

## GENERAL INFORMATION

### **SURF Item: Who to contact (Items required)**

**Name/SSN:** MPS Customer Service  
(source documents)

**Phone Number:** vMPF/Current Duty Information

**Duty Title:** Unit Workflow Monitor

**Spouse SSN (mil-mil only):** MPS Customer Service  
(source documents)

**DOR:** MPS Promotions (promotion recommendation letter from commander stating correct DOR/effective date; for 6 yr enlistees, BMT and Tech school certification required)

**Base:** MPS Assignments

**PSN:** MPS Promotion

**Command:** Unit Workflow Monitor

**Record Status:** If record status is 62/63, contact MPS Customer Service to in-process

**PAS:** Unit Workflow Monitor

**Marital Status/Dependents:** MPS Customer Service (source documents)

**Sex/Race/Ethnic:** vMPF/Current Duty Information

**Office Symbol:** vMPF/Current Duty Information

## RESTRICTIONS

**Asg Avl Code/Date, Asg Lim Code/Date:** Unit Workflow Monitor for AF Form 2096 (If AAC is 37, include AF Form 422. If AAC is 17, include OSI release letter)

**BTZ/UIF:** First Sergeant

**RNLTD/ASD/1<sup>st</sup> Asgn/AAN:** MPS Assignments

## DUTY STATUS

**Duty Status/Start/End/Proj Duty Status:**  
Unit Workflow Monitor

## SERVICE DATES

**DAS:** MPS Customer Service (PCS Travel Voucher)

**ADSCD:** MPS Assignments

**TAFCSO/DEROS:** MPS Force Management Operations (source documents)

**DOS:** MPS Reenlistments/Extensions (NOTE: DOS will not change until extension is entered)

**PAY:** MPS Force Management Operations  
(source documents)

**ODSD:** vMPF/Duty history/Request change to duty history, submit travel voucher, EPR, OPR or decoration

**EAD/TFCSD:** MPS Force Management Operations  
(source documents)

**STRD(#):** MPS Force Management Operations  
(travel voucher)

**TAFMSD/RegAF Date:** MPS Force Management Operations (source documents)

**Ret/Sep:** MPS Retirement/Separations

**1405 Date:** MPS Force Management Operations  
(source documents)

## AFIT INFORMATION

School must mail official transcripts to:

AFIT Academic Coding Branch

2950 Hobson Way

Wright-Patterson AFB OH 43433-7765

**Comm:** 937-255-6565x4324, DSN 785-6565x4324

E-mail: [afit.coding@afit.edu](mailto:afit.coding@afit.edu)

## PME INFORMATION

**Updating Officer PME:** DSN:493-4776,  
Comm: (334)953-4776

E-mail: [au.cfro@maxwell.af.mil](mailto:au.cfro@maxwell.af.mil)

**Updating Enlisted PME:**

Joint SNCO: Formal Training.

SNCOA/NCOA Email: [delta.fto@randolph.af.mil](mailto:delta.fto@randolph.af.mil)

## PROJECTED TRAINING

**Course Num/ST/GD:** Formal Training

## LANGUAGE

**DLAB/LANG 1-6:** Base Testing

## SECURITY DATA

**Clearance/Date/Type:** Unit Security Manager

**PRP Stat:** MPS PRP Monitor

## AFSC INFORMATION

**PAFSC/2AFSC/3AFSC:** Unit Workflow Monitor,  
submit AF Form 2096

## ACADEMIC INFORMATION

**Officers:** See AFIT Information section

**Enlisted:** Mail civilian transcripts to:

1 SOFSS/FSDE Education Center

ATTN: Education Level Update

221 Lukasik Ave

Hurlburt Field FL 32544

For civilian courses toward a CCAF degree:  
transcripts must be sent directly from the school  
to: CCAF/DESS

100 South Turner Blvd

Maxwell-Gunter AFB, AL 36114-3011

## SPECIAL EXPERIENCE IDENTIFIER

Unit Workflow Monitor, submit AF Form 2096

## RATED INFORMATION

Wing HARM office, 884-6669

## EPR/OPR DATA

MPS Evaluations

## OVERSEAS HISTORY

vMPF/Duty History/Request change to duty history, submit voucher, EPR, OPR, or decoration

## DEPLOYMENT HISTORY

**Dates/Location/Command Lvl:** MPS Force Management Operations (travel voucher)

## DECORATIONS

MPS Awards and Decorations (source documents)

## DUTY HISTORY:

vMPF/Duty History/Request change to duty history, submit voucher, EPR, OPR, or decoration

## JOINT SERVICE INFORMATION:

MPS Force Management Operations  
(source documents)

## KEY PERSONNEL

MPS Customer Service 884-5244  
*1SOFSS.FSMPSS@hurlburt.af.mil*

MPS Force Mgmt Operations 884-2537  
*1SOFSS.FSMPMO.FMO@hurlburt.af.mil*

MPS Evaluations 884-1971  
*1SOFSS.FSMPME.EVAL@hurlburt.af.mil*

MPS Awards and Decorations 884-2693  
*1SOFSS.FSMPSD@hurlburt.af.mil*

MPS Assignments 884-1433  
*1SOFSS.FSMPDA@hurlburt.af.mil*

MPS Personnel Reliability Program 884-1433  
*1SOFSS.FSMPDA.PRP@hurlburt.af.mil*

MPS Promotions 884-4203  
*1SOFSS.FSMPDP.PROMOTIONS@hurlburt.af.mil*

MPS Reenlistments/Extensions 884-2733  
*1SOFSS.FSMPDR.RE@hurlburt.af.mil*

MPS Retirements/Separations 884-4660  
*1SOFSS.FSMPDS@hurlburt.af.mil*

Base Testing 884-6970  
*1SOFSS.FSDET@hurlburt.af.mil*

Formal Training 884-6003/6004  
(located in Education Center, bldg 90220)  
*1SOFSS.FSMPDT@hurlburt.af.mil*

Education Center 884-6724  
*1SOFSS.FSDE@hurlburt.af.mil*

## Uncommon Acronyms Defined

(In order of appearance)

DOR: Date of Rank

PSN: Promotion Sequence Number

PAS: Personal Accounting Symbol  
(alpha numeric unit designation)

BTZ: Below the Zone

UIF: Unfavorable Information File

RNLTD: Report Not Later Than Date

ASD: Assignment Selection Date

AAN: Assignment Action Number

DAS: Date Arrived Station

ADSCD: Active Duty Service Commitment Date

TAFCSO: Total Active Federal Commissioned  
Service Date (Officers)

TAFMSD: Total Active Federal Military Service  
Date (Enlisted)

DEROS: Date Eligible Return Overseas |

DOS: Date of Separation

ODSD: Overseas Duty Selection Date

EAD: Entered Active Duty

TFCSD: Total Federal Commissioned Service Date

STRD: Short Tour Return Date

AFIT: Air Force Institution of Technology

PME: Professional Military Education

DLAB: Defense Language Aptitude Battery

PRP: Personnel Reliability Program

PAFSC: Primary Air Force Specialty Code

CAFSC: Core Air Force Specialty Code

DAFSC: Duty Air Force Specialty Code

VMPF: Virtual Military Personnel Flight

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# ACTIVE DUTY Fix your SURF

It matters & it's easy

