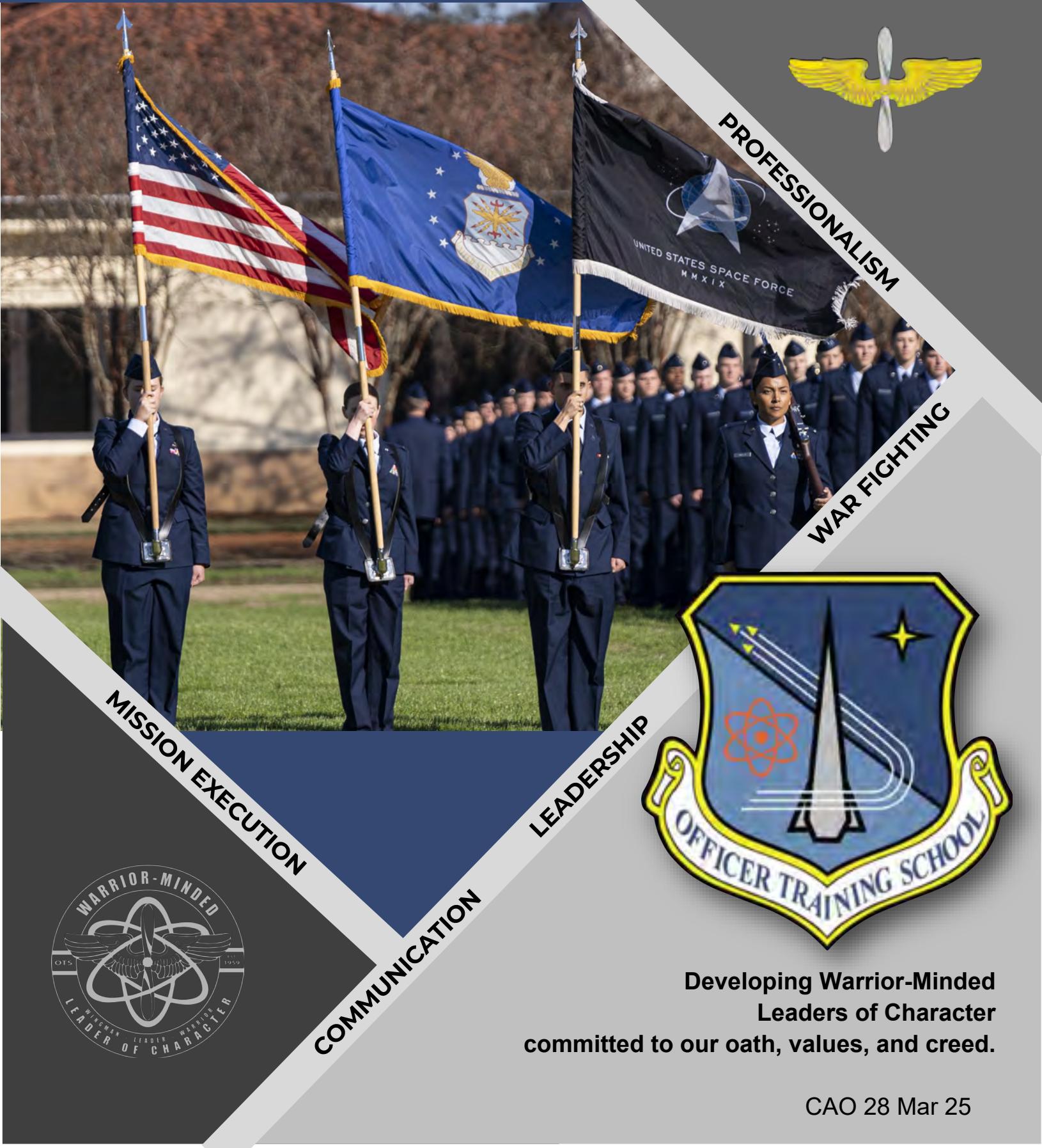


# ORIENTATION GUIDE

Accelerating 21st Century Warfighter Development



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

CAO 28 Mar 25

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

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

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



## ORIENTATION GUIDE

# Welcome

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

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



WELCOME



Always with Honor!



