

# ORIENTATION GUIDE

Accelerating 21st Century Warfighter Development



PROFESSIONALISM

WAR FIGHTING



MISSION EXECUTION

LEADERSHIP

COMMUNICATION



Developing Warrior-Minded  
Leaders of Character  
committed to our oath, values, and creed.

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Officer Training School is committed to producing 50% of the Department of the Air Force Officers each year.

The demographic makeup of trainees attending the school over the past five years includes 68% Active Duty, 17% Air National Guard, and 15% Reserve Air Force. We are proud of the total force structure. Our faculty and staff also represent Active Duty, Guard and Reserve.

The experience level of trainees is diverse, including those with advanced degrees, prior service, non-prior, and from all service components, which contributes to the Total Force Officer Training.



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## ORIENTATION GUIDE



## Welcome

Congratulations on your selection to attend the Department of the Air Force Officer Training School (OTS). You are about to embark on one of the most transformational leadership development experiences within the profession of arms. Our mission is to develop **Warrior-Minded Leaders of Character** committed to our **oath, values, and creed**. As warriors, you must demonstrate and prove your **moral courage, physical courage, resilience, and a hardiness of spirit** to serve and lead in the profession of arms. Tough days lay ahead, so before you arrive to our campus know your "why." Why are you choosing to be part of the 1% that serve in the US Armed Forces? With your compelling "why" you can live and lead through any "what" or "how." OTS is purposefully challenging, standards are high, and training intentionally rigorous, so be prepared mentally and physically for the demanding environment you are about to enter. This guide is meant to provide you guidelines and helpful hints. However, use your best judgment on how you best prepare for OTS.

Our OTS faculty and staff are highly motivated, exceptionally talented, and extremely dedicated to teaching and developing future leaders to effectively deter and defeat 21st Century threats. Our team is here to guide you through the developmental process, but your transformation depends on your commitment to live with honor, lift others, and elevate the performance of your teams. We look forward to investing our best in your progression as **Warrior-Minded Leaders of Character, who embody a disciplined mindset willing to accept challenge, persevere, and overcome for those we serve**. Thank you for answering the call to serve and lead our Airmen and Guardians.



WELCOME



Always with Honor!



## ORIENTATION GUIDE

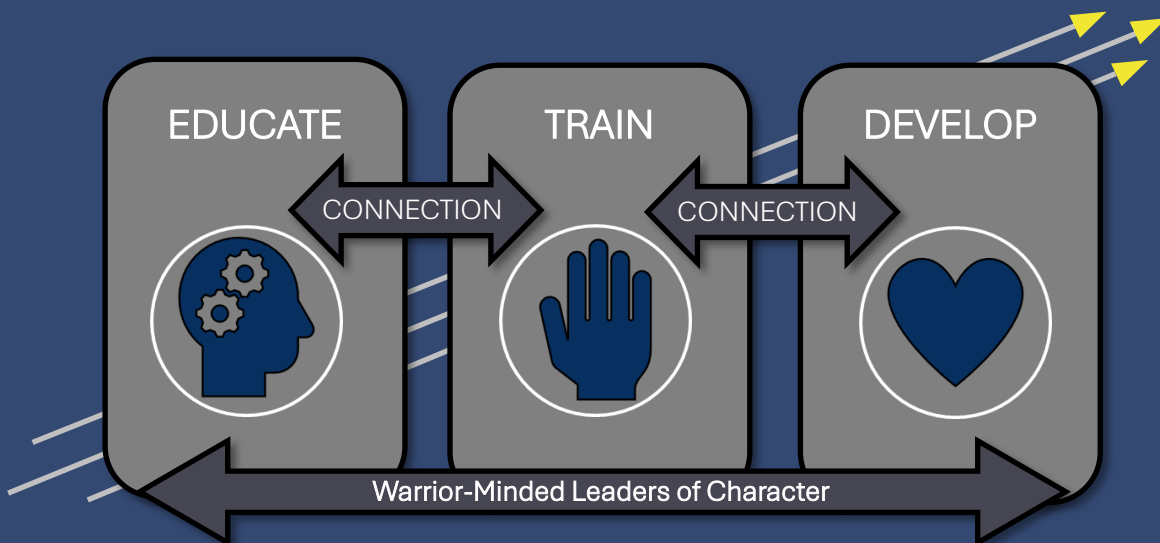
## Program Methodology

Officer Training School is a highly competitive selection process with an average of 4% of applicants getting selected to attend.

Officer Training School is the right commissioning source for the right people at the right time. Unique in its demographics, OTS provides commissions for Space Force, and all Air Force components, including Active Duty, Air National Guard, Air Force Reserve. Additionally, OTS is the accession program for the Health Professional Scholarship Program, and Uniformed Services University of Health Sciences.

Officer Trainees will learn and develop the skills needed to succeed in challenging and demanding environments. Trainees hone their skills as a multi-capable airman and gain the great power advantage through cutting-edge problem-solving techniques and practical application. The rigorous process here includes assessing professionalism, communication, war-fighting, leadership and mission execution.

The OTS methodology fuses the elements of education, training and development to produce Warrior-Minded Leaders of Character who are committed to their oath, values and creed.



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PROGRAM METHODOLOGY





## KEY TERMS



### Key Terms

**Officer Trainee (OT)** All trainees (regardless of rank) who assigned to OTS are referred to as Officer Trainees (OTs).



