



14th Flying Training Wing

Columbus AFB, MS



The Pilot Training Welcome Packet

CAO March 2024



Welcome to Columbus AFB, MS!

14th FTW Mission:

Train World Class Pilots.

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

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

14 FTW/CC	Col Justin Grieve
14 OG/CC	Col Alexander Heyman
14 STUS/CC	Lt Col Jerry Rives III
Transition Ops/CC	Capt Stephen Keisler

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A Welcome from the 14 FTW/CC



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

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

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

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

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

Sincerely,

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

JUSTIN T. GRIEVE, Colonel, USAF
Commander

A Welcome from the 14 STUS/CC



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

15 August 2023

MEMORANDUM FOR ARRIVING UPT STUDENTS

FROM: 14 STUS/CC

SUBJECT: UPT Welcome Letter

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

A handwritten signature in black ink that reads "Marci Walton".

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

To do Before Arrival

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

1. **Reserve billeting/temporary lodging facilities (TLF)** through Magnolia Inn (x2548) for up to 30 days in advance. The Air Force will pay for your stay at the Inn up to 10 days.
2. **If you are accompanied**, call ahead to the Housing Office (x3474) to check on permanent housing. For the housing waitlist, call x8213.
3. **If you are unaccompanied**, call the Unaccompanied Officers' Quarters' (UOQ) office (x7278). *All unaccompanied students* will be assigned to the UOQ prior to being given permission to move off base.

The next items will help prepare you for your first few weeks are CAFB:

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

In accordance with the 19AF/CC's guidance, all active-duty students will take a mock fitness assessment within 2 weeks of arriving at Columbus and will take an additional diagnostic test before beginning pilot training. Also, expect to take another diagnostic test halfway through the T-6 syllabus. Students that fail to meet the fitness standard (75 or above) will be entered into a conditioning program and will not begin pilot training until achieving a passing score.



All students have 180 days from their Date Arrived on Station (DAS) to schedule and take their official FA. Due date tracking and scheduling is the responsibility of the student.

6. Military Homefront is the official DoD website to assist military members and their families with all the details connected with a Permanent Change of Station (PCS). This site can be accessed through the following website: www.militaryhomefront.dod.mil/moving.
7. There is no Guard liaison at Columbus AFB. Make sure you have acquired two points of contact or more (usually Captains that you have been assigned to) from your unit for any issues.
8. Download the Columbus AFB app (QR Code, Apple only). This has all the information about the base that you may need.
9. Be familiar with the below numbers and add the asterisk (*) numbers to your contacts.



Important Phone Numbers

DSN: 742-XXXX

Commercial: 662-434-XXXX

Points of Contact

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

Base Services

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

Airman & Family Readiness Center	2790
*Base Chapel	2500
*Base Housing Office	3474
Base Operator (automated)	1110
*Billeting (Magnolia Inn)	2548
Child Development Center	2479
Columbus Club	2489
Information, Tickets, and Travel (ITT)	7681
Inspector General (IG)	3056
Legal	7030
Military Family Life Counselor (MFLC)	662-435-1110
Outdoor Recreation	2505
*UOQ	7278

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

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

What to Bring & What to Study

You will need the following items for in-processing:

1. 10 copies of orders
2. Military Identification Card
3. Medical, immunization, and dental records – including the Class 1, 2 or 3 Flight Medical
4. ROTC only: Detachment Commissioning Paperwork
5. Traffic Management Office (TMO) papers and receipts from the move. This includes empty and full weight receipts, rental receipts, tolls, packaging, etc.
6. Uniforms: Short-sleeve blues, mess dress, service dress, OCPs, FDUs (if already issued).
7. If you have a Private Pilot's License (PPL): scanned copy of front and back.
8. All other personnel records
9. Recommended: a printout of this Welcome Packet for a quick reference while travelling and for assisting with in-processing.

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



AFI 34-1201 – Chapter 8 – Customs
and Courtesies



AFI 26-2903 - Dress and Appearance



AFI 36-2909 – Air Force Professional
Relationships and Conduct

Take some time to start looking over **BOLDFACE** and Ops Limits. You will need to know these cold and verbatim, both verbally and written.

