



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

22 December 2021

MEMORANDUM FOR AIR MOBILITY TRAINING CENTER STUDENTS

FROM: 97 TRS/CC

SUBJECT: Student Leave and Pass Policy

1. This policy will be effective on 4 January 2022 and supersedes previous AMTC student leave and pass policies.
2. While we strive to balance the mission with resiliency and a member's ability to take care of personal matters, training is prioritized. This policy is designed to prevent a loss in training and device utilization, ultimately aimed at making your training experience more efficient. Under this premise, and until further notice, the following policy will apply to all students regarding leave and passes.
3. Leave and Passes. Will only be granted for health, humanitarian, and hardship. (Exception: federal holidays when training is not conducted such as Thanksgiving, Christmas, New Years, Memorial Day, Labor Day, and extended holiday weekends). Conditions for health, humanitarian, and hardship excuses from training are as follows:
 - a. Health: Student can demonstrate that they need to be excused from training to receive necessary healthcare; this includes medical appointments/procedures required to continue training, which exist outside of the local area.
 - b. Humanitarian: Student needs to be excused from training in order to attend a significant life event such as a wedding, funeral, or birth of a child for self or immediate family members.
 - c. Hardship: Student will incur significant family or financial hardship due to factors outside their control.
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. Be able to 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.
 - d. Be able to check training schedule daily with the ATS contractor or flightline scheduler.

- e. Pipeline training students (AiT) will meet additional requirements as directed by the Military Training flight.
4. 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.
5. My POC for this policy is the Dean of Student Affairs, Major Kyle Gadoury, 97 TRS/TRA. Please call (580) 481-7446.

MATTHEW E. TARNOWSKI, Lt Col, USAF
Commander

cc:
97 OG/CC
58 AS/CC
56 ARS/CC
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ATS Scheduling Officials