



Officer Training School Reporting Instructions

AIR FORCE RESERVE MEMBER

2 December 2015

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1. CLASSIFICATION:

1.1. Overall classification within this document is UNCLASSIFIED.

2. GENERAL INFORMATION

2.1. The Commandant, Officer Training School in conjunction with the 24th Training Squadron (24TRS) and Detachment 12, Academy of Military Science commanders, establishes personnel policies for reporting instruction/information for all cadets reporting to Officer Training School (OTS).

2.2. Reserve members reporting to OTS must review all information contained in these reporting instructions.

3. ORDERS

3.1. Cadets must be on Title 10 status for attendance of OTS.

3.2. Det 12 PAS Code: MG2IF56D / 24 TRS PAS Code: MG0JF8BG

3.3. Reservist (not going to Active Duty), the personnel section will certify your orders upon in-processing at OTS. Once your orders are certified it is your responsibility to fax/scan/email your certified orders to your reserve unit within 24 hours of in-processing to start your pay. It is also your responsibility to follow up and confirm receipt. The personnel section at OTS does not have access to update reservist records in MilPDS. This is pay affecting and you will not get paid while in training if this action is not taken.

3.4. Reservist and Guard transferring to Active Duty, you must contact your guard/reserve unit upon arrival to OTS and have your local personnel section release you from MilPDS. They will initiate this action by placing you in the following PASCODE ZB0JFQK9. If your unit has any issues completing these actions they can directly contact AFPC, Mr Johnson DSN 665-2231, commercial 210-565-2231 for assistance. The personnel section at OTS does not have access to update Guard or Reserve records in MilPDS. This is pay affecting and you will not get paid while in training if this action is not taken.

3.5. Meals are available and directed.

3.6. Billeting is available and directed.

3.6.1. Dorms/room availability will be available no earlier than the TFIT Course Start Date (CSD). If arriving to Maxwell AFB earlier than the CSD, the cadet will need to secure lodging and meals elsewhere and await reimbursement via their travel voucher. This may be required when traveling from a western time zone or overseas in order to meet the reporting window of 1200-1600 hours. University Inn can be reached at 334-953-3931.

3.6.2. Rental car is NOT authorized.

3.6.3. Orders should state "excess baggage weight is authorized" which allows items to accompany student rather than being shipped separately.

3.6.4. Orders must also include "variations in itinerary are authorized" which allows deployment for training exercises.

3.6.5. Commercial air departures for students on graduation day must be after 1500.

4. ADMINISTRATIVE ITEMS

- 4.1. Cadets will arrive to training in compliance with AFI 36-2903 grooming standards.
- 4.2. Cadets attending OTS are **HIGHLY ENCOURAGED** to have sufficient funds (~ \$2,000) while they are attending training. There are costs associated with training that the cadet will be responsible for such as uniform requirements, miscellaneous items, dry cleaning, meals, morale events, etc. A military star credit card will be available if required.
- 4.3. Cadets will attend a Dining Out as part of the program. A missed meal/Impracticability Statement will be provided to cadets after completion of the program for reimbursement purposes.
- 4.4. All cadets will formally in-process with OTS staff on the CSD. The following documentation will be needed:
 - 4.4.1. 2 Forms of Valid Government ID
 - 4.4.2. 10 copies of orders
 - 4.4.3. Activated Government Travel Card (for cash advance and/or plane tickets - prior service only)
 - 4.4.4. Marriage License & valid spouse ID; dependent(s) birth certificates and SSN (if not in DEERS already)
 - 4.4.5. Official College Transcript
 - 4.4.6. DD Form 4
 - 4.4.7. AF Form 1034
 - 4.4.8. AF Form 938 (active duty orders)
 - 4.4.9. All DD Form 214s (Prior service only)
 - 4.4.10. Point Summary Sheet
 - 4.4.11. Supporting documentation for awards and decorations (Prior service only)
 - 4.4.12. vMPF Records Review (Prior service only)
 - 4.4.13. Medical Profile (if on profile)
 - 4.4.14. Military Pay office and their DSN fax number to send certified orders
 - 4.4.15. Contact info for your finance office in case of any discrepancies that may arise
 - 4.4.16. Contact info for your SATO office to book flights home
 - 4.4.17. Contact e-mail addresses and DSN for both the member's supervisor and commander
 - 4.4.18. All cadets must be enrolled in Defense Enrollment Eligibility Reporting System (DEERS) prior to reporting to OTS.
- 4.5. Cadets can send and receive mail while at OTS. Mail will be received and delivered throughout the week and postal services are available on base at the Maxwell Post Office.
 - 4.5.1. Cadets should encourage friends and family **NOT** to send food, to include baked good.
 - 4.5.2. Mailing address is as follows:

Cadet Your Name
Your unit, your class #, your flight # i.e 24 TRS, Class 15-08, Flight 2-11
550 E Maxwell Blvd Box 9000
Maxwell AFB, AL 36112-9000
 - 4.5.3. Students have no or limited phone privileges during the first few weeks of training. To get a message to an OTS cadet, contact Student Affairs at DSN: 493-8424/3517 or Commercial: 334-953-8424/3517. Internet access is limited to official business only such as banking and contacting a home unit for the first two weeks of training and is restricted thereafter.
 - 4.5.4. In the event of an emergency, families can make contact via the OTS Staff Duty Officer at 334-462-4411.

5. TRAVEL TO/FROM OTS

- 5.1. Cadets can fly into Montgomery Airport (MGM) and can take a taxi to Maxwell AFB.
- 5.2. The main address for the OTS Campus is 501 LeMay Plaza North, Maxwell AFB, AL 36112. Note this address is different than the mailing address.
- 5.3. Signs placed around the base will direct you to the appropriate parking and building for in-processing. Welcome packets containing all pertinent information regarding in-processing and dorm room assignments will be provided upon arrival.

6. DRIVING A PERSONALLY OWNED VEHICLE (POV) TO OTS

- 6.1. Driving a POV is an option available, but usage is highly restricted during training. Cadets will not be able to access their vehicles after the CSD unless approval by OTS Staff is granted. Vehicles are kept in a parking facility on the OTS complex. As cadet privileges are earned or permissions granted, POVs are a great way to accomplish necessary tasks (haircuts, alterations, ect).
- 6.2. Those driving to Maxwell AFB should use the main gate and follow the posted signs to the OTS Campus.
- 6.3. From I-65 North:
 - 6.3.1. Exit Herron Street (Exit 172) and stay in the left lane. Turn left at the 3rd stop light (Maxwell Blvd) and proceed to the Maxwell Blvd Gate of Maxwell AFB.
- 6.4. From I-65 South:
 - 6.4.1. Exit Clay Street (Exit 172) and stay in the left lane. Turn left at the 2nd stop light (Herron Street). Turn left at the 1st stop light (N. Holt Street). Turn left at the 2nd stop light (Maxwell Blvd) and proceed to the Maxwell Blvd Gate of Maxwell AFB.
- 6.5. From I-85 South:
 - 6.5.1. Exit onto I-65 North and stay in the right lane. Follow instructions from 6.3.

7. UNIFORMS/CLOTHING/EQUIPMENT REQUIREMENTS OR RESTRICTIONS:

7.1. The following clothing/equipment listings detail all required and recommended items needed by cadets. Do not use any other clothing/equipment listings. It is recommended cadets arrive to training with the items on the respective clothing lists. If unable to acquire these items prior to training, there will be an opportunity to purchase them during in-processing. Cadets arriving with unserviceable items will be required to purchase new ones.

