



## **ACCESSION (CONFIRMATION OF ARRIVAL, VERIFICATION OF SERVICE DATES AND ESTABLISHMENT OF A PAY FILE)**

### **INTRODUCTION**

There are three main phases of accession processing: Data collection/verification, confirmation of arrival, and Military Personnel Data System (MilPDS) update. The Air Force Personnel Center (AFPC) Accession Confirmation Team will complete the transactional work previously updated by the Military Personnel Section (MPS). The Accession Points will continue to access members and build MilPDS records according to their policies and procedures.

**OPR:** HQ AFPC/DPSIPV (Accession Confirmation)

**REFERENCES:** [AFI 36-2604](#), *Service Dates and Dates of Rank*, [AFI 36-2110](#), *Assignments*; [AFPD 36-20](#), *Accession of Air Force Military Personnel*; [AFI 36-2002](#), *Regular Air Force And Special Category Accessions*; [AFI 36-2004](#), *Inter-Service Transfer of Officers to the United States Air Force (USAF) and the United States Air Force Reserve (USAFR)*; [AFI 36-2005](#), *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*; [AFI 36-2008](#), *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, [AFI 36-2013](#), *Officer Training School (OTS) and Airman Commissioning Programs*; [AFI 36-2019](#), *Appointment to the United States Air Force Academy*; [AFI 36-2022](#), *Commissioned Officer Training (COT)*; [AFI 36-2608](#), *Military Personnel Records System*; [DFAS-DEM 7073-1](#), *Chapter 39*, and the Case Management System (CMS) [CMS Users Guide](#)

**TARGET AUDIENCE:** Active Duty, HQ Air Guard Reserve (AGR), Title 10, USC 12310, for Air National Guard (ANG) [Statutory Tour Personnel See the Notes listed on page 6.](#)

### **GENERAL INFORMATION**

Following is a list of Accession Points:

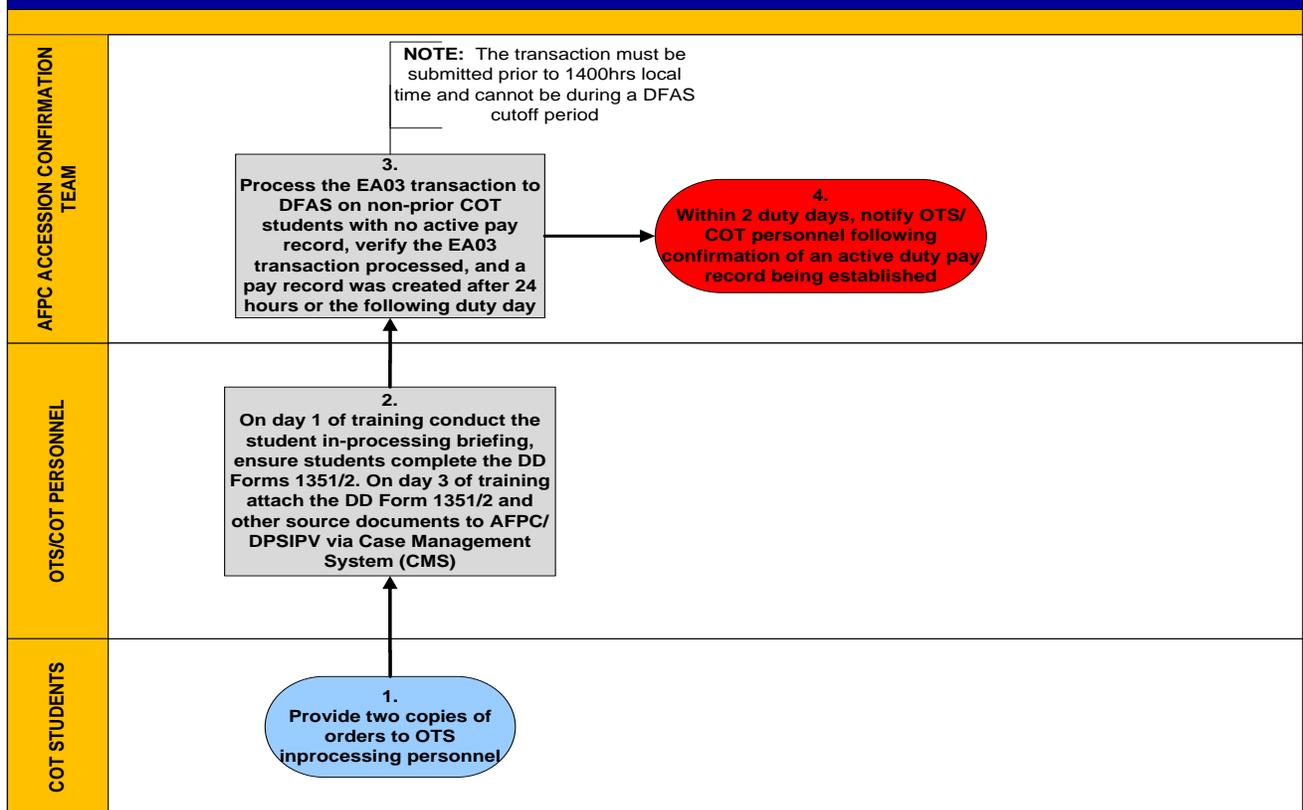
- United States Air Force Academy (USAFA)
- Officer Training School (OTS)
- Reserve Officer Training Corps (ROTC)
- Line Officer - AFPC/DPSIP at DSN 665-2363
- Medical Service Corps (MSC) - AFPC/DPAMS (MSC Utilization) at DSN 665-4094
- Enlisted - AFPC/DPSOA (Skills Management) at DSN 665-3569 (National Call to Service Participants, ROTC Eliminees, Temporary Disability Retired List Returnees, and Reserve to Active Duty)
- Dental - AFPC/DPAMD (Dental Corps Utilization) at DSN 665-3863
- Physicians - AFPC/DPAMP (Physician Utilization) at DSN 665-2641
- Senior Officers (Colonel/Colonel Select) - DSN 664-5039
- Nurses - AFPC/DPAMN(Nurse Utilization) at DSN 665-3226
- Chaplain - AFPC/DPAH (Chaplain Development) at DSN 665-2889

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- Biomedical Service Corps (BSC) - AFPC/DPAMW (BSC Utilization) at DSN 665-3821
- Judge Advocate General (JAG) - USAF/JA (JAG Utilization) at DSN 224-3021
- ANG Statutory Tour Personnel– NGB/OMH (National Guard Bureau) at DSN: 278-8645

**SECTION A.  
OFFICER TRAINING SCHOOL (OTS) /  
COMMISSIONED OFFICER TRAINING (COT)**

**OTS/COT ACCESSION OFFICER PROCESS ONLY 1 of 1**



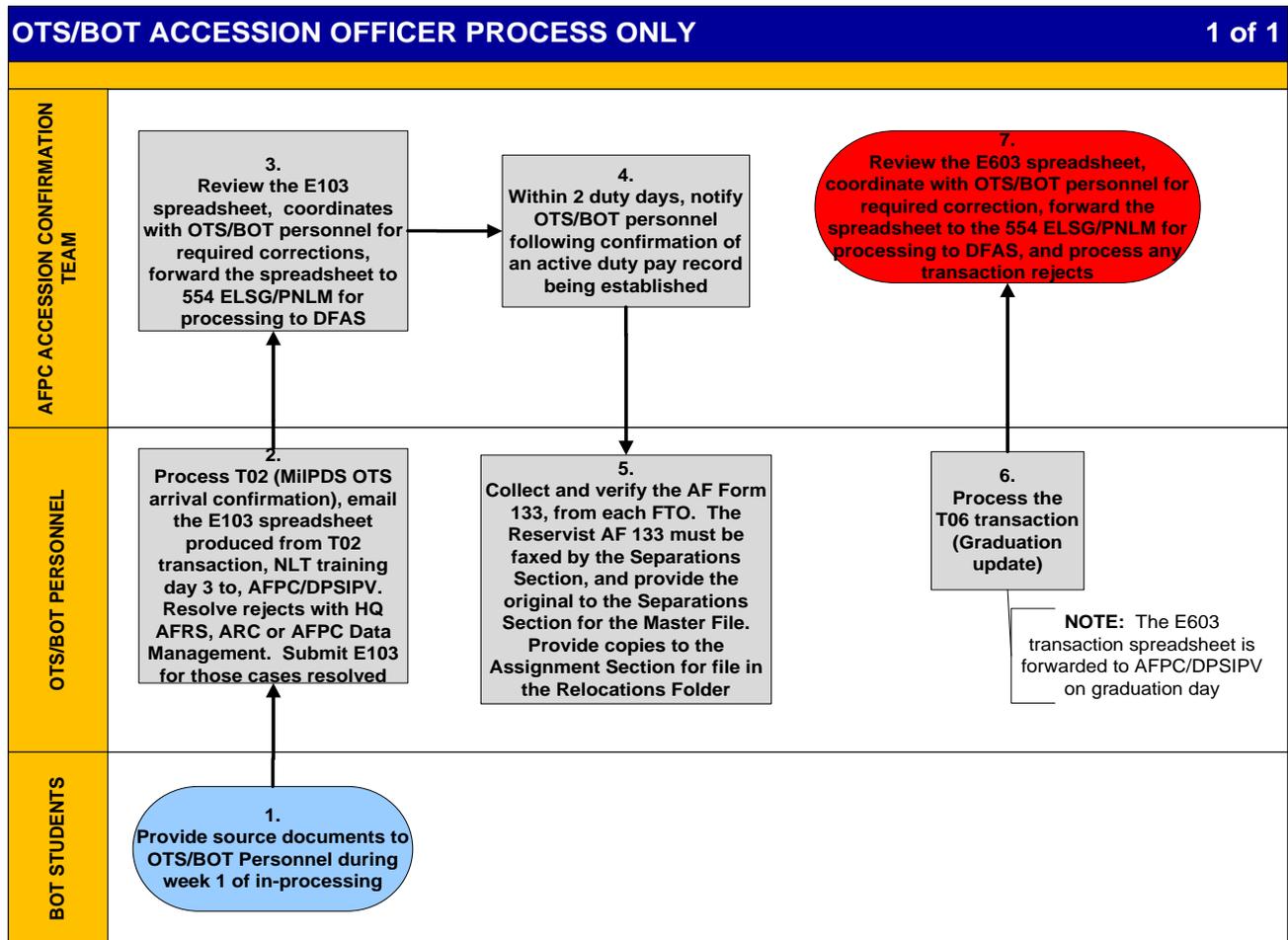
**OTS/COT ACCESSION OFFICER PROCESS ONLY**

STEP	ACTION OWNER	NARRATIVE
<b>1</b>	COT Students	<b>Provide Orders.</b> Provide two copies of orders to in-processing personnel at OTS. <b>NOTE:</b> One copy is for AU/FMAO, and the other copy is sent to AFPC/DPSIPV on day 1 of training.
<b>2</b>	OTS/COT Personnel	<b>Student In-Processing Briefing.</b> Conduct the Student In-Processing Briefing on day 1 of training, ensure students complete the DD Form 1351/2, and attached the DD Form 1351/2 and other source documents to AFPC/DPSIPV on day 3 of training via Case Management System (CMS).
<b>3</b>	AFPC	<b>Process EA03 transaction.</b> Process the EA03 transaction to

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	Accession Confirmation Team	DFAS on non-prior service COT students without an active duty pay record, verify the EA03 transaction processed, and ensure a pay record was created after 24hrs, or the following duty day. <b>NOTE:</b> The transaction must be submitted prior to 1400hrs local time, and cannot be during a DFAS cutoff period to ensure the EA03 processes next day. If these time restraints are not met, it will take an additional 24 hrs to EA03 transaction to confirm in the MMPA.
4	AFPC Accession Confirmation Team	<b>Notify OTS/COT personnel.</b> Notify OTS/COT personnel following confirmation of an active duty pay record being established within 2 duty days.

