



**DEPARTMENT OF THE AIR FORCE
71ST FLYING TRAINING WING
VANCE AIR FORCE BASE OKLAHOMA**

09 September 2025

MEMORANDUM FOR INBOUND UPT STUDENTS

FROM: 71 STUS/CC

SUBJECT: UPT Welcome Letter

1. Welcome to Vance Air Force Base and the 71st Student Squadron (STUS)! Team Vance trains more than 370 Air Force and allied student pilots each year. As the third busiest airfield in the Air Force, Vance operates approximately 188 T-1 Jayhawk, T-6 Texan II, and T-38 Talon aircraft flying over 42,000 sorties and 50,000 hours every year. In the STUS, we provide the administrative command and control required to accomplish the wing's pilot training mission.

2. You will be assigned to the STUS from in-processing until you have successfully completed your flight training and Permanent Change of Station (PCS) requirements. In other words, you are a Stucan from the moment you arrive until the moment you leave this base with your wings. We are excited to provide the support you need to succeed during pilot training. If you are accompanied, we look forward to supporting your family before, during, and after your training. If an issue should arise that you need help with, notify your Flight Commander as soon as possible so that we can begin to work together to find a solution. Contact details are in the following pages.

3. You will not be assigned a formal sponsor. The STUS Command Support Staff (CSS) provides many of the functions normally expected of a sponsor. They have developed this welcome packet for all incoming students and will assist in your in-processing. If you have further questions, please feel free to contact them at (580) 213-6396.

4. For Active Duty only, regardless of your report no later than date (RNLTD) on your orders, you should plan to arrive at Vance AFB no later than 30 days prior to your IPT start date. This will allow ample time to in-process the base and accomplish your IPT departure checklist. If you are attached to your unit's DTS organization, make sure they release you before your PCS to Vance. Your squadron should have a designated DTS POC to accomplish this task.

5. UPT is a challenging, yet very rewarding year-long program! You will be assigned to a class of about 28 Active Duty, Air Force Reserve, Air National Guard, and International students. You will lean on each other for support as you embark through the ups and downs of UPT. At the end of the year, you and your classmates will have developed lifelong relationships, and together, you will join an elite corps of professional military aviators who are ready to defend our country against any foe.

6. Our staff developed this welcome packet to facilitate your transition to Vance AFB and the UPT environment. Please read it carefully since many of your questions will be answered within. Best wishes on your PCS. Welcome to the 71st STUCANS!

A handwritten signature in cursive script, reading "Julie Rainwaters", is positioned above the printed name and title.

JULIE E. RAINWATERS, Lt Col, USAF
Commander, 71st Student Squadron



Welcome to UPT at Vance AFB

Training the World's Best
Pilots to Fly, Fight and Win





THE OPPORTUNITY OF **A LIFETIME**

Congratulations on your selection to attend Undergraduate Pilot Training (UPT), and welcome to Vance Air Force Base!

It is our mission at the 71st Student Squadron to Strengthen Leaders, Pilots, and Families. We look forward to meeting you and your family upon your arrival in Enid, America and wish you luck on your Path to Wings.

Over the next several months, you will be challenged beyond anything you have ever known. Our Vance Proud team of Instructor Pilots will be here to help coach you into becoming a lethal warrior, pilot, and leader.

Sections:

Road To Wings
Before You Arrive
What To Bring
Where To Go
FAQs



YOUR ROAD TO WINGS

STUDY MATERIAL & SPONSORSHIP: Prior to arriving at Vance AFB, you have the opportunity to begin your path towards wings. Once you have your orders, **contact the Duty Officer at 580-213-6396**, during duty hours, with your name, email, cell #, component (AD, AFRC, or ANG), Commissioning Source, and Report No Later Than Date (RNLTDD) on your orders. **Normal duty hours are Monday – Friday: 0900-1200 and 1300-1500 (CST)**. The Duty Lt will provide you with all the information you need to know for your PCS. After you call the Duty Officer, if you have your **us.af.mil** email account provisioned, call the 71 OG Bookstore Representative at 580-213-7214. They will help you set up your Box.com account, where all the study material is located for preparation.

