

37th Training Group

Student Guide

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1. Welcome to Technical Training

1.1. Congratulations on your graduation from Basic Military Training (BMT), and welcome to Technical Training! You have taken the next step in your transition to military life and have demonstrated your ability to conform to military standards. Your primary responsibility is to learn your technical field, graduate on time and to continue adapting to the Air Force lifestyle.

1.2. The 37 TRG Student Guide will serve as a manual for success while in Technical Training. Although you will find this guide helpful, additional information such as AETCI 36-2651, *Basic Military and Technical Training*, and your squadron specific guidelines should be referenced to maximize technical training and mission achievement. Please be advised that failure to adhere to duties or expectations may result in disciplinary action, up to, and including prosecution under the Uniform Code of Military Justice (UCMJ).

1.2.1. Squadron Commanders are authorized to make the requirements/rules in this 37 TRG Student Guide more restrictive but they must pre-coordinate all changes with the 37 TRG/CC/CD/TA/CCC/CCE and MTSF.

1.2.2. All requests for exemptions or to make the requirements/rules in this 37 TRG Student Guide less restrictive must be approved by the 37 TRG/CC prior to implementation.

1.3. Group Commander's Priorities.

1.3.1. **Honor our Air Force's Core Values.**

1.3.2. **Treat everyone with dignity and respect.** We must consciously remember that we all have various biases, values, backgrounds, beliefs, etc. Regardless of these biases, we should inclusively respect everyone's different experiences and understand that those experiences significantly affect our interactions with others.

1.3.3. **Do your job.** You must strive to learn all you can during Technical Training and graduate as soon as possible. Learn your specialty; if you don't know your job, you will have far less credibility and hinder the Air Force's ability to accomplish its mission.

1.3.4. **China** continues to implement major structural reforms, field modern weapons systems, build readiness and strengthen its ability to conduct joint operations. They are also modernizing their nuclear forces as well as their command and control, logistics, communications, intelligence, surveillance and reconnaissance systems. Our senior government and military leaders have made countering and pacing the Chinese Communist Party (CCP) a priority, so we must better understand them as a competitor. While researching the CCP, don't forget about other potential threats to America too such as Russia, North Korea, Iran and Violent Extremist Organizations (VEOs).

2. Air Force Core Values and Symbol

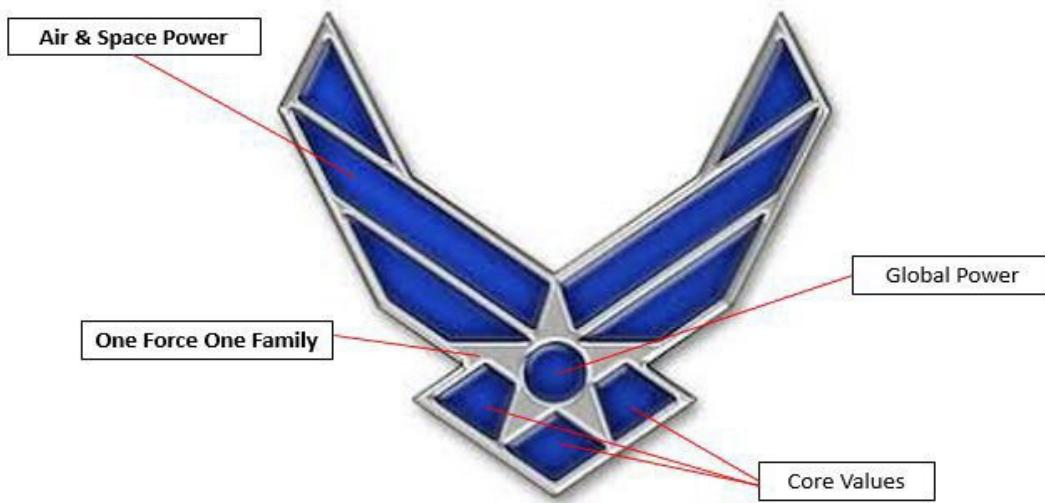
2.1. The Air Force Core Values.

2.1.1. Integrity First: Airmen must serve and act with the utmost integrity both professionally and personally. We need to be honest in all things and have respect for each other and ourselves. We must act with integrity in our professional lives and in our personal lives. We must be able to trust each other!

2.1.2. Service Before Self: All of us volunteered to serve our nation and put others' needs before our own. No matter the issue or task, you must always overcome challenges with conviction, confidence, and professionalism. Serving in our Air Force is a higher calling. We commit to following our leaders and protect each other every day.

2.1.3. Excellence in All We Do: Excellence means giving 100% in everything you do. We need to understand that people depend on and trust us to give our very best. As others value our contributions, we must recognize the worth of our fellow Airmen.

2.2. The Air Force Symbol.



2.2.1. Air & Space Power: The stylized wings represent the stripes of our strength—enlisted men and women of our force. They are drawn with great angularity to emphasize our swiftness and power. They are divided into six sections, which represent our distinctive capabilities—air and space superiority, global attack, rapid global mobility, precision engagement, information superiority, and agile combat support.

2.2.2. One Force, One Family: The area surrounding the sphere takes the shape of a star. A star has many meanings. Its five points represent our one force and family's components—our active duty, civilians, guard, reserve, and retirees. The star symbolizes space as the high ground of our nation's air and space force. The rallying symbol in all our wars, the star also represents our officer corps, central to our combat leadership.

2.2.3. Core Values: The star is framed with three diamonds, which represent our core values—integrity first, service before self, and excellence in all we do. The elements come together to form one symbol that presents two powerful images—an eagle, the emblem of our nation, and a medal representing bravery in service to our nation.

2.2.4. Global Power: The sphere within the star represents the globe. It reminds us of our obligation to secure our nation's freedom with Global Vigilance, Reach, and Power. The globe also reminds us of our challenges as an expeditionary force to respond rapidly to crisis and provide decisive air and space power worldwide.

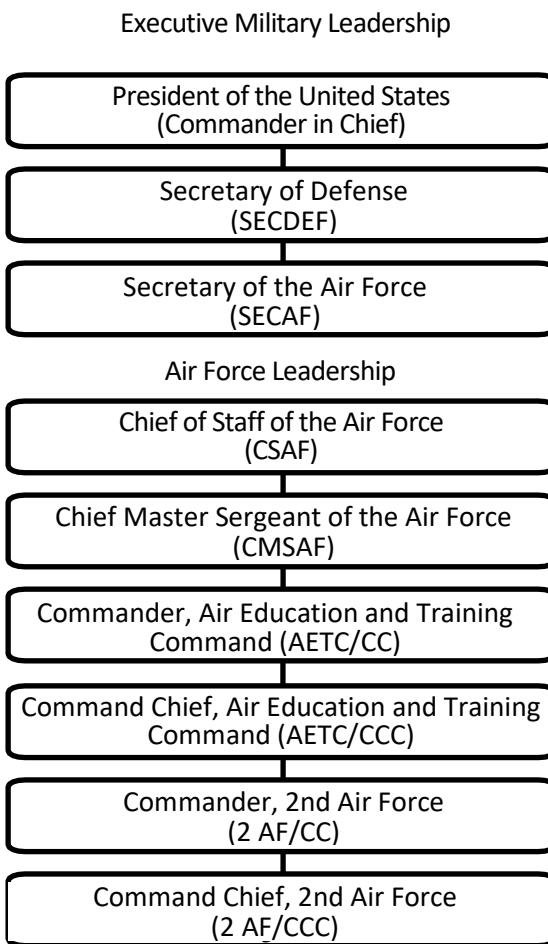
3. Airmen Responsibilities

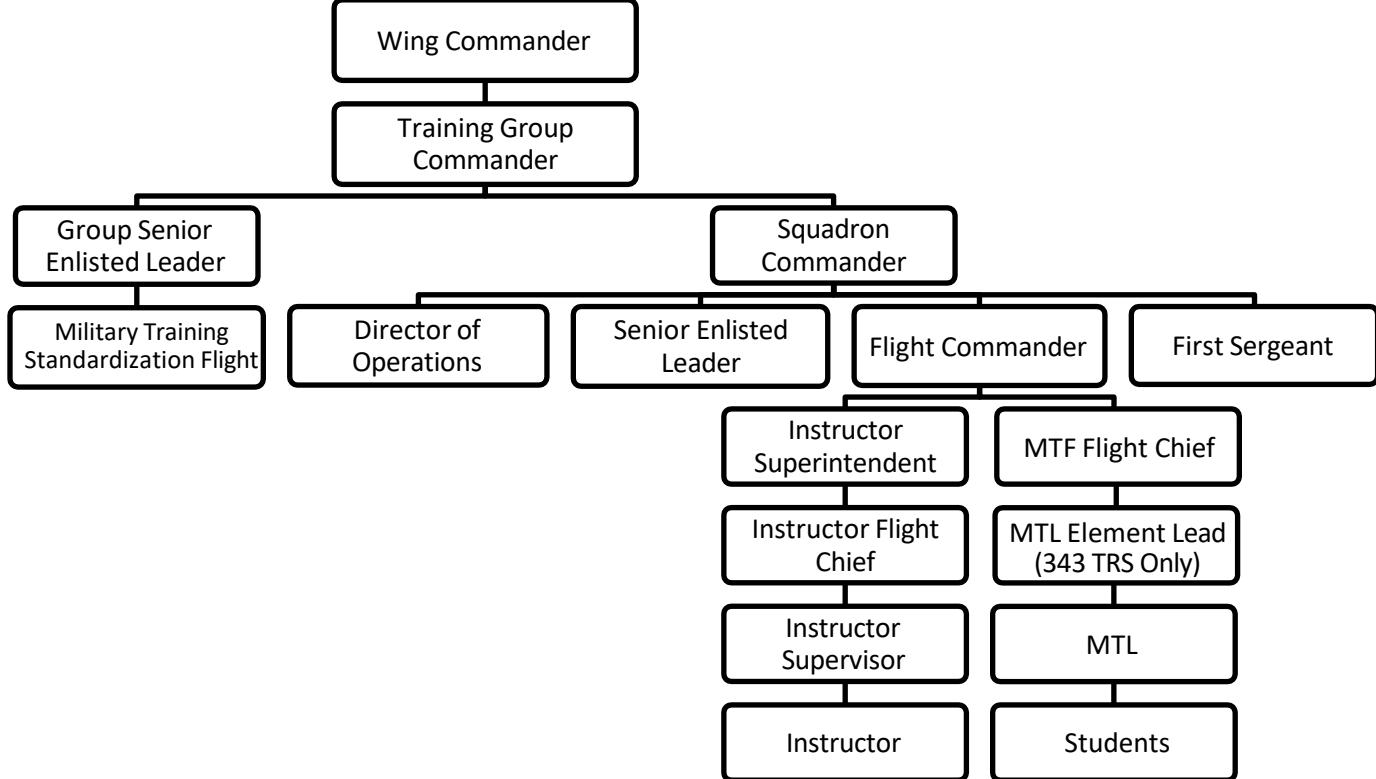
3.1. Airmen in technical training are expected to:

- 3.1.1. Conduct themselves in a manner that is a positive and professional representation of the Air Force at all times.
- 3.1.2. Employ skills learned in BMT and throughout technical training to complete all assigned duties.
- 3.1.3. Accept responsibility to continue to learn and adapt to the military profession.
- 3.1.4. In accordance with (IAW) *The Enlisted Force Structure Guide*, continually assess your social, mental, physical, and spiritual readiness to accomplish the mission. If at any time you are not ready, seek assistance from any of the helping agencies listed in this guide.
- 3.1.5. Continue to conform to military standards, customs, and courtesies in a manner consistent with Air Force Instruction and Air Force Core Values.
- 3.1.6. Continue to adhere to dress and appearance in regulation with DAFI 36-2903, *Dress and Personal Appearance of Department of Air Force Personnel*.

