



C-130 FTU

TRAINING

INFORMATION

POLICIES &

STANDARDS

("TIPS")



TABLE OF CONTENTS

As of 20 Apr 09

STUDENT INFORMATION HANDOUT

1.	HOURS OF OPERATION	1
2.	STUDENT ADMIN OFFICE (SAO) STAFF	1
3.	INPROCESSING THE C-130 FTU	1
4.	PROXIMITY ACCESS BADGE	3
5.	MAIL	4
6.	TELEPHONE/MESSAGES	4
7.	CELL PHONES & PDAs	4
8.	SEATBELT USAGE	5
9.	VEHICLE PASSES	5
10.	FAX MACHINE	5
11.	LITERATURE RACK/INCOMING STUDENT FAXES	6
12.	EDUCATION TRAINING COURSE ANNOUCNEMENTS (ETCA) LINK	6
13.	STUDENT READ FILE (SRF)	6
14.	CLEARANCE TO FLY (FSO & ARMS RESTRICTED LETTER)	6
15.	FLIGHT PHYSICALS	7
16.	CREW RESOURCE MANAGEMENT (CRM)	7
17.	ID CARD APPOINTMENT LINE	8
18.	STUDENT SPOUSE AND FAMILY SUPPORT	8
19.	BREAK ROOM/SNACK BAR	8
20.	CLASS SCHEDULES	8
21.	ELECTRONIC GRADEBOOKS/STUDENT COMPUTER ACCOUNTS	8
22.	LEAD INSTRUCTORS AND SCHEDULERS	9
23.	E-MAIL	9
24.	LEARNING CENTER (PUBLICATIONS)	9
25.	ORDERS CERTIFICATION	10
26.	LAPTOP COMPUTERS	10
27.	TRANSPORTATION NON-AVAILABILITY LETTER	10
28.	TDYS & VARIATIONS AUTHORIZED	10
29.	LODGING (BILLETING)	11
30.	MEALS	12
31.	TRAVEL VOUCHERS	13
32.	SECURITY CLEARANCES	14
33.	PASSPORTS	15
34.	FLIGHT GEAR	15
35.	ANG & AFRC LIAISON	17
36.	APPEARANCE/STANDARDS	17
37.	ATTACHE CASES, GYM, BAGS, BACKPACKS	17
38.	VEHICLES/DRIVING	18
39.	ALCOHOL/WEAPONS	18
40.	TOBACCO USE	19
41.	EQUAL OPPORTUNITY & TREATMENT	20
42.	MOTORCYCLES/ATVs/TRAIL BIKES	20
43.	SAFETY	21

“FOR OFFICIAL USE ONLY”

44.	SCHEDULE ADJUSTMENT (SAD) /MAKE-UP DAYS	21
45.	COMMAND RUN/PT UNIFORM	21
46.	COMMANDERS WELCOME	23
47.	PASSES AND LEAVE	23
48.	MEDICAL CARE/TRICARE	25
49.	SEXUAL ASSAULT REPORTING	26
50.	INCLEMENT WEATHER POLICY	27
51.	CRITIQUES	27
52.	CCAF CREDIT	27
53.	DISTINGUISHED GRADUATE (DG) PROGRAM	28
54.	COMPLETION/OUTPROCESSING	28

Attachment 1 - MAP OF PASS AREA

Attachment 2 - ELECTRONIC GRADE BOOK

Attachment 3 - INCLEMENT WEATHER POLICY

Attachment 4 - CE READINESS BULLETIN-SEVERE WEATHER SAFTER TIPS

Attachment 5 - BASE MAP

Attachment 6 - INFORMATION SECURITY

Attachment 7 - OPSEC

STUDENT INFORMATION HANDOUT

As of 27 Feb 09

While attending the C-130 FTU, all students are assigned to the 714th Training Squadron (714 TRS). The Student Support Flight Commander and staff are responsible for student administration. Even while you are training with one of the flying squadrons, you are still assigned to the 714 TRS.

THE STUDENT ADMIN OFFICE IS LOCATED IN BUILDING 620 ON 6TH STREET.

1. Hours of Operation

Student Support	0730-1630 (M-F)
Front Desk	DSN 731-6044
	Comm 501-987-6044

2. Student Admin Office (SAO) Staff

Flight Commander	Maj Eric R. Gaulin, 987-3184 Cell 501-425-0348
Asst Flight Commander/IMSO/SOC	Capt Anna Murray, 987-3447
Registrar	Miss Marti Ullendorf, 987-3185
Asst IMSO	Vacant, 987-8813
NCOIC, SAO	SSgt Monica Harris, 987-2852
SAO	SrA Albert Phillips, 987-6313
	A1C Lanina Reliford, 987-6044
Lockheed Martin Registrar	Valerie Rodriguez, 987-6519 Shannon Chism, 987-6592

3. Inprocessing the C-130 FTU

a. Inprocessing for all E-model classes begins at 0730 in Bldg 1230A, Thomas Ave, C-130 Center of Excellence. A plasma screen in the lobby will direct you to the appropriate classroom. Students should be in place at 0730 with the documentation listed below in hand.

NOTE: Students will NOT be cleared by Flight Medicine unless the COMPLETE medical record is turned in to Flight Medicine during inprocessing.

(1) Initial Qualification Courses (PIQ/PXA/PXB/PXC/NIQ/NRQ/FIQ/LIQ) bring the following:

- (a) Complete Medical Records
- (b) 3 Copies of orders and amendments (not just amendments)
- (c) Complete Flight Record Folder (if previously on flying status)
- (d) AF AD Only - Signed Active Duty Service Commitment (AF Form 63)

(2) Aircraft Commander Upgrade/Requal Courses (PRA/PRB) bring the following:

- (a) Complete Medical Records

- (b) 3 Copies of orders and amendments
- (c) Flight Record Folder
- (d) AF AD Only - Signed Active Duty Service Commitment (AF Form 63)
- (e) Proof of completion of Aircraft Commander Upgrade Course (See Note)

NOTE: Along with completion of the Aircraft Commander Upgrade Course (AC Prep Course) the PRA and PRB students must complete the new CBTs and workbooks prior to arrival at the C-130 FTU. These students will inprocess, receive a review and be given a test. Failure to pass the test will result in that student being sent home. A POC at each base has been sent a copy of the CBT CDs to be shared with students coming to Little Rock. Contact the Registrar for additional information at marsha.ullendorf@us.af.mil.

- (3) Pilot Top Off (PCO) bring the following:
 - (a) Complete Medical Records
 - (b) 3 Copies of orders and amendments (not just amendments)
 - (c) Flight Record Folder

- (4) Instructor Courses (PIN/NIN/FIN/LIN) bring the following:
 - (a) Complete Medical Records
 - (b) 3 Copies of orders and amendments (not just amendments)
 - (c) AF AD Only - Signed Active Duty Service Commitment (AF Form 63)
 - (d) Copy of Instructor Prep Course Completion Letter
 - (e) IDS (Individual Data Summary)
 - (f) ITS (Individual Training Summary)
 - (g) Flying History Report
 - (h) Current Aeronautical Order (AO) with Aviation Service Code
 - (i) Information Management Certificate (SATE Training Certificate)

b. Dental Records: If your unit gives you your dental records you are required to turn them in when you inprocess. You cannot self-maintain your dental records while on flying status. If your unit does not give you your dental records, that's okay, it is not a prerequisite that you bring them, but if you bring them you cannot self-maintain them. Once dental records are turned in, they will be reviewed by the Dental Clinic. If you are overdue for your annual dental exam you will be placed on DNIF status until after your dental exam.

c. Inprocessing typically takes all morning until lunch and will consist of:

- (a) Learning Center
- (b) Proxy Badge issue
- (c) FTU Inprocessing
- (d) ARMS Inprocessing
- (e) Flight Medicine Inprocessing
- (f) Physiology Briefing
- (g) Student Flight Commander Briefing
- (h) Laptop issue - as needed
- (i) Publications issue

d. Finance does not come to inprocessing. If you have financial issues you will be directed to Finance Office at the Consolidated Service Center (CSC), Bldg 1255.

4. Proximity Access Badge

a. Effective 31 Oct 06, all personnel entering building 1230A, 1230B, or 1231, must display a Proximity Access Badge (Proxi Badge). Proximity scanners have been mounted by each entry door and to access these buildings a proxi badge must be waved 4-6 inches in front of the scanner to unlock the door.

b. Proxi badges are issued as part of inprocessing the FTU by the Lockheed Martin Security Office personnel. The security officer is available Monday - Friday, 0645-1630, in the lobby of building 1231.

c. Proxi badges must be worn attached to the bottom of the name patch on the flight suit/jacket at all times in the FTU.

d. There are 2 types of proxi badges.

- Green No Escort Required (Verified via JPAS to have a security clearance)
- Red Escort Required at all times (Verified in JPAS and does NOT have a security clearance or is an International student.)

e. Escorting is allowed providing you have a green proxi badge, however, the escort **MUST REMAIN** with that individual at all times.

f. No Tailgating or Piggybacking, i.e., each proxi badge must be swiped individually. One person **cannot** swipe their proxi badge and allow others into the building behind them. This would be a security violation.

g. No exchanging/loaning of proxi badges. Each proxi badge is assigned to a specific individual.

h. Building 1230A's front door is open from 0645 until 0830, Monday through Friday. Entry at other times will be by proxi badge only.

i. Building 1230B access is controlled and the proxi badge must be used at all times. Please ensure the door closes behind you.

j. If a proxi badge is lost **IMMEDIATELY** report to Building 1231 lobby, 0645-1630, to be issued a replacement badge.

k. Everyone **MUST** outprocess through the Lockheed Martin Security Office, Building 1255, to turn in your proxi badge.

l. Security is everyone's responsibility. Anyone seen without a proxi badge should be escorted to the Lockheed Martin Security Office during duty hours and/or out of the building during non-duty hours.

m. Questions should be directed to Tammy Walker in the Lockheed Martin Security Office, Building 1231 Lobby, at 501-457-5218.

