REPORTING INSTRUCTIONS FOR SCHOOL OF SYSTEMS AND LOGISTICS
PROFESSIONAL CONTINUING EDUCATION (PCE)

The Air Force Institute of Technology, School of Systems and Logistics
2950 Hobson Way, Building 641
Wright-Patterson AFB (WPAFB), OH 45433-7765
Visit us at: http://www.afit.edu/ls

TRAINING ADMINISTRATOR TEAM: DSN 785-6565 x3164 or (937) 255-7777 x3164

LODGING FOR TDY STUDENTS: The Air Force Institute of Technology, School of Systems and Logistics (AFIT/LS) WILL MAKE ALL LODGING ARRANGEMENTS for all resident courses conducted at AFIT/LS; you will receive an e-mail from an AFIT/LS Training Administrator when your lodging arrangements are finalized, within SEVEN (7) days of your class start date.

<table>
<thead>
<tr>
<th>FACILITIES</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wright-Patterson Inn</td>
<td>Area A, Building 825</td>
<td>DSN 787-3451 or (937) 257-3451</td>
</tr>
<tr>
<td>Hope Hotel</td>
<td>Area A, Building 823</td>
<td>DSN 787-1285 or (937) 257-1285</td>
</tr>
</tbody>
</table>

• PRIOR TO ARRIVAL: You must guarantee your lodging reservation with a credit card by calling your lodging location THREE (3) days prior to arrival. Non-guaranteed reservations will be cancelled if you do not arrive before 1800 on the day prior to your class start date. For arrivals after 1800, you must call the Wright-Patterson Inn to avoid cancellation of your reservation.

• ARRIVAL: Upon arrival, you will need to check-in at the Wright-Patterson Inn, unless otherwise directed; it is located in Area A, Building 825 at 2439 Schlatter Drive, WPAFB OH, 45433. Check-in time at the Wright-Patterson Inn is no earlier than 1400. If you are notified that your lodging reservations are with the Hope Hotel, check-in time is no earlier than 1500.

• CIVILIANS: If you stay off base, please tell your instructor where you are staying and provide them with a good contact number on the first day of class.

• CHANGES TO LODGING: Due to base mission requirements, lodging arrangements may change. Pay close attention to e-mails concerning your class attendance. Contact the Wright-Patterson Inn for details.

• FINANCIAL OBLIGATIONS: Please make sure you have the necessary funds to pay your lodging fees, as the Air Force has instituted an advance payment check-in program. The advance payment can be made upon arrival by check, cash, or credit card; the only credit cards accepted are VISA and Master Card. Wright-Patterson Inn’s phone system is maintained by an AF contract and therefore the charges are similar to a commercial hotel; for an estimation of room rates, contact the Wright-Patterson Inn.

• DEPARTURE: Lodging reservations are scheduled with the intention that you will check-out of lodging the day following course completion. If you plan to check out of lodging the day of course completion, you must notify the Wright-Patterson Inn in advance.

• SPECIAL CIRCUMSTANCES: If you require special accommodations due to medical or physical conditions or limitations, you need to contact the AFIT/LS Training Administrator Team THIRTY (30) days prior to your class start date by calling DSN 785-6565 x3164 or (937) 255-7777 x3164. Medical documentation may be required.

REPORTING INSTRUCTIONS FOR INTERNATIONAL STUDENTS: Upon arrival, all international students attending AFIT must contact the AFIT International Military Student Office by calling: DSN 785-6234 x4303 or Commercial (937) 255-6234 x4303 or call Commercial (937) 203-7964. The International Military Student Office is located on WPAFB, Area B, Building 641, Room 111. NOTE: The international office has a phone available for international students to place a call to their Embassy and Air Attaché Offices in Washington D.C. (appropriate phone numbers are provided).

TRANSPORTATION: Morning and afternoon bus transportation between Wright-Patterson Inn (VOQ/VAQ) and AFIT/LS is provided at no cost. A bus will depart from your designated lodging site each class morning approximately ONE (1) hour prior to the scheduled class start time. A bus schedule is available at your lodging location. Reasonably priced taxi service between the Dayton International Airport and WPAFB is available. Individuals driving to WPAFB should refer to the directions at the end of this document on how to get to the Wright-Patterson Inn and the School of Systems and Logistics at WPAFB. You are required to carry your DoD ID card with you at all times; Force Protection (FPCON) can change at any time.
• **SHUTTLE BUS:** WPAFB-operated shuttle bus service (contracted) is confined to on-base services and is very limited. Limited eating facilities are available within walking distance of on-base lodging and eating facilities around contract quarters, in some cases, may also be limited.

