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 AFPD 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. 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/afrims/afrims/afrims/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.

SUMMARY OF CHANGES

The superseded OTSMAN 36-2202 referenced and implemented Air Force Policy Directive (AFPD) 36-22, *Air Force Military Training*, which was superseded by AFPD 36-26, *Total Force Development*, 27 Sep 11. Therefore the number of this publication has been updated to OTSMAN 36-2604. Other major changes include standardizing guidance across all squadrons within OTS. The standardized guidance is spread throughout this publication and must be thoroughly reviewed. Any guidance that was specific to one of the squadrons was removed from this publication and must be maintained at the squadron level.

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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

BOT	COT/RCOT	Det 12 AMS
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. BOT Phase One and Phase Two trainees may also be referred to as "Lower-Class" trainees. BOT Phase Three and Phase Four trainees may also be referred to as "Upper-Class" trainees.

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

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. Saluting is not required in the following locations: 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, the flickerball operation fields, 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. 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" or "Retreat". If the flag is being raised during "Reveille", face the flag and render a salute. **Exception:** During "Reveille", if the flag is not visible, no action is required. During "Reveille" or "Retreat" upon hearing the first note of "The National Anthem" or "To

the Colors", 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. When indoors, during a ceremony and in uniform stand at attention and face the flag, but do not salute. When in civilian clothes indoors or outdoors, 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.

1.2.5. 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.

Colonel

Brigadier General

Major General

Lieutenant General

General

Air Force Chief of Staff

Secretary of the Air Force

1.2.6. Staff/Trainee Interaction.

1.2.6.1. When passing, addressing, or being addressed by OTS staff, the proper greeting of the day is given 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 trainees are in groups of four or less, all trainees will give the appropriate greeting of the day. When trainees are in groups of five or more, the first trainee will give the appropriate greeting of the day for the entire group.

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/auditorium/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 or when a yes/no question are asked or when the question "will that be all?" is asked. In those cases, replies will simply be "**Yes/No Sir/Ma'am**.", "**Will that be all, Sir/Ma'am?**

1.2.6.4. Any trainee being addressed **by a staff member first** will always end all conversations by asking, **"Will that be all, Sir/Ma'am?"** If a trainee initiates a conversation, the conversation will end with **"Sir/Ma'am, Thank you".** If outdoors, salutes will be rendered following the end of the conversation. Other trainees present but not being addressed will simply render a salute (unless in flight formation for which the flight leader will extend all courtesies).

1.2.6.5. 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.").

1.2.6.6. 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.

1.2.7. 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's 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 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 give greetings to 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 front) 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, do 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. Trainees will not use laptop computers during auditorium lectures.

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", state their rank & name and flight and ask the question/give the answer,** unless

directed to do otherwise by the lecturer. Proper military customs and courtesies, including "**SIR/MA'AM**" will be used.

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, and the scheduled time (i.e. 1000-1050) 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. **NOTE**: BOT Lower-Class trainees will execute these procedures for Upper-Class trainees. 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 (open to the applicable lesson, 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, arrange their training materials into a neat stack on the table and assume the position of parade rest in back of 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". The instructor will return the flight leader's salute and leave 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 audio-visual equipment and lights are turned off.

1.5. Reporting Procedures

1.5.1. 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 conversation is

over, assume the position of attention if not already at it, salute and state **"Will that be all, sir/ma'am?"**

1.5.2. 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 conversation is over, assume the position of attention if not already at it, salute and state **"Sir/Ma'am, thank you".**

1.5.3. If more than one trainee is reporting, all members will salute at the beginning and end of the conversation. The greeting of the day will be given to all members present.

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

1.5.4.4. 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. In this case, trainees 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 paragraph.

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 2nd and 3rd 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 CQ lobbies/living areas to attention on the morning of graduation.

1.6.5. Dayrooms. Trainees will call their dayrooms (1st floor only) to attention for commissioned staff (BOT Lower-Class trainees will also apply this rule to Upper-Class trainees) 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. BOT Lower-Class OTs will also apply this rule to Upper-Class OTs. Trainees from different programs are not permitted in each other's dorm rooms.

1.6.6.2. Trainees will always use formal reporting procedures when entering a senior individual's dormitory room. Reporting procedures do not apply to trainees of different rank assigned to the same room when entering that room.

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 class 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.

1.6.10.1. 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's not necessary to halt at every doorway or intersection, but watch for people coming out of rooms.

1.6.10.2. Trainees will greet each other and OTS staff as outlined in paragraph 1.4.1.2. In the non-academic areas of Gilbert Hall, BOT Phase One trainees will brace the wall (turn with their backs parallel to the wall), give the greeting of the day when being passed by an Upper-Class trainee or any OTS staff member, and state "**Sir/Ma'am, (rank/last name) requests permission to pass**".

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 the Operations Control Center (OCC) immediately for further instructions. If the unauthorized individual refuses to leave, simply proceed to the CQ and call 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. Expected Conduct

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 given 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. 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, or appointment).

1.7.1.6. Failure to support the Air Force Equal Opportunity and Treatment Program.

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 attempt to contact any OTS staff through social media while in a training environment.

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 dinners, 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 unauthorized assumption of authority of one trainee over another trainee, whereby the latter shall suffer or be exposed to suffering, cruelty, indignity, humiliation, hardship, oppression, or the deprivation or abridgment of any right, privilege, or advantage to which he or she shall be legally or properly entitled.*"

1.7.8. Trainee Spirit Missions. Spirit missions will be tasteful, and the group responsible for execution will be responsible for cleanup afterwards. Spirit missions must be approved by the owning SS/CC or higher. The Academy of Military Science/Detachment 12, Minute Man statue is off limits to spirit missions.

1.7.9. 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 this training environment.

1.7.10. 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 casts doubt on their ability to be 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.

1.7.11. 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.

1.7.12. Cell Phones.

1.7.12.1. 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.

1.7.12.2. 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.

1.7.12.3. 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.

1.7.12.4. 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.

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

1.7.12.6. 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).

1.7.13. 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.

1.7.14. 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.

1.7.15. 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).

1.7.16. 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.

1.7.17. Signature Block for Talking Papers. Include an identification line (author's rank and name, organization, office symbol, training squadron number + room number, typist's initials, and date) as shown: OT Capt Smith/1 OPS/BSF/24-319/jqs/14 Oct 12.

1.8. Social Media Policy

1.8.1. The OTS social media policy is in line with the Air Force social media policy outlined in AFI 1-1, *Air Force Standards*. 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 avoid offensive and/or inappropriate behavior on social networking platforms and other forms of communication that could 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.

1.8.2. 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. Government Computer Usage

1.9.1. Computer Training. Trainees must complete the required information assurance (IA) training prior to using any government computer or accessing the base network. The flight's computer leader will be the first to receive initial IA training. The computer leader will then give network access to their flight members to receive IA training. When all trainees in a flight have completed training, the flight's computer leader will print all the completed records of training for each flight member and forward them to the owning Flt/CC.

1.9.2. Internet Usage. Trainees may access the Internet from government computers for OTS related/directed activities (i.e. pictures for flight book, flight T-shirt design, flight room bulletin board, project research, base and career information). **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 personal gain or 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, to gain access to the government network. 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 Scheduled Military Training (defined in 1.10.2) without Flt/CC approval. Trainees will not access social websites during Academic Preparation Time (defined in 1.10.5.).

1.9.3. Trainees will not connect government-furnished computers into any network drop except the drop associated with their laptop. Doing so will immediately deactivate the network port and will require computer support personnel intervention. Trainees will not use memory sticks, thumb drives, and camera flash memory cards. Trainees will scan all other removable media for viruses before each use. Report all virus attacks immediately to the Trainee Information Systems Officer.

1.9.4. Laptop Policy

1.9.4.1. Laptop computers are provided for professional use while assigned to OTS.

1.9.4.2. All trainees are responsible for the care and maintenance of their issued laptop. A trainee may be held responsible for replacing a lost or damaged laptop if found negligent.

1.9.4.3. 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, a flight must carry flashlights in their outside hand. The attaché and laptop will be on the opposite side of the flashlight. Computer cases are only for issued-computer equipment. Laptops must be transported using their cases.

1.9.4.4. Trainees will ensure that their issued laptops are turned on and plugged into the local area network (LAN) within their dormitory room every night. This action ensures all 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.

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 time displaying 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 with all lights and radios turned off between these times. 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. Supervisory personnel may extend duty hours if required.

1.10.8.1. Lights On will be 0430 hrs Sunday – Saturday. Trainees will fall out NLT 0445 hrs Monday-Friday and proceed to the PT Pad. Trainees will utilize the time between wake-up and PT to fill canteens/camelbacks, shave, hydrate and use the latrine.

1.10.8.2. Lights Out will be 2300 hrs Sunday-Saturday.

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. Once signed in, trainees may utilize approved OTS Complex facilities, including the OTS Troopstore/MCSS and Fairchild Center (library) for official business. Call to quarter hours are 2245. Phase Four trainees, in addition to weekend privileges, may also exercise off-base privileges during the duty week after SMT ends. Trainees must return and sign in to the OTS complex by 2230. **Exceptions:** On the evenings of Dining Out and AMS awards banquet, trainees will sign in no later than 2345 and lights out will be 2400 hrs. Squadron DOs can restrict/extend call to quarter hours for different Phase statuses.

