

**BY THE ORDER OF THE COMMANDANT
OFFICER TRAINING SCHOOL (AETC)**

OTS MANUAL 36-2604

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OFFICER TRAINING SCHOOL (OTS)

Personnel

**OFFICER TRAINEE
OPERATING PROCEDURES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the Officer Training School document management system of record.

RELEASABILITY: This manual is releasable to OTS Staff and Officer Trainees in a current and active class. Distribution of this publication will be approved by the OPR.

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This manual implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*, and Department of the Air Force Manual (DAFMAN) 36-2032, *Military Recruiting and Accessions*, and applies to all Officer Training School (OTS) Officer Trainees and staff. It provides guidance and standardization for OT 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 the chain of command. Subordinate units may publish unit guidance to implement or supplement this manual. Route all implementing or supplementing guidance through OTS Programs, Evaluations, and Training (PET) prior to approval. Provide a copy of the approved guidance to OTS/PET. Submit waiver requests to OTS/PET through appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule. 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 Department of the Air Force.

SUMMARY OF CHANGES

This is now a digital document and OTS Staff is not expected to print this manual. Chapter 1 now includes OTS Ethos, Vision, Mission, Honor Code, and OTS specific Chain of Command. General Procedures now Chapter 2. OT dress and appearance now Chapter 3 with DFAC procedures moved to attachment. *Officer Trainee Conduct* section moved to near the top of the list. Dormitory procedures moved to Dormitory Operations Attachment. Warrior Knowledge deleted from this document and is now included in the TALON publication. *Old Review Stand* renamed to *Practice Review Stand*.

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Chapter 1

OFFICER TRAINING SCHOOL

1.1. Officer Training School Ethos. As OTS professionals, we are dedicated to owning the mission. We will purposefully develop as leaders within the profession of arms with pride, passion, and unity. We will teach and be taught. We will lead and be led. We will identify and push beyond our perceived limits through courage, resiliency, and hardiness of spirit. We will model the way with a relentless pursuit of excellence... Always with Honor!

1.2. Officer Training School Vision. The premier leader-development institution within the Profession of Arms

1.3. Officer Training School Mission. Building Warrior-Minded Leaders of Character committed to our oath, values, and creed.

1.4. Officer Training School Honor Code. We will not lie, steal, or cheat, nor tolerate among us anyone who does.

1.5. Officer Training School Chain of Command. (Space provided to fill-in)

President of the United States of America
Secretary of Defense
Secretary of the Department of the Air Force
Chief of Staff of the Air Force / OR / Chief of Space Operations
Commander, MAJCOM (AETC)
Commander, NAF (Air University)
Commander, Wing (Holm Center)
Commandant, Group
Commander, Squadron
Assistant Director of Operations
Commander, Flight / Instructor

Chapter 2: GENERAL PROCEDURES

2.1. Officer Trainee Designation and Interaction. References to “Officer Trainee” or “Trainee” in this manual refer to any trainee assigned to OTS. Officer Trainees are addressed as “OT” (e.g., OT Smith or Officer Trainee Smith). Officer Trainees arriving with a commission may be addressed as either “OT” or according to their commissioned rank (e.g., Captain Smith).

2.2. Officer Trainee Conduct.

2.2.1. Reporting Violations. Officer Trainees will report all violations of the Honor Code and UCMJ to include unprofessional relationships, maltreatment, maltraining, and violations of written or verbal orders. Officer Trainees are required to report any misconduct to their chain of command immediately, whether committed by Officer Trainees, faculty/staff, or others. Behavior that brings discredit to our nation, United States Government, Department of the Air Force, or OTS will not be tolerated and may be punishable under the UCMJ and may be grounds for disenrollment from OTS. Failure to report may be punishable under Article 92 of the UCMJ.

2.2.2. Offensive Materials. Any materials that could reasonably be considered offensive or degrading will not be tolerated and may be grounds for dismissal.

2.3. Scheduled Military Training (SMT). SMT is the period beginning with Lights-On and ending with the last scheduled training event each day (no earlier than dinner Dining Priority (DP) on weekdays). Non-accomplishment of extended or cumulative SMT hours may result in Commander’s Review. After SMT, OTs will need to coordinate any off-campus activity.

2.3.1. Lights-Out/Lights-On. Lights-Out is no later than 2200 hours every day. Lights-On is no earlier than 0430 hours every day. The Training Squadron Commander (TRS/CC), delegated no lower than the Director of Operations (TRS/DO), may adjust duty hours as required.

2.3.2. Call to Quarters. Officer Trainees must be on base by 2100 and signed in with Charge of Quarters (CQ) accountability by 2145.

2.4. Staff/Officer Trainee Interaction. Officer trainees will consider all members assigned to OTS as staff regardless of rank or status (to include civilians and guests). Officer Trainees will use “Sir/Ma’am” or rank and last name when addressing staff members or other Officer Trainees. For the purpose of this manual, trainees may substitute any verbiage that states “Sir/Ma’am” with rank and last name. For the duration of training, due to positional authority, OTS staff outranks all OTs regardless of commissioning.

2.4.1. Addressed by/Addressing Staff Member. Officer Trainees will assume the position of attention prior to speaking or when addressed by staff and remain at the position of attention until told by staff to stand at ease. Exception: during academic instruction, field leadership events, drill instruction, or at instructor direction.

2.4.1.1. When any staff member addresses an Officer Trainee, the Officer Trainee will respond with one of the following seven basic responses, unless otherwise directed. When answering a directed question, trainees will state “Sir/Ma’am, the answer is...”. For situations not specified, Officer Trainees will begin or end every sentence with Sir/Ma’am.

2.4.1.1.1. “Yes, Sir/Ma’am.”

2.4.1.1.2. “No, Sir/Ma’am.”

2.4.1.1.3. “Sir/Ma’am, I do not know.”

2.4.1.1.4. “Sir/Ma’am, I do not understand.”

2.4.1.1.5. “Sir/Ma’am, may I ask a question?”

2.4.1.1.6. “Sir/Ma’am, may I make a statement?”

2.4.1.1.7. “No excuse, Sir/Ma’am.”

2.4.1.2. Officer Trainees will close conversations with the appropriate greeting of the day and salute as appropriate.

2.4.1.3. Greeting of the Day. Officer Trainees passing OTS staff will give the proper greeting of the day unless the staff member is engaged in a conversation. Select greeting based on time of day: “Good morning, Sir/Ma’am” from 0000 until 1159, “Good afternoon, Sir/Ma’am” from 1200 until 1659 and “Good evening, Sir/Ma’am” from 1700 until 2359.

2.4.1.3.1. While indoors, when Officer Trainees are in groups of four or fewer, all Officer Trainees will give the appropriate greeting of the day. If outdoors, all OTs will render salutes as applicable, in addition to the greeting of the day.

2.4.1.3.2. While indoors, when Officer Trainees are in groups of five or more, the first Officer Trainee in line will give the appropriate greeting of the day for the entire group. If outdoors and not in formation, all individuals will render salutes as applicable.

2.4.1.4. Greeting Order of Precedence. Render the greeting of the day to the highest-ranking individual first when approaching a group (e.g., greet a male Major walking with a female Captain with “Good morning, Sir, Good morning, Ma’am”).

2.4.1.4.1. If the individuals are of the same rank, greet the female(s) first (e.g., Greet a female Captain walking with a male Captain with “Good morning, Ma’am, Good morning, Sir”).

2.4.1.4.2. If all individuals are of the same gender, greet them as a group with “Ladies” or “Gentlemen” (e.g., a male Major and Captain will be greeted with “Good morning, Gentlemen”).

2.4.1.4.3. If rank is indeterminable, greet the female(s) first (e.g., A group of four males and two females in the Physical Training (PT) Uniform greeting is “Good morning, Ladies. Good morning, Gentlemen”).

2.4.1.5. When giving the greeting of the day, Officer Trainees will not “sound off”. At all times, Officer Trainees are to speak in a clear and confident tone. Extend verbal greetings at a distance which recognition is easy and audible, approximately six (6) paces. Note: If remaining in the same vicinity or functional area, an Officer Trainee is only required to greet an OTS staff member once.

2.4.1.6. When reciting knowledge, Officer Trainees will assume the position of attention, introduce the knowledge item (“_____ is as follows”), and speak clearly and confidently.

2.4.1.7. When entering or departing staff office areas (cube city), OTs will announce their presence by clearly stating “**OT(s) in the area**” and “**OT(s) departing the area.**”

2.5. Standardization. Officer Trainees will present a standardized, professional image at all times.

2.5.1. Academic Areas/Outdoor Events. Officer Trainees will standardize all equipment/gear to the fullest extent possible to present a neat and orderly appearance.

2.5.2. Uniforms. Officer Trainees will standardize uniform wear to the maximum extent, while exercising good judgement and appropriate risk management practices (e.g., Officer Trainees will not go without authorized outer garments because individual members of the flight do not possess them).

2.5.2.1. Mandatory Items. The following items will be carried on the trainee's person at all times:

2.5.2.1.1. Identification Card. Government issued photo ID (e.g., Common Access Card, Driver's License, Passport, etc.)

2.5.2.1.2. Hydration System. See Chapter 3 for approved deviations.

2.5.2.1.3. Writing Implement/Material. Pencil or blue or black ink pen, paper to take notes.
Exceptions: Not required for PT sessions.

2.5.2.1.4. Two copies of the AETC Form 341. All identification blocks will be properly filled out with blue or black ink, in accordance with (IAW) OTS Dormitory Standard Operating Procedures.
Exception: When in PT gear, forms will be carried in Hydration System.

2.5.2.1.5. Reflective Belt. See Chapter 3 for approved deviations.

2.5.2.1.6. OTSMAN 36-2604, Officer Trainee Operating Procedures.

2.5.3. Flight Rooms. Officer Trainees will standardize flight rooms.

2.6. Customs and Courtesies.

2.6.1. Saluting. Salute in all outdoor areas on Maxwell Air Force Base (AFB), unless specifically indicated otherwise. Although impractical at certain times (e.g., when hands are encumbered), it is never incorrect to salute a senior officer outdoors as a courtesy and a greeting. Do not salute indoors unless formally reporting-in to a commissioned staff member's office/cubicle or upon receiving an award at an awards ceremony. Do not salute when reporting to enlisted staff members, except during Open Ranks Inspections.

2.6.1.1. In addition to saluting officers of higher rank, Officer Trainees will exchange salutes as appropriate for their rank. Officer Trainees of the same rank are not required to exchange salutes except when positional authority requires (e.g., mess checker, drill and ceremonies).

2.6.1.2. Officer Trainees will initiate the salute and give the greeting of the day. Extend salutes and verbal greetings at a distance which recognition is easy and audible, approximately six (6) paces. Salute early enough to allow the senior officer time to return it and extend a verbal greeting before passing. Note: At no time will an Officer Trainee turn their upper body to salute someone behind them nor will they salute someone they approached from the rear. If marching, they will salute as appropriate while continuing to march. If stationary, they will use facing movements to squarely face the individual. If remaining in the same vicinity or functional area, Officer Trainees need to salute an OTS staff member only once.

2.6.1.3. Officer Trainees passing an officer engaged in conversation will render a salute, but not interrupt with the greeting of the day. If the officer does not return the salute, the Officer Trainee will continue and then drop the salute once abreast the officer.

2.6.1.4. Salute outdoors in uniform unless encumbered. Make every effort to avoid encumbrance (i.e., avoid carrying items in the right hand) while marching. If this is unavoidable, give only the greeting of the day. If the senior individual is encumbered, the junior member will still render a salute and wait for acknowledgement before dropping the salute.

2.6.1.5. Saluting is not required when either staff or Officer Trainees are in Physical Training Gear (PTG); however, Officer Trainees will render the proper greeting of the day.

2.6.2. No-Salute Areas. Saluting is not required at any field leadership event or the following locations: assault/confidence courses, Blue Thunder, Vigilant Warrior, running track, the covered area between Gilbert Hall/Gilbert Hall Annex, Ritchey Center, or with approval from the Director of Operations (DO) or higher. The drill pad, parade field, and physical conditioning facilities areas are no salute areas during instruction or physical training only. Upon completion of instruction or physical training, Officer Trainees will resume saluting in these areas.

2.6.3. “Reveille”, “Retreat” and “National Anthem” Courtesies

2.6.3.1. “Reveille”. Customs and Courtesies will only be rendered if followed by “The National Anthem”, “To The Colors”, or if a flag detail is present (Maxwell AFB does not play “The National Anthem”, or “To the Colors” after “Reveille”.)

2.6.3.2. “Retreat”. Personnel outdoors in uniform, to include PTG, will face the flag if visible, or turn towards the music and assume the position of parade rest upon hearing the first note of “Retreat”. Upon hearing the first note of “The National Anthem”, assume the position of attention, and salute. Hold the salute until the last note of the music is played.

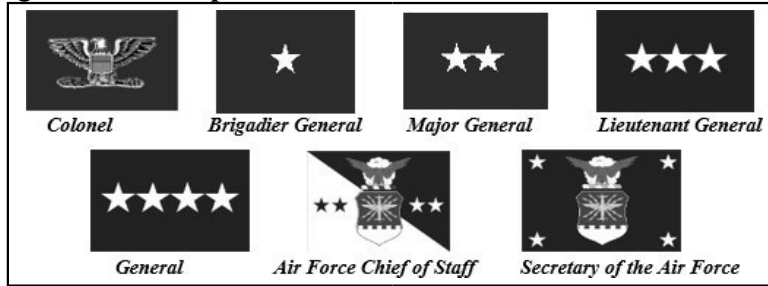
2.6.3.3. “The National Anthem”. When “The National Anthem” is played indoors during a ceremony, military members in uniform will assume the position of attention, face the flag, but not salute. If in civilian clothes indoors or outdoors and “The National Anthem” is played, assume the position of attention and place the right hand over the heart. If wearing a hat, it should be removed. If outdoors, uniformed members will face the flag or music (if flag is not visible) and render a salute upon hearing the first note and hold the salute until the conclusion. Saluting outdoors while in civilian clothes is permitted, but not required.

2.6.3.4. Exceptions. When participating in PT or leadership exercises, Officer Trainees and staff should continue with these activities and are not required to render normal customs and courtesies for “Reveille”, “Retreat” or “The National Anthem”. Officer Trainees and staff not actively engaged in the activity are required to render normal customs and courtesies for “Reveille”, “Retreat” or “The National Anthem”.

2.6.4. Field Leadership Event Customs and Courtesies. Officer Trainees may refer to each other by last name only while actively engaged in problem solving scenarios for timeliness and brevity purposes. OTs will maintain a professional environment throughout the event and will continue to address staff by Rank/Last Name or with Sir/Ma’am at the beginning or end of a multi-sentence discussion. All yes/no responses will be accompanied by Sir/Ma’am IAW 1.3.1.1.

2.6.5. Staff Vehicles. All Officer Trainees will render a salute to all properly marked and occupied staff vehicles. Most placards have a blue background with silver insignia and/or full color image. The Chief of Staff placard has a white and blue background with blue and silver stars (reference Figure 1.1.).

Figure 2.1. Example Staff Car Placards.



2.7. Academic Buildings Operating Requirements.

2.7.1. Talking. Talking is not permitted in academic buildings unless making on-the-spot corrections to other Officer Trainees, addressing, or being addressed by OTS staff or visitors, or giving the greeting of the day. Exception: Officer Trainees may talk quietly inside the auditorium or flight room until the Class/Flight Leader instructs them to prepare for instruction.

2.7.2. Foyers. Officer Trainees will not call Gilbert Hall Foyer (the area outside Boyd Auditorium) or Hoover Foyer to attention when commissioned officers enter or exit these areas through any doorway or stairwell. Officer Trainees will not loiter in these areas unless directed by staff.

2.7.3. Hallways. Officer Trainees will march quickly in a single file, at the position of attention, on the right side of the hallway. Officer Trainees will not square corners or perform facing movements on carpeted areas. The breezeway between building 1487 and 1487A is considered a hallway.

2.7.4. Latrines. Officer Trainees will not greet staff or other Officer Trainees while in the latrine. Officer Trainees will not engage in conversation with other Officer Trainees while in the latrine.

2.7.5. Break Rooms/22d Training Support Squadron (TRSS) Personnel Action Center (PAC) and Independent Duty Medical Technician (IDMT) Waiting Area. Officer Trainees will not give the greeting of the day to staff members transiting through the area but will stand and use proper customs and courtesies if addressed by or addressing staff. Officer Trainees may talk quietly and shall maintain a professional demeanor. Staff break rooms are off limits to Officer Trainees.

2.7.6. Academic Lesson Customs and Courtesies. Officer Trainees will maintain a professional academic environment by continuing to address each other by OT (Last Name) or (rank) (last name). Trainees will continue to address staff by Rank/Last Name or with Sir/Ma’am at the beginning or end of a multi-sentence discussion. All yes/no responses will be accompanied by Sir/Ma’am.

2.7.7. Auditoriums. Officer Trainees will enter the auditorium and fill the seats starting in the front. Officer Trainees will sit according to the seating arrangement assigned by Officer Trainee leadership.

2.7.7.1. Auditorium Opening. The class leader will come to the position of attention, centered in front of the stage, they will then state “STANDBY” to allow for the putting away of all materials to include their OTSMAN. After this is complete, they will then call the room to attention once they see the instructor approaching. The instructor will direct the class to take their seats and sit at attention until told to sit “AT EASE.” Seated position of attention is head and eyes straight forward, back not in contact with the chair, palms down and placed on top of thighs with fingers straight out and together, heels together with feet forming a 45-degree angle.

