



14<sup>th</sup> Student Squadron / DOA / Transition Ops

166 Liberty Drive, Building 268, Suite 102

Columbus AFB, MS 39705

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

14 STUS/CC Lt Col Jerry Rives III

14 STUS/CCF: 662-435-1714

Trans Ops/CC Capt Kenneth Sparano: 662-434-2801

Trans Ops/CD Lt Will Winstead IV: 662-434-2801



**ALL TASKS ON THIS PAPER ARE MANDATORY. Failure to complete tasks can lead to delays or cancellation of training. Ensure they are completed expeditiously.**

#### **PRE-ARRIVAL TASKS:**

- PPL Info Form:** If you have attained your Private Pilot's License ensure you have completed the PPL section of the Columbus New UPT Student In-processing Form found on the Base Website.
- Fitness Testing:** Ensure you have input your information into the Student In-processing form. In accordance with the 19AF/CC's guidance, All students are required to have an up-to-date, passing Physical Fitness Assessment on file prior to the start of training. Fitness test FAQ is on page 3.
- Firearms:** **Call the Armory before bringing a firearm on base (662-434-7128).** If you are living on base and have firearms with you, will need to check them into the armory or opt to keep them in on-base housing. Follow the Firearms procedure guide on pages 4-6.
- Prior Aircrew:** Contact 14 CAFB HARM (662-434-7531) for information on how to pass your flight records folder. **340 FTG Reservists** – your ARM Representative can be reached at DSN 487-4147. You'll need to know their name by your class start date.
- Accompanying Spouse:** Complete the 14 STUS Spouses Group (page 9) & AF 357 (found on ePubs) Forms then ensure you have filled out the accompanying spouse information on the Student In-Processing Form. Verify VMPF states correct marital status info.

#### **POST ARRIVAL IN-PERSON TASKS:**

- Student Registration:** **Upon arrival at Columbus AFB, check in at 0900 M-F to the TMs.** (reference Welcome Packet page 10 for more information). Bring your orders and wear OCPs. **CAC:** If you do not have a working CAC (or received one during ROTC), go to MPF Personnel ASAP and get issued a new CAC. **DO NOT INSERT YOUR CAC INTO A USAF COMPUTER UNTIL GIVEN PERMISSION BY SECURITY MANAGERS.** New to CACs? See page 10 for more info.
- Med Group Requirements:** Getting your medical squared away is IMPERATIVE before starting any training. Attend STUS in-processing and the IFT/UPT Guides below for more info.
- Dorms / Housing:** **ALL incoming students** (no matter the housing situation) **MUST go to the UoQ office for housing arrangements and BAH paperwork.** Reference Welcome Packet pages 11-13 for more information.
- Traffic Management Office:** Once you have your move created through DPS, bring your: weight Tickets (PPM), 1351-2, Expense Sheet, PCS Orders, All Rental Contracts & Receipts, Packaging & Toll Receipts to TMO in MSG Bldg Rm 120 (x2567).
- Pre – Survival Evasion Resistance and Escape (SERE) Tasks:** If you received a RIP to attend SERE, inform the TMs, check ETCA, ensure you have all equipment and follow all directions in email.
- Pre - Initial Pilot Training (IPT) Tasks:** Before attending IPT there are many items which need to be accomplished. Start the guide on page 34 NLT 30 days before you start.
- Pre - Undergraduate Pilot Training (UPT) Tasks:** Before attending UPT there are many items which need to be accomplished. Start the guide on page 37 NLT 30 days before you start.
- MANDATORY MEETINGS:** Bring multiple copies of your orders. Prioritize STUS In-Processing. See the mandatory meetings schedule on the following page.

Event	Day of Week	Time	Date	Location
Base Education Brief	Tuesday	1000		Education Center
STUS Inprocessing	Wednesday	0800		OG Conference Room
Newcomer Brief (Prioritize STUS Brief)	Wednesday	0800		Columbus Club

### **POST ARRIVAL VIRTUAL TASKS:**

- Government Travel Cards (GTC):** All **Active Duty** need to perform trainings and apply for the Government Travel Card Program on DoD TRAXX using the guide on page 32.  
**Guard/Reserve:** Your GTCs are handled by your unit, and you do not need to follow the guide.
- Defense Travel System (DTS):** All users reference the guide on page 33 for below items:  
  - New Users:** Self Resister using SSN and .mil email.
  - Existing Users:** Ensure you have been dropped from your previous Unit's DTS System. See Mrs. Bonnie to be received into the 14 STUS DTS hierarchy.
  - DTS Training (All Users):** Follow the guide on page 32 to obtain these training certs:  
    - 1) DTS (basic) – About DTS
    - 2) DTS (Basic) – DTS Travel Documents (DTS 101)
- 4392, Leave, & Pass-Leave Tracker:** Upon Arrival ensure “Unit” is 14STUDENTSQ in **LeaveWeb**. Traveling outside the local area at Columbus requires an AETC Form 4392 and updating the Pass-Leave Tracker even if leave is not required. Read the guide on pages 11-28. While an Awaiting Pilot Training Officer (APTO) your supervisor is the Trans Ops CC and backup approver is the Trans Ops CD.
- Virtual Record of Emergency Data (vRED):** vRED is used to locate and communicate with members of your family in case of injury, death, MIA, or capture. It is **IMPERATIVE** that this is always up to date. Follow the guide on page 29 to complete this.
- MyLearning Computer Based Trainings (CBTs):** The following CBTs must be completed through **MyLearning** (<https://lms-jets.cce.af.mil/moodle/>) It is highly recommended you save the certificates with a current date to your personal documents.
  - DoD IAA CyberAwareness Challenge
  - No FEAR Act
  - Religious Freedom Training (ZZ133109)
  - Brandon Act
  - Training DAF – Operations Security Awareness Training
  - Controlled Unclassified Information (CUI)
  - Force Protection Training (ZZ133079)
  - Air Force Risk Management Training
  - Air Force Professional Relations
- Air Force Personnel Accountability and Assessment System (AFPAAS):** Log in with your CAC and update everything in “My Info” (including your family members’ info). \*New AF members may have to wait up to 90 days to complete this.
- Blackberry AtHoc:** AtHoc helps prepare for, respond to, and recover from critical events and emergencies. Follow the guide on page 30 to set up correctly for Columbus AFB.
- AFPC Secure SURF:** Access Assignment Management System (AMS) and update information. Hover over “Personnel Information”, select “My Career Brief” from the drop-down menu. Ensure AFSC is “92T0” and Duty Title is “Student Pilot Training”. **If incorrect after 60 days talk to MPF.**
- Motorcycle Owner?:** Contact the Unit Motorcycle Safety Representative Capt Connor Hari (connor.hari.1@us.af.mil). Email him and be prepared to show evidence of your license and MSF courses. You are **NOT** authorized to operate a motorcycle **ON or OFF BASE** until your paperwork is completed. Doing so will result in indefinite suspension of riding privileges.
- Comprehensive Readiness for Aircrew Flying Training (CRAFT):** CRAFT offers free cognitive, nutritional, and physical training for pilot trainees. See page 31 for more information.



## Fitness Guidance Frequently Asked Questions

**Q. What is the new point breakdown without the A/C component?**

A. After removing the abdominal circumference as a scored component of the physical fitness assessment, points were redistributed. The muscular strength and core endurance components increased from 10 to 20 points each, with the cardiorespiratory component remaining at 60 points

**Q. Why is the cardio component so heavily weighted?**

A. Revised scoring remains at 60 points for the cardiorespiratory component and reflects a continued emphasis on cardiovascular fitness. While it is not the only aspect of health and readiness, aerobic fitness remains one of the most essential elements for readiness and health.

**Q. If a member does not meet the minimum component score, is it possible to pass the test?**

A. No, in order to pass the physical fitness assessment, a member must 1) achieve a composite point total greater than or equal to 75 points and 2) meet the minimum point values for all components.

