



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



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 fourth busiest airfield in the Air Force, Vance operates approximately 208 T-1 Jayhawk, T-6 Texan II, and T-38 Talon aircraft flying over 50,000 sorties and 73,000 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 till 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 Student Management Office/Command Support Staff provides many of the functions normally expected of a sponsor. They have developed this welcome packet to 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. 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 TDY report date or 10 duty days prior to your UPT class start date. This will allow ample time to in-process to the base and accomplish your pre-UPT checklist and/or TDY pre-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!

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ERIC V. POUNDS, Lt Col, USAF  
Commander

*Deliver, Develop, Deploy, Demonstrate*



# Welcome to UPT

# at Vance AFB

Delivering the World's Best  
Pilots for Our Nation's Defense







# **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 71<sup>st</sup> 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 Sponsor Hotline at 580-213-6396, during duty hours, with your name, email, and Report No Later Than Date (RNLTD) on your orders. Normal duty hours are Monday – Wednesday & Friday: 0800-1600 (CST) and Thursday: 0800 – 1500 (CST). The Duty Lt will provide you with all the information you need to know for your PCS. After you call the Sponsor, if you have your **us.af.mil** email account provisioned, call Mr. Rob Houghtaling (71 OG Bookstore Representative) at 580-213-7214. He will help you set up your Box.com account, where all the study material is located for preparation.

**MOCK PHYSICAL FITNESS TESTS:** Per the 19 AF/CC MFR (19 Aug 2022), 2 mock physical fitness tests will be conducted by all officers before starting UPT. The first mock test will be within 2 weeks of arrival and the second will be between 30-45 days prior to UPT class start date.

**INTRODUCTORY FLIGHT TRAINING:** You will only attend IFT if you have not been awarded a Private Pilot's License (PPL) by the FAA. After you in-process at Vance AFB, if you have a PPL and are scheduled for IFT, see the 71 STUS Registrar in Room 19. If you don't have your PPL, you will be scheduled for IFT and will go TDY to CAE in Pueblo, CO. There you will learn to fly, and even solo in a DA 20 aircraft. **If you will be attending IFT prior to PCSing to Vance AFB, contact the 71 STUS Registrar's Office (DSN 448-6098, Comm (580) 213-6098 and via email [71STUS.STU.DOR@us.af.mil](mailto:71STUS.STU.DOR@us.af.mil)) 60 days prior to your IFT class start date for flight equipment issue instructions and information.**

**OFFICER AWAITING PILOT TRAINING (OAPT):** After you complete in-processing at the 71 STUS, you will likely be placed in OAPT status. You may be given a "casual" job, where you will work alongside a Vance 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.

**PRE-FLIGHT:** This phase includes intensive academic and simulator training, where you will build upon the knowledge you have already gained during IFT 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 ~85 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 continue to grow your piloting skills in either the T-1 aircraft/simulator for mobility aircraft or in the T-38 aircraft for fighter/bomber aircraft.

# **BEFORE YOU ARRIVE**

## **Complete Required Computer-Based Training:**

### **a. DoD IAA Cyber Awareness Challenge —**

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

- Go to <https://public.cyber.mil/training/cyber-awareness-challenge/>
- Click “Launch Training”, then “Start New Session”
- Complete the training, save the certificate as a PDF, and name it **Last name, First name Cyber Cert**
- Email a copy to: 71sturon.dot@us.af.mil
- In the body of the email, type: “Please add to my MyLearning account. I did not have a prior MyLearning or ADLS account”. Our Transition Office will manually upload your certificate to your future MyLearning account

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

- Log into the AF Portal, search for “MyLearning” under “Quick Links” on the main pg
- Click “Home” (left column), click “View All Courses” under “For Learners”
- Type “Cyber Awareness” into search box
- Click “Cyber Awareness Challenge 2023 - MLMW1173”, launch course.
- Complete the training.
- Save the certificate as a PDF and name it **Last name, First name Cyber Cert**
- Email a copy to: 71sturon.dot@us.af.mil