**SECTION B.  
OFFICER TRAINING SCHOOL (OTS)/  
BASIC OFFICER TRAINING (BOT)**



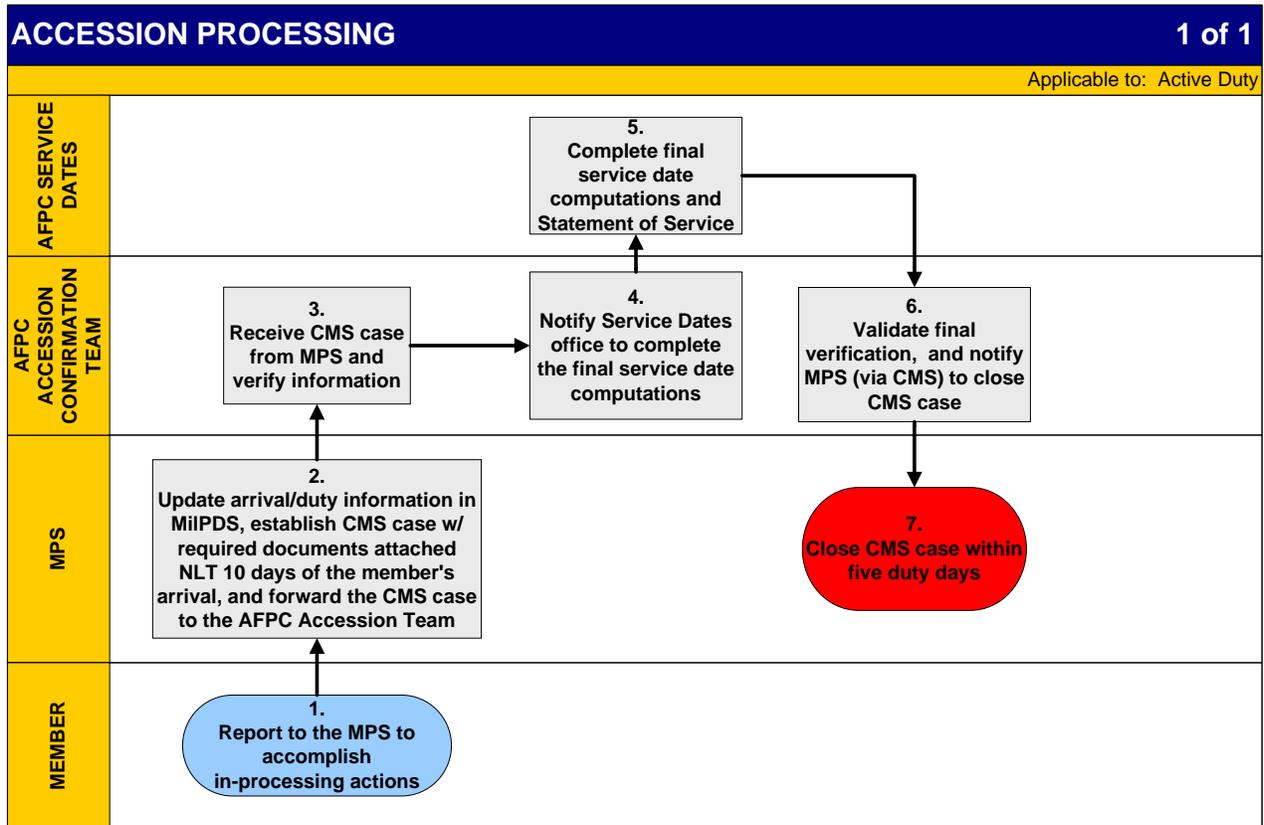
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OTS/BOT ACCESSION OFFICER PROCESS ONLY		
STEP	ACTION OWNER	NARRATIVE
<b>1</b>	BOT Students	<b>Provide Source Documents.</b> Provide source documents to OTS/BOT Personnel during week 1 of in-processing.
<b>2</b>	OTS/BOT Personnel	<b>Process the T02.</b> Process the T02, (MilPDS OTS arrival confirmation), email the E103 spreadsheet produced from T02 transaction, NLT training day 3 to AFPC/DPSIPV ( <a href="mailto:dpscea.accessions@us.af.mil">dpscea.accessions@us.af.mil</a> ). Resolve rejects with HQ AFRS, ARC, or AFPC Data Management. Submit E103 for those cases once resolved.
<b>3</b>	AFPC Accession Confirmation Team	<b>Review the E103 spreadsheet.</b> Review the E103 spreadsheet; coordinate with OTS/BOT personnel for required corrections, i.e., EAD or DOS discrepancies on prior service Amn, etc., forward the spreadsheet to the 554 ELSG/PNLM for processing to DFAS.
<b>4</b>	AFPC Accession Confirmation Team	<b>Notify OTS/BOT Personnel.</b> Within 2 duty days, notify OTS/ BOT personnel following confirmation of an active duty pay record being established.
<b>5</b>	OTS/BOT Personnel	<b>Collect and Verify AF Form 133.</b> Collect and verify the AF Form 133, Oath of Office from each FTO. The Reservist AF Form 133 must be faxed by the Separations Section to DSN 926-6326; the original is provided to the Separations Section for the Master File. Provide copies to the Assignments Section for file in the Relocations Folder.
<b>6</b>	OTS/BOT Personnel	<b>Process the T06 Transaction.</b> Process the T06 transaction, (Graduation Update). The E603 transaction spreadsheet is forwarded to AFPC/DPSIPV on graduation day.
<b>7</b>	AFPC Accession Confirmation Team	<b>Review the E603 Spreadsheet.</b> Review the E603 Spreadsheet, coordinate with OTS/BOT personnel for required corrections, forward the spreadsheet to the 554 ELSG/PNLM for processing to DFAS, and process any transaction rejects.

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**SECTION C.  
ACCESSION PROCESSING**

Confirmation of an accession’s arrival to the permanent duty station directly affects strength accountability and initiates the accession’s pay record. Therefore, the MPS personnel must accurately and properly complete the gains transaction upon the member’s arrival.



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ACCESSION PROCESSING		
STEP	ACTION OWNER	NARRATIVE
1	Member	<b>Report to the MPS.</b> Report to the MPS to accomplish in-processing requirements.
2	MPS	<b>Update Arrival/Duty Information in MilPDS:</b> For update procedures and instructions see <a href="#">Section D - Military Personnel Section (MPS) Actions</a> , <i>Accession Update Actions (Enlisted And Officer)</i> . <b>NOTE:</b> Section D, includes instructions for ANG Title 10 Statutory Tour Members.
3	AFPC Accession Confirmation Team	<b>Receive, Verify and Update.</b> <a href="#">See Section D - AFPC Accession Confirmation Team Actions.</a>
4	AFPC Service Dates	<b>Compute Service Dates From Source Document Information.</b> Receive the remaining accession source documents from the AFPC Accession Confirmation Team to finalize verification of service dates in MilPDS. Once service dates are computed, an automated AF 1613, <b>Statement of Service</b> is produced. The Statement of Service and other accession source documents provided are sent to ARMS. <b>NOTE:</b> In accordance with <a href="#">AFI 36-2604</a> accession service dates are verified within 120 days from member's date arrived station (DAS) at their first permanent duty station. The completed Statement of Service generates a TI05 (enlisted) and a TZ05 (officer) to update the MMPA. Notify the AFPC Accession Confirmation Team when updates are completed.
5	AFPC Accession Confirmation Team	<b>Validation.</b> Complete the following actions: <ol style="list-style-type: none"> <li>1. Track to ensure pay file has correct data.</li> <li>2. Track MilPDS and the MMPA to ensure the verified service dates are updated to the pay file correctly.</li> <li>3. Analyze and correct JUMPS rejects.</li> <li>4. Coordinate with the AFPC Service Dates office and DFAS as required.</li> <li>5. Forward the CMS case, "PPA Status: Step 6 - Process Completed", "ACTION COMPLETE" to the MPS.</li> </ol>
6	MPS	<b>Receive CMS Case.</b> Return the CMS case to the AFPC Accession Confirmation Team, if AFPC accession actions still exist. Receive the CMS case and close the case within five duty days, if no further accession action is required.

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**SECTION D.  
RESPONSIBILITIES****MEMBER**

1. In-process with the servicing MPS and local Financial Services Office (FSO), and provide all necessary source documents as requested by the MPS.
2. Provide a copy of the member's EAD order (front and back) and travel voucher (DD Form 1351-2) to the MPS NLT 10 duty from the date of arrival.

**NOTE:** Travel voucher does not have to be paid out.

**MILITARY PERSONNEL SECTION (MPS)**

1. Retain an advisory role with the Financial Services Office (FSO) and assist where needed to expedite work and close CMS cases.
2. Assist the customer by providing general guidance and information.
3. Complete in-processing actions, confirm arrival in MilPDS, monitor and update all duty information on authorized personnel.
4. Once the member has been gained to file, forward a copy of the signed Travel Voucher or DD Form 1351-2, and EAD Order (front/back) to the AFPC Accession Confirmation Team via CMS. Travel voucher is not required for AGR, ANG and TDRL members.
5. Complete in-processing actions listed below for all assigned personnel.
6. Some officer accessions will appear in MilPDS in Record Status (RS) "10" and Duty Status (DS) "11"; these officers still require a confirmation of arrival. The Confirmation of Arrival will change the duty status to present for duty (00). For members that are TDY to your location 20 weeks or longer, forward their EAD order and travel voucher to the AFPC Accession Confirmation Team for updates to establish the member's MMPA. Gain the member using functional category "L". The member's first permanent duty station will update the Confirmation of Arrival and submit the Accession CMS case if the member is TDY to your location for less than 20 weeks.
8. Monitor CMS to ensure cases are processed within established timelines and closed in a prompt manner.
9. Contact the AFPC Accession Confirmation Team via e-mail at: [dpscea.accession@randolph.af.mil](mailto:dpscea.accession@randolph.af.mil) or telecom at DSN 665-4189 or commercial (210) 565-4189 with questions not answered by reviewing CMS. Do not e-mail accession team directly.

