Officer Training School (OTS) Welcome Guide for United States Air Force (USAF) and United States Space Force (USSF)

24 May 2023

(This Welcome Guide is only valid for Jun-Sep 2023)
COMMANDANT’S WELCOME

Congratulations on your selection to attend the Department of the Air Force Officer Training School (OTS). You are about to embark the most challenging and transformational leadership development experiences of your career. Our mission is to build Total Force leaders committed to our oaths, values, and creed. We accomplish this mission by developing Warrior-minded Leaders of Character who embody a disciplined mindset willing to accept challenge, preserve, and overcome for those we serve. OTS standards are high, and training is intentionally rigorous, I encourage you to arrive physically fit and ready to learn, serve, and lead.

Our Flight Commanders are highly motivated, exceptionally talented, and extremely dedicated to ensuring every trainee who passes through this institution develops the foundational knowledge, skills, and abilities necessary to serve and lead our Airmen and Guardians. The staff and instructors are here to guide you through the developmental process, but your transformation depends on your willingness to live with honor, lift others, and elevate the performance of your team. Thank you for accepting the call to serve in the profession of arms. I look forward to returning your salute at the end of this rewarding experience as our newest Air Force and Space Force officers.

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KEOLANI W. BAILEY, Colonel, USAF
Commandant, Officer Training School
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1. INTRODUCTION

1.1. Purpose. This OTS Welcome Guide is designed to provide prospective Officer Trainees (OT) with a reference to defined terminology as used at OTS, requirements and recommendations, commonly missed items or issues, arrival process (when, where, how, and what to bring), expectations, and frequently asked questions. See Attachment 1, Annual Montgomery Alabama Weather, for weather planning purposes.

1.2. Document Office of Primary Record. OTS Programs, Evaluations, and Training (OTS/PET) with support and input from 22d Training Support Squadron (22 TRSS), 24th Training Squadron (24 TRS), and 217th Training Squadron (217 TRS). This document, at a minimum, will be reviewed annually by OTS/PET and approved by the Commandant.

1.3. Points of Contact.

1.3.1. Student Services (reporting, general questions): 22TRSS.MS.StudentServices@us.af.mil.

1.3.2. WINGS Help Desk (WINGS website issues): HolmCenter.WINGS.Support@us.af.mil.

1.4. Terminology.

1.4.1. MOTS-005: 60-day program, Officer Training School (OTS).

1.4.2. MOTS-002: 32-day program, Officer Training School-Abbreviated (OTS-A).

1.4.3. Officer Trainee (OT): Any trainee assigned to OTS. Commissioned officers assigned to OTS as trainees are also referred to as OT.

1.4.4. Direct Commission Officers: Chaplains, Judge Advocates (JAG), select Space Force Officers and medical professionals from across the US Air Force (Active Duty, Guard, Reserve, Health Professional Scholarship Program, and Uniformed Services University of Health Sciences).

1.4.5. Line Officers: Also defined as non-direct commission (NDC) students, these are all other Air Force Specialty Codes (AFSC) and Space Force Officers, which commission through an accessions program.

2. PRE-ARRIVAL REQUIREMENTS AND RECOMMENDATIONS

2.1. Pre-Arrival Requirements. WINGS accounts for OTs are created when the Training Quota Identifier (TRQI) allocates that student to OTS. All pre-arrival requirements are located on WINGS. Logon information will be sent as a system-automated email via WINGS (see paragraph 2.2.3). NOTE: All inbound OTs must ensure personal information is correct and accurate to include any changes in primary email address. This information is used for official military commissioning paperwork and graduation certificates. IF YOU ARE ENROLLED BUT DO NOT HAVE ACCESS TO WINGS, CONFIRM WITH YOUR TRQI YOU HAVE BEEN LOADED CORRECTLY.

2.1.1. Inbound OTs must complete all demographics data in WINGS no later than (NLT) 10 calendar days before reporting to OTS and pre-course assignments prior to arrival. Review all reporting instructions.
2.1.2. Visit the OTS homepage for important information: OTS Homepage
https://www.airuniversity.af.edu/Holm-Center/OTS/

2.2. Pre-Course Assignment.

2.2.1. Completion of pre-course assignments is mandatory prior to arrival to OTS as this material is included in the In-Residence Academic Assessments. Failure to complete pre-course assignments will result in substandard performance and removal from the program.

