



# BMT STUDY GUIDE

DESIGNED FOR  
AETC COURSE USE.  
NOT INTENDED  
FOR USE ON THE JOB.



STUDY GUIDE  
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37TH TRAINING WING  
737TH TRAINING GROUP  
JBSA - LACKLAND, TX

# AIRMAN'S CREED

**I AM AN AMERICAN AIRMAN.  
I AM A WARRIOR,  
I HAVE ANSWERED MY NATION'S CALL.**

**I AM AN AMERICAN AIRMAN.  
MY MISSION IS TO FLY, FIGHT AND WIN.  
I AM FAITHFUL TO A PROUD HERITAGE,  
A TRADITION OF HONOR,  
AND A LEGACY OF VALOR.**

**I AM AN AMERICAN AIRMAN.  
GUARDIAN OF FREEDOM AND JUSTICE,  
MY NATION'S SWORD AND SHIELD,  
ITS SENTRY AND AVENGER.  
I DEFEND MY COUNTRY WITH MY LIFE.**

**I AM AN AMERICAN AIRMAN:  
WINGMAN, LEADER, WARRIOR.  
I WILL NEVER LEAVE AN AIRMAN BEHIND,  
I WILL NEVER FALTER,  
AND I WILL NOT FAIL.**

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# PREFACE

This *Basic Military Training Study Guide (BMTSG)* contains military studies information. Some chapters have rules and procedures you must follow while you are here; others contain academic subjects you must know in order to pass the end-of-course written test. The end-of-course test is a 100-question written test that you must pass with a 70% or higher score in order to graduate basic training. You will be eligible for honor graduate recognition if you score higher than 90% on the test. You will be taught all of the subjects you need to know and it is your responsibility to study at every possible opportunity. You will also be evaluated on the Memory Work Chapter throughout basic training.

After Basic Military Training (BMT), use the *BMTSG* only as a reference source. You will later receive the *Air Force Handbook 1, Airman (AFH 1)* which expands on the material you learn here.



*"You will never know how much it has cost my generation to preserve your freedom. I hope you will make good use of it."*

**JOHN QUINCY ADAMS**  
6th President of the US  
1825–1829



*To whom much is given, much is expected, so always strive to do what is right".*

**– SHIZUYA HAYASHI**

*"Every day has its test, and every time we fail to do what is right, we weaken our character and the character of this great country".*

**– ROBERT J. MODRZEJEWSKI**

# WINGMAN DEFINED

(WHAT IT ISN'T AND WHAT IT IS)

**BACKGROUND:** The “wingman” concept comes from the operational Air Force. When combat aircraft crews train, deploy, and fight, they do so as teams. Combat aircraft are powerful weapon systems flown by highly trained pilots; however, the pilot cannot see behind the aircraft. The pilot’s “6” (or 6 o’clock position) is extremely vulnerable to enemy aircraft and missiles. With another aircraft 1 mile to the left or right, each pilot can easily see the other’s “6”, detect threats and take evasive action.

**IN BMT:** Having a good wingman in BMT is just as important as having a good wingman in combat.



**It's Not:** Just having another person with you, knowing your wingman’s name or pairing up to transit the base.

**It's About:** Relying on each other as a team to accomplish tasks you’ve been given. Wingmen are part of a larger team too – you must be a good wingman to every member of your BMT-AF team. Ultimately, it’s Service Before Self.

## CHARACTERISTICS OF A GOOD WINGMAN

- Treats others with respect and dignity – ALWAYS
- NEVER touches another with out permission; reflects respect
- Holds each other accountable for professional behavior – reports uncorrected misconduct to the MTI, or other military leaders, or uses the *Feedback Form*
- Knows EVERYONE has value to add (figures out strengths and uses them)
- Seeks out and helps those in need – so the whole team thrives
- Always alert for danger/treats – checks each other’s “6” – speaks up when a fellow wingman needs help from a chaplain or medical provider

**I WILL NEVER LEAVE A WINGMAN BEHIND:** Practicing this now may take effort at first, but will soon become automatic. By being a good wingman, you and your flight will not only succeed in BMT but on the battlefield as well, when your lives depend on it.



# WELCOME TO THE UNITED STATES AIR FORCE

Congratulations on your decision to become an Airman in the world's greatest Air Force! The Air Force has a proud tradition in serving this Nation. By joining, you follow in the footsteps of those who have served before you and committed themselves to protect and preserve the Constitution of the United States.

**WE THE PEOPLE OF THE UNITED STATES, in Order to form a more perfect union, establish Justice, ensure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.**  
(Preamble to the Constitution of the United States of America)

**ARTICLE 1 · Congress has power to establish armies..**

**ARTICLE 2 · The president shall be commander in chief..**

You deserve to be most proud of your decision. Our Nation needs dedicated Airmen and rightfully places them in a position of honor. It also places special trust in every Airman that they will live up to their obligations as reflected in the Oath of Enlistment.

**"I (state your name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God"**

Airmen earn the respect of their grateful Nation by living up to the principles embedded in the Airman's Creed and the Air Force Core Values of **INTEGRITY FIRST, SERVICE BEFORE SELF** and **EXCELLENCE IN ALL WE DO**. It is what sets us apart from all others.

Being an Airman in the United States Air Force is a way of life. Conducting yourself at all times so as to bring credit upon you and this country is at the core. It's about knowing the right things to do and having the courage to always do them.

Every task, whether it be promoting peace and democracy throughout the world, combating terrorism and evil, of performing humanitarian missions, or caring for your wingman and family each day, regardless of what it is, will be a test. For Airmen it is a test of our Core Values. And this begins with your character.

Your character influences everything you do. What will be your legacy? What will you be known and remembered for as you step forward on the journey to becoming a "Warrior Airman of Character"? Enjoy and make the most of this awesome experience!

# TRAINEE RULES OF CONDUCT

## YOU ARE PROHIBITED FROM:

- Purchasing, possessing or consuming any alcoholic beverage
- Purchasing, possessing or using any tobacco products
- Purchasing, possessing or using any over-the-counter medication/supplements (except cough drops) not prescribed or cleared by a military medical doctor
- Purchasing, possessing or inhaling aerosol products. These products are strictly prohibited and you are not allowed to purchase them while attending Basic Military Training (BMT)
- Purchasing or possessing any obscene or pornographic material
- Taking any food items into the dormitory (**EXCEPTION:** authorized nutrition bars)
- Soliciting, disclosing, receiving or obtaining any information pertaining to 737 TRG tests or answer sheets before, during or after testing
- Operating any motor vehicle
- Entering an opposite gender dormitory, at any time, without a military training instructor (MTI) being present. If the MTI leaves the dormitory, opposite gender trainees return to their own dormitory
- Entering any "OFF-LIMITS" area, on or off base, including the mechanical areas of Recruit Housing & Training (RH&T) and Airman Training Complex (ATC)
- Traveling without a wingman
- Using profanity or obscene language
- Entering any empty area, such as an empty dorm bay, the PT/Supply room after duty hours, the linen closet or any other empty room or building is prohibited unless accompanied by a wingman of the same gender and entering such area has a clear training objective
- Hitchhiking or waiting alongside any street or road for the purpose of obtaining transportation in a POV
- Using any patio area other than the one in the squadron you are presently assigned to unless approved by the flight MTI and squadron leadership
- Engaging in public displays of affection (PDA), for example, kissing, holding hands, hugging, walking arm-in-arm (escorting), since it detracts from the professionalism and standards of conduct expected from military members while in uniform. While avoiding PDA is the expected custom of all military members, there are some brief exceptions. A brief display of affection, such as a hug or kiss at homecomings, deployments and graduations is acceptable with moderation and respect
- Participating in any game of chance played with or without any type of gambling device
- Making sexual advances toward or seeking or accepting sexual advances or favors from anyone, including any 737 TRG personnel or other basic trainees
- Using threats, pressure or promise of return favors or favorable treatment for the purpose of gaining sexual favors from anyone, including 737 TRG personnel or other basic trainees
- Collecting or soliciting money from other basic trainees
- Going off base, except for Town Pass and other official duties
- Wearing civilian clothing. You must remain in uniform at all times to include Town Pass, unless otherwise directed. Swimming at local hotels and theme parks is prohibited
- Using phone prior to the retreat/coin ceremony without the express permission and direct oversight of squadron leadership. **NOTE:** All trainees receive a policy briefing on the use of cell phone in BMT. Trainees are required to sign a roster acknowledging understanding and the consequences associated with any violations of that policy



- Receiving any visitors until after the retreat/coin ceremony. This includes meetings at the chapel or other base facilities
- Visiting military lodging facilities or base housing, unless family members reside in these accommodations, during 8 WOT liberty/town pass. You must receive squadron leadership approval prior to visiting these locations during 8 WOT weekend
- Establishing a relationship with your MTI or other AETC staff members. You will not establish, develop, or attempt to develop a social, personal, intimate or sexual relationship. This includes face-to-face or via cards, letters, emails, telephone calls, instant messages, video, on-line media such as Facebook, or by any other means
- If a technical training student must communicate with an MTI for a professional matter, that contact must be coordinated through supervisory personnel (IS/MTL) and be in person or by telephone voice call
- Trainees are prohibited from: engaging in profanity or any speech that threatens violence, degrades, belittles, or demeans a trainee; any language that slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, sexual orientation, or physical stature
- Trainees will interact with other trainees in a professional manner and only touch another member when necessary to accomplish training tasks and/or objectives. Trainees are not restricted from speaking to trainees of the opposite gender. Professional conversations and appropriate greetings are authorized
- Wearing OCPs or service uniform while participating in athletic activities at the fitness center or playing golf
- Trainees are required to demonstrate modesty by being dressed or partially dressed (e.g. undergarments in the dormitory). Trainees will at a minimum wear a towel around themselves to and from the shower/latrine area

# TIPS TO STAY HEALTHY

1. **WHAT IS ONE OF THE TOP REASONS BASIC TRAINEES AND AIR FORCE MEMBERS MISS TRAINING TIME OR WORK?**  
They get sick!
2. **ARE YOU MORE LIKELY TO GET SICK AT BASIC TRAINING?**  
Yes, because of the crowded environment, stress, and bringing people together from many different geographic areas with lots of different bacteria and viruses. This is also true when you deploy.
3. **WHAT IS THE BEST THING FOR YOU TO DO TO KEEP FROM GETTING SICK, AND TO KEEP OTHERS FROM GETTING SICK?**  
Wash your hands at least 5-6 times a day! Use soap and warm running water and rub hands together for at least 15- 20 seconds (sing the Air Force song once). Be sure to scrub under fingernails and clean up to wrists.
4. **WHEN SHOULD YOU WASH YOUR HANDS?**
  - Always before you eat and after using the latrine
  - After handling garbage
  - If you are sick, wash hands as often as possible so you don't spread disease to other trainees
5. **IF YOU CANNOT WASH HANDS WHAT SHOULD YOU DO?**  
Use antibacterial cleanser or hand wipes, but hand washing is better.
6. **IF YOU ARE COUGHING/SNEEZING WHAT SHOULD YOU DO IN ADDITION TO WASHING YOUR HANDS AS OFTEN AS POSSIBLE?**
  - Use a tissue every time you cough or sneeze and throw it away after using it
  - If you CANNOT use a tissue, at least cover your mouth and nose with your upper sleeve, and then wash your hands **ASAP**
  - Encourage flight members to cover their nose and mouth, even while in formation
7. **WHAT ELSE CAN YOU DO TO STAY HEALTHY?**
  - Brush teeth and shower daily (accumulated bacteria/viruses in the mouth and on skin can cause sickness)
  - Never use water from the toilet to wash hands or brush teeth as this water contains billions of harmful bacteria. However, you may brush your teeth in the shower
  - Wear clean underwear and socks every day, and never wear your uniform more than 2 days in a row
  - Do not eat or drink (including from water bottles) after anyone
  - Eat healthy food, drink plenty of fluids and get enough sleep
8. **IF YOU GET SICK WHAT SHOULD YOU DO?**
  - Tell your MTI you are ill and go to sick call
9. **IS LIMITING USE OF SINKS, LATRINES AND SHOWERS GOING TO HELP YOUR FLIGHT?**
  - No, it is not. It might save a little time, but more people in your flight will probably get sick because they do not have enough time to get cleaned up, and they are spreading their bacteria/viruses around a smaller area
  - Do not limit the use of these areas or the use of soap. Wet sinks are allowed during inspections, so use **ALL** the sinks to wash your hands
10. **IS PRACTICING GOOD HYGIENE IMPORTANT WHILE DEPLOYED AND DURING YOUR ENTIRE AIR FORCE CAREER?**  
Absolutely. You will be fit to fight while deployed, stay healthier and have more success at your home base if you practice good hygiene.



## **TIPS TO STAY HEALTHY IN THE HEAT**

### **Do**

- Hydrate with ½ bottle of water in the morning before physical training
- Hydrate at meals as directed
- Drink at least ¾ to 1 bottle of water per hour when working in hot conditions, but never more than 2 bottle of water per hour or 16 bottles of water per day. Each water bottle is 1 quart
- Get as much rest as possible
- Avoid overexposure to the sun during hot summer months
- Keep your head covered when exposed to the sun
- Wear sunscreen
- Take medications as prescribed by a medical provider

### **Do Not**

- Overexpose yourself to the sun
- Over-exercise in hot weather

### **TAKE EXTRA PRECAUTIONS IF YOU:**

- Come from a colder climate
- Have an illness or have recently been ill
- Have recently had a fever
- Have ever had a heat illness
- Are out-of-shape
- Are taking any medications, prescription or non-prescription products

### **WARNING SIGNS AND SYMPTOMS**

Indications of possible heat illness or water intoxication

#### **EARLY SIGNS/SYMPTOMS**

- Dizziness
- Headache
- Dry mouth
- Nausea
- Faint
- Weakness
- Muscle cramps
- Lots of Sweating
- Cool, gray skin

#### **LATER SIGNS/SYMPTOMS**

- Loss of consciousness
- Hot body, high temperature
- Headaches
- Dizziness
- Red face and skin
- Rapid pulse

**NOTE: IF YOU HAVE THESE SIGNS/SYMPTOMS, ESPECIALLY IF MORE THAN ONE OF THEM IS PRESENT, INFORM YOUR MTI ASAP!**

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# IMPORTANT THINGS TO REMEMBER



## **HYDRATION SCHEDULE**

WATER BOTTLE: I must drink  $\frac{3}{4}$  to 1 bottle every hour, not to exceed 2 bottles in an hour. I will not exceed 16 bottles in one day.

## **FOOD ALLERGIES AND DIETARY NEEDS**

Do you have any known allergies to food items?

Do you have special dietary needs (e.g., vegetarian, Halal, Kosher or other)?

If you answered yes to either of these questions, please inform your MTI team of your specific needs as soon as possible.

## **REPORTING STATEMENT**

Sir or Ma'am, trainee \_\_\_\_\_ reports as ordered.

## **VERBAL GREETINGS**

You will render a verbal greeting to all permanent party personnel (e.g., officer, enlisted and civilian) when passing them.

**EXAMPLE:** Good morning Sir/Ma'am or Good afternoon Sir/Ma'am.

## **MY ADDRESS**

AB \_\_\_\_\_  
\_\_\_\_\_ TRS/FLT \_\_\_\_\_ (Dorm \_\_\_\_\_)  
1320 Truemper St Unit 36 \_\_\_\_\_  
JBSA-Lackland, TX 78236- \_\_\_\_\_

## **PHONE NUMBERS**

Squadron Commander: \_\_\_\_\_  
Squadron Charge of Quarters (CQ): \_\_\_\_\_  
Squadron First Sergeant: \_\_\_\_\_  
Scheduling Office 24 hour line: \_\_\_\_\_

**MY ROSTER NUMBER IS** \_\_\_\_\_

**SENSITIVE SKILLS BRIEFING** \_\_\_\_\_

## **CORE VALUES**

These are the United States Air Force (USAF) Core Values. Study them ...understand them ...follow them ...and encourage others to do the same.

- Integrity First
- Service Before Self
- Excellence In All We Do

## INTRODUCTION TO WAR SKILLS AND MILITARY STUDIES

*Each of you will spend many hours in classroom lectures learning about numerous War Skills and Military Studies (WSMS) subjects. These classes are designed to increase your knowledge and help you become a Warrior Airman of Character. Developing effective study habits and test taking skills can be beneficial to help you meet your goals and succeed at Basic Military Training (BMT) and beyond. During BMT, these skills can help you better prepare for the various performance evaluations and make you more competitive for awards. BMT is a fast-paced and demanding training environment so use these tools to help make the most of your journey.*

### SUMMARY

- » Effective Study Habits
- » Test-Taking Skills
- » Performance Evaluation
- » Awards

### EFFECTIVE STUDY HABITS

#### **ADOPT A STUDY SYSTEM THAT WORKS FOR YOU**

Find the study system that best suits your needs and will help you meet the challenges of BMT. If you had study habits that worked well for you in the past, continue using those techniques. Regardless of what methods you use, the important thing is to develop an approach that works for you and gives you great results. Applying these skills can be an excellent way to identify gaps in your learning, retain key information, clarify materials, reinforce what you learned and prepare for performance evaluations.

#### **Study Habits:**

- **Plan ahead:** at night and on weekends, review what you have learned and preview the next day's or week's classes for main ideas. Studying a little every day is far better than trying to cram at the last minute
- **Keep a positive attitude:** your attitude toward studying will influence how well you learn. If you do not feel like studying, make excuses or rationalize why you cannot do well, you set yourself up to do poorly. Believe in yourself and keep a positive attitude; if you convince yourself you can succeed, you will
- **Avoid distractions:** many distractions exist, but try to minimize them. One area of concern is personal issues; if you have minor issues, try to temporarily put them aside. If there are items you need to deal with immediately, do so and gain assistance from your wingman or Military Training Instructor (MTI), if needed
- **Overcome barriers:** barriers can take many forms and can include distractions; lack of concentration; fatigue; stress; low self esteem; noise; insufficient lighting; and poor vocabulary, study habits and time management skills
- **Study time:** study for 30 - 60 minutes with a 5 - 10 minute break between sessions. You tend to learn more by the repetition of these shorter sessions. Also, since time is so limited, study when allowed while standing in formation
- **Recalling:** after studying or returning from a break, force yourself to mentally recall what you just learned
- **Ask questions:** formulate questions to help you increase understanding and to clarify main points. If you do not understand the material, ask questions during class
- **Designate a study area and time:** this may be difficult in BMT, but do your best. Find the most appropriate area, and then study at the designated time every day

## **READING**

Reading forms the basis of your study skills so improving your reading skills can be very beneficial.

### **Reading Skills:**

- **Adjust your reading speed to the difficulty level:** speed up on the easy parts and slow down on the more difficult areas. If something is familiar to you, read faster; if it is unfamiliar, read slower
- **Minimize the need to vocalize (read aloud) while reading:** stop vocalizing by looking for key words, main ideas or images. One technique is to shift your focus from a small area of print to a larger area
- **Do not read individual words one at a time:** doing this is very ineffective. Let your eyes follow your hand or another object quickly. Concentrate on reading groups of words or every second or third word
- **Avoid re-reading passages:** to prevent constantly re-reading, avoid distractions, concentrate and find the best study area you can. It may help to cover up what you just read so you will not get distracted by it
- **Do not let unknown words slow you down:** figure out the meaning of words by seeing how they are used in a sentence. To improve your vocabulary and comprehension, read more and study the meaning of words
- **Practice reading to improve your skills:** most of us depend on habits we formed when we learned to read and never put much effort into improving these skills. If you have not taken steps to improve, start now

### **Reading for Study**

A tried and true method is to use the survey, question, read, recall and review method:

- **Survey:** preview the material to gain an idea of the main ideas (e.g., headings or bold print)
- **Question:** after surveying, write questions about the subject you want answered
- **Read:** read carefully to find out more detailed information and to search for answers to your questions
- **Recall:** to help you retain the information, try to summarize each section. Your goal is not to remember everything you read, but to rephrase or summarize main ideas or important points
- **Review:** now review what you just read. Skim a section or chapter immediately after reading it, and then review any notes or questions you wrote

### **Reading to Remember**

- **Organize the information:** arrange ideas into small groups to help you remember
- **Make the information relevant:** connect the new information to things you already know
- **Learn actively:** try to use all of your senses. Get up and move around as if you are practicing for a speech
- **Use your long-term memory:** do this by reviewing the information several times. It often helps to change the order of information you recite during this review

## **EFFECTIVE LISTENING**

You will spend a lot of time in your life listening. You may as well make the most of it by using it to enhance your learning experience. In BMT, it can help you become a better trainee and wingman, but it does require effort and practice.

### **Listening skills:**

- **Prepare:** the night before class, review the next day's chapters (ask your flight's Academic Monitor, if needed)
- **Concentrate:** during class, focus on the message (what is being said) instead of judging the delivery and mannerisms (the way something is said) of the WSMS Instructor
- **Take notes:** stay focused on the material by taking notes
- **Stay physically alert:** maintain a comfortable position and try not to slouch. If you feel sleepy, hydrate; if this does not help, take your gear, move to the back of the class and stand up
- **Stay mentally alert:** keep your mind engaged by asking questions or comparing the lecture to the chapter
- **Use the time gap to your advantage:** the average speaking rate is 120 words per minute and the average processing rate is 500 words per minute. Use the extra time to recall, rephrase and summarize the material

## **NOTE TAKING**

Learning to take better notes can help your overall study habits. You may find the following techniques helpful:

- Write short notes or highlight areas in the *BMTSG* that the WSMS Instructor emphasizes or repeats (do not write everything down as it may overwhelm you and cause you to miss key points)
- Concentrate on finding, summarizing and understanding main points
- Define key words
- Paraphrase key items by writing them in your own words
- Pay attention to the entire class; it is easy to lose focus towards the middle and end parts of a class
- Organize your notes and rewrite them if necessary
- Pay attention to the visual aids

Make it a habit to review your notes and your *BMTSG* at the end of each day as repetition aids the learning process. On average, you can usually only recall about 50% of material after 48 hours. To counteract this, use your long-term memory by reviewing the information several times. You can also participate in study groups if you find this method helpful.

## **TEST-TAKING SKILLS**

Advanced preparation is the key to doing well on tests. Use the skills discussed here to prepare, gain a better understanding of your subject material, lower your anxiety and help you obtain better test scores. By understanding test-taking techniques and common problems and solutions, it can help you reach your full potential.

- **Have a positive attitude:** this can go a long way toward success and help decrease stress and fear
- **Plan:** make a plan to study daily, and then stick with it. This will help you to be prepared and reduce stress and fear
- **The night before:** it is better to do a quick review and go to bed as early as possible. Your body and brain need sleep to function at their best. On the other hand, cramming is usually ineffective and stressful
- **The day of the test:** eat a good meal before the test as you can think better on a full stomach
- **Manage your time:** do not rush through the test and make needless mistakes. There is no prize for finishing first. Figure out how many minutes you can spend on each question and monitor your time accordingly. If there is a question that is stumping you, skip it and come back to it after you finish all of the other questions
- **Read carefully:** carefully read the entire question and all possible answers, and then select the most correct answer. Do not select the first answer that looks correct as many of the answers may be close and you may pass over the most correct answer
- **Process of elimination:** use this process to eliminate answers that cannot be correct
- **Difficult questions:** do not let them get you worried or frustrated. Reread the question and choose the best answer and come back to these questions after you finish the rest of the test
- **Do not change your answers:** once you mark an answer, you are better off leaving it alone. Do not change it unless you are absolutely positive another answer is correct. Experience shows that your first impression is usually correct
- **Review your answers:** after you finish the test, use the remaining time to double-check all of your answers; check for careless errors such as skipping a question (not marking an answer) or marking the wrong answer



## :: TEST TAKING PROBLEMS AND SOLUTIONS

Problems	Solutions
<b>FEAR</b>	<p>Keep a positive attitude, prepare properly and perform breathing exercises to help combat fear.</p> <ul style="list-style-type: none"> <li>■ If you tell yourself you will do well, it will help you do just that; however, if you tell yourself the test will be difficult and that you are likely to fail, it can cause you to do just that</li> <li>■ Make a study plan to complete daily and stick to it</li> <li>■ Perform the deep breathing exercise: take a deep breath in, hold it for 10 seconds and slowly exhale. Repeat this exercise several times to calm yourself down</li> </ul>
<b>MENTAL BLOCK</b>	<p>If you are unable to concentrate or have a temporary memory block, <b>Do Not Panic or Give Up</b>. Know that these temporary lapses of memory are normal. Simply, take a few moments to perform the deep breathing exercise, and then get back to the test.</p>
<b>OVERCONFIDENCE</b>	<p>Prevent overconfidence by listening to and following all directions and reading each question and all answers completely before selecting your answer.</p>
<b>IRRITATION</b>	<p>Keep a positive attitude as becoming irritated can cause you to stress out, lose your concentration and to miss more questions. Take a few moments to perform the deep breathing exercise, and then get back to the test.</p>
<b>NOT ENOUGH TIME</b>	<p>To prevent not having enough time to finish the test, plan your time before you start the test. Figure out how many minutes you can spend on each question and monitor your time accordingly. If there is a question that is stumping you, skip it and come back to it after you finish all of the other questions. <b>Do Not Panic!</b></p>
<b>MECHANICAL ERRORS</b>	<p>Mechanical errors, such as mismarking an answer, are common and can occur when you rush or are careless. Prevent these types of errors by slowing down, paying attention to detail and marking answers carefully.</p>

## PERFORMANCE EVALUATION

It is a challenge to learn all you can and succeed at BMT. Set goals and then exert the time and effort necessary so you can meet and/or exceed your goals. **REMEMBER TO GIVE IT ALL YOU HAVE GOT!**

There are three types of evaluations at BMT:

1. **Appraisals:** informal evaluation to identify your day-to-day progress.
2. **Progress checks:** a formal documented evaluation. This is when your MTI observes you to see if you have mastered a task.
3. **A 100-question End of Course (EOC) test:**
  - ▶ Each trainee must complete a multiple-choice test with a minimum passing score of 70%
  - ▶ It is usually taken during the 6 week of training (WOT)
  - ▶ This test covers information from all of the WSMS classes listed in Fig 1
  - ▶ You will be eligible for honor graduate recognition if you score 90% or higher
  - ▶ If you fail the first EOC test, you will be scheduled for a re-evaluation. Your re-evaluation will be a different version of the 100 question EOC test covering information from all of the WSMS classes listed in Fig 1
  - ▶ Warning! You are prohibited from soliciting, disclosing, receiving or obtaining any information pertaining to the test before, during and after testing. Failure to follow these instructions is a violation of Air Force (AF) regulations and a crime under Article 92 of the Uniform Code of Military Justice (UCMJ)

## :: END OF COURSE TEST

COURSE NAME	COURSE NAME
Human Relations I	Suicide Awareness and Prevention
Comprehensive Airmen Fitness	Military Citizenship
Introduction to Air Force Combatives	Financial Readiness
Sexual Assault Prevention and Response Program	Career Progression and AF Quality Force
Basic Situational Awareness	Healthy Sexual Lifestyles
Basic Leadership, Character, and Followership	Joint Ethics Program
Mental Preparation for Combat	Healthy Lifestyles and AF ADAPT Program
Law of War	Environmental Management System
Air Force History I	Military Entitlements and Educational Opportunities
Introduction to the Code of Conduct	Base Referral Agencies
Cyber Awareness	Air Force History II
Nutrition Principles	Antiterrorism (AT)/Force Protection Level I
Human Relations II	Public Relations and the Media
Combat Stress Recovery	Joint Operations
Air Force Organization	Warrior Role
OPSEC Orientation	

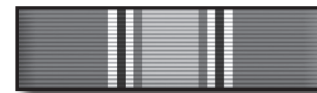
FIG 1

## AWARDS

Excellence In All We Do is one of the AF's Core Values. The AF recognizes individuals who demonstrate excellence and you can earn awards such as medals, ribbons, certificates of recognition, the right to compete for Honor Graduate recognition, an extra day of town pass or running with the group commander during the Airman's Run.

### MEDALS AND RIBBONS

The National Defense Service Medal was established by President Eisenhower to recognize honorable service during a time of war or national emergency. All personnel on active duty after 11 September 2001 are authorized the award of the National Defense Service Medal.



NATIONAL DEFENSE SERVICE MEDAL



BMT HONOR GRADUATE RIBBON

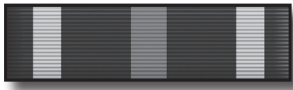
The BMT Honor Graduate Ribbon is based on the whole-person concept including academics, performance, leadership, teamwork and conduct. Up to 10% of weekly graduates may be designated as Honor Graduates. Earning the title of Honor Graduate is reserved for the "Best of the Best." In order to be eligible to compete for this award you must receive the following:

- You must receive a satisfactory grade on all of the following trainee performance areas:
  - ▶ RLA, Drill Movements, Reporting Procedures, Rank Recognition, Rendering Courtesies, M16 Trainer Weapon, Dress and Appearance, FEST, Principles of First Aid and CVRs
- Your RLA evaluation is based solely on item failures and points. The fewer item failures you receive, the more points you will be awarded
- Participate in CBRN, CATM and BEAST
- Receive a score of 90% or higher on the EOC Test
- Attain a minimum fitness composite score of 90% or higher on the final PT evaluation

The Small Arms Marksmanship Ribbon is awarded to all US Air Force service members who qualify as "expert" in small-arms marksmanship with the M16 rifle.



**SMALL ARMS MARKSMANSHIP  
RIBBON**



**AIR FORCE TRAINING  
RIBBON**

The Air Force Training Ribbon was authorized by the Chief of Staff, AF on 12 October 1980. It is awarded to US Air Force service members upon completion of initial accession training after 14 August 1974.

### **OTHER AWARDS**

Performing your best with PT has important health and welfare benefits. To stress the importance of fitness and help you strive to improve your fitness level, BMT recognizes the following PT accomplishments:

<b>Fitness Category</b>	<b>Final Fitness Evaluation</b>	<b>Recognition</b>
Top PT Male/Female	Fitness composite score Fastest run time in BMT week group Waist circumference Sit-ups/push-ups	Sunday town pass and fitness award  The top PT performers in BMT earn the privilege of running with the group commander at the front of the Airman's Run formation
Top PT Flight Male/Female	Overall flight fastest average run time in BMT week group	Sunday town pass
Warhawk	AF Fitness Assessment "100"	Sunday town pass and BMT fitness certificate
Thunderbolt	AF Fitness Assessment "90-99"	BMT fitness certificate

### **SUMMARY**

You have firsthand experience of how challenging it is to attend numerous lectures and improve your knowledge in so many areas. Do not let this process and amount of information overwhelm you; instead make a plan, apply the tools discussed in this lesson and use your time wisely. If you do your best, you can be proud of your accomplishments and some of you may also be recognized by receiving various types of awards.

## MEMORY WORK



Fill in the names of the individuals that hold the duty titles listed below. Fill in the titles and names of your instructor team and memorize them by the end of the 1st day of training. All other titles and names that are shaded with gray must be memorized by the end of the 1 week of training (WOT). The titles and names not shaded are for informational purposes only.

CHAPTER SUMMARY
» Emergency Management
» Air Force Rank Recognition

DUTY TITLE	NAME
PRESIDENT OF THE UNITED STATES	
SECRETARY OF DEFENSE (SECDEF)	
SECRETARY OF THE AIR FORCE (SECAF)	
CHIEF OF STAFF OF THE AIR FORCE (CSAF)	
CHIEF MASTER SERGEANT OF THE AIR FORCE (CMSAF)	
COMMANDER, AIR EDUCATION & TRAINING COMMAND (AETC)	
COMMAND CHIEF MASTER SERGEANT (CCM), AETC	
COMMANDER (CC), 2 AF	
COMMAND CHIEF MASTER SERGEANT, 2 AF	
COMMANDER, 37 TRW	
VICE COMMANDER, 37 TRW	
COMMAND CHIEF MASTER SERGEANT, 37 TRW	
COMMANDER, 737 TRG	
DEPUTY COMMANDER, 737 TRG	
SUPERINTENDENT, 737 TRG	
SQUADRON COMMANDER	
SQUADRON DIRECTOR OF OPERATIONS (DO)	
SQUADRON SUPERINTENDENT	
FIRST SERGEANT	
M16 TRAINER WEAPON SERIAL NUMBER	

**\*\*Memorize the warning signals described in the chart below by the end of the 1 WOT\*\***

During an actual disaster or exercise, use the shortest possible route to any "A" level dormitory (RH&T) or assigned classroom or any second floor dormitory (ATC). If you are outside the squadron area (e.g. returning from an appointment) during an actual disaster, take **IMMEDIATE** cover. When told to do so, report to your assigned shelter \_\_\_\_\_ (in your squadron area).

<b>U.S. AIR FORCE EMERGENCY NOTIFICATION SIGNALS</b>			
<b>CONDITION</b>	<b>IF YOU HEAR</b>	<b>THIS INDICATES</b>	<b>INDIVIDUAL ACTIONS</b>
<b>DISASTER WARNING<sup>1,3</sup></b>	3-5 MINUTE STEADY TONE ON SIREN OR SIMILAR WARNING DEVICE  OR VOICE ANNOUNCEMENT	A DISASTER/INCIDENT AFFECTING THE BASE IS IMMINENT OR IN PROGRESS <b>EXAMPLES:</b> TORNADOES, FLASH FLOODS, HAZARDOUS MATERIAL RELEASES, WILDFIRES	<ul style="list-style-type: none"> <li>• BE AWARE; ENSURE ALL PERSONNEL ARE WARNED</li> <li>• FOLLOW INSTRUCTIONS TO TAKE COVER, EVACUATE TO A SAFE LOCATION, OR SHELTER</li> <li>• CONDUCT PERSONNEL ACCOUNTABILITY<sup>4</sup></li> </ul>
<b>ATTACK WARNING<sup>1,2,3</sup></b>	3-5 MINUTE WAVERING TONE ON SIREN OR SIMILAR WARNING DEVICE  OR VOICE ANNOUNCEMENT	AN ATTACK/HOSTILE ACT IS IMMINENT OR IN PROGRESS <b>EXAMPLES:</b> VEHICLE BOMB, TERRORIST RELEASE OF CHEMICAL, BIOLOGICAL, RADIOACTIVE MATERIAL	<ul style="list-style-type: none"> <li>• BE ALERT; ENSURE ALL PERSONNEL ARE WARNED</li> <li>• IMPLEMENT SECURITY MEASURES, AS APPROPRIATE</li> <li>• FOLLOW INSTRUCTIONS TO TAKE COVER, EVACUATE TO A SAFE LOCATION, OR SHELTER</li> <li>• CONDUCT PERSONNEL ACCOUNTABILITY<sup>4</sup></li> </ul>
<b>ALL CLEAR<sup>3</sup></b>	VOICE ANNOUNCEMENT	THE IMMEDIATE DISASTER THREAT HAS ENDED OR THE ATTACK IS OVER	<ul style="list-style-type: none"> <li>• REMAIN ALERT FOR SECONDARY HAZARDS</li> <li>• ACCOUNT FOR ALL PERSONNEL</li> <li>• REPORT FIRES, INJURIES, HAZARDS, AND DAMAGE</li> </ul>
<b>LOCAL PROCEDURES:</b>			
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. SEE AFI 10-2501, AIR FORCE EMERGENCY MANAGEMENT (EM) PROGRAM PLANNING AND OPERATIONS AND AFMAN 10-2504, AIR FORCE INCIDENT MANAGEMENT FOR MAJOR ACCIDENTS AND NATURAL DISASTERS FOR FURTHER GUIDANCE ON WARNING SYSTEMS AND PROTECTIVE ACTIONS.</li> <li>2. DURING WARTIME OR COMBAT OPERATIONS; AFVA 10-2511, USAF STANDARDIZED ATTACK WARNING SIGNALS FOR CBRNE MEDIUM AND HIGH THREAT AREAS; WILL BE USED TO INITIATE PASSIVE DEFENSE ACTIONS IN ACCORDANCE WITH AFMAN 10-2503, OPERATIONS IN A CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVE (CBRNE) ENVIRONMENT AS DIRECTED BY THE INSTALLATION COMMANDER.</li> <li>3. MONITOR COMMANDER'S CHANNEL OR LOCAL MEDIA FOR INFORMATION REGARDING SPECIFIC ACTIONS FOR BASE POPULACE.</li> <li>4. SENIOR RANKING PERSON ACCOMPLISHES PERSONNEL ACCOUNTABILITY AND REPORTS AS SOON AS POSSIBLE USING LOCAL PROCEDURES.</li> </ol>			

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AFVA10-2510  
29 September 2011

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## AIR FORCE RANK RECOGNITION




**\*\*You must complete all exercises and memorize all ranks and insignias by the end of the 2 WOT \*\***

Insignias identify the rank of each member of the Armed Forces. The Air Force (AF) insignia system has two major categories: officer and enlisted ranks. Each rank has a pay grade that begins with either the letter "O" for officer or "E" for enlisted. The enlisted pay grade is always one more than the number of stripes, thus, an individual with the pay grade of E-2 has one stripe. The enlisted ranks are further divided into three tiers: the Junior Enlisted Airman Tier, Noncommissioned Officer (NCO) Tier and Senior NCO (SNCO) Tier (for further information on the three tiers or on special SNCO positions, reference AFI 36-2618, *The Enlisted Force Structure*).

### ENLISTED INSIGNIA

With the exception of Airman Basic, the insignias of AF enlisted personnel consist of a chevron of one or more stripes. The background of the chevron on the service uniform is blue and the stripes are white with a white star in the center. The subdued insignias worn on the Operational Camouflage Pattern (OCP) will be spice brown.

Enlisted members earn their "stripes" through hard work and dedication; therefore, it is very important to know what their insignias look like. This will allow you to call them by their proper rank and pay them the proper respect.

<b>JUNIOR ENLISTED AIRMAN TIER</b>	
This tier consists of Airman Basic, Airman, Airman First Class and Senior Airman. Junior Enlisted Airmen initially focus on adapting to military requirements, achieving occupational proficiency and learning how to be highly productive members of the AF. In this tier, Airmen prepare for increased responsibilities and must ensure they are trained, qualified and ready to deploy and operate in an expeditionary environment while maintaining home station readiness. Junior enlisted Airmen also continue to broaden technical skills and pursue professional development through on- and off-duty education.	
<b>AIRMAN BASIC</b>	The abbreviation for an Airman Basic is "AB." An AB does not wear any rank insignia. Terms of address are "Airman" or "Airman Basic." The pay grade for an AB is E-1.
No Insignia	
<b>AIRMAN</b>	The abbreviation for an Airman is "Amn." The rank insignia for an Amn is a chevron of one stripe with a star in the center. The term of address is "Airman." The pay grade for an Amn is E-2.
	
<b>AIRMAN FIRST CLASS</b>	The abbreviation for an Airman First Class is "A1C." An A1C wears a chevron of two stripes with a star in the center. Terms of address are "Airman" or "Airman First Class." The pay grade for an A1C is E-3.
	
<b>SENIOR AIRMAN</b>	The abbreviation for a Senior Airman is "SrA." A SrA wears a chevron of three stripes with a star in the center. Terms of address are "Airman" or "Senior Airman." The pay grade for a SrA is E-4.
	

### NCO TIER

This tier consists of Staff Sergeant and Technical Sergeant. The primary focus in this tier is mission accomplishment. NCOs continue occupational growth and become expert technicians. At the same time, NCOs develop as leaders, supervisors, managers and mentors. Additionally, NCOs must ensure they keep themselves and subordinate personnel trained, qualified and ready to deploy and operate in an expeditionary environment while maintaining home station readiness. In this tier, NCOs also continue to develop institutional competencies in preparation for increased responsibilities while continuing to broaden technical skills and pursuing professional development through on- and off-duty education.

#### STAFF SERGEANT



The abbreviation for a Staff Sergeant is "SSgt." A SSgt wears a chevron of four stripes with a star in the center. Terms of address are "Sergeant" or "Staff Sergeant." The pay grade for a SSgt is E-5.

#### TECHNICAL SERGEANT



The abbreviation for a Technical Sergeant is "TSgt." A TSgt wears a chevron of five stripes with a star in the center. Terms of address are "Sergeant" or "Technical Sergeant." The pay grade for a TSgt is E-6.

### SNCO TIER

This tier consists of Master Sergeant, Senior Master Sergeant and Chief Master Sergeant. The Primary focus in this tier is mission accomplishment. SNCOs serve as leaders, supervisors, managers and mentors to further develop junior enlisted Airmen and NCOs under their charge to maximize their leadership abilities. In this tier, SNCOs continue building institutional competencies. Additionally, SNCOs must ensure they keep themselves and subordinate personnel trained, qualified and ready to deploy and operate in an expeditionary environment while maintaining home station readiness. SNCOs have a great deal of experience and leadership ability that can be used to leverage resources and personnel against a variety of mission requirement. SNCOs participate in decision-making processes on a variety of technical, operational and organizational issues.

#### MASTER SERGEANT



The abbreviation for a Master Sergeant is "MSgt." A MSgt wears a chevron of six stripes with a star in the center. Terms of address are "Sergeant" or "Master Sergeant." The pay grade for a MSgt is E-7.

#### SENIOR MASTER SERGEANT



The abbreviation for a Senior Master Sergeant is "SMSgt." A SMSgt wears a chevron of seven stripes with a star in the center. Terms of address are "Sergeant," "Senior," or "Senior Master Sergeant." The pay grade for a SMSgt is E-8.

#### CHIEF MASTER SERGEANT



The abbreviation for a Chief Master Sergeant is "CMSgt." A CMSgt wears a chevron of eight stripes with a star in the center. Terms of address are "Chief Master Sergeant" or "Chief." The pay grade for a CMSgt is E-9.

**SPECIAL ENLISTED POSITIONS**




SNCOs can also serve in a number of special leadership positions. These positions add distinction to the enlisted force structure. You must demonstrate the highest standards, discipline and performance to serve in these positions. Additionally, the competition is great and the selection process is strenuous so only the best of the best are selected for these unique and top positions.




<p><b>CHIEF MASTER SERGEANT OF THE AIR FORCE</b></p>	<p>The abbreviation for Chief Master Sergeant of the Air Force is "CMSAF." The CMSAF wears a chevron with a wreath around the star in the lower field and the great seal of the United States of America with a star flanked on each side in the upper field. A wreath also encircles the US lapel insignia worn on the service coat. The term of address is "Chief Master Sergeant of the Air Force" or "Chief." The pay grade for the CMSAF is E-9.</p> <p>The CMSAF is the senior enlisted leader of the AF (outranks all other enlisted personnel) and takes precedence over all enlisted members while serving in the position. The CMSAF provides leadership to the enlisted force and advises the Chief of Staff of the AF, Secretary of the AF, Chairman of the Joint Chiefs of Staff and the Secretary of Defense on enlisted matters. The CMSAF communicates with the force, testifies before Congress and is the AF career field manager for command chief master sergeants and group superintendents.</p>
<p><b>COMMAND CHIEF MASTER SERGEANT</b></p>	<p>The abbreviation for Command Chief Master Sergeant is "CCM." The CCM wears an additional star between the upper and lower stripes on their chevron. Terms of address are "Command Chief Master Sergeant" or "Chief." The pay grade for a CCM is E-9.</p> <p>The CCM is the senior enlisted leader in a wing, Numbered AF, Major Command, Direct Reporting Units, Field Operating Agencies or other similar organization. The CCM is responsible for advising commanders and staff on mission effectiveness, professional development, military readiness, training, utilization, health, morale and welfare of the command's enlisted Airmen and takes action to address shortfalls or challenges. The CCM provides leadership to the enlisted force and is the functional manager for group superintendents and first sergeants in their organization.</p>
<p><b>FIRST SERGEANT</b></p>	<p>The abbreviation for first Sergeant is "1st Sgt". SNCOs (MSGt, SMSgt and CMSgt) are eligible for selected retraining as a 1st Sgt. A 1st Sgt wears a diamond device above the star on their chevrons. The diamond device signifies a job position only. The appropriate terms of address are to call them by their rank or "first sergeant." The pay grade for a 1st Sgt is dependent upon their rank (E-7, E-8 or E-9).</p> <p>The 1st Sgt provides a dedicated focal point for all readiness, health, morale, welfare and quality of life issues within their organizations. At home station and in expeditionary environments, their primary responsibility is to build and maintain a mission-ready force to execute home station and expeditionary mission requirements. 1st Sgts derive their authority from the unit commander and advise commanders, command chiefs and other enlisted Airmen on morale, discipline, mentoring, well-being, recognition and the professional development of enlisted Airmen. They ensure the enlisted force understands the commanders' policies, goals and objectives. They also ensure support agencies are responsive to Airmen's needs. They conduct quality force reviews on all enlisted performance reports, decoration recommendations and other personnel actions. Working with fellow SNCOs and supervisors, 1st Sgts ensure equitable and effective discipline and the highest level of esprit de corps. They also work closely with the CCM to prepare the organization's enlisted force to best execute all assigned tasks. They participate in the first sergeants council and other activities that support the total needs of the military community.</p>





**OFFICER INSIGNIA**



Commissioned officers are able to exercise command over a military unit. An individual is permitted to serve as a commissioned officer in the Military Services because of the special trust and confidence the President of the United States has placed in their patriotism, valor, fidelity and competence. Commissioned officers are expected to display responsibility commensurate to that special trust and confidence and to act with the highest integrity at all times. To become a commissioned officer in the AF, you must have a minimum of a bachelor's degree in a field that the AF has openings. In some fields, such as medical and civil engineering, specialized degrees are required. You can obtain a commission in the AF by being selected for the AF Reserve Officers Training Program, by attending the AF Academy or by graduating from Officer Training School.

The insignia on the service uniform is a metal rank insignia worn on the epaulets. The insignia on the OCP will be spice brown, exception: First Lieutenant and Lieutenant Colonel rank insignia will be black. Rendering the proper courtesies to our leadership is extremely important; however, you must first know how to identify these individuals. The officer ranks are divided into four categories: Company Grade Officers, Field Grade Officers, General Officers and Special Officer Positions.

<b>COMPANY GRADE OFFICERS</b>	
<b>SECOND LIEUTENANT</b>	
	The abbreviation for a Second Lieutenant is "2d Lt". The rank insignia for a 2d Lt is one gold bar. Terms of address are "Second Lieutenant" or "Lieutenant." The pay grade for a 2d Lt is O-1.
<b>FIRST LIEUTENANT</b>	
	The abbreviation for a First Lieutenant is "1st Lt." The rank insignia for a 1st Lt is one silver bar. Terms of address are "First Lieutenant" or "Lieutenant." The pay grade for a 1st Lt is O-2.
<b>CAPTAIN</b>	
	The abbreviation for a Captain is "Capt." The rank insignia for a Capt is two silver bars connected. The term of address is "Captain." The pay grade for a Capt is O-3.

<b>FIELD GRADE OFFICERS</b>	
<b>MAJOR</b>	
	The abbreviation for a Major is "Maj." The rank insignia for a Maj is a gold oak leaf. The term of address is "Major." The pay grade for a Maj is O-4.
<b>LIEUTENANT COLONEL</b>	
	The abbreviation for a Lieutenant Colonel is "Lt Col." The rank insignia for a Lt Col is a silver oak leaf. Terms of address are "Lieutenant Colonel" or "Colonel." The pay grade for a Lt Col is O-5.
<b>COLONEL</b>	
	The abbreviation for a Colonel is "Col." The rank insignia for a Col is a silver eagle. The term of address is "Colonel." The pay grade for a Col is O-6.

GENERAL OFFICERS	
<b>BRIGADIER GENERAL</b>	 <p>The abbreviation for a Brigadier General is "Brig Gen." The rank insignia for a Brig Gen is one silver star. Terms of address are "Brigadier General" or "General." The pay grade for a Brig Gen is O-7.</p>
<b>MAJOR GENERAL</b>	 <p>The abbreviation for a Major General is "Maj Gen." The rank insignia for a Maj Gen is two silver stars in a line. Terms of address are "Major General" or "General." The pay grade for a Maj Gen is O-8.</p>
<b>LIEUTENANT GENERAL</b>	 <p>The abbreviation for a Lieutenant General is "Lt Gen." The rank insignia for a Lt Gen is three silver stars in a line. Terms of address are "Lieutenant General" or "General." The pay grade for a Lt Gen is O-9.</p>
<b>GENERAL</b>	 <p>The abbreviation for a General is "Gen." The rank insignia for a Gen is four silver stars in a line. The term of address is "General." The pay grade for a Gen is O-10.</p>

SPECIAL POSITIONS	
<b>CHAPLAIN</b>	 <p>Use the title and rank (Chaplain, Captain Brown) in official correspondences. Address chaplains as "chaplain" regardless of rank. Chaplains may also be addressed by traditional or denominational titles (e.g. Father White, Rabbi Green). Chaplain badges may differ depending on the chaplain's religion.</p>
<b>DOCTOR</b>	 <p>Doctors are addressed by either their military rank or "Doctor."</p>



## RANK RECOGNITION EXERCISE QUESTIONS

Write the letter of each rank abbreviation in the blank next to the correct pay grade.

- |          |     |    |     |
|----------|-----|----|-----|
| 1. _____ | E-1 | a. | A1C |
| 2. _____ | E-2 | b. | AB  |
| 3. _____ | E-3 | c. | Amn |
| 4. _____ | E-4 | d. | SrA |

Write the letter of each insignia description in the blank next to the correct rank title.

- |          |                  |    |                          |
|----------|------------------|----|--------------------------|
| 5. _____ | Airman           | e. | No insignia              |
| 6. _____ | Airman Basic     | f. | Chevron of one stripe    |
| 7. _____ | Senior Airman    | g. | Chevron of two stripes   |
| 8. _____ | Airman 1st Class | h. | Chevron of three stripes |

Write the letter of each pay grade in the blank next to the correct rank abbreviation.

- |           |       |    |     |
|-----------|-------|----|-----|
| 9. _____  | A1C   | i. | E-1 |
| 10. _____ | AB    | j. | E-2 |
| 11. _____ | Amn   | k. | E-3 |
| 12. _____ | CMSgt | l. | E-4 |
| 13. _____ | MSgt  | m. | E-5 |
| 14. _____ | SrA   | n. | E-6 |
| 15. _____ | SMSgt | o. | E-7 |
| 16. _____ | SSgt  | p. | E-8 |
| 17. _____ | TSgt  | q. | E-9 |

Write the letter of each rank insignia description in the blank next to the correct title.

- |           |                          |    |   |
|-----------|--------------------------|----|---|
| 18. _____ | First Sergeant           | r. | Chevron of four stripes   |
| 19. _____ | Staff Sergeant           | s. | Chevron of five stripes   |
| 20. _____ | Master Sergeant          | t. | Chevron of six stripes  |
| 21. _____ | Technical Sergeant       | u. | Chevron of seven stripes  |
| 22. _____ | Chief Master Sergeant    | v. | Chevron of eight stripes  |
| 23. _____ | Senior Master Sergeant   | w. | Chevron of at least six stripes with a diamond device above the star                |
| 24. _____ | Command Chief Master Sgt | x. | Chevron of eight stripes with the Air Force solid second star added above the first |

19. r  
20. t  
21. s  
22. v  
23. u  
24. x

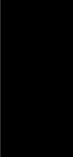
13. o  
14. l  
15. p  
16. m  
17. n  
18. w

7. h  
8. g  
9. k  
10. i  
11. j  
12. q

1. b  
2. c  
3. a  
4. d  
5. f  
6. e



# U.S. MILITARY ENLISTED RANKS












































































	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
	No Insignia	Airman (Am)	Airman First Class (A1C)	Senior Airman (SRA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (Mgt)	First Sergeant (1st Sgt)	Senior Master Sergeant (SMSgt)	Chief Master Sergeant of the Air Force (CMSAF)
	No Insignia	Private (PV2)	Private First Class (PFC)	Sergeant (SP4)	Sergeant (SP5)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	Sergeant Major (SgM)	Sergeant Major of the Army (SgMA)
	No Insignia	Swain Apprentice (SA)	Swain (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Shook Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPON)	Master Chief Petty Officer of the Navy (MCPON)
	No Insignia	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GSGT)	Master Sergeant (MSG)	Sergeant Major (SgMaj)	Sergeant Major of the Marine Corps (SgMJC)
	Swain Recruit (SR)	Swain Apprentice (SA)	Swain (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Shook Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPON)	Master Chief Petty Officer of the Coast Guard (MCPONCG)



# U.S. MILITARY OFFICER RANKS



	O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	W-1	W-2	W-3	W-4	W-5
<b>AIR FORCE</b> EST. 18 SEPT 1947 	2nd Lieutenant (LTJG) 	1st Lieutenant (LT) 	Captain (Capt) 	Major (Maj) 	Lieutenant Colonel (Lt Col) 	Colonel (Col) 	Brigadier General (Brig Gen) 	Major General (Maj Gen) 	Lieutenant General (Lt Gen) 	General (Gen) 	No WARRANT OFFICER RANKS IN THE AIR FORCE				
<b>ARMY</b> EST. 14 JUNE 1775 	2nd Lieutenant (2LT) 	1st Lieutenant (1LT) 	Captain (Capt) 	Major (Maj) 	Lieutenant Colonel (Lt Col) 	Colonel (Col) 	Brigadier General (Brig Gen) 	Major General (Maj Gen) 	Lieutenant General (Lt Gen) 	General (Gen) 	Warrant Officer 1 (WO1) 	Warrant Officer 2 (WO2) 	Warrant Officer 3 (WO3) 	Warrant Officer 4 (WO4) 	Warrant Officer 5 (WO5) 
<b>NAVY</b> EST. 13 OCT 1775 	Ensign (ENS) 	Lieutenant (Junior Grade) (LTJG) 	Lieutenant (LT) 	Lieutenant Commander (LCDR) 	Commander (CDR) 	Captain (Capt) 	Rear Admiral (Lower Half) (RDML) 	Rear Admiral (Mid-Grade) (RAMID) 	Vice Admiral (VADM) 	Admiral (ADM) 	Warrant Officer (WO) 	Chief Warrant Officer 2 (CWO2) 	Chief Warrant Officer 3 (CWO3) 	Chief Warrant Officer 4 (CWO4) 	Chief Warrant Officer 5 (CWO5) 
<b>MARINE CORPS</b> EST. 10 NOV 1775 	2nd Lieutenant (2LT) 	1st Lieutenant (1LT) 	Captain (Capt) 	Major (Maj) 	Lieutenant Colonel (Lt Col) 	Colonel (Col) 	Brigadier General (Brig Gen) 	Major General (Maj Gen) 	Lieutenant General (Lt Gen) 	General (Gen) 	Warrant Officer (WO) 	Chief Warrant Officer 2 (CWO2) 	Chief Warrant Officer 3 (CWO3) 	Chief Warrant Officer 4 (CWO4) 	Chief Warrant Officer 5 (CWO5) 
<b>COAST GUARD</b> EST. 04 AUG 1790 	Ensign (ENS) 	Lieutenant (Junior Grade) (LTJG) 	Lieutenant (LT) 	Lieutenant Commander (LCDR) 	Commander (CDR) 	Captain (Capt) 	Rear Admiral (Lower Half) (RDML) 	Rear Admiral (ADM) 	Vice Admiral (VADM) 	Admiral (ADM) 	Chief Warrant Officer 2 (CWO2) 	Chief Warrant Officer 3 (CWO3) 	Chief Warrant Officer 4 (CWO4) 		

## MTI'S BMT ARRIVAL BRIEFING

Objective 1a :: Participate in basic military training familiarization.

### ***INSTRUCTOR INTRODUCTION***

Your Military Training Instructor (MTI) team members are your immediate supervisors during your training. All MTIs exercise disciplinary control and give you orders to follow. If you are having personal or training problems, get help from your instructor team immediately. If your MTI team is unable to help you, they will refer you to the appropriate agency that can assist you.

### ***IMMEDIATE SAFETY***

#### **FIRE PREVENTION**

Each trainee is responsible for fire prevention. If you notice a potential fire hazard report it to your MTI or Charge of Quarters (CQ) immediately.

#### **EMERGENCY EVACUATION PROCEDURES**

Follow these procedures during an evacuation:

- Put on hard sole shoes (no shower shoes)
- If you are undressed, quickly wrap a blanket around yourself
- Remain silent and evacuate the dormitory in a single file line through the nearest exit
- Use the handrails and stay on the right side of the stairwell. If two or more flights are evacuating at the same time use both sides of the stairwell
- Follow the other trainees evacuating until you are given further instructions

#### **GENERAL POLICIES**

- Do not horseplay or run inside dormitory
- Do not damage the dormitory or its contents
- Report any damage or safety hazards to your MTI immediately
- Report all accidents regardless of how minor they are
- If an accident occurs that could result in possible head, neck or back injury, follow these guidelines:
  - ▶ Do not move the victim as you may aggravate the injury
  - ▶ If someone else is available, send them for help
  - ▶ If you are injured and alone, call for help

### **CHAPTER SUMMARY**

- » Instructor Introduction
- » Immediate Safety
- » Immediate Security
- » Hygiene Cleanliness
- » Reporting Statements and Verbal Greetings
- » Wingman Policy
- » SARC

## **HEAT RELATED INJURIES OR MEDICAL CONDITIONS ARISING FROM PROLONGED STRENUOUS EXERCISE**

Because of the high temperature and humidity in South Texas, take extra precautions to avoid the possibility of heat-related injuries. If you have ever suffered from dehydration, heat exhaustion or heat stroke or suffered from any medical conditions arising from prolonged strenuous exercise, inform your MTI immediately. You will be referred to an Independent Duty Medical Technician (IDMT).

### ***IMMEDIATE SECURITY***

#### **SAFEGUARDING VALUABLES**

You have been issued one lock, two keys and two chains (one long and one short) to lock your personal items and valuables in your security drawer. Put one key on the long chain and one key on the short chain. Keep the long chain and key around your neck, tucked inside your shirt and out of sight unless told otherwise. Attach the short chain and key to a luggage tag. Use a blue or black pen to fill out the tag. NEATLY print your information in the appropriate areas; do not use punctuation. On the first line, print your LAST NAME – FIRST NAME – MIDDLE INITIAL. After your middle initial, include JR, SR, II, III, etc., if applicable. On the second line, print your squadron and flight. Give this luggage tag with short chain and key to your instructor to be secured with your cell phone. The key on the short chain will only be used to retrieve your valuables in the event of an emergency. Your security drawer must be kept locked at all times unless you are in the immediate area of your drawer. If you discover any of your valuables missing, report it to your MTI as soon as possible.

### ***HYGIENE CLEANLINESS***

The most effective way to prevent communicable diseases is through the practice of good personal hygiene habits; therefore, DO NOT limit the use of sinks, showers, urinals, toilets or water fountains in the name of dormitory excellence. Personal hygiene is vitally important to your success.

- Wash your hands with soap and water for 20 seconds at least five times a day (hand wipes and hand sanitizers are not a substitute for soap and water)
- Wash your hands with soap and water prior to each meal, after you use the latrine and anytime they become soiled
- During Basic Expeditionary Airman Skills Training (BEAST), use available hand sanitizers and/or hand washing stations prior to entering dining and debriefing facilities
- Shower with soap and water at least once per day during winter schedule and twice per day during summer schedule
- Do not share towels or personal grooming items, such as hand soaps, toothbrushes, razors, combs, or brushes etc.
- Brush your teeth at least twice a day and floss your teeth at least once a day
- If you cough or sneeze, cover your mouth and nose with a tissue. If a tissue is not available use your sleeve. Always use hand sanitizer immediately afterward – avoid coughing or sneezing directly into your hands
- Sanitize your water bottle weekly with a disinfectant solution
- Clean, cut and file your fingernails when necessary
- Avoid putting your hands in your mouth or touching around your face
- Change your undergarments (e.g., briefs, underwear and socks) every day
- Do not wear the same OCP set for more than 2 days without washing
- Do not share hats, caps or headgear

#### **MALE TRAINEES**

You must shave your mustache and beard daily (twice if necessary). our face and neck area will have a clean-shaven appearance at all times, unless you have a waiver. You may experience Pseudofolliculitis Barbae (PFB). This condition, commonly referred to as razor bumps, is an inflammatory reaction caused by stiff, strongly curved facial hair that grow close to the skin, and then re-enters the skin after a few days of growth. Another cause of PFB is shaving too closely or pressing the razor too hard against the skin. Immediately report problems or changes in your skin condition to your MTI.



## **FEMALE TRAINEES**

Must regularly change tampons (single use should not exceed 8 hours) and hygiene product will be disposed of in proper receptacles.

## ***REPORTING STATEMENTS AND VERBAL GREETINGS***

Reporting statements will be used when directed to respond or when initiating a conversation while in BMT. Reporting statements are given at the start of the conversation. One statement is required per conversation. One word responses and expressions of politeness do not require a reporting statement (e.g., "Yes Ma'am", "No Sir" or "Excuse me Ma'am"). The reporting statement you will use in BMT is "Sir/Ma'am, Trainee \_\_\_\_\_ reports as ordered". Verbal greetings display mutual respect among AF members. It demonstrates self-confidence and pride in being a part of a professional organization. When passing an officer, enlisted, or civilian personnel on the street or in a hallway, it is appropriate to give a verbal greeting (e.g., "Good morning sir" or "Good afternoon Ma'am"). Use good judgment when rendering the verbal greeting. Do not give one if it interrupts a conversation taking place prior to your arrival. Do not give one if it creates a nuisance (e.g., while in formation or during processing appointments).

## ***WINGMAN POLICY***

The wingman policy establishes policy for the pairing of BMT trainees into teams to teach teamwork, develop a sense of responsibility, and accountability for fellow Airmen. The policy improves safety, health, and wellness during BMT, and reduces the likelihood and opportunity for sexual harassment, misconduct and suicidal gestures/attempts.

Being a good wingman means taking care of fellow Airmen-and taking action when signs of trouble are observed, especially in situations where Airmen appear as if they are about to make a poor decision, are in despair or show signs of hurting themselves or others.

## **WINGMAN TEAM**

Wingmen teams may include but are not limited to: multiple trainees attending worship services, processing appointments, trainees without family members attending ceremonial events, escorting a trainee, or monitoring trainees on bed-rest.

Anytime a trainee leaves the dormitory, they will have a wingman/team. Trainees will NEVER be alone with an MTI or BMT staff member, and will NEVER be alone without a wingman of the same gender. Trainees will ensure a wingman is always in view. The only exceptions are during appointments with medical provider, IDMT, first sergeant, chaplain, SARC/Victim's Advocate, sensitive skills/security clearance interviews, 5K/Airman's run drop-outs and, career counseling sessions, and while using restroom facilities (exception of dormitory latrines).

Anytime a trainee is separated from their wingman/team they have a duty to report the incident to their MTI, CQ or supervisory personnel. Personnel notified of a separated wingman must inform squadron leadership. If required, the squadron will run the "Missing Trainee" checklist to locate the trainee.

While in transit, trainees will either be in flight formation or transit in groups of at least two trainees of the same gender. MTIs are responsible for ensuring all trainees have a wingman.

Injured trainees who are not participating in regular flight activities with his/her flight are not to be alone at any time and may not be alone with any MTI without a wingman present. This includes when a trainee must stay in the dormitory. With the approval of the Squadron Commander or a designative representative, trainees in some circumstances may ride in a POV with a wingman.

The wingman policy does not cover all training situations, however the intent is for each trainee to have a wingman and never be alone. MTIs, student leaders, and trainees are expected to exercise sound judgment and common sense to ensure compliance with the wingman policy.

## **USAF WINGMAN ONLINE**

The Wingman Online is for the Total force, a web-based tool for Airmen, family members, and friends. The website offers quick access to resources and information pertaining to Comprehensive Airman Fitness (CAF) and Resilience skills development. It includes ideas and tools to help increase/develop physical, social, spiritual, and/or mental domains in individuals, and should also be shared with others/Wingmen. Wingman Online is available at <http://www.wingmanonline.org>.

## **SARC**

As you go through BMT Training, you'll receive training on sexual assault at various points in the program which may trigger difficult emotions. You always have the option to meet with a Sexual Assault Response Coordinator (SARC), anonymously; that is without anyone in your flight including your MTI, your wingman or anyone in the chain of command knowing the specific reason. Follow the guidance in Fig 01-1 to meet anonymously with a SARC representative. You may also use the Trainee Hotline Phones, available 24/7.

# **CONFIDENTIAL & ANONYMOUS REPORTING**

## **YOU CAN MEET WITH THE SARC WITHOUT YOUR FLIGHT OR CHAIN OF COMMAND KNOWING**

The chaplain will maintain confidentiality by giving you an appointment slip, calling the SARC or a DoD certified Victim Advocate to meet you in the privacy of the medical facility (Reid Clinic. BLDG 7002), and signing you out of CQ, so you will not be questioned about it.

Since trainees are seen at Reid Clinic for a multitude of reasons, ***no one in your chain or flight will know the specific reason for your referral.*** Chaplains routinely give appointment slips to trainees for many different reasons.

The appointment slip will designate a room within the Reid Clinic where the receptionist will send you. It will be one of the treatment rooms (like any other trainee would go) to await the SARC's arrival. The chaplain or medical provider will have called the SARC, in advance, to tell them to come to you and to maintain the confidentiality of your visit.

**THE APPOINTMENT SLIP ACCOUNTS FOR YOUR WHEREABOUTS, BUT WITHOUT ANYONE KNOWING THE SPECIFIC REASON FOR YOUR REFERRAL. EVEN YOUR WINGMAN WILL NOT KNOW THE REASON FOR YOUR REFERRAL.**

Fig 01-1

## **SUMMARY**

There are many rules to follow here in BMT, they are put in place to keep you safe while in the training environment. Pay close attention to directions given to you by your MTI or chain of command. Help your flight achieve great things by doing your part and following the rules and standards outlined within this study guide. If you encounter any problems while in BMT notify your MTI immediately. You are now on the road to becoming a Warrior Airman – Good Luck!

## MTI'S BMT ORIENTATION BRIEFING

Objective 1a :: Participate in basic military training familiarization.

*As with most organizations, the first day on the job usually includes an orientation; this is true with Basic Military Training (BMT) as well. This briefing is your orientation to BMT and is designed to familiarize you with policies and procedures as they apply to the Air Force (AF) and BMT. Following and learning to live by these policies and procedures now will help you adapt to AF life and succeed in your daily tasks during BMT.*

### MILITARY TRAINING INSTRUCTOR ROLE

Your Military Training Instructor's (MTI) role is to train, lead, coach and challenge you each and every day. Their primary responsibility and concern is your morale, welfare and safety as they train you to be successful in the world's greatest AF, but they cannot help you if they are not aware of problems. If you need your MTI's assistance in any matter that affects your safety or well-being, you must see your MTI or someone else in the chain of command (e.g., instructor supervisor, first sergeant, squadron superintendent or commander) immediately!

### TRAINEE ROLE

You have an important role to play as a trainee. You can expect to be held accountable for your actions, be placed in stressful situations and conditions and exposed to high demands physically, emotionally and mentally. Keep in mind that millions of Airmen just like you have made it through BMT by keeping a positive outlook, helping each other and never giving up. Teamwork is an essential element to the success of our AF in training, on the job and in battle. AF members take care of each other and depend on each other.

### GENERAL POLICIES AND PROCEDURES

#### RESPECT FOR INDIVIDUALS

Act in a respectful, polite and professional manner at all times. This will help the AF function more smoothly. Appropriate behavior must be demonstrated at all times throughout your entire AF career.

The AF conducts its affairs free from unlawful discrimination and sexual harassment. It also provides equal opportunity and treatment for all members. It is a requirement for your supervisory staff to explain the Department of Defense's sexual assault policies within 14-days upon your arrival. Your supervisory staff must educate you to ensure you understand our military culture will not tolerate sexual assault. AF Personnel must inform new servicemembers on what you can do in the event of an offense. No one has the right to make physical or verbal sexual advances. If they do, take immediate action by running or calling for help. Report discrimination or sexual advances to your MTI or other authority (reference LAFB Visual Aid 90-14, Sexual Assault Poster, on the dormitory bulletin board). With the approval of the Squadron Commander or a designative representative, Trainees in some circumstances may ride in a POV with a wingman.

In AETC victims of sexual harassment and/or sexual assault in training environments are provided confidential access to victim support services. Victims will be afforded the necessary time for recovery and opportunity to make up training missed during the recovery period. Training may be made up through either special individualized assistance (SIA) or washback/recycle. How training will be made up will be determined by the instructor supervisor with the best interests of the student in mind and based on the amount of training that has been missed, complexity of the training, and other relevant factors.

#### CHAPTER SUMMARY

- » Military Training Instructor Role
- » Trainee Role
- » General Policies and Procedures
- » Military Identification
- » Documents
- » Civilian Luggage
- » Worship Services/ Nondenominational/Secular Meetings
- » EZ Pay Card
- » Initial Base Exchange (BX) Visit
- » Pre-packaged Meals

## **TRAINEE HEALTH AND SAFETY TOPICS**

- Always wear some type of footwear (boots, low quarters, running shoes or shower shoes); however, shower shoes will ONLY be worn to and from the shower or while using the latrine after lights out.
- Do not run inside the dormitory
- Stay out of fan, boiler and circuit breaker rooms in all buildings
- Do not handle stray animals ( if an animal bites you, seek medical treatment immediately)
- Remove your contact lenses every night as it could result in severe eye damage. ***DO NOT SLEEP WITH LENSES IN!***
- If you do not have civilian prescription glasses, continue to wear your contacts until you receive your issued glasses
- Blisters on your feet can be a severe problem when wearing newly issued footwear. Should blisters form, report them to your MTI so you can receive immediate treatment (e.g. blister pack from the dispensary). Waiting may make the blister worse and cause more serious conditions to develop
- Female related health issues
  - ▶ Menstrual changes may occur during BMT due to additional stressors; you may want to carry sanitary items for unexpected situations
  - ▶ Do not pull hair up too tight when it is wet; as it will become too tight as it dries and cause pain, and may result in skin conditions requiring medical attention

## **BMT HYDRATION SCHEDULE**

Dehydration can be a serious problem. Therefore, this schedule is designed to keep you from becoming dehydrated because dehydration can lead to fainting or heat injury. You must drink  $\frac{3}{4}$  to 1 water bottle every hour, not to exceed 16 water bottles in one day or 2 bottles in an hour. Hydration must start first thing in the morning, especially before morning PT. While in the dining facility, you must drink at least two glasses of water, milk or juice before you drink any other types of beverages.

## **EMERGENCY EVACUATION PROCEDURES**

When you hear a fire alarm or someone yelling, "FIRE, FIRE, FIRE," "GAS, GAS, GAS" or "BOMB THREAT, EVACUATE THE DORMITORY," take the following actions immediately:

- Put on hard sole shoes (not shower shoes)
- If you are undressed, wrap a blanket around yourself
- Maintain silence and evacuate the dormitory in a single file line through the nearest exit
- Use the handrails and stay on the right side of the stairwell unless two or more flights are evacuating. If so, use both sides of the stairwell
- The first two trainees (four, if necessary) reaching the street will automatically post as road guards and remain posted until the entire flight or squadron crosses the road and then they will rejoin their flight at the pre-designated area
- Assemble in flight formation at the pre-designated area approximately 500 feet from the building
- If you are told to report the emergency, use the closest entrance and report to permanent party personnel in the charge of quarters (CQ). Tell them your dormitory number and the type of emergency that occurred

## **TRAINING DAY**

Military time is based on a 24-hour clock (Fig 02-1). To convert conventional time to military time simply add 12 to all times after noon. For example, 1:00 pm would be 1300 hrs (pronounced "thirteen hundred hours") and 10:00 pm would be 2200 hrs (pronounced "twenty-two hundred hours"). For times before noon, add a zero to the beginning of the time (except for 1000 - 1200 hrs). For example, 1:00 am would be 0100 hrs (pronounced, "zero one hundred hours") and 10:00 am would be 1000 hrs (pronounced "ten hundred hours"). Minutes are added the same way as on a 12-hour clock. For example, 7:13 pm would be 1913 hrs (pronounced "nineteen thirteen hours") and 8:25 am would be 0825 hrs (pronounced "zero eight twenty five hours"). Do not use colons between hours and minutes when writing in military time.

CONVENTIONAL TIME	MILITARY TIME	CONVENTIONAL TIME	MILITARY TIME
12:00 am	0000	12:00 pm	1200
1:00 am	0100	1:00 pm	1300
2:00 am	0200	2:00 pm	1400
3:00 am	0300	3:00 pm	1500
4:00 am	0400	4:00 pm	1600

FIG 02-1 :: EXAMPLE

## **Reveille**

The training day for the 737th Training Group (TRG) starts with reveille or first call. Reveille is conducted:

- Monday – Friday at 0545 hrs (occasionally you will need to wake up earlier for different processing and details)
- Saturdays, Sundays and holidays at 0545 hrs

## **Taps**

Taps, also called “lights out,” is the time you go to bed. In BMT, lights out is at 2100.

## **BULLETIN BOARDS**

Each dormitory is equipped with two bulletin boards. Important notices are posted on the bulletin boards. You must read them twice a day. Do not add, remove or rearrange any of the bulletin board items.

## **DINING FACILITY PROCEDURES**

If you have any known allergies to food items or any special dietary needs (e.g., vegetarian, Halal, Kosher or other), notify your MTI as soon as possible. You must wash your hands before every meal. While waiting to enter the dining facility, unless otherwise engaged or directed by permanent party personnel or student leaders, you will study quietly.

### **Chow Runner Responsibilities**

Chow Runners will provide the initial report for all meal periods. Proceed directly to the dining facility (DFAC) board after signing in. Halting at the designated staging location, ensure no other Chow Runners are engaged in the reporting process then proceed from the staging location to the DFAC board, executing the appropriate facing movements in route. Using short choppy steps, center yourself approximately two paces from the board. Once acknowledged provide a reporting statement and initial report, “Sir/Ma’am, trainee \_\_\_\_\_ reports as ordered, Sir/Ma’am Flight \_\_\_\_\_ Dorm \_\_\_\_\_ is prepared to enter the Dining Facility from the \_\_\_\_\_ side”. After receiving direction, repeat the directions to confirm. For example, “Follow flight \_\_\_\_\_ dorm \_\_\_\_\_, yes Sir/Ma’am, thank you Sir/Ma’am”.

The Chow Runner will then control order of entry for respective flight. Ensure adequate room exists in the foyer area, when it is your flight’s turn to enter the DFAC. Take control of the flight and have them prepare to enter, “Flight \_\_\_\_ prepare to enter the dining facility”. Give them adequate time to secure any belongings, place them at attention, and direct all key personnel to fall out and fall back in, in front of the first respective element to enter the dining facility, “All key personnel fall out, fall in, followed by the \_\_ Element”. Proceed to provide the follow on report at the DFAC board.

Water Monitors will enter the dining facility with key personnel. After signing in, the Water Monitors will follow squadron procedures for backpack placement if applicable. Prior to proceeding behind the serving line, trainees will don some type of head covering. Prior to handling any dishes or utensils trainees will ensure they wash their hands. After the last trainee from the flight has processed the line or when relieved, the Water Monitors will gather their belongings and proceed to the serving line.

Flight Safety Representatives will break ranks when directed to do so by the chow runner and post outside the DFAC entryway. Once in position, Flight Safety Representatives will take control of the flight, and place them at ease. As adequate space becomes available in the foyer, Flight Safety Representatives will direct the respective element leader to lead their element into the DFAC, “Second Element, prepare to enter the dining facility”. Element Leaders must allow sufficient time for trainees to secure all belonging prior to calling their element to attention. Once all elements have entered the DFAC, the Flight Safety Representatives will fall into the rear of the last element to enter the DFAC.

The Chow Runner will provide the follow on report for all meal periods. Proceed directly to the DFAC board, halting at the designated staging location, ensuring no other Chow Runners are engaged in reporting process then proceed from the staging location to the DFAC board, executing the appropriate facing movements in route. Using short choppy steps, center yourself approximately two paces from the board. Once acknowledged, provide a reporting statement and follow on report, “Sir/Ma’am, trainee \_\_\_\_\_ reports as ordered, Sir/Ma’am the first trainee from Flight \_\_\_\_\_ Dorm \_\_\_\_\_ has entered the dining facility from the \_\_\_\_\_ side”. After receiving direction, repeat the directions to confirm for example, “Seat them, yes Sir/Ma’am, thank you Sir/Ma’am”. After providing the follow on report, follow squadron procedures for placement of backpack and coat, if applicable, then proceed to seat trainees. If another chow runner is already in position and seating trainees, relieve them by standing behind them, placing them at attention, and dismissing them, “Chow Runner, ATTENTION...Dismissed”.

While seating trainees stand with your heels 12 inches apart. The appropriate hand pointed toward the respective row, palm toward you, fingers fully extended and joined, with the forearm parallel to the ground. Your other arm will be fully extended behind your back palm facing away, with the fingers fully extended and joined pointed directly toward the ground. Seat trainees back to front, filling one table at a time. Fill all tables prior to moving to the next row. Ensure trainees are filling all available chairs and correct when necessary. Continue to seat trainees until the last trainee from your flight has been seated or you have been properly relieved. Assume the position of attention prior to transitioning between rows or departing your post. Do not forget to gather your belongings prior to proceeding to the serving line.

### **Trainee Responsibilities**

You will enter the dining facility in elements. Once you enter, place your Operational Camouflage Pattern (OCP) cap in your right cargo pocket, form lines behind the available rosters at the front desk and stand at the position of attention. After all trainees in the rank have completed signing in, the trainee nearest the wall will command "Trainees Post," at which time all trainees will execute the appropriate facing movement simultaneously and proceed directly to the wall.

Upon entering the serving line student leaders will supervise trainees practicing their salute in front of the mirror (if applicable) to ensure the use of proper contact points and that the movement is executed with snap and precision. This training should be performed quickly and not impede dining. While in line, stand at attention with your head and eyes straightforward. You may only talk to dining facility personnel, MTIs and student leaders. Be polite and courteous when speaking to dining facility personnel. The Dorm Chief will monitor the flight in the dining facility from a position that is advantageous in the foyer and provide oversight. Corrections will pertain only to compliance with all instructions and guidance.

Once you reach the serving line place your tray on the steel runner and put both hands on top of your tray. Keep your head and eyes straight forward as you side step down the serving line. Do not execute any facing movements while carrying items. You must drink at least two glasses of either water, milk or juice at every meal. You may opt for a third glass but it is not a requirement. You are encouraged to drink milk daily (or a milk substitute if you are lactose intolerant) because it is a good source of calcium for building strong bones. Once you have your food and your drinks proceed to the dining area and look for the seater who will direct you where to sit. The Dorm Chief will sit at the table closest to the exit of the serving line and make corrections when necessary.

Once you arrive at your table set your tray on the table. If you are wearing the Extreme Cold/Wet Weather (ECWW) jacket or lightweight blue jacket, remove the item before sitting and drape it on the back of your chair. If you are wearing your all-weather coat fold it in half lengthwise and drape it over the back of the chair. Once you have grounded your tray, secured your belongings as necessary, stand at attention for 3 seconds and then be seated. Treat these 3 seconds as a moment of silence to remember those that made the ultimate sacrifice for us to enjoy the privilege of freedom before beginning to consume your meal. If you return to the serving line for more food or drinks, do not stand or walk while chewing or drinking, do not carry more than one item in each hand, and exit and re-enter the row of tables from the appropriate end.

Once you are finished with your meal, gather your belongings and take only your tray to the clipper (dishwasher area) unless assisting a physical impaired trainee (e.g. using crutches). If at any time a glass breaks, do not attempt to pick up the broken glass, only detail trainees working in the dining facility will clean it up. Place tray in clipper window; remove utensils and place in bin, if available. Exit DFAC using appropriate drill movements. Wait in the hallway for wingman before exiting DFAC.

### **MAIL CALL**

Your MTI conducts mail call Monday-Friday through Wednesday of the 8 WOT (excluding 2nd clothing issue and detail days when Trainees arrive back to the dorm late). When sending mail, use the sample address format posted on the dormitory bulletin board. Read and write letters only after duty hours during your free time, as determined by your MTI. You are not allowed to take other trainees' mail to the mailbox. Should you need to pick up registered, certified or insured mail, you will be given instructions at that time. If you receive food, offensive materials or unauthorized items in the mail, notify your MTI immediately, this includes electronic devices.

### **PATIO BREAKS**

All trainees receive a mandatory 45 minute Initial Patio Break in the 2 WOT. Patio breaks are for trainees to bolster personal motivation through peer and/or family encouragement (e.g. letter reading/writing, conversations, phone calls-as available) and to enjoy a snack or soda. You should use discretion at the amount of snack foods and sugary



beverages you consume to minimize the chance of having an upset stomach and/or nausea. Additional patio breaks will be at the MTI's discretion. You may have access to the patio when you have earned it (e.g., everyone passes first dorm progress check or no one received a 341 for substandard performance) and when given permission. Your instructors or supervisors will determine when you may use the patio. Additional information about patio breaks will be provided in a future briefing.

## MILITARY IDENTIFICATION

The military identification (ID) identifies you as a member of the Armed Forces and grants you privileges such as medical care and use of the commissary and Base Exchange (BX). It is illegal to lend, reproduce or alter your card. Once issued, store your card in your ID card holder and place it around your neck, unless otherwise directed. If you lose your card, report it to your MTI immediately. NOTE: Loss of your military ID card prior to shipping may prevent you from leaving BMT as scheduled.

## DOCUMENTS

The following items are authorized to be carried on your person and may be in a zip top plastic bag to prevent them from getting wet:

### AETC Form 341, Excellence/Discrepancy Report

This form is used to document your performance throughout BMT and is more commonly called the "341." It can be used for either outstanding or substandard performance. Any permanent party personnel is permitted to take an AETC Form 341 from you. You must carry at least two properly filled out 341s on you at all times; which may be placed in a plastic zip top bag. When wearing ABUs, keep them in your left cargo pocket; in service dress uniforms, you can keep them in any pocket.

Use a blue or black pen to fill out these forms. NEATLY print in the appropriate boxes; do not use punctuation. Put the forms in your pocket when you are done. Follow the example given in Fig 02-2.

1. Your flight roster number in the upper right-hand corner. If applicable, place a Guard (G) or Reserve (R) prefix before your roster number. (e.g., G21 or R21).
2. Your name in the block labeled LAST NAME – FIRST NAME – MIDDLE INITIAL after your middle initial; include JR, SR, II, III, etc., if applicable.
3. In the GRADE block, print: E1.
4. In the block labeled ORGANIZATION, print your squadron (e.g. 331 TRS).
5. In the block labeled CLASS/FLIGHT, print your flight number (e.g. FLT 127 or FLT B127 for band flights).
6. If a 341 is used, an MTI will fill in the rest of the boxes.

EXCELLENCE/DISCREPANCY REPORT			① 21
LAST NAME – FIRST NAME – MIDDLE INITIAL <b>Mueller Kathryn L</b> ②		GRADE <b>E1</b> ③	
ORGANIZATION <b>331 TRS</b> ④		CLASS/FLIGHT (if applicable) <b>FLT 127</b> ⑤	
<b>EXCELLENCE/DISCREPANCY EXHIBITED (be specific)</b>			
<b>Trainee failed to give a reporting statement when asked a question</b>			
TIME <b>1300</b>	DATE <b>12 Jun 19</b>	PLACE <b>Squadron Patio</b>	
PRINTED NAME OF REPORTING INDIVIDUAL <b>TSgt Redmond</b>		SIGNATURE OF REPORTING INDIVIDUAL <b>Mel Redmond</b>	

AETC Form 341, JUL 93 REPLACES AETC Form 341, SEP 78 WHICH WILL BE USED

Fig 02-2

## Money List

Your money list (Fig 02-3) can help you recover lost or stolen money by maintaining a list of serial numbers of any bills and blank money orders you have. Maintain two identical money lists (subject to inspection). Keep one list in your security drawer and one on you at all times, which may be placed in the same plastic zip top bag as your 341s, even if you do not have any money.

Use a blue or black pen to fill out the money list. **NEATLY** print your information in the appropriate areas, do not use punctuation. Follow the example given in Fig 02-3.

1. On the first line print your LAST NAME – FIRST NAME – MIDDLE INITIAL. After your middle initial, include JR, SR, II, III, etc., if applicable.
2. On the second line, print your squadron (e.g. 331 TRS).
3. On the third line, print your flight number (e.g. FLT 127).
4. List the serial number(s) and denomination(s) of each bill and blank money order(s) in descending order below the flight number.

Bulley Brian J	①
331 TRS	②
FLT 127	③
\$100 B51237846X	④
N76204815U	
\$50 A85466175K	
\$20 D22958302R	
F74960225H	
\$10 D55918437P	

FIG 02-3

When you update your money list, draw a single line through the serial number of each bill no longer in your possession. If you acquire new bills, add them and the serial numbers to your list. If necessary, re-accomplish your money list as changes occur.

### 59 MDW Form 154, *Temporary Duty Restriction* (if applicable)

#### Shaving waiver (if applicable)

#### One copy of Guard/Reserve orders (if applicable)

#### AETC Form 50, *Appointment Slip* (if applicable)

## CIVILIAN LUGGAGE

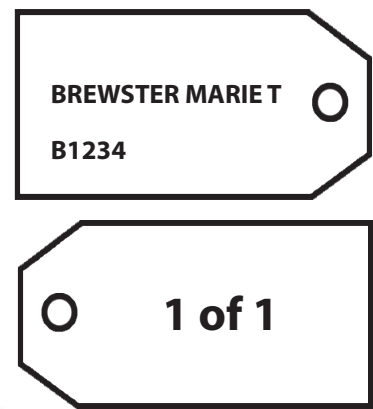
The civilian luggage room is used to store excess amounts of personal hygiene items, medication, civilian clothes and personal items (e.g., cameras, MP3 and CD players, radios and laptop computers unless squadron CC deems a more appropriate location for these items) as well as any items too large to fit in your security drawer. Maintain a complete inventory list for all high-value personal belongings on a piece of paper. Record the make, model, serial numbers and a physical description of these items and store this inventory in your security drawer. **DO NOT** lock up the following items in your civilian luggage as they may be used during processing appointments:

- Civilian eyeglasses, contact lenses with case and prescription
- Driver's license
- Social Security Number (SSN) card
- Marriage license
- Dependent's birth records
- JROTC, ROTC or Civil Air Patrol certificates
- Naturalization papers
- United States Permanent Residence Card (also known as the "Green Card")
- Enlistment contract
- College transcripts
- All other important paperwork

### Civilian Luggage Tag

Attach a properly completed luggage tag (Fig. 02-4) to each piece of luggage and to any loose item(s) you are storing. Use a blue or black pen to fill out the tag. **NEATLY** print your information in the appropriate areas; do not use punctuation. Follow the example given in Fig 02-4).

1. On the first line print your LAST NAME – FIRST NAME – MIDDLE INITIAL. After your middle initial, include JR, SR, II, III, etc., if applicable.
2. On the second line, print your laundry mark, (e.g. B1234).
3. On the reverse side of the tag, indicate the number of items you are storing:
  - a. For one piece of luggage – Print “1 of 1” on the tag.
  - b. For two pieces of luggage – Print “1 of 2” on the first tag and “2 of 2” on the second tag.
  - c. Continue in the same manner for three or more pieces of luggage.



### **WORSHIP SERVICES/NONDENOMINATIONAL/SECULAR MEETINGS**

FIG 02-4

The US Constitution guarantees your right to worship or not to worship. The AF policy is clear; there is Zero Tolerance for discrimination based on religious preference or beliefs. You may participate in the service of your choice; however, you will not be coerced to attend any service.

If you choose not to participate in services, there will be no repercussions. You may attend one service and one religious education class/nondenominational/secular meeting each week. In addition, you may attend religious observances like Passover or Ash Wednesday, but you will not be able to attend daily services (e.g., daily mass or prayer calls). You may also participate as a chapel guide, choir member or instrumentalist, if your training schedule permits. See the chapel schedule posted in the dormitory for the most current times and locations.

During your first weekend, senior student leaders or escorts will march you to the service of your choice. If you wish to attend any services, coordinate it with your MTI. When you attend services, do not visit other areas. You will march directly to the service and directly back to your dormitory after the service is over.

### **EZ PAY CARD**

While in BMT, you are issued an EZ Pay Card. This card should be treated like cash as it does not have a personal identification number (PIN) to protect it; the only protection is to secure it in your security drawer or have it in your possession. The cash value is equivalent to \$400, which is deducted from your initial pay. The purpose of the card is to provide you access to funds while waiting for initial pay to be deposited in your bank account; which could take up to 30 days. When returning to the dormitory, secure your card in your security drawer. If you lose your card, notify your MTI IMMEDIATELY. The card can be used at the following locations:

- Mini-mall (including the shoppette at Wilford Hall Ambulatory Surgical Center)
- Clipper Cuts and BX Hair Salon
- Religious services
- Squadron dry cleaners
- Military clothing sales

Prior to departing JBSA - Lackland you must cash out your EZ Pay Card at one of the following banks: Bank of America or Air Force Federal Credit Union. This card is not accepted at AAFES stores or vendors located at other bases.

### **INITIAL BASE EXCHANGE (BX) VISIT**

You will need the mandatory items listed in Fig 02-5. After arriving at the mini-mall, you will pay for the items (e.g., lock and flashlight) you were issued the first day of training in your backpack with your EZ pay card. It is NOT MANDATORY to buy the items on the optional list or items you already have. Do not purchase aerosol, any cleaning products for the dormitory and any over-the-counter medication. This includes nutritional supplements, mineral preparations or vitamins. If you receive any of these items in the mail, report it to your MTI immediately.

- Male trainees, who wear boxer shorts during Physical Training (PT) and BEAST, must wear an athletic supporter
- Female trainees are encouraged to wear a sports bra during PT and BEAST
- You may purchase black or navy blue spandex shorts to wear under your PT running shorts

## **PRE-PACKAGED MEALS**

There are two types of pre-packaged meals you might use while in BMT; the Meal Ready to Eat (MRE) and the Tailored Operational Training Meal (TOTM). MREs are intended for use in the deployed environment, while TOTMs are used as an alternative operational training meal. TOTMs are not an MRE, nor are they designed to take the place of the MRE. TOTMs are a training tool to aid units in gaining familiarity with the preparation, usage, consumption and disposal of pre-packaged meals used in a deployed environment

Both meals are completely self-contained and consists of a main entrée, wet-pack fruit, a beverage base, flameless heater, dining kit, and other assorted components. They provide a great way to get the optimum amount of nutrients and energy so you always remain fit while in the training and deployed environments. However, some basic guidelines must be followed to ensure health and safety requirements are met.

### **EATING**

Health risks may result from improper preparation and consumption. Ensure you sanitize your hands prior to preparing and consuming your meal. When mixing water with your beverage powder, do not use your water bottle, use the beverage bag (if provided). Sugars and other components of the beverage powders could lead to bacteria growth in the water bottle and in emergency situations, water bottle water may be needed to flush debris from wounds or eyes. Additionally, some beverage powders may contain caffeine. Caffeine is a diuretic that actually removes water from your system and is counterproductive to proper hydration.

To open, locate the peak at the top center of the removable seal, firmly grasp each side of the packet and pull. It is recommended that you prepare the main entrée first with the flameless heater and consume other elements of your meal while it heats.

### **SAFETY/DISPOSAL**

The flameless heater and by products are not intended for human consumption. Here are some safety points to remember when using and disposing of your heater:

- Vapors released by an activated heater contain hydrogen, a flammable gas; DO NOT place an open flame near these vapors
- When 10 or more heaters are used inside a shelter, ensure a door or window is open
- Hot water from the flameless heater can burn the skin and cause serious thermal burns. NEVER carry an activated heater in your uniform pocket
- Use caution when discarding the heater as the bag and water inside it may still be hot
- DO NOT drink the water remaining in the heater bag or use it in food items; IT IS TOXIC
- If you choose not to use your flameless heater, you must discharge it before disposing of it
  - ▶ Unused heaters present a significant fire risk in trash receptacles
  - ▶ To discharge an unused heater, activate it then set it aside to cool
- Once you have finished eating, all trash (e.g., candy, gum and sugar packs) and any uneaten items must be thrown away. Do not save anything for later
- Conduct a sweep of the area to ensure no trash or pieces of food have been left lying on the ground

## **ALLERGIES**

Many of you may have food allergies or food preferences. To help you make the best choices, avoid allergic reactions and meet your dietary preferences when selecting a meal, refer to the common food allergies listed in the Nutrition and Fitness Principles Chapter and inform your MTI of your specific dietary needs as soon as possible (e.g., vegetarian, Halal or Kosher).

## ***SUMMARY***

This orientation helped you understand your role and that of your MTI while in BMT. Following the policies and procedures will help you succeed during BMT and provide the groundwork for a successful career in the AF. However, you can only be successful if you follow what you have learned.

<b>BACKPACK ITEMS ISSUED FOR ALL TRAINEES</b>			
Backpack	1 each	3 in 1 Soap	1 each
LED Flashlight w/ Batteries	1 each	Dental Floss	1 each
Reflective Belt	1 each	Foot Powder	1 each
Padlock	1 each	Deodorant	1 each
Silver marking pens	1 package	Toothbrush & toothbrush tray	1 each
Black marking pen	1 package	Hand sanitizer	2 each
Laundry bag	1 each	Toothpaste	1 each
Laundry soap (see Note 2)	1 each	Notepad	1 each
Trash Bags	1 box	Nail trimming equipment	1 each
Water Bottle	1 each	Stamps	1 book
Ball-point pen (blue or black)	1 package	Plastic storage container	1 each
Towels	3 each	Highlighter	1 package
Mesh bags	4 each	ID card holder	1 each
Blousing straps	2 packages	Shower shoes	1 pair
Ruler	1 each	Envelopes	1 box
<b>MANDATORY ITEMS</b>			
Eyeglass strap (see Note 1)	1 each	Hair supplies (e.g., bands, bobby pin)	As required
<b>MINI MALL RUN OPTIONAL ITEMS (MALE AND FEMALE)</b>			
Soap tray (if bar soap is used)		White socks	
Soap (bar or bottle)		Suede boot brush	
Shampoo		Scissors	
Cotton balls		Spandex shorts (blue or black)	
Shaving items		Shaving Cream or electric pre-shave lotion	
Sanitary napkins or tampons		Athletic supporter (if wearing boxers)	
Bras or sports bras		Watch	
Underwear		Thermal underwear (white, cream or sand colored)	
Brush or combs		Calling card	
Stationary supplies		Body powder	
Sewing kit		Nylons or panty hose (2ND ISSUE)	
Shirt garters (2ND ISSUE)		Iron (2ND ISSUE)	
Heel and sole dressing (2ND ISSUE)		Clothespins (2ND ISSUE)	
<b>Notes:</b>			
1. Trainees who wear glasses or contacts are required to buy eyeglass straps.			
2. If you are allergic to the detergent provided and it is unopened, you may return it for a refund and purchase another brand at your own expense.			
3. Do not buy over-the-counter medication (except for cough drops, unless prescribed or cleared by a military medical doctor).			

FIG 02-5



## 737TRG COMMANDER'S BRIEFING

Objective :: Participate in basic military training leadership familiarization.

**W**elcome to the United States Air Force! You're about to begin your Air Force career with excellent training provided by your Military Training Instructor, otherwise known as your MTI. Your MTIs and BMT leaders are here to provide you with world-class training so you become warrior Airmen who are ready to serve in the world's greatest Air Force. My and their number one priority is your safety and well-being in preparing you for your vitally important role as Airmen.

### **WINGMAN**

One fundamental part of being an Airman is to be a good wingman. You'll quickly learn the necessity of team work and how to communicate, help and support your fellow wingman. You will always be or have a designated wingman with you at all times during BMT. That means your wingman must be minimally within your view at all times and must be of the same gender. If anyone tries to separate you and your designated wingman-**IMMEDIATELY REPORT** it to your MTI, charge of quarters (CQ) MTI or squadron leadership. Even beyond your designated wingman, keep in mind Airmen are all wingmen to each other! Our job is to serve and fight together as one team.

### **PROFESSIONALISM**

Additionally, all Airmen are expected to be professional at all times. This applies to you, as well as your MTI. Social, personal, intimate or sexual relationships with MTIs are not allowed in BMT or in technical training. Your MTI should not contact you through social media such as Facebook, Twitter, texts or email while you are in student status. You are not allowed to be alone with members of the opposite gender, trainee or permanent party, at any time. Examples of this include being in an opposite gender dormitory without an MTI present, being alone in the dormitory, in a closed door office counseling or in a motor vehicle with an MTI. Making sure you are professional and always display integrity in your interactions with all others, means you treat everyone with respect and dignity, including fellow trainees even when your MTI is not present. This is a clear sign of your readiness to be an Airman.

### **FEEDBACK**

We are committed to providing you excellent training and shaping you into a Warrior Airman, but we need your help! You can help us make BMT better with your productive feedback. Use your chain of command or any of the various feedback mechanisms, such as the *Feedback Form* or end of course survey, when you want to provide input or have questions that require answers. Feedback boxes are located throughout the squadron, in the chapel and in the BEAST dining facility – use them freely.

