

**BY ORDER OF THE COMMANDER  
DETACHMENT 12, ANGRC**

**OTS MANUAL 36-2604**

**ACADEMY OF MILITARY SCIENCE  
Supplement**

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**Personnel**

**OC OPERATING PROCEDURES  
OFFICER TRAINING SCHOOL**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This supplement implements and extends the guidance of OTS Manual 36-2604, *OC Operating Procedures*, 9 December 2013.** This operating instruction provides guidance and establishes additional procedures conducted by DET 12/Academy of Military Science (AMS) OCs. 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/afirms/afirms/afirms/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.

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## 1. General Procedures

### 1.1. Reporting Procedures

1.1.1. OCs will not enter AMS staff area located on the second floor of Bldg 1487A without receiving approval. If given permission, OCs will use the stairwell closest to the PCC and proceed directly to the office or cubicle of the requesting staff member.

### 1.2. Duty Week Events

1.2.1. Duty Week Events. These events commonly occur during the scheduled duty week.

1.2.2. SMT. The scheduled training is dedicated to accomplish education and in/out-processing activities required for graduation. Unless directed otherwise by the schedule, the training is 0500-1700, Monday through Saturday. Training is scheduled on Sunday, as needed.

1.2.3. 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, OCs may perform other duties or go to appointments during this time. OCs will assume academic preparation time for Flt/CC time not involving the activities outlined above and will not be "on break".

1.2.4. Dining Blocks. Dining blocks (shown on the schedule as a meal, e.g. lunch) are the times used to create dining priorities for all OCs. This time is also used to show where dining hours fall in respect to other planned activities.

### 1.3. Curfew

1.3.1. Curfew - The time at which all OCs must be in their own dormitory room attempting to sleep. Lights out will be 2300 hrs Sunday-Saturday.

1.3.2. Flight dayroom/hallway lights will be turned off by curfew. Entryway lights to occupied flight bays being utilized will be turned on during hours of darkness.

### 1.4. AMS Student Group Structure

1.4.1. The AMS Student Group is organized to provide the most effective learning environment possible. The concept of this organization follows that of other military organizations, with command responsibility and rank precedence within each OC organization. OCs will be selected to serve in leadership positions by the AMS staff. OC authority is determined by the leadership position held. Hazing by anyone is prohibited. Additionally, at no time shall any OC order any other OC to perform or conduct calisthenics or physical exercise as a form of discipline.

1.4.1.1. OC Group staff members will lead, maintain discipline, and instruct those under their control and set a proper example for subordinates to follow.

1.4.1.2. In any group of two or more OCs, the OC assigned the highest position of leadership is responsible for maintaining discipline and order.

## 1.5. Preparing Official Communication

1.5.1. OCs will use the official memorandum format to communicate with the OTS staff. Guidelines for this format can be found in AFH 33-337. Memorandum submitted with format or content errors will be returned for correction and resubmission electronically.

1.5.1.1. OCs will use AFH 33-337 to format all electronic correspondence with OTS staff.

1.5.2. If the memorandum is requesting approval from the staff, include an endorsement block.

1.5.3. Only functional address symbols may be used for official correspondence. The sender's functional address symbol (FAS) and the duty title in the signature block must match. The only exception is when a OC submits a memorandum that deals with an additional duty, like academic officer, requirements officer, Fitness officer, etc. In this case, the FAS would be the assigned Student Group position (usually flight member) and the signature block duty title would be the additional duty.

1.5.3.1. For example: If an 1-13 Flight member was also the Group computer officer and they wrote a memorandum to the AMS Staff computer POC, the FAS would be 1-13/FM and the signature block duty title would be Group Computer Officer.

1.5.4. The following Group standard functional address symbols will be used for all correspondence:

### 1.5.4.1. AMS Student Group

CQ(R)	OC responsible for the Charge-of-Quarter (Runner)
GP/CC	Group Commander
GP/CV	Vice Group Commander
GP/DS	Director of Staff
*/SC	Squadron Commander
*/FL	Flight Leader
*/FOO	Flight Operations Officer
*/1EL	First Element Leader
*/2EL	Second Element Leader
*/FM	Flight Member

Note: OCs will insert the appropriate squadron or flight designator in place of the \* symbol. For example, the functional address symbol for the 2-16 Flight Leader would be 2-16/FL, and the functional address symbol for the First Element Leader in 1-11 Flight would be 1-11/1EL.

### 1.5.4.2. AMS Staff

DET 12 AMS/CC	Commander
DET 12 AMS/DO	Director of Operations
DET 12 AMS/SS/CC	Student Squadron Commander
DET 12 AMS/FLT/CC	Flight Commander
DET 12 AMS/MTS	Any Enlisted Staff Member

Note: When addressing correspondence to the AMS staff member, insert the appropriate addressee's rank and last name (in parenthesis) after the functional address symbol. An example of this for the Director of Operations is DET 12 AMS/DO (Maj Robertson).