## ORIENTATION GUIDE

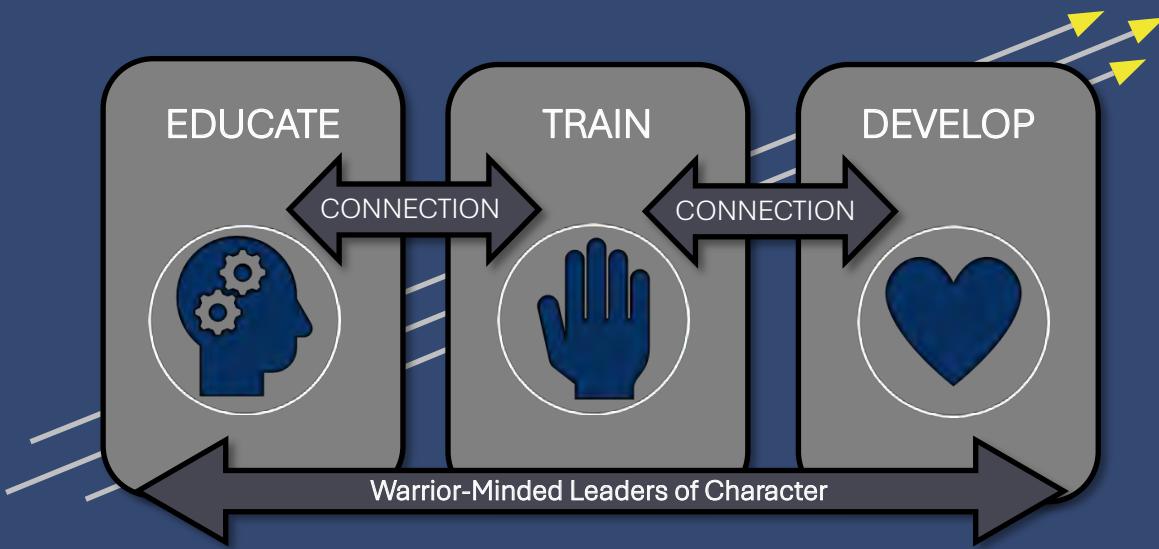
## Program Methodology

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

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

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

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



## PROGRAM METHODOLOGY



## ORIENTATION GUIDE

## Key Terms

**Officer Trainee (OT):** Regardless of rank, all trainees who are assigned to OTS are referred to as Officer Trainees (OTs).



**Direct Commission Officer Trainee** is commissioned into specific professions in the United States Air and Space Force prior to arriving at OTS. These professions include Medical, Judge Advocate, Chaplains, Space and Cyber. This category of OTs have already taken the Oath of Office and wear their commissioned rank. You will not wear rank while in OTS.

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

### **Noncommissioned Officer Academy (NCOA+)**

**On-Ramp** is a program offered to prior service Airman and Guardians who have successfully completed NCOA or a sister-service equivalent PME. The opportunity to participate in this program gives credit for time served as an NCO in the Air or Space Force. Participants in this program are expected to uphold the highest standards of professionalism, military culture, customs and courtesies, and teamwork. It is essential that NCOA On-Ramp Officer Trainees confirm that their records accurately reflect the appropriate level of PME completed. Refer to the OTS website for NCOA+ specific reporting instructions.



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



## KEY TERMS

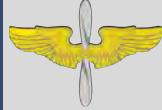


## ORIENTATION GUIDE

# Getting Started in WINGS



HOLM CENTER



After a trainee is rostered in a class through the Holm Center's WINGS system, two emails will be sent from [wings@holmcenter.com](mailto:wings@holmcenter.com). One email will contain a Login ID and a secondary email will be sent with the password. Check "spam" and "junk" folders.

After you have logged into WINGS, it is imperative that you enter / verify the accuracy of all information in your account. Please update the following:

- Name and Rank
- Age
- Sex
- Social Security Number
- Email Address (do not utilize .mil or .edu email addresses)
- Phone Number
- Commissioned AFSC / SFSC
- PME Status

Ensuring the accuracy of all information in WINGS is crucial, as any errors could lead to potential impacts on pay or processes, as well as the generation of graduation and commissioning documents.

