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Personnel

**ADMINISTRATION OF MILITARY
STANDARDS AND DISCIPLINE TRAINING**

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This instruction implements AFD 36-22, *Military Training*. It establishes procedures and responsibilities for training in military standards and discipline for nonprior service (NPS) enlisted and officer students in initial skills resident training courses. This instruction applies to training locations aligned under Second Air Force (2 AF), Nineteenth Air Force (19 AF), and technical training schools located at Air University (AU). It applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) members attending technical training. Throughout this instruction, aircrew member students are defined as students attending any 1AXXX 3-skill-level awarding course or aircrew qualification course at an Air Force base aligned under 19 AF.

It does not apply to basic military training (BMT), officer and prior service enlisted aircrew training, the InterAmerican Air Forces Academy (IAAFA), or the Defense Language Institute (DLI) at Lackland AFB TX. (**EXCEPTION:** IAAFA and DLI military training leaders [MTL] must adhere to the requirements specified in paragraph 25.) Commanders at these locations must ensure students meet all Air Force requirements for standards and discipline. Wing commanders may temporarily exempt students from phase program requirements when conditions are deemed unsafe (such as temporary hazards and extreme weather conditions or warnings). The responsible commander may also exempt any student participating in simulators, flights, or hot training from duty hour, meal, and transportation provisions of this instruction for those days where crew rest instructions take precedence.

Commanders responsible for implementing this instruction may supplement it to establish specific implementing procedures including clock hour adjustments for different shifts. Any training and/or operations group, geographically separated unit (GSU), operating location (OL), or detachment (det) may request a waiver of any portion of this instruction on a case-by-case basis. A waiver must be submitted when commanders want to be more restrictive with Airmen's phase privileges. **NOTE:** A waiver remains in effect until the approving official cancels it in writing or revises the publication. When the publication is revised, the requester must renew the waiver.

Send suggest changes to this instruction (via Air Force IMT 847, **Recommendation for Change of Publication**), proposed supplements, and waiver requests to HQ AETC/DOPV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325, for consideration, review, and approval. All 2 AF units will send waiver requests, suggested changes, and proposed supplements through their training group or wing to 2 AF/DOOM, 721 Hangar Road, Suite 102, Keesler AFB MS 39534-2804, for review by 2 AF/DO. The 2 AF/DOOM will then forward inputs to HQ AETC/DOPV for final approval by HQ AETC/DOP. All 19 AF units will send waiver requests, suggested changes, and proposed supplements to 19 AF/DO, 73 Main Circle, Suite 1, Randolph AFB TX 78150-4549, for review. The 19 AF/DO will then forward inputs to HQ AETC/DOPV for final approval by HQ AETC/DOP.

See **Attachment 1** for a glossary of references and supporting information used in this publication. Ensure 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://webrims.amc.af.mil>). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and EO 9397. System of records notice F036 AF PC N applies.

Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 7. through 14. by NPS students is a violation of Article 92, Uniform Code of Military Justice (UCMJ).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Requires 2 AF units to send inputs through 2 AF/DOOM for review and 19 AF units to send inputs through 19 AF/DO for review (purpose paragraph); adds a note defining the length of a waiver (purpose paragraph); adds punitive language, making failure to comply punishable under the Uniform Code of Military Justice (UCMJ) (purpose paragraph); adds a physical training (PT) requirement for officer students (paragraphs 5.2.1, 5.2.2, and 5.2.3); incorporates a physical readiness training (PRT) program for NPS students, based on specific fitness program assessment criteria (paragraphs 7.11. through 7.17.11.10.); requires Airmen to receive an Air Force composite score of ≥ 75 points before departing technical training for their permanent duty station (paragraph 7.16.); adds Phase V for Air Force specialty codes (AFSC) 1N3XX and 1A8XX Airmen and those locations with unique situations and written approval (paragraph 12.); and prohibits NPS Airmen from possessing or using tobacco products anytime on base or post or while in uniform (paragraphs 8. through 12.).

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Section A—Introduction

1. Standards and Discipline. Training and/or operations group commanders will ensure all graduates meet Air Force requirements of standards and discipline. Programs will be designed to reinforce training initiated during BMT and officer training and to continually emphasize core values, equal opportunity and treatment, and environmental awareness.

2. Purpose and Objectives. Military training adapts nonprior service (NPS) Airmen and officer students to military life and provides the Air Force with highly trained, motivated, self-disciplined, and physically fit Airmen with exceptional military bearing. Each training and/or operations group will implement a core program that includes the following elements:

- 2.1. Military customs, courtesies, and traditions. See paragraph **3.** of this instruction.
- 2.2. A military training standard for officers (MTSO). See **Section B** of this instruction.
- 2.3. A military training standard for (NPS) enlisted (MTSE) personnel. See **Section C** of this instruction.
- 2.4. A military training leader (MTL) program. See **Section D** of this instruction.

3. Military Customs, Courtesies, and Traditions. Officers and enlisted personnel will be taught that customs, courtesies, and traditions play a time-honored role in the military profession and serve as an integral part in their development as professionals and future leaders. Group commanders will establish a program of activities that reinforces traditional military customs and courtesies and motivates and prepares officers and enlisted personnel for future leadership roles. This program may include parades, retreats, Airman reviews, and/or open ranks based on Airman load and training requirements.

4. Points of Contact for Students:

- 4.1. Group commanders will ensure AETCVA 36-6, *Points of Contact for Students and Trainees*, is displayed in each classroom or laboratory room and on student bulletin boards in military training flights (MTF) or dormitory areas. This visual aid encourages students to follow the chain of command to resolve issues.
- 4.2. Units can obtain an electronic version of AETCVA 36-6 from the AETC publishing Web site at <http://www.aetc.randolph.af.mil/im/>. Each unit will fill in local phone numbers, print the visual aid on 8 1/2- by 11-inch bond paper (portrait style), and frame it for display (unless it is being posted on a bulletin board). Do not print the visual aid in color. **NOTE:** Units may customize AETCVA 36-6 to include their emblem in the upper right-hand corner, aligned with the AETC shield. However, they will not redesign the visual aid.

Section B—Military Training Standard for Officers (MTSO)

5. Requirements:

- 5.1. Officers are expected to maintain high standards of bearing and behavior and demonstrate a professional attitude toward superiors and subordinates.
- 5.2. Squadron commanders will ensure officers comply with their responsibilities, to include Air Force and AETC policies on fraternization, physical wellness, and military standards and training.

5.3. Physical training (PT) is designed to help students cope with the rigors of the training environment and improve their physical condition to meet the standards specified in AFI 10-248, *Fitness Program*. Group sporting events such as volleyball, softball, etc., may be considered for esprit de corps, but not for a group PT program.

5.4. Squadron commanders are responsible for the overall administration of the PT program and will maintain a logbook. They will brief students on the benefits of PT as part of new class orientation.

5.5. Officer students are required to perform PT three times a week. One class or group PT activity per week will be accomplished. PT sessions will consist of strength training, 30 minutes of aerobic activity, and stretching exercises. If a student is unable to complete PT activity during the week, he or she will be required to complete this requirement during off-duty time or on the weekend and record it. The class senior-ranking officer will certify the PT activity in the logbook. (ANG members will comply with applicable ANG instructions.)

5.6. Officer students who become due for their Air Force fitness assessment while in training will be tested by their training squadron. Students are required to receive an Air Force fitness assessment composite score of ≥ 75 points. Students not achieving the target composite score will be entered into an appropriate fitness improvement program. (ANG members will comply with applicable ANG instructions.)

Section C—Military Training Standard for (NPS) Enlisted (MTSE) Personnel

6. Program Responsibilities:

6.1. Each group commander:

6.1.1. Will implement the policies and programs in this instruction.

6.1.2. Is responsible for military training and compliance with standards for assigned MTLs and NPS Airmen.

6.1.3. Will submit a waiver when he or she wants to be more restrictive with Airmen phase privileges.

6.2. Each squadron commander:

6.2.1. In the absence of an MTF commander, may delegate MTF commander responsibilities to the chief military training leader (CMTL).

6.2.2. Will ensure MTF staff personnel do not use tobacco products in the presence or line of sight of NPS Airmen.

6.2.3. Will ensure MTLs use a flexible leadership style that employs mutual respect, support, genuine concern, and targeted doses of discipline, as needed. Also ensure MTLs give consideration to the Airman's time in service and current phase.

6.2.4. In cases of minor infractions and failures to maintain standards by NPS Airmen, will ensure alternative corrective measures (verbal counseling, phase delay or phase back, remedial military training [RMT], training sessions, tours of correctional custody facility, and mandatory curfew) are used before advancing to formally documented actions (letters of reprimand, unfavorable information files [UIF], and nonjudicial punishment). **NOTE:** Disciplinary exercises such as pushups and low crawls will not be used.

6.3. Each MTF commander will ensure:

6.3.1. The MTF complies with this instruction and local policies and procedures.

6.3.2. Each MTL reads and complies with AFI 36-2909, *Professional and Unprofessional Relationships*, and AETCI 36-2909, *Professional and Unprofessional Relationships*, upon assignment and annually thereafter. **NOTE:** Each 2 AF MTL will also read and comply with AETCI 36-2909/2 AF Sup 1.

6.4. Each training group (TRG), training squadron (TRS), training support squadron (TRSS), training operations (TO), and military training support flight (MTSF) will ensure assigned MTLs use only the following duty titles: chief, military training; superintendent, military training (second in charge); and MTL.

