

# America's Combat Mobility and Expeditionary Training Center of Excellence

Altus Air Force Base, Oklahoma

## Student Handbook



**Training the World's Best Mobility Aircrew**

Revised: 08 Jun 2018



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



Dear Student,

Welcome to Altus Air Force Base. It is my distinct pleasure to have you attend training at the tanker and mobility schoolhouse. Whether this is your first time to Altus, or your sixth (or more), I invite you to take advantage of your time with us, both personally and professionally.

While here, you will be administratively assigned to the 97<sup>th</sup> Training Squadron. We are your focal point for all matters pertaining to your training and quality of life. My squadron staff is charged with assuring that your training is delivered in the most professional manner and that your concerns are properly heard. Depending on your crew position, you have either a Military Training Leader or Flight Commander specifically dedicated to you. These people are your first line of communication and have no priority greater than your well-being.

Whether your stay will be for a few weeks or many months, your feedback is crucial to our continued service. Though the end of each course involves a formal feedback session, if there is something that you have witnessed or feel would contribute to training, please inform us along the way.

On behalf of Altus Air Force Base and the greater Altus community, I welcome you and wish you the best of luck and success in your training – we are happy to have you here!

Warmly,

A handwritten signature in black ink that reads "Brent Toth". The signature is fluid and cursive.

BRENT J. TOTH, Lt Col, USAF  
Commander



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



4 Oct 17

MEMORANDUM FOR ALL ALTUS FLIGHT TRAINING STUDENTS

FROM: 97 TRS/CC  
510 N 6th St, Suite 1  
Altus AFB, OK 73521

SUBJECT: Testing Policy

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 may 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.
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.
  - a. 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.
  - b. 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. Proctored testing will be accomplished in approved testing locations.
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 reinstate the student in training or dis-enroll the student from training and return them to their unit. Students may also receive disciplinary action.
4. If you have any questions, please contact the 97th Training Squadron Student Flight Commander at DSN 866-7855.

BRENT J. TOTH, Lt Col, USAF  
Commander, 97th Training Squadron



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



2 Oct 17

MEMORANDUM FOR ALL ALTUS FLIGHT TRAINING STUDENTS

FROM: 97 TRS/CC  
510 N 6th St, Suite 1  
Altus AFB, OK 73521

SUBJECT: Approved Testing Locations

1. The following locations are approved for open and closed book testing in accordance with AETC approved syllabi.

97 TRS Testing Center	Bldg 87
54 ARS/DOV	Bldg 193
56 ARS/DOV	Bldg 193
58 ARS/DOV	Bldg 164
97 OG/OGV	Bldg 87
L3 Computer Laboratory	Bldg 89
CAE Computer Laboratory	Bldg 179

2. All tests will be accomplished in the presence of a proctor at the approved location(s) for that test.

3. If you have any questions, please contact the 97th Training Squadron Student Flight Commander at DSN 866-7855.

BRENT J. TOTH, Lt Col, USAF  
Commander, 97th Training Squadron



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



27 November 2017

MEMORANDUM FOR 97 OG

FROM: 97 OG/CC

SUBJECT: Allowable Materials for Proctored Tests

1. The tables below are a comprehensive list of proctored tests that students and permanent party members may be required to complete. Only the items listed in the “allowable materials” column may be utilized by the individual for the specific test being taken.

2. Student Testing Material:

TEST	TEST TYPE	ALLOWABLE MATERIALS
Instrument Refresher Exam	Open Book	AFI, AFMAN, AFH, DoD FLIP, TAF/METAR decoders, E-Pubs on iPad, Air Force e-publishing website, OGV E-Pubs Sharepoint site, <a href="http://www.aviationweather.gov">www.aviationweather.gov</a> <sup>1</sup>
KC-135R PIQ/PTX1/PTX2/PTX3	Open Book	iPad E-Pubs <sup>1</sup>
KC-135R PIQ/PTX1/PTX2/PTX3	Closed Book	Nothing <sup>1</sup>
KC-135R IAC	Open Book	iPad E-Pubs <sup>1</sup>
KC-135R Q/I Evaluation Boldface	Closed Book	Nothing <sup>1</sup>
C-17 Q/I Evaluation Boldface	Closed Book	Nothing <sup>1</sup>
KC-135 Mission Evaluation	Closed Book	Nothing <sup>1</sup>
C-17 PIQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
C-17 ACIQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
C-17 ACRQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
C-17 IACRQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 PIQ End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 PTX1 End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 PTX2 End-Of-Course Test	Closed Book	Nothing <sup>1</sup>
KC-135 CFIC End-Of-Course-Test	Closed Book	CAE-issued Laptop <sup>1</sup>

*Note 1.* It is permitted to use a writing utensil, i.e. pen or pencil, and blank paper during the tests. The paper will be surrendered to the test proctor upon completion of the test.

3. Permanent Party Testing Material:

TEST	TEST TYPE	ALLOWABLE MATERIALS
Instrument Refresher Exam	Open Book	AFI, AFMAN, AFH, DoD FLIP, TAF/METAR decoders, E-Pubs on iPad, Air Force e-publishing website, aviationweather.gov <sup>1</sup>
<b>Boldface</b>	Closed Book	Nothing <sup>1</sup>
<b>C-17 Q/I Closed Book</b>	Closed Book	Nothing <sup>1</sup>
<b>C-17 Q/I Open Book</b>	Open Book	Quarterly Phase Sim CBTs; All materials allowed
<b>KC-135R Q/I Closed Book</b>	Closed Book	Nothing <sup>1</sup>
<b>KC-135 Q/I Open Book</b>	Open Book	All materials allowed <sup>1</sup>

*Note 1.* It is permitted to use a writing utensil, i.e. pen or pencil, and blank paper during the tests. The paper will be surrendered to the test proctor upon completion of the test.

4. For any questions regarding the table above, please contact the 97<sup>th</sup> Training Squadron at DSN 866-7088 or by email at [97trs.css@us.af.mil](mailto:97trs.css@us.af.mil).

Digitally signed by  
MICKLEY.WILLIAM.B.1048328705  
WILLIAM B. MICKLEY, Col, USAF  
Commander, 97th Operations Group



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



7 Aug 17

MEMORANDUM FOR ALL STUDENTS

FROM: 97 TRS/CC

SUBJECT: Student Local Area Limitations

1. For all students assigned to the 97th Training Squadron, the local area is defined as a one-hour commuting distance from Altus AFB. Students will remain within this area at all times while on duty. At the end of the duty day (1630 or the end of the last training event, whichever is later), students are considered to be on Regular Pass (liberty), IAW AFI 36-3003, Para 5.2, until the beginning of their next training event or duty day.
2. Students on liberty are not restricted to the local area, but are responsible for ensuring they are on-time and prepared for all training events. Training schedules may change with as little as 12 hours' notice. Students must be capable of meeting these scheduling changes regardless of liberty or travel status.
3. Students spending the night outside the local area are required to provide their address, contact number, and expected return date/time in the Verbal Orders of the Commanding Officer (VOCO) Log Book, located at the front desk of Student Administration in Building 87. Students are reminded that filling out the VOCO Log does not constitute authorization to miss training or be outside the local area during duty hours. The VOCO Log also does not preclude the student being required to meet short-notice scheduling changes.
4. Students are reminded, per AFI 36-3003 para. 5.2.3, that liberty cannot extend beyond four (4) days. If a student, as a result of a significant circumstance, must depart the local area for longer than four days, that student must request leave with the 97 TRS/TRA Flight Commander.
5. Leaving the local area on liberty is a privilege granted by the 97 TRS/CC. It can be revoked at any time, if in the opinion of the Commander it is abused or would otherwise undermine a student's capability to accomplish the training mission. Students on any form of the Commander's Awareness Program (CAP) will meet with 97 TRS/TRA Flight Commander to seek authorization prior to filling out the VOCO Log and departing the local area.
6. For questions regarding this policy, contact the Student Administration Flight at DSN 866-1418.