**Q. Are any of the rules for fitness failures going to change or do the same rules apply?**

A. No. All the same rules for fitness failures will still apply.

**Q. How will body composition be measured?**

A. The body composition program is separate from the physical fitness assessment and is typically measured via Waist-to-Height Ratio or a weight. Further details on the body composition program can be seen in Department of Defense Instruction 1308.3.

**Q. If I am on a profile for one component, does my Primary Care Manager (PCM) or Primary Care Provider (PCP) have to exempt me from the alternate option, as well?**

A. Yes, if a member is on a profile, their PCM or PCP must identify which components they are exempt from.

**Q. Can members test using a combination of the old and new cardio and strength components? Will members have the option to choose what they like best?**

A. Yes, members can test with a combination of the new (Hand Release Push-ups, Cross Leg Reverse Crunch, and High Aerobic Multi-shuttle Run) and old components. More information can be found in DAFMAN 36-905.

**Q. If it is a choice, when will members have to decide what components they will test in?**

A. Members must decide their components in conjunction with the completion of their Fitness Screening Questionnaire and provide it to their Unit Fitness Program Manager for review prior to their assessment. If they don't make a determination, member will test on the regular components.

**Q. Will the updates and new options change the pregnancy exemptions and post-partum exemptions?**

A. No.



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### Firearm Storage Guide

**Housing Firearms:** If you are living on base and have firearms, you can check them in to the Armory or keep them with you in on-base housing. You need to complete **ALL** items below. Once completed, you need to print copies and bring them to **BOTH** the Armory (662-434-7128) and 14 STUS/CCF (x3196 or 662-435-1714).

**Lautenberg Amendment:** You need to read and understand the Lautenberg Amendment to the Gun Control Act of 1986. It potentially affects any soldier who has been convicted of domestic violence or who is currently subject to an active restraining order. A summary of the Amendment was emailed in the 14 STUS in-processing email.

**DD 2760:** DD 2760 “Qualification to Possess Firearms or Ammunition” is used to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing, or receiving Government-issued, private firearms, or ammunition, and to determine if reassignment, reclassification, detail or other administrative action is warranted. A blank version of the DD 2760 was emailed in the 14 STUS In-Processing Email.

**AF IMT 1314:** AF IMT 1314 “Firearms Registration” is used to record personal information on an individual who registers and stores their privately owned firearm on an Air Force installation or facility. A blank version of the AF IMT 1314 was emailed in the 14 STUS In-Processing Email.

Examples of the DD 2760 and AF IMT 1314 are seen on the next two pages.

QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION

OMB No. 0705-0011  
OMB approval expires  
Mar 31, 2026

PRIVACY ACT STATEMENT

**AUTHORITY:** 18 U.S.C. 922(g)(9), Brady Handgun Violence Prevention Act; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoDI 6400.06, DOD Coordinated Community Response to Domestic Abuse Involving DOD Military and Certain Affiliated Personnel; and E.O. 9397 (SSN), as amended.

**PURPOSE(S):** To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.

**ROUTINE USE(S):** To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition. Additional routine uses are located in the applicable system of records notice(s), Army: A0600-8-104 AHRC, Army Personnel System (APS), <https://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570054/a0600-8-104-ahrc/>; Air Force: F036 AF PC C, Military Personnel Records System, <https://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/>; Navy: N01070-3, Navy Military Personnel Records System, <https://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/>; Marine Corps: M01070-6, Marine Corps Official Military Personnel Files, <https://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/>; OPM/Govt-1, <https://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570733/opmgovt-1/>

**DISCLOSURE:** Mandatory for all personnel who are required to maintain a firearms certification. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of 18, U.S.C. 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. However, the answers you furnish and any information resulting therefrom, may be used against you in criminal or administrative proceedings if you knowingly and willfully provide false statements or information.

SECTION I - INSTRUCTIONS

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.

The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:

- (1) the person was convicted of a crime;
- (2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;
- (3) the convicted offender was at the time of the offense:
  - (a) a current or former spouse, parent or guardian of the victim,
  - (b) a person with whom the victim shared a child in common,
  - (c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or
  - (d) a person who was similarly situated to a spouse, parent, or guardian of the victim, or;
  - (e) for a conviction on or after 25 June 2022, a person who has a current or recent former dating relationship with the victim;

- (4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;
- (5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;
- (6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.
- (7) For the case of a sole conviction of a misdemeanor crime of domestic violence against an individual in a dating relationship, five years has not elapsed from the later of the judgment of conviction or the completion of the custodial or supervisory sentence, if any, or the convicted offender has been subsequently been convicted of another such offense

If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.

If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.

SECTION II - QUALIFICATION INQUIRY (Complete and return to your commander or immediate supervisor within 10 days of receipt)

1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: (Initial and Date)

YES	DATE (YYYYMMDD)	NO	AA	DATE (YYYYMMDD)	I DON'T KNOW (Provide explanation on reverse)	DATE (YYYYMMDD)
				20240418		

2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:

a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER
c. STATUTE/CHARGE	d. DATE SENTENCED (YYYYMMDD)

3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.

a. NAME (Last, First, Middle Initial) Lastname, Firstname, M	b. RANK/GRADE O-1 / 2d Lt	c. SOCIAL SECURITY NUMBER 123-45-6789
d. ORGANIZATION 14 STUS	e. SIGNATURE Sign	f. DATE SIGNED (YYYYMMDD) date

## FIREARMS REGISTRATION

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 USC § 9013; Gun Control Act of 1968 (including 18 USC § 922(d)(1-9), (g)(1-9) and (n))/Lautenberg Amendment); 44 USC § 3101; AFMAN 31-101, Volume 2; AFMAN 71-102; EO 9397 (SSN), as amended and 28 CFR 25.6(j)(3).

**PRINCIPAL PURPOSE:** To record personal information for individuals who register and/or store their privately-owned firearm on an Air Force installation or facility. To maintain accountability of firearms, record when firearms are removed and returned to the facility, and determine the numbers and location of privately-owned firearms on an installation.

**ROUTINE USE(S):** In addition to disclosures generally permitted under 5 USC § 552(a) of the Privacy Act, as amended, records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 USC § 552a(b). "Blanket Routine Uses" apply. SSN is used for identification and retrieving from files.

**DISCLOSURE:** Disclosure is voluntary; however, failure to disclose the information to include SSN will result in the individual not being able to register or store firearms on the installation or facility. Attempts to keep firearms on an installation/facility that are not properly registered and stored could result in ordered removal of the firearms, administrative and/or disciplinary action.

**SYSTEM OF RECORD NOTICE:** F031 AF SF B Security Forces Management Information System

<https://dpcl.d.defense.gov/Privacy/SORNs/Index/DOD-wide-SORN-Article-View/Article/569715/f031-af-sf-b/>

FULL NAME (Last, First, Middle) <b>Lastname, Firstname, Middlename</b>	GRADE/RANK <b>O-1 / 2d Lt</b>	SSN <b>123-45-6789</b>	ORGANIZATION <b>14 STUS</b>	PHONE <b>(123) 456-7890</b>
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<b>RACE</b> <input checked="" type="checkbox"/> Black/ African American <input checked="" type="checkbox"/> Native Hawaiian <input checked="" type="checkbox"/> other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> White	<b>ETHNICITY</b> <input checked="" type="checkbox"/> Hispanic or Latino <input checked="" type="checkbox"/> Not Hispanic or Latino	<b>GENDER</b> <input checked="" type="checkbox"/>	<b>DATE OF BIRTH</b> <b>DD Mon YY</b>	<b>PLACE OF BIRTH</b> <b>Somewhere, AA, 00000</b>	<b>STATE OF RESIDENCE</b> <b>AA</b>
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FIRE-ARM NO.	WEAPON TYPE (Handgun, Long Gun, Other (frame, receiver, etc.))	MAKE (Manufacture)	CALIBER OR GAUGE	SERIAL NUMBER	RECEIPT FOR FIREARMS NOT RETAINED BY OWNER	
					DATE RECEIVED	SIGNATURE OF CUSTODIAN
1	Shotgun	Remington	12	12345		
2	Crossbow	Bear	N/A	123-45678		
3	Handgun	S&W	.357	123-45		
4	Fist	Chuck	Punch	Face		
5						

OWNER PROVIDED CUSTODIAN A COPY OF DD FORM 2760, QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION.