• **RENTAL CARS:** AFIT does not fund rental cars or vicinity travel costs of privately owned vehicles for students attending courses at AFIT. Rental cars may be authorized, but must be unit-funded.

• **PERSONAL VEHICLES:** Personal vehicles may be authorized. Driving directions to WPAFB are located at the end of this document.

**DRESS STANDARDS:** AFIT/LS PCE Student Dress Code – Military students may wear any authorized uniform combination. Military students are required to meet dress, appearance, and weight standards. Civilians are encouraged to wear business casual (no jeans).

**STANDARDS OF CONDUCT:** AFIT supports and enforces all DoD standards of conduct for students, faculty, and staff. Specifically, AFIT has a zero-tolerance policy for “sexual harassment.”

**TRAVEL ORDERS/MATERIALS:** Students should be prepared to surrender a copy of their TDY orders upon request. Students are expected to supply their own writing materials (e.g. pens, pencils, paper, highlighters, etc.).

**ATTENDANCE:** You are expected to report to your class on time. Admission is not guaranteed after the scheduled start time. If you anticipate being late, please notify the AFIT/LS Training Administrator Team at DSN 785-6565 x3164 or (937) 255-7777 x3164. You are expected to attend all class meetings. Supervisors should not approve leave for students during the class and students should not plan for medical appointments unless absolutely necessary and fully coordinated with the course director.

**RETURN TRAVEL:** TDY students/personnel should schedule flights from Dayton International Airport no earlier than THREE (3) hours after the scheduled course completion time, and/or as announced by the course director. NOTE: If you plan to leave on the same day as the course completion, you must notify lodging in advance.

**FACILITIES:** The AFIT main campus has an Einstein’s Bagel Shop, barber shop, ATM, and AAFES Bookstore for your convenience. Students without DoD ID cards are required to show a copy of their TDY orders to use the AAFES Bookstore and Library.

**MEDICAL TREATMENT:** Students with medical emergencies may use the Wright-Patterson Medical Center. Civilian students: prior to receiving treatment, you must present your DoD ID card and TWO (2) copies of your TDY orders. You will be required to supply any insurance billing information as applicable and insurance will be billed for medical care received at the Wright-Patterson Medical Center; you will be billed for any balance not covered by your insurance.

**EMERGENCY LEAVE:** During normal duty hours, the AFIT/LS Training Administration Team will assist in the coordination and logistics of any student emergency leave requests/situations. For non-duty hours, emergency leave requests and situations will be received by the 88th Air Base Wing Command Post Officer/Controller (host base/WPAFB) who will, in turn, use the AFIT recall roster to alert AFIT/LS leadership/key personnel of the emergency leave situation, and in-turn, your course director/instructor will be notified of the situation/involved individual. After notification, the individual may have to report to AFIT/FS, Force Support Directorate, Building 642, Room 102, (937) 255-1148; AFIT FS/CC (Commander); or AFIT/CCF (First Sergeant), 255-6565 x4347, for appropriate emergency leave processing.

**BASE ACCESS:** All students entering WPAFB will need to show a valid DoD ID card OR a base pass with a valid ID in order to gain access to the base. If you do not have a valid DoD ID card, contact your administration POC immediately so arrangements can be made for you in advance to gain access to the base. If you require a base pass you will need to call WPAFB’s pass and registration office at 937-257-6506 to obtain information on acquiring a base pass. Failure to obtain a DoD ID card or a base pass may result in your late arrival to class and you may risk losing your seat (reference attendance information above). Due to constant changes in the Security Forces mission and manning requirements, it is recommended you call Security Forces Control Center to find out the latest gate hour schedule at 937-257-6517.

**BUILDING ACCESS:** Building security monitors may, at any time, check your ID card and personal articles which you are carrying. The AFIT Chancellor has also directed that all personal articles be labeled with (at a minimum) the owner’s name and organization; no items are to be left unattended.

Further information about AFIT/LS, visit the following web site: [http://www.afit.edu/ls](http://www.afit.edu/ls). Direct any questions not addressed by the website to an AFIT/LS Training Administrator by calling DSN 785-7777x3164 or (927) 255-7777x3164.
DIRECTIONS TO WRIGHT-PATTERSON AFB (WPAFB), AREA A:
THE WRIGHT-PATTERSON INN AND HOPE HOTEL

Wright-Patterson Inn
Bldg. 825, Area A
2439 Schlatter Drive
Wright Patterson AFB, Ohio, 45433
(937) 879-5921
http://af.dodlodging.net/property/Wright-Patterson-AFB

