



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

10 Jan 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 This guidance is effective beginning 14 January 2013 and applies to Classes 13-03, 13-04, and 13-05 or until rescinded.
2. Trainees will make the following amendments to OTSMANs and adhere to the guidance herein.

OTSMAN Reference	Guidance
Page 12; para. 1.5.3	<b>Cross out:</b> entire paragraph <b>Write in:</b> "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	<b>Write in:</b> "The greeting of the day will be given after closing a conversation."
Page 13; para. 1.6.7.3	<b>Cross out:</b> "class" <b>Write in:</b> "phase"
Page 14; para. 1.6.10.2	<b>Cross out:</b> entire paragraph <b>Write in:</b> "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 " <b>Sir/Ma'am, (rank/last name) requests permission to pass</b> "."
Page 18; para. 1.7.17	<b>Cross out:</b> entire paragraph
Page 20; para. 1.9.4.3	<b>Cross out:</b> "a flight must carry flashlights in their outside hand." <b>Write in:</b> "when flashlights must be carried in the outside hand."
Page 21; para. 1.10.8.1	<b>Write in:</b> " no earlier than 0430" <b>Cross out:</b> everything beginning with "Trainees will fall out.."
Page 21; para. 1.10.9	<b>Cross out:</b> entire paragraph <b>Write in:</b> "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. <b>Exceptions:</b> Squadron DOs can restrict/extend call to quarter hours for different Phase statuses."
Page 25; para. 2.3.1	<b>Cross out:</b> "2.1.8"

