



# Welcome to Sheppard AFB

Inbound UPT Student Handbook  
November 2024



*The vision of the 80th Flying Training Wing is to be the world's premier fighter pilot training program.*

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**DEPARTMENT OF THE AIR FORCE  
80th OPERATIONS SUPPORT SQUADRON  
SHEPPARD AIR FORCE BASE, TEXAS**



**MEMORANDUM FOR INBOUND UPT STUDENTS**

FROM: 80 OST/CC

SUBJECT: ENJJPT Welcome Letter

1. Welcome to Sheppard Air Force Base, the 80th Operational Support Squadron, and congratulations on your selection as a student pilot at ENJJPT! The Euro-NATO Joint Jet Pilot Training Program, established in the spirit of NATO, is conducted by the 80th Flying Training Wing and its comprising squadrons. ENJJPT is the world's only multi-nationally manned and managed flying training program chartered to produce combat pilots for NATO. In the Office of Student Training (OST), we provide the administrative command and control required to accomplish the wing's pilot training mission.
2. You are assigned to the OST from in-processing until you out-process and complete your Permanent Change of Station (PCS) following graduation. We will provide the support you need to succeed during training. If an issue should arise that is beyond your ability to manage, notify your Military Training Officer (MTO) as soon as possible, so that we can begin to work together to find an acceptable solution. Contact details are in the following pages.
3. You will not be assigned a formal sponsor. The OST provides many of the functions normally expected of a sponsor. We have developed this handbook as a guide to all incoming students and will assist in your in-processing. If you have further questions, please contact the Casual in Charge of Casuals (CINCC) desk at 940-676-5055.
4. ENJJPT is a challenging 55-week program, but will be a very rewarding year. You will be assigned to a class of around 28 Active Duty, Air Force Reserve, Air National Guard, and NATO International students. 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!
5. Our staff developed this handbook to facilitate your transition to Sheppard AFB and the ENJJPT community, please read it carefully since many of your questions will be answered within. Good luck on your PCS!

JOSEPH R. UNDERWOOD, Maj, USAF  
Director, Office of Student Training  
80 OSS/OST, Sheppard AFB, TX

