

New Personnel Worksheet

Instructions: Unit POCs will complete and give to member prior to inprocessing at the MPS. All data provided will be updated accordingly in MilPDS and LeaveWeb.

Section I - This section must be completed by unit

BASIC MEMBER INFORMATION

Name: _____ SSAN: _____ Grade: _____

Unit & PAS Code: _____ Office Symbol: _____ Duty Phone: _____

Duty Title: _____
(Not to exceed more than 31 characters)

DAFSC: _____ Duty Position #: _____ Duty Effective Date: _____

**Note: A completed AF IMT 2096 must be submitted for officers; contact 412 FSS/FSMPM at 7-3075 for questions.*

PROJECTED REPORTING OFFICIAL INFORMATION

Projected Rater's Name/Rank: _____ Complete SSN: _____

Start Date of Supervision: _____ Proj C/O Date: _____

Section II - This section for member

Hand-carry the following items to Bldg 3000, Customer Service Office for in-processing:

- COMPLETED *NEW PERSONNEL WORKSHEET*
- SEALED ENVELOPE FROM LOSING BASE
- NEW ADDRESS/PHONE NUMBER (IF AVAILABLE)
- AF IMT 2096 (FOR OFFICERS)
- FOR ACCESSIONS:
 - o Extended Active Duty Orders (EAD Orders)
 - o DD Form 214 (if prior service)
 - o DD Form 4, Enlistment/Reenlistment Document Armed Forces Of the United States
 - o Copy of member's signed travel voucher (when completed at finance briefing)
 - o DD Form 1351
 - o AF IMT 133- Oath of Officer
 - o DD Form 220, Active Duty Report
 - o AF IMT 1299, Officer's Certificate of Statement of Service

Return to Customer Service Office upon completion