368th Training Squadron Airman's Handbook



November 2019 Edition For Non-Prior Service Airmen



DEPARTMENT OF THE AIR FORCE AIR EDUCATION AND TRAINING COMMAND

NOV 1 5 2019

MEMORANDUM FOR 368 TRS PERSONNEL

FROM: 368 TRS/CC

SUBJECT: Letter of Intent

1. Use of and adherence to this handbook is mandatory for all Non-Prior Service Airmen in training. It is your responsibility to familiarize yourself with its contents and strive to be the best Airman you can be. I also encourage you to be a good Wingman and hold your fellow Airmen to these standards.

2. Our mission is to train you. Your mission is to learn from us; academically, professionally, and personally. We will strive to provide you with an environment where you can transition from the restrictive environment of Basic Military Training to being a permanent party member of the Air Force without losing your commitment to our core values of Integrity First, Service Before Self, and Excellence in All We Do.

3. None of us can complete our journey alone. As you transition through your time with us, many of you will experience adversity. I encourage every Airman to remain vigilant for signs of distress in yourself and your peers, and seek support when necessary. It is imperative we take care of each other so we are always **Ready to Fight Tonight!**

John Sill

108H R. ALDRED, Lt Col, USAF Commander

TABLE OF CONTENTS

368 TRS Chain of Command	4
Formations	4
Duty Hours	4
Cell Phones / Portable Electronics	5
Physical Training	5
Phase Transition Program	5
Charge of Quarters	7
Specker Area / Wingman Concept	7
Airman Leader Program	8
Customs and Courtesies	8
Dress Code	8
Mandatory items	9
Off Limits Areas	10
Professional relationships	10
Support Services	10
Hazing	11
Family Emergencies	11
Dormitory	11
Valuable & Prohibited Items	12
Bus Transportation	12
Recruiter Assistance Program	12
Safety	13
Student Mail	13
Attachment 1: Fort Leonard Wood Map	14
Attachment 2: Room Inspection Checklist	15
Attachment 3: 368th Training Squadron History	17

368 TRS CHAIN OF COMMAND



FORMATIONS

All formations are mandatory and uniform wear is required. AiTs with conflicting appointments must obtain permission from an MTL prior to missing any formation. For formations which are specific to an AiT's schoolhouse, permission may be granted by an appropriate Course Instructor prior to missing a formation. AiTs will coordinate appointments that occur during school duty hours with their course instructor before departing with the CQ driver.

DUTY HOURS

See the "Standard Duty Hours" table below for an example of an AiT's typical duty week. Duty schedules are flexible and are subject to change as directed by the MTF. Report directly to an MTL (as coordinated by a Student Leader) when dismissed from school for further instructions. Early dismissal from school does not change the MTL check-in requirement or constitute an exemption from formations later in the duty day.

STANDARD DUTY HOURS					
	DUTY DAY START	DUTY DAY END			
SUNDAY	1945 (PT & GI Party)	When released by MTL			
MONDAY	0710 (Morning Formation)	1800 (Final Formation)			
TUESDAY	0445 (PT)	When released by MTL			
WEDNESDAY	0710 (Morning Formation)	1800 (Final Formation)			
THURSDAY	0445 (PT)	When released by MTL			
FRIDAY	0710 (Morning Formation)	1800 (Final Formation)			
SATURDAY	N/A	N/A			

CELL PHONES / PORTABLE ELECTRONICS <u>CELL PHONES, SMART WATCHES, AND OTHER PORTABLE</u> <u>ELECTRONICS ARE PROHIBITED DURING THE DUTY DAY</u>

Cell phone passes **may** be granted by an MTL upon request. Course Instructors may not grant cell phone passes. Early dismissal from school does not constitute an exception to this policy. AiTs in possession of cell phones, smart watches, and/or other portable electronics during the duty day are subject to discipline for violating a lawful order from the Squadron Commander.

PHYSICAL TRAINING (PT)

An MTL-approved light emitting safety device and a filled hydration device are required for all PT formations. PT Uniform (PTU) is authorized from 60 minutes prior to PT through 30 minutes after PT. AiTs will not make convenience stops while in PTU (PX, mini mall, commissary, post office, etc.) However, AiTs may wear PTU at the Specker Dining Facility after PT as long as it is un-soiled and AiTs do not exceed the aforementioned 30-minute post-PT requirement.

