**Attn: ONLY KC46 students attending academics/sims at Temp FTUs at MOBs**

1. All **pilot** students must accomplish all portions of the Instrument Refresher Course Test (IRC) prior to arriving at the Temp FTU. Students must bring a letter to the Temp FTU from their unit OGV stating the date IRC was accomplished and score.
2. The KC-46 ATS Contract Officer Representative (COR) assigned at the Temp FTU base will be your focal point for reporting for academic and simulator training. The table below shows the location and contact info for reporting for in-processing with FlightSafety.

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| **Temp FTU Site** | **Street Address** | **COR Phone** |
| McConnell AFB  | 53051 Hutchinson St (Bldg 1092)  | 316-759-1020  |
| Seymour Johnson AFB  | 1320 Refueling Plaza (Bldg 4916)  | 919-722-0478  |
| JBMDL (McGuire) | Vandenberg Ave (Bldg 2319) | 609-754-2422 |

1. Temp FTU students will bring their EFB and headset with them for the academic & simulator phases of training as well as the flightline phase of training. Prior to arriving at your academics/sims location, ensure your EFB is properly configured with SecureReader and the KC-46 Publications folder is downloaded from the Master Aircrew Pubs Library <https://cs2.eis.af.mil/sites/12679/aircrew%20pubs%20library/master_library_verified/> and the base specific folders <https://cs2.eis.af.mil/sites/12679/acpl/local_folders/> . At the VERY minimum, you need to know your Blackberry UEM password – you can get that or reset it with your home station EFB manager.
2. Medical and flight records are not required to be hand carried.
3. NLT 2 weeks prior to the start date of academics/sim training at the temp FTU, email your completed/signed Altus Common and Course Specific prerequisite checklists with required supporting documents to 97trs.inprocessing@us.af.mil . Title your email with your full name, course and class start date (example: Capt John P. Smith, KC46PTX2, 4 Nov 2022)
	1. KC-46 Checklists are located on the right side of our student website <https://www.altus.af.mil/About-Us/New-Students/>)
	2. PHA and chamber dates must be good at least 30 days past your flightline phase grad date.
	3. Security Clearance (minimum of SECRET) is required to be verified in JPAS or DISS & be valid through flightline phase graduation date, or there must be a reinvestigation open and reflected in JPAS or DISS prior to the academics class start date. Your security manager must verify your clearance and sign on the Altus Common checklist.
	4. Please include an email address you can check while at Altus AFB (normally a personal email) to use for your TrackVia account. TrackVia accounts will be created once you’re loaded in the Altus class in MILPDS, sometime during academics. TrackVia not required for McConnell flightline phase students.
4. Please read Standard Reporting Instructions, Student Handbook and all other policies and MFRs posted on our website. <https://www.altus.af.mil/About-Us/New-Students/>
5. From an orders point of view/inside MILPDS, the flightline portion of training is scheduled to start the day after academics end to avoid breaks in orders for our reservists and guard members.  This date is the class start date (CSD) and is more of an administrative date than an actionable date.
6. Your actual Altus class start date (CSD) aka flightline start date (FSD) is calculated as follows:
	1. If the scheduled academic grad date is Monday through Tuesday, the FSD will be the following Monday.
	2. If the scheduled academic grad date is Wednesday or Friday, the FSD will be the second Monday after academic grad date.
	3. The FSD may vary from this pattern due to washbacks, late grads, holidays, etc.
7. Inprocessing for Altus is in Bldg 87, 1t floor, Student Admin on Mondays at **0715**. Your flight start date will be pushed to Tuesday if Monday is a holiday.
8. Prior to arriving at Altus AFB, please log into your TrackVia account and go to My Training/In-Processing then click on Enter In-processing Information to ensure your info is complete and up to date.
9. Hand carry to Altus AFB – any prerequisite documents you have not already submitted to Altus electronically.

Updated 7 Sep 2022