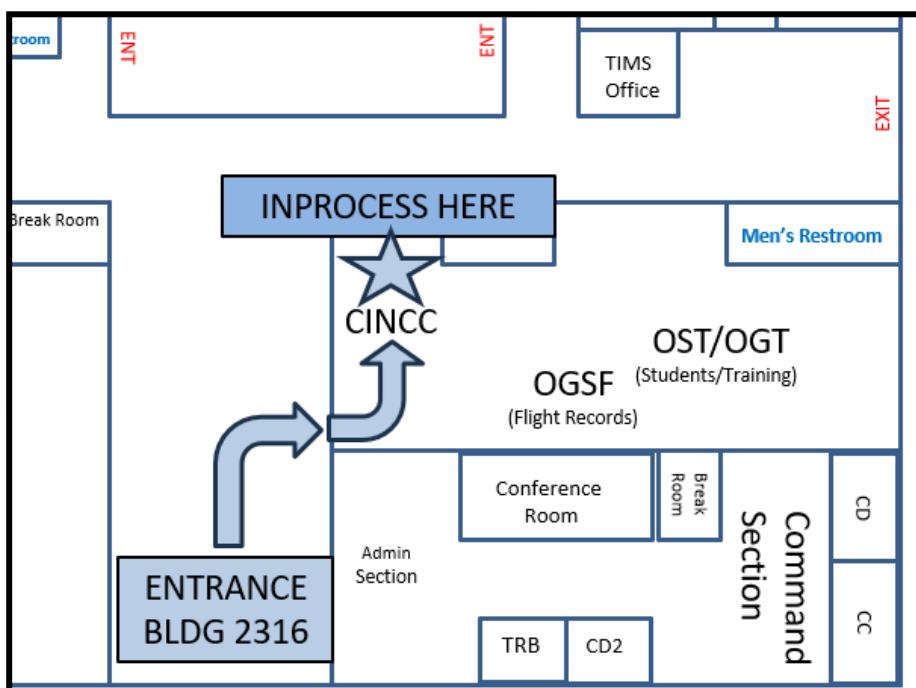
## INPROCESSING

- Plan to arrive at Sheppard AFB on or before your report no later than date (RNLTD). If your UPT class start date is before your RNLTD, plan to arrive at least 10 duty days prior to your class start or TDY report date. This will allow time to in-process to the base and accomplish necessary tasks prior to UPT or TDY.
- Your first check-in will be over the phone with the Casual in Charge of Casuals (CINCC) desk. Call 940-676-5055 no later than 2 weeks prior to your report date so that the CINCC can give you a pre-arrival briefing.
- Your next check-in location is the 80th OST Office (Bldg. 2316, Room 145) between 0800 and 1500 Mon-Fri. Students will report to the 80th OST in OCPs or Flight Suit. Here you will begin in-processing to the 80th OSS and OST.
  - **International Students:** Contact your respective Senior National Representative (SNR) for additional guidance and in processing checks.
- Until you begin UPT, you will be known as casual student. Your first responsibility as a casual is to complete in-processing. Once you check in with the OST, you will receive checklists outlining your in-processing steps. After completion of in-processing, you will be assigned a temporary casual job while awaiting class start.





**Building 2316**



**Inprocessing Location**

## EXPECTATIONS

- 1. Accountability.** Your duty day is from 0800–1700, you are expected to be in uniform if on base and may not depart the local area between these hours unless on leave. Accountability is conducted via Slack Messaging on Sunday afternoon. Enable Slack notifications and respond accordingly before 0800 on Monday. Failure to respond may result in adverse administrative actions.
- 2. Uniform Wear.** During in processing, you will be issued flight suits that you will wear for the duration of training. This will be your UOD while on casual status as well.
- 3. Alcohol.** If you consume alcohol, you must know when to stop. The repercussions for alcohol related incidents are severe. Any alcohol related incident is grounds for removal from UPT, and possibly the military. Don't ruin your career or your life by being careless.
- 4. The Wingman Policy.** We take care of each other. Being a good wingman isn't just about being a designated driver. It is about being the voice of reason in a sticky situation and never leaving a buddy behind. A good wingman will not only have a plan but will carry out that plan or get the plan back on the right track when things go wrong.
- 5. Physical Fitness.** Flying high performance aircraft is a physically demanding profession. You need to take care of your body or you'll risk having problems in the future. It is your responsibility to maintain fitness standards and **keep current on your fitness assessment (US students).** Sheppard AFB provides many resources to facilitate this including the Levitow and Pitsenbarger gyms, the aircrew gym in the ENJJPT building, and CRAFT (Comprehensive Readiness for Aircrew Flying Training). While on casual status you'll be expected to attend at a minimum 2 CRAFT workouts per week.
- 6. Health.** One of the most common causes for delays in training is medical hold. In order to begin flying training (IFT or ENJJPT) you must have a current flight physical and accompanying Form 2992 (Medical Recommendation for flying or special operational duty). Please contact Sheppard AFB Flight Medicine 940-676-1458 or 940-676-2273 as soon as possible after your arrival if you do not have a 2992 that is current through training. If you have any waivers please double check that they won't expire during training. Additionally, we advise you to exercise extra caution playing sports or engaging in other activities with potential for injury, as many students have been delayed or removed from training after being hurt.