1.10.10. 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.

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 OTS Command'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.

1.13.2. 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 the OCC. If a card is found, it will be turned in to the OCC. The OCC will turn in any returned access cards to the 22 TRSS the next duty day. Replacement cards will be issued through the OCC after contacting the 22 TRSS Facilities Manager.

1.13.3. System Malfunction. System malfunctions will be reported to the OCC, who will in turn contact the 22 TRSS Facilities Manager (during duty hours) or the Staff Duty Officer (SDO) (outside normal duty hours). If the malfunction is so severe that it cannot be fixed safely, in a timely manner, and without damage to equipment, the card entry system at the affected door(s) will be shut off until the problem is resolved. The OCC will annotate the discrepancy in the system malfunction logbook located in the OCC. The OCC will contact the 22 TRSS Facilities Manager to schedule repairs for the next duty day.

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 trainee in charge 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 during the duty day. The flight leader will be rotated and is responsible for opening and closing procedures in the flight room.

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 aren't 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, *Drill and Ceremonies*)

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 fluorescent wand 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 (or an Upper-Class BOT trainee) will escort each flight to all activities which require transit between buildings until they receive their "driver's license" (refer to paragraph 2.1.8). 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, Flickerball Fields (closest to the drill pad), OTS Troopstore/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're facing the flight), ensure traffic is stopped and command, **"ROAD GUARDS OUT."**

2.4.2.5. On the command, **"ROAD GUARDS OUT,"** the left road guard will go to the closest lane, and the right road guard will go to the farthest lane, face oncoming traffic at parade rest with the right arm up, 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 which 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 of six or more trainees 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 (FPCON). 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.

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 while on the OTS Complex. 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 light weight blue jacket, the entire flight (flight leader included) wears the light weight 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.

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 wear the UOD to all meals in the OTS Dining Facility during duty hours. Wear of the PT uniform to meals is authorized only with permission of the Squadron DO. 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 flickerball operations, confidence course, LRC/Project X, and AEF/Patriot Challenge. 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 hats and shirts.

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 and appearance standards while transiting to and from religious services. Trainees will contact their flight commander for exceptions.

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 Troopstore/ MCSS	Fairchild Center (library)	Golf Course	Maxwell AFB	Off Maxwell AFB
PT Uniform	X	X			X[6]	X[2]
ABU	X	X	X	X[5]	X	
Blues	X	X	X	X[5]	X	X
Privilege Uniform[1and 7]		X[3]	X[3]	X	X	X
Civilian Clothing [1 and 7]		X[4]	X[4]	X[4]	X[4]	X[4]

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. Only authorized when in lodging facilities where athletic clothing would be the normal attire (pool, weight/exercise rooms, to/from vending machines). See paragraph 3.5.1 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.

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. **Exception**: Trainees staying at a hotel or similar facility off base may change in their rooms. In this case, trainees will proceed directly to their destination while wearing swimwear.

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 name tag 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 name tag 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 Lower Class trainees will wear metallic blue and silver rank insignia 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. BOT Lower Class Metallic Rank Insignia

3.6.4.3. AMS and BOT Upper Class trainees will wear metallic blue and silver officer rank insignia centered on the left and right collar, one inch and parallel from the bottom edge of the collar.

Figure 3.3. AMS and BOT Upper Class Metallic 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, 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

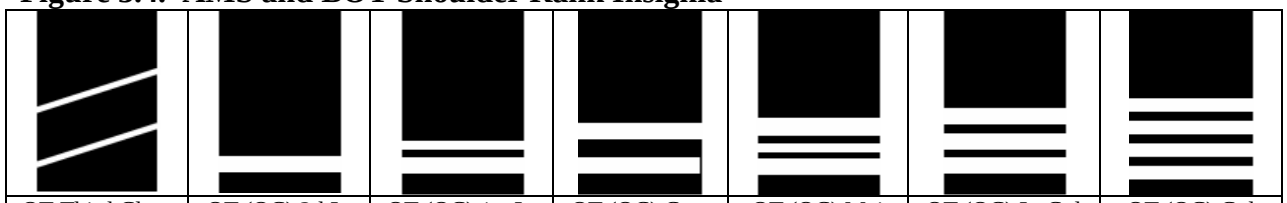
3.7.1.1. General Wear. Wear of the service uniform will be in IAW AFI 36-2903.

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. Rank insignia will be place 5/8 inches from the end of the epaulet and parallel with the sleeve seam.

Figure 3.4. AMS and BOT Shoulder Rank Insignia

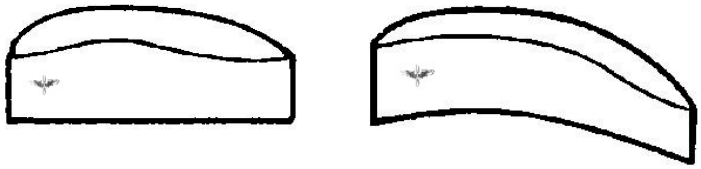


OT Third Class	OT (OC) 2d Lt	OT (OC) 1st Lt	OT (OC) Capt	OT (OC) Maj	OT (OC) Lt Col	OT (OC) Col

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 Upper-Class 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 Lower-Class 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

OT Phase One	OT Phase Two	OT/OC 2d Lt	OT/OC 1st Lt	OT/OC Capt	OT/OC Maj	OT/OC Lt Col	OT/OC Col

3.8. Mess Dress

3.8.1. BOT/COT trainees will wear the Mess Dress to the Dining-In/Out. 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 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 <u>may not</u> 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 a 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 any FL event (**Exception**: AEF/Patriot Challenge/MRIC) or the confidence and assault courses. Trainees who have watches with hourly chimes will turn the feature off during the duty day. Watches whose chimes 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 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 may wear the PT uniform off-base when engaged in fitness activities, when in off-base quarters (such as a motel) or when in the immediate vicinity of quarters when athletic clothing would be the normal attire (pool, weight/exercise rooms or to and from drink/food machines). Trainees will not wear the PT Uniform to cafes, restaurants, fast food facilities or other such public areas.

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

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 dining priority. 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 6-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. Guide will not go past 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.

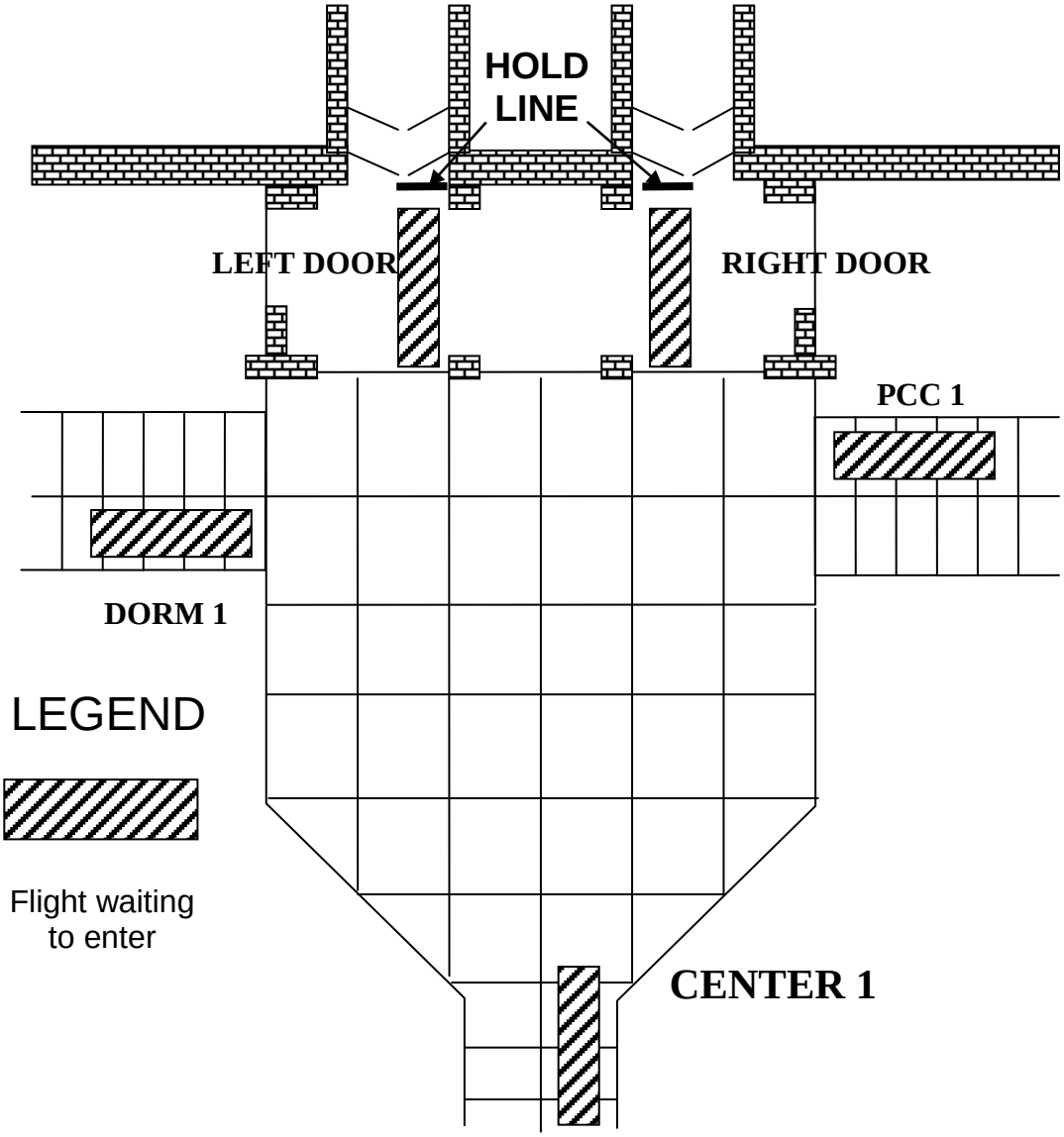
4.1.2.3.2. Flights arriving from the bldg 1489, 1491, or PT/drill pad will wait in position PCC 1 (PCC 2, etc) along the walkway leading to the Fitness Center and as close to the edge of the walkway as possible. As the Right or Left Door positions become available, flights will march into these positions.

