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OTS MAN

**BY ORDER OF THE COMMANDANT  
OFFICER TRAINING SCHOOL (AETC)**

**OTS MANUAL 36-2604**



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*Personnel*

**TRAINEE OPERATING PROCEDURES  
OFFICER TRAINING SCHOOL**

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This manual implements AFD 36-26, *Total Force Development*, and applies to all Officer Training School (OTS) trainees and staff. It provides guidance for and standardizes Basic Officer Training (BOT), Commissioned Officer Training (COT), Reserve Commissioned Officer Training (RCOT) and Academy of Military Science (AMS) training. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Subordinate units may publish unit guidance to implement or supplement this manual. Route all implementing or supplementing guidance through OTS/CCV prior to approval. Provide a copy of the approved guidance to OTS/CCV. Submit waiver requests to OTS/CCV through appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This Interim Change incorporates the changes in the Basic Officer Training program, removing the Junior and Senior Classes structure. It also updates references to the Staff Duty Officer and Operations Control Center that has been updated to reflect current guidance and directives.

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## Chapter 1

### GENERAL PROCEDURES

**1.1. Phase Status and Trainee Designation.** References to "trainee" or "officer trainee" in this manual refer to trainees assigned to Basic Officer Training (BOT), Commissioned Officer Training (COT), Reserve Commissioned Officer Training (RCOT), and Academy of Military Science (AMS). BOT trainees are assigned the rank of "Officer Trainee" (OT), and will be addressed as such (i.e.: OT Smith). COT/RCOT trainees will be addressed according to their officer rank. AMS trainees are assigned the rank of "Officer Candidate" (OC) and will be addressed as such (i.e. OC Jones). Table 1.1 depicts the various phase status designations within OTS.

**Table 1.1. Phase Status Breakdown.**

<b>BOT</b>	<b>COT/RCOT</b>	<b>Det 12 AMS</b>
Phase One	Phase One	Phase One
Phase Two	Phase Two	Phase Two
Phase Three	Phase Three	Phase Three
Phase Four	Phase Four	Phase Four

1.1.1. Phase status changes as dictated by the applicable squadron commander or designated representative.

1.1.2. Trainees between different programs or phase statuses may interact on a professional level for coordination of joint training events or the use of common resources.

### 1.2. Customs and Courtesies

1.2.1. Salutes. The salute is one of the oldest military traditions. It is a courtesy exchanged between members of the armed forces as both a greeting and a symbol of mutual respect. The uniform hat is worn and salutes are rendered in all outdoor areas on Maxwell AFB, unless specifically indicated otherwise. Although inappropriate at certain times, **it is never incorrect to salute a senior officer outdoors as a courtesy and a greeting.** Do not salute indoors unless formally reporting in to a staff member's office/cubicle or upon receiving an award at an awards ceremony. Do not salute when reporting to enlisted staff members (except during Open Ranks Inspections if the inspector is an enlisted instructor).

1.2.1.1. In addition to saluting officers, trainees will exchange salutes as appropriate for their rank regardless of training program. Trainees of the same rank will not exchange salutes.

1.2.1.2. When encountering staff members who are wearing the OTS staff physical training (PT) uniform, trainees are not required to salute, but will render the appropriate greeting of the day.

1.2.1.3. Trainees will initiate the salute and give the greeting of the day in time to allow the senior officer/trainee to return it, but not from such a distance as to hinder communication. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes will be exchanged. **NOTE:** A standard rule of thumb is to use the same distance prescribed for rendering a salute to the Colors; approximately six paces. At no time will a trainee turn their upper body to salute someone behind them nor will they salute someone they approached from the rear. If marching, they will continue as needed. If stationary, they will use appropriate facing movements.

1.2.1.4. Trainees passing an officer engaged in conversation will render a salute but not interrupt with the greeting of the day. If the officer does not return the salute, the trainee will continue and then drop the salute once abreast of the officer.

1.2.1.5. If called to receive an award, proceed in a crisp, military manner and stand approximately one arm's length in front of the presenter. Extend the right hand and shake the presenter's hand while taking the award with the left hand. (If a photographer is present, pause for pictures.) Then render a salute if the presenter is a commissioned officer. Exit the area in a crisp, military manner (If exiting from direction of entry, perform an about face. When standing on carpet, turn around in professional manner and then exit.). If there are multiple award presenters, side step down the line repeating the same procedure of shake, take, and salute, unless the ceremony is indoors. If indoors, only salute the presenter of the award, but shake the hands of everyone else on the line.

1.2.1.6. Both on and off base, salute outdoors when in uniform unless encumbered. Make every effort to not be encumbered while marching. If this is unavoidable, give only the greeting of the day. If the senior individual is encumbered, the junior will still render a salute and wait for acknowledgement before dropping the salute.

1.2.2. No-Salute Areas. The following locations are no salute areas: assault/confidence course, Air & Space Expeditionary Force (AEF) exercise/BLUE THUNDER and Vigilant Warrior, Baseline Expeditionary Leadership Problems (BELPs) sites, Leadership Reaction Course (LRC)/Project X area, OTS track, and the covered area between Gilbert Hall/Gilbert Hall Annex. The drill pad, parade field, and physical conditioning facilities areas are no-salute areas during instruction only. Upon completion of instruction all trainees will resume rendering salutes in these areas.

### 1.2.3. National Anthem during Training/Athletic Events

1.2.3.1. OTS staff and trainees will render proper customs and courtesies even if participating in scheduled training or athletic events.

### 1.2.4. Reveille, Retreat and National Anthem Courtesies

1.2.4.1. Personnel outdoors in uniform, to include PT uniform, will face the flag if visible, or turn towards the music and assume the position of Parade Rest upon hearing the first note of "Reveille." If you can see the flag being raised during "Reveille," upon the first note of "To the Colors," or as the flag is beginning to be raised, come to the

position of attention, face the flag, and render a salute. Hold your salute until the last note of music is played and the flag is fully raised. If the flag is not visible during “Reveille,” turn towards the music and assume the position of parade rest.

1.2.4.2. Personnel outdoors in uniform, to include PT uniform, will face the flag if visible, or turn towards the music and assume the position of Parade Rest upon hearing the first note of “Retreat.” Upon hearing the first note of “The National Anthem,” come to attention, face the flag if visible, or turn towards the music and salute. Hold your salute until the last note of the music is played.

1.2.4.3. When the National Anthem is played indoors during a ceremony and you are in uniform, stand at attention and face the flag, but do not salute. When in civilian clothes indoors or outdoors and the National Anthem is played, come to attention and place your right hand over your heart. Saluting outdoors while in civilian clothes is permitted. Gentlemen in civilian clothing will remove their hats.

1.2.4.4. **Exception:** When actively participating in a PT test or leadership exercise, students and staff may disregard retreat/reveille. OTS Staff will verbalize if conduct is inappropriate in any instance.

1.2.5. Staff Vehicles. All trainees will render a salute to all properly marked and occupied staff vehicles (see Figure 1.1).

**Figure 1.1. Staff Car Placards.** All placards have a blue background with silver insignia and/or full color image. The Chief of Staff placard has a white and blue background with blue and silver stars.



1.2.6. Staff/Trainee Interaction.

1.2.6.1. Trainees passing or being passed by OTS Staff will give the proper greeting of the day unless the staff member is engaged in a conversation. The proper greetings of the day are defined by the time of day: “**Good morning, Sir/Ma’am**” from 0000 until 1159, “**Good afternoon, Sir/Ma’am**” from 1200 until 1659 and “**Good evening, Sir/Ma’am**” from 1700 until 2359.

1.2.6.1.1. When indoors and trainees are in groups of four or less, all trainees will give the appropriate greeting of the day. When outdoors, refer to Chapter 2, Drill & Ceremonies.

1.2.6.1.2. When indoors and trainees are in groups of five or more, the first trainee will give the appropriate greeting of the day for the entire group. When outdoors, refer to Chapter 2, Drill & Ceremonies.

1.2.6.2. Trainees will IMMEDIATELY come to their feet and stand at the position of attention when addressed by or addressing any staff member, except during flight room/field leadership events/drill instruction at the instructor's discretion.

1.2.6.3. When any staff member or commissioned officer addresses a trainee, the trainee will respond **first** with the word "Sir" or "Ma'am" followed by the answer to the question. **The only exceptions** to this rule are the greeting of the day as directed in paragraph 1.2.6.1, when making yes/no statements, or when counting exercise repetitions (Two, Sir, Three, Sir, etc). In the case of yes/no statements, replies will simply be **"Yes/No, Sir/Ma'am."**

1.2.6.4. When approaching a group of individuals, the greeting of the day will be rendered to the highest ranking individual(s) first. If the individuals are of the same rank, greet the female(s) first (e.g., a female Captain walking with a male Captain will be greeted with "Good morning, Ma'am, Good morning, Sir."). If all individuals are of the same gender, greet them as a group with "Ladies" or "Gentlemen" (e.g. a male Major walking with a male Captain will be greeted with "Good morning, Gentlemen.") If rank is indeterminable, greet the female(s) first (e.g. A group of four males and two females in the PT Uniform will be greeted with "Good morning, Ladies. Good morning, Gentlemen.").

1.2.6.5. When giving the greeting of the day trainees will never be required to "sound off." However, all trainees are to speak in a clear and confident tone at all times.

1.2.6.6. Trainees will address one another by rank, rank and last name, or "Sir," or "Ma'am," at all times.

1.2.7. The Airman's Creed. Trainees and staff will stand at attention for the reciting of the Airman's Creed during official ceremonies.

**1.3. Event Standardization.** Trainees will present a positive image at all events, to include (but not limited to) classroom and outdoor activities. Trainees will ground all equipment/gear (when necessary) and standardize all belongings to present a neat and orderly appearance.

#### **1.4. Academic Buildings**

1.4.1. Hallway Guidance.

1.4.1.1. Trainees will march with a sense of purpose, single file, on the right side of the hallway. It is not necessary to halt at every doorway or intersection, but they will watch

for people coming out of offices/around corners. In order to prevent undue carpet wear, trainees will not square corners or perform facing movements in carpeted areas.

1.4.1.2. Trainees may not speak unless making on-the-spot corrections to other trainees, addressing or being addressed by OTS staff or visitors, or giving the greeting of the day.

1.4.2. Restroom Guidance. Trainees will enter, use the facilities, and then exit in an expedient manner. Trainees may not speak unless making on-the-spot corrections to other trainees or addressing or being addressed by OTS staff or visitors. Trainees will not greet staff or other trainees while in the restroom.

1.4.3. Air University (AU) Muir S. Fairchild Research Information Center Guidance. While in the Fairchild Center, trainees will conduct themselves in a professional military manner at all times. The Fairchild Center will be used for academic purposes only. At no time will trainees use it to socialize with family, friends, or other trainees.

1.4.4. Auditorium (Mass Lecture) Procedures.

1.4.4.1. Enter the auditorium in a military manner and fill the seats from the front. For any combined lectures, COT/RCOT trainees will sit in the center of the auditorium, and the COT/RCOT class leader will perform opening and closing procedures. BOT trainees will sit on the right side of the auditorium (as viewed from the lectern) and AMS trainees will sit on the left side of the auditorium. For combined BOT and AMS lectures, the BOT class leader will perform opening and closing procedures.

1.4.4.2. Trainees who have not been shown their flight room and not had Flight Commander (Flt/CC) welcome will sit in the back of the auditorium when arriving late and make every effort possible to not disrupt the class once a lecture has begun. Once trainees have had Flt/CC welcome, they will not enter the auditorium after a class has begun. Instead, report to the flight room and watch the class on AU Television (AUTV). Trainees will write a memorandum (due the next training day) to their respective Flt/CC explaining why they were late.

1.4.4.3. Trainees will sit according to the seating arrangement assigned by the trainee leadership (normally in every other seat, staggered). After taking their seat, they will maintain good order, discipline, and posture. Talking quietly is permitted until the class leader instructs the class to prepare for instruction. During the lecture, trainees may not talk, sleep, or move unnecessarily (i.e., stretching, gathering notes before dismissal, etc.), and will not engage in any activity not directly related to the current lesson.

1.4.4.4. Violators who are dismissed from the class must immediately report to their Flt/CC. Trainees will not leave the auditorium voluntarily during a lecture except for unforeseen health issues.

1.4.4.5. Planned appointments, etc. will be cleared by the Flt/CC beforehand, and arrangements for viewing the lecture will be made so as to not present an unprofessional image. If a trainee must leave, they will report to their Flt/CC as soon as possible to explain the reason for departure and for corrective action/remedial training.

1.4.4.6. Auditorium Opening Guidance. The class leader will stand and command, **“CLASS, PREPARE FOR INSTRUCTION.”** At this time, trainees will stand at parade rest in front of their seats. Once the class leader sees the instructor approaching down the aisle, he or she will call the class to attention. The class leader will then turn to the instructor, salute (if instructor is an officer only) and report, **“SIR/MA’AM, CLASS \_\_\_ IS READY FOR INSTRUCTION.”** The instructor will return the salute, if applicable, and direct the class to take their seats, and the lesson will begin.

1.4.4.7. Asking/Answering Questions. When trainees wish to ask a question or provide an answer during a class auditorium lecture, they will remain seated and raise a hand. When the lecturer recognizes a trainee, the trainee will **stand up, say “Sir/Ma’am,” and ask the question/give the answer,** unless directed to do otherwise by the lecturer.

1.4.4.8. Auditorium Closing Guidance. Once the instructor/lecturer indicates they are ready to close class, the class leader will stand and command, **“CLASS, PREPARE FOR DISMISSAL.”** At this time, trainees will set aside class materials and stand at parade rest. Next, the class leader will call the class to attention. The class leader will then turn to the instructor, salute (if instructor is an officer only) and report, **“SIR/MA’AM, CLASS \_\_\_ IS READY FOR DISMISSAL.”** When the instructor/lecturer departs the auditorium, they will command **“CARRY ON.”** The class will loudly echo, **“CARRY ON, SIR/MA’AM.”** If the command is not given, the class leader will command **“CARRY ON”** once the instructor has left the auditorium.

1.4.5. Gilbert Hall entrance foyer. Trainees will not call the area outside Boyd Auditorium to attention when commissioned officers enter or exit this area through any doorway or stairwell. Trainees may not speak in this area unless giving the greeting of the day, making on-the-spot corrections to other trainees, or addressing/being addressed by OTS staff or visitors. Trainees will not loiter in this area unless directed by staff or waiting for the base taxi during inclement weather. Trainees waiting in the area will render the proper greeting of the day to all staff entering/exiting the area.

1.4.6. Flight Room Guidance.

1.4.6.1. Before each flight room class, the Flight Leader will ensure the lesson number (i.e. PA-2C), the lesson title (i.e. Military Law Case Studies), the instructor’s rank/name, the scheduled time (i.e. 1000-1050) and the Samples of Behavior (SOBs) for that lesson are written legibly in the top left corner of the white board. Trainees will follow the procedures outlined below for opening and closing class.

1.4.6.2. Trainees will not leave the flight room during a class unless granted permission by the instructor. Trainees will not eat or drink beverages other than water in the flight room without Flt/CC approval.

1.4.6.3. The Flight Leader will always sit to the instructor’s right, as viewed from the front of the room.

1.4.6.4. When class is not in session, trainees will call the room to attention when a commissioned officer enters or exits the room, provided there is not already a

commissioned staff in the room of **equal or higher rank**. As the officer breaks the plane of the door, the first trainee to see the officer will call the room to attention. When exiting, if the officer commands "**CARRY ON,**" all trainees will echo, "**CARRY ON SIR/MA'AM.**" If the "CARRY ON" command is not issued, trainees will resume normal duties when the officer has left the room. COT/RCOT trainees will call the room to attention when a commissioned OTS staff member enters the room.

1.4.6.5. When class is open, the flight room will not be called to attention for visitors regardless of rank. This is an academic session and will continue uninterrupted.

1.4.6.6. When class is stopped for a break and the same lesson will resume upon conclusion of the break, trainees will not call the room to attention when the instructor enters or exits the room.

1.4.6.7. Flight room opening procedures.

1.4.6.7.1. Prior to the instructor entering the flight room, trainees will be at the position of parade rest, standing behind their chairs and facing the center of the room. Necessary books and materials will be in place on the tables and ready for use (ready to begin taking notes immediately upon sitting down). The Flight Leader will stand in the front of the flight room facing the back of the room.

1.4.6.7.2. As the instructor comes through the doorway, the Flight Leader will come to the position of attention and call the flight to attention. The instructor will walk to the front of the room and position themselves at the side of the Flight Leader. The Flight Leader will turn and face the instructor, salute and report; "**Sir/Ma'am, \_\_\_\_\_ Flight \_\_\_\_ is accounted for and ready for instruction.**" **NOTE:** Flights with number designators will state "Flight -number-". Flights with letter designators will state, "-letter- Flight." The instructor will return the salute and command, "**Take your seats.**" Trainees will proceed promptly and directly to their seats, and will remain seated at attention until placed at ease by the instructor.

1.4.6.8. Flight room closing procedures. At the conclusion of the class period, the instructor will direct the Flight Leader, "**Flight Leader, prepare the flight for dismissal.**" The Flight Leader will immediately stand up behind his or her chair, assume the position of attention and command, "**FLIGHT, PREPARE FOR DISMISSAL.**" Each flight member will then rise promptly, push in their chair, arrange their training materials into a neat stack on the table and assume the position of parade rest behind their chair. After the entire flight accomplishes this, the Flight Leader will move to the front of the flight room and stand at attention facing the back of the room. The Flight Leader will call the flight to attention. The instructor will then take their position at the side of the Flight Leader. The Flight Leader will face the instructor, salute, and report, "**Sir/Ma'am, \_\_\_\_\_ Flight \_\_\_\_ is ready for dismissal.**" **NOTE:** Flights with number designators will state "Flight -number-." Flights with letter designators will state, "-letter- Flight." After the instructor returns the Flight Leader's salute, the Flight Leader will turn and face the back of the room until the instructor exits the room. As the

instructor breaks the plane of the door the instructor will command, "**CARRY ON.**" At this point all trainees will echo, "**CARRY ON, SIR/MA'AM**"

1.4.6.9. The last trainee departing the flight room will ensure all audiovisual equipment and lights are turned off.

## 1.5. Procedures

### 1.5.1. Outdoors Reporting Procedures

1.5.1.1. Reporting procedures will be accomplished for both commissioned and enlisted staff members. When ordered to report, trainees will salute (if the staff member is commissioned) and state "**Sir/Ma'am, (Rank) (Last Name) reports as ordered.**" Once the staff member ends the conversation, trainees will assume the position of attention if not already at it, salute, and give the greeting of the day.

1.5.1.2. When not ordered to report, trainees will salute (if the staff member is commissioned) and state "**Sir/Ma'am, (Rank) (Last Name) reports.**" Once the staff member ends the conversation, trainees will assume the position of attention if not already at it, salute, and give the greeting of the day.

### 1.5.2. Indoors Reporting Procedures

1.5.2.1. Reporting procedures will be accomplished for both commissioned and enlisted staff members. When ordered to report, trainees will state "**Sir/Ma'am, (Rank) (Last Name) reports as ordered.**" Once the staff member ends the conversation, trainees will assume the position of attention if not already at it and give the greeting of the day.

1.5.2.2. When not ordered to report, trainees will state "**Sir/Ma'am, (Rank) (Last Name) reports.**" Once the staff member ends the conversation, trainees will assume the position of attention if not already at it and give the greeting of the day.

### 1.5.3. Office Reporting Procedures

1.5.3.1. When reporting to an office or cubicle, the reporting procedures are as follows: Center on the door or cubicle entrance and knock once (loud enough to be heard in an average size room). Do not knock if a conversation is taking place. When given the order to enter, enter and close the door (if you opened it), march using the most direct route to the staff member, perform the appropriate facing movement (if on carpet, turn in a crisp, military manner), center yourself two paces away from the individual, salute (if reporting to an officer), and give the appropriate reporting statement. Once the staff member ends the conversation, trainees will then stand and assume the position of attention (if at a different position), salute (if reporting to officers) and give the greeting of the day, perform the appropriate facing movement (if on carpet, turn in a crisp, military manner), and take the most direct route out of the office or cubicle.

1.5.3.2. If multiple trainees are reporting to an office or cubicle, the reporting procedures are as follows: one trainee centers on the door or cubicle entrance with the other trainees

behind and will knock once (loud enough to be heard in an average size room). Do not knock if a conversation is taking place. When given the order to enter, enter and close the door (if you opened it), march using the most direct route to the staff member, perform the appropriate facing movement (if on carpet, turn in a crisp, military manner), center yourself two paces away from the individual, salute (if reporting to an officer) and give the appropriate reporting statement. The reporting statement will include all trainees reporting to the office or cubicle (e.g. **“Sir/Ma’am, (Rank) (Last Name), (Rank) (Last Name), and (Rank) (Last Name) report as ordered.”**) Once the staff member ends the conversation, all trainees will then stand and assume the position of attention (if at a different position). The trainee who reported in will salute (if reporting to officers) and give the greeting of the day. All trainees will then perform the appropriate facing movement, (if on carpet, turn in a crisp, military manner), and take the most direct route out of the office or cubicle.

1.5.4. When reporting to the flight room for a class already in session, trainees will:

1.5.4.1. Center on door and knock once (loud enough to be heard).

1.5.4.2. Wait until acknowledged, open the door (if closed) and state, **“Sir/Ma’am, (Rank) (Name) requests permission to enter.”**

1.5.4.3. If multiple trainees are reporting, wait until acknowledged, open the door (if closed), and state, **“Sir/Ma’am, (Rank) (Name) plus (number of trainees) request permission to enter.”**

1.5.4.4. Late trainees will report to the instructor after class for appropriate counseling unless directed otherwise by the instructor.

1.5.4.5. When class is stopped for a break and the same lesson will resume upon conclusion of the break, trainees who exit the flight room will not knock or request permission to re-enter. Trainees returning from break will quietly enter the classroom and proceed to their seats. Trainees who are late in returning from break (class has resumed) will perform procedures as outlined in the previous paragraphs (1.5.4.1 through 1.5.4.3).

## 1.6. Dormitory Area

1.6.1. Trainees will enter the dormitories as outlined in paragraph 2.2.7 and all subparagraphs.

1.6.2. Trainees will not return to the dormitories during duty hours unless changing uniforms for official duties and classes (to include Charge of Quarters/Assistant Charge of Quarters [CQ/ACQ] duty, field leadership events, etc.) or if granted specific permission from an OTS staff member. If a trainee receives specific permission to return to the dormitories from a staff member other than their Flt/CC, they will report the time, duration, and reason to the Flt/CC within one duty day.

1.6.3. Foyer/Day Areas/CQ Office/Hallways. Trainees **will not** call foyers, day areas (open area used as a dayroom, on the 2<sup>nd</sup> and 3<sup>rd</sup> floor), the CQ Office, or hallways to attention when senior personnel enter, but will show proper respect for all OTS staff and other commissioned officers when present in the dormitory. If seated, trainees will stand and render the proper greeting of the day, or, if already standing, will simply render the proper greeting of the day. **Exception:** If there are two or more trainees in the foyer, dayroom, day-area, or hallway and the OTS/CMDT, or an O-6 or above enters the building/area, the trainees **will** call the building/area to attention **unless there is an officer of equal or higher rank already in that specific building/area**. If there is only one trainee, the trainee will stand at the position of attention and render the proper greeting of the day.

1.6.4. Due to increased traffic, do not call the areas outlined in 1.6.3 to attention on during open house or the morning of graduation.

1.6.5. Dayrooms. Trainees will call their dayrooms (1<sup>st</sup> floor only) to attention for commissioned staff when they enter if there are two or more trainees in the dayroom and there is no commissioned staff already in the dayroom. If there is only one trainee in the dayroom, that trainee will simply come to attention and render the proper greeting of the day.

1.6.6. Entering/Leaving Dormitory Rooms.

1.6.6.1. Before entering a trainee's room other than your own, knock, identify yourself and wait for permission to enter. When commissioned staff enter or leave a room, the first person to take notice will call the room to attention. If a trainee is alone in the room, that trainee will come to attention as the officer enters or leaves, but not call the room to attention. Trainees from different programs or classes are not permitted in each other's dorm rooms.

1.6.7. Dormitory doors will remain open or closed based on certain situations. If open, the door will be opened fully (90 degrees).

1.6.7.1. When occupied, dormitory room doors will be propped open. Trainees will close their dormitory room doors for the purposes of showering, changing uniforms, bed rest, or during "lights out" as defined in paragraph 1.10.8.

