

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**

**AIR EDUCATION TRAINING COMMAND
INSTRUCTION 36-2216**

**KEESLER AIR FORCE BASE
Supplement**

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**ADMINISTRATION OF MILITARY
STANDARDS AND DISCIPLINE TRAINING**

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AETCI36-2216, 6 DECEMBER 2010, is supplemented as follows.

This supplement implements and extends the guidance in AETCI 36-2216 and establishes procedures and responsibilities for training in military standards and discipline for non-prior service (NPS) enlisted and officer students in initial skills resident training. Instructions pertaining to flight commanders also pertain to detachment commanders. This supplement applies to all assigned, attached and/or associate units supported by the 81st Training Wing at Keesler AFB MS, including Air Force Reserve and Air National Guard (ANG) units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and EO 9397. System of records notice F036 AF PC N, Unit Assigned Personnel Information, applies. Ensure all records created as a result of processes prescribed in this publication are maintained 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) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Attachment 1 is a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes include: KAFB Form 4 is rescinded and the title of KAFB Form 18 is changed; added annual requirement for superintendent to visit detachments, paragraph 6.5.4.; added safety enhancements during hours of limited visibility in paragraph 7.18.1.; Transition Program replaces Phase Program throughout the supplement; changed NPS Airmen travel requirements in paragraph 7.22.1.; changed physical readiness training (PRT) to physical training (PT) throughout the supplement; changed Remedial Military Training (RMT) to Remedial Military Training Day (RMTD) in paragraph 7.5; renamed Transition Flight to T-Flight in paragraphs 21.2.1–21.3

6.5.4. The Superintendent of Military Training or designated representative will visit detachment(s), with military training leaders (MTLs) assigned a minimum of once per year to conduct military training inspections or assessments and provide any updated regulatory guidance.

6.6.1. Military training will be conducted within the triangle area. The triangle area is defined as the NPS Airmen dormitories, academic training halls, Levitow Training Support Facility, dining facilities and surrounding areas. Detachment commanders will define, in writing, the military training area at their location.

7.5. Use of RMTD is authorized in the 81 TRG. Detachments will submit their RMTD programs through 81 TRG/MTO office for 81 TRG/CC approval.

7.13. MTLs will carry a radio and an automated external defibrillator (one per squadron) and will have water accessible for Airmen. 81 TRG/MTO will perform a “communications check” with squadron MTLs prior to the start of PT to ensure accountability, correct frequency and charged batteries. In the event of an emergency, MTLs will notify appropriate emergency personnel and 81 TRG/MTO. Detachment commanders will establish written guidance for emergency response procedures for their locations.

7.14.1. (Added) A minimum of two CPR-qualified MTLs per squadron will be present for the entire PT session. Detachment commanders will determine number of MTLs required for PT sessions.

7.17.1. (Added) Airmen will carry Keesler AFB Form 18, *Military Training Standard for Enlisted (MTSE) Transition Card*. Airmen at a detachment will carry either the KAFB Form 18 or locally generated transition card.

7.17.1.1. (Added) Cards are color-coded by transition period. The Initial Transition Period card is white and the Advanced Transition Period card is yellow.

7.17.1.2. (Added) Airmen considered for Remedial Transition Period may be issued a different-colored card for squadron-unique identification purposes. Upon completion of the Remedial Transition Period, the original transition card will be reissued to the Airman. Airmen will only possess one transition card at any given time throughout their training.

7.17.1.3. (Added) An Airman’s military ID and transition card are required to gain entrance into his/her dormitory. Airmen are not authorized to enter any other dormitory without permission from a staff member.

7.18.1. During hours of limited visibility all NPS Airmen will wear reflective belts around their waists as the outermost clothing item while on a military installation, whether in or out of uniform, on or off duty. This includes all Airmen in formation.

7.18.3. During the hours of limited visibility, all road guards and Airmen leaders performing squadron/flight commander duties will carry an operational flashlight. MTLs will wear reflective belts around their waists while monitoring marching routes during hours of limited visibility.

7.18.4.1. (Added) As determined by 81 TRG/MTO, NPS Airmen will wear either the long-sleeved blue service uniform or ABUs with sleeves down during the winter months (1 Nov through 31 Mar), and will wear either the short-sleeve blue service uniform with open collar or ABUs with sleeves rolled up during the summer months (1 Apr through 31 Oct). Detachment commanders will determine the uniform of the day at their location.

7.18.4.2. (Added) Instructors will coordinate with MTLs to determine a class graduation uniform. After graduation, Airmen will revert to the UOD.

7.18.4.3. (Added) NPS Airmen may carry a plain, solid black briefcase, portfolio or backpack. All contents will be concealed inside the briefcase, portfolio or backpack. The briefcase, portfolio will be carried in the left hand. Backpacks with two straps will be carried on both shoulders and single strap backpacks will be carried on the left shoulder. Formation commanders, road guards and guidon bearers will have a member of the formation carry their briefcase, portfolio or backpack.

7.18.4.4. (Added) During the duty day, Airmen wearing the blue service uniform will carry their all-weather coat. Airmen wearing ABUs will carry their improved rain suit (IRS) parka.

7.18.4.5. (Added) NPS Airmen entering the Levitow Training Support Facility during duty hours (0600-1800) to conduct official business will wear the UOD. (*EXCEPTION*: If an NPS Airmen has an appointment with the chaplain, the UOD is not required.)

7.18.5. Airmen may drink water or sports drinks from a conservative, transparent personal container while in the proper rest position.

7.18.6. (Added) All cadences/jodies must be in good taste. Do not use profanity, sexual or alcohol references, or degrading terms about other organizations. Jodies will not be used between 2100 and 0500.

