



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

**MEMORANDUM FOR CIVILIAN ACCULTURATION AND LEADERSHIP
TRAINING (CALT) COURSE STUDENTS**

FROM: HOLM CENTER/CR
60 Shumacher Ave, Bldg 803
Maxwell AFB AL 36112-6106

SUBJECT: Course and Student Guide

1. Welcome and congratulations on being selected to attend the Civilian Acculturation and Leadership Training Course! Our mission is to make CALT a formative part of your development as an Air Force leader. This experience will provide you invaluable perspectives on the Air Force culture, missions, and the significant role leaders play in our overall success.
2. Registration and travel arrangements are the responsibility of the individual attending the course and must be in accordance with the course schedule requirements. The Air Force Personnel Center will provide you guidance on how to process the SF Form 182, Authorization, Agreement and Certification of Training, and initiate travel orders via the Defense Travel System. If you have questions, please contact AFPC/DPIFDA at 665-2524. If you are flying into Montgomery, taxis are available for hire at the passenger terminal. Check with the driver to ensure he or she has access to Maxwell AFB. If you are driving, see attached directions sheets for complete instructions. Once on Maxwell Air Force Base, please follow the "CALT Inprocessing" signs to Building 1486 on the OTS campus and check in between 1400 and 1800 hours. If you are unable to check-in by 1800, please call the CALT Course Director at (334) 233-5925.
3. You will receive the course schedule on the first day of class. An icebreaker/social is scheduled for the afternoon of your first training day (cost \$5.00, payable the first day).
4. Thoroughly review the CALT Student Guide for specific details regarding attendance and answers to frequently asked questions. The guide and additional information may be found at <http://www.au.af.mil/au/holmcenter/CALT/index.asp>
5. If you need additional information or have questions and concerns, please contact the Course Director at (334) 233-5925 or e-mail us at HolmCenter/CALT@us.af.mil. Have a safe and pleasant trip!

\\Signed//

Director of Curriculum
Holm Center for Officer Accessions and
Citizen Development

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ITEMS TO BRING

Based on feedback from previous CALT students, we suggest you bring the following items to make your stay more comfortable and enjoyable:

- a. Towels (Bath/Hand/Wash), Soap, Shampoo, Deodorant, Cosmetics
- b. Alarm Clock
- c. Note taking materials
- d. Laptop, iPad or other wireless internet capable device (For personal use as well as on line reading assignments) (NOTE: we are currently unable to support Kindle devices)
- e. Free use washers and dryers are located on each floor in your dormitory. Consider bringing a small amount of laundry supplies and clothes hangers for your laundry needs
- f. Sweater/light jacket or coat for wear in auditorium
- g. For the outdoor leadership reaction course, bring jeans or sweat pants as well as sneakers you wouldn't mind getting wet
- h. For daily PT on your own, you may bring shorts and other physical training wear.
- i. In case of inclement weather, bring a light coat and umbrella.
- j. Coffee or cold beverage cup with lid (for use in classroom), if desired

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ITEMS PROHIBITED ON OTS CAMPUS

The following items are not allowed, under any circumstances, on the OTS campus to include your dorm room:

- a. 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 CALT!
- b. Pets (other than guide dogs) are not allowed on the campus.
- c. Perishable food may not be stored in the OTS dormitories.
- d. Alcoholic beverages may not be consumed nor stored in the OTS dormitories.
- e. Pornographic materials are not permitted anywhere on the campus. (*AETCPAM 36-2003*)
- f. Tobacco products may not be used anywhere on the campus.
- g. Coffee machines and cooking appliances are not allowed in dorm rooms.

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PRIVATELY OWNED VEHICLE INFORMATION

It's your choice whether or not to bring a car to CALT. It is not necessary for duty since all training will occur on the OTS campus. However, there are some good reasons to bring your vehicle:

- a. **Storage.** Many students store their extra goods in their vehicle during CALT.
- b. **Travel around Maxwell AFB and Montgomery after the end of the training day and on the weekend.** You are authorized to travel in and around the local area during your off-duty time, and are encouraged to visit the historical, cultural, and commercial venues in the City of Montgomery. Students travelling outside the local area should let their instructor know in advance.

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DRIVING DIRECTIONS TO MAXWELL AFB, AL

Report between 1400-1800 on your designated arrival date, no earlier than one day prior to the class start date!

Directions From I-65 North

1. Exit on Exit 172 (Herron St. exit). Stay in the left exit lane.
2. Turn left at the 3rd stop light (Maxwell Blvd).
3. Proceed to the Maxwell Blvd Gate of Maxwell AFB.
4. Ensure you have your DOD ID card for admission.

