

ORIENTATION GUIDE

Accelerating 21st Century Warfighter Development



PROFESSIONALISM

WAR FIGHTING



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

CAO 5 Dec 25



MISSION EXECUTION

LEADERSHIP

COMMUNICATION

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Officer Training School is committed to producing 55% 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.



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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 hardiness 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 prepare mentally and physically for the demanding environment you will enter. This guide is meant to provide you guidelines and helpful hints. However, use your best judgement on how to 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.

Always with Honor!



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WELCOME

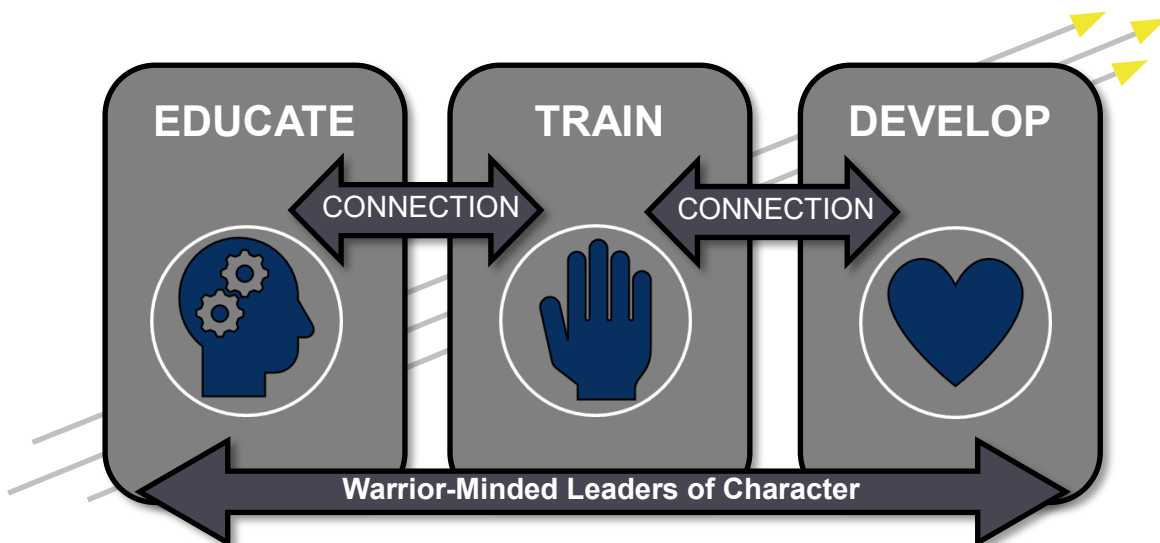
Program Methodology

Officer Training School is 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 the Space Force and all Air Force components, including Active Duty, Air National Guard, Air Force Reserve, as well as Health Professional Scholarship Program, and Uniformed Services University of Health Sciences. Prior service (representing enlisted of all ranks and sister services), non-prior and a myriad of highly educated professionals converge for a shared experience.

Officer Trainees will learn and develop the skills needed to succeed in challenging and demanding environments. Trainees hone their skills as Mission Ready Airmen or Guardians 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



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KEY TERMS



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 Trainees are commissioned into specific professions in the United States Air and Space Forces prior to arrival at OTS. These professions include Medical, Chaplain, Judge Advocate, and other select line officers. This category of OTs have already taken the Oath of Office and come to OTS as commissioned officers. These trainees, however, will not wear rank while at OTS.

The **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 a basic level of the foundational competencies.

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 Medical Officer.



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Getting Started in WINGS



WINGS

After a trainee is rostered in a class through the Holm Center's WINGS system, two emails will be sent from wings@holmcenter.com. One email will contain a Login ID and a secondary email will be sent with the user's password. Check "spam" or "junk" folders to ensure receipt of these emails.

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 (please do not utilize .mil or .edu addresses)
- Phone Number
- Commissioned AFSC/SFSC
- PME Status, if applicable

It is your responsibility to ensure the accuracy of all information in WINGS. Errors in personal data will lead to delays in the processing of your pay and benefits and prevent the generation of graduation and commissioning documents.

