

17th TRAINING WING



“Develop Exceptional Intelligence, Surveillance,
Reconnaissance, and Fire Protection Professionals for
America and Her Allies.”

STUDENT HANDBOOK

FOR NON-PRIOR SERVICE AIRMEN

June 2017

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1. 17th Training Wing

Welcome to the 17th Training Wing (17 TRW)! You are about to embark on one of the most challenging and rewarding experiences of your life. Your duties here include academic and military training. Both are extremely important as your adherence to military standards will have a significant impact on your success here. Paying attention to detail, following policy, procedures, customs and courtesies, and using your chain of command all play a critical role in your career.

This Handbook establishes standards of behavior and imposes on you certain duties and expectations as a student. Please be advised that failure to adhere to those duties or expectations may result in disciplinary action, up to, and including prosecution under the Uniform Code of Military Justice (UCMJ).

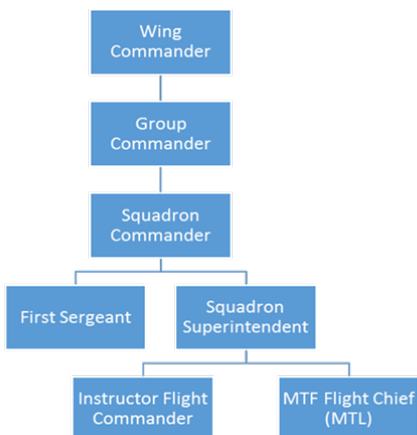
2. IN-PROCESSING WEEK

You will receive many briefings in your first week. Each briefing serves a critical role in the Air Force Mission and your role as an Airman. Make sure you bring a pen and paper to take notes. Stay awake and refrain from talking during each and every briefing. The in-processing Military Training Leader (MTL) will give you your schedule for your first week. You will be released for lunch. Between briefings you may split up from your group if authorized. At all times, be sure you know where you're going next and show up 15 minutes early; the same idea applies to evening briefings.

2.1. CHAIN OF COMMAND

2.1.1. Chain of Command

Our Wing is broken down into two Training Groups (TRG) and five separate Training Squadrons (TRS). A list of their respective AFSCs is located in the 17 TRG and the 517 TRG appendices section of this handbook. The objective for all Airmen in Training (AiT) is to graduate from their Air Force Specialty technical school with a well-rounded understanding of their military responsibilities. Periodically, issues can arise that shift your focus from this objective. If you have an issue or notice a problem, address it with your chain of command (see chart below), and give them the opportunity to resolve it at the lowest level. If this proves unsuccessful, you also have the right to pursue resolution of the issue through other avenues, such as Interactive Customer Evaluation (ICE) <http://ice.disa.mil/>; the Equal Opportunity (EO) office; the Inspector General (IG); members of other audit, inspection, investigation, and law enforcement agencies; or members of Congress. However, you should give your chain of command a chance to resolve issues before going to outside agencies.



2.1.2. Reporting Chain

The difference between chain of command and reporting chain is an important distinction to understand. Every Airman falls under a chain of command that is made up of commanders at various organizational levels. A reporting chain consists of the chain of command with additional members between levels of the chain to assist commanders in accountability for the large number of people in their command. For example, an Airman has MTLs and instructors in their reporting chain, but the lowest level of the chain of command is their flight or squadron commander.

Goodfellow AFB (GAFB) Reporting Chain: [see Paragraph A.1.](#)

Presidio of Monterey (PoM) Reporting Chain: [see Paragraph B.1.](#)

3. **AIRMEN RESPONSIBILITIES**

3.1. ACTION NOTICE

The Action Notice is an integral part of the squadron bulletin board – you **MUST** read it thoroughly, looking for anything that pertains to you. It is updated daily at GAFB and twice a day at PoM. Failure to report to an appointment because you didn't read the Action Notice is not an excuse. Failure to adhere to the action notice may lead to disciplinary action up to, and including, prosecution under the UCMJ.

Many important things may be on the Action Notice: an MTL needs to speak to you, there's a formation you must be in, or you have a security clearance issue. **Read the entire document.** Do not assume a section has nothing to do with you; you never know where your name may show up.

3.2. MANDATORY ITEMS

All Airmen are required to have mandatory items on them at all times, on and off duty, in uniform or civilian attire.

GAFB: [17 TRG Mandatory Items, see Paragraph A.3.](#)

PoM: [517 TRG Mandatory Items, see Paragraph B.3.](#)

3.3. ACCOUNTABILITY ROSTERS

The accountability roster contains essential contact information on all squadron members. An MTL or Airman Leader will assist you with the accountability roster by adding your name, rank, AFSC, language shred (if applicable), class start date, room number, arrival date and any other additional information like extracurricular activities or pertinent status (e.g., Drill Team, Waiver, Teal Rope, etc.). If any information changes you have one duty-day to report any changes to your MTL or Airman Leader.

3.3.1. RECALL

A recall is an event that requires ALL Airmen to contact their assigned unit via telephone or reporting in person. Recalls can be triggered by a real-world emergency or an exercise to practice the response to a similar real-world emergency. If a recall is initiated all Airmen will be contacted for accountability and will be required to follow the guidelines for the event.

3.4. APPOINTMENT PROCEDURES

Make every effort to schedule any appointments outside of class time whenever possible (this does not apply to an emergency or sick call). Many base/post support agencies offer extended service hours on certain days, so inquire when attempting to make any appointments. Once you do have a scheduled appointment (e.g., dental, security clearance interview, etc.), you must obtain approval/permission from your instructor or instructor's supervisor and your MTL if it occurs during class hours and your squadron MTL or higher for appointments scheduled outside of class

hours. You must fill out two appointment slips (PoM will use DLIFLC Form 806/GAFB will use AETC Form 50) and have them signed and approved one duty day prior to your appointment. You will fill it out and then take the required form to an MTL/instructor who will sign it to ensure accountability. Ask someone at your appointment to verify the time you left by signing the appointment slip when you are finished. Immediately return to class (or other duty assignment) and turn in the appointment slip.

All other personal activities should be handled outside of class time. If you must miss class, ensure the absence is authorized in advance. Know that it is your responsibility to attend all appointments. If you need to cancel or change an appointment, you must inform your MTL or instructor along with the agency you made the appointment with as soon as possible. Missed appointments will be considered a “failure to go” and will be met with progressive discipline.

3.5. DUTY HOURS

Airmen’s duty hours begin with the first formation of the day, or as indicated by flight policy. They continue until the last formation with your MTLs, which may include physical training (PT) or a military training session. If no mass formation is scheduled, the end of day is routinely the end of class, but it is your responsibility to verify this by contacting your MTL.

3.6. FORMATIONS

Safety, accountability and effective communication are vital to the operation of any unit. Therefore, formations are used to pass down the most current information to Airmen, ensure accountability and brief the safety conditions/possible hazards. ALL formations are MANDATORY. Your squadron will set the times and location for formations. Ensure you check the Action Notice at least twice a day to ensure you have formation and other required information. If you have a conflicting appointment, get permission from your MTL (not Airman Leader) in advance to be excused from a formation. If you are dismissed from school or details early, proceed directly to an MTL to report your status. Missing a formation may result in administrative or disciplinary actions.

3.7. AF PORTAL / E-MAIL ACCOUNTS

All Airmen should have or establish their Air Force e-mail accounts (Goodfellow only, see Annex B for PoM guidance) and have a personal e-mail account that you check daily. Any changes to your e-mail address or accounts must be reported to your MTL. All Airmen must log onto the Air Force Portal within their first 30 days and should login at least every 30 days to ensure it remains active. The Portal is a useful tool that is used by all Air Force personnel throughout their career. It provides links to travel (Defense Travel System), leave (LeaveWeb), military pay (myPay), and other information pertaining to your career in the Air Force. The Air Force Portal will be critical to you during your out-processing upon graduation. Be proactive to prevent delays in your career immediately after training.

3.8. PERSONAL OBLIGATIONS AND FINANCIAL MANAGEMENT

Failure to meet your financial responsibilities will result in administrative or disciplinary action and may also negatively impact your security clearance. Ensure you pay bills on time, have sufficient funds for checks, and meet any financial agreements. If you are married or have dependents, they are your personal responsibility and you are required to take care of them financially. Any change in status or neglect of responsibilities may result in repayment of entitlements and/or disciplinary action. For information on how to receive assistance and prevent any issues with your financial/personal obligations see **paragraph 7.2.**

3.9. PROMOTIONS

The Air Force promotes A1Cs to SrA with either 36 months of Time in Service (TIS) and 20 months of time in grade (TIG), or 28 months of TIG, whichever occurs first. The Airmen must possess a 3-skill level (graduate of technical training) and be recommended by their unit commander. A1Cs may compete for early advancement via the SrA Below the Zone (BTZ) program if they meet the minimum eligibility criteria. There is no grace period for wearing the new rank. It will be on your uniform the day of your promotion.

The instruction governing promotion is AFI36-2502, *Enlisted Airman Promotion/Demotion Programs*. You can find detailed information, including the AFI and all supporting documents, through the MyPers website (<http://mypers.af.mil>) on the Promotions page.

3.9.1. SKILL LEVEL WAIVER

A promotion to SrA while in student status requires a skill-level waiver. Skill-level waivers are processed through your MTL and require a “proof of service” letter which can be found on the vMPF website (accessed through AF Portal; <https://www.my.af.mil/>). Processing time for skill-level waivers is approximately four weeks. Airmen are responsible for initiating the request for a skill-level waiver, not their MTL.

3.9.2. BELOW THE ZONE TO SRA

Squadron leadership will determine BTZ promotion eligibility at the start of the quarter prior to competing for BTZ. You must submit and update your bullet sheets with your MTL/instructor quarterly to ensure accurate information for awards and promotions. If you enlisted for 6 years, bring your BMT certificate and your AF Form 3008 to the Military Personnel Section (MPS) the first week you arrive for accurate projection of your future promotion.

NOTE: BTZ is a competitive promotion and is not automatic or an entitlement. Airmen will not request to be submitted for BTZ.

3.10. FEEDBACK PROGRAMS

Agencies want to hear from you in order to improve your quality of life. During your time here, you may complete a feedback card located in the dayrooms of the dorms, an AF Form 736 located in the squadron hallway entrances, a customer comment card at an MWR facility/dining hall or complete the end of course survey/quality of life analysis. Never forget that you may also use your chain of command to discuss any issues. If/when you do share your thoughts, please remember to be respectful, don’t use profanity and stick to the facts. You are also encouraged to share ideas or suggestions as well. *If we do not know, we cannot fix it.*

3.11. SUPPORT (CASUAL) AIRMAN PROGRAM

Airmen that are not currently enrolled in an academic class are categorized as Students Not in Training (SNIT). After initial in-processing, all Airmen not attending classes will attend the designated development program and/or be assigned special tasks by the MTL program manager or their designated representative. All Airmen performing these duties will be in uniform, participate in PT, and remain on base until the end of the duty day. All transition rules still apply; MTLs will brief you on this program as it applies to you. In some cases you will be assigned to the Training Group where you will be assigned to assist other base agencies as manpower support to their mission.

4. ENLISTED TRANSITION PROGRAM

4.1. BASIC TRANSITION PERIOD (BTP)

Airmen in this transition period have graduated from a strictly controlled BMT environment and must transition into a structured technical training atmosphere of military discipline and academics. BTP begins upon arrival at the initial technical training site and will continue through the completion of BTP requirements. Airmen must be in uniform and have all mandatory items in their possession on them at all times, both on- and off-duty. Airmen must successfully complete two consecutive uniform (one ABU and one service uniform) and room inspections. Airmen must also display knowledge of the unit mission, academic excellence, core values and receive a recommendation from their MTL in order to be considered for phasing up. BTP will last a minimum of 30 and maximum of 60 calendar days. MTLs will counsel non-prior service (NPS) Airmen on any performance failure within BTP and document in the electronic Collateral Training Folder (eCTF). Airmen are expected to continue exemplifying their disciplined performance and appearance. Reinforcement of standards and accountability for your actions are paramount to your success.

GAFB: [17 TRG Transition Chart, Paragraph A.6.](#)

PoM: [517 TRG Transition Chart, Paragraph B.9.](#)

4.2. INTERMEDIATE TRANSITION PERIOD (ITP)

ITP begins when BTP ends as determined by an Airman's performance. This period continues through completion of all technical training and departure for your permanent duty assignment. Airmen that have been in ITP status for 90 calendar days can request Advanced Transition Program (ATP) status. Details for this request are in the section below. Airmen in ITP 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 exemplify excellence and will be afforded privileges as such.

4.3. ADVANCED TRANSITION PERIOD (ATP)

Transition to the ATP is not automatic. Airmen will be considered for ATP by their squadron leadership when:

- They reach 90 consecutive calendar days in the Intermediate Transition Period
- Minimum PT standards are met on monthly appraisals and/or Fitness Assessments (FAs)
- Have demonstrated the knowledge, proficiency, and conduct equal to that of a permanent party Airman
- Have completed the assigned squadron's Capstone Program which includes instruction on Air Force Core Values, resiliency, and self-reflection topics

4.4. REMEDIAL TRAINING (RT)

Requirements and Restrictions. RT begins when an Airman's performance falls below standards that can be evidenced by a trend of behavior in any one area. The RT is a temporary measure tailored to raise performance to meet standards. RT is not punishment. Normally NPS Airmen will not remain in RT for more than 7 calendar days.

EXAMPLE: An Airman who consistently fails room inspections may be tasked with daily room inspections until the behavior is learned, or daily uniform inspections until the standards are consistently met. Broad measures not directly tied to substandard performance are prohibited.

4.5. REMEDIAL MILITARY TRAINING DAY (RMTD)

The intent of RMTD is to rehabilitate and reenergize Airmen in technical training who need to be motivated. RMTD is conducted in a BMT-manner with portions tailored around individualized counseling and mentoring. All of these efforts will focus on areas where an

Airman performs unsatisfactorily. RMTD will also focus on the following areas: room and uniform inspections, AF Core Values, Enlisted Force Structure, drill and ceremonies, fitness and combat skills. RMTD is a structured and intense 1-day program that will not extend beyond 10-12 duty hours. RMTD will conclude in a Service uniform or the Service Dress Uniform.

5. DORMITORY LIVING

5.1. LIVING STANDARDS

5.1.1. APPROPRIATE DRESS IN DORMITORIES

Airmen will not leave their rooms unless they are wearing at least a shirt, shorts, shoes and appropriate undergarments (underwear and, if applicable, bra). Furthermore, doors or blinds must be closed when undressed.

5.1.2. PERSONAL HYGIENE

You must adhere to the highest standards of personal hygiene (e.g. showering, maintaining clean clothes, etc.). Violations may be embarrassing to you and offensive to those around you. Good personal hygiene helps to control the spread of communicable diseases and infections such as staph infections and Adenovirus.

5.1.3. G.I. PARTIES

Each Squadron conducts a mass cleaning session, commonly referred to as a “G.I. Party.” Your MTL will inform you of the time. Attendance is mandatory for all Airmen.

5.1.4. LATRINES

The latrines must be kept clean. Be sure to keep them clean, dry and clutter free. Failure to do so may result in extra G.I. Parties where we clean the dorms top-to-bottom.

