

United States Air Force (USAF) Officer Training School (OTS) Welcome Guide

8 May 2020



(Supersedes OTS Welcome Guide dated 16 Mar 20)

OPR: CCV
Review Annually



USAF OTS Welcome Guide



TABLE OF CONTENTS

1. INTRODUCTION	3
1.1. Purpose	3
1.2. Document Office of Primary Responsibility (OPR)	3
1.3. Points of Contact	3
1.4. Terminology	3
2. PRE-ARRIVAL REQUIREMENTS AND RECOMMENDATIONS	3
2.1. Pre-Arrival Requirements	3
2.2. Pre-Course Assignment	4
2.3. Recommendations	4
3. REQUIRED IN-PROCESSING DOCUMENTS	5
3.1. Important Document Guidance	5
3.2. Prior Active Duty Line Officers	5
3.3. Non-Prior Service Line Officers, Break-in-Service, and Transfers	5
3.4. Air Force Reserve Line Officers	6
3.5. Air National Guard Line Officers	7
3.6. Direct Commission Officers (HPSP, Medical, JAG, Chaplain)	7
4. COMMON ISSUES	8
4.1. Pay for Component Transfers	8
4.2. Missed Items	8
5. ARRIVAL ON CAMPUS	8
5.1. Arrival Process and Requirements	8
6. AIR FORCE STANDARDS	9
6.1. Dress and Appearance	9
6.2. Physical Fitness Standards	9
7. REQUIRED ITEMS	10
7.1. Uniforms and Required Packing Items	10
7.2. Computer Requirements	10
8. FINANCES	11
8.1. Finances While at OTS	11
9. WHAT TO EXPECT AND FREQUENTLY ASKED QUESTIONS	11
9.1. What to Expect	11
9.2. Frequently Asked Questions	12
Attachment 1– <i>CAMPUS MAP</i>	13
Attachment 2– <i>ANNUAL MONTGOMERY ALABAMA WEATHER</i>	15
Attachment 3– <i>UNIFORMS AND REQUIRED ITEMS PACKING LIST</i>	17



USAF OTS Welcome Guide



1. INTRODUCTION

1.1. Purpose. The Officer Training School (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.

1.2. Document Office of Primary Responsibility (OPR). OTS Standardization and Evaluation (CCV) 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 CCV and approved by the Commandant.

1.3. Points of Contact.

1.3.1. Student Services (reporting, general questions): OTS.Registrar.Workflow@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: 8-week program, Officer Training School (OTS)

1.4.2. MOTS-002: 5-week program, Officer Training School-Abbreviated (OTS-A)

1.4.3. MOTS-003: 2-week program, Officer Training School-Reserve Commissioned Officer Orientation (RCOO)

1.4.4. Direct Commission Officers: Chaplains, Judge Advocates (JAG) and medical professionals from all across the 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), which must commission through an accessions program. NOTE: If you are not already commissioned this is you.

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

2. PRE-ARRIVAL REQUIREMENTS AND RECOMMENDATIONS

2.1. Pre-Arrival Requirements. WINGS accounts for OTs are created when the Training Quota Identifier (TRQI) assigns an inbound OT to an OTS class. WINGS is where all pre-arrival requirements are located. Logon information will be sent as system-automated email via WINGS (see paragraph 2.2.3). NOTE: Ensure all personal information is correct and accurate. This information is used for official military commissioning paperwork and graduation certificates.



USAF OTS Welcome Guide



2.1.1. Complete all demographics data in WINGS no later than (NLT) 10 calendar days before reporting to OTS and pre-course assignment as soon as possible. Review all reporting instructions.

2.1.2. Visit the OTS homepage for important information: <https://www.airuniversity.af.edu/Holm-Center/OTS/>

2.2. Pre-Course Assignment.

2.2.1. Completion of the pre-course assignments is a requirement before attending in-residence at OTS. **This is a graduation requirement for all OTs.**

2.2.1.1. Estimated time to complete the pre-course assignment is 22 hours for OTS/OTS-A.

2.2.1.2. Estimated time to complete the pre-course assignment is 12 hours for RCOO.

2.2.2. Distance learning that provides a baseline knowledge, enabling a higher level of learning throughout OTS.

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 (NLT) 14 days prior to class start or when you are added to a class via TRQI. NOTE: Emails might end up in your "SPAM" or "JUNK" folders.