If you have not received emails from WINGS within 30 days from your class start, ensure your email has been loaded correctly by your Unit Training Manager or Recruiter.

If you have any questions or concerns about accessing WINGS, please contact the Holm Center WINGS Help Desk at [holmcenter.wings.support@us.af.mil](mailto:holmcenter.wings.support@us.af.mil).

WINGS



## ORIENTATION GUIDE

# WINGS Pre-Course Assignment

Completion of Pre-Course Assignments (PCAs) is mandatory 10 days prior to arrival and all material is testable. Failure to complete all pre-arrival requirements will result in the inability to in-process Officer Training School and you will return to your point of origin.

- Log into WINGS
- Look for "Curriculum and CBTs" on the homepage to begin the training.
- Complete the Student Notetaker and prepare to submit a printed copy upon arrival.

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



## OTS Special Instructions (OTSPINS)

The OTS SPINS is the operations manual and expectations for trainee performance while at OTS. The PDF copy is on the OTS website and trainees will consider memorization of the material as part of the Pre-Course Assignment requirements. Print out the PDF in booklet format before arrival to OTS. You will have to carry it with you.

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

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

## ORIENTATION GUIDE



# PRE-COURSE ASSIGNMENTS



## Medical

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

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

- Sickle Cell Trait (SCT) and G6PD screening test results should be uploaded to intakeQ to prevent delays in individual physical fitness training. Those who have pending results or have not been tested, will be tested and treated as if the risk is present and may be restricted from using the Fitness Center. If you do not have SCT and G6PD results, they will be accomplished upon arrival to OTS.
- Questionnaires
- Copies of their immunization records, titers, ASIMS/MyIMR records, AF Form 469 and AF Form 422 (completed within the last 12 months) into intakeQ.

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

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

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

Postpartum members must be able to pass an accession's full component physical fitness assessment (PFA) while at OTS in accordance with DAFMAN 36-2032.

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



MEDICAL



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

## ORIENTATION GUIDE

## Medical

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

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

The nurse advice line: 334-953-3368

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

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



MEDICAL



## ORIENTATION GUIDE



# FINANCE INFORMATION

## Finance Information

If you are new to the Air Force or Space Force or transferring components, anticipate potential delays in receiving your pay while attending OTS, due to the setup process of your finance account. These delays could range from weeks to months, depending on the accuracy of the pre-arrival information entered in the finance system. It's crucial to plan accordingly for this delay. In some cases, pay records may not be established before graduation. Therefore, it's highly recommended that you have at least \$2,000 accessible upon your arrival at OTS. It is your responsibility to develop a financial plan to support yourself and/or your family during your time at OTS. The 42d ABW Finance staff will address financial hardships on a case-by-case basis for OTs experiencing difficulties.

Prior Active Duty members, SrA (E-4) and below, ensure your rank is updated to SSgt (E-5) in accordance with DAFMAN 36-2032 Table 7.3 effective one day before scheduled departure.

All ANG/AFR OTs need to work with their home unit to establish pay through their respective systems/sites. The personnel section at OTS does not have access to update ANG or AFR records.

Direct Commission OTs prepare to pay for field meals (MREs) with exact cash during in-processing. Those enrolled in the 8-week course will have \$65, while those in the 5-week course will have \$33.

### Air National Guard / Air Force Reserves Transferring to Active Duty

Prior to departure, it is essential to contact your losing unit personnel section to process your separation and update the Military Personnel Data System (MilPDS). Your losing unit will initiate this process and place you in the PASCODE ZB0JFQK9 with an SPD code KGM, effective one day before your arrival.

Failure to be separated by your losing unit will result in you not being properly gained and, consequently, not receiving payment until this process is completed.

If the losing unit personnel section encounters any difficulties in completing these actions, they can reach out to Air Force Recruiting Services (AFRS) line officer accessions at (210) 565-0340.

