



**GRADUATE SCHOOL OF ENGINEERING AND MANAGEMENT**



# **STUDENT HANDBOOK**

Educating the World's Best Air, Space, and Cyber Space Force

2011 Edition  
OPR: Student Services

# \*\*\*EMERGENCY PHONE NUMBER\*\*\*

Give this number to your family to contact you ONLY in urgent/emergency situations... it is NOT for routine calls. This line rings at every phone in Student Services. Someone from Student Services will contact you.

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## How to use AFIT's Phone System:

AFIT.....Dial 4 digit extension  
(Example 4567)

On Base.....Dial 9 + 5 digit number  
(Example 257-4567 dial 9+74567)

Off Base.....Dial 999 + number  
(Example 999 + (local 7 digit number))

DSN.....Dial 994 + number  
(Example 994 + 7 digit DSN number)

Long Distance.....dial 998 + (area code) + number  
(Example 998 + (937) xxx-xxxx)

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## WELCOME FROM THE DEAN



On behalf of the faculty and staff of the Graduate School of Engineering and Management, it is my pleasure to welcome you to AFIT! I congratulate you on your selection for graduate study and the golden opportunity that lies before you in the months ahead. Our programs are aimed at furthering your knowledge and understanding of principles that will enhance the way you think about relevant problems and approaches for advancing science and technology. While your studies can be challenging at times the networking experiences are also an important part of the AFIT experience. I continue to be proud of the dedication and accomplishments of our alumni and of course students like you that have joined the AFIT team.

*MU Thomas*

M. U. Thomas  
Dean  
Graduate School of Engineering and Management

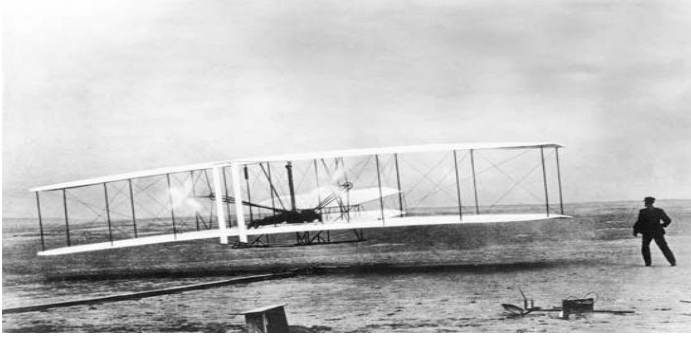
## WELCOME FROM THE ASSOCIATE DEAN FOR STUDENTS



You should be proud of your selection to attend AFIT's Graduate School of Engineering and Management! As a 1992 grad, I can assure you that you have a wonderful opportunity for a fulfilling, comprehensive, and rewarding experience that will well prepare you for future endeavors. My staff and I have one primary goal – to facilitate your educational experience here. Please take the time to review this Student Handbook and familiarize yourself with its contents. It includes a wealth of useful information. The AFIT experience has a great deal to offer – partner with your professors and peers to make the most of it. Maintain a balance in your lives – professional, personal, physical, spiritual – you will be a much more effective learner. I look forward to working with you in the coming months!

*Keith M Boyer*

KEITH M. BOYER, Col, USAF  
Associate Dean for Students  
Graduate School of Engineering and Management



## I. HISTORY OVERVIEW

AFIT traces its roots to the early days of powered flight when it was apparent that the progress of military aviation depended upon special education in this new science. In 1919, the Air School of Application was established at McCook Field in Dayton, Ohio, the home of Orville and Wilbur Wright. When Congress authorized creation of the Air Corps in 1926, the school was renamed the Air Corps Engineering School, and it moved to Wright Field in 1927. Shortly after Pearl Harbor, the school suspended classes, but it reopened as the Army Air Forces Engineering School in 1944 to conduct a series of accelerated courses to meet emergency requirements.

After World War II, in 1946, the Army Air Force Institute of Technology was established as part of the Air Materiel Command. The institute was composed of two colleges: Engineering and Maintenance, and Logistics and Procurement. These colleges were later redesignated the College of Engineering Sciences and the College of Industrial Administration. When the Air Force became a separate service in 1947, the institute was renamed the Air Force Institute of Technology. That same year, the School of Civil Engineering Special Staff Officer's Course began. In 1948 civilian institution programs were transferred to AFIT to support Air Force educational requirements through graduate and professional continuing education and research at civilian universities, hospitals, research centers,

and corporations. There are many programs within the civilian institution programs which are mainly divided between graduate and medical programs.

In 1950, command jurisdiction of AFIT shifted from Air Materiel Command to Air University (AU) with headquarters at Maxwell AFB, Alabama. The institute, however, remained at what was now known as Wright-Patterson AFB. In 1951, the two AFIT colleges were combined into the Resident College. The institute established a logistics education program at WPAFB in 1955, and the Ohio State University conducted the first courses on a contract basis. In 1958, AFIT began a series of short courses in logistics as part of the Air Force Logistics Command Education Center. Later that year, the School of Logistics became a permanent part of AFIT.

In 1954, the 83rd Congress authorized the Commander, Air University, to confer degrees upon persons in the AFIT Resident College. The college was later divided into the School of Engineering, the School of Logistics, and the School of Business. The first undergraduate engineering degrees were granted in 1956 and the first graduate degrees in business in 1958. The School of Business programs were transferred to civilian universities in 1960.

In 1963, the School of Logistics was redesignated the School of Systems and Logistics. The Civil Engineering Center was also redesignated as the Civil Engineering School.

In 1967, AFIT became a member of the Dayton Miami Valley Consortium (DMVC), which later changed its name to Southwestern Ohio Council for Higher Education (SOCHE). The council is an association of colleges, universities, and industrial organizations in the Dayton area which are united to promote educational advancement. AFIT has traditionally been active in both the council and in other community and interinstitutional programs.

Beginning with students entering in 1975, the doctoral program at AFIT was lengthened to three years, and students were expected to complete all requirements, including the dissertation, while assigned to AFIT. The program was redesignated as a Ph.D. program.

In 1979, the AFIT Association of Graduates instituted a means of recognizing AFIT graduates whose contributions not only reflected their AFIT education, but also significantly enhanced the Air Force mission. The recipients of the AFIT Distinguished Alumni Award are AFIT graduates who have made significant contributions to our nation and who, through their inquisitive minds and extraordinary achievements, exemplify the AFIT ideal of excellence through knowledge.

In 1985, the baccalaureate level program was terminated.

In 1995, a consortium of graduate engineering colleges in Ohio chartered a not-for-profit corporation, the Dayton Area Graduate Studies Institute (DAGSI). The State of Ohio supplies funding for scholarships and research. Member institutions are AFIT, Wright State University, the University of Dayton, the Ohio State University (affiliate member), and the University of Cincinnati (affiliate member). The DAGSI scholarship program provides support to graduate students in engineering and computer science, with the objectives of strengthening the educational programs at the DAGSI partner institutions and benefiting local and regional industry by developing talented, highly skilled candidates for the engineering workforce. The scholarships are funded by the state of Ohio, under the Ohio Board of Regents.

The Air Mobility Program, taught at Fort Dix, New Jersey, is a yearlong program designed to provide officers assigned to Air Mobility Command the opportunity to further their education in a course of

instruction specifically designed to enhance their expertise as operational airlift logistics experts.

Early in fiscal year 1997, the Secretary of the Air Force made a decision to close the Air Force Institute of Technology resident graduate schools. In anticipation of closure, the institute developed and began a transition and closure plan. Resident Ph.D. students scheduled for fiscal year 1997 were diverted to the Civilian Institution Program and a transition plan for actual closure was developed, identifying manpower positions for elimination in fiscal years 1997 through 2000.

In April 1998, after a visit by the Acting Secretary of the Air Force, F. Whitten Peters, AFIT announced a reversal of the Air Force decision to terminate the institute's resident graduate programs. AFIT was to continue a restructuring initiative begun in fiscal year 1996 that would size the resident graduate programs to meet the Air Force education requirements of the fiscal year 2003 force structure. As part of this restructuring, the two resident graduate schools were merged into the Graduate School of Engineering and Management on 1 October 1999.

In 2002, the Secretaries of the Air Force and Navy signed a Memorandum of Agreement forming an Educational Alliance between the two services. The Superintendent of the Naval Post Graduate School and the Commandant of AFIT execute their missions as two universities within one system—the Alliance. Each university has graduate and continuing education programs, as well as faculty expertise and research facilities, not currently offered by the other but that is beneficial for both services.

At the direction of the Secretary of the Air Force, AFIT became the home of the Air Force Center for Systems Engineering in February 2003. The CSE builds on AFIT's twenty plus years of systems engineering expertise, working to strengthen and

expand the existing SE program within the Graduate School of Engineering and Management, and to provide additional assistance to the Air Force in the areas of policy recommendations, consultation, and case study development. In addition, AFIT is home to five other centers of excellence—the Center for Directed Energy, the Center for Measurement and Signature Intelligence Studies and Research, the Center for Operational Analysis, the Advanced Navigation Technology Center, and the Center for Cyberspace Research (CCR).

Early in 2004, leaders from the University of New Mexico and the U.S. Air Force signed an agreement to allow Air Force officers and civilians to earn advanced degrees in science, technology and management by combining credits from the University of New Mexico and the Air Force Institute of Technology.

In March 2004, more than 200 scientists and engineers received graduate and doctoral degrees from AFIT, bringing the total number of graduates to more than 15,000. Under the initiative of the Secretary of the Air Force, Dr. James G. Roche, the school's first enlisted students received master's degrees as part of that class—eight Air Force and six Marine Corps senior noncommissioned officers.

In March 2007, AFIT began offering its first distance learning graduate degree program. The Systems Engineering master's degree program was an exciting addition to the several certificate programs already offered via distance learning.

Some of the most accomplished engineers and scientists in Air Force history are alumni of the Air Force Institute of Technology. Air Force pioneers General George Kenney, General Jimmy Doolittle, and General Bernard Schriever attended Air Force Institute of Technology programs prior to the time degrees were conferred. General Lawrence

Skantze, who culminated his career as the commander of Air Force Systems Command, was one of the early degree graduates. Major General William Anders and fellow astronaut Colonel Guion Bluford also attained graduate degrees at AFIT.

On 4 July 2006, AFIT graduates Commander Steve Lindsey and Astronaut Mike Fossum were on the —Return to Flight” Discovery space shuttle.

The Secretary and Chief of Staff of the Air Force designated CCR the Air Force's Cyberspace Technical Center of Excellence on 19 June 2008.

In 2009, CCR was designated by the National Security Agency as a National Center of Excellence in Research for academic years 2009-2014.

The future promises to be even more challenging than the past, but AFIT will continue to provide the environment and the opportunity for Air Force personnel to develop the professional and technological skills needed to master this dynamic challenge.

## II. MISSION AND VISION

The assurance of our national security requires intellectual capital along with continuous exploration and development of innovative technologies to sustain dominance in peacekeeping and warfare capabilities. This includes the vital need for us to maintain complete superiority over all air, space, and cyberspace.

### **Mission:**

*The mission of the AFIT Graduate School of Engineering and Management is to provide high-quality graduate education programs and engage in research activities that enable the Air Force to maintain its scientific and technological dominance.*

The concept for achieving mission effectiveness is through the synergy of defense-focused advanced student learning, research, and technology transfer programs for improving Air Force and joint operational capabilities. The school's mission reflects its focus on preparing students with the skills required to maintain the world's best Air Force, with the recognition of research as a critical element in quality graduate education.

The Graduate School of Engineering and Management is an academic institution devoted to the Air Force and other defense focused organizations. Although the current mission statement is Air Force-centric, the Graduate School must recognize its broader educational role in national defense. The institution has enormous capabilities that extend beyond the Air Force to the other U.S. armed forces, allied armed services, and any federal agency involved with technical defense issues. Capitalizing on the Graduate School's strengths and expertise to educate students belonging to these other organizations and successfully supporting their research needs, will place AFIT and the Graduate School in a strong position as a quality graduate institution of choice.

**Vision:**

*Our vision is to become the top-ranked graduate school of choice in engineering and applied science for defense-focused research-based education.*

The Graduate School of Engineering and Management is a strong institution with unique capabilities for defense based graduate education and research. The mixed military and civilian faculty provides both technical depth and operational relevance for the curricula and research programs. The diversity of the military, nonmilitary and international students provides further enrichment to the learning environment as well. The partnering relationship with nearby Air

Force Research Laboratory (AFRL) allows faculty and students access to some of the most superb laboratories and equipment facilities in the world. These important qualities will help us advance to becoming a premier institution. We aspire to be the best!

**Values:**

As an academic and research institution we value:

- The importance of quality research and service to our students, clients, and customers
- Integrity in the pursuit of discovery
- Respect for the intellectual property of others

We are also an Air Force institution and recognize the importance of our core values: integrity first, service before self, and excellence in all that we do.

### **III. STANDARDS OF CONDUCT**

#### ***Classroom Conduct***

Students are expected to be professional and courteous at all times, to include practicing proper military customs and courtesies. Students will address instructors per customary academic/military titles. This includes military instructors of equal or lower rank. First name usage is not appropriate in the classroom environment. Students are required to wear the military uniform to all classes in accordance with AFI 36-2903. Members of sister services will adhere to their respective branch's uniform requirements.

Cell phones, pagers, and PDAs must be turned off or muted during class time. If an instructor fails to appear to class within ten minutes of class start time, the most senior student present will inform the department head or deputy department head in order to find the instructor.

Eating and Drinking in Classrooms/Labs: In most classrooms, eating and drinking is permitted, as long as the student cleans up all food wrappers and drink bottles. Some labs have more stringent rules. Please abide by any additional rules posted in those labs. Cleanliness of the AFIT complex depends on how well students take care of it; therefore, all personnel are expected to properly dispose of their trash.

## ***Honor Policy***

All students must adhere to the highest standards of academic integrity. **Students** are prohibited from engaging in plagiarism, cheating, misrepresentation, or any other act constituting a lack of academic integrity. Failure on the part of any individual to practice academic integrity is not condoned **and will not be tolerated**. Individuals who violate this policy are subject to adverse administrative action including disenrollment from school and disciplinary action. Individuals subject to the Uniform Code of Military Justice may be prosecuted under the UCMJ. Violations by government civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

Breaches of academic integrity are described below:

**Plagiarism:** The act of appropriating the literary composition of another, parts or passages of their writings, or the ideas or language of the same, and intending to pass them off as the product of one's own mind. An example is copying verbatim without quotation marks with the intent to claim that material as one's own work is plagiarism, as is the intentional use, without credit, of a source's sentence structure and style with only minor word changes. Intent is established based on consideration of all circumstances and evidence presented. The correct method for giving credit to

a source in written work is to use quotation marks and an accompanying footnote when quoting directly and a footnote when paraphrasing. In the case of oral presentations, credit must be given for direct or paraphrasing of direct quotes.