A handwritten signature in black ink that reads "Brent Toth".

BRENT J. TOTH, Lt Col, USAF  
Commander



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



31 Jul 2017

MEMORANDUM FOR ALL L3 (C-17) STUDENTS

FROM: 97 TRS/CC

SUBJECT: L3 Prerequisite Policy

1. The prerequisite policy for L3 students will follow the guidance in this letter.
2. The syllabus for each course is built in such a way that many training events are prerequisites for subsequent events. It is the student's responsibility to ensure that all prerequisites (CBTs, CIPs, etc) are complete before every training event. Accomplishing self-paced training events (primarily CBTs, plus applicable CIP and RDS sessions) on or before the day that L3 has scheduled it, will guarantee that all prerequisites are complete. There is no excuse to show to a training event with incomplete prerequisites; simply follow the L3 schedule for all events.
3. Showing to a simulator or instructor led CIP or RDS without all prerequisites complete may result in cancellation of the simulator. This action leads to lost training time, re-scheduling issues, and the possibility of a delayed course graduation date. Obviously, these are unacceptable consequences for a problem that is easily avoidable.
4. If you show to a training event without all prerequisites complete, L3 will notify 97 TRS/TRA. Upon this notification, there is the possibility of administrative action.
5. If you have any questions about this policy, please contact the C-17 Student Training Flight Commander at (580) 481-7855 or DSN 866-7855.

BRENT J. TOTH, Lt Col, USAF  
Commander



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



7 Aug 2017

MEMORANDUM FOR ALL 97 TRS PERSONNEL

FROM: 97 TRS/CC

SUBJECT: Squadron Mishap Notification Procedures

1. When an accident occurs resulting in injury to personnel and or damage to government property, timely notification is mandatory. All personnel are expected to know and adhere to the following mishap notification procedures:

a. Notification procedures for on-duty injuries and mishaps involving damage to Air Force property:

(1) The individuals involved must immediately report the injury or mishap to the on-site supervisor. When the supervisor is unavailable, proceed up your chain of command.

(2) The supervisor must immediately notify the unit safety representative (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.

b. Notification for off-duty mishaps or injuries:

(1) Any person involved in or witness to an off-duty mishap which results in injury requiring hospitalization or placement in quarters will immediately report the incident to their supervisor. The supervisor must contact the USR, first sergent, operations officer or the commander. Wing Safety must be notified no later than the close of the next duty day.

(2) The wing safety office will be notified immediately if an off-duty mishap involves a facility or hospitalization of three or more personnel.

2. All supervisors of personnel who receive treatment at a medical facility shall initiate an AETC Form 435, Mishap Data Worksheet. This form must be delivered to the USR no later than the close of the next duty day. If the person was placed on quarters, a copy of this form must also be attached.

3. If there are any questions or comments regarding this policy, please contact MSgt Robert Miller, 97 TRS Unit Safety Representative, at x7585.

A handwritten signature in black ink that reads "Brent Toth".

BRENT J. TOTH, Lt Col, USAF  
Commander, 97th Training Squadron

PERSONNEL AND  
READINESS

## UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

APR 27 2018

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Maximum Use of DoD Lodging Facilities on DoD Installations

Department of Defense (DoD) regulations require official travelers to use available and adequate Government quarters (i.e., DoD lodging facilities) when traveling to DoD installations participating in the Integrated Lodging Program Pilot (ILPP). However, it has come to my attention that many official travelers are staying in more expensive commercial lodging, even though adequate Government quarters are available. Be advised that DoD official travelers, supervisors, reviewing officials, authorizing officials, approving officials, and certifying officers will comply with DoD policies for temporary duty (TDY) and permanent change of station (PCS) travel, including the following:

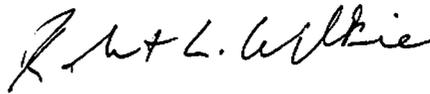
- All TDY travelers performing any portion of their TDY mission at a DoD installation must list the installation on their travel orders, even when the installation and city share the same name (e.g., Los Angeles Air Force Base and Los Angeles).
- All TDY travelers performing TDY mission duties on DoD installations participating in the ILPP must stay in available lodging facilities that are bookable in the Defense Travel System (DTS), in the following order of priority, in accordance with the Joint Travel Regulations (JTR):
  - 1) Government quarters (i.e., DoD lodging facilities)
  - 2) DoD privatized lodging
  - 3) DoD Preferred Commercial lodging
  - 4) Other lodging that complies with U.S. Fire Administration guidelines
- All TDY travelers must obtain a non-availability (NA) confirmation number through DTS or from the DoD lodging office, reservation website, or property where the traveler is attempting to stay, to qualify for maximum allowable commercial lodging reimbursement when TDY to a DoD installation participating in the ILPP. Any TDY travelers who do not obtain a NA confirmation number will be reimbursed only what the Government would have paid for directed lodging, inclusive of all taxes and fees.
- Service members are required to use adequate Government quarters when ordered to a DoD installation. This includes using adequate Government quarters for temporary lodging expenses at the losing and gaining installations for PCS travel in accordance with the JTR.

All DoD travelers, supervisors, approving officials, and authorizing officials will make cost-effective travel decisions that continue to meet the mission. The use of DoD lodging facilities, which includes TDY and PCS lodging on DoD installations, supports this effort.

Supervisors must closely weigh travel costs with the potential benefits of the travel when approving travel requests. The following practices will help minimize DoD travel costs:

- When DoD lodging is not available at the official travel installation, make lodging reservations for adequate DoD lodging facilities at a nearby installation, if available.
- When official travel is to a city that is nearby a DoD installation with DoD lodging facilities, the traveler is encouraged to use DoD lodging before making reservations for commercial lodging.
- Make DoD lodging reservations as early as possible to maximize room reservation lead-time. If official travel is cancelled, promptly cancel lodging reservations to make room nights available for other travelers and to avoid no-show fees.
- DoD civilian PCS travelers are urged to use DoD lodging facilities, if available, when authorized reimbursement for PCS travel lodging at the losing and gaining installations in accordance with the JTR.

Through compliance and cost-effective travel decisions, we can meet our mission while reducing official travel costs. Thank you for your cooperation, compliance, and contribution to the mission. Should you have any questions, my point of contact for this matter is Ms. Jane Westbay, Office of the Deputy Assistant Secretary of Defense, Military Community and Family Policy, by email: [jane.a.westbay.civ@mail.mil](mailto:jane.a.westbay.civ@mail.mil), or phone: (571) 372-6579.



