

Personnel
BASIC MILITARY TRAINING (BMT)

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The 737th Training Group (TRG) Instruction 36-3, establishes the policies, procedures and responsibilities for training in the 737 TRG. This instruction applies to all personnel assigned to the 737 TRG and 433rd Training Squadron (TRS) that provide training or support basic military training. NOTE: This instruction does not cover all possible training situations; therefore, use good judgment and common sense. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 37-123, Management of Records and disposed of IAW the Air Force Records Disposition Schedule (RDS) available at <https://afirms.amc.af.mil>. Any issues regarding safety or risk management should be forwarded immediately to 737 TRG leadership. The 737 TRG/CC is the waiver authority for instruction.

SUMMARY OF REVISIONS: This document is substantially revised and should be reviewed in its entirety. A margin bar (|) indicates newly revised material from previously published 737 TRG guidance contained in 737 TRGOI 36-3, Volume 1,2,3,4,6.

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Addendum (Posted on Basic Training Management System (BTMS))

Weekly Activity Schedule (WAS)
Daily/Weekly Activity Checklists (WAC)
Charge of Quarters (CQ) Checklists

CHAPTER 1

SUPPLIES, EQUIPMENT AND FACILITIES MANAGEMENT

1.1. Linen Exchange.

1.1.1. Deliver clean linen for shipping flights on the squadron's scheduled delivery/pick-up day. Pick up dirty linen on Mondays unless it is a holiday.

1.1.1.1. Physical Training (PT)/Supply NCO:

1.1.1.1.1. Receive and distribute linen from the contracted vendor.

1.1.1.1.2. Distribute linen to flight MTIs.

1.1.1.2. MTI:

1.1.1.2.1. Exchange linen each training week and on shipping day. NOTE: Make linen exchange beds only on linen exchange days or when medical personnel or the squadron superintendent deems it necessary.

1.1.2. Turn in dirty linen at the squadron PT/Supply linen exchange point prior to 0730 hrs on the scheduled linen exchange day. Pick up linen any time after delivery to the squadron IAW PT/Supply NCO guidance. Linen is tightly bundled as follows: 10 sheets to a bundle, 10 mattress covers to a bundle, 20 pillow cases to a bundle and 3 blankets to a bundle. Linen turned into the vendor will be returned in two days.

1.1.3. Return unserviceable linen to the squadron PT/Supply linen exchange point within 24 hours of issue. Unserviceable linen includes any item that is torn, painted, spotted, excessively small or stained. NOTE: Small, insignificant tears that can be tucked under the mattress when the bed is made and are not visible when in linen exchange configuration are considered serviceable.

1.1.4. Mattresses need to be thoroughly inspected. Identify mattresses that might create a possible safety or health problem. Resource Management (RM) will swap one-for-one at the designated linen exchange facility point or immediately as safety or health situations arise. Pillows will also be exchanged on a one-for-one basis as needed. All pillows should be 100% polyester fiber and serviceable.

1.1.5. Shipping flights turn in dirty linen, to include all blankets, on Monday (shipping day) no later than (NLT) 0630 hrs for contractor pick up. If Monday is a holiday, then linen is turned in on the next duty day.

1.1.6. Contaminated linens are defined as linen that has been in contact with: vomit, feces, blood, urine, lice, crabs or any other substances that pose a health risk. Place all contaminated linen in two brown plastic bags (individual set of linen) and turn in to the squadron PT/Supply

linen exchange point. Attach an inventory tag to each bag marked 'CONTAMINATED'. If an entire flight's linen is contaminated, place all like items bundled in two plastic bags, as done for normal linen exchange. Mark the inventory tag and turn in the bags as explained above.

1.2. Airman Battle Uniform (ABU) Improved Rainsuit (IRS) Parka Issue.

1.2.1. The Reception Center Staff Responsibilities.

1.2.1.1. Distribute ABU IRS Parka during initial in-processing.

1.2.1.2. Ensure each trainee acknowledges receipt by signing a computer-generated roster titled, "ABU IRS Parka/Liner Issue."

1.2.1.3. Ensures proper fit/serviceability and signs at the bottom of roster.

1.2.2. MTIs responsibilities.

1.2.2.1. Have trainees who could not be properly fitted or who have a defective ABU IRS Parka, report to the Reception Center Monday - Wednesday of the 1 WOT, between 0900 and 1200 hours for an exchange. If an ABU IRS Parka becomes unserviceable, send the trainee with the unserviceable parka (e.g., broken snaps, velcro, zippers, etc.) to Reception Center for exchange.

1.2.2.2. Tag each unserviceable ABU IRS Parka indicating the reason it has become unserviceable.

1.2.3. If trainees are negligent in caring for their ABU IRS Parka, refer to Para 1.7.

1.2.4. If an ABU IRS Parka is stolen, complete AF Form 659, Personal Clothing Claim and send the trainee to the 737 TRSS/TSR, BLDG 6420, Room 124, for validation of documentation and issue of a replacement parka. The trainee may be directed to the Finance Office, if required.

1.2.5. The 737 TRSS/TSRS manages any specialty fitting requirements for ABU IRS Parkas.

1.3. Student Leader/Chapel Guide Badges.

1.3.1. The PT/Supply NCO signs for an initial issue of 20 dorm chief, 80 element leader position and 40 chapel guide badges (1 dorm chief, 4 element leader and 2 Chapel Guides position badges per dormitory). Instructors are responsible for the number of badges issued.

1.3.2. The PT/Supply NCO exchanges one-for-one Student Leader badges that are unserviceable or have a degraded appearance.

1.3.3. Refer to Para 1.8. for required actions concerning loss or damage.

1.3.4. Trainees wear position badges centered and grounded to name tape or right breast pocket.

1.3.5. Trainee position badges are not to be worn on any blue uniform items.

1.4. Canteens/Web Belts.

1.4.1. MTIs issue a canteen, pouch and web belt to each trainee upon assignment to their dormitory. Trainees wear canteens during all outside activities except: flight drill, when negotiating obstacles at the BMT Obstacle Course and during PT. Trainees are permitted to put water in their canteens at night. NOTE: Airmen will carry their canteen and web belts up to the Retreat ceremony in the 8 WOT.

1.4.2. Collect canteens, pouches and web belts prior to shipping or when a trainee is reassigned to another flight. Risk Management (RM): Sanitize canteens once a week using the Mikroklene Disinfectant System. Secure unused canteens and web belts in the civilian luggage room.

1.4.3. Mark canteen covers with the squadron, dormitory and bed number only. Make no other marks on the canteen pouches. NOTE: Trainees that purchase their own canteens will mark them with their laundry mark on the bottom of the canteen.

1.4.4. The PT/Supply NCO will exchange, one-for-one, any unserviceable canteens, canteen caps, pouches or web belts.

1.4.5. Trainees are authorized to carry pens in the canteen pouch.

1.4.6. Refer to Para 1.7. for required action concerning loss or damage.

1.4.7. Instructors are issued Personal Hydration Systems (PHS) from their squadron PT/Supply and are authorized for wear while performing duties.

1.5. Chevrons/Ribbons.

1.5.1. MTIs will print a Stripes Roster in the 7 WOT. The squadron PT/Supply NCO picks up chevrons from the warehouse. If applicable, MTIs issue chevrons and ribbons to each assigned trainee.

1.5.2. Trainees who do not appear on the Stripe Roster but claim they are to be promoted upon graduation, are sent to BLDG 5725, Room 113 for promotion verification. Trainees who return with promotion verification will go to PT/Supply for chevron issue.

1.5.3. Airmen begin wearing all authorized ribbons and chevrons on Friday of the 8 WOT.

1.6. Basic Military Training Guide (BMTG).

1.6.1. Instructor teams are responsible for maintaining BMTGs. Issue a BMTG to each trainee upon their assignment. Brief trainees not to damage or mark the BMTG. Display it IAW the lesson plan.

1.6.2. MTIs collect and secure all copies when the flight ships and/or when trainees are reassigned from their flight. Extra copies are stored in the civilian luggage room. MTIs are responsible for replacing damaged pages prior to the flight shipping. Exception: The 324 TRS (Ops Flight) may maintain 1 copy per wall locker.

1.7. Lost or Damaged Items.

1.7.1. MTIs brief trainees that they are responsible for any damage to government property. MTIs refer trainees who damage government property to supervisory personnel to assess damages and to take appropriate action IAW AFMAN 23-220, Reports of Survey for Air Force Property. If necessary, the PT/Supply NCO completes a DD Form 362, Statement of Charges/Cash Collection Voucher, for government property lost, damaged or destroyed.

1.7.2. Trainees notify their MTI when they lose keys to their security drawer. The trainee will buy another lock and the MTI removes the trainee's old lock while in the presence of the trainee.

1.8. Missing/Exchange/Defective Uniform Items.

1.8.1. 1st Issue Items (Missing/Exchange/Defective): Trainees return to Clothing Issue NLT the end of the 1 WOT for any missing, improperly fit or defective clothing items. Times: Monday-Tuesday from 0730-1630 and Wednesday-Friday from 1430-1630

1.8.2. 2nd Issue Items (Missing/Exchange/Defective): Trainees return to Clothing Issue NLT end of 5 WOT for missing, improperly fit or defective clothing items. Times: Monday-Tuesday 0730 - 1630. Wednesday-Friday 1430-1630.

1.8.3. Boot/Shoe (low quarters) exchange: Trainees return to clothing issue to exchange improperly fitted/defective boots/shoes. Times: Monday-Tuesday from 0730-1630 and Wednesday-Friday from 1430-1630.

1.8.3.1. No boot/shoe exchange letter is required if:

1.8.3.1.1. Boots/shoes are defective (marked or unmarked)

1.8.3.1.2. Boots/shoes are not marked

1.8.3.1.3. An exchange letter is required if the boots/shoes are marked and were improperly fitted. Note: Low quarters must be exchanged NLT Monday of the 8 WOT.

1.8.4. Make-Up Clothing Issue (trainees who did not process with their flight for 2nd Issue) is conducted Monday - Friday from 0630-1430, trainees must report NLT 0630. All other make-up issues (members who left for appointments, or did not receive all garments, weight gain/loss, etc.) will report NLT 1430 Monday-Friday.

1.8.5. Exchange uniforms with manufacturer defects at Clothing Issue. Trainees must have ABU and blue uniform items cleaned before exchanging them at Clothing Issue.

NOTE: Brief trainees who lose or gain weight (not under medical care) and who have not had 6 months of service after initial enlistment that they may replace ill-fitting, used clothing items, except caps, shoes, socks and underwear for identical item if alterations for proper fit are not more economical. As a guide, clothing issue/base clothing sales personnel authorize exchange of items when the cost of alterations would be more than the cost of replacement exchange (IAW AFI 23-110, Vol. I, Part Three, Chapter 2, Air Force Uniform Clothing Policies and Procedures). Air Force Clothing Initial Issue Flight (AFCIIF) is just for basic trainees. After graduation they will need to follow the guidelines in the above referenced AFI.

1.8.6. Replacement of Damaged/Defective Uniforms.

1.8.6.1. Instructors that have trainees with uniform items damaged in the line of duty or during a medical emergency must coordinate purchase of replacement item(s) with the unit Government Purchase Card (GPC) cardholder. The GPC cardholder coordinates a "Replacement of Damaged Trainee/Airman Clothing Item(s)" letter for Squadron/CC and GPC Approving Official signature. Trainees hand-carry the coordinated letter to the Military Clothing Sales Store (MCSS) for uniform purchase.

1.8.6.2. The letter contains the trainee's name, flight and squadron; what and how many uniform items were damaged.

1.8.6.3. Trainees report to their military training instructor within 2 duty days after the incident to ensure the damaged uniform item is replaced prior to shipping.

1.9. Authorized Carry/Pouch Contents.

1.9.1. Basic Military Training Study Guide (BMTSG).

1.9.2. Prescribed medication needed for that day (in a properly labeled container).

1.9.3. Identification Card/Holder.

1.9.4. Note-taking materials (notebook, highlighter, pen, pencil and ruler).

1.9.5. Unused tissue.

1.9.6. Hand sanitizer (e.g. Purell).

1.9.7. Lip Balm (e.g. Chapstick).

1.9.8. Current/future appointment slips.

1.9.9. Tuberculosis (TB) Brochure.

1.9.10. Required paperwork for next day processing.

1.9.11. Electronic Personnel Security Questionnaire (EPSQ).

1.9.12. Micro shields (for Student Leaders).

1.9.13. Unused sanitary items (females only).

1.9.14. Career Guidance Booklet.

1.9.15. Religious materials (Chapel guide).

1.9.16. Muzzle Cap (trainer weapon).

1.10. Dormitory Arrangement.

1.10.1. In Recruit Housing & Training (RH&T) dormitories, determine the right, left, front and rear of the dormitory by facing the bay from the hallway. Determine the right, left, front and rear of an individual trainee's area by facing the trainee's wall locker from the center aisle. The right side of the bed is considered the inspection side.

1.10.2. For health reasons, arrange beds in head-to-foot configuration with the first bed in each element displayed with the head to the right IAW figure 1.1. Bunk beds will have same head configuration.

1.11. Dormitory Marking.

1.11.1. Use a number to identify organizational equipment (e.g. beds, wall lockers) throughout the dormitory. Number each area sequentially, 1 - 60.

1.11.2. Mark beds on the inspection side, 3 inches from the center aisle end of the frame on the bed rail.

1.11.3. The first and fourth elements have 11 lower beds (evenly spaced) between beds. The second and third elements have 9 lower beds (evenly spaced) between beds. The last five beds in each element are double bunks. Number top bunks IAW Figure 2.1.

1.11.4. Mark wall lockers on the front with the numbers centered above the doors.

1.11.5. Mark rag storage cans "Clean Rags" or "Dirty Rags" to identify contents. Rag cans must be lined with plastic bags.

1.12. Authority to Enter Board.

1.12.1. Place the Authority to Enter Boards as close to the main entrance doors as possible. When changes are made to the flight, update the Entry Authority List (EAL) roster from BTMS.

1.12.2. Update personal recognition list as necessary with instructors assigned to the dormitory (e.g. an entire section should not be on the access board). Post 737 TRGVA 36-3, Entry Controller Entrance Procedures, so it may be easily read on the entrance door.

1.13. Dormitory Access Badge.

1.13.1. The 737 TRG/CCV, Standardization and Evaluation element is responsible for issuing, replacing and disposing of all access badges.

1.13.2. During the month of March, badges are reissued in a different color from the previous year's access badges. A recall and reissue of all badges may be directed at any time by the 737 TRG/CC.

1.13.3. 737 TRG/CCV issues individual 737 TRG badges to the: 37 TRW commander, vice wing commander, command chief, executive officer, 737 TRG commander, deputy commander and superintendent. Badges are numbered as follows:

1.13.3.1. Commander, 737 TRG has badge "0"

1.13.3.2. Deputy Commander, 737 TRG has badge "00"

1.13.3.3. Superintendent, 737 TRG has badge "000"

1.13.3.4. Commander, 37 TRW has badge "1"

1.13.3.5. Vice Commander, 37 TRW has badge "2"

1.13.3.6. Command Chief, 37 TRW has badge "3".

1.13.3.7. Executive Officer, 37 TRW has badge "4"

1.13.4. 737 TRG/CCV issues squadron dormitory access badges (#1-15) to all street squadrons and the 324 TRS Operations Flight.

1.13.5. Return old access badges to 737 TRG/CCV, Stan/Eval when new ones are issued.

1.13.6. If a squadron access badge is lost, report the circumstances by letter, signed by the squadron commander to the 737 TRG deputy commander.

1.13.6.1. Post the number of the lost badge on all dormitory "Authority to Enter" boards. Inform flights not to allow entry of individuals using that badge and to immediately notify permanent party personnel of any attempts to use lost badges.

1.13.7. Turn in damaged badges for replacement to 737 TRG/CCV, Stan Eval on a one-for-one swap.

1.14. BMT Form 223, Dormitory Access Authority Badge Issue Log.

1.14.1. This form is available by electronic means on BTMS/Policy/BMT Forms. The Military Drill and Ceremonies (MDC) or designated squadron representative maintains and controls the access badges. Issue badges to supervisory personnel, PT/Supply NCOs and MDC on a permanent log. Issue other personnel and visitors a badge on a separate temporary log. Temporary badges must be turned in daily (CQ will inventory daily and ensure all temporary badges are accounted for upon assumption of shift).

1.14.2. Disposition: Destroy the temporary BMT Form 223 when all entries are completed. Destroy the permanent form when all old badges are destroyed and/or turned in.

1.15. Ventilation/Dormitory Lighting.

1.15.1. Ventilation:

1.15.1.1. Keep windows and doors closed when the air conditioning system is on.

1.15.1.2. Keep windows and doors closed during winter months unless very high temperatures occur.

1.15.1.3. Ensure windows without screens remain shut at night regardless of temperature.

1.15.1.4. Notify the Charge of Quarters (CQ) when the dormitory temperature is greater than 75 degrees or lower than 68 degrees.

1.15.2. Dormitory Lighting:

1.15.2.1. Install/ensure serviceable lighting in the entire dormitory area (utility room, civilian luggage rooms, dayroom, bays and bathroom).

1.15.2.2. Ensure all lighting fixtures are operable.

1.15.2.3. Ensure unserviceable light bulbs are turned into PT/Supply.

1.15.2.4. Do not store light bulbs in dormitory.

1.16. Dormitory Areas.

1.16.1. Report dormitory discrepancies/facility repair to the PT/Supply NCO weekly.

1.16.2. Keep flight office and dayroom clean and orderly at all times. All Privacy Act material must be secured.

1.16.3. Dayroom furniture remains in the dayroom.

1.16.4. Store trainee ironing boards and sit-up mats in the dayroom.

1.16.5. Close venetian blinds (if applicable) in the dayroom during the hours of darkness when the dorm is down or when the flight is deployed to the BEAST.

1.16.6. Doors into dayrooms from inside the dormitory remain closed during lights out, during down time and when flight is at the BEAST.

1.16.7. When in the dormitory, road guards will place road guard vests in the utility closet.

1.16.8. Store buffers in utility room with cord neatly wrapped. Check buffer cords and ground plugs (three prong or double insulated) daily for serviceability. Remove buffer pad/brush when not in use and place them in an upright position.

1.16.9. Plug a maximum of one buffer or two irons into any one-wall circuit. Each bay wall contains a separate circuit.

1.16.10. Ensure the latrine door remains open when not occupied and closed when occupied. Lights will be turned off when the latrine is not occupied.

1.16.11. Ensure toilet seats are in the upright position when not in use.

1.16.12. Ensure “Basic Hygiene Facts,” “Urine Charts” and “Contact Lens Abuse” sheets (located on the curriculum site in BTMS) are laminated and mounted on the wall between the urinals in the latrine.

1.16.13. Lock flight storage closets with a key-type lock. MTIs store all trainee civilian luggage, extra Basic Military Training Guides (BMTG), canteens, pouches and web belts not in use in the flight storage closets.

1.17. Laundry Facilities.

1.17.1. The PT/Supply NCO provides specific instructions concerning the cleaning of the washing machines and lint filters in the dryers. MTIs must be familiar with the instructions and brief trainees on the proper use of washers and dryers. Trainees follow written guidance posted in the laundry rooms. They will not sit on top of washers or dryers.

1.17.2. The squadron CQ ensures the duty flight cleans all washing machines and dryers daily, to include the floor underneath the lint filters. Washing machine lids remain open when not in use.

1.17.3. The CQ documents discrepancies on AF Form 53, Security Police Desk Blotter and reports them to the squadron building custodian NLT the next duty day. The 737 TRSS/TSR provides procedures for identifying defective machines and tracking repair on the laundry room log and building custodian's facility folder.

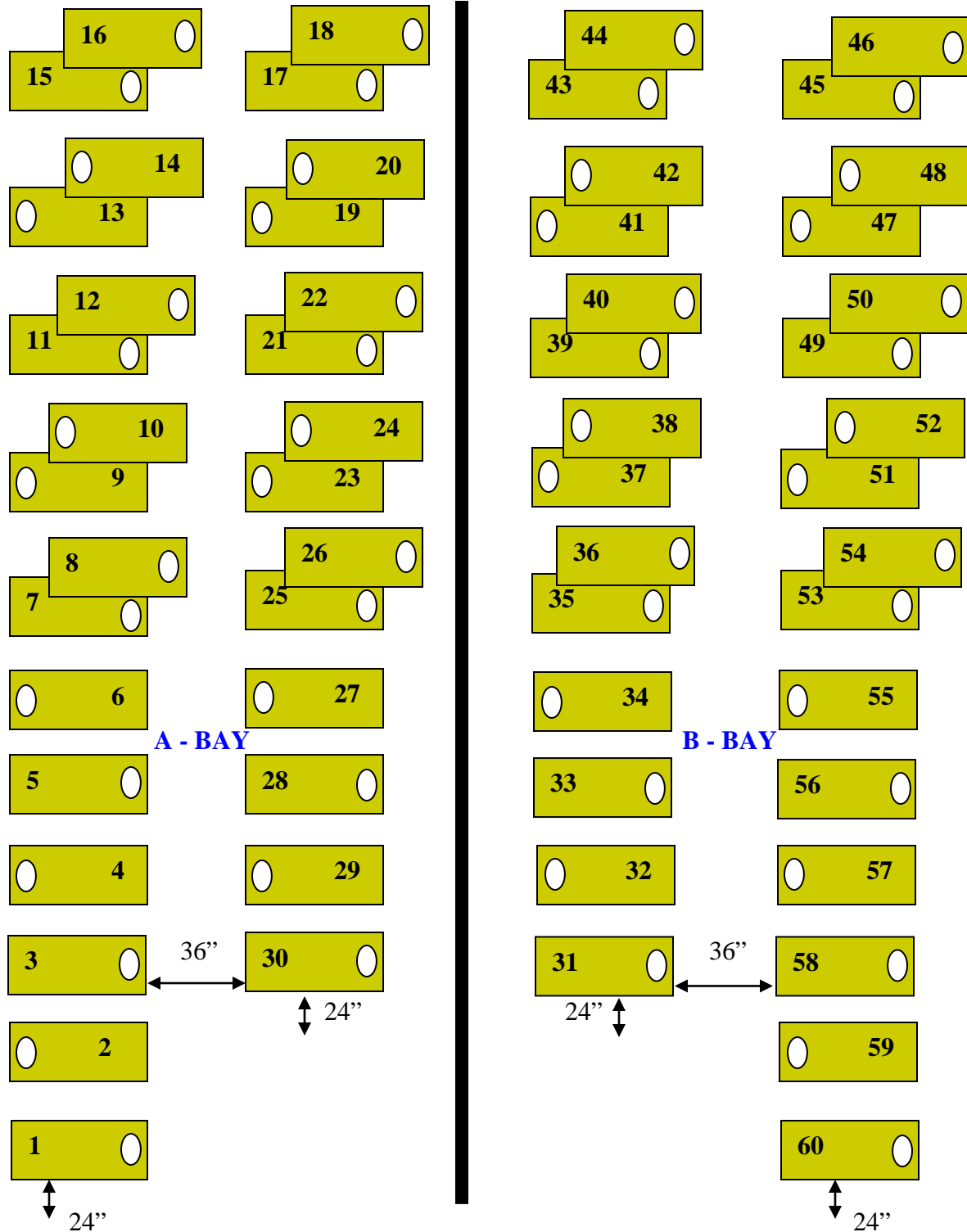
1.18. Database and Computer Outages.

1.18.1. Database: During duty hours, submit a Work Order Request for BTMS problems such as corrections needed to an Airman's Social Security Number (SSN), unlock BTMS (login) accounts or reset password.

1.19. PT/Supply

1.19.1. The squadron PT/Supply remains locked whenever it is unoccupied. If unoccupied the PT/Supply key is secured and signed-in/out IAW with key accountability procedures.

FIGURE 1.1. Head-to-Foot Configuration



NOTES:

1. Maintain a 36-inch center aisle in each bay.

2. Position the first bed in each element approximately 24 inches from the front wall or water fountain.
3. Align the side of the last bed in each element (closest to back wall) with the outermost portion of the last wall locker in 2d and 3d element.
4. Evenly space all other beds.
5. All beds are aligned in a straight line beginning with the first bed in each element and ending with the last bunk bed in the element. Alignment is checked from the head of each element by looking down the row of single bed caps at the center isle end of each element. The line of sight should continue through the bunk beds at the same level as the top of the single beds.

FIGURE 1.2. Permanent Bulletin Board

737 TRGVA 36-1 <i>Gifts, Loans, Contributions</i>	737 TRGVA 36-2 <i>Red Cross</i>	737 TRGVA 37-1 <i>US Postal Service</i>	<i>Sexual Assault Policy Letter (JBSA)</i>	<i>SEXUAL ASSAULT POSTER</i> <i>SARC VA 36-6013</i>	<i>AETC VA 36-2</i> <i>AETC Policy On Equal Opportunity</i>
AFVA 10-2510 <i>USAF Emergency Notification Signals</i>			<i>37 TRW VA 90-301</i> <i>USAF Complaint System</i>	<i>SQUADRON DORMITORY EVACUATION PLAN</i>	<i>SQUADRON DORMITORY EVACUATION MAP of RH&T</i>

FIGURE 1.3. Temporary Bulletin Board

<i>BMT CHAPEL SCHEDULE</i>	<i>BUS SHUTTLE SCHEDULE</i>	<i>BUS SHUTTLE MAP& BEAST SHUTTLE</i>	<i>SQ/CC OPEN DOOR POLICY LETTER</i>	<i>737 TRGOI 36-3</i> <i>Trainee Rules of Conduct</i>	MTI AREA
<i>737 TRG/CC ORM Policy Letter</i>	<i>Off Limits Establishments (JBSA)</i>	<i>Optometry Clinic Handout Hours of Operation</i>	<i>EZ pay Store Value Card (SVC)</i> <i>Rules & Regulations</i>	<i>Buyer Beware Letter</i> <i>Honor Guard Schedule & Pamphlet</i>	

NOTE: Bulletin boards may be different shapes and sizes in some RH&Ts. Squadrons are responsible for standardizing how items are displayed on the boards. Required bulletin board items (e.g. Visual aids and policy letters) can be found on BTMS Policy and Instructions/Bulletin Board Visual Aids. The Airman's Creed (acrylic poster) is a required visual aid and must be prominently displayed in each dormitory dayroom.

CHAPTER 2

BMT OPERATIONS

2.1. Weekly Activity Schedule (WAS).

2.1.1. The 737 TRSS/TSOS, Scheduling Element, distributes the WAS electronically via Basic Training Management System (BTMS).

2.1.2. Squadron supervisory personnel and Training Flight supervisory personnel may approve schedule changes when warranted. Coordinate all changes with the 737 TRSS Scheduling Element and annotate all changes in red ink on the squadron's master schedule.

2.1.3. Squadrons coordinate their individual requirements for facilities (including squadron classrooms) with the 737 TRSS Scheduling Element. 737 TRG Instructors and support personnel will not deviate from the WAS without supervisory personnel approval and the Scheduling Element coordination.

2.1.4. Sunday is the first day of the training week.

2.2. Daily/Weekly Activities Checklists (WAC).

2.2.1. All Daily/Weekly Activity Checklists are located on the Basic Training Management System (BTMS) under instructions and policy.

2.2.2. Daily/Weekly Activity Checklists provide guidance for training, administrative, and processing events required in the BMT program. The Daily/Weekly Checklists are used in coordination with the Weekly Activity Schedule (WAS) and lesson plans to provide the MTI a refined roadmap for mission accomplishment and time management.

2.3. Instructor Teams.

2.3.1. Squadron Superintendents assign an instructor team to two dormitories. Instructor teams are responsible for the training and management of all trainees in both dormitories.

2.3.2. Team Chief(s) and all team members assigned to both dormitories make up the instructor team.

2.3.3. The instructor team coordinates assignment of all trainees assigned to both flights.

2.3.4. Instructor team will assign Student Leaders by dormitory and determine sleeping arrangement in their dormitory.

2.3.5. At a minimum, every female flight that has a male MTI will have an assigned female MTI mentor who is close by in another brother-sister flight.

2.4. Squadron Duty Hours.

2.4.1. Basic training squadron duty hours are as follows:

Table 2.1. Squadron Duty Hours

Duty Hours	Lights On (Reveille)	Lights Out
Mon- Fri	0445	2100
Sat/Sun/Holidays	0545	2100

2.4.2. MTI Dormitory Access

2.4.2.1. Same gender MTIs - must depart the dormitory NLT 2100 and are not authorized to enter the dorm until 0445 Mon-Fri and 0545 Sat Sun, and holidays.

2.4.2.2. Opposite gender MTIs - must depart dorm NLT 2030 and are not authorized to enter the dorm until 0500 Mon-Fri and 0600 Sat Sun, and holidays (Flight must be properly dressed).

2.4.3. Exceptions to Dormitory Entry During Lights Out

2.4.3.1. Shipping Supervisor performing duties for flight departure.

2.4.3.2. Flight pick-up after 2100 (lights out and MTI departure is 1.5 hours after arrival to the dorm).

2.4.3.3. Non-duty dorm inspections 2100-2200 and 0400-0445 (approved by early/late supervisor and the inspection will not disturb the sleeping flight, i.e. use flashlights).

2.4.3.4. Emergency situations requiring CQ or supervisory attention in the dormitory. Individuals returning later than 2100 from daily details or graduation special events will not disturb the sleeping flight.

2.4.3.5. The MTI evening briefing will identify trainees performing details the following day. The Dorm Chief/Element Leaders/Entry Controller will wake only those trainees at the assigned time for departure.

2.4.4. Extending Lights Out

2.4.4.1. An instructor supervisor or higher may extend lights out, if required. Exceptions for extending lights are: e.g. late processing appointments, Demand Reduction (Drug Testing).

2.4.5. Unless the WAS dictates otherwise or a scheduling change has been approved, dormitories must be in inspection order from 0700 to 1530 during the winter schedule (Dec-Feb) and 0800 to 1630 during the Summer Schedule (Mar-Nov). The 737 TRG Standardization Evaluation Team may inspect MTI responsibilities at any time; however, individual areas may not be inspected until Monday of the 3 WOT.

2.5. Squadron Supervisory Coverage.

Table 2.2. Squadron Supervisory Coverage

Instructor Supervisors (IS)	Monday-Friday	Saturday, Sunday and Holidays
At least one IS or acting interim IS	0400 - 2100 hrs	0500 - 2100 hrs
<i>- An interim IS may only perform these duties when the IS is officially not present for duty - All meals will be monitored by an IS or acting interim (except in cases of emergency in which a senior MTI may fulfill or temporarily stop serving) - An IS will be "on-call" during hours outside the above listed coverage.</i>		

2.5.1. Commanders will ensure an Instructor Supervisor will be on duty and present during the hours listed in Table 2.1. instructor supervisors will remain in the squadron until lights out and will then perform instructor accountability prior departure.

2.5.2. A supervisor will be "on-call" after lights out. NOTE: CQ is not considered the supervisor on duty.

2.5.3. An Instructor Supervisor is responsible for shipping. This requires the Instructor Supervisor to be on-site to unlock civilian luggage, return cell phones, monitor the squadron area and shipping flights from packing until the last group ships. Ensure flights depart on time for established shipping destinations. The shipping supervisor will not perform CQ duties.

2.6. Flight Pick-up.

2.6.1. Ensure 5 WOT or above Entry Controllers of the same gender are on duty from 1830 - 0630 hrs, through the first weekend. Only supervisory personnel can approve the use of 3 WOT Entry Controllers for extenuating circumstances during this period. Entry Controllers in 3 WOT of the same gender may be used from 0630 - 1830 hrs. After the first weekend, same gender Entry Controllers may be from the 3 WOT or above. Charge of Quarters (CQ) will ensure Entry Controllers understand that the CQ must be immediately notified in the event of any disturbance in the dormitory.

2.7. Drum and Bugle (D&B) Corps

2.7.1. Trainees are interviewed at the Reception Center on arrival night for musical talent and assigned to the D&B flight based upon musical experience in a band or D&B Corps, preferably on brass or percussion instruments.

2.7.2. Assign trainees with guaranteed jobs to Air Force Bands to the D&B Corps, all other trainees must volunteer.

2.8. Opposite-Gender in Dormitories.

2.8.1. Opposite-gender permanent party personnel are not allowed in dormitory until 0500 Mon-Fri and 0600 Sat, Sun, and holidays and must depart dormitory NLT 2030.

| 2.8.2. The flight must be properly dressed prior to entry in the dorm.

2.8.3. One instructor must be present when opposite-gender flights are combined in one dormitory (Bay) for instruction purposes. Instructors will not teach two flights in the day room. Males and females will never be left in the dormitory together without an instructor or supervisory personnel present.

2.9. In-House Training (IHT).

2.9.1. IHT furnishes Commanders, Squadron Superintendents and Instructor Supervisors a venue to provide continuous training for their assigned personnel. Relate IHT to MTI duties, new policies/procedures or deficiencies noted throughout the squadron/section. Mandatory training such as military equal opportunity, PME and mandatory recurring training such as summer heat hazards, prevention of heat casualties and Cardio Pulmonary Resuscitation (CPR) are not credited as IHT.

2.9.2. Squadrons conduct a minimum of 1-hour of IHT each quarter. Instructor Supervisors (IS) ensure MTIs attend a minimum of 4 hours of IHT each calendar year. Prorate this from the date of reassignment or for official absences.

2.9.3. The IS briefs those MTIs absent from IHT on the missed information.

2.9.4. Document this training by maintaining a roster of the attendees.

2.9.5. The superintendent of 737 TRG Standardization/Evaluation Flight and 319 TRS superintendent conduct IHT on the related duties and responsibilities of their personnel.

2.10. Ancillary Training Program (ATP).

2.10.1. The Unit/Squadron Training Manager (UTM) tracks all ancillary training.

2.10.2. The 737 TRG UTM serves as the point-of-contact for ATP matters and will monitor the completion of ATP requirements. All requirements for the ATP are tracked in the 737 TRG personnel database for all military and civilian personnel.

2.11. 737 TRG Training Requirements.

2.11.1. All 737 TRG Personnel must receive initial and/or annual training on the following instructions outlined in table 2.3. Document training on the BMT Form 31, Certification of Reading and Understanding.

Table 2.3. 737 TRG Training Requirements

MTI Training Requirement	Reference	Requirement	Briefer
<i>Professional and Unprofessional Relationships</i>	AFI 36-2909	Initial/Annual	SQ/CC
<i>Professional and Unprofessional Relationships</i>	AETCI 36-2909	Initial/Annual	SQ/CC
<i>2AF Video</i>		Initial Only	2 AF/CC
<i>Basic Military Rules of Conduct</i>	737 TRGI 36-3	Initial/Annual	SQ/CC
<i>Military Equal Opportunity & Treatment/Religious Accommodation</i>	737 TRGI 36-7	Initial/Annual	SQ/CC
<i>Management of Basic Trainees Performing Details</i>	737 TRGOI 36-2205	Initial/Annual	SQ SS
<i>Prevention of Heat Stress Disorders</i>	- AETCI 48-101 - LAFB Sup 1 - 737 TRGOI 48-101	Initial/Annual	SQ SS
<i>Sexual Assault Prevention & Response</i>	- AFI 36-6001	Quarterly Annual	SQ/SS SQ/CC

2.11.2. All MTIs receive biennial cardiopulmonary resuscitation (CPR) training. Returning MTIs who are not required to attend Military Training Instructor School must be CPR certified trained within 45 days of reassignment. The Unit Training Manager conducts initial and annual Blood-borne Pathogen training, the presentation is available from the group training manager.

2.11.3. Squadron leadership ensures all assigned MTIs are certified in CPR.

2.11.4. Independent Duty Medical Technicians (IDMT) assigned to the 737 TRG conduct recurring CPR training for all MTIs.

2.12. Forms Management. Forms are available electronically with complete instructions on BTMS. Type or print entries on all forms and records in blue or black ink unless otherwise specified.

2.12.1. AETC Form 50, *Appointment Slip*.

2.12.1.1. This form is required for all individual appointments not included on the WAS. Medical appointments are documented on an AF Form 490, Medical/Dental Appointment.

2.12.1.2. Trainees performing base details are given an appointment slip and the trainee in charge of the group carries the appointment slip. Write the names of all trainees in the group on the back of the form. If there are numerous trainees, an access roster may be stapled to the appointment slip with names highlighted. Exception: KP Duty in trainees own squadron.

2.12.1.3. Provide complete instructions to the trainees, (e.g., route of march, marching units and pedestrian ORM). Destroy the form upon completion of action.

2.12.2. LAFB Form 104, Inventory/Storage of Trainee Personal Property (valuables and clothing). When a trainee's property must be inventoried, the MTI performs a joint inventory with squadron supervisory personnel or the squadron PT/Supply NCO. Complete two copies of

the LAFB Form 104, Inventory of Personal/Military Issue Effects to inventory all items belonging to the trainee.

2.12.2.1. Hospitalized trainees:

2.12.2.1.1. For trainees hospitalized due to non-mental health reasons, squadron personnel conduct an inventory and deliver the trainee's personal property and issued items after the trainee has missed 3 duty days.

2.12.2.1.2. If admitted for mental health reasons, inventory and deliver the trainee's personal property and issued uniforms NLT the next duty day after admittance.

2.12.2.1.3. When trainees are transferred from Lackland AFB to an off-base medical facility, their clothing and personal property must accompany them or be delivered to them at government expense. On the duty day after notification of the transfer of the trainee to an off-base medical facility, the squadron commander ensures the trainee's clothing and personal property are inventoried and delivered to the admitting medical facility.

2.12.2.1.4. Use AF Form 1052, Envelope for Storing Patient's Valuables, to list security drawer keys, money and valuables found.

2.12.2.1.5. A copy of the LAFB 104 and AF Form 1052 will be maintained with active flight records and transferred if the trainee is reassigned to another unit (324 TRS, SAMMC, etc)

2.12.2.2. Absent Without Leave (AWOL):

2.12.2.2.1. Ensure the trainee's clothing and personal property are inventoried and secured in squadron PT/Supply by the next duty day after the trainee is determined to be AWOL.

2.12.2.2.2. Turn over money found during the inventory of personal property to supervisory personnel. In-turn, they will call the Security Forces (SF) desk, which sends an officer to pick up the money. Document receipt of this money on an AF Form 52, Evidence Tag.

2.12.2.2.3. After 120 days, send a copy of the LAFB Form 104 and the personal property to the trainee's home of record by official mail. Request a receipt from the Post Office. If the home of record refuses to accept the property, it will be declared abandoned and turned over to the Abandoned Privately Owned Property Office, BLDG 3050. Coordinate with the 737 TRG commander and the Staff Judge Advocate before disposing of the trainee's property.

