



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

11 Jun 2020

MEMORANDUM FOR AY21 USAF ACSC STUDENTS
(ACTIVE/GUARD/RESERVE)

SUBJECT: Reporting Procedures

1. Sign-in Procedures

Due to COVID-19 precautions, reporting/sign-in procedures for AY21 have been adjusted. As already instructed, upon arrival to Maxwell each member will enter a 14 day Restriction of Movement (ROM) period to mitigate the risk of COVID-19 exposure. This period begins upon arrival in the local area. The following information does not supersede other ROM guidance but supplements it for the purposes of reporting and signing in.

Sign-in will be available between the hours of 0900 – 1500, Monday thru Friday. Sign-in period for ISC is 25 Jun – 1 Jul. The period for main body is 8 – 15 Jul. Report to the Wood Auditorium atrium located in ACSC (Building 1402) on the day you arrive in the local area. If you arrive after sign-in hours, report on the next duty day following your arrival.

The sign-in process does not start or otherwise affect your ROM period. The procedures for signing in have been designed to ensure you are able to report in-person without violating the intent of ROM.

In the Wood Auditorium atrium, you'll find a table with a student roster. To sign-in, find your name, sign next to it, and provide any requested local contact information.

To get your base in-processing started, there will be a stack of envelopes provided for you to submit your documentation. Documents to submit:

1. Copy of endorsed orders and amendments
2. AF FM 330 Records Transmittal
3. IDA worksheet
 - a. This will need to be completed when you sign-in. Instructions will be posted and a number will be provided for you to call if you need assistance.
4. AF FM 2096 (Fellow A's/PCA's only)
5. Current Fitness Test printout

Place these documents in the envelope provided, seal it, annotate the required information on the envelope's label, and place it in the marked container.

Lastly, when you sign-in, you should pick up an information/welcome folder. They'll be organized alphabetically and you will find one with your name on it. Please take the folder with you and review the information provided.

If due to extenuating circumstances your arrival occurs outside of your respective sign-in period, coordinate ASAP with STUS leadership to determine a proper course of action for signing in, remitting in-processing documents, and to determine the status of your ROM procedures/period.

2. Duty Status/Post-arrival Travel

Remember, during your ROM period, "ROM'ing" is your official duty. ROM is to occur in the local (Maxwell/Montgomery) area. Do not make plans to be outside of the local area during this period unless coordinated/approved by your respective STUS/CC (indicated in your welcome packet). Other than

signing in, you will not have other duties assigned during your ROM period. Please follow this and other instructions on the subject and abide by the intent of the procedure.

Following completion of your ROM period, normal duties will resume. If your ROM period expires before your in-processing day, you will be placed in an “on-call” status. You should plan to be available for duty if called to report in. If not called by 1100 each day, you are released. If any personal plans other than official duties (accepting household goods, utilities, etc.) would prevent you from coming in for duty, you must be on leave even if you are remaining in the local area.

Normal leave rules will apply during this period. At present, ACSC’s authorized area for personal travel, in-line with COVID-19 mitigation efforts, is the state of Alabama and areas outside of the state within 3 hours of Maxwell AFB. Following completion of ROM, if on a weekend/pass period or on leave, travel within this area is authorized. However, any such travel within this period must be coordinated with STUS leadership. Travel outside of this area requires a signed Exception to Policy (ETP) memorandum. Reminder, this is not the same as the local area as defined by AFI 36-3003 for determining when leave is required!

As states reopen and policies are changed, any of the above WRT personal travel may change. However, if/when the policy does change, that information will be pushed to you through available official communication channels. Unless officially notified otherwise, assume that this policy on personal travel remains in place.