2.2.4. Must watch Getting Started, Pre-Course Introduction: https://www.holmcenter.com/index.php?menu=tfot_intro

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

2.3. Recommendations.

2.3.1. Read Air Force Instruction (AFI) 36-2905, *Fitness Program*, and perform self-administered physical fitness assessments (PFA) to test your physical fitness readiness before arriving. Trainees are expected to arrive fit and ready to meet the Air Force fitness requirements. Link: https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2905/afi36-2905.pdf

2.3.2. Watch Air Force PFA video: <https://www.youtube.com/watch?v=nQgHIIZUuFo>

2.3.3. Read AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*: https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2903/afi36-2903.pdf

2.3.4. Read AFI 1-1, *Air Force Standards*: https://static.e-publishing.af.mil/production/1/af_cc/publication/afi1-1/afi1-1.pdf



USAF OTS Welcome Guide



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 copies only. Do not submit original documents.

3.2. Prior Active Duty Line Officers. Prior active duty line officers – NDC OTs with no break in service only, reporting 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. Hand carry AND mail sealed official college transcript no earlier than two (2) weeks from class start date (should be issued to OTS, not the student). This is a commissioning requirement.

3.2.4.1. Address transcripts to: ATTN: 22 TRSS/Admin Ops/Class ##, 501 LeMay Plaza North, Maxwell AFB, AL 36112

3.2.5. All DD Form 4, *Enlistment/Re-Enlistment Document Armed Forces of the United States*, of previous or current enlistment.

3.2.6. Supporting documentation for awards and decorations (signed and published).

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

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

3.2.6.3. Prior Active Duty members must ensure your rank was updated to SSgt (E-5) if you were SrA (E-4) or below effective your departure date.

3.2.7. Hard copy of Individual Information Sheet (vMPF>Self Service Action>Personal Data>Record Review/Update>View/Print all pages).

3.3. Non-Prior Service Line Officers, Break-in-Service, and Transfers. Non-prior service line officers, break-in-service, military branch transfers, component transfers, and reporting from MEPS (recruited by Air Force Recruiting Services).



USAF OTS Welcome Guide



- 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 orders and amendments.
 - 3.3.3. DEERS enrollment only (if you have dependents, spouse, or children).
 - 3.3.3.1. Marriage license and valid/current spouse ID.
 - 3.3.3.2. Dependent's birth certificate and social security number.
 - 3.3.4. Hand carry AND mail sealed official college transcript no earlier than two (2) weeks from class start date (should be issued to OTS, not the student).
 - 3.3.4.1. ATTN: 22 TRSS/Admin Ops/Class ##, 501 LeMay Plaza North, Maxwell AFB, AL 36112
 - 3.3.5. All DD Form 4, Enlistment/Re-Enlistment Document Armed Forces of the United States, of previous or current enlistment.
 - 3.3.6. Supporting documentation for awards and decorations (signed and published).
 - 3.3.6.1. Awards and decorations information should be downloaded from PRDA.
 - 3.3.6.2. Prior to your final out from your losing unit, print your entire PRDA records.
 - 3.3.6.3. Prior Active Duty members must ensure your rank was updated to SSgt (E-5) if you were SrA (E-4) or below effective your departure date.
 - 3.3.7. DD Form 214 (only applicable to members with a break in service or branch transfers).
 - 3.3.8. Medical immunizations record.
 - 3.3.9. AF Form 1034, Extended Active Duty Agreement.
- 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.



USAF OTS Welcome Guide



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

3.4.4. Hand carry AND mail sealed official college transcript no earlier than two (2) weeks from class start date (should be issued to OTS, not the student).

3.4.4.1. ATTN: 22 TRSS/Admin Ops/Class ##, 501 LeMay Plaza North, Maxwell AFB, AL 36112

3.5. Air National Guard Line Officers. Air National Guard line officers (remaining Guard 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.

