

**Welcome to Goodfellow Air Force Base**  
**and**  
**the 315th Training Squadron**



315 TRS (Casual Office): 325-654-3318

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## Welcome to Goodfellow

This is the most up-to-date document regarding a TDY/PCS as a student to the 315th Training Squadron (TRS) at Goodfellow AFB (GAFB) in San Angelo, Texas. Any document or information preceding 20 May 2024 is obsolete, so please refer to this source to assist you prior to arrival.

Nested within the 317th Training Group (TRG), the 315th TRS is the premier Intelligence, Surveillance and Reconnaissance (ISR) training squadron in the United States Air Force, with the mission to train, educate, and mentor our future ISR warriors through innovation. The 315 TRS’s vision is to develop combat-ready ISR professionals and promote an innovative squadron culture and identity unmatched across the United States Air Force.

Annually, we train nearly 2,000 Department of the Air Force officer, enlisted, and civilian students. Daily, we have roughly 800 students and 200+ permanent party members assigned to our squadron. We train in all-source intelligence analysis (1N0), geospatial-intelligence imagery analysis (1N1), targeting analysis (1N8), human intelligence analysis (1N7), and officer intelligence analysis (14N).

You can find more information on GAFB and San Angelo here:

<https://www.goodfellow.af.mil/Newcomers/>.

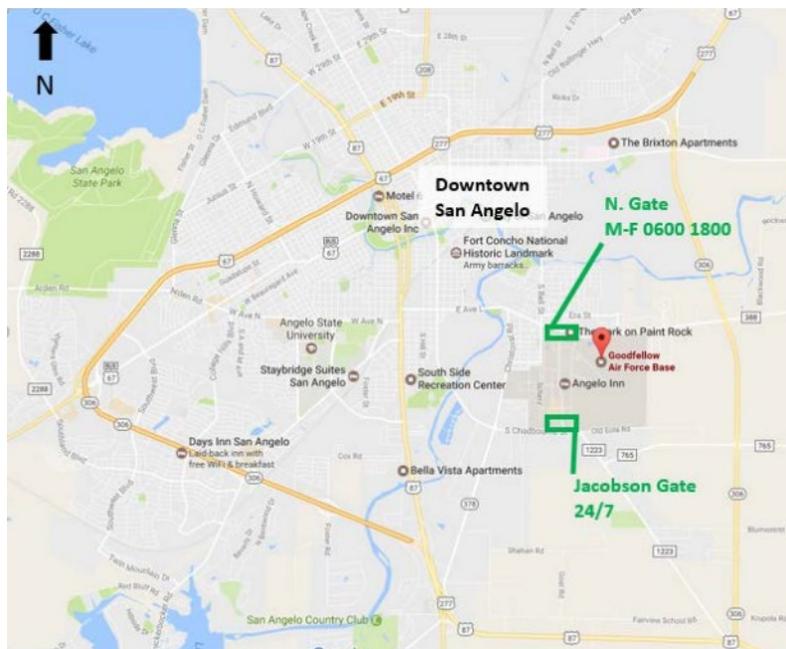
### *315 TRS Point of Contact (POC)*

You are not assigned a sponsor for your transition to GAFB and the 315 TRS, thus this document serves as your guide. The Casual Office in the lobby of the squadron’s main building, Building 530, will be your primary point for in-processing and can answer travel questions prior to your arrival. The Casual Office can be reached at 325-654-3318 from 0700 – 1900 on weekdays.

### Arriving at Goodfellow

When you arrive in San Angelo, there are two gates into GAFB. Jacobson Gate (South) is open 24/7, while the North Gate has limited hours (weekdays 0600 – 1800). Note that directions to GAFB will provide you with the North Gate address—you can navigate to the South Gate using the address for the barber shop across the street: 4469 S. Chadbourne St., San Angelo, TX 76904.

If you are a non-prior service student and do **not** have a CAC card, you will need to have a copy of your orders on-hand at the gate. For awareness, you may be asked by the gate guard to get a pass at the Visitor’s Center (South Gate). The Visitor’s Center is open weekdays 0800 – 1600 and can be reached at 325-654-4122.



### Billeting/Lodging

You will need to book lodging prior to arrival to GAFB—on-base lodging/the San Angelo Inn can be reached at 325-654-3332. Whether you book on- or off-base, remember to acquire and keep all receipts for reimbursement and, if forced to temporarily stay off-base, recommend getting a “non-availability” memo in order to justify the extra expense.

If you have any questions regarding on- or off-base housing options, you can reach the Housing Office at 325-654-3498. The housing office will be able to provide you with options, recommendations, and any openings in privatized housing. Individuals are also free to search for their own housing in San Angelo.

For incoming 14N students (TDY and PCS), off-base housing is recommended. Living in the dormitories on base will be considered on a case-by-case basis due to capacity limitations.

## Check-In and In-Processing

On your Report No Later Than (RNLT) date, check in at the 315 TRS Casual Office in the lobby of building 530 (Di Tommaso Hall). The building rests in the northwest area of base, with its parking lot next to the north gate. The Casual Office is manned 0700 – 1900—you can arrive any time within this window to begin in-processing. Pay attention to signage indicating permanent party parking, and park in the last three unmarked rows.

Once you complete in-processing, you will be placed on casual status until you begin class. Guard and Reserve students are expected to arrive 10 **duty days** prior to their class start. For active-duty students, class dates may be delayed during high-volume periods or if you are waiting adjudication of your TS/SCI clearance. Casual assignments include staffing the Casual Office, supporting Wing and Squadron staff, or working in an agency on base.

### *Expectations and Schedule*

On your RNLT date, arrive in OCPs (this is typically the Uniform of the Day (UOD), though expect to wear Blues quarterly while on casual or student status). Be prepared to spend 20-30 minutes checking-in and receiving the schedule for required in-processing (note: check-in times increase if multiple officers come to in-process at once). Active-Duty students must bring at least three copies of orders, while Guard and Reserve students must bring two copies of orders.

If you plan to take leave prior to your class start date, notify the Casual Office to ensure you follow the squadron's preferred LeaveWeb procedure and for accountability. You must complete all in-processing paperwork and meetings prior to taking leave. You will have five-to-ten days to complete the in-processing schedule/checklist, which will be provided when you check in. In-processing will consist of filling out various documents, completing online trainings (CBTs), and attending in-briefs. Once these items are completed, you will begin a casual assignment.

## Casual Status and Class Start Date

Upon completing in-processing, you will be placed on casual status until you start class. Feel free to ask what jobs are available, though please understand that most casuals are tasked with staffing the Casual Office.

As noted above, time spent on casual status is dictated by the status of your security clearance and your date of arrival on station. Unless you are a Guard or Reserve student, class start dates on your orders are arbitrary and often move. Time on casual status ranges from two weeks to two months—if you have foreign contacts, were a civilian prior to Officer Training School (OTS), or have other circumstances (IRS, personal issues, etc.), then you may be on casual status for a longer time. In this case, inform the Casual Office so that you can receive a casual job with more responsibilities.

### *Casual Assignments*

These jobs vary greatly in workload, time, and responsibility. When you are assigned a casual job, report at the instructed time and place. Do your best to help those around you. These jobs have been created for a reason, and you are contributing to the squadron and base as a whole. While on casual status, you are expected to remain available for tasking throughout the duty day.