2.12.2.2.4. Turn in military clothing to 802 LRS, Air Force Clothing Initial Issue Function, Clothing Recovery.

2.12.2.3. Emergency or Convalescent Leave:

2.12.2.3.1. When practical, inventory all items to be placed in storage prior to the trainee departing for leave. If this is not possible, ensure items are inventoried the next duty day.

Squadron commanders provide an area for protecting and storing clothing and personal property of trainees absent from the squadron.

2.12.2.4. Reclaiming Property:

2.12.2.4.1. Trainees returning to duty, who have stored clothing and personal property, report to the PT/Supply NCO. The PT/Supply NCO and the trainee will jointly inventory the stored items. The trainee acknowledges receipt of inventoried items by signing and dating the LAFB Form 104.

2.12.3. BMT Form 106, *Entry Controller Roster*.

2.12.3.1. Appoint an Entry Controller monitor that schedules trainees for Entry Controller duty on the BMT Form 106. MTI reviews form to ensure equitable scheduling across the flight and that Trainees are not scheduled for consecutive Entry Control shifts.

| 2.12.3.2. Ensure two same-gender Entry Controllers are scheduled for duty in same gender dormitories. NOTE: Trainees with prolonged standing waivers are allowed to sit while performing Entry Control duties.

2.12.4. BMT Form 118, *Entry Controller Checklist*

2.12.4.1. Entry Controllers perform dormitory checks every hour on the half hour and latrine checks every 10 minutes. Annotate the BMT Form 118 for 6 consecutive days. Place one extra form in the Entry Controller binder (optional during the 8 WOT provided the current BMT Form 118 covers through shipping night).

2.12.4.2. Enter appropriate information in the squadron, flight, dormitory and date blocks on both sides of the form and destroy when completed. NOTE: MTI must check the BMT Form 118 daily (NLT 0800 summer and 0700 winter schedule) and red check any errors.

2.12.5. BMT Form 107, *Record of Drill Progress*

2.12.5.1. Instructors must have the BMT Form 107 when teaching drill classes and maintained in the MTI clipboard/notebook. MTIs may destroy the form when the flight ships or keep the forms to track Military Training Instructor Master Instructor Badge hours.

2.12.6. BMT Form 124, *Appointment Log*.

2.12.6.1. Squadron personnel fill out the heading and monitor this form to account for the trainee's whereabouts and to ensure trainees are completing it properly.

2.12.6.2. Trainees must fill out the BMT Form 124 before their departure from the squadron. Upon their return from all individual appointments, trainees enter the time returned and sign the appropriate block with their payroll signature. Trainees do not sign out on the appointment log for scheduled activities or sensitive skills.

2.12.6.3. If trainees do not return from an appointment, squadron personnel initiate a search for the trainee. Refer to CQ Checklists.

2.12.6.4. Annotate the appropriate reason in red ink in the trainee's signature block of the BMT Form 124 if a trainee does not return (e.g., hospitalized, transferred to 324 TRS, etc).

2.12.6.5. The CQ will review for accountability of missing trainees and then attach the completed BMT Form 124 to the AF Form 53, Security Police Desk Blotter. Once the Squadron Superintendent reviews these forms, destroy all copies of the BMT Form 124.

2.12.7. AETC Form 341, *Excellence/Discrepancy Report*.

2.12.7.1. This form may be used for excellent or deficient trainee behavior or performance. Route the completed form to the trainee's MTI. The MTI briefs/counsels the trainee on its contents and has the trainee place their printed initials on the form.

2.12.7.2. Secure completed forms in the flight office in flight roster order and destroy when flight ships.

2.13. Family Events/Visits in the BMT Environment

2.13.1. Family events such as pot-lucks, holiday parties, children events, etc. are encouraged and authorized in appropriate squadron areas that preclude routine access by trainees. All events must be pre-approved by the respective squadron commander and coordinated through the 737 TRG/CC. Trainees will not be used for set-up/clean-up of unit family events.

2.13.2. Squadron key spouses and spouses of the unit CC, DO, CCF, SS, are permitted access to tunnel area to update official bulletin board and visit with permanent party personnel.

2.13.3. Only permanent party personnel are permitted in the dorms or DFAC.
EXCEPTION: Visitors are permitted as part of official tours/functions. With prior approval of the Squadron CC, family members of permanent party personnel may be present in BMT dormitories for open-house activities associated with weekly graduation.

2.13.4. Spouses of permanent party personnel may access tunnel area to drop-off food or personal items at the CQ. They may eat meals with their spouse in the tunnel areas so long as done in a closed office area or MTI lounge area.

2.13.5. Spouse use of BMT squadron/group gym facilities is prohibited.

2.13.6. Exceptions to policy are approved by 737 TRG/CC.

CHAPTER 3

MILITARY TRAINING INSTRUCTOR (MTI) RESPONSIBILITIES

3.1. Flight Rosters (Accountability).

3.1.1. Flight MTIs will ensure flight accountability at all times. MTIs must ensure corrected flight rosters are current, carried at all times and available for processing requirements.

NOTE: Student leaders are authorized to carry a flight Entry Authority List (EAL) Roster. Ensure rosters for student leaders do not contain personally identifiable information, e.g., SSN.

3.1.2. Upon arrival and prior to records processing, have trainees compare their Social Security Number (SSN) and names on the corrected flight roster to identify any discrepancy processing (to include Jr, Sr, II, etc).

3.1.3. BTMS generates a flight roster listing active duty, Air Force Reserve (AFRES) and Air National Guard (ANG) trainees. Reporting for AFRES and ANG components is facilitated through the use of the following designations preceding the trainee's flight roster #: "R" denotes AFRES and "G" denotes ANG.

3.2. Wingman System.

3.2.1. MTIs will instruct trainees on the purpose, benefits and rules of the wingman system.

3.2.2. The wingman system establishes policy for pairing of BMT trainees into teams to teach teamwork, develop a sense of responsibility and accountability for fellow Airmen. The system improves safety during BMT, and reduces the likelihood and opportunity for sexual harassment, misconduct, and suicidal gestures or attempts.

3.2.3. Upon arrival at the Reception Center, all trainees receive a wingman card which they must keep in their possession at all times. Flight MTIs will ensure trainees fill out the wingman card upon arrival to the unit but NLT COB Saturday of processing week. Trainees carry the wingman card in their ID card pouch throughout the duration of training. MTIs will ensure trainees make updates to their wingman cards when a primary wingman is changed. Trainees must inform MTI or supervisory personnel if the wingman card is lost or destroyed.

3.2.4. Trainees are introduced to the wingman system in BMT and formed into two types of teams:

3.2.4.1. Primary Wingman Team.

3.2.4.1.1. Primary wingmen (same gender) are assigned by bed number upon arrival at the training unit. In cases where there are an odd number of trainees in a flight, a wingman team may consist of three personnel to ensure all trainees are part of a team. This pairing or team constitutes their primary wingman.

3.2.4.2. Ad-hoc Wingman Team.

3.2.4.2.1. Ad-hoc teams (same gender) are formed anytime the use of a primary wingman team for an event, appointment or activity is not practical. MTIs in concert with student leaders are encouraged to create ad-hoc wingmen teams to facilitate multiple trainees going to appointments/activities at the same location and to efficiently allow trainees to attend appointments when primary wingmen have simultaneous appointments/activities in different locations.

3.2.4.2.2. Situations calling for ad-hoc wingmen teams may include but are not limited to: multiple trainees attending worship services, processing appointments, trainees without family members attending graduation weekend, escorting a trainee, or monitoring trainees on bed-rest.

3.2.5. Anytime a trainee leaves the dormitory, they will be part of a primary or ad-hoc wingman team.

3.2.6. Trainees will **NEVER** be alone with an MTI.

3.2.7. A trainee is **NEVER** alone without a wingman of the same gender.

3.2.8. Trainees will ensure a wingman is always in view unless otherwise exempted below.

EXCEPTIONS: during appointments with medical provider, IDMT, chaplain, SARC, sensitive skills/security clearance interviews, 5K/Airman's run drop-outs and, counseling sessions, and while using restroom facilities.

3.2.9. Anytime a trainee is permanently separated from their primary/ad-hoc wingman they have a duty to report the incident to their MTI, CQ or supervisory personnel if the MTI is unavailable. Personnel notified of missing or separated wingman must notify squadron leadership of the incident. If required, the squadron will run the "Missing Trainee" checklist to locate the trainee.

3.2.10. While in transit, trainees will either be in flight formation or transit in groups of at least two trainees of the same gender. When possible, trainees should be paired with their primary wingman.

3.2.11. Trainees will always know the location of their primary wingman. MTIs are responsible for ensuring all trainees have a primary wingman and assigning ad-hoc wingman.

3.2.12. In the rare event a trainee has no wingman, they must contact squadron CQ in order to correct the situation. The wingman card will have the CQ telephone number and Trainee's primary wingman.

3.2.13. MTIs are never authorized to drive trainees in their POVs.

3.2.14. Injured trainees who are not participating in regular flight activities with his/her flight are not to be alone at any time and may not be alone with any MTI without a wingman present. This includes when a trainee must stay in the dormitory.

3.2.15. This wingman policy will not cover all training situations, however the intent is for each trainee to have a wingman and never be alone. MTIs, student leaders, and trainees are expected to exercise sound judgment and common sense to ensure compliance with the wingman policy.

3.3. Trainee/Student Reporting Hotlines.

3.3.1. All trainees are to be issued and carry a multi-purpose “Wingman, Trainee Hotline and Sexual Assault ” card during BMT. This card provides a 24/7 reporting hotline for any cases of sexual assault, unprofessional relationships, inappropriate social contacts with instructors and any verbal/physical abuse in training.

3.3.2. If at any time a trainee requests to use a phone for hotline reporting, the MTI is to provide immediate access to a phone with DSN capability. Provide the trainee privacy with no questions or reprisal.

3.4. Reporting Sexual Crimes or Attempts. (671-SARC)

3.4.1. Each Air Force installation has established programs, procedures and communications channels to report assaults of any nature. These programs are in place, first and foremost, to prevent cases of sexual assault and equally to care for the safety and well-being of the victim and others who could be vulnerable.

3.4.2. In the event a trainee needs or requests assistance with a sexual crime or an attempted sexual crime, your primary focus as an MTI is to ensure they receive immediate help, the support needed and the trainee understands the resources available to him/her.

3.4.3. The MTI will not ask any questions. The MTI will escort him/her to an Instructor Supervisor and have the trainee immediately contact the Lackland AFB Sexual Assault Response Coordinator.

3.4.4. The SARC or Victim advocate will explain “restricted and unrestricted reporting.” The MTIs role is to protect the trainee and their privacy by referring them to the Sexual Assault Response Coordinator (SARC), victim advocate, chaplain or medical provider, each of which are specifically trained in sexual assault matters. NOTE: LAFB VA 90-14 Sexual Assault Prevention Outreach hotline number is posted at all patio payphones.

3.4.5. If any MTI knows or learns of any sexual assault committed by any member of the 737 TRG, he/she must report it directly and immediately to his/her respective squadron commander.

3.5. Physical Contact with Trainees

3.5.1. There are five appropriate reasons why a MTI should ever touch or make contact with a basic trainee. Any contact with a trainee made for the below authorized reasons, must be executed with the minimum force necessary to accomplish the task and is necessary in training. After asking for and receiving permission:

3.5.1.1. Correct a trainee's drill position or movement. Example: adjust salute or stance.

3.5.1.2. Conduct a demonstration during authorized training. Example: apply a bandage or sling during SABC training.

3.5.1.3. Performing an abdominal circumference measurement (on a trainee of the same gender)

3.5.1.4. Prevent injury to a trainee.

3.5.1.5. Attend to an injured trainee.

3.5.2. MTIs should strive to have the distance of "one arm's length" from each trainee and will never be closer than 12 inches unless engaging in one of the five authorized contact reasons. MTIs will inform trainees what they are going to do prior to doing it, and ask permission when required.

3.6. Uniform Requirements.

3.6.1. Unless specifically listed below, all military members of the 737 TRG will follow the 37 TRW Uniform Policy.

3.6.2. MTIs may wear the service uniform when their flight is in ABUs.

3.6.3. MTIs will wear the service uniform when their flight is in service uniform.

3.6.4. MTIs will always dress equal to or higher than flight members (e.g., flight in short sleeves, MTI in short or long sleeves). Exception: MTIs marching flights to parade may wear ABUs.

3.6.5. MTIs will not dress warmer than their flight.

3.6.6. Basic Expeditionary Airman Skills Training (BEAST) MTIs and War Skills and Military Studies Instructors wear uniform prescribed by the 324 TRS commander and required training session.

3.6.7. Flight MTIs wear ABU cap and issued PHS while assigned to BEAST activities.

3.6.8. Trainees may begin wearing blues in the 7 WOT. Brother/Brother and Brother/Sister flights will be in the same uniform combination.

3.6.9. MTI Wear and Use of Cellular Phones:

3.6.9.1. Flight MTIs assigned to the 737 TRG are authorized to carry a cell phone.

3.6.9.2. Cell phones must be out of sight or carried in the MTI notebook.

3.6.9.3. Cell phones/portable electronic devices will not be:

3.6.9.3.1. Worn or visible during ceremonial events.

3.6.9.3.2. Used in the presence of trainees, unless a training requirement or emergency situation warrants the use.

3.7. Marching Units and Pedestrian Risk Management.

3.7.1. Fluorescent/Reflective Protection Equipment:

3.7.1.1. Daytime with normal visibility. Road guards will be properly equipped with reflective vests.

3.7.1.2. Nighttime and periods of reduced visibility. The entire formation, including the person in charge, must have an operable flashlight equipped with a fluorescent wand.

3.7.2. Procedures for Pedestrian Movement:

3.7.2.1. Pedestrians must use sidewalks, crosswalks and troop walks at all times. NOTE: When using lighted crosswalks, press the button indicating you are ready to cross before entering the intersection.

3.7.2.2. Where there are no Risk Management provisions, pedestrians march no more than two abreast against the flow of traffic.

3.7.3. Procedures for Marching Units:

3.7.3.1. All marching units march on troop walks when available and against the direction of vehicular traffic when possible.

3.7.3.2. Designate road guards for all marching units of 13 or more trainees, including the person in charge.

3.7.3.3. When approaching areas of march that will require crossing traffic, position two road guards in front and two road guards to the rear of each marching unit.

3.7.3.4. Halt marching units of any size before entering intersections. With 13 or more trainees, to include the trainee in charge, the individual in charge will:

- 3.7.3.4.1. Clear and enter the intersection, raise arms to signal traffic to stop.
- 3.7.3.4.2. Post road guards (“Road Guards Out”).
- 3.7.3.4.3. March the unit through the intersection.
- 3.7.3.4.4. Halt the unit when they clear the intersection. NOTE: Certified MTIs do not need to halt the unit.
- 3.7.3.4.5. Raise arms to signal traffic to stop, relieve the road guards (“Road Guards In”).
- 3.7.3.4.6. Once road guards clear the intersection, the person in charge leaves the intersection.
- 3.7.3.4.7. For units containing 5 to 12 members, follow the above stated rules, except for posting road guards.
- 3.7.3.4.8. In limited marching areas, e.g. Carswell troop walk, march in a column of twos.
- 3.7.4. Obstacle Course: When flights march to and from the obstacle course, enter the obstacle course through Gate 2.
- 3.7.5. MTI.
 - 3.7.5.1. NEVER move marching units through or near construction areas under any circumstances.
 - 3.7.5.2. NEVER break a marching unit down into a column of twos to cross an intersection.
 - 3.7.4.3. NEVER march a unit across Truemper Street anywhere other than the Airman Bridge.
 - 3.7.5.4. NEVER enter intersections controlled by Security Forces until instructed to do so.
 - 3.7.5.5. DO NOT double-time flight members when crossing an intersection regardless of the size of the marching unit. Exception: During road run with appropriate permanent road guards posted.
 - 3.7.5.6. You may march two or more successive flights across the street to/from PT as long as it does not impede the flow of traffic (e.g. transiting to/from PT).
 - 3.7.5.7. Report vehicles failing to observe RM precautions to your squadron supervisory personnel and Security Forces Control Center. Give the time, place, type of vehicle, license number and description of the violation.
 - 3.7.5.8. March flights at-ease in a column of twos at the Luke Boulevard overpass. Flights will not reform until they have completely crossed the overpass. Flights will march at the position of attention when crossing all other bridges/overpasses (exception: red or black flag conditions).

3.7.5.9. MTIs march flights during duty hours with the following exceptions: Dorm Chiefs/Element leaders may march the flight in the squadron area to practice with MTI present. Dorm chiefs may march the flight to graduation parade; however, they must follow a flight being marched by an MTI.

3.7.5.10. Prohibitive forms of marching e.g., goose-stepping, thunder/lighting or other forms of foot pounding, doing so may cause lower extremity injuries.

3.8. Cadence Calls and Loud Commands.

3.8.1. The use of “Jody Calls/Jodies” are highly encouraged from as early as the first day of the 1 WOT. This process should be the standard and not the exception. Use only Jody calls that are free of language and phrases that do not detract from professionalism. Profanity is never appropriate.

3.8.2. Do not use excessively loud commands, mass counting of cadence, Jody Calls or whistling in the vicinity of academic classrooms, occupied drill pads (except during PT), parade grounds (during ceremonies), medical facilities, chapels, temporary lodging facilities or when crossing intersections or driveways. Do not allow any mass vocal participation at any location before 0730 hrs on Sundays and holidays.

3.8.3. Jody Calls are allowed when utilizing the troop overpasses on Truemper and Carswell.

3.9. Hygiene and Facility Cleanliness.

3.9.1. Proper trainee hygiene and facility cleanliness are pivotal in reducing and preventing the spread of disease and illness. At a minimum, squadron leadership must ensure the following public health measures are accomplished.

3.9.1.1. Trainees must:

3.9.1.1.1. Wash their hands utilizing soap and water for 20 second durations at least five times a day. Hand-wipes and hand sanitizers are not a substitute for soap and water.

3.9.1.1.2. Wash their hands with soap and water prior to each meal.

3.9.1.1.3. Shower with soap and water at least once per day during the winter schedule, twice a day during the summers schedule and have a minimum of five minutes to do so. Lights-out will be extended in order to ensure this is accomplished.

3.9.1.1.4. Brush their teeth at least twice a day and male trainees will shave daily (unless on a shaving waiver). Co-utilizing any personal hygiene items is absolutely prohibited.

3.9.1.1.5. Wash hands with soap and water or use hand sanitizer after using the latrine or port-a-johns.

3.9.1.1.6. Use available hand sanitizers (must use prior to entering BEAST, dining/classroom facilities).

3.9.1.1.7. Cover their mouth and nose while coughing and/or sneezing, cough or sneeze into upper uniform sleeve (wash or use hand sanitizer immediately afterward).

3.9.1.1.8. Sanitize canteens weekly (e.g. Mikroklene).

3.9.1.1.9. Clean gas masks with alcohol wipes after required use.

3.9.1.1.10. Ensure trainees with upper respiratory infections wear masks at all times.

3.9.1.2. Facilities:

3.9.1.2.1. Ensure there is a continuous supply of paper towels, toilet paper and liquid soap (Paper towels will never be used for cleaning).

3.9.1.2.2. Ensure BMT staff (permanent party), flight leaders and cleaning crews do not put restrictions on the use of sinks, toilets or showers.

3.9.1.2.3. Ensure the dormitory sleeping configuration is a head-to-toe configuration.

3.9.1.2.4. Ensure cleaning crews clean all dormitory and BEAST floor surfaces daily with anti-viral germicidal detergents.

3.9.1.2.5. Ensure cleaning crews use diluted bleach in order to control mold and sanitize the dormitory and latrines. **HIGHLY RECOMMEND** using bleach at least once a week. Formula; ¼ cup of bleach to one gallon of water.

3.9.1.2.6. Ensure cleaning crews clean/disinfect (germicidal detergents) all dormitory and BEAST high contact surfaces daily (e.g. hand rails and door knobs) following manufacture instructions.

3.9.1.2.7. Must ensure cleaning crews clean/sanitize table tops in classrooms.

3.9.2. Public Health/IDMTs perform random dormitory hygiene inspections and establish additional protocols in the event or outbreak of a contagious illness.

3.10. Military Training Instructor - MTI Tools (Motivation Training).

3.10.1. Prior to administering any of the MTI tools, individuals must be certified on the MTI Command Job Qualification Standard (CJQS) using the guidelines listed in Table 3.10. Only 8B000, Special Duty Identifier (SDI) Instructors may apply MTI Tools.

3.10.2 MTI Tools (Motivational Training) is reviewed and approved annually by 2AF and AETC and filed in the Course Training Plan Annex. Any form of motivational training not approved in this annex is prohibited.

3.10.3. Guidelines for initiating MTI Tools:

3.10.3.1. Do not require flight to exercise for the deficiencies of a few individuals.

3.10.3.2. Flight may exercise for the majority.

3.10.3.3. Flights may perform as a show of teamwork.

3.10.4. Do not administer tools:

3.10.4.1. To trainees in zero WOT.

3.10.4.2. When trainees are in various states of undress (e.g. trainees must be fully clothed in PT uniform or ABU).

3.10.4.3. Prior to the initial PT assessment.

3.10.4.4. During PT.

3.10.4.5. When PT is not allowed (flag conditions, waivers, etc.).

3.10.4.6. In the dayroom.

3.10.4.7. To the point of illness or injury.

3.10.4.8. In the dining facility or within one hour after meals.

3.10.4.9. Prior to entering dining facility unless permitted to wash hands before eating.

3.10.4.10. On wet or hot grounds/pavement.

3.10.4.11. When wearing blues.

3.10.5. Acceptable Locations for MTI Tools:

3.10.5.1. In and around the RH&T and other BMT training facilities.

3.10.5.2. Under overhangs at BLDG 5616 and BLDG 5725.

3.10.6. Prohibited Locations for MTI Tools:

3.10.6.1. Latrines, classrooms, dayrooms, clinics or other medical facilities.

3.10.6.2. Inside BLDG 5616 and BLDG 5725, in the vicinity of the chapel or mini malls.

3.10.6.3. Other non-training locations (e.g. Main Base Exchange, barber shop, post office, bowling center, etc.)

Table 3.1. MTI Tools (Motivation Training)

Exercise Challenge (Push-ups, Flutter Kicks and Four Count Squat Thrusts)
<ol style="list-style-type: none">1. MTIs may require trainees to perform exercise set(s).2. A set consists of three individual exercises (Push-ups, Flutter Kicks and Four count squat thrust) performed consecutively.3. These exercises are performed for a <u>maximum</u> of 20 seconds each not to exceed one minute for a complete set.<ol style="list-style-type: none">a. Trainees in the 1st WOT will only do one set (for a maximum of 1 minute).b. Trainees in the 2nd WOT and above may do two consecutive sets (for a maximum of 2 minutes).4. Exercise sets will not exceed five times per day, and must have a 20 minute break between sets.
Personal Living Area Rearrangement
<ol style="list-style-type: none">1. Any rearranged items must remain in the trainee's personal living area.2. Rearrangement will not result in damage to uniforms, furniture or dormitory.3. Items may be individually removed from drawers. Drawers may be turned over. Do not throw the drawer. (e.g. on the floor, into the locker, across the bay or at any trainee).4. Items may be taken out of clothing drawer and placed on bed if contents inside are in disarray.5. Dormitory furniture will not be rearranged (e.g. bed frame, mattress, chairs, etc).
Bed Drill and Wall Locker Moves
<ol style="list-style-type: none">1. Individuals/elements may be moved from one bay to another in the same dormitory.2. Individual trainees may be moved to another dormitory on weekends or holidays only when approval has been issued by the Instructor Supervisor or Squadron Superintendent. Consider scheduled activities so that the dormitory is not left in total disarray.

3.11. Cell Phone Use in BMT.

3.11.1. Upon arrival at the airport, the reception center staff will allow trainees to call a family member to let them know they arrived safely in San Antonio (trainees do not have squadron/dorm assignment for mailing information).

3.11.2. Within 72 hours of arrival, trainees must be provided an initial phone call to provide the arrived safely postcard information and mailing address. In order to ensure the information is heard and understood, maintain a professional environment during this phone call, minimize background distractions and noise. NOTE: Ensure arrived safely cards are current and have correct mailing information.

3.11.3. All trainee phone calls are conducted between 0800-2100 with the exception of trainees that require phone calls outside the continental United States.

3.11.4. Trainees are provided one phone session per week (minimum of 15 minutes). The MTI may authorize longer phone periods and additional privileges based on flight performance. The dormitories or classrooms are acceptable locations. All cell phone sessions are controlled (issuing, monitoring and collecting of phones) by an IS, a MSgt or (M)Sgt select with one year as an MTI and certified as an interim IS, First Sergeant, Superintendent or Commander..

Exception: Trainees that must contact family members in order to retrieve important processing documents or information.

3.11.5. Trainees with cell phones may allow others or wingman (without phones) to use theirs. However, they must understand they cannot charge others for the use. Any trainees without access to a cell phone (theirs or a wingman's) can be sent to use the patio pay phones.

3.11.6. Trainees must receive the "Cell Phone Policy Briefing" (Attach 1) and sign the roster indicating that they received the briefing and that violations will result in recycle or disciplinary action under the Uniform Code of Military Justice (UCMJ). Reemphasize policy periodically during evening briefing. File the roster in the flight record book until flight ships. An Instructor Supervisor or Squadron Superintendent conducts this briefing.

3.11.7. Identify Trainees with cell phones.

3.11.7.1. Squadron leadership (Instructor Supervisor a MSgt or (M)Sgt select with one year as an MTI and certified as an interim IS, First Sergeant, Superintendent or Commander)) determines the appropriate time to charge cell phones.

3.11.7.2. Provide trainees an opportunity to delete any photographs or videos that are considered lewd or pornographic. **MTIs are not authorized to turn on, view or handle trainee cell phones at any time.**

3.11.8. Cell Phone Storage. Squadrons must provide adequate security and storage of cell phones in a container "locked" in a wall locker in the flight office, chargers and accessories are maintained in the security drawer. Place phone in properly marked tray according to bed number. Keys for cell phone storage containers are controlled by the squadron CQ, annotated by dorm number and may only be signed out by an IS, a MSgt or (M)Sgt select with one year as an MTI and certified as an interim IS, First Sergeant, Superintendent or Commander.

3.12. Mail Handling.

3.12.1. Squadron commanders ensure all unit permanent party personnel are properly trained on the pickup, distribution, and forwarding of trainee mail. MTIs perform unit mail clerk duties IAW DoD Directive 4525.6-M, Postal Service Manual, Volume II.

3.12.2. Squadron commanders will appoint in writing personnel authorized to sign DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly. A copy of the appointment letter must be forwarded to the Postal Service Center (PSC).

3.12.3. Mail Cards will be issued from supervisory personnel. The squadron will maintain an issue log of all mail card holders.

3.12.4. Mail Cards are issued only to AFSC 8B000 Military Training Instructors once they've graduated from Military Training Instructor School (MTIS). Prior to the MTI receiving the card they will read paragraphs 3.4.5 through 3.4.12. of this instruction. Mail Cards will be filled out in triplicate, signed by the squadron appointing official and stamped/initialed by their respective Postal Service Center (PSC) clerk.

3.12.4.1. One copy to the MTI

3.12.4.2. One copy to the PSC

3.12.4.3. One copy will be filed in the squadron according to the file plan.

3.12.5. MTIs must turn in a corrected flight roster to their servicing postal service center NLT the Monday of the 1 WOT. Conduct mail call every duty day, including graduation day. Distribute/forward/return mail the day of pickup from the PSC.

3.12.6. In order to pick-up mail at the PSC, the MTI must have a current DD Form 285. Inspect mail for damage (opened, ripped, etc.) at the PSC pickup window. Do not accept damaged mail that is not repaired and endorsed by the postal service.

3.12.7. The MTI is responsible for any other damage to the mail that may occur after its left the PSC.

3.12.8. In order to expedite mail forwarding for trainee's that are transferred, line through the squadron/flight, write-in corrected information and return the mail to the PSC. For trainees reported absent without leave (AWOL), inform the PSC of the trainee's status. **DO NOT MARK THEIR MAIL.**

NOTE: Reading, tampering or withholding trainee mail is a violation of federal statutes. When distributing mail, the MTI will hand the mail directly into the trainee's hands. Under no circumstances will the MTI throw the mail. An MTI cannot open a trainee's mail. If a trainee receives photos or a package, the MTI may request the trainee to inspect it to ensure there is no food, nude photos/pornography, contraband or prohibited items in the package, but cannot force the trainee to reveal otherwise appropriate contents. If there is food in a package, the trainee will be directed to dispose of the food in the trash. Food received in the mail cannot be used as an MTI tool in any way. If there is nudity/pornography, the trainee will have the option of discarding or securing in their luggage.

3.12.9. Ensure trainees pick up all registered, special delivery, and express service mail NLT the next duty day after notification.

3.12.10. Squadrons/flights conduct mail call every duty day. Distribute/forward/return mail the day of pick-up to/from the PSC. Exception: no mail on days trainees perform details.

3.12.11. Ensure recycled/transferred trainees visit the servicing PSC to provide new address information. Send Holdover Airmen to PSC to provide address information.

3.12.12. Turn in gaining base roster to the servicing PSC NLT Friday of the 8 WOT.

3.12.13. Squadrons must implement out-processing procedures for individuals that PCS or no longer perform duties as unit mail clerk and ensure individuals relinquish their card.

3.12.13.1. Remove the individual's card from the file and annotate the date revoked on the issue log.

3.12.13.2. Destroy member's card.

3.12.13.3. File the squadron copy of the mail card in the "Inactive" file.

3.12.13.4. Notify the PSC in writing of the revocation date.

3.12.14. Trainees will be permitted to read mail daily.

3.13. BMT Family Welcome (BMT FW) Information Letter.

3.13.1. BMT FW letters are printed in portrait mode from the "FORMS" section in BTMS.

3.13.2. MTIs print one letter minimum per trainee, but no more than three.

3.13.2.1. MTIs ensure trainees review letter information and verify that their name matches.

3.13.2.2. Have trainees fill out business size envelope utilizing appropriate squadron/dorm address as directed by PSC (posted on dorm bulletin board). Trainees may complete more than one envelope if necessary.

3.13.2.3. MTIs brief trainees not to write notes or add information in the **BMT FW** letters/envelope(s).

3.13.2.4. MTIs ensure trainees place postage stamp(s) on envelope(s).

3.13.2.5. MTIs ensure trainees seal the envelope(s).

3.13.3. MTIs quality check ALL envelopes (e.g. unit number, sealed envelope, legibility, stamps, etc.).

3.13.4. MTIs hand-carry completed letters/envelopes to the Reception Center, Bldg 7246, NLT 1200, Monday of the 1 WOT. If Monday is a holiday, the next duty day NLT 1200.

3.14. Address Trainees

3.14.1. As members of the United States Air Force it is imperative that basic training provide the foundation for dignity, respect, and professionalism. All trainees will be addressed as “trainee,” “trainee-last name,” “Airman Basic,” “Airman Basic-last name, and or by duty title, e.g. dorm chief.

3.14.2. At no time will a trainee be addressed as “female, male” or other unprofessional, derogatory, discriminatory, or degrading language.

3.15. Counseling Sessions

3.15.1. MTI.

3.15.1.1. The flight office door is NEVER closed while counseling trainees.

3.15.1.2. The MTI must counsel trainees in the presence of another staff member or student leader; and the trainee’s Wingman, if possible. The student leader initials as a witness to the counseling session in Basic Training Management System (BTMS). The MTI will include the staff member’s name and rank in the counseling document.

3.15.1.3. If a counseling session of a personal or delicate nature is required, the trainee is referred to supervisory personnel.

3.15.2. Supervisory Personnel (Instructor Supervisor, First Sergeant, Superintendent)

3.15.2.1. Conducting an open door counseling session requires a staff member or another trainee to be present as a witness.

3.15.2.2. Conducting a counseling session of a personal or delicate nature requires a staff member be present as a witness and be of the same gender as the trainee.

3.15.2.3. Document the counseling session in BTMS, provide the name of the witness and be specific about facts and recommendations.

Exception: 324 TRS supervisory personnel conduct closed door counseling sessions with two instructors present if HIPAA information is discussed.

3.16. Abdominal Circumference Taping

3.16.1. All measurements of abdominal circumference will always be done by a trained MTI of the same gender and will always be supervised by a third person, who must be the same gender as the trainee, and may be a trainee. Trainees are prohibited from performing abdominal circumference measurements.

CHAPTER 4

TRAINER WEAPON

4.1. Trainer Weapon Program Accountability

4.1.1 Trainer Weapon Program Manager (TWPM). The 737 TRG commander appoints a TWPM to manage the overall program and coordinate purchasing, repairs, accountability, disposal actions and provide centralized management/oversight of the program, to include a centralized master listing of all trainer weapons.

4.1.1.1. Establish and maintain a centralized master inventory of all weapons assigned to each respective squadron. A master inventory is a excel database located on SharePoint with eventual merge into BTMS.

4.1.1.2. Appoint primary and alternate weapons custodians in each squadron.

4.1.1.3. Ensure semi-annual weapons inventory is conducted (by serial number) in each squadron, and develop a schedule for the annual inventory.

4.1.1.4. Ensure joint inventories are completed NLT 30 days prior to the change of custodians to transfer accountability.

4.1.1.5. Keep accurate records of signed inventories – weapons custodians and squadron commanders certify the inventory monthly, NLT 10th of each month.

4.1.1.6. Allocate a fixed number of weapons to each squadron.

4.1.1.7. Manage all inventory adjustments (additions, removals and transfers).

4.1.1.7.1. Program manager and alternate are the only personnel authorized to perform these adjustments.

4.1.1.7.2. All adjustments are annotated in the centralized database prior to the end of month inventory.

4.1.1.8. Ensure compliance with monthly accountability inventories for each squadron.

4.1.1.9. Establish checklists for weapons accountability.

4.1.1.10. Trainer weapons are repaired at squadron level.

4.1.1.11. Monthly training session held at the BMT warehouse – accountability procedures reviewed and weapons repair training.

4.1.1.12. All weapons deemed unserviceable/un-repairable are documented on an AF Form 1297 and turned into the BMT warehouse. The weapons program manager will physically verify documentation and weapon prior to clearing the weapon from the squadron's inventory. **MODIFICATIONS AND DELETIONS CAN ONLY BE MADE BY THE PROGRAM MANAGER.** The BMT warehouse will turn in all unserviceable weapons.

4.1.1.13. Coordinate with Stan Team for no-notice weapons accountability inspections in the squadrons.

4.1.1.14. Make Group Program available to Stan Team for no-notice compliance inspections.

4.1.2. Squadron BMT M-16 Trainer Weapon Custodian.

4.1.2.1. Custodians will formally sign a inventory assuming responsibility for all serial numbered Trainer Weapon by serial number.

4.1.2.1.1. Custodians will perform and document a monthly physical inventory of all M-16 Trainer Weapons by serial number.

4.1.2.1.2. Inventory will be signed by both the custodian and squadron commander and uploaded into SharePoint folder by the 10th of each month.

4.1.2.1.3. All duplicate serial numbers will be annotated on the inventory – the weapon and inventory will be stamped with the suffix A and B respectively.

4.1.2.1.4. Custodians are the only individual authorized to conduct the physical inventory, trainees will not be utilized to perform this function.

4.1.2.2. AF Form 1297, Hand Receipt, will be used for any weapon that requires turn-in or transfer of items to another custodian.

4.1.2.3. Maintain all active AF Form 1297's. Attache the monthly inventory and upload into SharePoint along with the signed inventory.

4.1.2.4. Maintain a copy of each document or computer record that confirms acquisition or movement of the property.

4.1.2.5. Immediately upon discovery of discrepancy request action to reconcile and correct property records.

4.1.2.6. Perform routine maintenance on all weapons.

4.1.2.7. Ensure adequate storage for safeguarding of weapons.

4.1.2.8. Procure all replacement parts.

4.1.2.9. Report property losses/irregularities immediately to commanders/program manager.

4.1.2.10. Will request a change of custodian from Group Program Manager and perform a joint inventory with incoming custodian NLT 30 days prior to change of custodian.

4.1.3. BMT Warehouse.

4.1.3.1. Maintain accountability and proper storage of all procured weapons prior to distribution.

4.1.3.2. Distribute weapons to squadrons.

4.1.3.2.1. Obtain and maintain signed receipts of weapons.

4.1.3.2.2. Jointly verify serial numbers prior to obtaining signature of receipt.

4.1.3.3. Act as the sole repository for any weapons procured and weapons turned in requiring turn in requiring maintenance that cannot be accomplished by the custodian.

4.1.3.4. Perform and document a monthly inventory of all M-16 Trainer Weapons by serial number.

4.1.3.4.1. Inventory will be signed and uploaded into SharePoint folder by the 10th of each month.

4.1.3.4.2. All duplicate serial numbers will be annotated on the inventory – the weapon and inventory will be stamped with the suffix A and B respectively.

4.1.3.5. Maintain a copy of each document or computer record that confirms acquisition or movement of the property.

4.1.3.6. Immediately upon discovery of discrepancy request action to reconcile and correct property records.

4.1.3.7. Report losses or irregularities relating to property to immediate commander and Program Manager.

4.1.3.8. Will request a change of custodian from Group Program Manager and perform a joint inventory with incoming custodian NLT 30 days prior to change of custodian.

4.2. Training Squadron Trainer Weapon Storage.

4.2.1. Each training squadron is issued a set amount of M16 Trainer Weapons, and they are stored in the squadron armory. The armory must be secured at all times unless it is physically occupied. Access to the armory is restricted to the CC, SS and the primary and alternate PT/Supply NCO. Squadrons must identify a primary and alternate PT/Supply NCO in writing to the 737th Group, M16 Trainer Weapon POC.

NOTE: Each squadron will dedicate a room/area for M16 weapon training and cleaning.

4.2.2. M16 trainer weapons will be placed in weapons racks while stored in squadron armory.

4.2.3. Only weapon-related items may be stored in the armory (e.g., weapon cleaning products or spare weapon parts.). BMT supplies used on a daily basis will not be stored in the armory.

4.2.4. Updated M16 Trainer Weapon Rosters for each flight must be displayed on a clipboard in the armory at all times.

4.2.4.1. Each squadron will conduct an accountability check daily NET 1600 hrs and NLT 2000 hrs. The armorer (PT/Supply NCO or other designee) and flight instructors will email or report their accountability checks to the CQ. The CQ will annotate results on the BMT Form 1473, Trainer Weapon Daily Inventory. The results of the accountability check will be annotated in the CQ blotter.