## BEFORE YOU ARRIVE

1. Call the Sheppard Housing Office at 940-676-1840 up to 90 days prior to discuss setting up your living arrangements. As a rule, unmarried officers will live in the dorms, with the only exceptions being prior enlisted or late rated assignments. You may be required to stay at the Sheppard Inn while waiting for housing and can contact them at 940-676-2707 to make reservations. The Air Force will reimburse you for the first 10 days, but you will have to use BAH to pay over ten days. Be sure to save your itemized lodging receipts for filing your PCS travel voucher.
2. Student mail may be forwarded prior to arrival by contacting the postal service center at (940) 855-3319. Be sure to contact the postal service center prior to changing your mailing address, to let them know your name and approximate date of arrival. Once they have given you instructions on how to list your new mailing address, visit <https://moversguide.usps.com/> to change your address.
3. You may call the OST at 940-676-5055 for specific questions about the base or policies. Email requests may be sent to [80OSS.OST.CINCCS@us.af.mil](mailto:80OSS.OST.CINCCS@us.af.mil).
4. Firearms and weapons (e.g. guns, ammo, bows and arrows, crossbows, etc.) are not allowed in the Sheppard Inn, the TLF, or the UOQ. You must declare all firearms and weapons to security forces. If you plan to live on base either in the UOQ or base housing and have weapons, contact SF at 940-676-2981, or the Armory at 940-676-2658.
5. If you have a special needs family member, please contact the Military and Family Readiness Center at 940-676-5100 to receive assistance from the exceptional family member program.
6. Pets are NOT allowed in the Sheppard Inn, the TLF, or the UOQs. If you have a pet, you may arrange for boarding at one of the following facilities:

A Caring Heart Veterinary Hospital, LLC-- (940) 855-0451  
Denise's Puppy Luvin' Resort -- (940) 613-5268  
Lowe's Pet Motel & Grooming -- (940) 855-8933  
PetSmart -- (940) 696-5814  
Bed'n Biscuit Country Inn -- (940) 447-7357  
Le Chateau Pet Resort – (940)-487-2002

## TRAVEL

**1. For students traveling by airline.** Wichita Falls Municipal (KSPS) is the closest major airport to Sheppard (we share the airfield), however it is often far more cost effective to fly into Dallas-Fort Worth International Airport (KDFW). Uber, Lyft, and taxis are available from either location. The trip takes about 2.5 hours one-way from DFW and 10 minutes from KSPS. Keep in mind Uber/Lyft/taxis will bring you to the front gate and drop you off. You must coordinate in advance to have someone meet you at the gate and take you to the Dorm Management Office or the Sheppard Inn. We suggest calling the CINCC Desk at 940-676-5055 for help.

**Keep itemized receipts for all your travel expenses.**

**2. For students traveling by personally owned vehicle (POV).** If traveling by car, all highways are well marked. You can enter the base via either the Main gate or Missile gate. For Missile Gate, take I-44 exit 5A and proceed East on Missile Road until you reach the gate. For the Main Gate, take I-44 exit 3B for TX-325 and proceed East until you reach the gate. From either gate you can reach the dorms or the OST using the base map found in the Appendices below.

**3. Per diem allowance:** The per diem allowance is designed to reimburse you and your family for the costs associated with meals and lodging when you travel to your new duty station. Per diem is available for both CONUS and OCONUS moves. The military uses 350 miles per day as the standard one-day travel distance to compute per diem payments. To determine the maximum number of days for which per diem is payable, take the official mileage between duty stations and divide by 350. An additional day of travel is allowed if the remainder is 51 miles or more.

For a list of all PCS entitlements/allowances see your Finance Office and visit:  
<http://www.militaryonesource.mil/>



## WHAT TO BRING

Gather the following items for in-processing to ensure a smooth transition during the first few days. **Some of these items may already be in a packet provided to you by your commissioning source:**

### **Bring the following to in-processing at the OST**

- 10 copies of orders (Front and Back)
- Identification Card (Driver's license and military ID card)
- FAA Certificates- If Held (Private Pilot etc.)
- Copies of myLearning training certificates for Information Protection and DoD IAA Cyber-Awareness Challenge (if previously taken)
- CITI Government Travel Card (if you have one)
- Most recent official Fitness Assessment test scores. If you are ROTC, OTS, or an Academy grad, you will have 42 days from your arrival date to acclimate, but will test no later than 6 months following your arrival. Contact the CINCC and ask for the UFP (Unit Fitness Program manager) at 940-676-5055 if you have any questions.
- If you are an International student be sure to bring your passport.

