

Reporting

ALL students inbound to ACSC must personally sign-in to ACSC building 1402, room 2226 upon arrival. You do not have to be in military uniform. Your leave status will stop once you sign in.

Reporting Dates

	First Fifty	All other USAF Students
Report Not Earlier Than	8 July 2014	25 July 2014
Report Not Later Than	14 July 2014	1 August 2014
In-Processing	15 July 2014	4 August 2014
Class Start Date	5 August 2014	5 August 2014
Class Graduation Date	8 June 2015	8 June 2015

NOTE: Only those whose PCS orders reflect "EARLY REPORTING AUTHORIZED" (ERA) can report before the Report Not Earlier Than Date (RNETD).

The early reporting approval authority is the 21st Student Squadron Commander (21 STUS/CC). Send E-mail requests, with requested ERA date desired along with full justification, i.e., medical reasons, align with overseas DEROS etc., to [ACSC Student Services](#).

Requests for early reporting for strictly personal reasons cannot be approved, i.e., to avoid "burning leave." If approved, your MPF must annotate your orders accordingly. Officers with approved ERA should sign in at Bldg 1402 Room 2226. You will be placed in duty status and utilized in various capacities throughout ACSC or elsewhere on Maxwell AFB.

If you arrive before the RNETD and your orders do not indicate ERA, you must take leave until that date.

House Hunting and Duty Status

Once you sign a rental agreement or purchase a home, you are not authorized PTDY any longer. If you show up to ACSC with either of these conditions applicable to you, do NOT expect to take PTDY. If you did not take PTDY for house hunting prior to departing PCS from your current duty station, and have not found a place to live, you may request up to 8 days PTDY for this purpose. If applicable, you may arrive up to 8 days earlier than your RNETD. This must be approved in advance and your RNETD changed. (See above paragraph on requesting ERA.) When you arrive in the Montgomery area, report to ACSC, Bldg 1402 Room 2226, and complete an AF Form 988, Leave Request/Authorization, requesting PTDY for this purpose. PTDY for house hunting will not be approved retroactively. Again, you must come and sign-in upon arriving in the local area.

REPORTING WEEK (RNETD - RNLTD)

During this week you are considered "available for duty." This week is YOUR time to settle into the local area, and should be used for such things as finalizing housing/TMO related issues,

school registration for dependents, base/area familiarization, etc. This week is not charged as leave. Again, you must physically sign-in at the ACSC, room 2226 when you arrive for accounting purposes.

AY15 LEAVE/PASS PERIODS for Planning Purposes

- September -- Labor day (pass)
- October -- Columbus Day (pass)
- November -- Veterans Day (pass)
- November -- Thanksgiving Break (pass)
- Dates TBD -- Winter Break (leave if out of area)
- January -- Martin Luther King Day (pass)
- February -- President's Day (pass)
- May -- Memorial Day (pass)

Requirements

All active duty Air Force officers must have a Narrative Only PRF accomplished by their losing senior rater.

Recommend Information Assurance Training dated after 15 June. Your account will not be created without a certificate that is valid through graduation.

Top Secret/SCI Access Clearance Required:

1. You are required to have a Top Secret clearance based on a current Single Scope Background Investigation (SSBI). If this is over 5 years, a Periodic Reinvestigation must be submitted.
2. Ensure your security manager annotates the Joint Personnel Adjudication System (JPAS) that you have signed an SF 312, Classified Information Nondisclosure Agreement (NDA) and a Verbal Attestation.
3. If you currently are cleared for TS/SCI, please have your SSO send a Transfer in Status (TIS) message to SSO AU. Their PLA is SSO AU. Your SSO can also email them at sso.au@maxwell.af.mil. Their number is (334) 953-6715. Direct all security questions to ACSC/CVS , 225 Chennault Circle, Maxwell AFB AL 36112-6426, (334) 953-2712.

Mandatory Physical Fitness Requirements:

1. **Air Force Active Duty and Active Reserve Component (ARC) Students:** All Air Force Active Duty and ARC Personnel must have a current, passing AF Fitness test prior to arriving to Maxwell AFB and in-processing with ACSC. The passing fitness test must include the cardiovascular component (i.e. 1.5 mile run/1 mile walk) and the abdominal circumference measurement. Additionally, all students will be required to take the AF fitness test per AFI 36-2905 while assigned to ACSC during the student year.

