



Euro-NATO Joint Jet Pilot Training (ENJJPT) Program
Combined Reporting Instructions

Current as of 13 May 2025



EURO-NATO JOINT JET PILOT TRAINING

WELCOME TO THE EURO-NATO JOINT JET PILOT TRAINING

Welcome to Team ENJJPT. You are about to begin a journey unlike any other in the world of Undergraduate Pilot Training. The Euro-NATO Joint Jet Pilot Training Program is unique in that it is the only internationally manned and operated UPT program in the world. It is unique in that you will train side-by-side with NATO partners from 14 countries.

This 55-week program will challenge you from beginning to end, on the ground and in the air. It will challenge you in the classroom and the briefing room. Creating fighter pilots for the NATO Alliance is an honor, but it's also demanding.

Pilot training has been part of Sheppard's history since World War II when glider and helicopter pilot training programs were base here. Modern jet training began in the mid-1960s when the U.S. and German air forces began a UPT program. Although ENJJPT started in 1981, our pilot training lineage goes back farther.

Below you will find a handbook full of information to help you get started at ENJJPT and assist you throughout your stay in North Texas. You will also find some important study materials we need you to start reviewing before you get here.

Now, let's get strapped in and get after it. We have a lot to do over the next year to train and mentor you during this significant journey.



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SECTION 1

ENJJPT TRAINING PROGRAM AND ARRIVAL PROCEDURES

Course Prerequisites.

- English Comprehension Level (ECL): Nominees must possess a minimum ECL test score of 85 and an Oral Proficiency Interview (OPI) proficiency level of 2+/2+.
- Aviation Knowledge: Nominees must possess a thorough understanding of applicable aviation terminology prior to entry into the program.

Typical ENJJPT Track.

The typical ENJJPT Training Track is of a sequential Pilot Training of (1) USAF T-6 training, (2) USAF T-38C training, and (3) USAF Introduction to Fighter Fundamentals (IFF) training.

Note: Countries may opt for a specific course entry point if requirements are met.

T-6 Training.

The USAF T-6 training program is designed to train ENJJPT Students in basic flying skills common to both U.S. Air Force and Navy pilots. The T-6A Texan II, a single-engine, two-seat primary trainer, is the aircraft used for this training. Training Program Structure:

T-38 Training.

The USAF T-38C training program is an advanced jet training program designed to prepare pilots for front-line fighter and bomber aircraft. The T-38C Talon is a twin-engine, high-altitude, supersonic jet trainer used primarily by the Air Education and Training Command (AETC) for joint specialized undergraduate pilot training. Training Program Structure:

IFF Training.

The USAF IFF training program is an essential step for newly graduated pilots who have been selected to fly fighter aircraft. This eight-week course is designed to transform these pilots into capable fighter wingmen, preparing them for the rigors of combat aviation. Training Program Structure:

Note: Refer to the course schedule for more information via your Senior National Representative (SNR).

See ENJJPT Handbook and Study Materials: <https://www.sheppard.af.mil/Newcomers/Pilot-Training-Students/>

SECTION 2

PRE-ARRIVAL AND ARRIVAL GUIDELINES FOR ENJJPT STUDENTS / PERMANENT PARTY AND DEPENDENTS AT SHEPPARD AFB

Pre-Arrival Information for ENJJPT Students & Permanent Party and Dependents.

Security Cooperation Officer (SCO) Responsibilities.

To ensure a smooth transition for personnel arriving at Sheppard Air Force Base (AFB), SCO must submit all arrival information on the Security Assistance Network Web (SANWEB) within the following timeframes:

- 30 days prior to arrival for accompanied ENJJPT Students (with dependents).
- 15 days prior to arrival for unaccompanied ENJJPT Students.

Note: This requirement is mandated under JSCET Sections 7-4 and 10-10 to facilitate proper coordination and logistical planning.

Note: Failure to submit complete and accurate arrival information within the designated timeframe may result in delays in base access, housing assignments, and in-processing. SCOs should verify that all data is accurate before submission to SANWEB.

Required Arrival Information. The SCO must provide the following details for each Student:

- Full name.
- Grade/Rank.
- Military service branch.
- Gender.
- Air carrier details, including airline name, flight numbers, and arrival dates/times.
- All CONUS transit points.
- Final destination: Sheppard AFB, TX.
- Full names, ages, and relationship of any accompanying dependents (if applicable).

Note: To ensure seamless coordination, the ENJJPT personnel should confirm all flight details at least 48 hours before departure and immediately report any last-minute itinerary changes to their Senior National Representative (SNR). Personnel arriving at airports other than Dallas-Fort Worth International Airport (DFW) or Wichita Falls Regional Airport (SPS) must make independent transportation arrangements to Sheppard AFB, as the IMSO does not provide airport pickup services. personnel must notify their SNR of changes; IMSO will remain available for support or coordination as needed.

Pre-Arrival Coordination & Transportation.

ENJJPT Students & Permanent Party are responsible for arranging their own transportation from the airport to Sheppard AFB. The International Military Student Office (IMSO) does not provide transportation services; therefore, coordination needs to be done via SNR. Joint Security Cooperation Education and Training (JSCET) 71.b(1) states: "Every effort should be made to schedule transportation so that ENJJPT Students & Permanent Party arrive during normal working hours, Monday through Friday." ENJJPT Students & Permanent Party should plan to arrive at one of the following recommended airports for easier access to Sheppard AFB:

- Wichita Falls Regional Airport (SPS) – approximately a 15-minute drive.
- Dallas-Fort Worth International Airport (DFW) – approximately a 2-hour drive.

ENJJPT Students & Permanent Party must coordinate and pay for their own ground transportation from the airport to Sheppard AFB. Taxis, rental cars, and ride-share services (e.g., Uber, Lyft) are available at both DFW and SPS airports. ENJJPT Students & Permanent Party should confirm transportation arrangements before departing their home country. *ENJJPT Students & Permanent Party should exchange any required foreign currency at their arrival airport before proceeding to Sheppard AFB.* By following these arrival procedures, Student and their sponsoring nations can ensure a well-organized transition into the ENJJPT program at Sheppard AFB.

Arrival Document Requirements for ENJJPT Students & Permanent Party Reporting to Sheppard AFB.

Submission of Required In-Processing Documents. ENJJPT Students & Permanent Party must submit copies of the following mandatory in-processing documents upon arrival during in-processing:

- Passport and Visa (must be valid for the duration of training).
- Travel order either Invitational Travel Order (ITO) or Extended Foreign Visit Request (EFVR) (if applicable).
- International Driver's License or National Driver's License (must remain valid for the entire training period).
- Receipts for reimbursable travel expenses (*if applicable*), such as baggage fees, taxis, and hotels.

Note: ENJJPT Students & Permanent Party on ITO or EFVR (*if applicable*), your government is responsible for reimbursement of travel expenses.

Submission Process. ENJJPT Students & Permanent Party must bring copies of these documents to the Office of Student Training (OST) Casual in Charge of Casuals (CINCC) (OST CINCC) desk on arrival.

- ENJJPT Students & Permanent Party will also fill out and submit a Biography Sheet during in-processing.

Note: The SNR is responsible for ensuring the ENJJPT Students & Permanent Party completes in-processing requirements and provides the IMSO with copies of the documents.

Additional Considerations.

- All documents must be legible, valid, and match the information listed in the ITO or EFVR (if applicable).
- Student should ensure that all pre-arrival forms and documents are submitted on time to avoid delays upon arrival.
- Late submissions may result in administrative issues that could delay training start dates.
- By completing all pre-arrival requirements on time, Student can ensure a seamless in-processing experience upon arrival at Sheppard AFB.

Driver License Guidelines for ENJJPT Students & Permanent Party Arriving at Sheppard AFB. There are specific forms and documents you will need to apply for a Texas Driver's License as ENJJPT Students & Permanent Party. Here's a quick rundown:

- **Driver License Application Form:** You can complete this form online or at the DPS office.
- **Proof of Lawful Presence:** This includes your visa and other relevant immigration documents.
- **Proof of Texas Residency:** Documents like a utility bill, apartment lease, or bank statement.
- **Proof of Identity:** Your passport and any other identification documents.
- **Proof of Vehicle Registration and Insurance:** If you own a vehicle.

