



# Welcome to Officer Training School!

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## Officer Training School - Accelerated Commissioning Program (OTS-ACP) Welcome Guide

See our website for more details:  
<https://www.airuniversity.af.edu/Holm-Center/OTS/>

Current as of: 3 April 2019  
Check OTS Website to ensure most current version



# Overview

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- Course Overview
- Pre-Arrival Requirements
- Arrival Information
- Required Documentation
- Common Pay Issues
- Packing List
- Weather Information
- Points of Contact



# Course Overview

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- Accelerated 14-training day course for prior-service SNCOs
- Students **MUST** follow guidance specific to **OTS-ACP**
- Comprised of pre-course material and in-residence content
- Student-centered case studies, guided discussions, mentoring, reflection and experiential events
- Arrival/in-processing one day prior to class start
- Students housed in dormitories at no cost
- Meals available at Maxwell AFB dining facility
- Shuttle service available on Maxwell AFB during course if needed
- Families/friends welcome to attend commissioning/graduation ceremonies at course conclusion



# Pre-Arrival Requirements

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- Passing/current fitness assessment through graduation
  - No profiles or component exemptions
  - All minimum scores met
- Be prepared to comfortably run 3 miles upon arrival
- Review all reporting instructions
- Email copy of all orders/amendments
  - 22TRSS.MS.PersonnelSection@us.af.mil
  - Subject line: Class #, Last, First, In-processing Documents, ACP
  - Send no later than 14 days before class start date



# Pre-Arrival Requirements:

## PCM

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- Complete pre-course materials (PCM) via link provided
  - PCM Login: <https://wings.holmcenter.com>
- 10-hour PCM provides baseline/refresh/required knowledge
- You will receive two emails (one login/one password)
  - Expect emails ~60 Days prior to class start or when added to course
  - Check spam/junk folders
  - Emails sent from “OTS.Registrar.Workflow@us.af.mil”
- Once emails received, watch Getting Started, Pre-Course Introduction at link provided in email
- PCM is a graduation requirement



# Arrival at Maxwell AFB

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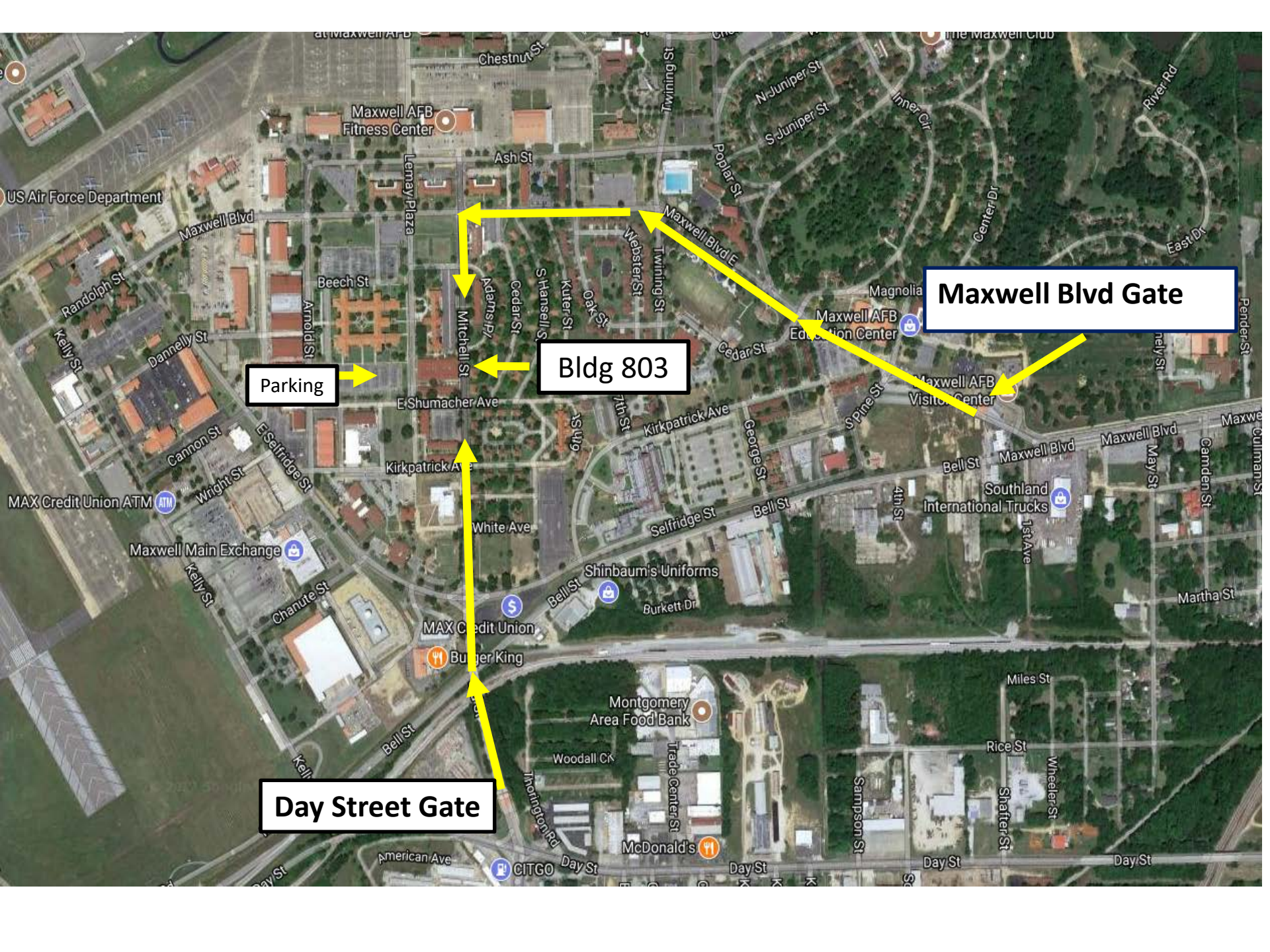
- **Reporting window:** 0900-1200 **day prior** to class start date
- **Where:** Building 803 (see map on slide 7)
- **Attire:** Business casual clothes
- **Arrive in compliance with AFI 36-2903**
- **Contact Holm Center/DE regarding:**
  - Early/delayed reporting
  - Missed/delayed flights or other travel problems
  - Commercial phone: 334-953-2398/334-953-6586
- Check with your unit for lodging reimbursement if required (e.g. traveling from overseas and arriving before reporting window)

