

United States Air Force (USAF)
United States Space Force (USSF)
Officer Training School (OTS) Welcome Guide
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(Supersedes OTS Welcome Guides dated prior)



USAF/USSF OTS Welcome Guide



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CHAPTER 1: INTRODUCTION

1.1. Purpose. The OTS Welcome Guide is designed to provide prospective Officer Trainees (OT) with a reference to defined terminology as used at OTS, requirements and recommendations, commonly missed items or issues, arrival process (when, where, how, and what to bring), expectations, and frequently asked questions.

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

1.3. Points of Contact.

1.3.1. Student Services (reporting, general questions): OTS.Registrar.Workflow@us.af.mil

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

1.4. Terminology.

1.4.1. MOTS-005: 8-week program, Officer Training School (OTS)

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

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

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

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

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



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CHAPTER 2: PRE-ARRIVAL REQUIREMENTS AND RECOMMENDATIONS

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

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

2.1.2. Visit the OTS homepage for important information: [OTS Homepage](#)

2.2. Pre-Course Assignment.

2.2.1. Completion of pre-course assignments is a graduation requirement for all Officer Trainees. It is strongly suggested that you finish the pre-course assignments before attending OTS or else you will be finishing these assignments in addition to your other course work.

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

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

2.2.2. Designed as distance learning that provides a baseline knowledge to enable a higher level of learning throughout OTS.

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

2.2.4. Must watch "[Getting Started, Pre-Course Introduction](#)" ([link](#))

2.2.5. Pre-Course Assignment login: [WINGS\(link\)](#)

2.3. Medical Forms.

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

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

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

2.3.4. Direct medical questions to ots.medical.mds@us.af.mil (due to HIPAA laws, DO NOT EMAIL MEDICAL RECORDS).



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2.4. Recommendations.

2.4.1. Read Air Force Instruction AFMAN 36-2905, *Air Force Physical Fitness Program*, and perform self-administered physical fitness assessments (PFA) to test your physical fitness readiness before arriving. Trainees are expected to arrive fit and ready to meet the Air and Space Force fitness requirements. [DAFMAN 36-2905 \(link\)](#)

2.4.2. Read DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*: [DAFI 36-2903 \(link\)](#)

2.4.3. Read [AFI 1-1, Air Force Standards \(link\)](#)



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CHAPTER 3: REQUIRED IN-PROCESSING DOCUMENTS

3.1. Important Document Guidance. Hand carry all documents. Do not pack these documents in your checked bags. Do not email these documents to 22 TRSS or Student Services. Turn in copies only. Do not submit original documents.

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

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

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

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

3.2.3.1. Marriage license and valid/current spouse ID.

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

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

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

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

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

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

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

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

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

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

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

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



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3.3.3. DEERS enrollment only (if you have dependents, spouse, or children).

3.3.3.1. Marriage license and valid/current spouse ID.

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

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

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

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

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

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

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

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

3.3.7. DD Form 214 (only applicable to members with a break in service or branch transfers).

3.3.8. AF Form 1034, Extended Active Duty Agreement.

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

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

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

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

3.4.3.1. Marriage license and valid/current spouse ID.

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

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

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

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



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

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

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

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

3.5.3.1. Marriage license and valid/current spouse ID.

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

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

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

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

3.6.2.1. (Guard members) – Orders must reflect Title 10 Status. Title 32 orders will not be accepted.

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

3.6.3.1. Marriage license and valid/current spouse ID.

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

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



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CHAPTER 4: COMMON ISSUES

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

4.1.1. Prior to departure, Air National Guard Officer Trainees transferring to Active Duty must contact their local personnel section to be released in MilPDS. They will initiate this action by placing the OT in the following PASCODE ZB0JFOK9 with an SPD code KGM, effective one (1) day prior to arrival.

4.1.2. If the local personnel section has any issues completing these actions, they can contact Air Force Recruiting Services (AFRS) line officer accessions at (210) 565-0340. The personnel section at OTS does not have access to update Air National Guard or Air Force Reserve records.

4.1.3. Officer Trainees will not get paid while in training until this is completed.

4.2. Missed Items.

4.2.1. Verify your orders are correct prior to arrival.

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



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CHAPTER 5: ARRIVAL ON CAMPUS

5.1. Arrival Process and Requirements.

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

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

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

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

5.1.4.1. Contacts are authorized, but highly discouraged due to potential eye infections or injury. Officer Trainees should bring enough lenses and cleaning solutions for the duration of training.