2.2.1.1. Estimated time to complete the pre-course assignment is 21.5 hours.

2.2.1.2. Guard and Reserve members may apply for “points-only orders” to complete pre-course assignments.

2.2.2. Designed as distance learning and provides a knowledge base to accomplish the in-residence curriculum.

2.2.3. You will receive two (2) system-generated emails, one (1) with login and one (1) with a password, from wings@holmcenter.com (this is an automated/un-monitored email account) no later than 14 days prior to class start or when you are added to a class via the TRQI. NOTE: Emails might end up in your “SPAM” or “JUNK” folder.

2.2.4. Must watch “Getting Started, Pre-Course Introduction”

2.2.5. Pre-Course Assignment login: WINGS https://wings.holmcenter.com

2.3. Medical.

2.3.1. OTS has partnered with Intake Q, a commercial and HIPAA compliant data collection portal, for all medical in-processing items. All OTs will receive an email with instructions on all required items, immunizations, and questionnaires that need to be uploaded prior to arriving at OTS.

2.3.2. COVID vaccination information will be provided in the email mentioned above.

2.3.3. All personnel should ensure they bring a 60-day supply of prescribed medications with them. Members are authorized to bring over the counter medication such as Motrin and Tylenol.

2.3.4. OTs may not attend training while pregnant. OTs may not attend training 6-months post-partum without their medical provider’s written approval and AETC/SG concurrence.

2.3.5. OTs may not attend OTS while on a medical profile without an approved medical waiver (AF Form 422) and approval of the Training Squadron Commander.

2.3.6. ALL inbound OTs (to include prior enlisted members) will upload questionnaires into Intake Q. Members who have Immunizations records within the Military System will NOT need to provide them. Hard copy medical records will not be accepted at OTS. Direct all medical questions to ots.medical.mds@us.af.mil (due to HIPAA laws, DO NOT EMAIL MEDICAL RECORDS).
2.4. Recommendations.

2.4.1. Read Department of the Air Force Manual (DAFMAN) 36-2905, *Air Force Physical Fitness Program*, and perform a practice physical fitness assessment (PFA) with your recruiter to check your physical fitness readiness. Trainees are expected to arrive fit and ready to meet the Air and Space Force fitness requirements. [DAFMAN 36-2905](https://www.e-publishing.af.mil/Product-Index/)

2.4.2. All OTs must be prepared to satisfactorily complete the PFA upon arrival to training. The OTS PFA consists of the sit-up, push-up, and 1.5-mile run tests detailed in DAFMAN 36-2905. OTS will not administer alternate test events without prior medical approval/waiver. OTs may not attend OTS if they are unable to complete all components of the DAFMAN 36-2905 fitness assessment. Do not expect OTS to allow entrance to an individual already on a medical profile.

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

2.4.4. Read DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*: [DAFI 36-2903](https://www.e-publishing.af.mil/Product-Index/)

2.4.5. Read AFI 1-1, *Air Force Standards* [https://www.e-publishing.af.mil/Product-Index/]

3. REQUIRED IN-PROCESSING DOCUMENTS

3.1. Important Document Guidance. Hand carry all documents; do not pack these documents in your checked bags. Do not email these documents to 22 TRSS or Student Services. Turn in physical copies only; do not submit original documents. If required, orders validation will be completed after the first week of training by your assigned flight commander.

3.2. Prior Active-Duty Line Officers. Prior active-duty line officers – NDC OTs with no break in service only, report with permanent change of station (PCS) orders/AF Form 899 and AF Form 973 (if applicable).

3.2.1. Two (2) forms of valid government ID. Bring social security card if OT does not have a common access card (CAC).

3.2.2. Five (5) copies of PCS orders and amendments (AF Form 889/AF Form 973).

3.2.3. Defense Enrollment Eligibility Reporting System (DEERS) enrollment only (not required if dependents are already enrolled).

3.2.3.1. Marriage license and valid/current spouse ID.

3.2.3.2. Dependent’s birth certificate and social security number.

3.2.4. Most recent DD Form 4, *Enlistment/Re-Enlistment Document Armed Forces of the United States*. Please ensure you have all four pages of the Form 4.