OFFICER AWAITING PILOT TRAINING (OAPT): After you complete in-processing at the 71 STUS, you will be placed in OAPT status. You may be given a “casual” job, where you will work alongside a base agency and be given a chance to learn more about our base, the Air Force, and how we operate as Team Vance. Whether you are assigned a job or not, you are expected to use your time awaiting pilot training wisely. Take advantage of the Box.com study materials so you are as well prepared as you can be on Day-1.

INITIAL PILOT TRAINING: All students will attend IPT which is the first portion of the revised pilot training program, where students will attend FAA Part 141 flight schools throughout the United States prior to beginning the T-6 syllabus. This 139-day course replaces the IFT program and includes 110 flight hours in single and multi-engine aircraft where students will ultimately earn their private pilot certificate, as well as instrument and multi-engine ratings.

PRE-FLIGHT: This phase includes intensive academic and simulator training, where you will build upon the knowledge you have already gained during IPT and your Casual status study time.

FLIGHT LINE TRAINING: Once you arrive on the Flight Line, expect to do 1 to 3 “events” per day. An event can be a Flight, Simulator, Academics, Stand-Up, or Shotgun. During your time in the T- 6A, you will accumulate Over 40 hours of flight time, including at least 4 solo flights. Areas of focus during T-6A training will be VFR pattern operations, instrument flying procedures, aerobatics, IFR/VFR navigation, and formation flying. At the end of your T-6A syllabus, you will graduate and be awarded Air Force Pilot Wings. After your T-6 phase of training, you will either proceed directly to a Major Weapons System (MWS) Formal Training Unit (FTU) for your post-UPT assignment or you will remain in place at Vance AFB in the T-38 aircraft for the fighter/bomber aircraft track known as Phase 3.

BEFORE YOU ARRIVE

Complete the following Computer-Based Trainings

- Save each certificates as a PDF and name it **Last name, First name CBT-NAME DD.MM.YYYY**
- Email all copies to: 71sturon.dot@us.af.mil

DoD IAA Cyber Awareness Challenge —

-New to the Air Force (This includes ROTC):

- Go to <https://www.cyber.mil/cyber-awareness-challenge>

-If you have a pre-exisiting MyLearning account (*Formerly ADLS*):

- Go to <https://lms-jets.cce.af.mil/moodle/>
- Complete the “Annual Cyber Awareness” training.

Mobile Devices Training —

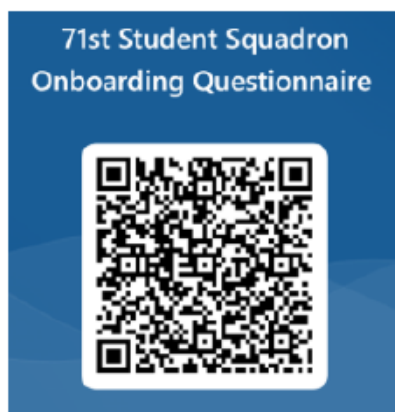
- Go to <https://dl.dod.cyber.mil/wp-content/uploads/trn/online/dod-mobile-devices/launchPage.htm>

TSA Security Awareness Training —

- Go to <https://www.aopa.org/training-and-safety/online-learning/online-courses/general-aviation-security>
- You will need to bring a physical copy of this training certificate to your IPT location.
- **Apply for Student Pilot Application or Retrieve FAA Tracking Number (FTN)**
- Previous FAA Flight Hours? Make sure you have your FTN
- New to FAA Training? Go to <https://iacra.faa.gov/IACRA/Default.aspx> and register for an account. Follow the New User Guide for instructions.
- Email your FAA Tracking Number (FTN) to 71sturon.dot@us.af.mil

Information Collection— Required - visit each QR code and complete all actions.

