Please read this message in its entirety (all inbound students), as the following includes important changes to the FY 2020 AFIT/EN In-Residence Reporting Instructions due to the COVID-19 response. These changes have been made to help you safely integrate into AFIT.

Report Dates (all inbound students): Each academic Department hosts refresher courses to aid student transition into graduate school. These refresher courses are scheduled to begin during the week of 7 September 2020. The reporting timeline is adjusted so you can arrive at AFIT, observe the 14-day self-monitoring period required of all personnel PCSing into WPAFB, receive household goods and complete in-processing actions before the start of the refresher course. Information on refresher course requirements will be provided by each Department during in-processing.

Students PCSing to Wright-Patterson AFB (WPAFB):

Report No Earlier Than Date (RNETD) is now 01 August 2020 (original date 15 August 2020)
Report No Later Than Date (RNLTD) is now 05 August 2020 (original date 20 August 2020)

Students PCAing to AFIT: Your 21 August 2020 reporting date remains as is.

Students arriving from ROTC: Your 03 August 2020 reporting date remains as is.

Precautionary Measures Prior to Travel (students PCSing into WPAFB and students arriving from ROTC): In order to reduce the risk of falling ill while traveling to AFIT, we highly encourage you to remain in your local area for 14 days prior to departure and self-monitor for symptoms.

Inprocessing (all inbound students): At present time, we anticipate a virtual or drive-thru AFIT and base in-processing where you will drop off the out-processing packet from your previous duty station and pick up face coverings. More detailed procedures will be provided closer to your arrival in order to reflect the most current COVID condition and policy response. We ask for your flexibility and to review the latest reporting instructions, which are posted at https://www.afit.edu under Popular Pages (“Reporting Instructions FY20”).

14-day Quarantine (Self-Monitoring) Period (students PCSing into WPAFB and students arriving from ROTC): During the 14-day quarantine period, you will be checking your own health and limiting contact with others. This includes daily monitoring for symptoms of fever (body temperatures greater than 100°F), cough, and shortness of breath; complying with social distancing guidance; maintaining 6-feet distancing and not congregating in common places; taking precautions to include frequent hand-washing, wearing face covering; and limiting physical contact with others.

If any symptoms develop, isolate yourself from others call the 88th Medical Group at 937.552.2778 or the Nurse Advice Line at 800.847.2273, and notify your sponsor.

House-Hunting and Household Goods Delivery (students PCSing into WPAFB and students arriving from ROTC): After your arrival and in-process, anticipate that you will be placed into a 14-day self-monitoring period. During this 14-day period, you are authorized to house hunt, move goods, and receive household goods provided that you are not symptomatic and that you take the precautions described above. Additionally, limit your physical proximity to movers, realtors, and landlords as much as possible and maximize correspondence with them via phone/email.
If any symptoms develop, *isolate* yourself from others, call the 88\textsuperscript{th} Medical Group at 937.552.2778 or the Nurse Advice Line at 800.847.2273, and notify your sponsor.

If you are sick, please follow the CDC’s recommended steps located at: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html). Please follow these guidelines as they help slow the spread of the virus, guard the safety of others, and ensure mission continuity.

If you are unsure what to do, please contact your sponsor so your questions can be routed to the appropriate office.

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

[https://www.afit.edu/en/Form35Request/](https://www.afit.edu/en/Form35Request/)

**Finance (all inbound students)**: The WPAFB Finance Office continues to process travel vouchers; however, it is highly recommended that you give yourself a financial cushion in the event of any voucher processing or payout delays. POC and directions for travel voucher processing will be provided upon arrival at AFIT.

**Medical (all inbound students)**: If you feel ill or symptomatic at any time during your travel to WPAFB, please contact the nearest hospital or facility where COVID testing is administered and get tested. While waiting on your results, isolate yourself and your family, and notify your sponsor to receive further instructions. Ensure you don protective face wear and wash your hands frequently.

**Government Travel Card (GTC) (all inbound students)**: Due to temporary manning changes as a result of the COVID-19 response, GTCs will be authorized with individual communication to the Finance Office. For travel expense questions, please email [afitdts@afit.edu](mailto:afitdts@afit.edu).

**Communication (all inbound students)**: We will convey any changes to you as quickly as possible through the Reporting Instructions posted at [https://www.afit.edu](https://www.afit.edu) under Popular Pages (“Reporting Instructions FY20”).

**Incoming Students will be assigned a Sponsor**: Student Operations will assign each incoming student a sponsor. It is important that you stay in contact with your sponsor so that they can assist with your arrival. If you are less than 30 days out from your reporting time and have not been contacted by a current student as a sponsor, please contact [student.services@afit.edu](mailto:student.services@afit.edu).

**Contacts (all inbound students)**: Best wishes for safe and speedy travels to AFIT. We look forward to meeting each and every one of you.

Student Operations: [student.services@afit.edu](mailto:student.services@afit.edu); 937.255.6234 x3107
Dean of Students: Col John McQuade ([John.McQuade@afit.edu](mailto:John.McQuade@afit.edu); 937.620.0675)
First Sergeant: MSgt Anna Garrett ([Anna.Garrett@afit.edu](mailto:Anna.Garrett@afit.edu); 937.469.4627)
Section CC: Lt Col Michael Seal (Interim) ([michael.seal@afit.edu](mailto:michael.seal@afit.edu); 937.503.2783)
CSS: 937.255.1148; [css@afit.edu](mailto:css@afit.edu)