7.1.1. Male Uniform Items:

AIRMAN BATTLE UNIFORM	Required
Belt, Rigger, desert sand color	1
ABU Coat (Shirt)	3
Name Tapes, textile, ABU, 1" wide	3
Insignia, distinguishing USAF, ABU, 1" wide	3
AFSC insignia badge (Chaplain, Cyberspace, Aeronautical)	3
Pants, ABU	3
Boots, sage green (2 recommended)	1
Socks, boot, sage green	5

T-Shirt, crew neck, desert sand color	6
Hat, ABU	1
Sage Green Fleece Jacket w/nametapes (October-April)	1
Black Watch Cap (October-April)	1
Black Gloves (October-April)	1
BLUES UNIFORM	
Light weight blue jacket, w/o embroidery (October-April)	1
Service Coat, w/epaulets with officer sleeve braid sewn on	1
Blue Pants, Wool	1
Blue Pants, Polyester	1
Insignia, US (officer)	2
Belt, Blue w/Chrome Buckle	1
Flight Cap (Officer w/Silver Trim)	1
Name Tag, Standard Air Force, Individual, Blue, Plastic	1
Name Tag, Standard Air Force, Individual, metallic	1
Necktie, Blue	1
Shirt, Cotton/Poly, Short Sleeve	2
Shirt, Cotton/Poly, Long Sleeve, w/Epaulet	1
Shoes, Dress, Oxford, Black, Plain Toe	1
Socks, Cotton/Nylon, Black	3
Undershirt, Cotton, White, V-neck	3
Ribbons and Ribbon Rack (As required)	Various
Shirt Garters	1
MESS DRESS UNIFORM (See Note 1)	
Mess Dress Coat (½ inch silver sleeve braid & silver chain, blue in	1
Mess Long Sleeve Shirt (white in color)	1
Mess Dress Trousers (blue in color)	1
Bow Tie (blue in color)	1
Cummerbund (blue in color)	1
Cuff Links	1
Studs (set of 4)	1
Suspenders (White, Black, or Blue in color)	1
Medals (Miniature)	1 (set)
Badges (not to exceed four)	1
PHYSICAL TRAINING UNIFORM	
PT Shorts	5
PT-Shirt	5
Running Pants	1
Jacket	1
Socks, white or black, cotton (Ankle or Crew Socks)	6
Running Shoes (color does not matter; 2 recommended)	1

7.1.2. Female Uniform Items:

AIRMAN BATTLE UNIFORM	Required
Reference 7.1.1 Male Uniform Items	
BLUES UNIFORM	
Reference 7.1.1 Male Uniform Items (Differences noted below)	
Belt, Blue, Chrome Buckle (Narrower than male belt)	1
Blue Tie Tab	1
Shirt, Cotton/Poly, Short Sleeve (No "princess cut" shirts)	2
MESS DRESS UNIFORM	
Reference 7.1.1 Male Uniform Items (Differences noted below)	1
Mess Long/Short Sleeve Blouse (white in color)	1
Mess Dress Skirt (blue in color)	1
Tie Tab (blue in color)	1
Cuff Links (optional)	1
Studs (optional)	1 (set of 4)
Pumps (black in color, no higher than 2½ inches)	1
PHYSICAL TRAINING UNIFORM (to include the following)	
Reference 7.1.1 Male Uniform Items	

7.1.3. The following clothing items are also required for cadets attending OTS. Student may have to purchase items on this list and will be afforded the opportunity to do so during in-processing.

MISCELLANEOUS	
Underwear, bra, panties	6
Eyeglass Strap (As required)	1
Personal Hygiene; Toiletry items	As req
Shower shoes/sandals	1 set

7.1.4. The items below are optional and recommended for all cadets.

MISCELLANEOUS	
Shoe polishing supplies	1
Soap dish with cover	1
Sewing kit & Scissors	1
Bug spray	1
Sunscreen	1
Work gloves (black or sage green for use in the field)	1
Black ball-point pens	As req
laundry soap	1
Pajamas	1
Wrist watch	1

Shoe sole inserts	1
Hair pins (females)	As req

7.1.5. Sunglasses (TO INCLUDE TRANSITION LENSES) will not be allowed to be worn while in formation.

7.1.6. There are several other items that will be prepositioned, purchased upon arrival and will be the cadet's property once training is complete. The cost of these items should not exceed \$200. The list will be included in the welcome packet upon arrival and is also below. Not all of the items listed below will incur a cost.

