



**AIR COMMAND AND STAFF COLLEGE
AY-2004
STUDENT GUIDE**

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Air Command and Staff College :: 225 Chennault Circle :: Maxwell Air Force Base, AL 36112

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**There is nothing so likely to produce peace as to be well prepared to meet an enemy.
– George Washington**

INTRODUCTION

What This Handbook Is All About
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Welcome to Air Command and Staff College (ACSC)! We're sure you have many questions about your upcoming PCS to Maxwell and the Montgomery area. What time should I report? What preparations should I make? What is the ACSC program about? This handbook provides "everything you always wanted to know about ACSC, but didn't know who to ask." Important information about your year at Maxwell is included for everyone. Also included are telephone numbers for getting answers to most of your questions. If all else fails, call Lt Col John H. Ide, our 21st Student Squadron Commander at DSN 493-3277, Commercial (334) 953-3277, or E-mail john.ide@maxwell.af.mil. Bottom line—we know you have a lot of questions, and we are in the business of supplying answers.

(WARNING: This Handbook Is of Limited Value if Not Read.)

Chapter One

Your College ... ACSC

Lots of information hits you quickly when you first arrive—but it does fall into place once you get into the program. This handbook gives you a preview of what ACSC is all about, including the mission and goals, curriculum, class schedules, and some administrative details. Of course, there will be changes—after all, flexibility is the key to success.

Organization

The ACSC class has 44 seminars with about 14 officers in each seminar.

Mission

A world-class team educating midcareer officers to lead in developing, employing, commanding, and supporting air and space power across the spectrum of service, joint, and combined operations.

Goals

- Sustain a quality faculty to serve the needs of the institution and advance the process of academic degree and Joint Professional Military Education (JPME) accreditation.
- Educate future leaders toward a full and common understanding of air and space power, history, doctrine, joint and combined operations, leadership, and USAF Core Values.
- Ensure that resident students meet the objectives of intermediate level of professional military education (PME) while being afforded the opportunity to complete the requirements of the Master of Military Operational Art and Science degree.
- Exploit robust educational technologies to support and enhance the activities and mission of ACSC to include expanding instructional resources, increasing student interaction and retention, focusing student time, and reducing class-related annual expenses.
- Provide a premier graduate school physical environment.

Curriculum

The ACSC curriculum is currently under revision. It will be posted on our website in May 2003.

Master of Military Operational Art and Science Degree

The Air University (AU) Commander has congressional authority to confer the degree of Master of Military Operational Art and Science upon the graduates of ACSC who fulfill the requirements for that degree. To be admitted to the master's degree program, an individual must be selected to attend the ACSC Resident program, **hold a qualifying undergraduate degree, and** meet the English language proficiency requirement. **Applicants, other than Air Force officers, must submit official undergraduate transcripts of credit earned from all institutions of higher education previously attended to the AU Registrar.** The AU Registrar verifies bachelor's degrees for all Air Force officers, to include Guard and Reserve officers, through the Personnel Data System. Students not having a baccalaureate degree or meeting the English proficiency requirement will be allowed to attend ACSC, but will not be awarded the master's degree. Students must complete the 34 semester-hour ACSC Resident program with an overall gradepoint average of 3.00 on a 4.00 scale to earn the master's degree.

The AU Registrar may be reached at (334) 953-4749/8126 or DSN 493-4749/8126. The mailing address is:

Air University Registrar
60 Shumacher Street
Maxwell AFB AL 36112-6337
USA

School of Advanced Air and Space Studies

The School of Advanced Air and Space Studies (SAASS) conducts a yearlong, graduate-level course in airpower strategy, thought, and operations aimed at educating airpower strategists and strategic thinkers and leading to the award of a master's of art degree in Airpower Art and Science. More details about SAASS, as well as an opportunity to apply, are offered to ACSC students early in the academic year.

Student Operations

Command and Staff (COMSTAFF) Council—The ACSC student body is represented by an executive body of students known as the COMSTAFF. The senior 50 AF officers will arrive at ACSC 2 weeks earlier than the rest of the student body. Forty-four officers will be seminar leaders (SL). The remaining six will hold other key student leadership positions. The Class President and Vice President positions are appointed by the Commandant. Other COMSTAFF members holding functional positions are chosen from among, and by, the 50 senior AF students. Other COMSTAFF members include the student division leaders from each of the four divisions; the senior officer from the Army, Sea Service, and Air Reserve component; the senior international officer; and the senior civilian. Finally, points of contact for special projects, yearbook, and public affairs are added to the membership as needed. The COMSTAFF is responsible for organizing class events and activities throughout the school year to include the graduation ball. The COMSTAFF also acts as the class

representative to the ACSC faculty and staff and is charged with advocating issues raised by students during the academic year.

Seminars—You are assigned to a seminar consisting of about 14 AF, sister service, international officers, and civilians. We make seminar assignments after considering several factors such as rating and Air Force Specialty Code (AFSC). The senior AF officer in each seminar is normally the SL for the first “mix.” The SL is responsible for day-to-day seminar administration and is assisted by all other seminar members.

Faculty Members—ACSC faculty members are highly motivated and talented civilians and field grade officers. Officers are selectively chosen from a cross section of AF and sister service specialties. Some are selected from ACSC graduating classes.