AiTs may wear clean PTU **inside** their assigned dormitory after duty hours. AiTs may also wear PTU to perform individual PT above and beyond mandatory PT formations. **Do not treat the PTU as a casual "off duty" uniform outside your assigned dormitory**.

Fitness evaluations will be conducted weekly. AiTs who fail to achieve a passing score will be placed on remedial PT and are subject to additional PT sessions as directed by the MTF. AiTs who fail to achieve a passing score will remain on remedial PT, will not advance through the Phase Transition Program, and may be subject to phase-back until a passing score is achieved.

PHASE TRANSITION PROGRAM

The purpose of the Phase Transition Program is to assist AiTs with the transition from Basic Military Training to being a permanent party member of Air Force while continuing to adhere to Core Values and Air Force standards.

All AiTs are challenged to exceed standards and may qualify for early phase-up for excellence if recommended by a staff member. Newly arrived "reclass" AiTs will revert to Phase 1 for a minimum of 7 days, but may also be evaluated on a case-by-case basis for early phase-up.

Phase-up is a privilege, not an entitlement. AiTs will not phase-up and could be assigned remedial training (RT) and/or be phased-back if any of the following conditions exist:

- Failure to meet academic standards
- Failure to meet PT standards
- Failure to complete assigned tasks
 - This includes Week 1 training, CBTs, appointments, paperwork, etc.
- Disciplinary infractions
- Failure to perform as a Wingman

Requirement	Phase 1	Phase 2	Phase 3		
Prerequisites to Phase-Up		14 day in Phase 1	28 day in Phase 2		
		MTL Recommendation			
		Good academic standing / Instructor recommendation			
		No administrative paperwork in past 2 weeks			
		Pass 2 consecutive room and uniform inspections			
		Passing PT score			
	2200-0400 Sun-Thurs				
Curfew	2359	0-0400 Fri-Sat	No curfew Fri-Sat		
Room Inspections	Weekly	Monthly			
Marching	During duty hours				
Co-ed Visitation	No				
Civilian Attire	No (may wear clean PTU inside assigned dormitory after duty hours)	After duty hours. Must present professional image representative of Air Force values			
Travel Off Post	None	After duty hours with a wingman. Must be in Blue Service Uniform (Class B) with tie/tab	After duty hours with a wingman		
Ride in and/or use Private Motor Vehicle	None (except emergencies)	Must remain on post during duty hours. May <u>NOT</u> drive to and from school. (except emergencies)			
Weekday Travel Limitation	Must remain on post	25 mile radius (exceptions require an approved AF Form 4392 on file)			
Weekend Travel Limitation	Must remain on post	May travel up to 1.5 hours driving distance from post on weekends	May travel up to 3 hours driving distance from post on weekends		
Hotel, Motel, Base Lodging	May not visit or stay	Yes, with AF Form 4392 for accountability			
Alcohol	None	Only if 21 years or older, not within 12 hours prior to duty. Not within the Specker Area.			
Tobacco Products and E-Cigarette	Will not purchase, possess, or use at any time	Will use in designated area and keep secured in wall locker. May not purchase, possess, or use during duty hours or while in uniform			
Products Portable Electronic Devices	After duty hours				

CHARGE OF QUARTERS (CQ)

The CQ Desk is located in building 1703. AiTs in all phases must present their Phase Transition Card and CAC to the Duty Airman at CQ and sign out whenever leaving the Specker Area for any reason except to go to school or to perform details as assigned by an MTL. The CQ log must be annotated with a valid destination (not just "off post"), and a corresponding sign-in is required for each sign-out. AiTs must sign for themselves (no signing your Wingman's initials for them). Accountability is crucial during times of natural disaster or family emergency.

SPECKER AREA / WINGMAN CONCEPT



The Specker Area is defined as a one-block area with South Dakota Avenue, Minnesota Avenue, Oklahoma Avenue, and Nebraska Avenue defining its boundaries.

Phase 1 AiTs may not leave the Specker Area without a Wingman who is either an Airman (not a Soldier, Sailor, or Marine) or an immediate family member. Leave and return with the same Wingman!

