



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

20 Sep 2021

MEMORANDUM FOR RECORD

FROM: 97 TRS/TRA

SUBJECT: Student Pass and Leave Expectations

1. Due to difficulties in coordinating pass and leave with CAE/Flight Safety/Boeing, all pass and leave requests will be worked through Student Administration (TRA) for approval.
2. During formal training at Altus AFB, students will only be approved for departure from the local area under the following conditions:
 - a. The student can provide documentation to TRA that the requested dates for pass or leave do not conflict with scheduled training events.
 - b. The student has a valid reason (health, humanitarian, or hardship) to be excused from training. Examples include:
 - (1) Health – Student can demonstrate that they need to be excused from training to receive necessary healthcare.
 - (2) Humanitarian – Student needs to be excused from training in order to attend a significant event such as a wedding or funeral for immediate family members.
 - (3) Hardship – Student will incur significant family or financial hardship due to factors outside their control.
 - c. All other pass and leave requests will be evaluated on a case-by-case basis.
3. When not scheduled for a training event, travel within the local area (as defined by 97 AMW and/or 97 TRS policies) is allowed and does not require a pass or leave request.
4. Questions regarding this memo should be directed to Student Administration at COMM 580-481-7446.

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Dean of Student Affairs
97th Training Squadron