### **CHAIN OF COMMAND**

Keep in mind, student leaders are not in the chain of command and you should report problems directly to your MTI, not your student leaders. Your chain of command starts with your MTI, then the MTI's supervisor, up to the squadron commander. Additionally, the squadron first sergeant and superintendent are always available to assist you.

### **COUNSEL**

Chaplains are also available for guidance and counsel, as well as Sexual Assault Response Coordinators (SARC) for problems that require help from outside the chain of command. The SARC has a 24/7 confidential hotline 210-808-7272. Use the hotline, if necessary, you will not be punished for reporting.

## **WARRIOR AIRMAN**

You have taken the first step on an awesome journey toward becoming a Warrior Airman! Make use of all the training provided to you in BMT to complete your journey! Keep in mind to “Train Like Your Life Depends On It” as the values and principles you learn in BMT are time honored principles which have served to keep our Airman strong in protecting our Nation’s freedom.

## MTI'S FIRST WEEK BRIEFING

Objective 1a :: Participate in basic military training familiarization.

*Without Airmen working hard each and every day, the Air Force (AF) mission could not be carried out. By adhering to the AF way of life, both you and the AF benefit. The mission gets accomplished quicker and easier with possible recognition for your efforts. The AF places a strong emphasis on your safety. Your understanding and adherence to the hazards around you will increase unit effectiveness and mission accomplishment. The less time you spend ill or injured will increase your chances of successfully graduating from Basic Military Training on time.*

### AIR FORCE CORE VALUES

The AF Core Values exist for all members of the AF family. The definition of the word core means the innermost or most important part; simply, the heart of something. Value is a principle, standard or quality regarded as worthwhile or desirable. In essence, AF Core Values are at the heart of everything we do, and are therefore highly valued. The presence or absence of these values is measured by a person's behavior. They are the backbone of our military discipline, and underlie how we interact with each other to fulfill our mission.

AF Core Values are: **INTEGRITY FIRST, SERVICE BEFORE SELF and EXCELLENCE IN ALL WE DO.**

#### INTEGRITY FIRST

The willingness to do what is right even when no one is looking. Integrity is the foundation for all other values and is the cornerstone for building trust. Integrity is the single most important part of character. It makes Airmen who they are and are as much a part of their professional reputation, as their ability to Fly, Fight and Win.

Airmen must be professional, both in and out of uniform. Integrity is not a suit that can be taken off at night or on the weekend, or worn only when it is important to look good. People judge us by our actions to see if we live up to their expectations as preservers of freedom, justice and our democratic way of life. Anything less, risks losing the trust of those we serve, and puts the reputation of the AF in peril.

Integrity is the ability to hold together and properly regulate all the elements of one's personality. A person of integrity acts on conviction, demonstrating impeccable self-control without acting rashly.

These are the values that promote Integrity First:

**Courage** - We must do what is right even if the personal cost is high.

**Honesty** - Our word must be our bond.

**Responsibility** - You must acknowledge your duties and act accordingly.

**Accountability** - Never try to shift the blame to others or take credit for the work of others.

**Justice** - A person of integrity practices justice. Those who do similar things get similar rewards or similar punishments.

**Openness** - Encourages a free flow of information within the organization and seeks feedback from all directions.

**Self-respect** - Respect oneself as a professional and a human being.

**Humility** - A person of integrity grasps and is sobered by the awesome task of defending the Constitution of the United States of America.

#### CHAPTER SUMMARY

- » AF Core Values
- » BMT Training Measurements
- » BMT 8 WOT Activities
- » BMT Honor Graduate Program
- » Appointments
- » Flag Conditions
- » Risk Management
- » Marching Procedures
- » Emergency Management Program
- » Feedback Form
- » Student Leader ROEs
- » Accessing Sexual Counselors Anonymously
- » Trainee Hotline Phones

## **SERVICE BEFORE SELF**

Your commitment and dedication to the security of this nation, the preservation of our nation's freedom and the values we believe in, must take precedence over your personal desires.

Service Before Self represents an abiding dedication to the age-old military virtue of selfless dedication to duty at all times and in all circumstances—including putting one's life at risk, if called to do so. The Service Before Self value deals with accepting expeditionary deployments and assignments, accepting jobs without scheming for "face time" while others do the mission. Further, Service Before Self does not mean service before family. Airmen have a duty to their family as strong as that to the Service. The difference between service to your family and to the Service is, there are times the Service and Nation will require you to be away from home. Your responsibility to your family includes preparing and providing for them when deployed or as duty requires.

These are the values associated with Service Before Self:

**Rule Following** - To serve is to do one's duty. Our duties are most commonly expressed through rules.

**Respect Others** - Always act in certain knowledge that all persons possess a fundamental worth as human beings.

**Maintain Discipline and Self-Control** - Professionals have a fundamental moral obligation to the persons they lead to strike a tone of confidence and forward-looking optimism.

**Refrain from Anger** - Apply reasoning and understanding; refrain from expressing hostilities in the work environment.

**Control Appetites** - Those who allow desire for temporary pleasure to cloud their judgment, for example by making sexual overtures toward subordinates, are unfit for military service. Likewise, the excessive consumption of alcohol casts doubt about an individual's ability to maintain discipline and self-control.

**Practice Religious Toleration** - Worship, or not to worship, is an individual choice and freedom. No one should try to force their religious views on anyone else. Individual peer-to-peer discussions are alright but no one should do anything that implies "official" approval of one set of beliefs over another. The AF is a team and needs everyone to accomplish the mission. Public prayer (outside of some special ceremonies), evangelizing, proselytizing (converting to your religion) or overtly religious messages in official communications can be offensive to others of different faiths or beliefs and are divisive to the team. Always be professional and respectful of others.

**Have Faith in the System** - To lose faith in the system is to place self before service.

## **EXCELLENCE IN ALL WE DO**

Demands Airmen to constantly strive to perform at their best. This includes continuously searching for ways to improve one's-self and new and innovative ways to do the mission. This is what will propel the AF into a long-term, upward spiral of accomplishment and performance.

Excellence In All We Do is seen through:

**Product or service excellence** – Focus on providing services and generating products that fully respond to customer wants and anticipation of customer needs.

**Personal excellence** – Seek out and complete professional military education (PME), as well as, stay in good physical and mental shape.

**Community excellence** – When members of an organization work together to successfully reach a common goal.

**Mutual respect** – When people view others as having fundamental human worth.

**Benefit of the doubt** – When people reserve judgement until they have the whole story.

**Resources excellence** – As people aggressively implement policies to ensure the best possible cradle-to-grave management of resources.

## **BMT TRAINING MEASUREMENTS**

BMT is divided by weeks of training. There are 8.5 weeks of training (WOT) in BMT. Throughout the 8.5 WOT, you will be evaluated in three key areas.

### **WEEKLY CORE VALUE RATING (CVR)**

Based on behavior, performance, and other aspects of your ability to adapt to military life in accordance with the AF Core Values. You will receive either an "S" for a satisfactory rating or a "U" for an unsatisfactory rating each week. If you receive an unsatisfactory rating, you will be counseled on the area(s) of deficiency.

### **TRAINING OBJECTIVES**

- First and Second Issue Recruit Living Area (RLA)
- Principles of First Aid and Foundational Expeditionary Skills Training (FEST)
- Basic Expeditionary Airman Skills Training (BEAST); Chemical, Biological, Radiological, and Nuclear (CBRN) training; and Combat Arms Training and Maintenance (CATM) live-fire
- Individual Drill Movements, Reporting Procedures, Rank Recognition, Rendering Courtesies, Dress and Appearance, Physical Training (PT), M16 Trainer Weapon and an End of Course (EOC) Written Test

## **BMT 8 WOT ACTIVITIES**

### **8 WOT ACTIVITIES**

- Airman's Run
- Airman's Coin and Recognition Ceremonies and Retreat Ceremony
- Parade

## **BMT HONOR GRADUATE PROGRAM**

The BMT Honor Graduate program is based on a grade and point system. This award entitles you to wear a distinctive ribbon (only earned in BMT) and receive a certificate of recognition. Only the top 10% of graduates are selected for honor graduate. The criteria for this award are listed below.

- You must receive a satisfactory grade on all of the following trainee performance areas:
  - ▶ RLA, Drill Movements, Reporting Procedures, Rank Recognition, Rendering Courtesies, M16 Trainer Weapon, Dress and Appearance, FEST, Principles of First Aid and CVRs
- Your RLA evaluation is based solely on item failures and points. The fewer item failures you receive, the more points you will be awarded
- Participate in CBRN, CATM and BEAST
- Receive a score of 90% or higher on the EOC Written Test
- Attain a minimum fitness composite score of 90% or higher on the final PT evaluation

Honor Graduates are authorized a special town pass on Sunday of graduation weekend.

## **APPOINTMENTS**

### **GENERAL RULES**

Before you are authorized to go on an appointment, you or the person in charge must have an AETC IMT 50, *Appointment Slip*; an AF Form 490, *Medical/Dental Appointment Slip* or any other issued appointment slip. Only permanent party personnel can sign an appointment slip and you can only stop at the buildings listed on the appointment slip. While on an appointment, do not use vending machines, pay phones or government phones unless given specific permission to do so.

You must carry your military ID, wear/carry your backpack, with your water bottle and carry your flashlight and reflective belt with you to your appointment. Wear the uniform of the day during duty hours and your Operational Camouflage Pattern (OCP) after duty hours. Your PT gear can only be worn if you are taken to a medical facility by ambulance during

PT. You are required to conduct 2 hour accountability checks by notifying the squadron CQ and updating your status/location when conducting business or attending appointments outside the 737 TRG training environment. While conducting business or attending appointments in the 737 TRG you are only required to perform an initial check-in upon arrival. This accountability check is extended to 3 hours when you attend a religious service with a follow-on religious education event.

### **SIGN OUT AND SIGN IN PROCEDURES**

Before departing the squadron area, you must sign out using the eBMT automated appointment/trainee tracking log to record your location while at an appointment. Use the BMT Form 124, *Appointment Log* if eBMT is down. Correctly fill out the form using the headings. Make all entries legible using only black or blue ink. Do not fill in the last two columns until you return from your appointment.

### **ROUTINE MEDICAL APPOINTMENTS AND EMERGENCY MEDICAL CARE**

Do not be afraid to ask to go to sick call. If you are sick or injured, you must let your Military Training Instructor (MTI) know so they can make sure you get proper medical care. If someone in your flight is sick or injured, inform your MTI. Medical sick call hours are from \_\_\_\_\_ to \_\_\_\_\_, Monday through Friday, at Satellite Dispensary \_\_\_\_\_, BLDG \_\_\_\_\_. Saturday sick call is at BLDG 7002, Reid Clinic, \_\_\_\_\_ to \_\_\_\_\_. If you are returning to your squadron during the hours of darkness, call the Charge of Quarters (CQ) at \_\_\_\_\_ prior to departing Wilford Hall Ambulatory Surgical Center. If you need emergency medical care, it is available 24 hrs a day at Wilford Hall Ambulatory Surgical Center, notify your MTI or CQ, and they will call an ambulance for you. When going to sick call, take the following items with you:

- Military ID card
- Backpack
- Water Bottle
- Flashlight (after dark)
- Reflective Belt
- Unused/Expired prescription medication
- Personal hygiene items
- Money and EZ Pay Card
- Shower shoes and running shoes (only if you have foot problems)

### **TYPES OF APPOINTMENTS**

#### **Medical**

When returning to the squadron from an appointment, return your medical records (if applicable) and then sign back in. Immediately show your MTI or the CQ any paperwork or medications you receive; however, do not leave documents on your MTI's desk. You are to comply with the instructions of your waiver. If you are directed to do something conflicting with your waiver, report it to your MTI immediately.

#### **Eye/Eyeglasses**

If you have a problem with your eyes or eyeglasses, inform your MTI. For eye appointments, report to BLDG 7002, Reid Clinic Optometry Section, during the hours of \_\_\_\_\_, Monday through Friday. Pick up your medical records before your appointment and bring any civilian eyewear, such as contact lenses and civilian eyeglasses. Follow the same sign out procedures previously discussed. You will wear your civilian glasses until you receive your issued glasses. You must get a waiver to wear your civilian glasses in place of your issued glasses.

#### **Dental**

If you have dental problems, inform your MTI. Routine dental sick call is at 0700 – 1030 and 1200 – 1430 hrs in BLDG 6418, Dunn Dental Clinic, Monday - Friday. Follow the same sign out procedures as previously discussed. After duty hours, weekends and holidays, report to your MTI or CQ to be sent to the UCC to sign in for dental sick call. Care will be provided at BLDG 4602, MacKown Dental Clinic.

Trainees transiting to/from appointments by the base shuttle bus should contact their CQ for transportation advice if their bus stop waiting time exceeds 30 minutes.

### **FLAG CONDITIONS**

They are dictated by the Wet Bulb Globe Temperature (WBGT), which is a temperature index used to determine heat conditions. There are five different colors of flags (Fig 04-1) that can be flown (white, green, yellow, red and black), which identify the specific temperatures and humidity conditions. Locations of flags are positioned near all drill pads, under the overhang of all Recruit Housing and Training (RH&T), on the Airmen Training Complex (ATC), BLDG 6330, the Pflugston Reception Center, and BLDG 6420, BMT HQ, (flags may be posted outside BLDG 5725, Airey Processing Center; BLDG 7002, Reid Health Clinic; and BLDG 7037, Mini-Mall). At the Airmen Training Complex (ATC), locations of flags will be in the front of the building, near the drill pad and on the dining hall side of the building.



Your MTI will guide your physical activities based on the flag conditions to ensure you stay hydrated.

<b>FLAG (WBGT) HEAT INDEX CARD</b>			
<b>WHITE</b>	<b>78 – 81.9 °</b>	2 WOT & Below	Supervise Closely
<b>GREEN</b>	<b>82 – 84.9 °</b>	2 WOT & Below	Supervise Closely
<b>YELLOW</b>	<b>85 – 87.9 °</b>	2 WOT & Below 3 WOT & Above	Drill & PT under overhang Continue details using work/rest cycle Monitor PT closely
<b>RED</b>	<b>88 – 89.9 °</b>	All WOT 3 WOT & Below 4 WOT & Above	Drill & PT in covered area using work/rest cycle Continue details using work/rest cycle May conduct fire drills (monitor closely)
<b>BLACK</b>	<b>90 ° &amp; Above</b>	All WOT 4 WOT & Above 4 WOT & Below 5 WOT & Above	NO PT, Drill in covered area using work/rest cycle May conduct fire drills (monitor closely) Details in covered area using work/rest cycle Continue details using work/rest cycle

**FIG 04-1**

### **HEAT RELATED ILLNESS AND INJURY**

#### **Heat Cramps (mild)**

Spasms usually occur in the leg muscles or arms as a result of strenuous exercise, which is caused by a loss of salt in the body. Treatment for this includes the following:

- Cold water with salt or electrolyte mix
- Move the victim to cool place and let them rest

#### **Heat Exhaustion (severe)**

Signs of heat exhaustion include fatigue, weakness, profuse sweating, rapid pulse, dizziness, nausea, and headache. It can usually be prevented by staying well hydrated and eating good meals (with electrolytes). It is the most common heat-related illness.

#### **Heat Stroke (most severe)**

If someone who is exercising develops altered mental status, this is a sign they may be experiencing a heat stroke. This is a true medical emergency. The person may be confused, disoriented, agitated, have slurred speech, or may simply “pass out.”

If you or another trainee is suffering from any of these heat related symptoms take the following actions:

- Notify an MTI or any other permanent party member, immediately
- If possible, get the victim into a shaded area and send a runner for help. If you are alone yell for help. Do not administer first aid
- If you do not feel well, notify your MTI

## **RISK MANAGEMENT**

Risk Management (RM) is the AF’s approach to safety in all we do. You must follow the guiding principles listed below:

- Accept no unnecessary risk
- Make risk decisions at the appropriate level
- Accept risk when the benefits outweigh the costs
- Integrate into operations and planning at all levels
- Apply the process cyclically and continuously

RM is a decision-making process to systematically evaluate possible courses of action, identify risks and benefits and determine the best course of action. RM is a five-step process:

1. Identify the hazards
2. Assess the hazards
3. Develop controls and make decisions
4. Implement controls
5. Supervise and evaluate

While in BMT the Dorm Chief is the RM and Ground Safety Representative for your flight. The Dorm Chief will attend all risk management meetings with squadron leadership and must report all hazards to an MTI or supervisory personnel.

## **MARCHING PROCEDURES**

In BMT, you will march in formation, varying in size, everywhere you go. Follow these procedures when marching on base:

- All formations must use Warrior Airman Walkways when available
- Never march in the street and avoid routes that do not have sidewalks or Warrior Airman Walkways
- March against the direction of vehicular traffic when possible
- Keep away from construction sites
- When two or more trainees march together, they will stay two abreast
- March at the position of attention
- Be properly sized
- Regardless of the number or formation, Trainees/Airmen will march at the position of attention and follow appropriate work/rest cycles based on heat stress conditions
- Stay in step with each other
- Use appropriate cadence and drill commands



If a trainee becomes sick or injured while marching without an MTI, take the following actions:

- Stop a passing vehicle and ask for assistance
- Send a runner to the nearest building to get help
- Stay with the trainee until help arrives

### **CROSSING INTERSECTIONS, ROADWAYS AND DRIVEWAYS**

- Halt and check for traffic before entering intersections, roadways and driveways
- If equipped with a crosswalk signal, the person in charge of the formation will push the signal button. If alone, push button to activate the signal

### **PROCEDURES FOR CROSSING WARRIOR AIRMAN WALKWAYS**

For Luke Boulevard or Selfridge Avenue walkways take the following action:

- March at ease and in a column of twos
- Flights will not reform until they have completely crossed the walkway

For all other Warrior Airman Walkways and bridges, flights will march at the position of attention.

### **PROCEDURES FOR THE HOURS OF DARKNESS**

- Travel in a group of two or more
- Two trainees of the opposite gender will never march alone, regardless of the time of day
- Trainees on the left side of the formation carry their flashlights in their left hand. Trainees on the right side of the same formation carry their flashlights in their right hand
- You must carry your flashlight and wear your reflective belt if it is dark or if there is a chance you will return after dark

## **MARCHING IN UNITS**

The trainee in charge will be responsible for command and control of the unit and its safety by following these procedures:

### **Units of Four or Less Trainees (called a Detail)**

- ▶ Form up in column formation with 2 abreast
- ▶ The entire unit salutes officers and staff cars
- ▶ Stop at all intersections, roadways and driveways; with the trainee in charge checking for traffic before proceeding
- ▶ Road guards are not required and the trainee in charge remains part of the unit while marching through the intersection, roadway or driveway

### **Units of 5-12 Trainees (called a Flight)**

- ▶ March at the rear and outside of the unit, even with the last rank, on the side of nearest traffic or hazard
- ▶ Salute officers and staff cars for the unit
- ▶ When approaching intersections, roadways and driveways:
  - » After halting the unit, march to the edge of the roadway and check for traffic
  - » Once the street is clear, post in the center of the roadway to stop traffic, raising arms to stop traffic if necessary
  - » Once traffic stops, assume the position of attention and perform the appropriate facing movements to face the unit
  - » Give the command "FORWARD, March"
  - » As the entire unit marches through the intersection, roadway or driveway, perform appropriate facing movements to maintain line of sight on the unit to monitor possible hazards
  - » Once the entire unit has cleared the roadway, give the command "FLIGHT, Halt" then "Cover"
  - » Rejoin the flight in the appropriate position and proceed

### **Units of 13 or more Trainees (called a Flight)**

- ▶ Follow the same procedures as units of 5-12, and include the following procedures to post road guards at intersections, roadways and driveways:
  - » After halting the unit, determine the appropriate quantity of road guards needed to cover the lanes of traffic flowing through the route of march and ensure they know where to post
  - » After checking traffic and posting in the center of the roadway, give the command "Road Guards Out"

#### For two lanes:

- » The front road guards double time into the street, centered in their respective lane of traffic, facing oncoming traffic
- » Road guards will assume the position of parade rest, with one arm extended out front, parallel to the ground, and the palm facing traffic. During the hours of darkness, an operational flashlight will be in this hand with the light pointing down
- » After road guards are properly posted and give the command "FORWARD, March"
- » As the unit marches through the intersection, roadway or driveway, the trainee in charge performs appropriate facing movements to maintain line of sight on the unit to monitor possible hazards; and the rear road guards double time into the street and tap the front road guards on the shoulder
- » The rear road guards take the place of the front road guards, and the front road guards double time to the front of the unit to assume their original position
- » After the entire unit clears the intersection, roadway or driveway, give the command "FLIGHT, Halt", then give the command "Road Guards In"
- » Rear road guards double time to their original position at the rear of the unit
- » After the road guards clear the intersection, roadway or driveway, rejoin the unit in the appropriate position and proceed

For three or four lanes

- » Before giving the command "Road Guards Out", have one or both rear road guards move to the front of the unit with the front road guards
- » After giving the command "Road Guards Out", all road guards at the front double time into the street, centered in their respective lane of traffic, facing oncoming traffic
- » Follow the same procedures for positioning and marching as for two lanes
- » Upon giving the command "Road Guards In", all roads double time to their original positions at the front or rear of the unit
- » After road guards clear the intersection, roadway or driveway, rejoin the unit in the appropriate position and proceed

**NOTE:** report vehicles failing to observe RM to your MTI or supervisory personnel. Try to provide them with as detailed information as possible. When reporting the violation, give the time, location, vehicle description, license plate number and a description of the violation.

## **EMERGENCY MANAGEMENT PROGRAM**

AF Visual Aid (AFVA) 10-2510 U. S. *Air Force Emergency Notification Signals* is posted on the dormitory bulletin board and of the Memory Work Chapter within your *Basic Military Training Study Guide (BMTSG)*. This visual aid states the possible warnings you may hear and must be memorized by the end of the 1 WOT.

The potential dangers in the San Antonio area include natural disasters, such as severe thunderstorms, lightning storms, tornadoes, flash floods, earthquakes, and wild fires; and possible man-made hazards, such as Hazardous Material (HAZMAT) spills, aircraft accidents, and terrorist use of Weapons of Mass Destruction (WMD).

### **NATURAL THREATS**

#### **Severe Thunderstorms/Lightning Storms**

If you are outdoors when a severe thunderstorm or lightning occurs, seek shelter immediately. If you can't get indoors, avoid being near metal objects and go to the lowest lying area you see, such as a culvert or ditch. DO NOT seek shelter under a tree! All Warrior Airman Walkways and overpasses are off limits during lightning storms due to the danger of a possible lightning strike.

#### **Tornadoes**

If you are outdoors and a tornado develops in your area, seek shelter immediately. If you can't get indoors, go to the lowest lying area you see, such as a culvert or ditch. If you are in your squadron area, go to your shelter area, which is any "A" level dormitory (RH&T), Level II dormitory (ATC) or designated classroom. If you are out of your squadron area, go to the nearest permanent concrete structure and shelter in an inner-most room with the fewest or no windows until the "all clear" is declared. Once "all clear" is declared, assist injured personnel within your abilities and seek help as needed.

#### **Heavy Winds/Rains and Flash Floods**

If you are outdoors and out of your squadron area when heavy winds, heavy rains or flash floods occur, seek shelter immediately. Stay out of low lying areas and avoid low water crossings.

#### **Earthquakes**

San Antonio occasionally experiences low magnitude earthquakes less than 4.0 on the Richter scale that result in little to no damage. However, it's still important to be familiar with how to respond in the event that one occurs. If you are outdoors, move away from buildings, streetlights, utility wires and trees. If indoors, stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures and tall file cabinets or furniture.

#### **Wildfires**

The most likely place you would be threatened by a wildfire while at BMT is at the BEAST site. If a wildfire does occur during your field training exercises, DO NOT attempt to fight the fire. Leave the area in an upwind or crosswind direction, and remain out of the path of smoke or fire. If possible, notify your MTI, squadron personnel, or fire department of the wildfire location and proceed to a safe location for accountability.

## **MAN-MADE THREATS**

### **HAZMAT Spills**

HAZMAT spills are possible anywhere chemicals are stored or transported, such as the squadron HAZMAT storage area, chemical closet or PT/Supply office. If you are outdoors, near the location of a spill, move away in an upwind or crosswind direction. If you are indoors and a spill occurs outside your facility, remain indoors and evacuate only if directed by your MTI, squadron personnel or emergency responders.

### **Aircraft Accidents**

Joint Base San Antonio (JBSA) installations have active flying operations where aircraft accidents are possible. Kelly Field, adjacent to Lackland, has one of those active airfields, with training, tactical and mobility aircraft flying around and over Lackland. If you witness an aircraft accident, report the location to your MTI or squadron personnel. If the accident occurs near your location, move away from the crash site and any hazards; ensuring you move upwind or crosswind from any smoke.

### **Terrorist Use of WMD**

JBSA prepares the installation population for the possibility of a WMD through education and exercises. While at BMT, your MTI or squadron personnel will direct you on actions and measures to take in the event of a terrorist attack on the installation. Listen for emergency notifications and follow the directions provided.

## **GENERAL INSTRUCTIONS**

During any emergency, follow the directions of emergency responders, your MTI or squadron personnel. If you are out of the squadron area during an emergency, have a permanent party person contact your CQ as soon as it is safe to inform them of your location.

## **MEDICAL EVALUATION (MEDEVAC) PROCEDURES CODE BLUE (CRITICAL EMERGENCY)**

An Independent Duty Medical Technician (IDMT) will determine if an incident/injury is a critical emergency and will call for a "Code Blue". The IDMT will direct the PT Supply NCO or other designated representative to signal a Code Blue by engaging the air horn for a minimum of 20 seconds. All personnel will clear the track/PT pad, form up at a designated location and proceed back to the ATC/RH&T immediately, personnel may need to return later to retrieve any gear. Squadron leadership and the PT Supply NCO will remain on scene to provide assistance to the IDMT as necessary.

## ***FEEDBACK FORM***

You have the right to fill out a Lackland AFB Form 133, *Feedback Form* at any time. There are three blank forms in the back of your BMTSG. These forms are also available in the dining hall exits and other places around base. Feedback Forms are intended to address issues, positive and negative or to pass along ideas that may improve BMT. Using Feedback Forms is another way for you to communicate with your squadron leadership to get help in addressing any concerns you have and the form may be submitted anonymously.

## ***STUDENT LEADERS RULES OF ENGAGEMENT***

Student leaders are appointed based on expected maturity and skill in helping fellow trainees accomplish tasks, as directed by your MTI. SLs may be rotated at appropriate times. This will give other trainees a chance to demonstrate their skills or to remove a SL who is not meeting expectations. SLs are NOT in the chain of command. Your MTI is the first person in the chain of command for all flight members, regardless of position. SLs are equal to all other trainees; they are of equal rank until graduation. Your MTI is the first AF supervisor for all of you. The MTI's priority is to lead each of you to become successful Airmen in the United States Air Force. SLs will assist the MTI by carrying out and following up on specific tasks given to them; however, all Trainees have equal access to go to the MTI directly, with any concerns about your training. Any of you are expected to go to the MTI directly, if you observe or experience Trainee Rules of Conduct violations such as use of profanity, bullying or unwanted touching. You do not need to go through your Student Leaders for these. You always have access to anyone in the chain of command, may use the feedback system, and may seek assistance from support personnel such as the chaplain, medical provider, SARC counselor or first sergeant, at any time. No SL or flight member will ever discourage a fellow flight member or retaliate against a flight member for reporting Trainee Rules of Conduct violations. Integrity is the highest of our AF core values. You must uphold it at all times to include times when the MTI is not present.

## **GENERAL RULES**

SLs will treat EVERY Trainee with dignity and respect at all times; and remind fellow Trainees to do the same if they should fail to do this. SLs will help flight members accomplish tasks; answer questions about details; and resolve conflict such as personality conflicts and teamwork challenges, and stop formation of cliques at the lowest level, when possible. SLs are NOT MTIs; SLs are NOT in the chain of command – flight members DO NOT go through SLs to speak with the MTI. SLs will NOT pull 341s or apply MTI Tools; SLs will address all infractions of Trainee Rules of Conduct as shown in the BMT Study Guide to the MTI or supervisory personnel.

## **DORM CHIEF RESPONSIBILITIES**

1. Carry out duties assigned by the MTI with the assistance of Element Leaders which includes, at all times, modeling professional behavior through professional language, being a good Wingman, showing a positive/encouraging attitude, and treating everyone with professional respect and dignity.
2. Maintain flight professionalism and order in the absence of the MTI; supervise academic classroom/auditorium classes when no MTI is present.
3. Brief flight on instructions and information as tasked by the MTI; form the flight as instructed; and supervise cleaning of the dorm and outside areas.
4. Ensure flight members have a wingman with them at all times, and apply the wingman concept as outlined in the BMT Study Guide.
5. Take roll before all academic classes.
6. Prior to each hour of instruction, give the instructor the number of Trainees assigned to the flight, the number of absent Trainees, the roster number of each missing Trainee and the reason for missing class.
7. Use positive means to motivate, encourage and assist fellow Trainees to accomplish tasks assigned by the MTI and the daily activities required for becoming an Airman (i.e. Recruit Living Area set-up/maintenance, individual/flight marching, academic progress and accountability).
8. Refer flight members to the MTI, or supervisory personnel, when unable to adequately respond to flight member questions or problems.
9. Report problems or violations of Trainee Rules of Conduct to the MTI, or supervisory personnel.
10. Ensure all flight members are present or accounted for before lights out; immediately notify the MTI, Charge of Quarters or supervisory personnel anytime a Trainee is missing.
11. Inform flight of special events and report the number of Trainees who plan to attend them.
12. Attend scheduled Dorm Chief meetings with squadron leadership.
13. Report dormitory damage and/or hazards to the MTI.
14. Are briefed on their respective responsibilities for the following areas: unacceptable conduct, wingman concept, marching units and pedestrian risk management, dormitory security, risk management, and hygiene.
15. Report any trainer weapon safety violations to the MTI.
16. Immediately report any trainer weapon or accountability discrepancies to the MTI.

## **ELEMENT LEADER RESPONSIBILITIES**

1. Assist the Dorm Chief in carrying out duties which includes, at all times, modeling professional behavior through use of professional language, being a good Wingman, showing a positive/encouraging attitude, and treating everyone with professional respect and dignity.
2. Maintain element professionalism and order in the absence of the Dorm Chief and MTI.
3. Ensure element members are present or accounted for at all times.
4. Ensure element members have a wingman with them at all times, and apply the wingman concept as outlined in the BMT Study Guide.
5. March their element to/from dining facilities (if in a different building), to/from appointments and to/from details.
6. Ensure element members clean their areas before leaving the dormitory.
7. Ensure element members wear the correct uniform and have a neat and clean personal appearance.
8. Ensure there are no security violations in their element.
9. Report problems or violations of Trainee Rules of Conduct to the MTI, or supervisory personnel.



## **STUDENT LEADER REPORTS**

MTIs may require a verbal debrief, or a short written note, on problems. Any written report will be short (e.g. short paragraph) and will NOT exceed one page (single side) in length.

## **ACCESSING SEXUAL ASSAULT COUNSELORS ANONYMOUSLY**

As you go through BMT training, you'll receive training on sexual assault at various points in the program which may trigger difficult emotions. You always have the option to meet with a Sexual Assault Response Coordinator (SARC), anonymously; that is without anyone in your flight including your MTI, your wingman or anyone in the chain of command knowing the specific reason. Follow the guidance in fig 04-2 to meet anonymously with a SARC representative. You may also use the Trainee Hotline Phones, available 24/7.

# **CONFIDENTIAL & ANONYMOUS REPORTING**

## **YOU CAN MEET WITH THE SARC WITHOUT YOUR FLIGHT OR CHAIN OF COMMAND KNOWING**

The chaplain will maintain confidentiality by giving you an appointment slip, calling the SARC or a DoD certified Victim Advocate to meet you in the privacy of the medical facility (Reid Clinic. BLDG 7002), and signing you out of CQ, so you will not be questioned about it.

Since trainees are seen at Reid Clinic for a multitude of reasons, ***no one in your chain or flight will know the specific reason for your referral.*** Chaplains routinely give appointment slips to trainees for many different reasons.

The appointment slip will designate a room within the Reid Clinic where the receptionist will send you. It will be one of the treatment rooms (like any other trainee would go) to await the SARC's arrival. The chaplain or medical provider will have called the SARC, in advance, to tell them to come to you and to maintain the confidentiality of your visit.

**THE APPOINTMENT SLIP ACCOUNTS FOR YOUR WHEREABOUTS, BUT WITHOUT ANYONE KNOWING THE SPECIFIC REASON FOR YOUR REFERRAL. EVEN YOUR WINGMAN WILL NOT KNOW THE REASON FOR YOUR REFERRAL.**

**FIG 04-2**

## **TRAINEE HOTLINE PHONES**

Trainees Hotline Phones are located in the latrines in the RH&T and in the latrines in the ATC. You are provided unrestricted access to these phones without fear of reprisal. These phones have a direct menu feature and no outside dialing features. The following "Menu Options" are available:

1. SARC Hotline
2. Chaplain
3. 2AF Reporting Hotline (Refer to the back of your BMTSG for the actual phone number)

## **SUMMARY**

Becoming familiar with the information within this chapter will help you throughout BMT. If you are ever in doubt of what you should or should not do in any of these situation covered in this chapter ask your MTI for clarification. Keep this chapter flagged for easy access to building numbers, hours of operations and important phone numbers. Good Luck!

# NOTES



## SQUADRON COMMANDER'S ARRIVAL BRIEFING

Objective 1a :: Participate in basic military training leadership familiarization.

*Throughout this briefing, keep in mind the Air Force (AF) Core Values, as they will be your guide to applying everything you learn here today throughout your AF career. For example, Integrity First can strengthen your resolve if tempted with the offer of an unprofessional relationship. Service Before Self can remind you to resolve your problems for the sake of the success of the AF mission. Excellence In All We Do can inspire you to be the best wingman you can be for your fellow Airmen. Living by all three can lead you to a successful Basic Military Training (BMT) experience and future AF career.*

### PROFESSIONAL RELATIONSHIPS

From the moment you raised your hand to take the Oath of Enlistment, you were accepted into the profession of arms. All professions, including the military, have rules regarding professional conduct and professional relationships.

The Military Equal Opportunity (MEO) program helps promote an environment free from personal, social and institutional barriers that prevent AF members from rising to the highest level of responsibility possible. It guarantees that Airmen will be evaluated only on individual merit, capability and performance.

Later, you will have in-depth classes on Human Relations and Sexual Assault Prevention and Treatment. But for now, here is the critical information you need to understand until you get these classes.

Unprofessional relationships between permanent party personnel (instructors and staff) and trainees are **strictly prohibited**. Trainees and permanent party personnel will NOT date or engage in sexual or social relationships. You will not establish, develop, and attempt to develop or conduct a social, personal, intimate or sexual relationship with MTIs. You should not be contacted by your MTI by phone or through social media such as Facebook, Twitter, or texts. You will ensure your relationships with MTIs are professional. Trainees are not allowed to be alone with a person of the opposite gender, either another trainee or permanent party personnel. This includes being in the opposite gender dormitory without a Military Training Instructor (MTI) present, closed-door office counseling or riding in a motor vehicle.

Permanent party personnel must report any prohibited personal or social media contact from any Trainee/student, or the family member or friend of any Trainee/student, to their chain of command immediately. If the personal contact involves an item (i.e. card, letter, gift, etc.) that arrived in the mail or was left behind, the MTI must submit it to their chain of command immediately.

Trainees will treat each other with the utmost dignity and respect. There will be no name-calling, teasing or harassment. Permanent party personnel will treat you in the same manner.

The AF has "zero tolerance" for sexual harassment and sexual assault. The AF is committed to deter sexual assault through robust education and training programs, appropriate supervision and policies. As a new Servicemember, you must understand our military culture will not tolerate sexual assault and you must know what to do in the event of an offense.

### CHAPTER SUMMARY

- » Professional Relationships
- » Wingman Concept
- » Resolving and Handling Problems
- » Family Care Plans
- » Worship Services
- » Commander's Special Interest Items
- » Trainee Hotline Phone
- » Special Victim's Counsel
- » Military Training Instructor Tools
- » Trainees Giving Constructive Feedback

The AF's goal is to sustain an environment in which our Airmen feel secure enough to report assaults as they occur. The AF swiftly and thoroughly investigates all allegations and punishes perpetrators when the results of these investigations dictate. No one, including other trainees or permanent party personnel, should do the following:

- Make unwelcome sexual advances toward you
- Request sexual favors from you
- Engage in verbal conduct, physical contact or gestures of a sexual nature

### **HAZING**

This behavior causes another person to suffer or be exposed to activity that is cruel, abusive, humiliating, oppressive, demeaning or harmful. Hazing will not be tolerated. All AF customs and courtesies are conducted with the highest degree of professionalism and dignity. Secret initiation rites are NOT allowed. BMT is your only indoctrination into the AF and the profession of arms. Immediately report any instances of maltreatment, maltraining or hazing using your chain of command.

### **DECENCY**

While living in close quarters, here or in a deployed environment, everyone is expected to show common courtesy and respect by demonstrating modesty. What was once acceptable prior to AF life may not be acceptable now. With the exception of the shower and drying areas, trainees will not walk around unclothed. Show respect for others by properly covering yourself as you walk through the dormitory.

### **SEXUAL CRIMES PREVENTION**

Sexual crimes such as rape or sodomy involve forcing a person to submit to sexual intercourse and can happen to both males and females.

While in BMT, follow these guidelines to minimize chances of becoming a victim of a sexual crime:

- Never put yourself in a compromising position (follow the Trainee Rules of Conduct)
- Report those who do not follow rules (exercise professional behavior)

In the unlikely event you find yourself in a threatening situation, rely on your judgment. Some recommended actions to take:

- Reason with your attacker as it may turn their attention to something else
- Be assertive by loudly yelling, "No!" and screaming for help
- Physically resist by stomping on the attacker's foot or kicking them in the groin

### **REPORTING SEXUAL CRIMES OR ATTEMPTED SEXUAL CRIMES**

As you go through BMT training, you'll receive training on sexual assault at various points in the program which may trigger difficult emotions. You always have the option to meet with a Sexual Assault Response Coordinator (SARC), anonymously; that is without anyone in your flight including your MTI, your wingman or anyone in the chain of command knowing the specific reason. Follow the guidance in fig 05-1 to meet anonymously with a SARC representative. You may also use the Trainee Hotline Phones, available 24/7.

## **CONFIDENTIAL & ANONYMOUS REPORTING**

### **YOU CAN MEET WITH THE SARC WITHOUT YOUR FLIGHT OR CHAIN OF COMMAND KNOWING**

The chaplain will maintain confidentiality by giving you an appointment slip, calling the SARC or a DoD certified Victim Advocate to meet you in the privacy of the medical facility (Reid Clinic. BLDG 7002), and signing you out of CQ, so you will not be questioned about it.

Since trainees are seen at Reid Clinic for a multitude of reasons, ***no one in your chain or flight will know the specific reason for your referral.*** Chaplains routinely give appointment slips to trainees for many different reasons.

The appointment slip will designate a room within the Reid Clinic where the receptionist will send you. It will be one of the treatment rooms (like any other trainee would go) to await the SARC's arrival. The chaplain or medical provider will have called the SARC, in advance, to tell them to come to you and to maintain the confidentiality of your visit.

**THE APPOINTMENT SLIP ACCOUNTS FOR YOUR WHEREABOUTS, BUT WITHOUT ANYONE KNOWING THE SPECIFIC REASON FOR YOUR REFERRAL. EVEN YOUR WINGMAN WILL NOT KNOW THE REASON FOR YOUR REFERRAL.**

**FIG 05-1**

## **TWO REPORTING METHODS**

### **Restricted (Confidential) Reporting**

When you access the SARC directly or a Medical Provider, without discussing the specific details of your situation with your Military Supervisors, you reserve the right to keep your information confidential and not prompt a formal investigation. Anonymous reporting is one way to do that.

You may also tell any of your military supervisors that you want to see the SARC – without providing any details. In this case they will know you're seeking help, but they will not know or seek to know, the specifics of your situation. This is important, if you want to maintain confidentiality - do not discuss details beyond asking to see the SARC.

The advantage of this is, you can report an allegation of sexual assault and get access to medical care, supply forensic evidence and receive victim advocacy counseling without triggering an investigative process.

### **Unrestricted Reporting**

You provide the details of your sexual assault or attempted sexual crime to anyone in your chain of command or any of the offices listed below:

- MTI
- Instructor supervisor
- Squadron superintendent
- First sergeant
- Director of Operations (DO)
- Commander
- Office of Special Investigations (OSI)
- Security Forces
- DoD SAFE Helpline
- SARC

This will trigger a law enforcement investigation through Security Forces or Office of Special Investigation (OSI). The advantages of this are: when cases are investigated, offenders can be pursued through prosecution and held accountable for their crime which may include being discharged from the AF.

## **OTHER INFORMATION**

Your chain of command is here to provide you with the help and support you need. If you feel you were sexually harassed or assaulted during your recruitment, you may report it now. If you would like to make an unrestricted report, which will start an investigation, please see your commander after you receive this briefing. If you would like to make a restricted report (confidential), notify your MTI that you would like to speak to a SARC representative. When notifying your MTI, do not discuss any details regarding your assault. This violates your confidentiality and your report immediately becomes unrestricted.

If you are a victim of a sexual crime, remember these key pieces of information:

- The sooner you report the crime, the greater the chances the attacker will be caught
- Do not bathe, shower or change clothes before being examined as these actions destroy valuable evidence
- The first concern when a sexual assault is reported is for the well-being of the victim
- Regardless of which type of report you choose, know that your needs as a victim remain the top priority

## **MALTREATMENT AND MALTRAINING**

Your MTIs will be tough but fair. No MTI should engage in any type of maltreatment. All training is based on required training objectives that will always be made clear to you. Verbal and physical abuse by other trainees, staff or MTIs will not be tolerated.

- No person should use language that degrades, belittles, demeans, ridicules or slanders anyone based on color, national origin, race, religion, age, ethnic group, gender or physical stature
- The use of profanity or disrespectful language is prohibited
- Unnecessary physical contact is not authorized (e.g., no one should hit, poke, thump, push or grab another person)
- No one should threaten to physically harm another person
- No one should order anyone to perform degrading or humiliating tasks in the name of training

## WINGMAN CONCEPT

The wingman concept was developed when pilots noticed a need to watch out for each other while in flight. It provides you with a personal contact for assistance in adapting and coping with training. You will spend the first few weeks of training adjusting to the military lifestyle; having someone you can talk to and count on may ease the tension during your transition. Your assigned wingman will be your bunk mate in your respective bays.

The wingman concept is simple: you look out for your fellow Airmen to ensure they are able to accomplish the mission safely. The fundamental idea is teamwork. Each of you must work together and help one another adjust to the BMT environment. Working with others allows you to learn and implement team-building skills to succeed in BMT and your AF career.

## RESOLVING AND HANDLING PROBLEMS

The chain of command allows AF members to resolve problems at the lowest possible level. You should always start with your supervisor (MTI) when you need help solving a problem. If your supervisor is the problem then start at the next level in your chain. If your chain of command does not resolve your problem, there are other options available to you. You are welcome to discuss problems with a chaplain, SARC, medical provider or someone else in the chain of command, remember SLs are NOT in the chain of command. Your MTI is the first person in your chain of command.

The commander's open door policy is designed to assist you in resolving problems. Remember the commander and the First Sergeant are always available and you can notify your MTI or instructor supervisor/flight commander anytime when you want to use the open door policy.

### STUDENT LEADERS RULES OF ENGAGEMENT

Student Leaders (SL) are appointed based on expected maturity and skill in helping fellow trainees accomplish tasks, as directed by your MTI. SLs are NOT in the chain of command. Your MTI is the first person in your chain of command. You are welcome to discuss problems with a chaplain, SARC, medical provider or someone else in the chain of command. Attempt to solve problems at the lowest level first, but if that doesn't work let your MTI know.

Your health, safety and training success is your MTI's priority. Your training is designed to be tough and stress your ability to do things you never thought you could do. Your MTI will demand you live up to the standards of professionalism under stress. Human relations training and other lessons will explain those standards and apply throughout BMT.

Professionalism is simple. Treat everyone with respect and dignity, this shows your readiness to become an Airmen. Break unprofessional habits NOW! Be professional even when your MTI is not around, this is the core of INTEGRITY! Bottom line – be professional at all times and do not accept unresolved unprofessional treatment from a fellow trainee to include a SL. Report it to your MTI!

### FEEDBACK SYSTEM

Here in BMT, the *Feedback Form* is another avenue you can use to help resolve your problems. It is designed for you to voice your concerns through the Lackland AFB Form 133, *Feedback Form*.

*Feedback Forms* are located in the back of your *BMTSG*. **NOTE:** forms are also available in the dining hall and other places around base. You will not be harassed, punished or intimidated by instructors for using the feedback form.

*Feedback Forms* are intended to address issues, positive and negative. These forms are picked up by personnel not attached to your training squadron several times each week and allows you to communicate directly with your squadron leadership. Its one additional way for you to pass along any issues you may have in using the chain of command, the commander's open door policy and hotline phone.

The Chaplain and First Sergeant are also available to assist you in handling problems.



## **FAMILY CARE PLANS**

AF members responsible for the care of their family must make family care arrangements that reasonably cover all situations, both short and long term. The AF is an air, space and cyberspace expeditionary force. In order to accomplish our mission we must be able to deploy at a moments notice.

Single parents, dual military couples with dependents and members with civilian spouses or other dependents that have unique family situations are required to have a written family care plan on file with their commander or first sergeant.

If you fall into the categories just mentioned, when you get to Technical School, you will be required to complete an AF Form 357, *Family Care Certification*. You must notify your commander or first sergeant of any changes in your family status.

There are also many AF agencies available to help you set up your Family Care Plan needs.

- Commander or First Sergeant
- Military & Family Readiness Center
- Child Care Centers
- Military Personnel Flight
- Staff Judge Advocate
- Financial Services Office

See your first sergeant if you have any questions about your Family Care Plan or whether you need to have one or not.

## **WORSHIP SERVICES**

You have the right to attend the worship service of your choice. You also have the right to not attend religious services, if that is your choice. No one will force you to attend or prohibit you from attending worship services. Respecting everyone's right to religious freedom is essential to good order and discipline.

## **COMMANDER'S SPECIAL INTEREST ITEMS**

Be aware, a personal relationship between you and an MTI is strictly prohibited. You have been briefed that you will not establish, develop, or attempt to develop or conduct a social, personal, intimate or sexual relationship with an MTI. Remember, prohibited social contacts or personal relationships are prohibited whether conducted face-to-face or via cards, letters, emails, telephone calls, instant messages, video, online media such as Facebook, or by any other means.

You are not allowed to be alone with a person of the opposite gender, either another trainee or permanent party personnel. This includes being in an opposite gender dormitory without an MTI present, closed-door office counseling, or riding in a motor vehicle.

If an MTI attempts to contact you for other than official business, refer to *Trainee/Student Hotline* information in the back of your BMTSG for further instructions. You may not have social contact with any MTI until 180 days after completing technical training, or after being separated from the Air Force before completing entry level training.

BMT is safe – your safety and well-being are your Commander's number one priority. Your role in BMT is major. As a new Servicemember, you must understand our military culture will not tolerate sexual assault and you must know what to do in the event of an offense. Please report sexual misconduct or any threats to discourage you from reporting. Do this **TODAY** or at any time, using a *Feedback Form* or through informing anyone you trust (e.g. commander, chaplain or medical provider). Commanders will take allegations seriously and support the investigation efforts. Commanders will take immediate action (as warranted) and rest assured, you will not be punished in any way. Air Education and Training Command will take all measures needed to make sure your training experience is world-class.

## **TRAINEE HOTLINE PHONES**

These phones are located in your dormitory. You are provided unrestricted access to these phones without fear of reprisal. These phones have a direct menu feature and no outside dialing features.

The following "Menu Options" are available:

- SARC Hotline
- Chaplain
- 2 AF Reporting Hotline

## **SPECIAL VICTIM'S COUNSEL**

The Special Victim's Counsel (SVC) represents your legal interests. Legal advice and legal assistance is confidential; your rights and privacy interests are protected. They attend interviews, hearings, and courts-martial with you. If you need their services contact your local SVC at (210) 671-4748/4740.

## **MILITARY TRAINING INSTRUCTOR TOOLS**

MTI Tools are designed to achieve a desired behavioral change during and beyond BMT. They must be judiciously applied to uphold AF standards in ways that are firm, fair and demanding.

There are 12 MTI Tools that you may be exposed to during training:

- Airman's Time
- Positive Verbal Reinforcement
- Raising Voice
- Privileges (Phone Call, Patio Break and Liberty)
- Dorm Mentorship
- Task Repetition
- Progressive Remediation
- Dorm Set-Up Remediation
- Personal Living Area (PLA) Rearrangement
- Bed Proficiency Drills
- Exercise Motivation
- Temporary Flight Change

Trainees are not allowed to administer an MTI Tool at any time.

## **TRAINEES GIVING CONSTRUCTIVE FEEDBACK**

We take all feedback very serious and welcome it, because we learn, develop and improve from it. Both positive and constructive improvement feedback. To ensure feedback can be submitted without fear of reprisal, anonymous reports will remain anonymous.

When providing feedback:

- Be clear – so we can read it
- Be constructive; think – “What do I hope to accomplish?”
- Be fair/honest – your comments reflect your character, credibility, maturity and commitment to Airmanship/Wingmanship principles

No feedback method is better than another – use what you're most comfortable using.

## **SUMMARY**

Though mainly overviews of topics you will later cover in detail, this chapter highlighted proper conduct of training and expressed first-hand expectations for your behavior. Practice the AF Core Values of Integrity First, Service Before Self and Excellence In All We Do; be a good wingman, help others avoid the pitfalls and temptations that can come with being in a new environment. Together everyone can succeed in BMT.

## PATIO BREAK BRIEFING

Objective 1a :: Participate in basic military training familiarization.

*While in Basic Military Training (BMT), having some downtime from your intense training can help you put things in perspective and refocus your dedication to the Armed Forces. During these breaks, apply the Air Force (AF) Core Values of Integrity First, Service Before Self and Excellence In All We Do. For example, Integrity First might mean eating a healthy snack instead of junk food. You could practice Service Before Self by using part of your patio break to work on a skill you need to improve. Show Excellence In All We Do by performing at your best and encouraging your flight to do the same such as showing proper military bearing as you display common courtesies on the patio. Applying these Core Values to the best of your ability in small things such as patio break, can help them become second nature in all things you do. It can also help you in the grander scheme of becoming a world-class Warrior Airman.*

### CHAPTER SUMMARY

- » Purpose
- » Key Information
- » Patio Break Rules

### PURPOSE

Patio breaks are a great opportunity for trainees to demonstrate self-discipline, professional behavior and AF Core Values. This time can be used to be motivated and encouraged by reading letters, or conversing with fellow trainees. It provides a break from the stresses of day-to-day training in a responsible manner while enjoying a snack or soda. It also allows the MTI an opportunity to reward exceptional performance and instill discipline by holding trainees accountable.

### KEY INFORMATION

All trainees will receive a mandatory 45 minute patio break in the 2 WOT. Additional patio breaks are a privilege you must earn; they are not something you are automatically entitled to. They are given at the discretion of your MTI to all, some, or none of the flight. Your performance dictates how much patio break will be given or withheld. Additionally, mission requirements may limit the number of patio breaks you may receive. Patios are open for authorized breaks 1700-2000 hrs, Monday through Friday; and 0900-2000 hrs on weekends and holidays. Use of patios may be restricted during inclement weather.

### PATIO BREAK RULES

While on patio break adhere to the following rules.

- Wear the uniform of the day, unless otherwise instructed
- Wear only issued glasses unless you have a waiver
- You must comply with the Basic Trainee Rules of Conduct posted on the dormitory bulletin board and in your BMTSG
- You are expected to exercise self-discipline, practice core values, and be professional under minimal supervision
- Follow Air Force customs and courtesies and maintain impeccable bearing and proper dress & appearance Each of these reflects your ability to apply self-discipline and readiness to become an Airman
- No horse playing, unprofessional language, or arguing
- Do not gossip. Gossiping is unprofessional and may create a hostile environment
- Do not damage or abuse machines or equipment. This is a violation of the UCMJ, Article 108, Damage to Government Property

- Report abuse, loss of money, or inoperable machines to your instructor team
- If you lose money, write down the machine number. Ask your MTI for permission to go to the mini-mall to be reimbursed
- Consume drinks and snacks on the patio only and discard your trash before leaving the patio
- Stay out of laundry rooms (RH&T only). Do not talk with or give food or drinks to laundry crew members
- No visitors are allowed on the patio at any time

## **SUMMARY**

There are many opportunities to earn additional patio breaks, but keep in mind the rules that go along with this privilege. Excellence In All We Do means not only following all of the specific rules, but striving to show professionalism and set the example for others.

## BASE LIBERTY BRIEFING

Objective 1a :: Participate in basic military training familiarization.

*Base liberty allows you the opportunity to experience the many benefits offered by support agencies, such as restaurants, stores, bowling alley, library, etc. It's important as an Airman to know what's available so you can take full advantage of the concessions and activities offered by your base. Always be courteous and professional when visiting these locations to leave a positive impression of yourself, your unit and the Air Force as a whole.*

### PURPOSE

Base liberty allows trainees the opportunity to demonstrate that you are developing the self-discipline and professionalism required of all Airmen. This is the perfect time to put into practice the AF Core Values that have been instilled since your arrival at basic training. You can bolster personal motivation and resiliency by participating in relaxing activities in a responsible manner, while learning what the base has to offer in the way of entertainment, food establishments and activities. Base liberty also allows your MTI the opportunity to reward exceptional behavior and instill discipline by holding trainees accountable for their actions.

### KEY INFORMATION

You will receive a mandatory 2-hour initial base liberty in the 4 WOT. Additional base liberty may be given to all, some or none of the flight based on performance and mission requirements at the MTI's discretion.

Potential times for base liberty are after 4 WOT from 1700-2000 hours Monday-Friday and 0900-2000 hours on weekends and holidays. Optional base liberty will not exceed 4 hours. During the 8 WOT, if allowed, the hours for base liberty are Monday-Wednesday 1700-2000. Base liberty occurs on Thursday immediately after the Coin and Retreat Ceremony until 2000 hours, and Sunday from 0900-1800. The 737 TRG/CC determines Base Liberty times during holiday periods. The squadron commander, upon recommendation of the flight commander, may restrict 8 WOT base liberty due to poor performance and/or disciplinary issues.

### PERMITTED LOCATIONS/ACTIVITIES

You may visit the following locations during any base liberty:

- Mini-Malls – BLDGs 10345 and 7025 (fast food restaurants and stores)
- Military Clothing Sales Store – Bldg. 7037
- Main BX – BLDG 1385
- Skylark Bowling Center – BLDG 6476
- Library – BLDG 6114
  - ▶ Use of library computers is allowed, however, you MAY NOT access social media
- Parade Grounds
- Airmen & Heritage Museum – BLDG 5206

### CHAPTER SUMMARY

- » Purpose
- » Key Information
- » Permitted Locations/Activities
- » Prohibited Locations/Activities
- » Rules of Engagement

These locations are permitted ONLY during Base Liberty, Thursday through Sunday of the 8 WOT:

- Gateway Hills Golf Course – BLDG 2901
- Burger King – BLDG 1286
- Popeye’s Chicken – BLDG 2306
- Gateway Club (dining area only) – BLDG 2490
- Commissary – BLDG 8400
- Gateway Movie Theater – BLDG 1288
- Chaparral Fitness Center – BLDG 7346
- Pflingston Reception Center – BLDG 6330
- Skylark Community Center (1300 – 1800) – BLDG 6576
- Security Forces Museum – BLDG 10501

### **PROHIBITED LOCATIONS/ACTIVITIES**

- Other squadrons and other squadron patios (unless prior approval is received from squadron leadership)
- Arnold Hall Community Center
- The Refuge (Technical Training Spiritual Center)
- Family housing and Inns of Lackland (Gateway Inn) (unless invited by a family member Thursday – Sunday of the 8 WOT; and approved by squadron leadership)

### **RULES OF ENGAGEMENT**

- Follow ALL rules provided by your instructor to include Trainee Rules of Conduct posted on dormitory bulletin board and in your BMTSG
- Conduct yourself in a professional manner that brings credit to the Air Force
- Render customs & courtesies (e.g., salute marked staff vehicles, retreat courtesies)
- Wear the uniform of the day
- Carry your military ID at all times
- Carry an operational flashlight and reflective belt if you will be out during the hours of darkness
- Wear your issued glasses on all base liberties, unless you have a waiver
- Carry your water bottle at all times, except during 8 WOT events
- Sign Base Liberty roster prior to departing the squadron area and initial the roster at CQ upon return
- You may choose to utilize the dining facility prior to going on base liberty
- If going to the Chaparral Fitness Center or golf course, take your Physical Training Uniform and running shoes in your backpack and change upon arrival; you must wear the designated uniform to and from these locations
- Have a wingman at all times; except when with family members during 8 WOT
- Be a good wingman
- Two trainees of the opposite gender will never march alone, regardless of the time of day
- March at attention (except during Red/Black Flag conditions)
- All food and beverages must be consumed on the location purchased
- Do not purchase/consume any alcoholic beverages
- Do not consume energy drinks
- Do not use any social media or cell phones; exception Thursday-Sunday of the 8 WOT)
- You are not authorized to go to the Security Forces Visitors Reception Centers to sponsor visitors until Thursday of the 8 WOT; and you must have a wingman or family member with you



- While avoiding PDA is the expected custom of all military members, there are some brief exceptions. A “brief” display of affection, such as a hug or kiss at homecomings, deployments and graduations is acceptable with moderation and respect
- Do not use automotive transportation (e.g., taxis), base shuttles, or privately owned vehicles; except Thursday – Sunday of the 8 WOT
- You will be held accountable for your actions and the actions of your family members
- Return on time (returning late is punishable under the UCMJ)
- After base liberty, Airmen will be dropped off by their visitors at their respective squadron designated location (RH&Ts), or the Pflugston Reception Center (ATCs)
- Visitors must not linger or get out of their vehicles in the parking lots, play loud music or distract squadron operations
- If you hear inclement weather warnings, take appropriate action by seeking immediate shelter and waiting for the weather to pass
  - ▶ If the situation does not improve and you are going to be late returning, contact your Charge of Quarters (CQ) at (210) 671-\_\_\_\_\_
- Update your money lists when you return to your dormitory
- DO NOT have any unauthorized contact with any MTI or permanent party personnel. If unauthorized contact occurs, you have an obligation to report this misconduct

## **SUMMARY**

There are many places to visit while on base liberty, but keep in mind the rules that go along with this privilege. Excellence In All We Do means not only following all of the specific rules, but striving to show professionalism and set the example for others. Though you will receive a certain amount of base liberty, ensuring your flight follows the AF Core Values can help you increase the amount of time you receive.

# NOTES



## AIRMANSHIP AND CORE VALUES BRIEFING

Objective 1a :: Participate in basic military training leadership familiarization.

*The Air Force (AF) takes pride in its rich heritage; part of our heritage is Airmanship and our AF Core Values. Throughout your AF career, you will continually use the AF Core Values to help guide you down the right path. Using your Airmanship and AF Core Values will help you have great success throughout your military career.*

### CHAPTER SUMMARY

- » Airmanship–Core Values
- » The Airman’s Creed
- » The Air Force SYmbol
- » Early Path to AF Success
- » Significance of Being an Airman

### AIRMANSHIP–CORE VALUES

Airmanship is defined as living up to the AF Core Values and making them a part of who you are. Your moral character, conduct and commitment are essential to becoming an Airman. Everything you do, on and off duty, must be consistent with the AF Core Values.

### ROLES AND RESPONSIBILITIES OF AIRMEN

As Airmen, you must understand the AF’s Enlisted Force Structure, AFI 36-2618 “*Little Brown Book*.” Know the roles for your specific tier. Airmen possess technical knowledge from On-the-Job Training (OJT), Career Development Courses (CDCs), and Operating Instructions (OIs). Airmen possess professional knowledge from studying the *Air Force Handbook 1, Airman (AFH 1)*, pursuing professional development courses and reading professional literature such as books on the Chief of Staff of the AF (CSAF) recommended reading list.

Airmen must seek out opportunities to strengthen community ties by getting out and volunteering within the community. In addition, Airmen need to pursue the Community College of the Air Force (CCAF) degree for your respective career and continue with higher forms of education.

#### **Show Respect for Authority**

This is one of the most difficult adjustments for Airmen to make when entering the military service. It is important to learn to follow orders in a timely manner. DO NOT question or complain (except to clarify or identify a safety issue). Military organizations cannot function without respecting authority as it goes hand in hand with discipline; once you have one, you attain the other. Showing respect is a vital component for our nation’s ability to carry out the mission.

#### **Customs and Courtesies**

At first, it may be difficult to fully appreciate their importance, but they are at the very core of military life. They are symbols of professionalism; they serve as a constant reminder of our commitment to our country and those in the profession of arms who served before us. An example of a custom and courtesy is saluting; it is more than a mere gesture. It is a sign of camaraderie and respect. It communicates professionalism and loyalty to the mission.

#### **Common Courtesies**

Always treat others with respect and human dignity regardless of rank, even if they fail to do the same for you. Be a role model -- set the example for others to follow by demonstrating the right behavior. Develop the reputation for being calm under pressure (lost tempers and angry outbursts have no place in a professional environment).

## **Professional Image**

The way you dress and wear the uniform reflects upon the entire AF and impacts public opinion. The manner in which you wear your uniform represents the type of Airman you are to others. It vividly shows your professionalism and whether or not you are worthy of being an Airman. Your appearance should command respect and represent the AF 24 hours a day, 7 days a week. Your behavior in public places, what you do, what you say and how you look, reflect credit or discredit upon the entire military service. When wearing your uniform off base, ensure it is within AF standards and looks as sharp as possible. When wearing civilian clothes, follow the rules of good taste and dress for the occasion. As part of your professional image, every Airman is responsible for maintaining AF fitness, weight standards and a healthy lifestyle so they are battle ready. Deployments test physical abilities far beyond day-to-day life at your home station.

### **ALL AIRMEN MUST LIVE BY THE AF CORE VALUES**

The AF Core Values: Integrity First, Service Before Self and Excellence In All We Do does little good to simply recite them; you must live by them. They should be the heart of your ability to carry out all of your roles and responsibilities. Know the core values and their subcomponents by reading "The Little Blue Book." They should also be a guide for everything you do, both on and off duty. Find a reason to make these values your own. Let's take a look at some situations that could be related to core values.

**On 30 August 2007**, a B-52 bomber mistakenly armed with six nuclear cruise missiles, flew from Minot AFB, North Dakota to Barksdale AFB, Louisiana. The six warheads went without proper nuclear surety until an Airman discovered the mistake.

**In March 2008**, US officials discovered the Air Force (AF), along with another agency, had accidentally sent nuclear missile nose cone fuses, instead of helicopter batteries to Taiwan. It took the US 17 months to get the fuses back under proper control.

These incidents resulted in disciplinary action, loss of certifications and new leaders being assigned. Dozens of officers were disciplined, relieved of command or resigned in the aftermath; approximately 60 Airmen temporarily lost their certification to handle nuclear weapons. Most significantly, the Secretary of the Defense replaced the Secretary of the Air Force and the AF Chief of Staff.

### **SOCIAL NETWORKING**

The AF is reliant on new technology to conduct day-to-day missions. This reliance carries over into the personal lives of our Airmen. With the push of a button, Airmen are able to send messages, pictures, and other information to family, friends and strangers across the globe. Use caution when associating your military affiliation on a public website; remember the following information:

- You are sharing information to the world
- You represent the AF and the US as ambassadors
- In carrying out this awesome responsibility, the lives of others and the security of our Nation rest on your shoulders

You are personally responsible for what you say and post on social networking services and any other medium. Regardless of the method of communication used, Air Force Standards must be observed at all times, both on- and off-duty. You must avoid offensive and/or inappropriate behavior on social networking platforms and through other forms of communication that could bring discredit upon the AF or you. Avoid behavior that could be harmful to good order and discipline, respect for authority, unit cohesion, morale, mission accomplishment, or the trust and confidence that the public has in the AF. If you violate federal or state laws and regulations and policies through inappropriate personal online activity, or any other form of communication, you are subject to disciplinary action.

### **VIDEO SHARING**

Sites like YouTube, Google and other search engines are very popular. When uploading a video on the internet, you are sharing it with the whole world. Many military members think that one little video won't hurt; however, that "harmless" video could put you or your wingman in danger. Our adversaries can collect information from several different videos. You must avoid offensive and/or inappropriate behavior at all times. As a military member, you are a representative of the AF and you must uphold the AF Core Values when using these sites.

## THE AIRMAN'S CREED

As Airmen, we wage and win our Nation's wars, all the while fulfilling invaluable and unique roles and missions in peace, crisis and war. As Airmen, we build on our rich combat heritage while reaching toward an infinite horizon. And, as Airmen, we fly, fight and win. Know the Airman's Creed, as well as the Air Force Symbol, this is every Airman's responsibility. The AFI 36-2618, *The Enlisted Force Structure*, cites this knowledge as a general enlisted responsibility.

The following Airman's creed with its memorable and hard-hitting lines articulates these fundamental beliefs and captures the essence of our warfighting ethos.

## THE AIR FORCE SYMBOL



The USAF symbol honors the heritage of our past and represents the promise of our future. It retains the core elements of our Air Corps heritage -- the "Arnold" wings and star with circle -- and modernizes them to reflect our air and space force of today and tomorrow.

The symbol has two main parts. In the upper half, the stylized wings represent the stripes of our strength -- the enlisted men and women of our force. They are drawn with great angularity to emphasize our swiftness and power, and they are divided into six sections which represent our distinctive capabilities -- air and space superiority, global attack, rapid global mobility, precision engagement, information superiority, and agile combat support.

In the lower half is a sphere, a star and three diamonds. The sphere within the star represents the globe. It reminds us of our obligation to secure our nation's freedom with Global Vigilance, Reach and Power. The globe also reminds us of our challenge as an expeditionary force to respond rapidly to crises and to provide decisive aerospace power, worldwide.

The area surrounding the sphere takes the shape of a star. The star has many meanings. Its five points represent the components of our Total Force and family -- our active duty, civilians, Guard, Reserve and retirees. The star symbolizes space as the high ground of our nation's air and space force. The rallying symbol in all our wars, the star also represents our officer corps, central to our combat leadership.

The star is framed with three diamonds, which represent our core values -- integrity first, service before self and excellence in all we do. The elements come together to form one symbol that presents two powerful images -- at once it is an eagle, the emblem of our nation, and a medal, representing valor in service to our nation.

## EARLY PATH TO AF SUCCESS

### FIRST IMPRESSIONS

As you start out in technical training and continue on to your first duty assignment, never forget you only get one chance to make a good first impression.

### TECHNICAL TRAINING TRANSITION PROGRAM

Once you enter technical school, you will be placed into a program that gradually allows you more freedoms and privileges. The Transition Program allows you to transition from the strict supervisory controls of Basic Military Training (BMT) into more freedoms and personal responsibility. Do not abuse these freedoms by failing to live up to your responsibilities as an Airman. Maintain the standards you were taught in BMT throughout your AF career.

### DISCIPLINE PROBLEMS

The main areas Airmen tend to have problems with are inappropriate relationships in the dormitory, drug and alcohol abuse, financial irresponsibility and poor Risk Management (RM). Inappropriate relationships with fellow students are not allowed. Relationships with Technical Training Instructors, BMT Instructors or any permanent party personnel must not exceed professional boundaries. Underage drinking, driving under the influence (DUI), drugs and dormitory parties are strictly prohibited. The temptation to drink underage or make poor, career-ending decisions concerning drugs will be a

I AM AN AMERICAN AIRMAN.  
I AM A WARRIOR,  
I HAVE ANSWERED MY NATION'S CALL.

I AM AN AMERICAN AIRMAN.  
MY MISSION IS TO FLY, FIGHT AND WIN.  
I AM FAITHFUL TO A PROUD HERITAGE,  
A TRADITION OF HONOR,  
AND A LEGACY OF VALOR.

I AM AN AMERICAN AIRMAN.  
GUARDIAN OF FREEDOM AND JUSTICE,  
MY NATION'S SWORD AND SHIELD,  
ITS SENTRY AND AVENGER.  
I DEFEND MY COUNTRY WITH MY LIFE.

I AM AN AMERICAN AIRMAN:  
WINGMAN, LEADER, WARRIOR.  
I WILL NEVER LEAVE AN AIRMAN BEHIND,  
I WILL NEVER FALTER,  
AND I WILL NOT FAIL.

great temptation for some of you. You need to realize that you are not in a fraternity or sorority and are no longer in high school. There are serious consequences for such behavior in the military. Do not cave to the temptation to do something you know is wrong. Most of the Airmen caught doing drugs or engaging in illegal use of alcohol made the mistake of thinking they would not be caught. They say to themselves "I'll just do it once and I am safe because there are no other military people around." There are numerous avenues to catch an offender and eventually the system will catch up with those who violate the rules. Ask yourself, "Is one night of fun worth destroying your career and having a federal conviction follow you for the rest of your life?"

### **PERSONAL FINANCES**

One of the biggest traps to avoid and perhaps the easiest to fall into is financial irresponsibility (e.g., not living within your means, running up large credit card bills or misusing the government travel charge card). Many of you entered the service out of high school and do not have a credit history. You must be careful as you may be the target of merchants offering easy credit and extended borrowing limits. Practice self-control when it comes to using credit cards or other forms of indebtedness. Use them only for emergencies. If you are unsure of how much you can obligate out of your paycheck and still have enough money to make ends meet, make an appointment with a financial counselor at the Military and Family Readiness Centers (M&FRC).

### **RISK MANAGEMENT (RM)**

Many of the AF deaths and off-duty accidents involve Airmen in Technical Training. Remember to analyze the risk and make sound decisions. Excessive speed kills, as well as over-extended driving times; remember -- no one is invincible.

### **POSITIVE ATTITUDE**

Keep the sense of pride and determination to succeed you learned during BMT with you throughout your military career. Do not leave these expectations behind on the bus ride to technical school. A positive attitude affects your health, goals and how you deal with successes and failures. You are the only owner of your attitude and only you can control it. The greatest power a person possesses is the power to choose. Choose to make your attitude and character work for you, not against you.

## ***SIGNIFICANCE OF BEING AN AIRMAN***

### **AS AN AF MEMBER**

No matter where you are assigned, you make a difference daily in the lives of countless people around the world. Your actions save thousands of lives every day.

### **INDIVIDUALLY**

Every day you put on your uniform, you are defending our nation. No matter if you stay in the AF for 4 years or 20 years, you are contributing to and continuing the legacy of a great AF. How many other careers can you think of where people are on duty all day, every day, ready to deploy to any location at a moment's notice? There are millions of people depending on you to do your job right the first time, every time.

### **EVERY AF JOB HAS IMPORTANCE AND MEANING**

Whether you are a chef preparing meals, a personnelist working on a decoration, a security forces member completing a launch facility check, an Airman monitoring missiles or a pilot providing aerial observation, be proud that you are part of a great team.

### **AIRMEN MUST LIVE UP TO THE TRUST GIVEN TO THEM BY OUR GREAT NATION**

You do this by living up to the principles of Airmanship. Every Airman is charged to protect and defend our very way of life.

## ***SUMMARY***

Part of your responsibilities as an Airman include honoring the importance of Airmanship, living up to the AF Core Values and making them a part of who you are. The AF is full of guidelines and some of them can challenge you; these guidelines are in place to help keep the integrity of our rich heritage. Follow the tips so you can be on the early path for success. These will help you become successful in all you do. Throughout your AF career you will run into several situations where using your Airmanship and AF Core Values will help guide you down the right path. Becoming a part of the AF is demanding and tough, but the pride you feel when the mission is accomplished is like no other feeling.



## TOWN PASS BRIEFING

Objective 1a :: Participate in basic military training familiarization.

*During the past seven-weeks you have learned the basics of being in the World's Greatest Air Force (AF). Town pass is a way for you to exercise and display the Core Values you have learned. This is the first chance you have as an Airman in the AF to interact with the public and let them see what a great Airman you have become.*

### HOURS

Town pass is an earned privilege. There is no guarantee that you will receive town pass while in Basic Military Training (BMT). Any restrictions to town pass will be in accordance with (IAW) 737 TRG Operating Instruction 36-3, *Basic Military Training*.

Town pass is from \_\_\_\_\_ to \_\_\_\_\_ hours (hrs) on Friday and from \_\_\_\_\_ to \_\_\_\_\_ hrs on Saturday in the 8 week of training (WOT). The MTI may recommend an additional town pass for "Excellence" to individuals or the entire flight on Sunday of the 8 WOT from \_\_\_\_\_ to \_\_\_\_\_. The additional town pass must be endorsed by the Flight Commander or Instructor Supervisor, and approved by the Commander. Also, the Sunday Town Pass is awarded to Airmen who achieve Warhawk Fitness standard, Top Male and Top Female Physical Training (PT) individual performers, Top Male and Top Female PT Flights, flights that earn Top Academic status, and Honor Graduate recipients. For Sunday's special town pass or base liberty, early departure will be authorized for church services.

### CHAPTER SUMMARY

- » Hours
- » Visitors
- » Uniforms
- » Sign In and Out Procedures
- » Rules
- » Transportation
- » Money and Money List
- » Shipping Luggage
- » United Services Organization
- » Visitor Information Center

### VISITORS

The Pflugston Reception Center, BLDG 6330, is the designated location for visitors to obtain information and contact Airmen. Visitors are prohibited from entering the squadron area except during Open House and inclement weather conditions for shelter. Open House provides a means of sharing the BMT experience with friends and family members. Airmen will brief their family members to leave the squadron area immediately following Open House.

Visitors (8 WOT only) are allowed to drop you off at the designated squadron drop off location (RH&Ts) or the Pflugston Reception Center (ATCs) at the end of town pass.

**REMEMBER:** you WILL BE HELD accountable if your family or visitors break the law (e.g., loitering, playing loud music or disrupting squadron operations). Furthermore, you will be held accountable if your family or visitors provide you with illegal drugs, over the counter medications, prescription medication, alcohol or tobacco products. You are prohibited from consuming any of these types of products and/or bringing any back to the dormitory!

### UNIFORMS

While staying in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, you are authorized to wear any service uniform combination with all authorized accouterments (e.g., ribbons, tie tack or clasp). However, you are authorized to wear only issued glasses, unless you have a waiver.

You may not wear civilian clothing, unless otherwise directed, or use unauthorized items (e.g., sunglasses, cell phones, bluetooth ear pieces or headphones).

## **SIGN IN AND OUT PROCEDURES**

Before leaving for town pass, you will sign out on a roster using your payroll signature. You will also provide a contact phone number so your squadron can reach you in case of real-world emergencies and/or recalls. You must return to the squadron and initial by your name no later than (NLT) \_\_\_\_\_ hrs on Friday and Saturday. On Sunday, you must return to the squadron and initial by your name NLT \_\_\_\_\_ hrs.

## **RULES**

There are numerous rules you must adhere to while on town pass. These include, but are not limited to, the following:

- You may visit all JBSA-Lackland facilities, food venues, and off-base attractions
- All food and beverages must be consumed on location (e.g., no food or beverages are allowed in the squadron area)
- DO NOT purchase/consume any alcoholic beverages
- Conduct yourself in a manner that presents a professional image and brings credit to the AF
- Comply with the Uniform Code of Military Justice (UCMJ), Trainee Rules of Conduct and AF Core Values
- Do not become involved with prostitutes
- Do not get tattoos, brands, or body piercings
- Do not dye your hair except as permitted and outlined in AFI 36-2903
- Do not participate in public demonstrations
- Do not become involved in confrontations with the local populace
- Do not become involved with illegal drugs
- Obey all traffic signals, use crosswalks on and off base, and do not jaywalk
- Airmen must have a wingman, unless accompanied by their family members. Opposite gender, one-on-one, situations with other Airmen are prohibited
- Avoid “off-limit” establishments as determined by the base commander. Read the Off-Limits Areas and Establishments letter posted on the dormitory bulletin board
  - ▶ Other squadron patios are off limits, unless prior approval is received from squadron leadership
  - ▶ The Inns of Lackland and base housing are off-limits unless family members are lodged or reside in these accommodations. Airmen must have squadron leadership approval to visit these areas.
- If you get lost, ask a police officer, bus driver or other reliable source for directions
- Do not accept rides from anyone
- Carry your Military ID card. Do not misplace or lose your ID card, as it may delay your departure from BMT
- During the hours of darkness, you must carry an operational flashlight and wear a reflective belt. Take your flashlight and reflective belt even if you do not plan on returning to the squadron after the hours of darkness
- If you choose to utilize the Chaparral fitness center or golf course while on town pass, you must carry your PT uniform with you and change at the facility; DO NOT wear the service uniform while participating in athletic activities at the fitness center or playing golf
- If you receive or purchase a mobile/cell phone during graduation week (Thu-Sun), you must immediately turn it into the CQ. Failure to do so, or taking the phone into the dormitory, will result in disciplinary action. You will receive your phone during graduation week, prior to shipping
- All other electronic devices (e.g. laptops, iPad, etc.), purchased or received as gifts must be taken home by family members, or mailed to your tech training location. Bringing the device(s) into the squadron or dormitory will result in disciplinary action. The Air Force and BMT cannot be held liable for the loss or damage of items; nor transportation baggage restrictions
- Do not give your dog tags to family or friends; you must take them with you to tech school and your first duty station
- Do not have any unauthorized contact with any MTI or permanent party personnel. If unauthorized contact occurs, you have an obligation to report this misconduct

## **TRANSPORTATION**

The mode of transportation most trainees use to get downtown is the San Antonio public bus system, VIA. The express bus is the fastest way to get downtown, but does not return to JBSA-Lackland. You must pay the exact fare of \$\_\_\_\_\_. Buses leave from the front of the Pfingston Reception Center, BLDG 6330, approximately every 20 minutes starting at 0920 hrs on Saturdays. The bus drops you off at the corner of 420 East Commerce Street, behind the United Services Organization (USO). The address for the USO is 203 West Market Street.

The regular bus leaves from the Luke East gate on both Saturday and Sunday. Buses returning to JBSA-Lackland depart every 20 minutes in front of the USO with the last bus departing at 1840 hrs. Buses also depart from the corner of Saint Mary's and East Commerce approximately every 25 minutes. Bus schedules are available at either the Pfingston Reception Center or the USO to help ensure you return to the base on time. If you miss the bus, taxicabs are available, but are very expensive.

You may ride in a privately owned vehicle (POV), but you are prohibited from driving a vehicle. You, and all individuals in the POV, must wear seat belts.

Do not leave the San Antonio metropolitan area. You may visit Sea World, Fiesta Texas and family members near local military installations, to include JBSA-Randolph.

## **MONEY AND MONEY LIST**

Take only the money you think you will need and a current money list with you on town pass. Be aware of unscrupulous merchants as they may try to sell you poor quality or stolen goods. Due to luggage limitations, wait until you arrive at technical training to make large purchases.

## **SHIPPING LUGGAGE**

You are only authorized to take three pieces of luggage to Technical Training; your AF duffle bag and the bag/suitcase you brought to BMT. Do not have visiting family members bring luggage, clothing items, electronics, etc from home. If you have more than the authorized amount of luggage, it may delay or even prevent you from departing.

## **UNITED SERVICES ORGANIZATION**

The USO provides information, recreation facilities, or a safe place to rest and visit with your family and friends. It offers a variety of services that include vending machines, ping pong and pool tables, movies, a lounge and a family room.

## **VISITOR INFORMATION CENTER**

The Visitor Information Center is across the street from the Alamo. It is a good place to find brochures, maps, and tourist information about San Antonio.

## **SUMMARY**

Town Pass is a time for you to go out and enjoy the sights of San Antonio with family members and friends. The information you learned today in this class should be your foundation for when you are out in the public eye. Build on this and at all times project a professional image to the public. During town pass remember you are always representing the AF so incorporate your AF Core Values in everything you do.

# NOTES



## COPING WITH STRESS IN BMT

Objective 1a :: Participate in basic military training leadership familiarization

*Basic Military Training (BMT) is a new experience for all of you. For most of you, it will be the hardest thing you have ever done so far in your life. To help you cope with this experience, we want to let you know what to expect and offer some strategies for success. No one can predict how anyone will react to BMT. Everyone has the same physical and emotional systems, and BMT is designed to stress those systems in a controlled and safe but stressful environment. It is designed to test your stamina and determination to become a warrior Airman.*

### CHAPTER SUMMARY

- » Types of Stressors
- » Being Homesick
- » Psychiatric History
- » Thoughts of Suicide
- » Basic Tips for Success
- » Stress Control Techniques

### TYPES OF STRESSORS

#### **PHYSICAL STRESS**

Over the course of your training here you will experience improved physical strength, speed, endurance, health, and confidence from the physical challenges of BMT. You will have prolonged exposure to natural elements during many physically demanding activities such as drill, marching, physical conditioning and tactical movements. Those who lack physical conditioning or were inactive prior to BMT will find these things more difficult. It will help if you keep in mind that the program is designed to help you to safely improve your fitness level in a short amount of time. You will also generally experience a mild degree of sleep deprivation caused by the training and a fair degree of anxiety. Some trainees experience temporary reactions such as difficulty sleeping, change in appetite, constipation or diarrhea, feeling overwhelmed, or crying spells. These are normal reactions to stress and are not cause for alarm.

#### **PSYCHOLOGICAL STRESS**

Trainees gain confidence, resilience, and pride by meeting the challenges of BMT. You will have numerous stressors that include living in close conditions with a large group of diverse people of varied races, ethnic backgrounds and beliefs. It is hard for any of us to make friends in a new environment, but you also need to learn to work together quickly. Helping others will prove to be one of the most valuable things you can do for your own success. No one succeeds by themselves at BMT - the same is true in actual combat. You are part of a team and will need each other to get through. Those of you who are shy or who have a strong need for privacy will experience increased stress - there are no private sleeping or shower facilities. With the exception of the shower and drying areas, trainees will not walk around unclothed. Show respect for others by properly covering yourself as you walk through the dormitory

#### **INTELLECTUAL STRESS**

Your training will also tax your intellect. You will be faced with various drill instructions, military rules and regulations that are foreign to you. You must learn these rapidly and correctly. It is normal to get nervous and even freeze up when under pressure, but do not panic. You will adjust over time. Even professional actors and musicians get stage fright and freeze up, but with time and experience, it usually gets better. Even folding clothes for inspections is tough and some trainees insist they do not have what it takes to become an Airman. It is common to think, "I'm not Air Force material," or "I've made a mistake"; however, don't give up - BMT was NOT designed to be easy.

#### **MILITARY TRAINING INSTRUCTORS (MTI)**

They are also going to challenge your self-concept, confidence in your performance, tolerance for criticism and ability to make rapid shifts in effort. Yelling by MTIs is normal - YOU ARE going to be yelled at, so adapt to it. It is not personal; you will not be physically abused or hit, so you will not need to worry about your physical safety. Yelling and criticism help prepare you to deal with stress. Your MTI is responsible for your safety and well-being, as well as training you to fly, fight and win in combat - you will make mistakes, expect and accept this. It is important to learn from your mistakes.

While the threat of a recycle is always there, it is used only as a last resort. Be concerned about it, but do not worry about it constantly.

### **STUDENT LEADERS**

You are going to have to respond to and assume authority. If you are a Dorm Chief or Element Leader, never forget that your flight is your team and not your enemy; take care of them by treating them the way you want to be treated. Never maltreat or sabotage each other, it will bring you all down - you need each and every member of your team to operate in this environment of prolonged stress and to learn to deal with apparent contradictory commands.

### **BEING HOMESICK**

It is also normal to be homesick, even extremely homesick. Having those feelings does not mean you have a mental issue. Many of you will think no one has ever been as homesick as you are, but almost everyone around you is homesick. You will have minimal contact with home for the first few weeks and that is for a reason - the Air Force (AF) wants you to realize, you are stronger than you may believe and that you CAN do things and accomplish tasks without your family and your normal support group. As difficult as BMT is, nothing in BMT is impossible. BMT graduates hundreds of Airmen every week, and they all faced the same challenges as you. Believe in yourself and know you can do it!

### **PSYCHIATRIC HISTORY**

If you have had a prior psychiatric history, to include an actual diagnosis of a mental health disorder, you may find the stress of BMT somewhat overwhelming. If you do claim a previous diagnosis, the AF will contact your doctor or clinic for verification. Depending on the condition, it could possibly result in your separation from the AF. If there is no previous diagnosis, it is not wise to pretend you have one. It is highly unlikely for you to suddenly develop a mental disorder after being extensively screened by a recruiter and AF medical providers to ensure you met the qualifications. You also stood in front of the US flag and took the Oath of Enlistment that you would defend this nation - wanting to go home is normal so believe in yourself, stand firm and you will be successful.

### **THOUGHTS ON SUICIDE**

Some trainees report fleeting thoughts of suicide during BMT - while this is not necessarily "normal," it is also not usually indicative of any serious mental health issue. It is important that if you do have serious thoughts of self-harm, with an actual plan or desire to die, please inform someone in a position of authority immediately. For those who have suicidal thoughts and think that death would be a good solution, remember BMT is temporary, only a few weeks long. There is a light at the end of the tunnel. Also remember, there are thousands who have gone through this experience and many have felt the way you are feeling [i.e. for those feeling suicidal]. Also, when you start feeling overwhelmed and consider suicide, remember the reasons you have joined. Finally, remember, BMT is supposed to be hard and if you are feeling overwhelmed, that is not because you are "mentally weak" or a "failure" but because this training is supposed to be hard. You are young and the world and the AF needs you - above all, we are very invested in your safety and will do everything to ensure you remain safe.

### **BASIC TIPS FOR SUCCESS**

Basic tips to help you during the course of your training (years of experience have proven they work)!

- **Hydration is the key:** not only is this a medically smart thing to do, but it is also a BMT requirement. Failure to hydrate according to the BMT hydration schedule will not only get you in trouble with your MTI, but can cause dizziness, fainting, hospitalization or even death
- **Sleep and nutrition:** these are two factors that are key to your health impacting your overall physical and mental attitude while in training
- **Use the restroom every chance you get:** do not wait until the last minute. Nothing will make you more miserable than not having the opportunity to use a restroom when you need to
- **Bathe daily and frequently wash your hands:** this will keep you from getting sick and missing training
- **Maintain your military bearing:** do not argue or talk back, accepting responsibility for your actions shows maturity



- Be truthful!
- Take care of each other and your odds of graduating successfully increase dramatically

## **STRESS CONTROL TECHNIQUES**

The ability to remain calm, think clearly, and perform through stress is essential to service in the military, regardless of your Air Force occupational specialty. BMT will provide you with many opportunities to practice performing under stressful conditions. There are techniques you can learn and use to control your stress response, remain calm, think clearly, and perform well.

There are 4 basic techniques to for you to consider helping you control stress while in training.

### **TACTICAL BREATHING**

The first technique to control the stress response is Tactical Breathing. This is also called diaphragmatic breathing or relaxation breathing. Tactical Breathing involves taking long, slow breaths, in a 4 count rhythm, breathing deeply from your diaphragm muscles to use your full lung capacity. Your diaphragm muscles are below your heart and lungs, and they flex downward to draw air in. When taking deep breaths like this your abdomen expands, and not your chest. This is important because when we are very stressed and anxious breathing can be rapid and shallow, which is less effective for oxygen exchange and performance. Controlling your breathing so that it is slow and even promotes good oxygen exchange, regulates your heart rate and cardiovascular system, and keeps you calm for thinking clearly.

### **MUSCLE RELAXATION**

The second technique for controlling your stress response is Muscle Relaxation. This technique involves relaxation of major muscle groups. This counteracts the stress response, conserves energy, improves your speed, flexibility, and accuracy for physical performance. This method combines very well with Tactical Breathing. Focus on letting your muscles relax, beginning with your feet, working your way up your legs, back and spine by relaxing your major muscle groups. It counteracts the stress response, conserves energy, and improves speed, flexibility and accuracy for physical performance. Close your eyes taking a deep breath and fill your lungs and stomach with air. When you exhale, drift to a state of relaxation and let tension fade away. Focus on tense muscles and let them relax (pause every 4-5 seconds). Work your way to your shoulders and down to your arms to your hands. Finish with your neck, head and face. When you are done, go ahead and open your eyes. Muscle relaxation is an easy way to calm your body and calm your mind. It works best with practice - it gets easier to get relaxed and to be relaxed throughout the day. A good time to practice muscle relaxation is at night when you are going to sleep. Lie on your back, get your breathing calm and peaceful, and relax your body, muscle group by muscle group. You may find yourself falling asleep faster. During the day it is impractical to run through a full muscle relaxation routine. During the day you can use a quick body scan for areas of tension, then deliberately relax those muscles.

### **VISUALIZATION**

Finally there is visualization. Visualize yourself successfully completing a task. This is best accomplished when you have time to relax and have a quiet time. This technique involves creating a detailed internal "movie" of you doing the task. Try bringing positive emotions into your "movie" (confidence, perfection, etc.) As your movie ends bring your focus back to your body and breathing at hand.

### **SEEKING SUPPORT FROM YOUR WINGMAN**

"A cord of three strands is not easily broken"- We are stronger and more resilient when we are connected relationally to others, especially in difficult times or under acute stress! When the timing is appropriate, seek support by talking with your Wingman or trusted confidante. Do not feel ashamed or embarrassed about confiding in your Wingman - everyone struggles with stress, anxieties, and other overwhelming emotion from time to time. Sharing your worries, fears, and other troubles with a trusted confidante helps to calm overwhelming emotion, soothe distress and anxiety, provide comfort and encouragement, bolster resiliency, and restore confidence and hope. Bottling up overwhelming emotion perpetuates unhealthy stress reactions in the body, decreases your mental and physical performance, prevents you from getting your needs met, and can leave you feeling alienated from others.

BMT will be demanding. Your weekly schedule will limit when you can apply or practice these stress control techniques. Tactical breathing can be applied any time you have a moment before an activity or when you are not expected to perform an assigned duty, detail or responsibility. You can also practice while waiting during processing appointments (as long as it does not take away from your studying of the BMTSG), during evening personal time, or during a patio break.

Muscle Relaxation and Visualization should not be applied during the training day since they require you to close your eyes; you may become too relaxed and possibly fall asleep. Consider applying these techniques during your evening/ weekend personal time or after "lights out" while lying in your bed.

## **SUMMARY**

Keep in mind that you were not brought here to fail. Your instructor team wants you to succeed; they want you to graduate as a proud and skilled warrior Airman. If you are having personal problems that may interfere with training, we are here to help you, not to send you home; our goal is to help you solve problems and successfully graduate. The training will test you, but you will never be asked to do anything impossible - remember millions of trainees have successfully graduated before you. Every day BMT is going to get tougher, but every day you are going to get stronger - it will be well worth your effort to become part of the world's greatest air, space and cyber space power. With a good attitude and perseverance, you will be marching in graduation Parade in only a few short weeks - good luck!

## UNIFORM CODE OF MILITARY JUSTICE

Objective 1a :: Participate in basic military training leadership familiarization.

*The Uniform Code of Military Justice or UCMJ for short outlines laws that apply to all military personnel. While serving your country as a proud member of the military, you also accept a higher level of standards than your civilian counterparts. These higher standards are reflected in the UCMJ. As a military member, you must obey the laws outlined within the UCMJ in addition to as city, county, state and federal laws. You are also subject to certain laws that civilians are not. For example, in the civilian sector, deciding not to go back to work after an appointment may result in losing your job. In the military, this act is an offense punishable under the UCMJ. Displaying the Air Force (AF) Core Value of Integrity First is a must when obeying the UCMJ. Protect yourself and your family by knowing these rules and guidelines. Remember, ignorance of the law is not a valid defense.*

### **PURPOSE OF UCMJ BRIEFING**

The purpose of receiving this briefing on the UCMJ is to comply with the requirement of one of the articles within. Article 137 requires enlisted members receive this briefing within 14 days of initial entry on active duty or into a reserve component, again within 6 months of initial entry, and then again at the time of reenlistment.

### **PURPOSE OF MILITARY LAW**

The purpose of military law is to promote justice, maintain good order and discipline, promote efficiency and effectiveness, and strengthen U.S. national security.

### **UNIQUELY MILITARY CRIMES**

The UCMJ is necessary because of our unique mission, mobile nature, and the fact that the Constitution does not automatically extend jurisdiction to foreign soil. It allows the military to take laws to foreign lands, and is worldwide in jurisdiction; applying to all members of the armed forces.

### **EXAMPLES OF UNIQUELY MILITARY CRIMES**

- Fraudulent Enlistment/Appointment
- Desertion/AWOL
- Dereliction of Duty
- Missing Movement
- Failure to Obey
- Prohibited Activities w/ Recruits
- False Official Statements
- Drunk on Duty
- Malingering
- Fraternization
- Disrespect Toward a Superior

### **CHAPTER SUMMARY**

- » Purpose of UCMJ Briefing
- » Purpose of Military Law
- » Uniquely Military Crimes
- » General Provisions (Chapter I)
- » Apprehension and Restraint (Chapter II)
- » Nonjudicial Punishment (Chapter III)
- » Composition of Courts-Martial (Chapter V)
- » Pre-Trial Procedure (Chapter VI)
- » Trial Procedure (Chapter VII)
- » Sentences (Chapter VIII)
- » Punitive Articles (Chapter X)
- » Miscellaneous Provisions (Chapter XI)
- » Punitive Discharges
- » Administrative Discharges

## GENERAL PROVISIONS (CHAPTER I)

### ≡ Article 2 :: *Persons Subject to the UCMJ*

All active duty members; retirees when entitled to pay; retirees of reserve components who are receiving hospitalization; reservists on active duty or inactive-duty training; National Guard when in Federal Service; persons serving a sentence imposed by court-martial

### ≡ Article 3 :: *Jurisdiction to Try Certain Personnel*

A person commits a crime while subject to the UCMJ

Later discharged or otherwise removed from orders

Can be recalled to duty to be prosecuted for the offense committed while on duty

#### **EXAMPLES**

- ▶ Reserve component member who commits an offense while on active duty or inactive duty training
- ▶ Person who fraudulently obtains discharge
- ▶ Deserters

## APPREHENSION AND RESTRAINT (CHAPTER II)

### ≡ Article 7 :: *Apprehension*

The taking of a person into custody if there is a reasonable belief that an offense has been committed and that the person apprehended committed it

### ≡ Article 8 :: *Apprehension of Deserters*

A civilian officer having authority to apprehend offenders under the laws of the United States or of a State, may apprehend a deserter and deliver him into the custody of the armed forces

### ≡ Article 9 :: *Imposition of Restraint*

Arrest is the restraint of a person by an order not imposed as a punishment.

Confinement is physical restraint.

Must have probable cause

Any commissioned officer may order an enlisted member into arrest or confinement by an order. CC may delegate authority to a NCOs.

Only a commanding officer may order a commissioned officer into arrest or confinement. Authority is not delegable.