### Verify your orders are correct prior to arrival

Verify you have the correct fund cite via the Education & Training Course Announcements (ETCA) website (CAC-enabled). Verify you have the correct reporting time via the OTS Website Reporting Instructions.



# ORIENTATION GUIDE

## Required Documents



# REQUIRED DOCUMENTS

Personnel Inprocessing Documents					
	Prior RegAF / USSF	Non-Prior Service/ Break in Service/ Branch Transfers	AFRC	ANG	Direct Commission
Forms of ID (2) *note 1*	X	X	X	X	X
Copy of Orders (5) *note 2*	X	X	X	X	X
Copy of Amendments (5) *note 2*	I/A	I/A	I/A	I/A	I/A
SGLI *note 3*	X	X	X	X	X
Record of Emergency Data *note 4*	X	X	X	X	X
DD Form 2983 *note 5*	X	X	X	X	X
OTS Form 1 *note 6*	X	X	X	X	X
DEERS Documents *note 7*	I/A	I/A	I/A	I/A	I/A
Sister-Service Documents *note 8*	I/A	I/A			
AF Form 56 *note 9*	X	X			
Medical Records to Upload *note 10*					
Sickle Cell Trait (SCT) and G6PD	X		X	X	
Questionnaires (Intake Q)	X	X	X	X	X
Immunization records	X	X	X	X	X
Titer results	X		X	X	
AF Form 422	X		X	X	
ASIMS/MyIMR	X		X	X	

**I/A stands for if applicable. These items may or may not apply to you**

Place personnel in-processing documents in an envelope or folder, without staples, and submit upon arrival. DO NOT include any medical documents, and DO NOT include anything beyond the personnel in-processing documents listed in notes 2-9.

Note 1: Two forms of valid government identification, including social security card as one form if you do not have a Common Access Card (CAC).

Note 2: Place one copy of your orders and amendments in the envelope and keep an additional four copies with you, for the first week of training. An amendment is a document that accompanies your orders stating an official modification. If your orders have not been modified, "amendments" does not apply to you.

Note 3: Place one copy of the certified Servicemembers' Group Life Insurance (SGLI) from MilConnect or a completed SGLV 8286 in the envelope.



## ORIENTATION GUIDE

## Required Documents Cont.

Note 4: Place one copy of the virtual Record of Emergency Data (vRED) certified within 12 months or a completed DD Form 93 in the envelope.

Note 5: Place one copy of the DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment* in the manila envelope.

Note 6: Place one copy of the OTS Form 1, *Officer Trainee Questionnaire and Acknowledgment* in the manila envelope.

Note 7: Defense Enrollment Eligibility Reporting System (DEERS) database contains information for each uniformed service member and their eligible family members. DEERS registration is required for TRICARE eligibility and enrollment. If you require any updates or enrollment, place a copy of the DEERS Information Worksheet and a **COPY** of the following supporting documents in the manila envelope.

DO NOT submit any documents if you do not require any DEERS updates.

Spouse: Marriage Certificate, Government-Issued ID, & Social Security Card  
Children: Birth Certificate & Social Security Card

Note 8: If you have ever served in the Army, Marines or Navy, provide a copy of your DD Form 4 and DD Form 214 for each period of service.

Note 9: Place one copy of your AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force* in the manila envelope. This includes SLECP candidates.

Note 10: Make every attempt to upload medical records. If they are not uploaded before you travel, you will have to bring them with you and keep them secured. DO NOT add them to the manila envelope.



## REQUIRED DOCUMENTS



## ORIENTATION GUIDE

## Chaplains Welcome

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



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

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

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



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



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

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



## RELIGIOUS ACCOMMODATION



## ORIENTATION GUIDE

# Preparing for OTS Physical Requirements

Physical demands begin immediately.

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

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

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



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

Officer Training School will not administer alternative test events.

OTs should not attend OTS if they are unable to complete all components of the DAFMAN 36-2905 fitness assessment. In accordance with DAFMAN 36-2905, the results will not be entered into the Air Force fitness management system of record.

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

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

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

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



## Physical Requirements



## ORIENTATION GUIDE



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Helpful Hints

## Preparing for OTS Helpful Hints

CaC-Enabled computers and network accessibility is unavailable.