**Cheating:** The act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to faculty materials that have not been released for student use; copying answers from another's examination; using texts, notes, issue materials, or other references not authorized for examinations or other assigned work; using previously written research papers, briefings, or other types of student work normally assigned by the school, provided by former students of the course; knowingly permitting another student to copy one's writing assignments, speech or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.

**Misrepresentation:** The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so; for example, false reporting. Students enrolled in a course who previously took the same course (or a variant of it; for example, a nonresident version of the same course) and attempt to resubmit research papers or other work in fulfillment of a current school assignment, while disguising the fact that it is a resubmission, would be guilty of misrepresentation.

All students will be briefed on academic integrity policy and procedures during orientation. AFIT's honor policy is defined in Air University Instruction 36-2309 (Academic Integrity), EN Operating Instruction 36-107 (Standards of Conduct and Honor Policy), and Department of Defense Instruction 3210.7 (Research Integrity and Misconduct).

## ***Sexual Harassment and Assault***

AFIT's leadership is committed to providing all Air Force employees, military or civilian, with an environment free of personal, social, or institutional barriers. Sexual harassment and assault will not be tolerated, and those who do not comply will be held accountable. If you need to report a sexual assault, the number for the Sexual Assault Response Coordinator is 257-7272 (257-SARC). If you need to report sexual harassment you may call the Military Equal Opportunity office at 257-5028. The AFIT/CC Policy letter on Sexual Harassment and Assault can be located at [http://cs.eis.afit.edu/support/commandants\\_corner/Policy%20Letters/Forms/AllItems.aspx](http://cs.eis.afit.edu/support/commandants_corner/Policy%20Letters/Forms/AllItems.aspx).



## **IV. ACADEMIC POLICIES & PROCEDURES**

### ***Academic Advisor & Graduate Program Coordinators***

Each student is assigned a faculty academic (or class) advisor who assists with academic planning and career development. While advisors are available for advice and consultation, students are ultimately responsible for understanding the graduate school's academic policies and completing all graduation requirements, as at any other university.

Each graduate program has a graduate program coordinator. The graduate program coordinator is a member of the graduate school's faculty within a particular department who is familiar with the academic requirements of the program as well as the current policies and procedures that govern graduate work. You can contact a graduate

program coordinator if you have questions regarding the details of a specific program.

### ***Academic Year***

The academic year is divided into four 11-week quarters (fall, winter, spring, and summer) each of which includes a week for final exams. Full-time military students assigned to AFIT attend a 4-week technical review session (short term) commencing in June and September following student orientation. The school academic calendar is shown in the AFIT Catalog, on back of this book or online at <http://www.afit.edu/en/ener/registrar.cfm?a=calendars>. The academic calendar shows holidays and break periods as well as the beginning and end of each quarter.

### ***Degrees***

#### **Education Plans**

All graduate students admitted to a degree program, in consultation with their academic advisor, must prepare a proposed program of study, called a worksheet, using the "Plan Courses" menu available on WebAdvisor. The worksheet outlines the courses the student plans to take to complete the degree. The initial worksheet must be submitted for approval by the advisor and the department head prior to the end of the first quarter of study. Once approved, the worksheet becomes the education plan which essentially serves as an agreement developed between the faculty and the student to chart the appropriate path to the desired graduate degree. Limited changes can be made in the degree program after the Ed plan has been approved, and all changes require approval of the academic advisor and the department head. The student should schedule an appointment with his/her advisor within the first two weeks after arrival to begin the process to prepare the education plan.

## Requirements for Master's degree

Students must attain at least a 3.00 cumulative grade point average for all graded courses included in the —“courses taken” block of the student's education plan and have achieved grades of at least —“C” or “S” in all courses required for the degree. With the exception of those in the 12-month IDE program, all students will perform an independent investigation on a research problem and present the results to the major department as a formal thesis.

## Dual Master's Degrees

The faculty of the Graduate School of Engineering and Management may grant a student a second master's degree provided the student satisfies all requirements for each degree with some special provisions; see EN OI 36-135 for specific guidance.

## Requirements for PhD

Specific requirements are detailed in EN OI 36-114, which is found at this link: <http://org.eis.afit.edu/dept/en/OperatingInstructions/Forms/AllItems>.

## Transfer Requests and Academic Deficiency Remediations

EN Operating Instruction 36-167 establishes procedures for students in master's degree programs to transfer up to 12-quarter hours of graduate credit from other accredited institutions. Further, the OI establishes the procedures by which students in master's degree programs may resolve academic deficiencies by repeat, substitution, transfer, or conditional waiver.

This 12 hours of transfer credit may consist of courses taken before, during, or after residence at

the resident school, but may not include any course submitted for any other degree or used in the calculation of grade point average (GPA) for any other degree. Prior courses are usually transferred for the purpose of reducing the time spent in residence. Neither the grades nor the credit hours will be used in computing the GPA. For this reason, only the hours, not the grades of prior courses are transferred. Courses taken during or after residence are usually taken for remedial purposes. Both the grades and hours of courses taken to remove academic deficiencies are transferred and are used in computing the GPA. Transfer credits may be submitted after completion of one quarter of residence or later when it becomes necessary to remove academic deficiencies for graduation. This operating instruction does not apply to cross registration in Dayton-Miami Valley Consortium Institutions.

## *Field Trips/Experience Tour*

Within selected curricula (especially logistics and mobility), time is allotted to students to take field trips to selected military installations and civilian businesses. These include for example manufacturing tours in the Dayton area to augment classes. The purpose of these trips is to obtain updated information on state-of-the-art methods that relate to their particular area of study and to collect data required for thesis research. Some curricula have experience tours (for example mobility) at selected activities to enable students to reinforce classroom learning and to select meaningful thesis topics. Students will make arrangements for field trips and experience tours with their academic department (or advisor), the travel office, and the security manager (if the program requires a security clearance).

## Grades

**Grade Point Averages:** Academic achievement is indicated by the following letter grades and points used in calculating the grade point averages. Student academic performance is evaluated in terms of quality points assigned to the letter grade achieved in a course. Based on the level of achievement associated with each letter grade, the corresponding quality point values range from a maximum of 4.0 to a minimum of 0.0 as follows:

Grade	Meaning	Grade Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Fair	2.0
C-		1.7
D	Poor	1.0
F	Failure	0
IP	In Progress (MS)	
P	Progress (PhD)	
I	Incomplete	
W	Withdrawn	
NG	No Grade Submitted	
S/U	Satisfactory/Unsatisfactory	
AU	Audit	

**Academic Deficiency:** Academic deficiency means a course grade or combination of course grades which prevents a student from graduating. A student cannot graduate if he/she has an unresolved grade of "F", "U", or "I" in any course. Too many "G" and "B" will likely require action to improve the student's overall grade performance. Possible remedial actions available to the student to resolve academic deficiencies are listed in Table 36-104-1 of EN OI 36-104.

**Academic Review Committee (ARC):** The ARC can be convened for a variety of reasons but is usually triggered by a student's poor academic performance. The ARC makes recommendations to the Dean whether a student should be allowed to continue with his/her academic program. The GPA thresholds that can trigger a meeting of the ARC are outlined in EN OI 36-137; the thresholds vary depending how long the student has been in the program.

## Graduation Application Form

After registration for the term in which you plan to graduate, the student **must** apply to graduate. Graduation applications will be available for submission to Student Services **starting week eight of the term prior** to the one in which the student plans to graduate. The graduation application must be completed by the student, approved by their faculty advisor, and then submitted to the Registrar's Office (ENER) **no later than the end of week two of the term in which the student plans to graduate.** This provides the student with seven weeks to complete the application, during which time any final adjustments to course registration or education plans should be accomplished.

The institution mandates that, prior to awarding a degree or certificate, all courses for which a grade of "F", "U", or "I" was received must be resolved whether those courses will or will not be used towards certificate or degree requirements. Graduation applications may be completed by accessing the form link in the AFIT student portal. **If degree requirements are not completed in the quarter indicated on the application, the student will have to reapply.**

## **Office of the Registrar**

The Office of the Registrar (located in building 641, room 102) maintains the school's official academic records. Students are obliged to respond to that office on all matters pertaining to courses and grades, and are responsible for meeting all deadlines for course additions, withdrawals, incompletes, thesis submissions, etc. A student's academic record is his/her own responsibility. Students must not assume professors, program officers or others are taking care of these matters. The Registrar's staff welcomes conscientious attention to these important details through visits to their office.

**Course Schedule:** A new course schedule is prepared for each academic quarter of the school year. This schedule lists by hour and day of the week the lecture and laboratory hours assigned the specific instructor/lecturer, location, time of the final examination, and classroom or laboratory space assigned to each course. Master schedules are usually published by the third week of the preceding academic quarter. Classes will not be scheduled during 1100–1300 on Thursdays. This time is reserved for the Commandant or Associate Dean for Students. Commandant or Associate Dean for Student Calls are mandatory for all military and non-bargaining government civilian students. Make-up classes will not be held during these Student Calls.

**Course Registration Procedures:** Registration begins the day after the schedule is posted to the student portal, normally by the fifth week of each quarter. During the registration period students may drop or add courses, using the web until registration closes at COB on Friday of the first week of the quarter. Students who do not have access to the student portal must complete an AFIT registration form, which is available online via the Registrar's website, in the academic department, and in the Office of the Registrar.

Note: Registration for non-degree seeking part-time students and auditors is done on a space available basis.

**Special Studies:** Students must complete an AFIT registration form, which is available online via the Registrar's website, in the academic department, and in the Registrar's Office, to register for Special Studies, (~~—89~~" and ~~—89~~") courses. The completed form must be delivered to the Office of the Registrar to complete the registration process.

**Thesis and Dissertation Hour Changes for Independent Studies 799 & 999:** Thesis or Dissertation hours can be changed through the student portal. When registering for thesis or dissertation courses on-line take care to edit the hours (default is 12 hours). Students should register for hours corresponding with their advising department. To make credit hour corrections use the drop down menu or complete an AFIT registration form. If you choose to utilize the registration form, you must obtain all signatures and deliver the form to the Office of the Registrar's.

**Auditing Classes:** Those who wish to audit a course may do so by using the AFIT registration form. The course instructor and the academic advisor must sign the form. Audited courses have no bearing on grade point average (GPA) but do appear on the student's transcript. Students may not change from audit status to credit status after the first week of class. Auditing a course does not preclude a student from taking the course for credit during a subsequent term.

**Course Changes (Drop/Add):** Students may make changes to their term registration anytime during the registration period which ends on Friday of week one of the quarter. The last day to drop a course without academic record or a grade is Friday of week two of the quarter. Any student who drops a course during the third week through the

eighth week will receive the grade of ~~W~~" . All course changes after week one are made using the AFIT registration form and requires approval of the instructor, Academic Advisor, and Department Head. The completed registration form is returned to the Office of the Registrar.

**Dayton Area Graduate Studies Institute (DAGSI) Student Registration:** AFIT has agreements with Wright State University and the University of Dayton that allow AFIT students to register for graduate courses that apply to their AFIT degree program without going through the admission process at those schools.

The DAGSI Cross Registration form is to be used when the student is taking any graduate level course(s) at Wright State University or University of Dayton while enrolled full time at AFIT. The registration form must be signed by the student and advisor and delivered to the Office of the Registrar. The Enhancement Scholarship Form must be signed by the advisor, department head, and turned into the Dean's Office for signature. The registration form will be faxed to WSU or UD and the enhancement form to the DAGSI Office. These forms are located on the web at [http://www.dagsi.org/pages/sp\\_scholarpro.html](http://www.dagsi.org/pages/sp_scholarpro.html) .

**Undergraduate Cross-Registration:** The AFIT TRANSIENT Student Undergraduate Non-degree Application/Registration Form is used when a student is required by AFIT to enroll in classes at Wright State University as preparation for their graduate program at AFIT. The registration forms are located in the Office of the Registrar. The form must be signed by the student and advisor and turned in to the Office of the Registrar. The Office of the Registrar will facilitate registration by faxing the completed form to Wright State. The AFIT Graduate School of Engineering and Management will pay for tuition for approved course(s). The student will have to pay for parking out of pocket at

WSU and for some classes the student may have to get a signature from the WSU professor giving permission to take the class. Parking can be paid online using the ROX system. Also, the student can waive the legal fees using the ROX system.

**Transcripts:** Upon receipt of a written request, the Office of the Registrar will issue a transcript of work completed, provided all obligations to the school have been satisfied, including all financial obligations as applicable. A transcript is official only when it bears the signature of the Registrar and the seal of the institution. Transcripts mailed directly to the student will be stamped "~~Issued to Student~~" and are normally not accepted as official. Members can log on to <http://www.afil.edu/en/ener/registrar.cfm?a=transcript> to request a copy of their transcript. Transcripts are issued free of charge. Please allow five business days for verification and processing. Transcripts, or copies of transcripts, received from other colleges or institutions and used for admission will not be released by AFIT. If you have a need for these documents, you must obtain them from the institution holding the original record.

### ***Textbooks***

Textbooks can be purchased at the AFIT Bookstore located in Building 642. Textbooks can ONLY normally be returned in the first two weeks if you drop the class or the professor decides to not use the textbook - please see the student bookstore for the latest policy. The contracted textbook company will buy back books during the beginning and end of each quarter.

Students should be aware that international versions of textbooks may differ from US versions. Students assume all risks associated with purchasing an international edition of a textbook.

Students will NOT purchase and/or sell pirated or illegal books. This is an offense punishable under Article 134 of the UCMJ. Anyone violating this order may be subject to non-judicial punishment or a court-martial.

## **Research Requirements**

**Thesis Based Master's programs:** A student seeking a master's degree in a thesis-based program is required to pursue an independent study which will be documented in a thesis.

