

# May 2010 Reporting Instructions

The following reporting instructions apply to all students who will be attending AFIT, as an in-residence student at Wright-Patterson AFB, OH. **THESE REPORTING INSTRUCTIONS ARE ONLY FOR IN-RESIDENCE STUDENTS ATTENDING AT WPAFB OH AND NOT FOR CIVILIAN INSTITUTION STUDENTS.**

Air Force **Summer** Quarter PCS students may begin reporting Not Earlier Than (NET) 17 May 10 and must report Not Latter Than (NLT) 20 May 10.

Students who are local and PCAing to AFIT will report for in-processing on 20 May 10.

The Commander's Support Staff (CSS) conducts daily mass in-processing promptly at 0900hrs in **Building 640, Bane Hall Auditorium, AREA B, WPAFB**. Ensure you report 15-20 minutes early to get all initial registration paper work started. All AFIT in-processing briefings begin at 0900hrs and will last until approximately to 1500hrs. Any house hunting, TMO deliveries, dependent school enrollments, etc. need to be taken care of prior to 20 May 09.

When in-processing, please bring the out processing package you received from your losing MPS (containing your Medical Records, etc. if applicable) and 5 copies of your PCS orders.

Base in-processing will be held on 24 May 10 (more info will be provided upon your arrival).

Departmental orientation starts 25 May through 28 May 10.

Technical refresher classes begin 1 Jun 10.

**Report Not Earlier Than Date:** **STUDENTS ARE NOT AUTHORIZED TO REPORT EARLIER THAN 17 MAY 09.** Request for early reporting with a good reason (i.e., member or spouse is pregnant and in her final trimester or has a high risk pregnancy, enrolled in SNIAC, etc.) must be coordinated through the Student Support Directorate. Student Support e-mail: [student.services@afit.edu](mailto:student.services@afit.edu).

**PERMISSIVE TDY** (PTDY) for house hunting is authorized for up to 8 days. It is in your best interest to take PTDY enroute to Wright-Patt. Members must complete PTDY prior to the RNLTD of 20 May 10. To take PTDY enroute, you must get approval from your losing base and ensure your PCS orders contain the following statement: **"Member has authorization for (# of days) PTDY for the purpose of house hunting"** IAW 36-3003, Table 7 Rule 3. Remember, PTDY cannot exceed 8 days in duration, and must end on the actual date you secure housing (signs a lease or have a bid offer accepted by the seller).

If PTDY is not taken enroute, then PTDY will be granted upon signing into AFIT. However, the number of PTDY days you will be authorized will be reduced based on your mandatory RNLTD of 20 May 10. If you plan on taking PTDY after your arrival, you cannot inprocess before 17 May 09, please plan accordingly as we cannot back date PTDY prior to your RNLTD!

**Household Goods:** Please plan to have your personal shipment(s) arrive NLT 20 May 09. You do not have to officially sign in to receive your household goods. Please plan accordingly, as time will be extremely limited once inprocessing, student orientation and the technical refresher courses begin.

**PT REQUIREMENTS:** All personnel must maintain fitness and remain current while attending AFIT. As the Air Force transitions to two tests per year, all students will follow suit with this requirement, and will be based off your last test date. All students must ensure your fitness does not expire while traveling to AFIT, otherwise you will test 42 days after arrival.

AFIT POC for in processing DSN 785-1148. AFIT POC for student orientation is DSN 785-6234 x3107.