

97th Training Squadron

Altus Air Force Base, Oklahoma

Student Handbook



Training the World's Best Mobility Aircrew

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

09 Oct 25

Aviators!

Welcome to Altus Air Force Base! While you're here, you are Administratively Controlled (ADCON) by the 97th Training Squadron, the "Eagle Squadron." On this campus, you will find the most dedicated, experienced, and talented mobility aircrew faculty in our Air Force's history. Their sole mission—indeed the Wing's mission—is to Train Exceptional Mobility Airmen...that's you! Whether this is your first time at Mobility's Hometown or your eighth, I implore you to take advantage of your time here. Remember, you are here to train and become the aviators our Nation needs!

I have charged the faculty and staff to create an environment where our students can thrive. Life has a way of rearing its head when you're in training. Inevitably, the water heater will go out or the roof will leak back home while you're here. We get it! The Department of Student Affairs (TRA) is your go-to location for help when life happens. Within TRA, you have been assigned a Flight Commander specifically dedicated to your aircraft; however, all professionals in the office will help. They are your first line of communication for any question or concern, and they have no priority greater than your training and well-being.

Take advantage of your time here. Ask hard questions of your instructors and demand the best from us. If you see things that don't meet your standards, let us know. While you're here, you will encounter a talented cadre of instructors in both the simulator and aircraft who are passionate about training Air Mobility's next generation. Your instructors have been through what you've been through. They understand the churn. Don't miss an opportunity to extract wisdom from their experience. Please provide your feedback. Either directly, through email, text message, or through the end of course surveys. Remember, you could be a member of our team in months or a couple of years. You own your training experience as much as we do. That said, we strive to improve everyday amidst all training environment challenges.

On behalf of the Eagle Squadron, I challenge you to connect to our air mobility history while you're here. Look at those who've come before you on the walls and ceiling at Charlie's and heritage rooms across the FTUs. You stand among the ranks of our mobility legends! So, don't squander your time at Mobility's Hometown. Train hard, define your experience, and set the new standard. We are here to create air mobility capability, which delivers hope across the globe. Remember, there is nothing more powerful than the image of a gray tail with an American Flag parked on a tarmac or in the turn in front of a jet thirsty for fuel. You provide that hope to those in need and demonstrate the resolve of our American spirit.

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SORAN JAVAHIRZADEH, Lt Col, USAF
Commander, 97th Training Squadron

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VICTORY BEGINS HERE!

POLICIES

1.1. 97th 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 the UCMJ, Air Force Instructions, and the rules outlined in this handbook. If any issues arise (emergency leave, delayed return, etc.) students must notify the Department of Student Affairs (TRA) of the 97 TRS (580-481-7446) ASAP. TRA provides administrative and logistical support for all TDY personnel.

1.1.2. The Student Affairs Flight Commanders, Flight Superintendents, and AFRC/ANG Liaison are referred to as Student Advisors in this handbook.

1.1.3. IN-PROCESSING: Following Day 1 in-processing, which is conducted in Student Administration (Building 87) at 0715L, students will report to training via the instructions given during in-processing. A map of Altus AFB can be found in Attachment 3.2.

1.1.3.1. PRE-REQ CHECKLIST: Pre-requisite checklists for each Altus Formal Training course are available on the Altus Student Website ([Altus Student Website](#)) and/or the Education and Training Course Announcements (ETCA - [Education and Training Course Announcements](#)). 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. If a waiver is required, please reference current reporting instructions for further information and routing. Please submit waivers ASAP to ensure proper review and approval.

1.1.3.2. STUDENT DATA: Information entered into the student management system is the primary means of locating students in the event of an emergency. All students will update locator information in their student database profile (address, building number, room number, cell phone number, emergency contact, etc.) in the event any information changes during training.

1.1.4. INDIVIDUAL EQUIPMENT: All Airmen in Training (non-prior service) BIQ/LIQ students will be issued necessary equipment by the 97 TRS/Student Affairs. For prior service students attending BIQ/LIQ, as well as students attending other courses, equipment is limited and will be provided by the student's gaining unit prior to attending training. Students attending training during the cold weather period from 01 October to 31 March will require cold weather gear. **Students who arrive without the required equipment will need to request equipment issue from Lighthouse in coordination with their gaining unit's GPC holder.** All PIQ students will ensure they are issued all flight equipment, including cold weather gear, prior to departing their UPT unit.