Robert L. Wilkie



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



18 Aug 17

MEMORANDUM FOR KC-135R STUDENTS

FROM: 54 ARS/DOV

SUBJECT: KC-135 Testing Requirements

1. This Memorandum is to clarify what testing is required for all the evaluations at Altus.

<b>(INIT/RQ) SIM INSTM/QUAL</b>	
<b>Test</b>	<b>Testing Location</b>
Instrument Refresher Course	97 TRS/TRT Testing Room
PIQ Open Book (All pilots take same open book)	54 ARS/DOV
Closed Book	54 ARS/DOV
EPE	EP in SIM counts but EP discretion to give EPE
Boldface	Pen & Ink (will give to EP day of sim)

<b>(INIT/RQ) MSN</b>	
<b>Test</b>	<b>Testing Location</b>
Instructor Open Book (if IP Requal)	54 ARS/DOV
GTIMS Boldface	54 ARS/DOV

<b>ACU SPOT</b>	
<b>Test</b>	<b>Testing Location</b>
GTIMS Boldface	54 ARS/DOV

<b>INIT (SIM) INSTR (both IAC and IBC courses)</b>	
<b>Test</b>	<b>Testing Location</b>
Instructor Open Book	54 ARS/DOV
GTIMS Boldface	54 ARS/DOV
EPE	EP in SIM counts but EP discretion to give EPE IBC – EPE Ground Eval

<b>(INIT/RQ) MSN (Cargo)</b>	
<b>Test</b>	<b>Testing Location</b>
EPE	Cargo trainer

<b>(INIT/RQ) QUAL/MSN</b>	
<b>Test</b>	<b>Testing Location</b>
Open Book	54 ARS/DOV
Closed Book	54 ARS/DOV
GTIMS Boldface	54 ARS/DOV
EPE	Briefing/Debriefing rooms

2. At any time, there are approximately 150 students in various phases of training and 120 assigned instructors that require proctored testing. The 54 ARS/DOV has 8 computers for testing so please plan ahead.
3. Testing hours are 0800-1630 M-Th with a 1 hr lunch break from 1130-1230. Friday testing will end at 1445 for weekly instructor meetings.
4. Please direct any questions to 54 ARS/DOV at 481-1582.

YEAGER.CHRISTOPHE R.SCOTT.1265946557

Digitally signed by  
YEAGER.CHRISTOPHER.SCOTT.  
Date: 2017.08.18 13:40:54 -05'00'

CHRISTOPHER S. YEAGER, Maj, USAF  
Chief, Stan/Eval, 54th Air Refueling Squadron

## TABLE OF CONTENTS

<b>Chapter 1 SCHOOL POLICIES</b>	<b>7</b>
1.1. Training Squadron	7
1.2. Student Leave, Pass and Travel Policy	10
1.3. Physical Fitness Training and Testing	11
1.4. Professional Relationships Between TDY & Non-Prior Service Students	12
1.5. Officers Requiring a Training Report	12
1.6. Distinguished Graduate Program	13
1.7. Instrument Refresher Course (IRC)	13
1.8. On-base Visitors	13
1.9. Driving Information	13
1.10. Alcohol Use	14
1.11. Safety	15
1.12. Base Exercise/Alert Procedures	16
1.13. Communications Security (COMSEC)	16
<b>Chapter 2 SUPPORT FACILITIES</b>	<b>17</b>
2.1. Red River Inn	17
2.2. Finance Office	17
2.3. Postal Service	17
2.4. Pass and Registration	18
2.5. Fitness Center	18
2.6. Base Chapel	18
2.7. Medical Services	19
2.8. Traffic Management	19
2.9. Airman & Family Readiness Flight	19
2.10. Dining Facilities	20
<b>Attachment 1— Altus AFB Phone Information</b>	<b>22</b>
<b>Attachment 2— Base Map</b>	<b>24</b>
<b>Attachment 3— Day 1 In-Processing Schedule</b>	<b>25</b>
<b>Attachment 4--- Survey Questions You Will See at the End of the Course</b>	<b>26</b>

## Chapter 1

### SCHOOL POLICIES

#### 1.1. Training Squadron

1.1.1. While in student status at Altus AFB, you are administratively assigned to the 97th Training Squadron (97 TRS). If any issues arise (emergency leave, delayed return, etc.) you must notify the 97 TRS ASAP (see pg. 24 for contact info). The Student Flight (TRA) provides administrative and logistical support for all TDY personnel; the TRA Flight Commanders, Flight Superintendents, and AFRC/ANG Liaison are referred to as Student Advisors in this handbook. The 97th Operations Group Commander is the School Commandant.

1.1.1.1. All students (TDY and AiT) are required to wear UOD while conducting official business while assigned to the 97 TRS. (This includes L-3, CAE, TRS, 54ARS, 58AS, AFE, etc.)

1.1.2. IN-PROCESSING: Following the briefing, report to training via the instructions on page 27. If you have any questions, ask a flight commander or superintendent for assistance. A map of Altus AFB is on page 26.

1.1.2.1. PRE-REQ CHECKLIST: Pre-requisite checklists for each Altus Formal Training course are available on the Altus Student Website on the Air Force Portal via link through the AETC Course Announcements page at <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>. Arriving with a completed and signed (by unit CC or designee) in-processing checklist is MANDATORY. Incomplete or unsigned checklists will require verification of all items and will delay your entry into training. 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.

1.1.2.2. ELECTRONIC LOCATOR CARD: The information you enter into the in-processing database is the primary means of locating you in the event of an emergency. It is maintained in the TRA office and will be updated as appropriate. You are required to update your locator information (hotel or billeting room number and phone number, cell phone number) in the event the information changes during your training.

1.1.3. INDIVIDUAL EQUIPMENT: If you were not issued the minimum ETCA required equipment, they may be issued from TRA. EFBs and headsets may be borrowed from the Pubs Office. All items MUST be returned at or prior to out-processing. Students with approval to pre-out-process may turn-in equipment (headset, iPad) to their evaluator via a hand receipt (AF IMT 1297).

1.1.3.1. AIRCREW FLIGHT EQUIPMENT (AFE): Turn in helmets to Aircrew Flight Equipment within the first 5 duty days of arrival. Night vision goggles (NVGs) are checked out from Aircrew Flight Equipment. NVGs will be checked out immediately prior to and returned immediately after any ground, simulator and/or flight training. Do not keep NVGs overnight, even if you have another NVG event the following day. DROP BOXES: A drop box is located at L3 under the stairs and in the 58th Ops area for after-hours turn-ins (helmets may also be left by the drop box). AFE will pick up your equipment the following morning from the drop-box.

1.1.4. OUT-PROCESSING: All students are required to out-process. Use the out-processing checklist found on the wall outside of TRA. Out-processing will be conducted in military uniform. Each student is responsible to ensure 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 1430 prior to a night flight.

1.1.4.1. You are responsible for completing all personal and official business/obligations made while TDY. You must depart Altus AFB no later than 24 hours after check-ride completion or release from training (unless otherwise specified). If there is a delay, notify TRA. If you have follow-on training you must report to your follow-on training and sign in. Do not take leave en route unless it is authorized on your orders. If you are reporting early, your follow-on training unit will grant you leave or place you in casual status. Failure to report to your 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.

1.1.4.2. PRE-OUT-PROCESSING: As stated during in-processing, students may pre-out-process one day prior to their check ride. Students may only pre-out-process Pubs if their check ride is on the last duty day of the week (i.e. Friday). This policy was adopted so students who check on Friday do not have to spend the weekend at Altus to out-process Monday. Ensure “loaner” items are returned to TRA or you will be held accountable (*see par 1.1.3 turning in items to evaluators*). You must have initials from the flying squadron on your out-processing checklist in the applicable blocks before you will be out-processed by TRA. If pre-out-processing for a Friday check ride, Flight Medicine (481-5230) will release your medical records to you. These records must be readily accessible in your room during your check ride.

1.1.5. STUDENT FLIGHT: Student advisors are available to assist with any personal, professional, or training issues that may arise. The Student Flight is the approval authority for pass and leave paperwork. The Student Flight is located in building 87, room 103.

C-17 Flight/CC:	office: 580-481-7855; cell: 580-649-1490
KC-135 Flight/CC:	office: 580-481-1418; cell: 580-649-1490
C-17 Superintendent:	office: 580-481-7446; cell: 580-649-0702
KC-135 Superintendent:	office: 580-481-7585; cell: 580-649-0702
AFRC/ANG Liaison (rm. 112):	office: 580-481-6891; cell: 405-919-5756

1.1.5.1. CLASS LEADER: Normally, the ranking U.S. military member in the class is responsible for assuring 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 your class leader should be brought to the attention of 97 TRS/TRA Flight Commanders or Superintendents.

