

Initial Welcome Package

12th Training Squadron

JBSA Randolph, Texas



Training-Flight Contact Information

DSN: 487-9371

Commercial: 210-652-9371

(Current as of 5 June 2025)



12th TRS

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12th TRS

14 May 2025

MEMORANDUM FOR ALL STUDENTS

FROM: 12th Training Squadron Training Manager

SUBJECT: Welcome Letter

1. Congratulations on your assignment to JBSA Randolph. We look forward to meeting you and helping you make this transition as seamless as possible. **Please call us a few days prior to your arrival.** Our T-Flight numbers are DSN: 487-9371 and Commercial: (210) 652-9371. We are located in building 740 Room 9 and 13A (see map attached). The 12th TRS does not provide sponsors to incoming Lieutenants, but the T-Flight Leads can answer any questions you may have regarding information in this packet or the in-processing process. Upon arrival to the base during duty hours (0800-1630), see T-Flight Student Leads to begin in-processing. Please arrive during duty hours on or before the report no later than date (RNLTD) on your orders. We will then provide you with additional in-processing information and checklists that will make the rest of your base in-processing easier. Wear service dress when you report.

2. **Billeting:** Make your billeting reservations as early as possible. If you have trouble with the billeting office, contact us for further assistance. You can reserve up to 30 days of billeting (DSN: 487-1844, Comm: (210) 652-1844).

3. **Housing:** Contact the housing office, whether you plan to reside on base or off. They will provide a relocation package with valuable information about the local area. Call DSN: 487-1840, Comm: (210) 652-1840 or email 802CES.Randolph.MilitaryHousing@us.af.mil for more information.

4. **Training Timeline:** Upon arrival, you will be in casual status while awaiting your RPA Flight Training (RFT) class start date. Here's a quick rundown of generally what to expect in the training pipeline (which is subject to change):

A. The RPA pipeline consists of three courses: RFT (Remotely Piloted Aircraft Flight Training or UP2AA), RIQ (Remotely Piloted Aircraft Instrument Qualification or UP3AA) and RFC (Remotely Piloted Aircraft Fundamentals Course or UP4AA). RFT is taught by Doss Aviation in Pueblo, CO. RFT is an approximately eight-week out and back TDY. You'll PCS to us 2-4 months before your Pueblo RFT start date to allow time to complete the necessary in-processing tasks and to cut orders to Pueblo. You'll also need some of that time to secure housing so you have a place to live when you return from RFT. **If you want to study something, Boldface and Ops limits for the DA-20 aircraft on the Doss website would be time well spent.**

B. After RFT at Pueblo, you'll return to us for Phase 2 - RIQ (approximately 12 weeks) and for Phase 3 - RFC (approximately 4 weeks). You should expect to be at Randolph for approximately 12-18 months.

5. Training is challenging, exciting, and very rewarding. To complete the program, you will need to be totally committed to the Air Force and to learning the RPA mission. We look forward to helping you on your way toward earning your wings!

Mrs. Terria Walker

12th Training Squadron Training Manager



12th TRS

14 May 2025

MEMORANDUM FOR ALL STUDENTS

FROM: 12th Training Squadron T-Flight Lead

SUBJECT: Welcome Letter

1. Welcome to the Greenhorns! Our mission to prepare and keep you flight line ready as you journey to becoming an RPA pilot.
2. While in-processing, check in time is from 0830-1000. You will be assigned to a casual job within the 12 TRS or farmed out to another unit on base. There is ample time to complete your in-processing paperwork and study up for training, so no need to worry about juggling both things.
3. Here are a few basic rules while in-processing/on casual status:
 - A. **You MUST check-in with T-Flight/casual job location POC every day.**
 - B. When the T-Flight Lead asks or tells you to do something, **it is directly from senior leadership** (Capt Maier/Capt Morrissey/Maj Scalise).
 - C. **You MUST have Service Dress, and it must be always ready.**
 - D. If you have questions ask the T-Flight Student Leads. We are here to assist you through the process and provide you with information to succeed throughout training. The T-Flight Transition flight number can be called at any time during duty hours to assist you.
4. To complete the program, you must be totally committed to the Air Force and learning the RPA flying mission. URT training is challenging, exciting, and very rewarding. Best of luck and cheers to starting your RPA journey!