5. Mail

a. OFFICIAL mail is received in the SAO, Bldg 620. To determine if you have mail, check the mail list located in the Student Read Files in the Electronic Gradebook (EGB). If your name is listed, tell the person at the front counter your name and they will pull your mail. Then mark your name off the hard copy mail list on the counter so the list can be updated as needed.

b. PERSONAL mail can be picked up at the Student Postal Service Center located on the right side of the Hercules Dining Facility, Bldg. 834. If you will be here for more than 30 days, you may request a PO box. To receive mail General Delivery, you must fill out a locator card at the postal service center or they will not know you are here and your mail will be returned to sender.

NOTE: If you give out the lodging building address (1024 Cannon Circle) as your mailing address the mail will be Returned to Sender or it may be forwarded to the Student Postal Service Center, Bldg 834., who will hold it for 45 days, then Return to Sender.

Official Mail (Student Admin)
714 TRS/TRA
Attn: Your Name/Class #
620 Sixth St.
Little Rock AFB AR 72099

General Delivery (Bldg. 834)
Rank and Name
PSC 2400
Little Rock AFB AR 72099

NOTE: Mailroom personnel can give you a PSC box over the phone DSN 731-3478 Comm (501) 987-3478; however, they will not check your mail over the phone. You must go in person. The Student Postal Service Center is open from 0900-1500, M-F.

6. Telephone/Messages

a. C-130 FTU, Building 1230A: There are DSN and local phones located in the break room in Room 4.

b. Little Rock AFB telephone prefixes are: Commercial (501) 987-xxxx and DSN 731-xxxx. To make an on-base call, dial 7 followed by the four-digit extension. To call a DSN telephone number from Little Rock AFB dial 94, then the seven-digit DSN number. To call an off-base number, dial 99, then the seven-digit number.

c. The C-130 FTU message line is (501) 987-6044, DSN 731-6044. We interrupt class for emergencies only. All other messages will be left on the answering machine in your billeting room or on your cell phone voice mail. Please make sure your voice mail is activated and your mail box has room for us to leave messages.

7. Cell Phones & PDA's:

a. Effective 27 Feb 07, per Lockheed Martin Security Office, camera phones are authorized in building 1230A and 1230B, except around rooms 204, 206, 207, and 103. Additionally, camera phones can not be brought into any room where classified material is being stored or processed.

b. NO ONE is authorized to take pictures in buildings 1230A or 1230B without permission of the Lockheed Martin Site Manager. Contact SAO personnel for additional information.

c. Effective Monday September 18, 2006, drivers are not allowed to talk on cell phones while driving on Little Rock Air Force Base without a hands free device. This policy is part of the Department of Defense's Joint Traffic Guidance. Air Force Instruction 31-201 (I), following guidance in DoD Instruction 6055.4 "DoD Traffic Safety Program," will restrict the use of cell phones while driving. Only cell phones with hands free devices will be allowed for use by drivers.

d. The Defense Department's joint traffic document states: "Vehicle operators on DoD Installation and operators of Government owned vehicles shall not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones or other listening devices (except for hand-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech."

e. Using a cell phone while driving without a hands-free device will be considered a "primary offence" This means violators will be stopped solely for this offense.

f. Drivers who violate this cell phone driving restriction will be given three (3) assessment points against their driving records or an appropriate fine. Drivers should be aware that if two or more violations are committed, even on a single occasion, a ticket may be given to the driver for each violation.

8. Seatbelt Usage:

a. AFI 31-204, LRAFB Sup1, paragraph A3.43, dated 19 Nov 04, states Mandatory Wear of Seatbelts on DoD Installations: "All operators of, and passengers in, privately owned vehicles and government vehicles will wear seatbelts on and off base and on and off duty while vehicles are in motion. The vehicle operator is responsible for ensuring all passengers are using seatbelts." **Second non-compliance with restraint or safety device requirements will result in suspension of a period not less than 30 days but no greater than 6 months, at the discretion of the Installation Commander.** *EXCEPTION: To be exempt from seatbelt wear, individuals must have a letter from a competent medical authority and have the letter in their possession.*

b. The Little Rock AFB Installation Commander has ordered the Security Forces to ticket AD, civilians, and retirees that are not compliant with this directive.

9. Vehicle Passes:

The Visitor Center at the front gate will only issue a 24 hour pass during the week and a 72-hour pass for the weekend authorizing access to the base. To receive an extended pass for longer than

72-hours, a form is available at the Visitor Center. The completed form should be taken to the Pass & ID section of the Customer Service Center (MPF), Bldg 1255.

10. Fax Machine

The fax machine, located in Building 620 in the SAO, is available to all students for Official Business Only. The fax number is DSN 731-3183 or Comm (501) 987-3183.

11. Literature Rack/Incoming Student Faxes

a. A literature rack in the SAO has forms and documents you may need while in the C-130 FTU. For example: leave forms, passes, outprocessing checklists, fax cover sheets, travel vouchers, hand receipts for various items, dining facility closure letters, missed meals form and cover letters, etc. Please check the literature rack first when looking for a particular form or document.

b. Faxes received for students will be pulled from the fax machine, stapled together, and the students name highlighted. They will then be placed in the Student Faxes slot of the literature rack. Please check the Student Faxes slot periodically.

12. Education Training Course Announcements (ETCA) Internet Link:

The Education Training Course Announcements (ETCA) list the prerequisites for all courses taught at Little Rock AFB. The ETCA is located at <https://etca.randolph.af.mil>. Click on the emblem for AETC. Enter “Little Rock” in the location block and press GO. The next screen is a list of all course taught at the C-130 school with the exception of the J-Model. Click on the brown letters of the course you are interested in. Be sure to read the entire announcement.

13. Student Read File (SRF)

Any important messages/briefings you need to be aware of while you are in training will be posted in a Student Read File (SRF). SRFs are posted in the Electronic Gradebook. **Students are required to check the SRFs daily and are held accountable for all information posted in the SRFs.**

14. Clearance to Fly (FSO & ARMS Restricted Letter)

a. Prior to the flying phase all students must be medically cleared by the Flight Medicine Clinic (Fight Surgeon Office – FSO) and be administratively cleared by Aviation Resource Management Office (ARMS) to be eligible to fly at Little Rock AFB. **Failure to resolve any issues on these 2 documents could result in your being pulled from training and sent home.**

b. FSO Letter:

(1) The Flight Medicine Clinic creates the Flight Surgeon Office (FSO) Letter after a new class inprocesses. The letter consists of all students that have medical and/or dental issues that have not been medically cleared to fly at Little Rock AFB.

(2) If your name appears on the FSO Letter, there is a medical/dental issue you need to get cleared up ASAP. Contact the Flight Medicine Clinic at 987-7319 or Dental Clinic at 987-7304, to determine the actions required to be medically cleared to fly.

(3) The FSO Letter is posted with the SRFs in the EGB.

c. ARMS Restricted Letter:

(1) The ARMS Restricted Letter is updated daily and consists of all students enrolled in the schoolhouse that have not been cleared to fly by Aviation Resource Management System (ARMS, formerly known as AFORMS).

(2) Initially every student is listed on the ARMS Restricted Letter for the Initial 1042, Medical Clearance. Once you have been cleared by the Flight Medicine Clinic and a signed copy of the 1042 is received by ARMS, the Init 1042 identifier will be removed from the ARMS Restricted Letter.

(3) If the ARMS Restricted Letter lists anything other than Init 1042, then there is an issue you need to resolve with ARMS. Contact ARMS at 987-7787. If you are in an instructor course, contact ANG ARMS at 987-7778. (For aircrew assigned to LRAFB; you do not need an Initial 1042 clearance, unless you have recently PCSd to LRAFB and have not been cleared by the Flight Surgeon's office.)

(4) Once the signed 1042 is received from the Flight Medicine Clinic, and if all other issues have been cleared with ARMS, you will be removed from the ARMS Restricted Letter.

NOTE: All flying squadrons that support the school house receive the ARMS Letter daily and as long as you are listed on the ARMS Restricted Letter, you will NOT be scheduled to fly at Little Rock AFB.

d. The ARMS Restricted Letter is posted with the SRFs in the EGB.

e. For Loadmasters in Bldg. 253, the letter is also posted on the bulletin board in the break room. It is your responsibility to check these letters to determine if you have been cleared to fly at Little Rock AFB. You will not be notified by the SAO that you have been placed on either letter.

NOTE: All Instructor classes (PIN/NIN/FIN/LIN) fly with the 154 TRS under the 189 AW ANG. Therefore these classes go through the ANG ARMS office while attending these courses. There are 2 ARMS letters posted in the EGB. The letter for instructor classes is titled ANG ARMS. Please ensure you are checking the correct letter. Contact 987-7778/7965 for additional information.

15. Flight Physicals

The Flight Medicine Clinic is not funded nor manned to complete student flight physicals. A prerequisite of all aircrew training classes is a current flight physical that is good 30 days past your scheduled graduation date. Failure to comply can result in termination of your training. The ARMS Restricted Letter will reflect if your flight physical become due. Continue to check

the ARMS Restricted Letter as you go through your course, especially if you have a birthday while enrolled. Contact the Registrar, if you have questions regarding this issue.

16. Crew Resource Management (CRM)

The formal CRM course is a 1-day class conducted as part of your course syllabus and is **required** to graduate all initial qualification courses. Students will sign in for the class and the date completed will be entered into the student database by SAO personnel. Students will be held past their graduation date if they fail to complete the CRM class or they fail to sign in and the instructor cannot verify attendance. Level 1 (Non-Tac) only students will get CRM during the flightline portion of the training and need to follow-up with their crew position schedulers to ensure they are not scheduled to fly on their CRM date.