5.1.4.2. Individuals requiring dark lenses due to eye surgery will provide a doctor’s note stipulating the conditions of this requirement.

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

NOTE: Officer Trainees will not be allowed to in-process with non-Air Force waived facial hair (AF Form 469). Officer Trainees will have limited access to barber services during the initial portion of training.

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

5.1.7. OTS Dining Facility (DFAC) accepts credit and debit cards; however, Officer Trainees should have cash available in the event of technical issues.

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

5.1.9. Contact OTS regarding early/delayed reporting, missed/delayed flights, or other travel problems. Contact Student Services at OTS.Registrar.Workflow@us.af.mil or at (334) 953-3517. If delayed, Officer Trainees will report to OTS Main Entrance.

5.1.10. Check with your unit/recruiter for lodging reimbursement. University Inn at Maxwell AFB, 450 LeMay Plaza, Montgomery, AL 36112, can be contacted via website link: <http://af.dodlodging.net/properties/Maxwell-AFB> or commercial phone: (334) 953-3931/7544/1690.

5.1.11. Any deviations to the arrival process and/or requirements will be emailed to the addresses you provided in WINGS.



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CHAPTER 6: DEPARTMENT OF THE AIR FORCE STANDARDS

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

6.1.1. Hair Standards: Officer Trainees arriving at OTS must meet all required standards of grooming per Chapter 3 of the DDAFI 36-2903. Trainees failing to do so will be turned away from training until the individual is in compliance.

6.2. Physical Fitness Standards. Officer Trainees will take a physical fitness assessment (PFA) assessment within seven (7) days of arrival. Failure to pass the PFA will result in remedial action. Reference DAFMAN 36-2905, Air Force Physical Fitness Program for more information.

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

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

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



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CHAPTER 7: REQUIRED ITEMS

7.1. Uniforms and Required Packing Items. Attachment 3, *UNIFORMS AND PACKING LIST*, identifies uniform and other items Officer Trainees will require. Officer Trainees should make every attempt possible to obtain all required items on the packing list. Officer Trainees will print and bring a copy of Attachment 3 with them on arrival day. If Officer Trainees need any other uniform items from the Uniforms and Required Items Packing List following arrival at OTS, then they will fill out Attachment 4: AAFES ORDER FORM.

7.1.1. Officer Trainees are responsible for being in full compliance with Air Force uniform regulations. Officer Trainees should purchase uniform items at Army and Air Force Exchange Services (AAFES) military clothing stores. Purchasing uniform items at non-AAFES suppliers runs the risk of not meeting DAFI 36-2903 requirements and is highly discouraged.

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

7.1.3. Recommend arriving with name tapes and USAF or USSF tape sewn on OCPs.

7.1.4. If traveling via airplane, Officer Trainees are recommended to pack a 72-hour bag in case of lost luggage:

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

7.1.5. Every attempt should be made to purchase items prior to arrival at OTS. However, all items can be purchased at Maxwell AFB through the AAFES Order Form (Attachment 4). This form will be collected when you in-process.

7.1.6. Officer Trainees are required to arrive with a black backpack, which meets DAFI 36-2903 requirements (recommended this is your 72-hour bag). This will be used to transport your laptop/equivalent device and course material while at OTS. Recommend waterproof case for electronics in the event of transiting in rain. NOTE: Two-in-one hydration systems will not be allowed as they exceed the size requirements (reference Attachment 3: *Uniforms and required items packing list* NOTE 7).

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

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

7.2.2. Wi-Fi is available for official use.

7.2.3. Suggested items: CAC reader (if you have been issued a CAC), Microsoft Home Use Program with AF Portal Access (CAC required), and/or small printer for your dorm room (access to printers are limited at OTS). NOTE: Access to printers, ink, and paper are limited at OTS and multiple documents will require printing.



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CHAPTER 8: FINANCES

8.1. Finances While at OTS.

8.1.1. New to Air Force or switching components (ANG to AFR, AFR to Active, etc). Expect delays in being paid while at OTS due to your finance account being created. This delay could be a couple weeks or a few months depending on finance. Plan appropriately for this delay. It is highly recommended you come prepared with at least \$2,000 that you can access upon arrival to OTS. It is your responsibility to have a financial plan to support yourself and/or family at OTS.

8.1.1.1. Officer Trainees will submit the AAFES Order Form (Attachment 4) for all items not purchased prior to arrival via Debit/Credit Card.