- If you do not have a Private Pilot License, you will attend Initial Flight Training (IFT) prior to starting the UPT and will need to know the DA-20 **BOLDFACE** and Ops Limits.
- You will need to know the T-6 Texan II **BOLDFACE** and Ops Limits for training at CAFB.

Travel to CAFB

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

Via ground transportation:



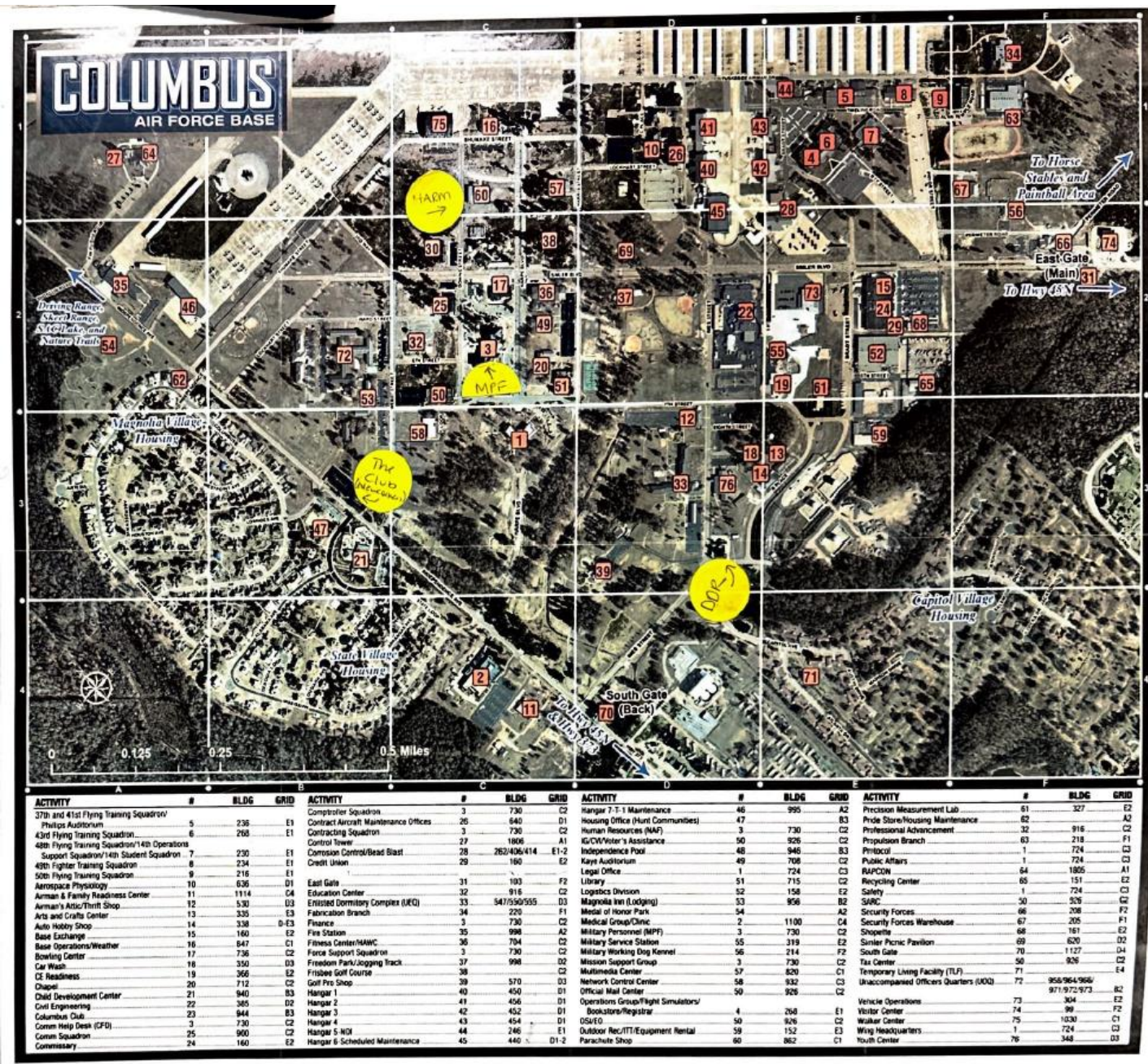
Google Maps – North Gate,
Columbus AFB

Via air:

