



## 80<sup>TH</sup> FTW IN-PROCESSING CHECKLIST



: [80FTWCUSTOMERSERVICE@us.af.mil](mailto:80FTWCUSTOMERSERVICE@us.af.mil)



: (940) 676-7734/0158/6811/0053

Please email your completed checklist to the address above or return in person within 30 days.

Rank/Name	
Unit	
Sponsor	
Date Arrived Station	
Date In-Processed	

### Required Briefings:

Event	Details	Initials/Date
Sheppard Right START	Third Thursday of each month, 0800-1300 at Sheppard Welcome Center, bldg. 430. Report NLT 0755 *Families Welcome*	
Newcomer's Briefing	Fourth Monday of each month, 0900-1100 in Wing Conference Room, bldg. 2322 Three days prior to the brief, call CSS to ensure it has not been rescheduled. *Spouses Highly Encouraged to Attend *	
First Sergeant	Information will be given at the Wing Newcomer's Briefing.	
First Term Enlisted Course (FTAC)	Bldg. 1900, Rm 2213 @ 0745. Uniform of the day OCP unless stated otherwise (Blues Service Dress MUST be ready & available).	
Mission Immersion Tour (Non-Flyers only)	Quarterly mission familiarization event for all support members. Families Welcome. Contact Lt Benjamin Howard at 676-5055/ <a href="mailto:benjamin.howard.14@us.af.mil">benjamin.howard.14@us.af.mil</a> or the 80 OSS front office at 676-1947 for the next scheduled immersion.	

### Self Service Actions:

Item	Details	Initials/Date
vRED	Update vRED (DD Form 93) on vMPF	
SGLI	Re-certify SGLI- log in to <a href="http://www.dmdc.osd.mil/milconnect">www.dmdc.osd.mil/milconnect</a> Sign-in with CAC, navigate to "Benefits" section, click on "Life Insurance (SOES-SGLI Online Enrollment System)" Follow instructions until prompted to sign and certify.	
LeaveWeb	Update LeaveWeb profile *Must update Unit and Supervisor*	
AtHOC	Update AtHOC Profile (click on the white arrow located in the bottom right-hand side of your toolbar and select the white globe)	
O-5/O-5 selects and above	Schedule meeting with 80 FTW/CC *Available every third Friday; schedule by calling 676-2661*	
E-7 through E-9	Schedule meeting with 80 FTW/CCC by calling 676-0770	
Motorcycle Riders	All Motorcycle Riders must contact Lt Nicholas Raimondi (940-676-4590) or Capt Marcus Ross (940-676-4975) to receive information regarding Motorcycle Safety. All current or future motorcycle riders need to create a MUST account with one of the contacts listed above. If you already have an account, make sure to change your unit.	
Code Red (Optional)	Go to <a href="http://www.wichitafallstx.gov">www.wichitafallstx.gov</a> to register for emergency notifications to be sent via text messages to your phone.	