**Direct Commission Officer Trainee** is commissioned into specific professions in the United States Air and Space Force prior to arriving at OTS. These professions include Medical, Judge Advocate, Chaplains, Space and Cyber. This category of OT have already taken the Oath of Office and wear their commissioned rank.

**Officer Training School Abbreviated (OTS-A)** course is designed for specific medical professionals from all Air Force components, including Active Duty, Air National Guard, Air Force Reserve, Health Professional Scholarship Program, and Uniformed Services University of Health Sciences. The program is 32 training days and is strategically designed to graduate these officers with basic level of the foundational competencies.

**Reserve Commissioned Officer Orientation (RCOO)** is a 2-week orientation course for hard to recruit medical professionals. Very few Air Force Specialty Codes (AFSCs) actually qualify to attend the orientation course. The syllabus is uniquely designed to prepare medical officers in the Reserve/ANG with the minimum knowledge to function as an Air Force Officer.



**Non-Commissioned Officer Academy (NCOA) On-Ramp Program** Prior service Airmen and Guardians who have successfully completed NCOA will be offered the opportunity to participate in this program which gives credit for time served as an NCO. Participants in this program are expected to uphold the highest standards of professionalism, military culture, customs and courtesies, and teamwork. It is essential that NCOA On-Ramp Officer Trainees confirm that their records accurately reflect the appropriate level of PME completed. Refer to NCOA+ reporting instructions.

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## Getting Started in WINGS



WINGS

After a trainee is rostered in a class through the Holm's Center Wings system, two emails will be sent from [wings@holmcenter.com](mailto:wings@holmcenter.com).

Login ID will be in one email

Password will be in a separate email

Check your "spam" and "junk" folders (based on user settings)

After you have logged into Wings, it is imperative that you enter/verify the accuracy of the following information on your WINGS profile:

- Name and Rank
- Age
- Gender
- Social Security number
- Email address (please do not utilize .mil addresses)
- Phone Number
- Commissioned AFSC/SFSC
- PME Status for NCOA+ Eligibility

It is your responsibility to double-check all information provided in Wings since this generates your Graduation and Commissioning documents. Any errors made before arriving at Officer Training School could result in inaccurate information printed on your documents. It is critical that you review everything meticulously before submitting it.

If you have not received the WINGS emails 30 days out from class start, ensure the correct enrollment (email) information has been loaded by your unit training manager. We recommend not using .mil or .edu email address in Wings.

Holm Center Wings Help Desk [holmcenter.wings.support@us.af.mil](mailto:holmcenter.wings.support@us.af.mil)



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## WINGS Pre-Course Assignment

Completion of Pre-Course Assignments (PCAs) is mandatory 10 days prior to arrival and all material is testable.

Failure to complete all pre-arrival requirements will result in the inability to in-process Officer Training School and you will return to your point of origin.

Search "Air University WINGS" in your browser

Look for "Curriculum and CBTs" on the WINGS homepage to begin the training.

Print out and complete the Note Taker.

Bring the completed Note Taker with you on arrival.

You will find that the Pre-Course Assignment is a comprehensive collection from Air Force Handbook 1. It is imperative that you comprehend and retain the information from the PCA as it will prepare you for training and be a resource as you begin your career.



## PRE-COURSE ASSIGNMENTS

### OTS Manual (OTSMAN)

The OTSMAN is the operations manual and expectations for OT performance while at OTS. The PDF copy is on the OTS webpage and trainees will consider memorization of the material as part of the Pre-Course Assignment requirements.

Officer Training School staff will expect trainees' behavior to align with this document. Demonstrating knowledge of the procedures is expected on arrival to OTS.

[www.airuniversity.af.edu/Holm-Center/OTS/](http://www.airuniversity.af.edu/Holm-Center/OTS/)



Holm Center Wings Help Desk [holmcenter.wings.support@us.af.mil](mailto:holmcenter.wings.support@us.af.mil)

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## Medical Requirements

Officer Training School has partnered with Intake Q, a commercial HIPAA compliant data collection portal, for all medical in-processing items. All OTs will receive an email with instructions from [ots.medical.mdsf@us.af.mil](mailto:ots.medical.mdsf@us.af.mil), 30 days prior to arrival and must be completed 14 days prior to arrival at OTS. It will outline required items, immunizations, and questionnaires that need to be uploaded prior to arriving at OTS.

The logo for IntakeQ, featuring the word "intakeQ" in white lowercase letters on a blue rectangular background.

ALL documents must be uploaded to this system. Please do not hand carry your medical records.

- Sickle Cell Trait (SCT) and G6PD screening test results should be uploaded to Intake Q to prevent delays in individual physical fitness training. Those who have pending results or have not been tested, will be tested and treated as if the risk is present and may be restricted from using the Fitness Center.
- Questionnaires
- Copies of their immunization records, titers, ASIMS/MyIMR records and AF Form 422 into Intake Q.

**Officer Trainees on medical profiles may not attend OTS without an approved medical waiver** (which will be generated from a qualifying AF Form 422). The medical waiver must accompany an OTS level waiver and will be submitted to [ots.medical.mdsf@us.af.mil](mailto:ots.medical.mdsf@us.af.mil) NLT 14 days prior to class start date.

