



14th Flying Training Wing

Columbus AFB, MS



The Pilot Training Welcome Packet

CAO February 2025



Welcome to Columbus AFB, MS!

14th FTW Mission:

Train World Class Pilots.

Welcome to Pilot Training at Columbus AFB (CAFB) and to Team BLAZE! To best prepare, take some time to understanding our mission and policies, familiarizing yourself with our base and services, and taking full advantage of the introductions provided in this Welcome Packet – *you are responsible for this information*. This packet will also guide you through the necessary preparations and initial actions for your first few days on base.

As a student, you will be assigned to the 14th Student Squadron (14 STUS). Your first stop will be the Transition office – this office will have administrative control over you until you start the syllabus. Once your syllabus starts, you will be owned by a Class Flight Commander (CFC). Below are important links in your Chain of Command.

14 FTW/CC	Col James Blech
14 OG/CC	Col Nicholas Lofthouse
14 STUS/CC	Lt Col Jerry Rives III
Transition Ops/CC	Capt Kenneth Sparano

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A Welcome from the 14 FTW/CC



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 14TH FLYING TRAINING WING
COLUMBUS AIR FORCE BASE MISSISSIPPI**

Welcome to Columbus Air Force Base, home of the 14th Flying Training Wing. I am confident you will find your assignment here rewarding and enjoyable! At Columbus, we challenge ourselves daily to live up to our vision:

*A diverse and cohesive team that embodies the core values,
is dedicated to the mission
and finds purpose in their shared identity as Airmen.*

Here at Columbus, we are passionate about our mission which is to Train World Class Pilots. We invest in developing every Airman in order to remain the world's greatest Air Force. Our team of Airmen include total force enlisted, officers, civilians, allied partners and contractors. Every member of this team is critical and contributes to our mission in support of the Air Force, our nation and our alliances. Our local community possesses an unbeatable love of country, Columbus Air Force Base and its Airmen. The city of Columbus is known as the Friendly City for good reason; you will nearly always encounter a smile and a culture of gratitude. We are in the heart of the National Collegiate Athletic Association's Southeastern Conference with three universities boasting world class teams just 30 to 90 minutes away. Columbus is home to the first public college for women in the United States, Mississippi University for Women, locally known as "The W." You can also visit the first home of American playwright, Pulitzer Prize winner and Columbus's favorite literary son, Tennessee Williams, or take a walk along the Mississippi Blues Trail in Catfish Alley, a musical epicenter for blues, jazz and soul music. Furthermore, there are countless outdoor pursuits such as camping, hiking, hunting, fishing and much more.

Throughout the 14th Flying Training Wing, you will find people ready and eager to meet your needs. Please contact your sponsor, so they can assist with your arrival. Connect immediately to your new home by downloading our Wing App, Columbus Air Force Base, for iPhone or Android users.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Grieve", is positioned above the typed name.

JUSTIN T. GRIEVE, Colonel, USAF
Commander

A Welcome from the 14 STUS/CC



DEPARTMENT OF THE AIR FORCE HEADQUARTERS 14TH FLYING TRAINING WING COLUMBUS AIR FORCE BASE MISSISSIPPI

15 August 2023

MEMORANDUM FOR ARRIVING UPT STUDENTS

FROM: 14 STUS/CC

SUBJECT: UPT Welcome Letter

1. Congratulations on your assignment to Columbus AFB (CAFB) for Undergraduate Pilot Training (UPT). I hope you are ready for, what will likely be, one of the most challenging yet rewarding years of your life. The 14th Student Squadron (STUS) will be your home for the entirety of your stay at CAFB.
2. Inprocessing for UPT begins at the 14th Student Squadron Transition Manager's (TM) Office, which is located in Room 102 of Building 268. Direct any questions you may have to the TM Office which can be reached at DSN 742-7618 or Commercial (662) 434-7618. Your report no-later-than date (RNLTD) should be no less than ten duty days prior to your class start date. On the first duty day after your arrival at CAFB, report to the TM Office in OCPs to receive your in-processing checklist and other pertinent information. Arrive with OCPs, service dress, and PT gear readily available. If you arrive after duty hours, report to the TM Office the next duty day. Before arrival we encourage you to download the base app for important information like the directory, map, and other base resources. Search "Columbus Air Force Base" or "14 FTW" on your preferred app store.
3. Due to the high turn-over of students at CAFB, housing is constantly in flux. It is recommended that you call ahead and reserve up to 10 days of billeting at the Magnolia Inn (x2548). Notify the Inn if you plan to arrive after the end of the duty day as extra policies apply to check-in. Unaccompanied/Single officers are mandated to stay in the Unaccompanied Officer Quarters (UOQ). You should call Hunt Housing office or the UOQ (ext. 7278), as appropriate, before your arrival.
4. If you are accompanied by your spouse and or family, this will be a challenging year for them as they support you through training. Please prepare them for success by connecting with the spouse's network upon arrival. This will provide your spouse with squadron updates, access to support agencies, and answers to questions they may have.
5. Physical fitness is vital to your ability to complete UPT. A passing PFA score is required to begin training and to *graduate*. Expect to complete a PFA within two weeks of your arrival at CAFB and a diagnostic PFA halfway through UPT training.
6. Depending on the length of time between your arrival and UPT start date, you may be on Awaiting Pilot Training (APT) status while awaiting Initial Flight Training (IFT) and your UPT start date. During this time you will support the wing by augmenting critically manned positions across CAFB. This is a valuable opportunity to learn about various roles in the Air Force, broaden your appreciation of the team behind the flying operation, and further your abilities as an officer and leader.
7. Earning your wings starts today. It will not be an easy process, but at the end of training you will be extremely proud of your accomplishments. We weren't born with wings, we earn them, every single day!

