

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

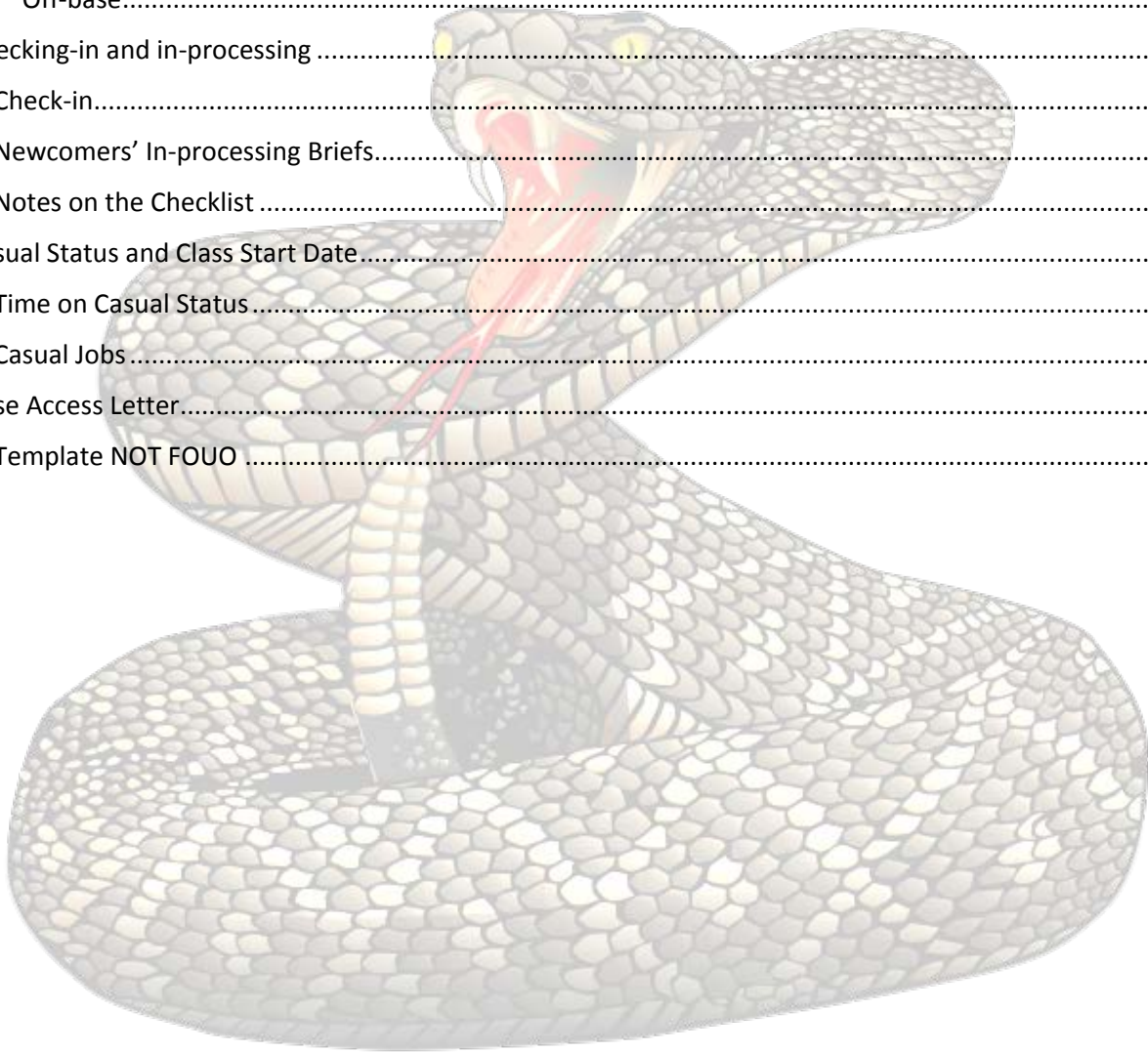


Go Rattlers!

