



**DEPARTMENT OF THE AIR FORCE
97TH TRAINING SQUADRON (AETC)
ALTUS AIR FORCE BASE OKLAHOMA**

20 July 2022

MEMORANDUM FOR AIR MOBILITY TRAINING CENTER STUDENTS

FROM: 97 TRS/CC

SUBJECT: Student Leave and Pass Policy

1. This policy will be effective on 25 July 2022 and supersedes previous AMTC student leave and pass policies.
2. While at Altus AFB, your training is our priority. We also understand that balancing the mission with resiliency and your ability to take care of personal matters is important. This policy is designed to prevent a loss in training and device utilization, while also providing you with the opportunity to take pass/leave when able.
3. Pass and Leave. Pass and leave will be approved during federal holidays/family days in accordance with the AETC Family Day MFR. You are also able to take pass/leave if you:
 - a. Do not have any scheduled training
 - b. Have the Pass & Leave MFR located in Student Admin signed by the scheduler (please note, schedulers reserve the right to not sign the pass)
 - c. If returning by air, must return to Altus at least 48 hrs prior to next scheduled event
 - d. If returning by car, must return to Altus at least 24 hrs prior to next scheduled event
 - e. Submit request with approved Pass & Leave MFR in TrackVia
 - f. Submit leave request, as applicable, in LeaveWeb (Capt Ryan Lamo, Maj Kevin Rosen, and/or Maj Kaitlin Stark Gaxiola as approvers)

If you do have scheduled training, pass/leave will only be granted for health, humanitarian, and hardship conditions. Health, humanitarian, and hardship excuses from training are defined as:

- a. Health: Student can demonstrate that they need to be excused from training to receive necessary healthcare; this includes medical appointments/procedures which exist outside of the local area.
 - b. Humanitarian: Student needs to be excused from training in order to attend a significant life event of an immediate family member such as a wedding, funeral, significant health concern, birth of a child, etc.
 - c. Hardship: Student will incur significant family or financial hardship due to factors outside their control (e.g. previously scheduled event prior to acceptance of training).
4. Local area. While in training, students are permitted to travel within four hours of Altus Air Force Base as the 97 TRS local area; however, they must be prepared to return to Altus. Students may travel freely within the local area with the following conditions:

- a. Remain within a 4-hour driving radius of Altus AFB.
- b. Return to base by car and report for duty within 5 hours of the initial notification.
- c. Remain reachable by phone and answer calls from local Altus AFB phone numbers (must return any missed calls within 30 minutes).
- d. Check training schedule daily after 1400L with the ATS contractor or flightline scheduler.
- e. Pipeline training students (AiT) will meet additional requirements as directed by the Military Training Flight.

5. Failure to attend training due to not being able to return to base as outlined above could result in administrative action or elimination from training.

6. My POC for this policy is the Dean of Student Affairs, Major Kaitlin Stark Gaxiola, 97 TRS/TRA. She can be reached at (580) 481-7446.

BENJAMIN J. DAVIDSON, Lt Col, USAF
Commander

cc:

97 OG/CC

58 AS/CC

56 ARS/CC

54 ARS/CC

ATS Scheduling Officials