8.1.2. Direct commission Officer Trainees . Direct commissioned Officer Trainees will have to pay for all their meals (DFAC, MREs, etc.). Money will be collected at various points on the schedule. NOTE: MREs will be paid in cash only. An ATM is available at OTS Shopette.

8.1.3. Air National Guard and Air Force Reserve Officer Trainees : Both ANG and AFR Officer Trainees will need to work with their home unit to establish pay through their respective systems/sites. OTS has a very limited capability and zero authority to establish pay for both ANG and AFR. All issues will be rerouted back to each Officer Trainees respective unit.

8.1.4. RECOMMEND: It is recommended that all Officer Trainees have a financial plan created prior to arrival for them and/or their family. In some instances, OT pay records may not be established before graduation. Staff will work with Officer Trainees experiencing financial hardships on a case-by-case basis.

8.1.5. Line Officer Trainees will be paid as a SSgt (E-5) (or highest previous rank) and direct commission (non-line) Officer Trainees will be paid according to their TRQI/AFSC

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

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



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CHAPTER 9: WHAT TO EXPECT AND FREQUENTLY ASKED QUESTIONS

9.1. What to Expect.

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

9.1.2.Firearms, ammunition, other weapons (i.e. knives), and/or multi-tools are not authorized at OTS. Also, firearms and/or ammunition may not be stored in personally owned vehicles (POV) on Maxwell AFB. 42d Security Forces Squadron is unable to store weapons or firearms for Officer Trainees for the duration of training. It is the Officer Trainees responsibility to find appropriate storage of weapons, firearms, and ammunition prior to arrival at Maxwell AFB.

9.1.3.Officer Trainees will not be able to access their POVs after training begins, unless approved by the squadron Director of Operations (DO) or higher. No exceptions will be made.

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

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

9.2. Frequently Asked Questions.

Question: How many bags should I show up with?

Answer: Whatever you can comfortably carry approximately a quarter mile and upstairs in an expeditious matter.

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

Answer: The University Inn, Maxwell AFB's lodging (check with your unit/recruiter with regards to lodging reimbursement), can be reached at (334) 953-3931/7544/1690 for reservations. NOTE: Late/delayed arrivals will need to inform Student Services, and report to the OTS main entrance (see Attachment 1, *Campus Map*, NOTE 1). 22d TRSS Student Services contact information is located in paragraph 5.1.9. It is also strongly discouraged for Officer Trainees to meet and ride together.

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

Answer: Trainee <Name>, Trainee Unit, Class ##, Flight ## (e.g. 24 TRS, Class 19-06, Flight 5-10), 550 E Maxwell Blvd Box 9000, Maxwell AFB, AL 36112-9000. NOTE: Only mission essential mail pre-coordinated with staff will be picked up.

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

Answer: Most Officer Trainees fail to meet the Air Force Physical Fitness Assessment (PFA) standards, academic requirements, or demonstrate a lack of adaptability to the Air or Space Force.

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



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Answer: Come to OTS physically fit and in a training mindset. Be ready to receive constructive feedback in order to help you grow.

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

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

Question: Will there be graduation ceremony for MOTS-002 (OTS-A) (5-week program) or MOTS-003 (RCOO) (2-week program) completion?

Answer: OTS does not hold public graduation events for the 5-week and 2-week programs.
NOTE: Due to COVID none of the OTS graduation events are available to the public at this time.

