INITIAL DUTY ASSIGNMENT (IDA) WORKSHEET (CUI)

Member's Information	
Rank/Last Name, First Name, M:	SSN:
Date In-processed:	Unit:
Date Arrived on Station:	Date Departed Last Duty Station:
TDY Enroute (Yes/No):	# Days TDY Enroute (if applicable):
Losing Unit/Base:	
AFSC:	Duty Title:

Update Confirmation of Arrival/Duty Info in MilPDS within <mark>1 day of arrival on station</mark>

CSS Actions:	
• **Upload IDA worksheet, orders, Tech School, BMT Certificate & Promotion Recommendation Letter (if applicable for First Term Airmen), 3007/3008 - Enlistment Contract and DD Form 1172 to SharePoint for processing.** • **For Accessions, include EAD order and travel voucher**	
Gain-Confirmation of Arrival Date:	
Update AFSC:	CSS initials:
Position Number:	CSS initials
Update Duty Title:	CSS Initials:
Update office symbol & phone number:	CSS Initials:
SDAP ➔ Is member currently receiving SDAP? Yes No ➔ Is member authorized SDAP? Yes No *If yes, submit 2096 to Customer Support for processing*	CSS Initials:
Is member eligible for IEB? ➔ Check enlistment contract & MyPers listing Yes No *If yes, send BMT & TTG Certificates to Customer Support for processing*	CSS Initials:
Officer Accession: Yes No *If yes, submit accession package to customer support for processing*	CSS Initials:
Is member due for an EPR/OPR? Yes No	CSS Initials:
Update Rater Info: Rater Name: SSN: Supervision Begin Date:	CSS Initials:
Does member have retainabity for assignment? Yes No	CSS Initials:

Do any AAC/ALC's apply?	Yes _____ No	CSS Initials:
Does member have an UIF?	Yes No	CSS Initials:
ESM Meal Card:	Yes No	CSS Initials:

Do you have any Category 1 or Category 2 Discrepancies to report?

Remarks: _____

_____

_____

Member has been gained IAW Total Force Base Level In-Processing PSDG. All updates have been made to the member's record.

CSS Signature: _____   Date: _____

MPF Actions:
1. Customer Support: DAFSC, Duty Title, Confirmation Gain, IEB, SDAP, Accession, Ribbons, Rater Info, Cat 1/2
2. Force Management: Eval Data, UIF, Cat 1/2
3. Reenlistments & Extensions: Does member have retainability? Enlistment Data
4. Outbound Assignments: AAC/ALC, Eligibility Check
5. Promotions: Current grade/projected grade data
6. FSP