Security forces personnel authorized to apprehend offenders may do so until proper authority is notified

### ≡ Article 10 :: *Restraint of Persons Charged with Offenses*

Anyone subject to the UCMJ and charged with an offense can be ordered into arrest or confinement if the circumstances require

A person charged with an offense normally tried by a summary court-martial should not ordinarily be ordered into confinement

When confined prior to trial, the person will be informed of the specific wrong alleged and will be either tried or the charges will be dismissed and the person released

Restraint begins the 120-day speedy trial clock

### ≡ Article 11 :: *Reports and Receiving of Prisoners*

Confinement facilities may not refuse to receive prisoners. The commander of the confinement facility shall report within 24 hours of restraint the name of the prisoner, the charged offenses, and the name of the person ordering the restraint

≡ **Article 12 :: *Confinement with Enemy Prisoners Prohibited***

No member of the Armed Forces may be confined with enemy prisoners or other foreign nationals not in the Armed Forces

≡ **Article 13 :: *Punishment Prohibited Before Trial***

No person may be subject to punishment or penalty, other than arrest or confinement, for pending charges. Arrest or confinement shall be no more rigorous than that needed to ensure presence at court

≡ **Article 14 :: *Delivery of Offenders to Civil Authorities***

A member of the armed forces accused of a civilian crime, may be delivered to the civil authorities for trial

## **NONJUDICIAL PUNISHMENT (CHAPTER III)**

### **ARTICLE 15 :: COMMANDING OFFICERS NONJUDICIAL PUNISHMENT**

Gives authority to commanders to impose non-judicial punishment against members under their command

- Allows commanders to take care of certain offenses without trial by court-martial unless the individual objects
- Accepting the NJP proceedings is simply a choice of forum; not an admission of guilt
- NJP does not constitute a criminal conviction

#### **TYPES OF PUNISHMENT**

- The maximum punishment is based on the grade of the offender at the time the punishment is imposed; and the grade of the commander imposing the punishment
- **Note:** Lieutenants, Captains, and Majors cannot impose NJP on CMSgts or SMSgts
- If Commander is a Lieutenant or Captain
  - ▶ 7 days forfeiture of pay
  - ▶ Amn - SrA: Reduction to AB
  - ▶ SSgt: Reduction to next inferior grade
  - ▶ TSgt – MSgt: No reduction in grade
  - ▶ 14 days extra duty
  - ▶ 14 days restriction
  - ▶ Reprimand
- If Commander is a Major
  - ▶ Forfeiture of ½ month's pay for 2 months
  - ▶ Amn - SrA: Reduction to Airman Basic
  - ▶ SSgt - TSgt: Reduction to next inferior grade
  - ▶ MSgt: No reduction in grade
  - ▶ 45 days extra duty
  - ▶ 60 days restriction
  - ▶ Reprimand
- If Commander is a Lieutenant Colonel or Colonel
  - ▶ Forfeiture ½ month's pay for 2 months
  - ▶ SrA – Amn: Reduction to Airman Basic
  - ▶ SSgt – MSgt: Reduction to Next inferior grade
  - ▶ SMSgt & CMSgt: One grade by MAJCOM CC or Promotion Authority Delegee
  - ▶ 45 days extra duty
  - ▶ 60 days restriction
  - ▶ Reprimand



## COMPOSITION OF COURTS-MARTIAL (CHAPTER V)

### ≡ Article 25 :: *Who May Serve on a Courts-Martial*

Any commissioned officer on active duty

Any enlisted member on active duty who is not junior in rank or grade to the accused

The convening authority shall detail individuals best qualified by reason of age, education, training, experience, length of service, and judicial temperament

### ≡ Article 27 :: *Detail of Trial Counsel and Defense Counsel*

Trial Counsel (TC) and Defense Counsel (DC) will be detailed to each general court-martial (GCM) & special court-martial (SPCM)

No person who acted in a case as a preliminary hearing officer, judge, or court member may later act as TC or DC in that same case

No person who acted for the prosecution may act for the defense, nor may a person who acted for the defense later act for the prosecution, in the same case

## PRE-TRIAL PROCEDURE (CHAPTER VI)

### Article 31 :: **Compulsory Self-Incrimination prohibited**

If you are suspected of a crime, you cannot be questioned without first being informed of the nature of the offense;

You do not have to make a statement regarding the offense;

Any statement you make after a rights advisement may be used as evidence against you

You have the right to an attorney

- An ADC can be appointed to you free of charge. You may also chose a civilian attorney to act on your behalf, but you must pay the cost of the civilian attorney

You have the right to stop questioning at any time

## TRIAL PROCEDURE (CHAPTER VII)

### ≡ Article 37 :: *Unlawfully Influencing of Court*

No convening authority or commander may censure, reprimand, or admonish the court or any participant regarding the findings or sentence

No person may coerce or influence the action of a court-martial in reaching the findings or sentence

A person's performance as a court member may not be basis for an unfavorable rating/evaluation

General instructional/informational courses designed solely to instruct members of a command on the substantive/procedural aspects of courts-martial are ok

### ≡ Article 38 :: *Duties of Trial and Defense Counsel*

TC acts as prosecutor for the Government. DCs represent accused at a court-martial or preliminary hearings. The accused may hire civilian counsel at his or her own expense or request a specific military counsel if counsel is reasonably available

## SENTENCES (CHAPTER VIII)

### ≡ Article 55 :: *Cruel and Unusual Punishments Prohibited*

Flogging, branding, marking, tattooing on the body, or any other cruel or unusual punishment may not be adjudged by a court-martial. Use of irons is prohibited, except as used for safe custody purposes

## PUNITIVE ARTICLES (CHAPTER X)

### ≡ Article 77 :: *Principals*

Any person who either commits an offense, or aids, abets, counsels, commands, or procures its commission; or a person who causes an act to be done which if directly performed by him would be a crime

### ≡ Article 78 :: *Accessory After the Fact*

Any person who, knowing that a punishable offense has been committed, receives, comforts, or assists the offender in order to hinder or prevent his apprehension, trial, or punishment

### ≡ Article 79 :: *Conviction of Lesser Included Offense*

When an accused is found not guilty of the charged offense, but guilty of a lesser offense that is reasonably included in the greater charged offense

For example, an accused charged with aggravated assault may be found not guilty of that offense because the physical injuries are not severe enough to be aggravated, but guilty of simple assault and battery

### ≡ Article 80 :: *Attempt*

An act, done with specific intent to commit an offense under this chapter, amounting to more than mere preparation and tending, even though failing, to effect its commission, is an attempt to commit that offense

Or any person who attempts to commit any punishable offense shall be punished as a court-martial may direct, unless otherwise specifically prescribed

Any person may be convicted of an attempt to commit an offense although it appears on the trial that the offense was consummated

### ≡ Article 81 :: *Conspiracy*

Any person who conspires with any other person to commit an offense

integrity

### ≡ Article 82 :: *Solicitation*

Any person who solicits or advises another or others to commit an act of misbehavior

Soliciting desertion, mutiny, sedition, or misbehavior before the enemy carries aggravated penalties up to and including death

### ≡ Article 83 :: *Malingering*

Any person who feigns illness, physical disablement, mental lapse, or intentionally inflicts self-injury with the intent to avoid work, duty, or service

### ≡ Article 84 :: *Breach of Medical Quarentine*

Any person who violates the limits of a medical quarantine before being released by proper authority

### ≡ Article 85 :: *Desertion*

Any member who without authority goes or remains absent from his unit, organization, or place of duty with intent to remain away permanently; or quits his unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important service

### ≡ Article 86 :: *Absence Without Leave (AWOL)*

Any member who, without authority fails to go to his appointed place of duty at the time prescribed; or goes from that place; or absents himself or remains absent from his unit, organization, or place of duty at which he is required to be at the time prescribed

### ≡ Article 87 :: *Missing Movement*

Any person who through neglect or design misses the movement of a ship, aircraft, or unit with which he is required in the course of duty to move

### ≡ Article 87a :: *Resistance, Flight, Breach of Arrest, and Escape*

Any person who resists or flees apprehension, breaks arrest, or escapes from custody



≡ **Article 87b :: Offenses Against Correctional Custody and Restriction**

Any person who escapes from correctional custody or who goes beyond the limits of a restriction before being released by proper authority

≡ **Article 88 :: Contempt Towards Officials**

Any commissioned officer who uses contemptuous words against the President, the Vice President, Congress, the Secretary of Defense, etc.

≡ **Article 89 :: Disrespect Toward Superior Commissioned Officer**

Any person who behaves with disrespect toward or strikes his superior commissioned officer

≡ **Article 90 :: Willfully Disobeying a Superior Commissioned Officer**

Any person who disobeys the lawful command of a superior commissioned officer

**Article 91 :: Insubordinate Conduct Toward a Warrant Officer, Noncommissioned Officer or Petty Officer**

Any warrant officer or enlisted member who either strikes or assaults a warrant officer, NCO, or petty officer, while that officer is in the execution of his office; willfully disobeys the lawful order of a warrant officer, NCO, or petty officer; or treats with contempt or is disrespectful in language or deportment toward a warrant officer, NCO, or petty officer while that officer is in the execution of his office

**Article 92 :: Failure to Obey an Order or Regulation**

Any person who violates or fails to obey any lawful general order or regulation; having knowledge of any other lawful order issued by a member of the armed forces, which it was his duty to obey, fails to obey the order; or is derelict in the performance of his duties shall be punished as a court-martial may direct

For example, the use of intoxicating substances, other than alcohol or tobacco products, is prohibited by AFI 1-1, and may constitute a dereliction of duty under Article 92

≡ **Article 93 :: Cruelty and Maltreatment**

Any person who is guilty of cruelty toward, or oppression or maltreatment of, any person subject to his orders

≡ **Article 93a :: Prohibited Activities with Military Recruit or Trainee by Person in Position of Special Trust**

Any officer, person in a training leadership position, or military recruiter who engages in prohibited sexual activity with a basic trainee, recruit, or cadet

Consent is not a defense

≡ **Article 94 :: Mutiny or Sedition**

Any person with intent to usurp or override lawful military authority

≡ **Article 95 :: Offenses by Sentinel or Lookout**

Any sentinel who is drunk on post, sleeps on post, leaves post without proper authorization, or who wrongfully loiters on post

≡ **Article 95a :: Disrespect Toward Sentinel or Lookout**

Any person who uses wrongful or disrespectful language or behavior towards a sentinel or lookout while that sentinel or lookout is performing their official duties

≡ **Article 96 :: Releasing Prisoner without Proper Authority**

Any person who, without proper authority, releases any prisoner committed to his charge, or who through neglect suffers any such prisoner to escape

Also any person who unlawfully drinks alcohol with a prisoner

≡ **Article 97 :: Unlawful Detention**

Any person who, except as provided by law, apprehends, arrests, or confines any person

≡ **Article 98 :: *Misconduct as a Prisoner***

Any person who, while in the hands of the enemy in time of war, for the purpose of securing favorable treatment by his captors acts without proper authority in a manner contrary to law, custom, or regulation, or while in a position of authority over such persons maltreat them without justifiable cause

≡ **Article 99 :: *Misbehavior Before the Enemy***

Any person who before or in the presence of the enemy runs away; shamefully abandons, surrenders, or delivers up any command, unit, place, or military property which it is his duty to defend

≡ **Articles 100 :: *Subordinate Compelling Surrender***

Any person who compels or attempts to compel the commander of any place, vessel, aircraft, or other military property, or of any body of members of the armed forces, to give it up to an enemy or to abandon it, or who strikes the colors or flag to an enemy without proper authority

≡ **Articles 101 :: *Improper Use of Countersign***

Any person who in time of war discloses the parole or countersign to a person not entitled to receive it or who gives to another who is entitled to receive and use the parole or countersign a different parole or countersign from that which, to his knowledge, he was authorized and required to give

≡ **Articles 102 :: *Forcing a Safeguard***

Any person who forces a safeguard

- A safeguard is a protection of enemy possessions or persons conducted by our own forces

- "Forcing a safeguard" means to perform an act in violation of the protection of the safeguard

≡ **Articles 103 :: *Spies***

Any person who is found lurking as a spy or acting as a spy in or about any place, vessel, or aircraft, within the control or jurisdiction of any of the armed forces

≡ **Articles 103a :: *Espionage***

Any person who, with intent or reason to believe that it is to be used to the injury of the U.S. or to the advantage of a foreign nation, communicates, delivers, or transmits, or attempts to communicate, deliver, or transmit, to an entity

≡ **Articles 103b :: *Aiding the Enemy***

Any person who aids, or attempts to aid, the enemy with arms, ammunition, supplies, money, or other things; or without proper authority, knowingly harbors or protects or gives intelligence to or communicates or corresponds with out holds any intercourse with enemy, either directly or indirectly

≡ **Articles 104 :: *Public Records Offenses***

Any person who willfully and unlawfully alters, conceals, removes or destroys a public record

≡ **Articles 104a :: *Fraudulent Enlistment, Appointment or Separation***

Any person who either procures his own enlistment or appointment in the armed forces by knowingly false representation or deliberate concealment as to his qualifications for the enlistment or appointment and receives pay or allowances; or procures his own separation from the armed forces by knowing false representation or deliberate concealment as to his eligibility for that separation

≡ **Articles 104b :: *Unlawful Enlistment, Appointment or Separation***

Any person who effects an enlistment or appointment in or a separation from the armed forces of any person who is known to him to be ineligible for that enlistment, appointment, or separation because it prohibited by law, regulation, or order

≡ **Article 105 :: *Forgery***

Any person who, with intent to defraud falsely makes or alters any signature, to, or any part of, any writing which would, if genuine, apparently impose a legal liability on another or change his legal right or liability to his prejudice; or utters, offers, issues, or transfers such a writing, known by him to be so made or altered

- ≡ **Article 105a :: *False or unauthorized pass***  
Any person who counterfeits, alters, tampers with, sells, or wrongfully uses a military or official pass, ID, permit, or discharge certificate
- ≡ **Article 106 :: *Impersonation of Officer, Noncommissioned Officer, or Agent or Official***  
Any person who wrongfully impersonates an officer, noncommissioned officer, agent of superior authority, or a government official with or without the intent to defraud
- ≡ **Article 106a :: *Wearing Unauthorized Insignia, Decoration, Badge, Ribbon, Device, or Lapel Button***  
Any person who wrongfully wears an insignia, decoration, badge, ribbon, device, or lapel button on a military uniform or civilian clothing without proper authority
- ≡ **Article 107 :: *False Official Statements; False Swearing***  
Any person who makes or signs a false record, order, official document, or makes a false statement with the intent to deceive  
Also any person who makes a false statement under oath
- ≡ **Article 107a :: *Parole Violation***  
Any person who was a prisoner as a result of a court-martial conviction and violates the conditions of parole
- ≡ **Article 108 :: *Military Property – Loss, Damage, Destruction or Wrongful Disposition***  
Any person who, without proper authority, sells or otherwise disposes of; willfully or through neglect damages, destroys, or loses; or willfully or through neglect suffers to be lost, damaged, sold, or wrongfully disposed of any military property of the United States
- ≡ **Article 108a :: *Captured or Abandoned Property***  
Any person who fails to secure property taken from the enemy and turn over all such captured or abandoned property within their possession, custody, or control to the proper authority without delay
- ≡ **Article 109 :: *Property Other Than Military Property of the US - Waste, Spoilage or Destruction***  
Any person who wrongfully takes, opens, secretes, destroys, or steals mail before the mail is delivered to or received by the addressee
- ≡ **Article 109a :: *Mail Matter, Wrongful Taking, Opening, etc.***  
Any person who willfully or recklessly wastes, spoils, or otherwise willfully and wrongfully destroys or damages any property other than military property of the U.S.
- ≡ **Article 110 :: *Improper Hazarding of a Vessel Aircraft***  
Any person who willfully and wrongfully, or negligently, hazards or suffers to be hazarded any vessel or aircraft of the armed forces
- ≡ **Article 111 :: *Leaving Scene of a Vehicle Accident***  
Any person who is the driver of a vehicle that leaves the scene of an accident that results in personal injury or property damage without providing assistance to an injured person or without providing personal identification to others involved in the accident or to proper authorities
- ≡ **Article 112 :: *Drunkness and Other Incapacitation Offenses***  
Any person who is drunk on duty, is incapacitated for proper performance of duty due to alcohol or drugs, or any prisoner who is drunk
- ≡ **Article 112a :: *Wrongful Use or Possession of Controlled Substances***  
Any person who wrongfully uses, possesses, manufactures, distributes, imports into the customs territory of the U.S., exports from the U.S., or introduces into an installation, vessel, vehicle, or aircraft used by or under the control of the armed forces
- ≡ **Article 113 :: *Drunken or Reckless Operation of a Vehicle, Aircraft, or Vessel***  
Any person who operates or physically controls any vehicle, aircraft, or vessel in a reckless or wanton manner or while impaired by a substance or while drunk (defined as blood alcohol level above 0.08).

≡ **Article 114 :: Endangerment Offenses**

Any person who engages in conduct that is wrongful and reckless, and is likely to produce death or grievous bodily harm

Such conduct explicitly includes dueling, unlawfully carrying a concealed weapon, and wrongfully discharging a firearm in a manner that endangers human life

**Article 115 :: Communicating Threats**

Any person who wrongfully communicates a threat to injure the person or property of another

Communicating threats with an explosive, weapon of mass destruction, or a hazardous material carries heightened penalties

≡ **Article 116 :: Riot or Breach of Peace**

Any person who causes or participates in any riot or breach of the peace

**Article 117 :: Provoking Speeches or Gestures**

Any person who uses provoking or reproachful words or gestures towards any other person

**Article 117a :: Wrongful Broadcast or Distribution of Intimate Visual Images**

Any person who knowingly and wrongfully distributes an intimate image of another adult person, without that person's consent, and when the image was made under circumstances where the depicted person had a reasonable expectation of privacy

≡ **Article 118 :: Murder**

Any person who, without justification or excuse, unlawfully kills a human being, when he has a premeditated design to kill; intends to kill or inflict great bodily harm; is engaged in an act that is inherently dangerous to another and evinces a wanton disregard of human life

≡ **Article 119 :: Manslaughter**

Any person who, with an intent to kill or inflict great bodily harm, unlawfully kills a human being in the heat of sudden passion caused by adequate provocation

≡ **Article 119a :: Death or Injury of an Unborn Child**

Any person who engages in conduct that violates any of the provisions of law listed, to, a child, who is in utero at the time the conduct takes place

≡ **Article 119b :: Child Endangerment**

Any person who has a duty to care for a child under 16 years and who is negligent in that duty in a way that endangers the child's mental or physical health, safety, or welfare

≡ **Article 120 :: Rape and Sexual Assault Generally**

**Rape**

Committing a sexual act upon another person

- ▶ Using unlawful force
  - » Force can be using a weapon or the use of such physical strength or violence as is sufficient to overcome, restrain or injure a person
  - » Force can also mean inflicting physical harm sufficient to coerce or compel submission by the victim
  - » Force is unlawful when it is done without legal justification or excuse
- ▶ Using force causing or likely to cause death or grievous bodily harm
  - » Grievous bodily harm means serious bodily injury, including fractured or dislocated bones, deep cuts, torn members of the body, serious damage to internal organs, or other severe bodily injuries
  - » A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious

- ▶ Threatening death or grievous bodily harm
    - » Threatening means a communication or action that is sufficient to cause a reasonable fear that non-compliance will result in a victim OR another person being subject to that communication or action
    - » A person cannot consent while under threat or fear
  - ▶ Rendering the person unconscious
  - ▶ Administering a drug or intoxicating substance to that person, by force, threat of force, or without the knowledge and consent of that person, that substantially impairs their ability to appraise or control their conduct
- Marriage is not a defense to any crime under Article 120

#### **SEXUAL ASSAULT**

- ▶ Committing a sexual act upon another person
- ▶ By threatening the person
- ▶ By causing bodily harm
- ▶ Bodily harm means any offensive touching, no matter how slight
- ▶ Committing a sexual act upon another without consent
- ▶ Representing that the sexual acts serves a professional purpose
- ▶ By making the person believe you're someone else
- ▶ When you know that the person is asleep, unconscious, or otherwise unaware that the sexual act is occurring
- ▶ When the person is incapable of consenting to the act due to impairment by any drug, intoxicant or other similar substance

#### **SEXUAL ACT**

- ▶ Penetration of the penis into the vulva, anus, mouth
- ▶ Contact between the mouth and the penis, vulva, scrotum, or anus
- ▶ The penetration, however slight, of the vulva, penis, or anus of another by any part of the body or by any object, with an intent to abuse, humiliate, harass, or degrade any person or to arouse or gratify the sexual desire of any person

#### **AGGRAVATED SEXUAL CONTACT**

- ▶ Same scenario as a rape, but instead of a sexual act, it's a sexual contact
- ▶ Sexual contact = touching (with any part of the body) the vulva, penis, scrotum, anus, groin, breast, inner thigh, or buttocks of another person of the genitalia, anus, groin, breast, inner thigh, or buttocks
- ▶ Directly or through clothing

#### **ABUSIVE SEXUAL CONTACT**

- ▶ Same scenario as a sexual assault, but instead of a sexual act, it's a sexual contact

#### **CONSENT**

- ▶ A freely given agreement to the conduct at issue by a competent person
- ▶ Lack of consent is inferred based on the circumstances of the offense
- ▶ All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person's actions
- ▶ Things that do not equal consent
  - » Lack of verbal or physical resistance as a result of force, threat of force, or placing a person in fear
  - » A current or previous dating or sexual relationship
  - » The victim's manner of dress
  - » A sleeping, unconscious, or incompetent state
- One or more drinks of alcohol does not automatically render a person unable to consent to a sexual act
- There is a common misconception that anyone who has had a drink and later engages in some type of sexual activity has been raped or sexually assaulted
- Impairment alone does not mean a person cannot consent
- Impairment does not always constitute a lack of consent

- However, if a person is in a state in which they are “incapable of consenting to the sexual act due to . . . impairment by any drug, intoxicant, or other similar substance, [when] that condition is known or reasonably should be known by the [member],” there is a lack of consent
- There are various levels or degrees of impairment, and at some point impairment may render an individual incapable of consenting to the sexual act
  - ◊ A review of all the surrounding circumstances is to be conducted, not just whether the individual has consumed either a single or even multiple intoxicating substances
  - ◊ While having one drink does NOT usually mean a person cannot consent to sexual acts, if a person is so drunk that he or she is vomiting and passing out, the individual is most likely beyond the point at which he or she can consent to such acts
- A person is Incapable of Consent if:
  - ◊ The person is incapable of consenting if they lack the cognitive ability to appreciate the sexual conduct in question
  - ◊ The person lacks the ability to make a decision about whether they agreed to the sexual conduct
  - ◊ The person lacks the ability to communicate their decision about whether they agreed to the sexual conduct

≡ **Article 121 :: Larceny And Wrongful Appropriation**

Any person who wrongfully takes, obtains, or withholds, by any means, from the possession of the owner or of any other person any money, personal property, or article of value of any kind

≡ **Article 121a :: Fraudulent Use of Credit Cards, etc.**

Any person who knowingly and with intent to defraud uses a stolen or revoked debit card, credit card, or access device of another person to obtain money, property, services, or anything else of value

≡ **Article 121b :: False Pretenses to Obtain Service**

Any person who, with intent to defraud, knowingly uses false pretenses to obtain services

≡ **Article 122 :: Robbery**

Any person who takes anything of value from another person, by means of force, violence, or fear of immediate or future injury

≡ **Article 122a :: Receiving Stolen Property**

Any person who wrongfully and knowingly receives, buys, or conceals stolen property

≡ **Article 123 :: Offenses Concerning Government Computers**

Any person who knowingly accesses a government computer for an unauthorized purpose, and by doing so receives classified or protection information; obtains classified information and delivers such information to an unauthorized third-party; or causes the transmission of a program, information code, or command, and as a result of such conduct, intentionally causes damage to a government computer

≡ **Article 123A :: Making, Drawing or Uttering Check, Draft or Order Without Sufficient Funds**

Any person who for the procurement of any article or thing of value, with intent to defraud; or for the payment of any past due obligation, or for any other purpose, with intent to deceive

≡ **Article 124 :: Frauds Against the United States**

Any person who, knowing it to be false or fraudulent makes any claim against the U.S

≡ **Article 124a :: Bribery**

Any person who uses their official position to wrongly ask, accept, or receive anything of value in exchange for official action; or any person who wrongfully promises, offers, or gives a thing of value to a person in an official position in exchange for influencing their official actions

≡ **Article 124b :: Graft**

Any person in an official position who wrongfully asks, accepts, or receives compensation for performance of their official duties; or any person who wrongfully promises, offers, or gives compensation to a person for performance of their official duties

- ≡ **Article 125 :: Kidnapping**  
Any person who confines or wrongfully carries away another person and holds that person against their will
- ≡ **Article 126 :: Arson; Burning Property with Intent to Defraud**  
Any person who maliciously sets fire to the property of another; sets fire to any structure knowing that another person is inside; or sets fire to any property with intent to defraud
- ≡ **Article 127 :: Extortion**  
Any person who communicates threats to another person with the intention thereby to obtain anything of value
- ≡ **Article 128 :: Assault**  
Any person who attempts to do bodily harm to another person, offers to do bodily harm to another person, or does bodily harm to another person
- ≡ **Article 128a :: Maiming**  
Any person who intentionally and seriously disfigures another person or destroys or disables any organ of another person
- ≡ **Article 128b :: Domestic Violence**  
Any person who commits a violent offense against a spouse, intimate partner or immediate family member; commits any offense with the intent to intimidate a spouse, intimate partner or immediate family member; or violates a military protective order
- ≡ **Article 129 :: Burglary; Unlawful Entry**  
Any person who breaks and enters the structure of another with the intent to commit a crime therein; or any person who unlawfully enters the property of another
- ≡ **Article 130 :: Stalking**  
Any person who wrongfully engages in a repeated pattern of conduct that reasonably causes another person to fear death or bodily harm (including sexual assault) against that person or that person's immediate family member. Repeated means two or more occasions
- ≡ **Article 131 :: Perjury**  
Any person who in a judicial proceeding or in a course of justice willfully and corruptly upon a lawful oath or in any form allowed by law to be substituted for an oath, gives any false testimony material to the issue or matter of inquiry
- ≡ **Article 131a :: Subornation of Perjury**  
Any person who induces another to take an oath and falsely testify
- ≡ **Article 131b :: Obstructing Justice**  
Any person who engages in conduct with intent to influence, impede, or otherwise obstruct the due administration of justice
- ≡ **Article 131c :: Misprision of Serious Offense**  
Any person who knows that another person has committed a serious offense and wrongfully conceals the commission of the offense
- ≡ **Article 131d :: Wrongful Refusal to Testify**  
Any person who wrongfully refuses to testify at an administrative board, a military commission, a court of inquiry, a preliminary hearing, a court-martial, or a deposition after being directed to do so by the person presiding over the proceeding
- ≡ **Article 131e :: Prevention of Authorized Seizure of Property**  
Any person who disposes of property with intent to prevent the lawful seizure of such property



≡ **Article 131f :: Noncompliance with Procedural Rules**

Any person who is responsible for unnecessary delay in the disposition of any cases of a person accused of an offense; or knowingly and intentionally fails to enforce or comply with any provision regulating the proceedings before during, or after trial of an accused

≡ **Article 131g :: Wrongful Interference with Adverse Administrative Proceedings**

Any person who wrongfully acts with intent to include, impede, or obstruct an administrative proceeding or the due administration of justice

≡ **Article 132 :: Retaliation**

Any person who takes/threatens to take an adverse personnel action or withholds/threatens to withhold a favorable personnel action in retaliation for a person reporting or planning to report a crime, or to deter a person from reporting a crime

## Article 134 :: General Article

- Conduct prejudicial to good order and discipline or of a nature to bring discredit on the armed forces may be punished under Article 134
- The offenses depicted here are examples of crimes that specifically fall under Article 134; however, any conduct may be punishable under Article 134, even if not explicitly listed, if the behavior is prejudicial to good order and discipline or service discrediting

### EXAMPLES

- Child Pornography
- Animal Abuse
- Extramarital Sexual Contact
- Failure to Pay Debts
- Indecent Language
- Disorderly Conduct, Drunkenness
- Negligent Discharge of Firearm
- Fraternization
- Gambling with Subordinate

Article 134 may also be used to adopt or assimilate state of Federal law into military practice. In other words, if you commit a crime that is illegal in a particular state where you are located, even if not otherwise a crime under the UCMJ, you may be punished through Article 134

## MISCELLANEOUS PROVISIONS (CHAPTER XI)

≡ **Article 138 :: Complaints of Wrongs**

Any member who submits a complaint to his CC, which the CC fails to resolve may file an Article 138 complaint  
Can complain to any superior commissioned officer

Complaint forwarded to general court-martial convening authority (GCMCA)

- ▶ Takes proper measures for redressing the wrong complaint
- ▶ Must send a copy of the complaint to SECAF

≡ **Article 139 :: Redress of Injuries to Property**

Any person can make a complaint to a CC alleging that a military member damaged or stole property  
Commander may convene a board to investigate the complaint

The board may assess damages

## **PUNITIVE DISCHARGES**

From a court-martial, an enlisted member can receive one of two types of discharges. A bad-conduct discharge or a dishonorable discharge. An officer can only receive a dismissal.

**BAD-CONDUCT DISCHARGE:** May be adjudged by a general court-martial and by a special court-martial. It is less severe than a dishonorable discharge and is designed as a punishment for bad-conduct rather than as a punishment for serious offenses of either a civilian or military nature.

**DISHONORABLE:** Should be reserved for those who should be separated under conditions of dishonor, after having been convicted of offenses usually recognized in civilian jurisdictions as felonies, or of offenses of a military nature requiring severe punishment. This is the worst punitive discharge you could receive.

**DISMISSAL:** Applies only to commissioned officers, commissioned warrant officers, cadets, and midshipmen and may be adjudged only by a GCM. A dismissal may be adjudged for any offense of which the member was found guilty.

## **ADMINISTRATIVE DISCHARGES**

They are governed by AFI 36-3208, *Administrative Separation of Airmen*.

Administrative discharges (discharges that aren't executed as part of a sentence at a court-martial) are broken into several categories also.

**HONORABLE:** Means that the quality of the Airmen's service generally has met AF standards of acceptable conduct and performance of duty or when a member's service is otherwise so meritorious that any other characterization would be inappropriate. With this discharge you receive all of your VA benefits.

**GENERAL (UNDER HONORABLE CONDITIONS):** Means that if an Airman's service has been honest and faithful, then this type of characterization is warranted when significant negative aspects of the Airman's conduct or performance of duty outweigh positive aspects of the Airman's military record. You receive most of your VA benefits. But you could lose your GI bill benefits, depending on how long you've been in the military. If it's been less than 2 years, then you receive no GI bill. If you've been in more than 2 but less than three years, your benefits will be prorated.

**UNDER OTHER THAN HONORABLE CONDITIONS:** When basing the reason for separation on a pattern of behavior or one or more acts or omissions that constitute a significant departure from the conduct expected of Airmen. The member must have an opportunity for a hearing by an administrative discharge board. Your significant VA benefits are denied.

**ENTRY LEVEL SEPARATION:** Airmen are in an entry level status during the first 180 days of continuous active military service. If someone is discharged during this period, there is no characterization of service and they are not entitled to VA benefits.

## **SUMMARY**

Regardless of where you are stationed, you must always abide by the laws outlined in the UCMJ. Throughout your military career you will either meet or read about an AF member who did not follow established procedures. As you face the challenges and rewards of military life, always maintain professionalism. Always display the AF Core Value of Integrity First. Know the laws outlined in the UCMJ well so that you live in accordance with them. Always remember; your fellow wingmen, your family, the AF and the Nation are counting on you to help meet national security obligations.

## AIR FORCE INITIAL PHYSICAL TRAINING ASSESSMENT

Objective 8a :: Without reference, achieve Air Force Pre-Accession fitness standards.

*It is your responsibility to stay healthy and fit during Basic Military Training (BMT). To do this, it requires that you pay attention to your body and watch out for illnesses or injuries in your wingman as well. If you notice changes in your own health or see warning signs in others, report them immediately to reduce further injuries, save lives, possibly prevent missed training and recycling actions. This is a chance for you to start displaying the Air Force (AF) Core Values by ensuring your health care takes priority over training. It is absolutely imperative that you look out for yourself and others--so do your part!*

### CHAPTER SUMMARY

- » BMT Health Care
- » Your Responsibilities
- » Dispensary Location and Sick Call Hours
- » Heat Illnesses
- » Hydration

### BMT HEALTH CARE

#### INDEPENDENT DUTY MEDICAL TECHNICIAN

You have a dedicated team of medical professionals to help you maintain your health. This team includes an Independent Duty Medical Technician (IDMT) also called a “Medic”. They will treat your illnesses/injuries or refer you for other medical treatment, if needed. The IDMT’s mission is to meet your health care needs and get you back into training as quickly and safely as possible. Visiting the IDMT for medical reasons will NOT automatically get you recycled. IDMT’s provide medical coverage for high risk BMT activities. This coverage is located on PT pads during running activities and PT evaluations. During PT IDMTs are there for EMT response only. IDMT’s are not there for sick call issues. Report injuries that happen on the PT pad to an MTI and an IDMT. Prior to your first PT run in BMT, preexisting medical conditions need to be discussed for your safety. If you have a history of the following conditions you will need to discuss with your MTI and IDMT:

- Heat exhaustion
- Heat stroke
- Heart conditions
- Lung/respiratory conditions
- Recent surgery
- Retained hardware

#### MEDICAL AID STATION

The Medical Aid Station (MAS) is also called “Sick Call” and will be your first stop to address medical illness or injury. All minor concerns, illness or injuries will be treated at the MAS or you will be referred for other medical treatment if needed. You may receive over-the-counter medications. For minor musculoskeletal pain, you may receive Ibuprofen (Motrin and Advil).

### YOUR RESPONSIBILITIES

As wingmen, you are responsible for looking out for each other. Immediately report any illnesses or injuries to your Military Training Instructor (MTI) or IDMT. Problems that are reported early are easier to resolve and may prevent you from being recycled or save your life. Some of the warning signs to look for when you are engaged in demanding physical activity are chest pains, shortness of breath and dizziness.

## **DISPENSARY LOCATION AND SICK CALL HOURS**

As a reminder, the location of your dispensary is \_\_\_\_\_.

Sick call hours are from \_\_\_\_\_ to \_\_\_\_\_. When treatment is outside the scope of responsibility for an IDMT, they will refer you to Reid Clinic or Dunn Dental Clinic or Wilford Hall Ambulatory Surgical Center. There is a map in the back of your *Basic Military Training Study Guide (BMTSG)* showing you the locations of these facilities. Routine medical care is not available on Saturdays, Sundays and holidays. If an emergency arises on these days, immediately inform your MTI or Charge of Quarter (CQ) so they can call 911. Your health care comes before training and you should seek medical care whenever it is needed.

## **HEAT ILLNESS**

It is important to protect yourself against heat illness as there are more than 240 heat-related deaths reported nationally each year. These illnesses are listed in order of severity: dehydration (least severe), heat exhaustion (mild severity) and heat stroke (most severe and life-threatening).

### **DEHYDRATION**

Defined as the excessive loss of water from the body. Although it is the least serious and mildest form of the three heat-related injuries, it is a major contributing factor to heat exhaustion and heat stroke.

#### **Warning signs and symptoms of dehydration**

- Conscious, but may be weak or dizzy
- Cramps
- Headache
- Dry mouth
- Cannot think clearly
- Normal body temperature
- Extreme exhaustion
- Feeling nauseous
- Skin turgor (skin remains elevated when pinched)

#### **Treatment for Dehydration**

- Move the person to a cool, shaded area to rest
- Loosen the person's clothing, unless you are in a chemical environment
- Have the person drink cool water

### **HEAT EXHAUSTION**

The next level of heat-related injuries after dehydration is heat exhaustion. It is more serious than dehydration, but less serious than heat stroke. It occurs when people work or play in hot, humid places and body fluids are lost through sweating, causing the body to overheat.

#### **Warning signs and symptoms of mild heat exhaustion**

- Conscious, but may be dizzy
- Dry mouth
- Normal body temperature
- Sweating (may be present or absent)
- Weakness
- Nausea or vomiting
- Headache
- Muscle cramps and spasms
- Warning signs and symptoms of severe heat exhaustion (in addition to mild signs and symptoms)

- Cold, pale and clammy skin
- Agitation or disorientation
- Complaints of intense thirst

#### **Treatment for heat exhaustion**

- Imperative to get the victim out of the heat and cool them off quickly
- Remove the victim from the work or training environment
- Move them to a cool, shaded area to rest (make a shaded area, if needed)
- Position the victim on their back with legs elevated (normal shock position)
- Loosen and open clothing around the neck, waist and feet
- Cool the body by sprinkling water on it or fanning (**DO NOT** overdo this and cause the victim to shiver)
- **DO NOT** loosen or remove clothing or pour water over the victim in a chemical environment
- Have the casualty slowly drink one quart (one water bottle) of cool water
- Treat the victim for shock
- If symptoms **DO NOT** improve or worsen, evacuate the victim to a Military Treatment Facility (MTF) as soon as possible

#### **HEAT STROKE**

Heat stroke is life-threatening and can kill! It is the most serious type and level of heat-related illness and usually occurs after heat exhaustion. This injury is when a person's cooling system stops working and their internal temperature rises to a point where brain or organ damage may result. Heat stroke often happens when people perform heavy work in hot environments, usually accompanied by inadequate fluid intake.

#### **Warning signs and symptoms of heat stroke**

- Loss of consciousness or victim suddenly collapses
- Unusual behavior or abnormal mental state
- High body temperature
- Red face or skin
- Strong, rapid pulse
- Wet or dry skin (younger individuals tend to sweat or if heat stroke is caused by exertion, the skin is moist)

#### **Treatment for heat stroke**

- Heat Stroke is a Medical Emergency
- Send someone to get medical help immediately, if possible
- Move the victim to a cool, shaded area (make a shade area, if possible)
- Position the victim on their back with feet elevated
- Loosen or remove the victim's outer garments; **DO NOT** loosen or remove clothing or pour water over the casualty in a chemical environment
- Apply cool packs to neck, groin and armpits, if possible
- Keep the skin wet by applying water or covering the victim with a damp sheet
- Evacuate the patient to the nearest BMT Heat Stroke Cooling Station as soon as possible (e.g. 323 Weapons Pavilion, BEAST, and Reid Clinic). A few minutes can make the difference between a successful recovery, the need for major surgery, or death
- Monitor the victim's airway, breathing and circulation (ABCs) and administer cardiopulmonary resuscitation (CPR), if necessary

## **HYDRATION**

Proper hydration will help prevent heat-related problems. You must follow the BMT hydration schedule and drink at least  $\frac{3}{4}$  to 1 water bottle an hour not to exceed 16 bottles a day or 2 bottles in an hour. You must also drink two non-caffeinated, non-carbonated drinks per meal. Stay properly hydrated by taking small sips of water throughout the day. **DO NOT OVER HYDRATE.** It is possible to drink too much water, upsetting the chemical balance in the body; this is called water intoxication. Do not drink if you are already ahead of the hydration schedule and inform your MTI and wingman that you already drank too much. Symptoms of water intoxication are similar to those of dehydration and require immediate medical care.

## **SUMMARY**

This chapter discussed several ways to ensure you stay healthy during BMT. Some of the key points were the military health care system, individual responsibilities, dispensary location and sick call hours, heat illnesses and hydration. Paying close attention to your body and how it feels during all activities while in BMT will allow you to safely complete your requirements at BMT. Keeping your MTI informed of how you're feeling may prevent you from ever needing emergency medical care. As you can see, BMT health care is the first step in understanding military health care. If you follow the guidelines in this chapter and display all of the AF Core Values, you will be a healthy Airman of Character.

## BMT PT PROGRAM

Objective 5a :: Without reference, achieve Air Force fitness standards.

*Physical training (PT) in the military is aimed at producing fit Airmen for the mental and physical rigors of air, space and cyberspace duties. You should realize PT is as much a lifestyle as it is an operational necessity. You should stay fit and healthy so you can accomplish the Air Force (AF) mission while dealing with stress and a fast-paced tempo of work and family responsibilities. The PT program at Basic Military Training (BMT) is fast paced and rigorous, but physical exercise is also an effective way to relieve mental stress. It challenges you to do your best in achieving or exceeding AF standards through the physical execution of the Core Values: Integrity First, Service Before Self and Excellence In All We Do. As a healthy AF member, you have started building your foundation for success in accomplishing the AF mission.*

### CHAPTER SUMMARY

- » BMT Fitness Standards
- » Pre-Exercise Warm-Up
- » Aerobic (Run) Training Regimen
- » Post-Exercise Cool Down
- » Anaerobic (Muscular Fitness) Training Program
- » Supplemental Strength Sessions
- » One-by-Three Strength Training
- » Pull-up Training
- » Self-Guided Exercises in BMT

### BMT FITNESS STANDARDS

You should always strive for “Excellence In All We Do”. PT allows you the opportunity to prove your commitment to this core value and show your fitness as you join the ranks of the AF team. Giving your best effort on the initial appraisal will not only provide a realistic snapshot of your current overall fitness level, but will also show you how hard you will have to work to meet the graduation requirements. After the initial appraisal, you should constantly strive to improve your score. Although your focus is to always improve, you need to seek medical attention for injuries that occur during PT, especially if pain continues for more than 48 hours. Untreated injuries could get worse and lead to more time out of training, preventing you from striving for “Excellence”.

In order to graduate BMT and become an AF Airman, you must meet or exceed the AF Fitness standard by successfully achieving a composite score >75 and meet all minimum component areas in accordance with (IAW) Air Force Instruction (AFI) 36-2905, Fitness Program. Trainees will receive their Final PT Evaluation on all components (run, sit-ups, and push-ups) in the 6 week of training (WOT). BMT uses fitness targets, established by gender and age, to guide trainees toward meeting or exceeding the AF Fitness Assessment. Your Military Training Instructor (MTI) will brief you on initial accession standards, 3 WOT, and 6 WOT BMT Fitness Targets.

:: BMT PHYSICAL FITNESS TARGETS				
Age	1.5 Mile Run	Push-Ups	Sit-Ups	Ab Circumference
<b>: Males</b>				
< 30	11:57	33	42	35"
30-39	11:57	27	39	35"
<b>: Females</b>				
< 30	14:26	18	38	31.5"
30-39	14:26	14	29	31.5"
A one minute timed interval is used for push-ups and sit-ups				

FIG 13-1 :: BMT Physical Fitness Targets



All trainees must understand the importance of meeting or exceeding all the BMT targets or they will not score high enough to pass the AF Fitness Assessment.

**FIRST PT FINAL EVALUATION FAILURE**

Trainees who fail to meet minimum Air Force requirements for each component and / or an overall score of 75 or greater will stay with their flight and must retest in all components no later than Friday of the 6 WOT. Trainees with a 1st time failure are entered into a squadron Fitness Improvement Program for up to 5 days, unless otherwise directed by a Medical Treatment Facility. The trainee is teamed with the flight PT monitor who will ensure daily 1x3s are conducted and reported back to the MTI.

**SECOND PT FINAL EVALUATION FAILURE**

Trainees who fail to meet standards for a second PT evaluation are transferred to the 737 TRSS with a recommendation from the line squadron commander for ELS or the Get-Fit Program (for 14 calendar days, unless they pass their Final PT Evaluation early, not to exceed 30 days).

**THIRD PT FINAL EVALUATION FAILURE**

Trainees who pass the third evaluation will return to the 6 WOT. Trainees who fail the third evaluation will be processed for entry level separation.

**WEEKLY PT**

Weekly PT consists of aerobic (run) training program and an anaerobic (muscular fitness) training program. It also includes motivational formation runs which will be conducted IAW 737 Training Group Operating Instruction (TRGOI), 36-2905, *BMT Physical Training (PT) Program* and the weekly activities schedule.

Those who achieve a final fitness score of 90 or above will receive recognition and rewards for doing so. The fitness recognition levels are listed below.

<b>:: BMT FITNESS RECOGNITION</b>		
<b>Fitness Category</b>	<b>Final Fitness Evaluation</b>	<b>Recognition</b>
<b>Top PT Male/Female</b>	Fitness composite score Fastest run time in BMT week group Waist circumference Sit-ups/push-ups	Sunday town pass and certificate  The top PT performers in BMT earn the privilege of running with the group commander at the front of the Airman’s Run formation
<b>Top PT Flight Male/Female</b>	Overall flight fastest average run time in BMT week group	Sunday town pass
<b>Warhawk</b>	AF Fitness Assessment “100”	Sunday town pass and BMT fitness certificate
<b>Thunderbolt</b>	AF Fitness Assessment “90-99”	BMT fitness certificate

FIG 13-2 :: BMT Fitness Recognition

**PRE-EXERCISE WARM-UP**

This set of warm-up exercises (Fig 13-3) can be completed for both the aerobic (run) and anaerobic (muscular fitness) training programs. The warm-up is designed to get the muscles loose and warm and the heart pumping in preparation for sustained exercise. Stretching should be done primarily AFTER exercising, not before, to prevent them from getting tight. Static stretching before exercise does not prevent injuries as commonly believed.

All flights will perform this portion in unison.

### BRISK WALK

This will be completed as you walk to the PT pad

### ARM ROTATIONS (STANDING UP)

- Complete 20 repetitions each direction, 10 small and 10 large
- The exercise start position begins at a standing position with your feet shoulder-width apart (approximately 12 inches) with your arms parallel to the ground with your palms facing down
- Bend your knees a little and sink your weight into your legs
- Look ahead throughout the exercise
- Slowly begin swinging your arms forward in small circles increasing to large circles after ten repetitions, after 20 repetitions reverse arm rotation starting with small then proceed to large circles

### JUMPING JACKS

- Complete 15 repetitions of this 4 count movement
- Start at a standing position with your hands at your sides and feet together
- **Count 1** – slightly bend your knees and push through the balls of your feet jumping just high enough for your feet to clear the ground, spread your feet slightly wider than shoulder width apart. Simultaneously raise your hands up in an arching motion smoothly until your hands meet above your head without clapping
- **Count 2** – return to starting position
- **Count 3** – repeat count 1
- **Count 4** – repeat count 2

### WORLD'S BEST STRETCH

- Complete 1 repetition for left and right side of this 4 count movement
- Start at a standing position with your arms at your side and feet apart at a comfortable position
- **Count 1** – from a standing position assume a lunge position keeping your back straight with your left (right) leg forward foot flat on the floor, knee bent at a 90 degree angle, right (left) leg extended straight behind you with the ball of the foot on the floor, place both your hands, palms flat on the floor inside the left (right) leg. Hold for 10 seconds
- **Count 2** – rotate your torso to the left (right), extending your left (right) arm straight up keeping your palm out. If your left leg is back, you will reach up with your right hand, and vice versa. Hold for 10 seconds
- **Count 3** – rotate your torso bringing your left (right) arm back down placing your palm flat on the floor. Hold for 10 seconds
- **Count 4** – raise the toes of the front foot off of the ground, and straighten your leg. Reposition your rear leg and foot to maintain your balance. Place both hands on your thigh and stretch the hamstring for 10 seconds
- Repeat the entire sequence for the other side

### CALF RAISE

- (standing up) complete twenty repetitions of the two-count movement
- Start at a standing position with hands on your hips and feet shoulder width apart
- **Count 1** – simultaneously raise both heels off the ground 2-3 inches (standing on balls of feet)
- **Count 2** – slowly return heels to the ground

### FORWARD LUNGES

- Complete 3 repetitions of this 4 count movement on each leg
- The exercise start position begins at a standing position with your hands on your hips and feet together
- **Count 1** – while bringing your hands into a running position, take a large step forward with your left leg and squat down, bending your left knee to 90 degrees. The forward knee must not pass beyond a vertical line from the toes
- **Count 2 & 3** – hold
- **Count 4** – pushing off with your left foot return to the standing position
- Alternate lunges on left and right until you have completed 3 lunges on each side. Keep your posture tall and back

### SIDE LUNGES

- Complete 3 repetitions of this 4 count movement on each leg
- Exercise start position begins at standing position with your hands together at chest level, feet together
- **Count 1** – take a large step directly to the left with your left leg and squat down, leaning over your left knee and keeping your right leg straight
- **Count 2 & 3** – hold
- **Count 4** – pushing off with your left foot, return to the standing position
- Alternate lunges on left and right until you have completed 3 lunges on each side. Keep your posture tall and back straight

### HIGH KNEES

- Complete 10 – 15 seconds self-paced
- Start at a standing position with your hands straight out in front of you and elbows at your sides
- Jog in place, lifting the knees so the thighs are parallel to the ground
- Touch the ground with the balls of your feet

### SIDE HOPS

- Side Hops – complete 20 repetitions of this one-count movement
- Start at a standing position with your arms at your side and feet shoulder width apart
- **Count 1** – Bend your knees slightly and lean forward at the waist keeping your shoulders over your knees, and your back straight, pushing off with the right foot hop sideways to the left, keeping a bend in the elbow bring your right arm across and in front of the body
- Repeat count 1 on the opposite side, pushing off with the left foot hop sideways to the right, keeping a bend in the elbow bring your left arm across and in front of the body
- Alternate side hops on left and right until you have completed 20 repetitions. Keep your torso forward (not twisting at the waist) and back straight
- Maintain fluid movement as you switch from one side to the other

FIG 13–3 :: Pre-Exercise Warm-Up

## AEROBIC (RUN) TRAINING REGIMEN

Fundamental principles of effective, efficient, and safe (lower risk of injury) running include:

**POSTURE:** Spine should be tall, strong, and athletic; head up, look straight ahead, shoulders back, slight forward lean from ankles (NOT bending at waist)

**CORE:** Keep abdominal, side, and hip muscles strong and stable to provide a stable foundation for your legs. You can't fire a cannon from a canoe.

**ARMS:** Carry close to your body, swing from shoulders not elbows, elbows set at 90 degrees or less; mostly forward-back movement, hands do not cross midline; slightly active forward and backward swing to assist your legs.

**FEET:** Foot should hit the ground underneath your body, not stretched out in front; avoid a strong heel-strike, and work toward a midfoot strike. Midfoot strike means the heel and ball of the foot impact the ground at the same time. This allows the arches of your foot to absorb shock as they are meant to.

**CADENCE:** Foot turnover (cadence) should be quick and light regardless of how fast or slow you are running. Most runners run with too slow of a cadence due to wearing thick foamy shoes, and need to work on increasing cadence toward a goal of 180 steps per minute (3 steps per second).

**BREATHING:** Should be slow and comfortable; do not restrict breathing to just your nose or mouth, but breathe however feels most natural and comfortable for you. Do not breathe fast or “pant” while running – this will make you feel worse.

Your timed run begins immediately after the pre-run warm-up exercises and will be based on your ability group/lane assignments as well as pre or post initial Physical Training (PT) assessment.

### **RUNNING DRILLS (PRE-INITIAL ASSESSMENT)**

<b>KARAOKE (2 MINUTES)</b>
<ul style="list-style-type: none"><li>■ Start by standing sideways, with the left side of your body facing the direction you are traveling; arms extended like a “T”</li><li>■ Step out sideways with the leading foot, then let your opposite leg cross first in front of, and then behind your leading leg</li><li>■ When crossing the leg in front, actively lift the thigh so it gets parallel to the ground</li><li>■ Continue alternating the crossing foot from back to front throughout the movement. Try to keep the upper body still while the hips and pelvis rotate</li><li>■ Face the same direction so your right side is now facing the direction of travel when traveling back to the starting point to ensure even exercise</li><li>■ Maintain smooth flow, balance and form</li></ul>
<b>A SKIPS (2 MINUTES)</b>
<ul style="list-style-type: none"><li>■ Starting with your left leg lift your knee waist high keeping your right leg straight while coming off the toes of your right foot with forward motion</li><li>■ Continue by alternating legs and “skipping”, touching the ground with the ball of your foot</li><li>■ Ensure to maintain natural coordinated arm swing throughout the exercise</li></ul>
<b>STRIDE INTERVALS (2 MINUTES)</b>
<ul style="list-style-type: none"><li>■ Start by jogging in place with a quick cadence (3 steps per second)</li><li>■ At the signal, begin to lean forward and run, keeping your cadence quick with feet spring-like, pushing the ground toward the rear and landing softly</li><li>■ Maintain smooth flow, cadence, balance and form. This exercise is not for speed, but for mastering the movement patterns of running. Feel what it’s like to push the ground away from you to the rear, propelling your body forward</li><li>■ Do not attempt to race the individuals around you</li></ul>

**ACCLIMATION RUN**

- Begins immediately after running drills (pre initial PT assessment)
- This is a self-paced low-to-moderate-intensity interval run
- You will remain in your ability group lane (inner most lane)
- Run consists of four repetitions of running for three minutes, then walking three minutes, and ends with a two-minute run, totaling 26 minutes
- Avoid the urge to run fast. Focus on quality over speed; you must “earn the right to run fast” by building strong running muscles and mastering good running form at slower speeds. Speed will increase naturally and easily as running skill and endurance improve
- Running with bad form (slow cadence, over-striding and heel-strike out in front of your body) SIGNIFICANTLY increases your risk for injury. Small changes when multiplied by thousands of steps can make a huge difference for your bones and joints. If your form gets worse as you get tired, slow down. Focus on the fundamentals; good posture, quick cadence and midfoot strike
- Experienced runners (including Battlefield Airman candidates) may increase their pace slightly on the last running repetition of the session

**Lane assignments**

- Pre PT assessment trainees will run on the inner most lane of the track
- Post PT assessment will be based on most recent 1.5 mile appraisal run
- Your initial and mid assessments will be posted in the day room and will indicate new lane assignments (if applicable)

**BRISK WALK**

- Conducted for one minute after the acclimation run
- You will remain in the inner most lane of the track

**POST INITIAL PT ASSESSMENT****INTERVAL RUNS (GROUPS A-D, POST INITIAL PT ASSESSMENT)**

- Runs consist of 6 repetitions running for 30 seconds, then walking for 30 seconds for a total of 6 minutes
- Running/walking intervals alternate while maintaining a heart rate between 140 beats per minute to 160 beats per minute for aerobic conditioning
- Focus on running with excellent form during the run intervals; speed will come naturally and easily as your running form improves. Focus on the fundamentals; good posture, quick cadence and midfoot

**SELF-PACED RUN**

- Begins immediately after interval runs (post initial PT assessment) or running drills (pre initial PT assessment)
- This is a self-paced run for 26 minutes. You will remain in your ability group lane
- Blue belts may perform “last-Airmen-First” in groups of five to ten in the outside lane
- Walking breaks for less than 1 minute are acceptable
- Quality over speed; you must “earn the right to run fast” by building strong running muscles and mastering good running form at slower speeds. Speed comes easily after putting in the time and work
- Running with bad form (slow cadence, over-striding and heel-strike out in front of your body) SIGNIFICANTLY increases your risk for injury. Small changes when multiplied by thousands of steps can make a huge difference for your bones and joints

**Lane assignments**

- Post PT assessment will be based on most recent 1.5 mile appraisal run
- Your run time will be provided to you by MTI based on your ability group
- You will be issued a reflective belt based on your ability group
- Your initial and mid assessments will be posted on the temporary bulletin board and will indicate new lane assignments (if applicable). Refer to the Lane Assignment diagram in fig 13-4 for your ability group information

**BRISK WALK**

- Conducted for one minute prior to interval runs and after the self-paced run
- You will remain in your ability group lane

<b>:: LANE ASSIGNMENTS (walking breaks for less than 1 minute are acceptable)</b>				
Ability Group/Lane	Ability Group Time Range	Runner's Pace	Run Time	Location
A	< 11:39	2:15	26 Min	PT Track
B	11:39 - 12:53	2:15	26 Min	PT Track
C	12:54 - 14:25	2:15	26 Min	PT Track
D	14:26 - 17:35	2:15	26 Min	PT Track

FIG 13-4 :: Lane Assignments

### **POST-EXERCISE COOL DOWN**

This set of cool down exercises (Fig 13-5) will be completed for both the aerobic (run) and anaerobic (muscular fitness) training programs.

#### **GENERAL INSTRUCTIONS**

Stretch mainly after exercising to prevent your muscles from getting tight. Hold each stretch for 15-30 seconds. Stretch until you feel gentle tension – should be no pain. Cool down consists of the following exercises with all flights performing this portion in unison.

<b>Triceps Stretch</b>	<ul style="list-style-type: none"> <li>■ Stand with your feet shoulder width apart</li> <li>■ Raise your left arm, bend your left elbow and place your left palm in the center of your back at the base of the neck</li> <li>■ Gently push your left arm down and to the right and hold</li> <li>■ Return to the starting position and repeat on the other side</li> </ul>
<b>Quadriceps Stretch</b>	<ul style="list-style-type: none"> <li>■ Stand on one leg and raise the heel of the other foot toward your buttocks</li> <li>■ Do not lock your supporting leg</li> <li>■ Grasp the top of your raised foot with the hand on the same side, pull your heel to your buttocks and hold</li> <li>■ Return to the starting position and repeat on the opposite side</li> </ul>
<b>Hip Flexor</b>	<ul style="list-style-type: none"> <li>■ Stand with hands on your hips, feet shoulder width apart</li> <li>■ Take a large step forward with your left leg first lowering your body to create a 90 degree angle with your left knee</li> <li>■ Try to push your right (hind leg) knee further back, creating a gentle stretch in the front of the right hip</li> <li>■ Return to the starting position and repeat on the opposite side</li> </ul>
<b>Calf Stretch</b>	<ul style="list-style-type: none"> <li>■ Starting in the push up position cross your right foot onto the heel of the left foot pushing the left heel toward the ground</li> <li>■ Bend at the waist raising your buttocks upward, straightening your arms keeping your back straight</li> <li>■ Return to the starting position and repeat on the opposite side</li> </ul>
<b>Upward Dog Stretch</b>	<ul style="list-style-type: none"> <li>■ Lying face down extend your legs behind you spread slightly apart, toes straight back</li> <li>■ Place your hands next to your lower ribs palms flat on the floor, fingers joined and pointing straight ahead</li> <li>■ Keeping your elbows tight to your body straighten your arms raising your torso enough to bring your upper legs off the ground</li> </ul>
<b>Hamstring Stretch</b>	<ul style="list-style-type: none"> <li>■ Stand with your feet slightly wider than shoulder width apart and arms at your sides</li> <li>■ Slowly bend forward at the waist while keeping your legs straight, reach toward your left foot and hold (do not bounce)</li> <li>■ Return to the starting position and repeat on the other side</li> </ul>

<b>Figure 4 Stretch</b>	<ul style="list-style-type: none"> <li>■ Lying on your back, bend your right (left) leg making a 90 degree angle with your knee</li> <li>■ Bring your left (right) foot over to the right (left) thigh, placing the ankle just below your knee</li> <li>■ With your left (right) hand reach between the space between your legs, bring your right (left) hand around the outside of the thigh and interlock your fingers at the back of the thigh</li> <li>■ Pull your leg up toward your chest keeping your back straight and head off the ground</li> <li>■ Return to the starting position and repeat on the opposite side. This movement stretches your glutes and IT band</li> </ul>
<b>Groin Stretch</b>	<ul style="list-style-type: none"> <li>■ Sit on the ground with the soles of your feet together</li> <li>■ Sit upright and focus on keeping your back straight while trying to touch your knees to the ground</li> </ul>

FIG 13-5 :: Post-Exercise Cool Down

### **ANAEROBIC (MUSCULAR FITNESS) TRAINING PROGRAM**

Muscular Fitness Training Programs start with the Pre-Exercise Warm-Up previously mentioned during the Aerobic Run Training Program. Muscular exercises will be conducted using these standards:

- **Single (S)** – each individual will execute exercises while counting repetitions and sets at the same time
- **Pairs (P)** – two individuals of about the same height will execute the exercise by alternating positions after completion of a set
- **Performer** – executes the exercise by accomplishing the required number of repetitions and sets
- **Wingman (spotter)** – assumes a position that provides a full view of the exercise; monitors, corrects and motivates performer throughout the execution of the exercise
- **Sets and repetitions** – based on WOT

#### **MUSCULAR FITNESS EXERCISE SEQUENCE**

**Pull-Ups (S)** – 3 sets of maximum ability

**Wingmen** – will be positioned behind the performer executing the exercise, and will jog in place until it is their turn.

##### **Exercise Movement**

- Placing your palms away from you with thumbs around the bar
- Pulling your body up until your chin is above the bar
- Lowering your body slowly to the starting position, ensuring that your body is all the way back down as you cannot start from a half way position

Once you've completed your set the performer will return to end of line and jog in place until it's their time for their next set. Each trainee will conduct 3 sets.

**Sit-ups (P)** – 2 sets with varied quantities based on WOT of this 2 count movement.

**Starting Position** – lie face up on the ground/floor with your knees bent at a 90 degree angle, with feet and heels in contact with the ground or floor. Your wingman will hold your feet down with their hands as your feet must maintain contact with the ground at all times during the exercise. Cross your arms over your chest with your hands resting on your shoulders or on your upper chest. Your hands must remain in contact with the shoulders/upper chest at all times. Your hips cannot be elevated to gain momentum when completing a sit up.

##### **Exercise Movement**

- Count 1 – bring your upper body forward until your elbows touch your knees or upper thigh
- Count 2 – lower your back until your shoulder blades touch the ground

**NOTE:** During your evaluations, the rest position for this exercise is only in the up position. If you rest in the down position or hold onto your knees/legs while performing your evaluation will be terminated.



**Push-Ups (S)** – 2 sets with varied quantities based on WOT of this 2 count movement.

**Starting position** – begin in the up position with your arms fully extended and your body in a straight line from head to heel:

- Your feet may be no more than 12 inches apart
- Your weight is supported by your arms and toes
- Your body should maintain a rigid form from head to heel (the body may not bow unless resting in the up position)
- Your feet may not be supported or braced

During your evaluations, the rest position can be used. However, when continuing you must regain correct form/body position prior to re-starting your exercise evaluation.

**Exercise Movement**

- Count 1 – From the starting position (elbows extended), lower your body to the ground until the upper arm is at least parallel to the ground (elbow joint at least 90 degree angle) before pushing back up to the starting position (the chest may touch the ground but not rest on or bounce off the floor)
- Count 2 – Upon returning to the starting position with your arms fully extended, you will have completed one push-up. The body must remain rigid (the back must remain straight unless resting)

**NOTE:** This exercise can be done on your knees provided your body forms a straight line from your shoulders to your knees and your knees remain behind your hips. During your evaluations, you will not be able to use this modified push-up technique. You will be tested on a regulation, military-style push-up so learning and using the correct form is vitally important.

**In & Out (S)** – 2 sets of this count movement for 20 seconds each.

**Starting Position** – Sit on the floor in a V-like position with your palms down at your sides.

**Exercise Movement**

- Count 1 – Utilizing you core muscles, bring both knees into your chest
- Count 2 – Extend legs away keeping them as straight as possible

Repeat the flexion and extension motions for 20 seconds.

**Mountain Climbers (S)** – 2 sets with varied quantities based on WOT of this 2 count movement.

**Starting Position** – Assume the push-up start position with your arms straight and holding a ridged form from head to heel. Ensure your hands are directly under your chest at shoulder width apart.

**Exercise Movement**

- Count 1 – Without changing the posture of your lower back, raise your left knee toward your chest as close as possible
- Count 2 – While extending your left leg back to the starting position, raise your right knee toward your chest. Then return your right leg to starting position
- Count 3 – Repeat count 1
- Count 4 – Repeat count 2

**Glute Bridge** – 2 sets for 20 seconds each

**Starting Position** – Lie on your back with your arms at your sides, elbows straight

**Exercise Movement** – bend the knees to 90 degrees, and then make a “bridge” by straightening the hips, lift the pelvis off the ground to make a straight line with the torso and thighs. At this point, the only points of contact on the ground will be the head/shoulders, arms, and the feet

Upon completing the required hold time, return to the starting position

**Leg Lifts (S)** – 2 sets with varied quantities based on WOT of this 4 count movement.

**Starting Position** – lie on your back, hands beneath your buttocks or the small of the back, legs straight with your feet approximately 6 inches off the ground and your head raised off the ground. **Do NOT** let your feet touch the ground while performing this exercise.

**Exercise Movement**

- Count 1 – raise your legs approximately 12 inches off the ground
- Count 2 – lower your legs to the starting position approximately 6 inches off the ground
- Count 3 – spread your feet approximately 2 feet apart while keeping them 6 inches off the ground
- Count 4 – return to the starting position with your feet together approximately 6 inches off the ground

**Side Planks (S)**

**Exercise Movement**

- Lie on your left (right) side and support your body in a straight line between your forearm to your feet
- Hold position for 20 seconds. Then repeat on the opposite side

**Squat Thrusts (S)** – 2 sets with varied quantities based on the WOT of this 4 count movement

**Starting Position** – stand with your arms at your side (not at Position of Attention).

**Exercise Movement**

- Count 1 - squat down placing both of your hands in front of you on the ground or floor, approximately shoulder width apart
- Count 2 – with your arms straight and your weight resting on both hands, quickly extend both legs (together) backward (hop backwards) so that your body is in a front-leaning rest position
- Count 3 – quickly bring your legs forward (hop forward), ending in a low-squat position with your hands on the ground or floor
- Count 4 – return to standing (upright) position

**NOTE:** Full benefit of this exercise is not achieved if “Count 4” is only accomplished in a “partial” standing (upright) position.

**Arm Rotations (S)** – 1 set for 20 seconds each with the exercise movements same as described in the Pre-Exercise Warm-Up chart in this chapter.

**Pyramid Repetitions (S)** – 1 set with varied quantities based on WOT. Alternate between both exercises until all sets are complete. Ensure that the roll between push-ups and shoulder press is performed to the right or left by all trainees. Start with one repetition and go up to required number based on WOT (e.g. start with one push-up then roll and complete one shoulder press then roll, two push-ups then roll and two shoulder presses then roll, continue until required amount met). Reverse procedures using the same style to complete repetitions.

**Types of Exercises**

**Push-Up** – Performer conducts a push-up as previously described. Once completed, entire flight rolls to right or left (but all the same direction) to begin shoulder press.

**Shoulder Press** – A shoulder press is a 2 count movement.

- **Starting Position** – sitting up on the ground, keeping your feet and knees together, your legs extended and flat on the ground with your arms fully extended above your head
- **Exercise Movement**
  - ▶ Count 1 – lower your hands until your upper arms are parallel with the ground
  - ▶ Count 2 – raise your hands back until your arms are fully extended

Once completed, the entire flight rolls back in reverse direction and gets ready to accomplish the next set of push-ups/shoulder presses.

Once the Muscular Fitness exercise has been completed, all Trainees will receive a hydration break for one minute. The Post-Anaerobic (Muscular Fitness) Training Cool Down exercise is performed as previously mentioned same as Aerobic Card cool down. Refer to the Post-Exercise Cool Down chart in this chapter.

## **SUPPLEMENTAL STRENGTH SESSIONS**

Trainees who fail to meet the BMT targets for the initial, 3 WOT and 6 WOT must attend supplemental strength training 2-3 times a week. Supplemental strength training is conducted on aerobic days only. The primary objective of these sessions is to develop core strength to improve results. You'll learn more about these sessions if you are required to participate.

## **ONE-BY-THREE TRAINING METHOD**

Proven to be the fastest and safest way to increase an individual's overall strength when done correctly. One-by-threes are mandatory for trainees not meeting BMT initial, 3 WOT and 6 WOT strength targets prior to the assessments. This method is also highly encouraged for trainees who are borderline in meeting the targets. One-by-threes are accomplished in addition to regularly scheduled PT; and are not intended as a substitute. Trainees should not accomplish more than three sets in a day.

To determine the number of push-ups or sit-ups in set, take the number of push-ups or sit-ups in the eBMT and divide that number by three. This is the number you must meet three times over three one-minute sets. When you finally reach this number, you will rest before continuing to the next set. DO NOT do more than the established number for each set.

**1 x 3 Example:** Divide the total amount of repetitions an individual can do within one minute by 3 (e.g. trainee can perform 15 push-ups; 15 divided by 3 equals 5 push-up repetitions)

- **Set One:** 5 push-ups in one minute. If completed before the minute is up, rest/recover until the instructor begins the next minute cycle
- **Set Two:** 5 push-ups in one minute. If completed before the minute is up, rest/recover until the instructor begins the next minute cycle
- **Set Three:** 5 push-ups in one minute. If completed before the minute is up, rest/recover

Trainees are encouraged to gradually increase the number of repetitions done in the one minute cycle each new day; as this is the best way to quickly achieve improvement. If you are not struggling to complete the last few reps on your third set, you need to increase the number of reps each minute. Dividing your one-minute maximum by three is just an initial benchmark. If your one-minute maximum is less than 10, you should modify the exercise so that you can do more reps. For example, do push-ups from your knees or pull-ups from a lower bar with one foot on the ground. As you gain strength, you should start doing the exercise without modified form.

## **PULL-UP TRAINING**

All Battlefield Airmen MUST perform daily pull-up sessions, Monday thru Saturday, and should conduct it as a one-by-three session.

All other trainees may perform up to three 10-second pull-up sessions each per day. If doing so, each session will consist of a 10-second period accomplishing as many correct pull-ups as possible. Some alternative forms for trainees who are struggling include: simply hanging from the bar, raising your knees while hanging, and placing your feet on the ground with your body at an angle and pulling yourself up to the bar while keeping your feet in place. Same-gender spotters may be used to assist in mounting the bar and conducting the pull-ups.

## **SELF-GUIDED EXERCISE IN BMT**

In addition to the PT program, Supplemental PT, and 1x3 exercises, Trainees at their own discretion may perform self-guided strengthening exercises. This includes those who are on waivers, as long as it does not violate their waiver.

Trainees may use self-guided exercises as a method to improve physical strength. Trainees may perform these exercises during the training day, in the evenings prior to lights out, and on the weekend, as time permits. Trainees must not attempt any exercise that might make an injury worse or cause pain. If an exercise causes pain, STOP immediately and try another which does not. Trainees should place importance on proper form and never sacrifice it for quantity. Proper form prevents injuries and speeds up muscle-building. Refer to the BMT Self-Guided Exercise Chart, fig 13-6.

# TRAINEE SELF-GUIDED EXERCISES

<p><b>HIGH PLANK</b></p>  <p><b>COUNT:</b> N/A 20 – 60 Sec hold <b>B</b></p> <p><b>NOTE:</b> Torso is straight from shoulders to ankles. Squeeze abs and glutes to for stability. (Shoulders will remain aligned with arms)</p> <p><b>TARGET:</b> Core</p>	<p><b>SIDE PLANK</b></p>  <p><b>COUNT:</b> N/A 20 – 60 Sec hold <b>I</b></p> <p><b>NOTE:</b> Using your forearm, prop your hips up. Make sure abs remain tight.</p> <p><b>TARGET:</b> Core</p>	<p><b>SIDE PLANK (mod)</b></p>  <p><b>COUNT:</b> N/A 20 – 60 Sec hold <b>B</b></p> <p><b>NOTE:</b> Using your forearm, prop your hips up, balancing on your knees. Make sure abs remain tight.</p> <p><b>TARGET:</b> Core</p>	<p><b>SUPERMAN HOLD</b></p>  <p><b>COUNT:</b> N/A 20 Sec hold <b>I</b></p> <p><b>NOTE:</b> Raise arms, legs, and chest off of the floor; hold for 2 seconds (squeeze lower back). Slowly lower and repeat.</p> <p><b>TARGET:</b> Core/Back</p>
<p><b>FLUTTER KICKS</b></p>  <p><b>COUNT:</b> 4 Reps: Max Ability <b>B</b></p> <p><b>NOTE:</b> Contract your core and lift feet approximately six inches off floor. Begin making up and down scissor like motions.</p> <p><b>TARGET:</b> Core</p>	<p><b>CRUNCHES</b></p>  <p><b>COUNT:</b> 2 Reps: Max Ability <b>B</b></p> <p><b>NOTE:</b> Bend knees; feet flat on the floor. With hands behind head curl up and forward (do not lace fingers together).</p> <p><b>TARGET:</b> Core</p>	<p><b>BICYCLE CRUNCHES</b></p>  <p><b>COUNT:</b> 4 Reps: Max Ability <b>B</b></p> <p><b>NOTE:</b> Hands behind head; straighten right leg 45° while turning upper body. Alternate sides.</p> <p><b>TARGET:</b> Core</p>	<p><b>SIDE LEG LIFT</b></p>  <p><b>COUNT:</b> 4 Reps: Max Ability <b>B</b></p> <p><b>NOTE:</b> Slowly lift you right/left leg out to the side. Pause, and lower leg. Hips are even throughout. If needed utilize a chair for balance.</p> <p><b>TARGET:</b> Hips/Legs</p>
<p><b>WALL - SIT</b></p>  <p><b>COUNT:</b> N/A 20 – 60 Sec hold <b>B</b></p> <p><b>NOTE:</b> Rest back against wall with arms at your side; contract your core and keep legs at 90°.</p> <p><b>TARGET:</b> Core/Legs</p>	<p><b>GLUTE BRIDGE</b></p>  <p><b>COUNT:</b> N/A 20 – 60 Sec hold <b>B</b></p> <p><b>NOTE:</b> Knees are hip distance. Squeeze glutes as you lift your hips to a bridge. Move hips back to starting position. Repeat.</p> <p><b>TARGET:</b> Core/Glutes</p>	<p><b>AIR SQUAT</b></p>  <p><b>COUNT:</b> 2 Reps: Max ability <b>B</b></p> <p><b>NOTE:</b> Knees do not pass toes, feet shoulder width apart or slightly wider than 90° (45° if unable to achieve 90°).</p> <p><b>TARGET:</b> Legs/Glutes</p>	<p><b>FRONT LUNGE</b></p>  <p><b>COUNT:</b> 2 Reps: Max ability <b>B</b></p> <p><b>NOTE:</b> Feet hip width apart for balance (90° angles if possible). Knee should not pass toe.</p> <p><b>TARGET:</b> Legs/Glutes</p>

- If it hurts ... Don't do it!!
- Proper form prevents injury
- Increase repetitions/time gradually

**B – Beginner**  
**I - Intermediate**

FIG 13–6 :: TRAINEE SELF-GUIDED EXERCISES

Current as of May 2018

## **SUMMARY**

The BMT PT program is an excellent program designed to get you in shape quickly and safely, but it only works if you put forth the effort to succeed. The AF Core Value of "Excellence In All We Do" tells us that we should not settle for doing just enough to get by. Instead, we should strive to do our best to get in shape and increase our fitness level. A strong and capable airman is ready to perform the AF's mission around the globe at anytime.

	1.5 MILES	PUSH-UPS	SIT-UPS	PULL-UPS
INITIAL ASSESSMENT				
3 WOT				
6 WOT/FINAL ASSESSMENT				

FIG 13-7 :: PT Progress Chart

# NOTES





## ENTRY CONTROLLER (EC)

Objective 1a :: Participate in basic military training familiarization.

*Safety and security are enormous concerns in today's highly unstable world, and it is every Airman's responsibility to do their part. Throughout the Air Force, the Entry Controller (EC) plays a critical role in protecting lives and resources. This duty must be taken very seriously, with the utmost vigilance, commitment and adherence to AF core values.*

### DUTIES & RESPONSIBILITIES

An EC is someone (one or more persons) responsible for everything that occurs within limits of a designated area and must immediately investigate unusual or suspicious incidents. In BMT, your immediate area of responsibility is the dormitory. Safety, security, and conservation of utilities are the primary responsibilities of an EC. Safety involves controlling access in and out of the dormitory, security involves conducting security checks and safeguarding resources, and conserving utilities involves turning off lights when not in use (except stairwells), turning off all running water, and reporting leaks or running toilets to your MTI, as soon as possible -- and if your MTI is not present -- and you notice a major leak -- reporting it to CQ.

### GENERAL RULES

- Two ECs are required on duty at all times; consistent with BMT Wingman policy where no trainee will ever be alone with an MTI or permanent party personnel. During 0-1 WOT, additional ECs may perform on-the-job training
- ECs are not allowed to sit, sleep, or read and write letters – this is to maintain focus on EC duties
- Up until the 3 WOT only EC-related material (e.g the EC binder or this Chapter) may be read – this is to rapidly increase your knowledge of and proficiency in EC procedures. Beginning in the 3 WOT, you may read any portion of the BMTSG to study for your End of Course Test
- Write down any messages that are to be passed on to the next EC or MTI
- Answer the intercom following procedures on the Authority to Enter Dormitory training aid (“Sir/Ma’am, Entry Controller, Dorm \_\_\_\_\_, May I help you?”)
- DO NOT open the door to answer questions unless you have followed the authority to enter procedures and the individual is authorized to enter
- Remain at the EC stand unless you are performing a check, responding to an emergency, investigating an unusual or suspicious incident, observing a visitor or otherwise instructed

### CHAPTER SUMMARY

- » Duties and Responsibilities
- » General Rules
- » Uniform Requirements
- » Required Equipment
- » EC Monitor
- » EC Schedule
- » Documentation
- » General Security
- » Entry and Exit Procedures
- » Real-World Emergencies
- » Emergency Evacuation Drills
- » Serious Accident or Sickness
- » MTI Checks



## UNIFORM REQUIREMENTS

<b>TIME</b>	<b>WOT</b>	<b>UNIFORM</b>
<b>0600-2000</b>	1-8 WOT	Uniform of the Day (UOD) with OCP or Flight Cap and appropriate footwear (unless otherwise instructed)
<b>2000-0600</b>	0-8 WOT	Physical Training Uniform (PTU); Entry Controllers may remain in the PTU until the flight has showered following PT

## REQUIRED EQUIPMENT

While performing EC, you will need to have the following items:

- M16 Trainer Weapon from the 1 WOT through 7 WOT
- Operational flashlight during hours of darkness
- Optional items:
  - ▶ BMTSG and blue or black ink pen (leave backpack stowed in RLA)
  - ▶ Water bottle

## EC MONITOR

The MTI delegates authority to the EC Monitor to establish and manage the EC schedule in a fair and equitable manner. This includes annotating the schedule and any changes on the BMT Form 106. Flight members are to treat the EC Monitor with respect and not challenge or argue with them regarding the schedule. If you believe the schedule is unfair, you should address the matter directly with your MTI.

## EC SCHEDULE

You will be scheduled to perform EC throughout your time at BMT. The following four areas present guidance on: shifts of an EC, how to initiate changes to an EC schedule, proper notification when medical issues impose duty limitations and performing EC temporarily (e.g., chow relief or appointment).

### SHIFTS

- Annotated on the BMT Form 106, *Entry Controller Roster*
- Broken down in 2-hour increments
- No one is allowed to pull two consecutive shifts or two night shifts during the same night
- Two types of shifts
  - ▶ Day shift is from 0600 - 2000 hours
  - ▶ Night shift is from 2000 - 0600 hours
- If you are scheduled for EC after lights out, you must take these actions:
  - ▶ Do not make your bed between lights out and first call
  - ▶ Carry an operational flashlight
  - ▶ Set up your night display before and after EC duty
  - ▶ During your shift, leave your correctly filled out AETC Form 341, *Excellence/Discrepancy Report*, centered and flushed with rear of the chair seat printed side facing up so it is viewable
  - ▶ Leave an empty hanger on your wall locker where the night display would normally hang

If an EC is not relieved at the end of the scheduled shift, stay at your post. DO NOT just leave. If the flight is in the dormitory, check the EC schedule and notify the trainee scheduled for duty. If the trainee is not available, notify the EC Monitor to schedule a trainee for duty. If the EC Monitor is unavailable, you may then notify the Dorm Chief or MTI.

If the flight is not in the dormitory, notify the MTI. If the MTI is not available, and ECs are the only personnel in the dormitory, use the intercom to notify the CQ if not relieved within 10 minutes into the next shift.

### **EC SCHEDULE CHANGES**

Making a change to the schedule allows individuals the ability to accomplish personal and mission-related needs (e.g., medical appointments, personnel

processing appointments, and any other last minute personal issues). The MTI and EC Monitor are the only personnel authorized to make changes to the schedule. If a trainee other than the EC Monitor changes the schedule, they will be subject to disciplinary action. If you have an appointment that conflicts with the schedule, notify the EC Monitor immediately to resolve the issue. DO NOT wait until the last minute to be rescheduled. If the EC Monitor cannot resolve the conflict, notify your element leader or dorm chief before notifying the MTI.

### **MEDICAL CONCERNS**

If you return from a medical appointment with medicine that may cause drowsiness or a waiver, you must notify your chain of command (e.g., EC Monitor, Element Leader, Dorm Chief and MTI) before your EC shift begins. These situations do not exempt you from performing EC unless the medical waiver specifically states you are exempt. Direct all questions about the waiver to your MTI. Ask your MTI to explain items on the waiver that you do not understand.

### **TEMPORARY EC**

You may have to fill-in for the scheduled EC during meals, appointments or other rare occasions. As the temporary EC, you will only complete part of or the remaining portion of the original EC's shift; not the entire shift. Pulling a second or subsequent shift is not allowed. If you are not properly relieved, make notifications to your EC monitor, element leader, dorm chief or MTI. Should the original EC return from their appointment before the shift is over, they will resume their duty.

## **DOCUMENTATION**

### **EC Log**

An EC log contains documented reports of any unusual or suspicious incidents that occur while performing EC duty. Write incidents in the EC log, regardless of the location of the EC duty. Failure to properly report and document all incidents may result in disciplinary action. Make verbal reports to the next EC, your flight, MTI and CQ.

The following items are standard entries for the log:

- Hourly accountability checks – annotate the number of trainees assigned, present and missing; to include the reason why each trainee is missing
- All intercom messages pertaining to your dormitory, flight and MTI
- Dormitory temperature checks – annotate the time and temperature
- Serious accident or sickness of a trainee – annotate time, trainee's name, accident or sickness and actions taken

ENTRY CONTROLLER ROSTER					SQUADRON:	FLIGHT:	DORM:
DATE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Bed Number (s)	Bed Number (s)	Bed Number (s)	Bed Number (s)	Bed Number (s)	Bed Number (s)	Bed Number (s)
0000 – 0200	/	/	/	/	/	/	/
0200 – 0400	/	/	/	/	/	/	/
0400 – 0600	/	/	/	/	/	/	/
0600 – 0800	/	/	/	/	/	/	/
0800 – 1000	/	/	/	/	/	/	/
1000 – 1200	/	/	/	/	/	/	/
1200 – 1400	/	/	/	/	/	/	/
1400 – 1600	/	/	/	/	/	/	/
1600 – 1800	/	/	/	/	/	/	/
1800 – 2000	/	/	/	/	/	/	/
2000 – 2200	/	/	/	/	/	/	/
2200 – 0000	/	/	/	/	/	/	/

BMT Form 106, 20 OCT 2016

**FIG 14-1 :: BMT FORM 106**

- Fire, gas leak or bomb threat – actual or drill
- Unsecured security drawer
  - ▶ If you are unable to lock the drawer, leave it closed, notify your MTI, brief the oncoming EC and annotate the EC Log
  - ▶ If you find unsecured valuables (e.g., money or jewelry), notify your MTI. If your MTI is not present, put the valuables in a secure location (e.g., flight office or personal security drawer) and annotate the EC Log

**BMT FORM 118, ENTRY CONTROLLER CHECKLIST**

The Entry Controller Checklist provides a detailed list of times to check the dormitory, to include documenting security, fire prevention and conservation checks. Annotate the BMT Form 118 for 6 consecutive days. Place one extra blank form in the Entry Controller binder.

When assuming duty, both ECs will use a blue or black ink pen to neatly print the initial of your first name and your entire last name in the name block, without using punctuation (Fig. 14-2). Temporary ECs (covered later in this chapter) will print the initial of your first name and your entire last name under the original ECs’ names in the appropriate “Name” block. If an original EC leaves and returns before the end of the scheduled shift, print the initial of your first name and entire last name under the Temporary EC name, and complete the shift. ECs that complete security checks will print the initial of your first and last name in the hourly security check blocks when check is complete. Finally, you will place an “X” in the latrine check and dormitory locked blocks when completed.

Keep all writing inside the appropriate block, DO NOT use punctuation and DO NOT make any stray marks on the form.

ENTRY CONTROLLER CHECKLIST		
SQUADRON	FLIGHT	DORM

**USE**

Provides a detailed list of times to check the dormitory to include documenting security, fire prevention, and conservation checks.

1. Upon receipt of a new BMT Form 118, fill in all the date blocks.
2. In the “Name” block print the initial of your first name and your entire last name. Without punctuation. **Note:** Two Entry Controllers (EC) are on duty at all times and will annotate the BMT Form 118. Any temporary EC duty will also sign in on the form.
3. ECs will perform their security checks on the hour and enter their two initials in the space provided. Enter the first and last initials of individual performing the security check.

The items listed below will be checked every hour:

- Lockers Secured
- Fire/Safety Hazards
- Conservation of Utilities
- Civilian Luggage Room Secured
- Window Screens Secured
- Front Exit Secured
- Flight Office
- Dayroom
- Utility Room
- Fire Exits
- Interconnecting Door (RH&T)

4. The Latrine will be checked every 15 minutes and annotated with a “X”. From corner to corner. Follow examples on the form and make an “X” in the appropriate time slot for the latrine check.
5. If the dorm is locked, enter an “X” in the appropriate time slot for the lock. Multiple “X”s are not required for the dorm locked section.

EXAMPLE

1200 – 1400		Name
1200	1300	
TS	AJ	T SWITH A JONES
X	X	
X		00
X		15
X	X	30
		45

Left the dorm at 1240 and returned at 1330

EXAMPLE

1200 – 1400		Name
1200	1300	WHO IS ON ENTRY CONTROLLER?
▲	X	
		00
		15
		30
		45

▲ Latrine Checks  
X Dorm Locked  
▲ Security Check

**NOTES**

- Stray marks on the form, scribbling, or correcting mistakes are not authorized.
- Only two BMT Form 118s will be kept at the EC stand/in the EC binder at any given time.
- One BMT Form 118 is considered two sided (front and back). If instructions in regulations state to have two copies on hand, then two forms (one front and back, and another front and back) are required.
- Both BMT Form 118s will be filled out properly with sequential dates.

BMT Form 118, 10 NOV 2018 :: OPR 737 TRSS/TSSC

**FIG 14-2 BMT FORM 118 [FRONT]**

DATE:		DATE:				DATE:					
0000 - 0200 0000 0100		1200 - 1400 1200 1300		0000 - 0200 0000 0100		1200 - 1400 1200 1300		0000 - 0200 0000 0100		1200 - 1400 1200 1300	
Name		Name		Name		Name		Name		Name	
X X X X		X X X X		X X X X		X X X X		X X X X		X X X X	
00		00		00		00		00		00	
15		15		15		15		15		15	
30		30		30		30		30		30	
45		45		45		45		45		45	
0200 - 0400 0200 0300		1400 - 1600 1400 1500		0200 - 0400 0200 0300		1400 - 1600 1400 1500		0200 - 0400 0200 0300		1400 - 1600 1400 1500	
Name		Name		Name		Name		Name		Name	
X X X X		X X X X		X X X X		X X X X		X X X X		X X X X	
00		00		00		00		00		00	
15		15		15		15		15		15	
30		30		30		30		30		30	
45		45		45		45		45		45	
0400 - 0600 0400 0500		1600 - 1800 1600 1700		0400 - 0600 0400 0500		1600 - 1800 1600 1700		0400 - 0600 0400 0500		1600 - 1800 1600 1700	
Name		Name		Name		Name		Name		Name	
X X X X		X X X X		X X X X		X X X X		X X X X		X X X X	
00		00		00		00		00		00	
15		15		15		15		15		15	
30		30		30		30		30		30	
45		45		45		45		45		45	
0600 - 0800 0600 0700		1800 - 2000 1800 1900		0600 - 0800 0600 0700		1800 - 2000 1800 1900		0600 - 0800 0600 0700		1800 - 2000 1800 1900	
Name		Name		Name		Name		Name		Name	
X X X X		X X X X		X X X X		X X X X		X X X X		X X X X	
00		00		00		00		00		00	
15		15		15		15		15		15	
30		30		30		30		30		30	
45		45		45		45		45		45	
0800 - 1000 0800 0900		2000 - 2200 2000 2100		0800 - 1000 0800 0900		2000 - 2200 2000 2100		0800 - 1000 0800 0900		2000 - 2200 2000 2100	
Name		Name		Name		Name		Name		Name	
X X X X		X X X X		X X X X		X X X X		X X X X		X X X X	
00		00		00		00		00		00	
15		15		15		15		15		15	
30		30		30		30		30		30	
45		45		45		45		45		45	
1000 - 1200 1000 1100		2200 - 2400 2200 2300		1000 - 1200 1000 1100		2200 - 2400 2200 2300		1000 - 1200 1000 1100		2200 - 2400 2200 2300	
Name		Name		Name		Name		Name		Name	
X X X X		X X X X		X X X X		X X X X		X X X X		X X X X	
00		00		00		00		00		00	
15		15		15		15		15		15	
30		30		30		30		30		30	
45		45		45		45		45		45	

BMT Form 118, 10 NOV 2018 :: OPR 737 TRSS/TSSC

FIG 14-2 BMT FORM 118 [BACK]

## GENERAL SECURITY

ECs provide security by conducting dormitory and accountability checks hourly every day.

### DORMITORY CHECKS

Dormitory checks are completed upon assuming duty, every hour on the top of the hour, when the flight leaves the dormitory and when relieved from duty. Dormitory checks will include:

- Lockers secured
- Fire/safety hazards
- Conservation of utilities
- Civilian luggage room secured
- Window screens secured
- Front exit secured
- Flight office
- Dayroom
- Utility room
- Fire exits
- Interconnecting door (RH&T only)
- Exterior latrine door (ATC only)

## **ACCOUNTABILITY CHECKS**

Accountability checks are done for the safety and security of trainees:

- Upon assuming duty, ensure you know the number of trainees assigned, including temporarily assigned trainees (Ask the flight MTI if there are any temporary trainees if you are not sure)
- Hourly, count all trainees in the dormitory including temporarily assigned or housed trainees (e.g., holdover trainees). Annotate the number of trainees assigned, present and missing in the EC log; to include the reason why each trainee is missing.
- Check the LATRINE every 15 MINUTES. Visually check the shower area, drying area and latrine stalls in case a trainee is sick or hurt and needs assistance. Latrine checks ARE NOT reported to the CQ, unless there is an emergency.
- If trainees are missing from the dormitory or found violating safety policies, immediately report the incident to your MTI or supervisory personnel, if in the dormitory. If they are not available, report the incident to CQ.

## **WINDOW COVER/SHIELD**

The EC must ensure the sliding window cover (shield), and hinged covers that can be secured in the open position, are open at all times with the exception to the following conditions which require the cover to be closed:

- Showering
- Changing clothes
- During lights out
- Unoccupied dormitory

\*\* For safety, hinged window covers that cannot be secured in the open position must remain in the closed position unless in use.

If the EC has to open the window cover when any trainee is showering or changing, they are to follow these procedures:

- Ensure both the hallway and the latrines are secure BEFORE opening the window cover.
- Shout, "CLEAR THE HALL; SECURE THE LATRINE!"
- The remaining trainees in the dormitory will echo this statement, ensuring everyone hears the announcement.
- The second EC will stand by the latrine door and ensure no trainee exits without being fully dressed while the window cover is open
- Trainees will NOT echo directions during lights out, unless it is an emergency

## **ENTRY AND EXIT PROCEDURES**

You must follow established entry and exit procedures at all times. During normal entry and exit, only the EC, MTI, or supervisory personnel may open or close the door. The only exception is during a drill or an actual emergency (e.g., fire, gas or bomb threat [actual or drill]), when anyone may open and close the door. The Authority to Enter Dormitory Board provides step-by-step procedures for allowing entry into the dormitory (**fig 14-3**). When completing the steps:

- Verbally ask, "SIR/MA'AM, MAY I HELP YOU?"
- You may answer any question WITHOUT opening the door
- If the individual requests entry, verbally ask, "MAY I SEE YOUR AUTHORITY TO ENTER?"
- Accomplish remaining steps in order (YOU DO NOT NEED TO READ ALOUD)
- Review Special Instructions PRIOR to opening the door and make appropriate announcements as needed
- DO NOT memorize the steps; use the posted Authority to Enter Dormitory Board visual aid

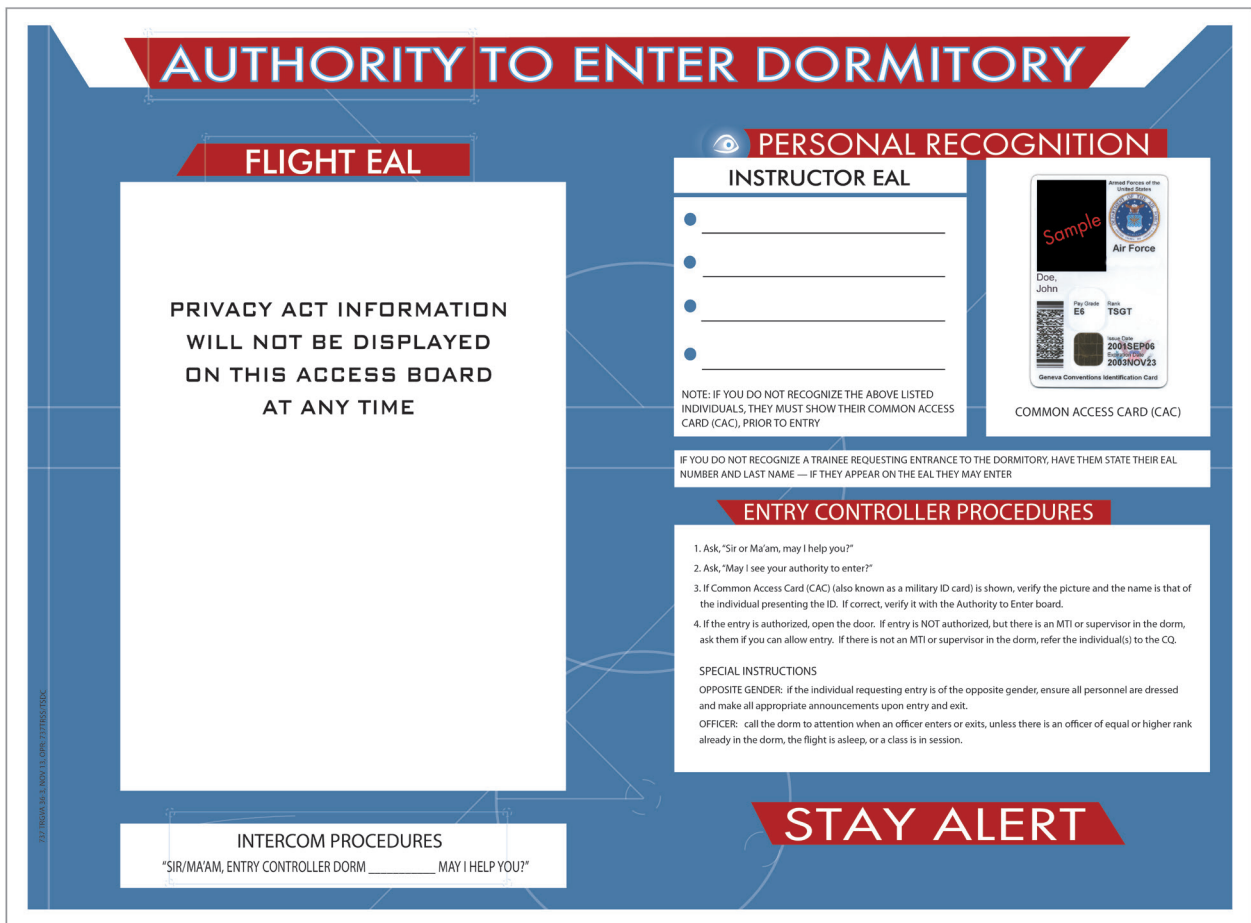


FIG 14-3 737TRG TRAINING AID, *AUTHORITY TO ENTER DORMITORY*

### **AUTHORITY TO ENTER**

During 1 through 4 WOT, you must verify all authority to enter the dormitory. The United States Government Common Access Card (CAC) and Entry Authority List (EAL) are used to verify authority.

- The CAC is a military identification (ID) card issued to active duty, civil service employees, and contractors
- The EAL is a list of personnel authorized entry into the dormitory; in BMT you will use a flight roster and the posted instructor listing for MTIs and staff

**\*\*IMPORTANT\*\*:** The CAC is the ONLY ID valid for entry; all other IDs are unacceptable

### **Verifying Authority to Enter**

Compare the picture on the CAC to the individual requesting entry. The picture should reasonably resemble the person.

If the name on the CAC matches the name on the posted Instructor EAL, the individual is authorized to enter.

- If authorized entry, one individual (MTI, permanent party personnel, or trainee) may escort an entire group or flight
  - ▶ It is not necessary to ask if they vouch for their companions
  - ▶ It is assumed if they are authorized, their companions are also authorized
- Prior to trainees being issued a CAC, if the name and roster number verbally provided BOTH match the EAL, they are authorized to enter (trainees are not required to display an AETC Form 341)
- After trainees are issued a CAC, they must use it for authority to enter; unless personal recognition is used

If the name does not match the EAL, DO NOT allow entry.

- If there is an MTI or supervisory personnel in the dormitory, inform the individual at the door that you must refer them to the MTI or supervisory personnel
- If an MTI or supervisory personnel are not in the dormitory, inform the individual at the door that you must refer them to CQ
- When referring to CQ, you can direct them to the CQ area or use the intercom to notify CQ of the situation

### **PERSONAL RECOGNITION**

Beginning in the 5 WOT, a flight MTI will authorize the EC to use personal recognition to allow entry into the dormitory, without any additional steps, for all personnel listed on the Instructor EAL. If the EC recognizes the individual requesting entry, open the door and allow entry without checking the individual's ID.

ECs will begin using personal recognition for their flight members as soon as they recognize them. The DO NOT have to wait until the 5 WOT. This is only authorized when the EC is in their assigned dormitory, with members of their own flight; otherwise the flight EAL will be used.

Opposite gender and officer procedures and announcements will be used during personal recognition.