2.7.7.2. Auditorium Closing. Once the instructor/lecturer indicates they are ready to close class, the class leader will come to the position of attention, centered in front of the stage and command “Class, prepare for dismissal.” At this time, OTs will set aside class materials and stand at Parade Rest. The

class leader will then call the room to attention. When the instructor/lecturer departs the auditorium, they will command “CARRY ON” and the class will respond with “ALWAYS WITH HONOR.” If the command is not given, the class leader will command “CARRY ON” once the instructor/lecturer has left the auditorium, the class will respond with “ALWAYS WITH HONOR.”

2.7.7.3. Asking/Answering Questions. When Officer Trainees wish to ask a question or provide an answer during an auditorium lecture, they will remain seated and raise their hand. Unless directed otherwise, when the lecturer recognizes the Officer Trainee, the Officer Trainee will, in order: stand at attention, provide the greeting of the day, state OT (or Rank) and Last Name, Student Squadron, ask or answer the question, and stand at-ease until the dialogue is complete or invited to sit.

2.7.7.4. Tardiness. Officer Trainees who arrive late to an auditorium lecture will sit in the back of the auditorium and will not disrupt the lecture. Officer Trainees will report their tardiness to their Flight Commander.

2.7.7.5. Attendance. Officer Trainees will not leave the auditorium during a lecture except for unforeseen health issues and staff-directed/approved appointments. If an Officer Trainee must leave, they will reenter discreetly and return to their seat or stand in the back of the auditorium. Officer Trainees directed to leave for disrupting the lecture will immediately notify their Flight Commander.

2.7.8. Flight Room.

2.7.8.1. Heads-Up Display. Before each flight room lecture, the Flight Leader will ensure the lesson title (e.g., Followership), instructor’s rank and name, scheduled time (1310-1400), and samples of behavior for that lecture are written neatly and legibly on the left side (as viewed from the back of the room) of the white board.

2.7.8.2. The Flight Leader will sit to the instructor’s right, as viewed from the front of the room.

2.7.8.3. All required training materials will be in place and ready for use, to include display of Instructor requested or provided lesson slides.

2.7.8.4. Opening Procedures. Prior to the instructor entering the flight room, the Flight Leader will stand at parade rest in the front of the flight room, facing the back of the room. All other Officer Trainees will be at parade rest, standing behind their chairs, and facing the center of the room. As the instructor crosses the doorway threshold, the Flight Leader will assume the position of attention and call the room to attention. The instructor will command, “TAKE YOUR SEATS” or “SEATS.” Officer Trainees will then quickly take their seats and sit at the seated position of attention as described in the Auditorium section of this document until given “AT EASE” by the instructor.

2.7.8.5. Closing Procedures. Once the instructor indicates they are ready to close class, the Flight Leader will immediately stand, push in their chair, assume the position of attention behind their chair, and command “Flight, prepare for dismissal.” Each flight member will then stand, push in their chair, standardize training materials, and assume the position of Parade Rest behind their chair. After the entire flight accomplishes these steps, the Flight Leader will move to the front of the room facing the back of the room and confirm standardization. Once deemed acceptable, the Flight Leader will assume the position of attention and call the room to attention. As the instructor breaks the threshold of the doorway, the instructor will command “CARRY ON” and the flight will respond with “ALWAYS WITH HONOR.” If the command is not given, the Flight Leader will command “CARRY ON” once the instructor has left the flight room, and the flight will respond with “ALWAYS WITH HONOR.”

2.7.8.6. Entry/Exit Procedures.

2.7.8.6.1. When entering a room for a lecture already in session, Officer Trainees will open the door to a 45-degree angle (if closed), knock once (loudly enough to be heard), and wait to be instructed to enter. This does not apply for returns from relief/water breaks if the Officer Trainee was present at the beginning of the lecture.

2.7.8.6.2. When a lecture has paused for a break and the same lecture will resume afterwards, Officer Trainees who exit the flight room may re-enter without knocking. Officer Trainees who are late in returning from break will perform procedures as outlined in preceding paragraphs.

2.7.8.6.3. The last Officer Trainee departing the room will ensure all audiovisual equipment (except the computer) and lights are off.

2.7.8.7. Flight Room Protocol.

2.7.8.7.1. If a lecture is in session or the same lesson will resume upon conclusion of a break, Officer Trainees will not call the room to attention when the instructor or a visitor (regardless of rank) enters or exits. This is a single academic session and will continue uninterrupted.

2.7.8.7.2. When a lecture is not in session, Officer Trainees 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 Officer Trainee to see the officer will call the room to attention. Officer Trainees may utilize the verbiage “STANDBY” if timing allows.

2.8. Reporting Procedures.

2.8.1. Officer Trainees will accomplish reporting procedures for staff members. When ordered to report (e.g., an OTS staff member directs (orders) an Officer Trainee to report to an office/cubicle), Officer Trainees will assume the position of attention (salute outdoors if the staff member is a commissioned officer of higher rank or positional authority of equal rank) and state “Sir/Ma’am, (Officer Trainee/Rank) (Last Name) reports as ordered.” Once the staff member ends the conversation, Officer Trainees will assume the position of attention if not already at it, salute as appropriate, and give the greeting of the day. Officer Trainees will follow these reporting procedures for directed individual feedback during field events.

2.8.2. When reporting to a staff member’s office/cubicle, Officer Trainees will center themselves on the threshold of the door or cubicle entrance and knock once (loud enough to be heard). Once acknowledged, Officer Trainees will enter, march using the most direct route to the staff member, perform the appropriate facing movement (if not on carpet), center themselves two paces away (if possible) in front of the desk or staff member, salute (if the staff member is a commissioned officer), and give the appropriate reporting statement.

2.8.3. When not ordered to report (e.g., an Officer Trainee approaches a staff member in their office/cubicle), Officer Trainees will assume the position of attention, salute as appropriate and state “Sir/Ma’am, (Officer Trainee/Rank) (Last Name) reports.” Once the staff member ends the conversation, Officer Trainees will assume the position of attention, salute as appropriate, give the greeting of the day, and depart.

2.8.4. In the office/cubicle area, if multiple Officer Trainees are reporting in, one Officer Trainee in the group will salute (as appropriate) and state, “Sir/Ma’am, (Officer Trainee/Rank) (Name) plus (number of Officer Trainees) reports [or reports as ordered].” If told to take a seat, Officer Trainees will quickly sit at the seated position of attention until told to sit at-ease. When departing, the Officer Trainee who reported-in will salute as appropriate and give the greeting of the day for the entire group. Officer Trainees will then perform the appropriate facing movement (if not on carpet) and take the most direct route out of the office.

2.9. Training Feedback Tools.

2.9.1. AETC Form 341, Excellence/Discrepancy Report. The AETC Form 341 may be used to document positive and/or negative Officer Trainee performance. Officer Trainees will always carry a minimum of two copies of the AETC Form 341. If one is given to staff, the Officer Trainee should replace it as soon as they are able, ensuring there is no deficit by Lights-Out that day. The form will have Name, OT, Organization, and Class/Flight blocks legibly filled, see Attachment 5 for example.

2.9.2. Memorandums and Record of Individual Counseling (RIC). Memorandums and RICs are a means of documenting Officer Trainee performance expectations. Excessive negative documents affect an Officer Trainee's ability to successfully complete OTS. Officer Trainees will acknowledge receipt of memorandums and RICs.

2.9.3. Motivational Training (MT). MT consists of physical exercises designed to motivate trainees to follow OTS standards and expectations. Qualified staff may administer MT to correct lapses in procedures as well as motivate trainees to work as a team.

2.9.4. Feedback Acknowledgment. If Officer Trainees wish to make a response to feedback received during training, they will have up to two calendar days (excluding holidays with Flight Commander authorization) from the event to submit a written comment to their Flight Commander IAW AFH 33-337, Tongue and Quill.

2.10. Security Violations. Security violations occur when Officer Trainees intentionally or unintentionally permit the release or loss of controlled information, materials, or funds. Examples include leaving dorm room security drawers unlocked when rooms are unoccupied, leaving electronic devices unsecured, leaving Personally Identifiable Information or ID cards unattended, or release of OTS Graded Measures and study materials. Note: Laptops and items stored in backpacks are considered secured when left in an Officer Trainee's dorm room or flight room provided the system is password or biometrically protected.

2.11. Religious Services.

2.11.1. Officer Trainees may be allotted up to 4 hours to attend worship services of their choice, on or off Maxwell AFB. Squadron ADOs may grant extensions to the 4-hour time limit for religious observances on a case-by-case basis. Officer Trainees will inform their Flight Commander, OT chain of command, and CQ of any off-base worship to ensure accountability.

2.11.2. Attending the religious service of the Officer Trainee's choice is a right that Officer Trainees shall not abuse. Officer Trainees will proceed directly to and from all religious services.

2.11.3. Some faith groups may require religious observances that coincide with SMT. OTS staff will accommodate for these religious observances as much as possible. Accommodation begins with an Officer Trainee's understanding that the military mission and training requirements may conflict with standard worship practices, and that full accommodation may not be possible. The Reflection and Accommodation Center (RAC) is located on the second floor of building 1487 (Room C211) and can be used for personal religious purposes. Officer Trainees will follow all guidance posted inside the RAC concerning its use. Officer Trainees may discuss any issues of religious accommodation in detail with the Holm Center/OTS Chaplain or chain of command.

2.12. Network Access & Computer Usage.

2.12.1. Computer/Network Policy. All OTs accessing government information systems are subject to AFI 17-130, *Cybersecurity Program Management*. Additionally, social media use is subject to AFI 1-1. These provisions are encompassed with in UCMJ Article 92 and violations may be grounds for Commanders Review.

2.12.1.1. Officer Trainees will complete Department of Defense Information Assurance (IA) Cyber Awareness Challenge training prior to using any computer connected to a .mil network (e.g., requiring CAC access/Air Force network). This requirement does not apply to Officer Trainees using the OTS-provided Wi-Fi network (AMNET).

2.12.1.2. Throughout the day, Officer Trainees will ensure government laptops are routinely connected to the LAN and powered on. Government laptops will be connected to the LAN and powered-on overnight.

2.12.1.3. Officer Trainees will secure personal, or government furnished, electronic devices. Systems are secured when password protected and may be left in flight or dormitory rooms as training needs dictate. External storage and communication devices must be secured in security drawers when not in use. Devices will be displayed in accordance with dormitory procedures.

2.12.1.4. Officer Trainees may use their personal computers or tablets in all dormitory areas, flight rooms, and auditoriums. Device usage during academic instruction will be limited to notetaking and the topic of the lecture in session.

2.13. Food Delivery. Officer Trainees will not order food to be delivered.

2.14. Alcohol Use Policy. Officer Trainees are not authorized possession or consumption of alcohol at any time without TRS/CC approval. Route requests through OT chain of command.

2.15. Authorized Areas and Establishments.

2.15.1. OTS Campus. Includes the Dining Facility (DFAC), academic areas, Physical Conditioning Center (PCC), basketball court, quarter-mile track, drill pad, pull-up bars, and dormitories.

2.15.2. Off Campus. Paperclip running track, volleyball courts, athletic fields, Fairchild Library (academic study purposes only), and AU/OTS Shoppette (Express & Military Clothing Sales Store). Blanket approval requires TRS/CC approval, TRS/ADO may approve single event usage on a case-by-case basis. Route requests through OT chain of command.

2.15.3. Unauthorized Areas. Officer Trainees will not use, or traverse unescorted, through Ritchey Center (building 1425), including its playground, courtyard, and sidewalks. All other locations, including on-base commercial food vendors, require TRS/CC approval, delegated no lower than TRS/DO.

2.16. Use of Privately Owned Vehicles (POV). Officer Trainees will only use or access POVs with prior OTS staff coordination and authorization.

2.16.1. Officer Trainees will have until the end of training day two to retrieve all items needed for OTS (insurance, registrations, credit cards, cash, uniform items, computer, printer, etc.). After training day two, OTs requiring access will submit an official memorandum to the TRS/DO requesting access.

2.16.2. Motorcycles. Officer Trainees will not operate motorcycles at, or while attending, OTS.

2.16.3. Designated Parking Area. Officer Trainees may only use non-reserved parking spaces on Sycamore St., directly north of the paperclip track and grass sports fields, unless otherwise directed.

2.17. Receiving and Entertaining Guests. Officer Trainees will not entertain guests at the OTS Complex. This includes meeting members on or off Maxwell AFB. Special situations may be considered during graduation week with TRS/CC coordination and approval.

2.18. Authorized Travel Areas. Except for emergency medical issues, travel outside of the local area will not be authorized. Off-base areas and locations will be approved by TRS/CC, route requests through OT chain of command. While on and off-campus, Officer Trainees will travel with a Wingman unless otherwise specified in this manual.

2.19. Leave While Attending OTS. Officer Trainees may request leave during training for emergencies as defined in AFI 36-3003, *Military Leave Program*. Emergencies must be submitted through the American Red Cross for verification at (877) 272-7337. Officer Trainees will submit an AF Form 988, *Leave Request/Authorization*, for TRS/CC consideration. Reserve and National Guard Officer Trainees will also coordinate/request leave with their home units.

2.20. Mobile Phones. Cell phone use is limited to official use only during SMT. Phones will be away and silenced during scheduled events, unless required for emergency notification purposes.

2.21. Commander's Review (CR). Initiated due to failure of an Officer Trainee's ability to learn, comply, and/or adapt to the military environment IAW AFMAN 36-2032, *Military Recruiting and Accessions*. During the CR, all relevant factors will be reviewed by applicable commanders to determine if the trainee in question will be reinstated, recycled, disenrolled, or disenrolled with prejudice IAW UCMJ, DAFMAN 36-2032, AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, and/or AFI 36-3208, *Administrative Separation of Airmen*.

NOTE: AFI 36-2909 para 3.1.4. Conduct unbecoming an officer. Officers are accountable for conducting themselves at a higher standard of personal and professional behavior. The Manual for Courts-Martial further defines conduct unbecoming an officer.

Chapter 3: OFFICER TRAINEE DRESS AND APPEARANCE

3.1. Personal Appearance. Officer Trainees will maintain dress and personal appearance standards IAW DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, and SPFGM 2022-36-02, *Space Force Guidance Memorandum Establishing U.S. Space Force (USSF) Dress and Appearance Standards*, to include any Air Education and Training Command (AETC), Maxwell AFB, and OTS Supplements.

3.2. Variations.

3.2.1. Officer Trainees are not authorized to wear the Flight Duty Uniform (FDU), Desert FDU, 2 Piece FDU, or OCP baseball cap.

3.2.2. PTG is considered an official uniform while at OTS and all applicable appearance standards must be upheld, to include shaving. USSF PTG is authorized, but not mandatory for Guardians.

3.2.3. PTG shirt will be tucked into shorts or running pants while marching, in formation, or while performing group physical training to include formation runs and double-time. Otherwise, PTG shirts may be untucked during individual physical training in accordance with DAFI 36-2903.

3.3. Uniform of the Day (UOD). The training schedule will dictate the UOD and is mandatory for all Officer Trainees. The TRS/DO is the approval authority for all UOD changes and variations. OCP Coat (blouse) cuffs will be visible, closed, and cinched while marching and/or in formation or at staff direction. After SMT, with TRS/DO coordination and approval, other authorized uniforms may be worn and shall be worn IAW DAFI 36-2903. Note: Officer Trainees will wear the PTG to sleep unless deviations are approved.

3.4. Hydration Systems. Hydration systems will be always worn, except in the flight room, auditorium, or latrines. Wearing hydration systems is optional in the dormitories. In the flight room and auditorium, hydration systems will be placed on the back of the Officer Trainee's chair and standardized. Hydration systems will be hand-carried while wearing dress blues or service dress. Note: Officer Trainees may leave the hydration system in the flight room/auditorium when transiting to/from the latrines.

3.5. Reflective Belts.

3.5.1. Utility Uniform. Worn when outside of dormitories, may be removed or stowed during the execution of scheduled and independent field events as determined by the TRS/DO.

3.5.2. Blues: Class A/Class B. Will be secured around the hydration system.

3.5.3. Officer trainees will keep their module specific reflective belts in good working order and will not hang items from, or attach items to, the reflective belt.

3.6. Eyeglasses. Eye-glass straps are required for all field leadership events and PT.

Chapter 4 HEALTH AND PHYSICAL TRAINING

4.1. Officer Trainee Health. IDMTs in the OTS Medical Aid Station provide basic medical care for Officer Trainees while at OTS. IDMTs provide Officer Trainee medical profiles and coordinate referrals to the base Medical Treatment Facility (MTF) as needed. Officer Trainees will not seek medical treatment or appointments at the base MTF without first coordinating with the IDMTs. Officer Trainees with a medical specialty will not self-prescribe medication or provide medical treatment to other Officer Trainees unless life, limb, or permanent sensory impairment is at risk.

4.2. Officer Trainee Sick Call. Sick call is Monday through Friday, 0700-0800 and 1100-1200 (flexible depending on schedule), excluding Federal Holidays and down days. Officer Trainees will notify their instructor for any missed event during SMT due to sick call attendance. Officer Trainees should make every attempt to report to morning sick call. If an Officer Trainee requires any urgent medical care outside of normal IDMT sick call, they should notify their instructor. Medical authorization from the Nurse Advise Line at 1-800-874-2273 is required before any Officer Trainee receives urgent or routine medical care from an off-base provider. Officer Trainees failing to receive authorization prior to receiving off-base urgent or routine care may incur medical expenses. Note: Officer Trainees will not bring a wingman to IDMT sick call.

4.3. Emergency Treatment. If an Officer Trainee requires emergency medical care for a threat to life, limb, or eyesight, call 911 (if using a landline) or (334) 953-9911 (if using a cell phone). Officer Trainees will notify the instructor immediately. All Officer Trainees seen off-base for emergency treatment will report to the IDMT the next duty day during morning sick call hours with the off-base medical documentation from their appointment. Upon returning to campus, Officer Trainees will immediately notify their instructor.

