

# 14th STUDENT SQUADRON UPT GUIDE

Columbus  
Air Force Base

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# 14th STUDENT SQUADRON (STUS)

# SURVIVING PILOT TRAINING: A HOW-TO GUIDE

## How to Be A Successful Student Pilot

You want to succeed while you are going through UPT. Here are some helpful tips that can help you endure one of the most challenging years in your Air Force career.

- Designate a quiet study area and time every day and one day of the weekend to dedicate to studying.
- Create a study guide, notes, or flash cards.
- Get away one day of the weekend for a “free day” to help the mind rest.
- Use good health habits (for example: balanced diet, exercise 3-5 times per week). There might be times where you will get consumed with studying or mission planning and you may forget or not have time to eat. Pack a snack or prepped meal in your flight bag. Also, you *must* pass a Physical Training Assessment (PFA) at the end of pilot training. Failing the test will require you to retake the test which may delay your graduation.
- Allow for 8 hours of rest each night. If you have trouble sleeping there are programs in the medical clinic that address sleep deprivation.
- Find a good balance between faith, family, fitness and fun.
- Realize that drinking and driving can ruin your career. Drink responsibly with a plan and call 434-RIDE if necessary.
- Student group events are a great way for you to learn and support each other. The classes that hang out together tend to do the best in training. The classes that play together stay together. You can make life-long friends if you take the time to socialize during this year. There is a good chance you will see fellow classmates again during your time in the Air Force.

# FREQUENTLY ASKED QUESTIONS

## **What is an SRO?**

Senior Ranking Officer. Usually the highest ranking in a UPT Class. This could be based off of rank, age or being prior enlisted.

## **What is the difference between a Flight Commander and a Class Flight Commander?**

A Flight Commander helps push the students through the UPT syllabus and manages each flight or academic event that they have while on the flight line. A Class Flight Commander, or Class Commander, deals with the administrative paperwork, personal, and medical issues and follows each student through the entirety of UPT.

## **What is a FAIP?**

First Assignment Instructor Pilot. This is a student who graduated from UPT and instead of going to a major weapon system (MWS) at another base, they return to a UPT flying squadron to become an instructor pilot.

## **Can student pilots take leave while in UPT?**

Students are not usually allowed to take leave when UPT begins (Phase 1 Academics all the way to Graduation). However, there are specific times that all students can take leave and that is during the holidays. There are some case-by-case basis events from which a student can take leave, but this is rare. See appendix for OCONUS Travel Requirements.

## **What is formal release?**

Formal release is when the students and IPs are in the flight room or the flight line all day (12 hours). This usually takes place at the beginning of UPT and students must earn their way out of formal release. This may require good check ride scores, not failing academic events, or getting to a certain point of training as a class. Students can always go back on formal release as a punitive action.

## **What is stand up?**

This is an event that takes place on the flight line during Phases 2 and 3 of UPT that prepares students for emergency procedures while in a classroom setting.

## **What is chair flying?**

Chair flying is where students fly out their entire profile for the next flight or simulator which could include radio calls, power settings, verbal call-outs, etc. so that they are more proficient at the next flight. This creates muscle memory and good practice (could be with another student) without actually being in the plane.

## **What is a day like for a T-6 / T-1 / T-38 student pilot?**

A typical day would involve a flight, a possible simulator, student in a ground event such as a briefing or stand up. Most of the time the students are in the flight room preparing for the next flight or studying with other classmates.

## **What is track select?**

Track select is when a student has completed Phase 2 of UPT (T-6) and moves onto their next training airframe based on their class ranking. The follow-on training airframe could include the T-1 (airlift/tanker trainer), T-38 (fighter/bomber trainer) or the UH-1 (helicopter trainer that is located in Fort Rucker, Georgia).

## **Describe the track select process.**

The track selection process is a culmination of academics, flight training grades, check ride scores, and flight commander ranking that rack-and-stacks their students on a list. The top students are able to choose what path they want to take (example: T-38 or fighter/bomber follow-on trainer). This completes Phase 2 and proceeds to Phase 3.

## **What is a solo flight?**

A solo flight is where students who have progressed enough into the syllabus are allowed to take the aircraft into the air by themselves.

### **What is a dollar ride?**

A dollar ride is the first ride in that specific aircraft.

### **What is a cross country? Where do you go? How long?**

Cross country is a term used during UPT to have students and IPs go off-station to other locations outside of the local area. This usually involves multiple rides over the span of multiple days, typically an entire weekend.

### **What is an out and back?**

An out and back is similar to a cross country, but instead of going to a location and staying the night there, they come back to Columbus AFB.

### **What is a check ride? How often do check rides happen in UPT and AF?**

A check ride for UPT students is a flight and ground evaluation that encompasses their current training into one specific ride at the end of a category (Transition, Instruments, Formation, etc.). Check rides can happen fairly often in UPT (once every 1 to 2 months). However, a check ride post-UPT takes place once every 12 to 17 months.

### **What is CAP? How does this affect the student?**

Commander's Awareness Program. This helps highlight students in UPT if they are possibly having trouble in a specific area (academics, airsickness, behavioral, etc.). CAP is not always a bad thing. Flight Commanders use CAP to identify students with airsickness to help alleviate those symptoms by flying them at certain times of the day or flying them more often to get them used to aircraft. However, the majority of CAP students are in this program due to academic failures, which require remedial help.

### **Can a student still graduate if they fail something?**

They can still graduate. A flight that is failed or "unsat" will usually involve them retaking the flight or continuing through the syllabus with that item downgraded until it is finally brought back up to a standard level. A student can be removed from pilot training if they continually fail flights or check rides back-to-back.

## **What is the progression of rides for someone who is not doing well?**

This all depends. Usually they will continue to complete the same ride until they pass or move to the next ride and still have to correct their previous mistakes.

## **Are there opportunities for extra flights?**

Yes. An 84 flight is a warm-up ride for someone if they got new glasses or lenses while they are in pilot training. Students can get up to 2 of these rides. An 86 flight is used after a break in the students training for a multitude of issues. These could include being sick, aircraft maintenance, weather, or other issues. These flights are given to students at the discretion of the Flight Commander and Squadron Commander. If the student just started a phase of training, they may not get an 86 just because they have enough flights to get everything up to a passing level by the end of the phase of training or block. If a student has had a long break and they have a limited number of rides left to get everything up to a passing level, this is where a Flight Commander may recommend to the Squadron Commander to approve the use of an 86 flight. An 87 flight is used as a warm-up ride prior to a progress or elimination check ride. An 88 flight is flown after a failed check ride in a phase of training. This is called a "progress check" ride. This ride focuses on specifically the items that the students failed their check ride for, but the student will still be graded on all items in accordance with the syllabus. These sorties are usually flown with a Flight Commander, Assistant Director of Operations, or Chief of a section in the squadron. An 89 flight is flown after a failed progress check. This ride is called an "elimination check" ride. This ride is usually flown with either the Squadron Commander, Director of Operations, or the Chief Pilot in a squadron. This ride will focus on the items that the student failed their progress check for, but the student will still be graded on all items in accordance with the syllabus.

### **What should I expect at follow-on training and first PCS after UPT?**

The common follow-on training will be a training school house that is usually not collocated with the final PCS location (example: student will go to Altus AFB, OK for KC-135 follow-on training prior to going to their PCS location). Students could also go to SERE in Spokane, WA for a month for combat survival training prior to their initial school house or PCS.

### **How do I get base visitor access for family/guests for drop night, graduation, etc.?**

Students can go to the Visitor Center outside of the main gate and give their family members' information to the Security Forces personnel that work there. The information that they will need is full name, date of birth, driver's license number and the state that issued it.

# NEW TO COLUMBUS AFB

# CONNECTING

## BASE APP

Download the Columbus AFB/14FTW app on your mobile device.

## WEBSITES

Columbus.af.mil is the Wing's official website. You can find the BLAZE Bulletin, wing events, leadership biographies, fact sheets, and more.

Columbusafbliving.com is a useful website for information on base resources, calendar of events, and more. "Like" the Columbus AFB Living Facebook page to view information on your Facebook feed.

## FACEBOOK

### Base Organizations

- Columbus Air Force Base
- Columbus AFB Living
- Columbus Family Housing
- Columbus Air Force Base Chapel
- Airman & Family Readiness (Columbus AFB)
- CAFB FSS Rocks
- CDC Parents- CAFB
- Columbus AFB Youth Center
- Columbus AFB Fun & Recreation
- AFMS - Columbus - 14th Medical Group
- Columbus AFB Fitness Center
- Columbus Air Force Base Library
- Columbus AFB Bowling Center
- Columbus AFB Living/Whispering Pines Golf Course
- Columbus AFB Emergency Management
- Columbus AFB Fire Department
- Columbus AFB...Magnolia Inn!

## **Buy & Sell**

- Team Blaze Virtual Swap
- Kids Blaze Swap Meet
- CAFB Homemade/Home Business
- CAFB Thrift Store
- Columbus AFB Aiman's Attic
- Columbus AFB ONLY, Mississippi, Yard Sale

## **BASE ORIENTATION PROGRAMS**

### **Wing Newcomers Orientation**

Attend the Wing Newcomers Orientation. It is a requirement for the active duty member to attend. At this presentation, you will learn about the base's mission and the support agencies on base. This is held at the Columbus Club/Event Center. For more information, call (662) 434-2790.

# IMPORTANT PHONE NUMBERS

<b>Base Operator</b>	(662) 434-1110
<b>Transition Office</b>	(662) 434-7626
<b>Duty Desk</b>	
37th/41st	(662) 434-7666
48th	(662) 434-7847
50th	(662) 434-7738
<b>First Sergeant</b>	
Office	(662) 434-7454
Cell	(662) 364-7454
<b>Designated Drive</b>	(662) 434-RIDE
<b>Housing</b>	
Office	(888) 318-5771
Office Fax	(662) 434-0079
Maintenance Requests	(662) 434-8213
After Hours Maintenance	(662) 434-8213
<b>Medical</b>	
Appointment Line	(662) 434-2273
Dental	(662) 434-2250
Optometry	(662) 434-2331
Outpatient Records	(662) 434-3129
Pharmacy	(662) 434-2168
Physical Therapy	(662) 434-2120
Tricare/Referrals/Claims	(662) 434-2137; (662) 434-2161; (662) 434-7905
<b>Airman &amp; Family Readiness Center (AFRC)</b>	(662) 434-2790

<b>Military Personnel Flight (MPF)</b>	(662) 434-2624; (662) 434-2626
<b>Finance</b>	(662) 434-2095; (662) 434-2705; (662) 434-3598
<b>Legal</b>	(662) 434-7030
<b>Chaplain</b>	(662) 434-2500
<b>Inspector General (IG)</b>	(662) 434-3056
<b>Security Forces Desk</b>	(662) 434-7129
<b>Mental Health</b>	(662) 434-2239
<b>Sexual Assault Response Coordinator (SARC)</b>	
Office	(662) 434-1228
Hotline	(662) 364-0822
<b>Military Family Life Counselor (MFLC)</b>	(662) 435-1110
<b>Outdoor Recreation</b>	(662) 434-2505; (662) 434-7861
<b>Information, Tickets, &amp; Travel (ITT)</b>	(662) 434-7861

# BASE AGENCIES QUICK REFERENCE GUIDE

This provides a list of base agencies and personnel who can offer a host of support and services to you. It is not a comprehensive list nor does it explain all the services each agency offers. It simply provides a starting point for your search. Please refer to the agencies' official website, [columbusafbliving.com](http://columbusafbliving.com), or the base app for more detailed information.

## **Airman & Family Readiness Center (AFRC)**

- Air Force Aid Society
- Casualty/BSP
- Employment/Career Focus Program
- Exceptional Family Member Program (EFMP)
- Family Life Education
- Family/Personal Readiness
- Key Spouse Program
- Military Family Life Consultant (MFLC)
- Personal Financial Management
- Relocation Assistance
- School Liaison Officer
- Transition Assistance
- Volunteer Program

### *Programs offered:*

- Pre-separation Counseling
- Pre- & Post-Deployment Brief
- Survivor Benefit Plan
- Career Technical Training
- Federal USAJobs Workshop
- Entrepreneurship Track Transition Workshop
- Heart Link
- Hearts Apart
- Transition Assistance Program
- Capstone
- Newcomers Orientation

## **Airman's Attic**

- Junior enlisted members get clothes/household essentials free of charge
- Volunteer on Saturdays
- Donations accepted anytime at the loading dock

## **Arts & Crafts Center**

- Engraving
- Graphics
- Framing
- Woodwork

## **Base Exchange (BX)**

- Military clothing store (inside BX)
- Mall includes: barber shop, beauty shop, optical shop, GNC, Subway and Taco Bell

## **BLAZE Commons**

- Library
  - o Books
  - o E-Readers
  - o Audio Books
  - o DVDs
  - o Story Time
  - o Book Club
- Information, Travel & Tickets (ITT)
  - o Travel discounts
  - o Theme park tickets and hoppers
  - o Vacation packages
  - o Bus/Shuttle Rental
- Coffee House on 5th

## **Chapel**

- Services
- Privileged Communication
- Faith & Youth Groups

## **Child Development Center (CDC)**

- Accepts children six weeks of age through five years
- Full time slots and drop-in care is available only on a space available basis

## **Commissary**

- Deli & Sushi (inside Commissary)

## **Education Center**

- Tuition Assistance
- GI Bill
- Testing
- Local Colleges

## **Finance**

- Military Pay
- Leave & Earning Statements
- Reimbursements

## **Legal**

- Notary & Power of Attorney (POA) Services
- Will and Advance Medical Directive
- Tax Preparation (February to mid-April)
- Military Claims (Relocation/Household Claims)

## **Medical Clinic**

- Alcohol and Drug Abuse Prevention and Treatment (ADAPT)
- Dental
- Exceptional Family Member Program (EFMP)
- Family Advocacy
- Family Health
- Immunizations
- Laboratory
- Mental Health
- Optometry Clinic
- Outpatient Records

- Pharmacy Services
- Physical Therapy
- Public Health
- Radiology
- TRICARE

### **Military Personnel Flight (MPF)**

- Common Access Card (CAC)/Dependent ID
- DEERS Enrollment (Defense Eligibility Enrollment Reporting System)
- PCS Orders
- Government Passport
- Visa
- Awards
- Decorations

### **Outdoor Recreation**

- Rentals:
  - o camping
  - o fishing / boating
  - o hunting
  - o sports
  - o poker
  - o home
  - o carnival
  - o lawn / garden
- Weekend Packages:
  - o camping
  - o family fishing
  - o family / group canoe
  - o biking
  - o backpacking

### **Thrift Store**

- Non-profit organization run by the Columbus AFB spouses
- Proceeds go back to our military and local community
- Volunteer during operating hours
- Consignment

## **Visitor Center**

- Long and short-term passes
- Focal point for functions and special events for guests who do not have DoD affiliation

## **Youth Center**

- Activities for children ages 5 and up
- Offers a wide range of educationally enhanced programs, instructional classes, field trips and events

# PILOT TRAINING 101

# PILOT TRAINING PHASES

## PHASES OVERVIEW

There are 3 general phases of Undergraduate Pilot Training (UPT):

- **PHASE 1:** Academic Classes and Pre-Flight Training
- **PHASE 2:** Primary Aircraft Training (T-6) & Track Selection Process
- **PHASE 3:** Advanced Aircraft Training (T-1, T-38)

\*Students selected to train in UH-1 helicopters will have follow-on training in Fort Rucker, Georgia.

## TIMELINE OVERVIEW

<b>PHASE 1:</b> 6 weeks	<b>PHASE 2:</b> 6 months	<b>PHASE 3:</b> 3-4 months
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## TRANSITION

Before beginning Academics, student pilots may be assigned to the Transition Flight on casual status as they await their class start date. Duration of transition phase will vary depending on arrival date and class start date.

- All students arriving at Columbus AFB will proceed directly to the Transition Office in the 14STUS building to start their initial in-processing (Day 1).
- Each Active Duty student (ROTC / Academy / OTS graduate / Crossflow) will be assigned to the Transition Office as a casual between 2 to 6 months.
- Student who arrive from a Guard / Reserve unit immediately in-process at the base and start their 10-days out duties to prepare for academics.

- Casual Lieutenants awaiting Initial Flight Training (IFT) or UPT are given jobs with specific squadrons and base agencies.
- IFT takes place at DOSS Aviation in Pueblo, Colorado and lasts about one month.
- All students who have either completed IFT or have a Private Pilot License (PPL) will begin Phase 1 Academics and be removed from their casual duties 10 business days out from their UPT class start date. This will be referred to as "10-days out."

**PRO TIP**

*There is limited phone availability / contact during some phases of training. Moreover, students are encouraged to "not make major life decisions" during UPT due to the stressful nature of this training. Please be supportive of this.*

**PHASE 1: Academic Classes and Pre-Flight Training**

<b>PHASE 1:</b> 6 weeks	<b>PHASE 2:</b> 6 months	<b>PHASE 3:</b> 3-4 months
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- Aerospace Physiology, Altitude Chamber Rides + Test
- Ejection Seat / Egress Training, Parachute Landing Falls
- Aircraft Systems Class + Test
- Basic Instruments Class + Test
- Mission Planning / Navigation Class + Test
- Aviation Weather Class + Test

## PHASE 2: Primary Aircraft Training (T-6) & Track Selection Process

PHASE 1: 6 weeks	PHASE 2: 6 months	PHASE 3: 3-4 months
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### Primary Aircraft Training (T-6)

- Approximately 90 hours of flight training instruction
- Purpose: Teach students basic flying skills
- Focus: Contact, Instruments, Formation (2-ship), Navigation
- At the end of this 6-month phase, students pick which Advanced Track they wish to pursue
- Students are assigned which track they go to based on their performance and ranking in Phase 2

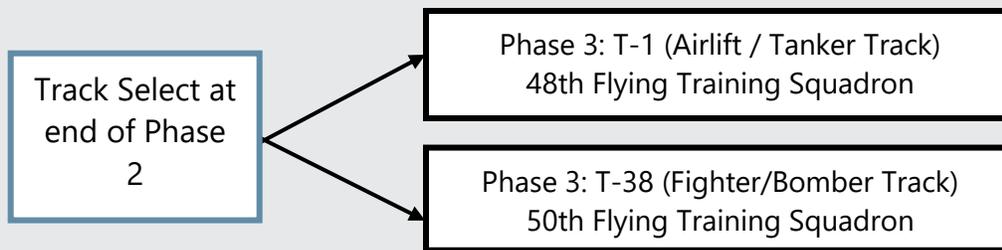
### PRO TIP

*Maintain a healthy diet and workout regimen throughout UPT. Students are required to pass the Physical Fitness Assessment (PFA) upon graduation.*

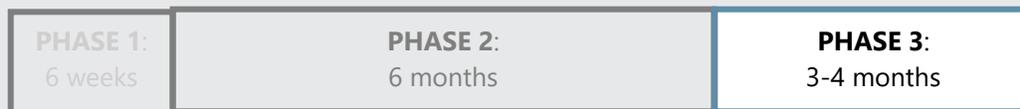
### Track Selection Process

How do you pick which track you will pursue?

- Students request track preference – you pick your track, not your aircraft
- Quota for each track is determined on a class-by-class basis – based on USAF needs
- Selection is based on merit and instructor recommendation
- Students are ranked based on: check ride scores, daily ride scores, academics, and flight commander assessment of military qualities (Commander's Ranking)
- Wing Commander approves track placement
- The track that you select narrows down what type of aircraft you are assigned to after UPT whether that be on the fighter / bomber track or the airlift / tanker track
- Reconnaissance / Special Operations aircraft can be assigned to either track based on performance / preference



## PHASE 3: Advanced Aircraft Training (T-1, T-38)



### T-1 Jayhawk – Airlift / Tanker Track

- Approximately 105 hours of flight instruction
- Purpose: Prepare graduates for airlift and tanker assignments
- Focus: Visual Flying (Transition), Instruments, Navigation, Low-level, Formation, Air Refueling, and Airdrop
- All students receive basic airdrop / refueling training
- Graduates will pick follow-on aircraft based on merit and instructor recommendation (similar to track select)

### T-38 Talon – Fighter / Bomber Track

- Approximately 120 hours of flight instruction
- Purpose: Prepare graduates for fighter and bomber assignments
- Focus: Visual Flying (Contact), Instruments, Formation (2/4 ship), Navigation, Low-level
- Graduates will pick follow-on aircraft based on merit and instructor recommendation (similar to track select)

## PRO TIP

*Work together as a class / flight. Student pilots should identify each person's strengths and share that for everyone's benefit & growth (for example: studying habits, briefings skills, mission planning efficiency).*

## **Merit Assignment Selection System (MASS) Process**

How do you pick your aircraft?