4.2.4.2. If an M16 trainer weapon is discovered missing, the person who made the discovery will report it to supervisory personnel immediately. All attempts will be made to find the missing M16 trainer weapon. If the missing M16 trainer weapon is not found, notification up the chain will be made. The 737 TRG/CC will initiate a Report of Survey and assign an investigating officer, if required.

NOTE: Ensure trainees understand that this is a training environment with inert training weapons. In an operational environment, all real world weapons would normally be issued and turned in to an armory on a daily basis.

4.2.4.3. Trainees will be in direct possession of or within one arms length of their M16 trainer weapon at all times when not secured. The exception to this will be during times when trainees must use the latrine; their wingman can take possession of the M16 trainer weapon, during sleeping hours, details, when racked or during mealtime when stack arms occur.

NOTE: This guidance also applies to all personnel assigned to the 737 TRG. All M16 trainer weapons must never be left unattended and will be secured at all times.

4.2.4.4. Flights must leave their M16 trainer weapons stacked and guarded by a trainee from their respective flights when they cannot carry them.

4.2.4.5. MTIs need to ensure trainees develop a sense of ownership for their M16 trainer weapon to include memorizing the last four numbers of the weapons identification number and carry their originally-assigned M16 trainer weapons.

4.2.4.6. Flight Weapon Monitors are appointed by the MTI and assigned duties to assist trainees who require additional guidance with parts identification and disassembly and assembly.

4.2.5. M16 Trainer Weapon Dormitory Storage Procedures. When the M16 trainer weapon is not in use, they will be secured in the dormitory and stored in weapon racks (if available) or stored in the carrying case in the following manner:

4.3. Clearing Barrel Area.

4.3.1. A clear zone must be established around each Clearing Barrel: three feet on each side and six feet in front of clearing barrel and outlined in red.

4.3.2. When a flight is clearing their M16 trainer weapon, trainees and/or instructors will not march between the flight and the clearing zone, this is a SAFETY VIOLATION.

4.3.3. Only two individuals are authorized inside the clearing zone when a trainee is clearing the M16 trainer weapon.

4.3.3.1. The clearing barrel attendant (MTI).

4.3.3.2. The trainee clearing the M16 trainer weapon. NOTE: An instructor can serve as the clearing barrel attendant for two trainees at one time, as long as the clearing barrels are located side by side.

4.3.4. It is the clearing barrel attendant's responsibility to ensure safe handling of all M16 trainer weapons and use loading and clearing procedures posted above all clearing barrels. Additionally, the clearing barrel attendant is responsible for:

4.3.4.1. Ensuring individuals attempting to clear M16 trainer weapons enter and exit the clearing zone only upon their direction.

4.3.4.2. Ensuring all personnel approach the clearing barrel with their M16 trainer weapon at "port-arms."

4.3.4.3. Ensuring individuals keep the muzzle of their M16 trainer weapon in the clearing barrel aiming point during all weapons clearing and loading procedures.

4.4. M16 Trainer Weapon Initial Issue.

4.4.1. The flight MTI will print an M16 Trainer Weapon Roster from the Basic Training Management System (BTMS). The NCOIC Supply will issue M16 trainer weapons NLT Wednesday during the 1 WOT. The MTI will print M16 trainer weapon serial number in block provided and the trainee will verify serial number and sign the roster. Trainees will not sign the roster prior to being issued their M16 trainer weapon. M16 Trainer Weapon Rosters must be stored in flight clipboards immediately after weapon issue. Rosters should be updated and must remain in flight clipboards until the flight turns in their M16 trainer weapons.

4.4.2. Once issued, the trainee is held accountable until their assigned M16 trainer weapon is turned-in.

4.4.3. Immediately prior to M16 trainer weapon issue, flight instructors will cover weapon safety and demonstrate clearing procedures to the flight. Trainees must be provided clearing procedures application time immediately after receiving their weapon.

4.4.4. Issue procedures:

4.4.4.1. Trainees stand single file to receive their M16 trainer weapons at armory.

4.4.4.2. The armorer clears the M16 trainer weapon and issues it to the trainee “butt end first.” Trainees will not enter the clearing zone until told to proceed. Once the trainees receive their M16 trainer weapon, they precede immediately to the clearing barrel. NOTE: Trainees must be at “port-arms” while waiting to clear their M16 trainer weapon.

4.4.5. Clearing Procedures

4.4.5.1. Insert muzzle of M16 trainer weapon in the clearing barrel (if a clearing barrel is present).

4.4.5.2. Ensure M16 trainer weapon is on “SAFE.”

4.4.5.3. Ensure magazine well is empty.

4.4.5.4. Lock Bolt to the rear (if not already locked to the rear).

4.4.5.5. Visually inspect chamber (ensure no ammunition is present). State “Clear”

TRAINER WEAPON IS NOW CLEARED AND SAFE – PREPARE FOR DUTY

4.4.5.6. Release bolt and close ejection port cover.

4.4.5.7. Ensure safety is in the safe position.

4.4.5.8. Insert magazine in the M16 trainer weapon (if applicable).

4.4.5.9. Sling M16 trainer weapon and depart clearing zone.

NOTE: Trainees will clear their M16 trainer weapon and remove the magazines only during the following circumstances: At the end of the day (clearing/racking) and prior to cleaning, disassembly or assembly.

NOTE: The magazine should be removed from the weapon anytime the person is relieved from a post or duty assignment (e.g. FEST application, ECP, DFP). If this has not occurred, depress the magazine release button and remove the magazine before proceeding.

4.4.6. Muzzle caps are provided for each trainer weapon and must be attached to the muzzle during FEST I/II and during inclement weather.

4.5. Safety.

WARNING: BEFORE DISASSEMBLY, CLEANING, INSPECTING, TRANSPORTING AND STORING, THE M16 TRAINER WEAPON MUST BE CLEARED IN A CLEARING BARREL FOLLOWING THE ESTABLISHED PROCEDURES TO BE MADE SAFE.

4.5.1. At no time will a trainee or MTI leave an M16 trainer weapon unsecured or unguarded.

4.5.2. M16 trainer weapons will be treated as real weapons. The selector lever will remain on safety unless performing drills during ID or FT.

4.5.3. M16 trainer weapons will never be pointed at personnel nor will they be used to threaten or inflict harm. Violations of any type will result in an unsatisfactory Core Value Rating for that WOT and an immediate referral to squadron supervisory personnel.

4.5.4. Instructors will not use MTI Tools unless M16 trainer weapons are secured, stacked or properly positioned next to trainee.

4.5.5. Horseplay with M16 trainer weapons will not be tolerated. Any trainee caught using the M16 trainer weapon inappropriately will be immediately referred to supervisory personnel for counseling and disposition.

4.5.6. Flight leadership is obligated to report any trainee who violates safety standards to the MTI.

SAFETY NOTE: M16 Trainer Weapons are NOT operational firearms. The chamber is designed in a manner that it WILL NOT accommodate 5.56 mm ammunition. Regardless, the MTI should ALWAYS be vigilant for any trainees that may pose safety and or security risks.

4.5.7. The MTI will teach:

4.5.7.1. Attention – Trainees fall in at attention with sling arms.

4.5.7.2. Parade Rest

4.5.7.3. Stack Arms

4.5.7.4. Take Arms

4.5.7.5. Sling/Unslung Arms. NOTE: “Sling/Unslung, Stack/Take Arms” are not precision movements

4.5.8. The Guidon Bearer will not carry the M16 trainer weapon. The instructor will assign two Guidon Bearers in order to provide ample time with the M16 trainer weapon.

4.5.9. Trainees will carry M16 trainer weapon for WOT 1-6.

4.5.10. Trainees will carry their M16 trainer weapon while performing Entry Controller duties (starting in the 2 WOT) and during FT tent guard duties.

4.5.11. Trainees who are referred to BAS or have a commander-directed referral to BAS will leave their M16 trainer weapon secured in their dormitory until they are returned to duty.

4.5.12. Trainees on a waiver that prevents safe handling of the M16 trainer weapon will not be authorized to carry it.

4.5.13. M16 trainer weapons are not allowed in the latrine or shower area.

4.5.14. Trainees will not take their M16 trainer weapon to the Chapel, UCC, Dunn Dental Clinic, Reid Clinic, BAS, PT, Dispensary processing, Mini-Mall, Base Exchange, liberty, academic classes and Interview Sessions and designated appointments or referral counseling.

4.5.15. The M16 trainer weapons are taken to FEST and BEAST.

NOTE: During any appointment, if a trainee must go to the Reid Clinic to pick up medical records have a wingman accompany them and hold onto their M16 trainer weapon outside of the facility.

4.5.16. The M16 trainer weapon will will never be more than an arm's length away from them.

4.5.17. The M16 trainer weapon will not be taken out during inclement weather, to include lightning warning within 5 nautical miles. NOTE: If lightning is reported within 5 nautical miles or if severe weather is imminent, take immediate cover. If rain occurs, trainees will carry their M16 trainer weapon at sling arms with the muzzle pointed towards the ground.

4.5.18. Any damaged M16 trainer weapon will be turned into PT/Supply and another M16 trainer weapon is issued to the trainee. PT/Supply will turn damaged M16 trainer weapons in to Resource Management.

4.5.19. The squadron CC, SS, IS or BEAST supervisor may revoke or suspend the privilege of any trainee to possess an M16 trainer weapon. Under such circumstances, the M16 trainer weapon will be returned to the squadron storage area. A comment must be placed on the trainee's BMT Form 105A.

4.6. BEAST.

4.6.2. The M16 trainer weapons is carried and integrated into BEAST.

4.6.3. M16 trainer weapons are secured under assigned cot:

4.6.3.1. During lights out

4.6.3.2. For any off-site appointment

4.6.3.3. As directed by BEAST Supervisor

4.6.4. The Dorm Chief for each tent assignment will conduct a nightly accountability check for all personnel and M16 trainer weapons (by serial number). The Dorm Chief will verify trainees who are not present and account for all M16 trainer weapons.

4.6.5. If a trainee is admitted to Medical Treatment Facility and will not return it is the squadron's responsibility to ensure all training equipment and M16 trainer weapons are returned to the squadron PT/Supply.

4.6.6. BEAST Cadre will supervise trainees conducting daily maintenance (wipe-downs) of assigned M16 training weapons. NOTE: Ensure trainees use minimal lubrication as it attracts dust and dirt.

4.7. Cleaning/Maintenance.

4.7.1. Each squadron is responsible for establishing designated preventative maintenance and, cleaning areas. Clean the M16 trainer weapon according to the WAS unless they have been exposed to inclement weather (clean as necessary to prevent rust). Each trainee is charged with the upkeep of their own M16 trainer weapon.

4.7.2. All patches used with cleaning agent (e.g. Slip 2000) will be discarded in an appropriately labeled containers supplied by PT/Supply. Cleaning rags may be laundered in squadron and re-used.

4.7.3. Personnel will not be permitted to use unauthorized cleaners/solvents, such as automotive cleaners, degreasers or unauthorized equipment. All cleaning materials will be approved by the 737 TRSS and maintained by squadron supply.

4.7.4. Instructors are responsible for inspection of M16 trainer weapons after cleaning, to ensure that each one is properly cleaned, oiled and serviceable.

NOTE: Never spray lubricant directly on the M16 training weapon. Spray a minimal amount of lubrication on the rag and then wipe down the M16 trainer weapon. Excess lubrication attracts dirt and dust.

4.7.5. It is instructor's responsibility to ensure the M16 trainer weapon cleaning area is neat and orderly when cleaning is complete.

4.8. Turn-in

4.8.1. Any time a trainee is removed from the flight (placed on emergency leave or transferred to the 324 TRS), the trainee and MTI must turn the M16 trainer weapon into the squadron PT/Supply (e.g. annotate as #12, Trainer Weapon Turn-In on the BMT Form 102, Recycle/Transfer Clearance). The recycle and transfer authority is responsible for ensuring the M16 trainer weapon is turned-in properly.

4.8.2. M16 trainer weapons are turned-in to PT/Supply following BEAST. All M16 trainer weapons must pass inspection for cleanliness before the PT/Supply NCOIC will assume accountability for them.

4.8.3. The PT/Supply NCOIC must compare the trainee's M16 trainer weapon serial # with the M16 Trainer Weapon Roster that the trainee signed during the 1 WOT. When the PT/Supply NCOIC confirms numbers match, they can assume accountability for the M16 trainer weapon

4.8.4. M16 trainer weapons that are broken, missing parts or unserviceable will be identified and turned in to Resource Management (RM) for repair/replacement.

CHAPTER 5

EVALUATIONS

5.1. Evaluations. This chapter outlines Basic Military Training (BMT) evaluations that must be conducted in order to support training objective. Each basic trainee must successfully pass all performance and knowledge objectives in order to graduate.

5.2. Performance Waivers. The 737 TRG commander may waive performance evaluations upon recommendation from medical or supervisory personnel. Document the BMT Form 105 and the 105a, Basic Training Record (Continuation Sheet) on any performance evaluation waivers granted by the 737 TRG commander.

5.3. Written Evaluation (End of Course Test). When trainees successfully achieve the minimum overall passing score on the end-of-course written test, it implies they have achieved individual objectives and it provides an acceptable degree of confidence that they have attained the required knowledge. Basic Trainees are administered an end-of-course written test in the 7 WOT.

5.3.1. First Time Failure: If trainees fail to successfully pass the test, they will be reevaluated the following day. War Skill Military Studies (WSMS) Instructors will document a “U” for an unsatisfactory grade on the BMT Form 105. Trainees receive testing review at the conclusion of the written test, provide the trainee study time with the flight WSMS monitor.

5.3.2. Second Time Failure: Trainees who fail the reevaluation will be counseled and receive a “U” (unsatisfactory) and their test score in the appropriate block of the BMT Form 105. Make the appropriate comment on the BMT Form 105a and refer the trainee to the squadron commander. Squadron commander may authorize a third testing attempt after counseling the trainee. If the trainee is in the 8 WOT and requires a recycle in order to properly prepare for a third testing, the squadron commander must notify and receive recycle approval from the 737 TRG commander.

5.3.3. Third Time Failure: The squadron commander will document the BMT Form 105a, recommend entry-level discharge and forward the discharge package to the 737 TRG commander for trainees that fail the third attempt. Only the 737 TRG CC/CD can authorize a fourth attempt. If a fourth attempt is granted, the trainee will be recycled in training to allow ample time for academic study. The instructor supervisor will arrange for the fourth attempt evaluation. The 737 TRG CC/CD will sign the BMT Form 105a and will forward a copy to the testing center prior to administering the test. If the trainee fails a fourth time they are transferred to the 324 TRS (Ops flight) for discharge.

5.4. Performance Evaluations. In most cases, an appraisal and progress check are the same document; however, an appraisal is a (free) practice evaluation and a progress check is the formal measurement that closes or completes an objective.

5.4.1. Appraisals. An informal assessment (performance evaluation) to identify trainees day-to-day progress and or comprehension and provides early identification of trainees who need individual assistance. A failed appraisal does not require a re-evaluation nor does it count against the trainee for honor graduate.

5.4.2. Progress Check (PC). A final (formal) documented performance evaluation. The MTI administers progress checks to provide trainees immediate feedback to determine if the trainee has satisfactorily accomplished the knowledge or performance objective and if necessary requires the area(s) to be repeated for successful performance.

NOTE: Reference appraisals/progress checks for specific instructions for the examiner, examinee and minimum passing requirements.

5.4.3. Maintenance of Standards (MOS). Is a BMT specific inspection for the Recruit Living Area. It is an informal inspection used to ensure trainee retention of dormitory health and safety standards. Document MOS failures on BMT Form 105a.

Table 5.1. Basic Military Training Evaluations

Evaluation	1	2	3	4	5	6	7	8	Evaluator
Recruit Living Area			MOS				MOS		MTI
First Issue (I)	*A	A/PC							MTI
Second Issue (II)				A	PC				MTI
Individual Drill							PC		MTI
Reporting							PC		MTI
Core Value Rating	A	A	A	A	A	A	A	PC	MTI
Physical Training	A	A		A			PC		MTI
Trainer Weapon			A	PC					MTI
CBRNE				PC					EM Instr
Self Aid Buddy Care I-IV			A						WSMS/MTI
FEST I		A							WSMS/MTI
FEST II		PC							WSMS/MTI
Wear of Uniform								A	MTI
End Of Course Test							W		WSMS
BEAST Attendance Only									BEAST

A- Appraisal

PC- Progress Check

MOS- Maintenance of Standards (Dormitory)

W- Written Test

Highlighted areas require documentation in BTMS, BMT Form 105, Basic Training Record.

* MTIs may conduct the initial RLA I Appraisal in the 1 or 2 WOT depending upon flight pick-up and initial clothing issue.

Table 5.2 BMT Graduation Requirements.

Graduation Requirements	Mandatory Make-Up Classes
Pass the Recruit Living Area Progress Check(s)	Flight MTI ensures objective is completed/documented in BTMS
Pass the Individual Drill Progress Check	Flight MTI ensures objective is completed/documented in BTMS
Pass the M16 Trainer Disassembly & Assembly Progress Check	Flight MTI ensures objective is completed/documented in BTMS
Attend M-16 Combat Arms Training	Flight MTI ensures objective is completed/documented in BTMS (trainees may receive classroom only in the event of severe weather/lightning)
Pass the Reporting Procedures Progress Check	Flight MTI ensures objective is completed/documented in BTMS
Pass the Physical Training Progress Check	Flight MTI ensures objective is completed/documented in BTMS
Attend UCMJ, Briefing	Flight MTI ensures objective is completed/documented in BTMS
Attend FEST I	Note 1
Pass the FEST II Progress Check	Note 1
Attend Self-Aid Buddy Care Training	Note 1
Attend Antiterrorism/FP Lvl 1 Training	Note 1
Attend Law of Armed Conflict (LOAC)	Note 1
Attend Intro to Code of Conduct I	Note 1
Pass CBRNE Progress Check	The flight MTI must provide a current flight roster for this training session. The EM Instructor documents grade in BTMS. The flight MTI reschedules failures or missed training, this class is a prerequisite to attending BEAST
Attend SERE 101 (lessons II-V)	BEAST Cadre tracks completion in BTMS. The flight MTI schedules make-up classes for trainees
Attend Basic Expeditionary Airman Skills (BEAST) Training	BEAST Cadre tracks deployment, activities and appointments and enters completion in BTMS
Attend Suicide Awareness	Note 2
Attend Sexual Assault	Note 2
Attend Human Relations I	Note 2
Attend Human Relations II	Note 2
Attend Montgomery GI Bill Class	Note 2
Attend Joint Ethics	Note 2
Attend Information Assurance, Cyberspace and the Air Force and AF Portal Training	Note 2
Pass written test; attain at least a 70 percent	WSMS tracks completion in BTMS and schedules make-up testing for absences and test failures

NOTE 1: The flight MTI must provide a current flight roster for this training session. WSMS tracks completion in BTMS. The flight MTI schedules make-up classes for trainees. This class is a prerequisite to attending BEAST.

NOTE 2: The flight MTI must provide a current flight roster for this training session. WSMS tracks completion in BTMS. The flight MTI schedules make-up classes for trainees.

NOTE 3. Instructor Supervisors should review BTMS Records/Missing inputs at least weekly to ensure required training events are completed and if necessary reschedule trainees in order to continue in the training program.

5.5. BEAST Training.

5.5.1. All trainees must attend BEAST training. The 737 TRG commander or deputy commander are the designated waiver authority for this requirement.

EXCEPTION: Trainees on crutches or other waivers that prohibit deployment to the BEAST. These trainees will shadow a 7 WOT flight and attend 7 WOT classes (working within profile restrictions). Do not transfer trainees in BTMS; they will wear ABUs only and are not authorized to wear blues. At the conclusion of this WOT, if a trainee is still unable to attend BEAST, recycle, transfer to medical hold or request a BEAST waiver, as applicable.

NOTE: Trainees identified with a fever are placed either in-house quarantine or sent to the 324 TRS Fever Flight. Once released from Fever Flight they are required to attend the BEAST or be submitted for a waiver.

5.5.2. Document BMT Form 105a (specific reason) if a trainee is unable to attend the BEAST.

5.5.3. Trainees with physical profiles report to the BEAST medical facility for evaluation and waiver review. IDMTs review waivers and a BEAST supervisor assigns duties commensurate with profile restrictions.

5.6. Performance Evaluation Failures

5.6.1. Document all failures for appraisals and maintenance of standards outlined in Table 5.1. Document the BMT Form 105a, in BTMS. This documentation provides a data trail for poor performance and must include remediation provided to address the deficiency. Failure of an appraisal

5.6.2. Document all failed performance progress checks outlined in Table 5.1. Trainees are normally provided three attempts to successfully accomplish performance objectives (progress checks).

5.6.2.2. First Evaluation Failure.

5.6.2.2.1. MTI documents the grade in BTMS (BMT Form 105) and provide a BMT 105a comment to address the poor performance and MTI remediation provided to address the deficiency.

5.6.2.2.2. After remediation, provide the trainee a second evaluation (allow two days between RLA Appraisals and Progress Checks).

5.6.2.3. Second Evaluation Failure.

5.6.2.3.1. MTI documents the grade in BTMS (BMT Form 105,if applicable) and provide a BMT Form 105a comment to address the poor performance and MTI remediation provided to address the deficiency.

5.6.2.3.2. Refer the trainee to the instructor supervisor to address poor performance and MTI remediation required to address the deficiency prior to a third evaluation. Instructor Supervisors will document this remediation and counseling in BTMS/BMT Form 105a.

5.6.2.4. Third Evaluation Failure.

5.6.2.4.1. If the trainee does not successfully complete the third evaluation the instructor supervisor provides a recommendation to the superintendent and squadron commander for recycle or separation/discharge.

5.6.2.4.2. The first sergeant, squadron superintendent and commander review previous counseling and remediation efforts to determine the appropriate course of action and disposition.

CHAPTER 6

FLIGHT RECORDS

6.1. Maintaining Flight Records (filing order). MTIs keep flight records in a loose-leaf binder.

6.1.1. Secure/lock this notebook in the flight office and or lock flight office in MTIs absence. Flight records will be accessible by supervisory personnel and will be maintained in the appropriate instructor supervisor's office when the flight deploys to the BEAST.

6.1.2. Filed by flight roster order, Regular, Reserve, then Guard, in the order listed:

- 6.1.2.1. Physical Profile
- 6.1.2.2. Disposition of Individual Patient Medicine
- 6.1.2.3. Medical Form, Temporary Duty Restriction
- 6.1.2.4. AETC Form 29B, Pre-departure Safety Briefing
- 6.1.2.5. BAS Related Paperwork
- 6.1.2.6. Health and Wellness Center (HAWC) Body Composition Memorandum
- 6.1.2.7. Letter of Reprimand
- 6.1.2.8. Article 15
- 6.1.2.9. Corrected Flight Roster
- 6.1.2.10. Uniform Code of Military Justice Briefing Roster*
- 6.1.2.11. Pre-departure Safety Briefing Roster*
- 6.1.2.12. Clothing Inventory Roster*
- 6.1.2.13. Graduation Certificate Roster*
- 6.1.2.14. Cell Phone Briefing Roster*

NOTE: The person presenting the briefing/inspection and attending trainees must sign rosters indicated with an asterisk.

NOTE: Completed BMT Form 128, Recruit Living Area Progress Checks may be filed separately in a file/binder in flight roster order, Regular, Reserve, then Guard.

6.2. Trainee Records Routing.

6.2.1. For trainees recommended for recycle, transfer, convalescent leave or discharge, attach all documents relating to the trainee's BMT Form 105/105a. The squadron superintendent must review all paperwork prior to any trainee transferring out of squadron.

6.2.2. If trainees are admitted to the hospital, AWOL or on convalescent or emergency leave, MTIs type a comment on the BMT Form 105a, and turn in all the trainee's records and attachments to supervisory personnel by 0800 hrs the next duty day. The squadron maintains a suspense file of these records until trainee returns or transfers to the 324 TRS Ops Flight.

6.2.3. Squadron supervisory personnel contact the ANG/AFRES liaison office if an ANG/AFRES trainee is AWOL.

6.2.4. When trainees transfer to the 324 TRS Ops Flight, squadron supervisory include hard copies of the BMT Form 105 and 105A with all comments signed, waivers, 341s, BAS paperwork, and any LOC/LOA/LORs. Include the BMT Form 128 Progress Check if they have completed RLA I. If the trainee is not physically reporting to the 324 TRS, their records will still be hand carried the day they are transferred in BTMS NLT 1700 hrs.

Figure 6.1. BMT Form 105, Basic Training Record and BMT Form 105a, Basic Training Record (Continuation Sheet) (Figure 6.1. and 6.2.). Comments on BMT Form 105A must be timely, accurate and provide enough details so anyone that reviews the paperwork understands the situations (this includes outside agencies, e.g. legal).

Figure 6.1. BMT Form 105, Basic Training Record

BASIC TRAINING RECORD												Grad Date 03 Dec 07			
Name SLOAT, RONALD X												SSN 512345678			
Squadron 324				Flight 043				Status AD				Roster 1 2			
CORE VALUES RATING															
WOT 1		WOT 2		WOT 3		WOT 4		WOT 5		WOT 6		WOT 7		WOT 8	
(1) S	(2)	(1) S	(2)	(1) S	(2)	(1) S	(2)	(1) S	(2)	(1)	(2)				
(3)	(4)	(3)	(4)	(3)	(4)	(3)	(4)	(3)	(4)	(3)	(4)				
WEIGHT MANAGEMENT AND FITNESS COMPOSITE SCORE															
	Height	Weight	BFS	BMI	ABD CIRC	1.5M Run	Push-Up	Sit-Up	Pull-Up	Grade					
PT Initial	68	165		26.6	31.0	1524	32	35							
PT Final	68	158		22.3	31.0	1144	47	55	10	S					
PT / Get Fit															
Composite Points				22.3	30.00	39.00	8.25	8.75		86.00(G)					
EVALUATIONS															
	Drill	Reporting	Trainer Weapon	IBD	SAB/S	CERNE	Weapon Live Fire								
Grade	S	S	S	S	S	S	Y								
Initials															
Re-Eval Grade															
Initials															
	Grade	Score	Areas Failed	Initials	Grade	Score	Areas Failed	Initials							
Recruit Living 1	S	9													
Recruit Living 2	S	5													
Written Test 1	S	80	IKMORVXZ												
STUDENT LEADER APPOINTMENTS															
Position				Date Hired				Section Sup Initials				Training Sup Initials			
								N				N			
TRAINEE ASSIGNMENT HISTORY															
Date	From Sqd	Flt		To Sqd	Flt		Transfer Reason								
WAIVERS															
Date	Expires	Type	Date	Expires	Type	Legend									
						D – Drill O – Other P – PT S – Prolonged Standing									
BMT FORM 105 , 20061001 (Computer Generated)						PREVIOUS EDITIONS ARE OBSOLETE									

Instructions for Figure 6.1. BMT Form 105, Basic Training Record.

1. Form is completed automatically and populated by the Basic Training Management System (BTMS).
2. Weekly Core Value Ratings (CVR) Appraisal.
 - 2.1. Following procedures outlined in evaluations and appraisal instructions.
 - 2.2. The Flight MTI may award an unsatisfactory CVR anytime during the WOT. When giving a "U" rating, place a comment in the "REMARKS AND COUNSELING" section of the BMT Form 105a. Have trainees acknowledge unsatisfactory ratings by reading and signing the counseling comment.
3. Weight Management and Fitness Information.
 - 3.1 Initial PT - Refer to 737 TRGOI 36-2905.
 - 3.2. Final PT - Refer to 737 TRGOI 36-2905.
 - 3.3. Post run time, number of sit-ups and number of push-ups for satisfactory results in corresponding block. The database determines a "S or U" for the PT final grade.
4. Evaluations
 - 4.1. Performance Evaluations.
 - 4.1.1. Conduct them IAW applicable Progress Check and instructions in Chapter 5. Rate the performance evaluations as "S" or "U". Enter all evaluation grades on the form NLT the end of the next duty day following the evaluation. When posting a "U", the trainee will initial, acknowledging the failure.
 - 4.1.2. Conduct reevaluations within 2 training days of initial evaluation. Post the reevaluation grade in the same manner as the initial progress check grade. If a trainee fails the reevaluation, enter a comment in the "REMARKS AND COUNSELING" section of the BMT Form 105A and refer them to the instructor supervisor for further counseling/disposition.
 - 4.2. Written Evaluation.
 - 4.2.1. The test grade is automatically posted on BMT Form 105 with "O" for outstanding, "S" for satisfactory or "U" for unsatisfactory. Trainees must initial unsatisfactory grades on the same day.
 - 4.2.2. If a trainee fails the reevaluation, make appropriate comments on the BMT Form 105a and refer trainee through the instructor supervisor to the squadron commander for counseling and recycle action.

4.2.3. When retest results are received indicate in comment form whether the trainee received a passing or failing grade. If they failed, document the test score in comment form and refer trainee to the squadron commander.

5. Student Leader Appointments.

5.1. Document all (flight) Student Leader appointments NLT the end of the 2 WOT. Select their names from the BTMS dropdown menu and click "to hire" button

5.2. Instructor supervisor and squadron superintendent must counsel dorm chiefs/element leaders NLT the end of the 2 WOT. Supervisors brief Student Leaders on their duties and responsibilities IAW 737 guidance established in Chapter 12.

5.3. Appoint trainees to only one key position at any given time.

5.4. If removing a Student Leader, click the fire button and make new selection, document Student Leader replacements within one duty day.

6. Trainee Assignment History. Enter reason for recycle/transfer in BTMS. When trainees are transferred to another flight or squadron, BTMS automatically updates the "TRAINEE ASSIGNMENT HISTORY" section of the BMT Form 105.

TRANSFER REASONS
Tattoo Discharge
Discharge
Arrival Fitness Discharge (Initial Health Assessment, AFI 36-2905)
Arrival Weight Discharge (Initial Body Composition Assessment, AFI 36-2905)
AWOL
Holdover
RTT (From 324 TRS)
BAS (mental health problem)
Hardship
Medical Hold/Discharge
Pregnancy
Fever Flight
Drug Use/fraud (fails mandatory urinalysis or self admits to drug usage)
Other
Misconduct/Performance (CVR)
Dormitory – Fails Recruit Living Area re-evals
Emergency Leave
Fitness (Physical Training deficiencies - failed re-evals are transferred to Get Fit)
Drill – individual drill failure
Lateral – move to another flight in same WOT
Reporting – reporting failure
Courtesies – rendering courtesies failure
End-of-course written test failure

7. Waivers. Identify all physical profile waivers (excluding shaving waivers) in the "WAIVERS" section of the BMT Form 105. Enter the date the waiver is received and the type IAW the legend. Once all blocks are filled, enter the same information in comment form "waiver description" on the BMT Form 105a and have the trainee sign the comment. A witness signature is not required. In the event there is no start date provided by the medical provider input the date the trainee was seen by the provider.

NOTE: Waivers with no expiration date must be documented on the BMT Form 105a.

NOTE: This instruction does not and cannot cover every conceivable incident or situation. Use good judgment when documenting trainee records.

Figure 6.2. (Example) BMT Form 105a, Basic Training Record (Continuation Sheet)

BASIC TRAINING RECORD <i>(Continuation Sheet)</i>			ROSTER NUMBER 12
NAME BENTON, ROBERT P			SSN 234567890
SQUADRON 324	FLIGHT 145	STATUS AD	DET 9 Jul 07
DATE	WOT	REMARKS AND COUNSELING	
23 Jul 07	1	<p>Trainee is being counseled on this date for failing to properly display items within his wall locker. While performing dormitory set-up, this trainee was found to have clean laundry in a bag, unfolded t-shirts, messy PT gear and reading materials thrown in his wall locker. When questioned trainee stated, "I ran out of time and threw everything in there". This trainee has received formal classes on setting up his areas and has been warned many times to properly display his items in accordance with his BMTG. Trainee Benton lacks the core values of service before self and excellence and believe the rules of BMT do not apply to him. He is warned that if this continues, he will receive an unsatisfactory CVR. Trainee will remain with the flight at this time.</p> <p>Keith A. Stone TKM Robert Benton</p> <p>Keith A. Stone, SSgt, USAF Team Member AB Robert Benton</p>	
31 Jul 07	2	<p>Trainee is being counseled for not meeting 2 WOT PT targets. Trainee could only perform 10 push-ups during the appraisal. Trainee stated "I didn't push myself hard enough." His failure indicates poor physical fitness and he is not striving for Excellence. Trainee knew since the 1 WOT what the BMT fitness targets were and had the same training and time as the rest of his flight. In addition to the normal PT program Trainee Benton is required to perform supplemental PT training 3 times a week. Trainee is warned that continued unsatisfactory performance may result in training delays and the Get-Fit program.</p> <p>Keith A. Stone Robert Benton</p> <p>Keith A. Stone, SSgt, USAF Team Member AB Robert Benton</p>	
1 Aug 07	2	<p>I have counseled AB Benton in regards to the BMT fitness targets required to completed Basic Training and the importance of striving for excellence. Trainee will be retained in the flight at this time with a warning that he may be entered into the Get Fit program if he does not meet BMT Fitness targets in the 7 WOT.</p> <p>Miles R Roche Robert Benton</p> <p>Miles R Roche, MSgt, USAF Sections Supervisor AB Robert Benton</p>	
6 Aug 07	4	<p>AB BENTON returned from appointment with a profile placing trainee in Medical Hold. Trainee is referred to the Instructor supervisor. Trainee has completed the 3 WOT</p> <p>Keith A. Stone Robert Benton</p> <p>Keith A. Stone, SSgt, USAF Team Member AB Robert Benton</p>	

Instructions for Figure 6.2.

1. Completed automatically by BTMS.
2. Enter date.
3. Enter current week of training (WOT).

4. Remarks Section. The MTI counsels the trainee in the presence of a witness and documents the counseling. A MTI may counsel a trainee in full view and within listening distance of others. If a MTI must counsel a trainee, refer to Paragraph 3.15. MTIs may send trainees to instructor supervisors at any time if additional counseling is needed. When documenting counseling sessions, be specific about facts and recommendations. Write clearly and keep comments concise. Do not make any unnecessary comments, over the top exaggerations, or sarcastic remarks. To be effective, counseling must be specific, constructive and timely (typically within 48 hours).

5. Required Comments. 105A comments are required anytime a trainee has failed an objective, is performing below standards, has issues in regards to discipline/conduct, or transfer action. In addition, refer to Table 5.1. Minimum Counseling and Documentation. All performance or discipline comments must include the following:

- a. Deficiency. What the trainee did wrong – be specific and state the facts e.g., failure to meet PT targets.
- b. Reason for deficiency. Get to the root cause, ask probing questions in order to find out if there are any underlying problems e.g., include questions about family, spouse, any financial difficulties. Has the trainee/Airman spoke to anyone at home, have they received any mail, lost training days, or had interpersonal conflicts in the flight (listen to the trainee). List trainee's reason/root cause for why they feel they performed poorly. “I don’t know, I’ll do better or I have no excuse” is not an adequate answer. If applicable relate the deficiency to core values.
- c. Resolution. Document what the MTI and trainee are going to do to resolve the deficiency, e.g., what training is required to correct the problem, example: 1 x 3 exercises for poor PT.
- d. Disposition. What will happen next (e.g. retain in flight, refer to the Instructor supervisor for further counseling, or recommend recycle in training or discharge, etc) if the problem cannot be resolved. NOTE: An MFR will only be used for administrative purposes.

6. MTIs may consider canned comments to help frame their thinking however, the comments must be tailored to the specifics of the trainee and the counseling session, as required in Para 6 above.

7. MTIs and trainee must sign comment at the conclusion of the counseling session.

NOTE: Trainees referred to supervisory personnel will be counseled NLT that the next duty day. Trainees being counseled by squadron supervisory personnel will sign the form at the time of the counseling session. For 324 TRS: Instructors may place derogatory comments on a medical hold

(returning to training) trainee's original BMT Form 105a for repeated dormitory inspection failures, disciplinary reasons, Letter of Reprimands (LORs) and BAS referrals.

NOTE: Comments for dormitory inspection failures while assigned to the 324 TRS will appear in comment form on the trainee's BMT Form 105a only. The recruit living area evaluations will not be indicated on the trainee's BMT Form 105 or on their original BMT Form 128.

NOTE: Entering a welcome comment by supervisory personnel is mandatory for out of squadron transfers/recycles.

8. Another trainee must witness and initial derogatory comments, preferably a student leader, certifying their presence during the counseling session. MTIs must tell witness not to reveal anything discussed during counseling session except on a "need-to-know" basis. Squadron supervisory personnel are not required to have a witness for 105a comments.

Table 6.1. Minimum Counseling and Documentation

Rule	If trainees:	then they must be counseled by:			
		MTI	INSTR SUP	SQ SUP	SQ/CC (NOTE 1)
1	are eligible, but not recommended for Honor Grad	X	X	X	
2	fail End-of-Course written test reevaluation	X	X		X
3	fail End-of-Course written test for a third time	X			X
4	fail a performance reevaluation	X	X		
5	fail initial PT Fitness Assessment (refer to 737 TRGOI 36-2905)	X	X		X
6	are assigned to medical hold (note 9)		X		
7	return from medical hold		X		
8	return from ineffective status in three or less (duty) days	X			
9	return from ineffective status in four or more (duty) days		X		
10	are recommended for recycle (note 7)	X	X		
11	are recommended for second and subsequent recycles	X	X	X	
12	admit to prior service drug use (note 2)	X			X
13	test positive during 100 percent urinalysis testing (note 8)				X
14	are recommended for BAS evaluation	X	X		
15	are recommended for discharge (note 5)	X	X	X	X
16	are recommended for disciplinary action (notes 3 & 4)	X	X	X	X
17	Returned from BEAST for disciplinary problem	X	X		
18	Returned from M16 CATM training for safety infraction	X	X		
19	are hospitalized at Medical Treatment Facility (see note 6)	X			X

NOTES:

1. Squadron superintendent fulfills the minimum-counseling in the absence of the squadron commander.
2. Refer trainee to the squadron commander for possible drug fraud, document BMT Form 105a.

3. Disciplinary action for this instruction is defined as action resulting in an Unfavorable Information File, Article 15 or courts-martial proceeding. Any level of supervision may administer or terminate a recommendation for disciplinary action.
4. Before approving any Article 15 action on basic trainees that are still considered for possible graduation from basic training, the squadron commander must receive verbal concurrence from the group commander to retain the trainee and document results on the BMT Form 105a. Derogatory statements will be signed by the trainee same day unless admitted for care/treatment.
5. The squadron commander has medical transfer responsibility and accountability for BAS recommendations or immediate removal for training and administrative separation. Once the commander has conducted counseling with the individual and a transfer decision is made, the instructor supervisor may transfer in BTMS.
6. Annotate the BMT Form 105a with a comment stating the Airman was admitted to SAMMC or Laurel Ridge (as appropriate) and forward paperwork to squadron supervisory personnel. The squadron commander documents the transfer of the trainee to the 324 TRS. Forward all of the trainee's paperwork to the 324 TRS by the end of that duty day. Trainee's military and civilian belongings are delivered to him/her NLT the next duty day after trainee is admitted.
7. Squadron superintendents must review and complete the "Supervisory Transfer Completion" portion for all trainees that are recommended for recycle.
8. Send trainees who test positive during urinalysis testing directly to the 324 TRS Operations Flight for further disposition. Do not send them to Student Actions prior to transferring to the 324 TRS.
9. Ensure squadron commander is aware of any medical hold transfers to the 324 TRS.

