

# **America's Premier Air Mobility Training Center**

**Altus Air Force Base, Oklahoma**

## **Student Handbook**



**Training the World's Best Mobility Aircrew**

## Table of Contents

Welcome Letter.....	2
SCHOOL POLICIES .....	3
1.1. Training Squadron .....	3
1.2. Student Leave, Pass and Travel Policy .....	7
1.3. Physical Fitness Training and Testing .....	8
1.4. Professional Relationships .....	9
1.5. Training Reports (TR).....	10
1.6. Distinguished Graduate (DG) Program .....	10
1.7. Testing.....	10
1.8. On-Base Visitors .....	12
1.9. Driving Information .....	12
1.10. Alcohol Use .....	12
1.11. Safety .....	13
1.12. Base Exercise/Alert Procedures .....	16
1.13. Communications Security .....	17
SUPPORT FACILITIES.....	17
2.1. Red River Inn (Building 82) .....	17
2.2. Finance (Building 52) .....	18
2.3. Postal Service Center (Building 304) .....	18
2.4. Pass and Registration (Building 428) .....	19
2.5. Fitness Center (Building 156).....	19
2.6. Base Chapel (Building 301).....	19
2.7. Medical Services .....	20
2.8. Traffic Management Services (Building 52) .....	21
2.9. Airman and Family Readiness Flight (Building 52, Room 1201) .....	21
2.10. Dining Facilities .....	22
ATTACHMENTS .....	24
3.1. Altus AFB Phone Directory.....	24
3.2. Map of ALTUS AFB .....	26
3.3. Building 87 Student Parking.....	27
3.4. Day 1 In-Processing Schedule .....	28
3.5. Checkride Policy .....	29
3.6. Allowable Materials for Proctored Tests .....	30
3.7. DoD Lodging Memo.....	32
3.8. OCP and A2CU Wear Policy Memo .....	34
3.9. Survey Questions .....	36
3.10. Student Critique QR Code .....	37



**DEPARTMENT OF THE AIR FORCE  
97TH AIR MOBILITY WING (AETC)  
ALTUS AIR FORCE BASE OKLAHOMA**

Air Mobility Warrior,

Welcome to the Air Mobility Training Center (AMTC) and to Altus Air Force Base! The Air Mobility schoolhouse is unlike any other academic institution in the world, and you will find its training unmatched anywhere. On this campus, you will find the most dedicated, trained, and combat-tested aircrew in our Air Force's history. Their sole mission—indeed that of this entire base—is to prepare you for the dynamic battlefields of today and tomorrow. Whether this is your first time to Altus, or your sixth (or more), I invite you to take advantage of your time with us—both personally and professionally.

During your training at the AMTC, you are administratively assigned to the 97<sup>th</sup> Training Squadron. My staff and I are your focal point for all matters pertaining to your training and quality of life. I have charged my staff with assuring that your training is professional, thorough, and equal to the world-class reputation of the AMTC. I have also tasked them with ensuring your concerns are properly heard and addressed. As a part of this support, you have been assigned a Flight Commander specifically dedicated to your training mission. They are your first line of communication for any question or concern, and they have no priority greater than your training and well-being.

Throughout your training experience, I urge you to consider the AMTC's mission to "train, mentor, and lead our Nation's next generation of combat mobility aviators." We have carefully created the ideal environment to prepare you for America's global mobility mission, both in peacetime and at war. Take advantage of this time. Once you graduate and enter (or return to) the operational force, you will have neither the opportunity to engage with a knowledgeable FTU instructor corps, nor the chance to experiment, question, and learn in a dynamic academic setting.

Whether your stay at the AMTC will be for a few weeks or many months, your feedback is crucial to future training. Although you will be asked to provide formal feedback upon graduation, I urge you to raise questions or concerns with the AMTC staff if you encounter them throughout training.

On behalf of Altus Air Force Base and the greater Altus community, I welcome you and wish you the best of luck and success in your training – we are happy to have you here!

Regards,

A handwritten signature in black ink, reading "Theodore J. Shanks".

THEODORE J. SHANKS, Lt Col, USAF  
Commander

## SCHOOL POLICIES

### 1.1. Training Squadron

1.1.1. All students, while attending training at Altus AFB are administratively assigned to the 97th Training Squadron (97 TRS) and are expected to adhere to Air Force Instructions as well as the rules outlined in this handbook. If any issues arise (emergency leave, delayed return, etc.) students must notify the 97 TRS ASAP (see pg. 21 for contact info). The Department of Student Affairs (TRA) provides administrative and logistical support for all TDY personnel; the Student Affairs Flight Commanders, Flight Superintendents, and AFRC/ANG Liaison are referred to as Student Advisors in this handbook. The 97th Operations Group Commander is the Commandant of the Air Mobility Training Center.

1.1.2. IN-PROCESSING: Following the briefing, report to training via the instructions given during the in-processing brief or on page 25. A map of Altus AFB can be found on page 22.

1.1.2.1. PRE-REQ CHECKLIST: Pre-requisite checklists for each Altus Formal Training course are available on the Altus Student Website (<http://www.altus.af.mil/About-Us/New-Students/>) and/or the ETCA (Education and Training Course Announcements) webpage via the Air Force Portal. Arriving with a completed and signed (by unit CC or designee) in-processing checklist is MANDATORY. Incomplete or unsigned checklists will require verification of all items and will delay student entry into training. Failure to meet course pre-requisites or failure to provide all necessary documentation to verify pre-requisites (per AFI guidance) may result in elimination from the course and being returned to home unit.

1.1.2.2. ELECTRONIC LOCATOR CARD: The information entered into the in-processing database is the primary means of locating students in the event of an emergency. It is maintained in the Student Affairs office and must be updated as appropriate. All students are required to update locator information (hotel or billeting room number and phone number, cell phone number) in the event the information changes during training.

1.1.3. INDIVIDUAL EQUIPMENT: All BIQ/LIQ students who were not issued the minimum equipment may be issued equipment by Student Affairs. For all others, equipment is limited and if possible, should be requested from the student's gaining unit. Electronic Flight Bags and headsets may be borrowed from the Pubs Office. All loaned items (EFBs and headsets) MUST be returned at or prior to out-processing. Students with approval to pre-out-process may turn-in loaned equipment to their evaluator via a hand receipt (AF IMT 1297).

1.1.3.1. All students (TDY and AiT) are required to wear UOD while conducting

official business while assigned to the 97 TRS. (This includes CAE, Flight Safety, TRS, 54 ARS, 58 AS, AFE, etc.)

1.1.3.2. AIRCREW FLIGHT EQUIPMENT (AFE): Turn in helmets to Aircrew Flight Equipment within the first 5 duty days of arrival. Night vision goggles (NVGs) are checked out from Aircrew Flight Equipment. NVGs will be checked out immediately prior to and returned immediately after any ground, simulator and/or flight training. Do not keep helmets or NVGs overnight, even if a NVG event is scheduled for the following day. DROP BOXES: A drop box is located in the 58th Ops area for after-hours turn-ins (helmets may also be left by the drop box). AFE will pick up equipment the following morning from the drop-box.

1.1.4. OUT-PROCESSING: All students are required to out-process. Use the out-processing checklist found on the Student Admin front counter or on the wall outside of the office. Out-processing will be conducted in military uniform. Each student is responsible to ensure their travel plans to depart from Altus are made so they can complete all out-processing requirements. Students may not conduct any out-processing earlier than 24 hours prior to their checkride.

1.1.4.1. Students are responsible for completing all personal and official business/obligations made while TDY. All students must depart Altus AFB no later than 24 hours after out-processing or release from training (unless otherwise specified). If there is a delay, notify the Student Affairs office. If follow-on training is scheduled, students must report to their follow-on training location and sign in. Leave shall not be taken en route unless it has been previously authorized on the student's orders. If reporting early, the follow-on training unit will grant leave or place the member in casual status. Failure to report to follow-on training in the allotted travel days will result in no financial reimbursement for expenses (hotel, per diem, travel, etc.) over the allotted travel days to the location.

1.1.4.2. As part of out-processing, all students will fill out the End-of-Course critique on various aspects of their training. See Attachment 3.9 for a list of questions. All critiques are reviewed by Student Affairs leadership and routed to applicable agencies for appropriate action. For immediate, individualized feedback on training events, please utilize the QR code found in Attachment 3.10.

1.1.5. PRE-OUT-PROCESSING: Students may pre-out-process one duty day prior to their check ride. Ensure "loaner" items are returned to Student Affairs or the student will be held accountable (*see par 1.1.3 turning in items to evaluators*). Students must have their out-processing checklist signed off through the last section before they will be out-processed by TRA.

1.1.6. STUDENT FLIGHT: Student advisors are available to assist with any personal, professional, or training issues that may arise. Student Affairs is the approval authority for

pass and leave paperwork and is located in building 87, room 103.

97 TRS/Student Affairs:	office: 580-481-7446
Dean of Student Affairs:	office: 580-487-7133
Student Affairs Superintendent	office: 580-481-7585
Airlift Student Flight/CC:	office: 580-481-7855; cell: 580-649-1490
Airlift Superintendent:	office: 580-481-7546;
Tanker Student Flight/CC:	office: 580-481-1418; cell: 580-649-1490
Tanker Superintendent:	office: 580-481-6593;
AFRC/ANG Liaison (rm. 112):	office: 580-481-6891; cell: 405-919-5756

1.1.6.1. **CLASS LEADER:** Normally, the ranking U.S. military member in the class is responsible for ensuring class members comply with uniform and personal appearance standards, customs and courtesies, and other policies and procedures outlined by the school and squadron. Any incidents not resolved by the class leader should be brought to the attention of Student Affairs Flight Commanders or Superintendents.