**1. In addition to the items above, take the following items with you as you in-process to the base**

- Marriage certificates if not yet on file with USAF
- Proof of car registration and insurance (must remain current)
- Medical, shot and dental records (Flight Physical)
- Flight records/evaluation folder (if you have one)
- FAA Medical Certificate (if you have one)
- Traffic Management Office (TMO) papers / receipts from the move (if applicable).
- All uniform items: blues, ABUs/OCPs, mess dress, and service dress. Flight suits will be issued prior to Introductory Flight Training (IFT).

**2. Other recommended items to bring for setting up your residence**

- Computer/Tablet and printer is **highly encouraged** as many training materials will be issued digitally. You will be issued an iPad for training, but many students find it useful to have their own device as well.
- Iron and ironing board
- Kitchen/Cooking utensils and dishes
- UOQ rooms are set up similar to a college dorm room with the addition of a small kitchen. Keep this in mind when considering what items to bring. Contact the Sheppard Housing Office at 940-676-1840 for further information.

**3. A comprehensive in-processing checklist with all required actions is provided on your first day. This checklist must be completed within **ten** days. The CINCC will be able to answer questions about this checklist**

## HOUSING

1. Unaccompanied Officer Quarters (UOQ) are provided to all unaccompanied students while stationed at Sheppard AFB. The governing regulation for UOQs is AFI 32-6005 with AETC and Sheppard AFB Supplements, *Unaccompanied Housing Management*. Policy letters regarding UOQ occupancy are located at the Air Force Inn (lodging).
2. All first assignment unaccompanied USAF (AD, Reserve, and ANG) and international UPT students are required to occupy the UOQ unless authorized to live off base in accordance with Unaccompanied Housing (UH) policy.
3. If you are unaccompanied, you must receive permission from the Unaccompanied Housing Office prior to purchasing, leasing, or renting an apartment or house with the intent of residing off base and receiving BAH.

Dormitories include:

- 1 bedroom with extra-long full size bed, chest of drawers, desk, and entertainment center
- 1 kitchen with stove, refrigerator, and microwave
- 1 private bathroom
- Every room is cable, internet, and phone ready.
- Laundry facilities are centrally located within each UOQ building and the service is free
- Wait time for a dormitory room averages from 1 day to 3 weeks (these times are an average and vary from class to class)

4. Married/Accompanied members have the option to buy or rent off-base or to rent on-base from Balfour Beatty (privatized housing office). On-base privatized Housing is owned/managed by Balfour Beatty, and you may sign up for their waiting list through the base housing office at 940-676-1840.
  - Rent is equal to your BAH, utilities (water/electric/gas) are included - rent is paid via allotment.
  - The first month's rent will be pro-rated and is due at the end of the month. You will also need to ensure that BAH is correctly paid out for the following month as the government allotment takes time to get started.
  - Free yard care (except for inside fenced yards)
  - No pet or security deposit (two pets allowed)
  - Free pest control - quarterly and as needed
  - 3 and 4 Bedroom houses available
  - Weekly resident appreciation events
  - Appliances included: gas stove, refrigerator, dishwasher, with washer/dryer hookups

5. For a list of off-base housing availability check local newspapers, online, and visit <http://homes.mil>. Also visit the Base Housing Office for a briefing prior to signing any lease off base. The Housing Office offers good information on the local community.



## TRAFFIC MANAGEMENT OFFICE

1. **Inbound/Arriving at Sheppard.** If you are accomplishing a Personally Procured Move (PPM) (formerly titled DITY move), you should have been given a signed copy of the Form 2278 by the counselor at your previous base. If it is not signed, you will need to contact your previous TMO office and arrange for them to send you an emailed PDF of the Form 2278 with the counselor's signature (block 10.c.) to hand-carry in. You will need to come into the office in order to finish processing your PPM move.