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

If you have any questions about accessing WINGS, please contact the Holm Center WINGS Help Desk at holmcenter.wings.support@us.af.mil.



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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 adverse administrative action upon arrival to OTS.

- Log in to WINGS
- Look for “Curriculum and CBTs” on the homepage to begin the training
- Complete the Student Notetaker and print a copy to submit upon arrival

You will find that the Pre-course Assignment is a comprehensive collection from Air Force Handbook (AFH) 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 to you as you begin your career.

Officer trainees are also expected to demonstrate the foundational Air Force Competencies in accordance with AFH 36-2647, Competency Modeling. OTs should review these competencies and their definitions prior to arrival to OTS.

OTs will be assessed on their knowledge of these materials upon their arrival to OTS.

OTS Special Instructions (SPINS)

The OTS SPINS are 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.

OTS Staff will expect trainees behavior to align with this document. Demonstrating knowledge of the procedures defined within is expected upon arrival to OTS.



PRE-COURSE ASSIGNMENTS



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Medical Requirements

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

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

- Sickle Cell Trait (SCT) and G6PD screening test results should be uploaded to Intake Q 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 OT immunization records, titers, ASIMS/MyIMR records, AF Form 469, and AF Form 422.

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 NLT 14 days prior to class start date to ots.medical.mdsf@us.af.mil.

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

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

Post-partum members must be able to pass an accessions 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 (due to HIPAA regulation, DO NOT EMAIL MEDICAL RECORDS).

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



MEDICAL





MEDICAL



Medical

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

The Maxwell AFB medical 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 are referred off base for treatment.

The Tricare Nurse Advice Line is (334) 953-3368.

Officer Training School provides service in accordance with OTSI 44-101.

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 campus, 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 and immunizations, maintain medications, and facilitate hearing tests. Additionally, the IDMT tracks communicable diseases as part of their public health duties.





Finance Information

If you are new to the Air Force or Space Force or are 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 is crucial to plan accordingly for this delay. In some cases, pay records may not be established before graduation. Therefore, it is highly recommended that you have at least \$2,000 accessible upon arrival to OTS to pay for uniforms, incidentals, and any pre-existing bills or payments back home. It is your responsibility to develop a financial plan to support yourself and/or family while at OTS. 42 ABW Finance staff will address financial hardships on a case-by-case basis for OTs experiencing difficulties.

Prior Active Duty OTs 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.

Civilian Select OTs should review benefits applicable to them under the Service-members Civil Relief Act (SCRA) to assist with terminating leases, reducing interest rates, and other financial or legal assistance.

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.

ANG/AFR Transferring to Regular Air Force 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 by placing you in the PASCODE ZB0JFQK9 with an SPD code KGM, effective one day prior to 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 contact 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).

Required Documents

Personnel In-Processing Documents					
	Prior RegAF/ USSF	Non-Prior Service/Break in Service/ Transfers	AFRC	ANG	Direct Commission
Form of ID *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
DD Form 2983 *note 3	X	X	X	X	X
OTS Form 1 *note 4	X	X	X	X	X
DEERS Documents *note 5	I/A	I/A	I/A	I/A	I/A
Sister-Service Documents *note 6	X	X			
AF Form 56 *note 7	X	X			
Medical Records to Upload *note 8					
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. Do not staple documents together. You will submit this envelope upon arrival. DO NOT include any medical documents in this folder. DO NOT include anything beyond what is described in this chart and its accompanying notes.

Note 1: Must be valid and current government identification. Must be REAL ID compliant. DO NOT put your ID in your folder. Keep it on your person at all times.

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

Note 3: Place one completed copy of the DD Form 2983, Recruit/Trainee Prohibited Activities Acknowledgement in the envelope.



REQUIRED DOCUMENTS



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Required Documents (continued)

Note 4: Place one completed copy of the OTS Form 1, Officer Trainee Questionnaire and Acknowledgement in the envelope.

Note 5: 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 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 6: If you have ever served in the Army, Navy, or Marine Corps, provide a copy of your DD Form 4 and DD Form 214 for each period of service.

Note 7: Place one copy of your AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force in the envelope. This includes SLECP trainees.

Note 8: 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 put them in the envelope with your personnel documents.