The student is required to present the thesis at a formal defense to a faculty committee chaired by the student's research advisor. Upon successful completion of the defense, the student will submit a final document to the Office of the Dean for Research, containing a thesis approval page signed by the thesis examination committee.

**Non-Thesis Intermediate Developmental Education (IDE) Programs:** A student seeking a master's degree in a non-thesis based IDE program is typically required to complete a Graduate Research Paper (GRP) documenting the results of a capstone research, design or "graduate warfighter" project. The requirements for the GRP can be quite a bit different than the Thesis, and vary by Department

**Doctoral programs:** A student seeking a doctoral degree is required to complete an acceptable dissertation on an approved research project and successfully complete an oral examination defending the dissertation as described in ENOI 36-114.

**Required dissertation, thesis and GRP format and processing:** The Graduate School's administrative requirements for formatting and processing the dissertation, thesis or GRP are described in the Style Guide for AFIT

Dissertations, Theses and Graduate Research Papers (AFIT Style Guide), available on the AFIT Intranet (Office of Research and Sponsored Programs) using the following link: <http://org.eis.afit.edu/dept/enr/Student%20Resources/Forms/AllItems.aspx>.

The AFIT Style Guide includes a submission checklist and provides numerous sample pages. The editorial requirements are very precise; therefore, it is imperative that the student thoroughly read The AFIT Style Guide prior to starting his/her dissertation, thesis, or GRP. Departments may have additional requirements or checklists. The thesis due date for graduating master's students is typically NLT one week prior to graduation, but departments may require final documents earlier. Military students who are unable to complete their thesis or dissertation during their tour are given a final training report that reflects an unfinished program, i.e., "AFIT But Dissertation/Thesis." Subsequently, when/if a military student finishes the thesis/dissertation, they are eligible to receive a supplemental training report, which reflects program completion. To be eligible for this training report, officers must submit a letter to the Admissions/Registrar Directorate (AFIT/RR) as described in AFI 36-2402, and provide a transcript reflecting the completion of the degree if one is not already in the student's record.

**Selecting a Research Topic:** Each academic department has its individual requirements for dissertation, thesis or GRP topic selection. In choosing a topic, students should consider the expertise of available faculty advisors, feasibility of timely completion, relevance of the research to DOD interests, availability of a research sponsor, and potential contribution to the academic literature. With few exceptions, AFIT student theses should be sponsored externally, e.g. by a command with a specific need, an external research organization, or by a traditional funding agency such as the Air Force Office of Scientific

Research. Sources for topics include discussions with AFIT faculty, seminars and lectures (especially those from DOD activities), problem areas observed in previous tours (i.e., fleet problems), and the “additional study needed” sections of recent graduates’ theses. Successful thesis management flows from early identification of a topic, definition of scope, and thorough consultation with potential faculty research advisor(s) or appropriate experts at the sponsoring agency. Department Chairs and Faculty Members are available should the student require additional help.

**Classified Theses:** To allow the widest dissemination of information and ideas, you are encouraged to do an unclassified thesis. However, sponsors sometime propose research that requires access to classified information. While it is often possible to write a sanitized unclassified thesis and present pertinent classified data to the sponsor in a separate report, there are instances in which this may not be feasible or desirable.

Before tackling a classified thesis, you should read ENOI 36-143, Classified Thesis Research and Classified Thesis and consult the AFIT Security Manager. He/she can answer any questions regarding the handling of classified material. Safes are available for the storage of your classified work. The Security Manager will also assist you in having the final copies of your thesis classified by the classifying officer, and will assist you in the reproduction and distribution of your classified thesis. Work orders for reproduction and assembly sheets are prepared by the department staff.

**Human Subjects Research:** All research involving human subjects must be approved prior to project initiation. See EN OI 40-1, Protection of Human Subjects in Research and <http://org.eis.afit.edu/dept/en/OperatingInstructions/Forms/AllItems.aspx>.

**Survey Research:** The AFIT Survey Control Panel reviews AFIT surveys for compliance with Air Force policy, including AFI 36-2601, Air Force Personnel Survey Program. See EN OI 40-2, AFIT Survey Control Panel, for definitions and process details.

### ***Blue Darts***

A Blue Dart influence paper (approximately 750 words) is required for all AFIT graduates prior to their graduation date. These *Blue Darts* will be prepared for publication, dissemination and/or posting on the AU research internet site, in lieu of an abstract. It will be written in everyday language that entices viewers to keep reading. A Blue Dart may also be written to stand alone as a work that argues or counters a particular perspective regarding the author’s area of expertise and research. Such an article could have the impact of an op-ed piece designed to draw attention to a subject of importance to decision makers and influence leaders in this country and beyond.” AFIT Department Heads have the authority to exclude a limited number of highly technical theses from this requirement.

### ***Training Reports (TRs)***

Civilian Students DO NOT receive a TR; sister service students receive a training report in accordance with their service regulations.

USAF and International students receive training reports (AF Form 475) documenting their performance at AFIT. Students should provide relevant inputs to AFIT academic/thesis advisors who prepare the reports. TRs are written using a streamlined template to highlight only key information and notable academic and leadership achievements while in student status. Your department senior military member (typically the Deputy Department Head) is your primary contact for help/advice with TRs.

**Master's Students:** Master's students will have only one TR written upon graduation from their program (or when their AFIT tour is over in the event that they do not complete degree requirements).

**PhD Students:** PhD students will have two TRs written during their AFIT program. The first TR will cover the initial 18 months of their program at AFIT, allowing PhD students to finish their class work and their Specialty Exams. Nominally, this TR will be completed no later than the end of May of their second year at AFIT. A final TR will be written upon completion of their program or at the end of their AFIT tour.

The Student Support Division, upon request from the student, prepares supplemental TRs for students who complete their degrees after departing AFIT. TR will simply state when the degree was awarded.



## V. ACADEMIC SUPPORT

### ***Computers***

The Air Force Institute of Technology's Directorate of Communications and Information (SC) provide a broad range of information resources and services to the students, faculty and staff of the Institute. Services provided by the directorate include network and voice communications, central and end-user computing support, information systems planning and support, AFIT Help Desk, web programming, visual information support and

information management. Additional information can be found at: <http://www.afit.edu/sc>.

SC establishes computer accounts for every enrolled student, faculty and staff member once computer security training is verified. This account enables use of electronic mail (e-mail), software application access, information and database storage and retrieval, network access and similar functions necessary for the conduct of classes. Accounts are to be used for Institute-related and official government business only by the person assigned the account. Most students will automatically be assigned a computer account upon arrival. If you have not been automatically assigned a computer account, you'll need to submit a request to the AFIT Help Desk through your faculty advisor.

Internet access options are abundant. In addition to global e-mail capability, the Institute offers Internet and World Wide Web browsing applications, Secure Shell File Transfer Protocol, and Secure Shell Telnet. These access options are available on either Unix/Linux workstations or PCs. AFIT also offers on-campus wireless connectivity. The Internet is a valuable resource for students and faculty alike while performing research. AFIT offers several computer labs and classrooms for students to access the many applications mentioned above. The computing capabilities include a variety of mathematical, statistical, simulation and modeling applications available on various Unix-, Linux- and Intel-based platforms. There is also a wide array of programming languages for use while completing class projects, assignments, theses and research projects. Over 250 dual-/dual-core processor workstations throughout the Institute provide access to these applications and programming languages. When there is no class being held, the computer classrooms may be used as open research labs. Several high-speed black-and-white and color laser printers for hard-copy output are

readily available for coursework and thesis production.

Computer labs available in building 640 include rooms 210, 214, 215, 222 (when not being used as a classroom), and 225. There are several specialized labs available as well, such as the Linux Lab (640/210b), Space Weather lab (640/333), VLSI/MEMS Lab (640/331), HELEOS Lab (640/311) and many more.

AFIT's clients can also access many of AFIT's computing capabilities from off-campus using a Virtual Private Networking session and Terminal Services through an Internet service provider. Our remote access capabilities permit access to private data storage areas, e-mail, the Internet, and other services. You may then run any of the applications installed on the servers just as if you were sitting in front of it. Upon request you can receive a phone extension to access voice mail messages from AFIT, home or while traveling.

Any computer questions or concerns should be raised to the AFIT Help Desk at [AFITHelpDesk@afit.edu](mailto:AFITHelpDesk@afit.edu) or call (937) 255-6565 ext. 4357 (xHELP). After-hours phone support is also available.

AFIT is a member of the Ohio Higher Education Computing Council (OHECC) and the Ohio Academic Research Network (OARNET). Through these affiliations, AFIT/SC provides customer access to The Ohio State University's supercomputer center. Students and faculty also have access, through AFIT's network, to the supercomputing facilities at Wright-Patterson AFB's Major Shared Resource Center (MSRC).

### **Computer Use Policy**

- A. Students will become familiar with the appropriate use of information technology policy by completing the Information

Assurance Training Module within 30 days of reporting to AFIT.

- B. Although individual computer system administrators normally define the parameters for use of their respective systems, certain activities clearly inconsistent with the AFIT mission and its status as a professional graduate school and are expressly prohibited on all AFIT systems:

- Using E-Mail to circumvent/bypass the normal chain of command for official actions
- Illegal, fraudulent, or malicious activities; partisan political activity; political or religious lobbying or proselytizing; or activities on behalf of organizations having no affiliation with AFIT
- Activities for the purposes of personal or commercial financial gain. This includes chain letters, solicitation of business or services
- Accessing, storing, processing, or displaying offensive or obscene material, such as pornography, —ate literature," etc.

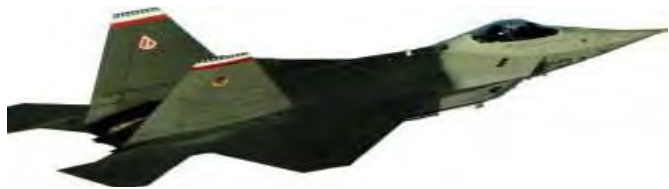
### **Library**

The mission of The D'Azzo Research Library is to support the educational, research and consulting programs of the Air Force Institute of Technology (AFIT) and the Air Force Research Laboratories (AFRL).

The Libraries' website provides online access to a wide variety of information resources including electronic journals, research databases, electronic books and selected internet resources. The book collection is primarily made up of titles that support the subject areas of engineering, physics, computer science, mathematics, procurement, management, aviation and military science.

The library offers a host of services to our in-residence and distance learners. Further information is contained at the following website [www.afit.edu/library](http://www.afit.edu/library) or call commercial (937) 255-3005, DSN 785-3005 or FAX (937) 656-7746.

## VI. GENERAL CAMPUS POLICIES AND PROCEDURES



### ***Airmen Development Plans (ADPs for Air Force Students)***

AFIT students (non IDE) will route their ADP assignment/vectoring to the appropriate AFPC Assignments Branch Chief. If you are an IDE student or applying for Command, you will route your ADP application through the Associate Dean for Students for forwarding to AFPC.

The ADP system will also allow a member to request a mentor or additional reviewer that is not in their chain of command by clicking the “add/associate user” button. AFIT/FS must approve these requests.

Be advised, by adding an associate, ADP software will not allow that mentor/reviewer to submit the package directly to AFPC. In those instances, the package must be submitted through the approving officials mentioned above.

Use <http://ask.afpc.randolph.af.mil/> and type “ADP” in the search box on the right to see tutorials needed to accomplish the new development plans. For further assistance, call AFIT/FS at 4439 or 4438.

## ***Campus Safety***

The AFIT Safety Officer is responsible for overseeing safety conditions at AFIT. Students should, when feasible, attempt to resolve unsafe or unhealthy conditions (e.g., chemical, noise, laser hazards) personally and on the spot. The Safety Officer is responsible for resolving difficult, persistent or pervasive safety problems.

Personnel assigned to AFIT must immediately report to their supervisor any mishaps they are involved in or witness involving AFIT personnel (military, civilian or contractor).

Per AFI 91-202, AETC Sup 1, Atch 6, all military personnel participating in a high risk activity must have an AETC Form 410, High-Risk Activities Worksheet, on file with the AFIT Safety Office. High risk activities are defined as those activities having a higher potential for personal injury due to the level of competition, speed, risk, or skills needed and requiring greater agility, stamina, and dexterity. Contact the AFIT Safety Office for current policy and an updated listed of Commander identified high risk activities.

All military personnel who ride motorcycles must submit an AETC Form 708, Commander’s Motorcycle Safety Interview, copy of motorcycle endorsed drivers’ license and motorcycle safety training card, and AETC rider questionnaire to the safety officer for approval. Civilian personnel who ride their motorcycles on the installation or in the conduct of official business must also process their motorcycle rider documents through the safety officer.

Section leaders or supervisors of military members under the age of 26 will complete an AETC Form 29A upon arrival at AFIT and an AETC Form 29B, Pre-departure Safety Briefing, each time prior to going on leave, pass, TDY, PCS, extended weekends, and extended travel. This briefing

ensures the student has a reasonable and safety-conscious plan for his/her travel. The section leader will maintain the AETC Form 29B until the member has safely returned to home station.

You are an important member of a great team. Your AFIT tour can be mishap free if you make responsible choices and apply the following 5 Step Risk Management Principles to daily life.

**Step 1: Identify Hazards.** A hazard is any real or potential condition that can cause mission degradation; injury, illness, or death to personnel; or damage or loss of equipment or property.

**Step 2: Assess Hazards.** Quantify and qualify the probability and severity of loss from exposure to the hazard.

**Step 3: Develop Controls and Make Decisions.** The appropriate decision maker uses cost versus benefit analysis to choose the best control(s).

**Step 4: Implement Controls and plan for implementation of control(s) and the commitment of resources to do it.**

**Step 5: Supervise & Evaluate.** Proactive follow-up on effectiveness of control(s).

The wingman concept is also alive and well throughout AFIT. Ensure you take the time to get to know and take care of those around you. For more information or assistance with any safety issue, contact the AFIT Safety Officer located in Bldg 646, Rm 305A, or by dialing 255-6565 ext 3627.

**Reporting Injuries:** Student supervisors (i.e. the academic or thesis advisor) must complete an AETC Form 435, Mishap Data Worksheet, Section I, for each mishap students are involved in. This form should be completed and forwarded to the AFIT Safety Officer NLT three duty days following the mishap. Serious mishaps must be reported immediately to the AFIT Safety Officer. After hours contact number: 937-479-9715. A serious

mishap involves the hospitalization of employees/students or major damage to government property or personnel. Mishaps involving military personnel are reportable whether they happen on or off duty. Mishaps involving civilian personnel are reportable only if they occur in the performance of official duties.

