

### EDWARDS AIR FORCE BASE IN-PROCESSING WORKSHEET

NOTE: Military Personnel will be in uniform while performing in-processing actions.

SUSPENSE:

#### MEMBER'S ACTIONS

Today's Date: \_\_\_\_\_ Gaining Unit: \_\_\_\_\_

Rank/Last, First M. Name: \_\_\_\_\_

SSN: \_\_\_\_\_

1. Date Arrive Station: \_\_\_\_\_ RNLTD: \_\_\_\_\_

2. Date Departed Last Duty Station (date out processed last MPS): \_\_\_\_\_

3. Your Losing Base/MPS: \_\_\_\_\_

4. Is this a Join Spouse Assignment? YES or NO

5. TDY Enroute?: YES or NO / # of Days: \_\_\_\_\_

6. Did you recently retrain? Y or N / New AFSC: \_\_\_\_\_

7. Were you PRP at your last base? YES or NO

8. Are you coming from an overseas tour? Y or N

Overseas Tour Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Accompanied: YES or NO / Long Tour or Short Tour

9. Have you had a break in service? (i.e, Former AF Reserves, another branch of services, separated and reentered to active duty)

- Yes or No What Branch of Service? \_\_\_\_\_ What time frame? Frm: \_\_\_\_\_ To: \_\_\_\_\_

10. Are you an Accession? (Academy, ROTC Officer, Prior Enlisted Officer coming from OTS, Reserve/Guard officer or enlisted called to active duty – AND this is your first duty station upon call to active duty). -- YES or NO

*If you circled yes, and this is your first duty station only, which of the following categories apply (check ALL THAT APPLY):*

ROTC / OTS / Former USAFR Enlisted or Officer / Former ANG Enlisted or Officer / Prior Enlisted Officer? (O1-E?)

11. Will you be assigned as a Commander or First Sergeant? Yes or No

12. NEW ADDRESS/PHONE NUMBER:

13. Member's Signature and date: