

**AIR FORCE ELEMENT- J1 DESK
SCO In-processing Worksheet**

Member Information:

Rank/Name: _____ SSAN: _____
RNLTD: _____ Date Arrived in Country: _____ Date Departed Last Base: _____
Date Departed CONUS: _____ Duty Location: _____
Duty Title: _____ DAFSC: _____
DOB: _____ Duty Phone: _____ Cell Phone: _____
Is EPR/OPR coming from last base? Y N Close Out Date of Last Report: _____
Days TDY enroute (must reflect on orders): _____

Supervisor Information:

Name: _____ SSAN (AF ONLY): _____
Branch of Service: _____ Supervision Start Date (One day after arrival): _____

Member Actions

In processing Documents: Scan and e-mail the following documents from sealed envelope to J1:

- 1.Endorsed orders 2.AF Form 330 3.Fitness Report 4.SGLI 5.vRED

Leave web Setup: **Edit Profile:** Update email; **MAJCOM:** SpOC; **BASE:** Patrick; **UNIT:** AFELM SOUTHCOM

eFinance: Attached are instructions to assist in filing your travel voucher. If you have questions, please contact Patrick's Finance Office (numbers below).

AF Desk Actions

Pre-Arrival Actions:

Build e-PIF Project in FMTS MilPDS Pos number: _____
 Update Sponsor Add arrival date to calendar FMTS Pos number: _____
Billet Duty Title: _____

Arrival Updates:

FMTS Update Rater (1 day after arrival) Update Duty Title DEROS
 Milpds gain Assignment Avail Code (Enlisted only- code 50) AEF Update Office Symbol Add member to
distro Lists (SOUTHCOM email) Milpds pos number

AFELM HQ USSOUTHCOM/J1

9301 NW 33rd St Doral, FL 33172



AFELM CC: Col Cotto-Perez: x-1117

Section CC: Maj Nevarez x-3773

NCOIC, J1 AF Desk: TSgt Bailey x-1258

NCOIC, Reserve Affairs: MSgt Christopher x-1258

Strength Management Advisor: Ms. Diaz X-1116

Senior Enlisted Advisor: SMSgt Scarborough x-3034

DSN: 567-ext Comm 305-437-ext

eFinance Website:

<https://efinanceworkspace.wpafb.af.mil>

Contact your local Accounting & Finance Office for further guidance

PATRICK AFB Key Phone Numbers

Finance: 4finance@us.af.mil

DSN 854-4882/2796

Comm: 321-494-4882/2796

Military Personnel Section

Career Development: 854-2330

Force Management: 854-7834

Customer Service: 854-6144/6147