REQUIRED DOCUMENTS (continued)



Chaplain's 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 2.16.

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 to 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



RELIGIOUS ACCOMMODATION



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Preparing for OTS Physical Requirements

Physical demands begin upon arrival on Day 1.

All OTs must be prepared to satisfactorily pass the Physical Fitness Assessment (PFA) within a week of arrival to training. The demanding schedule of OTS does not allow time to prepare for the PFA upon arrival. OTs must prepare before they arrive. Use the Warfighter's Fitness Playbook as your starting point to elevate your personal fitness prior to arrival. Find it here — <https://www.afpc.af.mil/Portals/70/documents/FITNESS/The%20Warfighter's%20Fitness%20Playbook%20Final.pdf>



The OTS PFA is not an official Air Force PFA, but it is modeled on it. It consists of the following components: sit-ups, push-ups, and a 1.5-mile run. Use DAFMAN 36-2905 to find a detailed chart of the age and sex based requirements. OTs should not attend OTS if they are unable to complete all components of the PFA. In accordance with DAFMAN 36-2905,

the results will not be entered into the Air Force fitness management system of record.

Search YouTube for official USAF demonstration videos if you are unfamiliar with proper sit-up and push-up techniques. You must perform sit-ups and push-ups in accordance with Air Force standards. Officer Training School will not administer the HAMR shuttle run, hand release push-ups, cross-leg reverse crunches, or forearm plank during the PFA.

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 will result in disenrollment from the program.

OTs will also be required to complete multiple runs of 4+ miles, ruck marches under weight, obstacle courses, field exercises, and challenging group physical fitness training. These will all be accomplished regardless of weather conditions. Trainees will be given access to the OTS campus fitness center to maximize their fitness while in training.

Any medical profile held on arrival must allow for full physical training. Reference the medical section of this document for more information on profiles.

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



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PREPARING FOR OTS Physical Requirements



Additional Notes

CAC-enabled computers and NIPR access are unavailable for OTs.

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 Paged > Print)

Monitor the email address you provided in WINGS. Staff will use this email to send time-sensitive updates to your reporting requirements.

Graduation

There will be official graduation events on the final two days of training. Officer Trainees may bring guests to these 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 arrive prepared to provide names, dates of birth, and driver's license numbers of their visitors. REAL ID is now in effect. All visitor IDs must comply with REAL ID requirements. 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 Manager.

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

Prohibited Behaviors

Sexual harassment, sexual assault, 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 OTS Honor Code reinforces expectations that all Airmen will report incidents of unprofessional behavior.



ADDITIONAL NOTES



Pre-arrival Uniform Information

All OTs will bring a printed copy of the packing requirements with them on in-processing day. OTs are encouraged to purchase required uniform items from the OTS AAFES Shoppette 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 and uniform items from AAFES clothing stores to ensure all uniform items meet DAF 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 or two-piece flight suits or ball caps.

Rank will not be worn by any OTs, to include direct commission trainees. OTs will be issued an "O.T." rank patch to wear during their time at OTS. OCP blouses should be ready to affix a standard sized hook and loop rank patch. OTs will wear no insignia on their patrol caps.

Chaplains (not chaplain candidates) must wear their occupational badge on their OCP blouse.

Name and service tapes will match in accordance with DAFI 36-2903. The only exception is for the "O.T." rank patch. OTs are authorized to have sewn name and service tapes with a hook and loop rank patch while wearing the "O.T." patch.

The typical class size is greater than 200 trainees. OTs are encouraged to work with their classmates to ensure everyone maintains proper dress and appearance standards throughout training.

Air Force Physical Training Gear (PTG) will be in accordance with DAFI 36-2903. OTs may wear either the new or old PTG, but they will not mix and match.

Space Force PTG will be in accordance with SPOFGM 2022-36-02. USSF PTG is available at the OTS AAFES Shoppette.



