

AFROTC NER IN-PROCESSING CHECKLIST

Date Due to NER= DAS+30

Rank/Name: _____ Date Arrived: _____

Suspense: **DAS + 30 days**

Address: _____ Contact #: _____

Det InProcessing

<u>Review, Initial, and date each item:</u>	<u>POC Initials</u>	<u>Date Completed</u>
Copy of PCS Orders:		
Date Departed Last Duty Station:		
Update Record of Emergency Data via v-MPF; *maintain copy in PIF		
Update SGLI		
Update AFPAAS (https://afpaas.af.mil/):		
UFPM: Add member to AFFMS tracking roster: _____ Next Assessment Due: _____		
JPAS update: Det Security Manager needs to "own" member in JPAS.		
Security Clearance Type: _____ Date of Eligibility: _____		
LeaveWeb (Transfer Account):		
GTC (see Det/APC to Transfer Account): GTC= Grey CitiBank Visa		
*CSA automatically transfers per RNLTD or when mbr in-processes (which ever occurs first) CSA= Blue CitiBank Visa		
Return GTC Statement of Understanding:		
Update Recall Roster (forward to NER afrotc.ner@wpafb.af.mil):		
Maxwell E-Mail account: Maxwell CSA, 334-953-2666, #3, (https://maxpoint.maxwell.af.mil/)		
Publish certificates to the GAL:		
VPN: establish connection (see NER website for information)		
WINGS account (contact Chris Shirosky, 334-953-3050):		

<u>MilPDS Actions</u>	<u>POC Initials</u>	<u>Date Completed</u>
Gain Member:		
Position Number:		
Duty Title (refer to NER OI#2):		
DAFSC (circle one):	91C0	3D051
	Commander	KOM
	3S071	81T0
	Personnel	Instructors
	9T100	ECP/AFIT
Office Symbol: Det # only! (e.g. 380) Required for NER accountability purposes:		
Supervisor's Name:		
Supervisor's SSAN:		
Date Supervision Began:		
Assign AEF Band (circle one):	1	2
	3	4
	5	XL
	DO NOT ASSIGN NCOs TO CONSECUTIVE BANDS	
		ECP/AFIT
Assignment Availability Code (for Officers): "50"		
Assignment Availability Code (for Enlisted): "43"		
Assignment Availability Date (for Det/CC): *DAS plus 24 months		
Assignment Availability Date (for Officers): *DAS plus 36 months		
Assignment Availability Date (for Enlisted): *DAS plus 48 months		

<u>Safety</u>	<u>POC Initials</u>	<u>Date Completed</u>
Safety Briefing / Form 55:		
Motorcycle Owner / Operator Training:		
AETC Form 29A (under 26 yrs of age):		
High Risk Activities (Det/CC):		

<u>Training</u>	<u>POC Initials</u>	<u>Date Completed</u>
Update ADLS information via AF Portal: AF Portal > ADLS> My Profile> Change Org> Root Org= AF , Sub Org= AETC , Sub Org= AU , Sub Org= AFOATS , Sub Org= ROTC , Sub Org= NE Region , Sub Org= Det XXX		
Ancillary Training (via AF Portal> ADLS): Refer to https://hq.afaots.af.mil/AFOATSOp/Personnel/Training/index.asp for mandatory train		
CPR Card (renew every 2 years) *maintain a copy in PIF Date trained: _____		
Enlisted:		
Have previous UTM to release you from TBA / AFTRs:		
AFROTC JQS (797): https://hq.afaots.af.mil/AFOATSOp/Personnel/Training/index.asp		

<u>Region</u>	<u>POC Initials</u>	<u>Date Completed</u>
Add Region Website to "Favorites": (http://wwwpublic.wpafb.af.mil/rotc/)		
Region e-mail address: (afrotc.ner@wpafb.af.mil)		
Read all Regional OIs, Directives, Policy Letters via website:		
Submit Military Bio (w/ picture) (see website for format):		
Submit entire ROP (evals/decs) for Officers meeting a promotion board during tenure to Region e-mail account:		
DTS (Transfer Account) Mbr must confirm "detachment" from previous unit prior to E-mailing NER with "request to be gained via DTS":		
GSA/GOV drivers license (NER website): Mandatory for all Dets with a GSA per AFI 24-301-AFROTCSUP, Para 1.9.6.6		
Enlisted:		
Contact Region Superintendent for Welcome, Enlisted Cadre Training dates and expectations (937-257-4664 or BB 937-414-8123):		
- 3DOs: Email Superintendent upon release from TBA:		
- 3SOs: Email NCOIC (TSgt Gosselin) upon release from AFTRs:		

<u>Additional Det InProcessing</u>	<u>POC Initials</u>	<u>Date Completed</u>
Establish EDU e-mail account:		
Obtain parking pass (if applicable):		
Building Keys (if applicable):		
PCS Travel Voucher w/in 5 duty days:		
TriCare Enrollment (1-800-444-5445):		
Dental (MMSO) (http://www.tricare.mil/tma/MMSO/):		
Required IAO Forms		
ADPE Turnover		
GOV Inprocessing		
Safe Combination Change (if applicable)		
Uniform Turn Over		

NER OutProcessing Checklist

Rank/Name: _____ Departure Date: _____

Address: _____ Contact #: _____

NER OutProcessing

<u>Actions to be completed:</u>	<u>POC Initials</u>	<u>Date Completed</u>
DTS:		
- No TDYs within 2 weeks of last duty day:		
- Detached (e-mail NER to be "detached from DTS" NET 2 weeks of last duty date):		
Enlisted:		
- E-mail Superintendent/NCOIC to be "released" from TBA or AFTRs		

Det OutProcessing

<u>Det OutProcessing</u>	<u>POC Initials</u>	<u>Date Completed</u>
UFPM; is member current w/in 30 days of departure date?		
JPAS update: Det Security Manager needs to "release" member in JPAS.		
Copy of PCS orders:		
Return facility keys/access:		
Give member PIF:		
Close Maxwell e-mail account:		
Close EDU e-mail accounts:		