



# 39th Military Personnel Section (MPS) Newsletter

**“Supporting the Warfighter through World-Class Personnel Services”**

**Issue 2**

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## MPS Quick Reference

### MPS Superintendent (FSMP)

676-6840

### Supt, Force Development (FSMPD)

676-7981

### Supt, Customer Service (FSMPS)

676-3634

### NCOIC, Force Mgmt (FSMPM)

676-7884

## Paternity Leave

On 14 October 2008, the President signed the FY 2009 National Defense Authorization Act (NDAA). This act grants 10 days of non-chargeable paternity leave to any married member of the armed forces on active duty whose wife gives birth to a child on or after 14 October 2008. Upon approval by the unit commander, the absence will be taken over consecutive days and is to be taken as soon as possible consistent with the needs of the Air Force, but not later than one year after the birth. For further information, please refer to AFI 36-3003 or contact the Wing Leave Monitor at 676-MPS1 (6771), option 1.

All the forms you need at your fingertips; please visit our CoP at:

<https://www.dmy.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-FE-18>

## Personnel Records Display Application (PRDA)

The Air Force Personnel Center released the new Personnel Records Display Application (PRDA) on 1 May 2009. PRDA is an electronic viewer for the Automated Records Management System (ARMS), facilitating search, retrieval and management of personnel records in ARMS through a role based access process.

Automatically, PRDA gives access to the member, the member's rater, senior rater, command chief master sergeant, wing commander, group commander, squadron commander, and first sergeant. Base PRDA administrators can also manually load access for other approved leadership positions.

Global, base and unit administrators are being trained to scrutinize and actively control access to only those people in a member's leadership chain who have an official need to view the record. If all goes well, PRDA will eventually become the primary records viewing system for military personnel records in the Air Force. ARMS will continue to be used by deployment locations.

For more information, contact NCOIC, Force Management at 676-MPS1 (6771), option 2.

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## Foreign Language Proficiency Pay (FLPP) Changes

In accordance with SAF/MR FLPP policy memorandum signed May 26, 2006, all foreign languages for Airmen in the 8D specialty as required for their worldwide missions are validated. The linguists force has transformed and are now training in multiple languages as a force multiplier and to increase the overall AF linguistic readiness posture. Further, the Air Force seeks to capitalize on and with this initiative and following the spirit of the FLPP policy. This validation makes Airmen serving in the 8D career field eligible for FLPP Rate A payments for each of the languages in which they demonstrate proficiency, per the SAF/MR policy memo.

## Verifying Personnel Records Vital to Career Progression

Successful career progression for Airmen requires hard work, planning and dedication, but even more importantly, an accurate personnel record. Of all the actions Airmen can take to affect their chances for promotion and professional development, the most important is ensuring their personal information is correct. Missing or inaccurate information, such as enlisted or officer performance reports, decorations, and awards and citations, can affect promotion scores and developmental team vectors for senior airmen through general officers.

As a helpful reminder, Airmen receive e-mail notifications around their birthday each year, advising them to review their electronic personnel records maintained within the Military Personnel Data System. To complete a records review, log in to vMPF, read through all your records, and print a hardcopy for safekeeping. If errors are discovered, Airmen can often make needed changes to the record in vMPF, where update links are provided. For errors not correctable on-line, the Total Force Service Center is available 24 hours a day, 7 days a week, to assist Airmen in correcting their information.

The electronic version of a member's record is printed and maintained at the Selection Board Secretariat at the Air Force Personnel Center. Categorized as either the Officer Selection Record or SNCO Selection Record, records are kept for the purpose of meeting promotion and evaluation boards. While the Selection Board Secretariat will do its best to ensure your records are complete and accurate, your personal involvement and due diligence are the key to getting corrections made to a record prior to a promotion or evaluation board.

Requesting a copy of your record can be done several ways. Air Force Instruction 36-3003 allows a member to request a permissive TDY to view the hard copy of his or her record. If unable to go permissive TDY, you may call DSN 665-2371 for a records review via phone. If you would like a copy of your record, you may fax a signed request, which must include your name social security number and signature to DSN 312-665-2421. You may also request an e-copy by sending a digitally signed e-mail request to: [records.review@randolph.af.mil](mailto:records.review@randolph.af.mil).

Be proactive and take control over your career progression by reviewing your personnel records regularly!

For more information, call the Total Force Service Center at (800)525-0102, commercial (210)565-5000 or DSN 312-665-5000.