1.1.6.2. **AFRC/ANG MEMBERS:** All AFRC/ANG members will carry a current copy of their orders with them at all times in case of medical emergency.

1.1.6.3. **RESERVE MEMBERS ON CIVILIAN STATUS:** As a condition of training, all students will abide by the military rules and regulations of the school. Failure to do so may result in elimination from training and potential liability for reimbursement of funds expended under such circumstances. While attending this course, payment for overtime or the crediting of compensatory time off is not authorized in accordance with 5CFR410.402 Subpart D, *Paying of Training Expenses*. Students are only authorized to participate and train with the Air Force Reserve and their unit of assignment on a strict non-interference basis with flight training responsibilities and assignments. All students will be in military uniform during all training activities and when conducting official business (to include out-processing).

1.1.7. **ADMINISTRATIVE SUPPORT:** Student Affairs personnel are here to assist in any way they can. They are also charged with adhering to and upholding Air Force Instructions and the rules outlined in this handbook. Student Affairs personnel are available Mon-Fri, 0730-1100, 1230-1630 to assist all students with any personal or professional issues that may arise as well as any assistance required in the following areas:

1.1.7.1. **COPIES:** If additional copies of orders or other paperwork are needed, they can be made in the Student Affairs office. Copies will be made in limited quantities.

1.1.7.2. **DSN PHONES:** Phones with access to the Defense Switch Network (DSN) are available in the Student Affairs office (dial 94 for DSN)

1.1.7.3. COMPUTER ACCESS: Computers with .mil and CAC access are available for student use in the Student Computer Lab (Bldg 87, Rm123).

1.1.7.4. FAX: A fax machine is available for use in the Student Affairs office. The number is DSN 866-7859 or commercial (580) 481-7859.

1.1.7.5. MESSAGES: Callers may contact base billeting, (580) 481-7356, DSN 866-7356, at any time. Emergency messages will be verified and handled as expeditiously as possible.

1.1.7.6. FIREARMS: Student Affairs will assist students arriving at Altus AFB with firearms in getting the proper paperwork reviewed & certified (See para 1.1.2 for full instructions).

1.1.7.7. TRANSPORTATION: Transportation is not provided for students. U-drive vehicles are not authorized for student use at Altus AFB. In the rare cases a U-drive vehicle is authorized, it is restricted to official use only and can only be reserved for 4 hour blocks. U-drives may not be taken out of Altus, or to any establishment that doesn't primarily serve/sell food, and may not be taken to any residence other than your own (only exceptions are with specific prior authorization by the 97 TRS Commander).

1.1.8. SCHOOL ATTENDANCE: Students are required to attend all training events. Instructors and schedulers may not grant absences (see section 1.2 for rules pertaining to absences). In the event of illness, report to the appropriate medical facility. Ensure your Student Flight/CC is contacted as soon as possible regarding your absence.

1.1.9. AIR FORCE STANDARDS: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, applies and now standardizes flight suit, Operational Camouflage Pattern (OCP) and Army Aircrew Combat Uniform (A2CU) wear throughout the USAF. In addition, all initial qualification students (BIQ/LIQ/PIQ, etc.) are expected to wear the 97 TRS Student patch during for the duration of their training at Altus. Student must also comply with AETC Supplements to AFI 36-2903 as well as the 97 TRS supplemental uniform guidance (see attachment 3.8) while at Altus AFB.

1.1.9.1. For flight suits, the center zipper must be zipped up to approximately 3 inches below the neckline. All other zippers must be closed except for the lower leg pocket when the flight cap is in it. No items are permitted to be hanging from zippers or out of pockets including lights and sunglasses. Sunglasses may not be worn on top the head. Approved Friday patches, tab patches, and Friday shirts are authorized. Only one device may be clipped to the waistband, and it must be on the left side. Members will not walk in uniform while using cell phones, radios or hands-free headsets unless required in the performance of official duties using a government issued device. Furthermore, members will not smoke/use smokeless tobaccos, drink or eat while walking in uniform.

1.1.10. UNIFORMS: The Altus Exchange has an extremely limited supply of uniform items. Blues are not required on a regular basis. However, it is highly recommended that students have blues available in the event that circumstances arise which would require their wear.

1.1.11. TOBACCO USE: IAW AFI 40-102, AETC Sup 1, and 97 AMW/CC policy, use of tobacco products (including smokeless) by students is prohibited during school duty hours or any formal training. Use of tobacco products by instructors and civilian training specialists (to include contractors) in the view of students is prohibited.

## **1.2. Student Leave, Pass and Travel Policy**

1.2.1. AiT students will coordinate with MTL's for pass and leave.

1.2.2. All students in training at Altus AFB are administratively assigned to the 97 TRS. As such, all student pass and leave requests must be processed through Student Affairs for the duration of training at Altus AFB.

1.2.3. EMERGENCY TRAVEL: If a personal or family emergency occurs that qualifies for emergency leave (IAW AFI 36-3003, *Military Leave Program* para 4.1.3), contact one of the student flight commanders or superintendents for coordination. The 97 TRS/ First Sergeant will coordinate with the Red Cross (as required) and the 97 TRS/CC will be the approving authority. Ensure that 97 TRS is assigned in LeaveWeb as the organization and that the 97 TRS/CC is the approver with the 97 TRS/DO as the backup approver.

1.2.4. IAW AFI 36-3003, Duty Days include all weekdays and any weekend day with scheduled training. Training requirement may prompt weekend training events. While in training, the Altus Local Area is defined as Altus and Lawton.

1.2.5. There are three ways to depart Altus AFB during your training: Regular Pass, Special Pass, or Leave.

1.2.5.1. REGULAR PASS: IAW AFI 36-3003, Para 5.2 and 5.4, students are considered on a Regular Pass which begins at the end of their last event of the day or end of the duty day, usually 1630, whichever is later. The Regular Pass will continue until the beginning of their next training event or the following duty day, whichever comes first. If a student will remain in the local area, no action is required.

1.2.5.2. SPECIAL PASS: Students spending the night outside of the local area are required to apply for a Special Pass by providing their address, contact number, and expected return date/time in the Verbal Orders of the Commanding Officer (VOCO) Log Book or System, located at the front desk of the 97<sup>th</sup> Student Admin in Building 87. Special Passes may be taken up to 4 consecutive calendar days (96 hours) to include weekends and holidays. Being on a special pass does not excuse students from training or from meeting short-notice scheduling changes. If travel will exceed 4 calendar days,



students may request to take Leave IAW AFI 36-3003, Para 1.2.5.3.

1.2.5.3. LEAVE: If departing the Altus local area for more than 4 calendar days, submit a completed AF Form 4392 (IAW par 1.2.5.2.1) and LeaveWeb request (USAF AD) or AF Form 988 (AFRC/ANG) to a Student Flight Commander. Students should plan to limit driving distances to 600 miles per day. Students are not entitled to per diem or billeting reimbursement while in leave status. Students must adjust their LeaveWeb profile to change their organization to 97 TRS and select the Student Flt/CCs as the supervisor/backup approver. This will allow the submission and approval of leave through the appropriate channels. The 4392 should be approved by the Flight Commander prior to submission of LeaveWeb request. AFRC/ANG students will have their pass and leave paperwork processed by the TRA AFRC/ANG or Student Flight/CC using leave numbers from their home unit.

1.2.5.3.1. In situations where Emergency Leave is required (IAW AFI 36-3003 Table 4.2), the 97 TRS/ First Sergeant will coordinate with the Red Cross (as required) and the 97 TRS/CC will be the approving authority. Ensure that 97 TRS is assigned in LeaveWeb as the organization and that the 97 TRS/CC is the approver with the 97 TRS/DO as the backup approver.

1.2.5.4. Complete pass or leave requests in advance. Do not purchase non-refundable tickets without prior approval from a Student Advisor. Having tickets in hand is not reason to authorize normal leave or pass. Failure to follow the policies set forth in this handbook may result in denial of requested pass or leave. Furthermore, authorized requests will be vital in the event of an accident or problem dictates an investigation for Line-of-Duty Determination. Violating leave rules is punishable under UCMJ and is also a violation of financial reporting as leave is accountable as part of your military pay.

1.2.6. TRAVEL VOUCHER: If leave is taken during training, it must be designated appropriately on the travel voucher. Students will not be paid per diem or for lodging while on leave status. Thus, billeting room must be paid “out of pocket” or the student must check-out for that period.

### **1.3. Physical Fitness Training and Testing**

1.3.1. Students are expected to maintain their individual year-round physical fitness through self-directed and unit-based fitness programs in accordance with AFI 36-2905.

1.3.2. AiT enlisted student PT requirements are managed by the MTLs.

1.3.3. Fitness assessments (FAs) will not be given to students while in training unless coordinated and approved by the 97 TRS/CC prior to the start of training per AETCI 36-2605v7 ALTUS AFB Sup Para. 2.5.1. All students should have already been current and in a

passing status prior to attending a FTU course at Altus. Per AFI 36-2905 Table 5.1, students whose training is greater than 30 days, and whose FA expires during training, are automatically entered into exempt status until 42 days (AD), 90 days (Non-AGR and Traditional ARC), after reporting to their next duty station.