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

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Coming to Goodfellow

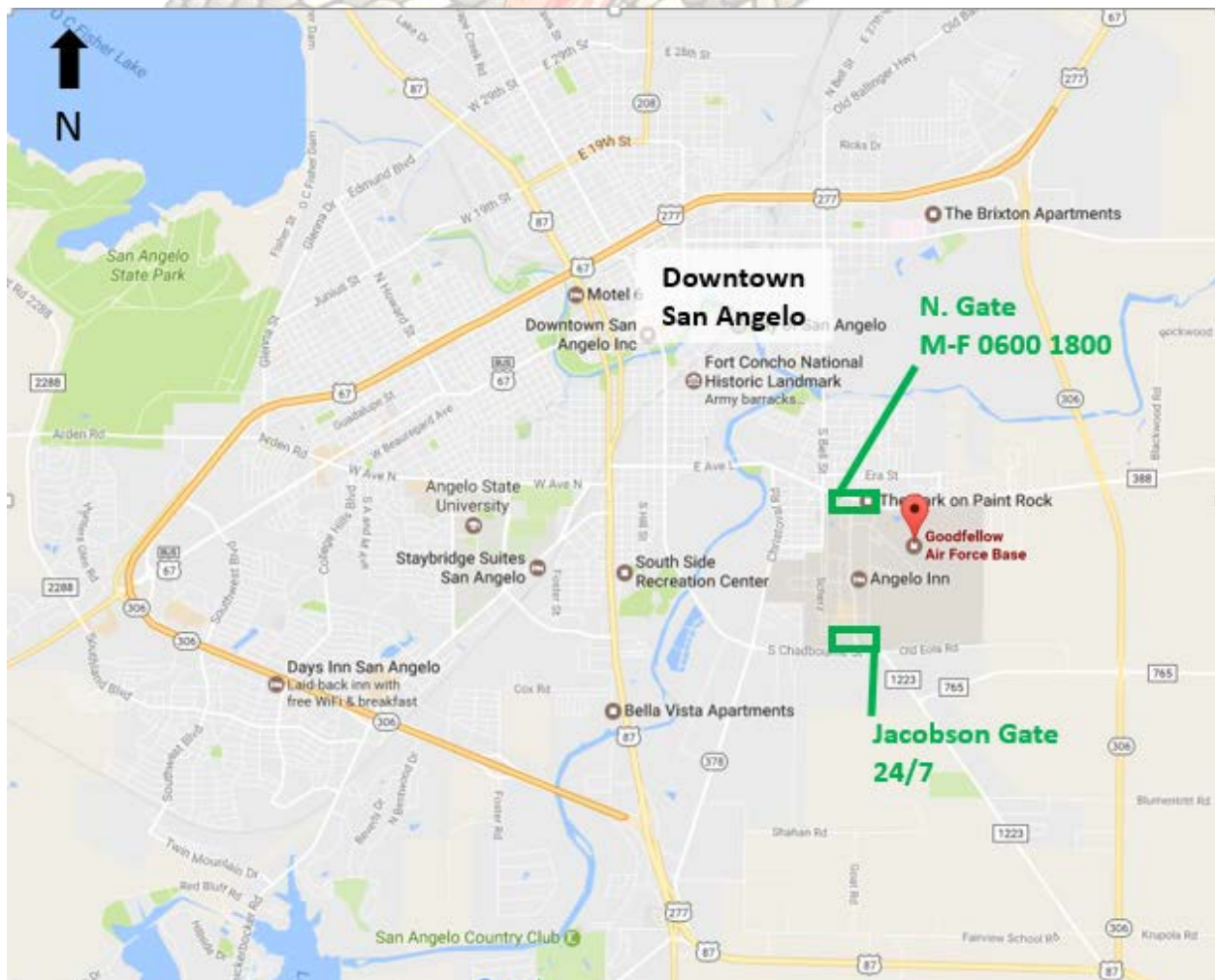
This is the most up-to-date document regarding a TDY/PCS as a student to the 315th Training Squadron (TRS) at Goodfellow AFB (GAFB). Any document or information preceding 6 May 2017 is obsolete. Please use this source above any other and forward it to anyone who will be PCS/TDY-ing to GAFB.

POC for the 315 TRS

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 front of the squadron's main building, Building 530, is your source of information. All questions regarding travel to Goodfellow and in-processing can be acquired by calling **325-654-3318**.

Arriving

There are two gates into GAFB. The main one is **Jacobson Gate** (south) that is open 24/7, and can be navigated to using the address of a barber shop across the street from the gate at **4469 S. Chadbourne St., San Angelo, TX 76904**. If you search for directions to GAFB, it provides you with the address of the North Gate automatically, which has limited hours (Mon-Fri 0600-1800).



Note: if you are a non-prior service student and DO NOT have a CAC, you will need to have a copy of your orders on-hand for the gate. This is a process currently being worked on, and this is a heads-up that you may be asked by the gate guard to get a pass at the Visitor's Center at the south gate: open M-F 0800-1600, 325-654-4122. An example Base Access Letter (BAL) is attached to the back of this packet. Non-prior service members need to complete and contact the Casual Office for further instruction regarding delivery.