6.3. Lackland AFB Form 205, Basic Military Training Student Performance Summary. The MTI folds, staples or tapes the form and gives to each trainee before shipping. Instruct them to hand-carry it to the Military Training Leader at the gaining technical training unit.

- 6.3.1. Form automatically posts from Basic Training Management System (BTMS).
- 6.3.2. Mark blocks with the appropriate information based on the trainee's status in the flight from which they graduate.
- 6.3.3. Section II is automatically posted with inputs from BTMS.
- 6.3.4. Section III & IV: the MTI graduating the trainee fills out these blocks. As a minimum, the MTI must comment on any trainee recycled for performance or medical reasons and any trainee who was given disciplinary action (e.g. LOR, UIF, Article 15). The MTI has the option of placing a comment on any other trainee in the flight.
- 6.3.5. The MTI signs the form and the supervisor initials all forms after review.

6.4. Shipping Records.

6.4.1. The following outlines required flight documents for filing/disposition once flights have graduated and shipped. Provide a cover letter or MFR addressing each of the following items.

- 6.4.1.1. Corrected Flight Roster
- 6.4.1.2. BAS Paperwork (memorandums)
- 6.4.1.3. Uniform Code of Military Justice Briefing
- 6.4.1.4. Letter of Counseling
- 6.4.1.5. Letter of Reprimand
- 6.4.1.6. Article 15
- 6.4.1.7. Pre-departure Safety Briefing/AETC Form 29B
- 6.4.1.8. Clothing Inventory Roster
- 6.4.1.9. Graduation Certificate Roster
- 6.4.1.10. Cell Phone Briefing (Phone Call Matrix, if applicable)

6.4.2. Forward the BAS Referral Sheet and BMT Form 105 and 105a of any graduated trainee whose BAS recommendation for administrative separation and/or discharge was overturned during training to the 737 TRG commander.

6.4.3. Fill out a Shipping Records MFR. The flight's Instructor supervisor and Squadron superintendent review and sign the shipping records MFR before filing. File records within 3 duty days after shipping. Store these records in a squadron centralized file and destroy 6 months after the end of the month in which the training was completed IAW the Air Force Records Disposition Schedule (RDS) available at <https://afrims.amc.af.mil>

CHAPTER 7

MEDICAL CARE

7.1. Mandatory Drug Testing (Urinalysis). Must be accomplished IAW the standards and procedures in DoD 1010.16, Technical Procedures for the Military Drug Abuse Testing Program. Drug testing is required for 100 percent of trainees within 72 hours after initial arrival to Basic Military Training.

7.1.1. 737 TRSS/TSOS schedules the first flight to arrive at the testing site, other flights arrive thereafter.

7.1.2. Trainees wear PT gear and are briefed to fully hydrate. The MTI will wear a duty uniform.

7.1.3. MTIs **MUST** ensure each trainee has the following prior to drug testing:

7.1.3.1. Photo identification (e.g. driver's license and college identification card) and official evidence of their SSN (e.g., social security card or shipping orders that annotates their full SSN).

7.1.3.2. Temporary Air Force identification card for trainees without photo identification and official proof of SSN. Trainees requiring the temporary AF ID card report on Friday, between 0800 - 1600 hrs (before drug testing appointment), to the 737 TRSS Processing Flight in BLDG 5725, to obtain a military identification card.

7.1.3.3. MTIs must ensure trainees arrive at the testing site at the time provided on the processing week processing schedule. A MTI will accompany the flight to the testing site. MTI will take the urinalysis roster signed by squadron commander and ensure all trainees are present and comply with all instructions. Training or excessive yelling will not take place in the testing facility as it may impede the drug testing process.

7.1.4. MTIs ensure trainees are prepared to provide a specimen by having the trainees drink plenty of water and remove or loosen bulky clothing, such as the web belt. Ensure trainees are not over-hydrated and do not limit restrooms more than 2 hours before drug testing.

7.1.5. MTIs ensure trainees unable to provide a specimen on Wednesday evening report back to the testing site on Friday at 1830 hrs.

7.1.6. MTIs ensure trainees unable to provide a specimen on Thursday evening report back to the testing site on Saturday at 1300 hrs.

7.1.7. MTIs ensure trainees unable to provide a specimen on Saturday report to the testing site at 0800 hrs on Monday.

7.2. Tracking Trainee Medical Care. When a trainee returns from a medical treatment facility, track the care provider's suggestions. Of special concern are the trainee's duty status and prescribed medications.

7.2.1. MTI or CQ will verify prescriptions and all paperwork upon trainees' return from all medical/dental appointments and monitor the individual during training.

7.2.2. MTIs ensure trainees returning from medical treatment from the UCC or SAMMC see a health care provider at the Reid Clinic NLT the first duty day after returning to the squadron. Trainees must take medications to follow-up. NOTE: Reid Clinic hours are Monday-Friday from 0600 - 1600 hours and are closed on weekends. The Reid Clinic may change operating hours during possible epidemic outbreaks.

7.2.3. If a trainee vomits during any outdoor activity, the MTI immediately pulls the trainee from the event and ensures the trainee receives medical attention proportionate to the seriousness of the situation (e.g. BEAST IDMTs, dispensary, Reid Clinic and UCC). If the missed event is a mandatory graduation requirement, it will be re-accomplished at a later date.

7.2.4. If a commander or MTI believes it is appropriate, they may order a trainee to go by ambulance to the Emergency Department or to be evaluated to determine what medical problems the member may have.

7.3. Temporary Duty Restriction (59 MDW Form 154).

7.3.1. If a trainee returns from sick call with a Temporary Duty Restriction, the MTI must brief the trainee on the waiver conditions and how it affects their performance in the flight. Make an entry in the "WAIVER" section of the BMT Form 105. File in flight records. Ensure the roster number is placed in pencil at the top right hand corner of the waiver in pencil. Also, brief the trainee to carry one copy of current waivers at all time. All waivers expire at midnight on expiration date.

7.3.2. Every attempt should be made to keep trainees with waivers in the flight. Consider whether the trainee can keep up with the flight and meet training requirements.

7.4. After Hours Medical Treatment.

7.4.1. In the event of any life threatening emergency call 671-0911 for immediate medical care.

7.4.2. Trainees are **NEVER** denied medical care. The MTI refers trainees to the appropriate clinic (Dispensary/Reid Clinic/ER) based on primary complaints and clinic operating hours.

7.4.3. After Dispensary and Reid Clinic Operating Hours.

7.4.3.1. If a trainee reports an injury or illness, question the trainee to determine severity of the injury or illness and refer them to the appropriate clinic. Table 7.1., Emergent Care is provided by medical providers as a guide in determining the immediate need of care. While this list is not

all inclusive, if there is any doubt whether to send the trainee to the Urgent Care Clinic or ER, contact the Provider Hotline at (210) 260-1574 or alternate number (210) 995-0966 for further guidance.

Table. 7.1. Emergent Care

NOT AN EMERGENCY	EMERGENCY (CONTACT 671-0911)
<i>Have the Trainee report to the squadron IDMT dispensary, Reid/Trainee Health Clinic or UCC within 24-48 hours.</i>	<i>When you are not sure, and if the Trainee appears to be in danger of losing life, limb or eyesight, it is never wrong to seek emergency care. Go to the emergency room or call 671-0911 for immediate assistance for the following:</i>
<ul style="list-style-type: none"> • Cold Symptoms (runny nose) for 48-72 hours • Feverish/night sweats for 24-48 hours • Bone, muscle or joint ache • Stomach pain • Skin problems (rash, sore) • Female health concerns • Arm/leg pain clearly not broken/messed up • Pain while urinating • Vomiting • Diarrhea • The trainee is speaking coherently, fully aware and in no signs of distress/discomfort 	<ul style="list-style-type: none"> • Extreme pain or swelling (stomach, legs, arms or other parts of the body) • Major injury—could lose life, limb, or eyesight • No pulse or no breathing • Unconscious/Passed out • Gushing blood • Very confused • Breathing too fast to speak • You genuinely feel it's an emergent condition <p><i>Other examples of when to call 671-0911:</i></p> <ul style="list-style-type: none"> • If the person is choking and unable to speak or cry out • If the Trainee has swallowed poison or many pills • If the Trainee is getting active CPR or the Heimlich Maneuver

7.5. Shaving Waivers.

7.5.1. Pseudofolliculitis barbae (PFB), otherwise known as razor or shaving bumps is a common medical condition of the beard. Trainees with shaving problems must be identified early in training to prevent injury.

7.5.1. During the BMT Orientation briefing instructors must ask trainees if they have any known problems with shaving. Those identified are sent to the 737 TRSS IDMT for an evaluation. The IDMT will issue a shaving waiver on the 59 MDW Form 154, *Temporary Duty Restriction* and outline shaving procedures. If necessary, the IDMT provides referrals and appointments for the Reid Shaving Clinic.

7.6. AF Form 490, Medical Appointment Slip.

7.6.1. The MTI completes AF Form 490 and gives it to the trainee. Do not list more than one trainee on the AF Form 490.

7.6.2. Destroy form once trainee returns from appointment.

7.7. Issue of White Reflective Armband (Sickle Cell Trait Positive and Previous Heat Related Injuries)

7.7.1. Trainees that are vulnerable to injury (or death) based on prolonged strenuous exercise or have had a previous heat related injury are issued a white reflective armband during BMT. Trainees wear the white arm band during all outside activities (while in ABUs and PT Gear) through Wednesday of the 8th week of training.

7.7.2. A “White Armband Report” is available in BTMS (Reports) that identifies all trainees required to wear a white armband. All MTIs and IDMTs will take an active role in ensuring that reflective arm bands are worn, the work/rest/hydration requirements are followed and individuals are monitored for any potential medical problems.

7.7.3. 737 TRG Standardization and Evaluation and 737 TRSS/IDMT, squadron leadership, PT/Supply NCO and flight MTIs conduct routine checks to ensure individuals are wearing prescribed armbands and flights adhere to work/rest and hydration standards.

7.7.4. Sickle Cell Trait Positive (SCT+)

7.7.4.1. Trainee blood draws are conducted during Processing Week of Training and the lab results for SCT+ are released in the first week of training.

7.7.4.2. Reid Clinic notifies (e-mails/calls) squadron CQs of those results. CQs notify trainees and the flight MTI of a required medical appointment. In addition, Reid Clinic will also notify the 737 TRSS Independent Duty Medical Technicians (IDMT).

7.7.4.3. Trainee(s) must report to Reid Clinic within 2 days for an initial medical appointment.

7.7.4.4. The Reid Clinic provider issues a PT waiver through Monday 2 WOT and schedules the trainee for a SCT+ briefing for Monday 2 WOT and issues the trainee a white armband.

7.7.4.5. The diagnosis is documented in the medical records and the medical briefing roster.
NOTE: Due to HIPAA restrictions, comments are not added to the BMT Form 105a.

7.7.4.6. The 737 TRSS/IDMT updates Basic Training Management System (BTMS) records to identify trainees that requires wear of a white arm band and continued oversight and monitoring (e.g. SCT+).

7.7.5. Trainee Identified with Previous Heat Related Injuries

7.7.5.1. Prior to the Initial PT Assessment, the flight MTI conducts the lesson on AF Initial PT Assessment (which includes instruction on heat injury prevention and a standardized video covering Heat, Hydration and Hygiene).

7.7.5.2. 737 TRSS IDMTs conducts Friday 0 WOT briefing (following Chapel Orientation) and identifies trainees with previous heat related injuries. The IDMTs issue armbands on the spot and

collect AETC Form 341s to update information in BTMS. These trainees are required to wear a white arm band and will be monitored during.

7.7.5.3. Prior to the initial PT Assessment IDMTs provide a PT medical briefing and conduct a second screening for any trainees with any previous heat related injury. IDMTs will issue an armband on the spot and collect an AETC Form 341 to update information in BTMS.

7.8. Squadron Fever Flight (SFF), Quarters

7.8.1. Trainees diagnosed with a Febrile Respiratory Infection (FRI) are placed on quarters and sent back to their squadron for bed rest. Squadrons may use empty dormitories if the number of sick trainees exceeds the tunnel capacity.

7.8.2. All trainees with FRI are housed in their respective SFFs and adhere to standard infection control practices to include: wearing a surgical mask at all times while indoors; use of instant hand sanitizer at least 6 times per day; washing their hands at least 6 times a day, particularly before and after using the latrine; practicing good cough etiquette any time a surgical mask is not worn (i.e. coughing into their elbow).

7.8.3. Squadrons will ensure that disinfection of common contact surfaces (i.e. bed rails and doorknobs) of their SFF room be accomplished with Wexcide at least twice a day.

7.8.4. All ill trainees may eat at the dining facility at normal meal times, but must sit a least 3 feet away from non-ill trainees, preferably at a separate table.

7.8.5. Trainees will not be discharged from their SFF until cleared by a Reid Clinic provider. Once returned to training, the squadron will review any missed training and determine if it can be made-up for an on-time graduation (return to original flight). If the training cannot be made-up, transfer trainee into a flight in order to make-up required training objectives.

7.8.6. If capacity to house trainees in the squadron (tunnel or open dorm) is exhausted, then transfer to the 324 TRS. The 324 TRS Fever Flight commences if housing or outbreak conditions are warranted.

7.9. Behavioral Analysis Service (BAS) Evaluations. The following guidance is provided for potential mental/behavioral problems:

7.9.1. In most cases, medical personnel or chaplains initiate trainee referrals to BAS. The MTI must initiate a BAS Referral Memorandum in BTMS unless it is provided by the agency. If provided, complete and add any observations or opinions that may help BAS personnel with a diagnosis to include any observations or problem indicators. If the medical agency provided a Standard Form 513, Medical Record – Consultation Sheet or the chaplain's office submits a Letter of Referral, attach these forms to the BAS Referral Sheet. Additionally, add the following statement to the BAS Referral Sheet in the Behavior or Adjustment Difficulties Leading to Referral block: "Trainee referred to Behavioral Analysis Service by (agency from outside organization with and name/rank of person, if known)." The Letter of Referral from the

chaplain's office is for "BAS Eyes Only." Squadron personnel will not open the sealed envelope under any circumstance.

7.9.2. MTIs that identify trainees as having a potential mental/behavioral problem may send them to a servicing medical facility. The MTI documents the trainee's symptoms on a plain sheet of bond paper with their four Air Force Quantitative Test (AFQT) scores and a statement indicating their adjustment and progress in training. Give the trainee the document in a sealed envelope along with an appointment slip for sick call. No paperwork is required if the trainee is sent to the emergency room for medical treatment after duty hours. If medical personnel identify a mental/behavioral problem, they complete a SF 513, Medical Record/Consultation Request/Report, referring the trainee to BAS for an evaluation.

7.9.3. The commander may refer a trainee to BAS, but ONLY after consulting with a mental health professional and making formal notification IAW AFI 44-109, Mental Health and Military Law.

7.9.4. Through written notification, the commander ensures the trainee's right to counsel, informs the trainee of a scheduled appointment with BAS and offers the trainee 48 hours to consult with appropriate authorities/agencies.

7.9.5. Trainee acknowledges receipt of the notification letter and annotates their rights option. If the trainee elects to waive their "Boxer Rights", they hand-carry a copy of the waiver-of-rights letter and completed BAS Referral Sheet in a sealed envelope to their BAS appointment. Annotate the BAS Referral Sheet and BMT Form 105/105a, as follows: "Trainee notified of Boxer Rights and waived rights."

7.9.6. If a trainee's mental behavior warrants an "EMERGENCY REFERRAL," the commander immediately directs (or transports) the trainee to BAS or the emergency room (after duty hours).

7.9.7. Annotate the emergency on the BAS Referral Sheet (for BAS referral only; not required for emergency room referral) and BMT Form 105a, specifying the trainees behavior, which requires an emergency evaluation. Also, state why the evaluation is required sooner than 48 hours after the referral.

7.9.8. Squadron commander provides the trainee, then or as soon as possible thereafter, written notice of his/her rights in regard to mental health evaluations. Include a statement as to why the evaluation was required sooner than 48 hours after the referral. In the case of a admittance following mental behavior referral, the squadron commander, as soon as possible, completes the "Boxer Rights" notification letter. Squadrons hand-carry a notification letter to the hospitalized trainee, who annotates their rights option and returns the letter to the squadron commander for future processing.

7.9.9. The squadron commander counsels trainees who require a psychiatric evaluation as a result of fraudulent enlistment involving moral turpitude.

7.9.10. Inform the trainee that regulations require an evaluation (AFI 36-3208, Administrative Separation of Airmen) for reasons stated above.

7.9.11. Through formal notification IAW AFI 44-109, Military Health and Military Law, the commander reads the trainee's right to counsel and informs the trainee of a scheduled appointment with BAS. The trainee acknowledges receipt of the notification letter and annotates their rights option.

7.9.12. The letter becomes part of the fraudulent enlistment waiver package. Trainees, regardless of whether they waive their rights or not, resume training while awaiting final decision from the discharge authority. Additionally, for those trainees who do not waive their rights, the commander gives them an opportunity to consult with appropriate authorities/agencies within 48 hours of notification. Accomplish a BAS Referral Sheet and annotate the BMT Form 105a in all instances.

7.9.13. A trainee may voluntarily request a BAS evaluation. Supervisory personnel will immediately make the appointment for the trainee and annotate the volunteer status of trainee on the BAS Referral Sheet and BMT Form 105a. This situation does not require a "Boxer Rights" consultation and notification.

7.9.14. If a trainee disagrees with any BAS referral, a "Boxer Rights" letter is required.

7.9.15. Once a trainee is identified for BAS, the MTI enters a comment on the BMT Form 105a. Select two escorts and ensure they are thoroughly briefed. Refer the trainee and escorts to the early morning Instructor Supervisor for further counseling.

7.9.16. Before trainees depart for the BAS appointment, supervisory personnel instruct trainees on BAS location, time to report and to report to supervisory personnel upon return to the squadron. Document this counseling on the BMT Form 105a.

NOTE: Send trainees to BAS prior to 0600 hrs on duty days. Seal the BAS Referral Sheet and any supporting documents in an envelope and have the trainee's escort hand-carry the sealed envelope to BAS. Brief trainees to return immediately to the squadron after the BAS evaluation.

7.9.17. Supervisory personnel counsel trainees after they return from BAS visit and document counseling session on the trainee's BMT Form 105a. If the trainee is returned to duty, file the BAS Referral Sheet and any supporting documents in the records notebook.

7.9.18. When BAS recommends trainees for "IMMEDIATE" removal and administrative separation, BAS calls and notifies the squadron. Trainees recommended for "IMMEDIATE" removal and administrative separations (other than medical) return to the squadron with the completed BAS report or the report is forwarded.

7.9.19. MTIs must ensure those trainees returning with appointment slips or follow-up appointments mentioned in the BAS report meet those appointments.

7.9.20. For trainees seen at Biographical Evaluation and Screening of Troops (BEST), a BAS Referral Sheet or medical records are normally not required.

7.10. Behavioral Analysis Service (BAS) Referral Memorandum. This referral memorandum is available electronically on the Basic Training Management System (BTMS). Fill in the required blocks and print in triplicate. The legal office may review this memorandum in discharge cases; therefore, fill it out carefully and completely. Consider BAS Referral Sheet restricted/sensitive training data for use by training, supervisory, command and legal personnel and ensure these items are handled with discretion. Restrict access to training files containing such data to authorized personnel only. Do not reveal the contents of the BAS Referral Sheet to the trainee. If trainee returns to training file the BAS referral memorandum (signed copy from the instructor supervisor) in the flight record book.

7.11. Medications and Supplements.

7.11.1. Trainees may only consume/receive medication that has been prescribed by medical providers (excluding birth control pills).

7.11.2. Trainees are prohibited from purchasing or consuming over the counter (OTC) medications, nutritional supplements (e.g. protein supplements, fat burners, etc). **EXCEPTION:** Trainee Health may issue female trainees prescribed multivitamins during training.

NOTE: Any over the counter medication or supplements brought from home will be locked in their civilian luggage or disposed of during the health, morale, and welfare inspection.

CHAPTER 8

TRAINEE DISPOSITIONS

8.1. Recycle Actions.

8.1.1. Consider recycle action if a trainee has failed to progress satisfactorily and needs more time to meet training standards. Under most circumstances, do not consider recycle action until trainee has completed the 2 WOT, the squadron commander is the approving authority for recycles. Commanders will consult with a first sergeant prior to trainee recycle (or discharge) action. The intent of first sergeant involvement is for the commander to have a wide and balanced perspective in making trainee related decisions which impact the trainee and training mission. Document the name of the consulting first sergeant in the counseling record.

8.1.2. Commanders or operations officer approve all recycle actions by completing the “Supervisory Transfer Completion” portion of the trainee database.

8.1.3. The 737 TRG commander must be notified by the squadron commander if they intend to:

8.1.3.1. Recommend a trainee be recycled in the 8 WOT.

8.1.3.2. Recommend a performance discharge and the trainee has not been recycled 3 times.

8.1.4. Recycle time is not to exceed two training weeks for each recycle, unless otherwise approved by the 737 TRG commander.

8.1.5. ANG/AFRES liaison office personnel counsel ANG/AFRES trainees when recommended for a second recycle or discharge. Do not send any paperwork to the ANG/AFRES office. Ensure the liaison office personnel counsel the trainee within 24 hours of the supervisory referral. Do not delay processing or training for the counseling session from the ANG/AFRES office.

8.1.6 Out of Squadron Recycles.

8.1.6.1. Instructor supervisors utilize BTMS to obtain flight load for each squadron in the appropriate week of training and calls the squadron with name of the gaining recycled trainee.

8.1.6.2. A trainee recycled out of squadron must out-process the losing squadron by 1300 hrs and in-process the gaining squadron by 1700 hrs. Permanent party personnel hand-carry paperwork and ensure trainee(s) arrive at their gaining squadron.

8.1.6.3. Ensure recycled trainees take civilian luggage, ABU Improved Rainsuit (IRS) parka, running shoes, dog tags and name tags. Pick up items from the laundry/dry cleaners prior to leaving for new squadron.

8.1.6.4. Gaining squadron instructor supervisors will place a welcome comment in BTMS.

NOTE: Trainees must have a canteen in their possession at all times during recycle processing.

NOTE: Guard and Reserve members must fill all entries on the BMT Form 102 and are escorted to gaining squadron.

8.1.7. Recycled trainees do not have to repeat military studies classes unless this has been identified as a weak area or recycled for end-of-course (EOC) written test failure. While the flight is in military studies class, you may assign recycled trainees to entry controller or squadron details.

8.1.8. Supervisory personnel must notify 2AF Shipping & Receiving and the BMT Reception Center when recycling Airmen in the 8 WOT.

Table 8.1. Recycle Approval Authority

	1 WOT	2 WOT	3 WOT	4 WOT	5-7 WOT	8 WOT
	<i>Note 1</i>					
Core Value Rating (CVR) <i>Note 2</i>		SQ/CC	SQ/CC	SQ /CC	SQ /CC	TRG/CC
Performance <i>Note 3</i>		SQ/CC	SQ /CC	SQ /CC	SQ /CC	TRG/CC
Fitness					Get Fit	TRG/CC
Written Examination <i>Note 4</i>					SQ /CC	TRG/CC

Note 1. Trainees will not be recycled from 1 WOT into processing week unless unusual circumstances demand and only with the approval of the squadron commander.

Note 2. Core Value Ratings are conducted weekly and IAW Appraisal/Progress Check. Trainees receiving two “Unsatisfactory” ratings are referred to the instructor supervisor for counseling.

Note 3. Trainees have a minimum of three attempts to satisfactorily complete performance objectives prior to recycle consideration. Specific re-evaluation guidance is outlined in Chapter 5, Evaluations. Use applicable progress checks for all performance objectives. Recycle two weeks only in unusual circumstances.

Note 4. Specific reevaluation guidance for written tests are outlined in Chapter 5, Evaluations.

8.1.9. The squadron superintendent will approve recycle action only in the absence of the SQ/CC or SQ/DO.

8.2. Leave (Convalescent and Emergency).

8.2.1. Convalescent Leave.

8.2.1.1. The 324 TRS commander approves all convalescent leave. NOTE: All trainees placed on convalescent leave are transferred to the 324 TRS (Transition Flight) prior to departure and return to the 324 TRS upon return from leave.

8.2.1.2. Convalescent leave is usually granted to trainees that have an extreme medical case or injury that needs complete rest for successful recuperation. Closely scrutinize convalescent leave and only consider on strong recommendation from the requesting physician. A trainee health provider at Reid Clinic stamps the AF Form 988. No more than 30 days of convalescent leave may be granted on the initial AF Form 988.

8.2.1.3. The 324 TRS (Ops Flight) is responsible for processing the trainees departing on convalescent leave.

8.2.1.4. Ensure trainees receive one set of blues to wear when traveling on leave, two sets if traveling by bus for more than 12 hours. First Sergeant or supervisor calls clothing issue if two sets are required.

8.2.1.5. Trainees are briefed on all aspects of their leave and will accept full responsibility for travel arrangements (add a comment on BMT Form 105a and no witness initials are required).

8.2.2. Emergency Leave.

8.2.2.1. Squadron commanders notify the 737 TRG commander prior to approving emergency leave.

8.2.2.2. Squadron leadership verifies Red Cross notification and applicable checklists.

8.3 Discharges. Trainees may be recommended for an entry-level discharge IAW AFI 36-3208, Administrative Separation of Airmen, when their performance or conduct shows they do not meet the qualifications to be Air Force members.

8.3.1. Grounds for entry-level discharge include, but are not limited to:

8.3.1.1. Failing performance or written evaluations required for BMT graduation.

8.3.1.2. Displaying a poor attitude or adaptability to the military environment.

8.3.1.3. Lacking self-discipline or respect for authority.

8.3.1.4. Disciplinary infractions.

8.3.1.5. Medical or psychological evaluations recommending administrative separation.

8.3.1.6. Pregnancy.

8.3.2. Squadron Commanders document discharge counseling and prepare recommendations on a BMT Form 105a with all appropriate rationale and/or documentation to justify the discharge. They forward the recommendation to the 324 TRS for processing action. Upon final processing action, the 324 TRS commander sends the package to the 737 TRG Commander for approval. NOTE: Trainees are normally recycled twice prior to considering discharge.

8.3.3. Cancel discharge counseling for unsatisfactory performance at any level of supervision, provided supervisory personnel decide to return the trainee to duty. NOTE: Not applicable to BAS.

8.3.4. The squadron commander must interview trainees recommended for medical or guaranteed job discharges.

8.3.5. Instructor supervisors send BAS recommendations for immediate removal from training and/or administrative separation directly to the squadron commander.

8.3.5.1. The commander must look at paragraph 6a on the BAS report to determine if trainee is mentally disordered. If the trainee is diagnosed with a mental disorder, they can be separated by BAS.

8.3.5.2. If no mental disorder (e.g., the form will state it specifically) is found, the commander considers a performance discharge based on trainee's record. Should the squadron commander choose to retain a trainee even though BAS recommended an immediate removal and/or administrative separation, they discuss this decision with the BAS commander and inform the 737 TRG commander.

8.3.5.3. Regardless of the outcome of this discussion, the squadron commander enters a comment on the BMT Form 105a reflecting the results of the conversation and decision. In addition, upon graduation of this retained trainee, squadron supervisory personnel separate both the BAS report and the BAS Referral Sheet from the flight's shipping records and forward them to the 737 TRG commander within 3 duty days after the trainee ships.

8.3.6. Medical Hold. When medical personnel recommend medical hold, squadron supervisory personnel enter the appropriate comments on the BMT Form 105a and determine if trainee will be transferred to the 324 TRS or remain in the squadron. When making decisions officials consider the trainee's ability to keep up with the flight.

8.3.7. Trainees with a AF Form 618, Medical Board Report, are recommended for separation transfer to the 324 TRS.

8.3.8. Training squadrons receive trainees released from medical hold status by the 324 TRS on duty days NLT 1700 hrs. If later than 1700 the 324 TRS will coordinate with the gaining squadron.

8.4. Arrest Warrant. Trainees with arrest warrants are processed to ensure that their legal rights are observed and to protect 737 TRG personnel from potential harm.

8.4.1. If a civilian law enforcement authority contacts or comes to a squadron or staff agency, they will be referred to the SF Desk at (210) 671-2018 and in an emergency, dial 671-0911.

8.4.2. The SF Desk verifies that an outstanding warrant exists and faxes the warrant or other legal document to the 737 TRSS, Discharge Processing Element.

8.4.3. The 737 TRSS, Discharge Processing Element notifies the appropriate squadron commander, Squadron Superintendent, the 324 TRS commander, the 737 TRG commander and deputy commander of the outstanding warrant.

8.4.4. Squadron supervisory personnel determine the location of the trainee. If the trainee is in the squadron area, the trainee will be asked to report to the Instructor Supervisor's office. If the trainee is at another location, squadron supervisory personnel will go to that location and coordinate with them to separate the trainee from the rest of the flight until the SF patrol arrives to arrest the trainee. Separating the trainee from the flight should be done discretely.

8.4.5. The 802 SFS patrol transports the trainee back to the SF Desk holding cell. The maximum holding time is 3 hours unless otherwise specified by the 802 SFS commander

8.4.6. If after normal duty hours, the 324 TRS commander, in consultation with the 737 TRG commander or deputy commander, contacts the 802 SFS commander to determine if the severity of the alleged offense warrants immediate apprehension or if a delay in apprehension until the next duty day is prudent. If immediate apprehension is warranted, the 324 TRS commander recalls the appropriate personnel to expedite the discharge processing.

8.4.7. Trainee packs his/her belongings under direct MTI supervision.

8.4.8. The 737 TRSS, Discharge Processing Element, completes the discharge package, coordinates it with necessary staff agencies and hand delivers it to the SF Desk or to the place of incarceration, if necessary.

8.4.9. The Discharge Processing Element personnel explain the discharge package to the trainee and obtain the trainee's signature on the discharge documents.

8.4.10. Discharge Processing Element personnel obtain and secure the trainee's DD Form 2, Armed Forces Identification Card, and appropriate uniform items for disposition.

8.4.11. Once the trainee has signed the discharge package and turned in the required items, The Discharge Processing Element informs the SF Desk personnel that the trainee is ready to be turned over to the civilian authorities.

8.4.12. Once the civilian authorities take that trainee into custody, the 737 TRG is no longer responsible for the trainee.

8.5. Legal Confinement.

8.5.1. Ensure trainee's clothing and personal property are inventoried and secured by the first duty day after receiving confinement notification.

8.5.2. Send only the minimum clothing and hygiene items specified by the confinement officer for trainees who are not permanently assigned to the confinement facility.

8.5.3. Send all military clothing and personal hygiene items to the confinement officer for those trainees permanently assigned to the confinement facility.

8.6. Delay Enroute.

8.6.1. The Air Force does not normally permit a delay enroute for trainees going to technical training schools. There are cases when this policy causes undue hardship for graduates. Squadron commanders carefully evaluate each request for a delay enroute and approve only those for which an emergency or hardship condition exists for the minimum number of days necessary to satisfy personal affairs. Commanders coordinate with the Guard/Reserve Liaison for Guard/Reserve trainees. Squadron commander must notify the 737 TRG commander of any approved delay en route action.

8.6.2. Consider the following hardship conditions: Relocation of family members when assignment to technical training courses exceed 20 weeks, relocation of expectant wife, financial hardship and serious illness/death of non-loco parentis (not in the place of parents) family members.

8.6.3. Squadron commanders will not approve delay enroute for normal leave.

8.6.4. Submit delay enroute requests to Assignments Section, at BLDG 5725.

8.7. Refuse to Train.

8.7.1. Verbal Belligerence.

8.7.1.1. Supervisory personnel will make reasonable attempts to effectively deal with trainees who refuse to train or trainees who are verbally belligerent. Consider counseling by the following individuals (if available) in a series of progressive steps (as needed) to return the trainee to training/stop verbal belligerence:

8.7.1.1.1. MTI or another MTI if the original MTI is the source of the conflict.

8.7.1.1.2. Instructor supervisor.

8.7.1.1.3. Squadron superintendent.

8.7.1.1.4. Squadron commander.

8.7.1.2. Progressive steps (as needed) to return the trainee to training/stop verbal belligerence may include:

8.7.1.2.1. Verbal counseling. The MTI will inform the trainee that continued refusal to train or further verbally belligerent conduct will result in the arrival of supervisory personnel.

8.7.1.2.2. Giving the trainee time to reflect on the consequences of their action.

8.7.1.2.3. The opportunity to meet with a Chaplain.

8.7.1.2.4. The chance to make a telephone call home.

8.7.1.2.5. Ordering them to return to training/cease verbal belligerence.

8.7.1.2.6. The opportunity to meet with the Area Defense Counsel (ADC).

| 8.7.1.2.7. Preferral of court-martial charges.

8.7.1.3. At no time will a trainee who refuses to train or who is verbally belligerent be placed in jail or a holding cell unless done so pursuant to the order of a court (post-trial confinement) or the squadron commander after consultation with a judge advocate to ensure compliance with the Rule for Courts-Martial (R.C.M.) 305 (pretrial confinement). Only send the trainee to the 324 TRS after administrative punishment is taken or initiated in the case of an Article 15.

8.7.2. Physically Aggressive Trainees.

8.7.2.1. Every reasonable effort should be made to avoid physical contact between trainees and staff. Under no circumstances will MTIs physically restrain a trainee unless the MTI fears for the safety of the trainee, the MTI or others. If a trainee becomes physically aggressive, the trainee's MTI should take immediate steps to ensure the safety of all personnel including the trainee. This may mean calling the Security Forces Law Enforcement Desk for immediate assistance.

8.7.2.2. Security Forces personnel will take control of the trainee and accomplish the steps necessary to ensure the safety of all and prevent any physical violence. Based upon the trainee's responses, the trainee may be returned to training.

8.7.2.3. As a last resort, and if required by circumstances, Security Forces personnel may apprehend a physically aggressive trainee. Pursuant to R.C.M. 302, Apprehension, apprehension must be based upon probable cause (reasonable grounds to believe an offense has been or is being committed and the person to be apprehended committed or is committing it). According to R.C.M. 302(c), *Authority to Apprehend*, persons who take part in quarrels, frays or disorders may be apprehended.

8.7.2.4. If Security Forces personnel apprehend a trainee pursuant to R.C.M. 302, they must inform the trainee's commander as soon as possible and maintain custody of the trainee until

proper authority is notified and acts under R.C.M. 304, Pretrial Constraint, or 305, Pretrial Confinement. Once notified of the apprehension, the trainee's commander reviews the facts and circumstances and determines whether to release the trainee and return the trainee to unit control, impose pretrial constraint pursuant to R.C.M. 304 or pretrial confinement pursuant to R.C.M. 305. Commanders shall consult with the legal office before deciding to impose pretrial constraint or pretrial confinement to ensure the Rules for Courts-Martial are met and to avoid a potential allegation of unlawful detention in violation of Article 97, Uniform Code of Military Justice.

8.7.5. If a trainee flees, MTIs will make a reasonable attempt to pursue (but not physically restrain) the trainee to ensure the safety of the trainee and others. MTIs will immediately report a fleeing trainee to the Security Forces.

8.7.6. When circumstances warrant, instructors, supervisors or Security Forces personnel may also want to summon medical assistance if a trainee exhibits signs of mental instability or if it is believed the trainee may injure themselves. NOTE: For trainees who refuse to train and belligerent trainees, the outcome and appropriate remarks will be annotated on the trainee's BMT Form 105a to ensure proper disposition.

8.8. Waiver of Discharge for Fraudulent Entry or Erroneous Enlistment.

8.8.1. 2 AF TTOC Det 1:

8.8.1.1. Assumes responsibility for assembling all Fraudulent Entry or Erroneous Enlistment Discharge Waivers for trainees assigned to the 737 TRG to include.

8.8.1.2. Will assemble waiver package with source documents from the interviewers, the trainee or Recruiting Services Liaison (RSL).

8.8.1.3. Will take a statement from the trainee after the RSL recommendation (Fraudulent Entry or Erroneous Enlistment discharge) is received.

8.8.1.4. Will send an e-mail notification to the trainee's squadron commander to notify him/her that a Waiver of Discharge for Fraudulent Entry or Erroneous Enlistment is required.

8.8.1.5. Once the waiver package and trainee statement is complete, 2 AF TTOC Det 1 will assemble the package and send it with the trainee back to their training squadron for delivery to the squadron commander. The trainee's squadron will be responsible for tracking the waiver through completion.

8.8.2. 737 TRG Squadron Commanders. May recommend erroneous enlistment or fraudulent entry discharge waivers to the 737 TRG commander (separation authority) after evaluating the following considerations:

8.8.2.1. Decide whether to waive this discharge option, look at the cause of the error and be sure it did not involve fraud on the part of the trainee.

| NOTE: This does not prohibit waivers for fraudulent entry; however, commanders should look at the type of fraud and whether there are extenuating circumstances when considering waiver of discharge.

8.8.2.1.1. In cases of fraudulent entry, trainees who conceal acts of moral turpitude should not receive waivers even though the acts have not been the subject of action by civil authorities. If a commander considers recommending a waiver in a case involving moral turpitude, refer the trainee for a psychiatric evaluation. This report is added to the case file and waiver package.

| 8.8.2.1.2. Moral Turpitude. IAW AFI 36-3208, offenses involving moral turpitude include, but are not limited to, sexual perversion, drug addiction, drug use, and drug distribution as defined in AFI 36-2701. Also included are burglary, forgery, housebreaking, larceny, and robbery. Sexual perversion includes, but is not limited to: lewd and lascivious acts; sodomy; indecent acts with, or assault on, a child; and indecent exposure; transvestitism or other aberrant sexual behavior; or other indecent acts or offenses.

8.8.2.2. Consider the training the member received, evaluate the past duty performance, and determine the potential for satisfactory service in the future.

8.8.2.3. Waiver of discharge for erroneous enlistment may be appropriate when the defect:

8.8.2.3.1. No longer exists. For example, charges pending in civil court at the time the member enlisted have been dismissed.

