

# **WOLF PACKET**

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# *336<sup>th</sup> TRS Command Team Welcome*

New Red Wolves,

Congratulations on graduating from BMT and welcome to the next phase of your Air Force/Space Force career – technical training! The 336<sup>th</sup> Training Squadron is home to Air Force and Space Force cyber training. We award 5 Air Force/Space Force Specialties in our schoolhouse – Knowledge Management, Computer Programming, Client Systems, Cyber Systems Operations, and Cyber Surety. The 336<sup>th</sup> Training Squadron has a dedicated team of Military Training Leaders (MTLs) and Instructors who are excited about your arrival and ready to help you transform into a cyber-warfighter for the world's greatest Air and Space Force.

For years, wars were fought by armies on land, airplanes in air, and ships on the sea. Today, wars are fought in cyberspace by cyber warfighters like yourselves, and our nation expects us to win in war, not come in second place. YOU are the next generation of cyber warfighters our nation needs.

Welcome to the team!

This packet is designed to provide you key information to be successful in technical training. Please read through it and be familiar with the expectations. If you have any questions, please do not hesitate to ask a MTL or anyone in your leadership chain of command.

Respectfully,

Ken Hirose, Lt Col, USAF Commander, 336<sup>th</sup> TRS  
Nicholas Scott, CMSgt, USAF Superintendent, 336<sup>th</sup> TRS  
Veronica Logan, SMSgt, USAF First Sergeant, 336<sup>th</sup> TRS



# **MTL Team Welcome**

Congratulations on your graduation from Air Force Basic Military Training! Let us, the 336<sup>th</sup> Training Squadron Military Training Leader team, be amongst the first to welcome you to Technical Training - the next step in your journey to becoming operational members of the United States Air Force and Space Force. Your time here will be the technical foundation upon which the rest of your career is built. While it is up to you to decide how solid that foundation will be, know that you are not the only one depending on it.

When you proceed on to your next base you will serve alongside men and women who need to be able to rely on the skills, you will be learning during Tech School. Not only will they be depending on you, but so will their families. Your dedication to studying, or lack thereof, could be what determines whether a father, mother, son, or daughter gets to go home. Be incredibly proud of the commitment you made to defend your nation, but also be aware of the immense responsibility that comes along with it.

Your main focus here is to study and graduate. The Air Force and Space Force has entrusted your MTLs to help you succeed in that while also developing into well-rounded, responsible, and trustworthy Airmen and Guardians. Expect us to demand excellence from you in the same way we demand it from ourselves. As our fellow Airmen and Guardians, you deserve our best every day, and we expect your best in return. Through the information in this book and our assistance, you will have all the tools and information you need to deliver on that expectation.

You got this! And we got you!

By completing Basic Military Training, you have demonstrated an ability to be successful in the Air Force and Space Force. You found that success by following the direction of your leaders and applying yourself to meeting challenging expectations. Technical Training is no different. You will find success here if you continue to hold yourself to high standards and live by our Core Values:



**Integrity First**

**Excellence in All We Do**

**Service Before Self**

These three statements are the bedrock upon which your Airman/Guardianship has and will continue to be built. This first section of the booklet will continue to build upon that foundation, empowering you with all of the initial information you need to complete Technical Training and have an outstanding start to your Air Force or Space Force career. We will cover schedules and expectations, through which you will show us once again that you have what it takes to be a member of the United States Air Force and Space Force.

Hundreds of thousands made it through Keesler Air Force Base and Technical Training before you – you can do it as well. If you follow the advice and guidance provided for you, there is no doubt that you got this!

## **Duty Day Mandatory Items**

There are certain items that you will have on you at all times; items 6-9 are only required during the Duty Day. Failure to have these items will result in progressive discipline. The mandatory items are as follows:

1. Transition Card
2. CAC
3. Reflective Belt
4. Minimum of 6 properly filled out 341s.
5. Face mask
6. Black Backpack (No logos.) \*Camo Backpacks are not authorized.
7. Rain Parka/ECWW (OCPs) or All-Weather Coat (Blues)
8. Black or Blue ink pens to take notes.
9. Solid black gloves— plain, with no logos

## **IP Shopping List:**

- Alarm Clock (if you do not have one)
- Hygiene Products
- Laundry Detergent
- Note Taking Materials
- ID Holder (Optional)

## **Reporting Statements / Procedures**

When initiating a conversation with any permanent party member, you will go to the position of Attention, and then begin with a Reporting Statement. The reporting statement is as follows:

“Sir/Ma’am, \*Rank\* \*Last Name\* reports as orders.” This is consistent with BMT.

You will then wait to be acknowledged. Once acknowledged, you may continue with what you wanted to speak about. You will remain at the position of attention until told you may change to a different position.

Once you are finished with your conversation, you will go back to the position of attention and then execute a facing maneuver to depart the area.

## IP Week:

Bring **ALL mandatory items** with you. You have no excuse for not having 6 properly filled out 341's, your transition card, etc. by this point. Cellphones are **only** authorized in the 336<sup>th</sup> Squadron. Always strive to show up at least **15 minutes early**. If you are taking **medications or dietary supplements**, write them on a 341 / turn it into the IP MTL today so they can inform medical in an emergency.

This is the day to coordinate going to any administrative offices for admin related issues such as CAC issues or finance. **Coordinate these appointments with the IP MTL prior to leaving to the Levitow.** You will **always get an appointment slip** approved anytime you are deviating from your regular daily schedule!

**NO** Airmen and Guardian will visit the Shopette, Big or Mini BX, Commissary, Bowling Alley, and / or Vandenberg, **during** the duty day. **Airmen and Guardians will also only get lunch at one of Keesler AFB's Dining Facilities** (Azalea or Magnolia) during the duty day.

\*Times may vary. See Slack for updates

<b>Monday: Holbrook IP room NLT 0530</b>		<b>Tuesday: PT at 0550/Holbrook IP Room NLT 0730</b>	
0820	All Airmen/Guardians in Seats Levitow Briefings Room	0935	All Airmen/Guardians in seats Levitow Briefing Room
0835	Superintendent of Military Trainings	0945-1015	81 TRW/CC & CCC
0900-1030	*Mental Health/Suicide Awareness & *Substance Abuse	1020-1055	81 TRG/CC & CCC
1030-1130	Lunch	1055-1130	Guard/Res Briefing
1145-1345	*Safety	1130-1230	Lunch
1400-1430	Chaplain	1230-1350	Airmanship 200
1430-1500	OPSEC	1350-1400	Blood Recruitment
1500	Released to Squadron IP Room	1400-1430	*A&FRC
		1430-1500	TMO
		1500-1630	Courageous Conversations
		1630	Released to Squadron IP Room
<b>Wednesday: Holbrook IP Room NLT 0615</b>			
0745	All Airmen/Guardians in seats Levitow Briefing Room		
0800-1110	*SARC Accessions 2		
1100	Lunch		
1230-1300	SPC		
1300-1345	Military Justice Briefing		
1350-1415	TriCare/Humana		
1430-1500	FSS		
1500-1515	OSI		
1515	Released to Squadron IP Room		

## After IP Week:

IP Week will only last for your first week at Keesler AFB. Your schedule changes drastically afterwards, and your daily schedule will be dictated by whether you are in-class currently or waiting to get into class. On the first Duty Day after IP week, follow the below guide to get into the flow of regular Technical Training:

Your first accountability will be NLT 0600 **GET BREAKFAST PRIOR!**

You will almost never be given time to get breakfast after accountability. Be in formation in your bay on the

Smith Drill Pad by 0555. **Take your trash to the dumpster by 0550!** If it is a Monday or Wednesday, show up in the Uniform of the Day (UOD) with all mandatory items. If it is Tuesday, Thursday, or Up Friday, show up in AF PT Gear with 341s, Transition Card, CAC, and Hydration Source.

A. If it is a Monday or Wednesday, after accountability you will either form up in a Super flight and go to class, go to your respective Drill Pad if you are AFI, or go back to your dorm and log in if you are tele school. If you are starting ITF, you will be going to Dolan Hall, which is always the VERY FRONT of the formation.

B. If it is a Tuesday, Thursday, or Up Friday – Accountability will lead directly into official Squadron PT, your accountability after PT is 0740 on the Smith Drill Pad. Follow point A above once there.

From there, simply follow the direction of your MTLs or Instructors and ALWAYS make sure you are accounted for.

**\*Be aware that accountability times may vary. Be flexible and stay alert for any updates/changes.**

**Note on CWS Fridays:** Nearly every other Friday is a non-training Friday, called Compressed Work Schedule (CWS) Fridays or Down Fridays. On these days, you will not go to class, but will remain at the barracks to follow a schedule that varies based on squadron direction. This will usually be a half-day with team time and/or briefings.

## **Daily Accountability Times:**

Below you will find a list of the full squadron accountability times and the uniforms you should be wearing to them.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>“Up” Friday</b>	<b>“Down”/CWS Friday</b>
<b>0600</b> Smith Drill Pad – UOD	<b>0550</b> Smith Drill Pad -PTG  <b>0740</b> Smith Drill Pad -UOD	<b>0600</b> Smith Drill Pad - UOD	<b>0550</b> Smith Drill Pad -PTG  <b>0740</b> Smith Drill Pad -UOD	<b>0550</b> Smith Drill Pad -PTG  <b>0740</b> Smith Drill Pad -UOD	*Varies based on Squadron activities - Check final formation news the day before*

<b>Weekend Days</b>	<b>Last day of the weekend (usually Sundays)</b>
<b>Saturday</b>	<b>Sunday</b>
Pick up Transition Card by <b>1200</b>	Pick up Transition Card by <b>1200</b>  <b>1800</b> GI Party Smith Drill pad UOD or Civilian Attire with 336 <sup>th</sup> TRS Red Wolf shirt/hoodie

\*CAC IN & TURN IN TRANSITION CARD

**BEFORE CURFEW, EVERY NIGHT\***



## **Dining Facility Information:**

- You will march to lunch at a DFAC in **a mandatory formation**. You will **maximize** your formations both going to and leaving from the DFAC.
- There are **NO** reserved seats in the dining facility.
- **DO NOT** leave your personal items anywhere.
- PT gear is **ONLY** allowed in the DFAC immediately before an **OFFICIAL** squadron PT session **to dine in**, and only immediately after **to get to-go**.
- You will wear appropriate clothing inside the DFAC.