1.5.5. Telephones - The CQ phone will remain free for OFFICIAL OTS BUSINESS ONLY! CQ phone is for AMS staff to contact AMS OCs. The CQ phone will not be used to call to home unit, family, or friends. OCs wishing to receive outside calls should give callers the phone number of the AMS dayroom phone numbers:

BLDG 1486:

1st Floor Dayroom	953-1986, 1938
2nd Floor D-room	953-2467, 9408
3rd Floor D-room	953-9417, 9409
CQ Office	953-9315

BLDG 1488:

1st Floor Dayroom	953-4597
2nd Floor D-room	953-8488, 8546
3rd Floor D-room	953-8549, 6311
CQ Office	953-9390

Staff Duty Officer	99-462-4411
DSN	493-9596
Area code	334-953-9596

Faculty phone numbers:

Reference bulletin boards located in dormitory and flight rooms.

1.5.6. If an OC wishes to provide a written statement in response to a counseling or graded measurement, the OC has until 0800 the next duty day to provide the response. The written statement will be submitted via email to the owning Flt/CC and/or the staff member that gave the counseling or graded measurement.

1.6. Student/Staff Meeting

1.6.1. OCs will have the opportunity to exchange information as necessary with the OTS staff during Flt/CC time.

1.6.2. Any Group member can request a staff meeting. Appropriate channels must be used for such requests.

1.6.3. The make-up of the members of the staff meeting will depend upon the type of meeting requested.

1.6.4. OTS staff or Student Group member(s) will review all matters brought to their attention and take action as necessary.

1.6.5. When appropriate and/or directed, OC Group staff members will disseminate information from the staff meeting to flight and/or Group.

#### 1.7. Personal Appearance

1.7.1. Body Piercing & Tattoos: All piercings, excluding those labeled “exceptions” for women in AFI 36-2903 are to be removed. Men must remove all body piercings. OCs with tattoos must be in compliance with AFI 36-2903.

#### 1.8. Sign Out Procedures

1.8.1. During the duty day, Flt/CCs must know the location of all OCs under their command.

1.8.2. CQ must report the last accountability to the OTS SDO on Wednesday of Week 8 if Phase four is granted. After that, accountability to OTS SDO is no longer required.

#### 1.9. Emergency Leave

1.9.1. OCs may be granted emergency leave as long as they do not miss in excess of 72 hours of training. Each request will be considered on a case-by-case basis. The timing of graded events and application exercises in correlation to emergency leave requests will be considered before granting emergency leave.

1.9.2. Emergency leave may be requested for the following reasons:

1.9.2.1. A verified death in the OC's or spouses immediate family. Immediate family consists of the OC's or spouses:

1.9.2.2. Parents (including stepparents)

1.9.2.3. Children (including stepchildren)

1.9.2.4. Brothers and sisters

1.9.2.5. Sole surviving blood relative

1.9.2.6. In-loco-parentis person. In loco-parentis must meet both of the following conditions:

1.9.2.6.1. A person who stood in place of the OC's parent for a period of at least five years before the OC became 21 years of age or entered military service.

1.9.2.6.2. The person provided a home, food, clothing, medical care, and other necessities, and gave moral, disciplinary guidance, and affection.

1.9.2.7. Someone in the OC's or spouses immediate family is diagnosed with a life threatening condition due to an accident, illness, or major surgery after the OC has entered training at OTS.

1.9.2.8. The OC is affected by a natural disaster, such as a hurricane, tornado, flood, or earthquake and a severe or unusual hardship would result if the member failed to return home.

1.9.2.9. A severe or unusual hardship may result from failure to return home, on either the OC, his or her household or immediate family.

1.9.2.10. The OC's spouse is pregnant or in childbirth and a severe or life-threatening situation exists.

1.9.3. If any of the above emergency situations arises, the OC will notify first his or her Flt/CC or the SS/CC if the Flt/CC is not reachable. The OTS staff shall notify the Chaplain who will ensure that the American Red Cross validates the request.

1.9.4. The OC shall make initial contact with his or her unit to notify them of the situation. The OC will complete an AF Form 988 and forwarded through their Flt/CC and DET 12 AMS/DO to the DET 12 AMS/CC for approval/disapproval.

1.9.5. If approved:

1.9.5.1. The AMS Student Affairs NCO will coordinate with the OC's home unit and receive a leave number. Part II of the AF Form 988 will be given to the OC.

1.9.5.2. OCs will be allowed to make travel arrangements, at their own expense, taking the minimum leave possible, but not to exceed 72 hours.

1.9.6. Upon the OC's return from leave, the OC shall notify his or her Flt/CC or the DET 12 AMS/DO. The OC shall then see the student affairs NCO to complete leave paperwork on the next duty day.