If you require a waiver, email [ots.medical.mdsf@us.af.mil](mailto:ots.medical.mdsf@us.af.mil) immediately upon notification of selection for OTS class. The staff will further assist you in coordination of the waiver process in accordance with DAFMAN 36-2032. **OTS Commanders reserve the rights to deny a waiver based on course requirements.**

Pregnant OTs may not attend training. OTs may not attend training 6-months post-partum without their medical provider's written approval and AETC/SG concurrence.

Post-partum members must be able to pass an accessions full component physical fitness assessment (PFA) while at Officer Training School in accordance with DAFMAN 36-2032.

Direct all medical questions to [ots.medical.mdsf@us.af.mil](mailto:ots.medical.mdsf@us.af.mil) (due to HIPAA laws, DO NOT EMAIL MEDICAL RECORDS).

**You will be disenrolled from training for failure to complete all medical requirements prior to arrival.**



MEDICAL



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## Medical

Officer Training School has a dedicated medical team on campus to support the many health requirements of trainees, faculty and staff. However, all officer trainees should ensure they bring a 90-day supply of prescribed medications. Members are authorized and encouraged to bring over the counter medication such as Motrin and Tylenol.

The Maxwell AFB resources are intended to address acute issues. Significant trauma or medical requirements will exceed the capabilities of the OTS and 42d ABW clinics. Issues of this nature are referred off base for treatment.

The nurse advice line: 334-953-3368

The IDMT (Independent Duty Medical Technician) at OTS has several responsibilities. These include providing medical care for all OTs in accordance with regulations, advising OTS and squadron commanders on preventative health measures, conducting sick call on the OTS complex, and evaluating, triaging, and treating OTs during sick call hours.

The IDMT is also responsible for coordinating medical in-processing for OTs and reviewing and collecting medical records. They assist with lab services and immunizations, maintain medications, and facilitate hearing tests. Additionally, the IDMT tracks communicable diseases as part of their public health duties.



MEDICAL



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## COMMON FINANCE ISSUES

### Common Finance Issues

#### New to Air Force/Space Force or switching components

- Expect paycheck delays while at OTS due to creation of your finance account. This delay could be weeks or months depending on the accuracy of pre-arrival information loaded into the finance system. Plan appropriately for this delay. In some instances, OT pay records may not be established before graduation. It is highly recommended you prepare to have at least \$2,000 accessible upon arrival to OTS. It is your responsibility to have a financial plan to support yourself and/or family while at OTS. 42 ABW Finance staff will work with OTs experiencing financial hardships on a case-by-case basis.
- Prior to departure, Air National Guard OTs transferring to Active Duty must contact their home unit personnel section to be released in Military Personnel Data System (MilPDS).

- The home unit will initiate this action by placing the OT in the following PAS-CODE ZB0JFQK9 with an SPD code KGM, effective one (1) day prior to arrival.

**Failure to be released by home unit will lead to an inability to be properly gained.**

**OTs who are not properly gained will not be paid until this action is completed.**

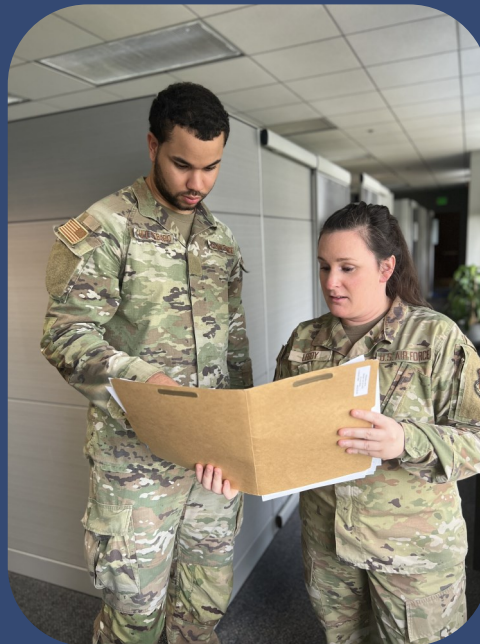
- If the home personnel section has any issues completing these actions, they can contact Air Force Recruiting Services (AFRS) line officer accessions at (210) 565-0340.

**The personnel section at OTS does not have access to update Air National Guard or Air Force Reserve records.**

**ANG Liaison MSgt Traci Barnett (228) 377-5306**

#### Incorrect orders. Verify your orders are correct prior to arrival.

- Verify you have the correct fund cite via the Education & Training Course Announcements (ETCA) website (CAC-enabled).
- Base Allowance for Housing is paid based on with or without dependents, ensure DEERS is accurate.



## Prior Active Duty with no break in service

Bring the following documentation to check-in:

- Two (2) forms of valid government identification (bring a social security card as one form)
- Five (5) copies of PCS orders and amendments (AF889/AF973)
- Most recent DD Form 4, Enlistment/Re-Enlistment Document Armed Forces of the United States. Failure to provide the DD Form 4 (all 4 pages) will cause service date mismatch and will affect pay rates (O-1 vs O-1E). *Reference DoD 7000.14-R.*
- Supporting documentation for awards and decorations, include sister service documentation if cross-commissioning. Air Force Awards documentation can be printed from the vMPF>record review.
- Prior Active Duty members, SrA (E-4) and below, must ensure rank is updated to SSgt (E-5) effective your departure date
- AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force
  - AF Form 56 is still required for Senior Leader Enlisted Commissioning Program (SLECP) Candidates
- AF Form 1034, *Extended Active Duty Assignment*
- Two (2) copies of vRED and SGLI forms
- Defense Enrollment Eligibility Reporting System (DEERS) enrollment only (not required if dependents are already enrolled).
  - Marriage license and valid/current spouse ID (copies).
  - Dependent's birth certificate and SSN (copies)
- Prior to your final out-processing from your losing unit, print your entire the vMPF>record review (records).
  - Two (2) copies of recent SURF

Hand-carry all documents; do not pack documents in your checked bags. Do not email any personal documents to 22 TRSS or Student Services. Turn in physical **copies** only; do not submit original documents.