1.1.5. Electronic Flight Bags (EFBs), headsets, and required checklists will be issued by the Pubs Office, if required. All loaned items (e.g., EFBs and headsets) MUST be returned at or prior to out-processing. Students with Pubs Office approval to pre-out-process, may return loaned equipment to their evaluator with prior coordination using a Temporary Issue Receipt (AF IMT 1297). If students are found to be negligent with EFBs and/or headsets that are lost, stolen, or damaged, they may be held responsible for the cost of replacement.

1.1.6. All students (TDY and AiT) are required to wear UOD while conducting official business while assigned to the 97 TRS, to include out-processing. This includes CAE, Flight Safety, Boeing, 97 TRS, 54 ARS, 56 ARS, 58 AS, AFE, etc. Students that transit 97 TRS (Building 87) not in uniform will be asked to change by Student Administration staff.

1.1.7. AIRCREW FLIGHT EQUIPMENT (AFE): C-17 and KC-135 Initial Qualification students MUST in-process and out-process to ensure that AFE can size and provide any required equipment and gear. Failing to accomplish this may result in administrative action and proceeding to the gaining base without required equipment.

1.1.7.1. C-17 and KC-135 Pilot Initial Qualification students are required to accomplish a Fit Check (LL07) with AFE. Only C-17 Initial Qualification Pilot Students are required to turn in their Undergraduate Pilot Training (UPT) helmet to AFE. Students that arrive with a helmet will turn it in to AFE within the first 5 duty days of arrival.

1.1.7.2. Night vision goggles (NVGs) are checked out from AFE. NVGs will be checked out immediately prior to any ground, simulator and/or flight training event and will be returned within 24 hours unless directed by AFE personnel. Do not keep helmets or NVGs overnight, even if an NVG event is scheduled for the following day. DROP BOXES: A drop box is located in the 58th Airlift Squadron Ops area for after-hours returns (helmets may also be left on the shelf adjacent to the drop box). AFE will pick up equipment the following morning from the drop box.

1.1.8. 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. Each student is responsible for ensuring 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.

1.1.8.1. 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.

1.1.8.2 As part of out-processing, all students will fill out the End-of-Course critique on various aspects of their training. All critiques are reviewed by Student Affairs leadership and routed to applicable agencies for appropriate action.

1.1.9. PRE-OUT-PROCESSING: Students may pre-out-process one duty day prior to their checkride if every applicable agency signs the checklist and all items are complete. Ensure “loaner” items are returned to Student Affairs or the student will be held accountable (*see par 1.1.5*). Students must have their out-processing checklist signed off through the last section before they will be out-processed by TRA.

1.1.10. 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
On-Call Flight Commander cell: 580-649-1490
AFRC Liaison office: 580-481-6891
ANG Liaison office: 940-676-6812
97th TRS First Sergeant office: 580-481-6532; cell: 580-649-8166

1.1.11. 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 the Student Advisors.

1.1.12. 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 (including out-processing).

1.1.13. 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 in person Mon-Fri, 0730-1130 and 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:

1.1.13.1. 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.

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

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

1.1.13.4. 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.

1.1.13.5. FIREARMS: Dorm residents are required to register and store their firearms in the armory. At no time are weapons allowed in the dormitories. Additionally, individuals living in temporary quarters must register and store privately owned weapons in the armory. Students should declare their weapons at the main gate and proceed directly to the armory to register their weapons and store them with 97 AMW Security Forces.

1.1.13.6. TRANSPORTATION: Transportation is not provided for students. A U-Drive-It vehicle may be approved for an extended TDY on a case-by-case basis. Ground Transportation has limited U-drives. Contact ground transportation at (580-481-7623).