6.5. Each chief, military training:

6.5.1. Is responsible for developing military training regulatory and procedural guidance, training policies, and procedures in support of squadron MTFs and GSUs. He or she will also provide commanders with recommendations of approval or disapproval of individual squadron or GSU requests for deviations or waivers to this instruction.

6.5.2. Oversees the management of all MTL authorizations within the group, to include initial placement of incoming MTLs.

6.5.3. Makes recommendations to his or her commander concerning movement of MTLs between squadrons to ensure equitable manning throughout the group.

6.6. Each MTSE program manager will:

6.6.1. Manage, schedule, conduct, and adjust curriculum for the Airman leader course (ALC) and ensure GSU CMTLs comply. **NOTE:** Only MTLs will administer the ALC.

6.6.2. Prior to class start date, designate a maximum number of candidates per squadron who are authorized entry into each ALC.

6.6.3. Provide self-inspection checklists for TRSs and dets or GSUs. **NOTE:** Units may fulfill this requirement with 2 AF/DOOM checklists, but additions are encouraged.

6.6.4. Conduct inspections or assessments at his or her det or GSU and provide any updated guidance. The TRG commander will determine the frequency of these inspections or assessments. **EXCEPTION:** The 82 TRW/TO will determine the frequency of inspections or assessments for Sheppard units.

6.6.5. As required, manage, schedule, and conduct a local MTL orientation course for MTL individual mobilization augmentees (IMA) or other augmentees.

6.6.6. Ensure MTLs assigned to TRG, TRSS, TO, or MTSF receive an annual clothing allowance IAW AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

6.7. Each chief military training leader (CMTL) will:

6.7.1. Ensure MTLs assigned to a squadron, det, GSU, OL, or the 381 TRSS use only the following duty titles: CMTL, senior military training leader (SMTL) (second in charge), and MTL.

6.7.2. Ensure reporting statements and procedures, calling the area to standby, calling the area to attention, and standing up when being addressed are part of the military training program. Reporting statements and procedures are as follows:

6.7.2.1. Reporting procedures will be performed as follows: Airmen will address enlisted military members by their specific rank (grade) and officer military members by "Sir/Ma'am." They will address civilian staff personnel as either "Mr/Ms" or "Sir/Ma'am." Airmen will stand at parade rest during the conversation.

6.7.2.2. Reporting statements, given when reporting to commanders, will be performed as follows: Airman will knock once and wait until instructed to enter. Airman will walk to a position two paces in front of and centered on the commander's desk, assume the position of attention, salute, and give a reporting statement ("Sir/Ma'am, Airman _____ reports as ordered."). Once the salute has been returned, the Airman will drop the salute and remain at attention unless instructed otherwise. When dismissed, he or she will salute, wait for the salute to be returned, and depart the office, using proper facing movements.

6.7.3. Ensure MTF staff members transporting NPS Airmen in a private motor vehicle (PMV) or government vehicle have at least one additional escort (except in an emergency).

6.7.4. Ensure each MTL receives an annual clothing allowance IAW AFI 36-3014.

6.7.5. Ensure each MTL is aware of expectations to maintain high standards of fitness and appearance.

6.7.6. Manage and conduct military training IAW this instruction, supplements, and established local policies. Plan and establish work schedules and performance standards, evaluate performance of assigned personnel, and provide on-the-job training for MTLs IAW 8B100 command job qualification standard (JQS).

6.7.7. Ensure each MTL is current on all training requirements, to include annual briefings (paragraph 25.7.) and cardiopulmonary resuscitation (CPR) (paragraph 25.8.). If required, notify the appropriate agencies for recertification before expiration date.

6.7.8. Establish a training plan to ensure MTLs become qualified on the 8B100 CJQS within 6 months after completing the formal MTL course.

6.7.9. Ensure an information book is located in each dormitory room and, as a minimum, contains room inspection criteria and information about the phase program.

6.7.10. Ensure all safety equipment is in serviceable condition, to include cleaning or replacing safety vests, belts, and sleevelets, as needed. Graffiti is not authorized, but a unit designation is appropriate.

6.7.11. Perform quality assurance checks, as a minimum, on flight administration procedures, dormitory standards, and Airman performance.

6.7.12. Monitor the morale, welfare, and training of MTLs and NPS Airmen.

6.7.13. Ensure MTLs monitor troop movements.

6.7.14. Ensure safety is adhered to in formations and dormitories and during RMT and sports activities.

6.7.15. Ensure a system is in place for accountability and security of dormitory and master keys.

6.7.16. Be the issuing authority for letters of reprimand. Ensure MTLs document counseling or corrective actions on an AETC IMT 341, **Excellence/Discrepancy Report**; letter of counseling; or memo for record (verbally counseled, referred to CMTL or SMTL, etc.). Ensure air reserve component (ARC) training liaisons are notified when Airmen have repeat offenses or incidents resulting in other serious disciplinary actions.

6.7.17. When applicable, follow guidelines for the recruiter assistance program established by the recruiter assistance program handbook.

6.7.18. Ensure MTLs are in uniform at all formations. (**EXCEPTION:** MTLs may be in PT attire during PT.)

6.7.19. Ensure curfew inspections are performed on a regular basis (for example, weekly, biweekly), but not on the same day of the week.

6.7.20. Ensure a charge of quarters (CQ) program is established. **NOTE:** This program is optional during the duty week for dets and GSUs if the student out-of-training population is less than 15.

6.7.20.1. Ensure Airmen in training are only used as a last resort to perform CQ during the duty week.

6.8. Each military training leader (MTL) will:

6.8.1. Use a flexible leadership style that employs mutual respect, support, genuine concern, and targeted doses of discipline, as needed. Consider the Airman's time in service and current phase when correcting disciplinary infractions.

6.8.2. Counsel Airmen on military and/or personal problems, military bearing, standards, and behavior.

6.8.3. Be responsible for safety, morale, and welfare of assigned Airmen.

6.8.4. Ensure currency on all training requirements, to include paragraph 25.6. and 25.7., and notify the CMTL prior to expiration date.

6.8.5. Conduct military training functions as specified by established policies, operating instructions, and this instruction.

6.8.6. Monitor military formations and routes of march.

6.8.7. Be responsible for safety in formations and dormitories and during RMT and sports activities.

6.8.8. Ensure each Airman has access to AFMAN 10-100, *Airman's Manual*, IAW local policy.

7. General Requirements for the Enlisted Phase Program. The following overall requirements apply:

7.1. NPS Airmen are prohibited from possessing or using tobacco products anytime on base or post or while in uniform.

7.2. Airmen who relocate for follow-on training courses will continue in phase progression from the day they left the last training location. Airmen will remain on base until they receive an initial orientation briefing, which may be provided orally or in writing.

7.3. Airmen identified for reclassification will continue in phase progression until they relocate. They will not be phased back solely because of reclassification. At the discretion of the MTF commander or

CMTL, Airmen who relocate because of reclassification will continue in phase progression from the day they left the last training location or be placed in Phase I (paragraph 8.) for up to 7 calendar days for orientation and observation. If a reclassified Airman arrives in Phase V (paragraph 12.), he or she will remain in that phase. If the location does not have an approved Phase V program, the Airman is exempt from the requirements of paragraph 12.11. (participating in an Airman's Council, mentoring Airmen, leading phase activities, etc.).

7.4. Before progressing to each phase, NPS Airmen will be briefed, using the 2 AF/DO-developed briefing on phase-specific guidelines, local area and mileage restrictions, hazards involving recreational activities, travel by PMVs, procedures to sign out and sign in from the local area, sexual assault reporting, and Straight Talk. (Mass briefings are highly encouraged.) Airmen must also demonstrate at least a satisfactory level of military standards as determined by their MTL. NPS Airmen must meet with their MTL to discuss their progression or failure to progress in phase. MTLs will document phase progression on HQ 2 AF IMT 7, **Phase Progression Application**.

7.5. Airmen who have been phased back will progress according to the established phase program timetable. **NOTE:** The CMTL or higher must approve and document any exceptions. Airmen must successfully accomplish every day in each phase and progress to each phase in succession. (**EXCEPTION:** Airmen who have been phased back may be accelerated into a higher phase for superior performance, not to exceed their original phase.) Airmen will not be phased back solely for failing to satisfactorily progress academically. MTLs will determine the level of excellence for Airmen, using the following criteria:

7.5.1. **Unsatisfactory.** The Airman does not meet the required standards of uniform wear and grooming, demonstrate an understanding of proper military customs and courtesies, participate as a follower, obey orders, or follow team leaders. The Airman does not meet the established physical readiness training (PRT) standards.

7.5.2. **Satisfactory.** The Airman meets required standards of uniform wear and grooming, demonstrates an understanding of proper military customs and courtesies, participates as a follower, obeys orders, and follows the team leader. The Airman meets the established PRT standards.

7.5.3. **Excellent.** The Airman has excellent grooming, a sharp military image and courtesies, is highly motivated and dedicated to the team mission and other members, and primarily functions as a follower, but also occasionally volunteers to fill a leadership role. The Airman exceeds the established PRT standards.

7.5.4. **Superior.** The Airman has impeccable grooming and uniform wear, pays superb attention to details, is a role model who inspires others, is an outstanding self-starter with a positive attitude, sacrifices his or her own comfort to ensure team success, and consistently shows leadership ability. The Airman far exceeds the established PRT standards.