For more detailed information and to access the forms, you can visit the Texas Department of Public Safety website. **Website:** <https://www.dps.texas.gov/section/driver-license/apply-texas-driver-license>

Baggage Guidelines for ENJJPT Students & Permanent Party Arriving at Sheppard AFB.

ENJJPT personnel must adhere to the baggage policies established by their airline when traveling to Sheppard AFB. While Dallas-Fort Worth International Airport (DFW) and Wichita Falls Regional Airport (SPS) do not impose special baggage restrictions, it is the responsibility of the ENJJPT Students & Permanent Party to verify their specific airline's baggage limitations, fees, and weight restrictions prior to departure.

Airline Baggage Policies. Airlines may have specific restrictions on checked baggage weight, carry-on allowances, and excess baggage fees. ENJJPT Students & Permanent Party should confirm baggage limitations with their airline well in advance to avoid unexpected costs. Some airlines may offer military baggage waivers; however, this is subject to airline policy and must be verified by the ENJJPT Students & Permanent Party.

Lost or Delayed Baggage. In the event that luggage is lost or delayed during travel, ENJJPT Students & Permanent Party must immediately file a claim with the airline before leaving the airport. Procedure for Lost Baggage:

- Report the missing luggage to the airline's baggage services desk at the arrival airport.
- Request a baggage claim reference number and tracking details from the airline.
- Provide the following delivery address for luggage retrieval:
Sheppard Inn (Visiting Officer Quarters - VOQ)
Building 1600, 1810 Avenue J, Sheppard AFB, TX 76311
- For lost baggage assistance, ENJJPT Students & Permanent Party may contact the Sheppard Inn Front Desk at (940) 676-1844.
- ENJJPT Students & Permanent Party should keep all airline-issued claim receipts and reference numbers for tracking purposes.

Additional Baggage Considerations. By proactively verifying airline baggage policies and following lost baggage reporting procedures, ENJJPT Students & Permanent Party can minimize travel disruptions and ensure a smooth arrival experience at Sheppard AFB.

- ENJJPT Students & Permanent Party should carry essential personal items (such as important documents, medications, and valuables) in their carry-on luggage to mitigate inconvenience in case of delayed baggage.
- If baggage is lost and not recovered within a reasonable timeframe, ENJJPT Students & Permanent Party should coordinate with their country's military attaché or SCO for further assistance.
- Customs regulations may vary; ENJJPT Students & Permanent Party should ensure that all baggage contents comply with U.S. customs and airline security guidelines.

Recommended Essential Packing List

- Passport and ITO or EFVR (if applicable).
- Medical and immunization records.
- Military uniforms (at least 2 full sets).
- Civilian business attire.
- International Driver's License (if applicable).
- Any necessary prescriptions.
- Contact information for IMSO, SNR, and embassy.
- Translated academic or dependent school records.
- Personal funds for at least 30 days (U.S. currency or international card).
- Travel insurance documents (for dependents).
- Marriage Certificate (if applicable).
- Birth Certificates.

Contact Information & Pre-Arrival Communication for ENJJPT Students & Permanent Party at Sheppard AFB.

To ensure a smooth transition and successful integration into the ENJJPT program, all ENJJPT Students & Permanent Party are encouraged to establish pre-arrival communication and remain informed about important updates.

Pre-Arrival Requirements.

- Review the ENJJPT Students & Permanent Party Welcome Package before arrival to familiarize yourself with program details, housing, medical care, and training expectations.
- Coordinate with your SNR for Pre-Arrival Checklist requirements (See Attachment 3 for sample template).

ENJJPT Students & Permanent Party Support Contacts. For general inquiries and assistance, ENJJPT Students & Permanent Party should use the following points of contact:

- **SNR Email:** See Attachment 2.
- **IMSO Email:** kaitlin.vaughan.1@us.af.mil.
- **Emergency Contact Information.** For urgent situations occurring outside of normal duty hours, ENJJPT Students & Permanent Party should contact the Sheppard AFB Command Post at +1 (940) 676-6266.

SECTION 3

DEPENDENTS & FAMILY SUPPORT FOR ENJJPT STUDENTS & PERMANENT PARTY AT SHEPPARD AFB

Authorized Dependents & Family Support Services

Dependents authorized on the ITO or EFVR (if applicable) are an integral part of the ENJJPT Program and are strongly encouraged to accompany the ENJJPT Students & Permanent Party for the duration of their training or tenure at Sheppard AFB.

Support Resources for Dependents

Spouses are encouraged to visit the Military & Family Readiness Center, a family support office that can be found on every Air Force base. Contact at (940) 676-4358.

How the MFRC can help:

1. **Spouse employment and volunteer opportunities:** The staff is knowledgeable about openings in Wichita Falls and can provide individual guidance. *Spouses must check with their respective embassy to verify the most up-to-date information regarding work agreement validity and the required steps for authorization. *See [Section 9](#) for more info.*
2. **Heartlink Seminar:** An 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.
3. **Spouse Guide:** A free and detailed Sheppard AFB spouse guide is available for pick-up.
4. **Resources:** Computers, internet access, fax, scan and copy machines are free to use.
5. **Military and Family Life Counselor:** ENJJPT has a Military and Family Life Counseling (MFLC) that is available to ENJJPT Students & Permanent Party and spouses.

Undergraduate Pilot Training can be a trying time for Dependents due to the long hours and strong commitment to the program. There is a group dedicated to spouses, fiancées, girlfriends/boyfriends whose significant other is in the ENJJPT program at Sheppard AFB. The group is a welcoming place to get connected, ask questions, and help adjust to military life.

If you are interested in joining the group on Facebook, search and join the “ENJJPT Student Spouses Group” (<https://www.facebook.com/groups/enjjptstudentsspouses/>). For more information contact the 80th Spouses at 80thoss.spouses@gmail.com.

Dependents must be properly registered in the Defense Enrollment Eligibility Reporting System (DEERS) before they can access:

- Medical services at Military Treatment Facilities (MTFs).
- Educational resources, schools, and childcare programs.

To register in DEERS, eligible family members must be officially listed on the sponsor’s ITO or EFVR. Registration requires the ITO or EFVR and at least two forms of official identification for each dependent. It is recommended that Dependents complete this registration as soon as possible upon arrival to avoid delays in accessing support services.

Enrolling Dependents in Local Schools

School Options for Dependents of ENJJPT Students & Permanent Party at Sheppard AFB.

Dependents ENJJPT Students & Permanent Party who are listed on the ITO have access to on-base and off-base education options through the Wichita Falls Independent School District (WFISD). Dependents should carefully consider school zones and enrollment procedures before securing housing arrangements to ensure school placement aligns with their preferred educational options.

Elementary Schools for Children.

Option 1. On-Base School – Sheppard Elementary School (Pre-K – 6th Grade)

- Sheppard Elementary School, located at Sheppard AFB, serves children from Pre-K to 6th grade and is part of WFISD.
- This option provides a convenient, military-friendly learning environment for children.
- Dependents must live on base or within the school's attendance zone to qualify for enrollment.
- For school policies, enrollment information, and academic programs, visit:
<https://sheppard.wfisd.net/>

Option 2. Off-Base Public Schools –WFISD

- Dependents residing off-base will need to enroll their children in WFISD schools assigned based on their residential address.
- WFISD offers a wide range of academic programs, extracurricular activities, and support services tailored to international and military children.
- ENJJPT Students & Permanent Party are strongly encouraged to verify school assignments before signing a housing lease to ensure their children attend a preferred school.
- To check school zones, academic offerings, and district policies, visit:
www.wfisd.net

Middle and High Schools for Dependents

Dependents advancing beyond elementary school will attend WFISD middle and high schools based on their residential address.

Middle Schools (Grades 6-8)

- Barwise Middle School.
- McNiel Middle School.
- Kirby Middle School.

Each middle school offers core academic programs, advanced coursework, fine arts, and athletics to support children development.

High Schools (Grades 9-12)

WFISD high schools provide college preparatory, Advanced Placement (AP), International Baccalaureate (IB), and career-technical education (CTE) programs.

- Rider High School.

- Wichita Falls High School.
- Hirschi High School (IB Program available).

Steps for School Enrollment.