**Emergency Management:** The term 'Emergency Management' is defined as those plans, actions and programs designed to ensure base survivability and minimize injury to service members and dependents due to man-made or natural disasters. The Ohio Valley can be hit by tornadoes throughout the year. Therefore, it is essential to be prepared for a tornado in the event one should occur around the AFIT campus. Be sure to know where the tornado safe areas are located in the AFIT complex. Safety bulletin boards are posted throughout the campus containing information on Shelter-In-Place (SIP) and tornado safe areas. Faculty members will establish gathering points outside in the event a facility evacuation and identify a process to account for all personnel. Regardless of the emergency or disaster, there are things you AND your family can do to prepare for and *mitigate* the effect of a particular emergency or disaster. Here's a list of the first 4 things you can expect/need to do in the event of a natural or man-made disaster:

- An Emergency Operations Center will be established.
- If on/off campus contact your Section Leader. Students are expected to comply with AFIT emergency response procedures.
- Determine the status of your dependent(s).
- Familiarize yourself with emergency and hazardous weather procedures.

**Audible Warnings:** Listed below are the USAF Standardized Alarm Signals and appropriate responses. When heard, take appropriate measures to secure your area, ensure personnel

in the immediate vicinity are aware of the Audible Warning and take shelter immediately.

ATTACK WARNING	3-5 Minute WAVERING TONE on siren or other device or 3-5 minute period of short blasts from horns/whistles or other devices	ATTACK IS IMMINENT, IN PROGRESS OR ARRIVAL OF NUCLEAR FALLOUT IS IMMINENT <u>Proceed immediately to designated shelter or take other appropriate protective actions. Listen for Additional Instructions</u>
PEACETIME EMERGENCY WARNING	3-5 Minute STEADY TONE on siren or long steady blast on horns, whistles, or similar device	PEACETIME DISASTER THREAT EXISTS
ALL CLEAR	Declared verbally by local official agencies or through Giant Voice	EMERGENCY TERMINATED

**NOTE: All personnel are to remain in their appropriate shelter until released by the ranking person in the shelter.**

**Personnel Accountability:** Air Force Directed Accountability: The Air Force has implemented use of the Air Force Personnel Accountability and Assessment System (AFPAAS). AFPAAS is a unique reporting and situational awareness tool used during natural/man-made disasters. It enables all levels of leadership with fast and accurate personnel accounting. More importantly, AFPAAS identifies for unaccounted & missing workforce and emerging requirements of displaced military personnel and their families, DOD Civilians and overseas contractors. When instructed, you must follow the directions provided and immediately report you and your family's status.

Ranking personnel at each designated shelter should take charge and conduct a headcount for possible reporting. Upon receiving all clear, all personnel will report back to their classroom/professor/academic advisor for accountability.

All personnel should take note of building evacuation routes, shelter locations, and safety procedures for your area and the areas you frequent.

If in the building and a situation is announced requiring immediate shelter, ensure you and your guests (if applicable) proceed as quickly as possible to the respective shelter area.

For continually updated safety and emergency management information please visit the AFIT Safety Intranet site: <http://cs.eis.afit.edu/support/safety/default.aspx> and select —Emergency Management” from the left-side menu.

**CURRENT AFIT PROTECTIVE SHELTER LOCATIONS**

**Tornado Shelters**

- | BLDG # | Shelter Location  |
|--------|---|
| 640    | - First Floor Hallway, Rms 112 & 116<br>- Second Floor, All interior rooms and hallways (Doors to exterior offices must be closed)<br>- Rm 253 (Doolittle's)<br>- Rm 255    |
| 641    | - First floor North/East Corner Hallways to include Rms 109A, 109B, 110 - 119<br>- Second Floor, All interior rooms and hallways (Doors to exterior offices must be closed) |
| 642    | - First Floor Restrooms by Einstein's Bagels<br>- First Floor Mechanical Room Hallways  |
| 643    | -Johnson Auditorium and Rms 118A & B  |
| 644    | -Interior Hallway between Rm 126A and 142A  |
| 646    | -Use Bldg 640 Tornado Shelters  |
| 470    | -Rms 101 and 205  |
| 194    | -Men's Restroom in center of facility   |
| 168    | -Evacuate to Bldg 194, Men's Restroom in center of facility   |

## Shelter-In-Place

BLDG # Shelter Location

- 640 - Bane Hall
  - Rm 326
- 641 - Rm 109 A & B
  - Rm 230
- 642 -Kenney Hall
- 643 -Johnson Auditorium and Rms 118A & B
- 646 -Rms 102 and 302

For continually updated safety and emergency management information please visit the AFIT Safety Intranet site: <http://cs.eis.afit.edu/support/safety/default.aspx> and select “Emergency Management” from the left-side menu.

## Casual Status

Military students placed in Casual Flight status are managed by the Student Support Division, located in Building 641, Room 102. Once the student contacts the Student Support Division at [student.services@afit.edu](mailto:student.services@afit.edu), they will evaluate their particular situation and provide guidance to the student on the correct course of action. Students are assigned to the Casual Flight for accountability purposes if they fall into one of the following categories:

- Students reporting earlier than their Report No Earlier Than Date - RNETD (must be pre-approved by AFIT)
- Students reporting between their RNETD and Report No Later Than Date - RNLTD (not on permissive and not yet started orientation/official mass in-processing)
- Students completing degree requirements who have not been given a full term academic extension (must be pre-approved by AFIT)
- Graduating students, not departing within seven days after graduation (must be pre-approved by AFIT)

- Students withdrawn from student status for miscellaneous reasons in transition (for example humanitarian)

All students who fall into these categories MUST report to the Student Support Division for assignment to the Casual Flight. The Student Support Division, not the academic departments, assigns students responsibilities based on the needs of AFIT and pre-approved requests for manpower. Students not utilized with specific duties will remain on telephone standby unless on leave.

**Report No Later Than Date (RNLTD) Change Requests:** If students are near the conclusion of their academic program and need to request a RNLTD change, they must **FIRST** contact the Student Support Division. Since a variety of situations exist, the Student Support Division does not process all RNLTD change requests the same way. Once the student contacts the Student Support Division at [student.services@afit.edu](mailto:student.services@afit.edu), they will evaluate their particular situation and provide guidance to the student on the correct course of action. Some students will be asked to provide additional information (e.g. e-mail concurrence from their gaining commander, pregnancy letter, etc) while others may be directed to the vMPF/FS. The only situation where students will not begin the process with Student Support is academic program extension requests.

**Academic Extension Requests:** (Sister Service extensions are handled by the service’s personnel function) – Students must be granted an academic program extension in order to remain at AFIT as a full-time student (for example; a student who is unable to complete his thesis in time for the March graduation due to reasons beyond their control, won’t be graduating and is requesting to stay at AFIT as a student until the June graduation). Academic program extensions are normally done for a full term.

First, the student should contact his/her gaining organization (if a follow-on assignment has been determined) to get the gaining unit's concurrence of the request. The student should provide evidence of the coordination (e.g. e-mail from the gaining unit commander will suffice) when he/she submits the program extension request to his/her advisor. If a student is not able to obtain the gaining unit's concurrence (e.g. follow-on assignment has not been determined yet), he/she should state this when submitting the request to his/her advisor.

The student will submit the academic extension request via e-mail to his/her academic advisor providing strong justification why an academic extension is needed. At that time, he/she will also provide approval from the gaining unit (or a statement why it cannot be obtained). If he/she has been unable to obtain concurrence from the gaining unit in a reasonable time, he/she must explain what steps were taken to obtain approval and to request further assistance from his/her advisor and/or department.

Second, the advisor will forward his/her concurrence to the Department Head for endorsement (again via e-mail). The advisor is expected to deny any request that does not have a strong justification. For example, wanting to stay longer to finish a thesis that was not completed simply due to poor time management should not be supported unless there are some other extenuating circumstances.

Third, if the Department Head concurs, he/she will forward his/her endorsement of the student's request to the Associate Dean for approval. The Department Head should not forward requests that have been non-concurred by the gaining unit, unless there are issues regarding the follow-on assignment that require the Dean's help.

The Dean's office will then forward approved extension requests to the Director of Student

Services. Student Services will at that time contact AFPC to process the extension request and have the RNLTD changed. Student Services will document the final action taken by AFPC, and forward extension approvals to ENER for update in the student database. Student Services will also at that time notify the student and advisor of AFPC's decision and any change in the RNLTD. Student Services will then notify the Rollover Section Leader to add the student to the Rollover Section for accountability or place the student in an appropriate section.

Any requests that fail to show proper coordination will be sent back to the department by Student Services so the extension can be properly processed according to the steps outlined. Only requests approved by the Associate Dean and sent to AFPC from Student Services should be processed for action by AFPC.

## ***Ceremonies***

**Medal Ceremonies:** The department heads normally present personal decorations and unit citations at department awards ceremonies. Relatives and friends are encouraged to attend. Awardees will wear the appropriate service dress uniform.

**Promotion Ceremonies:** You have options for your promotion: you can schedule a ceremony to be promoted by the officer of your choice, or you can elect not to have a ceremony.

**Graduation Ceremony:** Successful completion of your academic program is followed by a graduation ceremony, which is conducted twice per year after the winter quarter (March) and the spring quarter (June). All students graduating during these quarters are required to attend the graduation ceremony unless excused by the Associate Dean for Students. Students must submit requests to be excused from the graduation ceremony to the Student Support Division who in

turn will coordinate the request through the department head, AFIT Force Support, and the Dean's office.

Students graduating in the summer (September) and fall (December) quarters may, but are not required to, attend the following March graduation ceremony. It is the students' responsibility to notify Students Services at [Student.Services@afit.edu](mailto:Student.Services@afit.edu) NLT 60 days prior of their intent to participate in the March ceremony. March graduates will be given roughly 3-4 guest tickets and should plan accordingly.

The uniform for graduation is service dress and equivalent for sister service/international students. Civilians and PhD candidates will wear cap, gown and hood (rentals are coordinated by the Student Support Division).

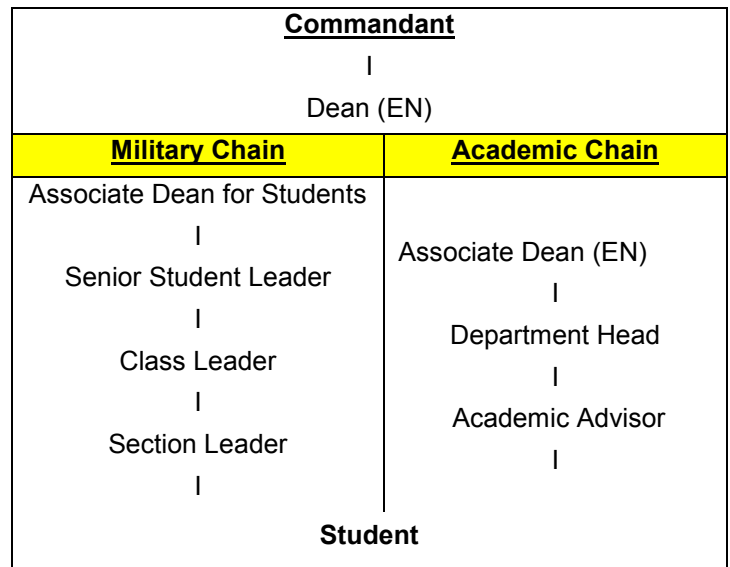
**Graduation Award Ceremony:** AFIT conducts an awards ceremony in conjunction with the March and June graduations. All graduating students are required to attend. Attendees will wear the appropriate service dress uniform. Awards to be presented are outlined in EN OI 36-112. Distinguished Graduates (DG) are also recognized during the awards ceremony. DGs are limited to 10% of the graduating class and are selected by a consensus of the academic departments having students scheduled to graduate. The following are eligible for consideration for the DG award: Air Force, Army, Navy, Marine Corp, foreign and civilian students. There is no DG program for PhD graduates.

### Chain of Command

Because of the dual nature of the institution, AFIT has two chains of command: military and academic, both of which report up to the Commandant. On the military side, the Associate Dean for Students is authorized to act on behalf of the Commandant in most instances. For most routine matters, students report through their section leader, their class leader, the senior

student leader, and then to the Associate Dean for Students. Student leaders at each level in the chain are responsible for overseeing the performance of military duties and personal conduct of students under their charge. These leaders are empowered to direct others as appropriate and to resolve issues at the lowest level possible within the chain.

On the academic side, students work through their academic advisor, to the department head, to the Associate Dean, then to the Dean.



### Key Organizations

Students will interface with a number of organizations during their tenure at AFIT. This section lists some key offices and the functions they perform for students.

#### • Force Support

- Primary emergency POC
- Limited MPF" functions
- Family care plan, leave processing, assignment actions, promotions
- Miscellaneous military admin requiring commander's approval/signature
- Urinalysis program

- Unit Fitness program
- Awards and Decorations

• **Associate Dean- Associate Dean for Students**

- Primary POC to student leadership
- Coordinate/approve academic program changes
- Review and disseminate Training Reports
- Review/approve casual status requests
- Monitor academic progress of students
- Coordinates DARPA internship program
- Review/approve RNLTD changes (that impact graduation or casual status)

• **Student Support Division**

- Information center (access to leave, special pass, and safety forms)
- Student official mail and fax
- POC for student orientation
- Primary POC for graduation ceremonies
- POC for student handbook
- Sponsor packages for inbound students
- Student Casual Flight
- POC for student RNLTD change requests
- PhD cubicle assignments
- Loan deferment

• **Registrar's Office**

- Registration issues
- AFIT transcript requests
- Enrollment Verification
- Loan deferment
- Add/Drop courses
- Classroom scheduling
- Correction of AFIT academic records

**Charity Fund Drives**

Students have an opportunity to participate in two scheduled DOD-recognized charity campaigns: the Combined Federal Campaign (CFC) and the Air Force Assistance Fund (AFAF). Representatives for each of these campaigns are selected from AFIT faculty, staff, and students. Students are encouraged to participate in these

drives or the corresponding programs of their respective services. Section leaders will also assist in ensuring they have a representative for their section.

**Civilian Health Insurance**

Civilian students may purchase health insurance through Wright State University. If interested please log onto this web site: <http://www.bollingercolleges.com/wrightstate/> .