1.9.7. Emergency leave will usually be disapproved:

1.9.7.1. To resolve marital problems, threatened divorce, or other personal problems.

1.9.7.2. To attend court hearings.

1.9.7.3. To resolve financial problems.

1.9.7.4. To manage businesses.

1.9.7.5. To settle the estate of a deceased relative.

1.9.7.6. Because of an emergency involving other than immediate family members or for a friend, fiancée, or fiancé.

1.9.7.7. Ordinary leave is not authorized for use by AMS OCs.

## 1.10. Computer Usage

1.10.1. Proficiency in the use of the computers is the responsibility of each OC. OCs already knowledgeable in computer systems may assist others in computer usage. Assistance rendered by an OC to another OC is highly encouraged. It will, however, be limited to the use of the hardware and existing application software. OC self-help will not include assisting each other with the content or the formatting of graded assignments.

1.10.2. All OTS flight room presentations, graded materials, and any other training material stored on OTS and/or personally owned computer storage systems may not be copied and it must be erased from all storage systems prior to commissioning.

1.10.3. OCs WILL NOT add to, delete from, or alter in any way the existing software or hardware associated with OTS owned computers. This includes not saving any files on the hard C: drive. OCs can save documents to their respective flight file exchanges on Blackboard.

1.10.4. Limited Internet access will be permitted once the OC achieves Phase Two status. Permitted access only includes on-line banking/bill paying, the AF Portal, and personal email. OCs may access the Internet from government computers for OTS related/directed activities. OCs will not access social websites during SMT without Flt/CC approval.

1.10.5. OTS laptops can be removed from the dorm rooms' docking stations; however, OCs will NOT swap laptops to another docking station, as this will trip port security and lockout the OC. OTS laptops cannot access the commercial wireless network. OTS laptops will not be disconnected from the network or turned off (to ensure AF software upgrades).

## 1.11. DFAC Procedures

### 1.11.1. Seating

1.11.1.1. The Officer Candidate that fills the last table position will stand at attention and instruct the table to "BE SEATED". All OCs will place coats (if worn) on the back of the chair and sit down. The OC in the last position will immediately turn the timing device to the right (to the 30 minute mark) and then turn it back to the left (to the 8 minute mark). OCs will have 8 minutes to complete a "tight" meal.

### 1.11.2. Meal Conclusion

1.11.2.1. Once the entire flight has returned to their respective tables, the Flight Leader will stand at attention and give the command "FLIGHT X-XX, STAND BY". The flight members will stow all reading material, don jackets (if applicable), ground the chairs to the right table corner, and stand at Parade Rest. Once all respective Flight members are at Parade Rest, the Flight Leader will give the command "Tench-hut, Fall out". All Flight members will depart the table and travel via the approved one-way route to the door.

## 1.12. Meal Formations

1.12.1. Phase One - All three meals Monday through Sunday are mandatory formations.

1.12.2. Phases Two and Three - Monday-Saturday the lunch meals are mandatory formations. Monday-Saturday breakfast and evening meals and all meals on Sunday are optional. **Exception:** Breakfast is mandatory (at the dining facility) on the days of scheduled fitness training, open ranks inspections, Ropes, Leadership Reaction Course, day of deployment for AEF exercise/ Vigilant Warrior and while at AEF exercise/ Vigilant Warrior.

## 1.13. Inspections

### 1.13.1. Dormitory Inspections

1.13.1.1. During the first week of training, the FL will accompany the Flt/CC on room inspections. If the MTI or other AMS staff member is present the Flight Operations Officer (FOO) will follow him/her and document room infractions.

1.13.1.2. Starting the second Monday of training, graded dormitory room inspections will be conducted by an MTI.

1.13.1.3. OCs will receive demerits for failing to meet standards in their personal area. Common areas are inspected with demerits attributed to both OCs within a room. For example, if the trash can is improperly displayed, each OC will receive a demerit.

1.13.1.4. In order to pass their room inspections, OCs must meet the following criteria:

1.13.1.4.1. Fifteen demerits or less for the first and second inspections, i.e., 16 demerits for one OC is a failure.

1.13.1.4.2. Ten demerits or less for the third inspection.

1.13.1.4.3. Five demerits or less for the fourth inspection.

**NOTE:** A security violation constitutes an automatic inspection failure, i.e., 15 demerits. For a list of security drawer items, refer to the Dormitory Training Manual.

### 1.13.2. Personal Inspections

1.13.2.1. Personal inspections will be in the form of three open ranks inspections.

1.13.2.2. The inspecting official/party will be comprised of members of the AMS staff.

1.13.2.3. The Uniform of the Day (UOD) for the first open ranks inspection is ABU's. The UOD for the second inspection is short-sleeve blues shirt, open collar, no ribbons, badges are required (if awarded). The UOD for the third inspection is service dress.

1.13.2.4. FLs will document the flight results and GP/CC will document Group staff

results. All results will be turned into the owning Flt/CC via distribution the next business day.

