This instruction implements AFPD 36-22, Air Force 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 courses located at Air University and the 59th Medical Wing (59 MOW). It applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) members attending technical and flying 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.

Basic military training (BMT), officer and prior service enlisted aircrew training, the InterAmerican Air Forces Academy, and the Defense Language Institute at Lackland AFB TX will comply only with paragraph 17. Commanders at these locations must also 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 suggested changes to this instruction (via Air Force Form 847, *Recommendation for Change of Publication*), proposed supplements, and waiver requests to HQ AETC/A3PV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325, for consideration, review, and approval. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program (FMP). Refer to that publication for guidance on filling out the form.) 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/A3PV for final approval by HQ AETC/A3P. All 19 AF units will send waiver requests, suggested changes, and proposed supplements to 19 AF/A3, 73 Main Circle, Suite 1, Randolph AFB TX 78150-4549, for review. The 19 AF/A3 will then forward inputs to HQ AETC/A3PV for final approval by HQ AETC/A3P.

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 according to AFMAN 37-123, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule available at [https://webrims.amc.af.mil/rds/index.cfm](https://webrims.amc.af.mil/rds/index.cfm). 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.

**SUMMARY OF CHANGES**

This revision incorporates change 1. It establishes new phase program guidelines (paragraphs 8. through 10.); discipline reinforcement and motivational training requirements (paragraph 17.); prescribes AETC Form 77, *Airman Leader Application/Certification* (formerly 2 AF Form 5), and AETC Form 78, *Tour of Duty*, (formerly 2 AF Form 6) (paragraphs 20. through 22.); deletes references to 2 AF Form 5, 2 AF Form 6, and 2 AF Form 7, *Phase Progression Application*. A bar ( | ) indicates changes from the previous revision.

Section A—Introduction 4

1. Standards and Discipline. ........................................................................................................ 4
2. Purpose and Objectives. ............................................................................................................ 4
3. Military Customs, Courtesies, and Traditions. ........................................................................ 4
4. Points of Contact for Students: .............................................................................................. 4

Section B—Military Training Standard for Officers (MTSO) 4

5. Requirements: .......................................................................................................................... 4

Section C—Military Training Standard for NPS Enlisted (MTSE) Personnel 5

6. Program Responsibilities: ....................................................................................................... 5
7. General Requirements for the Enlisted Phase Program. ......................................................... 9
8. Phase I Requirements and Restrictions. .................................................................................... 14
9. Phase II Requirements and Restrictions. .................................................................................. 15
10. Phase III Requirements and Restrictions. ............................................................................. 16
11. DELETED. .................................................................................................................. 17
12. DELETED. ................................................................................................................ 17
13. Dormitory Inspections and Living Standards: ...................................................... 18
14. Facility Management. ............................................................................................ 19
15. Inprocessing Procedures: ...................................................................................... 19
16. Outprocessing Procedures: .................................................................................... 20
17. Discipline Reinforcement and Motivational Training: ........................................... 20
18. Recognition Programs. .......................................................................................... 21
19. Base Details for Students Awaiting Training Status (SATS), Ineffective In Training (IIT), and SOTS: ............................................................... 21
20. Airman Leader Program Requirements and Procedures: ..................................... 21
21. Authorized Aiguillettes for NPS Airmen: .............................................................. 23
22. CQ and Security: .................................................................................................. 23
23. Transition Flight: .................................................................................................... 23

Section D—MTL Program for Enlisted Students ...................................................... 24

24. MTL Duties. .......................................................................................................... 24
25. MTL Management: .............................................................................................. 25
26. Forms Prescribed: ................................................................................................. 26
27. Forms Adopted: ................................................................................................... 26

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 27
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. Note: Items permitting training/operations group commanders latitude to determine requirements, in writing, will be determined by 59TRS/CC and 82 TRW/TO for 59 MDW and 82 TRW units, respectively. 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. Failure to observe prohibitions and mandatory provisions of this publication in paragraphs 7. through 12. by NPS students is a violation of Article 92, Uniform Code of Military Justice (UCMJ).