- Research School Zones Before Signing a Lease.
 - School assignments are determined by residential address, making it essential for Dependents to verify their zoned school before securing housing.
 - For Dependents planning to reside off-base, checking the WFISD school boundary map can help identify school options.
 - Sheppard Elementary School is available for Dependents living on base, but middle and high school placements depend on the home address.
- Check Available School Options.
 - Review school listings, academic programs, and district policies on WFISD's official website: www.wfisd.net.
 - For on-base school enrollment, check: <https://82fss.com/school-liaison-program-manager/>.
- Contact the School District or Sheppard AFB School Liaison
 - The Sheppard AFB School Liaison Program Manager provides guidance on school transitions, registration requirements, and available educational resources.
 - The School Liaison Office assists international Dependents with navigating the U.S. education system, including special programs and advanced placement opportunities.
 - Dependents should contact the School Liaison Office for support at: <https://82fss.com/school-liaison-program-manager/>.

Required Documents for School Registration. ENJJPT Students & Permanent Party must prepare and submit the following documents to complete school enrollment for their Dependents:

- Birth Certificate (*for each child enrolling*).
- Identity Documents for Both Child and Parent (*passport and visa*).
- Current Immunization Records (*must be in English and comply with Texas state vaccination requirements*).
 - Review immunizations requirements at the Texas and Human Services website. **Website:** <https://www.dshs.texas.gov/immunizations/school/requirements>.
- Proof of Local Residence (*lease agreement and utility bill in the parent's name*).
- ITO or EFVR (if applicable) (*verifying the child's dependent status on base*).
- Academic Records (*translated into English, showing the last completed grade level and coursework from the home country*).

Parents should ensure that immunizations are updated before arriving in Texas, as Texas state law requires specific vaccinations for school-aged children.

Magnet Schools & Special Program Options. WFISD offers Advanced Academics, Gifted Programs, and Magnet Schools that provide specialized education in:

- STEM (Science, Technology, Engineering, and Mathematics).
- Fine Arts and Performing Arts.
- International Studies and Advanced Placement (AP) Courses.

Application Process for Magnet & Special Programs:

- A separate application may be required.
- Some programs require entrance exams or academic assessments.
- Enrollment deadlines vary, so dependents should contact WFISD early to ensure eligibility.

For detailed information about special programs, eligibility criteria, and application deadlines, Dependents should consult WFISD's Advanced Academics department or their assigned school.

Additional Considerations for Dependents.

- *Dependents must be properly registered in DEERS before they can access:*
 - MTFs.
 - Educational resources, schools, and childcare programs.
- *English as a Second Language (ESL) Support:*
 - WFISD provides ESL programs for non-English-speaking children to assist with language development and classroom integration.
- *Special Education & Individualized Learning Plans (IEPs):*
 - Dependents requiring special education services should contact WFISD's Special Education Department in advance to arrange accommodations.
- *Childcare & Preschool Options:*
 - ENJJPT Students & Permanent Party with children under school age may explore childcare centers and pre-kindergarten (Pre-K) programs available both on and off-base. **Website:** <https://82fss.com/child-development-center/>

Key Contacts for Dependents of Students & Permanent Party.

Wichita Falls Independent School District (WFISD) Contacts:

- WFISD Main Office: (940) 235-1000.
- WFISD Website: www.wfisd.net.

On-Base School Contact:

- Sheppard Elementary School: (940) 235-1000 ext. 44090.
- Website: Sheppard Elementary.

Sheppard AFB School Liaison Office:

- School Liaison Program Manager Contact: <https://82fss.com/school-liaison-program-manager/>.

By carefully researching school options, preparing necessary documents, and utilizing available educational resources, ENJJPT Students & Permanent Party Dependents can ensure a smooth and successful transition into the Wichita Falls school system.

SECTION 4

UNIFORMS & DRESS CODE FOR ENJJPT STUDENTS & PERMANENT PARTY AT SHEPPARD AFB

ENJJPT Students & Permanent Party participating are expected to adhere to proper military uniform standards and appropriate civilian attire requirements for training and official events. Compliance with dress code expectations ensures professionalism, respect for host-nation military customs, and alignment with U.S. Air Force protocols.

Military Uniform Requirements

ENJJPT Students & Permanent Party must arrive at Sheppard AFB prepared with their national military uniforms, as they will be required for daily training, formal events, and official military ceremonies.

- Authorized Uniforms for Daily Training.
 - Flight Suits: ENJJPT Students & Permanent Party participating in flight training should wear their nation's designated flight suit or an equivalent authorized by their home country.
- Formal & Service Dress Requirements.

ENJJPT Students & Permanent Party must bring formal military attire for special events, ceremonies, and official engagements. This includes:

- Service Dress Uniform (Coat & Tie Equivalent): Required for official ceremonies, graduation events, and high-visibility international engagements.
- Formal Military Uniforms: Some events may require ENJJPT Students & Permanent Party to wear their country's ceremonial dress uniforms in accordance with national regulations.

***Note:** ENJJPT Students & Permanent Party should coordinate with their SNR, who may consult with the IMSO if needed, for uniform requirements related to specific events.*

Civilian Attire for Field Studies Program (FSP) & Official Engagements

ENJJPT Students & Permanent Party must also bring appropriate civilian business casual attire for official off-base engagements, FSP activities, and professional networking events. These engagements provide ENJJPT Students & Permanent Party with the opportunity to interact with U.S. officials, business leaders, and community organizations, requiring adherence to professional dress standards.

- Business Casual Attire Requirements.

Business casual is a professional yet relaxed style of dress suitable for official off-base activities, cultural immersion experiences, and educational visits.

- Men's Business Casual Attire.

- Khaki slacks, dress pants, or equivalent.
 - Collared polo shirts or button-up dress shirts.
 - Blazers or sports coats (optional for more formal settings).
 - Closed-toe dress shoes (loafers, dress shoes, or leather shoes).
- *Women's Business Casual Attire.*
 - Slacks, dress pants, knee-length skirts, or professional dresses.
 - Blouses, dress tops, or collared shirts.
 - Closed-toe shoes or professional flats.
 - Light jackets or blazers (optional).

Notes: Overly casual attire is not appropriate for official FSP engagements. Business casual should align with the standards of professional civilian workplaces in the U.S. (e.g., collared shirts, dress pants, and closed-toe shoes. Jeans and sneakers are permitted.) For colder months, ENJJPT Students & Permanent Party should bring appropriate seasonal business attire, including jackets or sweaters.

Additional Considerations for Uniform & Dress Code Compliance

- *Uniform Inspections:* ENJJPT Students & Permanent Party may be required to undergo uniform inspections to ensure compliance with professional appearance standards.
- *Uniform Storage & Maintenance:* ENJJPT Students & Permanent Party should bring proper uniform maintenance supplies (such as garment bags, polish for shoes, and lint rollers) to keep uniforms in good condition.
- *Cultural & Religious Attire Considerations:* ENJJPT Students & Permanent Party with specific religious or cultural attire requirements should notify the SNR and/or IMSO in advance for guidance on dress code accommodations.

By adhering to these uniform and dress code standards, ENJJPT Students & Permanent Party will project a professional and disciplined military presence while effectively representing their respective nations at Sheppard AFB and in official off-base engagements.

SECTION 5

FIELD STUDIES PROGRAM (FSP) FOR ENJJPT STUDENT

Overview of the Field Studies Program (FSP).

FSP is a component of the ENJJPT program at Sheppard AFB for Students only (not for permanent party), designed to enhance cultural understanding, diplomatic engagement, and professional development for ENJJPT Students.

The primary objectives of the FSP include:

- Exposure to U.S. Society & Culture: Providing ENJJPT Students with firsthand experience of American values, traditions, and institutions.
- Understanding U.S. Governance & Democracy: Introducing ENJJPT Students to U.S. governmental structures, legal systems, and civil-military relations.
- Visits to Key Institutions & Industries: Touring government, and private-sector organizations to gain insight into U.S. defense, economic, and technological advancements.
- Strengthening International Partnerships: Fostering relationships between ENJJPT Students and U.S. counterparts, as well as enhancing multinational cooperation within NATO.

FSP Participation Requirement.