- At completion of Phase 3, students are ranked based on: check ride scores, daily ride scores, academics, and flight commander assessment of military qualities (flight commander's ranking)
- Compete for aircraft compatible with their specialized tracks (i.e. fighter/bomber, airlift/tanker)
- Numbers for each aircraft, also known as a Major Weapon System (MWS), as well as locations are determined by USAF needs
- Wing Commander approves assignments
- Graduates progress to Formal/Remote Training Unit (FTU/RTU) specific MWS training
- Students also attend Land Survival, Water Survival, and any other schools required for their next assignment

## PRO TIP

*Try not to think about MASS too much. Your job as a UPT student is to be the most technically proficient pilot and leader by the time you graduate. If you are focused on making yourself look good, then you are prioritizing the wrong thing! If you do think about MASS, do not compare yourself to others. Daily rides are meant to push yourself so downgrades are okay. Check rides are where you "make your money."*

## **HELICOPTER TRAINING: 23 FTS Fort Rucker, GA**

### **UH-1 – Helicopter Track**

- Focus: Contact, Instruments, Cross Country, Remotes, Remote-Form, Low-Level, Low-Level Form, NVGs, and no-threat NVG-LL-Form rides
- NVG flying is a big part of the last month or two of training

- UH-1 is flown during contact phase (the first 1-2 months) then you transition to the TH-1 for the remainder of the program (Instruments, Day Tac and Night Tac)

### **Graduation & Post-Graduation**

- Choices at graduation: UH-1N, HH-60G, CV-22, and FAIP
- All students (except FAIPs) will follow-on to Kirtland AFB to the rotary-wing school house for another 4-6 months
- Osprey pilots go to MCAS New River to train with the Marines before they come back to the school house and move on to their unit
- FAIPs are trained in-house at Fort Rucker, Georgia

## **POST-GRADUATION TRAINING**

### **Formal Training Unit (FTU) / Pilot Initial Qualification (PIQ) / (B-Course)**

Graduates receive their silver wings and are awarded the aeronautical rating of pilot. They attend follow-on training in their assigned aircraft at various bases known as Formal Training Units (FTUs) or Pilot Initial Qualification around the country. Nineteenth Air Force also provides follow-on training for most Air Force pilots in their assigned aircraft.

- Pilots assigned to fighter aircraft complete the Introduction to Fighter Fundamentals (IFF) course at Randolph AFB, TX, Sheppard AFB, TX, or Columbus AFB, MS flying the AT-38B and then move on to train in their assigned fighter aircraft. Location for follow-on fighter training:
  - o F-15C at Klamath Falls, OR
  - o F-15E at Seymour Johnson AFB, NC
  - o F-16 at Luke AFB, AZ or Holloman AFB, NM
  - o F-22 at Tyndall AFB, FL
  - o F-35 at Tyndall AFB, FL
- Pilots assigned to bomber aircraft will train at the following respective bases:
  - o B-1 at Dyess AFB, TX
  - o B-2 at Whiteman AFB, MO (usually not assigned out of pilot training but can be a second assignment if applied for)

- B-52 at Barksdale AFB, LA
- Pilots assigned to airlift/tanker aircraft will train at the following respective bases:
  - C-17, KC-135, and eventually the KC-46 at Altus AFB, OK
  - C-5 at Lackland AFB, TX
  - C-130 at Little Rock AFB, AR
  - MC-130, AC-130, HC-130, UH-1N, HH-60, and CV-22 at Kirtland AFB, NM
  - C-21 at Scott AFB, IL
  - U-28 at Hurlburt Field, FL
  - C-146 in Toronto, Canada followed by training at Duke Field, FL
  - FAIPs at Randolph AFB, TX

### **Introduction to Fighter Fundamentals (IFF)**

The 49th Fighter Training Squadron in Columbus AFB, MS conducts IFF training for over 75 U.S. Air Force and international pilots and Weapon System Officers annually. In IFF, the goal is to learn the advanced tactics of flying a fighter aircraft. It develops the ability, proficiency, confidence, discipline, judgement, situational awareness and airmanship of future fighter wingmen.

### **Pilot Instructor Training (PIT)**

The task of training instructors is up to the members of the 559th Flying Training Squadron (T-6 Texan IIs), 560th Flying Training Squadron (T-38C Talons), and 99th Flying Training Squadron (T-1A Jayhawks) at Randolph AFB, Texas. The syllabus that new UPT instructors complete mirrors the program that UPT students complete. However, the emphasis is on effective instruction and timely intervention in situations where safety of flight is an issue. The PIT program is often challenging and usually takes 4 months and around 70-100 flying hours to complete.

### **Survival, Evasion, Resistance and Escape (SERE) & Water Survival**

The U.S. Air Force SERE school is located in Fairchild AFB, Washington. The curriculum has three parts: (1) Survival & Evasion, (2) Resistance & Escape, and (3) Water Survival. Some parts are classified. Most SERE training is intended, above all, to provide students with the skills needed to live up to the U.S. military code of conduct when in uncertain or

hostile environments.

The majority of trainees at the USAF SERE School are Air Force aircrew members – pilots, navigators, flight engineers, loadmasters, boom operators, gunners, and other crew positions. Additionally, some intelligence officers and life support technicians may also attend. They spend weeks learning how to survive outdoors under any circumstances and to come home honorably.

# AVIATION TERMS & ACRONYMS

## **2-ship/4-ship**

These are two different kinds of formations. A 2-ship has 2 aircraft involved and a 4-ship has 4. The aircraft in these formations communicate throughout the flight to stay together.

## **Abeam**

Object located in your 3 or 9 o'clock position. Used in position reporting.

## **AGL**

Above Ground Level. An airplane's altimeter reads height above Mean Sea Level (MSL).

## **AOA**

Angle of Attack. Angle of the wing relative to the forward flight path of the airplane. On any aircraft, too great an angle of attack will cause the wing to stall, as airflow across the upper surface becomes separated and turbulent.

## **AR**

Air Refueling. This type of mission is practiced in the T-1 to simulate the air refueling capability that some follow-on aircrafts have.

## **Below MIF**

Not up to standards. All graded items must be at or "above MIF" in order to progress to the next set of flights. MIF stands for Maneuver Item File.

## **Bingo**

Minimum fuel for a safe return to base.

## **Bugout**

Egress a position or situation rapidly.

**CAP**

Commander's Action Program. Students "go on CAP" when they have done something that requires closer attention to them. There are 4 types: (1) Flying – hook 2 rides in a row, (2) USEM – fail 2 stand ups or EPQs in a row, (3) Academic – fail 2 tests, and (4) Military – breaking military protocol or severe issue with professionalism.

**Checkride**

A graded flight that is a sort of "final test" on a set of flights of a certain type.

**Check Six**

Visual observation of the rear quadrant. Refers to the clock system of scanning the envelope around the aircraft; 12 o'clock is straight ahead, 6 o'clock is directly astern.

**Clean or Clean Configuration**

Gear up, flaps up.

**Cross Country (XC)**

A multi-day, off-station mission when a group of students or IPs have multiple flights and spend the night in another city. It is usually not actually across the entire country. Common places are Florida or Texas.

**DNIF**

Duty Not Involving Flying. Pilots can "go DNIF" for a number of reasons such as allergies or a broken leg.

**DOR**

Drop On Request. This is when a student pilot decides that pilot training is not the appropriate path for them and is removed from training. Once the student drops out of pilot training, they will not be readmitted.

**Driver**

Pilot.

**FAIP**

First Assignment Instructor Pilot. A potential for students at assignment / drop night. This assignment is common during a class' drop, though

people get teased for it since they will be "stuck" at a training base for ~4 more years.

### **Envelope**

The maximum performance parameters of an aircraft; flying at the edge of the envelope means to utilize max speed, Gs or altitude of an aircraft.

### **EPQ**

Emergency Procedures Quiz. A weekly quiz that tests general knowledge based on the section the class is in. Grades for these factor into overall ranking. <85% = FAIL.

### **FBO**

Fixed-Based Operator. Airports may have an FBO that provide aeronautical services such as fueling, hangaring, tie-down and parking. FBOs may also provide free/cheap food and beverage for the pilots as they wait.

### **Flare**

The nose-up landing attitude normal for most land-based aircraft.

### **FOD**

Foreign Object Debris. Any object, particle, substance, debris or agent that is not where it is supposed to be (i.e. flight line, aircraft). In an aviation or similar environment, could create a hazard to aircraft, equipment, cargo, or personnel.

### **Form**

Short for Formation Flight. This is a type of flight that is practiced in various aircraft where two or more planes are flying in conjunction with each other. In the T-38, they can get as close as 2-3 feet flying over 500MPH!

### **Gouge**

The latest inside information. It is also referred to unofficial study materials. Students make their own gouge to help study during UPT.

### **Gradebook**

It is where, after each event, instructors would debrief student pilots

and record grades for each maneuver attempted or demonstrated in.

### **Gs, G-loading**

High-performance aircraft subject airframes and occupants to centrifugal forces. One-G equals normal gravity (14.7psi); a pilot and plane pulling 4-Gs will feel forces equal to four times the weight of gravity.

### **Head on a Swivel**

Keeping eyes peeled. Being observant of surroundings.

### **Hook**

If someone “hooks a flight,” they failed it. This does not mean they crashed or ejected. It means students were rated below MIF on one or more items they were being graded on (during a check ride) or an overall score of below MIF. You have to repeat hooked rides.

### **HUD**

Heads Up Display. A transparent screen mounted in front of the windscreen on which pertinent data from flight instruments and weapons systems are projected.

### **IFR**

Instrument Flight Rules. IFR are a set of regulations that dictate how aircraft are to be operated when the pilot is unable to navigate using visual references under Visual Flight Rules.

### **IP**

Instructor Pilot.

### **MASS**

Merit Assignment Selection System. This is the score that considers everything students are assessed on and is used to provide final rankings.

### **MIF**

Maneuver Item File. This is the standard at which the student is held. At the beginning of each phase, the MIF (or standard) is low and is gradually increased with each new block.

**MOA**

Military Operating Area. This is essentially a 3D arena in space that pilots can request access to during a flight to complete maneuvers. It is bad when you "bust the MOA" – it's like coloring outside the lines.

**MSL**

Mean Sea Level. MSL is your altitude above an average, invisible "sea level" all over the world. Normal flight operations use this reference so everyone is on the same page as to altitudes.

**MWS**

Major Weapon System. According to US Department of Defense, an MWS is "one of a limited number of systems or subsystems that for reasons of military urgency, criticality, or resource requirements, is determined by the Department of Defense as being vital to the national interest."

**No-Notice Test**

In each block of Phases 2 and 3 of training, students will be given a no-notice test (which has no study guide) to ensure their general knowledge is up to the required standard.

**Over G**

Each aircraft has G-force limitations that are considered safe during flight. If someone over Gs the aircraft, they have gone over the limit.

**PIT**

Pilot Instructor Training. Students who FAIP go onto PIT in San Antonio, TX before returning to a training base to instruct student pilots.

**Punch Out**

To eject.

**Quibble**

Talking back. People might quibble when receiving feedback.

**Red Flag**

Advanced aerial combat training exercise held by the Air Force at Nellis AFB, Nevada.

**SA**

Situational Awareness. Knowing what your airplane is doing relative to its envelope, where the ground is, and hundreds of other variables.

**SERE**

Survival, Evasion, Resistance and Escape. This training is conducted at Fairchild AFB, WA and is intended to provide students with the skills to uphold the U.S. military code of conduct when in uncertain or hostile environments.

**Sim**

Short for Simulator or Simulated Flight. Students do "Sims" as a way to practice flying in a simulated flight before getting in a real plane.

**Shot Gun**

During daily stand up, all students will stand while being asked questions. If they provide the correct answer, they may sit. If they do not, they face another round of questioning.

**Sortie**

A single mission by one aircraft.

**So to Speak**

A common phrase that is said after using words in an unusual or figurative way rather than a literal way.

**SRO**

Senior Ranking Officer. The student that is the highest ranking in class that acts as the point of contact or liaison between the Class Commander / Flight Commander and the members of his/her class.

**Stand Up**

A type of assessment where students are given an emergency scenario where they have to talk through how they would safely execute a maneuver or flight.

**STUDs**

Short for student pilots.

**SUPT**

Specialized Undergraduate Pilot Training. Sometimes shortened to UPT. This is the training program that all potential Air Force pilots must complete before earning their wings.

**That Checks**

That makes sense.

**Throttle Back**

To slow down, power back.

**Up to Speed or Up to Snuff**

To understand or to know what's going on.

**USEM**

Unit Standardization Evaluation Monitor. The individual who manages the Unit Standardization Evaluation program. This program is the formal way of properly monitoring students' general knowledge and emergency procedures. It consists of: shot gun, stand up, EPQs, and no-notice tests.

**VFR**

Visual Flight Rules. VFR are the regulations that specify the cloud and visibility limitations for aircraft operating with visual reference to terrain.

**Wash Out**

To not make the grade at pilot training.

**Wingman**

Second aircraft/pilot in a two-ship formation.

**Yank and Bank**

Successive Steep climbing/banking turns, high G loading and unloading.

# ASSIGNMENT NIGHT

# ABOUT ASSIGNMENT NIGHT

## **What is Assignment Night (Drop Night)?**

This is the night that you will get your assignment for your next air frame and base. It usually takes place two-three weeks before graduation at the Columbus Club on base. Everyone from the base is invited. Family and friends are welcome to join as well. Visit the Visitor Center outside the main gate to obtain base passes for your family and friends who are not affiliated with the DoD.

## **Assignment Night Preparations**

It is up to the students to provide food, beverages, and decorations for Assignment Night. Information will be given to the students for this process and one student will be in charge of the preparations. The students can also prepare a class video beforehand that will be shown.

## **What to expect at Assignment Night**

- The students are currently allowed to celebrate at the squadron before assignment night and will be driven over to the club. Once they arrive, they usually hang out in a separate room until the festivities begin.
- After the class video has played, the students will come out as a group and line up to the right of the stage.
- An instructor from the T-1s and T-38s (chosen by the students) will read a roast (written by their fellow students and instructors) for each student before they get their assignment.
- Students and spouses are welcome to celebrate afterward at the Columbus Club. An instructor will be assigned to ensure that they do not get into any trouble.

- Transportation can be rented to shuttle the students/spouses to another location to celebrate. Reserve a bus, van, or both through Information, Tickets, & Travel (ITT) located inside the BLAZE Commons. You must make the reservation in person. The cost is \$30 per hour. This price includes transportation in Columbus and the local area. A \$30 deposit is required and applied to the total cost. Reservations must be a minimum of 4 hours. For more information, contact ITT at (662) 434-7861.

# AIRCRAFT ASSIGNMENTS

## Potential Airframes

The following is a list of potential airframes that may be available for student pilots to rack-and-stack before Assignment / Drop Night conforming to their personal wish list. The list of available airframes for each class may vary depending on availability and needs of the Air Force.

Refer to the "Columbus Air Force Base UPT Assignment Guide" created by the Lean In Chapter for detailed information on: decision-making based on aircraft/mission/location, questions you and your student pilot should ask, family planning considerations, an aircraft and base matrix, and more! This guide can be found in the Appendix.

### Aircraft available for T-1 Student Pilots:

C-5M	HC-130N/P/J	E-3	U-28A
C-17A	MC-130H/P/J	E-4A	CV-22B
C-130H	WC-130J	E-8C	T-1 FAIP
EC-130H	KC-10A	C-12	T-6 FAIP
WC-130H	KC-46A	C-21A	MQ-1B
C-130J	KC-135	C-144	MQ-9B
AC-130U/W/J	RC-135	C-145	RQ-4
EC-130J/SJ	WC-135	C-146A	RQ-170

### Aircraft available for T-38 Student Pilots:

A-10C	F-16	MQ-1B
B-1B	F-22	MQ-9B
B-2A	F-35	RQ-4
B-52H	U-2	RQ-170
F-15C/D	T-6 FAIP	
F-15E	T-38 FAIP	

\* T-38 student pilots are also eligible for any Tanker, Transport, or Special Operations aircraft

## NOTE

*In the following "T-1 Aircraft Assignment" and "T-38 Aircraft Assignment" guides, some of the information may be out-of-date because aircraft availability and bases are constantly in flux. Conduct your research diligently and ask IPs if you have questions.*

# T-1 AIRCRAFT ASSIGNMENTS

## **C-5M Galaxy**

Mission: Transport

Locations:

Altus AFB, OK  
Dover AFB, DE  
Kelly Field, TX  
Travis AFB, CA



## **C-17A Globemaster III**

Mission: Transport

Locations:

Altus AFB, OK  
Charleston AFB, SC  
Dover AFB, DE  
Edwards AFB, CA  
Hickam AFB, HI  
McChord AFB, WA  
McGuire AFB, NJ  
Travis AFB, CA



## **C-130H Hercules**

Mission: Transport

Locations:

ANG & Reserve bases



### **EC-130H Compass Call**

Mission: Electronic Warfare

Location:  
Davis Monthan AFB, AZ



### **LC-130H Hercules**

Mission: Transport

Locations:  
New York ANGB, N



### **C-130J Super Hercules**

Mission: Transport

Locations:  
Dyess AFB, TX  
Little Rock AFB, AR  
Ramstein AB, Germany  
Yokota AB, Japan



### **AC-130 Spectre**

Mission: Gunship

Locations:  
Cannon AFB, NM  
Edwards AFB, CA  
Hurlburt AFB, FL



### **EC-130J Compass Call**

Mission: Electronic Warfare

Location:

Davis Monthan AFB, AZ



### **C-130N/P Combat King**

Mission: Search & Rescue

Locations:

Davis Monthan AFB, AZ

Kirtland AFB, NM

Moody AFB, GA

Patrick AFB, FL (AFRC)



### **MC-130 H/P/J Combat Talon**

Mission: Multi-Mission

Locations:

Eglin AFB, FL

Hurlburt AFB, FL

Kadena AB, Japan

Kirtland AFB, NM

RAF Mildenhall, UK



### **WC-130J Weatherbird**

Mission: Weather  
Reconnaissance

Location:

Keesler AFB, MS



### **KC-10A Extender**

Mission: Aerial Refueling

Locations:

McGuire AFB, NJ

Travis AFB, CA



### **KC-46A Pegasus**

Mission: Aerial Refueling

Planned Locations:

Altus AFB, OK

Edwards AFB, CA

McConnell AFB, KS

Pease ANGB, NH

Seymour Johnson AFB, NC



### **KC-135 Stratotanker**

Mission: Aerial Refueling

Locations:

Altus AFB, OK

Birmingham ANGB, AL

Edwards AFB, CA

Fairchild AFB, WA

Kadena AB, Japan

MacDill AFB, FL

March ARB, CA

McConnel AFB, KS

Nellis AFB, NV

Pease ANGB, NH

RAF Mildenhall, UK

Scott AFB, IL



### **RC-135 Rivet Joint**

Mission: Reconnaissance

Locations:

Offut AFB, NE

Sub-units at: RAF Mildenhall,  
Kadena AB, Japan, and  
Souda Bay Crete



### **WC-135 Constant Phoenix**

Mission: Weather

Reconnaissance

Location:

Offut AFB, NE



### **E-3 Sentry**

Mission: Command &  
Control

Locations:

Elmendorf AFB, AK

Kadena AB, Japan

Tinker AFB, OK



### **E-4B Nightwatch**

Mission: Command &  
Control

Location: Offut AFB, NE



## **E-8C JSTARS**

Mission: Command & Control

Location:  
Robins AFB, CA



## **C-12 Huron**

Missions: Transport & Surveillance

Locations:  
Eilson AFB, AK  
Holloman AFB, NK  
Yokota AB, Japan



## **C-21A**

Mission: Passenger Transport

Locations:  
Andrews AFB, MD  
Ramstein AB, Germany  
Scott AFB, IL



## **C-144**

Mission: NSAv  
(Non-Standard Aviation)

Location:  
Undisclosed Location



## **C-145 Skytruck**

Mission: NSAv  
(Non-Standard  
Aviation)

Location:  
Cannon AFB, NM



## **C-146A Wolfhound**

Mission: NSAv  
(Non-Standard  
Aviation)

Location:  
Hurlburt AFB, FL



## **U-28A**

Mission: Utility

Locations:  
Cannon AFB, NM  
Hurlburt AFB, FL



## **CV-22B Osprey**

Mission: Cargo,  
VTOL aircraft

Locations:  
Cannon AFB, NM  
Hurlburt AFB, FL  
RAF Lakenheath, UK  
RAF Mildenhall, UK



## **T-1A Jayhawk**

Mission: Trainer

Locations:

Columbus AFB, MS

Laughlin AFB, TX

NAS Pensacola, FL

Randolph AFB, TX

Vance AFB, OK



## **T-6A Texan II**

Mission: Trainer

Locations:

Columbus AFB, MS

Laughlin AFB, TX

Pensacola NAS, FL

Randolph AFB, TX

Sheppard AFB, TX

Vance AFB, OK



## **MQ-1B Predator**

Mission: Remotely  
Piloted Aircraft (RPA)

Locations:

Cannon AFB, NM

Creech AFB, NV

Eglin AFB, FL

Holloman AFB, NM



## **MQ-9B SkyGuardian**

Mission: Remotely  
Piloted Aircraft (RPA)

Locations:

Cannon AFB, NM

Creech AFB, NV

Eglin AFB, FL

Holloman AFB, NM



## **RQ-4 Global Hawk**

Mission: Remotely  
Piloted Aircraft (RPA)

Locations:

Beale AFB, CA

Edwards AFB, CA

Grand Forks, ND



## **RQ-170 Sentinel**

Mission: Remotely  
Piloted Aircraft (RPA)

Location:

Creech AFB, NV



# T-38 AIRCRAFT ASSIGNMENTS

## **A-10C Thunderbolt II**

Mission: Attack,  
Close Air Support

Locations:

Davis-Monthan AFB, AZ

Fort Wayne ANG, IN

Gowen Field ANGB, ID

Moody AFB, GA

Nellis AFB, NV

Osan AB, Korea

Selfridge ANGB, MI

Warfield ANGB, MD

Whiteman AFB (AFRC), MO



## **B-1B Lancer**

Mission: Bomber

Locations:

Dyess AFB, TX

Edwards AFB, CA

Ellsworth AFB, SD

Grand Forks AFB, ND

Nellis AFB, NV



## **B-2A Spirit**

Mission: Bomber

Locations:

Edwards AFB, CA

Eglin AFB, FL

Nellis AFB, NV

Whiteman AFB, MO



## **B-52H Stratofortress**

Mission: Bomber

Locations:

Barksdale AFB, LA

Edwards AFB, CA

Minot AFB, ND

Nellis AFB, NV



## **F-15C/D Eagle**

Mission: Fighter

Location:

Bitburg AB, Germany

Edwards AFB, CA

Eglin AFB, FL

Elmendorf AFB, AK

Kadena AB, Japan

Langley AFB, VA

Mountain Home, ID

Nellis AFB, NV

RAF Lakenheath, UK

Seymour Johnson AFB, NC

Spangdahlem AB, Germany

ANG & AFRC bases



## **F-15E Strike Eagle**

Mission: Multi-Role  
Strike Fighter

Locations:

Eglin AFB, FL

Mountain Home AFB, ID

Nellis AFB, NV

Seymour Johnson AFB, NC

RAF Lakenheath, UK



## **F-16 Fighting Falcon**

Mission: Fighter

Locations:

Aviano AB, Italy

Eielson AFB, AK

Eglin AFB, FL

Kunsan AB, Korea

Luke AFB, AZ

Misawa AB, Japan

Nellis AFB, NV

Osan AB, Korea

Shaw AFB, SC

Spangdahlem AB, Germany

ANG & AFRC bases



## **F-22A Raptor**

Mission: Fighter

Locations:

Edwards AFB, CA

Elmendorf AFB, AK

Hickam AFB, HI

Langley AFB, VA

Nellis AFB, NV

Tyndall AFB, FL



## **F-35A Lightning II**

Mission: Fighter

Locations:  
Edwards AFB, CA  
Eglin AFB, FL  
Hill AFB, UT  
Luke AFB, AZ



## **U-2 Dragon Lady**

Mission: Reconnaissance

Location:  
Beale AFB, CA



## **T-6A Texan II**

Mission: Trainer

Locations:  
Columbus AFB, MS  
Laughlin AFB, TX  
Pensacola NAS, FL  
Randolph AFB, TX  
Sheppard AFB, TX  
Vance AFB, OK



## **T-38 Talon**

Mission: Trainer

Locations:  
Columbus AFB, MS  
Laughlin AFB, TX  
Randolph AFB, TX  
Sheppard AFB, TX  
Vance AFB, OK



## **MQ-1B Predator**

Mission: Remotely  
Piloted Aircraft (RPA)

Locations:  
Cannon AFB, NM  
Creech AFB, NV  
Eglin AFB, FL  
Holloman AFB, NM



## **MQ-9B SkyGuardian**

Mission: Remotely  
Piloted Aircraft (RPA)

Locations:  
Cannon AFB, NM  
Creech AFB, NV  
Eglin AFB, FL  
Holloman AFB, NM



## **RQ-4 Global Hawk**

Mission: Remotely  
Piloted Aircraft (RPA)

Locations:  
Beale AFB, CA  
Edwards AFB, CA  
Grand Forks AFB, ND



## **RQ-170 Sentinel**

Mission: Remotely  
Piloted Aircraft (RPA)

Location:  
Creech AFB, NV



# AIRCRAFT DESIGNATIONS

- A** – Attack / Ground Attack (ex. A-10)
- B** – Bomber (ex. B-52)
- C** – Transport/Cargo (ex. C-130)
- E** – Electronic Warfare (ex. E-3)
- F** – Fighter (ex. F-16)
- H** – Search and Rescue (ex. HC-130)
- K** – Tanker (ex. KC-135)
- L** – Equipped for Cold Weather Operations (ex. LC-130)
- M** – Multi-Mission (ex. MC-130)
- O** – Observation (ex. OC-135B)
- P** – Maritime Patrol (ex. P-8 Navy aircraft)
- Q** – Unmanned Drone (ex. MQ-9)
- R** – Reconnaissance (ex. RC- 135)
- T** – Trainer (ex. T-6)
- U** – Utility (ex. U-2)
- V** – Staff Transport (ex. VC-25A)
- W** – Weather Reconnaissance (ex. WC-135)

# GRADUATION

# ABOUT GRADUATION

## SEQUENCE OF EVENTS

### Graduation Breakfast

Attire: Student Pilots - Service Dress; Families & Guests - Business casual or Sunday best

Location: Varies (check your schedule but usually at the Columbus Club)

Time: Check your schedule

- Students and their families enjoy breakfast before the graduation ceremony
- The bus leaves from the Columbus Club to the graduation ceremony at the Kaye Auditorium on base; this helps ensure that everyone going to graduation arrives on time
- The bus will take you back to the Columbus Club to your vehicle

### Graduation Ceremony

Attire: Student Pilots - Service Dress; Families & Guests - Business casual or Sunday best

Location: Kaye Auditorium (on base)

Time: Check your schedule

- Students graduate and receive their wings
- There will be no delays, so be one time!

### Red Carpet

Attire: Graduates - May change into Flight Suits; Families & Guests - May change into casual clothing

Location: Respective Squadrons; 48FTS (T-1) or 50FTS (T-38)

Time: Check your schedule (usually directly after the graduation ceremony)

- Families & guests are given tours of the Squadron & static displays (aircraft tours) by the students
- Families & guests may purchase souvenirs
- Lunch may be served during Red Carpet

\*After Red Carpet is usually down time (3 pm-5 pm)

## **Graduation Dinner**

Attire: Graduates - Mess Dress; Families & Guests - Cocktail dress or semi-formal

Location: The Columbus Club

Time: Time may vary; check your schedule (there is usually a cocktail hour before dinner is served)

- Guest speaker & awards are given
- The Columbus Club staff will start cleanup by 9 pm whether or not you are done partying! Just be aware, if you are planning to save any of the centerpieces or decorations

The Graduation Officer is available to help vet issues, concerns problems and complaints. Contact STUS secretary for the Graduation Officer's number if you have questions.

## **Meals**

The Columbus Club is able to work out different dietary restrictions or issues, even if it is not on the menu. Let them know ahead of time. Meal choices are due to the Graduation Officer 4 weeks in advance.

## **Guest List**

The final guest list and payment for everyone in advance due no later than the Friday before graduation. If someone can't make it, you can invite someone to take their spot, or take their meal home, but there are no refunds.

You can sit eight people per table. You can invite as many people as you want.

To get guests on base, you need a list of everyone's name, birthdate, driver's license number and state issued in. Make sure it hasn't expired. If guests are driving they will need registration and proof of insurance.

# AIR FORCE 101

# ACRONYMS

AAFES – Army & Air Force Exchange Service  
ADSC – Active Duty Service Commitment  
AETC – Air Education & Training Command  
AFB – Air Force Base  
AFI – Air Force Instruction  
AFPC – Air Force Personnel Center  
AFRC – Air Force Reserve Command  
AFRC – Air Force Reserve Command / Airman & Family Readiness Center  
AFSC – Air Force Specialty Code  
ANG – Air National Guard  
ATC – Air Traffic Control  
BAH – Basic Allowance for Housing  
BX – Base Exchange  
CAC – Common Access Card  
CAF – Combat Air Forces  
CAP – Commander's Awareness Program  
CBT – Computer-Based Training  
CDC – Child Development Center  
CFC – Combined Federal Campaign  
CGO – Company Grade Officer  
CoC – Change of Command  
CONUS – Continental United States  
CSAF – Chief of Staff, Air Force  
DECA – Defense Commissary Agency  
DEERS – Defense Enrollment Eligibility Reporting System  
DITY – Do-It-Yourself  
DO – Director of Operations  
DoD – Department of Defense  
DOR – Date of Rank/Drop On Request

DV – Distinguished Visitor  
EO – Equal Opportunity  
EPR – Enlisted Performance Report  
FGO – Field Grade Officer  
FLT/CC – Flight Commander  
FPCON – Force Protection Condition  
FTS – Flying Training Squadron  
FTW – Flying Training Wing  
GTC – Government Travel Card  
HQ – Headquarters  
IAW – In Accordance With  
ICAO – International Civil Aviation Organization  
IG – Inspector General  
JAG – Judge Advocate General  
LOC – Letter of Counseling  
LOR – Letter of Reprimand  
MAF – Mobility Air Forces  
MAJCOM – Major Command  
MDG – Medical Group  
MFLC – Military & Family Life Consultant  
MPS – Military Personnel Section  
MSG – Mission Support Group  
MWR – Morale, Welfare & Recreation  
MWS – Major Weapon System  
MXG – Maintenance Group  
NAF – Numbered Air Force  
NAVAID – Navigational Aid  
NCO – Non-Commissioned Officer  
NCOIC – Non-Commissioned Officer in Charge  
NOTAM – Notice To Airman  
O&B – Out & Back  
OCONUS – Outside the Continental United States

OI – Operating Instruction  
OG – Operations Group  
OG/CC – Operations Group Commander  
OPR – Officer Performance Report  
OPSEC – Operations Security  
OPSTEMPO – Operations Tempo  
OSI – Office of Special Investigation  
PCA – Permanent Change of Assignment  
PCS – Permanent Change of Station  
PFA – Physical Fitness Assessment  
POC – Point of Contact  
POTUS – President of the United States  
PRF – Personnel Readiness File/Folder  
QoL – Quality of Life  
RTB – Return to Base  
RTD – Return to Duty  
SA – Situational Awareness  
SABC – Self Aid & Buddy Care  
SARC – Sexual Assault Response Coordinator  
SECDEF – Secretary of Defense  
SERE – Survival, Evasion, Resistance, Escape  
SFS – Security Forces Squadron  
SGLI – Serviceman's Group Life Insurance  
SNCO – Senior Non-Commissioned Officer  
SOP – Standard Operating Procedure  
SQ/CC – Squadron Commander  
SUPT – Supplemental Undergraduate Pilot Training  
TDY – Temporary Duty  
TLF – Temporary Lodging Facility  
UPT – Undergraduate Pilot Training  
WG/CC – Wing Commander

# RANK STRUCTURE

## Enlisted Ranks

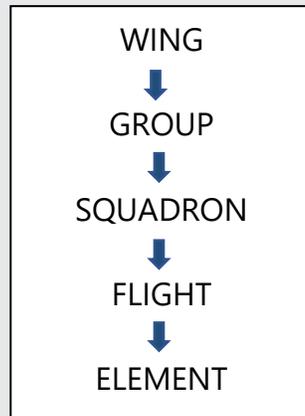
US DoD Pay grade	E-1	E-2	E-3	E-4	E-5	E-6	
Insignia	No Insignia						
Title	Airman Basic	Airman	Airman First Class	Senior Airman	Staff Sergeant	Technical Sergeant	
E-7	E-8		E-9				
							
Master Sergeant <sup>1</sup>	Senior Master Sergeant <sup>1</sup>	Chief Master Sergeant <sup>1</sup>	Chief Master Sergeant <sup>1</sup>	Chief Master Sergeant <sup>1</sup>	Command Chief Master Sergeant	Chief Master Sergeant of the Air Force	

## Officer Ranks

Pay grade	O-1	O-2	O-3	O-4	O-5	O-6
Insignia						
Title	Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel
O-7	O-8	O-9	O-10		Special <sup>1</sup>	
						
Brigadier General	Major General	Lieutenant General	General		General of the Air Force	

# ORGANIZATIONAL STRUCTURE

## CHAIN OF COMMAND



### **Wing:**

Each Wing has a distinct mission. It is comprised of one or more Groups and is typically commanded by a Colonel (O-6). Other high visibility wings are commanded by a Brigadier General (O-7).

### **Group:**

Groups are made up of several Squadrons and is commanded by a Colonel.

### **Squadron:**

A Squadron is considered to be the basic unit of the Air Force. It is commanded by a Lieutenant Colonel (O-5).

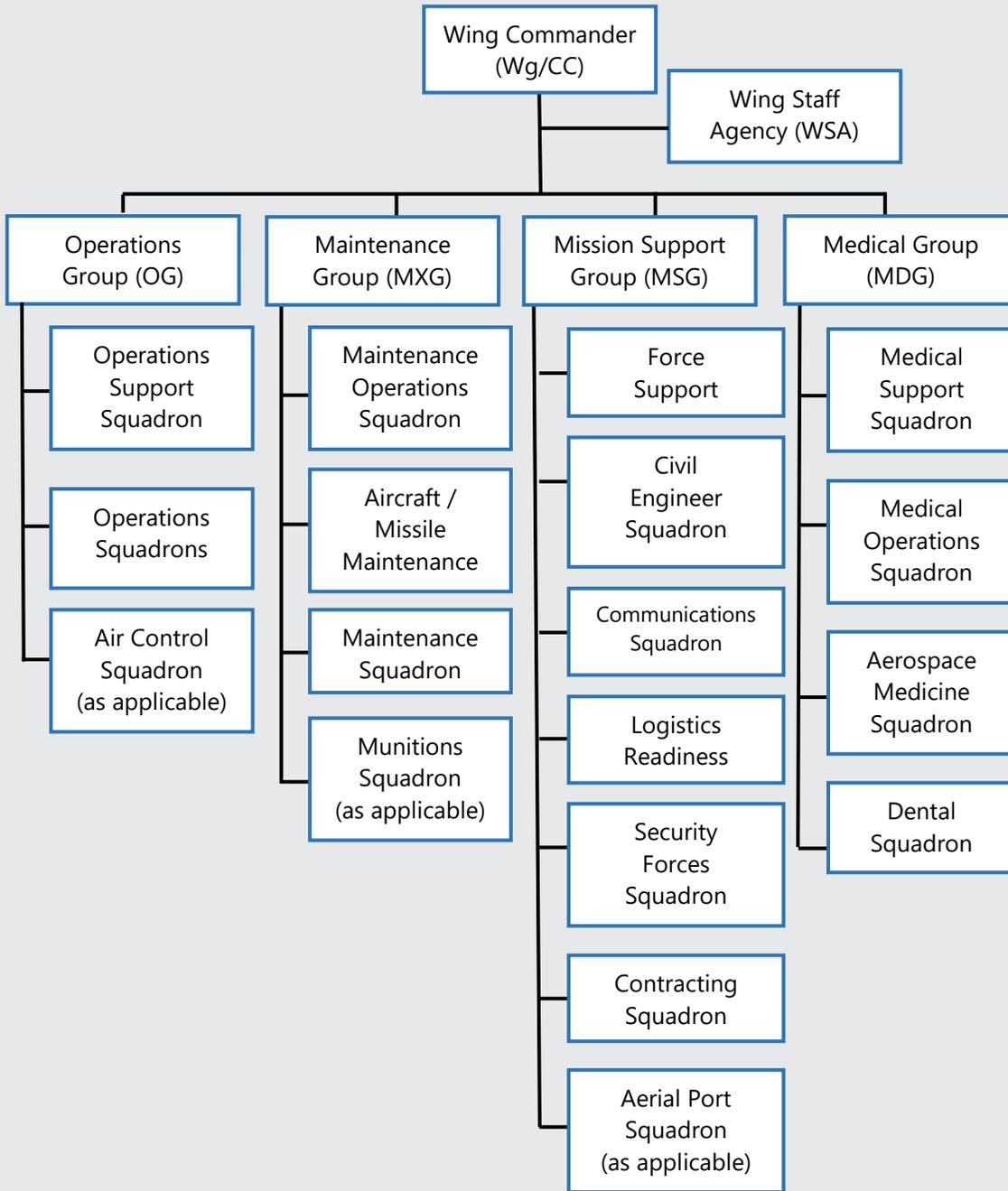
### **Flight:**

A Flight is the smallest official capacity in the Air Force. It usually ranges from a dozen people to over a hundred. A typical Flight Commander is a Captain (O-3).

### **Element:**

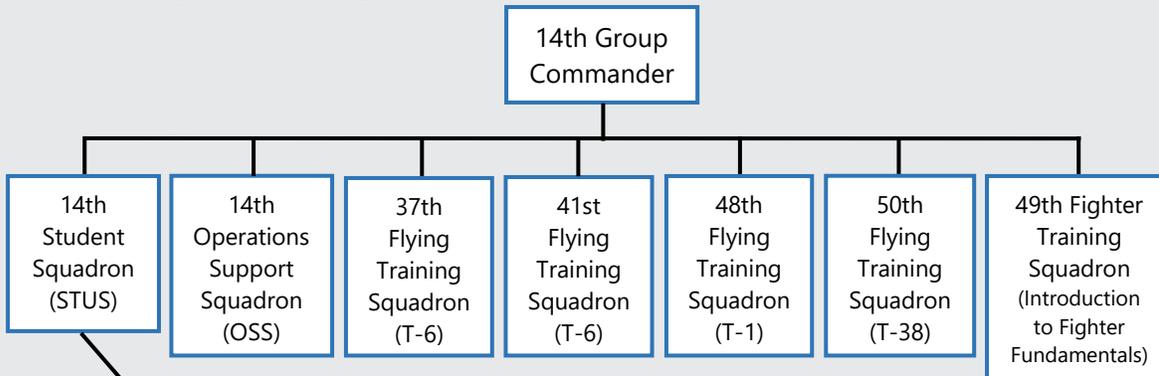
An Element is the smallest unit. Each Flight is typically broken down into three to four Elements.

# TYPICAL WING STRUCTURE

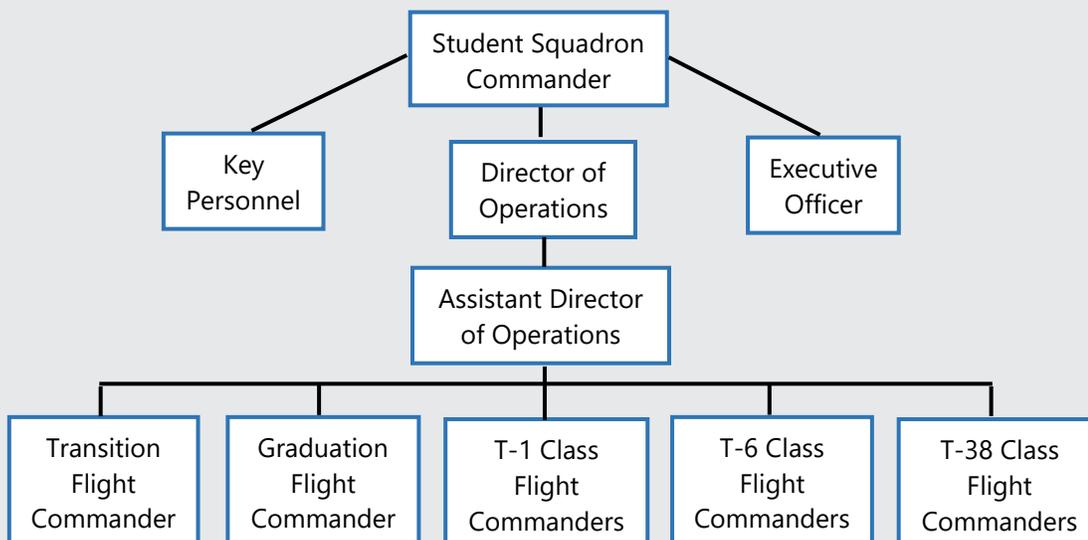


## 14TH OPERATIONS GROUP

\*This organizational chart is simplified to only include units that directly impact student pilots.



### 14TH STUDENT SQUADRON (STUS)



# AIR FORCE SONGS

## REVEILLE, RETREAT & TAPS

Reveille, Retreat and Taps are played each duty day over the base giant voice system.

**Reveille** is played as a bugle call to signal the beginning of the duty day on base at 7am.

**Retreat** is played to mark the end of the duty day and precedes the playing of the national anthem at 5pm.

**Taps** is played to mark the start of quiet hours on base at 9pm.

During the playing of Reveille and Retreat, uniformed military personnel should stand at attention and face the American flag, or the direction of the music if a flag is not visible. If Reveille or Retreat is followed by the national anthem or "To the Color," military personnel should salute (during the entirety of the song).

Military personnel and veterans who are present but not in uniform may salute when outdoors (during Reveille and Retreat) or stand at parade rest. Civilians should stand at attention and place their right hand—with a hat if they are wearing one—over their heart. All vehicles on military installations should come to a complete stop and wait until the last note of the music stops. Military members in their vehicles should sit at attention.

## "The U.S. Air Force" Song

Each branch of the U.S. military has its own song for formal ceremonies. They are played by military bands at service academy football games, boot camp/basic training graduations, and more formal ceremonies like retirements, funerals, weddings of military members, and holiday events like Memorial Day and Veterans Day. The Air Force's song titled simply "The U.S. Air Force" is best known for its opening line "Off we go/Into the wild blue yonder."

## Lyrics to the Air Force Song

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder,  
At 'em, boys, Give 'er the gun! (Give 'er the gun, Hey!)  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing will stop the U.S. Air Force!

Minds of men fashioned a crate of thunder,  
Sent it high into the blue;  
Hands of men blasted the world asunder;  
How they lived God only knew! (God only knew then!)  
Souls of men dreaming of skies to conquer  
Gave us wings, ever to soar!  
With scouts before And bombers galore. Hey!  
Nothing'll stop the U.S. Air Force!