3.5.3. 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 (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.

3.6.3. 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. DD Form 214 (to resolve pay issues).

3.6.5. Medical Accessions/HPSP only: Bring civilian immunization record and DD Form 2807/2808.



USAF OTS Welcome Guide



4. COMMON ISSUES

4.1. Pay for Component Transfers. Common pay issues for component transfers (Air National Guard and Reserve going into Active Duty).

4.1.1. Prior to departure, Air National Guard OTs transferring to Active Duty must contact their local personnel section to be released in MilPDS. They will initiate this action by placing the OT in the following PASCODE **ZB0JFQK9** with an SPD code **KGM**, effective one (1) day prior to arrival.

4.1.2. If the local 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. You will not get paid while in training until this is completed.

4.2. 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 have a CAC yet, please provide link to your orders clerk or military personnel flight (MPF).

4.2.2.1. MOTS-002 (OTS-A) (5-week program): https://app10-eis.aetc.af.mil/etca/SitePages/ETCA_BCI_CourseDetail_AU.aspx?BCIListID=448

4.2.2.2. MOTS-005 (OTS) (8-week program): https://app10-eis.aetc.af.mil/etca/SitePages/ETCA_BCI_CourseDetail_AU.aspx?BCIListID=3573

5. ARRIVAL ON CAMPUS

5.1. Arrival Process and Requirements.

5.1.1. Reporting Window: All travel arrangements should accommodate a 0900 report time on the class start date. Specific reporting window will be emailed to the addresses you provided in WINGS NLT four (4) days prior to class start. OTs should make travel plans that allow arrival as early as 0900. Do not attempt to “tour” the OTS campus prior.

5.1.2. Where: OTS in-processing parking lot (see Attachment 1, *Campus Map*).

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, smart watches, jewelry (except for religious medallions and wedding rings).



USAF OTS Welcome Guide



5.1.5. Arrive in compliance with grooming standards in accordance with (IAW) AFI 36-2903.

NOTE: OTs will not be allowed to in-process with non-Air Force waived facial hair (AF Form 469).

5.1.6. OTs should eat and ensure they are hydrated before arrival. The first meal time will be 1800-1900. Direct Commission OTs must bring \$150 in cash to pay for meals during the first week.

5.1.7. The OTS Dining Facility (DFAC) is cash only and does not accept bills larger than \$20.

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 still another 1.5 miles to the OTS main building at 501 LeMay Plaza N. Bldg. 1487, Maxwell AFB, AL 36112. See Attachment 1, *Campus Map*. 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 OTS.Registrar.Workflow@us.af.mil or the respective training squadron Student Services representative below. If delayed, OTs will report to OTS Main Entrance (see Attachment 1, *Campus Map*, NOTE 1).

5.1.9.1. 24 TRS at (334) 953-3517.

5.1.9.2. 217 TRS at (334) 953-5523.

5.1.10. Check with your unit/recruiter with regards to 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. Any deviations to the arrival process and/or requirements will be emailed to the addresses you provided in WINGS.

6. AIR FORCE STANDARDS

6.1. Dress and Appearance. Reference AFI 36-2903 Chapter 3.

6.1.1. Male hair will have a tapered appearance, not to exceed 1.25 inches in bulk, regardless of length, and 0.25 inches at the natural termination point (hairline). Side burns will be straight and even, and will not extend past bottom of ear opening. OTs are not authorized mustaches while at OTS.

6.1.2. Female hair must be natural looking color, similar to the individual's hair color and must not exceed the bulk of three (3) inches. Hair will end above the bottom edge of the collar. Bangs will not touch eyebrows. Hair accessories will be in accordance with AFI 36-2903 Figure 3.3.

6.2. Physical Fitness Standards. OTs will take a physical fitness baseline (PFB) assessment within seven (7) days of arrival. Failure to pass the PFB will result in remedial action. **NOTE: Passing the official PFA near the end of the course is a graduation requirement.**



USAF OTS Welcome Guide



6.2.1. Upon arrival, OTs are expected to be physically fit enough to accomplish all physical fitness components and pass a physical fitness assessment.

