

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

**AIR EDUCATION AND TRAINING
COMMAND INSTRUCTION 36-2643**

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Personnel

**MILITARY STANDARDS TRAINING
(MST) PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-26, *Total Force Development* and extends the guidance in AFPD 1, *Air Force Culture* and AFPD 36-29, *Military Standards*. Establishes broad responsibilities and expectations for commanders in AETC and establishes command-wide procedures and responsibilities for military standards training (MST) for non-prior service enlisted (NPS) and officer accessions attending Air Education and Training Command (AETC) initial skills training (IST). This instruction applies to the Total Force – Active Duty, Air Force Reserve, Air National Guard (ANG), and Department of Air Force Civilians assigned to AETC training locations aligned under Second Air Force (2 AF), Nineteenth Air Force (19 AF), Air University (AU), and the 59 Medical Wing (59 MDW). This instruction is directive in nature and failure to adhere to the standards set forth in this instruction may form the basis for course elimination, and disqualification and/or removal of an Air Force Specialty Code (AFSC) and/or Special Duty Identifier (SDI), and/or other adverse actions. This instruction may be supplemented at any level to establish organization-specific guidance. Such supplements must use an integrated format unless specifically requested and approved as a standalone (not-integrated) supplement by the OPR, HQ AETC/A3P. Supplements to this instruction must be routed from the field through the appropriate functional chain of command to the OPR, HQ AETC/A3P, for coordination prior to certification and approval. **Note:** See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for instructions on supplementing AF publications. Submit waiver requests for non-compliance to this publication using an AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the appropriate functional chain of command to the approval authority. **Note:** See Air Force Instruction AFI 33-

360 for instructions on waivering tiered and non-tierd compliance items. Submit recommended changes to this publication using an AF Form 847, *Recommendation for Change of Publication*, through the appropriate functional chain of command to the OPR, HQ AETC/A3P. **Note:** See AFI 33-360 for instructions on recommending improvements to AF publications. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8014 and EO 9397. System of records notice F036 AF PC Q, *Personnel Data System (PDS)*, applies. Ensure all records created, because of processes prescribed in this publication, are in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or trademark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This interim changes (IC) revises AETCI 36-2643 by adding sexual assault prevention and response (SAPR), suicide prevention, risk management (RM), and comprehensive airman fitness (CAF) and continuous process improvement (CPI) education and training to MST content. Replaces the *Guidance Discipline* section (paragraphs 1.4 through 1.4.3.3.5) with *Official Air Force Publications* section. Deletes the *Management Internal Control Toolset (MICT)* section. Adds a requirement for commanders to coordinate SDI 8B100 withdrawal actions and training requirement waivers with the 8B100 career field manager. Adds requirements for commanders to ensure SAPR, suicide prevention, RM, CAF and CPI training is conducted for all non-prior service (NPS) Airman in training (AiT) attending an AETC technical school. Expands **paragraph 2.4.3** to include the establishment of directive and non-directive publications and local checklists related to MST. Deletes the use of AETC Form 410, *High-Risk Activities Worksheet* and AETC Form 29B, *Predeparture Safety Briefing* and replaces them with the AF Form 4391, *High-Risk Activities Worksheet* and AF Form 4392, *Predeparture Safety Briefing* respectively. Adds SAPR, suicide prevention, RM, CAF, professional and unprofessional relationships, recruiting, education, and training standards of conduct and CPI briefings to the in-processing procedures list, of mandatory briefing items. Lastly, several cosmetic (e.g., formatting, numbering, spacing, and spelling) changes were made throughout this publication. A margin bar (|) indicates newly revised material.

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1. PROGRAM OVERVIEW

1.1. Military Standards Training (MST):

1.1.1. Begins when a non-prior service (NPS) Airman in training (AiT) enters an AETC flying or technical training environment. MST continues through the completion of their training and ends upon departure to their first permanent duty assignment to a non-student status.

1.1.2. Builds upon the institutional (fundamental) competencies training initiated during Basic Military Training (BMT), Officer Training School (OTS), United States Air Force Academy (USAFA), and Reserve Officers' Training Corps (ROTC) and requires an AiT to perform at an increased (go/no-go) level of proficiency than those exhibited during BMT, OTS, USAFA, and ROTC.

1.1.3. Ensures an AiT continues to assimilate to the Air Force Way of Life, as reflected in the *Oath*, *Air Force Core Values* and the *Airman’s Creed*.

1.2. MST Content.

1.2.1. Air Force standards, military customs, courtesies, and traditions training as outlined in Air Force Instruction (AFI) 1-1, *Air Force Standards* and AFI 36-2618, *Enlisted Force Structure*, for enlisted AiT.

1.2.2. Drill and Ceremonies training, as outlined in Air Force Manual (AFMAN) 36-2203, *Drill and Ceremonies*.

1.2.3. Professional/Unprofessional Relationships and Hazing/Bullying guidance training as outlined in AFI 36-2909, *Professional and Unprofessional Relationships* and AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*.

1.2.4. Personal residence and dormitory training, which extends MST into the living quarters of each AiT, as outlined in AFI 32-6005, *Unaccompanied Housing Management*.

1.2.5. An enlisted and officer transition program that evaluates an AiT’s ability to demonstrate the behaviors required in the day-to-day life of every Airman in service to the country.

1.2.6. Sexual assault prevention and response program training, as outlined in AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*.

1.2.7. Suicide prevention program training, as outlined in AFI 90-505, *Suicide Prevention Program*.

1.2.8. Risk management training, as outlined in AFI 90-802, *Risk Management*.

1.2.9. Comprehensive airman fitness education and training, as outlined in AFI 90-506, *Comprehensive Airman Fitness (CAF)*.

1.2.10. Continuous process improvement training, as outlined in AFI 38-401, *Continuous Process Improvement (CPI)*.

1.3. MST Objectives for AiT.

1.3.1. Exhibit behaviors that demonstrate their inherent responsibility to their nation, which requires all Airmen to adhere to higher standards than those expected of them in civilian life.

1.3.1.1. Act professionally and meet all Air Force standards at all times.

1.3.1.2. Hold other AiT accountable (see *Duty to Report* in AETCI 36-2909) for inappropriate activities and behaviors.

1.3.2. Understand the foundation, history, and strength of the profession of arms as reflected in the Air Force Core Values and the Airman's Creed.

1.3.3. Understand AF customs, courtesies, and traditions play a time-honored role in the history of the military profession and serve as an integral part in their development as professionals and future leaders.

1.4. **Official Air Force Publications.** Publications, as defined in AFI 33-360, *Publications and Forms Management* are the only approved vehicles for issuing official policy and/or guidance. When detailed guidance is needed to execute the mission, commanders should establish directive publications (e.g., operating instructions, manuals, instructional checklists, or guidance memorandums) and/or non-directive publications (e.g., pamphlets or handbooks) IAW AFI 33-360, to identify roles, responsibilities, programs, processes, or procedures specific to their mission.

1.4.1. **Compliance Terminology.** For the purposes of this instruction and its supplements, the following definitions apply:

1.4.1.1. **Shall, Must, Will** - Indicate *mandatory* requirements; "will" is also used to express a declaration of purpose for a future event.

1.4.1.2. **Should** - Indicates the *preferred method* of accomplishment.

1.4.1.3. **May** - Indicates an *acceptable or suggested* means of accomplishment.

1.4.2. **Waivers to mandatory (compliance) requirements.**

1.4.2.1. **Purpose.** As with all directive publications, compliance with this memorandum is mandatory; therefore, individuals must have a waiver (written approval) to be less restrictive with any mandatory requirements. An approved waiver provides temporary relief from *mandatory* requirements (compliance items) in existing guidance until such time, the cost of compliance no longer creates an

unacceptable risk to a higher priority task, when the cost of compliance has been mitigated, or when resource issues have been resolved.

1.4.2.2. **Duration** .

1.4.2.2.1. Waivers to tiered compliance items expire and become void 30 days after the waiver approval authority's (e.g., MAJOM or Wing commander) change of command or when canceled in writing by the approval authority, the publication is revised, or the requested waiver period expires.

1.4.2.2.2. Waivers to non-tiered compliance items become void when canceled in writing by the approval authority, the publication is revised, or the requested waiver period expires.

1.4.2.2.3. If the need for relief still exists after one of the abovementioned events, then the affected organization will submit a new request for non-compliance to the waiver approval authority (gaining commander) for consideration.

1.4.2.3. **Waiver Authorities.**

1.4.2.3.1. IAW AFI 33-360, the Director HQ AETC/A2/3/10 or their deputy is the waiver approval authority for Tier 1 (T-1), Tier 2 (T-2), and non-tiered compliance items mandated by this instruction.

1.4.2.3.2. IAW AFI 33-360, the wing commander is the approval authority for Tier-3 (T-3) compliance items. **(T-1) Note:** The wing commander may delegate this authority no lower than a group commander.

1.4.2.3.3. A group commander may suspend, in writing (e.g., Memorandum for Record), any activity or process prescribed by this guidance, when compliance with that activity or process is deemed unsafe and there is a clear and present danger to personnel or damage to equipment. **Note:** If the condition is expected to continue for an extended period (more than 72 hours), then a waiver is required.

1.4.3. **Requests for Waiver.** IAW AFI 33-360, special consideration will be given to waive mandatory requirements to published guidance when (1) the cost of compliance creates an unacceptable risk to a higher priority task, when (2) the cost of compliance outweighs the benefits, or when (3) personnel cannot comply with the requirement due to a lack of resources.

1.4.3.1. Waiver requests must come from the commander (or civilian equivalent) of the unit seeking relief.

1.4.3.1.1. DELETE

1.4.3.1.2. DELETE

1.4.3.1.3. DELETE

1.4.3.2. Route waiver requests through the functional chain of command (squadron, group, and/or wing commander) to the approval authority for final disposition.

1.4.3.2.1. By concurring with the request, each higher echelon commander (or civilian equivalent) acknowledges and concurs with the requesting commander's inability to comply with published guidance.