1.13.2.4.1. More than one demerit received during a personal inspection is substandard.

1.13.2.4.2. A "merit" will be given to OCs who exceed the established standards.

### 1.13.3. Performance on Inspections

1.13.3.1. Substandard performance will be dealt with by the AMS faculty, the Student Group staff, or both. Consequences of substandard performance may vary. These could include, but are not limited to OC being held back or sent back in phase, accomplishing weekend details, limited or no privileges, re-instated restrictions, formal counseling, or elimination from the program. This determination will be based on the progress and developmental needs of the individual OC.

### 1.14. Student Additional Duties

1.14.1. Each flight member will have an additional duty. The type and scope of each duty are listed on the AMS Blackboard site under the "Student Resources" tab.

1.14.1.1. All additional duties will be assigned NLT TD-2.

## 2. Charge of Quarters (CQ)

2.1. CQ is the control point for all general dormitory activities. It is your responsibility to know where all OCs are, help with access to supplies, and serve as a focal point for general communications. The primary CQ should remain available in the office, and utilize the CQ runner (ACQ) as needed. CQ is the staff point of contact used to disseminate information from the staff to the OC's when directed. It is the CQ's responsibility to coordinate all communication with OTS SDO, and the DO if necessary.

2.2. Daily Operations. The AMS Dormitory CQ will be manned from 0530 to lights out every day. The shifts will run from 1800 to 1800 the next day. CQ/ACQ will not staff the CQ office during the academic duty day. After lights out, either the CQ or ACQ is required to sleep in the CQ office during their shift. Any deviation from this will need prior approval from the staff POC for CQ.

2.2.1. Report for duty 15 minutes prior to assigned shift in order to accomplish required turn over. If late for CQ duty, the late OC will submit a memorandum to the their respective Flt/CC explaining the reason for the tardiness. Failure to report on time will result in an automatic counseling.

2.2.2. Have either the Dormitory CQ or ACQ stay in the Dormitory CQ office at **ALL** times except for evacuation, lockdown, or key events. Only the OTS/CC or designated representative may authorize CQ to remain open during Key Events.

2.2.3. Be thoroughly familiar with this instruction and the Dormitory CQ binder. Ensure all checklists/shift procedures are completed.

2.2.4. Wake up is at 0430 daily.

2.2.5. Answer the telephones and maintain information on important events affecting OTS mission.

2.2.6 Telephone procedures. Dormitory CQ telephones will only be used for official government business. CQs will answer the phone: “Good [morning/afternoon/ evening], Bldg 1488, AMSCQ, OC \_\_\_\_\_ speaking. How may I help you?” Find out if the call is for official business or an emergency. If it’s for official business, take the message to include the caller’s name, number, time of call, the message, and any additional information that may help you find the person. If it is an emergency, run the appropriate checklist. Note the phone call in the event log. If it’s an emergency, notify the SDO. Use proper closing procedures on all phone calls.

2.2.7. Disseminate information to the dormitory by making announcements and delivering messages. Except for emergencies, no intercom announcements should be made during Academic Preparation Time and Lights Out.

2.2.8. Maintain Sign In/Sign Out Log for all OCs. Accountability must be called into the SDO every morning no later than 0730.

2.2.9. When SDO picks up the phone;

SAY; “AMS Dormitory 1488, OC <LASTNAME> calling with the AMS accountability report.”

SDO will tell you to go ahead.

SAY; “As of TIME (e.g.0600), DATE (e.g. 08 NOV 2014), One hundred and seventeen on, zero off, , zero casual off, one hundred and seventeen total.”

SDO will then end the conversation and you hang up.

THIS IS AN EXAMPLE OF THE NUMBERS YOU REPORT, ENSURE YOU HAVE THE CURRENT NUMBERS FOR THE CURRENT AMS CLASS AND IT REFLECTS THE OC’S STATUS.

2.2.10. OC Status descriptions;

2.2.10.1. On/Off Campus

2.2.11. Conduct building security checks every two hours.

2.2.12. The CQ is responsible for and will maintain control over the equipment and

supplies, etc. in the CQ room. A notation will be made on the CQ report of any items that are missing or inoperative and will also notify a SSC or the DO of equipment issues. The CQ equipment list includes:

- (1) Maintain accountability of keys. Do not issue keys to OCs.
- (2) CQ Handbook
- (3) Computer and Monitor
- (4) First Aid Kit
- (5) Radios and chargers (2)
- (6) Any other equipment in the CQ room.

2.2.13. CQ/ACQ armbands (2) will be worn at all times, unless directed by AMS/Staff.

2.2.14. Maintain building cleanliness to include dayrooms, laundry rooms, and computer labs.

2.2.15. Execute emergency checklists as appropriate.

2.2.16. Keep the SDO informed of significant events.

2.2.17. End of the academic day:

2.2.17.1. Enter all pertinent information of the day's events on the CQ report. Log on the CQ report when you were relieved from duty and by whom.

2.2.17.2. Brief the oncoming CQ of all duties, assignments, regulations, and CQ instructions.

2.2.17.3. Maintain control of the building keys and have students sign the key log when using the keys for any reason. Maintain positive control of the AMS student radios. Radios will be on all the time, with the exception of class time.