### **Current DFAC Hours of Operation:**

#### **Magnolia DFAC - Across from the Levitow**

<b>Meal</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Breakfast	0445-0745	0445-0745	0445-0745	0445-0745	0445-0745
Lunch	1030-1200	1030-1200	1030-1200	1030-1200	1030-1200
Dinner	1730-1930	1730-1930	1730-1930	1730-1930	1730-1930

**\*ON CWS FRIDAY'S, SATURDAY'S, AND SUNDAY'S MAGNOLIA DFAC IS CLOSED\***

#### **Azalea DFAC - Near Triangle Shopette**

<b>Meal</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Breakfast	0500-0745	0500-0745	0500-0745	0500-0745	0500-0745
Lunch	1030-1300	1030-1300	1030-1300	1030-1300	1030-1300
Dinner	1730-1930	1730-1930	1730-1930	1730-1930	1730-1930

<b>Meal</b>	<b>CWS Fri</b>	<b>Sat</b>	<b>Sun</b>
Breakfast	0730-0900	0730-0900	0730-0900
Lunch	1130-1330	1130-1330	1130-1330
Dinner	1630-1830	1630-1830	1630-1830

**\*YOU ARE NOT ALLOWED TO GET BREAKFAST AFTER THE FIRST ACCOUNTABILITY\***

## Phases

**\*\* Reclass Airmen/Guardians in training who meet all 81st TRG phase up requirements may resume phase status from their previous tech training location.**

### Phase I (Days 1~10 at Keesler AFB – Green Card):

**\*\* You are restricted to the Triangle unless on a guided tour by an Amn Leader.**

	DUTY DAYS	NON-DUTY DAYS
<b>Curfew</b>	2100	2100
<b>Travel Radius</b>	Restricted to Triangle**	Restricted to Triangle**
<b>Overnight Stays</b>	NO	NO
<b>Uniform</b>	OCPs/Blues/PT Gear	OCPs/Blues/ PT Gear
<b>POV Use</b>	NO	NO
<b>Room personalization</b>	NO	NO
<b>Marching</b>	During Duty Day	NO
<b>SQ PT / Monthly Test</b>	YES	-
<b>Open Ranks</b>	Weekly	-
<b>Room Inspection</b>	Weekly	-

### Phase II (Day 11-40)- White Card

**\*\* You must accumulate a total of 30 days in Phase II to progress to the next Phase. If you are put into the Stalled Progression Phase, the time spent on Red Card does not count towards your 30 day requirement.**

	DUTY DAYS	NON-DUTY DAYS
<b>Curfew</b>	2200	0000
<b>Travel Radius</b>	25 Miles After Duty Hours	25 Miles
<b>Overnight Stays</b>	NO	NO
<b>Uniform</b>	OCPs/Blues/PT Gear	Civilian Attire
<b>POV Use</b>	YES (After Duty Hours)	YES
<b>Room personalization</b>	YES	YES
<b>Marching</b>	During Duty Day	NO
<b>SQ PT / Monthly Test</b>	-	-
<b>Open Ranks</b>	Once a Month	-
<b>Room Inspection</b>	Once a Month	-



\*Airmen/Guardians will have all “Phase 2-3 Checklist” tasks completed and signed off. You will be issued a Checklist when you receive your Phase 2 Card.

### **Phase III– (Yellow Card):**

	<b>DUTY DAYS</b>	<b>NON-DUTY DAYS</b>
<b>Curfew</b>	2200	0000
<b>Travel Radius</b>	25 Miles After Duty Hours	25 Miles
<b>Overnight Stays</b>	NO	YES (80% GPA or higher, approved AF 4392 required)
<b>Uniform</b>	OCPs/Blues/PT Gear	Civilian Attire
<b>POV Use</b>	YES (After Duty Hours)	Yes
<b>Room personalization</b>	Yes	Yes
<b>Marching</b>	During Duty Day	NO
<b>SQ PT / Monthly Test</b>	-	-
<b>Open Ranks</b>	Monthly	-
<b>Room Inspection</b>	Monthly	-

\*For the time being, the 25-mile radius also applies to Phase 3.

\*An approved 4392 Travel Itinerary Form is required for overnight stays. See below for details.

\*Airmen/Guardians enrolled in a Sec+ course or are waiting for a Sec+ start date are NOT authorized 4392.

### **Academic Study Program Phase – (Blue Card):**

An Airman/Guardian is put onto the Academic Study Program whenever they have any sort of academic failure, such as a Block, Test, Progress Check (PC), Module, or Security+ failure. An Airman/Guardian’s time on the Academic Study Program lasts until they pass retest.

	<b>DUTY DAYS</b>	<b>NON-DUTY DAYS</b>
<b>Curfew</b>	2100	2100
<b>Travel Radius</b>	25 Miles After Duty Hours	25 Miles
<b>Overnight Stays</b>	NO	NO
<b>Uniform</b>	OCPs/Blues/PT Gear	Civilian Attire
<b>POV Use</b>	YES (After Duty Hours)	YES
<b>Room personalization</b>	YES	YES
<b>Marching</b>	During Duty Day	NO
<b>SQ PT / Monthly Test</b>	-	-
<b>Open Ranks</b>	Weekly	-
<b>Room Inspection</b>	Weekly	-

The intention of the Academic Study Program is to ensure you are focusing on your studies and getting the rest you need throughout the entire week (including the weekends). Airmen/Guardians who fail to meet the

academic standards may also be removed from their rope program until the standards are met.

**\*Blue Cards for Academic Failures will NOT be authorized 4392s.**

### **Stalled Progression Phase – (Red Card):**

Stalled Progression Phase is given when you fail to follow standards. It can last from 7 – 21 days. At the end of your time on Red Card, you will go back to the phase you were prior to getting the Red Card. The time on Red Card do NOT go toward the time requirement to advance to the next phase.

**\*\*\* No access to Main BX, Marina or Vandenburg! You are restricted to the Triangle.**

	DUTY DAYS	NON-DUTY DAYS
<b>Curfew</b>	2100	2100
<b>Travel Radius</b>	Restricted to Triangle ***	Restricted to Triangle ***
<b>Overnight Stays</b>	NO	NO
<b>Uniform</b>	OCPs/Blues/PT Gear	OCPs/Blues/PT Gear
<b>POV Use</b>	NO	NO
<b>Room personalization</b>	NO	NO
<b>Marching</b>	During Duty Day	NO
<b>SQ PT / Monthly Test</b>	-	-
<b>Open Ranks</b>	Weekly	-
<b>Room Inspection</b>	Weekly	-

\*A Red Card will almost always also come with some form of Progressive Discipline such as Remedial Training, (RT), a Remedial Military Training Day (RMTD), Letters of Counseling (LOC), Letters of Reprimand (LOR), Article 15, etc. The two go hand-in-hand.

Should the Commander ever need to meet with you, trust that they have likely reviewed a list of both the positive and negative documentation you have on file. If their meeting with you is to determine your future in the Air Force/Space Force, you do not want to have a Red Card or any other Progressive discipline on file.

Stalled Progression: Non-Prior Service (NPS) Airmen/Guardians in Training (A/GiT) may be enrolled in Step 1 if assigned to Remedial Training (RT), Remedial Military Training Day (RMTD), failed the previous RMTD session, or at the Flight Chief's discretion.

\*Flight Chief discretion for Stalled Progression is 7 – 21 days.

### **Phase-Back – (Red Card):**

Phase-Back is used when an Airman/Guardian in training is not meeting military standards. It is administered at the Flight Chief or higher and can last up to 30 days depending on the associated progressive disciplinary action and/or non-judicial punishment.

**\*\*\* No access to Main BX, Marina or Vandenburg! You are restricted to the Triangle.**

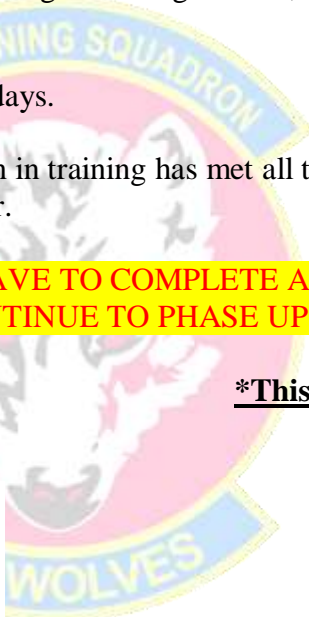
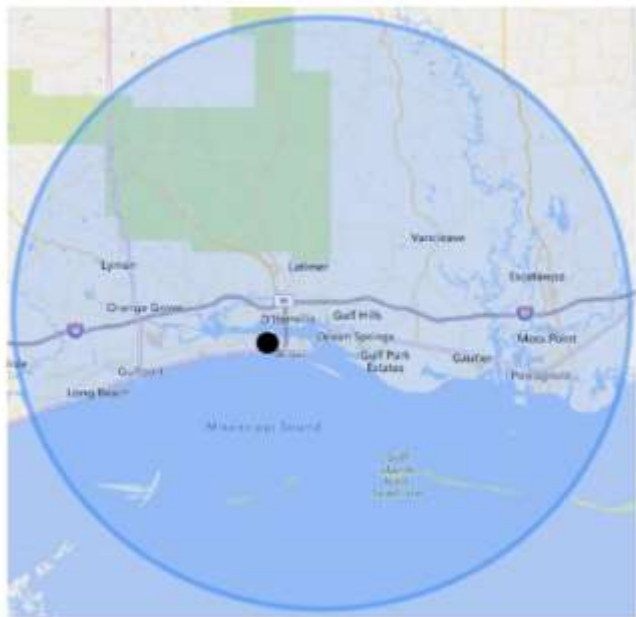
\*Flight Chief discretion for Phase-Back is 21 – 30 days.

Phase 1, Day 1 will start when the Airman/Guardian in training has met all the requirements of the corrective action, at the discretion of the Flight Chief or higher.

**YOU WILL GO BACK TO PHASE I AND HAVE TO COMPLETE ALL OF THE REQUIREMENTS AGAIN TO CONTINUE TO PHASE UP!!!**

**\*This is a 25-mile radius around Keesler AFB.**

**\*This is the boundary of the Triangle.**



### **Requirements for 4392 Overnight Stays:**

- Airmen/Guardians must have 80% GPA and Instructor recommendation prior to routing their 4392 to an MTL.
- Airmen/Guardians will **NOT** be able to process their 4392 prior to being in Phase 3, forecasting that they will be in Phase 3 the following weekend.
- Airmen/Guardians **MUST** route the proper version of the 4392, posted in CQ area.
- Airmen/Guardians **MUST** attend the 4392 Pre-Travel Safety Brief prior to departing on the last duty day of the week. If they do not attend, the 4392 **WILL BE DENIED**.
- 4392s will **NOT** be approved for overnight stays on Thursday night prior to a CWS Friday, even though you will attend a 4392 Pre-Travel Safety Brief on that Thursday night. For CWS weeks, you will be authorized to stay overnight starting on Friday, if approved, and can leave on Friday if we do not have anything planned for you.
- If you are authorized a 4392 to return on the last day prior to an official duty day, you **WILL** be back for GI Party accountability.
- Airmen/Guardians will have appropriate number of Airmanship 200 lessons. \*Cyber Sys Ops (3D0X2), Programming (3D0X4), Client Sys (3D1X1) require 4 additional Airmanship 200 lessons due to the length of the courses.
- Airmen/Guardians must have a printed reservation confirmation # prior to submitting 4392 to MTL. Exception: Keesler Inns may not issue confirmation numbers until 2-3 days prior to reservation. The Airman/Guardian will have to have it ready for the 4392 briefing. The MTL performing the brief will need to identify that the confirmation # is missing and receive it from the Airman/Guardian prior to letting them sign out the 4392 Pre-Travel Safety Brief roster.