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

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

JAYSON L. ALLEN, Colonel, USAF
Commandant

3 Attachments:
ANNUAL MONTGOMERY ALABAMA WEATHER
UNIFORMS AND REQUIRED ITEMS PACKING LIST
AAFES ORDER FORM



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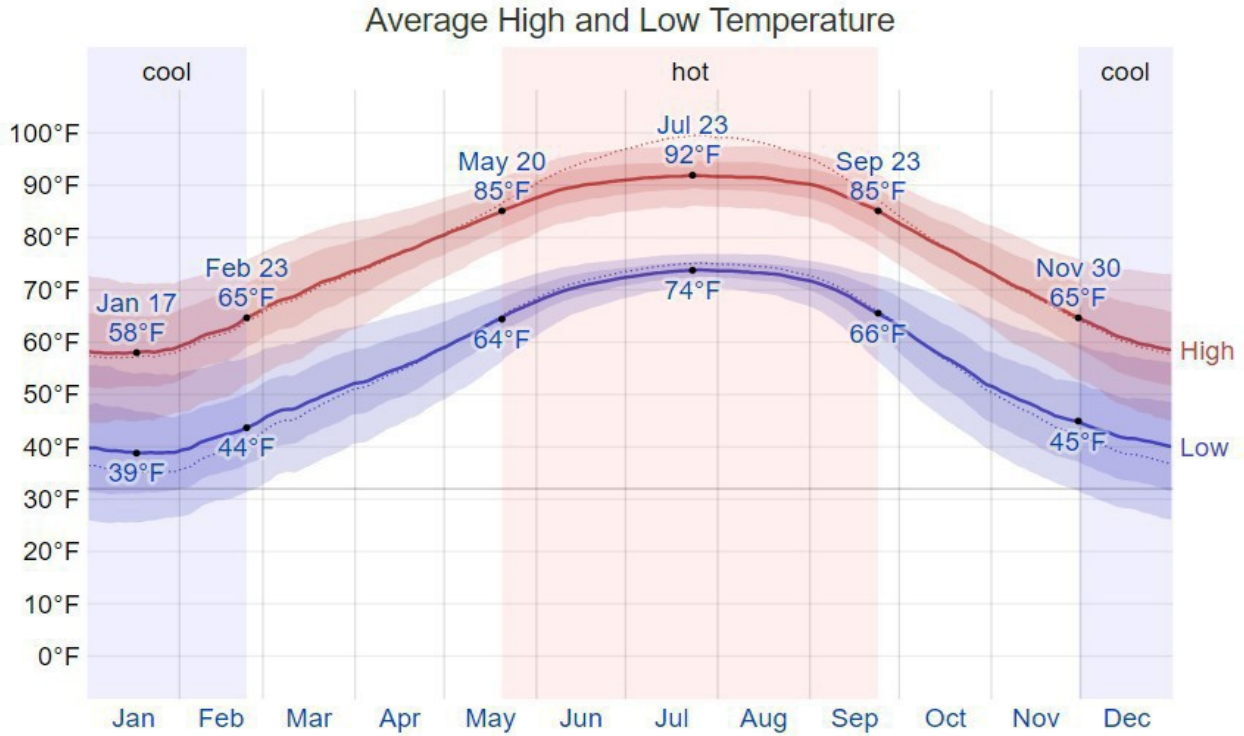
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Attachment 1: ANNUAL MONTGOMERY ALABAMA WEATHER



The daily average high (red line) and low (blue line) temperature, with 25th to 75th and 10th to 90th percentile bands. The thin dotted lines are the corresponding average perceived temperatures.



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Attachment 2: UNIFORMS AND REQUIRED ITEMS PACKING LIST

*** Denotes gender specific items

@ Denotes USAF only items

Denotes USSF only items

Line #	Item Name	QTY
Operational Camouflage Pattern (OCP)		
All items below are mandatory unless otherwise noted		
1	Boots, coyote brown	1
2	***Pants, OCP	2
3	***Blouse, OCP	2
4	Hat, OCP	2
5	Belt, rigger, Tan 499 color	1
6	Socks, boot, coyote brown	5
7	Blousing straps	1
8	T-shirt, crew neck, coyote brown	6
9	@ Name tapes, textile, OCP, 1 inch wide, USAF spice brown	2
10	# Name tapes, textile, OCP, 1 inch wide, USSF blue	2
11	@ USAF Insignia, OCP, 1 inch wide, spice brown	2
12	# USSF Insignia, OCP, 1 inch wide, blue	2
13	@ US flag patch, OCP, spice brown	2
14	# US flag patch, OCP, left shoulder, full color	2
15	AFSC Insignia badge (prior service only)	2
16	OCP fleece w/velcro name tapes and USAF or USSF tape (Oct-Apr only)	1
17	Watch cap, black or coyote brown (Oct-Apr only)	1
18	Black gloves (Oct-Apr only)	1
Service Dress and Blues Uniform (See NOTE 3)		
All items below are mandatory unless otherwise noted		
19	Shoes, dress, oxford, black, plain toe (BOTH Male and female required/heels are not authorized at OTS in service dress/blues)	1
20	***Blue pants (wool or polyester w/a minimum of 1 wool)	1
21	***Blues Shirt, cotton/poly, blues, short sleeve w/epaulet	2
22	***Blues Shirt, cotton/poly, blues, long sleeve w/epaulet	1
23	***Service coat w/epaulets <u>with</u> officer sleeve braid sewn on	1
24	***Flight cap, officer w/silver and blue braid	1
25	***Necktie/tab, blue	1
26	***Belt, blue w/chrome buckle	1
27	Blues name tag, standard Air Force, individual, plastic	1
28	Service dress name tag, standard Air Force, individual, metallic	1
29	US lapel insignia, officer	1