*PoM: When going to and from the shower, shower shoes are mandatory for all Airmen in bldgs. 627A and 627B.

5.1.5. PROHIBITED ITEMS IN YOUR ROOM

The following items are strictly prohibited in the dormitory:

- Open flames, flame-producing devices (e.g. flares, etc.), or flammables (including fireworks)
- Candles (Exception – new candles with unused wicks may be displayed)
- Plug-in air fresheners
- Cooking appliances other than issued microwaves (coffee pot, Keurig, rice cooker) (see group specific instructions)
- Pets of any kind
- Illegal drugs or prescription drugs that were not prescribed to the occupant
- Expired prescription drugs
- Drug Paraphernalia
- Any item portraying or advocating drug use
- Alcohol or alcohol paraphernalia of any kind
- Incense
- Any firearms, weapons or weapon-like instruments (e.g. BB gun, paint ball gun, pellet gun, dart gun, air pistols/rifles, blow guns, knives with a blade in excess of three inches, bow and arrows, martial arts equipment, slingshots, etc.)
- Nerf guns or similar toys with low velocity projectiles may be stored in lockers, but are not authorized for use in the dorm

- Any type of hair dye

Violation of any of the prohibitions of this paragraph may lead to disciplinary action up to, and including, prosecution under the UCMJ.

NOTES:

- 1) Liquid heel/sole dressing may be stored in a sealed container, but must not be used inside the dorm area.
- 2) Common household cleaning supplies may be stored appropriately. Do not mix any chemicals or cleaning supplies.
- 3) See Group specific instruction for further items prohibited.

5.1.6. ITEMS THAT MUST BE UNDER LOCK AND KEY

- Security badge
- Any tobacco/nicotine products
- Matches/lighters
- Pornography or items depicting the human body in a sexually explicit or degrading nature
- Valid, unexpired prescription medication (narcotics/controlled substances)
- Debit/credit cards, cash (\$5 or more), anything with Personally Identifiable Information (PII) to include your SSAN or account information

Failure to adhere to the requirements of this paragraph may lead to disciplinary action up to, and including, prosecution under the UCMJ.

5.1.7. QUIET HOURS

Quiet hours are in effect **24 HOURS A DAY, 7 DAYS A WEEK**. Any noise (TV, stereo, voices, etc.) heard outside of a dormitory room (coming from inside the room) is considered a violation of quiet hours. In addition, limit noise to a minimum in lobbies, hallways, and stairwells. At no time is excessive noise (loud stereo, yelling, etc.) acceptable. It is everyone's responsibility to enforce and abide by the quiet hours rules.

5.1.8. ROOM STANDARDS AND INSPECTIONS

Airmen will always maintain their rooms in inspection order. During non-duty hours, rooms will remain neat and presentable (e.g., bed made, personal items orderly, trash can empty, etc.) when the room is unoccupied. All rooms are subject to inspection at any time. Should your room fail a random inspection it will be treated the same as a normal scheduled inspection failure. Teamwork and discipline are vital to success in the Air Force. You and your roommate(s) must work together in order to meet room standards. If your roommate fails to be a team player, talk to your MTL immediately. Waiting until you fail your room inspection is too late!

Five or more demerits will result in a room inspection failure. If two or more Airmen occupy the room, all will be held responsible unless determined otherwise by an MTL. A safety violation or security violation constitutes an automatic failure.

Safety violations may include, but are not limited to:

- Cables and cords lying unsecured across the floor.
- Items stacked within 18" of ceiling, or stacked in an unsafe manner such as being stacked too high on furniture.
- Certain items left plugged-in when not in use.
- Wet floors.

- Items hanging from ceiling.
- Beds will not be disassembled or re-stacked in any way. If there is an unsafe condition, report it to an MTL immediately.
- With the exception of issued microwaves, cooking devices are prohibited. Any exceptions must be approved by your squadron safety representative or the Facility Manager in the Logistics section. First, see your MTL concerning exceptions.
- Surge protectors will be used in place of extension cords. Extension cords are not authorized and will be removed if found.
- Iron not stored upright with hot surface away from walls, furniture, etc.

Airman may personalize their rooms. However, do not hang items on the walls. We strongly recommend that you permanently mark your property for protection from theft or loss. You can receive “property of” stickers from your MTL. If there is a question as to a particular concern, see your MTL for clarification.

5.1.9. ROOM INSPECTION CHECKLIST

17 TRG Room Inspection Checklist										
Flight:		Room:				MTL:				
Areas	Date:		Date:		Date:		Date:		Date:	
Tile Floor	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Sink/Countertops	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Mirror	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Latrine Floor	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Toilet	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Shower	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Carpet	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Trash Can	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Bed	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Night Stand	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Desk Area	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Refrigerator/Microwave	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Lights	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Thermostat setting	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Window	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Bed display	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Odor	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Security	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
Overall Rating	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Inspector (MTL)										

Rooms will be in inspection order at all times. ***5 "No-Go's" constitutes a failure***

- Trash will be empty when room is unoccupied
- Carpet/floors will be mopped and vacuumed and free of debris.
- Mirror/medicine cabinet will be clean.
- An unsecure door/wall locker/window when the room is unoccupied or when occupant is asleep constitutes an automatic room failure.
- Dirty laundry will be stored in a laundry bag (non-mesh) or laundry hamper (limit one bag or hamper). Do not store dirty laundry in your wall locker.
- Refrigerator/microwave will be cleaned inside and out, to include rubber seal.
- Beds will be neatly made and will have a wrinkle-free 341 and progression sheet displayed.
- Airmen will not hang pictures of any kind on the walls, lockers or ceilings, but may personalize their bed, nightstand, or desk. **Note:** Personalization must not be of a sexually explicit or degrading nature.
- Toilet will be cleaned around seat, floor and under rim.
- Shower will be cleaned after every use, clean walls, shower tiles, shower head, and soap holder.
- Sink and counter top will be clean, dry and clutter free.
- Thermostat shall be set to low or off setting and lights will be turned off when room in unoccupied.

***Maintaining room standards is a team effort!**

5.2. DORMITORIES ENERGY REDUCTION

Energy use reduction checklist:

- When leaving your room, set the thermostat to low (68°F in winter/78°F in summer) and turn all lights off.
- Turn off all fans or other electric devices when you leave the room.
- Close windows when heating.
- Use cold water wash cycles for laundry. Fully load washers and dryers to reduce cycles.
- Keep shower duration, temperature, and flow to a minimum.
- Power down personal electronics before class and lights out (while sleeping).
- Program Energy Star settings on electronics.
- Unplug electronics and appliances during extended non-use.

5.3. COMMON AREAS, CONDUCT, AND STANDARDS

Common areas in your dormitory include hallways, dayrooms, laundry rooms, classrooms, meeting rooms, and common access latrines. Respect the rights of others by keeping common areas clean at all times. For safety purposes, shoes must be worn anytime you are outside your room. Socks are not sufficient footwear.

You may order food after duty hours; however it must be delivered to either CQ, your building main dayroom, or outside your building, and must arrive before your curfew. No delivery drivers are allowed to bring food directly to your room. You must be waiting in the area you designated to meet the delivery person. Pizza boxes and other empty food containers must be disposed in an outside dumpster immediately after you are finished eating the food. You are not permitted to place your food orders via the CQ phone.

5.3.1. DESIGNATED MILITARY TRAINING AREAS

The Military Training Area is defined as any area used for USAF training and includes all dormitories, and squadron areas. Military customs and courtesies apply everywhere on- and off-base. Reporting statements are required for BTP/ITP Airmen in the Military Training areas. ATP Airmen will use proper customs and courtesies at all times but are not required to render a reporting statement unless reporting to an officer's office. Follow reporting procedures below:

- Reporting to officers in their respective offices: (ALL TRANSITIONS):
 - Knock once. When told to "enter" execute proper facing movements centering yourself approximately 3 paces from the desk, render a salute and give a reporting statement: "Sir (or Ma'am), Airman Smith reports." Once salute is returned drop your salute and remain at the position of attention unless told otherwise.
 - Once dismissed, render a salute and hold until returned, then execute the facing movements to exit the office.
- Reporting to MTLs, instructors, or other enlisted/civilian staff members in their respective offices:
 - Airmen address military members by their specific rank and last name. Likewise, address civilian staff personnel as either "Mr. /Ms." or "Sir/Ma'am".
- BTP/ITP Airmen are required to give a reporting statement as follows:
 - Come to the position of attention.
 - Face the SNCO, NCO or civilian.
 - Give a greeting "(Good morning, Good evening) Full rank (Technical Sergeant) Name (Smith, Jones), Airman (Your last name) reports."
 - Remain at attention when speaking to officers unless told to do otherwise.

- Airmen will stand at parade rest during the conversation with NCOs, SNCOs, or civilian staff personnel (unless told to do otherwise). After the conversation, come to attention and leave the area.

5.4. CHARGE OF QUARTERS (CQ) PROGRAM

The purpose of this program is to protect Airmen and their property while in the dormitory. The CQ and CQ runner (CQR) fill extremely important duty positions. CQ represents the MTLs and is the Point of Contact (POC) for emergencies should anything happen in the squadron area. You must respect the CQ personnel at all times; they are operating under the direction of the Squadron and Training Group Commanders. CQ will also be your POCs for emergencies during non-duty hours. They will work with Airman Leaders and the on-call MTL to handle any after-hours issues.

Airmen must attend a CQ briefing prior to performing a CQ shift. CQ personnel are responsible for reading the CQ books located at the CQ desk prior to the start of their shift. Every CQ Airman must know all other CQ position responsibilities (a CQR must know the duties of the CQ and vice versa).

GAFB CQ

316 TRS Bldg 3139/325-654-5564

315 TRS Bldg 3135/325-654-5232

312 TRS Bldg 3126/325-654- 5050

On-Call MTL 325-374-6517

PoM consolidated CQ

COMM:831-242-5115 or 7169

DSN: 768-5115 or 7169

5.4.1. GOING OFF-BASE

All Airmen will sign in/out of the dormitory at the Main CQ area. BTP and ITP must sign out when leaving the base. ATP students will sign out when leaving the local area (**GAFB**: Tom Green County; **PoM**: 125 mile radius from post) or remaining off-base overnight. Be specific as to where you are going (i.e., list specific store, restaurant, etc.). Include the departure time and estimated return time. Airmen will adhere to all transition program requirements, to include recall restrictions, curfew, uniform requirements, etc. BTP/ITP Airmen, may request a special pass to travel outside the local area for special circumstances by utilizing an AF Form 4392.

NOTE: Any travel requests that exceed local area travel restrictions (Outdoor Rec trips, etc.) will be considered on a case-by-case basis by your Military Training Flight (MTF) and leadership.

5.4.2. “OFF-LIMITS” AREAS ON/OFF POST/BASE

- Construction sites
- Sister Service Dorms
- Billeting and off-base/post hotels or motels unless authorized in writing by your Assistant Flight Chief, Flight Chief, and First Sergeant, or higher authority in the chain of command
- Permanent party or TDY dormitories
- Base housing (unless otherwise approved)
- Any other facilities or areas not on this list but deemed off-limits by the Wing, Base/Post, Group, or Squadron Commanders
- Buildings 3160 and 3070 and the immediate area surrounding them; located near the cross-country running trails (GAFB)

5.5. MOVING OFF-BASE

Airmen who desire and meet the eligibility requirements are authorized to reside off-base/post. Moving off-base/post is considered a privilege and, any abuse or misuse may be grounds to revoke this privilege and have you moved into the dormitory at your personal expense.

Airmen who desire to reside off-base/post must meet all of the following criteria:

- Currently married or supporting eligible family members in the local area
- Currently be in ITP or ATP
- Have authorization from the Flight Chief/Assistant Flight Chief and squadron leadership

NOTE: NPS Airmen residing off-base/post, recently married, or who have a new child under their care must report to their MTL to schedule an appointment with the First Sergeant to file a Family Care Plan when necessary.

Any change in status regarding residency or marital situations will be reported to your MTL to ensure off-base/post residential eligibility; i.e., divorce, separation (legal, family, or orders-related), or training requirements.

For PoM Only:

- Airmen will not be allowed to move off post until they are granted ITP, with the approval of the MTF Flight Chief.
- All Airmen will contact Housing Services on Fort Ord at (831) 242-7979 prior to signing any off-post lease
- If off-post eligibility requirements are not satisfied, Airmen will be issued a Moving On-Post checklist and will be completed in 5 duty days after moving on post
- Airmen will meet and coordinate room departure inspection with the Floor Green Rope

6. ***DISTINGUISHED AIRMAN DEVELOPMENTAL PROGRAM (DADP)***

The DADP is designed to further develop high performing Airmen that are ready for increased responsibility. Airmen selected to participate in the following programs must uphold the highest standards of military bearing, the AF Core Values, and be positive examples for all to follow. It is imperative that those Airmen with a rope on their shoulder must treat everyone with *dignity* and *respect*. They must make every effort to treat all members *equally*. Favoritism in regards to enforcing standards will not be tolerated.

6.1. AIRMAN LEADER (AL) PROGRAM

The Assistant Flight Chief or higher will appoint ALs to assist MTLs and other Airmen assigned to the squadron. ALs play a vital role in daily operations. The AL program develops quality leadership and enhances squadron management and supervision. Those selected must attend the 2AF Airman Leader Course, where they are trained to perform their duties. This training must not interfere with the students' progress in operational training. Aiguillettes (ropes) serve as the distinctive insignia that will be worn on- and off-base/post by ALs when in uniform. ALs will wear them on their left shoulder as close to the collar seam as possible.

If you have difficulty with a request made by an AL, you will perform the task if it is legal and ethical to do so. After the task is performed you will see your MTL. It does not matter which squadron they are from. The authority of MTLs and ALs spans across the entire training group. Do not become argumentative or disrespectful. ALs are an extension of the MTLs and have a demanding job in conjunction to the technical training requirements they have as a student.

Disrespect or failure to follow requests made by ALs disrupts mission accomplishment. ALs have the authority to request an AETC Form 341 from any enlisted NPS student regardless of rank as they see necessary. 341s are communication tools and will be evaluated by an MTL prior to any negative/positive documentation in a student's eCTF. Regardless of who pulls a 341, an MTL or higher-level staff member will determine administrative actions, not the AL. The following is an overview, but not all the roles & responsibilities of the AL:

- Red Aiguillette:
 - Supervises duty performance of subordinate ALs
 - Instructs, directs, and assists in the military training of all Airmen assigned to their shift
 - Responsible for the safety, appearance, and timely arrival of all assigned formations
 - Plans, schedules, and conducts meetings with all assigned ALs
 - Ensures that all subordinate ALs read all applicable information pertaining to the performance of AL duties
- Yellow Aiguillette:
 - Supervises the duty performance of Green Rope ALs
 - Accounts for all personnel of assigned flight
 - Maintain uniformity of appearance of all enlisted NPS students
 - Ensures flight members have safety gear
 - Schedules dorm daily/weekly details as needed
 - Manages supply of cleaning materials for the dorm
- Green Aiguillette:
 - Ensure cleanliness of assigned floor or other areas
 - Ensure correct arrangement of common area rooms
 - Act as element leader or formation commander
 - Responsible for the conduct and appearance of assigned element while in formation
 - Maintains daily/weekly detail roster to ensure inspection order at all times on assigned floor

6.2. CHAPEL ROPES (WHITE ROPES)

A Chapel Rope is an Airman who is attending technical training or awaiting an assignment while graciously giving their time, talents, and energy to the Chaplain Corps. The primary purposes of the Chapel Rope is to enable students to have a leadership role or actively participate in worship services, religious education, and the facilitation of the Wing or Group chapel programs, i.e., Airman Ministry Center, Designated Driver Program, volunteer opportunities, etc. Chapel Ropes are not Airman Leaders and are not authorized to pull 341s. Chapel Ropes DO NOT have the privilege of confidential counseling.