**NOTE: For HQ AGRs (Reserve):** Travel voucher not required for AGR members.

**NOTE: For ANGs (Guard) Statutory Tour (Title 10) members:** Upon in-processing, the MPS will notify the National Guard Bureau, Organizational Management Directorate (NGB/OMH) via CMS of those ANG members who have arrived to their active duty location. NGB/OMH can be contacted at DSN 278-8645 or Commercial (301) 836-8645, FAX DSN 858-3599 or Commercial (301) 981-3599.

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**AFPC ACCESSION CONFIRMATION TEAM**

1. Receive accession source documents from MPS via CMS, and notify MPS if other documents are required.
2. Receive additional source documents from Service Dates via Accession Points.
3. Verify the member's MilPDS record and coordinate with the appropriate Accession Point when the Personnel Data System (PDS) record is not properly created.
4. Review the MMPA to determine what transactions are required to properly establish and/or update the pay record.
5. Complete an initial service date calculation, update MilPDS, and process all pay-affecting transactions listed in item 6 below. Clear all MMPA rejects.
6. Process the necessary transactions to establish the MMPA and ensure the member receives pay. (EA03, E203, E205, MM03, ML03).
7. Coordinate with the Defense Finance Accounting Service (DFAS) when the MMPA cannot be established or if a discrepancy is noted that can only be resolved by DFAS.
8. Coordinate with AFPC Service Dates when the service date verification process has not taken place after 120 days of member's DAS to their first permanent duty station.
9. Provide a cadre of specialists to act as liaisons and provide guidance to base-level commanders and MPS personnel for any questions related to the accession process. Commanders and MPS personnel can contact the AFPC Accession Confirmation Team at (800) 616-3775 option 1, option 1, option 2, commercial (210) 565-5000 or DSN 665-5000, or fax number (210) 565-6235

**NOTE: For HQ AGR (Reserve):** Contact AF/REAMO at DSN 425-1100, or af.reamo@pentagon.af.mil for any questions. Additional procedures are annotated in the PSD Guide.

**For ANGs (Guard) Statutory Tour (Title 10) members:** AFPC Accession Confirmation Team will coordinate via CMS or by telephone on the accession process of all Air National Guard personnel on active duty under Title 10 U.S.C. 12301(d) "Statutory Tour" with NGB/OMH at DSN 278-8645 or Commercial (301) 836-8645, FAX DSN 858-3599 or Commercial (301) 981-3599.

**ACCESSION POINTS**

Assist the AFPC Accession Confirmation Team in correcting discrepancies within an accession's record.

**SECTION E.  
ACCESSION UPDATE ACTIONS (ENLISTED AND OFFICER)**

**MILITARY PERSONNEL SECTION (MPS) ACTIONS:**

**Confirmation of Arrival Procedures.** The servicing MPS is responsible for identifying all accessions upon in-processing and confirming their arrival. All personnel MUST be assigned against a position number prior to update of the arrival confirmation.

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**STEP 1:**

1. Update Confirmation of Arrival/Duty Information in MilPDS, (See [MilPDS Update Procedures](#)). **NOTE:** Record status 10 does not indicate the member is gained. Always verify the member's date arrived station (DAS) and the date departed last duty station (DDLDS) is updated.

2. Attach the accession's source documents via CMS:

- EAD order (front/back copy, if applicable)
- Copy of the member's signed travel voucher (DD Form, 1351-2)

**NOTE:** The travel voucher is not required to be processed by the local finance office first.

3. Transmit via CMS to the Accession Team to process the E203, and to establish/update the member's pay file.

4. Forward the CMS case to the AFPC Accession Confirmation Team **NLT 10 days** of the member's arrival. **NOTE:** To attach documents and transmit:

- Click "Refer"
- Click "OK"
- Click "Add Attachments for this Case"
- Click "Browse" to find the location of the attached document
- Click "Attach File" and "Finish" **NOTE:** Fax documents only in the event you are unable to attach them to the CMS case, refer to the CMS case number on your fax coversheet. Fax to DSN 665-6235, Commercial (210) 565-6235.

**Member's Record is in MilPDS:** If the member's record is in MilPDS, but the MPS is unable to complete the gain action, initiate the HR Type: PPA, Accession Processing Information case. Indicate in the remarks section, the reject notice received from MilPDS, attach the member's accession source documents, and any MilPDS error messages to the CMS case. Forward the CMS case to the Accession Confirmation Team. **NOTE:** Do not process a CMS case Problem Type: "Confirmation Accession" or "Accession-RC" on a newly in-processed accession. Problem type in CMS should always be PPA, Accession Processing Information.

**Member's Record is not in MilPDS:** If the member's record is not in MilPDS, open a HR Type: PPA, Accession Processing Information case and attach the accession documents. Indicate in the remarks section the member's record does not appear in MilPDS. Forward the case to the AFPC Accession Confirmation Team.

**Member is a "No Show":** Notify the AFPC Confirmation Team if a member is a "no-show" via CMS, (click the down arrow next to HR Type Access and select Process Info).

**NOTE:** CMS cases are not required for United States Air Force Academy (USAFA) graduates, OTS, and Basic Military Training Students (BMTS). The Service Dates teamwork directly with these agencies to process these members.

**MilPDS NAVIGATION:** Select Relocations and Employment, Personnel Employment, Employment, and Projected Gain Duty Info. Click the Open button or double-click each

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selection. The Projected Gain Duty Info window will appear. **NOTE:** Normally, accessions will be in Record Status (RS) 62, Projected Record Projected Gain, but some members will be RS 10, Active No Projected Action with a Duty Status (DS) of “11”, Assigned but not Joined Including Reserve Awaiting Entry-Initial AD Training. These members also require a Confirmation of Arrival.

### **MiPDS UPDATE PROCEDURES:**

1. Press the F11 function key to enter the query mode. Type the member’s SSAN (000-00-0000) in the SSAN field or partial last name followed by a percent sign (%) or full name (i.e., SMITH, ROBERT A) in the Full Name field and press the Ctrl +F11 function key to execute the query. The Projected Gain Duty Info window will populate with the member’s current information.

If the member is not assigned a position: Click in Positions, type in the position number or type percent (%), then hit tab. Click the drop down menu button and the List of Values (LOV) appears for all positions assigned within the projected unit and for the AFSC of the Airman. Click the position number to assign the member. Save by clicking the save button.

2. Type SSAN with dashes **EXAMPLE:** 000-00-0000, and Ctrl +F11 to query record.

3. Place the member in a valid position number for that squadron and AFSC. After record populates save that transaction.

4. Change Functional Category to correct the code (click the drop down menu button for the LOV). **NOTE:** If the Funct Cat is “Q”, complete the Confirmation of Arrival using that Funct Cat, and notify the AFPC Accession Confirmation Team of the correct Funct Cat when the source documents are faxed for MMPA update.

5. Update the DAS (**travel voucher is the source document**).

6. Update the DDLDS (**travel voucher is the source document**).

7. Update the Date Eligible to Return from Overseas (DEROS), if overseas (OS), otherwise leave blank.

8. Update the DEROS Reason (if OS) otherwise blank.

9. Update the Number of Days Enroute TDY. (If applicable, otherwise leave blank)

10. Update the Date Departed CONUS, (if OS) otherwise blank.

11. Update the DEROS Previous to blank, if not already blank.

12. Update the DEROS Reason Previous to blank, if not already blank.

13. Update the Initial DEROS, (if OS) otherwise blank.

14. Update the Initial DEROS Reason, (if OS) otherwise blank.

15. Update the PCS Gain Tour ID to “A”, unless another code applies. **NOTE:** Use the code from the PCS order; this is helpful if the member has a Permanent Change Assignment (PCA), and the base requests a change to the DAS/DDLDS. The PCS ID dictates if the DAS/DDLDS changes upon a PCA, in accordance with [AFI 36-2110](#).

16. Update the Tour Length (if OS).

17. Click OK.

18. Click on Save. **NOTE:** This changes the record status to “10”, allowing all other updates. Some officers are accessed in RS “10”, DS “11”; these records reflect a change in the DS area --“00” for present for duty, once the Confirmation of Arrival is complete.

**STEP 2: MPS - Check/Update (if required) Duty Status.** Normally, when the Confirmation of Arrival has been completed on an accession, the Duty Status automatically changes. **Do not**

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manually update the Duty Status, unless the Confirmation of Arrival is complete, and the Duty Status did not change to “00--Present for Duty.” Updating the Duty Status before completing the Confirmation of Arrival “locks” the record and requires the AFPC Accession Confirmation Team to intervene.

**MilPDS NAVIGATION:** Select Relocations and Employment, Personnel Employment, Employment, Duty Status. Click the Open button or double-click each selection. **NOTE:** This update is unnecessary for an officer accession whose RS is “10” and DS “11.” Once the Confirmation of Arrival is updated, the Duty Status (DS) on these records changes automatically to “00”--Present for Duty.

**MilPDS UPDATE PROCEDURES:**

1. Press the F11 key, and Tab to the National Identifier Field, enter SSAN, Press Ctrl +F11, and Click Duty Status.
2. If correcting the current date to the EAD, click on the date block, and enter the correct date.
3. Click Save.
4. If correcting the current duty status to present for duty, click on New Record (the button with the green plus sign), and enter the New Duty Status (PFD). Click the drop down menu button to display the LOV.
5. Enter the Date of the Current Duty Status, and click Save.

**STEP 3: MPS - Request Source Documents from Member**. Attach the accession source documents to the CMS case. **NOTE:** Fax documents *only* in the event you are unable to attach them to the CMS case, Fax DSN 665-6235, Comm. (210) 565-6235.

- a. Forward all source documents to the AFPC Accession Confirmation Team via the CMS case attachment.
- b. Forward a copy of the member’s signed Travel Voucher to the AFPC Accession Confirmation Team upon completion, but NLT 10 duty days from the member’s arrival.

**NOTE:** A copy of the travel voucher and EAD order is required to complete the initial service dates computation and E203 transaction input. The member may experience pay problems, if all accession source documents, to include the copy of the travel voucher are not provided in a timely manner.