17. ID Card Appointment Line

Call 987-8228/6831 to schedule an appointment for any active duty or dependent issues dealing with DEERS, ID Cards, CAC Pin Resets, etc.

18. Student Spouse & Family Support

For those students accompanied by spouses and family, support is available through the 714 TRS. The 714 TRS is your squadron while attending training at Little Rock AFB. A Family Welcome folder and 714 TRS Newsletter are available at the squadron orderly room, Bldg 624, or by contacting the Commander's spouse. If you or your spouse are interested in spouse/family activities, have questions, or need any assistance during your stay at Little Rock AFB, please contact:

Vickie Everitte
714 TRS Commander's Spouse
501-834-7129
Email: everitte03@sbcglobal.net

19. Break Room/Snack Bar

a. A break room, located in Room 4, Bldg 1230A, is available for student use. The break room has DSN and local phones, soda and snack machines, a microwave, and a coffee machine. Please help us keep the break room clean.

b. The Lockheed Martin Employee Break Room is off limits to all students.

c. Due to a change in the housekeeping contract NO OUTSIDE FOOD may be brought into the school house, i.e. pizza, Kentucky Fried Chicken, banana's, apples, etc. You may bring snacks and drinks from the snack machines into the classrooms.

20. Class Schedules

You can access and print off daily/weekly class schedules, critiques, lesson plans and users manuals at <http://www.c130ats.net/www>. If for some reason, the web page goes down, please see your instructor.

21. Electronic Grade Book (EGB) / Student Computer Accounts

a. Effective 15 Sep 04, all courses, except PIN, NIN, FIN, and LIN use the electronic grade book (EGB) located on the Internet at <https://lregoutside.c130ats.net/etims>. All instructor classes use the hard copy Aircrew Training Folders. These folders will be mailed to your gaining unit by SAO once completed by your assigned flying squadron.

b. Electronic Grade Books: This web site can be accessed from all internet-capable computers, including your personal PC. Attachment 2 has the web site and log in information. Ten duty days after you have graduated the class, out processed the C-130 FTU and reported to your unit, your supervisor or DOT can go to the web site and access your grade book by creating a login and password, if needed. For assistance contact your instructor or tech support at 501-983-9651, Bldg 1230A, Room 105.

22. Lead Instructors & Schedulers

The table below lists the names, building number, room number and duty phones for the lead instructors and schedulers for each crew position. Please contact these individuals or your classroom instructor if you have any questions and to get copies of your schedule. The SAO does not have the authority to make changes to your class schedule.

CREW POSITION	INSTRUCTOR	BLDG/RM	DP
PILOTS			
Lead	Ralph Chisler	Bldg 1230A, Rm 106	987-3709
Scheduler	Rod Frisbee	Bldg 1230A, Rm 106	987-3709
NAVIGATORS			
Lead	Don Conklin	Bldg 1230A, Rm 110	987-6077
Scheduler	Joe Mastropieri	Bldg 1230B, Rm 204	987-6214
FLT ENGINEERS			
Lead	Tommy Rickman	Bldg 1230A, Rm 111	987-3482/3297
Scheduler	Lloyd Brown	Bldg 1230A, Rm 111	987-2236
LOADMASTERS			
Lead	Rich Klindt	Bldg 253	987-6314
Scheduler	Harry Roderick	Bldg 253	987-6314

23. E-Mail / CAC Card Computer Access

a. A Student Business Center has been set up in the lobby of Building 620. There is a computer available with a generic password. You may access the AF Portal, Web Email, the EGB, and the End of Course Critique.

b. The Airman and Family Readiness Flight, Bldg. 668, has computers for e-mail and internet access on a first-come, first-serve basis. The Base Library, Bldg. 976, also has computers available with access to civilian and military e-mail.

24. Learning Center (Publications):

a. The Learning Center, Bldg. 1230A, Rm 101, 987-3190, provides a comprehensive and varied supply of training materials and pubs. Updates of all publication are posted on the bulletin board across from the break room.

b. A publications briefing will be part of your inprocessing to ensure you have the correct publications including all changes and supplements. You will be given a handout that shows how to maintain your publications. Publications are an individual responsibility, and you may be evaluated on this important crew responsibility on all training events and evaluations. The Learning Center personnel are more than willing to assist you as needed.

c. For Loadmasters and Navigators: To pick up Phase 2 publications from the Learning Center, the following documentation must be provided to the SAO.

(1) A copy of the AF Form 3862, *Aircrew Evaluation Worksheet* (check ride sheet).

(2) Completed Phase 1 Course Critique, Room 34, and printed out the verification sheet.

Once these documents have been provided, the SAO will give you a form letter to take to the Learning Center. They will then issue your Phase 2 publications.

25. Orders Certification

If your unit requires your orders be certified, bring them to the SAO. We will certify the date and time you started class. You may then fax them to your unit.

26. Laptop Computers

The C-130 FTU has lap top computers that students may sign out on a hand receipt for computer-based training (CBT). You are responsible for damage or loss. These computers do not have e-mail, games, or Internet access, they are strictly for CBTs. Any problems or questions should be directed to Linda Brown, Lockheed Martin Systems, Bldg 1230A, Rm 35. Do not install additional software.

27. Transportation Non-Availability Letter

Currently, Base Transportation is limited in the amount of support they can provide to student operations. Therefore, they are offering TDY students, who are lodged off-base and authorized a POV on their orders, a Non-Availability Letter. This allows those students to claim in and around travel, the distance from their off-base lodging to the school house or flight line, on their travel voucher. You may also send the letter to your unit to request a rental car. The unit will determine if you will be given a rental car. To obtain this Non-Availability Letter, contact the Transportation Operations Supervisor, at Bldg. 551. See the base map in this guide for building location.

28. TDYs and Variations Authorized

a. There is a possibility that you will be asked to go on an off-station TDY during the flying phase of training, which may be scheduled on very short notice. To be eligible to go TDY while in training, you must have Variations Authorized on your orders. If you do not have Variations

Authorized on your orders, contact your unit and ask them to cut an amendment to your orders giving you Variations Authorized. Variations Authorized indicates that the funding unit will cover the cost of your off-station billeting. You should not pay for this out of pocket.

b. Students assigned to Little Rock AFB units should contact their squadron for further guidance.

c. Once you return from the TDY, report to the SAO and pick up a Dual Lodging Letter. Finance will not process your travel voucher unless you have Variations Authorized on your orders and a Dual Lodging Letter from the SAO.

29. Lodging (Billeting) Bldg. 1024

a. Lodging

(1) All students are required to check in with the Razorback Inn (lodging) front desk for Government Lodging. On-base quarters are sometimes difficult to obtain due to the large number of students at Little Rock AFB. It is possible you will be assigned to contract quarter's off-base. Government Lodging is either on-base (lodging) or off-base contract quarters (hotels). Calling for reservations in advance is recommended.

(2) If Government Lodging is (on-base/Contract Quarters) not available, you will be given a non-availability slip authorizing you to procure private lodging off base until on-base quarters become available. The AF will cover the cost up to the maximum per diem rate for Lodging. Government lodging in a contracted off base hotel is not considered "Non Availability". If you are lodged off base by the Lodging Office, you will receive a 'Contract Lodging Authorization' sheet for the period housed in contract lodging (contract lodging will be granted until on-base quarters become available. Retain this contract for reimbursement reasons.

(3) If you choose to refuse government lodging, you will be required to sign a refusal of government quarters letter at the front desk of lodging. You will be reimbursed only the amount you would have been paid for on-base lodging. A non-availability letter will not be given.

(4) Members staying on base in government quarters are reimbursed the actual cost of their lodging (contract lodging for current guest room rate).

(5) Members staying off base (contract hotels) are reimbursed the actual cost of their lodging (plus tax) not to exceed the maximum lodging per diem rate.

b. Lodging phone calls are charged as follows: If you dial a long-distance number direct, area code and 7-digit number, you will be billed \$.40 per minute for the entire length of call. Collect calls will not be accepted at all. If you call using a calling card or 800 number there is no charge.

c. Accompanied students (spouse with children not on orders) are only authorized to use the Temporary Living Facility (TLF) on a Space Available basis (reservations can be made only 3 days prior to arrival date) only for 3 days. "Space A" reservations can only be extended on the departure date and on a daily basis only.

d. Although you may be authorized a shipment of hold baggage, be aware there is limited space in the rooms. The only storage facilities are bike lockers that are rented for \$10 a month. Bikes may not be kept inside any Lodging facility.

e. Lodging extensions beyond original checkout dates must be reported to the SAO first. The SAO will notify lodging. IAW AFI 34-246, pg. 26, para 3.2.3., any extension to the original reservation date will be considered as a new reservation and handled accordingly (if on-base lodging is not available, member will be housed in Contract Quarters, and moved back on-base if applicable).

f. If you are initially assigned off-base quarters you will be given a return reservation to move on base when a room becomes available. If you are staying off base, you will not be moved to other downtown lodging unless there is a health or security issue.

g. Due to fire code regulations, all overnight guests must be registered with billeting. No personal cooking appliances are authorized. A microwave, coffee maker and toaster are provided.

h. Pets and smoking in on-base quarters are prohibited.

i. If there are any damages to your room or furnishings, you must pay for them prior to checkout.

j. If you are staying at lodging on-base, room fees and telephone charges must be paid promptly (15 day increments). These bills are considered "just debts" and failure to pay them can result in legal or administrative sanctions. All VQ long-term guests (staying over 15 days), whether paying by cash, check, or credit card, are required to pay on the 1st and 15th of each month. You can arrange to have your credit card automatically charged on those dates.

k. Housekeeping services are provided daily. Do Not Disturbs, will be honored for 2 days only, housekeeping will enter the room on the third day.

l. If you move from where you are initially assigned lodging, you MUST report your new location information to the SAO, and your class Senior Ranking Officer/NCO (SRO/SRNCO) ASAP. It is imperative that we be able to locate you in case of a family, base or national emergency.