1.6.7.2. Due to fire safety requirements, doors must remain closed while the room is unoccupied.

1.6.7.3. Doors will remain open any time there are trainees in a room that are of different gender or phase status.

1.6.8. All trainees will lock their dormitory room doors at night while sleeping.

1.6.9. All trainees will turn off their dormitory room lights when not needed or when departing for the day.

1.6.10. Dormitory hallway guidance. Hallways will not be used for meetings and long conversation. Treat the hallway as a professional working environment. Proceed with a

sense of purpose, single file, on the right side of the hallway. It is not necessary to halt at every doorway or intersection, but watch for people coming out of rooms.

1.6.11. Trainees will not permit unescorted, non-OTS personnel into the dormitories without prior approval from OTS staff. (**Exception:** Contractors and maintenance personnel performing duties.) Trainees will challenge any unknown personnel found in the dorms by asking them for their ID and purpose for being in the dormitory. If challenged personnel can't produce these, or the challenging trainee feels uncomfortable reviewing such items, the trainee will escort them outside and call Staff Duty Officer (SDO) immediately for further instructions. If the unauthorized individual refuses to leave, simply proceed to the CQ or OCC for further instructions.

1.6.12. Intercoms in all dormitories will only be used to make official announcements. Announcements will be concise and professional.

1.6.13. Departing the Dormitory. The flight will exit the building and form up as the Flight Leader gives the command of "**Fall In.**" When departing as a detail, trainees will exit the building in an orderly manner and form up on the sidewalk. There will be no talking in formation. Flight Leaders will take care to not block traffic into or out of the building. The last trainee in a formation will ensure building doors close behind them.

## 1.7. Professionalism

1.7.1. Trainees are expected to conduct themselves as ladies and gentlemen and will not tolerate those who do otherwise. Trainees will report trainee misconduct to their chain of command immediately. Tolerating misconduct by others is considered as grievous an offense as having committed the infraction yourself. Holding or earning a commission is not a right; it is a privilege obtained through hard work, personal sacrifice, and professional conduct. Trainees must conduct themselves as officers 24 hours a day. Proper conduct and discipline are the responsibility of the entire trainee population. Behavior which brings discredit to our nation, US Government, US Air Force, OTS, or the trainee will not be tolerated and is punishable under the UCMJ and may be grounds for disenrollment from OTS. Trainees are responsible, professional people who will avoid the actual or appearance of the following actions:

1.7.1.1. Failure to perform assigned duties.

1.7.1.2. Disrespect or conduct unbecoming an officer.

1.7.1.3. Violations of federal, state, or local laws.

1.7.1.4. Failure to obey a direct order.

1.7.1.5. Failure to go (failure to attend a directed class, event, formation, meeting, or appointment.)

1.7.1.6. Unlawful discrimination.

1.7.1.7. Unprofessional relationships.

1.7.1.8. Physical and verbal maltreatment.

1.7.1.9. Maltraining.

1.7.1.10. Sexual harassment.

1.7.1.11. Sexual assault.

1.7.2. Unprofessional Relationships (UPRs). UPRs will not be tolerated at OTS. UPRs are defined as relationships or attempted relationships with faculty, staff, or other trainees that detract from the authority of superiors or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Involvement in a UPR may result in prosecution under the *Uniform Code of Military Justice* (UCMJ) and disenrollment from OTS. Further guidance can be found in AETCI 36-2909, *Professional and Unprofessional Relationships*. Trainees will:

1.7.2.1. Ensure their relationships with faculty and staff are professional.

1.7.2.2. Not establish, develop (or attempt to develop), or conduct a personal, intimate, or sexual relationship with faculty, staff, or other OTS trainee. A personal relationship is any relationship other than a normal professional relationship. It specifically includes, but is not limited to, dating, kissing, and affectionate touching, hand-holding, embracing, caressing, and any other public or private act of affection. It does not include private relationships between husbands and wives.

1.7.2.3. Not contact or attempt to contact any OTS staff through social media while in a training environment, other than for official business.

1.7.2.4. Not use threats, pressure, or promise of return of favors or favorable treatment for the purpose of gaining sexual favors from faculty, staff, or trainees.

1.7.2.5. Not make sexual advances toward, or seek or accept sexual advances or favors from faculty, staff, or trainees.

1.7.2.6. Not gamble with faculty, staff, or other trainees.

1.7.2.7. Not lend money to, borrow money from, or otherwise become indebted to faculty or staff.

1.7.2.8. Not develop (or attempt to develop), establish, or carry on a personal social relationship with faculty or staff.

1.7.2.9. Not establish a common household with a member of the faculty or staff.

1.7.2.10. Not attend social gatherings or frequent clubs, bars, or theaters on a personal social basis with faculty or staff. **NOTE:** This does not include flight dinners, or Dining-In/Dining-Out during the last week of training.

1.7.2.11. Not accept alcohol from, or consume alcohol with, faculty or staff on a personal social basis. **NOTE:** This does not include flight dinner, or Dining-In/Dining-Out during the last week of training.

1.7.2.12. Report all UPRs to commissioned staff.

1.7.3. Physical and verbal maltreatment includes, but is not limited to, poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, hazing, or any unnecessary physical contact. Verbal maltreatment is defined as any language that degrades, belittles, demeans, ridicules, or slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. This includes, but is not limited to, the use of profanity and any insinuation of immoral, unethical, crude, offensive language used in rhymes or prose as memory devices (mnemonics), or training tools. Any language that establishes a hostile environment constitutes or promotes sexual harassment, or disrespect for anyone is considered verbal maltreatment.

1.7.4. Maltraining is any training practice that is not designed to meet a training objective. Examples of maltraining include, but are not limited to, unnecessarily rearranging the property of a trainee, maliciously embarrassing a trainee, assigning remedial training that does not fit the deficiency (such as making a trainee run laps for failing to prepare for a class). Other examples would be making other trainees perform degrading or humiliating tasks (such as having a trainee stand in front of the flight with their finger on their nose for wiping their face while at the position of attention), or assigning remedial training to an entire flight based on the deficiencies of an individual or a few individuals.

1.7.5. Sexual harassment involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career; submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment; any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee; any military member or civilian employee who makes unwelcome, deliberate, or repeated verbal comments, gestures, or physical contact of a sexual nature.

1.7.6. Sexual Assault. Sexual Assault refers to any of several offenses of a sexual nature, committed without the lawful consent of the victim, that are punishable as crimes under the UCMJ. The offenses included within the term 'sexual assault' include rape and carnal knowledge, forcible sodomy, and assault with intent to commit rape or sodomy, indecent assault, and indecent acts or liberties with a child, or an attempt to commit any of these offenses.

1.7.7. Hazing is strictly prohibited at OTS. Hazing is any conduct whereby a military member or members, regardless of service or rank, suffer or are exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful.

1.7.8. Offensive Materials. Display or possession of any pornographic media (i.e. tapes, magazines, CDs, etc.) is forbidden while at OTS. Any materials that could reasonably be considered offensive or degrading will not be tolerated in the training environment.

1.7.9. Expectation to Report. Trainees are expected to report all violations of the Honor Code, UCMJ, and written or verbal orders (to include regulations, instructions, and this manual), whether committed by themselves or others. Any trainee who through design, neglect, or carelessness knowingly conceals or fails to report such information about another trainee will receive an equal or more severe corrective action. Failure to report is punishable under Article 92 of the UCMJ as this manual, a directive publication, requires it.

1.7.10. Field Leadership/Physical Conditioning Classes. Trainees will always display professional conduct. Arguing about rules or calls, losing one's temper, or using profanity are indicators a trainee may not possess the character required of an Air Force officer.

## 1.8. Training Conduct

1.8.1. Mandatory Formations. Missing a mandatory appointment or scheduled activity is a major disciplinary infraction. Trainees will honor all obligations and meet all formations. Failure to do so demonstrates an inability to meet the standards required of an Air Force officer. Mandatory formations include, but are not limited to: all flight room/auditorium instruction (unless specifically directed to miss by Flt/CC or higher authority), drill instruction, dining priorities, LRC/Project X, and all graded measurements.

1.8.2. Time Management. Trainees will ensure they are making proper use of their time by always having something to study with them. Examples include, but are not limited to: academic samples of behavior (SOBs), Operating Instructions, AFPAM 10-100: *Airman's Manual*, and the Handbook of Warrior Knowledge.

1.8.3. Disciplinary Tools. Officer trainees may be given praise or correct improper behavior using merits, demerits, and AETC Form 341s. Trainees will record all instances of merits or demerits issued recording at a minimum: date, issuer, offense, and the demerit category IAW Attachment 2, Classification of Merits/Demerits. A minimum of two AETC Form 341s, Excellence/Discrepancy Report, must be carried by trainees at all times. Any staff or trainee may request a 341 to document an instance of excellence or a discrepancy in the trainee's conduct. The requestor must fill out the 341 properly, have the student validate and sign the 341, then the requestor will ensure that form is given to the trainee's owning Flt/CC.

1.8.4. Written Correspondence. Written correspondence will be accomplished using the official memorandum format as found in AFH 33-337, *Tongue and Quill*. Font will be Times New Roman, size 12. The date will be written in "DD Mmm YY" format (e.g. 11 Feb 12 or 4 Feb 12).

1.8.5. Trainee Stamp. Each trainee will be given the opportunity to complete a trainee stamp for all memorandums for record and grade sheets. A properly completed stamp includes: 1) circling (or checking, depending on the form) either the “do” or “do not”, depending on whether or not the trainee would like to comment; 2) drawing a single horizontal line through the remaining “do” or “do not”; 3) initialing in the initials block; and 4) printing the current date in DD Mmm YY format (e.g. 15 Dec 12). By signing the stamp, trainees are acknowledging they were counseled and documentation exists. If a trainee refuses to complete the trainee stamp, Flt/CCs will annotate, sign and date the memorandum for record and inform the trainee’s owning SS/CC. If the trainee wishes to make an immediate comment, they may write on the back of the memorandum for record or grade sheet, sign and include the date. The trainee may also submit comments using the official memorandum format described in paragraph 1.7.15.

1.8.6. Trainee Spirit Missions. Spirit missions will be tasteful, and the group responsible for execution will be responsible for cleanup afterwards within three TDs. Spirit missions must be approved by the owning SS/CC or higher. The OTS Air National Guard Minuteman statue is off limits to spirit missions.

#### 1.8.7. Cell Phones.

1.8.7.1. Only trainees in Phase Three status or higher are authorized to carry or use cell phones during Scheduled Military Training (SMT) while assigned at OTS. All other trainees require Flt/CC approval or higher to carry or use cell phones/pagers during SMT.

1.8.7.2. When carried, cell phones will not be visible on the uniform and must be carried in a briefcase or attaché. During the duty day, phones will remain in the OFF position (not vibrate) when not in use.

1.8.7.3. Cell phones may be used in the break rooms during the duty day but nowhere else in the academic building. Trainees may use cell phones in their assigned dormitory room and the patio areas just outside the front doors.

1.8.7.4. Cell phones may be authorized for aiding in conducting official duties, i.e. in processing and logistics off the OTS Complex. When performing official duties requiring use of cell phones (or hand-held radios), ensure devices are used minimally and only for the performance of those duties unless an emergency is in progress.

1.8.7.5. Hand held radios, when used for official duties by trainees and staff, will only be carried in the hand or clipped to the belt.

1.8.7.6. Trainees will render appropriate customs and courtesies when encountering OTS staff and other visitors, even if using a cell phone. Trainees are required to observe all Air Force guidance on use of cell phones while in uniform and trainees will not use cell phones while driving or walking on the OTS Complex (even if wearing civilian clothes while leaving the OTS Complex).

## 1.9. Government Network Access & Computer Usage

1.9.1. All trainees and their visitors who access any government information system infrastructure are subject to the rules and regulations contained in Air Force Manual 33-152, User Responsibilities And Guidance For Information Systems. All users are subject to section 3.2, which defines limited personal use, and are prohibited from any inappropriate use as defined by paragraphs 3.2.1 through 3.2.13. Failure to follow the provisions of AFMAN 33-152 constitutes a violation of the Uniform Code of Military Justice (UCMJ), Article 92, Failure to Obey Order or Regulation.

1.9.2. Computer Policy. OTS contains two types of government provided network access. Computers that require Common Access Cards (CACs) are on the “.mil” network. Computers that require user ID and password to login in are on the “.com” network. The following paragraphs will specify whether the following information applies to either or both networks.

1.9.3. Computer Training. Trainees must complete the required information assurance (IA) training prior to using any “.mil” computer. IA training is not required for “.com” access.

1.9.4. Internet Usage. Trainees may access the Internet from government or personal computers for OTS related/directed activities (i.e. informative/advocacy brief research, flight room bulletin board, pictures for flight book, flight T-shirt design, project research, base and career information, etc.). **Viewing, downloading, or printing pornography is prohibited and is grounds for dismissal from OTS!** Making online purchases not related to training, to include the buying and selling of stocks, is forbidden. Trainees may not use the Internet (including e-mail) for commercial purposes, only for official or approved use. Trainees may, however, use the Internet to pay bills and handle other financial obligations. Trainees may not use personal computers, to include laptops issued to students, to gain access to the government Local Area Network (LAN). Trainees may access social media websites (i.e. Facebook, Twitter, and Hotmail) in accordance with Air Force directives. Trainees will not access social websites during SMT (defined in 1.10.2) without Flt/CC approval. Trainees will not access social websites during Academic Preparation Time (defined in 1.10.5).

1.9.4.1. The OTS social media policy is in line with the Air Force social media policy outlined in AFI 1-1. All Airmen are personally responsible for what they say and post on social networking services or any other medium. In all forms of communication, Air Force standards must be observed at all times, both on and off duty. Operational security is of vital importance to the Air Force mission and Airmen must recognize communication with large numbers of people bring with it the risk of magnifying operational security lapses. Additionally, your obligation to maintain appropriate communication and conduct with officer and enlisted personnel, peers, superiors, and subordinates is applicable to all forms of communication. Airmen must not engage in offensive and/or inappropriate behavior on social networking platforms and other forms of communication that bring discredit on the Air Force, you as a member of the Air Force, or that would otherwise be harmful to good order and discipline, respect for

authority, unit cohesion, morale, mission accomplishment, or the trust and confidence the public has in the United States Air Force.

1.9.4.2. All trainees should reference AFI 1-1 for a more thorough understanding of the social media policy, as well as potential threats or pitfalls associated with using social media.

1.9.5. Trainees will not connect any personal computers into any “.mil” LAN ports. Trainees will not use memory sticks, thumb drives, and camera flash memory cards in any government-owned device. Trainees will scan all removable media for viruses before each use. Upon detection of a virus attack, immediately shut off the device, report to your Flt/CC, and do not use the device until after Flt/CC direction (this includes personal devices).

#### 1.9.6. Laptop Policy

1.9.6.1. Laptop computers may be provided for professional use while assigned to OTS.

1.9.6.2. All trainees are responsible for the care and maintenance of any laptop they use. A trainee may be held responsible for replacing a lost or damaged laptop if found negligent.

1.9.6.3. When in details, trainees will carry their attaché and laptop case on the left side. If one case is used, it must be carried by hand. If two cases are used, then the trainee may carry a case in each hand or the shoulder strap is allowed. When in formation, trainees will carry their attaché/laptop cases so they are standardized. The one exception to carrying everything on the left is, during the hours of darkness, flashlights will be carried in their outside hand. The attaché and laptop will be on the opposite side of the flashlight. Issued laptops must be transported using their cases.

1.9.6.4. Trainees will ensure that any “.mil” laptops are always turned on and plugged into the local area network (LAN) at all times. This action ensures all “.mil” laptops receive necessary security updates and patches, and allows OTS staff to verify that the laptop was not misused (inappropriate websites and unauthorized downloads). Anyone found guilty of misusing their laptop will be prosecuted to the full extent possible.

### 1.10. Duty Week Events

1.10.1. Duty Week Events. These events commonly occur during the scheduled duty week.

1.10.2. Scheduled Military Training (SMT). SMT is dedicated to accomplish training, education, and in/out-processing activities required for graduation. SMT times vary.

1.10.3. Flt/CC Time. Flt/CC time is scheduled time for Flt/CCs to conduct required activities outside of normally scheduled curriculum. Flt/CCs will prescribe the use of all Flt/CC time. With Flt/CC permission, trainees may perform other duties or go to appointments during this time. Trainees will assume Academic Preparation Time (APT) for Flt/CC time not involving the activities outlined above and will not be “on break.”

1.10.4. Dining Blocks. Dining blocks (shown on the schedule as a meal, e.g. lunch) are the dining hours used to create dining priorities for all trainees. This time is also used to show where dining hours fall in respect to other planned activities.

1.10.5. Academic Preparation Time (APT). Trainees will use APT to prepare for a specific upcoming graded measurement.

1.10.5.1. APT during the academic day will be spent in the flight room or other designated area and all trainees will be studying academic material or preparing for the identified graded measurement, excluding PT.

1.10.5.2. Evening APT will be conducted during the scheduled time and in designated areas. It is the responsibility of all trainees to foster an environment conducive to studying (i.e. quiet in the halls, no TV, no mandatory meetings, or pep rallies, etc.). There will be no tasking or engagement (unless an emergency) of trainees during this time. No one will task or require anything from a trainee during APT. APT may be scheduled during the duty day as part of SMT. Trainees performing CQ duties will conduct APT in the CQ office and will study while not performing official duties.

1.10.6. Personal Time (PER). If listed on the schedule, PER is for personal hygiene, uniform/dorm maintenance, writing personal letters, phone calls, sleep or to continue studying.

1.10.7. Operations Time (OPS). Time scheduled for trainees to accomplish activities necessary for operation of the trainee organization.

1.10.8. Lights Out/Lights On. All trainees will be in their assigned bed, attempting to sleep, with all lights turned off by Lights Out as defined in paragraph 1.10.8.2. Trainees will sleep in their assigned beds using the provided blankets/sheets for that bed. Lights out for trainees who are on duty as CQ/ACQ is extended by 15 minutes to allow for sufficient time to secure the buildings. OTS staff may extend duty hours if required.

1.10.8.1. Lights On will be no earlier than 0430 hrs every day.

1.10.8.2. Lights Out will be 2300 hrs every day.

1.10.9. Call to Quarters is the time during a privilege period by which all trainees must have returned from exercising their privileges and signed back into the dorms. Call to quarters is 2245. Failure to return in time for Call to Quarters is punishable under the UCMJ and constitutes grounds for disenrollment from OTS. See paragraph 1.7.1. Once signed in (if time permits), trainees may utilize approved OTS Complex facilities, including the OTS Shopette/Military Clothing Sales Store (MCSS) and Fairchild Center (library) for official business. **Exceptions:** Squadron DOs can restrict/extend call to quarter hours.

## 1.11. Religious Services

1.11.1. Trainees are not required to march while escorting guests to/from religious services. Trainees with restrictive privileges (i.e. Maxwell AFB or less) or assigned duty times are

allotted up to 4 hours to attend worship services of their choice, on or off Maxwell AFB. The 4-hour time limit has been established to allow for a balancing of religious accommodation with the reiteration of personal accountability and time management responsibility. The latter are concepts crucial to any Air Force officer, and thus are to be considered mission essentials within the training environment of OTS. On the other hand, the four hour period adequately allows for trainees to travel to on-base or local off-base (i.e., within 5-10 miles) religious education classes (e.g., Sunday School); attend a 1-2 hour worship service and to engage, when applicable, in relevant, post-worship fellowship. The SS/CC may grant extensions to the 4-hour time limit for religious observances on a case-by-case basis. Trainees must sign out and in on the CQ logbook. Trainees with Maxwell AFB privileges or less will inform their Flt/CC of any off-base worship to ensure accountability. Notification must be accomplished once at the beginning of training and updated only if changes are made.

1.11.2. Attending the religious service of the trainee's choice is a right that will not be abused. Trainees with Maxwell AFB privileges or less will proceed directly to and from all religious services. They may visit with friends and family while attending church services, however, they may not skip the service in order to socialize in the vicinity of the service. Trainees may attend a post-service fellowship dinner or the like, as it is relevant to the practices of one's faith community. However, such activity must be connected to the practicing community, and not simply an independent social time formed within the time allotted. These considerations are instituted to promote integrity and the aforementioned mission essentials of accountability and time management. Once the worship service and its related practices are completed, trainees will return directly to the OTS Complex unless exercising off-base privileges.

1.11.3. Some faith groups may require religious observances that fall within a standard training week; and not on the weekend as understood by the Gregorian Calendar. Trainees must understand that accommodation will be sought to the best of Officer Training School's ability. However, accommodation begins with a trainee's understanding that the military mission and training requirements may cause conflict with standard worship practices, and that full accommodation may not be possible. The Reflection and Accommodation Center (RAC) is located on the second floor of bldg 1487 (Room C211) and can be used for personal religious accommodation purposes. Please follow all guidance posted inside the RAC concerning its use. Trainees may feel free to discuss the issue of accommodation in detail with the OTS Chaplain.

## **1.12. Academic Integrity**

1.12.1. Academic Integrity is defined as uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity.

1.12.2. Trainees must adhere to the highest standards of academic integrity. They are prohibited from engaging in plagiarism, cheating, misrepresentation, or any other act constituting a lack of academic integrity. Failure to do so reflects discredit on the Air Force, the trainee, and OTS. All individuals who violate academic integrity are subject to disenrollment, disciplinary action, and may be prosecuted under the UCMJ.

1.12.3. Examples. Academic Integrity violations include (but are not limited to):

1.12.3.1. Plagiarism - The act of taking written or verbal work from another and intending to pass it off as their own.

1.12.3.2. Cheating - The act of giving or receiving improper assistance such as, but not limited to, copying answers from another's examination; using texts, notes, issue materials, or other references not authorized for examinations or other assigned work; using previously written papers, briefings, or other types of trainee work normally assigned by the school, provided by current or former OTS trainees; knowingly permitting another trainee to copy one's assignments or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.

1.12.3.3. Misrepresentation - The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so; for example, false reporting. Trainees enrolled in a course who previously took the same course (or a variant of it; for example, a nonresident version of the same course) and attempt to resubmit research papers or other work in fulfillment of a current school assignment, while disguising the fact that it is a resubmission, would be guilty of misrepresentation.

1.12.3.4. Trainees must complete their SOBs on their own first. Once the SOBs for a lesson are accomplished, they may study with other trainees who have completed the SOBs for that lesson. Practice tests are authorized but must be created by that class and only passed out to those trainees with completed SOBs. Trainees may circulate practice tests between squadrons, but may not use practice tests created by any other class.

### **1.13. Access Card Entry System Control**

1.13.1. Access Card Entry System. All buildings on the OTS Complex are equipped with an access card entry system that allows keyless entry through selected doors. Trainees are issued personal building access cards that allow entrance into these buildings. Gilbert Hall /Gilbert Hall Annex doors are usually unlocked during normal duty hours. Trainees will receive access cards during in-processing and return them during out-processing.

1.13.3. Lost Cards. Individuals losing their personal access cards must take immediate action in order to ensure building security. Trainees losing their personal access cards will immediately contact their Flt/CC. If a card is found, it will be turned in to their Flt/CC.

1.13.4. System Malfunction. System malfunctions will be reported to the SDO via CQ or reporting to the OCC. The SDO will advise trainees on proper course of action

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## Chapter 2

### DRILL AND CEREMONIES

#### 2.1. Definitions

2.1.1. Detail - Formation of two to four trainees, including the trainee in charge. In formations with three or four trainees, the formation is properly sized regardless of rank and the trainee in the right rear position will lead the formation. When in details of two the senior ranking person marches on the right. If the two are the same rank, the tallest will be to the right. When in a detail to retrieve a guidon, the person on the right will carry it, regardless of their assigned duty for that day. In detail formations, all will extend military courtesies as appropriate.

2.1.2. Flight - Formation of five or more trainees. This includes a designated Flight Leader. There will be at least two but no more than four elements. While on the OTS Complex, flights will normally march with two elements. In normal formations, the Flight Leader renders the military courtesies for the formation. Trainees on marching waivers will walk behind the flight and extend all military courtesies themselves.

2.1.3. Guide - The guide marches in front of the highest numbered element leader (front-right corner when in column formation).

2.1.4. Flight Leader - Trainee designated to lead the flight. The Flight Leader ensures all flight members are accounted for. If the flight is not marching, the Flight Leader will call the flight to attention prior to rendering any customs & courtesies.

2.1.5. Road Guard - Trainee designated to stop traffic when trainees cross a road or parking lot.

2.1.6. Unimproved surfaces - All surfaces that are not paved or concrete.

2.1.7. Flight pennant - The flight pennant, sometimes referred to as the “driver’s license” for drill purposes. It signifies a flight is permitted to march without supervision.

#### 2.2. General Guidance for Formations (refer to AFMAN 36-2203)

2.2.1. The formation leader’s first responsibility is the safety of the formation. Therefore, situational awareness of the surroundings is critical and must be maintained at all times, even when stationary.