4. Chain of Command

4.1. Your Military Training Leader (MTL) will serve as your first line supervisor. Airmen should resolve all problems at the lowest level possible. If the problem persists or you are not satisfied with the response, inform the individual you wish within the chain of command. Issues will be routed through your MTL first before contacting squadron leadership. This is typical Chain of Command diagram; your local Chain of Command structure may differ.





5. Customs and Courtesies

5.1. United States Armed Forces' rank titles, abbreviations, and terms of address are found below.

Insignia of the United States Armed Forces – Officers											
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL	
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)	
ARMY											
Second Lieutenant (2ndLt)	First Lieutenant (1stLT)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)		
MARINES											
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)	
NAVY											
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)		
AIR FORCE											
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)		
COAST GUARD											

Insignia of the United States Armed Forces – Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SUPERIOR ENLISTED ADVISORS
ARMY									
no insignia									
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSC)	Sergeant First Class (SFC)	Master Sergeant (MSS)	First Sergeant (1SG)	Sergeant Major (SGM)
MARINES									
no insignia									
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)
NAVY									
no insignia									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Petty Officer (FOMC) (FLTMC)
AIR FORCE									
no insignia									
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)
COAST GUARD									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)
Warrant									
ARMY									
W-1 Warrant Officer (WO1)	W-2 Chief Warrant Officer (CW2)	W-3 Chief Warrant Officer (CW3)	W-4 Chief Warrant Officer (CW4)	W-5 Chief Warrant Officer (CW5)					
NAVY									
W-2 Chief Warrant Officer (CW02)	W-3 Chief Warrant Officer (CW03)	W-4 Chief Warrant Officer (CW04)							
MARINES									
W-1 Warrant Officer (WO)	W-2 Chief Warrant Officer (CW02)	W-3 Chief Warrant Officer (CW03)	W-4 Chief Warrant Officer (CW04)	W-5 Chief Warrant Officer (CW05)					
COAST GUARD									
W-2 Chief Warrant Officer (CW02)	W-3 Chief Warrant Officer (CW03)	W-4 Chief Warrant Officer (CW04)							

U.S. SPACE FORCE ENLISTED RANK INSIGNIA



SPECIALIST TIER



E-1
Specialist 1



E-2
Specialist 2



E-3
Specialist 3



E-4
Specialist 4

NON-COMMISSIONED OFFICER TIER



E-5
Sergeant



E-6
Technical Sergeant

SENIOR NON-COMMISSIONED OFFICER TIER



E-7
Master Sergeant



E-8
Senior Master Sergeant



E-9
Chief Master Sergeant
of
The Space Force



E-9
Chief Master Sergeant
of
The Space Force

5.2. Reporting Statements.

5.2.1. IAW AETCI 36-2651, *Basic Military and Technical Training*, before speaking to a Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Airmen will stand at attention, state the full rank and name of the person being addressed “(Rank + Last Name), Airman (last name) reports as ordered.” The Airman will remain at the position of attention unless directed otherwise. Once dismissed, Airmen will return to the position of attention and execute proper facing movement(s) to depart the area.

5.2.1.1. Before speaking to an officer or civilian the Airmen will stand at attention, salute (as appropriate), state the full rank and name of the officer or 'Sir/Ma'am' for officers/civilians of the person being addressed Airman (last name) reports as ordered.”

5.3. Respect for the Flag.

5.3.1. When outdoors during the national anthem or "To the Colors," all personnel in uniform must face the flag or the sound of the music if the flag is not visible, and salute during the raising and lowering of the flag. Personnel will hold the salute until the last note is played.

5.3.2. When outdoors in civilian attire during the national anthem or "To the Colors," face the flag or the sound of the music if the flag is not visible, stand at attention with your right hand placed over the heart or render a salute. Any headgear worn should be removed with your right hand and held over your heart. Personnel will remain in position until the last note is played.

5.3.3. During the national anthem or "To the Colors," all vehicles in motion will pull to the side of the road and stop. All occupants will sit quietly until the last note has played.

5.3.4. If indoors during retreat or reveille, there is no need to stand or salute. However, everyone must stand during the national anthem before a movie showing in the base theater.

5.3.5. When wearing the Physical Training Gear (PTG), proper military customs and courtesies honoring the flag during reveille/retreat will apply (this means coming to full attention and rendering a proper salute when outdoors).

5.3.6. A folded flag is considered cased; therefore, a salute is not necessary.

5.4. Saluting.

5.4.1. The salute is a courteous exchange of greetings, with the junior member always saluting the senior member first and holding the salute until after the senior member drops theirs. A salute is also rendered to the flag as a sign of respect. Any Airman, NCO, or officer recognizing a need to salute or a need to return a salute may do so anywhere at any time. When returning or rendering an individual salute, your head and eyes are turned toward the flag or person saluted.

5.4.1.1. **Outdoor Formations.** Members within the formation do not salute or return a salute unless given the command to do so. The person in charge of the formation salutes and acknowledges for the whole formation.

5.4.1.2. **Groups, But Not in Formation.** When an officer approaches (senior to any officer present), the first individual noticing the officer calls the area to attention. All members face the officer and salute. If the officer addresses an individual or the group, all remain at attention (unless otherwise ordered) until the end of the conversation, at which time they salute the officer.

5.4.1.3. **Public Gatherings.** Salutes between individuals are not required in public gatherings, such as sporting events, meetings, or when a salute would be inappropriate or impractical.

5.4.1.4. **Moving Military Vehicles.** Exchange of salutes between military pedestrians (including gate sentries) officers in moving military vehicles is not mandatory. However, when officer passengers are readily identifiable (e.g., officers in appropriately marked staff vehicles), the salute must be rendered.

5.4.1.5. **The Presence of Civilians.** Persons in uniform may salute civilians. The President of the United States, as Commander in Chief of the Armed Forces, is always afforded the honor of a salute.

5.4.1.6. **Work Detail.** In a work detail, individual workers do not salute. The person in charge salutes for the entire detail.

5.4.1.7. **Indoors.** Except for formal reporting, or otherwise directed, salutes are not rendered.

5.4.1.8. **PT.** Saluting due to rank recognition when an officer is in PTG is not required when wearing the PTG. However, an officer in the Operational Camouflage Pattern (OCP) will be rendered a salute.

6. Phase Program

6.1. IAW AETCI 36-2651, *Basic Military and Technical Training*, the group commander will ensure a phase program for Non-Prior Service (NPS) Airmen is implemented. The phase program should ensure the accountability, safety, security, reliability, and quality of life for all NPS Airmen while in technical training. It will enable a smooth transition from BMT to follow-on training or first duty station. Airmen are required to meet all transition requirements before phasing to the next level. MTLs will track the completion of training requirements for transition advancement or phase-back.

6.2. Phase I.

6.2.1. Phase I entry is automatic and begins on the date Airmen arrive at the initial training location. Airmen in this phase require continuous evaluation and must ensure military standards and behaviors are upheld.

6.2.2. Airmen are expected to maintain competencies learned during entry-level training and accept increased responsibility. Airmen will be accountable for personal and professional conduct and achieve higher levels of institutional competency.

6.3. Phase II.

6.3.1. Phase II begins on the date Phase I ends and may continue through the completion of training depending on the length of the training.

6.3.2. Airmen in Phase II will maintain competencies learned during Phase I, accept increased responsibility, and demonstrate higher levels of institutional competency.

6.3.3. To be eligible for Phase II, Airmen must pass two consecutive room inspections, pass two open ranks inspections, have a current passing fitness assessment, meet course academic minimums, and have no other derogatory information during the period of assessment. MTLs may advance Airmen to Phase II, at their discretion, but no earlier than 14 calendar days of being in Phase I.

6.4. Phase III.

6.4.1. Phase III is the final stage of the phase program and begins when Phase II ends.

6.4.2. Airmen in this phase should have demonstrated the maturity, professionalism, and character expected of all Airmen and require less supervision than in Phase II.

6.4.3. To be eligible for Phase III, Airmen must pass one room inspection, pass one open ranks inspection, have a current passing fitness assessment, meet course academic minimums, and have no other derogatory information

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during the period of assessment. MTLs may advance Airmen to Phase III, at their discretion, but no earlier than 7 calendar days of being in Phase II.

6.5. Phase-Backs.

6.5.1. Airmen who fail to maintain requirements of phase, receive disciplinary action, or fail to follow established guidelines may be subject to phase-back actions. Phase-back is a form of corrective action to allow Airmen additional time to internalize standards taught in a previous phase.

6.5.2. An Airman may be phased-back to a previous phase whenever the Airman requires additional instruction and mentoring **at the MTL's discretion**.

6.5.3. Airmen phased-back may be advanced to their previous phase at the MTL's discretion as long as they meet phase requirements.

Table 6.6. Phase Program Requirements			
CATEGORY	PHASE I	PHASE II	PHASE III
Minimum Time Required in Phase	14 calendar days	7 calendar days	Will remain in Phase III until departure to first duty assignment
PT Assessment	A passing PT Assessment is required to advance to Phase II	Must have a passing PT Assessment	A passing PT Assessment is required quarterly
Open Ranks	Required once a week. Must pass 2 consecutive inspections (1 Blues/1 OCP)	Required once a month. Must pass 1 inspection. (either Blues or OCP)	Required once a month. Must pass 1 inspection to maintain standards (either Blues or OCP)
Room Inspection	Required once a week. Must pass 2 consecutive inspections	Required once a month. Must pass 1 inspection	Required once a month. Must pass 1 inspection to maintain standards
Uniform Wear/Civilian Attire	UOD during the duty day PTG after the duty day Civilian clothes authorized inside dorm room only	UOD during the duty day Civilian clothes authorized on base after duty hours	UOD during the duty day Civilian clothes authorized after duty hours
Academics	Must have and maintain passing academics	Must have and maintain passing academics	Must have and maintain passing academics
Travel Off Base (duty day)	For official appointments only (must have MTL approval)	For official appointments only (must have MTL approval)	For official appointments only (must have MTL approval)

CATEGORY	PHASE I	PHASE II	PHASE III
Travel Off Base (non-duty day or after duty hours)	For official appointments only (must have MTL approval)	Yes – in any blues uniform combination (only on non-duty days and Fridays after duty hours) *Fort Gregg-Adams not authorized	Yes – after duty day. Civilian attire authorized
Meals in Dining Facility (DFAC) <i>Swing shift personnel will eat at DFAC when hours permit</i>	2 per day – breakfast and lunch must be eaten at the DFAC unless otherwise approved by an MTL Food Court not authorized during the duty day	2 per day – breakfast and lunch must be eaten at the DFAC unless otherwise approved by an MTL Food Court not authorized during the duty day	2 per day – breakfast and lunch must be eaten at the DFAC unless otherwise approved by an MTL Food Court not authorized during the duty day
Marching (when applicable, utilize small marching units of 2-12 persons)	At all times during the duty day in accordance with Flag Conditions. (See Attachment 7)	At all times during the duty day in accordance with Flag Conditions. (See Attachment 7)	At all times during the duty day in accordance with Flag Conditions. (See Attachment 7) *Graduates with no disciplinary actions on their record (Art 15, commanders' hold, LOC, LOR, under investigation, etc) are authorized to operate/ride in Private Motor Vehicle during the duty day.(RECOMMEND REMOVAL)
Private Motor Vehicle (PMV) Occupy/Drive/Ride	No	Airmen will not drive a POV at anytime Airmen can ride in a POV on non-duty days or on Fridays after duty hours	Yes – Upon Squadron Commander discretion/approval only. Members can drive after duty hours and on non-duty days or on Fridays after duty hours Airmen can drive during duty day for appointments with approval of MTL
Call to Quarters/ Accountability	2100-0400 on days prior to duty days 2330-0400 on days prior to non-duty days	2100-0400 on days prior to duty days 2330-0400 on days prior to non- duty days	2100-0400 on days prior to duty day 2330-0400 on days prior to non- duty days