## Enlisted Overseas EQUAL

Overseas assignments from stateside and overseas locations for which volunteers will be considered. Also, be aware that there are three locations where you can bring dependents and still receive short tour credit (24 month tour). They are: Incirlik, Turkey, The Azores and Moron, Spain.

RNLTD	AVAILABLE TO CUSTOMER	PREFERENCES DUE	ASSIGNMENT FLOW PUBLIC RELEASE NLT:
JAN/FEB/MAR 10	06 MAY 2009	21 MAY 2009	15 JUN 2009
APR/MAY/JUN 10	05 AUG 2009	20 AUG 2009	15 SEP 2009
JUL/AUG/SEP 10	04 NOV 2009	19 NOV 2009	15 DEC 2009
OCT/NOV/DEC 10	03 FEB 2010	18 FEB 2010	15 MAR 2010

**Note:** Dates are tentative and subject to change due to system availability

## Enlisted Overseas Returnee/CONUS Mandatory Mover (CMM) EQUAL Schedule

Stateside assignments **only** for people returning from overseas. These are one-for-one positions that have been made available for the exact number of returnees and CONUS mandatory movers during a specific cycle.

DEROS	AVAILABLE TO CUSTOMER	PREFERENCES DUE	ASSIGNMENT FLOW PUBLIC RELEASE
AUG/SEP/OCT 09	15 APR 2009	23 APR 2009	15 MAY 2009
NOV/DEC/JAN 09-10	15 JUL 2009	23 JUL 2009	15 AUG 2009
FEB/MAR/APR 10	14 OCT 2009	22 OCT 2009	15 NOV 2009
MAY/JUN/JUL 10	13 JAN 2010	21 JAN 2010	15 FEB 2010

**Note:** Dates are tentative and subject to change due to system availability

## FALL 2009 Officer Assignment Cycle

PRD Window: 12 May 09 - 25 Jun 09. Summer 09 Personnel Requirements Display (PRD) will be visible. The PRD will not be refreshed after the initial release on 12 May 09.

ADP: 5 Jun 09. Suspense for vulnerable officers to complete their ADP to AFPC.

An automatic email notification will be sent to each officer on the "Final VML" (8 May 09), therefore, it is imperative each officer maintain a current email address in AMS Web. all users should verify/update their email address and DSN each time they log into AMS.

## SENIOR NCO SUPPLEMENTAL PROMOTION BOARD

The Senior NCO Supplemental Board will convene on 13 – 24 Jul 09. Suspense for applications to be received by AFPC is **19 Jun 09**. Results will be released virtually with the 6 Aug 09 monthly in-system supplemental release.

Members are held responsible for reviewing their data verification record (DVR) and Senior NCO Selection Record carefully and taking prompt action to correct any errors. Supplemental consideration will not be granted if the error or omission appeared on the DVR or in the SNCO Selection Record and the member did not take appropriate corrective action before the original board convened.

a. Requests must include tangible, conclusive, dated documentation clearly indicating the individual took corrective action to resolve the error or omission before the original board convened.

b. Before initiating a request for Supplemental Board consideration, individuals must contact the Selection Board Secretariat, AFPC/PB, at DSN 665-2998, to verify the content of their selection folder and data on the brief used by the Central Evaluation Board. Individuals must submit fully documented requests meeting the above criteria to their servicing FSS, who will inturn, forward the request to AFPC Enlisted Promotions via fax, DSN: 665-2442 or email, [afpc.dpsoe@randolph.af.mil](mailto:afpc.dpsoe@randolph.af.mil).

## Questions??? Drop us a line...

Please email us at [39FSS.FSMPDMilCareerDevelopment@incirlik.af.mil](mailto:39FSS.FSMPDMilCareerDevelopment@incirlik.af.mil) concerning: Assignments, Separations, Retirements, Reenlistments, Promotions and Career Status Bonuses.

Please email us at [39FSS.FSMPMMilForceManagement@incirlik.af.mil](mailto:39FSS.FSMPMMilForceManagement@incirlik.af.mil) regarding: Duty Status, UMPR, Special Duty Assignment Pay, PCAs, Leave and Travel Requests and PRP.

Please email us at <mailto:39FSS.FSMPSMilCustomerSupport@incirlik.af.mil> for information on: Passports, ID Cards, BAS, Adverse Actions, Family Status Changes, Citizenship, SGLI, Dress and Appearance and Inprocessing.

Please email [39FSS.FSMPDMilCareerEvaluations@incirlik.af.mil](mailto:39FSS.FSMPDMilCareerEvaluations@incirlik.af.mil) for your questions concerning: Evaluations, Awards and Decorations.