Marci Walton

MARCI J. WALTON, Lt Col, USAF
COMMANDER, 14 Student Squadron

Important Phone Numbers

DSN: 742-XXXX

Commercial: 662-434-XXXX

Points of Contact

*Transition Office	7618
*Transition Chief	2801
*Trans Asst. Chief	2801
*First Sergeant	3196/7454/662-435-1714

Base Services

*Finance Helpdesk	2705
*Military Personnel Flight (MPF) Helpdesk	2626
*Security Forces Desk	7129

Military & Family Readiness Center	2790
*Base Chapel	2500
*Base Housing Office	2840
Base Operator (automated)	1110
*Billeting (Magnolia Inn)	2548
Child Development Center	2479
Columbus Club	2489
Information, Tickets, and Travel (ITT)	7681
Inspector General (IG)	3056
Legal	7030
Military Family Life Counselor (MFLC)	662-435-1110
Outdoor Recreation	2505
*UOQ	7278

Sexual Assault Response Coordinator (SARC) 1228 / hotline 662-364-0822

Medical

*Appointment Line	2273
Dental	2250
Mental Health	2239
Optometry	2331
Outpatient Records	3307
Pharmacy	2168
Physical Therapy	2120
TRICARE/Referrals	2102/2161
TRICARE Service Center	800-444-5445

Add all numbers marked with an asterisk (*) to your contacts on your phone.



14th Student Squadron / DOA / Transition Ops
166 Liberty Drive, Building 268, Suite 102
Columbus AFB, MS 39705
Transition Managers (TMs) COMM: (662) 434-7618



Before Arrival

Billeting and Housing: Billeting and housing are different. Billeting (The Magnolia Inn) is temporary, like a hotel. Housing is permanent, such as your dorm (UOQ), a house, or apartment off-base. You need to arrange for **both** billeting and housing! Refer to the *Dorm and Housing Information* section for details. Prepare for your arrival using the following items:

1. **Reserve billeting/Temporary Lodging Facilities (TLF)** through the Magnolia Inn (x2548) for up to 30 days in advance. The Air Force will pay for your stay at the Inn up to 10 days.
2. **If you are accompanied**, call ahead to the Housing Office (x2840) to check on permanent housing. Fill out an on-base housing application at columbusfamilyhousing.com.
3. **If you are unaccompanied**, call the Unaccompanied Officers' Quarters' (UOQ) office (x7278). *All unaccompanied students* will be assigned to the UOQ prior to being given permission to move off base.

For any questions about unaccompanied or accompanied housing, you may reach out to the Military Housing Office (MHO) at 14CES.CEIH.MHO_Dorms@us.af.mil.

For your first few weeks at CAFB:

1. The Transition Office (x7618) is the go-to office for any questions. Call if you have any special needs (spouse/childcare needs, etc.) or specific questions about the base.
2. Prepare for the Air Force Fitness Assessment (FA):

All students are required to have an official, passing FA on file prior to the start of UPT. Students that fail to meet the fitness standard (75 or above composite; passing score on all individual components) will be entered into a conditioning program and will not begin pilot training until achieving a passing score.