### **4392 Routing and Review Process for In-Person Students:**

*Example for an Airman/Guardian requesting 4392 for 9-11 July*

**Airman/Guardian will route to instructor for approval during class no earlier than Thurs 1 July (the week prior to the requested weekend).**

**Fri 2 July:** Airman/Guardian will drop in MTL box with instructor approval along with printout of hotel confirmation.

**Mon 5 July:** MTL will review and approve/disapprove. Will validate phase and consider any other disciplinary issues. Approved 4392s will be dropped in Flt Chief's box (Asst FC if FC is out of office)

**Tues 6 July:** Flight Chief will review and approve/disapprove.

**Weds 7 July:** 4392s will be routed to CC CSS NLT 1200

**Thurs/Fri (Last duty day of the week):**

Sqd supervision will deliver the 4392 folder to MTF during Final Formation.

MTL will conduct 4392 Pre-Travel Safety Brief at 1700. Airman/Guardian that do not attend will not be authorized to utilize their 4392 request – no exceptions.

### **4392 Routing and Review Process for Tele-Schooling Students:**

*Example for an Airman/Guardian requesting 4392 for 9-11 July*

**Airman/Guardian will route to Thompson for approval (IAW instructor guidance) no earlier than Thurs 1 July (the week prior to the requested weekend).**

**Fri 2 July:** Airman/Guardian will drop in MTL box with instructor approval along with printout of hotel confirmation.

**Mon 5 July:** MTL will review and approve/disapprove. Will validate phase and consider any other disciplinary issues. Approved 4392s will be dropped in Flt Chief's box (Asst FC if FC is out of office)

**Tues 6 July:** Flight Chief will review and approve/disapprove.

**Weds 7 July:** 4392s will be routed to CC CSS NLT 1200

**Thurs/Fri (Last duty day of the week):**

Sqd supervision will deliver the 4392 folder to MTF during Final Formation.

MTL will conduct 4392 Pre-Travel Safety Brief at 1700. Airman/Guardian that do not attend will not be authorized to utilize their 4392 request – no exceptions.



## **Expectations:**

On the following pages you will find a largely comprehensive list of expectations for you. You will read through all of them and ask an Airman Leader or MTL if you have any questions. These are designed to help you succeed in Technical Training and beyond.

### **You Will Follow All Orders, Laws, and Regulations.**

If someone higher ranking or in a position of authority gives you legal direction, you will not disobey it whether you personally agree or not. You will also **NOT** break any laws or do anything that could bring discredit upon the United States Air Force/Space Force.

### **You Will Report Criminal Activity / Breaking of Laws.**

You will report any violations of orders / breaking of laws to leadership immediately. Criminal activity and the disobeying of orders degrades the integrity of the Air Force/Space Force and its mission.

### **You Will Follow Customs and Courtesies.**

Remember to salute. **This includes staff vehicles (with placards)!**



If an MTL enters the room, call “**MTL**” and stand at Parade Rest until told to carry on. Remember to also call “**NCO**” when an NCO enters the room. If it is a SNCO entering, say “**Senior NCO**”. “**Room, Tench-Hut**” is used when an Officer enters the room, and you will go to the position of Attention until told to do otherwise. However, if there is an Officer of equal or higher rank already in the room, you should not call the room for the second Officer to enter. The same goes for MTLs, NCOs, and SNCOs. Stand when speaking to someone higher ranking than you.

Do not enter an office unless first invited in. Do not take a seat until told you may do so. Do not interrupt someone in the middle of an official conversation.

**Airmen/Guardians in training are NOT AUTHORIZED to ride skateboards, bicycles, tricycles, etc. while in the Triangle.**

## **“Reveille” & “To the Colors” – 0600**

At 0600 each morning, “Reveille” plays. You will face either the flag (if you can see it) or the music, go to the position of Attention, and then immediately to Parade Rest. You will remain at Parade Rest until “Reveille” ends.

Immediately following “Reveille”, “To the Colors” plays. On the first note of “To the Colors”, you will go to the position of Attention and salute. You will hold your salute until “To the Colors” finishes, after which you may carry on.

## **“Retreat” and The National Anthem – 1700**

At 1700 each day, “Retreat” plays. You will face either the flag (if you can see it) or the music, go to the position of Attention, and then immediately to Parade Rest. You will remain at Parade Rest until “Retreat” ends. Immediately following “Retreat”, the National Anthem plays. On the first note of the National Anthem, you will go to the position of Attention and salute (or put your hand over your heart if in civilian attire). You will hold your salute until the National Anthem finishes, after which you may carry on.

## **“Taps” - 2100**

At 2100 each day, “Taps” plays. You will face either the flag (if you can see it) or the music, go to the position of Attention, and then immediately to salute (or put your hand over your heart if in civilian attire). You will hold your salute until “Taps” finishes, after which you may carry on.

## **You Will Wear the Uniform Properly and With Pride**

You will wear the uniform in accordance with **AFI 36-2903**. For males, you will shave your face **EVERY MORNING prior to the Duty Day and before PT** unless you already have a shaving waiver approved by our Commander. If you need a shaving waiver, talk to your MTL. **The purchasable red squadron morale t-shirt is NOT AUTHORIZED to be worn at squadron PT, with OCPs, or while in Phase 1.**

## **You Will Understand What Constitutes Duty Day Hours**

Your Duty Day starts either at 0600 or with the first accountability of the morning (whichever is earlier) and ends after dismissal from an MTL or Final Formation. You **ARE NOT** released until an MTL states you are. GI Party on the last day of the weekend also counts as Duty Day Hours. **There is absolutely NO SLEEPING, LAYING ON THE FLOOR OF YOUR ROOM (OR ANY OTHER FLOOR), OR LAYING ON YOUR BED DURING THE DUTY DAY! This applies regardless of if you are assigned an AFI job, or tele-schooling. This includes when you are released for lunch.**

You are **NOT AUTHORIZED** to leave base during the duty day, without the approval and coordination of an MTL, regardless of if you are assigned an AFI job, or tele-schooling. This includes when you are released for lunch.

## **You Will Be Punctual to All Formations / Appointments**

You will **NEVER** be late to a mandatory formation, briefing, or accountability. Failing to be in-place at the correct times shows a lack of respect for leadership, the mission, and yourself. It delays and potentially puts others in jeopardy, especially operational.

## **You Will Not Have a Cell Phone Outside the MTF During Duty Hours**

You will not have your cell phone on you during the Duty Day, while outside the MTF, for any reason unless you have gotten a cellphone waiver from the Flight Chief / Assistant Flight Chief. These will only be granted if you have a family



emergency wherein it is very important that you have a quick way for your family to get a hold of you / inform leadership.

**\* Cell phones/headphones are NOT AUTHORIZED in the CQ area.**

**IAW AFI 36-2903, para 7.3.4.1.** Wear/use of an earpiece, any Bluetooth® wireless technology, or **headphones, while in uniform**, indoors or outdoors, is authorized for official duties or as determined by installation commanders, **delegable no lower than squadron commanders**. Exception: Headphones and earphones [iPods TM, 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** unless prohibited by the Installation Commander. Use of a handsfree device is authorized while in uniform operating a motor vehicle if local policy permits.

**7.3.4.2.** Use of personal electronic media devices, including ear pieces, speaker phones or text messaging while walking in uniform is **limited to emergencies or when official notifications are necessary**. Military customs and courtesies take precedence. **\*\*This includes Cell Phones!**

## You Will Have Properly Filled Out 341s

Just like BMT, and discussed above, you must have 341s on you at all times (both in and out of uniform). You can pick up 341s at CQ. Anytime you have a negative 341 pulled, a good expectation to learn is that you should take the initiative to talk to your MTL about it ASAP. They should not have to call you down.

This is an important lesson because when you get into trouble in the Air Force or Space Force, the first person your leadership should be hearing about it from, is you. No other MTLs, NCOs, Security Forces, etc. – **you**. Your leadership cannot help you if they do not know about the situation and it shows an effort to live by our Core Values when you confront problems honestly and head on.

## You Will Know/Utilize the Chain of Command

Things should always be solved at the lowest level possible. We have a chain of command to help facilitate this. The first person you should speak with should be your Bay Chief or Student Leader. If they are unable to help you, see if an Airman Leader can.

If you still need assistance, please see your team MTL before going higher in the chain. For academic issues / questions, you should speak to your Instructor first before going to an Instructor Supervisor.

If you feel you are not being adequately taken care of at a lower level in the chain of command and want to elevate an issue higher before being directed, you should inform your leadership that you are going to elevate it before doing so. It is a professional courtesy that ensures you give your leadership every opportunity to fix the problem at their level first. If you tell them, you are going higher and still receive no help, then you can at least show the next level up that you made every attempt possible to use your chain correctly. They will likely want to know you attempted to do so.

## You Will Be Accounted for At All Times

You **WILL NOT** go anywhere during the duty day without informing an MTL or someone appointed by them prior. You **MUST** have an appointment slip to go anywhere other than your normal duty location. Your normal duty location is either your schoolhouse if you are in class or the 336 TRS barracks if you are on Awaiting Further Instructions (AFI) status. The only exception is that you are authorized to go to the DFAC during lunch. An example of how one should be filled out is below:

TC 8x3 TSgt Hart A106A/ITP

<b>APPOINTMENT REQUEST</b>		DATE: 18 Jan 2018	
NAME (LAST NAME, FIRST NAME) Frankenstein, Victor E		GRADE AS, AMN, (1C)	
ORGANIZATION 336 TRS/MTF		SHIFT IP, R, T, AFI	
REQUESTS DURING THE ACADEMIC HOURS REQUIRE ADDITIONAL APPROVAL FROM YOUR INSTRUCTOR. IMMEDIATELY REPORT BACK TO CLASS (IF DURING ACADEMIC HOURS) OR TO THE MTF (IF AFTER ACADEMIC HOURS) AFTER YOUR APPOINTMENT. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN DISCIPLINARY ACTIONS			
DATE: 20 Jan 2018	TIME: 1600	BLDG NAME: Levitow	ROOM #: 228
What is your appointment / briefing for (Be specific): Speak with my Assignment Counselor			
MTL APPROVAL:		INSTRUCTOR APPROVAL: (IF DURING ACADEMIC HOURS)	

Once properly filled out, drop them in the box on your MTL's door so that they can approve them. Once they are approved, most MTLs will place them in the box just outside the MTL hallway.

