

## Military Personnel Section Elements

### Customer Support

535-1366/4212/2409:

- ID Cards/DEERS/Family Status updates
- U.S. Citizenship Guidance
- Pre-Marriage Guidance
- Service Member Group Life Insurance
- Leave (consecutive overseas tour/environmental moral, student travel etc)
- In-Processing/INTRO program
- Passports/Visas
- Adverse Actions
- Casualty Assistance and Survivor Benefits

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### Force Management

535-6886/3250/1363:

- Classifications
- Evaluations
- Duty Information
- Awards/Decorations
- Duty Status
- Special Duty Assignment Pay

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### Career Development

535-4125/1508/3395/4201/2074:

- Assignments
- Retirements/Separations
- Reenlistments/Extensions
- Formal Training
- Career Status Bonus
- Officer/Enlisted Promotions
- Personnel Reliability Program
- Command Sponsorship/Early Return of Dependents
- DEROS Management

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### Information Technology Systems Support:

535-1454

- Case Management System Access
- BLSDM Commander's Accounts
- Discover Rosters
- PRDA Higher Level Access

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**Online Support** – Can be accessed through the AF Portal (<https://www.my.af.mil>)

**Personnel Records Display Application (PRDA):** An electronic viewer for the Automated Records Management System (ARMS)

- All Personnel Record (UPRG) Information is maintained
- Contains Role Based Access
  - In performance of their official duties, allows Commanders, Supervisors, and First Sergeants access to subordinates Personnel records

**Virtual Military Personnel (vMPF):** A suite of applications that gives the ability to conduct some personal business online to include:

- Update Virtual Record of Emergency (vRED)
- Apply for Humanitarian Reassignment
- Apply for Exceptional Family Member Reassignment
- Assignment Preference Updates
- Base Out-Processing checklist
- Retirement/Separation Requests
- View Personnel Data
  - Proof of Service letter
  - Data Verification Brief
  - Awards/Decorations
  - Duty History
- Update Current Duty Info (office symbol and phone number)
- Update Individual Info (home address, email, race/ethnic group, religious preference, consent to release info)

This list does not cover all vMPF applications; visit the website for more info.



## MILITARY PERSONNEL SECTION (MPS)

LOCATED IN BLDG T-112

### Customer Service Hours

ID Cards 0900-1600 (M-F)

All other areas (M-F)

- 0900 - 1400 Walk-in
- 1400 - 1600 Appointment Only

Reenlistment/Extension Mass Briefings  
(call 535-1508/4201 to be scheduled)

- 1000hrs Every Tuesday
- 1400hrs Every Thursday

Base In-processing

- 0930hrs (M-F)

**MPS Superintendent**

Work: 535-1075  
Work Cell: 961-143-265

## Date Eligible to Return from Overseas (DEROS)

DEROS is computed by adding the OS tour length (in months) to the date departed CONUS (or DAS when applicable). For example, an Airman who departs the CONUS on 20 Jun 2010 to serve a 24 month tour would have a DEROS of 20 Jun 2012.

An Airman who departs the CONUS on 1 Sep 10 to serve a 15 month tour would have a DEROS of 1 Dec 11.

- **Example if Airman Fudd arrived on 1 Jan 09 and has a 15 month tour, his DEROS would be 1 Apr 10**

Due to the unaccompanied tour length at Lajes being less than 18 months, the DEROS Election Option or Forecast Notification is produced 10 months prior to DEROS. Each member will receive a notice via email

## Retainability

Defined as the amount of time required to be added on current enlistment to meet an AF requirement (PCS, Promotion, Formal Training)

Important with PCS:

- Must obtain retainability for follow-on assignment

No follow-on assignment?

- Must have at least 12 mos past the DEROS month to be selected for an assignment

### Deadline:

Must obtain retainability NLT 25<sup>th</sup> day of the 8<sup>th</sup> month prior to DEROS or if already selected, NLT 30 days after receipt of new assignment. If retainability is not obtained, the DEROS will be automatically extended to match the date of separation (DOS) and member will stay at Lajes.

## Assignment Selection Cycles

Overseas Returnee Assignment Selections and Retainability requirements are based off DEROS month of the current assignment

Overseas Assignment Selections and Retainability requirements are based off RNLTD month of the next assignment

Update assignment preferences IAW below cycles and Assignment Management System (AMS) advertisements

<u>CONUS Assignments</u>	
<u>DEROS</u>	<u>Sel Month</u>
Aug/Sep/Oct	May
Nov/Dec/Jan	Aug
Feb/Mar/Apr	Nov
May/June/Jul	Feb

### OVERSEAS RETURNEE CYCLE

<u>Alloc</u>	<u>Adv</u>	<u>Sel</u>	
<u>DEROS</u>			
Mar	Apr	May	Aug/Sep/Oct
Jun	Jul	Aug	Nov/Dec/Jan
Sep	Oct	Nov	Feb/Mar/Apr
Dec	Jan	Feb	May/June/Jul

### OVERSEAS CYCLE

<u>Alloc</u>	<u>Adv</u>	<u>Sel</u>	
<u>Reporting Month</u>			
Jan	Feb	Mar	Oct/Nov/Dec
Apr	May	Jun	Jan/Feb/Mar
Jul	Aug	Sep	Apr/May/June
Oct	Nov	Dec	Jul/Aug/Sep

- Anyone who acquires a dependent and desires government paid travel of dependents, shipment of HHG etc; upon PCS must command sponsor that dependent.
- Contact MPS Customer Support to update family member status in DEERS, apply for an official passport and initiate process
- Any acquired dependent that is not command sponsored will reflect as non command sponsored on PCS orders
- Any child born of a command sponsored spouse is automatically command sponsored
  - Sponsor must update DEERS
  - Apply for official passport
  - Complete medical clearance for newborn and provide copy to MPS Career Development Element

## Duty Status

Duty Status is critical for accountability and mission readiness. Anyone who enters another duty status other than present for duty must be reported to the MPS Force Management Element immediately. Examples are:

- Emergency Leave
- Quarters/Hospitalized
- Medical TDY
- Non-Contingency TDY
- AWOL/Confinement etc

Ordinary Leave and Permissive/Contingency TDY are automatic

This pamphlet covers some of the most common questions from our customers. If you would like more information about a program that is not covered in this pamphlet please contact the respective MPS Element.

Thank you for all that you do!