3. There is no Guard liaison at Columbus AFB. Make sure you have acquired two points of contact or more (usually Captains that you have been assigned to) from your unit for any issues.
4. Download the Columbus AFB app (QR Code, Apple only). This has most of the information about the base that you may need. (Right)
5. Fill out the Student Pilot In-Processing Form (Left)



Student Pilot In-Processing Form



Columbus AFB App

6. Know the standards for Honors (Reveille & Retreat, etc.), the Uniform/Grooming Standards, and Professional Relationships and Conduct. Reveille plays at 0700, Retreat at 1700, and TAPS at 2100.



AFI 1-1 – Chapter 1 – Customs and Courtesies



DAFI 36-2903 - Dress and Appearance



AFI 36-2909 – Air Force Professional Relationships and Conduct

7. **Preparing for In-Processing:** You will need the following items for in-processing with the 14 STUS
- a. 10 copies of your orders
 - b. Military Identification Card (Common Access Card, Dependent ID, etc.)
 - c. Medical, immunization, and dental records – including your Class 1, 2 or 3 Flight Medical
 - d. ROTC only: Detachment Commissioning Paperwork
 - e. Traffic Management Office (TMO) papers and receipts from your move. This includes empty and full weight receipts, rental receipts, tolls, packaging, etc.
 - f. Uniforms: Short-sleeve blues, mess dress, service dress, OCPs, FDUs (if already issued)
 - g. If you have a Private Pilot’s License (PPL): scanned copy of the front and back
 - h. All other personnel records
 - i. Recommended: a printout of this Welcome Packet for a quick reference while travelling and for assisting with in-processing



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Travel Instructions

The main gate is located approximately 14 miles north of US-82. The main (East) gate is open 24 hours. The South gate has limited hours.

Via ground transportation:



Google Maps – North Gate,
Columbus AFB

Via air:

1. Golden Triangle Regional Airport (GTR) is the closest airport to Columbus AFB (23 miles).
2. Due to GTR's smaller size, you may opt to use larger airports in the vicinity.
 - a. Birmingham-Shuttlesworth International Airport: 2-hour drive (132 miles).
 - b. Memphis International Airport: 2 hour and 30-minute drive (154 miles).



Layout of Columbus AFB



ACTIVITY	#	BLDG	GRID	ACTIVITY	#	BLDG	GRID	ACTIVITY	#	BLDG	GRID
37th and 41st Flying Training Squadron/Phillips Auditorium	5	226	E1	Contractor Squadron	3	730	C2	Hanger 7-1-1 Maintenance	46	995	A2
42nd Flying Training Squadron	6	268	E1	Contract Aircraft Maintenance Offices	26	640	D1	Housing Office (Rm Communities)	47	730	C2
43rd Flying Training Squadron/4th Operations	7	230	E1	Control Tower	27	1806	A1	Human Resources (MRF)	48	926	C2
48th Fighter Training Squadron	8	234	E1	Corrosion Control/Bead Blast	28	262/06/414	E1-2	IGCW/Worker's Assistance	49	946	B3
50th Flying Training Squadron	9	216	E1	Credit Union	29	161	E2	Independence Pool	50	724	C3
Aerospace Physiology	10	136	E1	Electric Clinic	30	103	E2	Key Auditorium	51	724	C3
Armenian Arts/Trade Shops	11	114	E1	Flight Gate	31	103	E2	Legal Office	52	153	C2
Arts and Crafts Center	12	530	D3	Education Center	32	916	E2	Logistics Division	53	956	B2
Auto Hobby Shop	13	335	E3	Enlisted Dormitory Complex (IED)	33	547/550/555	D3	Magnolia Inn (Lodging)	54	956	B2
Base Exchange	14	160	E2	Finance	34	220	F1	Medal of Honor Park	55	1100	C4
Base Operations/Weather	15	847	C1	Fire Station	35	988	A2	Military Personnel (MPP)	56	730	C2
Bowling Center	16	786	C2	Force Support Squadron	36	704	A2	Military Service Station	57	214	F2
Car Wash	17	366	E2	Frisee Golf Course	37	690	C2	Military Working Dog Kennel	58	820	C2
Chapel	18	712	C2	Frisee Golf Course	38	690	C2	Multimedia Center	59	820	C2
Child Development Center	19	940	B3	Frisee Golf Course	39	570	D3	Network Control Center	60	926	C2
Civil Engineering	20	385	D2	Hanger 1	40	450	D1	Official Mail Center	61	926	C2
Columbus Club	21	940	B3	Hanger 2	41	456	D1	Operations Group/Flight Simulators/Bookstore/Registrar	62	268	E1
Comms Help Desk (CFD)	22	790	C2	Hanger 3	42	452	D1	OSREU	63	926	C2
Comms Squadron	23	900	C2	Hanger 4	43	454	D1	Parachute Shop	64	882	C1
Commissary	24	151	E2	Hanger 5	44	440	D1-2	Parachute Shop	65	882	C1
				Hanger 6	45	440	D1-2	Parachute Shop	66	882	C1
								Precision Measurement Lab	67	327	C2
								Pride Store/Housing Maintenance	68	916	A2
								Professional Advancement	69	32	F1
								Propulsion Branch	70	724	C3
								Public Affairs	71	127	D4
								RAPCON	72	1805	A1
								Recycling Center	73	65	E2
								SARC	74	151	E2
								Security Forces	75	596	C2
								Security Forces Warehouse	76	208	F2
								Shoppette	77	205	F1
								Smiler Picnic Pavilion	78	68	E2
								South Gate	79	620	D2
								Tax Center	80	70	D4
								Tax Center Living Facility (TLF)	81	926	E4
								Unaccompanied Officers Quarters (UOQ)	82	958/964/965/971/972/973	B2
								Vehicle Operations	83	304	E2
								Visitor Center	84	99	F2
								Walker Center	85	1030	C1
								Walker Center	86	724	C3
								Walker Center	87	724	C3
								Walker Center	88	724	C3
								Walker Center	89	724	C3
								Walker Center	90	724	C3
								Walker Center	91	724	C3
								Walker Center	92	724	C3
								Walker Center	93	724	C3
								Walker Center	94	724	C3
								Walker Center	95	724	C3
								Walker Center	96	724	C3
								Walker Center	97	724	C3
								Walker Center	98	724	C3
								Walker Center	99	724	C3
								Walker Center	100	724	C3