**Courts-Martial Duty**

If a student receives notification of courts-martial duty, they should contact AFIT/FS commander to receive guidance. Final decision on who is exempt from courts-martial duty lies with the AFMC/CV per the 88 ABW/JA. AFIT students have been exempt in the past.

**DAGSI Students**

The Director of UD's Career Services Center has agreed to extend their services to DAGSI civilian students at AFIT. The Director is Jason Eckert, and he has agreed to be the main contact for AFIT students. Appointments with him or another staff member can be made by calling 937-229-537.

**Dental Information**

**Dental:** Annual dental examinations are mandatory for all U.S. military personnel. AFIT/FS has launched an automated dental appointment scheduler. Here is how it works: you will receive an e-mail from [WebAdmin@AFIT.EDU](mailto:WebAdmin@AFIT.EDU) stating you need a routine dental exam. If you click on the dental scheduler link provided, it will launch you into the AFIT Portal (same user-id and password you use to sign on to your computer.) Once you log in the portal you will see a calendar, select an available date highlighted in green, and then select a time that works for you. After you sign out, you will get a confirmation e-mail locking in your

appointment. You will also receive a friendly e-mail reminder one day prior to your appointment. If you have any questions, please contact the AFIT CSS at 255-1148. If additional care is needed (i.e. Dental Sick Call appointments), please contact the Base Dental Clinic at 257-8761, located on the second floor of the hospital, to set up appointments.

### ***Distinguished Visitors (DVs)***

AFIT is more than happy to host DVs of any rank or stature at most any time. The following guidance is provided:

If you are inviting a 06 or equivalent, please inform the Protocol Office. You do not need permission to invite them.

If you are inviting a 07 or above, civilian equivalent or academic equivalent, permission must be granted prior to sending the invitation. Contact the AFIT Protocol Office for additional information.

### ***Dress/Attire Regulations***

**General:** AFIT's dress code described below is in effect between the hours of **0730 and 1700**, Monday through Friday (except holidays) or at any other time when meeting with and greeting visiting personnel in an official capacity. Personnel in an off-duty status going to and from the Base Exchange, U.S. Post Office, and other facilities located on the Base are not required to conform to the school attire dress code described in this instruction, but will always present a neat, orderly appearance. Military uniform regulations for grooming shall be met at all times.

**Military Uniform:** Military uniforms are required at all times for all U.S. and international students, and should be worn according to the guidelines outlined by their respective service or country. Military students attending AFIT shall not wear

civilian clothing between the hours of 0730 and 1700 on duty days (unless on leave, pass status or specifically authorized).

UOD is currently blues (any combination) on Monday and BDUs/ABUs/flight suits on Tuesday through Friday. Other service members should wear a similar uniform combination. The following is worn on the Air Force flight suit: The AFIT standard nametag (Royal Blue background, White lettering, White wings and/or badges, Yellow nametag border, no organizational emblem) and AETC patch on the front; either the US flag or AU patch on the wearer's left sleeve; with the AFIT patch on the wearer's right sleeve. Additionally, either the USAF Weapon School graduate patch or the USAF Test Pilot School graduate patch may be worn by the respective graduates on the wearer's left sleeve.

- Students who work in laboratories that are hazardous or excessively dirty may petition to wear BDUs or ABUs on the days they work in those areas. The lab supervisor must request the approval from the Associate Dean for Students. Time permitting, students are expected to change back into UOD if they return to the main academic complex that day.

In accordance with Air Force Instruction 36-2903, flight jackets may be appropriately worn by eligible personnel. USMC aviators may wear leather or Nomex flight jackets per USMC uniform regulations. Authorized USAF students may wear the leather A-2 flying jacket with flight suit, hospital whites, or service uniforms (not Service Dress uniform). Other services may also —~~relax~~ uniform requirements to include regulation optional items according to weather conditions and seasons.

Wearing of a cell phone, beeper, Blackberry (limit is one) in uniform is authorized and it must be solid

or covered in black, silver, dark blue, or gray, and must be conservative. It may be clipped to waistband or purse or carried in left hand. Only one may be worn on the uniform belt. Hands-free headsets are not authorized.

Black backpacks are the only color AF students can wear with the blue uniform. They may be worn over both shoulders. Black, Olive Drab green, sage, or Woodland Camouflage can be worn when in the Battle Dress Uniform (BDU) or the Airman Battle Uniform (ABU). The ABU pattern backpacks are only authorized for wear when in the ABUs. The same rules apply for laptop bags as they do for backpacks.

Purses must be black, plain leather or vinyl without ornamentation, may have up to 2 adjustable shoulder straps, not to exceed 13x9x4 ½ inches. All personal items, including backpacks, purses, briefcases, books, etc, must be secured at all times. They must also be labeled with the following information: name, rank and department. If personal items are found unattended, not labeled, and deemed safe by security forces, they will be sent to the Commandant's office. Violators of this rule must meet the Commandant to retrieve their personal item.

All uniform requirements/changes information can be accessed on the intranet under Force Support Commander and First Shirt Webpage.

**Civilian Clothing:** Appropriate civilian business attire is authorized only for civilian students while attending AFIT. The school dress code described below will be in effect at AFIT between the hours of **0730 and 1700**, Monday through Friday (except holidays). Civilian students shall ensure that their dress and personal appearance are appropriate for the occasion and will bring credit to themselves and the military services. In every case, clothing shall be clean, pressed, well fitting, and in good condition.

**Unauthorized clothing:** Clothing that distracts or causes undue embarrassment to coworkers, or is a safety hazard is not appropriate.

## ***Duty Status***

**Normal duty days** for students are Monday through Friday from 0800 to 1700 hours (excluding holidays). To be considered present for duty, the student must:

1. Be in the immediate vicinity of their home or school
2. Check e-mail at least once a day by 0900 hrs, and
3. Be able to respond to any messages (by reporting if necessary) by the specified report time or by COB of that duty day.

## ***Facilities***

The following are available in the AFIT complex: food service operation, shoppette/bookstore, barbershop, and laundry/dry cleaning service.

## ***Family Care Plan***

All Air Force members with families must have family care arrangements that reasonably cover all situations, both short and long term. Single parents, dual military couples with dependent family members, and members with civilian spouses who have unique family situations as determined by the commander or first sergeant, will complete an AF Form 357 (Family Care Plan). What constitutes a unique family situation? This exists where a member has a civilian spouse or other adult family member who is not capable of providing care for family members or for themselves. Examples are a spouse with limited English language ability, illness, disability, and handicap or absence from local area, or marital separation.

- Military members must notify their commander or first sergeant within 30 days if changes in family circumstances cause a need for a written plan. A written plan is documented on the AF Form 357. Changes that can affect the requirement may include birth or adoption of a child
- Loss of a spouse through death, separation or divorce
- Enlistment or commissioning in the military (active duty or reserve component) when the member and spouse become a dual military couple with family members
- Assumption of sole care for an elderly or disabled family member
- Absence of a spouse through career or job commitments or other personal reasons

Supervisor's Involvement: While the commander and first sergeant bear ultimate responsibility for the readiness and availability of the force, immediate supervisors have daily face-to-face contact with their members and are in the best position to identify subordinates with unique family situations that may require a written family care plan. When the supervisor determines completion of a family care plan is appropriate, he/she must refer the member to the commander or first sergeant. All AF supervisors must be aware of the requirements in AFI 36-2908 and ensure subordinates comply.

The First Sergeant is delegated the overall responsibility for administering our Family Care Plan at AFIT. If you need assistance with your family care plan, make an appointment with the first sergeant for a one-on-one briefing. A copy of the AFI and a localized planning guide will be provided to assist you with developing your written plan.

Family Care Plan information can be accessed on the intranet under Force Support Commander and First Shirt Webpage.

## ***Force Protection Conditions (FPCONs)***

Some security reminders when the base changes FPCON levels:

- Know the current FPCON
- Carry your ID at all times and ensure passengers have ID.
- Anticipate delays
- Expect gate configuration changes with FPCON changes (closings, RAMs)
- During FPCON Delta, seek shelter indoors; gates will closed
- Know your building's single entry point that will be used during heightened FPCON levels
- Be on the lookout for and report suspicious people, vehicles and packages.

If the building is evacuated:

- Know the primary, secondary means of emergency notification so you will know when it is time to evacuate;
- Time permitting screen lock your computer;
- Know your evacuation plan, show a sense of urgency, be orderly but expeditiously evacuate the building;
- Know your primary and secondary rally points;
- The senior ranking individual on scene is responsible for accounting for all their people, directing buddy care (if required) and reporting to the senior fire official upon arrival.

OPSEC/INFOSEC reminders:

- Never divulge user name or password
- Do not discuss classified in non-secure environments (office, phone, e-mail, cell phone), observe need to know; always attempt to control distribution of data.

- Screen lock your computer, protect passwords; never leave classified, laptops and PDA's unattended.
- Destroy (shred) FOUO and Privacy Act information frequently; do not store such information openly.
- Be on the lookout for and report suspicious people, vehicles and packages.

In case of bomb threat or ID:

- Complete an AF Form 440, Bomb Threat Aid
- Give the AF Form 440 personally to the on-scene security forces representative, await debriefing
- Keep the caller on the telephone as long as possible; DO NOT hang up the phone
- Alert co-workers to contact security (911)
- Direct visual search for suspicious objects
- DO NOT disturb office environment

If a suspicious object is found:

- DO NOT touch the object
- DO NOT transmit on cell phone or radio
- Report it immediately to security (911)

There will be occasions when the base is put into a heightened level of security, called FPCONs. Below is a synopsis of FPCONs for the protection of Wright-Patterson AFB personnel and facilities. You'll see these posted at the gates, outside buildings and around the interior of facilities on the base.

FPCON NORMAL - A general threat of possible terrorist activity exists but warrants only a routine security posture. FPCON NORMAL is always in affect unless a more specific threat or incident warrants the transition to a higher FPCON, returning to FPCON NORMAL upon termination.

Under FPCON NORMAL expect - Only routine security measures.

FPCON ALPHA - A general threat of possible terrorist activity against personnel and facilities exists, the nature and extent of which are unpredictable. Circumstances do not justify full implementation of FPCON Bravo measures but certain measures from higher FPCONs may be necessary based on intelligence reports, or as a deterrent. Installation Commander must be able to maintain this FPCON indefinitely.

Under FPCON ALPHA expect - Delays at installation gates.

- Tightening of visitor entry procedures.

- All personnel should increase their vigilance over their work areas/facilities.

FPCON BRAVO - An increased and more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing undue hardship affecting operations capability or aggravating relations with local authorities.

Under FPCON BRAVO expect - Delays at installation gates, possible gate closures.

- Tightening of visitor entry procedures.

- To consider implementation of a flex-time work schedule.

- To see increased internal security and be prepared to comply with instructions.

- Be prepared for parking restrictions around facilities away from facilities.

FPCON CHARLIE - An incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities are imminent. Implementation of this measure for more than a short period has a high probability to create hardship and affect the peacetime activities of the installation and its personnel.

Under FPCON CHARLIE expect - Additional delays at installation gates. Only the minimum number of gates will be open.

- Tightening of visitor entry procedures.

- To release non-essential personnel.

FPCON DELTA - Implementation applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that a terrorist action against a specific location or person is likely.

Under FPCON DELTA expect - The closure of remaining installation gates, only emergency personnel will be allowed to enter.

- To cease any administrative trips or visits on base.

It takes every person in every unit working together to make the FPCON measures work for the protection of this installation. Prepare your personnel for rapid changes in FPCON's as a threat might increase at anytime. FPCONs are listed in successive levels but will not necessarily be implemented successively. For example, we are currently in FPCON NORMAL and information is obtained that a terrorist organization might be targeting the base. With this scenario, we could skip FPCON ALPHA and go right to BRAVO, or even CHARLIE.

If there are any questions or comments, contact the WPAFB Security Forces Office at DSN 787-2969.

## ***In-processing***

**Upon arriving at AFIT**, students should have their official orders endorsed at the Force Support (FS) Commander's Support Staff Section (CSS/FSP) where they will sign-in and be scheduled for base in-processing. FS is located in Bldg 642, Room 102. An in-processing checklist detailing all the steps required to in-process will be given to you from FSP and must be completed and returned.

Please reference the following web site for more information: <http://www.afit.edu/reporting.cfm>.

Those desiring military housing should immediately report to the Housing Office located in Area C, Bldg 22. The phone number is (937) 257-6547 or DSN 787-6547. Sister Service students must report to their respective service personnel office within two working days in compliance with their orders. In-processing is normally conducted prior to the start of the refresher courses, but not later than the start of the academic quarter.

Students should have the following items in their possession during base in-processing: military Common Access Card or DOD ID card, 15 copies of PCS original orders and endorsements, medical and dental records, flight records and completed copies of all forms and handouts provided during unit in-processing.

Students are to wear the appropriate military uniform of the day during in-processing (see Dress and Attire Regulations on page 26). FS will provide briefings from the Military Personnel Flight (MPF), Finance, and Tricare during in-processing. The Student Support Division will arrange department meetings/orientation. Specifics can be found in the Student In-Processing Schedule (provided in student's welcome package). Each student will be required to take a diagnostic math exam during the in-processing week. In-processing will be one or two weeks before the beginning of classes. As soon as possible, USAF members should update their personal information in the virtual MPF (<https://www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/Hub.asp>).

Examples of information you will need to update will be home address, phone number, and e-mail address as well as updating your virtual Record of Emergency Data (vRED).

## ***Inspector General***

The Inspector General (IG) process is available to assist AFIT personnel in resolving complaints and concerns as defined by Air Force Instruction 90-301 and to investigate allegations of fraud, waste, and abuse. While the IG is one of the many avenues to consider when submitting a complaint, students and employees often find the most effective choice is to elevate issues up through their chain of command.

AFIT does not have an IG officer and is served by AU/IG at Maxwell AFB for all matters related to Air Force, AETC and AU policies and instructions. They can be reached direct at commercial 334-953-6623.

For matters related to Wright-Patterson AFB programs and policies (i.e. housing, services, medical center, public safety), AFIT has a formal arrangement with the 88ABW/IG office to provide “walk-in service” for anyone from AFIT who would like to speak with an IG officer about an issue or complaint. The 88ABW/IG office can be reached at commercial 937-255-0600, and their Hot Line number is 937-255-5434.