6.3. STUDENTS AGAINST SEXUAL ASSAULT (SASH) (TEAL ROPE)

The 17 TRW SASH Program is a commander's program. The commander's emphasis on the importance of preventing and reporting sexual assaults, both at the wing and unit level, drives the level of effort dedicated to a successful SAPR program. The SASH Program is managed by the Sexual Assault Prevention and Response Office (SAPRO), specifically, the Sexual Assault Response Coordinator (SARC).

MTLs will review SASH applications and submit them to SAPRO with recommendations or justifications for non-recommendation. Further information can be received from either contacting the SAPRO or reviewing GAFBI 36-6001.

6.4. DRILL TEAM (BLACK ROPE)

The Black Rope program is for Airmen that display the highest standards of drill, ceremony, dress and appearance. Being a part of the black ropes requires self-discipline, dedication, innovation and teamwork. You will be called upon to support local events throughout the year to include the Drill Competitions, which is an avenue for your team to represent your squadron and enhances unit morale and esprit-de-corps. Further information can be retrieved from your SQ MTLs or SQ Black Rope team.

6.5. ROPE REMOVAL

The DADP cannot be a successful program without the superior communication of all training group staff and support agencies. Removing a rope from an Airman should not happen without proper communication among the program managers, instructors, and MTLs. Program managers always reserve the right to pull ropes within their programs. Instructor input on Airmen in the DADP will be held to a very *high* degree.

* MTLs always reserve the right to remove a rope from any of the DADP programs for just cause after coordinating with the program manager and/or instructor(s) of the member.

7. BASE SUPPORT

7.1. MAILROOM

You will be given a box number and a combination – this is like a PO Box. Secure your mailbox! Pre-setting your lock combination or propping your box door open will result in a security violation. Check your mailbox about once every other day. Do not linger in the hallway/mailroom area opening your mail. Packaging material from packages received from the post office shall be thrown into a dumpster after address information is removed. Do not open packages outside of the post office and leave excess trash laying around.

7.2. AIRMAN & FAMILY READINESS CENTER (A&FRC)

The A&FRC works to empower military members and their families to meet the demands of today's military. Its goal is to prepare individuals and their families to competently handle the unique challenges that come with life in the military.

A&FRC strives to provide information about the local community, resources, and/or referral information to other agencies. Additionally, the A&FRC provides information on relocation, PCSing to Monterey/Goodfellow or your next permanent duty station. Other programs available through the A&FRC include: Key Spouse Program, Transition Assistance Program (TAP), employment readiness, financial counseling, and emergency financial assistance.

To make appointment call:

PoM: (831) 242-7171

GAFB: (325) 654-3893

7.3. CHAPLAIN'S OFFICE

Our Chaplains are here first and foremost to help you. Before seeing the Chaplain, you must report to the Chaplain's assistant to make an appointment. PoM assistant's office is located in the 314 TRS Commander's Hallway, room 134, or building 830, room 202. GAFB Chaplains are located in the Taylor Chapel, building 164.

PoM Services offered:

- Worship services are offered through the Garrison Chapel service
- Confidential pastoral counseling
- For appointments/counseling call: (831) 242-5875

PoM Hours of Operation:

Office Hours in Bldg 627 A, Rm 135

Mon, Tue & Thur from 0830-1300

Wed from 0730-1300 & Fri from 1000-1300

Office Hours in Bldg 830, Rm 202

Mon, Tue, Fri from 0730-1730

Wed from 0730-1630

Thur from 0730-1830

GAFB Services offered:

- Worship services and religious accommodation services
- Worship visitation
- Crossroads "Home away from home" student ministry
- Student learning lab through White Rope Leadership Program
- Confidential pastoral counseling
- For appointments/counseling call (325) 654-3424
- Visit <http://www.goodfellow.af.mil/Home/BaseChapel.aspx>

GAFB Hours of Operation:

M-F and Sunday from 0800-1300

Saturday closed

8. AIR FORCE PROGRAMS

8.1. RECRUITER ASSISTANCE PROGRAM (RAP)

RAP allows graduates to return to their hometowns to assist the local recruiter. RAP is not a "free leave" program for graduates. Recruiting squadron commanders select only deserving Airmen to participate. Individuals with a history of disciplinary issues will not be considered. An Unfavorable Information File (UIF), Control Roster, or Non-Judicial Punishment (NJP) disqualifies you from participating in RAP, per AFRS RAP Handbook, Paragraph 3.f. Your MTL will brief you on the application procedures.

NOTE: RAP is not available until after graduation from your final technical training school. If you are attending continuation training, you will need to complete it prior to utilizing RAP. Talk to your MTLs if interested.

8.2. SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)

8.2.1. SEXUAL ASSAULT AWARENESS TRAINING

The USAF has zero tolerance for sexual assault. It is a crime and violates our Core Values. The Air Force is a family. Airmen do not prey upon one another; Airmen protect one another.

Sexual assault affects everyone: individuals, the unit, and the entire Air Force. An assault on any individual Airman is an assault on all Airmen. You are training to be Wingmen, to defend each other in the most dangerous situations. Live by the Air Force's Core Values, uphold the Wingmen concept, and prevent sexual assault.

If a sexual assault does happen, respond with great sensitivity to the victim, whether they are male or female. Listen empathetically, without judgment. Refrain from gossiping, and rise above the idle talk that will only hurt other Airmen and yourself. Know the roles that contribute to sexual assault – perpetrator, facilitator, and passive bystander – and act to overcome and prevent these roles. Know that any sexist jokes and gender expectations contribute to sexual assault. Take a stand against any disrespectful behaviors toward others.

Your personal responsibility as an Airman is to:

- Reduce the risk of assault
- Lead in the prevention of sexual assault
- Take actions that promote safety and the well-being of any Airman, anywhere, anytime

If a sexual assault happens to you or a fellow Airman there are two ways to report the assault, restricted reporting and unrestricted reporting.

8.2.2. RESTRICTED REPORTING

The key aspects to restricted reporting are as follows:

- SARC **does not** notify the chain of command
- Victim advocate (VA) attends to victim's needs and provides supportive services
- Victim receives medical care and counseling
- Victim can initiate an unrestricted reporting decision at a later date
- Victim receives Special Victim Counsel (SVC) services upon request
- Does not trigger an investigation

Service members who are sexually assaulted and desire restricted reporting must report the assault to one of the following: SARC, VA, or Chaplain. This policy on restricted reporting is in addition to the current protections afforded privileged communications with a chaplain and *does not* alter or affect those protections.

NOTE: Any Non-Commissioned Officer or higher rank that is not a SARC, or VA, is required to report *any* known instance of sexual assault to the chain of command, negating the victim's choice for a restricted or unrestricted report. Be aware of who you are reporting to.

8.2.3. UNRESTRICTED REPORTING

The key aspects to unrestricted reporting are as follows:

- An investigation is initiated
- The chain of command is notified
- VA attends to victim's needs and provides supportive services
- Victim receives medical care and counseling

- Victim receives SVC services upon request

This option is recommended for victims of sexual assault who desire an official investigation of the crime. When selecting unrestricted reporting, the victim should use current reporting channels (chain of command), law enforcement, the SARC, or request healthcare providers to notify law enforcement. Upon notification of a reported sexual assault, the SARC will immediately assign a VA. At the victim's discretion/request, the healthcare provider shall conduct a sexual assault forensic examination (SAFE), which may include the collection of evidence. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

Sexual Assault Response Coordinator:

PoM:

Bldg. Tin Barn, Room 3

SARC Hotline: (831) 261-2895

SARC Office: (831) 242-7161

GAFB:

Bldg. 258

24 Hr. SARC Hotline: (325) 654-1570

SARC Office (325) 654-1572

8.3. FRAUD, WASTE, AND ABUSE (FW&A)

Conserve resources and take care of any issued equipment. If damaged as a result of negligence, you will be held responsible for replacement cost. Report all Fraud, Waste, and Abuse (FWA) to your MTL or appropriate IG channels.

8.4. HAZING

The Air Force defines hazing as “*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.*”

Hazing is absolutely **prohibited**. No Airman or Service member attached to the 17 TRW will engage in hazing or consent to having any acts of hazing imposed on them at any time. No one in a supervisory position will, by act, word, or omission, condone or ignore hazing if he or she knows or reasonably suspects hazing may have occurred. Consent to hazing is not a defense for disregarding this policy. Members who violate, attempt to violate, or solicit others to violate this policy, are subject to disciplinary action and must be reported.

8.5. ALCOHOL, DRUGS, AND TOBACCO

The use of illegal drugs or unauthorized use/possession/distribution of prescription drugs will not be tolerated in the Air Force.

Airmen under the age of 21 will not possess, purchase, or consume alcohol. Airmen of legal drinking age will not purchase nor provide alcohol for anyone under the age of 21. Airmen, regardless of age, in ITP will not possess, purchase, or consume alcohol. At all times, Airmen will abide by the specific alcohol rules of their phase.

Possession/consumption of alcohol is prohibited in ALL GAFB and PoM dormitories. On PoM, alcohol may be consumed at the Hilltop PX patio and the Hobson Center during hours of operation. On GAFB, students may only consume alcohol at the Event Center or the Bowling Center during hours of operation. Airmen who choose to drink alcohol, will do so responsibly and not bring discredit to the Air Force, in or out of uniform.

Airmen are not permitted to use tobacco products during the duty day or while in uniform. This includes unlit cigarettes, vapes, and smokeless tobacco.

Violation of any of the prohibitions of paragraph 8.5 may lead to disciplinary action up to, and including, prosecution under the UCMJ.

8.6. UNPROFESSIONAL RELATIONSHIPS

AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*, prohibits personal relationships between faculty/staff members and NPS Airmen. This guidance applies to all individuals assigned or attached to, or operating on, an AETC unit as Military Training Instructors, Military Training Leaders, subject matter instructors, other faculty and staff, students, trainees, cadets, DoD civilians, international military or civilian personnel, and contracted personnel. This prohibition also includes relationships with TDY personnel, permanent party, or prior service students. Whether pursued on or off duty, relationships are unprofessional when they detract from the authority of superiors or result in (or reasonably create the appearance of) favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships include relationships between officers; between enlisted members; between officers and enlisted members; between recruiters and recruits, applicants, or RAP participants; between RAP participants and recruits or applicants; and between military personnel and civilian employees or contractor personnel.

Be aware, MTIs should not contact you in any way upon graduation from BMT or upon arrival here at technical training, except for official reasons. You will ensure your relationships with MTIs, MTLs, faculty and staff, to include DoD and international personnel, either military or civilian, are professional.

These professional relationships should continue throughout your entire period of training or instruction. If any of these individuals must counsel you one-on-one in private (i.e., closed door) another permanent party staff member will be present. Furthermore, you must maintain these professional relationships until 180 days past the date you report to your permanent duty station of assignment. Similarly, you will not establish, develop, attempt to develop, or conduct a social, personal, intimate or sexual relationship with MTIs, MTLs, faculty or staff. This includes, but is not limited to dating, handholding, kissing, embracing, caressing and engaging in sexual activities. Prohibited personal, intimate or sexual relationships include those unprofessional relationships, which are conducted in person and/or via cards, letters, e-mails, telephone calls, Twitter, Facebook, YouTube, Instagram, YikYak, SnapChat, other social or dating networks, photographs and by any other means of communication.

At no time will AF students engage in personal relationships with 17 TRW staff, DLIFLC/Goodfellow faculty/staff, or other service unit permanent party personnel. If an MTL, MTL, faculty or staff member attempts to contact you for other than official business, immediately contact your squadron commander, first sergeant or the SARC.

Violation of any of the prohibitions of paragraph 8.6 may lead to disciplinary action up to, and including, prosecution under the UCMJ.

9. SAFETY

Vehicle & Motorcycle

- Report all accidents and incidents to an MTL or NCO immediately; this applies on- or off-duty, and on- or off-base/post.
- The use of seat belts and other safety equipment is mandatory when riding in a vehicle.
- All military members are required to complete a motorcycle safety course prior to operating a motorcycle on- or off-duty. In most cases, Airmen will not be allotted the time to complete the course while in student status.
 - Airmen in student status that own or would like to operate a motorcycle and have completed the course can work through their MTL and safety office for requirements to operate a motorcycle.
 - All members in student status will require Squadron Commander approval prior to operating a motorcycle.

Jogging & Walking

- Joggers or walkers who use the streets of the base/post for exercise during hours of darkness will wear a reflective outer garment (vest, belt, or clothing with reflective patches or strips sewn into the joggers clothing) or device that reflects from both the front and back of the jogger/walker.
- All NPS Airmen will wear a reflective belt during the hours of darkness or inclement weather while on-base/post in uniform.
- Formation joggers/walkers need only to have the lead and trail joggers on the outside corners wearing reflective gear, providing the formation integrity is maintained.
 - This requirement does not apply if the streets are blocked off to vehicular traffic.
- Airmen will use sidewalks, troop walks, crosswalks, or established routes of travel.
- Airmen will not cut through grass, squadrons, drill pads, parking lots, or use other shortcuts.
- Any device to include cell phones, headphones, Bluetooth audio devices, etc. that could cause you to lose awareness of your surroundings will not be used or worn while walking around on-base/post in uniform and civilian attire.
 - Headphones and cell phones may be used while you are on the base/post running track or in gymnasiums.

Vitamins & Supplements

As per AFI 40-104, aircrew must acquire prior approval for use of any dietary supplement (DS) by the flight surgeon IAW AFI 48-123, *Medical Examinations Standards*. Any Airmen desiring to use any DS should conduct thorough research, considering alternatives and weighing the benefit-to-risk ratio. You may consult the Health Promotion Coordinator or Drug Demand and Reduction (DDR) office for information on the safe practices, dangers of, high-risk list of supplements, and alternatives to DS.

You can find information about DS at the following website:

<http://hprc-online.org/dietary-supplements>

The following website produced by Operation Supplement Safety (OPSS) lists high-risk supplements that can make you fail an Air Force Urinalysis (UA) Test:

<http://www.supplement411.org/opss/highrisk.ist.html>

17 TRW Health Promotion Coordinator: (325) 654-1566

Drug Demand and Reduction (DDR): (325) 654-5294

9.1. REFLECTIVE BELTS

When in uniform, all enlisted NPS students will carry a reflective belt and wear it around their waist during hours of darkness or limited visibility and may wear an additional reflective belt around their backpacks (reflective belt or vest visible from 360 degrees when exposed to a traffic environment). If not being worn, Airmen may store reflective belts in a uniform pocket, book bag, or backpack.