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, det, and geographically separated unit (GSU) commander:

6.2.1. In the absence of an MTF commander, may delegate MTF commander responsibilities to the flight chief.

6.2.2. Will ensure permanent party 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. Will formally endorse all letters of reprimand. **Note:** This may be delegated to section commander, flight commander, or first sergeant. Will ensure alternative corrective measures (verbal counseling, Phase delay or Phase back, training sessions, tours of correctional custody facility, and mandatory curfew) are used before advancing to formally documented actions (letters of counseling, letter of reprimand, unfavorable information files, and nonjudicial punishment) unless advancing directly to a formally documented action is appropriate under the particular facts and circumstances. **Note:** Disciplinary exercises such as pushups and low crawls will not be used unless approved in a supplement to this instruction.

6.2.5. Will ensure MTL duty hours promote the most efficient use of MTLs’ time and maximum contact hours with NPS Airmen.

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 operation (TO), and military training support flight (MTSF) will ensure assigned MTLs use only the following duty titles: Flight Chief; Assistant Flight Chief; Superintendent, Military Training; and MTL.

6.5. Each Superintendent, 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 flight chiefs 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 according to AFI 36-3014, Clothing Allowances for Air Force Personnel.

6.7. Each flight chief will:

6.7.1. Ensure MTLs assigned to a squadron, det, GSU, operating location, or the 381 TRSS use only the following duty titles: Flight Chief, Assistant Flight Chief, and MTL. **EXCEPTION:** 311 TRS may use the following duty titles: Flight Chief, Assistant Flight Chief; Superintendent, Military Training; 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 execute a parade rest and initially address military members by their specific rank (grade), but may use “Sir/Ma’am” or proper term of address (such as, “Sergeant” or “Chief”) throughout the remainder of the conversation. Airmen will stand at parade rest during the conversation. Airmen must return to the position of attention after the conversation and execute a proper facing movement when departing. They will address civilian staff personnel as either “Mr./Ms.” or “Sir/Ma’am.”

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 according to 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 according to 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 according to 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 remedial military training (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. Will formally endorse all letters of counseling. Ensure MTLs document counseling or corrective actions on an AETC Form 341, Excellence/Discrepancy Report, or a memo for record (MFR). Note: MTLs and NPS Airmen must sign all MFRs. 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 paragraphs 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*, according to 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 because of academic reclassification or to attend 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. **DELETED.**

7.4. Before progressing to each phase, as a minimum, Airmen will be briefed on 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. **Note:** MTLs will sign each Airman’s phase card acknowledging attendance of these briefings.

7.4.1. Airmen will pass all phase requirements (open ranks, room inspections, etc.) prior to being phased up. MTLs will document the completion of all phase requirements and file in the Airman’s CTF. Airmen who fail to meet all phase up requirements on time will meet with their MTL to discuss their failure to progress in phase.

7.5. Airmen who have been phased back will progress in phase as determined, in writing, by the training/operations group commander; this may be delegated. Airmen who have been phased back to Phase I may be held in Phase I for a maximum of 30 days. 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. Squadron, GSU, and det commanders may authorize in writing additional privileges such as extended curfew hours, etc., to reward superior individual or group performance and limited loss of privileges such as curfew restriction, off-base travel restriction, etc., as a probationary measure for individuals. Training/operations group commanders may authorize in writing the above limited loss of privileges on a temporary basis as a probationary measure for groups. Squadron, GSU, and det commanders may also authorize in writing extended curfew hours and/or wear of civilian attire on Thanksgiving Day and during the holiday exodus period. Note: Training/operations group commanders may authorize in writing the use of RMT. If used, training/operations group commanders will determine, in writing, specific program requirements.

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 III 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 on- or off-base/post lodging, housing, or apartments. **EXCEPTION:** Airmen in Phase III may visit on- or off-base/post lodging, housing, or apartments with written approval of the assistant flight chief or higher.