Appointment slips will be turned in for approval 24 hours in advance!

### OFF BASE APPOINTMENTS FOR AIRMEN/GUARDIANS:

MTLs have to process requests for any Airman/Guardian to transport off base for an appointment. Go to your MTL at least 72 hrs in advance to request transportation. You **MUST** request 72 hrs in advance in order to secure your ride, LRS does not have enough vehicles to keep up with the mass number of requests unless they receive them early.

Your MTL will need to know:

1. Where you need to be picked up from
2. The name and address of where you need to go
3. The time of your appointment
4. How long your appointment will be to know the pickup time to bring you back to base
5. Where you will need to be dropped off at once back on base (either a dorm or schoolhouse)

## Tobacco Use / Purchase Guidelines

No Airman/Guardian-in-Training is allowed to use or purchase tobacco products while they are in uniform. This means that if you are in Phase I or Stalled Progression Phase, there is absolutely no tobacco use allowed.

Additionally, the Smoke Pit areas are the only areas on base where tobacco usage is permitted. You will not utilize tobacco products of any type in any other location.

The above applies to regular cigarettes, e-cigarettes, vapes, dip, and any other tobacco / similar product.

## Alcohol Use Guidelines / Laws

No Airman/Guardian-in-Training is allowed to use or purchase alcohol products while they are in uniform. This means that if you are in Phase I or Stalled Progression Phase, there is absolutely no alcohol use allowed, just like with tobacco.

Additionally, there is absolutely NO alcohol allowed in the barracks.

Alcohol usage is only permitted for those of legal age (21). If you are of legal age, you **WILL NOT** provide alcohol to anyone who is under the legal age.

## You Will March During the Duty Day on Troop Walks:

### IAW 81 TRG Military Standards Training Enlisted AiT (MST)

4.7.2. All marching formations will be called a flight.

4.7.3. All flights, regardless of size, will be uniform in dress (i.e., all in service uniform short sleeves, all in utility uniforms sleeves rolled up, etc.). MTLs will dictate AF-issued uniform combinations for all formations when marching to and from academic halls. **Note:** The Superintendent of Military Training may standardize uniformity standards across the 81 TRG.

4.7.4. Airmen will only use troop walks or established routes for marching ([Attachment 3](#)). Airmen will not cut through grass, base facilities, drill pads, parking lots, or use other shortcuts (i.e. cutting through the Levitow building parking lot). When there is inadequate space for two or more marching formations on the same route, the smaller formation will yield the right-of-way to the larger formation. No formation will pass another marching formation regardless of size.

4.7.5. Formations will be maximized to ensure safety and accountability.

4.7.6. Formations with four or less members:

4.7.6.1. A flight commander is not required; all members will render proper customs and courtesies.

4.7.6.2. An Airman leader (most senior), class leader, or the highest-ranking Airman will call cadence, commands, and may be in any position within the flight.

4.7.6.3. Airmen/Flights will halt at all intersections, cross walks, and any other area where traffic may cross through their route for marching. The Airman in charge will visually clear the intersection and proceed accordingly.

4.7.7. Formations with 5 to 13 members including the flight commander:

4.7.7.1. The flight commander will call out commands and render proper customs and courtesies for the flight.

4.7.7.2. Flight commanders will position themselves outside the formation and even with the last full rank to march the flight.

4.7.7.3. Flight commanders will halt the flight at all intersections, cross walks, and any other area where traffic may cross through their route of march. The flight commander will clear the intersection by marching to the center and stopping traffic in all directions by extending both arms out in all traffic directions. They will come to the position of attention and march the unit through the intersection. Once the flight has cleared the intersection, the flight commander will halt the flight and assume the proper position with the flight and continue marching.

1-13

4.7.8. Formations with 14 or more members including the flight commander, road guard procedures are as follows:

4.7.8.1. Position a minimum of two road guards six paces in front of the flight and two road guards six paces behind the flight.

4.7.8.2. Flight commanders will post road guards at all intersections, cross walks, and any other area where traffic may cross through their route of march by saying ("Road Guards Out") prior to any formation member entering the intersection. This enables the formation to continue marching without stopping.

4.7.8.3. Upon hearing the command of "Road Guards Out," one road guard for each lane of traffic will expeditiously clear the intersection, then enter the intersection, facing oncoming traffic and assume the position of modified parade rest with the right arm extended forward halting traffic.

4.7.8.4. Once the formation has cleared the intersection, the road guards will return by double timing to their position in the formation to assist in clearing the next intersection.

You **WILL** march to and from all locations during the duty day. Your duty day starts either at first accountability or 0600, whichever comes first. Marching Cadence is "**Hut, Toop, Threep, Fourp! –Hut, Toop, Threep, Fourp!**"

While in Technical Training, you will march at all times when transiting from one location to another unless directed otherwise by an NCO. You **WILL NOT** talk while marching.

You **WILL** maximize the number of Airmen and Guardians in your formations when going to lunch / appointments, up to 13 Airmen/Guardians per flight (two elements of 6 Airmen/Guardians, plus a Commander). Commanders will wear a reflective belt and stop their flight at **EVERY** intersection, always checking to make sure it is clear and performing road guard procedures if 5 or more Airmen/Guardians are in the flight.

If you are on a marching profile and are excused from actually marching, you will still look as professional as possible when going from one location to another. **Airmen and Guardians on marching profiles / waivers still WILL NOT talk while walking.**

You will also use **ONLY** the troop walks for getting around during the Duty Day. **Use of sidewalks is prohibited unless specifically authorized by leadership.**

**The parking lot at the front of the Levitow (with the flagpole) is NOT a troop walk. You must go out the backside of the Levitow and stay on the troop walk when moving between locations.**

Sunglasses (to include darkened photosensitive lenses) are **NOT AUTHORIZED** in formation, unless for medical reasons, e.g., PRK/Lasik surgery, and when authorized by a commander or commandant on the advice of a medical official. \*See AFI 36-2903 for guidance on the wear and type of authorized Eyeglasses/Sunglasses.

These rules apply regardless of your Transition Phase. Their purpose is to keep you safe and ease traffic flow while you move about Keesler AFB. You will be crossing many busy intersections, and the more you maximize, the safer you will be (more Airmen/Guardians in a formation meaning you are more likely to be seen by drivers) and the more efficiently both you and drivers can get to where you need to go. A 13-person formation as described above offers the best balance between that safety and efficiency. The reason you need to remain on a troop walk within the Triangle is because that's where drivers expect you to be, you can be clearly seen by drivers, and you have more space for maneuvering your formations.

**You Will Not Break Transition Phase:**



You will never break any of the rules directed for your current phase. The rules for each are broken into 10 sections:

**Curfew:** The time you must be back in your room by

**Travel Radius:** How far from Keesler AFB you may travel.

**Overnight Stays:** Whether you can fill out a 4392 to stay off base in a hotel (with approval) or not. **ALL OFF-BASE STAYS REQUIRE MTL, INSTRUCTOR, & COMMANDER 4392 APPROVAL!**

**Uniform:** You will either be in uniform at ALL TIMES, or you will be allowed to wear civilian gear after the duty day.

**POV Use:** Whether you can ride in or drive a vehicle.

**Room Personalization:** Whether you can have TVs, gaming systems, pictures, hats, books, etc. out displayed in your room.

**Marching:** Describes when you will march when going from one place to another

**SQ PT / Monthly Test:** When you will participate in squadron PT and Mock Tests

**Open Ranks:** How often you will have Open Ranks (Can be more often if MTL decides)

**Room Inspection:** How often you will have Room Inspections (Can be more often if MTL decides)

### **You Will Follow Curfew Accountability Direction:**

ALL Airmen/Guardians (TO INCLUDE IP) will scan in with their CAC and turn in their transition card prior to their curfew for night accountability! You will then pick it up by the required time on the next day: before first accountability on regular class days / before 1200 on non-duty days.

If the squadron is scanning cards for accountability, you will scan your CAC at the CQ desk prior at the same time you turn in your transition card. You will scan the **FRONT** of your CAC.

Curfew runs from your phase specific start time until 0400 in the morning. You **WILL NOT** leave your room or the barracks before the end of curfew unless it is an emergency.

### **You Will Check the Hot Sheets & Final Formation News Daily:**

The Hot Sheet says if an MTL needs to see you. It is typically posted in CQ, however some MTLs may have additional spots for you to check for team related news. You will read the Hot Sheets and any other team news daily and follow any instructions posted on them.

Anything briefed at Final Formation is posted daily on a sheet just past CQ.

You will check the Final Formation News before asking about daily squadron events/briefing times.

### **You Will Treat the Barracks as a 24/7 Study Area/Quiet Zone:**

You will **NOT** blast any music or other sound so loud that it interferes with the study time of other Airmen/Guardians. We should not be able to hear noise coming from your room unless we are right outside your door. Study time will always trump any other activity within the barracks. If your roommate requests you to turn down something or wear headphones / earbuds so that they can study in quiet, you will respect that request.

### **You Will Follow Physical Training Gear (PTG) Guidance:**

You may wear PT gear during the following situations:

While you are performing PT, to the DFAC **AFTER** an OFFICIAL PT session, if going to the DFAC after an official PT session (you can **ONLY** get a take-out meals at that time), while at or traveling directly to the Triangle Fitness Center, Dragon Fitness Center, I-81 around the flight line, golf course, skateboard park, frisbee golf course, and the base marina.

**The PTG Shirt will be tucked in at all times, even while exercising.**

You will **NOT** wear PT gear at the following locations:

- Vandenberg
- Main BX
- Fishbowl
- Post Office
- Base Theatre
- Commissary
- Shopette
- Bowling Alley
- Gas Station

Or any other place outside of the Triangle unless specifically authorized for PT gear wear there.

### **You Will Respect Airman Leaders:**

You will see Airmen wearing Green, Yellow, and Red ropes on their shoulders. These Airmen have stepped up to be Airman Leaders, going through additional training to give them the knowledge and ability to assist both other Airmen and the squadron as a whole. Their rope is a signifier that they are here to help – being available to answer questions, support you when you need it, and to give direction when an MTL is not around. Part of the expectation for Airman Leaders is that they will correct issues with following standards when they see them –including the authority to pull 341s from other Airmen/ Guardians. -You will respect direction and requests from Airman Leaders as they follow guidance given directly to them by MTLs. If they correct you on a break in standards, realize that they are looking out for you – trying to prevent you from getting into trouble with someone higher in the chain. If an Airman Leader does ask you to do something you feel is wrong or you see them not adhering to standards themselves, please speak to an MTL. Your leadership cannot correct inappropriate behavior if we do not know about it. Airman Leaders should be setting the example for you to follow.