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



Layout of Columbus AFB



On Arrival

Order of In-Processing

1. Report to the 14 STUS Transition Office, Bldg 268, Rm 102 (M-F 0800-1600)

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



2. If not already assigned a UOQ dorm, report to the UOQ for a dorm assignment.
3. Complete the In-Processing Checklist found on the base website under “New Students.” Key items:
 - a. Student Registrar - Update contact and address information
 - b. MPF and Finance - Required for ID's, computer use, and pay
 - c. Medical
4. Once the In-Processing Checklist is done, you will work a APTO job, while waiting for training to start.
5. All active-duty students will take a diagnostic PT test within two weeks of arriving at Columbus AFB. All students will take PT tests prior to starting and halfway through pilot training. You will not start pilot training until you pass. You must have a passing official test score on record prior to starting UPT.

Dorm and Housing Information

If you have any questions not answered herein, contact the UOQ Office or Base Housing.

1. Contact Magnolia Inn for lodging at least 60 days prior to your anticipated arrival date and make an advance reservation. We suggest you do this unless you have an alternate temporary place to stay. The Air Force will pay for your stay at the Inn up to 10 days – any days afterward are not covered.
2. UOQ Manager will verify the entitlement, certify BAH, and/or assign a UOQ dorm. Privatized Family Housing allows single, UOQ-released students to share a house if occupancy is below 95%.
3. You can browse the www.homes.mil website, **BUT YOU CAN NOT MAKE ANY PERMANENT ARRANGEMENTS OR SIGN A LEASE** prior to reporting in to the UOQ.
4. All UOQ rooms are private and are furnished including a stove, refrigerator, and microwave. No personal items are provided – TVs, radios, towels, pots/pans, etc. Many rooms have been renovated to now include dishwashers and updated bathrooms.
5. If you have furniture items, we suggest you work with TMO to ship them to CAFB. If you live in the UOQ, the goods can be stored in permanent storage at government expense until you move out. If the shipment isn't done within 90 days of the original PCS (report in date), you lose the entitlement.
 - a. TMO inventory should include individual box inventory - you are authorized to get a one-time delivery from TMO to your UOQ room.

Housing Frequently Asked Questions

Why do I have to live in the UOQ's?

Assignment to the UOQ's is dictated by AFI 32-6005 and the Columbus AFB supplement. If you're coming to Columbus as a first assignment and unaccompanied, expect to live in the dorms for a period of at least six months, even if you are Guard or Reserve.

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

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

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

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

I am an accompanied officer, what is my situation?

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

On-base housing: call the Housing Office (x3474) and the housing waitlist (x8213) to check on privatized housing availability. Fill out an on-base housing application at columbusfamilyhousing.com.

Off-base housing: check out the area where you want to live prior to signing a lease or apartment. Ensure there is a military clause in the contract.

If the UOQ is full, where do I live?

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

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

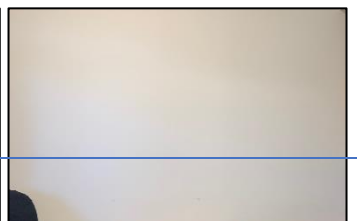
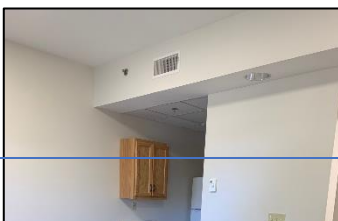
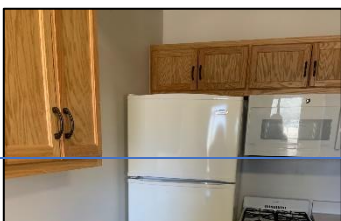
If you already have furniture, you can place your belongings into an off-base storage container.

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

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



What do the UOQ dorms look like?