CATEGORY	PHASE I	PHASE II	PHASE III
Alcohol Use	No	No	<p>May consume alcohol in civilian attire if the individual is of legal age but not during the duty day.</p> <p>Alcohol is NOT permitted on dormitory campus or buildings.</p> <p><u>Airmen will not consume alcohol 12 hours before the start of the next duty day.</u> (Example: If the first formation of the duty day is at 0600 on Monday, alcohol will not be consumed after 1800 on Sunday)</p>
Personal Electronic Devices (duty day)	No electronic devices during duty day unless approved by MTL or Instructor	No electronic devices during duty day unless approved by MTL or Instructor	No electronic devices during duty day unless approved by MTL or Instructor
On/Off Base Lodging	No	No	Yes – MTF Flight Chief or Superintendent approval required
Tobacco/Nicotine Products	No	No	<p>May use tobacco/nicotine products in civilian attire if the individual is of legal age to purchase products but not during the duty day</p> <p>The use of tobacco products is only permitted in designated smoking areas after duty hours</p> <p>*Tobacco/nicotine products include cigarettes, snuff, chew, vape, etc.</p>
Base Facilities	Authorized after duty day unless otherwise approved by MTL	Authorized after duty day unless otherwise approved by MTL	Authorized after duty day unless otherwise approved by MTL
Duty Day Hours	0500-1700	0500-1700	0500-1700

Safety and Security	APPLICABLE TO ALL PHASES
	<p>Wingman Concept: Students are required to march or walk with a wingman at all times throughout the duty day. March alone waivers will be granted by a permanent party NCO or higher.</p> <p style="text-align: center;"><u>CAMPUS AREA:</u></p> <p>See attached maps for campus area definition.</p>

6.7. The following areas apply to Airmen in ALL PHASES:

6.7.1. **Mandatory Items.** At a minimum, students will carry at least two properly filled out AETC IMT 341s, a properly filled out transition/phase card, ID card/room key, squadron information card, medical waivers, reflective belt or BMT issued flashlight, hydration device, black pen and red dog tags (if applicable) at all times.

6.7.2. **Non-Traditional Shifts.** All Airmen assigned to non-traditional shifts (e.g., swing shift) will adhere to phase restrictions and possess a signed AETC IMT 50, *Appointment Slip*, as proof of duty hours. Airmen assigned to these shifts are required to eat meals in the DFAC when hours permit.

6.7.3. **Quiet Hours.** Quiet hours for all dormitories are 24-hours a day, 7 days a week. Quiet hours will be free of any noise heard outside the dormitory room and determined disruptive by an MTL or instructor.

6.7.4. **Call to Quarters.** This is the specified time you are to be in your assigned room. If you are not in your assigned room at Call to Quarters, you are in violation of dorm integration. (see phase table 6.6).

6.7.5. **Food Deliveries.** Food deliveries are not permitted during the duty day. Airmen must meet delivery services outside building.

6.7.6. **Military Appointments:** Military appointments are official appointments, regardless of shift, and a duty uniform is required. Airmen will carry a properly filled out AETC IMT 50, *Appointment Slip*, at all times during the duty day when outside the campus area attending an approved appointment. At the schoolhouse, appointment slips must be presented to instructors prior to departing.

6.7.7. **Travel Restrictions:** Airmen are authorized to travel to locations **within a 1-hour travel radius** under “normal traffic” conditions from the base or post. Airmen stationed at Wright-Patterson AFB, Ft. Gregg-Adams or Pt. Hueneme will follow host installation travel guidance.

6.7.8. **Marching:** Airmen will not eat, chew, drink, or use electronic devices or Bluetooth accessories when marching to and from locations.

6.7.9. **Dining Facility (DFAC) Etiquette:** Airmen utilizing the DFAC must have their ID Cards, wash hands or use alcohol-based hand sanitizer upon entry. Airmen are not permitted to wear sleeveless shirts, soiled clothing, open-toed/shower shoes, or remove their OCP top. Airmen must eat in a timely manner and should not loiter or be on phones for an extended amount of time. DFAC personnel have the right to refuse service. Any issues with the DFAC need to be reported to an MTL or Instructor immediately. Pt Hueneme will follow host installation guidance.

7. Safety

7.1. The following safety precautions apply to all NPS Airmen:

7.1.1. **Fire Evacuation:** If not activated, **IMMEDIATELY** sound the alarm and stop current activities. Airmen should make their way to the nearest exit and designated evacuation area to conduct accountability and contact an MTL. Fire evacuation locations should be displayed in dorms and will be briefed during your first week of training. Fire evacuation procedures are also located at each CQ desk.

7.1.2. **Active Shooter:** When an Active Shooter warning sounds, **IMMEDIATELY** get to a safe location and barricade the door. **DO NOT** open the door for anyone or for any reason. An “All Clear” will be given once danger has passed. Active Shooter procedures will be briefed during your first week of training.

7.1.3. **Safety Mishap Reporting:** Report all safety mishaps must be reported to your MTL or CQ when an MTL is not present within 24 hours of occurrence. All safety mishaps occurring at the schoolhouse, will be reported to the instructor on-duty or Instructor supervisor. Safety mishaps must be documented on an AF Form 978, *Supervisor Mishap Report*. Report all on/off base accidents and incidents to your chain of command immediately.

7.1.4. **IAW DoDI 6055.04, Traffic Safety, Any listening or entertainment device (other than hearing aids) are not authorized when individuals are walking, jogging, running, bicycling, skating, or skateboarding on roadways** in order to not impair the recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

7.1.5. **Electronic Devices while in uniform:** While in uniform, headphones and earphones [iPodsTM, MP3-type players, etc.] are authorized during travel on public transportation (i.e., bus, train or air travel) and/or while wearing the Physical Training Gear (PTG) during individual or personal PT in the fitness center or on designated running areas.

7.1.6. **The use of personal electronic media devices, including cellular phones, smart watches, earpieces, speaker phones or text messaging while walking (not marching) in uniform** is authorized after duty day hours ONLY; however, these devices are NOT authorized on roadways at any time. Military customs and courtesies take precedence.

7.1.7. **Electronic Devices in Civilian attire:** While in civilian attire, the use of headphones on sidewalks is authorized but should not impair the ability to recognize emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

7.1.8. **Abide by all traffic rules and regulations when driving or riding in a vehicle on/off base.**

7.1.9. **Airmen are ONLY authorized to utilize sidewalks, troop walks, or established Routes of March when traveling between locations during the duty day.** Airmen will not cut through grass, squadrons, drill pads, parking lots, or use other shortcuts at any time during the duty day. **See attachments for campus areas information and designated Routes of March.**

7.1.10. **While assigned to the 37th Training Group, Airmen will not operate motorcycles or similar vehicles, on/off base.** Similar vehicles include, but are not limited to, ATVs, dirt bikes, electric scooters, mopeds, and hover boards.

7.1.11. **When operating a personal transportation device (PTD), (e.g., skateboards, kick-scooters, roller skates, in-line skates, wheeled shoes and other similar equipment), Airmen will at a minimum wear a bicycle helmet.** Users are highly encouraged to use impact- or shatter-resistant eye protection, sturdy over the ankle footwear, full-finger gloves, knee and elbow pads, and brightly colored or reflective outer garments. Additionally, GSUs will also follow host installation guidance on personal protective equipment (PPE).

7.1.12. Airmen will wear reflective belts and/or carry an operational flashlight in the left hand during the hours of darkness in uniform and civilian attire on base. Reflective belts will be worn around the waist or around the backpack (if backpack worn). Airmen will NOT wear the reflective belt across their chest.

7.1.13. Airmen will not participate in high-risk activities such as, but not limited to, skydiving, kayaking, snow skiing and snowboarding, etc.

7.1.14. Airmen must wear appropriate shoes/footwear (shower shoes), **not barefoot**, when outside the dorm room.

7.1.15. Unprofessional Behavior of any kind is not tolerated within the Air Force nor while in technical training. Any accidents or incidents related to unprofessional behavior (physical altercations, inappropriate language, alcohol induced behavior, destruction of government property, etc.) will be investigated and can lead to possible administrative or disciplinary actions.

7.1.16. Street Exercise Usage: Joggers or walkers who use sidewalks, troop walks, or flightline on the installation for exercise during hours of darkness will wear their reflective belt.

8. Visitation Rules

8.1. IAW AFI 32-6000, *Housing Management*, the commander establishes a Charge of Quarters program when appropriate. The purpose of this program is to provide security, building and room entry control, escort official visitors, facilitate emergency response, and provide manning and oversight to support the program. Members assigned to CQ are extremely important to maintaining accountability and security, 24/7, and will receive training prior to shift.

8.2. Nonresidents (DoD civilians/contractors, members of other squadrons or branches of service) visiting dormitories for official business must sign in to CQ and are not permitted in the dormitory without a CQ escort. Permanent party or TDY personnel are not authorized in or around the dormitory unless conducting official business.

8.3. Airmen assigned to their dormitory may have visitors only of the same gender in their room before Call to Quarters. At no time will Airmen have members of the opposite gender in their room. Airmen are not permitted in opposite gender rooms, hallways, buildings, or cross the identified thresholds of each dormitory. Additionally, all Airmen are prohibited from engaging in sexual activities in the dormitories. This includes, but is not limited to, hand holding, kissing, caressing, sexual intercourse, and other acts of a sexual nature.

8.4. Airman Leaders or CQ personnel may enter the opposite gender hallways to check details, perform security checks, or respond to emergency situations. Airmen will be escorted by a member of the occupant hallway gender at all times. If entering a hallway of the opposite gender, a verbal announcement must be made for the bay occupants to hear.

8.5. Family members, friends, visitors, or delivery personal services are not authorized to enter the dormitory. This does not preclude these individuals dropping you off or delivering items to the parking lot at the front/main door of the building.

9. Off-Limits Areas

9.1. The following sites are considered off limits for NPS Airmen:

9.1.1. BMT campus, dormitories of other squadrons, and dormitories of other military branches (**NOTE:** if Airmen from other squadrons or armed services reside within the same building, their specific rooms are off-limits).

9.1.2. Construction areas.

9.1.3. Permanent party or TDY dormitories.

9.1.4. Base housing/off base permanent party residence

9.1.5. Hotel/motel/local residences (unless approved by the MTL Flight Chief or Superintendent).

9.1.6. Airmen stationed at Wright-Patterson AFB, Ft. Gregg-Adams or Pt. Hueneme will follow host installation off limit areas.

9.1.7. Any off-limits establishments identified by the JBSA/CC, IAW AFJI 31-213

10. Professional Relationships

10.1. IAW AETCI 36-2909 AETCSUP, *Air Force Professional Relationships and Conduct*, professional relationships are interpersonal relationships consistent with Air Force Core Values. Conduct that erodes trust detracts from the mission and will not be tolerated.

10.2. Airmen at all levels will be treated with dignity and respect. Unprofessional relationships between permanent party members, priors, and NPS students regardless of service, are not allowed. Professional relationships will be maintained between officers, enlisted, recruiters, instructors, staff, recruits, trainees, and students at all times, on or off duty. Report all unprofessional relationships through your chain of command.

10.2.1. All NPS Airmen are required to complete a DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*, and a 2 AF Form 1, *Trainee/Student Rights and Duties*, upon initial in-processing.

10.2.2. Military Training Instructors (MTIs) should not contact you in any way upon graduation from BMT or upon arrival at technical training, except for official reasons. You will ensure your relationships with MTIs, MTLs, faculty and staff, to include DoD and international personnel, either military or civilian, are professional. Contact an MTL immediately if this occurs!

