

INDIVIDUAL DUTY ASSIGNMENT (IDA) WORKSHEET
*Send completed worksheet along with applicable documents to the Customer Support
org email box*

PERSONAL DATA-PRIVACY ACT OF 1974 (5 U.S.C. 552a)

Grade/Name: _____ SSN: _____ Office Symbol: _____ DAFSC: _____

Duty Phone: _____ Unit: _____ Duty Title: _____

Cell Phone: _____ Unit PAS Code: _____ DDLDS: _____ DAS: _____

Position#: _____ Record in MilPDS: Y or N? Gain Confirmation Date: _____

New Supervisor Name and SSN: _____

Does member qualify for Initial Enlistment Bonus (IEB): Y or N

NOTE: Member must apply for IEB upon arrival at 1st Permanent Duty Station W/In 30 Days

Family Care Plan required: Y or N First Sergeant Signature or initials: _____

Base Newcomer briefing and FTAC scheduled on: _____ Finance inprocessing briefing scheduled on: _____

Link for scheduling Newcomer Brief: <https://teamup.com/ks9cy211bm6t4mc42z>

Customer Support Technician name and date:

MILITARY PERSONNEL SECTION (MPS) USE ONLY

FORCE MANAGEMENT ELEMENT:

Retraining AFSC: _____ Overseas Tour Update _____

Duty Information Updated: _____ EPR/OPR/LOE Data Confirmed/Updated: _____

Eval action complete: Y or N AFSC actions complete: Y or N

Decorations verified: Y or N Projected Duty Information updated/verified: Y or N

Force Management technician name and date: _____

CAREER DEVELOPMENT ELEMENT:

Join Spouse: _____ Humanitarian: _____ Asgn Avail Code Update: _____ PRP: _____

DOE: _____ DOS: _____ ADSC: 1. ____ 2. ____ 3 ____ TOE: _____

DOR: _____ ProjGrade/Line#: _____ Current Grade: _____

Contract: is /is not available (Circle One) IEB Status verified: _____

Arrived with Proper Retainability for Assignment Y or N (if no, process CAT 1)

AAC update (if applicable): Y or N PRP (if applicable): Y or N

DOS verified for PCS and/or ADSC retainability: Y or N Promotion actions verified: Y or N Verify DJMS/E63

update (if applicable) Date updated _____

Career Development technician name and date: _____

Return to Customer Support upon completion