30. Meals

a. All TDY students may eat in the base dining facility, Hercules Dining Facility, Bldg. 834. Students must show a copy of TDY orders to the cashier and pay any applicable surcharges. If your orders state "Government Meals Provided" you will be put into the Essential Station Messing system, and will use your military ID card to obtain meals. As of 1 Jun 06, TDY members receiving full per diem are authorized to eat in USAF Dining Facilities one meal per day, and must pay Ala Carte rate with surcharge.

Hercules Dining Facility

Mon-Fri

Breakfast 0600-0730

Weekend & Holiday

0830-1300

Lunch	1030-1300	1030-1300
Dinner	1600-1830	1700-1900

b. ANG/AFRC students in a PCS status should see Miss Marti to have a copy of their orders stamped and signed by her. A copy of the signed orders must be presented to the Dining Facility to authorize you to eat in the Hercules Dining Facility. Surcharges may apply.

c. If you are flying and miss a meal, you have the option to get a Flight/Ground support meal from the flight kitchen. Just fax in your order two hours prior to Flight Kitchen at 987-7598 or pick up your order at Bldg. 120. If you have a question or concerns, please call 987-6483.

c. If you are scheduled for a simulator and the Hercules Dining Facility is closed, you may claim it as a missed meal on an AF Form 2282, *Missed Meals Form*. This form requires 3 signatures: yours, ours, and someone from your unit authorizing the additional expenditure. A cover letter is located in the literature rack that constitutes our signature. File the AF 2282 and the cover letter with your final travel voucher at your gaining unit, and you will be reimbursed accordingly.

e. If you are getting proportional or full per diem, you will not be authorized to claim missed meals.

f. Per Diem for Meals

(1) The meal entitlement is paid based on what is indicated on your orders.

(a) Members directed to government mess or IAW JTR will receive \$12.55 per day.

(b) Proportional per diem for meals is \$33.00 per day.

(c) Full per diem for meals is \$55.00 per day.

(2) Members in contract quarters will receive full per diem for meals.

(3) Members staying off-base without a non-availability slip will receive per diem based on all government meals available and directed (\$12.55 per day) for meals.

g. Proportional meal rate is directed by the 714 TRS/CC. A copy of the authorization letter is located in the Literature Rack in the SAO. This letter should be filed with your travel voucher.

31. Travel/Accrual Vouchers

a. MEMBERS TDY ENROUTE TO A NEW PERMANENT DUTY STATION (PDS) may file for accrual payments at the travel pay desk, Bldg. 1255, starting on the 30th day of the TDY and every 30 days thereafter. The travel pay customer service area has fax machines, fax numbers, phone numbers, and the required forms to accomplish this. Accrual payments consist of travel and per diem cost incurred to date and ensure that members on extended TDY can pay all expenses incidental to the TDY.

b. MEMBERS TDY RETURNING TO THEIR HOME STATION may file accrual payments with their home station.

c. MEMBERS ON DTS ORDERS:

(1) If the fund cite on your orders looks like this, you are on DTS orders.

12345 ^ 78 ^^ 0123 ^ 45AB ^ CD ^^ 67 ^ 89 ^ 0E123F ^ 45 ^^ ^^ 678 ^^ ^ 901234 ^^ ^
6789901 ^^ ^^ 2,345.67

The “Carrots”, i.e. “^”, are the indication this is a DTS order.

(2) When your DTS orders were cut you may have been set up for automatic accrual vouchers to be submitted every 30 days. Your units should be informing you of this when your orders are approved.

(3) Students with DTS orders will not be able to file hand written accrual vouchers with finance as the system for processing hand written vouchers does not interface with the DTS system. Students with DTS orders processed on a DTS LIMITED system will have to contact the unit that cut the orders to have them set up the automatic 30-day accrual process.

(4) Contact the 714 TRS/RA to schedule an appointment to get the monthly accrual set up.

(5) Per the DTS Helpdesk, effective 6 Dec 06, whether the air, rental car, or hotel is booked INSIDE DTS or not...you must now have a receipt faxed or scanned into the DTS doc for the final reimbursement payment.

d. STUDENTS TDY TO LITTLE ROCK AFB DURING DINING FACILITY CLOSURE will be provided a letter by the SAO. Members should take the letter to the military pay office at their gaining PDS to receive an increase in per diem for meals for those days the dining facility was closed. We cannot process these transactions locally because the member is not loaded in to our payroll record (member is in travel status).

e. SPLIT DISBURSEMENTS: Effective 20 May 03, all Air Force travelers’ are required to separately identify all expenses of official travel on their travel claim. These amounts will be directly disbursed to the Bank of America. Split-disbursement accelerates cash flow to the bank, simplifies the payment process for travelers, and assures on-time payment resulting in fewer delinquencies. Split-disbursements for civilian travelers are not mandatory at this time.

f. If you have any questions regarding this information, please contact the Travel Pay Customer Service Desk at extension 987-8294.

32. Security Clearances

a. All students must have a minimum of a Secret Clearance with a signed Nondisclosure Agreement (NDA) in the Joint Personnel Adjudication System (JPAS) to be authorized to attend classified briefings. Clearances will be verified within 24 hours of the day you inprocess. Required paperwork will be completed before the student is authorized access to classified

materials. All students that do not have a valid clearance will not be able to attend any classified briefings. This will not stop you from attending the course, but you will not attend any classified briefings. International/exchange students are not allowed access to classified briefings as all FTU classified briefings are designated US Only.

b. Interim Security Clearances may be granted provided the SAO Security Manager is given a hard copy of the SF 86, the investigation has been open for over 90 days, and the TRS/CC approves the granting of an interim clearance.

33. Passports

a. Military: The requirement for a military passport must be on your PCS notification rip. Take a copy of the rip to Outbound Assignments in the Consolidated Support Center, Bldg 1255, Rm 100. A determination will be made, based on the PCS rip, for you to be issued a military passport. Call to make an appointment between 0900-1200 or walk-in between 1300-1600.

b. Civilian: Report to the Jacksonville Post Office at 1205 West Main St., between 0900-1500, Mon - Fri. The passport application is available at the post office or can be printed on line at passportinfo.com, click on Passport Information, Local Offices, then the appropriate state. In addition to the application you must have 2 passport photos, a picture ID, and your birth certificate with a raised seal or a previous passport. It takes 6-8 weeks to receive the passport. Cost of the passport is \$75.00 plus a processing fee of \$25.00 for persons age 16 and up, for a total of \$100.00. Passport photos can be taken at the Walgreens or Wal-Mart in Jacksonville. To expedite the passport the cost is an additional \$60.00. For additional information contact Art Hill, 982-3079.

34. Flight Gear Issue

a. AFMAN 23-110, Vol 2, Pt 2, Chap 23, Para 23.34.1.1., states “personnel selected for Initial Aircrew Training are to report to their local IEE within three days for personal equipment processing.”

b. Para 23.34.1.3.2. states “IEE will fill shortages for common items from stocks on hand. The training school provides items peculiar to the particular training course. If items are not on hand, they are to prepare a statement for those items of clothing/equipment that cannot be provided because they are not in base stock and there is not enough time to requisition them from the appropriate supply point.”

c. Statements should be hand carried by the student or faxed to DSN 987-3183 or Commercial 501-987-3183, ATTN: Miss Marti.

d. During inprocessing flight gear will be discussed and issues resolved as applicable.

e. Below is a list of items issued to non-prior service (pipeline) students. All the items are required by NPS students and students cross training into Loadmaster or Flight Engineer aircrew positions as indicated.

REQUIRED ITEMS: (Approx total cost: \$2,300 - \$2,500 depending on sizes/seasons.)
Seasonal items are issued for the time of year the student is at Little Rock AFB.

“FOR OFFICIAL USE ONLY”

*Summer Season is Apr – Sep **Winter Season is Oct – Mar

ITEM	QTY	STOCK NUMBER
Flight Suits	2 Ea	Depends on size
Flight Jacket (Seasonal)	1 Ea	Depends on size
Flight Gloves (2 Pr Loadmstr)	1 Pr	Depends on size
Flight Boots	1 Pr	Depends on size
Briefcase (Pubs /Bug Out Bag)	1 Ea	21911-HD
Helmet Bag	1 Ea	8415-00-782-2989
High Visibility Belt	1 Ea	HVBF-022
Mini Mag Flashlight	1 Ea	MAGLITE AA
David Clark Headset	1 Ea	5965-01-390-9240
Flight Helmet	1 Ea	Depends on size
Oxy Mask	1 Ea	Depends on size
CRU-60 Connector	1 Ea	1660-00-076-9662
Knife (Loadmasters Only)	1 Ea	24949
Zeta Liner (Helmet Liner)	1 Ea	Depends on size
NVG Mounting Bracket	1 Ea	5340-01-442-9230
Velcro Lip Light	1 Ea	24860
*Camel Back (Summer)	1 Ea	71000
**Nomex Bottoms (Winter)	2 Pr	Depends on size
**Nomex Tops (Winter)	2 Pr	Depends on size
Plus Velcro		See Note 1

NOTE 1: FLIGHT SUIT VELCRO: If flight suits and/or flight jackets are purchased a SECOND TRANSACTION to have Velcro sewn on will be made. This expenditure will be charged to the unit GPC. Typical cost is \$10.50 per flight suit (2 each) and \$10.50 for flight jacket (1 each) for a total of \$31.50.

f. ANG and AFRC students will be given a letter they can fax to their units explaining the process for their units to purchase the items they need.

g. Non-Prior Service (Pipeline) Loadmaster students will work with the Loadmaster Liaison in Bldg 746 to receive their initial issue of flight gear.

h. The POC for all equipment issues, other than NPS, is the Student Registrar, Miss Marti.

i. The SAO has the following items on hand that can be issued on a temporary hand receipt. When items are returned during outprocessing the hand receipt will be torn up. All items can be kept until scheduled graduation or when no longer needed, whichever comes first.