- **2. Sister Service, Civilian and International Officer Personnel:** Army, Navy, and Marine Corps personnel assigned to ACSC are not subject to Air Force Instruction 36-2905 Fitness Program. Instead, they must meet the standards of their respective services. The respective service advisors monitor maintenance of these standards. IOs and civilian personnel are not subject to AFI 36-2905 weight and fitness standards.

Uniforms

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

*Desert BDUs/Desert Flight Suits are NOT authorized for wear at ACSC.

For more information regarding ACSC policies, procedures, and programs, please read the [ACSC Handbook](#).

Mass In-processing

Mass in-processing will take place at the Maxwell Officer's Club. Uniform is ABU/BDUs and flight suits.

After completing processing at the club, you will then process through the ACSC facilities and supply office for individual laptop computer issue. About 400 officers are processed on that date, so please adhere to the schedule posted below Do not report to the Officer's Club or to ACSC for in-processing before your scheduled time.

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

In-processing Schedule

TIME	FIRST LETTER OF LAST NAME
0745	ANG/ARC/Civilians
0800	A,B
0900	C,D,E,F
1000	G,H,I,J
1100	K,L
1200	M,N,O
1300	P,Q,R
1400	S,T
1500	U,V,W,X,Y,Z

Required Documents for in-processing

Finance: Print and complete this [Finance package](#).

Tricare: Print and complete this [Tricare Enrollment form](#).

Additionally, ensure the following documents are in your possession:

- 20 Copies of PCS orders (and amendments, if applicable).
- UPRG/Personnel Folder with signed PCS travel order.
- Health Record Group (Medical).
- Cardiovascular fitness assessment results (if completed).
- Shot Record.
- Individual Flight Record, if applicable.
- Two copies of non availability statement.
- Two copies of TLE lodging receipts.

NOTE: All school age children are required to have an Alabama Blue Card (Verification of Immunizations) by Alabama law. During the initial in-processing the Immunization Clinic will

have a station to assist ACSC students with completing the Alabama Blue Card form. Students must bring an immunization record for each family member registering for school to obtain a Blue Card. Another option is to accomplish this as a walk-in to the Immunization Clinic. If you have any questions please call the Maxwell AFB Immunization Clinic at 334-953-5731.

Current, passing Service specific Fitness Test/Assessment results. This can be obtained from your Unit Fitness Program Manager (UFPM) or from the Air Force Fitness Management System (AFFMS) located on the AF Portal (link in the TOP VIEWED: FITNESS window).

****Highly recommend that you also complete the DD Form 1351-2, Travel Voucher**** A copy machine will be available at the O'Club on in-processing day. If you have any questions about in-processing, please direct them to MPF, Personnel Employment, (334) 953-6340/5940 (DSN: 493-)

Schools and Housing

Magnet Schools - The Montgomery County School District has opened a spring application window for their magnet schools, elementary through high school. Their [website](#) provides access to applications and information regarding the process. Please see the school contact information listed on the webpage, under the respective school, for POC contact and questions. If you have further questions about the magnet school program, please contact (334) 223-6830.

Hunt Contract Base Housing (334) 262-1630:

Off-Base Housing - To see Houses for Rent or Sale in the local area, please visit the Automated Housing Referral Network (www.ahrn.com) or Military By Owner (www.militarybyowner.com). Be advised: housing fills up quickly and there are waiting lists for some of the prime apartment buildings. Plan ahead.

BASIC ALLOWANCE FOR HOUSING (BAH) WAIVERS FOR PROFESSIONAL MILITARY EDUCATION, TECHNICAL TRAINING, OR A CAREER EDUCATION PROGRAM:

If you desire a BHA waiver you are required to apply through your Military Personnel Flight prior to receiving Permanent Change of Station orders. Personnel must meet the criteria outlined in SAF/MR's policy letter dated 4 Mar 02: 1) Must be departing PCS for 12 months or less to attend PME, Technical Training, or Career Education Program; and 2) Must agree to limited PCS entitlements to include only personal/professional shipment equivalent to unaccompanied hold baggage and without-dependent rate dislocation allowance, temporary lodging expense, and per diem.

MPFs are required to verify member's eligibility and assist member in filling out the required waiver statement. The rationale behind this policy waiver is to provide the family stability for the duration of the short PCS assignment; therefore, the member must not relocate their family. If the member will receive a higher BAH rate at his/her gaining location, he/she does not need to apply for a BAH waiver. They will automatically receive the higher BAH rate established for their new duty location.