**STEP 4: MPS - Forward source documents.** Attach accession source documents to the CMS case for the Accessions Team.

**AFPC ACCESSION CONFIRMATION TEAM ACTIONS**

**STEP 1:**

1. Receive the CMS case and all source documents from the MPS via CMS or fax.
2. Upon receipt of the CMS case from the MPS and the accession folder from AFPC Service Dates, review documentation and verify the member’s arrival is confirmed in MilPDS.

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3. Ensure the CMS case is processed within 5 duty days of receipt. **NOTE:** The MPS should only fax documents in the event they are unable to attach them to the CMS case. For ANG Statutory Tour Personnel coordinate via CMS, or by telephone on the accession process of all Air National Guard personnel on active duty under Title 10 U.S.C. 12301(d) “Statutory Tour” with NGB/OMH.

**STEP 2:**

1. Process the EA03, E203, E205, ML03, and MM03 transactions.
2. Perform initial calculation of service dates in accordance with [AFI 36-2604, Table 1](#), and the source documents provided. Update the service dates in MilPDS.

**MilPDS NAVIGATION:** Select Relocation/Employment, Personnel Employment, Employment, Service Dates.

**MilPDS UPDATE PROCEDURES:**

1. Press the F11 key and tab to the National Identifier Field, enter the member’s SSAN and press the Ctrl +F11 key, click Service Dates.
2. Place the cursor over Service Dates and into the details line. The service dates screen will appear.
3. Explanation of fields to be updated:
  - a. DOE (Date of Enlistment) - If member is an officer ensure the DOE is blank.
  - b. DOS (Date of Separation) - Input member’s DOS as identified on the EAD order. If the Airman is an officer with an indefinite DOS, input “08-AUG-3888”. **NOTE:** If an officer’s DOS is “09-Sep-3999, the E203 transaction will not flow to the MMPA.
  - c. DOS Reason (Date of Separation Reason) - This field is left blank for enlisted accessions, but input the data for officers. If the Airman is an officer with an indefinite DOS, input DOS Reason of “88”. If the member has an established DOS based on their EAD order, review the LOV to determine what the correct DOS reason is.
  - d. ETS (Expiration Term of Service) – This field is blank for all officers. Input the correct ETS based on the enlisted member’s DOE.
  - f. EAD (Extended Active Duty) – The member’s EAD order reflects a specific EAD date, or a window with a report NET/NLT date. The travel voucher is the source document for the EAD date. Enter the date the member begins initial travel as the EAD. **NOTE:** If the member begins travel prior to the NET date on the EAD order, the NET date is established as the EAD.
4. Compute the following dates:
  - TAFMSD (Total Active Federal Military Service Date)
  - Pay Date
  - TEMSD (Total Enlisted Military Service Date)
  - TFCSD (Total Federal Commission Service Date)
  - TAFMSD (Total Active Federal Commission Service Date)
  - DIEUS (Date Initially Entered Uniformed Service)
5. Select OK (the Additional Extra Person Info Details Box appears).
6. Select OK.
7. Click Save.

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**STEP 3:** Update Over 4 Years Enlisted Status Flag (Flag 0-4E) on officers (2Lt - Capt). This update identifies if an officer is entitled to Flag 0-4E pay. This transaction flows to the MMPA once the E203 is processed. This update inserts a TL line (OVER 4 ACTV ENLD SVC) and adjusts the 01 (base pay) line on the MMPA. The member must have served at least 4 years and 1 day of active enlisted time to be eligible to receive Flag 0-4E pay. **NOTE:** The DD Form 214/215 is the source document for this update; item 2 identifies the department, component and branch of service the member served in, and item 12c identifies the net active service. There is no waiver for officers that served only 4 years, 0 months, and 0 days. No additional days are computed for leap years.

**MilPDS NAVIGATION:** Select Customer Support, Career Enhancements, Promotions and Testing, Officer Grade Information. Click the Open button or double-click each selection.

**MilPDS UPDATE PROCEDURES:**

1. Press the F11 key, tab to the SSAN and enter the member's SSAN, Press the Ctrl +F11 key.
2. Click on Grade Info.
3. Click on Grade Misc.
4. Click in Details area.
5. Click on Flag O4E field.
6. Enter "Y" if the officer has 4 years and 1 day or more of active enlisted time. Enter "N" if the officer does not have 4 years and 1 day or more of active enlisted time.
7. Click OK.
8. Click Save.

**STEP 4:**

1. Access and verify the condition of the [Master Military Pay Account, \(MMPA\)](#), to determine what transactions are required, and update the E203 transaction in MilPDS if the MMPA MJ line = "F", "6", or the MMPA record is in a "V" (SA=V). **NOTE:** An E203 is also accomplished if the member is transferring from a sister service or reserve/guard. The E203 normally updates to the MMPA on the same night of input provided it is updated prior to 1500hrs local. **EXCEPTION:** Transactions input during a pay cut-off update on the next update night to DJMS. See the DJMS Daily Active Duty Pay Schedule for DJMS update information. See [Attachment 2](#) for MJ FLAG CODE explanations.
2. Process the EA03 transaction first, if the member is prior service, or recalled to active duty from retirement status or if member's EAD passes and a pay record was not established. This creates an active duty pay record. Follow up with the E203 transaction the next duty day.

**STEP 5:**

1. Update DFAS Accession PTI Transaction (E203). E203 transactions are updated on ALL Accessions EXCEPT BMT, OTS, and USAFA graduates. If the member does not have a pay file, or if the MJ line on the MMPA reflects "6" or "F", an E203 transaction is required. If the MJ is blank, but the LC line is "3891" or "3892" and the SA line is "V", process an E203. If the MJ is blank and the SA is "A" and the LC is anything other than "3891" or "3892". If the LC line is something other than "3891" or "3892" and the SA is "V", an E203 is required. The E203 sends notification to DFAS that the member's pay file needs to be accessed and placed into a

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current pay status. This may take up to 15 days. Only DFAS can place the MMPA back into an “A” status.

2. Verify the condition of the pay file after E203 processes to the MMPA. Ensure the Confirmation of Accession is completed on members with an MJ line equal to “1”, “A”, or “S”. Processes MM03, Enlisted Accession Confirmation, or an ML03, Officer Accession Confirmation as required.

**MilPDS NAVIGATION:** Select Relocations and Employment, Personnel Employment, Employment, DFAS Accession PTI Transactions. Click the Open button or double-click each selection.

**MilPDS UPDATE PROCEDURES:**

1. Click in Name.
2. Click the drop down menu button to open the LOV.
3. Select Action (E203).
4. Click OK.
5. Enter SSAN (“EAD”, “DATE-OF-BIRTH”, “DOS”, “DUTY STATUS”, O-4E FLAG, and “CURR-CNTRY-STATE-INDV” will automatically populate.
6. “NEW-DATE-OF-BIRTH”: If the date of birth is incorrect as populated, input the correct information in DD-MMM-YYYY format.
7. “NEW-DOS”: If the DOS is incorrect as populated or the field is blank, input the correct information in DD-MMM-YYYY format.
8. “NEW O-4E FLAG”: If the O-4E Flag field is blank or has the incorrect data as populated, input the correct information as “Y” if the member is entitled to the O-4E Flag pay or “N” if the member is not.
9. “DOS-PREV-ENLIMT” (DOS Previous Enlistment): If the member was prior service enlisted, input the member’s previous DOS (DD-MMM-YYYY) as reflected on the most current DD Form 214, Certificate of Release or Discharge from Active Duty. If the member was not prior service or was a prior service officer, leave this block blank.
10. “PRIOR-SVC-MIL-DEPT” (Prior Service Military Department): If the member was prior service, select and input the appropriate branch or component from the LOV. If member was not prior service, leave this block blank.
11. “DOS-LAST-AD-OFF-STATS” (DOS Last Active Duty Officer Status): If the member was not prior service or was prior service enlisted, leave this block blank. If member was prior service officer, input the member’s DOS (DD-MMM-YYYY) from the most current DD Form 214.
12. “SOURCE-DOCUMENT-ID” (Source Document ID): Select source document code from LOV.
13. Click OK.
14. Click Submit. **NOTE:** If the member provides additional documentation to support a change in the initial update of the service dates and AFPC Service Dates has not verified the dates in MilPDS, correct the Service Dates in MilPDS and process an E205 transaction. An E205 transaction can be processed up to 120 days from the time the update of the E203. Review the condition of the MMPA to ensure the transaction will be accepted. The TK line of the MMPA has a Verify-Indctr (Verify Indicator) of “2”, the E205 transaction will not process. Notify

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DFAS to overlay the TK-indicator to reflect a “1” to allow the E2 transaction to flow. Only two E205 transactions can be processed.

**STEP 6:** Provide AFPC Service Dates all source documents to allow the service date verification process via vMPF.

**STEP 7:** Track the accession’s record until the member’s service dates are verified. Coordinate with AFPC Service Dates if the member’s dates are not verified within 120 days from the DAS.

**NOTE:** When AFPC Service Dates verifies the dates and prepares an AF Form 1613, **Statement of Service**, MilPDS sends a TZ05 (officers), and a TI05 (enlisted) to the MMPA. This changes the service dates on the MMPA; however, this transaction will NOT update the member’s longevity (TC line). Update the CMS case status and forward the case to AFPC Service Dates requesting TZ05/TI05 verification.

**STEP 8:** Once service dates are verified, match the verified dates in MilPDS with the dates on the MMPA:

TG Line – DOE (enlisted), EAD (officers)

TK Line – Pay date (determines the number of years a member should be receiving base pay)

TT Line – TAFMSD

TC Line – Longevity (To determine longevity subtracting the member’s verified pay date from the current date and round to the nearest year)

TU Line – DOS

MD Line – Current grade effective date (the effective date of this must match the TG line)

01 Line – Base pay – check the pay table to ensure the rate of pay is correct

### **ACCESSING THE MMPA:**

The following provides guidance and information on accessing the MMPA. Prior to making ANY updates, refer to the MMPA to determine its “condition” and if it is ready to accept the attempted transaction.