1.1.5.2. AFRC/ANG MEMBERS: All AFRC/ANG members will carry a current copy of their orders with them at all times in case of medical emergency.

1.1.5.3. RESERVE MEMBERS ON CIVILIAN STATUS: As a condition of training, you will abide by the military rules and regulations of the school. Failure to do so may result in your elimination from training, and you may be liable 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. You are only authorized to participate and train with the Air Force Reserve and your unit of assignment on a strict non-interference basis with flight training responsibilities and assignments. You will be in military uniform during all training activities and when conducting official business (to include out-processing).

1.1.6. ADMINISTRATIVE SUPPORT: TRA personnel are here to assist you in any way they can. They are also charged with adhering to and upholding Air Force Instructions and the rules in the Student Handbook. You, too, are expected to adhere to Air Force Instructions and to follow the Student Handbook as ordered by the Commandant and 97 TRS/CC. Be professional in your interactions with Student Administration. Your

constructive feedback is welcome, but there is a proper way to channel and provide it. Unprofessional behavior will not be tolerated. TRA is available to assist you Mon-Fri, 0730-1630, in the following areas:

1.1.6.1. COPIES: If additional copies of orders or other paperwork are needed, they can be made in TRA. Copies will be made in limited quantities.

1.1.6.2. DSN PHONES: Phones with access to the Defense Switch Network (DSN) are available in TRA (dial 94 for DSN).

1.1.6.3. COMPUTER ACCESS: Computers with .mil and CAC access are available for student use in the Student Computer Lab.

1.1.6.4. FAX: A fax machine is available for use in TRA. The number is DSN 866-7859 or commercial (580) 481-7859.

1.1.6.5. 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.

1.1.6.6. FIREARMS: TRA will assist students arriving at Altus AFB with firearms in getting the proper paperwork reviewed & certified (See para 1.11.2 for full instructions).

1.1.6.7. TRANSPORTATION: Transportation is not provided for students. U-drive vehicles are not authorized for student use at Altus AFB. In the rare cases a U-drive vehicle is authorized, it is restricted to official use only and only 4 hour blocks. U-drives may not be taken out of Altus, or to any establishment that doesn't primarily serve/sell food, and may not be taken to any residence other than your own (only exceptions are with specific prior authorization by the TRS Commander).

1.1.7. SCHOOL ATTENDANCE: You are required to attend all training events. Your instructors and schedulers may not grant absences. In the event of illness, report to the appropriate medical facility. Ensure your Student Advisor is contacted as soon as possible regarding your absence and your visit is annotated in the medical log at the TRA front desk.

1.1.8. AIR FORCE STANDARDS: AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, applies and now standardizes flight suit wear throughout the USAF. The center zipper must be zipped up to approximately 3 inches below the neckline. All other zippers must be closed except for the lower leg pocket when the flight cap is in it. No items are permitted to be hanging from zippers or out of pockets including lights and sunglasses. Sunglasses may not be worn on top the head. Approved Friday patches, tab patches and Friday shirts are authorized. The summer uniform is optional year round. NOTE: You must comply with AETC Supplements to AFI 36-2903 while at Altus AFB. Only one device may be clipped to the waistband, and it must be on the left side. Members will not walk in uniform while using cell phones, radios or hands-free headsets unless required in the performance of official duties using a government issued device. Furthermore, members will not smoke/use smokeless tobaccos, drink or eat while walking in uniform.

1.1.8.1. UNIFORMS: The Altus Exchange has an extremely limited supply of uniform items. Blues are not required on a regular basis. However, it is highly recommended that students have blues available in the event that circumstances arise which would require their wear.

1.1.8.2. TOBACCO USE: IAW AFI 40-102, AETC Sup 1, and 97 AMW/CC policy, use of tobacco products (including smokeless) by students is prohibited during school duty hours or any formal training. 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. AiT students will coordinate with MTL's for pass and leave.

1.2.2. While you are in training at America's Combat Mobility and Expeditionary Training Center you are administratively assigned to the 97 TRS.

1.2.3. **EMERGENCY TRAVEL:** If a personal or family emergency occurs that qualifies for emergency leave, contact one of the student flight commanders or superintendents for coordination. If you are going to take emergency leave, a Red Cross notification is required. If unable to reach these individuals, contact the Altus AFB Command Post at DSN 866-6313 or commercial (580) 481-6313. Ask to speak with the 97 TRS First Sergeant, Operations Officer, or Commander. One of them will always be available. They will assist you in determining what you may/should do.

1.2.4. The following information has been extracted from AFI 36-3003 and summarizes the way the pass and leave program is administered by 97 TRS. This program is designed to allow us to reach you at any time in the event of an emergency, recall, or change in your training schedule. Failure to follow the policies set forth in this handbook may result in denial of requested pass or leave. Furthermore, it is in your best interest to have the proper paperwork on file in the event an accident or problem dictates an investigation for Line-of-Duty Determination.

NOTE 1: Duty Days include all weekdays and any weekend day with scheduled training.

NOTE 2: The Altus Local Area is defined as the geographical area within 1 hour of driving time from Altus AFB (at published speed limits) to include Altus and Lawton.

1.2.5. There are three ways to depart Altus AFB during your training: Regular Pass, Special Pass, or Leave.

1.2.5.1. **REGULAR PASS:** Regular Pass begins at the end of the duty day, usually 1630. If a student will remain in the local area, no action is required. If a student is staying outside of the local area, he/she must fill out the Verbal Orders of the Commanding Officer (VOCO) Log Book located in Student Administration. Students are subject to recall with as little as 12 hours' notice and are responsible to return in time for training. The VOCO Log does not exempt students from training. Please note that contractor training may be held on weekends and holidays so don't assume that you are off.

1.2.5.2. **SPECIAL PASS:** Students may request a special pass for special circumstances to depart the Altus local area during a duty day. Special passes are limited by AFI 36-3003 to 4 calendar days which may include but not back up to a weekend day (i.e. the pass cannot end on a Friday or start on a Monday). Valid pass periods are Friday – Monday, Saturday – Tuesday, Tuesday – Thursday, and Thursday - Sunday. If travel exceeds 4 calendar days, students may request to take leave IAW paragraph 1.2.5.3.

1.2.5.2.1. ALL Students requesting approval for a Special Pass must accomplish the following:

- 1) Use Form 4392 to coordinate with scheduler to ensure no training in the requested pass period.

- 2) Fill out the VOCO log at the Student Administration front desk with the location, contact number, departure date and return date. Note: passes are limited to **FOUR** consecutive calendar days, to include weekends and holidays.

1.2.5.3. LEAVE: If departing the Altus local area for more than 4 calendar days, submit a completed AF Form 4392 (IAW par 1.2.5.2.1) and LeaveWeb request (USAF AD) or AF Form 988 (AFRC/ANG) to a Student Flight Commander. Students should plan to limit driving distances to 600 miles per day. You are not entitled to per diem or billeting reimbursement while in leave status. Students must select the Student Flt/CCs as your supervisor/backup approver and submit it in LeaveWeb and bring your Form 4392 to the flight commander for approval.

1.2.5.4. AFRC/ANG students will have their pass and leave paperwork processed by the TRA AFRC/ANG or Student Flight/CC using leave numbers from their home unit.

1.2.5.5. Complete pass or leave requests in advance. Do not purchase non-refundable tickets without prior approval from a Student Advisor, or at least checking with them to ensure proposed itinerary will work. Having tickets in hand is not reason to authorize normal leave or pass. Violating leave rules is punishable under UCMJ and is also a violation of financial reporting since leave is accountable as part of your military pay. If you have any questions, please contact one of the Student Advisors.