1.1.14. 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. **You also must inform Student Affairs as soon as possible regarding your absence. Contact Student Affairs at (580) 481-7446.**

1.1.15. AIR FORCE STANDARDS: DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, applies and standardizes flight suit, Operational Camouflage Pattern (OCP) and Two-Piece Flight Duty Uniform (2PFDU) wear throughout the USAF. Morale patches need to be in accordance with DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

1.1.16. UNIFORMS: The Altus Exchange has an extremely limited supply of uniform items.

1.1.17. TOBACCO USE: IAW AFI 40-104 para 3.5, use of tobacco products (including smokeless) by students attending training at Altus AFB is prohibited while in uniform. 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. Please reference the most current 97 TRS Student Leave and Pass Policy for specific guidance ([97 TRS Student Leave and Pass Policy](#)). AiT students will coordinate with MTLs for pass and leave.

1.2.2. 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 DAFI 36-3003, *Military Leave Program* table 3.3), contact one of the student flight commanders or superintendents for coordination. The 97 TRS/First Sergeant will coordinate with the Red Cross (as required), 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. 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 and the published leave policy may result in denial of requested pass or leave. Furthermore, authorized requests will be vital in the event an accident or problem dictates an investigation for Line-of-Duty Determination. Violating leave rules is punishable under the UCMJ and is also a violation of financial reporting as leave is accountable as part of your military pay.

1.2.5. Students should not plan to take leave while at Altus AFB. Leave may be granted in accordance with the current policy letter and with the concurrence of the Student Affairs Flight Commander.

1.2.6. REPORTING LEAVE ON A TRAVEL VOUCHER:

1.2.6.1. If leave is taken during training, it must be designated appropriately on the student's travel voucher. Students will not be paid per diem or lodging while on leave status. Thus, billeting room must be paid "out of pocket" or the student must check-out for that period.

1.2.6.2. If placed on an Adaptive Training Initiative mission, students will contact the Student Advisors to coordinate a cross-org Line of Accounting in DTS. Instructions on how to pay for the days on that mission will be provided. Students will be authorized dual lodging expenses IAW the Joint Travel Regulation and will receive a Memorandum for Record authorizing the dates of their dual lodging.

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 DAFMAN 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. 2.5.2. All students should retain a current passing status FA prior to attending an FTU course at Altus. Consult DAFMAN 36-2905 for information on training exemptions.

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 days and their FIP is approved by the 97 TRS/CC.

1.4. Professional Relationships

1.4.1. TDY Students are restricted from contacting enlisted Airmen in Training (AiT) (Non-Prior Service pipeline students) outside of the training environment IAW AETCI 36-2651, *Basic Military and Technical 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. EXCEPTION: AiT Airmen may ride in a TDY personnel vehicle for trips less than 5 minutes to execute transport to the flight line for aircraft training. This will only occur when a bus/transport vehicle is not available from crew transportation.

1.4.1.4. EXCEPTION: TDY Students are allowed to contact AiT for the purpose of group study. The flying squadron buildings, Building 87, simulator 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 disenrolled 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: 580-481-7446.**

1.5. Training Reports (TR)

1.5.1. Officers enrolled in a course where the prescribed course length is 8 weeks or greater 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 DAFI 36-2406, *Officer Evaluation System*. For active-duty personnel, originals will be sent to AFPC. Training reports for AFRC students will be sent to AFPC while ANG student's reports will be sent to the member's MPF. Due to sending and processing limitations, please give approximately 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 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. Collective data from training and evaluation programs of record migrated through the student database 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 allow approximately 1-2 months from graduation for this to show in members' 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). 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/CCV Building 193
56 ARS/CCV Building 193
58 ARS/CCV Building 164
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 disenroll 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 AFMAN 11-202, Volume 2. If you are enrolled 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 schedule. However, the IRC test is not scheduled and is a prerequisite for your Instrument Evaluation; it is YOUR responsibility to ensure your IRC is

completed with a passing score prior to your Instrument Evaluation. Your IRC instructor can inform you on where to accomplish your IRC test and who can proctor it. For those utilizing the Student Testing Lab in Bldg 87, the area is monitored via video cameras; ensure that the appropriate squadron CCV representative will be present before you commence your exam.

1.7.4.1. Recent UPT Graduates do not have a valid instrument exam score 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. The IRC master question file is NOT authorized for use while taking the exam, and use of this product will constitute cheating.

