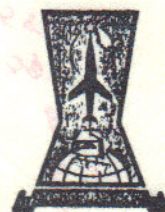


4504TH SCHOOL SQUADRON
4504TH MISSILE TRAINING WING (TAC)
UNITED STATES AIR FORCE
ORLANDO AIR FORCE BASE, FLORIDA



REPLY TO: DA
ATTN OF: DA

SUBJECT: Information for Incoming Personnel

10 December 1963

FOR THE COMMANDER
TO: Newly Assigned Personnel

1. Sign in on the sign in/out register located at the front desk. Attach a copy of your orders.
2. From the time you sign in until you start school you are required to meet two roll call formations per day, at 0730 and 1300 hours, Monday through Friday, at building ~~22691~~, directly behind the orderly room.
3. If you sign in during duty hours, you will be directed to report to CUPAS at building 2045 to start your in-processing.
4. Airmen of the lower four grades with established residence with their dependents or parents within a 25 mile radius may request authorization to ration separately. NCO's may request to ration separately with or without dependents. This must be accomplished the first duty day after signing in. It is your responsibility to make application to ration separately.
5. If you are going to live on base, you will be assigned a room as soon as you return with your processing papers. You will sign for the key to your room and all property therein. If you lose the key you will initiate a Cash Collection Voucher to pay for it. If you damage any of your room property you will also pay for the damage. Your linen and bedding will be procured when you clear BEMO in building ~~2219~~.
6. You will be responsible for all information posted on the bulletin board and you will be required to check this and your distribution box at least twice a day.
7. All incoming personnel will be briefed on AFR 35-9 by the Student Control Officer.
8. Before personnel finish processing they should be sure they have completed the following:
 - a. Filled out and have in their possession their recall cards.
 - b. Requested name tags for their door (if residing in the barracks), (b) and name tags for their fatigues.
 - c. Completed squadron's clearance.

9. The uniform for all student personnel will be fatigues or the uniform required in the area in which you are attending training. ~~Red baseball caps or fatigue caps~~ and highly polished brogans or combat boots will be worn with the fatigue uniform. You will also have a TAC patch (purchased from BX), cloth name tag and a USAF tag (procured from the Squadron Orderly Room), appropriately affixed to your fatigues.

10. During you stay here you are personally responsible for maintaining proper physical condition in accordance with AFR 50-5. We have a physical conditioning program in effect three days a week (Mon, Wed, and Fri at 0900 and 1400). During this period we practice the 5 BX and participate in athletics of your choice. Personnel not able to attend organized PT are responsible for accomplishing the 5 BX exercises on their own time. A 5 BX test is given every two months. Failure to pass this test will result in concentrated exercise until the test is passed. A doctors excuse will be required if you cannot perform these exercises.

11. AF weight control program requires you to maintain certain weight standards. You will be weighed once a month and if you are overweight by AF standards you will be placed on the weight control roster and weighed daily until satisfactory weight is reached. Overweight personnel will be required to lose two pounds per week until desirable weight is reached. A doctors excuse will be required if you cannot meet AF weight standards. Overweight personnel will attend PT on Tuesday and Thursday at the above listed times as well as the regularly scheduled PT attended by everyone.

12. You will list all advance appointments in the appointment log and you will sign out and sign in when you go on sick call. The Appointment Log and Sick Call book are located at the front desk in the Orderly Room.

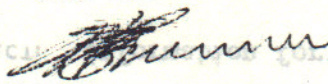
13. Commander's Call will be held the second Tuesday of each month at the Base Theater. This is a mandatory formation and all personnel will attend. Times will be posted 72 hours in advance.

14. If you are under the age of 21, your pass will be kept at the Front Desk. You may pick up your pass anytime during non-duty hours, but you must sign in by 2400 hours the same day, or by 0100 hours on a non-duty day and turn in pass to C.Q..

15. OFFICERS: Officers are requested to complete a questionnaire which will be furnished at the front desk. This information is primarily for a social welcome for you and your wife as newcomers.

16. Throughout your stay at Orlando, military courtesy and respect for your Officers and NCOs should prevail at all times.

FOR THE COMMANDER



W. E. BRENNER
2ndLt, USAF
Student Control Officer

Sept - June

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