2.2.17.4. Begin dormitory fire and security checks. Checks performed once every two (2) hours. Annotate findings on the CQ log. (No checks during curfew hours; CQ sleeps in orderly room during this time, runner sleeps in their own room.)

2.2.17.5. CQ will be responsible for unlocking/locking all facilities that are used by AMS OCs. CQ will be responsible for checking the schedule to ensure that all facilities being used during the day are unlocked prior to the Group's arrival. Likewise, will be responsible for ensuring facilities are locked/secured prior to curfew. Further instructions will be given by the AMS and OTS staff when required.

2.2.18. If a door is found unsecured and the CQ does not have a key to lock that particular door, the CQ will make a note in the CQ log and notify the SDO. The CQ will notify the DO the next business day.

2.2.19. Log all significant events in the Dormitory CQ log.

2.2.20. The CQ room will be kept in inspection order at all times. The bed will be displayed "open air" with a new change of linen provided for the oncoming CQ. See Dorm Manual. CQ and ACQ will be present for stand by inspections during week 1, positioned outside the CQ room door, ready for inspection.

2.2.21. Call the Dormitory CQ Area to Attention. When the OTS/CMDT, OTS/CV, 24 TRS/CC, 23 TRS/CC, 22 TRSS/CC, DET 12 AMS/CC or any O-6 and above enters the building or area, call the area to attention. The OTs will call the area to attention unless there is an officer of equal or higher rank already in that specific building or area. When commissioned staff walks past or enters the Dormitory CQ room, OCs will stand at the position of attention and render the proper greeting of the day.

2.2.22. Ensure all OTS energy conservation policies are properly implemented.

2.2.23. Curfew:

2.2.23.1 Ensure all lights, except entryway lights, are out.

2.2.23.2 Check each squadron's Sign In/Out Log to ensure that all students are signed in.

**Note: If all students are present at curfew, enter the following Group statement in the CO Report, "All students are in the dormitory and lights are out."** If a student is not signed in, check to see if the student is in the dormitory, and if so, have the student sign in giving the time at which they are signing in, not the time they entered the building. **In the CO Report, enter the name(s) of any student(s) not having signed in, regardless of the circumstances.** If a student is not signed in and is not in the dormitory, notify the Group commander and the SDO.

2.2.23.3. Staple each flight's Sign In/Out Logs together (in the case of multiple sheets). These logs are completed as of curfew.

2.2.23.4. The CQ or ACQ will be in bed within 30 minutes after curfew and will sleep in the CQ office.

2.2.24. Officer Candidates put onto "quarters" by the IDMT will need meals delivered to them. Ensure accurate information of who is on quarters by coordinating with FLs.

Contact SDO 953-9675 with information of who is on quarters, room number, and how long the quarters will last.

2.3. Uniform for Dormitory CQ/ACQ is UOD.

2.3.1 The CQ will wear the CQ armband on the left shoulder of the uniform of the day (not on jackets/coats) during his/her tour of duty except when in PT clothes and during open ranks inspections. Any other exceptions must be approved by the DO.

2.4. Eligibility. Any OC is eligible to be trained and perform Dormitory CQ/ACQ duties. After week one of training, the CQ and ACQ will be assigned by the GP/CV or his/her designated representative, who must approve all changes. Note: Students holding Group or flight staff positions will not perform CQ or ACQ duties.

2.5. Training. OCs will receive at a minimum one hour of on-the-job training. Training will be documented and filed in the respective dormitory CQ.

2.6. Lost and Found Procedures. Any time lost property is identified, attempt to locate the owner. Money and articles found will be secured in the SDO office and listed on the SDO log. Found items will be returned to owner or handled in accordance with applicable checklist. If you cannot find the owner of the item, secure the item in the SDO office. Record where and when the item was found.

### 3. Fitness Program

3.1. OCs will be required to complete the USAF Physical Fitness Assessment (PFA) and achieve an overall fitness level rating of "Good" in order to be commissioned. The fitness assessment will include a 1.5 mile run, body composition rating assessed by an abdominal circumference measurement, one minute of push-ups, and one minute of crunches. OCs will participate in the Physical Fitness Diagnostic (PFD) during Week One so that the initial fitness level of the OCs may be determined. To remain in training, OCs must achieve an **overall score of 75 and must meet minimum requirements in all components on the PFD**. Anyone receiving an overall score of less than 75, failed to meet minimum requirements on any of the components, or unable to fully participate in all aspects of PFD (abdominal circumference measurement, push-ups, crunches, and run) may be removed from training and returned to their home unit. All OCs must pass the PFA with a score of 75 or greater and must meet minimum requirements in all components as a commissioning requirement, unless granted a waiver by the DET 12 AMS/CC.

3.1.1. Exceptions to taking the PFA shall be considered on a case-by-case basis for medical or other reasons and may only be granted by the DET 12 AMS/CC.

