

# CY 2022 Reporting Instructions, dated 14 Oct 2021

(Instructions found at: [www.afit.edu](http://www.afit.edu))

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

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

Incoming PCS students may begin reporting no earlier than the established Report No Earlier Than Date (RNETD) and *must arrive* by the Report No Later Than Date (RNLTD) as indicated below. PCA students *must* in-process on the date indicated below.

	RNETD	RNLTD	PCA In-Process Date	In-Process AFIT
Summer Program (w/refreshers)	14 May 22	16 May 22	26 May 22	16 May 22
Summer Program (no refresher)	11 Jun 22	13 Jun 22	24 Jun 22	13 Jun 22
*ROTC Students Reporting	24 Jul 22	25 Jul 22		28 Jul 22
*AF Academy Reporting	27 Jul 22	28 Jul 22		28 Jul 22
Fall (all programs) PCSing into AFIT	15 Aug 22	18 Aug 22		15-18 Aug 22
Fall PCAing into AFIT	26 Aug 22		26 Aug 22	26 Aug 22

- PCSing students in process AFIT between 15-18 August 2022
- PCAing students in process AFIT on 26 August 2022 (not authorized to sign out of your old unit Not Earlier Than 25 Aug 22)

**\*ROTC students will initially report to AFIT, Area B, Bldg 642 Kenney Hall at 0800hrs on 25 Jul 2022.**

**\*AF Academy students will initially report to AFIT, Area B, Bldg 642 Kenney Hall at 0800hrs on 28 Jul 2022.**

**All AFIT student in-processing begins promptly at 0800hrs!** Students must report to ***Building 642, Kenney Hall Auditorium, AREA B, WPAFB***. Students need to arrive 15-20 minutes early in order to get initial registration out of the way. All in-processing briefings begin at **0800hrs** and will last until **1500hrs**. Any appointments to include house hunting should be scheduled after in-processing is complete. Again, if you have TMO deliveries, dependent school enrollments requiring your presence, ensure they do not conflict with AFIT or Base in-processing appointments!

Base/Medical in-processing is typically scheduled for following Tuesday after AFIT in processing. Base/Medical in processing begins at 0800hrs (more details will be provided upon arrival).

## **Must have for in-processing:**

- A pen
- 5 copies of PCS orders
- Printed copy of current Fitness score sheet from the AF Portal
- Out-processing package from your losing MPF

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

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

**2022 SAPR/Suicide Prevention Training**): ALL incoming students are required to complete 2022 SAPR/Suicide Prevention Training prior to AFIT attendance! This MANDATORY training is required to be updated into MyLearning and needs to be verified by the student prior to PCS/PCAIing to AFIT. Officers who are new AF accessions who do not have the training will be scheduled upon arrival.

**Ensure ALL ancillary trainings are completed within 30 days of departure from your losing unit!**

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

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

**Please make sure your record current and your next PFT exam is projected prior to departing!**

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

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

#### **AFIT POCs:**

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

- Email: [css@afit.edu](mailto:css@afit.edu)
- General personnel information/support
- CAC Pin Reset assistance
- Leave issues
- General reporting instructions

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

- Email: [student.services@afit.edu](mailto:student.services@afit.edu)
- Sponsor Info
- Early or late reporting approval
- Temporary Supervisory Chain
- In processing schedule/orientation calendar
- Form 35 (computer/network access) POC

**Due to COVID-19 and DoD Travel Restrictions, these Reporting Instructions, dated 14 Oct 21 are subject to change without notice. Incoming students must check for new reporting instructions NET/NLT: **two weeks prior to departure** at [www.afit.edu](http://www.afit.edu)!**