### **b. Mobile Devices Training —**

- Go to <https://cyber.mil/training/dod-mobile-devices/>
- Click “Launch Training”, Click “Start/Continue DoD Mobile Devices”
- Complete the training.
- Save the certificate as a PDF and name it **Last Name, First name Mobile Cert**
- Email a copy to: 71sturon.dot@us.af.mil

# **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 Student Sponsor Desk at 580-213-6396**
  - See **STUDY MATERIAL & SPONSORSHIP** paragraph on page 3 of this packet.
- **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 14 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 71<sup>st</sup> 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

- **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.
  - Rental rates are \$85 per night and if you have a pet \$10 per pet/per night
  - 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



- 10 copies of orders (Front and Back)
- ROTC cadets only – Reserve orders and DD Form 4
- Driver's license and DoD ID card
- Copies of ADLS training certificates for DoD Mobile Devices and DoD IAA Cyber-Awareness Training (if previously taken)
- Printout of most recent official Fitness Assessment test scores
- Medical, shot, and dental records
- CITI Government Travel Card (if you have one)
- Car Registration, Insurance, and Vehicle Title
- Transportation Management Office (TMO) paperwork for your Household Goods (HHGs)
- All personnel records
- Flight Evaluation Folder (if previous AF rating)
- Marriage certificate
- Savings to live on until finance starts your pay
- Personal computer/tablet for Early Access study
- If awarded, Private Pilot's License and number of hours