ENJJPT Students' participation in the Field Studies Program is dependent on training status. ENJJPT Students may participate in scheduled FSP activities is strongly encouraged. The FSP is designed to broaden ENJJPT Students perspectives beyond military training, emphasizing cross-cultural engagement and leadership development.

Dependents are NOT authorized to participate in the FSP trips. The FSP is exclusively for ENJJPT Students and is structured as a professional development initiative, not a family-accompanied program.

Dependents are encouraged to participate in FSP socials, such graduations, receptions, and drop-nights.

Planning for FSP Travel.

To ensure a smooth experience, ENJJPT Students must carefully plan their personal and family schedules around FSP requirements.

- Travel & Logistics for the FSP Trip.
 - The FSP trip dates are subject to slight adjustments based on hotel and airline availability.
 - ENJJPT Students should maintain flexibility in their travel plans and be prepared for potential schedule modifications.
 - The IMSO will provide detailed travel itineraries and packing guidance for the FSP in advance.

FSP Expectations & Professional Conduct.

During the Field Studies Program, ENJJPT Students are expected to:

- Act as representatives of their home nation and military service throughout all engagements.
- Adhere to U.S. military protocols and host nation etiquette during official visits and professional interactions.
- Engage actively in discussions, Q&A sessions, and networking opportunities with U.S. officials, military leaders, and industry professionals.
- Follow all FSP guidelines and instructions provided by program coordinators and military leadership.

By fully participating in the Field Studies Program, ENJJPT Students will gain valuable insights into U.S. military, government, and civilian sectors, fostering a deeper understanding of allied cooperation and strategic partnerships within NATO.

SECTION 6

MEDICAL CARE FOR NATO AND DEPENDENTS AT SHEPPARD AFB

ENJJPT program at Sheppard AFB requires all ENJJPT Students & Permanent Party and their dependents to comply with U.S. Department of Defense (DoD) healthcare policies. While NATO agreements provide certain medical entitlements, ENJJPT Students & Permanent Party and their Dependents must ensure they have adequate supplemental medical and dental coverage to avoid unexpected financial burdens. To ensure full coverage, personnel and authorized dependents under NATO require supplemental commercial healthcare insurance or indemnification by their government for medical services not covered under the NATO/Partnership for Peace (PfP) Status of Forces Agreement (SOFA) and Reciprocal Health Care Agreement (RHCA).

Medical Care for ENJJPT Students & Permanent Party.

ENJJPT Students & Permanent Party from NATO member countries are eligible for medical services as per NATO agreements. However, all ENJJPT Students & Permanent Party are **required** to obtain supplemental medical insurance to cover out-of-pocket costs, medical evacuation (MEDEVAC), and civilian healthcare services not provided by MTFs. ENJJPT Students & Permanent Party should verify their country's reimbursement policies before arrival to avoid unexpected expense. ENJJPT Students & Permanent Party are eligible for medical care at U.S. military healthcare facilities under specific conditions. The scope of coverage varies depending on bilateral agreements between the ENJJPT Students & Permanent Party's home country and the U.S. government.

Medical Services Available to ENJJPT Students & Permanent Party.

ENJJPT Students & Permanent Party are entitled to receive:

- No-cost outpatient medical care at DoD MTFs if space is available.
- Inpatient care at Military Treatment Facilities (MTFs) is available to ENJJPT Students & Permanent Party from NATO nations; however, cost-sharing may apply depending on the country's reimbursement agreement. Confirm with SNR and/or Benefits Coordinator at the MTF.

Note: Private sector inpatient care is not covered by the Department of Defense healthcare program (TRICARE), and any treatment received outside MTFs must be covered by the ENJJPT Students & Permanent Party's government or supplemental insurance. It is strongly recommended that ENJJPT Students & Permanent Party verify their country's entitlements and obtain supplemental medical coverage prior to arrival to avoid unexpected expenses.

- Civilian outpatient medical care only when **referred** by a DoD MTF.
- Emergency medical treatment outside MTFs, such as civilian emergency room or urgent care visits, are covered by the Department of Defense TRICARE program based on existing agreements with each NATO member country.

ENJJPT Students & Permanent Party must verify their country's specific reimbursement policies before arrival, as cost-sharing and medical billing procedures differ across NATO member countries.

Requirement for Supplemental Medical Insurance.

Despite access to MTFs, ENJJPT Students & Permanent Party are strongly advised to obtain supplemental medical insurance to protect against uncovered medical costs. **Supplemental insurance should cover:**

- Civilian medical care not covered by MTF referrals.
- Emergency medical treatment outside MTF facilities (i.e., emergency room visits, etc.).
- Medical evacuation (MEDEVAC) services for urgent repatriation or specialized care.
- Out-of-pocket costs for inpatient care at MTFs (if required by country-specific agreements), which are reimbursable.

Note: Failure to secure supplemental medical insurance may result in significant financial liabilities for ENJJPT Students & Permanent Party, especially if hospitalization or emergency medical services outside MTFs are needed.

Medical Care for ENJJPT Students & Permanent Party Dependents.***Medical Coverage Eligibility for Dependents.***

Dependents of ENJJPT Students & Permanent Party may receive medical care at DoD MTFs on space-available only.

Eligible dependents may receive:

- Outpatient and inpatient care at Department of Defense Military Treatment Facilities (MTFs) is provided to NATO service members on a space-available basis.
Note: NATO personnel may be responsible for administrative and subsistence charges for inpatient care if specified under their nation's existing agreement.
- Enrollment in TRICARE Select ([Foreign Force Members and Dependents | TRICARE](#)) allows access to civilian outpatient care. Please check with the Benefit Coordinator for more information.

Note: Dependents must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) before they can access any medical services at DoD facilities.

Mandatory Supplemental Medical Insurance for Dependents. ENJJPT Students & Permanent Party dependents are required to have private health insurance before arriving in the U.S. Their insurance must cover:

- Specialty care not available at MTFs may be accessed through the civilian healthcare network.
Note: For service members, a referral from an MTF is typically required to obtain specialty care in the private sector. However, in most cases, NATO family members enrolled in TRICARE Select do not require a referral to seek specialty care from civilian providers. Family members should confirm requirements with their TRICARE representative or Benefit Coordinator prior to scheduling appointments.
- Medical evacuation (MEDEVAC) services (if required).

Note: Dependents who do not have supplemental insurance will be fully responsible for all out-of-pocket medical expenses, including specialist visits, hospitalizations, and emergency services not covered under NATO agreements.

Health Insurance Compliance for ENJJPT Students & Permanent Party & Their Dependents.

All ENJJPT Students & Permanent Party and dependents require supplemental commercial healthcare insurance or indemnification by their government for medical services not covered under the NATO PfP SOFA and RHCA.

Prior to in-processing, ENJJPT Students & Permanent Party must provide:

- A copy of their medical insurance policy (translated into English) to the IMSO.
- Documentation showing coverage aligns with DoD healthcare requirements.

Note: Failure to present proof of qualifying medical insurance may result in disenrollment from the ENJJPT program.

Dental Care for ENJJPT Students & Permanent Party and Dependents.

Dental Coverage for ENJJPT Students & Permanent Party. ENJJPT Students & Permanent Party may receive basic dental services at DoD Military Dental Treatment Facilities (DTFs), including:

- Routine dental examinations and cleanings.
- Limited dental procedures for operational readiness.

However, ENJJPT Students & Permanent Party requiring specialized dental treatment must be referred to civilian dental providers, where cost-sharing may apply depending on NATO agreements.

Supplemental Dental Insurance Recommendation for ENJJPT Students & Permanent Party. To avoid unexpected expenses, ENJJPT Students & Permanent Party are encouraged to obtain supplemental dental insurance covering:

- Emergency civilian dental care in case of urgent treatment needs.
- Specialty dental procedures not available at DoD facilities.

Dental Coverage for Dependents of ENJJPT Students & Permanent Party.**Dependent Dental Care Eligibility.**

- Dependents may receive dental care at DoD DTFs on a space-available basis only.
- No U.S. government funding is available for civilian dental care for dependents.
- Private dental insurance is required to cover all treatment costs.

Mandatory Supplemental Dental Insurance for Dependents. Since dependents have limited access to U.S. military dental care (Space-Available Only), they must have private dental insurance to cover:

- Routine and emergency dental treatments.
- Dental services at civilian providers.

