

August 2010 Reporting Instructions (Excluding New Accessions)

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

Air Force **Fall** Quarter students may begin reporting NET 16 August 10 and must report NLT 20 August 10 to **Building 640, Bane Hall Auditorium, AREA B, WPAFB**. Students who are PCAing to AFIT will report NET 20 Aug. Inprocessing begins **promptly** at 0900 hours daily by the Commanders Support Staff (CSS). Ensure you report 15-20 minutes early to get initial registration out of the way—all briefings will begin at 0900hrs and will last until approximately to 1500hrs the day you report in. All house hunting, TMO deliveries, dependent school enrollments, etc. should be taken care of prior to 20 August 10.

When reporting, please bring the outprocessing package you received from your losing MPF (containing your Medical Records, etc. if applicable) and 15 copies of your PCS orders.

Base inprocessing will be held on 24 August 10. Departmental orientation will start 25 August through 27 August 10. Technical refresher classes start on 7 September 10.

Report Not Earlier Than Date: STUDENTS ARE NOT AUTHORIZED TO REPORT IN EARLIER THAN 16 AUGUST 10. 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.

PERMISSIVE TDY (PTDY) is authorized for up to 8 days for house hunting. It is in your best interest to take PTDY enroute to Wright-Patt. Members must complete PTDY prior to the RNLTD of 20 August 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 (sign a lease or has 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 August 10. If you plan on taking PTDY after your arrival, you cannot inprocess before 16 August 10, 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 August 10. You do not have to officially sign in to receive your household goods. Please plan accordingly, as time will be extremely limited once in processing, 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 inprocessing: DSN 785-1148. AFIT POC for student orientation: DSN 785-6234 x3107.