Hours of darkness are defined as at least one half-hour before sunset until one half-hour after sunrise and anytime automatic streetlights are on. Limited visibility is defined as any period in which automobiles are using windshield wipers or headlights to increase visibility.

Your squadron will ensure you are issued your reflective belt during your in-processing week. If your belt is lost or damaged, report it to an MTL immediately.

9.2. USE OF PERSONAL ELECTRONIC DEVICES

9.2.1. IN ABUs OR SERVICE UNIFORM:

While walking, use of personal electronic media devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications (i.e. unit recall) are necessary. Wear/use of an earpiece, any Bluetooth technology or headphones, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Personnel will not wear headphones while operating a motor vehicle; while using roller-skates, skateboards, scooters, roller-blades, or like devices; while crossing streets; in parking lots; or anywhere motor vehicle interaction may occur. Headphones and earphones are authorized during air travel. Use of a hands-free device that does not utilize an earpiece is authorized while operating a motor vehicle if local policy/ordinance permits. Earpieces are not allowed during the operation of a vehicle.

9.2.2. IN PTU/IPTU:

While walking, the use of personal electronic media devices, including earpieces, speaker phones or text messaging is limited to emergencies or when official notifications (i.e. unit recall) are necessary. Wear/use of an earpiece or any Bluetooth technology, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. While walking, jogging, running outdoors or indoors, using both ear buds is only permitted on the quarter-mile running track or cross-country trails (GAFB Loops 1 – 4: refer to maps in Mathis & Carswell Fitness Centers). Earphones/headphones are not authorized on any other roadways including the GAFB Perimeter Road.

9.2.3. IN CIVILIAN ATTIRE:

While jogging/running, using both ear buds is only permitted on the quarter-mile track, cross-country trails (GAFB Loops 1 – 4), and inside fitness centers. Headphone use on any other outside location is not authorized.









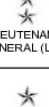
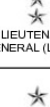

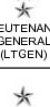






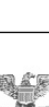
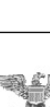

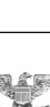































10. *MILITARY CUSTOMS AND COURTESIES*

A **military custom** is an act or ceremony stemming from tradition, which is enforceable as an unwritten law. On the other hand, if guidance is in written form, it is a **military courtesy**. Customs and courtesies go beyond basic politeness; they play an important role in building morale, esprit de corps, discipline, and mission effectiveness. Rendering proper courtesies ensures respect for the chain of command and builds a foundation for self-discipline.

Shown below (Figure 1) is the Armed Forces Rank Insignia and (Figures 2-4) Air Force Staff vehicles. It is customary to render a salute to officers in appropriately marked staff vehicles (this includes marked staff vehicles for the other services). Rank insignia is located on the front bumper or on a small flag displayed on the front fender. It can be difficult to see, so awareness of your surroundings is key.

Figure 1

ARMED FORCES RATE AND RANK INSIGNIA

COMMISSIONED				
ARMY	AIR FORCE	NAVY	MARINE CORPS	COAST GUARD
 GENERAL OF THE ARMY (GA)	 GENERAL OF THE AIR FORCE (AF)	 FLEET ADMIRAL (FA)	NOT USED IN USMC	NOT USED IN USCG
 GENERAL (GEN)	 GENERAL (GEN)	 ADMIRAL (ADM)	 GENERAL	 ADMIRAL (ADM)
 LIEUTENANT GENERAL (LTG)	 LIEUTENANT GENERAL (LTGEN)	 VICE ADMIRAL (VADM)	 LIEUTENANT GENERAL (LTGEN)	 VICE ADMIRAL (VADM)
 MAJOR GENERAL (MG)	 MAJOR GENERAL (MAJGEN)	 REAR ADMIRAL (RADM)	 MAJOR GENERAL (MAJGEN)	 REAR ADMIRAL (RADM)
 BRIGADIER GENERAL (BG)	 BRIGADIER GENERAL (BGEN)	 REAR ADMIRAL LOWER (RADML)	 BRIGADIER GENERAL (BGEN)	 REAR ADMIRAL LOWER (RADML)
 COLONEL (COL)	 COLONEL (COL)	 CAPTAIN (CAPT)	 COLONEL (COL)	 CAPTAIN (CAPT)
 LIEUTENANT COLONEL (LTCOL)	 LIEUTENANT COLONEL (LTCOL)	 COMMANDER (CDR)	 LIEUTENANT COLONEL (LTCOL)	 COMMANDER (CDR)
 MAJOR (MAJ) (GOLD)	 MAJOR (MAJ) (GOLD)	 LIEUTENANT COMMANDER (LCDR) (GOLD)	 MAJOR (MAJ) (GOLD)	 LIEUTENANT COMMANDER (LCDR) (GOLD)
 CAPTAIN (CAPT)	 CAPTAIN (CAPT)	 LIEUTENANT (LT)	 CAPTAIN (CAPT)	 LIEUTENANT (LT)
 1ST LIEUTENANT (1ST LT)	 1ST LIEUTENANT (1ST LT)	 LIEUTENANT JUNIOR GRADE (LTJG)	 1ST LIEUTENANT (1ST LT)	 LIEUTENANT JUNIOR GRADE (LTJG)
 2ND LIEUTENANT (2ND LT) (GOLD)	 2ND LIEUTENANT (2ND LT) (GOLD)	 ENSIGN (ENS) (GOLD)	 2ND LIEUTENANT (2ND LT) (GOLD)	 ENSIGN (ENS) (GOLD)

























































WARRANT				
ARMY	NAVY	MARINE CORPS	COAST GUARD	
 CHIEF WARRANT OFFICER 5 (CWO5)	NOT USED IN USN	 CHIEF WARRANT OFFICER 5 (CWO-5)	NOT USED IN USCG	
 CHIEF WARRANT OFFICER 4 (CWO4)	 CHIEF WARRANT OFFICER 4 (CWO4)	 CHIEF WARRANT OFFICER 4 (CWO4)	 CHIEF WARRANT OFFICER 4 (CWO4)	
 CHIEF WARRANT OFFICER 3 (CWO3)	 CHIEF WARRANT OFFICER 3 (CWO3)	 CHIEF WARRANT OFFICER 3 (CWO3)	 CHIEF WARRANT OFFICER 3 (CWO3)	
 CHIEF WARRANT OFFICER 2 (CWO2)	 CHIEF WARRANT OFFICER 2 (CWO2)	 CHIEF WARRANT OFFICER 2 (CWO2)	 CHIEF WARRANT OFFICER 2 (CWO2)	
 WARRANT OFFICER 1 (WO1)	NO LONGER USED IN USN	 WARRANT OFFICER 1 (WO1)	NOT USED IN USCG	
ENLISTED				
ARMY	AIR FORCE	NAVY	MARINE CORPS	COAST GUARD
 SERGEANT MAJOR OF THE ARMY (SMA)	 CHIEF MASTER SERGEANT OF THE AIR FORCE (CMSAF)	 MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON)	 SERGEANT MAJOR OF THE MARINE CORPS (SGTMAJMC)	 MASTER CHIEF PETTY OFFICER OF THE COAST GUARD (MCPCCG)
 COMMAND SERGEANT MAJOR (CSM)	 CHIEF MASTER SGT (CMSGT)	 FLEET COMMAND MASTER CHIEF PETTY OFFICER	 SERGEANT MAJOR (SGTMAJ)	 MASTER CHIEF PETTY OFFICER (MCPO)
 1ST SERGEANT (1ST SGT)	 SR MASTER SERGEANT (SMSGT)	 SENIOR CHIEF PETTY OFFICER (SCPO)	 1ST SERGEANT (1STSGT)	 SENIOR CHIEF PETTY OFFICER (SCPO)
 SERGEANT FIRST CLASS (SFC)	 MASTER SERGEANT (MSGT)	 CHIEF PETTY OFFICER (CPO)	 GUNNERY SERGEANT (GYSGT)	 CHIEF PETTY OFFICER
 STAFF SERGEANT (SSGT)	 TECH SERGEANT (TSGT)	 PETTY OFFICER 1ST CLASS (PO1)	 STAFF SERGEANT (SSGT)	 PETTY OFFICER 1ST CLASS (PO1)
 SERGEANT (SGT)	 STAFF SERGEANT (SSGT)	 PETTY OFFICER 2ND CLASS (PO2)	 SERGEANT (SGT)	 PETTY OFFICER 2ND CLASS (PO2)
 CORPORAL (CPL)	 SENIOR AIRMAN (SRA)	 PETTY OFFICER 3RD CLASS (PO3)	 CORPORAL (CPL)	 PETTY OFFICER 3RD CLASS (PO3)
 PRIVATE FIRST CLASS (PFC)	 AIRMAN 1ST CLASS (A1C)	 SEAMAN (SN)	 LANCE CORPORAL (LCPL)	 SEAMAN (SN)
 PRIVATE (PV2)	 AIRMAN (AMN)	 SEAMAN APPRENTICE (SA)	 PRIVATE 1ST CLASS (PFC)	 SEAMAN APPRENTICE (SA)
NO INSIGNIA	NO INSIGNIA	 SEAMAN RECRUIT (SR)	NO INSIGNIA	 SEAMAN RECRUIT (SR)



Figure 2

Staff vehicles can be in many configurations. All Military members salute when rank is displayed and of a higher rank.



Figure 3



Figure 4

Listed below are a few Custom and Courtesy reminders you should follow throughout your entire Air Force career:

- The position of honor is to the right, so when walking with those senior in rank, walk to their left. Carry items in your left hand to allow for saluting.
- When working outdoors in a group with no one in charge, the first person to see the officer calls the group to attention, and then everyone salutes.
- When outdoors in a group with someone in charge, the person in charge calls the group to attention and salutes for the entire group.
- While performing details outdoors the person in charge will come to attention and salute for the entire group, while the group continues working.
- While performing details indoors (e.g., sweeping, mopping, or painting) there is no need to stop your detail to render courtesies to staff members unless they speak to you.

11. *DRESS AND PERSONAL APPEARANCE of Air Force Personnel* **AFI 36-2903**

As per AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Paragraph 1.1.2., “Pride in one’s personal appearance and wearing the uniform, greatly enhances the esprit de corps essential to an effective military force. Therefore, it is critical for all Airmen to maintain a high standard of dress and personal appearance. The five elements of this standard are neatness, cleanliness, safety, uniformity, and military image.”

In addition, AFI 36-2903 states what you can and cannot do to your body as a member of the USAF; active duty, USAFR members on active duty or inactive duty for training and ANG members in Federal service. This includes tattooing, branding, or other body markings. Failure to observe these mandatory provisions and prohibitions is a violation of Article 92, Uniform Code of Military Justice (UCMJ).

All Airmen are authorized to wear squadron approved morale shirts on Fridays when Uniform of the Day (UOD) is Airmen Battle Uniforms (ABUs). Airmen in BTP that travel in small marching units (SMUs) are not required to have matching undershirts.

For additional information concerning dress and appearance, use the Air Force e-Publishing website <http://www.e-publishing.af.mil/> to review/download AFI 36-2903.

12. *GRADUATION FROM TECHNICAL TRAINING*

Graduation from technical training does not exempt you from observing military standards, customs and courtesies, the PT program, or performing details. Airmen are still required to proceed to all appointments in a professional manner. When you leave your technical school, you must maintain your professionalism at all times. We recommend Airmen wear Service Dress and use appropriate reporting procedures when checking in to their new duty station. Remember: First impressions go a long way. Make the right impression on your next supervisor by applying all you’ve learned from BMT and here at technical training.

A. APPENDIX A – 17th Training Group



DEPARTMENT OF THE AIR FORCE
17TH TRAINING WING (AETC)
GOODFELLOW AIR FORCE BASE TEXAS



MAR 1 U 2017

MEMORANDUM FOR ALL 17 TRG NON-PRIOR SERVICE (NPS) AIRMEN

FROM: 17 TRG/CC

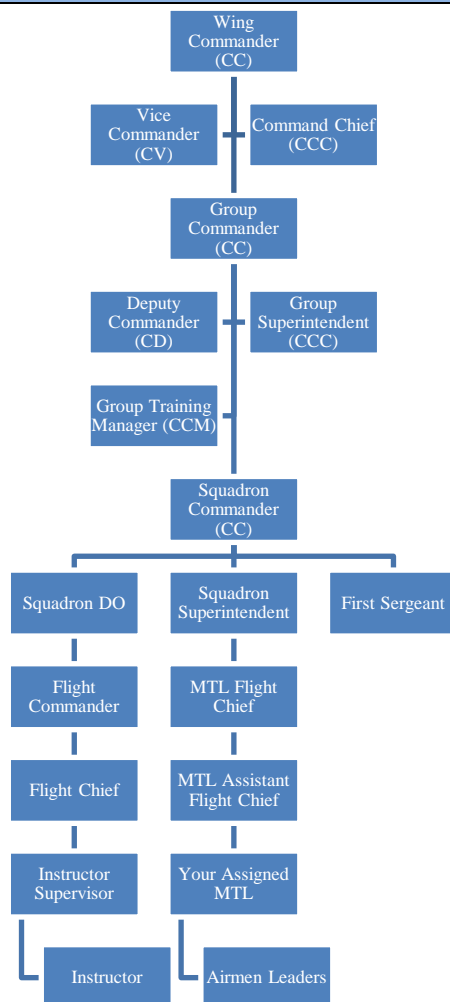
SUBJECT: Commander's Welcome Letter

1. It is my pleasure to welcome you to the 17th Training Group! The faculty and staff of your squadron are highly motivated and will provide you the training and inspiration required to become exceptional Intelligence, Surveillance, and Reconnaissance as well as Fire Protection and Special Instruments professionals. However, the staff cannot accomplish this without your commitment to the challenging work that lies ahead, while maintaining the highest standards of military bearing and discipline.
2. Remember that your primary mission while at Goodfellow is to learn your profession, develop yourself as an Airman and graduate. At the same time, you must act responsibly as you will be held accountable for your actions both on- and off-duty. The NPS Airmen's Handbook is a primary tool to help you succeed. It contains helpful information about base agencies (e.g., Chapel, Clinic, etc.) and military standards guidance (e.g., transition program, dormitory rules, marching, etc.). If you can't find the information you need in the handbook or need further clarification, please don't hesitate to ask an Airman Leader, Military Training Leader (MTL), or an Instructor.
3. Our goal is not only to make you highly-proficient in your chosen specialty, but to develop and inspire you to become the best Airman you can be. I am proud to be serving alongside you and I know that together we can accomplish anything. Again, welcome to the 17th Training Group family!

A handwritten signature in black ink, appearing to read "Alejandro R. Ganster".

ALEJANDRO R. GANSTER, Colonel, USAF
Commander

A.1. 17TH TRAINING GROUP Reporting Chain



A.2. 17TH TRAINING GROUP

Welcome to the 17th Training Group (TRG). Our Group is comprised of three separate Training Squadrons (TRS). The squadron you are assigned to is based on your projected AFSC. Below is a list of AFSCs by squadron.