7.6. Higher or lower phase privileges will not be used for group performance. Squadron, GSU, and det commanders may grant Phase III privileges (extended curfew, civilian clothes, etc.) to Phase I and II Airmen during Thanksgiving and Christmas.

7.7. NPS Airmen will be housed separately and restricted from residing in permanent party and temporary duty (TDY) personnel dormitories. Exceptions must be approved in writing by the wing commander. (**EXCEPTION:** The 381 TRG commander will approve exceptions for the 381 TRG; the 336 TRG commander will approve exceptions for the 336 TRG.) If an exception is approved, NPS Airmen

will be physically separated from permanent party and TDY residents by the most appropriate means (for example, a different floor or wing of the building).

7.8. NPS Airmen are restricted from visiting any permanent party, TDY, retrainee, transition or separation flights, or prior service personnel except for officially sponsored holiday events (such as Thanksgiving and Christmas) when approved by the squadron commander or higher.

7.9. NPS Airmen are not allowed in dormitory rooms of the opposite sex. **EXCEPTION:** The training and/or operations group commander may authorize (in writing) Phase IV and V students to visit the dormitory rooms of the opposite sex with the door remaining open.

7.10. NPS single or unaccompanied Airmen will not rent or visit hotels, motels, or base lodging rooms in the local area. (See paragraphs 7.10.1. through 7.10.7. for local area definitions.) If an NPS Airman's immediate family (spouse, mother, father, and/or grandparents) visits and the Airman has written approval from his or her SMTL or higher authority, the Airman may eat at the NCO club, enlisted club, consolidated club, or (when required) officers club and stay in a local hotel, motel, or base lodging with family members. However, the Airman must comply with phase-imposed alcohol and uniform restrictions. Local area is defined as:

7.10.1. For Keesler AFB and Gulfport MS, the state line both east and west and Wiggins, MS, to the north.

7.10.2. For Goodfellow AFB, Vandenberg AFB, Monterey CA, Corry Station, Ft Meade, Ft Huachuca, Pt Hueneme, Pensacola FL, Hurlburt Field, Davis-Monthan AFB, Ft Gordon, Eglin AFB, Ft Leonard Wood, Aberdeen MD, and the 59 TRW, within a 25-mile radius.

7.10.3. For Lackland, Little Rock, and Luke AFBs, within a 50-mile radius.

7.10.4. For Altus AFB and Ft Eustis, within a 70-mile radius.

7.10.5. For Sheppard, Maxwell, Kirtland, and Dover AFBs, within a 100-mile radius.

7.10.6. For Yuma, AZ, within a 40-mile radius.

7.10.7. For Ft Jackson and Tyndall, Pope, and Fairchild AFBs, within a 30-mile radius.

7.11. Airmen in Phases I through III must complete 3 days of PRT per week unless specifically excused by an MTL for a valid appointment. (Only one PRT session may be missed due to valid appointment.) PRT sessions will consist of strength training, a 30-minute aerobic run, and stretching exercises. One PRT session may be the fitness evaluation for phase progression. All sessions will be preceded by pre-exercise limbering and end with a series of post-exercise stretches. Airmen in Phases IV and V will accomplish one PRT session and two self-directed PRT sessions per week. **EXCEPTION:** Pararescue, combat control, and survival, evasion, resistance, and escape (SERE) courses owned by the 334 TRS at Keesler AFB and 342 TRS at Lackland AFB and survival courses owned by the 336 TRG at Fairchild AFB are exempt from the PRT phase program requirement.

7.12. To progress beyond Phase II, Airmen must pass a timed 1.5-mile run and 1 minute each of crunches and pushups. The established phase progression standard for the timed 1.5-mile run is 11:45 for males and 13:45 for females; the 1-minute pushup standard is 45 for males and 27 for females; and the 1-minute crunch standard is 45 for males and females. Airmen on a medical waiver or physical profile who are unable to meet established PRT requirements will remain in their current phase and will not progress until requirements can be met.

7.13. Once a month, a fitness assessment consisting of a timed 1.5-mile run, 1 minute each of pushups and crunches, and waist circumference measurement will be accomplished for all NPS Airmen. The results will be used for phase progression and maintenance and as a data source for calculating a fitness composite score for the initial Air Force fitness assessment required prior to departing technical training. Fitness composite scores will also be tied to early Phase IV (at least 90 points) and honor flight programs.

7.14. To measure abdominal circumference, locate the upper hipbone and the top of the right iliac crest. Place a measuring tape (seamstress) in a horizontal plane around the abdomen just above the iliac crest. Before reading the tape measure, ensure the tape is snug against the skin, but does not compress the skin, and is parallel to the floor. Make the measurement at the end of a normal respiration. Take the circumference measurement three times and record each measurement down to the nearest 1/2 inch. If any of the measurements differ by more than 1 inch from the other two, take an additional measurement. Add the three closest measurements, divide by 3, and round down to the nearest 1/2 inch. Record this value as the abdominal circumference. NPS Airmen of the same gender will measure each other. MTLs or other qualified personnel of the same gender may also measure (or re-measure) to ensure accuracy.

7.15. To remain in their current phase, Airmen must pass the monthly timed 1.5-mile run and established crunch and pushup standards as defined in paragraph 7.12. Airmen not meeting the established standards will be required to retest within 1 week. (All portions will be reaccomplished.) If the established standards are still not met after the retest, Airmen will be placed in Phase II until they meet the established standard. Upon meeting the standard, Airmen will be returned to their previous phase.

7.16. Prior to departing technical training for their permanent duty station, Airmen are required to receive an Air Force fitness assessment composite score of greater than or equal to (\geq)75 points. (**EXCEPTION:** Airmen on a medical waiver or physical profile who cannot meet the minimum composite score of \geq 75 points are authorized to depart technical training.) Each Airman's most recent fitness assessment score will be entered into the centralized Air Force fitness database. Airmen not meeting the composite score of \geq 75 points after graduation will be placed in SUG status (SOTS after graduation-other, as defined in AETCI 36-2215, *Training Administration*) and entered into a supervised fitness improvement program (5 days per week) that is individualized for the failed components. Airmen may take a retest once a day until they meet the standards. **NOTE:** For ARC students: Report any delays in training as a result of an Air Force fitness assessment to the appropriate ARC training liaison.

7.17. The PRT session will be administered in the following order:

7.17.1. **Joint Rotation.** (1) Assume a standing position with arms hanging to the sides. (2) Start with the head and neck and work down to the feet by moving joints and muscles to limber up. (3) Continue this exercise for 2 minutes.

7.17.2. **Knee Lifts.** (1) Assume a standing position with arms hanging to the sides. (2) Without bouncing, alternately lift the knees waist high. (3) Use normal arm swing; may bend arms at 90 degrees. (3) Continue this exercise for 1 minute.

7.17.3. **Jumping Jacks (4-count, 1 set, 20 reps).** (1) Assume a standing position with arms hanging to the sides. (2) Jump slightly in the air while moving legs more than shoulder-width apart, swinging arms overhead, touching palms together. (3) Jump slightly in the air while swinging arms sideward and downward, returning to the starting position.

7.17.4. **Strength Exercises.** Alternate between exercises until all sets have been completed. Perform repetitions in unison at reasonable and regular intervals. For two-count exercises, the MTL will sound out “up, down,” and Airmen will sound off with the current repetition. For four-count exercises, the MTL will sound off with “1, 2, 3” The fourth count will be silent, and Airmen will sound off with the number of the current repetition. The MTL or Airman leader will announce the exercise to perform (“Next exercise is the _____. Position of exercise, move. Exercise, begin.”).

7.17.5. **Pushups (2-count, 3 sets, 20 reps).** (1) Assume a front-leaning position with arms shoulder width apart, feet together or up to 12 inches apart, with body forming a generally straight line from shoulders to ankles. (2) Keeping head up, lower body until upper arms are parallel to the ground. (3) Push up to the starting position by completely straightening arms.

7.17.6. **Crunches (2-count, 3 sets, 20 reps).** (1) Lie on back with feet together or up to 12 inches apart and knees bent at a 90-degree angle with a spotter holding feet at the ankles. (2) Place arms crossed over the chest with hands at the shoulders or resting on the upper chest. (3) Bring upper body forward until elbows touch knees or upper thigh. (4) Lower back until shoulder blades touch the ground.

7.17.7. **Diamond Pushups (2-count, 2 sets, 10 reps).** (1) Assume a front-leaning position with fingers together or up to 4 inches apart, forming a diamond shape. (2) Place feet together or up to 12 inches apart with body forming a generally straight line from the shoulders to ankles. (3) Lower body until upper arms are parallel to the ground. (4) Push up to the starting position by completely straightening arms.

7.17.8. **Leg Lifts (4-count, slow cadence, 2 sets, 20 reps).** (1) Lay flat on back, hands beneath the buttocks, head raised, and knees slightly bent with feet approximately 6 inches off the ground. (2) On count one, raise legs to approximately 12 inches off the ground. (3) On count two, lower legs to approximately 6 inches off the ground. (4) On count three, spread legs approximately 2 feet apart while keeping them off the ground. (5) On count four, bring feet together to the original starting position, 6 inches off the ground. (**NOTE:** Do not let feet touch the ground while performing this exercise.)

7.17.9. **Aerobic Run.** Perform a 30-minute aerobic run.

7.17.10. **Recovery.** During recovery after 30-minute aerobic or timed 1.5 mile run, walk and/or stretch approximately 5 minutes.