*(Toast to the Host Lyrics. This verse commemorates fallen Air Force service members, and has a different melody and more somber mood):*

Here's a toast to the host  
Of those who love the vastness of the sky,  
To a friend, we send a message of his brother men who fly.  
We drink to those who gave their all of old,  
Then down we roar to score the rainbow's pot of gold.  
A toast to the host of men we boast, the U.S. Air Force!

Off we go into the wild sky yonder,  
Keep the wings level and true;  
If you'd live to be a grey-haired wonder  
Keep the nose out of the blue! (Out of the blue, boy!)  
Flying men, guarding the nation's border,  
We'll be there, followed by more!  
In echelon, we carry on. Hey!  
Nothing'll stop the U.S. Air Force!

# PHONETIC ALHPABET

**A** – Alpha *or* Alfa

**B** – Bravo

**C** – Charlie

**D** – Delta

**E** – Echo

**F** – Foxtrot

**G** – Golf

**H** – Hotel

**I** – India

**J** – Juliett

**K** – Kilo

**L** – Lima

**M** – Mike

**N** – November

**O** – Oscar

**P** – Papa

**Q** – Quebec

**R** – Romeo

**S** – Sierra

**T** – Tango

**U** – Uniform

**V** – Victor

**W** – Whiskey

**X** – X-ray

**Y** – Yankee

**Z** – Zulu

# APPENDIX

# COLUMBUS AIR FORCE BASE

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# UPT ASSIGNMENT GUIDE



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Capt Afton Brown -- [aftonjbrown@gmail.com](mailto:aftonjbrown@gmail.com) -- 702-860-9053

30 July 2018

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## *Undergraduate Pilot Training: A Guide to Choosing your Assignment*

So, you want to be a pilot?

Congratulations! You are currently going through one of the most rewarding and challenging programs of your life. Many senior officers will tell you that they would love to be back where you are right now, faced with the focused challenge of becoming the best possible Air Force pilot with the horizon for future opportunities wide open.

The following is a basic guide meant to help you navigate the assignment selection process to make more informed decisions for you, your family, and your career. At a minimum, reference the guide in the back of this handout to get a good picture of your options and use the questions section to guide your discussion with experienced pilots from the airframes in which you're interested.

How to use this guide:

1. Print the "Questions to ask" page and bring it to your MWS briefs
2. Plan your assignment selection based on your long-term goals
3. Look at the aircraft in the matrix and consider different options
4. Seek out mentorship from an instructor pilot or friend using this guide to know what to ask
5. Give this to your family, significant other, or spouse to help them understand how your choices are going to affect them.

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Questions You Should Ask	Page 8
Assignment Family Planning (Single or Married)	Page 9
What Comes After the AF?	Page 13
Aircraft and Base Matrix	Page 14

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## Decision Making Guide

### Phase 3: T-38's, Helicopters, or T-1's?

Deciding between T-38s, T-1's, and helicopters is the first step to choosing a career path as an Air Force pilot. First, start thinking about YOU: your overall pilot training performance, your long term career goals, and your family situation. One of the biggest mistakes that students in pilot training make is to treat the track process as a competition. Just because getting a T-38 or helicopter is more difficult to achieve, doesn't mean it's necessarily better for you or should be coveted. It is important to keep your opportunities in perspective. There are thousands of Air Force pilot training graduates who did not get their first choice and still had once-in-a-lifetime experiences unique to military flying and fully satisfying careers filled with flying and professional opportunities. Try to step back and look at the big picture and make your track selection based on YOU and not just what seems exciting now to your friends. Talk to pilots of every background, look at the recent drop options, and don't ever be afraid to shoot for the moon. But don't hold on to the disappointment if you miss, as there is too much fun everywhere to be had.

*Pro tip: Don't keep what you want to yourself. IP's factor your drive for a particular mission set into account if the performance between two individuals is close when it comes to track.*

## Drop Selection:

### Aircraft or Mission Based Thinking

Is a certain aircraft or mission more important than any particular location? If you don't have family factors affecting this decision, then you can base your decision solely on the aircraft or mission of your dreams. Before you choose that "dream aircraft", spend time talking to pilots in that airframe and get different perspectives. Sometimes a mission that seems uninteresting from the ground is challenging and fun to execute, and vice versa. Listen carefully to what experienced pilots say about the mission set. Do your research, and make sure that you have considered all the options, even ones that seem less "cool" now.

*Pro tip: Want an AFSOC mission that's not in AFSOC? Reconsider helicopters or check out the SOLII C-17 mission at Charleston.*

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*Extra questions to ask an experienced IP about an MWS:*

- How difficult is it to maintain currencies, i.e. how often are you executing the mission set vs. just training?
- What other airframes do a similar mission set that will fulfill your interest in the challenge, even if your first choice isn't available?
- What is the current manning in that aircraft? Are you at risk of getting stuck there if manning is critical or almost a guaranteed transfer to another system in 3 years for over-manning? What is the risk of getting involuntarily transferred out of the system?
- What is the future of that aircraft and where might you go if the aircraft was retired or the numbers significantly reduced?
- How many hours a year are you likely to fly?
- Where are the deployment locations (if any) and what percentage of the time are aircrews deployed?
- What is the upgrade path and timing to the left seat, flight lead, or instructor pilot?

Keep in Mind:

Deployment times, lengths, and schedules vary significantly for an airframe depending on the base, mission, or time period. Over the course of a 3 year assignment, deployments could ramp up or down, change locations, or cease entirely. Ask about IP experiences, but be aware that the information may be out of date or change completely by the time you get to your assignment.

### **Location-Based Thinking**

Do you just want to get assigned at a "good" location? Keep in mind, no matter where you go, chances are **you will move in 3 years regardless** (especially if you're at a "coveted location"). While being in Hawaii may be your dream (or your family's) right now, here are some questions you may need to ask yourself prior to putting this first.

*Note: these questions may be equally relevant to those who place their choice of aircraft as a first priority.*

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*Extra questions to ask an IP or your family:*

- What bases are there with the geographic area that is acceptable to me and what aircraft assignments are there generally to those locations (e.g. what is the probability of getting to that geographic area?)
- For the aircraft in that area, if I am assigned there, will I actually spend any time there? (TDY's and deployments mean a lot of time away from home? What is the deployment schedule like and what's the operations tempo?)
- If the preferred geographic area is unlikely, can you expand it by identifying bases that are within close proximity to major airports with easy access to that location?
- Can you hedge your bets by picking an aircraft with a higher probability of being assigned in that area for a second or follow-on assignment?
- Am I/is my family ready to live a significant airplane ride away from extended family?
- Is a personal or family goal to travel or be assigned overseas? Certain aircraft have a higher likely of overseas assignments as deployment or remote assignments. What are the overseas bases for that aircraft choice?
- Am I/is my family ready to live in another country, not just visit?



*Pro tip: Check how far the nearest airport is from base to know how easy travel home will be.*

### **Long-Term Career Goal Thinking**

Though your decision is focused on the short term – where do I go next for training – the impact of your decision will certainly affect the next 3-5 years of your life. The best decision making factors in the 3-5 year horizon and then looks even past that. That will require you to consider what you and your family's long term goals are. You don't have to be too specific, but you should have a general idea of professional/personal end game if you want to make sure you keep as many options open as possible. Do you prefer to fly for your entire career, or at least as much as possible? Do you want to be competitive for command and leadership positions? Are you thinking of just putting in your time, building your hours and going to the airlines? Do you intend to have children, if so, when? These long-term goals ultimately end up driving your priorities when considering the factors above to decide on your future aircraft. Your assignment out of drop will only last 3-6 years before you PCS to a different location, aircraft, or even job in the Air Force. Think about how that first assignment will fit into where you see yourself in 10 years. Find pilots from that airframe that are a few

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years down the road and ask them about their plan. This will give you a better idea of the future you're picking for yourself and your family.

*Extra questions to ask an IP or your family:*

- ➔ What is the traditional career path for pilots in that airplane who are interested in command or leadership positions? What are the sacrifices that would be needed to be competitive in that aircraft?
- ➔ Which aircraft offer the best route for challenging non-conventional assignments such as traveling or working internationally as an Air Attaché or Regional Affairs Specialist or working in aircraft systems acquisitions?
- ➔ Do you want to further your education? What are options for becoming an instructor at the Air Force Academy or getting picked up for the AFIT Master's Degrees or PhD program?
- ➔ Does your goal include wanting to become an astronaut or go to test pilot school? The odds are very long, but what path have pilots on that track taken successfully? Do you realize that TPS intentionally takes both fighter and heavy pilots in every class?
- ➔ Do you want to join the airlines after serving? What airframes are most competitive for a better chance to get hired?
- ➔ Which aircraft would provide you the best opportunity if you wanted to transition to the Guard or Reserves? Do you want to settle into a guard unit in your hometown after your commitment is up? What airframe or compatible airframes does that unit have?

### **Assignment Family Planning & Consideration**

*(More on Page 9)*

Even if you are single now, you should at least look ahead in your decision process to see if you might have family priorities that might impact your decisions. For example, you might be single, but be the only one capable of assisting an elderly parent who is facing some significant health care issues. If you are married and or have children, there are a number of other important considerations that will come into play such as the availability and quality of childcare, schools, spouses' personal goals and objectives and an extra set of parents to consider. Extended TDYs, frequent deployments, combat rotations, and isolated bases can have a huge impact on you and your family's happiness and satisfaction. With so many options out there, be sure to not underweight the work/life/family balance.

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*Extra questions to ask IPs, experienced spouses, or your family:*

- Can my spouse/significant other find a job at the most likely bases for the aircraft I select?
- Can my spouse/significant other finish their schooling there?
- How suitable is the aircraft location and operational tempo for starting a family? How is it to families with small children?
- What is the availability and cost of childcare?
- Does your family have any special health-care issues or concerns that may not be acceptable at certain locations? If so, you should arrange to speak with the local medical staff and then the squadron leadership as soon as possible to understand potential restrictions or limitations?
- Are you at risk for having a parent or sibling become solely dependent on you for their support or to oversee their care?

On the following page is a checklist of questions that you might ask as you listen to the briefings about your assignment options. Do not be shy about engaging the presenters to make sure you have as clear an understanding as you need to make an informed decision. We strongly recommend that you review the list before based upon your priorities from the previous analysis and add any other ones that might be significant for you. **We have put the list of questions on a separate page so that it will be easy for you to print it out and take with you.** If you find that there are important questions that we have missed that apply to a wide range of students, come see us and we will consider amending the checklist. We are always looking to improve this guide.

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Questions to Ask at your MWS briefs:

1. What kinds of missions do all of the different kinds of airframes perform?
2. What kind of things does this aircraft community value?
3. What does the training timeline look like / initial qualification?
4. What is the "dwell" time or ratio for this base & aircraft?  
-TDY's / Training / Missions / Deployments, how much are you traveling/ gone?
5. What is the deployment schedule like? Where do you deploy to? How long will you be gone, and what kind of environment is the deployment like?
6. What does a "day in the life" look like at home station?
7. What does a "day in the life" look like while on missions?
8. How much studying outside of the normal workday will this airframe require?
9. What are my options for second/third/fourth assignment in this aircraft?
10. How long will my first assignment be (how long can I expect between PCS's)?
11. What are my long term options?
12. What kind of pay can I expect from this airframe?
13. Real talk: What are the major pros and cons with this airframe/base?



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## *Additional Family Information*

### **Balancing your flying choices with family considerations: What questions should you really be asking!**

When you're making your decisions, for many their family considerations will be more important than the mission in the long term. Why? Because they represent your support system when the deployments and challenges of Air Force pilot life combined with the challenges of relationships and, perhaps children, bring you to the brink of what you can handle. Different airframes may offer certain attractive aspects like desirable locations or a "cool" mission set, but consider the toll your job will take on your personal life. Most commanders understand that when things aren't going well on the home front, the mission suffers. So to avoid putting you and your family behind the eight ball, here are some additional things for you (and your spouse/family) to consider when you ask questions about your options:

#### **1. What kind of job does my spouse have?**

Join-Spouse / Mil to Mil: If you are mil-mil, this creates a whole new set of challenges. These include managing different career requirements and convincing the Air Force to station you together. It's critical to know what "career progression" your spouse wants and needs, and you may need to pick an airframe with multiple bases or multiple MAJCOM options. The most important thing out of pilot training is to do as well as possible during the training process to give yourself options in the Assignment drop. The best advice for these couples is to seek out mentorship from experienced mil-mil couples to get situational-dependent advice for success.

*If you are in a Join-Spouse or Mil-to-Mil situation here are some extra questions to ask experienced IPs, experienced mil-mil spouses, or your family:*

- What does my spouse's career progression look like, and which bases does this path offer that will be attractive/possible for my spouse (be realistic, not optimistic).
- What are the deployment cycles like? Will we deploy together? Will we be constantly apart?
- Where can I find another (more senior) join-spouse couple to talk to about these issues?
- What is the childcare situation on base/off base?

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*Pro Tip: The Air Force offers the "Career Intermission Program" for officers who want to take 1-3 years off to get a master's, care for an aging loved one, have children, or be stationed with their spouse. This is advertised as without negative career implications, and you receive full health benefits during the time period. Search the AF portal website for more information.*

Professional Spouse in Civilian Sector: Take a look at the locations and airframes that will meet both you and your spouse's needs. Some pilots do not move for over 5 or 6 years, and stay at the same base for extended periods of time. This will allow for stability in your spouse's career and could give them more opportunities. Consider the PCS cycle frequency and locations when making your selection--will they be able to find a job that meets their needs? You also need to understand how "transportable" your spouse's profession really is. For example, teachers, accountants, and health care and sales professionals can often find jobs almost anywhere. But someone who is a patent attorney might find their options limited or have to branch out into other legal fields.

*Extra questions to ask experienced spouses, IPs, or your family:*

- What is the childcare situation on base/off base?
- What is the spouse network like? Do they only meet during work hours?
- What airframes could be good for extended PCS's?
- Which more isolated bases could have good job opportunities because of turnover of military personnel?

Stay at home / Family oriented: As a pilot you will be gone far more than most Air Force jobs. You will deploy, be TDY, go to training, and fly away at the last minute on a regular basis. You may be required to participate in exercises covering days, especially weekends or be assigned additional duties that involve weekends. If your spouse is on their own at home raising a family, consider locations that are closer to extended family to provide a support network for your spouse. Also, consider the recommendations of people experienced with a base on the quality of the spouse support network. Some families prefer longer deployments for 2-3 months, but with the trade-off of the "home" time periods guaranteed being home, where some families prefer shorter absences for TDY's and missions to make things more manageable at home.

*Extra Questions to ask experienced IPs or spouses:*

- How much warning ahead of time are most TDY's/deployments in this airframe?
- What is the spouse support network like at this base?

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## 2. When is the best time for us to have kids? (If you want them)

**Female operators:** Women have been flying airplanes for the Air Force for decades, and from the ranks of Lieutenant to General have had children and made it work while flying regardless of airframe. Don't assume that one airframe will be better than another, because it depends on a host of different factors. It should be noted that you cannot fly ejection seat aircraft at all during pregnancy or deploy in an official context while pregnant. However, most flight docs will clear you (given your health) to fly during the second trimester in heavy aircraft. This means missing fewer “gate” months while pregnant if you fly heavies, are in good health, and can time things right. Advice on the best time to get pregnant depends on the individual and their marriage, as well as the career "timing".

**Want to have kids early?** Some pilots recommend having kids earlier, because training is more flexible and you will have fewer leadership responsibilities. Auto-promotion to First Lieutenant and Captain means that you can guarantee career progression even when taking extended breaks from flying, and make up the lack of hours mid-career when there's a four-year break between Captain and Major. Performance reports early on are weak for most individuals in the flying community compared to the non-flying community, because the sole focus is on gaining experience and hours and upgrading, rather than leadership.

**Waiting to have kids?** For women pilots, some recommend waiting until mid-career, when staff positions or school keep you grounded regardless. Moving into leadership positions in the Air Force gives you a greater ability to set your own calendar and schedule than before. Male pilots face similar considerations as they try and balance the demands of their career with being an active and supporting parent. Every case is different for the member and spouse, but the key takeaway is that both women and men have been doing it successfully for decades. Don't stress about it until you and your spouse are ready. But don't ignore the subject in your assignment discussions. And if you aren't certain, ask as many questions as you can of friends, instructors, commanders, spouses, chaplains, etc.

**Planning for the birth during UPT or follow-on training:** When planning for a family and trying to decide between airframes and assignments, there are some major factors to consider, including the effect that small children at home will have on your ability to get a good night's sleep. Planning on having children during training, for example, may present a significant challenge, but you will guarantee that you are home for the birth of your child (vs. deployments that will happen regardless of your family situation). Safety of flight is often compromised by

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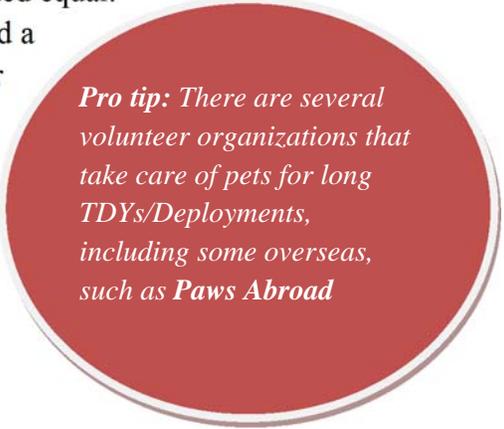
new parents flying despite getting only a few hours of sleep with a newborn or young baby at home. Make good decisions and talk to your spouse about sleeping in another room if necessary.

**Assignments that are family friendly:** AETC assignments or those that don't deploy are commonly considered more "family friendly", because of the ability to take time off and be home year-round. However, some of these assignments have a large number of TDY's, or other major family drawbacks. For these reasons make sure to ask about specifics from others who worked in these types of assignments.

**EFMP (Exceptional Family Member Program):** If you are dealing with an exceptional family medical situation, i.e. special health care for a family member or a child, understand that your options for your career will be limited to locations or assignments that allow for the health care of your family member. **You will need to coordinate with your Flight Commander/ Squadron Commander ASAP** to make sure that you're not put in an undesirable or unmanageable medical care situation for your family.

### 3. Where can I take my family and pets?

**Overseas assignments:** Not all overseas assignments are created equal. Some are "unaccompanied" tours, which means that you would spend a year or more away from your family, or not paid to house/lodge your family at your location. Space A rules give some priority to dependents whose sponsor is stationed overseas, but keep in mind if you have small children, how difficult it actually is to take them on an airplane by yourself. Also, as a security situation in a foreign country deteriorates, families are often packed up with little notice and shipped back to the United States. This is a reality you need to be mentally ready to accept. In addition, if you have beloved pets, before you put Hawaii first on your list make sure you have a plan worked out that doesn't involve putting them in quarantine for 6 months. It can be a year of quarantine if you are assigned to Japan and many end up leaving their pets behind as a result.



*Pro tip: There are several volunteer organizations that take care of pets for long TDYs/Deployments, including some overseas, such as Paws Abroad*

**Training Timelines/Locations:** Some initial qualification trainings are only a few weeks, and some last years. Will you be able to take your spouse and kids out of school, or will you spend a year apart while going through training?

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## *What Comes After the Air Force?*

This seems difficult to think about because you are just starting pilot training but understanding your long-term life goals are important to choosing what aircraft/assignments you choose. Your pilot training commitment or ADSC (Active Duty Service Commitment) **is 10 years after you graduate pilot training.** If you are graduating in 2018 that means you will be committed to the Active Duty Air Force until 2028. That is a long time and the decisions you make now will affect you for the next 10 years or more if you make the Air Force a career. That's why it is important to think about what you want to do with your career and re-evaluate your long term goals often throughout your time in the Air Force. Below is an additional list of things to consider about when choosing an aircraft/assignment/MAJCOM.

- What do you want to do with your career? Stay in for 20 years? Or get out after your ADSC is up?
- What kinds of jobs do you want to have in the Air Force? Do you want to fly as long as possible? Do you want to fly multiple aircraft? Do you want to become a General?
- Do you want to eventually move to a Guard or Reserve unit?
- Do you want to fly for the airlines when you leave active duty?
- What kind of job do you want to have when you get out of the Air Force?

### **Conclusion**

Overall, this *is just a guide* to assist you in self reflection and analysis of how you might think about picking your assignment. This is an exciting time of your Air Force career. While the decision you make and how well your desires match up with the needs of the Air Force and the luck of the draw will determine your path for the next several years, you will find that you are not on a single track, but at an initial point aimed at a major rail-yard where lots of different destinations and path are possible. This guide won't give you answers. Only you can come up with those for your situation. This is one means to get you thinking critically about your future. Hopefully, you will use this to better prepare yourself for the biggest, most exciting decision of your professional career to date. Chose wisely and for the long term. Give your best effort in your training, study hard, addresses your weaknesses and deficiencies as you progress through pilot training and you will have nothing to regret when it comes to your assignment selection.

Good Luck!