3.2.4.1. Failure to provide the DD Form 4 (all four pages) will cause service date mismatch which affects pay rate (i.e., O-1E, etc.)
3.2.5. Supporting documentation for awards and decorations (signed and published). Include sister service documentation if cross-commissioning.

3.2.5.1. Awards and decorations information should be downloaded from Personnel Records Display Application (PRDA).

3.2.5.2. Prior to your final-out from your losing unit, print your entire PRDA records.

3.2.5.3. Prior Active-Duty members, SrA (E-4) and below, must ensure rank is updated to SSgt (E-5) effective your departure date.

3.2.6. AF Form 56, Application & Evaluation For Training Leading to a Commission in the United States Air Force.

3.2.6.1. AF Form 56 is still required for Senior Leader Enlisted Commissioning Program (SLECP) candidates and any other accelerated approval Officer Trainees.

3.2.7. AF Form 1034, Extended Active-Duty Agreement.


3.3.1. Two (2) forms of valid government ID (bring social security card if OT does not have a CAC).

3.3.2. Five (5) copies of Military Entrance Processing Station (MEPS) orders and amendments. Must have an order number on them and be signed.

3.3.3. Dependent Documentation for DEERS enrollment.

3.3.3.1. Spouse: Marriage license, valid ID, and SSN.

3.3.3.2. Child: Birth certificate, and SSN.

3.3.4. Most recent DD Form 4, Enlistment/Re-Enlistment Document Armed Forces of the United States. Please ensure you have all four pages of the Form 4 as well.

3.3.4.1. Failure to provide the DD Form 4 (all four pages) will lead to an inability to be paid at the correct rank (i.e. O-1E, etc.).

3.3.5. Supporting documentation for awards and decorations (signed and published). Include sister service documentation if cross-commissioning.

3.3.5.1. Awards and decorations information should be downloaded from PRDA.

3.3.5.2. Prior to your final out from your losing unit, print your entire PRDA records.

3.3.5.3. Prior Active-Duty members, SrA (E-4) and below, must ensure rank is updated to SSgt (E-5) effective your departure date.
3.3.6. All DD Form 214s, *Certificate of Release or Discharge from Active Duty* (only applicable for members with a break-in-service or branch transfers).

**3.3.6.1. Failure to provide the DD Form 214 will cause a service date mismatch affecting pay.**

3.3.7. AF Form 1034, Extended Active-Duty Agreement.

3.3.8. AF Form 56, *Application & Evaluation For Training Leading to a Commission in the United States Air Force*.

**3.3.8.1. Failure to provide the AF Form 56 will delay commissioning from OTS.**

3.4. **Air Force Reserve Line Officers.** Reserve line officers (remaining Reserve after graduation).

3.4.1. Two (2) forms of valid government ID (bring social security card if OT does not have a CAC).

3.4.2. Five (5) copies of orders and amendments.

3.4.3. DEERS enrollment only (if you have dependents, spouse, or children that are not enrolled while at OTS).

3.4.3.1. Marriage license and valid/current spouse ID.

3.4.3.2. Dependent’s birth certificate and social security number.

3.5. **Air National Guard Line Officers.** Air National Guard line officers (remaining ANG after graduation).

3.5.1. Two (2) forms of valid government ID (bring social security card if OT does not have a CAC).

3.5.2. Five (5) copies of orders and amendments.

3.5.2.1. Orders must reflect Title 10 Status. Title 32 orders will *not* be accepted.

3.5.3. DEERS enrollment only (if you have dependents, spouse, or children that are not enrolled while at OTS).

3.5.3.1. Marriage license and valid/current spouse ID.

3.5.3.2. Dependent’s birth certificate and social security number.

3.6. **Direct Commission Officers**; Health Professional Scholarship Program (HPSP), Medical, JAG, Chaplain. Direct commission applies to all (Active Duty, Air Force Reserve, Air National Guard) HPSP, Medical, JAG, and Chaplain Officers.

3.6.1. Two (2) forms of valid government ID (bring social security card if OT does not have a CAC).

3.6.2. Five (5) copies of orders and amendments.

3.6.2.1. (Guard members) – Orders must reflect Title 10 Status. Title 32 orders will *not* be accepted.
3.6.3. DEERS enrollment only (if you have dependents, spouse, or children that are not enrolled while at OTS).