PRE-ARRIVAL Uniform Information



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PACKING REQUIREMENTS



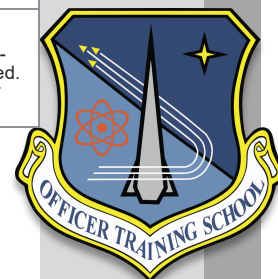
UTILITY UNIFORM	Minimum/ Recom- mended QTY	USAF ACCOUTREMENTS	QTY
		Name tapes, 1" wide Spice brown print on OCP	3
Boots Coyote brown	1/2	USAF tapes, 1" wide Spice brown print on OCP	2
		US Flag patch Spice brown; embroidered	2
OCP Pants	2/4	Hook and loop rank According to rank upon graduation	2
		Blues name tag Blue plastic	1
OCP Blouse Chaplains will have occupational badge affixed	2/4	Service dress name tag Silver metal	1
OCP Cap Patrol style only; 6 point and ballcap not author- ized at OTS	2	US lapel pin Set of 2 for service coat	1
		Metal rank For service coat epaulet and flight cap	3
Belt Rigger style , Tan 499 color	1	Epaulet rank Set of 2, sex specific	1
		Ribbon rack with ribbons	1
Blousing straps	2/4	USSF ACCOUTREMENTS	QTY
T-shirt Crew neck, coyote brown	5/7	Name tapes, 1" wide Blue print on OCP	3
OCP Socks Coyote brown or DLA-issued green	5/7	USSF tapes, 1" wide Blue print on OCP	2
		US Flag Patch Full color embroidered or PVC	2
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	Delta patch PVC	1
		Velcro rank Blue embroidered according to rank upon gradua- tion	2
		Blues name tag Blue plastic	1
		Service dress name tag Silver metal	1
PHYSICAL TRAINING GEAR (PTG)	Minimum/ Recom- mended QTY	USSF Delta and US lapel pins Set of 2 each for service coat	1
		Metal rank For service coat epaulet and flight cap	3
Running shoes IAW USSF/USAF regs	1/2	Epaulet Rank Set of 2, sex specific	1
PTG Shorts	3/5	Ribbon rack with ribbons	1
PTG Shirt	3/5	COLD WEATHER	Minimum/ Recom- mended QTY
PTG Pants	1/2	Cold weather gear is not required from June to September	
PTG Jacket or Sweatshirt	1/2	OCP Fleece Coyote brown	1
Socks IAW USAF/USSF regs	5/7	Watch cap Black or coyote brown	1
Reference DAFI 36-2903 and SPFGM2023-36 -01 for USAF and USSF uniform regulations		OCP rain gear (recommended) All-Purpose Environmental Clothing System (APECS)/ Improved Rain Suit	0/1

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SERVICE UNIFORM	Minimum/ Recommended QTY	ADDITIONAL ITEMS
Shoes Black, dress, oxford, plain toe High heels are not authorized for OTs at	1	Laptop * Accessories, surge protector, CAC reader, headphones, printer (optional), waterproof case for electronics in the event of inclement weather
Officer service coat Must have dark braid and epaulets attached	1	Backpack * Color, design, and style must be in compliance with DAFI 36-2903, 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
Blues pants 1 wool required, 2nd polyester optional	2	Hydration pack * Must have a small document pouch, shoulder straps with quick-release chest strap, and hold a minimum of 1.5 liters of water. Colors must be IAW DAFI 36-2903. Cannot exceed 18 inches length, 12 inches width, and 5 inches depth.
Blues shirt Long sleeve	1/2	Sandwich-size zip-top plastic bags
Blues shirt Short sleeve	1/2	Academic supplies Black ball point pens, notepaper, pocket notebook
Flight cap With silver and blue braiding; style is sex specific	1	Duffle bag and toiletry bag For use during field deployment
Necktie/tab Blue; style is sex specific	1	Towel (qty. 2) No wider than 24 inches wide by 44 inches long
Belt Blue w/ chrome buckle	1	Laundry needs Linen/cloth laundry bag, mesh laundry bag, starch, hangers, soap, sewing kit, scissors, lint roller
Undershirts (males only) White, V-neck	2/3	Undergarments * Personal preference, enough for 7 days
Dress socks Black	2/4	Wristwatch Smart watches authorized, but there are wear restrictions during some
Shirt garters	1	Flashlight Black, handheld < 5 inches long, extra batteries
Light-weight jacket Optional during September-June	0/1	Mouthguard For use during combatives
Toiletry Items		Eye Protection (optional) Eye pro will be provided at all points when necessary, but OTs may choose to bring their own. Must be clear, wrap-around, and have closed sides.
		Eyeglasses (qty. 2) * Only for OTs requiring eyeglasses. Contact lenses are not authorized during field events for safety reasons.
		Eyeglass strap Glasses will be secured during field events. Strap must be black.
		Lock Standard size, keyed or combination
		Personal cell phone * Cell phone is necessary to log into Microsoft account provided during in- processing. Cell phone use during scheduled military training is restricted. It is the OT's responsibility to set communication expectations with their family.
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, over the counter pain medication, etc.		



