AFROTC, Det 158—USF, Tampa, FL
Randolph AFB, TX (Nav/EWO Trng)
Kirtland AFB, NM (MC-130 H Trng)
Hurlburt Field, FL (Flying w/ AFSOC)
RAF Mildenhall, UK (Flying w/ AFSOC)
Randolph AFB, TX (EWO Inst/Eval)
NAS Pensacola, FL (CSO Inst/Eval)
Naval Postgraduate School, CA (IDE/RAS training)
U.S. Embassy, Barbados (RAS tour / SCO Chief)
Naval Postgraduate School, CA (RAS tour / command)
Around the Room

- Name
- Family (spouse, kids)
- Specialty (AFSC)
- Last duty station
- Curriculum
- What you’ve heard about NPS
BLUF: I am the G-series orders commander for AFIT students

3 flavors of students

- **AFIT**
  - AU CC/President (Lt Gen Kwast) – AFIT Commandant (Col Cotellessso) – NPS AFELM CC (Lt Col Jaramillo)
  - TR from AFIT

- **FAO (RAS) Certificate (Non AFIT)**
  - TDY to NPS
  - NPS TR to certify RAS trng

- **TDY Students (Non AFIT)**
  - Standard OPRs
Note...this is for military issues.
AFIT CI PROGRAM CHAIN

AFIT/CL
DR. TODD STEWART
Director & Chancellor

AFIT/CI
COL ROBEY
Director/Dean of Students

AFIT/CIG
MR. LUKE WHITNEY
Chief, Graduate Education Div

CI Line, Legal, Chaplain
Program Mgrs/Support Staff
450+ Students

AFIT/CIM
MAJ JAMIE SPANGLER
Chief, Healthcare Education Div

CI Medical
Program Mgrs/Support Staff
1700+ Students

“Arming the Air Force with the Power of Knowledge from the World’s Best Institutions”

WWW.NPS.EDU
Expectations

• Maj Gen (Retired) Todd Stewart
  “You are professional airmen FIRST…uphold standards…[you are] very important to USAF mission.”
  • Job vs. Profession

• Col William Robey (Col Craig Narasaki)
  “I’m tolerant of mistakes but have NO tolerance for lack of correction, lack of integrity, or unprofessionalism.”

BL: Professionalism, Standards, Integrity
Expectations (NPS)

- Be professional
  - On time and prepared
  - Maintain standards of conduct and military bearing
    - Business Casual does not mean casual behavior
- Muster and report to urinalysis as required
  - Use technology, set reminders
- Attend SECNAV Guest Lectures (SGL)
  - Mandatory duty (not optional)
- Manage workload/stress (i.e. study and thesis)
- Integrity
Expectations (USAF)

- Be Professional
  - Stay fit, pass PT tests
  - Don’t drink and drive (or bike)
  - No SAPR violations
  - Stay up-to-date on ADLS training and IMR
- Enjoy the area and family time
- Build and nurture relationships (intra/inter service)
- Keep Python info updated (Family/Contact info)
- Promotion—Will you meet a board while at NPS?
  - N-O PRF & Records in Order?
- **NOTIFY ME OF ANY DEATHS, SERIOUS INJURIES/INCIDENTS IMMEDIATELY (Day or Night) – Need 5 Ws**
  - 850-566-8042 (mobile)
    - Positive confirmation of comms

BL: Act like a professional/adult and I will treat you like one.
96 years

- 3 schools
  - Civil Engineer School
  - Graduate School of Engineering & Management
  - School of Systems & Logistics

- Civilian Institutions
  - Medical
  - AFIT, USAFA, NPS*
  - ~2,400 students, 15 countries, 400 institutions

*NPS has the largest concentration of CI students
USAF Students at NPS

• Current projection is 80-90 new AF students per FY
  – Majority of students in RAS and Acquisition programs

• USAF Staff at NPS
  – AFELM Commander
  – 2 Military Faculty

Air Force Resident Students
(70-135 on-board)
NPS Mission

Provide high-quality, relevant, and unique advanced education and research programs to increase the combat effectiveness of Naval Services, other Armed Services of the U.S. and our partners, to enhance our national security.