<u>312 TRS</u>	<u>315 TRS</u>	<u>316 TRS</u>	
3E7X1	1N0X1	1N2X1	1A8X1
9S1X1	1N1X1	1N3X1	1A8X2
			1N4X1

A.3. MANDATORY ITEMS

Carry mandatory items, as follows, with you at all times, even in civilian clothing:

- Transition program card
- Two properly filled-out 341s
- Wingman Cards (17 TRG)
- Military ID Card (Common Access Card)
- Reflective belts, required at all times when in uniform (may be stored in cargo pocket when not being worn)

A.4. DORMITORY VISITATION GUIDANCE

Visitors will abide by guidelines consistent with the lowest level transition period of any occupant or guest. For example, if an ATP Airman visits a BTP Airman, BTP rules apply.

Violation of any of the prohibitions of this paragraph may lead to disciplinary action up to, and including, prosecution under the UCMJ.

A.4.1. In-Room Visitation for BTP/ITP/ATP Airmen is allowed under the following conditions:

- Consent: No visitors are allowed inside the dormitory room unless they have received an invitation from a resident and the consent of the other dormitory occupants/roommate(s).
- Withdrawn consent: No one will remain in the room if a valid social invitation or consent is withdrawn by hosting occupant or any roommate (no majority rule).
- Airmen in BTP/ITP status can *ONLY* visit BTP/ITP Airmen. You cannot visit ATP Airmen.
- Guest(s) must be escorted by at least one room occupant at all times.
- Personnel not authorized in rooms: Sister Service students, officer, TDY, and prior service students; civilians and permanent party members (unless executing official business).
- Visitation hours: start at 1700 on duty days, and 0700 on non-duty days. Ends at 2200 prior to a duty day and 2400 prior to non-duty day. B-Shift visitation hours are 1000-1800 on duty days.
- Airmen assume responsibility for guests and their actions.
- Guest(s) will not remain overnight.
- Threshold rule (interior door facilities): if any visitor crosses the threshold by walking through the doorway, the door will be open a minimum of 90 degrees regardless of gender.
- Threshold rule (exterior door facilities): if any visitor crosses the threshold by walking through the doorway, the window will be open at a minimum of three inches, blinds will be fully open, all room lights on, and green “visitor” magnet will be displaced outside of door.
- All personnel must remain fully clothed at all times.
- No sexual activities allowed, (i.e. handholding, kissing, caressing, sexual intercourse, or other acts of a sexual nature).
- No alcohol is allowed in dormitory rooms.
- NPS sister-service personnel are authorized to visit Airmen in the main day rooms of AF dorms under the following conditions (except in buildings where this is explicitly prohibited either verbally, through posted signs, bulletin boards or action notices):
 - They must be signed in and out through CQ
 - They must be escorted at all times by the Airman who signed them in
 - They must adhere to their service-specific procedures and restrictions
 - Public displays of affection and sexual conduct of any nature are prohibited

A.5. ON/OFF BASE HOUSING VISITATION

Student Airmen will not visit permanent party members assigned to base housing unless approved by special circumstances by the Group Commander. BTP Airmen will not visit students living in base housing.

ITP Airmen can only visit ITP Airmen living in base housing when approved by MTL Flight Chief or higher; under the following conditions:

- They must not be present during the times of curfew.
- They must leave if asked by any occupant of the housing unit.
- No overnight guest(s) (Exception: If you have an approved AF Form 4392 on file).

ATP Airmen may visit ATP Airmen living in base housing when approved by MTL Flight Chief or higher; under the following conditions:

- They must leave if asked by any occupant of the housing unit.
- No overnight guest(s) (Exception: If you have an approved AF Form 4392 on file).

A.6. 17 TRG TRANSITION CHART (Note 1)

	BTP	ITP	ATP
PT (Note 2)	3 times per week IAW 36-2905 Squadron Commander's PT program		
Open Ranks (Can be more frequently)	Twice a Month	Minimum 1 time per month	Minimum Quarterly
Dining Facility Meals	3 times per day	2 times per day	1 time per day
Uniform of the Day	Follow Sq UOD (MTLs will provide more information specific to each transition period)		
Room Personalization /Inspections (Can be more frequently)	Yes (See restrictions in handbook)		
Civilian Attire (Note 3)	Minimum 2 times per month	Minimum 1 time per month	Minimum Quarterly
Off base privileges	After duty hours in dormitory room only	After duty hours	After duty hours (lunch time with waiver only)
Weekend Pass (Note 4)	No (Exception: Approved Special Events)	After duty hours	After duty hours (lunch time with waiver only)
Marching in Formation	Can be approved by Asst. Flight Chief or higher; this privilege is earned based on demonstrated commitment to Air Force Core Values (BTP Airmen Passes will be approved by Sq Commanders or higher on very rare occasions).		
POV Operate/ride	At all times during the duty day in a small marching unit of 2 to 12 personnel	No requirement	
Curfew: (Notes 5,6)	No	Off duty hours only	After duty hours/lunch time
Alcohol – Must be of legal age	A-Shift: 2200 – 0400 Evening prior to duty days B-Shift: 0400 - 1000 Every day 0000 – 0400 Evening prior to non-duty day/holiday	A-Shift: 2200 Call to Quarters (must be in assigned dormitory) 0000 – 0400 Curfew (must be in assigned dorm room) Evening prior to duty days 0200 – 0400 Curfew (must be in assigned dorm room) Evening prior to non-duty days/holidays B-Shift: 0400 - 1000 Evening prior to duty days	No restriction – Must reside in dormitory unless authorized by commander to move off-base or into family housing with dependents
Reside off base w/Dependents	Not allowed	Not allowed 8-hours prior to duty. In designated areas only	
Handheld Electronic Devices (Note 7)	Squadron Commander approval		
Lodging/Hotel/Apartment and or Housing (visit/stay)	After duty hours		Yes (Must comply with Facility security requirements)
Tobacco Products	No	Must have written approval from Asst. Flt Chief or higher. Requires AF Form 4392	
Travel Restrictions	Will not possess, purchase, or use at anytime	Not during academic duty hours or work duty hours. Must be in civilian attire to possess, purchase or use. Can only use in Student Tobacco Use Areas.	
NPS Airmen will possess at all times	Must remain on station. Exceptions may be granted on a case-by-case basis by Assistant Flight Chief or higher.	Travel outside Tom Green County limits requires AF Form 4392.	
	Two AETC Forms 341, Transition Period card, military ID card, Wingman Card, (reflective belt when in uniform)		

A.6.1. Notes for Transition Period chart:

Note 1: This chart is a quick reference guide only. For complete information on any of the above items, refer to the appropriate guidance in AETCI 36-2643 and/or appropriate policy letters, supplements, etc. For access to these references, see your MTL.

Note 2: Completion of a minimum of three unit-led PT sessions per week is mandatory; see your MTL for details.

Note 3: The following clothing items are inappropriate to wear while on- or off-base:

- Clothing that contains obscene, profane or lewd words or drawings.
- Clothing that depicts any person or group that advocates the overthrow of the US Government.
- Mixing distinctive military uniform items with civilian attire that contains obscene, profane or lewd words or drawings.

Note 4: Military passes (time off from work) are earned, not given. Airmen earn passes by simply following the rules and doing what is expected of them; however, Airmen who fail to abide by established policies may lose their pass, which could mean many things such as working through the weekend, losing the liberty of going off base, having a curfew imposed, etc.

Note 5: Curfew is defined as the time an Airman must be in his/her assigned room. Call to Quarters is defined as the time individuals must be in assigned dormitories.

Note 6: B- Shift (evening) curfew varies according to school/shift hours; however, it will not be more than 1 hour after being released. Seek specific squadron guidance.

Note 7: Professionalism will be maintained at all times. Student Airmen may not eat, drink or talk on cell phones while walking in uniform.

A.7. 17 TRG DRESS CODE RESTRICTIONS

THE FOLLOWING PRACTICES ARE PROHIBITED IN PUBLIC FACILITIES:

- Items of clothing which are soiled or torn, such as athletic apparel (PT gear, sweats, tank tops, etc.) in any area where food is primarily being served
- Shirts which expose the midriff or armpit and open toed shoes are not permitted in dining facilities
- The wear of hats in dining establishments. **EXCEPTION:** special functions or as designated for wear within a facility
- Clothing with obscene, offensive, profane, lewd wording and/or artwork, which convey messages inconsistent with Air Force policy
- Bikini tops (except at pools)
- Bare feet or shower shoes (clogs); shower sandals are not permitted outside the dormitories
- Bare chest

THESE GUIDELINES APPLY TO ALL FACILITIES.

NOTE: This dress code will be adhered to by all AF military members' at all military installations. If you are on another Service's installation, they may have stricter standards and you must abide by those as well.

A.8. MEDICAL

A.8.1. EMERGENCIES

If any Airman is in an emergency situation that could result in loss of life, limb, or eyesight, contact **911** immediately! If services are not available, transport member safely to the nearest Emergency Room. Use your best judgement.

On base emergency services can be contacted at: **(325) 654-7000** from your cell phone. It is recommended that you load this number into your cell phone's contacts. Fire, Medical, and Security Forces are available at this number.

A.8.2. SICK CALL PROCEDURES

If you are sick you must report directly to an MTL or instructor prior to going to Sick Call. Sick Call is located at Ross Clinic and the hours are 0615-0715 and from 1200-1300, Monday-Friday except the third Thursday of the month when the clinic is closed for training. In that instance, Airmen will use the after-hours on-call medical provider procedures outlined below.

A.8.3. SICK CALL AFTER DUTY HOURS

You may contact the Nurse Hotline for advice on your illness or ailment: **(800) 874-2273**. You must also call CQ and notify them if you will be going to the hospital or visiting sick call in the morning. Be aware that going to the emergency room or other medical facilities without contacting the Nurse Hotline could result in required expenses to the hospital. Report to your MTL on the next duty day upon discharge from the hospital. They will direct you to the next step depending on the situation.

A.8.4. QUARTERS (BED REST) PROCEDURE

An MTL must sign your quarters slip. You and your primary MTL must have a copy of your quarters slip. If you are on quarters **you are restricted to your dorm room**. You are only authorized to return to the medical facility or to eat at the dining facility nearest your dormitory. However, you should first contact CQ or an MTL to assist in obtaining a meal from the dining facility for you before going while on quarters. If you need to go to the Commissary/BX for food or medical supplies, ask CQ or a wingman to go for you, otherwise you must ask an MTL to approve the trip. Personally operated vehicle (POV) use is not authorized while on quarters. If you require a ride to the emergency room, contact CQ for a ride. CQ will then contact your MTL, if on duty, or the on-call MTL to notify/provide information.

A.8.5. AIRCREW FLIGHT/FIREFIGHTER PHYSICALS

All 1A8 Airmen will require flight physicals and maintain all appropriate documentation and possess a current AF Form 1042. Contact Flight Medicine to coordinate the scheduling of your next required flight physical. Initial Flight Physicals are good for two years while in training status.

All 3E7 Airmen report for training with a completed physical IAW NFPA 1582, Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians. A document signed by a physician certifying a passed physical must accompany students' medical records. Students will attend a mandatory Firefighter physical briefing where Flight Medicine will approve their Respirator Fit Testing and Use Clearance form and collect any students' hand carried medical records. These briefings are held Mondays at 1400 and Tuesdays, Wednesdays, and Thursdays at 1500.

Flight Medicine (appointments and questions): (325) 654-3082

A.8.6. PHYSICAL PROFILES

Physical profiles must be documented on AF Form 469. Give one copy to your MTL for your file. If you see an off-post provider make sure the AF medical office also gets a copy. Make sure you have a stamp/signed copy by your MTL on your person at all times and update the change of status roster accordingly. If you are on a profile/waiver, you will attend PT as directed by the supervising MTL.

A.8.7. MENTAL HEALTH CLINIC (MHC)

The Department of Defense (DoD) makes free, confidential, non-medical counseling available. The MHC offers comprehensive evaluation and treatment for the full spectrum of mental health issues. They also provide a wide range of intervention services, including individual and group therapy. You can take an anonymous self-assessment at www.militarymentalhealth.org.

Mental Health Clinic outpatient services include:

- Outpatient Evaluation/Treatment for active duty members (voluntary)
- Commander Directed Evaluation (CDE)
- Coping skills, resiliency, performance enhancement
- 24 hour consultation to units/squadrons
- Support services following traumatic events
- Pre/post-deployment briefings/testing
- New Parent Support Program (NPSP)
- Family Advocacy Program (FAP)
- Alcohol & Drug Abuse Prevention & Treatment (ADAPT)

Mental Health Clinic, Bldg. 1007

Hours of Operation: M-F 0730-1630

COMM (325) 654-3122

A.9. USE OF PERSONAL ELECTRONIC DEVICES

Per the Emphasis Letter, *Use of Private Cell Phones by 17 TRG Permanent Party and Student Personnel*, talking on cell phones while crossing traffic, even on a crosswalk, is inherently dangerous. Therefore, all 17 TRG personnel, in or out of uniform are prohibited from using their cell phones while crossing any street on GAFB.

A.10. SKATING AND LIKE DEVICES

Per AFMAN 31-116, GAFB Sup, *Air Force Motor Vehicle Traffic Supervision*, paragraph A3.17, roller-skating, skateboarding, riding a scooter, rollerblading, or like devices are not authorized on Kearney Boulevard, around government buildings during duty hours, on the running track or during hours of reduced visibility. Personnel will not wear headphones while using roller-skates, skateboards, scooters, rollerblades, or like devices. Personnel must properly wear helmets. It is highly recommended, but not mandatory, to wear protective gear (elbow and knee pads and wrist guards) while using roller-skates, skateboards, scooters, rollerblades, or like devices on DoD installations.

A.11. MARCHING RULES

A.11.1. BTP Marching at GAFB

During academic duty hours, BTP Airmen will march in either a large formation or SMU to and from all training locations and appointments. SMUs are an authorized formation during lunch and for appointments; however, formation size must be between 2 and 12 members. A formation of 13 or more Airmen is categorized as a large formation.

Item 1: While marching in formation/SMU to/from class, Airmen are only authorized to carry items relevant to training such as authorized water jug/hydration systems, safety gear, backpacks (not allowed in secure facilities), or official documents such as out-processing materials. After duty hours, after last formation, or when otherwise authorized by an MTL or instructor, Airmen may carry items such as dry cleaning, grocery bags, shopping bags, mail parcels, etc. Large or multiple items may be carried using both hands, but if possible, items will be carried in the left hand.

Airmen may wear solid black, olive drab, AF sage green or ABU-patterned backpack with any uniform combination; small logos are authorized (**NOTE: Do not buy the Army [ACU] pattern; it is not authorized with the Air Force uniform**). The backpack will be worn over both shoulders or left shoulder only; it will not be strapped across the chest or otherwise draped over the body.

Airmen may also use a gym bag. The gym bag's appearance must be identical to the backpack's (see previous paragraph). Gym bags may be carried in the left hand. If worn, the use of a shoulder strap is authorized on the left shoulder and the strap may cross the body. Ensure that wearing the backpack or gym bag will not interfere with rendering the proper salute.

Marching "at ease" may be permitted in BLACK flag conditions. Otherwise, marching "at ease" is **NOT** permitted unless required for safety (such as in front of BX/Commissary). "At ease" marching does not allow talking.

When authorized, Airmen may carry a hydration system (i.e., Camelbak) in the left hand, but must maintain uniformity in formation. When marching, flight commanders may halt the flight then place the flight "at ease" to allow Airmen in formation to hydrate. Airmen will be put back at the position of attention once hydrated.