2.2.2. Trainees will not talk while in formation.

2.2.3. Double Time. Trainees may double time after one hour has elapsed from the last meal. Trainees may double time on paved surfaces to and from physical conditioning activities except when crossing the street. Trainees will not double time during hours of

darkness for safety reasons. **Exception:** Approved formation runs may take place during dawn and dusk, and if the formation is carrying flashlights or reflective gear.

2.2.4. At Ease March. All trainees will march at the position of attention while on sidewalks, parking lots, troop walks, and other improved surfaces. When there are none available, use unimproved surfaces with caution while marching at ease (does not include Welch Field). Extreme weather and flag conditions may warrant marching at ease for long distances, however; flights will be placed back at attention while marching prior to giving flight halt.

2.2.5. The Flight Leader will act as road guard for flights with 10 or fewer trainees. If traveling along a roadway, march with as few elements as practical (usually two) and in the designated running lane. If no designated running lane exists, trainees will march against the flow of traffic.

2.2.6. All members of a formation must carry operable flashlights during hours of darkness and periods of reduced visibility. Exception: Reflective gear is a suitable substitute during formation runs.

2.2.7. Building entrance procedures. Entrance procedures are necessary in order to promote good order and discipline among trainees while entering any permanent structure. These procedures apply to squadron, flight, and detail formations. If a door becomes propped in the open position, the last trainee entering will close it. Building entrance procedures will be executed using the appropriate column of files movement outlined in the Drill and Ceremonies manual, AFMAN 36-2203 paragraph 4.13.

2.2.7.1. If carrying a guidon, the guidon bearer will place the guidon in the guidon stand (if available). The Flight Leader will be the last person from his/her flight to enter the building.

2.2.7.2. While marching as a detail, the trainee in charge will command, "**DETAIL, HALT,**" followed by the command of "**FALL OUT.**" The trainees will then enter the building.

2.2.8. Building departure procedures. The Flight Leader will be the first member of the flight to depart the building and will designate the position for forming the flight. Immediately following the Flight Leader's command "**FALL IN,**" the flight will form up on the guide, in line formation, two elements, facing the Flight Leader. When departing as a detail, trainees will exit the academic building in an orderly manner and form up on the sidewalk. There will be no talking in formation. Flight Leaders will take care to not block traffic into or out of the building. The last trainee in a formation will ensure building doors close behind them.

### 2.3. Marching Requirements

2.3.1. OTS staff will escort flights to all activities which require transit between buildings until they receive their "driver's license" (refer to paragraph 2.1.7). Formations are properly sized in accordance with (IAW) AFMAN 36-2203. The Flight Leader, element leaders, and

guides will be rotated to provide trainees experience in each position. The drill leader and/or designated representative will schedule individuals to perform those duties. **NOTE:** Trainees may transit between Gilbert Hall/Gilbert Hall Annex under the overhang in a single file formation or in the quad in details unaccompanied prior to receiving their driver's license.

2.3.2. Trainees will maintain flight integrity and march as a complete flight at all times, with the following exceptions; unless not possible, while exercising privileges, or when directed by OTS staff. Barring one of these exceptions, the following guidance applies:

2.3.2.1. The trainee senior leadership and designated key staff may march alone and separate from their flights to monitor formation activity.

2.3.2.2. Trainees will march in a flight (or detail only as authorized by OTS staff), going to and from physical activity/PT programs. For safety reasons, two or more trainees must participate in the aerobics/exercise programs together.

2.3.2.3. Phase One, Two and Three trainees may march to the Fairchild Center (library), PCC, OTS track, Athletic Fields (closest to the drill pad), OTS Shopette/MCSS, dormitories, etc. as details with Flt/CC permission.

2.3.2.4. Trainees may march alone to and from work details and while performing details.

2.3.3. Trainees are not required to march while escorting guests during authorized privilege periods; however, they will maintain a professional military image and render proper military courtesies.

2.3.4. Right of Way for Formations. Under normal conditions, a formation will not pass another formation that is on the march. Formations/details may pass other stationary formations without requesting permission. The leader of a stationary formation must yield the right of way to a formation underway. If formations are on the march and converging on each other, leaders will yield the right of way to formations on their right.

## **2.4. Road Guards**

2.4.1. General Information.

2.4.1.1. The last individual in the rear of each element will serve as a road guard. Required safety equipment (only when pulling road guard as a detail): fluorescent/reflective vest (worn by road guards during hours of darkness) and flashlight (during hours of darkness).

2.4.1.2. Trainees will not "piggyback" units (march more than one unit across the street without allowing traffic to proceed between them) when crossing streets. OTS staff may do so only when deemed necessary, but will make every effort not to obstruct the flow of traffic.

2.4.1.3. The Flight Leader will render all courtesies for the flight. If an officer (on foot) or staff vehicle passes (from the front) the person in charge will render courtesies. If a staff vehicle approaches the flight while crossing an intersection the road guard will not salute (due to safety). The person in charge will march the flight across the street, halt the flight, call in the road guards, and then render courtesies to the staff vehicle.

#### 2.4.2. Procedures.

2.4.2.1. For safety reasons, flights will always be halted prior to entering a hazard area so the Flight Leader can ensure the safety of the posting road guards. **Exception:** OTS staff members certified in marching a flight are exempt from halting formations prior to posting road guards.

2.4.2.2. The Flight Leader will move forward, post in front of the flight at the sidewalk/hazard edge.

2.4.2.3. The Flight Leader will wave traffic past OR motion for the traffic to stop by extending either arm and displaying the palm of the hand with the fingers pointed upward.

2.4.2.4. The Flight Leader will then march into the intersection and post in the middle of the road, perform an about face (so they are facing the flight), ensure traffic is stopped and command, "**ROAD GUARDS OUT.**"

2.4.2.5. On the command, "**ROAD GUARDS OUT,**" each road guard will go to the lane as directed by the flight leader. They will face oncoming traffic at parade rest with the right arm up and palm flat with the fingers pointed upward. If carrying a flashlight, road guards will hold the flashlight in the extended arm with the beam pointed down.

2.4.2.6. The Flight Leader will command the flight to march across the intersection and perform the necessary facing movements so they can observe the flight at all times.

2.4.2.7. Once the flight is through the intersection, the Flight Leader will halt the flight and command, "**ROAD GUARDS IN.**"

2.4.2.8. The Flight Leader will remain in the intersection and continue to halt existing traffic while the road guards return to the rear of the flight.

2.4.2.9. The Flight Leader does not give further commands (e.g., "**FORWARD MARCH**") until rejoining the flight.

2.4.3. Road guards or formation leaders will report vehicles that fail to observe safety precautions or follow road guard directions. Trainees will report the time, place, type of vehicle, license number (if known), and description of the violation to their Flt/CC.

## 2.5. Flight Guidons

2.5.1. Each flight will carry their flight guidon from start to end of academic day while marching from one location to another on Maxwell, except when specifically instructed by this manual or staff to do otherwise, or due to weather advisories announced by the OCC. Squadron guidons are for official functions only.

2.5.2. The guidon will be carried to all events including Project X and LRC, but not field events held off complex and PT. If there is no guidon holder at the event, the guidon bearer will make every effort to ensure the guidon is stored/displayed properly and will not become a safety hazard. Guidons will not be posted by jamming them into the ground.

2.5.3. Guidon Bearer. The flight guide will carry the guidon with the right hand. The guide will position the ferrule of the staff six inches from the ground when the flight is marching and resting on the ground touching the right foot when the flight is halted. Until the flight's pennant is awarded, flights will carry the guidon without the pennant. When the guidon is carried by a detail or a formation too small to be a flight, the guidon is carried by the individual on the front right.

2.5.4. Storage of the Guidon. Flight guides are responsible for storing the guidon in the appropriate rack when not in use. Guidons' shall not be placed with the tip of the ornament on the ground or with the pennant wrapped tightly around the staff. During any drill class or parade practice, the guidon is placed by the first set of bleachers. If entering a building that does not have a storage rack, trainees will take the guidon inside with them and place it out of the way, leaning into a corner so that it will not fall. **NOTE:** When entering a building with a guidon, trainees will announce "GUIDON" in order to alert others in the area to the hazard.

2.5.5. Trainees will take care of the guidon. If any part of the guidon breaks, trainees will not attempt to repair it. They will take the guidon to the MTIs for repair. Trainees will not mark guidons on the staff, marking guidons without pennants will be on the ferrule so to not damage the staff. Once the guidon has a pennant, all additional markings will be removed.

**2.6. Marching Under Force Protection Conditions (FPCONs).** FPCONs are basic military conditions of alert, with Normal being the lowest level. During actual or simulated FPCONs, use the following formations.

2.6.1. FPCON NORMAL. March in any size formation.

2.6.2. FPCON ALPHA. March in any size formation.

2.6.3. FPCON BRAVO. March in flights or smaller.

2.6.4. FPCON CHARLIE. Outside activities are canceled; however, movement around the OTS Complex is authorized in order to meet schedule requirements or as directed by staff. March at ease in details in order to enhance situational awareness.

2.6.5. FPCON DELTA. Outside activities are canceled. Minimize travel between buildings to that authorized by staff or the OCC. When moving between buildings spread out and move quickly as individuals, not in any type of formation.

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## Chapter 3

### TRAINEE UNIFORMS

#### 3.1. Personal Appearance

3.1.1. Hair. All trainees will maintain hair in strict accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Male OTS trainees are not permitted block cuts at the back of the neck (must be tapered in appearance).

3.1.2. Facial Hair. Trainees will be clean-shaven unless granted a facial hair waiver. Facial hair waivers granted by medical personnel IAW AFI 36-2903 must be presented to the Flt/CC. Trainees will carry waivers with them while in ABUs and in Service Dress Uniforms. Trainees will not wear mustaches while in training.

3.1.3. Uniform Wear. The trainee uniforms are, with certain exceptions, the same as those worn by active duty personnel. Trainees will always wear the appropriate uniform of the day or specific duty uniform IAW AFI 36-2903. Each trainee is responsible for keeping the uniform neat, clean, pressed (as applicable) and in good condition.

3.1.4. Formation Standardization. Trainees will standardize uniforms, to include outer garments, when marching in formation i.e., if one member of the flight wears the short sleeve shirt, then all members wear the short sleeve shirt (Flight Leader included). If one member wears the tie/tab, all members wear the tie/tab. Additionally, if one member of the flight wears the lightweight blue jacket, the entire flight (Flight Leader included) wears the lightweight blue jacket (the flight may not mix outer garments). If one female wears a skirt, all females in the flight are required to wear a skirt. The princess cut shirt does not have to be tucked in when worn. **Exception:** The princess cut shirt must be tucked in when participating in graduation parade and retreat ceremonies. Trainee leadership will exercise common sense as situations arise (cold, rain, etc.). Once the decision to add inclement weather gear (overgarments, watch caps) is made, trainee leadership will ensure standardization throughout the student wing. Standardization will not override common sense in certain situations (one member of the flight does not purchase gloves and cold weather dictates the wear of gloves, the remaining members of the flight will not suffer for the reasons of one member). This will go for all outer garment wear.

#### 3.2. Uniform of the Day (UOD)

3.2.1. Starting on arrival day, the UOD is mandatory for all trainees during normal duty hours. Exceptions will be decided by the applicable squadron Director of Operations (DO). Always maintain standardization within the flight. The schedule will identify the specific UOD on the class schedule.

3.2.2. Exceptions to the UOD. Trainees may change out of the UOD into the uniform prescribed for field leadership events, such as PT uniform, ABU, or modified ABU.

3.2.3. Trainees will wear a uniform hat when outdoors unless authorized to remove it while participating in PT or field leadership (FL) activities, or in designated “no-hat” areas, such as the covered walkway between Gilbert Hall/Gilbert Hall Annex.

3.2.4. Medical Waivers. Trainees on a medical waiver requiring the wear of sneakers or other therapeutic foot/leg gear will wear the ABU (except when UOD is the PT uniform). Trainees will carry waivers with them while in ABUs.

3.2.5. Changes to the UOD. 23 TRS/DO, 24 TRS/DO and Det 12 AMS/DO for their respective squadrons, will decide if a sudden change in the weather dictates a change in the UOD. The DO, or designated staff member, will notify the trainee leadership of the designated UOD change as soon as it’s identified. Refer to paragraph 3.1.4. for further guidance.

**Table 3.1. Authorized Uniform Wear Based on Destination and Phase Status.** (X indicates where uniforms are allowed to be worn/Phase Status dictates wear)

	On OTS Complex	OTS Shopette/M CSS	Fairchild Center (library)	Golf Course	Maxwell AFB	Off Maxwell AFB
PT Uniform	X	X			X <sup>6</sup>	X <sup>2</sup>
ABU	X	X	X	X <sup>5</sup>	X	X <sup>8</sup>
Blues	X	X	X	X <sup>5</sup>	X	X
Privilege Uniform <sup>1 and 7</sup>		X <sup>3</sup>	X <sup>3</sup>	X	X	X
Civilian Clothing <sup>1 and 7</sup>		X <sup>4</sup>	X <sup>4</sup>	X <sup>4</sup>	X <sup>4</sup>	X <sup>4</sup>

**NOTES:**

1. Trainees will don this clothing and immediately depart the OTS complex. Trainees will don the appropriate uniform immediately upon return to the OTS complex.
2. See paragraph 3.11.5 for more details.
3. Only when in Phase Two status or above.
4. COT/RCOT: When in Phase Three status or above. BOT: Only when in Phase Four status.
5. Dining area only; not on the golf course.
6. While actively engaged in PT only.
7. Privilege Uniform and Civilian clothing not applicable to AMS trainees.
8. ABUs may be worn off base to religious services or other off-base locations IAW AFI 36-2903.

### 3.3. Specified Wear of the UOD

3.3.1. The trainee standardization officer will be given the UOD for each day of training and provide the standardized combination (i.e. short sleeve or long sleeve blues). The standardization officer will make every effort to ensure all practical combinations of all uniforms are worn during the course. Refer to table 3.1 for authorized wear of uniforms on and off Maxwell AFB.

3.3.2. Scheduled Meals. Trainees will make every effort to wear the UOD to all Dining Priorities, but are permitted to wear the PT uniform if the schedule does not allow adequate time to change. Trainees are not authorized to wear the OTS privilege uniform or civilian clothes in the Dining Facility.

3.3.3. Flight Room and Auditorium. Trainees will wear the UOD to all classes. Trainees may remove their ABU shirt at the instructor's discretion in the flight room and auditorium. However, they will don the shirt before closing class. If trainees depart the flight room or auditorium, they must don the ABU shirt before departing.

3.3.4. Field Leadership (FL). FL activities include Confidence/Assault Course, BELPS/WELPS, Lanes, MRIC, Ropes, LRC/Project X, and AEF. Trainees will wear ABU boots to and from LRC/Project X and carry athletic shoes, a towel, and a change of uniform. Trainees will only change into athletic shoes if their combat boots get wet. Trainees who do not own a second set of combat boots may wear athletic shoes the remainder of the training day or until their combat boots are dry. OTS staff may authorize removing ABU caps and blouses.

3.3.5. Dormitories. Trainees will wear the UOD during duty hours. After duty hours, any authorized uniform may be worn in the OTS dormitories. Footwear is a mandatory part of every uniform. There is no mandatory sleepwear, but trainees will be clothed.

3.3.6. Trainees may remove their ABU shirt when performing work details. However, they must don the shirt immediately after the work detail ends.

3.3.7. Religious Services. Trainees will wear the uniform commensurate with their privilege status to religious services. If required, trainees may add religious apparel to their uniform while at their place of worship, but will remain within AFI 36-2903 dress & appearance standards while transiting to and from religious services. Trainees will contact their flight commander for exceptions.

### 3.4. Ribbons, Medals and Badges

3.4.1. Ribbons, medals and badges will be worn in accordance with AFI 36-2903.

3.4.2. Non-prior enlisted trainees are authorized to wear the National Defense Service Medal if they meet Department of Defense eligibility requirements. Trainees may also wear the Expert Marksmanship Ribbon immediately after earning it. The AF Training Ribbon is not authorized for wear until the graduation parade, at which point it will be mandatory if in

Service Dress. **Exception:** Trainees may wear the AF Training Ribbon for their flight and individual photos.

**3.5. Civilian Clothes.** Trainees may wear civilian clothes off base, or off OTS Complex, when authorized by phase status or direction from the owning squadron commander. When wearing civilian clothing, trainees must immediately depart the OTS Complex after changing into civilian clothes. Wear only civilian clothes that are in good taste. T-shirts with statements or logos must be conservative, in good taste and without ethnic, sexual, political, or religious overtones that will discredit the military (refer to AFI 36-2903 for more clarification on other types of inappropriate civilian clothing). Upon returning to the OTS Complex, trainees must go directly to their rooms and change into an appropriate uniform.

3.5.1 Swimwear. Trainees may wear swimwear if at a pool on or off Maxwell AFB. Swimwear may not be worn on the OTS complex, even if departing or arriving. Trainees will change into swimwear at the swimming pool facility before entering the pool, and change out of swimwear immediately upon leaving the pool area.

### 3.6. Airman Battle Uniform (ABU)

3.6.1. General Wear. Wear of the ABU will be per AFI 36-2903.

3.6.2. Name Tag. Trainees will wear a plastic nametag until all trainees in their class have the nametape and US Air Force tape sewn on their ABU shirts. The nametag fastener will be centered and grounded to the top of the right breast pocket flap. The nametag will have the trainee's name, flight designation, and Flt/CC name.

**Figure 3.1. Trainee Plastic Name Tag**



3.6.3. Boots. Boots will be worn with the ABU unless trainees possess a written waiver.

#### 3.6.4. ABU Rank Insignia

3.6.4.1. COT/RCOT trainees will wear rank insignia in accordance with AFI 36-2903.

3.6.4.2. BOT and AMS metallic blue and silver rank insignia will be centered on the left and right collar so that the long edge of the rank insignia is parallel to and one inch from the front of the collar.

**Figure 3.2. Metallic Blue and Silver Rank Insignia**

3.6.4.3. BOT and AMS metallic black and silver rank insignia will be centered on the left and right collar, one inch and parallel from the bottom edge of the collar.

**Figure 3.3. Metallic Black and Silver Rank Insignia**

3.6.4.4. For safety purposes, metal rank insignia will be removed from ABUs during the following events: LRC (if ABU shirts and hats are worn), Ropes Course, Rappel Tower, AEF, Project X, and Confidence/Assault Courses.

3.6.5. Hydration systems. Hydration systems are only worn with ABUs and PT uniforms. Hydration systems must be hand-carried in blues.

3.6.6. Headgear. When wearing the ABU, trainees will wear the ABU cap or black/sage green watch cap (with outer garment). The watch cap will be pulled down far enough to conform to the shape of the head, and cuffed (if necessary) to minimize excess material at the top.

### 3.7. Blues

#### 3.7.1. Service Uniform/Service Dress Uniform

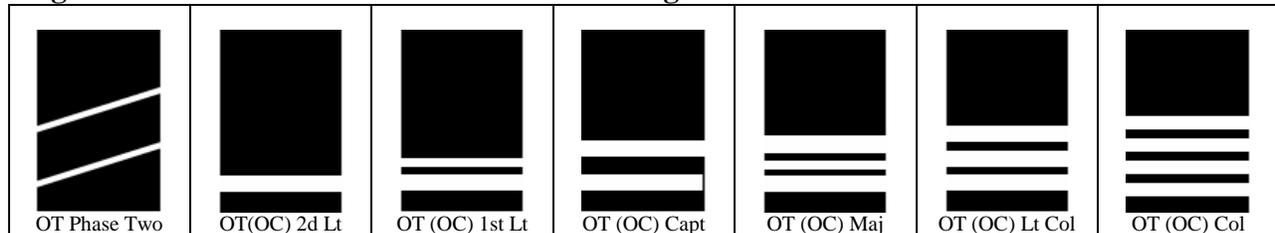
3.7.1.1. General Wear. Wear of the service uniform will be in IAW AFI 36-2903.

3.7.1.2. Blue Shirt. Trainees will wear nametag, shoulder rank insignia, and mandatory badges (if applicable). (Mandatory badges are aeronautical, chaplain, space, and cyberspace). All trainees will wear their shirts tucked in with the **exception of** the semi-form fitting (“princess-style”) blouse.

3.7.1.3. Service Coat. Trainees will wear authorized ribbons, badges, and devices (including officer-type US insignia). Trainees who qualify for the National Defense Service Medal or earn the Small Arms Expert Marksmanship Ribbon during M-9 qualification must wear these ribbons immediately. For the service dress coat,

COT/RCOT trainees will wear appropriate rank insignia as outlined in AFI 36-2903. BOT and AMS trainees will wear shoulder rank insignia with the appropriate grade based on position and class status.

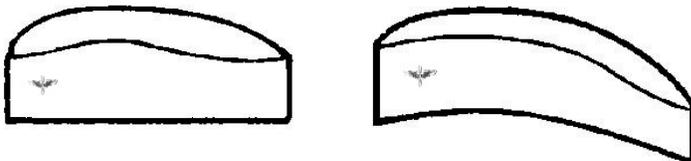
**Figure 3.4. AMS and BOT Shoulder Rank Insignia**



3.7.1.4. Shoes. Low quarter black oxford. Material will be smooth, scotch grain leather or man-made material and will have a high-gloss or patent finish. Females will wear pumps with the Mess Dress uniform. Females are authorized to wear pumps with the blue slacks or blue skirt. **NOTE:** Females will not wear pumps to drill competition, parade practices, retreat or parade ceremonies.

3.7.1.5. Headgear. Trainees wear the appropriate male or female flight caps with all blue uniform combinations. COT/RCOT trainees will wear appropriate rank insignia as outlined in AFI 36-2903. BOT and AMS trainees will wear the Prop and Wings insignia on the left side of the flight cap, centered between the braid and the bottom, with the front edge of wings 1 1/2 inches from the front of the flight cap.

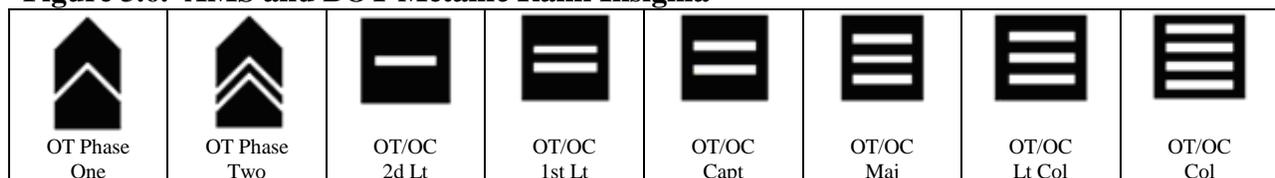
**Figure 3.5. Prop and Wings Insignia on Male and Female Flight Caps**



3.7.1.6. Sweater. Trainees may wear either the cardigan or pullover sweater.

3.7.1.7. Lightweight Blue Jacket. COT/RCOT trainees will wear metal rank insignia as outlined in AFI 36-2903. Black gloves are optional with this item. BOT Phase 3 & 4 and AMS trainees will center the metal rank insignia 5/8 inches from the end of the epaulet, ensuring the silver stripes are parallel to the shoulder seam. BOT Phase 1 & 2 trainees will wear the metal rank insignia 5/8 inches from the end of the epaulet with the point toward the neck.

**Figure 3.6. AMS and BOT Metallic Rank Insignia**



### 3.8. Mess Dress

3.8.1. When Mess Dress is worn, trainees will wear all authorized badges, medals, and devices in accordance with AFI 36-2903. Hard shoulder boards will be worn with the mess dress uniform. Headgear is not worn with this uniform. Saluting is not required when outdoors. Trainees will wear ABUs to the Combat Dining-In. AMS trainees will wear the semi-formal dress uniform IAW AFI 36-2903.

3.8.2. Rank insignia will consist of shoulder boards with the appropriate officer rank or OT/OC rank insignia based upon OT/OC position.

### 3.9. Inclement Weather

3.9.1. Watch Cap. During cold weather, trainees may wear the black/sage green watch cap without grade insignia with PT, ABU, and privilege uniforms. Applicable outer garments (ABU APECS, IRS Parka) must be worn in conjunction with the watch cap. Only the black watch cap may be worn with the service dress uniform. Additional headgear will not be worn with the watch cap. **Exception:** Trainees may wear watch caps under combat helmets for cushioning.

3.9.2. All Purpose Environmental Clothing System (APECS) parka. Trainees may wear the APECS during inclement weather with the ABU. Black/sage green gloves may be worn with the APECS. Rank insignia will not be worn while in training. **Exception:** COT/RCOT trainees will wear APECS rank insignia.

