



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

16 Sep 2023

MEMORANDUM FOR RECORD

FROM: OTS/CC

SUBJECT: 2023 OTS Holiday Exodus Policy

1. The following guidance is provided for review, awareness, and appropriate action for widest dissemination.
2. OTS will observe the Holiday Exodus period set by AETC and Air University. The OTS Holiday Exodus period begins Saturday, 23 Dec 23 and terminates 7 Jan 24. Training is suspended during this period.
  - a. Deviations to the OTS Holiday Exodus period may be needed to adapt to mission requirements and challenges.
  - b. For the duration of OTS Holiday Exodus, all officer trainees will be considered “not-in-training” status IAW AETCI 36-2651, *Basic Military and Technical Training*.
3. OTS will provide the following options for officer trainees IAW DAFI 36-3003, *Military Leave Program*. The local area is defined as Maxwell AFB, AL.
  - a. Option 1: Take Leave. The TRS/CC is the approving authority. The squadron will brief trainees on procedures and provide instructions. Leave documents must be processed by DAF Form 988 or LEAVEWEB (approved by home unit). Officer trainees take leave at their own expense. The number of leave days will be worked through OTS squadron leadership. Advanced leave is **not** authorized. If an officer trainee does not have leave accrued, option 2 and 3 are available.
  - b. Option 2: Take a Sq/CC approved pass. OTS Sq/CCs may approve up to a 4-day special pass. There is no mileage restrictions, however, officer trainees may be required to return in time to resume training in the event of mission requirements. A special pass and leave may not be used consecutively IAW DAFI 36-3003.
  - c. Option 3: Remain at OTS. All officer trainees not taking leave/pass may remain on campus in ‘non-training status.’ Officer trainees will have daily reporting instructions for accountability and will have access to the DFAC, PCC, and classrooms. Other authorizations (off-base/base) will be determined by squadron leadership.
4. Conduct and document pre-departure safety briefings using AF Form 4392, *Pre-Departure Safety Briefing*, as outlined in AFI 91-202: AETC Supplement, *The US Air Force Mishap Prevention Program*. Special emphasis should be placed on officer trainees traveling via personal motor vehicle, as these trainees should be well rested prior to departure.
5. Please contact OTS Director of Staff, Major Erin Walker, at (334) 953-3955, DSN 493-3955, erin.walker.5@us.af.mil, for any questions or concerns.

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