

BEFORE ARRIVAL OF THE FLIGHT

- ☐ Procure dorm cleaning supplies and civilian luggage tags from the squadron PT supply NCO.
- ☐ Ensure the dorm is clean.
- ☐ Check dorm lighting, electric outlets, soap, paper towel dispensers, plumbing, air conditioning, and heating for proper operation.
- ☐ Check buffer and fans for serviceability and ensure prongs on the plugs are all in place.
- ☐ Make dust cover beds.
- ☐ Place canteens flashlights, batteries, key padlocks, BMTGs, blousing straps, towels, pens, laundry bags, mesh bags, plastic bags, black marking pens and key chains in each personal area.
- ☐ Restock the following forms:

AF Form 490, Medical/Dental Appointment.

AETC Form 50, *Appointment Slip*

AETC Form 341, *Excellence/Discrepancy Report*

DD Form 2266, *Information for Hometown News Release*

BMT Form 106, *Entry Controller Roster*

BMT Form 107, *Record of Drill Progress*

BMT Form 118, *Entry Controller Checklist*

BMT Form 120, *Student Status Report*

737 TRG FL 2, *Disposition of Individual Patient Medicine*

NOTE: Forms and form letters are available on the group network server.

- ☐ Fill out two BMT Form 118, *Entry Controller Checklist* and place on the entry controller stand.
- ☐ Ensure access board, bulletin boards and memory work is accurately posted.
- ☐ Inspect flight guidon for serviceability. Torn or frayed pennants are replaced prior to flight's arrival.

FLIGHT ALERT

- ☐ 737 TRSS/TSOS notifies the appropriate squadron, 737 TRSS/TSR, and servicing Base Exchange (BX) when a squadron is alerted for flight pickup. 737 TRSS/TSOS gives the flight number, and flight size.
- ☐ Flight MTI arrange for the servicing BX to deliver only the following items: towels, flashlights, laundry bags, plastic bags, laundry soap, mesh bags, ball point pens, batteries, key padlocks, black marking pens, highlighters, blousing straps, zip lock bags, ~~and~~ clothes pins and ID card holders.

NOTE: The number of items depends on flight load. The flight section supervisor or flight MTI signs an AF Form 1297, Temporary Issue Receipt, when items are delivered. If responsible personnel are not available for receipt of BX items, the flight MTI arranges to pick up items from the servicing BX.

- ☐ 737 TRSS/TSRS delivers flight alert bags (dog tags chains, luggage tags, FPCON and AEF BEAST cards).

NOTE: FPCON & AEF BEAST cards are not to be issued to trainees until the AEF Notification and Operation Thursday Briefing in the 5 WOT per the WAS. They remain secured in the flight office by the MTI until that time.

MTI DAILY ACTIONS

- ☐ **Ensure flight accountability throughout the day.**
- ☐ Review BMT Form 118, *Entry Controller Checklist* for accuracy and completeness. Note errors with red checkmarks; if error-free red check the date.
- ☐ Check dorm bulletin boards. Post and arrange items as shown in 737 TRGI 36-3V1, Chp 1.
- ☐ Inspect the buffer and fan(s) for defects. **NOTE:** Ensure buffer pad (if removable) is not attached to the buffer while stored.
- ☐ Inspect lighting, plumbing, windows, doors, stairwell, empty lockers for unauthorized items and dorm furnishings for possible defects. Tag and report discrepancies that you cannot fix to the PT Supply NCO.
- ☐ Brief and properly prepare the flight for all scheduled activities.
- ☐ **Conduct Airmen's Time:** Select topic for discussion from the Basic Training Management System (BTMS) for that week and corresponding training day. Relate the topic to the day's training activities. Do not substitute topics not in BTMS.
- ☐ **Conduct evening briefing and include as a minimum:**
 - Current Events.
 - Customs and courtesies.
 - Core Values.
 - Entry Controller procedures.
 - Disaster Preparedness/Readiness.
 - ORM practices.
 - Next day's activities and requirements.
 - Evening schedule.
 - Mail call.
 - Accountability Check.
 - Obtain medical waivers/medication.
 - Hydration and personal hygiene requirements and hand sanitizing.
- ☐ **Brief trainees about personal hygiene/grooming requirements:**
 - Trainees must wash their hands utilizing soap and warm water for 20 seconds duration at least five times a day.
 - Trainees will wash their hands with soap and water prior to each meal.
 - Must use available hand sanitizers (trainees must use prior to entering Field Training dining and classroom facilities).
 - Every trainee will have a minimum of five minutes to shower once per day. Lights out is extended to ensure this is accomplished.
 - Trainees will brush their teeth (trainees will have a minimum of five minutes each time to do so) at least twice per day. (Remember we are teaching & reinforcing preventative health and good hygiene practices. Do not rush them through this process.) Additionally, trainees will floss their teeth at least once per day sometime after the evening meal and before lights out and have an additional five minutes to do so.
 - Male trainees will shave prior to falling out of dormitory (for the first scheduled activity; not PT).

- Trainees will never share toothbrushes, razors, towels, socks, underwear, or any other personal clothing and hygiene items.
 - Trainees will change underclothes and socks daily.
 - Trainees will not wear the same uniform for more than two consecutive days.
 - Trainees will use all sinks, drinking fountains, urinals, toilets and showers in the dormitory. The MTI/cleaning crew will not put restrictions on the use of restroom facilities
 - Trainees will sneeze and cough into their upper sleeve and wash their hands or use hand sanitizer immediately afterward.
- ☐ Military Training Instructors are required to have the flight clipboard/notebook in their possession at all times when leading a flight (exception MTIs assigned to the 319 TRS). At the end of the day, the clipboard/notebook will be left in the section supervisor's office. The clipboard/notebook will include the following mandatory items at all times:
- Weekly Activities Schedule (WAS).
 - Corrected Flight Roster.
 - AETC Forms 50, *Appointment Slips*.
 - AF Forms 490, *Medical Appointment Slips*.
 - BMT Form 107, *Record of Drill Progress*.
 - Black/Blue Ink Pen (or on person).
 - Heat Stress Prevention Card.
 - Training Weapons ID Roster (until weapons turn-in).
 - Current BTMS Flight Medication Log.
- ☐ Ensure flight performs daily details.
- ☐ **Airman's Creed:** Each morning before falling out of dormitory (for the first scheduled activity; not PT) the flight MTI must have the entire flight recite the Airman's Creed.

PROCESSING WEEK

(IMMEDIATELY UPON ARRIVAL OF THE FLIGHT)

- ☐ Upon arrival, trainees will have their feet scanned which provides them a print-out indicating recommended boot, low quarter, running shoe sizes with arch type as well as an optional orthotic insert. Each trainee is provided a computer printout that is required during initial clothing issue.
- ☐ 737 TRSS/TSDV (Reception Center) issues; satchels, ABU Improved Rain Suit (IRS) Parka and liner, Basic Military Training Study Guides (BMTSG), Airman's Manual, and hand sanitizer for each flight's initial in-processing at Bldg 7246. The flight MTI ensures the ABU IRS Parka fits correctly and in-turn hand carries a signed ABU Parka roster and Airman's Manual roster to the Reception Center staff NLT 1200, Monday of the 1 WOT.
- ☐ Monitor the dorm until 48 hours after flight arrival.

NOTE: MTI must be the same gender as the trainees in the dorm where they are sleeping.

- ☐ Teach reporting statements (The reporting statement is "Sir or Ma'am, Trainee (last name) reports as ordered."
- ☐ BMT Arrival Brief is conducted upon arrival in the dorm.
- ☐ Identify trainees with previous heat disorders and enter a comment on their BMT Form 105a, Basic Training Record. Issue a reflective sleevelet and brief them to wear it during all outside activities, unless wearing the blues uniform, until after the retreat ceremony in the 8 WOT. Follow the same procedures for trainees diagnosed with a heat disorder at any time during training.
- ☐ Assign trainees to their personal areas and brief them on issued items.

NOTE: Have trainees remove jewelry (except wedding bands and religious medallions) and secure valuables. Have trainees remove contact lenses and wear glasses, if applicable. Contact lenses are not allowed during Basic Training unless no glasses are available. If trainees do not have glasses, contact lenses may be used only until their military glasses are issued. Limit contact lens use to waking hours only. Trainees must not go to sleep while wearing contact lenses. Allow trainees to keep and wear dental retainers during basic training.

- ☐ Ensure trainees who arrive after lights out are sent to bed no later than 1.5 hours after arrival to the squadron.
- ☐ Ensure all trainees shower before going to bed.

NOTE: Trainees with shaving problems (e.g. facial bumps or severe acne) will not shave until they receive the appropriate medical briefing.