4.4. Medical Appointments. IDMTs will coordinate all MTF appointments. Officer Trainees will notify their instructor of all scheduled appointments and potential impacts to SMT. All Officer Trainees seen off-campus for medical appointments will report to the IDMT the next duty day during sick call hours with the medical documentation from their appointment.

4.5. Quarters. Officer Trainees placed on quarters by the MTF will notify the IDMTs and their Flight Commander prior to proceeding to their dorm rooms. Officer Trainees placed on quarters by the IDMT will notify their instructor prior to proceeding to their dorm room. While on medical quarters, Officer Trainees will leave their door closed. Flights will coordinate food requirements with the instructor to ensure meal coverage for the Officer Trainee on quarters.

4.6. Transportation. Transportation to the MTF or to an off-base medical appointment will be by the base taxi service or off-base taxi if approved by ADO. Travel with a wingman when feasible.

4.7. Medical Profile Documentation and Injury Reports.

4.7.1. Medical Profiles. If treated at the base MTF, Officer Trainees will present a copy of the AF Form 469 or AF Form 422, *Notification of Air Force Member's Qualification Status*, to the IDMTs and their instructor as soon as possible. Officer Trainees seen at an off-base medical facility will present the medical documents from their appointment to the IDMT to establish an AF Form 422. Officer Trainees will present a copy of the AF Form 422 to their instructor as soon as possible. Officer Trainees will carry the original AF Form 422 with them at all times. Officer Trainees will follow the instructions stated on the AF Form 422 until expired. The "release date" on the AF Form 422 is the date that the Officer Trainee is returned to full duty with no restrictions; release time is Lights-On unless otherwise noted. Officer Trainees requiring a medical profile extension will report to the IDMT during sick call. Disregarding the instructions on the AF Form 422 is considered disobeying a direct order and may result in the Officer Trainee being liable for the costs of treating further injuries.

4.7.2. Injury Reports. If injured (either on or off-duty/base), Officer Trainees will notify their instructor immediately, but no later than 24 hours after the injury occurred. Officer Trainees will fill out an AF Form 978, Supervisor's Mishap Report, and submit the form to their instructor within 48 hours. The AF Form 978 is also required anytime an Officer Trainee is involved in a vehicle accident on or off-base, whether there were injuries or not. The AF Form 978 is not required for Officer Trainees who become ill.

4.8. Physical Training. Officer Trainees are expected to meet all Air Force fitness standards per DAFMAN 36-2905, *Fitness Program*. Officer Trainees are required to notify their Flight Commander for any missed SMT to include Physical Training and Conditioning times. Officer Trainees missing extensive physical training times due to medical profiles, or other, may be routed to CR.

4.9. Flag Conditions and Thermal Stress Considerations. Officer Trainees will observe flag conditions and thermal stress considerations throughout the training program, taking appropriate precautions to ensure workloads and hydration schedules are properly being assessed. Flag locations are Dining Facility and Practice Review Stand. For further information see Attachment 4.

CHAPTER 5: ADMINISTRATIVE SUPPORT

5.1 Military Support Flight (MSF). Officers Trainees and Staff members can receive assistance for personnel needs, such as common access cards, dependent updates, amendments to orders, DD214 corrections, etc. The MSF consists of three sections: Assignment, Student Services, and Administrative Operations.

5.1.1. Assignments.

5.1.1.1. Officer Trainees.

5.1.1.1.1. Direct Commission Officer Trainees: Members arriving to OTS with Officer Rank.

5.1.1.1.2. Air National Guard (ANG)/Reserve Non-Direct: Going ANG or Reserve without rank)

5.1.1.1.3. Non-Direct Active Duty (AD): Prior enlisted going AD officer without rank.

5.1.1.1.4. Non-Direct AD non-priors: Regular people, break-in-service, branch transfers, and ANG/Reserve going AD)

5.1.1.1.5. Break in service: Anyone who has separated or retired and is returning to duty.

5.1.1.2. Assignments will create all orders (AF 899) and order amendments (AF 973) for Non-Direct Active AD Officer Trainees.

5.1.1.3. Verifies with Air Force Personnel Center (AFPC) for all Non-Direct AD trainees for AFSC 92T0, 92T3 Medical Flight Screening dates.

5.1.1.4. Non-Direct AD and Non-Prior Officer Trainees will complete an assignment preference letter during the course to be submitted to AFPC by the Assignments sections.

5.1.2. Security Clearance.

5.1.2.1. All Prior Service: Required to have security clearance memorandum signed by current unit Security Manager. (See OTS Website)

5.1.2.2 Non-Priors: Required to provide security clearance memorandum signed by Recruiter confirming that a security clearance has been initiated.

5.1.2.3. USSF: Must have Top Secret (if AFSC is applicable). Required to provide security clearance memorandum signed by Security Manager (Priors) or Recruiter (Non-priors). If you AFSC does not require a Top-Secret Clearance, memorandum is still required to show Secret clearance has been initiated.

5.1.3. Student Services.

5.1.3.1. Accomplishing a WINGs (5.1.6.3) account is crucial to accessing the welcome guidance and reporting instructions for the course. The website consists of medical intake forms, religious accommodation, memorandum for recruiters, security clearance memorandum, personnel in processing documentation, Service Member Group Life Insurance (SGLI), Virtual Record of Emergency Data (vRED).

5.1.3.2. Allocations for class will be projected in Oracle Training Application (OTA), 12 months prior to class start dates or at the earliest received from AFPC. Once projected allocations can be change up to 30 days prior to class start date. Once the class is closed there will not be additional allocations added or students added to a class.

5.1.3.3. Gain and Graduation updates will be processed in OTA for Direct Commission and ANG. All other trainees will be processed by the assigned TRQL.

5.1.3.4. Graduation Documentation

5.1.3.4.1. Commissioning Certificates: All graduates EXCEPT Direct Commission.

5.1.3.4.2. Air University Certificates: given to all graduates.

5.1.3.4.3. Top Graduate and Distinguished Graduate Certificates: given to trainees at the top 10% of the graduating class)

5.1.3.4.4. AF Form 475: Only provided to Direct Commissioned trainees.

5.1.3.4.5. AF Form 133: All graduates EXCEPT Direct Commission

5.1.3.4.6. NGB 337: Provide to ANG Graduates ONLY.

5.1.3.4.7. NGB 89-1: Will be provided to AFPC from Student Services.

Note: Officer Trainees are responsible for validating accuracy of documentation and securing all documents provided by the OTS Staff.

5.1.4. Official Transcripts. Refer to the OTS Orientation Guide and Welcome Website for instructions.

5.1.5 Administrative Operations.

5.1.5.1. Only Non-Direct AD will be batch gained (T02) in Military Personnel Data System (MilPDS) by course day three, utilizing the class roster created by the registrars.

5.1.5.2. Admin Ops submits E103 from MilPDS to AFPC to establish pay records.

5.1.5.3. For any rejects that may occur, Admin Ops will work directly with AFPC to reconcile. Rejects could be caused by: not released by previous unit in MilPDS prior to arrival, MilPDS record is incorrect, and/or ANG/Reserve having incorrect service dates.

5.1.5.4. Common Access Cards (CAC). All Officer Trainees who need a CAC are rostered by Squadron and distributed via Batch updates in Defense Enrollment Eligibility Reporting System (DEERs). Defense Manpower Data Center (DMDC) will mail completed CACs and pin numbers to the MSF. Administrative Operations will unlock CACs once all have arrived. Assistant Director of Operations (ADO) will distribute to Officer Trainees once received. Note: Only Non-Direct AD and Officer Trainees with an overseas assignment will receive CACs for MSF. All Direct Commissioned OTs will receive an updated CAC at their gaining location.

5.1.5.5. CACs are created utilizing the DEERs machines in “high volume mode” to allow for batch updating. The system will not be switched until all required Officer Trainees have been

assisted. All individual requests for CACs must have an appointment with MSF (to include staff members) or can acquire a CAC/DEERS update at the base MPF.

5.1.5.6. All DEERs update requests for Officer Trainees must be submitted to Administrative Operations within the first seven days of the course. All requests outside the required timeframe must be accomplished at your gaining location. (Exception: EFMP, Overseas, late profiles, NCOA Graduates).

5.1.5.7. DD214. Non-Direct AD (priors, non-priors, Break in Service, Service transfers) will fill out DD214 worksheet at the DD214 Brief. DD214 Administrative Access is accomplished by Administrative Operations in vMPF. Officer trainees are required to thoroughly review service dates, decorations, AFSC, foreign service dates acquired during enlistment. All information will be annotated on your DD214 and added to ARMs.

Note: A Board of Military Corrections request will have to be submitted for any incorrect information on your DD214, which can take up to 2 years to be approved. Ensuring correct information is captured while in OTS is vital.

5.1.5.8. Special Orders. Created in Administrative Operations Section for Non-Direct AD only. Orders will be provided in out-processing package and is required at your gaining location.

5.1.5.9. Administrative Operations will complete a graduation action (T06) in MilPDS (Refer to 1.1.3.3) on the effective date of graduation. A system generated roster (E603) is established and forwarded to AFPC to switch enlisted records to commissioned records.

5.1.5.10. For pay issues and DEERs profile creation Officer trainees must reach out to TRQIs or submit a ticket with finance through the Finance Portal located on the OTS Website.

5.1.5.11. Scroll Identification. Serves as congressional approval for the appointment of an officer in any of the uniformed services. For the AF, the scroll travels up through the chain of command to the Secretary of Defense. The Secretary must sign it before commissioning individuals take their official oath of office and sign paperwork. If the scroll is not signed, any commissioning ceremony is a “mock” ceremony, and the individual is still not an officer. AFPC is responsible for issuing Scroll Identification for USAF and USSF Officer Trainees.

5.1.5.12. Lines of Accounting (LOA). Air Force and Space Force Officer trainees must have separate LOAs assigned by AFPC.

5.1.5.13. Documentation.

5.1.5.13.1. AF Form 899 (Assignment Orders). Provided to Non-Direct AD non-priors, and Break in Service members coming to OTS with MEPS orders.

5.1.5.13.2. AF Form 973 (Assignment Order Amendments). Provide to Non-Direct AD Priors, Non-Direct AD non-priors, and Break in Service members coming to OTS with MEPS orders (if applicable). Break in Service members must provide all copies of DD214.

5.1.5.13.3. Direct Commission OTs will receive documentation from The Training Requestor Quota Identifier (TRQI). ANG/Res non-direct officer trainees will receive documentation from home station.

5.1.6. WINGS.

5.1.6.1. Upon receiving letter of acceptance to OTS, trainees must contact the assigned TRQI to establish an account.

5.1.6.2. All prerequisite material, welcome guidance, medical forms, and OTS website are accessible in WINGs.

5.1.6.3. Prerequisites will begin 30 days prior to arrival to OTS. Officer trainees are required to communicate with TRQI to create WINGs accounts to access prerequisite requirements. All prerequisite material must be accomplished prior to arrival to OTS.

5.1.6.3.1. Failure to provide an accurate email address will hinder the ability to access pre-course material and welcome information and will initiate removal from the course.

5.1.6.3.2. For WINGs troubleshooting, contact Holm Center/WINGs Support. HOLMCENTER.WINGS.SUPPORT@us.af.mil

5.1.6.4. Officer trainees are responsible for maintaining and updating information in the WINGs account throughout the class.

5.1.6.5. Graduation certificates and AF475 are created in WINGs. Officer Trainees are responsible for ensuring personal information is verified and accurate. All corrections must be made prior to printing. Last minute corrections can be made up until departure of OTS.

5.2. Records Review.

5.2.1. Officer Trainees are responsible for ensuring Personnel Record Application (PRDA) reflects AF Form 475, ANG 133, NGB 89-1, NGB 377. Officer trainees are provided all documents prior to leaving OTS and are accountable for their own records.

5.2.3. The MSF will maintain trainee records up to, not to exceed the affiliated requirement outlined in Records Management Disposition Schedule. It is imperative that members maintain documents received at OTS. Some documents are important for future promotion consideration, job consideration, and special duty consideration.

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KEOLANI W. BAILEY, Colonel, USAF
Commandant

Attachment 1: GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODI 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*
 AFPD 36-26, *Total Force Development and Management*
 DAFI 36-2903, *Dress and Appearance of United States Air Force and United States Space Force Personnel*
 AFI 1-1, *Air Force Standards*
 AFI 17-130, *Cybersecurity Program Management*
 AFI 36-3003, *Military Leave Program*
 DAFMAN 36-2905, *Air Force Physical Fitness Program*
 DAFMAN 36-2032, *Military Recruiting and Accessions*
 AFMAN 36-2203, *Drill and Ceremonies*
 AFI 36-2909, *Air Force Professional Relationships and Conduct*
 AFI 36-2909_AETCSUP, *Air Force Professional Relationships and Conduct*
 AFI 91-202_AETCSUP, *The US Air Force Mishap Prevention Program*
 AFI 91-207_MAXWELLAFB SUP, *The US Air Force Traffic Safety Program*

Adopted Forms

AF Form 422, *Notification of Air Force Member's Qualification Status*
 AF Form 847, *Recommendation for Change of Publication*
 AF Form 978, *Supervisor's Mishap Report*
 AF Form 988, *Leave Request/Authorization*
 AETC Form 341, *Excellence/Discrepancy Report*

Abbreviations and Acronyms

AEF—Air & Space Expeditionary Force	LAN—Local Area Network
AFMAN—Air Force Manual	LRC—Leadership Reaction Course
AFB—Air Force Base	MTF—Medical Treatment Facility
AFI—Air Force Instruction	MTI—Military Training Instructor
AU—Air University	OCP—Operational Camouflage Pattern
CAC—Common Access Card	OTSMAN—Officer Training School Manual
CC—Commander	PCC—Physical Conditioning Center
CQ—Charge of Quarters	PT—Physical Training
CR—Commander's Review	PTG—Physical Training Gear
DFAC—Dining Facility	SMT—Scheduled Military Training
DO—Director of Operations	SOB—Samples of Behaviors
DP—Dining Priority	SOP—Standard Operating Procedures
DV—Distinguished Visitor	TRS—Training Squadron
FPCON—Force Protection Condition	TRSS— Training Support Squadron
GOB—Guidon Bearer	UCMJ—Uniform Code of Military Justice
IAW—In Accordance With	UOD—Uniform of the Day
IDMT—Independent Duty Medical Technician	

Attachment 2: DRILL AND CEREMONIES

A2.1. Definitions.

A2.1.1. **Small Marching Unit (SMU).** Formation of two to four Officer Trainees (Exception: Guidon Bearer may march on their own). In formations with three or four Officer Trainees, the formation is properly sized with the tallest Officer Trainees in the front and on the right regardless of rank and position. In SMUs of two, the senior ranking Officer Trainee marches on the right. If two Officer Trainees are the same rank, the tallest will be to the right. When in an SMU with a guidon, the person on the right will carry it. In SMU formations, all will salute and extend military courtesies as appropriate. SMU's will use the preparatory command "Flight, ..." Note: Any OT's performing a specific task (e.g., trash detail, flag detail) will use the preparatory command "Detail, ..." If there are 5-7 Officer Trainees, Officer Trainees will make multiple SMU's. Never make a single SMU greater than 4 Officer Trainees.

A2.1.2. **Flight.** Formation of eight or more Officer Trainees. This includes a designated Flight Leader and a guidon bearer. There will be at least two but no more than four elements at normal interval. While on the OTS Complex, flights will normally march with two elements. In flight formations, the Flight Leader renders the military courtesies for the formation. Officer Trainees on marching waivers will walk six paces behind the flight and extend all military courtesies themselves. Drill consists of certain movements by which the flight moves in an orderly manner from one formation to another or from one place to another. Standards such as the 24-inch step, cadence of 100 to 120 steps per minute, distance, and interval have been established to ensure movements are executed with order and precision. The task of each person is to learn these movements and execute each part exactly as described. Individuals must also learn to adapt their own movements to those of the group. Everyone in the formation must move together on command.

A2.1.3. **Guide.** The Guide marches in front of the highest numbered element leader (front-right corner when in column formation). In most cases, the Guide will carry the flight guidon. This piece of equipment is comprised of four parts: the ferrule, staff, ornament, and the flight pennant.

A2.1.4. **Flight Leader.** Officer Trainee designated to lead the flight and ensure safety. The Flight Leader ensures all flight members are accounted for. The Flight Leader assumes all responsibility for their flight to include precise flight control through proper command execution and rendering courtesies when appropriate for the flight. Use the command, "AS YOU WERE," to revoke a preparatory command. After the command of execution has been given and the movement has begun, give other appropriate commands to bring the element to the desired position. If a command is improperly given, the individuals execute the movement to the best of their ability. Flight members will only respond to valid commands.

A2.1.5. **Road Guard.** Officer Trainee designated to stop traffic while Officer Trainees cross a road or parking lot.

A2.1.6. **Element Leader.** The leader of the smallest drill unit comprised of at least three, but usually eight to 12 individuals, one of whom is designated the element leader.

A2.1.7. **Drill Command.** An oral order to direct a formation. Most drill commands consist of two commands. The Preparatory Command, which explains what the movement will be and the Command of Execution, given after the Preparatory Command. This explains when the movement will be carried out. In certain commands, the preparatory command and the command of execution are combined, for example: "FALL IN" or "AT EASE." Informational commands have no Preparatory Command or Command of

Execution, and they are not supplementary. Two examples are “PREPARE FOR INSPECTION” or “COLUMN OF FILES.”

A2.1.8. **Cadence.** Cadence is the measure or beat of movement. Cadence is given in sets of two as follows: “HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP”. Do not initiate cadence if a complete set of two cannot be achieved.

A2.1.9. **Dress.** Alignment of elements side by side or in line maintaining proper interval.

