

HQ AFSEC

STUDENT POLICY AND PROCEDURES HANDBOOK

Oct 22



HQ AFSEC/SET — Training & Force Development Division
HQ AFSEC/SETD — Distance Learning Branch
HQ AFSEC/SETI — Training Instruction Branch
HQ AFSEC/SETM — Training Management Branch
HQ AFSEC/SETQ — Training Quality Branch

This guidance applies to all students attending HQ Air Force Safety Center (HQ AFSEC) courses. Students experiencing base support issues should inform their instructor. The instructor will notify the AFSEC/SETM course managers for resolution.

LODGING

Rates:

- a. Visiting Quarters (VQs) - \$114
- b. Business Suites (O-6+, E-9, GS-15) - \$121
- c. Temporary Lodging Facilities (TLFs) - \$121

AFSEC/SETM reserves lodging for all TDY students attending HQ AFSEC courses at Kirtland AFB. On-base lodging has been reserved under a group reservation number, which is sent to all students in a welcome e-mail approximately 2 weeks prior to the class start date. Students must not use the program within DTS to make their lodging reservation. Students must decline on-base lodging, choose a proper reason code in the DTS pre-audit, and write in the audit flag to their Approving Official that on-base lodging is secured by the schoolhouse. If students have completed lodging reservations in DTS prior to receiving the welcome email and received a non-availability letter, the non-availability letters will not apply. Students using TDY-to-school (TTS) funds will be lodged on base as a priority. If on-base lodging is unavailable, TTS-funded students will be given a non-availability letter and lodged off base.

Reservations begin one day prior to the class start date and end the night after graduation. Check-in is after 1400 at the Kirtland Roadrunner Inn, Bldg 22018 on Club Rd, on the east side of Kirtland AFB. Checkout time is 1100. Students should review class schedules to ensure they will be out of class prior to checkout time, or checkout before going to class. Late checkout will be charged as an additional night stay. Please contact lodging at DSN 246-9653 (comm 505-846-9653) in order to confirm your room reservation by providing your government credit card number. Students must submit a valid credit card number to hold a room past 1800. Reservations will be dropped on the day of arrival after 1800 hours if you have not confirmed with a credit card. All rooms have a microwave, refrigerator, coffee maker, and free wireless internet. All lodging facilities are non-smoking. If evidence of smoking is found in the room, a \$150 cleaning fee will apply. Laundry rooms are located in each building, and only lodging registered guest are authorized to use.

We recommend students do not bring family members to the training location due to limited temporary lodging facilities. Students accompanied by family members may be lodged off base. Children are not allowed in VQ rooms. Additional lodging expenses will be student's responsibility.

DOWNLOAD THE KIRTLAND AFB APP

Please download the Kirtland Air Force Base app for your convenience while you are here. Some of the following information can be found in the app:

- Directory
- Medical information
- Gate Hours
- Weather Information



INCLEMENT WEATHER PROCEDURES

If inclement weather arises, students should call **505-853-SNOW(7609)** for reporting instructions to the base. Follow the base commander's orders when base travel is delayed or when nonessential personnel are placed on administrative leave status.

WEATHER

Albuquerque's altitude is 5,312 feet. With low humidity and abundant sunshine, visitors should take necessary precautions to prevent exhaustion, overexposure and overheating during physical activities. There are four distinct seasons; however, all may be characterized with sunny days. Wear sunglasses and drink plenty of fluids to prevent dehydration. Visitors should also use sunblock with a high SPF for skin protection. UV rays are stronger at higher altitudes.

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 and heat exhaustion
- Drink plenty of liquids while exercising
- Recommend drinking 16 to 32 oz of liquids an hour or more in hotter weather
- Use sunscreen to help prevent sunburn

If you feel your performance drop, rest and try to cool off. Do not 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

Mild cases may resolve in one to three days. Severe cases may require oxygen, medications, and moving to a lower altitude.

SICK CALL

Located in the Family Medicine Clinic/2nd floor of the 377th Medical Group (off base; take Gibson to San Pedro, turn left – located behind the VA Hospital at 1501 San Pedro Drive SE, Albuquerque, NM 87108)

Appointment lines open at 0700 Monday-Friday

- Call 846-3200 to book a Sick Call appointment
- Flight Medicine opens: 0700-0710, 1300-1310
- Central Appointment line closed the last Wednesday of each month for training

Civilians – contact your home Primary Care Manager (PCM)

AFTER-HOURS CONTACT INFORMATION

Students involved in an emergency, e.g., injury, illness or any circumstance that affects class attendance, are required to notify the Command Post at 505-846-3776. The Command Post will notify the AFSEC Aviation Safety Division (SEF) Standby Duty Officer (SDO) at 505-269-9583 who will make the appropriate notifications to specified AFSEC/SET personnel.

COMPUTER PRIVILEGES & STUDENT ACCOUNTS

Students must either have an Air Force Network (AFNET) account or complete a Non-AFNET User Form and submit to AFSEC/SETM to gain access to computer networks. The instructor will explain the policies and procedures for computer use, e.g., computer log-in and e-mail.

CLASSROOM BEHAVIOR

Students must meet the standards of integrity, honor, reliability and performance of duties expected of professional personnel. All students are expected to conduct themselves appropriately at all times, on and off duty.

There is a zero-tolerance policy for unprofessional conduct and may result in elimination from HQ AFSEC courses. More serious incidents (DWI, DUI, integrity, etc.) may result in immediate removal from the course and notification to the home duty station.

Cheating is gaining unfair advantage over others and will not be tolerated. Students found cheating on any evaluation or trying to influence their grades in any way other than through their own academic performance will be subject to elimination from the course. If cheating is suspected, notify the instructor as soon as possible.

Students are considered academically deficient after failing an academic examination. Failure to meet academic performance standards required by HQ AFSEC will be documented by the instructor. Students who fail an examination will retake the examination within 24 hours after remedial training from the instructor.

UNIFORMS/ATTIRE

Students are expected to follow uniform guidance outlined in DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, or the appropriate service or country guidance. The HQ AFSEC Crash Lab is the only permanent designated “no-hat” area. Civilian students must wear business casual attire.

Per AFI 16-105, *Joint Security Cooperation Education and Training*, students attending the International Flight Safety Officer course must also comply with the requirements of DAFI 36-2903.

STUDENT ABSENCE POLICY PROCEDURES

Instructors will notify AFSEC/SETM within one hour of any student with an unexcused absence of more than 30 minutes. Unexcused tardiness will be documented.

Any student requesting an absence must complete the student absence form provided by the instructor 48 hours prior to requested absence. The absence is not approved until signed by AFSEC/SET.

ALCOHOL POLICY

Students are not allowed to bring or consume alcohol on AFSEC premises.

END OF DUTY DAY DEPARTURE

Students must depart AFSEC premises NLT 1700, unless sponsored by an AFSEC-assigned military or civilian employee.