**STORAGE OF A PERSONALLY OWNED FIREARM IN THIS ARMORY MAY RESULT IN A RETRIEVAL DELAY OF UP TO 24 HOURS FOR A DISPOSITION OF FIREARMS CHECK TO ENSURE THE RECIPIENT IS LEGALLY ALLOWED TO POSSESS A FIREARM. PLEASE NOTIFY THIS ARMORY AT LEAST 24 HOURS PRIOR TO ATTEMPTING TO RETRIEVE FIREARMS TO MINIMIZE DELAY.**

I HAVE READ DD FORM 2760 AND WILL COMPLY WITH AFMAN 31-101, Volume 2, Enlosure 5, Para 8.b.4, Mandatory Registration of Firearms on an Installation, AND SUPPLEMENTS THERETO.

SIGNATURE OF OWNER ~~~~~ <b>Exquisite Signature</b> !~~~~~	DATE: <b>20281231</b>	STORAGE LOCATION/ADDRESS <b>CAFB Army, Columbus AFB, MS</b>
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RETAIN POSSESSION OF ABOVE FIREARM(S):

STORE FIREARM (S) IN: **CAFB Armory** AND WITHDRAW SAME:

TEMPORARILY STORE IN: PENDING DISPOSITION:

### RECORD OF TEMPORARY WITHDRAWALS BY OWNER AND RETURN TO STORAGE

FIRE-ARM NO.	Disposition of Firearms Check- PROHIBITED Yes or No	TEMPORARY WITHDRAWALS		RETURN TO STORAGE	
		DATE	SIGNATURE OF OWNER	DATE	SIGNATURE OF CUSTODIAN



# THE LAUTENBERG AMENDMENT

**I. INTRODUCTION.** The Lautenberg Amendment to the Gun Control Act of 1968 became effective 30 September 1996. It potentially affects any soldier who has been convicted of domestic violence or who is currently subject to an active restraining order. This information paper is designed to provide a brief summary of the Amendment and tell you where to go for further answers. It is NOT designed to be a substitute for individual legal advice from a Legal Assistance attorney.

## II. DISCUSSION.

- A. ***Law's Impact.*** The Lautenberg Amendment makes it a felony for anyone convicted of a misdemeanor crime of “domestic violence” (*e.g.*, assault or attempted assault on a family member) to ship, transport, possess, or receive firearms or ammunition. *There is no exception for military personnel engaged in official duties.* The Amendment also makes it a felony for anyone to sell or issue a firearm or ammunition to a person with such a conviction. This includes commanders and NCOs who furnish weapons or ammunition to soldiers knowing, or having reason to believe, they have qualifying convictions.
- B. ***“Qualifying” Convictions.*** The definitions of “domestic violence” and “conviction” are complex. “Conviction” does NOT include, however, Article 15s, summary court-martial convictions, deferred prosecution (or similar dispositions) in civilian courts, or judgments that have been expunged or set-aside. Legal assistance attorneys can help you determine whether you have a conviction covered by the Lautenberg Amendment.
- C. ***Firearms and Ammunition.*** Under DoD policy, major weapon systems and crew-served weapons such as tanks, missiles, and aircraft are not covered by the Amendment. The Amendment does apply, however, to both military and privately owned firearms and ammunition. Commanders must establish procedures to ensure compliance with the law to include procedures for soldiers with qualifying convictions who desire to withdraw their privately owned weapons from unit arms rooms. These procedures must allow soldiers to sell or transfer their weapons to authorized persons directly without taking physical possession of the weapons in violation of the Lautenberg Amendment.
- D. ***Information for Soldiers Affected.*** If you know, or have reason to believe, that you have a qualifying conviction for domestic violence, you should see a Legal Assistance attorney immediately. If you believe you have such a



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

conviction, you need not discuss your case with your commander until after you have seen a Legal Assistance attorney. That attorney will advise you on what you should do in your situation.

- E. ***Command Responsibilities.*** DOD and Army policy requires the following to implement and enforce the Lautenberg Amendment:
1. Notify soldiers that it is unlawful to possess firearms and ammunition if they have qualifying domestic violence convictions;
  2. Check local unit files to determine whether soldiers have qualifying convictions and report soldiers known to have such convictions through command channels to HQDA;
  3. Detail soldiers having or believed to have qualifying convictions to duties not requiring the bearing of weapons or ammunition;
  4. Prohibit soldiers having or believed to have qualifying convictions from deployments for missions requiring possession of firearms or ammunition;
  5. Prohibit soldiers having or believed to have qualifying convictions from attending military schools where instruction in weapons or ammunition is part of the curriculum;
  6. Prohibit soldiers having or believed to have qualifying convictions from receiving OCONUS assignments;
  7. Transfer – where possible – soldiers having or believed to have qualifying convictions from TOE to TDA units and organizations; and
  8. Prohibit soldiers having or believed to have qualifying convictions from re-enlisting.

**III. CONCLUSION.** If you have a qualifying misdemeanor conviction for domestic violence, the Lautenberg Amendment will almost certainly affect your military career. If you believe you have a qualifying conviction, you should immediately seek the assistance of a Legal Assistance attorney. Bring *all* court documents to your Legal Assistance appointment. If you do not have them, request a copy from the clerk of the court where you received the conviction.

### 14 STUS SPOUSES GROUP

*Please print neatly!*

NOTE: This information will not be used for advertising.

Student Pilot's Info	
Name: _____	Date: _____
Class Number and/or estimated Graduation Date: _____	
Have you attended Initial Flight Training (IFT)?    YES / NO	If NO, when will you be attending IFT: _____
Significant Other's Info	
Name: _____	Circle One:   Spouse   Fiance'   Girlfriend/Boyfriend
Phone number: _____	
Email address: _____	
Physical address: _____	
YES / NO   Pre-school age children?	
YES / NO   Can the spouses organization have permission to contact and welcome your significant other?	
YES / NO   If NO to the prior question, can we retain their info for emergency purposes only?	
If you think your spouse would like to get involved or volunteer, have them search Facebook for <b><u>14th Stus Spouses at Columbus</u></b> to join our Facebook page!	
<b>FOR OFFICE USE ONLY</b> DATE ENTERED: _____    ENTERED BY: _____	

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*Cut here*  
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### 14 STUS SPOUSES GROUP

*Please print neatly!*

NOTE: This information will not be used for advertising.

Student Pilot's Info	
Name: _____	Date: _____
Class Number and/or estimated Graduation Date: _____	
Have you attended Initial Flight Training (IFT)?    YES / NO	If NO, when will you be attending IFT: _____
Significant Other's Info	
Name: _____	Circle One:   Spouse   Fiance'   Girlfriend/Boyfriend
Phone number: _____	
Email address: _____	
Physical address: _____	
YES / NO   Pre-school age children?	
YES / NO   Can the spouses organization have permission to contact and welcome your significant other?	
YES / NO   If NO to the prior question, can we retain their info for emergency purposes only?	
If you think your spouse would like to get involved or volunteer, have them search Facebook for <b><u>14th Stus Spouses at Columbus</u></b> to join our Facebook page!	
<b>FOR OFFICE USE ONLY</b> DATE ENTERED: _____    ENTERED BY: _____	



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## Common Access Card (CAC) & Computer Usage

**Logging In to a Government Computer:** You cannot log into a Government Computer without your CAC. **DO NOT** leave your CAC in your computer while you cannot attend to it. **DO NOT** insert any USB drives or any not approved external devices into the computer. You will be issued a CAC-enabled Military Training Device (MTD) prior to starting UPT.