Dependents without supplemental dental insurance will be fully responsible for any out-of-pocket dental costs, including routine cleanings, fillings, orthodontics, and emergency treatments.

Key Considerations for ENJJPT Students & Permanent Party & Dependent Healthcare at Sheppard AFB.

- ENJJPT Students & Permanent Party and dependents must verify medical and dental entitlements under NATO agreements before arrival.
- All dependents must be registered in DEERS to access DoD healthcare facilities.
- Supplemental medical and dental insurance is highly recommended for ENJJPT Students & Permanent Party and mandatory for dependents to mitigate financial risks.
- Medical services not covered under NATO agreements must be paid for out-of-pocket unless covered by private healthcare insurance.
- ENJJPT Students & Permanent Party should consult with their home country's medical support office for further clarification on healthcare policies.

By ensuring compliance with U.S. regulations, ENJJPT Students & permanent party and their Dependents can secure adequate medical and dental coverage, reducing financial burdens and maintaining uninterrupted access to healthcare services while training at Sheppard AFB.

ENJJPT Students & Permanent Party and their eligible dependents are encouraged to consult the MTF Beneficiary Counseling and Assistance Coordinator (BCAC), also known as the Health Benefits Advisor, for any questions or concerns related to healthcare coverage through TRICARE—whether at an MTF or in the civilian healthcare network.

SECTION 7

HOUSING AT SHEPPARD AFB

Sheppard AFB provides multiple housing options for ENJJPT Students & Permanent Party and their authorized dependents. Housing availability on the installation is determined by military regulations, housing policies, and occupancy rates. Dependents must be listed on the ITO or EFVR (if applicable) to be eligible for on-base accommodation. ENJJPT Students & Permanent Party should coordinate with the Military Housing Office (MHO) as soon as possible to discuss their housing needs and secure accommodation.

Privatized Family Housing

Military family housing at Sheppard AFB is privatized and managed by Balfour Beatty Communities (BBC). These homes are available only for ENJJPT Students & Permanent Party accompanied by dependents listed on their ITO or EFVR (if applicable).

Housing Features & Amenities.

- Two, three, and four-bedroom homes.
- Fully equipped kitchens with modern appliances.
- Garages, driveways, and fenced yards for privacy and security.
- Community amenities such as playgrounds, sports courts, swimming pools, walking trails, and a community center.

Application Process for Family Housing.

- ENJJPT Students & Permanent Party is highly recommended to contact the MHO prior to arrival when ITOs have been issued or EFVR processed to initiate the application process.
- Housing availability is limited, and ENJJPT Students & Permanent Party may be placed on a waiting list.
- Housing assignments are based on family size, rank, and availability at the time of application.
- Dependents must be listed on the ITO or EFVR (if applicable) to qualify for privatized housing.

Contact Information for Family Housing.

- Balfour Beatty Communities Leasing Office.
 - Phone: 1+ (940) 613-0709.
 - Website: <https://www.sheppardafbhomes.com/>
- Military Housing Office (MHO).
 - Phone: 1+ (940) 676-1840.

Temporary Lodging Facilities (TLF) – Sheppard Inn.

For short-term housing needs, the Sheppard Inn provides temporary lodging for ENJJPT Students & Permanent Party and their dependents while they secure permanent housing.

Temporary Lodging Accommodations.

- Visiting Officer Quarters (VOQ): Available for unaccompanied ENJJPT Students & Permanent Party (*Approximately Cost: \$107*).
- Temporary Lodging Facilities (TLF): Available for ENJJPT Students & Permanent Party with dependents (*Approximately Cost: \$107*).

Note: These are furnished accommodations with kitchenettes or full kitchens. Laundry facilities available on-site. Limited availability of pet-friendly units (advanced reservations required).

Reservations & Availability

- ENJJPT Students & Permanent Party should reserve temporary lodging well in advance, as availability is limited.
- ENJJPT Students & Permanent Party must contact the Sheppard Inn for current pricing, policies, and availability.

Contact Information for Sheppard Inn

- Sheppard Inn Front Desk.
 - Phone: 1+ (940) 676-1844.
 - Website: <https://82fss.com/sheppard-inn/>.

Unaccompanied Housing for ENJJPT Students & Permanent Party.

ENJJPT Students & Permanent Party arriving without dependents may be eligible for on-base unaccompanied housing. This option provides private sleeping quarters with shared common areas, including kitchens, bathrooms, and laundry facilities.

Eligibility & Housing Assignments.

- Unaccompanied housing is only available for ENJJPT Students & Permanent Party without dependents.
- Housing assignments are determined based on availability and ENJJPT Students & Permanent Party rank.
- ENJJPT Students & Permanent Party should confirm eligibility and room availability with the Unaccompanied Housing Office upon arrival.

Contact Information for Unaccompanied Housing.

- Unaccompanied Housing Office.
 - Phone: 1+ (940) 676-1840.
 - Website: <https://82fss.com/sheppard-inn/>.

Financial Responsibility.

- Each NATO member country is responsible for **all ENJJPT Students & Permanent Party housing expenses**, whether on-base or off-base. Countries are encouraged to use the DoD Basic Allowance for Housing (BAH) rates for Sheppard AFB (ZIP: 76311) as a benchmark.
- There is no U.S. Government-provided per diem or financial assistance for ENJJPT Students & Permanent Party housing.

- ENJJPT Students & Permanent Party must coordinate with their home country for payment arrangements and housing cost reimbursements.

Reservations & Advanced Booking.

- TLF should be booked in advance, as availability is limited.
- ENJJPT Students & Permanent Party should finalize long-term housing plans as soon as possible to minimize temporary lodging expenses.

Contact Information for Housing Services at Sheppard AFB

Military Housing Office (MHO).

- Phone: 1+ (940) 676-1840.
- Website: <https://www.housing.af.mil/Home-depricated/Units/Sheppard/>.

Balfour Beatty Communities (Privatized Family Housing).

- Phone: 1+ (940) 613-0709.
- Website: <https://www.sheppardafbhomes.com/>.

Sheppard Inn (Temporary Lodging Facilities - TLF & VOQ).

- Phone: (940) 676-4538.
- Website: <https://82fss.com/sheppard-inn/>.

Unaccompanied Housing Office.

- Phone: 1+ (940) 676-1840.
- Website: <https://www.sheppardafbhomes.com/>.

By understanding the available housing options and coordinating with Sheppard AFB housing offices, ENJJPT Students & Permanent Party and their Dependents can secure suitable accommodations that meet their needs during their training at Sheppard AFB. Early planning and communication with housing offices are essential to ensuring a smooth transition.

SECTION 8 KEY FINANCIAL RESPONSIBILITIES

Financial Responsibilities for ENJJPT Students & Permanent Party at Sheppard AFB

ENJJPT Students & Permanent Party participating in the ENJJPT program at Sheppard AFB are fully responsible for all expenses incurred during their training. Each NATO member country sponsoring ENJJPT Students & Permanent Party must ensure compliance with financial policies outlined in the JSCET Regulation and the Security Assistance Management Manual (eSAMM).

1. Housing Costs.

ENJJPT Students & Permanent Party have the option to utilize on-base military housing at Sheppard AFB or arrange off-base accommodations based on their country's financial policies and housing preferences.

On-Base Housing Options. ENJJPT Students & Permanent Party may be eligible for on-base housing through the following facilities:

- Privatized Family Housing – Managed by Balfour Beatty Communities (BBC), available to ENJJPT Students & Permanent Party with dependents listed on their ITO or EFVR (if applicable).
- Unaccompanied Officers Quarters (UOO) (Dorms) – These dorms provide housing for unaccompanied ENJJPT Students who are part of the ENJJPT program – Available at no cost to the student.
- Temporary Lodging Facilities (TLF) – Sheppard Inn – Short-term accommodations for ENJJPT Students & Permanent Party and dependents while securing permanent housing.
- Visiting Officer Quarters (VOQ) – Reserved for unaccompanied ENJJPT Students & Permanent Party on temporary or short-term assignments.

Off-Base Housing Options. For ENJJPT Students & Permanent Party who prefer to live off-base, the following options are available:

- Rental properties.
- Hotels or Extended Stay Hotels.
- Short-term accommodations (e.g., Airbnb).

