

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

1. Out-process **Naval Post graduate School**
 - a. Pick up and complete Student Services Out-processing Checklist
 - b. Pick up dental records
2. Out-process **Presidio of Monterey**
 - a. Start with "MPS Orders Process." After receiving your Assignment Notification email, visit POM Personnel Section for assistance.
 - b. Complete POM Out-processing Checklist
 - c. MPS – Schedule final out (see "POM Support Info" for hours)
 - d. Med records – pickup from clinic
 - e. Flt records/FEFs -- see "Flyer's Outprocessing" folder
3. Out-process **AFIT**
 - a. CI Portal - <https://documents.afit.edu/cip/>
 - b. Upload draft TR (use estimate GPA, AFIT will updated final GPA)
 1. See TR Folder for writing instructions and example
 - c. Release GTC account from AFIT
 - i. Contact: Mr. Roger Hardy. Roger.Hardy@afit.edu (Primary) or Mr. Gary Zembo. Gary.Zembo@afit.edu (Secondary)
 - ii. Fill out GTC transfer memo (attachment E in Out Processing folder) and send to Mr. Hardy.