## Aircraft Locations & Information

Type	MAJCOM	UPT Phase 3	Mission	Total I#	Notes	Base Location	State	Overseas Base?
<b>HH-60</b>	ACC / PACAF /USAFE / AFMC / AETC	Helo	Search and rescue	100	HH-60G and HH-60U. To be replaced by 112 HH-60W from 2021.	Kadena AB, Nellis AFB, Moody AFB, Davis Monthan AFB, RAF Lakenheath, Aviano AB, Elmendorf AFB, Eglin AFB, Kirtland AFB	NM, NV, GA, AK	Yes / Japan, UK, Italy
<b>TH-1H</b>		Helo	Trainer	37				
<b>UH-1N</b>		Helo	Utility	59		JB Andrews	MD	
<b>KC-10A</b>	AMC	T-1	Aerial refueling	58		McGuire AFB, Travis AFB	NJ, CA	Deploys to Al-Dhafra
<b>KC-135</b>	ACC / AETC / AFMC / AMC / PACAF / USAFE / AFRC & ANG	T-1	Aerial refueling	397	KC-135R and KC-135T. To be replaced by the KC-46	Nellis AFB, Fairchild AFB, Altus AFB, Edwards AFB, MacDill AFB, Birmingham ANGB, Seymour- Johnson AFB, McConnell AFB, Pease ANGB, March ARB, Scott AFB, Kadena AB, RAF Mildenhall, AFRC: Grissom ARB, Andrews AFB, Tinker AFB, ANG: Bangor, McGuire AFB, Rickenbacker ANGB, Selfridge ANBG, Milwaukee, Knoxville, Salt Lake City, Hickam AB, Lincoln, Goldwater ANGB (Phoenix), Eilson AGFB, Pittsburgh IAP ARS, Sioux City, Meridian, Topeka	Active: NV, WA, OK, CA, FL, KS, IL, AL, Japan, UK, Reserve: IN, MD, OK, NC, FL, KS, Guard: ME, NJ, AL, MI, WI, WA, UT, HI, NE, NH, AZ, AK, PA, IA, MS, KS	Yes / UK, Japan, AK, & HI

<b>EC-130</b>		T-1	Electronic warfare	7	3 x EC-130J, 4 x EC-130SJ	Davis Monthan AFB	NM	
<b>EC-130H</b>	ACC	T-1	Electronic warfare	15		Davis Monthan AFB	NM	
<b>AC-130</b>	AFSOC	T-1	Gunship	35	AC-130U, AC-130W and AC-130J.	Hurlburt AFB, Canon AFB, Edwards AFB	FL, NM	
<b>MC-130</b>	AFSOC / AFRC	T-1	Multi-mission	60	21 x MC-130H/P, 39 x MC-130J	Kadena AB, RAF Mildenhall, Eglin AFB, Hurlburt AFB, Kirtland AFB	FL, NM	Yes / Japan & England
<b>C-21A</b>	AMC	T-1	Passenger transport	23		Ramstein AB, Andrews AFB, Scott AFB	MD, MI	Yes / Ramstein
<b>RC-135</b>	ACC	T-1	Reconnaissance	22	3 x RC-135S, 2 x RC-135U, 17 x RC-135V/W	Offutt AFB (sub-units at RAF Mildenhall & Kadena AB / Souda Bay, Crete)	NE	Yes / UK, Japan, & Crete
<b>HC-130</b>	ACC / AETC / AFRC & ANG	T-1	Search and rescue	29	9 x HC-130N/HC-130P. 78 x HC-130J planned, of which 20 currently on order.	Moody AFB, Davis-Monthan AFB, Kirtland AFB, Patrick AFB (AFRC)	GA, AZ, NM, FL	
<b>C-145</b>	AFSOC	T-1	NSAV	7	6th SOS	Canon AFB,	NM	
<b>T-1A</b>	AETC	T-1	Trainer	157	Randolph avail 2nd /3rd assignment only	Columbus AFB, Laughlin AFB, Vance AFB, NAS Pensacola  Randolph AFB	MS, TX, OK, FL	
<b>C-130H</b>	AMC / AETC / PACAF / USAFE	T-1	Transport	218	Most C-130H serve in the ANG / AFRES.	Ramstein AB, Little Rock AFB, Dyess AFB, Yokota AB	AR, TX, AL	Yes / Ramstein & Kadena

<b>C-130J</b>	AMC / AETC / AFSOC / USAFE / PACAF / AFRC & ANG	T-1	Transport	115		Ramstein AB, Little Rock AFB, Dyess AFB, Pope AFB, Hill AFB,	AR, TX	Yes / Ramstein & Yokota
<b>C-144</b>	AFSOC	T-1	NSAV	2	427th SOS	Undisclosed location		
<b>C-146A</b>	AFSOC	T-1	NSAV	18	524th SOS	Hurlburt AFB	FL	
<b>C-17A</b>	AMC / PACAF	T-1	Transport	222		Travis AFB, McChord AFB, McGuire AFB, Dover AFB, Charleston AFB, Elmendorf AFB, Hickam AFB, Altus AFB, Edwards AFB, AFRC & ANG	CA, WA, OK, DE, NJ, SC, AK, HI	Yes / HI & AK
<b>C-5M</b>	AMC / AETC / AFRC	T-1	Transport	45		Altus AFB, Dover AFB, Travis AFB	CA, DE, OK	
<b>C-12</b>	AMC	T-1	Transport / Surveillance	29	26 x C-12C/C- 12D/C-12F, 3 x C-12J	Yokota AFB, Holloman AFB, Eilson AFB	NM, AK	Yes / Japan
<b>KC-46A</b>	AMC	T-1 (Not yet available)	Aerial refueling		Not yet in service	Planned: Edwards AFB, Altus AFB, McConnell AFB, Pease ANGB, Seymour-Johnson AFB	OK, KS, NC, NH, CA	
<b>WC- 130J</b>	AFRC	T-1 / AFRC	Weather reconnaissance	10		Keesler AFB	MS	
<b>LC-130H</b>	AMC	T-1 / ANG	Cargo aircraft	10		ANGB New York	NY	
<b>CV-22B</b>	ACC / AFSOC	T-1/ Helo	Cargo VTOL aircraft	46		RAF Lakenheath, RAF Mildenhall, Canon AFB Hurlburt Field	NM, FL	Yes / UK

<b>E-3</b>	ACC / PACAF / AFRC	T-1/T-38	Command and control	31	E-3B and E-3C. One E-3B For Testing	Tinker AFB, Elmendorf AFB, Kadena AFB	OK, AK	Yes / AK & Japan
<b>T-6A</b>	AETC	T-1/T-38	Trainer	447	Randolph avail 2nd /3rd assignment only	Columbus AFB, Laughlin AFB, Vance AFB, Sheppard AFB, Randolph AFB, Pensacola NAS	MS, TX, OK, FL	
<b>U-28A</b>	AFSOC	T-1/T-38	Utility	15		Hurlburt AFB, Canon AFB	FL, NM	
<b>E-4B</b>	AFGSC	T-1/T-38	Command and control	4		Offut AFB	NE	
<b>E-8C</b>	ACC	T-1/T-38	Command and control	16		Robins AFB	GA	
<b>WC-135</b>	ACC	T-1/T-38	Weather Reconnaissance	2				
<b>MC-130</b>	AFSOC / AFRC	T-1	Multi-mission	60	21 x MC-130H/P, 39 x MC-130J	Kadena AB, RAF Mildenhall, Eglin AFB, Hurlburt AFB, Kirtland AFB	FL, NM	Yes / Japan & England
<b>A-10C</b>	ACC	T-38	Attack	287		Osan AB, Nellis AFB, Moody AFB, Davis-Monthan AFB, Warfield ANGB, Selfridge ANGB, Fort Wayne ANGS, Gowen Field ANGB, Whiteman AFB (ARFC)	NV, GA, AZ	Yes / Korea
<b>B-1B</b>	AFGSC / ANG	T-38	Bomber	60	Only supersonic bomber aircraft	Dyess AFB, Ellsworth AFB, Nellis AFB, Grand Forks AFB, Edwards AFB	NV, SD, TX	

active in the  
U.S. Air Force.

<b>B-2A</b>	ACC / AFGSC / AFMC / AFSC	T-38	Bomber	20	Slated to remain in service until 2058.	Whiteman AFB, Eglin AFB, Nellis AFB, Edwards AFB	MI, FL, NV, CA	
<b>B-52H</b>	ACC / AFGSC / AFRC / AFMC / ANG	T-38	Bomber	75	Slated to remain in service until 2045.	Barksdale AFB, Minot AFB, Edwards AFB, Nellis AFB	LA, ND, CA, NV	Guam deployments
<b>F-15</b>	ACC / PACAF / USAFE / AETC / AFMC	T-38	Fighter	236	212 x F-15C, 24 x F-15D. Currently being upgraded to remain in service --the aircraft "will" be replaced by the F-22.	Seymour Johnson AFB, Eglin AFB, Nellis AFB, Mountain Home AFB, Langley AFB, RAF Lakenheath, Spangdahlem AB, Bitburg AB, Elmendorf AFB, Kadena AB, Edwards AFB, & ANG / AFRC Bases in FL, CA, HI, MI, MT, MA, & OR	NC, FL, ID, VA, AK, CA	Yes / Korea, Alaska, Japan
<b>F-16</b>	ACC / PACAF / USAFE / AFMC / AETC / AFRC / ANG	T-38	Fighter	951	To be replaced by the F-35A.	Shaw AFB, Eglin AFB, Nellis AFB, Luke AFB, Kunsan AB, Misawa AB, Osan AB, Eilson AB, Aviano AB, Spangdahlem AB, ANG & AFRC Bases in AL, AZ, CO, DC, IA, MN, NJ, OH, OK, SC, SD, TX, VT, & WN	AZ, SC, FL, NV	Yes / Korea, Japan, Alaska, Italy, Germany
<b>F-22A</b>	ACC / PACAF / ANG / AFRC / AFMC	T-38	Fighter	195		Langley AFB, Tyndall AFB, Nellis AFB, Edwards AFB, Elmendorf AFB, Hickam AFB	VA, FL, NV, CA, AK, HI	Yes / AK & HI

<b>F-35A</b>	ACC	T-38	Fighter	71	In production with 1763 planned, currently 47 for testing	Eglin AFB, Luke AFB, Hill AFB, Edwards AFB	FL, CA, AZ, UT
<b>F-15E</b>	ACC	T-38	Multi-role Strike fighter	220	Currently being upgraded to remain in service beyond 2030.	Seymour Johnson AFB, RAF Lakenheath, Eglin AFB, Nellis AFB, Mountain Home AFB	NC, FL, ID Yes / UK
<b>T-38</b>	AETC	T-38	Trainer	501	T-38A and T-38C Randolph avail 2nd /3rd assignment only	Columbus AFB, Laughlin AFB, Vance AFB, Sheppard AFB, Randolph AFB	MS, OK, TX
<b>U-2</b>	ACC	T-38 / N/A	Reconnaissance	31	26 x U-2S, 5 x TU-2S. To be replaced by the RQ-4 Global Hawk block 40.	Beale AFB	CA
<b>RQ-4</b>	ACC	UAV	Patrol	37		Beale AFB, Grand Forks AFB, Edwards AFB	CA, ND
<b>MQ-1B</b>	ACC	UAV		150	To be replaced by the MQ-9.	Hollomon AFB, Creech AFB, Eglin AFB, Cannon AFB	NM, FL, NV
<b>MQ-9B</b>	ACC / AFSOC / ANG	UAV		93		Hollomon AFB, Creech AFB, Eglin AFB, Cannon AFB	NM, FL, NV
<b>RQ-170</b>	ACC	UAV				Creech AFB	NV

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NOTE: Some of the information in this table may be out of date because aircraft bases are constantly in flux. In addition, not all bases are available first assignment/ in the drop. Several aircraft have locations at testing bases, such as Eglin, Nellis, or Edwards. This means only a few spots for pilots of these aircraft are available in later assignments. In addition, most of the selective DV aircraft models (i.e. Air Force One) have been removed from the table.

*This guide is dedicated to all our fantastic mentors who helped us make the hard decisions when we felt lost. We're trying to pass it forward. Thank you.*



## DEPARTMENT OF THE AIR FORCE

23d FLYING TRAINING SQUADRON (AETC)  
BLDG 30133, WALLACE ST (CAAF)  
FT RUCKER AIN AL 36362-5358

14 Jun 17

MEMORANDUM FOR LT MATTHEW A. MEDARA

FROM: 23 FTS/DOTR  
Bldg 30133 Wallace St (CAAF)  
Fort Rucker AL 36362-5358

SUBJECT: Welcome to 23d Flying Training Squadron

1. Welcome to 23 FTS Helicopter Squadron, Cairns Army Airfield, Ft Rucker AL. Below is info/website, etc. for you to check on regarding our squadron. Also, please try to knock out the listed required trng. Make sure you print copies of certificates as well and forward to me via email **PRIOR** to your arrival here...while you are still at your base there.. That will help start the process.

\*\*\*\*2. Below are 8 computer trainings and are required prior to starting your class. Once complete, print out the Certificates and email separately via PDF (single PDF but in one email) to me and the GTC DoD Statement of Understand listed below. Also, complete the 2875, form 4394 and form 99 and return all to me prior to you departing your base there.

The training can be found in AF Portal under ADLS trng (Scroll down (Top Viewed: Training)

- 1) DoD IAA CyberAwareness Challenge
- 2) Force Protection
- 3) Human Relations
- 4) Security Administration (Formerly Information Protection)
- 5) Free Exercise of Religion Training (not the one for supervisors unless they want to do both, for supervisors is a one-time only course)
- 6) DTS:
  - DTS (Basic) - About DTS
  - DTS (Basic) – DTS Travel Documents (DTS 101) • Programs and Policies – Travel Policies (Updated for improper avoidance)
- 7) AETC - Protection of the President - AETC Gateway via ADLS (ADLS Gateway; look on left side of screen, scroll down to next to the last tab and you will find AETC Gateway-> AETC symbol -> Course List -> AETC Misc. Training)
- and 8)** Government Travel Card trng (Travel Card 101 CBT) To complete the Travel Card 101 CBT (follow these instructions right after the following link)  
<http://www.defensetravel.dod.mil/site/apc.cfm>  
Once at site, scroll down and select Hyperlink titled Travel Explorer (TraX) In new window, select OK, Select CAC Login, In DoD Explorer Home page, select Recommended Training on the right hand side, Select View All, Scroll down to Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory] and select Launch on the left hand side. And, just one more thing

please sign digitally, the attached DoD Statement of Understanding. I will send the DoD Statement of Understanding to your new Flight Commander here for him to sign as supervisor.

3. Even if you already had the training at your base...go ahead and complete it again. You will be good for the next year then. Make sure you print out the certificate as well.

\*\*\*4. Please bring a copy of your most recent Fitness Assessment Questionnaire (PT Score) and any fitness profiles (AF Form 422) that are still effective. Also, if you failed your fitness assessment, your fitness record needs to be mailed to us with all required completed forms.  
*Fitness test date must extend through the duration of your training at Ft Rucker*

\*\*\*5. **When you decide on your arrival time/date, while you are still at your base, please give me a call so we can schedule an appt.** There are several things you will need to accomplish **BEFORE** the mass inprocessing day (**11 JUL 17**). Also, check out our **website...in AF Portal, See Bases-Orgs-functions drop down, 58 OG, then drop down to 23 FTS.** This is good info. **Disregard the comment about wearing Blues on Monday. No longer required.** You will be in **CL 18-04. You will graduate 9 FEB 18.**

6. We are located at **Cairns Army Airfield, Bldg 30133 and 30135, Wallace St** right outside of Daleville on Highway 85. Once on Cairn's Airfield, follow Wallace St and then take a right in the first big parking lot. The parking is terrible so good luck on finding a spot, if you can't find one get back on Wallace St and go to the first street (Specker St) on the right and there's a parking lot there, that's our Academic Bldg (Bldg 30802). **PARK ONLY IN THE DESIGNATED PARKING LOTS WITH WHITE LINES AT THE ACADEMIC BLDG.**

7. If you would like to reside on post (Ft Rucker) in a single furnished/unfurnished house, contact the Corvias Military Living at (334) 503-3644. They offer housing for married ones and they have a single soldier's program. You could get a roommate if you don't have one (same sex of course) or may even get a house by yourself. Or you can reside off Post. Look in the Daleville, Enterprise or Ozark area its suggested that you stay away from Dothan (little too far to drive). **DO NOT RENT WITH REALTY EXECUTIVES (They are off limits).**

\*\*\*8. If you do not have a black name tag go ahead and get one ordered. All you have to do is go online (Wings-aviation.com) or email them at ([orders@wings-aviation.com](mailto:orders@wings-aviation.com)). Then call them, to make sure they got your order. They are located in Daleville AL (334) 598-6212, ext 1#, right outside the Daleville gate to Ft Rucker. Let them know you are Air Force and to make sure they put "USAF" instead of "U.S. Air Force" on your actual name tag. Order one and have them keep it there don't ask them to mail to you. It will take too long to get it.

\*\*\*9. Please make sure you have a current **2992** (PHA physical) and should be good for a year. Lately this form is not found in your medical records. If you have the new 2992 Item 11 should only be marked "**Cleared After Flight Duty Medical Examination**" and item 11c has the expiration date which this is the date that should be good for a year. **It cannot be marked "cleared after Temporary Medical disqualification" unless you have another 2992 that specifically mentions when he had his PHA in the remarks section with an expiration date.** **Please Please Please check all this out BEFORE you come this way.** Also, get them to make you a copy of this 2992 so you can have a copy in hand when you arrive to see me. Also, if you have a waiver, you must ensure it doesn't expire right before you get here. Work the waiver in plenty of time while you are there to get it extended or whatever is needed. Maxwell AFB AL is our servicing base so it can be painful if you don't have a current/good 2992 or your waiver is soon expiring.

10. For some bases they are not letting you handcarry your medical records. So, try to get something (a form), etc stating where they are mailing your medical records. Your orders (Item 32 list our servicing base which is Maxwell) but you are actually pcsing/stationed at Ft Rucker AL (Item 9) and 2 hours away from Maxwell. Have them mail your records to Lyster Army Clinic, (Medical Records Section), Ft Rucker AL 36362. But if all possible, please try to hand carry them. **Students will get their 2992s updated/renewed here at Lyster Clinic, Ft Rucker AL.**

11. If you would like to call Ft Rucker Lodging for billeting reservations please call (334) 598-5216 prior to your arrival.

12. Make sure your Security Manager releases you from JPAS prior to departing your losing base.

13. If you need anything or have questions, please don't hesitate to call me at the number below. One last thing... please provide your cell phone number and a personal email if you have one. And please give me a call BEFORE you leave your base so we can schedule an appt. Thanks again and looking forward to hearing from you.

V/R

Angela  
M. ANGELA NORRIS, GS-9  
Student Registrar  
23 FTS/DOTR  
Bldg 30133, Wallace St  
Cairn's Airfield, AL 36362  
DSN: 558-8853/COMM: (334) 255-8853  
FAX: 558-8049/COMM: (334) 255-8049



Congratulations on graduating Undergraduate Pilot Training and welcome to Grad Flight!!

**Admin / Expectations** – You are assigned to Grad Flight as soon as you graduate, until the day you in-process at your next base. This means that while you are in IFF, at SERE, at Altus, or on any other TDY, you are still assigned to Grad Flight until you've out-processed with the Columbus MPF.

- Daily sign in – 0800-1000L in the Transition Office in UoD (sign in as soon as able if you have a flight/sim)
- Weekly meeting – Tuesday at 1000L in Phillips Auditorium – if I have to cancel the meeting I will note this on the sign-in sheet
- Check work email every day and respond as necessary
- Stay within the local area during the duty day (up to a one hour drive away) and answer my calls/texts

**PCS Orders** – You will get a PCS Notification email from the MPF with multiple attachments, including a 907 checklist. Read all instructions carefully, and accomplish the *Items Required for Orders* portion of the 907 ASAP. The sooner you get your orders the better, as you can't talk to TMO or accomplish a lot of other out-processing items until you have them. Once you send all required items back to the MPF, they will work on cutting your orders.

- AF Portal - Life & Fitness - Money Welcome to Virtual Finance - Permanent Change of Station
- www.move.mil

**TDY RIPs** – You will receive a RIP from the Transition Managers. Follow the instructions in the email. Look at the entire RIP closely...

- Note the Start Date and Grad Date. You will usually travel out there one day prior, and return the day after graduating.
- Note the DIR TVL STAT... 1 is Out & Back, 3 is PCS with TDY Enroute, 7 is permanent party attending course on base assigned, and 8 is TDY to consecutive training locations and return.
- Note the reporting instructions, and go to the ETCA website (<https://etca.randolph.af.mil/>) and read about your TDY course.
- Verify the information on page 2 is all correct, and indicate if you request to take leave in conjunction with TDY.

**DTS Authorizations** – You will create your own TDY orders using DTS, just like you did for your T-6 cross country. Go to...

- 14 STUS sharepoint (<https://columbus.eis.aetca.af.mil/14og/14stus/default.aspx>), Graduates, Documents, DTS How-To's...
- Follow the instructions in the appropriate DTS Guide for your TDY. For IFF (at Randolph or Sheppard, not Columbus) and SERE, you will need to receive a TDY to School email. For PIQ at Altus, Little Rock, or Lackland, you will need a cross-org LOA from your gaining unit.

**T-38 Grads** – Turn in your Pubs, as you will have BIT pubs made available to you. If you are assigned the F-15C, 16, or 22 you will need to return to the centrifuge for the 9G profile. Complete a DTS auth IAW the guide on the sharepoint. Rental cars are authorized (1 car for 4 people). Individuals may fly out of GTR, but groups must fly out of BHM or MEM into SAT or IAH (get with the transition managers to schedule a casual student to drive you to the airport, and pick you up after, using a GOV). Keep all receipts for your voucher when you return.

