

SUMMARY OF CHANGES

This interim change: Updates customs and courtesies; clarifies Flight Room and dormitory procedures; updates training feedback tools; updates and adds additional personal appearance guidance; updates Dining Facility procedures; addresses quarters guidance; clarifies cadet privileges; corrects Drill and Ceremonies guidance; and adds Emergency Management Procedures.

1.2.1.1. In addition to saluting officers, cadets will exchange salutes as appropriate for their rank regardless of training program. Cadets of the same rank **are not required to** exchange salutes.

1.2.1.2. Cadets will initiate the salute and give the greeting of the day in time to allow the senior officer/cadet to return it, but not from such a distance as to hinder communication. **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 cadet 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. **NOTE: If they remain in the same vicinity, a cadet only has to salute an OTS staff member once.**

1.2.2. No-Salute Areas. Saluting is not required in the following locations: assault/confidence course, Air & Space Expeditionary Force (AEF), Blue Thunder, **Vigilant Warrior (VW)**, Baseline Expeditionary Leadership Problems (BELPs), Leadership Reaction Course (LRC)/Project X, OTS track, **Emergency Management Leadership Exercise (EMLEX)** 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 cadets will resume rendering salutes in these areas.

1.5.1.1. Heads-Up Display/Samples of Behaviors (SOBs). Before each flight room lecture, the Flight Leader will ensure the lesson title (i.e. Military Law Case Studies), the instructor's rank/name, and the scheduled time (i.e. 1000-1050) for that lecture are written legibly in the top left corner of the white board. The Flight Leader will also ensure the **cognitive** SOBs for that lecture are written on the board.

1.5.5.2. When a lecture is not in session, cadets will call the room to Attention when a commissioned **staff member** enters or exits the room, provided there is not already a commissioned **staff member** in the room of equal or higher rank. As the officer breaks the threshold of the doorway, the first cadet to see the officer will call the room to Attention. When exiting, if the officer commands "CARRY ON," all cadets will echo, "CARRY ON, SIR/MA'AM."

1.7.1. Cadets will not return to the dormitories during **SMT** unless granted specific permission from their Student Squadron Commander (SS/CC).

1.7.4.5. Lights Out/Lights On. Lights Out is no later than 2300 hours every day. Lights On is no earlier than 0430 hours every day. The Squadron Commander (Sq/CC) or Director of Operations (DO) may extend duty hours as required. **Exception:** On the evening of Dining In/Out, Lights Out will be 2400.

1.9.2.1. If utilized, cadets will track and document all merits/demerits earned in each reporting week.

2.1. Personal Appearance. Cadets will maintain dress and personal appearance IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, to include any AETC and Maxwell AFB supplements to AFI 36-2903. **NOTE:** Cadets will not wear mustaches while in training.

2.3.3.2. For safety purposes, metal rank insignia will be removed during the following events: LANES, BELPs, EMLEX, DSCA, Combatives, LRS, Ropes Course, Vigilant Warrior, AEF, Project X, and Confidence/Assault Courses.

2.4.3. Headgear. Based on phase status, cadets 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. **NOTE:** Cadets are authorized to wear gold/silver combination —Prop & Wings (gold wings and silver propeller) if a relative was a member of the Army Air Corps, if a parent has at least 20 years of military service, if a parent died in the line of duty, or if a parent participated in active combat as a member of any U.S. military service. Notify your Flt/CC if you meet one of these requirements.

2.3.5. Eye Glasses. Eye glasses will conform to AFI 36-2903. Eye glass straps are required for all field leadership events and PT.

3.2.2. Chow Shark. The Chow Shark is responsible for ensuring all cadets follow proper procedures in the dining facility. Procedures include but are not limited to: entering the dining area, seating procedures, tray return, exiting the building, and safety issues related to any component. The Chow Shark will ensure cadets place trays from the bottom of the tray rack to the top and will move the rack when full. After completing their meal, the Chow Shark will ensure all chairs are pushed in, trash picked up off the floor and tables are cleaned off. **NOTE:** A Chow Shark is not required for Phase 3 or Phase 4.

3.6.1. Cadets will exit the DFAC from their respective dining areas. Cadets will form up in details to march to their respective staging area. Cadets exiting from the left side (OTSAC) will form up in the staging area near the flagpole. Cadets exiting on the right side (PCC) will form up in the staging area next to the sidewalk leading from the dorms. In Force Protection Conditions Charlie or Delta, flights will exit the DAFC through the front door on the side they entered and follow the directions of the OTS staff.

4.5. Quarters. Cadets placed on quarters will notify the IDMTs and their Flt/CC prior to proceeding to their dorm rooms. While on quarters, cadets will leave their door closed at all times.

5.1.4.2. Restricted Parking Area. When exercising Maxwell AFB, off-base, and Phase Four Privileges during the weekend privilege period, cadets may use the parking lot directly behind the dorms next to the running track. Cadets in Phase Four status are allowed to pack up their belongings before graduation but are not allowed to park near the running track 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 building 1491.

5.2.2.8. Phase one cadets will wear their hydration systems at all times except as noted in section 4.11.

5.2.3. Phase Two: Maxwell AFB. Cadets in Phase Two may exercise Maxwell AFB privileges after SMT on the weekends. Maxwell AFB privileges include all agencies within the compounds of Maxwell AFB.

