Programs</li> <li>- AFI 36-2501, Officer Promotions and Selective Continuation</li> <li>- AFI 36-3203, Service Retirements</li> </ul> |
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