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 dining priority 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 dining priority. 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.

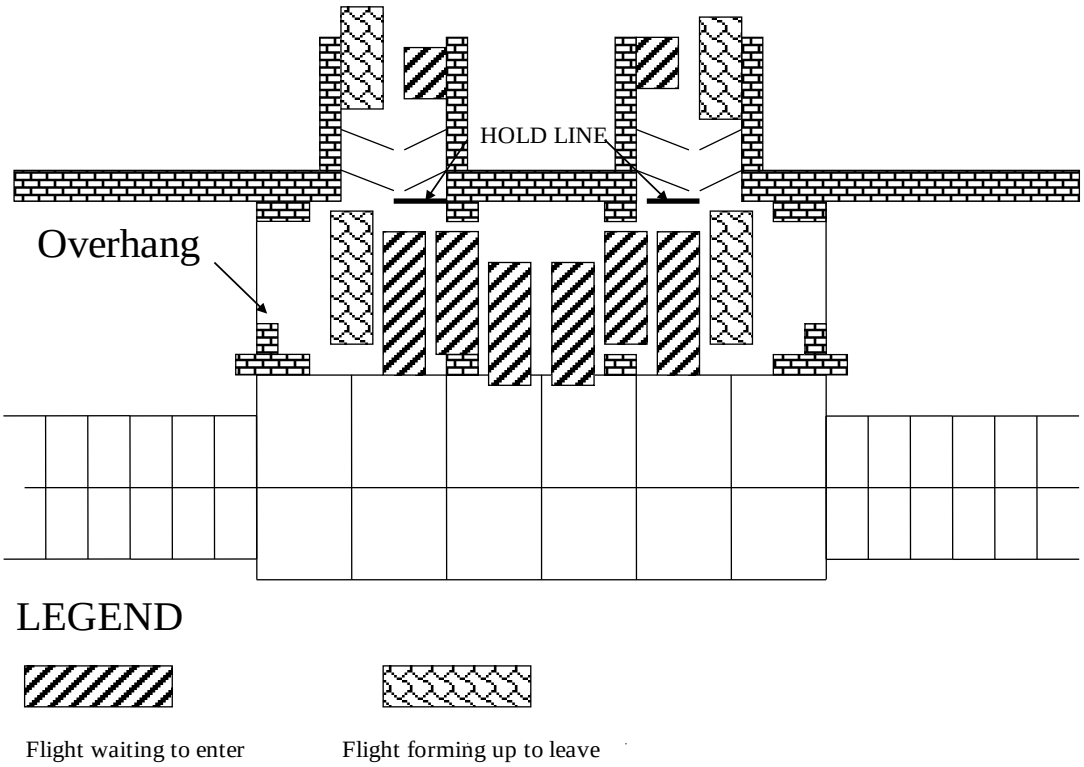
4.1.2.4.2. When a flight leader is reporting in to the mess checker, they don't need to interrupt reporting procedures to greet and salute commissioned staff. If, however, the mess checker is not actively performing his/her duties, he/she will render the proper greeting and salute to all commissioned 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 one pace 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 ask, **"WILL THAT BE ALL, SIR/MA'AM?"** After the mess checker responds, 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. After their shift ends, BOT on-duty mess checkers will place their flight arrival time records in the dining priority binder located in the OCC. 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 hail storms, **exercise common sense and safety and enter the dining facility by the most direct means available**!

Figure 4.2. Arriving at OTS Dining Facility (Inclement Weather)



4.1.2.6. If arriving to the Dining Facility during heavy rain or Black Flag heat conditions, 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 will march into the center of the overhang and then sidestep toward the door positions. Up to six 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 cases 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 senior trainees, 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.

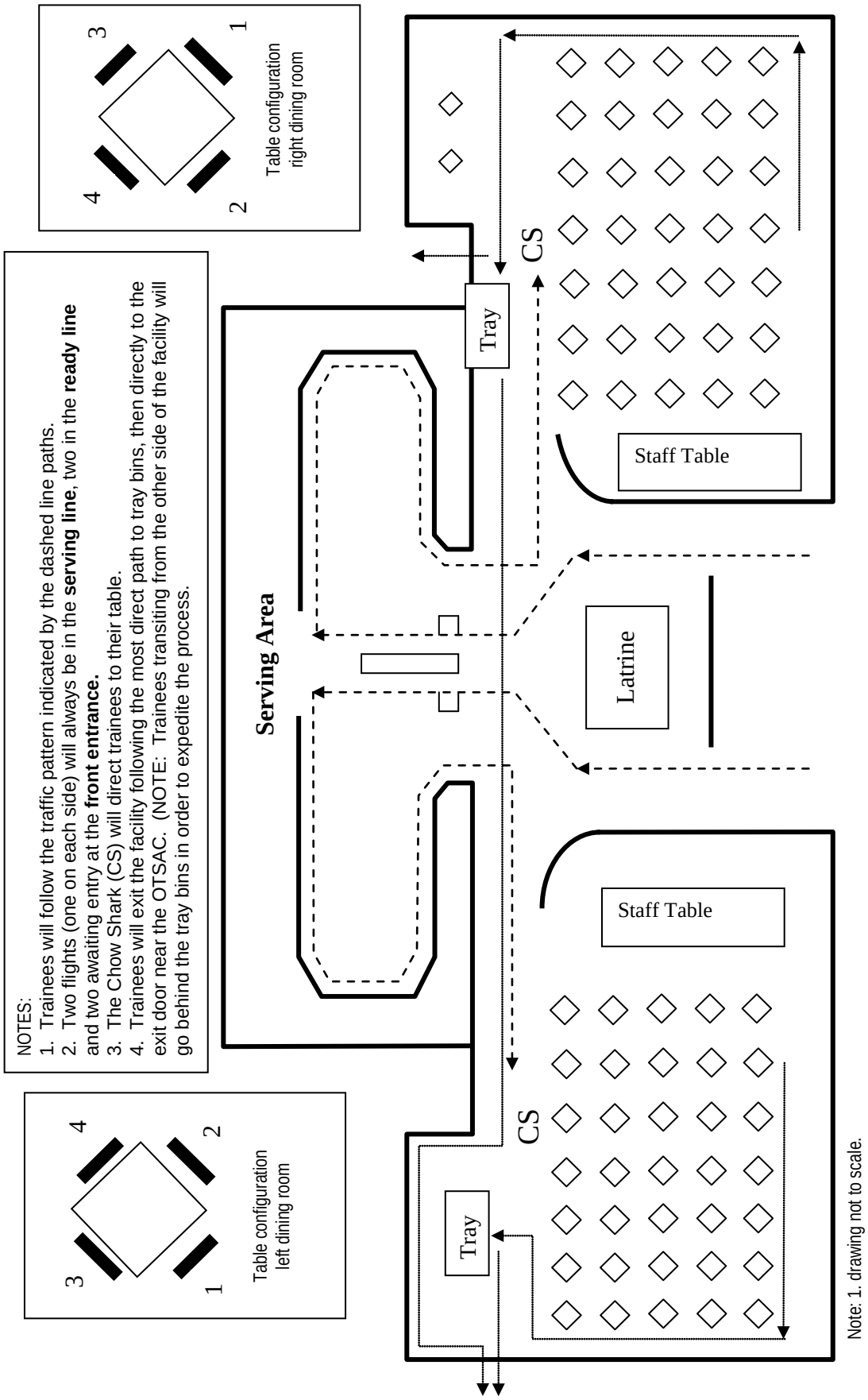
4.2.2. If a trainee needs to use the restroom, they will proceed directly to the restroom once they've entered the dining facility. Upon exiting the restroom, they will go to the back of the line waiting to post into the serving line.

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.

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)



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. BOT Upper Class use rows closest to the staff table. 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, trainees in positions 2 and 3 will pass a napkin to the trainee on their right and then take one for themselves. Trainees will place the napkin in their laps.

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 the 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 stacked and carried to the cabinets by two 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 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 flag pole. 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 though the front door on the side they entered, or as directed by the chow sharks.

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 (this includes BOT upper and lower class), 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 flights may form up under the overhang on each side, depending on weather conditions. 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 hail storms 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 change-over from the Trainee Group Commander to the Group Fitness Officer must be complete before 0515. BOT Upper Class trainees will work with their SS/CC for PT options/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 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 Flickerball 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 (for flickerball equipment only).

