



Officer Training School Reporting Instructions

**AIR NATIONAL GUARD MEMBER**

**24 April 2015**

OTS/Det 12 - DSN: 312-953-4140

These reporting instructions supersede previous version dated: 24 Oct 2014

UNCLASSIFIED

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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 24<sup>th</sup> 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. Guard members reporting to OTS must review all information contained in these reporting instructions.

2.3. Units will use fund cite: 57\*3400 30\* 64AU 4L3L44 03 40915 84722F 667100

## 3. ORDERS

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

3.2. OTS/Det 12 PAS Code is: MG2IF56D

3.3. Meals are available and directed.

3.4. Billeting is available and directed.

3.4.1. Dorms/rooms for Total Force Indoctrination Training (TFIT) will be available no earlier than the Course Start Date (CSD) and two days prior to CSD for Total Force Officer Training (TFOT). If arriving to Maxwell AFB earlier than stated above, the cadet will need to secure lodging and meals elsewhere at their own expense unless authorized by their orders.

3.4.2. Rental car is NOT authorized.

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

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

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

3.5. Guard personnel transferring to Active Duty must contact their owning unit upon arrival to OTS and have 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 records in MilPDS. This is pay affecting and you will not get paid while in training if this action is not taken.

## 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 (~ \$300 - \$400) 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.

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 day prior to the CSD. The following documentation must be in their possession:

4.4.1. Military ID (Common Access Card) with PIN

4.4.2. DoD Cyber Awareness Certificate (dated within 12 months and valid throughout the entire course)

4.4.3. AF 4394 Air Force User Agreement Statement-Notice and Consent Provision (filled out)

4.4.4. DD Form 2875 System Authorization Access Request (SAAR)

4.4.4.1. The system name is Maxwell NIPRNET

4.4.4.2. Location is Maxwell AFB

4.4.4.3. Part I is completed using your current organization

4.4.4.4. Block 13 will read: (**annotate dates of course** – i.e. 18 Aug 14 – 10 Oct 14)

4.4.4.5. Block 17-19 will be completed by your current supervisor

4.4.4.6. Part III will be completed by your current security manager

4.4.4.7. Medical Profile (if on profile)

4.4.4.8. Military Pay office and their DSN fax number to send certified orders (if unable to certify in AROWS)

4.4.4.9. Contact info for your finance office in case of any discrepancies that may arise

4.4.4.10. Contact info for your SATO office to book flights home

4.4.4.11. Activated government credit card (for cash advance and/or plane tickets - if necessary)

4.4.4.12. Student verification worksheet (**will be included in your welcome packet**)

4.4.4.13. Fitness Screening Questionnaire (**will be included in your welcome packet**)

4.4.4.14. Contact e-mail addresses and DSN for both the member's supervisor and commander

4.4.4.15. Cadets will be required to take a Physical Fitness assessment early in the training program. Cadets should work with the Base Education Training Manager (BETM) and unit to verify he/she can pass the assessment. Failure to pass the assessment can result in disenrollment from OTS

4.4.4.16. 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 goods and snacks.

4.5.2. Mailing address is as follows:

**Cadet Your Name**

550 E Maxwell Blvd.

*your class #, your flight #* i.e Class 15-08, Flight 2-11

Maxwell AFB AL 36112-5000

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 very 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.

## 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 day two of training unless approval by OTS Staff is granted. Vehicles are kept in a secure parking facility on the OTS complex. As cadet privileges are earned, 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 3<sup>rd</sup> stop light (Maxwell Blvd) and proceed to the Maxwell Blvd Gate of Maxwell AFB.
- 6.4. From I-65 South:  
Exit Clay Street (Exit 172) and stay in the left lane. Turn left at the 2<sup>nd</sup> stop light (Herron Street). Turn left at the 1<sup>st</sup> stop light (N. Holt Street). Turn left at the 2<sup>nd</sup> 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. All cadets are required to arrive to training with the items on the respective clothing lists. If there is an issue with either purchasing a uniform item or alterations, let your Flight Commander know at the initial interview.

### 7.1.1. Male Uniforms/Uniform Items:

<b>AIRMAN BATTLE UNIFORM</b>	<b>Required</b>
Belt, Rigger, desert sand color	1
ABU Coat (Shirt) (Note 1)	2
Name Tapes, textile, ABU, 1" wide	2
Insignia, distinguishing USAF, ABU, 1" wide	2
Pants, ABU (Note 1)	2
Boots, sage green suede	1
Socks, boot, sage green	4
T-Shirt, crew neck, desert sand color	3
Hat, ABU	1
Coat, ABU (APECS)	1
Sage Green Fleece Jacket w/nametapes (October-March)	1
Sage Green Watch Cap (October-March)	1