2. In order to complete each PPM move you will need:

- Copy of your orders (and amendments) (TMO will not make copies)
- Original DD 2278
- Voucher for any advance operating allowances (if applicable)
- Certified empty and full weight tickets with name, SSN, signature of weight master and vehicle information
- Travel Voucher (DD 1351-2, MAR 2008- available at the TMO)
- Copy of Rental contracts (if any vehicles were rented or moving equipment used)

3. This process should be accomplished as soon as possible upon arrival to the base. Once a PPM filing is complete, the member should expect reimbursement/payment in approximately 30-40 days from finance.

4. For a Household Good Shipment (HHG) once the shipment is booked and picked up at origin, the delivery of the items is handled directly by the shipping company. You should be able to see the information regarding your shipment(s) by registering for a DPS account on [www.move.mil](http://www.move.mil) and scheduling the delivery date. Also, you can contact the shipping company directly via the provided phone number. If a phone number was not provided, the Joint Personal Property Shipping Office (JPPSO) will be the point of contact to locate the shipper. Their contact number is (800) 599-7709 or 210-321-4200

5. If you are residing in the dorms and your HHG shipment will not fit upon delivery, partial delivery to the dorm and storage will be required. The member should go to the Base Housing Office with a list of items that are unable to fit in the dorms. They will be able to advise you of the next steps in the process and give an AF Form 150 to document the items that will need storage.

6. If you have any more questions regarding these processes or to schedule an appointment for an outbound move, contact the Sheppard TMO at 940-676-2457. Welcome to Sheppard AFB!

## SPOUSE AND FAMILY INFO

1. Make sure your spouses and dependents are “in the system” right away, meaning that they are properly enrolled in DEERS (Defense Enrollment Eligibility Reporting System) and that they have the necessary dependent ID cards. Make a trip to the MPF (first floor of Bldg. 402) to get this taken care of. Call (940) 676-4314 for more information about the proper procedure and paperwork required.
2. An important stop for student spouses while in-processing is the Military & Family Readiness Center, a family support office that can be found at every Air Force base. Contact at (940) 676-4358. How the MFRC can help:
  - **Spouse employment and volunteer opportunities:** The staff is knowledgeable about openings in Wichita Falls and can provide individualized guidance.
  - **Heartlink Seminar:** This is a spouse orientation aimed at spouses who are new to the military and Sheppard AFB. They will learn about the mission at Sheppard, military life, and meet other spouses.
  - **Spouse Guide:** A free and detailed Sheppard AFB spouse guide is available for pick-up.
  - **Resources:** Computers, internet access, fax, scan, and copy machines are free for use.
3. The MFRC is designed to handle any questions that spouses might have while navigating through the military life and refer them to the right place whether in the center, on-base, or off-base. The MFRC is located in Bldg. 960 off of 9th Ave.
4. Moving with children can make in-processing all the more hectic. If you need a break, childcare is available at Sheppard AFB. Thanks to the Air Force Aid Society, active duty Air Force members may receive **free PCS child care at the Sheppard AFB Child Development Center (CDC)** and Youth Center on base (based on availability) for up to 20 hours. Bring a copy of your orders to the Airman & Family Readiness Center to receive your free childcare within 60 days of arrival. All children may participate in activities and receive childcare for a fee (given space available) at the Child Development, Youth, and Teen Centers on base. If you'd like to hire a babysitter, a list of Red Cross certified babysitters in the area can be found at the CDC as well. Another Air Force Aid Society Program, Parents Night Out, was developed to provide weekend childcare once a month for children six weeks to ten years of age. The cost is \$25 per night, per child. Call the CDC at (940) 676-2038 to sign up - reservations are required.
5. Undergraduate Pilot Training can be a busy and trying time for families due to long hours and a strong commitment to this program. We have a group dedicated to all spouses, fiancées, girlfriends/boyfriends whose significant other is in the ENJJPT program at Sheppard AFB. This group is a welcoming place to get connected with others, ask questions and to help adjust to military life.
6. If you have an interest in joining the spouse group on Facebook, search and join the "ENJJPT Student Spouses Group".
7. For additional information contact the 80th Spouses at [80thoss.spouses@gmail.com](mailto:80thoss.spouses@gmail.com).