3.6.3.1. Marriage license and valid/current spouse ID.

3.6.3.2. Dependent’s birth certificate and social security number.

3.6.4. Most recent DD Form 214 (to resolve pay issues).

4. COMMON ISSUES


4.1.1. Prior to departure, Air National Guard OTs transferring to Active Duty must contact their home personnel section to be released in MilPDS. They will initiate this action by placing the OT in the following PASCODE ZB0JFK9 with an SPD code KGM, effective one (1) day prior to arrival.

4.1.1.1. 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.

4.1.2. 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.

4.1.3. To reiterate, OTs will not get paid while in training until the above action is completed.

4.2. Commonly Missed Items.

4.2.1. Verify your orders are correct prior to arrival.

4.2.2. Verify you have the correct fund cite via the Education & Training Course Announcements (ETCA) website (CAC-enabled). If you do not yet have a CAC, please provide the link to your home-station orders clerk or military personnel flight (MPF).

4.3. Student Pilots attending Military Flight Screening (MFS).

4.3.1. Active-Duty students who are scheduled for pilot training (92T0 & 92T3) need to attend MFS. This is an appointment that will determine your ability to fly for the military. While it sounds similar to a flight physical, it is functionally different and Active-Duty pilot candidates will attend this appointment after graduation.

4.3.2. MFS is conducted at Wright-Patterson AFB in Ohio and is not associated with OTS. The OTS Assignments team will work with the schedulers at MFS to get you into the earliest possible appointment after graduation, however, it is very common for OTS graduates to be temporarily assigned to OTS for an undetermined duration. Do not make departure plans after graduation until you have been notified of your MFS date by the OTS Assignments team.

4.3.3. There can be delays while you attend MFS which can last days, weeks, or months. The schedulers at MFS will work with the OTS Assignments team to continue adjusting your orders to accommodate any unforeseen delays.
4.3.4. In the event you are medically disqualified from flying, you will be reassigned to Wright-Patterson AFB until you are reassigned to a different career field. That process normally takes months.

5. ARRIVAL ON CAMPUS

5.1. Arrival Process and Requirements.

5.1.1. Reporting Window: Reporting Window: All travel arrangements should accommodate the report time annotated in the Welcome Email. Specific reporting window instructions will be emailed to the address you provided in WINGS NLT four (4) days prior to class start. Do not attempt to “tour” the OTS campus prior.

5.1.2. Where: OTS in-processing begins at location specified in Chalk Assignment message.

5.1.3. Attire: Collared shirt (tucked in and buttoned). Khaki pants or slacks (no jeans, leggings, skirts, or dresses) with belt. Athletic shoes with laces tucked in (no dress shoes, sandals, flats, or heels). Arrive with your hydration system assembled and filled with water.

5.1.4. Prohibited: Transition lenses or jewelry (exception: religious medallions and removable wedding rings).

5.1.4.1. Contacts are not authorized for field events. OTs should bring enough lenses, eye glass straps, and cleaning solutions for the duration of training.

5.1.4.2. 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 Independent Duty Medical Technician (IDMT) staff upon in-processing for medical profile validation.

5.1.5. Arrive in compliance with grooming standards in accordance with (IAW) DAFI 36-2903. OTs will not be allowed to in-process with facial hair; OTs shall be clean shaven i.e., no mustaches, no beards (exception: approved and documented religious accommodation). OTs will have limited access to barber services during the initial portion of training. Air Force waived facial hair (AF Form 469) will be addressed after clean shaven in-processing.

5.1.6. OTs should eat breakfast and ensure they are properly hydrated before arrival. Lunch and dinner will be available during in-processing.

5.1.7. OTS Dining Facility (DFAC) accepts credit and debit cards; however, OTs should have $100 cash (in bills less than $20) available in the event of technical issues.

5.1.8. For base access, arrive at Maxwell Blvd Gate or Maxwell AFB Visitor Center. Show your OTS orders and government ID at the gate. From the Visitor Center it is another 1.5 miles to the OTS main building at 501 LeMay Plaza N. Bldg. 1487, Maxwell AFB, AL 36112. NOTE: Base taxi number is (334) 953-5038.