1.3.4. Any students scheduled to attend training and are currently enrolled in the Fitness Improvement Program (FIP) may attend training provided their retest date (failure date plus 90 days) is greater than their graduation date plus fifteen calendar date and their FIP is approved by the 97 TRS/CC.

## **1.4. Professional Relationships**

1.4.1. TDY Students are restricted from making contact with enlisted Airmen in Training (Non-Prior Service pipeline students) outside of the training environment. TDY students making contact with Airmen in Training (AiT) outside the training environment is prohibited by AETCGM2018-36-05, *Interim Guidance for Reinforcement of Military Standards During Initial Skills Training* and AETCI 36-2909, *Professional and Unprofessional Relationships*. This includes but not limited to the following:

1.4.1.1. TDY Students and AiT Airmen will not participate in any social gathering except for officially sponsored holiday events (such as Thanksgiving and Christmas) when approved by the 97 TRS/CC.

1.4.1.2. TDY Students and AiT Airmen will not engage in personal relationships with each other.

1.4.1.3. TDY Students are prohibited from entering or visiting any residence or vehicle of AiT and AiT are prohibited from entering or visiting TDY personnel at their place of residence or entering or riding in their vehicle, whether it is on or off-base, including hotel and billeting rooms.

1.4.1.4. EXCEPTION: TDY Students are allowed to make contact with AiT for the purpose of group study. The flying squadron buildings, sim contractor buildings, base library, Galaxy Grill (bowling alley snack bar), and FCC are the only authorized locations to meet for this purpose. All study sessions involving AiT must be in groups of 3 or more.

1.4.2. The AETC mission demands personnel maintain proper and professional relationships in the training environment. This applies to relationships between individuals assigned, attached, or operating on Altus AFB and students. Students include active duty military, Air National Guard, Air Force Reserve Command members and civilian personnel who are assigned or on temporary duty to Altus AFB for training or courses of instruction. This applies to personnel who are awaiting training, have completed training, and those who have been eliminated or dis-enrolled from training and are awaiting

reassignment or discharge.

1.4.3. Unprofessional relationships between trainees and trainers fall under the Uniform Code of Military Justice (UCMJ) Article 93A. Those found in violation are subject to criminal prosecution.

1.4.4. Any requests for other exceptions to this policy will be made through the 97 TRS/CC. Deviations from the above policy must be reported IMMEDIATELY to 97 TRS/Student Affairs at: 580-649-1490.

## **1.5. Training Reports (TR)**

1.5.1. Officers in training scheduled to be in excess of 8 weeks will receive an AF Form 475 (Education/Training Report) which will become a permanent part of the member's records. This requirement is detailed in Chapter 6 of AFI 36-2406, *Officer Evaluation System*. For active duty personnel, originals will be sent to AFPC. Training reports for AFRC students will be sent to HQ ARPC and AFPC while ANG student's reports will be sent to the member's unit. Due to sending and processing limitations, please give approx. 1-2 months from graduation for this to show in member's records.

## **1.6. Distinguished Graduate (DG) Program**

1.6.1. The DG program at Altus AFB is governed by AETCI 36-2605V7 Altus AFB Sup Para. 2.8 and applies to the following courses: ACIQ, PIQ, PTX1, BIQ and LIQ. The DG criteria are purposely stringent and are based on 3 areas: Academic Training, Flying Training (Instructor and Evaluator ratings, if applicable) and Military Bearing and Professionalism. The AAFB Form 63 is used to track student performance. If selected as a DG, a certificate and letter will be sent to the member's gaining unit commander. As with training reports, sending and processing limitations may result in delays so please give approx. 1-2 months from graduation for this to show in member's records.

## **1.7. Testing**

1.7.1. Academic integrity is uncompromising adherence to a code of ethics, morality, conduct, scholarship, academic standards, and other values related to academic activity. Violations of academic integrity are inconsistent with Air Force Core Values and will not be tolerated. Air Force members who violate the following prohibitions may be removed from training, and be subject to prosecution under Article 92 of the Uniform Code of Military Justice (UCMJ) for failure to obey an order. Conviction can result in confinement, forfeitures, and a punitive discharge.

1.7.2. Prohibitions. The following applies to active-duty Air Force members, members of the Air National Guard (ANG), Air Force Reserve Command (AFRC), Department of Defense civilian employees of the Air Force, and contractor personnel.

1.7.2.1. CLOSED-BOOK TESTS: Individuals will not knowingly view, possess, reproduce, distribute, or communicate in any way the contents of closed-book tests. No outside materials may be referenced during the test unless explicitly authorized by the instructor or proctor in writing.

1.7.2.2. OPEN-BOOK TESTS: Students may use approved reference materials for open book tests and for Computer Based Training (CBT). Reference Attachment 3.6 for a list of allowable materials. Students may not reproduce, copy, or record lessons or lesson tests for any purpose without authorization. Students will not reference test banks and/or master question files (MQF) via any means during testing, including when a member leaves the testing room after starting the test prior to final submission.

1.7.2.3. All tests must be taken at one of the following locations IAW the AETC approved syllabi and in the presence of a proctor:

97 TRS Testing Center	Building 87
54 ARS/DOV	Building 87
56 ARS/DOV	Building 193
58 ARS/DOV	Building 87
97 OG/OGV	Building 87
Boeing/Flight Safety Computer Lab	Building 89
CAE Computer Lab	Building 179

1.7.3. Anyone found violating these prohibitions will be subject to an investigation. Upon completion of the investigation, the investigating officer will make a recommendation to the 97th Operations Group Commander to either re-instate the student in training or dis-enroll the student from training and return them to their unit. Students may also receive disciplinary action.

1.7.4. INSTRUMENT REFRESHER COURSE (IRC): ALL PTX1/ACIQ, PTX2/ACRQ/IACRQ, PTX3, & PIQ STUDENTS: The IRC and accompanying test is a prerequisite for an instrument evaluation IAW AETC Supplement 1 to AFI 11-202, Volume 2. If you are in one of the above courses, then you must have an IRC date prior to your simulator evaluation. Students should attend IRC classroom courses as directed by their contractor (CAE/Flight Safety) schedule. However, the IRC test is not scheduled and is a pre-requisite for your Instrument Evaluation; it is YOUR responsibility to ensure your IRC is completed with a passing score prior to your Instrument Evaluation.

1.7.4.1. Recent SUPT Graduates do not have a valid instrument exam score yet and must accomplish this training here at Altus.

1.7.4.2. The IRC is an open book test which requires the use of multiple USAF publications. Students must bring some form of electronic access to E-pubs (i.e.

personal laptop/iPad) containing the required publications. Reference Attachment 3.6 for a list of allowable materials.

## **1.8. On-Base Visitors**

1.8.1. Anyone signed on to the base must be accompanied 24 hours a day, 7 days a week until they depart. Do not sign anyone onto the base and leave them alone. Through extensive coordination on your part, Security Forces may grant an unescorted base pass for your guest after a background investigation. Refer any questions to Security Forces, Pass & ID section located outside the South Gate in Bldg. 428 (580-481-6340).

## **1.9. Driving Information**

1.9.1. VEHICLE OPERATIONS: The base speed limit is 25 MPH unless otherwise posted (15 MPH in base housing areas and upon entering the gate). The use of a cell phone while driving is prohibited unless using a hands-free device.

1.9.2. PARKING: Available adjacent to quarters. Vehicles should be left in billeting parking lots, as parking is very limited throughout the training complex. All boats, personal watercraft, recreational vehicles, campers and trailers (anything other than your POV) must be parked at the base outdoor recreation vehicle lot or it will be towed. The lot is accessible 24/7. Contact: 580-481-7696.

1.9.2.1. Due to limited space available, all parking around building 87 is for permanent party only. Reference Attachment 3.3 for alternate parking locations.

1.9.3. SEAT BELTS: MANDATORY on and off base. ON-BASE FIRST TIME OFFENDERS must attend a seat belt safety course. SECOND TIME OFFENDERS will lose driving privileges for 30 days. The driver is responsible for ensuring all passengers are using appropriate restraining devices.

1.9.4. IMPLIED CONSENT LAW: Altus AFB and the state strictly enforce this law, and it applies both on and off base. AFI 31-204, *Motor Vehicle Traffic Supervision*, states in part, "Any person granted the privilege of operating a motor vehicle on a military installation shall be deemed to have given his/her consent to a chemical test of his/her blood, breath, or urine for the purpose of determining the alcoholic content of his/her blood if cited or lawfully apprehended for any offense allegedly committed while driving."

## **1.10. Alcohol Use**

1.10.1. The 97 OG recommends the 0-0-1-3 program in addition to having a designated driver. Zero underage drinking, Zero DUIs, One drink per hour, Three drinks per night. Always have a plan prior to going out for drinks. Airmen Against Drunk Driving (AADD) is available on Friday and Saturday nights from 2145 – 0300 and on a limited basis on

Sunday. Call 580-481-RIDE (7433).

**WARNING:** In the state of Oklahoma, it is illegal to transport an open container of any intoxicant in the passenger compartment of a vehicle.