3.9.3. During inclement weather, the lightweight blue jacket may be worn with the privilege uniform only after rank insignia has been removed. Black/sage green watch cap and conservative black gloves are also authorized during inclement weather as long as they comply with AFI 36-2903. **Exception:** Per AFI 36-2903, trainees **may not** wear the lightweight blue jacket with the privilege uniform if the USAF logo is embroidered on the jacket. In this case, trainees will wear a conservative, dark blue, brown, or black jacket.

### 3.10. Accessories

3.10.1. Eyeglasses and Sunglasses. Eyeglasses and sunglasses must comply with AFI 36-2903. Faddish styles and mirrored lenses are prohibited. Sunglasses, to include photosensitive lenses, are prohibited in formation. Eyeglasses and sunglasses must be stored when not in use and are not authorized to be worn around the neck, on top of the head, or hanging from any part of the uniform. An eyeglass strap must be worn while participating in PT and FL activities. Eyeglass straps will be solid black, form fitting, and without ornamentation. Eyeglass straps will not be worn with any Service Uniform combination. Glasses with earpieces that wrap completely around the ear may be worn without the strap.

3.10.2. Handbags. Females may carry authorized handbags while in formation. The handbag may be carried over the left shoulder if it has a strap. Carrying a handbag must not hamper a trainee from rendering appropriate customs and courtesies. Women may not carry handbags while in the PT uniform, during drill lessons, or in parades. Security of the handbag is the trainee's responsibility.

3.10.3. Metal Taps. Trainees will not wear metal taps on their boots or shoes while at OTS.

3.10.4. Jewelry. Jewelry will be worn in accordance with AFI 36-2903. Absolutely no jewelry, including wedding bands will be worn at any FL event, confidence, or assault courses. If a ring cannot be physically removed, the trainee will report to the Independent Duty Medical Technician (IDMT) and the ring will be covered with medical tape.

3.10.5. Watches. Watches will not be worn at the Confidence Course, Assault Course, Project X, or LRC. Trainees who have watches with hourly chimes will turn the feature off during the duty day. Watches with chimes that can't be turned off will be left in the dormitory.

### 3.11. Air Force Physical Training (PT) Uniform

3.11.1. General Wear. Wear of the AF PT Uniform will be in accordance with AFI 36-2903.

3.11.2. Female trainees will wear their hair IAW AFI 36-2903 while in PT gear.

3.11.3. Sweat Suit. Light grey AF sweats are authorized only for wear inside dormitories. When worn, the sleeves and pant legs will be kept fully down, with reflective belts around the waist. Sweats may be worn outside of dormitories only in cold weather as a liner for AF PT jacket and wind pants. Sweats will not be worn without the jacket and wind pants while actively engaged in PT.

3.11.4. Reflective Belts. Unless otherwise directed by OTS staff, reflective belts will be worn around the waist at all times in AF PT uniform (to include during PT). BOT and COT trainees will remove reflective belts during daylight hours while in ABUs. AMS trainees wear the blue reflective belt all day in ABUs while in Phase One status.

3.11.5. Wear of the AF PT uniform outside the OTS complex. Trainees may wear the PT uniform off-base/complex when engaged in fitness activities. Trainees will not wear the AF PT uniform at any location outside the OTS Complex unless specifically authorized by commissioned staff (e.g. community service work details) or this manual. Trainees will not wear the PT Uniform to cafes, restaurants, fast food facilities or other public areas.

3.11.6. Name Tags. All Phase One and Phase Two trainees will wear a plastic nametag in the same relative position as described in paragraph 3.6.2 of this manual. **Exception:** Nametags will not be worn during PT activities. Wear the nametag on the right shoulder strap of the hydration system just above the chest strap when transiting to and from PT activities.

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## Chapter 4

### DINING FACILITY PROCEDURES

#### 4.1. Dining Facility Entrance Procedures

4.1.1. Dining Priorities (DPs). Flights and trainees will arrive no more than three minutes before or after their scheduled DP. The Flight Leader will note the time they halt the flight at the dining hall as their arrival time. For example, if a flight has to wait for another flight to clear the bay area, they will still annotate their initial halting time as their official arrival time. Flight Leaders are responsible for coordinating with other Flight Leaders awaiting entry to ensure they do not skip or make another flight late by arriving out of their six minute arrival window. Trainees performing CQ, ACQ and members of details are exempt from scheduled DPs. Trainees will utilize time management skills and prioritize appropriately in order to meet flight dining priorities.

4.1.2. Arriving at Dining Facility (See Figure 4.1).

4.1.2.1. If there are no flights waiting in the Right or Left Door position, the Flight Leader will direct flight into either available position. The guide will not go past the hold line in front of inside door.

4.1.2.2. If there are flights in both the Right and Left Door positions, Flight Leaders are responsible for coordinating with other flights to maintain correct DP order.

4.1.2.3. If there are flights in both the Right and Left Door positions, Flight Leaders may check in after advancing to the Right or Left Door position with the time the flight arrived in the holding position to make their assigned DPs. Flights will hold as follows:

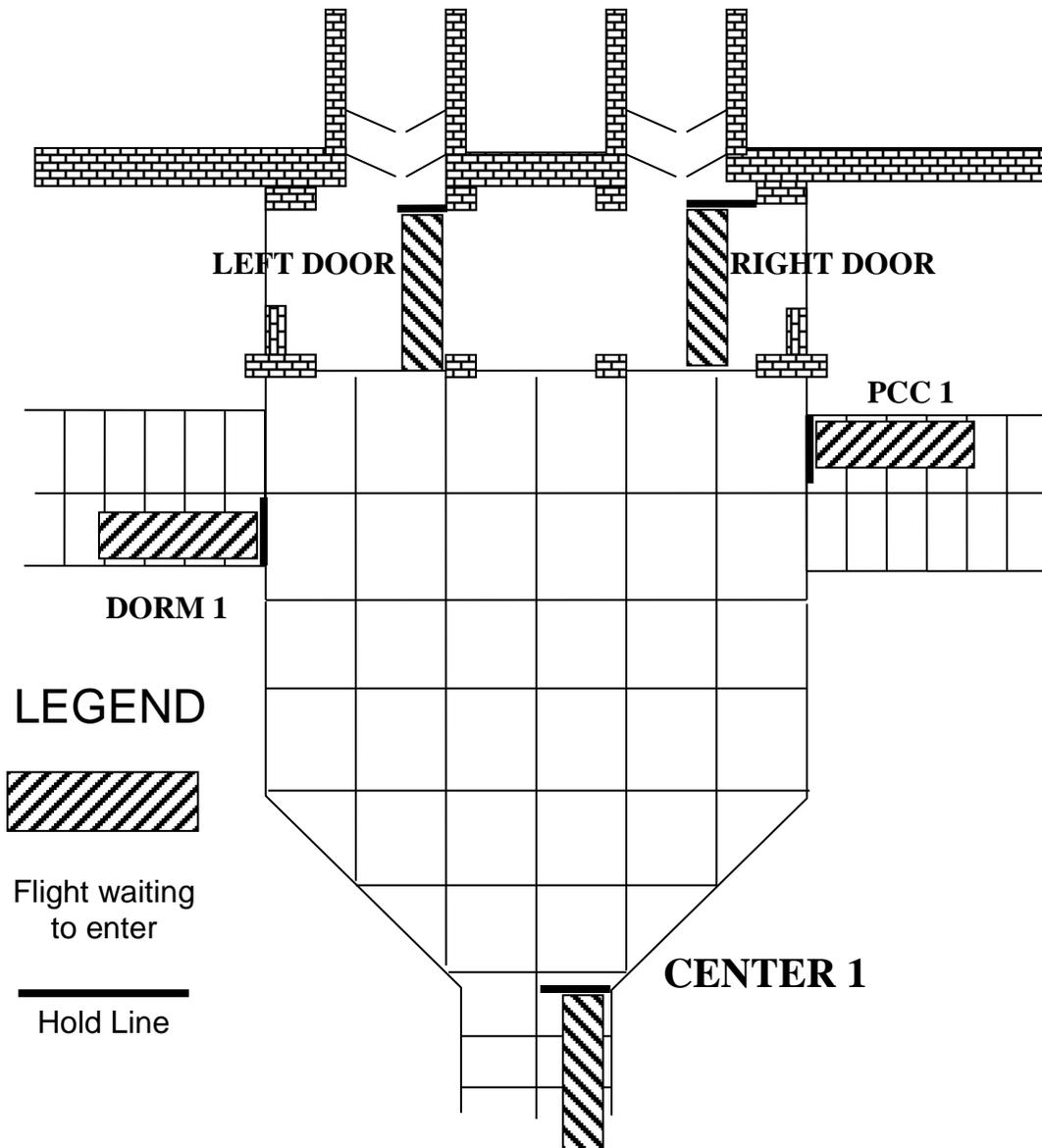
4.1.2.3.1. Flights arriving from bldg 1486/1488 will wait in position Dorm 1 (Dorm 2, etc) along the walkway near the dining hall pad, as close to the edge of the walkway as possible. As the Right or Left Door positions become available, flights will march into these positions.

4.1.2.3.2. Flights arriving from the bldg 1489, 1491, or PT/drill pad will wait in position PCC 1 (PCC 2, etc) along the walkway leading to the PCC and as close to the edge of the walkway as possible. As the Right or Left Door positions become available, flights will march into these positions.

4.1.2.3.3. Flights arriving from Gilbert Hall will wait in position Center 1 (Center 2, etc) along the walkway to Gilbert Hall, as close to the edge of the walkway as possible. As the Right or Left Door positions become available, flights will march into these positions.

4.1.2.3.4. Unless directed otherwise by staff or the chow monitor, BOT flights will eat on the left side of the Dining Facility, COT/RCOT and AMS flights will eat on the right side of the Dining Facility.

**Figure 4.1. Arriving at OTS Dining Facility (Standard Procedures)**



#### 4.1.2.4. Mess Checker Procedures

4.1.2.4.1. Mess checkers will pick up the DP list prior to the first flight's arrival time at the Dining Facility and will work as a team until the last flight (regardless of program) has met their DP. The on-duty mess checkers have the authority to clear flights into the Dining Facility early/late if there are no other flights waiting and the

early/late flight will not inhibit any other flight's on-time entry into the Dining Facility.

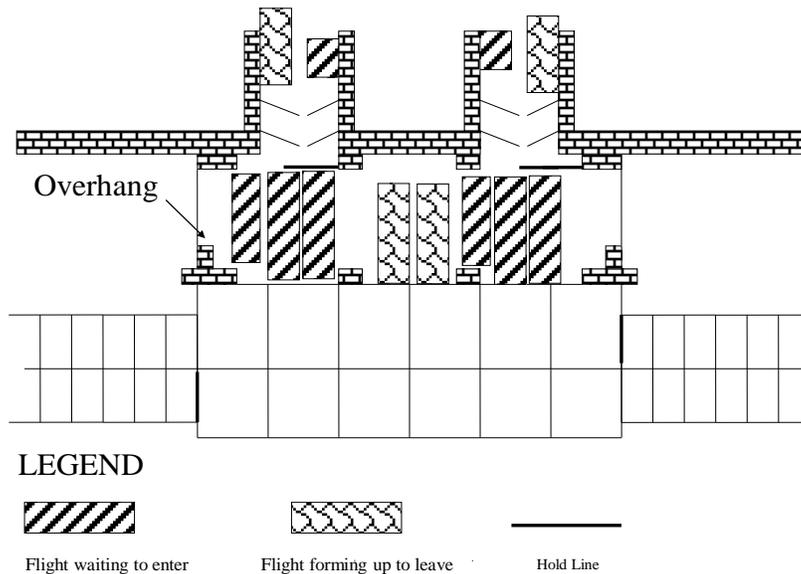
4.1.2.4.2. When a Flight Leader is reporting in to the mess checker, they do not need to interrupt reporting procedures to greet and salute commissioned staff. If, however, the mess checker is not actively performing his/her duties, he/she will render the proper greeting and salute to all commissioned staff.

4.1.2.4.3. When reporting to mess, the Flight Leader will halt the flight and then take the most direct and unobstructed route to within two paces in front of the mess checker, halt, initiate a salute and say, "**SIR/MA'AM, (-letter-)FLIGHT/FLIGHT(-number-) REPORTS WITH A DINING PRIORITY OF \_\_. WE ARRIVED AT \_\_.**" If the flight arrives on time, the mess checker will say, "**YOU HAVE ARRIVED ON TIME, YOUR FLIGHT MAY ENTER.**" If the flight arrives late and the mess checker does not clear them into the Dining Facility, the mess checker will say, "**YOUR FLIGHT HAS ARRIVED LATE; EXIT THE DINING FACILITY IMMEDIATELY AFTER RECEIVING YOUR MREs.**" If the flight arrives late and the mess checker does clear them into the Dining Facility, the mess checker will say, "**YOUR FLIGHT HAS ARRIVED LATE.**" The mess checker will annotate the early/late flight. After the mess checker gives instructions, the Flight Leader will salute, return to the flight, and wait to enter the Dining Facility. When exiting the Dining Facility, trainees will not salute the mess checker.

4.1.2.4.4. BOT on-duty mess checkers will place their flight arrival time records in the DP binder located in the CQ. The COT/RCOT on-duty mess checker will turn in their flight arrival time records to the Top Five after the last scheduled meal of the day.

4.1.2.5. Inclement Weather Dining Facility Procedures (See Figure 4.2). During extreme unpredicted weather conditions, such as severe lightning or hailstorms, **exercise common sense and safety and enter the Dining Facility by the most direct means available!**

**Figure 4.2. Arriving/Departing OTS Dining Facility During Inclement Weather**



4.1.2.6. If arriving to the Dining Facility during severe weather (may include Black Flag), and there are no flights waiting, flights will enter to the Right Door or Left Door positions. If the Right Door and Left Door positions are filled, flights may march under the overhang and then move toward the door positions. Up to six arriving flights may seek shelter under the overhang if necessary (see Figure 4.2). The PCC is the backup hold position if the center of the overhang is full.

4.1.3. Trainees will not bring academic material, attaché, and other gear into the Dining Facility unless directed by staff. Hydration systems, flashlights, and ponchos may be brought into the Dining Facility. Trainees will not remove their hydration system, but will place all other gear neatly on the backs of or underneath their chair.

4.1.4. All trainees will refrain from talking in the Dining Facility except during an emergency, when answering direct questions from staff, or Dining Facility personnel, or when seated and allowed to engage in conversation based on phase status.

## 4.2. Serving Area Guidance

4.2.1. Upon entering the Dining Facility form two lines even with the edge of the wall. All trainees in line remain at attention. Before moving forward, trainees will look both ways and then proceed into the serving area. While moving in the Dining Facility, trainees may not talk or look around unless addressed by a staff member or Dining Facility staff. Refer to Figure 4.3 for proper file and direction of movement. Trainees may pass each other in the serving area if they are not waiting for the same food items. Trainees must maintain proper situational awareness to ensure that they do not run into or obstruct the path of one another while moving through the Dining Facility. **NOTE:** Trainees will not square corners while carrying trays, but will square corners in non-carpeted areas if unencumbered.

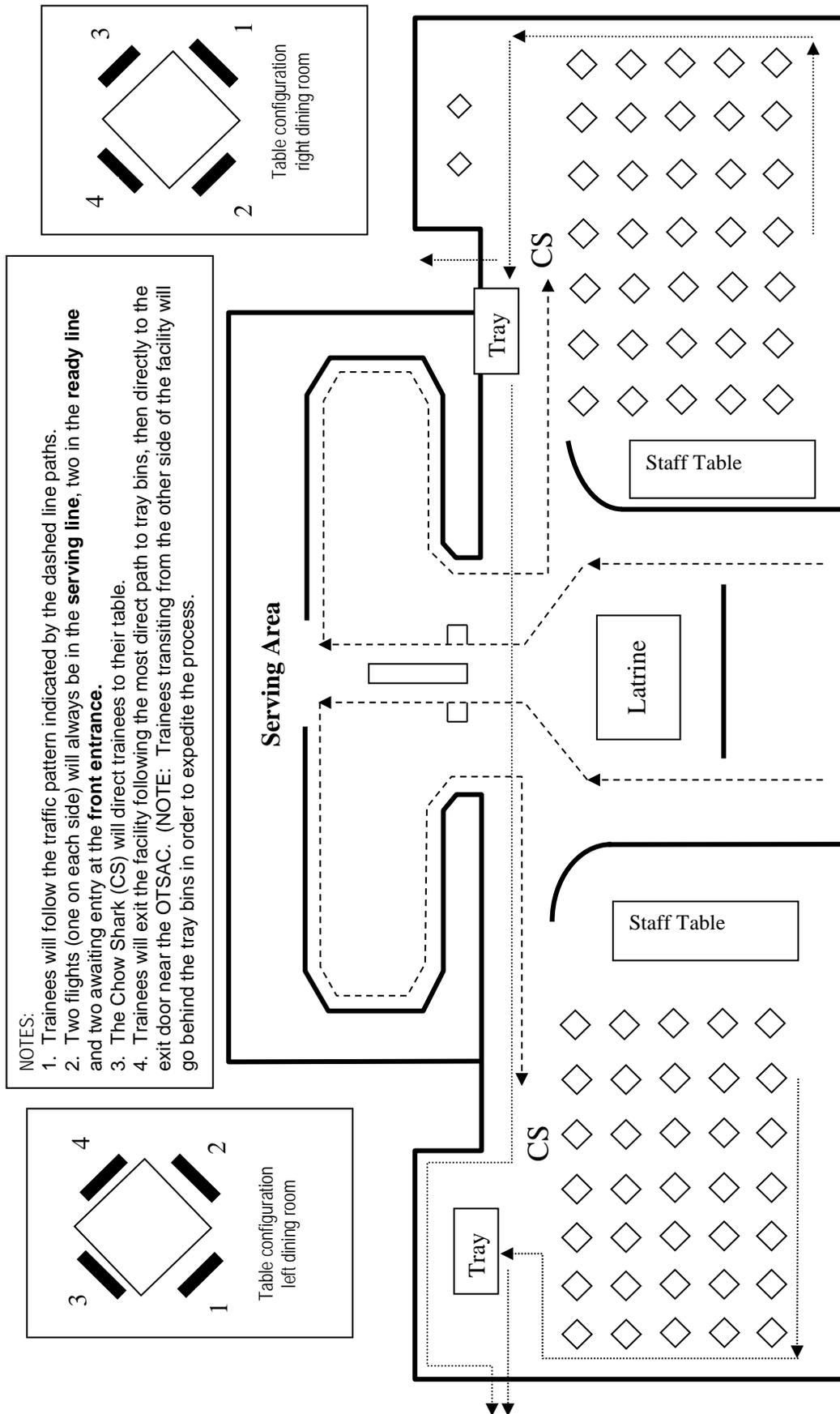
4.2.2. If a trainee needs to use the restroom, they will proceed directly to the restroom once they have entered the Dining Facility. Upon exiting the restroom, they will go to the back of the line waiting to post into the serving line.

4.2.3. Upon reaching the tray and silverware stand, trainees will step forward, execute a facing movement, and take a tray along with the appropriate silverware. Trainees will not step forward unless there is room on the serving line to place the tray. Trainees will not perform facing movements while in the serving line; they will side step through the entire serving line (heels together when halted).

4.2.4. When using the salad bar and water fountain, trainees will go to the farthest available serving area in order to minimize backup. Trainees will only consume food or drink after they are seated at their table.

4.2.5. While moving through the Dining Facility, trainees may have to pass others in the serving line, at the cashier, or elsewhere. When doing so, trainees will alert the other individual to their presence and intent to pass by saying, “**SIR/MA’AM, EXCUSE ME.**” Upon reaching the register, trainees will give the cashier the required information or pay for the meal and proceed to the dining area for direction to the appropriate seat (refer to Figure 4.3).

Figure 4.3. OTS Dining Facility (Interior)



Note: 1. drawing not to scale.

### 4.3. Dining Area Guidance

4.3.1. Trainees will not greet staff seated at the staff table in the dining area.

4.3.2. Trainees will fill the furthest row of tables from the serving line first and start with the last table in the row when being seated. When filling appropriate seats at a table, trainees will start with the lowest number as indicated in Figure 4.3. Once halted in position, trainees will ground the tray to the front edge of the table and centered and assume the position of attention. Trainees will remain at attention until the table is filled or 20 seconds has passed since the last position was filled and then take a seat.

4.3.3. When the last trainee (position 4) arrives and stands at attention they will instruct the table to “**BE SEATED.**” All trainees will place coats (if worn) on the back of the chair and sit down. Once seated, each trainee will place a napkin in their lap.

4.3.4. Allow a few moments for those who want to pray. If someone is praying, do not start eating or leave the table until they are done. When everyone at the table is ready, begin eating.

#### 4.3.5. Tight Meals

4.3.5.1. Tight meals are designed to instill self-discipline, a sense of military bearing and individual attention to detail. Tight meals include no talking or looking around. The following guidelines apply whether or not a trainee is eating. Tight meals, by definition, include sitting at the position of “modified” attention.

4.3.5.2. Trainees will use the entire seat surface; sit at attention with back straight, not touching the chair back, and shoulders square. Trainees will bring their chair in as far as possible to allow the aisle way to be free for other trainees to pass. Feet will be flat on the floor and elbows will not be placed on the table or chair arms. If leaning forward is needed to prevent spilling food, trainees will bend forward slightly from the waist, but not relax the position of attention. Trainees in tight meals will not talk to each other at the table during a tight meal; however, trainees may answer questions directed at them by OTS staff or Dining Facility personnel.

4.3.5.3. If addressed by a staff member with intent to engage in conversation that does not apply to on-the-spot corrections, trainees will finish swallowing, rise to the position of attention, and respond appropriately.

4.3.5.4. To remain on schedule, trainees will make every effort to eat and leave the Dining Facility as quickly as possible.

4.3.6. Televisions, if turned on, will be set to a news channel or, if desired during bad weather, the Weather Channel.

#### 4.3.7. Leaving the Table

4.3.7.1. Trainees may leave their table to get additional food or drink. To leave the table, trainees will ground their chair to the edge of the table, come to attention, and proceed to the serving line (refer to Figure 4.3 for exit routes). Upon returning to the table, trainees will place food/drink on the table, come to attention, and sit down.

4.3.7.2. Once everyone at the table has finished eating (all occupants of the table have napkins on their tray), trainees in Positions 2 and 3 will pass all the items from their trays to trainees in Positions 1 and 4. Do not stack glasses inside other glasses. Trays will be carried in stacks of two to the cabinets, when possible. If there are three trainees, one trainee will carry his/her own tray. If a trainee is unable to carry the tray due to restrictions, the other trainees will make the appropriate adjustments to carry the tray. Once trays are stacked, trainees will stand, don their canteens/coats, ground all the chairs to the right side of the table, and then momentarily assume the position of attention. The trainee in Position 1 will proceed to the tray cabinet. The trainee in Position 3 will lift the napkin holder while the trainee in Position 2 wipes down the table. The trainee in Position 4 will wait to collect any waste left over from cleaning and then proceed to the tray cabinet. After completing position duties, trainees will proceed to the exit in a military manner. **NOTE:** Food will not be removed from the Dining Facility without pre-coordinated Flt/CC permission [e.g. religious, medical reasons] or as part of official duties [e.g. to pick up boxed meals for trainees on quarters]. Any food removed from the Dining Facility will be consumed that day and will not be stored in any dorm room.

#### 4.4. Departing the Dining Facility

4.4.1. Unless other guidance is issued from the Squadron Commanders or DOs (due to changes in OTS Complex activity, such as ROTC, NCO Academy, etc. on site), BOT flights will exit the Dining Facility from the left side door (OTSAC side of the building) near the tray cabinets and march directly to the area near the flagpole. COT/RCOT and AMS trainees will exit on the right side (PCC side of the building) and form up next to the sidewalk leading from the dorms. In higher FPCONs, when the side door is not available for use, flights will exit the Dining Facility through the front door on the side they entered, or as directed.

4.4.2. Trainees will form up in line formation in the designated area and wait for the rest of the flight to form up. The first two trainees in a flight to exit the Dining Facility will proceed to the front of the Dining Facility to retrieve the guidon and then fall in appropriately with the flight. When retrieving the guidon the highest ranking trainee will be on the right and will carry the guidon. If both individuals are of equal rank, then the tallest person will be on the right and will carry the guidon. As soon as all the members have joined the flight, the Flight Leader will march the flight to the next scheduled activity.

4.4.3. When departing the Dining Facility during heavy rain, flights will form up under the overhang on the same side in which they ate their meal. Up to two departing flights may form up under the overhang (See Figure 4.2). Two additional flights may form up in the hallways inside the Dining Facility if necessary.