5.1.9. Contact OTS regarding early/delayed reporting, missed/delayed flights, or other travel problems. Contact Student Services at 22TRSS.MS.StudentServices@us.af.mil or (334) 953-4740. If delayed, OTs will contact student services for reporting instructions.
5.1.10. Check with your unit/recruiter for lodging reimbursement. University Inn at Maxwell AFB, 450 LeMay Plaza, Montgomery, AL 36112, can be contacted via website link: http://af.dodlodging.net/property/Maxwell-AFB or commercial phone: (334) 953-3931/7544/1690.

5.1.11. OTS will notify you of any deviations to the arrival process and/or requirements via the email you provided in WINGS.

6. DEPARTMENT OF THE AIR FORCE STANDARDS


6.1.1. Hair Standards: OTs arriving at OTS must meet all required standards of grooming per Chapter 3 of the DAFI 36-2903. All OTs will arrive to OTS with clean shaved appearance (no mustaches, no beards except for documented and approved religious accommodation). Trainees not in DAF standards will be turned away until in compliance.

6.2. Physical Fitness Standards. All OTs must be prepared to satisfactorily complete the PFA upon arrival to training IAW DAFMAN 36-2032, Military Recruiting and Accessions.

6.2.1. The PFA consists of the sit-up, push-up, and 1.5 mile run tests IAW DAFMAN 36-2905.

6.2.2. OTS will not administer alternate test events. OTs may not attend OTS if they are unable to complete all components of the fitness assessment. Failure to pass the PFA will result in remedial action.

6.2.3. All OTs must be able to run up to six (6) miles.

7. REQUIRED ITEMS

7.1. Uniforms and Required Packing Items. Bring Attachment 2, UNIFORMS AND PACKING LIST, to your recruiter for assistance. Attachment 2 identifies uniform and other items OTs require for academic and field training. OTs will make every attempt possible to obtain all required items on the packing list prior to arrival. OTs bring a printed copy of Attachment 2 with them on in-processing day.

7.1.1. OTs are responsible for following Air Force uniform regulations. 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 DAFI 36-2903 requirements and is highly discouraged. Discuss with your recruiter the appropriate uniform wear.

7.1.1.1. OTs are not permitted to wear OCP ball caps.

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

7.1.2. Recruiters can provide sponsorship for non-prior OTs to purchase uniform items at the nearest AAFES military clothing stores prior to arrival at OTS (highly recommended).

7.1.3. Recommend arriving with sew-on or Velcro® backing for nametapes (USAF/USSF) and rank for OCP Coat/Patrol Cap). Commissioned OTs will wear either pinned, sewn, or Velcro® spice brown rank insignia centered ½ inch on front of cap and on OCP Coat.

7.1.4. If traveling via airplane, OTs are recommended to pack a 72-hour bag in case of lost luggage:
7.1.4.1. One (1) full set OCPs, (boots, socks, pants, belt, undershirt, blouse, and cap), one (1) set of Physical Training (PT) uniform (running shoes, socks, shorts, and shirt), underwear, socks, bra (women), computer, toiletries, and required documents (DO NOT pack in checked luggage).

7.1.5. Make every attempt to purchase items prior to arrival at OTS. However, all items can be purchased at Maxwell AFB through the AAFES Order Form (Attachment 4). Maxwell AFB services several other schools and programs therefore the desired size, amount, or style may be out of stock. OTs who decide to order uniform items via online must pick up or receive their uniforms before in-processing at OTS.

7.1.6. OTs are required to arrive with a black backpack, which meets DAFI 36-2903 requirements (recommended this is your 72-hour bag). This will be used to transport your laptop/equivalent device and course material while at OTS. Recommend waterproof case for electronics in the event of inclement weather. NOTE: Two-in-one hydration systems will not be allowed as they exceed the size requirements (reference Attachment 3: Uniforms and required items packing list).

7.2. Computer Requirements. Bring a laptop/equivalent device with keyboard. OTS curriculum and assignments are digital.

7.2.1. Wi-Fi is available for official use.

7.2.2. Suggested items: CAC reader (if you have been issued a CAC) and/or small printer for your dorm room. NOTE: Access to printers, ink, and paper are limited at OTS and multiple documents will require printing.

8. FINANCE PROCEDURES

8.1. Finances.

8.1.1. New to Air Force or switching components (ANG to AFR, AFR to Active, etc). 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.