8.8.2.3.2. Is one that could have been waived according to AFI 36-2002 (Morals and Dependency Waivers).

8.8.2.3.3. Is a good risk and it's in the best interest of the Air Force.

8.8.2.4. Must provide a detailed, documented statement of the facts of the case, tell why the trainee is subject to discharge, and give the reason for recommending the waiver.

8.8.2.5. Make a recommendation to the 737 TRG commander for approval or disapproval: Indicate his/her recommendation on a memorandum which will then be hand-carried to the 737 TRG commander within three duty days of receipt of waiver package from 2 AF TTOC Det 1.

8.8.2.5.1. Will email an "Investigation Hold-Action Memorandum" to 737 TRSS/TSOP and 737 TRSS/DSRR (Note: This memorandum places trainees on Administrative Hold until waiver process is approved or disapproved).

8.8.2.5.2. If a squadron commander does not recommend a waiver, then the trainee should be immediately transferred to the 324 TRS to begin the separations process.

8.8.2.5.3. If the squadron commander recommends waiver approval, the trainee will remain in squadron until 737 TRG commander makes the final decision.

8.8.2.5.4. Squadron commanders or delegate will "Red folder" all trainees that are stopped in 5 WOT or later that squadron commanders are recommending retention.

8.8.2.6. Suspension to 737 TRG commander: Provide a recommendation to the 737 TRG commander three duty days after receipt of 2 AF TTOC Det 1 waiver package. If trainee is in 8 WOT, the recommendation must be made as expeditiously as possible (Note: package must be complete at least one duty day prior to graduation).

8.8.3. 737 TRG Commander. As the separation authority for Basic Military Training, approves or disapproves fraudulent and erroneous discharge waivers. In most cases, these waivers were not addressed as a morals and dependency waiver during recruiting process IAW AFI 36-2002 and prior to active duty.

8.8.4. 737 TRG Squadron Commanders. Once a final determination has been made for all Fraudulent Entry or Erroneous Enlistment Discharge Waivers, Squadron Commanders or delegate will make a copy of the original staff summary sheet and waiver request memorandum, and send to 737 TRSS/DSRP to be filed in trainee's UPRG.

8.8.4.1. Send a "Release from Investigation Hold-Action Memorandum" to 2 AF/TTOC DET 1, 737 TRSS/TSOP and 737 TRSS/DSRR.

8.8.4.2. If the waiver request is disapproved, the trainee will be transferred to the 324 TRS, who will initiate a discharge package on the trainee.

8.8.4.3. If the waiver is approved, take no further action on the defect in the enlistment.

8.8.5. All waiver template memorandums and coversheets are located on 737 TRG SharePoint.

8.8.5.1. 2 AF TTOC Fraud/Erroneous template

8.8.5.2. SQ TRS/CC Fraud/Erroneous template

8.8.5.3. 737 TRG/CC Fraud/Erroneous template

8.8.5.4. Waiver cover letter/checklist

8.9. Tattoos/Brands/Body Markings.

8.9.1. MTIs will not perform trainee tattoo, brand or body marking inspections.

8.9.2. Report to the squadron commander any questionable tattoos/brands or body markings that appear to exceed the standards established in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel while in military uniform.

8.9.3. The squadron commander reviews trainees records for Air Force Recruiting Service waivers/initial assessment. If necessary, contact the 737 TRG/CC for final resolution.

CHAPTER 9

TRANSITION FLIGHT, 324 TRS

9.1. Transition Flight.

9.1.1. The 324 TRS Transition Flight provides personnel support for trainees at BMT on administrative/medical hold, physical training remediation or pending separation.

9.2. Trainee In-Processing.

9.2.1. Trainees assigned to the 324 TRS Operations Flight will receive a health, morale and welfare inspection; during this inspection, officials must retrieve all sharp objects and medication and provide a thorough incoming briefing. Topics include trainee conduct, chain of command, waivers and medication, details, PT, pay, dormitory inspections, appointments, hydration, the discharge process and the medical hold/Return to Training (RTT) process.

9.2.2. Trainees are allowed to make a phone call the day they arrive and provide a new mailing address.

9.2.3. All trainees assigned to the 324 TRS are provided arm bands in order to identify flight assignment:

9.2.3.1. Separations Flight (Orange Armband)

9.2.3.2. Medical Hold Flight (Blue Armband)

9.2.3.3. Get Fit Flight (Green Armband)

9.3. BMT Get Fit Program.

9.3.1. Trainees transferred into the “Get Fit” program are provided an initial evaluation IAW PT Progress Check on Tuesday. If the trainee passes all components and achieves an overall composite score of >75, then they are returned to training having met the fitness objective. Trainees assigned to the Get Fit Program are re-evaluated weekly on all component areas (to include abdominal circumference) IAW Physical Training Progress Check (PC).

9.3.2. All measurements of abdominal circumference will always be done by a trained MTI of the same gender and will always be supervised by a third person, who must be the same gender as the trainee, and may be a trainee. Trainees are prohibited from performing abdominal circumference measurements.

9.3.3. Get Fit personnel perform an initial review of trainee’s PT records, perform an assessment in deficient areas, provide counseling and recommend an individualized fitness regiment.

9.3.4. Trainees in this program receive weekly training in fundamental nutrition, healthy lifestyles and fitness.

9.3.5. Trainees meeting Air Force fitness standards are re-entered into a squadron/flight in the 8 WOT and no further PT evaluations are conducted. Enter final fitness scores in BTMS under “Get Fit”.

9.3.6. Trainees not meeting fitness standards remain in the Get Fit Program until they pass or are considered for discharge after 30 days. All extensions past 30 days are reviewed by the squadron superintendent and commander. All waivers are approved by the 737 TRG/CC.

9.4. Holdover Airman

9.4.1. A Holdover Airman is an individual that has met all requirements for BMT graduation but has not completed all administrative or medical prerequisites for follow-on to technical training. Holdover Airmen complete graduation week ceremonies/liberties with their respective flight.

9.4.2. While in holdover status, Airman may be assigned duties within the training group. All duties and liberties are commensurate with a graduated Airman in technical training.

9.4.3. All holdover Airmen must have a wingman and will never be alone with an MTI.

9.4.4. Holdover Transfer

9.4.4.1. Instructor supervisors MUST transfer holdover Airman in BTMS NLT 0700 Monday, shipping day as a “holdover” and send the Airman to the 324 TRS on Monday NLT 1100. Transportation is provided. All holdover Airmen need to be at their normal bus stop NLT 1000 hours to catch the bus to 324 TRS.

9.4.4.2. Once all required administrative or medical actions are completed the 324 TRS will administratively transfer the holdover Airman in BTMS back to their original flight/squadron and ship to technical training.

9.5. Bed Rest/Fever Flight.

9.5.1. The 324 TRS may be required to stand-up a Bed Rest/Fever Flight if squadrons experience large numbers of trainees that require bed rest. The 737 TRG/CC in consultation with Public Health will determine if the 324 TRS should stand-up a Bed Rest/Fever flight.

CHAPTER 10

BMT RISK MANAGEMENT

10.1. Risk Management (RM).

10.1.1. The Air Force's safety program helps identify and control our risk of mishaps and injury during daily operations. RM's simple steps are common sense and it helps provide for risk-controlled mission accomplishment. Conducting training in violation of BMT RM plan is considered maltraining.

NOTE: the BMT Course Training Plan has a detailed RM plan (annex) for all BMT activities and events. Subsequently the RM Plan is outlined by activity in the POI Part I (Lesson Plan). All personnel should be familiar with this RM plan (posted on BTMS/Curriculum).

10.1.2. The following four principles help govern actions associated with risk management. Apply them continuously before, during and after all tasks and operations:

10.1.2.1. Accept no unnecessary risk: Plan to minimize risk whenever possible, it does not eliminate risk from an operation, but it does require you to “think through the problem.”

10.1.2.2. Make risk decisions at the appropriate level.

10.1.2.3. Accept risk when benefits outweigh the costs: If you think the risk is too high for the training benefit “knock it off” and get help.

10.1.2.4. Integrate RM into AF doctrine and planning at all levels, that is the reason for this instruction.

10.1.3. In order to determine a course of action – use the following RM six step process:

10.1.3.1. Identify the hazards, current and anticipated, during the duration of the activity.

10.1.3.2. Assess the risks: Tell what impact these risks have on your activity.

10.1.3.3. Analyze risk control measures: See what you can do to minimize the risks.

10.1.3.4. Make control decisions: Decide if you can you actually do something to minimize the risk you identified.

10.1.3.5. Implement risk controls: Tell what resources, equipment, training or guidance you need to minimize the risk.

10.1.3.6. Supervise and review: Keep your “eye on the ball” during training operations.

10.1.3.7. The Bottom Line: You have a responsibility to intelligently manage the risk to yourself and your trainees during operations.

10.2. 737 TRG RM “Knock-It-Off” Philosophy.

10.2.1. The 737 TRG operates under a philosophy used in many operational units, that members, no matter what their position or rank, have the right to call “Knock-it-off” if they see a training situation that has an unnecessary risk. Whenever this happens, everyone involved should disengage from that activity and immediately reassess to ensure something was not overlooked that could pose a danger. This philosophy also applies to questionable practices, which might become maltraining or maltreatment, but the main focus in this guide is physical safety.

10.2.2. Do your part to keep BMT safe and professional, it is better to lose a little time than a trainee or a wingman. Always be ready to disengage and reassess the situation.

10.2.3. The prime directive in BMT is:

10.2.3.1. Safety of the trainee comes first!

10.2.3.2. If you see anything that does not pass your RM check, stop and evaluate the situation.

10.2.3.3. Have the professional sense to make the call “Knock-it-off”!

10.3. Severe Weather.

10.3.1. This section provides guidance on flight protection during severe weather for all parts of BMT.

10.3.2. As a rule, on a daily basis MTIs should be aware of the potential for severe weather when marching their flights.

10.3.3. Weather Watch - Conditions are present that make it possible for a weather emergency to occur. Prior to flight movement, MTIs should review the most current information on storm movement (see Figure 13.3 emergency phone numbers). Be ready for the upgrade of conditions to a warning advisory. Review map (page 94) for available shelters along route of march or make provisions for bus transportation, if necessary. If you are marching the flight to an unscheduled activity, such as extra drill practice, notify the CQ of your destination and estimated times of arrival and return.

10.3.3.1. Thunderstorm Watch - Be prepared to seek the nearest shelter.

10.3.3.2. Tornado Watch - Review route of march for nearby buildings designated as tornado shelters, and be prepared to seek cover.

10.3.3.3. Flash Flood Watch - Drainage ditches flood quickly during heavy rains. Review route of march and base map to avoid low-lying areas and to identify shelter locations. Be prepared to move flights to high ground. Never try to wade through water areas caused by flooding.

10.3.3.4. Hail Watch - Review base map for route of march and know shelter locations in the event watch is upgraded to a warning.

10.3.4. Weather Warning - This alert condition means a severe weather event is imminent or has begun (e.g. a tornado warning means a tornado has actually been sighted and is on the ground). Flights will not be moved during a weather warning. Flights already en-route to a destination will be taken immediately to the nearest shelter.

10.3.4.1. Lightning within 5 miles - Secure the Guidon and M16 trainer weapons and retrieve them at a later time. Immediately seek shelter in nearest building (double-time the flight only if there is no snow or ice on the ground). Once under cover, the MTI should call their squadron to notify the instructor supervisor of flight's location and to arrange for bus transport to destination or back to squadron.

10.3.4.2. Thunderstorm Warning – Secure the Guidon and M16 trainer weapons and retrieve them at a later time. Immediately seek shelter in nearest building (double-time the flight only if there is no snow or ice on ground). Once under cover, the MTI should call squadron to notify section the supervisor of the flight's location. If thunderstorms are “severe” or if there is lightning within 5 miles, the instructor supervisor arranges for bus transport to destination or back to squadron.

10.3.4.3. Tornado Warning - Consult base map (Figure 12.4.) to locate nearest building suitable as a tornado shelter and march flight there immediately (double-time if there is no snow or ice on ground). MTI should call the squadron to notify a instructor supervisor of the flight's location and receive any additional instructions. Remain inside building until notified by the squadron that the emergency has passed.

10.3.4.4. Flash Flood Warning - If flooding is visible and there is an immediate threat, march the flight to the nearest high ground (double-time if there is no snow or ice on ground). Otherwise, seek shelter in nearest building with more than one story. Take the flight to second level of the building. MTIs should call the squadron to inform an instructor supervisor of the flight's location and to receive any additional instructions.

10.4. Medical Emergencies.

10.4.1. Only certified medical personnel should diagnose a medical condition. An MTI's primary responsibility is safety, to monitor training and refer any symptomatic trainees to medical care. For all emergencies, they must get the trainee to medical personnel.

10.4.2. Pouches containing CPR micro shields and gloves are kept in every squadron dormitory, dining hall, PT/Supply and CQ area, as well as at the BEAST.

10.4.3. Bee or Wasp Sting - Ask the trainee if they are allergic to bees or wasps. If the trainee answers, "Yes," then call for emergency medical personnel immediately. If the trainee is unsure or even says they are certain they are not allergic, watch them closely and monitor their Airway, Breathing and Circulation (ABCs). At the first sign of tightness in chest, swelling, change of color, call for emergency medical personnel. Keep in mind that a person may develop an allergy over time, even if they have been stung before and never had a reaction.

10.4.4. Fainting - Call for ambulance immediately if a person faints! DO NOT MOVE the trainee if you suspect there is trauma from the fall. If no trauma exists, treat for shock by placing trainee on their back, with their feet elevated slightly and their head supported. Monitor the trainee's ABCs. If their breathing stops and emergency personnel are not yet on-scene, perform CPR (obtain and use a CPR micro shield and gloves, if available).

10.4.5. Fall w/Head Trauma - Call for ambulance immediately! Never move the trainees head or neck. Cover and wounds that are bleeding. Do not allow the trainee to fall asleep as they could slip into a coma.

10.4.6. Snake Bite - Call for ambulance immediately! If the bite is on an extremity, apply a LOOSE tourniquet or rubber restricting band above and below the wound to restrict circulation of any poison. The intent of this is to restrict blood flow, not cut the flow off! Rush the victim to the emergency room as soon as possible. Attempt to identify the type of snake.

10.4.7. Spider Bite - Call immediately for medical personnel and monitor the trainee closely. If the trainee has prescription antihistamines, they should take them. If trainee has any visible physical reaction such as vomiting, convulsions or shortness of breath, call for an ambulance immediately. If you are able to capture the spider for identification in a safe manner, but do not risk another spider bite.

10.4.8. Sprained ankle - Have trainee sit down and avoid applying weight to leg. If ice is available, apply it to the injured area to control swelling. Depending on severity of the injury, call for medical personnel.

10.4.9. Suicide Gesture - Assess the trainee's injury. Do not leave the trainee. Call for emergency medical personnel immediately. Render first aid while awaiting their arrival, if necessary. If the trainee is bleeding, open a CPR micro shield pouch (if available) and put on the gloves before rendering first aid (apply direct pressure to stop bleeding, etc.) Remain with trainee until help arrives.

10.4.10. Vomiting - If a trainee vomits during any training event, pull the trainee from event. Ensure trainee receives medical attention proportionate to the seriousness of the situation.

10.5 Heat Stress Prevention

10.5.1. All MTIs are issued Heat Stress and Hydration Standards and Work Rest Cycle Cards for carry at all times. This card is a quick reference visual aid and should be used in conjunction with the Course Training Plan, Risk Management Annex.

Figure 10.1. 737 TRG VA 48-1, Heat Stress Information, 4 Apr 2012

Heat Stress Information <small>737 TRG VA 48-1, 4 Apr 2012</small>	
Heat Exhaustion Symptoms <ul style="list-style-type: none"> - Headache - Dizziness - Nausea - Weakness - Rapid pulse - Poor judgment - Sweating profusely - Shivering and have goose bumps - Normal or slightly elevated temperature <p>CALL 671-0911</p> <p>First-Aid</p> <ul style="list-style-type: none"> - Move trainee to a shaded area - Remove outer layers of clothing - Hydrate with sips of water - Pour cold water on head/neck/torso - Fan Vigorously 	Heat Stroke Symptoms <ul style="list-style-type: none"> - Headache - Dizziness - Nausea - Excessive or lack of sweating - High body temperature (hot to the touch) - Altered mental status - Abnormal behavior/unconsciousness - Loss of bowel or bladder control - Twitching or convulsions - Deep coma with pinpoint pupils <p>WASTE NO TIME – CALL 671-0911</p> <p>First-Aid</p> <ul style="list-style-type: none"> - Move trainee to a shaded area - Remove outer layers of clothing - Pour cold water on head/neck/torso - Fan Vigorously - Use of ice sheets is authorized during field training events (BEAST, Obs Crs, Torch)
FLAG (WBGT) HEAT INDEX CARD <small>Refer to lesson plans POI Part for specific activity levels–Follow work/rest and hydration requirements</small>	
78 – 81.9°	2d WOT & Below - Supervise Closely
82 – 84.9°	2d WOT & Below - Supervise Closely
85 – 87.9°	2d WOT & Below - Drill & PT under overhang 3rd WOT & Above - Continue details using work/rest cycle - Monitor PT closely
88 – 89.9°	All WOT - Drill & PT in covered area using work/rest cycle 3rd WOT & Below - Continue details using work/rest cycle 4th WOT & Above - May conduct fire drills (monitor closely)
90° and Above	All WOT - No PT, Drill in covered area using work/rest cycle 4th WOT & Above - May conduct fire drills (monitor closely) 4th WOT & Below - Details in covered area using work/rest cycle 5th & Above - Continue details using work/rest cycle

Figure 10.2. 737 TRG VA 48-2, Hydration Standards and Work Rest Cycle, 4 Apr 2012

UNACCLIMATIZED - Airman wearing ABU, *Hot Weather (0 - 2 WOT)						
Flag Color (WBGT Temp Range)	EASY WORK		MODERATE WORK		HARD WORK	
	Work/Rest	Water Intake	Work/Rest	Water Intake	Work/Rest	Water Intake
White 78 – 81.9	No Limit	1/2	50/10 min	3/4	30/30 min	3/4
Green 82 – 84.9	No Limit	1/2	40/20 min	3/4	30/30 min	1
Yellow 85 – 87.9	No Limit	3/4	30/30 min	3/4	20/40 min	1
Red 88 – 89.9	50/10 min	3/4	20/40 min	3/4	10/50 min	1
Black 90 and Above	40/20 min	1	10/50 min	1	Not Allowed	
*ADD 5° to WBGT when wearing body armor/ ADD 10° to WBGT when wearing CWDE, firefighting gear or other restrictive clothing (ADD 15° if also wearing body armor).						

ACCLIMATIZED - Airman wearing ABU, *Hot Weather (3 WOT & Above)						
Flag Color (WBGT Temp Range)	EASY WORK		MODERATE WORK		HARD WORK	
	Work/Rest	Water Intake	Work/Rest	Water Intake	Work/Rest	Water Intake
White 78 – 81.9	No Limit	1/2	No Limit	3/4	40/20 min	3/4
Green 82 – 84.9	No Limit	1/2	50/10 min	3/4	30/30 min	1
Yellow 85 – 87.9	No Limit	3/4	40/20 min	3/4	30/30 min	1
Red 88 – 89.9	No Limit	3/4	30/30 min	3/4	10/50 min	1
Black 90 and Above	50/10 min	1	20/40 min	1	10/50 min	1
*ADD 5° to WBGT when wearing body armor/ ADD 10° to WBGT when wearing CWDE, firefighting gear or other restrictive clothing (ADD 15° if also wearing body armor).						
737 TRG VA 48-2, 4 Apr 2012						

NOTE: Conducting training in violation of hydration and work rest cycle standards is considered maltraining.

10.6. Hydration Standards

10.6.1. Hyponatremia also called “water intoxication” can be caused by ingestion of large amounts of water (greater than 1½ canteens per hour) such that the body cannot correctly absorb it. This can lead to severe electrolyte imbalance and other complications. In the most severe cases, swelling of the brain can result in a stroke or even death.

10.6.2. Trainees taking strong medications, such as antihistamines, could experience artificially high thirst, causing them to drink water beyond their body's real need. Trainees must understand and adhere to the BMT hydration schedule. Be vigilant -- identify trainees that are consuming inordinate amounts of fluids.

10.6.3. BMT trainees should drink ½ to ¾ canteen of water per hour when engaged in normal training activities. In the RH&T dining hall, the “two glass rule” counts as 1 canteen. NOTE: Trainees should never drink more than 12 canteens (quarts) of fluids per day (in any 24 hour period) or more than 1½ canteen of fluids in a one-hour period.

10.6.4. This hydration schedule may be adjusted based on the existing environment and training activity. Remind your flights to stick to the hydration schedule throughout BMT, and that it is better to drink smaller amounts of water more often (e.g. ¼ canteen every 15-30 minutes) than to drink large amounts less frequently.

10.6.5. If a trainee is consuming more than 1½ canteen per hour and not showing any symptoms of distress, monitor closely to ensure that they adhere to the proper hydration schedule. If they subsequently show signs of distress, seek immediate medical care.

10.6.6. As a guide, a trainee has “over-hydrated” anytime they have consumed more than 12 canteens in a 24-hour period. Since half of all hyponatremic patients show no symptoms, seek medical help anytime a trainee exceeds this limit. Immediately call 671-0911 for an ambulance to take them to the emergency room.

Table 10.1. Telephone Numbers

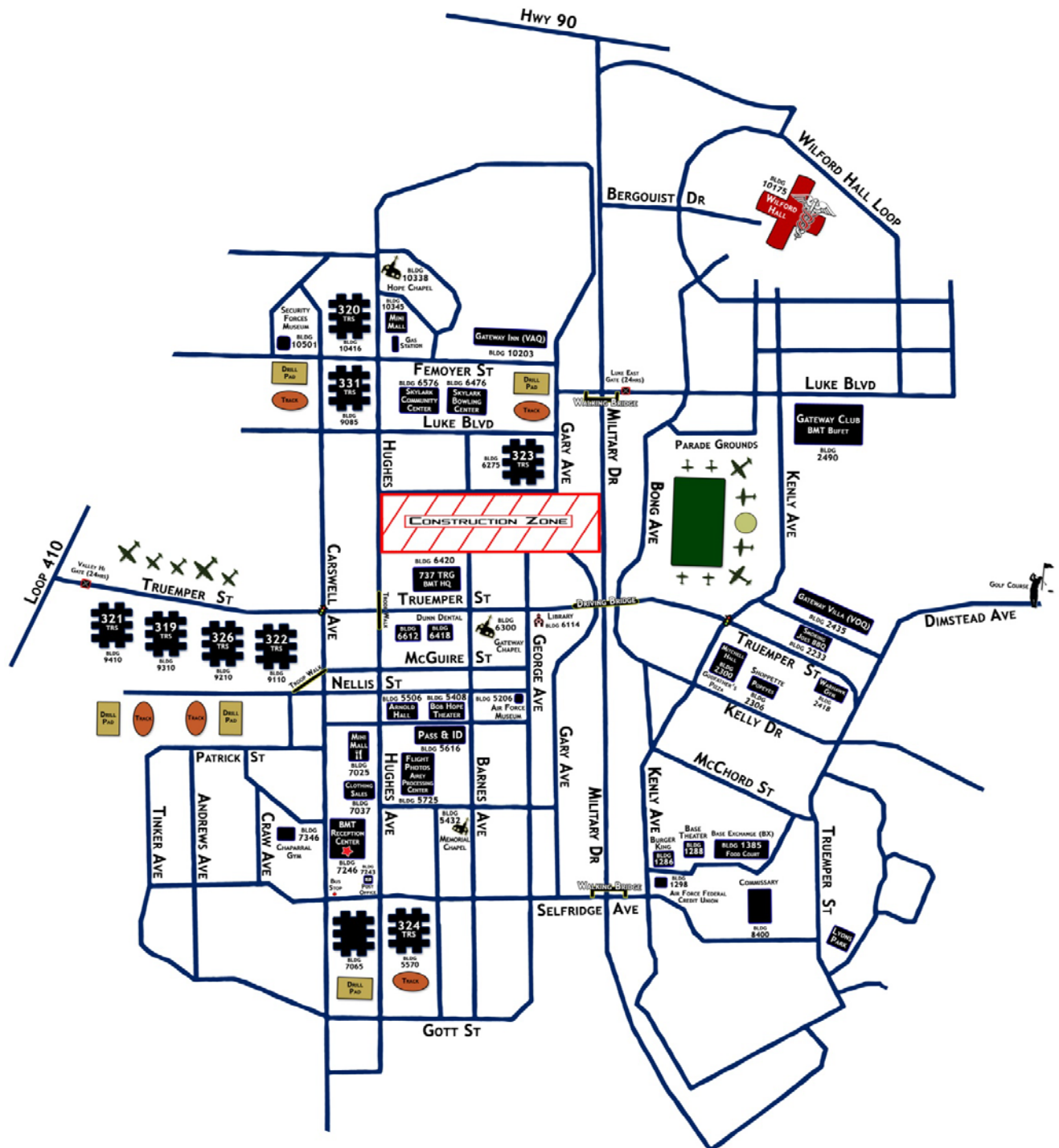
Unit	Commander	Deputy	Supt	Bldg
737 TRG	671-4221	671-4222	671-4224	6420

Unit	Commander	Training Supt	1st Sergeant	CQ (after hours)	Bldg
737 TRSS	671-3895	671-3029	671-3897		6420
319 TRS	671-9947	671-9944	671-9948	671-3507/2980	BEAST
320 TRS	671-2030	671-0942	671-1888	671-0847	10416
321 TRS	671-6009	671-9599	671-9598	671-2805	9410
322 TRS	671-5010	671-6515	671-6514	671-4207	9110
323 TRS	671-4732	671-4854	671-4791	671-3836	6275
324 TRS	671-0719	671-7853	671-7851	671-0719	9310
326 TRS	671-5100	671-0997	671-0990	671-2685	9210
331 TRS	671-2143	671-8635	671-8634	671-2264	9085
BEAST		671-0080/81		671-3857	1130
Obstacle Course		671-2122			4908

Scheduling/Operations	671-3026/3027	213-2903 (After 1630 and weekends)	6420
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Unit	Telephone Number
37 TRW HQ	671-3330
Command Post	671-4225
Ambulance	671-2222
Medical Emergency	671-0911
Security Forces Desk	671-2018
Security Forces Emergency	671-0911
Transportation	671-3317/ 3318/3319
Behavioral Analysis Services	671-2032
Wing Safety	671-3967
Red Cross	671-1855
Weather Recording	925-0935
Weather Office	925-5709

Figure 10.3. LAFB Map/Routes of March/Designated Shelter Locations



CHAPTER 11

TRAINEE ACTIVITIES AND RECOGNITION

11.1. Military Studies.

11.1.1. Military studies classes are mandatory. Trainees may only miss classes for medical and mandatory processing appointments. Every effort should be made to preclude trainees from missing military studies.

11.1.2. MTIs ensure trainees who miss academic classes are briefed on the information missed. MTIs ensure chapter reviews are completed in the BMTSG.

11.1.3. Provide all trainees a minimum of 5 hours study time per week IAW WAS. Conduct these mandatory study hours for the flight in the dormitory or in a classroom. Do not consider breaks between classes and time spent waiting to process as study time.

11.2. Religious Services.

11.2.1. Trainees are allowed to attend one hour weekly of religious education and one hour of a religious service of their choice. In addition, trainees may attend special holy days (see 737 TRGI 36-7 Military Opportunity and Treatment Program, Religious Accommodations).

11.2.1.1. Chaplains provide regularly scheduled worship services for personnel of each major faith group. Recurring services are conducted on a weekly basis, normally on Friday evenings, Saturday and Sunday, and are available at a variety of hours allowing all trainees the opportunity to attend.

11.2.1.2. MTIs initially brief trainees on chapel activities and specific times for squadron denominational services and allow trainees to attend religious services of their choice.

11.2.1.3. If the flight has kitchen patrol (KP) duty on Sunday, chapel guide(s) will check for other available services. Trainees march to and from religious services by elements when applicable.

11.2.1.4. MTIs cannot withhold chapel services as an MTI motivational tool.

11.2.1.5. Trainees choosing not to attend religious education or service will not be alone with an any permanent party member and must always have a wingman.

11.2.2. Release trainees from nonessential formations after duty hours if they wish to attend scheduled religious activities such as choir practice, chapel guide meetings or religious classes.

11.2.3. Appoint chapel guides NLT the chapel orientation briefing.

11.2.3.1. Each flight should have a minimum of two chapel guides. Allow chapel guides time to brief the flight on religious activities for the upcoming week.

11.2.3.2. Chapel guides serve for the entire period of training if their performance is satisfactory. Chapel guides who have graduated will not wear chapel guide badges.

11.2.3.3. Appoint a new chapel guide within 48 hours when trainees are relieved from chapel guide duties.

11.2.4. Chapel guides must be at the BMT Chapel (bldg. 6300) NLT 0630 hours on Sunday mornings, beginning their first Sunday. Chapel guides should bring with them information on any trainees who need to be marched, by a chapel guide, to their worship service or religious education program. Trainees and chapel guides need to make arrangements prior to the services as to a meeting location in each squadron to ensure that their worship service is attended on time. These actions ensure that all trainees attending services are not left without a wingman.

11.2.4.1. Chapel guides from the 4th week of training or higher should be given the opportunity to meet with zero/first week flights, after Chapel Orientation and before lights out on Saturday of zero week, to assist in arranging escorts to and from worship and religious education (RE) for zero/first week trainees.

11.2.5. Trainees desiring to speak with a chaplain make their requests through their MTI. The MTI must schedule the appointment in the squadron counseling log within 24 hours of being notified that a trainee would like to speak to a chaplain. The trainee should be seen within 48 hours of their request, Monday through Friday. Each squadron has a counseling log for appointments. Trainees will only be seen on Saturday or Sunday if there is a true emergency that cannot wait until the next week. MTIs should ask for the duty chaplain via the Command Post for after hours or weekend emergency counseling.

11.2.5.1. All correspondence and counseling of any nature between a chaplain and a counselee is privileged (100% confidential) information. No one should ask about the discussion between the chaplain and a counselee.

11.2.6. Permit each person assigned to the 737 TRG direct access to their squadron chaplain to discuss personal and confidential matters. If the trainee requires a chaplain of a specific faith group, the MTI coordinates with the chapel for arrangements.

11.2.7. Squadron personnel are notified of any religious celebrations/holy days that require a waiver.

11.3. Coin Ceremony/Retreat/Parade/Open House.

11.3.1. On Thursdays, MTIs will march their flight to the rear of the BMT Reception Center for the Coin Ceremony and Retreat. NOTE: Confirm times with the WAS. The BMT Reception Center staff will brief visitors on procedures to meet their Airmen.

11.3.2. Graduating trainees are authorized to wear the Air Force Training Ribbon, National Defense Service Ribbon, BMT Honor Graduate and Marksmanship Ribbon(s), if applicable, to their graduation parade and throughout graduation weekend. The 737 TRG Commander determines uniform of the day for all 8WOT graduation activities.

11.3.3. On Fridays, all Airmen are released for base liberty immediately following parade and are authorized town pass upon squadron release. NOTE: Restricted Airmen and flights are allowed at least the first hour of base liberty after retreat and parade.

11.3.4. Open House is conducted immediately following the graduation parade, in each squadron, until 1115 hrs. Buses shuttle visitors from the parade grounds to the BMT Reception Center. Shuttle services are provided to and from the BMT Reception Center.

11.3.5. If parade is cancelled due to inclement weather, the graduation ceremony is held in each squadron followed by an open house.

11.3.6. After base liberty or town pass, Airmen will be dropped off by their visitors at their respective Mini-Mall, Bowling Center or BMT Reception Center. Visitors may not drop Airmen off in the squadron areas unless severe inclement weather conditions exist (e.g. severe thunderstorm, lightning storm, driving rain or freezing temperatures). If severe weather requires drop-off in the squadrons, visitors must not linger in the parking lots, play loud music or disrupt squadron operations.

11.3.7. In the event an Airman becomes ill or is unable to attend any of the 8 WOT ceremonies (i.e. Airman's Run, Coin Ceremony/Retreat, and Parade) squadron supervisory personnel will immediately notify the Reception Center as to the individual's name, location and status via e-mail and phone.

11.3.8. Flight or squadron MTIs will present the Airman's Coin to assigned flight members. If the trainee, for some reason, totally misses the Airman's Coin Ceremony, then it is incumbent upon assigned unit CC/SS/MTI to ensure an Airman's Coin is (respectfully) presented to the trainee upon completion of all BMT requirements.

11.4.9. MTIs may not spend time with any trainee and/or his/her family during any liberty time. Any exception to this must be approved by the 737 TRG/CC.

11.4. Liberties.

11.4.1. See Attachment 3 for authorized liberties, locations and times.

11.4.2. The 324 TRS Transition Flight will have base liberty procedures posted in squadron Operating Instructions (reviewed and approved by 737 TRG commander).

11.4.3. Squadron leadership determines requirements for patio breaks. All trainees must receive a patio briefing that outlines conduct, responsibilities and privileges. In addition, in certain

circumstances (e.g. holidays) squadrons may authorize movies approved by the squadron commander in the dayroom or classroom.

11.4.4. Liberty Restrictions:

11.4.4.1. Airmen are denied base liberty and town pass due to poor performance and/or disciplinary issues.

11.4.4.2. All 8 WOT restrictions must be reviewed and approved by the squadron superintendent or higher-ranking member in the chain of command.

11.4.4.3. All restrictions should be removed at the end of that day's liberty (flights or Airmen who are restricted may be required to return to the squadron earlier.)

11.4.4.4. When town pass privileges are revoked due to a trainee's poor performance and/or disciplinary issues, base liberty will be substituted in place of the town pass.

11.4.4.5. Airmen who are restricted beginning Thursday of the 8 WOT but have visitors at Lackland, will be allowed a minimum of one hour visitation per day. This is independent of transit time to the BMT Reception Center. The length of visitation is at the discretion of the squadron commander.

11.4.4.6. Training squadrons will provide timely and accurate communication to the BMT Reception Center regarding flight or Airman restrictions. Squadron supervisory personnel will provide restriction lists by fax or e-mail to the BMT Reception Center with the reason for the restriction annotated on the list NLT 1200 hours Wednesday of the 8 WOT.

11.5. Special Town Pass.

11.5.1. The following graduates are authorized a special town pass on Sunday of graduation weekend:

11.5.1.1. Honor Graduates.

11.5.1.2. Warrior and Honor Flights.

11.5.1.3. Individual, Top Male and Female Physical Training (PT).

11.5.1.4. Top Male and Female PT Flights.

11.5.1.5. Warhawk Recognition (Individuals scoring a 100 on the final BMT PT Evaluation).

11.5.2. Off-base activities, such as professional sporting events, are normally open to Airmen in the 8 WOT. The 737 TRG commander may extend the liberty to other week groups and curfew is dependent upon the activity. Trainees may ride with family members to and from these events.

NOTE: The 737 TRG/CC approves off-base activities during graduation weekends.

11.6. Holiday Schedule.

11.6.1. War Skills and Military Studies classes are scheduled on the Saturday after holidays with one exception: If the holiday falls on a Friday then classes are scheduled on the Saturday prior to the holiday.

11.6.2. On-base activities, such as the Labor Day Jam, Memorial Day Jam, the Fourth of July Celebration and the Tops in Blue shows are open to Airmen, as approved by the 737 TRG commander contingent upon their satisfactory completion of training.

11.6.3. Airmen in the 2 WOT and above may participate in “Operation Homecooking” and the Base Exchange annual “Shop-a-Trainee.”

11.6.4. Squadron commanders are encouraged to organize special in-squadron activities for Airmen when they are not authorized on-base or off-base holiday activities.

11.6.5. Airmen are afforded the opportunity to participate in religious holy days and holidays.

11.6.6. The Gateway Chapel notifies the 737 TRG commander of other opportunities to participate in special religious services and guidance on these events is furnished in a notification letter.

11.6.7. Deviations from the holiday schedule must be approved by the 737 TRG commander. Requests for participation in base activities are submitted prior to the proposed activity to allow BMT Scheduling office time to properly schedule/advertise the activity and ensure completion of training so Airmen may participate.

11.7. Honor Graduate.

11.7.1. Scope. MTIs ensure all trainees understand the eligibility criteria for the honor graduate ribbon. AFI 36-2803, The Air Force Awards and Decorations Program, authorizes award of the honor graduate ribbon. In accordance with AETCI 36-2215, Training Administration, honor graduate selection is based upon the whole-person concept including academics, performance, leadership, teamwork and conduct. Up to 10 percent of the weekly graduates may be designated as honor graduates. The top 10% are determined using a point system to rank-order Airmen who meet the minimum criteria listed below and in Attachment 1.

11.7.2. Criteria for award of the Honor Graduate Ribbon.

11.7.2.1. Satisfactory grade on all performance evaluations. Recruit Living Area performance evaluations are based solely on demerits/points basis as outlined in Attachment 1.

11.7.2.2. A 90% or above on the end-of-course written test.

11.7.2.3. Pass all fitness components and attain a fitness composite score of >90 on the final PT evaluation.

11.7.2.4. Criteria factors are computed into a points driven algorithm (Attachment 4) to determine the rank order of eligible honor graduate candidates.

11.7.4. Honor Graduate Administrative Functions.

11.7.4.1. Written test scores are loaded in BTMS on Friday of the 7 WOT. BTMS locks out all other graded performance objectives at 0001 hrs on Monday the 8 WOT.

NOTE: Instructor supervisors must request BTMS be unlocked when required performance entries were not accomplished prior to this deadline.

11.7.4.2. BTMS automatically determines the top 13% of qualified candidates for honor graduate based on calculated entries. The candidate listing is available at 0800 hrs on Tuesday of the 8 WOT.

11.7.4.3. MTIs must review and recommend qualifying or disqualifying candidates NLT 1000 hrs on Tuesday of the 8 WOT. The flight MTI should consider the whole-person concept including academics, performance, leadership, teamwork and conduct. In determining who will be a flight's Honor Graduate, MTIs must not base his/her decision on the trainee's color, national origin, race, religion, age, ethnic group, gender, physical stature or sexual orientation. Additionally, MTIs must not request a trainee to do any special tasks or perform any favors to be designated the Honor Graduate.

11.7.4.4. Squadron superintendents will review MTI recommendations and again, consider the "whole person concept" and finalize the honor graduate listing NLT 1200 hrs on Tuesday of the 8 WOT.

11.7.4.5. BTMS determines the rank order of the top 10% of qualified candidates to be awarded honor graduate and generates a final honor graduate list NLT 0800 hrs on Wednesday of the 8 WOT. The flight MTI notifies which trainees are awarded honor graduate status and the requirement to attend honor graduate practice and ceremony on Thursday.