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. AETC Form 435, *Mishap Data Worksheet* (prescribed by AFI 91-204/AETC Sup 1, *Safety Investigations and Reports*). All trainee appointments/visits to the hospital, clinic or IDMT due to injury, not illness, (either on or off duty) require completion of the AETC Form 435. 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 AETC Form 435s unless a procedure will be done that results in more time lost from training.

5.9.2. The flight safety leader will complete the AETC Form 435 and provide it to their Flt/CC. A verbal report is required within 24 hours of the incident and the completed AETC Form 435 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. Wet Bulb Globe Temperature (WBGT) Monitoring. The OCC passes WBGT status to the training squadrons. The OCC is responsible for posting the WBGT indicator placards on all OTS building entrances/exits as well as posting colored flags on all applicable flagpoles located on the OTS Complex.

5.11.1. Acclimation. Acclimation is a term used to address the period of adjustment an individual's body requires to become accustomed to hot environments. Per OTSOI 48-101, 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 conditions.

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 work load 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 work load 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 work load 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 work load 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 work loads.

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 OCC is 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. flickerball operation fields, 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 drill pad. Trainee leadership will gain immediate accountability for their respective organizations and pass information to the OCC/CQ.

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 drill pad. 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 drill pad. 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 drill pad. 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 drill pad. Trainee leadership will gain immediate accountability for their respective organizations and pass information to the OCC/CQ.

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.

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.

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 Upper/Lower classes, 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 inner-most 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.

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. During the duty hours posted on the IDMT office door, trainees 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). The OCC will coordinate transportation to the Maxwell AFB MTF as required.

6.2. Routine Care. Routine outpatient care is by appointment only. Trainees will arrange all medical appointments through the IDMTs 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 OCC, the standby IDMT, or the SDO is notified of the situation as soon as possible. Trainees must report to OTS sick call the following duty day and personally notify an IDMT of their medical status.

6.4. Trainees Placed on Quarters. Trainees who are placed on quarters must notify the IDMTs, the OCC, 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 or higher authority (either in person or by phone) before departing the OTS Complex to seek medical care. They will then sign out at the OCC or CQ 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 immediately upon arrival back to the OTS complex. Trainees will inform IDMTs of changes to their medical status as soon as practical but NLT the following duty day.

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) OCC 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 (Upper-Class OT for BOT) of the same gender who is familiar with the route to the off-base hospital. (Maps are located in the OCC). 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.

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

NOTE 1: Phase Four status trainees will exercise privileges IAW Paragraph 7.6 and other applicable portions of this manual.

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 the ***Phase Four Privileges*** section 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. 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, but will not possess or consume alcoholic beverages while in uniform except as specified in this manual. **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.

7.3.3.2. At no time will a trainee in uniform go to an off-base establishment that serves alcohol as its primary means of income (i.e. bars, nightclubs, etc.), even if they serve some form of food. **NOTE**: Trainees dressed in civilian clothes while exercising applicable privileges or on leave outside the local area may consume alcohol at these locations, but will present a professional image and must have a designated driver if they drive to these locations.

7.3.3.3. Phase Three and higher trainees may consume alcohol offered at the graduation dining-in/out. Phase Three and higher trainees may consume alcohol off-base during dinner at any **restaurant** (see definition in paragraph 7.3.3.4). Specifically, these 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.

7.3.3.4. For the purposes of this manual, a restaurant is defined as an establishment that has dining areas outside of a bar or a dance area where full meals are served (appetizers are not considered full meals). 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.

7.3.4. 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 SDO, OCC, CQ, 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.

7.3.6. Use of Privately Owned Vehicles (POV).

7.3.6.1. During the duty week, Phase One/Two trainees will not go to the designated POV parking area or use their POVs, unless authorized by their Flt/CC. Phase Three and higher 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.

7.3.6.2. POVs may be used while exercising, Phase Three and Four privileges; or as granted by a Flt/CC while in Phase One status for special circumstances (ex. attending religious service off-base, off-base hospital, etc.).

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 dorm, nor bring food back from other facilities to consume in the dorm. Exceptions to this policy require SS/CC approval.

7.4.1.1. SS/CCs may approve specialty food items to be delivered to Gilbert Hall/Gilbert Hall Annex and consumed in the OTSAC or dormitories for the purposes of morale events.

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.

7.5. 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. The Saturday lunch meal is optional for COT/RCOT trainees based on privilege status. All other trainees will meet all weekend/holiday flight dining priorities.

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, volleyball court and flickerball 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 Troopstore/MCSS only for official business to get office supplies or uniform items. Trainees will consult with their flight before going to the OTS Troopstore/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 Troopstore/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 dining priority 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.

7.6.8. Trainees will continue to render proper customs and courtesies as required.

7.6.9. 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 2230. **Exception**: On the evening of Dining In/Out, trainees will sign in no later than 2345 and lights out will be 2400.

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

7.6.11. Trainees will no longer have formal flight room uniform inspections. The Flt/CC, however, will still provide feedback on dress & appearance as required.

7.6.12. 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 whom the requirement remains (i.e., awards ceremonies, combined lectures) or when attending special functions such as the Dining-In/Out.

7.6.13. 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 120 miles 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. Distinguished Visitors and handicap will use the parking lot by Boyd Auditorium.

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 GS/GM-15 or 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 during the last week of training. 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. Food, refreshments and entertainment count as a separate gift. The gift will be professional in nature and in good taste. Cash or personal items such as clothing or alcohol are inappropriate (flights T-shirts are acceptable). OTS staff can provide trainees more guidance regarding limitations on gifts to avoid misunderstanding and embarrassment.

THOMAS C. COGLITORE, 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

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

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AFI 91-204/AETC Sup 1, *Safety Investigations and Reports*, 31 January 2011

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

AETCI 48-101, *Prevention of Heat Stress Disorders*, 4 October 2000

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

AETCI 36-2909, *Professional and Unprofessional Relationships*, 2 March 2007

Holm Center Training Manual

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 IMT 1297, *Temporary Issue Receipt*

AETC Form 341, *Excellence/Discrepancy Report*

AETC Form 410, *High Risk Activities Worksheet*

AETC Form 435, *Mishap Data Worksheet*

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

Abbreviations and Acronyms

AAFES Army/Air Force Exchange Service

ABU Airman Battle Uniform

ACQ Assistant Charge-of-Quarters

ADO Assistant Director of Operations

AEF Aerospace Expeditionary Force

AF Air Force

AFB Air Force Base

ALFC Assistant Lower Flight Commander

AMS Academy of Military Science

APECS All-Puropose Environmental Clothing System

APT Academic Preparation Time

AU Air University

AUTV Air University Television

BELP Baseline Expeditionary Leadership Problems

BOT Basic Officer Training

BX Base Exchange

CC Commander

CD Course Director

COT Commissioned Officer Training

CQ Charge-of-Quarters

CWT Consolidated Written Test

DG Distinguished Graduate

DIRT Dormitory Improvement/Repair Time

DO Director of Operations

DP Dining Priority

DV Distinguished Visitor

FAS Functional Address Symbol

FL Field Leadership

Flt/CC Flight Commander

FMC Full Mission-Capable

FPCON Force Protection Condition

FTV Flight Room Television

HAWC Health and Wellness Center

HAZMAT Hazardous Materials

Holm Center Jeanne M. Holm Center for Officer Accessions and Citizen Development

IA Information Assurance

IAW In Accordance With

IDMT Independent Duty Medical Technician

JMAC Joint Military Athletic Competition

LAN Local Area Network

LCE Leadership Competency Evaluation

LFC Lower Flight Commander

LRC Leadership Reaction Course

MTF Military Treatment Facility

MTI Military Training Instructor

NCO Non-Commissioned Officer

NCOIC Non-Commissioned Officer in Charge

NMC Non Mission-Capable

OCC Operations Control Center

OI Operating Instruction

OIC Officer in Charge

OPS Operations Time

OT Officer Trainee

OTG/W Officer Trainee Group/Wing

OTS Officer Training School

OTSAC Officer Training School Avtivities Center

PCC Physical Conditioning Center

PCF Physical Conditioning Facilities

PER Personal Time

PFB/D/A Physical Fitness Baseline/Diagnostic/Assessment

PMC Partial Mission-Capable

POC Point of Contact

POV Privately Owned Vehicle

PT Physical Training

RCOT Reserve Commissioned Officer Training

ROTC Reserve Officer Training Corps

SDO Staff Duty Officer

SMI Standardization and Maintenance Inspection

SMS Special Monitoring Status

SMT Scheduled Military Training

SOB Sample of Behavior

SPT Standards & Publications Test

SS/CC Student Squadron Commander

TD Training Day

TL Training Leader

UCMJ Uniform Code of Military Justice

UFC Upper Flight Commander

UOD Uniform of the Day

UPR Unprofessional Relationship

WBGT Wet Bulb Globe Temperature

WLP Wingman 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 BOT 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 BOT OTs 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 in BOT.