- a.** Ensure you have visited CSS and been provisioned to access Government Computers before inserting your CAC.
- b.** Plug CAC into CAC reader (usually on side of laptops, on keyboards, or a standalone card reader)
- c.** Lock Screen:
  - a. DOD Notice and Consent Banner – Click OK
  - b. Click “Other User” > “Sign-In Options” > Select Smart Card symbol (not the key) > “Input PIN

**Logging into the AF Portal:** The Air Force Portal is where you will find most information. It is where you can access your Individual Medical Readiness (IMR), MyLearning, MyVector, AFPC Secure, MyFitness, AF ePublications, etc.

- a.** Ensure your CAC is plugged in.
- b.** Type my.af.mil or search for “Air Force Portal” using a web browser.
- c.** Select “PKI Logon” and then enter your CAC PIN.

**Using your CAC at home:** Purchasing a Common Access Card reader for home use is highly recommended. They can be purchased at the BX or online.

- a.** Using a CAC on a base personal computer will give you access to many websites and your email, but some sites will be blocked. You will not be able to read encrypted emails or open encrypted files like RIPs.
- b.** You can encrypt emails you send using safe.apps.mil.
- c.** You can get past all limitations by setting up Desktop Anywhere. This lets you access a government virtual machine. This is **highly recommended** and takes 5 minutes to set up. Search “AFRC Desktop Anywhere” on the Air Force Portal for more information.



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## Pass & Leave Guide

**Pass & Leave Info:** Taking a pass or leave at Columbus is more complicated than at some other bases. It comprises of three parts: LeaveWeb, 4392, and the Pass & Leave Tracker.

- a. **What do I need to do?** Check out the Pass-Leave-4392 Flowchart on Page 12. It will help you decide what you need to do. If you are still having issues, contact the TMs.

**LeaveWeb:** LeaveWeb is the site where you will submit official leave requests when a 4392 will not suffice. You can find the full step by step guide for submitting Leave below. Submitting Leave on LeaveWeb **DOES NOT** let you skip the 4392 and pass-leave tracker. **ALL leave requests without a 4392 Attached will be denied.**

**4392:** The AF Form 4392 is used for travel outside the local area and details the events of your trips (Dates, Departure/Arrival Points, Mileage, Purpose of Trip, Etc.). This needs to be submitted NLT one week before departure. You can find examples of this completed form below.

**Leave Tracker:** Once approved, you are required to update the Pass & leave tracker here: [https://safe.menlosecurity.com/https://docs.google.com/spreadsheets/d/12xFM3V0yD4umlAIQpWcfjk1h\\_b27\\_V85hZLKWWZKP6A/edit#gid=86863106](https://safe.menlosecurity.com/https://docs.google.com/spreadsheets/d/12xFM3V0yD4umlAIQpWcfjk1h_b27_V85hZLKWWZKP6A/edit#gid=86863106). This can also be found on the 14 STUS Casuals slack channel.

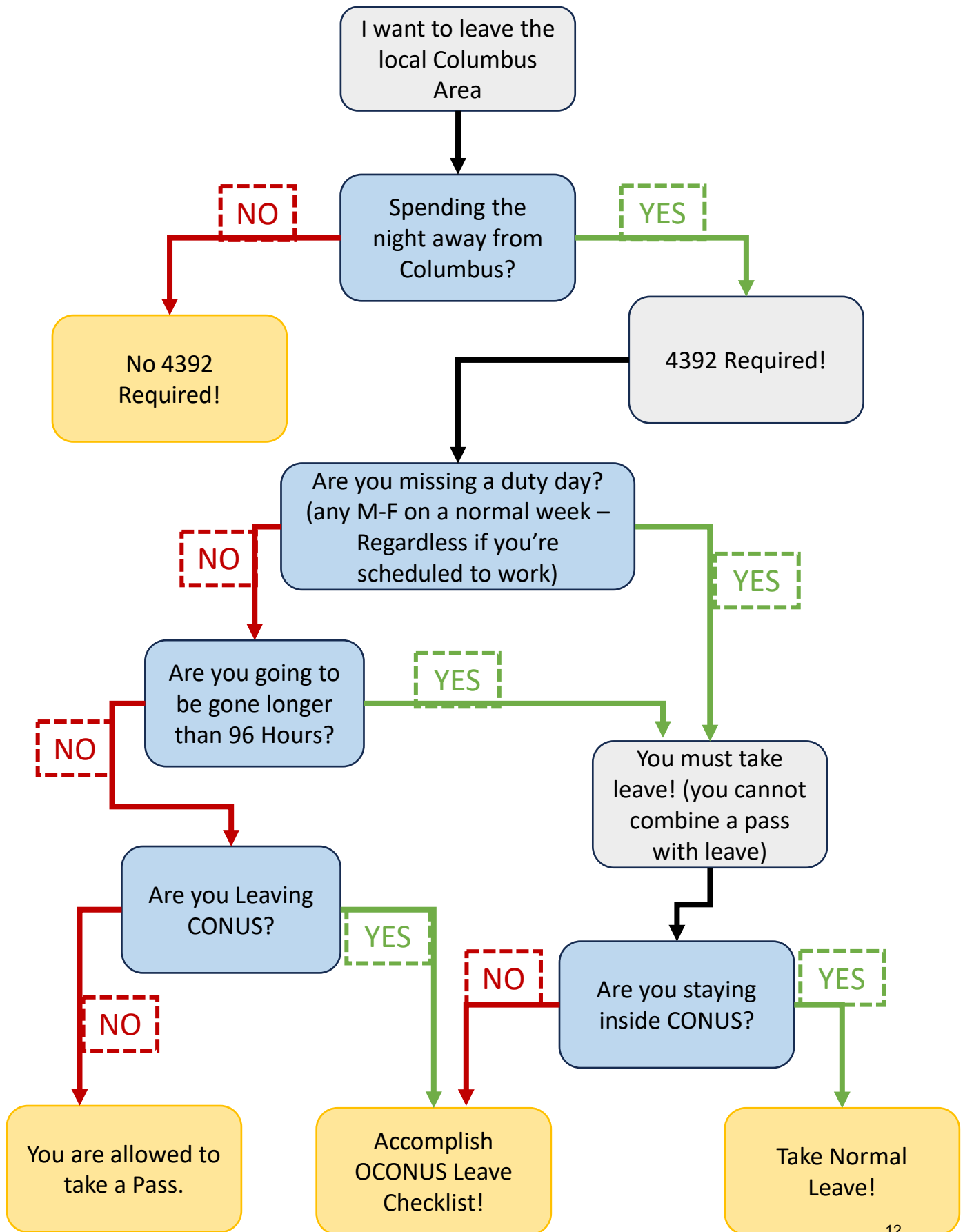
- a. **Why does the Pass & Leave Tracker exist?** Because of how LeaveWeb works, we cannot see all individuals' leave and passes easily. This helps us keep track of all individuals.

**Holidays:** Typically, a pass will be granted (no longer than 96 hours) during holidays. There will be days between Christmas and New Years where you must be in the local area or else you will have to take leave for the entire duration. Read the leave policies (in LeaveWeb and your squadron policies) first before coming to us with questions.

### **OCONUS Leave (Outside Contiguous US) - Outside the lower 48:**

- a. OCONUS Leave requires a Foreign Travel Antiterrorism Packet that can be coordinated through the UPCs, Mr. Charles Collins (charles.collins.20@us.af.mil), in the Transition office.
- b. ALL OCONUS leave requests require 14 STUS/CC or CCQ approval.
- c. Foreign Travel Antiterrorism Packets are NOT required for Alaska, Hawaii, Puerto Rico, Guam or the US Virgin Islands.
- d. You must submit leave in Leave Web with a 4392.
- e. The suspense for all OCONUS Leave packages is 4 weeks prior to departure date. Note that some components of OCONUS leave packages may take longer than 4 weeks to process.