Directions From I-65 South

1. Exit 172 (Clay St. Exit). Stay in the left exit lane.
2. Turn left at the 2nd stop light (Herron St.)
3. Turn left at the 1st stop light (N. Holt St.)
4. Turn left at the 2nd stop light (Maxwell Blvd)
5. Proceed to the Maxwell Blvd Gate of Maxwell AFB.
6. Ensure you have your DOD ID card for admission.

Directions From I-85 South

1. Follow I-85S until the end (approximately 1 mile after Exit 1)
2. Take the right fork merging on to I-65 North
3. Stay to the right
4. Within ½ a mile, take Exit 172 (Herron St Exit)
5. Turn left at the 3rd stop light (Maxwell Blvd.)
6. Proceed to the Maxwell Blvd Gate of Maxwell AFB

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7. Ensure you have your DoD ID card ready: Standard installation access procedures apply

As a reminder, you must arrive between 1400-1800, no earlier than one day prior to the class start date.

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ARRIVAL BY COMMERCIAL AIRLINES TO MONTGOMERY, AL

If you arrive by commercial air via the Montgomery Regional Airport, government transportation is not available. Montgomery Airport ground transportation information can be researched and reviewed at <http://iflymontgomery.com/us/en/transportation/>. You may claim taxi fare reimbursement on your travel voucher. We encourage you to make contact with your classmates prior to the beginning of the course to determine if carpooling is a possibility.

In case of emergency, call the course director at (334) 233-5925.

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REPORTING INSTRUCTIONS

Report to the inprocessing location (as directed by roadside signs starting at the Base Lodging Office) on the OTS campus for check-in.

As a reminder, you must arrive between 1400-1800, no earlier than one day prior to the class start date.

- After you enter through the Maxwell Blvd Gate, continue straight until you reach N. Lemay Plaza, just past the second light.
- Turn right onto N. LeMay Plaza.
- One block after the stop sign, you will see the Base Lodging Office to your right.
- From there, directional signs reading “CALT Inprocessing” with arrows will direct you to the reporting location.

At check-in, you will be greeted by a staff member who will issue you a room key, identification badge, and provide you with settling-in information and first day of class reporting procedures.

In case of a travel emergency or delay, call the Course Director at (334) 233-5925.

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LODGING

Acculturation begins with lodging and meals during the CALT course. Students live in the same environment as officer trainees. You will live in the OTS dorm – with no television, phone, refrigerator, microwave, or alarm clock. Similarly, the OTS dormitory rules of no smoking, drinking, nor room visitations will be strictly enforced. CALT students are *authorized and strongly encouraged* to eat in the OTS dining facility. Embrace this distinctive opportunity; join and enjoy the camaraderie of your fellow “Airmen.”

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SPECIAL NEEDS: If you require ADA accessible quarters, you must notify the CALT Course Director *NLT 45 days prior to your scheduled arrival date* to ensure availability of appropriate billeting. Off-base accommodations will not be considered.

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PER DIEM REMINDER

CALT students are limited to “Government Meal Rate” per day. This covers the cost of eating three normal meals per day (3,000 calorie diet) in the OTS dining facility. Questions pertaining to the Government Meal Rate can be researched and reviewed at <http://www.defensetravel.dod.mil/site/faqmeal.cfm#Q1>. There is no charge to the student for lodging in the OTS dormitory. Students may choose to eat in other on-base or off-base food facilities, but that is likely to entail additional expense that will not be reimbursed on the travel voucher. Eating meals in the OTS dining facility and staying in an OTS dormitory are part of the CALT experience, designed to enable students to share a common experience with future Air Force officers.

PER DIEM NOTE FOR LOCAL STUDENTS:

Since local students are not in TDY status, and as such are not entitled to per diem, they have the option of staying in the dorm and eating in the dining hall, but are not required to do so.

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IMPORTANT COURSE DETAILS

CALT curriculum (slides, student reader, etc.) are accessible 24 hours a day, 7 days a week via HolmCenter.com website! CALT students can obtain access to this valuable resource by completing the following registration actions:

- a. Obtain a Yahoo (preferred) or Google Mail account. If you have an existing account with one of these providers, that account is acceptable for registration.
- b. During inprocessing, you will be issued a “token” number and HolmCenter.com registration instructions.
- c. Successfully complete the registration instructions and you’ll have access to CALT curriculum for one year!

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DUTY DAY

Plan for a duty day of 0800 until 1700. You will have homework and outside reading to accomplish outside of those duty hours.

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PROFESSIONAL CONDUCT

Professionalism is a prerequisite. Students must:

- Follow OTS campus rules.
- Abide by and help enforce AF policies regarding sexual assault, sexual harassment, and unlawful discrimination.
- Respect state and local traffic laws.
- Never drink and drive.
- Never accept a ride from someone who has been drinking or is under the influence.