- ☐ Dining facility procedures must be taught prior to the first meal.
- ☐ Mark laundry detergent with the dorm number and store in utility room. If trainees have their own laundry detergent they mark it with their last name, flight number, dormitory number, and store in the utility room.

PROCESSING WEEK

(WITHIN 24 HOURS)

- ☐ **Reminder: ensure all trainees call home within 72 hours (refer to 737 TRGI 36-3 V1, Chp 3).**
Trainees must have a complete BMT mailing address to provide family members. Trainees may read the mailing address directly from the “Arrived Safely Postcards.” Brief trainees they will receive mail that is delivered and have an opportunity to read and write letters daily. Ensure trainees who were unable to contact anyone are afforded an opportunity to call again within 24 hours.
- ☐ Supervisory personnel conduct the health, morale, and welfare inspection. MTIs will not store personal items belonging to trainees in the flight office wall lockers or storage areas. **NOTE:** Small personal knives and cell phone batteries are placed in envelopes marked with their last four of SSAN and name then secured in flight office wall locker until they ship or are transferred.
- ☐ The supervisor conducting the health, morale, and welfare inspection signs the 737 TRG FL 2, *Disposition of Individual Patient Medicine*. **NOTE:** Once the form is reviewed by Medical authorities file with flight records and destroy after the flight ships.
- ☐ Conduct a squadron tour prior to conducting a closely supervised announced fire, gas or bomb drill. Trainees must complete the evacuation safely and in a reasonable amount of time. **NOTE:** Do not conduct more than three fire, gas or bomb drills in a single day, when it interferes with scheduled training or between lights out and first call.
- ☐ Present the Orientation Briefing within 72 hours.
- ☐ Conduct initial height, weight and abdominal circumference checks within 72 hours; document the data in Basic Training Management System (BTMS). **NOTE:** Refer to 737 TRGOI 36-2905, Chapter 2 for abdominal circumference and Body Fat Standards. Heights and weights should be conducted as early as possible to identify trainees with low Body Mass Index (BMI) and subsequent medical referral.

Brief trainees on medication procedures:

- ☐ Trainees may only consume/receive medication that has been prescribed by LAFB Medical personnel (exception birth control pills).
- ☐ Trainees are authorized to carry all prescribed medications in original labeled containers inside their satchels. As an exception, authorized medical personnel may direct medications prescribed in large quantities (e.g., bulky containers) be transported in single day increments however they must be in labeled containers. Additionally, medications that must be kept at room temperature or that have other special handling requirements may not be authorized for storage in satchel. All exceptions will be identified on the 37 MDG Form 3530.
- ☐ Trainees are prohibited from purchasing or consuming over the counter (OTC) medication, nutritional supplements (e.g. protein supplements, fat burners, etc.), mineral preparations or vitamins.

NOTE: Any of the above items brought from home will be locked in their civilian luggage or disposed of during the health, morale, and welfare inspection.
- ☐ Complete a 737 TRG FL 2, *Disposition of Individual Patient Medicine* for trainees that bring or receive prescription medication from home. Refer them to Reid Clinic/IDMT within two duty days for evaluation with the 737 TRG FL 2.

PROCESSING WEEK

(WITHIN 72 HOURS)

- ☐ Ensure trainees complete the “Arrived Safely Postcards” and are mailed out NLT the next day. Ensure trainees know how to get to and from the squadron mailbox. Brief trainees that they will be provided the opportunity to mail letters daily.
- ☐ Brief trainees that visitors are prohibited until Thursday of the eighth week of training (with the exception of approved holidays). Visitors cannot meet trainees at the chapel, squadron area, or other base facilities (e.g., mini mall, base exchange, etc) any time prior to this day without special permission from the squadron commander.

NOTE: Trainees in violation of this policy will be recycled one week.

- ☐ Present the UCMJ Briefing. Flight MTIs may present the Flash presentation however, a SNCO must be present (preferably the Squadron first sergeant). The SNCO will answer the trainees questions and will sign the UCMJ/DoD Policy on Homosexuality briefing roster. Trainees sign roster with their payroll signature.
- ☐ Conduct the DoD Policy on Homosexuals in the Military Briefing. This briefing is currently located on all classroom computers and is a PPT presentation.

NOTE: Trainees sign the roster with their payroll signature as well as the individual conducting the briefing.

- ☐ Prior to conducting the Initial PT Appraisal the flight MTI or squadron PT NCO must teach the BMT PT lesson and provide demonstration performance.
- ☐ Arrange for senior flight trainees (must be 7 WOT or above) to escort trainees to and from their respective worship service.
- ☐ Begin teaching individual drill.
- ☐ Begin teaching Recruit Living Area.
- ☐ Backfills (trainees arriving on Friday, Saturday, or Sunday) or trainees who have missed blood testing during initial screening may participate in PT as long as an IDMT is present.
- ☐ Fill out the Emergency Notification Roster and Religious Preference Sheet located in Basic Training Management System (BTMS).
- ☐ Brief trainees to wear an appropriate T-shirt (PT, sand, or white) and underwear to bed. Trainees may wear their PT shirt, shorts and socks to bed. If the temperature falls below 68 degrees Fahrenheit during lights out, trainees may additionally wear their PT Tracksuit. Wear of the PT uniform after lights out is not in lieu of other appropriate duty uniform (e.g., wear ABUs for Entry Controller).

Brief dining hall procedures:

- ☐ Ensure trainees wash their hands before each meal.

- ☐ Trainees are monitored practicing their salute in front of the mirror upon entering the serving line. Student leaders supervise to ensure the use of proper contact points and that the movement is executed with snap and precision.
- ☐ Brief trainees that when they proceed through the line, they will place two glasses of either water, sports drink, milk or juice on their tray. Trainees are encouraged to drink sports drink during the evening meal. Trainees may opt for a 'third glass' however, it is not a requirement.
- ☐ Trainees should be limited from caffeinated or carbonated beverages; never juice or milk.
- ☐ March trainees to the dining facility in flight formation.
- ☐ Trainees leave the dining facility in flight formation until they have received the First Week Briefing.
- ☐ After receiving the First Week Briefing trainees may return to their dormitory in elements; if supervised by MTI or previously taught and applied how to march as an element. After the morning meal, trainees may return to the dorm in 2/3s (unless eating out of squadron).
- ☐ MTIs monitor their flight in the dining facility serving lines during all eight weeks of training. Do not engage in lengthy training sessions. Trainees will be allowed a minimum of 15 minutes to sit and eat each meal.

Processing

Demand Reduction (Urinalysis Testing):

- ☐ Begin hydrating flights no earlier than two hours before drug testing.
- ☐ ***Trainees must bring a picture I.D. and a Social Security Number (SSN) card to drug testing.*** If SSN Card is not available, bring a copy of the trainees shipping orders or contract with a full SSN.
- ☐ The flight MTI must bring a corrected flight roster with SSN signed by the squadron commander to drug testing for trainees with no SSN verification.
- ☐ Trainees will wear PT gear to drug testing. MTIs send trainee(s) for temporary ID card if they do not have both a picture ID and SSN Card or approved document with full SSN. Refer to 737 TRGI 36-3, V1, Para 7.1 for additional information.

Military Pay:

- ☐ Prior to military pay appointment the Flight MTI ensures all trainees have bank account information (e.g. cancelled check, direct deposit forms, or bank statement). Additionally, all trainees are required to have a photo ID in order to receive their initial EZ Pay Card.

Clipper cuts:

- ☐ Flight MTIs must ensure trainees take their EZ Pay Cards to pay for haircuts.
- ☐ Brief trainees they will initially pay for three haircuts at a discounted rate. If they are recycled and require more than three haircuts, they will pay for additional haircuts. If placed on medical hold, they will pay for all haircuts received while on medical hold status. Trainees being discharged will pay for all haircuts received while awaiting discharge. A letter requesting a refund for initial three haircuts not received will be issued as needed.

Clothing issue:

- ☐ Trainees take a pen and a properly filled out personal ID tag.
- ☐ Brief female flights on compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel for proper hairstyles and to take with them sanitary items in their satchels prior to going to clothing issue. Trainees must wear undergarments and female trainees should wear hair bands that match their hair color.
- ☐ Ensure trainees have 'foot scan' computer printout for their recommended running shoes and optional orthotics. Inform trainees that additional monies were loaded into their EZ Pay Cards for the expressed purpose of purchasing running shoes; they have the option not to purchase running shoes if they currently have serviceable athletic shoes that meet the required size and type (e.g. high arch, stabilization) indicated on their 'foot scan' print out sheet.

NOTE: Inform trainees that purchase of the orthotic insert is optional due to scientific research being inconclusive as to its benefit.

NOTE: A second pair of boots are issued at initial clothing issue. The MTI ensure proper fit of both pair prior to marking.