1.2.6. TRAVEL VOUCHER: If you take leave during training, you must designate those days on your travel voucher. You will not be paid per diem or for lodging while in leave status. Thus, you must either pay for your billeting room “out of pocket” or check-out for that period.

### **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 AFI 36-2905.

1.3.2. AiT enlisted student PT requirements are managed by the MTLs.

1.3.3. Fitness assessments (FAs) will not be available to those students here for a short course that is 6 weeks or less (e.g. instructor, PCO, or ACAD) per AETCI 36-2605v7 ALTUS AFB Sup. You should have already been current and in a passing status prior to attending a FTU course at Altus. FAs cannot be taken on a walk-in basis and must be scheduled by the Unit Fitness Program Manager. Tests are not administered the last week of the month. The Fitness Assessment office is located in the base gym and has times and dates for testing posted.

1.3.4. Any students scheduled to attend training and are currently enrolled in the Fitness Improvement Program (FIP) due to previous test failures must have their respective units inform 97 TRS/TRA (Student Administration) prior to arrival for a training course IAW AFI 36-2905, Attachment 8. ARC members enrolled in the Self-Paced Fitness Improvement Program (SFIP) must participate in the FIP during periods of active duty.

### **1.4. Professional Relationships**

1.4.1. TDY Students are restricted from making contact with enlisted Airmen in Training (formerly NPS pipeline students) outside of the training environment. TDY students making contact with Airmen in Training (AiTs) outside the training environment is prohibited by AETCI 36-2216, *Administration of Military Standards*

*and Discipline 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.

1.4.1.4. EXCEPTION: TDY Students are allowed to make contact with AiT for the purpose of group study. The flying squadron buildings, sim contractor buildings, base library, Galaxy Grill (bowling alley snack bar), and FCC are the only authorized locations to meet for this purpose.

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 dis-enrolled from training and are awaiting reassignment or discharge.

1.4.3. 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/TRA at: 580-649-1490.](#)

**1.5. Training Reports (TR):** Officers in training in excess of 8 weeks will receive an AF Form 475 (Education/Training Report). This document will become a permanent part of your record. This requirement is detailed in Chapter 6 of AFI 36-2406, *Officer Evaluation System*. For active duty personnel, originals will be sent to AFPC, and a copy will be forwarded to the member's MPF. For AFRC/ANG, the original goes to the AFRC/ANG, and a copy is sent to the member's MPF.

**1.6. Distinguished Graduate (DG) Program:** The DG program at Altus AFB is governed by 97 OG Instruction 11-1. It applies to the following courses: ACIQ, PIQ, BIQ and LIQ. The DG criteria are purposely stringent. It is based on 3 areas: Academic Training, Flying Training (Instructor and Evaluator ratings, if applicable) and Military Bearing and Professionalism. The AAFB Form 63 is used to track student performance. If you are selected as a DG, a certificate and letter will be sent to your Squadron Commander.

**1.7. Instrument Refresher Course (IRC):**

1.7.1. 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 AFI 11-202, Volume 2. If you are 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 (CAE/L3) schedule. However, the IRC test is not scheduled and is a pre-requisite for your Instrument Evaluation; it is YOUR responsibility to ensure your IRC is completed with a passing score prior to your Instrument Evaluation.

NOTE: Recent SUPT Graduates: You do not have a valid instrument exam score yet. You must accomplish this training here at Altus.

1.7.2. Ensure you bring some form of electronic access to E-pubs (i.e. personal laptop/iPad).

**1.8. On-Base Visitors:** Anyone you sign onto the base must be accompanied by you 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 in Bldg. 52.

### **1.9. Driving Information:**

1.9.1. VEHICLE OPERATIONS: The base speed limit is 25 MPH unless otherwise posted (15 MPH in base housing areas and upon entering the gate). 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. If you have a boat, personal watercraft, recreational vehicle, camper or trailer (anything other than your POV) it must be parked at the base outdoor recreation vehicle lot or it will be towed. The lot is accessible 24/7. Contact: 580-481-7696.

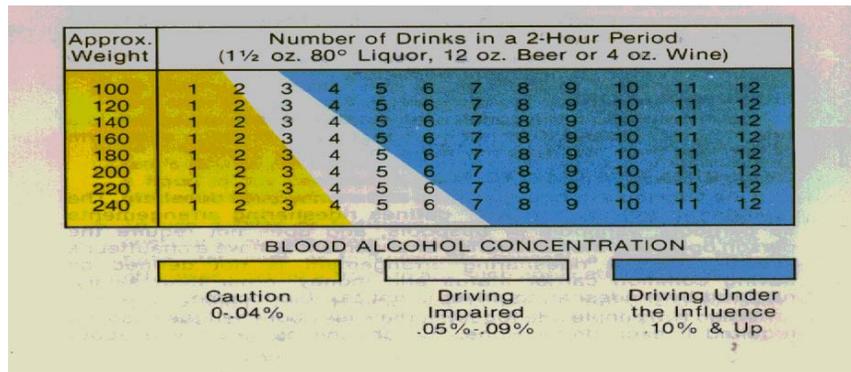
1.9.3. SEAT BELTS: MANDATORY on and off base. ON-BASE FIRST TIME OFFENDERS must attend a seat belt safety course. SECOND TIME OFFENDERS will lose driving privileges for 30 days. The driver is responsible for ensuring all passengers are using appropriate restraining devices.

1.9.4. IMPLIED CONSENT LAW: Altus AFB and the state strictly enforce this law, and it applies to you both on and off base. AFI 31-204, Motor Vehicle Traffic Supervision, states in part, "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." The state law is very similar.

**1.10. Alcohol Use:** The 97 OG recommends the 0-0-1-3 program in addition to having a designated driver. Zero underage drinking, Zero DUIs, One drink per hour, Three drinks per night. 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 (7433).

**WARNING:** In the state of Oklahoma, it is illegal to transport an open container of any intoxicant in the passenger compartment of a vehicle.

1.10.1. 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 commandant 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.



1.10.2. **DON'T DRINK AND DRIVE:** On base, lock your vehicle and walk back to your quarters. Off base, use a designated driver, commercial cab (usually \$5), Drunk Bus (580-482-5043) or the Airmen Against Drunk Driving Card (481-RIDE). As a last resort, call Command Post at 481-6313, and tell them you are a student in need of help. Either the First Sergeant or Commander will pick you up. **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), which is a Blood Alcohol Concentration (BAC) of .08 percent, 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, you lose base driving privileges for one year at ALL military installations for both government and privately owned vehicles.

1.10.3. **DRINKING AGE:** You must be at least 21 to consume alcoholic beverages. An underage individual who has any alcohol in their system (even .001) if stopped while driving will be charged with DUI.

1.10.4. **CIVILIAN PENALTIES:** First offense for a DWI/DUI can be a jail sentence for up to a 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.

1.10.5. **MILITARY PENALTIES:** Any alcohol incident requires mandatory ADAPT (Alcohol and Drug Abuse Prevention and Treatment) course enrollment. Two alcohol incidents 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:** If you participate in any high risk activity see a Student Advisor. You will need to complete an AETC Form 410 for approval. Per AFI 11-202 AETC Sup1, 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
- Bungee jumping
- Flying civil aircraft
- Hang gliding
- Horseback/bull riding
- Hot Air Balloon
- Hunting
- Motorcycle & auto racing
- Mountain Climbing
- Parasailing
- Rappelling
- Scuba diving
- Skydiving
- Snowmobiling
- White-water rafting

NOTE: Injuries during formal training often affect flying partners. Expect to be returned to your unit if the delay is excessive.

1.11.1. ON/OFF-DUTY INJURIES: All injuries must be reported to your Flight Superintendent or Flight Commander as soon as practical, after receiving appropriate medical care. This includes injuries outside the Altus local area when on a pass or leave.