## PHYSICAL FITNESS

**1. If you are not involved in a fitness program, we recommend you start one before your arrival. To start and graduate UPT you must meet satisfactory physical fitness standards IAW AFI 36-2905, *Fitness Program*.**

- The official physical fitness assessment is a composite score from sit-ups, push-ups, and a run. Students who fail to meet the fitness standard will be entered into a conditioning program and retested. IAW AETCI 36-2205V4, *Formal Flying Training Administration and Management*, **students with consecutive unsatisfactory fitness standards will be removed from UPT and meet a reclassification board.** Note: The max weight to start UPT is 245 pounds. You can best prepare for these tests with a weight and aerobic training program.
- If Shepard AFB is your first duty station and your source of commissioning is USAFA or OTS, you must accomplish your fitness assessment (FA) within the first six months of your arrival.
- **You are responsible to maintain a current FA.** Highly recommend completing a test just prior to starting UPT. Fitness assessments can be scheduled using the MyFitness web application on the Air Force Portal, and are typically conducted at 0700 every Wednesday and 1030 every Friday at the Pitsenbarger gym. Please ask the CINCC for further information.

**2. Comprehensive Readiness for Aircrew Flying Training (CRAFT)**

- The CRAFT program provides instruction on Strength and Conditioning as well as Physical Therapy and Cognitive Performance training services specifically designed to improve performance in Undergraduate Pilot Training.
- Students awaiting pilot training are expected to enroll in the CRAFT program and attend a minimum of 2 CRAFT workouts per week. You are also **highly encouraged** to take advantage of the other services offered throughout your time at ENJJPT. Visiting CRAFT will be on your in-processing checklist, and they will provide you with guidance on how to sign up for a program.



## HELPFUL WEBSITES & REGULATIONS REFERENCED

Sheppard AFB – <http://www.sheppard.af.mil>

Sheppard AFB Services – <https://82fss.com>

US Postal Service Movers Guide – <https://moversguide.usps.com>

Military One Source – <http://www.militaryonesource.mil>

Sheppard Family Housing – <https://www.sheppardafbhomes.com/>

Defense Personal Property System (TMO moves) – <http://www.move.mil>

Foreign Clearance Guide (need \*.mil computer access) – <https://www.fcg.pentagon.mil>

Initial Flight Training – <https://www.cae.com/defense-security/what-we-do/training-centres/usaf-initial-flight-training-ifit>

AF e-publishing – <http://www.e-publishing.af.mil>

- AFI 36-2905, *Fitness Program*
- AETCI 36-2205V4, *Formal Flying Training Administration and Management*
- AETCI 11-406, *Fighter Aircrew Conditioning Program*
- AFI 36-3003, *Military Leave Program*

## FREQUENTLY ASKED QUESTIONS

**Q.** Where may I go to obtain more information about pilot training?

**A.** Call the OST office at (940) 676-5055 and a CINCC will assist you. There are other sources of information, including: <http://www.flyingsquadron.com/forums/>

**Q.** If approved to reside off-base, may a student purchase a home?

**A.** Yes, upon passing IFT and meeting with the base financial planner at the Military and Family Readiness Center (940) 676-4358.