- ☐ Trainees will wear white socks at initial clothing issue and continue to wear white socks until government issued green socks are washed. Expedite flight laundry procedures as early in training as possible. (Prevention of possible chemical contact dermatitis (cellulitis)).
- ☐ During red flag or higher conditions, section supervisors will notify the BMT Scheduling Office who will in turn coordinate transportation with Vehicle Dispatch, 802 LRS/LGRDDO (Vehicle Dispatch, ext 671-3317/3318; Bus Contract Point of Contact, ext 671-0657/0658), to transport duffel bags only to the squadron area.

Initial BX:

- ☐ Have trainees take their duffel bags.
- ☐ Brief trainees on contents of mandatory and optional items allowed while at BMT as listed in the BMTSG. Brief them they were already charged for the items supplied upon their arrival.
- ☐ Ensure trainees wearing contact lenses (non-availability of eyeglasses) have the appropriate contact lens solutions and a clean contact lens case to properly care for their lenses.
- ☐ Return all BX items that were not issued and clear the AF Form 1297 for pre-purchased BX items.

NOTE: AF Form 1297 must be cleared NLT the first day 1 WOT. Trainees are not required to purchase items not on the mandatory list in the BMTSG.

Boot phase-in procedures:

- ☐ Trainees wear combat boots back from clothing issue and then change into running shoes upon arrival to the squadron. **NOTE:** Show trainees how to blouse ABU trousers just above the ankle when wearing running shoes. The use of blousing straps is permitted at this time.
- ☐ Boot phase-in. Trainees alternate the wear of athletic shoes and boots. Trainees wear running shoes until lunch, then changing into combat boots for the remainder of the day. Boot phase-in ends Wednesday 1 WOT.

PROCESSING WEEK ACTIVITIES AND TRAINING REQUIREMENTS
(Indoctrination)

General Items

- ☐ Conduct Airman's Time IAW WAS.
- ☐ Properly store civilian luggage NLT Sunday, Processing WOT. Civilian clothing must be laundered and dried prior to storage. Have trainees mark items prior to washing them.
- ☐ Brief trainees about the proper wear of ABU trousers, e.g., trainees wear their ABU trousers at their waist level and not below their waist line. Periodically, inspect proper wear of the ABU trousers.
- ☐ Print a computer generated roster, titled "Name Tag Roster," and have each trainee sign verifying the correct spelling of his/her name. The roster must be turned into 802 LRS/LGRC, Name Tag Element by 1200 on the first day of the 1 WOT. Trainees who fail to make corrections on the roster, which results in a misspelled nametag, must order new nametags from the Military Clothing Sales Store (AAFES) and pay for them at their own expense.
- ☐ Brief trainees about authorized items in the satchel as listed in their BMTSG.
- ☐ Ensure trainees fill out SATO information letters (Due Monday 1 WOT to BMT Reception Center), see 737 TRGI 36-3, V1, Para 3.5. for further instructions.

Brief flights on Dormitory Maintenance (Refer to POI Part II)

- ☐ Select cleaning crews and assign a trainee to be in charge. Brief trainees in charge of details and student leaders it is forbidden to limit the use of facilities to keep dormitory clean, e.g., limiting use of sinks and urinals in the latrine.
- ☐ Mark rag storage cans "Clean Rags" or "Dirty Rags" to identify contents. Rag cans must be lined with plastic bags.
- ☐ Store other items that supervisory personnel approve in the utility room, e.g. hangers, bed aligning tools, plunger, etc.
- ☐ Laundry bags containing clean or dirty laundry may be stored in the utility room. If wet items are placed in the laundry bags, they will be kept in plastic bag(s) in a laundry bag. Store empty laundry bags neatly folded on shelves.
- ☐ **Utility Room**
 - Keep the utility room door open at all times.
 - Mark cleaning agent containers to identify their content.
 - Ensure trainees use cleaning agents and their containers only for their intended purpose.
 - Prominently display posters regarding the mixing of cleaning products in or near all utility rooms.
 - Do not purchase or use commercial cleaning supplies, e.g., air fresheners, floor wax, etc.
 - Cleaning crews may use diluted bleach in order to control mold and sanitize the dormitory and latrines. HIGHLY RECOMMEND using bleach at least once a week.
 - Diluted bleach spray bottles may be signed out from PT Supply; containers will be clearly marked and used only under direct supervision, e.g. Flight MTL.
 - **ORM:** Ensure diluted bleach is not used in combination with any other cleaning products (doing so may produce extremely hazardous fumes) and do not store bleach in the dormitory.
 - Use of germicidal/disinfectant cleaning agents (e.g. Wexcide) will be used in IAW the LP and HAZCOM instructions.

- ☐ The maximum stock of supply items authorized for each dormitory utility room is as follows:

20 rolls of toilet paper	1 can of metal polish
2 cans of scouring powder	12 laundry bags
3 hand brooms	10 sponges
4 push brooms	4 mops
6 scrub brushes	1 container of wax
6 scouring pads	4 dust pans
1 mop bucket and wringer (each)	6 bottles of sunscreen
6 packages or 6 rolls of paper towels	4 packages of antibacterial soap
10 pair of rubber gloves	1 bottle of glass cleaner
1 bottle of all-purpose cleaner	1 bottle of deodorizer spray
1 bottle of cleaner and disinfectant	Germicide detergent (e.g. Wexcide)
12 boxes/bottles of laundry detergent	1 box (small) trash liners
1 box (large) trash liner	1 stack wax bags (female flights)
1 container (refill) Hand Sanitizer	

Flight MTI Lessons/Application

The following items must be taught and application conducted IAW WAS.

___BMT Orientation Briefing	___Mark First Issue and Personal Items
___Dustcover Bed	___First Issue Shoes
___End-of-Bed Display	___First Issue Night Display
___First Issue Clothing Drawer	___First Issue Wall Locker
___Security Drawer	
___Medical Orientation Briefing	

Drill Application

___Position of Attention	___Parade Rest
___Right Face	___Left Face
___About Face	___Present Arms
___Forward March	___Flight Halt
___Cover	

Flight Academic Requirements

- ☐ Provide trainees a minimum of five hours study time per week IAW WAS.
- ☐ Military studies classes are mandatory. Trainees may only miss classes for medical and mandatory processing appointments or when approved by supervisory personnel. However, every effort should be made to preclude trainees from missing military studies. The flight MTI ensures trainee receives required information from the academic monitor.

Processing

The following processing appointments must be completed IAW WAS:

- ☐ Chapel Orientation Briefing BEST Briefing.
- ☐ Blood Draw and Immunizations.
- TB checks are conducted in squadron on Sunday afternoon by medical technicians IAW WAS.

- ☐ Clipper Cuts.
- ☐ Drug Testing.
- ☐ Initial Clothing Issue.
- ☐ Initial Pay.
- ☐ Initial BX Visit.
- ☐ UCMJ Briefing and Coping with Stress

Evaluations

- ☐ Conduct the initial PT appraisal IAW 737 TRGOI 36-2905 . **Use the champion Chip system for run times.**

NOTE: This initial PT appraisal must be completed and all information documented in the Basic Training Management System (BTMS) NLT Wednesday 1 WOT.

Appoint Key Personnel (enter hires in BMTS)

- ☐ Chapel guides (prior to attending Chapel Orientation Briefing).

FIRST WEEK TRAINING ACTIVITIES
(Initial War Skills)

General Items

- ☐ Conduct Airman's Time IAW WAS.
- ☐ Conduct Physical Training (PT) IAW WAS and 737 TRGOI 36-2905
- ☐ Conduct an unannounced fire, gas or bomb drill.
- ☐ Sanitize canteens (e.g. Mikroklene).
- ☐ Chapel Services (one hour services and one hour religious education).
- ☐ Turn in a corrected flight roster to the servicing Postal Service Center (PSC) NLT Monday of the 1 WOT.
- ☐ Conduct informal dry cleaning briefing. NLT Wednesday, march flight to the dry cleaners for the laundry briefing. Ensure trainees understand use of the dry cleaners is optional and review the procedures stated in the Buyer Beware letter.
- ☐ Hand-carry signed ABU Parka and Airman's Manual rosters, and SATO letters (addressed in business size envelopes) to the Reception Center Bldg 7246 NLT 1200, Monday of the 1WOT. If Monday is a holiday, turn in ABU Parka roster, Airman's Manual roster, and SATO letters the next duty day NLT 1200.
- ☐ IAW WAS issue M16 Trainer Weapons to the flight and document the identification number of each trainer weapon on the weapons issue roster. Each trainee signs for an assigned training weapon.
- ☐ Ensure all applicable trainees attend the shaving appointment on Monday of the 1 WOT.
- ☐ Ensure all applicable trainees attend the Sickle Cell Trait (those with a POS in the HGB-S column on the Sickle Cell Trait/G6PD list) G6PD briefing on Monday at 0700 at bldg 6612.
- ☐ Turn in a signed ABU IRS Parka roster by 0730, Monday of the 1 WOT to the Reception Center.
- ☐ Exchange unserviceable and improperly fitted ABU IRS Parkas by Wednesday of the 1 WOT at the Reception Center between 0900 and 1200 hours. **NOTE:** If an ABU IRS Parka becomes unserviceable during subsequent weeks of training, send the trainee with the unserviceable parka (e.g., broken snaps, velcro, zippers, etc.) to the Reception Center M-W 0900-1200 for an exchange.
- ☐ Hand-carry all Visitor Access Request Letters to the Reception Center Bldg 7246 NLT 1200, Friday of the 1 WOT. **NOTE:** If a trainee will not have any visitors attend graduation events, indicate "NONE" in the VISITOR NAME block of the form; if they are DoD ID card holders indicate "DoD/Military" in the DRIVER'S LICENSE block of the form. If Friday is a holiday, turn in all VARLs Thursday NLT 1200.
- ☐ Flight MTIs make beauty shop appointments by name for female trainees at the mini-mall and main BX and provide specific services required (e.g. cut, hair coloring). Trainees must arrive 15 minutes prior to the appointment and sign-in.