Billeting/Lodging

You will need to book lodging before arrival to GAFB. Call base lodging (325-654-3332) to see if there are rooms available. If no rooms are available, please see the off-base subheading below. No matter where you book, 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 of the voucher for staying off-base. Those newly commissioned without dependents WILL be required to stay on base if current capacity is below 95 percent. Those working in the Casual Office should be able to inform you via phone call at the time of your transition.

On-base

Individuals who made a reservation with base lodging will check-in at the Angelo Inn. Those without dependents will stay in billeting until they go to the housing office during in-processing. If on-base housing capacity is under 95 percent, they will be living on base

***Note: if you are training via TDY, it is unaccompanied. Most of this section and the next apply to 14N students whose training requires a PCS to GAFB.**



Off-base

This applies to students coming to GAFB on PCS orders. If you arrive to GAFB as an unaccompanied officer during a base occupation >95 percent or if you have dependents, you will be able to live off-base. The housing office will be able to provide you with options, recommendations, and of any openings in privatized housing. Individuals are free to take that opening or search for their own housing in San Angelo. The town is extremely military friendly, so the web is a great resource.

Checking-in and in-processing

On your report date, come to the front office of the 315 TRS, which is located in the lobby of building 530 (Di Tommaso Hall). The building rests in the northwest area of base, its parking lot next to the north gate. The Casual Office is manned 0700-2000. Arrive anytime in the aforementioned time period to begin in-processing. Pay attention to signage indicating permanent party parking, and park in the unmarked rows. Every day after check-in, you will have to check-in personally to the Casual Office from 0700-0800 Mon-Fri, until you start class.

Check-in

On your report date, come to the Casual Office in bldg. 530 and be prepared to spend 15-25 minutes checking-in. This time will be spent writing down personal information to be put into a roster, signing forms, receiving an in-processing checklist, and reading over a policy binder and student handbook. Try to coordinate with individuals you know will be reporting at the same time, because coming in all at once will greatly increase the time you will need to spend checking-in.

***Reminder: bring a COPY of your orders.**

Checking into the Casual Office will be required every day you are waiting to start class. This must be done in-person unless you have been specifically told otherwise. If you are taking leave/RAP, notify the Casual Office so that you are accounted for during your days off.

You will have four-to-seven days to complete the in-processing checklist, after which you will be assigned a job. Feel free to ask what jobs are available, and choose from THOSE. Please do not ask to be assigned a job someone else already has, since most jobs have been requested/created because of a need to accomplish tasks and alleviate workloads.

Newcomers' In-processing Briefs

These are held every Tuesday 0700 at the Events Center in building 723, which is on Scherz Blvd. The Tuesday after you initially check-in you are required to attend. Your attendance is assumed by the Casual Office, so you will not be required to check-in that day. You will not need to take notes, so just bring yourself and remember this will be a mixed environment with enlisted Airmen.

Notes on the Checklist

This is your guide to have you fully in-processed before starting class. There is a generalized prioritization of the items, but there are no hard deadlines. The checklist will not be collected or turned in, just get it done. Read through the packet, because many of your questions about the front page list can be answered within.

Casual Status and Class Start Date

Once finished with in-processing, you will be on casual status until you start class. The time spent on casual status is dictated by the status of security clearance and your date of arrival on station. Class start dates on your orders are arbitrary, unless you are Guard/Reserve.

Time on Casual Status

The normal time for someone to be on casual status ranges from two weeks to two months. There are exceptions either way, but please be cordial and professional no matter how short or long you are on casual status. If you have foreign contacts, were a civilian prior to OTS, or have other circumstances (IRS, personal issues, etc.), then you may be on casual status for a longer time. Inform the Casual Office so that you can receive a casual job with more responsibilities.