Hope Hotel & Richard C. Holbrooke Conference Center
10823 Chidlaw Road
Wright-Patterson Air Force Base, OH
(937) 879-2696
http://www.hopehotel.com/

FROM THE NORTH:
• Take I-75 South to I-70 East to State Route (SR) 4 (Exit 41)
• Take SR 4 South to SR 444 North
• Take SR 444 North to Gate 12A (on the left)
• Follow directions listed below to lodging

FROM THE SOUTH:
• Take I-75 North to I-675 North
• Take OH-844 North to OH-444 (Exit 3) turn left toward Fairborn (turn left)
• Take SR 444 North to Gate 12A (on the left)
• Follow directions listed below to lodging

FROM THE EAST:
• Take I-70 West to I-675 South, then exit off I-675 at Exit 20, Dayton-Yellow Springs Road
• Turn left at top of ramp onto Dayton-Yellow Springs Road
• Go west approximately 2 miles on Dayton-Yellow Springs Road until it ends at SR 444
• Turn left on SR 444 and immediately merge into the right lane
• Turn right at the next traffic light into WPAFB at Gate 12A
• Follow directions listed below to lodging

FROM THE WEST AND DAYTON INTERNATIONAL AIRPORT:
• Take I-70 East to SR 4 (exit 41)
• Take SR 4 South to SR 444 North
• Take SR 444 North to Gate 12A (on the left)
• Follow directions listed below to lodging

DIRECTIONS TO THE WRIGHT-PATTERSON INN AND HOPE HOTEL FROM GATE 12A:
• Proceed towards gate (you are now on Chidlaw Road)
• Hope Hotel is located on your right, Building 823
  o ENTRANCE IS LOCATED ON RIGHT PRIOR TO PROCEEDING THROUGH GATE
• If staying at the Wright-Patterson Inn, continue on Chidlaw Road
  o Proceed through gate, turning right on Schlatter Drive to the Wright-Patterson Inn, Building 825
DIRECTIONS TO WRIGHT-PATTERSON AFB, AREA B:
AIR FORCE INSTITUTE OF TECHNOLOGY, SCHOOL OF SYSTEMS AND LOGISTICS (AFIT/LS)

DIRECTIONS FROM POINTS NORTH:
- Take I-75 South to I-70 East to State Route (SR) 4 (Exit 41)
- Take SR 4 South to SR 444 North
- Take OH-444 North toward Fairborn
- Turn right onto Kauffman Avenue (first signal light after crossing Huffman Dam)
- Turn right onto National Road (first signal light on Kauffman Avenue)
- Turn right at Gate 19, you will be required to present a valid DoD ID (base pass with your Driver License)
- Turn left onto Hobson Way
- Turn left onto 10th Street
- The AFIT campus is on your right and parking is on your left

DIRECTIONS FROM CINCINNATI, OHIO (OR POINTS SOUTH):
- Take I-75 North and exit at I-675 North
- Take Exit 15 (Colonel Glenn Hwy)
- Stay in the right/middle lane and process through the gate
- After processing through the gate, turn right and continue up the hill to 10th Street
- Turn right onto 10th Street
- The AFIT campus is on your right and parking is on your left

DIRECTIONS FROM COLUMBUS, OHIO (OR POINTS EAST):
- Take I-70 West and exit at I-675 South (exit 44A)
- Travel to Exit 15 (Colonel Glenn Hwy)
- As you exit, stay in the right/middle lane and process through the gate
- After processing through the gate, turn right and continue up the hill to 10th Street
- Turn right onto 10th Street
- The AFIT campus is on your right and parking is on your left

DIRECTIONS FROM DAYTON INTERNATIONAL AIRPORT (OR POINTS WEST):
- Take I-70 East to State Route (SR) 4 (Exit 41)
- Take SR 4 South to SR 444 North
- Take OH-444 North toward Fairborn
- Turn right onto Kauffman Avenue (first signal light after crossing Huffman Dam)
- Turn right onto National Road (first signal light on Kauffman Avenue)
- Turn right at Gate 19, you will be required to present a valid DoD ID (base pass with your Driver License)
- Turn left onto Hobson Way
- Turn left onto 10th Street
- The AFIT campus is on your right and parking is on your left

DIRECTIONS FROM GATE 12A
- Take OH-444 South (turn right)
- Turn left onto Kauffman Avenue (third light)
- Turn right onto National Road (first signal light on Kauffman Avenue)
- Turn right at Gate 19, you will be required to present a valid DoD ID (base pass with your Driver License)
- Turn left onto Hobson Way
- Turn left onto 10th Street
- The AFIT campus is on your right and parking is on your left