7.17.11. **Stretching.** Accomplish the following stretching exercises after the 30-minute aerobic or timed 1.5-mile run:

7.17.11.1. **Abdominal.** (1) Stand and extend arms upward and overhead. (2) Interlace fingers; palms up, stretch arms up and slightly back.

7.17.11.2. **Chest.** (1) Stand and interlace fingers behind back. (2) Lift arms behind back so they move outward and away from body. (3) Lean forward from the waist. (4) Bend knees and lower arms before returning to the standing position.

7.17.11.3. **Upper Back.** (1) Stand with arms extended to the front at shoulder height, fingers interlaced, palms facing outward. (2) Extend arms and shoulders forward.

7.17.11.4. **Rear Deltoid - Neck and Shoulder.** (1) Stand with feet shoulder-width apart, arms behind body. (2) With right hand, grasp left wrist behind body, pull left arm down and to right. (3) Tilt head to right. (4) Return to start position. Then repeat procedures with right wrist, pull right arm down and to left. (5) Tilt head to left.

7.17.11.5. **Overhead Arm Pull - Triceps.** (1) Stand with feet shoulder-width apart. (2) Raise right arm, bend right elbow, and place palm in center of back at base of neck. (3) Grab right elbow with left hand; gently pull to left. (4) Return to start position. Repeat procedures with opposite arm.

7.17.11.6. **Hamstring.** (1) Sit on ground with both legs straight, toes pointing up, and feet about 6 inches apart. (2) Put hands on ankles or toes; bend forward from hips, no bouncing.

7.17.11.7. **Groin.** (1) Sit on ground with soles of feet together and place hands on or near feet. (2) Bend forward from hips; keep head up and hold position.

7.17.11.8. **Hip and Back.** (1) Sit on ground with right leg forward and straight. (2) Cross left leg over right. While sitting erect, place left foot flat on ground. (3) Keep heels of both feet in contact with ground. (4) Slowly rotate upper body to left and look over left shoulder. (5) Reach across left leg with right arm, place right elbow across knee, and gently pull left leg right with elbow. (6) Use left hand to support body by placing it on ground. (7) Repeat stretch for other side by crossing opposite leg and turning in opposite direction.

7.17.11.9. **Thigh.** (1) Stand and bend left leg up toward buttocks. (2) Grasp toes of left foot with right hand; pull heel to left buttock. (3) Return to standing position. (4) Execute stretch in same manner for opposite leg.

7.17.11.10. **Calf.** (1) Stand, fully extend left leg in front of you, and place heel of the left foot on the ground. (2) Bend forward at waist and slightly bend right knee. (3) Reach down; pull toes of left foot toward left shin. (4) Slowly return to standing position. (5) Execute stretch in same manner for opposite leg.

7.18. MTLs will manage the fitness program to include accountability, supervision, compliance, and motivation of Airmen. Additional CPR-certified personnel may be used for supervision purposes and motivation.

7.18.1. MTLs are encouraged to run with the Airmen; however, additional CPR-certified personnel must be available for emergencies.

7.18.2. MTLs will use radios and/or cell phones to respond to emergency situations. They will perform a "comm-check" before PRT begins to ensure radios are on the correct frequency, phones work, batteries are charged, and phone numbers are correct to access emergency medical services such as ambulance and fire department. They will also ensure a first aid kit and water are accessible. The CMTL will ensure adequate coverage for PRT sessions.

7.18.3. Bike patrol and/or vehicles will be used to monitor out-and-back runs.

7.18.4. In case of emergency, MTLs will provide emergency medical personnel with the injured Airman's name, age, whether he or she is conscious, and a brief description of his or her condition.

7.18.5. Ensure the squadron commander is notified of the emergency.

7.19. TRGs, TRSSs, TOs, MTSFs, and CMTLs will make every effort to schedule PRT during the most weather-favorable (temperature) time of the day. Airmen may run in wind chill indexes as low as 20 degrees Fahrenheit. The guidance in AETCI 48-101, *Prevention of Heat Stress Disorders*, will be followed during extreme heat and acclimatization of NPS Airmen. PRT will not be accomplished during black flag conditions. (During extreme cold or inclement weather, the MTSF, MTL, or supervising party will make the determination.) PRT makeup is not required when participating in parades or practices, formal retreats, or military training activities or because of valid appointments or inclement weather. Airmen may run in light rain, but not during a downpour or when lightning is present within 5 nautical miles.

7.20. PRT attire will be standard BMT items or squadron-unique items. PRT attire will include white socks, running shoes, and appropriate undergarments. The CMTL may approve headgear and gloves during cold weather.

7.20.1. Airmen may wear complete PRT attire only 30 minutes prior to and 60 minutes after PRT.

7.20.2. In special cases, the CMTL or higher may approve wear of PRT attire in other events, as long as the spirit and intent of this instruction is maintained.

7.20.3. PRT attire will not be worn to (or in) base facilities (post office, BX, dining facility, etc.), but is authorized for wear to and from the base gym, track, and pool. Airmen in Phase III or higher may wear clean and serviceable PRT attire with civilian clothes.

7.20.4. Female Airmen will secure hair at the nape of the neck (up or down) with plain pins, combs, rubber bands, or barrettes similar in color to their hair.

7.20.5. Male Airmen will be clean shaven.

7.21. AETC IMT 341 will be used in all phases of MTSE training. Airmen will carry two properly filled out AETC IMTs 341, a locally developed phase card, and their military ID at all times.

7.22. While in uniform, Airmen will march in formation or small marching units (SMU) to all locations between the hours of 0600 Monday through 1800 Friday, unless busing is used. Formations marching to and from school will be maximized to ensure safety and accountability. Airmen may be excluded (in writing) from marching by an MTL or because of a medical-issued exemption. Each marching waiver will contain an expiration date. The TRG commander will determine (in writing) if Phase IV or V Airmen are not required to march. **EXCEPTION:** The 82 TRW/TO will determine if marching is required for Phase IV or V Airmen assigned to 82 TRW units.

7.22.1. Airmen in uniform will carry an issued and operational flashlight during hours of darkness or poor visibility. The SMTL or higher will determine if flashlights are required (1) in the dormitory area, (2) when catching a bus from the squadron area to academic training, and (3) when using lighted troop walks from the dormitory area to academic training. **EXCEPTION:** Airmen in Phases IV and V are not required to carry a flashlight unless in formation.

7.22.2. Airmen will use sidewalks, troop walks, or established routes of march. They will not cut through grass, squadrons, drill pads, or parking lots or use other shortcuts.

7.22.3. Road guard vests, belts, or sleevelets are mandatory for road guards and formation commanders when entering traffic.

7.22.4. There will be a uniform of the day. When marching in a formation, Airmen will be in the same uniform (for example, jackets or no jackets, sleeves up or down, gloves on or off).

7.22.5. Airmen are not authorized to eat, drink, talk, or chew gum while marching in formation or SMUs. **EXCEPTION:** They may drink water from issued containers.

7.23. Quiet hours are 24 hours a day, 7 days a week. That is, any noise heard outside the dormitory room and determined by the MTL to be disruptive is not allowed.

7.24. NPS Airmen in the grades of Airman Basic through Airman First Class will be entered in the phase program and remain in the program until they depart from technical training or attain the rank of Senior Airman.

7.25. AFRC or ANG Airmen who are sent home between BMT graduation and the beginning of technical training (awaiting class start date, funds, etc.) will be entered into the phase program upon arrival at training. NPS ANG Airmen promoted early to Senior Airman will remain in the phase program and the NPS dormitory until departure from 2 AF technical training or completion of aircrew qualification courses under 19 AF. NPS ANG Senior Airmen are encouraged to take a leadership role in the MTF.

7.26. NPS Airmen are not normally authorized to take ordinary leave (**EXCEPTION:** Holiday Exodus). In rare circumstances, the group commander may approve leave for Airmen in all phases. (The group commander may delegate this authority to the squadron or detachment commander.) When leave is authorized, Airmen will receive a predeparture safety briefing, which will be documented on AETC IMT 29B, **Predeparture Safety Briefing**. **NOTE:** While on leave for Holiday Exodus, Airmen in Phases I and II will not accrue calendar days toward phase progression.

7.27. NPS Airmen will not attend off-duty educational programs or off-duty employment while assigned to a technical training squadron (**EXCEPTION:** College Level Examination Program [CLEP] and Defense Activity for Nontraditional Educational Support [DANTES] testing). The 311 TRS students may be permitted to participate in off-duty education after counseling by the TRS commander documenting successful language training progression. Students must maintain a "B" average, have no record of military disciplinary problems, meet Air Force physical fitness standards, participate in the unit's peer tutor program, and be in Phases IV or V.

7.28. Personnel covered by AETCI 36-2909 and AETCI 36-2909/2 AF Sup 1 (if applicable) are highly encouraged to participate in appropriate organizational functions for team building such as picnics, sporting events, graduations, student achievements, Air Force-approved fund drives, membership campaigns, and other activities authorized by the commander. NPS Airmen must not have an unprofessional relationship, as defined in AETCI 36-2909, with permanent party personnel assigned to the TRG, prior service students, retrainees, or TDY students.