1.4.3.2.2. The approval authority may approve or disapprove a request in its entirety or modify the risk mitigation measures.

1.4.3.2.3. DELETE

1.4.3.3. Submit waiver requests for non-compliance using an AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*. **Exception:** If the form is not available, an endorsement memorandum may be used; however, the memorandum must include:

1.4.3.3.1. **Reference** : Identify the specific policy reference(s), publication number, paragraph number, and specific text to be waived.

1.4.3.3.2. **Rationale** : Explain which of the three reasons listed in **paragraph 1.4.3** apply in terms of *training, funds, equipment, facilities, guidance, or personnel* and describe, in detail, why you are unable or should not be required to comply with this instruction.

1.4.3.3.2.1. DELETE

1.4.3.3.2.2. DELETE

1.4.3.3.2.3. DELETE

1.4.3.3.3. **Duration** : Time period or circumstance for which the waiver will be required.

1.4.3.3.3.1. DELETE

1.4.3.3.3.2. DELETE

1.4.3.3.3.2.1. DELETE

1.4.3.3.3.2.2. DELETE

1.4.3.3.3.2.3. DELETE

1.4.3.3.3.3. DELETE

1.4.3.3.3.4. DELETE

1.4.3.3.3.5. DELETE

1.4.3.3.4. **Risk Mitigation** . Identify the measures the requesting commander will implement during the waiver period.

1.4.3.3.5. **Impact** . Describe the negative impact if the waiver is disapproved.

1.4.4. **Continuous Process Improvement.** IAW AFI 38-401, commanders and directors at all levels will promote CPI methodologies to fulfill requirements in AFI 1-2, *Commander's Responsibilities* and AFI 90-201, *The Air Force Inspection System*. (T-2) All personnel should use the practical problem solving method (PPSM) to address strategic or key performance indicator gaps and self-assessment or inspection findings. Use PPSM to define the problem, determine the root cause, develop countermeasures, and implement countermeasures to close performance gaps discovered through self-assessments, inspections, quality controls, measures, and metrics. AETC personnel

should use the results of CPI efforts when requesting changes and waivers to this publication.

1.4.5. DELETE

2. Roles And Responsibilities.

2.1. AETC Faculty, Staff, and Base Support Personnel will:

- 2.1.1. Set the example through a steadfast commitment to Air Force standards.
- 2.1.2. Perform assigned duties effectively and efficiently to ensure AiT complete training and associated personnel actions on time and depart for follow-on-training or first-duty assignments on-schedule.
- 2.1.3. Employ a leadership style that embodies mutual respect, support, and genuine concern for AiT.
 - 2.1.3.1. Deliberately advise, counsel, develop, mentor, and train AiT.
 - 2.1.3.1.1. Ensure AiT act professionally and adhere to AF standards at all times.
 - 2.1.3.1.2. Ensure AiT are treated and treat others with dignity and respect.
 - 2.1.3.2. Ensure AiT meet MST objectives prior to departure to follow-on-training or first-duty assignment.

2.2. AETC/A2/3/10 will:

- 2.2.1. Establish AETC guidance for the management and execution of MST.
- 2.2.2. Provide execution oversight of MST.
- 2.2.3. Coordinate on supplements and recommended changes to this instruction.
- 2.2.4. Evaluate and approve, disapprove, or modify waiver requests to this instruction.

2.3. Career Field Manager (CFM) for SDI 8B100, Military Training Leader (MTL) will:

- 2.3.1. Develop, implement, evaluate, and manage MTL and Airman Leader (AL) training and development programs.
 - 2.3.1.1. Conduct Specialty Training Requirements Team (STRT) meetings and Utilization and Training Workshops (U&TW), in partnership with the AETC Training Pipeline Manager (TPM), to develop and review SDI 8B100 performance and training requirements.
 - 2.3.1.2. Develop an Air Force Job Qualification Standard (AFJQS) that identifies core tasks, qualification training, third-party certification, and MTL special certification and professional development requirements. **Note:** The MTL CFM is the waiver authority for SDI 8B100 training requirements and may waive training requirements on a case-by-case basis.
 - 2.3.1.3. Coordinate changes to the *Air Force Enlisted Classification Directory (AFECD)* for the SDI 8B100 specialty description, to include entry or retention requirements or deviations from classification procedures established in AFI 36-2101,

Classifying Military Personnel (Officer and Enlisted). **Note:** Coordinate on all withdraw and waiver actions associated with the SDI 8B100 personnel.

2.3.1.4. Ensure MTLs are issued a Ceremonial (Service) Aiguillette (for wear with Service Dress and Mess Dress) and a Shoulder Cord Aiguillette for wear with the ABU upon successful completion of the MTL formal course.

2.3.2. Ensure MTL manning authorizations are equitable across the command.

2.3.3. Establish MTL and AL quality controls, measures, and metrics.

2.3.4. Review and analyze inspection results, quality controls, measures, and metrics for MTL and AL functional areas.

2.4. NAF/Wing/Group Commanders will:

2.4.1. Set the example through a steadfast commitment to Air Force standards IAW AFI 1-2, *Commander's Responsibilities*.

2.4.1.1. Address and correct non-compliance with AF and AETC instructions immediately and consistently.

2.4.1.2. Ensure progressive discipline (administrative counseling, admonitions, and reprimands) is used IAW AFI 36-2907, *Unfavorable Information File (UIF) Program*.

2.4.2. Implement and evaluate the programs and processes established by this instruction.

2.4.3. Supplement this instruction and/or other applicable instructions to establish organization-specific guidance, (e.g. duty hours, weekend travel procedures, and transition program requirements), that preserves the fidelity and quality of MST and streamlines MST processes within the organization.

2.4.3.1. Should establish directive publications (e.g., operating instructions, manuals, instructional checklists, or guidance memorandums) and/or non-directive publications (e.g., pamphlets or handbooks) IAW AFI 33-360 to identify roles/responsibilities, programs, processes and procedures related to the MST mission. **Note:** Publications associated with this instruction must be coordinated with AETC/A3P.

2.4.3.2. Should develop local checklists, in support of the commander's inspection program (CCIP) and training assessment/evaluation programs, to ensure MST and its associated programs and processes are in compliance with this and other AF and AETC instructions including, but not limited to, instructions on fraternization and unprofessional relationships.

2.4.4. Ensure officer, enlisted, and civilian members comply with their MST roles and responsibilities, to include but not limited to Air Force and AETC instructions on fraternization and unprofessional relationships IAW AFI 36-2909 and AETCI 36-2909.

2.4.4.1. Ensure only trained and qualified MTLs conduct MST and associated duties for NPS enlisted personnel with less than 180 days of service from the date the AiT entered active duty (EAD) (e.g. date entered BMT or OTS) and are attending IST. (T-2) **Exception:** MTLs in qualification training or MTLs who have been task de-

certified must be under the direct supervision of a qualified trainer or supervisor when interacting with AiT. (T-2) **Exception:** Locations not authorized MTLs and the AiT are either officers or NPS enlisted with greater than 180 days of service from EAD, commanders will designate (in writing) AETC faculty or staff members authorized to conduct MST. (T-2) **Note:** Ensure the local supplement addresses training and qualification requirements for non-MTLs conducting MST.

2.4.4.2. Ensure MTLs meet all SDI 8B100 entry and retention requirements IAW AFECDC. (T-2)

2.4.4.3. Ensure MTLs who fail to make positive progress toward meeting MTL training, certification, or professional development requirements or can no longer perform duties as an MTL are disqualified and the SDI 8B100 is withdrawn. (T-2) **Note:** Ensure all withdraw actions and/or waivers are coordinated with the SDI 8B100 CFM.

2.4.4.4. Respond to Congressional, Inspector General (IG), and Military Equal Opportunity (MEO) inquiries regarding MST related matters.

2.4.5. Ensure MST activities reinforce AF core values, customs, and courtesies to prepare officer enlisted, and civilian personnel for future leadership roles. **Note:** These activities may include but are not limited to parades, retreats, pass and reviews, and/or open ranks inspections.

2.4.5.1. Ensure MST activities enhance and do not detract from an AiT's occupational (flying or technical) training.

2.4.5.2. Ensure MST extends into the private lives and living quarters of each AiT. **Note:** The dormitory is an AiT's personal residence; therefore, dormitory management is critical to the developmental process of an AiT (Ref. AFI 32-6005, *Unaccompanied Housing Management*).

2.4.5.2.1. Ensure local dormitory management guidance and procedures for AiT are IAW AFI 32-6005 and associated AETC supplements. **Note:** Commanders should supplement AFI 32-6005 and associated AETC supplements to establish local AiT dormitory procedures.

2.4.5.2.2. Ensure personnel managing AiT unaccompanied housing are trained and qualified IAW AFI 32-6005 and on the tasks identified in the AFJQS for Airman Dormitory leaders.

2.4.5.3. Ensure MST supports a healthy lifestyle through optimal fitness and nutrition programs IAW AFI 36-2905, *Fitness Program*; IAW AFI 40-102, *Tobacco Free Living*; IAW AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*; and IAW all associated AETC supplements. **Note:** Commanders should supplement those instructions to establish local programs or procedures.

2.4.5.3.1. Ensure MST activities are scheduled to practice and/or conduct parades, retreats, pass and reviews, open ranks, ceremonies, physical fitness or other MST activities that do not conflict with an AiT's occupational (flying or technical) training activities. **Note:** Permanent Party and TDY personnel should participate in or assist with MST activities.

2.4.5.3.2. Ensure local guidance for AiT to purchase, possess, or consume alcoholic beverages is consistent with the state law in which the installation is located IAW 10 U.S.C. § 2683 and DoDI 1015.10. (T-0)

2.4.5.4. Establish an AiT Recognition Program for superior performance and/or promotion. (T-3)

2.4.6. Ensure standard force support (e.g., assignments, classification, finance, security, etc.), installation support (e.g., housing and training facility management), security forces, logistics support, medical support, and associated functions/services, which include but are not limited to in- and out-processing procedures and schedules are effective, efficient, and demonstrate an AiT's time is valued.