Phase 2 and 3 AiTs may not leave the Specker Area after 1930 without a Wingman who is either an Airman (not a Soldier, Sailor, or Marine) or an immediate family member. **DO NOT LEAVE POST WITHOUT A WINGMAN.** Leave and return with the same Wingman!

AIRMAN LEADER PROGRAM

Airman Leaders ("Ropes") are appointed peer leaders that assist MTLs with day-to-day duties. Their level of responsibility corresponds with the color of the rope they wear; green, yellow, then red (with red being the highest rope). Airman Leaders are authorized to take AETC Forms 341 from AiTs for excellence or discrepancies. AiTs with a grievance against an Airman Leader are encouraged to attempt to **professionally** resolve the issue directly with the Airman Leader in question before taking their grievance to an MTL.

CUSTOMS AND COURTESIES

AiTs do not interrupt staff members when they are speaking.

When addressing civilian/military staff members, AiTs will assume the position of attention and give a reporting statement, "(Sir/Ma'am) or (Mr./Ms., Sgt/SSgtSmith), Airman______ reports as ordered." Remain at the position of attention until instructed otherwise. When dismissed, assume the position of attention and perform the appropriate facing movement before departing the area.

Reveille: Come to the position of attention and face the nearest U.S. flag. If no U.S. flag is present, face the direction of the music.

Retreat: The U.S. Army at Fort Leonard Wood plays different music than you became accustomed to at Lackland AFB. When Retreat sounds, come to the position of parade rest and face the nearest U.S. flag. If no U.S. flag is present, face the direction of the music. As "To the Colors" begins to sound, come to attention and render a salute for the duration of the music.

DRESS CODE

AiTs must be in uniform throughout the duty day, in accordance with AFI 36-2903. When wearing a uniform, even if inside a dormitory, uniforms must be worn correctly. Correct uniform violations on the spot. See ATTACHMENT 3: PROPER OCP WEAR

Black backpacks are approved for wear in all uniform combinations. Backpacks will be free of ornamentation except for a name tag. Official 368 TRS patches may also be worn on backpacks.

AiTs in all phases may wear clean PTU inside their assigned dormitory after duty hours. AiTs may not travel outside their assigned dormitory in PTU for any reason except as required for PT (as described on page 4) or emergencies. **Do not treat the PTU as a casual "off duty" uniform outside your assigned dormitory.** AiTs who are authorized to wear civilian clothes (Phase 2 and 3) may not wear pajamas outside their assigned dormitory. Civilian attire worn will be presentable in nature and will not detract from your position as a United States Air Force service member.

AiTs will be dressed at all times except as required for personal hygiene. Staff NCOs will make rounds in the dormitories, to include accountability checks inside your room for while you are asleep. Be sure to sleep in PTU or similar appropriate civilian sleepwear.

MANDATORY ITEMS

AiTs are required to have the following items on their person at all times, on or off duty, in uniform or in civilian clothes, on post and off post.

- CAC (must be displayed in dorm room while asleep for accountability)
- Phase Card
- Three (3) AETC Forms 341
 - Up-to-date (building, room, phase)
 - Filled out correctly (see example below)
- SARC card
- Wingman card
- Waiver (if issued by a doctor)
 - Must be current
 - Shaving waivers must be approved and signed by MTF Flight Chief

Example AETC Form 341

Bldg 172X

Room

Schoolhouse: (EA/EM/GT/PE)

Phase 1/2/3

EXCELLENCE/DISCREPANCY REPORT					
LAST NAME - FIRST NAME	- MIDDLE INITIAL			GRADE	
BROWN, CHR	IS J.			E-1 / E-2 / E-3	
ORGANIZATION			CLASS/FLIGH	T (If Applicable)	
368 TRS				19001	
EXCELLENCE/EXHIBITED DISCREPANCY (Be Specific)					
TIME	DATE	PLACE			
PRINTED NAME OF REPOR	TING INDIVIDUAL	SIGNATU	RE OF REPORT	ING INDIVIDUAL	

OFF LIMITS AREAS

The following areas are off limits to AiTs:

- Construction sites
- Inside opposite-gender dormitories
- Inside other service dormitories
- Permanent party or TDY dormitories
- Post housing
- Recreation parks, caves, and rivers on post after dusk
- Lodging, billeting, hotels, motels (except with an MTL approved pass)

All service members in all components of all branches of the military are required to adhere to Fort Leonard Wood Command Policy 8 "Off Limits Establishments." Policy 8 is posted in the dormitories and at CQ and is briefed during in-processing.