Item 2: During duty hours, Airmen **MUST** possess written authorization (AETC Form 50, AETC Form 341, stamped waiver, etc.) from their MTL, instructor, or other member within the chain of command when not in formation.

- Airmen who possess valid medical profiles/waivers that prohibit them from marching must keep a current copy of the profile on them at all times. The profile must be acknowledged (signed or stamped) by an MTL from that Airman's squadron in order for it to be valid. Members will continue to travel with a minimum of one additional member unless otherwise approved.
- Airmen will conduct themselves in a professional manner when exempted from marching. There will be NO eating, drinking, talking, laughing, etc. while in formation.

Item 3: At all times, whether alone or in formation/SMU, Airmen **WILL** use the specified route-of-travel (RoT), which will be the troop walk and sidewalks. Airmen need to look for and **use crosswalks**. At **no time** will Airmen cut through parking lots or take other short-cuts which jeopardize safety. Do not cut through the billeting or gas station parking lots.

Item 4: Airmen **WILL** use crosswalks to cross any street, and **MUST** stop at crosswalks and look both ways prior to entering the street.

Item 5: Airmen **WILL** march/walk to the right side of the troop walk and **WILL** give right of way to larger formations only if it impedes your route of travel.

A.11.2. SMUs

- If the SMU consists of two, three or four Airmen, an AL (or ranking Airman if no ALs are present) will be in charge of the SMU and will march in the right rear position. The entire SMU **WILL** stop at crosswalks before entering, and then enter together when safe. All Airmen will render salutes when appropriate.
- When there are five or more Airmen in the SMU, an AL (or ranking Airman if no ALs are present) will march to the outside of the SMU wearing a reflective belt or vest. In this case, the SMU leader will enter and secure all thoroughfares (intersections, etc.) before the SMU enters. Only the SMU leader is required to salute; the SMU leader will render a verbal greeting when saluting.
- Staggered SMUs of only a few Airmen are not acceptable; Airmen should wait a minimum of three minutes to meet and join other Airmen to maximize SMUs.
- SMUs will be properly sized (taller Airmen in the front, etc.).
- When crossing Kearney Blvd, SMUs will cross one side at a time, stopping in the median.

A.11.3. Large Formations

Formation commanders, and road guards **will** wear reflective vests. Only MTLs, Airmen who have passed the Airman Leader Course (safety objective), or individuals designated by 17 TRG/CC are authorized to march large formations. An MTL shall have line of sight of students moving in large formations.

B. APPENDIX B – 517th Training Group



**DEPARTMENT OF THE AIR FORCE
517TH TRAINING GROUP
PRESIDIO OF MONTEREY, CA 93944**

MEMORANDUM FOR ALL 517 TRG NON-PRIOR SERVICE (NPS) STUDENTS

FROM: 517 TRG/CC

SUBJECT: Military Training Welcome Letter

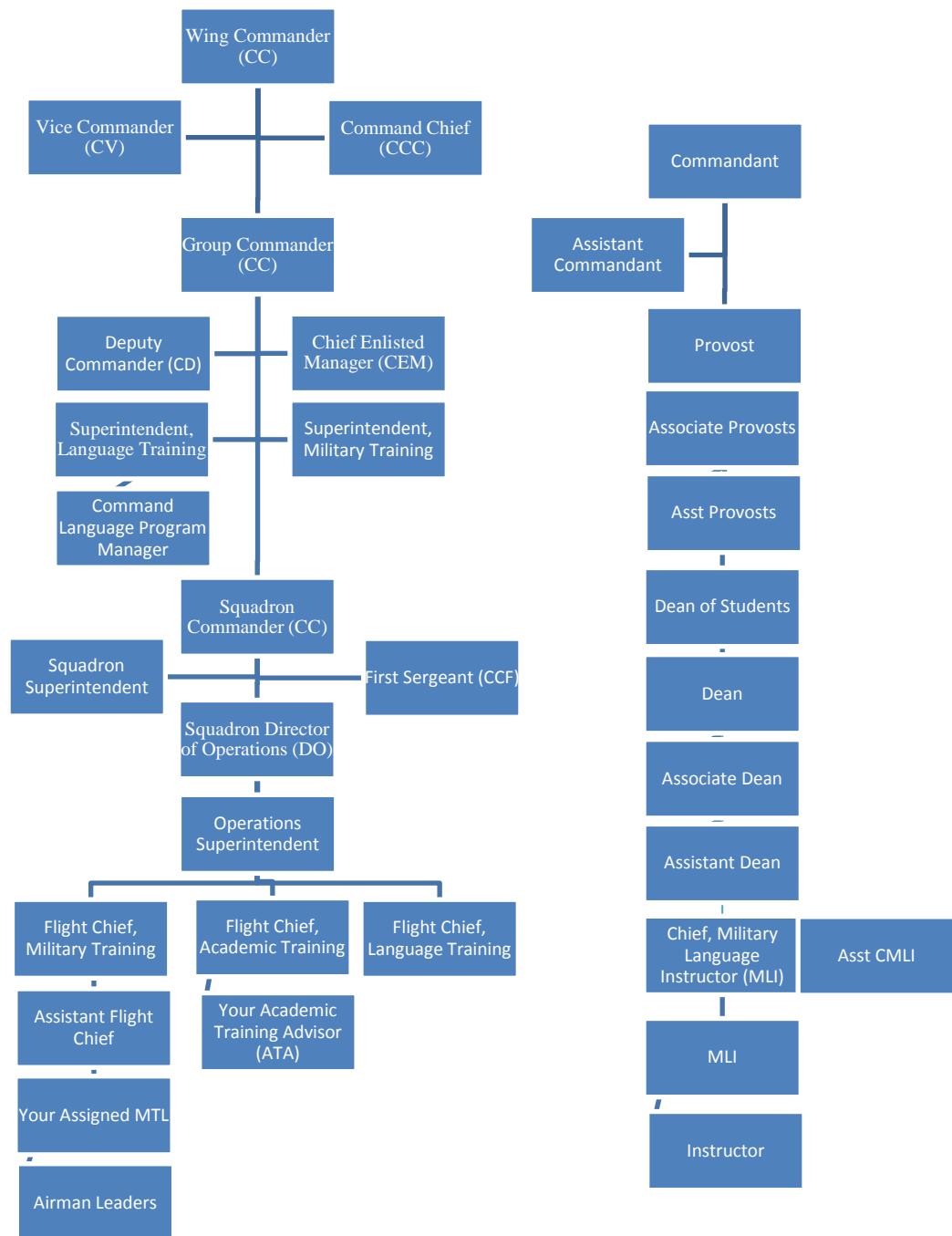
1. Congratulations on your assignment to the Defense Language Institute Foreign Language Center on the Presidio of Monterey (PoM). I welcome you here as an Air Force warrior entrusted to train hard and learn an incredibly valuable foreign language. You are assigned to one of the subordinate Air Force squadrons under the 517th Training Group, all located here on PoM. On behalf of all the Airmen here in Monterey, and as part of a great joint-Service environment, I expect you to continue to maintain the highest order of discipline and military bearing. Our Air Force Core Values (Integrity First, Service Before Self, and Excellence In All We Do) are key factors contributing to an effective expeditionary Air and Space Force, and these values will serve you well during your time here in Monterey.
2. You have a challenging and rewarding task ahead of you. To help you accomplish your technical training mission, you must learn and follow the guidance contained in this handbook. If you have any questions, ask your Airmen Leaders, Military Training Leaders (MTLs) or Academic Training Advisors. Given the unique joint-Service student population and environment at PoM, it is critical you are aware of and follow all PoM and Air Force specific rules and regulations that apply to you. These rules are intended to provide you with the information and skills you will need to safely and successfully complete your technical training.
3. I strongly urge you to work hard, study, act responsibly both on and off-duty, and seek the help of your instructors, MTLs, support agencies, and advisors if you have questions. Use your chain of command to resolve any issues of concern at the lowest possible level. Our goal is to produce highly proficient linguists, culturally-savvy warriors, and above all else: high-caliber Airmen. Your responsibility is to learn and graduate successfully. You have a great opportunity in front of you so make the most of your time here. It's up to you – now go get 'em! Good luck and welcome to the Presidio of Monterey, the Defense Language Institute and the 517th Training Group.

LOGEMAN.KEITH
H.M.1171747445

Digitally signed by
LOGEMAN.KEITH.M.1171747445
DN: cn=US, o=U.S. Government, ou=DoD,
ou=PKI, ou=USAF,
cn=LOGEMAN.KEITH.M.1171747445 Date:
2017.02.15 20:27:56 -08'00'

KEITH M. LOGEMAN, Colonel, USAF
Commander

B.1. 517TH TRAINING GROUP Reporting Chain



B.2. 517TH TRAINING GROUP

Welcome to the 517th Training Group (TRG). Your first week, called in-processing week, is designed to introduce you to the rules and ways of the Defense Language Institute Foreign Language Center (DLIFLC) and the 517th TRG. You are about to embark on one of the most challenging and rewarding experiences of your life. Your duties here include both academic and military training. Both are extremely important and your adherence to military standards will have a significant impact on your success here. Paying attention to detail, following policy and procedures, and using your chain of command all play a critical role in your career. Our Group is broken down into two separate Training Squadrons (TRS). A list of their respective languages is below.

311 TRS

Arabic
Russian
Spanish
Hebrew
Levantine
Urdu

314 TRS

Chinese
Korean
Persian Farsi
Pashto

B.3. MANDATORY ITEMS

Carry mandatory items with you at all times, **even in civilian clothing** (except reflective belts):

- Transition program card
- Two properly filled-out 341s
- Room key
- Common Access Card
- Reflective belts, required at all times *except* while wearing civilian clothing
- MTL signed current profile (if applicable)

B.4. DORMITORY VISITATION GUIDANCE

B.4.1. Main Day Room visitation of the Air Force dormitory for all Airmen is allowed under the following conditions:

- Public displays of affection and sexual conduct of any nature are prohibited.
- All personnel must remain fully clothed at all times.
- Visitation hours are: Evenings prior to duty days: 1700-2200 and Friday, Saturday, holiday, and down days (unless prior to a duty day): 0700-2359.
- Civilian visitors are not authorized in the dorm at any time.

B.4.2. Floor Day Room visitation of the Air Force dormitory for ITP/ATP Airmen is allowed under the following conditions:

- Public displays of affection and sexual conduct of any nature are prohibited.
- All personnel must remain fully clothed at all times.
- Visitation hours are: Evenings prior to duty days: 1700-2200 and Friday, Saturday, holiday, and down days (unless prior to a duty day): 0700-2359.
- Civilian visitors are not authorized in the dorm at any time

B.4.3. In-Room visitation for ATP Airmen is allowed under the following conditions:

- Room doors must remain fully open at all times.
- Airmen must receive verbal approval from their roommate prior to allowing visitation.

- Airmen assume responsibility for their in guests.
- Public displays of affection and sexual conduct of any nature is prohibited.
- All personnel must remain fully clothed at all times.
- Visitation hours are: Evenings prior to duty days: 1700-2200 and Friday, Saturday, holiday, and down days (unless prior to a duty day): 0700-2359.
- ATP Airmen may not visit the rooms of BTP/ITP Airmen.

B.4.4. Non-Prior service sister-service personnel may visit Airmen in the Main Day Rooms of Air Force dorm buildings only.

Non-Prior Service sister-service personnel must comply with their services current visitation policies. If allowed, they may visit Airmen in the Main Day Rooms of Air Force dorm buildings.

- They must be signed in and out through CQ.
- They must be escorted at all times by the Airman who signed them in.
- They must adhere to their service-specific procedures and restrictions.
- Public displays of affection and sexual conduct of any nature are prohibited.
- All personnel must remain fully clothed at all times.
- Visitation hours are: Evenings prior to duty days: 1700-2200 and Friday, Saturday, holiday, and down days (unless prior to a duty day): 0700-2359.

Throughout the building you will find Airmen with Squad Leader, Bay Chief, etc. written on their accountability boards. These are the Airmen that volunteered to help you. Ask them any questions that your roommates or floor mates can't answer for you. At the main entrances to the building you'll find a hallway board. These boards often have important information that pertains to you. Failure to read the board could result in missing an important briefing or formation, so read it every time you pass it.

B.4.5. DRIVING POVs/AUTHORIZED PARKING AREAS

All Airmen that own/operate a POV on the Presidio of Monterey are required to register their vehicle at the Private Bolio Gate and must apply the appropriate parking decal to the back window of their vehicle. Any vehicle parking on the Presidio of Monterey without a parking decal, may be ticketed by PoM Police. For any questions about garrison access, operating hours, and gate information, please contact the Presidio of Monterey Visitors Center at 831-242-4222.

BTP/ITP/ATP Airmen who reside on base are not authorized to drive/operate a POV during the duty day. (*See the ATP information below)

NPS Airmen who **reside on or off-post** and operate a personal motor (PMV)/POV **must** park their vehicles in the parking areas below the Tin Barn, at their assigned dormitory, or the Hilltop PX parking lots and walk/utilize the bus system throughout the duty day. They are not authorized to operate their PMV/POV until after the duty day (*See ATP section for exemptions). If there are special circumstances such as off-post appointments during the duty day and/or medical conditions that limit walking, Airmen must get prior authorization from an MTL/squadron leadership in order to operate a PMV/POV during the duty day. Spouses may drop off ITP Airmen behind Bldg 627B in the parking lot. Do not stop in front of CQ or use staff parking spaces. ATP Airmen may be dropped off in the parking area by the Tin Barn for accountability,

ATP Airmen ONLY are authorized to leave the post/operate a POV during their lunch breaks ONLY, but must park in the parking areas at their assigned dormitory, below the Tin Barn, or at the Hilltop PX parking lots and walk/utilize the bus system throughout the rest of the duty day. NPS students, including ATP Airmen, are not allowed to drive POVs at any other time during the duty day.

Violation of any of the prohibitions of paragraphs 4.1 – 4.5 may lead to disciplinary action up to, and including, prosecution under the UCMJ.

B.4.6. COMMUNICATION/E-MAIL ACCOUNTS

All Airmen should have or establish their .edu e-mail accounts and have a personal e-mail account and monitor them daily for Action Notices and squadron updates.

B.5. LANGUAGE STUDY STUDENT INFORMATION

B.5.1. WHAT IS AN ACADEMIC TRAINING ADVISOR (ATA)?

An ATA is a Cryptologic Language Analyst (CLA) that provides advice and support to the Military Training Leaders (MTLs) and Squadron leadership regarding your future career field, which is highly specialized and not well known to those outside the field. They are also the unit's liaison to the schoolhouse regarding academic issues. They attend regular meetings with each schoolhouse's Military Language Instructors (MLIs) and the Chief Military Language Instructors (CMLIs) to discuss student issues, recycles, conduct, performance and disenrollment. If you are in any way struggling in class, this is who you talk to. Your ATAs are administratively assigned to deal with particular languages or schoolhouses, but they work as a team, so you can speak to any ATA if yours is unavailable.

B.5.2. WHAT IS A MILITARY LANGUAGE INSTRUCTOR (MLI)?