2.4.6.1. Ensure AiT receive the *Commander's Arrival Briefing* (Attachment 2) from a commander on G-series orders within three duty days of arrival. (T-3) **Note:** The Command Chief Master Sergeant, First Sergeant, or a SNCO should attend this briefing when presented to Enlisted AiT.

2.4.6.2. Ensure AiT complete in-processing within three duty days of arrival. (T-3)

2.4.6.2.1. Should use mass briefings with subject-matter experts or prerecorded presentations to the maximum extent possible.

2.4.6.2.2. Re-classified and follow-on AiT should not duplicate in-processing briefings unless otherwise dictated by local guidance.

2.4.6.3. Ensure MST activities and other non-academic appointments (e.g. assignments, finance, medical administration, security clearance, and etc.) take place outside the academic standard training day (class-time), as defined in AETCI 36-2641, *Technical and Basic Military Training Development* or the applicable formal flying training syllabus. **Exception:** Medical appointments due to illness or injury. **Exception:** Traffic safety education and in/out-processing appointments may take place within the academic training day, when identified in the course control documents IAW AETCI 36-2641 or the applicable formal flying training syllabus.

2.4.6.4. Ensure base mission support functions (e.g. assignments, classification, finance, medical, security, etc.) and their associated in/out processing functions are available to AiT outside the academic standard training day, as defined in AETCI 36-2641 or the applicable formal flying training syllabus. (T-3)

2.4.7. Provide opportunities for AiT to professionally and responsibly interact with permanent party, TDY, and other prior service personnel in a non-academic (classroom) environment.

2.4.8. Ensure MTLs are not assigned to positions or given roles and responsibilities that detract from their primary mission as an MTL, as listed in the AFECD, the 8B100 CJQS, and this instruction. (T-3)

2.4.8.1. Ensure MTL manpower authorizations are equitable across the NAF, wing, or group. (T-3)

2.4.8.2. Ensure an MTL orientation program is developed, conducted, and documented for all newly assigned MTLs. (T-3)

- 2.4.8.3. Ensure MTLs or designated individuals act as liaisons between base support personnel and AiT to ensure timely in- and out-processing and other personnel actions or requirements. (T-3)
- 2.4.9. Ensure the standard template, *Points of Contact for Students and Trainees* (**Attachment 3**), is prominently displayed throughout offices, classrooms, and dormitories to which AiT have regular access. At a minimum, it will include POCs and phone numbers for the following:
- 2.4.9.1. First Sergeant.
 - 2.4.9.2. Squadron Commander.
 - 2.4.9.3. Chaplain.
 - 2.4.9.4. Inspector General.
 - 2.4.9.5. Equal Opportunity Office.
 - 2.4.9.6. Behavioral Health.
 - 2.4.9.7. Sexual Assault Response Coordinator (SARC) Hotline.
 - 2.4.9.8. Air Force Discrimination Hotline.
 - 2.4.9.9. Legal Assistance Office.
 - 2.4.9.10. AF Office of Special Investigations (AFOSI).
 - 2.4.9.11. Security Forces.
 - 2.4.9.12. Other Pertinent Numbers.
 - 2.4.9.13. The standard template, *Points of Contact for Students and Trainees* may be obtained from the HQ AETC/A3PV SharePoint Site. **Note:** Other than the following provisions, do **not** redesign the template. Units may customize the template to include their emblem in the upper right-hand corner, aligned with the AETC shield. Print the template on 8 1/2- by 11-inch bond paper (portrait style) and post it on bulletin boards or frame it for display.
- 2.4.10. Determine when AiTs will travel in uniform or civilian attire IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, current Force Protection Condition (FPCON), or higher directives.
- 2.4.11. Ensure SAPR training is offered and facilitated by qualified SAPR personnel for all AiT, as directed by AFI 90-6001. (T-0)
- 2.4.12. Ensure suicide prevention training is offered and facilitated by qualified personnel for all AiT, as directed by AFI 90-505. (T-0)
- 2.4.13. Ensure RM training and its principles, processes, tools, and techniques addressing specific MST environments and activities (e.g., parades, retreats, pass and reviews, open ranks, ceremonies, and physical fitness sessions) for AiT regardless of training location (e.g., detachment or operating location) are established and applied, as directed by AFI 90-802. Furthermore, ensure organizational and personal application of RM principles, processes, tools and techniques are evaluated following any significant mishap or event involving the organization or an individual AiT. (T-0)

2.4.14. Ensure CAF overarching concepts (basic facts of human relations to include the importance of leadership/character and the warrior role, cultural sensitivity, diversity, discrimination policy, and information on suicide prevention and sexual assault prevention and response, as well as resilience skills development) are included in MST activities, as directed by AFI 90-506. (T-0)

2.4.15. Ensure CPI practical problem solving method (PPSM) (formerly known as the 8-Step) is incorporated into MST for all AiT, as directed by AFI 38-401. (T-0)

2.5. Squadron/Detachment/Geographically Separated Unit Commanders will:

2.5.1. Set the example through a steadfast commitment to AF standards IAW AFI 1-2.

2.5.1.1. Address and correct non-compliance with AF and AETC instructions within their unit immediately and consistently.

2.5.1.2. Ensure progressive discipline is used IAW AFI 36-2907.

2.5.2. Assign MTLs to 8B100 positions only. (T-3)

2.5.3. Ensure MTLs possess both the institutional and occupational competencies required to meet operational needs and mission requirements, as specified in published guidance to include but not limited to AFECD, SPECAT, and the 8B100 AFJQS.

2.5.3.1. Take immediate administrative actions IAW AFI 36-2101 to either withdraw the SDI or waive mandatory entry/retention requirements from any MTL who fails to meet or maintain qualifications or who can no longer perform the duties as indicated in the AFECD or SPECAT. **Note:** Coordinate all withdraw actions and/or waivers with the SDI 8B100 CFM.

2.5.3.2. Take immediate administrative actions IAW AFI 36-2101 and/or AFI 36-2201, *Air Force Training Program*, to either withdraw the SDI or waive mandatory training requirements from any MTL who fails to make positive progress toward meeting and maintaining training, certification, or professional development requirements or who can no longer perform the duties as listed in the 8B100 AFJQS as an MTL. **Note:** Coordinate all withdraw actions and/or waivers with the SDI 8B100 CFM.

2.5.4. Ensure MTL duty hours promote effective and efficient use of MTLs' time and maximize non-academic contact hours with AiT.

2.5.5. Ensure MTLs employ a leadership style that embodies mutual respect, support, and a genuine concern for AiT.

2.5.5.1. Ensure MTLs use corrective measures consistent with the AiT's attitude, behavior, performance, and time in service.

2.5.5.2. Ensure motivational training (MT) is only used as defined by AETCI 36-2641. **Note:** MTLs are not authorized to conduct MT.

2.5.5.3. IAW DoDI 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*, ensure AETC faculty, staff, and base support personnel keep doors open, when meeting with AiT. (T-0) **Except when:**

2.5.5.3.1. There is another person at least 18 years of age or older present.

2.5.5.3.2. Based on the proximity of others, there is a need to protect personally identifiable information (PII), sensitive information, or confidential information (these closed-door sessions will be short in duration); or

2.5.5.3.3. The design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door will be left unlocked and clearly marked it is open for business and visitors are welcome.

2.5.5.4. Ensure there is MTL availability for AiT on all shifts. (T-3)

2.5.5.5. Ensure all MTLs maintain a training record IAW AFI 36-2201 and the associated AETC supplement.

2.5.5.6. Ensure a cohesive team is developed and effective relationships are established between the technical training instructors (TTI), MTLs, and other squadron support personnel, in order to take care of AiT inside and outside of the classroom and dormitory environments.

2.5.6. Ensure AiT possess the institutional (foundational) and occupational (technical) competencies required to meet Air Force Specialty (AFS) operational needs and requirements, as specified in published guidance (i.e. Air Force Enlisted or Officer Classification Directories, Career Field Education and Training Standards (CFETP), Course Training Standards (CTS), Course Training Plans (CTP), Course Charts (CC), Plans of Instructions (POI), and training objectives) prior to departure to follow-on-training or first-duty assignment.

2.5.6.1. Withdraw AiT from academic training who fail to make positive progress toward meeting institutional (foundational) or occupational (technical) competencies; take timely administrative actions to separate or reclassify those Airmen.

2.5.6.2. Document AiT withdrawn from training actions using an AETC Form 125a, *Record of Administrative Training Action*, IAW AETCI 36-2642.

2.5.6.3. Establish an Airman Transition Assistance Flight (ATAF) (paragraph 3.6.5.) for non-prior service enlisted AiT that are awaiting separation due to discipline problems. (T-3) **Exception:** One unit establishes an ATAF and shares resources with other units. Co-utilization must be codified in a Memorandum of Agreement/Understanding or supplement to this instruction. **Note:** The intent is to segregate AiT withdrawn from training and recommended for separation due to discipline problems from other AiT in the unit by the best means possible in order to maintain a positive learning/living environment for those Airmen still in training.

2.5.7. Implement the Air Force Fitness Program for AiT IAW AFI 36-2905 and other applicable AFIs for Air Force Specialty (AFS) unique (e.g. Combat Control (CCT), Combat Explosive Ordinance Disposal (EOD), Combat Resource Officer (CRO), Pararescue (PJ), Survival, Evasion, Resistance, and Escape (SERE), Special Tactics Officer (STO), Special Operations Weather Team (SOWT), and Tactical Air Control Party (TACP)) fitness requirements.

2.5.7.1. Establish organized large or small group Physical Training (PT) sessions. (T-3) **Note:** PT sessions should be scheduled during the most weather-favorable

(temperature) time of the day and may consist of strength training, aerobic activity, and/or stretching exercises.

2.5.7.1.1. Establish emergency response procedures for large and small group PT sessions to include availability of a cell phone, emergency responder contact information, Basic Life Support (BLS) trained members, and first aid kit(s).

2.5.7.1.2. When large or small group PT sessions are not feasible, allow AiT time to participate in individualized PT sessions during the AiT's duty hours.

