



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

1 Oct 13

MEMORANDUM FOR 24 TRS OFFICER TRAINEE WING

FROM: 24 TRS/DO

SUBJECT: OTS Manual (OTSMAN) 36-2604 Interim Guidance

1. This memorandum provides guidance on items in the OTSMAN that require correction or clarification. This guidance is effective beginning 1 October 2013 and applies to Classes 14-01, 14-02 or until rescinded.
2. Trainees will make the following amendments to OTSMANs and adhere to the guidance herein.

OTSMAN Reference	Guidance
Page 8; para. 1.2.6.4	24 TRS/DO Guidance: Once "Sir/Ma'am, Thank You" has been said, the conversation initiated by the OT is over. If Upper-Class trainee or commissioned staff continue engaging, it is the start of a new conversation and must be ended by asking "Will that be all, Sir/Ma'am?"
Page 9; para 1.4.4.3	Cross out: "Trainees will not use laptop computers during auditorium lectures."
Page 12; para. 1.5.3	Cross out: entire paragraph Write in: "If more than one trainee is reporting, one trainee will salute at the beginning and end of the conversation."
Page 12; para. 1.5.6	Write in: "The greeting of the day will be given after closing a conversation."
Page 13; para. 1.6.7.3	Cross out: "class" Write in: "phase"
Page 14; para. 1.6.10.2	Cross out: entire paragraph Write in: "Trainees will greet each other and OTS staff as outlined in paragraph 1.4.1.2. In the non-academic areas of Gilbert Hall and Dormitories, BOT 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 OTS staff member. When attempting to pass an Upper-Class trainee or OTS staff member, Phase One trainees will brace the wall and state " Sir/Ma'am, (rank/last name) requests permission to pass "."
Page 18; para. 1.7.17	Cross out: entire paragraph
Page 20; para.1.9.4.3	Cross out: "a flight must carry flashlights in their outside hand." Write in: "when flashlights must be carried in the outside hand."
Page 21; para. 1.10.8.1	Write in: " no earlier than 0430" Cross out: everything beginning with "Trainees will fall out.."
Page 21; para. 1.10.9	Cross out: entire paragraph Write in: "Call to Quarters is the time during a privilege period by which all trainees must have returned from exercising their privileges and signed back into the dorms. Call to quarters is 2245. Once signed in (if time permits), trainees may

	utilize approved OTS Complex facilities, including the OTS Troopstore/Military Clothing Sales Store (MCSS) and Fairchild Center (library) for official business. Exceptions: Squadron DOs can restrict/extend call to quarter hours for different Phase statuses.”
Page 25; para. 2.3.1	Cross out: “2.1.8” Write in: “2.1.7”
Page 30; para. 3.3.2	Write in: “or designated representative.” after “Squadron DO” 24 TRS/DO Guidance: Trainees will make every effort to wear the UOD to all Dining Priorities, but are permitted to wear the PT uniform if the schedule does not allow adequate time to change.
Page 33; para. 3.6.4.3	Cross out: “metallic blue and silver officer”
Page 34; para. 3.7.1.3	Cross out: “Rank insignia will be place 5/8 inches from the end of the epaulet and parallel with the sleeve seam.”
Page 34; figure 3.4	Cross out: “Third Class” Write in: “Phase Two”
Page 35; para. 3.8.1	Cross out: “BOT/COT trainees will wear the Mess Dress to the Dining-In/Out.” Write in: “When the Mess Dress is worn,”
Page 36; para. 3.10.5	Cross out: “Patriot Challenge”
Page 44; para. 4.3.2	Cross out: “BOT Upper Class rows closest to the staff table.”
Page 52; para. 5.13.4.1	Write in: “ NOTE: If it is unsafe to evacuate to these indoor locations, use normal evacuation procedures.”
Page 52; para. 5.13.4.2	Write in: “ NOTE: If it is unsafe to evacuate to these indoor locations, use normal evacuation procedures.”
Page 57; para. 7.3.6.2	Write in: “and Phase Two” after “Phase One”
Page 58; para. 7.4.1	Cross out: “dorm, nor bring food back from other facilities to consume in the dorm.” Write in: “OTS Complex.”
Page 58; para. 7.4.1.1	Cross out: entire paragraph
Page 60; para. 7.6.9	Cross out: “2230” Write in: “2245”
Page 61; para. 7.8	Write in: “Trainees (and families) are prohibited from parking in any spots in/around Maxwell AFB that are labeled “Reserved” (sometimes followed by a number or a rank).”

Page 73-74; Table A4.4/4.5

Write in: illegible words/numbers next to chart

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 FLAG	YELLOW FLAG	RED FLAG
------------	-------------	----------

OTSMAN 36-2604 24 TRS Supplement (3 Apr 13)

Page 7, Table 1.3	On TD-12 cross-out "Competencies" and write-in "Functions". Cross-out: Air Force Distinctive Capabilities, Air & Space Power Functions and TD-23 Air Force Major Commands. Adjust TDs beginning with Air Force Enlisted Rank on TD-13 and ending with Air Force Wing Structure on TD-20.
-------------------	---

The below items will be printed and attached to the back of current OTSMAN

Page 12; para. 1.5.5	When reporting to an office or cubicle, the reporting procedures are as follows: Center on the door or cubicle entrance and knock once (loud enough to be heard in an average size room). Do not knock if a conversation is taking place. When given the order to enter, enter, close the door (if you opened it), march using the most direct route to the staff member, perform the appropriate facing movement, (if on carpet, turn in a crisp, military manner), center yourself two paces away from the individual, salute (if reporting to an officer) and give the appropriate reporting statement. At the end of a conversation, trainees will close the conversation appropriately. Trainees will then stand and assume the position of attention (if at a different position), salute (if reporting to officers) and perform
----------------------	--

	the appropriate facing movement to leave, and take the most direct route out of the office or cubicle.
--	--

3. If you have any questions, contact 24 TRS/ADOV at 953-9215.

//SIGNED/slr/1 Oct 13
STEWART L. ROUNTREE, Maj, USAF
Director of Operations, 24th Training Squadron