PACKING REQUIREMENTS



***Items marked with an asterisk must be procured prior to arrival. These items are unavailable at the OTS AAFES Shoppette. Stock of non-uniform items are limited. Plan to bring as much on this list as is feasible.**

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Reporting Instructions

All personnel reporting to OTS must follow the instructions below. Conflicting information from recruiters, home units, and other sources should be disregarded.

OTS will notify you of any deviations to the arrival process and/or requirements via the email you provided in WINGS. It is important to monitor that inbox up to your arrival to OTS.

Prior to In-processing

- All OTs must be in the local area of Montgomery, AL no later than 11:59 pm the day prior to class start date. This will allow for on-time arrival to OTS the following morning.
- Check with your recruiter or home unit for lodging reimbursement. The University Inn at Maxwell AFB (450 LeMay Plaza, Maxwell AFB, AL 36112) can be contacted via their website at <https://af.dodlodging.nest/property/Maxwell-AFB> or by phone at (334) 953-3931/7544/1690.

Day of In-processing

- All OTs will report to the dorms between 0700-0730. Follow arrows on the map at the end of this document to the dorm identified in your welcome email. OTs may arrive up to 30 minutes early to account for variability in traffic or ride availability.
- There is no delayed reporting to OTS. If you do not arrive during the prescribed window, you will not be in-processed.
 - Exceptions: In the event of missed or delayed flights or other travel issues, contact OTS immediately. Call or text (334) 315-2080 with your name, flight/travel issue, and your updated expected arrival time to OTS.
- Base access: Arrive at the Maxwell Blvd Gate or Maxwell AFB Visitor Center. Show your OTS orders and REAL ID-compliant ID at the gate. From the gate, it is another 1.5 miles to the OTS campus at 501 LeMay Plaza N. Maxwell AFB, AL 36112.
 - The base taxi is available at (334) 953-5038. If you plan to utilize the base taxi, coordinate ahead of time to ensure your on-time arrival.
- Meals: OTs should eat breakfast before reporting in and ensure they are properly hydrated, beginning 2 days prior to arrival. Meals will be provided beginning with lunch on day 1.



REPORTING INSTRUCTIONS



Reporting instructions (continued)

- All OTs will arrive in compliance with the grooming standards defined in DA-FI 36-2903 and the OTS SPINS or be subject to dismissal.
 - All OTs will arrive at OTS clean-shaven. Moustaches and beards are not authorized for OTs except for documented and approved religious accommodations or medical profiles. OTs not in compliance will be turned away and will not be in-processed.
- OTs will report to OTS wearing:
 - A solid-color collared shirt (tucked in and buttoned)
 - Tan or beige khaki-style pants with a belt. No shorts, capris, jeans, leggings, skirts, or dresses.
 - Athletic shoes with laces tucked in. No dress shoes, sandals, flats, heels, or boots
 - As weather conditions warrant, jackets, blazers, or coats are authorized for wear
 - Arrive wearing your hydration pack assembled and filled with water
- Transition lenses or sunglasses are not authorized unless accompanied by a doctor's note stipulating the conditions of this requirement. OTs will report to OTS IDMT staff upon in-processing to validate this requirement and coordinate a profile.
- Jewelry other than removable wedding rings and religious medallions will not be worn

NOTE: No civilian/personal items with offensive wording, graphics, or photos are to be worn or displayed.

Prohibited Items

- Alcohol, tobacco/nicotine products, pets, knives, and weapons or any kind are prohibited for the duration of OTS



REPORTING INSTRUCTIONS (continued)