1.8. On-Base Visitors

1.8.1. During the duty day, all non-DOD card holding visitors must be processed through the Pass and Registration office to receive a visitor pass. After hours, visitor passes can be obtained from the main gate. 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 Building 428 (580-481-6340). It is important to note that changes in base conditions (FPCON, HPCON, etc.) could keep passes from being available to non-dependent visitors.

1.9. Driving Information

1.9.1. VEHICLE OPERATIONS: The base speed limit is 30 MPH unless otherwise posted. 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 at owner's cost or it will be towed. The lot is accessible 24/7. Contact 580-481-7696 for more information.

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. In accordance with the AFI, "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. Be smart, responsible, and have a plan. There will be zero tolerance for underage drinking or DUIs. 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 (x7433).

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 OG/CC 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, ride share services, or Airmen Against Drunk Driving (580-481-RIDE). As a last resort, call Command Post at x6313, 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), 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 years of age to consume alcohol. 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 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 related incident requires mandatory ADAPT (Alcohol and Drug Abuse Prevention and Treatment) course enrollment. The second alcohol related incident 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 member of Student Affairs. Students will need to complete an AF Form 4391 for approval by a 97 TRS Unit Safety Representative (USR). Per AFI 91-202 AETC Sup, 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 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.

1.11.2.2. Student Affairs will immediately notify the 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.

1.11.2.3. When involved in an off-duty mishap or injury which results in hospitalization or placement in quarters, students must immediately report the incident to 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.

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

1.11.2.3.2. 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, x5885) 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 and certified.

1.11.4. SEVERE WEATHER: Call **580-481-NEWS (x6397)** 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 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 and Altus AFB reporting instructions.

1.11.4.1. **If there is a Tornado Warning**, students will take shelter and not report for duty until the warning is cancelled.

1.11.4.2. During winter months, snow and ice may make travelling to work difficult and dangerous and may require extra time to report for training. **Students should check www.facebook.com/97AMW or call 580-481-NEWS for reporting information.** Information will also be sent out via Platform One Chat Ops (formerly known as Mattermost).

1.11.4.3. 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 Procedures, 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.

1.11.4.4. **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.

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

1.11.4.6. 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 occur when people observe the lightning show from under an open cover garage, carport, or porch. If a thunderstorm is approaching, go indoors!

1.11.4.7. Tornadoes can occur any time of the year, but they are most common in Altus during the spring season and during severe thunderstorms. 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 shelter in a car or a mobile home!**

1.11.4.8. **Tornado Precautions:**

Do:

- Take shelter in a basement or on the lowest floor of the building you are in.
- Stay away from windows, doors and outside walls and avoid large unsupported roofs.
- Get in an interior closet or hallway, or get under something sturdy.
- Curl up and protect your head.
- 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.
- Cover your body with a blanket or sleeping bag.
- Avoid standing up and watching the tornado.

- Familiarize yourself and family members with shelter locations available in your area now, before tornado season starts.
- Listen to radio and television stations for broadcasts of the latest tornado advisory information.
- Call the weather service only to report a tornado you may have sighted.

Don't:

- Look out a window to see the tornado or try to photograph or videotape the tornado.
- Try to out-run a tornado in your vehicle.
- Use elevators.
- Touch downed electrical wires.
- Delay. Find shelter fast.
- Forget to stock shelters ahead of time with the necessary supplies.
- Don't open windows. Time is too valuable and flying glass is dangerous.
- 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 notify 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 location is changed, it must be reported to Student Affairs to update their locator information. Students may NOT keep motorcycles, bicycles, auto parts, etc. in the lodging rooms. There are bicycle storage rooms available. If children accompany the student 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 maximum TLF stay for Priority 1 guests (members arriving/departing PCS, separating, or retiring; hospital outpatients, friends/relatives of inpatients, etc.) is 30 days if available. The lodging manager may adjust the maximum stay considering PCS and hospital outpatient demand for lodging to maximize TLF availability for Priority 1 guests. Guests may stay beyond the maximum 30 days on space available status pending current occupancy and availability; however, they must check-out of their Priority 1 status. Reference AFI 34-135 for TLF Reservation Process.