Air University Inn at Maxwell AFB

450 LeMay Plaza

Montgomery, AL 36112

Commercial Phone: (334) 953-2055/3934



**Maxwell Blvd Gate**

**Bldg 803**

**Parking**

**Day Street Gate**



# Required Documentation: Active Duty In-Processing

- **Active duty** personnel, hand carry below documents to in-processing:
  - 5 copies of PCS orders/amendments (AF 899/973)
  - 2 forms of valid government ID
  - All DD Form 4, Enlistment/Re-enlistment Document (previous or current enlistment)
  - vMPF Individual Information Sheet (vMPF>Self-Service Action>Personal Data>Record Review>Update>View/Print All Pages)
  - Sealed official college transcript less than 6 months old
- **DO NOT** pack these in checked luggage





# Required Documentation: ANG In-Processing

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- **ANG** personnel, hand carry below documents to in-processing:
  - 5 copies of orders/amendments
  - 2 forms of valid government ID
  - All DD Form 4, Enlistment/Re-enlistment Document (previous or current enlistment)
  - AF Form 1034 (Extended Active Duty Agreement – if applicable)
  - Sealed official college transcript less than 6 months old
- **DO NOT** pack these in checked luggage



# Required Documentation: AFR In-Processing

- **AFR** personnel, hand carry below documents to in-processing:
  - 5 copies of orders/amendments
  - 2 forms of valid government ID
  - All DD Form 4, Enlistment/Re-enlistment Document (previous or current enlistment)
  - Point credit summary/PCAR (from vMPF, ALL PAGES)
  - Sealed official college transcript less than 6 months old
  - All previous DD 214s
- **DO NOT** pack these in checked luggage



# Required Documentation: Component Transfer In-Processing

- **Component transfer** personnel, hand carry below documents to in-processing:
  - 5 copies of orders/amendments
  - 2 forms of valid government ID
  - All DD Form 4, Enlistment/Re-enlistment Document (previous or current enlistment)
  - DD 368, Conditional Release
  - Sealed official college transcript less than 6 months old
  - All previous DD 214s (if break in service)
  - Medical and immunization records
  - AF Form 1034 (Extended Active Duty Agreement)
- **DO NOT** pack these in checked luggage



# Common Pay Issues: Component Transfers

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- Prior to departure, ANG & AFR transferring to active duty must contact local personnel section to be released in MilPDS
  - Initiated by placing member in PASCODE ZB0JFQK9 with SPD code KGM, effective one day prior to arrival
- If local personnel section has issues, contact AFRS for assistance (Ms. Rosita Navarrete-Flores or TSgt James Donnelly)
- Students will not receive pay while in training if release is not complete
- OTS does not have access to update ANG & AFR records



# Packing List: Required Items

- 3 sets OCPs/ABUs IAW AFI 36-2903 (no mixing OCP/ABU items)
  - Name and USAF tapes only; NO RANK
- Toiletries/towels/laundry soap
  - Self-service laundry machines available
- Complete Service Dress Uniform, fitted/altered IAW AFI 36-2903
  - Arrive with officer service coat and hat
- 2 sets Air Force Physical Training Uniforms (PTU) IAW AFI 36-2903
  - Any authorized combination of PTU tops/bottoms permitted
- Laptop/equivalent device with keyboard
  - With Microsoft Office, PDF viewer
  - Min 4 GB of RAM/Windows 7/Mac OSX 10.6
  - OTS curriculum and assignments are digital
  - Tablets and Chromebooks not recommended (compatibility issues)
  - Wi-Fi available for official use

**NOTE:** Maxwell AFB does have a military clothing sales store available to purchase required uniform items. However, the accelerated nature of this course will likely not allow time for alterations.