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Arrival and In-Processing

Order of In-Processing:

1. Report to the 14 STUS Transition Office, Building 268, Rm 102 (M-F 0900)

- a. **You must be in uniform.**
- b. **You must report no later than your first duty day.**
- c. The Transition Office is located on the 1st floor of the Operations Group Building; it is the first office as you continue past the stairs and down the hall to the left.
- d. Transition Managers (TMs) will sign you in and provide in-processing materials.
- e. If arriving after 1400: report to the UOQ for a dorm assignment and report at 0900 the next business day.
- f. If arriving after-hours/on a weekend: report to the Magnolia Inn for lodging and report at 0900 the next business day.



2. If not already assigned to the UOQ, report to the UOQ for a dorm assignment.

3. Complete the In-Processing Checklist that you receive from the TMs. Key items:

- a. Attend the STUS In-Processing Meeting
- b. MPF and Finance - Required for ID's, computer use, and pay
- c. Medical requirements – Schedule medical appointments ASAP upon arrival
- d. Student Registrar - Update contact and address information

After In-Processing: Once you complete in-processing, you will be assigned a job while waiting for training to start. Additionally, all active-duty students are required to have an official, passing, and up-to-date fitness assessment on file prior to starting UPT.



14th Student Squadron

Magnolia Inn COMM: (662) 434-2548
Unaccompanied Officers' Quarters COMM: (662) 434-7278
Columbus AFB Family Housing: (662) 434-2840



Housing

Initial Lodging: Contact the Magnolia Inn for lodging 30 days prior to your anticipated arrival date and make an advance reservation. We suggest you do this unless you have an alternate temporary place to stay. The Air Force will pay for your stay at the Inn up to 10 days – any days afterward are not covered.

UOQ: Contact the UOQ Manager after your arrival to be assigned to a UOQ dorm, certify your Basic Allowance for Housing (BAH) and moving entitlement, and/or receive a Non-Availability Letter (NAL). All UOQ rooms are private and are furnished including a stove, refrigerator, and microwave. No personal items are provided – TVs, radios, towels, pots/pans, etc. Many rooms have been renovated to include dishwashers and updated bathrooms.

Family Housing: If you are accompanied, contact Family Housing at least 90 days prior to your arrival to be added to the privatized housing waitlist. Family Housing also allows *single, UOQ-released students* to share a house if UOQ occupancy is below 95% and there are no families remaining in the waitlist.

Moving: If you have furniture items, we suggest you work with the TMO to ship them to CAFB. If you live in the UOQ, your items can be stored in permanent storage at government expense until you move out. If the shipment isn't done within 90 days of the original PCS (report in date), you lose your entitlement. TMO inventory should include an individual box inventory – you are authorized to receive a one-time delivery from the TMO storage to your UOQ room.

Off-Base Housing: You can browse off-base housing options (homes.mil, etc.), **BUT YOU CANNOT MAKE ANY PERMANENT ARRANGEMENTS OR SIGN A LEASE** prior to reporting in to the UOQ.