Miscellaneous Information

Social Activities—There are a number of social activities during the school year, both formal and informal. The COMSTAFF social representative coordinates the schoolwide social events that range from major festivals to casual cookouts. Informal social activities are scheduled throughout the year at the discretion of the respective seminars. The graduation ball requires formal dress or equivalent (as do other events throughout the year).

Spouses’ Program—This voluntary program is designed to familiarize student spouses with the curriculum, organization, and operation of ACSC and to provide them with the opportunity to participate in many activities throughout the year. An important event at the beginning of the year is Trade Day, where students stay at home and spouses come to school. It is a special day of activities and curriculum just for spouses of students. Over 350 spouses usually attend Trade Day; it’s a great opportunity to meet people and learn more about ACSC.

Warrior-Scholar and Wellness Programs—In addition to academics, we encourage participation in all sports activities. Your seminar will participate in a social sports activity arranged as part of a *competitive sports program* coordinated through your seminar athletic officer. Examples of the competitive activities are slow-pitch softball, volleyball, and bowling. These programs provide recreation, encourage teamwork, and allow a break from academics. ACSC also competes in the base intramural program in both individual and team sports. Your seminar will also participate in the ACSC Warrior-Scholar and Wellness programs. These programs are based on exercise, education, and evaluation. Experts will lecture on various health, wellness, and fitness topics such as cardiovascular health, fitness, stress, and nutrition. Along with the annual fitness test, individuals are encouraged to participate in regular exercise programs and voluntarily test for cholesterol levels, blood pressure, body fat, etc. Individuals should leave ACSC at a fitness level compatible with the high standards expected of, and needed by, professional military personnel.

AF Members Only—You must meet weight and body fat standards immediately upon your arrival and throughout the year. You must also meet AF fitness requirements. You will be tested, if you have not completed your test within the calendar year. Bring a copy of your individual scores to in-processing. If you’re not physically fit, you should start an exercise program now.

Leave Policy—Due to the nature of this assignment, ordinary leave is approved only during fall and winter breaks. Emergency leave is granted throughout the school year. We encourage you to use enough leave prior to arrival to ensure leave is not lost. You can expect a 4-day break (including the weekend) in the fall and 2 weeks in the winter.

Flying—Because all rated officers are placed on aviation service code “L,” all flying requirements are waived; however, you still have to comply with annual flight physical requirements. It is your responsibility to schedule flight physicals. The clinic does not notify you. It is also your responsibility to turn in flight records during in-processing. Failure to comply could result in loss of flight pay.

Retention of Flight Gear—Keep your flight gear! Rated personnel going PCS to attend PME should not turn in flight gear. We still have students being told they must turn in their flight gear before departing their duty station. In most instances, this means the required items are not available when needed.

Computers—You will be issued a Notebook computer (MS-DOS compatible) for use during the academic year. If you are not already “computer literate,” your studies and research at ACSC afford you an excellent opportunity to become conversant with what computers and multimedia technology can do for you. In addition to your Notebook, each seminar room is equipped with a Pentium desktop computer system, printer and 36” plasma screen monitor for use in your presentations and instruction. Standard software available on all computers includes Windows 2000 and Office 2000 (to include Word, PowerPoint, Access, and Excel). Also, each laptop system is Internet ready with Microsoft’s Internet Explorer software. In addition, some one-of-a-kind computers and several multimedia workstations are also available for use. If you would like more information, call our Technology section at DSN 493-5681/6937 or (334) 953-5681/6937.

Mail Delivery—If you do not have a permanent mailing address in Montgomery before arrival, use the following address for temporary mail service. **Be sure to check with the postal service center when you arrive. They will hold mail for 10 days after in-processing.**

Name, Rank, SSAN
550 East Maxwell Blvd
PSC #1 Box 3000
Maxwell AFB AL 36112-5000

Please indicate in the lower left corner of the envelope: ACSC INCOMING STUDENT, PLEASE HOLD. **Do not have mail sent directly to ACSC.**

Early Arrival—Many students take leave en route and arrive in the Montgomery area before the formal reporting date. If you plan to do this, **call** the ACSC Orderly Room, DSN 493-6494/7911 or (334) 953-6494/7911 and let them know how to get in touch with you. Each year we get numerous phone calls and messages for students and can’t pass them on because we don’t know how to reach them. **Otherwise, do not come in until in-processing.**

Duty Phone—The ACSC student locator number is (334) 953-6494 or DSN 493-6494. This is a temporary duty phone. Once you have been assigned a seminar, your seminar phone number will become your permanent duty phone number.

Special Interest Youth Groups—Maxwell AFB and Gunter Annex provide a variety of interesting activities for youth 5- to 18-year olds, ranging from scouting and sports to dance and gymnastics. Additionally, they have a school safety patrol and Security Police Explorer Post. These programs provide opportunities to become actively involved in community relations projects according to age groups. For further information, call DSN 493-6292 or (334) 953-6292 for Maxwell and DSN 596-3316 or (334) 416-3316 for Gunter Annex. Both Maxwell AFB and Gunter Annex have active scouting groups for boys and girls. For additional information, call (334) 262-2697 or stop by the Maxwell Youth Center, Bldg 1 or the Gunter Youth Center, Bldg 1863.

