

# **Navy Reporting Procedures**

## **Fire Apprentice Course (786B)**

First, congratulations! You have been selected for exciting orders that require additional technical and expertise training, only obtained by completing this course, that will equip you with skills and certifications that may outlast your naval career! To best prepare you for what is to come in the following months, please follow the below instructions as soon as possible.

### Prior to arrival upon receipt of hard copy orders

1. **REQUIRED PHYSICAL:** All Sailors (staff or student) must pass a firefighter physical and send a copy, along with their name, social security number, date of birth, and class number through DoD Safe (<https://safe.apps.mil>) to the Academy Training manager (omar.moore1@us.af.mil) no-later-than 30 days prior to detachment from current command. Students arriving with an incomplete or no physical will be returned to parent command or designated temporary holding unit (not located San Angelo). The physical must include the following: health history, vital signs, full physical (head, HEENT, heart, lungs, abdomen, skin, extremities, neuro exam), audiogram, visual activity, CXR, spirometry, EKG, labs (CBC, CMP, UA), and vaccines. Physical must then be uploaded into patients MHS Genesis record. It is the responsibility of the servicemember (SVM) and chain of command to ensure this is complete before departure. Students shall not transfer without the completed physical. Non-compliance will result in delay of training and/or loss of orders. The required form may be downloaded using the website or QR code listed below.
2. **SPONSORSHIP:** SVM shall email Goodfellow Navy Detachment sponsorship program (IWTCM.det.goodfellow\_sponsor@us.af.mil) and provide their name, rate/rank, DoD ID, no-earlier-than (NET) date, no-later-than (NLT) dates, class number, and acknowledgement and status of firefighter physical. You will be assigned a Fire Academy Staff member sponsor to communicate with further.
3. **PASSPORTS:** (As required) Students with an OCONUS ultimate duty station may require an official passport. See orders text for requirement.
4. **OVERSEAS SCREENING:** (As required) Students with an OCONUS ultimate duty station must complete an overseas screening. See orders text for requirement.
5. **TRAVEL CARD:** All SVMs must have a valid Government Travel Card that does not expire during training period.

6. LODGING: All students shall call Goodfellow Air Force Base San Angelo Inn at (325) 654-5870 and make a reservation matching their NET and NLT dates listed on orders. Arrival prior to NET date will be the financial responsibility of the SVM.
7. PHYSICAL TRAINING: Students are HIGHLY encouraged to immediately utilize the preparatory physical training plan provided using the website or QR code listed below. This will ensure preparation for the physical demand of training and skills performance testing.
8. ACADEMIC PREPARATION: Students are HIGHLY encouraged to download and begin reviewing the Emergency Medical Responder study guide available using the website or QR code listed below.

Upon arrival to San Angelo, TX

1. Students shall call the Navy Detachment Command Duty Officer (CDO) at (325) 656-8760 to report arrival and provide requested information for accountability. This must be done between their no-earlier-than (NET) date and their no-later-than (NLT) date. Student will then be directed to report to Detachment Headquarters (Building 420) at designated time for processing in the uniform of the day (NWUs).
2. Student will check-in to the San Angelo Inn. If rooms are not available, obtain a 'No vacancy' letter from the San Angelo Inn and secure reasonable accommodations in town until you are moved on base.
3. SVM then reports to Navy Detachment at directed time and place in the uniform of the day (NWUs) with original orders, medical and dental records, travel documents and receipts, and complete firefighter physical.
4. SVM then reports to Fire Academy Schoolhouse, NATTC LS Goodfellow office (Rm 166), for in-processing and required briefings.

Additional information and resources can be found on the Navy Detachment website <https://www.goodfellow.af.mil/Units/Naval-Aviation-Technical-Training-Command-Learning-Site-Goodfellow>. We look forward to your arrival and supporting your success of joining the strong and skilled family of military firefighters! Do not hesitate to reach out for further assistance in any way.

Respectfully,

NATTC Learning Site Goodfellow Senior Enlisted Leader