**\*Guardian Leader Program coming soon.**

### **You Will Look Out for Your Wingmen:**

You will work together as a team in all things. Each of you has a personal responsibility for your own success, however you are also responsible for the success of our peers. We expect you to be proactive if you see someone that needs help. Check in on your wingmen and make sure they are not feeling overwhelmed. Also, warn them and hold them accountable if what they are doing could jeopardize their Air Force or Space Force career.

### **You Will Follow Room Inspection Standards.**

MTLs follow a Room Inspection Checklist, simplified here into 16 key areas. If you follow it, as well as any additional guidance from your MTL, you should pass every room inspection. The Checklist we use plus some additional tips are provided over the next pages. Go item by item, ensuring you meet the standards described:

## **Room Inspection Guidelines & Dorm Rules:**

**NO** Airman/Guardian is ever authorized to enter a room other than the one they are personally assigned to



**unless** they are given direct MTL approval.

All common use areas and individual rooms must be in inspection order during the duty day. Inspectors will inspect on a clean, neat, and orderly criteria. A "Go" signifies pass, a "No Go" signifies fail. Any automatic room failure results in enrollment in the Stalled Progression phase, "Red Card" for a 7 day period.

### **Automatic Room Failures:**

-A security violation resulting from unsecured wall lockers/closets, rooms, windows, or room or wall locker/closet keys left out.

-A safety violation involving any preventable situation that may result in injury to personnel or damage to equipment/property. This includes heating elements not being in the proper location/placement.

-Trash of any kind left in the room, regardless of if it is in a trash bin.

-Personally Identifiable Information (PII) left out. Airman and Guardian often receive demerits for this when leaving out their Orders.

-Prescription medication not in wall locker.

-Tobacco products and flame sources.

-Failing to set up Open Air Bed on Tuesdays.

### **General Cleaning / Checklist:**

#### **Sinks/Vanity:**

1. Store laundry items and other cleaning supplies under the sink.
2. Empty trash cans DAILY prior to departing for school/duty.
  - a. Trash cans must be placed under the sink.
  - b. Sink/Vanity must be clean and uncluttered. Store laundry items and other cleaning supplies neatly under the sink.

#### **Shower:**

1. Keep both sides of glass free of moisture, water stains and soap stains.
2. Remove all hair and debris from the drain.
3. Clean all tile, grout, and caulking to prevent mildew and mold growth. Give extra attention to corners and the shower base.
4. Clean bathroom floor tiles that are exposed to water and debris and clean any stains from grout.

#### **Floors:**

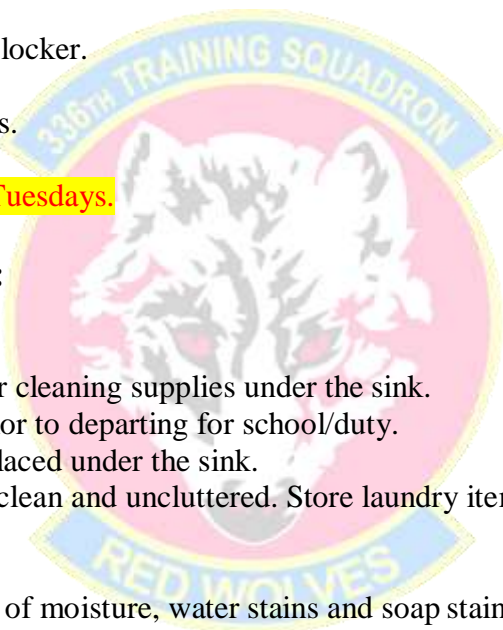
1. Keep floors clean and dirt free.
2. Vacuum, as needed.
3. Give special attention to corners, baseboards, and under all furniture to prevent dust and dirt accumulation.

#### **Toilet:**

1. Remove stains within the bowl to include under the rim.
2. Clean outside of the bowl, base, around and behind the seat, and water tank.
3. Ensure no cleaning solutions are used in the water tank such as drop-in pucks or cleaning liquids.

#### **Windows and Ledges:**

1. Keep blinds dust and dirt free.



2. Close and lock all windows when the room is unattended.
3. Ensure insides of windows are clean and window ledges and tracks are free of dust and dirt. Immediately report missing screens to an MTL.

### **Refrigerators/Microwaves:**

1. Defrost refrigerators regularly. Do not allow more than 1/4" of frost to accumulate.
2. Keep refrigerators clean inside and out. Seals/gaskets will be free of dirt, crumbs, mildew, and stains. If the refrigerator is unused or inoperative, unplug and leave the door ajar to prevent mold accumulation. Report situation to an MTL.
3. Clean microwaves after each use. Pay close attention to the top of the inside (where food splashes upwards, kneel down and look up at the underside of the top-inside), under the plate.
4. Keep the microwave free of dust.

### **Heating Elements:**

1. Coffee makers, clothing irons, curling irons, hair straighteners, blow dryers, and other hair grooming products are the only heating element items authorized in the dormitory. Do not leave hot items unattended; wait until they have completely cooled before leaving.
2. Store heating elements in one of the following locations: On the floor of the bathroom between the toilet and wall, on top of the sink counter, or on top of the refrigerator/microwave combination.
3. Heating elements must not be stored in a manner that presents a clutter, i.e., more than two items in one location.

### **Beds:**

1. Beds must be neat and made every morning. Must display open air bed on designated squadron day (Tuesday).
2. Change sheets and pillowcases weekly. Change blankets, bedspreads, and mattress covers, as necessary.

### **Furniture:**

1. Ensure all furniture tops and sides are free of dust and dirt.
2. Items displayed on top of furniture will present a neat and uncluttered appearance.
3. Airmen/Guardians may only use one side of the room and all accompanying furniture, regardless if they have a roommate or not.

### **Smoke Detectors:**

1. Do not tamper with detectors.
2. If found inoperative, report malfunction to the facility manager/MTL.

### **Wall Lockers/Drawers/Closets:**

1. Lock wall lockers/closets (one lock, per locker, per Airman/Guardian) when room is unattended.
2. Hang clothes neatly inside the locker/closet, or fold clothes in a drawer, to present an uncluttered appearance.
3. Place dirty clothes in a laundry bag or laundry basket within the wall locker/closet. Dirty laundry will not overflow.
4. Neatly arrange all items to present an uncluttered appearance.
5. Keep all vacant lockers clean.

### **Shoes:**

1. Shoes, to include shower shoes, will be stored inside your wall locker. Inside the wall locker is the ONLY correct place to have your shoes stored!

### **Trash and Trash Cans:**

2. The only location Trash Cans are authorized to be stored is underneath the sink. Do not have them out in the room.
3. Trash cans **WILL NEVER** contain trash during the duty day. You **WILL** take your trash to the dumpsters behind Smith and Holbrook **EVERY DAY** before the start of the duty day.
4. Trash **WILL NEVER** be stored inside your Wall Locker.

*\*These areas are subject to periodic inspection by MTLs and other appropriate military officials. When practical, inspections should be conducted in the presence of the occupant.*

#### **Prohibited Items:**

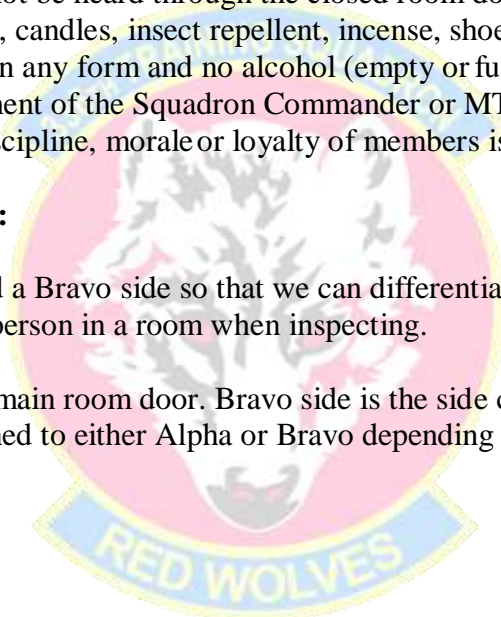
1. Airmen/ Guardians will not hang anything on walls, lockers, or ceilings, but may personalize their bed, nightstand, or desk.
2. No firearms, pyrotechnics (such as firecrackers or ammunition), martial arts weapons, or any other weapon-like instruments, e.g., switchblades, knives, metal knuckles, bows and arrows.
3. Pocket Knives with more than 3-inch blades are NOT authorized. Normal eating utensils are authorized.
4. No pets of any type.
5. Barracks are a 24 hour quiet zone! No loud or disruptive noise. The volume of stereos, televisions, etc., will be low enough so it cannot be heard through the closed room door or window.
6. No burning of any items, i.e., candles, insect repellent, incense, shoe polish.
7. No use of tobacco products in any form and no alcohol (empty or full).
8. Material which, in the judgment of the Squadron Commander or MTF Commander/Flight Chief, detracts from good order, discipline, morale or loyalty of members is not allowed in dormitory rooms.

#### **Alpha vs. Bravo Side of the Room:**

Each room is split into an Alpha and a Bravo side so that we can differentiate between the items and responsibilities that belong to each person in a room when inspecting.

Alpha side is the side closest to the main room door. Bravo side is the side closest to the windows. In each room, the following items are assigned to either Alpha or Bravo depending on if whether they are closer to the room door or the windows:

1. Wall Lockers
2. Sinks
3. Desks
4. Beds
5. Nightstands



**Each Airmen/Guardian will only utilize one side of the room, Alpha OR Bravo.** You will either be exclusively using the Alpha side or exclusively using the Bravo side. If you do not have a roommate, locations / items listed above should be clean and **COMPLETELY** empty of any items not provided by the government so that we can easily move an Airmen/Guardian into that side of the room as needed.

When it comes to cleaning, if you have a roommate, you are only responsible for your side of the room and the common areas. However, **IF YOU DO NOT have a roommate, you will still only use one side, but you will be responsible for cleaning both Alpha, Bravo, and the common areas.**

#### **Displayed 341's:**

You **WILL** place a properly filled out 341 in 3 locations so we can ensure you are using only the Alpha or Bravo side:

1. The corner of your desk
2. The back of your sink
3. On top of your pillow on your bed

### **Dresser, Nightstand, and Desk Drawers:**

Be aware that your dresser, nightstand, and desk drawers are subject to inspection at any time. Do not use these areas for storing PII, keys, prescription medicines, trash, etc. as all of those things will still count as a failure if we find them in your drawers.