Tactical Mission Plotter/Dividers (Nav only)
 High Visibility Belt (reflective belt)
 Headset (if yours breaks)
 Bug Out Bags

“FOR OFFICIAL USE ONLY”

j. Flight Gloves may be exchanged on a one-for-one basis: old pair for new. These do not have to be returned when outprocessing.

k. Helmets and masks must be inspected by the Life Support section of your assigned flying squadron (62 AS or 154 TRS) two weeks prior to flying phase. Each flying squadron has temporary helmets, which can be issued out two weeks prior to scheduled fly date.

l. Helmets and masks needing assembly should be taken to the Life Support section of your assigned flying squadron two weeks prior to flying phase. Ensure equipment is signed in. The Life Support Section will tell you when to return for your final fitting and locker assignment.

35. ANG & AFRC Liaison (Required for all ANG & AFRC LMs and FEs)

CMSgt Gary Wynn, the ANG Liaison, requests all ANG and AFRC Loadmaster and Flight Engineer students contact him ASAP. He will review your orders and training requirements to ensure you are in the proper course. No appointment is necessary. Call 987-7859 for additional information.

36. Appearance/Standards

a. **Uniform of the Day** is flight suits or BDUs, however, every Monday is blues day when you are in an academic class.

b. Flight suits are authorized during simulator and flying phases of training. Any authorized uniform combination (or equivalent for non-Air Force personnel) is authorized during the academic phase. The short-sleeved blue shirt without tie is authorized year round at Little Rock AFB. "Morale patches" are unauthorized. Per AFI 36-2903, Chap 3, Para 3.2.2., sleeves of the flight suit should be rolled down to the wrist at all times.

c. You are expected to maintain the USAF dress and appearance standards while assigned to Little Rock AFB. Barbershops are conveniently located at the BXTRA, Bldg. 960, near the base theater. Military Clothing Sales, Bldg. 988, is in the same general area. Clothing Sales can special order required uniform items, including uniform items for Army, Navy, and Marines.

d. Do not wear flight clothing to off-base establishments for extended shopping or socializing.

e. Flight suits will not be worn in establishments where the primary function is to sell or serve alcohol.

f. The FTU does not have a "No Hat Area". When you leave Buildings 620, 1230A, 1230B, or 1231, put your hat on.

37. Attaché Cases, Gym Bags, and Backpacks

AFI 36-2903, Table 2.6., Clothing/Accessory Standards, states "Carried in left hand, on left shoulder, or both shoulders (not to interfere with rendering the proper salute). Attaché case: black only; Gym bags: black or dark blue; Backpacks: Only solid-color black backpacks may be

worn with blue uniform combinations; solid-color black, olive drab, or woodland camouflage are the only colors authorized with the BDU. Conservative manufacture's logo is allowed. Members may wear backpack using one or both shoulder straps.

38. Vehicles/Driving

- a. Vehicle registration is not longer required and base decals are not issued.
- b. Seatbelts are mandatory for all vehicle occupants at all times.
- c. Base speed limit is 35 mph, parking lots are 10 mph and base housing is 15 mph.
- d. Report all on-base tickets to the Student Support Flight Commander, 987-3184, or 714 TRS First Sergeant, 987-2506, Cell 425-9974. Each ticket may accrue points.

12 points = 6 months no base driving privileges

- e. Parking is limited at the C-130 FTU (Bldg. 1230A & B). **DO NOT PARK ON THE GRASS.** Violators may be ticketed. There is available parking in front of the Razorback Cafe, behind the fitness center, or behind Bldg 1231, J-Model Building. Park only in properly marked spaces.
- f. Temporary parking of RVs, boats, campers, trailers, etc., is not authorized in the parking lots of Little Rock AFB. If needed, you may store a boat or an RV at the Outdoor Recreation RV lot. Storage fees are typically \$10-\$20 per month with a deposit of \$20 depending on where you are billeted. You will need to show a copy of your TDY orders, registration, and proof of insurance, if applicable. Outdoor Recreation's phone number is 987-3365.
- g. For complete and current listings of all highway construction projects go to the Arkansas State Highway Department's website at <http://sss.ahtd.state.ar.us/>. There is a great deal of construction going on in central Arkansas so make sure you give yourself plenty of time to get to where you are going. Tickets/fines received in construction zones while construction workers are present double. Traffic problems may consist of having to cross on coming traffic to enter and exit the highways, difficulty merging, traffic delays at accident scenes, flow of traffic changes due to construction, detours, etc. Be aware that each exit and on ramp on highway 67/167 is different from every other exit and on ramp. No two are the same in succession. Be patient and give yourself plenty of time until you learn your way around Jacksonville and Little Rock.

39. Alcohol/Weapons

- a. Alcohol

(1) If you drink--**DON'T DRIVE!!!** The Little Rock AFB policy on alcohol related incidents is stringent. The off-base penalties for DWI are an automatic fine, revocation of driving privileges for 1 year and jail time. The on-base infraction penalties can include dismissal from school, an Article 15, and revocation of your DoD driving privileges for 1 year. Dismissal from school applies to off-base as well. In either case, the cost is significantly higher than taxi fare to the base from anywhere in the Little Rock/Jacksonville area! Once again, if you drink--**DON'T DRIVE!!!**

Legal limit .08 DWI
Under 21 - .02-.07 DUI

(2) Have a Plan!! Use a Designated Driver or have taxi fare. If your plan falls through, you can call the Command Post at 1-866-ARK RIDE and ask for a ride. We have a cadre of volunteers that will pick you up and return you to where you are billeted with no names reported. They will make sure you are returned to your lodging safely. You can always go back for your car the next day.

(3) Drinking in Public: Arkansas has a Drinking In Public law. If you are going to consume alcohol, do it in a building. If you are caught drinking in your car, a parking lot, campgrounds, state forests, national parks, on a boat, etc., it is considered drinking in public and will result in an automatic fine.

(4) Public Intoxication: While it is never a good idea to drive after you been drinking, walking home drunk may not be a wise decision either. Local law enforcement take public intoxication very seriously and will often arrest individuals in addition to writing a citation. This is part of the reason we stress the importance of a having a “Wingman” or non-drinking friend along to think for the individuals whose judgment may be impaired. Historically speaking, those individuals staying in off-base apartments are at the greatest risk for a public intoxication ticket.

(5) Airmen Against Drunk Driving (AADD): The AADD is a volunteer organization that provides rides home for military members who have consumed too much alcohol to drive home. AADD volunteers carry a cell phone 24 hours a day 7 days a week for military members to call. AADD also places volunteers at the Crossroads Café every Friday night to provide rides from the Cafe to where members are billeted, and will pick you up from anywhere in central Arkansas and ensure you arrive home safely. AADD services all of Little Rock AFB to include officers and enlisted alike. The AADD cell phone number is 987-2233. The Command Post number is 987-3200. Please call when you need a ride!!

b. Weapons

(1) Handguns and/or handgun ammunition of any kind are NOT AUTHORIZED on Little Rock AFB.

(2) Students staying in lodging are NOT AUTHORIZED to maintain weapons or ammunition of any kind in their lodging room.

(3) Shotguns/rifles and/or ammunition WILL BE turned in to the Security Forces Armory, Bldg 480, immediately upon arrival.

(4) An AF Form 1314, *Firearms Registration*, will be completed and signed by the TRS/CC authorizing storage of weapons and ammunition at the Security Forces Armory.

(5) Call 987-3222 for additional information.

40. Tobacco Use:

Tobacco use policies from the Chief of Staff of the Air Force, and Commander, AETC, continue to be emphasized. All students are expected to fully support these policies and the desired objectives of improving the health and quality of life of our people, reducing the exposure of tobacco use by instructors to impressionable students.

a. AFI 40-102:

Paragraph 2.2.: **Workplace. The Air Force prohibits smoking (cigar, cigarette, pipe) and the use of smokeless (spit/loose tobacco) products in the workplace to protect the health of all workers.**

Paragraph 2.2.3.: **The Air Force prohibits indoor tobacco use in all Air Force facilities**, except in assigned government housing and recreation facilities specifically designated by the installation commander permitting indoor tobacco use. In such cases, the tobacco use area is designated and separate from common areas that non-smokers must utilize and the area must be enclosed and exhausted directly to the outside. Exhaust from these enclosed areas must be located away from air intakes and maintained under negative pressure sufficient to contain tobacco smoke in the designated area. Workforce must not be required to enter such area during normal business hours while environmental tobacco smoke (ETS) is present. The designated indoor tobacco use area may not be a public, common-use area, such as: restrooms, hallways, stairways, or offices. Installation commanders are encouraged to limit the size of these areas.