1.11.2. WEAPONS/AMMUNITION: If you bring a weapon with you, or purchase one while TDY, you must register and check the weapon into the armory (Bldg. 130, 481-5885) 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 your weapons into the armory, the member will receive an AF Form 1314 which will be hand carried to TRA. TRA will set up an appointment with the 97 TRS/CC to have your armory paperwork reviewed & certified.

1.11.3. SEVERE WEATHER: Call **(580) 481-STUD** 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 the local T.V. channels or radio stations for updated weather information. TV channels 4,5,6,7 and 9 as well as radio stations 1450, 93.5, 105.9 and 107.9 broadcast local updates as well as Altus AFB reporting instructions. If there is a Tornado warning, students will take shelter and not report for duty until the warning is cancelled. During winter months, snow and ice may make travel to work difficult and dangerous. Students should plan for the extra time to get to work. **Students should call 580-481-STUD, or check [www.facebook.com/97AMW](http://www.facebook.com/97AMW) or [www.twitter.com/97AMW](http://www.twitter.com/97AMW) for reporting information.** Follow the directions for students on the recording (Emergency Essential personnel refers only to emergency services, e.g. Security Forces, Clinic employees, etc.). Students are considered Mission Essential Personnel. Every Wednesday at 1200, unless bad weather is forecasted, the GIANT voice system and weather radios are tested.

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

1.11.3.2. Tornadoes can occur when conditions are right. 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 stay in a car or a mobile home!

1.11.3.3. TORNADO PRECAUTIONS:

**Do:**

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

Do - Familiarize yourself and family members with shelter locations available in your area now, before tornado season starts.

Do - Listen to radio and television stations for broadcasts of the latest tornado advisory information.

Do - Call the weather service only to report a tornado you may have sighted.

**Don't:**

Don't - Look out a window to see the tornado or try to photograph or videotape the tornado.

Don't - Try to out-run a tornado in your vehicle.

Don't - Use elevators.

Don't - Touch downed electrical wires.

Don't - Delay. Find shelter fast.

Don't - Forget to stock shelters ahead of time with the necessary supplies.

Don't - Open windows. Time is too valuable and flying glass is dangerous.

Don't - Seek shelter at the end of the hall.

**1.12. Base Exercise/Alert Procedures:** 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.

**1.13. Communications Security:** COMSEC material is designed to secure or authenticate telecommunications.

NOTE: COMSEC material includes, but is not limited to, key, equipment, devices, documents, firmware or software that embodies or describes cryptographic logic and other items that perform COMSEC functions.

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 you may have a security clearance, you are not on a COMSEC access list authorizing you to handle COMSEC material at Altus. However, you may handle COMSEC material, under direct (line of sight) supervision of the instructor. They should never hand it over to you and let you assume responsibility for safeguarding it. If you detect unattended COMSEC material, secure it and report it immediately to your instructor.

## Chapter 2

### SUPPORT FACILITIES

**2.1. Red River Inn (Building 82):** Your balance must be paid at billeting every 15 days. If quarters are not available, you will be billeted in contract quarters off base. When you switch lodging facilities, you must report to student admin to update your locator card. You may NOT keep motorcycles, bicycles, auto parts, etc. in your lodging room. There are bicycle storage rooms available. If you have children with you, maintain control of their behavior. Due to the nature of training here, quiet hours are observed on a 24-hour basis.

2.1.1. **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.

2.1.2. The Lodging General Manager may authorize accompanied guests who are authorized concurrent travel to be housed in the TLFs. The Lodging General Manager can only approve stays up to 30 days. If the requested stay is longer than 30 days, the TDY member must submit a request letter to the Vice Wing Commander for approval. AFI 34-246 states: *Stays beyond 30 days require forfeiture of BAH: Members can request stays beyond 30 days without forfeiture of BAH for reasons of military necessity or relief of hardship* (reference DOD FMR, Vol. 7A, Ch. 26, Table 26-3, and DFAS-DEM 7073-1 (Base Level Pay Procedures).

2.1.3. 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. If the issue has not been corrected in a timely manner notify the TRA flight commanders.

2.1.4. AFRC/ANG students in civilian status follow rules stated in TPR400, Paragraph 12c, and JFJR Vol. II, C1055.

**2.2. Finance Office (Building 52):** Available from 0815 to 1615 each duty day. “TDY en route” students must pick up 30 day accrual vouchers during out-processing. “TDY out-and-back” students do not need to out-process.

**2.3. Postal Service Center (Building 304):** The Postal Service Center (PSC) handles all personal mail. Take a copy of your orders and a picture ID between 0730 & 1630 on any duty day to register with the PSC. If you are here for more than 30 days, you will be given a PSC box. If here for less than 30 days, General Delivery will be used. If you do not set up a PSC box, your mail will be in Student Admin.

2.3.1. The Altus AFB PSC is open Monday-Friday, 0730-1630 (they are closed for lunch from 1200-1300). 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. These services can be found at the US Postal Service office next door. Overnight services should not be addressed to billeting.

2.3.2. 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.

2.3.3. Close out your box per the out-processing checklist. Drop by the PSC and fill out forwarding information on an AF Form 624.

**2.4. Pass and Registration (South Gate):** Vehicle passes obtained as required.

**2.5. Fitness Center (Building 156):** Open 0500-2400 Monday – Friday and 0800 to 2300 Saturday - Sunday (closed Thanksgiving and Christmas). 24hr access available with CaC registration at the Fitness Center. There is NO towel service available.

**2.6. Base Chapel (Building 301):**

2.6.1. **PROTESTANT AND CATHOLIC SERVICES: WELCOME NEWCOMERS!** For information on other programs or services, contact the chapel at 481-1904. While you are TDY to Altus AFB, you are invited to participate in our many chapel programs. Meet new and old friends in a worship, fellowship, and study atmosphere. Our goal is to facilitate your free exercise of religion by providing worship services, rites, counseling, visitation as well as many other opportunities for spiritual growth.

2.6.2. **STUDENT MINISTRY CHAPLAIN:** The Operations Group Chaplain office is located in Chapel Annex, Bldg. 116, room 124. The office phone is 481-5077. If the chaplain is not in the office, call the main chapel at 481-7485, or contact the command post (481-6313) and ask to speak with the on-call chaplain.

2.6.3. **SERVICES AND PROGRAMS:**

<u>Protestant Services</u>	Sunday, 1030 at the Chapel, Contemporary Praise
Sunday School	Sunday, 0900 Bldg. 116 (Chapel Annex), Sep - May

<u>Catholic Services</u>	
Tuesday, Thursday - Friday	Sunday
Confessions: scheduled: 580-481-7485	Confessions: 0830 or scheduled: 580-481-7485
Holy Mass: 1200	Holy Mass: 0900
	Religious Education: 1045 Bldg. 116 (Chapel Annex), Sep - May

NOTE: All events at Chapel.

Other Religions or Denominations

If you want information about services for other religions or denominations call the Chapel at 481-7485. After duty hours the chaplain on call number is 580-471-6701 (CP).

2.6.4. **COUNSELING:** Chaplains are available for spiritual, marital, and other types of counseling. Call the chapel at 481-7485 to schedule an appointment. Chaplains may be reached after hours by calling the Command Post at 481-6313. All counseling with the Chaplain is kept in absolute confidence.

2.6.5. **VISITATION:** You will see Chaplains all over 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 you face on a daily basis. Feel free to discuss your situation and struggles as time permits or make an appointment for things of a more personal or more time-consuming nature. Call the Chapel for further information at 481-7485 during duty hours or call the base Command Post at 481-6313 after duty hours or on weekends to reach the Duty Chaplain.