Mission-driven Institution:

- NPS is a graduate-level research university, applying academic rigor to a defined niche
- Responds to joint, interagency, emerging needs and coalition requirements of the Departments of Defense, Navy, Homeland Security, and more
- Fosters a multi-service, interagency, coalition learning environment
- Prepares the joint intellectual leaders for tomorrow's joint forces
Four Graduate Schools

Graduate School of Operational and Information Sciences
Associate Dean
COL Nelson Emmons
USA
- Computer Science
- Defense Analysis
- Information Sciences
- Operations Research

Graduate School of Business and Public Policy
Associate Dean
CAPT Jim Hitt
USN
- Acquisition Management
- Contract Management
- Financial Management
- Manpower Systems
- Resource Management

School of International Graduate Studies
Associate Dean
CAPT Erik Stohlmann
USN
- National Security Affairs
- Regional Studies
- Strategic Studies
- Civil-Military Relations
- Homeland Security

Chief of Staff
CAPT John M. Ward, USN

Dean of Students
CDR Paul Rasmussen, USN

- Electrical Engineering
- Systems Engineering
- Mechanical Engineering
- Aerospace Engineering
- Space Systems
- Applied Mathematics
- Meteorology
- Oceanography

Air Force Faculty at NPS
Maj Muir, GSBPP

Graduate School of Engineering and Applied Sciences
Associate Dean
Col Tim Sands
USAF

Graduate School of Engineering and Applied Sciences
Associate Dean
Col Tim Sands
USAF

Graduate School of Business and Public Policy
Associate Dean
CAPT Jim Hitt
USN

School of International Graduate Studies
Associate Dean
CAPT Erik Stohlmann
USN

AFELM Mission

Support USAF mission requirements and your needs

- Enable your professional and personal growth and success
  - Facilitate access to USAF spt (POM, AFIT, AFPC, SAF/IA, NPS, etc.)
  - Oversee promotion/award/retirement ceremonies
  - Advise on career timelines and processes
  - Review PRFs, ADPs, 3849s, TRs, etc.
  - Update you w/ AF-related info (via Vector Checks)

- Hold you accountable to professional standards
  - Encourage to do the right thing
  - Administer administrative (UCMJ) actions if req’d

“NPS AFELM, shaping better airmen by expanding minds and reducing waistlines...”
Administrative Support

- Leave and Passes – detailed policy on Sakai (BL: if you don’t spend the night at home, you need to be on pass or leave)
  - AETC rules for under 26
  - AETC rules for HRA (AF Form 4391)
  - Need to submit miss muster requests separately (weekdays)
- Leaveweb (AETC, GF, DET ME02 AFIT, Supervisor/backup)
- Medical Care:
  - Presidio of Monterey (POM) Clinic – primarily for Active Duty
- Dental Care: 4th Floor, Herrmann Hall or POM (Active Duty)
- Housing: Monterey Bay Military Housing Services Office
  - Office, Bldg 4250, Ord Military Community
    - Ord Military Community
    - La Mesa Village
- SAKAI Page: Consolidated support info in “Resources” folder – SOPs, contact, etc. (internal “Blackboard”)
- Liferay: Open website for all to see (no NPS access required)
- Uniforms
  - Daily: Business casual (no jeans, no athletic shoes, shirts must have collars)
  - Tuesday is Uniform Day (warrior day 1st Tuesday of each month)
- PT Test s- POM
- .mil Access – my office or apply for your own .mil VPN
USAF SAKAI Page

US Air Force at NPS: Shaping Better Officers by Expanding Minds and Reducing Waistlines

Click on "Resources" Tab on left to access USAF-related support.

If this site does not fully address your concerns, please contact the NPS AF Element Commander (contact info below).

Lt Col Jorge F. Jaramillo

Office Phone: 831-656-2073 (Work)

Cell Phone: 850-566-8042

jaramil1@nps.edu

1 University Circle, HE 043
Monterey, CA 93943
USAF at NPS Page

**US Air Force Element**

**Welcome**  In-Processing  Current Students  Out-Processing  Documents

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**NPS Senior Air Force Officer**

Colonel Timothy Sands, PhD  
United States Air Force  
Associate Dean, Graduate School of Engineering and Applied Sciences  
CML: (831)-656-3939