There are several activities within the MMPA that can be used:

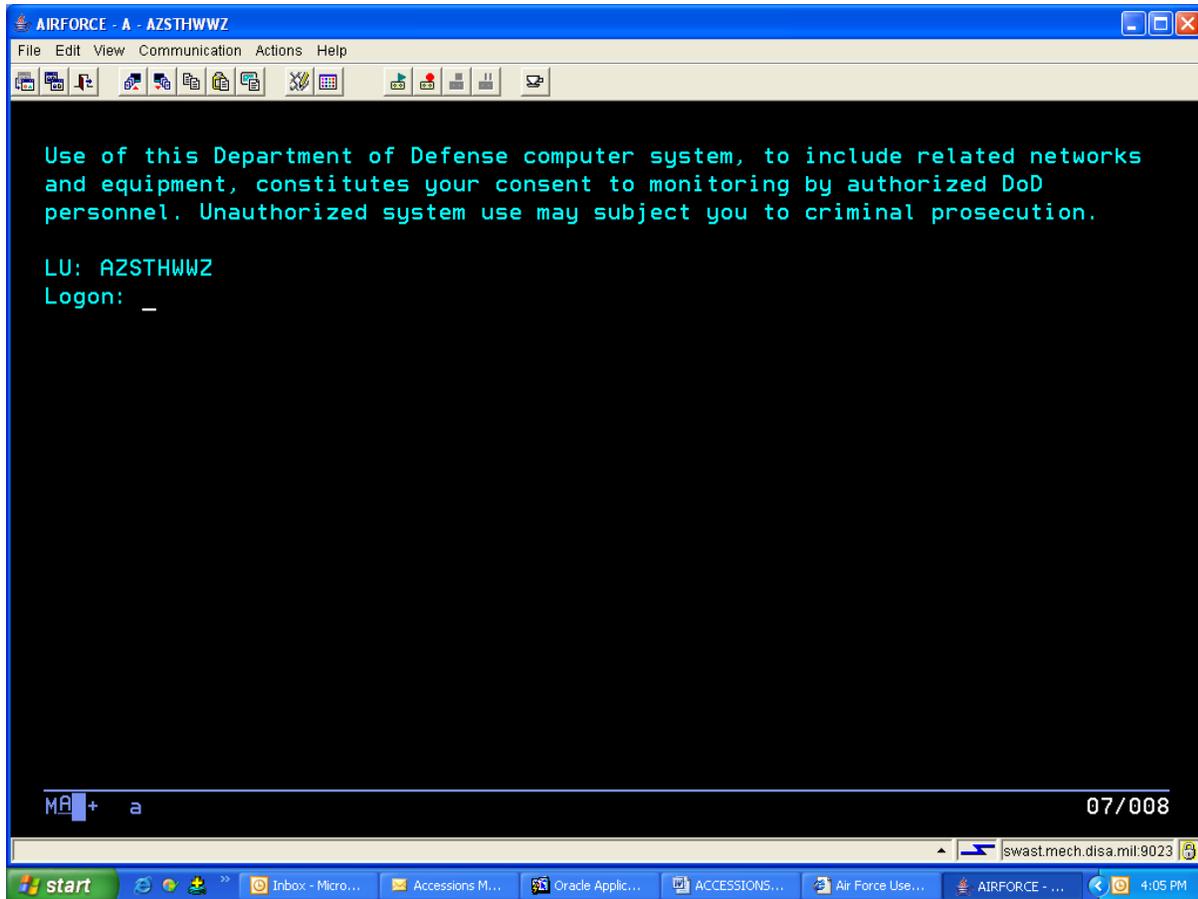
- “jja” – current pay file
- “jjam” – processed transactions
- “joza” – reject code clear text
- “jlea” – LES viewing

Use the following web address to access the MMPA:

<https://miap.csd.disa.mil/rweb/LoginPage.do?logout=true>

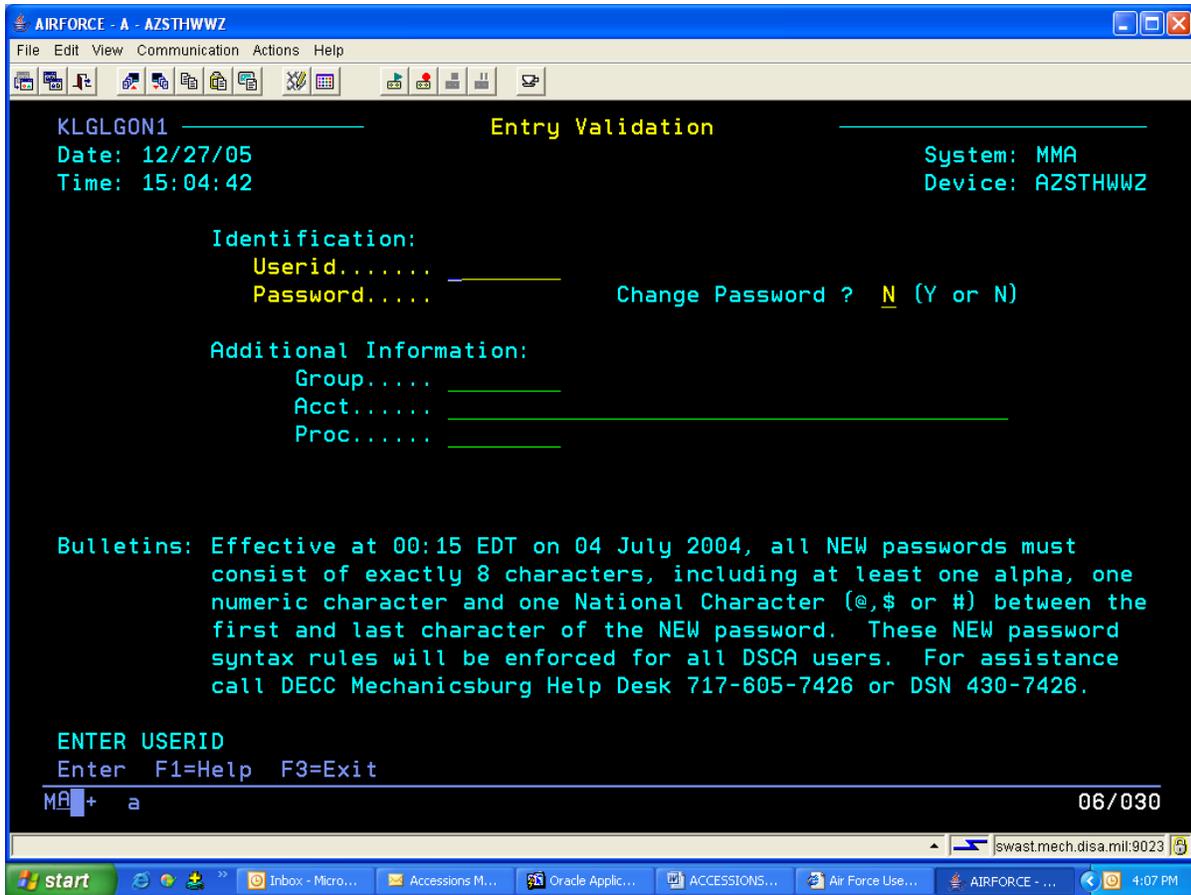
The Defense Information Systems Agency web page appears. There is a column heading of “Site ID: San Antonio WS2.” There will be a screen pop up where you will be instructed to input your CAC pin and then hit the enter key. Select “Mech Model 2” that appears in the next screen menu. This screen will appear:

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SCREEN 1 - Input "kls" at the Logon prompt. Enter and the user/password screen appears.

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**SCREEN 2 - Each member will have a user ID and password. Input user ID and tab to the next line. Input password and return. The following screen appears:**

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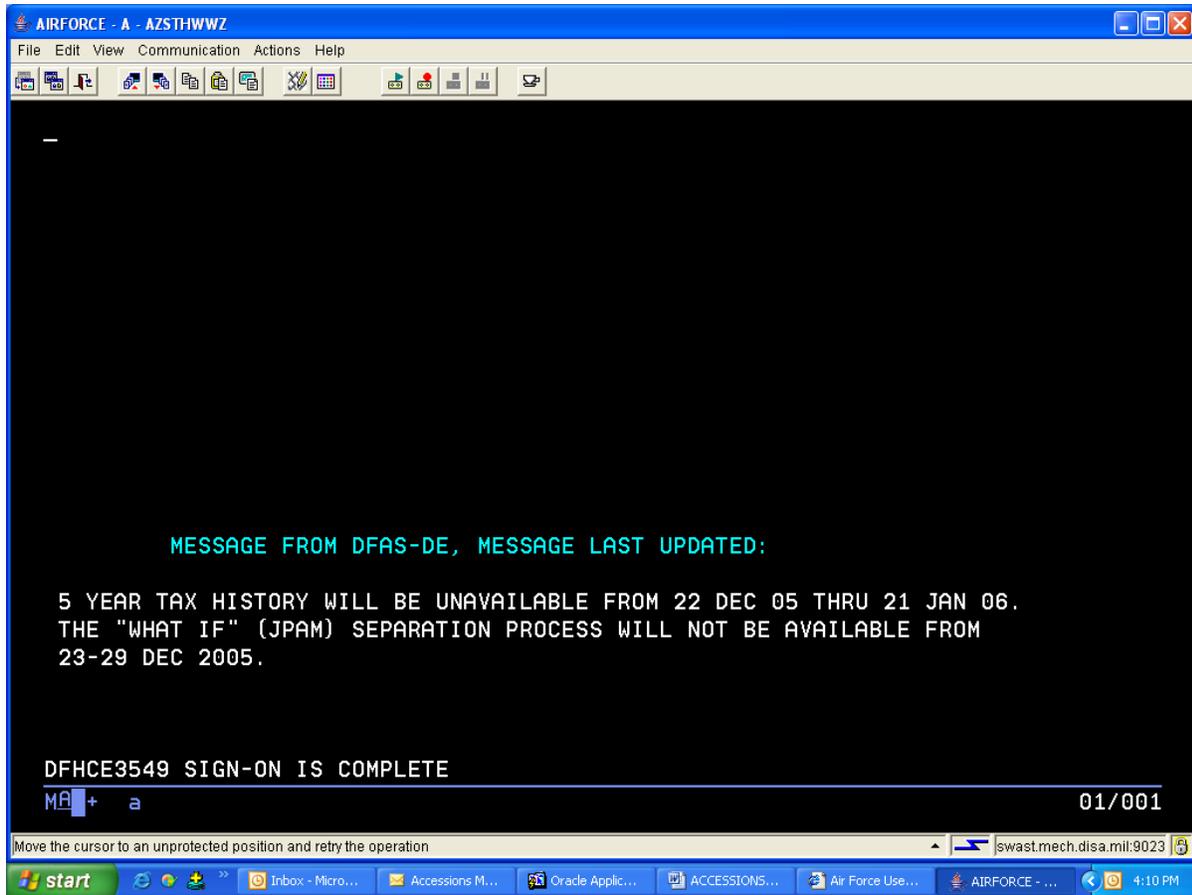
```
AIRFORCE - A - AZSTHWWZ
File Edit View Communication Actions Help
Locate Actions Options Commands Features Help
KLSVSEL1          CL/SUPERSESSION Main Menu MMA          More:
Help Desk:  (717)605-7426 DSN 430  Overseas Users:  DSN 312-430-7426
Select sessions with a "/" or an action code.

  Session ID  Description                                     Type  Status
  -----
  CICPJ3     DJMS Air Force                                     Multi
  FOCVTAM    MSO Focus VTAM for CICPH3                         Multi
  MSOPROD    MSO Focus VTAM for CICPH3                         Multi

Command ==>
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action
MMA + a
MMA/AZSTHWWZ
09/002
Move the cursor to an unprotected position and retry the operation
swast.mech.disa.mil:9023
start  Inbox - Micro...  Accessions M...  Oracle Applic...  ACCESSIONS...  Air Force Use...  AIRFORCE - ...  4:08 PM
```