10.2.3. These professional relationships will continue throughout your entire period of training or instruction. If any of these individuals must counsel you one-on-one in private (e.g., closed door), another permanent party staff member will be present. Furthermore, you must maintain these professional relationships until 180 days past the date you report to your permanent duty station of assignment.

10.2.4. Airmen will not establish, develop, or attempt to develop, or conduct a social, personal, intimate or sexual relationship with Cadre, Instructors, MTIs, MTLs, faculty or staff. This includes, but is not limited to dating, handholding, kissing, embracing, caressing and engaging in sexual activities. Prohibited relationships include unprofessional relationships conducted in person and/or via cards, letters, e-mails, telephone calls, Twitter, Facebook, YouTube, Instagram, TikTok, YikYak, SnapChat, other social media or dating networks, photographs, or by any other means of communication.

10.2.5. NPS students will not have unprofessional relationships with TDY students or contact them outside of

the training day for anything other than official business (i.e., notification of changes to training or reporting the next day).

11. Dress and Personal Appearance

11.1. All Airmen will comply with DAFI 36-2903, *Dress and Personal Appearance of Department of Air Force Personnel*. If unsure about a particular standard, ask a MTL or NCO. Airmen are NOT authorized to wear the AF patch they received from BMT.

11.2. Specific 37 TRG Standards.

11.2.1. **Tattoos.** Airmen assigned to the 37 TRG will not visit any establishment that offers tattoos or body piercing/modifications **while in uniform.** Airmen are prohibited from tattooing themselves or others within the dormitories while in initial skills training.

11.2.2. **Backpacks.** While in uniform, back packs may be black, brown, gray, or dark blue and can be worn with any uniform combination. OCP-patterned back packs, tan and coyote brown may be worn with the OCP. Small logos are authorized. Backpacks will not have ornamentation (to include patches, flags, or chains), a high-gloss, designs, or hanging/dangling objects (excluding water bottles/canteens). Velcro nametags are authorized.

11.2.3. **Badges.** Upon graduation from an AFSC awarding course, Airmen can wear the applicable occupational badge and a Career Field Manager approved AFSC identifier patch. Airmen are authorized to wear approved squadron or morale patches on Fridays.

11.2.3.1 Airmen are **not authorized** to wear the Air Force patch they received from BMT “PACERFORGE.”

11.2.4. Airmen are authorized to wear applicable student leader, liaison, or drill team aiguillettes.

11.2.5. **Tactical caps are not authorized to wear in uniform.** Airmen will only wear the patrol cap while in OCPs while assigned to the 37 TRG. **Watch caps, beanies, or skull caps** will NOT be worn when the temperatures are above 50 degrees on or off-duty while in uniform.

11.3. **Hair Female.** When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. For more information on female hair guidance please reference **DAFI 36-2903, paragraphs 3.1.1 & 3.1.3.**

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Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

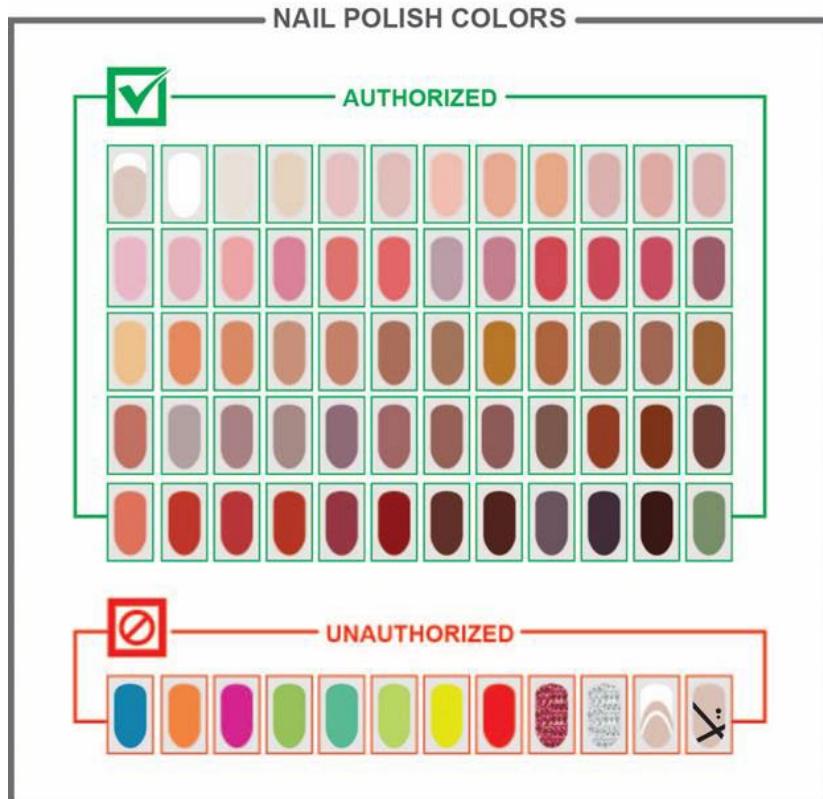
11.4. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. For more information on male hair guidance please reference **DAFI 36-2903, paragraphs 3.1.1 - 3.1.3.**



11.5. Fingernails. Male Airmen are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and fluorescent colors (see examples below).

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Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.



11.6. Cosmetics. Male Airmen are not authorized to wear cosmetics. Female Airmen may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Eyelash extensions are authorized; however, extensions will be Airman's natural eyelash color and will not exceed 14 millimeters in length. Eyelash extensions will not hinder wear of protective eye wear or any type of headgear. Female Airmen will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.

11.7. Earrings. Male Airmen are not authorized to wear earrings while in uniform or in civilian attire for official duty but are authorized to wear earrings in civilian attire while off duty on a military installation. Female Airmen may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female Airmen are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc). Piercing holes will not be large enough to permit light to shine through.

11.8. PT Gear. Wear of the PTG is mandatory during physical fitness assessments and while participating in organized PT events as designated by the commander. **PTG Jacket.** The jacket will be zipped at least halfway between the waistband and collar. Sleeves will end within 1 inch of the wrist. **T-shirt. Short-sleeved PTG shirt.** The short-sleeve shirt can be either untucked or tucked into shorts or running pants. If untucked, the shirt must extend to the bottom of the side pocket on the shorts and pants but will not cover the shorts reflective material. Do not remove or cut sleeves. Short and long-sleeved white, black, or light gray form fitting undershirts, (i.e., spandex, Lycra® or elastic material) to include those with a mock neck may be worn and visible under the short-sleeved PTG shirt. Undershirt must not extend lower or be longer than untucked PTG shirt. **Squadron Commanders may standardize whether shirts will be worn tucked or untucked in formations or organized unit physical training.** Students will wear appropriate athletic shoes while in PT Gear.

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Examples of unauthorized footwear are sandals, crocs, etc. It is at the MTLs discretion whether the shoes are considered athletic or not.

11.9. Civilian Clothes. The following dress and appearance standards apply in all public areas of Lackland AFB including the hospital, commissary, dining facilities, exchange facilities, and military work areas. These standards do not apply to those seriously injured or sick when seeking medical treatment at a Lackland medical facility.

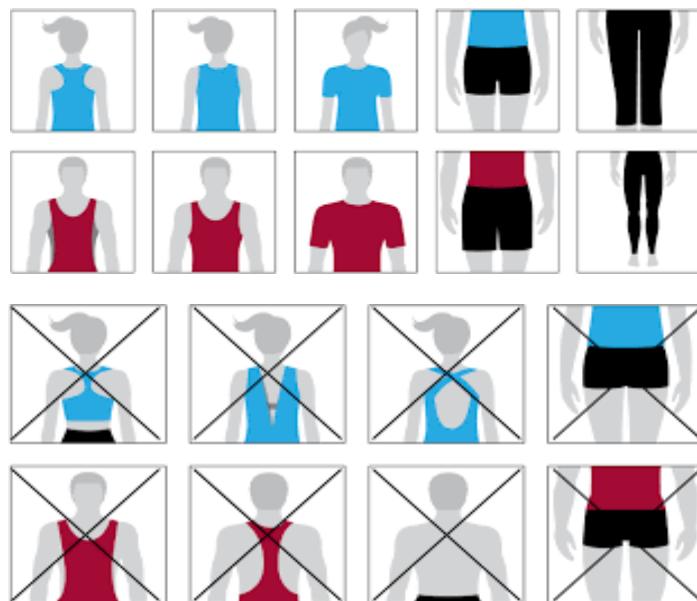
11.9.1. The following standards of dress and appearance are prescribed:

- A. Each individual's body, clothing, and footwear will be reasonably clean and not present a health hazard.
Example: Garments which are soiled, perspiration-saturated, or have a strong odor are considered unacceptable and a health hazard inside facilities, gymnasiums excluded.
- B. Upper and lower body will be covered with appropriate outer garments. Shirts and pants with no holes, rips, or tears. Shirts with arm holes cannot expose the chest.
- C. Shirts and tops will be of adequate length to cover the waist. Shorts/skirt length must be at least to mid-thigh.
- D. All Airmen will wear appropriate undergarments when wearing ANY see-through material or fish-net material body garments.
- E. Outer garments will be properly sized, fitted, and fastened to prevent external exposure of undergarments. This does not preclude T-shirts showing at the neck.
- F. The leg openings of shorts will be of adequate fit and coverage to prevent the buttocks, underwear, and internal pockets from being exposed.
- G. All Airmen will not wear sleeveless shirts or tank-tops in dining facilities. Airmen may wear sun or strap tops if only the shoulders are exposed.
- H. Footwear will cover the bottom of the feet completely and be in good repair to avoid being a safety hazard.
Example: Proper fitting shower shoes are acceptable if they cover the bottom of the feet.

11.9.2. The following practices of dress and appearance are **prohibited**:

- A. Bare feet, except where footwear is inappropriate such as swimming pools, playgrounds, or certain areas of gymnasiums.
- B. Clothing with obscene print, profanity, lewd words or drawings.
- C. Clothing items with styles or accouterments which support a country, organization, or any individual who supports or has supported the overthrow of the government of the United States.
- D. Any unsanitary dress or grooming practice.
- E. Appearing in public areas without shirts or blouses. This does not apply to recreational areas where it may be appropriate for men to remove their shirts. Bikinis and swimsuits will only be authorized in a swimming area.
- F. Exposed undergarments and or undergarments worn as outer garments.
- G. **Mix PT gear with civilian clothes whether on or off duty.**

EXAMPLES OF AUTHORIZED AND UNAUTHORIZED ATTIRE



12. Medical/Dental Information

12.1. Emergencies: An emergency is anything involving life, limb, and eyesight, and Mental Health Emergencies, such as, suicidal ideations or attempts. In case of emergency call 911. Once 911 has been called, notify your Charge of Quarters (CQ) desk of the situation so they can notify the on-call MTL and squadron First Sergeant. In the case of a Mental Health Emergency, call 911, notify your CQ desk of the situation so they can notify the on-call MTL and First Sergeant, and stay with a wingman until emergency personnel arrive.

**** IMPORTANT NOTE ****

Students experiencing any of the following acute symptoms or issues outside of the Trainee Health Clinic business hours are advised to refrain from visiting the emergency department. Instead, students should be encouraged to seek assistance at the Trainee Health Clinic promptly on the following morning.