Also, make sure your drawers are fully closed before leaving your room and that nothing is hanging out of them.

### **Beds & Open-Air Bed Day / Linen Exchange:**

Your bed should look like the Image 1 below on every day except Tuesdays. **On Tuesdays, which is Open Air Bed / Linen Exchange Day**, you will either turn in all of your sheets to get cleaned (if they were government issued), or display any sheets you have personally purchased as displayed in Image 2 below:

**Image 1: Regular Duty Day Example**



**Image 2: Open Air Bed Day Example**



**On Open Air Bed days**, if you are using government linens (NOT ones you purchased yourself) you will participate in Linen Exchange by turning them into one of the blue bins located in the Smith or Holbrook Linen Rooms. They will then be taken to get cleaned and fresh linens will be available for you to pick up from the Linen Rooms (3rd Floor, toward Bravo Bay in each manor) in the afternoon.



To be clear, if you do not have government linen, on Tuesdays you will still display your sheets as seen in Image 2 on the previous page. You simply do not turn them in because you are expected to wash any sheets you have purchased for yourself.

### **Inside of Wall Locker Standards:**

The inside of your wall locker also has to adhere to standards. It could be inspected at any time, so ensure it is always up to the expectations below:

1. Clothing neatly displayed / organized. No piles of clothing.
2. Dirty clothes will be in a bag or hamper. No part of the dirty clothes will hang out – they will be fully inside.
3. Dirty clothing will not produce an excessive smell from not being washed for long periods of time.
4. Absolutely **NO** trash left in the wall locker.
5. Everything should be neatly displayed. Items should be placed with purpose, not just thrown in.
6. This will be the only area where shoes are stored.
7. The floor of the wall locker will be clean and vacuumed.
8. You will not have any prohibited items in your wall locker.
9. You Will Never Allow Other Airmen or Guardians into Your Room.

### **Specifically Authorized by Leadership:**

The only Airmen/Guardians who should ever enter your room without MTL / leadership approval are you and your roommate. If another Airman or Guardian crosses the threshold into your room, even for just a couple of seconds, you are risking paperwork / other administrative action.

### **EMAIL –HOW TO ACCESS FROM A GOV COMPUTER:**

- Click on the email icon on the bottom of the screen. Click next, next, next, another screen pops up wait and then you should see 3 check marks on your screen and a finish button to click on. Your email should pop up now. We need to know if your CAC is working, and your email is set up properly.

\*You should be checking your government Email AT LEAST once a week. Those with an assignment should be checking it more frequently so your sponsors can get in contact with you.

## **Dream Sheet / Sec+ Study Info:**

### **How Do I Update My Dream Sheet?**

#### **Create your Air Force Portal Account**

1. Log into any CAC enabled computer.
2. Open an internet browser and you should be directed to the Air Force Portal Login Screen
3. Click “Register for a new AF Portal Account w/your CAC”.
4. Follow the steps and make sure you link your CAC.
5. Wait 30 minutes – **Do not accept account creation again!**

#### **Navigate to Enlisted Assignment Preferences (“Dream Sheet”)**

1. On Air Force Portal Home Page, click on/search for “vMPF” - It’s available under the “Applications” tab.
2. Click “OK” on next page and select “DOD Email” certificate
3. Click “vMPF”
4. Type in your duty phone (Smith or Holbrook CQ#) Click “I have verified my email and phone.”

5. Click “Duty History” -> “Assignments” -> “Enlisted Assignment Preferences”.
6. Click “View/Change Enlisted Assignment Preferences”

Using the Assignment Management System to help you with your “Dream Sheet.”

1. On Air Force Portal Home Page, click on/search for “AMS.”
2. Go to “AMS”, similar to how you got to the “vMPF”
3. Hover “Enlisted Assignments” & click “Enlisted Authorized.”
4. Select your AFSC and select 3 Skill Level.
5. Click “Get Authorizations”

## **How Do I Use AF e-Learning (SkillPort) to Study for Security+**

### SY0-501?

#### Navigate to AF e-Learning

1. On Air Force Portal Home Page, click on/search for the
2. “AF e-Learning” website - It’s available under the “Career & Training” tab

#### Navigate to Security+ SY0-501 Material.

1. On AF e-Learning Home Page, click “Browse the Library.”
2. Next, click “Certification.”
3. You are not yet on the Certification Page. Click “CompTIA” on the left-hand side of the page.
4. Click “Security+” -> “Sy0-501 CompTIA Security+” on the left-hand side of the page on This page is a series of videos detailing each subject in Security+ followed by practice questions on each subject.
5. Click “Books” - On this page there are PDF versions of multiple Security+ books, ranging from traditional textbooks to books completely comprised of practice test questions.

**IT IS IMPORTANT TO UTILIZE ALL MATERIAL PROVIDED TO YOU.  
PREPARING EARLY, PREPARING OFTEN IS THE KEY TO SUCCESS!**

***We Got You!***

Though the previous pages gave you many tools you can use toward your success, never forget that the most valuable tool is communication. Your fellow Airmen and Guardians, to include your leadership team, is solely here to assist you in making it through Technical Training. However, that means more than just advising you on your academics or Airman/Guardianship. The Air Force and Space Force is a family, and someone is available 24/7 to take care of you and your loved ones now that you are a member of our family. But we can only help if you let us know that you need help.

The next section will detail information about how you can get in contact with someone if needed. Please do not hesitate to talk to someone, no matter what the situation may be! Now that you are out of Basic Military Training, it is important that you start developing positive professional relationships with your supervisors and leadership. Do not be shy to bring issues or concerns to their attention so long as you do so professionally.

The only way we truly succeed, is as a team. Always remember, we got you!

## **Miscellaneous**

### **Submitting Work Orders:**



If there are any issues with your room (such as showers or sinks not draining, toilets flushing constantly, leaks, etc.), please write the issue down in the Work Order book that is in front of the MTL hallway. Follow the instructions that are on the inside cover.

### **Sick Call Procedures:**

Sick Call is held at the Triangle Clinic (Back of Erwin Manor) every duty day, from 0600 – 0700. If you need to go to Sick Call, speak with a morning MTL prior to morning accountability.

### **On-Call Chaplain Procedures:**

The back of your Phase Card has the number for the On-Call Chaplain. You can speak with a Chaplain about anything you want with 100% confidentiality. Be aware that when you call the On-Call Chaplain number you will first be connected to the base Command Post. Tell them you are trying to contact the On-Call Chaplain and they will be happy to assist.

### **Emergency Procedure Quick Info:**

The 336<sup>th</sup> TRS's evacuation point from both Smith and Holbrook Manors is **the middle of the Triangle Track.**

\*In case of a **tornado**, report to the 1st floor, get to the nearest bay, sit outside in the bay hallway with your back against a wall.

\*In case of a **shelter in place**, report to the 3rd floor, get to the nearest bay, sit outside in the bay hallway with your back against a wall.

\*In case of an **active shooter**, immediately find the nearest room you can lock yourself inside of and which you can block any windows / sight into. Turn off all lights and remain silent.

### **Boingo Wifi Info:**

For any new Airmen/Guardians looking to purchase Boingo wifi.

**Holbrook Manor:**

**7320 Phantom St Biloxi MS 39534**

**Smith Manor:**

**7315 Phantom St Biloxi MS 39534**

The Levitow address is: **7310 Phantom St Biloxi MS 39534**. When ordering food to the Levitow, be sure to let your courier know they **MUST HAVE BASE ACCESS**.

## **Information on Important Offices and Locations:**

**Holbrook CQ:** (228)-377-5244

**Smith CQ:** (228)-377-9261

Please contact these numbers if you are ever in need of assistance, especially if you are off base. CQ can get you into contact with the on call MTL 24/7 if needed.

**Security Forces Desk:** (228)-377-3040

This is the non-emergency number for situations not requiring immediate response.

**SAPR:** (228)-377-8635

Sexual Assault Prevention and Response is available at Dolan Hall to assist with any concerns - Our Teal Rope program is run by the office at Dolan Hall and has positioned trained Airmen and Guardians within our squadrons who can assist immediately if needed.

**Chaplain (On-Call):** (228)-377-4330

24 Hour Availability! - Chaplains are also available during the Duty Day at the Fishbowl in the Levitow

**Airman's Attic (3rd Floor Holbrook):**

Mon, Wed, & Fri: 1730-1930

If one of your issued uniform items gets lost or damaged, you may be able to find a replacement in the Airman's Attic for free

**Base Taxi:** (228)-377-2432

Base taxis are for approved appointments ONLY and are only available during the duty day.

**Airman & Family Readiness:** (228)-376-0155 / 5346

Mon-Wed: 0800-1700 / Thur: 0900-1700 / Fri: 0800-1600

With its closest office located in the Levitow, the AFRC provides just about any resource you may need to support you and your family now that you are in the Air Force/Space Force. Services Include:

Financial Management / Budgeting

Military and Family Life Counselors

Sponsorship Help for Next Base

Info on Military Loans for Special Circumstances

Info on Military Benefits

Spousal Support

**Barber Shop:** (228)-376-2000

Mon-Fri: 1300-1930 / Sat-Sun: 1000-1400

**BX (Main):** (228)-435-2524

Mon-Sat: 0900-1800

Sun: 1000-1700

**Dry Cleaning:** (228)-207-4967

Mon-Fri: 1300-1900 / Sat: 1000-1400

**Finance Center:** (228)376-8225

Mon, Tues, & Wed: 0700-1700 / Closed for Lunch: 1145-1245

**Fishbowl (Levitow):** (228)-376-2331

Mon-Thur: 1830-2100 / Fri: 1830-2300 / CWS Fri: 1300-2300 / Sat: 1000-2300 / Sun: 1300-1700

The Fishbowl is run by the Chaplains and White Ropes. It is a location you can come to relax or study after the Duty Day. It has video games, televisions, music rooms, and even a full kitchen!