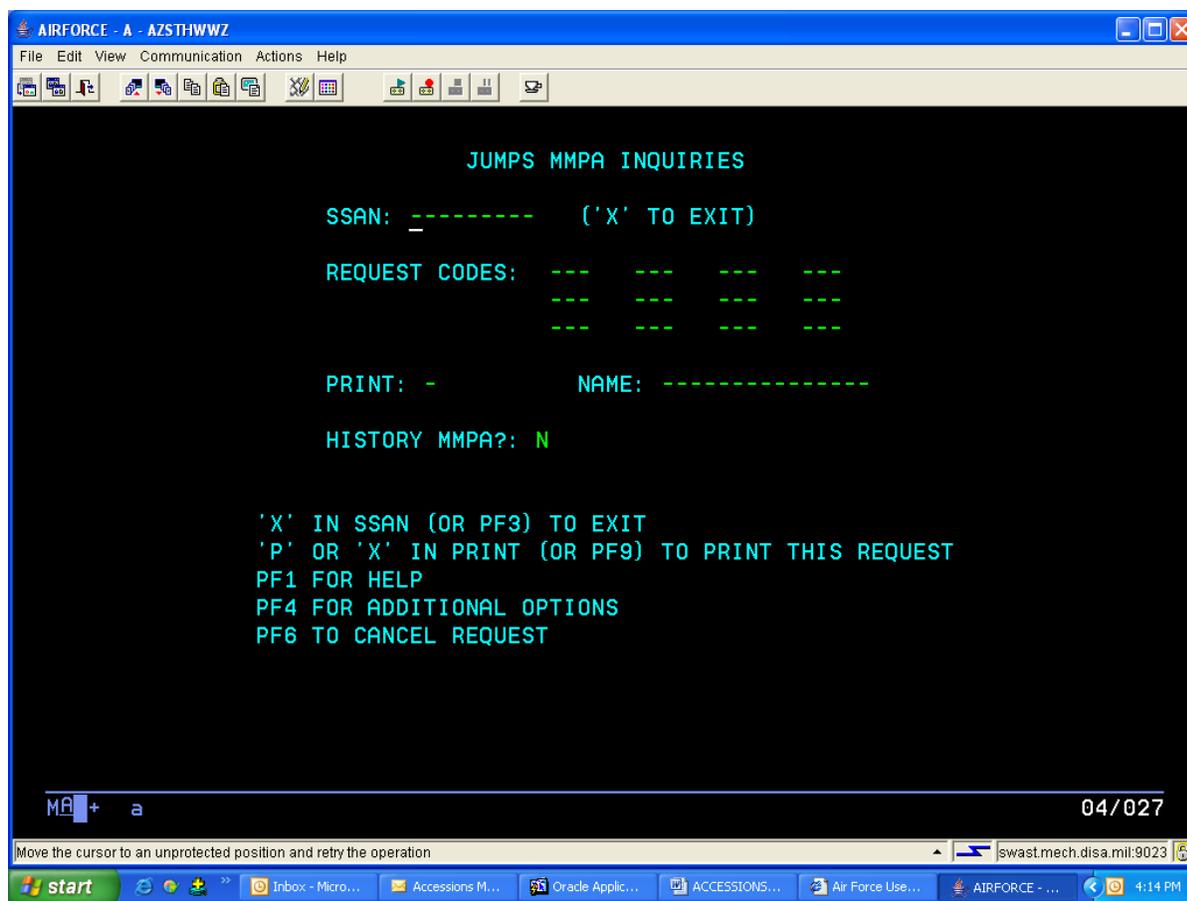
**SCREEN 3 - (NOTE: The only access allowed is "CICPJ3".) Return and the following screen appears:**

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**SCREEN 4 - Input the action/activity of the MMPA (“jjaa”, “jjam”, etc.) To review the “condition” of the MMPA, or to verify if a pay file exists input “jjaa”. This action generates the following screen:**

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**SCREEN 5 - Insert the member's SSAN with no dashes and tab to "REQUEST CODES" to request the format ID (FID) needed or input "T" to receive all service dates listed on the same screen for quick viewing. The FIDs most critical to the accession process are:**

MJ – match flag  
 LC – servicing ADSN (finance)  
 SA – status of member's pay  
 TC – longevity  
 TG – EAD/DOE  
 TK – pay date  
 TL – Flag 0-4E indicator  
 TT – TAFMSD  
 TU – DOS  
 MD – current grade effective date  
 N9 – DFAS memo entries explaining the reasons the updates/changes are made  
 01 – base pay  
 (This list is not all inclusive, and other codes will be learned during the process.)

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The MJ is located on the MMPA directly under the member's SSAN. If it has a "6" or "F" or no pay record is found, an E203 is required to establish one. An explanation of other codes and their meanings is provided further in the text, see [MATCH FLAG CODES](#).

The LC is the member's servicing [ADSN](#) or finance. Each 4-digit LC signifies the finance office the member is serviced by. **EXAMPLE:** Randolph's ADSN is 4096. The LC and the SA on the MMPA are related.

The SA is the current condition or status of the MMPA. The "H" indicates the MMPA record is in a PCS status. An "A" indicates the member is on station. The "T" indicates the member's record is in a suspended pay status. **NOTE:** If a member's record is in "T" status, any allotments the member has will stop and the member must restart them. The "V" indicates the MMPA record is separated. **NOTE:** If an accession is in "V" status, process an E203, and send a notice to DFAS to place the pay record of the member in an "A" status.

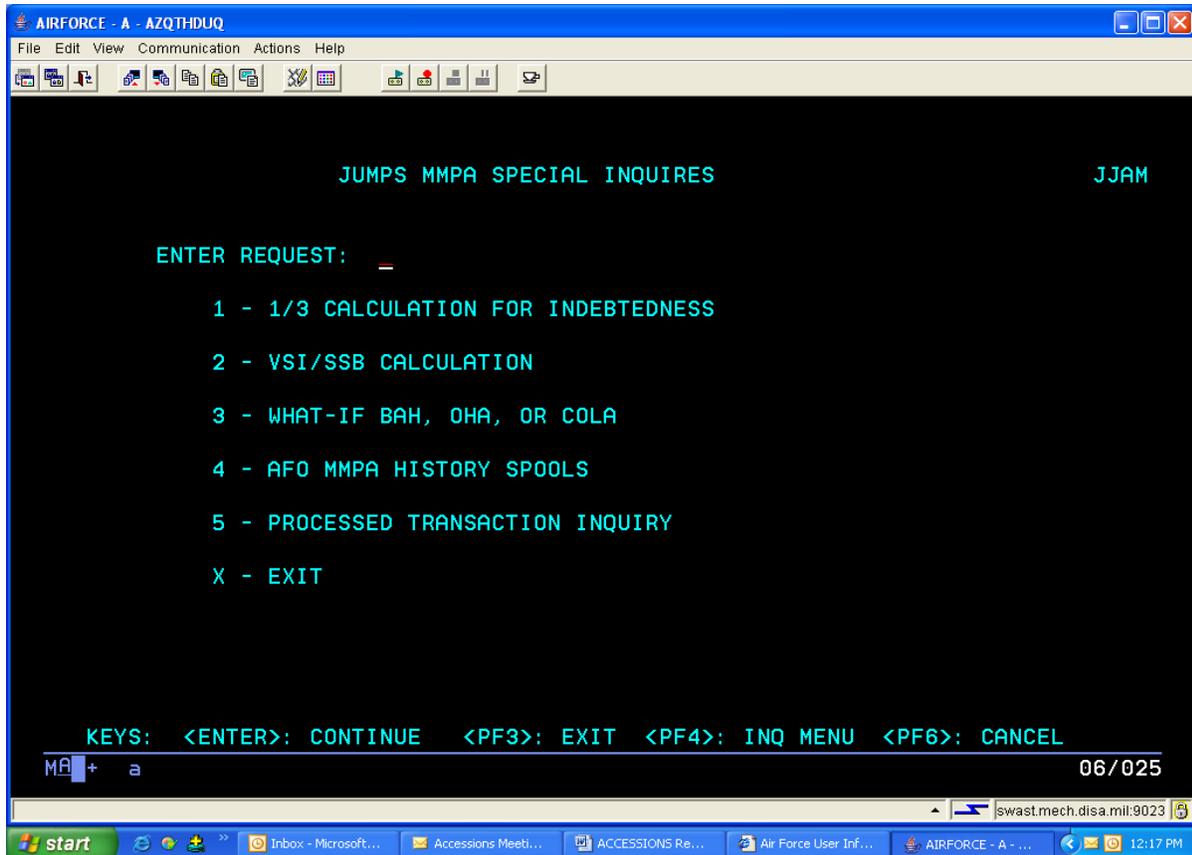
The most common scenarios of pay status and condition assessments include the LC reflecting "9999" and the SA showing "H". This indicates the member is in a PCS status on the MMPA, and will be assigned to the correct [ADSN](#) once the FSO processes the voucher and updates an SG03 transaction. When a member's MMPA reflects the LC as "3891" or "3892" and the SA is a "V", the member's pay record is separated and must be reaccessed by updating an E203. ADSN "3891" is DFAS Debt Management Office and 3892 is DFAS Out of Service Debt Management Office. The E203 processes to the MMPA, and produces a notice to DFAS to clear any other actions pertaining to the member's debts and places the MMPA record back in an "A" status. This process may take up to 15 days.