Prepositioned Items			
Dust Cover (wool)	1	White Towel	1
Bedspread (blue)	1	White Wash Cloth	1
Sheets	2	Hand Soap	1
Pillow	1	Mesh Bag	1
Pillow Case	1	Laundry Bag	1
Tupperware	1	Plastic Cup	1
OTSMAN	1	Attaché	1
HAWK	1	Masterlock	1
Poncho or APECS	1	Hydration System	1
Green Duffle Bag	1	Flashlight	1

*NOTE 1 – Mess dress is available for purchase or rent at off-base vendors. It will not be worn until the final week of the program.

8. PROHIBITED ITEMS

8.1. The following items are prohibited while attending OTS:

8.1.1. Weapons or dangerous instruments. A weapon is an instrument of offensive or defensive combat or anything used, or designated to be used, in destroying, defeating, or injuring another. A dangerous instrument is a device of any sort, the use of which may reasonably be expected to cause risk, peril, danger, or lack of safety. Do not bring weapons or dangerous items to OTS!

8.1.2. For prescription medication, you should have a prescription from a physician for any medicine you bring to OTS. The base hospital will not fill civilian prescriptions issued before your arrival to OTS.

8.1.3. Pets and sports equipment are not allowed at OTS.

8.1.4. Food and alcoholic beverages may not be consumed or stored in the OTS dormitories.

8.1.5. Pornographic materials are not permitted at OTS. (*AETCPAM 36-2003*)

8.1.6. Tobacco products are not permitted for use during training.

9. MEDICAL REQUIREMENTS

9.1. There are a variety of medical records requirements based on individual circumstances. Specific requirements are listed below:

- 9.1.1. Rated personnel (Pilot, ABM, ect.) are required to hand carry medical records to all duty locations.
- 9.1.2. Personnel with prior service in other services (not the USAF) will bring their immunization records.
- 9.1.3. Non-rated Non-prior service cadets will bring their MEPs physical and immunization records.
- 9.1.4. Any prescription medication and a supply sufficient to last the duration of the course. If required, more may be obtained through the 42 MDG during training.
- 9.1.5. Reservists should provide the Sickle Cell Trait and G6PD screening from their respective medical group.
- 9.1.6. If you are injured, on a profile, or believe you cannot complete the Air Force Fitness Assessment due to health concerns, contact your OTS admissions POC immediately.

10. GOVERNMENT PROVIDED LAPTOPS

- 10.1. Cadets may be issued a government laptop for use if they do not bring their own. These laptops are loaded with all programs necessary for completion of assignments required to accomplish here. Additionally, computer labs with government computers will be available.
- 10.2. All laptops are equipped with DVD R/RW drives, USB ports, wireless internet and Ethernet ports.
- 10.3. Access to civilian websites will be restricted during training, but cadets will be able to access sites for the purpose of banking and paying bills.
- 10.4. Cadets will have access to websites through the Air University Library network and OTS Intranet for research and information purposes.
- 10.5. Most of the curriculum and assignments are electronic, so there is little need for printing, but shared printers are available both in the dormitories and in the academic building

11. PERSONAL COMPUTERS

- 11.1. It is recommended cadets bring and use their personal laptops and printers with wireless capability as most of the curriculum has moved to **Blackboard**.
- 11.2. Commercial wireless internet is available in the dormitories and connectivity is limited due to the volume of students using it.
- 11.3. You are encouraged to bring your personal laptop in order to keep up with your personal finances. Please note that space is very limited and you will be responsible for ensuring that your computer equipment is neat and orderly. If your printers and peripheral equipment cannot fit neatly on a desk with your laptop, then you are encouraged to leave the peripheral equipment at home.
- 11.4. Access to Skype, You Tube, and social media websites is controlled because it degrades the bandwidth and overall utility of the system.