2.5.7.2. When applicable, implement a Skills Retention Training Program (SRTP) for AiT attending the CCT, CRO, EOD, PJ, SERE, STO, SOWT, and TACP courses. **Note:** SRT should be conducted utilizing applicable AFS instructor cadre to meet specified AFS skill requirements identified in the applicable AFIs or course training documents. See Attachment 4, *Guide for Skills Retention Training (SRT) Program*, for conducting SRT.

2.5.7.3. Ensure AiT have a current fitness assessment score, as outlined in AFI 36-2905.

2.5.8. Ensure all AiT are entered into the applicable transition program and period upon arrival. AiT will remain in the transition program through the completion of their training and departure to their first permanent duty assignment to a non-student status. Once an AiT has met the requirements for any transition period and has been advanced into the next transition period (i.e. Intermediate and Advanced), commanders must use remedial training and/or progressive discipline measures IAW AFI 36-2907 to correct substandard behavior and will not return an AiT to a previous transition period as a corrective action. The transition program in and of itself is not a tool for disciplinary action.

2.5.8.1. Implement the Enlisted Transition Program (ETP) IAW this instruction, when enlisted AiT are assigned to the unit. **Exception:** When AFS and course requirements (e.g. CCT, EOD, PJ, SERE, SOWT, and TACP courses) conflict with this instruction, AiT will adhere to AFS and course requirements. **Note:** The 737 TRG/CC will implement the ETP for Airmen who have graduated BMT, completed Airman's Week, and are awaiting shipment to flying or technical training.

2.5.8.2. Develop and implement an Officer Transition Program (OTP) when officer AiT are assigned to the unit. **Exception:** When AFS and course requirements (e.g. CRO and STO) conflict with this instruction, AiT attending courses will adhere to AFS and course requirements.

2.5.9. Provide opportunities for AiT to professionally and responsibly interact with permanent party, TDY, and other prior service personnel in a non-academic (classroom) environment.

2.5.10. Ensure all AiT attending an AETC technical school are scheduled and complete SAPR training, as directed by AFI 90-6001. (T-0)

2.5.11. Ensure all AiT attending an AETC technical school are scheduled and complete face-to-face suicide prevention training, as directed by AFI 90-505. (T-0)

2.5.12. Ensure all AiT attending an AETC technical school are scheduled and complete PPSM training, as directed by AFI 38-401. (T-0)

2.6. Military Training Leaders (MTL).

2.6.1. All MTLs will:

2.6.1.1. Ensure the health, morale, safety, welfare, and accountability of NPS enlisted AiT.

2.6.1.1.1. Ensure the AiT placed in your charge continue to assimilate to the Air Force Way of Life, as reflected in the Oath, Air Force Core Values and the Airman's Creed, and develop effective human relations and social skills for improving interpersonal and professional relationships.

2.6.1.1.2. Refer AiT to the appropriate staff agency when personnel issues are beyond the scope or authority of this instruction.

2.6.1.1.3. Maintain duty rosters and forms, and ensure squadron details are distributed fairly. (T-3)

2.6.1.2. Plan, direct, and conduct MST for enlisted AiT.

2.6.1.2.1. Monitor and evaluate AiT to ensure compliance with MST objectives and standards of behavior, IAW DOD, Air Force, and AETC Instructions and their associated supplements.

2.6.1.2.2. Counsel AiT who have training, military bearing, or behavior problems.

2.6.1.2.3. Ensure progressive discipline and remediation directly correlates to the AiT's deficiency.

2.6.1.2.4. Recommend disposition of AiT for retention in the Air Force, when progressive discipline and remediation efforts are ineffective and the AiT is unable to meet an objective, standard, or behavior.

2.6.1.3. Prepare and maintain MST files, records, and reports utilizing the Airman Interactive Management System (AIMS), Technical Training Management System (TTMS), or other applicable systems.

2.6.1.4. Establish and maintain a Collateral Training Folder (CTF) for each AiT assigned. **Note:** Regardless of method (electronic or hard copy), CTF documentation should not be duplicated.

2.6.1.4.1. Second AF MTLs will utilize AIMS.

2.6.1.4.2. Nineteenth AF MTLs will use an electronic or hard copy CTF.

2.6.1.5. Ensure AiT are moved to and from the MTF, training locations, and appointments in safe and orderly fashion.

2.6.1.6. Approve or disapprove Distinguished Airman Developmental Program (DADP) applications or nominations. (T-3) **Note:** The MTL is the approval/disapproval authority for all AiT aiguillette wearers and with cause (see paragraph 3.4.5.4.) may remove an aiguillette from an AiT at any time.

2.6.1.6.1. Conduct interviews, evaluate, and annotate the selection of AiT leaders and briefs duties. (T-3)

2.6.1.6.2. Select AiT to attend DADP training. (T-3)

2.6.1.6.3. Conduct DADP continuation training. (T-3) **Note:** Training may include but is not limited to open ranks, marching, parade, retreat, guidon bearer, training preparation, and leadership classes.

2.6.1.6.4. Document/record DADP actions/events in the AiT's CTF. (T-3)

2.6.2. Wing/Group/Training Support Squadron (TRSS) MTL Superintendent will:

2.6.2.1. Ensure assigned MTLs are distributed IAW unit manning documents (UMDs).

2.6.2.2. Establish a training plan to ensure MTLs become qualified on the 8B100 AFJQS core tasks within 6 months after completing the formal MTL course or upon assignment to an MTL position, whichever is later. **Note:** MTLs should have the ability to rotate through any unit seamlessly.

2.6.2.3. Develop and implement a deliberate professional development plan.

2.6.2.4. Act as the Wing/Group help desk to MTLs assigned to squadrons, detachments, and/or geographically separated units (GSUs) for AFTR and AIMS concerns. (T-3)

2.6.2.5. Develop, implement, conduct, and administer local MTL orientation briefing for new MTLs and Individual Mobilization Augmentees (IMAs). **Note:** The briefing should include local policies and procedures, standardized duties and responsibilities, as well as any other programs exclusive to their current assignment.

2.6.2.6. Ensure standard MST processes (e.g. UOD, AiT movement plans, room inspection criteria, AiT recognition program, AiT handbook, etc.) exist throughout the wing/group.

2.6.2.6.1. Establish missing AiT procedures; call applicable agencies (e.g. hospitals and law enforcement agencies) and interview classmates/roommates after AiT are reported missing to determine status of AiT.

2.6.2.6.2. Establish procedures to inventory and store an AiT's belongings after an AiT is confined/declared AWOL.

2.6.2.7. Ensure DADP within the Wing/Group, detachments, and GSUs complies with the MTL Career Field Manager's AiT Leader Guide (ALG).

2.6.2.8. Establish and administer a self-inspection program using Self-Assessment Communicators and Local Observation Checklists IAW AFI 90-201, *The Air Force Inspection System*, for MST and MTL programs.

2.6.2.9. May liaison, advise, and seek guidance with Higher Headquarters (HHQ) on MST issues.

2.6.2.10. Coordinate and participate in various special event (off-base) activities. (T-3)

2.6.2.11. Coordinate special events (on-base) activities for VIPs and DVs. (T-3)

2.6.2.12. Coordinate and resolve MST issues with other service, nation, and/or International Military Student Office (IMSO) MTL equivalents.

2.6.2.13. Coordinate pre-exodus meetings and compile Exodus Return Report. (T-3)

2.6.2.14. Ensure each training group (TRG), training squadron (TRS), training support squadron (TRSS), training operations (TO), military training support flight (MTSF), detachment (Det), GSU, and operating locations will use only the following duty titles for 8B100 personnel: Superintendent, Military Training; Flight Chief; Assistant Flight Chief; and Military Training Leader. (T-3)

2.6.3. Air National Guard and Air Force Reserve Liaison MTL will:

2.6.3.1. Establish a professional working relationship with the wing/group MTL office to ensure total force integration of assigned AiT.

2.6.3.2. Advise, assist, and coordinate between MTF and AiT's home units on the following:

2.6.3.2.1. Regular, emergency, and exodus leave requests.

2.6.3.2.2. Work-at-home or remain on station requests for the holiday exodus period.

2.6.3.2.3. Financial, housing, family, medical, order generation, and other AiT related issues.

2.6.3.3. Counsel AiTs.

2.6.3.4. Process Line of Duty (LOD) requests IAW AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*.

2.6.3.5. Act as the focal point for all training squadron commanders, first sergeants, and training superintendents; instrumental in the training of ANG/ARC specific issues.

2.6.4. Military Training Flight (MTF), Flight Chief will:

2.6.4.1. Ensure MTLs plan, direct, and conduct MST.

2.6.4.2. Ensure all assigned MTLs receive continuous deliberate professional development, as established by the CFM and local supplement.

2.6.4.2.1. Coordinate with wing/group superintendent on all MTL matters to include deliberate professional development, breadth of experience movements, and recognition opportunities.

2.6.4.2.2. Promote an MST culture capable of adapting to evolving policies and AF requirements.

2.6.4.3. Implement an on-the-job training program for assigned MTLs IAW AFI 36-2201 and the 8B100 AFJQS.

2.6.4.3.1. Conduct an initial evaluation of MTL's qualifications and arrange for shadowing and/or placement of new MTLs.

2.6.4.3.2. Ensure MTLs become qualified on the 8B100 AFJQS core tasks within 6 months after completing the formal MTL course or upon assignment to an MTL position, whichever is later. (T-3)

2.6.4.3.3. Schedule, coordinate, and conduct proficiency training for assigned MTLs. **Note:** At a minimum, ensure assigned MTLs maintain currency for Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications.

2.6.4.3.4. Ensure individual MTL training requirements are accomplished and documented within the Air Force Training Record (AFTR).