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 at (580) 481-7356. 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 coordinate with the Red River Inn for lodging through the duration of their stay. Students who elect to utilize off-base lodging must also ensure compliance with the Joint Travel Regulation (JTR) and 97 AMW/CC guidance. Regardless of location, all students are expected to be responsible tenants and neighbors, especially in regard to conduct, noise control and applicable upkeep.

2.1.5. AFRC/ANG students in civilian status follow rules stated in TPR400, Paragraph 12c, and JTR Vol. II, C2550.

2.2. Finance (Building 52)

2.2.1. Assistance is available from 0900-1500 Monday-Friday. If TDY is longer than 30 days students may process an accrual voucher through Finance. TDY out-and-back students do not need to out-process Finance.

2.3. Postal Service Center (Building 304)

2.3.1. The Postal Service Center (PSC) handles all personal mail and is open from 1000-1430 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. Visit the PSC and fill out forwarding information on an AF Form 624.

2.4. Fitness Center (Building 156)

2.4.1. Under normal operating conditions, the Fitness Center is open 0500-2400 Monday-Friday, 0900-1400 Saturday, closed Sunday. 24hr access available is available with CAC registration at the Fitness Center (student organization will be 97 TRS). There is no towel service available.

2.5. Base Chapel (Building 301)

2.5.1. 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 x7485.

2.5.2. Student Ministry Chaplain: The Operations Group Chaplain office is located in Chapel Annex, Building 116, Room 124. The office phone number is x5077. If the chaplain is not in the office, call the main chapel at x7485, or contact the command post at x6313 and ask to speak with the on-call chaplain.

2.5.3. Services and Programs:

Catholic Mass: Sunday, 0900 at the Chapel
Protestant Service: Sunday, 1100 at the Chapel
Daily Mass: Monday-Thursday, 1200 at the Chapel
Bible Study: Wednesday, 1800 at Bldg 116 (ARC)
Other Denominations: For information or support for other religious accommodations contact the chapel at x7485.

2.5.4. Counseling: Chaplains are available for spiritual, marital, and other types of counseling. All counseling with the Chaplain is kept in absolute confidence.

2.5.5. Visitation: You will see Chaplains across 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.

2.6. Medical Services

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

2.6.2. MEDICAL CARE DURING DUTY HOURS: Active-Duty Sick Call is 0745-0815; this is for acute problems that have existed 24-48 hours, Return to Flying Status is 0745-0815 and 1300-1330. The medical clinic is closed every 2nd and 4th Thursday 0800-1300, but will be open during those afternoons. Other scheduled appointments are also available for non-acute problems; Aerospace Medicine can be reached at x5230. For routine medical appointments or acute/routine appointments for family members call x5235, Option 1.

2.6.3. 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 580-379-5000. 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.

2.6.3.1. 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, x6272/7273.

2.6.3.2. 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.

2.6.4. DENTAL CLINIC (Bldg. 47): Open 0730-1630, Monday-Friday. If dental pain occurs, call x5262. 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 580-649-5808 for specific instructions.

OBGYN 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.

2.6.5. 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.

2.7. Traffic Management Services (Building 52)

2.7.1. Customer service hours are 0800-1600 each duty day except for Thursdays when they close at 1400. Passenger Travel Section and the Commercial Travel Office (CTO) are located in Suite 2601, x6830. The Personal Property Section is located in the next cubical, x7515. To set up Household Goods or Do-it-Yourself (DITY) move, bring in copy of orders ASAP to schedule a briefing.

2.8. Military and Family Readiness (Building 52, Room 1201)

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

2.8.1.1. 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.

2.8.1.2. MILITARY AND FAMILY LIFE COUNSELORS (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. After-hours and weekend appointments are available and group and off-site meetings can be arranged. The Altus MFLC is in the ARC. For more information or an appointment, call 580-301-1635.

2.9. Dining Facilities (Call to confirm times if under construction or abnormal conditions)

2.9.1. GALAXY GRILL (Bowling Alley, Bldg. 106): Open 1100-1300, Monday-Thursday, 1100-2200 Friday, 1300-2200 Saturday, and 1300-1800 Sunday.

