

Admin Instructions:

Students will complete their course prerequisite checklist and email it along with all requested documentation to 97TRS.Inprocessing@us.af.mil NLT 1 week prior to class start date. Students will call the 97 TRS Student Administration Office if there are any questions at DSN 866-7446 or 580-481-7446.

Students will arrive at Altus AFB one day prior to class start date. Students will not arrive earlier than one day prior to class start date. If student has unexpected travel delays, they must contact the 97 TRS Student Administration Office ASAP; office hours 0700-1630 M-F, DSN 866-7446 or 580-481-7446, or 24/7 on-call phone 580-649-1490.

Students will report on their class start date at 0715 to Building 87, First Floor, 97 TRS Student Administration Office for inprocessing.

Other Information:

Lodging:

All lodging must be procured through DTS. Please reference the memorandum on maximum use of DoD lodging facilities located in the Altus Student Handbook. All rates are IAW the Joint Travel Regulation (JTR) and based on the length of TDY. Check with your finance office for particular rules for your TDY length.

Fitness:

Students must inprocess with a current passing Fitness Assessment.

Funding:

Government meals are available and directed. Students will also have access to in-flight box meals ordered prior to stepping to the aircraft.

Funding TDYs en-route to PCS are the responsibility of the gaining units, (courses that are not identified as AETC funded USAF Formal Training courses) Reference AFI65-601V1 ("BUDGET GUIDANCE AND PROCEDURES"). There are no training out-and-backs from Altus. For funding information contact AFPC: 665-8723, -1479, or -4080.

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.

Uniforms:

At least 2 Flight Suits, Flight Gloves, Safe-to-Fly (STF) Boots, Flight Jacket

Flashlight, reflective belt

Headset (will be issued if in an initial course)

Helmet (All C-17 courses except 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

NOTE: The Altus Exchange has a limited supply of uniform items; students should bring all necessary uniform items with them. Student and transient personnel are not authorized to wear colored t-shirts, morale patches, or tabs.

Special Notes:

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.