

VMPF SELF SERVICE UPDATES

LOG INTO THE VIRTUAL MILITARY PERSONNEL FLIGHT

(vMPF). <https://www.my.af.mil/afpc2ww3/vmpf>

NEXT: Update your Email & DTY phone then proceed to vMPF main page.

SELECT: "Record Review/Update" located on bottom left hand side of the webpage.)

SELECT: Individual". This will show your "Individual Information".

CLICK: "Home Address" an update screen will pop up (Left hand side of the webpage).

NEXT: "Update your home address then select "Home" (**DO NOT** click "**Home/Mailing**" *causes an error*) click "Ok".

It will take a few seconds for the page to refresh meaning the update was processed. (A reject notice will pop up if the update did not take).

NEXT: "Return to Individual Information".

LAST : "Mailing Address". Input your correct mailing address then click "**Mailing**" (**DO NOT** click "Home/Mailing") click "Ok".

It will take a few seconds for the page to refresh meaning the update was processed. (A reject notice will pop up if the update did not take).

****This will automatically update vMPF & the Personnel system****

CUSTOMER SUPPORT PROGRAMS

- ◆ *Officer Accessions*
- ◆ *AF Board of Corrections*
- ◆ *Adoption Reimbursement*
 - ◆ *DOD CAC/ID CARDS*
- ◆ *U.S. CITIZENSHIP Program*
- ◆ *DEERS/RAPIDS Updates*
 - ◆ *CCTVL*
- ◆ *Dress & Appearance*
 - ◆ *Family Care Plan*
 - ◆ *Hardship Badges*
- ◆ *Base Intro Program*
- ◆ *Military Leave Program*
- ◆ *Line of Duty Determinations*
 - ◆ *SGLI/VRED*

CUSTOMER SERVICE EMAIL:
usaf.jbanafw.afdw-staff.mbx.11-fss-fsmp-customer-serv-element@mail.mil

CUSTOMER SERVICE



1414 Arkansas Rd
Room #2
JBA MD, 20762

Tel: 301-981-1776, Opt: 1
AFPC Hotline: 1-800-525-0102
(Any Question, Anytime!)

ID CARD/DEERS/RAPIDS FACILITY LOCATIONS

DEERS ENROLLMENT

For appointments visit: <https://rapids-appointments.dmdc.osd.mil>

Quantico Marine Base:

703-784-2750
1032 Barnett Ave, MPS Branch
Quantico, VA 22134-4445
Hours: 0730 - 1500, Walk-ins 0700 - 1500

USNA Annapolis:

410-293-5813
168 Bennion Road Room 218
Annapolis, MD 21402
Hours: Mon - Fri, 0730 - 1600

811th FSS/MPS (Pentagon):

(703) 697-4110
OL-P, 11 FSS/FSMPS (RM 5C10)
1240 AF Pentagon ADM
Washington, DC
Hours: Mon - Fri, 0800 - 1530 hrs
Check in at Visitor Center (left of Metro entrance, receive visitor ID badge and visit MPS on 5th floor)

Fort Belvoir, VA (Route 1):

703-805-5578
5815 20th Street, BLG 14, Suite 108
Ft. Belvoir, VA 22060
Hours: Mon - Fri, 0800 - 1600

Bethesda Naval Hospital:

301-295-0103
8901 Wisconsin Ave, Bldg 17, Suite 1A
Bethesda, MD 20889
Hours: Mon - Fri, 0730 - 1600

Joint Base Anacostia Bolling (JBAB) NAVY PSD:

202-433-4015
235 Wick DR SW., BLDG 92
Washington, DC 20032
Hours: Mon - Fri, 0730 - 1600hrs
Walk-ins stop when office lobby is full

Joint Base Bolling (JBAB) Air Force Element :

202-404-3281
16 Brookley Ave
Washington D.C. 20032
0830hrs-1400hrs CAC Card Appointment only,

Crystal City Location:

703-545-3003
2530 Crystal Drive, Room 1300-B
Arlington, VA 22202
Hours: Mon - Fri, 0730 - 1530hrs

11th FSS/MPS (Andrews):

301-981-1776, Opt: 1; Fax 301-981-2598
1414 Arkansas Road, Joint Base Andrews, MD
Hours: Mon-Fri, 0830 - 1530
Closed 4th Thurs of Every Month

Fort Myer:

703-696-3030
106 Custer Rd, Bldg 202
Fort Myer, VA 22211
Hours: Mon - Fri, 0800 - 1500 by appt. only

Washington Navy Yard:

202-685-1208
Building 126, 1022 O St. SE
Washington Navy Yard, DC 20374
Hours: Mon - Fri, 0730 - 1600

Fort Meade:

301-677-9586
2234 Huber Road, Rm 110
Ft Meade, MD 20755-5507
Hours: Mon - Fri, 0730 - 1530
Stop making CAC's at 1600

459 Air Refueling Wing (Andrews):

240-857-7047/7048
3755 Patrick Ave, Room 124
Joint Base Andrews, MD 20762
Hours: Open Mondays to public, 0830 - 1530

113th Air Wing (Andrews):

240-857-4012
3252 E. Perimeter Road, Bldg 3252, Room 100
Joint Base Andrews, MD 20762-2250
Only open to: 113th Wing, Dependents, and the Guard Bureau
Hours: Mon, Tues, Thurs, Fri, 0730-1500
Closed on Wednesdays

****COMPLETE FORM 1172-2 AT HOME****

FOR CURRENT DOD EMPLOYEES: Sponsors' no longer have to be present when their dependents need an ID card AS LONG AS THE FOLLOWING HAS OCCURRED:

******ONLY COMMON ACCESS CARD (CAC) HOLDERS CAN DIGITALLY SIGN THIS FORM******

https://www.dmdc.osd.mil/self_service

This site allows any sponsor using their CAC to log-in & Digitally sign the DD Form 1172 by:

- Select "Family Members" (3d box to the right)
- Select Your Dependents Name
- Select "Request 1172-2" (towards the right side of screen)
- Select "I do not agree" or "I agree" (if all info is correct on dependent-2d choice)
- Select "I certify" box (which might take a few seconds to appear)
- Select "I agree"
- CAC pin
- PDF form will appear (DD Fm 1172) already signed

(This form is automatically saved in DEERS, the dependent coming in might want to mention it to the clerk because it is a new change & each DEERS office needs to get used to looking for it).

Form can be saved, emailed or printed.

NOTE: If there is a RED X or YELLOW ? in block 22 of the form, that is okay...it is still official according to DMDC.

****PLEASE NOTE:**

FORMS ARE VALID FOR 90 DAYS FROM SIGNING