Hospital Services—The Family Practice Clinic is the initial point of contact for the medical treatment of all nonflying ACSC students and family members. The following clinics may be contacted directly to schedule routine appointments:

Family Practice	953-3368
Pediatrics	953-6058

Sick Call by appointment. Active duty personnel will call the following numbers to schedule an early morning appointment: Sick Call 953-1012 from 0600-0645 or Flight Medicine Clinic 953-7835 from 0645-0700. After 0645, call 953-3368 for a scheduled appointment. Active duty members will be allowed to stay home until the appointment time.

Routine Appointments can be made by calling 953-5497.

a. Classmembers on Flying Status—Located in Building 760, Maxwell Ambulatory Health Care Center (main hospital), the Flight Surgeon’s Office (FSO) offers comprehensive medical care for all students on flying status (active and inactive) and their family members from age 13 and up.

Physical Examinations/Flight Medicine (flyers only) can be scheduled by calling 953-7835/7836. Exams should be scheduled **3 months** prior to your birth month. Those on waivers should contact Physical Exams **6 months** prior to birth date.

Medical Records and Visits to Other Clinics—While records of family members are maintained by the Outpatient Records Section located in the main clinic, Flight Medicine maintains records of the active duty flyers. Flyers are required to be cleared by a flight surgeon the same day they visit another clinic. To avoid any confusion of status after visiting another clinic, please bring your medical records directly to Flight Medicine before you depart the hospital.

b. Dental Services—Active duty members are authorized all services offered by the Dental Clinic; however, your length of assignment at Maxwell AFB may prohibit the initiation of long-term, complex dental treatment. Dental sick call is offered at 0700 and 1200 on normal duty days. No appointment is necessary. Commanders are kept apprised of *broken* appointments and short-notice

cancellations. A broken appointment occurs when the patient fails to show at the appointed time or cancels within 24- hours of the appointment. If you cannot make your scheduled appointment, please cancel at least 24- hours in advance by calling the appointment number, 953-7821/7822.

c. Pharmacy Services—Pharmacy services are available in the main clinic at Maxwell, as well as a refill pharmacy located in the BX/Commissary plaza at Maxwell, and drive-up window at the Main Clinic.

Bringing Your Family—We know some of you may be wondering whether or not to bring your family. It's your decision, and you have to consider your individual situation. However, we want to make it clear that ACSC's policy is to encourage you to bring your family, and we'll do everything possible to help minimize the inconvenience of back-to-back moves.

Important factors in making this decision are the availability of on-base housing and schools for your children. There are some family housing units available on base. A Housing Referral Office package, concerning housing on and off base, is included.

A great deal of information concerning schools, shopping, entertainment, etc., is available on the ACSC homepage and links from our website. Those with access to the Internet are encouraged to visit the ACSC homepage at <http://wwwacsc.maxwell.af.mil/> for updates of ACSC activities and local area information.

Guide For Uniforms

Dress	USAF	Army	Navy	USMC	Civilian
Formal	Mess Dress	Army Mess Dress (Blue or White) Optional: Dress Blue or Dress White with Black Bow Tie	Seasonal Dinner Dress Blue Dinner Dress White	Evening Dress or Dress Blue and/or Blue/White A	Tuxedo (Black Tie) Ladies Formal
Semi-Formal	Service Dress	Class A Army Green Service Uniform with Coat and Four-in-Hand Tie	Seasonal Service Dress Blue Service Dress White Summer White	Service A	Business Suit Long Skirt/Blouse Cocktail Dress
Informal (Duty Uniform)*	Normally short sleeve blue shirt, open collar	Class B Army Green Service Uniform (w/o coat and tie)	Service Khaki Alternate: Summer White Winter Blue Aviation Working Green	Service "B" or "C" uniform	Dress Shirt Dress Slacks
Warrior Day	BDUs** Flight Suit**	BDUs** Flight Suit**	Camouflage Utility Uniform** Flight Suit Service Khaki Shipboard Overalls	Utilities** Flight Suit	Casual

***NOTE:** The weather dictates the need for an outer garment when these uniforms are worn.

****NOTE:** Desert BDUs/Desert Flight Suits are not authorized for wear at ACSC.

Chapter Two

WHAT YOU MUST DO!

This chapter pertains to the necessary administrative details you must accomplish **now** or **before in-processing**. Enclosed are forms that require your immediate attention. Please meet the suspenses and follow the directions for completing these forms. So take a few minutes **now** and complete your “first homework assignment.”

A NOTE to our Army, Navy, Marine, Air National Guard, Civilian, and Reserve personnel: Some of the information in this chapter may not fit your particular situation. Please improvise where necessary.

The following are MANDATORY:

Top Secret/SCI Access Clearance Required—Some ACSC lectures are presented at the Top Secret Sensitive Compartmented Information (SCI) level. You are required to have a Top Secret clearance based on a current Single Scope Background Investigation (SSBI). A Periodic Reinvestigation (PR) is required if your SSBI is over 5 years. All personnel, including sister services and civilians, must ensure orders reflect your security clearance, type, and date of your investigation or date investigation was initiated. **Direct security questions to ACSC/CVS, 225 Chennault Circle, Maxwell AFB AL 36112-6426, DSN 493-2712 or (334) 953-2712.**

Household Goods and Unaccompanied Baggage—As soon as you have made arrangements to ship your household goods and/or unaccompanied baggage, complete the form letter contained in this package and return it in the envelope marked: 42 TRNF/LGTT. (Receiving this letter after the fact is of no value.) The phone numbers for Transportation are: DSN 493-4774/4775 or (334) 953-4774/4775. See page 24 for more information regarding movement of your goods.