Failure to abide by these guidelines may result in dismissal and immediate return to home station.

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DRESS AND APPEARANCE

You are expected to dress in a professional manner at all times. During the duty day, “professional” manner is defined for men as wearing a collared, button-up shirt (tie recommended), pressed slacks, belt and shoes. Women “professional” manner is defined as a dress or blouse with pressed slacks or appropriate length skirt, and dress shoes.

It is recommended for both men and women to bring a sports coat, blazer, sweater, or appropriate jacket, as some auditoriums may be cold during a presentation. Jeans are NOT allowed during duty hours (Exception: Outdoor activities-Project X), or while eating in the OTS Dining Facility. Shorts are prohibited while in the OTS Dining Facility.

Ensure you bring proper outdoor attire, such as a light coat, since you will be required to walk a short distance outdoors to and from the academic building, as well as to outdoor events. For the outdoor activities only beyond the OTS Complex, we recommend jeans or nice workout pants and a casual shirt that are okay to get wet or dirty. You will not be allowed to wear shorts during the scheduled leadership reaction course. However, shorts are allowed for personal physical fitness.

After duty hours, “professional” standards on the OTS campus should be maintained.

Keep in mind that you will be giving the officer trainees their first impression of Air Force civilians: *make it a PROFESSIONAL AND POSITIVE impression!*

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ROUTINE PHONE CONTACTS AND EMERGENCY SERVICES

Official telephone calls for students will be taken during normal duty hours. The telephone numbers are: (334) 953-6584 or DSN 493-6584. Messages will be checked throughout the day and provided to students. Please feel free to bring your cell phone or PDA, but remember that *electronic devices may be used only for academic purposes (downloading curricula, etc.)*.

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DINING

The OTS Dining Facility is available and designed for all of your meals. Additionally, the Base Exchange, golf course snack bar, and several fast-food restaurants are available on-base to all students. There are many dining opportunities in the local community, as well. As a reminder, dining at locations other than the Dining Facility will most likely cause an out-of-pocket expense that will not be fully reimbursed on the travel voucher.

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TRANSPORTATION

Some students will be traveling to CALT in their Privately Owned Vehicles. Others will be flying. Those flying, who wish to rent a car *must* have that car funded by their home organization. Transportation from the airport can be carpooling with a fellow student or taking a commercial taxi. Additional Montgomery Airport ground transportation information can be researched and reviewed at <http://iflymontgomery.com/us/en/transportation/>.

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POSTAL SERVICE

The US Post Office is located in Building 40 on the left side of the street as you enter through the Maxwell Street gate (across from Bldg 500, HQ, Holm Center). Please use the following address if you expect to receive mail while attending class:

CALT (Class #)
550 E. Maxwell Blvd
Maxwell AFB, AL 36112

BASE SERVICES

Maxwell-Gunter Annex Force Support Services information can be viewed at <http://www.42fss.us/>

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ON-BASE SHOPPING

CALT students on official TDY orders may utilize the Base Exchange and shoppettes by presenting a copy of their TDY orders at checkout.

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CLASS ABSENCES

If you are unable to attend class for a bona fide reason (e.g., sick call, emergency dental, family emergency, etc.) please notify the Course Director at (334) 233-5925 as soon as possible. Do not schedule routine appointments/meetings during scheduled class times.

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ORAL PRESENTATION

Early in the course you will be asked to prepare a briefing, related to your primary job at your home base. Additional details will be provided when you arrive.

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RETURNING TO HOME STATION WHILE IN TDY STATUS

You are not subject to distance limitations on travel during this course. However, we expect you to use good judgment in gauging time and distance to prevent safety and duty availability violations. Air Force Instruction 65-103, Vol. 2, Para 4.4.3.5 and the Joint Federal Travel Regulation, Vol 1, Chapter 4, Para U4175, states that if one returns to the permanent duty station for personal reasons while on TDY status, TDY entitlements will be recalculated. Therefore, you must be aware of the following information: (a) You must record/report a complete itinerary, to include home visits on your travel voucher upon TDY completion, (b) Portion of your Per Diem will be recalculated representing time in local area, and (c) Failure to list return trips to home destination may be investigated as fraud.

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OUT-PROCESSING AND DEPARTURE

There is no formal out-processing from the course. However, you *must* satisfy your obligations by turning in your keys, any borrowed books, and completing the End-Of-Course Critique prior to departure. The course will conclude on the second Friday at approximately 1300. Plan your travel anytime after the course concludes, being sure to allow enough time to get to the airport if travelling by air.

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