## REQUIRED DOCUMENTS Active Duty Prior Service



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## Non - Prior Active Duty, Break-in-Service or component transfers

Bring the following documentation to check-in:

- Two (2) forms of valid government identification (bring a social security card as one form).
- Five (5) copies of Military Entrance Processing Station (MEPS) orders and amendments.
- Must keep a signed set of orders on person for base access.
- Dependent documentation for DEERS enrollment
  - (Spouse) Marriage license, valid ID, SSN (copies)
  - (Dependent) Birth certificate and SSN (copies)
- Most recent DD Form 4, Enlistment/Re-Enlistment Document Armed Forces of the United States. Failure to provide the DD Form 4 (all 4 pages) will cause service date mismatch and will affect pay rates (O-1 vs O-1E). Reference DoD 7000.14-R .
- All DD214s, Certificate of Release or Discharge from Active Duty (only applicable to trainees with a break-in-service or branch transfer). Failure to provide the DD Form 214 will cause service date mismatch and will affect pay.
- Supporting documentation for awards and decorations, include sister service documentation if cross-commissioning.
- Air Force documentation full record can be printed from the vMPF>record review.
- Prior Active Duty members, SrA (E-4) and below, **must** ensure rank (pay-grade) is updated to SSgt (E-5) effective your departure date.
- AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force. Failure to provide will cause delay in commissioning.
- AF Form 56 is still required for Senior Leader Enlisted Commissioning Program (SLECP) Candidates.
- AF Form 1034, Extended Active Duty Assignment.
- You will re-accomplish vRED and SGLI during in-processing.

Hand-carry all documents; do not pack documents in your checked bags.  
Do not email any personal documents to 22 TRSS or Student Services.  
Turn in physical **copies** only; do not submit original documents. If you do not bring these documents, our staff will not be able to provide you assistant.



**REQUIRED DOCUMENTS**  
Non-prior, Service Transfer, Break in Service  
Active Duty



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## Air Force Reserve

Bring the following documentation to check-in:

- Two (2) forms of valid government identification (bring a social security card as one form).
- Five (5) copies of orders and amendments.
- Dependent documentation for DEERS enrollment (Only if dependents are not enrolled in DEERS while at OTS).
  - (Spouse) Marriage license, valid ID, SSN (copies).
  - (Dependent) Birth certificate and SSN (copies).
- Two (2) copies of your RIP (full performance history from the vMPF site).
- Two (2) copies of vRED and SGLI forms.

Both ANG and AFR OTs will need to work with their home unit to establish pay through their respective systems/sites.

Officer Training School has neither the capability nor authority to establish pay for either ANG or AFR.

All issues will be routed back to each OT for coordination with their respective home unit.



## REQUIRED DOCUMENTS Air Force Reserve



Hand-carry all documents; do not pack documents in your checked bags.  
Do not email any personal documents to 22 TRSS or Student Services.  
Turn in physical **copies** only; do not submit original documents.

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## Air National Guard

Bring the following documentation to check-in:

- Two (2) forms of valid government identification (bring a social security card as one form)
- Five (5) copies of Title 10 orders and amendments
  - Title 32 orders for accessions will not be accepted
- Dependent documentation for DEERS enrollment (Only if dependents are not enrolled in DEERS while at OTS)
- (Spouse) Marriage license, valid ID, SSN (copies).
- (Dependent) Birth certificate and SSN (copies).
- Two (2) copies of your RIP (full performance history from the vMPF site).
- Two (2) copies of vRED and SGLI forms.

Both ANG and AFR OTs will need to work with their home unit to establish pay through their respective systems/sites.

Officer Training School has neither the capability nor authority to establish pay for either ANG or AFR.

All issues will be routed back to each OT for coordination with their respective home unit.



## REQUIRED DOCUMENTS Air National Guard



Hand-carry all documents; do not pack documents in your checked bags.  
Do not email any personal documents to 22 TRSS or Student Services.  
Turn in physical **copies** only; do not submit original documents.

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## Direct Commissioned Officers

Bring the following documentation to check-in:

- Two (2) forms of valid government identification (bring a social security card as one form).
- Five (5) copies of Title 10 orders and amendments.
  - Title 32 orders for accessions will not be accepted.
- Dependent documentation for DEERS enrollment (Only if dependents are not enrolled in DEERS while at OTS)
- (Spouse) Marriage license, valid ID, SSN (copies).
- (Dependent) Birth certificate and SSN (copies).
- Two (2) copies of your SURF/RIP (full performance history from the vMPF site) if applicable.
- Two (2) copies of vRED and SGLI forms (Non-priors will complete during in-processing).
- Most recent DD214 (to resolve pay issues)

Direct Commission officers will pay for their meals at the dining facility and at field events. The dining facility accepts cash (recommend \$200 in small bills), debit and credit cards. The training schedule does not allow regular access to ATM machines.

They will also need to bring \$100 of cash to prepay for Military Ready to Eat (MRE) meals required during training.