3.2. Cardiovascular Conditioning: To enhance cardiovascular health, OCs will be required to complete cardiovascular conditioning as outlined in the overall fitness program.

3.3. Muscular Conditioning: To enhance muscular condition and health, each member of the Group will be required to participate in an organized workout program. This will be accomplished as part of the overall fitness program.

- 3.4. Fitness Officer (FO). FOs are responsible for the organization and coaching of all fitness training activities to include:
- 3.4.1. Ensuring all OCs properly warm up and cool down prior to and after any fitness training activity.
  - 3.4.2. Ensuring all OCs are ready for the start of formal fitness training on Monday of Week Two.
  - 3.5.3. Monitoring and tracking Group participation in fitness activities. The specific process will be developed by the FO staff and approved by the AMS staff POC.
  - 3.4.4. Ensuring the FO Reports are forwarded to the AMS staff POC NLT Monday morning of each week. Reports will be given regarding the status of the Group's cardiovascular and muscular conditioning.
  - 3.4.5. Ensuring the first-aid kit and water is taken to all fitness training activities (including LRC, BELPs, and Ropes).
  - 3.4.6. Assisting OCs with their fitness program.
  - 3.4.7. Implementing and monitoring any personal improvement plans (PIPs).
  - 3.4.8. Monitoring for safety during fitness training. **Safety is paramount!**
  - 3.4.9. Briefing OCs on emergency procedures. Ensuring injured personnel report to sick call at the first opportunity.
  - 3.4.10. Coordinating Group fitness program.

#### 4. Privilege and Phasing Program

- 4.1. The eight-week AMS Privilege Program is divided into four privilege phases. Each privilege phase corresponds to objective measurement as well as time. Phase Four occurs during Week eight, after all commissioning requirements have been met.
- 4.2. All OCs begin their time at AMS in Phase One.
- 4.3. Phase Definitions
  - 4.3.1. Phase One:
    - Restricted to OTS Complex
    - No purchase/consumption of alcohol.
    - Flights will march with a staff member during SMT unless given other guidance.
    - OCs drink water, juice, milk and/or sports drinks only.
    - All food and beverages consumed will be from Dining Facility or issued MREs

- only, excluding water.
- All three Dining Facility meals are mandatory formations, unless directed by AMS staff.
- OCs have eight minutes to consume meals once all food and beverage items have been retrieved and OCs are in seats.
- No talking in Dining Facility and/or during meals (Unless speaking to an OTS staff member).
- Physical training uniform will be worn for physical training **only, unless eating at the DFAC directly after fitness training.**
- OCs will wear a hydration system filled with water at all times.
- No use of cell phones or personal music devices.
- Permitted to access Internet to conduct AMS academics or personal banking only.
- No watching television.
- All phones are for official business use only (Access to family for personal reasons must be coordinated through the Flight Commander or available Chaplain) .
- Each OC is allowed to make one personal ten minute phone call on Sunday, end of Week One. This call can be made with the OCs cell phone.
- Phone privileges on Saturday and Sunday end of Week Two only for OCs who pass all Week Two room inspections.
- Flights may not march without a staff member, unless directed otherwise.
- Wear of the blue reflective belt is mandatory at all times.

**NOTE:** OCs may be allowed to get a haircut at the Main Base Exchange during Week One only with Flt/CC approval. OCs who require a haircut must submit a memorandum to their owning Flt/CC requesting permission to travel to the Base Exchange to get a haircut. The memorandum will include the mode of transportation to be used and the time frame they will be away from the OTS Complex. Both mode of transportation and time frame for haircut must be approved by the owning Flt/CC.

#### 4.3.2. Phase Two:

- OTS phones can be used for personal use after SMT.
- Consumption of all non-alcoholic beverages.
- Flights no longer are required to march with a staff member escort.
- Morning and evening meals are optional (lunch mandatory Mon-Sat).
- Eight minute rule no longer applies for consumption of meals (but must expedite).
- Physical training uniform allowed during off duty hours on OTS Complex.
- Talking allowed in DFAC (once seated, but not while in line).
- Permitted to watch television in OTSAC.
- Restricted to Maxwell AFB. Mandatory UOD will not include the PT uniform.
- No purchase/consumption of alcohol.
- No use of cell phones during SMT.
- May use POV to drive to Base Exchange complex.
- Anytime OCs leave the OTS Complex they must be in blues. The only exception to this policy is if an OC needs to go the Emergency Room. In that case, the OC will be allowed to leave in whatever uniform they are currently wearing.