8.1.2. Direct commission OTs. Direct commissioned OTs will have to pay for all their meals (DFAC, MREs, etc.). Money will be collected at various points on the schedule. Arrive with $100 in cash. An ATM is available at the OTS Shoppette, but the training schedule does not allow for regular access. NOTE: Be prepared to pay for MREs with cash.

8.1.3. Air National Guard and Air Force Reserve OTs: Both ANG and AFR OTs will need to work with their home unit to establish pay through their respective systems/sites. OTS has neither the capability nor authority to establish pay for both ANG and AFR. All issues will be rerouted back to each OTs respective home unit.

8.1.4. Line OTs will be paid as a SSgt (E-5) (or highest previous rank) and direct commission (non-line) OTs will be paid according to their TRQI/AFSC.
8.1.4.1. Base pay: https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables.html

8.1.4.2. Basic Allowance for Housing (BAH): Non-prior service OTs with dependents will receive the dependent rate BAH and OTs without dependents will receive the partial-rate BAH: http://www.defensetravel.dod.mil/site/bahCalc.cfm

9. WHAT TO EXPECT AND FREQUENTLY ASKED QUESTIONS

9.1. What to Expect.

9.1.1. Alcohol, pornographic material, tobacco, misconduct, and pets are not permitted on the OTS complex or at Vigilant Warrior.

9.1.2. OTS has a zero-tolerance policy on sexual harassment, discrimination, and unprofessional relationships. All OTs will be expected to conduct themselves professionally and treat each other and staff with the utmost respect.

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

9.1.4. OTs should take all required items for OTS with them when they in-process. After training day two, OT’s requiring access will need to submit an official memorandum to the SQ/DO requesting access.

9.1.5. Cell phone, social media, and/or other voice/video communication use is highly restricted during scheduled military training. Communication may be authorized after completion of all scheduled military training activities.


**Question:** Where do I send my official transcripts?

**Answer:** For prior-enlisted, update your transcripts through your local education office. For non-priors, an official electronic copy can be sent to afit.msp.transcripts@us.af.mil or an official copy can be mailed to: AFIT Academic Coding Branch
2950 Hobson Way
WPAFB OH, 45433-7765

Additional Transcript Information: phone number and website – (937) 255-4273 and https://www.afit.edu/CODING/

**Question:** How do I overcome common pay issues?

**Answer:** Hand carry DD Form 4 (all four pages), DD Form 214, and AF Form 56. ARC & ANG: ensure you are released by your home unit, your home unit will load your initial paperwork, and bring your orders for validation.
Question: How many bags should I show up with?

Answer: Whatever you can comfortably carry in an expeditious matter for approximately a quarter mile and up several flights of stairs.

Question: What if I arrive the day before in-processing?

Answer: The University Inn, Maxwell AFB’s lodging (check with your unit/recruiter with regards to lodging reimbursement), can be reached at (334) 953-3931/7544/1690 for reservations. NOTE: Late/delayed arrivals will need to inform Student Services; reference paragraph 5.1.9. for 22 TRSS Student Services contact information. OTs may go to AAFES prior to in-processing to acquire any missing items.

Question: What address can my family use to send me mail?

Answer: Trainee <Name>, Trainee Unit, Class ##, Flight ## (e.g., 24 TRS, Class 23-03, Flight 2-10), 550 E Maxwell Blvd Box 9000, Maxwell AFB, AL 36112-9000. NOTE: Only mission essential mail pre-coordinated with staff will be picked up. OTs must include forwarding information to staff.

Question: Will I be allowed to buy/acquire snacks and keep them in my dorm room?

Answer: Negative. Do not bring snacks with intent to store in your vehicle or domicile.

Question: What are the most common reasons OTs are removed from OTS?

Answer: Most OTs fail to meet the Air Force Physical Fitness Assessment (PFA) standards (1.5-mile run, sit-ups, and pushups), academic requirements, or demonstrate a lack of adaptability to the Air or Space Force.

Question: What can I do to ensure my success at OTS?

Answer: Come to OTS physically fit and with a growth mindset. Be prepared to receive constructive feedback; become comfortable with being uncomfortable.

Question: As a prior enlisted member, should I relocate my family prior to my departure from my losing base or should I wait until after I graduate from OTS?

Answer: It is highly recommended for prior enlisted members to follow DAFI 36-2110 and move their dependents prior to attending OTS as RNLTD change requests will likely get disapproved.