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30	Undershirt, cotton, white, v-neck	3
31	Socks, cotton/nylon, black	3
32	Service dress ribbons/ribbon rack (as required)	Various
33	Shirt garters	1
34	# USSF lapel (Two per set)	2 sets
35	***Light weight blue jacket, with or without embroidery (Oct-Apr only)	1
Mess Dress Uniform (See NOTE 4)		
All items below are mandatory unless otherwise noted		
36	***Mess Dress Coat (Must have: Officer stitching for should rank, 0.5-inch silver sleeve braid, silver chain, and plain blue satin cummerbund)	1
37	***Mess Dress Long Sleeve shirt, white	1
38	***Mess Dress Trousers (blue) w/attachable suspenders (Dark Blue or Black)	1
39	Mess Dress Skirt (Female only)	1
40	Pumps (Female only, black, no higher than 2.5-inches) NOTE: Pumps are only for Mess Dress and will not be worn with Service Dress at OTS	1
41	***Bow Tie (male-blue) / Mess Dress tie tab (female-blue)	1
42	Cuff Links	1 Set
43	Studs (set of 4)	1 Set
44	Medals (miniature, as qualified to wear)	As req
45	Badges (not to exceed 4, as qualified to wear)	As req
Physical Training (PT) Uniform (See NOTE 4)		
All items below are mandatory unless otherwise noted		
46	Running shoes (ref DAFI 36-2903, chapter 8)	1
47	PT Shorts	5
48	PT Shirt	5
49	PT Pants, running suit or sweats (see NOTE 5)	1
50	PT Jacket, running suit or sweats (see NOTE 5)	1
51	Socks, ankle or crew, white or black colored	6
Miscellaneous		
All items below are mandatory unless otherwise noted		
52	***Underwear, bra, etc	6
53	Eyeglass strap, black	1
54	Personal hygiene, toiletry items, minimum of 2 weeks' worth initially	As req
55	Shower shoes/sandals	1
56	Backpack, black, IAW DAFI 36-2903, chapter 7	1



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<u>Miscellaneous</u>		
All items below are mandatory unless otherwise noted		
57	Master lock, combination only	1
58	Hydration system, (see NOTE 7/recommend purchasing good quality one prior to OTS)	1
59	Wrist watch, non-communicative, no smart watches	1
60	Work gloves, black (for field events)	1
61	Wash cloth	1
62	Hand soap	1
63	Laundry soap	
64	Laundry bag, non-transparent, conservative in color	1
65	Oral thermometers (basic)	1
66	Black flashlight, < 5 inches long, good quality one recommended	1
67	Towel (see NOTE 6)	1
<u>Miscellaneous</u>		
All items below are recommended		
68	Shoe polishing supplies (for black leather shoes)	1
69	Soap dish w/cover	1
70	OCP Extended Cold Weather Clothing System (ECWCS) fleece liner (Oct-Apr only/See NOTE 2)	1
71	Sewing kit & scissors, OCP and blues color thread	1
72	Bug spray	1
73	Sunscreen	1
74	Lint roller	1
75	Black ball-point pens	As req
76	Second pair OCP boots (for field events)	1
77	Shoe sole inserts	1
78	Hair pins (females)	As req
79	Surge protector, small (limited outlets in room)	1
80	Small desktop printer (printers are available at OTS, but are limited)	1
81	Duffle bag, green, highly recommend for 8-week students for field deployment	1
82	Hangers, plastic	10
83	Headphones (Highly encouraged for video lessons)	1
84	Wrap-around Eye protection (ANSI Impact rating not required, must have enclosed sides/ See Note 8)	1

NOTE 1: Per DAFI 36-2903, *Dress and Appearance of Air Force Personnel*, paragraph 1.2.2. OCP wear is mandatory on 1 April 2021. Reservists who do not have access to OCPs at their home station will have the ability to purchase OCPs once they have arrived at the OTS campus.



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NOTE 2: It is recommended trainees bring their own personal All-Purpose Environmental Clothing System (APECS)/Improved Rain Suit (IRS). See DAFI 36-2903.

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

NOTE 4: PT uniform is the only authorized sleeping attire.

NOTE 5: Officer Trainees will not mix and match the PTU Running Suit and Sweats uniforms.