NOTE: Flight MTIs will not schedule beauty shop appointments for removal of hair braids. If the trainee is unable to secure a sealed mask during CBRNE training they will be required repeat training after appropriate measures have been taken. Ref: T.O 14P4-15-1 Chemical-Biological Mask Type MCU-2A/P

NOTE: Ensure female trainees read and understand the beauty shop portion of the “Buyer Beware” letter posted on the permanent bulletin board. Inform trainees they are paying customers and pay only for services they request.

Flight MTI Lessons/Application

The following items must be taught and application conducted NLT the end of the 1 WOT.

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| ___ Drill Application | ___ Entry Controller (EC) Procedures |
| ___ First Week Briefing | ___ Linen Exchange Bed |
| ___ Recruit Living Area Maintenance | ___ Weapons Issue/Clearing Procedures |
| ___ Weapon Parts ID | ___ Weapons Breakdown and Reassembly |
| ___ Weapons Cleaning | ___ BMT PT Program |
| ___ Reporting Procedures | |

- ☐ Teach reveille procedures NLT Wednesday of the 1 WOT.
NOTE: Trainees will sing the Air Force Song during reveille.
- ☐ Teach Recruit Living Area NLT Wednesday of the 1 WOT.
- ☐ Apply Recruit Living Area objectives by the end of the 1 WOT.
- ☐ Teach all individual drill NLT the end of the 1 WOT.
- ☐ Ensure trainees know the Alert Warning Signals in the BMTSG by the end of the 1 WOT.
- ☐ Present a squadron Patio Briefing NLT end of 1 WOT.
- ☐ Begin teaching guidon procedures NLT Wednesday. Finish teaching the guide individual drill procedures NLT the end of the 1 WOT.
- ☐ Teach and apply reporting procedures NLT the end of the 1 WOT.
- ☐ If assigned duty flight on or before the first day of the 2 WOT, teach duty flight procedures.

War Skills Military Studies Requirements

- ☐ Flight MTIs provide trainees a minimum of five hours study time per week IAW WAS.
- ☐ Trainees may only miss classes for medical and mandatory processing appointments or when approved by supervisory personnel. However, every effort should be made to preclude trainees from missing military studies. The flight MTI ensures trainee receives required information from the academic monitor. * **NOTE:** Ensure ANG and AFRES trainees attend the Post 911 MGIB Briefing

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| ___ Intro to Classroom Procedures | ___ Dress and Appearance I |
| ___ MGIB*(current flight roster req) | ___ AF Rank Recognition |
| ___ Human Relations I *(current flight roster req) | ___ Warrior Role |
| ___ Nutrition & Fitness Principles | ___ Rendering Courtesies |

Processing

The following processing appointments are completed IAW WAS:

Medical/Dental Processing:

- ☐ The flight MTI will provide a corrected roster to optometry personnel.
- ☐ Have trainees wear their eyeglasses (or contact lenses and carry case and solutions if they have no glasses) and take all paperwork pertaining to their prescription lenses. Trainees bring their glasses for processing even if the prescription is outdated. Contact lenses are not allowed during Basic Training unless no back-up eyeglasses are available. Once military eyeglasses have been issued trainees will cease wearing contact lenses. Limit contact lens use to waking hours only. Trainees must not sleep with their contact lenses in. Ensure trainees return loaned eyeglasses and contact lens cases to Medical/Dental Processing when they have been issued their eyeglasses.
- ☐ Have trainees bring a black marking pen with them. Note: MTIs are encouraged to double time, (if 60 minutes after meals) and use Jody calls, to and from any scheduled processing appointment. This includes using Jody Calls over the troop overpasses on Truemper and Carswell.

ID Card/Records Processing:

- ☐ Arrive at least 10 minutes early and place the trainees in flight roster order. Brief trainees to make necessary changes (e.g. name changes) during processing.
- ☐ Flight MTIs ensure trainees take a pen, satchel, social security card, marriage certificate, dependent birth records, JROTC/ROTC certificate, Civil Air Patrol certificate, naturalization papers, alien card, enlistment contract, college transcripts, and all other important paperwork with them.
- ☐ When a trainee misses all or a portion of 1st week processing or does not have all required information/documentation, the flight MTI is responsible for sending the trainee to Bldg 5725, room 110 for make-up processing on any Monday between 0630 - 1000 (this includes the 319 TRS).

Exception: Married trainees requiring BAH and entry into DEERS. The MTI schedules an appointment with the Superintendent of BMT Customer Support at 671-1166 or 671-8722.

Immunizations:

- ☐ Immunization times are IAW WAS; arrive at least 10 minutes early.

Evaluations

- ☐ Conduct a Recruit Living Area (First Issue) Appraisal on all areas.

NOTE: Depending upon flight pick-up, this appraisal may be conducted as early as the end of the 1WOT. Regardless, there must be a minimum of two days between the Recruit Living Area (First Issue) appraisal and progress check.

- ☐ Conduct a 1 WOT CVR Appraisal and document in the BTMS

Appoint Key Personnel (enter hires in BMTS)

Trainees Required

- | | |
|---|----|
| <input type="checkbox"/> Dorm Chief (NLT end of 2 WOT) | 1 |
| <input type="checkbox"/> Element Leaders (NLT end of 2 WOT) | 4 |
| <input type="checkbox"/> War Skills Military Studies Monitor (academic) | 1* |
| <input type="checkbox"/> Weapon Monitors (primary & alternate) | 2* |
| <input type="checkbox"/> Fire Monitor | 1 |
| <input type="checkbox"/> Entry Controller Monitor | 1* |
| <input type="checkbox"/> PT Monitor (select after assessing initial PT performance) | 1 |
| <input type="checkbox"/> MRE/Equipment Monitor | 2* |

* Required position for BEAST. The War Skills Military Studies instructor and flight MTI will collaborate to determine the best candidate for the asterisked positions. Print out read-ahead information for trainee duties and responsibilities from the BTMS curriculum page.

NOTE: Do not assign the dorm chief or element leaders to any of these positions.

SECOND WEEK TRAINING ACTIVITIES
(Initial War Skills)

General Items

- ☐ Post first week of training CVR grades Monday of the 2 WOT. (Review CVR Appraisal).
- ☐ Conduct Airman's Time IAW WAS.
- ☐ Conduct Physical Training (PT) IAW WAS and 737 TRGOI 36-2905.
- ☐ Teach duty flight procedures, if not previously taught.
- ☐ Conduct an unannounced fire, gas or bomb drill.
- ☐ Sanitize Canteens (e.g. Mikroklene).
- ☐ Chapel Services (one hour services and one hour religious education).
- ☐ Appoint a dorm chief and four element leaders NLT the end of the 2 WOT. Issue student leader badges.
- ☐ Send the dorm chief to the section supervisor and training superintendent for counseling.
- ☐ Check each trainee's BMTSG for completion of the memory work area and the grade insignia worksheet NLT the end of the 2 WOT.

Flight MTI Lessons/Application

The following items must be taught and application conducted NLT the end of the 2 WOT.