## ***Leave/Passes***

**Missing Class:** The Missing Class Form is to be used anytime a student will be missing class (i.e. Leave and TDY). Attendance at all class sessions and exams is mandatory except for extenuating circumstances. For absences due to medical or dental appointments, the student must notify his/her instructors in advance. If a student seeks to take leave for justifiable reasons during an academic term (e.g. family wedding, supporting an ill family member), he/she must obtain concurrence of all instructors of any classes that will be missed, the academic/thesis advisor, and the department head before submitting a leave request. Instructors advisors, and department

heads show approval by initialing/signing the “Missing Class” form, available in the Student Support Division.

**Required Safety Briefing:** If a student is under the age of 26, his/her section leader is responsible for completing an AETC Form 29B, Pre-Departure Safety Briefing, if the student is traveling beyond a 90 minute drive from AFIT. The purpose of this briefing is to make sure that the student has a reasonable and safety-conscious plan for his/her travel and to have some way to contact the member in the event of an emergency. The section leader must retain the Form 29B for 90 days after return from leave or TDY. NOTE: this applies to both leave and pass situations.

**Regular Pass:** AFIT recognizes the end of the duty day as the start of the regular pass. The end of a regular pass is 0800 hrs the next duty day. Weekends and 4-day holiday periods (consisting of a holiday, AETC family day, and a weekend) are considered regular pass periods. Regular pass periods cannot exceed 4 days, therefore, any holiday period exceeding 4 consecutive days is not a regular pass period but is considered an official school break (see Official School Break section).

No mileage restrictions are imposed on members while on regular pass. However, common sense and Operational Risk Management principles apply for driving distances and if driving outside the local area (90 minute drive) the student must notify the chain of command of his/her plans and emergency contact information.

Pass Examples:

Thur 26 November - Thanksgiving  
Fri 27 November - AETC Family day  
Sat 28 November - Weekend day  
Sun 29 November - Weekend day

During this four-day period, military members are on regular pass. No mileage restrictions are imposed; however, students cannot depart the local area before 1200 hrs on the last day of class

prior to a 4 day holiday pass. Example: earliest one can leave the area if not on leave is: Wednesday, 24 November 10, 1200 hrs Thur = Holiday, Friday= AETC Family Day, Sat/Sun = weekend.

**Special Pass:** A special pass is an authorized absence from a person's normal duty station during normal duty hours. Special passes cannot exceed 4 days and can only be issued by the Commandant or Associate Dean for Students. No mileage restrictions are imposed on members while on a special pass. However, common sense and Operational Risk Management principles apply for driving distances.

Special passes are used for special occasions or circumstances and are issued on a limited basis because it is assumed that students will use their accumulated leave during school breaks. The form to request a special pass can be obtained from the Student Support Division.

**Travel Warning:** Using air travel can be risky when using regular/special passes. Booking the last flight home when returning from regular or special pass, puts students at risk of missing class the following duty day. Students must use good judgment in booking their return flight. Failure to return at the end of the pass window will result in the member being charged leave for the entire period and may result in administrative/punitive action.

**Official School Breaks:** Students are encouraged to take leave and Permissive TDY (if authorized) during these breaks. Students not on leave, special pass, or PTDY are considered present for duty and must remain within the local area (90 minute driving radius) during normal duty days. Students remaining in the local area during school breaks must begin and end each duty day in their local residence.

**Leave Procedures:** Students must be in the local area (commute to and from work) upon commencement and termination of leave. The AFIT Leave Policy Letter can be viewed at [http://cs.eis.afit.edu/support/personnel/military\\_personnel/Shared%20Documents/Leave%20Documents/AFITI%2036-3003%20Oct%2009.pdf](http://cs.eis.afit.edu/support/personnel/military_personnel/Shared%20Documents/Leave%20Documents/AFITI%2036-3003%20Oct%2009.pdf). Air Force students request leave through LeaveWeb located in the Student Portal or at <https://leave.wpafb.af.mil/leaveweb/leaveweb.asp>. Students should submit their electronic AF IMT 988 leave requests to their academic/thesis advisor no earlier than 14 days before starting leave (emergency leave does not apply). Leave is not considered approved until validated by FS and a leave number has been assigned. Leave is not approved if it is not validated by 1600 hours the day before the leave begins. To prevent possible administrative actions, the student must ensure leave requests are approved by their supervisor (the academic/thesis advisor) and validated by FS prior to departure. Last minute requests for leave may be disapproved.

During peak leave periods (Thanksgiving, Christmas and official school breaks), your requests should be coordinated through your academic advisor and the FSS NLT 5 days before your leave is scheduled to begin.

Army, Navy, Coast Guard, and Marine students desiring leave must follow the directives and procedures of their controlling headquarters. Leave for International students is worked through the International Student Support Division located in Building 641, Room 111.

**Returning from Leave:** It's mandatory that students sign back in from leave on the first duty day upon returning. Failure to return from leave could result in administrative action.

**Extension of Leave:** Students requiring extension of ordinary leave beyond the original last day of chargeable leave should obtain prior approval by

e-mail or other written form, from their academic advisor. The new "last day" of leave must be updated in LeaveWeb immediately after a student returns from leave. Changing the first day of leave must be done prior to leaving, not after returning from leave (it is considered leave "after the fact" and results in the member being absent without leave).

**Advanced Leave:** All requests for "advance" leave must be coordinated through the Force Support Commander.

**Cancellation of Leave:** If a student desires to cancel an approved and validated leave, they do so via LeaveWeb not later than the effective date of leave. Failure to cancel leave prior to COB on the effective date could result in the student being charged leave up to the date of cancellation.

**Overseas Travel Procedures:** Before any overseas travel i.e. Leave, TDY, or Pass, you must obtain a Pre-Foreign Travel Questionnaire from the AFIT Security Office, complete the form, and turn it into the AFIT Security Office. You also need to call OSI at 255-2364 for a country specific Anti-Terrorism Briefing. Upon your return, you must complete a Post Foreign Travel or Foreign Contact Questionnaire (through the AFIT Security Office).

Travel overseas includes: Jamaica, Virgin Islands, Mexico, Canada, etc. and on most types of cruises extending beyond US waters. The AFIT/FS commander, (per AFI 36-3003, para. 4.8), approves leave for students traveling outside the country. Your academic advisor must send an e-mail to the FS/CC letting him/her know they're recommending approval of your leave and that you have completed the above listed security requirements. When you log into LeaveWeb, you must put the FS/CC as the approving official. Upon return from leave, you are required to submit your part three of the AF IMT 988 through LeaveWeb within one day.

**Special Leave Situations:** Emergency leave will be granted depending upon the merits of each individual case. Only the Force Support Commander (or first sergeant for enlisted students) can approve emergency leave. Students should inform their advisors and then request emergency leave through FS/CC or FS/CCF who will expedite the request. During non-duty hours, the member or supervisor should contact the FS/CC at cell phone # (937) 414-7813 or FS/CCF at cell phone # (937) 469-4627.

**When requesting Permissive TDY:** (e.g. for house hunting, special events, etc) the student will complete an AF IMT 988 in hard copy. The student's advisor or department head must initial the top of the form indicating that the PTDY is authorized. The student will then submit the AF IMT 988 and all supporting documentation to FS for approval.

**Convalescent Leave:** Personnel undergoing medical procedures are required to coordinate and submit requests before beginning convalescent leave. The Medical Treatment Facility will provide the leave form to the student with the doctor's recommendation, but only the FS Commander can approve convalescent leave. The FS Commander signs any forms for medical procedures such as laser eye surgery or other miscellaneous procedures.

**Child Birth Leave:** Students requesting paternity leave must fill out a hard copy of AF IMT 988 and have their faculty advisor initial the form to show concurrence (AF IMT 988 should be submitted to AFIT/FS). Married members of the armed forces on active duty are authorized 10 days of permissive paternity leave. Paternity leave can be authorized in conjunction with ordinary leave.

**Quarters:** Active duty military students may be placed on quarters when personal illness, injuries, medications or specialized treatments not warranting hospitalization prevent them from

performing their duties effectively. This excuses them from duty for a period of more than 24 hours, but normally less than 72 hours.

Per AFI 41-210, para 2.6.4., Unit commanders (the FS Commander at AFIT) and supervisors (academic or thesis advisors) have the authority to grant up to 24 hours sick status at their discretion if a member's illness/injury does not require Military Treatment Facility (MTF) intervention. If the illness/injury persists beyond 24 hours, then the commander or supervisor must refer the member to the MTF for treatment and subsequent quarter's authorization.

**Student Actions:** Active duty military students must inform their immediate supervisor (their academic or thesis advisor) and section leader when placed on quarters. The Base Hospital will notify the FS Commander or Designee in accordance with AFI 41-210 and HIPPA. However, contacting the AFIT/FS to make them aware of your status is highly encouraged for duty reporting purposes.

## **Lockers**

Student lockers are available in limited quantities on a first-come, first-served basis. If you see an open locker, put a lock on it and it is yours, and then log in your name, locker number and graduation date onto the "**Locker Assignment.xls**" spreadsheet, located at: J:\Student Class and Section Leaders \ Locker Assignments \ Locker Assignments.xls"

These lockers ARE NOT authorized for storage of classified material. Student lockers will be inventoried each April to ensure graduating students have cleared their lockers. Questions about lockers? Please contact the Student Support Division at [student.services@afit.edu](mailto:student.services@afit.edu).

## **Mail**

The Student Support Division distributes official mail ONLY. No postal services are provided. However, official outgoing mail may be given to the Student Support Division to send out through the mailroom. Students must use their local residence for all personal mail.

Each student is provided a mail folder for distribution of incoming official mail. These folders are located in the filing cabinets in Bldg 641, Room 102. Students should check their mail folders regularly.

## **Medical Information**

**Same-Day Appointments:** The WPAFB Hospital does not have a walk-in military sick call. Same-day appointment can be made by calling the appointment line at 937-522-APPT (2778) as early as 0700. If your condition is determined to be urgent (acute), either you will be sent to the Emergency Room or a same-day appointment will be made. If your condition is determined to require routine care, you will be referred to central appointments for scheduling a routine appointment. Appointments may also be booked on line at <http://www.tricare.mil/>. Service members who are unable to keep a regularly scheduled appointment must call at least 24 hours in advance to cancel it. Missed appointments are considered an unauthorized absence from duty. Uniform for all medical appointments is the Uniform of the Day.

**Emergencies:** Emergencies involving risk to life, limb, or vision should be handled by seeking immediate care by dialing 911.

**Immunizations:** Immunizations are mandatory for all U.S. military personnel. All services conduct influenza immunization annually in the fall. A goal of each military Medical Administrative Unit is to make the process quick and simple by conducting mass influenza immunizations. Adherence to the

immunization schedule will alleviate the need for individual visits to the hospital immunizations clinic.

**Dependent Health Care:** TRICARE is the health program for family members. Questions should be directed to the local TRICARE Service Center at 1-877-TRICARE (1-877-874-2273). For appointments, call 937-522-APPT (2778) or book online at <http://www.tricare.mil/>. Routine childhood immunizations do not require an appointment and are done in the Pediatric Clinic.

**Area B:** As a convenience to AFIT, Occupational Health in Area B Building 675 offers medical appointments for acute care. For more information call 255-4809.

### ***Off-Duty Employment***

Students may participate in off-duty employment, subject to the limitations and prohibitions stated in the Joint Ethics Regulation. Students seeking off-duty employment must obtain prior approval from the **AFIT** Associate Dean for Students. All off-duty employment requests must be reviewed by AFIT/JA. An AF Form 3902, Application and Approval for Off-Duty Employment, must be completed and filed in the Personnel Information File (PIF). Members of sister services will fill out the forms required for their respective service. Failure to report outside employment or professional activities may result in administrative or disciplinary action. Off-duty employment by students is highly discouraged due to the demands of the graduate programs at AFIT.

### ***Out-processing***

**USAF Students:** The following information is extracted from the AFIT/CC Policy Letter, located at:

[http://cs.eis.afit.edu/support/commandants\\_corner/Policy%20Letters/Forms/AllItems.aspx](http://cs.eis.afit.edu/support/commandants_corner/Policy%20Letters/Forms/AllItems.aspx) . Based on

the unique demands--dissertation, research, thesis prep/finalization, exams--placed on AFIT students at the end of their last quarter, AFIT has designated up to seven days after the date of graduation as out-processing days for Air Force students (this excludes PCA). This time is authorized for students remaining in the area to schedule TMO pick-ups, to clear base housing, to disenroll their children from school, and any other activities normally performed during duty hours the final week before a PCS. This authorization is denoted on the PCS orders in Block 24 as item 9 on the reverse of the orders.

AFIT/FS will post the out-processing schedule via e-mail to all the students prior to graduation. The students are considered "on-duty" during the seven days post graduation and should not be charged leave for this time period. The student's travel days begin on the day he/she departs from Wright-Patterson AFB and end when he/she in-processes at the gaining unit.

**Follow-on Assignments:** Assignments will be handled via the normal assignment cycle and therefore are not known at the time of in-processing.

**Sister Service Students:** Upon graduation, sister service students will report to the AFIT Force Support office for an out-processing checklist. This checklist includes specific service instructions for out-processing and PCS. Complete the checklist and return to Force Support office prior to departing the area.

**Civilian Students:** Upon completion of degree program or graduation day, whichever is later, civilian students must visit the Student Support Division for an out-processing checklist. Non-DOD civilian students who complete and have no further research or business with AFIT or Wright-Patterson AFB are required to turn in their issued

base ID card (Area A, Bldg 286) after completion of their out-processing checklist.

## ***Parking***

Traffic regulations are strictly enforced on WPAFB. Students may park in any parking spot available around AFIT except where specifically prohibited by reserved parking signs. Students parking at locations other than the school grounds are reminded not to block driveways and should be aware of posted local parking regulations. Students must park in valid parking spaces only; do not park in the grass and do not park in reserved spaces, even when covered with snow! Should you receive a parking or a speeding ticket on base, you must notify the AFIT First Sergeant (both officers and enlisted personnel) within 48 hours. Students who receive multiple traffic violations (2 or more) may have their base driving privileges revoked.

Due to limited base parking, student car-pooling and commuting via the Shuttle Bus service is strongly encouraged. The 88th MSG/LGRTVO office provides the base shuttle schedules. For more information, they can be reached at 7-4339.

