

CY 2017 Reporting Instructions

(Instructions found at: www.afit.edu)

The following reporting instructions apply to all students who are attending AFIT as an in-residence student at Wright-Patterson AFB, OH. ***(THESE REPORTING INSTRUCTIONS DO NOT APPLY TO STUDENTS ATTENDING CIVILIAN INSTITUTIONS).***

Read all instructions carefully—questions can be directed to AFIT Student Operations POC listed below. ***Failure to comply with reporting instructions can result in unnecessary leave charged, in processing delays or potential impact on the number of PTDY days granted for House Hunting.***

Incoming PCS students may begin reporting no earlier than the established Report Not-Earlier-Than-Date (RNETD) and *must arrive* by the Report Not Later Than Date (RNLTD) as indicated below:

Students PCAing (from WPAFB) to AFIT must report on the dates indicated below:

	<u>RNETD</u>	<u>RNLTD</u>	<u>PCA Effective Date</u>	<u>In Process AFIT</u>
Summer Program (w/refresher)	11 May 17	11 May 17	12 May 17	12 May 17
*AF Academy Reporting	27 Jul 17	27 Jul 17	N/A	28 Jul 17
*ROTC Students Reporting	27 Jul 17	27 Jul 17		28 Jul 17
Fall (all programs)	12 Aug 17	16 Aug 17	18 Aug 17	(see box below)

- PCSing students in process AFIT between 14-17 August 2017
- PCAing students in process AFIT on 18 August 2017 (not authorized to sign out of yr old unit b/f 17 Aug)

New *AF Academy and ROTC students will initially report to AFIT, Area B, Bldg. 642 Rm 102, on 27 Jul between 0700-1400hrs for further CAC instructions.

All AFIT student in processing begins promptly at 0800hrs! Students must report to ***Building 640, Bane Hall Auditorium, AREA B, WPAFB***. Students should plan to arrive 15-20 minutes early in order to get initial registration out of the way. All in processing briefings begin at 0800hrs and will last until 1500hrs. Any appointments to include house hunting should be scheduled after in processing is complete. Again, if you have TMO deliveries, dependent school enrollments requiring your presence, ensure they do not conflict with AFIT or Base in processing appointments!

Base/Medical in processing is typically scheduled for Tuesday following the 1st day of AFIT in processing. Base/Medical in processing begins at 0800hrs (more details will be provided upon arrival).

Must have for in processing:

A pen

5 copies of PCS orders

Printed copy of current Fitness score sheet from the AF Portal

Out processing package from your losing MPF

REQUESTS FOR RNETD/RNLTD Changes: Students are **NOT** authorized to report earlier than the established RNETD or later than your RNLTD unless approved in advance from AFIT. Requests for reporting date changes must be coordinated through the Student Support Directorate: student.services@afit.edu. Approval of reporting dates is based on extreme hardship or humanitarian conditions outside normal PCS.

PERMISSIVE TDY (PTDY) for house hunting will be authorized upon arrival if not already taken prior to PCSing. Students reporting in Aug should plan to in process on the first day eligible in order to take advantage of the full 10 days of PTDY; otherwise, PTDY is reduced by 1 day for every day a student delays his or her arrival. AFIT highly recommends students take advantage of PTDY for house hunting prior to PCSing. PTDY for house hunting en-route is NOT authorized except rules noted in AFI 36-3003.

***NEW* 2017 GREEN DOT TRAINING (old SAPR/SUICIDE now combined):** ALL incoming students are required to complete 2017 Green Dot Training prior to AFIT attendance! This MANDATORY training is required to be updated into ALDS and needs to be verified by the student prior to PCS/PCAing to AFIT. Circumstances which prevent a student from completing training prior to departure (i.e. deployed) require a signed letter, addressed to the AFIT Dean of Students (Col Reiman), from their losing commander stating why training wasn't completed. Officers who are new AF accessions who don't have the training will be scheduled upon arrival.

HOUSEHOLD GOODS: Helpful hint: Try to plan to have your personal (household) shipment(s) arrive by your RNETD as time will be extremely limited once in processing, student orientation and the technical refresher courses begins.

PT REQUIREMENTS: All students must be “current” and have a passing Fit score **PRIOR** to AFIT arrival. Incoming students not meeting minimum requirements need to have their Commander contact Dean of In-Resident Students IAW assignment reporting instructions Personnel Processing Codes (PPC) MIS or MIU. All students must meet and maintain minimum fitness standards while attending AFIT. Also, students must ensure your fitness currency does not expire while traveling to AFIT (this includes having at least 42 days of currency remaining upon arrival. Your losing Wing Commander will be contacted if student arrives w/o meeting standards or lapse in fitness currency.

*****Computer/Network Access***:** In order to ensure smooth in processing all incoming students are required to submit an AFIT Form 35 (computer access registration no earlier than **60 days** in advance and no later than **30 days** before arrival. Failure to submit this form will result in delay in establishing your network account and prevent you from finalizing in processing registration. <https://www.afit.edu/en/Form35Request/>

(Note: Save any af.mil emails before arrival—AFIT “will not” be able auto restore your email under our .edu network. Save any e-files you wish to keep on a DVD)

AFIT POC’S:

AFIT’s Commander Support Staff (CSS) DSN: 785-1148 or Commercial: 937 255-1148

- General personnel information/support
- CAC assistance
- Leave issues
- General reporting instructions

Student Services: DSN 785-6234 x3107 or Commercial: 937 255-6565 ext: 3107

- Sponsor Info
- Early or late reporting approval
- Temporary Supervisory Chain
- In processing schedule/orientation calendar
- Form 35 (computer/network access) POC