- | | |
|--|--|
| ___ Drill Application | ___ Align the Flight in Line Formation |
| ___ Right/Left Step | ___ Column Right/Left (Halted) |
| ___ Column Right/Left (Marching) | ___ Count Off |
| ___ Dress, Cover, Interval and Distance (DCID) | ___ Extend/Close March (Halted) |
| ___ Formation of the Flight | ___ Marching at Other Than Attention |
| ___ Rest Positions | ___ Double Time |
| ___ Close and Extend Marching | ___ Column of two's from a column of four's (Halted) |

War Skills Military Studies Requirements

- ☐ Flight MTIs provide trainees a minimum of five hours study time per week IAW WAS.
- ☐ Trainees may only miss classes for medical and mandatory processing appointments or when approved by supervisory personnel. However, every effort should be made to preclude trainees from missing military studies. The flight MTI must ensure trainee receives required information from the academic monitor.
 - ___ Foundational Expeditionary Skills Training (FEST) I (current flight roster req)
 - ___ FEST II (current flight roster req)
 - ___ Human Relations II (current flight roster req)
 - ___ Joint Ethics (current flight roster req)
 - ___ Air Force History I

- ☐ The flight MTI must be available to assist during FEST I & II application.
- ☐ Trainees must attend make-up training for the Montgomery GI Bill class NLT the end of the 2 WOT.

Supervisory

- ☐ Training superintendents and section supervisors will sign-off on student leader selections in the Airman database.

Processing

Frame of Choice/Eyeglasses

- ☐ The Optometry Clinic notifies squadron spectacle Point of Contact (POC) and supervisory personnel when eyeglasses are ready for pick-up at the optometry clinic. In turn, the squadron spectacle POC or alternate will pick-up, sort and distribute the eyewear to the flight MTI(s). Flight MTIs will distribute eyeglasses to the trainees for immediate wear. Trainees will receive three pairs of glasses: frames of choice (FOC), gas mask inserts, and standard issue eyeglasses (S-9).

NOTE: Trainees should receive eyeglasses and inserts from BMT Optometry processing by Friday of the 2 WOT. If not, send the trainee to bldg 5725, room 209 for re-ordering NLT 0830 Monday of the 3 WOT.

___MTI demonstrates proper wear of the eyeglass strap for standard issue glasses in order to prevent damage to the eyeglasses.

NOTE: Eyeglass straps must be worn on BCG/S-9 during all training activities.

___ MTIs ensure trainees receive an eyeglass fitting as soon as possible but NLT Wednesday 3 WOT.

___ All three LAFB optometry clinics offer “walk-in” times for eyeglass fittings/adjustments (refer to flight bulletin board handout for optometry clinic duty hours.) Flight MTIs will make necessary arrangements for trainees based on their schedule.

NOTE: If necessary the optometry clinic can conduct eyeglass fittings within BMT squadrons if there are ten or more trainees in the flight who require fitting adjustments. The spectacle POC coordinates dates and times with the optometry clinic at 671-3162.

- ☐ The BSG/S-9 glasses are worn during basic training with the following exceptions: The FOC is worn for flight photos, while wearing blues/service dress and all graduation activities.

Career Guidance:

- ☐ Flight MTIs ensure trainees bring their enlistment contracts, driver’s license, and other important paperwork.
- ☐ Bring a corrected flight roster and upon arrival place trainees in flight roster order.
- ☐ Trainees march back to the squadron in elements when manageable.

Evaluations (refer to 737 TRGI 36-3, Chapter 4 for further information)

- ☐ Complete the 2 WOT Recruit Living Progress Check on all areas and document results in Basic Training Management System (BTMS).

NOTE: If an appraisal was not conducted in the 1 WOT it must be conducted prior to the progress check. Provide trainee two days between the appraisal and progress check.

- ☐ Conduct reevaluations for Recruit Living Progress Check NLT the next day.
- ☐ Conduct a 2 WOT PT Appraisal and document results in the BTMS. Post data in BTMS, on dorm bulletin board and discuss improvement plans with trainees and the PT monitor.
- ☐ Assist in FEST I Appraisal and FEST II Progress Check; War Skills Military Studies instructor will document Progress Check results in BTMS.
- ☐ Conduct a Trainer Weapon (Disassembly/Assembly) Appraisal; no documentation is required.
- ☐ Conduct a 2 WOT CVR Appraisal and document in BTMS.

Appoint Key Personnel (enter hires in BMTS)

Trainees Required

- | | |
|--|------|
| <input type="checkbox"/> Tactical Deployment Leader
(One per every 11 trainees in the flight) | 4-6* |
| <input type="checkbox"/> BEAST Monitor | 1* |

* Required position for BEAST. The War Skills Military Studies Instructor and flight MTI collaborate to determine the best candidate for the position. Print out read-ahead information for trainee duties and responsibilities from the BTMS curriculum page.

NOTE: Do not assign the dorm chief or element leaders to any of these positions.

THIRD WEEK TRAINING ACTIVITIES
(Combat Life Saving)

General Items

- ☐ Post second week of training CVR grades by Monday of the 3 WOT. (Review CVR Appraisal).
- ☐ Conduct Airman's Time IAW WAS.
- ☐ Conduct Physical Training (PT) IAW WAS and TRGOI 36-2905.
- ☐ Sanitize Canteens (e.g. Mikroklene).
- ☐ Chapel Services (one hour services and one hour religious education).
- ☐ Recruiter Survey.
- ☐ ***Details (3rd & 5th WOT)***

NOTE: If squadrons are short of the required number of details the section supervisor must notify the scheduling office.

___ Assign trainees to perform details and brief them on their duties and how to get there. Do not assign details to trainees who are on waivers or who have scheduled appointments. Details assigned to the obstacle course are required to bring an extra uniform and boots.

___ Flight MTIs inspect all trainees performing KP detail(s). They must have clean and trimmed fingernails before reporting. Do not send trainees to KP with open cuts or sores on their hands or individuals with any kind of contagious respiratory illness.

- ☐ Conduct an unannounced fire, gas or bomb drill.
- ☐ Pick up nametags and nametapes NLT Wednesday of the 3 WOT.
- ☐ Brief trainees on the amount of their pay.
- ☐ Pick up dog tags NLT the Friday of the 3 WOT. Ensure trainees inspect tags for errors. Dog tags containing errors are returned. Instruct trainees to store dog tags in their security drawer.
- ☐ Follow-up on trainees with heat disorders, ensure they have a reflective sleevelet and brief them to continue to wear it during all outside activities, unless wearing the blues uniform, until after the retreat ceremony in the 8 WOT. Follow the same procedures for trainees diagnosed with a heat disorder at any time during training.
- ☐ Ensure trainees meet scheduled appointments to complete LAFB Form 169A Personnel Security Questionnaire. **NOTE:** Trainees going to Sensitive Skills appointments do not sign out on the LAFB Form 124, Appointment Log.
- ☐ Pick up Visitor Access Passes and Base Denial Letters from the Reception Center Bldg 7246 NLT 1200, Monday of the 3 WOT."

Flight MTI Lessons/Application

- ☐ Upon completion of the base liberty briefing, base liberty is authorized for trainees on the BMT side of Lackland only.
- ☐ Teach all drill by the end of the 3 WOT.
 - ___ Column Half Right/Left (Halted) ___ Column Half Right/Left (Marching)
 - ___ Right/Left Flank ___ To the Rear March
 - ___ Change Step ___ Eyes Right
 - ___ Retreat
- ☐ Teach and practice parade procedures by the end of the 3 WOT. **NOTE:** D&B flights do not need to be taught parade procedures. (Exception: Teach Open Ranks NLT the end of the 3 WOT)

War Skills Military Studies Requirements

- ☐ Flight MTIs provide trainees a minimum of five hours study time per week IAW WAS.
 - ___ SABC I (current flight roster required for each SABC class)
 - ___ SABC II
 - ___ SABC III
 - ___ SABC IV
- ☐ Flight MTIs will be available to assist in SABC I-IV and CPR application.

NOTE: WSMS Instructors document attendance in BTMS.
- ☐ Flight MTIs must ensure that all trainees who have missed SABC training receive make-up classes prior to BEAST.

Interview Sessions

- ☐ Flight MTIs ensure all trainees take their job worksheet, job description booklet, enlistment contracts, driver's license, and any other important paperwork (e.g. job experience, certificates of training, address book, etc). MTIs place flights in roster order with the dorm chief in the front. Do not bring trainer weapons.
- ☐ Trainees march back to the squadron in elements when manageable.

Evaluations (refer to 737 TRGI 36-3, Chapter 4 for further information)

- ☐ Complete a MOS inspection for "1st Issue Items/Recruit Living Area" in any one individual area.
- ☐ Conduct a 3 WOT CVR Appraisal and document in Basic Training Management System (BTMS).
- ☐ Conduct SABC I-IV Appraisal; assist War Skills Military Studies instructor.
- ☐ Conduct a Trainer Weapon (Disassembly/Assembly) Appraisal; no documentation is required.

Appoint Key Personnel (enter hires in BMTS)

Trainees Required

☐ Self-Aid Buddy Care (SABC) Monitor

2*

* Required position for BEAST. The War Skills Military Studies Instructor and flight MTI collaborate to determine the best candidate for the position. Print out read-ahead information for trainee duties and responsibilities from the BTMS curriculum page.