8. Phase I Requirements and Restrictions. Phase I runs from arrival at the training site through the 28th calendar day. Airmen in Phase I are transitioning from a strictly controlled BMT environment into a structured technical training atmosphere of military discipline and academics. As such, these Airmen require close supervision and continuous reinforcement and inspection of standards. During Phase I, NPS Airmen:

8.1. Will remain on station.

8.2. Will not purchase, possess, or consume alcohol.

8.3. Will wear appropriate uniforms on and off duty, except when they are in their dormitory room.

- 8.4. Will adhere to a daily curfew of 2200 to 0400. Airmen assigned to afternoon-shift training will adhere to a daily curfew of 0130 and a curfew of 2200 on Saturday, Sunday, and holidays. (Holiday hours are the same as weekend hours.) **EXCEPTION:** Afternoon-shift Airmen on Sheppard AFB will adhere to a daily curfew of 0230 and a curfew of 2200 on Saturday, Sunday, and holidays.
- 8.5. Will eat three meals per day, Monday through Friday, in a base dining facility.
- 8.6. Will not operate a PMV. They may ride in a PMV, but not during duty hours or to and from school.
- 8.7. Will have their rooms inspected on a weekly basis, but not on the same day every week. These inspections will be documented and kept for a minimum of 30 days. Airmen must keep their rooms IAW local guidelines.
- 8.8. Will make their beds with issue sheets and a bedspread or blanket. Personalized bedspreads or comforters are not authorized.
- 8.9. Will not hang pictures of any kind on the walls or lockers. **NOTE:** Pictures in a frame, no larger than 8 inches by 10 inches, may be displayed on the Airman's desktop, but must not be of a sexually explicit or degrading nature.
- 8.10. May have an alarm clock or radio alarm clock on their nightstand or desk.
- 8.11. May not possess or use a television or stereo in their dormitory room. They may, however, use existing televisions or stereos located in dayrooms or common areas.

9. Phase II Requirements and Restrictions. Phase II runs from the 29th calendar day through the 44th day. Phase II Airmen are expected to have increased their performance, appearance, and self-discipline. They still require reinforcement and inspection of standards, but are expected to be more responsible and are held to a higher accountability. During this phase, NPS Airmen:

- 9.1. Will remain in uniform and on station during duty hours. If Airmen go off station, they will wear the appropriate blue uniform combination and may travel up to 25 miles.
- 9.2. Will not purchase, possess, or consume alcohol.
- 9.3. May ride and operate a PMV, but not during duty hours or to and from school.
- 9.4. Will adhere to a daily curfew of 2200 to 0400 on Sunday through Thursday and 2400 to 0400 on Friday through Saturday. Airmen assigned to afternoon-shift training will adhere to a daily curfew of 0130 and a curfew of 2400 on Saturday, Sunday, and holidays. (Holiday hours are the same as weekend hours.) **EXCEPTION:** Afternoon-shift Airmen on Sheppard AFB will adhere to a daily curfew of 0230 and a curfew of 2400 on Saturday, Sunday, and holidays.
- 9.5. Will eat at least two meals per day, Monday through Friday, in a base dining facility.
- 9.6. Will have their rooms inspected on a weekly basis, but not on the same day every week. These inspections will be documented and kept for a minimum of 30 days. Airmen must keep their rooms IAW local guidelines, but may personalize their rooms.
- 9.7. If married and the spouse resides in the local area, may move out of the dormitory with a successful PT evaluation and the written approval of the squadron, det, or MTF commander. (**EXCEPTION:** The commander may authorize this privilege at an earlier phase for hardship situations.) NPS Airmen allowed to reside out of the dormitory are not authorized a dormitory room and may operate a PMV to

and from their residence to their squadron area. However, they will not drive to and from school unless otherwise authorized. The squadron commander may delegate this authority to the squadron section or det commander. TRG commanders may develop local guidance in an approved supplement to this instruction to be more restrictive regarding NPS off-base residency if local conditions warrant.

10. Phase III Requirements and Restrictions. Phase III runs from the 45th day through the 180th calendar day. Phase III Airmen have achieved a high level of knowledge and proficiency and are expected to act as role models for given standards. However, with greater privileges come greater responsibilities. Airmen are expected to professionally correct minor uniform, bearing, and general citizenship discrepancies. They will be held accountable and supervised commensurate with their time in service. During this phase, NPS Airmen:

10.1. Will remain in uniform and on station during duty hours. They will not proceed outside the local area Monday through Friday. Any exceptions must be approved by the CMTL on a case-by-case basis. Airmen may travel up to 150 miles on weekends or holidays.

10.2. May consume alcohol if they are of legal age. However, alcohol will not be consumed between 1700 Sunday and 1700 Friday or at least 8 hours prior to duty. **NOTE:** Aircrew members will comply with guidance on alcohol consumption IAW their mission design series (MDS)-specific AFI or AFI 11-202, Volume 3, *General Flight Rules*, as applicable.

10.3. Will not possess or consume alcohol in the dormitory or immediate surrounding area. Those who choose to drink alcohol will do so responsibly and not bring discredit to the Air Force, in or out of uniform.

10.4. May ride and operate a PMV, but not during duty hours or to and from school.

10.5. Will adhere to a daily curfew of 2200 to 0400 on Sunday through Thursday. Airmen assigned to afternoon-shift training will adhere to a curfew of 0130, but they do not have a curfew on Friday, Saturday, and holidays. (Holiday hours are the same as weekend hours.) **EXCEPTION:** Afternoon-shift Airmen on Sheppard AFB will adhere to a daily curfew of 0230 and no curfew on Friday, Saturday, and holidays.

10.6. Will eat at least two meals per day, Monday through Friday, in a base dining facility.

10.7. Will have rooms inspected at least twice a month and keep their rooms IAW local base guidelines. (These inspections will be documented and kept for a minimum of 30 days. Airmen may personalize their rooms.)

10.8. Who are identified as superior performers, possess a 90-percent or higher academic average, and have a fitness composite score of ≥ 90 points may be approved by the squadron commander for acceleration into Phase IV on the 120th day of training. (The squadron commander may delegate this authority to the squadron section or detachment commander.)

11. Phase IV Requirements and Restrictions. Phase IV runs from the 181st calendar day through completion of Air Force specialty code (AFSC)-awarding training and departure for a duty assignment. (Aircrew member students will remain in Phase IV until successfully completing initial qualification training.) Because Phase IV Airmen have been in the Air Force for over 6 months, they are expected to be responsible mentors for newer Airmen. They should require very little supervision and only random spot checks for adherence to standards. Their knowledge and proficiency should rival that of a permanent

party Airman, and they will be afforded privileges as such. Airmen who achieve Phase IV may be phased back only by the CMTL or higher. During this phase, NPS Airmen:

- 11.1. Will remain in uniform during duty hours or official business. They will not proceed outside the local area Monday through Friday. Any exceptions will be approved by the CMTL on a case-by-case basis. Phase IV Airmen have no travel restriction on weekends or holidays, but the CMTL or higher must approve a travel itinerary for distances over 300 miles.
- 11.2. May consume alcohol after duty hours, in or out of uniform, if they are of legal age. However, they will not possess or consume alcohol in the dormitory or immediate surrounding area and will not consume alcohol at least 8 hours prior to duty. **NOTE:** Aircrew members will comply with guidance on alcohol consumption IAW their MDS-specific AFI or AFI 11-202, Volume 3, as applicable.
- 11.3. Who choose to drink alcohol will do so responsibly and not bring discredit to the Air Force, in or out of uniform.
- 11.4. Have no restrictions on the use of PMVs. **EXCEPTION:** They may not drive to and from school.
- 11.5. Are exempt from curfew, but they must reside in the dormitory during the duty week.
- 11.6. Have no restrictions on the number of meals they must eat in the dining facility.
- 11.7. Will keep their rooms neat, orderly, and IAW their local base guidelines and be inspected once a month on a random basis. (These inspections will be documented and kept for a minimum of 30 days.)
- 11.8. May frequent the Airman's club for professional, social, and entertainment purposes. **NOTE:** Wing commanders may authorize Phase IV Airmen to use the base collocated or enlisted club. **EXCEPTION:** The 381 TRG commander will approve any exceptions for the 381 TRG; the 336 TRG commander will approve any exceptions for the 336 TRG.

12. Phase V Requirements and Restrictions. (**NOTE:** Phase V only applies to [1] Airmen in AFSCs 1N3XX and 1A8XX, and [2] Airmen at locations with unique situations who have received written approval.) The group commander may grant Phase V after completion of at least 180 consecutive days in Phase IV. The phase will last through completion of all AFSC-awarding training and departure for a duty assignment. (The group commander may delegate this authority to squadron commanders.) The decision to progress to Phase V will not be based solely on time. Airmen must achieve a passing academic grade, not be on academic probation, and meet all PRT requirements. They are expected to take on greater roles in leadership and must continue to be an example and a role model for their peers. They will be provided with an atmosphere of respect, dignity, and professionalism, tempered with strict expectations of discipline. Airmen who achieve Phase V may be phased back only by the group commander or higher. During this phase, NPS Airmen:

- 12.1. Will remain in uniform during duty hours or official business. They will not proceed outside the local area Monday through Friday. Any exceptions will be approved by the CMTL on a case-by-case basis. Phase V Airmen have no travel restriction on weekends or holidays, but the CMTL or higher must approve a travel itinerary for distances over 300 miles. The squadron commander or designated representative must approve any exceptions.
- 12.2. May consume alcohol after duty hours, in or out of uniform, if they are of legal age. However, they will not possess or consume alcohol in the dormitory or immediate surrounding area and will not

consume alcohol at least 8 hours prior to duty. **NOTE:** Aircrew members will comply with guidance on alcohol consumption IAW their MDS-specific AFI or AFI 11-202, Volume 3, as applicable.