4.4.4. If there is lightning within five miles of the OTS Complex, trainees will not form up into flights. They will proceed directly from the Dining Facility to Gilbert Hall/Gilbert Hall

Annex or dorm as appropriate. Flights will leave their guidons at the Dining Facility. The guidon bearer and wingman will retrieve the guidon at the earliest possible time after weather restrictions are lifted, even if that means first thing the next morning.

4.4.5. Flights will not depart the Dining Facility during hailstorms and severe winds unless directed to do so by OTS commissioned staff. Flights will wait for the “all clear” from commissioned staff before exiting the Dining Facility during these circumstances.

#### **4.5. Crossing the Blue Line**

4.5.1. The Blue Lines painted outside the Dining Facility near the OTSAC and PCC provide a recurring reminder for trainees of the ceremony performed on arrival and their personal commitment to our nation, service, unit, and themselves. **Do not step on the Blue Line at any time.**

## Chapter 5

### HEALTH, FITNESS AND WELFARE

**5.1. Use of Tobacco Products.** Smoking, or the use of any tobacco products, is not allowed at any time on the OTS Complex by staff, trainees, or guests. Trainees will not use or possess tobacco products at any time while enrolled in OTS to include while away from the OTS Complex due to privileges or holiday break. Additionally, all trainees will ensure their guests are aware of, and comply with, the OTS tobacco use guidance.

**5.2. Storage of Hazardous Materials (HAZMAT).** HAZMAT will be stored by trainees in the OTS Complex approved HAZMAT lockers. Trainees who fail to adhere to rules governing HAZMAT will have privileges suspended and are subject to disciplinary procedures. Due to safety considerations and for the purpose of this prohibition, paint (to include spray-paint) is considered HAZMAT. In addition, trainees will adhere to all labeled warnings and hazards when considering whether or not to store HAZMAT in their cars, as such storage may create an explosive hazard. If paint is required, it must be purchased just prior to use and disposed of, or properly stored and immediately after use. To dispose of paint properly, the storage container must be completely empty before being placed in a trash receptacle. Excess HAZMAT will be reported immediately through the trainee organization chain of command.

**5.3. Trainee Weight Standards.** All trainees will receive a height and weight check during initial processing. Trainees who do not meet body mass index (BMI) standards, will be given a body fat test.

**5.4. Physical Training (PT).** OTS uses PT to help trainees improve their physical fitness level and prepare for the physical fitness assessment (PFA). Any trainee failing a PF baseline (PFB)/PF diagnostic (PFD)/PFA or placed on an extended medical waiver will report to the PT staff.

#### 5.5. Physical Training Class

5.5.1. Opening Class Formations. Fall in by squadron. Form up in column formation, without a guide. The class will form up with each squadron facing their squadron PT leaders. The squadrons are arranged in order as directed by the PT staff during the initial PT lessons in week one. Prior to the start of the PT session, trainees will ground their gear and hydration system. The gear will be standardized and grounded in straight lines. Spacing will be double arms length apart on each side and to the front and rear. The Wing/Group Fitness Officer ensures the group is at parade rest and prepared for the PT session prior to but not later than 0515. COT/RCOT accountability activities and changeover from the Trainee Group Commander to the Group Fitness Officer must be complete before 0515. BOT trainees will work with their SS/CC for PT expectations.

5.5.2. Reporting Procedures. The Wing/Group Fitness Officer initiates by commanding **“GROUP.”** The squadron PT leaders will command **“SQUADRON,”** followed by the Group Fitness Officer’s command **“ATTENTION.”** Starting with Squadron One, each PT

leader will salute the Group Fitness Officer and say **“Ma’am/Sir, (-name-) Squadron/Squadron (-number-) is ready for instruction.”** The Group Fitness Officer gives instructions to trainees on medical waivers or that need to seek medical attention to fall-out behind him or her.

5.5.3. Class Procedures. The Wing/Group Fitness Officer commands **“I am the center, FACE THE CENTER, FACE.”** The Wing/Group Fitness Officer begins each exercise by commanding **“READY.”** The entire class will respond with **“TEAM.”** The Wing/Group Fitness Officer then commands **“EXERCISE.”** The Wing/Group Fitness Officer terminates each individual exercise by commanding, **“RELAX.”** Each set of exercises will be terminated by commanding, **“RECOVER,”** at which time the entire class will respond with **“OTS!”**

5.5.4. Closing Class Formations. Fall in by squadron. Form up in column formation, without a guide. The class will form up with each squadron facing their squadron PT leaders. The Wing/Group Fitness Officer will ensure everyone has put on their equipment and the formation is at attention. Then a member of the PT staff will dismiss the entire formation.

5.5.5. Trainees will not leave PT early for details unless they have approval from the Physical Conditioning Instructor (PCI). If a trainee has a duty conflict, they must obtain permission from their Flt/CC or SS/CC to miss PT that day. If the Flt/CC or SS/CC is not available, the trainee squadron commander or higher authority in the trainee organization may grant permission, but the Flt/CC or SS/CC must be notified at the first opportunity.

## 5.6. Physical Conditioning Facilities (PCF) and Athletic Equipment Use

5.6.1. The OTS PCF include the OTS Physical Conditioning Center (PCC), the Athletic Fields, and the OTS 1/4-mile track.

5.6.2. The Maxwell Health and Wellness Center (HAWC) schedules the OTS track. Those who require use of the track beyond what the 22 TRSS reserves must coordinate with the HAWC.

5.6.3. The PCC is reserved for trainee use from 0515 to 0615 every training day (TD). The 22 TRSS staff must approve all requests to reserve the OTS PCC or outside of this time.

5.6.4. Trainees who need to check-out any equipment must see the PT staff during duty hours and the CQ during non-duty hours.

5.6.5. Trainees who check out items must completely fill out an AF IMT 1297, *Temporary Issue Receipt* (prescribed by AFI 23-111, *Management of Government Property in Possession of the Air Force*), before equipment will be issued.

## 5.7. Control and Supervision

5.7.1. The 22 TRSS is responsible for control and supervision of all PCF activities during normal duty hours.

5.7.2. Trainees may use the OTS PCC during any free time. Trainees who wish to use the PCC during SMT that is not specifically scheduled for PT must receive Flt/CC authorization.

## 5.8. General Operating Rules

5.8.1. Trainees will wear the PT uniform when using any PT facility.

5.8.2. Users will immediately bring broken/deteriorated equipment or facilities to the attention of the PT staff or available OTS staff.

## 5.9. Safety

5.9.1. AF Form 978, *Supervisor Mishap Report* (prescribed by AFI 91-204). All trainee appointments/visits to the hospital, clinic, or IDMT due to injury, not illness, (either on or off duty) require completion of the AF Form 978. The form also needs to be submitted anytime a trainee is involved in a vehicle accident on or off the installation. Follow-up appointments do not require additional AF Form 978s unless a procedure will be done that results in more time lost from training.

5.9.2. The flight safety leader will complete the AF Form 978 and provide it to their Flt/CC. A verbal report is required within 24 hours of the incident and the completed AF Form 978 is due within two days of the incident.

## 5.10. Hydration System Use

5.10.1. Trainees will wear their hydration systems under the following circumstances:

5.10.1.1. To all physical conditioning classes (hydration systems may be removed when actually exercising).

5.10.1.2. During field leadership events, AEF exercise, and drill. Hydration systems may be removed when participating in FL activities and drill, at the discretion of the instructor or event coordinator.

5.10.1.3. At all times while in Phase One status. Hydration systems do not have to be worn in the flight room, auditorium, or dormitory. When not worn, the hydration system will be placed on the back of the trainee's chair (unless otherwise specified) for easy access.

5.10.1.4. Hydration systems must be hand-carried in blues and not interfere with saluting.

**5.11. Flag Conditions.** Trainees should be aware of WBGT status during training and non-training days and take appropriate precautions to ensure appropriate health and workloads are being assessed properly. CDs and/or FCs are responsible for knowing Flag conditions and applicability to training events.

5.11.1. Acclimatization. Acclimatization is a term used to address the period of adjustment an individual's body requires to become accustomed to hot environments. An individual is considered acclimatized if he or she has undertaken regular exercise for longer than 10 days in the same environmental conditions as the proposed activity. A period of acclimatization is required by all personnel regardless of each individual's physical condition.

5.11.2. Flag Conditions/Wet Bulb Globe Temperature. Refer to Attachment 4 for work/rest cycles based on flag conditions and examples of workloads. In all situations, staff and trainees will always use common sense and good judgment as certain environmental conditions may exist and need to be considered (e.g. yellow flag raised but class is being conducted on hot pavement creating conditions closer to red or black flag).

5.11.2.1. White Flag. When the white flag is raised, activity will proceed as normal except if workload falls under the 'hard work' category, observe 40 minute work and 20 minute rest cycles. Non-acclimated trainees will use caution while conducting physical training or extreme physical activity. Staff and trainees will closely monitor water intake.

5.11.2.2. Green Flag. When the green flag is raised, activity will proceed as normal except if workload falls under the 'moderate work' or 'hard work' categories.

5.11.2.2.1. Moderate work will observe 50 minute work and 10 minute rest cycles.

5.11.2.2.2. Hard work will observe 30 minute work and 30 minute rest cycles.

5.11.2.2.3. Non-acclimated trainees will use discretion in planning intense physical activity. The activity must be constantly supervised. Staff and trainees will closely monitor water intake.

5.11.2.3. Yellow Flag. When the yellow flag is raised, activity will proceed as normal except if workload falls under the "moderate work" or "hard work" categories.

5.11.2.3.1. Moderate work will observe 40 minute work and 20 minute rest cycles.

5.11.2.3.2. Hard work will observe 30 minute work and 30 minute rest cycles.

5.11.2.3.3. Non-acclimated trainees will use discretion in planning intense physical activity. The activity must be constantly supervised. Staff and trainees will closely monitor water intake.

5.11.2.4. Red Flag. When the red flag is raised, activity will proceed as normal except if workload falls under the 'moderate work' or 'hard work' categories.

5.11.2.4.1. Moderate work will observe 30 minute work and 30 minute rest cycles.

5.11.2.4.2. Hard work will observe 20 minute work and 40 minute rest cycles.

5.11.2.4.3. Trainees will march at ease only when participating in long distance marching (marching at ease is intended to allow trainees to drink water when needed and not considered moderate to hard work).

5.11.2.5. Black Flag. When the black flag is raised, work rest cycles will be implemented for all workloads.

5.11.2.5.1. Easy work will observe 50 minute work and 10 minute rest cycles.

5.11.2.5.2. Moderate work will observe 20 minute work and 40 minute rest cycles.

5.11.2.5.3. Hard work will observe 10 minute work and 50 minute rest cycles.

5.11.2.5.4. Trainees will march at ease only when participating in long distance marching (marching at ease is intended to allow trainees to drink water when needed and not considered moderate to hard work).

## **5.12. Heat Stress Disorders**

5.12.1. Symptoms of Heat Stress Disorder. A heat stress disorder may be indicated by one or more of the following symptoms: weaknesses, nausea, dizziness, fever, faintness, profuse or decreased sweating, convulsions, lack of coordination, mental confusion, unconsciousness and abdominal or leg cramps. Personnel most susceptible to heat stress disorders are new arrivals from cooler zones and those who are poorly conditioned or have respiratory infection.

5.12.2. Actions Required. When one or more of these symptoms are present, personnel will immediately call an ambulance. If necessary, personnel will use a privately owned vehicle (POV) or stop a passing motorist and transport the individual to the nearest medical facility. As soon as possible, squadron leadership (DO or Commander), IDMTs (when on the OTS Complex), and the SDO, if applicable, must be notified.

5.12.3. Preventive Measures for Heat Stress Disorders. Trainees will limit their intake of heavy foods, maintain a high standard of personal hygiene, and increase their water intake before field events, parade practices, and at meals during warm weather.

## **5.13. Emergency Procedures**

5.13.1. Notifications. Specific procedures are posted in Gilbert Hall/Gilbert Hall Annex, and the dormitories. Warnings and alerts in the academic building will be provided by the OCC through the intercom system. Warnings and alerts in the dorms will be made by the CQs. The SDO and CQs are responsible for running all appropriate checklists. Accountability is the primary concern once personnel are evacuated. Procedures for fire, gas leak, and tornado are listed below. When emergency procedures are required in locations away from OTS Complex (i.e. athletic fields, volleyball courts, BLUE THUNDER site, Project X/LRC, etc.) the senior OTS staff member present will direct appropriate actions for staff and trainees to take, depending on the situation.

5.13.2. Fire Evacuation. The individual discovering the fire will activate the nearest fire alarm, proceed to the OCC (or CQ during non-duty hours) to pass fire location/severity then proceed to the collection point for accountability with their flight.

5.13.2.1. Dormitories. Personnel will evacuate the dormitory through the nearest exit, while announcing loudly, **“FIRE, FIRE, FIRE.”** Personnel will evacuate the dorm quickly and orderly. Personnel will wear a hard-sole shoe and wrap a blanket around themselves for nighttime evacuations or as needed. Once outside, personnel will stay clear of the building and proceed directly to the collection point at the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the Ritchey Center. Trainee leadership will gain immediate accountability for their respective organizations and pass information to the SDO and on-base 911.

5.13.2.2. Gilbert Hall/Gilbert Hall Annex. Personnel will evacuate the building through the nearest exit. Once outside, personnel will stay clear of the building and proceed directly to the collection point at the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the Ritchey Center. Trainee leadership will gain immediate accountability for their respective organizations.

5.13.2.3. PCC or Dining Facility. Personnel will evacuate the building through the nearest exit. Once outside, personnel will stay clear of the building and proceed directly to the collection point at the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the Ritchey Center. Trainee leadership will gain immediate accountability for their respective organizations. After accountability has been taken and all personnel are confirmed out of the building, trainees will proceed to the respective flight rooms in Gilbert Hall/Gilbert Hall Annex (during duty hours) or dormitory rooms (after duty hours.)

5.13.3. Gas Leak Evacuation. The individual discovering the gas leak will proceed to the OCC (or CQ during non-duty hours) to alert them of the gas leak and proceed to the collection point at the Welch Field stands closest to the parking lot for accountability with their flight. Should this location be unavailable, personnel will proceed to the Ritchey Center. Gas leak evacuation procedures mirror fire evacuation procedures but **DO NOT activate the nearest fire alarm!**

5.13.3.1. Dormitories. Personnel will evacuate the dormitory through the nearest exit, while announcing loudly, **“GAS, GAS, GAS.”** Personnel will evacuate the dorm quickly and orderly. Personnel will wear a hard-sole shoe and wrap a blanket around themselves for nighttime evacuations or as needed. Once outside, personnel will stay clear of the building and proceed directly to the collection point on the Welch Field stands closest to the parking lot. Should this location be unavailable, personnel will proceed to the Ritchey Center. Trainee leadership will gain immediate accountability for their respective organizations and pass information to the SDO and on-base 911.

5.13.3.2. Gilbert Hall/Gilbert Hall Annex. Personnel will follow the same procedures as those for fire evacuation. Once accountability has been confirmed, the senior OTS staff member present will provide further direction.

5.13.3.3. PCC or Dining Facility. Personnel will follow the same procedures as for fire evacuation.

5.13.4. Evacuation Procedure during Severe Weather. When an evacuation (fire, gas, etc) must occur during severe weather (thunderstorms, lightning within five miles, freezing precipitation, wind chill of 32 degrees Fahrenheit or less, high winds, heavy rain or hail) or when directed by OTS commissioned staff, trainees will follow these procedures:

5.13.4.1. Gilbert Hall/Gilbert Hall Annex. BOT/AMS trainees will proceed to Hoover Auditorium and COT/RCOT trainees will proceed to Boyd Auditorium for accountability. OTS staff members will proceed to Gilbert Hall and ensure trainee accountability. Trainees may be released to their respective flight rooms after accountability at the discretion of the OTS staff. **NOTE:** If it is unsafe to evacuate to these indoor locations, use normal evacuation procedures.

5.13.4.2. Dormitories. Trainees will proceed to their respective dormitory rooms for accountability. OTS staff will proceed to the dormitory day rooms and gain accountability. **NOTE:** If it is unsafe to evacuate to these indoor locations, use normal evacuation procedures.

5.13.4.3. PCC/Dining Facility. Trainees will proceed to their respective flight rooms in the Gilbert Hall/Gilbert Hall Annex for accountability.

5.13.5. Tornado. At the alert of a tornado, personnel will move to their evacuation location with a sense of urgency, passing by any windows or glass doors as quickly as possible. BOT, COT/RCOT, AMS and OTS staff are not segregated during this type of emergency. Personnel will not attempt accountability until the danger is over and the ALL CLEAR has sounded.

5.13.5.1. Dormitories. At the alert of a tornado, all residents will proceed orderly and safely to first floor closets, with a maximum of three trainees per closet. Once the closets are full, overflow trainees will fill first floor bathrooms.

5.13.5.2. Gilbert Hall/Gilbert Hall Annex

5.13.5.2.1. At the alert of a tornado, trainees in the flight rooms above Hoover Auditorium will evacuate to the hallways directly below them. Personnel inside Hoover Auditorium will evacuate to the hallways behind it. Personnel will move with a sense of urgency, passing by any windows or glass doors as quickly as possible, and shut hallway doors behind them, once downstairs. If the hallways fill up, personnel will move quickly to the other side of Gilbert Hall as directed by OTS staff.

5.13.5.2.2. At the alert of a tornado, personnel in or near Boyd Auditorium on the first or second floors will fill the interior first floor flight rooms and hallways and take cover. Personnel will use back and side stairwells to avoid glass areas and continue to fill the interior flight rooms and take cover. Once the interior rooms are full, overflow personnel will fill the hallways and stay toward the interior walls.

5.13.5.2.3. At the alert of a tornado, personnel in flight rooms on the second floor of the Gilbert Hall Annex will proceed to the interior first floor flight rooms and take cover. Personnel in the first floor exterior flight rooms will move to the interior rooms and take cover. Once the interior rooms are full, overflow personnel will fill the hallways and stay toward the interior walls.

5.13.5.3. PCC. At the alert of a tornado, personnel will move to the restrooms or any other interior portion of the building, such as the shower area.

5.13.5.4. Dining Facility. At the alert of a tornado, personnel will move to the innermost area of the building, near the serving line areas and take cover.

**5.14. Cold Stress.** Cold environments pose a threat to individuals if they exceed the capacity of their body's thermo-regulatory response mechanisms. The main hazards are hypothermia associated with a fall in the body's core temperature and (or) tissue damage (frostbite). Refer to the Wind Chill Temperature Index (WCT), Attachment 4, Table A4.4. for the WCT index chart reference values and advisory flag colors for cold health risk to the body based on wind speed and temperature, and Table A4.5. for corresponding recommended working practice guidance.

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## Chapter 6

### MEDICAL CARE

**6.1. Sick Call.** The OTS Medical Aid Station can provide care for any trainee that feels they have a need to go to sick call for medical or dental reasons. The 22 TRSS IDMT will provide care for trainees and refer them to the base Military Treatment Facility (MTF) as needed. Sick call is Monday through Friday, 0515-0645 and 1130-1230. Trainees going to sick call will report to the sick call area located on the first floor of Gilbert Hall. Trainees will report in a duty uniform (PT, ABUs or blues). Trainees will use Attachment 6 to call the on-base taxi to coordinate transportation to the Maxwell AFB MTF as required.

6.1.1. Trainees who are falling out for the early sick call do not have to form up for PT. They will notify their Flight Leader in the morning that they are going to sick call then detail to the IDMT.

**6.2. Routine Care.** Routine outpatient care is by appointment only. Trainees will arrange all medical appointments through the IDMT after notifying their Flt/CC. Trainees will notify their Flt/CC of all scheduled appointment times, potential impact on duty status, any duty limitations, and estimated return times.

**6.3. Emergency Treatment.** If a trainee requires emergency care for a threat to life, limb or eyesight (e.g., chest pain, severe bleeding, convulsions, etc.), personnel will call 911 or seek medical care at the nearest emergency room if off-base. Ensure the trainee's flight commander, the standby IDMT, or the SDO is notified of the situation as soon as possible. All trainees seen off-base for medical needs will report to the IDMT the next duty day during the early sick call.

**6.4. Trainees Placed on Quarters.** Trainees who are placed on quarters must notify the IDMTs and their owning Flt/CC immediately prior to proceeding to their dorm rooms. Fellow flight members will be responsible for bringing them meals.

**6.5. Departing From OTS Complex.** In order to ensure 100% accountability, trainees will contact their Flt/CC (either in person or by phone) before departing the OTS Complex to seek medical care. They will then sign out at CQ (while CQ is open) and keep their chain of command informed of any changes in their status (e.g. being sent from the clinic to an off-base hospital). If the individual is unable to sign out and notify their chain of command personally (due to incapacitation, for example), a classmate or staff member will accomplish this on the trainee's behalf. Trainees will sign back in (if CQ is open) and notify their FC immediately upon arrival back to the OTS complex. All trainees seen off-base for medical needs will report to the IDMT the next duty day during the early sick call.

**6.6. Transportation.** Transportation to the appropriate medical facility during duty hours will be by base taxi service. For non-medical emergencies (no threat to life, limb or eyesight) CQ and/or the SDO must be notified beforehand. After duty hours, trainees will also sign-out on their CQ log. If circumstances make signing out impractical, trainees must call the CQ and sign-out by telephone at the earliest opportunity. Trainees will inform the CQ of their status,

estimated return time and will sign back in upon return. If necessary, the trainee or CQ officer will arrange base taxi service or locate an escort to provide transportation by POV. If possible, the escort will be another class member of the same gender who is familiar with the route to the off-base hospital (Maps are located in CQ). The escort will stay with the ill/injured trainee until released.

**6.7. Medical Waivers.** Trainees will present a copy of the AF Form 422, *Notification of Air Force Member's Qualification Status* (prescribed by AFI 10-203, *Duty Limiting Conditions*), to the IDMTs and their Flt/CC as soon as possible. Trainees will follow the physician's instructions stated on the form until expiration. Unless renewed or revoked earlier, the profile period automatically expires on the date stated. Disregarding these instructions is considered disobeying a direct order and may cause the trainee to be liable for further injuries. The medical provider will fill in the form and the trainee will provide a copy of the form to their Flt/CC upon return to OTS Complex.

**6.8. Unsafe Conditions and Undiagnosed Injury or Illness.** Whenever a trainee observes an unsafe condition or any injury or illness that may require further medical attention, the trainee is obligated to cease any activity and request the assistance or assessment of an OTS staff member. Trainees will not "tough it out" or risk further injury if they have a suspected or undiagnosed injury or illness. For example, trainees will not continue with drill, field leadership activities, or the confidence course if they have a slight ankle or knee sprain. Conditions can rapidly worsen, cause permanent injury, and lead to fatigue, dehydration, or worse.

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## Chapter 7

### PRIVILEGE AND LEAVE SYSTEM

#### 7.1. Goals and Responsibilities

7.1.1. Privilege System. The goals of the privilege system are: 1) provide a means to measure trainees' ability to acquire and apply fundamental officer qualities; 2) provide a foundation for feedback to ensure trainees are afforded every opportunity to develop as current and future officers; and, 3) provide a framework on which trainees are rated against United States Air Force and OTS standards. Based on performance and development, a privilege system affords trainees a brief respite during the rigorous training program at different stages of class status. The squadron CC or designated representative will determine privileges based on Phase Status.

7.1.2. Leave System. OTS allows trainees to take short periods of time away from training to deal with and remedy emergencies as defined in AFI 36-3003 *Military Leave Program* Tables 3 and 4 (e.g. death or life-threatening condition in immediate family). The Flt/CC, in coordination with the SS/CC and owning squadron commander, may approve a trainee's leave. Advance leave and emergency leave must be approved by the squadron commander.

7.1.3. Reserve trainees will coordinate leave with their home units for emergency leave with the help of the squadron staff.

7.1.4. Squadron DOs are responsible for the provisions of this instruction and they (or delegated authority) will meet periodically with the trainee leadership to discuss pertinent issues relating to the privilege and leave systems.

#### 7.2. Determining Phase Status and Privilege Level

7.2.1. The squadron commander or designated representative may adjust a trainee's privilege status. Privilege status may be adjusted up one level (within the range the trainee was eligible to earn), or down as far as OTS Complex status. Additionally, SS/CCs may grant passes of a limited duration to accommodate a trainee's need to attend a specific event. Privileges are outlined in Table 7.1.

**Table 7.1. Privilege Status**

Phase Status	Privilege
Phase One	OTS Complex
Phase Two	Maxwell AFB
Phase Three	Off-Base
Phase Four	Off-Base

### 7.3. Exercising Privileges

7.3.1. All trainees will exercise one of three types of privileges while at OTS: OTS Complex, Maxwell AFB or off-base. Trainees in Phase Four status will exercise privileges IAW paragraph 7.6 and other applicable portions of this manual.