NOTE: Do not assign the dorm chief or element leaders to this position.

FOURTH WEEK TRAINING ACTIVITIES
(Threat Awareness/CBRNE)

General Items

- ☐ Post third week of training CVR grades by Monday of the 4 WOT. (Review CVR Appraisal).
- ☐ Conduct Airman's Time IAW WAS.
- ☐ Conduct an unannounced fire, gas or bomb drill.
- ☐ Conduct Physical Training (PT) IAW WAS and 737 TRGOI 36-2905.
- ☐ Sanitize Canteens (e.g. Mikroklene).
- ☐ Chapel Services (one hour services and one hour religious education).
- ☐ Flight MTIs must have trainees sign "Box Lunch Roster" and turn into the servicing dining facility NLT 24 hours prior to second clothing issue. Flight MTIs deliver box lunches to trainees during second clothing issue. **Note:** Make-ups for 2nd clothing issue eat at the 324 TRS.
- ☐ Follow-up on trainees with heat disorders, ensure they have a reflective sleevelet and brief them to continue to wear it during all outside activities, unless wearing the blues uniform, until after the retreat ceremony in the 8 WOT. Follow the same procedures for trainees diagnosed with a heat disorder at any time during training.
- ☐ Turn-in a Chevron Roster to PT Supply.
- ☐ Brief trainees that they have the option to have the AF logo embroidered on their light weight blues jacket at personal expense. Trainees that desire this optional service turn-in jackets to their squadron dry cleaners in this week of training. Ensure trainees specify requested services (e.g. embroidery and dry cleaning, or dry clean only). Jackets are ready for pick-up in the 5/6 WOT.

Flight MTI Lessons/Application

- ☐ Teach and apply by the end of the 4 WOT.

___Second Issue Marking
___Second Issue Clothing Drawer
___Second Issue Wall Locker
___Second Issue Shoes

War Skills Military Studies Requirements

- ☐ Flight MTIs provide trainees a minimum of five hours study time per week IAW WAS.

NOTE: Trainees may only miss classes for medical and mandatory processing appointments or when approved by supervisory personnel. However, every effort should be made to preclude trainees from missing military studies. The flight MTI ensures trainee receives required information from the academic monitor.

___Dress & Appearance II ___Code of Conduct (current flight roster req)
___AT/FPCON I (current flight roster req) ___LOAC (current flight roster req)
___Security Programs(current flight roster req)

Processing

Sensitive Skills:

- ☐ Brief trainees going to sensitive skills appointments to bring their address book, passports, debit card, all citizen-naturalization documents and any other important paperwork.

Second Clothing Issue:

___ All flights scheduled for 2nd clothing issue transit to and from building 5725 in PT gear and remain in PT gear throughout the entire clothing process.

___ Ensure all trainees pack issued black socks for sizing low quarters and must wear issued underwear to 2nd clothing issue. Wear of spandex and boxers is prohibited.

___ Ensure trainees pick up all items from the dry cleaners prior to this processing appointment.

NOTE: Flight MTIs ensure all trainees ABU coats are present, clean, dry and serviceable. Nametapes are sewn on the ABU coats at second clothing issue.

___ Trainees take their duffel bag, pen, all ABU coats, name and US Air Force tapes, and one pair of issued black socks.

___ Have trainees place a nametape in the top right pocket and an Air Force tape in the top left pocket of their ABU coat prior to departing to second clothing issue.

___ Inform the training superintendent when clothing issue is unable to issue a complete service dress uniform to all assigned trainees.

NOTE: Trainees must have a service uniform to graduate and participate in parade. Arrange for a loaner service coat from clothing issue for those trainees who have not had a service coat issued to them. Ensure trainees return loaner service coats prior to shipping.

- ☐ Send trainees who need re-alterations with the following items:

If the item is:

Service trouser/slacks
(dry cleaned)

Skirt (dry cleaned)

Service coat

Long sleeve
shirt/blouse

All-weather/
overcoat/liner

They must take:

Low quarters and all service trousers/slacks (dry cleaned)
and belt, if applicable.

All-weather coat/liner

Long sleeved blue shirt/blouse and all-weather coat and liner.

Service coat

Service dress coat, long
sleeved blue shirt/blouse

- ☐ Clipper cuts: Make-ups are between 1000-1230 on duty days.

CBRNE Training:

- ☐ Conducted IAW WAS, ensure trainees take their eye glass insert to be worn with the gas mask, provide the dorm chief a corrected flight roster and signed MRE roster. CBRNE issues a Meal Ready to Eat (MRE) to each trainee. The WAS will indicate UOD e.g. PT gear during summer months. EM Instructors document final grade in BTMS.

Obstacle Course:

- ☐ Flight MTIs will march trainees to and from the obstacle course. Ensure all trainees bring their duffle bag and full complement of clothing (including 2nd pair of boots) in case they fall into a water obstacle. Trainees wear BCG/S-9 glasses. Review lesson plan POI I for further requirements. **NOTE: all squadrons marching to and from the obstacle course use Hughes Ave, Luke Blvd overpass, Wilford Hall Loop and enter the obstacle course through gate 2.**

Evaluations (refer to 737 TRGI 36-3, Chapter 4 for further information)

- ☐ Conduct a 4 WOT CVR Appraisal and document in the Basic Training Management System (BTMS).
- ☐ Conduct the Trainer Weapons Progress Check IAW WAS, Progress Checklist and 737 TRGI, V1, Chapter 4. Trainees perform disassembly (Field Strip) and assembly of the M16 trainer weapon with their assigned trainer weapon. Document results in the BTMS.
- ☐ Conduct a 4 WOT Physical Training (PT) Appraisal and document the results in BTMS.

Supervisory

- ☐ After the 4 WOT PT assessment the section supervisor briefs the flights to ensure the trainees understand the consequences of failing their 7th WOT PT evaluation. Provide motivation to the flight on the importance of improving their performance and advice on how to improve. In addition, provide individual counseling for trainees who are deficient.

Appoint Key Personnel (enter hires in BMTS)

Trainees Required

- ☐ Emergency Management (EM) Monitor

2*

* Required position for BEAST. The War Skills Military Studies Instructor and flight MTI collaborate to determine the best candidate for the position. Print out read-ahead information for trainee duties and responsibilities from the BTMS curriculum page.

NOTE: Do not assign the dorm chief or element leaders to this position.

FIFTH WEEK TRAINING ACTIVITIES
(Warrior Readiness)

General Items

- ☐ Post fourth week of training CVR grades by the end of the first day of the 5 WOT. (Review CVR Appraisal).
- ☐ Conduct Airman's Time IAW WAS.
- ☐ Conduct an unannounced fire, gas or bomb drill.
- ☐ Conduct Physical Training (PT) IAW WAS and 737 TRGOI 36-2905.
- ☐ Sanitize Canteens (e.g. Mikroklene).
- ☐ Chapel Services (one hour services and one hour religious education).
- ☐ Follow-up on trainees with heat disorders, ensure they have a reflective sleevelet and tell them to wear it during all outside activities until completion of the 6 WOT.
- ☐ Flight MTIs ensure all trainees second issue belts are cut to the proper length. Leave 1 1/2 inches (or three fingers) for weight loss or gain.
- ☐ Flights attend M16 Weapons Training IAW WAS. All trainees will bring their gas masks (eye glass inserts if applicable), ID cards and a pen. No satchels.

NOTE: Do not send anyone to weapons training that cannot complete training e.g. taking prescribed medications causing drowsiness, have crutches/casts, waivers for prolonged standing/kneeling/lying, etc.

- ☐ Flight/individual photos are accomplished IAW WAS. Trainees may only miss flight/individual photos for medical and mandatory processing appointments or when approved by supervisory personnel. However, every effort should be made to preclude trainees from missing flight/individual photos. The flight MTI ensures trainees are sent to make up missed photos NLT 7 WOT. **NOTE:** Flight MTIs are responsible to ensure trainees keep one blue shirt/blouse and their service coat available (out of the cleaners) after second clothing issue.

- Flights will transit in ABUs hand carrying their service coat (metal name tag, U.S. insignia), a SS blue shirt/blouse, tie tab (males will have their ties already tied and ready to slip on) and flight cap.

- Females will have the option to conservatively apply cosmetics prior to departure and have a minimum of 15 minutes to do so.

- MTIs are required to march their flight to this activity. Trainees march back to the squadron in elements when manageable.

- Flight MTI must hand carry a corrected flight roster.

- Day and time for make-up photos are listed on the WAS. If in question please contact scheduling.

Flight MTI Lessons/Application

- ☐ Drill Application

- ☐ Teach Special Night/ABU Day Display

War Skills Military Studies Requirements

- ☐ MTIs provide trainees a minimum of five hours study time per week IAW WAS.