Paragraph 2.2.7.: **The Air Force prohibits tobacco use on Air Force or contract aircraft.**

b. AFI 40-102, AETC Sup 1, Paragraph 2.2.8.1. (Added) (AETC) In AETC, it is inappropriate for instructors, to include civilian training specialist (see paragraph 3.1. of the basic instruction), who interact with students or trainees to smoke or use tobacco products during the duty day at training locations where they might interact with or be in proximity (within eyesight) of AETC students. NOTE: For the purposes of this supplement, the normal “lunch/meal” break is not considered school duty hours, Commanders and /or commandants may establish a “no tobacco use” policy during the school duty day. This also applies to any situation away from the campus or facility where there is planned student activity during the normal school duty day.

c. Duty hours for students are defined as the period between show time and release by instructors following the final flight duty or debriefing. The term tobacco includes smokeless varieties.

d. The broad initiative for tobacco reduction and elimination by Air Force leadership is not intended to threaten or thwart individual rights or choices. Instead, this is an effort to foster good health and well being among our ever-improving force. Your cooperation in managing and implementing these policies is greatly appreciated.

41. Equal Opportunity and Treatment

a. Discrimination, sexual harassment, or inappropriate comments based on race, religion, color, national origin or sex is a violation of Air Force EOT policy. It is contrary to good order and discipline, and detrimental to morale and cohesion, **and will not be tolerated.**

b. Any infractions of this policy will be reported up the chain of command. The Military Equal Opportunity Office may also be of help.

42. Motorcycle/ATVs/Trail Bikes

If you ride a motorcycle/ATV/trail bike while assigned to the C-130 FTU (even on pass or leave), the day you inprocess the FTU you are required to contact Linda Mathews, 714 TRS/CCS, at 987-0714, to make an appointment to meet with the 714 TRS/CC. He will complete the AF Form 708, *Commander's Motorcycle Safety Interview Form*. You are also required to complete an AF Form 410, *High Risk Activities*, which will then be turned into the SAO and maintained in your student read file. You may pick up a copy of the AF 410 from the Literature Rack in the SAO. Until both forms are completed you are not authorized to ride your motorcycle on Little Rock AFB.

43. Safety

a. An AETC Form 435, *Mishap Report*, must be completed when injured for any reason if medical attention was required or the injury causes missed duty. The AETC 435 can be picked up in the SAO and will be forwarded to the Safety Office. Wing Safety has 3-day suspense.

b. An AETC Form 410, *High Risk Activities*, must be completed by students participating in high-risk activities. If you have any questions as to whether an activity is considered high risk, see the High Risk Activities Binder, located by the fax machine in the SAO. **Failure to have a form on file will result in a line of duty determination in the event of an injury or incident.**

c. The latest Safety Times are posted to the EGB. All students are required to read all Safety Times.

44. Schedule Adjustment (SAD)/Make-up Days

a. This is first and foremost a Duty Day! Students will still attend mandatory events such as Student Commanders Calls and Command Runs.

b. Typically once a month Lockheed Martin shuts down during academics for what is called a Schedule Adjustment/Make-Up Day and is typically on a Friday. Instructor classes do not have SADs.

c. Understand this is not an automatic day off! The instructors have the authority to hold classes, tests, device training, whatever is needed to keep the class on track. Additionally, the squadron commander is required periodically during the year to hold student commanders calls and safety briefings. Typically these are held on SAD as to not interrupt the student schedule and address the majority of the students at one time. **NEVER ASSUME this is an automatic day off.** Always check with your instructor to see if they have anything planned for the SAD. Briefings/events coming down from the squadron commander will be announced in flyers posted throughout the schoolhouse and in the squadron read files.

45. Command Run/PT Uniform (PTU)

a. The first Friday of every month the entire base participates in the Command Run. This includes all students enrolled in the C-130 FTU regardless of branch of service. Time of the Command Run is determined by the AW/CC. Typically in warmer months it starts at 0700, in colder months it starts at 1530. This is dictated by the 19 AW/CC and will be announced in the Student Read Files posted in the Electronic Grade Book.

b. Effective 1 Oct 06, all AF students enrolled in the C-130 FTU are mandated to wear the AF PTU. The PTU can be purchased at Military Clothing or online at AAFES.com.

c. Students from other branches of service should wear their branches PT gear, if they brought it. If not, wear appropriate civilian workout gear. The command run is optional for international students. Exchange students should follow the guidelines of their assigned squadron.

d. Everyone meets at the Fitness Center. The 19 AW squadrons The TRS forms up meets across the road from the Fitness Center. Look for the Student Support Flight Commander.

e. Be in place, ready to go, at the appropriate time. Roads are blocked 15-20 minutes prior to the run start time to control traffic.

f. During the warmer months when the run starts at 0700, classes have been pushed back to 0830 so there is time for everyone to get cleaned up and report to class on time.

g. Be sure to check in with you SRO as they are required to track your attendance at the Command Run.

h. Excused absences include the following:

(1) On a profile that states “No Running”. Provide copy to registrar. Students on profile will still report to the Fitness Center at Command Run time to participate in a physical activity allowed by their profile (walking instead or running, etc).

(2) On quarters. The MDG will notify Student Admin.

(3) On DNIF *and* the AF 1042 from flight medicine states “No Running” on it. Flight docs typically do not make annotations on the 1042’s, so be sure to have them write “No Running” on the 1042 if you should be excused from the run. For instance, a head cold may excuse from the Command run, but a broken finger may not.

(4) On leave with appropriate paperwork filed.

(5) On crew rest for scheduled flight on Friday.

(6) Aircraft lands/sim ends after 2200 Thursday night prior to the 0700 Command Run.

(7) Aircraft lands/sim ends after 1200 Friday prior to the 1530 Command Run.

i. When the run takes place during hours where visibility is poor a disco belt (reflective belt) is required. If you don’t have one, you may sign one out on a hand receipt from the SAO.

j. If the Command Run is cancelled for any reason notices will be posted on the plasma screen in the lobby of the school house and/or in the Student Read File. You can also call the Base Weather Information Line at 501-987-HERK (4375) to determine if the Command Run has been canceled at the last minute.

46. Commander's Welcome

The Commander's Welcome is held the second and fourth Monday of every month at Building 380, the Tactics/Intel building. The TRS/CC or his representative will discuss base, schoolhouse, and TRS policies and procedures. The briefing begins promptly at 0630, doors open at 0615, and is a **MANDATORY** formation for all students. Make sure you sign in to receive credit for attending. You are only required to attend once. DO NOT attend this briefing on the day you are to inprocess as you will be late to inprocessing.

47. Passes and Leaves

a. Submit AF Forms 988, *Leave Request/Authorization* and Pass Form and completed AF Form 29B, *Safety Briefing*, no earlier than 7 days and no later than 2 days prior to the first day of the requested absence.

b. You must be back from leave or pass in time to get the required mission crew rest prior to a flight. You must also be back in time to allow for a reasonable amount of rest prior to any other scheduled training.

c. Should an **EMERGENCY** situation delay your return, immediately contact the Student Support Flight Commander, DSN 731-3184 or Commercial (501) 987-3184. After duty hours, call the Command Post, DSN 731-3200 or Commercial (501) 987-3200 or 1-866-ARK RIDE, and ask for the 714 TRS Student Support Flight Commander, 1st Sgt, or Commander.

d. You should take every precaution with regard to weather forecasts, highly probable airline strikes, or other circumstances that might interfere with your timely return to duty. It is your responsibility to make every effort to return at the proper time.

e. Pass Policy

(1) While you are attending an AETC school, students may be authorized a 3-day pass that does not affect your leave balance. Over national holidays, students may be granted a 4-day pass. Passes are issued through the SAO. Final approval authority for passes is any of the SAO Officers or NCOs in Building 1230/1231.

(2) There are two types of passes: a regular pass (3-day) and a special pass (4-day) on national holidays. All passes will begin and end in the local area and must be certified by an instructor (academic/flying) verifying you are not scheduled for training for the period of requested absence. The SAO will then approve your pass and you will sign the form certifying you have received the required safety briefing. The pass form, AF Form 29B, is located in the literature rack in the SAO. All Passes MUST be approved prior to departure.

(a) If you are driving a POV there is a 300-mile limit. A map showing the driving radius is located at Attachment 1.

(b) If you are flying commercially, there is no mileage restriction in CONUS.
NOTE: The Command Run takes precedence over any passes. In other words, you must complete the command run, and then you may depart on your pass.

(3) The Student Support Flight Commander or Assistant Flight Commander must approve any 4 day pass.

f. Leaves

(1) All leave will begin and end in the local area. A pass form will be attached to all AF Forms 988, *Leave Request/Authorization*, and must be certified by an instructor (academic/flying), verifying you are not scheduled for training for the period of requested absence. Student Support Flight Commander or Assistant Flight Commander is the approval authority for all leave. Upon approval of your leave, you will sign the form certifying that you have received the safety briefing on the back of the pass form.

(2) You must be on leave to be excused from any scheduled class, training, mandatory formations or the monthly Command Run. Leave is also required for OCONUS travel and when departing for a period longer than 72 hours (regular pass) or 96 hours (special pass).

(3) Submit AF Form 988s and the completed AF 29B, no earlier than 7 days and no later than 3 days prior to the first chargeable day of leave. The 714 TRS Student Support Flight Commander or Assistant MUST approve all requests for leaves prior to departure.

(a) AD AF: The SAO will process your leave through the local finance office using Leave Web. Leave Web now requires an email address, personal or military, to process leave on Leave Web. Additionally, students requesting leave must provide a first of the month copy of their LES. Your leave balance is entered into Leave Web and is adjusted when you take leave.

(b) ANG/AFRES: The Student Support Flt CC or Assistant will approve the leave and then the student is responsible for contacting their home unit for a leave authorization number. Once obtaining a leave authorization number, return the form to SAO. The leave is not final until the form is returned to the SAO.

(c) USCG/USMC/USN: Electronic leave forms can be accomplished at the base library. PRIOR to your departure, a copy of your leave form is required by the SAO for our records. You will process the leave form as normal.