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 (BOT only) 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 BOT 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 BOT, COT and AMS 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 [BOT ONLY]

ALL INFRACTIONS/ACHIEVEMENTS RECEIVE ONE DEMERIT/MERIT

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

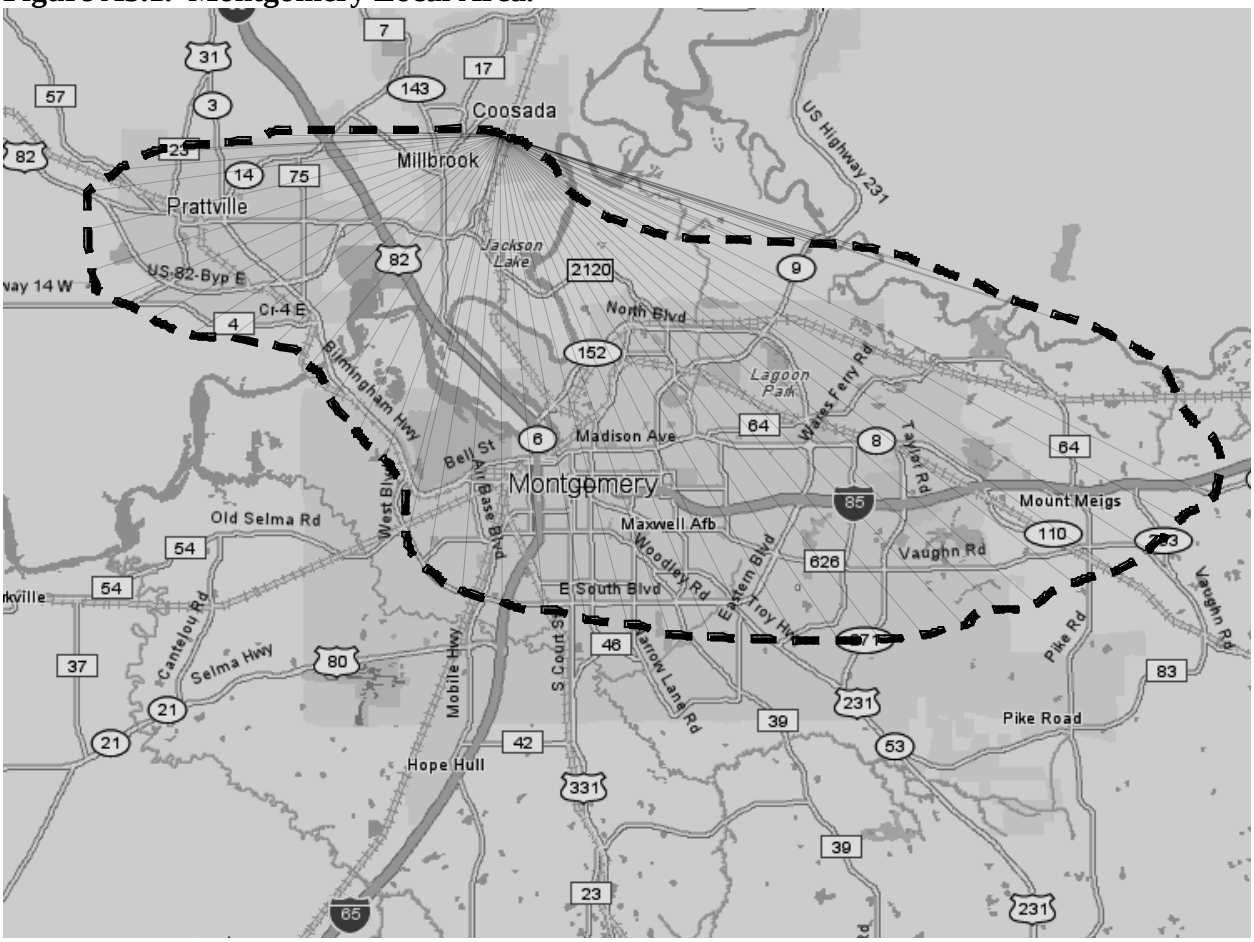
NOTE: Flt/CCs will counsel trainees that receive demerits for repeat infractions.

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

WORK/REST CYCLES AND WORK LOAD EXAMPLES

Table A4.1. Work/Rest Cycles for Average Acclimatized Airmen wearing ABU, Hot Weather

Heat Category/ Flag Color	Temperature Range WBGT (°F)	Easy Work (100 – 335 Watts)		Moderate Work (335 – 500 Watts)		Hard Work (500 – 700 Watts)	
		Work/ Rest	Water Intake Qt/hr	Work/ Rest	Water Intake Qt/hr	Work/ Rest	Water Intake Qt/hr
1 (White)	78 – 81.9	No Limit	1/2	No Limit	3/4	40/20 min	3/4
2 (Green)	82 – 84.9	No Limit	1/2	50/10 min	3/4	30/30 min	1
3 (Yellow)	85 – 87.9	No Limit	3/4	40/20 min	3/4	30/30 min	1
4 (Red)	88 – 89.9	No Limit	3/4	30/30 min	3/4	20/40 min	1
5 (Black)	>90	50/10 min	1	20/40 min	1	10/50 min	1
Hourly fluid intake will not exceed 1 1/2 quarts; daily fluid intake will not exceed 12 quarts							

Table A4.2. Work/Rest Cycles for Average Un-acclimatized Airmen wearing ABU, Hot Weather

Heat Category/ Flag Color	Temperature Range WBGT (°F)	Easy Work (100 – 335 Watts)		Moderate Work (335 – 500 Watts)		Hard Work (500 – 700 Watts)	
		Work/ Rest	Water Intake Qt/hr	Work/ Rest	Water Intake Qt/hr	Work/ Rest	Water Intake Qt/hr
1 (White)	78 – 81.9	No Limit	1/2	50/10 min	3/4	30/30 min	3/4
2 (Green)	82 – 84.9	No Limit	1/2	40/20 min	3/4	30/30 min	1
3 (Yellow)	85 – 87.9	No Limit	3/4	30/30 min	3/4	20/40 min	1
4 (Red)	88 – 89.9	50/10 min	3/4	20/40 min	3/4	10/50 min	1
5 (Black)	>90	40/20 min	1	10/50 min	1	Not allowed	N/A
Hourly fluid intake will not exceed 1 1/2 quarts; daily fluid intake will not exceed 12 quarts							

Table A4.3. Work Load Examples

Easy Work		Moderate Work		Hard Work	
1.	Drill & Ceremony	1.	Patrolling	1.	Running, 5 mph (12 min per mile
2.	BELPS	2.	AEF	2.	Conditioning Exercise, Calisthenics (push-ups, pull-ups, sit-ups) – heavy vigorous effort
3.	Marksmanship Training	3.	Individual Movements Techniques (Low Crawl, High Crawl)	3.	Assault Course
4.	Marching on OTS Complex	4.	Leadership Reaction Course, Project X	4.	Confidence Course
5.	Ropes and Rappel Course	5.	LANES	5.	Flickerball
		6.	Vigilant Warrior (VW)	6.	MRIC Litter Carry
		7.	Combatives	7.	
NOTE: Based on AETCI 48-101, *Prevention of Heat Stress Disorders*. These guidelines do not substitute for good judgment.					

Table A4.4. 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	-30	-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			

Legend

GREEN FLAG	YELLOW FLAG	RED FLAG

Table A4.5. Working Practice Guidance in Cold Environment

Wind Chill Condition	Required Precautions and Hourly Work/Warming Cycle[a]
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[b]

Legend

GREEN	YELLOW	RED

a. Warming must be in an indoor, heated environment.
b. The Unit Commander will determine which tasks are mission critical.

BY ORDER OF THE COMMANDER
24TH TRAINING SQUADRON (AETC)

OTS MANUAL 36-2604

24TH TRAINING SQUADRON SUPPLEMENT
13 May 2013

Personnel

TRAINEE OPERATING PROCEDURES OFFICER TRAINING SCHOOL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 24 TRS/DO
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Approved by: 24 TRS/CC
Lt Col Taran S. Hickie
Pages: 17

This manual implements AFPD 36-22, *Air Force Military Training*, and applies to all Basic Officer Training (BOT) trainees and staff. It provides guidance for and standardizes BOT 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. 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. Ensure that 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 located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm.

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This document is substantially revised and must be completely reviewed.

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BOT PROCEDURES

1.0. General Procedures.

1.1. Phase Status. Phase One and Phase Two trainees may also be referred to as "Lower-Class" trainees. Phase Three and Phase Four trainees may also be referred to as "Upper-Class trainees.

1.1.1. Phase Two trainees may request Phase Three status No Earlier Than (NET) 7 calendar days prior to new class arrival. The Officer Trainee Wing Commander (OTW/CC) will submit the request to the 24 TRS Commander (24 TRS/CC) or 24 TRS Director of Operations (24 TRS/DO) for approval.

1.1.2. Phase Three trainees may request Phase Four status NET 7 calendar days prior to graduation. The OTW/CC will submit the request to the 24 TRS/CC or 24 TRS/DO for approval.

1.2. Bracing & Greeting. In building 1489 and the non-academic areas of Gilbert Hall, Phase One trainees will brace the wall (turn with their backs parallel to the wall) and give the greeting of the day when being passed by an Upper-Class trainee or any Officer Training School (OTS) staff member. When passing an Upper-Class trainee or staff member, Phase One trainees will brace the wall and state "**Sir/Ma'am, (rank) (last name) requests permission to pass**." Once given permission, the trainee will move quickly in their intended direction and give the appropriate greeting of the day. If the Upper-Class trainee or staff member is engaged in conversation, Phase One trainees will brace the wall and wait 5 seconds to be acknowledged. If not acknowledged the trainee will state the greeting of the day and continue in their intended direction. Trainees will not brace the wall to greet COT trainees, regardless of class status. When passing OTS staff members, all other trainees will render the greeting of the day and proceed to their destination.