**Q.** What is the Sheppard AFB basic allowance for housing (BAH)?

**A.** Search for the 76306 zip code at <https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/>

**Q.** What uniform do I wear when I report in?

**A.** UOD for Casuals is OCPs or flight suit unless otherwise instructed.

**Q.** Do I have to weigh my vehicle before and after I move?

**A.** Yes, you must weight your vehicles at government authorized weight station. Contact Sheppard TMO for any specific moving questions at (940) 676-5499/2457.

**Q.** When does my USAFA “60 days of leave” end and can I get back any unused leave?

**A.** See AFI 36-3003 Para 14.11. You may not get back any unused leave.

**Q.** Can I bring recreational vehicle, boats, campers, or trailers?

**A.** Yes, you can only park in approved RV Storage Lot spaces, which is provided and maintained by the MWR Section. For further information contact MWR at (940) 676-4141.

**Q.** Can I take leave in pilot training?

**A.** Do not expect to take leave once you begin training. Individual exceptions can be approved on a case-by-case basis. However, leave while on casual status prior to training start is highly encouraged if it does not conflict with other training/TDYs. Negative leave balances are permissible with OST/CC approval.

**Q.** Can I get married during pilot training?

**A.** Yes, as long as you do not miss training. Individual exceptions can be approved on a case by case basis. Contact the OST if you have any questions.

**Q.** Can I get married en-route during my first PCS?

**A.** Yes, keep your marriage certificates.

**Q. My wife and I are expecting the birth of our child, what can I expect from the OST?**

**A.** First of all congratulations! If you are a Casual or Graduate, you are authorized permissive parental leave IAW AFI 36-3003. If you are in UPT, keep your Flight Commander and MTO informed of the dates so your schedule may be adjusted. Call the Military and Family Readiness Center for information on special services provided. **A New Parent Support Program is also provided by the 82d Medical group Family Advocacy Program 940-676-2271.**

**Q. Can I just “try out” pilot training to see if I like the job?**

**A.** No, the time to make that decision is during IFT or before your class starts. As of Day-1 you are now in the UPT training pipeline. If you later choose to “Drop-on-Request” there are no guarantees you will get your preferred job after reclassification, and if not retained you may be financially responsible for the costs of your training up to that point.

**Q. How do I find out my TDY training dates?**

**A.** Before pilot training, the OST manages TDY dates, including IFT. CINCCs will provide this information during in-processing or your MPF can provide the dates.

