

# Military Personnel Flight: FAQ

## Customer Service:

### **Q: What do I need to in-processes when I first arrive at my new base?**

**A:** You will need your sealed envelope from your last duty station. You may also need a copy of your orders.

### **Q: Can I go house hunting before I in-processes the MPS?**

**A:** No, you have to in-process your unit's CSS or the MPF if your unit does not have Airmen with MILPDS updated capability first, so they can give you the proper paper work for your house hunting days (PTDY). The CSS or the MPF will also schedule you for your base in-processing appointments after you return from house hunting.

### **Q: What appointments are scheduled when I come to in-process?**

**A:** Enlisted: If this is your first base/straight out of tech school, you are scheduled for the Base In-processing appointment only.

Enlisted: if this is your second, third base, you are scheduled for Base In-processing, Wing Right Start, and MEO All appointment. Officer: You are scheduled for Base In-processing, Wing Right Start and MEO Officer appointment.

## Outbound Assignments:

### **Q: How much retainability (Enlisted) do I need for this assignment?**

**A:** You need to have retainability for the entire length of your assignment. The basic tour lengths are explained below

Korea: 12 months retainability is required; however, if you are taking a follow-on you will need retainability for the entire tour length of the follow-on assignment.

Long tour Germany, England etc: 24 months unaccompanied 36 months accompanied (add 12 months on a extended long tour)

For CONUS assignments you incur a 24 month ADSC, unless it is a special duty, which would then extend it to 48 months

### **Q: How do I change my Report Not Later Than Date (RNLTD)?**

**A:** Log onto the vMPF. Self Service Actions, assignments and there is an area for you to request a RNLTD change. Your commander will be notified and will be asked to approve the change. Once your commander makes his/her decision, AFPC contacts your gaining MAJCOM to see if they can accommodate the change. If so, your RNLTD will be adjusted.

## Separations/Retirements:

### **Q: When will my separation orders be ready?**

**A:** AFPC will cut orders approximately 90 days prior to your DOS.

**Q: What do I need to turn in for orders?**

**A:** You will need to accomplish the pre-separation order worksheet on the vMPF.

**Reenlistments/Extensions:**

**Q: When am I eligible to reenlist?**

**A:** 4 year enlistees are eligible for reenlistment upon completion of 36 months in service

6 year enlistees are eligible for reenlistment upon completion of 60 months in service

Second term, Career Airmen must be within 3 months of their estimated time of separation (ETS) OR have service directed retainability to be eligible for reenlistment...such as PCS, TDY, PME etc.

**Evaluations:**

**Q: What steps do I take to update my duty title?**

**A:** Submit your request to your supervisor and he/she will provide your Commanders Support Staff the necessary documentation. Most CSS are now equipped with Airmen who have MILPDS update capability. Your CSS will update your duty title information. The MPF will assist units/CSS's without MILPDS update capability.

**Q: Who can sign for the ratee if the ratee is unable for signature?**

**A:** The rater, additional rater, or unit commander can sign for the ratee.

**Q: How many days of supervision are needed to write a member an EPR/OPR?**

**A:** For Officers: The rater must have at least 120 days of supervision to write the ratee an OPR. For Enlisted: Only one day is required for raters to close-out an evaluation. The rater is highly encouraged to coordinated with the past rate/additional rater for assistance.

**Q: If a member PCSs/PCAs, when should their EPR/OPR closeout?**

**A:** For Officers: The report should close out 30 days before the member's departure date. The 30 day requirement allows enough time to write the report and have the ratee sign before they depart For Enlisted: The report will close out on the static close out date (SCOD). Table 4.7. Static Close-out Date (SCOD) Enlisted Chart for RegAF, ARC AGR, and Stat Tour. RegAF Personnel RANK SCOD SrA and Below 31 Mar SSgt and SSgt selects 31 Jan TSgt and TSgt selects 30 Nov MSgt and MSgts selects 30 Sep SMSgt and SMSgt selects 31 Jul CMSgt and CMSgt selects 31 May .