Housing Frequently Asked Questions:

Why do I have to live in the UOQ?

Assignment to the UOQ is dictated by AFI 32-6000 and the Columbus AFB supplement. If you're coming to Columbus as a first assignment and unaccompanied, expect to live in the dorms for a period of at least six months, even if you are Guard or Reserve.

I am Guard/Reserve, or this isn't my first assignment, what are my options?

All unaccompanied students will be assigned to the UOQ prior to receiving permission to move out.

For Guard/Reserve: attain a BAH letter from your home unit and give it to the UOQ Manager when you arrive so that you receive BAH while living in at the UOQ.

For non-first assignment officers: talk to the UOQ Manager if you want to move into on- or off-base housing.

I am an accompanied officer, what is my situation?

You will receive BAH after in-processing with Finance – you must have your dependents on your orders. Each officer's situation is a little different – below are your first steps.

1. *On-base* housing: call the Housing Office to check on privatized housing availability.
2. *Off-base* housing: research the area where you want to live prior to signing a lease or apartment. Ensure there is a military clause in the lease and that you **do not waive** your SCRA rights.

If the UOQ is full, where do I live?

The UOQ is full at certain times of the year: depending on when you arrive, you may be offered BAH and a NAL. In this case, you can apply for on-base housing or look for housing off base. However, do not sign a lease or make any permanent arrangements until after you in-process with the UOQ.

I have furniture with me, where can I put it?

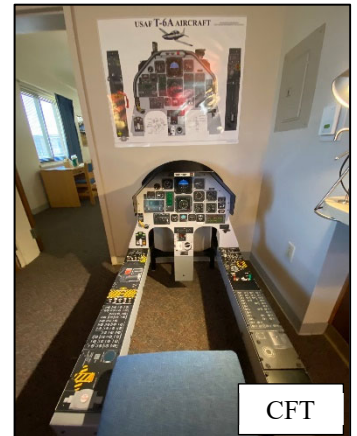
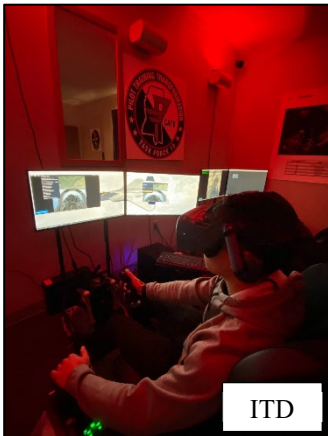
If you already have furniture, you can place your belongings into an off-base storage container.

What do the UOQ dorms look like?



What are some of the perks of living in the UOQ?

1. The dorms are furnished with plenty of space, each measuring approximately 18' x 18'. The bed size is a Full XL, which is 54" x 80" – queen-sized sheets will fit.
2. Living at UOQ is a great way for you to meet other officers – many who are also students.
3. The UOQ is located in an extremely convenient location, providing easy access to the entirety of the base.
4. A high-tech simulator-and-study lounge is equipped inside of a 2-room suite in the UOQ. This simulator room has 24/7 accessibility to all UOQ residents and leverages new technology to provide students with more effective flight training. This facility is equipped with several T-6 Texan II training devices:
 - a. (2) Immersive Training Devices (ITDs) – complete sit-down, virtual reality simulators, equipped with a stick, rudder, and power control lever modules.
 - b. (3) VR headsets – equipped with software for an in-cockpit view of instruments and switches.
 - c. (1) Cockpit Flight Trainer (CFT) – 1:1 scale cockpit outfitted with toggles, switches, and knobs.
 - d. Electronic Flight Bags (EFBs) – iPads with software for inflight use.
 - e. Military Training Devices (MTDs) – CAC-enabled tablets for pubs and military server access.
 - f. A TV for video lessons of T-6 preflight, switchology, and local flight patterns.
 - g. Publications, checklists, and diagrams for immersive study.



My neighbor plays loud music/smokes/is annoying. What can I do about this?

Talk to your neighbor first and attempt to settle the situation civilly. If living in the dorms and unable to settle a dispute, talk to the UOQ Manager. If the problem persists, further complaints will be forwarded to the squadron commander for corrective action.

Why doesn't the heating/cooling in my room work?

Sometimes the radiator mixing valve breaks – this regulates if hot or cold water is circulating through the radiator. Usually, replacing the valve fixes the problem. If you have trouble with HVAC or another maintenance/repair issue, contact the UOQ Manager to forward the problem to Civil Engineering.