1.10.2. Any student in formal training at Altus AFB who is convicted of a DWI/DUI, whether on base or in the civilian community, will be recommended to the school commandant for immediate disenrollment and returned to his/her home unit. This policy applies regardless of nationality or branch of service and includes AFRC/ANG personnel.

1.10.3. **DON'T DRINK AND DRIVE:** On base, lock all vehicles and walk back to quarters. Off base, use a designated driver, commercial cab (usually \$5), Drunk Bus (580-482-5043) or the Airmen Against Drunk Driving Card (481-RIDE). As a last resort, call Command Post at 481-6313, and request 97 TRS/Student Affairs Flight Commander, First Sergeant or Commander assistance. **DO NOT** walk from an off base establishment intoxicated; Altus has a public intoxication law. If civil authorities convict an individual of Driving Under the Influence (DUI), which is a Blood Alcohol Concentration (BAC) of .08 percent, there will be an automatic sentence given and a minimum fine assessed. A blood alcohol concentration of .05 percent or above could be treated as a DUI, depending on level of impairment. Upon conviction of a DWI/DUI, base driving privileges will be lost for one year at ALL military installations for both government and privately owned vehicles.

1.10.4. **DRINKING AGE:** Students must be at least 21 to consume alcoholic beverages. An underage individual who has any alcohol in their system (even .001) if stopped while driving will be charged with DUI.

1.10.5. **CIVILIAN PENALTIES:** First offense for a DWI/DUI can be a jail sentence for up to a one year, a fine up to \$1,000 and 6 months suspension of your driver's license. The second offense could be a jail sentence for 1-5 years, a fine up to \$2,500, suspension of your driver's license for up to one year and a mandatory 30 day treatment at member's expense. This does not include any legal fees paid to an attorney or insurance premium increase.

1.10.6. **MILITARY PENALTIES:** Any alcohol incident requires mandatory ADAPT (Alcohol and Drug Abuse Prevention and Treatment) course enrollment. Two alcohol incidents in a 12 month period carries a mandatory 1 year DNIF which may be waived to 6 months under certain circumstances. Punishments can include: forfeiture of pay, confinement for 1 year, Article 15 actions, reduction in rank, extra duty, reprimand, one-year revocation of driving privileges, control roster, Unfavorable Information File, EPR/OPR comment and/or involuntary discharge.

## **1.11. Safety**

1.11.1. If participating in any high risk activity see a Student Advisor. Students will need to

complete an AETC Form 410 for approval. Per AFI 11-202 AETC Sup1, high risk activities are activities having a higher potential for personal injury due to the level of competition, speed, risk, or skills needed and requiring greater agility, stamina, and dexterity. Some examples of high-risk activities are:

- |                         |                         |                            |
|-------------------------|-------------------------|----------------------------|
| - ATV, Dirt Bike        | - Horseback/bull-riding | - Hot Air Balloon          |
| - Bungee jumping        | - Rappelling            | - Hunting                  |
| - Flying civil aircraft | - Scuba diving          | - Motorcycle & auto racing |
| - Hang gliding          | - Skydiving             | - Mountain climbing        |
| - Parasailing           | - Snowmobiling          |                            |

NOTE: Injuries during formal training often affect flying partners and can result in both students being returned to their home unit with if the delay is excessive.

1.11.2. MISHAP REPORTING: When an accident occurs resulting in injury to personnel and or damage to government property, timely notification is mandatory. All students are expected to know and adhere to the following mishap notification procedures:

1.11.2.1. When involved in an on-duty injury or mishap involving damage to Air Force property, students must immediately report the injury or mishap to the Student Affairs office at 580-481-7446 during duty hours or the on-call Flight Commander at 580-649-1490 after duty hours. Student Affairs will work with the student(s) to complete all required safety reporting paperwork

1.11.2.1.1. Student Affairs will immediately notify the unit safety representative (USR) and other applicable base agencies. In the absence of the USR, notify Wing Safety at x7233 during duty hours or the command post at x6313 after duty hours.

1.11.2.2. When involved in an off-duty mishap or injury which results in hospitalization or placement in quarters, student(s) must immediately report the incident Student Affairs during duty hours or the on-call Flt/CC after hours. Student Affairs will then contact the USR, first sergeant, or commander as appropriate. Wing Safety must be notified no later than the close of the next duty day.

1.11.2.2.1. The Wing Safety office will be notified immediately if an off-duty mishap involves a facility or hospitalization of three or more personnel.

1.11.2.3. Student Affairs will be responsible for completing the AF Form 978 Supervisor's Mishap Report as appropriate. This form must be delivered to the USR no later than the close of the next duty day. If the student is placed on quarters, a copy of this form must also be attached.

1.11.3. WEAPONS/AMMUNITION: If a weapon is brought with or purchased while TDY it must be registered and checked in to the armory (Bldg. 130, 481-5885) within 24 hours of

arrival/purchase to bring it on base. The retention of weapons/ammunition in on-base visiting/transient quarters or POVs is prohibited. After checking weapons into the armory, the member will receive an AF Form 1314 which will be hand carried to the Student Affairs office. Student Affairs will set up an appointment with the 97 TRS/CC to have the armory paperwork reviewed & certified.

1.11.4. SEVERE WEATHER: Call **(580) 481-6397 (NEWS)** for base updates on inclement weather. Weather in Altus Oklahoma can change rapidly causing dangerous situations for anyone caught outside. Anytime inclement weather is expected, students should check the local T.V. channels or radio stations for updated weather information. T.V. channels 4,5,6,7 and 9 as well as radio stations AM 1450, FM 93.5, FM 105.9 and FM 107.9 will also broadcast local updates as well as Altus AFB reporting instructions. If there is a Tornado warning, students will take shelter and not report for duty until the warning is cancelled. During winter months, snow and ice may make travel to work difficult and dangerous and as such, may require extra time to report for training. **Students should check [www.facebook.com/97AMW](https://www.facebook.com/97AMW) or [www.twitter.com/97AMW](https://www.twitter.com/97AMW) or call 580-481-NEWS for reporting information.**

1.11.4.1. BASE CLOSURE: follow the directions for students on the recording (Emergency Essential personnel refers only to emergency services, e.g. Security Forces, Clinic employees, etc.). Student training is not considered Mission Essential and as such, students are **NOT** considered Mission Essential Personnel (MEP). In the event of base closure, all training will be cancelled unless otherwise directed by 97 AMW/CC. Per Wing Operating Instructions, only MEP or emergency personnel are required to report for duty in these instances. Contract personnel will report in accordance with their corporate or local leadership

1.11.4.2. DELAYED REPORTING: When the 97 AMW/CC directs a later than standard reporting time, all training prior to that time will be cancelled and rescheduled at the discretion of the respective scheduler. Students will plan to attend scheduled training (regardless of phase) once the base is opened unless otherwise notified.

1.11.4.3. Student Affairs will utilize Recall/Accountability procedures to notify students of last minute updates and changes as required.

1.11.4.4. Every Wednesday at 1200, unless bad weather is forecasted, the GIANT voice system and weather radios are tested.

1.11.4.5. Thunderstorms can occur any time of the year; however, the risk is highest during the spring and fall. The biggest threat is lightning. Many deaths occur when people assume the storm is not close enough to be a serious threat. Often deaths and injuries result when people observe the lightning show from under an open cover garage, carport, or porch. If a thunderstorm is approaching, go indoors!



1.11.4.6. Tornadoes can occur when conditions are right. Local radio and television stations will broadcast a severe thunderstorm or tornado watch/warnings when conditions exist for thunderstorm formation. A WATCH means you should monitor conditions and be prepared to take shelter if needed. If a severe thunderstorm or tornado is spotted, a severe thunderstorm or tornado WARNING will be issued. The city of Altus and Altus AFB are located in Jackson County. Additionally, the civil defense sirens will sound a 3 to 5- minute steady tone if a tornado is spotted. This means you must take shelter immediately in the interior, ground floor of a permanent structure. Do not stay in a car or a mobile home!

1.11.4.7. Tornado Precautions:

**Do:**

Do - Take shelter in a basement or on the lowest floor of the building you are in.

Do - Stay away from windows, doors and outside walls and avoid large unsupported roofs.

Do - Get in an interior closet or hallway, or get under something sturdy.

Do - Curl up and protect your head.

Do - If you are in a mobile home or vehicle, get out immediately. If you must stay outside, lie flat in a ditch or depression and protect your head. Stay away from trees or objects that may blow over.

Do - Cover your body with a blanket or sleeping bag.

Do - Avoid standing up and watching the tornado.

Do - Familiarize yourself and family members with shelter locations available in your area now, before tornado season starts.

Do - Listen to radio and television stations for broadcasts of the latest tornado advisory information.

Do - Call the weather service only to report a tornado you may have sighted

**Don't:**

Don't - Look out a window to see the tornado or try to photograph or videotape the tornado.

Don't - Try to out-run a tornado in your vehicle.

Don't - Use elevators.

Don't - Touch downed electrical wires.

Don't - Delay. Find shelter fast.

Don't - Forget to stock shelters ahead of time with the necessary supplies.

Don't - Open windows. Time is too valuable and flying glass is dangerous.

Don't - Seek shelter at the end of a hallway.