7.10.1. DELETED.

7.10.2. DELETED.

7.10.3. DELETED.

7.10.4. DELETED.

7.10.5. DELETED.

7.10.6. DELETED.

7.10.7. DELETED.

7.11. Airmen in all phases must complete 3 days of PRT per week unless specifically excused by an MTL for a valid appointment. **EXCEPTION:** Airmen in Phase III who have achieved a 90 percent or higher Air Force fitness composite score may be exempt from one PRT session per week as determined, in writing, by the training/operations group commander.) At a minimum, PRT sessions will consist of pre-exercise limbering, pushups, situps, a 30-minute aerobic run, and post-exercise stretches. One PRT session may be the fitness evaluation for phase progression. **EXCEPTION:** Air-
men attending the pararescue, combat control, tactical air control party, and survival, evasion, resistance, and escape (SERE) courses will adhere to course PRT requirements.

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 minutes for males and 13:45 minutes 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. (EXCEPTION: Training/operations group commanders may grant exemptions on a case-by-case basis when an Airman has an extended profile/waiver [90 days or longer]. Exemptions must be documented in the Airman's CTF.)

7.13. DELETED.

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. MTLs will enter the fitness test scores from the BMT report card into the Air Force Fitness Management System (AFFMS) within 14 calendar days of arrival at the initial training location. 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 (≥)75 points. Airmen with a medical waiver or physical profile prohibiting them from performing one or more components of the fitness assessment will have a composite score calculated on the tested components. Refer to AFI 10-248, *Fitness Program*, for example calculations. Each Airman’s most recent fitness assessment score will be entered into the centralized AFFMS. Airmen not meeting the composite score of ≥75 points after graduation will be placed in student status code status (students out of training 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. DELETED.

7.17.1. DELETED.

7.17.2. DELETED.
7.17.3. DELETED.
7.17.4. DELETED.
7.17.5. DELETED.
7.17.6. DELETED.
7.17.7. DELETED.
7.17.8. DELETED.
7.17.9. DELETED.
7.17.10. DELETED.
7.17.11. DELETED.

7.18. MTLs will manage the fitness program to include accountability, supervision, compliance, and motivation of Airmen. Training/operations group commanders will establish emergency response procedures in writing. (This may be delegated to the det or GSU commander.)

7.18.1. MTLs will lead and participate in the PRT session. (Training/operations group commanders will determine, in writing, if additional CPR-certified personnel are needed for emergencies.)

7.18.2. DELETED.
7.18.3. DELETED.
7.18.4. DELETED.
7.18.5. DELETED.

7.19. TRGs, TRSSs, TOs, MTSFs, and flight chiefs 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 USAF PRT attire (blue shorts/gray shirt). PRT attire will include white socks, running shoes, and appropriate undergarments. The flight chief or higher 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 flight chiefs 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 worn to base facilities will be clean, dry, and serviceable.
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 Form 341 will be used in all phases of MTSE training. Airmen will carry two properly filled out AETC Forms 341, a locally developed phase card, and their military ID at all times.

7.22. Formations marching to and from school will be maximized to ensure safety and accountability. Airmen may be excused from marching by an MTL, in writing, or because of a medical-issued exemption. Each marching waiver will contain an expiration date.

7.22.1. Airmen in uniform will carry an operational flashlight or wear a reflective belt/vest, as determined in writing by the training/operations group commander, during hours of darkness or poor visibility. The assistant flight chief or higher will determine if flashlights or reflective belts/ vests 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.

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 small marching units (SMU). **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. All NPS Airmen will be entered into the Phase program and remain in the program until completion of all technical training and departure for permanent duty assignment. **EXCEPTION:** Training/operations group commanders may approve, in writing, the removal of NPS Airmen from the phase program. **Note:** This may not be delegated.

7.24.1. NPS Airmen considered for removal from the phase program must:

7.24.1.1. Have spent a minimum of 150 consecutive calendar days in Phase III.

7.24.1.2. Be passing academically.

7.24.1.3. Meet minimum PRT standards.

7.24.1.4. Have demonstrated the knowledge, proficiency, and conduct equal to that of a permanent party Airman as determined by the academic instructor and MTL.