# Pass – Leave – 4392 Flow Chart



**PART III. PROPOSED TRAVEL ITINERARY**

CHECK THE APPLICABLE MODES OF TRANSPORTATION

PRIVATE MOTOR VEHICLE     AIRPLANE     BUS     TRAIN     OTHER (Specify) \_\_\_\_\_

DEPARTURE DATE <b>What day are you leaving?</b>	FINAL DESTINATION <b>Columbus AFB (unless PCSing)</b>
--	--

PROVIDE INFORMATION BELOW FOR EACH DAY OF TRAVEL:

DATE	DEPARTURE POINT	ARRIVAL POINT	LENGTH OF REST PERIOD	APPROXIMATE MILEAGE
date leaving	CAFB	X	<small>If &gt; 24 hours measure in days</small>	insert in miles if driving
				N/A if flying
	LOG EVERY LEG OF THE TRIP			
date arriving				
	if you run out of room	add it to Part IV		

**PART IV. OTHER INFORMATION (Local information, group briefings, etc.)**

1. Trip Description/Purpose: (include flight numbers for every flight if applicable)
2. Address of where you are staying:
3. Your phone #:
  - Secondary phone #: office number, hotel #, someone staying with you, friend/family member #
- 4a. Are you participating in a high risk activity? Yes or No
- 4b. If yes, Form 410 on file? Yes or No (If activity is on high risk MFR, the form 410 is not necessary)
- 5a. Taking leave? Yes or No
- 5b. Going in the hole? Yes or No
- 5c. Are you leaving on a duty day? Yes or No
- 5d. Are you working AT LEAST a half day and departing in the afternoon?: Yes or No
- 5e. If yes to 5a, 5c, or 5d, have you informed your supervisor? Yes or No (Tell your casual job supervisor before signing - If 10 days out send to class commander)
6. Mission Impact Statement: Include information about upcoming class dates, anticipated impact on mission, etc.

NOTE- DO NOT SIGN THE "BRIEFED AND REVIEWED BOX" THAT IS FOR THE TRANSITION MANAGERS.  
 GRADE IS "O-1" NOT "2d Lt"  
 ELECTRONICALLY SIGN THE "SIGNATURE OF INDIVIDUAL BRIEFED SECTION"

**I understand that injuries incurred as a result of my driving under the influence of alcohol or failure to utilize required safety devices may result in potential UCMJ action.**

NAME, GRADE AND ORGANIZATION OF INDIVIDUAL BRIEFED

DATE BRIEFED	SIGNATURE OF INDIVIDUAL BRIEFED
--------------	---------------------------------

BRIEFED AND REVIEWED BY:

**PART III. PROPOSED TRAVEL ITINERARY**

CHECK THE APPLICABLE MODES OF TRANSPORTATION

PRIVATE MOTOR VEHICLE     AIRPLANE     BUS     TRAIN     OTHER (Specify) \_\_\_\_\_

DEPARTURE DATE <b>19 Oct 24</b>	FINAL DESTINATION <b>CAFB</b>
------------------------------------	----------------------------------

PROVIDE INFORMATION BELOW FOR EACH DAY OF TRAVEL:

DATE	DEPARTURE POINT	ARRIVAL POINT	LENGTH OF REST PERIOD	APPROXIMATE MILEAGE
19 Oct 24	CAFB	Memphis	16 hours	170
20 Oct 24	Memphis	CAFB	N/A	170

**PART IV. OTHER INFORMATION (Local information, group briefings, etc.)**

1. Trip Description/Purpose: Visiting Home
2. Address of where you are staying: 007 Agent Dr, Memphis, TN 38018
3. Your phone #: 123-456-7898  
Secondary phone #: 987-646-3211
- 4a. Are you participating in a high risk activity? NO
- 4b. If yes, Form 410 on file?
- 5a. Taking leave? NO
- 5b. Going in the hole? NO
- 5c. Are you leaving on a duty day? NO
- 5d. Are you working AT LEAST a half day and departing in the afternoon?: N/A
- 5e. If yes to 5a, 5c, or 5d, have you informed your supervisor? N/A
6. Mission Impact Statement: Departing off duty day and returning prior to start of week - no impact on training.

I understand that injuries incurred as a result of my driving under the influence of alcohol or failure to utilize required safety devices may result in potential UCMJ action.

NAME, GRADE AND ORGANIZATION OF INDIVIDUAL BRIEFED

**Bond, James, O-1, 14 STUS**

DATE BRIEFED <b>9 Oct 24</b>	SIGNATURE OF INDIVIDUAL BRIEFED
---------------------------------	---------------------------------

BRIEFED AND REVIEWED BY:

**PART III. PROPOSED TRAVEL ITINERARY**

CHECK THE APPLICABLE MODES OF TRANSPORTATION

PRIVATE MOTOR VEHICLE     AIRPLANE     BUS     TRAIN     OTHER (Specify) taxi

DEPARTURE DATE: **18 Oct 24**      FINAL DESTINATION: **CAFB**

PROVIDE INFORMATION BELOW FOR EACH DAY OF TRAVEL:

DATE	DEPARTURE POINT	ARRIVAL POINT	LENGTH OF REST PERIOD	APPROXIMATE MILEAGE
18 Oct 24	CAFB	BHM	N/A	150
18 Oct 24	BHM	ORD	N/A	N/A
18 Oct 24	ORD	Chicago	3 days	10
18 Oct 24	Chicago	ORD	N/A	10
21 Oct 24	ORD	BHM	N/A	N/A
21 Oct 24	BHM	CAFB	N/A	150

**PART IV. OTHER INFORMATION (Local information, group briefings, etc.)**

1. Trip Description/Purpose: Visiting Family.  
BHM --> ORD United 123, ORD to Chicago United 456  
Chicago --> ORD United 789, ORD --> BHM United 012
2. Address of where you are staying:  
Martha Stewart's House - 123 Sesame St, Chicago, IL 12345
3. Your phone #: 123-456-7891  
Secondary phone #: Mom's phone number 999-999-9999
- 4a. Are you participating in a high risk activity? No
- 4b. If yes, Form 410 on file?
- 5a. Taking leave? Yes
- 5b. Going in the hole? No
- 5c. Are you leaving on a duty day? Yes
- 5d. Are you working AT LEAST a half day and departing in the afternoon?: Yes
- 5e. If yes to 5a, 5c, or 5d, have you informed your supervisor? Yes
6. Mission Impact Statement: IPT start date 2/14/2025, no impact on training

I understand that injuries incurred as a result of my driving under the influence of alcohol or failure to utilize required safety devices may result in potential UCMJ action.

NAME, GRADE AND ORGANIZATION OF INDIVIDUAL BRIEFED

**Pool, Dead 0-1 14 STUS**

DATE BRIEFED: **2 Oct 24**      SIGNATURE OF INDIVIDUAL BRIEFED: \_\_\_\_\_

BRIEFED AND REVIEWED BY: \_\_\_\_\_



# Leave Requests for Dummies



**14 STUS**

*Note: All leave requests should be submitted ASAP. They go all the way up to Lt Col Rives, so don't be the one sending in a last minute request!*

*(Exception: Emergency Leave)*



# Overview



**14 STUS**

- Accessing LeaveWeb
- Creating A New Request
- Type
- 4392
- Uploading Your 4392
- Leave Area and Balances
- Leave Status → → Return Date
- Remainder of Request
- Following Up
- Returning From Leave
- Helpful Hints



# Accessing LeaveWeb



14 STUS

- Access LeaveWeb from the AF Portal and login:
  - *Note: There are only four computers that have LeaveWeb enabled in the CAI Lab*

The screenshot shows the AF Portal interface. At the top, there is a navigation bar with tabs for NEWS & ANNOUNCEMENTS, BASE, ORG & FUNCTIONAL AREA (selected), APPLICATIONS, CAREER & TRAINING, LIFE & FITNESS, and LIBRARY & RESOURCES. A search bar is visible on the right with the text 'AF Portal' and 'SEARCH AF PORTAL'. Below the navigation bar, there are several content sections:

- AIR FORCE ANNOUNCEMENTS & PUBLICATIONS**: Contains articles such as 'myPers and vPC Extreme Latency', 'vPC Unavailable, 11 Jun 2015', 'ADLS Unavailable 22-29 Jun', and 'TSgt Promotion Splash Page Still Visible?'. Each article includes a 'Read More...' link.
- INDEXES & PUBLICATIONS**: A dropdown menu showing options like Bases A-Z, Base Maps A-Z, Functional Areas A-Z, MAJCOMs A-Z, and Organizations A-Z.
- My Base, Org, Functional Area**: A dropdown menu with options: My Base, My Functional Area, and My Organization.
- QUICK LINKS**: A search box and a list of links including ADLS, AF Web-Based Health Assessment, AFEMS, Air Force E-Publishing Website, AMS, ARCNet, AROWS, AROWS-R, CAS, CCAF, DEERS, and DTS.
- CATEGORIES | A—Z**: A category filter.
- TOP PORTAL SEARCHES (1 FEB-30 APR 2015)**: A list of frequently searched terms.



# Creating A New Request



14 STUS

- Click “New Leave”

LEAVEWEB

Air Force Financial Leave Request and Approval System

[Profile](#)

**[New Leave](#)**

[Return from Leave](#)

[Approve Leave](#)

[AF Regulations](#)

[User Guides](#)

[AFFSO Hub](#)

**Second Lieutenant** [REDACTED]

<b>SSN</b> [REDACTED]	<b>Current Leave</b> [REDACTED]
<b>Service</b> Air Force	<b>Use/Lose Balance</b> 0.0
<b>Unit</b> 14 STUDENTSQ	<b>Available ETS</b> 0.0
<b>Email</b> [REDACTED]	<i>Last Updated:</i>
<b>Phone</b> [REDACTED]	<i>26 May 2015 - System Administrator</i>
<b>Section</b> 14 STUS	

[Open Leave](#)
[Leave History](#)
[Role/Privileges](#)
[Profile Audit](#)
[Login Audit](#)
[Privilege Audit](#)
[Subordinates](#)

Edit	Entered	First	Last	Days	Type	Status	Leave #
You do not have any open requests							



# Type



14 STUS

- Type: “Ordinary”
  - Unless special circumstances matching the definitions outlined in the AFIs
  - These AFI’s can be found by clicking [here](#) or going onto the SharePoint



# 4392



**14 STUS**

- Follow the instructions for a Leave 4392 using the examples in this packet or on the Sharepoint
- Once you receive your signed 4392 from the TMs, you may upload the approved copy to LeaveWeb



# Uploading Your 4392



14 STUS

- Click the magnifying glass to find your approved 4392 from the computer

## Leave Request

<b>Type</b>	Select a type <input type="button" value="v"/>	Chargeable Leave Rules
<b>Upload</b>	<input type="text"/> <input type="button" value="🔍"/>	
<b>Member</b>	Second Lieutenant Heather Bleuer	
<b>Entered</b>	11 Jun 2015	
<b>Leave Area</b>	<input type="radio"/> CONUS <input type="radio"/> OS <input type="radio"/> OS to CONUS	<b>Leave Balances</b> Balance: 8.5 ETS: 0.0 Use/Lose: 0.0
<b>Leave Status</b>	<input type="text"/> <input type="button" value="📅?"/> Select time <input type="button" value="v"/>	
<b>First Day</b>	<input type="text"/> <input type="button" value="📅?"/>	<i>A leave number MUST be assigned before you start leave. Leave begins and ends in the local area - (where member lives &amp; commutes to PDS). If you start leave on a non-duty day.</i>
<b># of Days</b>	<input type="text"/>	



# Leave Area & Balances



14 STUS

- Leave Area:
  - CONUS: Continental United States
  - OS: Outside Continental US - talk to the UPCs (Mr. Charles Collins) ASAP to receive the needed packets!
- Leave Balances:
  - Balance on LeaveWeb is not always correct
  - Refer to balance listed on most current Leave and Earnings Statement (LES) on MyPay
  - *Note: Advance (Emergency) Leave is typically only for major, once-in-a-lifetime occurrences (Ex. Death in the immediate family)*



# Leave Status → → Return Date



14 STUS

- Leave Status (day you leave)
- First Day (first chargeable day)
- Number of Days
- Last Day (last chargeable day)
- Return Date (day you return)
- Use the Leave Guidelines document found on the SharePoint for instructions on these sections
  - *Note: This could help you save some leave!*



# Remainder of Request



14 STUS

- Leave Addresses: All addresses you will be staying at on leave
- Emergency Phone: Phone number other than yours where you can be reached
- Supervisor: Capt Kenneth Sparano
- Backup Approver: Lt Will Winstead IV
  - *Note: Supervisor and Backup Approver—Use names listed above unless told otherwise*
- Check both boxes
- Click Save → New page opens → Click “Sign and Submit”



# Following Up



14 STUS

- Make sure your Leave Request is approved on LeaveWeb two days before you depart
  - Contact your supervisor or backup approver if it is not!
  - *Note: You are not authorized to leave the local area until the request has been approved*



# Returning From Leave



14 STUS

- Within 48 hours after you return from leave:
  - Select “Return from Leave” in left panel
  - Click pencil icon
  - Click “Sign and Submit to Supervisor” at bottom of next page
  - DO NOT click the “Update Return Information” button unless necessary

Return	Entered	First	Last	Status
	19 Jun 2015	6 Jul 2015	11 Jul 2015	Authorized

I have read and complied with the [Anti-Terrorism Awareness Agreement](#).

I have read and consent to the [terms and requirements](#).



# Helpful Hints



**14 STUS**

- Don't submit your request unless you know it's been done correctly!
- Still confused?
  - Ask a friend who has taken leave before
  - Call the Transition Office (x7618)

*Good Luck!*



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



## Virtual Record of Emergency Data Guide

**vRED Info:** vRED is the system used to locate and communicate with members of your family for situations in which you are unable to communicate (Injury, death, MIA, or capture). It is imperative to have it up to date. **NOTE: vRED does not replace having a Will.** Preparation of a will is available by appointment at the Legal Assistance office. Visit this page to learn more:

<https://installations.militaryonesource.mil/military-installation/columbus-afb/legal/legal-assistance>

### Steps to update:

- a.** Go to the AFPC Secure site at <https://afpcsecure.us.af.mil>
- b.** Login using CAC & PIN.
- c.** Select "OK" to the DoD Notice and Consent Banner.
- d.** Select "vMPF" (virtual Military Personnel Flight) from the Available Application section.
- e.** It may ask you to verify your duty/home email and phone. Do so, then click "*I have verified my email and phone*" to continue.
- f.** Your vMPF home screen may have "*Update Your Record of Emergency Data*" under the "*Suspenses*" section, if so, click "*Record of Emergency Data*" Hyperlink. If not, click "*Record of Emergency Data*" under the "*Most Popular Applications*" on the left side.
- g.** Update Information with your applicable information.
  - a. Use current Address, not home of record.
  - b. If On Base, city is Columbus AFB, MS.
    - i. If in UoQ add building / room number.
  - c. If Off Base, city is Columbus, MS.
  - d. Always include area codes.
- h.** Click "Submit"
- i.** Read Statement of Understanding and click "Finalize RED"
- j.** **Guard/Reserve: MUST contact unit to ensure completion.**