Gloves, Black (October-March)	1
<b>BLUES UNIFORM</b>	
Light weight blue jacket, Poly/Wool, w/removable liner	1
Service Coat, w/epaulets with officer sleeve braid sewn on	1
Blue Pants, Service, Wool/Poly	2
Insignia, US (officer)	1
2d Lieutenant Rank (One set will be turned in at in-processing)	2
Belt, Blue w/Chrome Tip and buckle	1
Flight Cap (Officer w/Silver Trim)	1
Name Tag, Standard Air Force, Individual, Blue, Plastic (One set will be turned in at in-processing)	2
Name Tag, Standard Air Force, Individual, metallic	1
Necktie, Blue	2
Shirt, Cotton/Poly, Short Sleeve	3
Shirt, Cotton/Poly, Long Sleeve, w/Epaulet	3
Shoes, Dress, Oxford, Black, Plain Toe	1
Socks, Cotton/Nylon, Black	3
Underwear, Cotton, White	6
Undershirt, Cotton, White, v-neck	3
Towel, Cotton/Poly, White	2
<b>MESS DRESS UNIFORM</b>	
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
<b>PHYSICAL TRAINING UNIFORM (to include the following)</b>	
PT Shorts	3
PT Shirts	3
Running Pants	1
Jacket	1
Socks, white or black, cotton (Ankle or Crew Socks)	4
Running Shoes (color does not matter)	1 (pair)

## 7.1.2. Female Uniform/Uniform Items:

<b>AIRMAN BATTLE UNIFORM</b>	<b>Required</b>
Reference 7.1.1 Male Uniform Items	
<b>BLUES UNIFORM</b>	
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 (May have princess cut shirts)	2
<b>MESS DRESS UNIFORM</b>	
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
<b>PHYSICAL TRAINING UNIFORM (to include the following)</b>	
Reference 7.1.1 Male Uniform Items	

7.1.3. The following clothing items are "authorized" and "recommended" issue for ANG cadets attending OTS. (Student may have to purchase items on this list).

<b>MISCELLANEOUS</b>	
White wash cloths	2
Black ball-point pens	1bx
Clothes brush or lint remover (lint roller)	1
Small flashlight with batteries	1
Laundry bag and laundry soap	1 ea
Pajamas	1 set
Personal Hygiene; Toiletry items	As req
Shoe polishing supplies (if needed)	As req
Shower shoes	1 set
Soap dish with cover (optional)	As req
Undershirts (additional T-shirts: desert sand)	2
Military Accouterments (badges, ribbons, name tag)	As req
Sewing kit & Scissors (optional)	1 set
Second pair of boots for field training (strongly encouraged)	As req
Bug spray (optional)	As req
Sunscreen (optional)	As req
Work gloves (black or sage green for use in the field) (optional)	1 set

7.1.4. Questions concerning clothing issue items prior to arriving at OTS will be addressed by unit supply representatives, not OTS personnel. There is a military clothing sales store available to students located in the OTS Shopette. Though they have a good selection, DO NOT count on them having everything you need. It is important that cadets come prepared with all items they will need prior to arriving at OTS.

7.1.5. Sunglasses (TO INCLUDE TRANSITION LENSES) will not be allowed to be worn during training while at OTS.

7.1.6. Cadets must bring all accouterment/military accessories such as functional badge(s), name tag (Mandatory) Ribbon Rack (federal only) (One is mandatory for service dress uniform; a second one is optional)

7.1.7. Cadets are required to have all cold weather gear listed above during the winter months of October through March.

**\*NOTE 1** – Three pairs of ABUs are recommended for use at OTS. Realizing that units are only authorized to issue two pairs, students will use their discretion whether to acquire the extra set or not. OTS will not replace uniforms damaged during training.

**\*NOTE 2** – The mess dress uniform is available for purchase at the Military Clothing Sales or rent off base. Students will be allowed within the first week or two of training to get a mess dress however he/she chooses.

## 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. Cadets are encouraged to bring any and all relevant medical records, to include immunization records. While they may not all be needed, the records will be readily available if required.

9.2. All cadets must provide the following Sickie Cell Trait and G6PD screening from their respective medical group:

[http://www.au.af.mil/au/holmcenter/OTS/documents/Pre\\_OTSSCT\\_G6PDForm600.pdf](http://www.au.af.mil/au/holmcenter/OTS/documents/Pre_OTSSCT_G6PDForm600.pdf)

9.3. Any prescription medication and a supply sufficient to last the duration of the course.

9.4. 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 will 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 (**see NOTE 1 below**), wireless internet and Ethernet ports and will remain connected to the government network at all times.

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

**\*NOTE 1:** Government computers no longer accept data sticks, due to security issues. You will not be able to transfer information from personal computers to government computers using this method. The government laptops are for your use here at Det 12. You are responsible for the care and security of this government equipment while it is in your possession.

## 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 discouraged because it degrades the bandwidth and overall utility of the system.