7.24.2. NPS Airmen who are removed from the phase program will be housed separately and restricted from residing in dormitories housing NPS Airmen who remain in the phase program. 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, Airmen who have been removed from the phase program will be physically separated from NPS Airmen who remain in the phase program by the most appropriate means (for example, a different floor or wing of a building).
7.24.3. Training/operations group commanders will determine, in writing, specific requirements for NPS Airmen who have been removed from the phase program to include disciplinary tools available for MTLs.

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 Form 29B, Predeparture Safety Briefing. (AETC Form 29B is prescribed in AFI 91-202_AETCSUP, The US Air Force Mishap Prevention Program. Refer to that publication for guidance on filling out the form.) 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 Phase III.

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 initial technical training site through the 14th calendar day. Airmen in Phase I have graduated from a strictly controlled BMT environment and are transitioning into a structured technical training atmosphere of military discipline and academics. Airmen are expected to demonstrate improved performance, appearance, and self-discipline. They require continued reinforcement of the standards and are held accountable:

8.1. Will remain on station. Training/operations group commanders may make exceptions on a case-by-case basis. Note: This may be delegated.

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

8.3. Will wear military uniform on and off duty. Exception: They may wear civilian attire inside their dormitory only.
8.4. Will adhere to a call to quarters of 2200 to 0400 Sunday through Saturday. **EXCEPTION:** Training/operations group commanders will determine, in writing, call to quarters for Airmen assigned to shifts other than a traditional day shift. **Note:** This may be delegated.

8.5. Will eat three meals per day, Monday through Friday, in a base dining facility.

8.6. Will not operate, ride in, or utilize a PMV. Training/operations group commanders may make exceptions on a case-by-case basis. **Note:** This may be delegated.

8.7. Will have their rooms inspected a minimum of once per week, 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 according to 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.

8.12. Will march to and from all locations.

8.13. Will participate in a formal open ranks inspection conducted by an MTL a minimum of once per week. **Note:** If a location does not have enough Airmen to conduct a formal open ranks inspection (two- to four-element formation), MTLs will perform a uniform inspection.

8.14. May use a personal electronic device inside their dormitory during nonduty hours only.

8.15. Will pass all required open ranks and room evaluations prior to progressing to Phase II. (Units will determine pass/fail depending on locally developed standards.)

9. **Phase II Requirements and Restrictions.** Phase II runs from the 15th calendar day through the 35th calendar day. Phase II Airmen have achieved a higher level of knowledge and proficiency and are expected to be model Airmen. With greater privileges come greater responsibilities; Airmen are expected to follow, promote, and encourage all Airmen to adhere to standards. They will be held accountable and supervised commensurate with their time in service. 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 remain in the local area as determined in writing by the training/operations group commander; this may be delegated.

9.2. May consume alcohol if of legal age on base only, but not during the duty week or 12 hours prior to duty. **Note:** Aircrew members will comply with guidance on alcohol consumption according to their mission design series (MDS)-specific AFI or AFI 11-202, Volume 3, *General Flight Rules*, as applicable.

9.3. May ride in and operate a PMV after duty hours.

9.4. Will adhere to a call to quarters of 2200 to 0400 on evenings prior to duty days and a curfew of 2400 to 0400 on evenings prior to nonduty days. Training/operations group commanders will deter-
mine, in writing, call to quarters for Airmen assigned to shifts other than a traditional day shift. Note: This may be delegated.

9.5. DELETED.

9.6. Will have their rooms inspected a minimum of one time while in Phase II. Airmen must keep their rooms according to local guidelines, but may personalize their rooms.

9.7. DELETED.

9.8. Will march to and from all locations during duty hours.

9.9. Will participate in a formal open ranks inspection conducted by an MTL a minimum of one time while in Phase II. Note: If a location does not have enough Airmen to conduct a formal open ranks inspection (two- to four-element formation), MTLs will perform a uniform inspection.