Next Day Care Acute Symptoms are as follows:

- Runny nose
- Sore throat
- Cough
- Painless Rash
- Itchy
- Red
- Sunburn
- Concern for “Pink Eye” if no vision disruption or pain
- Non-traumatic (not caused by an acute defined event) joint or limb pain
- Ingrown toenail
- Mild/Moderate (0-6/10 on pain scale) headache without additional symptoms/complaints
- Diarrhea (non-bloody, <6 episodes in 24 hours)
- Single episode of vomiting
- Vaginal discharge
- Vaginal “irritation”
- Medication refill
- Seasonal allergies

IMMEDIATE evaluation of specific complaints are as follows:

- Chest pain
- Feeling like they are going to “pass-out”
- Abnormal heart beats
- Feeling of things getting stuck when swallowing or recurrent choking
- Severe pain—unable to sleep, bear any weight, or having uncontrollable crying due to pain
- Severe abdominal pain
- Recurrent vomiting (or not able to keep liquids or food in stomach)
- Vomiting blood
- Blood in stool
- Abnormal breathing—unable to speak in full sentences or catching breath between words.

** Students have the right to request immediate medical evaluation **at any time**, and the MTL should ensure this is arranged when requested. The student should be placed on bed rest until their evaluation at Student Health Clinic per the MTL’s discretion and as outlined in AFMAN 41-210; *Tricare Operations and Patient Administration*, para 4.14.6. “Commanders/supervisors have the authority to grant up to 24 hours sick status at their discretion if a member’s illness/injury does not require Military Treatment Facility (clinic) intervention. If the illness/injury persists beyond 24 hours, then the Commander or supervisor must refer the member to the clinic for treatment and subsequent clinical examination.” **

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If put on quarters members are restricted to their dormitory/residence. Prior to heading to your assigned room/domicile you must see an MTL and provide a copy of the Quarters Slip with Personably Identifiable Information (PII) redacted.

NOTE: students will be required to make positive communication with an MTL and provide a copy of the Quarters Slip with PII redacted. While on quarters, personnel are authorized to eat at the dining facility nearest to your dormitory only (not the BX or other eating establishments) or return to the medical treatment facility for further care. If additional medical supplies or means of acquiring food are necessary, ask a friend for assistance and/or notify an MTL.

Isolation:

Students placed on Isolation by Medical Group (MDG) will stay put and contact their MTLs via CQ for further instructions. Do NOT report to the MTL office, schoolhouse, or any other building unless expressly told to do so by your MTL.

Issued/Expired Medications:

All medication that has been prescribed to you are considered controlled substances. You are required to secure them in your wall locker or on your person at all times. Do not leave them out. Doing so can result in disciplinary or administrative action. All expired medications are to be turned in to the nearest pharmacy or disposed of by Squadron Leadership approved methods. Possession or ingestion of another person prescribed medication(s) is illegal. DO NOT SHARE YOUR MEDICATION(S).

Medical Profiles:

A medical profile must be documented on the DD Form 469. If you are put on a profile, a copy must be provided to your MTL and you must retain a copy on your person at all times. MTLs will provide you direction for PT attendance following the instructions and limitations on the profile.

Dental Sick Call:

Dental sick call is not for routine dental care. Students will report to their MTL for the Dental sick call hours. NOTE: Sick Call is not available on weekends, holidays, and family or trainings days.

13. Physical Training (PT)

13.1. Airmen must participate in PT (flight, squadron, or individually led) in accordance with their respective unit's PT policy.

13.2. Physical fitness assessments will be conducted according to Air Force standards and Phase requirements. Airmen are required to have a passing fitness assessment in order to progress in Phase. Refer to DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, and DAFMAN 36-2905 2 AF Supplement for additional guidance and fitness assessment standards.

13.3. Official PT attire is the USAF PTG.

13.4. Squadron commanders may authorize the wear of squadron-specific PT gear (i.e., Morale shirts) during unit PT.

14. Personal Hygiene

14.1. Personal Hygiene Standards: All Airmen will practice good personal hygiene. Good personal hygiene is key to the prevention and control of communicable diseases, infections, and other illnesses such as staph infection, colds, and viruses. Hygiene is a function of personal readiness and failure to maintain good personal hygiene may result in administrative or disciplinary actions. Students must adhere to the highest standards of personal hygiene.

14.2. Hygiene is a function of personal readiness. Practicing proper hygiene daily requires self-discipline. The lack of self-discipline can result in administrative action or separation as outlined in DAFI 36-3211, *Military Separations*.

14.2.1. Showering daily with soap and water is mandatory.

14.3. Laundry: Clothing should be laundered after being worn for an extended period of time (ex: after a day's wear) or the clothing has become soiled or reeks of foul odor due to labor intensive duty or PT. Bedding should be laundered once per week at a minimum.

14.3.1. Laundry facilities within the dormitories are limited. Do not leave laundry in the washer or dryer over one hour after completion. **Students will leave an AETC Form 341 with their name and phone number with their laundry.** In the event the cycle is completed, and another student needs to use the machine, students will contact the other member and remind them to move their laundry. Any laundry that is left in the laundry room over 24 hours will be considered abandoned, and the student could be provided administrative or disciplinary actions.

15. Airmen Developmental Programs

15.1. All NPS Airmen will receive 2 AF implemented Airmanship-200 facilitated briefings. These briefings are designed to promote cultural development in NPS Airmen and equip them with fundamental skills that are essential to effective risk management, situational awareness, and decision-making.

15.2. All squadrons will have a Student Management program. The program intends to properly manage Students Out of Training (SOTs) by teaching and introducing them to Air Force topics explored in the operational domain. Topics may include but are not limited to Air Force Portal, promotions, physical training, EPBs, along with AFSC shadowing/mentoring opportunities. This program is in addition to the Airmanship-200 program.

15.3. **Student Leader.** The purpose of a Student Leader (SL) is to liaise with the MTLs with day-to-day tasks such as accountability, in-processing of new students, student activities, etc. They help improve Airmen morale while enhancing their own personal leadership skills. Student Leaders help lead and monitor personnel assigned to their squadron or placed under their charge. They also ensure dormitory and troop movement policies/procedures are complied with. You can recognize them by the green, yellow, or red aiguillettes they wear on their left shoulder, and each are authorized to pull 341's to assist MTLs in their duties. Each rope is progressive in its responsibility and if you think you have what it takes to fulfill these duties, contact your MTL!

15.4. In order to be considered for one of the developmental roles below, Airmen in training must maintain passing academics, display outstanding character traits, have leadership potential, meet physical fitness standards, exhibit professional behavior and military bearing, show respect for authority, exemplify the high standards of dress and personal appearance, and be willing to correct others who violate standards. Developmental Airmen are identified by the following aiguillettes:

- Green aiguillette: Student Leader
 - Fosters accountability for cleanliness of assigned floor common areas/halls
 - Performs additional duties as assigned by the MTLs
 - Responsible for the conduct and appearance of assigned element while in formation
 - Participates in 1 peer-to-peer training opportunity before receiving a Green aiguillette
 - Maintains daily/weekly detail roster to ensure inspection order at all times on assigned floor
 - Successfully passes the transitory drill and open ranks evaluations before receiving Green aiguillette
- Yellow aiguillette: Student Leader
 - Coordinates liaison activities of Student Leaders with Green aiguillettes
 - Accounts for all personnel of assigned flight
 - Maintains uniformity of appearance of all personnel
 - Schedules dorm daily/weekly details as needed
 - Participates in 2 peer-to-peer training opportunities before receiving a Yellow aiguillette
 - Performs additional duties as assigned by the MTLs
- Red aiguillette: Student Leader
 - Coordinates liaison activities of Student Leaders with Yellow or Green aiguillettes
 - Instructs, directs, and assists in the military training of candidates for Yellow and Green aiguillettes

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- Responsible for the safety, appearance, and timely arrival of all student assigned formations.
- Plans, schedules, and conducts meetings with all assigned Student Leaders
- Ensures that Student Leaders with Yellow or Green aiguillettes read all applicable information pertaining to the performance of Student Leader duties
- Participates in 3 peer-to-peer training opportunities before receiving a Red aiguillette.
- Performs additional duties as assigned by the MTLs
- White aiguillette: Community Liaison
 - Assist Chaplain and Religion Affairs team with morale and chapel support within their squadrons
- Teal aiguillette: Sexual Assault Prevention & Response (SAPR) Program liaison
 - The SAPR Program liaisons provide assistance with peers in their squadron
- Black aiguillette: Drill/Special Activities Team
 - Trains and assists with evaluation of all Student Leader candidates.
 - Assists MTLs with open ranks inspections
 - Assists with formation marching; may act as formation commander
 - Successfully passes the transitory drill and open ranks evaluations before receiving Black aiguillette
 - Airmen that practice military drill and marching movements, perform at drill competitions, and showcase the military image

16. Personal Obligations and Financial Management

16.1. Financial management is every Airman's responsibility. It is imperative that you receive all applicable pay entitlements (e.g., BAH, BAS, dependent pay, etc.). You can locate your pay entitlements in your Leave and Earnings Statement (LES). If you are married or have legal dependents, it is your responsibility that dependent obligations are met at all times. **Notify an MTL or First Sergeant immediately if you do not receive pay entitlements, have questions about your pay or entitlements, or if you need additional information on financial management resources.**

17. General Dormitory Rules and Guidelines

17.1. Teamwork and discipline are vital components of our Air Force. You and your roommate must work together to meet room standards. If your roommate fails to be a team player, talk to your MTL immediately. Airmen are responsible for keeping assigned dormitory rooms clean and in inspection order at all times. Rooms are subject to inspection at any time.

17.2. Airmen are responsible for keeping common areas clean. Common areas in the dormitories include but are not limited to hallways, dayrooms, laundry rooms, classrooms, other meeting areas, common access latrines, and outside common areas (approved smoke pits and picnic areas). Airmen will respect the rights of others by keeping common areas clean at all times and by remaining professional.

17.3. Airmen assigned to specific floors, hallways, or wings will be responsible for their respective common areas. Failure to ensure cleanliness can result in mandatory cleanings, loss of privileges, and/or corrective actions.

17.4. Personal trash **will not** be emptied or left in common areas or trash cans. Take your personal trash to the dumpster closest to your dormitory area.

17.5. Airmen assigned to rooms with common areas share the responsibility for keeping the areas neat and clean. Cleanliness of rooms with single occupancy is entirely the responsibility of that occupant.

17.6. All Airmen will participate in mass squadron clean-up events and G.I. parties at least weekly.

17.7. The following items are prohibited in all NPS Student Unaccompanied Dormitories/Facilities:

Pets	Incense	Plug-in Air Fresheners
Dye (hair or other)	Drano or similar items	Torches
Candles	Cooking appliances	Illegal drugs/unauthorized medication
Obscene posters or items advocating racism/drugs	Alcohol/Liquor	Firearm, weapons of any kind, ammunition, and bullet proof vests
Knives with a blade longer than 3inches.		

Notes:

1. Airmen may store lighters in the wall locker.
2. New candles with unused wicks may be displayed.
3. Microwaves are authorized if provided by your squadron.
4. Medicine prescribed to the occupant is acceptable as long as it is not expired; it must stay in original packaging and secured in wall locker to prevent pilferage (exception: refrigerated medications). If medication was received without a label, expiration, or name contact MTLs immediately.
5. BB, paintball, pellet, dart, air pistols/rifles, blowguns, nerf guns, knives with a blade more than 3 inches, bow and arrows, martial arts equipment, slingshots, etc. are considered weapons.
6. Heat oil diffusers or any other similar product that produce heat are prohibited.
7. Large electronic devices are highly discouraged as they can be stolen and will be difficult to ship prior to departure.
8. Tobacco product to include vapes must be secured in wall locker when in the dorms.

17.8. Any pornography or items depicting the human body in a sexually explicit nature, intimate sensual/sexual products (e.g., sex toys, lubricant, etc.) will remain locked up when the room is unoccupied. Airmen should have discretion and respect for all room occupants.

17.9. Airmen will not rearrange, move, or discard dormitory furniture unless directed and supervised by an MTL or facility manager.