MATTHEW T. EDWARDS, 2d Lt, USAF
12th Training Squadron T-Flight Lead



12th TRS

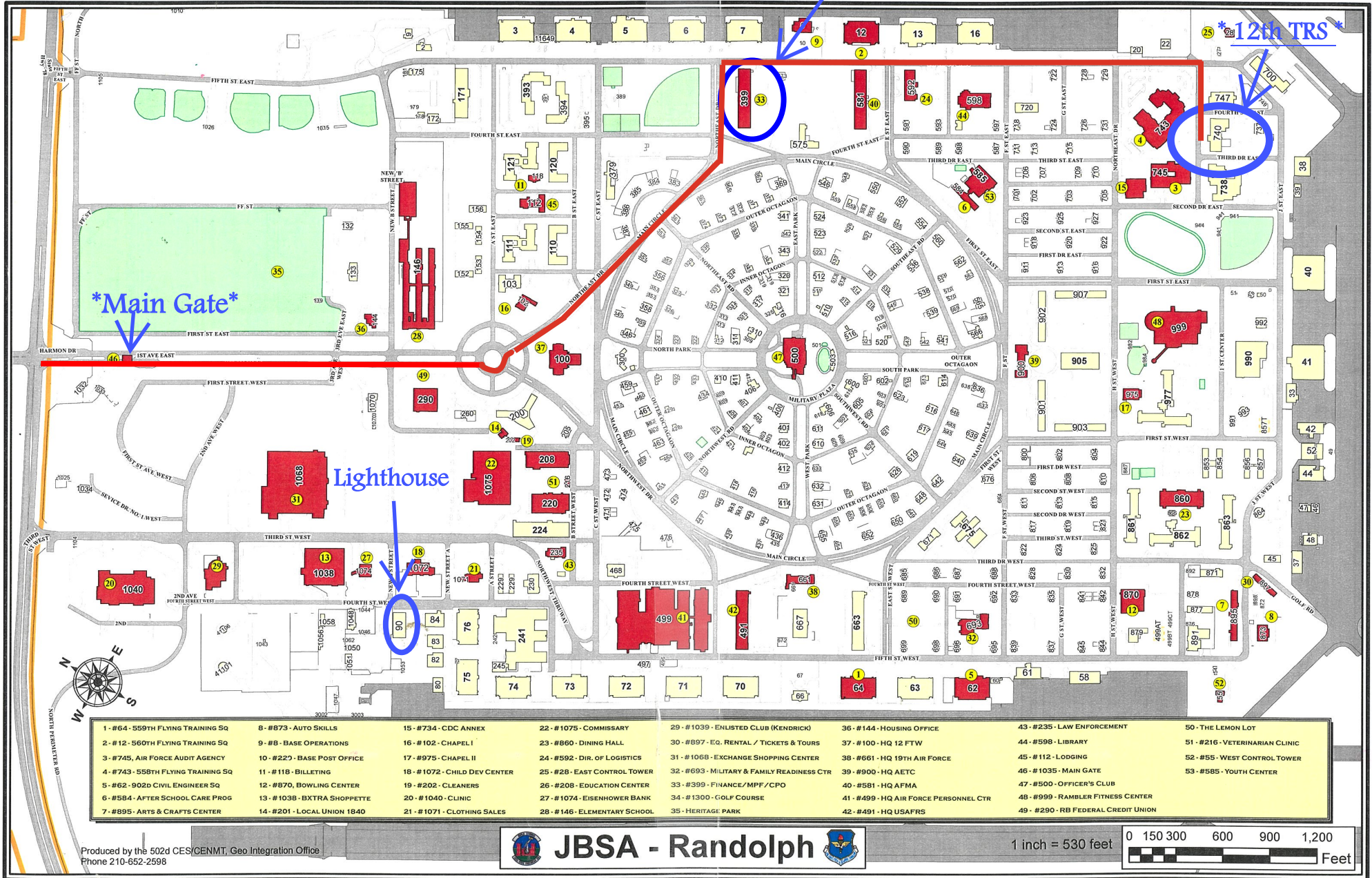
Initial Reporting-In

1. Uniform of the Day: **Full-Service Dress** (Class A's)
2. Report to T-Flight, Room 13A, Bldg. 740 Time: 0900
T-Flight Phone Number: (210) 652-9371
 - a. Reference attached detailed maps
 - b. Bring all necessary paperwork that you will need during base in-processing:
 - i. All medical and dental paperwork (to include full shot records)
 - ii. Family Documents (Marriage Certificate, Birth Certificates, Social Security Cards, etc. (Originals))
 - iii. Flight physicals
 - iv. 6 copies of your orders and amendments
 - v. Empty and full weight tickets if you did a partial or full PPM(DITY) move
 - vi. PCS travel receipts (gas, lodging, etc.)
 - vii. You will need to know your routing number and bank account numbers
 - viii. CSA/GTC Account Number
 - ix. All documentation provided by your losing base/detachment
 - IV. EAD Orders
 - V. Oath of Office
 - VI. Reserve Orders
 - VII. DD 214 or NG B 22 (if prior service)
 - x. Copy front/back of FAA Private Pilot License, civilian flying hours total, flight frequency, and date of last civilian flight (if applicable)
3. Upon arrival, you will be introduced to the ADO in-charge of all casual students as well as other RPA students on casual status. A more detailed in-processing package will be provided to guide you through in-processing
4. You will be given 10 days of time to complete all tasks related to in-processing the base and getting yourselves and your families situated prior to being assigned a casual job on JBSA Randolph.