## **1.12. Base Exercise/Alert Procedures**

1.12.1. Students are not exempt from base exercises. Personnel are to take cover when a natural disaster warning is given (except those who are in a non-“play” area--NOTE: Non-play areas are usually limited to training centers and billeting facilities). Until an “all-clear” is given, you may only leave a training center to go back to billeting or vice-versa. Once the

"warning" is canceled, personnel are free to move about the facility in which they took cover, but not leave it. Once the "all-clear" is given, personnel are free to move about the base normally. If you are in a play area and must make a training event, find an EET member and explain your situation.

1.12.2. AtHoc will be utilized to notifying students of an ongoing exercise. It is critical that all AtHoc information is up-to-date and accurate to ensure important messages are received.

### **1.13. Communications Security**

1.13.1. COMSEC material is designed to secure or authenticate telecommunications and include but are not limited to keys, equipment, devices, documents, firmware or software that embodies or describes cryptographic logic and other items that perform COMSEC functions.

1.13.2. Instructors are authorized users of COMSEC material once they have been so designated in writing and have had the required training. Only authorized users have access to COMSEC material. Students are not authorized users. Even though students may have a security clearance, while at Altus AFB they are not on a COMSEC access list authorizing the handling of COMSEC material at Altus. However, COMSEC material may be handled under direct (line of sight) supervision of the instructor. It should never be handed over to students nor should students ever assume responsibility for safeguarding it. If any student detects unattended COMSEC material, secure it and report it immediately to the instructor.

## **SUPPORT FACILITIES**

### **2.1. Red River Inn (Building 82)**

2.1.1. Outstanding balances must be paid at billeting every 15 days. If quarters are not available, students will be billeted in contract quarters off base. When lodging facilities are, it must be reported to Student Admin to update the locator card. Students may NOT keep motorcycles, bicycles, auto parts, etc. in the lodging rooms. There are bicycle storage rooms available. If children are brought with for the duration of the TDY, the parents are responsible for their behavior. Due to the nature of training here, quiet hours are observed on a 24-hour basis.

2.1.2. TEMPORARY LODGING FACILITY (TLF): Military members TDY to Altus AFB are eligible to be lodged in TLF when TDY en route with family members on Permanent Change of Station (PCS) orders. Guests will be classified as priority 1 for a TLF if their dependents are authorized concurrent travel on the members AF Form 899, *Request and Authorization for Permanent Change of Station*. The guest will be assigned the next available TLF which meets the size of the accompanying family. Guests will be classified as priority 2 for a TLF if their dependents are not authorized concurrent travel. Priority 2 guests are considered space available and only authorized three days stay in a TLF.

2.1.3. The Lodging General Manager may authorize accompanied guests who are authorized concurrent travel to be housed in the TLFs. The Lodging General Manager can only approve stays up to 30 days. If the requested stay is longer than 30 days, the TDY member must submit a request letter to the Vice Wing Commander for approval. AFI 34-246 states: *Stays beyond 30 days require forfeiture of BAH: Members can request stays beyond 30 days without forfeiture of BAH for reasons of military necessity or relief of hardship* (reference DOD FMR, Vol. 7A, Ch. 26, Table 26-3, and DFAS-DEM 7073-1 (Base Level Pay Procedures)).

2.1.4. Students attending formal training courses funded with TDY-to-school dollars have priority for on- base lodging. If a student is sent to commercial quarters, they will be placed on a waiting list for base lodging. If a student has any issues concerning lodging, please inform the lodging front desk. If the issue has not been corrected in a timely manner notify the Student Affairs Flight Commanders.

2.1.4.1. Students attending training at Altus AFB (except AiT) should already have coordinated with the Red River Inn for lodging through the duration of their stay IAW DoD Lodging Policy (see memo in Attachment 3.7) prior to arrival. Students who elect to utilize off-base lodging must also ensure compliance with the Joint Travel Regulation (JTR). Regardless of location, all students are expected to be responsible tenants and neighbors, especially in regards to conduct, noise control and applicable upkeep.

2.1.5. AFRC/ANG students in civilian status follow rules stated in TPR400, Paragraph 12c, and JFJR Vol. II, C1055.

## **2.2. Finance (Building 52)**

2.2.1. Assistance is available from 0815 to 1615 Monday - Friday. TDY en route students must pick up 30 day accrual vouchers during out-processing. TDY out-and-back students do not need to out- process

## **2.3. Postal Service Center (Building 304)**

2.3.1. The Postal Service Center (PSC) handles all personal mail and is open from 0730-1630 Monday-Friday. A copy of orders and a picture ID are required to register with the PSC. If a student's TDY is more than 30 days, they will be given a PSC box. If here for less than 30 days, a PSC box may be opened or General Delivery can be used.

2.3.2. The PSC offers general delivery service to include letters and parcels. Special mail services such as express, overnight, registered, and certified are not offered at the Altus AFB PSC but can be found at the US Postal Service office next door. Overnight services should not be addressed to billeting.

2.3.3. Authorized personnel who may maintain a PSC box are those government employees (military and civilian) who are not afforded free mail delivery service by the US Postal Service at their quarters address.

2.3.4. Per the out-processing checklist, all boxes must be closed out before departing. Drop by the PSC and fill out forwarding information on an AF Form 624.

## **2.4. Pass and Registration (Building 428)**

2.4.1. During the duty day, all non-DOD card holding visitors must be processed through the Pass and Registration office in order to receive a visitor pass. After-hours, visitor passes can be obtained from the main gate.

## **2.5. Fitness Center (Building 156)**

2.5.1. Open 0500 to 2400 Monday – Friday and 0800 to 2300 Saturday - Sunday (closed Thanksgiving and Christmas). 24hr access available is available with CaC registration at the Fitness Center (student organization will be 97 TRS). There is NO towel service available.

## **2.6. Base Chapel (Building 301)**

2.6.1. The goal of the Base Chapel is to facilitate student's free exercise of religion by providing worship services, rites, counseling, visitation as well as many other opportunities for spiritual growth. All students are invited to participate in any of the programs offered by the chapel. For information on available programs or services, contact the chapel at x1904.

2.6.2. STUDENT MINISTRY CHAPLAIN: The Operations Group Chaplain office is located in Chapel Annex, Bldg. 116, room 124. The office phone is 481-5077. If the chaplain is not in the office, call the main chapel at 481-7485, or contact the command post (481-6313) and ask to speak with the on-call chaplain.

### **2.6.3. SERVICES AND PROGRAMS:**

<u>Protestant Services</u>	Sunday, 1030 at the Chapel, Contemporary Praise
Sunday School	Sunday, 0900 Bldg. 116 (Chapel Annex), Sep - May

<u>Catholic Services</u>	
Tuesday, Thursday - Friday	Sunday
Confessions: call x7485 to schedule	Confessions: 0830 or call x7485 to schedule
Holy Mass: 1200	Holy Mass: 0900
	Religious Education: 1045 Bldg. 116 (Chapel Annex), Sep – May

Other Denominations: For information or support for other religious accommodations contact the chapel at x7485

2.6.4. COUNSELING: Chaplains are available for spiritual, marital, and other types of counseling. Call the chapel at 481-7485 to schedule an appointment. Chaplains may be reached after hours by calling the Command Post at 481-6313. All counseling with the Chaplain is kept in absolute confidence.

2.6.5. VISITATION: You will see Chaplains all over the base visiting military members in their work centers. Visitation is intended to ensure the availability of Chaplains to military members and helps them to be aware and sensitive to the situations members face on a daily basis. Feel free to discuss any situations and struggles as time permits or make an appointment for things of a more personal or more time-consuming nature. Call the Chapel for further information at 481-7485 during duty hours or call the base Command Post at 481-6313 after duty hours or on weekends to reach the Duty Chaplain.

## **2.7. Medical Services**

2.7.1. The base clinic is available to provide services to all military personnel and their authorized dependents.

2.7.2. MEDICAL CARE DURING DUTY HOURS: Active Duty Sick Call is 0730-0800; this is for acute problems that have existed 24-48 hours. Return to Flying Status is 1300-1330 except for Thursdays. Other scheduled appointments are also available for non-acute problems; Aerospace Medicine can be reached at 481- 5230. For routine medical appointments or acute/routine appointments for family members call 481-5235, Option 1.

2.7.3. MEDICAL CARE AFTER DUTY HOURS: If an emergency arises after duty hours and on holidays, use Jackson County Memorial Hospital (JCMH). It is located at 1200 E. Pecan in Altus, phone number (580) 482-4781. Personnel seen at JCMH or other civilian care must go to Sick Call at the Flight Surgeon's Office the next duty day. Personnel are DNIF until they are seen by a Flight Surgeon.

2.7.3.1. TRANSPORTATION: If transportation is required due to an emergency, call 911. For those who take the ambulance, return transportation to Altus AFB will be provided by the 97th Logistics Readiness Squadron, dial 481-6272/7273.

2.7.3.2. JCMH EMERGENCY ROOM COST: Active duty personnel will not be charged if it is an actual urgent or emergent situation. Dependents eligible for TRICARE need to call 1-800-444-5445 prior to going to the JCMH Emergency Room- unless a medical emergency exists. For a medical emergency take dependents to JCMH and contact TRICARE within 24 hours.

2.7.4. DENTAL CLINIC (Bldg. 47): Open 0730 - 1630, Monday - Friday. If dental pain occurs, call 481-5262. The Dental Officer-of-the-Day will return the call, evaluate the

problem, and provide specific instructions. For dental emergencies after normal duty hours, call 481-5222 for specific instructions.