## REQUIRED DOCUMENTS Direct Commissioned Officers

Hand-carry all documents; do not pack documents in your checked bags.  
Do not email any personal documents to 22 TRSS or Student Services.  
Turn in physical **copies** only; do not submit original documents.



## ORIENTATION GUIDE

## Reference Chart

	Prior Active Duty	Non-Prior Service/Break in Service/Transfers	AFRC	ANG	Direct Commission
Forms of ID (2)	X	X	X	X	X
Copy of Orders (5)	X	X	X	X	X
Copy of PCS Orders (5)	X				
DEERs Enrollment Docs	X				
Awards & Decs	X	X	X	X	
DD 4	X	X			
AF Form 56	X	X			
AF Form 1034	X	X			
DD214	X		X	X	X
SGLI	X		X	X	X
vRED	X		X	X	X
vMPF	X		X	X	X
SURF/RIP	X		X	X	X
NCOA+ On-Ramp					
Physical Fitness Assessment	X		X	X	X
NCOA proof is SURF/RIP (above)	X		X	X	X
Medical Records to Upload					
Sickle Cell Trait (SCT) and G6PD	X	X	X	X	X
Questionnaires (Intake Q)	X	X	X	X	X
Immunization records		X			
Titer results		X			
AF Form 422	X		X	X	X
ASIMS/MyIMR	X		X	X	X

NOTE: Make every attempt to upload medical records; if they are not uploaded before you travel, you will have to bring them with you and keep them secure.

AF Form 56 - Application for training and commissioning  
 AF Form 422 - Medical clearance to enter training  
 AF Form 1034 - Extended Active Duty Agreement  
 DD4 - Enlistment documentation  
 DD214 - Federal verification of active duty military service  
 DEERS - Defense Enrollment Eligibility Reporting System (benefits )  
 PRDA - Personnel Records Display Application (records inside vMPF)  
 SGLI - Servicemembers Group Life Insurance  
 SURF/RIP - Active duty/Reserve (ANG) individual personnel record  
 TRQI - Training Quota Identifier (report of projected students for course)  
 vRED - Record of Emergency Data (electronic record system)  
 vMPF - Military Personnel Flight (electronic record system)

Ensure the records for your individual situation are in your packed luggage. Items such as religious accommodations waiver, medical waivers, PME certificates, PCA note taker etc.



## REQUIRED DOCUMENTS Reference Chart



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## Chaplain's Welcome

We are honored to have you here and confident that you will flourish as a leader and become the finest Air and Space Force officer possible.



As you prepare for your journey to Maxwell AFB, we want to remind you to bring any religious items that can enhance your spiritual resilience (such as faith books/devotionals, religious apparel, Eucharistic Mass kits, rosary, and/or prayer mats).

Please note that all religious materials must be secured with your personal belongings to maintain a pluralistic environment, per AFI 1-1 2.11.



If you have any concerns or queries regarding spiritual care needs, including religious dietary restrictions, please let us know ahead of time.

If your faith requires a specific dietary need (i.e., vegetarian, kosher, halal, etc.), grooming/apparel waiver or to worship outside the Sunday morning schedule, a religious accommodation request will need to be submitted to Chaplain Robyn Kleinschmidt NLT 14 days prior to arrival at OTS. If you already have a waiver, this should also be emailed 14 days in advance.



We are here to assist and support you every step of the way. If you have any questions or concerns, please contact us without hesitation.

Chaplain, Captain Robyn E. Kleinschmidt  
[robyn.kleinschmidt.2@us.af.mil](mailto:robyn.kleinschmidt.2@us.af.mil)



RELIGIOUS ACCOMMODATION



# ORIENTATION GUIDE

## Preparing for OTS Physical Requirements

Physical demands begin immediately.

Reference the MEDICAL section of this orientation guide regarding attempts to arrive on a medical profile.

**All OTs (to include NCOA+) must be prepared to satisfactorily complete the (Physical Fitness Assessment) PFA within a week of arrival to training.**

The OTS PFA consists of the following components: sit-ups, push-ups, and 1.5-mile run tests as detailed in DAFMAN 36-2905. You can find a detailed chart of the age and gender based requirements there.



Search YouTube for official USAF for demonstration videos. Scoring is based on execution of good form and number of repetitions for the components.

Officer Training School will not administer alternate test events without prior medical approval/waiver.

OTs should not attend OTS if they are unable to complete all components of the DAFMAN 36-2905 fitness assessment.

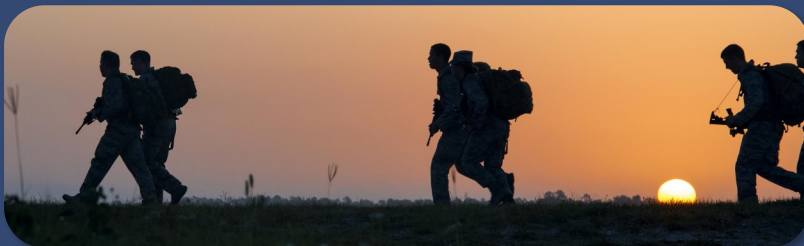
In accordance with DAFMAN 36-2905, the results will not be entered into the Air Force fitness management system of record.

The determination and outcomes for failure to meet the fitness standard are guided by the accessions regulation, DAFMAN 36-2032. Failure to pass a PFA while at training may result in disenrollment from the program.