PROFESSIONAL RELATIONSHIPS

Non-Prior Service (NPS) AiTs will interact **professionally** at all times (on duty and off duty, on post and off post) with permanent party service members and with prior service students who are assigned here on temporary duty (TDY) for training. Off duty AiTs may acknowledge, exchanging professional greetings, and engage in brief, appropriate social pleasantries with permanent party service members and TDY students when encountered outside the classroom. This is part of your transition, and you are encouraged to use your time here to learn how to interact professionally with your superiors.

However, NPS AiTs **must not pursue or allow personal relationships** with permanent party or TDY Airmen, Soldiers, Sailors, or Marines, regardless of rank or position. If any permanent party or TDY service member attempts to establish a personal relationship with you, it is your duty to decline and to **report it** using the chain of command. Faculty and staff members who attempt to use their position to take advantage of AiTs must also be reported.

SUPPORT SERVICES

Sometimes we can all experience feelings of loneliness, depression, or doubt. It is important to recognize these feelings in ourselves and in our Wingmen. You are not alone. We have access to Military & Family Life Counselors (MFLC), Military One Source, Chaplains, behavioral health providers, and more. It is our sacred duty to care for you, and we pledge to assist any Airman in need by linking you up with one of these experts. Also, remember we have been where you are. Please don't hesitate to seek mentorship from any staff member in times of need.

If assistance is required outside normal duty hours, reach out to a student leader, visit or call CQ, contact the on-call MTL, or contact the First Sergeant. Remember, you have our support.

- CQ duty phone (573) 596-4226
- On-Call MTL duty phone (417) 533-2426
- First Sergeant duty phone (417) 650-7066

HAZING

Hazing of any kind will not be tolerated. No form of initiation of newly assigned Airmen will be tolerated. AiTs **must** report hazing using the chain of command.

FAMILY EMERGENCIES

Family emergencies which require your immediate presence should be validated through the American Red Cross. Be prepared to have your friends or family (or the at-risk family member's medical provider) contact the Red Cross at (877) 272-7337. Whoever makes the notification must have your full name, your social security number, your unit information (368th Training Squadron, 6007 Cooley Ave, FLW, MO 65473), and the First Sergeant's duty phone number (see above). They must also be prepared to share specific information about your at-risk family member's condition. The Red Cross will work to validate the emergency, then will make an official notification to the First Sergeant. This will allow us to release you on emergency leave if appropriate.

While waiting for the Red Cross notification process to be complete, be sure to stay calm and use the above "Support Services" procedure to bring us into the loop as soon as possible. Again, remember that you have our support.

DORMITORY

Dormitory care and maintenance is a community responsibility. We must all be good stewards of the facilities which have been passed to us by our predecessors. AiTs should strive to "leave it better than you found it." Report inoperative, broken, or damaged infrastructure and equipment to an MTL or CQ. Even if it doesn't bother you, report it. Take your trash out daily.

Dormitory common areas include hallways, dayrooms, and laundry rooms. Because these are common areas, they are everyone's responsibility. You are responsible to clean up after yourself. Take out your own trash daily. Clean your own lint traps after each use. Wipe up your own spills. AiTs must be dressed appropriately in common areas. Lights must remain on when common areas are occupied. **OUIET HOURS ARE 24/7!**

AiT rooms are subject to inspection at any time. If you do not have a roommate, you are responsible for the entire room. When not in use, this handbook must be displayed in your room to ensure accountability. Also display your CAC while you are asleep in your room for accountability purposes. Rooms will remain presentable over weekends and holidays.

VALUABLE & PROHIBITED ITEMS

Valuables and small electronic devices which can easily fit into a secured space will be secured when not in use. If you wish to leave large devices (televisions, large computers, etc.) unsecured, it is important to record serial numbers as theft does occur in the dormitory. Failure to secure valuables and electronic devices may result in AiTs being cited for security violations.