Some Suggestions Before Departing

- Check your orders immediately upon receipt. If they do not have dates specified as “Report NET and NLT” (not earlier than and not later than), get amendments from your Military Personnel Flight (MPF) before departing your current duty station.
- If you’re coming from a CONUS location, you may be entitled to a maximum of 10 days Temporary Lodging Expense (TLE). This is payable in the vicinity of your old or new permanent duty station. If you are coming from an overseas location, you may be entitled to a maximum of 10 days TLE in the Maxwell/Montgomery location only.
- If you’re coming from an overseas location, you may be entitled to temporary lodging allowances (TLA) in the overseas location only up to 60 days. Check with your Financial Services Office (FSO) and be sure to process the paperwork and/or receive payment before departing your current permanent duty station. Processing TLA at the Maxwell FSO may be delayed if we don’t have all the correct documentation and proper signatures.
- If you have family members who will not accompany you during your tour at Maxwell Air Force Base, please have, on-hand, **two** copies of the lease or mortgage supporting the housing cost where your family members reside.
- If you’re vacating military family housing, be sure to get a copy of AF Form 594 from your current housing office. If Basic Allowance for Housing was not started before you arrived at Maxwell, the AF Form 594 permits our FSO to post the entitlement.
- The mailing of your Leave and Earnings Statement (LES) is suspended when you outprocess your duty station. You’ll receive all suspended LESs at the end of your first month on station.
- Be sure your FSO gives you a package containing a printout of your master travel record or a copy of any travel advance payments. This is required during your in-processing.

The **MPF** asks that you ensure the following forms are correctly completed, current, and in your Unit Personnel Records Group (UPRG) before departing. Ask your present MPF for these forms during your outprocessing.

- **VA Form 29-8286, Servicemen’s Group Life Insurance**—Elections with current rate of \$250,000.
- **DD Form 93, Record of Emergency Data**—This is probably the **most important** form in your records. Please ensure your present copy is up to date. To expedite your in-processing, ensure this is completed. Lastminute changes can be made upon your arrival.
- **AF Form 63, Active Duty Service Commitment (ADSC) Counseling Statement**—There is an ADSC of 3 years from ACSC graduation. You should be counseled on this requirement prior to departing. Make sure your outbound assignments clerk prepares this form for your signature and files a copy in your UPRG.

Reporting and In-Processing

Only those whose PCS orders reflect “EARLY REPORTING AUTHORIZED” (ERA) can report before the Report Not Earlier Than Date (RNETD) of 28 July 2003 (except “first 50” selected based on DOR by HQ AFPC/DPAJE). The early reporting approving authority is the Director, Mission Support, ACSC/DPS (Maj Patricia Leslie). Send E-mail requests, with requested ERA date desired along with full justification, i.e., medical reasons, align with overseas DEROS etc., to patricia.leslie@maxwell.af.mil. (Requests for early reporting for strictly personal reasons cannot be approved.) If E-mail is not available, you may FAX requests to DSN 493-6686 or commercial, (334) 953-6686. If approved, your MPF must annotate your orders accordingly. **(Also see following paragraph on Permissive TDY (PTDY) for house hunting.)** Officers with approved ERA should sign in at the ACSC orderly room at 225 Chennault Circle, room 1126. You will be placed in duty status and utilized in various capacities throughout ACSC or elsewhere on Maxwell AFB. If you arrive before 28 July 2003 and your orders do not indicate ERA, you must take leave until that date. During the period 28 July – 4 August, you will be considered “available for duty” but do not have to in-process until 5 August. Those days are not charged as leave and should be used for such things as finalizing housing/TMO related issues, school registration for dependents, base/area familiarization, etc.

If you **did not** take PTDY for house hunting prior to departing PCS from your current duty station, and have not found a place to live, you may request up to 8 days PTDY for this purpose. If applicable, you may arrive up to 8 days earlier than 28 July 2002. This must be approved in advance and your RNETD changed. (See above paragraph on requesting ERA.) When you arrive in the Montgomery area, report to the ACSC orderly room, room 1126, and complete an AF Form 988, Leave Request/Authorization, requesting PTDY for this purpose. PTDY for house hunting will not be approved retroactively.

All students in-process on 5 August 2003 at the Maxwell Officers’ Club. Any service issue uniform except BDUs and flightsuits may be worn. After completing processing at the club, you will then process through the ACSC facilities and supply office for individual laptop computer issue. About 500 officers are processed on that date, so please adhere to the schedule on page 13 to ensure an orderly flow. Do not report to the Officers’ Club or to ACSC for in-processing before your scheduled time.

In-processing is your only scheduled activity that day. It should take less than 2 hours if you completed the required paperwork in advance. Applicable Maxwell AFB agencies such as the MPF, Security Forces (for vehicle registration), Accounting and Finance staff, and others will participate.