Trainees will be given access to the OTS campus fitness center to maximize their fitness goals. Trainees must follow all rules as delivered by the staff.

OTs are expected to be fit enough to complete long distance runs, ruck marches, obstacle courses, and challenging group physical fitness training.

Trainees' willingness and determination to excel in physical training demonstrates the Warrior-minded Leaders of Character ethos.



## PREPARING FOR OTS Physical Requirements



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## Pre-arrival Uniform Information

All OTs should bring a printed copy of the packing requirements with them on in-processing day.

Try to get as many items on the packing list as possible before you arrive.

Contact your recruiter for assistance in procuring the correct military items by sending them Attachment 1, UNIFORMS AND REQUIRED ITEMS PACKING LIST.

Recruiters can provide sponsorship for non-prior OTs to purchase uniform items at the OT's nearest AAFES military clothing store. OTs may purchase required uniform items from the OTS AAFES Shopette after arrival to Maxwell AFB.

OTs are responsible for following Air Force uniform regulations. Staff will help during Week 1 to ensure all uniforms are correct.

OTs should purchase uniform items at Army and Air Force Exchange Services (AAFES) military clothing stores.

Purchasing uniform items at non-AAFES suppliers runs the risk of not meeting USAF/USSF requirements and is highly discouraged.

OTs are not permitted to wear one piece or two-piece flight suits or ball caps.

Uniform blouse should have Velcro® blank on chest for rank (does not apply to Direct Commission).

Name tapes and service tape will match, but may be either sewn or Velcro for OCP Coat/Patrol Cap.

Rank will be worn by Direct Commissioned OTs.

It may be pinned (hard rank), sewn, or Velcro®. The rank insignia will be appropriate color scheme for your service (USSF/USAF).

Note: The patrol cap does not facilitate Velcro rank.

It is important to note that the OTS Mini Base Exchange cannot support the excessive purchase of toiletries, medications, academic materials, etc. Also, opportunities to visit the BX will be very infrequent and are not guaranteed.

Air Force Physical Training (PT) uniform requirements will be in accordance with AFI 36-2903.

Space Force PT uniform requirements will be in accordance with SPFGM 2022-36-02.

The typical class sizes will be greater than 150 trainees.

It's encouraged to work with your classmates to ensure everyone maintains proper dress and appearance standards throughout training.



## PRE-ARRIVAL Uniform Information



## ORIENTATION GUIDE

## NCOA+

Officer Trainees who are permitted to enter Officer Training School under the Non-Commissioned Officer Academy Complete (NCOA+) program are expected to meet several requirements.

- Send SURF/RIP and or NCOA Completion Certificate to OTS.
- Ensure WINGS information is 100% accurate
- Ensure you are “Green” IMR (Individual Medical Readiness) in ASIMS
- Bring copies of the following:
  - NCOA Completion proof is located in your SURF/RIP.
  - Printed Physical Fitness Assessment (current through duration of program).
- Arrive in OCP utility uniform and exemplify the highest uniform standards in accordance with USAF/USSF uniform regulations.
- Demonstrate professionalism

Ensure you have read the entire Orientation Guide. Check the OTS website for NCOA+ On-Ramp reporting instructions.

**Please note:** This program is offered only to prior-service Airman and Guardians. Any sister-service trainees are required to attend the first week of Air and Space Force Acclimation. If a prior-service member attended a sister-service equivalent PME, that is acceptable.

Trainees will arrive on the morning training day 7, in-process, and join your class that afternoon for the remainder of the OTS course schedule.



## ORIENTATION GUIDE



NCOA+ REPORTING





## Documents

Hand-carry all personnel documents; do not pack these documents in your checked bags.

Do not email any personal documents to 22 TRSS or Student Services. Turn in physical **copies** only; do not submit original documents.

Orders validation will be completed during in-processing. It is the officer trainees' responsibility to forward validated orders to their unit; failure to do so can result in pay issues.

Military resources for copies and internet use are not accessible by students.

## Communication

Hotspot: Officer Trainees are permitted to bring their own hotspots.

Cell Phone use: During scheduled military time (SMT) OTs have limited **external** communication opportunities. After SMT there are no restrictions and trainees should manage their time appropriately. It is the OT's responsibility to set the communication expectation with their family members akin to a real-world deployment or situation.

## Arrival

Late Arrival: See OTS Day 1 – Reporting Instructions tab in OTS website

<https://www.airuniversity.af.edu/Holm-Center/OTS>

Clothing: Upon arrival at the OTS campus, you must be dressed appropriately. This includes a collared shirt (tucked in and buttoned), khaki pants (no capris, jeans, leggings, skirts, or dresses) with a belt, and athletic shoes with laces tucked in. NCOA+ report in uniform (OCP). See OTS Day 1 – Reporting Instructions tab in website. <https://www.airuniversity.af.edu/Holm-Center/OTS/>

Shaving: All Officer Trainees must arrive at OTS clean-shaven and hair dressed in accordance with USAF/USSF uniform regulations. No mustaches or beards are allowed in the training environment unless there is a documented and approved religious accommodation. If a member has a shaving waiver, they will report to OTS with a clean-shaven face (to include NOCA+), and the waiver will come into effect upon in-processing (See OTS Day 1 – Reporting Instructions tab in website). Trainees who do not meet DAF standards will be turned away and will not be allowed to in-process.

