

JOINT BASE ANACOSTIA-BOLLING IN-PROCESSING DATASHEET

IMPORTANT: Military Personnel return completed IDA worksheet along with the folder from losing MPF to the Customer Service Organizational box: usaf.jbanafw.afdw-staff.mbx.jbab-j1-customer-service@mail.mil NLT 24 hours after arriving in the local area.

1. Today's Date: _____	12. Currently receiving an Enlistment Bonus? _____
2. Rank/Name (Last, First, Middle Initial): _____	13. Currently working in a Special Duty? _____
3. AFSC: _____	14. Returning from a Special Duty? _____
4. Date Arrived Station: _____	15. PRP? _____
5. Date Departed OS: _____	
6. Date Departed Last Duty Station: _____	16. Duty Title: _____
7. Losing Base: _____	17. Supervisor's Rank/Name (Last, First, Middle Initial): _____
8. PCA: _____	
9. Projected Unit: _____	18. Supervisor begin date: _____
10. Office Symbol: _____	19. Position Number: _____
11. Retrainee: YES or NO	20. DAFSC: _____
a. If yes have you seen the training manager? YES or NO	21. Promotion tested? YES or NO (Eligible E-4 & E-5)
	22. Married Enroute: YES or NO
	24. AEFI updated:
	25. AFPAAS Updated:
23. Personal email address, phone number, and address (if known): _____	

CSS/UPC Signature: _____ Member Signature: _____

MPF USE ONLY: Suspense time line: CS 2 day/CD 2 day/FM: 2 day (Duty Days)

Provide Forms Listed Below	////////////////////////////////////	
CUSTOMER SUPPORT	////////////////////////////////////	
	Y N N/A	CS REP INITIAL/DATE
PCS/TDY Orders/AF Form 330/Amendments/Travel Vouchers (Accessions)	Y N	
AF Form 330 **Send ONLY if an O/EPR is due from previous unit	Y N	
BMT & Tech trng certificates (First Term Amn w/6 yr enlistment)	Y N	
AF Form 1466 (Accompanied by dependents ONLY)	Y N N/A	
AF Form IMT 965 (Accompanied by dependents ONLY)	Y N	
Immunizations Letter	Y N	
Dental Clearance Letter	Y N	
Medical Clearance Letter	Y N	
CBRN/Cert 522	Y N	
IEB Update	Y N N/A	
Errors On PCS Orders	Y N	
Has member been gained in MilPDS?	Y N	
Update AEFI Indicator	Y N N/A	
Customer Support NCOIC review		
FORCE MANAGEMENT	////////////////////////////////////	
	Y N	FM REP INITIAL/DATE
Evaluation Report: (Circle One) CLOSED/PENDING/TR/NA	Y N	
Evaluation Close-Out Date: _____	////////////////////////////////////	
Does member have a UIF?	Y N	
Update Special Duty Pay: _____	Y N	
*Need Form 2096 signed by CC before Special Duty Pay can start/stop		
Remove Short Tour Incentive Pay (TAIP/KAIP)	Y N N/A	
Update short/long tour	Y N N/A	
Force Management Team Lead review		
CAREER DEVELOPMENT	////////////////////////////////////	
	Y N N/A	CD REP INITIAL/DATE
Assignment Availability Code Updates (Please refer to 10 for retrainees)	Y N N/A	
Retrainees: If yes update code 44 (3 years from DAS)/update code 29 (2 years from duty effective date)	Y N N/A	
Stabilized Tour Updates (Refer to Stabilized Tour PSD Guide)	Y N N/A	
Does member have sufficient retainability?	Y N	
*NOTE: If above is NO, provide # of months missing: _____	////////////////////////////////////	////////////////////////////////////
*NOTE: Need FTA & BMT & Tech School Grade Certificates	Y N N/A	
Career Development NCOIC review		
INSTALLATION PERSONNEL READINESS	////////////////////////////////////	
	Y N	IPR REP INITIAL/DATE
Installation Personnel Readiness Team Lead review		

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CAT 1 Discrepancy Reports: Will be reported within 30 days of member's DAS	////////////////////////////////////	////////////////////////////////////
<p>Discrepancy Scenarios: (Hightlight One) (Reference PSD: Categyory 1 Discrepancy Reporting Process)</p> <ul style="list-style-type: none"> a. Insufficient PCS retainability b. Incomplete PPC requirements c. Erroneous PCS w/quality force indicators (Art 15, UIF, Referral Eval) d. PRP Admin Qualification is incomplete/not on file e. Incomplete/missing overseas medical/dental clearance f. Amn departed prior to final approve/disapprove of join spouse assignment g. Unauthorized Dependent move/deps traveled w/out completion of AF FORM 1466 or denied medical clearance h. Missing/Incomplete AF IMT 965 o. OTS mbr arrived without or incomplete personnel actions and or OTS Selectee Assignment Notification. (Prior Service Reg AF/AD Airmen Only) without proper PCS relocation actions q. Expired DEROS i. Missing/Incomplete AF Form 1466 j. Incomplete or missing AF Form 63 k. Incomplete/Insufficient Security Clearance l. Errors on PCS orders m. Arriving at the gaining base prior to 60 days before the RNLTD (Except Tech School Grad) n. Missing no-fee passports or visa for Amn & families p. Missing Nato Travel Orders r. Technical Training Students with expired RNLTD <p>Right Start</p>		