In-Processing Requirements (Mandatory)

PLEASE KEEP TO YOUR REPORTING TIME TO PRECLUDE ANY BACKUP OF FELLOW STUDENTS

TIME	FIRST LETTER OF LAST NAME
0800	A, B
0900	C, D, E, F
1000	G, H, I, J
1100	K, L
1200	M, N, O
1300	P, Q, R
1400	S, T
1500	U, V, W, X, Y, Z

Complete (*type or print*) the following forms before arrival and handcarry through in-processing.

- **AF Form 624, Base/Unit Locator and PSC Directory**—The ACSC Orderly Room updates your new address and forwards this form to the base locator.
- **DD Form 1351-2, Travel Voucher**—**Ensure this is completed before beginning your actual in-processing.** A blank voucher is included in your welcome package.

Besides handcarrying the forms listed above, be sure the following documents are in your possession:

- 20 Copies of PCS orders (and amendments, if applicable).
- UPRG/Personnel Folder with signed PCS travel order.
- Health Record Group (Medical).
- Cardiovascular fitness assessment results (if completed).
- Shot Record.

- Individual Flight Record, if applicable.
- Individual Record—Education Services Program (AF Form 186).
- Two copies of nonavailability statement.
- Two copies of TLE lodging receipts.

A copy machine will be available at the O'Club on in-processing day.

If you have any questions about in-processing, please direct them to MPF, Personnel Employment, (334) 953-6340/5940 or DSN 493-6340/5940 or ACSC/DPS, Unit Orderly Room, (334) 953-6494 or DSN 493-6494/2290.

In-Processing Checklist

A list of important information is included in this section. Please use this condensed checklist to make sure you're ready before entering the in-processing line.

Item	Comments
Know your in-processing time You must be in uniform	
Orders/Amendments	At Least 20 Copies
Signed PCS Travel Orders	Order verifying the time/departure of last duty station
AF Form 330	Records Transmittal/Request
UPRG/Folder	To include OPR Folder
Medical Records	Dental Records are mailed by losing MPF
Form 5 and AF Form 846 (as applicable)	Flight Record and Flight Evaluation Folder
AF Form 63	ADSC Counseling Statement (should be filed in your UPRG)
DD Form 1351-2	Travel Voucher (completed)
TLE Nonavailability Statement	2 Copies
Temporary Lodging Expense Receipts	2 Copies
AF Form 186	Education Record
Cardiovascular Fitness Assessment	Verify Current Ergometry Results

Instructions For Completing DD Form 1351-2 (Travel Voucher)

Items 1-15a—Self-explanatory.

Item 8—Duty phone.

Item 15b—Use as many of these areas as necessary to show your travel. The last line of your itinerary should show arrival at Maxwell and the reason for stop is coded “MC.”

Item 15c—This is a two-digit alpha description of the mode of travel you used. The most common codes are: PA (private auto); GP (airplane, using an MTA); TP (airplane, using a TR); CP (airplane, purchasing your own ticket). Other codes are described on the reverse of the travel voucher.

Item 15d—This is a two-digit alpha description of the reason you stopped at the place you entered in Item 11. If you stopped for TDY, enter “TD.” If you stopped for leave, enter “LV.” (If you were TDY, complete the block headed “cost of lodging.”) Other codes are described on the reverse of the voucher.

Items 15e-15f—Self-explanatory.

Item 16—If you traveled by private auto, check the appropriate block that shows your status as owner, operator, or passenger.

Item 18—Enter descriptions and amounts actually associated with your PCS or TDY travel. Some examples are baggage tips at airports (include the number of bags), purchase of traveler’s checks, and cost of airline tickets. (**NOTE:** Do not include leave expenses.) Include the denomination of travelers checks.

Items 19-28—Self-explanatory.

Required Attachments To Travel Vouchers

- 4 copies of travel orders, plus 4 copies of each amendment.
- Receipts for any reimbursable expenses, including plane tickets claimed in the amount of \$74.99 or more.
- Receipts for any lodging expenses claimed at a TDY stop. Lodging expenses must reflect the single room rate. Provide receipts for commercial lodging regardless of the amount.
- TRs or MTAs issued by TMO.
- Copy of travel advance.

Travel Claim for Travel of Family Members (Item 12)—If your family members traveled with you, enter their names and the birth date of each child on the face of the travel voucher. Use any available space in the itinerary area, the reimbursable expense area, or the first few lines of the computations block. If family members traveled on dates other than the dates you traveled, a separate voucher is required. You may obtain it during your in-processing. Ensure family members are listed on your orders. If not, MPF must issue amendments to include your family.

Travel Voucher Front

Travel Voucher Back

ACSC & Base Parking Policies

There is adequate student parking available within a 5-minute walk of ACSC. Primary student parking is located across from the streetside entrance of ACSC, across from the Cadet Swimming Pool near the B-25 static display, and behind the JAG School, Bldg 694 (page 20).

Within certain lots there are reserved slots for specific organizations. ACSC is concerned with two parking lots—the lot located directly in front of the building and the one on the northeast side of the building between ACSC and AWC. Within these two lots, ACSC has several reserved parking spaces designated for faculty and staff.

