

FROM: 554th Reconnaissance Squadron

SUBJECT: In-Processing

TO: Incoming Pilots

Welcome to NKP and the 554th. We're looking forward to flying with you as soon as possible; this letter is intended to help you finish your in-processing in minimum time, so we can get started on your local checkout. It should take about one week to finish processing. Your sponsor can answer any of your questions about building locations, transportation, etc. If he's not available, call the 554th (ext. 2114 or 2536) for assistance.

Some items on the in-processing schedule can be accomplished at any time during the week; other will be scheduled for a specific day. In any case, the first item is CBPO processing, which will be done at 0800 on the day following your arrival (Sunday excepted). CBPO processing takes about three hours. Bring your pay records, orders, etc. Other required items are as follows:

Commander's briefing - Tuesday, 0730, at the indoor theater. This includes good information on base facilities, the local area, and the opportunities and hazards of a year at NKP. Lasts most of the morning.

Initial E&E/SAR procedures briefing - Tuesday, 1300, at TUOC (Tactical Unit Operations Center). Important stuff.

Life Support briefing - Tuesday, 1500, at the Life Support shop. A brief review of survival equipment and procedures.

E&E photo - 1430-1630 daily at the base photo lab. Must be done before your first flight.

Combat Theater Indoctrination - Wednesday, 0830-1700 at TUOC. Includes briefings on air traffic control, weather, target materials (maps and charts), ground fire, general intelligence, flying safety, and rules of engagement (ROE). This must be completed before flying.

Squadron Commander's briefing - as scheduled.

Line badge issue - forms for line badge issue are obtained from CBPO and from the squadron. The squadron Admin. section will brief you on this; try to take care of this as soon as possible.

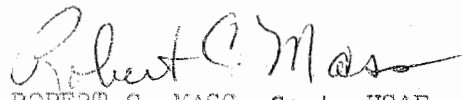
Driver's training - Monday, Wednesday, or Friday, 0800, at the motor pool. Bring your government driver's license and driver's record, plus the form you were given at CBPO. The form has to be signed by the squadron commander.

Individual equipment issue - daily except Sunday, 0900-1200 and 1300-1500. This includes your Nomex flight suits, fatigues, jungle boots, mobility gear, etc. When you've got all your gear, call the squadron; we'll pick you up and take you to the hootch.

Survival equipment issue - daily, 0730-1100 and 1300-1530 at the Life Support shop. Survival vest, parachute, and other gear is issued and fitted here. Give yourself plenty of time to get familiar with your equipment and to make sure it's fitted properly.

Other events may be scheduled during the week; keep in touch with the squadron during duty hours so that we can keep you informed. Feel free to call for assistance any time you have a problem or question.

FOR THE COMMANDER



ROBERT C. MASS, Capt, USAF  
Administrative Officer