

Welcome to Mobility's Hometown

America's Air Mobility Training Center

Altus Air Force Base, Oklahoma

Student Reporting Instructions



Always Out Front!

97th TRS/TRA STUDENT ADMINISTRATIVE SUPPORT

Student Affairs personnel are available Mon-Fri, 0730-1130, 1230-1630 to assist with any personal, professional, or training issues that may arise. Located in Building 87, Room 103.

97 TRS/Student Affairs:	Commercial/DSN: 580-481-7446/866-7446
On-Call Flt/CC Cell:	Commercial: 580-649-1490
AFRC/ANG Liaison (Rm. 113):	Commercial/DSN: 580-481-6891/866-6891

TRACKVIA ACCOUNT SETUP: *Prior to arrival, all students are required to create an account in our student management database, TrackVia.* As soon as possible, preferably about a month prior to your start date (if able), please email us your full name and course information (example: Capt John P. Smith, C17PIQ, 4 Nov 2020) **from an email account you can check while in training at Altus AFB** (normally a personal email) to 97TRS.Inprocessing@us.af.mil. Once we activate your account in our system, you will receive an activation email and instructions on what to do next. Once you receive this email, you will have 72 hours to activate your account. Supplemental reporting information/ requirements, prerequisite checklists, student handbook, etc. will be available through your TrackVia account. Failure to activate your account will slow your in-processing and could result in you arriving unprepared or being sent home for not meeting course prerequisites.

COURSE DOCUMENTATION: *All required documents are to be submitted through TrackVia **NLT 2 weeks prior to class start date.*** It is **MANDATORY**, for all Students (*except Non-Prior Service AiTs) to provide a completed and signed (by unit CC or designee) *FORMAL TRAINING PREREQUISITES* checklist. In addition to the Prerequisite Checklist, Students will also provide the documents listed near the bottom of the checklist for their specific course. **Prerequisites Checklists are available here:** Education and Training Course Announcements (ETCA) Website <https://cs2.eis.af.mil/sites/app10-etca/SitePages/home.aspx#Home> or Altus Student Website <http://www.altus.af.mil/About-Us/New-Students/> or through your TrackVia account. Failure to meet course pre-requisites or failure to provide all necessary documentation to verify pre-requisites may result in elimination from the course and being returned to home unit. Students will contact 97 TRS/Student Affairs if there are any questions. ***If a waiver is required, please engage with the 97th TRS/Student Affairs ASAP.***

*** Non-Prior Service AiTs only need to submit their orders, chamber card, and DD Form 2992 from their PHA (flight physical).**

REPORTING TO TRAINING: Students will arrive at Altus AFB one day prior to class start date, and not earlier. *Exception:* Non-prior service members (AiT) should arrive at least 3 duty days prior to class start date when their pipeline training schedule allows. ***If student has unexpected travel delays, they must contact the 97 TRS/Student Affairs ASAP. (After duty hours, please call the On-Call Flt CC Cell)*** Students will report for in-processing on their class start date at 0730 to Building 87, Room 103, 97 TRS Student Administration Office.

LODGING: All lodging must be procured through DTS. Students should coordinate with the Red River Inn for lodging prior to arrival. Students who elect to utilize off-base lodging must also ensure compliance with the Joint Travel Regulation (JTR).

FLIGHT EQUIPMENT/UNIFORMS:

- At least 2 Flight Suits (FDU or 2PFDU), Flight Gloves, Safe-to-Fly (STF) Boots, Flight Jacket
- Dog tags
- Flashlight, reflective belt

- Headset (will be issued if in an initial course)
- Helmet (Required for any C-17 course except for ILM)
- Calculator & Tape Measure (12') (Loadmaster or Boom Operator courses)
- Prescription aircrew glasses/corrective lenses (must be on the contact lens program)
- Cold weather gear as needed between October and April

All BIQ/LIQ students who were not issued the minimum equipment may be issued necessary equipment by 97th TRS/Student Affairs. For all other courses, equipment is limited and will be provided by the Student's gaining unit prior to attending training. All PIQ students will ensure they are issued all flight equipment, to include cold weather gear, prior to departing their UTP unit.

NOTE: 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.

PUBLICATIONS: If not already completed, all Students are required to complete the DoD Mobile Devices CBT at <https://public.cyber.mil/training/dod-mobile-devices/> annually.

- Students who **HAVE** been issued an EFB (Electronic Flight Bag/iPad) from their home-station will bring it with them to Altus.
- Students who **HAVE NOT** been issued an EFB (Electronic Flight Bag/iPad) will be issued one from the Pubs Office. All loaned EFB's MUST be returned at or prior to out-processing.

Prior to issue, Students must present a copy of the DoD Mobile Devices CBT completion certificate (paper or digital) to PUBS personnel during the student in-processing briefing on day one. Failure to produce a certificate will delay class start since an EFB account cannot be provisioned/and user cannot be issued an EFB until certificate is presented.

FUNDING: Government meals are available and directed. Students will also have access to in-flight box meals ordered prior to stepping to the aircraft. TDYs en-route to PCS are the responsibility of the gaining units. There are no training out-and-backs from Altus. For fund cite information contact your local or gaining unit DTS Approval Authority.

FITNESS: Students must in process with a current passing fitness assessment. Students will not be given fitness assessments unless approved by the 97 TRS/CC. All students enrolled in a Fitness Improvement Program (FIP) need to contact Student Admin to get their plan approved by the 97 TRS/CC.

SECURITY CLEARANCES: A valid security clearance is a prerequisite for **ALL** formal courses. Altus AFB does not have the authority to issue security clearances to students per AFI31-501. Security clearances (SECRET or Interim) must be obtained prior to class start date or the student will **NOT** be allowed to attend class. Students should not proceed to Altus AFB for training until JPAS is updated to reflect a valid clearance.

STUDENT HANDBOOK: All students, while attending training at Altus AFB, are administratively assigned to the 97th Training Squadron (97 TRS) and are expected to adhere to the UCMJ, Air Force Instructions, and the rules outlined in the student handbook. **Student Handbook available here:** Education and Training Course Announcements (ETCA) Website <https://cs2.eis.af.mil/sites/app10-etca/SitePages/home.aspx#Home> or Altus Student Website <http://www.altus.af.mil/About-Us/New-Students/> or through your TrackVia account.

HOLIDAY EXODUS: Altus AFB flying operations shut down during Thanksgiving and Christmas holiday periods. Actual dates of these breaks in flying training will be published once they are finalized by AETC. The schedule is not finalized until a few days prior to the start of the holiday break and students should not plan on departing Altus AFB until the first day of the break.

All Active Duty, AFRC, and ANG students are given the following options during their holiday break: 1) Remain in the local area and comply with 97 OG reporting/special pass instructions, 2) Return to their home unit at their (or their unit's) expense, or 3) Take personal leave.

Students who elect to remain in the Altus local area may be given a special pass, not to exceed 4 days, IAW AFI 36-3003 ("MILITARY AND LEAVE PROGRAM").