It is recommended to maintain a copy of all documents in ARMS / PRDA and your vMPF Record (AFPC Secure > vMPF > Record Review/Update > View/Print All Pages > Print)

See all reporting instructions on the OTS website under "Reporting Instructions" tab. <https://www.afaccessionscenter.af.mil/Holm-Center/OTS/>

### Graduation

There will be official graduation events on the final two days of training. Officer Trainees may bring guests to those events. If those guests have base access (Common Access Card, dependent ID, retired military ID, etc.), there is no need for any coordination. For guests without base access, trainees should be prepared to provide Dates of Birth and Drivers License numbers upon arrival. Further instructions will be provided once in training.

### Security Clearance

If your security clearance process has been initiated, promptly report any undisclosed information or changes related to the Security Executive Agent Directive 4 (SEAD 4) linked below to the OTS Security Managers.

<https://www.dni.gov/files/NCSC/documents/Regulations/SEAD-4-Adjudicative-Guidelines-U.pdf>

### Prohibited Behaviors

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

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

The Honor Code reinforces expectations that all Airmen will report incidents of unprofessional behavior.



## ORIENTATION GUIDE

# PRE-ARRIVAL

## Uniform Information



### Pre-arrival Uniform Information

All OTs should bring a printed copy of the packing requirements. OTs are encouraged to purchase required uniform items from the OTS AAFES Shopette after arrival to Maxwell AFB. Please contact AAFES to pre-order uniforms at (334) 265-2429 or email thomaspo@aafes.com.

Recruiters can provide sponsorship for non-prior OTs to purchase uniform items at the OT's nearest AAFES military clothing store. OTs are responsible for following Air Force and Space Force uniform regulations. Only purchase uniforms / uniform items from AAFES clothing stores to ensure all uniform items meet DAFI 36-2903. Purchasing uniform items at non-AAFES suppliers runs the risk of not meeting USAF / USSF requirements and is highly discouraged.

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

Rank will NOT be worn by Direct Commissioned OTs. The rank insignia will be appropriate color scheme for your service (USAF / USSF). Note: The Patrol cap does not facilitate Velcro rank. For all OTs, uniform blouse will not have rank. Chaplains must have occupational badge on uniform top.

It is important to note that the OTS AAFES Shopette cannot support the excessive purchase of toiletries, medications, academic materials, etc. Opportunities to visit the BX will be very infrequent and are not guaranteed.

The typical class sizes will be greater than 150 trainees. It's encouraged to work with your classmates to ensure everyone maintains proper dress and appearance standards throughout training.

Name tapes, service tapes, and ranks will match, and will be Velcro for OCP Coat / Patrol Cap.

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

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



### ORIENTATION GUIDE

# Packing Requirements for ALL Officer Trainees

UTILITY UNIFORM	Minimum/ Recommended QTY
Boots Coyote brown	1/2
OCP Pants Sex specific	2/4
OCP Blouse Sex specific	2/4
OCP Cap Patrol style only; 6 point and ball cap not authorized at OTS. Chaplains must have rank; occupational badges not authorized.	2/3
Belt Rigger style , Tan 499 color	1/1
Blousing straps	2/4
T-shirt Crew neck, coyote brown	5/7
OCP Socks Coyote Brown or DLA issued green	5/7
Gloves Black or coyote brown; gloves are available for trainee use during certain field events, however they are non-tactical gloves; cleanliness cannot be guaranteed. Consider: 1 warm pair, 1 work pair	1/2
PHYSICAL TRAINING (PT) GEAR	Minimum/ Recommended QTY
Running shoes IAW USSF/USAF regs	1/2
PT Shorts IAW USSF/USAF regs	3/5
PT Shirt IAW USSF/USAF regs	3/5
PT Pants Running suit OR sweats (will not be mixed when worn)	1/2
PT Jacket Running suit OR sweats (will not be mixed when worn)	1/2
PT Socks Per DAFFI 36-2903	5/7