6.2.2. Fitness components: Abdominal circumference measurement, push-ups in one (1) minute, sit-ups in one (1) minute, and 1.5-mile run in a required amount of time. All PFA components must be passed, no profiles are accepted.

6.2.3. All OTs must be able to run up to eight (8) miles.

7. REQUIRED ITEMS

7.1. Uniforms and Required Packing Items. Attachment 3, *Uniforms and Required Items Packing List*, identifies uniform and other items OTs will require. OTs will print and bring a copy of Attachment 3 with them on arrival day. Part of in-processing will be passing through military clothing sales.

7.1.1. OTs are responsible for being in full compliance with 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 AFI 36-2903 requirements and is highly discouraged.

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 name tapes and USAF tape sewn on ABU/OCPs.

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 of ABUs or OCPs, if previously purchased, (blouse, pants, boots, belt, shirt, and socks), one (1) set of PT uniform (shirt and shorts), underwear, socks, bra (women), computer, toiletries, required documents (DO NOT pack in checked luggage).

7.1.5. Every attempt should be made to purchase items prior to arrival at OTS. However, all items can be purchased at Maxwell AFB.

7.1.6. OTs are required to arrive with (or purchase upon arrival) a black backpack, which meets AFI 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 transiting in rain.

7.2. Computer Requirements. Bring a laptop/equivalent device with keyboard. OTS curriculum and assignments are digital. Tablets and Chromebooks are not recommended due to compatibility issues.

7.2.1. Required hardware/software: Microsoft Office, PDF viewer, minimum Windows 7/Mac OSX 10.6/Linux – Chrome OS, and minimum 4 GB of RAM.

7.2.2. Wi-Fi is available for official use.



USAF OTS Welcome Guide



7.2.3. Suggested items: CAC reader (if you have been issued a CAC), Microsoft Home Use Program with AF Portal Access (CAC required), or small printer for your dorm room (access to printers are limited at OTS).

8. FINANCES

8.1. Finances While at OTS.

8.1.1. Recommend minimum of \$2000 that you can access upon arrival to OTS. OTs will purchase required packing list items on Day 1, if not purchased prior to arrival. Direct commission OTs will have to pay for all their meals (DFAC and MREs). NOTE: The OTS DFAC is cash only and does not accept bills larger than \$20.

8.1.2. Recommend you have a plan to financially support yourself and your family during your training at OTS. In some instances, OT pay records may not be established before graduation. Staff will work with OTs experiencing financial hardships on a case-by-case basis.

8.1.3. Line officer 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.

8.1.3.1. Base pay: <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables.html>

8.1.3.2. 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. OTS has a zero-tolerance policy on alcohol, pornographic material, tobacco, and pets.

9.1.2. 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. 42d Security Forces Squadron is unable to store weapons or firearms for OTs for the duration of training. It is the OT's responsibility to find appropriate storage of weapons, firearms, and ammunition prior to arrival at Maxwell AFB.

9.1.3. OTs will not be able to access their POVs after training begins, unless approved by OTS staff. POVs must have current paperwork and meet state currency requirements for the duration of training, or they will not be authorized on Maxwell AFB.

9.1.4. OTs may be restricted from consuming caffeinated beverages during a period of acclimation upon arriving in Alabama (see Attachment 2, *Annual Montgomery Alabama Weather*).



USAF OTS Welcome Guide



9.1.5. Cell phone, social media, and/or other voice/video communication use is highly restricted during training.

9.2. Frequently Asked Questions.

9.2.1. Question: How many bags should I show up with? Answer: Whatever you can comfortably carry into the dorms.

9.2.2. 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, and report to the OTS main entrance (see Attachment 1, *Campus Map*, NOTE 1). 24 TRS and 217 TRS Student Services contact information is located in paragraph 5.1.9.

9.2.3. Question: What address can my family use to send me mail? Answer: Trainee <Name>, Trainee Unit, Class ##, Flight ## (e.g. 24 TRS, Class 19-06, Flight 5-10), 550 E Maxwell Blvd Box 9000, Maxwell AFB, AL 36112-9000

9.2.4. 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, academic requirements, or the individual has a lack of adaptability to the Air Force.