2.6.4.4. Conduct MTL mission (roles and responsibilities) briefings, for individuals attending:

2.6.4.4.1. Basic Instructor Course; for new technical training instructors.

2.6.4.4.2. Technical Training 101; for new commanders and staff.

2.6.4.4.3. AF Orientation; for prior service and other service personnel.

2.6.4.4.4. Visitor Orientation; for Distinguished Visitors (DVs) and Very Important Persons, (VIPs), and special guests.

2.6.4.5. Ensure each MTL receives their special duty assignment pay, IAW AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program* and annual supplemental clothing allowance, IAW AFI 36-3014, *Clothing Allowances for Air Force Personnel*. (T-3)

2.6.4.6. Ensure the safety, health, morale, and the welfare of AiT assigned to the MTF.

2.6.4.6.1. Implement an AiT recognition program for superior performance and AiT promotions IAW local instruction and procedures. (T-3)

2.6.4.6.2. Coordinate and provide input to the AETC Recognition Program in accordance with AETCI 36-2802, *AETC Flying and Technical Training, Training Support, Basic Military Training (BMT), and Military Training Leader (MTL) Annual Recognition Program*.

2.6.4.7. May appoint (in writing) an assistant flight chief and assign duties for each shift that operates within the MTF.

2.6.4.8. Perform MTL duties listed in paragraph [2.6.1](#). (T-3)

2.6.4.9. Perform MTF MTLs duties listed in paragraph [2.6.6](#). (T-3)

2.6.4.10. Perform MTL superintendent duties listed in paragraph [2.6.2](#), as required. (T-3)

2.6.5. MTF Assistant Flight Chief will:

2.6.5.1. Perform MTL duties listed in paragraph [2.6.1](#). (T-3)

2.6.5.2. Perform MTF MTLs duties listed in paragraph [2.6.6](#). (T-3)

2.6.5.3. Keep flight chief informed on personnel actions/issues within the MTF and is directly responsible for all MTLs and AiT assigned to their shift.

2.6.5.4. Assume the roles and responsibilities of the flight chief in the case of his/her extended absence (leave and/or TDY, etc.). (T-3)

2.6.6. MTF MTLs will:

2.6.6.1. Maintain accountability for AiT.

2.6.6.1.1. Maintain AiT CTFs.

2.6.6.1.2. Perform MTF in- and out-processing.

2.6.6.1.3. Assist AiT to request regular, exodus, and emergency leave IAW AFI 36-3003, *Military Leave Program*.

2.6.6.1.4. When requested, perform a CTF review for ARC AiT eligible for promotion. (T-3)

2.6.6.1.5. Enforce dormitory/living area standards; check for cleanliness, neatness, and contraband; identify both deficiencies and superior performance.

2.6.6.1.5.1. Conduct commander directed Health, Morale, and Welfare Inspections.

2.6.6.1.5.2. Conduct scheduled and no-notice dormitory inspections.

2.6.6.1.5.3. Schedule and oversee mass dormitory (interior and exterior) cleanup events.

2.6.6.1.6. Conduct and document pre-departure safety briefings (e.g., weekend, holiday, and leave) using the AF Form 4392, *Predeparture Safety Briefing*, as outlined in AFI 91-202 AETC SUP 1, *The US Air Force Mishap Prevention Program*.

2.6.6.1.7. Support the Recruiter Assistance Program (RAP) by assisting AiT in completing a RAP application, AFRS Form 1327, *Application for Participation in the Recruiter Assistance Program*. (T-3)

2.6.6.2. Ensure AiT complete base in-and out-processing.

2.6.6.2.1. When requested, assist AiT in resolving issues when difficulties arise with local base agencies.

2.6.6.2.1.1. When necessary, coordinate or provide transportation to on- and off-base appointments.

2.6.6.2.1.2. When necessary, escort AiT to on- and off-base appointments.

2.6.6.2.2. Assist ATAF personnel with resolution of issues associated with AiT awaiting disciplinary actions or separation from the Air Force. (T-3)

2.6.6.3. Assist AiT Unaccompanied Housing (UH) manager with the following.

2.6.6.3.1. Occupancy reviews. (T-3)

2.6.6.3.2. Bed space requirements. (T-3)

2.6.6.3.3. Key control. (T-3)

2.6.6.3.4. Room assignments. (T-3)

2.6.6.3.5. Safety and security programs (e.g. Charge of Quarters). (T-3)

2.6.6.3.6. Linen program. (T-3)

2.6.6.4. Ensure AiT practice the highest standards of conduct, execute proper customs and courtesies, and project a good military and professional image at all times.

2.6.6.5. Ensure excessive socialization and undue familiarity between MTLs and/or AiT, real or perceived, does not degrade leadership or interfere with command authority and mission effectiveness.

2.7. Airman in Training (AiT) will:

2.7.1. Accept and execute all duties, instructions, responsibilities, and lawful orders in a timely and efficient manner.

2.7.2. Practice the highest standards of conduct, execute proper customs and courtesies, and project a good military and professional image at all times.

2.7.3. Professionally and responsibly interact with permanent party, TDY, and other prior service personnel IAW AFI 36-2909 and AETCI 36-2909.

2.7.4. Adhere to a healthy lifestyle through optimal fitness and nutrition programs IAW AFI 36-2905, *Fitness Program*, AFI 40-102, *Tobacco Free Living*, and AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*.

2.7.5. Have in their possession at least one AETC Form 341, *Excellence/Discrepancy Report*, so AETC faculty, staff, and base support personnel may immediately recognize them for excellent performance or document minor infractions and deviations from AF standards. (T-3)

3. MST PROGRAMS AND PROCEDURES FOR ENLISTED PERSONNEL.

3.1. AiT Reporting Statement and Procedure.

3.1.1. Except in an emergency, prior to speaking to an Officer, SNCO, NCO or Civilian, AiT will go to the position of attention, salute (as required), and state, "rank/name or sir/ma'am, Airman _____ reports". **Note:** AiT will salute when reporting to a commissioned officer of higher rank and hold the salute until it is returned by the officer.

3.1.1.1. Example 1: "Colonel Smith, Airman Jones reports."

3.1.1.2. Example 2: "Chief Master Sergeant Smith, Airman Jones reports."

3.1.1.3. Example 3: "Chief Smith, Airman Jones reports."

3.1.1.4. Example 4: "Staff Sergeant Smith, Airman Jones reports."

3.1.1.5. Example 5: "Sergeant Smith, Airman Jones reports."

3.1.1.6. Example 6: "Mr. Smith, Airman Jones reports."

3.1.1.7. Example 7: "Ms. Smith, Airman Jones reports."

3.1.1.8. Example 8: “Sir, Airman Jones reports.”

3.1.1.9. Example 9: “Ma’am, Airman Jones reports.”

3.1.2. Once acknowledged, AiT will remain in the position of attention until directed to do otherwise. (T-3)

3.1.3. Once dismissed, AiT will return to the position of attention, salute (as required), and execute proper facing movement(s) to depart the area. **Note:** AiT will salute when reporting to a commissioned officer of higher rank and hold the salute until it is returned by the officer.

3.2. In-processing Procedures.

3.2.1. MTLs will meet AiT upon arrival. (T-3) **Exception:** Battlefield Airman (BA) instructor cadre will meet BA AiT upon arrival. (T-3)

3.2.2. In-processing briefings may be conducted at the wing, group, or squadron level. AiT will complete all in-processing within three duty days of arrival to flying or technical training. (T-3) **Note:** May use subject-matter experts or videotapes of briefings. **Note:** The MTF chief will determine in-processing briefings required for Airmen reclassifying from another location or in continuation training.

3.2.2.1. In-processing briefings for AiT will include, but not limited to the following:

3.2.2.1.1. Base movements/off-limit areas.

3.2.2.1.2. Base safety.

3.2.2.1.3. Chain of command.

3.2.2.1.4. Dining facilities.

3.2.2.1.5. Dormitory standards.

3.2.2.1.6. Fire safety.

3.2.2.1.7. Fitness programs.

3.2.2.1.8. Medical/dental care.

3.2.2.1.9. MTL roles/responsibilities.

3.2.2.1.10. Opportunities to excel (DADP).

3.2.2.1.11. Substance abuse.

3.2.2.1.12. Suicide prevention.

3.2.2.1.13. Tobacco cessation.

3.2.2.1.14. Transition program.

3.2.2.1.15. SAPR.

3.2.2.1.16. RM.

3.2.2.1.17. CAF.

3.2.2.1.18. Professional and unprofessional relationships.

3.2.2.1.19. Recruiting, education, and training standards of conduct.

3.2.2.1.20. CPI

3.2.2.2. Ensure each AiT receives a newcomers' safety briefing, as outlined in AFI 91-202 AETC SUP 1. Document the briefing on an AETC Form 29A, *Commander's Newcomers' Safety Briefing*. **Note:** A single AETC Form 29A, with class roster attached may be used for students.

3.2.2.3. Ensure each AiT participating in high-risk activity is given an activity-specific, one-on-one safety briefing, as outlined in AFI 91-202 AETC SUP 1. Document the briefing on an AF Form 4391, *High-Risk Activities Worksheet*.

3.2.2.4. Establish a CTF for each AiT assigned. At a minimum, CTFs will contain:

3.2.2.4.1. AiT PCS, TDY, BIT orders, or other type orders.

3.2.2.4.2. AF Form 228, *Furnishings Custody Receipt and Condition report*.

3.2.2.4.3. AF IMT 624, *Base/Unit Locator and PCS Directory*.

3.2.2.4.4. DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*.

3.2.2.4.5. AF Form 4392, *Predeparture Safety Briefing*.

3.2.2.4.6. All progressive discipline documents (e.g. RIC, LOC, LOA, and LOR).

3.3. Enlisted Transition Program (ETP). The intent of ETP is to ensure the safety, security, and quality of life for enlisted AiT and enable their transition from BMT, Airman's Week, or USAFA to their course of initial entry (COIE), follow on training, or first duty station. ETP consists of three transition periods: basic, intermediate, and advanced. AiTs must pass all transition requirements (e.g. open ranks, room inspections, etc.) prior to being transitioned to the next level. (T-3) **Note:** MTLs will track the completion of training requirements for transition in the CTF or AIMS. (T-3)

3.3.1. Basic Transition Period (BTP) provides for a smooth transition period from BMT and Airman's Week or USAFA into the flying or technical training atmosphere. AiTs in this transition period have graduated from BMT and have completed Airman's Week training or transferred from USAFA. These AiT are expected to maintain their appearance and to continue the disciplined performance they learned in BMT, Airman's Week, or USAFA; however, they still require continued reinforcement of the standards and behaviors expected of all Airmen. BTP requires AiT to accept increased responsibility and accountability for their personal actions and professional conduct before they may be transitioned to ITP. BTP will last no less than seven calendar days and no more than 60 calendar days from the date the Airman arrived at the training location.