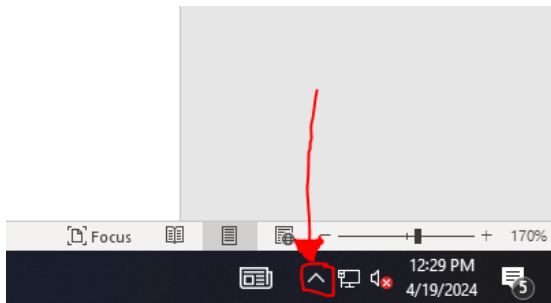
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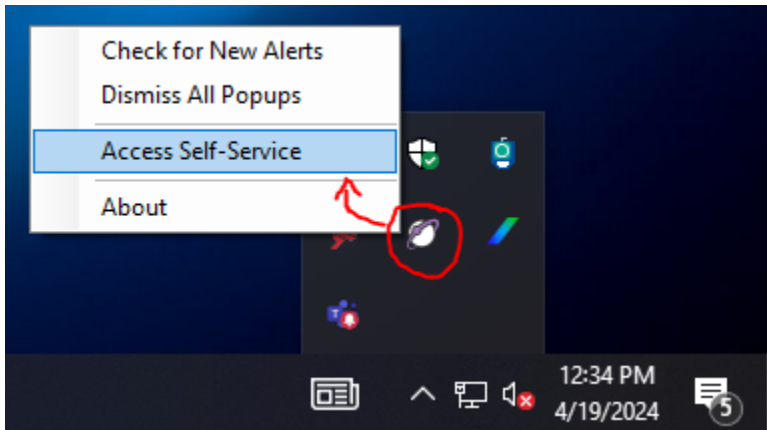
### BlackBerry AtHoc Guide

**AtHoc Info & Setup Guide:** BlackBerry AtHoc is a critical event management software used to prepare for, respond to, and recover from critical events and emergencies. Follow these steps to set up:

- a. If on a personal computer, access this website, then skip to step F: <https://emns.us.af.mil/>
- b. If on a Government Computer, you can follow that link or follow all below steps.
- c. Select the “^” symbol in the bottom right corner of the desktop.



- d. Right Click the  Symbol out of the options that appear.
- e. Then Select “Access Self-Service”.



- f. Select your CAC Certificate and use your PIN to log in.
- g. Fill out all sections with a “\*” and ensure that your assigned Unit Reflects correctly.
- h. Additionally, ensure phone numbers have the correct national flag next to them. Always include area codes.



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**CRAFT Info:** CRAFT offers free cognitive, nutritional, and physical training for pilot trainees. It is HIGHLY recommended you sign up and take advantage of the CRAFT facilities ASAP. The earlier you start, the better.

- a. **Required:** Scan the following QR code or go to this link <https://forms.gle/qVa26Jtq2HWR4mMj8> to find the CRAFT PowerPoint and Questionnaire.



- b. **Optional:** Scan the following QR code or go to this link <https://calendly.com/columbus-craft-hpt> to find the CRAFT Appointment Signups. You do not need an appointment to go to the physical training. Head to the CRAFT Gym from 6am-6pm M-F.



Cognitive Performance Specialist	Strength & Conditioning Specialist	Performance Dietician
<b>Catrina Crowe</b> Email: ccrowe@bsnc.net Phone: (978) 807-8167	<b>Hunter Lane</b> Email: mlane@bsnc.net	<b>Lacy Smith</b> Email: lsmith@bsnc.net Phone: (662) 286-8395
<b>Colin Klatt</b> Email: cklatt@bsnc.net Phone: (319) 830-7133	<b>Kevin Madigan</b> Email: kmadigan@bsnc.net Phone: (972) 689-3448	<b>Brianna Cooper</b> Email: bcooper@bsnc.net Phone: (662) 574-7021
<b>Matt Hood</b> Email: mhood@bsnc.net Phone: (615) 430-3118	<b>Ian Gorum</b> Email: igorum@bsnc.net Phone: (228) 216-1567	
<b>Rogi Pierre</b> Email: rpierre@bsnc.net Phone: (787) 325-1124	<b>Logan Kimball</b> Email: lkimball@bsnc.net	



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## Defense Travel System Training & New User Guide

**New DTS Users:** New Users will need to complete Self-Registration in DTS.

- a. Head to [www.defensetravel.osd.mil/](http://www.defensetravel.osd.mil/)
- b. Select “Log in to DTS”.
- c. Enter SSN > Click “Self Register”.
- d. Under “Administrative” tab > Self Registration.
- e. Fill out as much data as possible following the tabs on top – Start with “Basic Information”.
  - A) Address: current mailing
  - B) Closest Airport: 25 Miles
  - C) Preferred Airport: GTR
  - D) Tech Status: No
  - E) Air Crew Status: Yes
  - F) Service/Agency: USAF
  - G) Type: US
  - H) State: MS
  - I) Site: Columbus AFB
  - J) Select: 14 STUS
  - K) Accounting: Personal account for direct deposit
  - L) Enter GTC Information, if you have it

**Obtaining Training Certificate:** Follow the below procedure for **BOTH** the “DTS (Basic) – About DTS” and “DTS (Basic) – DTS Travel Documents (DTS 101)” courses.

- a. Go to the DoD TRAX site at <https://secure.defensetravel.dod.mil/neotrax/index.php>
- b. Login using CAC Login Button.
- c. Click the “Training” button on the top menu bar.
- d. If you’ve already completed this course;
  - a. Click on the “My Completed” tab.
  - b. Click the “Print” button in the “Course Name” row.
- e. If you haven’t completed the course or didn’t have it listed under “My Completed”.
  - a. Click on “Available/Recommended Training” tab.
  - b. Click “View All” at the top of the page.
  - c. Scroll to “Course Name” course.
  - d. Click “Launch!” button.
  - e. Complete the course.
- f. Save the Certificate as “LastName.FirstName.AboutDTS” or “LastName.FirstName.DTS101”.

**Connect Government Travel Card (GTC) to DTS:** Your GTC will need to be linked to your DTS account upon receipt of GTC. (receipt may take up to 2 weeks after application).

- a. Update GTC Account number and Expiry.
  - a. Select “My Profile”.
  - b. Select “ETF and credit Card Accounts”.
- b. Call Mrs. Bonni (662) 434-2613 to inform her that you have linked your accounts.



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## Government Travel Card (GTC) Training & Setup Guide

### GTC Info:

- a. Guard/Reserve:** Your home unit will manage your GTC and the rest of this guide does not apply to you.
- b. If you already have a GTC:** You will still have to provide the appropriate records as described in the rest of this guide. Be sure to visit the Citibank website to update your billing address and email address at <https://home.cards.citidirect.com/CommercialCard/Cards.html>. If it has been more than 60 days since you signed in, you will have to call the number on the back of your GTC card to have Citi reactivate your online profile.

**Obtain Certificate:** you need to complete the “Programs & Policies – Travel Card Program (Travel Card 101)[Mandatory]” certificate on DoD TRAX.

- a.** Go to the DoD TRAX site at <http://www.defensetravel.dod.mil/Passport>.
- b.** Login using CAC Login button.
- c.** Click the “Training” button in the top menu bar.
- d.** If you’ve already completed this course:
  - a. Click on the “My Completed” tab.
  - b. Click the “Print” button in the Travel Card 101 row.
- e.** If you haven’t completed the course or don’t have it listed under “My Completed”:
  - a. Click on “Available/Recommended Training” tab.
  - b. Scroll to “Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory]” course.
  - c. Click “Launch!” button.
  - d. Complete the course.
- f.** Save the Training Certificate as “LastName.FirstName.TravelCard101”.

**Statement of Understanding (SoU):** The GTC SoU (DD Form 3120) is attached to STUS in processing email or can be found here: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3120.pdf>  
Complete the following steps:

- a.** Check all boxes.
- b.** Sign.
- c.** Save a digital copy as “LastName.FirstName.GTC\_SoU\_SAF.pdf”.

**Citibank Email:** You will receive an email from Citibank. Upon receiving, do the following steps:

- a.** Your “Verification Information” is the last 4 of your SSN.
- b.** Check to ensure supervisor’s email is correct.
  - a. If you have a class commander, that is your supervisor.
  - b. If you do not have a class commander, it is the Transition Operations Flight Commander's email.
- c.** Inform your supervisor that they will receive an email from CitiBank.