7.3.2. Off-Limits Areas and Establishments. OTS staff will alert each class of any establishments on the installation commander's off-limits list as part of their safety briefing the first week they have off-base privileges, or at any other time deemed appropriate by the squadron commander. As always, trainees will be held responsible for their own actions and decisions.

#### 7.3.3. Alcohol Use Policy.

7.3.3.1. Trainees are not allowed to possess or consume alcohol at any time on the OTS Campus. (Exception: Alcohol may be stored in vehicles, but may not be accessed until Phase 3 or higher)

7.3.3.2. Phase One and Two trainees will not possess or consume alcohol at any time or location. Phase Three and higher trainees are permitted to drink alcoholic beverages as described in the following paragraphs. **NOTE:** For the purpose of this section, privilege uniform and uniform are synonymous and all references to what is/is not acceptable in uniform apply to the privilege uniform. A trainee authorized to wear civilian clothes but choosing to wear the privilege uniform must also abide by "in uniform" guidance.

**NOTE:** Trainees wearing civilian clothes while exercising applicable privileges may drink alcohol at the base bowling center, golf course, or picnic areas. Trainees will present a professional image and must have a designated driver if they drive to these locations.

7.3.3.3. Trainees in uniform may consume alcohol off-base during a meal at any establishment that does not operate primarily to serve alcohol (see definition in subsequent paragraph). Trainees are allowed to consume alcohol with/during their meals; however, they will not remain at their tables after their meals are completed and continue drinking. Trainees will exercise good judgment concerning the number of drinks ordered during meals in order to ensure they are not drinking excessively. Trainees in uniform will not drink alcoholic beverages while waiting to be seated in a restaurant. Once seated for their meals, trainees may order and consume alcoholic beverages.

7.3.3.3.1. For the purposes of this manual, any establishment that has dining areas outside of a bar or a dance area where full meals are served (appetizers are not considered full meals) are acceptable locations. If the bar and dance areas are the only areas where food is available in a particular establishment, it is not an acceptable establishment for trainees in uniform to enter. When at establishments which have a bar or dance areas in addition to dining areas, trainees will not enter the bar or dance areas while in uniform.

7.3.3.2. Trainees dressed in civilian clothes while exercising applicable privileges or on leave outside the local area may consume alcohol without a meal and may go to off-base establishments that serves alcohol as its primary means of income (i.e. bars, nightclubs, etc.). As representatives of the Air Force, they will present a professional image and must have a designated driver if they go to these locations. **NOTE:** Trainees in uniform or privilege gear are forbidden to go to these locations, even if they serve some form of food.

7.3.4. Designated Driver Policy. When exercising the privilege to leave the OTS Complex and drink alcohol, trainees will designate a driver who will not drink any alcoholic beverages for each car that departs the OTS Complex. Designated drivers must remain in place until all members of the party are ready to depart an establishment. At no time will a trainee in a group be left behind without a designated driver. The name of the designated driver will be recorded in the CQ log book. In addition to having a designated driver, each trainee will carry the CQ, the SDO, and respective SS/CC and Flt/CC phone numbers in case of emergencies. If, for any reason, a trainee needs a safe ride home, they will call one of the above numbers and ask for assistance.

7.3.5. Gilbert Hall/Gilbert Hall Annex Trainee Break Rooms and Trainee Break Areas. Phase One trainees may use the telephones if given permission by their Flt/CC or directed by OTS/Staff.

7.3.6. Use of Privately Owned Vehicles (POV).

7.3.6.1. Phase One trainees will only use POVs with Flt/CC approval.

7.3.6.2. Phase Two and Phase Three trainees may go to the POV parking area to drop off or retrieve items from their cars, but may not use their POVs during the duty week unless authorized by OTS Staff. Phase Two and Phase Three trainees may use their POVs while exercising privileges.

7.3.6.3. Phase Four trainees may use their POVs at any time after the duty day is over as well as during the day for extenuating circumstances upon obtaining Flt/CC approval.

7.3.6.4. When returning from authorized privileges or uses, trainees will immediately park their POVs in the OTS designated parking lots and sign in at the dormitories.

7.3.6.5. Trainees may not operate motorcycles during OTS. This applies at all times, including when not physically at OTS (e.g. when exercising privileges or on leave). Trainees arriving at OTS on motorcycles with the intent to depart OTS on a motorcycle after graduation must report this to their Flt/CC in a memorandum. The Flt/CC will ensure the trainee schedules a safety interview with the squadron commander or designated representative sometime prior to graduation. The trainee will review and be familiar with AETC Instruction 91-207, Attachment 2.3 and 2.4. The trainee will bring a completed copy of both AETC Form 410, *High-Risk Activities Worksheet* (prescribed by AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*) and AETC Form 708, *Commander's Motorcycle Safety Interview*, (prescribed by AFI 91-207/AETC

Sup 1, *The US Air Force Traffic Safety Program*) to the interview for the commander's/representative's signature.

7.3.7. Restricted Parking Area. When exercising Maxwell AFB, off-base, and Phase Four Privileges during the weekend privilege period, trainees may use the parking lot directly behind the dorms next to the running track. Trainees in Phase Four status are allowed to pack up their belongings before graduation but are not allowed to park there during graduation day ceremonies or during OTS Open House. Parking is also not allowed in the first three rows next to the track and the reserved parking spaces next to the Ritchey Center and bldg 1491.

7.3.8. OTS Activity Center (OTSAC) (**Not available May-August**).

7.3.8.1. The OTSAC is open to all OTS staff, their dependants, and trainees. Reserved functions may take place in the OTSAC and will be scheduled in advance through the OTS Scheduling office. Trainees will be considerate of any scheduled function in the OTSAC. Trainees will not possess alcoholic beverages in the OTSAC or anywhere on the OTS Complex (including designated parking areas) at any time.

7.3.8.2. The OTSAC will be available to trainees at the end of SMT.

7.3.8.3. Trainees will not bring any guests into the OTSAC at any time unless approved by their SS/CC.

7.3.8.4. Trainees are responsible for the cleanliness/upkeep of the OTSAC. As a minimum, trainees will perform a thorough cleaning of the facility once per week. Routine cleaning (take out trash, straighten tables and chairs, etc.) will be performed routinely each time the OTSAC is used.

#### **7.4. Dormitory Privileges**

7.4.1. Trainees will not order food to be delivered to the OTS Complex. Exceptions to this policy require ADO, SS/CC or higher approval.

7.4.2. Sign-in/out Procedures. The CQ will maintain a sign-in/out log. Trainees must sign out whenever departing the OTS dormitories for reasons other than SMT. This includes all locations outside the OTS dormitories. Trainees will legibly complete all the information on the register prior to departure to include time out, location of travel, and a realistic time of return. Trainees will list a specific destination with a phone number or address. Trainees will immediately notify the CQ of all changes. Upon their return to the dormitory, trainees will immediately sign in.

7.4.3. Television Usage. Trainees with television privileges must ensure their viewing does not interfere with APT for other trainees or any mission-related events (e.g. flight meetings) that require use of the day room.

#### **7.5. Weekend/Holiday Privileges**

7.5.1. Holidays. During federal holidays, trainees will exercise privileges based on their Phase status unless otherwise specified by the SS/CC or higher authority. The squadron DO will determine holiday privilege periods.

7.5.2. Dining Blocks. The Saturday evening meal, all Sunday meals, and holiday meal periods are optional formations for trainees who have earned Maxwell AFB privileges or higher. All other trainees will meet all weekend/holiday flight dining priorities. The Saturday lunch meal is optional for COT/RCOT trainees Phase Three and above.

7.5.3. Receiving and Entertaining Guests. Trainees will not entertain guests during the duty week. However, guests may observe parades and ceremonies routinely open to the public. Trainees will only meet, visit, receive, and entertain guests when exercising Maxwell AFB or off-base privileges. Trainees will not entertain guests on the OTS Complex. If choosing to meet guests at OTS, they will receive them at the edge of the OTS parking lots and will immediately depart for an authorized visiting or entertaining area. Guests are not permitted in the OTS dormitories or the academic building. The only exception is when guests are attending the Open House activities during graduation week.

7.5.4. OTS Complex Privileges.

7.5.4.1. Trainees will remain in the OTS area to include the Dining Facility, OTSAC, Gilbert Hall/Gilbert Hall Annex, PCC, OTS track, drill pad, volleyball court and athletic fields (closest to the drill pad), and OTS dormitories.

7.5.4.2. Trainees with OTS Complex privileges may use the Fairchild Center for studying and research during APT and personal time. Before using the Fairchild Center, they will consider using all available resources on the OTS Complex (flight rooms, internet, etc.). Trainees with OTS Complex privileges may visit the OTS Shopette/MCSS only for official business to get office supplies or uniform items. Trainees will consult with their flight before going to the OTS Shopette/MCSS to coordinate purchases and minimize the number of trips needed. Trips for official business do not require Flt/CC approval. At no time will trainees with OTS Complex privileges use the OTS Shopette/MCSS or Fairchild Center to socialize with friends or family. Trainees exercising OTS Complex privileges need Flt/CC approval to go to Base Military Clothing Sales, dry cleaners, and the Maxwell AFB Beauty Shop/Barber Shop.

7.5.5. Maxwell AFB Privileges. Trainees may travel to all OTS and authorized Maxwell AFB facilities; however, they will not stay overnight in any quarters other than their assigned dormitory rooms.

7.5.6. Off-Base Privileges. Trainees who earn off-base privileges may travel to all authorized off-base locations within the local area as prescribed by this manual.

## **7.6. Phase Four Privileges**

7.6.1. The unit squadron commander or delegated authority grants Phase Four privileges to trainees who have achieved certain progress in training. Trainees with this Phase status are still in training, and all applicable policies apply.

7.6.2. Unless specified otherwise, civilian clothes are authorized after SMT as long as trainees immediately depart the OTS Complex after changing into them. Civilian clothes are authorized for trainees going to on-base establishments after SMT ends. Once trainees return to the OTS Complex, they must immediately don an OTS-approved uniform. Trainees are not allowed to wear civilian clothes in Gilbert Hall/Gilbert Hall Annex.

7.6.3. Trainees must attend all scheduled activities to include classes, duties, formations, ceremonies and OTS functions, but *do not* have to march in formation to these activities (except parade practice). Females are not permitted to wear pumps to parade practice.

7.6.4. Breakfast and lunch dining priorities must be met on all duty days. Additionally, anyone signing up to eat at the Dining Facility on any particular evening must meet that DP and eat that meal.

7.6.5. Trainees will use standard sign-in/out procedures. When signing out for privileges and in civilian clothes, trainees must immediately depart the OTS Complex.

7.6.6. Squadron commanders or designated authorities may reduce privileges for individuals who do not demonstrate proper behavior.

7.6.7. Trainees in civilian clothes may frequent any establishment not specifically briefed as off-limits by OTS staff or as otherwise proscribed in this manual.

7.6.8. In addition to weekend privileges, trainees may also exercise off-base privileges during the duty week after SMT ends. Phase Four trainees must return and sign in to the OTS Complex by 2245. **Exception:** On the evening of Dining In/Out, trainees will sign in no later than 2345 and lights out will be 2400.

7.6.9. Formal reporting is no longer required; trainees will continue to knock on doors, but no reporting statements are required unless they are staff-directed.

7.6.10. When closing class, trainees are not required to echo “**CARRY ON SIR/MA’AM**” after the Flt/CC or instructor has given the command “**CARRY ON.**” Trainees in Phase Four status will still echo “**CARRY ON SIR/MA’AM**” when in formation with other trainees for whom the requirement remains (i.e., awards ceremonies, combined lectures) or when attending special functions such as the Dining-In/Out.

7.6.11. Trainees in Phase Four status are not required to execute the auditorium opening and closing procedures as listed above, but will follow the same guidance for asking and answering questions. The class leader must call the auditorium to attention when the instructor/lecturer enters or leaves.

**7.7. Authorized Travel Area.** The following authorized travel areas apply to all trainees, regardless of Phase status.

7.7.1. Authorized travel is within the local area limits outlined in Attachment 3. If a trainee plans to leave the Montgomery area, even if only for a few hours, they must turn in a written itinerary, to be signed by their Flt/CC. In such cases, trainees may travel no further than a

120-mile radius from Maxwell AFB. Travel plans outside of the 120-mile radius will only be approved by the applicable training squadron commander or DO on a case-by-case basis.

7.7.2. ONLY with prior SS/CC written approval will trainees schedule trips to the Atlanta airports to pick up family members/guests for graduation. Such requests will be considered for urgent or emergency reasons only and will be handled on a case-by-case basis. If trainees need to stay overnight to safely meet early morning or late flight arrivals, they must include this in their request to their SS/CC for approval. Every effort must be made to receive guests without the trainee required to make the trip and this information must be presented in writing.

**7.8. Graduation Week.** Family members and friends are allowed on OTS Complex for Spouse's Orientation, Open House, and other graduation activities. They must remain in Gilbert Hall until the Open House briefing ends. At that time, they may tour the OTS Complex. Trainees will be made aware of the start times of these events. Family members may not arrive on OTS Complex prior to 15 minutes before the start time of the first of these events. With the exception of Distinguished Visitors and handicap parking, trainees are required to brief family members they will park either across the street from OTS or the parking lot directly behind the dorms next to the running track. Trainees (and families) are prohibited from parking in any spots in/around Maxwell AFB that are labeled "Reserved" (sometimes followed by a number or rank). Distinguished Visitors and handicapped people will use the parking lot by Boyd Auditorium.

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## Chapter 8

### END OF TRAINING PROCEDURES AND CEREMONIES

#### 8.1. Ceremonies

8.1.1. Parades, Review, and Retreat. All parades, reviews, and retreat ceremonies are conducted at Welch Field.

8.1.2. UOD for the graduation parade will be contingent on the weather and set by the OTS/CMDT. All trainees will wear the UOD as prescribed. The primary uniform for parades will be short sleeve blue shirt (tucked in), trousers, low-quarters (no pumps) with black socks (no hose). Stand-by uniform items include: service coat, long sleeve blue shirt, tie/tab, and black or white gloves.

8.1.3. Trainees will not depart Welch Field until after the playing of the Air Force song and the exchange of salutes between the reviewing officer and the commander of troops and will remain in place until dismissed.

#### 8.2. Distinguished Visitor Procedures for Graduation Activities

8.2.1. General. Military protocol dictates distinguished visitors (DVs) be accorded certain courtesies when attending OTS functions. DVs include active duty and retired military at the pay grade of O-7 or above, command chief master sergeants, civilian senior executive services, CW5s, members of Congress, certain senior government officials and civilian chief, executive officers and vice presidents. All other personnel are considered guests. If there is any doubt about a guest's status, contact Holm Center Protocol.

8.2.2. Invitations to Graduation Activities. Trainees are responsible for inviting their guests, to include DVs.

8.2.2.1. Holm Center or AU Protocol will make billeting reservations for personnel who are DV code 6 (Brigadier General or equivalent) and above. Trainees will make appropriate arrangements (including lodging) for all other guests. Trainees will know the dates, times and locations of the awards ceremony, dining-in/out, commissioning ceremony, reception and graduation parade before extending invitations.

8.2.2.2. Invitations are normally extended by telephone by calling the DV, their executive officer, or secretary. A trainee inviting a DV must fill out paperwork required by Holm Center Protocol and attach a current biography for the DV. Trainees will fill out guest information completely, including who will attend the reception and sit on the reviewing stand (all DVs). Children under eight years old may not sit on the reviewing stand, nor may a DV have more than two guests on the reviewing stand with them. **NOTE:** Depending on the number of DVs and guests attending, Holm Center Protocol may allow exceptions.

8.2.2.3. The staff protocol advisor will forward all completed DV information and biographies to Holm Center Protocol. If a DV's paperwork is submitted after the appointed deadline, these DVs may not be allowed to formally participate in graduation parade activities. Holm Center Protocol must be notified immediately of changes concerning a DV's status.

8.2.2.4. All trainees must submit a list of all their guests' names to the appointed trainee protocol/graduation week officer. This list ensures that all guests are allowed on base for graduation activities.

**8.3. Dining-In/Out.** Depending on class size, a dining-in or dining-out will be conducted during graduation week. The trainee organization will determine a process for allocating tickets.

#### **8.4. Gifts to Officer Training School**

8.4.1. Gifts to the School. 23 TRS/CC, 24 TRS/CC, and DET 12 AMS/CC must approve any gift presented to the school by their respective trainee organizations. If a class decides to present the school with a gift, ideas for implementing the class project/gift need to be submitted to the graduation week staff advisor. The project will reflect the class, OTS philosophy, enhance mission accomplishment, and benefit those who follow. The staff advisor may provide more specific guidance.

8.4.2. Funding. Funding may be a limiting factor depending on the size of the class. If so, more than one class may combine their resources toward one overall gift/project. Each class donating toward the combined gift receives credit upon project completion. The trainee organization must receive the applicable squadron commander's approval for the gift/project prior to committing any funds.

8.4.3. Gifts to Staff Members. It is acceptable (but not mandatory) for trainees to present gifts to staff members after graduation. In keeping with the requirements to maintain strictly professional relationships, the value of the gifts will be nominal and IAW DoD 5500.7R, *Joint Ethics Regulation*, Sec. 2635.304: a maximum of \$10 per person (per flight), with a \$300 cap. The gift will be professional in nature and in good taste. Cash or personal items such as clothing or alcohol are unacceptable and inappropriate (flights T-shirts are acceptable). OTS staff can provide trainees more guidance regarding limitations on gifts to avoid misunderstanding and embarrassment.

SCOTT M. LOCKWOOD, Colonel, USAF  
Commandant, Officer Training School

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODI 1327.06, *Leave and Liberty Policy and Procedures*, 16 June 2009

DOD 5500.7-R, *Joint Ethics Regulation*, 1 August 1993

AFPD 36-26, *Total Force Development*, 27 September 2011

AFPAM 10-100, *Airman's Manual*, 1 March 2009

AFI 36-2905, *Fitness Program*, 1 July 2010

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 7 Jan 2011

AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs*, 23 October 2008

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 2 January 2013

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFI 36-2903, *Dress and Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2903/AETC Supplement 1, *Dress and Appearance of Air Force Personnel*, 19 April 2012

AFI 36-3003, *Military Leave Program*, 26 October 2009

AFI 48-123, *Medical Examinations and Standards*, 24 September 2009

AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*, 19 June 2012

AFI 91-204, *Safety Investigations Reports*, 10 April 2014

AFI 91-207/AETC Sup 1, *The US Air Force Traffic Safety Program*, 9 July 2012

AETCI 36-2216, *Administration of Military Standards and Discipline Training*, 6 December 2010

AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*, 2 December 2013

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***Adopted Forms***

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 475, *Education/Training Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Mishap Data Worksheet*

AF IMT 1297, *Temporary Issue Receipt*

AETC Form 341, *Excellence/Discrepancy Report*

AETC Form 410, *High Risk Activities Worksheet*

AETC Form 708, *Commander's Motorcycle Safety Interview*

***Abbreviations and Acronyms***

<b>AAFES</b>	Army/Air Force Exchange Service
<b>ABU</b>	Airman Battle Uniform
<b>ACQ</b>	Assistant Charge-of-Quarters
<b>ADO</b>	Assistant Director of Operations
<b>AEF</b>	Aerospace Expeditionary Force
<b>AF</b>	Air Force
<b>AFB</b>	Air Force Base
<b>AMS</b>	Academy of Military Science
<b>APECS</b>	All-Purpose Environmental Clothing System
<b>APT</b>	Academic Preparation Time
<b>AU</b>	Air University
<b>AUTV</b>	Air University Television
<b>BELP</b>	Baseline Expeditionary Leadership Problems
<b>BOT</b>	Basic Officer Training
<b>BX</b>	Base Exchange

<b>CC</b>	Commander
<b>CD</b>	Course Director
<b>COT</b>	Commissioned Officer Training
<b>CQ</b>	Charge-of-Quarters
<b>CWT</b>	Consolidated Written Test
<b>DG</b>	Distinguished Graduate
<b>DIRT</b>	Dormitory Improvement/Repair Time
<b>DO</b>	Director of Operations
<b>DP</b>	Dining Priority
<b>DV</b>	Distinguished Visitor
<b>FAS</b>	Functional Address Symbol
<b>FL</b>	Field Leadership
<b>Flt/CC</b>	Flight Commander
<b>FMC</b>	Full Mission-Capable
<b>FPCON</b>	Force Protection Condition
<b>FTV</b>	Flight Room Television
<b>HAWC</b>	Health and Wellness Center
<b>Holm Center</b>	Jeanne M. Holm Center for Officer Accessions and Citizen Development
<b>IAW</b>	In Accordance With
<b>IDMT</b>	Independent Duty Medical Technician
<b>JMAC</b>	Joint Military Athletic Competition
<b>LAN</b>	Local Area Network
<b>LCE</b>	Leadership Competency Evaluation
<b>LRC</b>	Leadership Reaction Course
<b>MTF</b>	Military Treatment Facility

<b>MTI</b>	Military Training Instructor
<b>NCO</b>	Non-Commissioned Officer
<b>NCOIC</b>	Non-Commissioned Officer in Charge
<b>NMC</b>	Non Mission-Capable
<b>OCC</b>	Operations Control Center
<b>OI</b>	Operating Instruction
<b>OIC</b>	Officer in Charge
<b>OPS</b>	Operations Time
<b>OT</b>	Officer Trainee
<b>OTG/W</b>	Officer Trainee Group/Wing
<b>OTS</b>	Officer Training School
<b>OTSAC</b>	Officer Training School Activities Center
<b>PCC</b>	Physical Conditioning Center
<b>PCF</b>	Physical Conditioning Facilities
<b>PER</b>	Personal Time
<b>PFB/D/A</b>	Physical Fitness Baseline/Diagnostic/Assessment
<b>PMC</b>	Partial Mission-Capable
<b>POC</b>	Point of Contact
<b>POV</b>	Privately Owned Vehicle
<b>PT</b>	Physical Training
<b>RCOT</b>	Reserve Commissioned Officer Training
<b>ROTC</b>	Reserve Officer Training Corps
<b>SDO</b>	Staff Duty Officer
<b>SMI</b>	Standardization and Maintenance Inspection
<b>SMS</b>	Special Monitoring Status

<b>SMT</b>	Scheduled Military Training
<b>SOB</b>	Sample of Behavior
<b>SPT</b>	Standards & Publications Test
<b>SS/CC</b>	Student Squadron Commander
<b>TD</b>	Training Day
<b>TL</b>	Training Leader
<b>UCMJ</b>	Uniform Code of Military Justice
<b>UOD</b>	Uniform of the Day
<b>UPR</b>	Unprofessional Relationship
<b>WBGTT</b>	Wet Bulb Globe Temperature
<b>WELP</b>	Wingman Expeditionary Leadership Problems

### *Terms*

**AETC Form 341, Excellence/Discrepancy Report.** A form used to document trainee performance. Staff and trainees will fill out this report IAW this manual.

**Call-To-Quarters.** Designated time for trainees to return to the OTS dormitories.

**Casual OTs.** BOT trainees removed from training awaiting OTS administrative action (i.e., recycle, medical disenrollment, elimination).

**Chow Sharks.** A trainee detail. Chow Sharks' main focus is to ensure trainees follow procedures (e.g. enforcing tight meals, tray configuration, etc.) Chow Sharks will assist in directing Dining Facility traffic as necessary. While on duty, Chow Sharks will actively monitor all trainees who enter, are eating, or are leaving the Dining Facility to ensure they are following proper procedures. While performing this duty, they may issue demerits to trainees regardless of rank or phase status.

**Class Leader.** Trainee designated to open and close auditorium lectures.

**Phase Status.** As trainees progress through the OTS training program, they transition from Phase 1 to Phase 4. Specific dates for each Phase of training will vary, and occur at the discretion of the applicable Squadron Commander.

**Demerit.** A unit of measurement awarded for deficient behavior/performance.

**Dining Priority.** The scheduled time for a flight to eat meals at the OTS Dining Facility.

**Duty Week.** The part of the week during which trainees are restricted to the OTS Complex for the purpose of accomplishing training and related activities. Trainees may only leave the OTS Complex with the approval of their Flt/CC or IAW the rules governing Phase Four status.

**Flight Weekly Performance Report.** A report submitted following each Privilege Week by each flight to their Flt/CC. It documents the privilege level each member of the flight is authorized to exercise during the following privilege period and the merit and demerit totals earned by each member and the flight as a whole.

**Merit.** A unit of measurement awarded for outstanding performance.

**Parade.** A parade is a review with honors (i.e., graduation, an individual receives a medal). An additional purpose is to inspect the degree of drill proficiency and graduation readiness of the trainees.