Map to 12th TRS

MPF



1 - #64 - 559TH FLYING TRAINING SQ	8 - #873 - AUTO SKILLS	15 - #734 - CDC ANNEX	22 - #1075 - COMMISSARY	29 - #1039 - ENLISTED CLUB (KENDRICK)	36 - #144 - HOUSING OFFICE	43 - #235 - LAW ENFORCEMENT	50 - THE LEMON LOT
2 - #12 - 560TH FLYING TRAINING SQ	9 - #8 - BASE OPERATIONS	16 - #102 - CHAPEL I	23 - #860 - DINING HALL	30 - #897 - EQ. RENTAL / TICKETS & TOURS	37 - #100 - HQ 12 FTW	44 - #598 - LIBRARY	51 - #216 - VETERINARIAN CLINIC
3 - #745, AIR FORCE AUDIT AGENCY	10 - #227 - BASE POST OFFICE	17 - #975 - CHAPEL II	24 - #592 - DIR. OF LOGISTICS	31 - #1068 - EXCHANGE SHOPPING CENTER	38 - #661 - HQ 19TH AIR FORCE	45 - #112 - LODGING	52 - #55 - WEST CONTROL TOWER
4 - #743 - 558TH FLYING TRAINING SQ	11 - #118 - BILLETING	18 - #1072 - CHILD DEV CENTER	25 - #28 - EAST CONTROL TOWER	32 - #693 - MILITARY & FAMILY READINESS CTR	39 - #900 - HQ AETC	46 - #1035 - MAIN GATE	53 - #585 - YOUTH CENTER
5 - #62 - 902D CIVIL ENGINEER SQ	12 - #870 - BOWLING CENTER	19 - #202 - CLEANERS	26 - #208 - EDUCATION CENTER	33 - #399 - FINANCE/MPF/CPO	40 - #581 - HQ AFMA	47 - #500 - OFFICER'S CLUB	
6 - #584 - AFTER SCHOOL CARE PROG	13 - #1038 - BXTRA SHOPPETTE	20 - #1040 - CLINIC	27 - #1074 - EISENHOWER BANK	34 - #1300 - GOLF COURSE	41 - #499 - HQ AIR FORCE PERSONNEL CTR	48 - #999 - RAMBLER FITNESS CENTER	
7 - #895 - ARTS & CRAFTS CENTER	14 - #201 - LOCAL UNION 1840	21 - #1071 - CLOTHING SALES	28 - #146 - ELEMENTARY SCHOOL	35 - HERITAGE PARK	42 - #491 - HQ USAFRS	49 - #290 - RB FEDERAL CREDIT UNION	