1. Fill out to the best of your ability



2. Fill out to the best of your ability



WHAT TO DO: 14 DAYS BEFORE ARRIVAL

- **If you have a spouse:**
 - Show them the “Flock Spouse & Significant Other Welcome Guide” located on the Vance AFB website near where you found this “Student Welcome Guide”
- **Call the Duty Officer at 580-213-6396 should you have any questions.**
- **The Cherokee Inn no longer exists, and temporary on-base lodging is now unavailable. Incoming students should book temporary lodging through any Enid hotel (See recommended list below) until confirmation of on-base housing is procured.**
 - Recommended Locations (Not All-Inclusive)
 - Holiday Inn Express & Suites: 580-237-7722
 - Candlewood Suites: 580-234-2000
 - Hampton Inn: 580-234-4600
 - Ramada Inn: 580-234-0440
 - Baymont Inn: 580-234-6800
 - La Quinta Inn: 580-233-7100
 - Country Inn & Suites: 580-540-4351
 - Springhill Suites: 580-540-4256
 - Super 8 Motel: 580-242-6100
 - Home Away Suites: 580-234-5750
 - You will receive off-base lodging reimbursement for up to 21 days.
 - You must visit Vance Unaccompanied Housing ASAP and in-person upon arrival to procure on-base UOQ, family housing, or off-base housing (if on-base occupancy rate is high enough). You may NOT procure your own off-base housing in advance without going through the proper channels of approval on the base. See the 71st STUS in-processing checklist for contact details.
 - Pets are NOT allowed in UOQs. You may arrange for boarding at one of the following facilities:
 - Animal Care of Enid — 580-234-7387
 - Cedar Acres Kennel — 580-237-6901
 - Enid Pet Hospital — 580-237-3377
 - Groom Closet — 580-242-1930
 - Olson Animal Hospital — 580-237-6901
 - Pawsitive Pet Styles — 580-242-7297
 - Wheatland Animal Clinic — 580-237-1245
- **If you wish to forward your mail to Vance AFB:**
 - Call the Postal Service Center at 580-213-7204
- **If you plan on bringing weapons on the base:**
 - Call the Visitor Center at 580-213-7410 or the Security Forces Desk at 580-213-7415
- **See the next page for more guidance on TLE**

Vance AFB - Guidance for Newcomers on Temporary Lodging

As part of in-processing, be sure you stop by the Dorm office (426 Goad St, Building 714, phone 580-213-5410). If given a release from the dorms, you must find housing (either on-base through Hunt Housing or off-base). To help, you can visit Housing Referral in the same building as the dorm office or go visit the Military Housing office (MHO) office (4405 Lehr St, phone 580-213-7294). The MHO can direct you to the common rental options in the local area.

- As housing may be scarce or unavailable, it is common that you may need to secure temporary lodging until a long-term rental is available.
- **Temporary Lodging Expense (TLE)**: see the Joint Travel Regulations (JTR) paragraph 0506.
 - o TLE is an allowance that partially reimburses a Service member for lodging and meal expenses while staying in temporary lodging, in the CONUS, during a PCS. TLE may not cover all lodging and meal expenses incurred.
 - o Every inbound **may be authorized up to 21 days of TLE**. Receipts are required.
 - o Further FAQs are located here: <https://www.travel.dod.mil/Support/ALL-FAQs/Article/3174593/temporary-lodging-expenses/>
 - o The JTR is located here: <https://media.defense.gov/2022/Jan/04/2002917147/-1/-1/0/JTR.PDF>
- It is highly recommended that you **book the government/military rate** at a hotel.
 - o Book early and use your Government Travel Card.
 - o Most hotel chains will honor the locality rate if you show your military ID and your orders.
 - o The local lodging rate is currently \$110 for Garfield County, OK.
 - Link to rates: <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>
- If you run into financial hardships (e.g., due to staying in a hotel for longer than the reimbursement covers), please talk with your First Sergeant.
 - o One option is requesting advanced pay or BAH from the finance office. To contact 71 CPTS, you can:
 - Visit their lobby on the first floor of building 500
 - Email 71cptsfinance.customerservice@us.af.mil.
 - Submit a request via the Comptroller Services Portal: <https://csp.cce.af.mil/> (requires a CAC)

- **Recreational Lodging is available on base for military members, their families, and retirees, making it ideal for out of town guests**
 - There are two types of suites. All of the suites are equipped with full kitchen, washer/dryer, Shower/tub combo in bath, living room, cable/internet. We have a limited pet friendly suites that are available on a first come, first serve basis.
 - The 2-Bedroom suite can accommodate 6 people and has 1 Queen bed, 2 Twin beds and a sleeper sofa.
 - The 3-Bedroom suite can accommodate 6 people and has 1 Queen bed, 2 Twin Beds and a sleeper sofa which is ADA Accessible.
 - Contact Outdoor recreation at (580)213-7358 / (580)213-7348 for reservations
- **If you have a special needs family member:**
 - Contact the Airman & Family Readiness Center (A&FRC) at 580-213-6330 or 580-213-7087 to receive assistance from the Exceptional Family Member Program
- **If you are attached to your unit's DTS organization, make sure they release you before your PCS to Vance. Your squadron should have a designated DTS POC to accomplish this task.**
- **Assemble the required documents (see next page)**