There is black mold in my UOQ room. Why is this here?

Mississippi is hot and humid; mold thrives here. To mitigate: take short, cool showers; dry the walls after use; and wipe the walls down with Lysol every 1-2 weeks. If the problem persists, contact the UOQ Manager.

Why don't we have a dining facility on base?

Columbus AFB had a dining facility in the past; however, it did not receive enough business to be a sustainable service. The UOQ and various locations around base host self-service micro-markets where you can buy meals and snacks at any time. There is also a Commissary on base that has a deli and sushi bar, the Overrun Lounge at the Event Center, Coffee House on 5th, and the Bowling Alley. Food trucks also park around base during most days. Lastly, Papa Johns and Lazyguys Food Delivery services are available to drop off food on base.



The gym needs to be bigger/have a pool/have a larger weight room.

This is part of our long-term plan. There is a project for a brand-new facility, but that is dependent on funding. Don't expect a new facility for at least a few years. In the interim:

- Pilot students have access to CRAFT (Comprehensive Readiness for Aircrew Flying Training), a program that offers cognitive, nutritional, and physical training. The CRAFT program has its own gym available for pilot trainees, located outside the Operations Group and Task Force 14 Buildings.
- Columbus AFB has an Alpha Warrior Tent that is great for circuit and cross-fit workouts – this is located on-base by Freedom Park/Running Track.
- There is an outdoor pool next to the Event Center that operates during summer months.
- There are additional gyms and pools located throughout the community and surrounding areas.

ENJOYING YOUR TIME IN COLUMBUS

Breakfast

Up Down Eatery	The Grill
The Coffee	Krispy Kreme
House on 5th	Doughnuts
Cracker Barrel	Waffle House

Lunch/Dinner

Proffitt's Porch	Lost Pizza Co.
Jackson Square Grill	Jalisco's Mexican
Sweet Pepper's Deli	Hank's BBQ
Taco Amigo Food Truck	Doug and Hazel's
United Deli	McAlister's Deli
Harvey's	Huck's Place
Old Hickory Steakhouse	Little Dooney BBQ
Mo Jam's BBQ	Reuben's
Jackson Square Grill	Hibachi Buffet
Zachary's	Breaux Bridge
	Golden Horn
	Steakhouse

Local Activities

- **Hiking, fishing, and boating:** Columbus Lake, Tombigbee River, Lake Lowndes State Park/Opossum, Stennis Dam Trail, Alabama State Parks
- **Golf Clubs:** Elm Lake, Green Oaks, Mossy Oak
- **Movies:** Malco Columbus Movie Theater
- Go for a walk or run at the River Walk Trail
- Rent camping equipment at the Outdoor Recreation Center on base and stay at Dewayne Hayes Campground and Recreation Area
- Shop at the downtown Farmers Market

Under Two Hours

Starkville, MS

Miss. State Sporting events
Great restaurants and nightlife

Tuscaloosa, AL

University of Alabama sporting events
Shopping scene
Publix, Whole Foods, Target, World Market, etc.
Great nightlife/social scene

Oxford, MS

Historic Downtown Square shopping
Ole Miss sporting events
Great nightlife/social scene

Birmingham, AL

Top Golf
Large City Amenities
Hike at Oak Mountain State Park
Shopping Malls

Major Cities Within a Weekend Trip

Memphis, TN (2 ½ Hrs), Nashville, TN (4 ½ Hrs), Atlanta, GA (4 ½ Hrs), New Orleans, LA (4 ½ Hrs), Gulf Coast Cities (4-6 Hrs)





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Transition Managers (TMs) COMM: (662) 434-7618



FAQs

Regarding your Chain of Command and emergencies:

- **What is the TM phone number?**
 - 662-434-7618

- **Who do I contact in an emergency?**
 - Chief of Transition Ops 662-434-2801
 - Assistant Chief of Transition Ops 662-434-2801
 - Assistant Director of Operations 662-434-3689
 - 14th STUS First Sergeant (Shirt) 662-435-1714
 - 14th STUS Senior Enlisted Leader 662-434-7446
 - 14th STUS Executive Officer 662-434-3005
 - 14th STUS Director of Operations 662-435-7685

AFTER TRYING ALL ABOVE PERSONNEL AND AS A LAST RESORT

 - 14th STUS Commander 662-434-7887

- **Who is my commander?**
 - The Transition Flight Commander is Capt Kenneth Sparano.
 - The Graduate Flight Commander is Capt Jeffrey Meiborg.
 - The Squadron Commander is Lt Col Jerry Rives III.