Flight MTIs must ensure all trainees who missed BEAST required classes attend make-ups NLT Friday of the 5 WOT (Trainees that do not meet all BEAST requirements cannot attend the BEAST and will be sent back to their squadrons). Report all trainees who will not meet BEAST requirements (including medical issues/current profiles) and reasons to the section supervisor NLT Wednesday of the 5 WOT.

- ☐ Military studies classes are mandatory. Trainees may only miss classes for medical and mandatory processing appointments or when approved by supervisory personnel. However, every effort should be made to preclude trainees from missing military studies. The flight MTI ensures trainee receives required information from the academic monitor.

___ Mental Prep for Combat	___ Basic Leadership
___ Public Relations	___ Warrior Role
___ Joint Warfare	___ Military Entitlements/Education
___ Military Citizenship	___ *Temper Tents (current flight roster req)
___ *CPR (current flight roster req)	
___ *Basic Situational Awareness/Pugil Sticks (<i>PT /Supply NCO issues new mouth guards</i>)	

*Flight MTIs required to assist in multiple instructor requirement.

BEAST Pre-Deployment (Conduct in garrison pre-deployment preparation.)

- ☐ In preparation for BEAST, instructors will:

- Stress the importance of proper hydration and foot care on a daily basis.
- Ensure trainees have marked their duffel bags.
- Flight MTIs ensure all trainees ABUs have been cleaned and picked up from the cleaners no later than Saturday of 5 WOT.
- Trainees will take their satchels with BMTSG to BEAST.

- ☐ Allow trainees a BX run to purchase only mandatory and optional items listed on BEAST Deployment Packing List.
- ☐ Flight MTI conducts AEF Notification and Operation Thursday Briefing (At this time Flight MTIs pass out AEF BEAST/BMT ID cards). Have trainees fill in their AEF Notification information.
- ☐ Issue each trainee an additional canteen (two are required for the BEAST). Contact PT Supply to procure the additional canteen pouches.
- ☐ Supervisors conduct the AEF and Pre-deployment Prep Briefing IAW WAS.
- ☐ Trainees that are taking any type of medication and have a waiver that is valid during the 6 WOT are required to see an IDMT in Satellite Dispensary.
- ☐ Flight MTIs are responsible for checking/inspecting all assigned trainees mobility bags and trainer

weapons prior to BEAST deployment. Conduct a shakedown using the BEAST packing list and ensure all shortfalls are corrected on NLT Sunday afternoon.

NOTE: MTI's must ensure trainee mobility bags include only those authorized items identified on the BEAST Deployment Packing List (Trainees will not take any valuables to the BEAST). All valuables will remain locked in their security drawers during their deployment.).

- ☐ Ensure each Tactical Deployment Leader (TDL) chooses 11 trainees per team. The team that is not full informs Zone Cadre upon arrival so incomplete teams can be paired up.

Supervisory

- ☐ Section supervisors ensure all trainee appointments scheduled for the 6 WOT are rescheduled.

Evaluations (refer to 737 TRGI 36-3, Chapter 4 for further information)

- ☐ Conduct 2nd Issue Recruit Living Area Progress Check on 2nd issue items only. Ensure there is a minimum of two days between the Recruit Living Area (Second Issue) appraisal and progress check. Document results in Basic Training Management System (BTMS).
- ☐ Conduct a 5 WOT CVR Appraisal and document in BTMS.
- ☐ Document M-16 rifle live fire training in BTMS.

SIXTH WEEK TRAINING ACTIVITIES
(BEAST)

General Items

- ☐ Trainees that were seen at the emergency room during the weekend must report to the IDMT satellite dispensary on Monday at 0600. Trainees must bring all waivers, medication and documentation for IDMT review and final clearance to attend BEAST or follow-on appointments to Reid Clinic.
- ☐ BEAST IDMTs screen trainees for factors that may require the trainee to perform limited duties.
- ☐ Ensure flight members have all and only the items listed on BEAST Deployment Packing List at 0600 on Monday.
- ☐ Flight MTI must ensure the BEAST Monitor has the prepared package with all required documents inside ready for the BEAST Cadre.
- ☐ FT personnel conduct equipment and trainee accountability. **NOTE:** The flight MTI is responsible for ensuring all trainees are present and have all required equipment. In the event any flight members do not have all the required equipment or bring items not on the BEAST packing list, the flight MTI and trainee(s) must either go to the squadron to fill the shortfall or return the unauthorized items.
- ☐ Flight MTIs report to the BEAST Encampment HQ in ABUs after their flight departs the squadron; for a meeting with FT Flight Superintendent or designated representative. Flight MTIs receive a deployment briefing and their work schedule for the week their flights are deployed to the BEAST.
- ☐ Flight MTIs are temporally assigned to the BEAST encampment for the 6 WOT (Monday – Friday).
 - Each squadron is responsible for providing one instructor per flight in support of BEAST.
 - Training Flight supervisory personnel assign duties/responsibilities and designate work hours.
 - The squadron training superintendent ensures the assigned instructor's shift is completely covered and substitutions are made for instructors who cannot cover their assigned shifts.
 - Flight MTIs primary duties are as opposing forces (OPFOR). However, they may be required to assist in daily exercises, applications and monitor trainee safety.
- ☐ Anytime conditions prevent safe operation at the BEAST, FT supervisory personnel notify the 319 TRS/CC and recommend evacuation/cancellation. If evacuation actions become necessary, the FT supervisory personnel contact the Scheduling Element to arrange for early transportation of trainees back to their squadron.
- ☐ Trainees Returned to Squadron from BEAST.
 - BEAST supervisory personnel will coordinate with squadron supervisory personnel if they intend to return a trainee to their squadron as a result of disciplinary reasons, behavioral problem (e.g. verbalizes and/or exhibits physical symptoms), or unsuccessful completion of BEAST. . Squadron leadership reviews circumstances for the trainee's return and determine appropriate administrative and/or recycle actions.
- ☐ Code of Conduct (CoC) and SERE 101 classes are mandatory.
- ☐ Sanitize canteens (e.g. Mikroklene).

- ☐ Clean and turn-in M-16 trainer weapon and extra canteen pouch to PT Supply NLT Monday 7 WOT.

Flight MTI Lessons/Application

- ☐ On Sunday evening of the 6th WOT, MTIs must ensure trainees read the first paragraph of BMTSG Chapter 47 which provides guidance on the upcoming Sexual Assault Prevention and Response Program class they will attend. If a trainee has difficulties with this topic do not counsel them. You should refer the trainee to the section supervisor and SARC coordinator or as soon as possible prior to the class.

Evaluations (refer to 737 TRGI 36-3, Chapter 4 for further information).

- ☐ Conduct a 6 WOT CVR Appraisal and document in BTMS.

SEVENTH WEEK TRAINING ACTIVITIES
(Airmanship Evaluations)

General Items

- ☐ Post sixth week of training CVR grades by Monday of the 7 WOT. (Review CVR Appraisal).
- ☐ Conduct Airman's Time IAW WAS.
- ☐ Conduct Physical Training (PT) IAW WAS and TRGOI 36-2905.
- ☐ Sanitize Canteens. (e.g. Mikroklene).
- ☐ Conduct an unannounced fire, gas or bomb drill.
- ☐ Chapel Services (one hour services and one hour religious education).
- ☐ Beginning with the morning of the first day of the 7 WOT, the uniform of the day (UOD) is identified on the WAS. Flight MTIs ensure trainees day and night displays are displayed and uniforms are inspected for wear/serviceability beginning Monday of the 7 WOT.
- ☐ Provide trainees an opportunity to purchase individual/flight pictures and go to an ATM for cash. Trainees must be provided with an appointment slip when going to the mini mall.
- ☐ The PT supply NCO reviews AF Form 710s or other documentation provided by CATM to verify award of the (Rifle) Small Arms Expert Marksmanship Ribbon. Airmen will begin wearing all authorized ribbons on Friday, 8 WOT, for Graduation Parade.
- ☐ Have each trainee fill out DD Form 2266, Information for Hometown News Release. Quality check all completed forms, (e.g. Squadron #, flight and roster number, signature, PAO Code: E10, current date/grad date and additional comments).

NOTE: "No Photocopies" use the cardstock form provided, do not print form from desktop printer. Do not send completed forms through the base distribution system. Hand-carry Hometown News Release forms to 737 TRSS/TSOS (Scheduling Office) at the end of the 6 WOT but NLT Monday of the 7 WOT.

- ☐ Review Stripe Roster from BTMS. Trainees on roster will be promoted on Friday, 8 WOT. **NOTE:** Trainees sign a flight roster and put their pay grade (E-2 or E-3) by their name. Turn the completed roster into Squadron PT/Supply
- ☐ Parent/Spouse Pin. The Flight MTI will bring a completed Parent/Spouse Pin roster to the Reception Center Monday 7 WOT NLT 1200, (or the next duty day following a holiday) and pick up pins/letters for flight distribution.