### **OPPOSITE GENDER PROCEDURES**

If the individual requesting entry is of the opposite gender, take the following actions BEFORE allowing entry:

- If they are authorized entry, after verifying the flight is dressed, make appropriate opposite gender announcement
- BEFORE opening the door, loudly shout, "LADY/GENTLEMAN ENTERING THE DORMITORY!"
- The trainees inside the dormitory will echo the same statement
- The second EC will echo the statement in the latrine and stand by the latrine door to ensure no trainee exits without being fully dressed
- When the last opposite gender individual exits the dormitory, loudly shout, "LADY/GENTLEMAN LEAVING THE DORMITORY!"
- The trainees inside dormitory will echo the same statement
- DO NOT make an announcement if another opposite gender individual is already in the dormitory during entry; or if there is an opposite gender individual still in the dormitory during exit
- If the EC fails to make either announcement for any reason, any trainee may make the announcement upon noticing entry or exit

### **OFFICER PROCEDURES**

If an officer is requesting entry into the dormitory, take these actions:

- If entry is authorized, complete any required opposite gender procedures and announcement BEFORE opening the door
- As the officer enters through the doorway, give the command, "DORMITORY ATTENTION!"
- The officer will generally respond by giving the command, "CARRY ON"
- The EC will echo, "CARRY ON"
- DO NOT call the dormitory to attention in the following situations:
  - ▶ If classes are in session inside dormitory (including evening briefings)
  - ▶ If the trainees are asleep or it is after lights out
  - ▶ If an officer of equal or higher rank is already in the dormitory
- If there is no officer of equal or higher rank still in the dormitory when the officer exits, as the officer passes through the doorway, give the command, "DORMITORY ATTENTION!"; and make any required gender announcement
- If the officer responds with the command, "CARRY ON," the EC will echo the command
- If the officer does not respond, the EC will give the command, "CARRY ON," after the officer exits the dormitory
- If the EC fails to give the required commands for any reason, any trainee may give them upon noticing entry or exit



## **PERSONNEL WITH A KEY**

You may assume that any personnel using a key has the authority to enter the dormitory. However, DO NOT open the door because they show you a key through the window. If an individual uses a key for entry, make all appropriate announcements (e.g., opposite gender and/or officer procedures) and annotate the entry in the EC Log.

## **EMERGENCY PERSONNEL**

During an actual emergency, allow any emergency personnel into the dormitory without verifying authority to enter, including MTIs. Brief the next EC on any emergency situations still existing at shift change.

## **UNAUTHORIZED ENTRY**

An unauthorized entry occurs when an individual enters without appropriate authority.

- When an MTI or supervisory personnel are in the dormitory, notify them if an individual attempts to gain entry or actually gains entry without authorization
- When there is no MTI or supervisory personnel in the dormitory
  - ▶ An individual ATTEMPTS to gain entry without authority and fails, use the intercom to notify CQ, record the incident in the EC Log (include the date, time, and description of the individual) and report it to the MTI upon return
  - ▶ An individual ACTUALLY gains entry without authority while other trainees are in the dormitory, send a runner with a wingman to CQ through an alternate exit
    - » DO NOT physically confront the individual or attempt to block their entrance by standing in front of them
    - » If the individual has a weapon or is physically threatening, evacuate EVERYONE through an alternate exit away from the individual and report to the CQ
  - ▶ If the ECs are the only individuals in the dormitory, and an individual ACTUALLY gains entry without authority, evacuate through an alternate exit and report to the CQ
- If anyone unauthorized attempts to gain entry after lights out or before first call, use the intercom to notify the CQ

## ***REAL-WORLD EMERGENCIES***

### **FIRE PROCEDURES**

If an ACTUAL fire breaks out, the EC must take control and complete these actions:

- Loudly shout, "FIRE, FIRE, FIRE," to alert others and then activate the fire alarm ONLY if the fire originated in your dormitory
- If trainees are undressed, ensure they wrap themselves in a blanket and put on any pair of hard sole shoes, EXCLUDING shower shoes
- If trainees are working on their security drawer, do not take time to lock the drawers or carry them, as they must evacuate the dormitory as quickly and orderly as possible
- Tell the first available trainee evacuating the dormitory to report, "Actual fire in dormitory \_\_\_\_\_," to the CQ
- DO NOT hold the door or allow other trainees to hold the door for fellow trainees
- The flight will proceed in an orderly manner to the pre-designated area; NO RUNNING OR TALKING is permitted
- When the evacuation point is reached, the flight will assemble in flight formation and wait for further instructions
- Physically check, in any order, the bays, dayroom, utility room, latrine, hallways and flight office for complete evacuation
- After checking entire dormitory, take the EAL, evacuate to the pre-designated area and begin taking accountability
- If you are alone, evacuate and report to the CQ area immediately
  - ▶ If the alarm did not originate in your dormitory, evacuate the dormitory, but do not report to the CQ area
- Initiate an entry in the EC Log upon returning to the dormitory after emergency personnel have sounded, "ALL CLEAR"

## **GAS LEAK PROCEDURES**

If an ACTUAL gas leak occurs (detected by odor), the EC must take control and complete these actions:

- Loudly shout, "GAS, GAS, GAS" to alert others
- NEVER activate the fire alarm or operate or touch any electrical device (e.g., light switches) due to safety reasons
- The flight evacuates the dormitory in the same manner as an actual fire
- Tell the first available trainee evacuating the dormitory to report, "Actual gas leak in dormitory \_\_\_\_\_," to the CQ
- Physically check, in any order, the bays, dayroom, utility room, latrine, hallways and flight office for complete evacuation
- After checking entire dormitory, take the EAL, evacuate to the pre-designated area and begin taking accountability
- If you are alone, evacuate and report to the CQ area immediately
- Initiate an entry in the EC Log upon returning to the dormitory after emergency personnel have sounded, "ALL CLEAR"

## **BOMB THREAT PROCEDURES**

If an ACTUAL bomb threat occurs, the EC must take control and complete these actions:

- The EC has authority to evacuate the dormitory for ANY type of bomb threat
- There are three methods of receiving a bomb threat:
  - ▶ Verbal (e.g., individual speaking through the door window)
  - ▶ Written (e.g., find a note or sign)
  - ▶ Visual (e.g., find a package or briefcase left in stairwell)
- Alert all personnel by loudly shouting, "BOMB THREAT, EVACUATE THE DORMITORY!" and direct them away from the threat
- The flight evacuates the dormitory in the same manner as they do for an actual fire or gas leak
- Tell the first available trainee evacuating the dormitory to report, "Actual Bomb Threat," to the CQ
- If you see a suspicious package or device, or see someone place a suspicious package or device in your immediate area, take the following actions:
  - ▶ Remember as much as you can about the person and situation
  - ▶ DO NOT touch any suspected package or device, or activate any electrical devices
  - ▶ Send a runner with a wingman to the CQ to report the suspicious package or device; DO NOT use the intercom
  - ▶ If the initial evacuation does not originate in your dormitory, and a runner or supervisory personnel tell you to evacuate, DO NOT send a runner to the CQ
- Physically check, in any order, the bays, dayroom, utility room, latrine, hallways and flight office for complete evacuation
- After checking entire dormitory, take the EAL, evacuate to the pre-designated area and begin taking accountability
- If you are alone, evacuate and report to the CQ area immediately
- Initiate an entry in the EC Log upon returning to the dormitory after emergency personnel have sounded, "ALL CLEAR"

## ***EMERGENCY EVACUATION DRILLS***

In the event of a fire, gas leak, or bomb threat DRILL, use the same procedures as an actual fire, bomb threat, or gas leak, except DO NOT activate the fire alarm. Tell the first available trainee evacuating the dormitory to report, "Fire/Gas Leak/Bomb Threat DRILL in dormitory \_\_\_\_\_," to the CQ.

## SERIOUS ACCIDENT OR SICKNESS

In case of a SERIOUS Accident or Sickness, take immediate action using the following procedures:

- Notify your MTI or CQ using the intercom or send a runner with a wingman to CQ
- If you are alone and the intercom does not work, leave your post and report to the CQ area immediately
- Initiate an entry in the EC Log when the situation is resolved

## MTI CHECKS

You can expect MTIs to check your adherence to EC duties using the attached checklist.

<b>1. Window Cover</b>	
	Was the sliding window cover (flap) open? (except when flight is showering, changing, during lights out, or if window cover can't be secured in the open position).
	If the flight was showering, changing or during hours of 2100 – 0545, was the window cover closed?
	If the window cover was closed due to trainees showering or changing, did the EC announce "Clear the Hall; Secure the Latrine" prior to opening the window cover?
<b>2. Entry Procedures</b>	
	Did the EC ask "Sir or Ma'am, may I help you?"
	Did the EC ask "May I see your authority to enter?"
	When presented with a Common Access Card (CAC), did the EC ensure the photo and name on the card matched the individual presenting it (face and name tape)?
	Did the name on the CAC match the name on the Entry Authority List (EAL) posted on the Authority to Enter Board; and if so, was entry allowed?
	If the name on the ID card DID NOT match, was entry denied?
	If MTI or supervisory personnel were present in the dormitory, did the EC refer the individual at the door to the MTI or supervisory personnel?
	If MTI or supervisory personnel were NOT present in the dormitory, did the EC refer the individual to CQ?
<b>3. Announcements</b>	
	If entry involved OPPOSITE GENDER personnel, did the EC ensure all in the dorm were dressed? And did the EC make the announcement "LADY or GENTLEMAN entering the dormitory" BEFORE opening the door?
	If entry involved an OFFICER, did the EC give the command, "Dormitory Attention" as the officer entered through the doorway, or recognize the exceptions to the command? Did the EC echo the officer's command (i.e., "CARRY ON"), or command, "CARRY ON" after the officer exited the dormitory?
<b>4. Accountability, Documentation and other Responsibilities</b>	
	Did the EC provide 100% accountability of all trainees assigned to the flight and total number of trainees in the dormitory (including temporarily housed trainees, e.g. holdover trainees)?
	Was the EC Log up to date? (hourly accountability checks, intercom messages, dormitory temperature checks, serious accident or sickness of trainee, fire, gas leak, or bomb threat (actual or drill), and unsecured valuables).
	Did the EC remain at the EC stand unless they were performing a check, observing visitors, conducting accountability or performing other tasks assigned by their MTI?
<b>5. Uniform/Required equipment</b>	
	Were ECs wearing the appropriate uniform? (0600-2000 hours All WOT, Uniform of the day (UOD) unless otherwise instructed; 2000-0600 hours in All WOT, PTU. Did ECs remain in PT uniform until flight has showered)
	Did ECs have required equipment to perform EC duty? (M16 trainer weapon 1 WOT through 7 WOT and operational flashlight during hours of darkness. Water bottle is optional.

## ***SUMMARY***

In today's class, you learned about EC. Some of the key points covered were duties, responsibilities, conservation of utilities and emergency procedures. The role of the EC is a very important one throughout the AF. By displaying the AF Core Values, you can ensure whatever you are protecting remains safe and unharmed. If all Airmen in the AF continue being vigilant while performing EC duty, the AF and our nation will be safer and help to save lives.

## REPORTING PROCEDURES

Objective 4a :: Without reference, formally report to an individual in an office, with no more than two instructor assists.

*During your Air Force (AF) career there may be a time where you have to report to your commanders' office. This lesson will teach and show you the proper way to report to their office. By learning the proper way to report to a commander's office will set the first impression and display one of the AF Core Values in Excellence In All We Do.*

### CHAPTER SUMMARY

- » Purpose
- » Professional Qualities
- » Steps to Enter
- » Steps to Reporting
- » Steps to Departing
- » Military Bearing and Evaluation

### PURPOSE

You will use reporting procedures when reporting to an officer. Reporting procedures are accomplished to demonstrate proper respect to an officer and the position they hold. Ensure that these procedures are used when reporting to an officer. In the AF the use of reporting procedures is applicable to commissioned officers. Reporting procedures includes rendering appropriate courtesies and identifying rank correctly.

### PROFESSIONAL QUALITIES

Reporting properly is an opportunity to make a favorable and lasting impression. It also demonstrates that you possess the positive characteristics desired of all Airmen in the AF.

When reporting to an officer, you must always strive to project the following attributes:

excellence

- Respect for authority
- Military bearing and self-discipline
- A positive attitude
- Qualities of followership (commitment, honesty, integrity, adaptability, pride, courage and versatility)

### STEPS TO ENTER

Before entering an officer's office, you must mentally prepare yourself. Think about what you are going to do by mentally practicing the entry procedures. Also, think about what you are going to say and ensure that you use the proper terms of address.

Take time to check over your uniform and personal appearance to ensure you comply with uniform requirements outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

Place items in your left hand so you can properly salute with your right hand.

When prepared, knock once firmly enough to be heard. If there is no answer within 30 seconds, knock again. When you are told to enter perform the following actions:

- Enter the office and march at attention to the individual's desk
- Take the most direct route in and use the appropriate facing movements
- Position yourself approximately two paces from and centered on the desk

## **STEPS TO REPORTING**

After you halt at the position of attention, you will salute and give a reporting statement, "Sir or Ma'am, Airman (your last name) reports as ordered." **NOTE:** you will use the title "Trainee" through the 8 week of training (WOT). Immediately after the Airman's Coin and Retreat Ceremony in the 8 WOT, you will be an "Airman."

Speak in a clear manner using a conversational tone. You will only give one reporting statement the first time you speak. Once the officer returns your salute, drop your salute and remain standing at attention, unless told otherwise.

In the AF, the use of reporting procedures is applicable to commissioned officers. For training purposes while in BMT, you will use reporting procedures when told to report to your MTI in their flight office. This is the only time you will report to an NCO.

## **STEPS TO DEPARTING**

Be alert as the officer may dismiss you in various ways. The key is to realize when the conversation has ended so you can take the appropriate actions.

When dismissed, if you were placed at a rest position, resume the position of attention, take one step backwards, halting at the position of attention, and salute. Once the officer lowers their salute, drop your salute. After exchanging salutes, execute an about face and exit the office by the most direct route.

## **MILITARY BEARING AND EVALUATION**

Military bearing is the ability to maintain verbal and physical composure in any circumstance. In the 6 WOT you will be evaluated on performing reporting procedures. During this evaluation, an instructor will evaluate you on your military bearing, self-discipline and proper execution of reporting procedures.

## **SUMMARY**

Throughout your military career there will be times you will have to report to the commander. Regardless of the reason you have to go and see the commander, it is important that you know the proper way to report to their office. Always maintain professionalism and live by the AF Core Value of Excellence In All We Do.

## WEAPONS FAMILIARIZATION

Objective 6a :: Given a trainer weapon, breakdown and reassemble the weapon with no more than two instructor assists.

*American Airmen serve in many vital roles; they are leaders, defenders, guardians and warriors. They fly, fight and win as they continue to defend our great Nation. To accomplish these roles all Airmen must familiarize themselves with the use and operation of the M16 rifle. To prepare, you are issued an M16 Trainer Weapon and will fire an M16 rifle later in training. The M16 Trainer Weapon is easily identified by its blue external parts. The M16 Trainer Weapon closely simulates the nomenclature (weapon parts) and functions of the M16 rifle, with a few exceptions. For safety reasons the Trigger Assembly is non-existent, the barrel is not chambered and the Gas Tube is not present. These items are excluded to ensure the training environment is a safe one.*

### SAFETY

You must follow these seven rules concerning weapon safety at all times:

1. Treat all weapons as if they are loaded!
2. Do not point the muzzle at anything you are not willing to shoot, injure or damage.
3. Horseplay is not tolerated.
4. Do not get ahead of your instructor or anticipate instructions.
5. Handle the weapon only when told to do so.
6. Keep your finger off the trigger until your weapon is on target.
7. If at any time, you do not understand the instructions or have difficulty learning an operation or procedure, ask questions!

### NOMENCLATURE (M16 PARTS)

The external nomenclature will be continually reinforced as you handle and maintain the weapon. The M16 is broken down in Figs 16-1 thru 16-3.



### CHAPTER SUMMARY

- » Safety
- » Nomenclature (M16 parts)
- » Characteristics
- » Clearing Barrel Procedures
- » Carrying Your Weapon
- » Disassembly
- » Reassembly
- » Miscellaneous Steps
- » Cleaning, Inspection, and Lubrication
- » Rules and Guidelines
- » Inspection
- » Cleaning Groups
- » Additional Preventative Maintenance & Inspection



## UPPER RECEIVER (FIG 16-1)

- Flash suppressor (muzzle compensator)
  - ▶ Helps keep muzzle down during firing
  - ▶ Helps eliminate dust dispersion
  - ▶ Helps to keep your position hidden from the enemy
- Front sight assembly - houses the front sight
- Hand guards (top and bottom) - helps cool the barrel, prevents burns to the hands and protects the gas tube
- Slipping (tapered)
- Carrying handle - this houses rear sight and any optical devices; **do not** use it to carry the trainer weapon
  - ▶ Rear Sight Windage Knob (adjustable)
    - » Rear sight (two apertures) - short range (0 - 200 meters/marked 0 - 2) and normal range (300 - 800 meters when flipped rearward)
  - ▶ Elevation Knob
- Forward Assist – ensures bolt is fully forward and locked
- Brass Deflector – deflects ejected cartridges
- Ejection Port and Cover – prevents debris from entering the chamber
- Charging Handle
- Gas Tube – allows gasses from burnt propellant to pass through, forcing the bolt carrier group to the rear
- Bayonet Lug – provides bayonet attachment point
- Front Sling Swivel – allows sling to attach to weapon

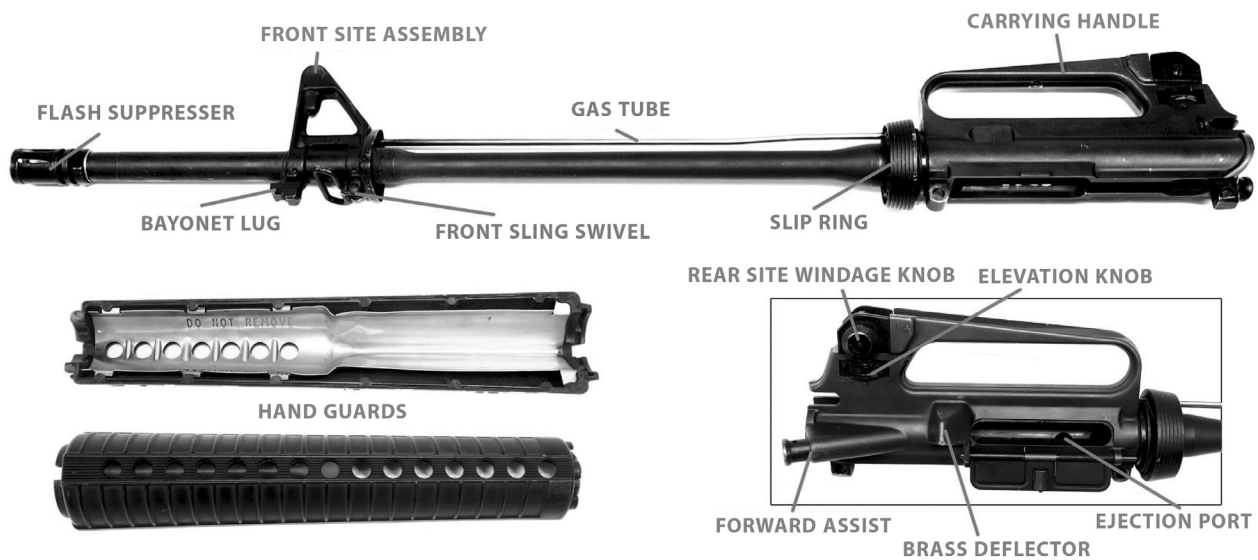


FIG 16-1 UPPER RECEIVER

## BOLT CARRIER GROUP (FIG 16-2)

- Gas Key
- Bolt carrier
  - ▶ Firing Pin
  - ▶ Firing Pin Retaining Pin
  - ▶ Bolt Cam Pin
  - ▶ Bolt and Gas Rings
    - » Extractor Pin
    - » Extractor

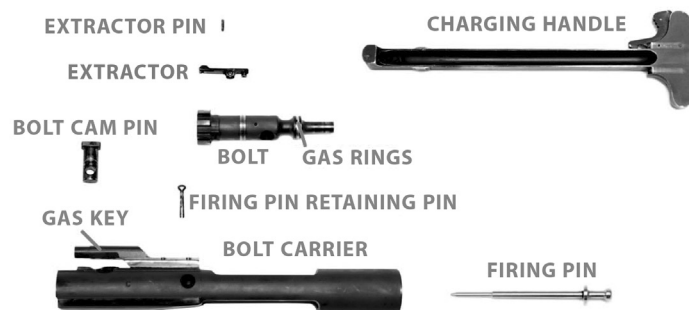


FIG 16-2 BOLT CARRIER GROUP

### LOWER RECEIVER (FIG 16-3)

- Buttstock
- Butt plate assembly
- Buffer and action spring
- Rear Sling Swivels
- Magazine well
- Trigger
- Magazine Release Button
- Selector Lever with three settings: safe, semi-automatic and automatic (3-round burst)
- Bolt Catch and Release
- Pistol Grip with Finger Groove
- Pivot Pin
- Takedown Pin
- Hammer



FIG 16-3 LOWER RECEIVER

### CHARACTERISTIC

The M16 rifle is a lightweight, gas operated, air-cooled, magazine fed and shoulder fired weapon. It can be fired in semi-automatic or automatic (3-round bursts).

The M16 has maximum rate of fire for each mode of fire. The first mode is semi-automatic, which fires at a maximum rate of 45 rounds per minute (rpm). Next, the automatic mode (3-round burst) fires at a maximum rate of 90 rpm. Lastly, the sustained mode fires at a maximum rate of 12 - 15 rpm.

A final characteristic of the M16 is the maximum range of fire that has two elements.

- Maximum range: describes how far the rifle will actually fire; 3,938 yards (3,600 meters)
- Maximum effective range: the greatest distance a shooter may be expected to hit a target using the sighting system. The maximum effective range for a point target is 602 yards (550 meters) and for an area target it is 875 yards (800 meters)

### CLEARING BARREL PROCEDURES

- Place the weapon at port arms and when directed, enter the clearing barrel zone and place the muzzle of the weapon into the barrel
- Ensure the weapon is on safe (put the selector lever on safe, if applicable)
- Ensure the magazine is out, leaving the magazine well empty (physically check the magazine well)
- Lock the bolt to the rear and visually inspect the chamber and receiver. State, "Clear," and then release the bolt
- Close the ejection port cover and ensure the weapon is on safe again
- State, "All Clear, Sir or Ma'am," sling the rifle over your shoulder and depart the clearing zone

## CARRYING YOUR WEAPON

Sling your weapon over either shoulder when transiting in and around the squadron area. Ensure the muzzle of the weapon is pointed upward and under control at all times; and ensure the weapon does not interfere with your ability to salute.

## DISASSEMBLY

To properly disassemble the M16 Trainer Weapon follow these steps:

- Clear the weapon
- Allow the bolt to go forward
- Separate the upper and lower receivers
  - ▶ Push the takedown pin from left to right and pull it out from the right side. This causes the upper and lower receivers to pivot
  - ▶ Push in the second pivot pin from left to right and pull it out from the right side to separate the upper and lower receivers

You may press both the takedown pin and pivot pin at the same time (**NOTE:** takedown and pivot pins cannot be removed)

- Remove bolt carrier group and disassemble
  - ▶ Pull back the charging handle and bolt carrier
  - ▶ Remove the bolt carrier and then the charging handle
- Remove firing pin retaining pin
- Remove firing pin from the rear of the bolt carrier
- Push bolt and bolt carrier together, rotate bolt cam pin  $\frac{1}{4}$  turn, and then lift out or turn carrier to side, allowing the bolt cam pin to drop out
- Remove bolt assembly from carrier
  - ▶ DO NOT remove extractor in the squadron area
  - ▶ Extractor will be removed at Combat Arms Weapons Training only
- Remove buffer and action spring
  - ▶ Press in buffer
  - ▶ Depress retainer with tip or end of the charging handle or firing pin and release buffer

## REASSEMBLY

Reassemble the weapon in reverse order of disassembly. Follow these steps when reassembling the weapon:

- When installing the bolt, ensure the extractor is at the 11 o'clock position and the ejector is at the 5 o'clock position when looking at the face of the bolt (this will ensure the bolt cam pin goes in the hole of the bolt)
- **CAUTION:** install the bolt cam pin in the bolt carrier group. If it is not installed, the M16 rifle, which is capable of live fire, may cause serious injury or death
- Install the firing pin, retaining pin from the left (wide, concave opening) to right side
- Firing pin ***SHOULD NOT*** fall out when the bolt carrier group is turned upside down
- Ensure the bolt is pulled forward (unlocked) before inserting the charging handle and bolt carrier group into the upper receiver
- Insert buffer and buffer spring
- Selector lever must be on "safe" to prevent damage to the weapon when closing the upper and lower receivers
- Perform clearing procedures

## MISCELLANEOUS STEPS

The following steps ARE NOT done during the Progress Check:

- Magazine - DO NOT disassemble the magazine during disassembly in the squadron area (disassemble only at CATM Weapons Training)
- Sling
- Hand guards
  - ▶ Remove one hand guard at a time
  - ▶ Place the butt of the stock on a hard surface with the barrel pointed up
  - ▶ Press the slip ring down at an angle and pull one hand guard free
  - ▶ Repeat previous step for second hand guard

## CLEANING, INSPECTION AND LUBRICATION

The Physical Training (PT) Supply Non-Commissioned Officer in Charge (NCOIC) maintains and issues cleaning tools and supplies for the M16. Use the M16 Cleaning Rod Kit to clean the M16 Trainer Weapon. The components of this kit are listed below:

### **M16 CLEANING ROD KIT**

- Bore brush
- Chamber brush
- Handled section (which converts into a "T" handle), three rod, sections, swab holder and swab
- Bore, chamber, small arms cleaning brush (nylon bristle toothbrush) and pipe cleaners
- Cleaner, Lubricant and Preservative (CLP)
  - ▶ **NOTE:** the words "lube" or "lubricant" as used in this chapter are used synonymously with CLP
  - ▶ Other lubrications may be used depending upon geographic locations or availability
  - ▶ DO NOT mix lubricants on the same weapon. The weapon must be thoroughly cleaned before changing from one lubricant to another

## RULES AND GUIDELINES

Normal care and cleaning will result in proper functioning of all parts of the weapon and help to maintain accuracy. However, improper maintenance causes stoppages and malfunctions. All weapons must be CLEARED before cleaning them.

## INSPECTION

Inspect the Trainer Weapon for any broken, missing, worn, bent, cracked or otherwise damaged parts. If you find any parts that are missing, worn, bent, cracked or damaged bring it to the attention of your instructor.

## CLEANING GROUPS

Each of the four cleaning groups are listed with the proper cleaning and lubrication procedures. Properly disassemble the M16 Trainer Weapon before you clean the individual components.

### **Upper Receiver**

- Attach the chamber-cleaning brush to a section of the cleaning rod
  - ▶ Dip it in CLP and insert it in the chamber
  - ▶ Use five or six plunging strokes and three or four, 360-degree rotations of the brush to clean the chamber
  - ▶ Remove the brush and dry the chamber thoroughly with clean patches

- Clean the locking lugs in the barrel extension using a nylon bristle toothbrush dipped in CLP to remove all of the carbon deposits
- Clean the protruding exterior of the gas tube in the receiver with the bore brush attached to a section of the cleaning rod
  - ▶ The top of the gas tube can be cleaned by inserting the rod and brush in the back of the receiver
  - ▶ The sides and bottom of the gas tube can be cleaned from the bottom of the receiver
- Lightly lubricate the bore and locking lugs in the barrel extension with CLP to prevent corrosion after cleaning
- If the hand guards are removed, lightly coat CLP on the surface of the barrel enclosed by the hand guards
- Attach a bore brush to the cleaning rod, dip it in CLP and brush the bore thoroughly
  - ▶ Brush from the chamber to the muzzle using straight-through strokes. Push the brush through the bore until it extends beyond the muzzle compensator. Continue this process until the bore is free of carbon and fouling
  - ▶ **NEVER** reverse the direction of the brush while it is in the bore
- Remove the brush from the cleaning rod and dry the bore with clean M16 patches
- **Do NOT** attempt to retract the patch until it has been pushed all the way out of the muzzle compensator
- **USE CAUTION** and ensure your hand supports the cleaning rod; clean one section at a time to prevent flexing and damaging the bore
- Clean the upper receiver with a nylon bristle toothbrush dipped in CLP until it is free of dirt and carbon
- After cleaning it, coat the interior surfaces of the upper receiver with CLP. Pay particular attention to shiny surfaces that indicate areas of friction

### **Bolt Carrier Group**

- Remove the bolt carrier group from the upper receiver and disassemble it
- Thoroughly clean all parts with a patch or nylon bristle toothbrush dipped in CLP—**NEVER** use a metal brush as it will damage the surface
- Clean the locking lugs of the bolt, using nylon bristle toothbrush and CLP. Ensure all carbon and metal filings are removed, wipe the parts clean with dry patches and lightly lubricate the area
- Use a nylon bristle toothbrush dipped in CLP to scrub the extractor to remove carbon and metal filings. Also, clean the firing pin recess and the firing pin
- ***DO NOT BREAK DOWN THE CARRIER TO THE EXTRACTOR PIN***—this is only done at CATM
- When the parts are dry and before reassembly, apply a coat of CLP to the bolt body, rings and carrier key
- When bolt carrier group is reassembled, apply a liberal amount of CLP to all exterior surfaces with particular emphasis to the friction points (e.g., rails and cam area)
- Put one drop of CLP in the bolt cam pin track and two drops in the gas ports

### **Lower Receiver**

- Wipe any particles of dirt from the trigger mechanism with a clean patch or nylon bristle toothbrush and place a drop of CLP on each of the pins for lubrication
- Clean the components of the lower receiver group with nylon bristle toothbrush and CLP
- Use a scrubbing action to remove all carbon residue and foreign material, drain the CLP from lower receiver and wipe dry

## **ADDITIONAL PREVENTATIVE MAINTENANCE & INSPECTION**

Take these additional preventative maintenance measures to keep your weapon in top working order.

1. In extreme climates that are either very hot or very cold, perform maintenance more frequently.
2. Inspect hidden surfaces of the bolt carrier assembly, upper receiver, barrel assembly and lower receiver for corrosion. If any corrosion is found during this check, clean and lubricate the parts
3. To help fight corrosion, remove all handprints with a dry wiping rag and lubricate the area with CLP.
4. Ensure to unload and check the inside of magazines frequently for corrosion and moisture. This includes wiping ammunition dry before reloading. **NEVER** brush or polish ammunition or coat with lubricant.

5. Use a muzzle cap or other protective equipment to protect the weapon whenever the tactical situation permits.
6. Muzzle caps are provided for each trainer weapon and must be attached to muzzle during inclement weather.

## **SUMMARY**

Becoming familiar with and eventually gaining your expertise with the M16 rifle will go a long way in helping you become a Warrior Airman, and completing your duty as a leader, warrior, guardian of freedom and defender of the Nation. Whenever performing disassembly and reassembly of the M16 Weapon, utilize the AF Core Values paying close attention to Excellence In All You Do. Attention to detail is necessary when handling the M16 rifle and Excellence In All You Do demands your concentration to weapons safety and proper assembly and disassembly procedures. It will also contribute to mission success and help our great AF continue to fly, fight and win and be the best in the world.

## **HEARING PROTECTION**

Hearing is a natural threat monitor and environmental sensor. Your ears are the most technologically advanced communications equipment in your body. Hearing is a 24-hour function that will warn of danger and keep you in touch with your wingman and unit. Good hearing improves survivability and lethality at war, and good relationships at work and at home. Protect your ears from noise. One unprotected exposure to high level noise can cause permanent damage. Wearing hearing protection devices are critical when exposed to hazardous noise. Hazardous noise can occur both on and off duty and it is important to have a general understanding of those sources (i.e. M16 Rifle, jet engines, jackhammers, air compressors, lawnmowers, rock concerts, etc.) Two types of hearing protection are earplugs and earmuffs.

# NOTES





## AIR FORCE FITNESS PROGRAM

Objective 5a :: Without reference, achieve Air Force fitness standards.

*AF leaders want the fitness program to support a year-round fitness culture, provide visible score increases for improved performance and send a clear message that health and fitness are directly related to mission accomplishment. This means that all Airmen should do their part by incorporating “year-round fitness” into their daily lives. All Airmen can show Excellence In All We Do with fitness by setting fitness goals, incorporating fitness time into your daily schedule and giving your best during each work out. So live by the Core Value of Excellence In All We Do and help the AF maintain a higher level of readiness and enhanced mission accomplishment.*

### CHAPTER SUMMARY

- » Air Force Focus
- » Fitness Assessment Cells
- » Fitness Assessment
- » Scoring
- » Fitness Categories
- » Maintaining Standards and Administrative Actions
- » Air Force World-Class Athlete Program

### AIR FORCE FOCUS

You are responsible for meeting and maintaining these fitness standards.

**THE GOAL OF THE AF FITNESS PROGRAM IS TO MOTIVATE AIRMEN TO PARTICIPATE IN A YEAR-ROUND PHYSICAL CONDITIONING PROGRAM THAT EMPHASIZES TOTAL FITNESS, TO INCLUDE PROPER AEROBIC CONDITIONING, STRENGTH AND FLEXIBILITY TRAINING AS WELL AS HEALTHY EATING.**

All Airmen must be physically fit to support the AF mission. Health benefits from an active lifestyle are increased productivity, optimized health and decreased absenteeism, which contributes to a higher level of readiness. For specific information and/or to view various fitness charts, refer to AF Instruction (AFI) 36-2905, *Fitness Program* or the AF Fitness Program website: <http://www.afpc.af.mil/affitnessprogram/index.asp>.

### FITNESS ASSESSMENT CELLS

A Fitness Assessment Cell (FAC) is a team of trained civilian employees located at most installations whose mission is to conduct fitness assessments and administer the AF Fitness Program. Where no FAC exists, a certified unit fitness program manager or physical training leader will conduct fitness assessments.

### FITNESS ASSESSMENT

Fitness assessment components used to determine overall fitness:

1. Body composition: evaluated by abdominal circumference measurements.
2. Aerobic component: evaluated by the 1.5-mile timed run (Airmen not medically cleared for the 1.5-mile run will be assessed through an alternative aerobic test consisting of a 2.0-kilometer walk).
3. Muscular fitness component: evaluated by the number of push-ups and sit-ups completed in one minute.

General rules about the fitness assessment:

- All components of the fitness assessment must be completed within a 3-hour window on the same day
- There is a minimum 3-minute rest period between components
- The body composition assessment, to include height, weight and abdominal circumference measurements, is performed by the FAC staff and must be the first component assessed

- The abdominal circumference is used to obtain the body composition component score. Height and weight are not factored into the composite score
- The muscular fitness components (push-ups and sit-ups) may be completed before or after the 1.5 mile run

## SCORING

The AF uses an overall composite fitness score.

Members must meet both of these items to pass the fitness assessment:

1. **MINIMUM VALUES IN EACH OF THE FOUR COMPONENTS IDENTIFIED IN FIG 17-1**
2. **ACHIEVE A COMPOSITE POINT TOTAL OF EQUAL TO OR GREATER THAN 75 POINTS**

<b>:: MINIMUM COMPONENT VALUES</b>				
Must have composite score of <b>equal or greater than 75.0 and</b> meet all minimums below to pass test				
<b>MALE</b>				
AGE	BODY COMP (AC)	RUN TIME	SIT-UPS	PUSH-UPS
<30	39.0"	13:36	42	33
30-39	39.0"	14:00	39	27
40-49	39.0"	14:52	34	21
50-59	39.0"	16:22	28	15
60+	39.0"	18:14	22	14
<b>FEMALE</b>				
AGE	BODY COMP (AC)	RUN TIME	SIT-UPS	PUSH-UPS
<30	35.5"	16:22	38	18
30-39	35.5"	16:57	29	14
40-49	35.5"	18:14	24	11
50-59	35.5"	19:43	20	9
60+	35.5"	22:28	11	7

FIG 17-1 :: MINIMUM COMPONENT VALUES

**NOTE:** SCORING THE MINIMUM COMPONENT VALUES IN ALL COMPONENTS WILL NOT GENERATE ENOUGH POINTS TO EARN A COMPOSITE SCORE OF 75 OR GREATER. The reasoning behind the minimum component values is to ensure members test adequately in all components rather than excelling in some and disregarding others. Having these minimum values provides a more well-rounded test and members must demonstrate a minimum level of proficiency in all components to pass the test.

Members will receive age and gender-specific composite scores based on the following maximum component scores:

- 60 points for aerobic
- 20 points for body composition
- 10 points for push-ups
- 10 points for sit-ups

## ***FITNESS CATEGORIES***

Members testing in all four components will fall into one of three fitness categories based on their overall composite score:

- **Excellent:** composite score equal to or greater than 90 with all minimum components met
- **Satisfactory:** composite score of 75 - 89.99 with all minimum components met
- **Unsatisfactory:** composite score less than 75 and/or one or more minimum components not met

Members with medical profile exemptions prohibiting them from performing one or more components will have a composite score calculated on the assessed components:

- Abdominal circumference will be performed on all members, unless exempted by a medical provider
- Members must achieve a minimum of 75 adjusted points, based on points available, and meet component standards in order to receive a satisfactory rating

## ***MAINTAINING STANDARDS AND ADMINISTRATIVE ACTIONS***

Members are expected to comply with AF fitness standards at all times. When members fail to comply with the standards, they render themselves potentially subject to adverse action. Unit commanders may take adverse administrative action upon a member's unsatisfactory fitness score on an official fitness assessment. These actions vary according to the number of failures and include verbal counseling, Letter of Counseling, Letter of Admonition, deferring promotion and other actions all the way up to an administrative separation (refer to AFI 36-2905 for more information). As appropriate, unit commanders will document and take corrective action for member's unexcused failures to participate in the fitness program such as failing to accomplish a scheduled fitness assessment, failing to attend a scheduled fitness appointment, failing to complete mandatory educational intervention or failing to maintain the required documentation of exercise while on the Fitness Improvement Program.

## ***AIR FORCE WORLD-CLASS ATHLETE PROGRAM***

For those of you who want to excel, the AF World-Class Athlete Program (WCAP) is available for you. The WCAP is a 2-year program that provides elite active duty, Air National Guard and AF Reserve athletes the opportunity to train and compete at national and international sports competitions with the ultimate goal of selection to the US Olympic team. The WCAP is not a developmental program; it targets athletes who have achieved world-class status in their respective sport. Candidates need to submit applications to the US Olympic Committee's National Governing Body for their sport to verify their national ranking, ability and potential. Selected athletes will be assigned to Headquarters AF Services Agency, San Antonio, TX, and will be stationed near elite coaches and world-class training facilities. Candidates must remain competitive for a US Olympic team position to remain in the program, which ends with the Olympic Trials or after competing with the national team at the Olympics. Find out more about the WCAP at this website: <http://www.myairforcelife.com/sports/worldclassathletes.aspx>.

## ***SUMMARY***

It is your responsibility to dedicate yourself to fitness. You can show Excellence In All We Do by not just aiming to meet the fitness standards, but striving to exceed them. Live by the AF Core Value of Excellence In All We Do so you can benefit from optimal health and do your part to help the AF team fly, fight and win our nations wars. After all, it is not about being fit to test, it is about being fit to fight and being fit for life!

# NOTES



## INTRODUCTION TO CLASSROOM ENTRY AND EXIT PROCEDURES

Objective 2a :: Identify basic facts about Air Force fundamentals.

*As you have learned there are certain procedures you must follow when it comes to displaying your security drawer or getting your food in the dining facilities, there are also certain procedures you must follow while in your squadron classrooms. These include entry and exit procedures as well as the high standard of behavior expected of you during your War Skills and Military Studies (WSMS) lessons. Understanding and following these procedures, though they seem minor, are some of the first steps you take that will shape you into the successful Airman you will become.*

### CHAPTER SUMMARY

- » Entrance Procedures
- » Dorm Chief Procedures
- » General Classroom Conduct
- » Emergency Evacuation Procedures
- » Departure Procedures
- » Breaks

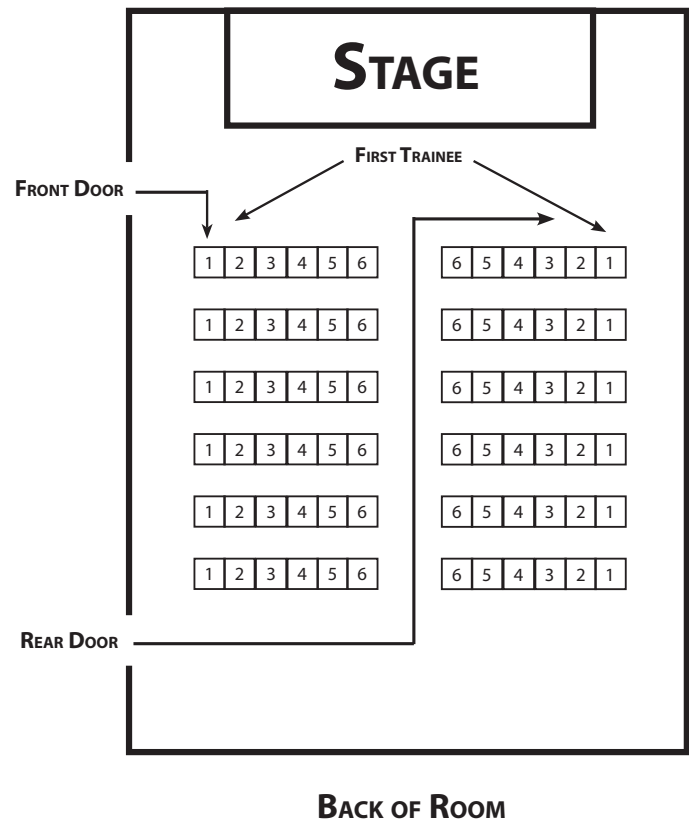
### ENTRANCE PROCEDURES

Before entering the classroom, dorm chiefs must have flight accountability from their MTI. If you have any appointments during the lesson, you will tell the dorm chief and fall in with your wingman behind the last trainee in the flight, but in front of the dorm chief. Do not leave class for EC duty since it is NOT an appointment.

### RECRUIT HOUSING & TRAINING (RH&T) FACILITIES

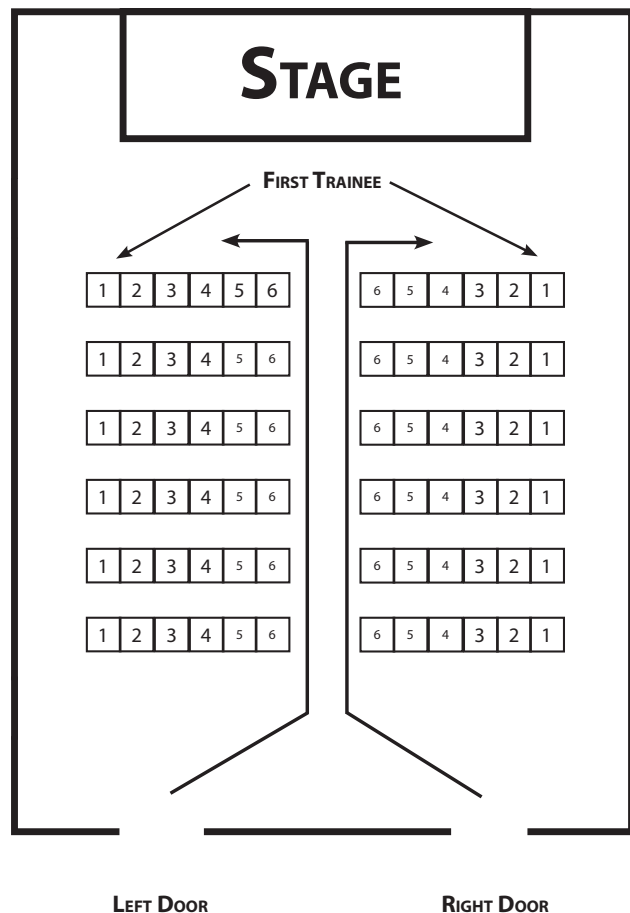
#### Side-Entrance Classrooms

- Guidon bearers (GOBs) will hold the door open so their flight can enter the classroom
- Flight will fill each seat from the front to the rear of the classroom and from the wall to the center aisle
- The flight entering through the front door will sit on the side closest to the entrance doors
- The flight entering through the rear door will sit on the side furthest from the entrance doors
- Trainees that have appointments during the lesson will enter at the end of the flight
- Dorm Chiefs and GOBs will enter last



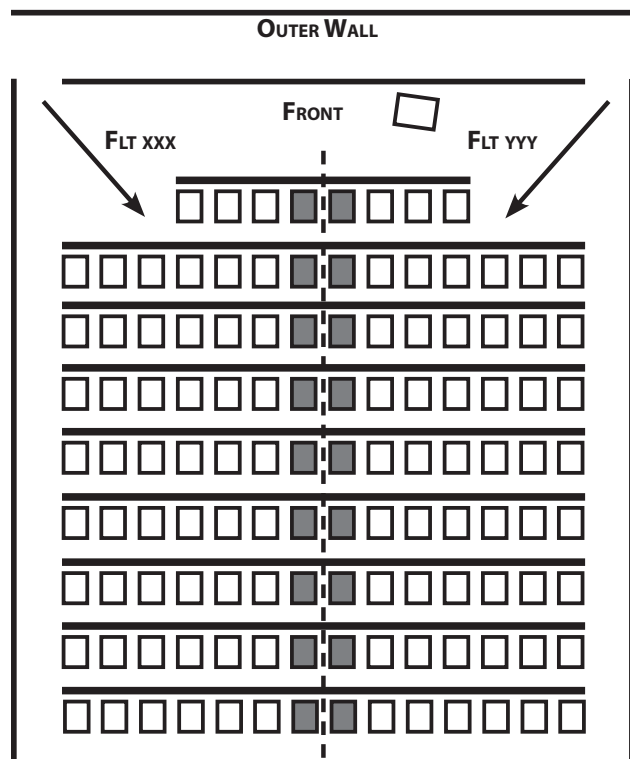
### Rear-Entrance Classrooms

- GOBs will hold the door open so their flight can enter the classroom
- Flight will fill each seat from the front to the rear of the classroom and from the wall to the center aisle
- Trainees entering through the right entrance door will sit on the right side of the classroom
- Trainees entering through the left entrance door will sit on the left side of the classroom
- Trainees that have appointments during the lesson will enter at the end of the flight
- Dorm Chiefs and GOBs will enter last



### DINING CLASSROOM FACILITY (DCF) [ATC]

- Flights are brought up to the classroom by their Flight MTI
- GOBs will be in the front of the line and will hold the door to the classroom open for the entire flight as they enter
- The classroom is divided in half, one side for each flight
- Each flight enters the classroom and fills the room from the front to back, center seats to the outer seats
- ▶ **NOTE:** The first row of each classroom has only 8 seats (4 for each flight). All other rows have 14 seats, 7 for each flight
- Trainees entering through the right entrance door will sit on the right side of the classroom
- Trainees entering through the left entrance door will sit on the left side of the classroom
- Dorm Chiefs will be in the back of the line
- Trainees that have appointments during the lesson will enter at the end of the flight
- Dorm Chiefs and GOBs will enter last



## **ADDITIONAL RULES**

- Quickly and silently enter the classroom and proceed directly to your chair
- Place your headgear in the correct storage location when entering the building
- DO NOT TALK during classroom entrance procedures, unless alerting fellow trainees to make corrections
- If applicable, remove the following items:

### **Backpack**

#### ▶ *RH&T only*

- » Remove backpack when entering the threshold of the classroom
- » Uniformly hang from the carrying handle on the back of the desk in front of you using the left iron post
- » Front row will place backpack on the floor in front of the desk, between feet (not between heels), with nametag facing to the left and carrying handle up
- » Leave water bottle in backpack compartment

#### ▶ *DCF only*

- » Remove backpack when entering the threshold of the classroom
- » Place backpack under desk to the right of your seat, lay flat on back with carrying handle towards the front of the classroom and nametag facing up
- » Place water bottle on floor to the right of the backpack

### **Outer Garments (OCP ECWW jacket, lightweight jacket, or all-weather coat)**

- ▶ *DCF:* Hang neatly over the back of your seat
- ▶ *RH&T:* Neatly fold and place in the basket (if available) under your seat
- Take your Basic Military Training Study Guide and note-taking materials out and neatly place them on the desktop in front of you
- Do not remove your OCP coat unless the instructor gives you specific permission
- Sit at attention until placed at ease; use the following guidance to sit at the position of attention:
  - ▶ Place your feet flat on the floor and at a 45-degree angle with your heels together
  - ▶ Sit up straight, leaning slightly forward in your seat so your back does not touch the seat
  - ▶ Place one hand on your thigh and the other hand on top of your books
  - ▶ Extend your fingers and keep them together, placing your thumb along your forefinger with your hand flat
  - ▶ Keep your head and eyes straight forward and your body immobile

## ***DORM CHIEF PROCEDURES***

Dorm Chiefs will prepare for class in the same manner as the rest of the flight, and sit in the aisle seat of the last occupied row. They will keep the flight on track and correct flight members as needed. After all trainees are prepared for class and are sitting at attention, the Dorm Chief will march to the front of the classroom and perform an about face; then march to the back of the classroom, stopping to inspect each row and make necessary corrections. Upon completion of the inspection, they will execute an about face to face the front of the classroom. When prompted by the instructor, the Dorm Chief will turn his/her head towards the instructor and give the appropriate reporting statement, followed by this statement, "Sir or Ma'am, Flight (#) \_\_\_\_\_ is prepared for instruction," ensuring they select and say the appropriate term of address ("Sir" or "Ma'am"). If the instructor is not present, they will give the command, "Flight (#) \_\_\_\_\_ AT EASE" and take their seat. If the instructor is not present within 10 minutes from start of class, the Dorm Chief will send a runner to the tunnel area to report the situation. Finally, he/she will report the following items to the instructor when asked for flight accountability for that hour of instruction:

- "Sir or Ma'am, the accountability of Flight (#) \_\_\_\_\_ is as follows: (#) trainees assigned, (#) trainees absent, roster numbers (#) are at (location)." Select and say the appropriate term of address ("Sir" or "Ma'am")
- When providing roster numbers and location of the absent trainees, group them together by location. Repeat this process until all absent trainees have been reported



## **GENERAL CLASSROOM CONDUCT**

Each academic hour of instruction lasts 50 minutes with a 10-minute break. You will take breaks as directed by your instructor.

### **LATE ARRIVALS**

If you arrive late to class, take the following actions:

- Do not knock or ask permission to enter the classroom
- Quietly enter the rear door and sit in the last occupied row, closest to the wall (**RH&T**)
- Quietly enter the door and sit in the last occupied row, closest to the center (**DCF**)
- Check the dry erase board or, if the dry erase board is unavailable, quietly ask your wingman what lesson is being covered

### **APPOINTMENTS**

If you have an appointment, take the following actions:

- Sit in the last occupied row of chairs with your wingman
- Ensure the Dorm Chief knows the location of your appointment and who your wingman is before the start of class
- Ensure you leave early enough to make it to your appointment on time
- There is no need to disrupt the class by informing the class instructor of your appointment upon departure

### **ADDITIONAL GUIDANCE**

#### **DO**

- When you have a question, answer or comment raise your hand for the instructor to call upon you
- When called upon, give the proper reporting statement
- If you feel yourself becoming fatigued, leave your backpack and take your study materials and water bottle to the back of the classroom
  - ▶ Do not pace back and forth, lean against the wall or set your study materials down
  - ▶ When you feel you can stay awake, sit in the last occupied row; do not return to your original seat until placed on break
- Remember to drink  $\frac{3}{4}$  to 1 bottle of water every hour

#### **DO NOT**

- Talk during class, except to the instructor
- Write on, scratch or damage any classroom equipment (willful damage to government property is a violation of Article 108 of the Uniform Code of Military Justice)
- Prop your feet up on any part of the desk in front of you
- Touch any computer components unless instructed to do so (**DCF**)
- Place water bottles on the desks
- Leave the classroom without a wingman, your water bottle, and appropriate uniform attire (outer garment, utility coat and headgear, as applicable)

## **EMERGENCY EVACUATION PROCEDURES**

If there is an actual emergency (e.g., fire, gas leak or bomb threat), leave your belongings behind and quickly evacuate the classroom in an orderly fashion through the door you entered. Assemble in flight formation at your squadron's designated assembly point or nearest assembly point, approximately 500 feet from the building. If the emergency is in your classroom, the first trainee out the door must report the location of the emergency, the need for evacuation and the nature of the emergency to permanent party personnel in the tunnel area (not another trainee).

## **DEPARTURE PROCEDURES**

When the instructor indicates the class is over, take the following actions:

- Put desktops down (**RH&T**)
- Put back on any items that you took off at the beginning of class
- Stand and face the center aisle with your hat in your hand
- The instructor will call the flight(s) to, "ATTENTION" and command, "DISMISSED"
- Exit through the door you entered, in reverse order
- The dorm chief is the first trainee out the door
- The trainee exiting the classroom after the dorm chief and the guide must hold the door for the entire flight
- Your dorm chief will choose a spot for the flight to form up in column formation
- If class is over for the day, the dorm chief will size the flight, place the flight, "AT EASE" and wait for your MTI
- DO NOT TALK during any of these procedures unless alerting fellow trainees to make corrections

## **BREAKS**

The instructor will call the flight(s) to "ATTENTION" and command "DISMISSED." Follow your squadron's established break procedures for latrine use, getting a drink of water or refilling water bottles. In the DCFs, trainees will march to the right of the hallway in single file with their water bottle in their hand. In the RH&Ts, trainees will march in detail/element with their water bottle in their left hand. The dorm chief and element leaders are responsible for their flight's conduct during all breaks. Trainees may take breaks in the classroom. If you exit the classroom, do not talk or loiter in the hallways, stairwells, or latrines. When returning from break, the Dorm Chiefs will take the following actions:

- Wear their OCP coat, unless directed otherwise by the WSMS instructor
- Begin returning procedures at the front of the classroom facing their flight
- Tell their flight to standby, warning them to prepare for instruction
- Call their flight to attention with the command "Flight, TENCH HUT"
- March to the back of the classroom, stopping to inspect each row and make necessary corrections
- Do an about face to face the front of the classroom upon completion of the inspection
- When prompted by the instructor turn your head towards him/her and give the appropriate reporting statement, followed by this statement, "Sir or Ma'am, Flight (#) is prepared for instruction." Select and say the appropriate term of address ("Sir" or "Ma'am")

## **SUMMARY**

As you know, what makes the AF successful, among many other factors, is following procedures correctly. This chapter covered the basic rules and procedures you must follow while in a classroom setting. Adhering to these procedures and rules ensures more time to learn the information you must know to pass your End of Course Written Test in Basic Military Training.

# NOTES



## NUTRITION PRINCIPLES

Objective 4a :: Identify basic facts about living a healthy lifestyle.

*You must incorporate the Air Force (AF) Core Values into your everyday life to achieve and maintain a healthy lifestyle, which includes eating well. Applying excellence during your nutrition routine helps you to stay Warrior Ready at all times. Know that proper nutrition is imperative to being healthy and warrior ready to meet mission challenges.*

### **BASICS OF PROPER NUTRITION**

Air Force Basic Military Training (BMT) is a mentally and physically demanding environment that will challenge your mind and body to perform at levels you may not have ever considered possible. Proper and adequate fueling and hydration is essential to meet these increased demands. All Airmen are responsible for being physically fit and mission ready at all times. Food is the fuel that supports our mental and physical performance. Choosing the right amount of safe, high quality nutrients and fluids at the right times will sustain and optimize your physical and mental performance, wellness and health, speed the healing process and protect against disease to help you graduate from BMT on time and injury free.

As part of the AF family, you are not on this journey alone. You can refer to the information listed within this chapter or seek help from your Medical Treatment Facility (MTF), Wilford Hall Ambulatory Surgical Center's Outpatient Nutrition Clinic and the 559th Nutrition Improvement Team.

### **ESSENTIAL NUTRIENTS**

To appreciate how nutrients affect the body it is important to first understand the following basic nutrition concepts. There are six nutrient groups: carbohydrates, proteins, fats, vitamins, minerals, and water. The nutrients that provide energy are carbohydrates, proteins and fats (also called "macronutrients". Macronutrients are essential calorie-containing nutrients (your body needs them to operate properly) that are needed in relatively large amounts. Micronutrients (vitamins and minerals) are not a source of energy, but they help your body produce energy from the foods you eat and are needed in relatively small amounts.

#### **CARBOHYDRATES**

Contains 4 calories per gram and is digested quickly and turned into glucose. Known as the "energy powerhouse" because they are what our bodies (especially our brains and muscles) need for fuel. Carbohydrates are the most important nutrient for hard-working muscles. If adequate amounts of carbohydrates are not consumed, skeletal muscle will be used to synthesize glucose for the brain. The foods that provide carbohydrates are dairy (milk and yogurt), fruits, grains, starchy vegetables, sweets and many processed foods. Carbohydrate-rich foods such as whole grain and cereal products, fresh fruits, starchy vegetables, and legumes are also typically excellent sources of fiber. Vitamins and minerals are abundant in many of these foods, making them "nutrient dense" food choices. We can store carbohydrates in the body (as glycogen in muscles and liver) but we also need to maintain a certain amount in our bloodstream (glucose) to give us energy. There are two types of carbohydrates: simple (refined sugars, fruit juice, processed grains), and complex (whole grains, whole fruits and starchy vegetables). Complex carbohydrates take longer to convert to glucose due to the presence of fiber, keeping blood sugar levels consistent and preventing an energy crash in the middle of training. Most sports dietitians recommend that at least 50% of carbohydrates consumed are in the form of complex carbohydrates/whole grains. Too little carbohydrates (less than 45%, or less than 100 grams per day), can cause a person to feel faint, dizzy, weak, have trouble concentrating or be unable to participate fully in physical training.

#### CHAPTER SUMMARY

- » Basics of Proper Nutrition
- » Essential Nutrients
- » USDA Dietary Guidelines for Americans
- » MyPlate
- » Readiness Nutrition
- » Food Allergies/ Food Intolerances
- » Dietary Supplements and Energy Drinks

## **PROTEIN**

Contains 4 calories per gram and is digested quickly. Amino acids are the building blocks of protein, necessary to build and repair muscle tissue, grow hair and fingernails, produce hormones, fight infection and replace red blood cells. There are 20 dietary amino acids of which 9 amino acids are not made by the body and are considered essential amino acids that must be consumed through the diet. Animal products provide all the essential amino acids and are considered a “complete” protein. Plant based sources, quinoa and soy, are also considered a “complete” protein because they contain all 9 essential amino acids. Animal products like beef, poultry, pork and fish are not the only source of protein; vegetable-based options exist, including beans, nuts, lentils, edamame and tofu. Protein is available in all food groups except fruit and solid fats. Low fat and nonfat animal and dairy products are good sources of protein. Grains and vegetables are moderate sources of protein. It is true that protein is needed for the development of muscle, but it is not true that “more” protein will build bigger muscles. Excess protein is either burned for energy or stored as fat. Human bodies do not store protein, so adequate portions need to be consumed daily but should not exceed recommended daily intakes. Eating too much protein can lead to a number of problems, including dehydration (from frequent urination to get rid of the waste generated from protein digestion), an unbalanced diet (displacing carbohydrates in the diet) and possibly increased calorie and fat intake. The general guideline for healthy individuals is roughly 0.4 grams of protein per pound of body weight depending on activity level. For resistance training individuals this number can be up to 0.8 grams of protein per body weight. A 150 lb. person would need 60 grams of protein per day. The majority of Americans easily meet their daily protein needs from the foods they eat.

## **FATS**

A rich source of energy contains 9 calories per gram, twice that of carbohydrates and protein. Excessive dietary fat can lead to weight gain, heart disease, and cancer, however, some fat is actually necessary and beneficial. Fat is an important precursor to hormone production such as estrogen, cholesterol and testosterone. Fat digests slowly and provides a source of energy for moderate intensity and/or long duration physical activity, builds cell walls, transports and stores fat-soluble vitamins, insulates and protects vital organs, and makes food taste better. It is important to pay attention to the types of fats you consume. There are three types of fat; monounsaturated, polyunsaturated, and saturated. Another type of fat trans-fatty acids is produced commercially and should be avoided. Saturated fat should be eaten in moderation. Trans-fatty acids are usually found in commercially baked foods and can be distinguished from reading the nutrition label ingredients looking for the key words hydrogenated oils or partially hydrogenated oils. Saturated fat comes mostly from animal products and can be reduced by choosing reduced fat, low-fat or non-fat animal and dairy options. These fats are solid at room temperature (e.g. butter). Small amounts of healthier fats, called mono and poly unsaturated fats, can improve heart health. They are mostly found in plant foods such as olive oil, canola oil, peanut oil, avocados, and most nuts. Fatty fish such as tuna and salmon are a good source of these healthy fats, too, and may play an important role in cognitive health. These fats are liquid at room temperature (e.g. olive oil.) Body fat storage varies from person to person, based on many factors including gender (women typically store more fat than men for biological reasons). Even a fairly lean individual has reserves of stored fat. For example, a 150-pound person who has 10 percent body fat has about 62,000 calories stored as fat (this is why you can live much longer without food than without water). Since the body’s fat storage is more than adequate to provide reserve energy, only a small amount of dietary fat is needed. In fact, a diet that is moderately low in fat (20-35 percent of total calories from fat) is recommended and will promote an eating style that will be beneficial throughout life for both physical performance and overall health.

## **WATER**

Water is essential for life, the human body is made up of over 50% (the exact % is different for males and females and also from one person to another). Water has no energy (calorie) value, but is needed to transport nutrients throughout your body, through blood, aid in digestion, and eliminate waste. Training places great demands on fluid replacement; proper hydration before, during and after intense workouts is critical. Individuals who fail to keep up with their water requirements not only jeopardize their performance, but also put themselves at risk for decreased performance, heat cramps, heat exhaustion, stroke, and death. There is a simple calculation to determine water intake: divide your body weight in half and that’s how many ounces, at the very minimum, you should be drinking every day. For example, a 150 lb person should be drinking at least 75 ounces (about 10 cups) of fluid per day. The simplest way to tell if you are adequately hydrated is the urine test. Drink enough water so that your urine is consistently pale yellow/light lemonade color and weakly scented. Water is the best beverage for hydration. Sport drinks can help replace electrolytes during strenuous exercise exceeding 60 minutes. Other fluid sources include fresh fruit, broth-based soups, juices, milk, and fresh vegetables.

## **BASIC MILITARY TRAINING (BMT) HYDRATION SCHEDULE**

- Drink  $\frac{3}{4}$  to 1 water bottle every hour and do not exceed 16 water bottles in one day (to keep you from becoming dehydrated and to prevent over-hydration)
- Do not drink more than 2 water bottles in a one-hour period (to prevent over-hydration)
- Drink fluids before you become thirsty (even during winter months) and continue even after your thirst is quenched. Thirst is the first sign of dehydration
- A simple urine check will show if you are properly hydrated (refer to the hydration chart in your dormitory)



## **VITAMINS AND MINERALS**

These micronutrients are essential because they cannot be made by the human body; they must be obtained from foods. There are more than 30 essential micronutrients that play an important role in making hemoglobin, maintaining bone health, supporting immune function, and protecting the body against oxidative damage. They assist with the building and repair of muscle tissue during recovery from exercise and injury. Micronutrients are essential for optimal cognitive and physical performance as well as long term health and bodily function. Vitamins are divided into two main groups, fat-soluble and water-soluble. Fat-soluble vitamins (A, D, E and K) need fat in the diet to be absorbed and are stored in your body. Excessive consumption or supplementation can lead to toxicity Vitamin D is critical to keeping bones healthy and strong. Water-soluble vitamins (C and B-complex) dissolve in water and are not stored in the body. Since your body cannot store them, you must replenish them daily. Minerals are divided up into major and trace based on the amount needed to be consumed by the body. Minerals such as iron and calcium are especially important during BMT to prevent extreme fatigue, maintain healthy bones, and reduce risk of injury. Iron, a trace mineral, is involved in building red blood cells and transporting oxygen around your body so that the brain can maintain cognitive function and muscles can continue exercise. Calcium, a major mineral, helps build strong bones, teeth, muscles and regulates your heartbeat. Eating a balanced, nutrient dense diet is the best way to get vitamins and minerals. Military men and women in training have higher requirements for iron. Increased iron needs during military training can be higher for women, and can be difficult to meet with diet alone. Although food is the best source of vitamins and minerals to meet needs, a daily multivitamin/mineral with iron is offered during BMT to assure iron needs are met. Men and women in BMT may be prescribed a nutrition prescription for anemia when needed based on laboratory results. A multivitamin not only ensures necessary iron in men and women, but it also provides additional calcium and vitamin D. Vegetarians and those with lactose intolerance are vulnerable to higher risk and injury. The multivitamin could be very beneficial to these individuals.

## ***USDA DIETARY GUIDELINES FOR AMERICANS***

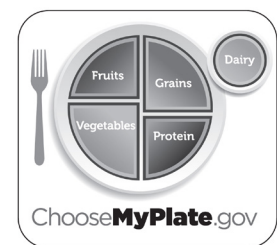
According to the USDA's Choose My Plate website, the Dietary Guidelines for Americans provide science-based advice on food and physical activity choices for better health.

The Dietary Guidelines for Americans describe a healthy diet as one that:

- Emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products
- Includes lean meats, poultry, fish, beans, eggs, and nut
- Is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars

MyPlate (Figure 19-1) helps individuals use the Dietary Guidelines to:

- Make smart choices from every food group
- Find balance between food and physical activity
- Get the most nutrition out of calories
- Stay within daily calorie needs



**FIGURE 19 -1:: MYPLATE**

## **MAINTAINING A HEALTHY WEIGHT**

This is one of the keys to a long, successful career. The Air Force recognizes abdominal circumference (AC) as one of the most specific indicators of disease risk in adults. Excessive body weight is an issue, harming physical performance and increasing the risk of consequences due to military appearance standards. Being overweight or obese hinders physical performance in the short term and contributes to long-term health risks such as high blood pressure, high blood cholesterol, heart disease, stroke, diabetes, arthritis, breathing problems, and certain types of cancer. Weight



loss, if indicated, should be a gradual process; one to two pounds per week is considered to be a healthy and safe weight loss goal. Rapid weight loss (more than 2 lbs per week) can increase risk of injury and illness during BMT. Being underweight also hinders physical performance and increases risk for stress fractures and it is recommended not to increase weight too rapidly. Maintaining a healthy energy balance is key! Controlled calorie intake, less than requirements will generate weight loss. Active individuals should never go below 1200 calories per day (women) or 1500 calories per day (men). Small changes do add up, start by making incremental changes and commit to them for the long-term, such as eating 100 fewer calories each day (less than a container of peanut butter).

Choose the most nutritionally rich foods from each food group every day. Read these sections to find modifications you can make during BMT. Daily recommendations of food are described in portions measured in ounces, cups or tablespoons. Measuring cups/containers can be used to ensure the accurate amount of portion is attained. Examples of these measurements can be found at the following website: <http://www.nia.nih.gov/health/publication/whats-your-plate/servings-portions>.

## **MyPLATE**

### **GRAINS (ORANGE SECTION)**

Grains are an excellent source of carbohydrates, vitamins, minerals, and fiber. Grains are divided into two subgroups, whole grains and refined grains. Whole grains contain the entire grain kernel – the bran, germ, and endosperm (the tissue inside the seed). Some examples of whole grains include: whole-wheat flour, bulgur (cracked wheat), oatmeal, whole cornmeal, brown rice bran cereals, and granola. Refined grains have been milled to give grains a finer texture and improve their shelf life, but it also removes dietary fiber, iron and many B vitamins. Some examples of refined grain products include: white flour, de-germed cornmeal, white bread and white rice. There are some refined grains that are enriched by adding certain B vitamins and iron back in after processing. The dining facility offers a variety of whole grain products at every meal. Try to make at least half your grains whole.

#### **Daily Recommendation**

Female: 6 ounce equivalent, Male: 7-8 ounce equivalent

Ounce equivalent of grains: 1 slice of bread, 1 cup of ready-to-eat cereal, or ½ cup of cooked rice, cooked pasta, or cooked cereal

### **VEGETABLES (GREEN SECTION)**

Vegetables provide you with vitamins, minerals, fiber, fluid, and small amounts of protein. Starchy vegetables (such as potatoes, peas, corn, and beans) also are an excellent source of complex carbohydrates. Any type of vegetable or 100% vegetable juice counts as a member of the vegetable group but is devoid of the fiber and phytochemicals that the whole food provides. Vegetables may be raw or cooked; fresh, frozen, canned, or dried/dehydrated; and may be whole, cut-up, or mashed. Vegetable state fresh, frozen, or canned does not change the nutrient value. Vegetables are organized into 5 subgroups, based on their nutrient content: dark green, red and orange, starchy beans and peas, and other. Choose one to two servings of vegetables with your lunch and dinner meals every day. Try to mix a variety of colors into your diet.

#### **Daily Recommendation**

Female: 2 ½ cups, Male: 3 cups

Example of a cup of vegetables: 1 cup of raw or cooked vegetables or vegetable juice, or 2 cups of raw leafy greens can be considered as 1 cup

### **FRUITS (RED SECTION)**

Fruits contribute carbohydrates, vitamins, minerals, fiber, and fluid. Any fruit or 100% fruit juice counts as part of the fruit group. Fruits may be fresh, canned, frozen or dried, and may be whole, cut-up, or pureed. Choose just one serving per meal. Canned fruits and dried fruit can have added sugars, read ingredients list to find. Choose canned fruits that are in light syrup or their own syrup, avoid heavy syrups.

#### **Daily Recommendation**

Female: 1.5 - 2 cups, Male: 2 cups

Example of a serving of fruit: ½ cup of fruit or 100% fruit juice, or 4 ounces or ¼ cup of dried fruit



## **DAIRY (LIGHT BLUE SECTION)**

Dairy foods are good sources of protein, carbohydrates, vitamins (D and B vitamins), minerals (calcium), and fluid. Dairy and dairy alternative choices in the DFAC are fat-free or low-fat. Foods made from milk that retain their calcium content are part of this group. Foods made from milk that have little to no calcium, such as cream cheese, cream and butter are not considered part of the dairy food group. Choose one serving of low-fat/non-fat dairy at each meal.

### **Daily Recommendation**

Female: 3 cups, Male: 3 cups

Example of a cup of dairy: 1 cup milk or yogurt, 1 ½ ounces of natural cheese, or 1 string cheese

## **PROTEIN (PURPLE SECTION)**

Protein foods provide amino acids in our diet and are a good source of B vitamins and minerals such as iron. All meat products (poultry, beef, pork), seafood, beans and peas, eggs, soy products, nuts and seeds are considered part of the protein food group. Go lean on the protein by choosing low-fat or lean meats and poultry. Lean protein choices are available in the DFAC every day. Meat grades of select and choice versus “prime” offer lower fat and look for the word loin or round roast in the cut for reduced fat. Turkey and chicken options are lower fat as well. It is recommended that you consume at least 8 ounces of cooked seafood per week, as seafood is rich in omega-3 fatty acids that demonstrate anti-inflammatory properties. Choose a protein food at each meal.

### **Daily Recommendation**

Female: 5-5 ½ ounce equivalents, Male: 6-6 ½ ounce equivalents

Example of an ounce equivalent: 1 ounce of meat, poultry, or fish, ¼ cup cooked beans or soy product, 1 egg, 1 tablespoon of peanut butter, or ½ ounce of nuts or seeds

## **OILS**

Oils are fats that are liquid at room temperature, like the vegetable oils used in cooking. Oils come from many different plants and from fish. Oils are NOT a food group, but they provide essential nutrients such as essential fatty acids. Therefore, oils are included in USDA food patterns. Commonly eaten oils include canola oil, corn oil, soybean oil, and olive oil. A number of foods are naturally high in oils, like nuts, olives, some fish, and avocados. Foods that are mainly oil include mayonnaise, certain salad dressings, and soft margarine. Most oils are high in monounsaturated or polyunsaturated fats, and low in saturated fats. Oils from plant sources (vegetable and nut oils) do not contain any cholesterol. In fact, no plant foods contain cholesterol. Aim for most of the fat in your diet to come from plant-based sources.

A few plant oils, including coconut oil, palm oil, and palm kernel oil, are high in saturated fats and for nutritional purposes should be considered to be solid fats. Solid fats are fats that are solid at room temperature, like butter and shortening. Solid fats come from many animal foods and can be made from vegetable oils through a process called hydrogenation. Some common fats are butter, milk fat (such as whole milk), beef/chicken/pork fat, stick margarine, shortening, and partially hydrogenated oil. Limit solid fats as they can increase your risk of cardiovascular disease.

All fats and oils are a mixture of saturated fatty acids and unsaturated fatty acids. Solid fats contain more saturated fats and/or trans fats than oils. Oils contain more monounsaturated (MUFA) and polyunsaturated (PUFA) fats. Saturated fats, trans fats, and cholesterol tend to raise “bad” (LDL) cholesterol levels in the blood, which in turn increases the risk for heart disease. Trans fats also lower good cholesterol and should be avoided. To lower risk for heart disease, cut back on foods containing saturated fats, trans fats, and cholesterol.

### **Daily Recommendation**

Female: Limit to 5-6 teaspoons, Male: Limit to 6-7 teaspoons

## ***READINESS NUTRITION***

### **MEALS, READY-TO-EAT (MREs)**

MREs, similar to TOTMs, are intended for use in the deployed environment. MREs have an average of 1,250 calories each so eating three MREs per day provides a total of roughly 3,750 calories (13% protein, 36% fat, and 51% carbohydrate). It also provides ⅓ of the Military Dietary Reference Intake of macro and micronutrients recommended by the National Academy of Sciences Institute of Medicine. Consuming three full MREs may provide you with more calories than you need so unless you are extremely active, you probably will not need to eat the whole thing at once. If this is the case for you, select the foods that are the best source of energy and provide the most nutrients and skip the candies and desserts.

## **FOOD ALLERGIES/FOOD INTOLERANCES**

Eight foods account for 90% of all food-allergic reactions. Allergic reactions are immune responses that come on suddenly, can be life threatening and occur with every exposure of a particular food. If you have a known, medically diagnosed food allergy, tell your medical provider and/or your military training instructor (MTI). Most food allergies start in childhood, but they can develop later on in your life. Common food allergen include: eggs, fish, crustacean shellfish, milk, peanuts, soybeans, tree nuts and wheat. Tell your MTI if you have any of these allergies. Food intolerances come on gradually, are non-life threatening, and do not illicit an immune system response. Having an allergy requires you to be on guard, do more research, ask more questions, know what's in the foods you eat and possibly carry medications with you at all times.

## **DIETARY SUPPLEMENTS AND ENERGY DRINKS**

Although you will not be able to use dietary supplements or energy drinks during BMT, you should be aware that the use of these products has become increasingly popular among members of the military. Supplements are intended to supplement a diet, not substitute for it. They may contain vitamins, minerals, herbs, botanicals, amino acids, high doses of caffeine, or other substances and are not regulated by the FDA. This lack of oversight means that there is no guarantee that what you purchase is what you get. Supplements can often do more harm than good and individuals should consult a qualified healthcare professional before taking any supplements. Energy drinks can lead to sleep disturbances and other, more serious health concerns. Climate and stress may cause different reactions to the dietary supplements and energy drinks, especially in a deployed environment. When considering taking a supplement or using energy drinks, it is best to proceed with caution. The Human Performance Resource Center by the Department of Defense (DoD) is the go to nutrition source for DoD personnel on performance. The website keeps an up-to-date list of banned/high risk supplements and education materials for all aspects of performance to include nutrition and dietary supplements. Reliable, up-to-date science-based information can be found at [www.hprc-online.org](http://www.hprc-online.org). Visit the Human Performance Resource Center and review/use the materials provided to include free access to the Natural Medicine Comprehensive Database. After reviewing the information, Airmen must still consult their primary care physician or flight surgeon to get clearance on what to take and what not to take.

## **SUMMARY**

Striving to achieve and maintain proper eating habits are worthy goals. It is imperative that all of you do it so you are prepared to meet mission challenges. Eating healthy has numerous benefits and not only contributes to a healthy lifestyle, but helps maintain proper weight, decreases the risk of disease, reduces the chance of injuries, boosts energy levels and endurance, reduces stress and can potentially save your life one day. As you incorporate the AF Core Values in your everyday life, pay close attention to Excellence In All You Do during your daily nutrition routine. Always strive for excellence in your nutritional habits. It will help you maintain a professional image and be physically able to perform duties. You are sure to find that the rewards are well worth the efforts you put in so keep working hard at it!

## CHAPTER 19 REVIEW EXERCISE

1. Grains are divided into two subgroups: \_\_\_\_\_ and \_\_\_\_\_.
2. \_\_\_\_\_ are the building blocks of protein, which is necessary to build and repair muscle tissue, grow hair and fingernails, produce hormones, fight infection and replace red blood cells.
3. \_\_\_\_\_ has no energy (calorie) value, but is needed to transport nutrients throughout your body, aid in digestion and eliminate waste.
4. The two types of healthy (good) fats are \_\_\_\_\_ and \_\_\_\_\_.
5. True or False. Complex carbohydrates take longer to convert to glucose, keeping blood sugar levels consistent and preventing an energy crash.
6. True or False. Coconut and palm oil are very healthy types of fat to include in your diet.
7. \_\_\_\_\_ are not a source of energy, but help your body produce energy from foods you eat.
8. True or False. Although soy milk is thought of as a healthy choice when choosing dairy, soy milk is actually considered a part of the protein section of MyPlate

5. True  
6. False  
7. Micronutrients  
8. True

1. Whole, refined  
2. Amino Acids  
3. Water  
4. monounsaturated, polyunsaturated

# NOTES



## AIR FORCE ORGANIZATION

Objective 2a :: Identify basic facts about Air Force fundamentals.

*This chapter provides a brief overview of the chain of command, as well as the structure of the Air Force and the Department of Defense (DoD). The lesson begins with the purpose and intent of the chain of command. The lesson then transitions into the structure of the Air Force and DoD beginning with the lower levels of command since these organizations are fairly easy to understand. The lesson then builds up to the highest levels of command that are much more complex. Think of the organization as a big puzzle and try to keep in mind that each unit has its own piece of the puzzle. This means every unit has a role or part in the "big" picture. The AF, Armed Forces and DoD are dependent upon one another, and they are interrelated, complementary and work together to perform one major function - to provide one of the instruments of our national policy. To help the AF succeed at all levels, the Core Values need to be much more than just words in a frame on the wall. They have to be lived every day, by every person in the organization. A focus on excellence is not just applicable sometimes or when it is convenient for you; Excellence In All We Do matters all of the time. It means giving your best and expecting others to do the same--this will make your organization better and help the AF successfully complete its mission.*

### CHAPTER SUMMARY

- » Chain of Command
- » Lower Levels of Command
- » Major Commands
- » Field Operating Agency
- » Direct Reporting Unit
- » Headquarters Air Force
- » Military Departments
- » Unified Combatant Commands and Combined Commands
- » Three Elements of the Command and Control Concept
- » AF Basic Doctrine
- » Highest Levels of Command Authority

### CHAIN OF COMMAND

The chain of command provides control and communication links necessary to accomplish the mission. A key principle of the chain of command is that it allows you to resolve problems and seek answers at the lowest level possible. Each level of command is responsible for a lower level accountable to all higher levels of command. The chain of command requires loyalty at every level. With loyalty up and down the chain, it is a highly efficient and effective system for getting things done. You can request assistance at each level before moving up to the next level in the chain. However, you should allow leadership time to resolve the problem or issue before moving up to the next level in your chain of command. As a professional courtesy, you should inform the individuals in your chain of command if you make a decision to move up the chain of command. However, if someone in your chain of command is the problem, you may start with the next higher person in the chain of command.

Your chain of command starts with your immediate supervisor. Your supervisor is the first link in your chain of command and the person who will assist you in resolving the majority of your problems or issues. The next link in your chain of command is the person who supervises your supervisor. The process of identifying the next link in the chain of command is by identifying the person who is superior in rank and supervises the individual to whom you addressed your concern. You should provide your chain of command the opportunity to address issues prior to taking them elsewhere. If you recall your memory work, you can quickly identify all the members in your chain of command all the way to the President of the United States of America.

### LOWER LEVELS OF COMMAND

These commands are in order from the lowest to highest:

- Flight
- Squadron
- Group
- Wing
- Numbered AF (NAF)

The AF divides its components into certain groupings or teams for organization, just as Basic Military Training (BMT) does when performing drill. Pay attention during drill and you can increase your understanding of the flight, squadron, group and wing concepts. For instance, during parade, listen to the Military Training Instructor's (MTI) spoken commands, such as "FLIGHT," "SQUADRON" or "GROUP."

### Flight

The first or bottom level of command that falls below a squadron is a flight. A flight usually consists of several sections or elements that report to or fall under a squadron, for example, think of how a flight is organized of two to four elements for marching at BMT.

### Squadron

A squadron is the level of command above a flight and below a group. The squadron is the basic unit in the AF organizational structure and consists of several flights. Squadrons vary in size according to their responsibilities and have 50-750 personnel. The squadrons assigned to BMT are the 319 TRS, 320 TRS, 321 TRS, 322 TRS, 323 TRS, 324 TRS, 326 TRS, 331 TRS, and the 737 TRSS.

### Group

A group is the level of command above a squadron and below a wing. A group usually consists of several squadrons with 500-2000 personnel. All BMT squadrons belong to the 737th Training Group. Another group assigned to JBSA-Lackland is the 37th Training Group, which provides technical training to students through the many squadrons that fall under them.

### Wing

The wing is a level of command above a group and below a Numbered Air Force. A wing has a distinct mission with a significant scope. It usually consists of several groups that maintain the installation with no fewer than 1,000 personnel assigned. Every member of BMT belongs to the 37th Training Wing, which is the largest training wing in the AF.

### Numbered AF

A Numbered Air Force, or NAF, is a level of command directly above a wing and under a Major Command (MAJCOM). NAFs provide an intermediate level of operational leadership and supervision.

*What NAF do you belong to?* In the next section, you will learn that BMT falls under the Major Command (MAJCOM) of Air Education and Training Command (AETC). Since all AETC units are part of the 2 AF, this means your NAF is the 2 AF. The 2 AF is responsible for conducting basic military and technical training for AF non-flying enlisted members and support officers.

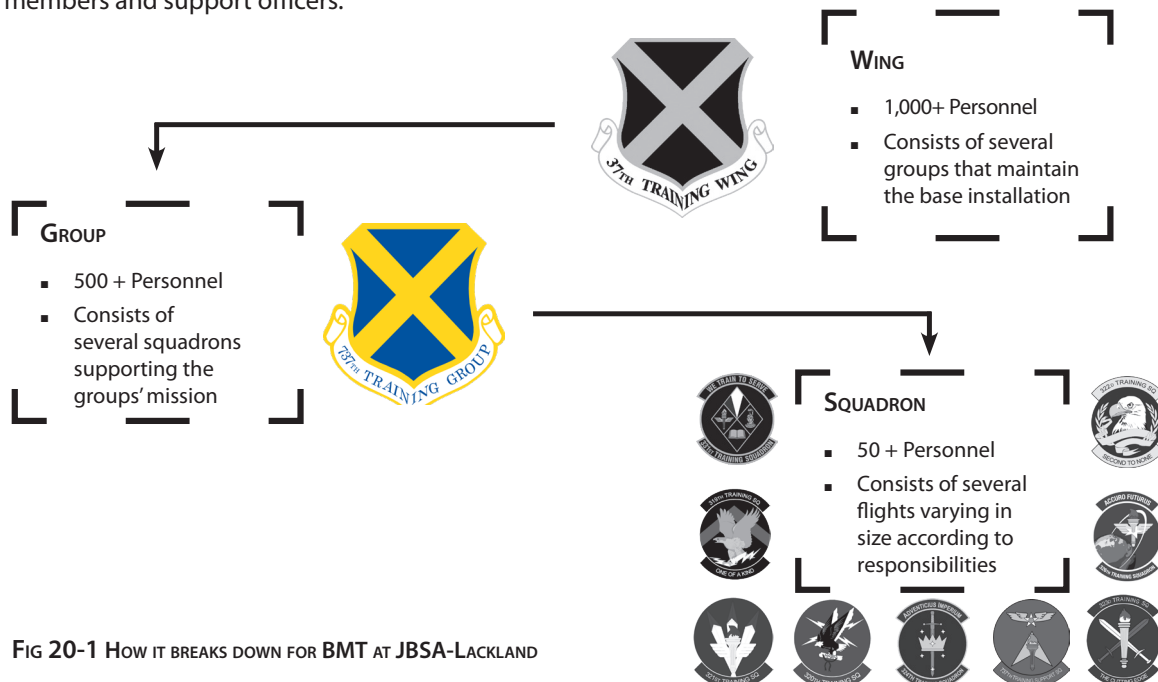







FIG 20-1 HOW IT BREAKS DOWN FOR BMT AT JBSA-LACKLAND

## MAJOR COMMANDS

Major Commands (MAJCOM) are major subdivisions of the Air Force that are assigned as a major part of the Air Force mission. All 10 MAJCOMs are interrelated and complementary, and report to Headquarters (HQ) USAF.

MAJCOMs		PRIMARY MISSION WITH EXAMPLES
<b>AIR COMBAT COMMAND (ACC)</b>		<b>Primary force provider of combat airpower to America's warfighting commands and cybersecurity</b>
	<b>HEADQUARTERS</b> Joint Base Langley-Eustis, Virginia	
<b>AIR MOBILITY COMMAND (AMC)</b>		<b>Provides rapid, global mobility ... right effects, right place, right time</b>
	<b>HEADQUARTERS</b> Scott AFB, Illinois	
<b>AIR FORCE SPACE COMMAND (AFSPC)</b>		<b>Provide resilient and cost-effective space cyberspace capabilities for the Joint Force and Nation</b>
	<b>HEADQUARTERS</b> Peterson AFB, Colorado	
<b>PACIFIC AIR FORCES (PACAF)</b>		<b>Provides US Pacific Command integrated expeditionary AF capabilities to defend the homeland, promote stability, dissuade/deter aggression and swiftly defeat enemies</b>
	<b>HEADQUARTERS</b> Joint Base Pearl Harbor-Hickam, Hawaii	
<b>US AIR FORCES IN EUROPE (USAFE)</b>		<b>Directs air operations in a theater spanning three continents , covering more than eight million square miles, containing 51 independent states and possessing one-eighth of the world's population and one forth of the world's gross domestic product</b>
	<b>HEADQUARTERS</b> Ramstein AB, Germany	



<b>AIR EDUCATION AND TRAINING COMMAND (AETC)</b>		<b>Develops America's Airmen today ... for tomorrow</b>
	<b>HEADQUARTERS</b>	<p><b>AETC'S MISSION INCLUDES THESE ITEMS:</b></p> <ul style="list-style-type: none"> <li>■ Includes the AF Recruiting Services, two NAFs and the Air University. <ul style="list-style-type: none"> <li>▶ AF Recruiting Services recruits quality men and women with the right skills, at the right time, in the right numbers</li> <li>▶ The 2AF conducts basic military and non-flying technical training</li> <li>▶ The 19AF conducts flying training and trains aircrews, air battle managers and cadet airmanship programs</li> <li>▶ Air University conducts professional military education, graduate education and professional continuing education for officers, enlisted members and civilians</li> </ul> </li> </ul>
	<b>JBSA-Randolph, Texas</b>	
<b>AIR FORCE MATERIEL COMMAND (AFMC)</b>		<b>Delivers war-winning technology, acquisition, test, sustainment and expeditionary capabilities to the warfighter</b>
	<b>HEADQUARTERS</b>	
	<b>Wright-Patterson AFB, Ohio</b>	
<b>AIR FORCE SPECIAL OPERATIONS COMMAND (AFSOC)</b>		<b>Delivers special operations power anytime, anywhere</b>
	<b>HEADQUARTERS</b>	
	<b>Hurlburt Field, Florida</b>	
<b>AIR FORCE RESERVE COMMAND (AFRC)</b>		<b>Supports the AF mission to defend the US through control and exploitation of air, space and cyberspace by supporting Global Engagement</b>
	<b>HEADQUARTERS</b>	
	<b>Robins AFB, Georgia</b>	<ul style="list-style-type: none"> <li>■ Traditional reserve members are fully-trained and deployable Airmen serving a minimum of one weekend per month and 15 days per year</li> <li>■ Individual Mobilization Augmentees (IMA) are also fully-trained and deployable Airmen that seamlessly integrate with AD to meet Air Force and Combatant Command requirements</li> <li>■ Multi-Domain Mission: AFRC is an operational MAJCOM with an active presence in most mission sets, with the capability to surge Reserve Support in almost every domain within the Air Force</li> </ul>
<b>AIR FORCE GLOBAL STRIKE COMMAND (AFGSC)</b>		<b>Develop and provide combat-ready forces for nuclear deterrence and global strike operations ... safe, secure and effective ... to support the president of the US and combatant commanders</b>
	<b>HEADQUARTERS</b>	
	<b>Barksdale AFB, Louisiana</b>	

## **FIELD OPERATING AGENCY**

A FOA is a subdivision of the AF that performs activities beyond the scope of a MAJCOM. The mission they perform is specialized or associated with an AF wide mission. A FOA will usually have the word “agency” in its designator. It provides special activities outside the scope of a MAJCOM deal with an AF-wide mission. Two examples are the Air Force Weather Agency and Air Force Services Agency.

## **DIRECT REPORTING UNIT**

A Direct Reporting Unit (DRU) is a subdivision of the AF that reports directly to the CSAF. DRUs are separate from any MAJCOM or FOA due to unique missions, legal requirements or other factors. DRU's perform missions that do not fit into any of the MAJCOMs. Two examples are the USAF Academy and the AF Doctrine Center.

## **HEADQUARTERS AIR FORCE**

The senior headquarters of the Air Force consisting of two major entities being the Secretary of the Air Force (SECAF) and the Chief of Staff of the Air Force (CSAF).

### **SECAF**

The SECAF is the head of the Department of the AF. The SECAF is a civilian appointed by the President with advice and consent of the Senate.

### **CSAF**

This person is the highest ranking officer in the AF. The CSAF presides over the Air Staff.

## **MILITARY DEPARTMENTS**

### **COMPOSITION**

The military departments consist of the AF, Army and Navy (includes the Marine Corps and, in wartime, the Coast Guard). The military departments and the Service Secretaries are responsible for providing efficiently organized, trained and equipped forces to combatant commanders. Each service develops and trains its forces to perform functions that support the efforts of other services and to accomplish overall military objectives.

### **FUNCTIONS OF MILITARY DEPARTMENTS**

Functions are the traditional roles and mission of each branch of service as established by the Key West Agreement of 1948, revised in 1953 and 1958. The general functions of the Armed Forces are to:

- Support and defend the US Constitution against all enemies, foreign and domestic
- Ensure the security of the US, its possessions and areas vital to its interests
- Uphold and advance the national policies and interests of the US

In order to maximize warfighting capability, the U.S. capitalizes on the strengths of each service. Each service possesses unique capabilities and strengths to the fight as part of a joint team. The Air Force delivers sovereign options for the defense of the U.S. and global interests, to fly, fight and win...in air, space and cyberspace. The Army conducts prompt, sustained combat and stability operations on land and provides logistics and support to enable other services to accomplish their missions. The Navy maintains, trains, and equips combat-ready naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas. The Marine Corps conducts prompt and sustained amphibious landings and ground operations. They specialize in the ability to gain access to denied areas, often from great distances. The Coast Guard protects the public, environment, and U.S. economic securities and interests in any maritime region where these securities and interests may be at risk to include international waters, U.S. coastline, ports, and inland waterways. Some Coast Guard functions fall under Title 14 USC – Department of State, and some fall under Title 10 USC – Department of Defense.

## **TOTAL FORCE CONCEPT**

The AF uses the Total Force concept to meet its mission. Total Force consists of all of the components (organizations, units and individuals) that comprise the AF's resources and includes regular, Guard, Reserve, civilian and auxiliary members from the Civil Air Patrol (CAP). As an Airman, the working relationship is seamless among the AF, ANG, and AFRC. The Total Force vision is the dynamic and effective integration of all AF components to provide unparalleled air, space and cyberspace power for the joint warfighter.

## **TOTAL FORCE INTEGRATION (TFI)**

Total Force Integration is a combination of active, reserve, retired military (Reserve), federal civilian, contractor, and allied support personnel structured to protect the nation's interests. United States Air Force TFI is made up of three components:

- Regular Air Force (Reg AF)
- Air National Guard (ANG)
- Air Force Reserve Command (AFRC)

TFI provides strategic oversight and direction to leverage combined resources and capabilities. TFI transforms organizational constructs to enhance combat capability to deter, defend, and defeat every adversary who threatens the American way of life.

## **AF MISSION**

*THE MISSION OF THE USAF IS TO FLY, FIGHT AND WIN ... IN AIR, SPACE AND CYBERSPACE.* To achieve this mission, the AF has six distinctive capabilities:

1. **Air and Space Superiority:** the ability to control what moves through air and space. Success in air, land and sea operations depends upon air and space superiority. For example, consider Operation DESERT STORM. Through a coordinated and integrated air campaign, coalition forces achieved air and space superiority. These actions included attacks by helicopters and F-117s, orbiting decoys and drones, electronic jamming aircraft, cruise missiles and all the actions of personnel.
2. **Information Superiority:** the ability to control and exploit information to our nation's advantage. During Operation DELIBERATE FORCE (1995, NATO bombing of Bosnia and Herzegovina), E-8 J-STARS, U-2 aircraft, unmanned aerial vehicles and reconnaissance satellites monitored ground-to-ground operations. Information was gathered, which enabled forces to protect United Nations forces and civilians.
3. **Global Attack:** the ability to engage adversary targets anywhere, anytime. This means the AF can attack rapidly and persistently with a wide range of munitions anywhere on the globe. For instance, the AF can initiate a powerful response to aggression with space forces, intercontinental ballistic missiles or bombers. The AF can also help provide humanitarian aid.
4. **Precision Engagement:** the ability to deliver desired effects with minimal risk and collateral damage. During the Vietnam War, it took US forces 11 years to destroy five bridges. During Operation DESERT STORM, 72 bridges were destroyed in just 6 weeks. Precision engagement includes advances in weapons and delivery systems and all of the people who purchase, operate and maintain these systems.
5. **Rapid Global Mobility:** the ability to rapidly position forces anywhere in the world. This consists of all the personnel and aircraft involved in operations such as dropping cargo and delivering troops. During Operation ENDURING FREEDOM, airlift assets provided all of the logistical support in the early phases. Since US forces overseas have been dramatically reduced, rapid global mobility has increased in importance to where it is required in nearly all operations.
6. **Agile Combat Support:** the ability to sustain flexible and efficient combat operations. Agile combat support includes the process for ordering supplies and tracking the time and place of delivery. It goes beyond traditional logistics functions by ensuring items can be maintained and supported as weapon systems are designed.

## **UNIFIED COMBATANT COMMANDS AND COMBINED COMMANDS**

### **UNIFIED COMBATANT COMMANDS**

Unified combatant commands are composed of forces from two or more military departments, and they have a broad, continuing mission. There are nine unified combatant commands.

### **COMBINED COMMANDS**

Combined commands consist of forces from more than one allied nation that usually operate under a treaty, alliance or bilateral agreement between the nations concerned. Two examples are the North American Aerospace Defense Command and the Allied Command Europe.

## **THREE ELEMENTS OF THE COMMAND AND CONTROL CONCEPT**

The three elements of Command and Control (C2) command authority are operational control (OPCON), tactical control (TACON) and administrative control (ADCON).

### **OPCON**

OPCON is the level of C2 command authority that **PERFORMS FUNCTIONS OF COMMAND OVER SUBORDINATE FORCES**, and is accomplished by commanders at any level at or below the combatant command. OPCON involves organizing and employing commands and forces, assigning tasks, designating objectives and giving authoritative direction to accomplish a task.

### **TACON**

TACON is the level of C2 command authority that **PROVIDES DETAILED DIRECTION AND CONTROL OF MOVEMENTS OR MANEUVERS** within an operational area to accomplish the mission or task, and is accomplished on any level at or below the combatant command. TACON involves controlling and directing the application of force or tactical use of combat support assets within the assigned mission or task.

### **ADCON**

ADCON is the level of C2 command authority that **EXERCISES AUTHORITY FOR ADMINISTRATION AND SUPPORT**. ADCON involves organizing of service forces; controlling of resources, equipment and unit logistics; personnel management; individual unit training; and readiness, mobilization, demobilization and discipline.

## **AF BASIC DOCTRINE**

### **OVERVIEW**

AF Doctrine Document (AFDD 1) presents the guiding principles of our AF and our view of the opportunities for the future. The lessons of air and space power history survive today and are reflected in the principles of war, tenets of air and space power and core competencies; together they describe air and space power as a force distinct from other Services. These warfighting concepts describe the essence of air and space power and provide the Airman's perspective. As Airmen, we must understand these ideas, cultivate and debate them and refine the ideas in the future.