- **Can I see the Transition Flight Commander?**
 - If they are not performing flying duties, usually, but speak with a TM first.

- **Is there a Reserve Liaison Officer (LNO)?**
 - The 340 FTG has an LNO: check in with them in person or call 662-434-2711

Regarding arrivals:

- **What can I do before showing up?**
 - Call the Magnolia Inn, UOQ, and/or Housing Office to establish lodging
 - Gather all needed materials for in-processing

Regarding phone numbers/email/CAC-enabled computers:

- **How do I call numbers like “x1110”?**
 - Dial 662-434-1110

- **I got a call from a 662-434-XXXX number. What do I do?**
 - This is a CAFB number – answer and return any calls.

- **Do you have the number for....?**

- The base operator's number is x1110. That is the number to call for base references. Additionally, the base app has a directory; download the Columbus AFB app in the App Store or Google Play.
- **When can I log onto a government computer?**
 - You must first be provisioned by the 14 STUS UPCs. This is done generally within 24 hours of in-processing. If you cannot log in after 7 days, see the UPCs.
- **Where are the CAC-enabled computers?**
 - The CAI Lab located in the OG Building (Bldg 268); 2nd floor on the NW side of the building.
 - The UOQ Commons (Bldg 972).
- **What do I do if I can't get on the SharePoint, e-mail, or log on to the government computers?**
 - Contact the TMs.
- **Who do I contact if I cannot log into DTS when on a computer that is DTS enabled?**
 - Contact Ms. Bonnie in the 14 STUS office suite.

Regarding your training status and dates:

- **What is a RIP?**
 - Report on Individual Personnel (RIP). This is an official document with your training information.
- **Do you have my RIP?**
 - You'll have it in your email inbox as soon as we do. If you don't have it by 10 days before your start date, THEN you should come in and ask the TMs about it.
- **What do I do with my RIP?**
 - Follow the instructions that were sent with your RIP.
 - You will then be emailed your TDY-To-School email, which allows you to complete your DTS.

Regarding leave:

- **When & how do I have to take leave?**
 - Pass – Overnight stay that is outside the local area, within CONUS, and is NOT on a duty day.
 - Send a completed 4392 to the TMs.
 - Leave – Travel/gone during a duty day or OCONUS
 - Send a completed 4392 to the TMs.
 - Update the Casual Pass/Leave Tracker.
 - Submit a request on LeaveWeb.
 - The primary approver is the Transition CC, and the secondary approver is the Transition Assistant CC.
 - Attach the signed 4392 (if OCONUS, also attach OCONUS documentation).
 - Await an authorization number and ensure Transition CC approval.
 - Guard / Reserve use unit procedures. Provide the TMs a copy of your documentation.

****You cannot combine a pass with leave. Reference the DAFI 36-3003 for more Leave/Pass questions.****

****If you will be staying overnight not in the local Columbus area, you must be on a pass or leave status.****

****If you are 45+ days from Initial Pilot Training (IPT), leave approval authority will be the Transition Flight Commander. If you are within 45 days of IPT, leave approval authority will be the IPT Class Flight Commander. If you are within 20 days of IPT, leave will not be approved. Please refer to the Pilot Training Guide for Students and Spouses for training timelines.****

- **Can I take leave outside the continental United States (OCONUS)?**
 - Yes, but you need to start your leave request 30+ days out. The process to get this approved can be lengthy. Come to the Transition Office to get this started.
- **How far can I drive in one day?**
 - If you are working a full day: 250 miles / 4 hours
 - Half day: 400 miles / 6 hours
 - No Work: 600 miles / 10 hours
- **Should I burn all my leave/go in the hole before I start UPT?**
 - ‘Going in the hole’ is taking more leave than you have.
 - This is reserved only for special cases and must be approved by the 14 STUS Commander.
- **Where is the AF Form 4392?**
 - There is one in your electronic in-processing email. The TMs can send you another copy.

Regarding your APTO status and duties:

APTO = Awaiting Pilot Training Officer.

