

## JOINT BASE LANGLEY-EUSTIS IN-PROCESSING DATASHEET

NOTE: Military Personnel will wear a uniform while performing in-processing actions.

**IMPORTANT: SUBMIT COMPLETED DATASHEET TO THE MPF NLT ONE DUTY DAY AFTER MEMBER'S ARRIVAL**

<p>1. Today's Date:</p> <p>2. Rank/Last, First M. Name:</p> <p>3. AFSC:</p> <p>4. Date Arrived Station:</p> <p>5. Date Departed Last Duty Station:</p> <p>6. Losing Base (block 8):</p> <p>7. PCA upon arrival?</p> <p>8. Proj Unit (block 9):</p> <p>9. Did you retrain while in tech school? <b>NO</b> If yes update code 44 (3 years from DAS) If yes update code 29 (2 years from duty effective date) a. If yes, has member seen training manager to update DIERT? <b>YES or NO</b></p>	<p>10. Will you be working in a Special Duty:</p> <p>11. # Days TDY Enroute:</p> <p>12. Are you coming from a Special Duty:</p> <p>13. Duty Title:</p> <p>14. Supervisor's Rank/Name/SSN:</p> <p>15. Supervisor's begin date:</p> <p>16. Position number:</p> <p>17. DAFSC:            / Office Symbol: <b>AFIT</b></p> <p>18. Do you require promotion testing: <b>NO</b></p> <p>19. ESM (meal-card) Entitlement? <b>NO</b></p>
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\_\_\_\_\_  
UPC Signature:

\_\_\_\_\_  
Member's Signature

CUSTOMER SUPPORT/CSS REP:		INITIAL/DATE
Record is/is not in MilPDS	Y   N	_____ / _____
Has member been gained in MilPDS?	Y   N	_____ / _____
PCS/TDY Orders/AF Fm 330/Amendments/Travel Voucher (Accessions)	Y   N	_____ / _____
AF Form 330 **Send ONLY if an O/EPR is due from previous unit	Y   N	_____ / _____
BMT & Tech trng certificates (First Term Amn w/6 yr enlistment)	Y   N	_____ / _____
IEB Update:	Y   N   N/A	_____ / _____
If member has DoD Passport, please turn in to Customer service	Y   N   N/A	_____ / _____
AF Form 1466: (For EFMP members)	Y   N	_____ / _____
Update Special Duty Pay: _____	Y   N	_____ / _____
*Need Form 2096 signed by CC before Special Duty Pay can start/stop	Y   N	_____ / _____
Errors on PCS Orders?	Y   N	_____ / _____

FORCE MANAGEMENT/CSS REP:		FM REP INITIAL/DATE
Evaluation Report: (Circle One) <b>CLOSED/PENDING/TR/NA</b>	/	_____ / _____
Evaluation Close-Out Date: _____	/	_____ / _____
PRP: (Ensure to update "J" code if mbr was PRP at last base.)	Y   N   N/A	_____ / _____

CAREER DEVELOPMENT:		CD REP INITIAL/DATE
Assignment Availability Code Updates (Please refer to 10 for retrainees.)	Y   N   N/A	_____ / _____
Does mbr have sufficient retainability?	Y   N   N/A	_____ / _____
*NOTE: If above is NO, provide # of months missing: _____	/	_____ / _____
Is this a Join Spouse assignment?	Y   N   N/A	_____ / _____
Is this a Humanitarian assignment?	Y   N   N/A	_____ / _____
Proj Grade/Line # _____	Y   N   N/A	_____ / _____

**INSTALLATION VOTING ASSISTANCE OFFICERS:**  
1st Lt Joshua Vaden, DSN 225-6651 / MSgt Damien Davies, DSN 574-2548

FVAP.gov is a resource you may use to retrieve voting materials, state specific information, and important election dates.

**MPF USE ONLY: Suspense time line: CD: 2 days / FM: 2 days. (Duty Days)**

**Cat 1 Discrepancy Reports: Will be reported within 30 days of member's DAS**

Discrepancy Scenarios: **(Highlight One)** (Reference PSD: Category 1 Discrepancy Reporting Process)

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| a. Insufficient PCS retainability           | d. Incomplete / Insufficient Security Clearance |
| b. Incomplete PPC requirements              | e. Incomplete or no AF IMT 63                   |
| c. Erroneous PCS w/quality force indicators | f. Missing / incomplete AF Form 1466            |
|   | g. Errors on PCS orders                         |