- Brown curb-mounted sign with an office symbol or number (e.g., RESERVED CV)
 - ❖ **Assigned staff member only**
- White painted pavement marking with a number (e.g., RESERVED 53)
 - ❖ **In-phase faculty members and operations officers only**

BOTTOM LINE: Within these lots, any parking space **without** a curb sign or painted number is open for all ACSC personnel or anyone else to use.

As for the rest of the base, the parking rules are simple—if a slot is unmarked, it's fair game. If a slot is marked in any way, it is reserved.

GENERAL RULES

- Park in any slot that is unmarked (basewide)
- If it is marked in any way, do not park there
- Do not park in any slot reserved for handicapped use
- Do not park in any ACSC "VISITOR" slot
- **Do not park along any curb, unless it is marked for parking (basewide). These are fire lanes and must be kept clear.**

PENALTIES

- Illegal parking can result in base driving privileges being suspended
- Parking will be strictly enforced by base Security Forces and by designated ACSC personnel (within our two lots)
- Penalties are: 30-day suspension of base driving privileges for offenders with three tickets within a 60-day period or five tickets within a 180-day period
- Habitual offenders run the risk of further administrative/punitive action

If you have any questions concerning ACSC or base parking policies, contact the First Sergeant, ACSC/DPS, DSN 493-2620 or Commercial (334) 953-2620.

ACSC Parking Plan

Information for AF Reservists and ANG

OUTPROCESSING FROM HOME UNIT

- ❑ Ensure you have points of contact within the *personnel* and *finance* sections at home station (for unit guard and reservists and at ARPC for IMAs) prior to departing. This will ease working any personnel or pay issues while attending school.
- ❑ Work with your servicing MPF to credit you for all UTAs and IDTs while in attendance at ACSC on your school tour. This should be automatic within the personnel system, but it doesn't hurt to confirm this before leaving your unit.
- ❑ All attempts should be made to complete your security classification prior to departing home station. A Top Secret/SCI Access Clearance is required of all US military members and should be obtained prior to leaving your home station.

SAASS

- ❑ Guard and Reserve personnel are encouraged to apply for SAASS. Applicants must submit a package within the first month of the academic year at ACSC, which will be sent to HQ AF/REP for command prescreening for Reserves and to the National Guard Bureau for Guard personnel.
- ❑ The package consists of a military resume; last eight OPRs (to include one from your recently departed duty station) and a letter in which you state your intentions on why you want to attend SAASS and your long-term goals. Additionally, the letter must state that if you are selected for and graduate from the SAASS program, you will accept a key selected Guard or Reserve position (unit, IMA, or AGR tour).
- ❑ If you are interested in applying for SAASS let your commander know before you leave to help speed things along.

ORDERS

- ❑ Air Reserve Component (ARC) personnel selected for school who decide to bring their families should ensure the following information is included in the Remarks section of your PCS orders to be properly reimbursed for dependent travel upon arriving at Maxwell. Failure to do so will result in delays for reimbursement while awaiting amendments to your orders from your home unit or ARPC.

Spouse's name and date of marriage (DOM)

Children's name(s) and date of birth (DOB)

- ❑ Ensure that your orders indicate that Dislocation Allowance (DLA) is authorized. Check with your servicing Military Pay Office prior to departing for Maxwell to determine if you will receive the entitlement.
- ❑ Reserve regulations state you may report to a formal school up to 5 working days (7 if a weekend is included) prior to class date. Since ACSC normally starts midweek, the latter applies. Your orders should properly identify this along with the appropriate travel time to Maxwell from your home station.
- ❑ Check with the ACSC Guard or Reserve POC to determine if there will be a separate orientation for Guard or Reserve that begins *before* ACSC starts so that your orders are properly prepared.

- ❑ For Reserve members, your orders "Release Date" (Block 15) should include all the leave time you will accumulate during the academic year. You will not have time to take much leave during the school year and will probably want to use your leave after graduation. For Guard personnel, check with AU/CCG on this issue.

OPRs

- ❑ An OPR (or LOE, if applicable) must be completed at home station before departing for ACSC. This OPR or LOE must have a closeout date prior to the start date of ACSC. This will prevent performance dates from overlapping on the Training Report that is completed, at the end of the school year, on each Reservist.

RECORDS

- ❑ The only records **Unit Reservists** should hand carry to ACSC are Medical and Dental records
- ❑ For **IMAs**—All your paperwork is handled through ARPC, to include Personnel and Medical Records. (POCs can be reached at the following numbers at ARPC: Individual Programs at DSN 926-6531 and Medical Records at DSN 926-7236.) It is a good idea to bring a copy of your medical and dental records with you. If you will be applying for a job after ACSC, it may require a current physical and bringing your old physical can speed things along.
- ❑ **Everyone** should bring:
 - ❑ SGLI Paperwork (or copies of current info)
 - ❑ Copy of Form 93 (Emergency Data Locator)
 - ❑ Copy of latest OPR (see note above)
 - ❑ Copy of cycle ergometry paperwork or fitness testing paperwork
- ❑ **Do not bring:**
 - ❑ **Flying records**—Should remain with your flight records branch. Double check your Aviation Service Code, it should be an "L." This waives all flying requirements except the annual flight physical while attending school. Flight Evaluation Folders should also remain at home station. Do not bring flight gear to school.
 - ❑ **Ancillary records**—Not required while attending ACSC.