Question: Will there be a graduation ceremony for MOTS-002 (OTS-A) completion?

Answer: OTS does not conduct public graduation ceremonies for OTS-A.

Question: Does the OTS campus have any facilities to plug in fully electric vehicles (e.g., Tesla)?

Answer: The OTS campus and Maxwell AFB does not house any charging stations for electric vehicles. It is recommended that trainees with fully electric vehicles find alternate care for their vehicles. At a minimum and if unavoidable, vehicles should be fully charged to reduce the likelihood of any issues.
Attachment 1: ANNUAL MONTGOMERY ALABAMA WEATHER

The daily average high (red line) and low (blue line) temperature, with 25th to 75th and 10th to 90th percentile bands. The thin dotted lines are the corresponding average perceived temperatures.
### Attachment 2: UNIFORMS AND REQUIRED ITEMS PACKING LIST

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service does not imply endorsement by the Department of the Air Force.

*** Denotes gender specific items
@ Denotes USAF only items
# Denotes USSF only items

<table>
<thead>
<tr>
<th>Line number</th>
<th>Item Name</th>
<th>QTY</th>
<th>Minimum</th>
<th>Recommend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational Camouflage Pattern (OCP)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Boots, coyote brown</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>***Pants, OCP</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>***Blouse, OCP</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Patrol Cap, OCP</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Belt, rigger, Tan 499 color</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Socks, pair, boot, coyote brown</td>
<td>5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Blousing straps</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>T-shirt, crew neck, coyote brown</td>
<td>5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>@ Name tapes, textile, OCP, 1 inch wide, USAF spice brown</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td># Name tapes, textile, OCP, 1 inch wide, USSF blue</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>@ USAF Insignia tapes, OCP, 1 inch wide, spice brown</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td># USSF Insignia tapes, OCP, 1 inch wide, blue</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>@ US flag patch, OCP, spice brown</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td># US flag patch, OCP, left shoulder, full color</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>OCP fleece w/velcro name tapes and USAF or USSF tape (Oct-Apr only)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Watch cap, black or coyote brown (Oct-Apr only)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Cold weather black or coyote brown gloves (Oct-Apr only)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Service Dress and Blues Uniform</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Shoes, dress, oxford, black, plain toe (BOTH Male and female required; heels are not authorized at OTS in service dress/blues)</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>***Blues pants (wool or polyester w/a minimum of 1 wool)</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>***Blues Shirt, cotton/poly, blues, short sleeve w/epaulet</td>
<td>4</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>***Blues Shirt, cotton/poly, blues, long sleeve w/epaulet</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>***Service coat w/epaulets with officer sleeve braid sewn on</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>***Flight cap, officer w/silver and blue braid (see Note 1)</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>***Necktie/tab, blue</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>***Belt, blue w/chrome buckle</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Blues name tag, standard Air Force, individual, plastic</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Service dress name tag, standard Air Force, individual, metallic</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>US lapel insignia set of two, officer</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Undershirt, cotton, white, v-neck</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Socks, cotton/nylon, black</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Service dress ribbons/ribbon rack (as required)</td>
<td>Various</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Shirt garters</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td># USSF lapel (Two per set)</td>
<td>1-set</td>
<td>2-sets</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>***Light weight blue jacket, with or without embroidery (Oct-Apr only)</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
## OTS Welcome Guide, USAF/USSF

### Physical Training Gear (See NOTE 2)

<table>
<thead>
<tr>
<th>All items below are mandatory unless otherwise noted.</th>
<th>Minimum</th>
<th>Recommend</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 Running shoes (IAW DAFI 36-2903)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>36 PT Shorts</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>37 PT Shirt</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>38 PT Pants, running suit or sweats (see NOTE 2)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>39 PT Jacket, running suit or sweats (see NOTE 2)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>40 Socks, ankle or crew, white/black/dark blue/gray/desert/sand/tan/DLA-issued green or coyote brown colored (IAW DAFI 36-2903)</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>All items below are mandatory unless otherwise noted.</th>
<th>Minimum</th>
<th>Recommend</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 ***Underwear, bra, etc</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>42 Eyeglass strap, black</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>43 Personal hygiene, toiletry items, minimum of 2 weeks</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>44 Shower shoes/sandals</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>45 Backpack, black, IAW DAFI 36-2903</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>46 Black ball-point pens</td>
<td>2</td>
<td>As req</td>
</tr>
<tr>
<td>47 Eye protection, wrap-around: ANSI Impact rating not required, must have enclosed sides (See NOTE 3)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>48 Flashlight, black, handheld &lt; 5 inches long</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>49 Hand soap</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>50 Hydration system (see NOTE 4, OTS may have spares available)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>51 Laundry soap</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>52 Master lock, combination only</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>53 Mechanic grip gloves: black, gray, or coyote brown (for field events) IAW DAFI 36-2903 (see NOTE 5)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>54 Towel (see NOTE 6)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>55 Wash cloth</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

