



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

16 May 2025

MEMORANDUM FOR AIR MOBILITY TRAINING CENTER STUDENTS

FROM: 97 TRS/CC

SUBJECT: Student Leave and Pass Policy

1. This policy will be effective on 16 May 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 lost training and delays due to student availability. The overall goal of this policy is to maximize student availability to train, minimize training loss, and reduce unnecessary delays. Airmen-in-Training (AiT) will defer to the MTLs for any additional policy guidelines.

2. While at Altus AFB, your training is the top 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 leave or pass, when able.

3. All students will be in the local area unless on leave or pass. The 97 TRS local area is defined as 4 hours of driving time from Altus AFB. While in training, students may travel freely 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 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 the training schedule daily after 1400L with the ATS contractor or flightline scheduler.
- e. Pipeline training students (AiT) will meet additional requirements as directed by the Military Training Flight.

4. Passes are issued at the discretion of the 97 TRS/CC and will be reserved for special circumstances. Passes will not be issued for long weekends. Students should not expect to depart the local area on a pass.

5. Leave may be approved during federal holidays and resiliency days in accordance with the AETC Resiliency Day MFR, but is not guaranteed due to training requirements. Students will plan leave while considering the following travel restrictions:

a. If returning by air, students must plan to return to Altus at least 18 hours prior to the start of the next training day.

b. If returning by car, students must return to the local area at least 12 hours prior to the start of the next training day.

6. If it is not a holiday or resiliency day, leave may only be granted for health, humanitarian, and hardship conditions. Health, humanitarian, and hardship excuses from training are defined as:

a. Health: Student can demonstrate that they need to be excused from training to receive necessary healthcare; this includes medical appointments/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 a 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 their control (e.g. previously scheduled event prior to acceptance of training).

7. Students will not, for any reason, request to be blocked off from training directly with schedulers. All leave and pass requests will be coordinated through the TRS/TRA via Salesforce.

8. Failure to attend training due to not being able to return to base as outlined above will result in administrative action or elimination from training.

9. My POC for this policy is the Director of Student Affairs, 97 TRS/TRA, who can be reached at 580-481-7133 or 580-481-7446.

SORAN JAVAHIRZADEH, Lt Col, USAF
Commander

cc:

97 OG/CC

58 AS/CC

56 ARS/CC

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ATS Scheduling Officials