**Mini-Mall (Triangle Shopette):** (228)-436-6608

Mon-Fri: 0900-2000 / Sat-Sun: 1000-1800

**Post-Office:** (228)-377-2289

Mon-Fri: 1140-1500 / 1530-1810

**Post Office Package Pickup:**

Mon-Fri: 1300-1830 / CWS Fri: 1200-1500 / Sat: 1100 – 1300

**Security Clearances:** (228)-376-2000

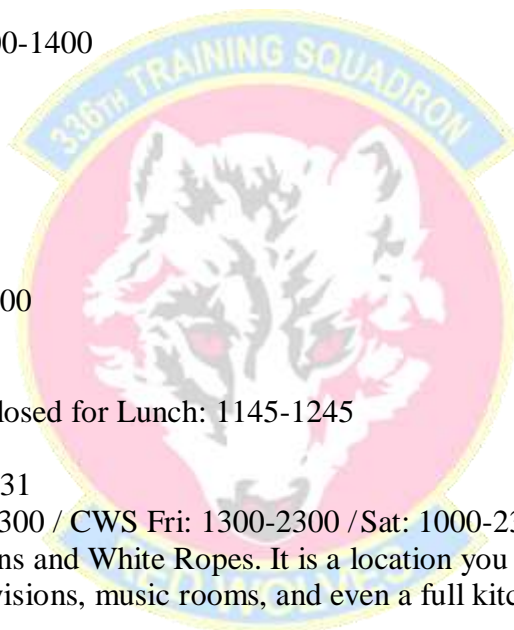
Mon-Fri: 0900-1700

**Triangle Fitness Center:** (228)-377-3056

Mon-Fri: 0400-2100 / CWS Fri, Sat, & Sun: 1200-1800

**Student Personnel Center (SPC):** (228)-377-3468

Mon-Fri: 1400-1600 / CWS Fri: 0900-1030 / 1230-1500



The SPC is where you will end up going for in-processing (if you show up as a Break-in Training or Reclass Airman/Guardian) and out-processing at Keesler AFB. Each AFSC has an Assignment Counselor here who is tasked to assist personnel with proceeding to their next base.

**Vandenberg:** (228)-377-3308

Mon-Thur: 1200-2100 / Fri-Sat: 0900-1800

**Vandenberg Club:** (228)-377-2424

Fri-Sat: 1800-0000

**Base Medical Services Info:**

**Trainee Health/Triangle Clinic:**

Located behind Erwin Manor (Go around on the sidewalk)

Front Desk: (228)-376-0324

Sick Call Hours:

- Mon-Fri: 0600-0700

Operating Hours:

- Mon, Tues, Thurs, Fri: 0600-1600 ii. Wed: 0600-1400

Services provided for student status non-flyers and active flyers, student overseas clearance

Shaving Waivers: Mon & Thurs @ 1400

**\*DO NOT GO TO SICK CALL WITHOUT SPEAKING TO A MORNING MTL FIRST! \***

**Trainee Physical Therapy Clinic:**

@ Triangle Health Clinic

Front Desk: (228)-376-0324

Scheduled Appointments: Mon & Thurs: 0700-1100

Services covered: variety of musculoskeletal injuries (i.e., shin splints, knee pain, back pain, etc.)

**Keesler AFB Appointment Line:**

Phone Number: 1-800-700-8603

Used for scheduling dental appointments if your clinic is not otherwise listed.

**Behavioral / Mental Health Clinic:**

@ Back of Base Hospital

Front Desk: (228)-376-0385

Services Covered: referrals, stress management, sleep enhancement, military one-on-one, therapy.

**Chiropractor Clinic:**

@ Hospital

Front Desk: - (228)-376-3412

Stop by Triangle Health Clinic for forms first.

**BOMC/Flight & Operational Medicine (FM):**

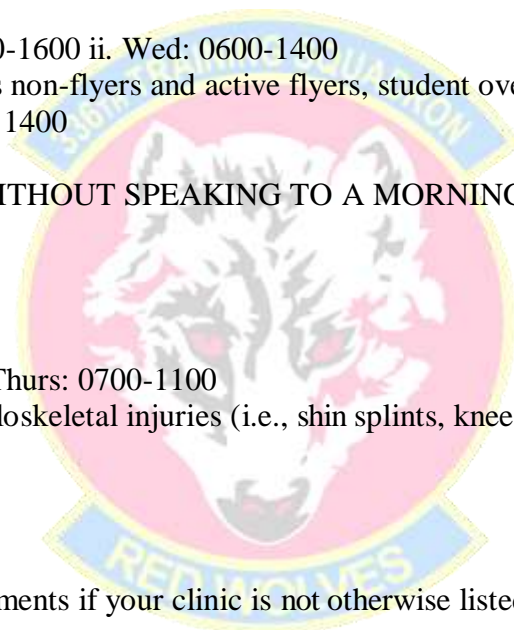
@ Hospital

Front Desk: (228)-376-2665

Operating Hours:

- Mon, Tues, Thur, Fri: 0800-1500 ii. Wed: 1300 - 1500

Services covered: PHAs, flight physicals, MEBs, RILOs, overseas clearance, overseas clearance, reclass,



security clearances.

### **Dental Clinic:**

@ Hospital

Front Desk: (228)-376-0511 / 0512

Dental Sick Call

- Mon-Fri: 0700-1100; 1300-1600

Call to make an appointment if you are having dental issues. Cleanings will be performed at your first duty station. Braces during technical training are NOT AUTHORIZED. You must request at your first duty location w/CC approval due to deployment implication Wisdom teeth removal is performed on a case-by-case basis.

### **Emergency Department:**

@ East Side of Hospital

Front Desk: (228)-376-0500 / 3521

Emergency Room should ONLY be for threatened loss of life, limb, or eyesight.

### **Public Health:**

@ Hospital

Front Desk: (228)-376-3163

Services covered: STD counseling, hearing tests, fetal protection plan, TB/INH appointments, DRHAs, and deployments.

### **Optometry Clinic:**

@ Hospital

Front Desk: (228)-376-0449

- Call to re-order standard issue frames - Military issued frame/glasses repairs.

Eye care for Emergencies only (injuries, loss of vision, etc. Not glasses related)

Full eye exams / prescription updates must wait until first duty station.

TRICARE DOES NOT pay for contact lenses.

Operating Hours:

Mon/Thurs 0700-1600 / Tuesday 0730-1600 / Wednesday 0830-1600 / Friday 0700-1500

### **Patient Registration:**

@ Hospital

Front Desk: (228)-376-4728 / 4742 / 4730

Operating Hours:

- Mon-Fri: 0700-1700

Students MUST be registered into the hospital system prior to making appointments. Guard / Reserve members will need to submit a copy of orders.

### **Referral Management:**

@ Hospital

Front Desk: (228)-376-0490

Must be seen first at Triangle Health Clinic to receive referral.

### **Women's Health Clinic:**

@ Hospital

Call Triangle Health Clinic Front Desk first: (228)-376- 0324

All women health concerns are taken care of at the Triangle Health Clinic

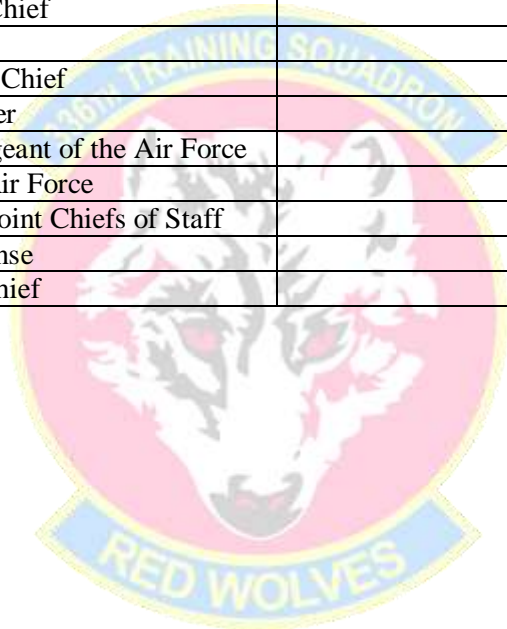


## Chain of Command Worksheet

COMPLETE THE BELOW WORKSHEET BY WRITING IN YOUR FULL CHAIN OF COMMAND PRIOR TO THE END OF YOUR FIRST WEEK. RANK, FIRST, AND LAST.  
EXAMPLE: Technical Sergeant John Smith

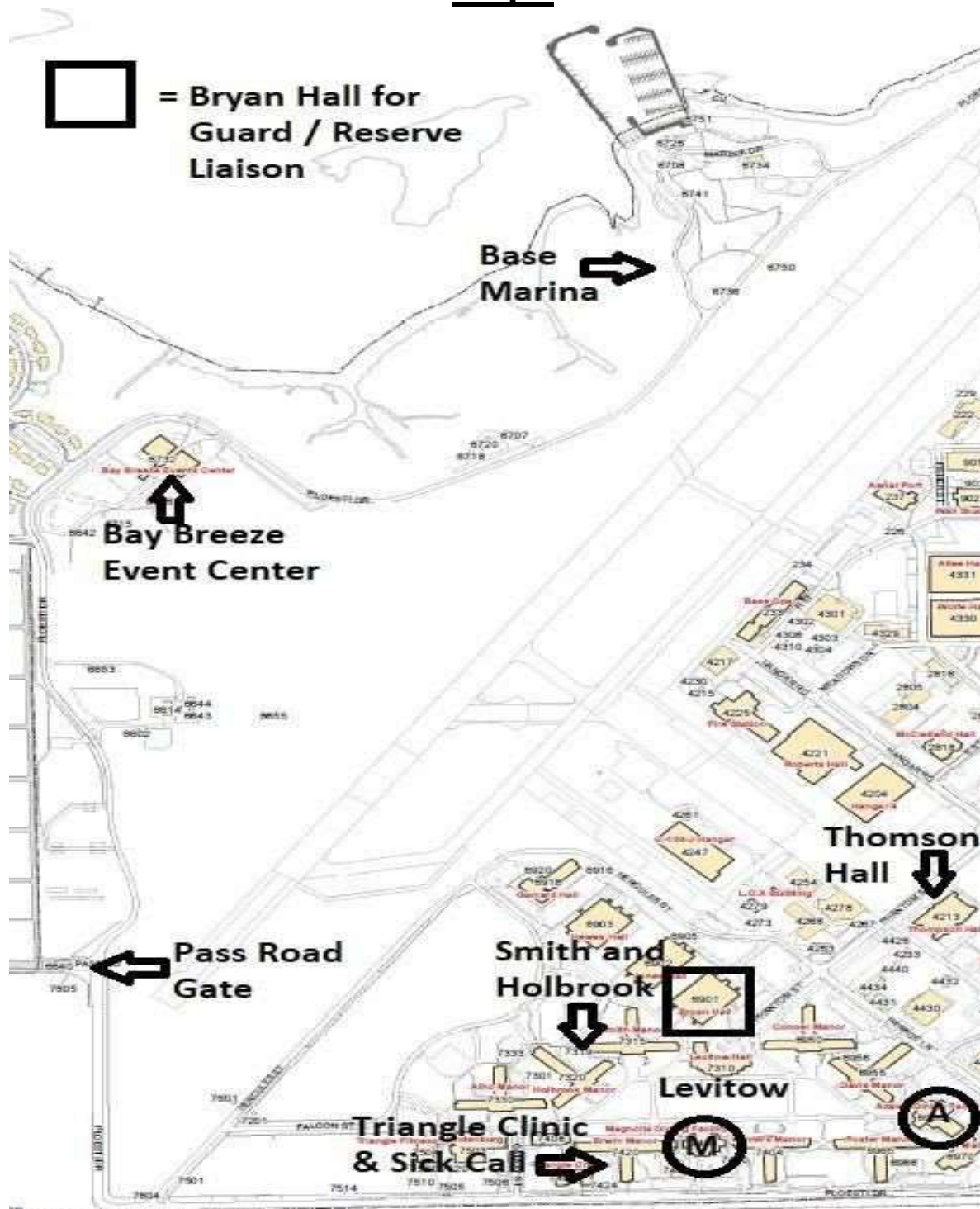
\*Civilians should have Honorable or President in front of name\*