#### **REVIEW OF PROCESSED TRANSACTIONS ON THE MMPA:**

If an E203/E205 processed before 1500L on a normal update day, the transaction should flow to the MMPA. Check "jjaa" of the MMPA, and follow the steps above to ensure the transaction processed to the MMPA. If no change occurred, or no MMPA was established, follow these steps to review the processed transactions on the MMPA, and to determine if the transaction rejected, recycled or produced a management notice:

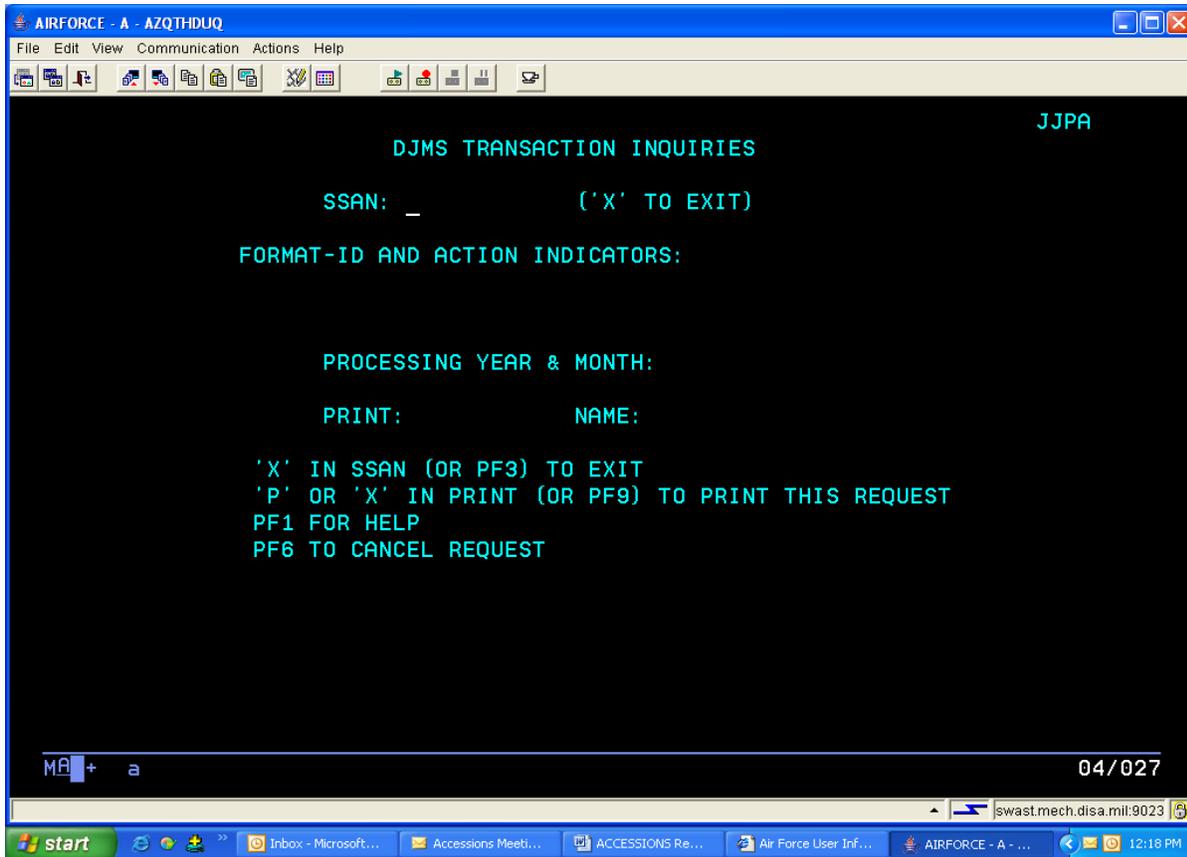
Follow the steps to screen 4 listed in "ACCESSING THE MMPA". Input "jjam"; the MMPA produces the following screen:

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**Input “5” at the “ENTER REQUEST” prompt. The next screen that appears is:**

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**Input the member’s SSAN and tab to “PROCESSING YEAR & MONTH”. Input the year and month of the transactions, *EXAMPLE:* To view an action occurring in February 2006, input “06 02” and return. If the processed transaction occurred in a previous year, input only the year, *EXAMPLE:* For 2004 processed transactions, input “04” and return. *NOTE:* The MMPA holds five years of history. The following example represents some accession transactions as they appear on the MMPA:**

```

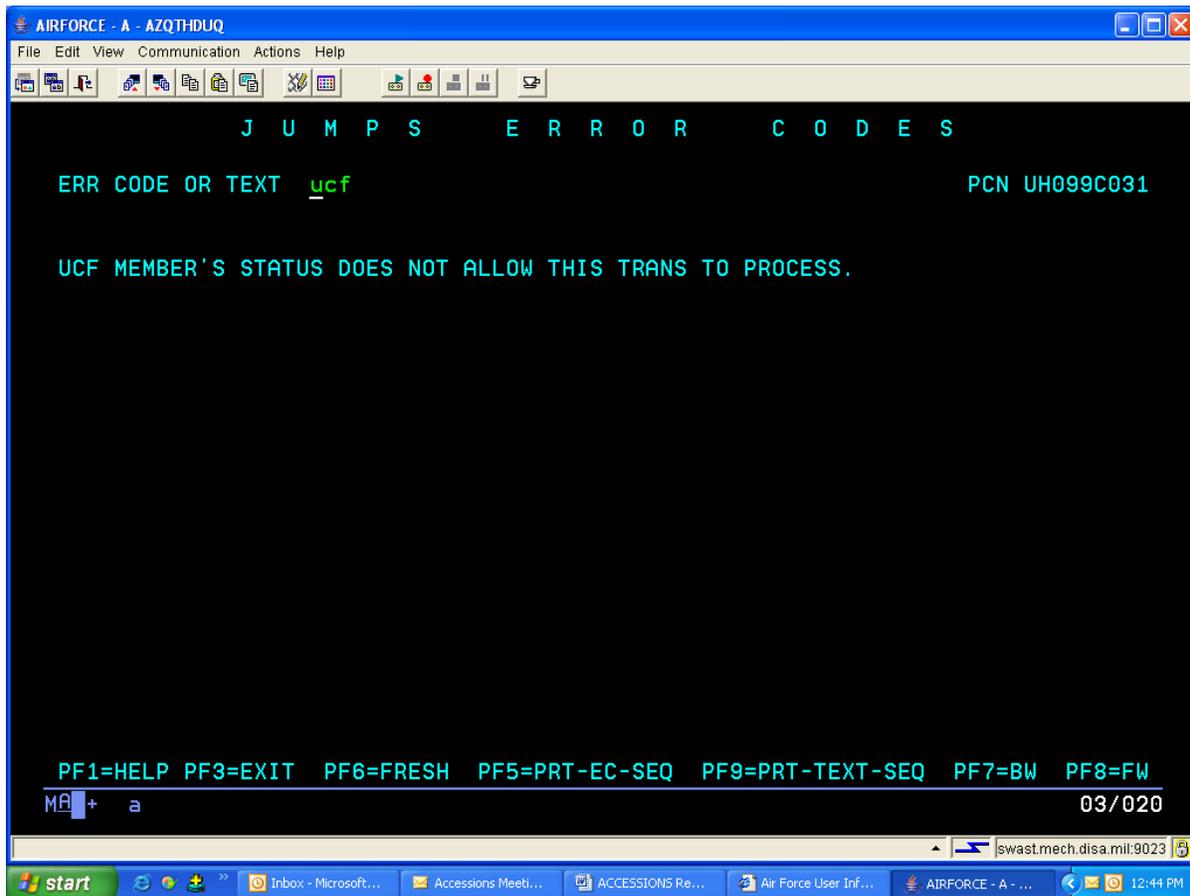
G 0 ML03          051104F 01                      1117 3888 WX
G 0 ML03          051104F 01                      1117 3888 WX
E 1 E203  05110488888HAWKINS JEFF C          V01MF 1117 RJ  WX
              RJ0J4096991104991104000000    1N 000000US1117 RJ  WX
              UCF
E 1 E203  05110488888HAWKINS JEFF C          V01MF 1117 RJ  WX
              RJ0J4096991104991104000000    1N 000000US1117 RJ  WX
              UCF
    
```

The above information reflects an E203 that rejected for “UCF” and an ML03 that processed correctly to the MMPA. The “G” before the ML03 indicates the transactions processed with no reject, the “E” beside the E203 transaction indicates the transaction rejected, and an “M” (not

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shown here) indicates the transaction established a management notice to DFAS for their intervention, or the transaction was placed in a “recycle” status, and will process after another system update. “F” (not shown here) indicates a partial reject, which means some of the information updated and the match flag should have cleared but more action is needed by the member’s local finance or DFAS. Use Ctrl +F11 to screen forward, F11 to return to screens, and F3 to return to the previous menu. Use “jjam” to determine processed transactions, and transaction that rejected or recycled.

The E203 shown above rejected for “UCF”. The MMPA provides a clear text of the reject codes. To retrieve the clear text of any transaction reject code, follow the instructions under “ACCESSING THE MMPA” to screen 4 and input “joza”. This produces the following screen:



**“UCF” was input at the “ERR CODE OR TEXT” to retrieve the clear text of the reject code. Once the first code is input, the system automatically tabs to the next input area.**

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**Attachment 1****REJECT CODE, CLEAR TEXT MEANING COMMON REJECTS AND PREVENTIVE ACTION****1. “UCF” – “MEMBER’S STATUS DOES NOT ALLOW THIS TRANS TO PROCESS”**

This reject is received because an E203 was processed, but the member already has an established pay file. Review the MMPA prior to processing ANY update to the MMPA. Do not process the E203, unless the member does not have a pay record, or if the MJ is not equal to “6” or “F”.

**2. “UCJ” – “EAD BEFORE HISTORY”** - This reject occurs when an E203 is processed with an EAD older than 12 months. Review the Service Dates area in MilPDS and correct/update accordingly.

**3. “UDN” – “TAX AUTHRTY CITY STATE IS 098. SUBMIT MG TRANS”**

When an E203 is initially processed, it updates the MG line as 098. “098” is an invalid state ID. If this reject is received, review the MG line of the MMPA. If 098 is reflected on the MG line, contact the member’s MPS (via the vMPF), and request the MPS notify the member to complete a State of Residency form at the FSO. If the code is a valid stated ID, (reflected as something other than 098, *EXAMPLE*: “48” is Texas and 05 is Arkansas, no further action is required.

**4. “UEG” – “PREV-DOS/SVC-COMP/TAFMSD AND/OR PAY-DAYE/EAD-DATE INCMPTBL, VERIFY INPUT”** - This indicates the member’s service dates in MilPDS are incompatible. Review the service dates area of MilPDS and correct/update as necessary.

**5. “XCI” – “TAFMSD NOT A VALID DATE OR MISSING. CHGD TO EAD DATE”**

When the E203 was processed, the TAFMSD in MilPDS was not a valid date so the MMPA changed the TAFMSD to match the EAD. Review the service dates in MilPDS to ensure there correct. If no correction is necessary, no further action is required. If there is a change to the service dates, process an E205 to send the new dates to the MMPA.