9.2.5. Question: What can I do to ensure my success at OTS? Answer: Come to OTS physically fit and in a training mindset. Be ready to receive honest, direct, and sometimes unpleasant feedback on your performance.

9.2.6. 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 AFI 36-2110 and move their dependents prior to attending OTS as RNLTD change requests will likely get disapproved.

9.2.7. Question: Will there be graduation ceremony for MOTS-002 (OTS-A) (5-week program) or MOTS-003 (RCOO) (2-week program) completion? Answer: OTS does not hold public graduation events for the 5-week and 2-week programs.

JAYSON L. ALLEN, Col, USAF
Commandant

3 Attachments:

1. CAMPUS MAP
2. ANNUAL MONTGOMERY ALABAMA WEATHER
3. UNIFORMS AND REQUIRED ITEMS PACKING LIST



USAF OTS Welcome Guide



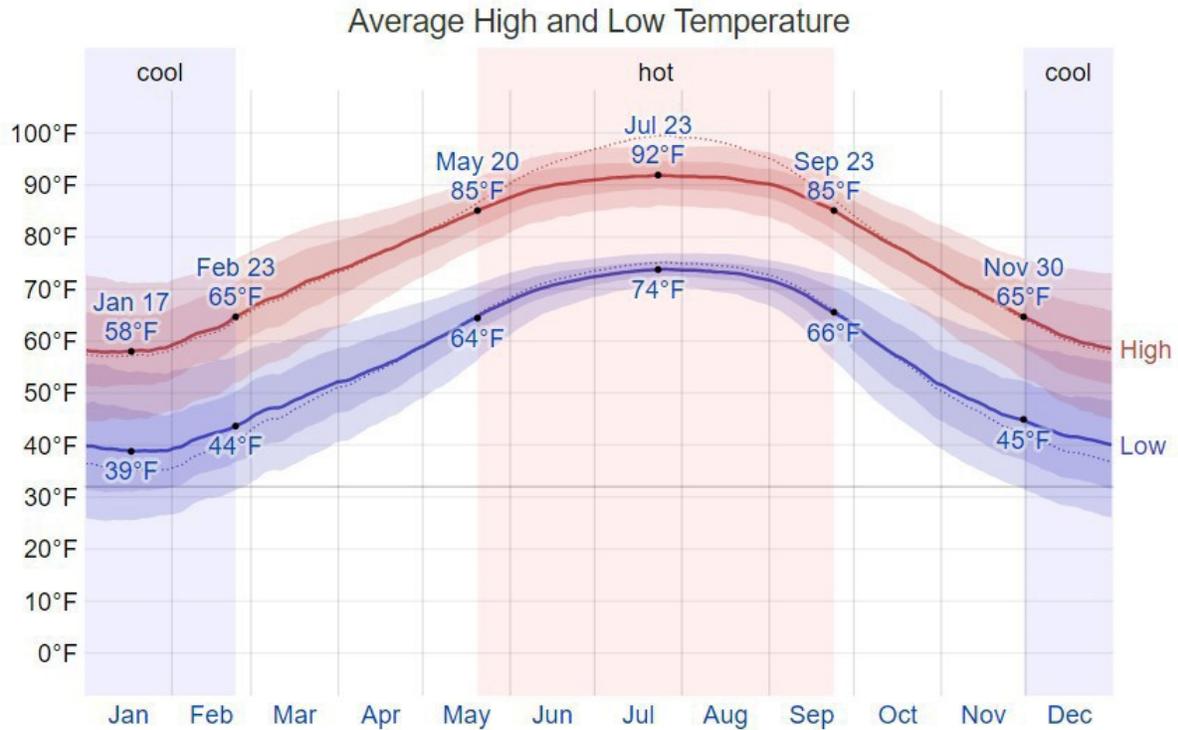
THIS PAGE INTENTIONALLY LEFT BLANK



USAF OTS Welcome Guide



Attachment 2-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.

