

EMPLOYMENT LOCATOR AND PROCESSING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 9013, Secretary of the Air Force, Executive Order 9397, as amended.

PRINCIPLE PURPOSE: Source document for accounting information and maintains TDY personnel accountability. DoD ID/EDIPI is used for positive identification.

ROUTINE USES: DoD Blanket Routine Uses Apply.

DISCLOSURE: Voluntary. Failure to provide the information will result in the individual not being informed of official and or emergency matters and reported as failed to arrive for duty.

SORN(s): F010 AFMC P, Logisitcs Module (LOGMOD)

NAME (Last, First, Middle Initial)	DoD ID/EDIPI	GRADE	CIV. TYPE	GENDER	ARMED SVC	COMPONENT ID
HOME ORGANIZATION AND STATION		PAS		TDY AFSC/MOS/NEC		ULN/LN NO.
TDY ORGANIZATION AND LOCATION				TDY PAS		TDY GEOLOC CODE
BILLETING ASSIGNMENT				DATE ARRIVED (YYYYMMDD)		DATE DEPARTED (YYYYMMDD)

INSTRUCTIONS: IN-PROCESS AS INDICATED, OUT-PROCESS IN REVERSE ORDER

PROCESSING ACTIONS	IN	OUT
STOP NO. 1. PERSONNEL (PERSCO)		
STOP NO. 2. BILLETING (QTRS ASGN)		
STOP NO. 3. ORGANIZATION FIRST SERGEANT		
STOP NO. 4. OTHER		

DAF Form 245, 20220711

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Prescribing Directive: AF110-403

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