---

**Commander, NPS Air Force Element**

Lt Col Jorge F. Jaramillo  
Commander, Air Force Element NPS  
Comm: (831) 656-2873  
Cell: (850) 566-8042  
jjaramil1@nps.edu

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**NPS Quarterdeck**

DSN: 756-2441  
CML: (831)-856-2441

---

**AF Support Numbers**

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**CSAF Letter to Airmen**

📅 8/2/17 6:07 PM  
Read More »

By Jorge F Jaramillo  
Flag
Air Force Points of Contact

Air Force Institute of Technology (AFIT)

- PM (RAS and IDE): Capt “Andy” Schweitzer
  - Scott.Schweitzer@afit.edu; DSN 785-2259 x3057 (RAS/IDE)
  - Michael.rosenof@afit.edu; DSN 785-2259 x3053 (Reg quota)
- Civilian Institution Division Chief: Mr. Luke Whitney
  - Luke.Whitney@afit.edu; DSN 785-2259 x3003
- PM (USAFA/AFIT Faculty Pipeline): Mr Daniel Clepper
  - Daniel.Clepper@afit.edu; DSN 785-2259 x3045

517 TRG Mission Support Flight (MSF)

- Personnel Section: 831-242-5303 / 7485 / 4164
- Finance Section: 831-242-5065
- See Sakai or Liferay for hours
Presidio of Monterey (POM) – 517 Training Mission Support Flight
Building 834 (Off Mason Road)
MPS/Finance are both open M/T TH/F 0930-1330.
Recommend that you go during this time window to avoid having to make multiple
trips.
What to Bring:
• 2 copies of your orders
• NPS Student Checklist

You will need to return to the finance office once you have maxed out your TLE (hotel) stay (10 days) to file your voucher. Bring copies of your hotel receipt(s).
Driving Directions:
Follow base signs towards the PX. Continue past the PX on Mason Road. Easiest parking was in the lot near the Persian Farsi School. There is one visitor parking space on the side of building 834.
In-Processing: Medical

Presidio of Monterey (POM)
Medical Readiness Center – Building 267
USAF Medical Personnel – Building 830

What to Do:

- Email SSgt Yoon to let him know you are in-processing
  - 517trg.medoffice@us.af.mil
- If you have hard-copy medical records, drop them off at the Medical Readiness Center
- View your Individual Medical Readiness profile at https://imr.afms.mil/imr/MyImr.aspx
  - Immunizations:
  - Lab Work:
  - PHA: Fill out PHAQ through the IMR portal and email SSgt Yoon/call 831-242-5026 to schedule PHA
Visit https://documents.afit.edu/CIP/ to register for AFIT

We are a geographically separated detachment of AFIT

- Reference AFIT policies on SAKAI and USAF NPS sites
In-Processing: GTC

- Stop by the travel office or visit [https://wiki.nps.edu/display/TO/Travel+Office](https://wiki.nps.edu/display/TO/Travel+Office) to check-in
- You must have a permanent local address prior to completing travel office in-processing
- Log in or create an account through [https://www.defensetravel.dod.mil/Passport](https://www.defensetravel.dod.mil/Passport)
  - Complete required training – “Travel Card 101”
  - Save the certificate to your computer
If you do not have an ADLS account:

- Using a .MIL computer, visit https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp to create an account
Visit [https://my.nps.edu/web/training/other-services](https://my.nps.edu/web/training/other-services) to display the training required by NPS

Complete Cybersecurity and Blended Retirement System training in ADLS and upload your certificates into the respective SAKAI page.

In order to maintain NPS network access, email accounts and security access you must complete the following courses. If you have already completed your service's equivalent of this training, you can upload that certificate in the Sakai course and bypass the training.

- Cybersecurity Awareness Version 4.0
- Privacy and Personally Identifiable Information (PII)
- Counterintelligence Awareness and Reporting (CIAR)
- Operational Security (OPSEC)
- Active Shooter
- **Blended Retirement System (BRS)** - This is done via JKO and automatically uploaded to your official record. No certificate is required for NPS.
- **Ethics Training - STAFF/FACULTY ONLY** - Face to face in July 2017
- **NPS Security Training** - You must complete this training to maintain your clearance and access. Follow the instructions below to complete this training.
At your first duty assignment, you have 6 months from the time you report to take your first PT test.