OTs will not arrive to OTS with acrylic/gel/dipped nails or hair color which appears unnatural.

Jewelry will NOT be worn during field training events. General guidance will be given at



## HELPFUL HINTS



# ORIENTATION GUIDE

## ITEMS

Alcohol, inappropriate material, tobacco/nicotine and pets are prohibited on the OTS complex or at Field locations.

Firearms, ammunition, other weapons (e.g., knives), and/or multi-tools are not authorized at OTS.

Firearms and/or ammunition may not be stored in personally owned vehicles (POV) on Maxwell AFB.

The 42d Security Forces Squadron is unable to store weapons or firearms for OTs.

It is the OT's responsibility to research and find appropriate storage of weapons, firearms, and ammunition prior to arrival at Maxwell AFB.

There are establishments in the local area which offer this service.

## BEHAVIORS

Sexual harassment, discrimination, and unprofessional relationships WILL NOT BE TOLERATED.

All OTs will be expected to conduct themselves professionally and treat each other and staff with the utmost respect.

The honor code reinforces expectations that all Airmen will report incidences of unprofessional behavior.

To ensure a professional environment, trainees will complete multiple in-processing forms affirming their commitment and understanding of appropriate behaviors.



## HELPFUL HINTS



# ORIENTATION GUIDE

## Packing Requirements for ALL Officer Trainees

UTILITY UNIFORM	Minimum/ Recommended QTY
<b>Boots</b> Coyote brown	1/2
<b>OCP Pants</b> Gender specific	2/4
<b>OCP Blouse</b> Gender specific	2/4
<b>OCP Cap</b> Patrol style only; 6 point and ballcap not authorized at OTS	2/3
<b>Belt</b> Rigger style , Tan 499 color	1/1
<b>Blousing straps</b>	2/4
<b>T-shirt</b> Crew neck, coyote brown	5/7
<b>OCP fleece</b> Coyote brown	1/1
<b>Watch cap</b> Black or coyote brown	1/2
<b>Gloves</b> Black or coyote brown; gloves are available for trainee use during certain field events, however they are non-tactical gloves; cleanliness cannot be guaranteed. Consider: 1 warm pair, 1 work pair	1/2

PHYSICAL TRAINING (PT) GEAR	Minimum/ Recommended QTY
<b>Running shoes</b> IAW USSF/USAF regs	1/2
<b>PT Shorts</b> IAW USSF/USAF regs	3/5
<b>PT Shirt</b> IAW USSF/USAF regs	3/5
<b>PT Pants</b> Running suit OR sweats (will not be mixed when worn)	1/2
<b>PT Jacket</b> Running suit OR sweats (will not be mixed when worn)	1/2
<b>Socks</b> Ankle or crew, white/black/dark blue/gray/desert/sand/tan/DLA-issued green or coyote brown colored review USSF/USAF regs	5/7

**PT Gear is the only authorized sleeping attire**

AIR FORCE ACCOUTREMENTS	QTY
<b>Name tapes, 1" wide</b> Spice brown print on OCP	2
<b>USAF tapes, 1" wide</b> Spice brown print on OCP	2
<b>US Flag patch</b> Spice brown; embroidered	2
<b>Velcro rank</b> Spice brown embroidered (2d Lt, Capt, Maj)	2
<b>Blues name tag</b> Blue plastic	1
<b>Service dress name tag</b> Silver metal	1
<b>US lapel pin</b> Set of 2 for service coat	1
<b>Metal rank</b> For service coat epaulet and flight cap	3
<b>Epaulet rank</b> Set of 2, gender specific	1
<b>Ribbon rack</b>	1

SPACE FORCE ACCOUTREMENTS	QTY
<b>Name tapes, 1" wide</b> Blue print on OCP	2
<b>USSF tapes, 1" wide</b> Blue print on OCP	2
<b>US Flag Patch</b> Full color embroidered or PVC	2
<b>Delta patch</b> PVC	1
<b>Velcro rank</b> Blue embroidered	2
<b>Blues name tag</b> Blue plastic	1
<b>Service dress name tag</b> Silver metal	1
<b>USSF lapel pin</b> Set of 2 for service coat	1
<b>Metal rank</b> For service coat epaulet and flight cap	3
<b>Epaulet Rank</b> Set of 2, gender specific	1
<b>Ribbon rack</b>	1

COLD WEATHER
<b>OCP rain gear</b> Recommend trainees bring their own personal All-Purpose Environmental Clothing System (APECS)/Improved Rain Suit (IRS). Review USSF/USAF regs
<b>Cold weather jacket</b> Recommend Extended Cold Weather Clothing System (ECWCS) fleece liner (coyote brown)



## PACKING REQUIREMENTS



## ORIENTATION GUIDE

# Packing Requirements for ALL Officer Trainees

SERVICE UNIFORM	Minimum/ Recommended QTY
Note: WOMEN may wear skirts and princess cut shirts outside of parade events	
<b>Shoes</b> Black, dress, oxford, plain toe High heels are not authorized for Officer Trainees during OTS	1/1
<b>Officer Service Coat</b> Must have dark braid and epaulets attached	1/1
<b>Blues Pants</b> Wool or polyester w/a minimum of 1 wool	1/1
<b>Blues Shirt</b> Long sleeve	1/2
<b>Blues Shirt</b> Short sleeve	1/2
<b>Flight cap</b> With silver and blue braiding; style is gender specific	1/1
<b>Necktie/tab</b> Blue; style is gender specific	1/1
<b>Belt</b> Blue w/ chrome buckle	1/1
<b>Undershirts</b> White, V-neck	2/3
<b>Socks</b> Black	2/4
<b>Shirt garters</b>	1/1
<b>Light-weight jacket</b> May be embroidered	1/1
<b>Toiletry Items</b>	
<b>Washcloth</b>	
<b>Shower shoes</b>	
<b>Soap</b> hard soap with case or shower gel	
<b>Personal hygiene / toiletries</b> shaving/hair needs, feminine supplies (for 60 days), bug spray, sunscreen, blister prevention, pain relief (over the counter medications)	