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

NOTE 7: It is highly recommended that Officer Trainees purchase a hydration system within specifications below. If an OT forgets or does not purchase one prior to OTS then they will be issued one during in-processing and will have to purchase another one to replace the issued one for OTS. Hydration system must meet the following specifications: All black in color (all components...to include drinking tube cap), small conservative logo, no ornamentation, designs or high gloss material per DAFI 36-2903, shoulder straps with quick release chest strap, hold a minimum of 1.5 liters (50 ounces) of water. Cannot exceed the following dimensions: 18 inches length, 12 inches width, and 5 inches depth. Recommended models are the Camelbak®, *Hydrobak 50oz 1.5L Mil Tac Antidote (Black)*, Camelbak® *Thermobak 100oz 3L Mil-Spec Crux Hydration Pack (Black)*, or equivalent.

NOTE 8: Eye protection is available for trainee use at OTS campus, however condition and sanitation requirements cannot be guaranteed. Individuals electing to purchase eye protect must have fully enclosed sides to prevent debris or training aids from damaging eyes from a lateral angle. ANSI z87 is not required. Individuals required to wear prescription glasses are encouraged to purchase over-glasses that will allow the trainee to keep prescription lenses in use.

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



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Attachment 3: AAFES ORDER FORM

The following information must be accurately filled out in order to process your purchase and provide your purchases back to you. Squadron and flight will be provided during in-processing. Sizes can be found on AAFES Order form excel sheet (emailed prior to training). Prices on form are updated twice a year.

Name:			
Squadron/Flight (Will be given at In-Processing):			
ITEM	PRICE	QTY	SIZE
PT UNIFORM			
PT Shorts (5 required for training)	\$13.94		
PT Shirt (5 required for training)	\$6.87		
PT Pants, running suit or sweats (1 required for training)	\$43.67		
PT Jacket, running suit or sweats (1 required for training)	\$66.35		
Socks, white (3 pack)	\$1.81		
OCP UNIFORM			
OCP Hat	\$8.34		
Male Blouse (3 Recommended for Training)	\$48.67		
Female Blouse (3 Recommended for Training)	\$47.44		
Male Trouser (3 Recommended for Training)	\$49.40		
Female Trouser (3 Recommended for Training)	\$50.10		
Coyote Brown Undershirt (3 pack)	\$17.00		
Coyote Brown Socks (3 pack)	\$5.19		
Belt	\$4.52		
Belleville C333 BT HW Combat Boots	\$167.00		
Belleville C320 Ultralight Assault Boots	\$148.00		
OCP Extreme Cold/Wet Weather Jacket	\$124.96		
OCP Fleece	\$71.80		
Black and Coyote Brown Watch Cap Combo	\$17.95		
Black Watch Cap	\$4.79		
Blousing Straps (4 Pack)	\$1.45		
Velcro Spice Brown Flag (USAF Only, 2 Pack)	\$5.45		
# Velcro Colored Flag (USSF Only, 1 Pack)	\$3.25		
MISCELLANEOUS			
Camelbak (1 Required for Training)	\$54.95		
White Bath Towel	\$2.75		
White Hand Towel	\$2.00		
White Wash Cloth	\$1.50		
Mesh Laundry Bag	\$2.99		
Master Lock	\$4.00		



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Black Flashlight	\$9.99		
AA Batteries (4-Count)	\$3.49		
Eyeglass Strap	\$1.29		
NAME TAG/TAPE			
Last Name in ALL CAPS (This will be used for your Name Tag/Tape [Write Legibly])			
Service Coat Name Tag	\$8.50		
Blues Shirt Name Tag	\$3.50		
OCP Name Tape (velcro), USAF spice brown	\$2.70		
OCP Name Tape (sew-on), USAF spice brown	\$2.30		
OCP 'US Air Force' Name Tape (velcro)	\$2.70		
OCP 'US Air Force' Name Tape (sew-on)	\$2.30		
OCP Name Tape (velcro), USSF blue	\$2.70		
OCP Name Tape (sew-on), USSF blue	\$2.30		
OCP 'US Space Force' Name Tape (Velcro)	\$2.70		
OCP 'US Space Force' Name Tape (sew-on)	\$2.30		
TOTAL:			

For not listed items. AAFES will fill the needed item with the cheapest product available at the clothing shop (i.e. shampoo, conditioner, toothpaste, etc).

ITEM	PRICE	QTY

Credit Card Information

*It is recommended that all trainees call their banks to inform them of travel purchases in Montgomery, Alabama starting a week prior to training and going until a week after

Please fill out information accurately. Instructors or AAFES will rip and dispose of the bottom credit card information following confirmed purchase

Name (as it appears on your credit card):

Credit Card Number:

CVV#:

Expiration Date:



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