Tests are offered every Friday at 0800 at the Price Fitness Center (POM).

Follow instructions on the USAF NPS pages to schedule your fitness test.

POC: TSgt Erik Heath

Per AFIT regulations:

- 90.00+ : required to test annually
- 75.00-89.99: required to test every 6 months
- <79.99: required to test NLT 90 days until a score of 75.00+ has been achieved
Area Map: Monterey
Area Map: POM
AFIT Instruction 36-105

3.13.2. Leave and pass must begin and end in the **local area** (defined as the place of residence or home from which the member commutes to the duty station on a daily workday basis) and must be approved before the student departs the local area.

3.13.2.2. CIP students who depart the local area and do not return the same day must be on leave or pass, otherwise they will be considered Absent Without Leave (**AWOL**).

**AFELM policy:**
- You may request a pass if you don’t have use or lose and don’t have class during the requested period. If you are requesting a pass during the academic week (Mon-Fri), you must have PO approval before requesting through AFELM/CC (final approval)—PO approval email must be attached. Follow the pass/leave policy on SAKAI—don’t just copy past the format without reading it/filling out the correct info or your pass/leave will be denied.
  - **Pass:** AFELM/CC (PO if during academic week) email approval required before proceeding
  - **Leave:** AFELM/CC (PO if during academic week) email approval before LeaveWeb approval will be given
- You are **not authorized to miss class for ordinary leave or pass.** Special circumstances must be coordinated with instructors, PO, and approved by AFELM/CC.
- **NOTE:** Younger than 26 years old; AETC Form 29A and AF Form 4392 (new AETC 29B)
**Pass Procedures**

**During Academic Week / Need to Muster?**

- **Yes**
  - Request Approval from Program Officer
    - **Denied**
    - **Approved**
      - Request AFELM/CC Approval
        - **Denied**
        - **Approved**
          - Do not Pass Go
          - Go on Pass

- **No**
  - **Use-or-Lose**
    - **Yes**
      - **Denied**
      - **Approved**
        - Proceed w/request
    - **No**
  - **Request AFELM/CC Approval**
    - **Denied**
    - **Approved**
      - **No Pass**
      - Go on Pass

**NOTE:** No Pass During Class
Leave Procedures

During Academic Week / Need to Muster?

Yes
Request Approval from Program Officer AND Professor if during class

Approved
Request AFELM/CC Approval

Denied
No Leave

No
(weekends/holidays only)

Request AFELM/CC Approval

Denied
No Leave

Approved
Once approved (Leave #), Proceed on leave

NOTE:
- No Leave During Class
- No Advance Leave except for Holidays
- Use-or-Lose—plan ahead

Request through LeaveWeb (AFELM/CC)

Denied
No Leave

Approved
Once approved (Leave #), Proceed on leave

Request through LeaveWeb (AFELM/CC)

Denied
No Leave

Approved
Once approved (Leave #), Proceed on leave

No Leave

DO NOT Go on Leave

Denied

DO NOT Go on Leave

Approved

WWW.NPS.EDU
Final Thoughts

- USAF competitively selected YOU
- USAF investing in YOU – for your and nation’s future
- YOU are in the military and have a responsibility here
- Upon graduation, YOU will help align strategic objectives, operational approach, and tactical execution.

I’m here to help and enable YOU

1st Time Assignment? Stay behind for further information
NPS: 2nd Lt Brief / 1st Assignment
Note: This is a Commander’s available applications. Your view will be different.
Welcome to the Virtual Military Personnel Flight (vMPF). The capabilities scheduled for release during Personnel Service Delivery Phase 1 are current day-to-day baseline processes that have been redesigned to move from the military personnel section towards more web-based transactions. To the left, under “New Self Service Applications” you will have the capability to initiate self-service applications. For Commander Support Staff, the same availability for new Accessions, Disqualifications, Duty out of CAFSC and Duty Status, Confinements, AWOL, Deserter will only be accessible by the “CSS Actions” located to the center left.

From this page you can access any of the various online personnel applications applicable to you. The links on this page will allow navigation to the application of your choosing.

We urge you to use the secure log off whenever you are finished with the vMPF. Just click the button in the upper right-hand corner of any page and you’ll be set.