ADDITIONAL ITEMS
<b>Laptop</b> Accessories, surge protector, CAC reader, headphones, WiFi, printer (optional), waterproof case for electronics in the event of inclement weather.
<b>Backpack</b> Black, IAW DAFI 36-2903 (recommended this is your 72-hour bag).  This will be used to transport your laptop/equivalent device and course material while at OTS. NOTE: Two-in-one hydration systems will not be allowed as they exceed the size requirements
<b>Hydration pack</b> With a small document pouch. Specifications: All black in color (all components, to include drinking tube cap); the logo must be small and conservative; no ornamentation, designs or high gloss material per DAFI 36-2903; shoulder straps with quick release chest strap; and hold a minimum of 1.5 liters (50 ounces) of water.  <b>Cannot exceed the following dimensions: 18 inches length, 12 inches width, and 5 inches depth.</b>
<b>Velcro rank</b> Spice brown embroidered (2d Lt, Capt, Maj)
<b>Academic supplies</b> Black ball point pens, notepaper, printer paper, pocket notebook
<b>Duffle bag and toiletry bag</b> For field deployment
<b>Towelx2</b> No wider than 24 inches wide by 44 inches long
<b>Laundry needs</b> Mesh laundry bag, starch, hangers, soap, sewing kit, scissors, lint roller
<b>Wristwatch</b> Smart watches authorized, but there are wear restrictions
<b>Flashlight</b> Less than 5 inches long, extra batteries
<b>Mouthguard</b> For use during combatives
<b>Eye Protection</b> Wrap-around: must have enclosed sides Limited availability for trainee use-condition and cleanliness cannot be guaranteed. *Individuals electing to purchase eye protection must have fully enclosed sides to prevent debris or training aids from damaging eyes from a lateral angle.
<b>Eyeglass strap</b> Glasses will be secured during field events, Individuals required to wear prescription glasses are encouraged to purchase over-glasses that will allow the trainee to keep prescription lenses in use.
<b>Prescription Eyeglasses</b>
<b>Lock</b> Combination style only

Transition lenses  
Individuals requiring dark lenses due to eye surgery must provide a doctor's note stipulating the conditions of this requirement and will need to report to the OTS IDMT staff upon in-processing for medical profile validation.



## PACKING REQUIREMENTS



## ORIENTATION GUIDE



# AFIT Academic Education Record Update

Applicable to: **Active Duty Officers**

The Air Force Institute of Technology (AFIT) is responsible for maintaining the academic records for active duty, guard and reserve officers of the Department of the Air Force. Annually, AFIT receives thousands of transcripts. Upon receipt of college transcripts, the Coding staff determines the appropriate academic specialty code (ASC), and updates that data, along with the school code and academic level (baccalaureate, master's, doctorate, professional degrees), into the Military Personnel Data System (MILPDS). This information is used for assignments, promotions, AFSC determinations, and other personnel actions.

## **How to obtain an educational level update:**

To obtain educational level update, you must mail or email an official transcript from the university registrar's office to AFIT/ACB reflecting the degree progress or graduation. E-mailed files are preferred to be in Adobe Acrobat .pdf format.

**NOTE:** Most official transcripts do not include SSN or date of birth. If you have a common name, it is recommended that you contact the school to ensure that additional identifying information is on your transcript to ensure the Academic Coding Branch can locate you in MILPDS. If you have changed your last name, please ensure the last name on your transcript matches your AF records or the AFIT Coding team will be unable to locate you in the system.

**AFIT cannot accept diplomas, faxes, photocopies, student scanned copies, e-mail copies, screenshots, unofficial, opened, or "issued to student" transcripts (unless in the original, unopened/sealed envelope from issuing institution), enrollment verifications, or grade reports.**

Address all correspondence requesting updates to academic level to:

AFIT Academic Coding Branch (AFIT/ACB)  
2950 Hobson Way  
Wright-Patterson AFB, OH 45433-7765  
E-mail: [afit.msp.transcripts@us.af.mil](mailto:afit.msp.transcripts@us.af.mil)

Please allow 2-3 weeks for delivery and processing of traditional mail. AFIT only receives mail from the base postal center on Wednesdays and Fridays. Overnight post and email runs 1 week for processing. The individual will notice the update on the CDB in vMPF within 24 hrs of processing. If delivery confirmation is required, utilize certified mail, FEDEX, UPS, or Express Mail.

## **Transcript Fees:**

DAFI36-2678 para 5.1. Officer Updates. Officers are responsible for ensuring the accuracy of their education records annually. It is the officer's responsibility to contact the issuing institution and fund the cost of any requested transcript/documentation. DAF will not reimburse transcript fees. Again, please mail or email official transcripts and documentation from the issuing institution directly to AFIT/ACB.