## ***Pay Notification***

Go to <https://mypay.dfas.mil/mypay.aspx> and establish your MyPay account to manage your pay. Contact your financial services administration office for further information.

## ***Physical Fitness Requirements***

All military students are personally responsible for attaining and maintaining a state of physical readiness, enabling them to perform their duties and present a sharp, fit military appearance. Most members experience changes in routines while assigned to AFIT. Many take full advantage of the flexibility in their schedules to develop a personal

physical readiness program. However, for others, the lifestyle change may have detrimental effects. Each student must participate in a program of physical exercise and activity. Sister Service students must comply with their service's fitness requirements. Air Force students are assigned to a physical fitness section and must meet as a group at least once a week and are expected to exercise at least two other times on their own. Members are required to wear the (Physical Training) PT uniform when performing group PT sessions. Members can wear the PT uniform at other times and are able to mix and match the uniform with civilian clothes as long as they are not in a formal group session. Sister Service students, civilians, and international officers are encouraged but not required to participate in these PT sessions.

For students placed on a medical profile and unable to exercise, an AF Form 469 is required from the hospital. You must provide the CSS and your Physical Training Leader with a copy of your AF Form 469. Depending on the length of the profile and the testing time frame, you may be given additional time to prepare for your annual fitness assessment or you will be required to test as soon as you have been removed from your profile. There are other stipulations and instructions which may apply, please contact you're PTL or the AFIT UFPM for more information.

Students who arrive at AFIT with an expired fitness test or have a test that will expire before their assigned testing month will test approximately 42 days after arrival.

## ***Physical Health Assessments (PHAs)***

All US Air Force students must complete an annual Physical Health Assessment (PHA) near their birth month. The PHA Clinic at Wright-Patterson AFB Medical Center schedules and

conducts all PHAs. You will receive an email to complete the web health assessment, that MUST be completed prior to your appointment (accessible via the Air Force Portal (<https://www.my.af.mil/> - click the LIFE and CAREER tab (located at top of page), then click the HEALTH sub-link).

PHA appointments can be schedule by calling: (937) 257-8861 DSN: 787-8861

## ***Promotions***

Generally, students meeting a promotion board while at AFIT will meet the Student MLR with a Narrative Only PRF. Please contact FSP with questions concerning the Student MLR process. Promotion releases, school selections, and command releases are done throughout the academic year by the Commandant/Associate Dean for Students on the respective public release dates.

## ***Public Information***

There are a number of directives pertaining to the approval and release of Department of Air Force Public Information. In general, any document—including articles, conference papers, theses, and dissertations—prepared for publication or address must be submitted to 88<sup>th</sup> Public Affairs office, which will refer the material for appropriate policy and security review.

## ***Public Statements***

Military students will not make public statements on controversial matters, which may be incorrectly construed as an official Department of Defense position. While opinions may be voiced as private individuals, those opinions or assertions must be clearly conveyed as being private in nature.

## ***Section Leaders***

**Section leader positions are assigned** by the Associate Dean for Students based on date of rank and academic curriculum to assist the student population in conducting normal operations. Below are the specific section leader responsibilities.

### **Section Leaders will do the following:**

- Take proactive leadership role for their section
- Enforce good military order and discipline in their section
  - When necessary, counsel students for minor disciplinary infractions
- Maintain their section's accountability
  - Know their people's duty status
  - Maintain current recall roster (A current copy of the recall roster is provided to the Student Support Division for their records)
  - Complete AETC Form 29B for members under 26 prior to travel as required
- Assist the Associate Dean for Students, Associate Dean, Force Support, and the Student Support Division with military & administrative matters pertaining to their section
- Disseminate directives and applicable information to their section
- Work through student chain of command on routine issues affecting our mission
- Actively supervise their section's PT program
- ***Take care of their people!!***

## ***Security***

All newly assigned students are required to take the security training briefs listed below. The four briefs are listed under —“Quick Launch/Training” on the <https://intranet.a+fit.edu/RPS/default.aspx>. Training is to be completed no later than the second week after you arrive at AFIT.

## TRAINING BRIEFS:

- Newcomer Brief
- NATO Initial Security Brief
- OPSEC Initial Newcomer Brief
- Anti-Terrorism Level 1 Training

For any security issues, please contact the AFIT Security Office in Building 643 Room 115. Security office hours are Monday through Friday 0900-1600, closed for lunch 1130-1230.

Students are also responsible for securing their backpacks. Make sure the bags are labeled with full name, program/year group, and department. If any bags are found unsecured, they may be confiscated and sent to the Commandant's office.

## **Security Clearances**

Mandatory SECRET security clearance eligibility is required for ALL MILITARY. All students will check with their losing organization Security Manager to ensure their security clearance eligibility is current. Any investigation date that is past the 10 year period is not current and a Periodic Reinvestigation (PR) needs to be submitted. If a Periodic Reinvestigation (PR) or initial investigation is required, each student should get in contact with the AFIT Personnel Security Manager. Notification will be sent to the 88 ABW/IPP Personnel Security, 1801 Tenth Street, and Wright-Patterson AFB OH 45433, COM (937) 255-4812. The 88 ABW/IPP Personnel Security office will reply with an e-mail stating: "Personnel Initiated in Electronic Questionnaire for Investigation Processing (e-QIP)." This statement provides authorization to initiate the investigative process. The 88 ABW/IPP Personnel Security office monitors all investigations submitted to the OPM for Wright-Patterson AFB personnel. Please note: Before you initiate your e-Qip questionnaire, please follow the instructions e-mailed you to the letter so your security update will go smoothly.

It is the losing organizations and the student's responsibility to make sure the student has a current SECRET clearance or submits an open investigation before coming to AFIT.

The Air Force has several AFSCs that require individuals to maintain a TOP SECRET clearance. Students need to check with their losing organization's Security Manager prior to reporting to AFIT if an upgrade or renewal security clearance is required. All Security Managers have the mandatory requirements Air Force AFSC Listing and can review the student's security personnel summary. If the clearance eligibility date is outdated, the losing organization will assist the student with updating it.

## **Smoking**

IAW AFI 40-102, Tobacco use in the Air Force, use of tobacco products (to include chewing tobacco or smokeless tobacco) by students is prohibited during school duty hours. Regular "lunch/meal" breaks are not considered school duty hours. Chewing tobacco and smokeless tobacco are prohibited in AFIT facilities (labs, classrooms, library, lounges, etc.) to include after duty hours. IAW AFMC directives, all designated smoking areas must be at least 50 feet away from points of facility ingress/egress, building windows, and HVAC intake sources. Information and a map detailing the designated smoking areas can be found at [https://intranet.afit.edu/Smoking\\_Policy.htm](https://intranet.afit.edu/Smoking_Policy.htm).

## **Snow/Inclement Weather Delays**

Snow/inclement weather sometimes affect classes at AFIT. There are four messages that will be used by the Wright Patterson Command Post:

1. Base Closed or Excused from Duty – all classes/activities are cancelled.

2. Early Release at xxxx: Classes that start prior to the early release will continue all classes that start after the release time are cancelled.
3. Up to xxxx hour reporting delay authorized: 1 hour classes that start prior to the delayed reporting time are cancelled. For classes that are more than 1 hour in length, class will start on the hour past the delay. (Note: the delay is from 0730)
4. Report no earlier than xxxx: Same as delayed reporting.

Base delayed reporting/closures are reported on most local TV stations and WPAFB website (<http://www.wpafb.af.mil/>) – all of these sources are also listed on the AFIT Intranet website. Instructors may opt to reschedule classes that are cancelled due to weather.

Above all, use good judgment. If you can not safely make it to AFIT, stay at home and notify your section leader and advisor.

## ***Sponsor Program***

An effective, well-administered Sponsor Program benefits all personnel by reducing apprehensions normally associated with any Permanent Change of Station (PCS) moves. The Student Support Division assigns a sponsor to new students. Every attempt is made to ensure sponsors are either in the same academic program or a closely related field. AF Sponsors are required to watch the —Sponsor Training Video located at <https://my.afit.edu/> located under additional links, sign a sponsorship training certificate, contact and assist the person they are sponsoring, and provide a personal letter to the Student Support Division for inclusion in the welcome package. The Student Support Division sends a welcome package to new students. The Student Support Division can also send welcome packages to inbound USA, USN, USMC, and USCG upon request. Much of

the information a new student will need can be found on AFIT's web site. AFIT students may serve as sponsors while attending classes.

## ***Sponsoring International Students***

An international sponsor is an ambassador of goodwill. Entering a new and different culture is seldom easy and the sponsor program is designed to help an international AFIT student adjust to American life. The sponsor in turn benefits from this unique opportunity to meet and become acquainted with a foreign military officer and his or her family (current students have the opportunity to serve as a sponsor to International military students at least once during their tour at AFIT). The first and foremost responsibility of the sponsor is to answer any questions of the international students, assist them in dealing with everyday affairs, and prevent unfortunate commercial manipulation or intercultural misunderstandings. As a result, mutual respect and long-lasting friendships are generated and a favorable impression of the U.S. results. Sponsoring an international officer student does not involve any financial obligation. Numerous social activities are made available to international students and their sponsors. The sponsorship program is strongly supported and encouraged as a principle element of diplomacy and goodwill. Those interested in finding out more about hosting an international officer student should contact the International Student Division by visiting Bldg 641 room 111 or call 255-6800, ext. 4303.

## ***Professional Military Education (AF Officers)***

### **Squadron Officer School (SOS)**

AFIT receives no SOS quotas for students. Prior to a permanent change of station (PCS), students are encouraged to solicit SOS quotas from their respective AFPC functional manager (if PCSing overseas) or their gaining unit training focal point.

## **Intermediate Development Education/Senior Development Education (IDE/SDE)**

Student Submissions for IDE/SDE consideration by their respective Development Teams are done on an AF Form 3849 and routed through the Associate Dean for Students who reviews and sends to the appropriate AFPC personnel.

## ***Student of the Quarter / Student of the Year Awards Program***

Each academic quarter, a —Student of the Quarter” award will be awarded in the following categories: Field Grade Officer (FGO), Company Grade Officer (CGO), Non-Commissioned Officer (NCO) and International Student (IS). The award process will be run by the Senior EN Student and the Student Class Leaders. Nominees must be full time AFIT Engineering and Management (EN) students pursuing a degree (Masters or PhD) in-residence. There is no separate Civilian Student category; however, civilian students are eligible for this program and will compete in the appropriate category based on their civilian grade or equivalent grade - all Department of Defense (DOD) civilian students will compete in the FGO category, while all non-DOD civilian students will compete in the CGO category. The nominees must demonstrate excellence in three categories: Academic accomplishment, leadership and community contributions, and other areas of significant improvement.

## ***Student Rights***

By virtue of your student status, both resident and distance-learning programs, you have specific rights afforded. All Air University students have the right to appeal any adverse action taken against him/her by following appropriate courses of appeal as outlined in the USAF EPME Procedural Guidance published under authority of AFI 36-2301.

For academic or non-academic issues involving AFIT students, the chain of appeal is as follows: Course instructor, Course director, appropriate AFIT School Dean, AFIT Vice Commandant, AFIT Commandant and Air University Commander.

## ***Training (Ancillary Training)***

All USAF students must at least be current, but not limited to, the following Ancillary Training while at AFIT: Self-Aid and Buddy Care (SABC), Total Force Awareness (TFAT) Training and Information Protection. In addition USAF students must have completed initial training for Law of Armed Conflict (LOAC) and SERE. USAF students should check with the Unit Training Manager quarterly for updated requirements. Training is accomplished through the Advanced Distributed Learning Service (ADLS) web site: <https://golearn.csd.disa.mil>

## ***Unauthorized Commitments***

An Unauthorized Commitment occurs when someone, either deliberately or unintentionally, bypasses the proper channels in the supply department, and contacts a vendor to request supplies or services be provided to the government. The outcome is a personal liability for the supplies or services obtained. Students are strictly prohibited from contacting vendors to order supplies or services. Supply department personnel are available to assist in the procurement of authorized supplies and equipment.

## ***Urinalysis Program***

Active duty military members assigned to AFIT are subject to random urinalysis testing. When notified, the member must sign/date the notification letter then report to Bldg 103, Room 123, Area B, with his/her military ID card. After the member has given the required specimen,

personnel from Bldg 103 will annotate the RIP or letter with the date/time specimen was obtained, then sign the RIP or letter. The completed RIP or letter must be returned to the Commander's Support Staff immediately after the urinalysis test has been accomplished. Students are authorized to miss class to complete this appointment.

## **VII. STUDENT ORGANIZATIONS**

### ***AFIT Student Association***

The AFIT Student Association (ASA) is a student-run, private, non-profit organization established to provide advocacy and services to AFIT graduate program students. All AFIT students in graduate programs in the Graduate School of Engineering and Management are members of the ASA. The Associate Dean for Students serves as the ASA advisor.

The ASA provides the following services to the student body:

- Sells AFIT regulation hats & T-shirts, and other memorabilia
- Manages two student lounge areas on campus, including Doolittle's Lounge
- Serves as an avenue of communication between the student body and AFIT's senior leadership
- Plans special events and recreational activities for students and their families
- Sells Microsoft Student Edition software packages at a steep discount
- Recognizes outstanding teaching and leadership through the student-selected Instructor of the Quarter awards
- Recognizes outstanding graduating students with the quarterly Ultimate Wingman award.
- Low-cost copiers for use in the library

Elections for the ASA Executive Board are held in November of each year. The Constitution

describes the duties of each position and is published on the ASA website at <http://www.afit.edu/asa/about.cfm>. Send an e-mail to all ASA Officers at: [ASA-Officers@afit.edu](mailto:ASA-Officers@afit.edu).

### ***AFIT Spouse Association***

The AFIT Spouse Association (ASPA) is free and open to all spouses of AFIT students, faculty and staff. The purpose of ASPA is to help make your assignment to the Dayton, OH area be the best it can be!

ASPA contributes time and money to various AFIT events throughout the year (i.e. Dining Out, Holiday party, AFIT fest and spring fling) and coordinates various activities (e.g. BUNKO, playgroups, book club, scrapbooking, cooking club, spouse's night out, etc).