An MLI, like an ATA, is a CLA. Your MLI may be Air Force, Army, Navy, Marine Corps or a civilian contractor. They may also be Active Duty, Reserve or Guard and provide a wide breadth of Joint experience and language expertise. They will train you in the military aspects of your language as it applies to your future duties. Additionally, they are one of the most relatable resources available to you as they have, in most cases, been through the DLI language course(s). Much like the ATAs, they are here to help counsel and guide you to succeed in this tough academic environment. Take advantage and learn from the knowledge and experience they offer. They understand the mission you will perform at an operational unit.

B.5.3. WHAT IS AVAILABLE TO ME HERE AT DLI FOR LANGUAGE STUDY?

Introduction to Language Studies, most likely taught within your school by a representative(s) from Student Learning Services. This week will prepare you for language learning by introducing you to your target nation's geography and culture as well as ensuring you are familiar with English grammar and syntax. Your language instructors are all native speakers who have had to accomplish proficiency exams in English to ensure they are able to properly communicate with you. However, do not expect to hear much English in the classroom. Additionally, the Department of Defense (DoD) makes available to you a wide range of study materials through the Aiso Library, GLOSS (gloss.dliflc.edu), AFLCLC (www.culture.af.mil) and other resources you will discover when you begin training.

B.5.4. ASSOCIATE DEGREES

You can earn an Associate of Arts degree in your language from DLIFLC if you

successfully complete the course, earn your required DLPT scores and complete additional general education requirements. Your MLI can provide you details on how to accomplish the DLIFLC degree. In addition, all of the credits you earn during the course of study applies to your Community College of the Air Force (CCAF) Associates degree. In order for this to happen, you need to go to Air Force Virtual Education Center (AFVEC), click on the CCAF Student Services link in the Self Service area on the right side of the screen. This will give you the information you need to transfer your DLI and civilian credits to your CCAF degree.

B.5.5. CAN I RETRAIN/CROSS TRAIN/RECYCLE/WASH BACK/START OVER/RE-LANGUAGE?

You are here and assigned to a language based on the needs of the Air Force in support of global intelligence, surveillance and reconnaissance (ISR) missions. Retraining or language change is offered to you towards the end of your first enlistment as a re-enlistment incentive. You can explore this after you arrive at your first duty station.

Regardless of what you've heard, restarts and recycles are not automatic nor are they a right; they are the exception to the rule. The Air Force is paying you to go to school as well as paying your tuition, room and board, food, amenities (e.g. gym, etc.). These opportunities, when available, are offered to those who struggled through no fault of their own.

If, for some reason, you do fail to keep pace with studies in class or meet the 2/2 standard (increasing to 2+/2+ in the future) on the DLPT, you may be considered for retraining or Post-DLPT classes, respectively. These options, however, are entirely based on the unit's recommendation (ATAs, MTLs, and senior leadership) as well as the needs of the Air Force. If a spot is unavailable or your attrition is deemed to have been your own fault, you may very well be turning in your uniforms and heading home. Use all available resources to make it through this course.

B.5.6. I'M STRUGGLING IN CLASS. WHAT DO I DO?

First, tell someone. Tell your Teaching Team, student advisor, MLI, ATA, and MTL. These people are on your side because your success is in the best interests of the Air Force. We can offer you additional study hall, 7th hour studies in class, an Air Force tutor, or information on stress and time management. The Air Force has the highest graduation rate at DLIFLC for a reason; and we strive to keep it that way.

B.5.7. WHAT IS THE DLPT? CAN I TAKE ONE?

The Defense Language Proficiency Test (DLPT) is the DoD's unit of measure for language proficiency. There are DLPTs available for many languages of interest to the DoD to assess proficiency level. This test is what decides whether you become a linguist and what level of Foreign Language Proficiency Bonus (FLPB) you receive upon graduating. Due to DLI policies, DLPTs are not offered for students in languages to which they are not currently studying as part of their official duties. If you are already proficient in another language, you can explore taking additional language DLPTs when you arrive at your first duty station. Only in exceptional cases will the Air Force submit for students to take the DLPT in language outside of their assigned language. As per *DLIFLC Reg 350-10, paragraph 6-8* students are prohibited from taking the Lower Range DLPT or Oral Proficiency Interview (OPI), at Defense Language Institute (DLI) or any other DoD installation in any language for which they are currently enrolled, other than for graduation purposes. Additionally, students may not miss course time as each test is several hours long. If you have proficiency in another language and have not started class or have graduated and are awaiting departure you may coordinate with the Command Language Program Managers to schedule a test. Currently enrolled Airmen should have their respective unit

representative (MTL, ATA etc.) contact the Command Language Program Managers for testing possibilities. There are more opportunities to take additional DLPTs when you get to your first duty location. Keep in mind that taking a DLPT and meeting required proficiency scores for languages outside of your assigned language does not mean you will receive additional pay.

You will test before you graduate and the result is used to determine whether you move on to Goodfellow. You may complete the course from DLIFLC and still not meet the minimum, 2 in listening/2 in reading (2L/2R) standard on the DLPT (there is no such thing as “failing” the DLPT since the standard changes based on language, AFSC/MOS, duties, etc). DLIFLC is an accredited educational institution with its own graduation standards. Once you graduate from technical training you need to increase your proficiency, but must maintain at least a 2/2 proficiency at all times or face becoming disqualified from testing for promotion, force re-trained into another career field or separated. While 2/2 is the graduation standard currently, and increasing to 2+/2+ in the future, working hard to excel and attain higher proficiency now will pay dividends in the future.

B.6. TRG SUPPORT AGENCIES

B.6.1. LEGAL OFFICE

Located in Bldg 275, 831-242-5084, website

http://www.monterey.army.mil/Legal/legal_main.html see Airman and Family Readiness or Presidio of Monterey Legal office for additional information.

B.6.2. AIR FORCE SPOUSES GROUP

The Presidio of Monterey Air Force Spouses' Group exists to provide support and information to all Air Force spouses associated with the 517th Training Group, 311th Training Squadron, and 314th Training

Squadrons. The group was created to network, socialize, share resources, and have a few laughs. Spouses get together for socials once per month and have several special activity groups such as book clubs and play groups. For more information please e-mail pomafspouses@gmail.com or find the closed "PoM Air Force Spouses" group on Facebook.

B.6.3. CHAPLAIN'S OFFICE

Our Chaplains are here, first and foremost to help you. Before seeing the Chaplain, you must report to the Chaplain's assistant to make an appointment. The Chaplain's office is located in the 314 TRS Commander's hallway, room 134. Remember, the Chaplain is an officer – proper customs and courtesies will be rendered. Chaplains combine the roles of clergy and military officer while upholding the standards of the Air Force Core Values: Integrity First, Service Before Self, and Excellence in All We Do. Each year about 35,000 new people enter the Air Force; not all share the same values. The ministry and officer-ship of the Chaplain helps instill the personal ethical standards that provide a strong foundation for the Air Force Core Values.

CONFIDENTIAL COMMUNICATION

In accordance with and support of AFI 52-101 the privilege of **total confidentiality** in communications with a chaplain is an essential component of the chaplain's ministry at the Presidio of Monterey. Privileged communication is protected communication. It is any communication given to a chaplain in trust by an individual, to include Enemy Prisoners of War (EPW), if such communication is made either as a formal act of religion or as a matter of conscience.

B.6.4. MISSION SUPPORT FLIGHT (MSF) FUNCTIONS

The Mission Support Flight (MSF) is here to assist you with all personnel actions. The MSF includes in-processing, out-processing, promotions, testing, and changes to your official records.

MSF in Bldg 834, rooms 2004 and 2017

Walk-ins 0700-1630 each duty day

Exception: closes at 1400 on Thursdays for training

Finance is located in Bldg 834, Rm 201

Monday & Tuesday 0930-1330

Wednesday Appointment only

Thursday & Friday 0930-1330

**Appointments can be made outside of these hours by calling Comm 831-242-5065 or DSN 768-5065*

B.6.5. ID CARDS

If you need a replacement Common Access Card (CAC) issued due to wear and tear, you must report to the DEERS office located at PoM on the first floor of Taylor Hall/Bldg 616. You cannot make changes to your data at this time. You have to first make the changes and then report to the DEERS office for the new changes to take effect.

If you have lost your Common Access Card (CAC), report to your MTL to complete the appropriate paperwork and they will direct you from there.

The RAPIDS Self-Service Portal provides sponsors with the ability to generate a DD Form 1172-2 for Dependents in need of a new ID card. The sponsor can also add/change e-mail addresses and add/change residential/work addresses and phone/fax numbers.

B.6.6. OUT-PROCESSING

Any time you out-process is an extremely stressful time and the best way to eliminate the stress is to plan ahead and ask questions if you are unsure. Every effort is made for Airmen to receive an assignment notification 30-45 days prior to Goodfellow AFB course start date (CSD). If a student desires to SWAP his/her assignment with another student, the SWAP request must be submitted to the MPS student assignment section not later than four workdays after the student is notified of his or her assignment. Refer to *AFI 36-2110, Attachment 21, Paragraph A21.4.1* for eligibility criteria. Once an assignment is loaded, the MSF will place a comment in the action notice for you to attend an out-processing briefing; **this briefing is mandatory**.

At this briefing you will be given step-by-step directions on what to do to receive your orders. You will also be given a suspense date, failure to meet the due date could result in your orders not arriving on time and you missing your class start at Goodfellow AFB. If you are not going to meet the suspense, you must notify your MTL immediately. After all required items are turned in; it takes approximately 7-10 duty days before orders are available in virtual Military Personnel Flight (vMPF). It is your responsibility to print out a minimum of 12 copies of your orders to use during out-processing. You can get a copy of the out-processing checklist from MSF and an MTL. When you arrive at your MSF final out appointment, you need to be in uniform, have all items signed off on your checklist, 2 copies of your orders, 2 copies of your virtual record of emergency data (vRED) - printed from vMPF, 2 copies of your fitness test scores - printed from AF Fitness Management System II (AFFMS), and meal card if applicable. Anticipate departing PoM 24-48 hours after your class graduation date, but that will depend on your class start date at Goodfellow AFB. Prior to departure, you must out-process with the dorm

manager and clear your dorm room.

B.6.7. RECLASS

If you are selected for reclassification into another career field, you will be notified of your new job and future technical training by your MTL. Once your new Air Force Specialty Code (AFSC) is selected you cannot swap AFSCs or first duty assignments. Additionally, you cannot apply for a separation solely on the fact you do not like or approve of your new AFSC. Once you get your orders, follow the out-processing information listed above.

B.6.8. SEPARATION

Once you are served your separation, you have to complete all out-processing within the time allotted by your First Sergeant, typically 5-7 calendar days. Terminal leave is approved by your commander and is only authorized if the separation is characterized as honorable. Your DD Form 214 will be given to you at your final out appointment. If you take terminal leave, your DD Form 214 will be mailed to your home of record.

Any voluntary separations (hardship, pregnancy, etc.) must be processed through your First Sergeant.

B.6.9. FINANCE

MyPay is the on-line system used to inquire about your pay. You can also access your Leave and Earning Statement (LES), print your W-2s, view/make changes to your Saving Deposit Program, start/stop allotments, change correspondence address, change federal/state tax withholding, etc. You must maintain an active password to access the system. If you fail to maintain a password, you may report to the Finance Office for a temporary password. MyPay can be accessed at: <http://mypay.dfas.mil>.

Military pay is not to be confused with travel pay. Travel pay is money you receive for travel during a Permanent Change of Station (PCS) or Temporary Duty (TDY). For example: per diem, dislocation allowance, or payment for mileage.

When you are promoted, your pay is automatically updated approximately 2 weeks after your promotion. After that time, if your pay is not adjusted, report to the Finance Office. The MSF deals with bonuses and promotion transactions, not the Finance Section. Report to the MSF if you have questions about these programs.

B.6.10. SECURITY OFFICE

The 517 TRG Security Managers are located in Bldg 830, Room 205. Hours of operation are 0600-1500. Contact numbers are 831-242-5052/7166.

For student Airmen, one of the Security Office's primary functions is to ensure that you get your Top Secret security clearance before you graduate DLIFLC because you can't proceed on to Goodfellow without that.

You can check the status of your clearance on vMPF. As a new Airman, it will reflect SECRET until your Top Secret clearance is awarded, and then the SECRET will change to SCI DCID followed by some numbers.

You should already have your Secret clearance as a result of the paperwork you completed at MEPS. Your Top Secret comes as a result of the work you did in Sensitive Skills at Basic Training.

Foreign Contacts: This is a tourist area with a lot of foreigners and intelligence operatives can pose as tourists. Teachers may also represent vulnerability in this regard. Keep all of your relationships with foreign nationals professional/academic and not personal (Facebook, Instagram, Twitter, etc.). Be aware of attempts to elicit information and report contacts with non-faculty foreigners who seeking detailed information about you, your

training, your mission, or DLIFLC.

Changes in your life that must be reported to the Security Manager include:

- Marriage (You need MAJCOM permission in advance to marry a foreign national)
- Criminal incidents
- Financial incidents (debts sent to collection agencies or more serious incidents)
- Alcohol incidents and referrals
- Mental health referrals (Don't need to report counseling related to marital, family, grief, or sought resulting from accumulated stress)

B.7. MEDICAL

B.7.1. EMERGENCIES

ANYTHING SERIOUS THAT ENDANGERS LIFE OR LIMB

Call **911**

Notify the Charge of Quarters (CQ) (242-5115) of the situation

CQ will notify on-call MTL and the First Sergeant

B.7.2. SICK CALL PROCEDURES

If you are sick in the morning, you must report directly to Sick Call between 0630 and 0635. If you do not see an MTL prior to reporting to sick call, make sure you check in with an MTL after sick call. If you are injured, you report to the same office to make an appointment for a possible profile/waiver. Regardless of your illness, report to their office first and they will tell you where to report next. This is only for NPS students who are too sick to attend class/go to work. This is not the time to come in for profile renewals, minor medical conditions, or for out-processing.

Medical Office Sick Call

Bldg. 627, Rm 162

Monday-Friday 0630-0800

(831) 242-5026

Army Clinic

Bldg. 830, Rm 201

Monday - Wednesday 0900-1200 and 1300-1530, Thursday - Friday 0830-1530

(831) 242-4113

B.7.3. SICK CALL AFTER DUTY HOURS

Contact CQ (831) 242-5115 and notify them of illness.

Contact on-call medical provider (CQ has phone number). The on-call medical provider will call you back with directions and advice. DO NOT go to the Emergency Room or other medical facilities without contacting the on-call provider, or you may have to pay the medical expenses yourself. The next duty day upon discharge from the hospital, you must accomplish these two steps in the following order:

1. Report to MTL
2. Report to Medical Technician's office (Sick Call in the 311 TRS Hallway, rm 162)

B.7.4. QUARTERS (BED REST) PROCEDURE

An MTL must sign your quarters slip. You and your primary MTL must have a copy of your

quarters slip. If you are on quarters **you are restricted to your dorm room**. You are only authorized to return to the medical facility, to eat at the dining facility nearest your dormitory, or retrieve medical supplies. If you need to go to the PX for food or medical supplies, ask a friend to go for you or get it approved by a MTL.

