

Additional Class Information

23 Jun 26

Kirtland AFB Transportation:

Billeting for students attending Air Force Safety Center (AFSEC) classes is on the east side of base, approximately 3 miles to training location and dining facility. Recommend students procure a rental car or call Kirtland Vehicle Operations at DSN: 246-2297 to request a U-Drive-It vehicle before arrival.

Kirtland AFB Lodging

Important – Do not use DTS to make your lodging reservations for AFSEC classes held at Kirtland AFB. The AFSEC Training and Education Branch, Training Management Section (AFSEC/SEOTM) secures on-base billeting reservations for all students and will send welcome e-mails to students 2 weeks before class start dates. Decline on-base lodging in DTS, choose a proper reason code in the DTS pre-audit, and write in the audit flag block that on-base lodging is being used and was secured by the schoolhouse. If you already completed lodging in DTS and received a non-availability letter, please be advised the non-A letter may not apply.

Group lodging reservations begin 1 day before class start date and end the night after graduation. Check-in is between 1400-2400 at the Kirtland Roadrunner Inn, Bldg 22018 on "A" Street SE, Albuquerque NM 87117, which is on the east side of Kirtland AFB. All rooms have microwaves, refrigerators, coffee pot, and free WI-FI. Please contact the Roadrunner Inn at DSN 246-9663/9653/3894 (Comm 505-846) to confirm your reservation with your government credit card. Room reservations will be dropped on the day of arrival after 1800 if you have not confirmed with your credit card.

Albuquerque Weather/Environment:

Albuquerque's altitude is above 5,000 feet. Visitors should take necessary precautions to prevent exhaustion, overexposure and overheating during physical activities. Wear sunglasses and drink plenty of fluids to prevent dehydration.

Average Temperatures:

- December through March: Cold and windy with occasional light snow; 25-70 degrees
- April through May: 40-80 degrees
- June through July: Very hot and dry; daytime temperature 90 degrees to low 100's
- August through September: Monsoon season; warm temperatures with afternoon thunderstorms likely
- October through November: 40-70 degrees

High Altitude Precautions:

- Wear sunglasses
- Drink plenty of fluids to prevent dehydration
- Drink plenty of fluids while exercising (16-32 oz./hour or more in hotter weather)
- Use sunscreen to help prevent sunburn
- If you feel your performance drop, rest and try to cool off
- Don't drink alcohol/caffeine before or immediately after exercising at high altitude

Altitude Sickness Symptoms:

Headaches are the primary symptom used to diagnose altitude sickness, although a headache is also a symptom of dehydration. A headache occurring at an altitude above 7,874 feet, combined with any one or more of the following symptoms, may indicate altitude sickness:

- Lack of appetite, nausea, or vomiting
- Fatigue or weakness
- Dizziness or light-headedness
- Insomnia
- Shortness of breath upon exertion
- Nosebleed
- Persistent rapid pulse
- Drowsiness
- Peripheral edema (swelling of hands, feet, and face)
- Diarrhea

TDY Travel Orders Preparation – AETC-funded Quotas Only

****AFSEC does not issue fund cites for any courses****

Students will get training notification RIPs through their Unit Training Manager (UTM) or local Formal Training Office. Once signed/submitted, the RIP will be processed through the Joint Base San Antonio-Randolph TDY-to-School (TTS) Office, and an automated email will be sent to you containing the fund cite for use in DTS.

All TDY-to-School (TTS) inquiries submitted by the traveler must be submitted through the Student Travel Portal (STP). They will no longer answer any inquires outside of this system, and it will be answered within three business days. Please allow the three business days to expire before following up. STP Link: (<https://usaf.dps.mil/teams/AETCFM/aetcfmstp>).

NOTE: We, here at the schoolhouse (AFSEC/SETM), do not control the TTS fund cite process. Along with the TTS student portal process, we recommend contacting your unit DTS managers, your command Safety Training POCs, or your Base Formal Training Office for assistance regarding the TTS fund cite or your DTS authorization.

Per the TTS Handbook, 25 Jul 24, Section 1D, para 1.11, “**TDY at a Military Installation: A DoD Service Member must use available Government quarters if ordered to a U.S. installation. ... If the member is directed to use government quarters, but uses other lodging, the member will only be reimbursed up to the government quarters on the assigned TDY installation.**”

- Students will receive the Proportional Meal Rate while in TDY status to Kirtland AFB for the purpose of attending this course. Please see attached Proportional Meal Rate Authorization letter.
- Do not check “Variations Authorized” on orders. **Variations are NOT authorized when attending a school or course.**
- Rental car: **Rental cars must be under a separate unit fund cite**, not the TDY-to-School fund cite. Refer to the TDY-to-School handbook for rental car information, Section 1F, para 1.24.
- Verbal Orders/Confirmatory Verbal Order (VOC – Verbal Order of Commander): Do not issue verbal orders unless absolutely necessary.
- Orders Block 22: Ensure orders have a valid travel order number (The travel order number is only SIX alpha/numeric digits, for example: 1ESP5B, ESS88X. Longer codes such as “DOKIRTLANDAFB022413_A01-01” are NOT valid.)