

INITIAL DUTY ASSIGNMENT (IDA) WORKSHEET (CUI)

<u>Members Information</u>			
Rank/Last Name, First Name MI:			SSN:
Date In-processed:		Unit:	
Office Symbol:	Duty Phone:		AFSC:
Supervisor Rank/Last Name, First Name, MI:			
Supervisor SSN:		Supervisor Begin Date:	
Number of Days TDY Enroute (if applicable):		Losing Base:	
Date Arrived Station (DAS):		Date Departed Last Duty Station:	

Per INTRO PSDG, update Confirmation of Arrival/Duty Info in MilPDS within 1 day of arrival on station

<u>CSS Actions</u>	
Gain-Confirmation of Arrival Date:	
Duty Phone Number/Office Symbol Updated:	
Position Number Updated:	Duty Title Updated:
DAFSC Updated:	Supervisor Updated:
AEF Indicator Updated:	PCA Upon Arrival:
If FTA, sign up for FTAC:	ESM (meal-card):
Special Duty Assignment Pay:	If yes, submit AF 2096 and submit to Customer Support for processing
Officer Accession:	If yes, submit accession package to Customer Support for processing.
DOD Passport:	If yes, return to Customer Support
Retained while in Tech School:	If yes, annotate applicable Code (Career Development will Update):
Additional Assignment Availability Code (Career Development will update):	
Promotion Testing Required:	
CSS Comments:	

Collect Below Items & Forward to the MPF w/Completed IDA

Security Clearance Worksheet (Secret – Valid for 10 years, Top Secret – Valid for 5 years)
Medical Memo
Dental Memo
Immunizations Memo
Fitness Memorandum
PPC Requirements
AF Form 1466 Request for Family Member’s Medical/Education Clearance for Travel
PCS Orders & all amendments
AF Form 330 (Records Transmittal Form)
Copies of BMT & Tech School Certificates for FTA’s coming here, as their first base
If member was award BMT Honor Graduate, collect a copy of their certificate

Category 1 Discrepancies

Security Clearance (Secret – Valid for 10 years, Top Secret – Valid for 5 years)
PCS Retainability
Personnel Processing Code (PPC) requirement
Errors on PCS orders
PRAP Administrative Errors
Failed to Out-Process Losing Installation
ADSC (AF Form 63)

INITIAL DUTY ASSIGNMENT (IDA) WORKSHEET (CUI)

Customer Support and Force Management Actions	
Verify Gain Confirmation Update:	Evaluation: Closed/Pending/TR/NA
Required Documents Received:	Evaluation Close-Out Date:
IEB Update:	PRAP:
SDAP Update:	OS Tour Credit:
CAT 1 or 2:	Ribbons Update (OS tour, BMT Grad, etc):
Accession CMS Case Submitted:	
Customer Support/Force Management Comments:	

Career Development Actions	
Verify Retainability:	Join Spouse : Y or N
# of Months Missing:	Humanitarian: Y or N
Assignment Availability Code Updated:	Proj Grade/Line #:
Career Development Comments:	

<u>FSP (MPF Flight Chief) Actions/Comments:</u>
--