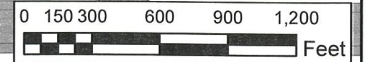
Produced by the 502d CES/CENMT, Geo Integration Office
Phone 210-652-2598



JBSA - Randolph



1 inch = 530 feet



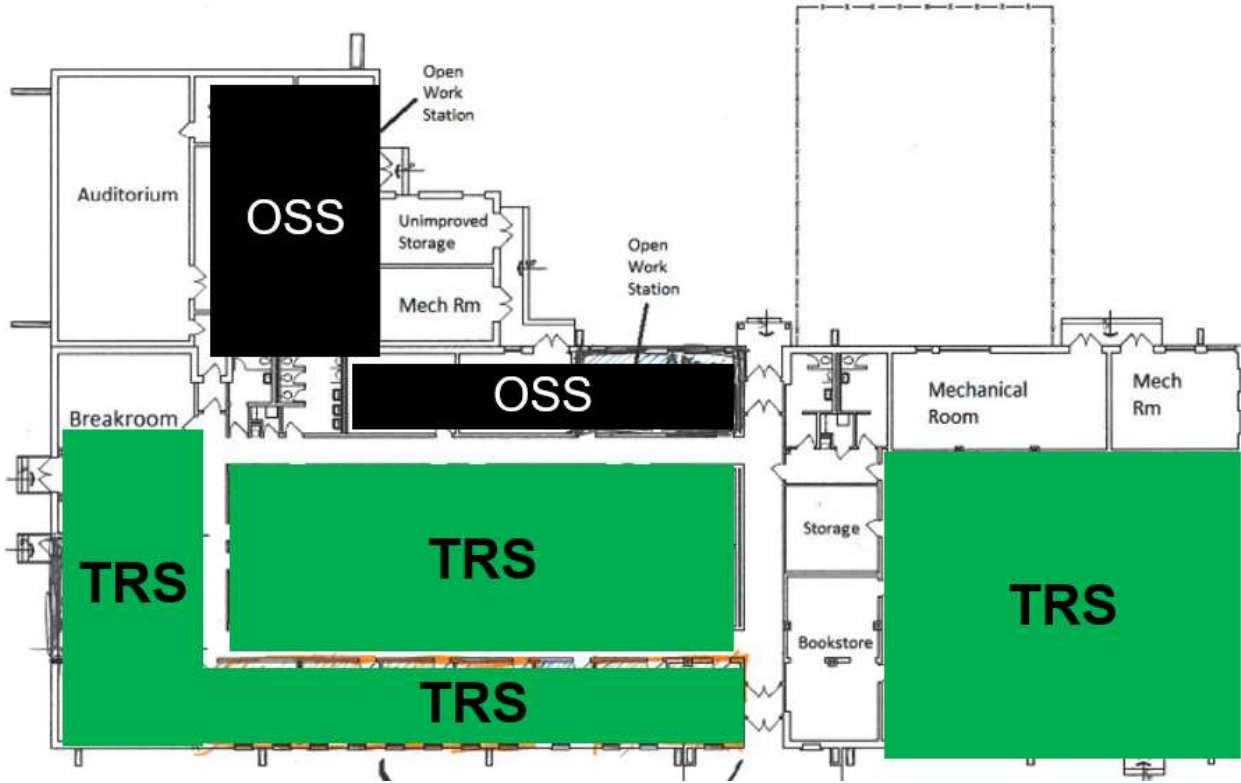


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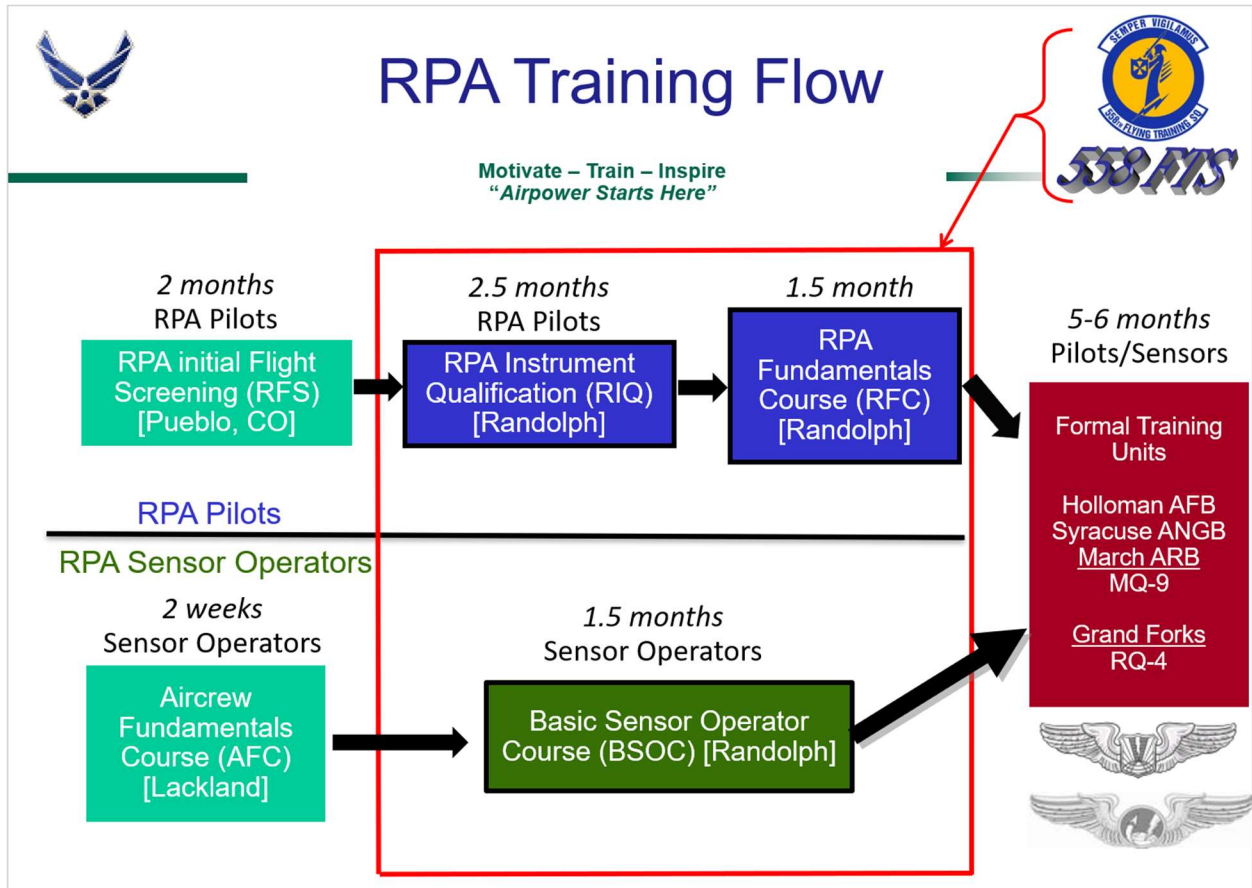
12th TRS





12th TRS RPA Pilot Training Flow

RPA initial Flight Training (RFT) at Pueblo, CO is a TDY assignment for approximately two months. Here, you will fly the DA-20 in a military training environment.





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Possible USAF Aircraft following URT

MQ-9 Reaper



Creech AFB (Las Vegas, Nevada)
Cannon AFB (Clovis, New Mexico)
Ellsworth AFB (Rapid City, South Dakota)
Whiteman AFB (Knob Noster, Missouri)
Shaw AFB (South Carolina)
Hurlburt Field (Florida)

RQ-4 Global Hawk



Grand Forks AFB (Grand Forks, North Dakota)



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Pilot Training Lingo

Disclaimer: The following is a breakdown of the terms and acronyms commonly used by student pilots. We provide no guarantee that you will be able to fully understand all conversations with every pilot you encounter. However, this guideline will greatly help those who wish to have a better understanding of what goes on in the daily life of a student pilot. Good Luck!