3.3.1.1. For Airmen arriving from the 737 TRG, USAFA, or had a break in training (BIT), BTP begins upon arrival at the initial flying or technical training location and continues through the completion of BTP requirements. **Note:** The 737 TRG/CC will implement the ETP for Airmen who have graduated BMT, completed Airman's Week, and are awaiting shipment to flying or technical training.

3.3.1.2. For Airmen transferring from another flying or technical training location who have not completed all BTP requirements, BTP begins upon arrival at the new flying or technical training location and continues through the completion of BTP requirements. **Note:** With a properly documented CTF from the previous training location, MTLs may credit BTP requirements completed at the previous location.

3.3.1.3. AiT in BTP will:

3.3.1.3.1. Pass two consecutive uniform open ranks inspections (a minimum of one ABU and one service uniform) and pass two consecutive room inspections prior to transitioning to ITP. (T-3)

3.3.1.3.2. Except for official appointments, remain on station. (T-3)

3.3.1.3.3. Wear the uniform of the day (UOD) both on- and off-duty. (T-3) The wear of civilian attire is not authorized. (T-3) **Note:** Off-duty AiT may wear the Physical Training Uniform (PTU) while they are in their dormitory, performing PT, and in route to fitness center or other physical fitness activity.

3.3.1.3.4. Adhere to call-to-quarters. (T-3) **Exception:** Individuals receiving Basic Allowance for Housing (BAH) and authorized to live in off base or military family housing or participating in field training exercises.

3.3.1.3.5. Eat three meals per day in a base dining facility during the duty day. (T-3) **Exception:** Individuals receiving Basic Allowance for Subsistence (BAS) or participating in field training exercises.

3.3.1.3.6. Maintain their rooms according to local guidelines. (T-3)

3.3.1.3.7. March or use other authorized transportation to and from all training locations and appointments. (T-3)

3.3.1.3.8. Complete all in-processing, receive BTP to ITP transition information, and be recommended for transition to ITP, by their MTF MTL, prior to entering ITP. (T-3)

3.3.2. Intermediate Transition Period (ITP) prepares AiTs to perform in positions of increased responsibility. AiTs are expected to maintain their personal appearance and continue the higher standards of performance set forth in BTP; however, these AiT still require occasional reinforcement of the standards and behaviors expected of all Airmen. ITP requires AiT to accept and execute duties in positions of increased responsibility. Airman in ITP should be held accountable not only for their actions and behaviors but of those placed in their charge, as well, before they may be transitioned to ATP.

3.3.2.1. ITP begins when BTP ends. AiT will remain in ITP through completion of flying or technical training and arrival to their first permanent duty assignment in a non-student status or when entered into the Advanced Transition Period (ATP).

3.3.2.2. AiT in ITP will:

3.3.2.2.1. Except for official appointments, remain on station during duty hours. (T-3) **Note:** AiTs that have been placed in ITP and have transferred from another flying or technical training location must remain on station on- and off-duty until local in-processing briefings are completed.

3.3.2.2.2. Wear the UOD during duty hours. (T-3)

3.3.2.2.3. Adhere to call-to-quarters. (T-3) **Exception:** Individuals receiving Basic Allowance for Housing (BAH) and authorized to live in off-base or military family housing or participating in field training exercises

3.3.2.2.4. Eat two meals per day in a base dining facility during the duty day. (T-3) **Exception:** Individuals receiving BAS or participating in field training exercises.

3.3.2.2.5. Maintain their rooms according to local guidelines. (T-3)

3.3.2.2.6. March or use other authorized transportation to and from all training locations and appointments. (T-3)

3.3.2.2.7. Spend a minimum of 90 consecutive calendar days in ITP or complete COIE and be recommended for transition to ATP by the MTF assistant flight chief or higher prior to entering ATP.

3.3.3. **Advanced Transition Period (ATP)** is the final stage of the ETP. ATP is intended for those AiT, whose training pipelines (to include BMT and Airman's Week) are in excess of 180 calendar days; who demonstrate maturity, professionalism, and character, as defined in AFI 1-1 and now require minimal supervision and minimal reinforcement of the standards and behaviors expected of all Airmen. AiT considered for ATP must:

3.3.3.1. Have spent a minimum of 90 consecutive calendar days in ITP or completed COIE.

3.3.3.2. Be recommended for entry into ATP by the MTF assistant flight chief or higher.

3.3.3.3. **AiT in ATP will:**

3.3.3.3.1. Except for official appointments, remain on station during duty hours. (T-3) **Note:** AiTs that have been placed in ATP and have transferred from another flying or technical training location must remain on station on- and off-duty until local in-processing briefings are completed.

3.3.3.3.2. Wear the UOD during duty hours. (T-3)

3.3.3.3.3. Eat one meal per day in a base dining facility during the duty day. (T-3) **Exception:** Individuals receiving BAS or participating in field training exercises.

3.3.3.3.4. Maintain their rooms according to local guidelines. (T-3)

3.4. **Distinguished Airman Developmental Program (DADP).** DADP positions create and develop the world's greatest Airmen through oversight/leadership of other AiT. **Exception:** Commanders are not required to include AiT attending CCT, EOD, PJ, SERE, SOWT, and TACP courses in DADP. **Note:** The commander should determine the number of ALs required for the unit.

3.4.1. In order to be considered for DADP, Airmen must:

3.4.1.1. Maintain academic excellence.

- 3.4.1.2. Display outstanding character traits.
 - 3.4.1.3. Have leadership potential.
 - 3.4.1.4. Meet physical fitness standards.
 - 3.4.1.5. Exhibit professional behavior and military bearing.
 - 3.4.1.6. Show respect for authority
 - 3.4.1.7. Exemplify the high standards of dress and personal appearance.
 - 3.4.1.8. Correct other Airmen who violate standards.
- 3.4.2. Airman Leader (AL). The purpose of an AL is to provide peer-to-peer mentorship and assistance to other AiT; report health, morale, and welfare concerns to MTLs; and develop foundational leadership skills.
- 3.4.2.1. ALs must be nominated and approved by their MTLs.
 - 3.4.2.2. AL positions are identified by the AiT wearing the following aiguillettes.
 - 3.4.2.2.1. Green aiguillette: AL is primarily adapting to the requirements of the military, technical training, leadership role; acquiring/displaying knowledge of military customs and courtesies; and adhering to and enforcing Air Force standards.
 - 3.4.2.2.2. Yellow aiguillette: AL is expected to show proficiency in all of green aiguillette responsibilities and fulfill milestones as established in local guidance.
 - 3.4.2.2.3. Red aiguillette: AL has complied with all green and yellow aiguillette responsibilities and fulfill milestones as established in local guidance.
- 3.4.3. Other DADP positions are identified by the AiT wearing the following aiguillettes.
- 3.4.3.1. White aiguillette: Identifies AiT as a community (e.g. Chapel and Religious Activities) liaison.
 - 3.4.3.2. Teal aiguillette: Identifies AiT as Sexual Assault Prevention & Response (SAPR) Program liaisons.
 - 3.4.3.3. Black aiguillette: Identifies AiT as identify members of the Drill and Special Activity Teams.
 - 3.4.3.4. Silver/White & Navy Blue aiguillette: Identifies AiT as members of the Drum & Bugle Corps.
- 3.4.4. All aiguillettes will be worn IAW AFI 36-2903 and associated AETC supplements.
- 3.4.5. Airman Leader (AL) training should consist of the following three phases: Phase I is receiving and reviewing the AiT Leader Guide (ALG); Phase II is attending the AiT Leader course (ALC); Phase III is continuation training in the squadron. **Exception:** GSU assistant flight chiefs or higher may authorize one-on-one training due to the limited number of AiT. There is no time limit for the material presented in the ALC. Document all progress associated with the ALC on the AETC Form 77, *Airman Leader Application/Certification*.

3.4.5.1. AL course candidates will be issued the ALG (HO ALG 1) prior to class start. The ALG may be adjusted to meet local conditions. **Note:** The ALG may be found at the 2 AF MTL SharePoint. Airman leader candidates must familiarize themselves with the contents of the guide before attending class. (T-3)

3.4.5.2. MTLs will evaluate candidates on drill according to AETC Form 77, *Airman Leader Application/Certification*.

3.4.5.3. Airmen must attend and successfully pass ALC prior to receiving Airman Leader status.

3.4.5.4. Assistant flight chief or higher will determine Airman leader status when an AiT is reclassified or in continuation technical training. (T-3) **Note:** The assistant Flight Chief or higher may honor AL positions from the previous training location with a valid AETC Form 77.

3.4.5.4.1. Airmen who continue in Airman Leader status from a previous training location will be briefed on local conditions.

3.4.5.4.2. Airmen who abuse their authority or fail to perform assigned duties will have their aiguillette removed. As a minimum, removal of Airman Leader status will be documented on the AETC Form 77.

3.5. Detailed AiT Program.

3.5.1. Only AiT in awaiting training, ineffective in training, or out of training statuses will be used for details. (T-3) **Note:** MST, to include PT, has priority over all details.

3.5.2. AiT will not be used for contracted services work for which appropriated personnel are hired. (T-3)

3.5.3. Any organization/individual accepting an AiT for a detail is responsible for the accountability and safety of that Airman and will issue and ensure the use of applicable safety equipment.