	<i>Write in:</i> "2.1.7"																																																																																																																																																
Page 8; para. 1.2.6.4	<b>24 TRS/DO Guidance:</b> 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 30; para. 3.3.2	<i>Write in:</i> "or designated representative." after "Squadron DO" <b>24 TRS/DO Guidance:</b> 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	<b>Cross out:</b> "metallic blue and silver officer"																																																																																																																																																
Page 34; para. 3.7.1.3	<b>Cross out:</b> "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	<b>Cross out:</b> "Third Class" <i>Write in:</i> "Phase Two"																																																																																																																																																
Page 35; para. 3.8.1	<b>Cross out:</b> "BOT/COT trainees will wear the Mess Dress to the Dining-In/Out." <i>Write in:</i> "When the Mess Dress is worn,"																																																																																																																																																
Page 36; para. 3.10.5	<b>Cross out:</b> "Patriot Challenge"																																																																																																																																																
Page 44; para. 4.3.2	<b>Cross out:</b> "BOT Upper Class rows closest to the staff table."																																																																																																																																																
Page 52; para. 5.13.4.1	<i>Write in:</i> "NOTE: If it is unsafe to evacuate to these indoor locations, use normal evacuation procedures."																																																																																																																																																
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Page 57; para. 7.3.6.2	<i>Write in:</i> "and Phase Two" after "Phase One"																																																																																																																																																
Page 58; para. 7.4.1	<b>Cross out:</b> "dorm, nor bring food back from other facilities to consume in the dorm." <i>Write in:</i> "OTS Complex."																																																																																																																																																
Page 58; para. 7.4.1.1	<b>Cross out:</b> entire paragraph																																																																																																																																																
Page 60; para. 7.6.9	<b>Cross out:</b> "2230" <i>Write in:</i> "2245"																																																																																																																																																
Page 61; para. 7.8	<i>Write in:</i> "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	<p><i>Write in:</i> illegible words/numbers next to chart</p> <p><b>Table A4.4. Wind Chill Index and Flag Colors</b></p> <table border="1"> <thead> <tr> <th colspan="2">WINDSPEED</th> <th colspan="10">TEMPERATURE (F)</th> </tr> <tr> <th>CALM</th> <th>CALM</th> <th>40</th> <th>35</th> <th>30</th> <th>25</th> <th>20</th> <th>15</th> <th>10</th> <th>5</th> <th>0</th> <th></th> </tr> <tr> <th>KNOTS</th> <th>MPH</th> <th colspan="10">EQUIVALENT CHILL TEMPERATURE</th> </tr> </thead> <tbody> <tr> <td>3 to 6</td> <td>5</td> <td>35</td> <td>30</td> <td>25</td> <td>20</td> <td>15</td> <td>10</td> <td>5</td> <td>0</td> <td>-5</td> <td></td> </tr> <tr> <td>7 to 10</td> <td>10</td> <td>30</td> <td>25</td> <td>15</td> <td>10</td> <td>5</td> <td>0</td> <td>-10</td> <td>-15</td> <td>-20</td> <td></td> </tr> <tr> <td>11 to 15</td> <td>15</td> <td>25</td> <td>15</td> <td>10</td> <td>0</td> <td>-5</td> <td>-10</td> <td>-20</td> <td>-25</td> <td>-30</td> <td></td> </tr> <tr> <td>16 to 19</td> <td>20</td> <td>20</td> <td>10</td> <td>5</td> <td>0</td> <td>-10</td> <td>-15</td> <td>-25</td> <td>-30</td> <td>-35</td> <td></td> </tr> <tr> <td>20 to 23</td> <td>25</td> <td>15</td> <td>10</td> <td>0</td> <td>-5</td> <td>-15</td> <td>-20</td> <td>-30</td> <td>-35</td> <td>-45</td> <td></td> </tr> <tr> <td>24 to 28</td> <td>30</td> <td>10</td> <td>5</td> <td>0</td> <td>-10</td> <td>-20</td> <td>-25</td> <td>-30</td> <td>-40</td> <td>-50</td> <td></td> </tr> <tr> <td>29 to 32</td> <td>35</td> <td>10</td> <td>5</td> <td>-5</td> <td>-10</td> <td>-20</td> <td>-30</td> <td>-35</td> <td>-40</td> <td>-50</td> <td></td> </tr> <tr> <td>33 to 36</td> <td>40</td> <td>10</td> <td>0</td> <td>-5</td> <td>-15</td> <td>-20</td> <td>-30</td> <td>-35</td> <td>-45</td> <td>-55</td> <td></td> </tr> <tr> <td></td> <td></td> <td colspan="5">CAUTION</td> <td colspan="5">NO FLY</td> </tr> </tbody> </table>	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	25	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				
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<b>OTSMAN 36-2604 24 TRS Supplement</b>																			
Page 5; para 1.2	<b>Write in:</b> "In building 1489 and"																		
Page 5; para 1.3	<b>Write in:</b> "Phase One trainees will not use the break room without Flight Commander (FC) or higher approval."																		
Page 5; para. 1.13.2	<b>Write in:</b> a period after "DP" and adjust the rest of the sentence to read, "An additional two quarts of water will be consumed prior to Lights-Out when operating at field events."																		
Page 8; para. 1.15	<b>Write in:</b> "Caffeine. Trainees will not consume caffeine without FC approval."																		
Page 7; para. 2.2.3	<b>Cross out:</b> entire paragraph																		
<b>Increase all chapter and paragraph numbers by one after chapter 3.</b>																			
Page 9; para. 4.1.1	<b>Cross out:</b> entire paragraph																		
Page 10; para. 5.3.4 (6.3.4)	<b>Cross out:</b> "5.2" <b>Write in:</b> "6.3"																		
Page 11; Table 5.3 (6.3)	<b>Cross out:</b> "5.3" <b>Write in:</b> "6.3" and the chart 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																		
Page 14; para. 9.0	<b>Write in:</b> "Lower-Class trainees will adhere to the procedures outlined in paragraph 1.2.6.3 of OTSMAN 36-2604 when addressing or being addressed by Upper-Class trainees."																		
<b>The below items will be printed and attached to the back of current OTSMAN</b>																			
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																		

	<p>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.</p>
<p>24 TRS Supplement Page 7; para. 3.0</p>	<p><b>3.0. BOT Dining Facility Information</b></p> <p>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. Corrections will not interrupt or hinder trainee meals. Chow sharks must allow trainees adequate time to consume their food. 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.</p> <p>3.2. Tight Meals. All meals for trainees in Phase One status will be tight meals. 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.”</p>

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



STEWART L. ROUNTREE, Maj, USAF  
Director of Operations, 24<sup>th</sup> Training Squadron