A separate web site for ASPA has been created. It contains information on all ASPA activities/clubs, information about the local area, WPAFB and how to get a spouse sponsor. The web site is: <http://www.afit.edu/spouses>. You may register for access as soon as you have orders to AFIT; you do not need to wait until your arrival to the area. It takes a minimum of one business day to be granted access to the site. ASPA is run by an elected council of officers and representatives. All are encouraged and invited to run for any position! Please see the ASPA web site for volunteer details.

AFIT holds a separate orientation for incoming spouses in May and August. Please plan on attending the orientation that coincides with your arrival to the area. If you are new to the military, there is a program called Heartlinks that will address issues/concerns you may have. You can find out more on the ASPA web site.

## VIII. BASE SUPPORT



**Note: All operating hours listed were current at press time and are subject to change**

### ***Airmen and Family Readiness Center***

Wright-Patterson AFB's Airman and Family Readiness Center (A&FRC) provides a variety of services and programs for base personnel and their family members. The A&FRC is located in Area C, 2000 Allbrook Drive, and Building 2. Their phone number is (937) 257-3592; the operating hours are 0730 to 1630, Monday through Friday. The A&FRC provides employment resources, volunteer opportunities, financial counseling and education, the Air Force Aid Society as well as the Airman's Attic and the Loan Closet. More detailed information about the A&FRC is provided in your sponsor package and at <http://www.wpafb.af.mil/afro/index.asp>

### ***American Red Cross***

The local American Red Cross is located in the Wright-Patterson Medical Center and can be reached at 257-9876 primarily on Wednesdays and periodically the rest of the week. They serve the military community in various ways, including health and safety courses, financial assistance in emergencies, disaster briefings, and emergency communications. Please provide your family members with your unit and unit address. This information allows family to fully inform the Red

Cross and expedites notification if they need to contact you during emergencies. To contact the Dayton Downtown office, call (937) 222-6711; ask for Military Services.

### ***Chapels***

The AFIT Chapel is located in Bldg 640, Room 201. The 88th ABW provides AFIT with its own part-time Chaplain, and the AFIT Chaplain's Office is located in Bldg 640, Room 201A. Wright-Patterson has three base chapels. Chapel 1 is located in Area C (near the duck pond), Chapel 2 is in the Kittyhawk Area, and Chapel 3 is in the Prairies of Wright Field housing area. Below are the times and locations for various chapel services:

#### ***Protestant***

General Protestant Service with Communion, Chapel 1 (Area C), Sunday, 9:00 a.m.  
Gospel Service, Chapel 3 (The Prairies Housing), Sunday, 11:00 a.m.  
Evangelical Service, Chapel 2 (Kittyhawk), Sunday, 11:00 a.m.  
Contemporary Service, Chapel 2 (Kittyhawk), Thursday, 6:00 p.m. (includes free meal)

#### ***Catholic***

Daily Mass, Chapel 2 (Kittyhawk), Monday – Friday, 11:30 a.m.  
Weekly Mass at AFIT, AFIT Chapel, Tuesday, 11:30 a.m.  
Reconciliation, Chapel 3 (The Prairies Housing), Saturday, 4:00 p.m.  
Mass, Chapel 3 (The Prairies Housing), Saturday, 5:00 p.m.  
Mass, Chapel 2 (Kittyhawk), Sunday, 9:00 a.m.  
Mass, Chapel 1 (Area C), Sunday, 11:00 a.m.

### ***Jewish***

Contact the Chapel staff at 257-7427.

### ***Islamic Prayer***

Contact the Chapel staff at 257-7427.

### ***Earth-based Religions***

Contact the Chapel staff at 257-7427.

Additionally, various Bible studies are offered throughout the week. For information or to speak with the AFIT Chaplain, call 225-6565 ext. 4447.

### ***Child Care***

Quality childcare is offered in 4 Child Development Centers (CDC) at Wright-Patterson AFB. The New Horizons CDC is located in Bldg. 1403 in the Kittyhawk Area. The Wright Field CDC has two facilities located next door to the AFIT complex in Area B, in Bldg. 630. The fourth CDC is the Wright Care CDC, located in the Wright-Patterson Community Center (Bldg. 6933) in the Prairies at Wright Field housing area. The program offers affordable childcare for military and DOD family member's ages six weeks through 12 years. Care can be arranged by calling the resource and referral coordinator at 257-2644. Find out more information at

<http://www.88thservices.com/familychildcare.htm>.

Wright-Patterson AFB has numerous licensed and affiliated homes which provide child care in a home environment. For more information and a referral list, contact 255-5053 extension 375 or 376.

### ***Clothing Sales***

Limited military clothing items are found in the AFIT Bookstore. Military clothing sales (MCCS) is found in Area C, Bldg 209. For more information call 257-2800 or DSN 787-2800.

### ***Clubs***

Many clubs and activities are offered on Wright-Patterson AFB. Some of these include the Club and Banquet Facility, the Aero Club, the Tennis Club, and the Rod and Gun Club.

See <http://www.88thservices.com/> for further information.

### ***Fitness Centers***

There are three fitness centers on Wright-Patterson AFB. The fitness centers offer a wide variety of fitness activities, including free weights, weight machines, an indoor track, an indoor swimming pool, aerobics, and many other classes. In addition, the fitness centers have trained exercise counselors who can help you develop a safe and effective exercise program. The Base Health and Wellness Center (HAWC) is located at Wright Field Fitness Center in area B. Visit <http://www.88thservices.com/> for more info.

#### ***Wright Field Fitness Center Hangar 22 Area B***

Mon-Fri 0500-2200

Sat 0800-1800

Sun, Holidays Closed

#### ***Dodge Gym Building 849 Area A***

Mon-Fri 0500-2000

Sat, Sun 1000-1800

Holidays 1000-1800

Thanksgiving and Christmas Closed

#### ***Jarvis Gym Building 1245 Kittyhawk Area***

Mon-Fri 0500-2200

Sat, Sun, Holiday 0800-1800

## ***Hometown News Release***

Hometown News Release, DD Form 2266, is a quick and simple way to showcase the activities and accomplishments of Soldiers and Airmen. If you are interested in a hometown news release, complete the form and submit it to the WPAFB Public Affairs office, 522-3252. The service uses the form to produce a news release and market it to newspapers in locations where the service member has family ties. A fillable Adobe form can be located at the following website:

<http://www.dtic.mil/whs/directives/infomgt/forms/forms/dd2266.pdf>.

## ***Information Tickets and Travel***

ITT offers discount tickets to area events and amusement parks. Base personnel can obtain admission tickets to a variety of amusement parks to include Cedar Point, Walt Disney World, Kings Island, The Beach, Universal Studios, and Busch Gardens at reduced prices. ITT is located in Bldg. 1226, Kittyhawk Area.

In addition to discount tickets, the ITT office also offers a variety of other services to meet your needs like Fed-Ex and UPS services.

The hours of operation are:

Mon – Fri, 1000 – 1400

Closed Sat, Sun, & Holidays

For more information, call 937-257-7670 or visit

<http://www.88thservices.com/itt.htm>.

## ***Mental Health Clinic***

The Mental Health Clinic provides assistance and information on issues related to mental health, including stress management, available community and base resources, and suicide prevention. If there are questions or assistance is needed, please contact the Mental Health Clinic at 257-6877/6876 Monday-Friday 0730-1630, excluding holidays and goal days. For all

emergency cases, please proceed directly to the Mental Health Clinic during duty hours, the emergency room during non-duty hours or call 911.

## ***Temporary Lodging Facility (TLF)***

TLFs are available to military members and their families who PCS to or from Wright-Patterson AFB. Reservations will be accepted 60 days before requested occupancy date. For more information call 257-3810.

## QUICK REFERENCE GUIDE

AFIT EN OPERATING INSTRUCTIONS

<http://org.eis.afit.edu/dept/en/OperatingInstructions/Forms/AllItems.aspx>

AFIT POLICY LETTERS

[http://cs.eis.afit.edu/support/commandants\\_corner/Pages/default.aspx](http://cs.eis.afit.edu/support/commandants_corner/Pages/default.aspx)

AFIT SPOUSES ASSOCIATION

<http://www.afit.edu/spouses/>

BASE SERVICES

<http://www.88thservices.com/>

CHILD DEVELOPMENT CENTERS

<http://www.88thservices.com/wrightcare.htm>

AIRMAN AND FAMILY READINESS FLIGHT (AFRF)

<http://www.wpafb.af.mil/afrf/index.asp>

HOMES WPAFB

<http://www.wpafbhomes.com>

ITT OFFICE

<http://www.88thservices.com/itt.htm>

LEAVE WEB

<https://www.my.af.mil/faf/FAF/fafHome.isp>

LIBRARY

<http://www.afit.edu/library/>

MyPay

<https://mypay.dfas.mil/mypay.aspx>

SC COMPUTER SUPPORT

<http://cs.eis.afit.edu/support/help/pages/default.aspx>

STUDENT PORTAL

<https://my.afit.edu>

THESIS STYLE GUIDE

[www.afit.edu/en/ant/thesisdissertationstyleguide.cfm](http://www.afit.edu/en/ant/thesisdissertationstyleguide.cfm)

WPAFB ASC Home Page

<https://www.wpafb.af.mil/asc/>

WPAFB PUBLIC WEBSITE

<http://www.wpafb.af.mil/>

WRIGHT FIELD FITNESS CENTER

<http://www.88thservices.com/wrightfieldfitness.htm>

<b>BASE OPERATOR</b>	257-1110	Medical Center Information	257-0837
AFIT Bookstore	255-6063	Dental Clinic Appointments	257-8761
Arts and Crafts		Mental Health Clinic	257-6876
Main Line	257-7025	OB/GYN Appointments	257-1160
Wood Shop	257-1476	Pediatric Appointments	257-6991
Frame Shop	257-7183	Primary Care Appointments	522-2778
Auto Shop	257-3310	Nightingale/Fisher Houses	257-0855
Base Exchange Main Store	879-5730	Officers' Club	257-9762
Mon-Fri	0900-2000	OWC Activities Bldg 31083	879-0789
Sat	0900-2000	Preschool Programs	257-6763
Sun	1000-1800	Recycling Center	257-4889
Home & Garden/Four Seasons	878-8831	Red Cross	257-9875
Mon-Fri	0900-2000	Retiree Activities Office	257-3221
Sat	0900-2000	Security Forces	257-6516
Sun	1000-1800	Theater	257-4697
C E Service Call	257-3131	Thrift Shop	285-0306
Child Care Centers		Tues, Wed, Fri	0930-1400
New Horizon Center	904-1433	Thurs	1800-2100
Wright Care	904-8055	Tricare	1-877-874-2273
Wright Field	255-6254	Youth Activities	255-5053
Chapel	257-7427	Veterinarian Services	257-6853
Commissary	257-2060	Volunteer Programs	255-8099
Bakery	873-8118	Weather	257-3102
Deli	878-0900		
Store Manager	X342		
Mon-Sat	0900-1930		
Sun	0900-1700		
Credit Union			
Area A	256-5470		
Area B	256-2157		
Col Glenn	429-3340		
Kittyhawk	878-3077		
Airman & Family Readiness	257-3592		
Family Services	257-2910		
Mon-Fri	0900-1500		
Airman's Attic	257-2910		
Housing	257-6549		
Household Goods	257-2153		
Kittyhawk Lanes	257-7796		
Library	257-4815		

## AFIT Graduate School Academic Calendar 2011 – 2012

### FALL ORIENTATION/REVIEW SESSION 2011

August 22	Monday	Military Students Arrive
August 22 - September 02	Monday - Friday	Student Orientation / In- Processing
September 05	Monday	Labor Day - No Classes / Offices Closed
September 06 - September 30	Tuesday - Friday	Technical Refresher Course

### FALL TERM 2011

October 03	Monday	Fall Quarter Classes Begin
October 07	Friday	Last day to add a class
October 10	Monday	Columbus Day - No Classes / Offices Closed
October 14	Friday	Last day to drop a class without receiving a "W" grade
October 31	Monday	Open Registration for Winter begins today
October 31	Monday	Winter class schedule available
November 11	Friday	Veteran's Day - No Classes / Offices Closed
November 24	Thursday	Thanksgiving Day - No Classes / Offices Closed
November 25	Friday	AETC Family Day - No Classes
November 25	Friday	Last Day to drop a class
December 14	Wednesday	Classes End
December 16 - December 20	Friday - Tuesday	Final Exams

### WINTER TERM 2012

January 02	Monday	Winter Quarter Classes Begin
January 06	Friday	Last day to add a class
January 13	Friday	Last Day to drop a class without receiving a "W" grade
January 16	Monday	Martin Luther King Day - No Classes / Offices Closed
January 30	Monday	Open Registration for Spring begins today
January 30	Monday	Spring class schedule available
February 20	Monday	President's Day - No Classes / Offices Closed
February 24	Friday	Last Day to drop a class
March 09	Friday	Classes End
March 12 - March 15	Monday - Thursday	Final Exams
March 22	Thursday	Commencement

### SPRING TERM 2012

March 26	Monday	Spring Quarter Classes Begin
March 30	Friday	Last day to add a class
April 06	Friday	Last day to drop a class without receiving a "W" grade
April 23	Monday	Open Registration for Summer begins today
April 23	Monday	Summer Class Schedule available
May 18	Friday	Last day to drop a class
May 25	Friday	AETC Family Day - No Classes
May 28	Monday	Memorial Day - No Classes / Offices Closed
June 01	Friday	Classes End
June 04 - June 07	Monday - Thursday	Final Exams
June 14	Thursday	Commencement
June 15	Friday	Air Mobility Graduation

### SUMMER ORIENTATION/REVIEW SESSION 2012

May 18	Friday	Military Students Arrive
May 21 - May 25	Monday - Friday	Student Orientation / In Processing
May 28	Monday	Memorial Day - No Classes / Offices Closed
May 29 - June 22	Tuesday - Friday	Technical Refresher Course

### SUMMER TERM 2012

June 25	Monday	Summer Quarter classes begin
June 29	Friday	Last day to add a class
July 04	Wednesday	Independence Day Observed - No Classes / Offices Closed
July 05	Thursday	AETC Family Day - No Classes
July 06	Friday	Last day to drop a class without receiving a "W" grade
July 23	Monday	Open registration begins for Fall today
July 23	Monday	Fall class schedule available
August 17	Friday	Last day to drop a class
August 31	Friday	Classes End
September 03	Monday	Labor Day - No Classes / Offices closed
September 04 - September 07	Tuesday - Friday	Final Exams