1.3. Break Room/Area. Phase One trainees will not use the break room without Flight Commander (FC) or higher approval. Trainees will not call the BOT break room/area to attention for commissioned staff or Upper-Class trainees. If a Lower-Class trainee is addressed by an Upper-Class trainee while in the break room, they will stand if seated, assume the position of attention and render the appropriate greeting. If any trainee is addressed by OTS Staff, they will stand if seated, assume the position of attention, and render the appropriate greeting of the day.

1.4. Access to Civilian Luggage. Each dormitory has a storage room for BOT trainees to store civilian luggage. After Phase One trainees have moved into their assigned rooms they will not

access their luggage (stored in either the dorm storage room or their vehicle), except with permission from their FC, until they attain Phase Two status. Trainees will only access their luggage to retrieve items they had forgotten or to store new items they may have purchased or are no longer useful. They will not use either the dorm storage rooms or their personal vehicles as a way to circumvent room inspections. The Dormitory Change of Quarters Operations Officer (OTW/CPD), who controls access to the storage rooms, will provide set times for trainees to access their luggage on the weekends, based on guidance from 24th Training Squadron Director of Operations (24 TRS/DO).

1.4.1. Dormitory room breakdown begins two calendar days prior to graduation. Beginning at 1700 on that day, trainees may hang two sets of civilian clothes in the closet, grounded to the right after the privilege uniform. Each article of clothing (shirt, slacks) will be on a separate hanger and evenly spaced. Suitcases may be left in the rooms (placed neatly in the closet) until graduation. All items displayed in the room must remain in inspection order.

1.5. Access to Privately Owned Vehicle (POV). POVs may be accessed for routine maintenance with FC permission.

1.6. Scheduled Military Training (SMT). SMT is dedicated to accomplish training, education, and required in/out-processing activities. Unless directed otherwise by the schedule, SMT is 0500-1700, Monday through Friday. Saturday SMT is from 0500-1300 (EXCEPTION: SMT on the first Saturday of training will be 0500-1700) and will be used to accomplish details, study, or obtain any additional training needed. SMT may be scheduled on Sunday, as needed.

1.6.1. Flights will maintain flight integrity at all times during SMT to include meeting the evening Dining Priority (DP), Monday through Friday. If a flight(s) departs the academic building to meet the evening DP after the last lecture of the day then each flight should form up and march to the Dining Facility (DFAC) (this includes 1700 or later). Afterwards, flights in the appropriate class status can detail to the dorms or other locations.

1.6.2. Open Ranks Inspections. Open ranks inspections will occur once per week during SMT. Open ranks inspections will begin after Drill Block III is complete.

1.7. Academic Preparation Time (APT). Evening APT is scheduled for Sunday night, 1900-2100 and Monday through Thursday night, 2000-2200 (the last 30 minutes of APT may be used to complete memos). There is no scheduled Friday or Saturday evening APT. No one will task or require anything from a trainee during APT. Any deviation must be approved by 24 TRS/DO. APT occurs until the trainees successfully complete Phase One Evaluation (POE). APT can be accomplished in the dormitory, flight room, library, or any other place authorized by the owning FC. The FC can set a specific place for APT to be accomplished, if necessary. **NOTE**: Student Squadron Commanders (SS/CCs) or FCs may direct remedial APT on the weekends.

1.8. Personal Time (PER). PER is scheduled for Sunday through Thursday night, 2200-2300 (prior to POE); 2000-2300 (after successful completion of POE). This does not apply to trainees in Phase Four status. There is no scheduled Friday or Saturday evening PER. PER can be accomplished in the dormitory, flight room, library, or any other place authorized by the owning

FC. No one will task or require anything from a trainee during PER, but trainees are encouraged to seek out others for help during this time (NOTE: Sleeping is permitted during PER).

1.9. Operations Time (OPS). OPS is scheduled for trainees to accomplish activities necessary for operation of the trainee wing. Activities may include, but aren't limited to: meetings, Dormitory Improvement/Repair Time (DIRT), details, physical conditioning, personal needs, orientation of new trainees, social activities, etc. Time that the trainee leadership does not schedule for organizational requirements may be used as PER. Trainees must carefully plan this time and ensure it is used efficiently. See tables 1.1 and 1.2 for evening OPS times. In addition, any time not scheduled as SMT or PER is OPS.

Table 1.1. Schedule for Evening Hours (Prior to successful completion of POE)

Time	**Event**
1700-1830	Dinner/OPS
1830-1900	Mentoring if applicable otherwise OPS
1900-2000	OPS/DIRT (LFC/ALFC time with flight during first 2 weeks of training)
2000-2200	APT (last 30 minutes may be used to complete memos)
2200-2300	PER

Table 1.2. Schedule for Evening Hours (After successful completion of POE)

Time	**Event**
1700-1830	Dinner/OPS
1830-1900	Mentoring if applicable otherwise OPS
1900-2000	OPS/DIRT
2000-2300	PER

1.10. Call to Quarters. Call to Quarters is 2245 on Saturday and 1930 on Sunday evening unless Monday is a holiday, in which case, 24 TRS/DO will determine Call to Quarters.

1.11. Television Privileges. Trainees are permitted to watch television based on class status.

1.11.1. BOT Lower-Class trainees will not watch television or movies except for specific events (i.e. movies with training value) approved by the owning SS/CC (or higher Authority) or in the performance of official duties (e.g. watching news channel while working in the OCC).

1.11.2. Phase Three trainees may watch television or FC approved movies in the day room/area at any time during the privilege period unless restricted due to administrative actions (e.g. being placed on special monitoring status SMS).

1.11.3. Phase Four trainees may watch television at any time outside of SMT.

1.12. Ranger Rope. To ensure proper hydration, all trainees will utilize their Ranger Rope to record the amount of fluids they have consumed.

1.12.1. Trainees will tie one knot in their Ranger Rope for each of the following:

1.12.1.1. After drinking three glasses of water or sports drink.

1.12.1.2. After drinking a half of a quart of water from their hydration system. (A half of a quart is equivalent to a quarter of a camelback-type hydration system.)

1.12.2. Trainees will drink a minimum of two quarts of water (indicated by four knots in the Ranger Rope) by the first scheduled lunch DP. An additional two quarts of water will be consumed prior to Lights-Out when operating at field events.

1.12.3. Trainees will remove all knots from their Ranger Ropes after lunch and at Lights-Out.

1.13. Computer Usage. Trainees will always secure their government laptop and never leave it unattended, unless left in the flight room or dormitory room with the door closed. Failure to do so will be considered a security violation.

1.13.1. Trainees may use their personal electronic devices in all dormitory areas, the OTS Activity Center (OTSAC), and flight rooms. They may be used during flight room instruction but may not be used during auditorium lecture, but only in a capacity that relates to the topic of the class in session. Personal electronic devices are prohibited for use on the government network.

1.13.2. USB Media. Personal USB media use is prohibited on government computers.

1.14. Caffeine. Trainees will not consume caffeine without FC approval.

1.15. Pre-packaged Foods. Pre-packaged nutritional snacks are permitted in flight rooms without FC permission through TD-2. FC permission is required TD-3 and beyond.

1.16. Training Day Objective (TDO) and Quotes of the Day (QOTD). Trainees are responsible for learning TDOs and QOTD. TDOs begin on TD-0 and end TD-24. TDOs are comprehensive—trainees are expected to retain and be able to recite the current and previous TDs information. QOTD begin TD-1 and end TD-28. Trainees are only responsible for the current day's QOTD.

Table 1.3. Training Day Objectives

OBJECTIVE	**TD**
The Airman's Creed	0
Honor Code	1
Air Force Core Values	1
Air Force Vision	2
Air Force Mission	2
OTS Mission	2
Chain of Command	3

Oath of Office	4
Air Force Song	5
Code of Conduct (Articles I & II)	6
Code of Conduct (Articles III & IV)	7
Code of Conduct (Articles V & VI)	8
Military Phonetic Alphabet	9
Principles of War (1-4)	10
Principles of War (5-9)	11
Air Force Core Functions	12
Air Force Enlisted Rank	13
3 Levels of Warfare	14
Tenets of Air & Space Power (1-3)	15
Tenets of Air & Space Power (4-7)	16
10 Propositions Regarding Air Power (1-5)	17
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Air Force Major Commands	19
Air Force Wing Structure	20

2.0. BOT Uniform Wear

2.1. Privilege Uniform

2.1.1. The privilege uniform is considered an official, mandatory uniform of OTS. It is worn by trainees not authorized to wear civilian clothing. AFI 36-2903 still applies to trainees with regard to grooming and wear of jewelry while in this uniform. The uniform will be kept clean, pressed, and cable-free at all times. Uniforms will consist of a blue, embroidered polo shirt with the OTS logo and a pair of khaki casual pants. To ensure standardization, the blue polo shirt must be purchased from Army and Air Force

Exchange Service AAFES. Pants will be conservative in style and will not be faded. Cargo pockets are prohibited. Shoes will consist of brown, casual close-toed dress shoes. Trainees will wear a brown belt with the pants. Additionally, socks will be navy blue, black, or a shade of brown.