Annual Montgomery Weather:

<https://weatherspark.com/y/14526/Average-Weather-in-Montgomery-Alabama-United-States-Year-Round>



USAF OTS Welcome Guide



THIS PAGE INTENTIONALLY LEFT BLANK



USAF OTS Welcome Guide



Attachment 3—UNIFORMS AND REQUIRED ITEMS PACKING LIST

OCPs or ABUs are authorized...no mixing OCPs and ABU uniform items (see NOTE 1).

***Denotes gender specific items.

Line #	Item Name	Qty
Operational Camouflage Pattern (OCP) (Required) (see NOTE 1)		Qty
1	Belt, rigger, Tan 499 color	1
2	***OCP coat (shirt)	2
3	Name tapes, textile, OCP, 1 inch wide (spice brown)	2
4	Insignia, distinguishing USAF, OCP, 1 inch wide (spice brown)	2
5	US flag patch, OCP spice brown color	2
6	AFSC insignia badge (prior service only)	2
7	***Pants, OCP	2
8	Boots, coyote brown	1
9	Socks, boot, coyote brown	5
10	T-shirt, crew neck, coyote brown	6
11	Hat, OCP	1
12	OCP fleece with name tapes and USAF tape (October-April)	1
13	Watch cap, black or coyote brown (October-April)	1
14	Black gloves (October-April)	1
15	Blousing straps	1
16	OCP ECWCS/improved rain suit (IRS) coat (see NOTE 2)	1
Airman Battle Uniform (ABU) (Required) (see NOTE 1)		Qty
17	Belt, rigger, desert sand color	1
18	***ABU coat (shirt)	2
19	Name tapes, textile, ABU, 1 inch wide	2
20	Insignia, distinguishing USAF, ABU, 1 inch wide	2
21	AFSC insignia badge (prior service only)	2
22	***Pants, ABU	2
23	Boots, sage green	1
24	Socks, boot, sage green	5
25	T-shirt, crew neck, desert sand color	6
26	Hat, ABU	1
27	ABU fleece with name tapes and USAF tape (October-April)	1
28	Watch cap, sage green (October-April)	1
29	Black gloves (October-April)	1
30	Blousing straps	1
31	ABU APECS/improved rain suit (IRS) coat (see NOTE 2)	1
Service Dress and Blues Uniform (Required) (see NOTE 3)		Qty
32	***Light weight blue jacket, (with or without embroidery) (October-April)	1
33	***Service coat, w/epaulets with officer sleeve braid sewn on	1
34	***Blue pants (wool or polyester, with a minimum of 1 set of wool)	1
35	Insignia, US (officer)	2
36	***Belt, blue w/chrome buckle	1
37	***Flight cap (officer w/silver and blue braid)	1
38	Name tag, standard Air Force, individual, blue, plastic	1
39	Name tag, standard Air Force, individual, metallic	1
40	***Necktie, blue	1
41	***Shirt, cotton/poly, Blues, short sleeve w/epaulet	2
42	***Shirt, cotton/poly, Blues, long sleeve w/epaulet	1
43	Shoes, dress, oxford, black, plain toe	1
44	Socks, cotton/nylon, black	3
45	Stockings, black (females only)	1
46	Undershirt, cotton, white, V-neck	3
47	Ribbons and ribbon rack (as required)	Various
48	Shirt garters	1



