



# FACT SHEET

## U.S. Air Force Fact Sheet

### **USAFSAM REPORTING AND REGISTRATION INSTRUCTIONS**

MEMORANDUM FOR ALL USAF School of  
Aerospace Medicine (USAFSAM) Students

FROM: USAFSAM/EAM Training

SUBJECT: Course Reporting and Registration Instructions

All students must bring at least 3 copies of their travel orders on the first day of class. Make plenty of copies...you will need them! Don't leave them in your room, in the plane, or at home! Active duty USAF officers, enlisted, and USAF civilians using USAFSAM TDY-to-school funds should also bring a readable copy of their travel or flight itinerary for registration. If you don't know who funded you, bring a copy anyway...it won't hurt.

Students from the local area, which includes Brooks AFB, Lackland AFB, and Randolph AFB, should bring a vicinity travel letter authorizing them to be away from their place of work and in a training course. The student's MPF or unit normally does this letter. Be sure to have one for registration.

Students who do NOT provide an order by the second day of a course will be subject to cancellation. This means you will NOT get credit for the course.

All students must sign-in on the first day of class. The registrar will distribute a class roster on day one. Students must write down on the roster their exact billeting location i.e. the hotel name, on or off base, where they are staying. In addition, they must write down how they arrived at the school i.e. by commercial air, POV, or any other form of transportation. WHY DO WE NEED ALL THIS INFORMATION? We need this information to correctly calculate the USAFSAM TDY-to-school funds for the school commander. This applies only to those individuals funded by the school.

All U.S. Air Force students who used USAFSAM TDY-to-school funds must fax a copy of their paid travel voucher to the school's Financial Management office. They can fax the completed TDY voucher to either DSN 240-6631 or DSN 240-1446. This should be done as soon as possible after returning to their home station or new duty location if TDY enroute. They can also e-mail any paid vouchers in electronic format to USAFSAM/EAM Resource Management.

Special note for students who will attend the B3OBY48G1-000 Aerospace Medicine Primary course: MAKE SURE THAT YOUR ORDERS INCLUDE YOUR OFFICER SERVICE DATE (OSD). THE OSD IS REQUIRED WHEN THE USAFSAM REGISTRAR SUBMITS REQUESTS FOR YOUR AERONAUTICAL ORDERS.

Students can find specific course information in the Education and Training Course Announcements (ETCA) on the World Wide Web and on the Course Reporting Instructions generated by the Oracle Training Administration (OTA). Check for links to the ETCA on the

USAFSAM web site. The USAF uses the OTA to notify members of projected training and to account for that training. Each course in the OTA has reporting instructions with such information as billeting, class start times, and funding.

The instructions on this page are not meant to be all-inclusive, but, for the most part, they are generic to all USAFSAM courses. Students should bring what is required for training.