### **PRINCIPLES OF WAR**

Throughout history of conflict, military leaders have noted certain principles that tend to produce military victory. The principles of war are unity of command, objective, offensive, mass, maneuver, economy of force, security, surprise and simplicity. Each principle is a generally accepted "truth" that has proven to be effective throughout history. All Airmen must still use sound and professional judgment when applying these principles. Each principle is independent; no one principle should be considered without looking at the others and these principles are not all-inclusive.

## **UNITY OF COMMAND**

Unity of command ensures concentration of effort for every objective under one responsible commander. Coordination is best achieved by vesting a single commander with the authority to direct all force employment in pursuit of a common objective. Unity of command is vital in employing air and space forces. Air and space power is the product of multiple capabilities, and centralized C2 is essential to effectively fuse these capabilities. Airmen best understand the entire range of air and space power. Unity of command is essential at all levels in the chain of command.

## ***HIGHEST LEVELS OF COMMAND AUTHORITY***

The five main levels of command extend from the Joint Staff (lowest level) to the President (highest level):

- Joint Staff
- Joint Chiefs of Staff (JCS)
- Chairman, JCS (CJCS)
- Secretary of Defense (SECDEF)
- President or Commander in Chief (CINC)

## **JOINT STAFF**

Consists of 1,500 military and civilian personnel who assists member of the JCS in carrying out their duties.

## **JCS**

They serve as advisors to the President, SECDEF and the National Security Council. The JCS provide strategic direction of the Armed Forces.

## **CJCS**

This person is the principal military advisor to the President, National Security Council and the SECDEF. The CJCS outranks all other officers in the Armed Forces.

## **SECDEF**

This person is the civilian head of the DoD and reports directly to the President. The SECDEF serves as the principal defense policy advisor to the President.

## **PRESIDENT OR CINC**

The US Constitution establishes the basic principle of civilian control of the Armed Forces and assigns the President of the United States as the Commander in Chief or CINC. The President is the head of the Executive Branch and is subject to the "checks and balances" by the Legislative and Judicial branches of government. Civilian leadership is the key concept in the military organization.

## ***SUMMARY***

This chapter provided a brief overview of the AF and DoD components (the puzzle) all the way from the flight level to the President. You should now have a basic understanding of AF organization and how each component (puzzle pieces) has a purpose and place within the larger AF enterprise. Remember, each of these components cannot work independent from one another; instead, they must work collectively to deliver one instrument of national policy for our great nation. Success of the AF is directly dependent on your commitment to the Core Values. Regardless of what organization and mission you are assigned, all organizations are important and help accomplish the AF mission. Each Airman must commit themselves to the AF Core Value of Excellence In All We Do to help the organization succeed and support the AF mission.

## CHAPTER 20 REVIEW EXERCISE

1. A \_\_\_\_\_ usually consists of several sections or elements that fall under a squadron.
2. A \_\_\_\_\_ is the level of command above a flight and below a group.
3. \_\_\_\_\_ is the principle of war that ensures concentration of effort for every objective under one responsible commander.
4. The \_\_\_\_\_ is the MAJCOM that is the primary force provider of combat airpower to America's warfighting commands.
5. Military Department consists of the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (which includes the \_\_\_\_\_ and, in wartime, the \_\_\_\_\_).
6. \_\_\_\_\_ are the traditional roles and mission of each branch of service.
7. One of the primary functions of the \_\_\_\_\_ is to support and defend the US constitution against all enemies, foreign and domestic.
8. The \_\_\_\_\_ have a broad continuing mission and are composed of forces from two or more military departments.
9. The command that operates under the terms of a treaty, alliance or bilateral agreement between the nations concerned is a \_\_\_\_\_.
10. The \_\_\_\_\_ is the civilian head of the DoD.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. flight</li> <li>2. squadron</li> <li>3. Unity of Command</li> <li>4. Air Combat Command</li> <li>5. AF; Army; Navy; Marine Corps; Coast Guard</li> </ol> | <ol style="list-style-type: none"> <li>6. Functions</li> <li>7. Armed Forces</li> <li>8. unified combatant commands</li> <li>9. combined command</li> <li>10. Secretary of Defense</li> </ol> |
|--|---|

# NOTES





## AIR FORCE HISTORY I

Objective 2a :: Identify basic facts about Air Force fundamentals.

*The history of our modern Air Force (AF) contains many stories showing a proud legacy. Combat, air battles and campaigns dot the path to success, which includes numerous records of professionalism, duty and honor by the members who have served over the years. That professionalism, duty and honor exhibited early in our AF history has evolved into our AF Core Values of Integrity First, Service Before Self and Excellence In All We Do. It is important to remember that no matter what job members of the AF complete, all of them are important and help the AF continue to be the best in the world.*

### CHAPTER SUMMARY

- » Background of the Air Force
- » Struggling into the Air
- » World War I
- » Years Between World War I and World War II
- » World War II
- » End of WWII
- » Aftermath of WWII

### BACKGROUND OF THE AIR FORCE

The AF has come a long way since America's first powered flight in 1903. The Wright brothers along with flying the first airplane trained the first AF pilots; men who would later become some of the military's greatest leaders. Through the 20th century, American airpower flew past its mightiest enemies in flaming skies.

Aircraft were developed continuously over many decades. What started out as rickety box kites became supersonic machines that possess decisive power. Both the death and the genius of brave Airmen helped advance technology. To review and reflect on the history of airpower is to live some of the proudest moments of our history.

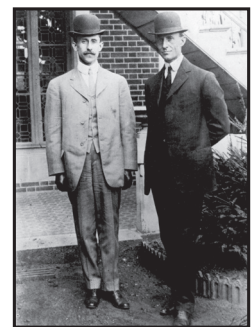
### STRUGGLING INTO THE AIR

The AF's mastery of the skies has become so overwhelming in recent times that it is hard to remember when it was ever overmatched or even seriously challenged. It is important to remember that air superiority is perishable. Aviation and AF history teaches this lesson well. The United States (US) uses this same principle to keep its democratic government alive; every generation must fight for it or it may be lost. The penalty for not controlling the skies over the US could spell disaster.

### EARLY STRUGGLES

US aviation often struggled pathetically to build its military air forces. The Wright brothers were more than inspired tinkerers; they were visionaries and hardheaded businessmen. No sooner had they received the patent for their flying machine in 1906 than they headed for funding from the US government. They proposed their amazing invention as a war machine.

Early aircraft development began slowly. In 1906–1907, the US, supported by President Roosevelt, realized that flight was going to occur and helped create the Aeronautical Division (1907 - 1914) within the Army Signal Corps. The Aviation Section developed specifications for the first airplane and created expectations for what they wanted it to do. The Wright Brothers and the Army Signal Corps signed a contract to build a plane on 19 February 1908, just 2 months after the Wright's proposal.



WRIGHT BROTHERS

Early air pioneers paid heavily with life and limb. Less than a year after the creation of the Aviation Section, Lt Thomas Selfridge became the first military officer in the Air Service to die. He lost his life when a plane piloted by Orville Wright crashed.

The Army organized the Aviation Section (1914 - 1918) within the Signal Corps. It operated airplanes and lighter-than-air machines. They acquired airfields and began pilot training, much of it conducted by Wilbur Wright himself. Lt Fredrick Humphries soloed to become the first Army pilot. By 1911, there were twenty-one young officers in pilot training within the new division.

Nobody knew it then, but future AF leaders had already started their careers. Perhaps the best known of these early giants was General Henry "Hap" Arnold. He became the fourth Army Aviator; surviving the terrors and errors of early training. Arnold would eventually lead the Air Service into becoming a separate Air Force. Benny Foulois was another top-notch young officer of the time. He was known as a rough, blunt methodical wizard. Along with Orville Wright, he made the first cross-country flight in the US. Mason Patrick was an engineer who did not learn to fly planes until he was 59. He worked miracles with many logistic processes. Most of all, he worked within the system and chain of command to advocate for an independent AF. Patrick helped create the Air Corps Act of 1926, which gave the Air Service similar status to the Marine Corps. All three of these early leaders were great pilots that were later promoted to the rank of General.



GEN HENRY "HAP" ARNOLD

### **MEXICAN EXPEDITION (14 MARCH 1916 – 7 FEBRUARY 1917)**

Battle came soon enough for the relatively new Army air unit in 1916. The US conducted the Mexican Expedition against the military forces of Pancho Villa because Villa's forces had invaded Columbus, NM and killed US soldiers and citizens.

Gen John Pershing commanded the big, slow US Army during this battle. The Army formed and used its first air combat unit ever, the First Aero Squadron. The government assigned eight Curtis JN-3 planes to the new unit; however, it was not enough and the First Aero Squadron floundered blindly in the huge hostile spaces of Mexico.

The First Aero Squadron's mission to hunt Pancho Villa's forces failed miserably. The unit suffered serious losses to their planes due to heavy winds and mountainous territory. They also faced numerous logistical, operational and mechanical problems throughout their mission. In fact, their biggest defeat was that the US had no operational aircraft left at the end of the mission. Despite this huge let down for the first air combat unit, the US forces pushed on.

## **WORLD WAR I**

### **US TECHNOLOGY AND INVOLVEMENT**

The world war that engulfed the European nations in 1914 force-fed the development of other nation's airpower, but America lagged far behind Europe in airpower advances. The US did not have any planes that could be used on the front line at the end of 1916. Thus, at the beginning of World War (WW) I, the US had a great supply of pilots, but lacked quality US aircraft for them to fly. US training facilities pumped out pilots ready and willing to serve by the thousands but they had no planes to fly. The situation was not improved as US automobile plants produced hastily designed planes at a snail's pace.

Because of the dilemma, US pilots flew Allied airplanes. Most of the pilots flew with the "Escadrille Lafayette", a squadron of American pilots that joined the French Aviation Service. Over 200 US pilots served with the French and formed the seed bed of experienced pilots at the time. These flyers achieved a great level of success with the Escadrille Lafayette as they shot down 57 German planes and suffered only 9 losses.

The US came into WWI late, in April 1917. By then, it was already too little, too late. Aircraft progressed from box kites to something resembling an airplane. The first pilots experimented with homemade bombs dropped by hand with primitive aiming devices, first attempts at dive bombing and installing radios in planes.

William "Billy" Mitchell stormed onto the scene bearing a great combat record for bravery. A talented air visionary, Mitchell was the youngest captain ever assigned to the American general staff. He proposed remedies for problems that were years ahead of the present capabilities of airplanes and continually advocated for air power against the wishes of top military brass. Mitchell witnessed the slaughter in the front line trenches and believed air power was the way to save lives in battle. He became a strong advocate of an independent Air force. Mitchell felt



GEN WILLIAM "BILLY" MITCHELL

the only way to achieve the full potential of airpower was to use aircraft to attack a nation's ability and willingness to wage war. Mitchell's downfall was that he did not use the chain of command and was not known as a team player. For these reasons, many of Mitchell's senior officers and peers did not trust him; they were always unsure whether what he was advocating was in the best interest for the air service or for Billy Mitchell.

### **BATTLE OF SAINT MIHIEL (12 SEPTEMBER 1918)**

This was an attack where the US hoped to break through German lines and capture the city of Metz. General Pershing developed the ground offensive and Mitchell created the air offensive plan. Mitchell hoped to show the Army what air power could do. Instead of spreading planes across the front as was the typical action of the time, he sent in fighters and gained control of the air first. Then, he sent in bombers and followed up with ground attack aircraft. These new tactics allowed the US to hit ammunition dumps and crossroads at the rear of the German Forces to hurry their retreat. It also allowed the US to play a big role in the offensive. An important outcome of this was that it gave a big boost to US and Allied force morale.

### **END OF WWI (NOVEMBER 1918)**

The US Air Service served in WWI only a short time at the end of the war with 45 squadrons, 767 pilots and 756 kills on enemy aircraft. The Air Service lost 289 of their own planes and 237 flyers gave their lives.

WWI showed vitally important results. The Air Service produced the most important weapon—an astonishing crop of future AF leaders. Gen Arnold commanded the base at Rockwell Field, CA that trained most of the great commanders of the time. Lieutenant's Ira Eaker and Carl "Tooey" Spaatz trained at Rockwell and became superb leaders. Eaker and Spaatz did not have the fun-loving and outgoing manner of Arnold, but they shared the zeal to build US air power to new heights. They were also key commanders in the greatest air war ever.

## ***YEARS BETWEEN WORLD WAR I AND WORLD WAR II***

Publicity played a major role in the development of the Air Service and the Air Corps. Military leaders used the media to their advantage during these years. Hap Arnold successfully worked with the press to increase support. Billy Mitchell, the Assistant Chief of the Air Service, highly encouraged Army pilots to seek records and publicity. Weary of funding, he wanted to showcase the capabilities of airplanes and prove to the public that the glamorous machines had a brilliant future in war and commerce. Pilots and crew risked life and limb to gain publicity as they displayed their skills of wing walking, low altitude acrobatics and grueling altitude and endurance records.



COURT-MARTIAL 1925

Mitchell continued down a dangerous path which led to his court-martial for acts of insubordination in 1925. In the 1920s, he showed the plane's ability too well when he demonstrated that airplane bombs could sink warships. Mitchell continually agitated for a separate AF still not using the chain of command. The Navy and Army saw their prestige, roles and budgets threatened, and Mitchell became a marked man. Refusing to stop his extreme demands and accusations, he was finally suspended from duty for 5 years—he chose to resign instead. Losing Mitchell was a loss of genius and imagination for the US.

Air power started gaining momentum when Congress passed the Air Corps Act changing the name of the Air Service to the Army Air Corps on 2 July 1926. The Air Corps Tactical School opened at Maxwell Field, Alabama in the early 1930s allowing training to take place for officers in the highest commands. Finally, the Air Corps Training Center and Primary Flying School began operations at Randolph Field in Texas. They trained tens of thousands of brilliant Army aviators.

Army pilots continually pushed technology barriers. Ira Eaker developed the process and basic equipment for mid-air refueling. As a member of a specialized team, they kept an Army plane aloft for a showy 6 ½ days. Jimmy Doolittle, a top aeronautical scientist and great flyer, worked out the first system for blind flying. Doolittle took the terrors out of flying at night and in bad weather by testing the system on himself, in zero visibility without a safety pilot. The lives he saved are beyond counting.

The Air Corps developed new bombers in the mid 1930s which brought an end to the age of fabric and biplanes. New, sleek and graceful all-metal monoplanes were developed but were under gunned and underpowered. They foretold the direction of US Army aviation. The Air Corps hoped these planes would fly so high and so fast with such heavy defense armament that they would be invincible to counter attack. Thus, Boeing named the prototype B-17 the Flying Fortress. Arnold delighted in the offensive capabilities of the B-17; he demonstrated this by dramatically

intercepting the Italian liner "Rex" 600 miles off the American coast. The stunt backfired on the Air Corps and caused B-17 flights to be restricted to operating within 100 miles of the coast or a distance of 3 days march by infantry.

Hap Arnold continued to move up in the ranks and the advancements in air power would soon be tested again. He was promoted to Chief of the Air Corps in September 1938, and was put in charge of the worlds' sixth place air force. In a meeting called the Magna Carta of the AF, Arnold told the Air Corps leaders that the US needed airplanes, not in the hundreds, but in the thousands. He strongly believed it was the only way to stop Hitler.

## **WORLD WAR II**

WWII spurred the further development of US air power with increased budgets and technology. The depression-constricted Air Corps got a boost from unpleasant world events and even made President Franklin Roosevelt believe in air power.

Hitler's forces rapidly overran Europe starting in September 1939. The German Blitzkrieg spearheaded the use of dive bombers for flying artillery and troop support. Hitler's forces also used terror bombings of cities by the first-class Luftwaffe fighters, and easily swept the skies clean of opposition.

### **FEARS AND CHALLENGES FOR THE US**

Arnold contended with fears and challenges occurring in the world. If the US was not careful, Arnold believed that Hitler's forces would overcome the Army AF just as easily as it had taken over Germany. The US needed to take a breathtaking leap forward, to contend with the battle-hardened German and Japanese forces. Facing this meant that US plane production needed rebuilding from top to bottom.

Arnold became the czar of aircraft manufacturing in the US. He convinced manufacturers to build new plants in the south and mid-west where labor was plentiful. Four plane manufacturing companies grew to eleven. Arnold forced builders to share designs and licenses to speed production. He also found solutions to big training problems. For example, he rented idle hotel rooms to house the huge number of trainees and he contracted with civilian flying schools to solve instructor shortages. Arnold also established the Air Transport Command (ATC) to solve the need for airlift support in different military missions. The ATC used leadership, equipment and personnel from established airline industries to start up their operations. It functioned flawlessly from the onset.

### **PEARL HARBOR (7 DECEMBER 1941)**

The Japanese attacked Pearl Harbor on 7 December 1941, causing the US to officially enter WWII. Arnold's urgency with gearing up for plane production had not come a moment too soon. This was the Army AF's first great crises.

### **DOOLITTLE RAID**

The US coordinated the Doolittle Raid as a plan to stop the bleeding morale on the US home front. It was named after Jimmy Doolittle who developed this long-shot plan and operation. He was asked to find a plane and plan to turn the war around. The military leaders wanted an aircraft that could take off in 500 feet, fly 2,000 miles and drop a 2,000 pound bomb load. The operation was untried in every way and the technical hurdles alone were huge. For the first time in warfare, twin-engine Army bombers took off fully loaded from Navy aircraft carriers. The bombers were to hit targets in Japan that were formerly too far away to hit.

The Doolittle Raiders took immense risks. First, the US placed aircraft carriers within 450 miles of the target. Second, US aircraft took off from aircraft carriers, a new and untried procedure. Third, Tokyo was far out of reach of Allied land-based bombing and premature discovery of the 16 B-25s would mean complete annihilation. Finally, the landings were also a problem. The B-25s planned on landing in China if the plan worked. However, if the plan failed, they did not have a back up landing site.

Doolittle had a huge role in the raid. Despite all the great obstacles and risks associated with the mission, he never flinched. What the crew had in common was that each of them displayed great characteristics of Airmanship, leadership and courage. The crew practiced gaining experience and a comfort level at taking off from a deck of a ship. Formerly, the pilots used only long land-based runways. Doolittle provided the training they needed taking off from a heaving ship and using such a short take off roll.



GEN JIMMY DOOLITTLE



The plan became reality. The pilots and crews had never faced longer odds, greater danger or higher stakes. On 18 April 1942, the raiders began their mission by taking off from the aircraft carrier, the *Hornet*. Their long-shot raid on Tokyo ran out of luck early. They had to sink a small Japanese boat, which may have warned Japan beforehand. They had to decide quickly whether to call off the mission or to forge ahead; the raiders decided to go ahead. At this point, they risked so many things happening to include running out of fuel, not having a landing site, being detected, failing in the mission and being shot down.



The Doolittle Raid had several positive outcomes. First and foremost, America wildly cheered the Doolittle heroes and their victory helped achieve the primary objective of raising the morale on the US home front. In fact, Jimmy Doolittle was awarded the Medal of Honor for his accomplishments. Secondly, the raiders achieved surprise and made strikes that hit Tokyo and four other cities. Japanese defenses did not succeed in hitting a single US plane. The US aircraft caused little material damage, but they achieved big damage to Japan's pride and war plans.

The plan also had a few negative outcomes as well. A few of the pilots paid the biggest sacrifice—they gave their lives for the mission. Several of the fuel-starved planes were lost in China, Russia or the sea and three people died in these crashes. Eight other members were captured and tortured; three of these members were executed. Doolittle was sad and bitter over each of these Airmen's fate.

### **OPERATION TIDAL WAVE (1 AUGUST 1943)**

This was the aerial bombing mission to destroy the Ploesti oil refineries. The US wanted to cripple Hitler's forces who received one third of their power from this field. Ploesti was a difficult target because it lay deep in open country, far beyond fighter escort capabilities. The mission was disastrous because the US had received bad intelligence and believed the target was only lightly defended. Ploesti was heavily defended by both Romanians and Germans.

The pilots faced major problems during Operation TIDAL WAVE. The lead navigation plane crashed, killing its expert navigator and leaving navigation to a far less experienced crew. Two formations made wrong turns and flew into extremely bad flak; causing the rest of the pilots to drop their planned bombing runs and bomb whatever they could to survive.



B-24

Destruction came as a result of flying at 50 feet. Defenders hit the US planes with many weapons, even pistols. Delayed action bombs dropped by planes in the front caught other B-24s that were behind them. Balloon cables sheared off many of their wings. The US planes that survived were scattered, shattered and subjected to waves of attacks. They continued losing planes to enemy fighters who followed them all the way home. They came down anywhere they could after their 12-hour torment.

The US suffered grave outcomes from Operation TIDAL WAVE. 55 planes were lost to enemy fire and other causes, 310 Airmen died and only 30 planes were still flyable. Over 40% of the Ploesti oil facilities were put out of action. These losses were a tribute to the tenacity of the aircrew who risked everything for this mission.

### **NEW TARGETS, EQUIPMENT AND TACTICS**

Under leadership of Gen Arnold, Army AF leaders chose to redesign the previously failed North American P-51 Mustang. Before the redesign it was nimble, short-ranged and underpowered. The model was improved with the addition of a British Rolls-Royce Merlin engine to increase its speed and improve its high altitude performance. High capacity fuel tanks were added in the wings. This new model was faster, longer ranged, more powerful and ready for use in 1944.

The US also developed new tactics. Since there were not enough fighters, the bombers would no longer receive escort. The thinking was that the bombers would always get through, even without help. The US paid dearly in the cost of lost lives and planes for this tactic. However, this tactic helped reduce bomber pilot errors as the Mustangs were cut loose to hit Nazi interceptors wherever they were.



P-51s

## **BIG WEEK (FEBRUARY, 1944)**

The turning point of WWII was called “Big Week.” The US sent out fleets of strategic bombers to Germany with the long-range escorts. They levied enormous attacks on German aircraft production facilities. Within 9 days, the Army AF smashed the Luftwaffe. The strategic bombers earned big headlines as the Luftwaffe lost ¼ of their active duty fighter force monthly.

The US and Germany used their pilots very differently. US fighter pilots flew a tour length and went home to train new aviators. This would result in a greater number of highly trained pilots. On the other hand, the Luftwaffe fighter pilots flew until they died; meaning the more superbly trained US pilots faced newer, poorly trained and less experienced pilots—a definite plus for the US!

## **D-DAY (6 JUNE 1944)**

D-Day was WWII’s most critical day. It was when the US invaded Hitler’s Fortress in Europe at Normandy. The brilliance and heroism of low-level missions made the plan possible. The landings in Normandy were successful because US had already gained air superiority over the Luftwaffe in Germany. Only two German fighters even appeared to defend Normandy’s beaches. Plus, German reinforcements could not move under the hostile skies.

The pilots and crews were the biggest heroes of the time. Some dropped bombs and used strafing tactics (firing at close range from low-flying aircraft) to accomplish the mission. Other pilots operated troop carrier aircraft; some of the most dangerous flying jobs in WWII. While being fired at, the pilots had to maintain steady glide paths to deliver paratroopers on their targets. As well, they occasionally used towing gliders, forcing them to fly even lower and slower, making them even bigger targets. The airborne troops were also heroes. Over 17,000 troops parachuted in behind enemy lines to secure roads and fight enemy defenses. Many people gave their lives flying these missions.

## **FIGHTING THE GLOBAL WAR**

The gigantic Army AF was stretched thin. They had to support fighting fronts spread over thousands of miles. Each site faced furious dangers, and these dangers varied dramatically from place to place. However, several units distinguished themselves and the following paragraphs highlight their achievements.

The Tuskegee Airmen was another unit to achieve fame. Formed in 1944, they were an all black fighter squadron assigned to the 332d Fighter Group. They trained at Tuskegee Airfield in Alabama. The Tuskegee Airmen flew 311 missions from May 1944 - April 1945.

Although a great fighting unit, bombers under the escort of the Tuskegee Airmen were shot down by enemy aircraft on seven different days during this timeframe while shooting down 94 German fighters. Truly great feat!



The Women’s Air Service Pilots (WASPs) also played a pivotal role in the war effort. The WASP provided extra manning to ferry big planes across the ocean. While women were doing their part in the war effort, many military traditionalists strongly objected to using females in this role or believed women could never handle a four-engine plane. Despite these objections, the WASPs successfully performed their role, and they set the mold for a new kind of AF.

service

## **AIRCRAFT TECHNOLOGY**

German airplane production and technology reached new heights at the end of 1944. The Germans’ accomplished this despite all the heavy bombing against them. The Nazis fielded a secret weapon—jet fighters; the Messerschmitt 262 and the Comet 163. These jets were able to assault bombers with uncatchable speeds of 500 miles per hour and use new fast-firing 30mm cannons.

The two German jet fighters greatly affected US forces. The outclassed P-51s fought back fearlessly, but were no match for the overpowering planes. The US suffered heavy losses against them. In fact, Hap Arnold felt that the US had been ambushed by greater technology and hoped the US had not come too late to save Germany.

## **WAR IN THE PACIFIC**

The Army AF successes above Europe were overshadowed by other events. The Japanese military and industry still remained virtually untouched by US bombers and seemed prepared to fight the war forever. Also, there were a large number of deaths still occurring in planes—which needed attention.

Because of these factors, the Army AF ruthlessly reorganized by moving B-29 operations to the newly captured Marianna Islands and placing Gen Curtis LeMay in command. LeMay was a dedicated strategic bomber commander, an experienced combat leader and well respected by the pilots. Morale improved.

The high altitude missions over Japan were unsuccessful. Many problems were linked to the winds being over 200 knots. This made planes slow down when bombing targets and the enemy could easily shoot at them.

The Japanese fighters applied two new tactics. They used ramming techniques to either outright ram the enemy or to destroy the other plane's propeller or wing controls. Japanese fighters also used Kamikaze pilots to perform suicide attacks. In these attacks, Japanese pilots would deliberately attempt to crash their aircraft into naval vessels and other ships. Their objective was to cause as much damage as possible to stop the enemy from further advancements. Both of these tactics caused US losses to soar.

The Army AF tried to increase effectiveness by changing tactics as well. Under General LeMay's command, the Army AF switched to a new fire-rate strategy using the B-29s. The technique consisted of dropping high-intensity incendiary weapons at low-altitudes during hours of darkness. These weapons created huge firestorms that would burn large areas and destroy priority targets. To employ this new technique, the Army AF equipped the B-29s with bigger bomb loads by stripping the planes of their electrical gun systems, carrying less crew and less fuel. Each plane could start around 1,000 fires using this technique. Top Army AF leaders claimed that this was the way to win wars—or what they called—"total war"

## **END OF WWII**

### **FROM D-DAY FORWARD**

Every inch of advancement by US in Europe was due to Army AF effort. By the spring of 1945, German industry had been pulverized. The German oil supplies were bombed out of existence and roads and rail lines were impassable. Hitler's cities lay open to pitiless devastation. In fact, the Army AF had done such a great job that by the time the war ended for Germany on 2 May 1945; the US had run out of targets. The exhausted US members battled Germany in the skies for 3 years, had earned their victory and ended the agony of battle.

By mid-1945, the US moved from defeat of Nazi Germany to the battle above Japan. Fire raids gutted Japanese cities, but **DID NOT** bring Japan to surrender. This meant new US tactics were needed to bring an end to WWII. They came in the form of bombs—two atomic bombs (nuclear attacks). The US dropped the first bomb on Hiroshima, Japan on 6 August 1945. A B-29 named "Enola Gay" carried the first bomb. The bomb was code-named "Little Boy." Col Paul Tibbets commanded the plane and aircrew. It was a secret mission as any mistakes could have been disastrous for the world. The atomic bomb was dropped as the plane traveled at 300 miles per hour (MPH). It produced a massive explosion beyond imagination, turning a normal operating city into what looked like a "boiling pot of tar." The outcome of the attack was total destruction with nearly 100,000 people dying instantly and a city left in total devastation.

The US dropped the second bomb on Nagasaki, Japan on 9 August 1945. A B-29 named "Bock's Car" carried the atomic bomb called "Fat Man." The commander was Col Charles Sweeney, supported by his aircrew. While the mission had its glitches, it was completed successfully. Nearly 80,000 people died instantly and the city was left in complete destruction.

### **JAPAN SURRENDERED (15 AUGUST 1945)**

The US celebrated the news of the surrender. The troops were relieved about not delivering more death to Japan and thankful that WWII was over. As a result of this surrender, 300,000 allied lives were saved verses conducting a mainland invasion. The victory had its spoil as the US lost 13,055 planes and 24,230 aircrew members since 7 December 1941.



## **AFTERMATH OF WWII**

The US mourned their losses, but knew the sacrifice would help future generations. At the time, no enemy on earth stood remotely capable of challenging US air might. The US was the only nation owning the atomic bomb and aircraft to deliver it.

The fight for a separate AF paid off. WWII experiences earned the US the absolute right to have an independent AF. The National Security Act of 1947 took effect on 26 July 1947, and it created the AF on **18 SEPTEMBER 1947** as an independent service of the US military.

## **SUMMARY**

This chapter only tells you the first half of the AF's history. Many examples of professionalism, duty and honor exhibited early in our AF history have evolved into the AF Core Values of Integrity First, Service Before Self and Excellence In All We Do. It will be up to you to carry the Core Values into the future.

## CHAPTER 21 REVIEW EXERCISE

1. In the beginning of airpower, what started out as rickety box kites later became supersonic machines that possessed decisive power. Both the \_\_\_\_\_ and the \_\_\_\_\_ of brave Airmen helped advance this technology.
2. It is important to remember that air superiority is \_\_\_\_\_. The US uses this same principle to keep its democratic government alive; every generation must \_\_\_\_\_ for it or it may be lost.
3. One of the results of WWI was that the Air Service produced the most important weapon—an astonishing crop of \_\_\_\_\_.
4. Between WWI and WWII, \_\_\_\_\_ played a major role in the development of the Air Service and the Air Corps.
5. Airpower gained momentum between WWI and WWII when Congress enacted the \_\_\_\_\_, on 02 July 1926, changing the name of the Air Service to the Army Air Corps.
6. During WWII, the \_\_\_\_\_ helped achieve the primary objective of raising the morale on the US home front.
7. \_\_\_\_\_ was WWII's most critical day; it was when the US invaded Hitler's Fortress in Europe at Normandy.
8. True or False. The gigantic Army AF was stretched thin during WWII.
9. The new US tactic that was used to bring an end to WWII was by using \_\_\_\_\_. Two were used, one was dropped on Hiroshima and the other was dropped on \_\_\_\_\_.
10. During the aftermath of WWII, the fight for a separate \_\_\_\_\_ paid off; the National Security Act of 1947 took effect on 26 July 1947, and it created the AF on \_\_\_\_\_, as an independent service of the US military.

10. Air Force; 18 September 1947  
9. atomic bombs; Nagasaki  
8. True  
7. D-Day  
6. Doolittle Raid

1. death; genius  
2. perishable; fight  
3. future AF leaders  
4. publicity  
5. Air Corps Act

# NOTES



## DRESS AND APPEARANCE I

Objective 7a :: Given an Air Force Uniform, wear the uniform with no more than three discrepancies.

*Wearing the uniform properly and proudly means you are carrying on a tradition—a tradition of excellence and professionalism. As a service member in uniform, you are in the public eye. Professional appearance and discipline are paramount to public opinion, confidence and trust in the United States Air Force (USAF). Your appearance not only identifies you as a member of the AF, but also as a member of the Armed Forces and as an American. Each of you represents America; you are all America's ambassadors, no matter where you are stationed, on temporary duty (TDY) or deployed. Judgments are made about your country and military based upon your appearance. Therefore, it is important to apply the Core Value of Excellence In All We Do as you wear the uniform.*

### STANDARDS OF APPEARANCE

Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*, directs the proper wear of uniforms, insignia, awards and decorations. The AFI describes minimum standards of personal appearance for all AF members and all AF personnel must be familiar with it. Compliance with AF Instructions is mandatory; these standards must be adhered to in order to present the required professional military image. Failure to observe the prohibitions and mandatory provisions of this instruction is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ).

Most of the information contained within this chapter applies to AF standards; however, due to the nature of Basic Military Training (BMT), there are times when additional rules apply and they will be listed as such.

### UNIFORM STANDARDS

Uniforms must follow these standards:

- Be neat and clean
- Pressed
  - ▶ Do NOT starch the Operational Camouflage Pattern (OCP)
- Serviceable
  - ▶ Not frayed, worn out, torn, faded, patched, etc.
- In good condition and properly fit
- Free of strings and stains
- Be zipped, snapped, Velcroed or buttoned appropriately
- May alter to improve fit, but must not change the intended appearance

Installation commanders or their delegated authority will determine what is extreme or faddish.

### INDIVIDUAL RESPONSIBILITIES

All AF members will present themselves in a professional military image:

- Adhere to the standards of neatness, cleanliness, safety and military image
- Procure and properly maintain all mandatory clothing items in serviceable condition at all times
- Review and follow local supplements and procedures

### CHAPTER SUMMARY

- » Standards of Appearance
- » Personal Grooming Standards for Males
- » Personal Grooming Standards for Females
- » Operational Camouflage Pattern
- » Physical Training Gear
- » Accessories
- » Body and Physical Appearance Modification Standards

AF members will **NOT**:

- Stand or walk with hands in the pockets of any uniform combination, other than to insert or remove items
- Walk in uniform while using a radio or hands-free headset unless required to do so in the performance of official duties using a government issued device
- Smoke or use smokeless tobacco, drink or eat while walking in uniform

**PERSONAL GROOMING STANDARDS FOR MALES**

WILL BE/WILL HAVE	WILL NOT
<b>HAIR</b>	
<ul style="list-style-type: none"> <li>■ clean, well groomed and neat</li> <li>■ natural looking color for human beings (e.g., blonde, brunette, natural red, black or grey)</li> <li>■ a tapered appearance on sides and back with and without headgear (when viewed from any angle, a tapered appearance conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking)</li> <li>■ block cut with tapered appearance, cleanly shaven heads, military high-and-tight or flat top haircuts are authorized</li> <li>■ cut only by a professional during BMT</li> </ul>	<ul style="list-style-type: none"> <li>■ contain excessive amounts of grooming aids</li> <li>■ touch the eyebrows or be visible in the front of properly worn headgear</li> <li>■ color, highlights or frosting must not be faddish</li> <li>■ be worn in an extreme or faddish style</li> <li>■ violate safety requirements</li> <li>■ exceed 1 ¼ inches in bulk, regardless of length</li> <li>■ exceed ¼ inch at the natural termination point</li> <li>■ touch the ears (only closely cut or shaved hair on the back of the neck may touch the collar)</li> <li>■ contain or have any visible foreign items attached to it</li> </ul>
<b>BEARDS</b>	
	<ul style="list-style-type: none"> <li>■ be worn except for health reasons when authorized by a commander on the advice of a medical official</li> <li>■ if the commander authorizes, you will keep facial hair trimmed not to exceed ¼ inch</li> </ul>
<b>MUSTACHES</b>	
<ul style="list-style-type: none"> <li>■ neatly trimmed</li> </ul>	<ul style="list-style-type: none"> <li>■ be worn during BMT, unless authorized by a shaving waiver</li> <li>■ extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth</li> </ul>
<b>SIDEBURNS</b>	
<ul style="list-style-type: none"> <li>■ neatly trimmed and tapered in the same manner as the haircut</li> <li>■ straight and of even width (not flared) and end in a clean-shaven horizontal line</li> </ul>	<ul style="list-style-type: none"> <li>■ extend below the lowest part of the exterior ear opening</li> </ul>
<b>COSMETICS</b>	
	<ul style="list-style-type: none"> <li>■ wear cosmetics</li> </ul>

**PERSONAL GROOMING STANDARDS FOR FEMALES**

WILL BE/WILL HAVE	WILL NOT
<b>HAIR</b>	
<ul style="list-style-type: none"> <li>■ clean, well groomed and neat</li> <li>■ natural looking color for human beings (e.g., blonde, brunette, natural red, black or grey)</li> <li>■ styled to present a professional appearance</li> <li>■ hair accessories if worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes will match the hair color (except for black accessories which are authorized regardless of hair color)</li> <li>■ Pinned up hair will be styled in a manner that prevents loose ends from extending upward on the head (e.g., when using a clip or hairpins, hair will not present the appearance of a rooster tail)</li> <li>■ when worn in a bun, all loose ends will be tucked in and secured, and bun will not be wider than the width of the head</li> <li>■ when worn in a ponytail, it must be a single ponytail; that does not exceed bulk and length standards</li> <li>■ locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized (if adding additional hair, it must be a solid color similar to individual's hair color, conservative and not present a faddish appearance)</li> <li>■ locs, braids/twists will be uniform in width and not wider than 1 inch with natural spacing, and tightly interwoven</li> <li>■ Multiple locs and braids will be uniform in width and no larger than ¼ inch in diameter showing no more than ¼ scalp, conservative and not present a faddish appearance</li> <li>■ no minimum length requirement</li> <li>■ cut only by a professional during BMT</li> </ul>	<ul style="list-style-type: none"> <li>■ contain excessive amounts of grooming aids</li> <li>■ touch the eyebrows or be visible in the front of properly worn headgear (exception is the women's flight cap)</li> <li>■ color, highlights or frosting must not be faddish</li> <li>■ be worn in an extreme or faddish style</li> <li>■ violate safety requirements</li> <li>■ extend below any side of an invisible line drawn parallel to the ground at the bottom edge of the shirt collar, regardless of length</li> <li>■ be of excessive length</li> <li>■ include hair ornaments (e.g., ribbons, beads, or jeweled pins)</li> <li>■ prevent proper wear of headgear, including helmet or chemical mask</li> <li>■ synthetic hair is not authorized if it interferes with safety or mission requirements</li> <li>■ mohawks, mullets or etched designs are not authorized</li> <li>■ exceed 3 ½ inches in bulk</li> <li>■ contain or have any visible foreign items attached to it</li> <li>■ have headbands or fabric scrunchies that exceed 1 inch in width</li> </ul>
<b>COSMETICS</b>	
<ul style="list-style-type: none"> <li>■ conservative and in good taste</li> </ul>	<ul style="list-style-type: none"> <li>■ be worn in field conditions</li> </ul>
<b>NAIL POLISH AND LIPSTICK</b>	
<ul style="list-style-type: none"> <li>■ single color (compliment skin tone)</li> <li>■ French manicure allowed</li> </ul>	<ul style="list-style-type: none"> <li>■ nails will not exceed ¼ inch past tip of finger</li> <li>■ be of shades that distinctly contrast with complexion, detract from uniform or that are extreme (extreme colors include but are not limited to: purple, gold, blue, black, bright "fire-engine" red and florescent colors)</li> <li>■ apply designs/decorations, two-tone or multi-tone colors (excluding French manicure)</li> </ul>

### **OCP COAT**

The OCP coat has two pockets with Velcro flaps on the front. It also has a zipper pocket on the upper portion of each sleeve and a slender vertical pocket on the left forearm to hold writing utensils. The U.S. Flag patch is mandatory and will be worn centered at the top of the Velcro area on the right sleeve. Organizational unit of assignment patches are mandatory and will be centered in the middle of the Velcro area under the U.S. Flag. The Higher Headquarters (HHQ) patch is mandatory and will be centered in the middle of the Velcro area on the left sleeve. US Air Force tape, name tape, and rank are mandatory and must be all Velcro or all sewn-on (mixing sewn-on and Velcro tapes or rank is NOT authorized).

### **OCP TROUSERS**

OCP trousers have eight total pockets; one on each thigh, one near each calf, one near each hip, and two on the rear. The trouser waistband will rest on the waist, and be worn buttoned and with a belt. Pockets will be secured and items stowed in pockets will not be visible (exception: OCP patrol cap may extend outside when placed in the OCP trouser cargo pocket). The trousers may be tucked into the top of the boots, or bloused using the draw strings at the bottom of the trousers or using blousing straps. When tucked in or bloused, the trouser must be evenly bloused (gathered in and draped loosely) over the top of the combat boot and must present a bloused appearance.

### **UNDERGARMENTS**

Males and females must wear undergarments. Males must wear underwear and a T-shirt with the OCPs, and females must wear a bra, underwear and a T-shirt. A Coyote Brown, short or long sleeved t-shirt, without pockets will be worn under the OCP coat. Exception: Squadron commanders may authorize Airmen to wear a standardized color undershirt on Friday or during special events. Always tuck the T-shirt into the OCP trousers.

### **BELT**

The Tan 499 riggers belt is the only authorized belt to be worn with the OCP. **SPECIAL NOTE: DO NOT CUT** the end of the belt while in BMT.

### **FOOTWEAR**

#### **Combat Boots**

Follow these standards for wearing boots:

- Only the Coyote Brown colored boots are authorized with the OCP
- Tuck in boot laces; excess boot laces may be wrapped around the boot and tucked in. No "bowtie" boot laces
- Must be free of dirt and in good condition
- Only wear boots with the OCPs
  - ▶ The one exception is you are authorized to wear running shoes during boot phase-in

#### **Socks**

You must wear green boot socks with the OCP.

### **OUTER GARMENTS**

You are authorized to wear either the Extended Cold Weather Clothing System (ECWCS) jackets (fleece, wind, soft shell, wet weather, or extreme cold weather) or Coyote Brown Fleece with the OCP. The ECWCS jackets are authorized to be worn only when outdoors and must be removed when in an office environment. The Coyote Brown Fleece may be worn indoors or outdoors.

### **HEADGEAR**

#### **OCP Cap**

The OCP cap is the mandatory headgear to be worn with OCPs when outdoors. A Velcro or sew-on nametape will be worn centered on the back of the patrol cap. Wear the OCP cap squarely on your head and ensure your hair does not show under the front of the cap. The only exception to wearing the OCP cap are for AFSCs who are authorized to wear alternate head coverings.



## **Watch Cap**

The watch cap will be commercially designed, plain, solid, Coyote Brown or black, knit or fleece/micro fiber material without logos. Wear the watch cap pulled down snugly on the head; the bottom edge (all) of the cap may be folded to allow proper fit, but not rolled. The back of the cap should run across the nape of the neck and the front of cap should not be touching eyebrows nor higher than center of forehead; no hair should be protruding from front of the cap. There will be no bunching or sagging of the watch cap material. The watch cap is worn when approved by the installation commander. In OCPs, this cap must be worn with authorized outer garments (e.g., ECWCS jacket or Coyote Brown fleece). It is not worn in conjunction with any other headgear. Rank insignia is not worn on the watch cap.

## **OFF-BASE WEAR**

The AF views OCPs as work clothing and inappropriate to be worn at certain times when off base. You may wear OCPs off base for short convenience stops (e.g., getting gas, picking up clothes at the dry cleaners or buying milk and bread at the corner store). You may also wear OCPs when eating at restaurants where people wear comparable civilian attire. Do not wear OCPs off base for extended dining, shopping, socializing, taking part in entertainment or when going to establishments that operate primarily to serve alcohol.

## **OCP CARE POLICY**

In order to maximize the service life and maintain the permanent press features follow these instructions:

- Wash in warm water, permanent press cycle
- Tumble dry on the permanent press cycle, remove from the dryer immediately and fold flat or hang on a rustproof hanger
- May also hang on a rust proof hanger to drip dry
- DO NOT use starch including liquid starch in the rinse cycle or spray starch or sizing of any kind
- Garment label instructions indicate "light ironing as needed"
  - ▶ Use low iron setting ONLY when absolutely needed
  - ▶ Repeated hot pressing or heavy ironing accelerates the overall wear of the fabric
- Alterations that affect the functionality of the uniform are NOT authorized, e.g. sewing down collars or pockets

## ***PHYSICAL TRAINING GEAR***

Wear of the Physical Training Gear (PTG) is mandatory during physical fitness assessments and while participating in organized physical training (PT) events, as designated by the commander.

When participating in physical fitness assessments or organized PT events, the following standards apply:

- Athletic style shoes are mandatory; with no restrictions on the color
- Socks must be white or black; small trademark logos are acceptable
- PTG jacket must be zipped at least halfway between the waistband and collar; sleeves will end within 1 inch of the wrist
- PTG running pants waistband will rest at or within 2 inches of the natural waistline; both pant legs will extend below the ankles and will be zipped to within 1 inch of the bottom
- PTG shorts waistband will rest at or within 2 inches of the natural waistline
  - ▶ Short, mid and full length solid black, white or dark blue form fitting sportswear (i.e. spandex, lycra or elastic) may be worn and visible under both the PTG and optional PTG running shorts
  - ▶ Short, mid and full length form fitting sportswear may have a small visible trademark logo
- Short sleeve PTG shirt will be tucked into shorts or running pants at all times; do not remove or cut sleeves
  - ▶ Short and long-sleeved solid black, white or light gray form fitting undershirts, (i.e. spandex, lycra or elastic material) to include those with a mock neck may be worn and visible under the short-sleeved PTG shirt (visible at the neck only for the long sleeve PTG shirt and PTG sweatshirt.)
  - ▶ Short and long-sleeved form fitting undershirts may have a small visible trademark logo
  - ▶ Undershirt must be tucked in

- Cold weather accessories
  - ▶ May be worn outdoors only
  - ▶ The watch cap will be plain, solid black, dark blue, or sage green (Coyote Brown is authorized ONLY during BMT) without logos
  - ▶ Gloves will be black or dark blue, small logos are authorized not to exceed 1 square inch
  - ▶ Scarf will be black or dark blue, all wool or cotton simplex, with or without napped surface, and less than 10 inches in width
  - ▶ Earmuffs will be solid, black or dark blue, made of any material and may wrap around either the top or rear of the head
  - ▶ A black balaclava may be worn with the PTG while performing physical fitness activities outdoors. Tuck excess neck material into the physical training gear shirt. Balaclavas may be made of any material
- Personal grooming and appearance standards apply during PT activities; the only exception is long female hair will be secured but may have loose ends
- Proper military customs and courtesies to honor the flag during reveille and retreat will apply; saluting due to rank is not required when wearing the PTG
- Individual items of the PTG may be worn with conservative civilian attire during personal PT or when off duty
- Undergarments must be appropriate and worn with all PTG combinations
- Installation commanders may authorize wear of an optional solid black, white or dark blue baseball/sport cap with the Air Force symbol or U.S. Air Force printed/embroidered on the front during organized and individual PT

**ACCESSORIES**

TO PRESENT THE PROPER MILITARY IMAGE	WILL BE
<b>ACCESSORIES</b>	<ul style="list-style-type: none"> <li>■ conservative and not present a safety hazard when worn</li> <li>■ conservative is defined as plain, not drawing attention, or faddish</li> </ul>
<b>WATCH (1 ONLY)</b>	<ul style="list-style-type: none"> <li>■ conservative</li> <li>■ only one wristwatch is authorized for wear while in uniform</li> </ul>
<b>BRACELETS (1 ONLY)</b>	<ul style="list-style-type: none"> <li>■ conservative, no wider than ½ inch, gold or silver, must not present safety hazard</li> <li>■ only one, worn on wrist</li> <li>■ traditional metal POW/MIA bracelets, in colors other than silver, bronze, or gold authorized</li> <li>■ medical alert bracelet must meet conservative standards</li> <li>■ bracelets espousing support for a cause, philosophy, individual or group are not authorized</li> <li>■ ankle bracelet not authorized</li> </ul>
<b>RINGS</b>	<ul style="list-style-type: none"> <li>■ a maximum of three rings on both hands combined</li> <li>■ wedding sets count as one ring</li> <li>■ worn only at the base of the finger</li> <li>■ thumb rings not authorized</li> </ul>
<b>NECKLACES</b>	<ul style="list-style-type: none"> <li>■ concealed under collar or undershirt; not visible</li> <li>■ not authorized during BMT (except religious necklaces)</li> </ul>
<b>RELIGIOUS NECKLACES</b>	<ul style="list-style-type: none"> <li>■ worn in BMT and include but are not limited to: religious medallions, rosary, scapula, etc.</li> <li>■ concealed under collar or undershirt except when worn during religious services</li> <li>■ may have to remove during training events that pose safety concerns</li> </ul>

<b>RELIGIOUS HEAD COVERING</b>	<ul style="list-style-type: none"> <li>■ installation commander and chaplain may approve plain, dark blue or black. When outdoors, covering must be concealed under headgear, unless approved IAW AFI 36-2903 procedures</li> </ul>
<b>EARRINGS (FEMALES)</b>	<ul style="list-style-type: none"> <li>■ will not exceed 6 mm in diameter and will be round or square white diamond, gold, white pearl, or silver earrings and worn as a set with any uniform combination</li> <li>■ pierced or clip type</li> <li>■ if the member has multiple holes only one set will be worn on the lower earlobe</li> <li>■ matching earrings must be worn and fit tightly without extending below the earlobe. EXCEPTION: Connecting band on clip earrings</li> </ul>
<b>EARRINGS (MALE)</b>	<ul style="list-style-type: none"> <li>■ are not authorized to wear earrings while in uniform or in civilian attire for official duty, but are authorized to wear earrings in civilian attire while off duty, on or off a military installation</li> </ul>
<b>HANDHELD ELECTRONIC DEVICES</b>	<ul style="list-style-type: none"> <li>■ e.g., cellular phones, MP3 players, radios or hands-free, conservative size fitness trackers</li> <li>■ may be any color</li> <li>■ if worn on the belt/waistband, or clipped to a purse will be plain black, silver, dark blue or gray</li> <li>■ holster and other storage devices used to attach handheld electronic devices to the uniform or purse will be plain black, silver, dark blue or gray</li> <li>■ one device may be attached to a belt or waistband (either side), clipped to a purse or carried in left hand</li> <li>■ wear/use of an earpiece, any blue tooth technology or headphones, while in uniform is prohibited, unless specifically authorized for the execution of official duties</li> <li>■ while walking in uniform, use of personal electronic devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary</li> <li>■ military customs and courtesies apply and take precedence</li> <li>■ these items are not authorized during BMT</li> </ul>
<b>PENS AND PENCILS</b>	<ul style="list-style-type: none"> <li>■ when wearing the OCP, conceal pens and pencils in specially designed and designated pockets</li> </ul>
<b>EYEGASSES AND SUNGLASSES</b>	<ul style="list-style-type: none"> <li>■ conservative ornamentation on frames and lenses</li> <li>■ frames may be black or brown material or gold or silver wire</li> <li>■ brand name glasses may be worn with small logo on frames or lenses; logo may contrast with the color of frames or lenses</li> <li>■ conservative wrap-around sunglasses may be worn</li> <li>■ conservative, clear, slightly tinted, mirrored or photosensitive lenses</li> <li>■ faddish styles are prohibited</li> <li>■ no sunglasses in any formation except for medical reasons and authorized by the commander or commandant on the advice of a medical official</li> <li>■ not worn around neck, on top or back of head, or exposed hanging on uniform</li> <li>■ will be worn in the manner for which they were made</li> <li>■ during BMT trainees will wear basic issued glasses</li> </ul>
<b>CONTACT LENS</b>	<ul style="list-style-type: none"> <li>■ will be natural looking in shape and design</li> <li>■ will be clear in color and not change the color of the natural eye color</li> <li>■ not authorized during BMT</li> </ul>
<b>UMBRELLA</b>	<ul style="list-style-type: none"> <li>■ plain black, carried in left hand</li> </ul>
<b>HANDBAG</b>	<ul style="list-style-type: none"> <li>■ will be solid black leather or vinyl without ornamentation, with or without plain fold-over flap, with or without single-placed silver or gold-colored clasp, with black or white stitching</li> <li>■ may have up to two adjustable shoulder straps with or without buckles on the straps</li> </ul>

<b>CLUTCH STYLE PURSE</b>	<ul style="list-style-type: none"> <li>■ will be plain black smooth or scotch-grain leather, patent leather, high-gloss or manmade material without ornamentation, with black stitching only</li> <li>■ will be no larger than 6 ½ (H) x 11(W) inches or no smaller than 5(H) x 9(W) inches</li> <li>■ will have a concealed closure and may have a wrist strap</li> </ul>
<b>ATTACHE CASE, GYM BAG, BACKPACK</b>	<ul style="list-style-type: none"> <li>■ <b>Attaché case</b> – solid black, same color small logos authorized, carried in left hand</li> <li>■ <b>Gym bags</b>—solid dark-blue, black, olive drab, Air Force sage green or ABU pattern with matching stitching and carried in the left hand. Use of a shoulder strap is authorized on the left shoulder and the strap may cross the body as long as it does not interfere with rendering the proper salute. Small logos are authorized</li> <li>■ <b>Backpacks</b>—will be solid black, Tan, Coyote Brown, or OCP in color, and may be worn with OCPs, small logos authorized, sling back packs will be worn across the chest, if carried on shoulder wear on the left shoulder, two-strap back packs will be worn on left shoulder or both shoulders (not to interfere with rendering proper salute), will not have ornamentation, a high-gloss, designs, or hanging/dangling objects (Exception: Water bottles may be attached to the outside of the bag), small gold or silver clasps are authorized, but chains are not authorized</li> </ul>
<b>LANYARDS/ACCESS PASSES/IDENTIFICATION BADGES/CAC</b>	<ul style="list-style-type: none"> <li>■ Will be plain, solid black or dark-blue, silver small conservative link chains or clear plastic</li> <li>■ See AFI 36-2903 for further guidance</li> </ul>

**BODY AND PHYSICAL APPEARANCE MODIFICATION STANDARDS**

While in BMT, you are not authorized to get a tattoo, brand or body alteration, modification or piercing.

**BODY PIERCING**

**In Uniform**

AF members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips or any exposed body part (includes any part visible through the uniform). Exception: females are authorized to pierce earlobes and wear earrings, but it should not be extreme or excessive.

**In Civilian Attire on Official Duty or Off Duty on a Military Installation**

AF members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the nose, tongue, eye brows, lips or any exposed body part (includes any body part visible through the uniform).

**DENTAL ORNAMENTATION**

Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels or initials. The use of yellow or white gold or platinum caps (permanent or temporary) to add ornamentation to the teeth and not required by dental or medical necessity is prohibited. Waivers are not required for permanent yellow or white gold or platinum caps that were applied as a result of dental or medical necessity. Members with official documentation that they received permanent yellow or white gold or platinum caps to add ornamentation (not as a result of dental or medical necessity) prior to 13 June 2011 are grandfathered. No other dental ornamentation is grandfathered.

**BODY ALTERATION OR MODIFICATION**

Body alteration and modification (e.g., tongue splitting or skin gouging) is prohibited if it is intentional and results in a visible, physical effect that detracts from a professional military image. Failure to observe the mandated provisions and prohibitions is a violation of Article 92 of the UCMJ.

**TATTOOS AND BRANDS**

According to AFI 36-2903, a tattoo is defined as a picture, design or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs or markings only detectable or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design or other marking that is burned into the skin or other areas of the body.

### **Unauthorized content**

Tattoos or brands anywhere on the body of the following nature are prohibited in and out of uniform:

- ▶ Obscene or advocate sexual, racial, ethnic or religious discrimination
- ▶ Prejudicial to good order and discipline or of a nature that tends to bring discredit to the AF
- ▶ Commonly associated with gangs, extremists or supremacist organizations

Members who receive tattoos and brands not meeting the standards are required to initiate removal at their own expense upon notification by their Commander. Members failing to remove or alter unauthorized tattoos in a timely manner may be subject to disciplinary action or involuntary separation. Failure to observe these mandatory provisions and prohibitions is a violation of Article 92 of the UCMJ.

### **Inappropriate military image**

There are no size or area limitations for authorized tattoos on the chest, back, arms and legs. Tattoos, brands and body markings will not be on the head, neck, face, tongue, lips and scalp. Hand tattoos are limited to one single-band ring tattoo, on one finger, on one hand, and can be no more than  $\frac{3}{8}$  of an inch in width. Members failing to comply with acceptable military standards may be subject to disciplinary action or involuntary separation.

## **SUMMARY**

The information provided in this chapter is not all-inclusive so consult AFI 36-2903 when necessary. Remember that you have a major role in how others view the AF, Armed Forces and America. Apply Excellence In All We Do and wear the uniform proudly. Your appearance speaks volumes to the world.

# CHAPTER 22 REVIEW EXERCISE

1. AFI \_\_\_\_\_ directs the proper wear of uniforms, insignias, awards and decorations.
2. All AF members will adhere to the standards of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
3. Male's hair cannot exceed \_\_\_\_\_ inches in bulk and female's hair cannot exceed \_\_\_\_\_ inches in bulk.
4. AF members will **not** \_\_\_\_\_ or \_\_\_\_\_ with their hands in the pockets of any uniform combination, other than to insert or remove items.
5. Repeated \_\_\_\_\_ and \_\_\_\_\_ the OCP is prohibited as these actions deteriorate the fiber in the uniform and shorten its wear life.
6. All enlisted members must wear US Air Force tape, name tape, and rank all \_\_\_\_\_ or \_\_\_\_\_ on the OCP coat.
7. Bracelets may not be wider than \_\_\_\_\_ inch(s).
8. No more than \_\_\_\_\_ rings may be worn at once.
9. During BMT, you will not get a \_\_\_\_\_ brand or body alteration, modification or \_\_\_\_\_.
10. What undergarments must be worn?  
 Males : \_\_\_\_\_  
 Females: \_\_\_\_\_

1. 36-2903  
 2. Neatness, Cleanliness, Safety, Military Image  
 3. 1 1/4, 3 1/2  
 4. Stand, Walk  
 5. Hot Pressing, Heavy Ironing

6. sew-on, Velcroed  
 7. 1/2  
 8. 3  
 9. tattoo, piercing  
 10. Males: Underwear and a T-Shirt; Females: Bra, Underwear and a T-Shirt

## RENDERING COURTESIES

Objective 4a :: Without reference, formally report to an individual in an office, with no more than two instructor assists.

*Rendering courtesy demonstrates your ability to act as a professional. You must exhibit professionalism, enthusiasm and maturity at all times. These terms can easily be associated with the Air Force (AF) Core Value of Excellence In All We Do. Unprofessional conduct and rude behavior has no place in the AF. Your career and job satisfaction are dependent upon your ability to follow and practice courtesies. Information covered in this chapter is not all-inclusive so consult Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel, when necessary.*

### CHAPTER SUMMARY

- » Identifying Officers
- » Saluting Officers
- » Saluting Staff Vehicles
- » Courtesies to US Flag, Bugle Calls, Music and Service Songs
- » General Courtesies

### IDENTIFYING OFFICERS

#### HEADGEAR

##### Men's Service Cap

- Visor-type cap (looks like a bus driver hat) is banded with dark blue 1 ¾ inch braid and has a black chin strap
- An optional version has a braid of an open mesh construction and an optional black leather strap
- Clouds and darts, if applicable, are located on the top of the visor

##### Women's Service Cap

- Rounded design and sides form a front brim
- Clouds and darts, if applicable, are located on the front of the cap on each side of the cap insignia
- Women are authorized to wear the men's service cap

Commissioned officers wear a service cap with appropriate clouds and darts, based on rank, and an eagle insignia that does not have a circle around it. The officer insignia is larger in size than the enlisted insignia.

Three classifications of commissioned officer service caps:

1. **Company grade officer cap:** worn by 2d Lt – Capt ranks, do not have markings.
2. **Field grade officer cap:** worn by Maj – Col ranks, has two clouds and silver darts on each side.
3. **General officer cap:** has three clouds and silver darts on each side.

#### Flight Caps

General officer flight caps have a silver braid and company and field officer have a silver and blue braid along the overlapping edge. Officers wear a metal rank insignia displayed on the wearer's left side toward the front (Fig 23-1).

#### Operational Camouflage (OCP) Caps

Officer OCP caps have the rank insignia centered vertically on the front of the cap and horizontal with the ground. Insignias may either be subdued metal or cloth.



MALE



FEMALE

FIG 23-1



## **UNIFORM TOPS**

The rank insignia for officers wearing OCPs is worn centered on the velcro tab. The rank insignia for officers wearing the service or service dress uniform is on the epaulets of the long- and short-sleeve shirt or blouse; and service coat.

## **OUTER GARMENTS**

The rank insignia depending on garment can be worn on the epaulets, on a rank tab, or a Velcro subdued cloth rank worn above the name tape.

## **SALUTING OFFICERS**

Possible origins of the hand salute point to knights that would raise their helmet visor as a courtesy when approaching superiors. Another possible origin was the practice of raising the right hand with no weapon as a greeting of friendship. Today, it is used as a courteous exchange of greetings when outdoors or to report to an officer indoors. The salute is exchanged upon recognition between officers and enlisted members and between junior and senior officers of the Armed Forces when they are in uniform. The junior member always salutes first and should initiate the salute in time to allow the senior officer to return it before they pass you. Establishing an exact distance to initiate a salute is not practical, you must let common sense and experience be your guide.

### **Saluting Requirements**

- ▶ Required in areas such as covered sidewalks, entryways, reviewing stands and bus stops
- ▶ Rules apply both on and off military installations
- ▶ If possible, try to keep things in your left hand so you can salute
- ▶ If an officer is carrying articles in both hands, the officer does not have to return the salute, but should nod or render a verbal greeting. The junior member comes to the position of attention, salutes, extends a verbal greeting and drops the salute as the officer passes them
- ▶ If the junior member is carrying articles in both hands, the individual should exchange a verbal greeting only (do not have to salute)

### **Proper Saluting Procedures**

- ▶ Must be standing or marching at the position of attention
- ▶ Do not have to stop to salute if walking past an officer, unless they initiate a conversation with you
- ▶ Turn your head and eyes towards the officer
- ▶ Salute and extend a verbal greeting (e.g., "Good morning, Sir," "Good afternoon, Ma'am")
- ▶ Ensure you begin the salute in time for the officer to return the salute before passing you
- ▶ If you were walking before saluting, resume your natural walk after the officer passes you

### **Saluting Tips**

1. Keep in mind that saluting considerations are dictated by the situation.
2. Only salute an officer when approaching from the opposite direction; do not salute when walking in the same direction and approaching the officer.
3. If you are part of a formal group (e.g. in formation), the person in charge will call the group to the position of attention (if you are not already at the position of attention) and salute for all members of the group.
4. If you are outdoors in an informal group and no one is in charge, the first person to see the officer approach calls the group to the position of attention, and all members of the group salute (Fig 23-2).

5. If you are part of a detail, the person in charge comes to the position of attention and salutes for all members while they continue to work (Fig 23-3).
6. If you are working as part of a detail and an officer addresses you personally, come to the position of attention and salute at both the beginning and end of the conversation.
7. Salute and exchange a verbal greeting for all commissioned officers of the US Armed Forces and officers of friendly foreign nations using the same procedures and standards.
8. Saluting indoors is only required when formally reporting to an officer or during some ceremonies (e.g., when receiving a quarterly award at a ceremony or when receiving a decoration at Commander's Call).
9. Salutes are not required at public gatherings such as sporting events, meetings or when a salute would be inappropriate or impractical.
10. Local commanders may designate specific areas as a "no salute" area. This is common in deployed environments to help prevent the adversary from identifying officers. Ensure you are aware of the local policy for your duty location. While in BMT the BEAST site is a "no salute" area.



FIG 23-2



FIG 23-3

### **SALUTING STAFF VEHICLES**

All military members have the responsibility to salute officers in appropriately marked and occupied staff vehicles. Staff vehicles are government vehicles used for official business. These vehicles can be cars, vans or buses. A staff vehicle may have an officer's rank displayed on the front bumper plate or on a flag located on the right front bumper. Keep in mind, you are saluting the officer inside the vehicle and not the vehicle itself. Therefore, you do not have to salute an unoccupied staff vehicle.

Procedures to salute a staff vehicle when you see a staff vehicle approaching:

- Come to the position of attention (either in a marching or halted position)
- Render a salute when you recognize the vehicle
- Hold the salute until the officer returns it or the vehicle passes you



### **COURTESIES TO US FLAG, BUGLE CALLS, MUSIC AND SERVICE SONGS**

Flags on stationary flagstaffs are only saluted during the national anthem or "To the Colors" when part of reveille, retreat or special ceremonies (covered later in this chapter).

During special outdoor ceremonies (e.g., parade) while in uniform and not in formation, a salute is rendered as a sign of respect when the flag is carried past you. You will do this when the flag is approximately six paces away from you and hold it until the flag is approximately six paces past you. When wearing civilian attire during a special outdoor military ceremony when the flag is carried past you, stand at the position of attention and place your right hand over your heart. If you are wearing a hat, remove it and hold it over your left shoulder so your right hand is over your heart. Members of the Armed Forces and veterans may render a military salute. Females do not have to remove their hats.



## **REVEILLE AND RETREAT**

No courtesies are required when Reveille or Retreat is played as a bugle call to signal the beginning or end of the duty day, and it is not followed by the national anthem or "To the Colors", and the flag is not lowered or raised.

If Reveille or Retreat is played as a prelude to the national anthem or "To the Colors"; or if the flag will be lowered or raised, certain courtesies must be rendered. When in uniform and outdoors, but not in formation, you must come to the position of attention upon hearing the music. If "Sound Retreat" is played to precede the lowering of the flag, then immediately assume the position of parade rest.

If the flag will be lowered or raised without the national anthem or "To the Colors" after Reveille or Retreat has finished, and you are in uniform and outdoors, but not in formation; you must stand at the position of attention and salute when the flag is first being lowered or raised. If you are not in uniform, you must place your right hand over your heart. If the national anthem or "To the Colors" is played after Reveille or Retreat, display the appropriate honors on the first note of the music.

If you are on base in a vehicle during retreat, pull the vehicle to the side of the road and stop. All occupants should sit quietly until the last note of the music is played.

## **THE NATIONAL ANTHEM AND "TO THE COLORS"**

When in uniform and outdoors and the national anthem or "To the Colors" is played, stand at the position of attention, remain silent, face the flag or music and render a salute. When in uniform and indoors and the national anthem or "To the Colors" is played (e.g., at military movie theaters or auditoriums for official functions like Commander's Call), stand at the position of attention, remain silent and face the flag or music; do not render a salute. When in civilian attire indoors or outdoors and the national anthem or "To the Colors" is being played, stand at the position of attention and face the flag and place your right hand over your heart. If you are wearing a hat, remove it and hold it over your left shoulder so your right hand is over your heart.

## **THE PLEDGE OF ALLEGIANCE**

Do not recite the Pledge of Allegiance at military formations and ceremonies. When you are in uniform outdoors, stand at the position of attention, remain silent, face the flag and render a hand salute. When you are in uniform indoors, stand at the position of attention, remain silent and face the flag; do not render hand salute. When in uniform and the participants are primarily civilians and military dressed in civilian attire, reciting the Pledge of Allegiance is optional. If you are in civilian attire, stand at the position of attention, face the flag, place your right hand over your heart and recite the Pledge of Allegiance. If you are wearing a hat, remove it and hold it over your left shoulder so your right hand is over your heart.

## **"TAPS"**

"Taps" is the customary bugle call that is played to signal the end of the day and lights out. When it is played at the end of the day, no actions are required. "Taps" is also played at military funerals. If attending a military funeral in uniform, it is custom to salute when honors are rendered (e.g., "Ruffles and Flourishes" or "Hail to the Chief"); when the body is removed from the hearse, chapel or caisson; when the volleys are fired; and when "Taps" is sounded.

## **"RUFFLES AND FLOURISHES"**

This is a musical selection that is played for general officers. Upon the first note of "Ruffles and Flourishes" or when directed, stand at the position of attention, face the person being honored and render the hand salute. Hold the salute until the last note of the music is played.

## **MILITARY SERVICE SONGS**

All military members should take a sense of pride and dedication and, it is customary to render the appropriate courtesies when hearing the AF Song or sister service songs. When outdoors in uniform or civilian clothes, stand at the position of attention (or march if in uniform and in formation) from the first to last note of the music. When indoors either in uniform or civilian clothes, stand at the position of attention and sing the AF Song. Do not salute during the AF Song.

## GENERAL COURTESIES

Practice the following courtesies at all times. You must extend courtesies to everyone whether they are enlisted, officer or civilian:

- Render a verbal greeting to all permanent party personnel when passing them. For example, say, “Good morning Ma’am/Sir” or “Good afternoon Sir/Ma’am”
- When practical, say, “please” and “thank you”
- Always try to be on time. If you are going to be late, call and let the person know ahead of time. Try not to keep people waiting
- Use appropriate titles such as “Mr.” or “Ms.” when addressing civilians
- Do not gossip. The morale of any unit may suffer due to conflicts and bad feelings that arise from gossip
- Conduct yourself in a professional manner in your work center. Do not lean or sit on your desk, lean back in your chair or put your feet up on your desk
- Always give the senior person (enlisted or commissioned) the position of honor when walking, riding or sitting with them. Therefore, if accompanying an individual senior to you, take the position to the senior person’s left
- Military personnel enter automobiles in reverse order of rank. Junior personnel enter a vehicle first and take the appropriate seat on the senior person’s left. The senior person will be the last to enter and first to leave
- Unless told otherwise, rise and stand at the position of attention when a senior officer enters a room
  - ▶ If more than one person is present, the person who first sees the officer calls the group to the position of attention
  - ▶ Do not call the room to the position of attention, if an officer of equal or higher rank than the officer entering the room is already in the room
  - ▶ When an officer departs, call the room to the position of attention unless an officer of equal or higher rank remains in the room
  - ▶ If you are alone, do not call the room to the position of attention; however, you must stand at the position of attention
- Telephone etiquette
  - ▶ When answering military telephones, speak clearly and use the proper military courtesies
  - ▶ Tell the person calling your rank, name, unit and ask them, “May I help you?”
  - ▶ If the individual the caller wishes to speak to is not available offer to take a written message addressed to the person with the caller’s name, number, organization and message; time and date of the call; and your rank and name
  - ▶ Do not be afraid to ask the person calling to repeat the message, if need be

## SUMMARY

As a representative of the AF you are expected to demonstrate proper military courtesy by recognizing and addressing all officers within the military service, regardless of the branch. Courtesies are the foundation of the United States Armed Forces, which establishes respect and discipline. Remember to show respect to our leadership and national flag by saluting at the proper times, in the proper places and situations.

## CHAPTER 23 REVIEW EXERCISE

1. \_\_\_\_\_ wear a flight cap with a silver or silver and blue braid along the overlapping edge.
2. An officer's rank insignia is worn on the \_\_\_\_\_ of the blue shirt or blouse and the service dress coat.
3. When saluting an officer, the \_\_\_\_\_ member always salutes first.
4. If outdoors in an \_\_\_\_\_ group and no one is in charge, the first person to see the officer approach calls the group to the position of attention and all members of the group salute.
5. A \_\_\_\_\_ may have an officer's rank located on the front bumper plate or on a flag located on the right front bumper.
6. During special ceremonies and while in uniform, you are required to stand at the position of attention and salute when the US Flag passes by you. This will begin when the flag is \_\_\_\_\_ paces away from you and hold your salute until the flag is \_\_\_\_\_ paces past you.
7. When outdoors and in uniform, upon the first note of reveille or retreat when played as a prelude to the national anthem, face the flag (if visible) or the music and assume the position of \_\_\_\_\_.
8. If your arms are full, you do not have to salute; simply extend a \_\_\_\_\_. Always try to keep things in your left hand, if possible, so you can salute.
9. When outdoors in uniform or civilian clothes, stand at the position of \_\_\_\_\_ from the first note to the last note of the AF Song or any sister services' song.
10. When accompanying or joining an individual senior in rank to you, take the position to the senior person's \_\_\_\_\_.

1. Commissioned officers  
 2. epaulets  
 3. junior  
 4. informal  
 5. staff vehicle

6. six; six  
 7. parade rest  
 8. verbal greeting  
 9. attention  
 10. left

## HUMAN RELATIONS I

Objective 1a :: Identify basic facts about human relations.

*The Air Force (AF) relies on teamwork to achieve its mission. Your contribution as a new team member is vital to mission success. It could even mean the difference between life and death. As you make your contribution, you will need to work with others on your team. This interaction between people is called human relations. The AF Core Values play an important role when it comes to human relations. It's important to incorporate Service Before Self when interacting with your team members. The AF will ensure that your talents are used to their fullest through equal opportunity and treatment. This forms the foundation for positive human relations and for successful mission accomplishment. You must dedicate all of your efforts to maintain the best possible working conditions for all team members. How we as a whole work together is critical to our success.*

### RELATIONAL VISIONS

No one can work completely by themselves. We must work together to accomplish our mission. We must respect and enhance each other's input to the team if we expect it to work smoothly.

### DEPARTMENT OF DEFENSE (DoD) VISION

The DoD Human Goals Proclamation states:

*"Our Nation was founded on the principle that the individual has infinite dignity and worth. The Department of Defense, which exists to keep the Nation secure and at peace, must always be guided by this principle."*

To reach this goal, all personnel must share this vision. We must show respect for all people in the military service, as well as civilian employees and family members.

This includes being aware of each person's needs, goals and talents. In addition, our leaders focus on creating a well-trained, volunteer force. They are also working on making a career in the DoD more attractive. Together, we can create a workplace where we are proud of ourselves, our work team and the military service. To help reach this goal, the DoD has designed the Equal Opportunity (EO) Program. It will provide each of us the chance to rise to the highest level possible by looking only at merit, fitness and capability.

### AF VISION

The AF will perform at its best when members have the freedom to use all of their talents. To achieve this vision, the AF expects fair treatment and equal opportunity for each person. Equal Opportunity (EO) means that all of us will have a chance to reach the job we want, participate in activities and benefit from programs as long as we are qualified. It also means that the AF will work to remove anything from its culture, other people and military policy that get in the way of you doing the best job you can. For example, your work and chance for promotion will only be evaluated on merit, fitness and ability. Race, color, sex including gender identity, national origin, religion and sexual orientation will not be considerations. Sexual harassment cannot affect job performance or promotion consideration.

The AF has "zero tolerance" for unlawful discrimination or sexual harassment against AF personnel and their family members on or off base. Unlawful discrimination and sexual harassment get in the way of good order, the ability to do our job and mission success. The AF is committed to giving equal opportunity and fair treatment to all of its members.

### CHAPTER SUMMARY

- » Relational Visions
- » Creating a Smooth Running Workplace
- » Professional and Unprofessional Relationships
- » Positive Skills for Building Relationships
- » Positive Skills for Conflict Resolution
- » Positive Skills for Supporting Religious Freedom
- » Professional Relations in Other Cultures
- » Ethnocentrism
- » Importance of Cultural Sensitivity
- » Building Relationships in Other Cultures
- » Communication Within Cyberspace



## **CREATING A SMOOTH RUNNING WORKPLACE**

You will have certain tasks to do for your job. These tasks need to get finished regardless of what else goes on. However, you will need to pay attention to your work conditions. You will serve on many teams and each member must work together. Your team will form part of a larger group that also needs to coordinate its efforts. Your team will also have a chain of command that is set in place for order and efficiency. How you relate to each other to get the tasks and mission accomplished is vital to whether the team will succeed or fail.

## **PROFESSIONAL AND UNPROFESSIONAL RELATIONSHIPS**

The Air Force Instruction (AFI) 36-2909, *Professional and Unprofessional Relationships*, provides written instruction defining professional and unprofessional relationships. In all situations, remember to act in a respectful, professional and polite manner. Acting in a professional manner will help the AF operate smoothly.

Building team harmony is part of being professional. You should take part in discussions with your supervisors and teammates. When speaking, use words like “perhaps” and “maybe,” rather than absolute words like “always” and “never.” Using absolutes can cause resistance. Say something like, “Perhaps I could...” or “Maybe we could try...” This invites open discussions that will build team morale and unity while keeping respect for authority.

Being professional is about more than just relating to your teammates. It also applies to civilians working on military bases and getting along with your friends and family. Render proper courtesies, treat people fairly, keep a friendly image, be helpful and engage with everyone around you.

Unprofessional relationships include those that abandon goals, exclude others, detract from authority, grant favors or show favoritism to people you like. It also includes relational behavior that hurts unit morale, discipline and unity or behavior that benefit you at the expense of others or the AF.

Unprofessional relationships can occur between people of the same or different rank. They can occur on or off duty or between anyone regardless of gender. Simply put, it covers every AF member in every situation. Unprofessional behavior is unacceptable and may result in verbal or written counseling, a Letter of Reprimand (LOR) or charges under the Uniform Code of Military Justice (UCMJ).

Fraternization is a term used for a specific type of unprofessional relationship. It covers a personal involvement between an officer and an enlisted member that goes beyond the normal bounds of acceptable behavior and puts good order and discipline at risk. This can result in, or give the impression of, favoritism or unequal treatment. Some other examples of fraternization are officers and enlisted members gambling, borrowing money or having sexual relations. An officer who engages in fraternization is in violation of the UCMJ.

A personal relationship between a student and an instructor in any training environment is not permitted. As members of the AF, you must consider how you relate to others. You represent the AF and should always behave in an appropriate, professional manner.

## **POSITIVE SKILLS FOR BUILDING RELATIONSHIPS**

At any given time, you may serve on several teams that will consist of people from many different backgrounds. Each of your teammates will have a unique personality and skills. To bring your group together and help it run smoothly, you should understand each individual. You must find out how to get the most out of each person’s talents and how you can work with them in a way that fits who they are. For instance, this means that you may have to adjust how your team divides work or how you relate with each person. How well you make these adjustments will determine how much work your team can do, how well it gets work done and how fast the goals are accomplished. High output leads to a successful mission.

Most relationships develop through common activity and conversation. This is not a new concept. You have built and maintained relationships since you were a small child. Find a common ground and build on it. Playing on a base sports team, helping with community welfare projects or working in youth programs are activities that can help boost morale. Whatever you choose to do, you should strive to actively make your team stronger.

Now that you are in the AF, it is important to speed up the process for getting to know your teammates. This will help you create a smooth running team in the fastest time possible. Here are some helpful tips to build better conversations:



**Use open-ended questions**

These questions require someone to answer at length and invite conversation. An example is asking someone, "What was it like for you growing up?" At work, you can ask a question like, "How do you think we should get this task done?" Questions that only ask for a short, specific piece of information such as "Where are you from?" or a "yes" or "no" response are closed-ended questions. Avoid asking these types of questions.

**Give extra information**

If someone asks you a question, try to answer it and then give a little more information. This gives the other person something new to talk about and keeps the conversation going. Try to give a little bit more information even if someone asks you a closed-ended question.

**Use questions to find out what makes someone unique**

To understand a person, you need to get to know their preferences and the way they think. Instead of asking if someone likes steak, ask them, "After we get out of Basic Military Training, what type of food are you going to eat first?" Then follow up with, "Why does that food appeal to you?" At work you can ask questions like, "How can we make this process better?" Then you should follow-up with questions like, "Why do you think that will work?" This gives you more insight into your teammate than asking about a specific item.

**Allow for equal speaking time**

Two of the quickest ways to shut down a conversation are to talk too much or not talk at all. Either way, you end up with one person speaking and that is not much of a conversation. Additionally, it does not make the other person want to talk with you in the future. Try to strike a balance; if a person is not speaking much, ask them an open-ended question. If a person is speaking too much, try to jump in and provide a different perspective on the topic.

**Be interested in other people's conversations**

Remember, you are trying to get to know other people. Even if their interests or beliefs are different than yours, try saying, "Tell me more about that." Then listen to what they say. This will show that you have a genuine interest in them and you value their input. Besides, you just might learn something new.

**Get everyone in your work group involved**

For your team to perform effectively, everyone needs to give a solid effort. This means that everyone on your team gives input by asking questions, listening and getting involved. Seek to involve every team member when you can.

**POSITIVE SKILLS FOR CONFLICT RESOLUTION**

Having conflicts between team members is common. It does not have to be a big issue if you know how to take care of the problem. So your teams can function effectively, try working things out in a positive way. The steps to do this are fairly simple. You just need the understanding and the desire to make it happen.

**Go to the other person quickly**

The quicker you take care of a problem, the easier it is to fix. If you do not do anything, the problem will grow, become more tense and difficult to fix. Before you approach someone, ensure you are clear on what you think. Remember, your goal is to improve things, not to place blame or prove you are right. Try to clarify the situation, express what bothers you, take responsibility, listen, have a solution in mind and be able to let it go if it does not go your way. This is not easy to do since it requires you to put your emotions aside to help the team.

**Go to the other person quietly**

If you go directly and privately to the other person, you can keep the problem contained. If you complain to people not involved, you are just making the problem bigger than it needs to be.

**Clarify the situation**

At this point, you need to see the other person's point of view. You are not trying to solve anything yet. The other person may think differently about the problem than you do. They may not even think there is a problem. Use open-ended questions to clarify the facts. Ask questions like these, "How do you see the situation?" or "This is how I see it, do you think that's accurate?"

**Find a goal**

Now you can ask questions like, "What do you need from this situation?" or "What result do you want?" Then follow up with "Why is that important to you?" These questions will help you determine priorities about what needs to get done.

**Speak from your point of view**

Speak with statements using “I” instead of “you.” This will allow you to give your thoughts without placing blame and making the other person defensive. Start with a description of how you see the events or how it makes you feel then end with why it affects you. For example say, “Hey, Mark, I don’t like it when people call me names and threaten me. I am starting to get angry. I did not know that doing our task this way was such a big concern. Can we work this out?” An “I” statement may not solve the problem, but it can help see things from a different view.

**Listen to the other person’s point of view**

Ask open-ended questions and show you are listening by repeating their answers back to them. For instance, you could ask, “This is what I heard you say. Is this accurate?” This invites conversation and cooperation. If you find something where you agree, acknowledge it by saying, “That’s what I think too” or “That’s what I feel.” Even if you think or feel differently, still acknowledge them by saying, “Given the situation, I can see why you would feel that way.” Everyone’s ideas and emotions are important and you need to respect that by acknowledging them.

**Be cooperative when working out problems**

Your goal is to find a solution that is good for all people concerned. It is also important to focus only on the problem, not the individuals involved. If you make attacking statements like, “You don’t have a clue; we should do it like this,” or “You always think you are right and you are to blame” then the other person may become defensive and shut down. Try to stay calm and not get emotional. Shouting at each other only makes the situation worse. You can try trade-offs or look at alternatives. One cooperative style is to say, “I’ll do this for you, if you do this for me.” Use compromise so everyone gets a little, sacrifices a little and a cooperative relationship is built.

**If you are not making headway, go to your supervisor**

Sometimes you may not be able to resolve the conflict on your own. In this case, you may need a third party to help resolve the issues. Your chain of command is the proper place to go and it begins with your supervisor. We are unique people with valid thoughts and opinions; replace the “I’m right, you’re wrong” attitude with a team solution. Teamwork is essential and it takes each person’s involvement to reach mission success.

**POSITIVE SKILLS FOR SUPPORTING RELIGIOUS FREEDOM**

Part of valuing the uniqueness of our team members is to understand and respect their views on religion. As Airmen, you have committed yourselves to support and defend the Constitution of the United States. The First Amendment guarantees protection for free exercise of religion, freedom of speech and the protection against a government established religion.

As individuals, this allows you the freedom to believe in the faith of your choice or the freedom not to worship. No one will force you to choose one religion over another or to practice religious beliefs at all. Faith beliefs and practices are strictly voluntary.

As military members, supporting and defending the Constitution requires you to remain officially neutral about religious beliefs and practices. You cannot endorse or approve any faith belief or absence of faith belief when acting in an official role. You must maintain a balance between the free exercise of religion and our necessity to remain officially neutral.

Participation in religious activities like worship, prayer, study and discussion is strictly voluntary. This concept is key to the free exercise of religion. AF policy does not limit your involvement in these voluntary activities or the exercise of free speech. However, your participation must show that your viewpoints are personal, not official.

When discussing your viewpoints, your words and actions must not appear to force someone to believe as you do. Forcing someone to listen to you or believe as you do is unacceptable. This may offend people with other religious views and may cause a division within your team.

Leaders must maintain a balance between their personal views on religion and the weight their official status carries. Subordinates can easily misinterpret their leader’s personal expressions as official or let them have unintended influence. Leader’s words and actions must remain neutral in official situations and when dealing with subordinates.

To support your team members, you may need to make reasonable accommodations in work situations to allow individuals the chance to practice their faith. For instance, you can try to not schedule a big meeting that would conflict with a religious ceremony that occurs only once a year.

Commanders will oversee the approval of requests for religious accommodations. They should approve any adjustments unless there is a compelling military need or an adverse impact on readiness, unit cohesion, standards or discipline. Commanders will respond fairly and consistently to requests. If a commander modifies or does not approve your request, keep in mind the AF Core Value of Service Before Self.

Commanders also have a duty to provide spiritual care to their members. They do this through Chaplain Corps Programs. These programs provide Airmen with religious support and personal care. They also assist commanders by giving them impartial advice on free exercise of religion.

Chaplains also have the same right for free exercise of religion that we all have. They will not be forced to take part in any religious activity that goes against their personal faith and this includes public prayer. They will still help Airmen of any belief find the spiritual and personal care that they need.

Having public prayer does not mean the government is endorsing a religion. A nondenominational, inclusive prayer or a moment of silence may be the right expression for military ceremonies or events of special importance. There can be a prayer as long as it does not endorse a specific religion. Do not try to make public prayer part of routine official business such as meetings, classes or sanctioned activities.

You should also keep in mind that computers and other government resources are for official use. Any communication through email, postings or other forms of communication should follow the same guidelines about religious matters.

Following these guidelines will help your team maintain good order and discipline. They also uphold the AF Core Values of Integrity First, Service Before Self and Excellence In All We Do. Do your part by respecting everyone's right to their own religious beliefs. If you have any questions about the free exercise of religion in the military, your chaplain is a good source of information and advice.

## **PROFESSIONAL RELATIONS IN OTHER CULTURES**

Your work in the AF will take you to different places within the US and around the world. The people living in each area have their own ways of daily living and thinking. The combined social behaviors and beliefs of a group of people are called their "culture." One way of living is not necessarily better than another, it is just different. As you work and live in these locations, get to know and respect these differences.

### **WHAT IS CULTURAL SENSITIVITY?**

All cultures have belief systems that tie people together. These belief systems give insight into what a group values in life, what they think is good or bad and how they behave. Understanding and respecting other cultures is called cultural sensitivity. It is not necessary to like or even prefer other cultural ways to show cultural sensitivity. Rather, you need to build an understanding of why other cultures hold beliefs that are different from yours. This will allow you to respect the way people express their beliefs.

Groups form values and beliefs as they try to provide for the needs of their families, make sense of problems and deal with the unknown. Specific ideas and activities are formed over long periods through group activity and conversation. Since each group faces different situations, each culture will have beliefs and activities that are specific only to them. After these beliefs have been passed down from generation to generation, the group's belief system simply becomes automatic. Many people do not question the values that their culture holds. If you ask someone about why their culture has a specific activity, you may find out that it is just rooted in their culture.

## **ETHNOCENTRISM**

The belief that the ideas, thought patterns and activities of your culture are better than those of another culture is known as ethnocentrism. Each culture has different belief systems and different routines for daily life. Inside of a cultural group, most people will share the same main views because culture reinforces a certain pattern of thinking. It may become easy for some people to believe that everyone should think as they do.

The AF does not consider this a healthy viewpoint because it does not recognize the value and dignity of each person. It also limits the ability to communicate well with others. You can avoid this feeling of superiority by having a broad knowledge of the existence and value of different cultures. It is natural to like what is familiar. This is true of people in all cultures; however, this is not a reason to feel superior to other cultures. Failure to respect the differences

of other cultures leads to misunderstanding, mistrust and failed communication. Proper respect will give you a better chance of building good relationships.

Try to understand that daily life activities are expressions of specific cultural beliefs. As cultural beliefs vary, so will activities. For example, different spiritual beliefs will be shown through different conduct in religious ceremonies. Groups may have different ideas on how to raise children, handle money, what they consider modest clothing or what they consider a good work ethic. There could also be different attitudes about types of food, what is considered tasty and ways to eat.

How people communicate can also change from culture to culture. Different meanings can be given to hand gestures, eye contact, facial expressions, spacing between people and types of physical touch. Words and phrases can also have different meanings in other cultures. Ensure your attempts at friendly relations are not offensive to others.

### **IMPORTANCE OF CULTURAL SENSITIVITY**

You may have the chance to work alongside military personnel and civilians from other nations. A key to good relations is seeking to understand other cultures. This will build respect, trust and friendship. Showing cultural sensitivity is even more important when you get deployed. Gaining and sustaining the support of those you are trying to help advances mission objectives and personal success.

You cannot accomplish personal and military goals if your behavior is misunderstood. This happens when you fail to show cultural sensitivity. Your job is challenging enough by itself and you do not need to make it more difficult by offending your team members. If you show cultural sensitivity, you will build friendships that may protect you in a hostile situation.

### **BUILDING RELATIONSHIPS IN OTHER CULTURES**

You must prepare to build relationships and avoid insulting people from other cultures. Use the *Culture Smart!* book series to get a brief history of the country, its people, social structures and common behaviors. These are a series of books that cover virtually every country and can be purchased at most book stores. Familiarize yourself with this information to help you understand how to interact in another culture. Also, check with the base Protocol Office to find out the latest “do’s” and “don’ts” for the country you are visiting.

#### **Tips**

1. Use a language phrase book to learn the basics of the country’s language. This includes learning key words like hello, goodbye, excuse me, sorry, please, thank you and other gracious terms. Learning phrases like “I don’t understand.” or “Do you speak English?” are also helpful. While you are learning, try to know the difference between formal and informal ways of addressing people. You would not want to address someone in a formal situation using something that you would say to a close friend. Learn the meaning of gestures and use them carefully and appropriately. Some gestures that you want to learn about are things like waving, pointing fingers, which hand you use, using the “thumbs up” and the “ok” sign can have different meanings for other cultures.
2. Write down directions in the foreign language in advance of travel if you have difficulty with pronunciation.
3. Learn by watching and listening to customs and rituals. Look for the deeper meaning or belief behind their behavior.
4. Avoid automatically thinking others are wrong if they do something differently than you.
5. No matter how much you prepare, at some point you will behave in a way that is offensive to someone. Ask the offended person questions when the misunderstanding happens. Most people will forgive you if they believe you were trying to act in a culturally sensitive manner. Talking through the issue helps show you want to cooperate with them.
6. Never assume that what you do is acceptable to others. When working overseas or with people from a different culture, it is important to take a close look at the way in which you behave, dress, speak and act. Ask yourself if your actions could cause misunderstandings or offend others.
7. It is in your best interest to understand the beliefs and actions of other cultures. Even though we may have different histories, experiences and beliefs, we should all share the desire for understanding and respect. The more we internalize and act upon this mutual respect, the more we will develop a bond of trust and friendship. These friendships can be a key factor to mission success.

## **COMMUNICATION WITHIN CYBERSPACE**

As you continue on in your AF career you may need to communicate through email, social networks, text or blogs. This method of communication feels informal and casual and you may feel like you can relax. You must always remember that the same rules apply in cyberspace as they do in person. If you are getting ready to communicate, stop and think before you hit send. Don't post or send something that you wouldn't say to your parents or your boss. Don't think that because you sent the information to one person it stops there. Information spreads and travels everywhere within cyberspace. When dealing within social networks understand that you represent the United States Air Force at all times. Keep your AF Core Values at the forefront of your mind when dealing in cyberspace.

## **SUMMARY**

You should know how to relate to people while working in the US and around the world. You have learned about positive skills that will help build good working relationships, which are crucial to mission success. Now, try to put them to use. When putting the human relation skills to work, utilize the AF Core Values paying close attention to Service Before Self. As part of a team you will be forced at some point to put your personal agenda aside and focus on what is best for the team as a whole. It shows great Service Before Self to want to work as a team instead of working to make you look good. Practicing positive human relations skills will help you build and maintain great work relationships and be a positive role model for the AF regardless of where you are stationed or deployed.

## CHAPTER 25 REVIEW EXERCISE

1. \_\_\_\_\_ means that all of us will have a chance to reach the job we want, participate in activities and benefit from programs as long as we are qualified.
2. The AF has zero tolerance in the areas of \_\_\_\_\_ and \_\_\_\_\_.
3. \_\_\_\_\_ include those that abandon goals, exclude others, detract from authority or grant favors or show favoritism to people you like.
4. \_\_\_\_\_ covers a personal involvement between an officer and an enlisted member that goes beyond the normal bounds of acceptable behavior and puts good order and discipline at risk.
5. As military members, you cannot \_\_\_\_\_ or \_\_\_\_\_ any faith belief or absence of faith belief when acting in an official role.
6. An \_\_\_\_\_ question invites conversation.
7. The First Amendment guarantees protection for free exercise of \_\_\_\_\_, freedom of \_\_\_\_\_ and the protection against a \_\_\_\_\_.
8. Understanding and respecting other cultures is called \_\_\_\_\_.
9. The key to free exercise of religion is \_\_\_\_\_ participation.
10. The belief that the ideas, thought patterns and activities of your culture are better than those of another culture is known as \_\_\_\_\_.

1. Equal Opportunity (EO)  
 2. unlawful discrimination; sexual harassment  
 3. Unprofessional relationships  
 4. Fraternalization  
 5. endorse; approve

6. open-ended  
 7. religion; speech; government-established religion  
 8. cultural sensitivity  
 9. voluntary  
 10. ethnocentrism

## GI BILL PROGRAMS

Objective 12a :: Identify basic facts about Air Force fundamentals.

*Many of you joined the military to take advantage of educational benefits. You are in luck as there are expanded educational benefits available to you with two GI Bills and three options to choose from. Since many of you are undecided about the educational goals you want to pursue, you may want to keep all of your options open by staying enrolled in the Montgomery GI Bill (MGIB). In the past, many trainees disenrolled from the MGIB thinking they did not need it or would never use it, only to regret their decision later. What GI Bill or combination of GI Bills works best for you is an individual choice; so look at the facts, know your own situation, think things through carefully and make an informed decision.*

### CHAPTER SUMMARY

- » GI Bill Programs Preview
- » Montgomery GI Bill
- » Post-9/11 GI Bill
- » Comparison of the Post-9/11 GI Bill and the MGIB
- » Converting from the MGIB to the Post-9/11 GI Bill
- » Making an Informed Decision

### GI BILL PROGRAMS PREVIEW

The two GI Bill programs available to you are the MGIB and the Post-9/11 GI Bill; also known as “Chapter 30” (MGIB) and “Chapter 33” (Post-9/11) of Title 38 of the United States Code. You must decide by the end of this class whether to stay enrolled or to dis-enroll from the MGIB. You will not have to make decisions concerning the Post-9/11 GI Bill until a later date. If you are unsure of what decision to make, you can give yourself the most options by staying enrolled in the MGIB. Guard and Reserve trainees may become eligible for educational benefits through the Montgomery GI Bill-Selected Reserve (MGIB-SR). If your unit has not discussed your eligibility for educational benefits before arrival at BMT, it should be discussed once you in-process your unit. Information on the MGIB-SR can be found on the Department of Veterans Affairs (DVA) website at: [http://www.benefits.va.gov/gibill/docs/pamphlets/ch1606\\_pamphlet.pdf](http://www.benefits.va.gov/gibill/docs/pamphlets/ch1606_pamphlet.pdf). Refer to Fig 25-1 for specific information on the three options available to you under the GI Bill Programs.



### :: THREE GI BILL PROGRAM OPTIONS

<b>1ST OPTION</b>	<ul style="list-style-type: none"> <li>■ Enroll in the MGIB and use all 36 months of MGIB benefits</li> <li>■ Receive an additional 12 months of the Post-9/11 GI Bill benefits</li> <li>■ Maximum benefit is 48 months with a second period of eligibility</li> <li>■ If member chooses this option, only 12 months of benefit available for transfer to dependents</li> </ul>
<b>2ND OPTION</b>	<ul style="list-style-type: none"> <li>■ Enroll in the MGIB and use a portion of benefits</li> <li>■ Convert unused MGIB benefits to Post-9/11 GI Bill (36 months minus months used on the MGIB; for example if you use 10 months of the MGIB, you will have 26 months of the Post-9/11 benefit remaining)</li> <li>■ Maximum benefit is 36 months with a second period of eligibility</li> </ul>
<b>3RD OPTION</b>	<ul style="list-style-type: none"> <li>■ Disenroll from the MGIB</li> <li>■ Receive 36 months of Post-9/11 GI Bill benefits</li> <li>■ Maximum benefit is 36 months</li> </ul>

Fig 25-1



### GENERAL INFORMATION

The MGIB is a voluntary educational assistance program designed to offset the cost of your education. Members are automatically eligible for the program and make an election to enroll or disenroll on DD Form 2366. Once you decide to dis-enroll, it is a permanent decision. This is your only chance to enroll in the MGIB. Whether you enlisted for two, four or six years, you may still qualify (find out more information by visiting the DVA website: <http://www.gibill.va.gov>).