17.10. Room Inspection Grading Criteria. Dormitory rooms are subject to inspection at all times and should always be in inspection order. Each room will be graded on the following areas: furniture, bed, trash/floor, sink area, latrine, security, safety and overall cleanliness. All Airmen occupying the room will be held responsible for meeting all criteria listed below unless determined otherwise by an MTL:

17.10.1. Four or more demerits in one or more areas will result in a room inspection failure.

17.10.2. Safety or security violations will constitute an automatic failure.

17.10.3. Extreme foul odor due to bad hygiene or lack of cleanliness will constitute an automatic failure.

17.10.4. Dormitory rooms must utilize door tags to clearly identify all occupants at all times. Any room that is not properly identified by a filled outdoor tag will constitute an automatic failure. Door tags are not notebook paper, duct tape, or anything other than the official printed tag provided by an MTL.

17.10.5. **Safety violations** (may include, but are not limited to):

17.10.5.1. Unsecured cables/cords lying across the floor.

17.10.5.2. Extension cords (will be written up as a demerit; surge protectors will be used instead).

17.10.5.3. Items stacked too high on furniture, wall locker, etc.

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17.10.5.4. Items left plugged in when not in use (e.g., curling irons, hair dryers, flat irons, clothes irons, cell phone charger, etc.). This does not include items that came with the room such as lamps, microwaves, and refrigerators.

17.10.5.5. Wet floors.

17.10.5.6. Items hanging from ceiling.

17.10.5.7. Cooking devices other than issued microwaves.

17.10.6. **Security violations** (constitutes an automatic room failure when occupant is not in the room):

17.10.6.1. Anything with your social security number (e.g., dog tags, medical waivers, orders, etc.).

17.10.6.2. Prescription medication (unless required to be refrigerated).

17.10.6.3. Room or locker keys/wall locker combo.

17.10.6.4. Unsecured wall lockers, unlocked entry door or latrine door (if shared latrine), or unlocked windows (any floor/level) will be grounds for an automatic room failure for all occupants.

17.11. **Room Inspection Standards.** When any item in a room, bay, floor, etc., becomes damaged or stained, it must be reported to an MTL or dorm manager immediately. Airmen may be held financially liable for any damage. Always ask an MTL for clarification on any item

17.11.1. **Trash Cans:** Each room must display at least one (issued) trash can in a common area. Trash cans will be clean, empty, and lined when room is unoccupied. Trash cans will be lined with a plastic bag at all times.

17.11.2. **Carpet/Floors:** Keep floors clean, dry, and clear of debris. Sweep and mop tile floors, including behind the toilet. Do not wax latrine floors. Vacuum carpet and/or rugs. Sweep along baseboards and corners. Clean under, around, and behind all furniture.

17.11.3. **Mirror/Medicine Cabinet/Soup Tray:** Ensure mirror(s) are clean and free of water spots and smudges. Clean the soap trays and shelves inside the medicine cabinet. Clean light fixtures to avoid dust build-up.

17.11.4. **Doors:** Entry doors must be secured when the room is unoccupied. Rooms will be clearly identified with a properly completed door tag. Do not attach any items to the interior/exterior until specified by your MTLs. Do not hinder the door from locking, opening, or closing. Doors must remain properly shut and will not be propped open in any way when leaving the room. Doors must be wiped down and clean.

17.11.5. **Walls/Ceiling:** Do not hang anything on the walls, vents or ceilings. Nothing will be glued, taped, nailed or affixed to any wall or ceiling at any time. Dorm room lights will be turned off when the room is not occupied.

17.11.6. **Wall Lockers:** Do not hang anything on wall lockers. Ensure wall locker is locked and secured when room is unoccupied. Locker should be kept in an orderly manner at all times. Do not put trash of any kind in your wall locker. An unsecured wall locker when you are not in the room is an automatic room-failure security violation.

17.11.7. **Refrigerator:** Must be clean inside and out, to include the rubber seal. Remove all mold, mildew, food spills/spots, etc. Defrost refrigerators to prevent frost build-up. Do not leave moldy or spoiled food in the refrigerator. Prescription medication may be stored in the refrigerator if storage instructions require. Store open foods in containers (e.g., Zip lock, Tupperware, Rubbermaid, etc.) to prevent odor and insects.

17.11.8. **Odors:** Extreme foul odors will constitute an automatic room inspection failure. If odor is coming from HVAC, ensure to report it to your MTL or dorm manager.

17.11.9. **Laundry:** You may keep **ONE** bag/basket of dirty laundry displayed neatly in your room. When the

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bag/basket is full, you must wash your laundry; do not let it build up or overflow. Dirty laundry will not be left on your furniture or on the floor. Wet or foul smelling laundry must be washed as soon as possible.

17.11.10. Shoes: May be stored neatly in the wall locker or under the bed and must be free of dirt and debris.

17.11.11 Furniture: This includes beds, desks, chairs, lamps, nightstands, etc. Beds will be made in a neat and wrinkle free manner. Linen is mandatory on an assigned bed and must be clean and serviceable. For rooms with one occupant, only one bed must be made with linen. Pillows will be placed neatly at the head of the bed. Display a completed AETC Form 341, *Excellence/Discrepancy Report*, centered on the pillow. All furniture must be clean and clutter free. All drawers may be inspected and should be neatly organized, uncluttered, and without security/safety violation. Do not store dirty clothes, trash, or open food/drink containers, inside any drawer.

17.11.12. Bathroom: Mirrors must be clean and free of water spots and smudges. Soap trays and shelves inside the medicine cabinet must be organized and clean. Sink and countertop must be clean and neat. A few personal hygiene products may be stored on the countertop. The under sink area must be kept clean, neat, and orderly. Toilets must be thoroughly cleaned, including the seat, under the rim, in the toilet bowel and all porcelain areas. **Toilet must be flushed (do not attempt to flush anything other than toilet paper and bodily waste) and an unflushed toilet is an automatic room failure!** Clean the walls, floor, showerhead, soap holder and curtain/door of the shower. All tiles should be free of mold, mildew, soap scum, etc. Curtains/doors must be left in the closed position at all times. Towels, if displayed, must be clean and neat. Items authorized for display in the shower includes bath sponges, wash clothes, loofas, body wash, bar soap, shampoo, conditioner, and razors. These items must be neat and will be removed if empty.

17.11.13. Windows/Blinds/Curtains: Ensure windows, blinds, curtains, and ledges are clean and free of dust. Keep windows locked when the room is unoccupied, regardless of floor.

17.11.14. Mold Prevention: To prevent the presence of excess moisture, which can develop mold, all rooms having an adjustable thermostat must set the thermostat to "Automatic," 73 degrees and be turned on at all times. For those without a digital readout, the dial should be placed midway between the maximum and minimum setting (or where needed to achieve comfort without being excessively hot or cold). Also, all dormitories' latrine doors should be left open at all times when not in use and when a room is unoccupied. For rooms with a shared latrine, at least one door must be left open at all times when not in use to ensure adequate ventilation.

18. Alcohol, Drugs and Tobacco/Nicotine

18.1. Drugs.

18.1.1. The use of illegal drugs or unauthorized use/possession/distribution of prescription drugs will not be tolerated in the Air Force. Any involvement with illicit drugs is punishable under the Uniform Code of Military Justice (UCMJ) and may result in a court-martial and/or discharge.

18.2. Alcohol and Tobacco

18.2.1. Alcohol: Airmen will not possess, purchase, or consume alcohol if under the age of 21. Possession of alcohol or empty alcohol containers is prohibited in the dormitory and the immediate campus area. The 37 TRG defines the campus as all areas surrounding technical training dormitories on JBSA-Lackland, Camp Bullis, JBSA-Lackland Chapman Training Annex, Wright-Patterson AFB, Fort Gregg-Adams, or Port Hueneme. Airmen of legal age will not distribute alcohol products to those under the age of 21 and who are not in phase III. Airmen will adhere to their respective Squadron Commanders alcohol policy.

18.2.2. Alcohol: Students shall not be required or encouraged to consume alcohol for any purpose, including as a method of gaining acceptance in the training community.

18.2.3. Tobacco/Nicotine: Airmen will not possess, purchase, or use tobacco or nicotine products, if under 21 (including vape). If allowed Airmen in civilian attire will only use products in designated student smoking areas.

Airmen of legal age will not distribute nicotine or tobacco products to those under the age of 21 or those not in the proper phase (see phase table for details).

19. Hazing/Bullying

19.1. Hazing.

19.1.1. Any conduct by any member that causes another member, regardless of service or rank, to suffer or exposes them to a cruel, abusive, humiliating, or oppressive activity is hazing. Hazing is prohibited! No member will engage in hazing or consent to having any acts of hazing imposed on them at any time. Report all hazing or suspected hazing to your chain of command immediately.

19.2. Bullying.

19.2.1. Bullying is any verbal, physical, social, or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more individuals. Cyberbullying is a form of bullying over information and communication technologies and is viewed as equally malicious. Bullying can involve humiliation, domination, intimidation, victimization, and all other forms of harassment (e.g., sex, race, homosexuality, transgender, etc.). Examples of bullying include but are not limited to name-calling, sarcasm, insults, physical contact intending to cause harm, excluding/alienating individuals, spreading rumors, intentionally damaging an individual's possessions, malicious/inappropriate use of SMS/text messages, email messages, camera phones, any other type of video recording device, etc.

19.2.2. Bullying has no place in the profession of arms and will not be tolerated. It is expected that all members will act professionally and with the utmost dignity and respect up and down the chain of command. Members will treat each other with respect and strive to maintain a professional environment at all times. Report all bullying or suspected bullying to your chain of command immediately.

20. Discrimination

20.1. The Air Force has **zero tolerance** for discrimination of any kind. It is prohibited for any Airman, military or civilian, to unlawfully discriminate against, harass, intimidate, or threaten another individual.

20.2. The Air Force will promote an environment free from unlawful discrimination and sexual harassment. It provides equal opportunity and fair treatment for all members based on merit and performance regardless of race, color, religion, national origin, age, gender identity, sex, or orientation. Report any incidences of discrimination to your chain of command or through the Equal Opportunity office.

21. Sexual Assault Reporting

21.1. The Department of Defense has **zero tolerance** for sexual assault because it is a crime and violates our Core Values. The Air Force is a family. Therefore, we don't prey on one another; we protect each other. Sexual assault affects everyone: individuals, the unit, and the Air Force itself. This is why an assault on any Airman is an assault on all Airmen. You are training to defend each other in the most dangerous situations. Protect that training and that trust by acting to prevent sexual assault.

21.2. When sexual assaults happen, respond sensitively to the victim and accused, regardless of gender. Listen empathetically, without judgments. Refrain from gossip. Rise above idle talk that can only hurt other Airmen. Know the roles that contribute to sexual assault – perpetrator, facilitator, passive and active bystanders. You should always have the courage to be an active bystander. Know that sexist jokes and sexist gender expectations can contribute to sexual assault. Take a stand against any disrespectful behaviors toward others.

21.3. Reporting Options.

21.3.1. Restricted Reporting. This option is available to Airmen who are victims of sexual assault and wish to confidentially disclose the crime to specifically identified individuals and receive medical treatment and counseling without triggering the official investigative process. Service members who are sexually assaulted and desire restricted reporting under this option should contact a Sexual Assault Response Coordinator (SARC), Sexual Assault Prevention and Response (SAPR), healthcare providers, chain of command (not law enforcement oriented). Note: Victim Advocates are also a way to make restricted reporting. Reporting to chain of commander can trigger an investigation. But until the victim tells law enforcement, they can have restricted reporting even if chain of commander is aware of the incident.