**T-1 Grads** – If you are assigned the C-17, KC-135, or C-130 you will need to complete the PIQ checklist available on the ETCA website and get it signed by me. You will also need to take a helmet to training.

**ANG / AFRC Grads** – Do not leave the base without out-processing. You need to complete the 14 STUS Out-Processing checklist and any applicable PIQ checklists. You will coordinate with your home unit for orders. Make sure to stop by the Registrar's office on your way out to turn in pubs and other flight equipment and to get removed from our rosters.

**FAIPs** – Come see me to pick up a FAIP Out-Processing Checklist. Once you graduate, you'll be assigned to your new squadron so just check in with their training office the Monday after graduation. You won't be in Grad Flight at all, I just need you to turn in the FAIP Out-Processing Checklist to me.

**PFT / PHA** – You are responsible for scheduling these. Go onto the AF Portal and check your due date for each, and make sure to schedule accordingly. You cannot PCS on an expired or failed PFT. If it will expire at any point during training, or immediately after arriving at your new base, you need to schedule it before you leave. Come see me or Capt Scott Emch to schedule your PFT.

- PFT – AF Portal – Life & Fitness – AFFMS II – Fitness Tracker
- PHA – AF Portal – IMR/ASIMS – My Individual Readiness Status – View

**Leave** – Now is a great time to take leave, but training is the priority and so I won't approve any leave until you know your TDY dates. To request leave, follow these steps...

- Submit a 4392 to the Transition Managers for their approval (14 STUS/DOA). Make sure to use the 4392 template from the sharepoint, and specify any hazardous activities.
- Create a LeaveWeb request, attach the signed 4392, and submit (use me as the primary approver and Lt Burchfield as the backup)
- For OCONUS leave, come see me ASAP as there are additional steps you will need to take, and the process could take up to 60 days for approval depending on the country (it is usually much faster).
- For leave in conjunction with a TDY (LICWO), you will need to annotate this on your RIP, see Brenda Hill to fill out a LICWO and CTW form, and then attach these forms and your LeaveWeb 988 in DTS.
- You can take up to 10 days of house hunting leave either before or after you PCS, and this will need to be done through LeaveWeb and approved by the squadron commander, but will not be charged against your leave balance.

Remember that you are assigned to grad flight as soon as you graduate until you in-process at your gaining base. Make smart decisions and don't do anything to jeopardize the career you've worked so hard for. If you are going to go out drinking, have a plan and use good risk management techniques and the wingman concept. You can also call 434-RIDE, or me on my cell, if you ever need a ride. If you do happen to find yourself in any kind of trouble, or you get injured or anything else like that, contact me ASAP and we'll figure it out.

Congrats again on finishing up this challenging program and earning your wings!!

V/r,

Katy Boshears, Capt, USAF  
Graduate Flight Commander  
DSN: 742-2980  
Comm: (662) 434-2980  
Cell: (719) 447-7573

Transition Managers  
Comm: (662) 434-7618

Collin Burchfield, 1st Lt, USAF  
Transition/Grad AFC  
Cell: (662) 419-8207

Eric Hendricker, Capt, USAF  
Transition Flight Commander  
Cell: (678) 416-6016



14 STUS Out-Processing Checklist

**NAME:**

**DEPARTURE DATE:**

**RNLTD:**

Failure to complete this checklist may result in delaying your planned departure. MPF final out appt must be scheduled the day before your departure date. Active-duty, reserve, and guard students must complete this checklist before out-processing CAFB. Initial/date each item once accomplished. Ensure all required testing/training is current prior to departing.

**\*\*\*\*\* Immediately \*\*\*\*\***

MPF (X2626) – (**Active Duty**)-Ensure vMPF assignment notification and MPF email received // **COMPLETE 907 "Items Required for Orders" ASAP** –email items to A1C Sterling

Medical Clinic (Bldg 1 100, x 2273) –Ensure PHA is complete for MWS training.

Last PHA DATE: \_\_\_\_\_ (can't expire prior to departure)-Call 434-CARE to schedule PHA and/or SERE clearance

Security Manager - Clearance Verification & MPF MFR signature (Capt Barstow, x7552, OG Bldg 2nd Floor) (N/A Guard/Reserve)

Passport if you will be PCSing overseas--email SrA Kaneitha Bailem

**Date and score of last PFA – check on AFFMS(AF Portal)**

If due or expiring during MWS tng or w.in 3 months after PCS

**Note: This also applies to reservists, who can't have their PT test expire during training or seasoning days.**

Reminder: Active Duty Members Due date is 6 months after scores < 90%

M9 Tng (only C130 overseas): Email OG/UDM (Maj Meskimen x7456) to schedule required M9 training

**\*\*\*\*\* Minimum 5 Days Prior to Departure \*\*\*\*\***

Flight Records (Bldg 230, x7530) - Pick up records for TDY to FTU

Active medical waivers only: Contact Maria Rodriguez (x2190/ maria.rodriguez.42@us.af.mil)

Security Manager – Remove from JPAS a few days before PCS (Capt Barstow, x7552, OG Bldg 2nd Floor)

**\*\*\*\*\* Any Time Before Departure \*\*\*\*\***

Life Support - Return if applicable//ENJPT keeps eq// **T-1 grads, pick up helmets at T6 AFE (including KC-135)**

Bookstore (230, x7829) - Return all publications, T.O.'s, manuals, etc

DTS/GTC – Remove account from STUS (bldg 230, x2613) - Prior to PCS departure -See Bonni Senneff

ADLS -Website, remove yourself from STUS//print Cyber Challenge cert & ensure it won't expire while PCS/TDY

Dental Clinic (Bldg 1004, x2250/Also on AD MPF checklist) Pick up dental records (No earlier than 3-5 business days)

CATM (Bldg 130, x7 1 39) - De-register firearms if applicable

14 STUS Motorcycle Safety Rep (Lt Collin Burchfield) –Change your organization in MUSTT

Transition flight (230 rm. 12, 7618) -Get a copy of LOE for casual job if applicable

**\*\*\*\*\* 3 duty day prior departure \*\*\*\*\***

**Registrar (MANDATORY) (230, x7150) - Update STUD database. Turn in copy of your orders.**

**KC-135/C- 17/C-130/C5 - Get your aircraft checklist signed by Capt Boshears. You can't start PIQ w/o this signed.**

GRAD FLIGHT/4392 – Email a 4392 with your PCS travel plan to Capt Boshears & TMs.

**RETURN TO GRAD**  
**FLT/CC prior to dept**



# 14th Force Support Squadron



*Produce Pilots, Advance Airmen, Feed the Fight*



## Initial Assignment Briefing

14 FSS/FSPD  
Career Development

BLAZE



# Overview



*Produce Pilots, Advance Airmen, Feed the Fight*

- Initial Assignment Notification Email from AFPC
- vMPF Initial Assignment Briefing
- Initial Assignment Email from MPF
  - Getting to know your 907
  - AF Form 4380/AF Form 1466
  - ADSC (AF Form 63)
  - PPC Codes
- TDY(s) Enroute
- The Process (When and where to turn-in documents)



# Initial Assignment Notification



*Produce Pilots, Advance Airmen, Feed the Fight*

- AFPC sends system generated email of notification of assignment
- Expect this email the week following your “drop”
- Member has 7 days to acknowledge receipt of assignment via vMPF

Subject: Notification of Assignment Selection

From: System Generated Email [Do Not Reply] [mailto:milunique.systems@us.af.mil]

Sent: Friday, September 27, 2013 9:03 AM

To: EDYSON09@COMCAST.NET; DYSON, EDWARD A CMSgt USAF AETC 332 RCS/CCU; 14 FSS/FSMPD Organizational Mailbox

Subject: Notification of Assignment Selection

2LT SNUFFY, CARL,

Congratulations! This is to notify you of your selection for a Permanent Change of Duty Station (PCS). You are required to log-on to the vMPF immediately to complete the Official Assignment Briefing. If you do not access this requirement within 7 calendar days from your Assignment Creation Date of 27-SEP-13, an email will be sent to your commander, and military personnel section advising them of the overdue suspense.

Your military personnel section and/or unit will provide you an "Assignment Notification" report on individual person (RIP) which contains information affecting your assignment.

If you require assistance, please contact your military personnel section. You may also contact the Total Force Service Center at DSN 665-5000 or toll-free (800) 525-0102.

**BLAZE**



# Initial Assignment Briefing



Produce Pilots, Advance Airmen, Feed the Fight

## Complete 'Initial Assignment Brief' on vMPF

<https://ww3.afpc.randolph.af.mil/vmpf/Hub/Pages/Hub.asp>



**Message Center**

[Suspenses \(0\)](#)  
0 new suspenses  
0 overdue suspenses

**Navigation**

SSG Nora Jacqueline Thrailkill

The following areas of the vMPF are available to you:

- [Casualty Actions](#)
- [Self-Service Actions](#)
- [Orders Processing Application](#)
- [OP Actions](#)
- [MPF Actions](#)

**Self Service Application Status**

- [My Stuff](#)

**Most Popular Applications**

- [Initial Assignment Briefing](#)
- [Out Processing](#)
- [Awards and Decorations](#)
- [Data Verification Brief](#)
- [Duty History](#)
- [Evaluation Appeals](#)
- [Record Review/Update](#)
- [Record of Emergency Data](#)

AIR EXPEDITIONARY FORCE (AEF) INFORMATION		
AEF INDICATOR	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO
D3	TEMPO BAND D3: APR 13 - SEP 13	15 JAN 2013

INDIVIDUAL DWELL TIME (IDT) INFORMATION		
IDT	IDT EXPIRATION DATE	IDT COUNT
234 DAYS	10 MAY 2012	891 DAYS

**vMPF Introduction**

Welcome to the Virtual Military Personnel Flight (vMPF). The capabilities scheduled for release during Personnel Delivery, Phase 1 are current day-to-day base-level processes that have been redesigned to move from the militia section towards more web-based transactions. To the left, under "New Self Service Applications" you will have the ability to initiate self-service applications. For Commander Support Staff, the same availability for new Accessions, Disqualification out of CAFSC and Duty Status, Confinements, AWOL, Deserter will only be accessible by the "CSS Action Center" link in the center left.

From this page you can access any of the various online personnel applications applicable to you. The links on the right allow navigation to the application of your choosing.

We urge you to use the secure log off whenever you are finished with the vMPF. Just click the button in the upper right corner of any page and you'll be set. Thanks.

# BLAZE

# Initial Assignment Briefing



Produce Pilots, Advance Airmen, Feed the Fight

Screen Shot this Page to submit to the MPF later

18 APR 2018  
Current AFPC Time is 1428 HRS  
1LT HANNAH M. FERRARINI  
LOG OUT | CONTACT US

### Initial Assignment Briefing

**Congratulations! (Page 8)**

**Briefing Completed**  
You have completed your online initial assignment briefing, and your servicing military personnel section has been notified.

The following information is provided for your records:  
1LT HANNAH M FERRARINI has completed the Initial Assignment Briefing through vMPF on 18 APR 2018.

#### Previous Pages

You may return to any page in the briefing.

- [Page 1: Welcome to your Initial Assignment Briefing](#)
- [Page 2: Completing Your Assignment Notification Report on an Individual Person \(RIP\)](#)
- [Page 3: Items Required for Completion of Orders](#)
- [Page 4: Assignment Processing Actions](#)
- [Page 5: Final Out-processing Actions](#)
- [Page 6: General Information](#)
- [Page 7: Required Documents](#)

#### Additional Information

If you require further information regarding the topics mentioned within this online briefing, visit some or all of the following web sites:

1. [Dependents Remaining Overseas Information](#)
2. [Exceptional Family Member Program \(EFMP\)](#)
3. [Enlisted Assignment Relocation Processing Codes](#): If you are unable to open this link, you will need to contact your assignment counselor for further assistance.
4. [Defense Finance and Accounting](#)
5. [Concurrent Travel Information](#)
6. [Circuitous Travel Request](#)
7. [Humanitarian Assignment Application](#)

Attention: Using this system constitutes consent to monitoring.  
See our [Privacy and Security Notice](#) for details. [Technical Support](#)  
Date last reviewed: 15 MAR 2009

BLAZE



# Initial Assignment Email



*Produce Pilots, Advance Airmen, Feed the Fight*

About 2 duty days later, you will receive your 'PCS Selection Notification' from the MPF.

Email should be viewed in [HTML format](#)

Read the email carefully to better understand what is required of you—it lists and explains all of the documents that you are required to submit



This e-mail contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties. If you have received this message in error, please notify the sender and delete all copies of this message.

Congratulations on your assignment to TYNDALL AFB, FL. RNLTD of 30 JUN 2018.

THIS EMAIL WILL OUTLINE HOW TO OBTAIN YOUR PCS ORDERS AND SET YOURSELF UP TO FINAL OUT.

**\*\*To confirm receipt of this email, please respond with Page 8 of your Initial Assignment Briefing found on vMPF.\*\***

The attachments in this email will guide you through the steps to obtain your orders and prepare you for your final out-processing appointment. The attached AF Form 907 will list the requirements with the attachment that coincides with completing the task along with a suspense date.

Additionally, your PCS checklist has been loaded into the vMPF. This checklist requires you to out-process various base agencies prior to your final-out appointment.



# Getting to Know Your 907



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RELOCATION PREPARATION CHECKLIST				
(SEE AFI 36-2110 & 36-2102)				
1. IDENTIFICATION				
NAME (Last, First, Middle Initial)		SSAN	RANK	RNLTD
Ferrarini		123-45-6789	1LT	30-Jun-2018
NEW DUTY LOCATION			PDD	NOTIFICATION DATE
TYNDALL AFB, FL			1-Apr-18	23-Mar-18
II. REQUIRED PREPARATION ACTIONS				
ITEMS REQUIRED FOR ORDERS				
"X"	RESPONSIBLE ELEMENTS	REQUIRED ACTIONS	DUE DATE TO MPF	DATE ACTIONS COMPLETED
<input checked="" type="checkbox"/>	VMPF/ASSIGNMENT NOTIFICATION EMAIL	Statement of Understanding (Attachment 1)	30-Mar-18	
<input checked="" type="checkbox"/>	ASSIGNMENT NOTIFICATION EMAIL	FITNESS SCORE (PRINT PAGE OF LAST FITNESS TEST SCORE SHEET FROM AFFMS)	30-Mar-18	
<input checked="" type="checkbox"/>	VMPF	MEDICAL/DENTAL/ IMMUNIZATION CLEARANCE LETTERS (Attachment 3, Pages 1-3)	22-Apr-18	
<input type="checkbox"/>	ASSIGNMENT NOTIFICATION EMAIL	PASSPORT APPLICATION (Attachment 4)	N/A	
<input type="checkbox"/>	CUSTOMER SERVICE	DEERS VERIFICATION-DD 1172 PRINTED (Attachment 5)	N/A	
<input type="checkbox"/>	VMPF	FOLLOW-ON APPLICATION VERIFICATION (Attachment 6)	N/A	
<input type="checkbox"/>	FSMPD	RETAINABILITY LETTER (Attachment 7)	N/A	
<input checked="" type="checkbox"/>	VMPF	SECURITY REQUIREMENT LETTER (Attachment 8)	22-Apr-18	
<input type="checkbox"/>	MDG	AF 1466 REQUEST FOR FAMILY MBR CLEARANCE (Only applicable if your EFMP Rep deems necessary)	N/A	
<input type="checkbox"/>	MDG	AF 422A MEMBERS QUALIFICATION STATUS (See PPC if applicable)	N/A	
<input type="checkbox"/>	UTM/UDM	WEAPONS QUAL APPOINTMENT LETTER (Attachment 9)	N/A	
<input checked="" type="checkbox"/>	MYPERS	AF FORM 63 ADSC MyPers CONFIRMATION (Attachment 10)	30-Mar-18	
<input type="checkbox"/>	FSMPD	KOREA POLICY LETTER (Attachment 11)	N/A	
<input type="checkbox"/>	ASSIGNMENT NOTIFICATION EMAIL	USFK PCS Theater Specific Required Tng (Korea only) (Attachment 12)	N/A	
<input type="checkbox"/>	ASSIGNMENT NOTIFICATION EMAIL	AF FORM 965 OVERSEAS TOUR ELECTION STATEMENT (Attachment 13)	N/A	
<input type="checkbox"/>	ASSIGNMENT NOTIFICATION EMAIL	AF FORM 4380 SPECIAL NEEDS SCREENER (PCS CONUS OR UNACCOMPANIED O/S) (Attachment 14)	N/A	
<input type="checkbox"/>	UNIT PRP MONITOR	AF FORM 286 PERSONNEL RELIABILITY PROGRAM (Contact Ms. Noble @ DSN 742-1161)	N/A	
<input type="checkbox"/>	UTM/UDM	CHEMICAL WARFARE QUALIFICATIONS LETTER (Attachment 15)	N/A	
DOCUMENTS REQUIRED FOR FINAL OUT CONUS/OCONUS				
"X"	RESPONSIBLE ELEMENTS	ITEMS	IF APPLICABLE	
<input checked="" type="checkbox"/>	CLINIC	MEDICAL/DENTAL RECORDS TRANSMISSION/MAILOUT MFR (PICK-UP 1 DAY PRIOR TO)	REQUIRED	



# Getting to Know Your 907



*Produce Pilots, Advance Airmen, Feed the Fight*

- **Your 907 has everything you need to complete to get your PCS orders**
- **Each task will have an associated attachment that you will need to reference/complete**
- **You need to complete “checked” boxes**
- **Send all documents to 14 FSS/FSMPD org email by the due dates posted (14mss.dpma@us.af.mil)**
- **Once your Assignment counselor has all your documents noted on the 907, they will submit your orders to AFPC**

**BLAZE**



# AF Form 4380/AF Form 1466



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## Important AF 4380 and AF 1466 (Dependents Only)

**Please notify us if you have marked 'Yes' on the AF 4380 immediately.**

An AF 1466 will need to be initiated immediately by the mbr to the MDG Special Needs Coordinator (SNC) (Located at the Koritz Clinic)

Contact SNC (Ms. Valencia Morrow) via email or Comm 434-2115 or DSN 742-2115 for an appointment

The 1466 is mandatory for all OCONUS with dependents assignments or members who have Q coded dependents with a CONUS assignment

1466 clearance could take up to 6 months and orders cannot be processed until clearance is granted.



# AF Form 4380, Special Needs Screener



Produce Pilots, Advance Airmen, Feed the Fight

## AF Form 4380, Special Needs Screener, must be completed by all members with dependents and signed by SNC

**AIR FORCE SPECIAL NEEDS SCREENER**  
*(Completed by all Sponsors with Family Members)*

**AUTHORITY:** 10 U.S.C. 55, 10 U.S.C. 8013 and E.O. 9397 (SSN) as amended.  
**PURPOSE(S):** Used to document, plan, and coordinate the health care of family members during relocation; determine eligibility and suitability for benefits for various programs; and compile statistical data.  
**ROUTINE USE:** Used to accumulate information for determining family member special needs.  
**DISCLOSURE:** Voluntary; however, failure to provide SSN or other requested information may delay screening of family member's suitability for relocation at government expense or delay issuance of PCS orders.

**TO:** SPECIAL NEEDS COORDINATOR AND AIR FORCE PERSONNEL CENTER (AFPC)  
**FROM:** Air Force Family Member Special Needs Identification Screener  
 The Air Force makes an effort to ensure specialized medical and educational services are available for all military family members. In order to help us do this, we need to know if any special medical and/or educational needs exist for your family members. You are required to complete this form as part of your relocation processing, if you have family members, whether they are living with you or not.

**SPONSOR'S INFORMATION**

Sponsor's Name (Last, First, MI)	Rank	Social Security Number (SSN)
Current Unit and Duty Station	Duty Telephone Number	Home Telephone Number
Projected Installation For Relocation	Projected Departure Date	

**SPONSOR'S FAMILY INFORMATION**

Please read and answer all questions. Indicate (X) the appropriate box. **Thank you.**

- Are you currently enrolled in any Service's Exceptional Family Member Program (EFMP)? Yes  No   
If yes, stop here.
- Do any of your children receive Special Education Services? Yes  No
- Do any of your children receive Early Intervention Services? Yes  No
- Do any of your children receive speech therapy, occupational therapy, physical therapy, or counseling services? Yes  No
- Has any dependent member of your family been hospitalized for the same condition more than once? Yes  No
- Has any dependent member of your family been seen by a medical provider or mental health provider for the same condition more than six times in the last year? Yes  No
- Do any of your family members have a chronic medical condition that requires at least annual evaluation or follow-up by a specialist (such as cardiology, internist, psychology, neurology, counseling, etc.)? Yes  No
- Do any of your dependent family members have reactive airway disease or asthma? Yes  No

If YES to any questions numbered 2 - 8, please contact the Exceptional Family Member Program (EFMP/M) Office at the Military Treatment Facility for assistance prior to pursuing any further relocation actions.

I certify that this information is complete and accurate to the best of my knowledge. I understand that insufficient and/or inaccurate information may affect family member travel at government expense. I understand that making a knowing and willful false official statement can be punishable by fine or imprisonment. (See U.S. Code, Title 18, Section 1001; Title 10, Section 907; Article 107 UCMJ).