### Eligibility Requirements

You must meet the following eligibility requirements:

- Received a fully Honorable Discharge (discharges “under honorable conditions” or “general” do not qualify)
- Entered active duty (AD) for the first time after 30 June 1985
- Had military pay reduced by \$100 a month for the first 12 months
- Continuously served for 3 years OR 2 years if that is what you first enlisted for OR 2 years if you entered the Selected Reserve within a year of leaving AD and served 4 years (“2 by 4” Program)

### Rates

You may use the MGIB while serving on AD after 2 years of AD service OR after separating from AD (many items affect your monthly payments so it is best to see the education office at your first duty station for individualized payment information). Rates increase 01 October of every year. Rates and months of entitlement are adjusted proportionally according to your enrollment (e.g., full time,  $\frac{3}{4}$  time or  $\frac{1}{2}$  time). Thus, if you are enrolled for less than full-time, the months of entitlement will increase. You are eligible for a maximum monthly MGIB benefit of \$\_\_\_\_\_ for 36 months or cumulative total of \$\_\_\_\_\_.

### \$600 Buy-Up Program (DD Form 2366-1)

You may contribute up to an additional \$600 while serving on AD in increments as little as \$20 per month to receive increased benefits. Contributing an additional \$600 will increase your benefit by \$5400.

### Time Period

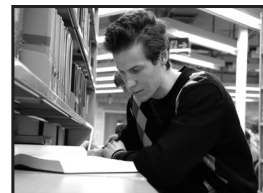
Your eligibility usually ends when you either reach 10 years from your date of separation from AD or you use all of your months of entitlement.

### Standards

You must maintain satisfactory attendance, conduct and progress to continue receiving benefits. The DVA will stop your benefits if you fail to maintain these standards.

### Training

The MGIB pays for a variety of different training options. You must meet specific requirements and the DVA must approve each program before you begin using your MGIB benefits. The MGIB provides up to 36 months of educational benefits for eligible veterans. If you have more specific questions related to training, contact the DVA. Refer to Fig 25-2, for specific information on approved types of training and specific training restrictions.



<b>:: TRAINING COURSES</b>	
<b>APPROVED TYPES OF TRAINING</b>	<b>TRAINING RESTRICTIONS</b>
Undergraduate or graduate degree at a college or university	Bartending and personality development courses
Certificate or diploma from a business, technical or vocational school (including cooperative programs)	Non-accredited courses
Accredited independent study courses leading to a certificate at colleges, universities and degree-granting educational institutions	Self-improvement courses (e.g., reading, speaking, woodworking, seamanship and English as a Second Language)
Correspondence courses	Farm cooperative courses
Apprenticeship or on-the-job training (OJT) programs offered by a company or union	Audited courses
Flight training (must have a private pilot certificate and meet medical requirements before training begins)	Any course that does not lead to an occupational, educational, professional or vocational objective or is recreational in character
High-cost, high-technology programs	Courses you have taken before and successfully completed
Licensure, national admissions and certification tests	Courses you take as a federal government employee under the Government Employees' Training Act
Training to run a small business	A program at a proprietary school if you are an owner or official of the school
Programs held overseas that lead to a college degree	MGIB <b>WILL NOT</b> pay benefits for any period during which Federal or State law enforcement identifies you as a "fugitive felon" (person has an outstanding warrant for a felony)
Remedial, deficiency or refresher training (if you need them to assist you in overcoming a weakness in a particular area)	
Tutorial assistance (individual tutoring)	
Work study programs	

FIG 25-2

### **MGIB PAY REDUCTION RULES**

At the end of the GI Bill Programs class, you will complete the DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment, confirming if you want to enroll in or disenroll from the MGIB. If you decide to enroll in the MGIB, your base pay will be reduced by \$50 per pay period (\$100 per month) for 12 consecutive months of AD (a total of \$1,200) beginning 45 days from the date of this class. The \$1,200 pay reduction cannot be refunded, suspended or stopped, unless you convert to the Post-9/11 GI Bill (discussed later in this chapter).

### **REASONS TO STAY ENROLLED IN THE MGIB**

1. Education, college and training costs are very expensive—the MGIB only cost \$1,200 (\$100 per month for 12 months).
2. It provides more options to you. You can keep your options open by staying enrolled.
3. The MGIB is a tax-free program.
4. Only MGIB participants have the option to use both GI Bill programs (MGIB and Post-9/11 GI Bill).
5. MGIB participants who do not use all of their MGIB entitlements and decide to convert to the Post-9/11 GI Bill may get their \$1,200 initial pay reduction refunded. Refunds are disbursed by the DVA.

## POST-9/11 GI BILL

This educational program pays for DVA-approved degree and certificate programs offered only by a college or university. An apprenticeship/OJT program, for example, could qualify if it is offered by a college or university. Individual entitlements will not expire for those whose last discharge or release from active duty date is on or after January 1, 2013. Remember you do not have to make any decisions in regards to the Post-9/11 GI Bill at this time. If you meet the requirements mentioned next, you have these benefits available to you already. For specific questions regarding the Post-9/11 GI Bill contact the DVA.

### ELIGIBILITY

- All Airmen (veterans or AD) with honorable active service since 11 September 2001 are eligible
- Service benefits for most Airmen begin 90 days after completing technical school
- Maximum benefit is based on 36 months of AD service
  - ▶ Benefits increase as a member serves more time (prorated)
  - ▶ The percentage level ranges from 40% of the maximum benefit for serving between 90 days and 6 months to 100% (maximum) benefit if you serve 36 months (refer to Fig 25-3)

SERVICE BENEFIT PERCENTAGE LEVELS								
Member Serves	At least 36 months	30 days on active duty *	30 – 35 months	24 – 29 months	18 – 23 months	12 – 17 months	6 – 11 months	90 days – 5 months
PERCENTAGE OF MAX BENEFITS PAYABLE	100%	100%	90%	80%	70%	60%	50%	40%
* Must be discharged due to service connected disability								

FIG 25-3

### POST-9/11 GI BILL BENEFITS

The Post-9/11 GI Bill offers the following benefits:

- Transferability
  - ▶ You have the option to transfer benefits to qualified family members (maximum of 36 months)
  - ▶ You will incur an Active Duty Service Commitment (ADSC) of 4 years from the date of application approval
  - ▶ To find out more specific information, contact the Total Force Service Center – San Antonio or DVA
- Tuition and fees (paid directly to the school)
  - ▶ AD: may receive the total amount of tuition and fees
  - ▶ Veterans: amount is prorated (percentage level) according to your length of service (all tuition and fees for an in-state student at a public institution or maximum tuition and fees for private/foreign institution each academic year). Refer to Fig 25-3
- Monthly housing stipend
  - ▶ AD: not eligible for this benefit
  - ▶ Veterans: housing stipend will be tied to training time. Full housing benefits will be for full time students (attending more than ½ time); students attending less than full time will have their housing allowance prorated to their rate of pursuit (rounded to the nearest tenth)
- Annual stipend for books and supplies
  - ▶ AD: payment paid directly to the student
  - ▶ Veterans: payment paid directly to the student and is based on amount of service completed (percentage level) and enrollment (course load). Maximum payment is \$1,000 annually; proportionately based on enrollment

- Tutorial assistance
  - ▶ Students having difficulty in a course can be reimbursed \$100 per month for a maximum of \$1,200
  - ▶ Rate of pursuit must be at least 50 percent and student must be enrolled in the course in which tutoring is received
- Yellow Ribbon Program: participating educational institutions may elect to make additional funds available for your education program without additional charge to your GI Bill entitlement. Contact the DVA for additional information or assistance
- License or certification: allows reimbursement for more than one license or certification examination (cannot exceed \$2,000 per test)
- Exam reimbursement
  - ▶ Allows reimbursement for fees paid to take national exams used for admission to institutions of higher learning such as SAT, ACT, GMAT, LSAT or GRE
  - ▶ Entitlement will be charged one month for every \$1,902.61 paid for all testing
- Beside the MGIB SR, activated reserve and guard service-members may be eligible for the Post-9/11 GI Bill if they were activated under certain conditions

**COMPARISON OF THE POST-9/11 GI BILL AND THE MGIB**

POST-9/11	MGIB
<b>DETERMINATION OF BENEFITS</b>	
Benefit amount is based on completed service (40 – 100 percentage levels). Refer to Fig 25-3	Benefit amount is fixed regardless of education program and is adjusted annually
<b>TYPES OF TRAINING COVERED</b>	
Provides benefit for programs offered by a college or university, non-college degree program, on-the-job and apprenticeship programs, flight programs and correspondence training	Pays benefit for college degrees and a variety of other programs offered by a college, non-degree granting school or other organization
<b>HOUSING STIPEND</b>	
Veterans may qualify	Not authorized
<b>BOOK STIPEND</b>	
Pays an annual book stipend	Does not pay a separate book stipend
<b>PAY REDUCTION</b>	
No pay reduction	Pay \$1,200 (\$100/month for 12 months)
<b>SERVICE REQUIREMENT</b>	
Serve from 90 days to 3 or more years of cumulative AD service	Continuously served for 3 or more years - <b>OR</b> - 2 years if that is what you first enlisted for - <b>OR</b> - 2 years if you entered the selected Reserve within a year of leaving AD and served 4 years (“2 by 4” Program)
<b>BENEFIT TERM</b>	
Maximum of 36 months	Maximum of 36 months
<b>TIME LIMIT TO USE BENEFITS</b>	
15 years from last discharge or separation date for veteran or spouse if date is before January 1, 2013. Does not expire if date is on or after January 1, 2013	10 years from last discharge or separation
<b>TAX BENEFIT</b>	
Tax-free	Tax-free
<b>TUITION ASSISTANCE</b>	
Receive extra money for this benefit	Receive extra money for this benefit

FIG 25-4

## CONVERTING FROM THE MGIB TO THE POST-9/11 GI BILL

You have the option to convert any unused MGIB to the Post-9/11 GI Bill—you cannot use the same period of active duty to qualify for the Post-9/11 GI Bill and the MGIB, contact the DVA or your education office.

To convert after the first year of AD, you need to apply for the Post-9/11 GI Bill by completing an application with the DVA. If member converts to Post-9/11 GI Bill after attaining eligibility and before the entire \$1200 is reduced, they may elect to have deductions stopped. Refund will come when member exhausts Chapter 33 benefits.

Regardless of when you convert, a proportional amount of the initial \$1,200 MGIB pay reduction will be refunded in your last monthly housing stipend payment, if you attend  $\frac{3}{4}$  time or more and do not attend exclusively online.

## MAKING AN INFORMED DECISION

Selecting which of the three options is right for you is an INDIVIDUAL CHOICE (you can give yourself the most options by staying enrolled in the MGIB).

### GI BILL DECISION TIMELINES

**MGIB:** eligible Airmen wanting to disenroll must do so upon entering active duty.

**Post-9/11 GI Bill:** do not have to make any decision about transferring from the MGIB to the Post-9/11 GI Bill right now (decisions can be made between 90 days after completing technical school and time of use).

Review the three GI Bill Program options (refer to Fig 25-1)—you only need to make a decision about MGIB enrollment or disenrollment by the end of this class. If you are still undecided about whether to enroll or disenroll from the MGIB, let the War Skills and Military Studies Instructor know or ask questions so you can make an informed decision. If you are still undecided, you will be given until the next duty day to think about your decision and call home, if necessary. Your instructor will give you and a wingman an appointment slip to report to War Skills and Military Studies at 0730 the next duty day.

### GI BILL RESOURCES

**DVA:** information on all GI Bill programs at <http://www.gibill.va.gov> or call 1-888-442-4551.

**AF Personnel Center:** find answers to questions about transferring to the Post-9/11 GI Bill at <http://ask.afpc.randolph.af.mil/lists.asp> and click on the "Receive Post 9/11 GI Bill Program Information" link.

## SUMMARY

The two GI Bill Programs are the absolute best educational programs ever offered to military personnel. If you are undecided about your educational goals or you feel you may change your mind, then you can keep your options open by staying enrolled in the MGIB. However, if you disenroll in the MGIB, it is a permanent decision and this is your only chance to enroll in the MGIB. Do not limit yourself ... keep the door open for whatever education path you want for yourself or for possibly transferring those options to qualified family members someday. Take your time and make an informed decision that is right for you.

## WARRIOR ROLE

Objective 12a :: Identify basic facts about fighting and surviving in a deployed environment.

*Being a warrior means you've taken an oath to protect those who count on you for protection. It means, when others run away from harms, you take action to confront it. This requires courage and commitment. When you took the Oath of Enlistment you swore to do this for the people of the United States of America. With that came a commitment to uphold and protect the values and principles upon which this country is founded – freedom and justice for all, and you agreed to follow the lawful orders of those appointed over you. This requires enormous self-discipline, the ultimate requirement for a warrior. Being a warrior is not easy but vital if a Nation is to sustain its way of life and the values and principles which it holds dear.*

### CHAPTER SUMMARY

- » Warriors
- » Warrior Ethos
- » Airman's Creed
- » Warrior Values
- » Warrior Role
- » Becoming a Warrior

### WARRIORS

When you hear the word “warrior,” what image comes to mind? A knight with a broad sword, a paladin with a heavy shield? While these images evoke the glory of combat, know that the image of a warrior is also the Airman who quietly does his duty day after day in service to his country and the wingmen to your right and left. The image of a warrior is the person you see staring back at you in the mirror every morning.

A warrior is someone who is willing to sacrifice their life in defense of their country, freedoms, family, friends and fellow citizens. This title includes everyone that shares the same way of thinking, character or guiding beliefs (also known as ethos) and who are willing to face adversity head on, do what is right and to protect others. Police officers, firefighters and paramedics are a few examples of warriors in the civilian sector.

ETHOS

TREAT EACH BATTLE AS THOUGH  
IT WERE YOUR LAST

And you will finish, in the end,  
victorious

Are you a warrior? The answer is “yes!” Every member of the Armed Forces is a warrior. This is not based on what you have done, but on what you have sworn to do. You did this when you took the Oath of Enlistment. It may have seemed like you were simply repeating words, but you made a conscious and moral decision to become a

warrior; you swore to support and defend the Constitution of the US against all enemies, foreign (e.g. terrorist attacks of September 11th, 2001) and domestic (e.g. Oklahoma City bombings), and commit your life in defense of America and its citizens.

You also swore to serve with the world's greatest air, space and cyberspace force; the mission remains constant—you train day after day to fly, flight and win when the need arises. Regardless of your career field, remember that you are a warrior first!

### OATH OF ENLISTMENT

**I, (NAME), DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; AND THAT I WILL OBEY THE ORDERS OF THE PRESIDENT OF THE UNITED STATES AND THE ORDERS OF THE OFFICERS APPOINTED OVER ME, ACCORDING TO REGULATIONS AND THE UNIFORM CODE OF MILITARY JUSTICE. SO HELP ME GOD.**

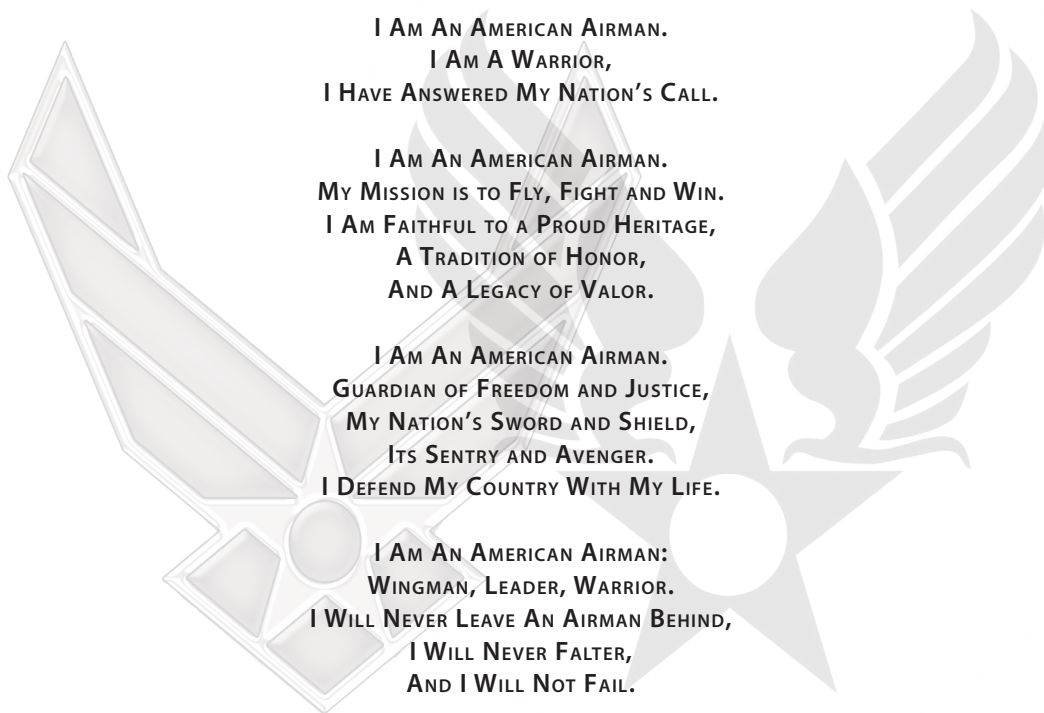
## WARRIOR ETHOS

Warrior ethos forms the foundation of what it means to be an Airman. It is the warfighting-focused culture, conviction, character, ethic, mindset, spirit and soul fostered in Airmen. Warrior ethos instills a warrior or combat mindset (being combat-ready) and emphasizes that no matter the career field, every Airman is part of the fight. It is the hardiness of spirit and moral and physical courage that Airmen must possess. Warrior ethos is also about strengthening and balancing the Airman's mind, body and spirit. The Airman's Creed is the AF's Warrior Ethos.

## AIRMAN'S CREED

Airmen serve in many important roles. You wage and win our Nation's wars. You also fulfill invaluable and unique roles and missions in peace, crisis and war. Additionally, as Airmen, you build on a rich combat heritage while reaching toward an infinite horizon. Finally, as Airmen, you fly, fight and win in air, space and cyberspace.

The following Airman's Creed, with its memorable and hard-hitting lines, articulates the fundamental beliefs and captures the essence of warfighting ethos. Make the Airman's Creed your central focus because it encapsulates what it means to be an Airman and to have pride in service.



I AM AN AMERICAN AIRMAN.  
I AM A WARRIOR,  
I HAVE ANSWERED MY NATION'S CALL.

I AM AN AMERICAN AIRMAN.  
MY MISSION IS TO FLY, FIGHT AND WIN.  
I AM FAITHFUL TO A PROUD HERITAGE,  
A TRADITION OF HONOR,  
AND A LEGACY OF VALOR.

I AM AN AMERICAN AIRMAN.  
GUARDIAN OF FREEDOM AND JUSTICE,  
MY NATION'S SWORD AND SHIELD,  
ITS SENTRY AND AVENGER.  
I DEFEND MY COUNTRY WITH MY LIFE.

I AM AN AMERICAN AIRMAN:  
WINGMAN, LEADER, WARRIOR.  
I WILL NEVER LEAVE AN AIRMAN BEHIND,  
I WILL NEVER FALTER,  
AND I WILL NOT FAIL.

## WARRIOR VALUES

Let the AF Core Values of Integrity First, Service Before Self and Excellence In All We Do guide the way you live and perform. These values will give you what it takes to be a great warrior by intertwining the Core Values with the warrior ethos. Success hinges on incorporating these values in all parts of your life so you know how to act in all situations.

### INTEGRITY FIRST

It is best described as doing what is right even when no one is watching. True warriors possess honesty and trustworthiness. Warriors are rewarded by knowing they have done the right thing and stood up for something worth preserving; they DO NOT do things to receive rewards such as money, awards or recognition. They have a sense of purpose greater than themselves—service and protection for their families, communities and freedoms. In a profession so closely tied to protecting freedoms and lives, there is no room for lack of integrity. Without integrity, you are no good as a Warrior Airman.

ETHOS

SPEAK WITH YOURSELF THIS WAY

If I do what I am considering, would I want my family to know about it



## **SERVICE BEFORE SELF**

Warriors do not focus on themselves, but on others (e.g., friends, family, brothers and sisters in arms and society). They have a willingness to put their personal interests aside for the good of their unit, service and nation. This can mean taking on an extra shift of Entry Controller duty to cover for a sick wingman or being prepared to make the ultimate sacrifice--to risk your life in performance of your official duties.

**ETHOS**  
DON'T ASSUME THAT DOING GOOD  
ALLOWS YOU TO KEEP A FEW VICES  
The enemy you ignore the most is  
the one who conquers you

Examples of Airmen performing Service Before Self are everywhere. Look at the official AF website at <http://www.af.mil/> or read the base newspaper and you will find example after example of Airmen exemplifying this Core Value. Airmen are serving in the Area of Responsibility in areas such as Detainee Operations, Explosive

Ordinance Disposal, Convoy Operations, combat surgical hospitals treating wounded warriors, pushing available Unmanned Aerial Vehicles and command and control US, allied and coalition aircraft. Airmen are deployed every day to distant parts of the world to defend the US and its interests. These warriors come from all career fields and hold every rank. One thing stands constant—their noble acts truly represent Service Before Self.

## **EXCELLENCE IN ALL WE DO**

This means doing your best regardless of the duty or mission that you are assigned. Not all AF career fields have high visibility and not all missions can be glorified, but someone must step up regardless of the duty for the mission to be a success! Warrior Airmen want to win at all costs. Failure is not an option for them. Regardless of whether they are on the battlefield or at their duty location (home or abroad), warriors will always work to their full potential. Warriors also think proactively, not reactively. They find and fix problems before someone tells them to do so. Additionally, they make learning a life-long process by seeking to enhance their knowledge and skills everyday. Learning does NOT end on the parade field or when you graduate from technical training; it is needed at all times as procedures, equipment, enemies and battlefields are constantly changing. Warriors must stay abreast of changes to ensure they are always well prepared.

**ETHOS**  
"LIFE CAN BE SAD, DIFFICULT,  
AND QUICK: MAKE IT COUNT FOR  
SOMETHING"  
Since we do not know when death  
will come, act honorably every day

## **WARRIOR ROLE**

Warriors are needed because as long as power exists, there will be struggles. In fact, someone, somewhere, right now is willing to harm the US because of the ideals they believe this nation possesses. Many times diplomacy and negotiations take place, but they do not always resolve conflicts. Diplomacy and negotiations usually only appeal to logical and rational people. When these actions do not work or if the enemy is illogical, irrational and only responds to fear, the US may have to use military force.

Warriors are also an essential part of any peaceful civilization; they hunt evildoers and stand watch over society. The US could not have peace without warriors. They must bear arms to protect the US and its citizens. Without warriors, other nations or groups with power would more easily prey on the US. Warriors must be prepared to act at all times. While citizens believe no harm can ever come to them and often practice "if/then thinking (if this happens, then I will do this)," a warrior remains vigilant for danger and practices "when/then thinking."

**ETHOS**  
MAKE VIRTUE THE ONLY GOAL  
OF YOUR LIFE  
Dedicate all your enthusiasm, all your  
effort, your leisure as well as your business

## **BECOMING A WARRIOR**

Warriors are not born with all the skills, qualities and training they need to go into combat. They need training to develop skills and qualities to become warriors; they must practice and hone their skills and qualities to become better warriors. Some of you may already possess a few warrior qualities (e.g., discipline, fairness, honor, loyalty and self-confidence), and you will have to build upon them.

**ETHOS**  
ALWAYS BE PREPARED FOR  
AN ATTACK  
Careful generals set guards  
even in times of peace

Discipline is crucial for warriors. Discipline is a safeguard to help you act lawfully. A person who kills without lawful authority is a murderer and is subject to criminal charges and punishment. All warriors MUST follow lawful orders and laws of your Nation. You need discipline to help you with the noble cause of giving your solemn oath to preserve justice.

**ETHOS** TRAIN YOUR MIND TO DISTINGUISH  
GOOD AND EVIL  
Let your rule of government be  
determined by the common good

A warrior must possess self-confidence. Would you be willing to trust your life to someone who didn't believe in themselves? Self-confidence is an integral part of surviving and thriving on the battlefield. It is what gives a warrior the courage to confront evil, to carry on when life becomes difficult and to accomplish the impossible.

Training, in Basic Military Training (BMT) and the AF, may push you harder than you may expect or have ever experienced. It can often be extreme and may cause you to question your purpose. Use all of your experiences to prepare you for the pressures of deployment and the stresses of combat. The best way to be prepared is to train hard for the unexpected so if it happens, it is neither too hard nor too unexpected. Use it to build as many skills (tools) as possible. As you go through this challenging time, here are a couple of strategies to help you succeed. Practicing and referring back to these strategies can help you make it through BMT when times in your training get tough.

**Strategic thinking:**

- Identify what is positive and what is negative about adverse events (e.g., getting yelled at or being away from home); all situations have both positive and negative aspects
- Think about your purpose (e.g. why you joined the AF)
- Stay positive about a situation and keep your sense of purpose in mind when times are tough; this increases your ability to tolerate frustrations

**Mental rehearsal:**

- Imagine yourself doing a new task; walk through the process in your mind the way athletes visualize a movement or make a shot (e.g. think about yourself Passing-In-Review in your service uniform at Parade – like thousands before you have done)
- Mental rehearsal will help you improve accuracy and performance on skills and tasks

**ETHOS** NEVER ADMIT DEFEAT EVEN IF  
YOU HAVE BEEN WOUNDED  
The good warrior's painful wounds  
spur the will to gather strength

Remember, you are not alone on your journey. If you feel challenged, know that your fellow wingmen may be feeling just as challenged and stressed. Go through your training together; be a wingman. If it seems like someone around you is depressed, step in and talk to that person. They may just need a friendly ear or reassurance that they aren't the only one who feels overwhelmed. If need be, accompany them to get help.

Take every aspect of your training seriously, as it may end up saving your life or the lives of those around you. Excellence In All We Do means you are not training for just yourself; you are training for your wingmen as well. You are not just seeking to just better yourself; you are seeking to incorporate your skills to better the overall AF mission. DO NOT train by doing just enough to make it through. Make the most of your time and set yourself up for success. Treat every situation as if it were real and if real lives were at stake (e.g., when you deploy to Basic Expeditionary Airman Skills Training or when you qualify on the M16). You never know when it may be your mission to bring your fellow Airmen back.

**SUMMARY**

As Vijaya Lakshmi Pandit, an Indian diplomat, politician and the First Lady of the United Nations General assembly wrote, "The more we sweat in peace, the less we bleed in war." **YOU ARE ALL WARRIORS, KNOW AND LIVE BY THE WARRIOR ETHOS, VALUES, ROLES AND AIRMAN'S CREED.** Throughout your AF career, continually seek knowledge, improve upon your skills, incorporate the AF Core Values into all you do and prepare yourself as much as possible for deployment and combat. Although the face of our enemies will change with time, you must be prepared and ready to fight when called upon.

# CHAPTER 26 REVIEW EXERCISE

1. True or False. A warrior is a name for people who are able to sacrifice their lives in defense of their country, freedoms, family, friends and fellow citizens.
2. A warrior includes everyone who shares the same ethos and is willing to face adversity head on, \_\_\_\_\_ and \_\_\_\_\_.
3. Every member of the \_\_\_\_\_ is a warrior.
4. A warrior ethos instills a \_\_\_\_\_ or \_\_\_\_\_ mindset (being combat-ready).
5. To keep the warrior ethos as your central focus, you should know and live by the \_\_\_\_\_.
6. True or False. The Airman's Creed articulates the fundamental beliefs and captures the essence of the warfighting ethos.
7. The three warrior values are also the AF \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
8. Warriors are a necessary part of any \_\_\_\_\_ civilization.
9. Citizens practice \_\_\_\_\_ thinking while warriors practice \_\_\_\_\_ thinking.
10. The best way to be prepared is to train hard for the unexpected, so when it happens, it is neither too \_\_\_\_\_ nor too \_\_\_\_\_.

7. core values; Integrity First; Service Before Self; Excellence In All We Do  
8. peaceful  
9. if/then; when/then  
10. hard; unexpected

1. True  
2. do what is right; protect others  
3. Armed Forces  
4. warrior; combat  
5. Airman's Creed  
6. True

# NOTES



## SUICIDE AWARENESS AND PREVENTION

Objective 6a :: Identify basic facts about the suicide awareness and prevention program.

*Each service member is an invaluable and an important member of the Air Force (AF) team. We must support each other and look out for one another. Caring is a characteristic that endears us to each other and forms lasting relationships that bond us together. Our AF faces tough challenges. We are fighting a long war on terrorism. We all serve in a time that demands the most of us; working high operations tempo, separations from our families and personal sacrifices. Suicide is a very real issue. Do your part by learning about suicide and take care of your wingman using the AF Core Value of Service Before Self. Always let your AF Core Values be your guide when approaching suicide matters between co-workers, family members and friends. Stay in touch with individuals around you and don't be afraid to speak up if you see that something is wrong. You could be the only one to prevent them from committing suicide in the future. This is part of being a Warrior Airman!*

### CHAPTER SUMMARY

- » Suicide Awareness
- » Warning Signs
- » Helping Other People
- » Seeking Help

### SUICIDE AWARENESS

Suicide is not just an AF problem, it occurs in every nation. It is an increasing concern in the United States (US) and efforts are currently being stepped up to increase education in order to prevent more suicides. Overall, suicide is the tenth leading cause of death of Americans. For every suicide event, the deceased leaves behind at least six survivors (family and friends). The group of personnel at most risk for suicide in the AF are males between the ages of 17 and 24. This group is usually single, recently separated, divorced or widowed; they also have trouble with one or more of the following: relationships, substance abuse, finances or legal issues.

### SUICIDE NOTES

Some people think that their problems are unfixable, and they have no other alternative, but this way of thinking simply is not true. The following are excerpts from actual suicide notes left behind by AF personnel when they thought they had no way out of their troubles.

**NOTE ONE:** this was one paragraph of a six-paragraph suicide letter. The suicide note was left in a supervisor's box on a Friday afternoon, but the supervisor did not take it seriously and did not take any actions. If that suicide note was given to you, would you know how to respond? A young Airman saw the letter Monday morning and immediately contacted emergency services who went to the person's home. When the ambulance arrived the person was just barely alive, but his life was saved.

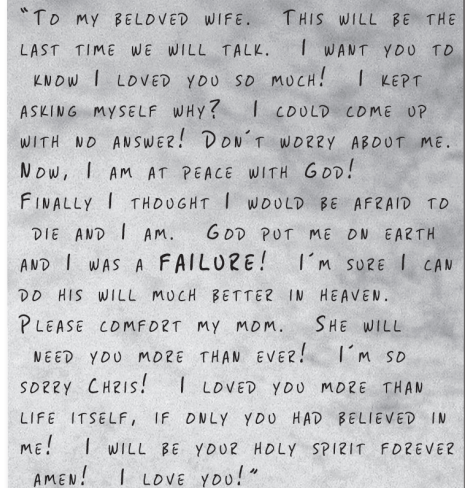
*"Because I believe I am unable to continue to be an effective AF officer, I will not return to work next week. I am leaving a copy of this for X so she will not expect me at work on Monday...I regret any inconvenience this causes anyone but I cannot go on anymore. I know you all deserve better, I am sorry I let you down."*

*"Because I believe I am unable to continue to be an effective AF officer, I will not return to work next week. I am leaving a copy of this for X so she will not expect me at work on Monday... I regret any inconvenience this causes anyone but I cannot go on anymore. I know you all deserve better, I am sorry I let you down."*

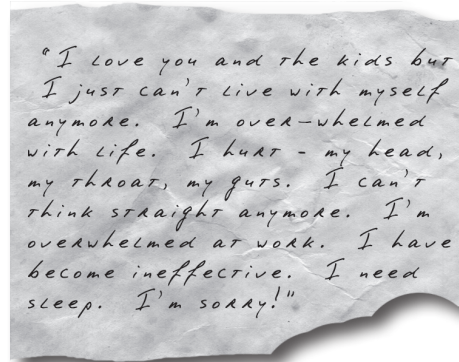


**NOTE TWO:** a 19-year old white male had been married for six months when his wife left him, returning to live with her mother. Two days after his wife left he hanged himself, leaving this note on the back of his wedding picture.

*"To my beloved wife. This will be the last time we will talk. I want you to know I loved you so much! I kept asking myself why? I could come up with no answer! Don't worry about me. Now, I am at peace with God! Finally I thought I would be afraid to die and I am. God put me on earth and I was a FAILURE! I'm sure I can do his will much better in heaven. Please comfort my mom. She will need you more than ever! I'm so sorry Chris! I loved you more than life itself, if only you had believed in me! I will be your holy spirit forever amen! I love you!"*



"TO MY BELOVED WIFE. THIS WILL BE THE LAST TIME WE WILL TALK. I WANT YOU TO KNOW I LOVED YOU SO MUCH! I KEPT ASKING MYSELF WHY? I COULD COME UP WITH NO ANSWER! DON'T WORRY ABOUT ME. NOW, I AM AT PEACE WITH GOD! FINALLY I THOUGHT I WOULD BE AFRAID TO DIE AND I AM. GOD PUT ME ON EARTH AND I WAS A FAILURE! I'M SURE I CAN DO HIS WILL MUCH BETTER IN HEAVEN. PLEASE COMFORT MY MOM. SHE WILL NEED YOU MORE THAN EVER! I'M SO SORRY CHRIS! I LOVED YOU MORE THAN LIFE ITSELF, IF ONLY YOU HAD BELIEVED IN ME! I WILL BE YOUR HOLY SPIRIT FOREVER AMEN! I LOVE YOU!"



"I love you and the kids but I just can't live with myself anymore. I'm over-whelmed with life. I hurt - my head, my throat, my guts. I can't think straight anymore. I'm overwhelmed at work. I have become ineffective. I need sleep. I'm sorry!"

**NOTE THREE:** a 26-year old male was extremely unhappy with his work and depressed over problems in his marriage. This note illustrates the utter hopelessness and despair felt by many suicide victims and also illustrates the fact that many of them don't want to die so much as they want relief from their problems. When they come to the conclusion that their problems are hopeless, death is seen as a means of escape. In this case it did provide the "sleep" this tormented man so desperately wanted. The problem is that the sleep he achieved was permanent.

*"I love you and the kids but I just can't live with myself anymore. I'm overwhelmed with life. I hurt - my head, my throat, my guts. I can't think straight anymore. I'm overwhelmed at work. I have become ineffective. I need sleep. I'm sorry!"*

## WARNING SIGNS

There are many irrational behaviors or warning signs a person who is seeking to end their pain and suffering may exhibit. This is why it is good to know your coworkers, friends and family members so you can notice when their actions and behaviors change and step in and help. The following list is not all encompassing, but it does provide ten more common warning signs and suicidal people usually will display one or more of them:

- They have a preoccupation with death or dying either verbally or by researching about it in books, newspaper articles or on the Internet
- There is a drastic change in their behavior or personality and you or others notice it
- They may have suffered a recent severe loss such as relationship or threat of a loss
- They may go through unexpected preparations for death such as making out a will, increasing life insurance coverage or contacting funeral homes for information on funeral costs
- They start giving away prized possessions that they normally would never part with like collector's items, cars, music and movies
- They may have told you about a previous suicide attempt that no one else had knowledge about
- They are uncharacteristically impulsive (e.g., shopping, taking trips or spending money), reckless (e.g., driving fast or passing cars on hills) or involved in risk-taking activities (e.g., extreme sports, playing "chicken" or gambling)
- They have a loss of interest in their personal appearance; they no longer give time or attention to looking sharp in their uniforms and have a general sloppy or careless-looking appearance)
- There may be an increase in the use or abuse of alcohol, which can compound a person's depression
- They suffer from a sense of hopelessness about the future

## HELPING OTHER PEOPLE

### HOW CAN YOU BE OF HELP TO SOMEONE THAT IS SUICIDAL?

Remember, it is important to listen to a suicidal person; **do not** dismiss what they are saying and **ensure** you take them seriously. Use the following ten steps to help someone that may be suicidal.

1. Get educated in the warning signs and symptoms of suicide.
2. Get involved and be available; show interest and support.
3. Be direct and talk openly and freely about suicide; ask them if they are thinking about suicide.
4. Be willing to listen without judgment and allow for true expression of feelings.
5. Do not debate whether suicide is right or wrong or if their feelings are good or bad.
6. Do not lecture the person on the value of life and do not dare them to commit suicide.
7. Do not ask them why they want to commit suicide because that encourages defensiveness.
8. Offer empathy, not sympathy and do not act shocked.
9. Do not swear to secrecy.
10. Offer hope that alternatives are available and take action!

When talking with someone showing risk factors for suicide think of the acronym “**ACE**”.

- **Ask:** Ask them directly
- **Care:** Calmly express concern
- **Escort:** Escort your wingman

### HOW TO GET URGENT HELP

- Emergency room or the Mental Health Clinic is available 24/7
- Notify your supervisor or call 911 for help, if necessary
- Suicide Prevention Hotlines: 1-800-273-TALK or 1-800-SUICIDE

## SEEKING HELP

Don't ever think you are alone or that no one will understand. It doesn't matter if you write, call or email, just reach out to someone. There are many people and places to turn to for help such as family, friends, supervisors, first sergeants, commanders; chaplains; Airmen and Family Readiness Center; Mental Health Clinic; Family Advocacy Program and Alcohol and Drug Abuse Prevention and Treatment Program.

Many Airmen are concerned that their career will suffer or their privacy will be compromised if they seek mental health care. The truth is, for the vast majority of Airmen who seek mental health care, their privacy is maintained and their career is unharmed. It is far more likely for an Airman's career to suffer because they are unable to effectively manage their problems. Seeking help can provide Airmen knowledge to more effectively manage problems and maintain their peak duty performance. Ninety seven percent of Airmen who seek treatment at Air Force Mental Health Clinics suffer no negative career impact, and, in the majority of cases, no one from the unit is ever contacted and their privacy is maintained. When commanders are contacted, they're only given fitness for duty and safety information.

## SUMMARY

**WARRIOR AIRMEN** must strive to provide care for themselves and those around them. This “care” is free and has an enormous impact in recognizing the signs of stress that could lead to suicide ideation. Take the time to get to know your family, friends, coworkers and wingmen and educate yourself on the warning signs of suicide. Only then will you be able to know when you need to step in and help. Take the AF Core Values to heart, they will help you understand why it is important to look out for each other and know when to ask for help if you are struggling in any area of your life. Suicide is never the answer! Take care of your wingmen as the needless loss of one Airman is one loss too many. Take your role seriously and together our AF team will stay strong.



# CHAPTER 27 REVIEW EXERCISE

1. True or False. Suicide is the number 1 cause of death for Americans.
2. The group of personnel at most risk for suicide in the AF are males between the ages of \_\_\_\_\_ and \_\_\_\_\_.
3. One of the \_\_\_\_\_ signs of suicidal people is a drastic change in their behavior or personality and you or others notice it.
4. True or False. When someone talks about committing suicide, take them seriously.
5. \_\_\_\_\_ of people who die from suicide have made at least one other attempt already.
6. True or False. Suicide is only a problem in the AF and in the US.
7. Use the acronym \_\_\_\_\_ as a good way to remember the action steps for suicide prevention.
8. True or False. If someone tells you they are suicidal you should always swear to secrecy.
9. List 3 people/places to turn to for help if you are having suicidal thoughts: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_.
10. True or False. If someone is suicidal you should not lecture the person on the value of life.

7. ACE  
8. False  
9. family, friends, supervisors, first sergeants, commanders, chaplains, AFRG, Mental Health Clinic, Family Advocacy Program and ADAPT  
10. True

1. False  
2. 17, 24  
3. warning  
4. True  
5. 80%  
6. False

## BASIC SITUATIONAL AWARENESS

Objective 12a :: Identify basic facts about fighting and surviving in a deployed environment.

*A critical warrior skill is to be ever vigilant, expecting the unexpected, at any time, place or situation -- most especially when the enemy expects the Warrior's guard to be down. But it must never be down! It's the difference between life and death. Mental and physical advanced preparation is key to protect the warrior's life and the lives of others. Advanced preparation teaches the warrior instinctively what to do when the "moment of truth" arises. The warrior reacts quickly and properly, because they've thought it through and practiced what they would do, well in advance. It's all about advanced preparation – mentally and physically. So think deeply about the things you learn in this lesson, as if your life depends on it, because it does.*

### CHAPTER SUMMARY

- » Self-Defense
- » Mental Preparation
- » Pre-violence Indicators
- » Special Warning Signs (Indicators) of Sexual Assault Predators
- » Reacting to Sudden Threats
- » Situational Awareness

### SELF-DEFENSE

Self-defense is defined as the manner or tactics a person uses to peacefully alter a hostile situation. Keep in mind that the purpose is to defend yourself at close range against a physical assault without using traditional weapons or handheld devices. This concept involves being aware of your surroundings, recognizing pre-violence indicators and practicing anticipated reactions. Remember, how you carry yourself may determine whether you are viewed as an easy or challenging target.

Self-defense is accomplished by using a combination of your communication skills, physical presence and actions. Communication is more than just your words or WHAT you say; it also includes voice qualities, gestures, nonverbal cues and body movements. In fact, be mindful of HOW you communicate since 93% of messages are received and interpreted based on HOW something is said rather than on WHAT is said. Remember, if an individual becomes verbally hostile, your goal should be to professionally redirect the other person's behavior using your communication skills. Along with your communication skills, you must use your physical presence and actions. If your communication skills fail to diffuse a violent situation, you may need to use appropriate self-defense measures.

### MENTAL PREPARATION

Mental rehearsal, practice and your readiness level can help with your preparation and may mean the difference between escaping or dying from sudden violence. There are three main elements involved in dealing with treacherous attacks. First, mentally rehearsing different scenarios can help calm you down and keep you focused if you are attacked. Second, practicing your reactions and responses will help them become automatic. Lastly, ensuring your readiness level is at its peak by being both physically fit and mentally prepared. When a person is mentally prepared, survival is not an issue and the focus is on winning. A person greatly increases their odds of surviving a dangerous encounter with adequate mental and physical preparation and having the determination to defeat hostile threats.

### PRE-VIOLENCE INDICATORS

Pre-violence indicators are signals to alert you of possible violence. Most violent episodes have indicators or signals that make the victim feel uncomfortable or uneasy. These indicators are often referred to as your gut instinct.

Pre-violence indicators serve as warnings of a possible attack and may allow you time to plan an escape or prepare for self-defense actions. Learning to recognize, trust and act on these indicators can greatly enhance your protection.

Dangerous attacks can happen to anyone, anywhere and at any time. This is why you must never let your guard down, regardless of your activity (e.g., whether you are walking, driving, riding a bicycle or eating at a restaurant). Minimize your chances of becoming a victim by taking the following actions: practicing situational awareness at all times, traveling in groups when possible and being prepared to physically and mentally defend yourself at all times.

### **COMMON PREVIOLENCE INDICATORS**

#### **Blocked Pathway**

- Obstacles or people suddenly block your pathway or line of travel for no apparent reason
- Ultimate goal is to reroute you into an ambush situation

#### **Copycat Situation**

- When another person mirrors your every move
- You stop then they stop; you speed up then they speed up
- This type of behavior is rarely a coincidence so be aware of it



#### **Sudden Changes**

- The person or people around you have sudden changes in their movements
- Two examples are when one or more people suddenly stop their activity to follow you or a group of people try to encircle you from different directions

#### **Unsolicited Conversation**

- Be cautious of strangers who approach you to start conversations as many preplanned attacks begin this way
- Strangers may ask simple questions to draw you in, “Do you have the time? Do you need help with that?”
- If strangers become overly persistent or do not take “no” for an answer, get away from them. A Good Samaritan will leave you alone, but someone whose intention is to harm you, may not

#### **Target or Avenue-of-Escape Glancing**

- Occurs when a stranger tries to size you up as a possible target
- Especially noticeable when a person glances in your direction several times then quickly looks away
- Be suspicious of this behavior! The person may be finding an avenue of escape, checking to ensure their accomplices are ready and looking to see if the area is clear of police and witnesses

#### **Indirect Path Approach**

- When one or more people approach you from behind in your blind spot
- This tactic allows the person(s) to stay hidden from your view longer so they can take you by surprise

#### **Strangers’ Hands are Hidden**

- Look at people’s hands as they approach you (e.g. be alert when a person has their hands in their pockets)
- These people may be concealing a weapon

#### **Bumps, Shoves or Pushes from Strangers**

- Be cautious as these actions may be a set up to an attack, fight or pickpocket attempt
- Try to remain calm and get away from the situation

#### **Absence of People or Police**

- Unpopulated areas have a higher risk for violent attacks, especially when combined with other indicators
- If you notice this, quickly change your path and head towards crowds or police

#### **Unusual Automobile Actions—be cautious of automobiles that:**

- Stop in front of, along side or behind you for no apparent reason
- Pass you more than once

#### **Drunks and Drug Addicts**

- Can be dangerous whether these people are alone or in a group
- Have an altered state of mind and may become violent and attack, rob or hurt you

### **Verbal Harassment by a Group**

- Try to confuse or catch you off guard
- May have one person distract you (e.g., by shouting or loudly causing a scene)
- Have another person (usually a quiet person) attack you when you are not paying attention

### **Baiting**

- Strangers make obvious attempts to get you to do something
- Actions of person or group appear quite suspicious
- Do not take the person's bait; stay calm, keep moving, be ready to react. If other people are in the area, move toward them and gain their attention

### **Parroting**

- When someone keeps repeating what you say or when strangers answer your question with a question
- Strangers who use this type of behavior are usually trying to target you so be cautious when around them

## ***SPECIAL WARNING SIGNS (INDICATORS) OF SEXUAL ASSAULT PREDATORS***

Everyone should be aware of potential warning signs associated with sexual predators – people who will use a wide variety of tactics to have unwanted sex with you.

There is NO specific sex offender profile. They are a very mixed group coming from all walks of life with different levels of intellect, mental health, socio-economic status, ages and gender. Their behavior can range from being extremely nice to disguise their true intent to being extremely abusive exhibiting an authoritarian attitude toward others in an effort to get anything they want without fear of retribution.

Predators will often “test the waters”. If their target does not stop inappropriate gradual advances such as flirting, inappropriate touching, inappropriate special treatment or laughs at inappropriate jokes, the predator will take that as permission to go further. For this reason, it's important to identify and address inappropriate behavior before it progresses.

### **THE POTENTIAL INDICATORS AND WHAT TO DO**

One indicator is inappropriately excessively nice and/or overly helpful behavior; especially noticeable when the help is not wanted and/or initially refused. The perpetrator does this to build trust to disguise their true intent. This is sometimes referred to as “sexual grooming”, as they gradually groom their target to increasingly trust them as they make advances that become increasingly difficult to stop. So what do you do – Trust your instinct. If you do not want the help, stick to your gut instinct and do not allow the person to assist – decline firmly. Don't allow them to make you feel bad for not doing what they want – this is a common tactic. If they do not respect your wishes, it is they who are not being polite. The sooner you break off the contact, the better. Seek help if they will not leave you alone – where there are other people to help.

Another indicator is excessively self-centered and calloused behavior. Emphasis is solely on them; they are insensitive to others. Getting what they want is all that counts. The impact of this behavior on others, their feelings or how it might hurt them, is of no concern. They tend to be impulsive, aggressive, and show low empathy. They often go beyond mere selfishness, and border on an “assumed supreme right”, “I am all powerful” or “I am all knowing” type thinking where they are better than anybody else. They may think race, social position or gender make them superior and therefore assume they have the right to take what they want. They act as if the world owes them something. They may express belittling attitudes, nasty-degrading comments, offensive comments disguised in the form of jokes. So what do you do – Discontinue contact and let responsible officials know such as the police, SARC and your supervisor, first sergeant or commander.

## **REACTING TO SUDDEN THREATS**

Knowing how to react to sudden threats could save your life. Remember to watch for indicators, start planning actions ahead of time and prepare to react immediately. Attackers have very calculated plans; they use the element of surprise in hopes you will be so overcome with fear that you will not resist or be defiant.

Use the following recommendations to help you react better to sudden threats.

### **PREPARE TO REACT IMMEDIATELY**

Expect to be attacked and prepare accordingly. Do this by preparing to evade or block the attacker's actions. Be on guard, as many attackers will use weapons to instill more fear or further control their victims.

### **DEFY THE ATTACKER AND CONTINUE TO RESIST**

DO NOT believe anything an attacker tells you. In the first few moments of an attack, use strong resistance to make the attacker give up and flee. If the attacker promises not to harm you as long as you cooperate, do not believe them, scream and make a scene anyway. In this instance, you have nothing to lose and these actions may help save your life and gain your freedom. Most attackers DO NOT want to attract attention and will flee the scene if attention is called upon them.

### **SEEK ESCAPE**

Look for an avenue of escape at every opportunity. Try to involve as many witnesses as possible in the hopes that someone may come to your aid. Your attacker may leave if there are witnesses.

## **SITUATIONAL AWARENESS**

It is important to understand that being a victim is never your fault. When traveling in public (in or out of uniform), you can decrease your chances of becoming a victim of violence by following these safety tips:

- Always be aware of your surroundings
- Travel in groups, when possible
- Be prepared to defend yourself to the fullest, both physically and mentally
- Be cautious of talking about the military with strangers; some people do not have positive feelings about the military and may be trying to lure you into a confrontation
- If strangers intentionally start an altercation, walk away from the situation quickly
- Be aware of *HOW* you speak as it affects how others will react
- If an attack cannot be avoided, you must protect yourself

## **SUMMARY**

Mental and physical preparation for violent behavior or hostile situations will make you and your wingmen ready to succeed. Practice the situational awareness skills covered in this lesson often, so your mental and physical responses are automatic. Remain ever alert to potential warning signals; and expect the unexpected. How important is this? It just might save your or your wingmen's lives one day! Remember, our mission is to "fly, fight and win" – must be for any time, place or situation.

## CHAPTER 28 REVIEW EXERCISE

1. \_\_\_\_\_ is defined as the manner or tactics a person uses to peacefully alter a hostile situation.
2. If an individual becomes verbally hostile, your goal should be to professionally redirect the other person's behavior using \_\_\_\_\_.
3. Self-defense is accomplished by using a combination of your \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
4. Mental rehearsal, practice and your readiness level can help with your preparation and may mean the difference between \_\_\_\_\_.
5. A blocked pathway, copycat situation, target or avenue-of-escape glancing and baiting are all examples of \_\_\_\_\_.
6. Knowing how to \_\_\_\_\_ could save your life.
7. In the first few moments of an attack, you should use \_\_\_\_\_ to make the attacker give up and flee.
8. If an attacker overpowers you, use \_\_\_\_\_ and \_\_\_\_\_ force to escape.
9. If strangers intentionally start an altercation you should \_\_\_\_\_ quickly.
10. You may be able to lessen your chances of becoming a victim by always being \_\_\_\_\_, travel in groups when possible and being prepared to defend yourself to the fullest, both physically and mentally.

10. aware of your surroundings  
9. walk away from the situation  
8. swift, deadly  
7. strong resistance  
6. react to sudden threats

5. common pre-violence indicators  
4. escaping or dying from sudden violence  
3. communication skills, physical presence, actions  
2. your communication skills  
1. Self-defense

# NOTES





## COMPREHENSIVE AIRMAN FITNESS AND RESILIENCE

Objective 2a :: Identify basic facts about Air Force fundamentals.

*Each service member is an invaluable and an important member of the Air Force (AF) team. We must support each other and look out for one another. Our AF faces tough challenges. We are fighting a long war on terrorism. We all serve in a time that demands the most of us; working high operations tempo, separations from our families and personal sacrifices. Understanding the four domains of Comprehensive Airman Fitness will help guide you to total health.*

### CHAPTER SUMMARY

- » Fit to Fight
- » Resiliency
- » Comprehensive Airman Fitness Model
- » Comprehensive Airman Fitness After BMT

### **FIT TO FIGHT**

Becoming fit to fight requires a healthy balance of mental, physical, social and spiritual fitness. Comprehensive Airman Fitness is not a program, it's a concept of fitness. Comprehensive Airman Fitness is a cultural shift in how we view and maintain wellness in a more comprehensive manner that enables Airmen to hold each other accountable against Air Force Core Values.

### **RESILIENCY**

**RESILIENCE SKILLS FOR ALL DOMAINS OF FITNESS: GRATITUDE; VALUES-BASED GOALS; CAPITALIZING ON STRENGTHS; MINDFULNESS**

The ability to withstand, recover and/or grow in the face of stressors and changing demands is being resilient. This is an important attribute to know and understand to be a successful Airman. Air Force resilience skills training is designed to enhance Airmen's Resilience. A resilient Airman is one who is ready to meet any challenge.

### **COMPREHENSIVE AIRMAN FITNESS MODEL**

The Comprehensive Airman Fitness model is comprised of four domains: mental, physical, social, spiritual. The goal of Comprehensive Airman Fitness is to build and sustain a resilient AF community that fosters mental, physical, social and spiritual fitness. The model provides a holistic approach to human wellness. Each domain of Comprehensive Airman Fitness is dependent upon the others. They are all complimentary and interrelated. Each domain has two types of factors: protective and risk.

#### **PROTECTIVE FACTORS**

Do just as their name implies - they protect by building your resilience across the mental, physical, social and spiritual domains, as well as to protect your wellness.

#### **RISK FACTORS**

When you take part in actions or behaviors that weaken the four domains you are creating a vulnerability in which risk can enter. Your domains will be weakened, making you less capable of handling stressful and difficult times in your life.

#### **TAKING CARE OF YOURSELF**

Requires initiative to do the right things. You are responsible for taking care of your wellness. It is in doing this, that Airmen are capable of being Wingmen for each other. The AF promotes Comprehensive Airmen Fitness. If you take care of yourself and each other you build and maintain a thriving and resilient AF that fosters mental, physical, social and spiritual fitness.

## **BALANCE**

The key to maintaining your overall wellness is balance. Balance is about being able to enhance protective factors and minimize risk factors in each fitness domain. Thus, balance plays a major role in achieving success in life. Maintaining balance will better prepare you to handle the stressful, emotional and difficult times in your life, and to assist others. The following sections describe the four domains of Comprehensive Airman Fitness and explain the protective and risk factors that you may encounter in your life.

## **PHYSICAL FITNESS**

### **ASSOCIATED AF RESILIENCE SKILLS: PHYSICAL RESILIENCE**

The ability to adopt and sustain healthy behaviors needed to enhance health and well-being. Physically fit individuals are better equipped for challenges in all areas of life.

**Protective factors:** maintaining a normal weight by eating a balanced and healthy diet. Always make your plate colorful with vegetables and fruits and drink plenty of water. Eating well and staying hydrated are essential for being at your best.

Participating in a cardiovascular and strength training exercise program at least 3 - 4 times per week. Remember to include warm-up and cool-down periods, respectively, at the beginning and end of any exercise period. Exercise not only improves strength and stamina, it enhances the ability of the body and mind to function at peak performance and creates a sense of well-being.

#### **Get Rest and Recharge**

Get at least 7 or 8 hours of sleep every 24 hours and maintain a consistent sleep schedule. Include time for your body to replenish before the next surge of energy use by taking time to do activities you enjoy and help you to relax. Mental functioning becomes impaired with insufficient sleep. Impairment is similar to misusing alcohol leading to poor decision making.

**Risk factors:** are being overweight, having an unhealthy diet, misusing alcohol, using tobacco products, not participating in a regular exercise program and not getting enough sleep.



## **BMT TRAINING**

During BMT you have worked on your fitness level. You have conducted PT 6 days a week to include proper warm-up and cool-down to prevent injury. We have set the PT schedule to help develop endurance properly by alternating aerobic and anaerobic exercise. We have given you the tools to increase muscle strength by conducting one-by-three exercise. You must take these fitness tools you have learned in BMT and understand the basic principles for improving physical endurance and strength to optimize performance and build and maintain resilience throughout your AF career.

You have been given the tools to make proper nutritional decisions. You have been given regular scheduled meals while you were in BMT. During these meals and throughout training you were taught to hydrate with non-carbonated non-caffeinated beverages and to hydrate before you get thirsty. Always eat a balanced meal and make your plate colorful. After BMT you must utilize nutrition principles to optimize performance to build and maintain resilience.

## **MENTAL FITNESS**

### **ASSOCIATED AF RESILIENCE SKILLS: ABC; CHECK YOUR PLAYBOOK; BALANCE YOUR THINKING**

The ability to effectively cope with unique mental stressors and challenges needed to ensure mission readiness. Emotions are the physical and mental internal responses to our environment.

**Protective factors:** are feelings of happiness, optimism, compassion, empathy and a high self-esteem.

#### ***Developing mental toughness***

*Always rehearse situations in your mind.* Practice a task or procedure in your mind by visualizing yourself doing it well before you actually attempt it. Try to imagine a successful outcome.

*Prepare in advance.* Practice, practice and practice until skills become automatic. The never give up attitude, builds confidence and bolsters self-esteem.

*Practice tactical self-talk.* Focus your thoughts on the challenge at hand (e.g. the mission); talk to yourself on how to react, proceed or respond.

*Problem-solve with others.* Clearly define the problem, seek inputs and compare solutions. Self-talk and good communication increases the probability of a good solution.

*Balance your thinking.* Pay attention to how you think about things. If your thinking is interfering with your ability to achieve the desired outcome, try to balance negative thoughts with positive ones, or available evidence. Balancing your thinking strongly impacts your motivation to stick with the most difficult situations. Be aware or “mindful” of your thoughts. If negative thoughts begin to negatively affect your performance, recognize that these are only thoughts and refocus your attention on the current task.

**Risk factors:** are feelings of anger, fear, sadness and shame. These feelings are the result of a lack of developing mental toughness through mental rehearsal; a lack of advanced preparation; a lack of tactical self-talk; or negative thinking.



## BMT TRAINING

BMT is stressful by design. During Mental Prep for Combat you learned about being mentally ready. MTIs intentionally bring you to a maximum level of discomfort to test your mental toughness. The body can't go where the mind won't take it. After BMT you must understand how adaptability (positive thinking) promotes positive outcomes.

During Basic Situational Awareness you learned to be aware of your surroundings at all times. You must understand how situational awareness can impact your success during BMT and your future in the Air Force. We taught you how to overcome adversity and form a team during dorm living, details and BEAST deployment. You must ask yourself “what mental strategies have been helpful during BMT. Identify how positive and negative behavior patterns impact team and individual functioning; use principles of positive thinking. Understand the impact of effective decision making. Knowing you been through really tough times before and made it and knowing that others have made it can help you to focus on your goals/reasons for joining the AF.

### SOCIAL FITNESS

#### **ASSOCIATED AF RESILIENCE SKILLS: GOOD LISTENING AND ACTIVE CONSTRUCTIVE RESPONDING; INTERPERSONAL PROBLEM SOLVING**

The ability to engage in healthy social networks that promote overall well-being and optimal performance. Social connections are the interactions humans have within their environment and with one another.

**Protective factors:** are healthy relationships, financial stability, good job performance and involvement in group activities (e.g., sports, parent-teacher organizations or spiritual activities). Be a good wingman: wingmen care for themselves, others and their AF family. Signs of distress in others are not dismissed, but acknowledged. Wingmen avoid senseless risks to life as a result of improper safety and irresponsible behavior. AF members make responsible choices and help others to do the same.

**Risk factors:** include current or past history of family violence, relationship problems, disciplinary action, financial issues, mental history and limited social connections.



## BMT TRAINING

During Airman's Time we showed you how communication may increase social involvement and enhance well-being. You should recognize the importance of having social and professional relationships in which a person feels cared about and demonstrates care for others.

When you donated Blood in BMT we instilled that giving back to the community is an integral part of social support and fosters connection with others.

During your letter writing time and personal time we showed you the importance of building social connections in meaningful ways and building healthy relationships.

At the 8 WOT events you will understand the four components of social fitness as it relates to personal well-being (individual, family, unit, community).

### SPIRITUAL FITNESS

#### **ASSOCIATED AF RESILIENCE SKILL(S): SPIRITUAL RESILIENCE**

The ability to adhere to beliefs, principles, or values needed to preserve and prevail. Spirituality can be defined as some type of feeling that allows you to feel meaningfully connected to life around you and/or a greater purpose. For some it is through religious affiliation; for others, it is through a deep commitment to values that enhance their life and the lives of others.

**Protective factors:** are having a sense of faith, hope and purpose beyond oneself and an eternal perspective. Keeping your purpose and your role in the mission clear in your mind is helpful. Remind yourself of the reasons you were selected for or chose the job and the value you can gain. Thinking about your contribution to the bigger mission can regroup you to a sense of purpose in life.

**Risk factors:** include the feelings of hopelessness, despair and self-sufficiency



## BMT TRAINING

During worship we showed you the principles and concepts of free exercise of religion, spirituality, and how they relate to spiritual fitness. You must identify how spirituality supports perseverance, coping skills, and healthy stress recovery

With self reflection you must recognize how an individual's perspectives, worldviews, and personal values shape spiritual fitness. You must recognize how identity, sense of meaning and spiritual principles relate to the Air Force mission and spiritual fitness.

AF Core Values also relate to spiritual fitness. They keep you centered and grounded during trying times.

### **COMPREHENSIVE AIRMAN FITNESS AFTER BMT**

Every human being is faced with life challenges and choices in the mental, physical, social, and spiritual domains of well-being. Some choices will enhance well-being, while others will detract from it. BMT has provided you a framework for thinking about Comprehensive Airman Fitness or resiliency, as it is commonly called. It is up to you to make the life choices that will help keep the four domains of wellness in balance and at optimum levels. Balance and optimization of the four domains of wellness not only impact your fitness to fight, but the quality and enjoyment you will have in everyday life.

### **SUMMARY**

WARRIOR AIRMEN must strive to provide care for themselves and those around them. Being balanced well rounded Airmen is the key to success. Take the resiliency framework provided in BMT and take care of yourself and your wingmen. Take your role seriously and together our AF team will stay strong.

## CHAPTER 29 REVIEW EXERCISE

1. The ability to withstand, recover and/or grow in the face of stressors and changing demands is \_\_\_\_\_.
2. Comprehensive Airman Fitness model has four domains: \_\_\_\_\_  
\_\_\_\_\_.
3. Name the two factors that each domain of wellness possess \_\_\_\_\_,  
\_\_\_\_\_.
4. \_\_\_\_\_ is being able to maintain stability between your protective factors and risk factors in each of the four wellness domains.
5. \_\_\_\_\_ seek to consistently maintain your mental, physical, social, and spiritual domains.
6. Risk factors for the \_\_\_\_\_ include the feelings of hopelessness, despair and isolation.
7. \_\_\_\_\_ is the ability to effectively cope with unique mental stressors and challenges needed to ensure mission readiness.
8. Maintaining a normal weight, eating a balanced and healthy diet and participating in a cardiovascular and strength training exercise program at least 3 - 4 times a week is an example of a \_\_\_\_\_ factor of \_\_\_\_\_ fitness.
9. The ability to engage in healthy social networks that promote overall well-being and optimal performance can be defined as \_\_\_\_\_ fitness.
10. Rehearse situations in your mind, prepare in advance, practice tactical self-talk, talk with others to problem-solve together, stop negative thoughts, and practicing positive thinking are examples of \_\_\_\_\_.

10. developing mental toughness  
9. social  
8. protective; physical  
7. Mental fitness  
6. spiritual fitness

5. Protective factors  
4. Balance  
3. Protective and risk  
2. mental, physical, social, and spiritual  
1. resiliency

# NOTES



## AIR FORCE HISTORY II

Objective 2a :: Identify basic facts about Air Force fundamentals.

*The Air Force (AF) has a history that is both important and honorable. It is filled with stories of Warrior Airmen who fought to create and maintain the pre-eminent Air and Space power of our world. Each of us should remember the great struggles our military service has undergone. Therefore, each Airman must remember the AF Core Values and strive for excellence in all you do so that we continue to be the best AF in the world. Although it is the youngest of the US military services, the AF is at the forefront of warfighting, peacekeeping and humanitarian aid. As this chapter will show, the AF has also become the most technologically sophisticated military branch and one of the largest, most important institutions in the world. We are an organization that measures success by its impact on the world, the country and the lives of the men and women who serve in it.*

### COLD WAR

The Cold War was a period of conflict, tension and competition between the two super powers: the US with its allies and the Soviet Union with their allies. Winston Churchill, UK's Prime Minister, warned the world about the Soviet and Chinese communist threats. Initially, few countries were alarmed about the two communist forces because they were land powers only, far across the oceans and possessed only conventional arms. Thus, no one became alarmed when the Soviets successfully used technology from Luftwaffe jet fighters or when the Reds used German designs and scientists to move their program forward. The communist threat showed the need for the US to maintain air strength.

### BREAKING THE SOUND BARRIER

On October 14, 1947 USAF Capt. Chuck Yeager became the first person to break the sound barrier. He piloted to the Bell X-1 rocket-propelled experimental aircraft, nicknamed "Glamorous Glennis" over Rogers Dry Lake in Southern California. The X-1 was transported to an altitude of 26,000 feet and released by a B-29 bomber, the X-1 reached a speed of Mach 1.05 in level flight exceeding the invisible threshold thought not passable at the time.

### BERLIN AIRLIFT

The first post-WWII AF challenge arrived in 1948 out of nowhere, almost overnight. The Soviet Union and the Red Army froze land access to the city of Berlin, which was occupied by the four Allied powers. Berlin was inside the Soviet zone of occupation with only a few ground routes and three air corridors to get in and out of the city.

The US established an airlift similar to what was used to support its garrisons. Initially, the US planned on a 3-4 week effort and later extended it as needed. The Soviets believed that the AF did not possess the will, equipment or organization to maintain a long-term operation nor the courage to withstand the extremely harsh Berlin winters.

Little did the Soviets know what the tenacious pilots, aircrew and Gen William Tunner had in store. Gen Tunner earned a great reputation commanding airlift over the Himalayas in WWII. He coordinated the Berlin Airlift allowing the impoverished people to survive. He organized the airlift for the city into three corridors: north, center and south. Landings were three minutes apart and ran 24 hours a day, ensuring the successful delivery of food, medicine, coal,

### CHAPTER SUMMARY

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liquid fuels, clothing, etc. Pilots flew demanding schedules around the clock and in terrible weather to support the airlift. The Soviets harassed the planes by jamming radios, using searchlights to blind pilots and buzzing the transports with fighters.

The Berlin Airlift was a huge success. The airlift prevailed and Russia reopened land routes into Berlin on 12 May 1949. It was conducted for 15 months, had 277,000 sorties and delivered 2.3 million tons of cargo. Sixty five of the blockade runners died, including 31 Americans.

### **STRATEGIC MISTAKES POST WWII**

The Cold War intensified in early 1950. The AF was the world leader—having a monopoly on the atomic bomb and the planes to deliver it. However, the AF made big strategic mistakes choosing to make atomic weapons the sole priority for budgeting, training and procurement. The skills and lessons learned, practiced and perfected in World War (WW) II would be lost as the AF fighter inventory became weak, ill-equipped and outdated. The force was reduced from 2.25 million to 304,000 personnel, and aircraft inventory dropped from 79,000 to less than 30,000.

### **KOREAN WAR**

The Korean War was the first armed conflict of the Cold War. North Korean forces surged across the borders of South Korea in an aggressive and surprise attack that crumbled the south. China and the Soviet Union supported communist North Korea. The US, United Nations (UN) and other nations supported the South Korean forces.

Momentum quickly went to the North Koreans. US President Harry Truman and the UN engineered a coalition of western forces to oppose the Northern invasion. The forces were under trained, hurried into action and had a limited number of aircraft. The North Koreans rapidly advanced on the south and overran available airfields. They quickly reduced US capabilities to only providing combat air power from Japan.

The US had limited types of aircraft to counter the enemy. The F-80 Shooting Star had a high fuel consumption rate that created problems for the pilots. They could carry only enough fuel for the mission plus about five minutes of reserve; pilots flew at great risk of running out of fuel and crashing. The P-51s and other early jets joined the Navy "Corsairs," which gained control of the air, swept away North Korean "YAK" fighters and worked with the bombers to attack enemy road targets. The AF also used B-29s to provide tactical support, interrupted supply lines and hit industrial targets, roads, trucks and soldiers.

The AF had successes, but did not come close to strangling the enemy. In fact, the AF struggled to control supply lines for two main reasons:

- Too difficult to spot enemy troops on the extremely mountainous terrain of Korea with its meandering back roads and primitive trails
- Too hard to find and stop supplies as enemy troops carried them on their backs, in carts or small trucks

Several surprises by both sides headlined the next part of the war. An amphibious landing by US forces, considered an ingenious idea that was engineered by Gen Douglas MacArthur, took place at the western port city of Inchon. The invasion turned the tables on the ground offensive against the Red Army, forcing the North Koreans to retreat and the UN to think the war was won.

The Red Army surprised US forces as Communist China intervened with a massive surprise offensive. UN armies were forced to make a long, bitter retreat while the enemy poured fire on UN forces from all sides and from the highest ridges.

The AF also provided valuable protection to transportation sites. One of the most vulnerable sites was the road junction of Hagaru-ri airstrip. This indispensable, but primitive airstrip scraped in to the hard, frozen soil was only half as long as it needed to be so it was tough for pilots to use. The airstrip was vital to the besieged troops getting out of the north alive. C-47 pilots who flew there were highly respected by ground troops for repeatedly flying in and out of an inadequate and fire swept airstrip. Furthermore, the pilots were respected for their skill in landing in too little space under dangerous conditions and for transporting the wounded who would not have survived otherwise. In a 2-day period, AF pilots flew out about 4,500 troops and did not lose a single person.

The war reached a stalemate in July 1951, occurring along the 38th Parallel which would become the boundary between North and South Korea. This period involved little territory change, large-scale bombing of the north and lengthy peace negotiations with no end to the ground war or combat.

New air weapons were used by both sides. Russia supplied MiG-15 jet fighters to the North Koreans. The advanced MiG weapons challenged the US and swiftly moved past the AF's best jet, the F-80. The MiGs had advantages with their high speed, nimble performance and quick-firing 30 millimeter cannons. The AF countered the MiGs with the North American F-86; quickly developed and used to replace the outdated F-80. However, the F-86s were vastly undersupplied with only 150 compared to the 1,000 MiGs that the North Koreans possessed.

The US dominated air-to-air combat in an area called MiG Alley, a small air space over the very northern part of North Korea. The F-86 and MiG-15 were comparable aircraft with similar technological advancements; both had their advantages and disadvantages. However, the F-86 outperformed the MiG due to the quality and experience of US aircrews. Many AF pilots had already shot down five or more aircraft in WWII and the AF had 38 pilots that earned five or more aces. The US ended the war with impressive results—the F-86 outgunned the MiG-15 by a 10:1 ratio.

The Korean War ended on 27 July 1953 after 3 years and 10 months. Although the US, North Korea and China signed an Armistice Agreement to end the war, it did not bring about permanent peace. In fact, North and South Korea remain at odds to this day. The AF had superb performance during the Korean War, some facts are listed below:

- Last major war where propeller-powered fighters were used
- Flew nearly 721,000 sorties and delivered 476,000 tons of ordnances
- Shot down 792 MiGs and lost 78 US aircraft
- About 1,900 AF troops were killed, wounded or missing and it is estimated that 600,000 to 1 million North and South Koreans died
- Medal of Honor given to four AF pilots posthumously

## 1950s

During this decade, the arms race between the US and Soviet Union accelerated. It involved manufacturing, manning and use of nuclear weapon stockpiles. The nuclear powers tested bigger and bigger bombs and stood ready to use them.

It was an era of both threat and response. The military often practiced and was put on alert for possible attacks. Military members often heard sirens and warning announcements like, "ATTENTION ALL PERSONNEL, ATTENTION ALL PERSONNEL, BATTLE STATIONS! RED ALERT!" Strategic Air Command (SAC) was the core of the US protection. It was a scary time for those who lived through it.

### **INTELLIGENCE GATHERING**

The US first used secret overflights of the Soviet Union to assess enemy weapon strengths, gain targeting data and test the Russian air defense systems. Presidents Truman and Eisenhower authorized them starting in 1950. In the beginning, the AF used bombers for the overflight missions. These covert operations were a violation of national sovereignty; however, Soviet leaders were well aware of them. The Soviets were frustrated at not being able to shoot down any of the aircraft over their air space. They finally managed to shoot down a US reconnaissance aircraft but kept it a secret as they did not want it known they were being overflown. In 1956, the US switched to specially built U-2 spy planes that flew at very high altitudes. The Soviets shot down a U-2 using anti-aircraft missiles in 1960 and captured US pilot Francis "Frank" Powers. The situation ignited an international incident and effectively ended "manned" overflights of Soviet airspace.

Another method the US used to gain secret information was space satellites. The new technology of the time collected and communicated information. Sputnik I was the world's first artificial satellite, launched by the Soviets in October 1957. It signaled the start of the space age and the US versus Soviet space race. Explorer I was the first satellite launched by the US in January 1958—four months after Sputnik I. It carried a payload and discovered the earth's magnetic radiation belts.

## 1960s

### **CUBAN MISSILE CRISIS**

The Cuban Missile Crisis was a serious concern for the US in 1962. The US verified the presence of intermediate-range ballistic missiles with nuclear capabilities that had been placed 90 miles from Florida. The AF used U-2 and reconnaissance planes to confirm the presence of weapons. Luckily, they were identified early, which was crucial to an ensuing blockade and turning back the Soviet thrust. The vigilance and skill of a few daring pilots stopped a potential nuclear event. President Kennedy stated that any nuclear missile launched from Cuba would be seen as an attack by the Soviets and would require a full retaliatory US response.



### **US BALLISTIC MISSILE PROGRAM**

Maintained by the Air Force, this was the world's ultimate weapon and delivery system of the time. It was a product of the Cold War, created in response to the Soviet threat. Gen Bernard Schriever, a Hap Arnold protégé, was the wizard of the missile program. He coordinated the scientific genius and ignited the expansion of AF missile capability.

The Doctrine of Mutually Assured Destruction (MAD) was developed and stated that the full-scale use of nuclear weapons by one of two opposing sides would result in the destruction of both the attacker and defender. This theory of deterrence is still in effect today, preventing the enemy from using their weapons.

## VIETNAM WAR

The dangers of the Cold War in the 1960s were superseded by an air war. The US placed emphasis on the wrong military and political tools when it became involved in America's most hated war. The policies of the US were different in Vietnam than previous wars. President Truman provided logistical support early to French forces in Vietnam. This support of supplies, reconnaissance and support missions were stepped up over 3 years to full-scale air war. More than a decade of political over-management, extremely limited bombing targets, ill-defined goals and half-hearted strategies hurt the US and cost many lives.

### **PROBLEM AREAS**

The US had many problems in Vietnam. President Johnson did not want to lose South Vietnam to the Communists so he took a middle route with tactics and strategy. This made it difficult to fight a winning war. With very limited objectives, severe forms of conventional bombing and nuclear weapons could not be used.

These policies had negative effects on AF flyers and ground troops. Pilots faced heavy enemy flack causing them to operate at high altitudes around 7,000 feet. At high altitudes the accuracy rate of unguided bombs was poor, costing ground troops the support they desperately needed.

The nature of the war was also different. Tactical air power was not used because there were no front lines, stationary enemy strong points, industrial centers to target or visible enemy movement in the jungles. Bombing was random and wasteful; the AF endlessly used scatter-shot bombs on jungles and the country side. Colorfully-named air campaigns such as Arc Light, Rolling Thunder, Barrel Roll, Steel Tiger and Linebacker all melded together. Enemy supplies flowed freely out of China on the Ho Chi Minh Trail, passing unseen beneath the forest canopy, on the backs of soldiers, in ox carts and blacked-out trucks.

### **EFFECTIVE STRATEGIES**

Two effective US strategies were used during this time. The US carried out heavy, secret B-52 raids inside Cambodia causing the Communists to move aggressively into the country. The other strategy involved Forward Air Controllers (FACs) who became the unsung heroes of the day. They flew small, slow Cessnas at low altitude in dangerous missions. The FACs would spot the enemy and pinpoint them for bombers; many FACs paid heavily by sacrificing their lives to complete the mission.

### **US BEGINS WITHDRAWAL**

US policies in Vietnam continued to change. President Johnson stopped bombing of the North in 1968 near the end of his tenure. President Nixon did not resume bombing until the North Vietnamese Army (NVA) invaded South Vietnam in 1972. However, the US was wrong and the policy ended up being disastrously naïve; without US support, the NVA defeated the southern forces everywhere.

The war continued and the US finally lifted the limited rules. A huge NVA enemy offensive struck the south with heavy armor and the US countered with new tactics in December 1972. President Nixon was infuriated by the stalemated peace talks so he opened up aggressive bombing strategies for the first time in the war. The US began Operation Linebacker II with full force and the AF hit the NVA hard. B-52s and fighter-bombers hit previously off-limits NVA targets, showing what the AF could have done if not constrained by limited objectives. These full-force bombings contributed immeasurably to starting stalled negotiations and getting the US out of the Vietnam War.

The outcome of unrestricted bombing was astonishing and accomplished what a decade of warfighting could not. The unrestricted bombing brought the communist NVA to the peace table. The Paris Peace Accord was reached on 27 January 1973. It effectively ended the Vietnam War for the AF and the last combat mission was flown on 15 August 1973.

### **OUTCOME AND LESSONS LEARNED**

Overall Vietnam statistics and outcomes are shocking and heroic. About 2,600 AF personnel were killed or missing in action. Over 2,257 AF planes and helicopters were lost with 60% of them falling to conventional anti-aircraft artillery fire. AF pilots shot down 139 NVA aircraft while two-thirds of them were lost to air-to-air missiles. The Vietnam War ended and along with it the age of aerial gunnery came to a close. This war was a turning point as the AF learned what worked (e.g., controlling the skies, engaging the enemy with precision on the ground and thriving in an intense integrated air defense environment). The AF also learned what did not work (e.g., severely limited objectives, too much political involvement and neglected pilot training).

### **1970s**

There was a move to a different type of AF. As SAC lost its dominance, fighter pilots took over the dominant role and emphasis was placed on training fighter pilots and aircrew personnel. In rebuilding the morale of the AF and the nation, the AF aggressively recruited women and minorities and wove them into existing units. The AF also made the National Guard and Reserve key parts of all combat call-ups.

New airplanes replaced obsolete aircraft from Vietnam. The F-15 Eagle was a big, air superiority fighter with strong electronic and weapon carrying capabilities. The AF also added the F-16 Falcon, a nimble dog fighter; which was less expensive and quicker to build. A third aircraft the AF brought on board was the A-10 Thunderbolt II, the "Warthog", which provided key low-level ground support with its thick armor. The A-10 used fast-firing 30 millimeter Gatling gun and had carried missiles designed to destroy tanks. Lastly, the AF obtained B-1 Lancer supersonic bombers. These bombers had the mission of being the prime carrier of precision bombs. The B-1s were designed to penetrate enemy air space at low levels and had the capability to use terrain-following radar.

The AF made it a priority to invest more on equipment that would advance modern air war. It procured airborne collection equipment, command and control systems, and Airborne Warning and Control System (AWACS) aircraft. The AWACS used an invaluable aerial system to sort out friend from foe and direct aerial attacks.

### **1980s INTO THE EARLY 1990s**

The AF conducted short and often untidy international operations throughout the 1980s. Each one of these operations helped improve AF tactics, equipment and coordination. Air attacks in Grenada in 1983 and Panama in 1989 prevented communist subversion in the western hemisphere. These two attacks also flashed a shaky, but improving efficiency for the AF. Another international operation was the long-range precision bombing raids against Libya in 1986. These raids were done in response to terrorist attacks on the west and served notice that rogue regimes would be punished. US maintained policy to win the Cold War decisively: Under President Reagan the AF saw its budget soar. In 1980 the budget was \$39 billion but by 1985 it had grown to \$99 billion.

## **STEALTH AIRCRAFT**

The US unveiled new technology that was a closely-held secret for years—stealth aircraft. The AF developed and built these planes out of sight. Stealth technology uses modern electronic-interlocking air defense systems to increase range, accuracy and sophistication. The Boeing F-117 Night Hawk and Northrop B-2 Spirit have special air frames with reduced heat and sound signatures, making them virtually invisible to radar detection. The stealth aircraft can fly anywhere, anytime, in any weather condition and strike the enemy practically undetected. Supported by a system of 24 ever-orbiting AF satellites, the stealth technology uses an array of radar, laser and infrared instruments. This technology allows near-perfect target accuracy and prevents the enemy from firing shots upon them.

## **END OF THE COLD WAR**

The Cold War ended almost as suddenly as it had begun. The Berlin Wall, which for decades split off Western Berlin from communist Eastern Germany, was toppled in 1990 at President Reagan's urging. The Soviet Union collapsed in 1991 under the weight of its crumbling political and economic structure. After nearly fifty years of tension, the Cold War was over.

## ***PERSIAN GULF WAR***

The Persian Gulf War began on 2 August 1990. Under the orders of their President, Saddam Hussein, Iraq invaded Kuwait using its Soviet-equipped Army and AF. Iraq's main goal was to take over the oil life-line that supplied the West. The AF response to the invasion was fast and precise. Aircraft flew combat controls over battle zones within 24 hours and deployed the Army's 18th Air Borne within 7 days. The AF met with success because of improved aerial refueling capabilities (used to deliver aircraft to the scene of the conflict) and improved mobility and weapons capabilities (added 1,100 planes to the battle zone within weeks). These combined items gave a new face to aerospace power!

The war had two main parts:

- Operation DESERT SHIELD was the mobilization of American forces into Saudi Arabia prior to Operation DESERT STORM
- Operation DESERT STORM was the short 43-day air campaign followed by the brief 100-hour ground war

## **OPERATION DESERT STORM (17 JANUARY –28 FEBRUARY 1991)**

On 17 January 1991, Operation DESERT SHIELD became Operation DESERT STORM when the air campaign began with the startling strike on Baghdad. The overpowering strikes by the AF had all but crippled Iraq. The US hit Iraq's air defense system and communications first, destroying them in less than 24 hours. Almost immediately, Iraq lost its ability to defend itself. This meant that their anti-aircraft missiles and guns could not function and their aircraft could not use their electronic targeting systems. Communications between 400 observation posts were destroyed.

The US used low level raids after Iraq's air defenses were destroyed; targeting headquarters, bridges, highways and railroads to cut off Iraq's Army, its commanders and supplies. The precision of US aircraft was the best the world had ever seen. By comparison, to hit one target in:

- WWII, the US used 108, B-17s dropping 648 bombs
- The Gulf War, one plane dropping one weapon

The second part of Operation DESERT STORM was a ground war that lasted less than 100 hours and served as a "mopping up" operation following the air war. The Iraqis lost 50 - 75% of their strength before the first US tank ever rolled into Baghdad. When Iraqi units did fight ground forces, they were met with deadly A-10s, marauding F-15s and F-16s and Army Apache helicopters. Additionally, the AF used Joint Surveillance and Targeting Attack Radar Systems (JSTARS) aircraft for the first time to detect and track enemy ground forces.

The US had outstanding success in the victory of the Persian Gulf War. The AF flew 59% of all sorties (more than 50,000), moved nearly 100,000 passengers and delivered 330 million pounds of cargo. In all, the AF lost just 14 planes in combat; a tribute to the new weapons and tactics. Additionally, the war shaped the way future wars would be fought. For the first time in modern combat the Air Force proved itself an equal partner of land and sea power.



## **END OF THE 20TH CENTURY**

Ten years of relative peace, with the Air Force called into action a few times. The US addressed humanitarian concerns as well as increasing terrorism and threats of weapons of mass destruction (WMD) by third world regimes. Civil War occurred in the former Yugoslavia (1991 - 2001). Beginning in 1993, the AF joined its European partners enforcing the ban on non UN flights above Bosnia Herzegovina. Another hotspot was Kosovo and Serbia (1999); a true test of new AF equipment and tactics. The USAF joined NATO's 78-day war, forcing an end to the killings and tragedies. We also conducted a multitude of humanitarian airlift missions, providing assistance in Northern Iraq, Somalia and Bosnia, among others.

## **ATTACKS OF 9/11**

A day Americans will never forget; terrorist attacks shattered our sense of security forever. Terrorists killed nearly 3,000 Americans that day, the first attacks on U.S. soil since Pearl Harbor. The main seed of terrorist training was in Afghanistan, led by the terrorist group Al-Qaeda, with Osama Bin Laden at its head, supported by the extremist Taliban government. The training was far from the US on primitive, mountainous land. It was an area packed with fierce and skilled guerilla fighters called the Taliban. The Taliban previously defeated the Soviet Union in a 10-year war. These attacks kicked off a War on Terror that lasted more than a decade.

## **OPERATION ENDURING FREEDOM**

On October 7 2001, less than a month after the attacks on our nation, the US partnered with Great Britain to launch an offensive against Al-Qaeda and the Taliban. The start of the operation began with a mix of strikes from B-1, B-2, B-52 Naval F-14 and F-18 aircraft, and Tomahawk cruise missiles. The US employed a number of different and new techniques and new technologies as the war progressed. Small Special Forces teams found the enemy and painted the targets with lasers to allow for precision air strikes. Satellite guided bombs also allowed for even greater accuracy when engaging targets. Special "Bunker Busting" bombs that penetrated deep into the earth where the enemy hid in caves were also very effective. By utilizing these new techniques and technologies the Taliban eventually lost control of its last major city, Kandahar in Dec 2001.

The AF applied its newest technology, Unmanned Reconnaissance Drones (URDs). The drones were truly powerful and could detect enemy forces above ground, keeping pilots from unnecessary risk. With all-seeing electronic eyes they could loiter in the air for 24 hours. They also operated at night and in bad weather translating digital video, in real-time, for bombers. Some even packed their own missile sting. The Predator, Global Hawk, Reaper and Sentinel are common drones used.

## **OPERATION ANACONDA**

Airpower played a major role in early 2002, when Combined Joint Task Force (CJTF) Mountain launched Operation ANACONDA, an operation designed to destroy the remaining al-Qaeda and Taliban forces in the Khowst-Gardez region before they could regroup and destabilize the emerging interim government of Afghanistan. Despite hasty planning, the operation began on March 2, 2002. Almost immediately, ground forces came under attack by al-Qaeda forces in the mountains along the Shah-i-Kot valley. Calling in close air support, coalition aircraft dropped 177 precision guided munitions and conducted strafing attacks in the operation's first 24 hours. Forty-eight hours later, coalition aircraft had dropped 751 bombs in support of ground troops. The pace of close air support for ANACONDA did not let up over the next ten days. For example, on March 5, 2002, a USAF MQ-1 Predator pilot spotted a concentration of several hundred enemy fighters in a ravine and was able to direct A-10s, F/A-18s, and an AC-130 gunship to the area. Coalition aircraft dropped 667 bombs on March 9 and 10 while ground troops secured a final objective. Operation ANACONDA concluded on March 16, 2002.

## **SUCCESSES AND CHALLENGES**

Despite the superior technology and the dedication of our personnel the outcome of the war is mixed. At the end of the war, the Taliban, who formerly ran the country, hid in caves. In 2004 the people of Afghanistan finally held democratic elections and elected Hamid Karzai as president. On the 2nd of May 2011, Joint US Forces killed Osama Bin Laden when his compound in Pakistan was raided.

The AF has distributed 2.5 million rations to the citizens of Afghanistan as humanitarian aid, however the fighting has not stopped. The Taliban and Al-Qaeda and other extremists continue to try to regain the cities and regions free from their control and to destabilize the country using gorilla-warfare tactics and homemade Improvised Explosive Devices against our ground convoys with devastating effects- over 2,300 US servicemen and women been killed and over 30,000 wounded.

## **OPERATION IRAQI FREEDOM**

Operation IRAQI FREEDOM began on 20 March 2003. The US had gathered intelligence that Saddam Hussein was stockpiling weapons of mass destruction, and had the means to attack our eastern seaboard with them, as well as harboring and supporting members of Osama Bin Laden's al-Qaeda terrorist network. President George W. Bush gave Hussein and his sons 48 hours to leave the Country. When he did not, the US launched a salvo of missiles and laser-guided bombs at where our intelligence thought Hussein was located. The campaign known as "Shock and Awe" was focused on the psychological destruction of the enemy's will to fight rather than their physical destruction. Over 300 cruise missiles were launched the first day – more than the number launched during the entire Gulf War.

On 2 May 2003, President Bush declared victory over the defeated Iraqi military, however, Saddam Hussein remained at large, and significant pockets of resistance remained. As major combat operations were declared over, Iraq remained unstable with little security and massive looting. The situation continued to deteriorate and coalition forces soon found themselves facing an insurgency caused by a number of factors, including lack of infrastructure and basic services for citizens, as well as ethnic and religious tensions among various groups. Since 2003, the U.S. Air Force has maintained a continuous presence in Iraq.

Air Force operations during that period, although classified as security, stability, transition, and reconstruction operations, remained at a high operations tempo. The Air Force provided constant combat air patrols in support of ground forces, and as well as providing airlift, ISR, aerial refueling, aeromedical evacuation, and combat search and rescue capabilities. Air Force Joint Terminal Attack Controllers (JTACs) provided command and control for close air support missions, while the Air Force performed a range of other missions using civil engineers, security forces, logistics readiness personnel, and dozens of other Air Force specialties. Similar to Operation ENDURING FREEDOM, this also included hundreds of Airmen filling "in lieu of" taskings to perform tasks with the Army. Finally, remotely piloted aircraft (RPA) also filled the skies of Iraq and were heavily relied upon by military leaders at all levels because of the real time situational awareness and persistent ISR presence they provided.

Saddam Hussein was captured on 13 December 2003, and subsequently executed. The Iraqis held democratic elections in December 2005. The cost was nearly 5,000 US troops killed and over 32,000 wounded. The last US troops did not leave Iraqi territory until 18 December 2011.

## **GLOBAL UNREST**

Though the Iraq War is over and Afghanistan is winding down, the Global War on Terror continues. Recent attacks in Benghazi Libya and renewed fighting in Iraq illustrate the need for continued readiness. The attack in Benghazi resulted in the death of a U.S. Ambassador and three other Americans. In the latter part of 2014, a new and ominous threat emerged that resulted in United States Airmen again involved in operations in the skies over Iraq. The enemy, calling themselves the Islamic State of Iraq and Levant, was an extremist Sunni jihadist organization. Aided by a number of worldwide recruits and sympathizers, Islamic State of Iraq and Levant gained control of territory in Syria and northern Iraq (including the cities of Mosul and Fallujah) exceeding the size of Great Britain, leaving savage atrocities in their wake, including mass murders and ruthless executions of innocent civilians. Their brutality resulted in nearly universal condemnation—even Al Qaeda repudiated them—and President Obama authorized United States forces, in cooperation with partner nations, to conduct carefully targeted air strikes over Syria and Iraq, beginning in August, with the aim of degrading and defeating Islamic State of Iraq and Levant. This operation, under the name of Inherent Resolve, was still ongoing at the end of 2015.



Airmen have a long heritage of faithfully serving the enduring democratic principles upon which our Nation was built. They have dedicated and sacrificed their lives, sometimes paying the ultimate sacrifice, to protect these ideals which they believe are worth fighting for. In so doing, Airmen preserve the ideals of freedom for the individual, the same rights for all individuals, equality under the law, equality of opportunity and an inherent right to life, liberty and the pursuit of happiness. These ideals of our Nation are timeless and are the basis of our constitution and the laws that make our way of living possible.

Ordinary Airmen make extraordinary history every day and contribute to the AF's rich heritage. Although once ordinary citizens, the willingness of Airmen to serve a higher purpose, to give their talents to preserve something much greater than themselves and to take an oath to willingly put their lives on the line to protect and defend their fellow citizens against those who would harm them—these are the principle that make Airmen extraordinary in both big and seemingly small ways. The following stories capture only a few of the countless acts of noble Airmen, which reflect the character of past and present Airmen who protect and defend our Nation.

### **TSgt SATOR "SANDY" SANCHEZ**

TSgt Sator Sanchez exemplified selfless dedication and courage by putting others before himself amid the face of danger. In December 1939, Sator Sanchez joined the Army and became an aircraft mechanic in May 1941. After the outbreak of World War II, Sergeant Sanchez served as a tail gunner in a B-17 Flying Fortress bomber. During a mission over Munster, Germany, on 10 October 1943, he shot down two enemy aircraft. After completing 25 missions and gaining eligibility to go home, he volunteered to stay on and completed a total of 44 missions before he was forced to return to the United States (US) in June 1944. After 6 months in the US, TSgt Sanchez returned to combat, assigned to the 353d Bombardment Squadron based at Lucera, Italy.



TSgt Sandy Sanchez died on 15 March 1945, during a mission in which he served as the top turret gunner. While attempting to bomb an oil plant deep inside Germany, the B-17 that he was flying in was hit by Flak. Sanchez stayed with the aircraft while the rest of the crew bailed out, but the plane exploded before Sanchez could escape. The Germans captured the nine crewmembers that had bailed out and buried TSgt Sanchez next to the B-17. TSgt Sanchez had the unique honor of having a plane named after him, the "Smilin' Sandy Sanchez," the only known case of a B-17 having been named after an enlisted man.

TSgt Sanchez showed the highest degree of devotion to duty to defeat the vicious Nazi regime and preserve freedom for Americans and others in the world. Countless others today serve in simpler but no less important ways. Almost anytime there's a disaster in the world, Airmen respond.

### **A1C ELIZABETH NICOLE JACOBSON**



Many Airmen, such as A1C Elizabeth Nicole Jacobson, from Orlando, Florida, exemplified total dedication. Co-workers remember the young woman who died on 28 September 2005 as, "A great troop who always sought the hardest challenges and never gave up." The words "can't," "won't," and "impossible" did not exist for her. She asked to deploy with a 13-member Security Forces team from Goodfellow AFB, simply saying it was her turn to go.

After deploying for three months, she had just begun convoy duty, working as a weapons operator on a gun truck. Sadly, on a dusty road near Camp Buka, in southern Iraq, she paid the ultimate price when the vehicle in which she was riding hit an improvised explosive device (IED).

This bright, intelligent young woman lived her short, 21-year life to the fullest and cared deeply about her country and the military. In 2006, out of tremendous respect for her dedication to excellence, the AF created the Elizabeth N. Jacobson Award for Expeditionary Excellence to recognize the war-fighting contributions and outstanding accomplishments of first-term enlisted Security Forces Airmen.

### **MSGT HENRY E. ERWIN**

Henry "Red" Erwin was born in Adamsville, Alabama, and served as a radio operator in World War II. On 12 April 1945, his plane, a B-29 Superfortress, was flying in formation on a low-level bombing raid over Japan. MSgt Erwin's job was to drop phosphorous smoke bombs through the chute in the B-29's door; however, the fuse on one of the bombs went off prematurely and the phosphorus burst into flames burning at 1,100 degrees inside the plane. Although blinded by the bomb with his ear and nose burning, Erwin picked up the incendiary device and made his way forward, eventually throwing the bomb out the copilot's window. The crew used fire extinguishers to put out the fire on their crewmember. Although in excruciating pain, Erwin never lost consciousness and all the while asked about the safety of the crew, rather than his own critical injuries.



Medics and doctors did not expect him to live, but Erwin made it after 41 surgeries over two and a half years. Each year since 1997, the AF has recognized outstanding enlisted crew members with the Henry E. Erwin award. MSgt Henry Erwin's unhesitating endurance of excruciating pain to protect his fellow wingmen is the epitome of service before self.

### **CMSGT DUANE HACKNEY**



Pararescueman, CMSGt Duane Hackney is one of the most decorated enlisted Airmen in AF history. He enlisted days after graduating high school in Flint, Michigan. In 1967, he volunteered to be lowered into the jungle near Nu Gai Pass in North Vietnam to search for a downed pilot. The first rescue attempt failed but on a second, Hackney hauled the pilot into the Jolly Green Giant helicopter and was headed home when the chopper was hit with ground fire and spun out of control.

CMSGt Hackney put his own parachute on the wounded pilot he rescued and helped him out of the ship. Fortunately, Hackney found another chute but the chopper was hit again and he was blown out of the aircraft. Nearly unconscious, he managed to pull the rip cord and survived. After being picked-up, he learned he was the only survivor of the rescue attempt.

Hackney survived 199 combat missions and left the service in 1973, but found he missed the camaraderie of AF life and reenlisted to serve as a pararescue instructor. Throughout his career, CMSGt Hackney demonstrated a strong sense of personal responsibility and compassion for others, regardless of the dangers involved.

### **CHIEF MASTER SERGEANT OF THE AIR FORCE (CMSAF) THOMAS BARNES**

CMSAF Thomas Barnes was the first African American to hold this most prestigious position for the Armed Services. Born in Chester, Pennsylvania, Barnes entered the AF in 1949 and over the course of his career, served as a hydraulic specialist, crew chief, flight engineer and NCO in charge of maintenance control. Before moving to the Pentagon, CMSGt Barnes was the Senior Enlisted Advisor to Air Training Command, now called Air Education and Training Command.

CMSGt Barnes was the first CMSAF to sit in on the Chief of Staff of the AF (CSAF) weekly staff meetings which allowed him to spread the CSAF perspective to Airmen around the world. This close working relationship also allowed him to pass the enlisted perspective and concerns directly to the highest level of AF leadership. This was a very important development for strengthening the AF's commitment to excellence. CMSGt Barnes will always be remembered as someone who did everything with excellence and pride.