***Note:** For ENJJPT Students & Permanent Party choosing off-base accommodations, it is highly recommended that they use the U.S. DoD BAH rate as a financial benchmark when selecting rental properties. The Sheppard AFB Housing Office provides resources for ENJJPT Students seeking assistance with off-base housing.*

Housing Regulations and Financial Responsibility.

- Per JSCET Section 7-6, ENJJPT Students & Permanent Party may use on-base housing, but they are responsible for all associated costs.
- Each ENJJPT Students & Permanent Party must comply with their home country's financial policies and housing regulations as outlined in eSAMM and NATO agreements.

- Off-base rental agreements may be submitted to the Sheppard AFB Housing Office for legal review before signing.

(For Planning Purposes Only) On-Base Privatized Family Housing Rates for Sheppard AFB (2025). The rates on-base privatized family housing for Sheppard AFB in Wichita Falls, Texas, are based on military rank and dependent status as of 2025 are follows:

Pay Grade	With Dependents	Without Dependents
O-1	\$1,527	\$1,227
O-2	\$2,013	\$1,584
O-3	\$2,256	\$1,815
O-4	\$2,592	\$2,106
O-5	\$2,826	\$2,157
O-6	\$2,850	\$2,241

Application for On-Base Privatized Family Housing Rates for ENJJPT Students & Permanent Party

- Mandatory for On-Base Housing: The above rates will be applied for ENJJPT Students & Permanent Party utilizing on-base Privatized Family Housing at Sheppard AFB. Each NATO member country is responsible for ensuring that ENJJPT Students & Permanent Party is provided with sufficient funds for living expenses.
- Off-Base Housing Estimates: The table below is for planning purposes only. Off-base housing costs can range from \$1,050 to \$2,200 (as of 2025), depending on the number of bedrooms.

# of Bedrooms	<u>Average Monthly Rent</u> (Off-Base Housing & Apartments)
1	\$1,050
2	\$1,200
3	\$1,600
4	\$2,200
Note: The averages mentioned above may vary and could be higher based on fluctuations in the current housing market within the Wichita, Texas area.	

Additional Notes:

- These rates are subject to change annually based on market fluctuations and cost-of-living adjustments.
- ENJJPT Students & Permanent Party should confirm housing cost arrangements with their home country's defense or finance office before arrival at Sheppard AFB.

By using these rates *as a guideline*, NATO member countries can ensure that ENJJPT Students & Permanent Party receive sufficient financial support for their accommodations while training or working at Sheppard AFB. For more details and updated information contact the following offices:

Housing Contact Information:

- Military Housing Office (MHO): 1+ (940) 676-1840.
- Balfour Beatty Communities Leasing Office (On-Base Privatized Family Housing): 1+ (940) 613-0709.
- Sheppard Inn (TLF & VOQ): 1+ (940) 676-1844.

2. Medical and Dental Care Costs.

Per DSCA Manual 5105.38-M ESAMM and JSCET Section 10-10, ENJJPT Students & Permanent Party are required to have valid health and dental insurance coverage, unless their home government indemnifies all medical expenses.

Medical Coverage at Sheppard AFB.

ENJJPT Students & Permanent Party from NATO member countries are entitled to:

- Outpatient medical care at MTFs at no cost.
 - Inpatient medical care at MTFs, subject to admin and subsistence costs / reimbursable or coverage under supplemental medical insurance.
 - Medical care in the private sector:
 - For outpatient medical care, if referred by an MTF, medical care is covered by TRICARE SELECT which is a healthcare program of the U.S. DoD Military Health System; however, it is subject to admin and subsistence costs or co-pays, which must be covered by home government or private insurance.
 - For inpatient medical care, no coverage. ENJJPT Students & Permanent Party are required to have supplemental medical insurance coverage.
- Note:** Refer to ITO for more details.

ENJJPT Students & Permanent Party Dependents from NATO member countries are entitled to:

- Dependents can receive medical care at MTFs.
- Dependents may opt into TRICARE Select, under Group B cost-sharing agreements.

***Note:** Dependents must also have private health insurance to cover medical costs incurred at civilian healthcare facilities. Without proper supplemental insurance, dependents will be responsible for all uncovered medical expenses, including specialist care.*
- Supplemental private health insurance is required for dependents to cover civilian healthcare services expenses, which can include hospitalizations not covered under TRICARE.

Mandatory Health Insurance Requirement.

- ENJJPT Students & Permanent Party must have supplemental medical insurance (translated into English) during in-processing.

Relevant Policy References:

- JSCET Section 10-10 – Medical Coverage Requirements for ENJJPT Students & Permanent Party.
- eSAMM C10.9 – Mandatory Health Insurance Policies.

3. Transportation and Airfare.

Each NATO member country is responsible for all travel-related expenses for their ENJJPT Students & Permanent Party, including:

- International airfare to the United States.
- Domestic transportation to Sheppard AFB.
- Local transportation for personal and training-related needs.

Transportation Policy Considerations

- ENJJPT Students & Permanent Party is responsible for ground transportation from arrival airports to Sheppard AFB.
- No transportation services are provided by Sheppard AFB IMSO or ENJJPT staff.
- Each NATO member country must ensure their ENJJPT Students & Permanent Party has sufficient financial resources to cover local transportation costs, including rental cars, taxis, and rideshare services *per country's internal processes and standards*.

Relevant Policy Reference:

- **JSCET Section 5-4** – Travel and Transportation Funding Responsibility.

4. Key Financial Considerations Before Arrival.

ENJJPT Students & Permanent Party Are Not Eligible for U.S. Government Financial Assistance

- ENJJPT Students & Permanent Party do not receive U.S. per diem, stipends, or government-funded financial support.
- Each NATO member country is fully responsible for covering housing, training, and medical costs.

***Note:** No U.S. government per diem, stipends, or financial assistance is available for ENJJPT Students & Permanent Party. It is the responsibility of each NATO member country to ensure that ENJJPT Students & Permanent Party has sufficient financial resources before arriving at Sheppard AFB. ENJJPT Students & Permanent Party should plan for upfront expenses, including security deposits for housing and initial out-of-pocket medical costs.*

Financial Readiness and Personal Expenses.

- ENJJPT Students & Permanent Party should arrive with sufficient personal funds to cover initial living expenses (at least 30 days), such as:
 - Meals and groceries.
 - Transportation costs.
 - Uniforms and training-related materials, if any.
 - Medical out of pocket or deductible expenses.
 - Housing.

- ENJJPT Students & Permanent Party should have access to international credit cards, bank accounts, or cash to manage unexpected costs.
- Advance financial arrangements should be made before departure in coordination with their home country's finance office.

Final Notes for ENJJPT Students & Permanent Party and Their Sponsoring Countries

- ENJJPT Students & Permanent Party must coordinate with their home country's financial office to ensure timely payment of housing, medical, and other relevant expenses.
- All financial obligations must be met prior to arrival at Sheppard AFB.
- ENJJPT Students & Permanent Party should have a financial contingency plan in place to cover unexpected expenses.
- Proper financial planning and coordination with SNRs and home country will ensure a smooth transition into the ENJJPT program at Sheppard AFB.

By understanding these financial responsibilities, ENJJPT Students & Permanent Party and their sponsoring nations can ensure seamless training operations and compliance with NATO agreements.

SECTION 9

ENJJPT STUDENTS & PERMANENT PARTY DEPENDENT EMPLOYMENT IN THE UNITED STATES

ENJJPT Students and their dependents assigned to the ENJJPT program at Sheppard AFB are subject to employment restrictions under bilateral reciprocal work agreements the United States as described in [Title 8 Code of Federal Regulations \(CFR\), paragraph 214.2](#). While Student & Permanent Party are restricted from working in the U.S., dependents may be eligible for employment authorization under specific conditions and should coordinate with their respective embassies before pursuing employment.

Employment Restrictions for ENJJPT Students & Permanent Party.

Student & Permanent Party participating in the ENJJPT program are strictly prohibited from seeking employment during their training or while performing related duties in the United States. This policy aligns with JSCET Section 10-32 and eSAMM C10.24, which state:

- ENJJPT Students & Permanent Party must be fully dedicated to their training program or duties and cannot engage in any form of additional employment, including part-time work or remote work.
- ENJJPT Students are issued A-2 visas, which are designated for training purposes only and do not permit employment authorization.
- Permanent Party may be issued NATO visas with similar restrictions as ENJJPT Students A-2 visas. Consult with your embassy for more details.
- Internships, freelance work, or contractual employment—even if performed remotely—are not permitted under U.S. immigration law for ENJJPT Students. Permanent Party please consult with your embassy for more details.