# Packing List: Recommended Items

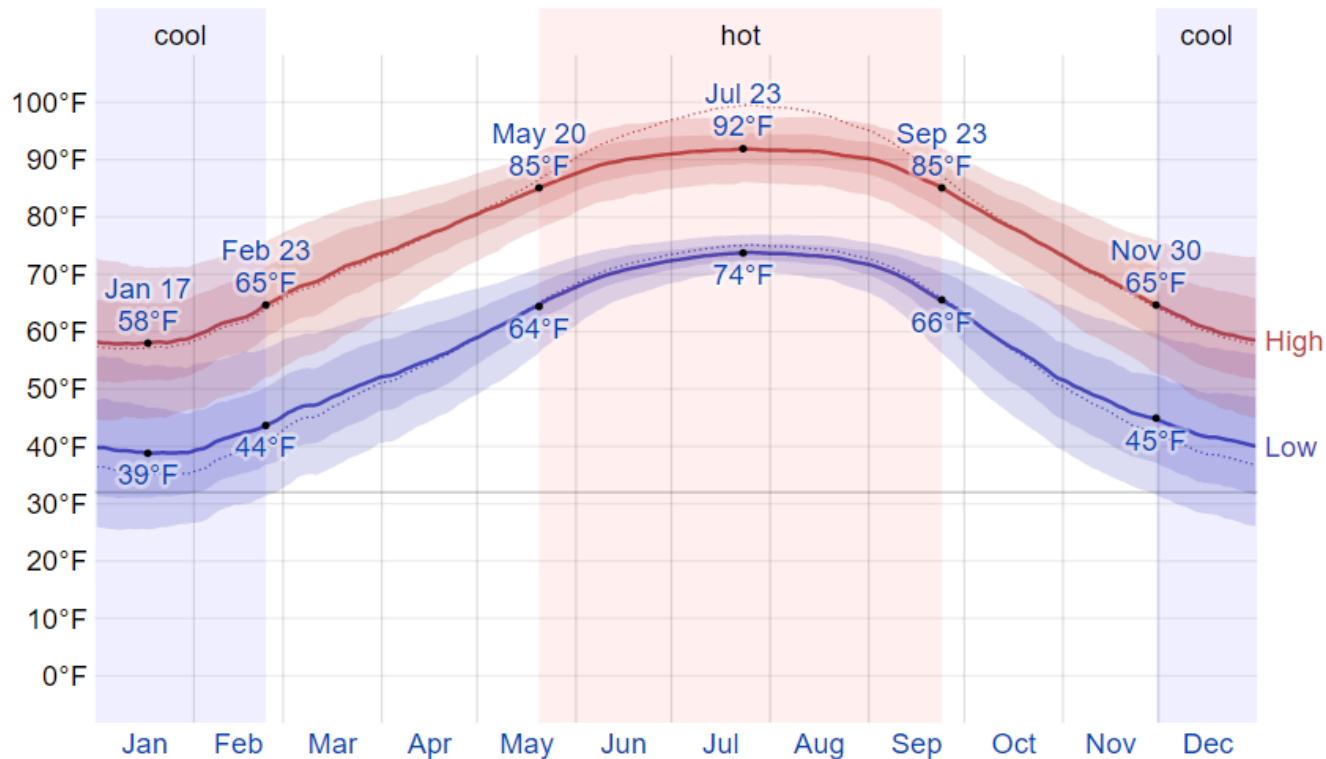
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- Weather-appropriate outergarments (e.g. APECS, rain gear, etc.)
- Backpack/briefcase IAW AFI 36-2903
- Extra pair of boots for utility uniform
  - Boots may get wet/dirty during field events
- Personal linens/pillows if desired
  - Standard linens available in dorms
- Water bottle or CamelBak
- Shower shoes
- Sunscreen/bug spray (available for purchase at Maxwell AFB)
- Laundry bag



# Maxwell Weather

Average High and Low Temperature



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

**Annual Montgomery Weather:**

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



# Points of Contact

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- Registrar: [OTS.registrar.workflow@us.af.mil](mailto:OTS.registrar.workflow@us.af.mil) / 334-953-2398
- WINGS Help Desk: [holmcenter.wings.support@us.af.mil](mailto:holmcenter.wings.support@us.af.mil)





# Recap

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