WHAT TO BRING

Documents

Identification

CAC

Valid, Unexpired Passport (Desired) OR Original certified Birth Certificate (US born)/ FS-240 (US Born Abroad) AND Valid, Unexpired Driver's License

Aviation Training History

IACRA/FAA Tracking Number (FTN) (<https://iacra.faa.gov/>)

FAA Student Pilot Certificate (if applicable)

FAA certifications/ratings held (if applicable)

FAA Private Pilot Knowledge Exam Results (if applicable)

Personal Flight Logbook (if applicable)

Individual Flight Record (if applicable)

Individual Flight Evaluation Folder (if applicable)

Education

Certified original transcripts – High School for EVERY school attended

Certified original transcripts – College for EVERY school attended

Administrative

ROTC cadets only – Reserve orders and DD Form 4

10 copies of orders (Front and Back)

Original birth certificate, medical, immunization, and dental records

CITI Government Travel Card (GTC) (if you have one)

Car Registration, Insurance, and Vehicle Title

Transportation Management Office (TMO) paper- work for your Household Goods (HHGs)

Marriage certificate (if applicable)

Personal/Miscellaneous

Personal computer/tablet for Early Access study

All uniform items

OCPs (recommend 2 sets)

Short sleeve blues (complete set)

Service Dress (full set with updated ribbons)

Mess Dress (if you have it. You will need to buy it in time for graduation)

PTUs (recommend 2 sets)

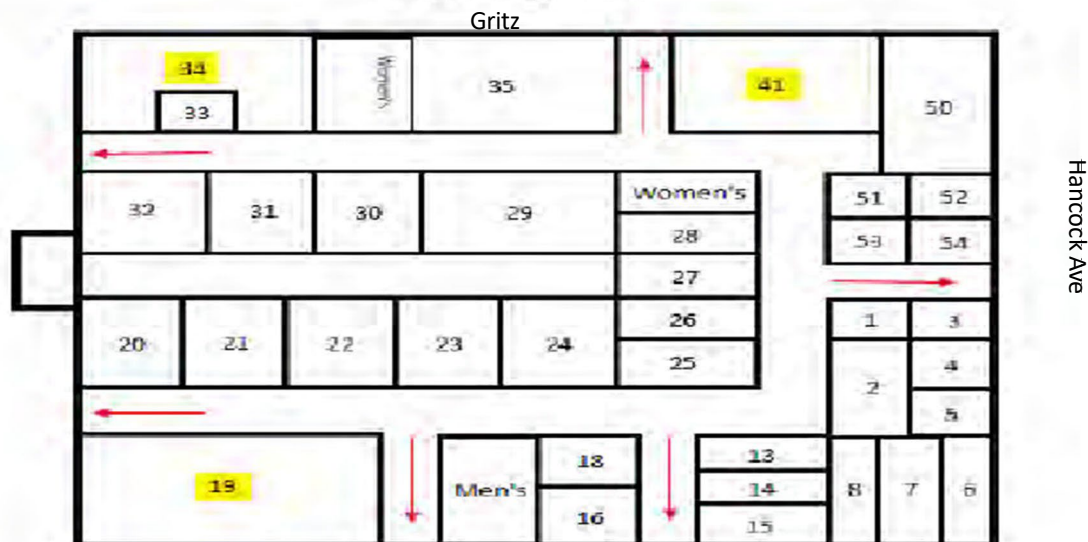
Flight suits will be issued prior to IPT