**Privilege Period.** The part of the week during which trainees may exercise the privileges they have earned.

**Reporting Week.** The period of time which trainees accrue merits and demerits. It begins on Wednesday at 1700 and ends the following Wednesday at 1659.

**Review.** A review is the formation of troops in group or wing configuration marching in a prescribed manner. The purpose is to inspect the degree of drill proficiency and state of readiness of the trainees. No awards or decorations are given.

**Trainee.** Any person (BOT, COT/RCOT or AMS) assigned to Officer Training School for training.

**Weekly Merit/Demerit Summary.** A report submitted by each trainee to their Flt/CC following each reporting week. It documents each and every merit and demerit earned by that trainee during the immediately preceding reporting week.

**Attachment 2**

**CLASSIFICATION OF MERITS/DEMERITS**

A2.1. All infractions/achievements receive one demerit/merit.

**Table A2.1. Classification of Demerits/Merits.**

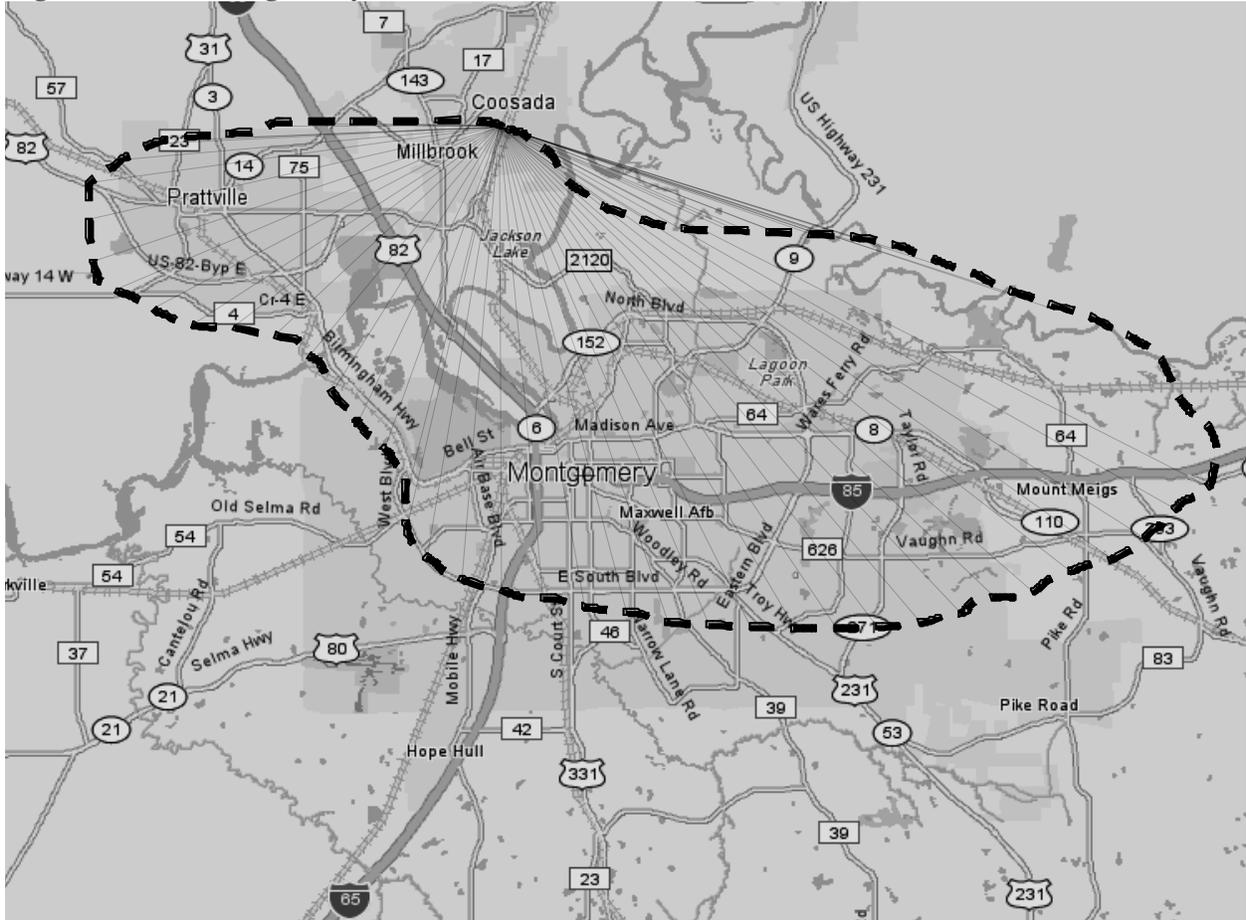
<b>Category-Demerits</b>	<b>Category-Merits</b>
<b>JOB KNOWLEDGE (General)</b> - Knowledge of procedures, familiarity with publications, etc. - Customs and courtesies - Room inspection (per item) - Violation of safety rules - Failed SPT	<b>JOB KNOWLEDGE (General)</b> - Knowledge of procedures, familiarity with publications, etc.
<b>LEADERSHIP SKILLS (General)</b> - Failure to follow, attempt a challenge, correct, etc - Abdicates leadership role - Failure to follow orders	<b>LEADERSHIP SKILLS (General)</b> - Organized community event
<b>PROFESSIONAL QUALITIES (General)</b> - Bearing, language, hygiene, taking responsibility, degrading others, making appointments, etc - Uniform inspection (per item) - Failure to go, tardy - Conduct unbecoming	<b>PROFESSIONAL QUALITIES (General)</b> - Participating in a community service event - Support of ceremonies/events (per event)
<b>DUTY PERFORMANCE (General)</b> - Failed to accomplish task/duties - Sleeping in class - Security violation - Failed to take responsibility - Missed suspense	<b>DUTY PERFORMANCE (General)</b> - 95-100 on PFD/A - 98%-100% on CWT - Outstanding or equivalent rating on a graded measurement
<b>JUDGMENT AND DECISIONS (General)</b> - Questioning a superior's authority, failure to learn from counseling, arguing, etc. - Policy violation (Lights Out, Call to Quarters, Quiet Hours) - Unauthorized activities	
<b>COMMUNICATION SKILLS (General)</b> - Improper format, spelling, missing data, interrupting others, failure to sign, grammar - Each type of error on document - Corrected document has same error	
	<b>AWARDS</b> - Flight/Squadron of the Week (Not to include Academic or Athletic Flight of the Week)

Attachment 3

LOCAL AREA MAP

A3.1. For the purpose of this manual, the area within the dotted line in Figure A3.1 is defined as the local area.

Figure A3.1. Montgomery Local Area.



Attachment 4

OTS EVENT WORK/REST TABLE

Table A4.1. OTS Event Work/Rest Table

EVENT	White Flag (78-81.9)	Green Flag (82-84.9)	Yellow Flag (85-87.9)	Red Flag (88-89.9)	Black Flag (>90)
<b>Drill (Easy)</b>	No Limit	No Limit	No Limit	No Limit	Work=50 minutes Rest=10 minutes
<b>LANES (Easy)</b>	No Limit	No Limit	No Limit	No Limit	Work=50 minutes Rest=10 minutes
<b>Rappel (Easy)</b>	No Limit	No Limit	No Limit	No Limit	Work=50 minutes Rest=10 minutes
<b>AEF/VW Operations (Mod)</b>	No Limit	Work=50 minutes Rest=10 minutes	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes
<b>BELPS (Mod)</b>	No Limit	Work=50 minutes Rest=10 minutes	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes
<b>Combatives (Mod)</b>	No Limit	Work=50 minutes Rest=10 minutes	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes
<b>Confidence Course (Mod)</b>	No Limit	Work=50 minutes Rest=10 minutes	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes
<b>LRC/Proj. X (Mod)</b>	No Limit	Work=50 minutes Rest=10 minutes	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes
<b>Ropes (Mod)</b>	No Limit	Work=50 minutes Rest=10 minutes	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes
<b>Assault Course (Hard)</b>	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes	Work=10 minutes Rest=50 minutes
<b>MRIC Litter Carry (Hard)</b>	Work=40 minutes Rest=20 minutes	Work=30 minutes Rest=30 minutes	Work=30 minutes Rest=30 minutes	Work=20 minutes Rest=40 minutes	Work=10 minutes Rest=50 minutes

## Attachment 5

**WIND CHILL TEMPERATURE INDEX CHART REFERENCE VALUES AND  
ADVISORY FLAG COLORS**

Table A5.1. Wind Chill Index and Flag Colors

WINDSPEED		TEMPERATURE (F°)									
CALM	CALM	40	35	30	25	20	15	10	5	0	
KNOTS	MPH	EQUIVALENT CHILL TEMPERATURE									
3 to 6	5	35	30	25	20	15	10	5	0	-5	
7 to 10	10	30	20	15	10	5	0	-10	-15	-20	
11 to 15	15	25	15	10	0	-5	-10	-20	-25	-30	
16 to 19	20	20	10	5	0	-10	-15	-25	-30	-35	
20 to 23	25	15	10	0	-5	-15	-20	-30	-35	-45	
24 to 28	30	10	5	0	-10	-20	-25	-35	-40	-50	
29 to 32	35	10	5	-5	-10	-20	-30	-35	-40	-50	
33 to 36	40	10	0	-5	-15	-20	-30	-35	-45	-55	
		CAUTION					NO FLY				

Table A5.2. Working Practice Guidance in Cold Environment

Wind Chill Condition	Required Precautions and Hourly Work/Warming Cycle <sup>a</sup>
Standard	Wear gloves, do not perform work for more than 10 minutes, and cover metal handles and bars with thermal insulation.
Moderate	Follow Standard precautions, no outdoor operations with water (vehicle/aircraft washing), wear gloves and total body protection, avoid heavy sweating, change wet clothes immediately, implement the 'buddy' system. 50 MINUTES WORK/20 MINUTES WARMING
Caution	Follow both Standard and Moderate precautions, wear mittens not gloves. 40 MINUTES WORK/20 MINUTES WARMING
Danger	Follow Standard through Caution actions. 30 MINUTES WORK/30 MINUTES WARMING
Extreme	MISSION CRITICAL WORK ONLY <sup>b</sup>

a. Warming must be in an indoor, heated environment.

b. The Unit Commander will determine which tasks are mission critical.

**Attachment 6**

**KEY PHONE NUMBERS**

**AREA CODE FOR MAXWELL AFB: 334**

On-base taxi service/ Transportation .....	953-5038
Checker & Deluxe (off-base taxi service with on-base access) .....	613-0600
Emergency Phones	
Government Phone.....	911
On-Base Cell Phone.....	953-9911
Security Forces.....	953-7222
Fire Department .....	953-7449
OCC (duty hours).....	953-9675/6141
SDO.....	462-4411
OTS Command Staff	
24 TRS/DO	
Office .....	953-4665
23 TRS/DO	
Office .....	953-4674
DET 12 AMS/DO	
Office .....	953-8423

**BY ORDER OF THE COMMANDER  
DETACHMENT 12, ANGRC**

**OTS MANUAL 36-2604**

**ACADEMY OF MILITARY SCIENCE  
Supplement**

**18 MARCH 2014**

**Personnel**

**OC OPERATING PROCEDURES  
OFFICER TRAINING SCHOOL**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: DET 12 AMS/DO  
(Maj Dave Robertson)

Certified by: DET12 AMS/CC  
(Lt Col Reid F. Rasmussen)

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**This supplement implements and extends the guidance of OTS Manual 36-2604, *OC Operating Procedures*, 9 December 2013.** This operating instruction provides guidance and establishes additional procedures conducted by DET 12/Academy of Military Science (AMS) OCs. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims/cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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### **Chapter 7— AMS General Information**

## 1. General Procedures

### 1.1. Reporting Procedures

1.1.1. OCs will not enter AMS staff area located on the second floor of Bldg 1487A without receiving approval. If given permission, OCs will use the stairwell closest to the PCC and proceed directly to the office or cubicle of the requesting staff member.

### 1.2. Duty Week Events

1.2.1. Duty Week Events. These events commonly occur during the scheduled duty week.

1.2.2. SMT. The scheduled training is dedicated to accomplish education and in/out-processing activities required for graduation. Unless directed otherwise by the schedule, the training is 0500-1700, Monday through Saturday. Training is scheduled on Sunday, as needed.

1.2.3. Flt/CC Time. Flt/CC time is scheduled time for Flt/CCs to conduct required activities outside of normally scheduled curriculum. Flt/CCs will prescribe the use of all Flt/CC time. With Flt/CC permission, OCs may perform other duties or go to appointments during this time. OCs will assume academic preparation time for Flt/CC time not involving the activities outlined above and will not be "on break".

1.2.4. Dining Blocks. Dining blocks (shown on the schedule as a meal, e.g. lunch) are the times used to create dining priorities for all OCs. This time is also used to show where dining hours fall in respect to other planned activities.

### 1.3. Curfew

1.3.1. Curfew - The time at which all OCs must be in their own dormitory room attempting to sleep. Lights out will be 2300 hrs Sunday-Saturday.

1.3.2. Flight dayroom/hallway lights will be turned off by curfew. Entryway lights to occupied flight bays being utilized will be turned on during hours of darkness.

### 1.4. AMS Student Group Structure

1.4.1. The AMS Student Group is organized to provide the most effective learning environment possible. The concept of this organization follows that of other military organizations, with command responsibility and rank precedence within each OC organization. OCs will be selected to serve in leadership positions by the AMS staff. OC authority is determined by the leadership position held. Hazing by anyone is prohibited. Additionally, at no time shall any OC order any other OC to perform or conduct calisthenics or physical exercise as a form of discipline.

1.4.1.1. OC Group staff members will lead, maintain discipline, and instruct those under their control and set a proper example for subordinates to follow.

1.4.1.2. In any group of two or more OCs, the OC assigned the highest position of leadership is responsible for maintaining discipline and order.

## 1.5. Preparing Official Communication

1.5.1. OCs will use the official memorandum format to communicate with the OTS staff. Guidelines for this format can be found in AFH 33-337. Memorandum submitted with format or content errors will be returned for correction and resubmission electronically.

1.5.1.1. OCs will use AFH 33-337 to format all electronic correspondence with OTS staff.

1.5.2. If the memorandum is requesting approval from the staff, include an endorsement block.

1.5.3. Only functional address symbols may be used for official correspondence. The sender's functional address symbol (FAS) and the duty title in the signature block must match. The only exception is when a OC submits a memorandum that deals with an additional duty, like academic officer, requirements officer, Fitness officer, etc. In this case, the FAS would be the assigned Student Group position (usually flight member) and the signature block duty title would be the additional duty.

1.5.3.1. For example: If an 1-13 Flight member was also the Group computer officer and they wrote a memorandum to the AMS Staff computer POC, the FAS would be 1-13/FM and the signature block duty title would be Group Computer Officer.

1.5.4. The following Group standard functional address symbols will be used for all correspondence:

### 1.5.4.1. AMS Student Group

CQ(R)	OC responsible for the Charge-of-Quarter (Runner)
GP/CC	Group Commander
GP/CV	Vice Group Commander
GP/DS	Director of Staff
*/SC	Squadron Commander
*/FL	Flight Leader
*/FOO	Flight Operations Officer
*/1EL	First Element Leader
*/2EL	Second Element Leader
*/FM	Flight Member

Note: OCs will insert the appropriate squadron or flight designator in place of the \* symbol. For example, the functional address symbol for the 2-16 Flight Leader would be 2-16/FL, and the functional address symbol for the First Element Leader in 1-11 Flight would be 1-11/1EL.

### 1.5.4.2. AMS Staff

DET 12 AMS/CC	Commander
DET 12 AMS/DO	Director of Operations
DET 12 AMS/SS/CC	Student Squadron Commander
DET 12 AMS/FLT/CC	Flight Commander
DET 12 AMS/MTS	Any Enlisted Staff Member

Note: When addressing correspondence to the AMS staff member, insert the appropriate addressee's rank and last name (in parenthesis) after the functional address symbol. An example of this for the Director of Operations is DET 12 AMS/DO (Maj Robertson).

1.5.5. Telephones - The CQ phone will remain free for OFFICIAL OTS BUSINESS ONLY! CQ phone is for AMS staff to contact AMS OCs. The CQ phone will not be used to call to home unit, family, or friends. OCs wishing to receive outside calls should give callers the phone number of the AMS dayroom phone numbers:

BLDG 1486:

1st Floor Dayroom	953-1986, 1938
2nd Floor D-room	953-2467, 9408
3rd Floor D-room	953-9417, 9409
CQ Office	953-9315

BLDG 1488:

1st Floor Dayroom	953-4597
2nd Floor D-room	953-8488, 8546
3rd Floor D-room	953-8549, 6311
CQ Office	953-9390

Staff Duty Officer	99-462-4411
DSN	493-9596
Area code	334-953-9596

Faculty phone numbers:

Reference bulletin boards located in dormitory and flight rooms.

1.5.6. If an OC wishes to provide a written statement in response to a counseling or graded measurement, the OC has until 0800 the next duty day to provide the response. The written statement will be submitted via email to the owning Flt/CC and/or the staff member that gave the counseling or graded measurement.

1.6. Student/Staff Meeting

1.6.1. OCs will have the opportunity to exchange information as necessary with the OTS staff during Flt/CC time.

1.6.2. Any Group member can request a staff meeting. Appropriate channels must be used for such requests.

1.6.3. The make-up of the members of the staff meeting will depend upon the type of meeting requested.

1.6.4. OTS staff or Student Group member(s) will review all matters brought to their attention and take action as necessary.

1.6.5. When appropriate and/or directed, OC Group staff members will disseminate information from the staff meeting to flight and/or Group.

#### 1.7. Personal Appearance

1.7.1. Body Piercing & Tattoos: All piercings, excluding those labeled “exceptions” for women in AFI 36-2903 are to be removed. Men must remove all body piercings. OCs with tattoos must be in compliance with AFI 36-2903.

#### 1.8. Sign Out Procedures

1.8.1. During the duty day, Flt/CCs must know the location of all OCs under their command.

1.8.2. CQ must report the last accountability to the OTS SDO on Wednesday of Week 8 if Phase four is granted. After that, accountability to OTS SDO is no longer required.

#### 1.9. Emergency Leave

1.9.1. OCs may be granted emergency leave as long as they do not miss in excess of 72 hours of training. Each request will be considered on a case-by-case basis. The timing of graded events and application exercises in correlation to emergency leave requests will be considered before granting emergency leave.

1.9.2. Emergency leave may be requested for the following reasons:

1.9.2.1. A verified death in the OC's or spouses immediate family. Immediate family consists of the OC's or spouses:

1.9.2.2. Parents (including stepparents)

1.9.2.3. Children (including stepchildren)

1.9.2.4. Brothers and sisters

1.9.2.5. Sole surviving blood relative

1.9.2.6. In-loco-parentis person. In loco-parentis must meet both of the following conditions:

1.9.2.6.1. A person who stood in place of the OC's parent for a period of at least five years before the OC became 21 years of age or entered military service.

1.9.2.6.2. The person provided a home, food, clothing, medical care, and other necessities, and gave moral, disciplinary guidance, and affection.

1.9.2.7. Someone in the OC's or spouses immediate family is diagnosed with a life threatening condition due to an accident, illness, or major surgery after the OC has entered training at OTS.

1.9.2.8. The OC is affected by a natural disaster, such as a hurricane, tornado, flood, or earthquake and a severe or unusual hardship would result if the member failed to return home.

1.9.2.9. A severe or unusual hardship may result from failure to return home, on either the OC, his or her household or immediate family.

1.9.2.10. The OC's spouse is pregnant or in childbirth and a severe or life-threatening situation exists.

1.9.3. If any of the above emergency situations arises, the OC will notify first his or her Flt/CC or the SS/CC if the Flt/CC is not reachable. The OTS staff shall notify the Chaplain who will ensure that the American Red Cross validates the request.

1.9.4. The OC shall make initial contact with his or her unit to notify them of the situation. The OC will complete an AF Form 988 and forwarded through their Flt/CC and DET 12 AMS/DO to the DET 12 AMS/CC for approval/disapproval.

1.9.5. If approved:

1.9.5.1. The AMS Student Affairs NCO will coordinate with the OC's home unit and receive a leave number. Part II of the AF Form 988 will be given to the OC.

1.9.5.2. OCs will be allowed to make travel arrangements, at their own expense, taking the minimum leave possible, but not to exceed 72 hours.

1.9.6. Upon the OC's return from leave, the OC shall notify his or her Flt/CC or the DET 12 AMS/DO. The OC shall then see the student affairs NCO to complete leave paperwork on the next duty day.

1.9.7. Emergency leave will usually be disapproved:

1.9.7.1. To resolve marital problems, threatened divorce, or other personal problems.

1.9.7.2. To attend court hearings.

1.9.7.3. To resolve financial problems.

1.9.7.4. To manage businesses.

1.9.7.5. To settle the estate of a deceased relative.

1.9.7.6. Because of an emergency involving other than immediate family members or for a friend, fiancée, or fiancé.

1.9.7.7. Ordinary leave is not authorized for use by AMS OCs.

## 1.10. Computer Usage

1.10.1. Proficiency in the use of the computers is the responsibility of each OC. OCs already knowledgeable in computer systems may assist others in computer usage. Assistance rendered by an OC to another OC is highly encouraged. It will, however, be limited to the use of the hardware and existing application software. OC self-help will not include assisting each other with the content or the formatting of graded assignments.

1.10.2. All OTS flight room presentations, graded materials, and any other training material stored on OTS and/or personally owned computer storage systems may not be copied and it must be erased from all storage systems prior to commissioning.

1.10.3. OCs WILL NOT add to, delete from, or alter in any way the existing software or hardware associated with OTS owned computers. This includes not saving any files on the hard C: drive. OCs can save documents to their respective flight file exchanges on Blackboard.

1.10.4. Limited Internet access will be permitted once the OC achieves Phase Two status. Permitted access only includes on-line banking/bill paying, the AF Portal, and personal email. OCs may access the Internet from government computers for OTS related/directed activities. OCs will not access social websites during SMT without Flt/CC approval.

1.10.5. OTS laptops can be removed from the dorm rooms' docking stations; however, OCs will NOT swap laptops to another docking station, as this will trip port security and lockout the OC. OTS laptops cannot access the commercial wireless network. OTS laptops will not be disconnected from the network or turned off (to ensure AF software upgrades).

## 1.11. DFAC Procedures

### 1.11.1. Seating

1.11.1.1. The Officer Candidate that fills the last table position will stand at attention and instruct the table to "BE SEATED". All OCs will place coats (if worn) on the back of the chair and sit down. The OC in the last position will immediately turn the timing device to the right (to the 30 minute mark) and then turn it back to the left (to the 8 minute mark). OCs will have 8 minutes to complete a "tight" meal.

### 1.11.2. Meal Conclusion

1.11.2.1. Once the entire flight has returned to their respective tables, the Flight Leader will stand at attention and give the command "FLIGHT X-XX, STAND BY". The flight members will stow all reading material, don jackets (if applicable), ground the chairs to the right table corner, and stand at Parade Rest. Once all respective Flight members are at Parade Rest, the Flight Leader will give the command "Tenchhut, Fall out". All Flight members will depart the table and travel via the approved one-way route to the door.

## 1.12. Meal Formations

1.12.1. Phase One - All three meals Monday through Sunday are mandatory formations.

1.12.2. Phases Two and Three - Monday-Saturday the lunch meals are mandatory formations. Monday-Saturday breakfast and evening meals and all meals on Sunday are optional. **Exception:** Breakfast is mandatory (at the dining facility) on the days of scheduled fitness training, open ranks inspections, Ropes, Leadership Reaction Course, day of deployment for AEF exercise/ Vigilant Warrior and while at AEF exercise/ Vigilant Warrior.

## 1.13. Inspections

### 1.13.1. Dormitory Inspections

1.13.1.1. During the first week of training, the FL will accompany the Flt/CC on room inspections. If the MTI or other AMS staff member is present the Flight Operations Officer (FOO) will follow him/her and document room infractions.

1.13.1.2. Starting the second Monday of training, graded dormitory room inspections will be conducted by an MTI.

1.13.1.3. OCs will receive demerits for failing to meet standards in their personal area. Common areas are inspected with demerits attributed to both OCs within a room. For example, if the trash can is improperly displayed, each OC will receive a demerit.

1.13.1.4. In order to pass their room inspections, OCs must meet the following criteria:

1.13.1.4.1. Fifteen demerits or less for the first and second inspections, i.e., 16 demerits for one OC is a failure.

1.13.1.4.2. Ten demerits or less for the third inspection.

1.13.1.4.3. Five demerits or less for the fourth inspection.

**NOTE:** A security violation constitutes an automatic inspection failure, i.e., 15 demerits. For a list of security drawer items, refer to the Dormitory Training Manual.