USAF OTS Welcome Guide



Mess Dress (Required) (see NOTE 4)		Qty
49	***Mess Dress coat (officer stitching to allow shoulder board ranks) (0.5-inch silver sleeve brand, silver chain, and plain blue-satin cummerbund)	1
50	***Mess Dress long sleeve shirt, white	1
51	***Mess Dress trousers (blue) and attachable suspenders (dark blue or black)	1
52	Mess Dress skirt (females only)	1
53	Pumps (black, no higher than 2.5 inches) (females only)	1
54	***Bow tie, blue (males)/Mess Dress tie tab, blue (females)	1
55	Cuff links	1 set
56	Studs (set of 4)	1 set
57	Medals (miniature, as qualified to wear)	As req
58	Badges (not to exceed 4, as qualified to wear)	As req
Physical Training (PT) Uniform (Required) (see NOTE 5)		Qty
59	PT shorts	5
60	PT shirt	5
61	PT pants	1
62	PT jacket	1
63	Socks, white or black, cotton (ankle or crew socks)	6
64	Running shoes (color does not matter)	1
Miscellaneous (Required)		Qty
65	***Underwear, bra	6
66	Eyeglass strap (as required), black in color	1
67	Personal hygiene, toiletry items	As req
68	Shower shoes/sandals	1 set
69	Black backpack (IAW AFI 36-2903, paragraph 7.3.5.3)	1
70	Black flashlight (less than 5 inches long)	1
71	Towel (see NOTE 6)	1
72	Wash cloth	1
73	Hand soap	1
74	Laundry bag (non-transparent), conservative in color	1
75	Master lock (combination lock only, no key)	1
76	Hydration system (see NOTE 7)	1
77	Wrist watch (non-communicative/not smart watch)	1
78	Plastic bins with lids for the below locations. Not all will have to purchase – recommend coordinating with your roommates. <ul style="list-style-type: none"> - Under the sink: 17 inches length x 12 inches width x 7 inches height - Desk drawer: 3 inches height or less - Security drawer: 14 inches length x 8 inches width x 5 inches height 	1 set
Miscellaneous (Recommended)		Qty
79	Shoe polishing supplies (if black leather shoes)	1
80	Soap dish with cover	1
81	Sage green APECS or coyote brown OCP ECWCS fleece liner (October-April)	1
82	Sewing kit & scissors	1
83	Bug spray	1
84	Sunscreen	1
85	Lint roller	As req
86	Mechanics/work gloves (black for use at field events)	1
87	Black ball-point pens	As req
88	Second pair of ABU or OCP boots for field events (strongly recommended)	1
89	Laundry soap	1
90	Shoe sole inserts	1
91	Multi-port charger (dorm rooms have minimal outlets per room)	1
92	Hair pins (females)	1
93	Small desktop printer (if you prefer hard copy academic material)	1
94	Duffle bag, green (highly recommended for 8-week students, for field deployment)	1
95	Hangers. Recommend strong enough to hold military uniforms/jackets. (highly recommended)	10
96	Laundry bag (mesh), conservative in color	1



USAF OTS Welcome Guide



NOTE 1: ABUs or OCPs are authorized...do not mix uniform items. Per AFI 36-2903, *Dress and Appearance of Air Force Personnel*, paragraph 1.2.2. OCP wear is mandatory on 1 April 2021. It is highly recommended that trainees in the 8-week program purchase three (3) pairs of ABUs/OCPs. OTS will not replace uniforms damaged during training. The Two-Piece Flight Duty Uniform (2PFDU) is not authorized at OTS.

NOTE 2: It is HIGHLY RECOMMENDED trainees bring their own personal All-Purpose Environmental Clothing System (APECS)/Improved Rain Suit (IRS). See AFI 36-2903. There is a limited quantity of only ABU APECS/IRS on hand for issue.

NOTE 3: Service Dress and Blues uniforms are ONLY required for the 8-week program (line and non-line trainees) and 5-week program (line and non-line trainees).

NOTE 4: Mess Dress is a required uniform for all officers per AFI 36-2903. However, ONLY the 8-week program (line and non-line trainees) is required to bring them to OTS. It will not be worn until the final week of the program.

NOTE 5: PT uniform is the only authorized sleeping attire. PT long-sleeve shirts or PT sweatshirts can also be packed or purchased.

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

NOTE 7: Hydration system must meet the following specifications: All black in color (all components...to include drinking tube cap), small concrete logo, no ornamentation, designs or high gloss material per AFI 36-2903, shoulder straps with quick release chest strap, 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. Recommended models are the Camelbak® *Hydrobak 50oz 1.5L Mil Tac Antidote (Black)*, Camelbak® *Thermobak 100oz 3L Mil-Spec Crux Hydration Pack (Black)*, or equivalent.

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



USAF OTS Welcome Guide



THIS PAGE INTENTIONALLY LEFT BLANK