## **CMSgt RICHARD ETCHBERGER**



CMSgt Etchberger, from Hamburg, Pennsylvania, enlisted just weeks after graduating high school. After a career spent becoming one of the AF's radar experts and because of his outstanding reputation as a leader, he was recruited to join a Top Secret USAF and Central Intelligence Agency project code named "Heavy Green."

Early in the Vietnam War, AF bombing missions during the rainy monsoon season were ineffective. Newly developed mobile radar equipment that could be linked together by computer showed promise for "seeing" through the miserable weather. Etchberger was hand-picked to join the effort to place one of the radars on a mountaintop in Laos. At Lima Site 85, just 12 miles south of the Laos-North Vietnam border, the team successfully directed several hundred air strikes against North Vietnamese targets.

On 11 March 1968, a five-member defensive team, including CMSgt Etchberger, came under attack by North Vietnamese Special Forces. Two of the Americans were killed and two wounded. CMSgt Etchberger continued to defend the position, calling in air strikes and requesting a rescue attempt. More than five hours later, a CIA-owned Huey arrived. To protect the two wounded comrades as they were hoisted aboard the chopper, CMSgt Etchberger deliberately exposed himself to enemy fire. Once his comrades were safe, Etchberger rode the hoist with another American who had been in hiding elsewhere on the mountain. Still under attack, the Huey was strafed by armor-piercing bullets, one of which struck CMSgt Etchberger. He bled to death before the Huey could reach a hospital in Thailand.

Because of the extreme secrecy of the mission, the CMSgt's AF Cross citation remained classified until 1982 and did not become a matter of public record until 1998. With complete disregard for his personal safety, CMSgt Richard Etchberger went far beyond the call of duty to defend his team and gave his life in the attempt to preserve democracy in Southeast Asia.

## **SrA JASON CUNNINGHAM**



SrA Jason Cunningham was born in Dallas, Texas. He initially enlisted in the Navy and served as an aviation boatswain mate at Naval Air Station Naples, Italy. While there he earned an early selection to E-4 due to exceptional performance. In 1999, he enlisted in the AF and began arduous training as a pararescueman which prepared him for deployment in 2002 from Moody AFB, Georgia, to Afghanistan.

During Operation Anaconda, near the city of Marzak, he was the primary AF combat search and rescue medic assigned to a quick reaction task force that had been tasked to recover two American servicemen. The Chinook helicopter in which the task force was traveling came under intense fire and crashed in mountainous terrain filled with Al-Qaeda and Taliban forces. Once on the ground, the assault team quickly set up a defensive position when they were immediately attacked. The team suffered three fatalities and five critical casualties.

At great risk to his own life, SrA Cunningham remained near the fallen helicopter to treat the wounded. Attempting to move his patients to a more secure location, he exposed himself to enemy fire seven times. When this second position came under deadly attack, SrA Cunningham braved the small arms fire and rocket-propelled grenades and moved his charges to other positions. He and Army medic Cory Lamereaux picked up weapons and held off a counterattack for 40 minutes; both men were shot. SrA Cunningham was critically wounded, but he continued to direct patient movement and transferred care of the wounded to another medic.

At SrA Cunningham's memorial service, then AF Chief of Staff General John Jumper said that he was an American hero who exhibited supreme dedication to his job and family. Adding that, "Jason did not get a second chance, but he gave a second chance to others." Airman Cunningham's efforts led ultimately to the successful recovery of 10 wounded Americans. He lived and died exemplifying the Pararescueman or PJ motto "That Others May Live." His story is a sterling example of truly living up to the motto "Accept the challenge."

### **TSgt JOHN CHAPMAN**

Like SrA Cunningham, TSgt Chapman was killed by hostile forces in Afghanistan on 4 March 2002 during Operation Anaconda. Chapman, who was born in Springfield, Massachusetts personified the term “All American.” The need for adventure in his life drove him to join the AF when he was 20. After an assignment working as an information systems operator, he entered and successfully completed combat controller training.

On 4 March 2002, Chapman was on a Chinook helicopter in Afghanistan readying for a quick insertion mission. At this time, the chopper came under heavy fire, was hit and made an emergency landing. TSgt Chapman quickly established rescue communications and directed close-air support. He also coordinated the search effort for a Navy SEAL who had fallen from the aircraft when hit.

After the Navy SEAL had been located, Chapman volunteered to go after him. When the rescue team came under fire, he personally killed two enemy combatants. Advancing to a second enemy position, Chapman exchanged fire with the enemy while under minimal cover until he died from the multiple wounds he had suffered. Chapman’s actions, however, allowed the team to disengage from the enemy and save the lives of the entire rescue force. Interestingly, the US Navy named a 670-foot container ship after Chapman. In addition, friends and family recall that Chapman had an infectious love for life and placed extremely high value on family, friends and country.



### **CMSgt GRACE PETERSON**

Born in New York City, CMSgt Peterson grew up in nearby Harmon on Hudson. When Congress established the Women’s Army Auxiliary Corps (WAAC) in May 1942, Grace enlisted in October of that year.

CMSgt Peterson was in the second class of trainees at Fort Des Moines, Iowa, the Army’s first hastily organized WAAC training center. After only four weeks, the Army sent her to Fort Oglethorpe, Georgia, its second training center for women, as company clerk. In less than a year, she had been promoted to First Sergeant, a feat previously unheard of among Army enlisted personnel, and she found her niche—greeting and training the increasing number of women volunteers who were joining the fight in World War II.



In 1948, she became one of the 1,400 women who joined the newly independent AF. Her last assignment was at McGuire AFB, New Jersey, where she served as the First Sergeant of the 400-woman strong 1611th Women in the Air Force (WAF) Squadron. She helped activate and then guide the squadron over an eight year period. Drive, willing assumption of responsibility and the unselfish contribution of her talents marked CMSgt Peterson’s years of service.

In 1955, she became the first, and at that time, only female CMSgt in the AF. When asked about highpoints in her career, she said, “Every day was an important day to me.” CMSgt Grace Peterson knew, as all Airmen do, that every day must count when you strive to do your best.

## **SUMMARY**

The men and women of the AF are its most valuable resource. AF personnel continue to perform at outstanding levels knowing that ever evolving systems and technologies will protect them from harm. Members soar beyond available technology, carrying on the AF tradition and Core Values of Integrity First, Service Before Self and Excellence In All We Do. You are the extension of a long line of heroes who braved and suffered death in the clouds over the last century to prove that, “*NOTHING CAN STOP THE US AIR FORCE!*”

## CHAPTER 30 REVIEW EXERCISE

1. The Cold War was a period of conflict, tension and competition between the two super powers: the \_\_\_\_\_ with its allies and the \_\_\_\_\_ with their allies.
2. The \_\_\_\_\_ was conducted for 15 months, had 277,000 sorties, delivered 2.3 million tons of cargo, had 3-minute landings and was coordinated by \_\_\_\_\_.
3. The \_\_\_\_\_ was the world's ultimate weapon and delivery system of the time. It was a product of the Cold War created in response to the Soviet threat.
4. The AF used \_\_\_\_\_ against the Soviet Union to assess enemy weapon strengths, gain targeting data and to test the Russian air defense systems in the 1950s.
5. The Cuban Missile Crisis was when the US verified the presence of \_\_\_\_\_ ballistic missiles that had \_\_\_\_\_ capabilities and had been placed 90 miles from Florida.
6. During the Vietnam War, more than a decade of political \_\_\_\_\_, extremely limited \_\_\_\_\_, ill defined goals and half-hearted strategies hurt the US and cost many lives.
7. In the 1980s, the US unveiled \_\_\_\_\_; it was the newest technology that made this aircraft virtually invisible to radar so it could fly anywhere, anytime, in any weather condition and strike the enemy practically undetected.
8. The two main parts of the Persian Gulf War were \_\_\_\_\_ and \_\_\_\_\_.
9. The AF applied \_\_\_\_\_ as the newest technology after the Attacks of 9/11; they were used to detect enemy forces, could operate at night and in bad weather and translate digital video in real-time for targeters.
10. The most valuable resource that the AF has is \_\_\_\_\_.

6. over management; bombing targets  
7. stealth aircraft  
8. Operation DESERT STORM; Operation DESERT SHIELD  
9. unmanned reconnaissance drones (URDs)  
10. men and women of the AF

1. US; Soviet Union  
2. Berlin Airlift; Gen Turner  
3. US Ballistic Missile Program  
4. secret overflights  
5. intermediate-range; nuclear

# NOTES





## BASIC LEADERSHIP, CHARACTER, AND FOLLOWERSHIP

Objective 2a :: Identify basic facts about Air Force fundamentals.

*In order for a leadership opportunity to exist, two elements must be present: a mission (goal or task to be accomplished) and people to accomplish the mission. Accomplishing the mission is the primary task of every military organization; everything else must be second to that. A successful leader recognizes that mission success relies heavily on people; without their support, the unit will fail. Pursue integrity, cherish your service to this nation and practice excellence in every aspect of your life. Only in this manner will you live up to the Air Force (AF) Core Values. If you are going to expect the best out of others, make sure you are giving the best of yourself. If you want to be a great leader, then lead the way in everything you do.*

### CHAPTER SUMMARY

- » True Leadership
- » Character
- » Followership
- » Wingman Concept

### TRUE LEADERSHIP

#### **TRUE LEADERSHIP DEFINED**

True leadership is serving others, and in that sense, every member of the AF is a leader. It is also about character; that is, doing the right thing. Leadership and character are one in the same. Leadership is also about people and relationships, and motivating people to follow because they want to serve and developing them to be all they can be.

#### **Definition examples:**

According to AF Doctrine Document 1-1, leadership is the art and science of influencing people to accomplish the assigned mission.

Influencing people to contribute their hearts, minds, spirits, creativity and excellence, and to give their all (to be all they can be) to their team (inspiring people to want to contribute).

Leadership is to teach and practice doing the right thing rather than taking the path of least resistance (character).

#### **TRUE LEADERSHIP IS A CHOICE**

We choose what kind of leader we will be—the choice is always between being a servant leader or a self-serving leader. Aim to be a servant leader; this means you are a true leader, and you chose to serve. Service builds the relationship between the leader and the follower. Service (true leadership) requires sacrifice and seeking the greatest good for those being led.

True leadership is the choice one makes because it's the right thing to do—regardless of the return that may or may not come one's way, as a result (this is known as “selfless service”).

In fact, the word “sergeant” comes from the Latin word meaning “to serve.”

“A leader is one who knows the way, goes the way and shows the way.”

- JOHN C. MAXWELL



### **TRUEST TEST OF LEADERSHIP**

True leadership is present when you can answer “YES” to the following questions:

1. Are people better off when they leave you than when they arrived?
2. Do others grow under your leadership?
3. Do the people you serve become healthier, wiser, freer, more autonomous and more likely to become servant leaders themselves?

### **HOW LEADERS BUILD RELATIONSHIPS**

- Respecting others (includes treating everyone as if they are important)
- Possessing appreciation
- Encouraging others
- Showing courtesy
- Listening well
- Giving credit
- Giving praise

### **HOW LEADERS EARN RESPECT**

Leaders can be very directive when it comes to mission, values, rules, standards (how we define and measure excellence) and accountability (what happens when there are gaps between standards and performance)—they don’t take votes on them.

But once direction is provided, it is time to become responsive to the needs of those being lead—by identifying and meeting legitimate needs, leaders help followers become the best they can be while accomplishing the mission.

Leaders discipline people because they care about them and want them to succeed in all they do.

Leaders must show un-relenting toughness and concern for people; they must be extremely demanding with equal passion for caring.

### **HOW LEADERS CARE FOR OTHER WINGMEN**

It is impossible for a leader to care for others if they do not care for themselves first. Leaders care for others by taking personal responsibility to care for themselves. Leaders who take care of themselves will be able to give care to others when it is needed.

Leaders also care for others by building resiliency in them—by taking an interest to help them:

#### **Stay fit**

- Set specific exercise times
- Be consistent in fitness participation
- Start slow and build up your fitness

#### **Eat right**

- Limit intake of fatty, sugary and salty foods
- Optimize meals for peak performance (include a variety of fruits and vegetables)
- Become knowledgeable about supplements

#### **Keep a positive focus**

- Think to accurately evaluate situations before taking action
- Consider both positive and negative aspects of an event
- Accept things you cannot change, let things go and keep a positive focus

**Know the big picture**

- Understand your role and the roles of other key players
- Understand the reasons for doing things—especially when they are relevant to the mission

**Know how to problem solve**

- Define problems
- Set goals
- Compare multiple solutions and select the best one
- Evaluate outcomes

**Know your purpose**

- Know the personal reasons that drive you
- Know your strengths and weaknesses
- Know the relationships and personal beliefs (e.g., spiritual and political) that define you

**Recharge**

- Get enough rest (7 - 9 hours per 24-hour period)
- Schedule downtime to do valued activities
- Have fun; take time to let off steam

**Tactical Breathing**

- Take deep, slow breaths to relax your muscles
- This type of breathing increases focus to “push out” distractions

**Communication Check**

- Listen completely to what is being said
- Repeat back what is heard to ensure message is understood
- Have others do the same when you are the speaker

**Mental Rehearsal**

- Imagine doing a new task or skill
- “Walk through” the process in your mind

**Be a Wingman**

- Make responsible choices (for you and your team’s benefit) and help others do the same
- Give honest, caring feedback
- Have the moral courage to make the “hard calls” to keep everyone safe
- Be willing to “go to bat” for the team—even when it means getting others the help they need and being there with and for your wingman as they try to resolve the problem

**Lead from the Front**

- Practice all of the resiliency actions just mentioned and recommend others practice these actions as well
- Honestly evaluate yourself in regards to how you are following these actions
- Challenge yourself and others to grow and become better leaders of character

## **TRUE LEADERSHIP TRAITS**

### **True leaders:**

- Are always focused on their responsibility; on whether or not they are effective in meeting the needs of their people
- Are secure in knowing they do not know everything
- Are secure in knowing they have strengths and limitations
- Are secure in knowing they are capable of making mistakes
- Are conscious that their greatest fault is thinking they have no faults
- Delegate responsibility (to get trust, one must give trust)
- Commit to their choices (this does not mean blind loyalty—doing the right thing always trumps loyalty)
- Hold people accountable
- Light the fire within people; influence and inspire them to action; get them to want to give their best and their all for the team
- Create meaning and purpose; remind people of the mission and who is being served

## **CHARACTER**

### **DEVELOPING YOUR LEADERSHIP (CHARACTER) SKILLS**

Central to becoming a true leader is character development. We all make a choice to ignore or obey the principles of human conduct. Our moral sense of right and wrong competes with other senses, desires and temptations that are natural to human beings. The critical decision is whether we respond to situations like a 2-year old who does not know how to control their urges OR like a mature adult who makes choices that serve the greater good to develop our moral muscle.

Character development is the same as leadership development—development of the will, courage and strength to do the right thing. It strengthens or weakens with each and every decision made. Small decisions lead to steps in either the right or wrong direction; which over time, influence bigger decisions leading in either the right or wrong direction as well.

With determination and practice, leadership skills develop. Getting to know and take care of people, keeping your moral compass in check, taking risks and learning from your mistakes are all part of this development.

Applying learning, knowledge and feedback to everyday life is needed to break old habits. To grow:

- Learn and apply the principles of true leadership
- Get feedback from significant people around you
- Experience friction—value people who hold you accountable; it's the first step to eliminate the gap between where you are now and where you want to be in the future

## **FOLLOWERSHIP**

The most effective teams are groups where ALL members are leaders—in that everyone takes personal responsibility for the success of the team.

Regardless of position, each member of a team influences others and leaves their mark on the team. Each member of the team should ask themselves this question, “What kind of mark will I leave?”

The role of the formal leader is important, but equally important are the roles of each and every member (or follower); they must take responsibility for team success, to include the following areas:

- Understanding how the work contributes to “the big picture” (overall mission)
- Taking care of and looking out for one another
- Communicating as a team and ensuring details have not been left out
- Sharing knowledge, skills and experience to solve problems as a team

- Adapting to change; do not become paralyzed by not knowing all the answers
- Holding yourself accountable for mistakes
- Having the confidence and strength of character to do and say the right things at the right times; always doing so with diplomacy, tact and respect
- Earning trust through an honorable reputation by doing what you say you are going to do; your actions truly tell all

## **WINGMAN CONCEPT**

Every Airman should view other Airmen as their wingman, someone they can trust with their life. This principle applies both on and off duty.

### **Wingmen:**

- Have a moral compass that always points true north; know the right thing to do and take action to do it
- Constantly search the horizon for any sign of trouble and step-up to prevent it
- Learn to lead just as well as follow (take personal responsibility to achieve team success as a follower)
- Lead when required
- Respect and care for their fellow Airmen

Fighting wars, deployments and many other challenges make it more important than ever for us to focus on people and commit ourselves to caring for one another. To accomplish this, we must build solid relationships before a crisis hits—between supervisors and subordinates, between coworkers and within families.

These ideas translate easily into everyday actions. Actions can be as simple as asking a teammate how they are doing, listening to them when they answer or taking the keys from a friend who has had too much to drink. Being a good wingman means ensuring your supervisor is not bogged down with disciplinary issues due to your momentary lack of judgment. It means taking the time to double-check your work and repair errors without being told. A good wingman reminds their buddies about a meeting starting in 5 minutes. It means taking care of each other so the team can take care of the mission. And, it means protecting each other's flank, as well as building and keeping our trust in one another.

## **SUMMARY**

Do not give anyone a reason to doubt your word, your service or your work. If you live by the AF Core Values, you become a person of integrity and learn to do what is right. By setting the example, your subordinates and peers will be encouraged to live up to the AF Core Values and expectations the AF has set for them. The success of the AF mission depends on your ability to be a leader. As a leader, whether in charge or as a member of a team, you take personal responsibility for the success of the team. Leadership and character are one in the same. True leaders teach and practice doing the right thing, and by doing so, inspire others to serve. We choose what kind of leader we will be—the choice is always between a servant leader and a self-serving leader. To be a true leader, you must serve. And finally, as an Airman serving your country, you have a responsibility to serve your fellow Airmen as someone they can trust with their life.

# CHAPTER 31 REVIEW EXERCISE

1. \_\_\_\_\_ defines leadership as the art and science of influencing people to accomplish the mission.
2. True leadership is serving others, and in that sense, every member of the Air Force (AF) is a \_\_\_\_\_.
3. To be a true leader you must\_\_\_\_\_.
4. Leadership and character are one in the same because leadership is about always doing \_\_\_\_\_.
5. Leadership is also about people and \_\_\_\_\_. That is, getting people to willingly do what must be done to support the mission.
6. We choose what kind of leader we will be—the choice is always between being a servant leader and a \_\_\_\_\_.
7. Every Airman should view other Airmen as their \_\_\_\_\_, someone they can trust with their life.
8. Central to becoming a true leader is \_\_\_\_\_ development—development of the will, courage and strength to do the right thing.
9. The most effective teams are groups of ALL leaders in which everyone is taking personal \_\_\_\_\_ for the success of the team.
10. True leadership is present in many situations, name at least one of these situations: \_\_\_\_\_  
\_\_\_\_\_.

1. Air Force Doctrine Document 1-1  
2. leader  
3. serve  
4. the right thing  
5. relationships  
6. self-serving leader  
7. wingman

8. character  
9. responsibility  
10. Possible answers: people are better off when they leave you than when they arrive; they grow under you; they become healthier, wiser, freer, more autonomous and more likely to become servant leaders themselves

## PUBLIC RELATIONS AND THE MEDIA

Objective 2a :: Identify basic facts about Air Force fundamentals.

*You are a proud new Airman and member of the world's greatest Air Force (AF). You are excited and want to tell everyone about your new life. After all, we all have a story or two to share. Your family, friends, the public and the media all want to ask you questions to see who you are and what you are doing. However, before you start sharing with others, you should be aware of what you can and cannot discuss because an Airman's duty is to positively represent the AF, its Core Values and its image. One Core Value that must always be followed when sharing your story is Integrity First. No information is worth putting an AF mission at risk. Additionally, following the Core Value of Service Before Self can help you find the strength to continually refuse to share certain information with your family and friends, even if they demand it of you.*

### CHAPTER SUMMARY

- » Communication
- » Public Affairs Office
- » Engagement
- » Operations Security
- » Communicating with Family, Friends and the Public
- » Communicating with the Media
- » Communicating Through Social Media

### COMMUNICATION

All Airmen must remember that they have a responsibility to be worldwide ambassadors for the AF and particularly the American public by actively engaging in communication. No matter where we are stationed, whether deployed or on temporary duty (TDY), and regardless of what we are doing, judgments are often made about our country based on our individual actions.

Whether you are representing your base at a community function or serving in a contingency operation, *all Airmen are front-line ambassadors for the AF*. For this very reason, you must always let the AF Core Values of Integrity First, Service Before Self and Excellence In All We Do shine through in every situation.

### PUBLIC AFFAIRS OFFICE

The Public Affairs Office (PAO) is assigned numerous responsibilities. They are the Public Relations focal point and experts who assist Airmen with communication and engagement. They approve, schedule and aid Airmen in preparing and carrying out media interviews as well as provide training to prepare Airmen to be credible, intelligent and articulate spokespersons for the AF.

The PAO facilitates communication about AF mission, personnel, programs and activities with AF members and their families, the public and the media to increase awareness and support for the United States Air Force (USAF).

### OTHER PAO ROLES

- Commander's Action Line – gives Airmen direct line to the installation commander on issues that they may have been unsuccessful in resolving when they used the chain of command or responsible agency
- Commander's access channel – information channel people receive if they live on base and have cable
- Internal Information – each installation creates and distributes local and AF news via electronic means and/or in a regular newspaper or newsletter
- Base marquees – post short messages in key areas that affect the base populous
- Hometown News Program – Airmen are encouraged to fill out a Department of Defense Form 2266, *Hometown News Release*, whenever a major event happens in their career (e.g., received a new assignment, awarded a decoration or graduated from AF Technical Training). These forms are processed through AF News and are sent to the member's hometown newspapers for submission
- Cover media events anywhere in the world on a moment's notice

## ENGAGEMENT

The goal of engagement is to fulfill our obligation to provide truthful, timely and accurate information about military activities and personnel, consistent with security guidelines, which enhances public trust and support for our AF. As such, the AF Core Value of Integrity First ensures your communication will always be truthful, credible and remain within the bounds of SAPP. Remember, the impression you give helps shape public opinion and support for the AF, its mission and its Airmen.

The AF wants every Airman to be a communicator and spokesperson for the AF. This means being proud of who you are and what you do and taking every opportunity to positively share your AF experiences. However, keep in mind, SAPP rules must be followed in all communication settings (e.g., face-to-face communication, speaking on the phone or in writing [letters, text messaging, social networks or email]), regardless of whether you are sharing with family, friends, the public or the media.

The AF offers several suggestions to communicate more effectively. Perhaps the best thing you can do is to prepare and practice answers to commonly asked questions (e.g. your personal “story”). Take time to anticipate questions and think about your answers thoroughly in advance. Lastly, having some general items to talk about can really come in handy when others ask you broad questions on the spur of the moment.



## OPERATIONS SECURITY

Operations Security (OPSEC) provides guidance on what military information you can and cannot share with others and it safeguards military information that the enemy could use against the US. We must follow this guidance during all types of communication. For example, the AF wants you to talk about your deployment experiences, but they do not want you to discuss classified information or anything that might jeopardize the safety of AF personnel, programs or resources. When sharing your story, keep in mind there are two types of communication: authorized communication (information you are allowed to discuss) and unauthorized communication (information you are not allowed to discuss).

### AUTHORIZED COMMUNICATION

Authorized communication is information you are allowed to share. This is the type of information the AF wants you to share when telling your personal story. Some examples include general or broad military information, the names of military operations, names and hometowns of units and specific service member’s name and hometown (with the individual’s consent).

### UNAUTHORIZED COMMUNICATION

Unauthorized communication is information you are not allowed to discuss as releasing this information could hamper mission accomplishment, put lives at risk and jeopardize national security. Use caution and think ahead before communicating; never share this information when telling your personal story. Some examples of unauthorized information include the following:

- Classified or For Official Use Only (FOUO) information
- Specific units and their number of troops, aircraft, etc. that are involved in a military operation
- Future or planned operations
- Force Protection Conditions initiatives
- Rules of Engagement
- Downed or missing aircraft or vessel information
- Specific casualty information before the next of kin has been notified
- Prisoner of War information



## **CLASSIFIED INFORMATION**

You **CANNOT** release classified information (information that is not available to the public and would not be released under the Freedom of Information Act), except to authorized individuals with the proper security clearance and a need to know. Before sharing military information or answering questions about the military, ask yourself, “Could what I disclose be harmful to myself or my unit?” If it could be harmful—**DO NOT** disclose it!

## ***COMMUNICATING WITH FAMILY, FRIENDS AND THE PUBLIC***

Family and friends will most likely be curious about what you are doing since you joined the AF. **DO NOT** feel pressured by them to release unauthorized information. It does not matter whom you are communicating with or how much they feel they have the right to know, the same rules apply across the board.

Members of the public also want to know about the military personnel serving in their area and may approach you with questions. It is natural curiosity for them to ask basic questions such as: “Who are you?”, “Why are you assigned in the area?” and “How long will you be stationed here?” However, be suspicious of people who attempt to gain more information or access to protected or confidential information as they may be seeking to interfere, hamper or stop military operations. Always report people or incidents that you feel are valid threats to the Office of Special Investigations (OSI).

## ***COMMUNICATING WITH THE MEDIA***

The media’s mission is to keep the public informed based on protections in the US Constitution that give the public the right to know what its government is doing. It is vital to the AF mission that all Airmen build and maintain the public’s trust and support. This is why it is important that all Airmen know how to deal with the media and communicate the AF message in positive ways. If you are ever contacted by a member of the media, refer them to the PAO. Ensure you only agree to an interview after receiving approval from the PAO and your chain of command.

The media’s role has continually changed to keep pace with advancing technology. Media staff used to report from a distance, away from the front line and fighting. However, to provide instant access to news as it happens and to ensure the US is globally connected, media staff now report news from where it happens. In fact, during Operation IRAQI FREEDOM nearly 700 journalists lived alongside our US warfighters.

## ***COMMUNICATING THROUGH SOCIAL MEDIA***

With the arrival of the Internet, a new type of media began to emerge known as social media. Social media is the communication, collaboration and sharing of stories, photos, videos and art through the Internet. With the birth of social media, there has been a great shift in the way we share information. Now, with the push of a button, Airmen are able to send messages, pictures and other information to family, friends and even strangers across the globe. With traditional media (TV, radio and print), we are passive observers with the information we receive. Social media empowers us to be interactive with information, to become active publishers in the life of information. With a click of the mouse, we can share information with the world or delete it. Social media can be used in little ways such as telling a friend you will be late for lunch or in huge ways such as telling the world about your AF experiences. As an Airman, using social media is a great way to communicate your personal narrative and actively engage in conversations with other Airmen and the public.

## **AF USING SOCIAL MEDIA**

The AF actively engages in social media on a daily basis. The goal is to depict the AF as a military service that maintains a standard of excellence and integrity in everything we do. The AF maintains a Facebook website (<http://www.facebook.com/usairforce>), Twitter website (<http://twitter.com/afpaa>), blogging website (<http://airforcelive.dodlive.mil/>) and even a YouTube channel (<http://www.youtube.com/afbluetube>).

Social media allows you to stay in touch with family and friends when you are TDY, deployed or stationed at a base far from your loved ones. It also gives you a way to interact with Airmen from all over the world. Creating a Facebook page for your local wing, squadron or base can help the local community understand the positive role the base plays in the community, state and possibly the world. Family members, friends or other Airmen who know where you are stationed, can read all about the great things your team is accomplishing.

## **SOCIAL NETWORKING**

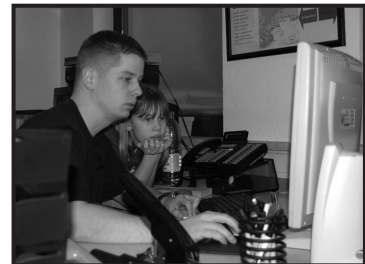
Per Air Force Instruction, “government-provided hardware and software are for official use and authorized purposes only.” The Air Force is reliant on new technology to conduct day-to-day missions. When associating your military affiliation on a public website, remember the following information:

- You are sharing information to the world
- You represent the AF and the US as ambassadors
- What you share can accidentally put people’s lives and missions in jeopardy
- In carrying out this awesome responsibility, understand that the lives of others and the security of our Nation rest on your shoulders

## **GUIDELINES**

Social media allows Airmen “bloggers” to become Airmen “journalists,” sharing their story and actively engaging in communication with the public. As you share your story, remember that using social media as an Airman is much different than as a civilian. You must remember to follow these tips:

- **Don’t give out classified information** – this includes FOUO Information or sensitive materials, photos or videos. A harmless video of an Airman dancing on the flightline could be considered sensitive material if it depicts a deployed environment with bombers on the flightline
- **Stay in your lane of expertise** – don’t blog about matters you know nothing about
- **Don’t lie** – credibility is critical. Without it, no one cares what you have to say. When you lie, it goes against the AF Core Value of Integrity First. It’s also punishable by the Uniform Code of Military Justice to give a false statement
- **Give your opinion** – make sure you state that this is your opinion and not that of the AF
- **Always identify yourself** – identification makes your post more credible
- **Safety** – don’t let the desire to get your message across compromise safety
- **Be aware of the image you present** – if posting a video on YouTube, don’t let your positive message be overshadowed by an improperly worn uniform or something occurring in the background. Your tactical representation could have strategic and international consequences. Avoid controversial social media sites such as Yik Yak, which is widely criticized for discrimination, harassment and abuse
- **Use common sense** – realize that your words and images will go out to thousands or even millions of people around the world instantly and once it is out there, it’s out there for good. Something you post today could come back years from now and negatively affect your career
- **Don’t be afraid to take calculated risks** – military life often deals in ambiguity: in order to make the best decision, it’s recommended to take in as many variables as possible in order to make the most accurate decision
- **The enemy is engaged** – the enemy is engaged in this battlespace, trying to gain information about the AF and its operations; you must engage there as well



## ***SUMMARY***

All Airmen help tell the AF story. It is an exciting, dynamic and evolving story that changes every day and there are so many ways to share that story! You can get involved in the community, share information through the public affairs office and engage family, friends and the public using traditional and social media. No matter how you share your story, remember to practice the AF Core Values of Integrity First and Service Before Self and follow OPSEC guidance.

## CHAPTER 32 REVIEW EXERCISE

1. \_\_\_\_\_ provides guidance on what military information you can and cannot share with others and it safeguards military information that the enemy could use against the United States.
2. The \_\_\_\_\_ facilitates communication about AF mission, personnel, programs and activities with AF members and their families, the public and the media to increase awareness and support for the United States Air Force (USAF).
3. True or False. When engaging in social media, you may give your opinion as long as you make it clear you are stating your opinion and not that of the AF.
4. True or False. The Public Affairs (PA) Airmen use their skills to help build public trust and support by promoting public understanding of how the AF operates.
5. If you are ever contacted by a member of the media, refer them to the \_\_\_\_\_.
6. You **CANNOT** release classified information, **EXCEPT** to individuals with the \_\_\_\_\_  
\_\_\_\_\_.
7. Some communication settings include \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
8. Unauthorized communication is information you are \_\_\_\_\_ to discuss.
9. True or False. When engaging in social media, you are allowed to comment about matters you know nothing about.
10. Always report people or incidents that you feel are valid threats to the \_\_\_\_\_.

6. proper security clearance and need to know  
7. face-to-face communication; speaking on the phone; in writing  
8. not allowed  
9. False  
10. Office of Special Investigations

1. Operations Security (OPSEC)  
2. Public Affairs Office (PAO)  
3. True  
4. True  
5. Public Affairs Office (PAO)

# NOTES



## HEALTHY LIFESTYLES AND AF ALCOHOL DRUG ABUSE PREVENTION AND TREATMENT (ADAPT) PROGRAM

Objective 4a :: Identify basic facts about living a healthy lifestyle.

*Accomplishing the mission of the Air Force (AF) requires alert men and women who can do their jobs in any situation. Physically and mentally fit service members are more resistant to illness and the influence of stress, less prone to injury and able to recover quicker should illness or injury occur. Being under the influence of alcohol or drugs hampers mission accomplishment, goes against the AF Core Values and might damage valuable resources or hurt people. Following the Core Value of Service Before Self can keep you on a successful path by reminding you of the noble profession you have embarked upon when it feels like a struggle to live a healthy lifestyle.*

### HEALTHY LIFESTYLE CHOICES

The way a person, group or culture lives based on identifiable patterns of behavior including social relations, entertainment, activities, interests and opinions is known as a lifestyle. A lifestyle typically reflects certain types of attitudes, values and views of the world. As you learned in Combat Stress Recovery, you are connected to everything around you by a web of life. In this same way, everything you do or ingest into your body has a similar web effect; every part of you is affected physically and/or mentally. The type of web you weave has an impact on your lifestyle, and the lifestyle you portray, whether healthy or unhealthy, is the image people will get of you. Making healthy lifestyle choices is critical to your success in the AF.

The development and maintenance of a healthy and fit force is an ongoing process, achieved through the cooperative efforts of service members, health care providers, families, commanders and leaders. Each group can fulfill their role in sustaining a healthy lifestyle by participating in the following actions:

- Maintaining a healthy lifestyle by exercising and eating right
- Avoiding tobacco products
- Avoiding illegal drugs or the illegal use of prescription drugs
- Consuming alcohol in moderation, if at all
- Seeking help for mental or emotional problems, if needed
- Getting regular medical and dental checkups

### FITNESS AND NUTRITION REVIEW

Why should Airmen strive to be Fit for Life? Americans want and expect a healthy and fit military force; in other words, Fit Troops equals Improved Readiness! Staying in peak physical condition is part of your job. Make proper nutrition and exercise part of your daily routine. Fit troops tend to have the following advantages:

- Fewer sick days
- More self-confidence
- More goal-oriented behavior
- Less stress
- Better military image
- Greater chance of surviving combat-related injuries
- Higher performance levels with more energy and for longer periods

### CHAPTER SUMMARY

- » Healthy Lifestyle Choices
- » Fitness and Nutrition Review
- » Hearing Conservation Training
- » Avoiding Tobacco Products
- » Avoiding Drugs
- » Alcohol Consumption
- » AF ADAPT Program
- » Identifying Substance Abusers
- » Substance Abuse Treatment
- » Consequences of Substance Abuse

## HEARING CONSERVATION TRAINING

### NOISE-INDUCED HEARING LOSS

Noise-induced hearing loss is the major occupational disability according to the National Institutes of Safety and Health. Hearing loss is painless, it is progressive over time, and it is permanent. No medical or surgical treatment is available to correct the problem, though, "***IT IS PREVENTABLE!***" Permanent damage to the auditory system may result. You may also lose the ability to hear high-pitched sounds. Often tinnitus (Ringing or buzzing sounds in the ear) will accompany hearing loss. Hearing aids may help, but they cannot return your hearing to normal! Noise can cause, high blood pressure, reduced blood supply and sleep disturbance.

Noise-Induced Hearing Loss is acquired by one of two means:

1. A single One unprotected exposure to a very loud sound
2. Daily exposure to loud sounds without properly fitting hearing protection

Hearing protection devices (HPDs) are designed to reduce the harmful auditory and/or annoying effects of sound. The best type of hearing protection is the one that is worn appropriately and used consistently! Hearing protection is recommended during recreational as well as occupational noise exposure (i.e. lawnmower, snow-blower, snowmobiles, motorcycles, power tools, concerts, etc). Hand-formed Foam Earplugs (usually yellow or two-color and universally sized), maybe used during your AF career). They must be stored in an earplug case or commercial container and discarded after one use.

Consequences of not using HPDs when required could result in life altering hearing deficits and administrative action. If you lose your hearing due to your negligence you may be disqualified from current duties if it affects job performance.

## AVOIDING TOBACCO PRODUCTS

### ALL TOBACCO PRODUCTS ARE BAD FOR YOU!

Tobacco can come in the form of cigarettes, cigars and smokeless (chewing) tobacco. The main ingredient in all forms of tobacco is nicotine, which is an addictive drug. An addiction is characterized by repeated, compulsive seeking, use or abuse of a substance despite its harmful consequences. These uncontrollable cravings are often accompanied by a strong emotional and/or psychological dependency on the substance.

Tobacco use hurts your strength, stamina, endurance and can weaken your immune system. You will never reach your peak performance if you use any type of tobacco. Tobacco use affects readiness because users get more training injuries than nonusers and nicotine reduces your hand-eye coordination (e.g. accuracy when firing an M16). Non-smokers are steadier and have better night vision than smokers. Additionally, the smell of tobacco or the visible embers, especially at night, can reveal your unit's position to the enemy.

More than 4,000 substances have been identified in tobacco and tobacco smoke, including over 60 cancer-causing agents known as carcinogens. Some of the following chemicals are found in cigarettes.

- Acetylene - fuel used in welding torches
- Ammonia - found in cleaners, fertilizers and explosives
- Benzene - petroleum additive
- Cyanide - found in insecticides, ant killer and rat poison
- Formaldehyde - found in disinfectant and embalming fluid
- Methanol - found in antifreeze, solvent or fuel
- Nitrogen oxide and carbon monoxide - poisonous gases

#### **Health Problems**

Tobacco is the primary cause of the following types of cancers:

- Esophagus (tube connecting mouth to stomach)
- Oral cavity (lips, tongue and mouth)
- Pharynx (throat)

#### **BE PART OF THE MAJORITY WHO DO**

#### **NOT USE TOBACCO...**

Over **77%** of AF members have made the healthy choice to not smoke cigarettes

Over **91%** of AF members have chosen not to use smokeless tobacco products

Tobacco contributes to a multitude of other diseases and health problems as well:

- Cervical cancer
- Stomach cancer
- Aneurysms
- Emphysema
- Heart disease
- Stroke
- Bad breath
- Gum recession or peeling back of the gums
- Bone thinning of the skeletal structure and bone loss around the teeth
- Women who use tobacco products are more likely to miscarry or have a baby with a low birth weight

Tobacco smoke is responsible for 87% of all lung cancer deaths and at least 30% of all cancer deaths. Secondhand smoke kills 38,000 to 65,000 non-smokers every year, making it the third leading preventable cause of death in the US. Tobacco use remains the leading preventable cause of premature death and disease in the US; in fact, smokers tend to die approximately 14 years earlier than non-smokers do. Smoking claims the lives of more than 440,000 Americans each year or almost one in every five deaths. That is more deaths than all Americans killed in World War I, World War II, the Korean War and Vietnam War combined. It is also more deaths than those caused by human immunodeficiency virus, illegal drug use, alcohol use, motor vehicle injuries, suicides and murders combined. Just imagine two fully loaded jumbo jets crashing every day of the year and leaving no survivors.

The Federal Trade Commission requires all tobacco packages and advertisements to display health warnings on a quarterly rotating basis.

### **PREVENTION**

The combined efforts of policy makers, schools, healthcare institutions, communities and the media have contributed towards protecting people from the hazards of smoking. While smoking is not currently prohibited in the military, the Department of Defense is setting goals to become tobacco free. For example, smoking and other tobacco use is prohibited in Basic Military Training, tobacco use during technical training is not permitted on base or in uniform off base and it is also not allowed during any other type of AF training or schooling such as Professional Military Education.

### **POSITIVE EFFECTS OF TOBACCO CESSATION (QUITTING)**

The amazing human body begins to repair itself within 20 minutes of the last cigarette. The following table shows the positive effects of smoking cessation (quitting) on the body over time.

<b>After 20 minutes</b>	<ul style="list-style-type: none"> <li>■ Blood pressure drops to a rate close to what it was before the last cigarette</li> <li>■ Hand/foot temperature increases to normal</li> </ul>
<b>After 8 hours</b>	<ul style="list-style-type: none"> <li>■ Blood level carbon monoxide drops to normal</li> </ul>
<b>After 24 hours</b>	<ul style="list-style-type: none"> <li>■ Decreased chance of heart attack</li> </ul>
<b>Within 3 months</b>	<ul style="list-style-type: none"> <li>■ Up to 30% increase in lung function</li> <li>■ Improved circulation</li> </ul>
<b>1 – 9 months</b>	<ul style="list-style-type: none"> <li>■ Decrease in coughing, sinus congestion, fatigue, shortness of breath</li> <li>■ Tiny hair-like structures (cilia) that move mucus out of the lungs regain normal function, increasing the ability to handle mucus, clean the lungs and reduce infection</li> </ul>
<b>After 1 year</b>	<ul style="list-style-type: none"> <li>■ Excessive risk of coronary heart disease is half that of a smoker's</li> </ul>
<b>After 5 years</b>	<ul style="list-style-type: none"> <li>■ Stroke risk reduced to that of a non-smoker</li> </ul>
<b>After 10 years</b>	<ul style="list-style-type: none"> <li>■ Lung cancer death rate half of a continued smoker's</li> <li>■ Decreased risk of cancer (e.g., oral cavity and esophagus)</li> </ul>
<b>After 15 years</b>	<ul style="list-style-type: none"> <li>■ Coronary heart disease risk is that of a non-smoker</li> </ul>



## HELP TO QUIT

Once you do decide to make the positive choice to quit smoking, know you do not have to take this step alone. There are numerous options available to help you. Make an appointment in Family Health at the medical facility to gather information on nutrition and fitness and classes for tobacco cessation. If your schedule does not permit you time to schedule a session in person, there are also telephone-based counseling programs, such as The American Cancer Society national quit line, that can put you in contact with trained counselors. There are also various smoking cessation patches and gums available to you for no charge. For more resources or information about which quitting option is best for you, speak to your Primary Care Manager at your first duty station.

## AVOIDING DRUGS

In order to ensure military readiness; safeguard the health and wellness of the force; and maintain good order and discipline in the service, the knowing use of any intoxicating substance (other than the lawful use of alcohol or tobacco products) that is inhaled, injected, consumed or introduced into the body in any manner to alter mood or function is prohibited. The use of illegal and illicit drugs or misusing prescription or over-the-counter medication is strictly prohibited!

For federal employees, this includes the legal recreational and/or medical prescription use of marijuana and it's derivatives like cannabidiol (CBD) or hemp oil/products.

## DRUG ABUSE

Drug abuse is defined as the illegal, wrongful or improper use, possession, sale, transfer or introduction of any controlled substance with the specific intent to alter your mind or mood. "Wrongful" means without legal justification or excuse and includes using medication contrary to directions from the manufacturer or provider or in excess of the prescribed dosage and the use of intoxicating substances not intended for human ingestion. These drugs include all illegal and illicit drugs; controlled substance substitutes (e.g. the designer drug "spice"); inhalants, propellants, solvents, household chemicals and other substances used for "huffing"; prescription and over-the-counter medications; and naturally occurring intoxicating substances (e.g. *Salvia divinorum*).

The following items are true about drug abuse:

- Incompatible with the AF standards of conduct as well as the AF Core Values
- Is a serious breach of discipline
- Automatically places an AF career in jeopardy
- Violates Article 92, *Failure to Obey an Order or Regulation* of the Uniform Code of Military Justice (UCMJ)
- Can lead to criminal prosecution resulting in a punitive discharge or administrative actions, including separation or discharge under other than honorable conditions

Anyone subject to the UCMJ must not use, possess, manufacture, distribute or introduce any illegal drugs into a military unit, base, station, post, ship or aircraft. The ingestion of hemp seed oil or products made with hemp seed oil is also prohibited.

## ALCOHOL CONSUMPTION

Alcoholic beverages are a part of society. Beer, wine and hard liquor are all alcoholic beverages. For a number of reasons, some people choose to consume alcohol while others do not. If you do choose to consume alcohol, the risk for problems is lowest when you keep your consumption to a moderate level or less. The 2015 Dietary Guidelines for Americans define moderate consumption of alcohol as a daily intake of no more than two drinks for men and one drink for women (the difference in number of drinks is based on body weight and chemical balances between a man and a woman).

Many people who do choose to drink alcoholic beverages can do so in moderation and within the limits of the law. Unfortunately, others drink in a manner that is hazardous or harmful to themselves and to others. It is essential for all AF members to recognize risky patterns of drinking and understand the harm caused by excessive alcohol use.

### ONE DRINK IS EQUAL TO EACH OF THE FOLLOWING THREE ITEMS

One 12-oz. bottle of regular beer  
(5% alcohol)

One 5-oz. glass of wine  
(12% alcohol)

1.5 oz. of 80-proof hard liquor  
(40% alcohol)

## **HAZARDOUS AND HARMFUL ALCOHOL USE**

Alcohol use is considered hazardous when it increases the risk of serious negative consequences. One form of hazardous alcohol use is binge drinking. Some people are surprised to learn that the definition of binge drinking is five or more drinks on one occasion for men and four or more drinks on one occasion for women. This definition was established based on research showing significantly increased risk of negative consequences for people who drink at this level. Another form of hazardous alcohol use is heavy drinking. Heavy alcohol use is defined as binge drinking at least once per week.

**BE PART OF THE MAJORITY WHO DO NOT CONSUME ALCOHOL IN UNHEALTHY WAYS...**

**81%** of AF members do not engage in hazardous drinking patterns

**98%** of AF members do not engage in harmful drinking patterns

Alcohol use is considered harmful when it results in harm to the drinker or to others. Even lower levels of alcohol consumption can be considered harmful. Legal consequences from drinking under the legal age limit, driving under the influence or using alcohol at work are all harmful examples of alcohol use.

### **SHORT-TERM EFFECTS OF ALCOHOL CONSUMPTION**

Most of the consumed alcohol is metabolized in the liver, which can metabolize only a certain amount of alcohol per hour. The remaining unprocessed alcohol becomes toxic to the body. This intoxicated state causes dehydration, which can lead to headaches, nausea, sensitivity to light and noise, blurred vision, vertigo (spinning room), slurred speech and coordination problems (symptoms of the hangover). None of the popular hangover cures have been proven to work. The dehydration portion of the hangover effect can be lessened by drinking plenty of water between and after alcoholic drinks. The only real cure is time and it takes 8 – 24 hours to cure a hangover. Excessive drinking can lead to alcohol poisoning, even death. Alcohol poisoning is a major concern; anyone with a blood alcohol content (concentrated amount of alcohol in the blood stream) of 0.40% could die.

### **LONG-TERM EFFECTS OF ALCOHOL CONSUMPTION**

For the majority of moderate drinkers, the risk of developing serious long-term health or social consequences is low and stopping the use of alcohol does not pose any problems. Although these individuals may not experience the effects of chronic alcohol abuse, they are, nonetheless, at risk for adverse consequences arising from single bouts of drinking such as alcohol-related crashes.

The following sections discuss the negative and unhealthy effects long-term alcohol consumption can have on your body.

#### **Alcohol's effects on the mind and central nervous system**

An otherwise calm and rational person can become plagued with bouts of aggression, irrational behavior, or cause them to be them nervous, depressed, argumentative and even violent. The central nervous system can be affected as well, causing numbness, tingling and impaired sensations in parts of the body; trembling hands; painful nerves; and memory loss. Heavy drinkers can become more susceptible to colds and have a less effective immune system.

#### **Alcohol's effects on the organs**

The liver is one of the most common organs damaged as cirrhosis (liver disease) or liver failure can occur. You may also experience ulcers and suffer from malnutrition. There is a chance of becoming at risk for cardiovascular disease (e.g., heart attacks or high blood pressure), having anemia or the inability to properly form blood clots, a weakened heart muscle and even heart failure. Additionally, heavy drinking can make you appear older than you really are. In men, heavy drinking can lead to impaired sexual performance. Pregnant women should not drink as they run the high risk of giving birth to deformed, mentally handicapped or low birth weight babies.

#### **Cancer risks**

- Esophagus (tube connecting mouth to stomach)
- Oral cavity (lips, tongue and mouth)
- Pharynx (throat)
- Colorectal (colon) cancer
- Liver
- Breast (in women)

## **ALCOHOL MISUSE AND DISORDERS**

Alcohol misuse and alcohol use disorders are not the same thing. Alcohol misuse is defined as drinking that results in adverse personal, family, social, occupational, financial or health consequences. It is often associated with alcohol related misconduct, which includes behaviors contrary to the good order and discipline of the AF. This type of conduct includes the following situations:

- Driving while intoxicated or driving under the influence of alcohol (on military installations and in every one of our 50 states, individuals are considered intoxicated when they have a blood alcohol content of 0.08% or higher)
- Public intoxication, drunk and disorderly behavior
- Contributing to the delinquency of a minor
- Violation of open container laws
- Crimes against people, pets and family
- Crimes against property
- Under-aged drinking
- Alcohol related injuries

Such behavior is not consistent with the high standards of performance, discipline, safety, public image, personal reliability and readiness expected for military units. Those involved in alcohol related misconduct may also face legal action through civilian or military courts, when applicable. As an AF member, you have the ability to help prevent some alcohol related misconduct by being an active bystander and wingman. If you notice another Airman engaging in harmful alcohol consumption, step up, act responsibly and try to stop the situation. For example, an Airman is about to get in their car and drive off and you know they are intoxicated; take their keys, call a cab or have a friend take them home.

Alcohol use disorders, on the other hand, are clinical diagnoses based on specific medical criteria. These conditions may require detoxification and treatment through outpatient clinic visits, inpatient hospitalization or both. Alcohol use disorders range in severity from mild, moderate to severe.

### **Alcohol Use Disorder, Mild**

Alcohol abuse, also called problem drinking, is a pattern of drinking that can be treated and cured. The AF defines alcohol abuse as any substandard behavior or performance in which the consumption of alcohol is a primary contributing factor.

### **Alcohol Use Disorder, Moderate/Severe**

Alcohol dependence, also called alcoholism, is a disease that can be treated, but it does not have a cure. The AF defines alcoholism as a primary, chronic disease with genetic, psychosocial and environmental factors influencing its development. It differs from alcohol abuse in three critical ways: it is chronic, it is progressive (e.g., can go from non-drinker to social drinker to habitual drinker to addicted drinker) and it is potentially fatal. While it is incurable, it can be prevented by recurring education and treatment. Because of the preventive measures available, the AF recognizes alcoholism as a noncompensable disease; in other words, you cannot expect medical care or benefits through Veterans Affairs after discharge for injuries or illnesses resulting from alcoholism.

## **HELP TO QUIT**

If you have a problem with excessive drinking, the AF and your community have resources to help. Every military base has a Medical Treatment Facility. Discussing your drinking with your healthcare provider is a good place to start. They can evaluate your medical condition and assist you in finding the right type of help to meet your needs. Another, perhaps well-known resource, is Alcoholics Anonymous (AA). AA is a non-profit organization that is not affiliated with the military or any other organization and requires no fee. They are discreet and membership is fellowship based. AA Meetings are available in most communities. Its sole intent is to help its members quit drinking through a twelve-step program. Another avenue to find help and support is the AF Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program. This program accepts self-referrals for evaluation treatment. However, if your drinking habits negatively affect public behavior, duty performance and/or physical and mental health, the AF becomes involved. They respond with a mandatory referral to ADAPT for preventive education and intervention as well as administrative consequences. This program will be discussed further in the next section.

## **AF ADAPT PROGRAM**

The following two AF instructions (AFI) cover the ADAPT Program:

- AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*
- AFI 90-507, *Military Drug Demand Reduction Program*
- AFI 90-508, *Air Force Civilian Drug Demand Reduction Program*

The AF's commitment to its members is displayed by the management of the ADAPT Program. This program identifies and offers treatment and education to members needing help. The AF wants each member to succeed! The ultimate goal is to return individuals to full duty status.

AF members requiring treatment for alcohol or drug abuse (also known as substance abuse [SA]) will receive it. This treatment provides comprehensive clinical assistance to eligible beneficiaries seeking help for SA problems. However, AF members should recognize that they have a problem and must be prepared to face the consequences of their actions.

## **IDENTIFYING SUBSTANCE ABUSERS**

The AF uses three identification methods to identify substance abusers: self-identification, commander's identification, medical care referral, **PLEASE NOTE:** members can self-id to their pcm or other medical personnel and command notification may not be required. If none of the conditions above are met a member can self-id and request help-the result will be a medical referral, but treated as a self-id.

### **SELF-IDENTIFICATION**

Members must voluntarily reveal the nature and extent of their SA before being apprehended, investigated, ordered to give a urine sample or advised of a recommendation for administrative separation for SA.

### **COMMANDER'S IDENTIFICATION**

Commanders have the authority to place individuals into the evaluation process if they suspect SA to be a contributing factor in any of the following incidents:

- Any type of alcohol misuse covered earlier
- Positive drug test
- When notified by medical personnel

### **MEDICAL CARE REFERRALS**

Medical personnel must notify the unit commander and the ADAPT Program Manager when a member has any of the following occur:

- Observed, identified or suspected to be under the influence of alcohol or drugs
- Receives treatment for an injury or illness that may be the result of SA
- Admitted as a patient for alcohol or drug detoxification
- Test results of any medical examination conducted for a valid medical purpose including emergency care, a yearly physical examination and other such examinations necessary for diagnostic or treatment purposes may be used to identify substance abusers

## **SUBSTANCE ABUSE TREATMENT**

Identified substance abusers are entered into one of ADAPT's two tracks.

### **NON-CLINICAL SERVICE PROGRAM**

This service is reserved for individuals who do not abuse or show a dependency for a substance but have demonstrated improper and irresponsible use of a substance. Members receive individualized consultation and feedback, Alcohol Brief counseling and must develop a change plan. Topics covered include individual responsibility, AF standards, legal consequences and how SA affects you and others around you.

## **CLINICAL SERVICE PROGRAM**

This service is available for individuals diagnosed with Substance Use Disorder: Mild, Moderate, or Severe. All programs include addiction awareness education, defense mechanisms, self-esteem, family dynamics, relapse prevention, physical effects of substance abuse, stress management, anger management, assertiveness and goal and recovery plans. Upon successful completion of treatment, members are placed into aftercare and are monitored monthly.

### **CONSEQUENCES OF SUBSTANCE ABUSE**

Substance abusers may face the following administrative actions:

- Letter(s) of admonishment
- Counseling and reprimands
- Denial of reenlistment
- Removal from Nuclear Weapons Personal Reliability Program
- Removal from duties involving firearms
- Removal from flying status or sensitive duties
- Suspension of security clearance
- Removal of restricted area badge

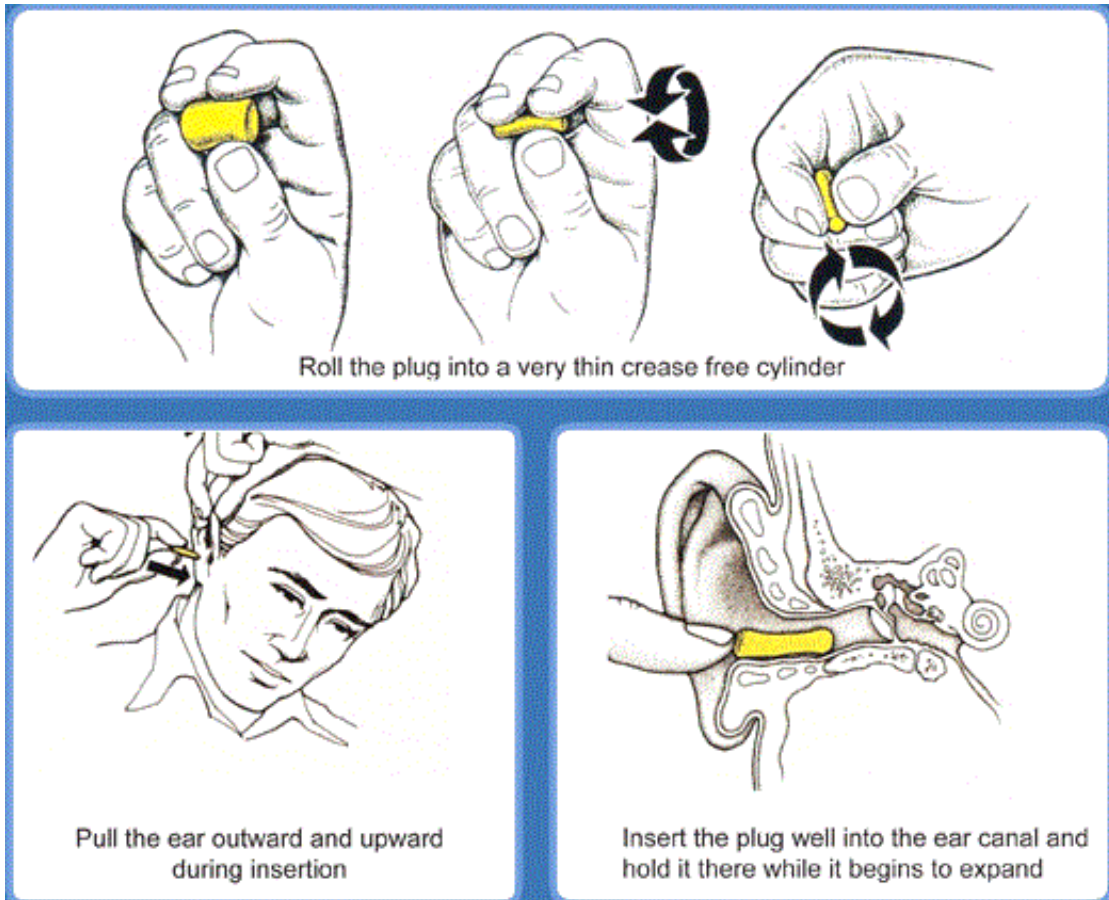
The AF disciplines or discharges those who use or promote illegal use of drugs. All AF personnel should encourage individuals with SA problems to seek help. All members must report any known or suspected use of drugs to their immediate supervisor, first sergeant, commander, Security Forces, the AF Office of Special Investigations or other appropriate agencies.

### **SUMMARY**

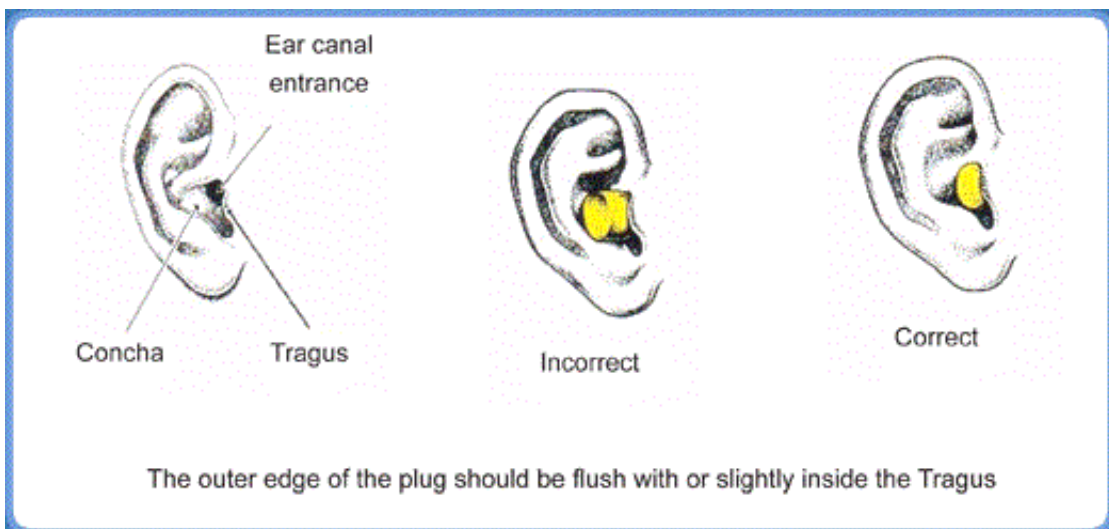
The AF expects all members to do their job in any situation. AF personnel must be able to carry out the duties entrusted to them in order to support the defense of our nation. Service members must be physically and mentally fit. Living a healthy lifestyle includes proper nutrition, regular exercise, not using tobacco products, drinking within moderation and avoiding any type of substance misuse and alcohol related misconduct. Thinking on Integrity First makes the decision whether to have an extra drink or not before you drive home much easier. Remember Service Before Self when you feel pressured into trying an illegal substance. Rely on the strength of Excellence In All We Do when seeking help to quit tobacco, alcohol or drugs. There may be times when it may be difficult to live all aspects of a healthy lifestyle, but following the AF Core Values can give you the power needed to achieve it.

# HEARING CONSERVATION

## HOW TO INSERT FOAM EARPLUGS



## HAND-FORMED EARPLUGS - GOOD FIT VS BAD FIT



## CHAPTER 33 REVIEW EXERCISE

1. Fit troops equals \_\_\_\_\_!
2. The addictive drug found in all forms of tobacco is \_\_\_\_\_.
3. True or False. The use of illegal and illicit drugs or misusing prescription or over-the-counter medication is strictly prohibited!
4. The positive effects of smoking cessation begin within \_\_\_\_\_ minutes of the last cigarette.
5. A blood alcohol content of \_\_\_\_\_ % could kill you.
6. Moderate alcohol consumption is a maximum daily intake of \_\_\_\_\_ drink(s) for men and \_\_\_\_\_ drink(s) for women.
7. The AF's commitment to its members is displayed by the management of the \_\_\_\_\_.
8. The three means of identifying substance abusers are, commander's identification, \_\_\_\_\_ and \_\_\_\_\_.
9. Air Force Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program is covered by three AFIs, they are \_\_\_\_\_.

1. improved readiness
2. nicotine
3. True
4. 20
5. 0.40
6. two: one
7. ADAPT program
8. Medical care referrals; self-identification
9. AFI 44-121; AFI 90-507, AFI 90-508



## PROFESSIONAL INTERPERSONAL INTERACTIONS: THE AF'S EXPECTATION FOR EVERY MEMBER

Objective 1a :: Participate in basic military training leadership familiarization.

*In upcoming classes, and over the course of the entire BMT program, you'll learn many important details regarding AF expectations for professional conduct. One of the most important of these is professional interpersonal interactions among all Airmen, at all times, and in all places. This means you right now, as a brand new Air Force member, as well as all the more seasoned AF personnel. Regardless of whether in a training or operational role, it's the same expectation that all Air Force personnel be professional in their interpersonal interactions with all others, at all times. Your MTI will reinforce this expectation throughout training and during Airmen's Time discussions. You'll also hear it reinforced during your Peer-to-Peer weekly debriefings.*

### CHAPTER SUMMARY

- » Definition
- » Importance of Professional Interpersonal Interactions
- » What Makes an Interpersonal Interaction Professional?
- » Indicators of Unprofessional Interpersonal Interactions

### DEFINITION

The definition of Professional Interpersonal Interactions is "interactions which aim to treat others with dignity and respect." Here are a couple examples of how this can be applied in BMT:

#### EXAMPLE 1

To be respectful of others in their flights, trainees put old ways or habits behind them that they may have thought nothing about at home, such as running around naked or using profanity. As professionals who know these acts are offensive and prohibited in BMT, trainees now stop displaying these behaviors. Airmen pay attention to how their words and actions might impact others.

#### EXAMPLE 2

MTIs are extremely tough and demanding on you, even to the point where you think it's more than you can handle and may not like, but they follow the same exact rules of professional conduct that apply to you. By training hard and being demanding, while treating you with respect and dignity, your MTI wants to motivate you to give your best in preparing for the rigors of war.

### IMPORTANCE OF PROFESSIONAL INTERPERSONAL INTERACTIONS

Professional interpersonal interactions are essential to build trust. Although it's possible for teams with dysfunctional interpersonal interactions to get the job done, they will never do it to the level of excellence possible that comes when everyone treats each other respectfully.

Trust, which is built on mutual respect and the dignified treatment which follows it, is a most essential ingredient for teamwork, which is necessary for AF success. Every single member of the team is vital; every person counts.

Teamwork is also necessary for public trust. Public trust is gained when the AF team is strong, and the public is confident the AF is able to protect and defend our Nation.

#### WHEN THERE'S A LACK OF TRUST...

##### Among Team Members

...individual success is at risk, as members pull for themselves and not each other, or the team as a whole.

##### In the Team

...the team may have greater difficulty pulling together and the leader may struggle to achieve objectives.

When there's a lack of trust, there's no chance for the team to perform at its highest potential. This is a life and death matter in the military. An AF team founded on trust equates to top performance and the greatest chance for success in battle. Public trust is jeopardized if the AF team is not strong, and our Nation will be at risk of failure. So EVERYONE's job in the Air Force is to build trust through professional interpersonal interactions which reflect the aim of treating everyone with respect and dignity.

## ***WHAT MAKES AN INTERPERSONAL INTERACTION PROFESSIONAL?***

### **PROFESSIONAL LANGUAGE**

Self-discipline in using professional language, including humor, means using language which does not demean, degrade or offend others. Language that seeks to motivate, inspire, or encourage performance or optimism is professional. Jokes of an ethnic or sexual nature are not appropriate since potential to offend is high – so do not use them.

### **PROFESSIONAL BEHAVIOR**

Self-discipline in demonstrating professional behavior means to have behavior which demonstrates emotional self-control; the desire to understand others and resolve conflict diplomatically. Physical or verbal threatening, or physically doing something that could hurt someone, like throwing an object in anger, is simply unprofessional, as it reflects lack of self-control and has potential to hurt someone.

### **CARING FOR AND HELPING OTHERS**

Self-discipline to care for and help others is learning to apply the important AF core value called "Service-Before-Self" in everything you do. No one is successful as an island; human beings are highly-interdependent on each other. Reflect for a moment on how this applies to your life – your ability to have food, medicine, shelter, for example, among so many other things. These are the result of the contributions of so many others. Giving your talent to help others gives us a higher sense of purpose and life satisfaction. And when you say or do something with the intention of helping others, they generally will know it, appreciate it, and return help in kind.

### **Examples of caring for and helping others:**

While MTIs are extremely demanding and Trainees will not always like or appreciate their demands in the moment, very often at the end of training, they will express their sincere gratitude to their MTI for well-preparing them for the demands of the Air Force, and for making them a better person. This is no different than when NCOs in the operational Air Force prepare Airmen for deployments. Their concern is for making sure the Airman has everything they need for success, and make this preparation their priority as they are about to send the Airmen into harms-way – that's caring.

Equally, as fellow Trainees help each other with difficult tasks, with an unselfish and caring attitude, they'll form an unbreakable professional bond. When you help someone else, their desire to help you, as well as others, magnifies. Helping others is contagious.

These examples show caring for and respecting others results in a bond that each of us appreciates and respects. Over time, it may also result in an unshakable bond of trust which leads warriors to success in battle -- even under the toughest circumstances. It's been said, warriors in battle will accomplish the most extraordinary feats of heroism, not so much for an abstract ideal, but at the moment of life and death, they do it for the person next to them – in the case of Airmen, it's their wingmen. This bond is unbreakable, so much so, that even under threat of death, it becomes even stronger.

## **INDICATORS OF UNPROFESSIONAL INTERPERSONAL INTERACTIONS**

### **INDICATORS SPECIFICALLY PROHIBITED IN BMT ENVIRONMENT**

Sexually provocative jokes, talking about one's sex life, or having sex – is strictly prohibited. In BMT, 100% focus must be kept on mission objectives, which is to successfully complete BMT graduation requirements.

Sex between trainees, or with any permanent party staff, is strictly prohibited. Sex between a Trainee and permanent party member can NEVER be consensual under any circumstance, even if both parties say they agreed to it and/or love each other. Such behavior is damaging to good order and discipline, and undermines the training mission.

Favoritism or preferential treatment, without appropriate justification, is strictly prohibited. For example, a Trainee receiving an additional phone call for training excellence or outstanding support to fellow wingmen is appropriate; while a Trainee being permitted to violate policy would not be. Keep in mind, MTIs will apply different leadership techniques and training strategies depending on what is needed to get the Trainee to respond. Every Trainee will experience training differently, depending on what they need. This is not favoritism or preferential treatment; this is tailoring the training to what is required.

Sharing inappropriate personal information, such as disagreement with policy or fear over potential disciplinary action, is strictly prohibited. It's very important supervisors never do this. In BMT, MTIs are your first line supervisor. They should never express disagreement with AF or BMT policy with you, or their vulnerability to disciplinary action, as you are their subordinates. The right way for them to express disagreement is by channeling their concerns upward, through the chain of command. On the other hand, sharing personal information to help Trainees better understand training objectives or other questions regarding the AF is appropriate and helpful. Some examples of this might be an MTI sharing the benefit of their learning as a result of having struggled and resolved a problem similar to those shared by many new Airmen.

### **WHAT TO DO IF YOU NOTICE UNPROFESSIONAL INTERPERSONAL INTERACTIONS**

It's not uncommon to find yourself in challenging situations by someone close to you -- friends in the dorm, co-worker on the job, supervisors, etc. Up until now, you may have thought, "I can handle anyone who insults or acts wrong to me. I'll just fight them" or "I'll just ignore them". It's important to understand, we deal with these issues more professionally in the Air Force.

Even things considered relatively minor should be addressed. In addition to being wrong, sometimes such behaviors are indicative of more significant problems and need to be addressed to prevent more serious things from happening. Use the "Immediate Chain of Command" outline you have in your BMT Study Guide (BMTSG) and posted in the dormitory as a guide for the right level for resolution. Some things must be reported immediately to leadership, while other smaller issues may be worked at the lowest level.

#### **What To Report**

You must report any inappropriate touching, to include "good game" pats. You must also report any bullying, sexual comments, or any other violations of the Trainee Rules of Conduct.

#### **How To Report**

You may report in person any violations of the Trainee Rules of Conduct directly to your MTI. Remember, student leaders are not in your official chain of command, therefore you do not report to them first for these situations. You may, however, report issues to others who are in your chain of command or to any support personnel.

You may also use the feedback system. This is the same as using the chain of command. Civilians who are assigned outside your squadron process the feedback sheets. And don't forget, feedback sheets may be submitted anonymously.

There are some issues student leaders may help flight members resolve at the lowest level. These include personality conflicts, teamwork challenges, and formation of cliques. However, since they are not part of your chain of command, you never need to go through them to speak to your MTI. When in doubt, report problems directly to your MTI.

## SARC

As you go through BMT training, you'll receive training on sexual assault at various points in the program which may trigger difficult emotions. You always have the option to meet with a Sexual Assault Response Coordinator (SARC), anonymously; that is without anyone in your flight including your MTI, your wingman or anyone in the chain of command knowing the specific reason. Follow the guidance in fig 34-1 to meet anonymously with a SARC representative. You may also use the Trainee Hotline Phones, available 24/7.

# CONFIDENTIAL & ANONYMOUS REPORTING

## YOU CAN MEET WITH THE SARC WITHOUT YOUR FLIGHT OR CHAIN OF COMMAND KNOWING

The chaplain will maintain confidentiality by giving you an appointment slip, calling the SARC or a DoD certified Victim Advocate to meet you in the privacy of the medical facility (Reid Clinic. BLDG 7002), and signing you out of CQ, so you will not be questioned about it.

Since trainees are seen at Reid Clinic for a multitude of reasons, NO ONE IN YOUR CHAIN OR FLIGHT WILL KNOW THE SPECIFIC REASON FOR YOUR REFERRAL. Chaplains routinely give appointment slips to trainees for many different reasons.

The appointment slip will designate a room within the Reid Clinic where the receptionist will send you. It will be one of the treatment rooms (like any other trainee would go) to await the SARC's arrival. The chaplain or medical provider will have called the SARC, in advance, to tell them to come to you and to maintain the confidentiality of your visit.

**THE APPOINTMENT SLIP ACCOUNTS FOR YOUR WHEREABOUTS, BUT WITHOUT ANYONE KNOWING THE SPECIFIC REASON FOR YOUR REFERRAL. EVEN YOUR WINGMAN WILL NOT KNOW THE REASON FOR YOUR REFERRAL.**

Fig 34-1

Being caring Wingmen to each other can go a long way in preventing conflicts. Each AF member has the responsibility to uphold the integrity and honor of the AF as a professional organization. Professionalism begins and ends with each and every AF member. It's everyone's job to behave professionally and hold others accountable to do the same.

## SUMMARY

The AF is strong because its members interact with each other with professionalism, aimed at ways which build mutual trust and caring, upon which effective teamwork and mission success depends. Each and every member counts in doing this. Keep this in mind each day, to do your part, not only when your leaders are present but most especially when they are not and your team needs you most.

## MILITARY CITIZENSHIP

Objective 2a :: Identify basic facts about Air Force fundamentals.

*We are very fortunate to be US citizens because as United States (US) citizens we have a Constitution that guarantees us certain rights. But as a member of the Armed Forces you are also considered a military citizen. As such, you are held to a different standard than your civilian counterparts. This higher standard is reflected in the Air Force (AF) Core Values of Integrity First, Service Before Self and Excellence In All We Do. For example, certain actions taken by a civilian may be considered legal based on the rights granted by the Constitution, but the same actions taken by a military citizen could be considered a breach of your duty as a member of the Armed Forces.*

### CHAPTER SUMMARY

- » Definition of Citizen and Military Citizen
- » Constitutional Amendments and Military Citizenship
- » Dissident and Protest Activities
- » Military Citizen Responsibilities

### DEFINITION OF CITIZEN AND MILITARY CITIZEN

A citizen is a person who owes allegiance to a government and is entitled to protection by that government. A military citizen is one who has made a commitment to support and defend the Constitution of the US by swearing allegiance through the Oath of Enlistment.

As a military citizen, you retain all your rights as a US citizen. However, due to the demands of military service, there are additional standards and rules that apply only to military citizens, such as the Uniform Code of Military Justice (UCMJ) and the Law of War. The UCMJ ensures effective discipline by allowing justice to be administered by people familiar with the military system and its needs. The UCMJ also allows commanders a mobile justice system available wherever their units may be deployed. The UCMJ imposes limitations on members because of security, discipline, morale and support of US policies. The Law of War covers the conduct of armed conflict and air operations, protects combatants and noncombatants from unnecessary suffering and safeguards the basic rights of all civilians, prisoners of war and the wounded and sick during any armed conflict. These laws guide our actions as military members and protect our rights.

### CONSTITUTIONAL AMENDMENTS AND MILITARY CITIZENSHIP

#### FIRST AMENDMENT

The First Amendment is a constitutional amendment that guarantees certain freedoms. With these freedoms comes much responsibility:

#### Freedom of Religion

The right to worship as you choose or not worship at all

- ▶ No one can break a law or violate military instructions in the name of religion
- ▶ You cannot use religion to preach the violent overthrow of the government
- ▶ You may not allow your religious practices to interfere with military duties

#### Freedom of Speech

Allows citizens to voice personal views

- ▶ You may express your personal opinions as long as you do not divulge For Official Use Only (FOUO) information or adversely affect the security and/or defenses of the US by disclosing classified information
- ▶ Do not use words to endanger people, incite others to rebellion, slander someone or encourage disobedience of the law

- ▶ Voice any grievances using your chain of command
- ▶ Although you have freedom of speech, you are responsible for your own actions

### **Freedom of the Press**

Allows citizens to publish personal views

- ▶ Do not represent your personal views as the official position of the AF
- ▶ Do not publicly release any proposed speech or writing concerning military plans, policies, programs or operations
- ▶ You will be held responsible if your writings incite or provoke unlawful acts or affect national security
- ▶ Writings cannot be obscene or slanderous
- ▶ You must receive proper authorization before publicly releasing any federal government agency writings

### **Freedom of Assembly**

Allows citizens to summon or come together as a group for a common cause

- ▶ You are prohibited from participating in a demonstration when on duty, in a foreign country, in uniform or on a military installation

### **Freedom of Petition**

Allows citizens the right to petition the President, Congress or other public official without fear of reprisal

- ▶ Do not circulate or sign a petition on an AF installation unless authorized by the installation commander
- ▶ You are liable for any false statements you make
- ▶ Resolve military matters through your chain of command first
- ▶ Voice your grievances directly through the Inspector General (IG) Complaint System

## **FOURTH AMENDMENT**

The Fourth Amendment to the Constitution grants you freedom from unreasonable search and seizure. The authorization to search must be based on probable cause and particularly describe the place to be searched and the persons or things to be seized. Probable cause to search exists when there is a reasonable belief that the person, property or evidence sought is located in the place or on the person to be searched. Authorization to search is the military equivalent of a civilian search warrant. A search authorization is an express permission, written or oral, issued by a competent military authority to search a person or an area for specified property or evidence or to search for a specific person and to seize such property, evidence or person. Commanders, as well as military judges, installation commanders and magistrates have the power to authorize a search and seizure over anyone subject to military law or at any place on the installation.

Commanders may also conduct inspections of their units. Inspections are not searches. An inspection is an examination of the whole or part of a unit, organization installation, vessel, aircraft or vehicle conducted to determine the security, military fitness or good order and discipline.

The distinction between a search and an inspection is that an inspection is not conducted for the primary purpose of obtaining evidence for use in a trial or other disciplinary proceedings and does not focus on a particular suspect or individual. Contraband seized during an inspection (e.g. vehicle entry checks or random drug testing) is admissible in court.

## **FIFTH AMENDMENT**

The Fifth Amendment to the Constitution is the right to due process of law. Due process of law safeguards the legal rights of individuals. This amendment is similar to Article 31, *Compulsory Self-Incrimination Prohibited*, of the UCMJ as they both protect you against self-incrimination.

## **DISSIDENT AND PROTEST ACTIVITIES**

### **DEPARTMENT OF DEFENSE (DoD) POLICY**

The goal of the DoD is to safeguard the security of the US. So as a service member, expressing anything that jeopardizes the security of the US is in direct violation of your responsibilities. Therefore, your right of expression and responsibility to protect the security of the US must be reconciled. Basically, your right to expression is preserved to the maximum extent possible, so long as it is consistent with good order, discipline and national security. Any misconduct in this area will not be condoned, because if left unchecked, unit effectiveness will suffer.

### **AF POLICY**

AF members must not actively participate in organizations supporting supremacist causes or organizations that support illegal discrimination based on race, color, sex, religion or national origin. AF members will not actively participate in organizations that advocate use of force or violence or are otherwise engaged in efforts to deprive individuals of their civil rights. The following are some examples of active participation:

- Public demonstration or rallying
- Fund raising
- Recruiting and training members
- Organizing
- Leading

A mere membership in these organizations is not prohibited; however, AF leaders may consider such membership by AF members during evaluations and when considering the individual for an assignment.

## **MILITARY CITIZEN RESPONSIBILITIES**

### **ALLEGIANCE**

Allegiance is the obligation of support and loyalty you have to your government. For example, as a member of the AF you are subject to duty at any time, including weekends and holidays. If directed, you must report for duty at any location and remain as long as necessary to get the job done or until excused by competent authority.

### **VOTING**

Voting is a formal expression of opinion to a proposed decision. As an American citizen you have the right and duty to vote in order to retain and protect your rights and freedoms and guarantee that you have a voice in your government and selecting those who manage it.

If you are stationed away from your state of legal residence (this includes while you are attending Basic Military Training), you may vote by absentee ballot. The Federal Voting Assistance Program (FVAP) is responsible for administering the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). The FVAP's mission is to inform and educate US citizens worldwide of their right to vote, foster voting participation and help active duty military members and their families register and vote absentee in elections for Federal offices. If you want to speak with an FVAP representative to answer any questions you may have, you can contact them by phone at 1-800-438-8683 or through their website at <http://www.fvap.gov>.

In many states, laws exist that allow military members and their families, to register and vote absentee in state and local elections. UOCAVA requires each Federal department and agency with personnel covered by the act to have a voting assistance program. Critical to the success of this program are the voting assistance officers (VAO). These individuals, military and civilian, are responsible for providing accurate nonpartisan voting information and assistance to all of the citizens they are appointed to help. They aid in ensuring citizens understand their voting rights, to include providing procedures on how to vote absentee.

## **SUMMARY**

As US citizens and military professionals, our Constitutional rights are precious. The Constitution grants us many rights and freedoms—and we, as American Airmen, have taken an Oath of Enlistment (Service Before Self) to protect those rights and freedoms. It is an important and worthy duty—keeping our Constitutional rights and freedoms alive for all generations of Americans.



# CHAPTER 35 REVIEW EXERCISE

1. A \_\_\_\_\_ is a person who owes allegiance to a government and is entitled to protection by that government.
2. Due to the demands of military service, there are additional standards and rules that apply only to military citizens, such as the \_\_\_\_\_ and \_\_\_\_\_.
3. The \_\_\_\_\_ Amendment to the Constitution guarantees you the freedom of religion, freedom of speech, freedom of the press, freedom of assembly and freedom of petition.
4. Freedom of \_\_\_\_\_ allows citizens to publish personal views.
5. Freedom of \_\_\_\_\_ allows citizens to summon or come together as a group for a common cause.
6. The \_\_\_\_\_ Amendment to the Constitution grants you freedom from unreasonable search and seizure.
7. Commanders can authorize a search as long as they have \_\_\_\_\_ cause.
8. The \_\_\_\_\_ Amendment to the Constitution is similar to Article 31 of the UCMJ as they both protect you from self-incrimination.
9. \_\_\_\_\_ is the obligation of support and loyalty you have to your government.
10. \_\_\_\_\_ is a formal expression of opinion to a proposed decision.

6. Fourth  
7. probable  
8. Fifth  
9. Allegiance  
10. Voting

1. citizen  
2. Uniform Code of Military Justice (UCMJ); Law of War  
3. First  
4. Press  
5. Assembly

## JOINT ETHICS PROGRAM

Objective 3a :: Identify basic facts about the joint ethics program.

*With two simple words, the Air Force (AF) Core Values state what it takes to become a successful leader—Integrity First. You must have the courage to act and do the right thing. You must consider ethical behavior when making decisions as part of your official duties. Conforming to professional standards of conduct is the foundation for successful leaders.*

### CHAPTER SUMMARY

- » Ethics
- » Code of Ethics
- » Conflicts of Interest

### ETHICS

These are standards by which one should act based on values and core beliefs such as duty, honor and integrity that motivate attitudes and actions. However, not all values are ethical. Ethical values relate to what is right or wrong. As an AF member, you must practice the highest standards of behavior, obedience and loyalty not only in your job, but also in your relationship with people and in your dealings with the civilian community.

#### HONESTY

This means being truthful, straightforward and candid. Truthfulness is a natural characteristic in a person who is honest. Lies erode credibility and undermine public confidence. Straightforwardness adds frankness to truthfulness and is usually necessary to promote public confidence and to ensure effective conduct of Federal government operations. Candor is the forthright offering of unrequested information. Candor is required when a reasonable person would feel betrayed if the information were withheld.

#### INTEGRITY

This is being faithful to one's convictions, following principles, acting with honor, maintaining independent judgment and performing duties with impartiality. This helps to avoid conflicts of interest and hypocrisy.

#### LOYALTY

This is the bond that holds the Nation and the Federal government together. Loyalty requires careful balancing of your interests, values and institutions in the interest of harmony and cohesion. There are many synonyms for loyalty: fidelity, faithfulness, allegiance, devotion and reliability.

#### ACCOUNTABILITY

This means accepting responsibility for your actions and the resulting consequences. This includes avoiding even the appearance of impropriety because appearances affect public confidence. Accountability promotes careful, well-thought-out decision making and limits thoughtless actions.

#### FAIRNESS

Open-mindedness and impartiality are important aspects of fairness. Decisions must not be fickle, biased or based on personal opinion. Individuals must be treated equally and with tolerance.

#### CARING

An essential element of a good government is compassion. Courtesy and kindness to those we serve and work with help to ensure that individuals are not treated solely as a means to an end. Caring for others is the counterbalance against the temptation to pursue the mission at any cost.

## **RESPECT**

Treating people with dignity, honoring privacy and allowing self-determination are critical in a government of diverse people. Lack of respect leads to a breakdown of loyalty and honesty within a government and brings chaos to the international community.

## **CODE OF ETHICS**

DoD 5500.7-R, *Joint Ethics Regulation*, provides guidance to AF personnel on standards of conduct that relate to possible conflicts between private interest and official duties. Violations of these standards can result in prosecution under the provisions of the Uniform Code of Military Justice (UCMJ).

## **CODE OF ETHICS**

Everyone in the government service should follow these rules:

- Place loyalty to the country above loyalty to persons, party or departments
- Uphold the Constitution, laws and regulations of the United States (US) and of all governments and never be a party to evasion
- Give a full day's labor for a full day's pay
- Give earnest effort and best thought to the performance of duties
- Seek to find and employ more efficient and economical ways of getting tasks accomplished
- Never discriminate by giving special favors or privileges to anyone
- Never accept favors or benefits under circumstances that might be interpreted by reasonable persons as influencing the performance of governmental duties
- Make no private promises of any kind binding upon the duties of the office you hold
- Engage in no business with the government that is inconsistent with the conscientious performance of governmental duties
- Never use any information gained confidentially in the performance of governmental duties as a means of making private profit
- Expose corruption wherever discovered
- Uphold these principles ever conscious that you hold public trust

## **CONFLICT OF INTEREST**

Your private business or professional interests must not conflict, or appear to conflict, with the public interests of the US. This is particularly true of those activities related to your AF duties and responsibilities. It also applies to the private interests of your spouse, minor children and any other household members.

You may not use your AF position to gain financial benefit for yourself or others. You may not engage in any personal commercial solicitation or sales to any military member junior in grade or civilian subordinates. This applies to you whether you are on or off duty, in or out of uniform. There is one exception to the rule, which is a one-time sale of personal property or private dwelling to a junior member. If you are a member of a private, nongovernmental association such as a charitable or non-profit organization, you must not take part in activities incompatible with your military position. It is important to note that you are prohibited from engaging in any conduct or activities that are illegal, dishonest, immoral or would otherwise bring discredit upon the AF or US Government.

## **BRIBERY AND GRAFT**

Do not solicit, accept or agree to accept anything of value in return for performing or refraining from performing official duties. However, these prohibitions do not apply to the payment of witness fees (subpoenas) authorized by law or certain travel and subsistence expenses.

## **GRATUITIES**

You and your immediate family cannot accept anything directly or indirectly in the performance of your official duties nor may you solicit or accept any gift, gratuity, favor, etc.

### **GIFTS FROM FOREIGN GOVERNMENTS**

All AF military and civilian personnel and their family members are required to report any gift, or combination of gifts, that exceeds a "minimal" value as established by the GSA and adjusted every three years. Gifts must be reported to Headquarters AF Personnel Center within 60 days of receipt of the gift(s). Failing to report the gift(s) could result in a fine up to \$5,000 plus the retail value of the gift(s).

### **PRESENTS TO SUPERIORS**

You may not give nor solicit contributions from other Department of Defense (DoD) personnel for a gift to an official superior. Neither can you accept a gift from DoD personnel receiving less pay than you. However, this does not prohibit you from giving or receiving a voluntary gift for occasions such as marriage, illness or retirement. Trainees are prohibited from giving MTIs any note, letter or gift, to include any such items from the trainee's family or friends at any time during BMT; or during the 6-month post technical training graduation period.

### **USE OF GOVERNMENT FACILITIES, PROPERTY AND MANPOWER**

You may not use or allow the use of government property or government leased property for anything other than officially approved activities. Remember, it is your duty to protect and conserve government property. This includes equipment, supplies and other entrusted property.

### **GAMBLING, BETTING AND LOTTERIES**

While on government-owned, government-leased property or while on duty for the government, you may not participate in any gambling. This includes conducting a lottery or pool, conducting a game for money or property or selling or purchasing a "numbers" slip or ticket. Restrictions do not apply to authorized AF recreational activities such as bingo in base clubs.

### **OUTSIDE EMPLOYMENT**

You must have your supervisor's recommendation and your commander's approval before accepting an off-duty job. You must not engage in outside employment or other activity that interferes with or is not compatible with the performance of your government duties. It is your responsibility to avoid outside employment that may reasonably be expected to bring discredit upon the government or DoD.

### **USE OF CIVILIAN AND MILITARY TITLES IN CONNECTION WITH COMMERCIAL ENTERPRISES**

All civilian employees and military personnel on active duty are prohibited from using their civilian or military titles or positions for endorsement purposes or to advance the credibility of a commercial enterprise.

## **SUMMARY**

Ethics are standards by which we should live and work. You should carefully consider ethical behavior (Integrity First) when making decisions as part of your official duties. **Do Not** take the position you currently hold, or may someday hold, lightly. The security of our Nation and its people depend on the faithful discharge of your duties.

# CHAPTER 36 REVIEW EXERCISE

1. \_\_\_\_\_ are standards by which one should act based on values.
2. \_\_\_\_\_ is being faithful to one's convictions, following principles, acting with honor, maintaining independent judgment and performing duties with impartiality.
3. \_\_\_\_\_ means to treat people with dignity, to honor privacy and to allow self-determination.
4. When your private business or professional interests conflict, or appear to conflict, with the public interests of the US, you are engaging in a \_\_\_\_\_.
5. All AF military and civilian personnel, as well as their dependents, are required to report any gift, or combination of gifts, that exceeds \_\_\_\_\_ as established by GSA every three years.
6. You must avoid outside employment which may reasonably be expected to bring \_\_\_\_\_ upon the government or the DoD.
7. Accepting responsibility for your actions and the resulting consequences is known as \_\_\_\_\_.
8. True or False. You may use your military title or position for endorsement purposes or to advance the credibility of a commercial enterprise.
9. Placing loyalty to the country above loyalty to persons, party or departments is part of your \_\_\_\_\_.
10. One of the guidelines under the Code of Ethics states that you must uphold these principles ever conscious that you hold \_\_\_\_\_.

5. MINIMAL VALUE  
4. CONFLICT OF INTEREST  
3. RESPECT  
2. INTEGRITY  
1. ETHICS

6. DISCREDIT  
7. ACCOUNTABILITY  
8. FALSE  
9. CODE OF ETHICS  
10. PUBLIC TRUST

## CYBER AWARENESS

Objective 13a :: Identify basic facts about operating within the Cyberspace Domain.

*Monitoring telephone conversations, electronically eavesdropping on conferences and probing data stored in computers is easy to do. This is why your understanding of security programs is so important. As a member of the AF, you have a distinct responsibility to protect information that is vital to mission accomplishment. As a globally connected AF, we face a new type of enemy and a new kind of war. To fight this, you must employ our AF Core Value of Excellence In All We Do and be aware of anything that may be potentially harmful to our systems and national security.*

### CYBERSPACE

On 7 December 2005, the Air Force (AF) officially changed its mission statement to include a new domain of warfighting. The new statement acknowledged the changing terrain of new tactics that can be used against the US and affirmed the Air Force's (AF) commitment to "Fly, Fight and Win ... in Air, Space and Cyberspace."

#### CYBERSPACE DEFINED

The Department of Defense (DoD) defines cyberspace as a "global domain" within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers."

#### CYBERSPACE DOMAIN

Cyberspace is a fundamentally different, man-made domain and unlike the natural domains of air, land, sea, and space; cyberspace nodes physically reside in all domains making each core function of the AF possible. It is an enabler for each of the traditional domains (e.g., land, sea, air and space).

#### CYBERSPACE OPERATIONS

The employment of cyberspace capabilities where the primary purpose is to achieve objectives in or through cyberspace. Cyberspace operations missions are categorized as offensive cyberspace operations (OCO), defensive cyberspace operations (DCO), and DoD Information Network (DoDIN) operations based on their intent. Offensive cyberspace operations (OCO) are cyberspace operations intended to project power by the application of force in and through cyberspace. Defensive cyberspace operations (DCO) are cyberspace operations intended to defend DoD or other friendly cyberspace. DoDIN operations are actions taken to design, build, configure, secure, operate, maintain, and sustain DoD communications systems and networks in a way that creates and preserves data availability, integrity, confidentiality, as well as user/entity authentication and non-repudiation. Threats to Cyberspace Operations range from individual hackers to criminal organizations, transnational actors and nation state sponsored that can challenge access to and use of this domain.

#### DoD CYBER MISSION

The DoD Cyber Strategy published in April 2015 identifies three core cyber missions. They are Defend DoD networks, systems, and information, Defend the U.S. homeland and national interests, and Provide cyber support to Combatant Commanders. To accomplish these three cyber missions, the DoD has organized forces responsible for each mission. Teams in these forces are provided by each service as they are responsible for organizing, training, and equipping.

### CHAPTER SUMMARY

- » Cyberspace
- » Mission Assurance
- » The Airman's Perspective
- » Information Assurance
- » Information Operations Conditions
- » Threats, Vulnerabilities and Risks
- » Software Licensing Agreements & Piracy
- » Fraud, Waste and Abuse of Computer Resources
- » Prohibited Uses

## **CYBERSPACE SUPERIORITY**

One of the 12 core functions of the Air Force. These core functions express the way in which the Air Force is particularly and appropriately suited to contribute to national security. Cyberspace superiority is defined as operational advantage in, through and from cyberspace to conduct operations at a given time and in a given domain without prohibitive interference.

## **AIR COMBAT COMMAND**

Air Combat Command is the leading command for cyberspace. The AF identified 24th AF as AFCYBER and designated it as an operational unit. The 24th AF, residing in Air Combat Command (ACC), is the operational warfighting organization that executes full spectrum cyberspace operations to ensure friendly forces maintain warfighting advantage.



## ***MISSION ASSURANCE***

Mission assurance consists of measures required to accomplish essential objectives of missions in a contested environment. A “contested cyber environment” involves circumstance in which one or more adversaries attempt to change the outcome of a mission by denying, degrading, disrupting, or destroying our cyberspace capabilities, or by altering the usage, product or our confidence in those capabilities. Mission assurance entails prioritizing mission essential functions, mapping mission dependence on cyberspace, identifying vulnerabilities and mitigating risk of known vulnerabilities. Mission assurance ensures the availability of a secured network to support military operations by assuring and defending the portion of cyberspace directly supporting the operation. Just as in the air domain, we do not defend the entire cyberspace domain; we defend what is relevant to our operations. In cyberspace, this means protecting pathways and components, since action against critical systems could seriously degrade our ability to fly, fight and win.

Cyberspace operations seek to ensure freedom of action across all domains for US forces and allies, and deny that same freedom to adversaries. Cyberspace operations overcome the limitations of distance, time, and physical barriers present in other domains. The AF ensures it can establish and maintain cyberspace superiority and fight through cyberspace attacks at any time regardless if the US requires the use of military forces.

## ***THE AIRMAN’S PERSPECTIVE***

Airmen leverage speed, range, flexibility, precision, time and lethality to create effects from and within the air, space and cyberspace domains. Cyberspace operations are essential to conduct modern airpower and should be tightly woven with capabilities of the air and space domains into a unified whole, commanded by Airmen who take a broader view of war free of geographic boundaries.

## **FINANCIAL IMPACT OF CYBER ATTACKS**

According to a 2014 McAfee report, “Net losses estimating the Global Cost of Cybercrime, it is estimated that the likely annual cost to the global economy is more than \$400 billion.” A conservative estimate would be \$375 billion in losses and the maximum could be as much as \$575 billion. Even the smallest of these figures is more than the national income of most countries and governments and companies underestimate how much risk they face from cybercrime and how quickly this risk can grow. According to a 2016 McAfee threat report everyday; more than 157 million attempts were made (via emails, browser searches, etc.) to entice our customers into connecting to risky URLs, more than 353 million infected files were exposed to our customers’ networks, an additional 71 million potentially unwanted programs attempted installation or launch, and 55 million attempts were made by our customers to connect to risky IP addresses, or those addresses attempted to connect to customers’ networks.

## **DAMAGE TO NATIONAL SECURITY FROM CYBERSPACE ATTACKS**

It is often immeasurable and irreparable and we often discover the compromise after the fact and do not truly know how much information our current or potential adversaries have stolen from our systems. We do not know how the enemy gained access right away; sometimes it can take months or years to know. We have to assume that valuable information has been stolen and the potential impact of the theft will be irreparably detrimental to our national security.



## **NATIONAL SECURITY IMPACT**

National security and the security of our freedom are under attack daily by numerous sources, both inside and outside our borders. Given today's intelligence collection capabilities (e.g., satellites, aircraft and public media), it is nearly impossible to hide actions related to war or warfighting capabilities as somebody is always watching. Finding out how our systems have been compromised and by who will become a daily task within our globally networked world.

## **YOUR ROLES AND RESPONSIBILITIES**

All AF personnel (military, civilians and contractors) are the core to mission success and must be cyberspace defenders. Not everyone requires the depth of expertise maintained by cyberspace professionals, but all should have a general understanding of the cyberspace domain.

To indicate commitment to this effort, the Air Force released the "Rise of the Cyber Wingman" philosophy. The philosophy incorporates ten guiding principles every Airman needs to know and use to secure cyberspace.

## **RISE OF THE CYBER WINGMAN — TEN THINGS EVERY AIRMAN MUST KNOW**

1. The United States is vulnerable to cyberspace attacks by relentless adversaries attempting to infiltrate our networks at work and at home – millions of times a day, 24/7.
2. Our enemies plant malicious code, worms, botnets and hooks in common websites, software, and hardware such as thumbdrives, printers, etc.
3. Once implanted, this code begins to distort, destroy and manipulate information, or "phone" it home. Certain code allows our adversaries to obtain higher levels of credentials to access highly sensitive information.
4. The enemy attacks your computers at work and at home knowing you communicate with the Air Force network by email, or transfer information from one system to another.
5. As cyber wingmen, you have a critical role in defending your networks, your information, your security, your teammates and your country.
6. You significantly decrease our enemies' access to our networks, critical USAF information and even your personal identity by taking simple actions.
7. Do not open attachments or click on links unless the email is digitally signed or you can directly verify the source—even if it appears to be from someone you know.
8. Do not connect any hardware or download any software applications, music, or information onto our networks without approval.
9. Encrypt sensitive but unclassified and/or critical information. Ask your CSA for more information.
10. Install the free Department of Defense anti-virus software on your home computer. Your CSA can provide you with your free copy.