(d) NPS Students will process passes and leaves through the Military Training Leaders prior to submitting them to the SAO.

g. Anytime you will not be staying where you are billeted, even just for 1 night, you must be on a pass or on leave. All passes and leaves must be processed through the SAO regardless of branch of service, level of training, or TDY or permanent party status. Ensure you have final approval on your leave/pass prior to departure from the local area.

h. A good emergency address and phone number is required on the leave and pass forms. From time to time, situations arise which require the need for the squadron to contact you immediately to deliver emergency messages, notify you of schedule changes, etc. We must be able to get in contact with you at all times.

i. Emergency Departures: For an **emergency** or other situation which requires your immediate absence from the area, you must notify the SAO prior to departure. During duty hours, contact the Student Support Flight Commander (987-3184) or SAO (987-6044). After duty hours, contact the Student Support Flight Commander on the cell (425-3153) for approval. If the flight commander is unavailable, call the Command Post at 987-3200 and they will contact the appropriate personnel to authorize your departure. Only the Student Support Flight Commander, Asst Flight Commander, First Sergeant, or TRS Commander can authorize a leave or pass in an emergency or after duty hours. Your instructor cannot grant leave or emergency leave! Remember, even though you may be flying with another unit, you are assigned to the 714 TRS until you graduate.

j. The SAO is the final approving authority for all passes and leaves. All requests for leaves and passes must have your **instructor's signature** verifying you are not scheduled for training during the period of the requested absence and prior to approval by SAO.

k. You **MUST** sign in from leave within 1 duty day of your return. This is done at the SAO.

l. Mandatory safety briefings may be held prior to holiday weekends. All students will be required to attend and sign in to receive credit for attending. Passes and leaves will not be approved until you have attended the mandatory safety briefing.

48. Medical Care/TRICARE

a. The Flight Medicine Clinic is located in the 19th Medical Group, 1090 Arnold Drive. Their primary mission is to serve Air Force members on flying/special operational duty status.

b. Operating Hours:

Mon, Tue, Wed and Friday	0700-1600
Thursday	0700-1400 (After 1400 closed for training)
First Thursday of every month	0700-1200 (After 1200 closed for training)
Weekends	Closed

Sick Call By Appointment Only. Call 987-8811 for an appointment.
Phones open at 0600 for Active Duty. Dependents may start calling at 0700
Walk-ins for DNIF/RTFS and airsickness only are at 0645 and 1245

c. If you require medical care during non-duty hours, you must call 987-8811. You may be given an appointment to be seen in the After Hours Clinic, given medical advice over the phone by an on-call provider, or authorization to be seen off-base.

d. If you require emergency treatment, call 911 or go to the nearest emergency room. The 314th Medical Group does not have an emergency room, nor do they respond to 911 calls. The nearest emergency room is located at the North Metro Medical Center (formerly known as

Rebsamen). Go out the main gate, turn right at the red light on to Marshall Road, go 1 mile and North Metro Medical Center is on your left. There is a blue hospital sign on the right.

e. When you are seen outside of flight medicine, you will be DNIF until you are re-evaluated by a flight surgeon. This does not apply to your annual dental exam unless treatment other than a routine exam is performed.

f. Following treatment at any other facility, make an appointment with flight medicine immediately to ensure proper bill payment and aeromedical disposition (DNIF/RTFS).

g. Flight Medicine does not see dependents under 12 years of age. Dependents under 12 years of age may be seen at the Family Practice or Pediatrics Clinic as long as they are registered with that clinic through TRICARE. Any other dependent of an active duty flyer may be seen in flight medicine as long as they are registered with TRICARE and flight medicine is their primary care manager. TRICARE Prime patients have priority, and may schedule appointments by calling 987-8811. Under TRICARE guidelines, Prime patients will be seen within 7 days for routine appointments, 30 days for extended appointments (i.e. physicals, PAP smears, etc.), and they will be seen by a flight surgeon within 24 hours of calling for acute problems (i.e. sick call appointments).

h. The TRICARE Service Center is located in the front hallway of the 314th Medical Group. They can be reached at 988-2061/2057.

i. During inprocessing on day 1 you are asked to transfer your TRICARE registration from your previous medical facility to the 314 MDG at Little Rock AFB. This allows the 314 MDG to schedule appointments with specialists, emergency procedures, and deal with any billing issues that may arise from these. During inprocessing at your gaining base you should inprocess the TRICARE Service Center, which will transfer your medical enrollment from the 314 MDG at Little Rock to your gaining medical facility.

49. Sexual Assault Awareness

a. The Little Rock Sexual Assault Prevention & Response office is located in the Health & Wellness Center inside the Fitness Center. Our 24 hour Sexual Assault hotline number is 987-SARC (7272). Our office hours are Monday – Friday from 0730 until 1630. During those hours we can be reached at 501-987-2697/2685. Our mission is to ensure that all victims of sexual assault receive the care and support they require and to use education and intervention as a primary means of achieving an environment free of sexual assault.

Reporting Options:

b. Restricted Report: Provides confidential reporting to active duty military members and enables military members to report allegations of sexual assault to specified personnel, without triggering an investigation. Specified personnel include the SARC, a healthcare provider, trained Victim Advocate or chaplain. It allows access to medical care, counseling and a victim advocate but does not initiate the investigative process. This option is intended to give the victim additional time and increased control over the release and management of the victim's personal information.

To make a Restricted Report, call SARC at 987-7272.

“FOR OFFICIAL USE ONLY”

c. **Unrestricted Report:** Any report of a sexual assault made through normal reporting channels which includes the victim's chain of command, law enforcement, and the AFOSI or other criminal investigative service. The SARC will be notified and assign a victim advocate. Details of the allegation will be provided only to those personnel who have a legitimate need to know. This option is available to anyone with a valid ID card.

To make an Unrestricted Report, call SARC at 987-7272, AFOSI at 987-61116 (after duty hours call the Command Post at 987-3200) or the Security Forces Law Enforcement Desk at 987-3221.

To report a sexual assault to law enforcement off base, call 911.

d. **Make Responsible Choices:** The best way bystanders can assist in creating an empowering climate free of sexual assault is to diffuse or shut down problem behaviors very early on, before they escalate. Things you can do to prevent sexual assault is approach it as every Airman's issue; practice responsible use of alcohol; challenge verbal, physical and sexual inappropriateness that can contribute to a climate that allows for sexual assault; don't stand by when you observe warning signs of a potential sexual assault; question your own attitudes; mentor young airmen and other young people. Get involved and encourage others to do the same. Ask the Sexual Assault Response Coordinator (SARC) for help.

e. **Rights of a Victim:** If you have been a victim of sexual assault, remember the assault was NOT your fault and people are here to help. You have the right to have a victim advocate assigned, be treated sensitively, fairly and with dignity, receive reasonable protection, receive notification of all legal proceedings and confer with prosecution. Call the SAPRO office for more information.

50. Inclement Weather Policy

Contact SRO for academic class schedule. For simulator and CPT schedules contact the Lockheed Martin Scheduler at 987-3186/6124/3314.

51. Critiques

a. Critiques are mandatory and must be completed prior to final outprocessing. The last five machines in the computer based training (CBT) room (Rm 34) in building 1230A are set up for critiques. The instructor may have you fill out a paper critique as well as the electronic version.

b. The electronic critique rates your course and the base facilities at Little Rock AFB. Loadmasters and Navigators will complete a critique after each checkride, meaning one for LIQ/NIQ, and one for LMQ/NMQ; however, the base facilities need to be reported only once.

c. These critiques are reviewed by the Student Support Flight Commander and forwarded up the chain of command to the group commander. Please be honest and specific. If you don't tell us who, what, where, when, or how, we can't do anything about your concerns or suggestions. Even better, come see us immediately about your concerns, so we can address them on the spot.

52. CCAF (Community College of the Air Force)

“FOR OFFICIAL USE ONLY”

The following courses at the C-130 FTU will be awarded credit with CCAF.

Flight Engineer Initial Qualification (FIQ)	15 Semester Hours
Flight Engineer Mission Qualification (FMQ)	8 Semester Hours
Loadmaster Initial Qualification (LIQ)	12 Semester Hours
Loadmaster Mission Qualification (LMQ)	8 Semester Hours

53. Distinguished Graduate (DG) Program

- a. The Distinguished Graduate (DG) program is made up of 4 equal parts:
 - Academics
 - Sims, FUTS, SNS, Flights, CPTs, CFTs
 - Recommendation from the Primary Flying Instructor
 - Recommendation from the Evaluator
- b. Academically you must have a 95% or higher to be eligible for DG.
- c. Once all students in the class have graduated and outprocessed the FTU, a computer generated list is created identifying which student received the DG out of those eligible. A letter and certificate are created and sent to the school commandant for signature, then forwarded to your gaining unit squadron commander.
- d. If you need to find out if you got DG, you can contact the SAO and, if all the students in your class have graduated and outprocessed, you will be told if you received DG or not.
- e. The *Training Report*, AF Form 475, cannot be processed until the DG program has been calculated and a copy sent to the gaining unit MPF, AFRC for AFRC and ANG, and AFPC. Failure of students to outprocess the school will delay the DG program and subsequently the training reports.