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

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

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

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

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

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

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

Columbus AFB had a dining facility in the past, however it did not receive enough business to be a sustainable service. There are not enough personnel on the base to warrant a facility. However, located at the UOQ and at various locations around base are self-service micro-markets where you can buy meals and snacks at any time. There is also a full Commissary on base that has a deli and sushi bar, as well as Gon Thai and the Bowling Alley. Food trucks also park around base during most days.



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

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

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

ENJOYING YOUR TIME AT COLUMBUS

Local Activities

Breakfast

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

Lunch/Dinner

Proffitt's Porch	Lost Pizza Co.
Zachary's	Family Kitchen
Jackson Square Grill	Jalisco's Mexican
Sweet Pepper's Deli	Hank's BBQ
Taco Amigo Food Truck	Doug and Hazel's
United Deli	McAlister's Deli
Harvey's	Huck's Place
Old Hickory Steakhouse	Little Dewey BBQ
Mo Jam's BBQ	Reuben's
Jackson Square Grill	Hibachi Buffet
Patio 45	Breaux Bridge
	Golden Horn
	Steakhouse



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

Under Two Hours

Starkville, MS

Miss. State Sporting events
Great restaurants and nightlife

Tuscaloosa, AL

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

Oxford, MS

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

Birmingham, AL

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

Major Cities Within a Weekend Trip

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

FAQ

Regarding your Chain of Command and emergencies

- **What is the TM phone number?**

- 662-434-7618

- **Who do I contact in an emergency?**

- | | | |
|--|---------------------------|--------------|
| ○ Assistant Chief of Transition Ops | Capt Maggie Tuma | 662-434-2801 |
| ○ Chief of Transition Ops | Capt Stephen Keisler | 662-434-2801 |
| ○ DOA Assistant Director of Operations | Capt John Jackson | 662-434-3689 |
| ○ 14 STUS First Sergeant (Shirt) | MSgt Kevin DuBeau | 662-435-1714 |
| ○ 14th STUS Senior Enlisted Leader | MSgt Amanda Brown | 662-434-1984 |
| ○ 14th STUS Operations Officer | Maj Richard Heiden | 662-435-7685 |

AFTER TRYING ALL ABOVE PERSONNEL AND AS LAST RESORT

- 14th STUS Commander **Lt Col Jerry Rives III** 719-291-2671

- **Who is my commander?**

- The Transition Flight Commander is Capt Stephen Keisler.
- The Graduate Flight Commander is Capt Kyle Kessler.
- The Squadron Commander is **Lt Col Jerry Rives III.**

- **Can I see the Transition Flight Commander?**

- If they are not performing flying duties, usually, but speak with a TM first.

- **Is there a Reserve Liaison Officer (LNO)?**

- The 340 FTG has an LNO: Check in with them in person: 662-434-1532

Regarding arrivals

- **What can I do before showing up?**

- **Complete Student Pilot In-Processing form on the Columbus AFB website**
- **Read the STUS In-Processing Checklist and complete Pre-Arrival Tasks**
- Call the UOQ to set up housing (x7278).
- Report to the Transition Office by your Report No Later Than Date (RNLTD) **at 0900.**
- For in-processing show at **0900** Monday-Friday.

Regarding phone numbers/email/CAC-enabled computers

- **How do I call numbers like “x1110”?**

- Dial 662-434-1110

- **I got a call from a 662-434-XXXX number. What do I do?**

- This is a CAFB number – answer and return any calls.

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

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

Regarding your training status and dates

- **What is a RIP?**
 - Report on Individual Personnel (RIP). This is an official document with your training information.
- **Do you have my RIP?**
 - You'll have it in your email inbox as soon as we do. If you don't have it by 10 days before your start date, THEN you should come in and ask the TMs about it.
- **What do I do with my RIP?**
 - Follow the instructions that were sent with your RIP.
 - You will then be emailed your TDY-To-School email, which allows you to complete your DTS.
- **If I have a PPL, can I get a waiver to go to IFT?**
 - Generally, no. Any category or class of PPL or higher renders you exempt/ineligible for IFT. Going to IFT with an FAA certificate requires a waiver that takes a while to get approved. If you have not flown a plane in a long time and desire to go to IFT, let the Transition Flight Commander know when you in-process.