3.6. **AiT Discipline Program.** MTLs assist AiT in developing skills, attitudes, and behaviors that are consistent with maintaining Air Force readiness. MTLs have many tools at their disposal to correct substandard behavior. These tools are corrective in nature, not punitive. MTLs must consider the seriousness of the standards deviation before deciding what type of action is appropriate to take. **Note:** All AETC faculty, staff, and base support personnel should use the AETC Form 341, *Excellence/Discrepancy Report*, to immediately recognize excellent performance or document minor infractions and deviations from AF standards.

3.6.1. **Counseling** helps AiT face and solve problems, assume responsibility, and use good judgment when faced with the next challenge to their professionalism.

3.6.2. **Remedial Training (RT)** is a short-term training tool use to correct tangible infractions (e.g. dress and appearance, timeliness, room standards, etc.) when there is a departure from established standards.

3.6.2.1. RT should last no longer than seven calendar days for any infraction(s). **Note:** Subsequent infractions or deviations from standards should result in Remedial Military Training Day (RMTD) or other administrative action(s).

3.6.2.2. RT must be tied to a specific training objective (e.g. If an AiT fails a uniform inspection, then an MTL may conduct daily uniform inspections to ensure compliance with uniform standards).

3.6.2.3. RT action must be documented using the sample template ([attachment 5](#)) and annotated IAW paragraph [3.2.2.4](#).

3.6.3. Remedial Military Training Day (RMTD).

3.6.3.1. When used, RMTD (attachment 6) will focus on areas where an Airman performs unsatisfactorily.

3.6.3.2. RMTD will also focus on the following areas:

3.6.3.2.1. Room and uniform inspections.

3.6.3.2.2. Air Force Core Values.

3.6.3.2.3. Enlisted Force Structure.

3.6.3.2.4. Drill and ceremonies.

3.6.3.2.5. Fitness.

3.6.4. Progressive Discipline.

3.6.4.1. Refer to AFI 36-2907, *Unfavorable Information File Program*, for guidance on progressive discipline (administrative counseling, admonitions, and reprimands) and the AF Form 174, *Record of Individual Counseling*.

3.6.4.2. All formal documentation as a result of progressive discipline action will be coordinated through the functional chain of command. **Note:** The gravity of formal documentation in training is no less severe than in operational units.

3.6.5. **Airman Transition Assistance Flight (ATAF).** ATAF is intended for non-prior service enlisted AiT with discipline problems and the commander is considering separation actions. **Note:** An ATAF may be co-utilized by more than one squadron or group.

3.6.5.1. The occupants of an ATAF will consist of non-prior service enlisted AiT only. (T-3)

3.6.5.1.1. AiT with discipline problems and being considered for a separation action will be assigned to the ATAF or segregated from other AiT to prevent a negative influence on the morale and welfare of other Airmen. (T-3)

3.6.5.1.2. AiT being separated for other than discipline reasons (medical, mental health, administrative, etc.) may be assigned to an ATAF.

3.6.5.2. Where established, the ATAF will operate 24 hours per day, 7 days per week. (T-3)

3.6.5.3. **AiT assigned to ATAF will:**

3.6.5.3.1. Adhere to a 2200 to 0400 hours call-to-quarters. (T-3)

3.6.5.3.2. Not wear distinctive uniform items to set them apart from other AiT.

3.6.5.3.3. Wear the uniform of the day (UOD) both on- and off-duty in all public areas. (T-3)

3.6.5.3.4. Accomplish PT three times per week. (T-3) **Note:** AiT will wear the PTU when participating in PT or when traveling to or from the PT location. (T-3)

3.6.5.3.5. Eat three meals per day in a base dining facility. (T-3)

3.6.5.3.6. Maintain their rooms according to local guidelines. (T-3)

3.6.5.3.7. March or use other authorized transportation to and from all locations during the duty day. (T-3)

3.7. MTF Out-processing Procedures.

3.7.1. Each AiT will:

3.7.1.1. Receive a pre-departure safety briefing, as outlined in AFI 91-202 AETC SUP 1. This briefing must be documented on an AF Form 4392. **Note:** Ensure there is a completed copy of this form in your CTF (IAW paragraph 3.2.2.4.5.) prior to your departure.

3.7.1.2. Be well rested before departing the local area on leave, TDY, or PCS. Regardless of training shift, Airmen performing more than 4 hours of duty will have 2200 hours call-to-quarters and should receive a minimum of 8 hours rest before departing. (T-3) AiT traveling by private motor vehicle may depart no earlier than 0600 and no later than 1300. (T-3)

3.7.1.3. Have a sponsor at the gaining unit prior to departure. (T-3)

3.7.2. Reclassification/follow-on-training procedures:

3.7.2.1. The losing MTF/MTL will transfer CTF information to the gaining MTF for AiT being reclassified or proceeding to follow-on technical training.

3.7.2.2. Prior to the AiT's departure, the losing MTF/MTL will make contact with the gaining MTF/MTL, annotate the CTF and AF Form 4392 and forward a copy of the AF Form 4392 with flight itinerary to the gaining MTF.

3.7.2.3. The losing MTF/MTL will also provide the AiT reporting instructions (located on the MTL SharePoint) for the gaining base/unit. **Note:** Within 24 hours, the gaining MTF/MTL will notify the losing MTF/MTL of the AiT's arrival.

4. MST PROGRAMS AND PROCEDURES FOR COMMISSIONED PERSONNEL.

4.1. **In-processing Procedures.** TBD by local supplement.

4.2. **Officer Transition Program (OTP).** The intent of OTP is to ensure the safety, security, and quality of life for officer AiT and enable their transition from officer accession sources to their follow-on training or first-duty station. Specific OTP requirements may vary by unit of assignment; therefore, they will be identified in a wing/group supplement to this instruction. (T-2)

4.3. **Progressive Discipline.**

4.3.1. Refer to AFI 36-2907, *Unfavorable Information File Program*, for guidance on progressive discipline and letters of Counseling/Admonishment/Reprimand and the AF Form 174, *Record of Individual Counseling*.

4.3.2. All formal documentation as a result of progressive discipline action will be coordinated through the functional chain of command. **Note:** The gravity of formal documentation in training is no less severe than in operational units.

4.4. **Out-processing Procedures.** TBD by local supplement.

TIMOTHY E. OWENS, Colonel, USAF
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Nuclear Integration

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

- AETCI 36-2641, *Technical and Basic Military Training Development*, 26 June 2014
- AETCI 36-2642, *Technical and Basic Military Training Administration*, 24 December 2014
- AETCI 36-2802, *AETC Flying and Technical Training, Training Support, Basic Military Training (BMT), and Military Training Leader (MTL) Annual Recognition Program*, 21 April 2015
- AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*, 2 December 2013
- AFI 1-1, *Air Force Standards*, 7 August 2012
- AFI 1-2, *Commander's Responsibilities*, 8 May 2014
- AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008
- AFI 33-360, *Publications and Forms Management*, 1 Dec 2015
- AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013
- AFI 36-2201, *Air Force Training Program*, 15 September 2010
- AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011
- AFI 36-2905, *Fitness Program*, 21 October 2013
- AFI 36-2907, *Unfavorable Information File Program*, 26 November 2014
- AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999
- AFI 36-3003, *Military Leave Program*, 26 October 2009
- AFI 36-3014, *Clothing Allowances For Air Force Personnel*, 22 May 2007
- AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*, 10 June 1994
- AFI 38-401, *Continuous Process Improvement (CPI)*, 15 April 2016
- AFI 40-102, *Tobacco Free Living*, 4 Mar 15
- AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 8 July 2014
- AFI 90-201, *The Air Force Inspection System (CAF)*, 21 April 2015
- AFI 90-505, *Suicide Prevention Program*, 6 October 2014
- AFI 90-506, *Comprehensive Airman Fitness (CAF)*, 2 April 2014
- AFI 90-802, *Risk Management*, 11 February 2013
- AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 21 May 2015
- AFI 91-202 AETC SUP 1, *The US Air Force Mishap Prevention Program*, 28 March 2016
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 36-2203, *Drill and Ceremonies*, 20 November 2013

AFMD 3, *Air Education and Training Command*, 31 January 2003

AFPD 1, *Air Force Culture*, 7 August 2012

AFPD 36-26, *Total Force Development*, 27 September 2011

AFPD 36-29, *Military Standards*, 24 September 2014

DoDI 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*, 28 January 2015

Prescribed Forms

AETC Form 77, Airman Leader Application/Certification

AETC Form 341, Excellence/Discrepancy Report

Adopted Forms

AF Form 174, *Record of Individual Counseling*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4391, *High-Risk Activities Worksheet*, 21 Mar 2012

AF Form 4392, *Predeparture Safety Briefing*, 5 Aug 2011

AF IMT 624, *Base Unit Locator and PSC Directory (PA)*

AF IMT 2096, *Classification/On-the-Job-Training Action*

AETC Form 29A, *Commander's Newcomers' Safety Briefing*

AETC Form 125a, *Record of Administrative Training Action*

AFRS Form 1327, *Application for Participation in the Recruiter Assistance Program*

DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*

Abbreviations and Acronyms

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

AED—Automated External Defibrillator

AETC—Air Education and Training Command

AETCI—Air Education and Training Command Instruction

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFJQS—Air Force Job Qualification Standard

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Program Directive
AFRIMS—Air Force Records Information Management System
AFS—Air Force Specialty
AFSC—Air Force Specialty Code
AFSO21—Air Force Smart Operations for the 21st Century
AFTR—Air Force Training Records
AIMS—Airman Information Management System
AiT—Airman in Training
AL—Airman Leader
ALC—AiT Leader Course
ALG—AiT Leader Guide
ANG—Air National Guard
ARC—Air Reserve Component
ATAF—Airman Transition Assistance Flight
ATP—Advanced Transition Period
BA—Battlefield Airmen
BAS—Basic Allowance for Subsistence
BAH—Basic Allowance for Housing
BIT—Break in Training
BLS—Basic Life Support
BMT—Basic Military Training
BTP—Basic Transition Period
CAF—Comprehensive Airman Fitness
CC—Commander
CCT—Combat Control
CFETP—Career Field Education and Training Plan
CFM—Career Field Manager
CJQS—Command Job Qualification Standard
COIE—Course of Initial Entry
CPI—Continuous Process Improvement
CPR—Cardiopulmonary resuscitation
CTF—Collateral Training Folder