11.7.4.6. The honor graduate list is forwarded to 737 TRSS/TSOP (MILPDS), 37 TRW/PAM, 737 TRSS/MDC, the Talespinner and Squadron/Training Group leadership.

NOTE: If unable to transmit an electronic copy, send a hard copy of the honor graduate report to the 319 TRS/DPS and HQ AFRS/RSOA via BITS.

11.7.4.7. The 737 TRSS/MDC reviews honor graduate listing and forwards finalized information to the Lackland Talespinner and prepares Honor Graduate Ribbon Certificate for each honor graduate.

11.8. BMT Top Graduate.

11.8.1. Weekly, BTMS generates a BMT Top Graduate from the finalized list of honor graduates for the 737 TRG Superintendent review and Commander approval.

11.9. Fitness Recognition

11.9.1. Top Male and Female PT Fitness Award.

11.9.1.2. Recognition based on the following categories: overall fitness composite score, fastest run time in the week group, waist circumference, and sit-ups/push-ups.

11.9.1.3. Airman receive a 8 WOT Sunday town pass, fitness award, and run with the 737 TRG Commander at the front of the Airman's Run.

11.9.2. Top Male and Female PT Flight.

11.9.2.1. The top male and female PT flight recognizes the flights with the fastest average run time on their final BMT PT evaluation. Flights receive a 8WOT Sunday town pass.

11.9.3. Individual Fitness Recognition (Warhawk and Thunderbolt).

11.9.3.1. Warhawk recognition is reserved for trainees that receive a perfect "100" on their final BMT PT score. Airman receive a 8 WOT Sunday town pass.

11.9.3.2. Thunderbolt recognition is reserved for trainees that receive a "90-99" on their final BMT PT score. Airman receive a BMT fitness certificate.

11.10. Warrior Flight/Honor Flight Program

11.10.1. All basic military training flights participate in the Warrior/Honor Flight program.

11.10.2. All evaluations/inspections will be conducted in the same week of training for all flights in a cycle. Inspections will only be conducted by the commander, squadron superintendent, instructor supervisor, MDC or squadron Master Military Training Instructors (Blue Ropes) as outlined in table 11.1.

Table 11.1. Warrior/Honor Flight Evaluations.

EVALUATION	MAX PTS	WOT	EVALUATOR
MTI/Flight Drill Control (See Note 1)	10	5	MDC (Alt)
Open Ranks (See Note 2)	10	7	CC/TS/MDC (Alt)
Duty Dormitory	10	7	SS/IS/BR/MDC (Alt)
MTI Dorm Responsibilities (See Note 3)	10	7	TS/MDC (Alt)
Non-Duty Dormitory (See Note 4)	10	7	MDC/BR
Bearing and Discipline	10	7	BR/MDC (Alt)
Entry Control Procedures/Knowledge	10	4&7	MDC (Alt)
Fire/Gas/Bomb Drill	10	3&7	MDC (Alt)
Weapons Performance	10	4	BR/MDC (Alt)
BEAST Excellence	10	6	BEAST Cadre
End-of-Course Test	10	7	MDC (Alt)
Physical Training (PT) Test	10	7	MDC (Alt)
Total	120		

NOTES:

1. The alternate MDC may conduct the evaluation in the absence of the primary MDC. The same evaluator must evaluate all flights within the week group.
2. The squadron commander is the primary evaluator for this inspection. The squadron superintendent is the secondary and the MDC or alternate will only perform this evaluation if neither the commander nor TS is available. The MDC or alternate will accompany the evaluator as part of the inspection party to record discrepancies only.
3. The squadron superintendent is the primary evaluator for this inspection. The MDC will only perform this evaluation in the absence of the TS.
4. The MDC will be the primary evaluator for this inspection. The squadron superintendent may train and appoint, if necessary, an evaluator to be used only to prevent opposite gender instructor in the dormitory during lights out.

11.10.3. The Warrior Flight program will be managed under the following guidance.

11.10.3.1. Prescribed Warrior/Honor Flight evaluation checklists are located on BTMS and will not be changed or supplemented.

11.10.3.2. Evaluators will complete all required fields on the evaluation checklist.

11.10.3.3. Evaluators can only demerit items listed on the checklist. All other discrepancies can be added as a note but cannot affect the score or overall result.

11.10.3.4. Evaluators should complete an evaluation once started or re-schedule if unable to complete it. Squadron superintendents and squadron commanders are the only authority who can terminate an evaluation and/or direct a “zero” score for the event.

11.10.4. Evaluations

11.10.4.1. MTI/Flight Drill Control Evaluation. Open ranks is conducted but not evaluated. Every flight begins with 10 points and no evaluation can receive less than zero points. A minimum of 70% of the assigned flight must be present to conduct a flight control evaluation, otherwise it should be re-scheduled.

11.10.4.2. Open Ranks Evaluation. Each evaluation will include 5 questions on key personnel responsibilities (Dorm Chief, Element Leaders, Guidon Bearer, War Skills Military Studies Monitor, Entry Control Monitor or Weapons Monitor), flight and MTI open ranks procedures, personal appearance, military bearing and discipline. A total of 10 can be awarded; no evaluation can receive less than zero points.

11.10.4.3. Duty Dormitory Evaluation. Each flight is eligible for evaluation on Monday of the 7 WOT. The inspection will be based on an evaluation of ten Recruit Living Areas (Personal Living Area, Wall Locker and Clothing Drawer). A total of 10 points can be awarded; no evaluation can receive less than zero points.

11.10.4.4. MTI Dormitory Responsibilities Evaluation. This evaluation occurs in conjunction with the duty dorm evaluation. A total of 10 points can be awarded; no evaluation can receive less than zero points.

11.10.4.5. Non-Duty Dormitory Evaluation. A total of six trainee areas will be inspected in the dormitory, two trainees per bay and a student leader. The four detail areas in the dormitory inspected are the Hallway, Utility Room, Latrine, and Dayroom. A total of 10 points can be awarded; no evaluation can receive less than zero points.

11.10.4.6. Bearing and Discipline Evaluation. Evaluate 10 trainees per flight in two areas for a total of 10 points. No evaluation can receive less than 0 points.

11.10.4.6.1. Compliance with AFI 36-2903 for uniform wear, grooming standards, reporting statement and proper documentation of AETC Forms 341 and money list.

11.10.4.6.2. Knowledge: One memory work question and one weapons knowledge question.

11.10.4.7. Entry Control Evaluations (Procedures/Knowledge). Conduct two evaluations; one in the 4 WOT and one in the 7 WOT. The entry controller will be graded in two areas. No evaluation can receive less than zero points. Each of the entry controller evaluations (4 & 7 WOT) is worth up to 10 points. The final score will be the combined average of the two evaluations with no less than zero points being awarded.

11.10.4.8. Fire/Gas/Bomb Drill Evaluation. Conduct two evaluations one in the 3 WOT, one in the 7 WOT. If conducting a bomb threat drill, give specific instructions where the simulated bomb is located to observe proper evacuation route. No evaluation can receive less than zero points. The final score will be the combined average of the two evaluations with no less than zero points being awarded. The evaluation is worth up to 10 points.

11.10.4.9. Weapons Performance. NET than 4 WOT select 10 trainees per flight for a weapons disassembly, reassembly and cleanliness evaluation. No evaluation can receive less than zero points.

11.10.4.10. Final Physical Training (PT) Performance Evaluation. The MDC reviews flight 7 WOT final PT scores, compute an average PT composite score for the flight and awards points based on table below. Deduct one point for each trainee in the flight who failed the initial attempt or did not accomplish the 7 WOT PT Test. A total of 10 can be awarded; no evaluation can receive less than zero points. (90 or above = 10, 88 to 89.9 = 8, 86 to 87.9 = 6, 84 to 85.9 = 4, 82 to 83.9 = 2, and 81.9 or below = zero points.

11.10.4.11. Results of the End-of-Course (EOC) Test. The MDC reviews flight 7 WOT EOC scores, computes an average EOC score for the flight and awards points based on table below. A total of 10 can be awarded; no evaluation can receive less than 0 points. Deduct one point for each trainee who fails the EOC Test. (90% or above = 10, 88 to 89.9% = 8, 86 to 87.9% = 6, 84 to 85.9% = 4, 82 to 83.9 % = 2, 81.9.% or below = zero points).

11.10.4.12. BEAST. The BEAST Cadre conducts a BEAST Excellence Evaluation. The zone/flights recognized as BEAST Excellence are awarded 10 points. The BEAST zone (assigned flights) that are ranked as Top Flights are awarded 10 points, 2nd Place, 8 points, 3rd Place, 6 points and 4th receives 4 points. MDCs are notified of results on Friday of the 6 WOT.

11.10.5. Warrior Flight/Honor Flight Selection. Each flight begins competition with zero points and must have at least 84 points of a possible 120 at end of competition to be recognized as a Warrior Flight. All flights in a graduating class meeting this criterion may be recognized as a Warrior Flight. All evaluations must be conducted by 2000, Friday 7 WOT.

11.10.5.1. All flights meeting the above criteria will forward Warrior Flight total numbers to the 737 TRG/CCV NLT 1600 Monday 8 WOT. The flight with the highest combined score will be recognized as the Honor Flight for that graduating class. In the event of a tie, the flight that won BEAST Excellence will be awarded Honor Flight, if both or neither received BEAST Excellence, the flight with the highest War Skills (EOC) average will be awarded Honor Flight.

11.10.6. Disqualification.

11.10.6.1. Squadron commanders may disqualify or revoke Warrior Flight status/eligibility for unacceptable conduct, poor performance, and/or unprofessional behavior. In addition, squadron commanders and squadron superintendents review any evaluations conducted by 737 TRG STAN/EVAL Flight when determining eligibility. Any unsatisfactory evaluation from the 737 TRG STAN/EVAL may be used to revoke a flights status/eligibility.

11.10.7. Recognition. Squadron commander or the squadron superintendent presents appropriate awards/recognition to Warrior flight(s) on Monday of the 8 WOT. Place a Warrior flight streamer on the flight's staff.

11.10.7.1. Present certificates of recognition to the instructor team. The certificates may be signed by the group commander if he or she is available. If the group commander is not available, the certificates may signed by the group deputy commander or squadron commander.

11.10.7.2. The 737 TRG/CC will present the Honor Flight streamer at the time/place deemed appropriate. The streamer will be retained until after graduation.

11.10.8. Warrior Flight numbers are displayed in the dining facility and flights have priority in the dining facility during evening meals.

11.10.9. Warrior Flight winners receive an additional Town Pass on Sunday of the 8 WOT, contingent upon sustained performance.

11.10.10. Warrior/Honor Flights will be the only flights to have their flight photos taken in service uniform.

11.10.11. Responsibilities

11.10.11.1. Squadron Commander/Squadron Superintendent:

11.10.11.1.1. Presents Warrior Flight certificates of recognition and streamer on Monday 8 WOT in a "squadron muster" forum.

11.10.11.1.2. May inspect or evaluate any portion of the competition.

11.10.11.1.3. The squadron superintendent reviews all inspection checklists for accuracy, the MDC scans completed forms and electronically forwards to 737 TRG/CCV for review.

11.10.11.2. Squadron MDC:

11.10.11.2.1. Overall POC for the Warrior Flight program and is responsible for maintaining all appropriate records and continuity books.

11.10.11.2.2. May recommend disqualification of Warrior Flight competition/status to the squadron superintendent, the squadron commander is the approval authority for all disqualifications.

11.10.11.2.3. Maintains Warrior Flight status board and streamers for presentation.

11.10.11.2.4. Conducts or evaluates any portion of the competition.

11.10.11.2.5. Coordinates with squadron commander and squadron superintendent and flight military training instructors (MTI's) for Warrior Flight presentation.

11.10.11.3. Standardization Evaluation:

11.10.11.3.1. Reviews completed checklists for accuracy and consistency.

11.10.11.3.2. Conducts periodic squadron compliance reviews to include use of proper evaluation instruments and validity of records.

CHAPTER 12

TRAINEE KEY AND ADDITIONAL DUTY LEADERSHIP POSITIONS

12.1. General Instructions. Key basic trainee leadership positions are dorm chiefs and element leaders. Additional flight leadership positions are, Chapel Guides, Entry Control Monitors, War Skills Military Studies (WSMS) Monitors, PT Monitor, Weapons Monitor and BEAST positions.

12.2. Selection of Trainee Leadership Positions.

12.2.1. Base the selection of Trainee Leadership positions on factors to include demonstrated: maturity, ability to adapt (resiliency), communications, social skills, emotional stability, energy, teamwork, and ethical values (core values). Include in the selection process probing questions to identify trainees with previous leadership or teamwork experience in sports programs, JROTC and Civil Air Patrol.

12.2.2. Student leaders ensure good order and discipline are maintained whenever the MTIs are unavailable. Only trainees who exhibit the highest characteristics of maturity, integrity and common sense should be considered for this responsibility.

12.2.3. In determining Student Leader appointments, MTIs must not base their decision on the trainee's color, national origin, race, religion, age, ethnic group, gender, physical stature or sexual orientation (i.e.: don't select the loudest, biggest, or best looking trainee). Additionally, MTIs must not request a trainee to do any special tasks or perform any favors in order to receive a Student Leader appointment.

12.2.3.1. All basic trainee student leadership positions are selected in BTMS under "Student Leader Information." The dorm chief must be approved by the squadron commander (or the DO in their absence). Commanders will make a comment in the trainee's BMT Form 105a approving the member as dorm chief.

Table 12.1. Trainee Leadership Approval

MTI Selection	Flight MTI	Instructor Sup	Squadron Supt	Squadron Commander
Dorm Chief	Recommend	Review	Review	Approval
Element Leaders	Recommend	Review	Approval	
Chapel Guide(s)	Approve			
Entry Control Monitor	Approve			
WSMS Monitor	Approve			
Weapons Monitor	Approve			
PT Monitor	Approve			

NOTE: the squadron superintendent conducts an initial and weekly training session with the dorm chiefs. The instructor supervisor conducts an initial and weekly training session with assigned element leaders.

12.2.4. Student leaders or trainees are not authorized to conduct “MTI Tools” with any or all flight members.

12.2.5. Student leaders or trainees are not authorized to take an AETC Form 341 from another trainee.

12.2.6. Student leaders are NOT in the trainee’s chain of command. The flight MTI is the first person in the trainee’s chain of command. Trainees may go directly to their MTI for any problems anytime.

12.2.7. Student leaders may leave weekly/nightly reports chronicling any of the day’s events for the MTI’s attention. MTIs will not solely use these reports for dispensing corrective actions, but must also verify the validity of any claims described. Without this verification, student leaders have the potential to abuse their positions.

12.2.8. Student leaders must immediately be removed from their position for any core value breach (unsatisfactory rating for the week of training) or abuse of their position.

12.2.9. No trainee, to include trainees in leadership positions, shall ever be alone in a confined space with an MTI, to include the MTI’s office. If a trainee is required to meet with an MTI, the meeting must be with at least 2 trainees present, regardless of the subject of the meeting and the office door must always remain open.

12.2.10. Dorm Chief Responsibilities:

12.2.10.1. Act as the liaison between MTI, permanent party and flight members.

12.2.10.2. Brief the flight on information and instructions provided by the MTI.

12.2.10.3. Report all problems to the MTI or supervisory personnel.

12.2.10.4. Refer flight members to the MTI or supervisory personnel when unable to adequately respond to flight member questions/problems.

12.2.10.5. Inform the flight of graduation activities and inform squadron personnel of the number of trainees who will attend special events.

12.2.10.6. Maintain order in the absence of the MTI.

12.2.10.7. Form the flight as instructed.

12.2.10.8. Ensure flight members are assigned a wingman and understand the wingman concept outlined in this instruction.

12.2.10.9. Ensure all trainees are present or accounted for before lights out. NOTE: Immediately notify the MTI, CQ or supervisory personnel anytime a trainee is missing or unaccounted.

12.2.10.10. Supervise the cleaning of the dorm, including outside areas.

12.2.10.11. Supervise the academic classroom and auditorium classes when no instructor is present.

1.2.10.12. Report trainee accountability and current dorm temperature reading each night upon CQ request.

12.2.10.13. Attend scheduled dorm chief and risk management meetings with the squadron superintendent.

12.2.10.14. Act as the Ground Safety Representative.

12.2.10.15. Ensure flight members wear footwear in the dorm.

12.2.10.16. Report dorm damage/hazards to the MTI.

1.2.10.17. Report any trainer weapon safety violations to the MTI.

12.2.10.18. Immediately report any missing trainer weapon or accountability discrepancies to the MTI.

12.2.11. Element Leader Responsibilities:

12.2.11.1. Ensure element members are present or accounted for at all times.

12.2.11.2. Ensure flight members are assigned a wingman and understand the wingman concept outlined in this instruction.

12.2.11.3. March element to and from details.

1.2.11.4. March element from the dining facility to the dorm, if dining in a different building.

12.2.11.5. Ensure element members clean their areas before leaving the dorm.

12.2.11.6. Ensure there are no security violations in their element.

12.2.11.7. Ensure element members wear the correct uniform and have a neat and clean personal appearance.

12.2.11.8. Monitor the conduct of assigned element members anytime the MTI or dorm chief is not present.

12.2.11.9. Refer element members with problems to the MTI.

12.2.12. Fire Monitor Responsibilities:

12.2.12.1. Perform daily dorm inspections for fire hazards.

12.2.12.2. Be alert for potential fire hazards in the dorm and immediately report them to the MTI or dorm chief.

12.2.12.3. Be familiar with dorm evacuation procedures in case of an emergency.

12.2.12.4. Ensure trash is emptied daily

12.2.13. Chapel Guide Responsibilities:

12.2.13.1. Attend scheduled chapel guide meetings.

12.2.13.2. Act as the liaison between flight members and the chaplains and chapel staff on chapel activities and religious education services.

12.2.14. Entry Control Monitor Responsibilities:

12.2.14.1. Assign entry controllers on a fair and equitable basis to ensure all flight members perform entry controller duties.

12.2.14.2. Maintain the entry controller schedule.

12.2.14.3. Refer scheduling problems to the dorm chief.

12.2.15. War Skills Military Studies (Academic) Monitor Responsibilities:

12.2.15.1. Take roll before all academic classes.

12.2.15.2. Prior to each hour of instruction, give the instructor the number of trainees assigned to the flight, the number of absent trainees, the roster number of each missing trainee, and the reason for missing class.

12.2.15.3. Cover training material with trainees who missed classes.

12.2.15.4. Help trainees who are having problems with academic material and inform the MTI who they are.

12.2.15.5. Help the flight prepare for the end-of-course test.

12.2.15.6. Ensure the flight receives no less than 5 hours of study time each week. NOTE: Inform the MTI when there is a disruption to scheduled study times.

12.2.16. Weapons Monitor Responsibilities (Primary and Alternate):

12.2.16.1. Ensure accountability of all training weapons.

12.2.16.2. Monitors weapons safety and informs MTI or Dorm Chief of horseplay/safety infractions.

12.2.16.3. Ensures all trainees are in direct possession of or within one arms length away from their trainer weapon when not stored. NOTE: exception when trainees must use the latrine; their wingman can take possession of the trainer weapon.

12.2.16.4. Monitors accountability and immediately informs MTI or Dorm Chief of any missing/unaccounted trainer weapon.

12.2.16.5. Ensures weapons are placed in a “Stack Arms” configuration when not in use.

12.2.16.6. Primary and Alternate monitors perform guard duties for trainer weapons during periods of “stack arms” (i.e. dining, details, appointments, etc).

12.2.16.7. Ensures trainees do not take their trainer weapon to the following locations: Chapel, Medical Facilities, Dunn Dental, Reid Clinic, and BAS.

12.2.16.8. Assists trainees who are experiencing difficulties with disassembly/assembly and weapons maintenance.

12.2.17. PT Monitor Responsibilities

12.2.17.1. Selection of the flight PT monitor should be based on excellent individual fitness skills and form. Their primary goal is to help flight members in preparation for PT Evals and assist with proper form.

12.2.17.2. PT monitor reviews the initial, 2 & 4 WOT PT appraisal results posted on the dormitory bulletin board to identify individuals struggling to meet requirements

12.2.17.3. Assist flight members with proper sit-up and push-up form; they may conduct one set of 1x3 exercises every evening in the dormitory prior to lights out.

12.2.17.4. Monitor flight member’s progress and report deficiencies to the flight MTI.

12.2.17.5. Notify the flight MTI if required individuals did not attend supplemental PT sessions.

12.2.17.6. Under no circumstances will the flight PT monitor haze, punish or conduct MTI tools (motivation training)

12.2.17.7. Under no circumstances will the flight PT Monitor or any other trainee input PT scores into BTMS.

12.3. Trainee Key Leadership Training. All dorm chiefs and element leaders within the flight are briefed on their respective responsibilities as well as the following areas: unacceptable conduct, wingman concept, marching units and pedestrian risk management, security, risk management, and hygiene.

12.3.1. Unacceptable conduct (Chapter 13)

12.3.2. Wingman concept (Chapter 3)

12.3.3. Marching units and pedestrian risk management (Chapter 3)

12.3.4. Dormitory security.

12.3.4.1. Secure security drawers with a sturdy lock. Report damaged security drawers to the MTI or Dorm Chief as soon as possible.

12.3.4.2. Mark all clothing as the MTI instructs to ensure identification of any stolen or recovered items.

12.3.4.3. Lock valuable items such as radios, cameras, and tape recorders in the civilian luggage room and secure in luggage, if possible. Maintain a complete inventory list of all personal belongings. Record the make, model, serial numbers, and a physical description of all items. Never keep large sums of money in the dorm. If necessary, use traveler's checks/money orders, deposit money in a bank, or send it home. Maintain two copies of personal money list at all times. Report missing personal property to the MTI or dorm chief immediately.

12.3.5. Risk Management (RM).

12.3.5.1. RM is a very important daily responsibility for each Air Force member. You must think RM continually, especially in the work center. Your work center is the dorm and squadron area. Practicing common sense procedures enhances awareness and minimizes problems:

12.3.5.2. Use only properly working electrical equipment. Prior to use, inspect cords and plugs to ensure there are no frayed or loose wires. Ensure electrical cords are equipped with three-pronged plugs. Do not use or try to repair damaged equipment. Unplug electrical equipment when not in use. Do not stand on a wet floor when using electrical equipment.

12.3.5.3. When in the latrines, wear shower shoes in the shower. Mop up water on the floor. Place used razors in the trash.

12.3.5.4. When working in individual living areas, be careful when dusting or cleaning lockers, drawers, bed frames, etc. Close drawers and locker doors when not in use.

12.3.5.5. Do not run in the stairwells and always use the handrails. Keep stairwells and landings free of trash. When cleaning the stairwell and landing, do not leave mops, brooms, or cleaning equipment blocking doorways or steps.

12.3.5.6. Keep stairwell landing doors closed at all times. Do not block or leave open. Report burned-out light bulbs, to include fire exit lights, damaged steps, and handrails to your dorm chief or MTI immediately. Be very careful on wet or waxed floors, landings, and stairs.

12.3.5.7. Keep the dorm clean. Use cleaning supplies for their intended use. Pay attention to the posted HAZMAT warnings.

12.3.5.8. When using an iron, use an ironing board in good repair. Do not use your bed or anything else as an ironing board. Do not iron clothing drawer items.

12.3.5.9. To prevent dehydration, basic trainees are highly encouraged to drink plenty of non-caffeinated/non-carbonated fluids during the day and night. Additionally, trainees are encouraged to use water fountains in and around their squadron area. Wear canteens during all outside activities unless told to do otherwise.

12.3.6. **Hygiene.**

12.3.6.1. Do not share canteens between trainees due to the possibility of passing contagious diseases.

12.3.6.2. Wash hands utilizing soap and water for 20 seconds duration at least five times a day (hand-wipes and hand sanitizers are not a substitute for soap and water).

12.3.6.3. Wash hands with soap and water prior to each meal.

12.3.6.4. Shower with soap and water at least once per day during the winter schedule, twice a day during the summers schedule and have a minimum of five minutes to do so.

12.3.6.5. Brush teeth at least twice a day and male trainees will shave daily (unless on a shaving waiver).

12.3.6.6. Co-utilizing any personal hygiene items is absolutely prohibited.

12.3.6.7. Wash hands with soap and water or use hand sanitizer after using the latrine or port-a-johns.

12.3.6. Use available hand sanitizers (must use prior to entering BEAST dining/classroom facilities).

12.3.6.8. Cover mouth and nose while coughing and/or sneezing, cough or sneeze into upper uniform sleeve (wash or use hand sanitizer immediately afterward).

12.3.6.9. Sanitize canteens weekly (e.g. Mikroklene).

12.3.6.10. Follow dormitory cleaning guidance and use germicidal detergents to reduce illness.

CHAPTER 13

BMT RULES OF CONDUCT

13.1. Overview. This section establishes the policies and procedures pertaining to rules of conduct for all permanent party and airmen/trainees assigned or attached to the 737th Training Group (737 TRG). Permanent party personnel includes all MTIs, to include any MTI who is TDY performing MTI duties, support staff, instructors, MTLs, command staff, medical support staff (IDMT), and any other person who is not classified as a trainee.

13.2. Conducting Training. All personnel assigned to the 737 TRG only use training practices approved by the 737 TRG commander. Conduct training and interact with others (trainees and other MTIs) in a way that promotes AF core values and inspires confidence in one's character as a leader. Conduct all training in such a manner as to instill in each trainee leadership and followership skills, self-confidence, discipline, initiative, teamwork, esprit de corps, respect for authority, Core Values and a positive attitude toward Air Force duty and service to the United States. Train-for-Success by ensuring training practices are constructive, always tied to an approved training objective and leave the learner respecting the trainer's competence.

13.2.1. The intent of basic military training is to build Warrior Airmen of character. To satisfy this goal, 737 TRG personnel are to exemplify the highest characteristics of their profession. This behavior leaves trainees with an appreciation of how military education and training relate to an individual's personal and professional development.

13.2.2. Training activities and practices are to be constructive in nature with emphasis on achieving training objectives through positive motivation. The ultimate objective of training is to develop Warrior Airmen with character and competencies needed to succeed. These competencies are: (1) Warrior Mind-Set--internalization of AF Core Values and the importance of discipline and service as a member of the profession of arms; (2) Physical/Mental Readiness--"fit-to-fight" physically and mentally; (3) Military Tradition--pride in warrior heritage expressed through drill and ceremony; (4) Warfighting Operations--expeditionary/combat skills needed to win battles; and (5) Leadership--ability to lead and follow, as required.

13.3. Unacceptable Conduct. 737 TRG personnel will only use training practices approved by the 737 TRG commander. Unacceptable conduct is divided into the following groups: maltreatment (physical and verbal), maltraining, sexual harassment, hazing, unlawful solicitation and unprofessional relationships.

13.3.1. Maltreatment.

13.3.1.1. Physical Maltreatment. Includes, but is not limited to: any unwanted touching, to include, poking, hitting, thumping, pushing, grabbing, physical violence, physical intimidation, hazing or any unnecessary physical contact. NOTE: The M16 Trainer Weapon will not be used in any capacity as a disciplinary tool.

13.3.1.2. Verbal Maltreatment. Any language that threatens violence, degrades, belittles, or demeans a trainee; any language that slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, sexual orientation, or physical stature. "Language" includes, but is not limited to, (1) the use of any profanity in any situation and any insinuation of immoral, unethical, illegal, or unprofessional conduct; (2) crude, offensive language in rhymes or prose; and/or (3) training tools that contain profane words, offensive language, or inappropriate sexual or gender references. This also includes any language that establishes a hostile environment, or constitutes and promotes sexual harassment, or disrespects to men and/or women.

13.3.2. Maltraining. Any practice not designed to meet a course training objective, which includes using abusive, excessive physical exercise. Any practice for the purpose of inducing an Airman to self eliminate is considered maltraining. Other examples would be to make trainees perform degrading or humiliating tasks; assign remedial training to an entire group based on the deficiencies of an individual or a few individuals; maliciously embarrass a trainee; and assigning remedial training that does not fit the deficiency.

13.3.3. Sexual Harassment. Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, to include decisions to recycle and threats of derogatory remarks in a trainee's training record. Conduct that interferes with an individual's performance or creates an intimidating, hostile, or offensive environment; any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee; any military member or civilian employee who makes unwelcome, deliberate, or repeated verbal comments, gestures, or physical contact of a sexual nature. Due to the inherent nature of the BMT environment, any language or behavior that is sexual in nature will be considered sexual harassment.

13.3.4. Hazing. Any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of a person's willingness to participate. Hazing is an activity that a high-status member orders other members to engage in or suggests that they engage in that in some way humbles a newcomer who lacks the power to resist, because he or she wants to gain admission to a group. MTIs will not engage in any form of hazing. Hazing includes but is not limited to the following:

13.3.4.1. Requiring MTIs to eat at tables with Dorm Chiefs or trainees.

13.3.4.2. Requiring MTIs to perform "Chow Runner" duties.

13.3.4.3. Forcing MTIs to carry lesson plans when not engaging trainees (e.g., off base, commander's calls, graduation ceremonies, etc).

13.3.4.4. Requiring MTIs to do MTI tools (motivation training) with or for the flight as punishment.

13.3.4.5. Publicly humiliating, demeaning, or embarrassing other MTIs.

13.3.4.6. Using silent treatment or social isolation on MTIs.

13.3.4.7. Forbidding MTIs to park in squadron parking areas.

13.3.4.8. MTIs who witness hazing must take action to stop it. Those who allow hazing to occur are hazing enablers and are as responsible for violating policy just as the MTI committing the action and will be subject to punishment.

13.3.5. Unlawful Solicitation.

13.3.5.1. MTI's and BMT staff are prohibited from collecting, soliciting money/donations, or receiving gifts from trainees (other than for official Air Force campaigns). 737 TRG personnel may not engage in any conduct that suggests, requires, or coerces trainees to contribute monetary or material donations to fundraising activities.

13.3.5.2. 737 TRG personnel may not request or accept gifts, donations, or any compensation from trainees, regardless of monetary value of such items. Turn over any such item to the squadron commander for disposition.

13.3.5.3. 737 TRG personnel may not suggest to trainees that collecting or pooling money among themselves is an acceptable practice to maintain quality of life for the unit.

13.3.6. Loyalty Tests/Amnesty.

13.3.6.1. MTIs will never conduct loyalty tests (e.g. testing the trainees loyalty to the MTI by attempting to get the trainees to reveal negative information). MTIs will not undermine a trainees right to use the chain of command, the critique system or other forms of reporting while in basic training.

13.3.6.2. MTIs will not participate in forms of "Amnesty", e.g. an amnesty hour or discussion between the MTI and trainees, giving the trainees "amnesty" for violations of rules and/or policies while they are assigned to BMT.

13.3.7. Social Media Contact.

13.3.7.1. Instructors and trainees/students in AETC courses are prohibited from establishing or attempting to develop relationships. This includes face-to face or via cards, letters e-mails, telephone calls, instant messages, video, on-line media such as Facebook, or by any other means.

13.3.7.2. Contact between an MTI and an AETC trainee/student through any social media is strictly prohibited, whether personal or professional. If professional contact is necessary, it must be coordinated through supervisory personnel (IS/MTL) and be in person or by telephone voice call.

13.4. MTI Professional Conduct.

13.4.1. Except in emergency situations, personnel will never be alone with a trainee in any confined area, including in any motor vehicle, PT/Supply room, empty dormitory bays, linen supply closet, and any other room or building that is empty or unoccupied.

13.4.2. Do not use tobacco products while in the presence or view of trainees (e.g. cigarettes, chewing tobacco or cigars).

13.4.3. Do not permit the occurrence of or participate in the compromise of any test materials administered by 737 TRG personnel or support agencies.

13.4.4. Do not use trainees as assistants to perform administrative MTI functions. Trainees will not enter grades or PT scores into BTMS or other systems of record.

13.4.5. Opposite-gender personnel are not allowed in dormitory until 0500 Mon-Fri and 0600 Sat and Sun, and holidays

13.4.5.1. The flight are properly dressed prior to MTI entry in the dorm.

13.4.6. Opposite-gender personnel must depart dormitory NLT 2030.

NOTE: Members of the opposite gender enter trainee dormitories during off-limit times ONLY in the event of an emergency.

13.4.7. Trainees are required to interact with each other in a professional manner. Appropriate interaction, such as touching or talking in order to complete a training objective is allowed.

13.4.8. Alcohol is a prohibited item that cannot be used in front of trainees. Additionally, MTIs will not be under the influence of alcohol in the presence of trainees.

13.4.9. Do not participate in any trainee graduation party without the permission of the 737 TRG commander.

13.4.10. While talking to MTIs or other personnel in front of trainees, MTIs will not belittle or speak poorly about trainees, other MTIs, AF personnel or the AF.

13.4.11. MTIs will never express disagreement with or frustration over AF policies, including those applicable to BMT and trainees.

13.4.12. MTIs will maintain professional bearing in all situations and will not discuss actual or potential disciplinary action affecting them.

13.4.14. An MTI who is in a personal relationship or previously was in a relationship with another MTI will maintain professional bearing in all situations and will not discuss his/her relationship, past or present, within the earshot of any trainee.

13.4.15. MTIs will never discuss their family or personal life with trainees.

13.5. Trainee Rules of Conduct.

13.5.1. Trainees are prohibited from:

13.5.1.2. Purchasing, possessing or consuming any alcoholic beverage.

13.5.1.3. Purchasing, possessing or using any tobacco products.

13.5.1.4. Purchasing, possessing or using any over the counter medication/supplements not prescribed or cleared by a military medical doctor.

13.5.1.5. Purchasing, possessing or inhaling aerosol products. They are strictly prohibited and you are not allowed to purchase them while attending BMT.

13.5.1.6. Purchasing or possessing any obscene or pornographic material.

13.5.1.7. Taking any food items into the dormitory.

13.5.1.8. Soliciting, disclosing, receiving or obtaining any information pertaining to 737 TRG tests or answer sheets before, during or after testing.

13.5.1.9. Operating any motor vehicle.

13.5.1.10. Entering an opposite gender dormitory, at any time, without a MTI present. If the MTI leaves the dorm, opposite gender trainees return to their own dormitory.

13.5.1.11. Entering any "OFF LIMITS" area, on- or off-base, including the attic area of Recruit, Housing & Training (RH&T) dormitories.

13.5.1.12. Traveling without a wingman.

13.5.1.13. Entering any empty area, such as an empty dorm bay, the PT/Supply room after duty hours, the linen closet or any other empty room or building is prohibited unless accompanied by a wingman of the same gender and entering such area has a clear training objective.

13.5.1.14. Hitchhiking or waiting alongside any street or road for the purpose of obtaining transportation in any POV.

13.5.1.15. Using any patio area other than the one in the squadron you are presently assigned to.

13.5.1.16. Participating in any game of chance played with or without any type of gambling device.

13.5.1.17. Making sexual advances toward or seeking or accepting sexual advances or favors from anyone, including any 737 TRG personnel or other basic trainees.

13.5.1.18. Using threats, pressure, or promise of return favors or favorable treatment for the purpose of gaining sexual favors from anyone, including 737 TRG personnel or other basic trainees.

13.5.1.19. Collecting or soliciting money from other trainees.

13.5.1.20. Trainees will only touch other trainees in a professional manner and only when necessary to accomplish training tasks and/or objectives.

13.5.1.21. Going off base, except for approved town pass and officially approved duty.

13.5.1.22. Wearing civilian clothing. You must remain in uniform at all times to include town pass. Swimming at local hotels and theme parks is prohibited.

13.5.1.23. Using a cellular phone without the express permission and direct oversight of squadron leadership. NOTE: All trainees receive a policy briefing on the use of cell phones in BMT. You are required to sign a roster acknowledging understanding and the consequences associated with any violations of that policy.

13.5.1.24. Receiving any visitors until the eight week of training. This includes meetings at the chapel or other base facilities.

13.5.1.25. Visiting the Inns of Lackland, base lodging facilities or base housing, unless family members reside in these accommodations, during graduation liberty/town pass. You must receive squadron leadership approval prior to visiting these locations during graduation weekend.

13.5.1.26. Engaging in public displays of affection (PDA); i.e., kissing, holding hands, hugging, walking arm-in-arm (escorting), since it detracts from the professionalism and standards of conduct expected from military members while in uniform. While avoiding PDA is the expected custom of all military members, there are some brief exceptions. A “brief” display of affection, such as a hug or kiss at homecomings, deployments and graduations is acceptable with moderation and respect.

13.5.1.27. Prohibited from establishing a relationship with your MTI or other AETC staff members. You will not establish, develop, or attempt to develop a social, personal, intimate or sexual relationship. This includes face-to face or via cards, letters e-mails, telephone calls, instant messages, video, on-line media such as Facebook, or by any other means. If a technical training student must communicate with an MTI for a professional matter, that contact must be coordinated through supervisory personnel (IS/MTL) and be in person or by telephone voice call.

13.6. Compliance Training.

13.6.1. All 737 TRG personnel, to include MTIs and trainees, must be trained and comply with guidance, set forth in this chapter. 737 TRG personnel will not engage in unacceptable conduct or unacceptable training practices. Squadron commanders ensure all trainees are briefed during the Commander's Incoming Briefing and the rules are posted on all dormitory bulletin boards.

13.6.2. Certification and Training. Squadron commanders ensure all permanent party personnel are briefed on the requirements of this chapter within 5 duty days of arrival in their unit. The 433d Training Squadron (433 TRS) has two and a half unit training assemblies to be briefed.

13.6.3. Accomplish certification of this briefing via BMT Form 31, Certification of Reading and Understanding. The individual indicates their understanding of the instruction by signing their payroll signature and rank.

13.6.4. The squadron commander and squadron superintendent provide incoming and annual briefings identified on the BMT Form 31 for all personnel assigned. The purpose of the BMT Form 31 is to document reading and understanding of required instructions and regulations. Each squadron maintains one BMT Form 31 per member for as long as the individual is assigned to the 737 TRG. On all permanent change of assignments (PCA) within the 737 TRG, affected personnel hand carry their BMT Form 31 to their new squadron.

13.7. Duty to Report.

13.7.1. All permanent party members of the 737 TRG have a duty to report any misconduct committed by other members of the 737 TRG. This includes any violation of this instruction, any other instruction, or any violation of the UCMJ. Any failure to report a known violation is punishable under this instruction.

13.8. No Contact Order.

13.8.1. In certain circumstances commanders may impose a no contact order for MTIs during an investigation or inquiry. During this process one of the orders is that the MTI will wear the ABU soft cap or flight cap until the order is rescinded. This action is not punitive but rather a way to prevent trainees from inadvertently approaching an MTI during the imposed no contact order.