### 1.13.2. Personal Inspections

1.13.2.1. Personal inspections will be in the form of three open ranks inspections.

1.13.2.2. The inspecting official/party will be comprised of members of the AMS staff.

1.13.2.3. The Uniform of the Day (UOD) for the first open ranks inspection is ABU's. The UOD for the second inspection is short-sleeve blues shirt, open collar, no ribbons, badges are required (if awarded). The UOD for the third inspection is service dress.

1.13.2.4. FLs will document the flight results and GP/CC will document Group staff

results. All results will be turned into the owning Flt/CC via distribution the next business day.

1.13.2.4.1. More than one demerit received during a personal inspection is substandard.

1.13.2.4.2. A "merit" will be given to OCs who exceed the established standards.

### 1.13.3. Performance on Inspections

1.13.3.1. Substandard performance will be dealt with by the AMS faculty, the Student Group staff, or both. Consequences of substandard performance may vary. These could include, but are not limited to OC being held back or sent back in phase, accomplishing weekend details, limited or no privileges, re-instated restrictions, formal counseling, or elimination from the program. This determination will be based on the progress and developmental needs of the individual OC.

### 1.14. Student Additional Duties

1.14.1. Each flight member will have an additional duty. The type and scope of each duty are listed on the AMS Blackboard site under the "Student Resources" tab.

1.14.1.1. All additional duties will be assigned NLT TD-2.

## 2. Charge of Quarters (CQ)

2.1. CQ is the control point for all general dormitory activities. It is your responsibility to know where all OCs are, help with access to supplies, and serve as a focal point for general communications. The primary CQ should remain available in the office, and utilize the CQ runner (ACQ) as needed. CQ is the staff point of contact used to disseminate information from the staff to the OC's when directed. It is the CQ's responsibility to coordinate all communication with OTS SDO, and the DO if necessary.

2.2. Daily Operations. The AMS Dormitory CQ will be manned from 0530 to lights out every day. The shifts will run from 1800 to 1800 the next day. CQ/ACQ will not staff the CQ office during the academic duty day. After lights out, either the CQ or ACQ is required to sleep in the CQ office during their shift. Any deviation from this will need prior approval from the staff POC for CQ.

2.2.1. Report for duty 15 minutes prior to assigned shift in order to accomplish required turn over. If late for CQ duty, the late OC will submit a memorandum to the their respective Flt/CC explaining the reason for the tardiness. Failure to report on time will result in an automatic counseling.

2.2.2. Have either the Dormitory CQ or ACQ stay in the Dormitory CQ office at **ALL** times except for evacuation, lockdown, or key events. Only the OTS/CC or designated representative may authorize CQ to remain open during Key Events.

2.2.3. Be thoroughly familiar with this instruction and the Dormitory CQ binder. Ensure all checklists/shift procedures are completed.

2.2.4. Wake up is at 0430 daily.

2.2.5. Answer the telephones and maintain information on important events affecting OTS mission.

2.2.6 Telephone procedures. Dormitory CQ telephones will only be used for official government business. CQs will answer the phone: “Good [morning/afternoon/ evening], Bldg 1488, AMSCQ, OC \_\_\_\_\_ speaking. How may I help you?” Find out if the call is for official business or an emergency. If it’s for official business, take the message to include the caller’s name, number, time of call, the message, and any additional information that may help you find the person. If it is an emergency, run the appropriate checklist. Note the phone call in the event log. If it’s an emergency, notify the SDO. Use proper closing procedures on all phone calls.

2.2.7. Disseminate information to the dormitory by making announcements and delivering messages. Except for emergencies, no intercom announcements should be made during Academic Preparation Time and Lights Out.

2.2.8. Maintain Sign In/Sign Out Log for all OCs. Accountability must be called into the SDO every morning no later than 0730.

2.2.9. When SDO picks up the phone;

SAY; “AMS Dormitory 1488, OC <LASTNAME> calling with the AMS accountability report.”

SDO will tell you to go ahead.

SAY; “As of TIME (e.g.0600), DATE (e.g. 08 NOV 2014), One hundred and seventeen on, zero off, , zero casual off, one hundred and seventeen total.”

SDO will then end the conversation and you hang up.

THIS IS AN EXAMPLE OF THE NUMBERS YOU REPORT, ENSURE YOU HAVE THE CURRENT NUMBERS FOR THE CURRENT AMS CLASS AND IT REFLECTS THE OC’S STATUS.

2.2.10. OC Status descriptions;

2.2.10.1. On/Off Campus

2.2.11. Conduct building security checks every two hours.

2.2.12. The CQ is responsible for and will maintain control over the equipment and

supplies, etc. in the CQ room. A notation will be made on the CQ report of any items that are missing or inoperative and will also notify a SSC or the DO of equipment issues. The CQ equipment list includes:

- (1) Maintain accountability of keys. Do not issue keys to OCs.
- (2) CQ Handbook
- (3) Computer and Monitor
- (4) First Aid Kit
- (5) Radios and chargers (2)
- (6) Any other equipment in the CQ room.

2.2.13. CQ/ACQ armbands (2) will be worn at all times, unless directed by AMS/Staff.

2.2.14. Maintain building cleanliness to include dayrooms, laundry rooms, and computer labs.

2.2.15. Execute emergency checklists as appropriate.

2.2.16. Keep the SDO informed of significant events.

2.2.17. End of the academic day:

2.2.17.1. Enter all pertinent information of the day's events on the CQ report. Log on the CQ report when you were relieved from duty and by whom.

2.2.17.2. Brief the oncoming CQ of all duties, assignments, regulations, and CQ instructions.

2.2.17.3. Maintain control of the building keys and have students sign the key log when using the keys for any reason. Maintain positive control of the AMS student radios. Radios will be on all the time, with the exception of class time.

2.2.17.4. Begin dormitory fire and security checks. Checks performed once every two (2) hours. Annotate findings on the CQ log. (No checks during curfew hours; CQ sleeps in orderly room during this time, runner sleeps in their own room.)

2.2.17.5. CQ will be responsible for unlocking/locking all facilities that are used by AMS OCs. CQ will be responsible for checking the schedule to ensure that all facilities being used during the day are unlocked prior to the Group's arrival. Likewise, will be responsible for ensuring facilities are locked/secured prior to curfew. Further instructions will be given by the AMS and OTS staff when required.

2.2.18. If a door is found unsecured and the CQ does not have a key to lock that particular door, the CQ will make a note in the CQ log and notify the SDO. The CQ will notify the DO the next business day.

2.2.19. Log all significant events in the Dormitory CQ log.

2.2.20. The CQ room will be kept in inspection order at all times. The bed will be displayed "open air" with a new change of linen provided for the oncoming CQ. See Dorm Manual. CQ and ACQ will be present for stand by inspections during week 1, positioned outside the CQ room door, ready for inspection.

2.2.21. Call the Dormitory CQ Area to Attention. When the OTS/CMDT, OTS/CV, 24 TRS/CC, 23 TRS/CC, 22 TRSS/CC, DET 12 AMS/CC or any O-6 and above enters the building or area, call the area to attention. The OTs will call the area to attention unless there is an officer of equal or higher rank already in that specific building or area. When commissioned staff walks past or enters the Dormitory CQ room, OCs will stand at the position of attention and render the proper greeting of the day.

2.2.22. Ensure all OTS energy conservation policies are properly implemented.

2.2.23. Curfew:

2.2.23.1 Ensure all lights, except entryway lights, are out.

2.2.23.2 Check each squadron's Sign In/Out Log to ensure that all students are signed in.

**Note: If all students are present at curfew, enter the following Group statement in the CO Report, "All students are in the dormitory and lights are out."** If a student is not signed in, check to see if the student is in the dormitory, and if so, have the student sign in giving the time at which they are signing in, not the time they entered the building. **In the CO Report, enter the name(s) of any student(s) not having signed in, regardless of the circumstances.** If a student is not signed in and is not in the dormitory, notify the Group commander and the SDO.

2.2.23.3. Staple each flight's Sign In/Out Logs together (in the case of multiple sheets). These logs are completed as of curfew.

2.2.23.4. The CQ or ACQ will be in bed within 30 minutes after curfew and will sleep in the CQ office.

2.2.24. Officer Candidates put onto "quarters" by the IDMT will need meals delivered to them. Ensure accurate information of who is on quarters by coordinating with FLs.

Contact SDO 953-9675 with information of who is on quarters, room number, and how long the quarters will last.

2.3. Uniform for Dormitory CQ/ACQ is UOD.

2.3.1 The CQ will wear the CQ armband on the left shoulder of the uniform of the day (not on jackets/coats) during his/her tour of duty except when in PT clothes and during open ranks inspections. Any other exceptions must be approved by the DO.

2.4. Eligibility. Any OC is eligible to be trained and perform Dormitory CQ/ACQ duties. After week one of training, the CQ and ACQ will be assigned by the GP/CV or his/her designated representative, who must approve all changes. Note: Students holding Group or flight staff positions will not perform CQ or ACQ duties.

2.5. Training. OCs will receive at a minimum one hour of on-the-job training. Training will be documented and filed in the respective dormitory CQ.

2.6. Lost and Found Procedures. Any time lost property is identified, attempt to locate the owner. Money and articles found will be secured in the SDO office and listed on the SDO log. Found items will be returned to owner or handled in accordance with applicable checklist. If you cannot find the owner of the item, secure the item in the SDO office. Record where and when the item was found.

### 3. Fitness Program

3.1. OCs will be required to complete the USAF Physical Fitness Assessment (PFA) and achieve an overall fitness level rating of "Good" in order to be commissioned. The fitness assessment will include a 1.5 mile run, body composition rating assessed by an abdominal circumference measurement, one minute of push-ups, and one minute of crunches. OCs will participate in the Physical Fitness Diagnostic (PFD) during Week One so that the initial fitness level of the OCs may be determined. To remain in training, OCs must achieve an **overall score of 75 and must meet minimum requirements in all components on the PFD**. Anyone receiving an overall score of less than 75, failed to meet minimum requirements on any of the components, or unable to fully participate in all aspects of PFD (abdominal circumference measurement, push-ups, crunches, and run) may be removed from training and returned to their home unit. All OCs must pass the PFA with a score of 75 or greater and must meet minimum requirements in all components as a commissioning requirement, unless granted a waiver by the DET 12 AMS/CC.

3.1.1. Exceptions to taking the PFA shall be considered on a case-by-case basis for medical or other reasons and may only be granted by the DET 12 AMS/CC.

3.2. Cardiovascular Conditioning: To enhance cardiovascular health, OCs will be required to complete cardiovascular conditioning as outlined in the overall fitness program.

3.3. Muscular Conditioning: To enhance muscular condition and health, each member of the Group will be required to participate in an organized workout program. This will be accomplished as part of the overall fitness program.

- 3.4. Fitness Officer (FO). FOs are responsible for the organization and coaching of all fitness training activities to include:
- 3.4.1. Ensuring all OCs properly warm up and cool down prior to and after any fitness training activity.
  - 3.4.2. Ensuring all OCs are ready for the start of formal fitness training on Monday of Week Two.
  - 3.5.3. Monitoring and tracking Group participation in fitness activities. The specific process will be developed by the FO staff and approved by the AMS staff POC.
  - 3.4.4. Ensuring the FO Reports are forwarded to the AMS staff POC NLT Monday morning of each week. Reports will be given regarding the status of the Group's cardiovascular and muscular conditioning.
  - 3.4.5. Ensuring the first-aid kit and water is taken to all fitness training activities (including LRC, BELPs, and Ropes).
  - 3.4.6. Assisting OCs with their fitness program.
  - 3.4.7. Implementing and monitoring any personal improvement plans (PIPs).
  - 3.4.8. Monitoring for safety during fitness training. **Safety is paramount!**
  - 3.4.9. Briefing OCs on emergency procedures. Ensuring injured personnel report to sick call at the first opportunity.
  - 3.4.10. Coordinating Group fitness program.

#### 4. Privilege and Phasing Program

- 4.1. The eight-week AMS Privilege Program is divided into four privilege phases. Each privilege phase corresponds to objective measurement as well as time. Phase Four occurs during Week eight, after all commissioning requirements have been met.
- 4.2. All OCs begin their time at AMS in Phase One.
- 4.3. Phase Definitions
  - 4.3.1. Phase One:
    - Restricted to OTS Complex
    - No purchase/consumption of alcohol.
    - Flights will march with a staff member during SMT unless given other guidance.
    - OCs drink water, juice, milk and/or sports drinks only.
    - All food and beverages consumed will be from Dining Facility or issued MREs

- only, excluding water.
- All three Dining Facility meals are mandatory formations, unless directed by AMS staff.
- OCs have eight minutes to consume meals once all food and beverage items have been retrieved and OCs are in seats.
- No talking in Dining Facility and/or during meals (Unless speaking to an OTS staff member).
- Physical training uniform will be worn for physical training **only, unless eating at the DFAC directly after fitness training.**
- OCs will wear a hydration system filled with water at all times.
- No use of cell phones or personal music devices.
- Permitted to access Internet to conduct AMS academics or personal banking only.
- No watching television.
- All phones are for official business use only (Access to family for personal reasons must be coordinated through the Flight Commander or available Chaplain) .
- Each OC is allowed to make one personal ten minute phone call on Sunday, end of Week One. This call can be made with the OCs cell phone.
- Phone privileges on Saturday and Sunday end of Week Two only for OCs who pass all Week Two room inspections.
- Flights may not march without a staff member, unless directed otherwise.
- Wear of the blue reflective belt is mandatory at all times.

**NOTE:** OCs may be allowed to get a haircut at the Main Base Exchange during Week One only with Flt/CC approval. OCs who require a haircut must submit a memorandum to their owning Flt/CC requesting permission to travel to the Base Exchange to get a haircut. The memorandum will include the mode of transportation to be used and the time frame they will be away from the OTS Complex. Both mode of transportation and time frame for haircut must be approved by the owning Flt/CC.

#### 4.3.2. Phase Two:

- OTS phones can be used for personal use after SMT.
- Consumption of all non-alcoholic beverages.
- Flights no longer are required to march with a staff member escort.
- Morning and evening meals are optional (lunch mandatory Mon-Sat).
- Eight minute rule no longer applies for consumption of meals (but must expedite).
- Physical training uniform allowed during off duty hours on OTS Complex.
- Talking allowed in DFAC (once seated, but not while in line).
- Permitted to watch television in OTSAC.
- Restricted to Maxwell AFB. Mandatory UOD will not include the PT uniform.
- No purchase/consumption of alcohol.
- No use of cell phones during SMT.
- May use POV to drive to Base Exchange complex.
- Anytime OCs leave the OTS Complex they must be in blues. The only exception to this policy is if an OC needs to go the Emergency Room. In that case, the OC will be allowed to leave in whatever uniform they are currently wearing.

- Internet access is limited to the parameters defined in OTSMAN36-2604 para. 1.9 and OTSMAN36-2604\_AMSSUP para.1.10.4

#### 4.3.3. Phase Three:

- All privileges in Phase Two.
- Ordering food from off base allowed.
- Use of personal music devices in dorms or while running on the track.
- Purchase/consumption of alcohol permitted in accordance with 7.3.3.
- Travel off base during non-duty hours permitted, local area only, defined as a 25 mile radius around Maxwell AFB. Mandatory UOD for off base travel is the Blues uniform. OC's are not permitted to spend the night off base.
- Internet access is limited to the parameters defined in OTSMAN36-2604 para. 1.9 and OTSMAN36-2604\_AMSSUP para.1.10.4

#### 4.3.4. Phase Four:

- All privileges in Phases Two and Three.
- Formation marching no longer required.

#### 4.4. . Phase Progress Criteria

4.4.1. All OCs will begin in Phase One. To progress to Phase Two, each OC must:

4.4.1.1. Earn an 80% or higher on the first exam

4.4.1.2. Pass room inspections

4.4.2. Graded room inspections will be conducted starting Week Two, and will continue throughout the program. Any OC failing to meet room inspection standards will either not phase or will return to Phase One. Rooms failing to meet standards will be re-inspected within 72 hours.

4.4.3. A senior member of the DET 12 AMS staff will acknowledge all phase transitions.

4.4.4. OCs who demonstrate a lack of adaptability may be held back or sent back in phase status.

4.4.5. Any OC phased back because of a graded measurement failure, will remain in that phase until re-evaluated in the graded measurement or a period of 48 hours, whichever comes first.

4.4.6. Other Phase Conditions and Definitions. The OTS staff reserves the right to hold OCs back in phase, return OC to a previous phase, or allow progression through phase based on behavior and performance, or to grant privileges prior to the defined phase point.

## 5. Awards

5.1. Weekly Top Flights: Flights may be recognized and presented streamer(s) for their flight guide-on in the following two categories:

5.1.1. Academics: Presented weekly at the end of the week, beginning after the first graded academic event, to the flight that excels in the area of academics. The streamer will rotate each week to the flight with the highest academic performance for the week.

5.1.2. Dormitory Maintenance: Presented weekly at the end of the week, beginning in Week 2 of training, to the flight that excels in the area of dormitory maintenance. This streamer will rotate each week to the flight with the lowest number of average demerits per person received during dormitory inspections that week.

## 6. AETC IMT Form 341, Excellence/Discrepancy Report

6.1. AETC Form 341 is used to document the facts surrounding an incident or event. It may be used to document behaviors that demonstrate or fail to demonstrate the seven competencies of officership, which may include behavior that would fall under the categories of prejudicial conduct, lack of aptitude for commissioned service, and lack of adaptability to training.

6.2. AETC Form 341 is **not** punitive in nature; it is “fact finding”. It is normally used to identify behaviors. Flt/CCs will use this information to assess officer qualities and/or to determine any necessary actions. This will provide feedback support for the OC Memorandums for Record, the mid-term OC Performance Report, and final OC Performance Report.

6.3. Procedures.

6.3.1. OCs are required to carry a minimum of 3 AETC Form 341 at all times.

6.3.2. When an OTS staff member observes an event or inappropriate behavior, the OC will be asked to submit an AETC Form 341. At his/her first availability, and NLT than curfew that day, the OC will submit the AETC Form 341 in person or through distribution. FOOs are responsible for tracking all AETC Form 341s submitted by all OCs in their flight. If an AETC Form 341 is requested during a class or exercise, the OC will wait until a break to complete and submit the form to the requesting individual. In cases where the OC does not see the requesting individual for the remainder of the day, the OC will submit 341s through nightly distribution to the requesting individual. **(The AETC Form 341 will be used to record only the facts of the incident or event. It will not be used to justify why the incident occurred.)**

6.3.4. The Flt/CC may meet with the OC to determine why the incident occurred and what corrective action(s), if any, will be taken in response to the incident. Hard copies of AETC Forms 341 will be maintained by the Flt/CC in the OC's records. AETC Forms 341 may serve as a basis for further disciplinary action.

6.3.5. A member of the Student Group staff or squadron level staff who observes an event,

incident, or inappropriate behavior may request an AETC Form 341 from the OC. The OC will legibly complete the form and submit it to the requesting student staff member who will forward it to the GP/CC. The GP/CC will then meet with the owning Flt/CC or SS/CC to discuss the incident.

6.3.6. The SS/CC will decide if the event, incident or behavior should be dealt with by the Flt/CC or the GP/CC. If the GP/CC is tasked to deal with further actions, the actions must be approved by the DET 12 AMS/DO and documented by the GP/CC. A courtesy copy of all documentation will be given to the Flt/CC and maintained in the OC's record.

## 7.0 AMS General Information

### 7.1 HAWK Procedures

7.1.1. The HAWK will be read while in formation/line, but not during academic instruction. The HAWK should be held 90 degrees (with the upper arm parallel to the ground) and standing at parade rest. The entire flight will hold the HAWK in the same hand. To switch hands, the flight leader (FL) will come to the position of attention and give the command "switch." The flight will come to attention, switch hands, and return to parade rest.

### 7.2. Stand-By Procedures

#### 7.2.1. To retrieve the HAWK:

7.2.1.1. The FL calls the flight to attention (if not already at attention) and then gives the command "stand by." Once the students have retrieved the HAWK and grounded their briefcases, they automatically return to the position of attention. Once the FL gives the command "parade rest," students will begin reading the HAWK according to the proper procedures.

#### 7.2.2. To secure the HAWK and briefcase:

7.2.1.1. The FL gives the command "stand by" and the flight secures their HAWK and picks up their briefcases. Once their gear is secured, students will go back to the position of parade rest. The FL will then give the command "flight tench-hut," and prepares to move the flight.

### 7.3 Formations

#### ATTENTION

- a. Smartly bring the left heel together with the right heel so heels are on line and feet form a 45-degree angle
- b. Simultaneously, bring hands to the sides, cupping hands in the process
- c. Cup hands so thumbs rest along the first joint of the forefinger w/ palms facing the legs
- d. Place thumbs along seam of trousers
- e. Arms hang straight along the side the body with both wrists straight with forearm
- f. Body is erect with hips level, chest lifted, back arched, shoulders square and even
- g. Legs are straight but not stiff, knees unlocked
- h. Eyes are straight forward
- i. Maintain silence and immobility

#### PARADE REST

- a. Raise the left leg from the hip just enough for the foot to clear the ground

- b. Keeping legs straight but not stiff, smartly move left foot to the left and place it down 22 ½ degrees off center line of the body. Heels are on line and approximately 12 inches apart as measured from inside the heels
- c. Simultaneously, bring your hands to the back of the body, uncupping them in the process
- d. Extend and join your fingers pointing them toward the ground; palms out
- e. Place the back of right hand into palm of the left hand with right thumb over left so thumbs form an “X”, pointing straight down
- f. Keep arms fully extended
- g. Keep your head and eyes forward, maintaining silence and immobility

#### AT EASE

- a. Relax in a standing position while keeping the right foot in place
- b. Your position in the formation will not change
- c. No speaking allowed
- d. The only command you may receive while At Ease is “Flight Attention”

#### REST

- a. On the command REST, the same requirements for at ease apply, but moderate speech is permitted.

#### 7.4. Protocol Procedures

- a. Stand/come to attention when approached by a staff member
- b. Officer candidates will stand aside, at the position of attention, when any staff member passes. Officer Candidates will say “STEP ASIDE”.
- c. As a staff member passes by, offer them the greeting of the day.
- d. Proper address for other flight members is OFFICER CANDIDATE or OC

#### 7.5. Saluting

- a. Bring right hand smartly up the front and centerline of the body, uncupping the hand as it passes the waist
- b. Extend and join fingers placing thumb along forefinger; keep palm flat, forming a straight line between the fingertips and elbow
- c. Tilting palm slightly towards your face, hold upper arm horizontal, slightly forward, and parallel to ground
- d. Ensure tip of middle finger touches one of the following contact points:
  - 1. If wearing a billed cap, with/without glasses, the contact point is the right front corner of cap
  - 2. If wearing a non-billed cap or no cap, without glasses, the contact point is the outside corner of right eyebrow
  - 3. If wearing a non-billed cap or no cap, with glasses, the contact point is the right front corner of eyeglasses
- e. Remainder of the body remains at the Position of Attention

#### 7.6. Column of Files Movement

- a. On Column of Files from the Right (Left), mentally prepare yourself
  - 1. If the movement is from the right, the GOB will stand fast at order guidon position
  - 2. If the is movement from the left, the GOB will post in front of the first element

leader by stepping off with the left foot halting in front of the First Element Leader and then executing a right face; the GOB will then go back to the order Guidon position

b. On Forward,

1. If the movement is from the right

- a) The GOB will go to the carry guidon position (in front of the second element leader)
- b) Both element leaders will simultaneously turn their heads 45-degrees to the right
- c) The second element leader will command, "Forward"
- d) The first element leader will command, "Stand Fast"
- e) Each element leader keeps their head to the right until their element steps off

2. If the movement is from left

- a) The GOB has already posted in front of the first element leader goes to the carry guidon position
- b) Both element leaders will simultaneously turn their heads 45-degrees to the left
- c) The first element leader will command, "Forward"
- d) The second element leader will command, "Stand Fast"
- e) Each element leader keeps their head to the left until their element steps off

3. On MARCH,

- a) The designated element steps off immediately marching at the Position of Attention (If the movement is from the right, the GOB and second element steps off; if movement is from the left, the GOB and first element steps off)
- b) When the remaining element leader sees the last two individuals in the lead element, the remaining element leader will command, Forward March, at which point the remaining element will step off, in step, marching at the Position of Attention and incline behind the leading element
- c) When going into a building, the GOB will step off and hold the door open until the entire flight has entered the building. At that time, the FL will then hold the door open and the GOB will go and post the guidon in the appropriate place and proceed in the building followed by the FL



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