A2.1.10. **Cover.** Individuals aligning themselves directly behind the person to their immediate front.

A2.1.11. **Interval.** The space between individuals placed side by side. A normal interval is one arm’s length. A close interval is approximately four inches.

A2.1.12. **Distance.** The space from front to rear between units. The distance between individuals in formation is approximately 40 inches as measured from their chests to the backs of individuals directly in front of them.

A2.1.13. **Column Formation.** The arrangement of units side by side with the guide and element leaders to the head.

A2.1.14. **Line Formation.** The arrangement of units one behind the other with the guide and element leader to the extreme right flank.

A2.1.15. **Inverted Column Formation.** The arrangement of units side by side with the guide and element leaders to the rear.

A2.1.16. **Inverted Line Formation.** The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.

A2.1.17. **Sizing.** The proper verbiage is as follows: "With the exception of the guidon bearer and element leaders (or with no exception), if you are taller than the Officer Trainee/OT in front of you, tap them on the shoulder and move forward."

A2.2. General Guidance for Formations (refer to AFMAN 36-2203, Drill and Ceremonies).

A2.2.1. The formation leader’s first responsibility is the safety of the formation. Therefore, situational awareness of the surroundings is critical and must be maintained, even when stationary. When giving commands, the formation leader is at the position of attention and in the best position to observe their flight performing the movement. Generally, this will be the action side or direction the flight is moving toward. Good military bearing is necessary for good leadership.

A2.2.2. Officer Trainees will not talk while in formation to include while “AT EASE” (Exception: When given the command of “REST”). All Officer Trainees will march at the position of attention while on sidewalks, parking lots, troop walks, across active roadways, and other improved surfaces.

A2.2.3. **Double Time.** Officer Trainees may double time after 1 hour has elapsed from the last meal. Officer Trainees may double time on paved surfaces to and from physical conditioning activities except when crossing the street. Officer Trainees will not double time during hours of darkness for safety reasons. Exception: Approved formation runs may take place during dawn and dusk, and if the formation is carrying flashlights or reflective gear.

A2.2.4. At Ease March. While marching at ease, Officer Trainees are allowed to look around and un-cup their hands. Officer Trainees are not required to stay in step; however, they will not talk during the time. They must also maintain DCID. If using unimproved surfaces (e.g., grass, dirt, etc.) with caution while marching at ease (does not include Welch Field). Extreme weather and flag conditions may warrant marching at ease for long distances. Flights must be placed back at attention while marching prior to giving “Flight, HALT.”

A2.2.5. All members of a formation must carry operable flashlights during hours of darkness and periods of reduced visibility. Exception: Reflective gear is a suitable substitute during formation runs.

A2.2.6. Building entrance procedures. Entrance procedures are necessary to promote good order and discipline among Officer Trainees while entering any permanent structure. These procedures apply to squadron, flight, and SMU formations. If a door becomes propped in the open position, the last Officer Trainee entering will close it.

A2.2.6.1. **Column of Files.** To form a single file when in a column of two or more elements, the command is: “COLUMN OF FILES from the right (left), forward, MARCH.” If the movement is from the left, on the informational command, the guide will execute a face in marching, then right face in front of the file that will move first and remain at carry guidon. On the preparatory command, the element leader of the right (left) element turns their head 45 degrees to the right (left) and command, “Forward.” The same time, the remaining element leaders turn their heads 45 degrees to the right (left) and command “STAND FAST.” Their heads are kept to the right (left) until they step off. On the command “March”, the extreme right (left) element steps off. The element leader of each remaining element commands “Forward, MARCH” as the last Officer Trainee in each element passes, ensuring the leaders element is in step with the preceding element. All subsequent elements then incline to the right (left), following the leading elements in successive order.

A2.2.6.2. If carrying a guidon, the guidon bearer will place the guidon in the guidon stand (if available). The initial element leader holds the door for the flight. The Flight Leader will hold the door for the initial element leader. The Flight Leader will be the last person from their flight to enter the building.

A2.2.6.3. While marching as an SMU, the Officer Trainee in charge will command, “Flight, HALT, COVER,” followed by the command of “DISMISSED” if entering a building or leaving the general area. “FALL OUT” will be given if remaining in the general area, such as after meals when leaving the DFAC to join the larger flight formation.

A2.2.7. Building departure procedures. The Flight Leader will be the first member of the flight to depart the building and will designate the position for forming the flight. The last Officer Trainee in a formation will ensure building doors close behind them. After open ranks instruction, flights may use the command of “FALL IN.” Flight Leaders will take care to not block traffic into or out of the building.

A2.2.7.1. When departing as an SMU, Officer Trainees will exit the academic building in an orderly manner and form up on the sidewalk. There will be no talking in formation.

A2.2.7.2. Once the flight has been formed, any flight member needing to join the flight will adhere to the following procedures: Salute and state, “Sir/ma’am, (officer trainee/rank) (name), requests permission to join the flight.” The Flight Leader will then return a salute and instruct the Officer Trainee to “FALL IN” or “Size yourself in,” if the formation has been previously sized.

A2.2.7.3. Any individual placed in charge of the flight that is not the designated Flight Leader will return to their position in the flight once control is regained by the designated Flight Leader. To accomplish, the Flight Leader and acting Flight Leader will exchange salutes and the Flight Leader will instruct the acting Flight Leader to “FALL IN” or “Size yourself in,” if the formation has been previously sized. Before a command is given by the regaining Flight Leader, that individual will instruct “Flight, AT MY COMMAND.”

A2.3. Marching Requirements.

A2.3.1. **Pennant.** Once awarded at OTS, the flight pennant signifies a flight’s ability to march without OTS staff direct supervision. Until awarded, OTS staff will escort flights to all activities that require transit outdoors. Exception: After awarded, initial off campus transit must be monitored by staff. Officer Trainees will maintain flight integrity and march as a complete flight as much as possible except when directed by OTS staff, for safety reasons (ref, paragraph A2.6), or in the following cases:

A2.3.1.1. The Officer Trainee senior leadership and designated key staff may march alone and separate from their flights to monitor formation activity.

A2.3.1.2. Officer Trainees may march in pairs to work details.

A2.3.1.3. To meet individual appointments or perform individual PT. (For safety reasons, two or more Officer Trainees must participate in the aerobics/exercise programs together.)

A2.3.2. Officer Trainees are not required to march while escorting guests during authorized times; however, they will maintain a professional military image and render proper military courtesies.

A2.3.3. Formations will be properly sized IAW AFMAN 36-2203. The Flight Leader will ensure only authorized routes of march are utilized.

A2.3.4. **Right of Way for Formations.** Under normal conditions, a formation will not pass another formation that is on the march. Formations/SMUs may pass other stationary formations without requesting permission. The leader of a stationary formation must yield the right of way to a formation underway. If formations are on the march and converging on each other, leaders will yield the right of way to formations on their right.

A2.3.5. **Utilization of Improved Surfaces Only.** Officer Trainees will only plan to march/walk on improved surfaces. Do not walk/march across areas covered in grass surface (unless directed by OTS staff or for safety reasons). If Officer Trainees inadvertently end up on grass surfaces, the formation leader will immediately devise a plan to return the Officer Trainees to an improved surface. Unless participating in a ceremony or practice for a ceremony, at no time will Officer Trainees traverse across Welch Field.

A2.4. Road Guards.

A2.4.1. General Information.

A2.4.1.1. Road guards ensure the safety of Officer Trainees during transit around the OTS campus and Maxwell AFB. Road guards are required for all student formations greater than eight students. For flights seven or smaller, the Flight Leader will act as road guard for their flight. SMUs, formations of two to four students do not require road guards.

A2.4.1.2. The last individual(s) in the rear of each element will serve as a road guard. Required safety equipment for road guards: fluorescent/reflective vest (if transiting off campus), reflective belt, and flashlight (during hours of darkness). Occasionally, situations may warrant more or less than two road guards (ex: intersections with greater than 2 possible vehicular traffic routes). Squadron formations require four road guards; they will be positioned in groups of two approximately six paces ahead and behind the formation.

A2.4.1.3. Officer Trainees will not “piggyback” units (march more than one unit across the street without allowing traffic to proceed between them) when crossing streets. OTS staff may do so only when deemed necessary but will make every effort not to obstruct the flow of traffic.

A2.4.1.4. The Flight Leader will render all courtesies for the flight. If an officer (on foot) or staff vehicle passes (from the front) the person in charge will render courtesies. If a staff vehicle approaches the flight while crossing an intersection the road guard will not salute (due to safety). The person in charge will march the flight across the street, halt the flight, call in the road guards, and then render courtesies to the staff vehicle.

A2.4.2. Procedures.

A2.4.2.1. For safety reasons, flights will always be halted prior to entering a hazard area so the Flight Leader can ensure the safety of the posting road guards. Hazard areas include all intersections where vehicular transit occurs including parking lots.

A2.4.2.2. The Flight Leader will move forward, post in front of the flight at the sidewalk/hazard edge.

A2.4.2.3. The Flight Leader will wave traffic past OR motion for the traffic to stop by extending either arm and displaying the palm of the hand with the fingers pointed upward.

A2.4.2.4. The Flight Leader will then march into the intersection and post in the middle of the road, perform an about face (so they are facing the flight), ensure traffic is stopped and command, “Road guards, OUT.”

A2.4.2.5. On the command, “Road guards, OUT,” each road guard will go to the lane as directed by the Flight Leader. They will face oncoming traffic at modified parade rest with the right arm up and palm flat with the fingers pointed upward. If carrying a flashlight, road guards will hold the flashlight in the extended arm with the beam pointed down.

A2.4.2.6. The Flight Leader will command the flight to march across the intersection and perform the necessary facing movements so they can observe the flight at all times.

A2.4.2.7. Once the flight is through the intersection, the Flight Leader will halt the flight and command, “Road guards, IN.”

A2.4.2.8. The Flight Leader will remain in the intersection and continue to halt existing traffic while the road guards return to the rear of the flight.

A2.4.2.9. The Flight Leader does not give further commands (e.g., “Forward, MARCH”) until rejoining the flight.

A2.4.2.10. Road guards or formation leaders will report vehicles that fail to observe safety precautions or follow road guard directions. Officer Trainees will report the time, place, type of vehicle, license number (if known), and description of the violation to their instructor.

A2.4.2.11. When two or more formations approach opposite ends of a hazard, the formation proceeding to an appointment has priority and the returning formation must yield. The returning formation must move to the side opposite of the hazard and out of the proceeding formation's path. Once the formation with priority has passed, the returning formation will resume transit on the designated route and execute all road guard procedures as needed.

A2.5. Flight Guidons.

A2.5.1. Each flight will carry their flight guidon from start to end of academic day while marching from one location to another on Maxwell AFB, except when specifically instructed by this manual or staff to do otherwise, or due to weather restrictions. Squadron guidons are for official functions only.

A2.5.2. The guidon will be carried to all events with the exception of Project X/Leadership Reaction Course (LRC), field events held off complex, and PT. If there is no guidon holder at the event, the guidon bearer will make every effort to ensure the guidon is stored/displayed properly and will not become a safety hazard. Guidons will not be posted by jamming them into the ground.

A2.5.3. **Guidon Bearer.** The Flight Guide will carry the guidon with the right hand. The Guide will position the ferrule of the staff six inches from the ground when the flight is marching and resting on the ground touching the right foot when the flight is halted. (Exception: of "AT EASE" or "DOUBLE TIME"). Until the flight's pennant is awarded, flights will carry the guidon without the pennant. When the guidon is carried by a SMU or a formation too small to be a flight, the guidon is carried by the individual on the front right. When it is desired to change the base file for a movement, the new position of the guide is assigned preceding the preparatory command for the movement (DAFMAN 36-2203, paragraph. 4.2.4.). Guidon bearers will post using a face in marching to the left when posting to the left and face in marching to the right when posting to the right.

A2.5.4. **Storage of the Guidon.** Flight Guides are responsible for storing the guidon in the appropriate rack when not in use. Guidons shall not be placed with the tip of the ornament on the ground or with the pennant wrapped tightly around the staff. During any drill class or parade practice, the guidon is placed by the first set of bleachers. If entering a building that does not have a storage rack, Officer Trainees will take the guidon inside with them and place it out of the way, leaning into a corner so that it will not fall. Note: When entering a building with a guidon, Officer Trainees will announce "Guidon" to alert others in the area to the hazard.

A2.5.5. Officer Trainees will take care of the guidon. If any part of the guidon breaks, Officer Trainees will not attempt to repair it. They will take the guidon to the MDC for repair. Officer Trainees will not mark guidons on the staff; marking guidons without pennants will be on the ferrule so to not damage the staff. Once the guidon has a pennant, all additional markings will be removed.

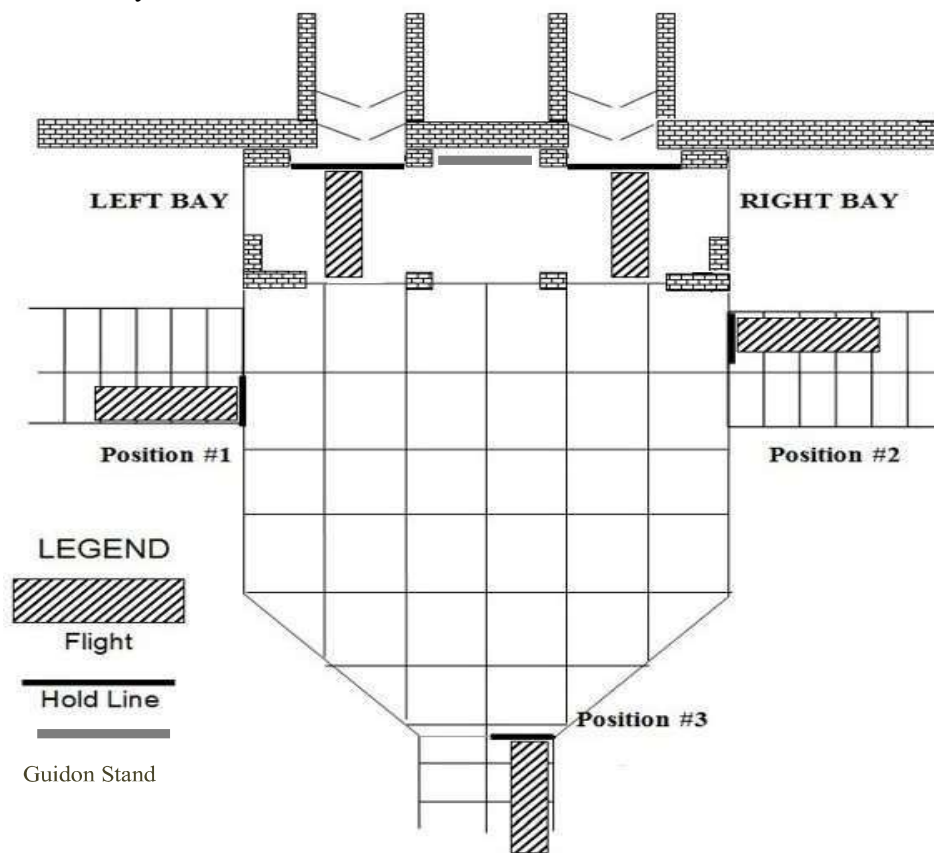
A2.6. Marching Under Weather Conditions. Officer Trainees and OTS staff are expected to exercise sound judgement and risk management practices while training under adverse weather conditions, regardless of whether an official base notification has been published. During "lightning within five," Officer Trainees will transit quickly using the most direct route as individuals or in single file. If off campus, seek shelter in a lightning approved location. Lightning approved locations include the Dojo, Project-X, and latrines, and the Sim City warehouse. Shelter-in-Place (SIP) only in the event of airborne hazards (e.g., chemical spill) and follow SIP procedures. Additional guidance can be found in Attachment 4.

Attachment 3: DINING FACILITY PROCEDURES

A3.1. General Information. Officer Trainees are typically scheduled to eat three meals daily at the Dining Facility (DFAC). Officer Trainees who choose not to eat are still required to process through the DFAC with the flight. The menu is available for review prior to entering the serving line and should be used to expedite processing. Use courtesy and etiquette when requesting items from personnel at the serving line. Officer Trainees will make a reasonable attempt to consume all food purchased to minimize food waste. Food will not be taken from the DFAC without prior coordination and staff approval. Extraneous conversation is not authorized in the DFAC.

A3.2. Dining Priorities (DP). DPs are scheduled times when flights are required to arrive at the DFAC bays. Typically, each flight will be assigned three DPs (breakfast, lunch, dinner) unless the weekly training schedule directs otherwise. Officer Trainees will meet all flight DPs, even those on a weekend/holiday. Note: Officer Trainees performing assigned details during their scheduled DPs are not required to meet their flight's DP.

Figure 3.1. Outside Layout of the DFAC.



A3.3. Mess Checker/Chow Shark. Mess Checkers and Chow Sharks will arrive at the DFAC five (5) minutes prior to the student squadron's first scheduled DP and will work as a team until the last flight has met their DP. After the last scheduled meal of the day, Mess Checkers will place their DP rosters in their respective CQ binders. Note: Mess Checkers and Chow Sharks will not leave an academic or training session early to perform these assigned duties.

A3.3.1. Mess Checker. The Mess Checker has the authority to clear flights into the DFAC early/late if entry will not inhibit any other flight's on-time entry. Note: When a Flight Leader is reporting-in to the Mess Checker, neither the Mess Checker nor the Flight Leader will interrupt reporting procedures to greet and salute commissioned staff.

A3.3.2. Chow Shark. The Chow Shark is responsible for ensuring all Officer Trainees follow proper procedures in the DFAC.