Regarding leave

- **When & how do I have to take leave?**
 - Pass – Overnight stay that is outside the local area and CONUS and is NOT on a duty day.
 - 4392 to TMs
 - Leave – Travel on a duty day or OCONUS
 - 4392 to TMs
 - Update Casual Pass/Leave Tracker
 - Submit request on LeaveWeb
 - Primary approver is Trans CC (Capt Stephen Keisler), secondary approver is Trans Asst CC (Capt Margaret Tuma)
 - Attach signed 4392 (if OCONUS, also attach OCONUS documentation)
 - Await authorization number and ensure Transition CC approval
 - Guard / Reserve use unit procedures. Provide TMs a copy of documentation

****You cannot combine a pass with leave. Reference the AFI36-3003 for more Leave/Pass questions.****

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

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

Regarding your APTO status and duties

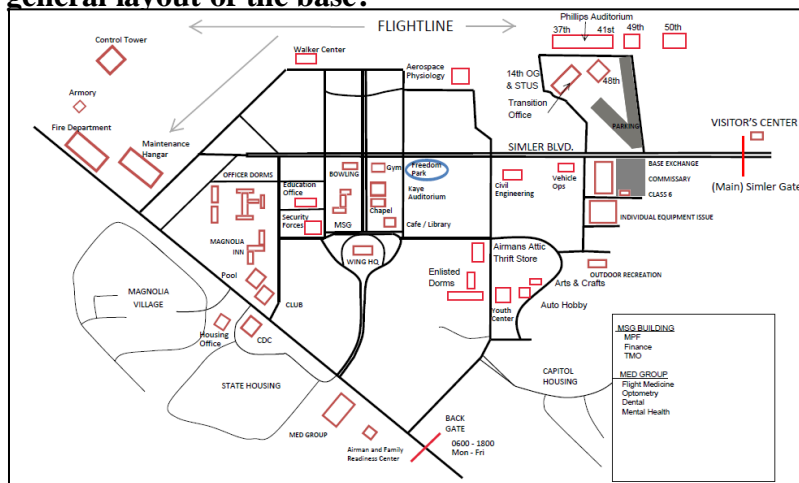
APTO = Awaiting Pilot Training Officer.

- **What obligations do I have as an APTO (formerly known as a casual)?**
 - Complete your checklist.
 - Respond to all messages that pertain to you on Slack and check your email.
 - Meet all accountability requirements or meetings.
 - For meetings, you must be present even if you have a casual job, unless you have previously coordinated with Trans Ops/CC or Trans Ops/CD.
 - If you will miss the meeting, notify TM’s the Friday before.
 - You must contact Trans Ops/CC ASAP if you have ANY involvement with law enforcement officials (civilian or military) or see a civilian doctor or licensed physician, even on the weekend.
 - Expect to work an APTO job while awaiting pilot training.
- **What AFIs must I know? ([Department of the Air Force e-Publishing](#))**
 - Know the standards for Honors (Reveille, etc), the Uniform/Grooming Standards, and Professional Relationships and Conduct
 - AFI 34-1201 - Chapter 8 – Customs and Courtesies
 - AFI 26-2903 - Dress and Appearance
 - AFI 36-2909 - Air Force Professional Relationships and Conduct
 - You can Google most AFIs
- **What uniforms do I wear during the week?**
 - The Uniform of the Day (UOD) for APTOs is OCPs, unless otherwise instructed.
 - Starting 10 Days Out you will wear short sleeve blues, or as directed by your CFC.
- **Do I have a APTO job yet?**
 - If no one in the Transition Office has told you so, then probably not.

- **How long do I have to sign in with the Transition Office?**
 - Until you are 10 working days out from your UPT class start date.
 - You must attend any Tuesday Morning Meetings or sign in, even if you have an APTO job.

Miscellaneous

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



SATURDAY - THURSDAY

LEFT SHOULDER



PEN TAB



RIGHT SHOULDER



NAMETAG



MAJCOM



FRIDAY ONLY

*IN ADDITION TO SAT - THURS PATCHES

LEFT SHOULDER



PEN TAB



RIGHT SHOULDER



NAMETAG



MAJCOM

