

Additional Class Information

5 Oct 22

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.

Kirtland AFB Lodging

Important – Do not use DTS to make your lodging reservations for AFSEC classes held at Kirtland AFB. The AFSEC Training & Force Development Division Training Management Branch (AFSEC/SETM) 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 Club Rd, 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 Kirtland 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.

TTS Web Page Link: <https://tdyotoschool.us.af.mil/login/>

TTS Handbook Link: <https://tdyotoschool.us.af.mil/help/TTSHandbook.docx>

Per TTS Handbook, 21 Jan 20; 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 may only be reimbursed up to the government quarters on the assigned TDY installation."

- 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 AETC fund cite.

- Verbal Orders/Confirmatory Verbal Order (VOC – Verbal Order of Commander): Do not issue verbal orders unless absolutely necessary.
- Orders Block 18: Ensure this block is filled in with Travel Approving/Directing Official.
- 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.
- TTS Guidance for Creating Order in DTS for Single Course:
<https://tdyotoschool.us.af.mil/help/TTSSingleCourseGuide.pdf>

Questions pertaining to your TTS orders please contact the 502nd CPTS/FMFLT, AETC TDY-to-School, DSN 487-2971, or e-mail: tdy.school@us.af.mil.