

## **AIRMEN in TRAINING (AiT)**

### **NEWCOMER'S INFORMATION**

**INPROCESSING:** Airmen in Training are assigned a Military Training Leader (MTL) upon their arrival at Sheppard to assist them in their transition and in-processing the base.

Airmen need to bring with them all items they were issued from Basic Military Training at Lackland AFB. Airmen will have the opportunity to shop at the Base Exchange and purchase any necessities on their first night at Sheppard.

Once arriving for technical training, Airmen are placed in the Transition Program. In the initial Transition phase, they are required to wear the uniform at all times, may not operate, ride in or utilize a PMV and must remain on base with an established curfew. Visitors at this time is not ideal; however, not impossible. Visitors may see the Airmen after duty hours during the week until 10 pm; midnight on weekends. This initial transition may last up to 30 days (further questions can be answered by the MTL's).

**DORMITORIES:** Dormitory rooms are shared with one other Airman and must be kept neat, clean, orderly and professional. Once assigned a room, the Airman may personalize their bed, nightstand or desk as long as the display of pictures, posters, or items do not display the human body in an obscene, provocative, or pornographic manner or any image considered in poor taste (as determined by the MTL). Posters, pictures, or items portraying or advocating drug, alcohol, or tobacco use are also not allowed.

Airmen are allowed to have televisions, gaming systems, computers and laptops while at technical training. Wall lockers will be provided in the dormitory rooms, but all valuables must be locked away when not present in room. There are numerous Wi-Fi spots around base, but for additional service in the dormitory, Airmen at their own expense may purchase local internet service, a local provider in Wichita Falls.

Prohibited items include: Alcoholic beverages, firearms (includes BB guns, Air Soft and/or Paintball guns), fireworks, flares, knives with blades greater than three inches, pets, and weapons or weapon-like instruments, incense or candles, Electric heaters, hot plates, coffee pots, any cooking devices, or similar appliances.

**ADVANCED POSTAL ADDRESS FOR GENERAL DELIVERY OF MAIL:** On an Airman's second day at Sheppard, they will receive their mailbox to have items shipped from home.

The U.S. Post Office located on base, Bldg. 551. Postal Service Center (PSC) boxes are available at no charge to personnel living in the dorms. Prior to your arrival, use the following temporary address for your mail:

Your Name  
527 I Ave., General Delivery  
Sheppard AFB, TX, 76311-9999

After you get here, check with the PSC for any hold mail you might have. You can reach the PSC at DSN 736-5641 or commercial (940) 676-5641. The U.S. Post Office is in the same building. For more information, call (940) 855-3319.

**IF YOU HAVE VISITOR'S DURING YOUR STAY:** Sheppard Air Force base conducts 100% ID card checks on everyone entering the installation. The Sheppard Visitor's Center provides temporary passes for visits to the installation and is located in Bldg. 1405 on Missile Road off of Highway 240. All sponsors must direct their non-Department of Defense affiliated guest(s) to the Visitor Center, where all visitors will be verified and passes will be issued. Ensure all visitors have appropriate identification with a current picture, such as a driver's license. For those personnel wishing to obtain a room in base lodging (The Sheppard Inn) for their guest(s), contact (940) 676-1844/2707 for specific information.

**HOW TO GET TO SHEPPARD:** At present, the only commercial airline serving Wichita Falls Municipal Airport is the American Eagle. Commercial taxi service is available from the airport to the base (approximately two miles). If driving, all highways leading to the base are well marked once you get into Wichita Falls. The main gate is on State Highway 240, off I-44 (U.S. Highways 287 and 281).

**DRIVER'S LICENSES:** The Texas Department of Public Safety recognizes the home-state driver's licenses of out-of-state military members. It also recognizes, until expiration, the state license of military members' previous duty assignments. Texas residents returning after an assignment in another state must renew licenses within 45 days. The nearest DPS driver's license office is at the corner of I-44 and Missile Road.