



Personnel

**TRAINEE OPERATING PROCEDURES
OFFICER TRAINING SCHOOL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

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Chapter 1

BOT PROCEDURES

1.0. General Procedures.

1.1. Phase Status. Phase One and Phase Two trainees may also be referred to as “Junior Class” trainees. Phase Three and Phase Four trainees may also be referred to as “Senior 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 a Senior Class trainee or any Officer Training School (OTS) staff member. Phase One trainees will not brace in front of doors, doorways, pictures, or permanent wall fixtures. Trainees will not lean against walls or white boards. When passing a Senior 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 Senior 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 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 Senior Class trainees. If a Junior Class trainee is addressed by a Senior 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 (JFC/AJFC 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 Junior 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-20. TDOs are comprehensive—trainees are expected to retain and be able to recite the current and previous TDs information throughout training. 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
Military Phonetic Alphabet	3
Oath of Office	4
Air Force Song	5

Code of Conduct (Articles I & II)	6
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Chapter 2

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 Two 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.

Chapter 3

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. Greetings. IAW OTSMAN 36-2604 paragraph 4.2.1. the first trainee in each line will give the greeting of the day as appropriate.

3.3. Tight Meals. 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 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.

3.4. Time Limit. Trainees will have a minimum of 10 minutes to consume their meal from the time they take their seats. There is no maximum time that trainees must finish eating their meals in, but trainees should take into consideration their schedule. 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.

Chapter 4

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: Junior Flight Commander (JFC)/Assistant JFC (AJFC)/Senior FC (SFC) (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.

Chapter 5

PAPERLESS OPERATIONS

5.1 Purpose. Due to resource constraints, it is the 24TRS/CC intent that OTS operate “paperless” as much as possible. OTs will minimize printing, with the exception of schedules and study aides/guides as desired. Documents will be handled as described below (see table 5.1):

5.1.1 Hard-copy documents required for OT training folders will be provided to OTs to be completed by hand. These include: Religious Accommodation Form; Unprofessional Relationships Command Policy; OTS Form 1; OTS WiFi User Agreement; AF Form 4394, AF User Agreement ; Holm Center Form 6, Briefing Grading Sheet; Holm Center Form 9, Talking/Position Paper Evaluation Sheet; and OTS Leadership Competency Evaluation Form. Templates for OT Biography and SMS Update Memos are posted on, and these documents will be submitted through, BlackBoard or emailed directly to the owning Flight Commander.

5.1.2. Other memorandums, assignments and reports are to be submitted through BlackBoard or emailed directly to the owning Flight Commander as applicable.

5.1.3. Any other documents including schedules, trainee lesson materials, study aides, and OTW SOB study guides should primarily be distributed electronically, but may be printed at trainee discretion and resource availability.

Table 5.1 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
OTS WiFi User Agreement	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	

Chapter 6

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 24TRSOFI 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 24TRSOFI 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
AJFCx	Assistant Junior Flight Commander 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
JFCx	Junior Flight Commander 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
SFCx	Senior Flight Commander 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

Chapter 7

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 Senior 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 and approved by the Casual FC.

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 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 CQ shifts in a 24-hour period. EXCEPTION: Casual Flight trainees will not work CQ shifts 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 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.

Chapter 8

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 Senior Class trainee may order a Junior 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 Junior Class trainee's FC.

Chapter 9

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 limited 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.

Chapter 10

SENIOR CLASS/JUNIOR CLASS INTERACTION

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

Chapter 11

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/21 Feb 14//

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