**REQUEST FOR FAMILY MEMBER'S MEDICAL AND EDUCATION CLEARANCE FOR TRAVEL**

**PRIVACY ACT STATEMENT**  
**AUTHORITY:** 10 USC 3013, 5013, and 8013; 20 USC 921 - 932; and EO 9397.

**PRINCIPAL PURPOSE(S):** Information will only be used by personnel of the Military Departments to evaluate and document the medical and educational needs of family members. This information will enable: (1) Military assignment personnel to authorize family member travel at government expense based on availability of needed services at the gaining installation; and (2) Civilian personnel offices to determine the availability of medical/educational services to meet the medical needs of family members of DoD and Military Department civilian employees.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary for civilian employees and applicants for civilian employment; failure to respond will preclude the successful processing of an application for family travel/command sponsorship. Mandatory for military personnel; failure or refusal to provide the information or providing false information may result in administrative sanctions or punishment under either Article 92 (dereliction of duty) or Article 107 (false official statement), Uniform Code of Military Justice.

**AUTHORIZATION FOR DISCLOSURE OF MEDICAL INFORMATION**

Authority - Public 104-191, "Health Insurance Portability and Accountability Act (HIPAA)", August 21, 1996.  
 This form will not be used for authorization to disclose psychotherapy notes, alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program.

I authorize \_\_\_\_\_ (MTF/DTF) to release my patient information to the Exceptional Family Member/Special Needs Program to be used in the assignment coordination process. The information on this form and addenda will be used to determine whether there are adequate medical, housing and community resources to meet your special medical needs at the sponsor's proposed duty locations.

- The military medical department will use the information to make recommendations on the availability of care in communities where the sponsor may be assigned or employed.
- Information that you have a special need (not the nature or scope of the need) may be included in the sponsor's personnel record or be maintained in the community office responsible for supporting families with special needs.

The authorization applies to the summary data included on the medical summary form, its addenda and subsequent updates to information on this form. These data may be stored in electronic databases used for medical management or dedicated to the assignment coordination process. Only representatives from the medical department and the offices responsible for EFMP assignment coordination will have access to the information.

**Start Date:** The authorization start date is the date that you sign this form authorizing the release of information.

**Expiration Date:** The authorization shall continue until you no longer meet the criteria to qualify as a dependent (active duty family members) or no longer desire to travel overseas at government expense (civilian employee family members), or the sponsor is no longer in active military service or employment of the U.S. Government overseas.

**I understand that:**

- I have the right to revoke this authorization at any time. My revocation must be in writing and provided to the facility where my medical records are kept. I am aware that if I later revoke this authorization, the person(s) I herein name will have used and/or disclosed my protected information on the basis of this authorization.
- If I authorize my protected health information to be disclosed to someone who is not required to comply with federal privacy protection regulations, then such information may be re-disclosed and would no longer be protected.
- I have a right to inspect and receive a copy of my own protected health information to be used or disclosed, in accordance with the requirements of the federal privacy protection regulations found in the Privacy Act and 45 CFR § 164.524. I request and authorize the named provider/treatment facility to release the information described above to the named individual/organization indicated.
- The Military Health System (which includes the TRICARE Health Plan) may not condition treatment in MTFs/DTFs, payment by the TRICARE Health Plan, enrollment in the TRICARE Health Plan or eligibility for TRICARE Health Plan benefits on failure to obtain this authorization.



# AF Form 1466, Request for Family Member's Medical/Education Clearance for Travel



*Produce Pilots, Advance Airmen, Feed the Fight*

## Must be completed for all family members who will be traveling

**REQUEST FOR FAMILY MEMBER'S MEDICAL AND EDUCATION CLEARANCE FOR TRAVEL**

**PRIVACY ACT STATEMENT**  
 AUTHORITY: 10 USC 3013, 5013, and 8013; 20 USC 921 - 932; and EO 9397 (SSN).

**PRINCIPAL PURPOSE(S):** Information will only be used by personnel of the Military Departments to evaluate and document the medical and educational needs of family members. This information will enable: (1) Military assignment personnel to authorize family member travel at government expense based on availability of needed services at the gaining installation; and (2) Civilian personnel offices to determine the availability of medical/educational services to meet the medical needs of family members of DoD and Military Department civilian employees.

**ROUTINE USE(S):** The DoD Blanket Routine Uses set forth at the beginning of the Air Force compilation of system of records notices may apply to this system. The complete list of DoD blanket routine uses can be found online at: <http://dpoid.defense.gov/Privacy/SORNsindex/BlanketRoutineUses.aspx>.

**DISCLOSURE:** Voluntary for civilian employees and applicants for civilian employment; failure to respond will preclude the successful processing of an application for family travel/command sponsorship. Mandatory for military personnel; failure or refusal to provide the

**AUTHORIZATION FOR DISCLOSURE OF MEDICAL INFORMATION**  
 Authority - Public 104-191, "Health Insurance Portability and Accountability Act (HIPAA)", August 21, 1996.  
 This form will not be used for authorization to disclose psychotherapy notes, alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program.

I authorize \_\_\_\_\_ (MTF/DTF) to release my patient information to the Exceptional Family Member Program to be used in the assignment coordination process. The information on this form and addenda will be used to determine whether there are adequate medical, housing and community resources to meet your needs at the sponsor's proposed duty locations.

a. The military medical department will use the information to make recommendations on the availability of care in communities where the sponsor may be assigned or employed.

b. Information that you have a special need (not the nature or scope of the need) may be included in the sponsor's personnel record or be maintained in the community office responsible for supporting families with special needs.

c. The authorization applies to the summary data included on the medical summary form, its addenda and subsequent updates to information on this form. These data may be stored in electronic databases used for medical management or dedicated to the assignment coordination process. Only representatives from the medical department and the offices responsible for EFMP assignment coordination will have access to the information.

**Start Date:** The authorization start date is the date that you sign this form authorizing the release of information.

**Expiration Date:** The authorization shall continue until you no longer meet the criteria to qualify as a dependent (active duty family members) or no longer desire to travel overseas at government expense (civilian employee family members), or the sponsor is no longer in active military service or employment of the U.S. Government overseas.

**I understand that:**

a. I have the right to revoke this authorization at any time. My revocation must be in writing and provided to the facility where my medical records are kept. I am aware that if I later revoke this authorization, the person(s) I herein name will have used and/or disclosed my protected information on the basis of this authorization.

b. If I authorize my protected health information to be disclosed to someone who is not required to comply with federal privacy protection regulations, then such information may be re-disclosed and would no longer be protected.

c. I have a right to inspect and receive a copy of my own protected health information to be used or disclosed, in accordance with the requirements of the federal privacy protection regulations found in the Privacy Act and 45 CFR § 164.524. I request and authorize the named provider/treatment facility to release the information described above to the named individual/organization indicated.

d. The Military Health System (which includes the TRICARE Health Plan) may not condition treatment in MTFs/DTFs, payment by the TRICARE Health Plan, enrollment in the TRICARE Health Plan or eligibility for TRICARE Health Plan benefits on failure to obtain this authorization.

SIGNATURE OF PATIENT/PARENT/GUARDIAN	RELATIONSHIP TO PATIENT(S) (if applicable)	DATE (YYYYMMDD)



# AF Form 63, Active Duty Service Commitment



*Produce Pilots, Advance Airmen, Feed the Fight*

## Who Requires an AF Form 63?

- Attending Advance Flying Training
- Personnel Processing Code
  
- Total Force Service Center:
  - 210-565-0102

Note: this is not an all inclusive list so you need to call!



# Personnel Processing Codes (PPC)



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Your assignment is unique to you = unique PPCs

```
4TH: - -  
ASSIGNMENT ACTION REASON: T4 - OFFICER TO ATTEND TECH/FLYING TRAINING  
PPC1/PPC2: CQ3 TNJ - SEE AFI 36-2110.  
REMARKS: ADDT PPC: UYD; SSGT ELIZABETH FREEMAN, HQ AFPC/DP2ORC, DSN 665-4081
```

Personnel Processing Code (*PPC*)- The *PPC* listing provides the processing instructions for the member and MPF to ensure that the member is qualified and prepared to proceed on assignment. Located at the bottom of your RIP

We will provide your necessary PPC requirements to you!



# TDY Enroute RIP

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Direct Travel Status 3 is a TDY enroute TDY enroute becomes part of the PCS order

A fund cite number from either your gaining unit or AETC needs to be requested and **does take time to receive**

Please provide us with your TDY enroute RIP

Changes to TDYs will further delay orders

MEMORANDUM FOR 50 FLYING TRAINING SQ FFSRYO  
ATTN: COMMANDER

FROM: PERSONNEL RELOCATIONS

SUBJECT: TRAINING ALLOCATION NOTIFICATION

YOUR UNIT IS ALLOCATED A QUOTA IN COURSE 2014E3G F16C0TX0PL. REFER TO AFMAN 36-2622, VOL II, CHAP 8 FOR SELECTION/PROCESSING ACTIONS.

- A.  RETURN THE RIP WITH COMPLETED ENDORSEMENTS NLT \_\_\_\_\_.
- B.  INITIAL TDY BRIEFING IS/IS NOT REQUIRED. YOUR BRIEFING IS ON \_\_\_\_\_ AT \_\_\_\_\_ OR CALL FOR AN APPOINTMENT AT 434-2605
- C.  QUESTIONS CAN BE DIRECTED TO FORMAL TRAINING SPECIALIST, AT EXTENSION 434-2605

PART I - QUOTA INFORMATION

TLN: CO0J402680

CRS TITLE:	TRANSITION TRACK I	CLASS ID:	2014E3G F16C0TX0PL
CRS NBR:	F16C0TX0PL	GRAD DATE:	07 MAY 2014
START DATE:	12 MAR 2014	DIR TVL STAT:	3
TRQI:	AT40 - HQ AFPC/DPAOC	SSN LOCK:	Y
PDS CODE:	XHH	CONFIRM DATE:	10 FEB 2014
NR DAYS TDY:	59	TNG CAT ARF:	
QUOTA TYPE:	OP	SEC CLR REQD:	U
FUND CITE:			
RNLTD:	10 JUN 2014		
HAFAN:	0640NA1743		
TNG LOC:	NUEX - LUKE AFB, AZ		
ADSC REQ (MONTHS) OFF:	36	AMN:	0
CDA:	0		



# The Process to Turn In Docs

*Produce Pilots, Advance Airmen, Feed the Fight*

There is no standard process. **What is required of one student may not be required of the other no matter the similarities in assignments.**

1. You receive your assignment notification from AFPC and an email from the MPF.
2. Turn in all required documents NLT the due date on your checklist
3. Use the 14 FSS/FSMPD org box to submit documents (**encrypt**) and inquiries.
4. Setup an appointment via the 14 FSS/FSMPD org box to get your checklist stamped once you have turned in all documents.
5. PCS orders take about 5 duty days for AFPC's approval (**plan accordingly**). May be longer if a TDY enroute is involved
6. Email the 14 FSS/FSMPD org box to setup your final-out appt upon receipt of your orders



# Things to Know



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The MPF needs processing time to accommodate every PCS member

Meeting timelines and suspenses is a crucial part in a successful PCS movement  
(you cannot wait until the last minute)

When requesting fund cites for TDY enroutes, we are at the mercy of your gaining unit's Resource Advisor. There is no guaranteed timeline as to when they will supply us with your TDY funds

AFPC only authenticates orders that are within 120 days of projected departure so ensure if you have training enroute, your PDD reflects correctly

AFPC has implemented a 5 duty day turnaround for authentication of orders

The MPF cannot expedite orders due to a regulation implemented by AFPC which mandates a member has to be within 36 hrs of departure

**Bottom line: To get your orders on time, turn in your documents ASAP!**

**BLAZE**



# Your Contacts at CAFB



*Produce Pilots, Advance Airmen, Feed the Fight*

Chief, Career Development: **Ms. Tonya Noble**, 434-1161

OIC, Career Development: **1st Lt Hannah Ferrarini**,: 434-3910

NCOIC, Career Development: **TSgt Bentson**, 434-2626

Assignments (A-M) : **SrA Kanethia Bailem**, 434-2691

Assignments (M-Z) : **A1C Renaldo Sterling**, 434-2691



# Useful POC Numbers



*Produce Pilots, Advance Airmen, Feed the Fight*

- TMO: 434-2682
- Finance Customer Service: 434-2705
- MPF Customer Service: 434-2626
- Housing (Pinnacle Hunt): 434-8213
- Total Force Service Center: DSN: 665-0102/ 210-565-0102



# Guidance



*Produce Pilots, Advance Airmen, Feed the Fight*

- AFI 36-2110, Assignments
- AFI 36-2102. Base Level Relocations
- AFI 36-2107, Active Duty Service Commitments
- Joint Federal Travel Regulation (JFTR)
- Personal Property Consignment Instruction Guide (PPCIG)
- myPers Assignment Page



# Initial Assignment Briefing



*Produce Pilots, Advance Airmen, Feed the Fight*

## Questions

BLAZE

# 14th Comptroller Squadron

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*Serve Airmen, Support the Mission and Finance the Fight*



**U.S. AIR FORCE**

Smooth Move Brief  
14th Comptroller Squadron  
Columbus AFB, MS

A1C Andrew Langness

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*Integrity - Service - Excellence*



# Overview



- Permanent Change of Station (PCS) Entitlements
  - Per Diem, Mileage
  - Travel Days
  - Reimbursable Expenses
  - Temporary Lodging Expense (TLE)
  - Dislocation Allowance (DLA)
- Advances Available
- Entitlements at Your New PDS
- Questions



# PCS Entitlements- Per Diem and Mileage



**14 FTW**

- Per Diem covers lodging, meals, and incidental expenses.
- Flat rate of \$142/day (CY2017)
- Dependent Per Diem
  - Civilian spouse receives 75% if traveling together, 100% if separate
  - Children 12 yrs and older receive 75%, under 12 receive 50%
- Mileage is calculated through the Defense Table of Distances (DTOD)
- Mileage is paid at \$0.17/ mile (CY2017)
- Mileage only applies to legs of PCS that are driven via Privately Owned Conveyance (POC)



# PCS Entitlements- Travel Days



- Travel by Personally Owned Conveyance (POC)-
  - Divide DTOD official distance by 350 to find allowed travel days
  - For numbers with .145 or more, add an additional travel day
  - Example: Official distance between old and new PDS is 401 miles  
 $401 / 350 = 1.145$   
.145 remains, so 2 travel days are authorized
- Travel by Commercial Plane-
  - CONUS-CONUS with no TDY en route, only one travel day is allowed
  - CONUS-CONUS with TDY en route, one travel day to TDY station, and one travel day to new PDS.
  - CONUS-OCONUS with no TDY en route, one travel day to Port of Embarkation, one travel day to Port of Debarkation, one additional day to New PDS



# PCS Entitlements- Reimbursable Expenses



- Reimbursable expenses that occur during a PCS can be claimed while in-processing at your new PDS
- List of reimbursable expenses can be found in Chapter 2, part M and Appendix G of the Joint Travel Regulations (JTR)
- Common Reimbursable Expenses
  - Airfare
  - TLE
  - TDY Lodging (when TDY en route is ordered)
  - Lodging Tax (CONUS and non-foreign OCONUS only)
  - Tolls (POC use required)
  - Taxis



# PCS Entitlements- TLE



- For a PCS CONUS-CONUS, 10 days in Temporary Lodging are reimbursable. These may be split between the Old and New PDS.
- PCS CONUS-OCONUS, 5 days TLE are authorized stateside, and 60 days Temporary Lodging Allowance (TLA) are authorized at your OCONUS PDS.



# PCS Entitlements- DLA



**14 FTW**

- DLA is an allowance meant to offset expense incurred from relocating member's household
- Eligibility
  - Must not be moving into dorms at new PDS
  - Dependents must relocate to new PDS in order to receive with-dependent rate
- Amounts are listed in your pamphlet



# Advances Available



**14 FTW**

- All advances require that you are eligible to receive the entitlement being advanced
- DLA Advance
  - Bring copy of orders to FSO
- Pay Advance
  - 1 month advance paid back in 12 months or less
    - E-3 and below require Commander approval
    - E-4 and above do not
  - 2-3 month advance or paid back in 12 months or more
    - Requires Commander approval



# Advances Available (cont'd)



**14 FTW**

- DITY Advance
  - Contact Columbus AFB TMO Office to Initiate:
    - Call 434-2685 or 434-2629
    - Email [tmo@columbus.af.mil](mailto:tmo@columbus.af.mil)



# In-Processing at New PDS



- Ensure that when you arrive at your base immediately begin your in-processing checklist
- Personnel (MPS) and Finance should be first stops
- Be sure to have several copies of your PCS orders
- Be sure to have all airfare receipts, TDY lodging receipts, and receipts for any reimbursable expense over \$75, on hand.



# 14th COMPTROLLER SQUADRON



# Questions?



# 14th Comptroller Squadron

*Serve Airmen, Support the Mission and Finance the Fight*



## 14 CPTS Contact Info

Phone: 662-434-2705

Email: [14CPTS.FCS@us.af.mil](mailto:14CPTS.FCS@us.af.mil)

## Primary DLA Rates

Grade	Without-Dependent	With-Dependent
O-10	\$3,883.92	\$4,781.07
O-9	\$3,883.92	\$4,781.07
O-8	\$3,883.92	\$4,781.07
O-7	\$3,883.92	\$4,781.07
O-6	\$3,563.19	\$4,304.92
O-5	\$3,431.80	\$4,149.50
O-4	\$3,180.31	\$3,657.86
O-3	\$2,548.76	\$3,026.27
O-2	\$2,021.79	\$2,584.07
O-1	\$1,702.48	\$2,310.01
O-3E	\$2,752.20	\$3,252.34
O-2E	\$2,339.67	\$2,934.48
O-1E	\$2,011.89	\$2,711.24
E-9	\$2,356.65	\$3,106.85
E-8	\$2,163.06	\$2,863.84
E-7	\$1,848.01	\$2,658.98
E-6	\$1,672.79	\$2,456.92
E-5	\$1,542.82	\$2,209.67
E-4	\$1,342.19	\$2,209.67
E-3	\$1,316.76	\$2,209.67
E-2	\$1,069.53	\$2,209.67
E-1	\$953.71	\$2,209.67

\*DLA Rates are applicable for CY 2018 only.

## Advances Available

- **DLA Advance**
- Bring orders to Finance within 10 days of PCS
- **Pay Advance**
- One month Base Pay minus Deductions
- E-3 and below require Commander Approval
- E-4 and above Commander Approval required only for 2-3 month advance, or a repay rate requiring over 12 months
- **DITY Advance**
- Contact TMO Office to begin process
- Bring completed paperwork to Finance within 10 days of PCS

## Important Links

- BAH  
[www.defensetravel.dod.mil/site/bahCalc.cfm](http://www.defensetravel.dod.mil/site/bahCalc.cfm)
- OHA  
[www.defensetravel.dod.mil/site/ohaCalc.cfm](http://www.defensetravel.dod.mil/site/ohaCalc.cfm)
- COLA  
[www.defensetravel.dod.mil/site/colaCalc.cfm](http://www.defensetravel.dod.mil/site/colaCalc.cfm)
- CONUS COLA  
[www.defensetravel.dod.mil/site/conusCalc.cfm](http://www.defensetravel.dod.mil/site/conusCalc.cfm)

## PCS Entitlements

- Flat rate Per Diem is \$144/day (CY2018)
- Dependent Per Diem
  - Spouses and children 12 yrs and older receive 75%
  - Children 12 yrs and younger receive 50%
- Mileage is calculated at \$0.18/mile (CY2018)

## Travel Days

- Travel by POC- Divide distance by 350. If 51 miles remain, add an additional travel day
- Travel by Plane- CONUS to CONUS with no TDY, **ONE travel day is AUTHORIZED.**
- CONUS to CONUS with TDY, two travel days

## Reimbursable Expenses

- Full list can be found in Chapter 2, part M and Appendix G of the JTR
- Common ones include:
  - Airfare
  - TLE
  - TDY Lodging
  - Lodging Tax (U.S. only)
  - Tolls
  - Taxis

## TLE

- For a PCS from OCONUS or CONUS->CONUS, 10 days in TLE are reimbursable
- For CONUS->OCONUS, 5 days TLE are authorized at OLD PDS, and 60 days TLA are authorized at New PDS

14 FTW  
 OCONUS Travel Checklist

Travel requirements are established locally as well as at MAJCOM and COCOM levels. Checklist completion is mandatory for OCONUS leave or permissive TDY. Checklist and attachments must be maintained by the member and the unit while traveling.

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Leave Dates: \_\_\_\_\_ to \_\_\_\_\_ Travel Dates: \_\_\_\_\_ to \_\_\_\_\_

Destination(s) (Country/City/COCOM): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**MANDATORY TRAVEL REQUIREMENTS**

Review/Comply Foreign Clearance Guide determine travel requirements. Use dropdown menu for countries. Pay particular attention to **“SECTION IV: PERSONNEL ENTRY REQUIREMENTS FOR LEAVE TRAVEL”** section. Enter data in table below as required. Those that are traveling on **“cruises”** may be except from certain training. Please make sure that you read Section IV Item C2 **“MANDATORY Pre-Travel Training,”** to see if any exceptions are noted. If so please make note of this on your checklist.

	Force Protection (CBT)	Theater or Country Clearance	ISOPREP	AT or Emergency Action Plan	Passport/ Visa
Required (Y/N)					
Date Completed					
Date Submitted					
Date Approved/Denied					

**NOTE:** Theater and Country Clearances may take up to 60 days and are typically submitted, via [APACS](#). ISOPREPs must be coordinated through Unit Deployment Manager or Installation Deployment Readiness Cell (IDRC, 434-7204, must call for appointment), and require access to a secure network (SIPRnet) for completion. The 14 FTW/CCW office does not coordinate APACS, ISOPREP, or Visa submissions/requirements.