**2.7. Medical Services:** The base clinic is available to all military personnel and their authorized dependents.

2.7.1. **MEDICAL CARE DURING DUTY HOURS:** Active Duty Sick Call is 0730-0800; this is for acute problems that have existed 24-48 hours. Return to Flying Status is 1300-1330 except for Thursdays. Other scheduled appointments are also available for non-acute problems; Aerospace Medicine can be reached at 481-5230. For routine medical appointments or acute/routine appointments for family members call 481-5235, Option 1.

2.7.2. **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) 482-4781. Personnel seen at JCMH or other civilian care must go to Sick Call at the Flight Surgeon's Office the next duty day. You are DNIF until you are seen by a Flight Surgeon.

2.7.2.1. TRANSPORTATION: If you require transportation 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, dial 481-6272/7273.

2.7.2.2. 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 your dependent to JCMH and contact TRICARE within 24 hours.

2.7.3. DENTAL CLINIC (Bldg. 47): Open 0730 - 1630, Monday - Friday. If you have dental pain, call 481-5262. The Dental Officer-of-the-Day will return your call, evaluate your problem, and provide specific instructions. For dental emergencies after normal duty hours, call 481-5222 for specific instructions.

2.7.4. OB PATIENTS: OB patients having pregnancy-associated problems should call their primary OB provider. If this is an OB related issue and you do not have a local OB doctor, you will need to go to JCMH ER. If you have any questions call TRICARE at 1-800-444-5445.

2.7.5. 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 your family members are enrolled in both DEERS and TRICARE systems wherever they are while you are TDY.

**2.8. Traffic Management Services (Building 52):** Customer service hours are 0800 - 1630 each duty day. Passenger Travel Section and the Commercial Travel Office (CTO) are located in Suite 1501, 481-7272. The Personal Property Section is located in the next cubical, 481-7515. To set up Household Goods or Do-it-Yourself (DITY) move, bring in copy of orders ASAP to schedule a briefing.

**2.9. Airman and Family Readiness Flight (Building 52, Room 1201):** WELCOME NEWCOMER! You are welcome to participate in the many services that the Airman and Family Readiness Section has to offer. We know that separation is not easy, so we are available to make your stay here as comfortable as possible. The following are several programs that are offered to you while you are here:

2.9.1. E-MAIL: You may utilize the free e-mail services at the libraries on base and downtown. If you go downtown, please take a copy of your orders to use in lieu of a library card. If you cannot find a system on this base to use to e-mail your family members, please come by the Airman and Family Readiness Section and use one of our computers in our resource room, the Discovery Center. They also have webcams for use.

2.9.2. 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. Your spouse 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 home unit for more information and to get a certificate.

2.9.3. CAR CARE BECAUSE WE CARE: Sponsored by the Air Force Aid Society. This program consists of a certificate for a free oil change and vehicle safety check at the base service station. The member must be TDY for more than 30 days with their family back at home station. The spouse will need to go into the

Airman and Family Readiness Section at the home unit for more information and to get a certificate. These can only be given to the spouse.

2.9.4. FAMILY SERVICES: You can take advantage of the Loan Closet at the Airman and Family Readiness Section during your stay at Altus AFB. They offer household items for temporary use at no cost to you. A copy of your orders is required. They are open via appointment only, and are located in building 164. Please call 481-6761 for more information and appointments.

2.9.5. MILITARY AND FAMILY LIFE CONSULTANTS (MFLCs): MFLCs are here to listen and 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. No records are kept. After hours and weekend appointments are available and group and off-site meetings can be arranged. The Altus AFB MFLC is located in the Airman and Family Readiness Section. For more information or an appointment, call (580) 649-9218 or (580) 301-4337. You can also call MHN toll-free at (888) 755-9355 for more information or to access the MFLC services at other bases.

## 2.10. Dining Facilities:

2.10.1. GALAXY GRILL (Bowling Alley, Bldg. 106): Open 0630-1800, Monday-Thursday, 0630 – 2300 Friday, Saturday 1100-2300 and 1100 - 1800 Sunday.

NOTE: Bowling lanes are open Monday thru Thursday 1100-2200, Friday 1100-2400, Saturday 1000-2400, and Sunday 1300-1800.

2.10.2. CLUB ALTUS (Bldg. 307): Located across from the Base Exchange. Open ranks dining facility. May's Enlisted Lounge is open ranks for special events (e.g., Football Frenzy).

Lunch Mon-Fri            1100-1300

May's Enlisted Lounge (inside Club Altus)

Thursday 1600 - 2300

Friday 1600 - 0200

Saturday 1800 - 0200

2.10.3. HANGAR 97 (Bldg. 317): TDY personnel with meal cards must bring a copy of your orders. Hangar 97 has food available 20 hours a day either through the main dining room or the Grab n' Go section. Flight meals (box lunches) are available through the dining facility, call 481-7781 with at least 2 hours advance notice. Menu is on the FSS home page.

Meal times are as follows:

Monday - Friday  
Breakfast: 0600 - 0900  
Grab n' Go: 0900 - 1030  
Lunch: 1030 - 1330  
Grab n' Go: 1330 - 1630  
Dinner: 1630 - 1930  
Grab n' Go: 1930 - 0200

Saturday/Sunday/Holidays  
Breakfast: 0630 - 0830  
Grab n' Go: 0830 - 1030  
Lunch: 1030 - 1330  
Grab n' Go: 1330 - 1630  
Dinner: 1630 - 1930  
Grab n' Go: 1930 - 0200

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

2.10.4. FLIGHT MEALS (Bldg. 317): Flight meals (box lunches) are available through the dining facility. Call 481-7781 with at least 2 hours advance notice. A menu can be found on the Altus FSS home page. TDY students will need to pay in cash and meal card holders (AiT) will need to write their DoD ID number on the order form. The order form must be E-mailed to [97FSS.FlightKitchen.FlightKitchen@us.af.mil](mailto:97FSS.FlightKitchen.FlightKitchen@us.af.mil).

2.10.5. CHARLIE'S (Bldg. 35): Charlie's is open to all ranks. Charlie's features a "Cook your own" menu including rib eye steak, chicken, hamburger, salmon and more.

1800 - 2300 Wednesday - Thursday

1600 - 0200 Friday

1800 - 0200 Saturday

# Attachment 1

## ALTUS AFB PHONE INFORMATION

### GENERAL:

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

### EMERGENCY:

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

### 97<sup>th</sup> TRAINING SQUADRON:

	Duty Phone	Cell Phone
97 TRS Commander	481-7178	
97 TRS Operations Officer	481-1402	
97 TRS First Sergeant	481-6532	580-649-2591
C-17 Student Flight Commander	481-7855	580-649-1490
C-17 Student Flight Superintendent	481-5751	580-649-0702
KC-135 Student Flight Commander	481-1418	580-649-1490
KC-135 Student Flight Superintendent	481-7585	580-649-0702
AFRC/ANG Liaison	481-6891	405-919-5756
Student Admin Flight Commander	481-1418/7855	
Student Admin Flight Chief	481-7585	
Student Administration	481-7446	
Student Administration Fax	481-7859	
MTL	481-7318/7589/7361	
School Registrar	481-7543	
54 ARS/CC	481-5454	
54 ARS Scheduling	481-5682	
CAE. (KC-135 Training)	477-3888	
58 AS/CC	481-5858	
58 AS Scheduling (Pilot/Load)	481-6581/5751	
L3 (C-17 Chief Pilot Instructor)	481-3317 (off-base number, dial 99 if on-base)	
L3 (C-17 Chief Loadmaster Instructor)	481-3311 (off-base number, dial 99 if on-base)	

Life Support Training Section 481-5086

Student Mailing Address: Student Rank/Name  
(Courses less than 30 days) PSC BOX 8000  
Altus AFB OK 73523-5043