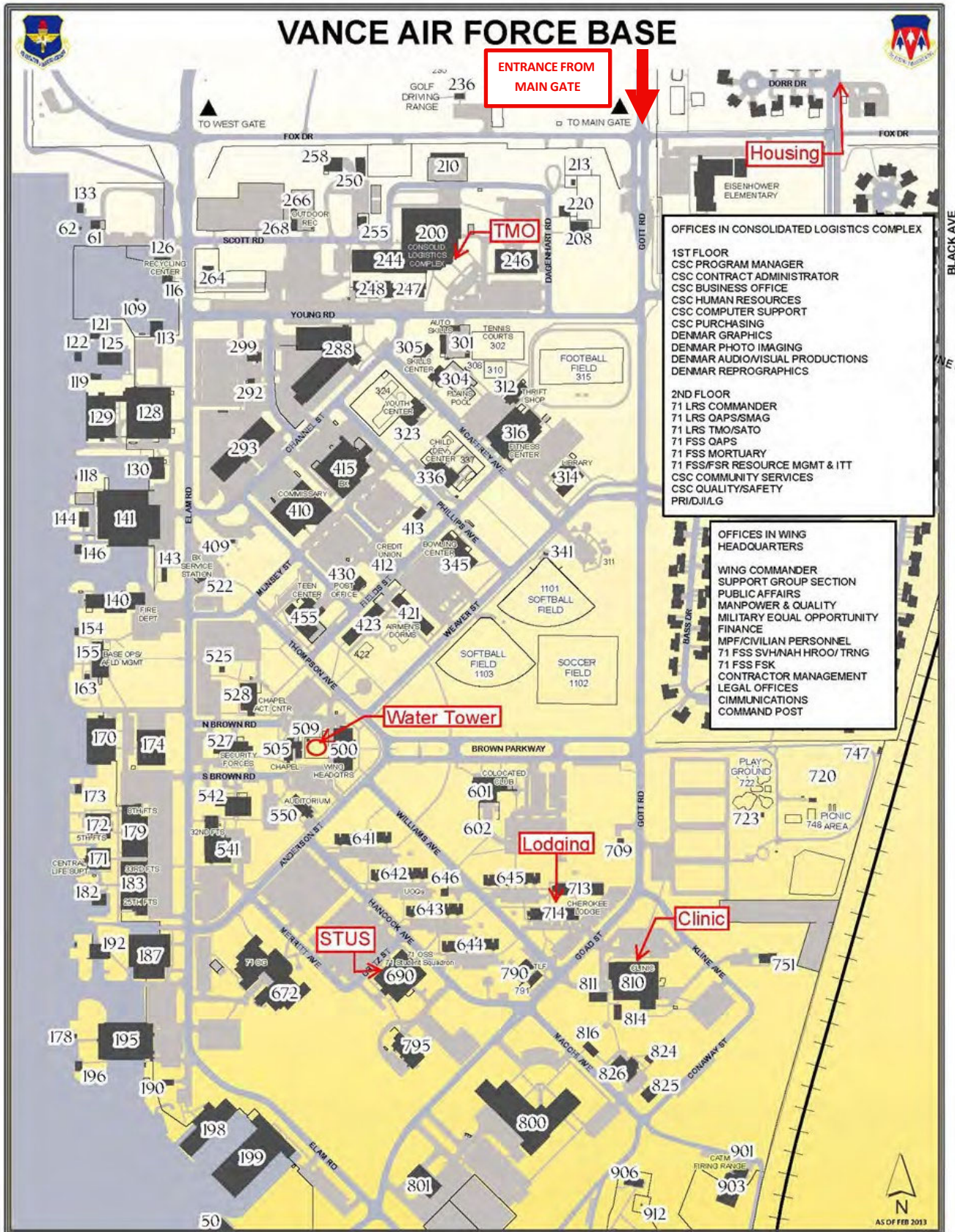


- All uniform items
  - OCPs (recommend 2 sets)
  - Short sleeve blues (complete set)
  - Service Dress (full set with updated ribbons)
  - Mess Dress (if you have it. You will need to buy it in time for graduation)
  - PTUs (recommend 2 sets)
  - \*Flight suits will be issued prior to IFT\*





# BASE MAP

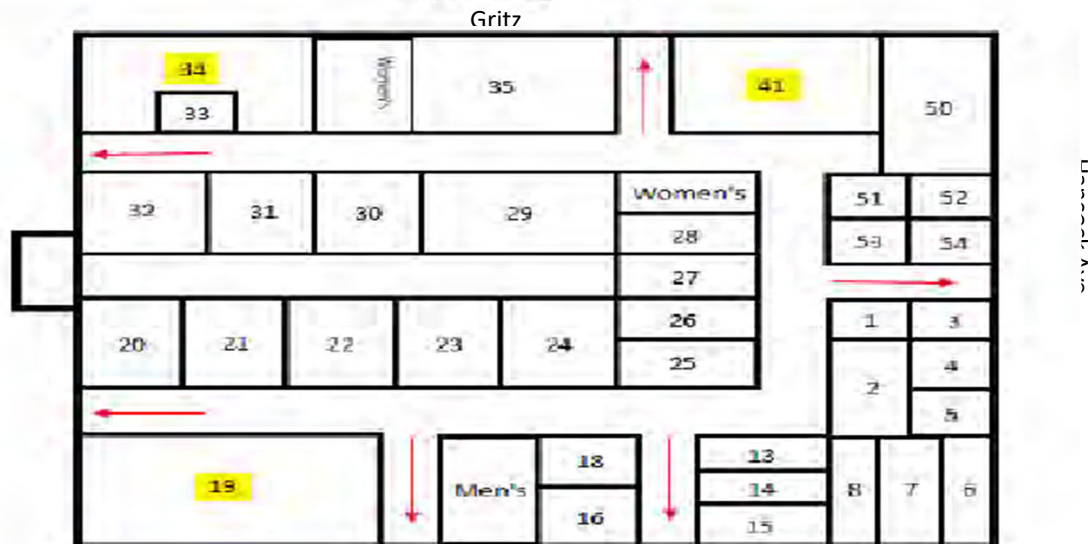


# WHERE TO GO

- **(Active-Duty Students Only) Regardless of your report no later than date (RNLTD) on your orders, you should plan to arrive at Vance AFB, no later than 10 duty days prior to your UPT class start date or 30 duty days prior to any TDY report 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- UPT 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) no later than **0800** on the next duty day after your arrival to Vance wearing OCPs. 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 5 business days. **If your RNLTD is on the weekend or a holiday, in-process on the next duty day.**
- Finance in-processing hours are Mondays, Wednesdays, and Fridays 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 the Command Section 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.