21.3.2. Unrestricted Reporting: This option is available for victims of sexual assault who desire an official investigation of the crime. When selecting unrestricted reporting, the victim should use current reporting channels: chain of command, law enforcement, SARC, or request healthcare providers to notify law enforcement. Upon notification of a reported sexual assault, the SARC will immediately assign a victim's advocate. At the victim's discretion/request, the healthcare provider shall conduct a Sexual Assault Forensic Examination (SAFE) to aid in the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

24/7 Sexual Assault Response Line:

JBSA-Lackland – 210-808-7272

Fort Gregg-Adams – 804-894-0029

Port Hueneme – 805-207-5309

Wright Patterson – 937-689-2154

22. Social Media Use/Reporting

22.1. Social Media Use/Guidance. The Air Force views social media sites positively and respects your rights as Americans to use them to express yourself. However, by the nature of your profession, you are always on the record and must represent our core values. AFI 1-1, *Air Force Standards*, outlines how Airmen should conduct themselves on social networking websites.

22.1.1. You are responsible for what you say and post on social networking services and any other medium.

22.1.2. Consider how a post can be interpreted by the public. Be cautious about crossing the line between funny and distasteful. If one has doubts about whether one can or cannot post something, err on the side of caution. If the post in question concerns the Air Force, discuss the proposed post with your supervisor or with Public Affairs.

22.1.3. Maintain appropriate communication and conduct with peers.

22.1.4. Unless in an official capacity, Airmen will not contact any permanent party personnel through any social media platform, text message, direct/instant message, etc., to include but not limited to, “liking,” providing a “thumbs up,” or expressing an emotion through an emoji or character.

22.1.5. Implementing Operational Security (OPSEC) at work and at home enables mission success by eliminating adversary options. Keep all of the above information in mind when posting on social media. Be familiar with the security settings on your social media accounts. It is good practice to make your accounts private so that your profiles and the information you share are not public to everyone. Information that may compromise OPSEC should not be discussed via Air Force-managed social media.

23. Regular/Emergency Leave

23.1. Red Cross notifications are sent by the Red Cross at the recommendation of a medical professional to a member's unit in the event of an immediate family emergency. This is required for emergency leave. Your chain of command will need the following information for emergency leave consideration: Red Cross notification number, your rank, name, contact information, relative names, and reasoning for the notification.

23.2. While in Initial Skills Training, ordinary leave is not authorized except for extenuating circumstances (e.g., birth of a child). Your Squadron leadership should determine if leave should be approved. Graduates in Phase III with no disciplinary actions on their record (Art 15, commanders hold, LOC, LOR, under investigation, etc.) are authorized to take ordinary leave with approval from Squadron leadership. Leave will not interfere with any follow-on training or assignments. You are responsible for all travel arrangements and expenses.

24 Support Agencies

24.1. **Chaplain Corps.** Chaplains are here first and foremost to help you. If you need to engage with a chaplain, contact your MTL to get you scheduled for an appointment or walk-in.

24.2. **Military & Family Life Counseling (MFLC).** The MFLC supports Airmen, their families, and survivors with non-medical counseling worldwide. Trained to work with military personnel, MFLC counselors deliver valuable face-to-face counseling for hardships or services. Contact your MTL to get you scheduled for an MFLC appointment.

25. Recruiter Assistance Program (RAP)

25.1. RAP allows graduates to return to their hometowns to assist the local recruiter. RAP is not a "free leave" program for graduates. Recruiting squadron commanders select only deserving Airmen to participate. Individuals with any disciplinary issues will not be considered. A Letter of Reprimand (LOR), Unfavorable Information File (UIF), Control Roster, or Non-judicial Punishment (NJP) disqualifies you from participating in RAP, per AFRS RAP Handbook, Paragraph 3.f. Your MTL will brief you on the application procedures.

26. *Spectrum of Resilience*

26.1. The Spectrum of Resilience, found on the service's Integrated Resilience website, provides supportive opportunities and resources across the Department of the Air Force.



27. Quick Reference Phone Chart:

Emergency: 911				
National Suicide Hotline: 988				
	JBSA-Lackland	Fort Gregg-Adams	Port Hueneme	Wright Patterson
	343 TRS 344 TRS	345 TRS	346 TRS	342 TRS
24/7 SARC Hotlines:	210-808-7272	804-894-0029	805-207-5309	937-689-2154
Law Enforcement Dispatch (BDOC)	210-671-2018	804-734-7400	805-982-4591	937-257-6516
First Sergeant	343 TRS: 210-671-6077 344 TRS: 210-671-4906	804-765-1264	805-982-5334	937-938-3087
Charge of Quarters (CQ)	343 TRS: 210-671-2223 344 TRS: 210-671-2285	804-765-2979	805-982-3069	937-522-6770
Medical Appointment Line	Reid: 210-292-4277	804-734-6093	805-982-6320	937-255-4809
Area Defense Counsel	210-671-2924	757-764-5607	210-671-2924	937-257-7841
Chaplain's Office	210-671-9601	804-734-6494	805-207-3409	937-257-7427
Chaplain After Hours	210-428-0836	804-586-0924	805-469-1048	937-257-6314
Equal Opportunity Office	210-671-4284	210-652-4007	210-671-4284	937-257-2789
Finance Office	210-671-2807	757-764-3333	805-276-4606	937-257-3202
Legal Office	210-671-3362	757-225-6107	805-989-7309	937-257-6142
Military Family Counselor	210-439-5124	804-965-3009	805-982-3640	937-257-3592
Military & Family Readiness Center	210-671-4057	804-734-6210 804-734-7353 (stress management)	805-982-5037	937-257-3592

28. Air Force References:

Refer to the following references for more information:

AETCI 36-2651, *Basic Military and Technical Training*

AETCI 36-2909, *Air Force Professional Relationships and Conduct*

AFI 32-6000, *Housing Management*

AFMAN 41-210; *Tricare Operations and Patient Administration*

DAFI 36-2903, *Dress and Personal Appearance of Department of Air Force Personnel*

DAFI 36-3211, *Military Separations*

DAFI 48-151, *Thermal Stress Program*

DAFMAN 36-2905, *Department of The Air Force Physical Fitness Program*

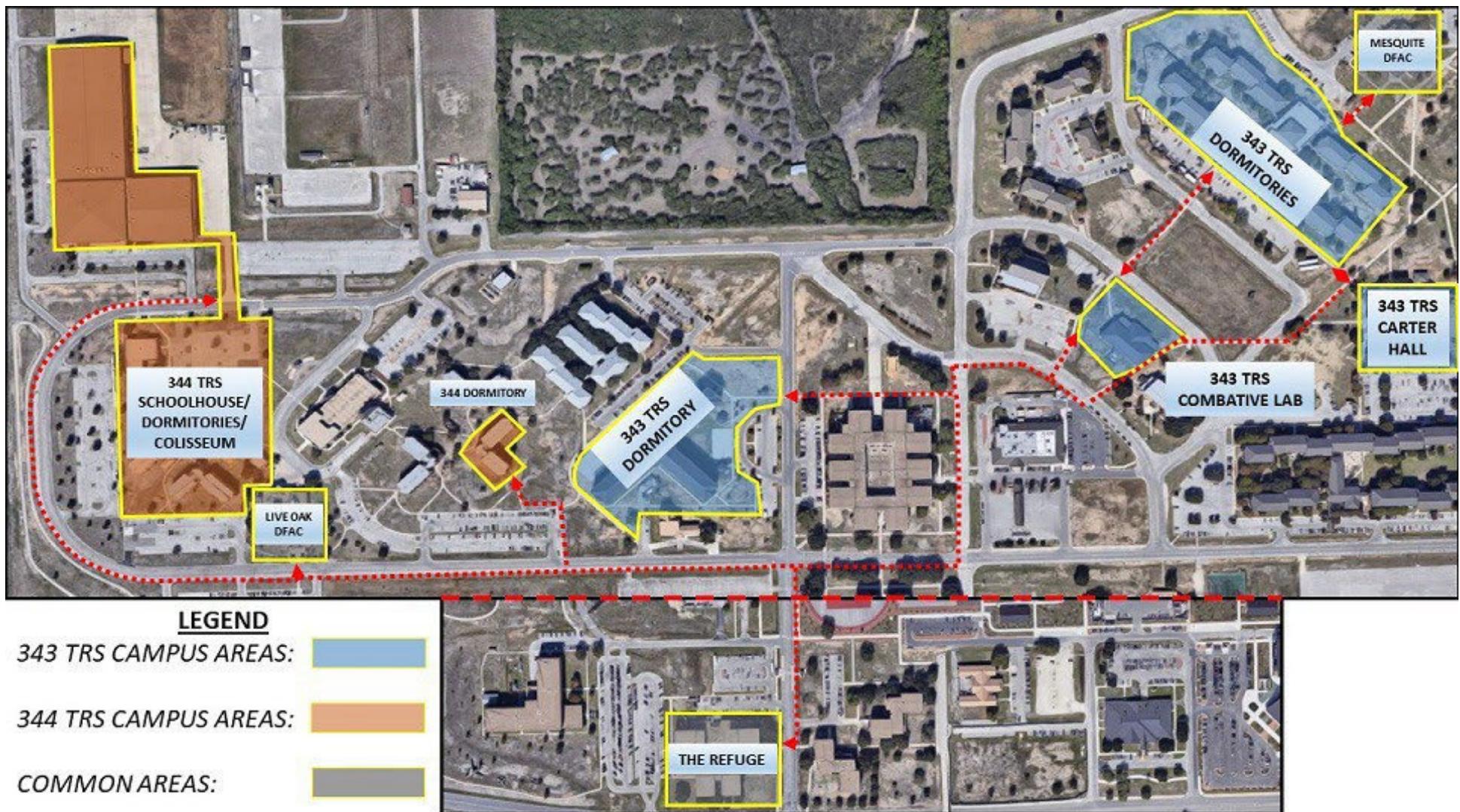
DAFMAN 36-2905 2 AF Supplement, *Department of The Air Force Physical Fitness Program*