NOTE: A maximum of two parent pins and one spouse pin per trainee. Flight MTIs must distribute all parent/spouse pins to trainees prior to retreat.

- ☐ The flight MTI will pick-up trainee Common Access Card (CAC), Personal Identification Numbers (PIN) at the BMT Reception Center at the same time as the Parent/Spouse Pin pickup.
- ☐ Brief all trainees NLT the end of the 7 WOT in regards to luggage limitations for follow-on technical training. Do not have visiting family members bring excess amount of luggage or clothing items from home. If a trainee shows up to shipping with luggage that is too big or too heavy, they will not be

allowed to depart unless they have arranged for alternative movement of their luggage. If a trainee exceeds the following limitations they are responsible for shipping items at their own expense:

- One duffel bag (AF issued item)
- One suitcase/gym bag or garment bag (suitcase size not to exceed 26")
- One carry-on (briefcase, purse or SMALL backpack/tote)

Flight MTI Lessons/Application

___ Drill Application/Ceremonial Drill

War Skills & Military Studies Requirements

Flight MTIs must ensure all trainees who missed classes required to graduate BMT attend make-up classes NLT Friday of the 7 WOT. Flight MTIs must report all trainees that will not meet graduation requirements and reasons to the section supervisor NLT Wednesday of the 7 WOT.

- | | |
|---|-----------------------------------|
| ___ Career Progression & AF Quality Force | |
| ___ Sexual Assault Prevention & Reporting (current flight roster req) | |
| ___ Suicide Awareness & Prevention (current flight roster req) | |
| ___ Environmental Awareness | ___ Sexually Transmitted Diseases |
| ___ Combat Stress Recovery | ___ AF History II |
| ___ Financial Management | ___ AF Organization |
| ___ Healthy Lifestyles/ADAPT Program | |
| ___ Staff Referral Agencies | |

Processing

- ☐ Blood Donors: All trainees donating blood must attend the donator screening briefing at the squadron. Eligible blood donors wear ABUs; bring their military ID card and pen. NOTE: Blood donor center personnel brief and return all trainees to the squadron.

Evaluations

- ☐ Conduct a 7 WOT CVR Appraisal and document in Basic Training Management System (BTMS).
- ☐ Conduct Final Physical Training (PT) Evaluation/Re-evaluations NLT Saturday 7 WOT. Document data in BTMS:
 - Input run time (champion chip), push-ups, sit-ups, and pull-ups.
 - Height measurements are previously loaded in BTMS. Input current weight and abdominal circumference measurement.
- ☐ Conduct Individual Drill and Reporting Procedures Progress Check. Document results in BTMS.
- ☐ Complete a MOS inspection in any one individual area. This inspection can be completed in the 7 or 8 WOT.
- ☐ MTI Professional Development; contact MTI Professional Development if you want to schedule an optional 8 WOT End of Course Survey (information available on the 8 WOT WAS).

Written Test & Critique:

- ☐ Testing is on Friday, 7 WOT. Trainees will **not** take satchels, watches, pens, pencils, or any other writing material. Trainees bring canteens and ID cards to testing.

- ☐ The flight MTI ensures all trainees have a latrine break prior to testing; provide the WSMS Instructor a current corrected flight roster and ensure the flight is ready in roster order.
- ☐ WSMS post grades; flight MTIs will have trainee's initial for unsatisfactory grades in BTMS and post re-evaluation grades NLT the end of the duty day after the receiving results.
- ☐ WSMS forwards email information to squadrons for retesting/make-up test identifying time, location and trainees that require retesting.
- ☐ Contact 737 TRSS/TSDC (Training Development) for reporting date/times for third time testers and make-ups.
- ☐ WSMS reviews test roster and perform an accountability check for all trainees prior to testing and departure from the building.
- ☐ WSMS instructor(s) call for an escort for those trainees who have failed a test for the 3rd time.

EIGHTH WEEK TRAINING ACTIVITIES
(Graduation)

General Items

- ☐ Post 7 WOT CVR on Monday, post final 8 WOT CVR NLT Saturday 8 WOT. **NOTE:** If a trainee has disciplinary problems prior to shipping notify the section supervisor and training superintendent.
- ☐ Conduct Airman's Time IAW WAS.
- ☐ Conduct Physical Training (PT) IAW WAS and 737 TRGOI 36-2905.
- ☐ Sanitize Canteens (e.g. Mikroklene).
- ☐ Chapel Services (one hour services and one hour religious education).
- ☐ Flight MTIs must conduct a visual inspection of all issued/required clothing items and complete a Clothing Inventory Roster. Each trainee signs the Clothing Inventory Roster acknowledging they are in possession of all issued clothing items prior to departing BMT.
- ☐ Trainees departing for their Non-AETC Tech Schools must attend Course I Traffic Safety prior to graduation. Training location days and times are listed on the 8 WOT WAS.
- ☐ Eligible airmen must have issued chevrons sewn on one short and long sleeve shirt/blouse, one set of ABUs, and the service coat by Wednesday of the 8 WOT. Flight MTIs ensure trainees do not sew stripes on one set of each uniform combination; to include the light weight blues jacket until after the retreat ceremony. Airmen do not wear uniforms with chevrons until the graduation parade.
- ☐ Brief Airman on the following requirements:

AF Form 624	Airman's Run
Details	Graduation Certificates
Issue LAFB 205/205A	Open House
Shipping	Town Pass Briefing
Shipping Records	
- ☐ Flights must attend Airmen's Run, Airmen Coin/Retreat Ceremony on Thursday of the 8 WOT; review the WAS for time.

NOTE: If trainees are sick, injured, or not available for any reason squadrons must notify the Reception Center immediately by phone and e-mail. Refer to 737 TRGI 36-3,V1, Para 8.4.5.6. for further guidance.
- ☐ BMT dining facilities offer snacks and beverages to graduating flights prior to transiting to the Airmen Coin/Retreat ceremony. The MTI need to turn in a corrected flight roster (signed by trainees) w/no SSN.
- ☐ Flight MTIs turn in a gaining base roster and a corrected flight roster (w/out SSN) to the servicing PSC NLT Friday of the 8 WOT.

Flight MTI Lessons/Application

___ AF Fitness Program ___ Ceremonial Drill Application
___ Town Pass Briefing

Supervisory

- ☐ Airmanship and Core Values Briefing
- ☐ Arrange for the squadron commander to present the Pre-departure Safety Briefing.
 - ___ Have the airmen sign a computer generated roster titled "Pre-departure Safety Briefing."
 - ___ Present this roster to the briefer (with their official signature block) for signature and file with the flight shipping records.
 - ___ MTIs will brief any Airmen that miss this briefing using the AETC Form 29B, Pre-Departure Safety Briefing.

Processing

- ___ Clipper Cuts ___ Final Processing ___ Hometown News Release
- ☐ Hepatitis B Immunization (if applicable).
- ☐ **Orders Pickup:** (Airmen may stop carrying satchels after orders pickup).
 - Ensure ANG and AFRES trainees bring five copies of their active duty orders. All Airmen take satchels. **NOTE:** After orders pick-up or Hometown News Release.
 - Airmen who missed the original Montgomery GI Bill Briefing and Marksmanship Training must hand-carry documentation, DD Form 2366, to prove attendance.
 - Airman march back to their squadron in elements when manageable.
 - Ensure Airmen take a copy of TRG FL 1, *Request for Delay Enroute*, if required. The squadron commander must sign the TRG FL 1 approving the delay.
- ☐ Have Airmen pick up their medical records from Building 5725, Room 103; prior to going to medical appointments in the 8 WOT.
- ☐ Tech School Briefing.
- ☐ Airman's Coin/Retreat Ceremony.
- ☐ Parade/Graduation.
- ☐ MTI performs 100% ID card accountability check for each Airman Sunday afternoon prior to shipping.

Evaluations (refer to 737 TRGI 36-3, Chapter 4 for further information)

- ☐ Conduct an 8 WOT CVR Appraisal and document in the Basic Training Management System (BTMS).
- ☐ Conduct a Wear of the Uniform (open ranks inspection) NLT Wednesday of the 8 WOT.
- ☐ Ensure trainees have their CAC cards. Distribute CAC/PIN envelopes prior to shipping; **ensure trainees are briefed and understand the importance of retaining this document/PIN for future e-mail and computer use upon arrival at technical training.** Physically verify airmen have both their CAC Card and CAC PIN letter. Have Airmen sign CAC Card/PIN roster and retain in squadron for 30 days.
- ☐ Update any "Holdover Airman" in BTMS NLT 0730 Sunday.