



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

1 April 2025

MEMORANDUM FOR AIR MOBILITY TRAINING CENTER STUDENTS

FROM: 97 TRS/CC

SUBJECT: Student Pass & Leave Policy

1. This policy will be effective on 1 April 2025 and supersedes previous AMTC student leave and pass policies. The 97 TRS is updating its pass and leave policy for TDY students in response to recent significant timeline delays. Airmen-in-Training (AiT) will defer to the MTLs for any additional policy guidelines.

2. While at Altus AFB, your training is our priority. We also understand that balancing the mission with resiliency and your ability to take care of personal matters is important. This policy is designed to prevent a loss in training and device utilization, while also providing you with the opportunity to take pass or leave when available.

3. Pass and Leave. Pass and leave may be approved during Federal Holidays and select Family Days in accordance with the AETC Family Day MFR, but not guaranteed due to training timeline. You are also able to take a pass or leave if all of the below conditions are met:

- a. Do not have any scheduled training
- b. Have the Pass & Leave MFR located in Student Admin signed by the scheduler (please note, schedulers reserve the right to not sign the pass)
- c. If returning by air, must return to Altus at least 36 hrs prior to next scheduled event
- d. If returning by car, must return to Altus at least 18 hrs prior to next scheduled event
- e. Submit request with approved Pass & Leave MFR in Salesforce
- f. Submit LeaveWeb request, or DAF 988 as applicable, to the Student Flight Commanders listed on the Pass & Leave MFR.

4. Student Admin will validate any students' prior coordinated leave from their gaining/losing leadership with proper proof of authorization (e.g. valid Leave Authorization Number or signed DAF 988). Student Admin will also work with individual students on a case-by-case basis for significant life events to include health, humanitarian, and hardship excuses defined as:

- a. Health: Student can demonstrate that they need to be excused from training to receive necessary healthcare; this includes medical appointment/procedures which exist outside of the local area.
- b. Humanitarian: Student needs to be excused from training in order to attend a significant life event of an immediate family member such as a wedding, funeral, significant health concern, birth of a child, etc.

- c. Hardship: Student will incur significant family or financial hardship due to factors outside of their control (e.g. previously scheduled event prior to acceptance of training).
5. If a student deems an event to be significant outside of the definitions in Part 4, requiring their training schedule to be altered, they must take leave as described above. For these circumstances, they will also be required to notify their home leadership and explain their reasoning for incurring training delay(s); the appropriate TRA Student Flight Commander will be carbon copied (cc'd) in all email notifications.
6. Students will not abuse the pass and leave policy for means of getting excused from training on any particular day (e.g., weekends). Students will confirm that they are not scheduled for training before requesting a pass or leave. Exceptions are outlined in Part 4 above.
7. 97 TRS retains the final authority of determining if a request will be considered a pass or leave. If training will be missed or rescheduled, students will be required to be on leave. All special pass and leave requests must be IAW DAFI 36-3003. All requests must be discussed with a TRA member prior to any official request submission – no exceptions.
8. Local Area: While in training, students are permitted to travel within four driving hours of Altus Air Force Base as the 97 TRS-defined local area; however, students must be prepared to return to Altus, if called. Students may travel within the local area with the following conditions:
- a. Remain within a 4-hour driving radius of Altus AFB
  - b. 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 (must return any missed calls within 30 minutes)
  - d. Check training schedule daily after 1400L with the ATS contractor or flightline scheduler
9. 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.
10. The OPR for this policy is the 97th Training Squadron Student Administration (97 TRS/TRA) office at: DSN 866-7446 or COMM 580-481-7446.

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