13.9. Alleged Misconduct Violations.

13.9.1. Within 24 hours of learning of alleged misconduct by an MTI, the squadron commander, in consultation with the group commander, will determine whether or not to remove the MTI from MTI duties pending the allegation's resolution.

13.9.2 Allegations of sexual assault, sexual harassment, or unprofessional relationship will result in immediate removal and imposition of a No Contact Order.

13.9.3. Allegations of maltraining or maltreatment will be assessed by the squadron commander on a case-by-case basis. Factors to consider include, but are not limited to: the nature and seriousness of the allegation, any past history of substantiated misconduct by the MTI, whether the misconduct was directed at a trainee, if the MTI self-identified, etc.

13.9.4. The 737 TRG Commander may reconsider his/her decision for MTI removal at any time.

13.9.5. If allegations of misconduct are investigated and found unsubstantiated, the MTI is returned to full duties immediately.

13.10. Substantiated Misconduct Violations.

13.10.1. If an allegation is substantiated, the supervisor and/or commander of the MTI will document corrective and/or disciplinary action taken, as appropriate, in the MTI training record and Personal Information File (PIF), regardless of whether the MTI was removed or not during the investigation; and notify 737 TRG/CTE of incident and actions taken for tracking.

13.10.2. In cases of substantiated sexual assault, sexual harassment, and unprofessional relationships, the MTI is permanently removed from MTI duty IAW standards outlined in 8B000 AFECD.

13.10.3. In cases of substantiated egregious/severe maltreatment or maltraining, the MTI is permanently removed from MTI duty IAW standards outlined in 8B000 AFECD.

13.10.4. In cases of substantiated maltreatment or maltraining, the MTI is decertified pending required retraining. The squadron commander will determine specific retraining based on the nature of the incident; however, at a minimum, retraining will include:

13.10.4.1. Re-accomplishment of the commanders initial training on maltreatment/maltraining.

13.10.4.2. Referral to the squadron first sergeant for additional consultation regarding potential personal issues impacting behavior.

13.10.4.3. Optional Retraining. Referral to MTI School commandant to interview the MTI and determine specific training needs. At a minimum, the commandant's assessment will include a review of the MTI's Performance report to assess the MTI's:

13.10.4.3.1. Production (on-time graduation and recycle rates).

13.10.4.3.2. Survey Feedback results (strengths and weaknesses).

13.10.4.3.3. The need for training on specific weak areas, as applicable.

13.10.4.3.4. Determination of the need for the supervisor to develop a long-term plan to sustain appropriate behavior and to continually develop weak areas. Long-term MTI remediation plans

developed by supervisors will be reviewed by the unit superintendant to which the MTI is assigned and approved by the MTI School commandant.

13.10.4.3.5. MTI School commandant will notify the squadron commander and superintendant in writing once remedial training actions have been completed.

13.10.4.4. The squadron commander will document a MFR showing the date and specific reason for decertification and include the appropriate steps taken for remediation, and will place this documentation into the MTI's training record and Personal Information File (PIF).

13.11. Permanent Withdrawal from MTI Status. The 737 TRG/CC is the final approval authority to permanently remove a MTI from the 8B000 Career Field. All example memorandums are posted on BTMS.

13.11.1. Permanent MTI Withdrawal Package. The owning squadron initiates the permanent withdrawal request outlining the specific violation of the UCMJ, the MTI rules of conduct outlined in this instruction, or the inability to continue to meet requirements of the Air Force Enlisted Classification Directory (AFECD). The permanent withdrawal from MTI status request package will include the following information.

13.11.1.1. Withdrawal (Medical/BAS).

13.11.1.1.1. Squadron CC (or designated representative) Elimination/Permanent Hat Removal Letter. Example letters are found on 737 TRG SharePoint.

13.11.1.1.2. Supporting Documentation includes all past MTI performance history to include EPRs, letters of counseling, letters of reprimand, campaign hat suspension letters, or any other documentation deemed appropriate for consideration.

13.11.1.1.3. AF Form 2096 for SDI Removal (1 copy with original signatures of CC and member).

13.11.1.1.4. AF Form 422 stating member is permanently disqualified from 8B000 SDI.

13.11.1.1.5. AETC Instructor Badge Removal letter for medical/BAS issues that meet the criteria identified in AETCI 36-2901, para. 11. (Required only for fully certified MTIs)

13.11.1.1.6. The MTI will acknowledge receipt by endorsing the permanent withdrawal from MTI status memorandum.

13.11.1.2. Withdrawal (Other than Medical/BAS)

13.11.1.2.1. Squadron CC (or designated representative) Elimination/Permanent Hat Removal

13.11.1.2.2. Supporting Documentation

13.11.1.2.3. AF Form 2096 for SDI Removal (1 copy with original signatures of CC and member).

13.11.1.2.3. AETC Instructor Badge Removal letter (Required only for fully certified MTIs).

13.11.2. The withdrawal request package may include a recommendation to deny the award of the Military Training Instructor recognition ribbon.

13.11.3. All withdrawal request packages must be routed through 737 TRG/CCC for recommendation to the 737 TRG/CC.

13.11.4. The MTI will acknowledge receipt by endorsing the permanent withdrawal from MTI status memorandum.

13.11.5. Once finalized, forward the withdrawal package to the 737 TRSS/TSR for submission to AFPC to remove special duty code and return member to career field expeditiously.

13.11.6. Once approved, the owning squadron commander will inform the member of the decision and will take possession of all issued MTI campaign hats and AETC Instructor badges. The member must be advised they are no longer authorized to wear either.

13.11.7. The 737 TRG/CCC will determine the specific duties of the member until disposition is received and member PCS's.

13.12. Temporary Removal of the MTI Campaign Hat.

13.12.1. The 737 TRG/CC is the final approval to temporarily remove the MTI campaign hat from MTI's assigned to the 737 TRG.

13.12.2. The owning squadron initiates the temporary removal of the MTI campaign hat letter (Attachment 3) based on specific violation of the UCMJ, Air Force core values, MTI rules of conduct outlined in this instruction, gross substandard performance of the MTI duties and responsibilities, or improper military image.

13.12.2.1 MTI campaign hat temporary removal request packages will include a cover letter from the squadron commander outlining the specific incident leading to the request. The letter should provide recommended duration of suspension (not to exceed 3 months), suggested task decertification, restrictions in training, and/or any suggested rehabilitation or training requirements prior to reinstatement.

13.12.2.2. MTI campaign hat temporary removal request packages will include letters of counseling, letters of reprimand, previous campaign hat suspension letters, or any other documentation deemed appropriate for consideration.

13.12.3. All MTI campaign hat temporary removal request packages must be routed through the 737 TRG/CCC for recommendation to the 737 TRG/CC.

13.12.4. The MTI will acknowledge receipt by endorsing the temporary removal of the MTI campaign hat memorandum.

13.12.5. Once approved the commander will inform the member of the decision and will advise the MTI they are no longer authorized to wear the campaign hat until the suspension period is over and member is officially reinstated. The member will continue to wear the AETC Instructor badge.

13.12.6. The Squadron Commander will advise the member of conditions of the suspension to include specific period of suspension, task decertification, formal training requirements, rehabilitation or self improvement programs, restrictions placed on MTI duties, or any other conditions outlined in the suspension letter. Note: the squadron commander may not impose additional restrictions not included in the approved suspension letter.

13.12.7. The squadron commander may not extend the suspension period without approval of the 737 TRG/CC. An extension of suspension letter should follow the same guidelines as outlined above.

13.13. Reinstatement of Temporary Removal of MTI Campaign Hat.

13.13.1. The 737 TRG/CC is the final approval to reinstate MTI campaign hats temporarily removed for cause from MTI's assigned to the 737 TRG.

13.13.2. The owning squadron initiates the reinstatement letter at the end of the suspension period or, whenever the MTI has consistently exhibited the standards of conduct expected of an MTI, whichever comes first.

13.13.3. All MTI campaign hat reinstatement request letters must be routed through the 737 TRG/CCC for recommendation for the 737 TRG/CC.

13.13.4. Once approved, the owning squadron commander will inform the member of the decision and will advise the MTI he/she is authorized to wear the campaign hat and is reinstated as of the effective date outlined in the reinstatement request letter.

13.13.5. Squadron commanders are not to conduct formal reinstatement ceremonies or publicly draw focus to the act of reinstatement.

CHAPTER 14

BASIC MILITARY TRAINING CHARGE OF QUARTERS (CQ)

14.1. Eligibility.

14.1.1. Any enlisted rank (SDI 8B000) may perform CQ duty. Ensure CQ duties outlined in the 8B000 CJQS are documented. Squadron commanders ensure MTIs are trained and certified on CQ procedures prior to performing these duties.

14.2. Charge of Quarters Tour of Duty.

14.2.1. Two permanent party personnel are required to staff CQ, covering the hours listed in Table 14.1. Both permanent party personnel will be present at the CQ desk unless one is performing security checks or other CQ-associated tasks. NOTE: Trainees will not be used to support CQ duties.

Table 14.1. CQ and Supervisor Tour of Duty

Charge of Quarters (CQ)	Monday- Friday	Saturday, Sundays Holidays**
1 Permanent Party Personnel*	0400 - 2100 hrs	0500 -2100 hrs
2 Permanent Party Personnel	2100 - 0400 hrs	2100 - 0500 hrs
Rules: *Instructor supervisor is also on duty ** 0500 – 2100 and 2100 – 0400 if holiday is <i>before</i> a workday		

14.2.2 An instructor supervisor will remain in the squadron until lights out and will then perform instructor accountability prior to departure.

14.2.3. The CQ remains on duty until relieved by another scheduled CQ, released by the oncoming instructor supervisor, or when relieved by individuals specifically designated by the squadron commander. The CQ will remain vigilant and not sleep during his/her tour of duty.

14.2.4. If unable to perform CQ as scheduled, MTIs will contact the unit focal point for CQ scheduling or other supervisory personnel 24 hours prior to the shift. Supervisory personnel are squadron commanders, first sergeants, squadron superintendents and instructor supervisors. If a CQ gets sick or otherwise incapacitated during their tour of duty, they will notify the instructor supervisor. The instructor supervisor will assess the situation and provide necessary assistance until squadron supervisory personnel provide a replacement, if appropriate.

14.3. Charge of Quarters Program.

14.3.1. The 737th Training Group superintendent provides oversight and management for the CQ Program.

14.3.2. The squadron commander and squadron superintendent will ensure an indexed set of instructions and contingency checklists covering CQ duties and responsibilities is available for CQs during their tour of duty (CQ Checklists are found on BTMS/Checklists).

14.3.3. The squadron superintendent or designated representative is responsible for scheduling CQs for duty and briefing the duties required during their tour.

14.3.4. The CQ represents the squadron commander during his or her absence. Prioritize actions in the following order: safety, security and accountability. The CQ is responsible for the safety, security, and accountability of all trainees assigned to the squadron.

14.3.5. If there are any unusual circumstances during the tour, the CQ notifies the squadron commander and squadron superintendent. CQs must respond rapidly and decisively to situations involving assigned personnel. CQs must also be knowledgeable of all emergency, disaster and contingency procedures that affect the 737 TRG (refer to Emergency Management binder).

14.3.6. In the event Security Forces responds to an RH&T, the CQ or a designated MTI must accompany the SFS member. This is done to ensure proper documentation of the event and proper reporting to the appropriate commander and squadron superintendent.

14.4. Charge of Quarters Responsibilities

14.4.1. CQs remain in the tunnel area unless engaged in official CQ duties. CQ duties are those duties governed by this instruction. If CQs depart the tunnel area, they inform an instructor supervisor or other CQ of their location and how to reach them.

14.4.2. The CQ personally handles all inquiries about trainees. For inquiries the CQ cannot resolve, CQs take down the name and number of the caller and contact appropriate squadron supervisory personnel to assist the caller. Do not give out the squadron commander's, supervisory personnel's or first sergeant's home telephone numbers unless they specifically give you permission to do so. Refer to the squadron commander and supervisory personnel by rank and last name only.

14.4.3. CQs use the AF Form 53, Security Forces Desk Blotter, to document any occurrences, as well as personnel and agencies contacted. Also document when anyone visits the tunnel or squadron area. Supervisory personnel will review the CQ's AF Form 53, Security Forces Desk Blotter. File completed AF Forms 53, Security Forces Desk Blotter for 90 days in an electronic file plan.

14.4.3.1. Squadron commanders report significant incidents in their unit's CQ report to the 737 TRG commander as soon as possible.

14.4.4. CQs handle trainees with behavioral or discipline problems. If needed, CQs contact the squadron supervisory personnel to assist. Document incidents on the AF Form 53, Security Forces Desk Blotter or AETC Form 341 and if necessary notify supervisory personnel.

14.4.5. CQs ensure physical security of all squadron areas.

14.4.5.1. Maintain/Monitor **ALL** squadron RH&T keys.

14.4.5.1.1. All squadron personnel will sign keys in/out on a daily basis through the CQ office.

14.4.5.1.2. All squadron personnel are prohibited from making copies of government keys. The facility manager with commander approval may replace lost or damaged keys.

14.4.5.1.3. The CQ reconciles key availability at shift change (inventory); and at 2100 hours to ensure all keys are returned to the Master Key lock box. Report any discrepancies on the AF Form 53, Security Forces Desk Blotter.

14.4.6. The CQ will ensure all classrooms, laundry rooms, storage rooms, dormitories and tunnel area doors are secured NLT 2100 hrs. If unable to secure an area due to a door being inoperable, annotate the damage on the AF Form 53, *Security Forces Desk Blotter*. Unlock tunnel area doors at 0400 on duty days and at 0500 on non-duty days.

14.4.7. CQs will ensure that trainees are not in any empty rooms, such as empty dorm bays, the PT/Supply room, laundry rooms, linen supply closet or any other storage areas, empty rooms or empty buildings after duty hours or 2100, whichever is sooner.

14.4.8. The CQ will monitor personnel (MTI and Trainee) movements within the Recruit Housing and Training Facility (RH&T) or Airman Training Complex (ATC) via security monitoring system.

14.4.9. The CQ will refrain from using the communication system (radio/call box) to contact any trainee for other than official duties that achieve a training objective.

14.4.10. The squadron superintendent will stress to all personnel performing CQ duties the importance in maintaining key accountability. The squadron superintendent will also ensure daily compliance by reviewing key inventory logs, and sign-in/out logs. The squadron commander will perform periodic compliance checks of the key inventory logs. Report missing or lost keys to the 737 TRG/CD and 737 TRG/RM.

14.4.11. The CQ has a duty to report any allegations or witnessed misconduct.

14.5. Dormitory Security.

14.5.1. Fire escape doors remain secured at all times unless evacuation of the dormitory is required or if supervisory personnel require access. If the fire escape door must be opened and the dorm is not evacuating, the CQ must be contacted prior to opening the door.

14.5.2. Doors adjoining dayrooms remain secured at all times. If these doors must be opened, obtain permission from supervisory personnel or CQ prior to opening the door.

14.5.3. Doors into dayrooms from inside the dormitory remain closed during lights out and anytime the dorm is unoccupied for an extended period of time. Entry controllers check to ensure this door remains closed during their hourly checks after lights out.

14.5.4. The flight MTI must obtain permission from the CQ or supervisory personnel prior to leaving the door into the dayroom open after lights out or anytime the dorm is unoccupied for an extended period.

14.6. Closed Circuit TV (CCTV)/Security Monitoring System (SMS).

14.6.1. Do not turn off SMS equipment without squadron commander approval. Power outages are logged on the AF Form 53, Security Forces Desk Blotter and squadron commanders are immediately notified.

14.6.2. If a significant incident has occurred, appropriately document in the AF Form 53 and notify the squadron commander, squadron superintendent and first sergeant for review of the SMS. If the squadron commander is not available, secure the system until he/she can review.

14.6.3. Notify the squadron commander and squadron superintendent immediately if SMS is inoperative. Document the malfunction in the AF Form 53/Security Forces Desk Blotter. Notify the facility manager upon their arrival. The facility manager will arrange for the appropriate contractor to repair the equipment. Squadron commanders will inform the 737 TRG Commander when the SMS system has malfunctioned and provide an estimated time for the equipment to be repaired. CQs will log downtime of the SMS system during their shifts on the AF Form 53/Security Forces Desk Blotter.

14.6.4. CQs must log the unauthorized activation of any SMS component and an explanation of the cause. The cause will be documented in the AF Form 53/Security Forces Desk Blotter.

14.6.5. The SMS cabinet and monitors will not be moved without 737 TRG/CC approval except in an emergency situation. The monitor may however be adjusted as necessary for picture quality and the camera for proper zoom and focus.

14.6.6. Supervisory personnel's signature as reviewer on the AF Form 53/Security Forces Desk Blotter indicates that appropriate notification and action has been taken regarding viewing the digital recordings and addressing the reasons for unauthorized sensor activations.

14.7. Flight Accountability Checks.

14.7.1. Entry controllers conduct hourly accountability checks and annotate these checks on the BMT Form 118/Entry Controller Checklist and use the intercom to confirm accountability.

14.7.1.1. The CQs will contact any entry controller who fails to make the required report within 15 minutes of the hourly check.

14.7.1.2. The CQ will confirm and annotate accountability figures on the CQ Dorm Accountability Tracking Report (BTMS/Reports). Attach report to the AF Form 53/Security Forces Desk Blotter upon conclusion of duty.

14.8. Trainees Sleeping in Tunnel Area.

14.8.1. When trainees must sleep in the tunnel area, they must be accompanied by two trainees of the same gender after lights out.

14.9. Escorts.

14.9.1. Trainees who must leave their dormitory to report to CQ after lights out will be escorted by two trainees of the same gender. Prior to their departure, the entry controller must notify the CQ via the call box.

14.10. Trainees Returning from Medical Treatment.

14.10.1. CQs check all paperwork and medication the trainee(s) received. Refer the trainee(s) to the dispensary or Reid Medical Services Center for follow-up the next duty day. Ensure to pass on all pertinent information to the flight MTI.

14.11. Shipping of Outbound Airmen.

14.11.1. An Instructor Supervisor is responsible for shipping. This requires the Instructor Supervisor to be on-site to unlock civilian luggage, return cell phones, and monitor the squadron area and shipping flights from packing until the last group ships. Ensure flights depart on time for established shipping destinations. The flight MTI will not ship his/her flight. The shipping supervisor will not perform CQ duties.

14.12. Visitors in the Squadron

14.12.1. Trainees are not permitted visitors in the squadron (with the exception of squadron "open house" preceding graduation). The 324 TRS/CC will approve any visitations for members in holdover or medical hold status.

CHAPTER 15

MASTER MILITARY TRAINING INSTRUCTOR (MMTI) RECOGNITION

15.1. Master MTI (MMTI) “Blue Rope”. Recognizes superior performance, ethics and leadership of personnel serving as MTIs in SDI 8B000. Only those personnel who consistently produce superior results and meet all eligibility requirements should be considered for this award. The following eligibility criteria, nomination/selection processes, and presentation/recognition procedures apply to all MTIs assigned to the 737 TRG and 433 TRS.

15.1.1. The Group may not exceed 10% of assigned 8B000s as MMTIs (military drill and ceremonies NCO, instructor supervisors, MTI school instructors, Stan Eval members, and squadron superintendents are not counted in the 10%). All waiver requests must be submitted to the 737 TRG Superintendent.

15.1.2. Eligibility Criteria. Non-supervisor MTIs (includes MDCs, 319 TRS and 737 TRSS MTIs) in the grade of Senior Airman through Master Sergeant, instructor supervisors (includes equivalent NCOICs in 319 TRS and 737 TRSS) in the grade of Technical Sergeant through Master Sergeant and squadron superintendents in the grade of Master Sergeant through Chief Master Sergeant are eligible for award upon meeting the following criteria. This includes 8B000s assigned to Officer Training School.

15.1.2.1. All nominees must:

15.1.2.1.1. Present a positive military image.

15.1.2.1.2. Be fully qualified in SDI 8B000 and performing duties directly supporting basic military training or officer training school.

15.1.2.1.3. Have a minimum of 6 months retainability on MTI tour, computed from the date of 737 TRG/CC approval.

15.1.2.1.4. Have earned “Exceeds Standards”/“Excellent” or better ratings on the last evaluation conducted by 737 TRG/CCV and/or squadron supervisory personnel in the six months prior to nomination.

15.1.2.2. Non-supervisor nominees must:

15.1.2.2.1. Have at least 18 months MTI experience (360 man-days for 433 TRS MTIs). Compute experience from the date of MTIS graduation through the end of the selection month.

15.1.2.2.2. Have served at least 18 months (300 staff-days for 433 TRS MTIs) as a flight (street) MTI.

15.1.2.2.3. Attended the MTI trainer course and be a 737 TRG approved trainer.

15.1.2.3. Instructor Supervisor nominees must:

15.1.2.3.1. Have at least 18 months MTI experience (360 man-days for 433 TRS MTIs). Compute experience from date of MTI certification through the end of the selection month.

15.1.2.3.2. Have served at least 12 months (120 man-days for 433 TRS MTIs) as a flight (street) MTI.

15.1.2.3.3. Currently serving in a supervisory position and have served at least the last 6 months consecutively (120 man-days for 433 TRS MTIs) in an 8B000 supervisory position.

15.1.2.3.4. Attended the MTI instructor supervisor course.

15.1.2.4. Squadron superintendent nominees must:

15.1.2.4.1. Have at least 18 months MTI experience (360 man-days for 433 TRS MTIs). Compute experience from date of MTI certification through the end of the selection month.

15.1.2.4.2. Have served at least the last 6 continuous months (120 man-days for 433 TRS MTIs) as a squadron superintendent.

NOTE: Returning MTIs may count their previous experience towards above criteria.

NOTE: 8B000s assigned to the Officer Training School that meet eligibility requirements and are recommended by their supervisor to compete must make temporary duty arrangements through their unit to be available to compete during the scheduled competition.

15.1.3. Nomination/Selection Process for Non-Supervisor and Supervisor MTIs. The Group may not exceed 10% of assigned 8B000s as MMTIs (military drill and ceremonies NCO, instructor supervisors, MTI school instructors, Stan Eval members, and squadron superintendents are not counted in the 10%). This number will be computed from the weekly 8B000 report provided by 737 TRSS/TSRM. The 737 TRG Superintendent with 737 TRG/CC approval will schedule competitions once each quarter. The 737 TRG/CCV will coordinate the competition and provide evaluation results to the 737 TRG/CC and 737 TRG Superintendent for review/verification.

15.1.3.1. Squadron superintendent verifies all nominee(s) eligibility IAW this instruction and submits validated nomination(s) to squadron commander.

15.1.3.2. Squadrons may nominate up to two MTIs for each quarterly competition.

15.1.3.3. The 737 TRG/CC or 737 TRG/CCC may authorize squadrons one additional competitor based on their discretion or special circumstances.

15.1.3.4. Nominees should be selected based on their readiness for additional responsibility, superior task performance, leadership ability, communication skills and their willingness to mentor other instructors.

15.1.4. Squadron commander approves/disapproves nomination(s) and submits names of competitors to the 737 TRG/CCC/CCV in writing.

15.1.5. Nominees may compete at the 737 TRG quarterly MMTI competitions. Selection is based on the following criteria:

15.1.5.1. Nominees must have current score of 80% or higher on the their most recent AF Fitness Test (with no previous failures).

15.1.5.2. Nominees must achieve a score of 80% or higher on a written 50 question test. The test is written, prepared and maintained by 737 TRG CCR/CTE. The 737 TRG Superintendent will validate the test before it is administered. The test is administered/graded by 737 TRG/CCV.

15.1.5.3. Nominees will be evaluated on Dormitory Inspection Procedures (DIPs) on a pass/fail standard evaluated by 737 TRG/CCV.

15.1.5.4. Nominees will be evaluated on control of a marching flight by 737 TRG/CCV on a pass/fail standard evaluated by 737 TRG/CCV (Passing standard is 5 demerits or less).

15.1.5.5. Nominees will be evaluated on teaching one dormitory lesson and drill lesson.

15.1.5.5.1. The 737 TRG/CCV will assign two evaluators based on the following priority: Stan Eval, MTIS/deliberate development instructors, squadron superintendent, Blue Rope instructor supervisors, or other squadron Blue Ropes

15.1.5.5.2. 737 TRG/CCV provides standardized AETC 281 evaluation forms, and briefs evaluators prior to each lesson. All nominees will be evaluated on the same items and must receive the same notification time, a minimum of 60 minutes prior to evaluation.

15.1.5.5.3. Dorm and drill lessons may include an additional 30 minutes of application time.

15.1.5.5.4. Nominees must achieve at least an excellent or higher rating on each teaching evaluation.

15.1.5.6. Selection Board. All nominees appear before a selection board. The selection board is chaired by the 737 TRG Superintendent. The TRG superintendent will determine the remaining board members. The panel members ask nominees opinion or fact-based questions related to MTI duty and score their responses. All board members evaluate the nominees on their appearance and presentation. At the conclusion of the board, panel members will rank order nominees based on the results.

15.1.6. The 737 TRG superintendent will review the results of all the evaluations to determine nominees meeting criteria for award of the MMTI. Recommendations are forwarded to the group commander for final approval.

15.1.7. The group commander forwards the names of the approved MMTI nominations to 737 TRG/CCV. The 737 TRG/CCV will make “Blue Rope” certificates and send to the 737 TRG superintendent.

15.1.8. The 737 TRG superintendent signs the “Blue Rope” certificate, obtains 737 TRG Commander’s signature, and returns all documents to 737 TRG/CCV.

15.1.9. At the conclusion of the competition, copies of the written test results will be forward to 737 TRG/CCR/CTE for test question analysis. All other evaluations are reviewed by CCV and the Chief of Evaluations (CTE).

15.1.10. 737 TRG/CCV publishes competition statistics in their quarterly report. This will include number of competitors, event pass rates, and identifies common weaknesses and strengths.

15.1.11. Presentations/Recognition. “Blue Ropes” are presented and MMTIs are recognized as follows:

15.1.11.1. Newly selected MMTIs may have their “Blue Rope” and certificate presented by the 737 TRG/CC at the BMT graduation parade unless parade is cancelled. If no parade, the squadron commander may present the “Blue Rope” and certificate at a formal presentation in their squadron in conjunction with inclement weather graduation ceremony.

15.1.11.2. The squadron MDC coordinates with 737 TRG/CCV on presentation requirements.

15.1.12. MMTIs will display “Blue Ropes” on their MTI campaign hat. The “Acorns” will not protrude beyond the outer edge of the hat.

15.1.13. MMTIs’ names/pictures will be prominently displayed in their squadron.

15.1.14. Returning MMTIs. Returning “Blue Rope” MTIs who were MMTIs during a previous tour are authorized to wear the “Blue Rope” upon reissue of the MTI campaign hat.

15.2. Removal of MMTI Status and “Blue Rope.”

15.2.1. Follow the guidance for MTI hat removal/reinstatement outlined in this instruction.

15.2.2. MMTI must maintain satisfactory professional and performance standards to remain Blue Ropes. Failure to meet satisfactory Subject Matter Proficiency Verification Testing, Instructor Evaluations and any Air Force standards, e.g. AF Fitness Testing, will result in permanent elimination of MMTI status.

15.3. 737 TRG MMTI “Blue Rope” of the Year Award.

15.3.1. Eligibility Requirements:

15.3.1.1. Any MMTI, even if awarded MMTI anytime during the current year, who performed flight (street) MTI duties at least six of the past 12 months (1 Oct to 30 Sep) and is their squadron’s MMTI “Blue Rope” of the Year.

15.3.1.2. The 319 TRS, the 737 TRSS and the 737 TRG/CCVS MMTIs are eligible to compete for the annual group award only if the 6-month criterion was met prior to assignment.

15.3.1.3. Nominees may compete in another annual award category in addition to their nomination for “Blue Rope” of the Year due to the fact that the Blue Rope of the Year award is distinctly a functional award.

15.4. Chief Master Sergeant of the Air Force, Gary R. Pfingston, MTI of the Year Award.

15.4.1. Categories and Eligibility Requirements:

15.4.1.1. Supervisor Category: The highest rated 8B000 from the current 737 TRG SNCO of the Year selection process is automatically nominated in this category. The Military Training Instructor School is eligible to submit one nomination. NOTE: The nominee does not have to be a Blue Rope.

15.4.1.2. Non-supervisor: The current 737 TRG MMTI “Blue Rope” of the Year is automatically nominated in this category. The Military Training Instructor School is eligible to submit one nomination. NOTE: The nominee does not have to be a Blue Rope.

15.4.1.3. Reserve: The current 433 TRS MMTI “Blue Rope” of the Year is automatically nominated in this category.

15.4.2. Nominations are due to 737 TRG Superintendent NLT 28 February and will include the following:

15.4.2.1. AF Form 1206 (front side only) with the following headings:

15.4.2.1.1. Job Performance, Training/Additional Duty Accomplishments, Professional Qualities.

15.4.2.1.2. Personal biography not to exceed one page.

15.4.3. DD Form 2266, Information for Hometown News Release.

15.4.3. The 737 TRG/CCS will obtain approval of 737 TRG/CC and forward nominations to 37 TRW/CCC for review.

15.4.4. The 737 TRG/CCS will assemble nominations from the following locations where 8B000s are performing duties: 737 TRG, United States Air Force Officer Training School and Military Training Instructor School and conduct a selection process to determine the Air Force-level winners.

15.4.5. Winners will be announced by the AETC Commander.

15.4.6. Recognition:

15.4.6.1. Winners will be formally recognized at the Air Force Sergeants Association (AFSA) International Convention.

15.4.6.2. Winners are authorized to wear the Air Force Recognition Ribbon.

CHAPTER 16

737TH TRAINING GROUP ORGANIZATION

16.1. 737 TRG Responsibilities. All 737 Training Group personnel have inherent responsibilities for certain functions and tasks: Responsible for implementation and compliance with policies, directives, etc., from higher headquarters (HHQ) and for planning, arranging, coordinating, directing, and controlling the operations of their respective subordinate elements in an effective and economical manner. This includes the performance of such tasks as preparing, filing, and disposition of correspondence, reports, records, and other documents relative to their office operations; obtaining supplies and equipment from appropriate sources; managing assigned personnel; and effecting proper security controls.

16.2. Training Group Commander. Commands the USAF's sole basic military training (BMT) group, comprised of eight squadrons. Responsible for all aspects of BMT to include personnel processing, curriculum development, scheduling, academic and physical training, job classification, resource management, and certifies training completion. Responsible for the care, professional development, performance, and leadership of permanent party, military and civilian personnel and basic trainees.

16.2.1. The TRG/CC will:

16.2.1.1. Ensure the leaders and trainers that Airman observe during their BMT experience are examples of proper military conduct and performance.

16.2.1.2. Establish, fund, and maintain equitable professional development and continuing training programs for all instructors.

16.2.1.3. Implement recommendations from the BMT Triennial Review to the BMT program and ensure graduating Airmen meet BMT program objectives.

16.2.1.4. Ensure new accessions are processed into Air Force Personnel system(s)

16.2.1.5. Ensure policies and are in place to dissuade, deter, and detect unprofessional conduct.

16.2.1.6. Monitor efficiency and effectiveness of student accounting and production to include; on-time graduation, recycle and that affect student delays.

16.2.1.7. Establish an internal and external training feedback program.

16.2.1.8. Establish a student feedback program intended to obtain constructive comments on training, training environment, and base support. Establish procedures for maintaining, tracking, and follow-up of student feedback to ensure responses are timely and appropriate.

16.2.1.9. Establish a risk management program.

16.2.1.10. Establish an honor graduate and distinguished graduate program.

16.3. Deputy Commander, 737 TRG. In addition to assuming commanders duties in their absence, assisting the commander with day-to-day operations of the training group, and ensuring policies are carried out to maintain good order and discipline.

16.3.1. The TRG/CD will:

16.3.1.1. Chair the weekly MTI Mission Capability Review Board (MMCRB). The purpose of this meeting is to verify current fully mission capable staffing levels, inbound projections and PCS or eliminations, and appropriate use/assignment of MTIs across 737 TRG needed to satisfy mission requirements.

16.3.1.2. Chair monthly and quarterly Standardization Evaluation meetings. The purpose of this meeting is to monitor the group training evaluation program and identify areas for improvement and non-compliance.

16.3.1.3. Review training production analysis on a monthly and annual basis.

16.3.1.4. Provides oversight and conducts periodic review to assist commander in specific programs and activities: production management, safety, budget, facilities, training, religious accommodations, feedback program, and MTI misconduct.

16.3.1.5. Encourage all students to submit feedback on any aspect of training at any time to identify opportunities for training or support improvement.

16.3.1.6. Certify group publications for group commander approval.

16.4. Training Director. Is the principal training advisor to the 737 TRG commander and provides professional advice and counsel on all aspects of the training mission.

16.4.1. The 737 TRG/TD will:

16.4.1.1. Ensure BMT training requirements are properly vetted and approved for implementation as required by Air Force policy directives.

16.4.1.2. Monitor training development and implementation to ensure the quality of the instructional program.

16.4.1.3. Monitor development and implementation of local training policy to ensure conformance with command policy and accepted training practices.

16.4.1.4. Represent the group at professional meetings and advises on training matters.

16.4.1.5. Serve as the final review authority for any changes in Course Training Plans (CTPs) prior to group commander approval.

16.4.1.6. Provide guidance for civilian personnel management.

16.5. Superintendent, 737 TRG. In addition to the superintendent responsibilities outlined in AFI 36-2618, *The Enlisted Force Structure*, the superintendent shall advise on personnel, morale, and welfare issues and serve as the group's focal point for Special Duty Identifier (SDI 8B000) enlisted manning.

16.5.1. The 737 TRG/CCC will:

16.5.1.1. Serve as the Chief, Military Training Instructor for Air Force Basic Training and as the SDI 8B000 Functional Manager.

16.5.1.2. Advise the group commander on enlisted training issues, ensuring the implementation of all group plans and policies.

16.5.1.3. Ensure procedures are in place to properly initiate and maintain instructor records and supporting documents.

16.5.1.4. Direct and control the manpower utilization of all Military Training Instructors, to include initial employment utilization and elimination processes.

16.5.1.5. Participate in the weekly MTI mission capability review.

16.5.1.6. Responsible for the professional development and performance of all enlisted members.

16.6. Executive Officer/NCO, 737 TRG. Is the principal staff assistant to the commander for administrative matters.

16.6.1. The 737 TRG/CCE will:

16.6.1.1. Reviews all administrative actions (e.g., reports, awards, and coordination packages both internal and external to the group) and monitors all suspense's.

16.6.1.2. Direct group-level information management functions.

16.6.1.3. Prepare staff meeting agendas and presentations.

16.6.1.4. Manage group programs for quarterly and annual awards, reports of survey, and investigations/inquiries.

16.6.1.5. Perform such duties as the commander may direct.

16.7. Executive Administration.

16.7.1. The 737 TRG/CCK will:

- 16.7.1.1. Adhere to established controls and procedures for information management.
- 16.7.1.2. Performs staff assistance visits to subordinate activities to ensure compliance with established procedures. Provides administrative and security services.
- 16.7.1.3. Coordinate administrative matters between the training squadrons and staff agencies and group leadership.
- 16.7.1.4. Schedules and maintains the conference room.
- 16.7.1.5. Prepares and maintains reports and duty rosters.
- 16.7.1.6. Track and monitor EPR and decorations.

16.8. Standardization/Evaluation. Assess the professional qualifications of MTIs and programs to ensure compliance and quality of Basic Military Training.

16.8.1. The 737 TRG/CCV will:

- 16.8.1.1. Conduct compliance and training evaluations in accordance with AF, AETC and local training group directives and policies.
- 16.8.1.2. Evaluates formal classroom, and field instruction; instructional techniques; instructor qualifications and trainee administration.
- 16.8.1.3. Establish procedures to conduct Initial MTI Teaching Qualification Evaluations and Initial Subject Matter Proficiency Verification Testing for first-tour and returning MTIs.
- 16.8.1.4. Organize/present monthly Stan Eval meeting for the 737 TRG/CC to provide monthly trend analysis.
- 16.8.1.5. Review MTI training records.
- 16.8.1.6. Establish and maintain a trend analysis program to assess training procedures, functions, plans and programs, management effectiveness, mission accomplishment of designated training.
- 16.8.1.7. Review HHQ reports of inspections and evaluations.
- 16.8.1.8. Establish procedures for review and quality control of AETC Form 10, *Instructor Training/Proficiency Record*.
- 16.8.1.9. Establish procedures for review and quality control of AETC Form 281, *Instructor Evaluation Checklists*.

16.8.1.10. Establish a group Subject Matter Expert (SME) for Physical Training (PT), Instruction (Drill/Dorm/Lecture) and Records (Trainee and MTI Records) within Stan Eval.

16.8.1.11. Evaluate group and squadron staff functions as directed.

16.9. Policy Administration. Is the group Office of Primary Responsibility (OPR) for policy development and publication.

16.9.1. The 737 TRG/CCR will:

16.9.1.1. Research, develop and staff local and MAJCOM supplemental policy and procedures to achieve BMT training program objectives.

16.9.1.2. Prepare position papers, staff packages, briefings, and respond to HHQ on behalf of the 737 TRG commander.

16.9.1.3. Consolidate comment inputs for local and MAJCOM draft publications.

16.9.1.4. Review HHQ draft publications and policy guidance for group applicability and compliance.

16.9.1.5. Finalize draft policy guidance for approval and publication.

16.10. Evaluation and Analysis. Serves as focal point and provides overall planning, development, and implementation for training improvement initiatives.

16.10.1. The 737 TRG/CTE will:

16.10.1.1. Perform analysis of training management data, determines reasons for program deviations, makes recommendations for corrective actions and prepares data analysis reports.

16.10.1.2. Gather, evaluate, and report on feedback data on the effectiveness and utilization of training programs, MTI training, trainee feedback program, and trainee production data.

16.10.1.3. Research, compile, and consolidate statistical data for group and MAJCOM review.

16.10.1.4. Provide guidance to senior staff members in the development and enhancement of training programs.

16.10.1.5. Conduct and evaluate all group surveys as directed, e.g. End of Course Survey, MTI Quality of Life, etc.

16.10.1.6. Advise leadership regarding discrepancies, omissions, and/or inconsistencies in training management data.

16.10.1.7. Collect, manage and analyze both misconduct reporting data and disciplinary incidents

16.11. Resource Management. Serves as the principal advisor to the group commander for all group financial, facility and personnel programs. The Resource Advisor is the focal point for the group financial and infrastructure reports or requests.

16.11.1. The 737 TRG/RM will:

16.11.1.1. Validate, consolidate, and submit inputs to the Program Objective Memorandum (POM) and other long-range plans and programs.

