

Date: _____

**AIR FORCE J1 DESK
INDIVIDUAL DUTY ASSIGNMENT (IDA) WORKSHEET**

Member Information:

Rank/Name: _____ DAFSC: _____ SSN: _____

Duty Title: _____ Receiving SDAP: ___ Y ___ N

Directorate: _____ Office Symbol: _____ Sponsor: _____

Duty Phone: _____ Cell Phone: _____

Date Arrive Station (DAS): _____ Date Depart Last Duty Station: _____

RNLTD: _____ # Days TDY Enroute: _____ DOB: _____

Supervisor Information:

Rank/Name: _____

Supervision Start Date: _____ Branch of Service: _____

Close Out Date of Last Report: _____ Is EPR/OPR coming from last base? Y N

Member Signature: _____

AF Desk Actions

Pre-Arrival Actions:

___ Build e-PIF ___ Project in FMST ___ Project in SIPS MilPDS Pos number: _____

___ Update Sponsor ___ Add arrival date to calendar FMST Pos number: _____

Billet Duty Title: _____

Arrival Updates:

___ SIPS ___ FMST ___ Update Rater (1 day after arrival) ___ Update Duty Title

___ Milpds gain ___ Assignment Avail Code (Enlisted only- code 50) ___ AEF Update ___ Office Symbol

___ Add member to distro Lists (SOUTHCOM email) ___ Milpds pos number