CTP—Course Training Plan
CTS—Course Training Standard
DADP—Distinguished Airman Developmental Program
DoD—Department of Defense
DoDI—Department of Defense Instruction
DV—Distinguished Visitor
EOD—Explosive Ordnance Disposal
ETP—Enlisted Transition Program
FMP—Flight Manuals Program
FPCON—Force Protection Condition
GSU—Geographically Separated Unit
HQ—Headquarters
IAW—In Accordance With
IG—Inspector General
IMSO—International Military Student Office
ISD—Instructional System Development
IST—Initial Skills Training
ITP—Intermediate Transition Period
LOA—Letter of Admonishment
LOC—Letter of Counseling
LOD—Line of Duty
LOR—Letter of Reprimand
MICT—Management Internal Control Toolset
MST—Military Standards Training
MT—Motivational Training
MTF—Military Training Flight
MTSF—Military Training Support Flight
MTI—Military Training Instructor
MTL—Military Training Leader
NAF—Numbered Air Force
NCO—Non-commissioned Officer
NCOIC—Non-commissioned Officer in Charge

NPS—Non-prior Service
OA—Officer Accessions
OPR—Office of Primary Responsibility
OTP—Officer Transition Program
OTS—Officer Training School
PDS—Personnel Data System
PII—Personally Identifiable Information
PJ—Pararescue
PME—Professional Military Education
PMV—Private Motor Vehicle
POC—Point of Contact
POI—Plan of Instruction
PT—Physical Training
PTU—Physical Training Uniform
RAP—Recruiter Assistance Program
RDS—Records Disposition Schedule
RIC—Record of Individual Counseling
RM—Risk Management
RMTD—Remedial Military Training Day
ROTC—Reserve Officers' Training Corps
RT—Remedial Training
SAPR—Sexual Assault Prevention and Response
SARC—Sexual Assault Response Coordinator
SDAP—Special Duty Assignment Pay
SDI—Special Duty Identifier
SERE—Survival, Evasion, Resistance, and Escape
SNCO—Senior Non-commissioned Officer
SOWT—Special Operations Weather Team
SPECAT—Special Duty Catalog
SRT—Skills Retention Training
STRT—Specialty Training Requirements Team
TACP—Tactical Air Control Party

TDY—Temporary Duty
TO—Training Operations
TPM—Training Pipeline Manager
TRG—Training Group
TRS—Training Squadron
TRSS—Training Support Squadron
TTI—Technical Training Instructor
TTMS—Technical Training Management System
UH—Unaccompanied Housing
UOD—Uniform of the Day
U&TW—Utilization and Training Workshop
UCMJ—Uniform Code of Military Justice
UOD—Uniform of the Day
USAFA—United States Air Force Academy
VIP—Very Important Person

Terms

Academic (Training) Day—Established time in which an AiT is expected to be attending academic instruction or completing academic assignments; begins and ends in the course of instruction (classroom or lab) as identified by course control documents. **Note:** The academic/training day (shift) may vary from course to course and falls within an AiT's duty-day/hours.

Airman in Training (AiT)—Members who have completed BMT, OTS, USAFA, or ROTC and are enrolled in initial skills training or follow-on specialized training and have not reported to their first permanent duty station.

Air Force Job Qualification Standard (AFJQS)—Record of tasks knowledge, technical references, proficiency codes used to indicate training information and certification for on-the-job training.

Battlefield Airmen—Consist of AiT attending the Pararescue (PJ), Combat Control (CCT), Tactical Air Control Party (TACP), and Special Operations Weather Team (SOWT).

Call-to-quarters—Established time in which AiT must be in their assigned dormitory during the specified hours.

Duty Day—Established time in which an AiT is on-duty (e.g., performing academic instruction, completing academic assignments (mandatory study or homework), participating MST activities, assigned to a detail, attending in/out processing appointments and while traveling to and from training/appointment locations).

Exodus—2AF Commander established timeframe in which AiT are authorized to use regular leave during the Christmas and New Year holiday period.

Faculty and Staff—DoD, contract, and international personnel - either military or civilian - who are directly or indirectly involved in formal AETC training or education programs. This category does not include installation support personnel (for example, finance, personnel, contracting). It includes, but is not limited to, Military Training Instructors (MTI); Military Training Leaders (MTL); Technical Training Instructors (TTI); Officer Training School (OTS) instructors; instructor pilots; professional military education (PME) instructors; developmental education instructors, ROTC instructors; contract instructors; other instructors of trainees, cadets, and students; and training support staff.

Initial Skills Training—Formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers. Used as an overarching term for enlisted and officer initial skill training. **Note:** For purposes of this instruction, initial skills training is not complete until a student graduates from initial skills training and reports to his or her first permanent duty station of assignment or follow-on training program.

Military Training Leader (MTL)—An enlisted person with the special duty identifier of 8B100 assigned to a training wing, group, operations group, or site as prescribed in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* and the *Air Force Enlisted Classification Directory (AFECD)*.

Physical Training (PT)—a wide variety of strength building, cardio, endurance, and flexibility activities used to development and care for the body.

Progressive Discipline—the systematic use of administrative counseling, admonitions, and reprimands to improve, correct, and instruct subordinates who depart from standards of performance, conduct, bearing, and integrity, on or off duty, and whose actions degrade the individual and unit's mission.

Transition Program—Framework to provide a smooth transition from a very controlled and ridged training environment to a flexible yet standardize training environment that allows an AiT to demonstrate the behaviors required not only in the training environment, but in the day to day life of every AiT.

Unit—Synonymous with squadron.

Attachment 2**COMMANDER'S ARRIVAL BRIEFING ON PROFESSIONAL RELATIONSHIPS****Table A2.1. Commander's Arrival Briefing on Professional Relationships.**

1. You will ensure your relationships with MTIs, MTLs, TTIs, other faculty and staff remains professional throughout your time in training and for six months after the completion of your initial skills training. Therefore, you will not establish, develop or attempt to develop, or conduct an unprofessional relationship with MTIs, MTLs, TTIs, other faculty and staff while in training and for six months after the completion of your initial skills training.
2. Professional relationships are those that contribute to the effective operation of the Air Force and the training mission of which you are an integral part. Professional relationships include but are not limited to communication with superiors, subordinates, and peers regarding careers, performance, duties, and missions. These relationships also include but are not limited to organizational activities, unit-sponsored events, intramural sports, chapel activities, community welfare projects, and youth programs involving members of all grades.
3. Relationships become and are considered 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 but are not limited to social, personal, intimate, and sexual relationships who is a MTI, MTL, TTI, faculty or staff member. These unprofessional relationship may occur both on- and off-duty, in-person, and via cards, letters, email, telephone calls, social media (e.g., Twitter, Facebook, YouTube, Snapchat, etc.), photographs, or any other means of communication.
4. Except for official reasons, recruiters, MTIs from Basic Military Training (BMT), technical training instructors, and MTLs may not contact you in any way, shape, or form, while you are here at this technical training location and for six months after the completion of your initial skills training .
5. MTLs, TTIs, faculty, and staff may not counsel you individually in private (i.e., behind a closed door) without another permanent party staff member present.
6. If you experience any violations of these rules, or are aware of any violations of these rules, immediately contact your squadron commander, first sergeant, or the Sexual Assault Response Coordinator (SARC) at XXX-XXXX, or [insert additional hotlines as applicable; (e.g., 2 AF Abuse Hotline at DSN: 487-4007 or commercial: (210)-652-4007)]

Attachment 3

POINTS OF CONTACT FOR STUDENTS AND TRAINEES

Table A3.1. Sample Template - Points of Contact (POC) for Students and Trainees

<input checked="" type="checkbox"/> POC	Telephone Number
 First Sergeant	
 Squadron Commander	
 Chaplain	
 Inspector General	
 Equal Opportunity Office	
 Behavioral Health	
 Sexual Assault Response Coordinator (SARC)	
 Air Force Discrimination Hotline (Handles Sexual Harassment Also)	1-888-231-4058
 Legal Assistance Office	
 AF Office of Special Investigations (AFOSI)	
 Security Forces	
<input checked="" type="checkbox"/> Other Pertinent Numbers	
	
	
	
	

Attachment 4**GUIDE FOR SKILLS RETENTION TRAINING (SRT) PROGRAM****Table A4.1. Guide for Skills Retention Training (SRT) Program**

1. Uniform - AiT Battle Uniform/appropriate PT uniform.
2. Room/open wall-locker inspection (90 minutes).
3. Physical training (PT) (120 minutes).
4. Lunch (90 minutes).
5. Details (90 minutes).
6. Small group discussion or individual counseling (90 minutes).
7. Total time for SRT not to exceed 12 hours.

Note: Commanders may alter the schedule, however each day must begin with an expectations briefing outlining the specific goals and agenda for that day.

Attachment 6**GUIDELINES FOR REMEDIAL MILITARY TRAINING DAY (RMTD)****Table A6.1. Guidelines for Remedial Military Training Day (RMTD)**

1. Uniform inspection in utility uniform or Airman Battle Uniform (30 minutes)
2. Room/open wall-locker inspection (90 minutes)
3. Breakfast (60 minutes)
4. Uniform inspection in service dress uniform (30 minutes)
5. Drill and Ceremony (60 minutes)
6. Physical training (PT) (90 minutes)
7. Lunch (60 minutes)
8. Details (90 minutes)
9. Small group discussion (e.g. AF Core Values and Enlisted Force Structure) or individual counseling (90 minutes)
10. Target time for RMTD is between 10 and 12 hours.
11. Although you may alter the schedule, the following are mandatory:
 - 11.1. Day must start with an initial briefing of what is to be expected during the day.
 - 11.2. RMT day must conclude in a service dress uniform.
 - 11.3. Three demerits constitute a failure on any inspection.
 - 11.4. Must use accountability/tracking system during PT to monitor all individuals.
 - 11.5. Airmen must march to and from all activities and sidestep through the dining hall servicing lines.