2.1.2. With the exception of black/sage green watch caps during inclement weather, trainees will not wear a hat with the privilege uniform. While in this uniform, saluting is not required, but verbal greetings are mandatory.

2.1.3. 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.

2.1.4. Trainees must immediately depart the OTS Complex once changed into the privilege uniform. Upon returning to the OTS Complex, trainees must go directly to their rooms and change into the appropriate uniform of the day. The privilege uniform is only authorized for wear during the privilege period. Exception: Trainees may wear the privilege uniform to religious services that occur outside the privilege period.

Table 2.1. Summary of Privilege Uniform Wear

Class Status	Phase One	Phase Two	Phase Three	Phase Four
Allowed	Church only	Church, OR while exercising Maxwell AFB privileges	Church, OR while exercising Maxwell AFB or off-base privileges	Church, OR while exercising Maxwell AFB or off-base privileges
	Privilege uniform may be worn at other special events as approved by 24 TRS/DO.			

2.2. Spirit Gear

2.2.1. Upon earning Phase Three status, SS/CCs may approve the wear of spirit gear uniforms, including gear design, purchase amount and authorized names included on the gear. These uniforms are optional clothing items purchased at individual expense and are only authorized for wear if all trainees in a squadron purchase the uniform. Additionally, spirit gear uniform wear is limited to locations/events listed in paragraph 2.2.2.

2.2.2. Spirit gear uniforms may be worn during Mini-Mac competition, and during student squadron spirit runs/athletic activities when accompanied by the SS/CC or designated staff representative. Additionally, spirit gear uniforms may be worn by individuals exercising off-base privileges while participating in officially sanctioned athletic events in the local area (5K, 10K runs, etc.). Following each event, members

will immediately change into the appropriate attire before continuing to exercise privileges. Spirit gear may also be worn on the weekend during Student Squadron Commanders calls only. Additionally, spirit gear may be authorized for wear during combined programs such as BOT/COT/AMS runs at the discretion of the OTS/CMDT. Spirit gear wear at all other locations/events not listed in this paragraph must be approved by the 24 TRS/CC or 24 TRS/DO.

3.0. BOT Dining Facility Information

3.1. Chow Shark. BOT trainees will perform chow shark duties during meals. Chow sharks will sign in 5 minutes prior to the first DP. There will be three chow sharks for each side of the dining facility in use per meal. Chow sharks are responsible for ensuring all trainees follow proper procedures in the dining facility. One chow shark will watch procedures and safety issues related to tray disposal and entering/exiting the dining area and building. One chow shark will correct seating procedures and watch for safety concerns related to seating. One chow shark will observe the trainees eating and correct procedures in the dining room in a firm, but conversational tone. Chow sharks will also ensure the tray rack is moved when full. Chow sharks will never leave a post unmanned; there will always be someone in each position. After trainees have completed their meals, chow sharks will ensure all chairs are pushed in. Chow sharks will sign out when duties are complete.

3.2. Tight Meals. All meals for trainees in Phase One status will be tight meals. Upon earning Phase Two status, only breakfast and lunch will remain tight meals. Talking is only allowed at individual tables. Chow sharks/staff will ensure discussions are only loud enough to be heard at the table to keep the overall volume at a reasonable level. Phase Three and above trainees do not have tight meals and may sit in a relaxed position and speak loud enough to be heard only at their table.

4.0. Merits/Demerits

4.1. Demerits. Demerits will be issued, starting TD-3, unless directed otherwise by the 24 TRS/DO. Members of the OTS staff may issue demerits to any BOT trainee IAW OTSMAN 36-2604 Attachment 2. The following trainees may issue demerits: Lower Flight Commander (LFC)/Assistant LFC (ALFC)/Upper FC (UFC) (only for the flights they are responsible for), OT Squadron CC and DO (only to the squadron they are responsible for), the OTW Top Four (to any officer trainee), and Chow Shark (in the performance of official duties to any trainee). When issuing a demerit, the issuer will promptly address and correct the improper behavior and by whom the demerit is being issued. The violator will listen to the feedback and properly record the action for formal report at the end of the privilege week (integrity is a KEY issue here). If the issuer chooses, they may use the AETC IMT 341 to document the behavior for the trainee.

4.2. Merits. Members of the OTS staff may issue merits to any BOT trainee IAW OTSMAN 36-2604 Attachment 2. Trainees may not issue merits. Trainees may request a merit IAW OTSMAN 36-2604 Attachment 2 by annotating the achievement on an AETC IMT 341 or official memorandum and submitting to the owning FC for approval. Merits must be based on achievement above the normal course of duties (i.e. merits are not given when trainees “just do something right”), and may only be credited upon approval by a FC or higher authority.

4.3. Reporting and Documentation. Each trainee will informally document the number of merits/demerits earned in the reporting week. Every Thursday, each trainee will submit an individual Weekly Merit/Demerit Summary stating why each demerit/merit was given, by whom the demerit/merit was given, the date, the percent of demerits they earned compared to the flight average, and the privilege status earned for the week. NOTE: Each merit negates one demerit. In addition, each flight will submit a Flight Weekly Performance Report to their FC. This report will detail the number of merits/demerits accrued, the flight demerit average, the percent demerits each trainee earned compared to the flight average, and the privilege status each trainee earned for the week. FCs will use the data as a means of developing formal performance feedback and evaluations. Reports that would normally be due during AEF or a week cut short by a holiday (e.g. Thanksgiving) will be turned in the morning of the last duty day prior to departure or the holiday.

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

4. 4. Accountability. Trainees who receive 50% above the flight demerit average and a total of ten or more demerits, including those from room inspections, for the privilege week will receive a punitive counseling from their FC and may be assigned Additional Training (AT). AT will be assigned if/when the FC deems it appropriate. AT will be two hours and occur on weekends after SMT. The AT will be designed to aid the trainee in working on their problem areas. AT may include, but is not limited to academic study, dormitory maintenance, drill, personal appearance (uniforms) and physical fitness.

4.4.1. Reduction in Privileges. Privileges will be reduced by one phase status level if a trainee's demerit total is 50% above the flight demerit average, unless the total number of demerits is equal to or less than five. (For example, if a trainee is in Phase Three status, they would normally have off-base privileges, but if they have 15 demerits for the week and the flight average is ten, their privileges are reduced to Maxwell AFB.) Additionally, SS/CCs or designated representative may lower an individual or flight's privileges based on recommendation from the FC. Any reduction in privileges will be documented.

4.5. Security Violation. Security violations occur when trainees leave their dorm room security drawer unlocked when that trainee is not in the room. A security violation also occurs when a trainee leaves their government issued laptop unattended or loses an Identification card/Computer Access Card or leaves it unattended. Additionally, a security violation occurs when the following items are left out, unattended or unsecured:

- Privacy Act Information (SSN, address lists, phone numbers, etc)
- Money, stamps, checks, credit cards, financial statements, etc.
- Completed SOBs and other graded measurement material
- Dog tags and keys
- Digital cameras
- Prescription medication
- Pen/thumb drives
- Any computer usage violation listed in paragraph 1.13

4.5.1. A security violation will result in a punitive counseling. Additionally, a trainee will be required to spend one hour of weekend privilege time doing additional training as specified by FC. The trainee's privilege period will begin one hour later (ex., 1400 instead of 1300). If a trainee already has other mandatory requirements (APT from 1300-1700), the hour will be added to the end of the mandatory requirements and will not interfere with dining priorities.

4.5.2. If a security violation is found during a room inspection, one point will be deducted from the flight's overall performance for each trainee with a security violation.

5.0. Exercising Privileges

5.1. Off-base Privileges. Trainees who earn off-base privileges may travel to all authorized off-base locations within the local area as defined by OTSMAN 36-2604 Attachment 3. Trainees must pre-coordinate all travel plans and lodging arrangements with their FCs when staying outside the OTS Complex overnight. Coordination will include a travel itinerary, lodging location (s) and phone numbers. A copy of the approved itinerary will be filed with CQ and will be used for accountability. When exercising off-base privileges in uniform, trainees will always wear the uniform in accordance with this manual and AFI 36-2903, *Dress and Appearance of Air Force Personnel*. Trainees may stay in billeting rooms on a space available basis.

6.0. Functional Address Symbols (FAS)

6.1. Purpose. Instead of using names, trainees will use Functional Address Symbols (FAS) in the "FROM" block of their memorandums. This is in line with the standards taught in the Communications Skills curriculum and IAW AFH 33-337, Tongue and Quill, and AFMAN 33-326, Preparing Official Communications.

6.2. Applicability. The positions listed below are those that are normally assigned. SS/CCs or OPS/CCs may organize the squadron staff differently to increase mission effectiveness. Any position/FAS deviations at the squadron level will be approved by the SS/CC. FCs and LFCs have similar flexibility at the flight level.

6.3. Format. The following format will be used:

6.3.1. Wing level: OTW/xxx- xxx = wing level office symbol (e.g. "OTW/CCV" = Wing Standardization Officer). Refer to 24TRSOI 36-2 for a complete list of FASs.

6.3.2. Group level: xxG/xxx- xx = Group designation; G is static; xxx = group level office symbol (e.g. "MSG/CC" = Mission Support Group Commander). Refer to 24TRSOI 36-2 for a complete list of FASs.

6.3.3. Squadron level: # OPS/xx- # = Squadron number; OPS is static; xx = squadron level office symbol (see table 6.1) (e.g. "1 OPS/SV" = Squadron 1's Services Officer).