A3.4. Arriving at the DFAC. Flights will mark time upon arrival at the hold line during DP hours. For extended delays or at the Flight Leader's discretion, halt the flight. Flights and individual Officer Trainees will arrive no more than plus or minus three (3) minutes of their scheduled DP time. Flight Leaders and individual Officer Trainees will use the time arrived at their initial hold line as their official arrival time.

A3.4.1. Academic Material/Backpacks. Officer Trainees will not bring academic material or backpacks to the DFAC unless directed by OTS staff or during hazardous weather conditions.

A3.4.2. After the hold line, Flight Leaders will march their flight into either unoccupied exterior/overhang.

A3.4.3. Once a flight is in either the right or left exterior bay, the flight will remain at attention, the Flight Leader will take the most direct and unobstructed route to within two paces in front of the Mess Checker, initiate a salute and state the following: "Sir/Ma'am, flight__ reports with a dining priority of __. We arrived at __." The Mess Checker will return the salute and, if the flight is within their window, allow access once the interior bay is clear. If the flight arrives outside of their window, the Mess Checker will determine if the flight may proceed into the DFAC, wait until their scheduled time, or wait until after the last flight enters. The Flight Leader will salute, give the greeting of the day, return to their flight, and then wait to enter the DFAC. Flights may be "AT EASE" until the inside bay is clear, and they are prepared to enter AFTER they have reported-in. Mess Checker will report early/late arrivals, and their resolution, to the OT Wing Commander and Chief of Scheduling, as directed. Note: Due to the positional authority of the Mess Checker, the Mess Checker will always drop their salute first, no matter the rank of the Flight Leader.

A3.4.4. Once the assigned interior bay is clear, the Flight Leader will direct their flight to enter using the "COLUMN OF FILES" command. The file closest to the center of the building, enters the DFAC first. After the command, the guidon bearer will place the guidon in the guidon stand and fall-in at the rear of their flight; the Flight Leader will hold open the door and enter last.

A3.4.5. DFAC Arrival During Inclement Weather. Officer Trainees will enter the DFAC by the most direct means available.

A3.4.5.1. If the bays are full, flights will march under the overhang, utilizing as much overhang as possible. Up to six flights may seek shelter under the overhang. The PCC is the tertiary hold position during lightning storms if the center of the overhang is full.

A3.5. Serving Area Guidance. Officer Trainees will perform facing movements and pivots in the DFAC when not carrying food or utensils or on carpeted areas. All movements in the serving line will be accomplished in a modified position of attention.

A3.5.1. Officer Trainees are not required to greet in the DFAC but must still adhere to customs and courtesies. No talking is allowed in the DFAC unless making on-the-spot corrections, issuing required commands, (e.g., "POST", "BE SEATED") or when directly addressed by OTS and/or DFAC Staff. While

moving through the DFAC, Officer Trainees will alert other individuals of their presence and intent to pass by clearly saying, “Sir/Ma’am, excuse me”, “Excuse me, Sir/Ma’am”, or “Pardon me please, Sir/Ma’am.”

A3.5.2. Upon entering the DFAC, Officer Trainees will form two columns beginning abreast the corner edge of the wall and will stand at the position of attention at close interval from each other and from the wall. Before moving forward, the Officer Trainee closest to the wall will look both ways to ensure the area is clear to proceed. Once clear, the Officer Trainee closest to the wall will turn their head away from the wall and announce “POST,” the first two Officer Trainees in line will then proceed into the serving area. Flights will use the same side serving line as the bay they enter (e.g., right bay/right serving line).

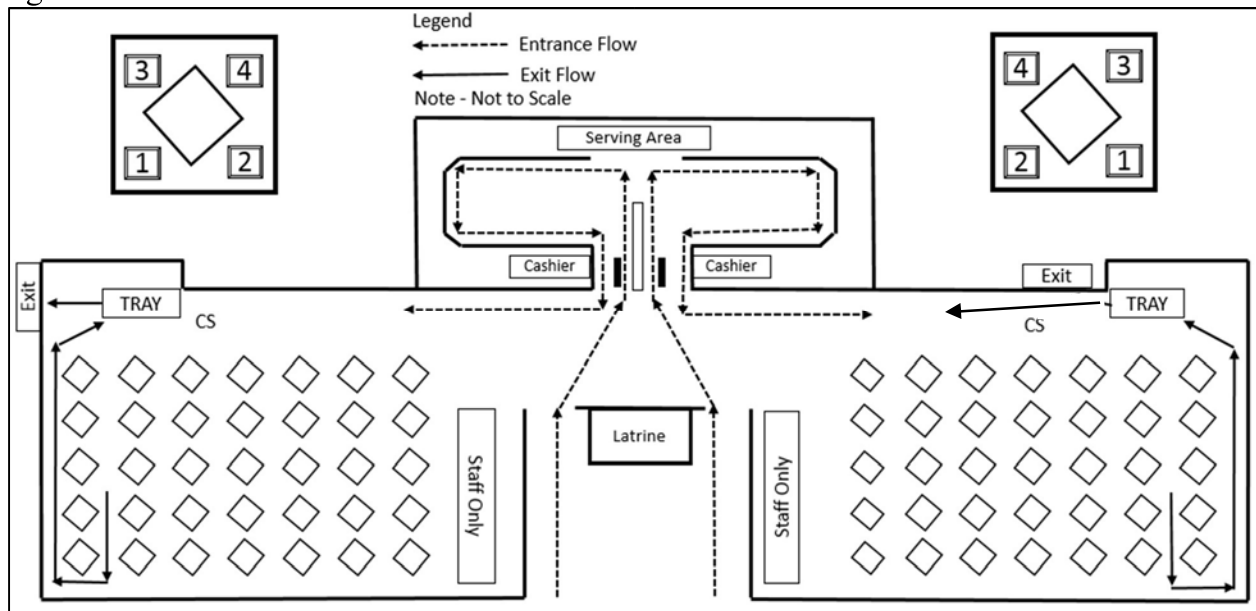
A3.5.3. Officer Trainees will make every effort to use the latrine prior to entering the DFAC. If DFAC latrine is used, OTs will lose their place in-line and must return to the back of the interior bay queue.

A3.5.4. While transiting to the serving area, the Officer Trainees will fall in file behind one another, with the Officer Trainee who called “POST” walking in front. Once aligned with the tray and silverware serving area, the Officer Trainees will halt, the Officer Trainee in the back will call “POST” and both Officer Trainees will do a facing movement towards the tray and silverware serving area. The Officer Trainees will take a tray and appropriate silverware ensuring the narrow side of the tray is facing away from them as they continue down the serving line.

A3.5.5. Officer Trainees will sidestep (measured 12” heel to heel) through the entire serving line, keeping tray on serving area rails at a modified position of attention. Once at the cashier, Direct Commissioned Officer Trainees must pay for their meal, Line Officer Trainees shall stop and wait for cashier to account for meal items. Sanitize hands after paying/prior to eating. Note: Side steps are not required when summoned by DFAC cashier staff or when retrieving items away from serving area rails.

A3.5.6. Officer Trainees will not square corners while carrying trays and will only consume food and drink after seated at their table.

Figure A3.2. DFAC Interior Flow.



A3.6. Dining Area Guidance.

A3.6.1. Seating and table guidance. After leaving the service line cashier, Officer Trainees will quickly fill the farthest row of tables from the serving line first and start with the last table in the row. Officer Trainees will use the aisle way preceding the table at which they will sit. When filling seats, Officer Trainees will start with position 1, reference Figure 3.2.

A3.6.1.1. Officer Trainees will assume the position of attention behind their chair until all positions are filled, or 20 seconds have passed since the last position was filled. When the last Officer Trainee arrives and stands at attention, they will instruct the table to “BE SEATED.” When wearing OCPs or PTGs, Officer Trainees may place coats/jackets (if worn) on the back of their chair but will not remove their hydration system. When wearing blues/service uniform, Officer Trainees will place the hydration source on the back of the chair. Officer Trainees will place all other gear neatly under the table, resting on top of their feet, leaning against their shins, with all straps/material stowed away. Once seated, Officer Trainees will bring their chair in as far as possible to avoid congesting the aisle way. Officer Trainees will then place a napkin on their lap.

A3.6.1.2. Officer Trainees addressed by a staff member while seated, will finish chewing, swallow their food, then sit at the position of attention and respond appropriately.

A3.6.1.3. Officer Trainees will have up to 10 minutes to finish their meals after sitting unless otherwise directed by the TRS/CC.

A3.6.1.4. Officer Trainees may leave their table for additional food or drink. Officer Trainees will push in their chair, come to the position of attention, and proceed to the serving line using the row in which they entered and transit using the outer most rows as depicted in Figure 3.2. Upon returning to the table, Officer Trainees will place food/drink on their tray, come to the position of attention, and then sit down.

A3.6.2. Clearing the Table.

A3.6.2.1. Officer Trainees will indicate that they are finished with their meal by placing their napkin on their tray. Once all OTs are complete, or the time limit has elapsed, whichever occurs first, OTs in Positions 2 and 3 will pass all tray items to OTs in Positions 1 and 4, respectively, without stacking glasses inside each other. If there are three OTs at a table, one will carry their own tray. If an OT is unable to carry their tray, the other OTs will make the appropriate adjustments to carry the tray. Once trays are stacked, OTs will stand, don their gear, ground their chairs to the right side of the table, assume the position of attention behind their chair, and prepare to depart. Officer Trainees will exit using the same row in which they entered and transit using the outer most rows as depicted in Figure 3.2.

A3.6.2.2. The Officer Trainee in Position 1 will proceed to the tray cabinet. The OT in Position 3 will lift the napkin holder while Officer Trainee in Position 2 wipes down the table. The OT in Position 4 will wait to collect any waste left over from cleaning the table, then proceed to the tray cabinet. After completing positional duties, OTs will proceed in an orderly manner to the exit.

A3.7. Departing the DFAC.

A3.7.1. If receiving a “to-go” meal, Officer Trainees will depart the DFAC, via dining area exit, after cashier transaction.

A3.7.2. After departing the DFAC, the Guidon Bearer will march to the front of the DFAC to retrieve the guidon and return to their flight. Guidon Bearers will not use front/main entrance to retrieve the guidon. Guidon Bearer will not hand carry any items while retrieving guidon.

A3.7.3. Officer Trainees will exit the DFAC utilizing the doors closest to the parade field, unless directed otherwise. Officer Trainees will march alone or in single file to their respective staging area. In Force Protection Conditions (FPCON) Charlie or Delta, flights will exit the DFAC through the front door on the side they entered and will travel according to Attachment 2.

A3.7.4. Officer Trainees will form up in column formation in the designated area and quietly wait for remaining flight members before forming up as a flight. Once all members are present, the Flight Leader will form and size the flight to march to the next training event.

A3.7.5. **Departing During Inclement Weather.** When departing the DFAC during lightning storms, OTs will exit the DFAC on the side closest to Welch Field and proceed directly to Gilbert Hall, in a single file, and in an expeditious manner, or as otherwise dictated by OTS Staff / Officer Trainee Chain of Command. Do not collect guidon staffs during lightning within five.

Attachment 4

DORMITORY STANDARD OPERATING PROCEDURES

- References:
- (a) FTM 2020, Holm Center T- 203
 - (b) Air Force Manual 34-135, *AIR FORCE LODGING AND AIR FORCE LAUNDRY AND LINEN EXCHANGE PROGRAMS*
 - (c) DAFMAN 36-2903, *DRESS AND PERSONAL APPEARANCE OF UNITED STATES AIR FORCE AND UNITED STATES SPACE FORCE PERSONNEL*
 - (d) AFI 90-802, *RISK MANAGEMENT*

PURPOSE

The purpose of this attachment is to provide dormitory training standards and procedures for all Officer Trainees. The minimum standards are contained within the above references which should be consulted when questions arise. Officer trainees will be evaluated on their ability to maintain proper upkeep of government facilities, cleanliness/neatness of occupied space and space-saving clothes-folding methods for deployment packing. Evaluations will take place through progress checks, maintenance of standard inspections, and daily performance, ensuring dormitories are maintained in accordance with established standards. Cleanliness and organization of the dormitory is also necessary for safety and health purposes.

Due to the limited amount of personal space, officer trainees must display their items in a specific manner and area. The purpose of displaying and caring for these items in a particular manner is to introduce officer trainees to the importance of proper upkeep of government facilities, follow technical guidance with attention to detail, and understand strategies to overcome personal and professional competing pressures involved with consistent application of the Core Values. Your success in the United States Air Force (USAF) and Space Force (USSF) depends on your ability to follow detailed instructions, maintain established standards, and lead American Airmen and Guardians. These abilities will carry over into all phases of your USAF and USSF career.

Section 1: Program Overview

A4.1.1 Officer Training School Mission Statement. Building Total Force leaders committed to our oath, values, and creed. The OTS Leadership Attributes developed through the application of foundational competencies within this SOP are Leadership - decision making, Communication -service mindset, Professionalism - self-control, Warfighting - analytical thinking and information seeking, and Mission Execution - results focused, precision, and accountability.

A4.1.2 Risk Management. RM consists of a five-step decision-making process to systematically evaluate possible courses of action, identify risks and benefits, and determine the best course of action for any given situation. The five steps are: identify the hazard, assess the hazard, develop controls and make decisions, implement controls, and supervise and review. The goal of RM is to enhance mission effectiveness at all levels while preserving assets and safeguarding health and welfare. Enlisted Airmen received RM training in Basic Military Training and should have a basic understanding of the process and how to apply in any situation. As military members, your RM training starts at Officer Training School and by the time you graduate, you will have a basic understanding of the process and how to apply it to any situation. You will continue to enhance your understanding of RM concepts throughout your USAF and USSF career IAW AFI 90-802.

A4.1.3 Occupant Location. Each dorm maintains the same dorm room layouts and Occupant capacities. An officer trainee will occupy one of the four positions in a dorm room. Positions are numbered from 1 to 4.

NOTE: All reference points originate from the dorm room entry door. Officer Trainees will fill rooms from positions 1 to 4. Position 1 maintains all positions closest to the entry door in all areas of the dorm room. The bunk beds, closets, medicine cabinet, sink cabinet, and towel racks are considered shared areas. Positions 1 and 4 will share, positions 2 and 3 will share. See Chapter 4 for specific instructions for position placement in the dorm room.

A4.1.4 Furniture Placement. Furniture will not make contact with the walls. Desks will be evenly spaced and centered from wall to wall. Exception: Beds will be grounded to the five drawer dressers.

A4.1.5 Inspection/Routine Order. During Scheduled Military Training (SMT) hours, rooms will be in inspection order as outlined in this SOP. At all other times, rooms will be in routine order: defined as neat, clean, and orderly. While unoccupied, doors, windows, blinds, and drapes will be closed/drawn to conserve energy. Doors may remain open while the room is occupied and while operating within the dormitory building. Doors will remain closed in empty rooms. Officer Trainees are only allowed in dormitory buildings assigned to their respective training squadrons unless performing official assigned duties at staff direction. Officer Trainees will not permit non-OTS personnel into the dormitories without prior approval from OTS staff. Officer Trainees will immediately notify the Charge of Quarters (CQ) of any unknown personnel. Exception: Contractors and maintenance personnel are allowed in the areas as required, but OTs will verify, and log all identified non-OTS personnel with CQ.

A4.1.5.1 During inspection order. Closet, bathroom, and shower doors will be open. Windows, blinds, and drapes will be down and closed to conserve energy.

A4.1.5.2 During routine order: doors may remain open while the room is occupied. During lights out, showering, changing uniforms, or if on medical quarters the door will remain closed. Windows, blinds, and drapes will be down and closed.

A4.1.5.3 During SMT. Upper Class OTs will maintain routine order. Under Class OTs will maintain inspection order.

A4.1.5.4 After lights-out: all dormitory rooms and hallway lights will be off and Officer Trainees will be attempting to sleep in their assigned bed using provided or approved bedding items.

A4.1.5.5 Consumption or storage of food in the dormitories is only authorized with Director of Operations (DO) coordination and approval.

A4.1.6 **Demerits.** A demerit is defined as a single infraction or discrepancy in violation of DAFMAN 36-2903 or this SOP. The OTS Form 128 is the primary document to log inspections and feedback. The following demerits are noted on this form:

- Mandatory Item Missing – A
- Not Buttoned/Snapped/Velcroed/Zipped – B
- Dirty/Dusty/Not Shined – D
- Improperly Folded/Rolled – F
- Not Grounded/Flush – G
- Improperly Aligned/Spaced/Centered – H
- Improperly Displayed – I
- Improperly Laced – L
- Marked Improperly- M
- Not Serviceable – N
- Improperly Sized – S
- Not Tight/Neat/Wrinkle Free – T
- Unauthorized Item – U
- Wet – W

A4.1.7 **Foyer/Day Areas/CQ Office/Hallways.** Officer Trainees will not call foyers, day areas, CQ Office, or hallways to attention when OTS staff enter. If seated and a staff member enters one of these areas, Officer Trainees will stand and render the proper greeting of the day. If already standing, Officer Trainees will simply render the proper greeting of the day. Officer Trainees will call dormitory rooms to attention when an OTS staff member (as required) enters/leaves a dormitory room. The first Officer Trainee to take notice will call the room to attention. If an Officer Trainee is alone in the room, that Officer Trainee will assume the position of attention and not call the room to attention. Before entering an Officer Trainee's room other than their own, Officer Trainees will knock, identify themselves and wait for permission to enter. Officer Trainees are not authorized in rooms they are not assigned, unless escorted, the door will remain open.

A4.1.7.1 Officer Trainees will call dormitory rooms to attention when a commissioned OTS Staff member (as required) enters/leaves a dormitory room. The first Officer Trainee to take notice will call the room to attention. If an Officer Trainee is alone in the room, that Officer Trainee will assume the position of attention and will not call the room to attention.

