**In-Processing**

You must complete all **three (3)** in-processing requirements below:

1. **In-process Naval Postgraduate School**
   
a. Pick up and complete Student Services checklist

b. Transfer GTC account to NPS (see Travel Office next to Student Services)

c. Drop off dental records – 4th floor of Herman Hall

d. Visit Personal Property Office, 1281 Leahy Rd in La Mesa housing area, for assistance closing out Personally Procured (DITY) moves.

2. **In-process Presidio of Monterey**
   
a. Finance – file PCS voucher, DLA, TLA/TLE (see “POM Support Info” for hours)

b. MPS – gain, update duty title (see “POM Support Info” for hours)

c. Med records / Tricare – Drop off records/update Tricare at Medical Readiness Center and contact POCs, Email: 517Trg.medoffice@us.af.mil, Phone: (831) 242-5026

d. Flt records/FEFs – drop off at 311 or 314 TRS
   
   i. 311 TRS POC: SSgt Greta Grimm. Greta.grimm.1@us.af.mil (831) 242-7160

   ii. 314 TRS POC: SSgt Josiah Fast. Josiah.fast@us.af.mil (831) 242-4140

e. Update ADLS (*need .mil computer*) – Select “AETC” as MAJCOM and “Presidio of Monterey” as base. Students must update their ADLS profile to reflect their UTM/UDM as afitudm@afit.edu and update their organization structure to reflect the following: Air Force; AETC; Air University; AFIT Civilian Institution.

f. Update vRED via vMPF

   
g. Update Leaveweb: AETC -> Goodfellow -> HC -> DET ME02 AFIT

3. **In-process AFIT**
   
a. CI Portal - https://documents.afit.edu/CIP/

   i. Log in (you might need to establish an account first, but your programmatic information will already be there), and select “Personal Information” near the top right. Please keep info current.

b. Update Leaveweb approver – AETC-> Goodfellow-> HC-> DET ME02 AFIT->Lt Col Jorge Jaramillo