

RNLTD: _____

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

Member Information:

Grade/Name: _____ SSAN: _____

Duty Title: _____ DOB: _____

Duty Location: _____ Duty Phone: _____

AF Position #: _____ FMTS #: _____ DAFSC _____

Sponsor: _____ SDAP: ___Y___N

AF Desk Actions: Pre-Arrival Actions

___ Forward RIP to Directorate XO's ___ Build e-PIF ___ Project in FMTS
___ Update MilPDS Project Pos # ___ Update Sponsor ___ Add arrival date to calendar

Supervisor Information:

Name: _____ SSAN(AF ONLY): _____

Branch of Svcs: _____ Supervision Start Date: _____

Is EPR/OPR coming from last base? ___Y___N Date of Last Report _____

Other Information:

Date Depart Last Duty Station (DDLDS): _____

Date Arrive Station(DAS): _____ # Days TDY Enroute: _____

Leaveweb Setup: Edit Profile: Update email; **MAJCOM:** AFSPC; **BASE:** Patrick;
UNIT: AFELM SOUTHCOM

AF Desk Actions:

MilPDS Updates:

___ Confirm Arrival ___ Change Rater 1 day after arrival; Project if report is coming from last base
___ Change Duty Title ___ Asgn Avail Code (Enlisted- code 50 ; Officer-46 AFI36-2110 T2.1 rule 42)

Other Actions:

___ Add member to distro Lists ___ SCEMS ___ FTMS ___ Create ROP (officers only)
___ AEF ___ Office Symbol