16.11.1.2. Provide direct oversight in the functional areas of: Financial Management; Plans and Programs; Contractor Data; Budget Analyst; Technical Orders; Operations Support; Supply; Group Facilities; Group Computer Support; Quality Assurance Evaluators; Environmental Protection.

16.12. Protocol. Serves as the 737th Training Group's (TRG) sole liaison for all distinguished visitors (DV) and protocol functions.

16.12.1. The 737 TRG/CCP will:

16.12.1.1. Coordinate, plan and execute detailed itineraries for distinguished visitors to the base.

16.12.1.2. Work closely with wing staff agencies, associate units and local community on protocol matters.

16.12.1.3. Prepare protocol correspondence, invitations, scripts and seating diagrams for group level official functions and itineraries.

16.12.1.4. Coordinate logistical support for DV visits and tours to include transportation, food services, and squadron support services.

16.12.1.5. Prepare weekly protocol information for presentation to group leadership.

16.13. Training Support Squadron.

16.13.1. Commander, 737th Training Support Squadron. Manages and provides staff supervision for planning, development, implementation, preparation, operation, and management of Basic Military Training.

16.13.1.1. The 737 TRSS/CC will:

16.13.1.1.1. Administer and control training equipment, facilities, manpower and personnel, financial planning, programming, budgeting, supply and material, group communications-computer systems, and resource conservation for eight training squadrons.

16.13.2. Superintendent, 737th Training Support Squadron. In addition to the Superintendent responsibilities outlined in AFI 36-2618, *The Enlisted Force Structure*, serves as the senior enlisted advisor to 737 TRSS commander on BMT operational and support issues.

16.13.2.1. The 737 TRSS/SS will:

16.13.2.1.1. Provide oversight of resource management, squadron logistical support, professional development training, and curriculum.

16.13.2.1.2. Provide support and oversight for BMT scheduling and reception.

16.13.2.1.3. Provide support and oversight of the BMT Reception Center and logistics required for support activities.

16.13.2.1.4. Provide support and oversight for the group education and training manager.

16.13.3. Independent Duty Medical Technician (IDMT). Administers and provides first-line routine and emergency medical care for BMT.

16.13.3.1. 737 TRS/IDMT will:

16.13.3.1.1. Administer routine and emergency care in accordance with prescribed protocols.

16.13.3.1.2. Provide on-site medical support during BEAST operations, Obstacle Course, Physical (aerobic) Training, Airmen's Run, and Parade.

16.13.3.1.3. Conduct and provide daily sick-call for trainees to treat minor medical conditions

16.13.3.1.4. Initiate evacuation of medically unstable patients to definitive care.

16.13.3.1.5. Conduct periodic inspections for compliance with dormitory public health protocols.

16.13.3.1.6. Train 737 TRG/737 TRSS/37 TRW staff on Cardiopulmonary Resuscitation (CPR) and Self-Aid Buddy Care (SABC).

16.13.4. Training Support Flight (TSF). The TSF light chief provides direct oversight and management of education and training, BMT curriculum, Military Training Instructor School, Deliberate Development, Scheduling, Reception Center, Resource Management, Technology Development,

16.13.4.1. The 737 TRSS/TSOC (Education and Training Manager) will:

16.13.4.1.1. Serve as the OPR for the 737 TRG/CC Education and Training (E&T) program.

16.13.4.1.2. In-process newly assigned personnel and establishes training records as required.

16.13.4.1.3. Conduct work center visits and site training.

16.13.4.1.4. Advise commanders on E&T program, identifies trainer/certifier capabilities, and ensures resources/availability of material.

16.13.4.1.5. Manage automated training systems

16.13.4.1.6. Monitor training progression and provide reports to the 737 TRG/CC as applicable (e.g. CDC completion, MTI teaching qualification and internship)

16.13.4.1.7. Recommend revisions to E&T programs/Career Field Education and Training Plan (CFETP)

16.13.4.1.8. Track group ancillary training requirements.

16.13.4.2. The 737 TRSS/TSSC (Curriculum) will:

16.13.4.2.1. Ensure staff is proficient in TTMS Upfront (COGNOS) and Designers Edge (DE).

16.13.4.2.2. Adhere to requirements outlined in AETCI 36-2203.

16.13.4.2.3. Apply the Instructional System Development (ISD) model in the development of training.

16.13.4.2.4. Staff changes to training plans, training standard, course charts, and required annexes.

16.13.4.2.5. Plan, develop, and reviews resident and non-resident training courses. Develops, plans for, and prepares resident training materials and training aids, and ensures compliance with requirements for timeliness, accuracy, and adequacy.

16.13.4.2.6. Design and develop tests and measurement devices

16.13.4.2.7. Prepare and manage examination items

16.13.4.2.8. Develop lesson material in collaboration with functional users.

16.13.4.2.9. Prepare, coordinate, and distribute final copy of POIs.

16.13.4.2.10. Establish and maintain assigned course record sets.

16.13.4.2.11. Provide guidance and consultation on selection of hardware and software compatible with instructional strategies.

16.13.4.2.12. Conduct validation and service tests to determine validity and reliability of BMT program.

16.13.4.3. The 737 TRSS/MTIS (Military Training Instructor School/Faculty Development) will:

16.13.4.3.1. Serve as the group's MTI education and training element.

16.13.4.3.2. Conduct Instructor Training Course (ITC) to award SDI 8B000.

16.13.4.3.3. Conduct classroom instruction, experiential classroom exercises and actual training application, appropriate to the MTI's experience level, in order to continually develop MTI leadership core competencies throughout the entire period of MTI duty.

16.13.4.3.4. Provide continuation training addressing leadership-based competencies, specifically relevant to the basic military training environment.

16.13.4.3.5. Conducts post class-room instruction in the form of direct on-site observation and coaching. May include assistance in creating Developmental Plans (based on continual self-assessment, supervisory assessment and trainee feedback from surveys/critiques/ interviews) relating to MTI core competencies.

16.13.4.3.6. Conduct post-MTIS reviews of MTI qualification training, identifies deficiencies and related training challenges.

16.13.4.4. The 737 TRSS/TSSS (Scheduling) will:

16.13.4.4.1. Build, plan and coordinate master schedules by providing direct support to group supervisory and managerial staff that includes developing training squadron schedules.

16.13.4.4.2. Prepare, monitor, and coordinate Weekly Activity Schedule (WAS) master schedule with all affected wing agencies and other organization managers and customers.

16.13.4.4.3. Schedules annual and weekly accession flow of recruits entering Air Force Basic Military Training, and implements pre-determined threshold parameters to smoothly flow accessions across all week-groups with seven BMT squadron.

16.13.4.4.4. Negotiate schedule adjustment with wing agency officials and allocations for implementation of emergency evacuation procedures for pre-planned and unplanned natural disasters or other emergency conditions; and execution of emergency evacuation/transfer of recruits.

16.13.4.4.5. Plan, organize and execute event and emergency actions which includes support of major morale/training events involving multiple trainee week-groups (e.g., Missions Baseball, Spurs and Silver Stars Basketball, Rampage Hockey.)

16.13.4.5. The 737 TRSS/TSSV (Reception Center) will:

- 16.13.4.5.1. Receive, process and transport newly assigned basic military training recruits.
- 16.13.4.5.2. Manage supplies (e.g., ABU IRS jackets/liners, BMTSGs,) for incoming basic training recruits.
- 16.13.4.5.3. Coordinate weekly graduation events (e.g., Airman's Run, Airman's Coin ceremony, Retreat and Honor Graduate ceremony).
- 16.13.4.5.4. Conduct graduation events briefings for visiting family members of graduating Airmen.
- 16.13.4.5.4. Manage the "Your Guardian of Freedom" parent/spouse pin program.
- 16.13.4.5.5. Distribute Common Access Card (CAC) personal identification number letters.
- 16.13.4.5.6. Manage visitor access requests for BMT graduation events and act as liaison between BMT and Security Forces for visitor criminal background checks.

16.13.4.6. The 737 TRSS/TSST (Technology Development Element) will:

- 16.13.4.6.1. Manage Basic Training Management System (BTMS) for the Basic Military Training Program.
- 16.13.4.6.2. Monitor system control for all recycle, medical hold, and out of squadron transfers within the 737 TRG, to ensure proper placement of all trainees.
- 16.13.4.6.3. Maintain training administration records for all initial accessions and safeguards, controls access to training data files and personally identifiable information.

16.13.4.7. The 737 TRSS/TSSI (Information Technology/Computer Support) will:

- 16.13.4.7.1. Provide group-level review and control of communications-computer system hardware and software requirements for training equipment.
- 16.13.4.7.2. Manage the review, approval, and acquisition of large-scale audiovisual instructional aids.
- 16.13.4.7.3. Provide oversight for systems administration and the maintenance contract for TTMS.
- 16.13.4.7.4. Provide technical expertise during training and support facility development and design process that ensures 737 TRG facilities are properly positioned to support trainee training needs.

16.13.4.7.5. Manage supply, equipment, and ADPE accounts and ensures proper actions are taken in the disposition of all excess equipment.

16.13.4.7.6. Manage the squadron training equipment program in the initial validation, acquisition, utilization, modification, and maintenance, for equipment life cycle.

16.13.4.7.7. Establish and maintains a life cycle replacement plan for all equipment and computers within the squadron.

16.13.4.7.8. Maintain communications-electronic support program documentation and functions as the telephone control monitor.

16.13.4.7.9. Manage the review, approval, and acquisition of audiovisual instructional aides.

16.13.4.7.10. Serve as the focal point for such actions as the management of initial-issue assets resources, conservation program, fuels management, and resource protection. Researches possible resource substitutions, sources; coordinates, and submits training and excess equipment summary reports.

16.13.4.7.11. Support program managers and 737 TRG computer manager in developing/reviewing basic military training requirements.

16.13.4.7.12. Conduct periodic staff assistance visits with all TRS PT supply NCOs and their assigned supply accounts.

16.13.4.8. The 737 TRSS/TSSR (Resource Management) will:

16.13.4.8.1. Serve as the functional point of contact for day-to-day budget/financial issues.

16.13.4.8.2. Make recommendations on funded and unfunded priorities, prepares justifications, and defends training requirements.

16.13.4.8.3. Conducts budget related training of training flight personnel and training managers on budget processes, procedures, and requirements.

16.13.4.8.4. Conduct analyses, reviews, and special studies to identify trends in cost of accomplishing work objectives and evaluates results for possible effects on squadron plans and funding; advises training support flight chief on financial programs and availability of funds and makes recommendations as appropriate.

16.13.4.8.5. Present financial reports and unfunded priorities to squadron commander on a recurring basis.

16.13.4.8.6. Develop and maintain all Inter-service Support Agreements and Memorandums of Understanding for the squadron.

16.13.4.8.7. Review and coordinate command approval for CE work requests and all requests for contract maintenance with the group.

16.13.4.8.8. Establish, review, and validate facility requirements; recommends the reallocation or assignment of training space.

16.13.4.8.9. Maintain CE work-order database for the 737 TRG and prepares monthly group work-order priorities and briefs all squadron commanders and the group commander for approval.

16.13.4.8.10. Prepares monthly data management reports on dormitory utilization.

16.13.4.8.11. Perform warehouse management functions for supplies and equipment in support of the basic training program.

16.13.4.9. 737 TRSS/MTIR (MTI Recruiting) will:

16.13.4.9.1. Plan, schedule, and coordinates MTI recruiting trips to Air Force installations worldwide.

16.13.4.9.2. Prepare publicity packages and official notifications for host base coordination and support.

16.13.4.9.3. Confirms host base support in advance to ensure successful and productive recruiting efforts.

16.13.4.9.4. Initiate campaigns to promote MTI awareness throughout the Air Force utilizing Air Force media worldwide to attract, identify, and persuade top-notch prospects to apply for MTI duty.

16.13.4.9.5. Brief all MTI applicants on the duties and responsibilities of MTI duty. Track and updates all MTI applications in database and monitors MTI assignment action.

16.13.4.9.6. Synchronize required assignment actions between HQ Air Force Personnel Center and HQ Air Education and Training Command assignment sections.

16.13.5. Trainee Processing Support Flight. Provides initial personnel support for trainees at BMT.

16.13.5.1. 737 TRG/TSSP (Personnel Systems Management and Discharge Processing) will:

16.13.5.1.1. Perform in and out-processing, establishing personnel records, job/benefits counseling, Airmen classification actions, and qualification for sensitive skills specialties.

16.13.5.1.2. Provides management and planning guidance to ensure optimum match of new recruits with Air Force training requirements.

16.13.5.1.3. Oversees the relocation of all BMT graduates to major Air Education and Training Command (AETC) training wings and numerous other joint and Department of Defense (DoD) training activities.

16.13.5.1.4. Perform processing support for trainees pending separation or on administrative and medical hold.

16.14. 319th Training Squadron

16.14.1. Commander, 319 TRS. Responsible for planning, conducting, and evaluating prescribed combat skills courses and ancillary training required to support Aerospace Expeditionary Forces (AEF) operations.

16.14.2. Superintendent, 319th Training Squadron. In addition to the superintendent responsibilities outlined in AFI 36-2618, *The Enlisted Force Structure*, responsible for War Skills Military Studies and daily field training to include the Readiness Site, Obstacle Course and BEAST encampment operations. Provides oversight at all training locations and ensures all levels of supervision place emphasis on safety and security in performance of training.

16.14.3. The Emergency Management Element will:

16.14.3.1. Serve as the 737 TRG POC for operational, contingency, exercise, and training plans. Ensures group-wide coordination and awareness of base plans.

16.14.3.2. Member of the 737 TRG Crisis Action Center.

16.14.3.3. Provide guidance and actions required to conduct technical and military survival skill training to meet AF emergency or wartime requirements.

16.14.3.4. Manage group's Individual Mobilization Augmentee (IMA) Programs.

16.14.3.5. Direct group's Exercise Evaluation Team.

16.14.3.6. Operate group-level Unit Control Center during actual and exercise responses.

16.14.4. The War Skills and Military Studies Element will:

16.14.4.1. Provide formal instruction and training for all basic military trainees.

16.14.4.2. Employ various teaching methods to include informal lectures, demonstration/performances and guided discussions.

16.14.4.3. Ensure academic instruction is delivered within established training guidelines.

16.14.4.4. Conduct formal evaluations and feedback from written test examinations.

16.14.4.5. Counsel and provide special individualized assistance (SIA) trainees to correct substandard performance.

16.14.5. The Basic Expeditionary Airman Skills Training (BEAST) Element will:

16.14.5.1. Operate the BEAST encampment is a Forward Operating Base (FOB) designed to reinforce basic skills learned earlier in the BMT program.

16.14.5.2. Ensure trainees are involved in daily activities which require teamwork and basic skills competence in order to maintain protect and defend the BEAST encampment.

16.14.5.3. Monitor and direct all facets of risk management while working in an austere environment, e.g. heat stress, work-rest cycle, hydration standards, hygiene, wingman system, etc.

16.14.5.4. Provide feedback and exercise out briefs for training events.

16.14.6. The Emergency Management (EM) (3E9X1) instructors Element will:

16.14.6.1. Provide initial Chemical, Biological, Radiological, Nuclear, High Yield Explosives (CBRNE) Orientation training and Improvised Explosive Device (IED) familiarization for all basic military trainees.

16.14.6.2. Ensure trainees receive classroom training and performance objectives that must be satisfactorily completed in order to proceed to Basic Expeditionary Airman Skills Training (BEAST) and graduate BMT.

16.14.6.3. Support BEAST training events.

16.14.6. The Obstacle Course will:

16.14.6.1. Operate a confidence-building obstacle course that promotes a safe training environment for all persons participating in a BMT Obstacle Course run.

16.14.6.2. The goal and design of the course is to build confidence in the trainee's ability to overcome fear of heights, confined spaces, and water in a challenging environment.

16.14.6.3. Monitor and direct all facets of risk management, e.g. heat stress, work-rest cycle, and hydration standards.

16.14.6.4. Adhere to standards established in AFI 36-2202, *Air Force Obstacle Course Program* and 737 TRGOI 36-2202, *BMT Obstacle Course Program*.

16.15. Basic Military Training Squadron(s).

16.15.1. Training Squadron Commander. Responsible to the 737 TRG/CC for the safety, morale, welfare, administration, discipline, and training of all assigned basic military trainees and permanent party. Responsible for training squadron operations and makes decisions with regard to all facets of command, personnel issues, resources, production, Uniform Code of Military Justice (UCMJ), and quality of life issues.

16.15.1.1. The TRS/CC will:

16.15.1.1.1. Ensure MTIs maintain standards established in Special Duty Identifier 8B000 AFECDD.

16.15.1.1.2. Ensure MTIs remain qualified and eligible to receive special duty pay IAW AFI 36-107.

16.15.1.1.3. Ensure compliance with feedback and critique programs.

16.15.1.1.4. Establish procedures for maintaining, tracking, and follow-up of student feedback to ensure responses are timely and appropriate.

16.15.1.1.5. Designate POC to monitor instructor training, and internship completion.

16.15.1.1.6. Appoint Instructor Supervisors (IS); (two per each section, a primary and interim that are fully qualified IAW AETCI 36-2202).

16.15.1.1.7. Designate, by memorandum, all (qualified) squadron personnel authorized to conduct formal instructor evaluations and subject matter proficiency testing (normally the DO, Flight commander, primary and interim IS).

16.15.1.1.8. Ensure procedures are in place to properly initiate and maintain instructor records and supporting documents.

16.15.1.1.9. Ensure instructors receive professional development and continuing training.

16.15.1.1.10. Ensure compliance with the BMT Physical Training Program

16.15.1.1.11. Ensure trainee accountability processes are implemented

16.15.1.1.12. Ensure compliance of the BMT Risk Management Plan (Course Training Plan Annex and POI Part I).

16.15.1.1.13. Effectively monitor and manage trainee production.

16.15.1.1.14. Ensure procedures are in place to provide accountability of trainees assigned to the squadron.

NOTE: Squadron Supervisory Personnel is defined as squadron commanders, operations officers, flight commanders, first sergeants, training superintendents, and section supervisors.

16.15.2. Operations Officer. Serves as the second in squadron command and the principal advisor in the command jurisdiction, welfare, morale, counseling, and supervision of all assigned squadron personnel and trainees. This position is expected to lead and mentor by example, demanding only the highest expectations for trainees and staff.

16.15.2.1. The TRS/DO will:

16.15.2.1.1. Ensure trainees are treated with the same respect, fairness, and regard for dignity accorded to all Airman, regardless of race, gender, creed, etc.

16.15.2.1.2. Perform briefings for basic trainees and distinguished visitors (or designated representative).

16.15.2.1.3. Perform duties as the unit commander during their absence.

16.15.2.1.4. Ensure staffing is distributed between shifts to safely and efficiently accomplish the mission.

16.15.2.1.5. Ensure there are adequate levels of supervision on all shifts.

16.15.2.1.6. Enforce strict adherence to training and policy guidance.

16.15.2.1.7. Supervise the squadron Commander's Support Staff (CSS) and Physical Conditioning (PC)/Supply NCO and is responsible for the squadron's self-inspection program.

16.15.2.1.8. Attend and review the BMT Physical Training Program for program compliance.

16.15.2.1.9. Review Charge of Quarter (CQ) Reports, (crosscheck hospital admissions with CSS personnel; research disciplinary problems, AWOLs, suicide ideations and gestures, brief current status to the squadron commander)

16.15.2.1.10. Conduct investigations for allegations of misconduct (or designated representative).

16.15.2.1.11. Perform random risk management observations (BMT Risk Management Plan) to include; inspect dorms, classrooms, grounds, PC/Drill pads, laundry facilities, patios, and tunnel for potential safety hazards. Look for old-tagged items, or discrepancies needing to be identified.

16.15.2.1.12. Conduct weekly observations of trainee processing appointments and support elements. Ensure support agencies are providing services in a timely professional manner, and identify any challenges that require senior leadership resolution.

16.15.2.1.13. Ensure staff conducts accountability checks.

16.15.2.1.14. Verification of suspense log to ensure all documents are accomplished and delivered on time to the 737 TRG. Reviews award/decoration packages and EPRs for accuracy prior to signature and release by the squadron commander.

16.15.2.1.15. Review the training schedule for opportunities to observe MTIs conduct training (work with the Military Drill and Ceremonies (MDC) NCO for drill and dorm instruction/application activities and the academic section for classroom instruction).

16.15.2.1.16. Monitor squadron production, recycle, and attrition; research root causes poor performance and seek opportunities for training improvement.

16.15.2.1.17. Provide oversight of the squadron's self-inspection and feedback (critique) programs.

16.15.2.1.18. Monitor accountability procedures for trainees assigned to the squadron.

16.15.3. Squadron Superintendent. In addition to the Superintendent responsibilities outlined in AFI 36-2618, The Enlisted Force Structure, serves as the squadron commander's enlisted advisor and principle point of contact for program and instructor training.

16.15.3.1. The TRS/SS will:

16.15.3.1.1. Ensure trainees are treated with the same respect, fairness, and regard for dignity accorded to all Airman, regardless of race, gender, creed, etc.

16.15.3.1.2. Advise the squadron commander on training program and manages training in accordance with established policy and directives.

16.15.3.1.3. Supervise and counsels, instructors, and trainees.

16.15.3.1.4. Monitor and document training of assigned personnel and takes appropriate action to meet requirements.

16.15.3.1.5. Monitor trainee administration and ensures quality control for documentation entered in the Basic Training Management System (BTMS).

16.15.3.1.6. Review and coordinates trainee administrative actions including recycle, and eliminations.

16.15.3.1.7. Ensure MTIs maintain special duty qualifications by managing the certification process, on-the-job training, and follow-on training.

16.15.3.1.8. Review trainee evaluations to ensure qualified airmen meet all training objective to graduate BMT.

16.15.3.1.9. Make recommendation for trainee separation actions.

16.15.3.1.10. Conduct initial and weekly trainee leader meeting with all Dorm Chiefs from all weeks of training. An interim superintendent may perform in their absence.

16.15.3.1.11. Assemble weekly MTI mission capability status for leadership review.

16.15.4. First Sergeant. In addition to the responsibilities outlined in AFI 36-2618, The Enlisted Force Structure, the First Sergeant is responsible for the morale, health, and welfare of assigned military personnel and basic military trainees.

16.15.4.1. The TRS/CCF will:

16.15.4.1.1. Advise the commander on all quality force matters, risk management, permanent party disciplinary action, retention, reenlistment, promotions, professional military education, special actions, family care, and quality of life issues.

16.15.4.1.2. Ensure discipline is maintained and promotes group and unit morale activities such as personnel recognition programs, sports activities, entertainment, and local community events.

16.15.4.1.3. Provide personal counseling and guidance to squadron personnel and their families as situations warrant.

16.15.4.1.4. Make referrals to base agencies or other professional services to handle needs and special circumstances for permanent party and trainees.

16.15.4.1.5. Investigate adverse morale trends that, left unchecked, could impair mission effectiveness. This includes investigating trainee critiques alleging discrimination (of any kind), maltraining or maltreatment, and providing recommendations to the squadron commander.

16.15.4.1.6. Work with the Operations Officer in allegations of misconduct and investigations.

16.15.4.1.7. Conduct American Red Cross (ARC) notification and processing associated with emergency leave as applicable for permanent party personnel and trainees.

16.15.5. Flight Commander. Provides leadership and direction to Instructors and Instructor Supervisors assigned to section(s) within a BMT squadron.

16.15.5.1. The TRS/FC will:

16.15.5.1.1. Provide direct oversight for the morale, welfare, and well being of all assigned instructor staff and trainees.

16.15.5.1.2. Ensure trainees are treated with the same respect, fairness, and regard for dignity accorded to all Airman, regardless of race, gender, creed, etc.

16.15.5.1.3. Ensure the BMT program is taught IAW approved POI and training materials.

16.15.5.1.4. Supervise Instructor Supervisors and Interim Instructor Supervisors.

16.15.5.1.5. Perform routine and no-notice instructor evaluations (AETC Form 281, *Instructor Evaluation Checklist*).

16.15.5.1.6. Ensure all assigned personnel maintain Air Force standards of conduct and professionalism.

16.15.5.1.7. Ensure accountability of all trainees and permanent party personnel.

16.15.5.1.8. Ensure proper utilization of assigned instructors.

16.15.5.1.9. Conduct trainee counseling sessions as required.

16.15.5.1.10. Counsel element leaders (initial and weekly training), signs off student selections in BTMS.

16.15.5.1.11. Review BTMS Records/Missing inputs at least weekly to ensure required training events are completed and if necessary reschedule trainees in order to continue in the training program.

16.15.5.1.12. Monitor processes for trainee routine/specialty medical and processing appointments to avoid missed appointments.

16.15.6. Instructor Supervisor. In addition to the responsibilities outlined in AFI 36-2618, *The Enlisted Force Structure*, responsible for the management, training, and proficiency of assigned MTIs and the morale, welfare, and evaluation of trainees under their supervision.

16.15.6.1. The TRS/IS will:

16.15.6.1.1. Ensure the health, morale, welfare, and safety of all assigned trainees and MTIs.

16.15.6.1.2. Treat trainees with the same respect, fairness, and regard for dignity accorded to all Airman, regardless of race, gender, creed, etc.

16.15.6.1.3. Maintain qualifications and perform instructional duties as an MTI. Serve as a "working supervisor", instructing and training flights based on mission needs.

16.15.6.1.4. Perform recurring checks on the following: physical training, BTMS records administration, dorm arrangement, weapons training, and drill performance.

16.15.6.1.5. Perform supervisor responsibilities (Approve Lesson Plans/Training Records/Feedback/EPRs).

16.15.6.1.6. Perform recurring and no-notice instructor evaluations (AETC Form 281, *Instructor Evaluation Checklist*).

16.15.6.1.7. Conduct initial and recurring instructor subject matter proficiency verification testing

16.15.6.1.8. Responsible for briefing trainees returned to training (RTT) from BAS.

16.15.6.1.9. Verify accountability of trainees and MTI assigned to the section and at lights out.

16.15.6.1.10. Provide counseling for MTI referrals in order to address poor performance and remediation required to address the deficiency (documents remediation).

16.15.6.1.11. Attend training courses to maintain operational and instructional proficiency. Interim section supervisors perform section supervisor duties when representing the section supervisor in their official absence.

16.15.6.1.12. Counsel element leaders (initial and weekly training), signs off element leader selections in BTMS.

16.15.6.1.13 Monitor dining facility.

16.15.6.1.14. Monitor shipping flights; on-site to unlock civilian luggage, return cell phones, and monitor the squadron area and shipping flights from packing until the last group ships. Ensure flights depart on time for established destinations.

16.15.6.1.15. Perform random spot inspections of the dormitory and trainee areas to ensure health/hygiene protocols are enforced.

16.15.6.1.16. Maintain Air Force standards of conduct and professionalism.

16.15.6. Military Training Instructors. In addition to the responsibilities outlined in AFI 36-2618, The Enlisted Force Structure, responsible for conducting basic military training as specified by established policies and directives.

16.15.6.1. The TRS/MTI will:

16.15.6.1.1. Ensure the health, morale, welfare, and safety of all assigned trainees.

16.15.6.1.2. Treat trainees with the same respect, fairness, and regard for dignity accorded to all Airman, regardless of race, gender, creed, etc.

16.15.6.1.3. Maintain instructor qualifications.

16.15.6.1.4. Maintain Air Force standards of conduct and professionalism.

16.15.6.1.4. Instruct, evaluate, and provide feedback/remediation counseling.

16.15.6.1.5. Conduct training IAW 737 TRG and AETC policy guidance.

16.15.6.1.6. Ensure accountability of trainees assigned to the flight and support the wingman system.

16.15.6.1.7. Update trainee administrative and training record(s).

16.15.6.1.8. Ensure trainees attend processing events with required materials for personnel processing.

16.15.6.1.9. Ensure trainees are provided timely medical care and are never denied care.

16.15.6.1.10. Ensure trainees do not miss appointments.

16.15.6.1.11. Provide sufficient time for trainees to conduct personal hygiene and take prescribed medications.

16.15.6.1.12. Afford trainees the opportunity to participate in scheduled religious services, but do not direct or coerce participation in any service.

16.15.6.1.13. Seek opportunities to develop instructional skills, and further professional advancement by attending continuing education and college courses.

16.15.7. Military Drill and Ceremonies (MDC) NCO. In addition to the responsibilities outlined in AFI 36-2618, *The Enlisted Force Structure*, responsible for conducting squadron in-house training and managing the military drill and ceremonies program.

16.15.7.1. The TRS/MDC will:

16.15.7.1. Maintain instructor qualifications and perform instructional duties as an MTI based on mission needs.

16.15.7.2. Plan and conduct tours for visitors, to include briefings and coordination with higher headquarters.

16.15.7.3. Manage off-base special activities for assigned basic trainees.

16.15.7.4. Conduct squadron in-house training for MTI's on specific special duty requirements.

16.15.7.5. Perform quality reviews of all instructional materials (POI Part I and II).

16.15.8. NCOIC, Physical Training (PT) and Supply. In addition to the responsibilities outlined in AFI 36-2618, *The Enlisted Force Structure*, responsible for the squadron's Physical Training Program, supplies, facilities and equipment.

16.15.8.1. The TRS/PT Supply NCO will:

16.15.8.1.1. Maintain instructor qualifications and perform instructional duties as an MTI based on mission needs.

16.15.8.1.2. Procures, repair, and replace equipment as required and issues supplies necessary for day-to-day operations.

16.15.8.1.3. Ensure maintenance of the squadron grounds and facilities and ensures the area where PT is conducted is safe and in good repair.

16.15.8.1.4. Monitor accountability for M16 trainer weapon.

16.16. 324 TRS Operations (Transition) Flight. The 324 TRS Operations (Transition) Flight provides personnel support for trainees at BMT on administrative/medical hold, physical training remediation or pending separation.

16.16.1. The 324 TRS Operations (Transition) Flight will:

16.16.1.1. Provide for the health, morale, and welfare of all trainees assigned.

16.16.1.2. Ensure procedures are in place to provide accountability of trainees assigned.

16.16.1.3. Effectively monitor and manage trainees out of training and facilitate the prompt resolution of technical training or discharge delays.

16.16.1.4. Ensure procedures are implemented avoid missed medical and processing appointments.

16.16.1.5. Provide Get-Fit trainees an individualized fitness regiment based deficient areas, ensure members receive weekly training in fundamental nutrition, healthy lifestyles and fitness.

16.16.1.6. Provide counseling and status updates of individuals transition as required.

16.16.1.7. Ensure holdover (graduated) Airman are provided liberties commensurate with technical training students.

DEBORAH J. LIDDICK, Colonel, USAF
Commander

Attachment 1, Glossary of Abbreviations and Acronyms
Attachment 2, BMT Trainee Cell Phone Policy Briefing
Attachment 3, Trainee Liberties
Attachment 4, Honor Graduate Points Assessment

ATTACHMENT 1.

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviation	Definition or Acronym
ABU	Airman Battle Uniform
AF	Air Force (as used on forms)
AFB	Air Force Base (as used on forms)
AFI	Air Force Instruction
AETC	Air Education and Training Command (as used on forms)
AFMAN	Air Force Manual
AFQT	Air Force Quantitative Test
AFRES	Air Force Reserves
AFSC	Air Force Specialty Code
ANG	Air National Guard
ATC	Airman Training Complex
AWOL	Absent Without Leave
BAS	Behavioral Analysis Service
BEAST	Basic Expeditionary Airman Skills Training
BEST	Biographical Evaluation and Screening of Troops
BFS	Body Fat Standard
BMI	Body Mass Index
BMT	Basic Military Training
BMTG	Basic Military Training Guide
BMTSG	Basic Military Training Study Guide
CJQS	Command Job Qualification Standard
CQ	Charge of Quarters
CVR	Core Value Rating
D&B	Drum and Bugle
DFAC	Dining Facility
DoD	Department of Defense
EOC	End-of-Course
FL	Form Letter
Flt	Flight
GOV	Government Owned Vehicle
HF	Honor Flight
HIV	Human Immunodeficiency Virus
IAW	In Accordance With
IDMT	Independent Duty Medical Technicians
IMPAC	International Merchants Purchasing Authorization Card
KP	Kitchen Patrol
LCP	Lackland Command Post
LOR	Letter of Reprimand
MDC	Military Drill and Ceremonies
MOS	Maintenance of Standards

MTI	Military Training Instructor
NCO	Noncommissioned Officer
NET	Not Earlier Than
NLT	Not Later Than
OI	Operating Instruction
OJT	On-the-Job Training
OPS	Operations
ORM	Operational Risk Management
OSI	Office of Special Investigations
PC	Progress Check
PT	Physical Training
PIF	Personal Information File
POV	Privately Owned Vehicle
PSC	Postal Service Center
RH&T	Recruit Housing and Training
RM	Resource Management
ROTC	Reserve Officer Training Corps
SAMMC	San Antonio Military Medical Center
SDI	Special Duty Identifier
SF	Security Forces
SFF	Squadron Fever Flight
STT	Squadron Training Time
SSN	Social Security Number
SVC	Stored Value Card
TRG	Training Group
TRS	Training Squadron
TRW	Training Wing
UCC	Urgent Care Clinic
UCMJ	Uniform Code of Military Justice
VA	Visual Aid
WAC	Weekly Activity Checklist
WAS	Weekly Activity Schedule
WBG	Wet Bulb Globe Temperature
WF	Warrior Flight
WOT	Week of Training
737 TRG/CC	Group Commander
737 TRG/CD	Deputy Group Commander
737 TRG/TD	Group Training Director
737 TRG/CCC	Group Superintendent
737 TRG/CCV	Group Standardization Evaluation
737 TRG/CTE	Group Chief of Evaluations and Analysis
737 TRG/CCR	Group Policy Administration
737 TRSS/MTIS	Military Training Instructor School
737 TRSS/TSR	Training Support
737 TRSS/TSOS	Scheduling

ATTACHMENT 2.

BMT (Trainee) Cell Phone Policy Briefing

1. Cell phones may only be used under direct supervisory oversight.
- | 2. Cell phones may only be used for voice conversation. **No texting is allowed.**
3. Cell phones are used only in the dormitory or classroom areas, they are NOT allowed in the latrine, and NEVER when the flight is in stages of undress.
4. The use of the cell phone camera/video at anytime is absolutely prohibited.
5. The use of the internet, streaming TV, blogs, tweeter, Facebook, MySpace, games etc is absolutely prohibited.
6. Receiving, sending, sharing, or viewing videos/pictures is prohibited.
7. Receiving, sending, sharing, or viewing any pornographic/obscene material is prohibited and WILL result in fullest disciplinary action.
8. If you elect to allow a wingman to use your cell phone you cannot charge for its use.
9. The use of cell phones is a privilege; violations of this policy may result in future phone restrictions for the flight or disciplinary action.
10. MTI prints out a Cell Phone Briefing Roster, have trainees sign and file with flight records.

ATTACHMENT 3.

TRAINEE LIBERTIES

	Base Liberty <i>Beginning Friday 7WOT</i>	Liberty/Town Pass <i>8 WOT(Graduation Weekend)</i>
Authorized Day/Time	Friday 7 WOT 1700-2000 Saturday/Sunday 7 WOT and Holidays 1300-2000 Mon-Wed of the 8 WOT 1700-2000	Thursday: 1200-2000- (base liberty only) Friday: Sq Release-2000 (town pass) Saturday: 0900-2000 (town pass) Sunday: 0900-1800 (base liberty/town pass) <i>Early departure is authorized for church services. Town pass authorized for trainees recognized for superior performance</i>
Requirements	<ul style="list-style-type: none"> - All graduation requirements must be completed - Wear UOD and remain in UOD at all times - Operational flashlight during hours of darkness - March at attention (except during Red/Black Flag conditions) - Must have a wingman at all times - Squadron CQs maintain a base liberty roster until individual returns and signs-in 	<ul style="list-style-type: none"> - UOD is blues unless otherwise directed by 737 TRG/CC and remain in UOD at all times - Operational flashlight during hours of darkness - Following parade Airman report to squadron for final safety brief, uniform inspection and sign-out of squadron - Squadron CQs maintain a base liberty/town pass roster until individual returns and signs-in Airmen must have a wingman unless accompanied by family members
Authorized Locations	<ul style="list-style-type: none"> - All LAFB facilities and food venues - Gateway Club off-limits until Thurs 8 WOT 	<ul style="list-style-type: none"> - All LAFB facilities and food venues - Off-base attractions for town pass
Restrictions	<ul style="list-style-type: none"> - All food and beverages must be consumed on location - All bars in any LAFB facility are off-limits - Internet Café - Starbucks - No energy drinks - Skylark Community Center - Other Squadrons Patios - The Inns of Lackland and base housing 	<ul style="list-style-type: none"> - Airman are authorized to attend community event (e.g. concert, NBA game, etc) approved by the 737 TRG/CC - All food and beverages must be consumed on location - All bars/alcohol consumption are prohibited - Skylark Community Center - Other Squadrons Patios - The Inns of Lackland and base housing are off-limits unless family members are lodged or reside in these accommodations. Trainees must have squadron leadership approval to visit this area.

Base Exchange (BX) Runs (Monday-Friday; 1700-2000 and Saturday-Sunday and Holidays; 1300-2000)

Squadrons may authorize BX and mini-mall runs for trainees to purchase authorized items/services. Trainees must have a wingman at all times, be in the UOD, wear web belt/canteen, have an operational flashlight during hours of darkness and march at attention (except during Red/Black Flag conditions). The CQ will maintain an accountability roster until individual returns and signs-in. trainees are not permitted to purchase food or beverages.

ATTACHMENT 4.

HONOR GRADUATE POINTS ASSESSMENT

Trainee Performance		Dormitory Performance		Student Leader	
		Demerits	Points	Flight Leaders	Points
		0 to 1	20	Dorm Chief	4
Core Values	"S"	2 to 3	18	Element Leader	3
Trng Weapon	"S"	4 to 5	16	Weapons Monitor	3
Individual Drill	"S"	6 to 7	14	PT Monitor	3
Reporting	"S"	8 to 9	12	WSMS Monitor	2
FEST	"S"	10 to 11	10	Chapel Guide	1
SABC	"S"	12	8	Fire Monitor	1
BEAST	"S"	13 to 14	6		
		15 to 16	4		
		17	2		
				BEAST Leaders	Points
				BEAST Monitor	3
				Tactical Dep Monitor	2
				Entry Control Monitor	2
				MRE/Equip Monitor	1
				SABC Monitor	1
				Teamwork	Points
				Exceptional	2
				Excellent	1
				Satisfactory	0
				Informal Leader	Points
				Exceptional	2
				Excellent	1
				Satisfactory	0

Fitness Score	Points
90>	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

Written Test %	Points
90>	0
91	2
92	4
93	6
94	8
95	10
96	12
97	14
98	16
99	18
100	20