9.10. May use a personal electronic device after duty hours only.

9.11. Will pass all required open ranks and room evaluations prior to progressing to Phase III. (Units will determine pass/fail depending on locally developed standards.)

10. Phase III Requirements and Restrictions. Phase III runs from the 36th calendar day through completion of all technical training and departure for permanent duty assignment unless the training/operations group commander has approved, in writing, the Airman to be removed from the phase program as specified in paragraph 7.24. Note: Training/operations group commanders may approve, in writing, Airmen to phase up to Phase III a maximum of 7 days early for academic courses of 30 academic training days or less. Phase III Airmen are expected to be responsible Wingmen for newer Airmen. They require minimal supervision and only random spot-checks for adherence to standards. Their knowledge, proficiency, and conduct should rival that of a permanent party Airman, and they will be afforded privileges as such. During this phase, NPS Airmen:

10.1. Will remain in uniform and on station during duty hours. Training/operations group commanders will determine, in writing, off-base mileage restrictions and weekend travel procedures. Note: This may be delegated.

10.2. Will not consume alcohol 12 hours prior to duty. Aircrew members will comply with guidance on alcohol consumption according to their MDS-specific AFI or AFI 11-202, Volume 3, 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. Have no restrictions on the use of PMVs. Training/operations group commanders will determine in writing if Phase III Airmen are allowed to drive to and from school. Note: This may be delegated.

10.5. Will adhere to a call to quarters of 2200 on evenings prior to duty days. Training/operations group commanders will determine, in writing, call to quarters for Airmen assigned to shifts other than a traditional day shift. Note: This may be delegated.

10.6. DELETED.

10.7. Training/operations group commanders will determine, in writing, if and when Airmen in Phase III are required to have their rooms inspected. Note: This may be delegated.
10.8. DELETED.

10.9. Training/operations group commanders, will determine, in writing, if and when Airmen in Phase III are required to march while in uniform. **Note:** This may be delegated.

10.10. Training/operations group commanders will determine, in writing, if and when Phase III Airmen are required to participate in a formal open ranks inspection. **Note:** This may be delegated.

10.11. With written approval of the squadron commander, Phase III Airmen may move out of the dormitory to reside with their dependents in the local area. **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. Training/operations 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.

11. **DELETED.**

11.1. **DELETED.**

11.2. **DELETED.**

11.3. **DELETED.**

11.4. **DELETED.**

11.5. **DELETED.**

11.6. **DELETED.**

11.7. **DELETED.**

11.8. **DELETED.**

12. **DELETED.**

12.1. **DELETED.**

12.2. **DELETED.**

12.3. **DELETED.**

12.4. **DELETED.**

12.5. **DELETED.**

12.6. **DELETED.**

12.7. **DELETED.**

12.8. **DELETED.**

12.9. **DELETED.**

12.10. **DELETED.**

12.11. **DELETED.**
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 90-5, HQ Air Education and Training Command Inspector General Complaints Resolution Program; 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 according to 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 Flight Chief or 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; and financial management. 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; this briefing will be documented on AETC Form 410, High Risk Activities Worksheet. (AETC Forms 29A and 410 are prescribed in AFI 91-202/AETC Sup 1. Refer to that publication for guidance on filling out the forms.)
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 Form 29B. Airmen are limited to a maximum of 10 hours per day when traveling by PMV (not to exceed 500 miles). The completed AETC Form 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. **Discipline Reinforcement and Motivational Training:**

17.1. Discipline reinforcement training is designed to reinforce training initiated during BMT and officer training and to continually emphasize core values, equal opportunity and treatment, and environmental awareness. This training may include approved physical exercises of a short duration intended to immediately remedy minor discrepancies.

17.2. Motivational training is defined as the use of specified and approved training tools (physical exercise/tasks or training aids) to reinforce attention to detail, motivate students, and/or build teamwork to accomplish a specific goal or training objective to promote student success.

17.3. Discipline reinforcement and motivational training procedures are only authorized as reflected in supplements to this instruction. These training procedures will be reviewed/approved annually by the applicable group, wing, and numbered air force director of operations.