2.7.5. OB PATIENTS: OB patients having pregnancy-associated problems should call their primary OB provider. If this is an OB related issue and the student does not have a local OB doctor, they will need to go to JCMH ER. For any questions call TRICARE at 1-800-444-5445.

2.7.6. AFRC/ANG TRICARE MESSAGE: Current policy is that family members of AFRC/ANG members, when the member is on orders for 30 days or more BUT less than 180, are not eligible to enroll in TRICARE Prime. They are, however, eligible for TRICARE Standard/Extra and would then need to be seen off-base. The family members should be showing in DEERS. Make sure family members are enrolled in both DEERS and TRICARE systems wherever they are while TDY.

## **2.8. Traffic Management Services (Building 52)**

2.8.1. Customer service hours are 0800 - 1630 each duty day. Passenger Travel Section and the Commercial Travel Office (CTO) are located in Suite 1501, 481-7272. The Personal Property Section is located in the next cubical, 481-7515. To set up Household Goods or Do-it- Yourself (DITY) move, bring in copy of orders ASAP to schedule a briefing.

## **2.9. Airman and Family Readiness Flight (Building 52, Room 1201)**

2.9.1. All students are encouraged to participate in all the services offered by the Airman and Family Readiness Section has to offer. The following are several programs that are offered to all students while attending training:

2.9.2. E-MAIL: Free e-mail services are available at the libraries on base and downtown. If using services downtown, a copy of the member's orders must be provided in lieu of a library card. If unable to find a system to use in order to e-mail family members, please come by the Airman and Family Readiness Section and use one of the computers in the resource room, the Discovery Center. Webcams are also available for use.

2.9.3. GIVE PARENTS A BREAK: Sponsored by the Air Force Aid Society, this program is for individuals who are TDY for more than 30 days with a family left back home. Spouses of TDY members can take advantage of this "Give Parents a Break" program, which is "free" childcare to give spouses a break. They will need to go into the Airman and Family Readiness Section at the TDY member's home unit for more information and to get a certificate.

2.9.4. CAR CARE BECAUSE WE CARE: Sponsored by the Air Force Aid Society, this program consists of a certificate for a free oil change and vehicle safety check at the base service station. The member must be TDY for more than 30 days with their family back at

home station. The member's spouse must go to the Airman and Family Readiness Section at the home unit for more information and to get a certificate. These can only be given to the spouse.

**2.9.5. FAMILY SERVICES:** Students can take advantage of the Loan Closet at the Airman and Family Readiness Section during the member's stay at Altus AFB. They offer household items for temporary use at no cost. A copy of orders is required. They are open via appointment only, and are located in building 164. Please call 481-6761 for more information and appointments.

**2.9.6. MILITARY AND FAMILY LIFE CONSULTANTS (MFLCs):** MFLCs are available to help service members, spouses, family members and children address deployment/reintegration issues, marriage and relationship issues, parenting/sibling & family issues, communication challenges, stress and anxiety, depression, grief and loss and daily life issues. Consultations are free and anonymous with no records kept. No records are kept. After hours and weekend appointments are available and group and off-site meetings can be arranged. The Altus AFB MFLC is located in the Airman and Family Readiness Section. For more information or an appointment, call (580) 649-9218 or (580) 301-4337. Members can also call MHN toll-free at (888) 755-9355 for more information or to access the MFLC services at other bases.

## **2.10. Dining Facilities**

**2.10.1. GALAXY GRILL** (Bowling Alley, Bldg. 106): Open 0630-1800, Monday-Thursday, 0630 – 2300 Friday, Saturday 1100-2300 and 1100 - 1800 Sunday

NOTE: Bowling lanes are open Monday thru Thursday 1100-2200, Friday 1100-2400, Saturday 1000-2400, and Sunday 1300-1800

**2.10.2. CLUB ALTUS** (Bldg. 307): Located across from the Base Exchange. Open ranks dining facility. May's Enlisted Lounge is open ranks for special events (e.g., Football Frenzy)

Lunch Mon-Fri	1100-1300	May's Enlisted Lounge (inside Club Altus)
		Thursday 1600 - 2300
		Friday 1600 - 0200
		Saturday 1800 – 0200

**2.10.3. HANGAR 97** (Bldg. 317): TDY personnel with meal cards must bring a copy of orders to receive meals. Hangar 97 has food available 20 hours a day either through the main dining room or the Grab n' Go section.

Monday - Friday	Saturday/Sunday/Holiday
Breakfast: 0600 - 0900	Breakfast: 0630 - 0830
Grab n' Go: 0900 - 1030	Grab n' Go: 0830 - 1030

Lunch: 1030 - 1330  
Grab n' Go: 1330 - 1630  
Dinner: 1630 - 1930  
Grab n' Go: 1930 - 0200

Lunch: 1030 - 1330  
Grab n' Go: 1330 - 1630  
Dinner: 1630 - 1930  
Grab n' Go: 1930 - 0200

NOTE: If not on a meal card, students must pay the surcharge. If at any problems are encountered with the food service provided, contact DSN 866-6168, commercial (580) 481-6168

2.10.4. FLIGHT MEALS (Bldg. 317): Flight meals (box lunches) are available through the dining facility. Call 481-7781 with at least 2 hours advance notice. You will need to provide a delivery time (normally 1 hour prior to takeoff) and aircraft call sign if you would like it delivered to the aircraft. Menus are posted in the squadrons and at the dining facility. TDY students will need to pay in cash and meal card holders will need to provide their DoD ID number.

2.10.5. CHARLIE'S (Bldg. 35): Charlie's is open to all ranks (except AiT). Charlie's features a "Cook your own" menu including rib eye steak, chicken, hamburger, salmon and more.

Hours:  
Wednesday - Thursday 1800 - 2300  
Friday 1600 - 0200  
Saturday 1800 - 0200



## ATTACHMENTS

### 3.1. Altus AFB Phone Directory

#### GENERAL:

Commercial Area Code	(580)
Direct Dial	481-XXXX
Defense Switch Network (DSN)	866-XXXX
Operator Assistance	0 or Comm 482-8100

#### EMERGENCY

Ambulance (On & Off-Base)	911
Fire Reporting	911
Security Forces (Crime Stop)	481-7444
Inclement Weather Info	481-NEWS

<b>97th TRAINING SQUADRON (TRS)</b>	<b>Duty Phone</b>	<b>Cell Phone</b>
97th Training Squadron Commander (97 TRS/CC)	481-7178	
97th TRS Director of Operations (97 TRS/DO)	481-1402	
97th TRS First Sergeant	481-6532	580-649-2591
Office of Student Affairs	481-7446	
Dean of Student Affairs	481-7133	580-649-1490
Student Affairs Superintendent	481-7585	
Airlift Student Flight Commander	481-7855	580-649-1490
Airlift Superintendent	481-5751	
Tanker Student Flight Commander	481-1418	580-649-1490
Tanker Superintendent	481-6593	
AFRC/ANG Liaison	481-6891	
Student Administration Fax	481-7859	
MTL	481-7318/7589/7361	481-301-9055
Student Affairs Registrar	481-7543	
54th Air Refueling Squadron Commander	481-5454	
54th DO	481-5687	
54th ARS Scheduling	481-5684	580-301-1173
CAE (KC-135 Scheduling)	477-3888 (x114)	
56th Air Refueling Squadron Commander	481-5656	
56th DO	481-7983	
Flight Safety (KC-46 Scheduling)	481-6482	
58th Airlift Squadron Commander	481-6482	
58 <sup>th</sup> DO	481-7037	
58th AS Pilot Scheduling	481-6581	580-954-2569
58th AS Loadmaster Scheduling	481-5751	580-954-2566

Boeing/Flight Safety (C-17 Scheduling)	481-3452
Life Support Training Section	481-5086
Student Mailing Address: (General Delivery/Courses less than 30 days)	Student Rank/Name PSC Box 8000 Altus AFB, OK 73523-5043
Official Business Mailing Address	97 TRS/TRA (Attn:_____) 510 N. 6 <sup>th</sup> St Blg. 87 Rm 103 Altus AFB, OK 73523