Team Military Training Leader	
MTL Flight Chief	
First Sergeant	
Training Squadron Superintendent	
Training Squadron Commander	
Training Group Superintendent	
Training Group Commander	
Training Wing Command Chief	
Training Wing Commander	
2 AF Command Chief	
2 AF Commander	
AETC Command Chief	
AETC Commander	
Chief Master Sergeant of the Air Force	
Secretary of the Air Force	
Chairman of the Joint Chiefs of Staff	
Secretary of Defense	
Commander-in-Chief	





## Maps







## Airman/Guardianship Question Bank (FAQs)

- Where should I ask questions?
  - You may ask questions in the #questions channel in Slack after first utilizing your chain of command (Roommate/Peers, Bay/Floor Chief, Airmen Leaders).
- How do I reply in thread on Slack?
  - Tap on the message you would like to reply to, then tap “reply in thread” and type out your message. DO NOT hit reply to channel and DO NOT @channel unless authorized by MTL or Leadership.
- Can I post in the #general or #airman-guidance channel in Slack?
  - Not unless otherwise authorized by MTL or Leadership.
- Where can I get a haircut in the dorms?
  - Yes, check out the #thebarbershop channel on Slack.
- Do we need to eat breakfast before accountability?
  - YES, with the exception of squadron PT. You will have time to eat breakfast after squadron PT.
- How do I get a room inspection?
  - Fill out [this](#) form 24 hours in advance and then follow up with an Airman Leader.
- How do I pick up “signature required” mail?
  - Open your PO box and take out the package slip, then bring it to the package pick up window.
- Can we send mail out?
  - Yes, visit the right window in the Post Office.
- Do I have to remove my personal bedding items from my bed during linen exchange day?
  - Yes, you must remove them and neatly fold them at the end of your bed. You should also be washing them once per week, minimum.
- Is there a blues day this month?
  - Yes. The last duty day of the month is a blues day unless stated otherwise by Leadership. Specifics on the combination of blues will be determined by Leadership and posted in Slack.
- How can I view my orders?
  - Access the AF portal, visit vMPF, select Out processing, then select Orders.
- How do I access the Sec+ Pre-Test?
  - Visit the AF portal, visit E-learning, then search 336 Pre Test.
- Do we march during “Black Flag” conditions?
  - Yes, unless specifically told otherwise by an MTL or Leadership.
  - The Black flag is displayed when the WBGT reaches 90 degrees or higher. This may bring about suspension of PT, and you will be expected to adhere to the work/rest cycles for all other outside activities. Marching is classified as “Easy Work”. The work rest cycle for Black Flag is 40 min of work. There is nowhere that you will march to as a flight that takes longer than 40

min. Obviously if you are feeling faint and need to fall out of formation to take a knee, please do so for safety's sake. Remember to hydrate!

- How do we get family on base?
  - Contact the VCC and fill out any respective forms.
- Is there a hotel on base for family to stay in?
  - Yes. Inn of Keesler: (228)-374-0088
- Are there computer labs and can we use them during the duty day?
  - Yes. Holbrook 3rd floor and Smith 2nd floor.
- Where do we go for the GTC class/brief?
  - Thomson Hall RM 128
- How do I install certificates for my CAC reader on my PC/MAC?
  - Please visit [militarycac.com](http://militarycac.com)
- What times are AFI accountabilities?
  - Immediately after morning accountability (0600 or 0740), 1030, 1200, and 1445
- What time and where is PT accountability?
  - 0550 on Tuesdays, Thursdays, and Up Fridays. Tuesday accountability is on the track and Thursday/Friday is up to the morning MTL. See Slack in the morning for specifics.
- How do I get to class?
  - If you are in person, you will march to class in Super Flight. You will fall out to the troop walk immediately after morning accountability. ITF (Dolan Hall) will form up in the front, and Pipeline (Thomson Hall) will be in the back. Everyone marches to class on their first day.
- What time is Sec+/Pre-Test accountability?
  - 0530 on the Smith Drill Pad.
- What time is normal accountability?
  - Mon/Wed 0600, Tue/Th/Up Fri PT 0550 and After PT 0740. \*Times are subject to change at the discretion of Leadership. See Slack for updates.
- Is there a way to buy and/or sell things?
  - Yes, the #buyandsell channel in Slack.
- Can I save Slack posts before they disappear?
  - Yes. It is advised that you save important documents to your phone when they are posted on Slack. This way, you will always be able to access them again in the future. Slack can only hold a limited number of posts and documents, so eventually they will drop off and be unavailable unless reposted. \*Adobe Reader is a good app for reading most of what the MTLs and higher leadership post. You can save the posts to your device or app, or take screenshots.
- Can we post memes on Slack?
  - Absolutely NOT. This includes the #morale-events channel in Slack. \*Slack is to be used as a professional communication platform and NOT a social media site.
- How do we get something fixed in the dorm?

- Place a work order in the work order binder down at CQ just outside the TO.
- Are we released for the day if our instructor releases us?
  - No. We are not released unless MTL (via CQ) or other Leadership makes an announcement. DO NOT ASK IN QUESTIONS IF WE ARE RELEASED!
- Can we go to the Mini BX or Main BX during the week?
  - Yes, AFTER the squadron is released for the day.
- Can we bring a shopping cart back from the Big BX?
  - No
- Where is the 2 week/30 day prior brief?
  - Holbrook IP room (All daily brief times and locations are posted in Slack under hot sheets/final formation new)
- Can I order food delivery?
  - Yes, however you will order it to the Levitow roundabout. The address is posted above. You are NOT authorized to have it delivered directly to the dorm or manor, nor are you authorized to order during the duty day.
- Where do I go for CAC issues?
  - If your CAC is Disabled or Locked – go see TSgt Morris, Ms Racz (Holbrook Manor) or Ms Watkins (Thomson Manor)
  - If your CAC is Blocked – go to the Hospital; room 4F102, between 0530-1700 (376-4549)
  - Do NOT go to the Comm Squadron!
- How can I make copies of my orders/processing information and print my LES?
  - You may use the IP room computer and printer if it is not being used, you may use the TO computer and printer, or you may visit the AFRC.
- When and where is sick call?
  - 0600-0700 at the Triangle Clinic. Be sure to let your Bay Chief know, as well as give a 341 to the morning MTL before going.
- What AFI guides Air Force/Space Force members' uniform and personal appearance?
  - AFI 36 – 2903
- What are the four Comprehensive Airman Fitness pillars?
  - Mental, physical, social, spiritual
- Which Medal of Honor recipient was a Chief Master Sergeant and distinguished himself by extraordinary heroism in the country of Laos?
  - CMSgt Richard Etchberger
- What is the abbreviation that is utilized to help accomplish goals?
  - S.M.A.R.T.
- What are the three tiers of the enlisted force?
  - Junior Enlisted, Noncommissioned Officer, Senior Noncommissioned Officer



- Which CAF domain focuses on approaching life's challenges in a positive way by demonstrating self-control, stamina, and good character with choices and actions?
  - Mental
- Which CAF domain focuses on endurance, mobility, strength, and flexibility enhanced through exercise, nutrition, energy management, and restoration to excel in all tasks in any environment?
  - Physical
- Which CAF domain focuses on creating and sustaining meaningful work, friend, family, and community relationships?
  - Social
- Which CAF domain focuses on a set of beliefs, principles, or values that sustain an individual's sense of well-being and purpose?
  - Spiritual
- Which article of the UCMJ is a failure to obey order or regulation?
  - 92
- When the command “open ranks, march” is given, how many steps does the second element take?
  - Two
- What size chevrons are authorized for wear on a service uniform?
  - 3 ½ Inch
- Other than public transportation, when are headphones authorized for wear while in uniform?
  - On the official track and inside the gym (para. 6.3 AFI 36-2903)
- What does a 3 – 5-minute wavering tone on siren indicate?
  - An attack/hostile act is imminent or in progress.
- What are the three components of the Air Force's Physical Fitness Assessment?
  - 1.5-mile run, 1-minute pushups & sit ups.
- When was the Air Force officially created?
  - 18 September 1947
- Who was the first female CMSgt in the Air Force?
  - CMSgt Grace Peterson
- \_\_\_\_\_ is composed of broad-based rules defining how to fight war or armed conflicts.
  - Law of Armed Conflict
- What are the four basic principles of the LOAC?
  - Military Necessity, Distinction, Proportionality, and Humanity
- What is an example of a noncombatant?
  - Civilians, medics, chaplains, POWs, wounded, etc.
- Regarding war operations, what is considered a Joint Force?
  - Two or more military services (AF, Army, Navy, USMC, Space Force)



- What are the two types of sexual assault reporting?
  - Restricted & Unrestricted.
- What does a 3 – 5-minute steady tone on siren indicate?
  - A disaster/incident is imminent or in progress.

### **In Summary:**

Use this book to meet expectations. Ask questions when you are unsure confused on something. Communicate professionally with your wingmen and leaders. Ask for help when you need it!

Best of luck! The 336<sup>th</sup> TRS Leadership Team, Instructors, and your Military Training Leaders look forward to serving alongside you during your time at Keesler AFB and beyond!

### **Remember, you got this, and we got you!**



**Leader:** “Does 336 run this Triangle?”

**Formation:** “Hell yeah we run this Triangle!”

**Leader:** “Red Wolves run this Triangle!”

**Formation:** “Hell yeah we run this Triangle!”

**Leader:** “From the North to the South!”

**Formation:** “Who Who” (Sounds like HUA)

**Leader:** “From the East to the West!”

**Formation:** “Who Who” (Sounds like HUA)

**Leader:** “336 is gonna show ‘em who’s the best!”

**Formation:** (HOOOOOWWWLLL!)

**Leader:** “Red Wolves Fall Out!”

**Formation:** “Who Red, Who Wolves! Howwwwl!”