Smoking, driving, or riding in another person's POV are not authorized while on quarters. If you require a ride to the emergency room, contact CQ for a ride. CQ will then contact your MTL or the on-call MTL to notify/provide information.

Off-post Airmen: you must return to an MTL with a quarters slip for signature prior to proceeding to your off-post residence. You are authorized to return to the medical facility or to procure medical supplies/food from a local pharmacy/market.

If you feel that you require emergency attention, you must contact CQ and CQ will contact an MTL.

Be sure to complete your Form 806 with an MTL before returning to class. Turn the 806 into your section leader upon returning to class and include a copy of your quarters slip. If you are on details you are required to tell the details program manager of your quarters assignment and of your return.

B.7.5. SELF-MEDICATION PROGRAM

To receive over-the-counter medications for minor medical concerns that don't require a doctor's visit (colds, athlete's foot, headache, etc.) pick-up a Service Member Self-Care Program form at the pharmacy. All expired medication must be turned in to the pharmacy at the clinic. It is illegal to have expired narcotics or to have/possession of another's medication. This is especially important if the medication is a narcotic or controlled substance. Bottom line, if the medication is expired, no longer needed, or not yours to use, turn it in to the pharmacy for proper disposal.

B.7.6. PHYSICAL PROFILES

PoM: Physical profiles must be documented on DA Form 3349, AF Form 422 Medical waiver, or DD Form 689. Give one copy to your MTL for your file. If you see an off-post provider or Army provider, make sure the AF medical office (Sick Call office in the 311 TRS Hallway, room 162) also gets a copy. Make sure you update the change of status roster accordingly. If you are on a Profile/Waiver, you will attend PT as directed by the supervising MTL.

B.7.7. SMOKING

You **MUST** review the transition restrictions on use of tobacco products in the 17 TRW Student Handbook! Airmen are not permitted to use tobacco products to include; cigars, cigarettes, e-cigarettes, pipes, vaporizers, hookahs, or smokeless tobacco (spit/loose tobacco) during the duty day or while in uniform. Airmen are allowed to use tobacco products after duty hours and *not* in uniform in the designated areas outside the Hobson Center (PX patio is non-smoking) during hours of operation, the gazebo across from the Combs Dining Facility Kiosk at Bldg 627B and the pavilions between buildings 835, 836, and 841. Individuals that utilize these areas must clean up after themselves. While smoking products are available for personal use, they are harmful to your health, the readiness of our military force, and your wallet. Smoking cessation options are available to help you quit (see CALMED or the 517th Medical Office for more info; also ref AFI 40-102, Tobacco Free Living).

B.8. DORMITORY INFORMATION

B.8.1. ACCOUNTABILITY BOARDS

On your door is a whiteboard – this is your accountability board. You will write your name, language, assigned MTL, if you are over or under the age of 21, and the Transition Period you are in on the board. Also, you will write where you are whenever you are not in your room. If you are in your room, you may leave it blank. If you are out at the PX, gyms, dining facility, write it down. During the day, you will leave either class or details on your board. If you are going to several places, write the one that you'll be at the longest, or last. No foreign languages, quotes or drawings are allowed on the boards. During the duty day, don't leave notes on other people's boards. During off-duty hours, make them small and appropriate.

B.8.2. APPROPRIATE DRESS IN DORMITORIES

When going to and from the shower, appropriate clothing and shower shoes are mandatory for all Airmen in Bldgs 627A and 627B.

B.8.3. WALK-THROUGH/BED CHECKS

Each squadron has different times/dates these are conducted; see your MTL for further information. During this time, you will stand outside your door in uniform and wait to be inspected by your Squad Leader. They will then inspect your room – be sure to have your room in inspection order (see the room standards section).

B.8.4. MILITARY TRAINING TIME (MTT)

Each Squadron has different times/dates these are conducted; see your MTL for further information. Basic Transition Period Airmen will be in their rooms with the door open, cleaning your room, ironing (no starch on ABU), and cleaning/shining your low quarters. You may not study during this time until all your above duties are completed and you receive approval from your Bay Chief. You may not go into your friend's rooms. This is time to focus on your military responsibilities. You will also set up your wall locker in inspection order, as it is inspectable at this time.

B.8.5. TAPS

Taps began as a signal to extinguish lights or lights out at the end of the day. Many bases across the Armed Services play Taps to signify lights out or to begin quiet hours. For these purposes, there are no formal protocol procedures required. However, the playing of Taps continues to be a part of a military funeral/memorial honors ceremony. Upon hearing Taps at a military ceremony, proper protocol dictates those individuals in uniform render a hand salute until the music is complete. Civilians should remove their headgear and place their hand over their heart. Taps plays every night at 2200 hours. Taps is a sign of respect to our fallen brothers and sisters in arms, and it must be respected.

B.8.6. REVEILLE AND RETREAT

Reveille plays every morning at 0700. Retreat plays at 1800. While in a formation, follow the orders of the formation leader throughout the entire ceremony. When outside and in uniform, face the flag (if visible) or face the music. When Reveille plays, place your bag on the ground, and go to the position of Parade Rest. When "To The Colors", or the "Star Spangled Banner" begins, stand at attention and salute on the first note of the music (or if no music, when you see the flag first being raised or lowered). Drop your salute after the last note is played, or when the flag has been fully raised or lowered, depending on the ceremony (during the playing of "Sound Retreat" which precedes the lowering of the flag, stand at Parade Rest). If in a vehicle during Reveille or Retreat, pull the car to the

side of the road and stop. All occupants sit quietly at attention until the last note of the music has played. When in civilian clothes and outdoors, stand at attention and place your right hand (with a if wearing one) over your heart.

B.9. 517 TRG Transition Chart (Note 1)

Note 1	Basic Transition Period (Will last at least 30 days)	Intermediate Transition Period	Advanced Transition Period Approved in writing by TRS CC
Open Ranks (Note 3)	2x a month (minimum)	1 x a month (minimum)	Quarterly
Room Personalization	Yes (Note 12)	Yes (Note 12)	Yes (Note 12)
Room Inspection (Note 3)	1x a week (minimum)	1 time per month (minimum)	1 time per quarter (minimum)
Civilian attire (Note 11)	After duty hours in dormitory only (Note 11)	After duty hours	After duty hours
Off base privileges	None*	After duty hours	After duty hours/and at lunch time
Weekend travel (Note 5)	None	Must comply with visitation/ AF Form 4392 requirements	Must comply with visitation/ AF Form 4392 requirements
Marching (Note 6)	Waived	Waived	Waived
PT (Note 2)	3 times per week IAW 36-2905 Squadron Commander's PT program		
Dining Facility Use	Will eat 3 meals per day in the Post Dining facility	Will eat 2 meals per day in the Post Dining Facility	Will eat 1 meal per day in the Post Dining Facility
PMV use/ride (Notes 7 and 8)	None except during emergencies	After duty hours	At lunch/After duty hours
Call to Quarters (Curfew): (Note 9)	2200-0400 Evening prior to duty days 2400-0400 Evening prior to non-duty days	2200-0400 Evening prior to duty days 0200-0400 Evenings prior to non-duty days	Have no curfew during duty days or non-duty days. Must sign in/out at CQ.
Alcohol Use – Must be of legal age (Note 10)	Will not possess, purchase, or consume anytime	Not allowed 12-hrs prior to duty and will not purchase, possess, or consume while in uniform	Not allowed 8-hrs prior to duty and will not purchase, possess, or consume while in uniform
Reside off-base w/dependents	No	Commander approval – Only if dependents reside in local area	Commander approval – Only if dependents reside in local area
Lodging/Hotels (visit/stay)	None*	Must have written approval from Asst. Flt Chief/Flt Chief and Shirt or higher	Must have written approval from Asst. Flt Chief/Flt Chief and Shirt or higher
Tobacco Products (cigar, cigarette, smokeless tobacco, pipe, e-cigarettes, vaporizers, hookahs)	Will not possess, purchase, or consume anytime	Will not possess, purchase, or consume in uniform. Only in designated student smoking areas, after duty hours. Must be secured when not using.	Will not possess, purchase, or consume in uniform. Only used in designated student smoking areas, after duty hours. Must be secured when not using.

*Assistant Flight Chief/Flight Chief and First Sergeant or higher approval required on case-by-case basis

NOTES:

1. This chart is intended as a quick reference guide only. For complete information on any of the above items, refer to the appropriate guidance in AETCI 36-2643 and/or appropriate policy letters, supplements, etc.
2. See individual squadron fitness emphasis letter for details on PT program specifics.
3. These are minimum requirements. Squadrons may perform these inspections more frequently.
4. All Transition Periods will wear the uniform of the duty unless approved for SNITS duty. ATP will be inspected/checked for proper dress and appearance quarterly.
5. Any travel outside the local area (125 miles) requires written approval by an MTL on an AF Form 4392.
6. Airmen may use the Presidio of Monterey busing system, when available.
7. No NPS Airmen will drive to or from school or their detail location. If Airmen live on or off base/post, they must park in the in the parking areas below the Tin Barn, at their assigned dormitory, or the Hilltop PX parking lots and walk/utilize the bus system throughout the duty day.
8. ATP Airmen ONLY are authorized to leave the post/operate a POV during their lunch breaks ONLY, but must park in the parking areas at their assigned dormitory, below the Tin Barn, or at the Hilltop PX parking lots and walk/utilize the bus system throughout the rest of the duty day. NPS students, including ATP Airmen, are not allowed to drive POVs at any other time during the duty day.
9. Curfew is defined as the time an Airman must be in his/her assigned room.
10. Alcohol is never permitted in the dormitory or any other location on PoM with the exception of the Hilltop PX patio and the Hobson Student Activity Center during hours of operation.
11. BTP Airmen may wear civilian attire during special volunteer events off-post, when approved by Assistant Flight Chief or higher.
12. Will not hang pictures of any kind on dorm room walls, lockers or ceilings, but may personalize their bed, nightstand, or desk. NOTE: Must not be of a sexually explicit or degrading nature.

C.APPENDIX C – FORMS

C.1. AETC FORM 341 PREPARATION INSTRUCTIONS

EXCELLENCE/DISCREPANCY REPORT		
(Your MTL Rank Last Name)		BTP/ITP/ATP
LAST NAME - FIRST NAME - MIDDLE		GRADE
GOOD, WILL B.		E-3
ORGANIZATION	CLASS/FLIGHT (If Applicable)	
316 TRS / Language or Course	835/Rm 206	
EXCELLENCE/EXHIBITED DISCREPANCY (Be Specific)		
NOTE: Any Squadron specific requirements must be included.		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING INDIVIDUAL		SIGNATURE OF REPORTING INDIVIDUAL

AETC FORM 341, 20070815 - PREVIOUS EDITION IS OBSOLETE.

1. Write your personal information in the appropriate places. Forms will be blank. Use blue or black ink to fill out the form and print NEATLY. (Shaded areas)
2. It is your responsibility to have AT LEAST TWO properly filled out AETC Forms 341, per the example above, on your person at all times, whether in uniform or civilian clothes.
3. If you have any questions regarding how to fill out the form, see your MTL.
4. If any of the information on the form changes, complete two new AETC Forms 341 immediately.
5. Blank forms are kept at the CQ desk.

C.2. AETC FORM 50 PREPARATION INSTRUCTIONS

APPOINTMENT SLIP			
NAME(Last, First, MI) <i>Doe, John F.</i>			
ORGANIZATION <i>316 TRS</i>			
<i>An appointment has been made for you at time, date and location indicated.</i>			
DATE <i>13 Jan 17</i> <i>(Use date appt is on)</i>	TIME <i>1630</i>	ROOM NO <i>A124</i>	BLDG NO <i>3139</i>
BRING THIS SLIP WITH YOU AND GIVE TO: <i>Name of individual or agency you are seeing</i>			
REMARKS: <i>MTL will annotate whether you have permission to travel alone.</i>			
<i>Please meet your appointment promptly. If you are unable to keep this appointment, telephone extension and cancel.</i>			

AETC FORM 50, JUL 93 REPLACES ATC FORM 50, JUL 75, WHICH WILL NOT BE USED.

1. Write your personal information in the appropriate places. Forms will be blank. Use blue or black ink to fill out the form and print NEATLY (Shaded areas).
2. It is your responsibility to have your appointment slip filled out properly, per the example above, when you report to your MTL to get it approved.
3. If you have questions about how to fill out or are unsure of any information required on the appointment slip, ask the person giving you the appointment or your MTL.
4. The blank forms are kept at the CQ desk. If that supply is depleted, see an MTL immediately.

NOTE: Airmen going to an off-base appointment **MUST** have a Wingman! A Wingman will be assigned by a squadron MTL.

C.3. Defense Language Institute Foreign Language Center (DLIFLC) Form 806 Procedures

ACADEMIC ABSENCE ACCOUNTABILITY FORM			
PRIVACY ACT STATEMENT: This information is solicited by the authority of USC 3012 and will be used to provide authority and accounting for periods of student absence from class. Disclosure of this information is mandatory. For use of this form, consult DLIFLC Regulation 350-10; the proponent is the Assistant Provost/Dean of Students, DLIFLC.			
Student Rank, Name, Service Unit		Last 4 SSN	Class-Team #
			Date
Absence From Class Required For:			Unit Commander/Supervisor Approve or Disapprove Signature_____ Date_____
Departure Date/Time	Date: _____ TIME: _____		Teaching Team Leader Notified Signature_____ Date_____
Appointment Date/Time	Date: _____ TIME: _____		Appointment Representative Verification (Sign upon completion of appointment) Signature_____ Date_____
	Date: _____ TIME: _____		
Return Date/Time	Date: _____ TIME: _____		Section/Class Leader Validation Signature_____ Date_____
Comments:			
SECTION LEADER: RETURN TO YOUR MLI OR CMLI ONCE ALL SIGNATURES ARE RECEIVED AND INFORMATION VERIFIED.			
DLIFLC Form 806 editions) 07 May 2010		Replaces DLIFLC Form 806 (All	

Scheduled Absences:

1. Student obtains the (DLIFLC) Form 806 from MTL or 627A main day room
2. Student completes appointment slip and gets MTLs approval NLT 1 day prior to appointment
3. Student notifies class/teaching team leader of appointment and they will sign the Form 806
4. Student goes to appointment ensuring to get the “in/out” time filled out on the Form 806
5. Student gets signature from their MTL, returns to class, and gives Form 806 to class leader
6. Class leader turns in Form 806 to admin office
7. Admin office enters attendance data into stats database

Sick Call (Medical/Dental):

1. Student obtains the Form 806 from details office or their MTL, and 689 (sick call slip) if needed
2. Student goes to sick call ensuring to get the “in/out” time filled out on Form 806
 - a. Medical: go to the Sick Call office in the 311th Hallway of Bldg 627

- b. Dental: go to the Dental Clinic and check-in at the desk (dental sick call starts at 0700)
- 3. Student gets signature from their MTL, returns to class, and gives the Form 806 to class leader
 - a. If placed on quarters, make copy of quarters slip and give to MTL
 - b. If you are placed on quarters, ask your MTL when you have to be back to work/class
- 4. Class leader turns Form 806 in to admin office
- 5. Admin office enters attendance data into stats database
- 6. Admin office forwards Form 806 to service unit