### **ALTUS AFB FACILITIES**

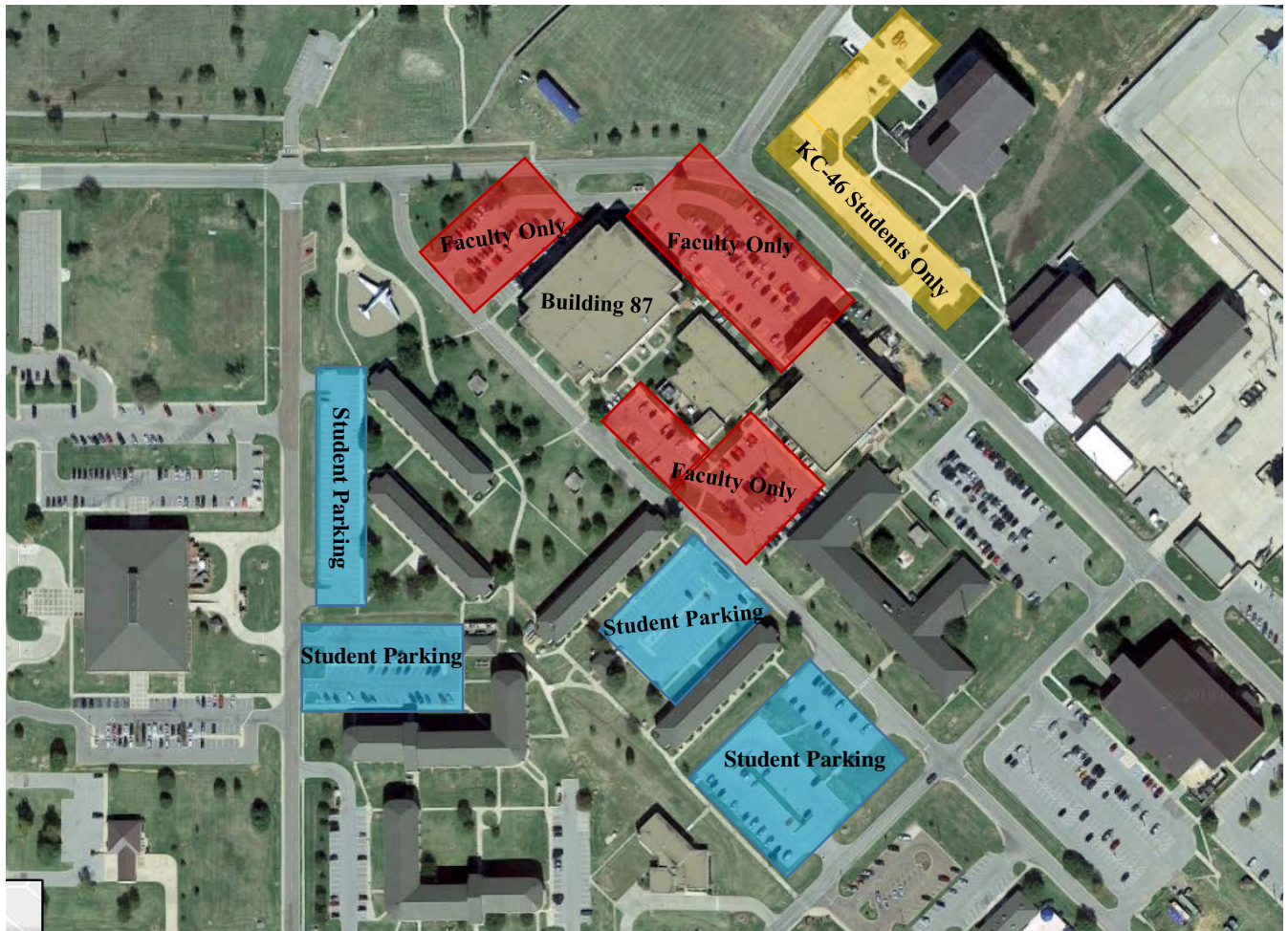
Airman Against Drunk Driving (AADD)	481-RIDE (7433)
Bowling Center	481-6420
Chaplain (During/After hours)	481-7485/6313
Child Development Center	481-7502
Command Post	481-6313
Crew Transport (Crew Bus)	481-ROAD (7623)
Fitness Center	481-7440
Flight Medicine	481-5230
Flight Records (HARM)	481-7748
Galaxy Grill	481-6420
Golf Course Pro Shop	481-7207
Library	481-6302
Outdoor Recreation	481-7696
Red River Inn (Base Lodging)	481-7356
Staff Judge Advocate	481-7294
Sexual Assault Prevention (SAPR)	481-7428
Wing Safety	481-SAFE (7233)

### 3.2. Map of ALTUS AFB



16	Commissary	106	Bowling Alley/Galaxy Grill	193	54 & 56 ARS
18	BX/Shoppette	156	Gym	225	AFE/OSS
46	MDG/Clinic	164	58 AS	310	Chapel
52	MPF/Legal/Finance	172	Boeing/Flight Safety	304	Post Office
65	Library	174	Flight Safety	307	Club Altus
82	Red River Inn	179	CAE	310	Chapel
87	97 OG & TRS	185	Base Operations	315	AiT Dorm

### 3.3. Building 87 Student Parking



### 3.4. Day 1 In-Processing Schedule

**0715:** All - 97 TRS Student Affairs, Bldg. 87, Rm 103

**0900:** C-17 (All) - Boeing/Flight Safety, Bldg. 172

**0900:** KC-135 All Booms/IAC/ACU - CAE, Bldg. 179

**1000:** KC-135 PIQ/PTX - CAE, Bldg. 179

**1300:** C-17 (All) - 58<sup>th</sup> AS STM, Bldg. 164

- Within the first **5 duty days** All C-17 students whose course requires a helmet, initial qualification and TDY enroute students must turn in helmets or get sized for initial issue at AFE, Bldg. 225.
- All students are required to wear UOD when conducting official business while assigned to the TRS. This includes in-processing and any business conducted with Boeing/Flight Safety, CAE, Flight Safety, 54 ARS, 56 ARS, 58 AS, AFE, etc.



### 3.5. Checkride Policy



## DEPARTMENT OF THE AIR FORCE 97TH AIR MOBILITY WING (AETC) ALTUS AIR FORCE BASE OKLAHOMA

25 Jan 19

### MEMORANDUM FOR ALL ALTUS STUDENTS

FROM: 97 TRS/CC

SUBJECT: Periodic Evaluation Expiration Policy

1. Due to inherent risk of delays in course graduations, buffers have been established in regards to periodic evaluations so that delays do not disqualify students from completing their training. If a delay beyond course graduation date leads to expiration of a student's periodic evaluation, the student will become unqualified and thus, unable to complete training. As such, 97 TRS requires that all students' periodic simulator and flight evaluations be valid for a minimum of 30 days past the expected course graduation.
2. In instances where a student's periodic evaluation will expire prior to the 30 day period, a prerequisite waiver must be submitted IAW AETCI36-2605V7 sections 2.2.1 and 2.2.3.1. For those syllabi in which the checkride expiration is outlined as a prerequisite waiver, waivers must be routed to MAJCOM A3T (or equivalent) and then to 19 AF/DOZM for approval. For those syllabi in which it is not required, all waivers must be routed through the 97 OG/CC and 97 AMW/CC instead of MAJCOM A3T and 19 AF/DOZM.
3. If you have any questions or concerns, please contact 97 TRS Student Admin at DSN 866-7446.

A handwritten signature in black ink, reading "Theodore J. Shanks", is positioned above the printed name.

Digitally signed by  
SHANKS.THEODORE.JO  
HN.1162941441

Date: 2019.02.01 14:55:36 -06'00'

THEODORE J. SHANKS, Lt Col, USAF  
Commander, 97th Training Squadron

### 3.6. Allowable Materials for Proctored Tests



**DEPARTMENT OF THE AIR FORCE  
97TH AIR MOBILITY WING (AETC)  
ALTUS AIR FORCE BASE OKLAHOMA**



MEMORANDUM FOR 97 OG

27 November 2017

FROM: 97 OG/CC

SUBJECT: Allowable Materials for Proctored Tests

1. The tables below are a comprehensive list of proctored tests that students and permanent party members may be required to complete. Only the items listed in the “allowable materials” column may be utilized by the individual for the specific test being taken.

2. Student Testing Material:

TEST	TEST TYPE	ALLOWABLE MATERIALS
Instrument Refresher Exam	Open Book	AFI, AFMAN, AFH, DoD FLIP, TAF/METAR decoders, E-Pubs on iPad, Air Force e-publishing website, OGV E-Pubs Sharepoint site, <a href="http://www.aviationweather.gov">www.aviationweather.gov</a> <sup>1</sup>
KC-135R PIQ/PTX1/PTX2/PTX3	Open Book	iPad E-Pubs <sup>1</sup>
KC-135R PIQ/PTX1/PTX2/PTX3	Closed Book	Nothing <sup>1</sup>
KC-135R IAC	Open Book	iPad E-Pubs <sup>1</sup>
KC-135R Q/I Evaluation Boldface	Closed Book	Nothing <sup>1</sup>
C-17 Q/I Evaluation Boldface	Closed Book	Nothing <sup>1</sup>
KC-135 Mission Evaluation	Closed Book	Nothing <sup>1</sup>
C-17 PIQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
C-17 ACIQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
C-17 ACRQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
C-17 IACRQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 PIQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 PTX1 End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 PTX2 End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 CFIC End-Of-Course-Test	Closed Book	CAE-issued Laptop <sup>1</sup>

*Note 1.* It is permitted to use a writing utensil, i.e. pen or pencil, and blank paper during the tests. The paper will be surrendered to the test proctor upon completion of the test.

3. Permanent Party Testing Material:

TEST	TEST TYPE	ALLOWABLE MATERIALS
Instrument Refresher Exam	Open Book	AFI, AFMAN, AFH, DoD FLIP, TAF/METAR decoders, E-Pubs on iPad, Air Force e-publishing website, aviationweather.gov <sup>1</sup>
Boldface	Closed Book	Nothing <sup>1</sup>
C-17 Q/I Closed Book	Closed Book	Nothing <sup>1</sup>
C-17 Q/I Open Book	Open Book	Quarterly Phase Sim CBTs; All materials allowed
KC-135R Q/I Closed Book	Closed Book	Nothing <sup>1</sup>
KC-135 Q/I Open Book	Open Book	All materials allowed <sup>1</sup>

*Note 1.* It is permitted to use a writing utensil, i.e. pen or pencil, and blank paper during the tests. The paper will be surrendered to the test proctor upon completion of the test.

