



336th Training Squadron

Train, Develop, and Inspire Premier Warfighters



Slack Briefing

Wingmen, Leaders, Warriors!



Objective

Train, Develop, and Inspire Premier Warfighters



- Provide clear and professional communication squadron wide using the Slack application.



Overview

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- What is Slack
- Different channels and their functions
- How to post on Slack and when
- How to find information
- Questions



What is Slack

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Slack is a commercial communication app used by the 336th TRS to ensure vital information is being relayed to all Airmen/Guardians in training in a clear, concise, and timely manner.

- The squadron workspace is titled 336 TRS Airmen Info Space.

336-barracks.slack.com



Who is on Slack

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- Everyone assigned to the 336th TRS has access to the Slack workspace. This includes Airmen/Guardians in training, MTLs, squadron leadership (Commander, Director of Operations, Superintendent, First Sergeant), and Instructors.
- It is important to keep all communication on the workspace **STRICTLY PROFESSIONAL** and practice proper etiquette when active on the app. DO NOT post anything you wouldn't want leadership to see.



Mandatory Channels



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- #general
 - #airmen-guidance
 - #cq_pa-announcements
 - #final-formation-news
 - #questions
 - #study_groups
 - #course-start-rosters
 - #hurricane_info
- You will be automatically added to most of these channels when you accept your Slack invitation.
 - To add channels to your Slack homepage, scroll down to the bottom of you channels list and select Add Channel. From there you will see all channels available to the 336th TRS.
 - Once you find the channel you want to join, select Join Channel and it will show up on your homepage.



Mandatory Channels



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- **#general**
 - This channel is used to provide general information to the squadron. This includes accountability times, announcements, reminders, schedules etc.
- **#airmen-guidance**
 - This channel provides the information needed to succeed in tech school. This includes AFIs, updated hours of operation, any changes to squadron policy etc. This is also where the Wolf Packet is located.
- **#cq_pa-announcements**
 - This channel is for announcements made by Smith and Holbrook CQ. This includes weather alerts, hours of darkness, when the squadron is released for the day etc. This channel is also used to call Airmen/Guardians down to CQ if needed.
- **#final-formation-news**
 - This channel is for the MTLs to post daily hot sheets/final formation news. This includes the times and location of briefs held that day, a list of Airmen/Guardians who need to report to the MTL, curfew etc.

****ONLY LEADERSHIP, AIRMAN/GUARDIAN LEADERS AND AUTHORIZED INDIVIDUALS MAY POST IN THESE CHANNELS.**



Mandatory Channels



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- **#questions**

- This channel is for Airmen/Guardians to ask for/offer assistance to/from the squadron. This channel should be used **ONLY** if chain of command was followed.

- **#study_groups**

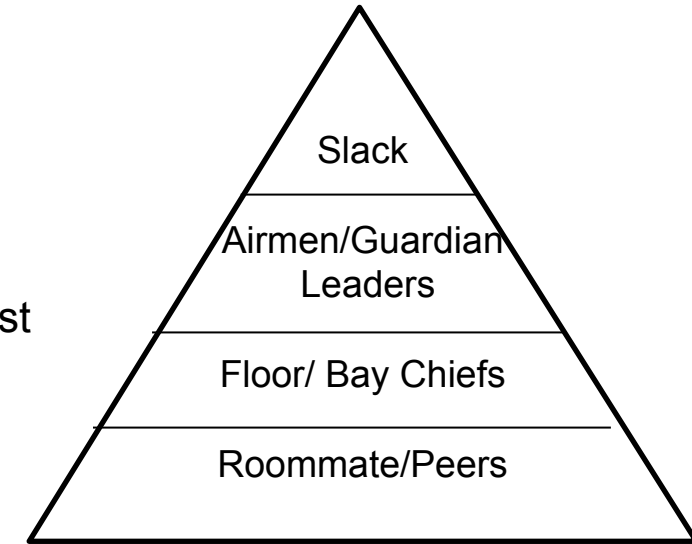
- This channel is used for students to coordinate and host study groups. You may also post study material or references related to official classes.

- **#course-start-rosters**

- This channel is where the MTLs post class rosters. If you are waiting to start class, you will check this channel weekly.

- **#hurricane_info**

- Hurricanes and tropical storms are common in Mississippi. This channel is for leadership to post important weather updates, evacuation details, and hurricane preparedness references for the squadron during hurricane season.



****All channels in Slack have a **SEARCH** function where you would first search the topic you need assistance on **BEFORE** asking in the channel.**



Additional Channels



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- **#buyandsell**

- This channel is for Airmen/Guardians in training to post any items they wish to sell or purchase in the squadron. Selling of squadron morale gear is **NOT AUTHORIZED**. It can only be purchased at the Wolf Shack. Selling of services or starting a business out of your dorm is also **NOT AUTHORIZED**.

- **#photos-and-videos**

- This channel is used to post pictures of official events on Keesler AFB. Photographers are welcome to post here.

- **#pt_workouts**

- This channel is used to post workout routines, schedule group PT sessions, and announce when the Beaver Boxes are open.

- **#morale-events**

- This channel is used to update the squadron on upcoming morale events.

- **#guardians**

- This channel is used to relay important information regarding the Space Force. *Mandatory for all Guardians

****PLEASE BE SURE TO POST CONTENT IN THE APPROPRIATE CHANNEL**



Slack Etiquette

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- Slack is a professional workspace. Posting memes, use of excessive emojis, use of inappropriate language, bullying or harassment **WILL NOT BE TOLERATED.**
- When replying to a post, select Reply in Thread before posting, and make sure your information is accurate. **DO NOT** @channel unless authorized by an MTL.
- During your Air Force or Space Force career you may need to write emails or communicate to your leadership. You will be expected to show a high level of respect, professionalism, and proficiency. Proper communication skills can have a lasting impact in making a positive impression. Poor communication can have an adverse effect.



Questions?

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- Remember to follow your Chain of Command, be professional, and utilize all the resources available to you to ensure your success here at Keesler AFB tech school.