**THREAT INFORMATION/HEALTH PROTECTION**

As part of your overall AOR Brief review the FPCON and various threat levels for your destination(s). Document the Terrorist Threat Level (TTL), Criminal Threat Level (CTL), FPCON level, DOS Travel Notice, Buddy Rule, Defense Intelligence Agency (DIA) Political, and Health Risk information on your AT Travel Checklist.

<b>Country</b>			
Terrorist Threat Level (TTL)			
Criminal Threat Level (CTL)			
FPCON Level			
DOS Travel Notice (Yes/No)			
Buddy Rule (Yes/No)			
DIA Political Level			
Health Risk			

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**ANTITERRORISM/EMERGENCY ACTION PLAN**

Comprehensive Antiterrorism/Emergency Action (AT/EA) Plans are required for all OCONUS travel. An example of an AT/EA plan is attached; however, COCOMs may mandate the use of a particular format or system for these plans. Currently, USPACOM requires the use of an automated system available at <https://iatp.pacom.mil>. Completed plans must be printed and attached to this checklist.

AT/EA required attachments: Print and take CJCS 5260 Pocket Guide [CJCS 5260 Pocket Guide](#)

Sample AT/EA Plan: [14 FTW Emergency Action Plan](#)

**APPROVAL**

All requirements for OCONUS travel have been completed.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Unit Antiterrorism Officer  
(Your squadron's ATO)

Unit Commander

Approved/disapproved for leave. (**Travel to Mexico requires Q-5 approval IAW NORTHCOM/AFNORTH policy**)

\_\_\_\_\_  
Commander's Signature  
(Optional for Non-Mexico Travel)

**TRAVELER FPCON MEASURES**

Excerpts from NORTHCOM Instruction 10-222, Table A3.7.

<b>NORMAL</b>	Implement local security measures when there is no credible threat of terrorist activity.
<b>ALPHA</b>	
TA1	Obtain and follow measures the local Commander implements to increase security. Review AT awareness procedures.
TA2	Maintain regular contact with the nearest military installation, U.S. security agency/element, and/or local security elements, as well as the home station.
TA3	Review your emergency action plan. Ensure all personnel in your party are familiar with the plan.
TA4	Confirm/identify protected and/or safe areas you can rapidly move to before or during an incident.
TA5	Increase liaison with any available security agency (hotel, residential, etc.). Notify security agencies if security measures could affect their operations.
<b>BRAVO</b>	
TB1	If practical, follow the "buddy rule" for all movement.
TB2	Periodically exercise AT contingency plans and drills.
TB3	Routinely check your vehicle(s) for improvised explosive devices (IEDs) or tampering.
TB4	If practical, park your vehicle(s) in secure areas, not accessible to uncontrolled personnel.
TB5	Vary routines.
TB6	Conduct weekly telephone liaison with nearest military installation, nearest U.S. security agency/element, and/or local security elements and home station.
TB7	Determine and avoid high-risk areas and be cautious of mingling with crowds.
<b>CHARLIE</b>	
TC1	Determine the nature of the imminent threat; members should contact the nearest U.S. military installation or embassy/consulate for additional information or instructions if there is any change in the local U.S. Threat Advisory as published by the DHS or DOS/HN Threat Advisories for OCONUS locations.
TC2	Individuals will not travel into an area at FPCON CHARLIE or above unless the mission is deemed essential. If an area is placed at FPCON CHARLIE, contact your commands to determine if they are considering withdrawing you or your party.
TC3	Security personnel, trained in terrorism counteraction, will accompany large or high-risk groups traveling to an area at FPCON CHARLIE. The supporting or subordinate service component commander, subordinate commands, and JFCs will determine the risk.
TC4	Travelers will review all personal emergency contingency and emergency planning, exercising applicable measures as necessary. Ensure family members and co-travelers are aware of the situation and contingency plans as necessary and appropriate.
TC5	Conduct daily telephone liaison with nearest U.S. military installation, nearest U.S. security agency/element, and/or local security elements and home station.
TC6	Treat all mail packages as a potential IED. Conduct limited inspections for explosive or incendiary devices, or other dangerous items.
TC7	Cancel all official social events outside of a secured facility or installation. Severely limit social activities. Do not visit high-risk areas.
TC8	Team leaders of small deployments will consider canceling leave or passes as appropriate to the circumstance and contact their commanders to determine if the mission should be cancelled. Leisure travelers will contact their respective command authorities to determine if the commander is canceling leave and/or passes as appropriate to the circumstances.
TC9	Travelers traveling to and from the installation to off-base locations will not wear visible uniforms when traveling off base.
TC10	Eliminate the visible wear of military uniforms or other identifying clothing in public venues unless complying with official travel instructions or other orders.
TC11	To the greatest extent possible, limit the use of easily identifiable military luggage (i.e., duffle bags, B-4 bags), military tags or organizational markings.
<b>DELTA</b>	
TD1	Move to a protected area.
TD2	Treat all unidentified vehicles and containers as a potential IED.
TD3	Minimize, cancel or delay all non-essential movement.
TD4	Conduct routine liaison checks as established with the nearest U.S. military installation, nearest U.S. security agency/element, and/or local security elements and home station.
TD5	Cancel all social activities.

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## **Unofficial Travel/On-Leave or Permissive TDY**

If you are going outside of the Continental United States (OCONUS) either On-Leave or Permissive TDY then you must adhere to each COCOMs requirement during travel. To include any requirements from the State Department. This is mandatory for all military and highly recommended for civilians.

*Failure to obey a COCOM General Order by persons subject to the UCMJ is a violation of Article 92, UCMJ. Violations may result in court-martial, Article 15, or other disciplinary/administrative action. Failure to obey a General Order by AETC civilian employees when traveling in an "Official" capacity may result in adverse disciplinary action.*

## **Pre-Travel Instructions**

It is the traveler's requirement to make sure that all notifications and documentation are complete prior to leaving. The AT office does not coordinate country/theater clearances or ISOPREPs. All links to required areas are provided.

### **1. Antiterrorism Travel Checklist**

The first step is to download the AT Travel checklist and complete all actions therein:  
 [AT Travel Checklist.doc](#)

### **2. Country Threat Information/Briefing**

This section covers your unclassified AOR Location Specific Brief in a 7-step consistent format. This brief must be received before travel. It is recommended that at a minimum you print out and keep with you the Country Specific Information document and any Travel Warnings, Travel Alerts, and Warden Messages for your destination(s).

#### **> STEP 1: [World Wide Threat Levels](#)**

As part of your overall AOR Brief review the FPCON and various threat levels for your destination(s). Document the Terrorist Threat Level (TTL), Criminal Threat Level (CTL), FPCON level, DOS Travel Notice, Buddy Rule, and Defense Intelligence Agency (DIA) Political information on your AT Travel Checklist.

#### **> STEP 2: [Force Health Protection Recommendations](#)**

(Login with CAC, select 'Region/Country' at the top, find your destination for info)

As part of your overall AOR Briefing review the Force Health Protection recommendations for your destination(s). Document the Risk Level on your AT Travel Checklist.

> STEP 3: [DOD Foreign Clearance Guide](#)

View information posted for your destination(s) and ensure that timelines for Theater, Country, and/or Special Area Clearance submissions in APACS are being met (if required)

> STEP 4: [DOS Travel Warnings and Alerts](#)

Check to see if there is a travel warning or alerts for your destination(s). Travel warnings are issued when the Department of State recommends that Americans avoid a certain country. The Department of State issues travel alerts to distribute information quickly about terrorist threats and other short-term conditions that pose significant risks or disruptions to Americans.

> STEP5: [OSAC Warden Messages](#)

View the latest OSAC warden message postings for your intended destination(s)

> STEP 6: [DOS Country Specific Information Document](#)

View information posted for your destination(s). Recommend that you print out and read thoroughly, and keep in your possession as part of your overall package

### **3. Required Reading for Travel to MEXICO**

If you are traveling to "Mexico" or ports therein, you must also adhere to the following requirements:

\* General Order Mexico Travel:  [\(U-FOUO\) GENERAL ORDER- Mexico Travel Restrictions 7 Apr 2014.pdf](#)

\* Mexico Travel Restriction Map:  [AETC Mexico Travel Restrictions Map.jpg](#)

\* You will need to complete a "Mexico Exception to Travel Request" to travel in a restricted area: [AFNORTH Exception to Policy \(Mexico Travel\) Request Form.pdf](#)

\* NORTHCOM FP Directive: [NC FORCE PROTECTION DIRECTIVE 13-164 MEXICO TRAVEL PROHIBITIONS.pdf](#)

\* AFNORTH FP Directive: (U) AFNORTH FP DIRECTIVE 13-012 (MEXICO TRAVEL AF SERVICE REQS AND EXCEPTION TO TRAVEL) - DTG 272100ZJUN13.pdf

#### 4. Pre-Travel Training

> Level 1 ATFP Awareness Training - ADLS Course "Force Protection (ZZ133079)"

#### 5. Additional Resources

> Sample AT Emergency Action Plan:  [Sample Antiterrorism Emergency Action Plan.docx](#)

> CJCS Guide 5260 AT Personal Protection Guide (Pocket): [5260 AT Personal Protection Guide - Pocket.pdf](#)

> USNORTHCOM AOR & Mexico-Specific Awareness Info & Links: [Personnel Accountability Force Protection Trifold](#)

### **Terrorist Threat Levels.**

In assessing the terrorist threat to U.S. personnel and interests, DOD intelligence agencies use a four-step scale to describe the severity of the threat. The following lists the threat levels and the combinations of analysis-based factors used to determine the level:

**HIGH:** Anti-US terrorists are operationally active and use large casualty-producing attacks as their preferred method of operation. There is a substantial DOD presence and the operating environment favors the terrorist.

**SIGNIFICANT:** Anti-US terrorists are present and attack personnel as their preferred method of operation or a group uses large casualty producing attacks as their preferred method, but has limited operational activity. The operating environment is neutral.

**MODERATE:** Terrorists are present, but there are no indications of anti-US activity. The operating environment favors the Host Nation/US.

**LOW:** No group is detected or the group activity is non-threatening.

# **SUBMITTING LEAVE**

OCONUS leave must be approved by the squadron commander. Those going on cruises do not need to submit leave to the commander but instead send it to your Flt/CC. Do not submit the leave until you have completed the AT Checklist, gotten APACS approval (if required) and been briefed by the Unit AT Rep.

In the leave request attach the following documents:

1. Completed AT Checklist signed by the AT Rep
2. Complete/detailed 29B signed by your Flt/CC
3. A screenshot of your APACS approval

**ANTITERRORISM/EMERGENCY ACTION PLAN  
(Attach to OCONUS Travel Checklist)**

**Traveler:**

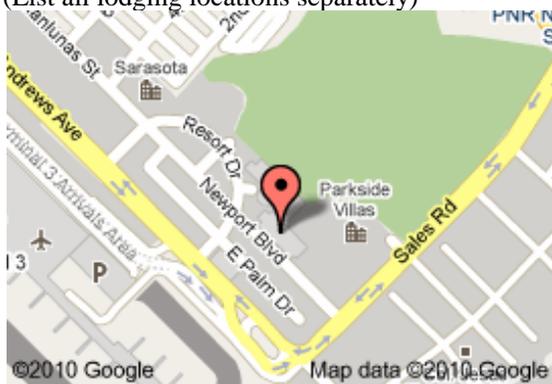
**Rank/Name:** \_\_\_\_\_ **Unit:** \_\_\_\_\_

**Itinerary:** *(Describe in detail your trip)*

- Cruise: Depart New Orleans, via Carnival Cruise line (Ship Name) on 16 Nov 10 at 1100. Arrive at Cozumel Mexico on 17 Nov 10 at 0900. Spend day ashore in Cozumel. Depart Cozumel at 2200 for Belize City, Belize. Arrive Belize City 0900 18 Nov 10. Spend day ashore in Belize City. Depart Belize at 2200 19 Nov 10 for two days at sea. Arrive in New Orleans 21 Nov 1700.
  
- Flight: Depart 15 Nov 10 from DFW Int. Airport, via Delta Flight #123 at 0700 – Arrive Manila Philippines 16 Nov 10 at 0900 . Travel to lodging, via rental car ( Company Name). *(List any locations you are traveling to outside the city. If you doing somewhat of a road trip with a loose itinerary, identify those cities/locations you intend on visiting with estimated dates of arrival an departure.)* Depart Manila on 25 Nov 10, via Delta Flight # 321 at 0900 – Arrive at DFW Airport 25 Nov 10 at 2200.

**Lodging:**

- Cruise: All lodging on board ship (list ship name and a contact number for the cruse line)
  
- Hotel:  
Manila Marriot <http://www.marriott.com/hotels/travel/mnlap-manila-marriott-hotel/>  
123 Paradise Lane  
Manila (full mailing/physical address with zip code as applicable)  
Commercial: (Country code/Area Code) and telephone number for hotel  
(List all lodging locations separately)



Map of hotel location

- Other locations such as friend or family domiciles  
Full Name of Friend/Family  
123 Homestead Lane  
Frankfurt Germany (full mailing/physical address with zip code as applicable)  
Commercial: (Country code/Area Code) and telephone number for hotel  
(List all lodging locations separately)



Tom Rodgers' home location

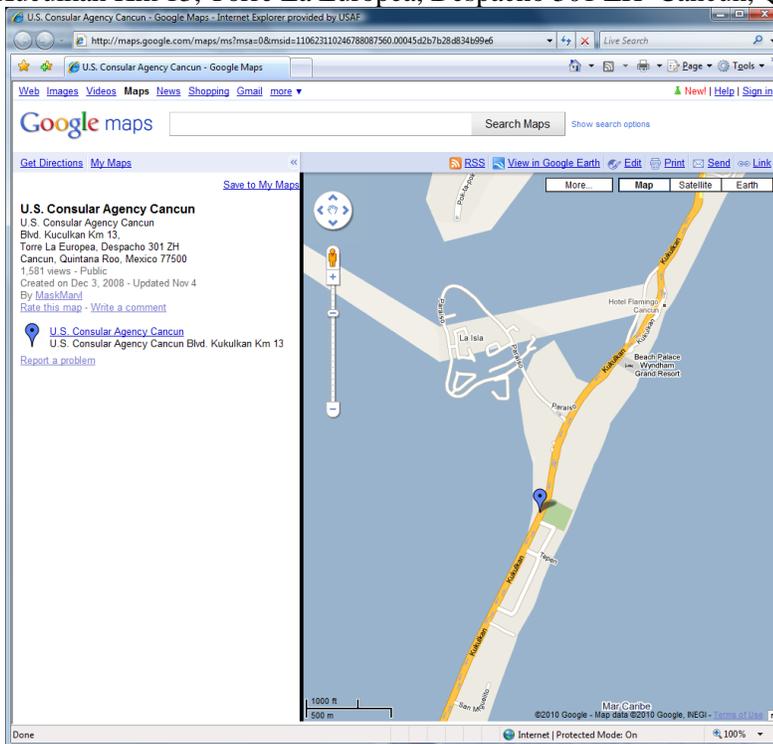
NOTE: Cut and paste web-links, maps, and other info as needed.

**Safe Havens:** (Used in case of an emergency such as a terrorist attack natural/manmade disaster. List multiple locations where you can reunite with fellow travelers in your party and/or seek refuge in a dangerous situation . Example of use: On vacation in Chile when a major earthquake hits. All communications, power, and infrastructure are lost and the airport is closed. Your goal would be to go to safe haven #1 if possible. If unreachable, go to #2, #3, etc... This also gives the DOD a starting point in locating you during an emergency)

**1. U.S. Consular Agency Cancun** <http://merida.usconsulate.gov>

U.S. Consular Agency Cancun

Bldv. Kukulcan Km 13, Torre La Europea, Despacho 301 ZH Cancun, Quintana Roo, Mexico



77500

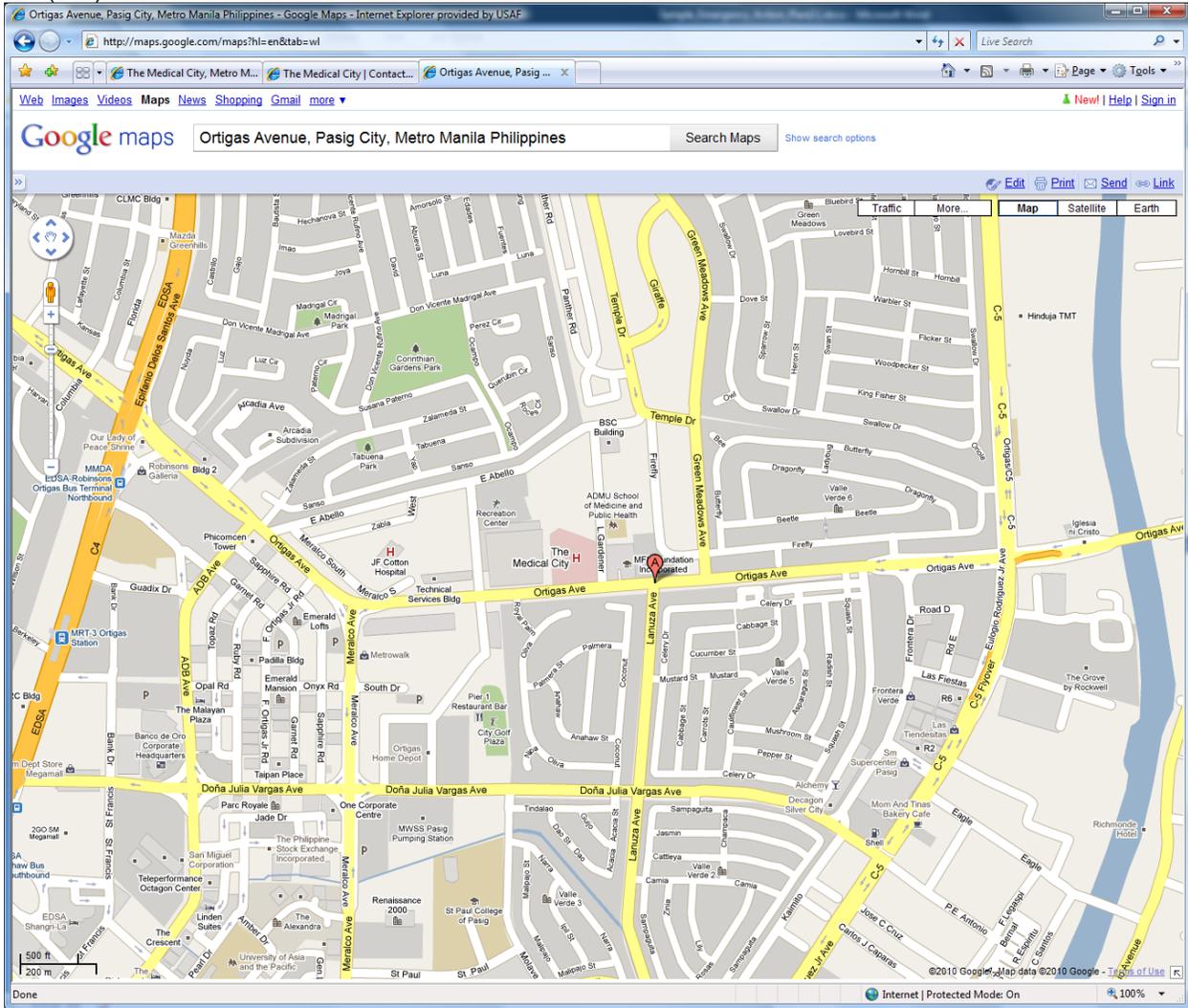
NOTE: You can find US Embassy and US government locations at <http://www.usembassy.gov/>

**2. Major Hospital/Police Stations** (Use common search engines such as Google or Bing to identify locations)

<http://www.medilexicon.com/hospitalsdirectory.php>

<http://cancun.travel/en/general-information/hospitals/>

**(Example)** The Medical City - Ortigas Avenue, Pasig City, Metro Manila, Philippines  
Tel: (632) 635-6789



**3. US Military Installation** (List name, a street address, and DSN number for Command Post if available)

[http://en.wikipedia.org/wiki/List\\_of\\_United\\_States\\_military\\_bases](http://en.wikipedia.org/wiki/List_of_United_States_military_bases)

[http://themilitaryzone.com/foreign\\_bases.html](http://themilitaryzone.com/foreign_bases.html)

DSN Directory: [http://www.disa.mil/dsn/dsn\\_directory.html](http://www.disa.mil/dsn/dsn_directory.html)

**NOTE:** You can list the ship as a primary safe haven if on a cruise

**Contact Points:** If your cell phone will work, list it as a contact point. List friends and family numbers. Refer to and repeat lodging numbers as needed. If you will be checking in with a family member routinely list a contact number for them.

**Emergency Actions:** Describe what actions you will take in an emergency and share it with your fellow travelers. (If a major disaster (riots, terrorist incidents, floods, earthquake, tsunamis, etc..) occurs, we will meet at the primary safe haven # 1 and seek transportation back to the US.)

When traveling a party, consider identifying immediate safe havens for quick rendezvous should your party be separated due to localized incident such as a fire or explosion at your hotel. A coffee shop, restaurant, or other landmark a few blocks away from the lodging site is recommended.