FITNESS REQUIREMENTS

- ❑ Ensure you meet weight and body-fat standards upon leaving your present duty station for ACSC. ARC personnel are required to meet all active duty physical standards while attending school along with current AF fitness requirements during the annual ergometry testing cycle. Bring a copy of your fitness test paperwork.

IN-PROCESSING

- ❑ Identifying yourself as Guard or Reserve will speed your in-processing as many of the stops will not pertain to you. Your first stop will be the Reserve/Guard check-in. Bring all items mentioned in the In-Processing Checklist shown in this booklet, minus the records previously mentioned.
- ❑ **Air Reserve Technicians (ARTs)**—If you are an ART and attending ACSC in civilian status, **do not** process through the line in military uniform. This will only confuse the MPF folks. Process through the line in civilian clothes to avoid any confusion. AU/RP will send additional, detailed instructions to incoming Reserve Component students.

For Reserve questions about orders, contact Maj Marcia Watkins, ACSC, DSN 493-2441, commercial (334) 953-2441, or E-mail Marcia.watkins@maxwell.af.mil.

For Guard questions contact AU/CCG at DSN 493-7039, commercial (334) 953-7039.

Chapter Three

Your Move

We know this subject is important to you. There are a lot of details to remember and accomplish: housing, utilities, household goods, what to do if something gets damaged, etc. The base housing office forwards their current housing and school information packages directly to you. Remember, you must clear through Housing Referral before making any commitment for off-base housing.

Household Goods Shipment Information—Most of you have moved many times during your service career and are more than familiar with the moving process. However, problems do vary from installation to installation. If you take time to read the following paragraphs, it can make your move to the Montgomery area less of a hardship for you and your family. Remember, the Maxwell AFB Traffic Management Office (TMO) is only a phone call away. Keep inbound personnel posted with your delivery instructions (334) 953-4774/4775 or DSN 493-4774/4775.

Scheduling Delivery of Household Goods—Call TMO Inbound Personal Property Section, 953-4774/4775/2151, immediately upon your arrival, to obtain up-to-date information concerning the status of your personal property shipments. Shipments that have arrived in the area and are placed in temporary storage can be scheduled for delivery on or about the date you request. However, due to the heavy seasonal workload, 5 to 15 work days may be required to effect delivery from temporary storage. To reduce waiting time for delivery from temporary storage at Montgomery, you can schedule delivery of household goods before your arrival if you have a delivery address with a **FIRM** occupancy date. Proper coordination with your new landlord, realtor, or base housing office could prevent possible excess costs chargeable to you for attempted delivery. If you are delayed en route or cannot accept delivery as scheduled, you must cancel the delivery not later than the day prior. Fill out the attached TMO worksheet and fax to DSN 493-6004 or mail to 42 TRNS/LGTT, 50 LeMay Plaza South, Maxwell AFB AL 36112 to make these arrangements.

Storage in Lieu of Shipment—The Joint Federal Travel Regulation (JFTR), para U5345.D and U5380.C, allows students attending courses of instruction for more than 20 weeks to store all or a portion of their property at origin in lieu of shipment. You may want to consider this option since you could be occupying housing too small to accommodate all of your property. Once shipped to Montgomery, storage is limited to 90 days. For further details, check the information provided to you by the housing folks.

Split Shipment?—If your shipment is “split” at origin—that is, if your shipment cannot be loaded on a single over-the-road van and “overflows” to a second van—it is very important that you notify TMO to that effect. This information has definite bearing on their decision to reweigh or not to reweigh your shipment when it arrives.

Attempting a Door-to-Door Delivery? If you are planning to coordinate with agents or van drivers at origin for a door-to-door direct delivery, you must advise the origin TMO of your arrangements so that the government bill of lading can be annotated. The driver can then deliver to your residence without first clearing through Maxwell AFB TMO. The driver can contact TMO after delivery.

However, if the driver can't contact you at the time of delivery, the driver will contact Maxwell AFB TMO for instructions. You should contact Maxwell AFB TMO with in-transit information. The attached TMO worksheet should be completed and faxed or mailed to TMO. There is a 2-hour free waiting time to provide delivery instructions to the van driver when your goods arrive. If you are not available to accept delivery within that 2-hour period, your property is placed in storage.

Unpacking After Delivery—If direct delivery is accomplished, and the driver indicates that unpacking and removing packing materials is made by his local agent at a later date, it is important that you confirm this with the carrier's agent before signing for your property and releasing the driver. Otherwise, you could be responsible for all unpacking, reassembling articles, and removing packing debris. Remember, some drivers try to leave you with the hassle of unpacking even though it is their responsibility. They've already been paid for this service.

Partial Delivery From Storage—JFTR, para U5375.E, authorizes withdrawal and movement of **one** partial lot from temporary storage. During counseling, coordinate with the originating TMO to authorize a partial delivery on the government bill of lading. The cost of removing goods is based on an hourly rate. Therefore, if you contemplate a withdrawal before accepting the entire lot, it is essential that you identify such articles before packing begins. On van shipments, these articles should be identified on the inventory so they can be separated prior to off-loading into the warehouse. On crated shipments, these articles should be identified on the inventory by container number for easy removal at destination. If possible, have all articles identified for partial delivery packed in the same container (i.e., container number one).