Violations of this policy may result in:

- Termination from the ENJJPT program.
- Revocation of visa status and potential deportation.
- Future ineligibility for U.S. visas or training programs.

Employment Authorization for Dependents of ENJJPT Students & Permanent Party

Unlike ENJJPT Students, dependents may be eligible for work authorization but must obtain an Employment Authorization Document (EAD) before accepting any job offer. The A-2 dependent visa does not automatically grant work authorization.

Dependent Work Authorization.

ENJJPT Students are not permitted to work while in training at Sheppard AFB. Per **JSCET** and **eSAMM** regulations, ENJJPT Students must remain focused on their assigned training and are prohibited from engaging in any form of employment while in the United States.

However, **dependents** may be eligible to seek employment if authorized under U.S. visa regulations. Dependents who wish to work must:

- a. Coordinate with their respective **embassies** to determine employment eligibility.

- b. Obtain a **diplomatic note or official letter** from their government.
- c. Apply for an **EAD** through **U.S. Citizenship and Immigration Services (USCIS)**.
- d. Await processing (**typically 3-6 months**) before beginning employment.

Any unauthorized employment by ENJJPT Students or dependents may result in **training termination** or **visa violations**. For questions regarding work authorization, ENJJPT Students & Permanent Party dependents should contact **their embassy** or the **U.S. Department of State**.

Steps for Dependents Seeking Work Authorization.

- *Coordinate with the Respective NATO Embassy.*
 - Each NATO member country has different agreements with the U.S. regarding dependent employment.
 - Some NATO member countries prohibit dependents from working abroad under certain military agreements.
 - The embassy can confirm whether a dependent is eligible to apply for a U.S. work authorization.
 - The embassy may also assist in obtaining required supporting documentation, such as a diplomatic note for the application.
- *Verify U.S. Work Authorization Requirements.*
 - If eligible, dependents must apply for an EAD using Form I-765 from U.S. Citizenship and Immigration Services (USCIS).
 - Required documents may include:
 - Proof of valid A-2 or NATO dependent visa status.
 - Supporting documents from the NATO embassy (if applicable).
 - Additional financial support verification (if requested by USCIS).
- *Await USCIS Processing and Decision.*
 - The EAD application process can take several months, and approval is not guaranteed.
 - Dependents must NOT begin working until they receive official EAD approval from USCIS.

Important Considerations for ENJJPT Dependents Seeking Work Authorization.

- Employment must be incidental to their stay and cannot interfere with the ENJJPT Student training.
- Some NATO member countries have bilateral agreements that affect dependent employment eligibility—check with the embassy before applying.
- Once approved, dependents must follow all U.S. labor laws and maintain valid EAD status during employment.
- Dependents working without an EAD risk visa revocation for both themselves and the ENJJPT student sponsor.

Consequences of Unauthorized Employment.

If ENJJPT Students & Permanent Party or dependent engages in unauthorized employment, it may lead to serious consequences, including:

- Termination from the ENJJPT program.
- Revocation of visa status, leading to immediate departure from the U.S.
- Denial of future U.S. visa applications for both ENJJPT Students & Permanent Party and dependents.
- Legal penalties under U.S. immigration law and potential fines.

Recommendations for ENJJPT Student and their Dependents.

- Confirm financial arrangements before arriving in the U.S. since neither ENJJPT Students & Permanent Party nor dependents are guaranteed work authorization.
- Dependents should coordinate with their NATO embassy before applying for an EAD to ensure eligibility and compliance with both U.S. and NATO regulations.
- ENJJPT Students & Permanent Party and dependents must fully comply with JSCET, eSAMM, and U.S. immigration policies to avoid violations that could impact their status.

By understanding JSCET, eSAMM, and U.S. Department of State policies, ENJJPT Students & Permanent Party and their Dependents can ensure full compliance with employment restrictions and avoid complications while training at Sheppard AFB under the ENJJPT program.

SECTION 10

CLOSING SECTION OF THE REPORTING INSTRUCTIONS

The information provided in this reporting instruction serves as a comprehensive guide for ENJJPT Students & Permanent Party and their dependents participating in the ENJJPT program at Sheppard AFB. Adherence to these guidelines will ensure a smooth transition, proper integration, and compliance with U.S. military regulations, international agreements, and NATO policies.

Final Preparation Checklist for ENJJPT Students & Permanent Party.

Before departing for Sheppard AFB, all ENJJPT Students & Permanent Party should ensure the following:

1. All pre-arrival requirements have been met, including visa processing, financial arrangements, medical insurance, and housing coordination.
2. Travel itinerary has been submitted to the SCO and SNR.
3. ENJJPT Students & Permanent Party and dependents (if applicable) have completed all required documentation, including health insurance verification, school enrollment information (if necessary), and any work authorization requests for dependents.
4. Arrival plans have been communicated to the appropriate points of contact at Sheppard AFB (i.e., SNR).

Point of Contact for Assistance.

For additional assistance, clarification, or last-minute concerns, ENJJPT Students & Permanent Party should contact the appropriate office:

Senior National Representative (SNR).

See Attachment 2.

Sheppard AFB Housing Office.

Phone: (940) 676-1840

Website: <https://www.sheppardafbhomes.com/>

Sheppard Inn (Temporary Lodging – TLF & VOQ).

Phone: (940) 676-1844.

Website: <https://af.dodlodging.net/property/Sheppard-AFB>

Sheppard AFB Command Post (For Urgent Matters).

Phone: (940) 676-6266.

Final Remarks

The ENJJPT program represents a unique multinational training opportunity that strengthens interoperability and cooperation among NATO nations. The commitment, discipline, and professionalism demonstrated by ENJJPT Students & Permanent Party at Sheppard AFB contribute not only to their individual success but also to the enhanced operational effectiveness of NATO air forces.

All ENJJPT Students & Permanent Party are expected to uphold military standards, comply with U.S. regulations, and fully engage in their training responsibilities. Dependents accompanying ENJJPT Students & Permanent Party should familiarize themselves with available support services, housing policies, and educational resources to ensure a positive experience during their stay.

We look forward to welcoming you to Sheppard AFB and the ENJJPT program. Your participation plays a vital role in advancing international cooperation and preparing future NATO aviators for mission success.

Safe travels, and we look forward to your arrival!

ATTACHMENTS

1. ENJJPT Senior National Representative Roster
2. Recommended Pre-Arrival Checklist for ENJJPT Students and Their Authorized Dependents
3. Glossary of Abbreviations and Acronyms

Attachment 1
ENJJPT Senior National Representative (SNR) Roster

COUNTRY	NAME	CONTACT
BELGIUM	LTC Kevin Bourdiaudhy	Phone: +1 940-676-9001 e-mail: kevin.bourdiaudhy.be@us.af.mil
CANADA	Maj Christopher Mileusnic	Phone: +1 940-676-1817 e-mail: christopher.mileusnic.1.ca@us.af.mil
DENMARK	LTC Michael Rosenkrands	Phone: +1 940-676-0851 e-mail: micheal.rosenkrands@us.af.mil
GERMANY	LTC Michael Schill	Phone: +1 940-676-6801 e-mail: michael.schill.2.de@us.af.mil
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Attachment 2

Recommended Pre-Arrival Checklist for ENJJPT Students and Their Authorized Dependents

This checklist ensures that all ENJJPT Students attending ENJJPT at Sheppard AFB are fully prepared for their training. Each task has a designated deadline to help streamline your pre-arrival process. Please complete each task in the appropriate timeframe and mark it as complete. This checklist should be used in conjunction with the ENJJPT Combined Reporting Instructions.