3. Communication

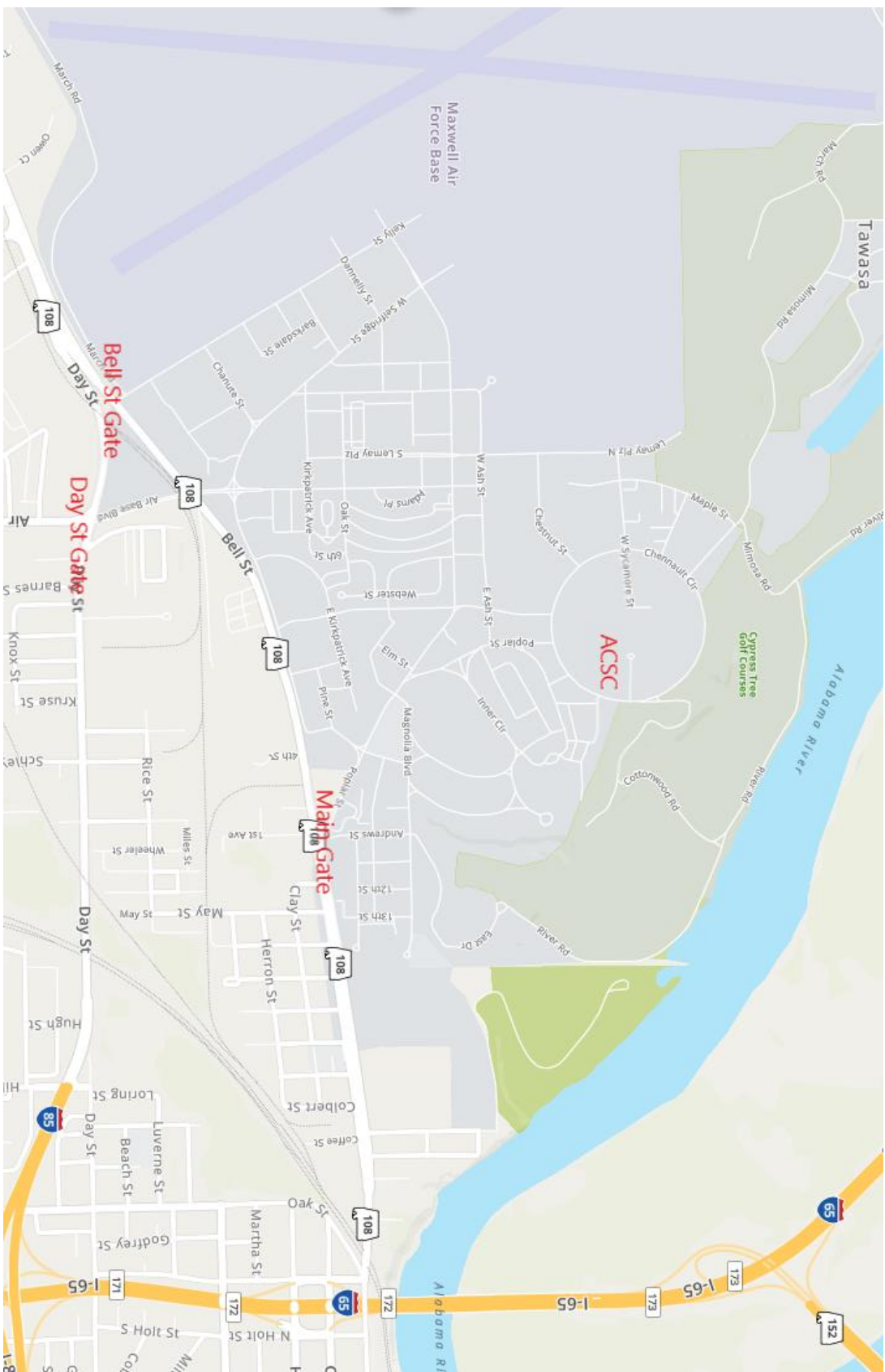
We know this process is different and challenging for everyone. As your STUS leadership, we will continue to do our best to make this process as seamless as possible but we know the challenges will continue. Throughout your time here, our primary mission is to support you, the student. The best way you can aid us in that effort is to keep the communication channels open. We understand each member’s situation is unique and there may be issues that arise that may require accommodation. Please don’t hesitate to reach out with concerns or questions that may arise as we work through this. Getting you here this year is a little different and, for the foreseeable future, being here will be a little different too. However, your STUS leadership is looking forward to your arrival and we’re ready to help in any way we can. We look forward to meeting each of you soon.

Maverek Bagley, Lt Col, USAF
Director of Operations, 38th Student Squadron

Attachments:

1. ACSC location map.doc
2. Sign-in/Reporting location map.doc

Maxwell AFB Gates and ACSC Location



ACSC Parking and Sign-in Location