If You Need Help—Should you encounter a problem during delivery of your household goods, call the TMO Quality Control Section. During duty hours, the number is (334) 953-2085; after duty hours, call the Command Post at (334) 953-2862 . For more information, refer to the enclosed miscellaneous information. It is extremely important that you read and understand this information. It can save you time, money, and inconvenience.

Chapter Four

Off-Duty Education

Roughly 80 percent of students who come to ACSC have a master's degree or higher. The ACSC academic year is very demanding with a heavy research and reading load. Very few officers will be able to handle both ACSC and an outside graduate program. The following, therefore, is for information only (and may be more useful to spouses). We have outlined available off-duty educational opportunities at Auburn University at Montgomery (AUM) and Troy State University in Montgomery (TSUM).

Graduate Degree Programs

Universities that provide a cooperative graduate program to ACSC students and faculty.

- Master of Public Administration (AUM)—A NASPAA accredited program.
- Master of International Relations (AUM).
- Master of Science in Adult Education (TSUM).
- Master of Science in Counseling and Human Development (TSUM).
- Master of Art in Teaching (TSUM).
- Master of Science in Human Resource Management (TSUM).
- Master of Science in Management (TSUM).
- Master of Business Administration (TSUM).
- Master of Science in Public Administration (TSUM).
- Master of Science in Elementary Education (TSUM).
- Master of Science in Computer and Information Science (TSUM).
- Education Specialist Degree—Education (TSUM).
- Education Specialist Degree—Counseling and Human Development (TSUM).

For specific information on these and other educational programs, contact Education Services (20 North Pine St), DSN 493-7401 or commercial (334) 953-7401.

Requirements—Generally 30 to 40 semester hours of graduate work and successful completion of comprehensive examinations are required for a master's degree. Credits are acquired by completing approximately 36 semester hours of course work with an average of "B" or better and completing the ACSC curriculum for which credit is awarded after completion of ACSC. No credit is awarded for ACSC in some TSUM programs. Please contact TSUM if you have further questions.

Time Limit—Students who plan to enroll in the cooperative program are not expected to report to ACSC ahead of the regular reporting date. Those ACSC graduates who have completed at least one-half of the required course work, but who have not been able to complete all requirements for the

degree, are allowed to complete the program at Maxwell AFB or on campus anytime within 4-7 years after graduation from ACSC. Upon resuming work on the program, students pay the prevailing tuition rates. The entire program must be completed within the time specified by the institution.

General Information

Accreditation—AUM and TSUM are both accredited by the Southern Association of Colleges and Schools.

GI Bill—AUM and TSUM programs are approved for VA payments. The Atlanta Regional Office of the VA reimburses tuition costs for active duty military personnel eligible for the GI Bill. Students are responsible for the cost of books and materials.

Tuition Assistance—For eligible students, the AF pays 100 percent of tuition costs, contingent upon availability of funds, under the “tuition assistance” program. However, students on special tours, such as AF Reserve or Air National Guard, are not eligible for tuition assistance. Tuition assistance must be applied for prior to the start of each term. Standard limitations apply. Tuition fees are (approximately) \$100-\$120 per semester.

Official Transcripts—If you have attended any other college or university, an official transcript is required by AUM and TSUM (the school tells you how many copies and where to send them, etc.) Personal copies of transcripts may be used for screening purposes before the arrival of official transcripts. **Remember, for a transcript to be official, it must be sent directly from your former college or university to AUM or TSUM. Do not request the transcript be sent to you, AU, or the Education Office.** Colleges and universities usually charge at least \$5 for each transcript.

Facilities—AUM and TSUM hold classes at Maxwell. AUM, TSUM, and Alabama State University (ASU) also hold classes on their home campuses located in Montgomery.

Schedules—Class hours generally run on Monday and Wednesday or Tuesday and Thursday from 1730-2230. You observe normal university holidays and recesses.

Undergraduate Programs—TSUM has a variety of undergraduate degree programs on base. Other undergraduate programs are available at the main campuses of AUM and ASU, as well as at other local institutions.

Entrance Exams—You may be required to take the Graduate Management Admissions Tests (GMAT), the Graduate Record Exam (GRE), or the Miller Analogies Test (MAT). We suggest getting it out of the way before leaving your current duty station, if possible. Each institution can provide you the specifics.

Key Education Telephone Numbers

SCHOOLS	Commercial Phone Number	DSN Phone Number
Education Services Maxwell AFB AL 36112-6110	(334) 953-7401	493-7401/6266
Auburn Univ at Montgomery Dir of Graduate Programs Maxwell AFB AL 36112-6110	(334) 264-2257	N/A
Troy State Univ Montgomery Dean of the Graduate School P O Drawer 4419 Montgomery AL 36103-4419	(334) 241-9507	N/A
Alabama State University Office of Admissions and Recruitment 915 South Jackson Street Montgomery AL 36101	1-800-253-5037 (334) 229-4275	N/A
Sylvan Learning Center 2640 Zelda Road Montgomery AL 36107 (GRE and GMAT Testing)	(334) 262-0043	N/A
VA Regional Office 345 Perry Hill Road Montgomery AL 36109	(334) 279-4866	N/A