Prohibited items in dormitory:

- Alcohol (no exceptions)
- Weapons
 - Guns (BB, paint ball, pellet, blow, etc.)
 - Knives (3 inch blade or smaller is allowed for utility use)
 - Bow & arrow
 - Martial arts equipment
 - Slingshots
- Obscene posters, pictures, magazines, etc.
- Imagery or media which portrays or promotes drug, alcohol, or tobacco use
- Items hanging from ceiling
- Fireworks, flares, propane, charcoal, candles, open flames, flammable liquids
- Cooking appliances or heating devices (except microwave)
- Pets
- Tattoo guns

BUS TRANSPORTATION

AiTs travel to and from technical training by bus. AiTs will treat this transportation like a motorized formation. AiTs will sit in a manner that is equivalent to parade rest. Keep head and eyes straight ahead, and remain silent and immobile.

RECRUITER ASSISTANCE PROGRAM (RAP)

RAP is a privilege. It is not an entitlement, and it is not "free leave." AiTs must exhibit the highest standards of academic and disciplinary integrity to qualify for RAP. MTLs will brief RAP application procedures during in-processing. Failure to adhere to RAP application, failure to meet academic standards, or failure to maintain disciplinary standards will likely result in denial.

SAFETY

Fire safety is also a community responsibility. Do not tamper with fire protection equipment to include smoke detectors, alarm boxes, and fire extinguishers. Keep exits free of clutter and obstructions. Report inoperative fire protection equipment immediately. If the dormitory fire alarm sounds:

- Stop what you are doing
- Turn out the lights
- Leave the room and close the door
- Calmly evacuate the building through the nearest exit
- Proceed to the Pizza Hut parking lot and form up for accountability

If you see a fire:

- Sound the alarm
- Call 911 (or direct someone else to call 911)
- Attempt to extinguish the fire (only if the fire is small and a fire extinguisher is available)
- Evacuate the building

Tornado Watch means weather conditions are favorable for tornadoes to form in the area. When in a Tornado Watch, AiTs will follow instructions provided by student leaders and staff members.

Tornado Warning means a tornado has been sighted in the area. Tornado Warnings are indicated by a 3 to 5 minute steady tone. AiTs will follow instructions provided by student leaders and staff members. If in a dormitory, proceed to the first floor hallway, ensure all doors are closed, and take cover away from windows. If outside, remain calm and take cover in the nearest building. If caught in an open area away from buildings, remain calm and take shelter in the lowest part of an open ditch or similar terrain. Remain sheltered until "all clear" is sounded or other instructions are given.

STUDENT MAIL

AiTs may receive mail at this address:

Rank First Last AFSC 6007 Cooley Ave. Bldg 1703 Fort Leonard Wood, MO 65473

Mail pick-up and distribution is a flexible process based on the number of Airmen available and the amount of mail being handled. All efforts will be made to distribute mail as efficiently and effectively as possible. Be prepared to come to CQ to pick up mail at times which will be announced by your chain of command. Students expecting important mail may request special arrangements with an MTL.

Mail does not run on the weekend.





ATTACHMENT 2: ROOM INSPECTION CHECKLIST

1. Trash Cans:

- ✓ Will be emptied daily
- \checkmark Will be lined with a plastic bag

2. Floors:

- \checkmark Tile floors will be swept and mopped
- ✓ Do <u>not</u> use furniture polish on floors

3. <u>Mirror/Mirror Light/Mirror Tray:</u>

✓ Will remain clean at all times

4. Entrance Door:

- ✓ Do <u>not</u> attach any items to the interior or exterior of the door
- ✓ Rugs are <u>not</u> allowed outside of doors in the hallway

5. <u>Walls/Ceiling:</u>

- \checkmark Keep walls clean and free from smudges and dirt
- Nothing will be glued, taped or nailed to the walls (tack strips are provided for this purpose)
- \checkmark Nothing will be attached to the ceiling of the room

6. <u>Odors:</u>

 \checkmark Room will be free of any foul odors

7. Wall Lockers/Closets:

- \checkmark Ensure lockers are locked and secure before you depart the room
- \checkmark Clothes should be arranged neatly on hangers, in drawers and on shelves
- ✓ Kept in an orderly manner at all times
- ✓ Do <u>not</u> store dirty clothes, trash, or open food inside wall lockers. (Dirty clothes will be kept neatly in laundry bags or laundry basket)
- ✓ Do <u>not</u> store anything on top of wall lockers