A4.1.7.2 Sign-in/out Procedures. The CQ will maintain a sign-in/out log. Officer Trainees must sign out whenever departing the OTS dormitories for reasons other than SMT. This includes all locations outside the OTS dormitories. Officer Trainees will legibly complete all the information on the register prior to departure to include time out, location of travel, and a realistic time of return. Officer Trainees will list a specific destination with a phone number or address. Officer Trainees will immediately notify the CQ of all changes. Officer Trainees will immediately sign in upon return.

A4.1.7.3 Call to Quarters. All Officer Trainees must be signed back into the dorms. Call to Quarters is 2145; must be on-base by 2100. Failure to return for Call to Quarters is punishable under the Uniform Code of Military Justice (UCMJ) and may constitute grounds for CR.

Section 2: Roles and Responsibilities

A4.2.1 Chain of Command. The immediate Chain of Command begins with your roommate/wingman. All Officer Trainees are equal, regardless of leadership position. Help fellow flight members when assistance is needed. Attempt to resolve questions or issues at the lowest level before addressing the next member in your Chain of Command. The lowest authority in the Officer Trainee Wing Chain of Command for all matters relating to dormitory standards is the Standardizations Officer (STO) followed by the Flight Leader.

A4.2.2 Responsibility. Your MTI is the Officer Trainee's point of contact for all things related to this SOP. Route all dormitory maintenance issues to your Chain of Command through your appointed Facility Operations Officer (FOO). It is everyone's responsibility to ensure the dormitory is in good working order and no offensive or demeaning items are displayed.

A4.2.2.1 Charge of Quarters (CQ). CQ is the control point for all general dormitory activities and is responsible for the safety and security of their respective dorm and occupants during CQ hours. Maintains accountability and accountability reporting of Officer Trainees and establishes OT CQ schedule.

A4.2.2.2 Logistics Officer (LO). Managing all matters involving, but not limited to, MRE distribution, OTS equipment and linen inventory, conducting OTS equipment inventory of Dormitory Storage Rooms. Conducting and maintaining linen room inventory.

A4.2.2.3 Standardization Officer (STO). Ensures dormitory compliance with the Dormitory SOP. Expected to perform regular inspections on their respective group's rooms and provide feedback to the OT and report trends to the STO Staff Advisor.

A4.2.2.4 Facility Operations Officer (FOO). Coordinates with the facility managers for commercial laundry service scheduling, water refill equipment, and facility (entire OTS campus) maintenance requests for the OT Wing.

Section 3: General Dormitory Living Area Maintenance

A4.3.1 General Instructions. During inspection order, all wastebaskets must be empty. All surrounding dormitory grounds will be free of debris and trash. It is everyone's responsibility to pick up trash. All room occupants are responsible for cleaning the common areas. Missing or broken light bulbs will be replaced by Officer Trainees after receiving Safety Training. Turn off lights in unoccupied rooms throughout the dormitory. Report all broken or defective equipment to your chain of command through your appointed Facility Operations Officer (FOO). Work order requests for all dormitory maintenance will be submitted via a link provided by the facility managers through the FOO. When submitting work orders, you must provide as much information as possible and specify the issue. Do not place a supply request as a work order. For any questions regarding work order request, get with your Squadron FOO.

A4.3.2 Stairwells/Hallways. Stairwells, landings, and hallways must be dusted, swept, and mopped. Clean handrails, windows, and windowsills. Entry/Exit doors will be clean and dust free. Ensure all exterior windows and doors are closed and secure.

A4.3.3 Utility Closets. Utility closets must be swept, mopped, and dusted. All equipment and cleaning supplies will be neatly arranged. Place items on shelves in an organized fashion. Authorized chemical items stored in the utility closet will be labeled as directed in the Safety Data Sheet (SDS) book. Inspect all equipment for safety hazards and report discrepancies. Clean windows, and windowsills. The door will be clean, dust free, and closed when the closet is not in use.

NOTE: Determine the severity of each hazard throughout the dormitory. Replace light bulbs as needed. Make sure chemical items are stored properly. Avoid tripping hazards.

A4.3.4 Dayroom/Day Area. The dayroom must be dusted, swept, and mopped. Ensure all furnishings are free of safety hazards. Ensure only authorized items are displayed (e.g., TV, DVD player, remote, educational/reading materials). Consumption or storage of food in the dormitories is only authorized with current MOD Director of Operations (DO) approval. Vacuum the carpet, and ensure furniture is clean and dust free. The door will be clean, dust free, and closed when the dayroom is not in use.

A4.3.5 Charge of Quarters (CQ) Office/Latrine. Office must be vacuumed/swept and dusted. Ensure all furnishings are free of safety hazards (frayed cords and holes). Ensure all books and furnishings are arranged in an orderly fashion. Only authorized items are stored in CQ, it is not storage for excess items. Empty all trash at the end of your shift.

A4.3.5.1 Latrine. Must be dusted, swept, and mopped. Clean sink and toilet. Display the toilet seat in the up position. Mirror must be clean, free of dust and smudges. Trash must be emptied each day. Restock soap, toilet paper, and paper towels as needed.

A4.3.5.2 Holdover room. Vacuum floor, dust furniture. Empty drawers when the room is not occupied.

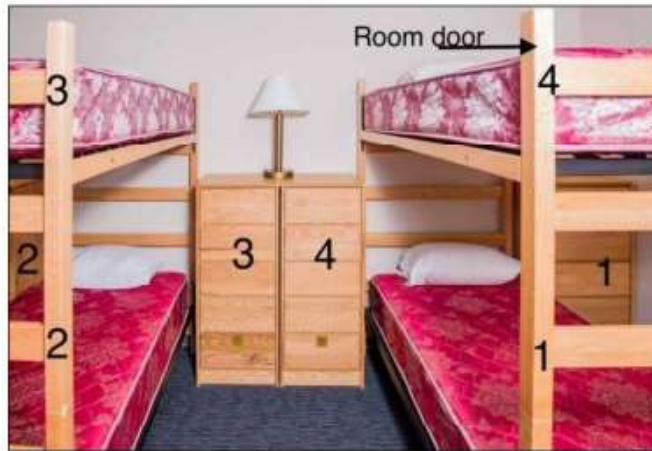
A4.3.6 Laundry Rooms. Must be dusted, swept, and mopped. When not in use, washer lids will be open and dryer doors will be closed. Inspect all equipment for hazards and general safety to include emptying the trash can before it is full and cleaning dryer lint traps after every use. A dryer which is pending use should have a clean lint trap. The door to the laundry room must stay closed. Laundry-related items will be marked with name/flight or "for common use" and displayed neatly in the laundry room. Dust all shelves, windowsills, and surfaces.

A4.3.7 Bulletin Board Display. All displayed items shall be professional in nature and each corner will be fastened to the bulletin board with a thumbtack/staple. Remove items when expired or no longer needed.

Section 4: Dormitory Common Area Inspection Standards

A4.4.1 General Instructions. Every room occupant is responsible for the general upkeep and cleanliness of the following areas: Floor, toilet, hygiene can (if applicable), shower, wastebaskets, iron/ironing board, blinds, curtains, ledge, window, hanging mirror, and shared lamps.

A4.4.2 Position Number. Areas are numbered as viewed from the entry door. Positions 1 and 4 will always be nearest the door to the room with bed 1 as the lowest bed; Positions 2 and 3 will always be farthest from the door with bed 2 as the lowest bed. See pictures below for position orientation. If a closet or desk is not being shared, it will not be divided in half and the Occupant will use the entire space.



A4.4.3 Floor. Ensure trash/debris is removed from floors. Tile floors must be dusted, swept, and mopped. Carpet must be vacuumed.

A4.4.4 Sink. Sinks will be clean, free of dust and debris, and dry. The sink closest to the entry door is for Positions 1 and 4, the opposing sink is for positions 2 and 3.

A4.4.4.1 Authorized Items. Rubber stoppers, hand soap and/or drinking cups/glass are the only items authorized on sink. Drinking cups/glasses must be clean and serviceable.

A4.4.4.2 Display. Display drain plug in the up position. Rubber stoppers will be grounded to the right side of the faucet.

A4.4.4.3 Drinking Cup (optional). Positions 1 and 2 will ground their drinking cup to the left. Positions 3 and 4 will ground their drinking cup to the right. Cups will be grounded to the back wall, and either grounded to the corner or flush with the edge of the sink in relation to their positions.

A4.4.4.4 Hand Soap (optional). Only 1 hand soap per sink will be grounded to the left side of the faucet.

A4.4.4.5 Soap Tray and Toothbrush Holder. Chrome will be clean, free of dust and debris, and dry. No items are authorized during inspection order.

A4.4.5 Sink Cabinet. The sink cabinet must be neatly arranged. Doors will be closed when not in use. The cabinet, authorized items, and optional storage bins will be clean, free of dust, debris, and dry.

A4.4.5.1 Authorized Items. Toiletries, laundry supplies, air fresheners, hangers (4 max), excess items or items too large for the medicine cabinet. Items in cabinets may show signs of use.

A4.4.5.2 Storage Bins. Additional items may be stored in a storage bin. Occupants 1 and 2 will ground storage bin to left side of the cabinet. Occupants 3 and 4 will ground storage bin to the right side of the cabinet. Contents will be clean and neatly arranged.

A4.4.5.3 Display. Items will stand upright unless container or shape does not allow. Items will be sized tallest to shortest from left to right regardless of the number of occupants. Hangers will be neatly stacked, grounded to any wall. They may be placed on top of the storage bin.



A4.4.6 Medicine Cabinet/Mirror. Occupants 1 and 2 will utilize the bottom shelves. Occupant 3 will utilize the top shelf of Occupant 2; Occupant 4 will utilize the top shelf of Occupant 1. Both Occupants can utilize the middle shelf of their respective Medicine Cabinet to store items such as toothbrushes and razors. Items in cabinet will show signs of use and will be clean. If an item is too tall, place it under the sink in the large plastic bin. Mirrors will be clean, free of dust and debris, and clear of smudges.



NOTE: Display items used daily. Items will stand upright unless the container or shape does not allow. Items will be sized tallest to shortest from left to right.

A4.4.7 Toilet. The entire surface and bowl will be cleaned.

A4.4.7.1 Display. Toilet seat and lid must be in the up position.

A4.4.7.2 Authorized Items. Rack behind toilet may have up to two rolls of extra toilet paper. OTs may have an additional wastebasket grounded to the wall and doorframe.



A4.4.8 Shower. The shower will be clean and free of soap scum, mold, dirt, hair, etc.

A4.4.8.1 Display. The shower door will be left open.

A4.4.8.2 Authorized Items. Squeegee may be displayed inside the shower as long as it is uniform throughout the duration of MODs 1-3. There may be a bathmat or towel as long as it is grounded to the base of the shower and centered. If a towel is used it must be draped over the shower door neatly. All toiletries will be stored in the sink cabinet.

A4.4.8.3 Wet Uniform Items. PTG (AF Pants, Jacket, shoes and gloves) when wet can be displayed in the latrine to dry. Jacket/Pants will be hung on a hanger on the shower frame. Shoes will be placed inside the shower. Gloves will be on rack above toilet. Underwear and socks will be properly stowed in the laundry bag. All items will be properly displayed prior to the next duty day.

A4.4.9 Towel. Towels will not be stained or heavily soiled. Towels may be wet but must not drip water onto the floor. Towel must be serviceable.

A4.4.9.1 Display. Fold towel in half lengthwise. Drape the towel evenly over the towel rack. Ensure the edges of the towel are flush and even. Ground the single folds to the brackets. (Open edges towards the center)

A4.4.9.2 Positions. Position 1 and 4 will share the bottom towel rack. Position 2 and 3 will share the top towel rack. Positions 1 and 2 will ground the single fold of the towel to the bracket closet to the main entry door. Positions 3 and 4 will ground the single fold of the towel to the bracket furthest from the main entry door.



A4.4.10 Wash Cloth. Fold and drape the washcloth in the same manner as the towel. The washcloth will be displayed in the same manner as the towel. Place the washcloth on the towel when displayed or directly on the towel rack. When on the towel, ensure the single fold of the washcloth is flush with the single fold of the towel. *NOTE: Towels displayed in latrine may be damp but not dripping wet. All other towels must be clean and dry.*

A4.4.11 Hand Towel (Optional). Towel/wash cloth must be serviceable and may be damp but not soaking wet.

A4.4.11.1 Hand Towel Display. Fold towel in half lengthwise. Drape the towel evenly over the towel rack. Ensure the edges of the towel are flush and even. Ground the single folds to the brackets. (Open edges towards the center)

A4.4.11.2 Positions. Utilize the towel bar next to the sink for hand towels. Occupants 1 and 2 will ground single fold of hand towels/wash cloths closest to the bathroom door. Occupants 3 and 4 will ground single fold of hand towels/wash cloths toward the medicine cabinet mirror.



A4.4.12 Wastebasket. The wastebasket will always be lined with a trash bag. Trash bags must be empty and free of debris. No trash, dust, or debris under the liner. A single, unused liner may be placed under the liner in the can.

A4.4.12.1 Display the wastebasket on the wall nearest Occupant 1's desk grounding the long side of the wastebasket to the wall. The short side will be flush with the edge of the wall.

A4.4.13 Iron/Ironing Board. Iron cord will be neatly wrapped. Iron and ironing board will be dust free and will be neatly displayed in closet.

A4.4.14 Blinds/Curtains/Ledges. Windows, blinds, and drapes will be down and closed to conserve energy. All blinds, curtains, and ledges will be free of debris and dusted daily.

A4.4.15 Mirrors. Will be clean without debris, spots, and streaks.

A4.4.16 Lamp. Will be clean and dust free. It must be serviceable and in working condition. Missing or broken light bulbs will be replaced. Utilize the OT Chain of Command for any issues. Center lamps on the dressers between the two beds. Lamp shade will be grounded to the wall.



Section 5: Bed Inspection Standards

A4.5.1 General Instructions. The inspection side of the bed is the side closest to the entry door. The inspection side is for reference point; however, the entire bed will be inspected and must be neat. If the comforter and/or sheets are not wide enough to make hospital corners on each side, the inspection side takes priority. Make hospital corners on the inspection side and leave the opposite side untucked while still pulling the comforter tight. If the comforter is wide enough, hospital corners will be made on both sides. Sheets and blankets will be tightened down to conform to the mattress. The head of the bed will be the end nearest the wall. The foot of the bed will be the end nearest the desks. Center the mattress on the bed frame. Ensure the mattress is grounded to the foot of the bed and/or towel. Bed rails must be clean and dust free. All items used to make your bed (including the bed itself) must be clean, dry, and serviceable. The blanket, comforter, mattress, sheets, pillow/pillowcase, and bed rails are part of the Personal Living Area for dorm inspection purposes.

A4.5.1.1 Use a rag to dust the bed rails and reduce your exposure to cutting hazards. Remove all rings and watches to avoid catching sharp edges.

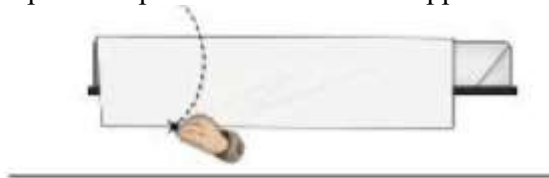
A4.5.1.2 Authorized items. The only authorized items for the bed area include a fitted sheet or bottom sheet, top sheet, tan blanket, or personal additional blanket (if used), blue comforter, pillow and pillowcase, and dry towel/washcloth.

A4.5.2 Fitted Sheet or bottom sheet. Place fitted sheet neatly over mattress. When using a bottom sheet, begin by draping the sheet evenly over the width of the mattress. Tuck the short end of the sheet under the head end of the mattress. Pull the sheet tight and flatten out all wrinkles. Follow steps outlined in paragraph 5.4 for creating hospital corners.

A4.5.3 Top Sheet. Drape sheet evenly over the width of the mattress so the edge of the sheet is approximately 12 inches from the head end of the mattress. Tuck the excess sheet hanging down under the foot end of the mattress.

A4.5.4 Blue Comforter. With the blue side up, drape the comforter evenly over the width of the mattress so the narrow edge of the comforter is approximately 12 inches from the head end of the mattress. Tuck the excess comforter under the foot end of the mattress. Grasp the top sheet and comforter at the same time and make hospital corners using the same procedures you used for the bottom sheet. After both sides are completely tucked in, smooth and tighten to the conformity of the mattress. Ensure the comforter and sheet are tight, neat and wrinkle free.

Step 1. Grasp the side of the sheet approximately 12 inches from the foot end of the mattress.



Step 2. Lay the part of the sheet that is in your hand on top of the mattress, creating a 45° angle.



Step 3. Grasp the 45° angle and without changing its shape, bring it down and tuck the material under the mattress. Tuck the excess material hanging down under the mattress.



Step 4. After the sheet is completely tucked under the mattress, smooth and tighten to the conformity of the mattress. Ensure the sheets are tight and wrinkle free.

A4.5.4.1 If the blanket is not wide enough to make hospital corners on each side, only make a hospital corner on the inspection side. Leave the opposite side untucked. After the blanket is completely tucked, smooth and tighten to conform to the mattress.

A4.5.4.2 If using a fitted sheet, the head end of the mattress will not have hospital corners.

A4.5.5 **Tan Blanket.** If choosing to use the tan blanket, it must be displayed neatly folded at the foot end of the mattress or will be displayed in between the blue comforter and the top sheet. When displayed on top of the blue comforter, the tan blanket will be neatly folded three times and the single fold will be centered on and flush with the foot end of the mattress.

A4.5.6 **Additional Blanket (Optional).** In addition to the properly displayed blue and tan blanket, one additional blanket is authorized. Display neatly folded three times, centered on and flush with the foot end of the mattress or tan blanket. Blankets will be stacked with the largest on the bottom.