*The use of the name or mark of any specific manufacturer, commercial product, commodity, or service does not imply endorsement by the Department of the Air Force.*

See following page for recommended items and clarifying notes.
### Miscellaneous

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>Shoe polishing supplies (for black leather shoes)</td>
<td>1</td>
</tr>
<tr>
<td>57</td>
<td>Soap dish w/cover</td>
<td>1</td>
</tr>
<tr>
<td>58</td>
<td>OCP Extended Cold Weather Clothing System (ECWCS) fleece liner (Oct-Apr only/See NOTE 7)</td>
<td>1</td>
</tr>
<tr>
<td>59</td>
<td>Sewing kit &amp; scissors, OCP and blues color thread</td>
<td>1</td>
</tr>
<tr>
<td>60</td>
<td>Bug spray</td>
<td>1</td>
</tr>
<tr>
<td>61</td>
<td>Sunscreen</td>
<td>1</td>
</tr>
<tr>
<td>62</td>
<td>Lint roller</td>
<td>1</td>
</tr>
<tr>
<td>63</td>
<td>Headphones (Highly encouraged for video lessons)</td>
<td>1</td>
</tr>
<tr>
<td>64</td>
<td>Pocket size notebook</td>
<td>1</td>
</tr>
<tr>
<td>65</td>
<td>Shoe sole inserts</td>
<td>1</td>
</tr>
<tr>
<td>66</td>
<td>Hair pins (females)</td>
<td>As req</td>
</tr>
<tr>
<td>67</td>
<td>Surge protector, small (limited outlets in room)</td>
<td>1</td>
</tr>
<tr>
<td>68</td>
<td>Small desktop printer (printers are available at OTS, but are limited)</td>
<td>1</td>
</tr>
<tr>
<td>69</td>
<td>Duffle bag, green (highly recommend for OTS students for field deployment)</td>
<td>1</td>
</tr>
<tr>
<td>70</td>
<td>Hangers, plastic</td>
<td>10</td>
</tr>
<tr>
<td>71</td>
<td>Mesh Laundry bag</td>
<td>1</td>
</tr>
<tr>
<td>72</td>
<td>Wristwatch (smart watches authorized, but there are wear restrictions)</td>
<td>1</td>
</tr>
</tbody>
</table>

**NOTE 1:** Confirm Blues Flight Cap has silver and blue braiding. The silver only and the blue only braiding is incorrect.

**NOTE 2:** OTs will not mix and match the physical training gear (PTG) running suit and sweats uniforms. PTG is the only authorized sleeping attire.

**NOTE 3:** Eye protection is available for trainee use at OTS campus, however 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. ANSI z87 is not required. Individuals required to wear prescription glasses are encouraged to purchase over-glasses that will allow the trainee to keep prescription lenses in use.

**NOTE 4:** It is highly recommended that OTs purchase a hydration system, with a small document pouch, within following 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. Cannot exceed the following dimensions: 18 inches length, 12 inches width, and 5 inches depth. Appropriate models include the Camelbak®, Hydrobak 50oz 1.5L Mil Tac Antidote (Black), Camelbak® Thermobak 100oz 3L Mil-Spec Crux Hydration Pack (Black), or equivalent.

**NOTE 5:** Gloves are available for trainee use during certain field events, however they are non-tactile gloves and cleanliness cannot be guaranteed.

**NOTE 6:** Towels should be no wider than 24 inches wide by 44 inches long.

**NOTE 7:** It is recommended trainees bring their own personal All-Purpose Environmental Clothing System (APECS)/Improved Rain Suit (IRS). See DAFI 36-2903.

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