Casual Jobs

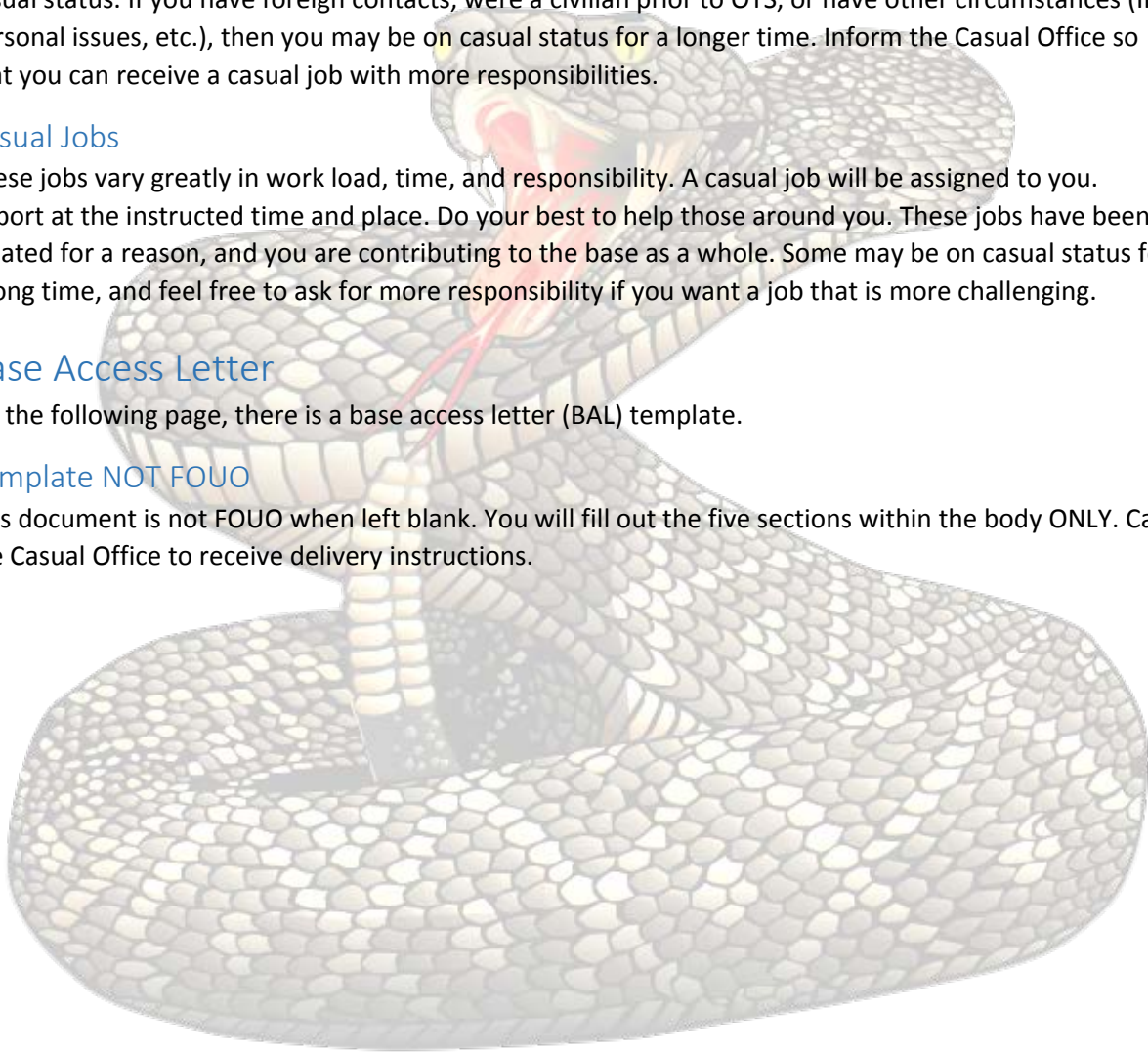
These jobs vary greatly in work load, time, and responsibility. A casual job will be assigned to you. Report at the instructed time and place. Do your best to help those around you. These jobs have been created for a reason, and you are contributing to the base as a whole. Some may be on casual status for a long time, and feel free to ask for more responsibility if you want a job that is more challenging.

Base Access Letter

On the following page, there is a base access letter (BAL) template.

Template NOT FOUO

This document is not FOUO when left blank. You will fill out the five sections within the body ONLY. Call the Casual Office to receive delivery instructions.





DEPARTMENT OF THE AIR FORCE
17TH TRAINING WING (AETC)
GOODFELLOW AIR FORCE BASE TEXAS



MEMORANDUM FOR 17 SFS/S5

FROM: 315 TRS/DOA Casual Office

Subject: Request Unescorted Base Access Pass

1. The following individual will need base access to check-in and in-process with the 315 TRS. Their source of training/commissioning did not provide them with a CAC. The dates on this pass will serve in-lieu of on the dates below or until a CAC is acquired.

<u>Name</u>	<u>DOB</u>	<u>State/DL#</u>	<u>Date(s) of Entry</u>	<u>Days/Hours</u>
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2. I will ensure the individual is briefed that only properly licensed visitors, appropriately covered by vehicle insurance, will operate a vehicle on Goodfellow AFB. Authorized vehicle operators will have in their possession a valid driver's license, current vehicle registration and a valid insurance certificate at all times when operating a vehicle on the installation.

3. Upon completion or termination of this visitor request, I will ensure this pass is returned to the Visitor Control Center.

4. If you have any questions, please contact me at (325) 654-3318.

FIRST LAST, 2d Lt, USAF
Casual Officer, 315 TRS/DOA

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