- **What obligations do I have as an APTO (formerly known as a casual)?**
 - Complete your in-processing checklist.
 - Respond to all messages that pertain to you on Slack and check your email.
 - Meet all accountability requirements or meetings.
 - For meetings, you must be present even if you have a casual job, unless you have previously coordinated with Transition CC or Transition CD.
 - If you will miss the meeting, notify the TMs the Friday before.
 - You must contact the Transition CC ASAP if you have ANY involvement with law enforcement officials (civilian or military) or see a civilian doctor or licensed physician, even on the weekend.
 - Expect to work an APTO job while awaiting pilot training.
- **What AFIs must I know? ([Department of the Air Force e-Publishing](#))**
 - Know the standards for Honors (Reveille, etc.), the Uniform/Grooming Standards, and Professional Relationships and Conduct
 - AFI 1-1 – Chapter 1 – Customs and Courtesies
 - DAFI 36-2903 - Dress and Appearance
 - AFI 36-2909 - Air Force Professional Relationships and Conduct
 - You can Google most AFIs or access them on e-Pubs, linked above.
- **What uniforms do I wear during the week?**
 - The Uniform of the Day (UOD) for APTOs is OCPs unless otherwise instructed.
 - Starting 10 Days Out, you will wear short sleeve blues or as directed by your CFC.

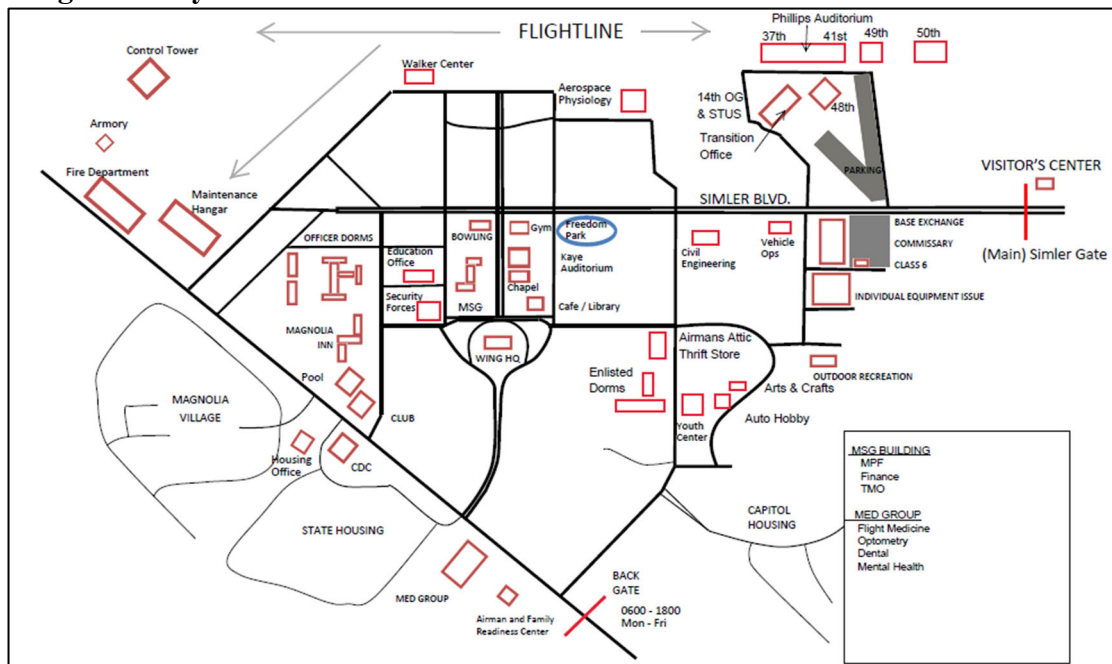
- **Do I have a APTO job yet?**
 - If no one in the Transition Office has told you so, then probably not.
- **How long do I have to sign in with the Transition Office?**
 - Until you are 10 working days out from your UPT class start date.
 - You must attend any Tuesday Morning Meetings or sign in, even if you have an APTO job.

Regarding IPT:

- **What can you tell me about IPT?**
 - IPT (Initial Pilot Training) is replacing Initial Flight Training for the foreseeable future. At IPT, you will receive your PPL, multi-engine, and instrument ratings while training under civilian instructors. IPT locations vary, with training being held in Texas, Arizona, Florida, and other states around the US.

Miscellaneous:

- **Do you have a package for me?**
 - We will contact you via Slack if we receive mail in your name – please retrieve your mail promptly. However, most packages will be sent over to the UOQ.
- **Where can I make copies of something?**
 - “The Print Shop” upstairs in the MSG building.
- **Finance Customer Service:**
<https://usaf.dps.mil/sites/13817/14FTW/WSA/Comptrollers/FOF/SitePages/Home.aspx>
- **What is the general layout of the base?**



SATURDAY - THURSDAY

LEFT SHOULDER



PEN TAB



RIGHT SHOULDER



NAMETAG



MAJCOM



FRIDAY ONLY

*IN ADDITION TO SAT - THURS PATCHES

LEFT SHOULDER



PEN TAB



RIGHT SHOULDER



NAMETAG



MAJCOM