Assignment

- Night:** AKA “drop night” An entertaining night when students find out what their operational assignment will be (usually aircraft and location). Spouses are encouraged to attend this exciting event.
- Boldface:** Critical action items from the aircraft operating manual that students must memorize exactly for safety of flight.
- Chair-fly:** Flight “practice” in which the student mentally runs through the entire flight as if he/she were actually there (frequently involves sitting in a chair in front of a cockpit poster and talking)
- Check Ride:** Flight with an evaluator pilot that tests a student on his/her ability to perform the procedures that have been taught up until that point.
- Contact:** Initial flying phase where the student flies primarily off of ground references and includes landings, stall practice, and aerobatics.
- Cross**
- Country (XC):** Simulator training mission to familiarize students with various airfields around the country.
- Dash-One:** Detailed information manual about the aircraft.
- DNIF:** “Duties Not to Include Flying.” Pronounced “duh-niff.” This usually means due to medical reasons (cold, flu, etc.) they are temporarily unable to fly.
- Downgrade:** A grade deduction based on a student’s performance on a given action that failed to meet the training standards. Ex. 5 downgrade Good.
- EPQ:** Emergency Procedures Quiz; a weekly test with 20 questions focusing on a particular study assignment (can only miss 3 to pass).
- FTS:** Flying Training Squadron (i.e. 558 FTS).
- FTU:** Formal Training Unit. This is where you will receive training on the particular RPA he/she has been assigned to. This is usually a TDY for you.
- FTW:** Flying Training Wing. You are in the 12th FTW.
- GK:** General Knowledge. This is subject matter about everything we do; systems, emergency procedures, daily maneuver details, etc.
- RFT:** RPA initial Flight Training. A two month course in Pueblo, CO where URT bound students must first master a single engine trainer. Sometimes this is referred to as just “IFS.”



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- RIQ:** RPA Instrument Qualification course. Approximately 2.5 months long. This course is conducted at JBSA Randolph.
- RFC:** RPA Fundamentals Course. Approximately 1 month long. This course is conducted at JBSA Randolph.
- RPA:** Remotely Piloted Aircraft.
- Gradebook:** The collection of grades based on student flying performance; each flight is graded and entered here.
- Hook:** Refers to when a student's overall performance is unsatisfactory. Other terms used might include "bust," "taco," and "unsat."
- Instrument Sortie:** Student flies the aircraft without looking outside in order to simulate flying in the clouds.
- IP:** Instructor Pilot.
- Opted for:** This means that a student is able to fly a certain simulator mission because they have completed the prerequisite.
- PCS:** Permanent change of station. Usually occurs every three years, when you move to your next base.
- SA:** Situational awareness, or the ability to process what is going on around you and then make any necessary changes.
- Sim:** Short for simulator; essentially a very expensive flying video game that enables students to practice flying without being in the actual aircraft.
- Solo:** Any flight in which there is only one person flying the aircraft.
- Sortie:** A flight that includes a takeoff and a landing.
- Stand-up:** Time when the student is given an emergency scenario in which the student must demonstrate GK and bearing while the student is solving the emergency. The student must perform this while standing in front of his/her peers as well as all the instructors.
- TDY:** Temporary duty assignment. Can last for a couple of days up to one year. Think of it like a business trip.
- Un-sat:** This is a sortie in which the student receives an unsatisfactory overall grade or "U." Students receive a "U" for performing a maneuver or number of maneuvers unsafely, incorrectly, or a combination of the two.
- URT:** Undergraduate RPA Training.
- USEM:** Unit Standardization and Evaluation Monitor. A flight IP designated to administer the stand-ups and EPQs.



12th TRS

Useful Contact Information

T-Flight

Bldg. 740 Rm 11
DSN: 487-9371
Commercial: 210 652-9371

Base Operator

DSN: 487-1110
Commercial: 210-652-1110

Billeting

DSN: 487-1844
Commercial: 210-652-1844 or 1-888-AF-LODGE
Website: http://dodlodging.net/vt_randolph.htm

Housing

DSN: 487-1840
Commercial: 210-652-1840
Website: www.randolphfamilyhousing.com

Finance

DSN: 473-1851
Commercial: 210-671-1851

Military Personnel Flight (MPF)

Commercial: 210-652-1845

Registrar

Commercial: 210-652-8108