AIR FORCE ACCOUTREMENTS	QTY
Name tapes, 1" wide Spice brown print on OCP	2
USAF tapes, 1" wide Spice brown print on OCP	2
US Flag patch Spice brown; embroidered	2
Velcro rank Spice brown embroidered (2d Lt, Capt, Maj)	2
Blues name tag Blue plastic	1
Service dress name tag Silver metal	1
US lapel pin Set of 2 for service coat	1
Metal rank For service coat epaulet and flight cap	3
Epaulet rank Set of 2, sex specific	1
Ribbon rack	1
SPACE FORCE ACCOUTREMENTS	QTY
Name tapes, 1" wide Blue print on OCP	2
USSF tapes, 1" wide Blue print on OCP	2
US Flag Patch Full color embroidered or PVC	2
Delta patch PVC	1
Velcro rank Blue embroidered	2
Blues name tag Blue plastic	1
Service dress name tag Silver metal	1
USSF lapel pin Set of 2 for service coat	1
Metal rank For service coat epaulet and flight cap	3
Epaulet Rank Set of 2, sex specific	1
Ribbon rack	1
COLD WEATHER	Minimum/ Recommended QTY
*Cold Weather Gear is not required from June to September	
OCP fleece* Coyote brown	1/1
Watch cap* Black or coyote brown	1/2
<b>OCP Rain Gear</b> (recommended) All-Purpose Environmental Clothing System / Improved Rain Suit	
<b>Cold Weather Jacket</b> (recommended) Extended Cold Weather Clothing System fleece liner (coyote brown)	

PT Gear is the only authorized sleeping attire



# PACKING REQUIREMENTS For All Trainees



## ORIENTATION GUIDE

# Packing Requirements for ALL Officer Trainees

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

ADDITIONAL ITEMS
Laptop Accessories, surge protector, CAC reader, headphones, WiFi, printer (optional), waterproof case for electronics in the event of inclement weather.
Backpack Black, IAW DAFI 36-2903 (recommended this is your 72-hour bag). This will be used to transport your laptop/equivalent device and course material while at OTS. NOTE: Two-in-one hydration systems will not be allowed as they exceed the size requirements
Hydration pack Must have a small document pouch. Colors must be IAW DAFI 36-2903; shoulder straps with quick release chest strap; and hold a minimum of 1.5 liters (50 ounces) of water. Cannot exceed 18 inches length, 12 inches width, and 5 inches depth. Include electrolytes.
Sandwhich Sized Ziplock Bag Clear
Velcro rank Spice brown embroidered (2d Lt, Capt, Maj)
Academic supplies Black ball point pens, notepaper, printer paper, pocket notebook
Duffle bag and toiletry bag For field deployment
Towel x 2 No wider than 24 inches wide by 44 inches long
Laundry needs Laundry bag, Mesh laundry bag, starch, hangers, soap, sewing kit, scissors, lint roller
Wristwatch Smart watches authorized, but there are wear restrictions
Flashlight Less than 5 inches long, extra batteries
Mouthguard For use during combatives
Eye Protection Wrap-around: must have enclosed sides Limited availability for trainee use-condition and cleanliness cannot be guaranteed. *Individuals electing to purchase eye protection must have fully enclosed sides to prevent debris or training aids from damaging eyes from a lateral angle.
Eyeglass strap Glasses will be secured during field events, Individuals required to wear prescription glasses are encouraged to purchase over-glasses that will allow the trainee to keep prescription lenses in use.
Prescription Eyeglasses x 2
Lock Combination style only
Cell Phone After SMT there are no restrictions on cellphone use. It is the OT's responsibility to set communication expectations with their family members akin to a real-world deployment or situation.



# PACKING REQUIREMENTS

For All Trainees



## ORIENTATION GUIDE

## **AFIT Academic Education Record Update**

Applicable to: **Active Duty Officers**

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

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

To obtain educational level update, you must mail or email an official transcript from the university registrar's office to AFIT/ACB reflecting the degree progress or graduation. E-mailed files are preferred to be in Adobe Acrobat .pdf format. **Do not send transcripts to OTS!**

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

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

Address all correspondence requesting updates to academic level to:

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

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

**Transcript Fees:**

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