8. Desks & Nightstands:

- ✓ Clean, dusted and organized
- ✓ Drawers should be neatly organized

9. <u>Chairs:</u>

 \checkmark Clean and free from dust

10. <u>Refrigerator:</u>

- ✓ Clean the refrigerator inside and out
- \checkmark Clean the rubber seal removing any mold, mildew, food, or hair
- ✓ Frost build up will not exceed $\frac{1}{4}$ inch in freezer portion
- \checkmark Remove any moldy or spoiled food from the refrigerator

11. <u>Beds:</u>

- \checkmark Clean and dust the headboard, footboard and bed frame
- ✓ If using your own linen, the bed will be made in a neat manner. Comforters will <u>not</u> be allowed to hang to the floor because shoe displays must be visible
- \checkmark Pillows will be placed under the bedspreads or comforters
- ✓ Place a new, crisp, completely filled-out AETC Form 341 on your bed in plain view

12. Linen Exchange for Beds:

✓ Linen Exchange is available at CQ

13. <u>Toilet:</u>

 \checkmark Clean the entire toilet! (Yes, the entire toilet)

14. Vanity/Sink:

- \checkmark Clean the sink and counter top
- ✓ Clean and polish faucets
- ✓ Sink counter tops will be free of any products to include toothbrush, toothpaste, mouthwash, etc.

15. Shower:

- ✓ Bathroom walls, shower tiles, showerhead, and soap holder will be free of mold, mildew, and soap scum
- \checkmark Clean shower curtain on both sides: inside and out

16. Security Violations:

✓ Secure all valuables in your locked locker. These include: cash, personal checks, credit cards, and phone cards. Valuables also include electronic devices such as: cell phones, portable CD players, laptops, etc.

17. Heating, Ventilation, and Air Conditioning:

✓ Clean all vents in your room

18. Electrical Safety:

- ✓ Electrical heating units and appliance are prohibited from being in rooms. These include such items as electric heaters, warming plates, coffee pots, any cooking devices, or similar appliances
- ✓ Surge protectors will be used in place of extension cords. Extension cords are unauthorized

19. Windows/Blinds:

- ✓ Clean windows, windowsills, blinds and enclosures
- \checkmark When room is vacant, close and lock all windows

NOTE: Rooms are graded as common areas and private areas. Infractions in room common areas are assessed to all occupants while infractions in private areas are only assessed to the occupying Airman. Airmen who receive 3 cumulative demerits will fail their room inspection.

ATTACHMENT 3: PROPER OCP WEAR



ATTACHMENT 3: 368TH TRAINING SQUADRON HISTORY

The 368th Training Squadron is descended from the 368th Bombardment Squadron. The 368th Bombardment Squadron (Heavy) was established in early 1942 and operated the B-17 Flying Fortress with distinction over Nazi Germany and occupied Europe through World War II. Tragically, the 368th lost 122 brave Airmen during the war. Through their selfless sacrifice, the 368th fought on and earned the following campaign streamers:

- Air Offensive, Europe
- Normandy
- Northern France
- Rhineland
- Ardennes-Alsace
- Central Europe
- European-African-Middle Eastern (EAME) Theater

After the war, the 368th remained in Europe for mapping and reconnaissance. It was demobilized in Germany at the end of 1946.

The 368th Bombardment Squadron was reactivated in 1948 as a B-29 Superfortress squadron at MacDill AFB, Florida under the Strategic Air Command. The 368th worked tirelessly to ward off Soviet Union aggression through skillful application of nuclear deterrence from the beginning of the Cold War, through the Cuban Missile Crisis, and into the 1960s. The 368th transitioned to the B-50 Superfortress, then again to the B-47 Stratojet before being deactivated in 1963.

The United States Air Force has conducted training at Fort Leonard Wood since the 1970s under the banner of multiple various organizational flags. Prior to October 2018, we were designated as "Detachment 1" under the 364th Training Squadron. On 17 October 2018, the Air Force saw fit to recognize us as a squadron and re-activate the mighty 368th again.

Welcome, Vikings, to the 368th Training Squadron! Yours is a proud heritage of service, sacrifice, and readiness. Remember those who came before you and build on their legacy.



SHARPEN THE AXE!

READY TO FIGHT TONIGHT!