DAFPAM 34-1203, *Drill and Ceremonies*

Attachment 1: JBSA-Lackland Approved Routes of March



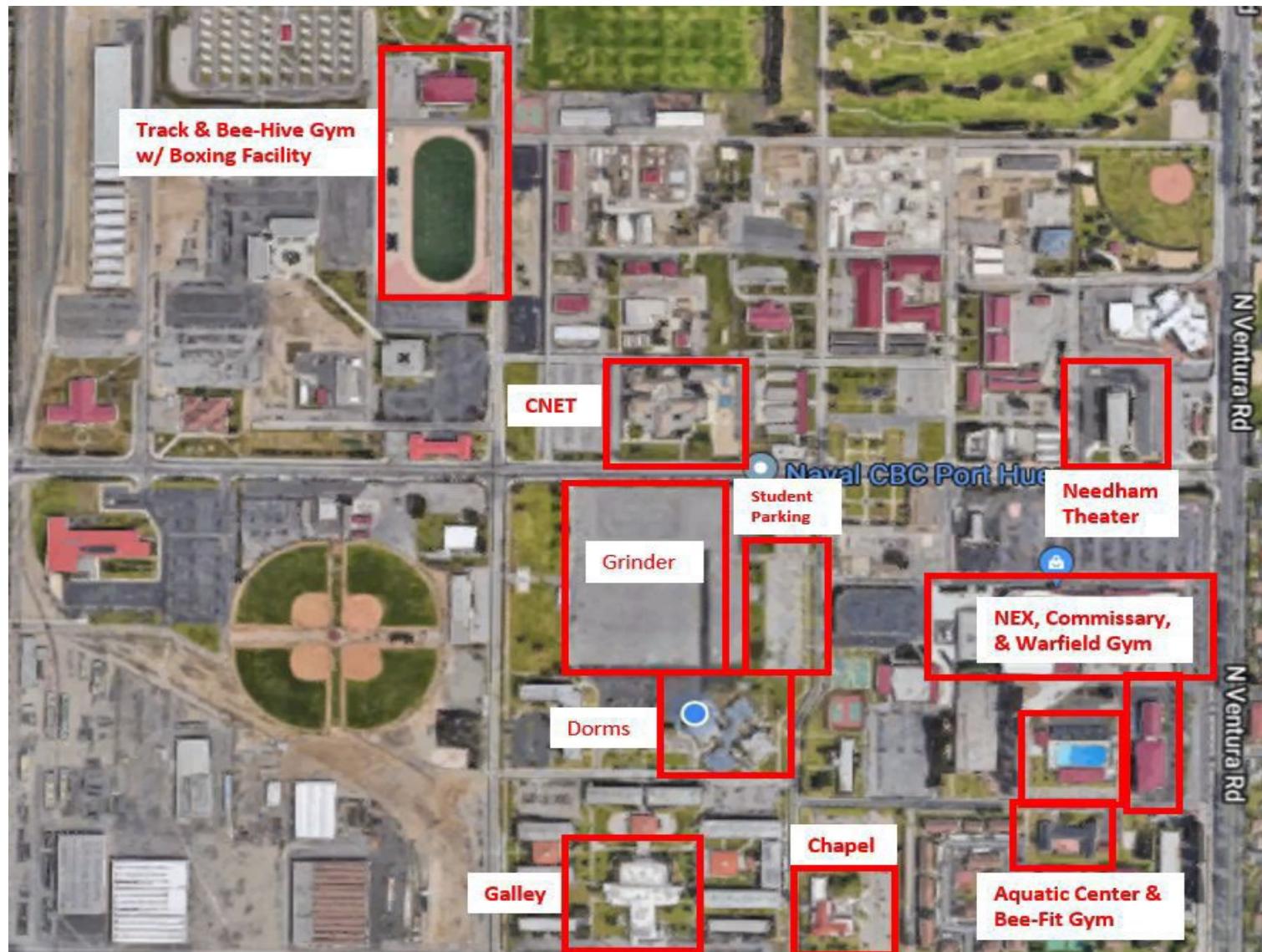
Attachment 2: JBSA-Lackland Campus Area



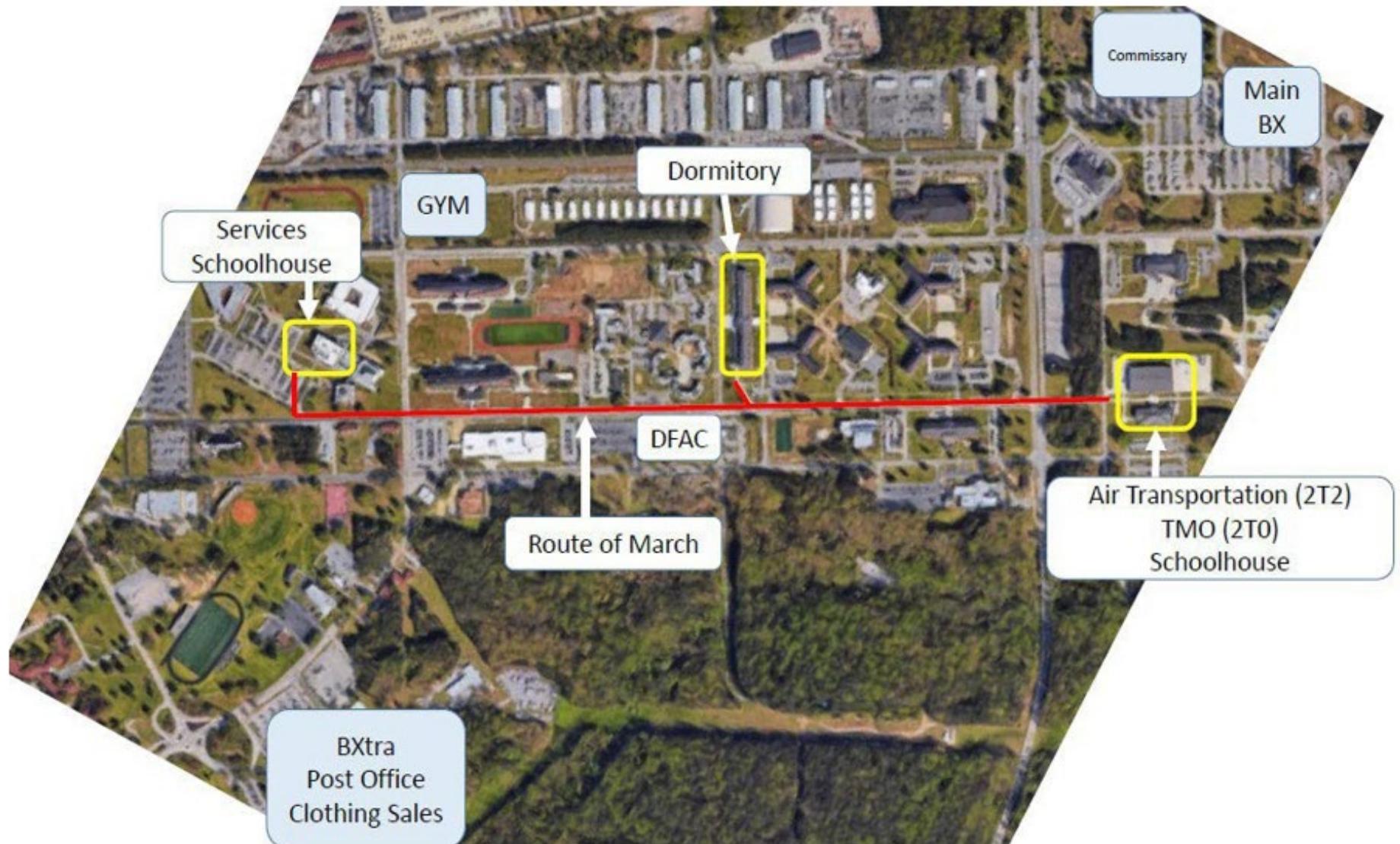
Attachment 3: Camp Bullis Campus Area



Attachment 4: Port Hueneme Campus Area

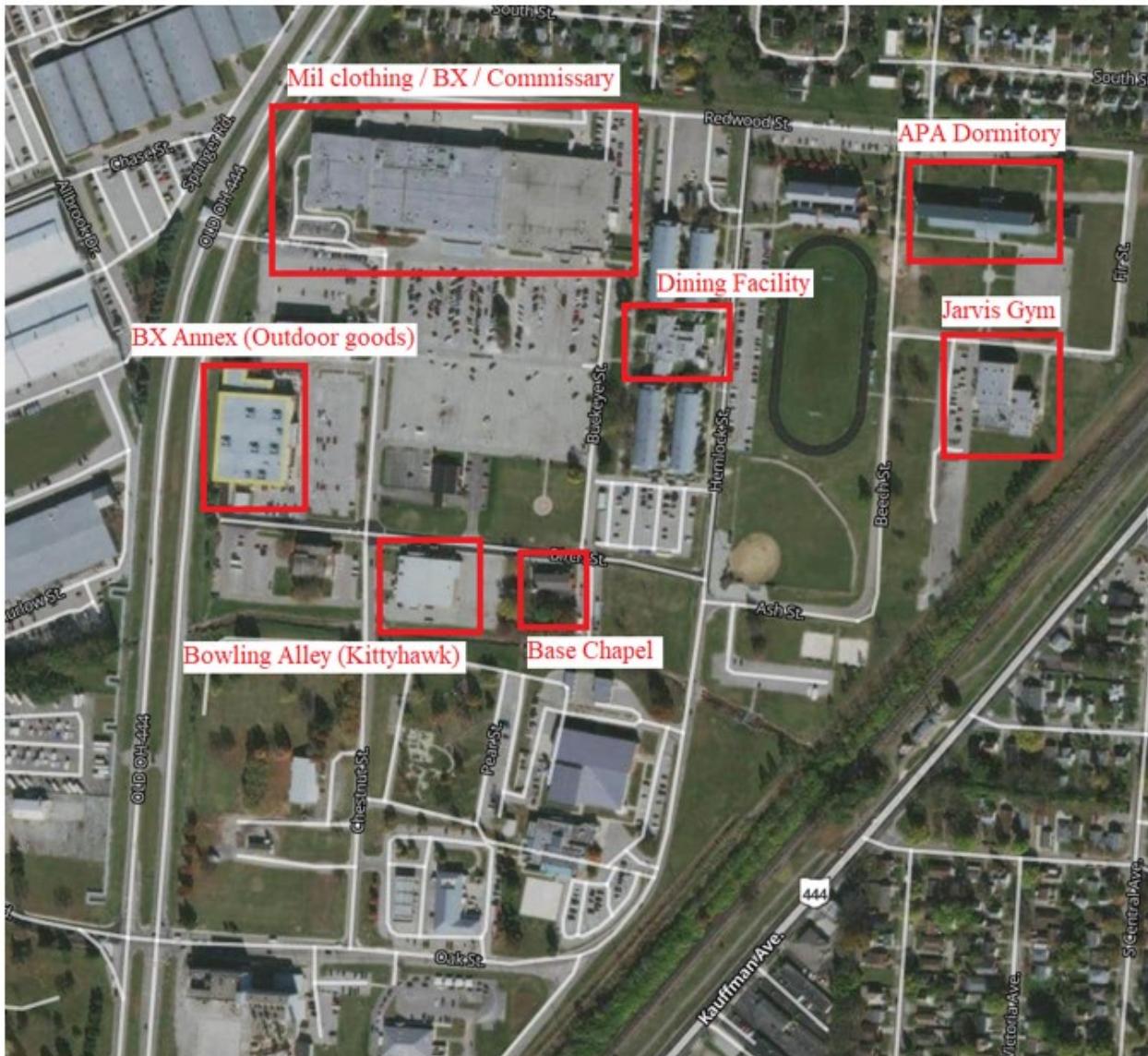


Attachment 5: Fort Gregg-Adams Campus Area



Attachment 6: Wright-Patterson Campus Area

WRIGHT-PATTERSON AFB AREA A



WRIGHT-PATTERSON AFB AREA B



Attachment 7: Flag (WBGT) Heat Index Guide

Flag Conditions are dictated by the Wet Bulb Globe Temperature (WBGT), which is a temperature index used to determine heat conditions. There are five different colors of flags (image below) that can be flown (white, green, yellow, red and black), which identify the specific temperatures and humidity conditions. Your MTL will guide your physical activities based on the flag conditions to ensure you stay hydrated.

Heat Category	WBGT Index (°F)	Easy Work (250 W)		Moderate Work (425 W)		Heavy Work (600 W)		Very Heavy Work (800 W)	
		Weapon maintenance, marksmanship training, drill and ceremony		Patrolling with 30 lb load, low and high crawl, dig defensive position		Patrolling with 45 lb load, four-person litter carry (180 lbs), jogging 4 mph		Two-person litter carry (150 lbs), move under direct fire, obstacle course	
		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 1/4)*	20/40 (50)*	1 (1 1/4)*	10/50 (20)*	1 (1 1/4)*
5 (BLACK)	> 90	NL	1	20/40 (70)*	1 (1 1/2)*	15/45 (45)*	1 (1 1/2)*	10/50 (20)*	1 (1 1/2)*

This guidance will sustain performance and hydration for at least 4 hours of work in the specified heat category.

CAUTION: Hourly fluid intake should not exceed 1.25 quarts. Daily fluid intake should not exceed 12 quarts.

²Fluid needs can vary based on individual differences ($\pm 0.25 \text{ L/day}$) and exposure to full sun or full shade ($\pm 0.2 \text{ L/day}$).

³Rest means minimal physical activity (sitting or standing) in the shade if possible.

⁴Body Armor - Add 5° F to WBGT index in humid climates.

⁵NBC (NQD PR 4) - Add 10° E (Easy Work) or 20° E (Moderate or Hard Work) to WBGT index.