A4.5.7 **Pillow/Pillowcase.** Ensure pillowcase is right side out. Place the pillow inside the pillowcase, fold the excess pillowcase underneath the pillow. Ensure the pillow is flush with the head end of the mattress. Center the length of the pillow on the width of the mattress.

A4.5.8 **Mattress.** Ensure no excess blankets, sheets or strings are hanging down under the mattress. Center the mattress on the bedframe. Ensure the mattress is grounded to the foot end of the bed rails and/or towel.

Section 6: Personal Living Area Inspection Order

A4.6.1 General Instructions. Every room occupant is responsible for the general upkeep and cleanliness of the following areas: Floor, bed, desk, shelves, desk drawers and chairs. Properly size all items on shelves from tallest to shortest, left to right. If needed, stack similar items with the longest item on the bottom. All surfaces, items, and interiors must be dry, clean, and free of dust and debris.

A4.6.2 Floor. Ensure trash/debris is removed from floors. Floors must be vacuumed.

A4.6.3 Dry Towel (If Applicable). Drape the towel evenly over the top bed rail of your individual bed. Ensure the edges of the towel are flush. Towels will not be stained, heavily soiled, or wet. Towel must be serviceable and dry on bedframe or rails. Fold towel in half lengthwise. Ground the single fold to the end of the top bedrail for each bed on the inspection side of the bed closest to the dorm entry door.

A4.6.4 Hand Towel/Wash Cloth (If Applicable). Drape the towel evenly over the top bed rail of your individual bed. Ensure the edges of the towel are even. Towels will not be stained, heavily soiled, or wet. Towel must be serviceable and dry on bedframe or rails. Fold towel in half lengthwise. Place the hand towel on top of the larger dry towel and ground the single fold to the end of the bedrail on the inspection side of the bed, closest to the dorm entry door. If no towel is displayed, place it on the bed rail in the same manner as the towel.

A4.6.5 Chair. Ensure chairs are free of dust and debris. The chair will be pushed in and grounded to the side closest to the room door when not in use.
NOTE: Push in chairs if not being utilized to avoid safety hazards.

A4.6.6 Hydration System & Backpack. The hydration system or backpack will be draped over the back of the chair. When on display in the room, it will contain water only. Zippers and hook and loop (if applicable) will be closed. Backpack will be draped over hydration system if both are used. *NOTE: Rinse your hydration system periodically with hot water to minimize exposure to germs and viruses. If necessary, sanitize with white vinegar or other food safe sanitation agent (DO NOT USE BLEACH).*

A4.6.7 Desk/Shelves. All desk surfaces and interiors must be dry, clean, and free of dust and debris. All items must be serviceable.

A4.6.7.1 Authorized Items. Authorized items include a computer, one picture frame, printer, and plastic bin.

A4.6.7.2 Desktop/Laptop Computer. The computer, personal or government, will be displayed grounded to the back corner and side closest to the room entry. The computer must be password protected and will remain open at a 90° angle. USB drives will not be left plugged into the computer. Secure these in your security drawer. If displaying a computer tower, place it grounded to the opposite side of the desk flush with the front of the desk. Computers are considered secure if left in the dormitories and are password or biometrically protected.



A4.6.7.3 Printer. Printer will be free of dust and debris. Display the printer on the opposite side of the computer grounded to the back, desk corner. Items will not be left on the glass and paper will not be in the tray.

A4.6.7.4 Top Shelf. One picture frame may be stored on the top shelf not to exceed 8x10 inches in size. Center the frame on the shelf, flush with the front edge. Dual/hinged frames are not authorized.

A4.6.7.5 Accoutrements. You must use a plastic bin that fits on the shelf to store all accoutrements. Ground the bin to the corner of the shelf furthest from the entry door. Authorized items include rank (USAF/USSF/OT rank, shoulder boards), belts (OCP, Blues), ribbons, medals, mess dress items, tie (neck, bow, tab), badges, blousing straps, shirt garters, USAF/USSF name tapes, blues name tag (Silver) and backings for name tags.



NOTE: If OTs do not have a clear bin available, they may use a clear Ziploc bag for these items.

A4.6.7.6 Drawer. Only one plastic bin is authorized. Small items such as pens, pencils, paperclips etc. are authorized in this drawer and must be neatly stored in the plastic bin. The bin must be grounded to the front left corner of the drawer. Items too large to fit in the bin, such as a stapler, hole-puncher, etc. will be stored next to the bin, grounded to the front of the drawer. Items will be sized from left to right. Printer paper will be grounded to the front right corner.

Section 7: Clothing Drawer Inspection Order

A4.7.1 General Instructions. Secure excessive amounts of personal items in civilian luggage. When Officer Trainees are not in their rooms, the security drawer must be locked. Displayed items must show signs of wear; they are not for display purposes only. All drawer items and interiors must be dry, clean, and free of dust and debris. All items will be serviceable (i.e., no rips or tears). Stack like items with the longest item on the bottom in the pyramid effect. All items will be displayed as if you are looking into the drawer. A minimum of 1 inspectable item will always be displayed in the clothing drawers.

A4.7.1.1 Authorized Items. Empty all pockets. Remove strings, tags and/or packaging plastic/thread. Do not remove sewn-in tags. Religious under garments will be stored in the security drawer.

A4.7.1.2 Do not leave your drawers open while unattended.

A4.7.2 Drawer 1 (Top Drawer) PTG Clothing. The following items will be in this drawer, PTG shorts, PTG T-shirts, form fitting sportswear/undershirts, and running socks.

A4.7.2.1 Neatly fold PT shorts, T-shirts, and optional spandex shorts. Authorized spandex shorts include short, mid-/full-length solid black, white or dark blue form fitting sportswear (e.g., spandex, Lycra, or elastic).

A4.7.2.2 Socks are mandatory. Socks will be of conservative solid color (black, white, dark blue, gray, desert sand, tan, DLA-issued green, or coyote brown) and may have small trademark logos. Running socks will be rolled or folded neatly. Stack items with the largest on the bottom, and waistband facing toward the rear of the drawer. Socks must be able to fit to the left of the PT clothes. All socks will fit in one row. Socks will be stacked if there is no more room available starting from the rear of the drawer.

A4.7.2.3 Ground the bottom item of the PT clothes to the front right corner of the drawer. The first pair of socks will be grounded to the front left corner, ground each pair to the previous pair and to the left.



A4.7.3 Drawer 2 (Second Drawer from Top) Socks. Applicable to boot and low quarter socks.

A4.7.3.1 Folding Instructions. Roll socks as a pair.

Step 1. Lay a pair of socks flat (right side out), One on top of the other with the heels up and the open end away from you (to help keep excess material from sticking out the back, offset bottom sock by approximately 2 inches).

Step 2. Fold the heel down until it is flat (direction does not matter).

Step 3. Roll the socks from the toe to the open ends.

Step 4. Fold the top sock open end back over the entire roll so that the open end of the sock conforms to the shape of the rolled sock. You should not be able to see any of the folds/rolls when viewing from the side.

Step 5. Check the opposite side of the roll to ensure closed side formed a curve that looks like a smile.



A4.7.3.2 Display. Ground the first pair of boot socks to the front and left side of the drawer, and each pair to the previous pair and to the left. Ground the first pair of low quarter socks to the right of the boot socks and to the front of the drawer, ground each pair to the previous pair and to the right of the boot socks. The upward curve on the sock will face the front of the drawer. The open end of socks will face toward the rear of the drawer. Place in 1 row from the front of the drawer to the back. Stack excess pairs from front to back and in between the gap formed by two pairs.



A4.7.4 Drawer 3 (Third Drawer from Top) Shirts. Applicable to Coyote brown and White T- shirts.

A4.7.4.1 Folding Instructions.

Step 1. Lay the T-shirt flat with the collar down and to your right.

Step 2. Fold the bottom of the T-shirt over 3 inches so it is inside out. Ensure the fold is the same on both sides.

Step 3. Fold the shirt in half starting with the side closest to you and fold away from you.

Step 4. Fold the sleeves toward you until the shirt forms a rectangle.

Step 5. Fold the T-shirt in half towards you starting from the side furthest away from you.

Step 6. Tightly roll the T-shirt starting from the collar to the waist band. Ensuring the edges are kept even.

Step 7. When the T-shirt is completely rolled, fold the 3-inch fold back over the entire roll securing it. No rolls should be visible, and the sides will not protrude out.



Step 1



Step 2



Step 3



Step 4

A4.7.4.2 Display. Ground the first OCP T-shirt to the front left corner of the drawer, and each shirt to the previous and left. Ground the first white T-shirt to the front of the drawer and to the right of the OCP T-shirts, ground each shirt to the previous and to the OCP T-Shirts. Place the hemmed edge down at the 6 o'clock position and open end facing the rear of the drawer. Place the shirts in a one row from the front of the drawer to the back, stacking if necessary. Stack excess shirts from the front to the back in between the gap made by two shirts. You **MUST** always display at least 1 OCP T-shirt for inspection purposes (Mandatory Item on 128).



A4.7.5 Drawer 4 (Forth Drawer from Top) Undergarments.

A4.7.5.1 Underwear/Boxer Shorts. Neatly fold underwear and boxers and place them in the drawers. Underwear/Boxer shorts must be clean, dry, and free of strings. Ground the bottom item to the front right corner of the drawer. If the stack gets too high, ground the second stack behind the first stack. Stack items with the largest on the bottom, and waistband facing toward the rear of the drawer.

A4.7.5.2 Bras (Sport Bras and Under-wire). Neatly fold bras and place in the drawer. Bras must be clean, dry, and free of strings. Ground under-wire bras to the front left corner of the drawer. Sport bars will be grounded to the back of the drawer on the left side. Stack items in size from largest at the bottom to smallest at the top with the cups facing up.

A4.7.6 Drawer 5 (Bottom Drawer) Security Drawer.

A4.7.6.1 Authorized Items Only. Included but are not limited to: Personal Electronic Devices, study material, Privacy Act Information paperwork, Money, credit cards, jewelry, eyeglasses, dog tags, keys, stamps, mail, photos, cell phones, prescription medication, and religious materials.

A4.7.6.2 Security Drawer Items. Any items stored in the security drawer must present a neat and orderly appearance; plastic bins may be used to accomplish. The drawer must be locked when the owning Officer Trainee is not in the room. A security violation is an automatic room failure.

A4.7.7 AETC Form 341, *Excellence/Discrepancy Report*. Place the properly filled out AETC Form 341, reference Attachment 7, on top of the dresser, centered and flush with the front edge. Do not use a folded or wrinkled AETC Form 341.



Chapter 8: Closet Standards Inspection Order

A4.8.1 General Instructions. For identification purposes, each occupant will display and maintain separate closets. Use the entire length of closet unless sharing with another Officer Trainee. If you wear an item, re-align and space hangers. Occupants 1 and 4 will use the first closet as you enter the room and Occupants 2 and 3 will use the second closet. Occupants 1 and 2 will use the side of their closet which is closest to the entry door. Items will not be displayed in garment bags. Items will be clean, dry, free of dust and debris, serviceable and shined (if applicable). Empty all pockets and remove loose strings and all tags that are not sewn in. Display items as worn (i.e., secure all zippers, hook and loop, and buttons unless otherwise specified). Do not display any accouterments on long/short sleeve blues shirts, trousers, or slacks. Occupational Camouflage Pattern (OCP) uniform items will not have any hook and loop patches displayed while in the closet. Sewn on rank, U.S. Air Force, Name, and Occupational patches are authorized.



A4.8.2 Closet Shelf.

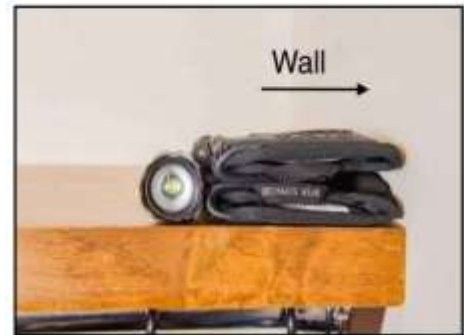
A4.8.2.1 OCP Patrol Cap. Display on left side of closet shelf space, as worn. Velcro patches will not be displayed while in the closet. Ensure the bill of the cap is flush with the front edge of the shelf. Ground the right side of the cap as worn to the left wall or the centerline if sharing closets. Leave a space when wearing your OCP Patrol Cap during SMT hours.

A4.8.2.2 Flight Cap. Display on left side of closet shelf space, triangle facing down (Prop and Wings/Rank Insignia up). Direct commissioned Officer Trainees will display rank in accordance with DAFMAN 36-2903. Remove sticker from inside of cap. Ensure the front of the cap is flush with the edge of the shelf. Ground the Flight Cap to the OCP patrol cap when displayed. Leave a space when wearing your Flight Cap during SMT hours.

A4.8.2.3 Watch Cap (Optional). Fold in half from left to right. Edges of the opening will be flush and even. Ground. Ensure the open end is flush to the edge of the shelf. Ground the single fold of the Watch cap to the open side of the Flight cap when displayed. If multiple Watch caps are displayed, stacked with the largest on bottom. Leave a space when wearing your Watch cap during SMT hours.

A4.8.2.4 Gloves. Ground the thumb side to the right wall. Ensure the open ends are flush with each other.

A4.8.2.5 Flashlight. Display on right side of closet shelf space. Ensure the flashlight is grounded to the left of the gloves. The lightbulb end will be flush with the front edge of the shelf. If no gloves are displayed, ground flashlight to the wall or center partition.



A4.8.3 Closet Rod General Instructions. Hang each item with the open end of the hanger toward the rear wall of the closet. Hang all items separately, unless otherwise specified. Display Outer garments on 2 wire hangers or 1 plastic hanger. Hang all items with the left sleeve facing the closet door and front of the item facing the left side of the closet. Service dress items will be pressed, neat, and wrinkle-free. Display all service uniform accoutrements IAW DAFMAN 36-2903.

A4.8.3.1 Closet Hanger Order of Display (From Left to Right).

1. All-Weather Coat/Liner
2. Lightweight Blue Jacket/Liner
3. Cardigan/Pullover Sweater
4. Service Dress Coat
5. Long Sleeve Blue Shirts/Blouses
6. Short Sleeve Blue Shirts/Blouses
7. Blue Trousers/Slacks
8. Blues Skirt
9. ECWW Jacket
10. Fleece
11. OCP Coat
12. OCP Trousers
13. PTG Jacket/pants
14. PT Sweater

A4.8.3.2 Hangers. Hangers will be evenly spaced from left to right. Hangers at either end will be grounded but not on top of the end brackets or the divided tape line if sharing a closet. You will only display empty hangers if you are wearing the service coat, lightweight blues jacket or all-weather coat and liner. Leave hangers evenly spaced. *NOTE: Items hung in the latrine to dry must be replaced as soon as possible.*

A4.8.3.3 All-Weather Coat/Liner. Do not zip the liner to the coat. Button the inside button and front buttons. Button the belt tab to the inner loop of the belt loop on the back of the coat and buckle the belt. Do not button the top button. Do not put the sleeves of the liner into the sleeves of the coat. If you have no liner, display just the coat. Place the belt through all belt loops. If wearing jacket without liner, display liner as if it were attached to the jacket.

A4.8.3.4 Lightweight Blue Jacket/Liner. Zip the jacket completely and tuck zipper so it is out of sight. Attach the jacket to the liner by aligning the hook and loop tabs on the liner with the corresponding tabs on the jacket. If you have no liner, display just the jacket. If wearing jacket without liner, display liner as if it were attached to the jacket.

A4.8.3.5 Cardigan/Pullover Sweater. Button the epaulets, commissioned officers will display rank.

A4.8.3.6 Service Dress Coat. Attach and/or pin all proper accoutrements on coat. Hang your service dress coat on 1 plastic hanger. When wearing your service coat, leave the hanger in your locker evenly spaced. *NOTE: Commissioned Officers will display rank on coat in accordance with DAFMAN 36-2903.*

A4.8.3.7 Long Sleeve Blue Shirt/Blouse. Button all buttons. Hang the long sleeve blues shirt/blouse to the right of the Service Dress Coat. Display all shirts/blouses next to each other.

A4.8.3.8 Short Sleeve Blue Shirt/Blouse. Button all buttons with exception to the top button. Hang the short sleeve blues shirt/blouse to the right of the long sleeve blues shirt/blouse. Display all shirts/blouses next to each other.

A4.8.3.9 Blue Trousers/Slacks. Button all buttons, (inside button for males) zip the fly and fasten the clasp. Place the legs inseam to inseam and drape over the hanger bar, with the cuffs and waistband as even as possible. Hang with the fly facing the closet door. Waistband hangs on the left side of the hanger, legs to the right. Display to the right of the skirts (female) or short-sleeved blues shirt (males).

A4.8.3.10 Blues Skirt. Button all buttons and zip the fly. Display on a separate hanger. Attach the skirt to the left side of the hanger shoulders, with two safety pins or clothes pins. Hang the skirt so the front faces the left side of the closet.

A4.8.3.11 ECWW Jacket. Zip all the way to the top. Hood rolled up, and all hook and loop fasteners attached to hold the hood. Ensure pockets, if applicable, are snapped. Hang on one hanger. Tuck the zipper string under the material out of sight.

A4.8.3.12 OCP Fleece. Zip all the way to the top. Hang on one hanger to the right of the OCP ECWW Jacket.

A4.8.3.13 OCP Coat. Hang each coat on a separate hanger. Display as worn (All buttons buttoned including the wrists). Display all OCP coats next to each other and to the right of the OCP Fleece.

A4.8.3.14 OCP Trouser. Button all buttons. Hang each pair of trousers on a separate hanger. Place the legs of the trousers inseam to inseam and drape them neatly over the hanger bar with the cuffs and waistband even. Hang each pair of trousers with the fly facing the closet door, the waistband hangs on the left side of the hanger and the cuffs facing the right. Display all OCP trousers next to each other and to the right of the OCP coats.

