



**18 AUGUST 2014**

**Personnel**

**TRAINEE OPERATING PROCEDURES  
OFFICER TRAINING SCHOOL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

OPR: 24 TRS/DO

Certified by: 24 TRS/CC (Lt Col Ryan J. Aerni)

Supersedes OTSMAN 36-2604 24 TRS SUPPLEMENT, 21 Feb 2014

Pages: 7

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/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm).

**SUMMARY OF CHANGES**

**This document has been revised to show changes from the two class system and inclusion of the Indoctrination Days.**

<b>1.1</b>	<b>Scheduled Military Training .....</b>	<b>2</b>
<b>1.2</b>	<b>Knowledge Questions .....</b>	<b>2</b>
<b>1.3</b>	<b>Phase One Bracing and Greeting .....</b>	<b>3</b>
<b>1.4</b>	<b>Dining Facility .....</b>	<b>3</b>
<b>1.5</b>	<b>Ranger Rope .....</b>	<b>4</b>
<b>1.6</b>	<b>Merits and Demerits .....</b>	<b>4</b>
<b>1.7</b>	<b>Food and Beverage .....</b>	<b>4</b>
<b>1.8</b>	<b>Break Room Use .....</b>	<b>4</b>
<b>1.9</b>	<b>Television Privileges .....</b>	<b>4</b>
<b>1.10</b>	<b>Privilege Uniforms .....</b>	<b>4</b>
<b>1.11</b>	<b>Spirit Gear Uniforms .....</b>	<b>5</b>
<b>1.12</b>	<b>Security Violations .....</b>	<b>5</b>

**1.13 Paperless Operations ..... 6**

**Tables**

**1.1 Required Knowledge ..... 2**

**1.2 Authorized Privilege Uniform Wear ..... 5**

**1.3 Document Disposition ..... 7**

**1.1 Scheduled Military Training (SMT).** SMT is 0500-1700, Monday through Friday and 0500-1300 on Saturday. Saturday SMT for all new incoming BOT classes will be 0500-1700 for the first two training Saturdays. No SMT will be scheduled on Sunday unless directed otherwise. Any other time where SMT is not scheduled, this time will be deemed Operations/Academic Preparation Time.

**1.2 Knowledge Questions.** Trainees are responsible for reciting daily knowledge questions and Quotes of the Day (QOTD). Knowledge questions begin on Indoctrination Day (ID)-1 and end on TD-14. Knowledge questions are comprehensive, therefore trainees are expected to retain and be able to recite the current and previous ID/TDs knowledge questions throughout training. QOTD begin ID-1 and end TD-33. Trainees are only responsible for the current day's QOTD. Table 1.1 lists the required knowledge questions with the corresponding ID/TDs. QOTD can be found in the HAWK.

**Table 1.1 Required Knowledge**

<b>Required Knowledge Question</b>	<b>ID</b>
The Airman's Creed	1
Honor Code	1
Air Force Core Values	1
Air Force Vision	2
Air Force Mission	2
OTS Mission	2
Chain of Command	3
Military Phonetic Alphabet	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)	TD-0
Principles of War (1-4)	1
Principles of War (5-9)	2
Air Force Functions (1-6)	3
Air Force Functions (7-12)	4
Air Force Enlisted Rank	5
3 Levels of Warfare	6
Tenets of Air & Space Power (1-3)	7
Tenets of Air & Space Power (4-7)	8
10 Propositions Regarding Air Power (1-5)	8
10 Propositions Regarding Air Power (6-10)	9
Air Force Major Commands	10
Air Force Wing Structure	11

**1.3. Phase One Bracing and Greeting.** In building 1489 and the non-academic areas of Gilbert Hall, Phase One trainees will brace the wall with their backs parallel to the wall and give the greeting of the day when being passed by any staff member. Phase One trainees will not lean against walls, brace in front of doors, pictures, or permanent wall fixtures. Trainees will not brace in front of floor to ceiling windows. When passing a 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 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 continue in their intended direction without giving the greeting of the day. Trainees will not brace the wall to greet Commission Officer Training (COT) trainees, regardless of class status.

**1.4. Dining Facility.** All meals for trainees in Phase One status will be tight meals as defined by OTSMAN 36-2604 section. 4.3.5. Upon earning Phase Three status, only breakfast and lunch will remain tight meals. Phase Four trainees do not have tight meals. Talking is only allowed at individual tables and be held in a low conversational tone.

1.4.1. Trainees will have a minimum of 10 minutes to consume their meal from the time the trainee at position four take their seat. If all trainees at the table finish their meals before the minimum time has elapsed, the trainees will leave the table IAW OTSMAN 36-2604, paragraph 4.3.7.2. Trainee at position one will note the time the table was seated. After 10 minutes the Chow Sharks may ask trainees to depart the DFAC, based on seating needs..

**1.5. Ranger Rope.** To ensure proper hydration, all trainees will utilize their Ranger Rope to record the amount of fluids they have consumed. Trainees will tie one knot in their Ranger Rope after drinking three glasses of water and/or drinking a quarter of water from their backpack style hydration system.

1.5.1. Trainees will drink a minimum of two quarts of water by the first scheduled lunch DP and an additional two quarts of water will be consumed after lunch DP but prior to Lights-Out.