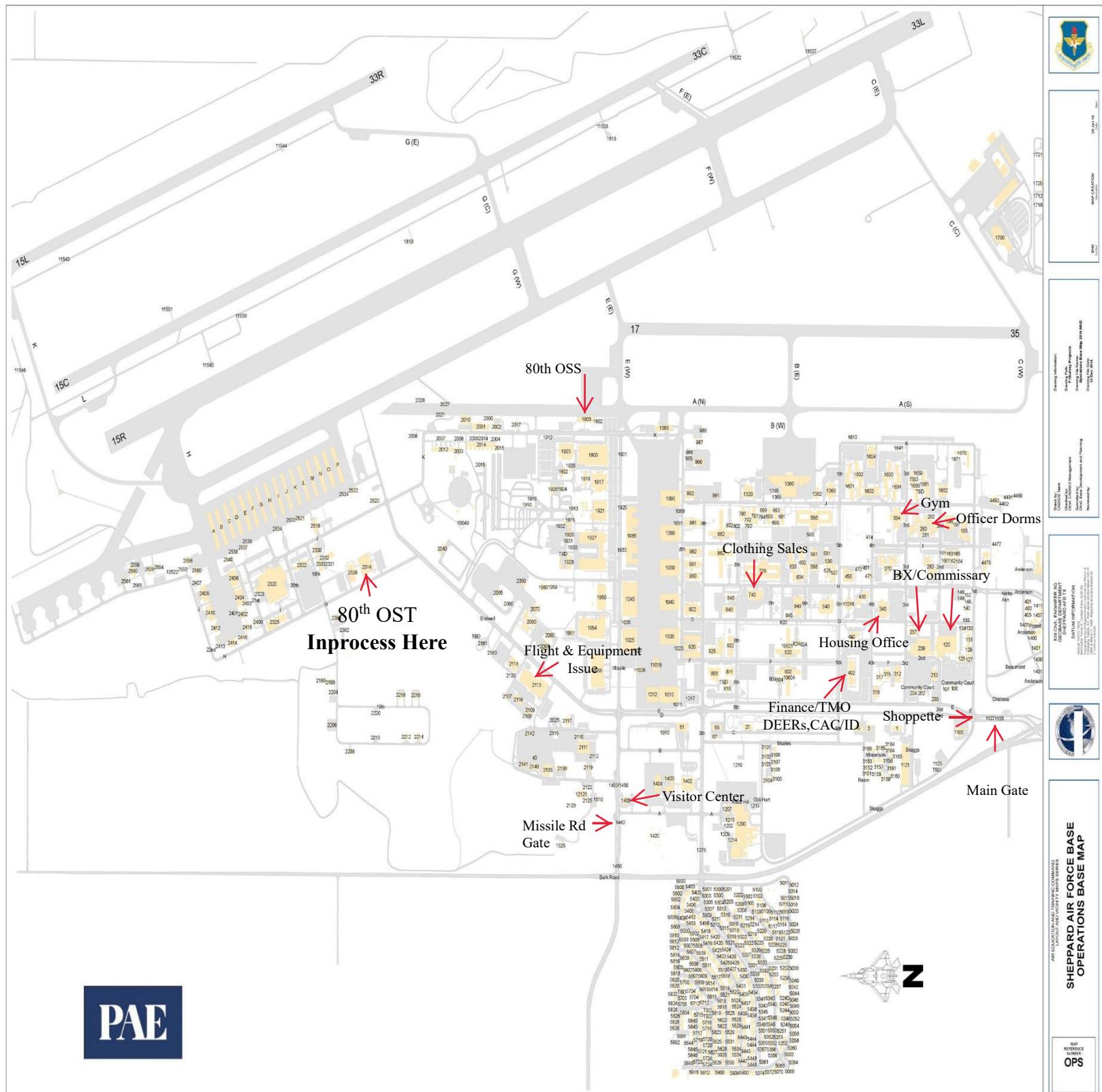
**Q. Are my TDY dates flexible?**

**A.** Generally TDY dates are not flexible. AFPC utilizes a complex system to ensure the training quota for the TDY schools are met. That said, if you have a significant life event that would conflict with a TDY, please let OST leadership know ASAP.

**Q. Why did my TDY and UPT dates change?**

**A.** TDY or UPT dates change based on the needs of the Air Force. For example, if a student is eliminated from IFT another student must move into their class start. Many bases are responsible for filling the quota for IFT. Sheppard AFB may be tasked to fill the shortfall quota.

## BASE MAP



# SHEPPARD AFB USEFUL CONTACTS

DSN: 736-XXXX

Commercial: 940-676-XXXX

80 OSS/OST (In-Processing)	5055
Air Force Aid	4358
Air Force Inns (TLF)	2707/4538
Airman's Attic	4358
Airman & Family Readiness Center	4358
Base Exchange	4318
Bookstore	3420/0589
Bowling Center	7174/2677
Chaplain	4370
Child Development Center	2038
Civilian Personnel Office	6677
Clinic Appointment Desk	4474/1847
Commissary	2901/6589
Dental Clinic	7307
Fitness Center	2972
Finance	4864
Housing Management Office (Privatized)	5434/0498
ITT / Arts & Crafts	2302/7019
Legal Office	4262
Library	6152
Unaccompanied Officer Housing	1674/3648
Pass and Registration	7441
Personnel/MPF/DEERS	9325/2314
Pharmacy	6310
Post Office	7204
Recreation Services	4141
Relocation Assistance	4358
Visitor Center	7441/2066
Command Post	2616