A4.8.3.15 PTG Jacket. All pockets will be empty. Ensure the front zipper is unzipped and pockets are zipped. Display jacket on 1 hanger with PTG pants.

A4.8.3.16 PT Pants. Ensure cuff zippers are zipped. Fold pants in half lengthwise, inseam to inseam with cuffs and waistband as even as possible. Drape over the hanger bar under PTG Jacket. Hang with the fly facing the closet door. Waistband hangs on the left side of the hanger, legs to the right.

A4.8.3.17 PT Sweater. Display sweater on 1 hanger and place to the right of the PTG. The AF emblem will face the PTG.

A4.8.4 Laundry Bag. Pull the laundry bag strings tight so the top of the bag is closed. Excess string will be tucked towards the back neatly. Ensure the laundry bag is grounded to the corner of the back wall, opposite the shoe display. Occupant 4 will ground the laundry bag to the front and toward the door of Occupants 1. Occupant 3 will ground to 2's bag in the other closet. *NOTE: Only store dirty clothes and dirty towels inside*

your laundry bag. Empty all pockets of the items placed in the laundry bag. Plastic bags will be used to store wet items.

A4.8.5 Shoes General Instructions. Shoes will be neat, clean/dust free and dry. All items need to be serviceable. Remove packaging plastic and thread. Regular boot/shoelaces are the only laces authorized for display with boots/shoes. Shoe fresheners are authorized but must be tucked into shoes. *NOTE: Shower shoe soles must be made completely of rubberized material and cannot be leather, sandal, or sock type shoes.*

A4.8.5.1 Ground the heels and soles of each pair together. If the heels and soles cannot be grounded together, ground the soles. Ground the sole of the first shoe to the wall of the doorway. Ground each successive pair of shoes at the soles only. Align each shoe so that the heels will be flush to the back wall. Do not leave a space when wearing a pair of shoes. If you remove a pair of shoes from the display, slide the remaining shoes to fill the gap. Do not display more than two pairs of a type of shoe.

A4.8.5.2 Lacing. Except where noted, tightly lace your shoes and boots by pulling the laces as tight as possible (All the way from the bottom to the top), leaving untied, and tuck the excess laces inside the shoe or boot, out of sight.

A4.8.5.3 Routine Order Display. During routine order and while sleeping, loosely lace your running shoes in case of emergency. Loosely laced means you can easily slide your foot into the shoes.

A4.8.5.4 Combat Boots. Lace combat boots starting with the eyelets at the bottom. Make a bar at the bottom by inserting the laces through the eyelets from the outside to the inside. After the bar is made, cross the laces, and continue lacing this time from the inside to the outside of the eyelets until you reach the loops. Once you reach the loops, start at the bottom of each loop and lace in the same manner by crossing the laces until all the loops have been used. Tie a single knot at the end of the laces. Tuck the excess laces inside the boot out of sight.



A4.8.5.5 Low Quarters. Make a bar at bottom of the shoes by lacing from the outside to the inside through the bottom eyelets. Continue lacing the shoes from the inside to the outside until you get to the last eyelets at the top. Make an “X” at the top by lacing the top eyelets from outside to the inside. Tighten the laces. Do not tie a single knot on the end of the low quarter laces. Tuck the excess laces inside the shoes so they are out of sight.

A4.8.5.6 Running Shoes. Lace running shoes for best fit and comfort. Tie a single knot at the end of each lace so they cannot be pulled back through. Tuck the excess laces inside the shoe out of sight.

A4.8.5.7 Shoe Order of Display.

1. Combat Boots
2. Low Quarters
3. Pumps (Females' option)
4. Running Shoes
5. Shower Shoes

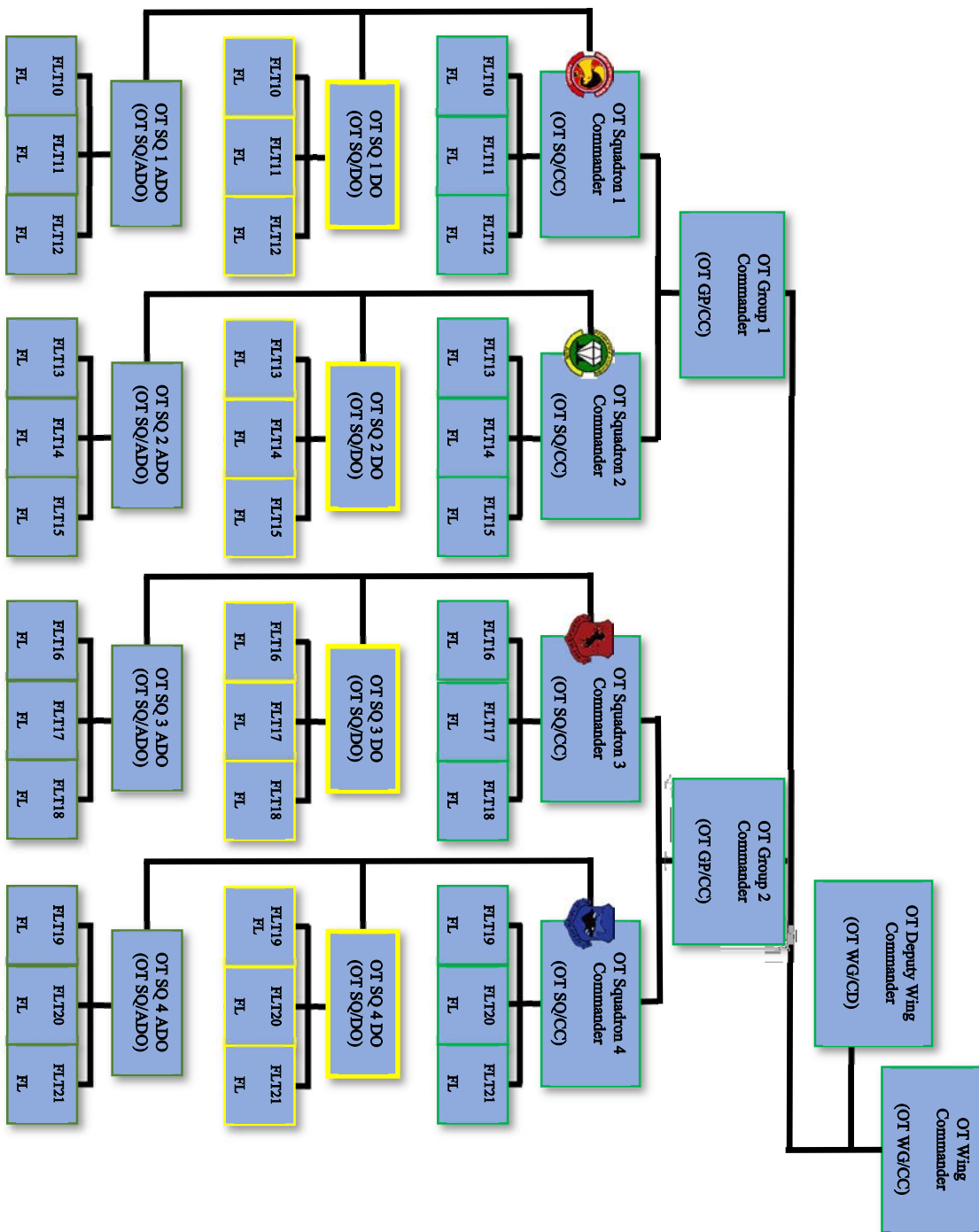
Multiple Occupant Display

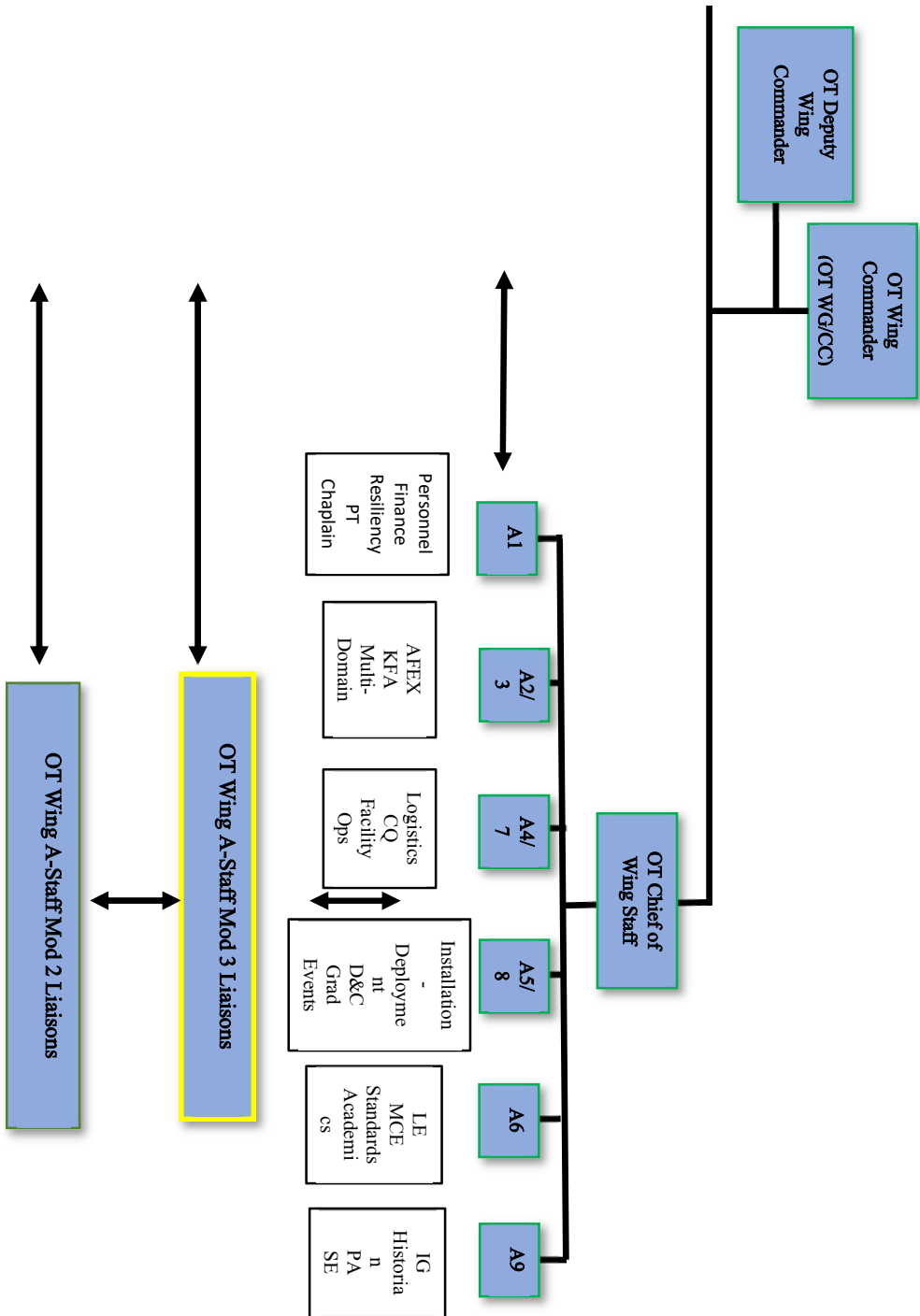


Single Occupant Display



Attachment 5 TRAINEE WING STRUCTURE





Attachment 6: SAFETY INFORMATION

A.6.1. Cold Weather Limitations. Reference DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, for Physical Fitness Assessment limitations. Reference DAFI 48-151, *Thermal Stress Program*, for physical training, conditioning, and work/rest cycles.

A.6.2. Post Meal Activities. Following a full meal, as defined by DP, allow your body to rest for 15 minutes prior to moderate work, 30 minutes prior to heavy work, and 60 minutes prior to very heavy work (ref Table A6.2).

Table A6.1. **Lightning Conditions.**

Lightning Watch (potential within 10 miles):	March With Guidons
Lightning Warning (observed within 10 miles):	March Without Guidons
Lightning Warning (observed within 5 miles):	Seek shelter, remain indoors

Table A6.2. **Work/Rest Times and Fluid Replacement Guide** (adopted from DAFI 48-151, Table 3.1.).

Heat Category	WBGT Index (°F)	Easy Work (250 W)		Moderate Work (425 W)		Heavy Work (600 W)		Very Heavy Work (800 W)		
		Work/Rest (minutes)	Fluid Intake (quarts /hour)	Work/Rest (minutes)	Fluid Intake (quarts /hour)	Work/Rest (minutes)	Fluid Intake (quarts /hour)	Work/Rest (minutes)	Fluid Intake (quarts /hour)	
1	78-81.9	NL	1/2	NL	3/4	40/20 (110)*	3/4	20/40 (45)*	1 (3/4)*	
2 (GREEN)	82-84.9	NL	1/2	NL	3/4 (1)*	30/30 (70)*	1	15/45 (40)*	1	
3 (YELLOW)	85-87.9	NL	3/4	NL	3/4 (1)*	30/30 (60)*	1	10/50 (25)*	1	
4 (RED)	88-89.9	NL	3/4	50/10 (180)*	3/4 (1 ¼)*	20/40 (50)*	1 (1 ¼)*	10/50 (20)*	1 (1 ¼)*	
5 (BLACK)	> 90	NL	1	20/40 (70)*	1 (1 ½)*	15/45 (45)*	1 (1 ½)*	10/50 (20)*	1 (1 ½)*	
NL = No limit to work times per hour		* Use the amounts in parentheses for continuous work when rest breaks are not possible. Leaders should ensure several hours of rest and rehydration time after continuous work.					CAUTION: Hourly fluid intake should not exceed 1.25 quarts. Daily fluid intake should not exceed 12 quarts.			
¹ This guidance will sustain performance and hydration for at least 4 hours of work in the specified heat category. ² Fluid needs can vary based on individual difference (+/-0.25 qt/hr) and exposure to full sun or full shade (+/-0.25 qt/hr). ³ Rest means minimal physical activity (sitting or standing) in the shade of possible. ⁴ Body Armor – Add 5°F to WBGT index in humid climates. ⁵ NBC (MOPP 4) – Add 10°F (Easy Work) or 20°F (Moderate or Hard Work) to WBGT index.										

Figure A6.3. **Heat Stress Information.**

Heat Stress Information	
Heat <u>Exhaustion</u> Symptoms	Heat <u>Stroke</u> Symptoms
<ul style="list-style-type: none"> - Headache, Dizziness, Nausea - Weakness, Rapid pulse, poor judgment - Sweating profusely - Shivering and have goosebumps - Normal or slightly elevated temperature 	<ul style="list-style-type: none"> - Headache, dizziness, nausea - Excessive sweating or red, hot, dry skin - High body temperature (hot to touch) - Altered mental status/confusion - Abnormal behavior/unconsciousness - Loss of bowel or bladder control - Twitching or convulsions - Deep coma with pinpoint pupils <p><u>Call 334-953-9911</u> immediately if these signs are shown, then follow first-aid steps</p>
First Aid	First Aid
<ul style="list-style-type: none"> - <u>Heat Exhaustion</u> Move OT to shady/air conditioned area - Remove outer layers of clothing - Pour cold water on head/neck/torso - Hydrate with sips of cold water - Fan vigorously - Seek medical evaluation if symptoms worsen or do not improve within 60 minutes 	<ul style="list-style-type: none"> - <u>Heat Stroke</u> Move OT to shady/air conditioned area - Remove outer layers of clothing - Pour cold water on head/neck/torso - Hydrate with sips of cold water - Use Ice Sheets - Fan vigorously; Cold packs under armpits
Heat <u>Cramps</u> Symptoms	Heat <u>Rash</u> Symptoms
<p>Muscle spasms Pain; usually in abdomen, arms, or legs</p>	<p>Clusters of red bumps on skin Often appears on neck, upper chest, folds of skin</p>
<ul style="list-style-type: none"> - Have OT rest in shady, cool area - OT should drink water or other cool beverages - Wait a few hours before allowing worker to return to strenuous work - Have OT seek medical attention if cramps don't go away 	<p>Try to work in a cooler, less humid environment when possible</p> <p>Keep the affected area dry</p>
<p style="text-align: center;"><u>Contact information</u></p> <ul style="list-style-type: none"> - IDMT: 334-318-1058 (0500-1600, M-F) - Nurse Advise Line: 1-800-874-2273 - Nurse Appointment Line: 334-953-3368 - On base 911: 334-953-9911 	

**Attachment 7:
EXAMPLE AETC FORM 341**

1. Name will be in all caps, LAST NAME, FIRST NAME and MIDDLE INITIAL.
 - a. No punctuation or dashes in this block.
2. Everyone's grade will be **OT** even if direct commissioned.
3. Organization. Will be assigned trainee Squadron (e.g., Goldhawks, Warthogs, Hoyas, Mustangs, etc.).
4. Class/Flight will be IAW registrar.
 - a. **DO NOT** spell out your flight (i.e., Alpha, Golf, etc.).

EXCELLENCE/DISCREPANCY REPORT		
<i>LAST NAME - FIRST NAME - MIDDLE INITIAL</i>		<i>GRADE</i>
LAST FIRST MI		OT
<i>ORGANIZATION</i>		<i>CLASS/FLIGHT (If Applicable)</i>
Trainee Squadron (e.g., Goldhawks)		24-02 / 2-11
<i>EXCELLENCE/EXHIBITED DISCREPANCY (Be specific)</i>		
<i>TIME</i>	<i>DATE</i>	<i>PLACE</i>
<i>PRINTED NAME OF REPORTING INDIVIDUAL</i>		<i>SIGNATURE OF REPORTING INDIVIDUAL</i>
AETC IMT 341, 19930701, V2		PREVIOUS EDITION MAY BE USED

Always With Honor