5.2.4.3.4. Hand held radios. When used for official duties by cadets and OTS staff, will only be carried in the hand or clipped to the belt.

Attachment 2

DRILL AND CEREMONIES

A2.2.7.3. While marching as a detail, the cadet in charge will command, "**DETAIL, HALT**," followed by the command of "**DISMISSED.**" The cadets will then enter the building.

Attachment 7

EMERGENCY MANAGEMENT PROCEDURES

A7.1. Notifications. Warnings and alerts will be disseminated using the intercom system. Warnings and alerts in the dorms will be made by the CQs. CQs are responsible for running all appropriate checklists in coordination with the SDO. Upon arrival at the designated evacuation point, CQs will immediately begin taking accountability for reporting to the SDO IAW relevant checklists. The primary collection point is the Welch Field seating stands closest to the parking lot. If unavailable for any reason, cadets will proceed to the secondary collection point at the Ritchey Center. Specific procedures for fire, gas leak, and tornado are listed below. When emergency procedures are required in locations away from OTS Complex (i.e. athletic fields, volleyball courts, BLUE THUNDER site, Project X/LRC, etc.) the senior OTS staff member present will direct appropriate actions for staff and cadets to take, depending on the situation.

A7.2. Fire Evacuation. The individual discovering the fire will activate the nearest fire alarm, proceed to OTS Front Office (or CQ during non-duty hours) to pass fire location/severity then proceed to the collection point for accountability with their flight.

A7.2.1. Dormitories. Cadets will evacuate the dormitory through the nearest exit, while announcing loudly, “**FIRE, FIRE, FIRE.**” Cadets will evacuate the dorms in a quick and orderly manner. Cadets will wear a hard-sole shoe and may wrap a blanket around themselves for nighttime evacuations or as needed. Once outside, cadets will remain clear of the building and proceed directly to the collection point. Cadet leadership will gain immediate accountability for their respective organizations and pass information to the OTS Front Office (SDO if after 1500 or on weekends/holidays) and on-base 911.

A7.2.2. Gilbert Hall/Gilbert Hall Annex. Cadets will evacuate the building through the nearest exit. Once outside, cadets will stay clear of the building and proceed directly to the collection point. Cadet leadership will gain immediate accountability for their respective organizations.

A7.2.3. PCC or Dining Facility. Cadets will evacuate the building through the nearest exit. Once outside, cadets will stay clear of the building and proceed directly to the collection point. Cadet leadership will gain immediate accountability for their respective organizations. After accountability has been taken and all personnel are confirmed out of the building, cadets will proceed to the respective flight rooms in Gilbert Hall/Gilbert Hall Annex (during duty hours) or dormitory rooms (after duty hours).

A7.3. Gas Leak Evacuation. The individual discovering the gas leak will proceed to the OTS Front Office (or CQ during non-duty hours) to alert them of the gas leak and proceed to the collection point for accountability with their flight. Gas leak evacuation procedures mirror fire evacuation procedures but **DO NOT activate the nearest fire alarm!**

A7.3.1. Dormitories. Cadets will evacuate the dormitory through the nearest exit, while announcing loudly, “**GAS, GAS, GAS.**” Cadets will evacuate the dorm in a quick and orderly manner. Cadets will wear a hard-sole shoe and may wrap a blanket around

themselves for nighttime evacuations or as needed. Once outside, cadets will remain clear of the building and proceed directly to the collection point. Cadet leadership will gain immediate accountability for their respective organizations and pass information to the OTS Front Office (SDO if after 1500 or on weekends/holidays) and on-base 911.

A7.3.2. 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.

A7.3.3. PCC or Dining Facility. Personnel will follow the same procedures as for fire evacuation.

A7.4. Tornado. Upon notification of a tornado warning, personnel will move to the designated shelter location with a sense of urgency, passing by any windows or glass doors as quickly as possible. Cadets from any program 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.

A7.4.1. Dormitories. Upon notification of a tornado warning, all cadets will proceed quickly and safely to first floor closets, with a maximum of three cadets per closet. Once the closets are full, overflow cadets will fill first floor bathrooms.

A7.4.2. Gilbert Hall/Gilbert Hall Annex

A7.4.2.1. Upon notification of a tornado warning, cadets in the flight rooms above Hoover Auditorium will evacuate to the hallways directly below them. Cadets inside Hoover Auditorium will evacuate to the hallways behind it. Cadets 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, cadets will move quickly to the other side of Gilbert Hall as directed by OTS staff.

A7.4.2.2. Upon notification of a tornado warning, 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. Cadets 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 cadets will fill the hallways and stay toward the interior walls.

A7.4.2.3. Upon notification of a tornado warning, cadets in flight rooms on the second floor of the Gilbert Hall Annex will proceed to the interior first floor flight rooms and take cover. Cadets 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.

A7.4.3. PCC. Upon notification of a tornado warning, cadets will move to the restrooms or any other interior portion of the building, such as the shower area.

A7.4.4. Dining Facility. Upon notification of a tornado warning, cadets will move to the innermost area of the building, near the serving line areas and take cover.