

EMPLOYMENT LOCATOR AND PROCESSING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 39 U.S.C., 10 U.S.C. 8013 and E.O. 9397

PRINCIPLE PURPOSE: Source document for accounting information and maintains TDY personnel accountability. SSN is used for positive identification.

ROUTINE USES: None.

DISCLOSURE: 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.

NAME (Last, First, Middle Initial)	SSN	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 (YYMMDD)	DATE DEPARTED (YYMMDD)		BLOOD TYPE	

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		

AF FORM 245, MAR 97 (EF-V1) (PerFORM PRO)

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