- Internet access is limited to the parameters defined in OTSMAN36-2604 para. 1.9 and OTSMAN36-2604\_AMSSUP para.1.10.4

#### 4.3.3. Phase Three:

- All privileges in Phase Two.
- Ordering food from off base allowed.
- Use of personal music devices in dorms or while running on the track.
- Purchase/consumption of alcohol permitted in accordance with 7.3.3.
- Travel off base during non-duty hours permitted, local area only, defined as a 25 mile radius around Maxwell AFB. Mandatory UOD for off base travel is the Blues uniform. OC's are not permitted to spend the night off base.
- Internet access is limited to the parameters defined in OTSMAN36-2604 para. 1.9 and OTSMAN36-2604\_AMSSUP para.1.10.4

#### 4.3.4. Phase Four:

- All privileges in Phases Two and Three.
- Formation marching no longer required.

#### 4.4. . Phase Progress Criteria

4.4.1. All OCs will begin in Phase One. To progress to Phase Two, each OC must:

4.4.1.1. Earn an 80% or higher on the first exam

4.4.1.2. Pass room inspections

4.4.2. Graded room inspections will be conducted starting Week Two, and will continue throughout the program. Any OC failing to meet room inspection standards will either not phase or will return to Phase One. Rooms failing to meet standards will be re-inspected within 72 hours.

4.4.3. A senior member of the DET 12 AMS staff will acknowledge all phase transitions.

4.4.4. OCs who demonstrate a lack of adaptability may be held back or sent back in phase status.

4.4.5. Any OC phased back because of a graded measurement failure, will remain in that phase until re-evaluated in the graded measurement or a period of 48 hours, whichever comes first.

4.4.6. Other Phase Conditions and Definitions. The OTS staff reserves the right to hold OCs back in phase, return OC to a previous phase, or allow progression through phase based on behavior and performance, or to grant privileges prior to the defined phase point.

## 5. Awards

5.1. Weekly Top Flights: Flights may be recognized and presented streamer(s) for their flight guide-on in the following two categories:

5.1.1. Academics: Presented weekly at the end of the week, beginning after the first graded academic event, to the flight that excels in the area of academics. The streamer will rotate each week to the flight with the highest academic performance for the week.

5.1.2. Dormitory Maintenance: Presented weekly at the end of the week, beginning in Week 2 of training, to the flight that excels in the area of dormitory maintenance. This streamer will rotate each week to the flight with the lowest number of average demerits per person received during dormitory inspections that week.

## 6. AETC IMT Form 341, Excellence/Discrepancy Report

6.1. AETC Form 341 is used to document the facts surrounding an incident or event. It may be used to document behaviors that demonstrate or fail to demonstrate the seven competencies of officership, which may include behavior that would fall under the categories of prejudicial conduct, lack of aptitude for commissioned service, and lack of adaptability to training.

6.2. AETC Form 341 is **not** punitive in nature; it is “fact finding”. It is normally used to identify behaviors. Flt/CCs will use this information to assess officer qualities and/or to determine any necessary actions. This will provide feedback support for the OC Memorandums for Record, the mid-term OC Performance Report, and final OC Performance Report.

6.3. Procedures.

6.3.1. OCs are required to carry a minimum of 3 AETC Form 341 at all times.

6.3.2. When an OTS staff member observes an event or inappropriate behavior, the OC will be asked to submit an AETC Form 341. At his/her first availability, and NLT than curfew that day, the OC will submit the AETC Form 341 in person or through distribution. FOOs are responsible for tracking all AETC Form 341s submitted by all OCs in their flight. If an AETC Form 341 is requested during a class or exercise, the OC will wait until a break to complete and submit the form to the requesting individual. In cases where the OC does not see the requesting individual for the remainder of the day, the OC will submit 341s through nightly distribution to the requesting individual. **(The AETC Form 341 will be used to record only the facts of the incident or event. It will not be used to justify why the incident occurred.)**

6.3.4. The Flt/CC may meet with the OC to determine why the incident occurred and what corrective action(s), if any, will be taken in response to the incident. Hard copies of AETC Forms 341 will be maintained by the Flt/CC in the OC's records. AETC Forms 341 may serve as a basis for further disciplinary action.

6.3.5. A member of the Student Group staff or squadron level staff who observes an event,

incident, or inappropriate behavior may request an AETC Form 341 from the OC. The OC will legibly complete the form and submit it to the requesting student staff member who will forward it to the GP/CC. The GP/CC will then meet with the owning Flt/CC or SS/CC to discuss the incident.

6.3.6. The SS/CC will decide if the event, incident or behavior should be dealt with by the Flt/CC or the GP/CC. If the GP/CC is tasked to deal with further actions, the actions must be approved by the DET 12 AMS/DO and documented by the GP/CC. A courtesy copy of all documentation will be given to the Flt/CC and maintained in the OC's record.

## 7.0 AMS General Information

### 7.1 HAWK Procedures

7.1.1. The HAWK will be read while in formation/line, but not during academic instruction. The HAWK should be held 90 degrees (with the upper arm parallel to the ground) and standing at parade rest. The entire flight will hold the HAWK in the same hand. To switch hands, the flight leader (FL) will come to the position of attention and give the command "switch." The flight will come to attention, switch hands, and return to parade rest.

