

316th TRAINING SQUADRON REPORTING INSTRUCTIONS

Non Prior Service Students:

Report to the MTLs in Building 3139, 190 Valiant St Goodfellow AFB, TX 76908. DSN 477-4499 COMM (325) 654-4499. Students will be assigned billeting and given further instructions from their respective MTLs.

Air National Guard Students:

Contact 17 TRW/ARC Training Liaison, Building 448, room 55, within 24 hours of arrival. Contact numbers: DSN 477-3818/5188 or COMM (325) 654-3818/5188.

Base In-processing for Prior Service, Guard, Reserve and Officer Students:

Base in-processing occurs every Tuesday from 0640-1700 at the Event Center. See your squadron for details in case of location change. Students need to arrive at Goodfellow AFB in time to attend the Tuesday base in-processing event prior to their class start date. Base in-processing is required for all students regardless of status. For more information, call base in-processing at DSN 477-1972 COMM (325) 654-1972.

Prior Service Students:

For unit in-processing, contact the 316th Training Squadron Unit Program Coordinator at DSN 477-3948/5351 or COMM (325) 654-3948/5351 for unit in-processing. Prior service students must contact the Dormitory/Housing Management office at DSN 477-3051 COMM (325) 654-3051 PRIOR to making any dormitory or housing arrangements. Unless prior service students are accompanied by their dependents (as listed on their **PCS** orders) or there is an overcapacity in the dormitories, all prior service students will reside in the dormitories. *Note:* TDY prior service students will reside in the dormitories unless an overcapacity is reached.

ALL prior service students must complete a COVID travel assessment prior to arriving at Goodfellow AFB by calling the 316 TRS 24-hour watch desk at 325-654-5564 to determine if a 14-day restriction of movement (ROM) is needed. Upon completing the checklist, if determined to not need ROM and arriving during duty hours check in with the 316 TRS/CSS at Bldg 517. If arriving after duty hours or on the weekend, and again determined to not need ROM, contact the 316 TRS 24-hour watch desk prior to arrival to coordinate access to a Non-ROM room at the Angelo Inn. If you arrive to the Angelo Inn without first completing the COVID travel assessment you will be obligated to remain in ROM until the 14 days is completed delaying your ability to begin class on time.

Network Access Requirement:

Prior to arrival at GAFB, prior-service active duty, Guard, and Reserve students are required to have completed DoD Information Assurance CBT within the past 11 months and **MUST** bring their certificate of completion with them. Arrival without a current certificate of completion could delay the student's training.

Contacts:

MTL Office: DSN 477-4499 COMM (325) 654-4499

Unit Program Coordinator: DSN 477-3948/5351 COMM (325) 654-3948/5351

316 TRS/CCF (1stSgt): DSN 477-5821/1791 COMM (325) 654-5821/1791

316 TRS/DOS (Squadron Superintendent): DSN 477-3961 COMM 325-654-3961

316 TRS/XPS (Security Manager): DSN 477-3553 COMM (325) 654-3553

Goodfellow AFB Housing Management Office: DSN 477-3051 COMM (325) 654-3051

Military Personnel Flight: DSN 477-1801 COMM (325) 654-1801

17 TRG/SSO: DSN 477-5382 COMM (325) 654-5382

Security Requirements:

All students must possess an interim or final Top Secret clearance with eligibility for SCI, as indicated in the Joint Personnel Adjudication System (JPAS), prior to the start date of prerequisite course.

Prior service Active Duty, and AF Guard and AF Reserve students selected for training/retraining must coordinate through their losing local Special Security Office (SSO) and/or MAJCOM SSO to process SCI eligibility requests. When processing the request to the AF Central Adjudication Facility (AFCAF), the SSO will cite future training course or selection as the justification criteria. NOTE to SSO: See ODANS 04-08.

Each student must have a single scope background investigation (SSBI) completed, or initiated, before reporting to Goodfellow AFB. The SSBI must be processed according to AFI 31-501 to fulfill requirements of DOD 5105.21-M-1. Lackland AFB or unit initiating SSBI must ensure completed Standard Form 86 is in personnel records of BMT graduates or personnel assigned to this course. Unit initiating SSBI should have SSBI report of investigation sent to Chief of Security Police, Goodfellow AFB TX 76908-4002. Include a statement in the orders that the SSBI has been completed, or that a Defense National Agency Request is in the personnel records of BMT graduates.

NOTE: Upon arrival, student clearance status will be verified by the special security office (SSO). TDY students who do not meet prerequisite security requirements WILL be returned to their home unit; AETC will NOT hold TDY students during the investigation process.

Uniform Requirements:

The following items are mandatory for Air Force enlisted personnel attending courses in TDY or PCS status: Male -- Airman Battle Uniform and cap, service dress uniform, short/long sleeve blue shirt, low quarter shoes, combat boots, flight cap/service cap. Female -- Airman Battle Uniform and cap, service dress uniform (skirt or pants), short or long sleeve blouse with skirt or pants, oxfords, pumps, combat boots and flight cap/service hat.

All students will wear Blues uniforms once a quarter and ABU/COP uniform Monday through Friday, unless the wear of blues/service dress is required, i.e., class graduations, etc. Physical Training Uniforms are required.

**For details on specific course requirements, see the AETC Education & Training Course Announcements (ETCA) site: <https://www.my.af.mil/etccourses/default1.asp>