**Required In-processing Stops:**

Office	Details	Initials/Date
CSS	Located in bldg. 2322, rm 136. Completes gain in milPDS, GTC, DTS	
Reports and Analysis	Email <a href="mailto:dori.nicholson.1@us.af.mil">dori.nicholson.1@us.af.mil</a> or call 676-6273 to complete requirements	
Small Computer Shop	Located in bldg. 2320, rm C141. Call/email SCS at 676-4975/ <a href="mailto:80FTWComputerresourc@us.af.mil">80FTWComputerresourc@us.af.mil</a>	
Security Manager	80 FTW- SSgt Rachel Mangru, Lt Braden Thomson <a href="mailto:rachel.mangru.1@us.af.mil">rachel.mangru.1@us.af.mil</a> , <a href="mailto:braden.thomson@us.af.mil">braden.thomson@us.af.mil</a> <a href="mailto:80ftw.usm.securitymanager@us.af.mil">80ftw.usm.securitymanager@us.af.mil</a> 80 FTW/COR- TSgt Adam Fingleman <a href="mailto:adam.fingleman@us.af.mil">adam.fingleman@us.af.mil</a> 80 OG - Maj Andrew Murrell <a href="mailto:andrew.murrell.1@us.af.mil">andrew.murrell.1@us.af.mil</a> 80 OSS- Lt Jack Jindra <a href="mailto:jack.jindra.1@us.af.mil">jack.jindra.1@us.af.mil</a> 88 FTS – Capt Jack Long, SrA Maestas <a href="mailto:Jack.long.5@us.af.mil">Jack.long.5@us.af.mil</a> 89 FTS – Lt Nicholas Tilford <a href="mailto:nicholas.tilford.1@us.af.mil">nicholas.tilford.1@us.af.mil</a> 90 FTS - Ms. Latrina Parker <a href="mailto:latrina.parker@us.af.mil">latrina.parker@us.af.mil</a> 459 FTS - Ms. Tiffany Liming <a href="mailto:tiffany.liming.2@us.af.mil">tiffany.liming.2@us.af.mil</a> 469 FTS - Ms. Amy Clifford <a href="mailto:aekyong.clifford.2@us.af.mil">aekyong.clifford.2@us.af.mil</a>	
Unit Training Manager	Set up MyLearning account. Call TSgt DéAndré Ford at 676-2125 or email <a href="mailto:deandre.ford.1@us.af.mil">deandre.ford.1@us.af.mil</a> *Student Pilots: reference “How To” Binder in OST office	
Unit Fitness Program Manager	Check with your unit’s UPC for POC	
Building Facility Manager	Permanent party only, check with your unit’s UPC for POC	
Housing Management Office	Visit the HMO at 310 H Ave, bldg 373 or call 676-1840	
Finance	In-process with Finance at 426 Tuskegee Ave ,bldg. 402, 1st floor Required within 7 duty days of arriving on station for all permanent party members. Hours: Mon- Fri: 0900 – 1600 Phone (940) 676-4864; email: <a href="mailto:finance.customerservice@us.af.mil">finance.customerservice@us.af.mil</a>	
CSS	IFT Training RIP Email the CSS NLT 15 duty days prior to departing for IFT Ensure training RIP and fund codes for DTS are obtained before departure. <b>*Student Pilots Only*</b>	
Keep for personal records	RM Fundamentals CBT certificate <b>*Student Pilots Only*</b>	
Unit Safety Rep	Contact squadron or group safety reps <b>*Student Pilots &amp; IPs Only*</b>	
80 OG/OGV	Turn in hand carried FEF. Previous Non-US ENJJPT IPs turn in if carried from home-country. Must be done before PIT/UIP start. Call 676-0504 with questions. <b>*Permanent Party IPs Only*</b>	
HARM Office	All rated officers/International Military/Students with flight records turn in documents within 10 days duty days of arrival. HARM I located in bldg. 2322, rm 123. Call 676- 4230 with questions. <b>*Student Pilots &amp; IPs Only*</b>	

**Required In-processing Stops (Cont'd):**

Office	Details	Initials/Date
Aerospace Physiology	Pilots and IPs are to report for in-processing and confirmation of current Chamber certification. Please bring your 1274 or TIMS documentation stating last Physiology Training date. Location is bldg. 2333. <b>*Student Pilots &amp; IPs Only*</b>	
Flight Medicine	Report to Aerospace (Flight) Med for in-processing and scheduling of Physical Health Assessment. Upon completion of PHA, print DD Form 2992 from MyIMR and take to PHA monitor. <b>*Student Pilot/IP/Controllers Only*</b>	

**For PCA to Wing A-Staff/Special Staff:**

Office	Details	Initials/Date
CSS	Coordinates 2096 with gaining/losing unit. Verify effective date, duty title, DAFSC, rater, AEF band.	
Security Manager	Move member over in DISS	
UTM	Ensure information is correct in milPDS	