17.4. **DELETED.**

17.5. **DELETED.**

17.6. **DELETED.**
17.7. DELETED.
17.8. DELETED.
17.9. DELETED.

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 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 assistant flight chief 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 assistant flight chief 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 Form 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 assistant flight chief 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](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 according to AETC Form 77, *Airman Leader Application/Certification* (formerly 2 AF IMT 5), 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 assistant flight chief 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 Assistant Flight Chief 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 AETC Form 341 or AETC Form 77.

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 assistant flight chief 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 charge of quarters runner (CQR) and will wear an identification badge.
22.4. CQs will document information and any significant events on AETC Form 78, Tour of Duty Report (formerly 2 AF IMT 6).
22.5. As a minimum, the CQ binder will contain: emergency phone numbers; flight recall roster; AETC Form 78 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 AETC Form 78.
22.7. The AETC Form 78 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 AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). 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.

24.7. 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/DP 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 flight chief on an AF IMT 623a, On-the-Job Training Record Continuation Sheet. (AF IMT 623a is prescribed in AFI 36-2201, Volume 3, Air Force Training Program on the Job Training Administration. Refer to that publication for guidance on filling out the form.)

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; hazing; discipline reinforcement and motivational training; and professional conduct according to 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. Forms Prescribed:
   26.1. AETC Form 77, *Airman Leader Application/Certification*
   26.2. AETC Form 78, *Tour of Duty*
   26.3. AETC Form 341, *Excellence/Discrepancy Report*

27. Forms Adopted:
   27.1. AF IMT 623a, *On-the-Job Training Record Continuation Sheet*
   27.2. AF Form 847, *Recommendation for Change of Publication*
   27.3. AETC Form 29A, *Commander’s Newcomers’ Safety Briefing*
   27.4. AETC Form 29B, *Predeparture Safety Briefing*
   27.5. AETC Form 410, *High Risk Activities Worksheet*
   27.6. DELETED.
   27.7. DELETED.
   27.8. DELETED.

MARK R. ZAMZOW, Brig General, USAF
Director of Intelligence & Air, Space, and Information Operations
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Uniform Code of Military Justice (UCMJ), Article 92
AFPD 36-22, Military Training, 22 March 2004
AFMAN 10-100, Air Force Airman’s Manual, 1 June 2004
AFI 11-202, Volume 3, General Flight Rules, 5 April 2006
AFI 36-2101, Classifying Military Personnel (Officer And Enlisted), 7 March 2006
AFI 36-2909, Professional and Unprofessional Relationships, 2 March 2007
AFI 36-3014, Clothing Allowances for Air Force Personnel, 22 May 2007
AETCI 36-2215, Training Administration, 22 April 2003
AETCI 36-2909, Professional and Unprofessional Relationships, 2 March 2007
AETCI 48-101, Prevention of Heat Stress Disorders, 2 October 2000
AETCVA 36-2, AETC Policy on Equal Opportunity, 25 August 2002
AETCVA 36-6, Points of Contact for Students and Trainees, 18 August 2006
AETCVA 90-5, HQ Air Education and Training Command Inspector General Complaints Resolution Program, 6 November 2006

Abbreviations and Acronyms

AFFMS—Air Force Fitness Management System
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
CPR—cardiopulmonary resuscitation
CQ—charge of quarters
CQR—charge of quarters runner
CTF—collateral training folder

det—detachment

GSU—geographically separated unit

IMA—individual mobilization augmentee

IIT—ineffective in training

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

NPS—nonprior service

PMV—private motor vehicle

PRT—physical readiness training

PT—physical training

RMT—remedial military training

SATS—student awaiting training status

SMU—small marching unit

SOTS—student out of training status

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.
Hazing—Any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful.

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 practice not designed to meet a course training objective. Examples of maltraining include but are not limited to using abusive, excessive physical exercise or unnecessarily rearranging the property of an Airman to correct infractions. Any practice for the purpose of inducing an Airman to self-eliminate is considered maltraining.

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.