**6. “XCX” – “RESERVE-ACTIVE DUTY-RSN INVALID. CHANGED TO SPACE. CORRECT AS NECESSARY”** - This is only a notification. The file will be established provided no other reject is associated with the update.

**7. “MMQ” – “MBR ACCESSED WITH PRIOR SERVICE. HAS NO BL ENTRY. RESEARCH PRIOR LV SETTLEMENT”**

- This is a management notification to DFAS indicating an update by them may be required. By law, an Active duty AF member may only sell 60 days of leave during their entire career. This includes any leave they may have sold with a different branch of service. Review block 16 of the member’s DD Form(s) 214 from their previous periods of service to determine if they have sold leave in the past. This notification automatically opens a CMS case. Verify if the member sold leave from previous periods of service by reviewing any DD Forms 214. Once the data is verified from the DD Form 214,

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access CMS and search the member by SSAN. Update the amount of leave sold. **NOTE:** Annotate in the CMS case if the member sold 0 days of leave. No other action is required.

**8. “ZBD” – “REJECTED FOR DFAS INTERVENTION. TAKE NO ACTION”** - This is a DFAS action notice, and indicates DFAS has action on this case. If this reject code is the only one received, no other action is required.

**IMPORTANT: Review the MMPA before and after each pay affecting transaction.**

#### **GENERAL MMPA INFORMATION:**

The following information provides general information on the life-cycle of the MMPA for an accession:

1. Once the member’s pay file is established the MJ line on the MMPA changes based on other actions required to be processed, (See [Attachment 2](#) -MJ FLAG LISTING.)
2. Within 10 days of the E203 processing, a ML03 (officers), or a MM03 (enlisted), automatically flows. These transactions are the Confirmation of Accession. The MMPA will reflect an MJ of “1”, “A”, or “S” if the ML, or the MM transaction did not flow. In these cases, the AFPC Accession Confirmation Team is required to flow the transactions in a flat file. If this update is not completed with 90 days of the EAD, the member’s status changes to “T” (suspended pay status).
3. Once the accession confirmation processes to the MMPA, the MJ normally changes to “J”, “K” or “X”, indicating the MMPA is waiting on the service date verification process to be completed. AFPC Service Dates verifies the member’s service dates and prepares an AF Form 1613, **Statement of Service**. This automatically generates a TZ05 transaction for officers and a TI05 for enlisted, to push the verified dates to the MMPA. This update should clear the MJ. **NOTE:** The TZ05 can change the “TG”, “TK” and “TT” lines, but it does not update the “TC” (the member’s longevity).
4. If a discrepancy exists between the verified service dates in MilPDS and the MMPA, the AFPC Accession Confirmation Team initiates a CMS case and refers it to DFAS-AC for correction.

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**Attachment 2****MATCH FLAGS (MJ LINE OF MMPA) EXPLANATION AND REQUIRED ACTIONS****MJ (Match Flag) Codes****6 or F****Explanation**

The member's record is partially accessed by an EA transaction. An E203 transaction must be submitted by the AFPC Accession Confirmation Team once members arrive at their first permanent duty station. This transaction establishes the pay file. Notify the AFPC Accession Confirmation Team if the member still has this match flag and all documents have been forwarded via CMS. **NOTE:** If no pay file exists, or the LC line (ADSN) is "3891" or "3892" and the SA line is "V", or whenever SA is a "V", an E203 must be processed to build the record.

**1, A, or S**

The member's record is fully accessed, but the AFPC confirmation of accession is not received. This transaction normally flows within 10 days of the E203 update. Occasionally, the AFPC Accession Confirmation Team must process a MM03 (enlisted) or an ML03 (officer) transaction to confirm the accession. **NOTE:** If the transaction is not processed within 90 days of the member's accession, their pay record changes to "T" status (suspended pay). If this occurs, the member is required to restart all allotments.

**J, K, or X**

Officer or enlisted service dates are not confirmed by a TZ05/TI05 transaction from AFPC. **NOTE:** The AFPC Service Dates office has up to 120 days from the member's DAS to verify the dates. Contact the AFPC Service Dates office if more than 120 days has passed since the member's DAS, and this flag is still present on the MMPA. When the AFPC Service Dates office completes the Statement of Service upon date verification, this transaction flows automatically. However, in some cases, they may be required to process one of these transactions manually.

**Z**

The member's record is partially accessed as a basic trainee or OTS by an E101 transaction. Only

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transactions from Lackland AFB process against this pay file.

**7**

Same as “Z”, except AFPC Confirmation of Accession is received.

**2 or B**

Separation transaction received from the MPS was not confirmed by AFPC.

**I, T, or U**

Grade Change was not confirmed by AFPC.

**C**

There is a pending N7 line on the MMPA for an E603 or an E503 transaction.

### ATTACHMENT 3 ADSN LISTING

ADSN	BASE	MAJCOM	ADSN	BASE	MAJCOM
4020	Offutt NE	ACC	4081	Hurlburt FL	AFSOC
4022	Ellsworth SD	ACC	4012	Andrews MD	AMC
4025	Whiteman MO	ACC	4024	Grand Forks ND	AMC
4031	Minot ND	ACC	4026	McConnel KS	AMC
4038	Mt. Home ID	ACC	4027	Scott IL	AMC
4040	Beale CA	ACC	4036	McChord WA	AMC
4043	Nellis NV	ACC	4039	Fairchild WA	AMC
4050	Barksdale LA	ACC	4042	Travis CA	AMC
4052	Moody GA	ACC	4065	Charleston SC	AMC
4055	Shaw SC	ACC	4067	Pope NC	AMC
4057	Langley VA	ACC	4068	Dover DE	AMC
4072	S. Johnson NC	ACC	4069	McGuire NJ	AMC
4103	Dyess TX	ACC	4083	MacDill FL	AMC
4126	Davis Monthan AZ	ACC	4001	Eielson AK	PACAF
4129	Cannon NM	ACC	4002	Kunsan Korea	PACAF
4130	Holloman NM	ACC	4003	Misawa Japan	PACAF
4021	Altus OK	AETC	4005	Kadena Japan	PACAF
4023	Little Rock AR	AETC	4019	Osan Korea (was 6778)	PACAF
4028	Vance OK	AETC	4150	Hickam HI	PACAF
4051	Columbus MS	AETC	4152	Andersen Guam	PACAF
4053	Maxwell AL	AETC	4153	Elmendorf AK	PACAF
4056	Keesler MS	AETC	6688	Yokota Japan	PACAF
4082	Tyndall FL	AETC	4029	Peterson CO	SPACECOM
4095	Lackland TX	AETC	4033	Buckley CO	SPACECOM
4096	Randolph TX	AETC	4034	Schriever	SPACECOM
4100	Sheppard TX	AETC	4037	Malmstrom MT	SPACECOM
4101	Laughlin TX	AETC	4041	FE Warren WY	SPACECOM
4102	Goodfellow TX	AETC	4046	Vandenberg CA	SPACECOM
4131	Luke AZ	AETC	4048	Los Angeles CA	SPACECOM
4127	Fort Meade	AFDW			
9998	BMT TX	AETC	4080	Patrick FL	SPACECOM
4128	Bolling DC	AFDW	4030	USAF Academy CO	USFA
			8890	Cadets CO	USFA

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4032	Tinker OK	AFMC		4059	Keflavik Iceland	USAFE
4045	Edwards CA	AFMC		4060	Lajes Field Azores	USAFE
4047	Hill UT	AFMC		4004	Izmir Turkey	USAFE
4054	Arnold AS TN	AFMC		4008	Spangdahlem Germany	USAFE
4058	Eglin FL	AFMC		4011	Lakenheath England	USAFE
4066	W. Patterson OH	AFMC		4013	Geilenkirchen Germany	USAFE
4070	Hanscom MA	AFMC		4015	Ramstein Germany	USAFE
4073	Robins GA	AFMC		4016	Mildenhall England	USAFE
4074	Rome Lab NY	AFMC		4017	Aviano Italy	USAFE
4132	Kirtland NM	AFMC		4018	Incirlik Turkey	USAFE

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## ATTACHMENT 4

### Case Management System (CMS) Access

1. Access CMS through AFPC Secure by opening URL:  
<https://w20.afpc.randolph.af.mil/AFPCSecurenet20/>
2. Click on CMS.
3. Under the **Enter/Update/Request Status on a Case**, type in the member's SSN, and click the HR Type down arrow. **NOTE:** Do not click on the Case Type down arrow.
4. From the four selections available, select **PPA-Accession Processing Information**, and click the **Enter New CMS Case** button.
5. Under "**Additional Information**", change the PPA Status to Step 3. Click the "**Accession Type**" down arrow to identify the accession member. If the member's arrival confirmation is updated in MilPDS, click the "YES" circle located below the Accession Type box. If the member's arrival confirmation is not updated in MilPDS, click "NO", and indicate why in Remarks. Be specific and attach any MilPDS error messages.
6. Complete all the date blocks; **DAS/DDLDS/EAD/DOS/TDY**, if applicable. Indicate if member was prior service, and if duty information and duty status are updated in MilPDS.
7. Refer Case To: **AFPC Accession Confirmation Team**. Press the Refer button, press OK.
8. To attach documents, press **Add Attachments for this Case**. Click Browse to find the saved location of the documents. To actually attach the documents, click **Attach File**, and click **Finish**. **NOTE:** PPA Accession CMS cases should not be closed in CMS, unless the AFPC Accession Confirmation Team approves using CMS. Cases recommended for closure should be closed by the originator within 5 duty days.

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**ATTACHMENT 5**  
**DD Form 1351-2 Instructions**

Instructions for completing DD Form 1351-2 (Active Duty Report)

Item 1: All new officer accessions X AFRES block; DD Form 1351-2 is not required for enlisted accessions, EAD is determined by “Effective Date” on member’s orders

Item 2: Current Date

Item 3: Enter HQ AFPC/DPSIPV

Item 4: Unit and Base member is being assigned to

Item 5: Member’s name—Last, First, Middle Initial

Item 6: Member’s social security number

Item 7: Military Rank (2Lt, 1Lt, etc.)

Item 8: Enter AF

Item 9: Leave blank

Item 10: Enter Entered Active Duty (EAD) date as indicated on member’s orders

Item 11: Enter the date member arrived at permanent duty station

Items 12: Enter the date member departed last duty station/home for permanent duty station or TDY location

Items 13-18: Leave Blank

Item 19:

- a. Type name of Commander’s Designated Representative (anyone who can validate member’s arrival on commander’s behalf)
- b. Designated Representative’s Rank
- c. Designated Representative’s Signature

Item 20: Leave blank

Item 21: Have member complete the itinerary of travel by filling in their departure and arrival date/time and location. Member needs to sign and date.

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