WHERE TO GO

- **(Active-Duty Students Only) Regardless of your report no later than date (RNLTED) on your orders, you should plan to arrive at Vance AFB no later than 30 days prior to your IPT start date. AFRC & ANG Students, follow your unit's guidance on when to report.** This will allow ample time to in-process to the base and accomplish your pre-IPT checklist and/or TDY pre-departure checklist IAW AFPC directives.
- Make sure to procure off-base temporary lodging at least 14 days prior to your arrival so you have a place to stay while you're on or off-base living arrangements are worked out. See page 5 of this packet for details.
- Check into the STUS CSS Office (Rm 34) wearing OCPs, no later than **0800 on or before your RNLTED** (Report No Later Than Date). If your RNLTED is on the weekend or a holiday, in-process on the next duty day. After checking in, you must in-process with finance at **0900** in the Wing Headquarters Building (building 500). Lastly, at **1000**, please return to Rm 34 to receive an in-processing checklist. Complete this within 10 business days.
- Finance in-processing hours are Monday - Friday at 0900 sharp. Make sure to be on time.

Building 690 Layout

Parking Lot



Rm 34: STUS CSS Office (First Stop!)

Rm 19: Registrar's Office

Rm 41: Command Section

FAQs: SINGLE & UNACCOMPANIED

Do I have to live in a dorm?

The short answer is yes. By regulation, the Air Force's goal is to maximize utilization of government controlled housing. If we are at capacity in the dorms, you may have the option to live off-base. If you believe you have an unusual circumstance that would require you living off-base, we may be able to request an exception to policy after your arrival. Contact the First Sergeant (580-213-6271 — located in Room 51 of Bldg 690) once you're here to start that process.

Are the dorms furnished?

The dorm room includes a fully furnished bedroom and kitchen; however, you are not required to use the provided furniture if you wish to bring your own. You do need to bring dishes, a cooking set, a shower curtain, and bedding. The bed is Full-sized, but queen bedding is recommended for the best fit.

Are there laundry facilities to use in the dorms?

Yes! There is an easily accessible laundry room centrally located on the first floor of all dorm buildings.

What do I do with all of my household goods (HHGs)?

It is recommended that you bring a minimum amount of HHGs regardless of whether you are living on or off-base. The dorms provide a small storage locker; however, if you are unable to store all your things there, you will have to find suitable storage at an off-base facility.

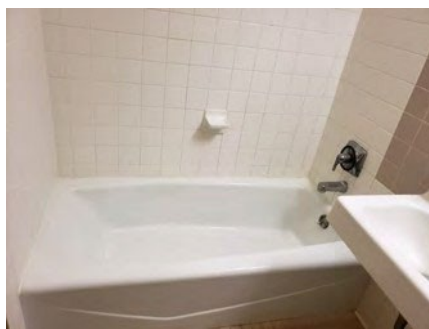
What if I have a pet?

The dorms do not allow pets. If you decide to bring a pet and are assigned to a dorm room, you will be required to find and pay for boarding at a local off-base facility of your choice.

What if I have a firearm?

You are not allowed to store your firearm in the dorms. You will be required to sign your weapons into the Armory upon arrival at Vance AFB unless you have made other arrangements for storage off base.

UNACCOMPANIED OFFICER ACCOMODATIONS



FAQs: MARRIED & ACCOMPANIED

Do we have to live in Base Housing?

Accompanied officers are not required to live on base in the dorms, nor in the housing on base. So long as they have availability, it's your choice if you and your spouse want to live on or off-base. Regardless, you need to check-in with Vance first before you attempt to procure your own housing.

What if my spouse or dependent aren't on my orders?

Bring your marriage certificate or proof of dependency. You will need to get your orders amended in order to get with-dependent pay. Once it's updated, you won't be required to live in the dorms.

Does Vance Family Housing allow pets?

Yes, up to two pets are allowed. Most houses have a small, fenced yard in the back. You will also have access to a dog park in the housing complex. For any extended absences you may experience, boarding is not available on-base, and you will need to contact an off-base boarding company.

What if I'm going to be getting married really soon? Am I still considered single?

You will be assigned a dorm until you have your marriage certificate updated in DEERS. After this, the Air Force will acknowledge you are married, and you'll be allowed to move out of the dorms.

What's included in the Base Housing rent?

Rent is equal to your BAH, is paid through allotment, and includes water, gas, and electric. Free yard care (excluding inside fenced yards), no pet or security deposit, free quarterly pest control, and stove/fridge/dishwasher included are some of the benefits you receive. Contact 580-297-8910 for more info.