12.3. Who choose to drink alcohol will do so responsibly and not bring discredit to the Air Force, in or out of uniform.

12.4. Have no requirement on the number of meals they must eat in the dining facility.

12.5. Are exempt from curfew.

12.6. Have no restrictions on the use of PMVs.

12.7. Will keep their rooms neat, orderly, and IAW their local base guidelines and be inspected once a month on a random basis. (These inspections will be documented and kept for a minimum of 30 days.)

12.8. May frequent the Airman's club and base collocated or enlisted club for professional, social, and entertainment purposes.

12.9. Will be housed separately, when feasible, from Phase I through IV Airmen by the most appropriate means (different floor or wing of the building). Phase V Airmen may reside in permanent party and TDY dormitories if per diem and lodging costs are not incurred.

12.10. Are exempt from military training formations (**EXCEPTIONS:** Weekly PRT session, monthly fitness evaluation, monthly room inspection, and one-time formations directed by the squadron commander).

12.11. Will participate in an Airman's council facilitated by an MTL. Meetings will be held at least once a month and include selected briefings similar to those provided in the first term Airmen center. (Organizations such as the Chiefs Group and/or Top Three Association are encouraged to meet with the council on a recurring basis to provide information on professional development.) Phase V Airmen will also be encouraged to assist MTLs with mentoring Airmen and leading Phase I through III activities such as assisting Airmen during inprocessing, leading safety briefings, etc.

13. Dormitory Inspections and Living Standards:

13.1. Entrances to all bays, floors, and buildings with members of the same gender will have signs designating these areas as "male" or "female."

13.2. All personnel entering or leaving a bay or floor of the opposite gender must announce themselves by stating "Male (or female) entering (or leaving) the bay (or floor)." In dormitories with central latrines, an escort must be sent to ensure the latrine is clear before entering.

13.3. Before entering the room of an Airman, personnel must knock once and make their presence known. Door will remain open when two people (or more) are in the room. **EXCEPTION:** NPS Airmen of the same gender may close the door when visiting other NPS Airmen.

13.4. Except in an emergency, any person entering the dormitory who is not assigned to the MTF or identified on a locally developed access list must have an escort.

13.5. NPS Airmen must lock the doors to their rooms and adjoining latrines while they are sleeping or when their rooms are unoccupied.

- 13.6. Personnel must report violations of external or internal security to the CQ or MTL or through the chain of command. Examples of security violations include unsecured checkbooks, credit cards, military ID.
- 13.7. Personnel must report all equipment, facility, and furniture discrepancies to the CQ, MTL, or facility manager or through the chain of command.
- 13.8. The open display of pictures, posters, or items displaying the human body in an obscene, provocative, or pornographic manner or any image considered in poor taste (as determined by the MTL) is not allowed.
- 13.9. Posters, pictures, or items portraying or advocating drug, alcohol, or tobacco use are not allowed.
- 13.10. Items will not be hung from the ceiling.
- 13.11. Firearms, fireworks, or flares are not allowed.
- 13.12. Burning of incense or candles is not allowed.
- 13.13. Weapons or weapon-like instruments are not allowed. Knives with blades greater than 3 inches, except those issued as part of required flight gear for students in active flight training, are not allowed.
- 13.14. Pets of any kind are not allowed.
- 13.15. Alcoholic beverages are not allowed.
- 13.16. Airmen must wear footwear outside dormitory rooms. (For safety purposes, socks are not considered footwear.)
- 13.17. Airmen will not mix chemicals or cleaning supplies.
- 13.18. Squadrons will establish a linen issue or exchange policy.
- 13.19. Signs or notices posted in dormitories must be framed or professionally made (**EXCEPTION:** Notices on bulletin boards).
- 13.20. MTFs must maintain a military training bulletin board in a central location. This board will be posted with the following visual aids: AETCVA 36-2, *AETC Policy on Equal Opportunity*; AETCVA 36-6, *Points of Contact for Students and Trainees*; AETCVA 90-2, *Fraud, Waste, and Abuse Hotlines*; and AFVA 10-2510, *U.S. Air Force Emergency Notification Signals* (or sister-service equivalent). All MTF bulletin boards must be maintained in a professional manner. Posted information will be reviewed and kept current. The information will be displayed neatly, and its corners will be secured.

14. Facility Management. MTLs will:

- 14.1. Document all facility discrepancies on a master discrepancy log for the specific building. Report discrepancies to the appropriate civil engineering zone within 24 hours (on the first duty day, if identified on weekend or holiday). In cases of emergency, notify the civil engineering emergency desk immediately.
- 14.2. Identify and log all unserviceable furniture on a master discrepancy log. Remove furniture that poses a safety hazard or turn in unserviceable furniture that cannot be repaired.
- 14.3. Aggressively track all dormitory work orders to ensure timely repair of items.

- 14.4. Ensure supplies are stocked and available for quality of life.
- 14.5. Ensure fire drills are conducted IAW base fire department policies. Conduct bomb threat evacuations quarterly.
- 14.6. Ensure fire evacuation plans are posted on each floor and the entrance or exit of dormitory.
- 14.7. Accomplish key accountability at least once per quarter.

15. Inprocessing Procedures:

- 15.1. MTLs will meet NPS Airmen upon arrival from BMT.
- 15.2. MTLs will conduct an inprocessing briefing for NPS Airmen to include, as a minimum, the following: MTL roles and responsibilities, the phase program, dormitory standards and restrictions, fire safety, medical care, professional and unprofessional relationships, PRT, off-limit areas, troop movements, and AFMAN 10-100. MTLs will verify that each NPS Airman has a copy of AFMAN 10-100. **NOTE:** The 2 AF units will also brief Airman leader roles and responsibilities.
- 15.3. The CMTL or the GSU MTL will ensure NPS Airmen receive the following briefings within 7 calendar days of arrival: substance abuse, military equal opportunity, traffic safety, suicide awareness, sexual assault and reporting, core values, financial management, and 2 AF/DO-developed decorum. Subject matter experts or videotapes of briefings may be used.
- 15.4. MTLs will ensure each Airman receives a newcomers' safety briefing as directed by AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*, and document the briefing on AETC IMT 29A, **Commander's Newcomers' Safety Briefing**. The briefing will ensure Airmen understand the AETC High-Risk Activities Program. In addition, Airmen who wish to participate in high-risk activities will have an activity-specific, one-on-one briefing; and this briefing will be documented on AETC IMT 410, **High Risk Activities Worksheet**.
- 15.5. MTF personnel will establish and maintain a collateral training folder (CTF) for each Airman assigned. CTFs will be located in the MTF.

16. Outprocessing Procedures:

- 16.1. Verify NPS Airmen have AFMAN 10-100 and brief them on how it will be used in the Air Force.
- 16.2. Ensure each Airman receives a predeparture safety briefing and has completed an AETC IMT 29B, **Predeparture Safety Briefing**. Airmen are limited to a maximum of 10 hours per day when traveling by PMV (not to exceed 500 miles). The completed AETC IMT 29B will be filed in each Airman's CTF.
- 16.3. The Airman's CTF will be moved to inactive status for at least 180 days.
- 16.4. NPS Airmen being reclassified or proceeding to follow-on technical training will hand-carry their sealed CTF and phase card to gaining unit. Prior to the Airman's departure, the MTL will notify the gaining unit of the Airman's arrival date and time.
- 16.5. NPS Airmen using a PMV must be well rested before departing the local area on leave, TDY, or PCS. NPS Airmen traveling by PMV will have a 2200 curfew the day prior to departure. In addition, they will depart after breakfast but no earlier than 0600. They may depart after performing other

duties as long as they completed no more than 4 hours of duty or they are departing no later than 1300. **NOTE:** Regardless of training shift, Airmen must receive a minimum of 8 hours sleep before departing, except when approved in writing by the squadron commander.

16.6. NPS Airmen traveling at government expense by contract or commercial transportation will wear the blue service uniform (a short- or long-sleeved shirt with tie or tie tab) with the option to wear the lightweight blue jacket. Airmen wearing the short-sleeved shirt may remove the tie or tie tab while traveling via contract bus. In force protection condition (FPCON) Charlie or higher, wing commanders will consider authorizing the wear of civilian clothes based on threat. When traveling overseas, Airmen will comply with the DoD Foreign Clearance Guide.

17. Remedial Military Training (RMT):

17.1. The goal of RMT is to rehabilitate and reenergize Airmen in technical training who need to be motivated or “re-blued” and to return them with a positive outlook and strong desire to succeed. This will be done by limiting their free time, providing additional military training, and reinforcing the importance of following directions and maintaining standards. A portion of this experience will be tailored around individualized counseling and mentoring with a focus on core values, character building, discipline, and the aerospace expeditionary force (AEF). AFMAN 10-100 will be used as a source document.

17.2. MTLs must document action on an AETC IMT 341 (at a minimum). RMT will be used early in corrective actions before resorting to letters of reprimand or higher.

17.3. RMT is a structured, intense, 1-day program for a maximum of 12 hours. Airmen will be entered into Phase I upon identification for RMT and remain in Phase I until successful completion. MTLs will conduct this program and be present for the entire RMT session. RMT will be conducted by the squadron, det, GSU, or OL personnel and only on nonduty days.

17.4. Placement of an Airman into RMT will be approved by the SMTL or higher. Once identified, the NPS Airman will attend the next scheduled RMT session.

