

MILITARY PERSONNEL DATA WORKSHEET (PDW)

Complete only the areas that apply. TYPED and completed sheet MUST be emailed to 78 FSS/FSMPM ([78mss.a1wpf.fmo@robins.af.mil](mailto:78mss.a1wpf.fmo@robins.af.mil)) for processing. Please make the Subject "PDW (members' last name)". Please allow up to five duty days for processing. 3 or more request may be submitted on an excel spreadsheet.

I. INDIVIDUAL IDENTIFICATION:

|                       |                      |                      |                                   |
|-----------------------|----------------------|----------------------|-----------------------------------|
| NAME (Last, First MI) | ACTIVE/IMA           | RANK                 | SSAN                              |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>              |
| UNIT                  |                      |                      |                                   |
| <input type="text"/>  |                      |                      |                                   |
|                       |                      |                      | FMO USE ONLY <input type="text"/> |

II. DUTY INFORMATION:

|   |                      |
|---|----------------------|
| DAFSC   | EFFECTIVE DATE       |
| <input type="text"/>                                | <input type="text"/> |
| POSITION NUMBER                                     | OSC                  |
| <input type="text"/>                                | <input type="text"/> |
| CMD LVL   | *DUTY TITLE          |
| <input type="text"/>                                | <input type="text"/> |
| OFFICE SYMBOL                                       | DUTY PHONE           |
| <input type="text"/>                                | <input type="text"/> |
| Notes: *Maximum of 31 Characters – Including Spaces |                      |
| FMO USE ONLY <input type="text"/>                   |                      |

For PCA Only:

|                      |                      |                                   |
|----------------------|----------------------|-----------------------------------|
| Effective Date       | Unit/PAS From        | Unit PAS To                       |
| <input type="text"/> | <input type="text"/> | <input type="text"/>              |
| LEAVEWEB UPDATED     | <input type="text"/> | FMO USE ONLY <input type="text"/> |

**\*CRO's should not be processed when an evaluation is pending**

III: REPORTING OFFICIAL INFORMATION

|  |                         |
|--|-------------------------|
| REPORTING OFFICIAL'S NAME                          | RANK/GRADE              |
| <input type="text"/>                               | <input type="text"/>    |
| REPORTING OFFICIAL'S SSAN                          |                         |
| <input type="text"/>                               |                         |
| REPORTING OFFICIALS STATUS (Active Civilian Other) | IF OTHER PLEASE SPECIFY |
| <input type="text"/>                               | <input type="text"/>    |
| REPORTING OFFICIAL'S EFFECTIVE DATE                | *EPR/OPR REQUIRED?      |
| <input type="text"/>                               | <input type="text"/>    |

Notes: \* All requested changes that occur after 120 days of supervision will require an evaluation report to be written.

FMO USE ONLY

IV. AUTHORIZATION

|          |                      |                      |                      |
|----------|----------------------|----------------------|----------------------|
|          | DATE                 | DUTY TITLE           | SIGNATURE            |
| BLSDM/CC | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| MPS Rep  | <input type="text"/> | <input type="text"/> | <input type="text"/> |