2.9.2. CLUB ALTUS (Bldg. 307): Located across from the Base Exchange. Open ranks dining facility. A full-lunch buffet is available from 1100-1300 Monday-Friday. Dark Horse Sports Bar, located inside Club Altus, is the go-to place for UFC fights and NFL football! Check www.altusfss.com for special event hours.

2.9.3. HANGAR 97 (Bldg. 317): TDY personnel with meal cards must bring a copy of orders to receive meals.

Monday – Friday; Saturday/Sunday/Holiday
Breakfast: 0600-0900; Breakfast: 0630-0830
Lunch: 1030-1330; Lunch: 1030-1330
Dinner: 1630-1930; Dinner: 1630-1930
Touch & Go POD: 1930-0200 Daily

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

2.9.4. FLIGHT MEALS (Bldg. 317): Flight meals (box lunches) are available through the dining facility. Call 481-7781 with at least 2 hours advance notice. Menu items are posted in the squadrons and at the dining facility. You will need to pick up the meals; they are not delivered to the jet. TDY students will need to pay in cash and meal card holders will need to provide their DoD ID number.

2.9.5. 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 1600-2000
Friday 1530-2400
Saturday 1700-2400

ATTACHMENTS

3.1 Altus AFB Phone Directory

GENERAL:

Commercial Area Code	(580)
Direct Dial	481-XXXX
Defense Switch Network (DSN)	866-XXXX
Automated Operator Assistance	0 or Comm 99-482-8100

EMERGENCY

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

97th TRAINING SQUADRON (TRS)

	Duty Phone	Cell Phone
97th TRS/CC	481-1097	580-649-2047
97th TRS/DO	481-1402	
97th TRS First Sergeant	481-6532	580-649-8166
97th TRS Ops Sup	481-7855	
Office of Student Affairs	481-7446	580-649-1490
ADO of Student Affairs	481-7133	
Airlift Student Flight Commander	481-7546	
Tanker Student Flight Commander	481-7446	
AFRC Liaison	481-6891	
MTL	481-7318/7361	580-301-1152
Student Affairs Registrar	481-7543	

54th Air Refueling Squadron Commander	481-5454	
54th ARS/DO	481-5687	
54th ARS Scheduling	481-5682	580-301-1173
CAE (KC-135 Sim Scheduling)	477-3888 (x114)	

56th Air Refueling Squadron Commander	481-6975	
56th ARS/DO	481-7983	
56th ARS Scheduling	481-6015	
Flight Safety (KC-46 Sim Scheduling)	481-6482	

58th Airlift Squadron Commander	481-5858	
58th AS/DO	481-7037	
58th AS Pilot Scheduling	481-6581	
58th AS Loadmaster Scheduling	481-5751	
Flight Safety (C-17 Sim Scheduling)	481-3452	

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. 6th St
Blg. 87 Rm 103
Altus AFB, OK 73523

ALTUS AFB FACILITIES

Airman Against Drunk Driving (AADD)	481-RIDE (7433)
Bowling Center	481-6704
Chaplain (During/After hours) Child Development	481-7485/6313
Center Command Post	481-7502
Crew Transport (Crew Bus)	481-6313
Fitness Center	481-ROAD (7623)
Flight Medicine	481-7440
Flight Records	481-5230
(HARM) Golf Course	481-6108
Pro Shop Library	481-7207
Outdoor Recreation	481-6302
Red River Inn (Base Lodging) Judge Advocate	481-7696
Sexual Assault Resource Center	481-7356
Wing Safety	481-7294
	481-7428
	481-SAFE (7233)

3.2. Map of ALTUS AFB



<https://www.arcgis.com/apps/instant/basic/index.html?appid=75ca60a983774e1ea10cda132cf6e550>

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	301	Chapel
52	MPF/Legal/Finance	172	C-17 Boeing/Flight Safety	304	Post Office
65	Library	174	KC-46 Flight Safety	307	Club Altus
82	Red River Inn	179	KC-135 CAE	310	Chapel
87	97 OG & TRS	185	Base Operations	331	AiT Dorm

3.3. Day 1 In-Processing

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

0900: All – Students dismissed to the ATS contract instructors IAW schedule

- Within the first **5 duty days** all C-17 & KC-135 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.