6.3.4. Flight level: # OPS/xxx- # = Squadron number; OPS is static; first x = flight designator (see table 6.3); xx = flight level office symbol (e.g. "2 OPS/BSC" = Flight 2-11's Computer Leader).

Table 6.1. Squadron-Level FAS. (Prefaced only by squadron; e.g. “3 OPS/”)

DE	Academics Officer
ALFCx	ALFC for flight X (see flight designators below)
CM	Chow Monitor
CC	Commander
SC	Computer Officer
CD	Deputy Commander
DT	Details Officer
MT	Drill Officer
CEE	Environmental Officer
CCE	Executive Officer
FM	Finance Officer
LFCx	LFC for flight X (see flight designators below)
MX	Maintenance Officer
MO	Mobility Officer
DO	Operations Officer
DP	Personnel Officer
PT	Physical Training Officer
SE	Safety Officer
SV	Services Officer
CCV	Standardization Officer
UFCx	UFC for flight X (see flight designators below)

Table 6.2. Flight-Level FAS. (Prefaced by squadron and flight designator; e.g. “4 OPS/A”)

DE	Academics Leader

XP	Activities Leader
IM	Administration Leader
SC	Computer Leader
MT	Drill Leader
DT	Details Leader
CS	Forms Leader
LO	Logistics Officer
PA	Information Leader
IN	Intelligence Leader
PT	Physical Training Leader
SE	Safety Leader
SF	Security Leader
SV	Services Leader
CCV	Standardization Leader

Table 6.3. Flight Designators. (To prepare trainees for the Air Force, where numbers are used in office symbols only rarely, the flight number will be replaced with one of the designators below.)

Flight #-10	# OPS/A
Flight #-11	# OPS/B
Flight #-12	# OPS/C
Flight #-13	# OPS/D
Flight #-14	# OPS/E
Flight #-15	# OPS/F
Flight #-16	# OPS/G
Flight #-17	# OPS/H

7.0. Casual Status Procedures

7.1. Purpose. This section provides clarification of expectations and duties of trainees while in casual status. Trainees in casual status will primarily refer to this manual in regards to rules and regulations; however, specific exceptions will be stated during in-processing.

7.2. Class Status and Uniform

7.2.1. Trainees in casual status do not wear trainee rank. Trainees in casual status will wear a plastic name tag (Reference OTSMAN 36-2604 para. 3.6.2. for wear of the plastic name tag). The name tag will have the trainee's name and "Casual Flight" centered in large bold letters on a plain white background.

7.2.2. Trainees in casual status are not required to wear hydration systems unless required by performance of duties (field details, etc.).

7.2.3. Trainees in casual status are not required to brace the wall when passing, being passed by, or being addressed by Upper-Class trainees or OTS staff in the academic building or in the dorms. However, trainees in casual status will continue to render all appropriate customs and courtesies as well as applicable reporting procedures.

7.2.4. The uniform of the day for trainees in casual status will be ABUs unless directed otherwise by the casual flight commander or as duties require (i.e. graduation/dining-in support).

7.3. Expected Conduct

7.3.1. Trainees in casual status are still members of the United States Air Force and remain subject to the UCMJ. Trainees will conduct themselves in accordance with USAF and OTS standards. The conduct of trainees in casual status will be considered in the Commander's Review process.

7.3.2. Interactions between trainees in active training status and trainees in casual status will be strictly on a professional basis.

7.3.3. Trainees in casual status will continue to study their professional materials or continue professional reading during the duty day.

7.3.4. Trainees in casual status will keep the Casual Flight academic room neat, clean, and orderly. Desk tags and any other room ornamentation will be standardized. The Casual Flight academic room will be called to attention when commissioned officers enter or leave the room. TV usage is permitted in the flight room as long as it is for educational purposes.

7.3.5. Trainees in casual status will maintain their dorm room in accordance with the OTS Dorm Manual. Military Training Instructors (MTIs) may conduct inspections during the duty week. Dorm room discrepancies will be reported to the Casual FC.

7.3.6. Trainees in casual status may use the PCC outside of duty hours to continue to enhance their physical fitness.

7.3.7. Trainees in casual status will maintain accountability at all times with the Casual FC or designated representative.

7.4. Duty Week

7.4.1. The duty week for trainees in casual status will be Monday through Friday unless Federal Holidays occur during the week.

7.4.2. Trainees in casual status will report to the Casual FC at 0730 and 1630 every duty day. The Casual FC will take accountability and provide direction on tasks required for the duty day.

7.4.3. Duties for the day may include working OCC and/or CQ shifts, filling in for the 24 TRS Secretary as needed, and carrying out necessary tasks for other staff members. Trainees in casual status will work a maximum of two OCC and/or CQ shifts in a 24-hour period. EXCEPTION: Casual Flight trainees will not work OCC and/or CQ shift during their 3 training day response period.

7.4.4. Appointments, meetings, or preparation time associated with the Commander's Review process will take priority over OCC and/or CQ duties as well as duties assigned by OTS staff.

7.4.5. Trainees in casual status will notify the Casual FC of any appointments that occur off the OTS Complex.

7.5. Dining Facility Procedures

7.5.1. All casual trainees must eat three meals a day at the dining facility (including weekends and holidays unless they receive off-base privileges). Dining Priorities for trainees in casual status will be at 0700, 1130 and 1730. Changes will be made as necessary in order to limit conflicting dining schedules with BOT, COT/RCOT and AMS trainees. Trainees in casual status do not have tight meals. They must still ground their trays and utensils, but may sit in a relaxed position and speak softly. Trainees in casual status will maintain an appropriate volume level while at the dining table.

7.5.2. Trainees in casual status will begin seating in the BOT side of the Dining Facility at the tables closest to commissioned staff and furthest away from the windows. Trainees in casual status will not occupy tables with trainees in active training status.

7.6. Privileges

7.6.1. Trainees in casual status will exercise OTS Complex privileges during the duty week.

7.6.2. Trainees in casual status will exercise Maxwell privileges on weekends and holidays.

7.6.3. The Casual FC may adjust privileges up or down as necessary for trainees in casual status.

7.6.4. Trainees in casual status are permitted to use the BOT break room to make coffee when unoccupied by trainees in active training status.

8.0. AETC IMT 341, Excellence/Discrepancy Report.

8.1. General. All trainees, from TD-1 until graduation, will carry with them at least two AETC IMTs 341 (prescribed by AETCI 36-2216, Administration of Military Standards and Discipline Training), filled in with their name, grade (OT), organization, class, and squadron/flight, unless they are in the dormitory. This requirement exists regardless of whether the trainee is on or off base, in or out of uniform. Trainees are not required to carry AETC IMTs 341 when proceeding to, or participating in PT activities or field leadership events requiring the PT Uniform only. OTS permanent party personnel noticing behavior well above or well below standards may request an AETC IMT 341 from the trainee.

8.1.1. Any Upper-Class trainee may order a Lower-Class trainee to provide an AETC IMT 341. The BOT trainee requesting the form will fill out the form in its entirety and submit the form to the Lower-Class trainee's FC.

9.0. Additional Training

9.1. General. If a trainee is having problems meeting OTS standards in a particular area, FCs may assign additional training to aid the trainee in working on their problem areas. The training MUST be tied to the problem at hand. The trainee will submit a memorandum to their FC explaining what actions they took during their remedial training time to meet OTS standards. Additional training may include, but is not limits to, academic study and research, dormitory maintenance, drill, uniform preparation, and physical fitness. SS/CCs will provide basic approved plans for common types of remedial training for FCs to issue as needed. If a restriction in privilege status is necessary due to a gross deviation in standards, the owning SS/CC must approve the restriction, as well as the assigned additional training to correct the deficiency.

10.0. Upper-Class/Lower-Class Interaction. The interaction between Upper-Class and Lower-Class trainees will be professional at all times. Upper-Class trainees will act as mentors to Lower-Class trainees and provide guidance on how to properly complete tasks required to be successful at OTS. Lower-Class trainees will adhere to the procedures outlined in paragraph 1.2.6.3 of OTSMAN 36-2604 when addressing or being addressed by Upper-Class trainees.

10.1. Responsibilities. Every trainee has a responsibility to adhere to program guidelines. Staff and trainees will foster an environment of mutual respect IAW the Holm Center Training Manual (HCTM).

10.1.1. The 24 TRS/CC has a zero tolerance policy for sexual harassment, sexual assault, and discrimination. Every trainee has a responsibility to report any violation of this policy.

10.1.2. Maltraining is prohibited. Maltraining as defined in the HCTM as a training practice not designed to reach a training objective. Examples include unnecessarily embarrassing students in front of their peers, assigning remedial training that does not fit

the discrepancy, making students do degrading tasks, using exercise as punishment or assigning remedial training to an entire flight for the actions of a few students.

11.0. Leave Policies

11.1. Advanced Leave/Emergency Leave. Advance leave and emergency leave will be processed IAW AFI 36-3003. Trainees will coordinate with their FCs for approval.

11.2. Holiday Leave. The holiday leave policy will be determined by the 24 TRS/CC. Course Directors (CDs) will notify trainees when they will be permitted to begin leave.

//SIGNED/tsh//
TARAN S. HICKIE, Lt Col, USAF
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