### 7.2. Stand-By Procedures

#### 7.2.1. To retrieve the HAWK:

7.2.1.1. The FL calls the flight to attention (if not already at attention) and then gives the command "stand by." Once the students have retrieved the HAWK and grounded their briefcases, they automatically return to the position of attention. Once the FL gives the command "parade rest," students will begin reading the HAWK according to the proper procedures.

#### 7.2.2. To secure the HAWK and briefcase:

7.2.1.1. The FL gives the command "stand by" and the flight secures their HAWK and picks up their briefcases. Once their gear is secured, students will go back to the position of parade rest. The FL will then give the command "flight tench-hut," and prepares to move the flight.

### 7.3 Formations

#### ATTENTION

- a. Smartly bring the left heel together with the right heel so heels are on line and feet form a 45-degree angle
- b. Simultaneously, bring hands to the sides, cupping hands in the process
- c. Cup hands so thumbs rest along the first joint of the forefinger w/ palms facing the legs
- d. Place thumbs along seam of trousers
- e. Arms hang straight along the side the body with both wrists straight with forearm
- f. Body is erect with hips level, chest lifted, back arched, shoulders square and even
- g. Legs are straight but not stiff, knees unlocked
- h. Eyes are straight forward
- i. Maintain silence and immobility

#### PARADE REST

- a. Raise the left leg from the hip just enough for the foot to clear the ground

- b. Keeping legs straight but not stiff, smartly move left foot to the left and place it down 22 ½ degrees off center line of the body. Heels are on line and approximately 12 inches apart as measured from inside the heels
- c. Simultaneously, bring your hands to the back of the body, uncupping them in the process
- d. Extend and join your fingers pointing them toward the ground; palms out
- e. Place the back of right hand into palm of the left hand with right thumb over left so thumbs form an “X”, pointing straight down
- f. Keep arms fully extended
- g. Keep your head and eyes forward, maintaining silence and immobility

#### AT EASE

- a. Relax in a standing position while keeping the right foot in place
- b. Your position in the formation will not change
- c. No speaking allowed
- d. The only command you may receive while At Ease is “Flight Attention”

#### REST

- a. On the command REST, the same requirements for at ease apply, but moderate speech is permitted.

#### 7.4. Protocol Procedures

- a. Stand/come to attention when approached by a staff member
- b. Officer candidates will stand aside, at the position of attention, when any staff member passes. Officer Candidates will say “STEP ASIDE”.
- c. As a staff member passes by, offer them the greeting of the day.
- d. Proper address for other flight members is OFFICER CANDIDATE or OC

#### 7.5. Saluting

- a. Bring right hand smartly up the front and centerline of the body, uncupping the hand as it passes the waist
- b. Extend and join fingers placing thumb along forefinger; keep palm flat, forming a straight line between the fingertips and elbow
- c. Tilting palm slightly towards your face, hold upper arm horizontal, slightly forward, and parallel to ground
- d. Ensure tip of middle finger touches one of the following contact points:
  - 1. If wearing a billed cap, with/without glasses, the contact point is the right front corner of cap
  - 2. If wearing a non-billed cap or no cap, without glasses, the contact point is the outside corner of right eyebrow
  - 3. If wearing a non-billed cap or no cap, with glasses, the contact point is the right front corner of eyeglasses
- e. Remainder of the body remains at the Position of Attention

#### 7.6. Column of Files Movement

- a. On Column of Files from the Right (Left), mentally prepare yourself
  - 1. If the movement is from the right, the GOB will stand fast at order guidon position
  - 2. If the is movement from the left, the GOB will post in front of the first element

leader by stepping off with the left foot halting in front of the First Element Leader and then executing a right face; the GOB will then go back to the order Guidon position

b. On Forward,

1. If the movement is from the right

- a) The GOB will go to the carry guidon position (in front of the second element leader)
- b) Both element leaders will simultaneously turn their heads 45-degrees to the right
- c) The second element leader will command, "Forward"
- d) The first element leader will command, "Stand Fast"
- e) Each element leader keeps their head to the right until their element steps off

2. If the movement is from left

- a) The GOB has already posted in front of the first element leader goes to the carry guidon position
- b) Both element leaders will simultaneously turn their heads 45-degrees to the left
- c) The first element leader will command, "Forward"
- d) The second element leader will command, "Stand Fast"
- e) Each element leader keeps their head to the left until their element steps off

3. On MARCH,

- a) The designated element steps off immediately marching at the Position of Attention (If the movement is from the right, the GOB and second element steps off; if movement is from the left, the GOB and first element steps off)
- b) When the remaining element leader sees the last two individuals in the lead element, the remaining element leader will command, Forward March, at which point the remaining element will step off, in step, marching at the Position of Attention and incline behind the leading element
- c) When going into a building, the GOB will step off and hold the door open until the entire flight has entered the building. At that time, the FL will then hold the door open and the GOB will go and post the guidon in the appropriate place and proceed in the building followed by the FL



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