4. For any questions regarding the table above, please contact the 97<sup>th</sup> Training Squadron at DSN 866-7088 or by email at [97trs.css@us.af.mil](mailto:97trs.css@us.af.mil).

Digitally signed by  
MICKLEY.WILLIAM.B.1048328705  
WILLIAM B. MICKLEY, Col, USAF  
Commander, 97th Operations Group



### 3.7. DoD Lodging Memo

Secretary of the Air Force



**UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Maximum Use of DoD Lodging Facilities on DoD Installations

Department of Defense (DoD) regulations require official travelers to use available and adequate Government quarters (i.e., DoD lodging facilities) when traveling to DoD installations participating in the Integrated Lodging Program Pilot (ILPP). However, it has come to my attention that many official travelers are staying in more expensive commercial lodging, even though adequate Government quarters are available. Be advised that DoD official travelers, supervisors, reviewing officials, authorizing officials, approving officials, and certifying officers will comply with DoD policies for temporary duty (TDY) and permanent change of station (PCS) travel, including the following:

- All TDY travelers performing any portion of their TDY mission at a DoD installation must list the installation on their travel orders, even when the installation and city share the same name (e.g., Los Angeles Air Force Base and Los Angeles).
- All TDY travelers performing TDY mission duties on DoD installations participating in the ILPP must stay in available lodging facilities that are bookable in the Defense Travel System (DTS), in the following order of priority, in accordance with the Joint Travel Regulations (JTR):
  - 1) Government quarters (i.e., DoD lodging facilities)
  - 2) DoD privatized lodging
  - 3) DoD Preferred Commercial lodging
  - 4) Other lodging that complies with U.S. Fire Administration guidelines
- All TDY travelers must obtain a non-availability (NA) confirmation number through DTS or from the DoD lodging office, reservation website, or property where the traveler is attempting to stay, to qualify for maximum allowable commercial lodging reimbursement when TDY

to a DoD installation participating in the ILPP. Any TDY travelers who do not obtain a NA confirmation number will be reimbursed only what the Government would have paid for directed lodging, inclusive of all taxes and fees.

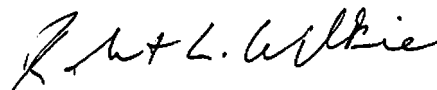
- Service members are required to use adequate Government quarters when ordered to a DoD installation. This includes using adequate Government quarters for temporary lodging expenses at the losing and gaining installations for PCS travel in accordance with the JTR.

All DoD travelers, supervisors, approving officials, and authorizing officials will make cost-effective travel decisions that continue to meet the mission. The use of DoD lodging facilities, which includes TDY and PCS lodging on DoD installations, supports this effort.

Supervisors must closely weigh travel costs with the potential benefits of the travel when approving travel requests. The following practices will help minimize DoD travel costs:

- When DoD lodging is not available at the official travel installation, make lodging reservations for adequate DoD lodging facilities at a nearby installation, if available.
- When official travel is to a city that is nearby a DoD installation with DoD lodging facilities, the traveler is encouraged to use DoD lodging before making reservations for commercial lodging.
- Make DoD lodging reservations as early as possible to maximize room reservation lead-time. If official travel is cancelled, promptly cancel lodging reservations to make room nights available for other travelers and to avoid no-show fees.
- DoD civilian PCS travelers are urged to use DoD lodging facilities, if available, when authorized reimbursement for PCS travel lodging at the losing and gaining installations in accordance with the JTR.

Through compliance and cost-effective travel decisions, we can meet our mission while reducing official travel costs. Thank you for your cooperation, compliance, and contribution to the mission. Should you have any questions, my point of contact for this matter is Ms. Jane Westbay, Office of the Deputy Assistant Secretary of Defense, Military Community and Family Policy, by email: [jane.a.westbay.civ@mail.mil](mailto:jane.a.westbay.civ@mail.mil), or phone: (571) 372-6579.



Robert L. Wilkie

### 3.8. OCP and A2CU Wear Policy Memo



#### DEPARTMENT OF THE AIR FORCE 97TH AIRMOBILITY WING (AETC) ALTUS AIR FORCE BASE OKLAHOMA

25 September 2018


MEMORANDUM FOR 97 TRS ALL PERSONNEL

FROM: 97 TRS/CC

SUBJECT: OCP and A2CU Wear Policy for 97 TRS Personnel (Students and Faculty)

1. IAW AFI 36-2903, change 4, dated 28 May 2015 and AFGM 2018-02, all 97 TRS Personnel (Students and Faculty) are authorized to wear the Operational Camouflage Pattern (OCP), and aircrew members are authorized to wear the Army Aircrew Combat Uniform (A2CU) beginning 1 October 2018.
2. Members will wear OCPs and A2CUs in accordance with AFI 36-2903 and AFGM 2018-02 except as outlined below:
  - a. A2CU trousers will not be bloused at any time.
  - b. The OCP patrol cap will be worn with the A2CU.
  - c. The A2CU may be worn by aircrew members whenever a utility uniform is appropriate, even if not performing aircrew duties.
  - d. Permanent party members may wear A2CUs or OCPs as appropriate for non-flying duties at their discretion.
  - e. The A2CU may be worn off base for short convenience stops and when eating at restaurants where people wear comparable civilian attire. Do not wear A2CUs off base to eat in restaurants where most diners wear business attire or at establishments that operate primarily to serve alcohol.
3. Several items within AFI 36-2903 and AFGM 2018-02 are worth noting:
  - a. Airmen are authorized to wear previously-owned, serviceable OCPs or they may purchase OCPs at authorized military clothing stores (in accordance with published AAFES distribution plan) per AFI 36-2903.

- b. While wearing OCPs, members may wear Desert Tan or Coyote Brown boots. Coyote Brown boots will be mandatory effective 1 June 2020.
  - c. While wearing A2CUs, members may wear Desert Tan or Coyote Brown boots. Regardless of color, aircrew performing flight duties will only wear Safe-to-Fly boots. If a member is unable to acquire Safe-to-Fly Desert Tan or Coyote Brown boots, Sage Green boots are authorized for wear with the A2CU.
4. Unit-specific guidance:
- a. Permanent party will wear the 97 TRS OCP-subdued patch on the left sleeve.
  - b. AiT students or unit-unassigned students will wear the 97 TRS Student OCP-subdued patch on the left sleeve.
  - c. The AETC OCP-subdued patch will be worn on the right sleeve below the US Flag.
  - d. Occupational badges are not mandatory, but highly encouraged.
  - e. MTLs and AIT personnel previously authorized to wear cords/ropes/aiguillettes on ABUs or FDUs may continue to wear them on OCPs and A2CUs as directed by local guidance.
  - f. Colored morale undershirts will not be worn with the OCP or A2CU. Members may continue to wear morale undershirts if worn under ABUs or FDUs.
5. Students already assigned to a flying unit may wear their OCPs or A2CUs IAW their home unit's guidance.
6. Any exceptions to this policy must be approved by the 97 TRS/CC.
7. My POC for this matter is the 97 TRS/CCC, who can be reached at (580) 481-6722.

  
THEODORE J. SHANKS, Lt Col, USAF  
Commander, 97th Training Squadron

### 3.9. Survey Questions

**At the end of the course, the following survey questions will be asked. This feedback is vital to enacting positive change with future courses. We at Student Admin ask that you review the following questions to ensure that you are prepared to provide answers when asked.**

1. Please rate the instruction provided by flight line instructors. (Include instructor professionalism, knowledge, and presentation. Please report any instances of unprofessional relationships, maltraining, or maltreatment. Give specific instructor names as much as possible.)
2. How satisfied were you with Aircraft Availability and the Quality of Aircraft Maintenance?
3. Please rate your overall experience with the civilian contract instructor. (Include computer based training, and courseware support comments and how well prepared you were for the flight line. If you have issues to bring up or kudos to give, include the instructor's name.)
4. SIMULATOR ONLY: Please rate your experience with the overall operation/quality/reliability of the simulators during your training on a scale of 1 to 10 (10 being excellent). Please detail any training loss, deviation or negative effects that resulted from simulator malfunctions.
5. SIMULATOR ONLY: How well did the simulator modeling approximate your experience in the actual aircraft? Please rate the simulator fidelity during your training on a scale of 1 to 10 (10 being excellent). Please detail any training deviation or negative effects due to the sim not accurately portraying visuals or movement like the real aircraft.
6. Please rate the support provided by HARM/SARM. When commenting, please be specific on if you are talking about HARM or SARM.
7. Please rate the support provided by the 97 OG Publications Shop.
8. Please rate the support provided by Student Administration.
9. Please rate the support provided by the MTLs (AIT-Airmen In Training-only).
10. Please rate your experience at base support agencies: Commissary, BX, shopette, MPF, Finance, Billeting, Fitness Center, Flight Medicine, etc.
11. How can we improve training at Altus AFB? Are there any other comments you would like to make that were not previously covered? (Disregard the scale of 1-10 on this question).

### 3.10. Student Critique QR Code



Please use this code for any comments, questions or concerns with any Airframe, Sims,  
Instructor or Courseware