7.22.1. (Added) The 81 TRG commander delegates ordinary leave approval for NPS students to the squadron or detachment commander. NPS Airmen traveling more than 25 miles from the installation (local area) will complete an itinerary on an AF Form 4392, *Predeparture Safety Briefing*.

7.27. (Added) Transportation of Airmen.

7.27.1. (Added) During inclement weather, the 81 TRG/MTO will determine whether to transport Airmen to and/or from academic halls between 0500-1700 hours. Squadrons with classes other than S-shift will determine whether to transport their Airmen based on weather warnings and/or geographical training location. (*EXCEPTION*: Detachment MTLs will make this decision.)

8.4.1. (Added) Airmen assigned to T-shift will adhere to a curfew of 0130 to 0400 on evenings prior to duty days and a curfew of 2400 to 0400 on evenings prior to non-duty days. R-Shift will adhere to a curfew of 2200 to 0400 on evenings prior to duty days and 2400 to 0400 on evenings prior to non-duty days.

9.1.1. (Added) All NPS Airmen traveling by private motor vehicle (PMV) must be able to report to their duty locations within five hours of being notified. If travel extends beyond local area, Airmen are required to complete an AF Form 4392 and submit to an MTL for approval. (*EXCEPTION: Detachment commanders will determine travel procedures at their locations.*)

9.1.2. (Added) NPS Airmen must receive prior approval from the assistant flight chief or higher before procuring a commercial ticket for travel during a regular pass. Approval is based strictly on a case-by-case basis. (Exception: Holiday exodus travel may be approved by MTL or anyone in the NPS Airmen's chain of command.)

9.6.1. (Added) T-shift Airmen will adhere to a curfew of 0130 to 0400 on evenings prior to duty days. R-Shift will adhere to a curfew of 2200 to 0400 on evenings prior to duty days.

9.12. (Added) Airmen receiving basic allowance for subsistence and residing with their spouses in the local area (commonly referred to as "Sep-Rats") may eat at any Keesler dining establishment, Fishbowl, MTF or academic schoolhouse.

14.3. MTF will maintain a copy of CTF and AF Form 4392 IAW the AF RDS for all NPS Airmen who have departed for follow-on training or who have been reclassified.

16.1. The 81 TRG/MTO will manage the 81 TRG Airman of the Month and Honor Flight Programs.

17.1. MTFs may utilize up to seven Airmen awaiting further instruction (AFI) per dormitory per shift for dormitory security and six AFIs per dormitory for details within the MTF.

17.4. The MTFs will notify the guard or reserve liaison when guard or reserve students are moved in or out of student awaiting training status (SATS), ineffective in-training status (IITS) or student out-of training status (SOTS).

18.5.1. (Added) Each MTF is authorized to send up to 10 Airman leader candidates to formal training per class.

18.5.2. (Added) MTFs must submit Airman leader applications no later than 1700 on the last duty day of the week prior to formal training.

18.6. Candidates will complete all review exercises in the back of each chapter prior to attending training.

20.2. When an MTF does not have enough of their own AFI Airmen available to cover dormitory security, excess AFIs from other MTFs will be utilized.

20.8. The main entrance door will be the dormitory's single point of entry for all NPS Airmen. All other doors will be locked while allowing emergency egress at all times. MTFs will post entry access lists (EALs) at CQ and dormitory entry points. (*EXCEPTION: NPS Airmen may use the side doors during dormitory cleanup, drill team practice and social functions held in the back of the dorms. CQ will post at side door and follow all security procedures.*) Only dormitory residents, EAL personnel, emergency response personnel or individuals vouched for by those listed on the EAL are allowed access into dormitories.

21.2.1. (Added) Squadron commanders will coordinate with the 81 TRG/MTO Superintendent 24 hours prior to processing an Airman into T-Flight. Notification must include details that justify the placement in T-Flight.

21.2.2. (Added) Airmen assigned to T-Flight will completely outprocess their squadron dormitory. All military/civilian possessions, including PMVs, will be brought to T-Flight. Squadrons will provide a permanent party escort to deliver the Airman to T-Flight. Escorts will hand-carry a copy of the commander's letter assigning the Airman to T-Flight.

21.2.3. (Added) Squadron commanders may be requested to provide escorts and additional supervisory personnel as needed to support T-Flight. Squadrons will retain all administrative duties while ensuring timely outprocessing.

21.3. The 81 TRG/MTO is designated as office of primary responsibility for manning, supervising and the overall operation of T-Flight.

ANDREW M. MUELLER, Brigadier General,
USAF
Commander, 81st Training Wing

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

AFI 33-360, *Publications and Forms Management*, 18 May 2009, IC 11 June 2009

AFI 36-2905, *Fitness Program*, 1 July 2010

AETCI 36-2216, *Administration of Military Standards and Discipline Training*, 6 December 2010

Prescribed Forms

Keesler AFB Form 18, *Military Training Standard for Enlisted (MTSE) Transition Card*, 15 August 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

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

Abbreviations and Acronyms

ABU—Airman battle uniform

AFI—awaiting further instruction

BA—battlefield Airman

CTF—collateral training folders

EAL—entry access lists

IITS—ineffective in-training status

IRS—improved rain suit

MTSE—military standard for enlisted

MTL—military training leader

NPS—non-prior service

OPR—office of primary responsibility

PMV—private motor vehicle

PT—physical training

RM TD—remedial military training day

SOWT—special operations weather team

SATS—student awaiting training status

SOTS—student out-of training status

UOD—uniform of the day