



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: MSgt Karina Galaviz

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 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

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



Retentions Process

AFPC has updated DAFI36-2606 with the below updates:

SRBs have been changed from 52 to 73 authorized SRBs with SRB maximum entitlements from 100K to 180K. Additionally, Zone F SRBs are now authorized for members within 20 to 24 years TAFMSD. AFPC will email members within an SRB zone that have indefinitely reenlisted through “MyFSS NoReply”. Members will be able to accomplish their Active-Duty Service Commitment through the email sent by AFPC. For further questions regarding SRBs please contact your Unit CSS.

Career Airmen are now eligible to reenlist one year prior to ETS rather than 90 days prior to ETS.

The maximum Term of Enlistment has been extended from 6 Years 00 Months obligated to 6 Years 24 Months obligated.

If you have any questions or concerns, please reach out to your CSS or MPF, thank you!



Code 50 Extensions

Airmen who are assigned in the CONUS at a Maximum Stabilized Tour with an Assignment Availability Code (AAC) 50 will PCS when their AAC 50 expires. The date of the AAC expiration is called the “Date of Availability (DOA)”, and when the AAC expires Airmen are put in a “mandatory move” status to either PCA (Permanent Change of Assignment) to another unit at their current base, or PCS (Permanent Change of Station).

For the members who do not want an assignment and do not want to become a mandatory mover, they must request an extension for the AAC 50. Extending the AAC 50 will delay a selection for an assignment at a later time that better fits the Airmen and their family. When Airmen hit 13 months before the projected DOA, they can reach out to the CSS or MPF with assistance to get their AAC 50 extended.

An AAC 50 extension requires a memo signed by the Airmen and unit commander explaining the reason for extending the AAC 50. Their CSS will help them with creating the memo and routing it for their unit commander’s signature, and then routing it to the MPF Outbound Assignments team for action. The Outbound Assignments team will send the member’s signed memo up to AFPC for them to either approve or disapprove their AAC 50 extension.

If Airmen have questions regarding AAC 50 and/or how to extend, please refer to the “Overseas Returnee (OSR) and oCONUS Mandatory Mover (CMM) Counseling Handout PSDG” found on myFSS, or reach out to the CSS and MPF with any questions. Thank you!



Summer Dress & Appearance

With the weather turning warmer and the sun coming out, it is important to ensure we are still within regulations of DAFI 36-2903 Dress and Appearance.

As of 1 May, it is no longer authorized to wear the Watch Cap or any other beanie in uniform. Please make sure you are wearing either a tactical cap or patrol cap.

Additionally, as per DAFI 36-2903 section 5.1.10, regarding tactical caps, patrol caps, or flight caps, “A cap will be worn outdoors at all times, unless in a designated ‘no hat’ area. Airmen will wear a cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. Cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. No hair will be visible on the forehead beneath the cap”.

NOTE: IAW Minot AFBI 31-116 para 3.1.6. Cyclist will wear a helmet that has been approved by the Consumer Product Safety Commission (CPSC), American National Standards Institute (ANSI), or Snell Memorial Foundation. (This means helmet’s must be worn and when not riding, the appropriate headgear for the uniform is worn, i.e. tactical/patrol cap.) Minot AFB 31-116, para 3.2.2. All personnel (including dependent, and retirees, etc.) who roller skate, inline skate, skateboard, or use lightweight motorized (Go-Peds or similar machines) or foot-propelled scooters (Razors or equivalent) on Minot AFB must wear approved CPSC, ANSI, Snell Memorial Foundation helmet. In addition to an approved helmet, the wear of elbow pads, kneepads and wrist guards is required for participants utilizing dedicated skate areas.

Regarding sunglasses, they can’t be worn around the neck or on the top/back of the head or be expose hanging on the uniform. Frames must be a conservative color such as black, brown, white, dark blue, gray, gold/silver wire, or transparent material.

If you have any questions regarding how to wear the uniform, refer to “DAFI36-2903” on Epubs on the Airforce Portal.

<https://www.my.af.mil/>

June History

National Flag Day

On June 14th, 1777, our first official national flag was formally approved by Congress, and now June 14th is recognized as National Flag Day. This flag was known as the Stars and Stripes and was created by Betsy Ross. This flag is different from our current one; our first official flag had 13 stripes like the flag of today, but at the time it only had 13 stars.



Army Air Force Corps

On June 20th, 1941, the United States Army Air Force (USAAF) was established. Between 1926 and 1941, the Army Air Corps was the United States military service dedicated to aerial warfare. In 1941, it became the USAAF to signify how it was becoming more separate from the Army's command structure. This was the first step of the Department of the Air Force being established in 1947.