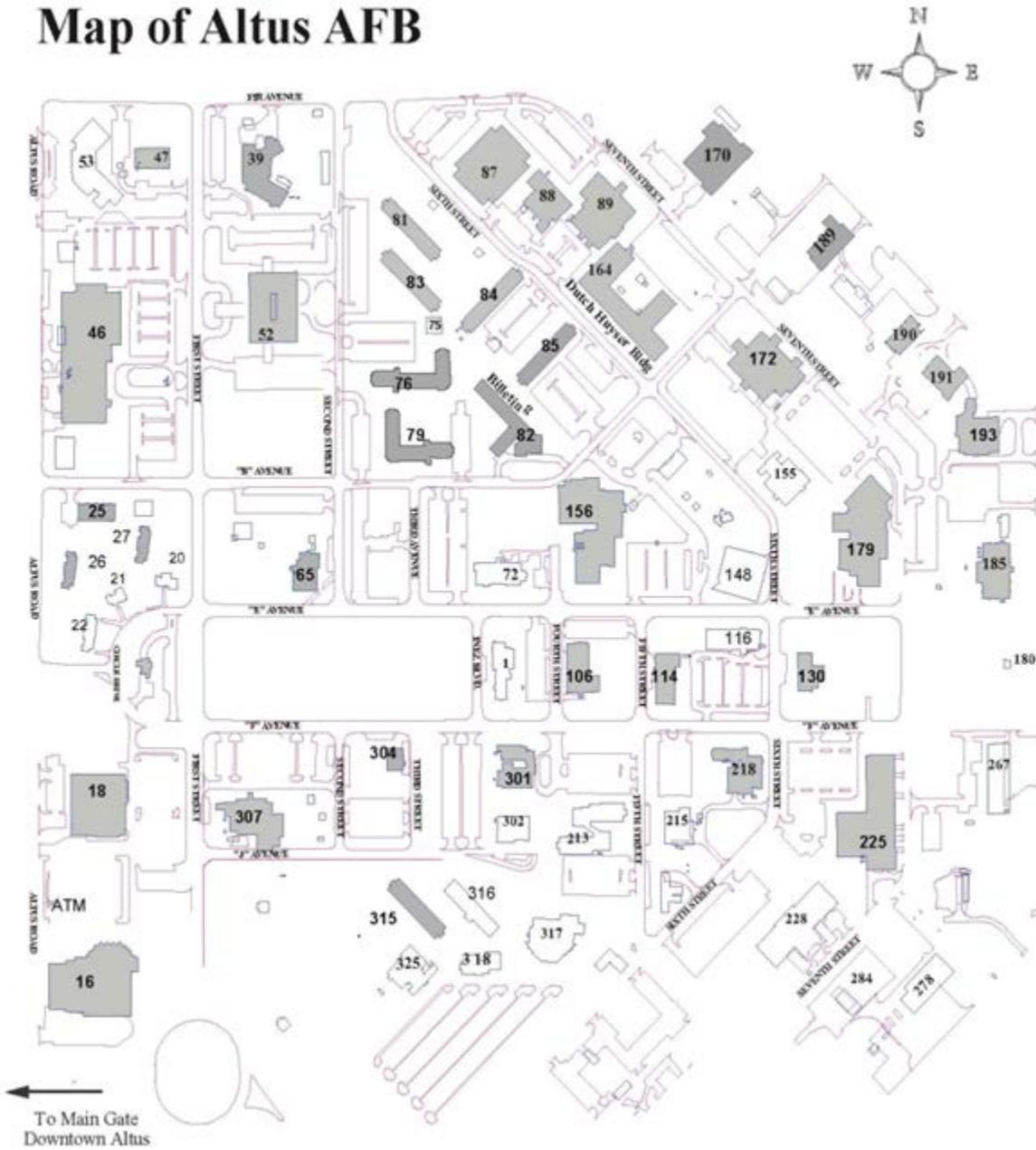
Official Business Mailing Address (Only): 97 TRS/TRA (Attn: \_\_\_\_\_)  
510 N. 6<sup>th</sup> St  
Bldg. 87, Rm 103  
Altus AFB OK 73523

**ALTUS AFB FACILITIES:**

Airman Against Drunk Driving “call for a ride”	481-RIDE (7433)
Bowling Center	481-6420
Chaplain:	
-During Duty Hours / After Duty Hours	481-7485 / 6313
Child Development Center	481-7502
Command Post	481-6313
Crew Transport (Crew Bus)	481-ROAD (7623)
Fitness Center	481-7440
Flight Records (HARM)	481-7748
Flight Surgeon	481-5230
Galaxy Grill	481-6420
Golf Course Pro Shop	481-7207
Library	481-6302
Outdoor Recreation	481-7696
Red River Inn	481-7356
Staff Judge Advocate	481-7294
Wing Safety	481-SAFE (7233)

# Attachment 2

## Map of Altus AFB



**Building:**

16	Commissary	225	AFE/Life Support & Education Center
18	BX/Shoppette	301	Chapel
46	MDG/Clinic	304	Post Office
52	MPF/Legal	315	AiT Dorm (MTF offices)
65	Library	82	Red River Inn
307	Club Altus	106	Bowling Alley
172	L3	130	Security Forces
179	CAE	87	97 TRS & Student Administration
185	Base Operations	156	Gym
193	54 ARS (downstairs)	164	58 AS
		52	Finance (2nd floor)

## Attachment 3

### **Day 1 In-Processing Schedule:**

**0715:** Bldg. 87, Student Administration

**0900:** (C-17) L3, Bldg. 172

**0900:** (KC-135 All Booms & IAC) CAE, Bldg. 179

**\*1000:** (KC-135 PIQs & PTXs) CAE, Bldg. 179

**1330:** (C-17) 58AS STM Office, Bldg. 164

In the next **5 duty days**, turn in your helmet to AFE (Life Support), Bldg. 225

- All students are required to wear UOD when conducting official business while assigned to 97 TRS. (This includes L-3, CAE, TRS, 54 ARS, 58 AS, AFE, etc.)

## Attachment 4

**At the end of the course, you will be asked these survey questions. We are providing them in advance so that you can plan ahead and have answers ready if you would like to write in comments.**

1. Please rate the instruction provided by flight line instructors. (Include instructor professionalism, knowledge, and presentation. Please report any instances of unprofessional relationships, maltraining, or maltreatment. Give specific instructor names as much as possible.)
2. How satisfied were you with Aircraft Availability and the Quality of Aircraft Maintenance?
3. Please rate your overall experience with the civilian contract instructor. (Include computer based training, and courseware support comments and how well prepared you were for the flight line. If you have issues to bring up or kudos to give, include the instructor's name.)
4. SIMULATOR ONLY: Please rate your experience with the overall operation/quality/reliability of the simulators during your training on a scale of 1 to 10 (10 being excellent). Please detail any training loss, deviation or negative effects that resulted from simulator malfunctions.
5. SIMULATOR ONLY: How well did the simulator modeling approximate your experience in the actual aircraft? Please rate the simulator fidelity during your training on a scale of 1 to 10 (10 being excellent). Please detail any training deviation or negative effects due to the sim not accurately portraying visuals or movement like the real aircraft.
6. Please rate the support provided by HARM/SARM. When commenting, please be specific on if you are talking about HARM or SARM.
7. Please rate the support provided by the 97 OG Publications Shop.
8. Please rate the support provided by Student Administration.
9. Please rate the support provided by the MTLs (AIT-Airmen In Training-only).
10. Please rate your experience at base support agencies: Commissary, BX, shopette, MPF, Finance, Billeting, Fitness Center, Flight Medicine, etc.
11. How can we improve training at Altus AFB? Are there any other comments you would like to make that were not previously covered? (Disregard the scale of 1-10 on this question).