17.5. Assigning RMT to an entire group based on the deficiencies of one or a few individual's is not authorized.

17.6. As a minimum, RMT will consist of the following: two different uniform inspections, room or bay inspections, open wall locker inspections, PT (a run is not required), march to and from all activities, and sidestep through the dining facility servicing line. During inclement weather, drill may be replaced with academic study and PT will be conducted in the gym, if available.

17.7. RMT Airmen may perform normal squadron duties and duties associated with CQ (for example, cleaning, taking out trash, dusting). However, they will not be the CQ or charge of quarters runner (CQR), answer phones, or perform security checks.

17.8. NPS Airmen wishing to attend a church service will be excused for a short period to exercise that choice if no other timeframe is available.

17.9. After successful completion of RMT, Airmen will return to the previous phase. Airmen who fail RMT will remain in Phase I until successful completion of the next scheduled RMT.

18. Recognition Programs. Squadrons and training groups are highly encouraged to institute an Airman of the month, honor flight program, and MTL recognition. AFMAN 10-100 will be used as a source document for these NPS recognition programs.

18.1. The purpose of an Airman of the month program is to recognize the “best of the best” NPS Airmen.

18.2. The purpose of the honor flight program is to recognize the best flight in the squadron or group. The honor flight program will include PRT. The areas evaluated may be dormitory common areas and grounds upkeep, dormitory rooms, retreat procedures, open ranks procedure or inspection, and questions from AFMAN 10-100.

19. Base Details for Students Awaiting Training Status (SATS), Ineffective In Training (IIT), and Students Out of Training Status (SOTS):

19.1. The MTSF will assign base details, if required, and track Airmen to ensure accountability.

19.2. Detail Airmen will normally be available for base details Monday through Friday from 0700 to 1700. The SMTL or higher is the approval authority for nonduty day detail requests. Any organization that accepts SATS, IIT, or SOTS Airmen is responsible for conducting safety briefings and ensuring the issue and use of safety equipment. Military training, to include PRT, has priority over base details.

19.3. Detail Airmen will not be used for contractual, customer services, or custodial services work for which appropriate personnel are hired.

19.4. For ARC students, the MTSF will ensure the appropriate ARC training liaison is notified of any ARC student entering or exiting SATS, IIT, or SOTS.

20. Airman Leader Program Requirements and Procedures:

20.1. The purpose of an Airman leader is to assist MTLs, improve Airman morale, and enhance personal leadership skills.

20.2. Airmen leaders supervise or monitor personnel assigned to their squadron or placed under their charge.

20.3. Airman leader training must not interfere with an Airman’s progress in academic training.

20.4. Airman leaders will be in the grade of Airman First Class and have a minimum 80 percent grade average or, if member has no grade average, be progressing satisfactorily. The SMTL or higher will approve candidates to become Airman leaders after a CTF review and personal interview. The following review criteria should be considered: disciplinary infractions, BMT report card, instructor recommendations, and past leadership experience. **NOTE:** If no qualified Airmen First Class are assigned to the unit, Airman leaders may be selected from the ranks of Airman and, subsequently, Airman Basic.

20.5. Airmen may become Airman leaders prior to receiving a grade average. However, they must meet academic requirements and maintain a minimum 80 percent grade average once they begin their academic training.

20.6. Satisfactory progress is required for nongraded courses.

20.7. Grade averages and satisfactory progress will be verified prior to receiving the yellow or red rope.

20.8. Airmen leaders have the authority to pull an AETC IMT 341 from any NPS Airman and turn it in to their squadron MTL.

20.9. The Airman leader program consists of three phases: Phase I is receiving and reviewing the Airman leader guide (ALG); Phase II is attending the Airman leader course (ALC) conducted by the MTSF, and Phase III is continuation training in the squadron. A GSU SMTL or higher may authorize one-on-one training due to the limited number of Airmen. There is no time limit for the material presented in the ALC.

20.10. Candidates will be issued the ALG (HO ALG 1) prior to class start. **NOTE:** The ALG may be found at <https://hq2af.keesler.af.mil/MTL/AL%20Guide.doc>. Airman leader candidates must familiarize themselves with the contents of the guide before attending class.

20.11. The ALG may be adjusted to meet local conditions.

20.12. MTSF and GSU MTLs will evaluate candidates on drill IAW HQ 2 AF Form 5, **Airman Leader Application/Certification**, or designate a squadron MTL to do so. Airman leaders will be evaluated on open ranks prior to assuming yellow rope.

20.13. Airmen must attend and successfully pass ALC prior to receiving Airman leader status. Airman leader status will be determined by the SMTL or higher when reclassified or in continuation technical training. Airmen who continue in Airman leader status will be briefed on local conditions.

20.14. If locations have a written exam, questions will be compiled from the ALG.

20.15. The SMTL or higher will remove Airman leader status from Airmen who abuse their authority or fail to perform assigned duties. As a minimum, removal of Airman leader status will be documented on an AETC IMT 341 or HQ 2 AF Form 5.

20.16. If an Airman leader's grade average falls below 80 percent or he or she fails to satisfactorily progress, he or she may continue in Airman leader status until the next block test or retest. Results from the block test or retest will determine continued Airman leader status.

20.17. Only an SMTL or higher may reinstate Airman leader status.

20.18. Green ropes (bay chiefs and element leaders) are typically responsible for all Airmen assigned to a dormitory bay and/or element, Yellow ropes (floor ropes and flight leaders) are typically responsible for all Airmen assigned to a dormitory floor and/or flight. Red ropes (shift leaders) are responsible for all Airmen assigned to a shift or squadron.

20.19. Airman leaders must progress through each rope color before assuming the next higher position.

21. Authorized Aiguillettes for NPS Airmen:

21.1. Airman leaders will wear the red, yellow, or green aiguillette on and off base when in uniform.

21.2. Chapel assistants will wear the white aiguillette.

21.3. Drum and bugle or fife and drum corps members will wear the silver or white and navy blue aiguillette.

21.4. Drill team members and special activity teams will wear the black aiguillette.

21.5. Airman leaders performing duties listed in paragraphs 21.2. through 21.4. will wear the respective aiguillette only while performing those duties.

21.6. Aiguillettes will be worn on the left shoulder on all indoor and outdoor uniform items and will be secured as close to the collar or lapel as possible without detracting from the appearance of the uniform. Ceremonial aiguillettes are optional for mess dress, semiformal, and service dress uniforms. If worn, they will be grounded on the left shoulder seam. Aiguillettes may be temporarily removed for safety during training.

22. CQ and Security:

22.1. Each numbered Air Force (NAF) (2 AF and 19 AF) will establish a CQ and security program.

22.2. Any time they depart the local area, Airmen will sign out and in with the CQ on a locally developed log.

22.3. NPS Airmen will fill the position of CQ and CQR and will wear an identification badge.

22.4. CQs will document information and any significant events on HQ 2 AF Form 6, **Tour of Duty Report**.

22.5. As a minimum, the CQ binder will contain: emergency phone numbers; flight recall roster; HQ 2 AF Form 6 and instructions on how to properly complete it; emergency evacuation procedures; fire and bomb threat procedures; weather warnings; accident, injury, and illness procedures; disaster preparedness information; suspected drug and alcohol use information; Red Cross notifications; suicide attempts or gestures; and suspected or attempted larceny, rape, assault, and racial incidents.

22.6. MTLs will brief each new CQ and CQR no earlier than 1 week before assuming their duties and responsibilities. This briefing will be documented on HQ 2 AF Form 6.

22.7. The HQ 2 AF Form 6 will be kept on file at least 90 days.

22.8. Each hour, the CQR will conduct random security and fire checks including, but not limited to, checking all entrances, exits, day rooms, and laundry rooms.

22.9. CQ or CQR will secure all entrances and exits not in regular use. However, entrances and exits may be used during emergencies.

23. Transition Flight:

23.1. Technical training NPS Airmen who are discipline problems will be segregated from the MTF, pending a discharge or court martial, to prevent a negative influence on the morale and discipline of other Airmen.

23.2. Once a commander has made a decision to discharge or court martial an Airman, the Airman will be expeditiously outprocessed.

23.3. Keesler, Lackland, and Sheppard AFBs require a transition flight.

23.4. The transition flight will consist of NPS Airmen only.

23.5. Airmen being separated for disciplinary reasons may be assigned to the transition flight.

23.6. Airmen being separated for reasons other than discipline (medical or academic deficiencies) will not be assigned to the transition flight unless they also become documented discipline problems.

23.7. The transition flight will be aligned under the TRSS. (The transition flight is aligned under TO at Sheppard AFB.) The TRSS commander or TO director is responsible for the duty schedule and policies relating to the daily operation of the transition flight.

23.8. If at all possible, Airmen assigned to the transition flight will be housed together and physically separated from other Airmen by a building or the bay, floor, or wing of a building.

23.9. Airmen assigned to the transition flight will remain on base unless on an approved off-base pass issued by the UCMJ-owning commander. (Official military appointments do not require an off-base pass.)

23.10. Airmen assigned to the transition flight will wear the appropriate the Air Force uniform on and off duty. They will not wear distinctive uniform items to set them apart from other NPS Airmen.

23.11. Curfew will be 2200.

23.12. PT will be accomplished three times a week and will include 30 minutes of aerobic activity. During inclement weather, PT will be held in the base fitness center if the facility is available and space permits.