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

**1.6. Merits and Demerits.** For the privilege week, trainees who receive 50% above the flight demerit average and a total of ten or more demerits, including those from room inspections, trainees will receive a punitive OTMR from their FC and may be assigned Additional Training (AT) and/or reduction in privileges. AT will be two hours and occur on weekends after SMT. 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.

**1.7. Food and Beverage.** Food will not be consumed or stored in flight rooms without FC approval. Food storage in the dorm must be approved by the SS/CC. Any beverage other than water that is contained in the back-pack style hydration system is not allowed in the flight room without FC approval. Caffeinated sport/energy drinks must also be approved by FCs.

**1.8 Break Room Use.** Phase One trainees will not use the break room without FC or higher approval. Trainees will not call the BOT break room area to attention for commissioned staff. If a trainee is addressed by staff member, the trainee will stand if seated, assume the position of attention, and render the appropriate greeting of the day.

**1.9. Television Privileges.** Trainees are permitted to watch television based on phase status.

1.9.1. Phase 1 and Phase 2 trainees will not watch television.

1.9.2. Phase Three trainees may watch television with FC approval.

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

**1.10. Privilege Uniforms.** The privilege uniform is considered an official mandatory uniform of BOT. 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, which can be purchased from the Army and Air Force Exchange Service OTS Shoppette. Pants will be casual, tan in color and will not be faded. Cargo pockets are prohibited. Shoes will be black, close-toed dress shoes. Trainees will wear a black belt with black socks.

1.10.1. During inclement weather, the lightweight blue jacket may be worn with the privilege uniform only after rank insignia has been removed. 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.

1.10.2 Black/sage green watch cap and conservative black gloves are also authorized during inclement weather as long as they comply with AFI 36-2903. Trainees will not wear a hat with the privilege uniform

1.10.3. The privilege uniform is only authorized for wear during the privilege period and only when attending religious services that occur outside the privilege period. Table 9.2 illustrates the authorized use of the privilege uniform.

**Table 1.2 Authorized Privilege Uniform Wear**

Phase One	Phase Two	Phase Three/Four
Church only	Church, OR while exercising Maxwell AFB privileges	Church, OR while exercising Maxwell AFB or off-base privileges

**1.11 Spirit Gear Uniforms.** SS/CCs must approve spirit gear designs to include call signs prior to trainees ordering. Upon SS/CC approval and earning Phase Two status, trainees may wear of spirit gear uniforms, 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.

1.11.1. Spirit gear uniforms may be worn during the Mini-Mac competition, SS/CC or designated staff member supervised Squadron spirit runs/athletic activities, or Student Squadron Commanders calls. Additionally, spirit gear may be authorized for wear during combined programs events with COT and/or AMS at the discretion of the OTS/CMDT. Spirit gear uniforms wear at all other locations/events not listed in this paragraph must be approved by the 24 TRS/CC or 24 TRS/DO.

**1.12 Security Violations.** A security violation occurs when the following items are left unattended or unsecured:

- Unlocked security drawer in an unoccupied dorm room
- Identification card/Computer Access Card
- 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 OTSMAN paragraph 1.9. Personal electronic devices will be password protected, if they are left unattended.

1.12.1 A security violation will result in a punitive OTMR or disciplinary actions as deemed necessary by the FC.

**1.13. Paperless Operations.** Trainees will operate as “paperless” as much as possible. Therefore, trainees will make every effort to minimize printing and handle all documents as described in Table 1.3.

**Table 1.3 Document Disposition**

Document	Hard Copy Required	Forms Provided to OTs	Submit through BlackBoard	Email to OTS Staff	Student Choice	Template Posted on BlackBoard
OTS Religious Accommodation Form	X	X				
Unprofessional Relationships at OTS Command Policy	X	X				
OTS Form 1	X	X				X
AF User Agreement, AF Form 4394	X	X				
Official Orders (to & from OTS)	X	X				
OT Biography	X		X			X
SMS Updates/ AF Form 1975	X		X	X		X
Holm Center Form 6, Briefing Grading Sheet	X					
Holm Center Form 9, Talking/Position Paper Eval Sheet	X					
OTS Leadership Competency Evaluation Form	X					
Lesson Critique Forms	X	X				
Wargaming Clearance	X	X				
CWT Critiques	X	X				
ENJJPT Packages	X			X		
AETC Form 29B	X	X		X		X
Information Assurance Training Certificate				X		
Privilege/Cell Phone Request Memos			X			
Morale Letters			X			X
Flight Newsletters			X			

Position/Background Papers			X			
Briefing Slides			X			
OTW/Flight Position Reports			X			X
Reflection Assignments			X			
Peer Evaluations			X			
Personal/Group Goals			X			X
Merit/Demerit Reports			X			X
Privately-owned Vehicle Report			X			X
Privately-owned Computers Report			X			X
Flight Rosters			X			X
Room Assignments Rosters			X			X
OTW/Flight Duty Descriptions						X
Flight Suspense List						X
Graded Measure Results Memo			X	X		
Squadron/Wing Board Biographies				X		
Student Schedules					X	X
Lesson Material/Study Aides					X	X
SOB Study Guides					X	
Graduation Rosters				X	X	

RYAN J. AERNI, Lt Col, USAF  
Commander, 24th Training Squadron