54. Completion/Outprocessing

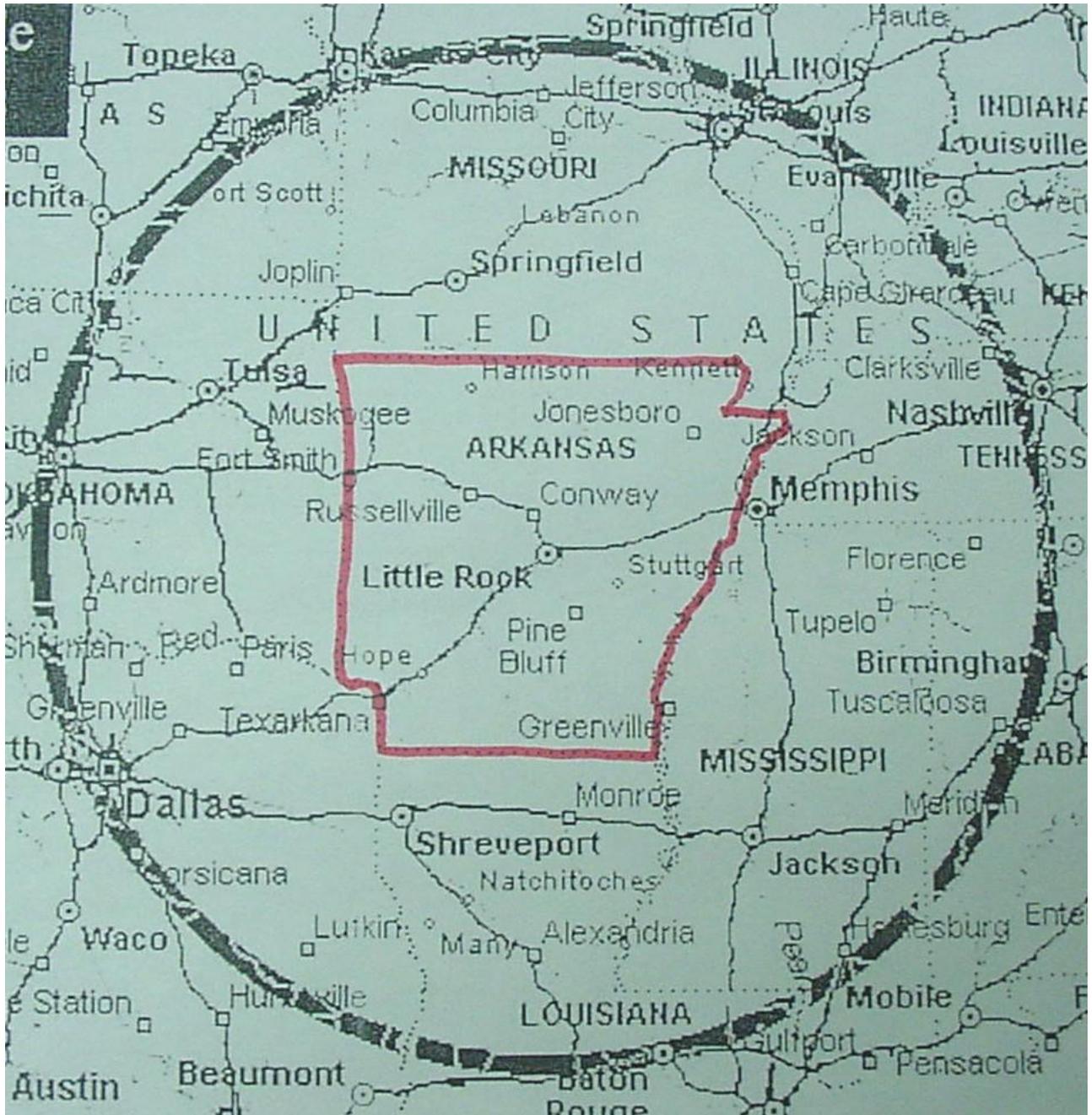
- a. ALL students, including locals, must outprocess the C-130 FTU. Once you determine when your final check ride will be, or the completion of academics only, come to the SAO and pick up an Outprocessing Checklist from the literature rack or print it out from the EGB.
- b. When you land from your check ride ensure you get a copy of all AF Forms 3520, *Aircrew/Mission Flight Data Extract*, and the AF Form 3862, *Aircrew Evaluation Worksheet*. You cannot outprocess without these forms and the COMPLETED Outprocessing Checklist.

NOTE: Students who depart the C-130 FTU without completing the outprocessing checklist will have their squadron commander notified.

We are here to provide administrative support needed to complete your training. If you have any problems with port calls, orders, etc., come see us. If we can't give you the answer, we will direct you to the office/person that can. Again, welcome to "The Rock". We hope your stay is an enjoyable one.

ATTACHMENT 1

**PASS MAP
(300 Mile Radius)**



ATTACHMENT 2

The Electronic Gradebook <https://lregoutside.c130ats.net/etims>



The information on this site contains personal information covered under the Privacy Act of 1974 Authority: 10 U.S.C. 8013, Secretary of the Air Force: powers duties; delegation by, and E.O.: 9397.

Please login:

User Name:

Password:

[Request a Logon](#)

[Forgot your password?](#)



[Users Guides](#)

[Send email to the Webmaster](#)

USER NAME: Your last name, first letter of your first name, and last 4 of your SSAN (SmithJ1975).

PASSWORD: 4-digit year of your birth (1982).

****After you set up a password, on the next screen you will use that password.**

Supervisors go to web site, choose "Request a Logon" to obtain a username and password. Logon and click on "Student", then locate their student by last name. Supervisors will only be able to see graduated students assigned to their unit as loaded in the Student Database.

For assistance with the Electronic Gradebook, contact your instructor or Matt Gross, Bldg 1230A, Room 105, (501) 983-9651.

Monster, 2d Lt Cooki

Student Menu to obtain academic schedules and basic information.

Last Name:	Suffix:	First Name:	MI:	Student SSN:	Student ID:	Active?:
Monster		Cookie	J	*****	MonsterC7195	<input checked="" type="checkbox"/>

Electronic Gradebook

Course Name	Class #	Certificate	Start Date	Stop Date	Flying Squadron	Gaining Organization	Status
P/QUAL	04.09	CIQ 1-3	3/18/2004	7/29/2004	61 AS		Active Class

Gradebook Review
Pre-requisite Flow
Student Grade Report
Device Training

Additional Training

Date	Training Period	Instructor	Tot	Seat	Instructor Reviewed	Student Reviewed
7/27/2004	morning		4	8		
			TOTAL: 8	4		

Ground Training

Date	Training Period	Instructor	Tot	Seat	Instructor Reviewed	Student Reviewed
7/27/2004	GT-01		0	0		
			TOTAL: 0	0		

Flying Training

Date	Training Period	Instructor	Tot	Seat	Instructor Reviewed	Student Reviewed
7/27/2004	AC-01		8	4		
			TOTAL: 8	4		

Flight Extract

Date	Takeoff Time	MDS	Serial Number	Total Time
7/27/2004				0
7/27/2004				0
7/27/2004	800		C-130E	4

Summary / Close-out Reports

Performance Evaluation Summary

Date Recomm.	Type Evaluation	Instructor (Qualification)	Operations Review	Date Eval	Evaluator	Grade
7/27/2004	Test		Test	7/27/2004		G

Academic/NonAcademic Counseling Information

Date	Training Period	Instructor	Tot	Seat	Instructor Reviewed	Student Reviewed
7/27/2004						

P/QUAL 04.06 CIQ 1-3 1/23/2004 6/4/2004 61 AS Washed Back to CIQ 1-2-3 04.09.

Gradebook Review
Pre-requisite Flow
Student Grade Report
Device Training

Scheduled Training

Date	Training Period	Instructor	Tot	Seat	Instructor Reviewed	Student Reviewed
3/1/2004	FIQ-W04-17/FIQ-W04-17	MackK	7	5		✓
3/2/2004	FIQ-C10-18/FIQ C06-17	MackK	7	0		✓
3/3/2004	FIQ-W05-17/FIQ-W05-17	MasseuD	7	7		✓

Overall review of the entire gradebook.

Academic Grades

List of saved Device Training events.

List of Ground Training events.

List of Flying Training events.

Flight Extract

Close-out Reports (Form 77, 475).

Counseling Form Entry/Edit (Form 173)

Visual display of Ground Training and Flying Training Events and their current status.

Status of the training folder. (Active/Wash Back/Graduated/etc.)

Separates Training Folders (multiple folders will be shown on the same screen with active class at too)

ATTACHMENT 3

C-130 ATS Inclement Weather Policy

(Usually, one of the following three announcements will be authorized)

Listen to TV/Radio for
Three Potential Announcements

- ◆ Little Rock AFB will be open today. However, due to the hazardous weather conditions, a liberal/unscheduled leave policy is in effect.

If this is the announcement the C-130 Students will do the following:

Academics – Start 3 hours later than scheduled

Devices – Start 3 hours later than scheduled

- ◆ Little Rock AFB will be operation today under a delayed reporting policy. Non-emergency employees should report to work at ____ hours.

Academics – Start at stated time to report to work.

Devices – Call Lockheed Martin Schedulers for specific time. 987-3186/6214.

- ◆ Little Rock AFB will be under reduced operations today. Only emergency Personnel should report.

All training is cancelled – For next day’s schedule use numbers below

Contact Information – Call after 1500 for next day’s schedules

Loadmasters – Call: 987-6314

Pilots/Navs/FEs – Call the Lockheed Martin Scheduler at: 987-3186/6214

Lockheed Martin Site Manager – Call: 258-5262

- ◆ Announcements will be placed on:

Commander’s Access Channel: For personnel on base (Classic Cable Channel 99)

Television Stations Reporting

KARK, Channel 4

KTHV, Channel 11

Radio Stations Reporting

<u>KARN, 920 AM</u>	<u>B98.5, 98.5 FM</u>
<u>KAAY, 1090 AM</u>	<u>KQAR, 100.3 FM</u>
<u>KHLT/KKPT, 94.1 FM</u>	<u>KDRE, 101.1 FM</u>
<u>KOLL95, 94.9 FM</u>	<u>KMJX, 105.1 FM</u>
<u>KSSN, 96 FM</u>	<u>KHTE, 106.3 FM</u>
<u>KLEC, 96.5 FM</u>	<u>KDDK, 106.7 FM</u>