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## Pre-Post Initial Pilot Training (IPT) Guide

**Important IPT Info:** The steps in this guide MUST be completed before heading to Initial Pilot Training.

- a. Vaccinations:** Individuals must be fully vaccinated prior to attending IPT.
- b. PFA:** If your PFA Expires while at IPT, you must retest before leaving.
- c. Amending Flights:** If you complete IPT early or late AND need an amended flight, contact the CAFB CTO @ 662-434-2669 or 855-324-7648 to reschedule
- d. Leave enroute to/from IPT:** Will only be approved on a case-by-case basis. Must speak with the TMs before 30 days out.

**Medical:** Meg Group (Bldg 1100) cannot receive until 3 working days of your departure.

- a. Medical Records:** Ensure DD Form 1808 and/or SF 88 is complete and accurate (might've received at medical in processing).
- b. Optometry:** Verify you have no discrepancies. Failing to do so can get you sent back to Columbus.

**Equipment Issuing:** IEU (individual Equipment Unit, Bldg 158). Second door on the right after entering from the South-East Entrance. The South-East Entrance is next to a loading dock door and is unmarked (looks like you shouldn't be entering there. If unsure, ask someone in the LRS)

- a. Form:** Before heading to IEU, you must head to CSS 20 working days before IFT to receive form stating you need to be issued FDU.
- b. Flight Suit:** Try on each article of clothing to ensure proper fit. You will not receive more equipment than required and it cannot be returned after acceptance. Even if they are the same size, try on both flight suits.
- c. IEU Receipt:** Ensure you get a receipt from IEU for the flight suits. Return the receipt to CSS.

**Military Uniform:** Ensure your Military Uniforms are correct and ready for wear **BEFORE** departing for IPT.

- a. Patches:** Ensure you have enough ranks, name/command/flag patches for flight suit(s), jacket, and OCPs. Rank insignia for flight suits has **dark green** background.
  - a. Buy flight suit ranks ASAP. BX Stock is usually low.
- b. Knee Board / Logbook:** Purchasing a knee board and logbook is highly encouraged.
  - a. Hours will be used for future certs/ratings and will follow you for your entire career so **LOG YOUR HOURS!!**
- c. Alterations:** Ranks and Velcro will need to be sewn onto all flight suits and jackets.
  - a. Marilou's and Ducks are popular alterations shops, both outside South Gate. Expect alterations to take a week or longer so plan accordingly.

### **Electronic Tasks:**

- a. IPT RIP:** Sign and return it.
- b. DTS:** Authorization need to be submitted to approving official. Submitting an authorization is how you get your approved orders to attend IPT.
  - a. Mrs. Bonni will send you a PowerPoint as it gets closer to your IPT Date. **If you don't receive it within 10 days from departing reach out.** Feel free to share the PowerPoint.

- b. Print DTS Orders: From main DTS page click “*Official Travel*” > “*Authorizations / Orders*”.  
Reference powerpoint on how to print.
- c. 4392 Signed and Approved:** For IPT, a 4392 will need to be filled out and the Pass/Leave Tracker updated.
  - a. Itinerary trip **TO AND FROM** IPT
  - b. Flight Numbers
  - c. Hotel Addresses (if available)

**FAA Student Pilot Certification (SPC) Application:** Having a SPC Application is required for IPT. IF you already have your SPC you can skip this task. Have your FAA Class III Medical Certificate information and your logbook ready before you start the application.

- a.** Head to <https://iacra.faa.gov/IACRA/Default.aspx>
- b. Registering New Account:** Select “*Register for New Account*”.
  - a. Check “*Applicant*” and agree to the Terms of Service.
  - b. Skip “*Airman Certificate Number*”.
  - c. Enter Personal Information, Citizenship, Place of Birth, and Address. SSN select “*DO NOT USE*”.
  - d. Enter Security Questions, Username/Password > “*Register*”.
  - e. **Record and bring your FTN and Username to IPT**
- c. IACRA:** select “*login to IACRA (Integrated Airman Certification and Rating Application)*” and agree to the terms of service.
  - a. Select “Start new Application”:**
    - i. Application Type – Student Pilot
    - ii. Pilot Certificates – Student Pilot
  - b. Click “Start Application”:**
    - i. Verify personal Information.
    - ii. Mailing address is current residence (not legal residence).
    - iii. Are you applying for a Glider, Balloon, or Sport rating? – No.
    - iv. Supplemental Data – Reference FAA Class 3 physical or military medical examination.
    - v. Do you hold a Medical Certificate? – Yes.
    - vi. Select the certificate type – Choose “*Military*” or “*FAA*” (select FAA only if class 3 is already accomplished).
    - vii. Certificate Class
      - 1. If military – Leave blank.
      - 2. If FAA, choose “*Class III*”.
      - 3. Enter Examiner’s name – only applicable if you have a class III.
    - viii. Answer the questions at the bottom.

- ix. Aeronautical Experience – Enter and flight experience you have.
- x. Click next, review your information, and submit.

**Post-IPT:** Once returned from IPT you need to complete the following tasks. **\*If you struggled with air sickness at IPT, notify Capt Sparano ASAP to discuss methods to mitigate symptoms prior to UPT.**

- a. DTS Voucher:** SCAN, ATTACH, and SUBMIT the following:
  - a. IPT Certificate.
  - b. TDY-to-school email.
  - c. Airline receipts (or constructed travel worksheet).
- b. Student Registrar:** Bring you logbook and go to Student Registrar.
  - a. Update information regarding IPT flying hours



14<sup>th</sup> Student Squadron / DOA / Transition Ops  
166 Liberty Drive, Building 268, Suite 102  
Columbus AFB, MS 39710  
Transition managers (TMs) COMM: 662-434-7618



## Pre-Undergraduate Pilot Training (UPT) Guide

**30 Days Out:** 30 days from UPT start date accomplish the following tasks:

- a. Casual Job:** Inform your casual job you are 30 days out. You will continue to work until the 10-day out period. Use this time to ensure any last-minute items are addressed.
- b. Medical Readiness:** Verify your Individual Medical Readiness (IMR) record is all “green”.
  - a. Ensure you are not DNIF (Does Not Include Flying) status.
- c. Leave:** This is your last chance to take leave before UPT. Consider taking some time to refocus and accomplish all last-minute items you need so you can full focus.
- d. Stay attentive to Email:** Expect to be contacted by your Class Senior Ranking Officer (CSRO) or Class Flight Commander (CFC).

**Equipment Issuing:** If you do not have a flight suit, you will need to get one from IEU (individual Equipment Unit, Bldg 158). Second door on the right entering from the South-East Entrance. The South-East Entrance is next to a loading dock door and is unmarked (it looks like you shouldn't be entering there. If unsure, ask someone in the LRS)

- a. Form:** Before heading to IEU, you must head to CSS before UPT to receive form stating you need to be issued FDU.
- b. Flight Suit:** Try on each article of clothing to ensure proper fit. You will not receive more equipment than required and it **cannot be returned after acceptance**. Even if they are the same size, try on both flight suits.
- c. IEU Receipt:** Ensure you get a receipt from IEU for the flight suits. Return the receipt to CSS.
- a. Alterations:** Ranks and Velcro will need to be sewn onto all flight suits and jackets.
  - a. Marilou's and Ducks are popular alterations shops, both outside South Gate. Expect alterations to take a week or longer so plan accordingly.

**10 Days Out:** 10 DUTY days out begins your first direct objectives for UPT. If you have questions contact your Class Flight Commander (CFC)

- a. Supervisor:** You are no longer supervised by the Transition Flight. Your CFC is your supervisor.
- b. Leave:** Leave inside your 10 days out period **WILL NOT** be approved by transition flight.
- c. Stay attentive to Email:** Expect to be contacted by your Class Senior Ranking Officer (SRO) or CFC.