23.13. Airmen assigned to the transition flight will wear PT clothing only during PT and 30 minutes prior to and 60 minutes after PT. **EXCEPTION:** Group commanders may allow clean Air Force PT attire to be worn inside the dormitory after the last formation of the day and after all details have been completed on weekends and holidays.

23.14. MTLs will not be assigned to the transition flight for more than 120 days, unless they volunteer to stay longer, but then for no more than 1 year (**EXCEPTION:** Unit manning document-authorized positions).

Section D—MTL Program for Enlisted Students

24. MTL Duties. An MTL (special duty identifier 8B100) is an enlisted person in the grade of Senior Airman or above assigned to a training wing, group, operations group, or site as prescribed in AFMAN 36-2108, *Enlisted Classification*. MTLs will:

- 24.1. March Airmen as required to and from class.
- 24.2. Conduct PFT and weekly personnel and room inspections.
- 24.3. Organize and participate in retreat and parade ceremonies.
- 24.4. Advise and counsel Airmen.
- 24.5. Plan, organize, and direct military education.
- 24.6. Ensure maintenance of military standards.
- 24.7. Prepare and maintain records pertinent to military education and counseling matters.
- 24.8. Supervise subordinate MTL personnel.

25. MTL Management:

25.1. In partnership with HQ AETC/DP, each NAF will select and assign MTLs. HQ AETC/DOP is responsible for MTL policy. Each NAF is responsible for the training and day-to-day management of

MTLs. NAF MTLs must attend an initial qualification training course provided by 37 TRG, Lackland AFB TX. In addition, units will provide training on location-specific duty requirements.

25.2. Squadrons will maintain an 8B100 JQS on MTLs below the grade of MSgt. MTLs in the grade of MSgt and above will use the 8B100 JQS until qualified on MTL duty. Using the 8B100 JQS, MTLs will be trained on duty position tasks within 6 months of graduating from the 2 AF MTL course conducted by the 37 TRSS/MTF at Lackland AFB. An MTL trainer will verify and initial for training received from the MTL course. Exceptions will be documented by the CMTL on an AF IMT 623a, **On-the-Job Training Record Continuation Sheet.**

25.3. The ARCs will select MTLs as training liaisons to be assigned at 37 TRW, Lackland AFB TX; 82 TRW, Sheppard AFB TX; and 81 TRW, Keesler AFB MS. Training liaisons will attend the formal MTL course conducted by the 37 TRSS/MTF at Lackland. The respective ARC headquarters (HQ ANG/DPD or HQ AFRC/DPTF) is responsible for the training and day-to-day management of ARC training liaisons. However, these training liaisons are encouraged to take advantage of training opportunities at their respective locations.

25.4. On successful completion of the formal MTL course at Lackland AFB, MTLs will be awarded the blue aiguillette. The 2 AF and 19 AF MTLs will wear the aiguillette with all authorized uniform combinations. (**NOTE:** Any MTL who was identified with special duty identifier 8B100 before April 1998 is exempt from the formal course and may wear the aiguillette.) TRG and/or operations group commanders at locations with MTLs authorized, but not currently assigned, may adjust the scope of the MTL duties and/or assign the MTL responsibilities to the first sergeant, dormitory manager, or another responsible individual.

25.5. The blue aiguillette will be worn on the left shoulder on all indoor and outdoor uniform combinations, with the exception of the Gortex parka. The single braided blue aiguillette will be worn on duty uniforms and secured as close to the collar or lapel as possible. The ceremonial blue aiguillette with single braid and silver tip will be worn on mess dress, semiformal, and service dress uniforms and will be grounded on the left shoulder seam.

25.6. MTL IMAs and augmentees will attend a local MTL orientation course or the formal MTL course conducted by the 37 TRSS/MTF at Lackland AFB. However, only MTL IMAs who were MTLs prior to April 1998 or have attended the formal MTL course may wear the blue aiguillette.

25.7. MTLs will be briefed annually on sexual harassment; sexual assault awareness, prevention, and reporting; maltreatment and maltraining; and professional conduct IAW AFI 36-2909, AETCI 36-2909, AETCI 36-2909/2 AF Sup 1 (if applicable), and AETCI 48-101.

25.8. All squadron, dets, and GSU MTLs will be CPR certified.

26. IMT Prescribed. AETC IMT 341, Excellence/Discrepancy Report.

27. Forms (or IMTs) Adopted:

27.1. AF IMT 623a, **On-the-Job Training Record Continuation Sheet.**

27.2. AF IMT 847, **Recommendation for Change of Publication.**

27.3. AETC IMT 29A, **Commander's Newcomers' Safety Briefing.**

27.4. AETC IMT 29B, **Predeparture Safety Briefing.**

- 27.5. AETC IMT 410, **High Risk Activities Worksheet.**
- 27.6. HQ 2 AF Form 5, **Airman Leader Application/Certification.**
- 27.7. HQ 2 AF Form 6, **Tour of Duty.**
- 27.8. HQ 2 AF IMT 7, **Phase Progression Application.**

WILLIAM M. FRASER III, Major General, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Uniform Code of Military Justice (UCMJ), Article 92
AFPD 36-22, Military Training
AFMAN 10-100, Airman's Manual
AFI 10-248, Fitness Program
AFI 11-202, Volume 3, General Flight Rules
AFMAN 36-2108, Enlisted Classification
AFI 36-2909, Professional and Unprofessional Relationships
AFI 36-3014, Clothing Allowances for Air Force Personnel
AFI 91-202/AETC Sup 1, The US Air Force Mishap Prevention Program
AFVA 10-2519, U.S. Air Force Emergency Notification Symbols
AETCI 36-2203, Technical and Basic Military Training Development
AETCI 36-2215, Training Administration
AETCI 36-2909, Professional and Unprofessional Relationships
AETCI 48-101, Prevention of Heat Stress Disorders
AETCVA 36-2, AETC Policy on Equal Opportunity
AETCVA 36-6, Points of Contact for Students and Trainees
AETCVA 90-2, Fraud, Waste and Abuse Hotlines

Abbreviations and Acronyms

AFRC—Air Force Reserve Command
AFSC—Air Force specialty code
ALC—Airman leader course
ALG—Airman leader guide
ANG—Air National Guard
ARC—air reserve component
BMT—basic military training
CMTL—chief military training leader
CPR—cardiopulmonary resuscitation
CQ—charge of quarters

CQR—charge of quarters runner
CTF—collateral training folder
det—detachment
GSU—geographically separated unit
IAW—in accordance with
IMA—individual mobilization augmentee
JQS—job qualification standard
MDS—mission design series
MTF—military training flight
MTL—military training leader
MTSE—military training standard for (NPS) enlisted
MTSF—military training support flight
MTSO—military training standard for officers
NAF—numbered air force
OL—operating location
PMV—private motor vehicle
PRT—physical readiness training
PT—physical training
RMT—remedial military training
SMTL—senior military training leader
SMU—small marching unit
TDY—temporary duty
TO—training operations
TRG—training group
TRS—training squadron
TRSS—training support squadron

Terms

Curfew—Established time in which Airmen must be in their dormitory room.

Escort—Individual of the same gender as the room, bay, or floor being entered. Also, the same gender as individual being transported in a PMV or government vehicle.

Duty hours—The first formation of the day with MTLs through the last formation of the day with MTLs.

Formation—An organization of a squadron or flight of 12 or more Airmen for a specific reason.

Hours of darkness—One-half hour before sunset until one-half hour after sunrise.

Ineffective in training (IIT) status—An Airman who has entered a course of instruction, but has not yet graduated and is not in training for any reason. This status is implemented when an Airman is absent at least 8 consecutive hours. It is effective the first training day the Airman misses training.

Nonprior service (NPS)—Individuals who enter the military with no previous military service or have not been awarded an AFSC.

Maltraining—Any training practice not designed to meet a training objective. Examples of maltraining include, but are not limited to, using exercise as punishment, unnecessarily rearranging the property of an Airman, maliciously embarrassing an Airman, or making an Airman perform degrading or humiliating tasks.

Maltreatment (physical)—Includes, but is not limited to, poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, hazing, or any unnecessary physical contact.

Maltreatment (verbal)—Any language that degrades, belittles, demeans, or slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. Includes, but is not limited to, (1) the use of profanity and any insinuation of immoral, unethical, illegal, or unprofessional conduct; (2) crude, offensive language in rhymes or prose as memory devices (mnemonics); and/or (3) training tools that contain profane words, offensive language, or inappropriate sexual or gender references. Any language that establishes a hostile environment, constitutes and promotes sexual harassment, or disrespect to men and/or women.

Prior service—Individuals who separate from the military and then reenter it.

Road guards—Individuals appointed by the formation commander to halt traffic, as directed, at thoroughfares and other places where needed to ensure safety of formations.

Student awaiting training status (SATS)—The status of a student awaiting entry into resident technical training.

Small marching unit (SMU)—A formation of at least 2, but not more than 11 Airmen in double file. When in an SMU, Airmen will salute officers and staff cars. The Airman in charge of a SMU is responsible for calling out this command. (He or she may designate this duty to an Airman at the front who can see the officer or staff car coming.) An Airman leader, a class leader, or the highest-ranking Airman will assume command of the SMU. The Airman in charge must supervise the other Airmen and march at the rear of the right element. SMUs will march on troop walks or sidewalks, when available.

Student out of training status (SOTS)—The status of a student who either graduated or was eliminated, but has not left the base.