12. FINANCE

- 12.1. Cadets are **HIGHLY ENCOURAGED** to have sufficient funds available for their families while they are away at training. Due to in processing dates and procedures, it may be several weeks before the cadet begins receiving military pay. However, OTS is committed to ensuring cadets are able to meet their financial obligations.

12.2. You should also set up a direct deposit bank account prior to arrival. If you processed through a recruiter or MEPS, you must arrive with a completed direct deposit form certified by your financial institution.

12.3. While you are at OTS you will receive standard Air Force leave and earnings. You will be paid as an AF E-5. You will not be paid Basic Allowance for Subsistence while you are at OTS even if you maintain a household elsewhere. This link below will allow you to check the current AF officer and enlisted pay scale: <http://www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html>

12.4. You will accrue leave at a rate of 2.5 days per calendar month, and be paid according to your rank and time in service. Leave is normally not a consideration during OTS training. However, there are instances when you may be allowed to take leave, or may have to take leave. Primarily leave is a factor at OTS if you must take emergency leave. Emergency leave is usually given for a death or serious illness in your immediate family. If your family has an emergency situation that requires you to return home they should contact the OTS Staff Duty Officer (334-462-4411) and the American Red Cross (1-877-272-7337). Emergency leave will not be denied.

12.5. Prior service Reserve cadets should contact their Government Travel Card (GTC) Coordinator to place their account in Mission Critical Status. Provide them with the policy letter, Attachment 1.

12.6. BAH benefits should be coordinated through cadets' home units.



OFFICE OF THE ASSISTANT SECRETARY

DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

26 MAY 2009

MEMORANDUM FOR ALL AGENCY PROGRAM COORDINATORS (APC's)

FROM: SAF/FMP (AFAFO)
Bldg 1602 Brookely Ave, Suite 327
Andrews AFB, MD 20762

SUBJECT: Government Travel Card Mission Critical Usage Policy

Thanks to all of you – we have successfully achieved the enormous task of transitioning over 480,000 Government Travel Card (GTC) accounts from Bank of America (BoA) to Citibank. The new GTC contract with Citibank provides many new system and program enhancements. As can be expected this early in a new contract, we still have some adapting ahead of us as we get used to Citi's system and await the implementation of system change requests. However, most processes did not change during the transition, with the exception of "Mission Critical (M/C) Status" and the temporary elimination of the "PCS Status".

M/C is a special status under the new GTC contract agreement with Citibank. It allows cardholder accounts to remain open for extended periods of time (up to 120 days), accounts do not age toward delinquency, and there are no fees applied to the account. Although we had M/C status with Bank of America, the accounts continued to age and a \$29 monthly fee was applied to the account once it was 60 days past due. Unfortunately, the new contract did not include a "PCS Status" requirement and we have been working with Citibank to implement a similar provision as we had with Bank of America. Therefore, we have reached agreement with Citi to allow the use of M/C Status when travelers PCS to a new duty station.

In light of the new contract and our need to meet mission requirements, the following three categories of travelers are authorized use of the Mission Critical Status:

1. Deployments to the OEF/OIF AOR (N/A – if deployments greater than 120 days)
2. PCS Moves (PCS Form & PCS Credit Limit Increase Worksheet required) with status end date of RNLTD (block 5 of PCS order) and includes TDYs enroute to PCS location.
3. Air Force Wounded Warriors (while in hospital receiving medical care)

M/C Status cannot exceed 120 days and travelers should still file interim vouchers when possible. GTC Community of Practice has specific details and instructions for managing this special status. My point of contact is Mr. Charles Maddox, DSN: 858-7771.

Michael A. Bilbrey
MICHAEL A. BILBREY
Air Force Banking Officer

Financing the Fight