Thanks.
<table>
<thead>
<tr>
<th>Officer Assignments</th>
<th>Enlisted Assignments</th>
<th>Personnel Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**AFAS INFORMATION**


Enlisted SURF Data is current as of 12 Sep 2017 | Officer SURF Data is current as of 12 Sep 2017 | Date Last Reviewed: 19 Jun 2014

**ATTENTION:** Using this system constitutes consent to monitoring. See our Privacy and Security Notice for details.

For Technical Support: Click Here
Welcome, 2LT

Alerts (1)

myPers - Total Force Service Center Experiencing Telephone Connectivity Issues

High Year Tenure (HYT) Extension Program

Eligible Airmen may extend their HYT up to 24 months starting 1 August 2017

I Would Like To...

- Access the vPC Dashboard
- View My SURF
- View My Records
- View Promotion Board Status
- Access AFPC Secure
- View My Decorations
- View vPC Information

- View My Records Review File
- Update My Virtual Record of Emergency Data (vRED)
- Apply for Retirement
- Update My Duty History
- View a member’s SURF (Commanders)
- Transfer My Post 9/11 GI Bill Education Benefits
- Apply for Separation
### Individual Medical Readiness Action List

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Series</th>
<th>Date</th>
<th>Next Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hap A</td>
<td>2</td>
<td>3 May 2007</td>
<td></td>
</tr>
<tr>
<td>Hap B</td>
<td>3</td>
<td>8 Apr 1996</td>
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</tr>
<tr>
<td>HPV</td>
<td>0</td>
<td></td>
<td>27 Aug 2017</td>
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<tr>
<td>MMR</td>
<td>2</td>
<td>8 Apr 2014</td>
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<tr>
<td>Polio</td>
<td>4</td>
<td>17 May 2000</td>
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<tr>
<td>PPD</td>
<td>1</td>
<td>16 Apr 2013</td>
<td>1 Jul 2017</td>
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<tr>
<td>Td</td>
<td>2</td>
<td>7 Feb 2017</td>
<td>7 Feb 2027</td>
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<tr>
<td>Varicella</td>
<td>0</td>
<td>2 Aug 2013</td>
<td>Pos Titer</td>
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### Medical Readiness

**Overall Status:** Overdue or Not Ready

<table>
<thead>
<tr>
<th>PHA</th>
<th>Due</th>
<th>Dental Class:</th>
<th>Current</th>
<th>Labs</th>
<th>Overdue</th>
<th>Profile</th>
<th>Ready</th>
<th>Med Equipment</th>
<th>Due</th>
<th>Other</th>
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<td>Blood Type:</td>
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<td>GMI Required:</td>
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<td></td>
<td>16 Aug 2017</td>
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<td>RH:</td>
<td>Positive</td>
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<td>Interval History:</td>
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<td>GMI Issued:</td>
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<td>DD2766 Review and Update:</td>
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<td>Sickle Cell:</td>
<td>Negative</td>
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<tr>
<td></td>
<td>Provider Review/Signature:</td>
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<td>G6PD:</td>
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<td>Last In-Person PHA:</td>
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<td>HIV Date:</td>
<td>8 Oct 2014</td>
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<tr>
<td></td>
<td>DNA:</td>
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<td>On File</td>
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</tbody>
</table>
Air Force Personnel Accountability and Assessment System (AFPAAS)

AFPAAS

![AFPAAS System Interface](image)

### Contact Information

- **Name:** [Redacted]
- **Rank/Rate:** MO01
- **Command:** GFQ/JF27 - AFST ITE IN
- **Home Address:** [Redacted]
- **Phones:**
  - **Home:** [Redacted]
  - **Work:** [Redacted]
  - **DSN:** [Redacted]
  - **Cell:** [Redacted]
- **Email Addresses:**
  - **Email1:** [Redacted]
  - **Email2:** [Redacted]

### Work Information

- **Country:** USA
- **State/Province:** CO
- **ZIP/Postal Code:** 80840
- **Building:** [Redacted]
- **Floor:** 0
- **Room:** [Redacted]

### Family Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>
• If you are already enrolled in TRICARE, call TRICARE West to change your PCM and benefits
• If you are not enrolled in TRICARE:
  – Enroll online at https://www.uhcmilitarywest.com/uhcm/home.html
  – Enroll over the phone at 1-877-988-WEST