- **Follow the deadlines:** To avoid delays, each task should be completed by the specified date.
- **Coordinate:** Your home country's liaison officer must communicate with the U.S. SCO at the U.S. Embassy in your country to update SANWEB and finalize travel plans.
- **Gather all required documents:** Ensure you have all necessary paperwork, including visas, passports, Invitational Travel Orders (ITO), medical insurance, housing arrangements, and financial allowances.
- **Confirm transportation:** Sheppard AFB does not provide transportation from Wichita Falls Regional Airport (SPS) or Dallas Fort Worth (DFW) Airport, so plan accordingly.
- **Financial preparedness:** Have sufficient funds for initial expenses, as processing of allowances may take time per country processes.
- **Medical requirements:** IMS and dependents must have appropriate medical insurance before arrival. Dependents may need supplemental medical coverage if not covered by their home nation.
- **Household Goods Movement:** Coordinate with your home country's logistics office for the shipment of personal belongings and household goods. Ensure compliance with U.S. customs regulations and base housing policies.
- **Dependent School Enrollment:** Research local schools, ensuring required documentation is prepared (see reporting instructions for details).

CATEGORY	TASK	DEADLINE (Before Departure)	REQUIREMENT TYPE	WHERE TO	COMPLETED (✓)
PRE-ARRIVAL ACTIONS					
Travel & Arrival	Confirm your reporting window & travel itinerary.	30+ Days	Mandatory	SNR and SCO	
	Ensure your country's liaison officer coordinates with the U.S. SCO to update SANWEB with travel details.	30+ Days	Mandatory	SCO	
	Confirm the dependents' status on the Invitational Travel Order (ITO).	30+ Days	Mandatory	Your country's liaison officer / SCO	
Housing & Finances	Coordinate housing allowance in accordance with U.S. rates.	30+ Days	Mandatory	Your country's financial office	

CATEGORY	TASK	DEADLINE (Before Departure)	REQUIREMENT TYPE	WHERE TO	COMPLETED (✓)
	Research Sheppard AFB housing market & secure on-base or off-base housing (if applicable).	30+ Days	Optional	Sheppard AFB housing office	
	Develop a budget & financial plan to manage expenses during training.	30+ Days	Mandatory	Self	
Medical & Insurance	Verify medical coverage and Student & Permanent Party responsibilities (ENJJPT Students & Dependents must have valid supplemental insurance.)	30+ Days	Mandatory	Your country's medical provider	
	Obtain supplemental medical insurance for dependents, if not covered by home country.	30+ Days	Mandatory	Supplemental insurance provider	
	Ensure all immunizations are up to date and bring immunization records to include dependents.	30+ Days	Mandatory	Medical provider	
Dependents & Work Authorization	Explore work visa options for dependents. (Check with home country's embassy)	30+ Days	Optional	Home country's embassy	
Required Documents	Check required documents for ENJJPT Student and their Dependents as applicable: <ul style="list-style-type: none"> • Passport, Visa, ITO, Insurance documents • Military Uniforms (flight suit, service dress) • Business casual attire • Copies of immunization records • U.S. currency or debit/credit card • Contact info (IMSO, SNR, embassy) • Birth/marriage certificates • Medications 	30+ Days	Mandatory	Self	
Dependents School	Research local schools and enrollment requirements Visit: https://82fss.com/school-liaison-program-manager/	30+ Days	Optional	Online	
	Prepare required documents for school enrollment <ul style="list-style-type: none"> • Student's Passport and Visa (if applicable) • Birth Certificate (translated into English if necessary) • Proof of Residency (Housing Agreement or Utility Bill at Sheppard AFB) • Immunization Records (per Texas state requirements) • Previous School Records and Transcripts (translated into English if necessary) • Special Education Documentation (if applicable) 	30+ Days	Mandatory	Self	

CATEGORY	TASK	DEADLINE (Before Departure)	REQUIREMENT TYPE	WHERE TO	COMPLETED (✓)
	<ul style="list-style-type: none"> Emergency Contact Information Parent/Guardian Identification 				
	Prepare copies of important documents (e.g., medical records, insurance policies).	30+ Days	Mandatory	Self	
Household Goods & Logistics	Coordinate shipment of household goods and personal belongings	30+ Days	Optional	Home country's logistics office	
	Ensure compliance with U.S. customs regulations for imported items	30+ Days	Mandatory	U.S. customs regulations	
Pre-Arrival Tasks	Driver License (if license is not in English).	14 Days	Optional	Self	
	Forward personal email & phone number to SNR for communications.	14 Days	Mandatory	Self	
	Review uniform & dress code requirements (Service Dress, Flight Suit, Business Casual).	14 Days	Mandatory	Self	
	Ensure SCO has verified medical coverage for Student & Permanent Party and their dependent (translated into English) before departure.	14 Days	Mandatory	Self	
Final Travel Checks	Confirm ground transportation (Sheppard AFB does not provide transportation from DFW).	7 Days	Mandatory	Self	
	Check airline baggage allowance & packing list.	7 Days	Mandatory	Self	
	Ensure you have enough money for initial expenses (advance pay, credit card, cash).	7 Days	Mandatory	Self	
	Prepare a list of emergency contacts and share it with family members.	7 Days	Optional	Self	
POST-ARRIVAL ACTIONS					
Arrival & In-Processing	Report to your countries SNR upon arrival at Sheppard AFB.	Arrival Day	Mandatory	SNR	
	Address: 1830 H Ave, Building 145, Sheppard AFB, TX 76311				
	Bring all required documents for in-processing. <ul style="list-style-type: none"> Passport (valid for the entire duration of training) U.S. Visa ITO Driver's License (International or National, with English translation if applicable) 	Arrival Day	Mandatory	Self	

CATEGORY	TASK	DEADLINE (Before Departure)	REQUIREMENT TYPE	WHERE TO	COMPLETED (✓)
	<ul style="list-style-type: none"> • Proof of Medical Insurance (IMS and Dependents) • Financial Documentation (Proof of funding or allowances if required) • Housing Confirmation (On-base or off-base lease agreement) • Any Required Immunization Records • Emergency Contact Information 				
	Attend mandatory orientation & briefings (to be scheduled on arrival date)	Arrival Day	Mandatory	SNR	
	Complete base access & ID registration (CAC, vehicle registration).	Arrival Day	Mandatory	SNR	
	Complete & submit Student Data Form.	Arrival Day	Mandatory	CINCC Desk	

Attachment 3: Glossary of Abbreviations and Acronyms

AETC: Air Education and Training Command

AFB: Air Force Base

AP: Advanced Placement

BAH: Basic Allowance for Housing

BBC: Balfour Beatty Communities

BCAC: Beneficiary Counseling and Assistance Coordinator

CINCC: Casual in Charge of Casuals

CTE: Career and Technical Education

DEERS: Defense Enrollment Eligibility Reporting System

DFW: Dallas-Fort Worth International Airport

DHS: Department of Homeland Security

DoD: Department of Defense

DPS: Department of Public Safety

DSCA: Defense Security Cooperation Agency

DTF: Dental Treatment Facility

EAD: Employment Authorization Document

ECL: English Comprehension Level

EFVR: Extended Foreign Visit Request

ENJJPT: Euro-NATO Joint Jet Pilot Training

eSAMM: Security Assistance Management Manual

ESL: English as a Second Language

FSP: Field Studies Program

IB: International Baccalaureate

IEP: Individualized Education Program

IFF: Introduction to Fighter Fundamentals

IMSO: International Military Student Office

ITO: Invitational Travel Order

JSCET: Joint Security Cooperation Education and Training

MEDEVAC: Medical Evacuation

MFLC: Military and Family Life Counseling

MFRC: Military & Family Readiness Center

MHO: Military Housing Office

MTF: Military Treatment Facility

NATO: North Atlantic Treaty Organization

OCF: Operational Camouflage Pattern

OPI: Oral Proficiency Interview

OST: Office of Student Training

PfP: Partnership for Peace

PP: Permanent Party

RHCA: Reciprocal Health Care Agreement

SANWEB: Security Assistance Network Web

SCO: Security Cooperation Officer

SNR: Senior National Representative

SOFA: Status of Forces Agreement

SPS: Wichita Falls Regional Airport

STEM: Science, Technology, Engineering, and Mathematics

TLF: Temporary Lodging Facilities

TRICARE: U.S. DoD healthcare program

UOQ: Unaccompanied Officers Quarters

USAF: United States Air Force

USCIS: U.S. Citizenship and Immigration Services

VOQ: Visiting Officer Quarters

WFISD: Wichita Falls Independent School District