## **INFORMATION ASSURANCE**

Information Assurance (IA) is defined as measures that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and nonrepudiation. This includes providing for restoration of information systems by incorporating protection, detection and reaction capabilities. To achieve information superiority, an information system must have the following five attributes (utilize the acronym CAANI [Can I]):

1. **[C]onfidentiality:** ensures only the intended recipient can access the information.
2. **[A]uthenticity:** verifies a person is who they say they are; security measure known as a digital signature (which we'll discuss later) is designed to establish the validity of a transmission, message, originator or a means of verifying an individual's (or device's) identity.
3. **[A]vailability:** ensures information services are available when needed.
4. **[N]on-repudiation:** assurance the sender of data is provided with proof of delivery and the recipient is provided with proof of the sender's identity, so neither can later deny having processed the data. The data recipient is assured of the sender's identity and the sender cannot deny having conducted the transaction.
5. **[I]ntegrity:** ensures that the original information that is sent through the network during transmission, processing or storage has not been altered.

## **WHY IS IA NECESSARY?**

- **Increased use of electronic devices:** at work, at home and on the battlefield
- **Shared risk due to the global-connectivity:** a risk accepted by one is a risk shared by all on a globally connected network
- **Frequent hardware and software changes:** updates, or the lack of applying updates, pose a great risk to information stored and used on computers
- **Help assess:** the interoperability, compatibility, and supportability of our information systems and aim specifically to reduce vulnerabilities and to improve the overall security of networks and systems shared by all

## **INFORMATION ASSURANCE AWARENESS WITHIN CYBERSPACE**

IA awareness is an integrated communications awareness program covering Computer Security (COMPUSEC), Communications Security (COMSEC) and TEMPEST (Telecommunications Electronics Material Protected from Emanating Spurious Transmissions) disciplines. TEMPEST was formerly known as Emissions Security or EMSEC.

### **COMPUSEC**

The objective of COMPUSEC is to endure the employment of countermeasures to protect and secure United States (US) government information processed by AF Information Systems (IS) by protecting the confidentiality, integrity, availability, authentication and non-repudiation of ISs. Safeguard ISs and information against sabotage, tampering, denial of service, espionage, fraud, misappropriation, misuse or release to unauthorized persons.

#### Protective Measures

##### **COMMON ACCESS CARD (CAC)**

Used in the Department of Defense (DoD) to securely access DoD networks, access DoD websites, logon to workstations, digitally sign official documents and emails, and encrypt/decrypt email transmission. Serves as the primary identification card for active duty, Reserves, National Guard, DoD civilians and DoD contractor personnel.

#### Public Key Infrastructure (PKI) certificates

PKI is an encryption system that allows for certificates on your CAC to provide the capability to authenticate identity of people, network devices or executable computer codes and reduce unauthorized access.

#### Digital Signature

Your CAC will allow you to digitally sign your email using PKI certificates to verify that it is who the message is coming from (two of the five attributes of Information Assurance (IA), authenticity and non-repudiation). This service provides proof of the integrity and origin of the data.

##### **ANTIVIRUS SOFTWARE**

Antivirus software combats viruses and malicious code on your computer system.

### **COMSEC**

The protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications, or to mislead unauthorized persons in their interpretation of the results of such possession and study. This is achieved through cryptosecurity, transmission security and physical security.

Crypto Security - protects information through encryption, ciphers and authentication systems.

Transmission Security - protects transmissions from interception and exploitation by means other than crypt analysis. Examples include using secured communications systems, such as encryption email certificates, registered mail, secure telephone units and facsimile equipment, manual cryptosystems, or authentication to transmit classified information.

Physical Security - the use of physical measures necessary to safeguard COMSEC material from access by unauthorized persons. Physical security also ensures continued integrity, prevents access by unauthorized persons and controls the spread of COMSEC techniques and technology.

### **TEMPEST**

The component of communications security that results from all measures taken to deny unauthorized persons information of value that might be derived from intercept and analysis of compromising emanations from crypto equipment and telecommunications systems. The objective of TEMPEST is to deny access to classified and, in some instances, unclassified information that contain compromising emanations within an inspectable space.

## TOP TEN INFORMATION ASSURANCE AWARENESS TIPS

1	Always maintain physical control of your common access card (CAC)
2	Always use strong PINs and passwords—do not use the same password for multiple websites or databases
3	Never give out your personal identification number (PIN), password or username! If someone asks for one of them, report the incident
4	Be observant; if you see a stranger at a workstation or communication closet challenge them, question what they are doing and report the incident
5	Stay vigilant; always use appropriate COMSEC and COMPUSEC measures when using social networks
6	Be thorough; complete end of the day checklists, ensure classified material is properly stored and if you find something missing or unsecured, contact the Unit Security Manager
7	Do not talk about missions, deployments, and confidential information outside of secure locations. Never casually talk about military missions in public places or even with other military members
8	Know your source; be cautious of executable (.exe) files introduced through email attachments or suspicious links to websites as they may contain malicious logic. Verify the source or identity of a caller or email sender before opening files or providing information
9	Always be aware of the possible threats that may confront you
10	Stay current on IA measures

## INSTALLATION SECURITY

Everything you do on a government system is subject to monitoring. Unauthorized use of government computers are tracked and monitored and will be denied access and can be blocked. Some examples of blocked applications are:

- Peer-to-peer networking, blogging or gaming
- Unlimited surfing on the Internet
- Viewing obscene or pornographic material

### *Guidelines*

Personal blogging on a government computer system is NOT authorized and violations are punishable under the Uniform Code of Military Justice (UCMJ). Information you post on a social network can be considered as evidence of guilt or personal knowledge of a crime. Illegal acts discussed or photographs posted on these sites may be used as evidence for UCMJ action

You are not prohibited from using social network sites, video sharing sites or blogs on your own personal computer. However, you need to practice good judgment before you put things out in public for everyone to see

## INFORMATION OPERATIONS CONDITIONS

Information Operations Conditions (INFOCON) levels are a series of prescribed and standardized actions to maintain and reestablish the confidence-level of a network under a commander's authority. This strategy shifts from a "threat-based" reactive system to a "readiness-based" proactive system.

<b>INFOCON LEVELS</b>	<b>INFOCON 5 :: NORMAL READINESS</b>	Information networks are operational. There is little risk to ongoing military operations. Low operational impact, degradation or loss of information and information, systems
	<b>INFOCON 4 :: INCREASED MILITARY VIGILANCE</b>	There is limited risk to ongoing military operations Low to medium operational impact, degradation or loss of information and information systems
	<b>INFOCON 3 :: ENHANCED READINESS</b>	Moderate risk to mission accomplishment. Requires increased vigilance to maintain network security and defense
	<b>INFOCON 2 :: GREATER READINESS</b>	High risk of mission failure. Medium to high operational impact, degradation or loss of information and information systems
	<b>INFOCON 1 :: MAXIMUM READINESS</b>	Extreme risk to mission operations. High operational impact degradation or loss of information and information systems

## THREATS, VULNERABILITIES AND RISKS

### THREATS

A threat is any circumstance or event with the potential to cause harm to an information system in the form of destruction, disclosure, adverse modification of data and/or denial of service. ALWAYS be aware of possible threats and stay current on information assurance training and issues. There are internal and external threats broken down below:

#### Intentional Internal Threats:

- Disgruntled Employee: employee intentionally deletes important information or work stored on a computer

#### Unintentional Internal Threats:

- Poor Security Procedure: employee accidentally leaves CAC in an unattended computer

#### Deliberate External Threats:

- *Espionage*: obtaining, delivering, transmitting, communicating or receiving information about the national defense with an intent or reason to believe that the information may be used to injure the US or to the advantage of any foreign nation
- *Computer Hacking*: illegally accessing other people's computer systems with the intent of destroying, disrupting or carrying out illegal activities on the network or computer systems
- *Malicious Code*: software or firmware capable of performing an unauthorized function on an information system; designed with the malicious intent to deny, destroy, modify or impede system programs, data files, routines and hardware (e.g., Trojan Horse, Worms and Viruses)
- *Social Engineering*: used to trick people into revealing sensitive information, such as passwords or PINs, to compromise security. Social engineering is a method of gaining access privileges to an organization and its assets by querying personnel over communications medium such as telephone, e-mail, chat, bulletin boards, face-to-face etc. from a fraudulent "privileged" position. Each person plays a vital role in preventing social engineering. Just be careful on how helpful you want to be:
  - ▶ *Phishing*: deceiving individuals into disclosing sensitive personal information through deceptive computer-based means. Example could be an Internet email scam that tricks users into revealing personal information.
    - » Ensure your email is from who you think it's from
    - » Don't open unsolicited web links in email message
    - » Only open email attachments if you're expecting them. Know where they come from and verify the source

- » Phishing can also happen by phone. Be careful what information you give during calls you didn't initiate
- » Protect your computer with an anti-virus, anti-spyware, and firewall and keep them up to date
- » At a minimum, digitally sign emails that contain hyperlinks or attachments
- ▶ **Spear-Phishing:** instead of casting out thousands of emails randomly hoping a few victims will bite, adversaries using spear phishing target select groups of people with something in common—they work at the same company, bank at the same financial institution, attend the same college, order merchandise from the same website, etc.
- **DISTRIBUTION OF CLASSIFIED INFORMATION:** releasing classified information to the public, intentionally or otherwise, could result in UCMJ action, or worse, the compromise of national security

## **VULNERABILITIES**

A vulnerability is a weakness in an information system, cryptographic system or component that could be exploited. Two types of vulnerabilities:

**Administrative:** a poor policy, process or procedure that creates a security deficiency

**Technical:** New technology also brings new vulnerabilities to our information and information systems. Some of this technology includes the following:

- **UNIVERSAL SERIAL BUS (USB) DEVICES:** USB devices (e.g., flash, pen and jump drives) are **UNAUTHORIZED** on all DoD computers
- **LAPTOP COMPUTERS:** the convenience of laptop computers makes them vulnerable to theft. PKI enables them to be accessed only with your CAC, but be careful what you display on your screen in public areas
- **PORTABLE ELECTRONIC DEVICES (PEDs):** pose several security threats (only a small portion of key personnel are issued these items for government use after extensive security training)
- **WIRELESS NETWORKS:** easily susceptible to interference, jamming and exploitation. The use of wireless technology must be implemented in strict accordance with established DoD and AF policy
  - ▶ **Remote Access:** remote access such as webmail and dial-up allow you to access your email account and home base network from a remote location. When accessed through wireless networks these are easily susceptible to interference, jamming and exploitation. The use of wireless technology must be implemented in strict accordance with established DoD and AF policy

Contact your Communications Focal Point (CFP) to report any vulnerability requiring immediate attention.

## **RISKS**

The level of risk is determined by the probability that a particular threat will exploit a particular vulnerability of an information system. The following is a list of Internet security risks:

**Cookie:** text file that a web server stores on your hard drive when you visit a site (e.g., usernames, passwords and billing information).

**Spyware:** software that gathers information about you and your computer. It then sends that information to the Internet without your knowledge. Spyware is typically found hidden in freeware and shareware programs.

**Commercial Internet Service Providers (ISPs):** the AF goes to great length to protect information and information systems. Unfortunately, most other ISPs are unable to afford such levels of security.

## **SOFTWARE LICENSING AGREEMENTS & PIRACY**

Only approved software (with approved licensing agreement) may be installed on the Air Force Network (AFNET) and other mission systems. Software obtained illegally (software piracy) has the potential of containing malware, and, if installed on any government system has the potential of allowing critical mission or personal data to be stolen from the network.

## ***FRAUD, WASTE AND ABUSE OF COMPUTER RESOURCES***

Fraud, Waste and Abuse (FWA) is any intentional deception designed to unlawfully deprive the AF of something of value or to secure a benefit, privilege, allowance or consideration for a person who is not entitled.

### ***PROHIBITED USES***

Use of communications systems involving the following, would adversely reflect on the DoD and military departments:

- Pornography
- Chain email messages
- Unofficial advertising
- Soliciting
- Selling via E-mail
- Other uses incompatible with public service

### ***SUMMARY***

Every Airman, government civilian and contract partner must become a cyber-defender. Information assurance and security of our physical resources are vital to our mission success. If we are not careful and freely allow the enemy access to information and resources, the mission can fail and lives can be lost. When it comes to security programs, utilize the AF Core Values, paying close attention to Integrity First. Always let Integrity be your guide when practicing proper IA measures. To ensure success, you must do your part to protect mission information and resources by challenging each individuals need to know before you share any information.

# CHAPTER 37 REVIEW EXERCISE

1. What are the five attributes of Information Assurance? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
2. As cyber wingmen, you have a critical role in \_\_\_\_\_, your information, your security, your teammates and your country.
3. A \_\_\_\_\_ describes any circumstance or event with the potential to cause harm to an information system in the form of destruction, disclosure, adverse modification of data and/or denial of service.
4. \_\_\_\_\_ consists of measures and controls that ensure confidentiality, integrity or availability of information systems assets including hardware, software, firmware and information being processed, stored and communicated.
5. \_\_\_\_\_ is software or firmware capable of performing an unauthorized function on an information system; designed with the malicious intent to deny, destroy, modify or impede system programs, data files, routines and hardware.
6. True or False. COMSEC is the protection resulting from all measures designed to deny unauthorized persons information of value that might be derived from the possession and study of telecommunications.
7. With \_\_\_\_\_ everything you do on a government system is subject to monitoring.
8. \_\_\_\_\_ on a government computer system is NOT authorized and violations are punishable under the Uniform Code of Military Justice (UCMJ).
9. Only software with an approved \_\_\_\_\_ may be installed on the Air Force Network (AFNET) and other mission systems.
10. \_\_\_\_\_ is software obtained illegally (software piracy) that has the potential of containing malware, and, if installed on any government system has the potential of allowing critical mission or personal data to be stolen from the network.

1. Confidentiality, Authenticity, Non-repudiation, Integrity, Availability
2. defending your networks
3. threat
4. Computer Security (COMPUSEC)
5. Malicious code

6. True
7. Installation Security
8. Personal logging
9. licensing agreement
10. Software piracy



# NOTES



## MENTAL PREPARATION FOR COMBAT

Objective 12a :: Identify basic facts about fighting and surviving in a deployed environment.

*Can you look in the mirror at this moment and say that you are ready to pledge your life in defense of the Constitution of the United States, against all enemies foreign and domestic? Do you know how your body will react to stress during combat? Do you understand why it is important to know what to expect in combat? In taking the Oath of Enlistment, you offer yourself—mind, body and soul—to serve the nation; it is important to have personal goals, but it is vital to remember that you have sworn yourself to service—a key Air Force (AF) Core Value, Service Before Self. Mental preparation can help you understand what is normal to feel during combat, perform at your peak during battle, survive in combat and have a better chance of being a successful warrior. It is far better to think about how you will react in combat now versus having to figure it out in the heat of battle. Most of us haven't the faintest idea of what to expect in combat as most movies or past warriors do not portray combat accurately. What you need to know is **COMBAT IS NOT PRETTY OR FUN, AND IT IS SELDOM GLORIOUS**. Start training your mind today so you will be more prepared if you ever face combat head-on.*

### CHAPTER SUMMARY

- » Combat Reality
- » Mental Preparation for Fighting
- » Physical Fitness
- » Spiritual Fitness
- » Mental Fitness
- » Combat Stress Reactions
- » Making Fear Work For You

### COMBAT REALITY

The vast majority of movies you have seen about combat have prepared you for failure. They focus on the heroism of the main characters and how glorious it is to be in combat. Movies usually gloss over any actions or reactions happening to the warrior during the heat of battle and focus instead on the successes of combat. If you look to become a “hero” or look forward to the “glory” of battle, you are going to be incredibly disappointed. If you expect certain things based on the Hollywood version of combat, the reality may injure or kill you before you really have time to understand it.

If any of your relatives or friends served as warriors, most of them have not portrayed combat accurately either. Many of them chose not to talk about it. Other warriors may feel too ashamed or embarrassed to admit what they really experienced. Warriors who served in the past may not have understood many of the effects they faced during combat were perfectly normal. Courses, like this one, were not offered to many of our warriors; this meant many warriors were ill-prepared to deal with combat, may not have known what to expect in combat or lacked the tools and knowledge to help them understand, deal with and share their combat experiences. You have an advantage of knowing what to expect so you can prepare in advance of having a combat experience.

Despite the years of thought and the oceans of ink which have been devoted to the elucidation [explanation] of war its secrets still remain shrouded in mystery.

- General George Patton

If you are holding on to some of the inaccurate views just discussed about combat being glorious or your way to become a hero—it is time to change your mindset and see the grave realities of combat. Combat is a toxic, corrosive and destructive environment. It is not pretty or fun. It is seldom glorious. Combat is not sterile. It is loud and messy. It can be painful on so many levels. It hurts and kills. Knowing the realities of combat is the first step in preventing combat injuries.

Think of your fellow warriors that served before you. Think of the warriors deployed right now:

- Do you think it is fun to live in fear and always be on the lookout for improvised explosive devices (IEDs) or for surprise enemy attacks?
- Do you think it is easy to kill another human being?
- Do you think it is easy to know who to trust?

- Do you think it is glorious not to be able to rest and sleep fully?

Think of the noise you may experience in the heat of combat (e.g., weapons being fired or bombs detonating).

Think of what it would be like to shoot someone at close range or if your wingman gets shot next to you.

- You may get splattered all over with blood, body parts or human tissue
- You may have to use your hands to stop profuse bleeding
- You may have to watch a fellow warrior die

Think of what it would be like if you stepped on an IED.

- You may get thrown and knocked out
- You may wake up to find yourself bleeding profusely and missing an arm or leg

If any of these thoughts gross you out, think of how much worse it is in reality.

You must come to terms with your own fear that hurting or killing another human being may be necessary to ensure your own survival. For most warriors, this is a distasteful thought. As a warrior, it may become necessary to use deadly force to save your life, the lives of other warriors or other people. Know it. Accept it. Prepare for it now.

### **MENTAL PREPARATION FOR FIGHTING**

No one can fully prepare themselves to face the realities of combat and war, but there are strategies that can help with your preparation. The most powerful weapon a warrior possesses is their mind. The mind is the source of your warrior spirit. The power of your mind cannot be measured by a trainer. You know your level of your resilience better than anyone else—and you may not even appreciate your full capacity. Your resilience may determine if you live or die in a combat situation.

Being prepared for combat is a matter of mind over body. No matter how much you train, no matter how talented you are or how proficient you become at defending yourself, your body will never perform any action until your brain tells it to do so. This means that your mind must be ready to survive in battle. A warrior understands the mind and the body are not separate entities, and they must possess physical, spiritual and mental fitness to succeed in combat environments. As stated by Lt Col Grossman in the book, *On Combat*, "Whatever is drilled in during training comes out the other end in combat—no more, no less."

The more you can imagine yourself doing something by walking through it in your mind, the faster you can learn that skill and the better able you'll be to predict what might or might not work well.

Part of mental preparation is also to practice problem solving. On a regular basis, as you encounter problems, think about these five steps:

1. Defining the problem first
2. Setting goals – what do you want to achieve?
3. Identifying more than one (very important) possible solutions
4. Comparing solutions and select the best one
5. Evaluating the outcomes

Using your head to solve problems increases your chance of life and mission success, as well as your leadership skills. But doing this takes practice—so practice often. Start with simple problems, so it will come natural when more difficult problems arise.

### **PHYSICAL FITNESS**

Physical preparation requires mental preparation. First, you must mentally decide that physical preparation is critical and commit to train your body for peak performance so you are ready at the moment of truth.

Warriors enter into physical battle with life and limb on the line. They need a strong foundation of aerobic and anaerobic fitness. They need combat fitness. Combat fitness refers to training the body and its energy systems in preparation for the high-intensity, short-duration confrontations that warriors often face. In addition to strength and endurance, a warrior must develop explosive speed and power in preparation for these combative events.

## ***SPIRITUAL FITNESS***

You must decide now if you believe there are things worth risking your life for and dying to uphold. Will you lay your life down for honor, courage, pride, duty and protecting those you love? Consider that a warrior who is afraid to die for their principles is equally afraid to live for them. Have a firm understanding of your principles. If you know what you will die for, you also know what you will live for. When values have been thought out ahead of time, it is a source of comfort to a warrior and a valuable tool in combat.

## ***MENTAL FITNESS***

It is vital to have mental fitness. In combat, for some individuals a “failure of the will” or lack of confidence can sometimes lead to failure or defeat. The adage “It’s not the size of the dog in the fight, but the size of the fight in the dog” speaks the truth.

Society often teaches us fear is unacceptable and “cowardly.” This is a mistaken belief and causes confusion in times of duress. With proper training, the warrior can learn to control and focus their fear; this will give them a tremendous edge over the untrained warrior who succumbs to the negative effects of fear. The well-trained warrior feels the fear and works with it, using its powerful biochemical and emotional forces to their benefit.

Your emotions make you stronger, not weaker. Anger and fear, often two sides of the same coin, are among the most powerful motivators for survival. Do not deny anger and fear—try not to let them control you or your actions. Expect to have emotional reactions; it is human. Allowing yourself to experience a wide range of emotions can go a long way to accepting the emotions, and this is a valued goal for a warrior. Admit when you are afraid! This does not mean you cannot cope with the danger. Admitting to yourself that you are afraid may actually allow you to think better, work through the danger methodically and respond according to your training. Avoid dwelling on the danger in a situation or the chance of failure. If you are constantly preoccupied with feeling fear or facing danger, you cannot focus on success or winning. A warrior accepts they are afraid, and then begins to formulate a plan for combating the problem.

You **do not** have to suffer alone - confide in a Wingman. Do not be ashamed or embarrassed about confiding in your Wingman. Bottling up overwhelming emotion perpetuates unhealthy stress reactions in the body, decreases your mental and physical performance, prevents you from getting your needs met, and leaves you internally isolated and to suffer alone. Sharing your fears, worried, and other feelings with a trusted confidante helps to calm overwhelming emotion, soothe distress and anxiety, provide comfort and encouragement, bolster resiliency, and restore confidence and hope. “A cord of three strands is not easily broken.” We are stronger and more resilient when we are connected relationally to others, especially in difficult times!

Choose to feed a positive attitude and starve a negative one. This means accepting that there is a certain element of fate involved in every combat action. Sometimes bad things happen to good people. The events of 11 September 2001 prove that life is not always fair. A warrior accepts this fact, but they do not do it recklessly. They acknowledge that with a positive attitude and good training, they have the necessary tools to survive.

A warrior trains the mind so the body will follow. They look at every situation as an opportunity to learn and perfect their skills. Warriors also practice “when/then” thinking, instead of “if/then” thinking. Instead of saying, “If it happens then I will take this action,” the warrior says, “When it happens then I will be ready.” Panic does not overtake the warrior’s “when/then” response because warriors prepare. They condition their mind and body to work as one and are ready to react to different situations.

A warrior needs total and complete mental focus on the tasks at hand to survive. This means the warrior will go over the situation in their mind, anticipate danger, establish contingency plans for movement, identify cover or concealment, call for backup and be aware of potential escape routes.

A warrior expects the unexpected and trains to develop the ability and the skills needed to deal with the unknown or unexpected. Training equipment, facilities and courses are great tools, but many times they are not essential or must have. You can always train in your mind and a warrior must be willing to commit personal time to train. One way to train is to read the Air Force Tactics, Techniques and Procedures (AFTTP) 3-4, *Airman’s Manual*, cover-to-cover as it is your guide to survival.

## COMBAT STRESS REACTIONS

Think about what combat trauma will feel like. There are many changes that occur in your body and brain during a combat situation that have physical, mental and emotional effects. One of the changes is your body will feel fear. Fear is the body's natural reaction to any real or perceived threat or danger. Fear places the body in a state of high arousal and causes a variety of natural chemicals to pump through your blood stream providing you with the tools necessary to survive. To be most beneficial a warrior needs to experience these feelings and changes before entering a combat situation so they understand how to use them. Following this type of behavior greatly reduces the possibility of post traumatic stress disorder (another term for combat stress).

### THREE TYPES OF CHANGES ASSOCIATED WITH FEAR

#### Physical Changes

These changes may happen during any traumatic event such as accidents, robberies, fire, natural disasters or combat. Your pounding heart, rapid breathing and muscle tension prepare the body for instant action, to fight and survive in combat or other situations. Other changes such as dry mouth and the urge to urinate are side effects of the chemicals surging through your body. These same chemicals can make you insensitive to pain so you can continue fighting even when you are hurt. You may have heard stories about people who were hurt, but were able to do miraculous feats such as lifting a car off an accident victim.

SIXTEEN PHYSICAL CHANGES ASSOCIATED WITH FEAR	
<ul style="list-style-type: none"><li>■ Pounding heart</li><li>■ Muscle tension</li><li>■ Trembling</li><li>■ Rapid, shallow breathing</li><li>■ Dizziness</li><li>■ Nausea</li><li>■ Gut-wrenching knots in your stomach</li><li>■ Intense or prolonged sweating</li></ul>	<ul style="list-style-type: none"><li>■ Dry mouth</li><li>■ Goose bumps</li><li>■ Tingling sensation in limbs or face</li><li>■ Insensitivity to pain</li><li>■ Jumpiness</li><li>■ Easily startled</li><li>■ Urge to urinate</li><li>■ Urge to defecate</li></ul>

#### Perceptual Changes

The five perceptual changes to your senses sometimes alter the appearance of an event.

1. **Tunnel Vision:** the loss of peripheral vision; your field of vision may narrow to mere inches, you could lose depth perception so you cannot see the threat or you may notice heightened visual clarity.
2. **Hearing Distortions:** diminished sound is the most common type. This can range from total hearing loss to muffled and distant sounds. This means that you may not be able to hear people shouting at you or these sounds can be elevated and louder than normal. A small number of warriors identified with hearing more intensified sounds (happened more during the hours of darkness).
3. **Time Distortion:** may experience events in slow motion, at a faster rate than they occur or both phenomena at the same time.
4. **Disassociation:** this is a strange sense of detachment as if the event is a dream. Hours after a fearful event occurred, you might have trouble accepting that it happened at all.
5. **Temporary Paralysis:** may find yourself temporarily unable to move as your body is desperately trying to catch up to the sudden awareness that you are in danger and must do something right then.

#### Cognitive Changes Associated with Fear

These four changes cause you to think and act differently than you would under normal circumstances.

1. **Automatic Behavior:** you give little or no thought to your behavior as you instinctively react. Repetition and training are important as they allow actions to become automatic even when you are not able to think.
2. **Memory Gaps:** it is normal when you are involved in a traumatic event not to remember parts of what happened and parts of what you did.
3. **Intrusive Thoughts:** sometimes you will have thoughts that are not immediately relevant to the current situation. You may think of your family or a past event that reminds you of the present one.
4. **Memory Distortion:** may cause you to think you saw, heard or experienced events during a situation, and you find out later that the situation happened very differently or never happened at all.

## **MAKING FEAR WORK FOR YOU**

The first step in surviving an incident is to know the physical, perceptual and cognitive changes associated with the body's biochemistry and fear it produces. Once you know them, you can decrease or stop the fear, confusion and distraction they cause. You can learn to control them and turn them into assets in your role as a warrior.

### **FOCUSING TECHNIQUES**

These techniques will allow you to focus your energy on the immediate threat you are facing as well as survive in battle.

#### **Sleep**

You must get plenty of sleep to be on top of your game. Most people need a minimum of 8 hours of sleep per 24-hour period, but even a 30-minute "catnap" can help you stay focused if you make the sleep area as dark as possible. Use clothing to cover your eyes so you can nap during daylight hours.

#### **Fit to Fight**

A strong, healthy body generally means a strong, healthy outlook. This may work in your favor during battle and help you recover from the physical and emotional stress that may follow combat. Being physically fit can also enhance performance; for instance, it can help if you have to work in protective gear, which can add 40 or more pounds to your load.

#### **Training**

People are much more likely to feel high levels of fear when they are unprepared to deal with a threat. Readiness training exercises will offer the opportunity to realistically prepare you for the unexpected. Make the most of training by using it to train your mind and body so you can save your own life one day.

#### **Breathing**

Warriors need to learn to control their heart rate during traumatic events. Research indicates that a heart rate from 115 - 145 beats per minute (BPM) is ideal for combat warriors. A heart rate above 145 BPM will lessen your ability to fly, fight and win. Imagine a basketball player that must shoot a free throw to win a game; they lower their heart rate and control their tension by taking deep, slow breathes and rolling their shoulders.

#### **Tactical breathing**

It would be beneficial to practice tactical breathing on your own as often as possible. You can do this by taking the following steps: take in deep belly breathes and slowly exhale, breathe in deeply through your nose for a count of four, hold in that breath for a count of four and slowly exhale through your lips for a count of four. You will have to practice this technique to find out how many deep breathes is enough for you in different situations. This is a proven way to calm down so you can take control of your fear. Remember to breathe deeply whenever you feel your heart racing, when you are in combat, an accident or simply taking a test. Use tactical breathing during combat to bring your focus off your fear and into your practiced action.

#### **Benefits of tactical breathing:**

1. Reduced muscle tension, which allows better physical and mental performance
2. A relaxed body and mind promotes more flexible thinking and better decision making
3. Improved concentration
4. Improved pain management

Seek out psychological consultation, stress management training, or mental health treatment with behavioral health experts at your local Mental Health Clinic to enhance your capacity to effectively cope with combat stress reactions

## **SUMMARY**

You may never see actual combat, but your mental preparation will ensure you can survive and fight, if necessary. First and foremost, you must know that war is toxic, corrosive and destructive. This is why preparation is so vitally important. This preparation encompasses physical fitness, spiritual fitness and mental fitness. You need to be physically capable of working in a combat environment, spiritually connected in some way to your values and mentally prepared to engage an enemy even through fear. Combat trauma involves physical changes, perceptual changes and cognitive changes. Knowing about these changes may give you an advantage over an uneducated or unprepared enemy. Ensure you take advantage of all your training resources before you arrive in your deployed location. Learn to let yourself feel and control your fear. You must also get plenty of rest and use tactical breathing exercises to slow down your heart rate so you stay focused on your mission. Take time now to get prepared and practice. Since it is mind over matter, train your mind. Living by the AF Core Value of Service Before Self will require you to be mental prepared during the heat of battle, in defense of our great country.

## CHAPTER 38 REVIEW EXERCISE

1. True or False. The vast majority of movies prepare you for combat.
2. Combat is a toxic, corrosive and \_\_\_\_\_ environment. It is not pretty. It is not fun. It is seldom glorious.
3. The most powerful weapon a warrior possesses is their \_\_\_\_\_.
4. Being prepared for combat is a matter of \_\_\_\_\_ over \_\_\_\_\_.
5. \_\_\_\_\_ fitness includes having a firm understanding of your principles and deciding if you believe there are things worth risking your life and dying to uphold.
6. \_\_\_\_\_ fitness refers to training the body and its energy systems in preparation for the high-intensity, short-duration confrontations that warriors face.
7. When \_\_\_\_\_ have been thought out ahead of time, it is a source of comfort to a warrior and a valuable tool in combat.
8. With proper training, the warrior can learn to control and focus their \_\_\_\_\_, giving them a tremendous edge over the untrained warrior who succumbs to the negative affects of fear.
9. The following are all \_\_\_\_\_ associated with fear: pounding heart; muscle tension; trembling; rapid, shallow breathing; dizziness; nausea; gut-wrenching knots; sweating; dry mouth; and goose bumps.
10. Warriors need to learn to control their heart rate during traumatic events. Research indicates that a heart rate between \_\_\_\_\_ BPM is ideal for combat warriors.

6. Combat  
7. values  
8. fear  
9. physical changes  
10. 115-145

1. False  
2. destructive  
3. mind  
4. mind; body  
5. Spiritual



## LAW OF WAR

Objective 7a :: Identify basic facts about the Law of War.

*War is messy and violent and often times causes unnecessary suffering. To alleviate some of this unnecessary pain and suffering, the United States (US) and many other nations have agreed to abide by a set of rules and guidelines when fighting wars. Even though the US strives to resolve disputes through diplomacy, war is sometimes the only option. As a member of the Air Force (AF), you may be placed in a combat situation. What will you do if you are faced with taking care of enemy prisoners of war (POWs) or given an order to bomb a civilian hospital? As you read further, you will learn the laws that explain how to treat the POWs and areas that are restricted from being attacked (e.g. bombing civilian hospitals). It is crucial to utilize the AF Core Values of Integrity First during war-time situations. Integrity First includes doing the right thing even when it is not always easy and sometimes is not the most popular action to take. However, living by Integrity First is your responsibility and duty; you must be able to step out from the crowd and voice your concern. Knowing the Law of War will help you make correct and lawful decisions quickly in war-time situations.*

### CHAPTER SUMMARY

- » Historical Background
- » Comparison to other Policies
- » Basic Law of War Principles
- » Military Targets
- » Legal and Illegal Weapons
- » Prisoners of War
- » Retained Personnel
- » Reporting Requirements
- » Law of War Violations

### HISTORICAL BACKGROUND

Law of War arises from a desire among civilized nations to prevent unnecessary suffering and destruction while waging war. It helps regulate the action and conduct among civilized nations during armed hostilities. Law of War also aims at providing protections for civilians, prisoners of war (POW), the wounded, sick, and shipwrecked. Law of War is comprised of broad based rules defining how to fight war or armed conflicts and defines punishments for violations.

Although it may seem strange that there are rules telling us how to fight wars, these principles have been developed for a variety of reasons. Many of the rules evolved from customary international law and treaties. Customary international law is based on practices that nations have come to accept as legally required. These actions established the traditional rules that govern the conduct of military operations during armed conflicts. Several treaties govern Law of War: the Geneva, Hague, and the Chemical Weapons Convention.

Article VI of the US Constitution states that treaty obligations of the US are the “supreme law of the land.” Moreover, the US Supreme Court has held that international law, is a part of US law. This means that treaties and agreements the US enters into are considered to be of equal status to laws passed by Congress and signed by the President. Therefore, all persons subject to US law must observe the Law of War obligations. In particular, all military personnel must abide by the Law of War. Those who violate the Law of War may be held criminally liable for war crimes and court-martialed under the Uniform Code of Military Justice (UCMJ).

Political and other philosophical reasons also help explain why the Law of War is necessary. These reasons include minimizing the damage caused during a war, avoiding unnecessary suffering, protecting human rights, and easing the transition from war back to peace. The law also tries to keep conflicts from degenerating into savagery and brutality, thereby helping to restore peace.

Following the Law of War is also important because, in doing so, mission effectiveness is maximized during military operations and war. For example, bombing a church is a Law of War violation. Most people would agree that a church used only for worship purposes is not a military threat. Instead of wasting resources by needlessly bombing a church, they can be put to use on more necessary and immediate threats. By following Law of War rules, lives can be saved and resources can be utilized more effectively.

## **COMPARISON TO OTHER POLICIES**

Law of War differs from the Rules of Engagement (ROEs) and the Code of Conduct (CoC). The ROEs describe the circumstances and limitations under which forces will begin or continue to engage in combat. The ROEs also ensure the use of force in an operation is in line with national policy goals, mission requirements, and the rule of law. Finally, ROEs offer a more detailed application of Law of War principles tailored to the political and military nature of a mission. The CoC outlines basic responsibilities and obligations of US Armed Forces members and serves as a moral guide to assist personnel in combat and help a POW survive captivity with honor.

## **BASIC LAW OF WAR PRINCIPLES**

The rules that make up the Law of War come from four basic principles: military necessity, distinction, proportionality, and humanity.

### **MILITARY NECESSITY**

Military necessity means only taking actions necessary to achieve a legitimate military objective. An example would be the US military targeting facilities, equipment, and forces; which if destroyed, would lead as quickly as possible to the enemy's partial or complete submission. Targeting a church used only for worship provides no military objective. Churches, in general, should not be targeted.

### **DISTINCTION**

This principle imposes a requirement to distinguish between military objectives and civilian objects. Civilian objects are places of worship, schools, hospitals, and dwellings. Civilian objects lose their protected status if they are used for any military purpose. Therefore, an attacker must not intentionally attack civilians or employ methods or means that would cause excessive collateral civilian casualties. A defender must separate civilian and military targets or face loss of protected status.

### **PROPORTIONALITY**

Those who plan military operations must take into consideration the extent of civilian destruction and probable casualties. Civilian losses must be proportionate to the military advantages sought. The concept does not apply to military facilities and forces, which are legitimate targets anywhere and anytime.

### **HUMANITY**

Also referred to as the principle of unnecessary suffering, it prohibits the employment of any kind or degree of force that is not necessary for the purposes of war. Simply put, do not hurt people or destroy property just for the sake of wreaking havoc. The principle of humanity also prohibits the use of poison or poisoned weapons in combat.

## **MILITARY TARGETS**

### **CLASSIFYING AND TARGETING PERSONNEL**

Most Law of War rules come from the Geneva Convention of 1949. These four international treaties aim to protect combatants and noncombatants from unnecessary suffering and private property. During war, you need to be aware of what people you can target legally. You need to know the difference between who is a lawful combatant, noncombatant, and an unlawful combatant. Should doubt exist as to whether an individual is a lawful combatant, noncombatant, or an unlawful combatant, such person shall be extended the protections of the Geneva Prisoner of War Convention until status is determined. The capturing nation must convene a competent tribunal to determine the detained person's status.

The Law of War also protects civilian populations. Military attacks against cities, towns, or villages not justified by military necessity are forbidden. Attacking noncombatants and civilians for the sole purpose of terrorizing them is also prohibited. Although civilians may not be made the object of a direct attack, the Law of War recognizes that a military target need not be spared because its destruction may cause collateral damage resulting in the unintended death or injury to civilians, or damage to their property. Commanders and their planners take these items into consideration when choosing targets and seek to avoid or minimize civilian casualties and destruction whenever possible.

The three classifications for targeting personnel are:

### **Lawful Combatants**

A lawful combatant is a legal target and may be made the object of direct attack. These individuals are authorized by the government or the Law of War to engage in hostilities. A lawful combatant may be a member of the regular armed force or an irregular force. They must be commanded by a person responsible for subordinates, have fixed distinctive emblems such as uniforms, carry arms openly, and conduct operations according to the Law of War.

### **Noncombatants**

Noncombatants are NOT legal targets and may not be made the object of direct attack. These individuals are not authorized by governmental authority or Law of War to engage in hostilities, and they do not engage in hostilities. They include civilians accompanying the Armed Forces, medical personnel, chaplains, POWs, the wounded and sick, shipwrecked individuals, parachutists escaping disabled aircraft, and civilians. A noncombatant poses no military threat to us; therefore, there is no military necessity in targeting them. If a noncombatant threatens your life, they lose their noncombatant status and become a lawful combatant. Noncombatants may suffer injury or death incident to a direct attack without such an attack violating the Law of War, if the attack was on a lawful target by lawful means. Medical personnel and chaplains usually wear the same uniforms as the rest of their military branch of service, but are recognized as the only ones authorized to wear an armband with a red cross.

### **Unlawful Combatants**

Unlawful combatants are legal targets. They are individuals who participate in hostilities without being authorized by governmental authority or international law. For example, bandits who rob and plunder, and civilians who attack a downed Airman, are unlawful combatants. As unlawful combatants, they may be killed or wounded and, if captured, may be tried as war criminals for their Law of War violations.

## **TARGETING OBJECTS**

The Law of War governs the conduct of aerial warfare. The principle of military necessity limits aerial attacks to lawful military targets. Military targets are those that contribute to an enemy's military capability. Total or partial destruction, capture, or neutralization in the circumstances existing at the time of an attack enhance legitimate military objectives

### **Legal Targets**

Many legal targets exist. Legal targets include any base, forward located military base, areas housing troops, command posts, military dormitories, dining facilities, and military buildings. Civilian factories are legal targets if they are being used to support the war effort. A power plant is a legal target if it provides electricity to run military operations. Other legal targets include any military vehicles, ships, tanks, aircraft, and all military weapons.

### **Illegal Targets**

Law of War specifically describes objects that cannot be targets of direct attack. These objects must be dedicated to peaceful purposes to enjoy immunity from direct attack. Specific protection applies to medical units or establishments; transports of wounded and sick personnel; military or civilian hospital ships; religious, cultural, and charitable buildings; monuments; and POW camps. If these objects are used for military purposes, they lose their immunity. So if a military force chooses to store rifles in a chapel or in the basement of a hospital, the chapel or hospital loses protected status. If these objects are placed near lawful military objects, they may suffer collateral damage when the lawful targets are attacked. To gain this protected status, medical units must be marked with a Red Cross, Red Crescent, or Red Crystal, and POW camps must be marked with a PW or PG.

## **LEGAL AND ILLEGAL WEAPONS**

All weapons used by the AF are evaluated to ensure they are legal. Weapons are illegal if they cause unnecessary suffering. If the AF issues you a weapon, it is legal to use. However, you must use all weapons in the form that they were issued to you. Altering a weapon can make a legal weapon, illegal. Napalm, flamethrowers, white phosphorous, jacketed projectiles, and nuclear weapons are all legal weapons. Poisons, asphyxiating (choking) agents, other gases, expanding or exploding projectiles without a jacket, and biological weapons are illegal weapons.

Hollow point bullets are illegal for most people to use; however, some special forces and security forces personnel are authorized to use them. The AF will issue you hollow point bullets, if you are authorized to use them.

Riot control agents (e.g. tear gas) present a unique problem for the Armed Forces. Under the Chemical Weapons Convention (CWC), riot control agents have been outlawed as a means of warfare and only the National Command Authority can authorize their use. However, the CWC authorizes their use for civilian law enforcement.

## **PRISONERS OF WAR**

POWs receive special protections under Law of War. Combatants are entitled to POW status. Civilians who accompany the armed forces, and crew members of the merchant marine and civil aircraft, are also considered combatants. Since it is not always clear who is a combatant and who is not, US policy is to treat all people as POWs until their status can be properly determined. POWs are not returned until the end of the conflict.

POWs are supposed to be kept separated from the battlefield, if at all possible. They are also not to be used to shield other people. Handcuffs and blindfolds may be used to secure POWs temporarily and only if it is absolutely necessary to restrict their vision or movement. Handcuffs and blindfolds should be removed once the POW reaches a holding area.

POWs are not supposed to be used for propaganda purposes. They are entitled to humane treatment and respect. They are also provided protection against violence, intimidation, insults, and public curiosity. So if an enemy of the US captures an AF member and displays them blindfolded, handcuffed, being beaten, and forced to read prepared statements on international news, it is a clear violation of the Law of War.

POWs are entitled to proper care and allowed to keep certain property; such as wedding rings and family photographs. Any information they have pertaining to the military or war may be confiscated. Any weapons or items that can be used as weapons (e.g., shoelaces or helmets) may be confiscated. POWs are entitled to food, clothing, shelter, and tobacco; as well as, medical care equal to the care the US provides friendly forces. Also, POWs must be provided with proper protective gear; such as a chemical mask. During interrogations, POWs are only required to give their name, rank, date of birth (DOB), and service or social security number. Captors are not authorized to torture or beat POWs to get additional information.

Law of War allows POWs to work based on their rank. However, the work cannot be dangerous or aid in the war effort. POWs are required to follow camp disciplinary rules and may receive certain punishment for violating the rules. They may even be court-martialed, but they are entitled to a fair trial and due process. POWs are also entitled to an interpreter so that they can understand the charges against them and keep track with legal proceedings.

## **RETAINED PERSONNEL**

Medical personnel and chaplains are considered to be retained personnel and do not gain POW status. The enemy is only supposed to keep them long enough to provide care for their fellow comrades in arms. Retained personnel are **NOT** to be held until the end of the conflict or war.

## **REPORTING REQUIREMENTS**

You have an affirmative duty to report any suspected Law of War violations. This includes violations by enemy, US, or allied forces. Report suspected Law of War violations to your chain of command, commander, staff judge advocate, local AF Office of Special Investigation (OSI), military police, or inspector general. It does not matter if your suspicions turn out to be wrong. Always err on the side of caution and report things up the chain of command. You must also safeguard information or evidence concerning Law of War violations. Each of you has an individual duty to know and abide by the Law of War rules. This includes reporting suspected violations. If you do not report them, you can be subject to trial by an international court or face prosecution by the military.

## **LAW OF WAR VIOLATIONS**

You must know how to distinguish between lawful and unlawful orders. A lawful order can be presumed to be an order to perform a legal military duty. An unlawful order is clearly illegal; such as following an order that an ordinary person would know to be illegal. If you are given an order to commit a criminal act, or an act that is in violation of the Law of War, do not obey it. Following such an order is not excusable, and saying that you did not know is not a valid defense. For instance, an order to shoot unarmed civilians or kill a POW is illegal, and a clear Law of War violation. Remember, those who violate Law of War rules may be held criminally liable for war crimes and/or court-martialed.

If you feel you have been given an illegal order, take the following steps. First, ask for clarification. Maybe the order was unclear or you did not understand it. Next, try repeating the order in a different way to verify your understanding. If you still think the order is illegal, try to get it withdrawn. If that does not work, disobey the order and seek immediate assistance from your chain of command. If others obey the illegal order, you have a duty to report the Law of War violation to proper authorities.

Individual Airmen are responsible for their actions and are expected to comply with the Law of War. Airmen who violate the Law of War are subject to criminal prosecution and punishment. Criminal prosecutions may take place in a national or international forum. In theory, a member of the US Armed Forces could be court-martialed under the UCMJ or through an international military tribunal, such as those used in Yugoslavia and Rwanda. The defense, "I was only following orders," has generally not been accepted by national or international tribunals as a defense in war crime trials.

Now that you have a basic understanding of the Law of War rules, this may cause many of you to wonder how some nations seemingly keep committing Law of War violations without being punished. It is true that some countries pick and choose what, if any, Law of War rules they will follow. However, just because other countries use unacceptable behavior, this does not relieve the US of its obligation to follow the rules. Although the conduct is unfair, we have decided to take the moral high ground when it comes to the Law of War. Finally, these countries can and often are held accountable for their actions, although it can take years and years to bring the violators to justice. Fortunately, a statute of limitations does not exist for prosecuting war crimes.

## **SUMMARY**

As a Warrior Airman, you have proudly accepted the responsibilities and agreed to uphold the laws outlined in the Law of War. Due to the current state of affairs, you will eventually have to deploy to an area where you will be placed in a combat situation. By acting as a military professional, you are bound to set the standard for the rest of the world to follow. But it is much more than that. Morally, you have an obligation to fight wars in a way that causes the least destruction, collateral damage, and casualties; while still achieving the mission. War is never pretty, but a war without rules and regulations is complete chaos. Throughout your career, you must always know your war-time responsibilities and adhere to the AF Core Values. Use the Core Values as your moral compass to direct you in making the right decisions, so that when you are in a combat situation, it comes naturally.

# CHAPTER 39 REVIEW EXERCISE

1. The Law of Armed Conflict (Law of War) is comprised of broad based \_\_\_\_\_ defining how we fight a war or armed conflicts.
2. The Law of War is made up of four basic principles: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
3. The three classifications for targeting personnel are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
4. POW camps are \_\_\_\_\_ targets.
5. True or False. Civilian losses must be proportionate to military advantages sought; therefore military planners must consider civilian casualties and destruction.
6. Weapons that cause unnecessary suffering are considered \_\_\_\_\_.
7. Since it is not always clear who is a combatant and who is not, US policy is to treat all people as \_\_\_\_\_ until their status can be determined.
8. If a noncombatant threatens your life, they lose their noncombatant status and become a \_\_\_\_\_.
9. Report suspected Law of War \_\_\_\_\_ to your chain of command, commander, staff judge advocate, local AF OSI, military police, or IG.
10. True or False. Medical units displaying a Red Cross, Red Crescent or Red Crystal are protected under Law of War.

- |   |   |
|---|---|
| 1. rules  | 5. True   |
| 2. military necessity; distinction; proportionality; humanity | 4. illegal  |
| 3. lawful combatants; noncombatants; unlawful combatants      | 3. lawful combatants; noncombatants; unlawful combatants      |
| 6. illegal  | 2. military necessity; distinction; proportionality; humanity |
| 7. POWs   | 1. rules  |
| 8. lawful combatant   | 4. illegal  |
| 9. violations   | 3. lawful combatants; noncombatants; unlawful combatants      |
| 10. True  | 2. military necessity; distinction; proportionality; humanity |

## JOINT OPERATIONS

Objective 2a :: Identify basic facts about Air Force fundamentals.

*As Air Force (AF) members, we are not just responsible for our branch of military service; each military branch is accountable to the other, which means to help everyone succeed we must practice the AF Core Values of Integrity First, Service Before Self and Excellence In All We Do. Teamwork is the key to successful joint military operations. Service Before Self helps us to remember that we are more than just Airmen serving in the United States Air Force (USAF), we are members of the US Armed Forces; one team protecting the sea, land, air, space and cyberspace.*

### PURPOSE

The challenges our nation faces today demand that our military forces operate as a joint team. Teamwork is the key to maintaining joint military operations. All Airmen need to remember that joint teams are vital to national security and the continued success of the US Armed Forces.

### GUIDING DOCUMENTS

The Chairman, Joint Chiefs of Staff (CJCS) disseminates joint operations and joint guidance and directives through: instructions, manuals, notices and guides. Each Joint Publication has a publication manager and is reviewed periodically, usually every two years, by the joint community for additions and changes.. Joint Publications address joint command structures, process, doctrine and capabilities. Each service publishes service-specific doctrine and guidance, as well as policy and guidance on how it will support and contribute to joint doctrine. Two specific documents important to joint operations are the Goldwater-Nichols Department of Defense (DoD) Reorganization Act of 1986 and AF Basic Doctrine or Service Doctrine. Becoming familiar with the following two guiding documents will help you understand that joint operations are not only mandatory but essential.

#### **GOLDWATER-NICHOLS DoD REORGANIZATION ACT OF 1986**

The intent of this Act was to fix problems caused by inter-service rivalry and streamline the chain-of-command. It increased the powers of the Chairman of the Joints Chiefs of Staff. It also created the ability to more effectively and efficiently employ U.S. military resourcing including:

- Manpower/personnel
- Equipment
- Funding
- Training (time, expenses, resources)

Finally, it enables services to work in concert (integrated, interoperable, and interdependent) vice merely deconflicted.

#### **AF BASIC DOCTRINE**

The AF Basic Doctrine, based on broad concepts, sound principles and repeatable processes, is a guide on how to best integrate air, space and cyberspace forces in military operations. Established over years using data the AF collects and evaluates from past combat or contingency operations, experiments and exercises based on the "Airman's perspective." It is the foundation of air and space doctrine and sets the tone and vision for the future. Changes are based on lessons learned, changing national guidance, and changing threats to national security. Although seemingly complex, exposure to and experience with doctrine and guidance (both Service and Joint) will create better understanding and applicable working knowledge.

### CHAPTER SUMMARY

- » Purpose
- » Guiding Documents
- » Human Relations Skills
- » Command Relationships and Authorities
- » Types of Joint Teams
- » Advantages of Joint Operations
- » Feedback
- » Training and Exercises



### Benefits of using AF Basic Doctrine

- Save lives and resources
- Applies universally across the Air Force
- Enables the application of air and space power to its best advantage
- Promotes more effective decision making
- Increases mission success

## HUMAN RELATIONS SKILLS

Friendly interservice rivalry continues to exist between the services; however, it is imperative that all members work together to achieve national security objectives, as well as mission objectives and enable effective working relations among joint forces and interagency and coalition partners. As an Airman, the Core Value of Integrity First means adhering to the positive human relations skills you learned in Human Relations I and II. Successful joint teams gain an appreciation and respect for the capabilities and contributions each service brings to the joint force. Remember everyone is working toward the same goals and they can't be achieved if each member doesn't meet their responsibilities.

## COMMAND RELATIONSHIPS AND AUTHORITIES

An aspect to keep in mind while serving on a joint team is that the mission commander, known as the Joint Force Commander (JFC), may not be a member of the AF. When deployed to a joint force, each service member usually has two chains-of-command; operational and administrative. It is important to understand your responsibilities as they pertain to each chain-of-command. Depending on your role in the mission, the first interaction with another Service may occur at your immediate supervisor or several levels of leadership above. For our joint missions to be successful, it is essential that all service members function under one cohesive and clearly defined operational chain of command.

Clear and effective command relationships, regardless of branch of service, are central to effective operations and organizations. In order to apply the principles of war and the doctrine of air and space power, Airmen must fully understand the terms of command relationships, the mission of the command, and how their skills and experience support each other. Understanding joint terminology can facilitate the rapid standup of joint teams. Joint terminology will be covered in detail in the Air Force Organization chapter of your *Basic Military Training Study Guide*.

## TYPES OF JOINT TEAMS

### JOINT FORCE

A joint force is composed of two or more military services (AF, Army, Navy, Marine Corps and/or Coast Guard) that operate under a single joint force commander. Since the Marine Corp is an extension of the Navy, forces composed of only those two services do not constitute a joint force. Joint interaction usually occurs via two different scenarios. A single service unit performs operations as part of, and perhaps alongside another service, to accomplish a specific mission or members of a single-service unit or individuals are assigned to a joint staff.






All US military services are directed to be integrated, interoperable, and interdependent.

**Integrated:** The arrangement of military forces and their actions to create a force that operates by engaging as a whole

**Interoperable:** The ability to operate in synergy in the execution of assigned tasks

**Interdependence:** The purposeful reliance of each other's capabilities to maximize the complementary and reinforcing effects of both; the required degree of interdependence varying over time under different circumstances

Joint operations use air, space, cyberspace, land, sea and amphibious forces working together. To reach our full potential, it is critical to know the unique strengths each service brings to the joint team.

Air Force		Deliver sovereign options for the defense of the US and its global interests – to fly, fight and win ... in air, space and cyberspace
Army		Conduct prompt, sustained combat and stability operations on land and provides logistics and support to enable others services to accomplish their missions
Navy		Maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas
Marine Corps		Conduct prompt and sustained amphibious landings and grounds operations as well as specializing in the ability to gain access to denied areas, often from great distances and is characterized by fighting irregular wars in the future
Coast Guard		Protect the public, environment and US economic securities and interests in any maritime region where these securities and interests may be at risk to include international waters, America's coasts, ports and inland waterways. Some USCG functions fall under Title 22 USC-Department of State, and some fall under Title 10 USC-Department of Defense

Although the United States Special Operations Command (USSOCOM) is not a service, it has unique service-like responsibilities and is a critical element of the joint force. It synchronizes the planning of Special Operations and provides Special Operations Forces to support persistent, networked and distributed Global Combatant Command operations in order to protect and advance our nation's interest.

### **AIR AND SPACE POWER FUNCTIONS**

Air and space power is very flexible and versatile, which enables the AF to perform many tasks within a joint force. The following are the key operational functions of Air and Space power within a joint force.

KEY OPERATIONAL FUNCTIONS	
Strategic Attack	Air and space power may simultaneously hold all of an enemy's instruments of power at risk (diplomatic, informational, military, and economic [DIME])
Counterair	Enables friendly use of contested airspace and disables enemy's offensive air and missile capabilities to reduce the threat posed against friendly forces
Counterspace	Involves operations conducted to attain and maintain a desired degree of space superiority through the destruction, degradation or disruption of enemy space capability
Counterland	Air and space operations against enemy land forces with the capabilities to create effects that achieve JFC objectives; key to success in seizing the initiative during early phases of a conflict
Countersea	Tasks include sea surveillance, antiship warfare, protection of sea lines of communication, aerial mine laying and air refueling in support of naval campaigns
Information Operations	Actions that influence, affect or defend information, systems or decision making to create effects across the battlespace
Combat Support	The planning and carrying out of the movement, maintenance and protection of forces as well as ensuring an effective combat support command and control process of those forces; tasks that create and sustain air and space forces
Command and Control	Exercise of authority and direction by a commander over assigned forces to accomplish the mission

Air Lift	Provides rapid and flexible transportation of personnel and material through the air
Air Refueling	Increases the range, payload, loiter time and flexibility of combat, combat support and mobility aircraft; force enabler that allows aircraft to take off with heavier loads and not sacrifice weight for fuel
Spacelift	Delivers satellites, payloads and materials to space; deploys new space systems and sustains existing space systems as necessary to achieve national security objectives
Special Operations	Tactics used in situations to halt escalations where conventional warfare is not sufficient (e.g. irregular warfare)
Intelligence	Provides battlespace awareness that allows the successful planning and execution of military operations
Surveillance and Reconnaissance	Use elevation to detect enemy initiatives at long range; useful because reconnaissance is gathered from an aerial perspective
Combat Search and Rescue	Maintains forces and aircraft to conduct global personnel recovery operations including theater-wide combat and civil search and rescue
Navigation and Positioning	Key elements of information superiority and global awareness; provides accurate location and time of reference in support of strategic operational and tactical operations
Weather Services	Supply timely and accurate environmental information to support commanders in strategic decision making

### **COALITION**

A coalition is a group formed between two or more nations for a common action. They handle a variety of specific purposes or address problems that need immediate attention. Coalitions continue to grow and change based on the needs and problems occurring in the world today. One such coalition is the North Atlantic Treaty Organization (NATO). NATO is a group of countries formed to fulfill the goals of a treaty and holds the primary role of safeguarding the freedom and security of countries involved through political and military means.

## **ADVANTAGES OF JOINT OPERATIONS**

### **HELPS INSTILL TEAMWORK**

Teamwork is the basis of what “joint forces” are all about; it is the key to successful joint military operations. After serving on joint teams, you will gain a true understanding of how teamwork can help achieve more than you ever imagined. This is why Airmen must realize that they are part of the joint team and should be ready to fulfill their commitment.

### **ALLOWS GREATER OPTIMIZATION OF FORCES**

Joint teams help optimize forces, which is beneficial for the following reasons:

- Have greater flexibility to employ forces and resources and coordinate efforts of air, ground, sea and space assets to achieve the assigned goal
- Achieve more collectively as one team than individually (synergy)
- Saves time, money and lives (e.g. allows standardization across the military versus continually creating new programs for each service)
- Find what works the best based on research and publish lessons learned so there is continual improvement and reduction in errors
- Develop and use the best capabilities (people, procedures and equipment with the best skills, strengths, abilities and options). For example, the military uses the Boeing KC-135 Stratotanker because it performs multiple functions; it refuels AF, sister service, joint and coalition aircrafts; airlifts cargo; transports passengers; medically evacuates patients and flies reconnaissance (military survey to explore enemy territory)



## **OFFERS GREATER SUCCESS IN RAPIDLY CHANGING WORLD**

Joint teams usually can adapt more readily to the continually changing nature of war. War is fought either by traditional or irregular means. The traditional method is used by our traditional enemies who wear recognizable uniforms, belong to nation-states, follow established laws and fight out in the open. On the other hand, the irregular method is often used by terrorists who operate in the “shadows” trying to blend into a given society, are not tied to any particular country (may have cells in many locations), engages by avoiding a nation-state’s strengths and do not wear recognizable uniforms or follow established international rules of lawful warfare, codes or treaties. We have all seen the irregular means used by terrorists on 11 September 2001, when they captured commercial airlines and used them to attack the World Trade Center and the Pentagon.

Joint Operations achieves greater success when executed by reacting and making changes to all services in a unified manner, streamlining functions across all services and developing innovative processes and ways of thinking to meet new threats.

## **PREPARES THE MILITARY FOR FUTURE OPERATIONS**

All services and forces must continually prepare for future threats. All Airmen have the responsibility to share thoughts, ideas and suggestions to keep our forces on the cutting edge. Using joint operations warfare also allows the Air and Space Expeditionary Force (AEF) concept to be fully operational. Furthermore, it permits the US to accomplish many objectives at the same time: defend its homeland, maintain effective overseas presence and conduct a wide-range of concurrent operations. Former Chairman of the Joint Chiefs of Staff Gen Colin L. Powell stated after the Persian Gulf War, “The key to meeting future challenges is improving how Military Services work together in joint operations.”

## ***FEEDBACK***

It is important for all Airmen to provide constructive feedback. This enables policy developers and operational leaders to develop better guidance, procedures, training, and equipment. For example, the military added culture and language training based on comments from forces assigned to contemporary battlefields like Afghanistan and Iraq. It also allows the military to identify lessons learned (a collective list of strengths and areas to improve gained from warfighter experiences) to better prepare our joint teams on specific battlefield lessons. In the next section, we will talk more about specific training and exercises that were created based on feedback. Constructive feedback from Airmen (just like you) can and does make a huge difference; keep it coming!

## ***TRAINING AND EXERCISES***

Training and exercises help prepare joint forces to reach their full potential. They do this by:

- Using standardized communication during training (e.g., acronyms, jargon, roles, processes and equipment)
- Developing forces operate complementary to each other
- Preparing forces for new warfighting challenges (e.g., use service and joint doctrine, perform joint missions and train the way they intend to fight)

Training and exercises prepare forces for new war strategies. Many air operations occurred during the 1990s that placed great emphasis on pilots and weapons (the “iron”). There was a sense of detachment as operations often occurred from a distance with the use of long-range guided weapons. Two examples are the massive air campaigns that took place in Kosovo and throughout Operation ALLIED FORCE (Yugoslavia). However, recent operations in Afghanistan and Iraq require a greater number of Airmen on the ground; the emphasis switched from air operations to ground-based combat support. This meant reorganizing our forces to meet this new challenge.

## TYPES

### Joint Exercises

BENEFITS	EXPLANATION
<b>Prepares forces</b>	Allows dissimilar forces to become familiar with other service's techniques
<b>Saves lives</b>	Familiarity with joint procedures helps avoid unintended consequences
<b>Improves teamwork</b>	All branches of service participate (e.g., aircrews and ground forces practice together)
<b>Develops the best capabilities</b>	Identify and use the best equipment (e.g., helicopters for close-air support)
<b>Provides practice to increase efficiency</b>	Use the same equipment we will use during deployments (e.g., Remote Operated Video Enhanced Receivers [ROVERs], which allow ground forces to download live images from aircraft onto laptop computers on the ground)
<b>Develops better trained personnel</b>	Use mission reports from past operations to help create realistic training scenarios and develop better tactics and procedures to use in future missions

An example of joint exercises are the Atlantic Strike Exercises, which are held a few times a year at Avon Park, FL. These exercises provide realistic training to mirror current threats (e.g., use IEDs, mortar assaults, ambushes and sniper attacks).

### **SUMMARY**

Joint operations is vital to national security and is here to stay. As you learned throughout this chapter, it has many advantages and allows us to use the combined capabilities of all US Military services as well as other countries. Joint operations achievements are limitless. Following the Core Values of Integrity First, Service Before Self and Excellence In All We Do will ensure every Airman is doing their part to be a valuable member of these teams. It is the only way we can continue to be the best AF in the world and face the continued threats of the future. Joint teams are vital to national security and the continued success of the US Armed Forces, and together, we equal more than the sum of our individual parts!



# CHAPTER 40 REVIEW EXERCISE

1. The challenges our nation faces demand that our military forces operate as \_\_\_\_\_ teams.
2. Two specific documents important to joint operations are the \_\_\_\_\_.
3. True or False. Air Force Basic Doctrine is based on broad concepts, sound principles and repeatable processes.
4. True or False. Teamwork is necessary for success in joint operations.
5. A Joint Force is composed of two or more military services that operate under a single \_\_\_\_\_.
6. A \_\_\_\_\_ is a type of joint team that is formed between two or more nations for a common action.
7. The four advantages of joint operations are: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
8. All US military services are directed to be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
9. The Air Force's unique strength is to \_\_\_\_\_.
10. What are 3 benefits of Joint Exercises? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. joint</li> <li>2. Goldwater-Nichols DoD Reorganization Act of 1986 and AF</li> <li>3. Basic Doctrine</li> <li>4. True</li> <li>5. Joint Force Commander (JFC)</li> <li>6. coalition</li> <li>7. helps instill teamwork; allows greater optimization of forces; offers greater success in a rapidly changing world; prepares the military for future operations</li> </ol> | <ol style="list-style-type: none"> <li>8. integrated, interoperable and interdependent</li> <li>9. deliver sovereign options for the defense of the US and its global interests – to fly, fight and win ... in air, space and cyberspace</li> <li>10. Prepares forces, Saves lives, Improves teamwork</li> </ol> |
|---|--|

# NOTES





## DRESS AND APPEARANCE II

Objective 7a :: Given an Air Force Uniform, wear the uniform with no more than three discrepancies.

*Wearing your service uniform for the first time is a big event and a proud moment; you will want to show everyone you made it through Air Force (AF) Basic Military Training (BMT). You also may experience the exhilarating feeling of representing your country and the AF by joining the ranks of the many warriors that have gone before you. Take extra care and double check your own and your wingman's appearance to ensure you look extra sharp. Honor the uniform and the AF's proud history by maintaining your attention to detail and exhibiting excellence in all you do every time you wear this uniform.*

### CHAPTER SUMMARY

- » Content Note
- » Service Uniform
- » Service Dress Uniform
- » Outer Garments

### CONTENT NOTE

The information covered in this chapter is not all-inclusive, so consult AFI 36-2903, *Dress and Appearance of Air Force Personnel*, when necessary. Most of the information contained within this chapter applies to AF standards; however, due to the nature of BMT there are times when additional rules apply and they will be listed as such.

### SERVICE UNIFORM

The service uniform consists of the following:

- Light blue long- or short-sleeved shirt (men) or blouse (women)
- Trousers (men), slacks or skirt (women)
- Footwear
- Headgear

### GIG LINE

- When the service uniform shirt or blouse is tucked into the trousers or slacks, it forms the gig line. To form the gig line, the following items must align:
  - ▶ Button front edge of the shirt or blouse
  - ▶ Outside of the belt buckle
  - ▶ Edge of the fly
- Keep it straight and neat



## **MEN'S LONG- AND SHORT-SLEEVED SHIRTS**

### **Name Tags**

- Centered on, but not over, the top edge of the right pocket
- Wear the plastic name tag issued during BMT; after BMT, you may purchase the epoxy name tag

### **Ribbons**

- Centered on, but not over, the top edge of the left pocket between the left and right edges
- All, some or none of the ribbons and devices will be worn
- See AFI 36-2903, for proper arrangement



### **Badges**

- Once earned, AF members are highly encouraged to wear their current occupational badges
  - ▶ Aeronautical, chaplain, space, cyberspace and missile operation badges are mandatory
  - ▶ All other badges are optional
- Center aeronautical, occupational or miscellaneous badge ½ inch above the top row of ribbons or ½ inch above pocket if not wearing ribbons.
- Center additional badge ½ inch above the first one

### **Insignia**

#### *Long-sleeved shirt*

- ▶ Enlisted personnel center 3 ½-inch or 4 inch chevrons halfway between the shoulder seam and elbow when the elbow is bent at a 90-degree angle

#### *Short-sleeved shirt*

- ▶ With the arms bent at a 90-degree angle, sleeves should barely touch or come within 1 inch of the forearm
- ▶ Enlisted personnel center 3 ½-inch or 4 inch chevrons halfway between the shoulder seam and the bottom edge of the sleeve

### **Tie**

#### *Long-sleeved shirt*

- ▶ Must wear a tie
- ▶ Tip of the tie must cover a portion of the belt buckle but cannot extend below the bottom of the buckle
- ▶ Tie tack or clasp is optional
  - » Center vertically between the bottom edge of the tie knot and the bottom tip of the tie (Fig 41-1)
  - » Ensure tie tack is centered on the width of the tie from left to right

#### *Short-sleeved shirt*

- ▶ Tie is an optional item
- ▶ All items are the same as the long-sleeve shirt

### **White Undershirt**

- Must be worn and tucked into trousers
- V-neck or athletic styles (crew-neck style authorized only when wearing closed collar uniforms)



FIG 41-1

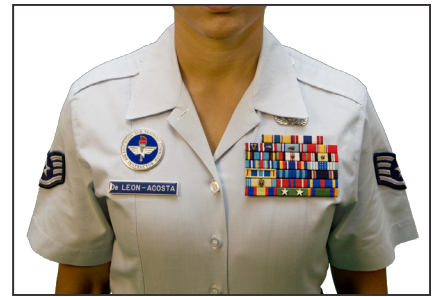
## **WOMEN'S LONG- AND SHORT-SLEEVED BLOUSES**

### **Name Tags**

- Centered on the right side, even with to 1 ½ inches higher or lower than the first exposed button
- Wear the plastic name tag issued during BMT; after BMT, you may purchase the epoxy name tag

### **Ribbons**

- Centered on left side parallel with the ground
- Align the bottom of the ribbons with the bottom of the name tag
- All, some or none of the ribbons and devices will be worn
- See AFI 36-2903, for proper arrangement



### **Badges**

- Once earned, AF members are highly encouraged to wear their current occupational badges
  - ▶ Aeronautical, chaplain, space, cyberspace and missile operation badges are mandatory
  - ▶ All other badges are optional
- Center aeronautical, occupational or miscellaneous badge ½ inch above the top row of ribbons or parallel to the name tag if not wearing ribbons
- Center additional badge ½ inch above the first one

### **Insignia**

#### *Long-sleeved blouse*

- Enlisted personnel center 3 ½-inch or 4 inch chevrons halfway between the shoulder seam and elbow when the elbow is bent at a 90-degree angle

#### *Short-sleeved blouse*

- With the arms bent at a 90-degree angle, sleeves should barely touch or come within 1 inch of the forearm
- Enlisted personnel center 3 ½-inch 4 inch chevrons halfway between the shoulder seam and bottom edge of the sleeve

### **Tie Tab**

#### *Long-sleeved blouse*

- Must wear a tie tab

#### *Short-sleeved blouse*

- Tie tab is an optional item

### **White Undershirt**

- May be worn; tucked into slacks or skirt
- May wear V-neck or athletic styles (crew-neck style authorized when wearing closed collar uniforms)

## **MEN'S TROUSERS AND BELT**

### **Men's Trousers**

- Dark blue, trim-fitted, without a cuff, straight hanging, with no bunching at the waist or bagging at the seat
- Bottom front of the trousers rests on the front of the shoe with a slight break in the crease
- The trouser waistband will rest on the Airman's waist
- Back of the trousers will be approximately 7/8 of an inch longer than the front

### **Men's Belt**

- Dark blue, elastic, solid or woven material with a chrome-like finish on the buckle and tip
- Silver tip end of the belt extends beyond the buckle and faces the wearer's LEFT with no blue fabric showing

## **WOMEN'S SLACKS, SKIRT AND BELT**

### **Women's Slacks**

- Dark blue, full cut, without a cuff
- Must fit naturally over the hips with no bunching at the waist or bagging at the seat
- Bottom front of the slacks rests on the front of the shoe with a slight break in the crease
- Back of the slacks will be approximately  $\frac{7}{8}$  of an inch longer than the front

### **Women's Skirt**

- Length will be no shorter than the top of the kneecap or longer than the bottom of the kneecap
- Wear a belt in the same manner as you do when wearing slacks

### **Women's Belt**

- Dark blue, elastic, solid or woven material with a chrome-like finish on the buckle and tip
- When the slacks or skirt have belt loops, the silver tip end of the belt extends beyond the buckle facing the wearer's RIGHT with no blue fabric showing

## **FOOTWEAR**

May wear the following items:

- Black combat or dress boots (with trousers or slacks)
- Low quarters
  - ▶ Plain black oxfords, lace-up style, with a plain rounded toe or plain rounded capped toe without design
  - ▶ Men's shoes may come with or without a seam
  - ▶ May be made of smooth or scotch-grained leather or man-made material
  - ▶ High gloss or patent finish
  - ▶ Wear plain black socks with footwear
- Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (women only)



During BMT, these additional rules apply:

- Wear only standard issue shoes
- Boots are not authorized with service uniforms

### **Hose (women only)**

Must wear hose with skirts and may wear hose or black socks with slacks

- Hose will be commercial, sheer, nylon in neutral, dark brown, black, off-black or dark blue shades
- Color must complement the uniform and the individual's skin tone
- Not authorized to wear patterned hose
- Body hair must not be visibly protruding beyond the appropriate hosiery or cause a visibly uneven texture under hosiery

## **HEADGEAR**

### **Flight Cap**

- Worn tilted slightly to the wearer's right with the vertical crease in line with the center of the forehead and nose
- Front of the cap will be approximately 1 inch above the eyebrows with the opening to the rear
- Do not crush the crown, front, or back of the cap

*Men*

- ▶ Will not have hair showing below the front of the flight cap
- ▶ When not wearing the flight cap, tuck it under the belt between the first and second belt loops on THE WEARER'S LEFT SIDE; do not fold the cap over the belt



#### Women

- ▶ May have hair showing below the front of the flight cap
- ▶ When not wearing the flight cap, tuck it under the belt between the first and second belt loops on ***THE WEARER'S LEFT SIDE***; do not fold the cap over the belt
- ▶ May wear the men's flight cap after BMT



#### Service Cap

##### Men

- ▶ Visor-type cap (looks like a bus driver hat) with black front chin strap
- ▶ Worn squarely on the head with no hair protruding in the front
- ▶ Large size hat insignia with circle (enlisted) is centered on the front of the cap

##### Women

- ▶ Rounded design; sides form a front brim
- ▶ Worn squarely on the head with no hair protruding in the front
- ▶ Large size hat insignia with circle (enlisted) is centered on the front of the cap

#### Watch Cap

- Will be commercially designed, plain, solid black knit or fleece/micro fiber material
- Wear the watch cap pulled down snugly on the head; the bottom edge (all) of the cap may be folded to allow proper fit, but not rolled
- The back of the cap should run across the nape of the neck and the front of cap should not be touching eyebrows nor higher than center of forehead; no hair should be protruding from front of the cap
- No bunching and no sagging
- Wear when approved by the installation commander
- Must be worn with authorized outer garments
- Not worn in conjunction with other headgear
- Rank insignia is not worn on cap

## SERVICE DRESS UNIFORM

Your service dress uniform is similar to your service uniform, except the service coat is worn. When wearing the service coat, men must wear a tie on their shirt and women must wear a tie tab on their blouse. Men have the option of wearing a tie tack or tie clasp. The service dress coat must be the same material as your trousers (men) or slacks or skirt (women). Women must ensure that the bottom of the blouse is not visible below the bottom of the service dress coat. You may wear a black scarf or black gloves or mittens with this uniform.

#### SERVICE COAT

With your arms hanging naturally, the sleeves will end approximately ¼ inch from the heel of the thumb. The bottom edge of the service coat should extend 3 to 3 ½ inches below the top of the thigh. Do not iron creases in the sleeves of the coat.

#### Service coat accouterments:

- Name Tag (Fig 41-2)
  - ▶ Center metallic name tag on the right side of the service coat between the sleeve seam and the lapel
  - ▶ Align the bottom of the name tag with the bottom of the ribbons
- US Insignia with Circles (Fig 41-2)
  - ▶ Place halfway up the lapel seam, resting on, but not over the seam
  - ▶ Bottom of the word "US" will be horizontal with the ground
- Ribbons (Fig 41-2)
  - ▶ Center them on, but not over, the edge of the pocket
  - ▶ All or some ribbons and devices may be worn
  - ▶ Must be worn in the proper sequence



Fig 41-2

- Badges
  - ▶ When authorized, center aeronautical, occupational or miscellaneous badges ½ inch above the top row of ribbons
  - ▶ Align additional badges ½ inch above the first badge
- Chevrons
  - ▶ Center chevrons halfway between the shoulder seam and elbow when the arm is bent at a 90-degree angle
    - » Enlisted may use 3 ½- or 4-inch cloth chevrons

## OUTER GARMENTS

The pullover sweater, cardigan sweater, lightweight blue jacket, all-weather coat and top coat are the types of authorized outer garments. Use good judgment in choosing appropriate garments for wear based on weather conditions and duties. Outer garments are worn outdoors and must be removed when in an office environment (indoors), with the exception of the sweater and the lightweight blue jacket. You may wear a black scarf and black gloves with any of the outer garments, but they must be solid black and without a logo. You may wear a scarf or gloves only outdoors when wearing authorized outer garments. Do not wear medals and ribbons on these outer garments. Only the lightweight blue jacket and the all-weather coat are discussed in more detail since they are issued during BMT.

### LIGHTWEIGHT BLUE JACKET

The lightweight blue jacket is partially lined and water repellent. It is waist length with a zipper front, knitted cuffs, two slanted pockets and may be worn with or without an insulated liner. It may be worn indoors or outdoors and must be zipped up at least halfway. Cloth chevrons are sewn on the sleeves (Enlisted may use 3½- or 4-inch chevrons) in the same manner as the service coat (Fig 41-4). Embroidering the AF symbol on the left side of the jacket is optional (Fig 41-5). Women must ensure the bottom of their blouse is not visible below the bottom of the jacket. Women are authorized to wear the men's version of this jacket after BMT.



FIG 41-3

FIG 41-4

FIG 41-5

### ALL-WEATHER COAT

The all-weather coat should fit over your service coat loosely enough to accommodate the shoulders without binding at the armholes when moving the arms. The sleeves of the all-weather coat will extend ½ inch beyond the sleeves of the service coat. The length of the coat will not be shorter than ½ inch below the bottom of the knee nor longer than 6 inches below the back crease of the knee. You may wear the all-weather coat with the top button either buttoned or unbuttoned. Place metal rank insignia 1 inch up from the bottom edge of the collar, centered and parallel to the outer edge of the collar (Fig 41-3).

## SUMMARY

You will soon wear the service and service dress uniforms for the first time. Wearing them proudly honors the AF and America. Every time you wear your uniform, think of all the brave Airmen that have worn it before you and all the sacrifices these warriors have made defending America with their lives in a tradition of honor and a legacy of valor. Take pride in yourself and apply Excellence In All We Do as you represent the proud heritage of American Airmen.



## CHAPTER 41 REVIEW EXERCISE

1. Your \_\_\_\_\_ consists of a long- or short-sleeved shirt; trousers, slacks or a skirt; footwear; and \_\_\_\_\_.
2. Center the name tag on the right side of the women's long- and short-sleeved blouse, even with to \_\_\_\_\_ inches higher or lower than the first exposed button.
3. The back of the trousers or slacks will be approximately \_\_\_\_\_ of an inch longer than the front.
4. The \_\_\_\_\_ refers to the alignment of the button front edge of the shirt or blouse, the outside of the belt buckle and the edge of the fly.
5. The length of the skirt will not be \_\_\_\_\_ than the top of the kneecap nor \_\_\_\_\_ than the bottom of the kneecap.
6. The flight cap is worn tilted slightly to the wearer's \_\_\_\_\_ with a vertical crease in line with the center of the \_\_\_\_\_ and nose.
7. Your service dress uniform is similar to your service uniform, except that the \_\_\_\_\_ must be worn.
8. It is mandatory for men to wear a \_\_\_\_\_ with their shirt and women to wear a \_\_\_\_\_ on the blouse when wearing the service dress uniform.
9. On the service coat, center the \_\_\_\_\_ name tag on the right side between the sleeve seam and the lapel.
10. On the all-weather coat, place metal rank insignia \_\_\_\_\_ up from the bottom edge of the collar, centered and parallel to the outer edge of the collar.

6. right; forehead  
7. service coat  
8. necktie; tie tab  
9. metallic  
10. 1 inch

1. service uniform; headgear  
2. 1 1/2  
3. 7/8  
4. girth line  
5. shorter; longer



# NOTES



## ANTITERRORISM (AT)/FORCE PROTECTION LEVEL I

Objective 14a :: Identify basic facts about Antiterrorism measures/Force Protection Levels.

*Terrorism is nothing new; deadly acts inflicted by terrorists have been occurring for thousands of years and will continue for many years to come. This is why antiterrorism (AT) is so important. AT refers to the defensive measures used to reduce the vulnerability of individuals and property to terrorist acts. As military members, you are responsible on a daily basis to uphold certain AT measures, whether you are guarding the flight line or ensuring your military identification (ID) is in a safe place at all times. As Air Force (AF) members, following the AF Core Values of Integrity First, Service Before Self and Excellence In All We Do can help keep your focus on these measures strong. In order for us to prevent terrorism, we must first understand why terrorists commit atrocities. Then we will look at how they operate and preventive measures that help us avoid acts of terrorism.*

### CHAPTER SUMMARY

- » Terrorism
- » Individual Protective Measures
- » Response to Threat Actions
- » Area of Responsibility Specific Threat Update

### TERRORISM

The Department of Defense (DoD) defines terrorism as “The calculated use of violence or threat of violence to instill fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological” (DoD Directive 2000.12).

#### TERRORIST IDEOLOGY

Ideology is defined as a set of beliefs or characteristics of an individual, group or culture. Most terrorists view themselves as legitimate soldiers at war against an unjust organization. Terrorist organizations are motivated by many different causes that can be grouped into three different categories: Political, Religious and Special Interest.

Terrorist organizations draw support in various ways and are classified by their support mechanisms, such as state supported, non-state supported, and state-directed. In order to survive, terrorist organizations must be able to hide and avoid detection; most adopt the cell organizational concept. If one part of the organization is compromised, the other parts can still operate.

#### TERRORIST OBJECTIVES

Terrorist groups, like any other organization, have immediate and long-range goals. Immediate or short-term goals usually include one or more of the following:

- Obtain worldwide or local recognition for the group’s cause
- Obtain money and equipment
- Free prisoners

Generally speaking, the long-range objectives of terrorism fit into one of three broad categories: revolutionary, sub-revolutionary and establishment terrorism.

#### TERRORIST OPERATIONS AND TACTICS

##### How Terrorists Select Targets

- **Location:** Terrorists may target locations frequented by Americans or U.S. military personnel such as certain hotels, apartment buildings, public transportation centers, and night clubs. Avoid possible target locations
- **Association:** Terrorists may focus on American tourists, personnel associated with the U.S. Government, and individuals who appear to be high-ranking or important. Try to blend in with the local population. When possible, avoid disclosing your DoD or U.S. Government affiliation

- *Opportunity*: Terrorists look for “soft targets”. Maintain vigilance, practice good personal safety, and alert the proper authorities of suspicious behavior

### **Terrorist Planning Cycle**

- *Phase 1* - Broad Target Selection: during broad target selection, terrorists collect information on numerous targets to evaluate their potential in terms of symbolic value, causalities, infrastructure criticality, or public attention
- *Phase 2* - Intelligence and Surveillance: vulnerable targets able to meet attack objectives are selected for additional intelligence gathering and surveillance. This effort may occur quickly or over years depending upon the target and planning information needed. Terrorists seek to gather detailed information on guard forces, physical layout, personnel routines, and standard operating procedures
- *Phase 3* - Specific Target Selection: specific targets are then identified for attack based on anticipated effects, publicity, consistency with overall objectives, and costs vs. benefits of the attack
- *Phase 4* - Pre-Attack Surveillance and Planning: terrorists may conduct additional surveillance to confirm previous information and gain additional details. During this stage, terrorists will select the method of attack, obtain weapons and equipment, recruit specialized operatives, and design escape routes
- *Phase 5* - Rehearsals: terrorists often rehearse the attack scenario to confirm planning assumptions, enhance tactics and practice escape routes. They may also trigger an incident at the target site to test the reaction of security personnel and first responders
- *Phase 6* - Actions on the Objective: terrorists choose to execute attacks when conditions favor success with the lowest risk. Factors they consider include surprise, choice of time and place, use of diversionary tactics, and ways to impede response measure
- *Phase 7* - Escape and Exploitation: unless an operation is a suicide attack, escape routes are carefully planned and rehearsed. Terrorists may exploit successful attacks by releasing pre-developed statements to the press

### **TACTICS, TECHNIQUES AND PROCEDURES**

Terrorist tactics, techniques, and procedures continue to evolve, missing violent asymmetric tactics and conventional operations in an effort to create instability, locally and internationally.

- *Assassination* - a deliberate action to kill a specific, usually prominent, individual
- *Arson* - a malicious act that uses fire or an incendiary agent to damage, sabotage, or destroy property; goal is to conduct physical and psychological damage and overstretch unit resources by reducing their commitment to other missions
- *Bombing* - involves using an explosive device that is fused to detonate in a specific condition against a target; frequently used by terrorists because of the low risk involved
  - ▶ *Improvised Explosive Device (IED)* - any device that is placed or fabricated in an improvised manner incorporating destructive or lethal components that is designed to kill, destroy or harass
  - ▶ Vehicle-Borne IED
  - ▶ Person-Borne IED; attacker gets close to a target and throws an explosive or incendiary device
  - ▶ Delivered Device; a mail, parcel, or letter bomb
  - ▶ Suicide Bombers
  - ▶ Unmanned Aircraft Systems

### **Kidnapping and Hostage taking**

- ▶ *Kidnapping* - the seizure and captivity of one or more individuals; usually requires elaborate planning and logistics. Kidnappings usually result in the individual being held hostage to extract specific demands, but may also be used for intelligence gathering or executions
- ▶ *Hostage Taking* - the seizure of one or more individuals, usually overtly, with the intent of gaining advantage (publicity, ransom, political concessions, or release of prisoners)

### **Armed Assault (two types)**

- ▶ *Raid* - usually conducted with smaller forces against targets marked for destruction, hijacking, hostage or barricade operations; designed to get resources, media access or demonstrate power
- ▶ *Ambush* - a surprise attack characterized by violent execution and speed of action that intends to destroy a target

- *Seizure* - an act normally associated with the forceful occupation of a symbolic location or key facility; hijacking and skyjacking is the seizure by force of a vehicle or aircraft, its passengers and/or its cargo
- *Chemical, Biological, Radiological, and Nuclear Weapons Use* - terrorists have employed, and some terrorist cells continue to seek, CBRN material
  - ▶ *Chemical Agents* - include choking, blood, blister, nerve, and incapacitating agents
  - ▶ *Biological Agent* - (also known as germ warfare) are classified as pathogens or toxins
  - ▶ *Radiological Agent* - (also known as a dirty bomb) are conventional explosives that spread radioactive material across a large area
  - ▶ *Nuclear Device* - a yield-producing nuclear explosion
- Other terrorist tactics can include Sabotage, Threats or Hoaxes, Environmental Destruction, Man-Portable Air Defense Systems, and Cyber Terrorism

### **UNDERSTANDING THE TERRORIST THREAT**

There are eight factors you should consider to understand the threat in your environment.

- Are terrorist groups in the area?
- Do they attack Americans?
- Are they violent?
- How active are they?
- How sophisticated are they?
- Do they have local popular support?
- What is their method of operation?
- What are their tactics?

### **Terrorist Threat Levels and Force Protection Conditions (FPCONS)**

The FPCONS are covered in the Foundational Expeditionary Skills Training (FEST). The FPCON levels will fluctuate depending on circumstances surrounding the operating environment. Understanding the responsibilities under each level is a vital component in exercising effective antiterrorism measures.

### **Random Anti-terrorism Measures (RAMs)**

RAMs consist of the random implementation of higher FPCON measures, to include MAJCOM and/or locally developed site-specific measures. Randomly changing AT measures enables integrated defenses to appear formidable and prevent threats from easily discerning and predicting patterns or routines that are vulnerable to attack.

### **INDICATORS OF POTENTIAL TERRORIST ACTIVITY**

- *Surveillance* - anyone video recording or monitoring activities, taking notes, using cameras, maps, binoculars, etc., near key facilities/events
- *Suspicious Questioning* - attempting to gain information in person, by phone, mail, email, etc., regarding a key facility or people who work there
- *Tests of Security* - attempts to penetrate or test physical security or procedures at a key facility/event
- *Acquiring Supplies* - attempting to improperly acquire explosives, weapons, ammunition, dangerous chemicals, uniforms, badges, flight manuals, access cards or identification for key facility/event or to legally obtain items under suspicious circumstances that could be used in a terrorist attack
- *Suspicious Persons* - anyone who does not appear to belong in the workplace, neighborhood, business establishment, or near a key facility/event
- *Dry Runs* - any behavior that appears to be preparation for a terrorist act, such as mapping out routes, playing out scenarios with other people, monitoring key facilities/events, timing traffic lights or traffic flow, or other suspicious activities
- *Deploying assets* - abandoned vehicles, stockpiling of suspicious materials, or persons being deployed near a key facility/event

## **TERRORIST SURVEILLANCE TECHNIQUES**

Terrorists secretly observe potential targets to detect vulnerabilities and plan attacks. The target may be an individual, a facility or asset.

### **Individual Targets**

Surveillance against an individual seeks to determine:

- Residential security measures
- Modes of travel
- Routes and times of travel
- Typical behavior
- Target's general security awareness

### **Facility Targets**

Surveillance against a facility or asset tries to determine:

- General security posture
- Security standard operating procedures
- Information and security force shift rotation
- Physical security weakness
- Reaction times

Surveillance may be conducted over a long period of time and employ various methods:

- *Stationary surveillance* - a common method in which operatives observe from a fixed location
- *Moving surveillance* - conducted on foot or in vehicles, generally in teams
- *Technical surveillance* - uses electronic means to record or gain access to security information
- *Casual questioning* - used to elicit security information from approachable personnel

### **Detection of Surveillance**

- Be vigilant and constantly scan people and vehicles in your vicinity
- Be familiar with normal surroundings so you can recognize abnormal things
- Look for signs that normal patterns are violated
- Look for familiar faces among strangers and repeated vehicle sightings
- People that appear preoccupied with a specific building or area, to include taking pictures, making notes, or drawing sketches
- Electronic audio and video devices in unusual places or that are not DoD property

### **Respond to Surveillance**

If you suspect you are under surveillance, DO NOT panic or confront the suspicious person, move directly to a secure location, such as a police station, hospital or any area with a large population of people. Try to gather all the details you can of the suspects and report the incident to the appropriate personnel (e.g., Security Forces of Air Force Office of Special Investigations (AFOSI) or Local Authorities).

#### *Historical Examples*

- Khobar Towers, June 25, 1996
- September 11, 2001
- Spain Train Bombings, March 11, 2004
- London Bombings, July 7, 2005

## ***INDIVIDUAL PROTECTIVE MEASURES***

### **GENERAL SECURITY**

Limit discussion and accessibility of any information (written or verbal) that may provide terrorists insights for targeting. Always use secure means when passing sensitive information, and safeguard and destroy personally identifiable information (PII). You are the first line of defense against terrorism, so be aware of your surroundings and report anything unusual to your chain of command, local security forces or AFOSI. Be alert to strangers who are on government property for no apparent reason. Write down license numbers of suspicious vehicles and note the description of occupants. Plan for the range of threat possibilities, and avoid established or predictable patterns.

### **TO/FROM WORK IN TRANSIT SECURITY**

Before getting in your vehicle to go to and from work, look for tampering under and around your automobile. Keep your doors locked and windows rolled up at all times. Don't be predictable. Alter your routes and parking locations, and avoid choke points when driving. Plan safe locations along your route in case you need them. Consider wearing civilian clothing when riding on mass transit so you don't stick out. Avoid car markings that identify you as DoD personnel (e.g., Air Force window stickers). Refuse to meet with strangers outside your work place.

### **OFFICIAL/UNOFFICIAL TRAVEL SECURITY**

Prior to travel, ensure your Level 1 AT Training is current. When selecting hotels, choose an inside hotel room, away from the street-side window, preferably on the 4th-10th floors. Avoid use of rank or military addresses on tickets, travel documents or hotel reservations. Before traveling outside of the continental United States (CONUS), make sure you receive an AOR specific Threat Briefing by an Antiterrorism Representative, and know the location of the US Embassy and other safe locations where you can find refuge or assistance. When possible, travel on tourist passports. Be cautious about giving out information regarding family travel plans or security measures and procedures.

### **HOME SECURITY**

Brief family members on your residential security and safety procedures. Use peephole viewers before you open the door, and don't open the door to anyone until you know who it is. Always ensure sufficient illumination exists around your residence. Have family members learn a duress word and keep it on file at your office. Consider removing your name and rank on your home/military quarters, and avoid using your name and rank on answering machines.

### **MAIL SECURITY**

Avoid opening or processing mail in close proximity to others; and always check mail and packages for:

- Unusual odors or oily stains on the package
- Too much wrapping, bulges, bumps, or odd shapes
- No return address or unfamiliar return address
- Differing return address and postmark
- Incorrect spelling or poor typing
- Protruding wires or strings
- Excessive amount of postage

If you identify a suspicious package, clear the area immediately and notify your chain of command, local security forces or AFOSI.

### **FORCE HEALTH PROTECTION (FHP) MEASURES**

FHP Measures promote, improve, or conserve the mental and physical well-being of Service members to enable a healthy and fit force, prevent injury and illness, and protect the force from health hazards.

*Food-borne and Water-borne Risks* -To mitigate food-borne and water-borne risks, always use proper field sanitation and hand washing techniques. Ensure all food, water and ice are from approved sources only; and that proper food service sanitation is practiced. Avoid eating and drinking on local economy.

*Vector-borne Risks* - Utilize DEET on exposed skin to guard against insects, as well as permethrin-treated uniforms and bednets. Wear your sleeves down and boots bloused.

*Animal-contact Risks* - Avoid animals and report all bites and scratches. Be familiar with the wide variety of post-exposure prophylaxis (PEP); which is any preventative treatment started immediately after exposure to a pathogen.

*Water-contact Risks* - Avoid skin contact with fresh surface water (river, lakes, irrigated fields).

*Respiratory Risks* - Avoid prolonged close contact and vaccines.

*Sexually Transmitted Infections* - Reducing the risk of STIs, including abstinence and proper use of condoms for those who elect to have contact and vaccines.

*Environmental Exposures* – Mitigate exposure to heat/cold, earthquakes, typhoons, tornados, high elevations, etc. Wear proper clothing and equipment, and utilize emergency action plans.

## **RESPONSE TO THREAT ACTIONS**

Antiterrorism is defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include rapid containment by local military and civilian forces. Terrorists can strike anytime and anywhere. Therefore, you need to be aware of the antiterrorism fundamentals that can be used to reduce the vulnerability of individuals, information, and facilities to terrorist attacks.

### **ANTITERRORISM FUNDAMENTALS**

#### **Anticipate**

Anticipating threats, risks, and vulnerabilities is fundamental to AT and personal security. By doing this, you can make choices that enhance your personal protection.

- Research criminal activity in your area
- Understand the tactics and techniques commonly used by criminals and terrorist organizations in the area
- Know the types of targets and locations that have been selected for illegal activity

#### **Be Vigilant**

Vigilance is required to continuously observe your surroundings and recognize suspicious activities. The first step to vigilance is to understand your environment's normal conditions. To do this, try to observe and learn the patterns of routine activities in your area. When you have an instinct for what is normal, you can more readily recognize things that are suspicious.

- Potential threats such as items out of place
- Attempted surveillance by persons loitering, following you, or simply in the wrong place
- Circumstances that correspond to prior criminal activity in your area

#### **Don't be a Target**

Not all threats are predictable or can be recognized in advance. As a result, you should concentrate on not being an easy target for attack.

- Reduce your exposure by remaining low key and blending in with your surroundings
- Do not wear clothing or carry items that might attract criminal attention
- Avoid places of high criminal activity; select places with security measures appropriate for the local threat
- Be unpredictable and vary your routes and times of travel; travel with a friend or in a small group

#### **Respond and Report**

Report suspicious activities to appropriate authorities immediately. And, when threatened, respond to protect yourself and others.

### **COUNTER-INTELLIGENCE MEASURES**

Counter-Intelligence Operations are proactive activities designed to identify, exploit, neutralize, or deter foreign intelligence collection and terrorist activities directed against the United States. Threat areas include espionage, subversion, sabotage and terrorism.

Individuals who have reportable contacts or acquire information must immediately contact AFOSI. "Contact" means any exchange of information directed to an individual, including solicited or unsolicited telephone calls, email, radio contact, and face-to-face meetings.



### **Examples of reportable contact includes:**

- Contact for any reason other than for official duties with a foreign diplomatic establishment, whether in the United States or abroad
- A request by anyone (regardless of nationality) for illegal or unauthorized access to classified or unclassified controlled information
- Personal contact with an individual (regardless of nationality) who suggests that a foreign intelligence or any terrorist organization may have targeted him or her or others for possible intelligence exploitation
- Information indicating military members, civilian employees, or DoD contractors have contemplated, attempted, or effected the deliberate compromise or unauthorized release of classified or unclassified controlled information

### **ACTIVE SHOOTER**

Active shooter is defined as one or more subjects who participate in a shooting, random or systematic, with the intent to continuously harm others.

Identify early indicators of a possible shooter incident.

- Aggression or threats toward co-workers
- Presence of unauthorized weapons
- Anti-American statements expressing discontent with U.S. policy and procedures; statements of support or violence against U.S. forces
- Abuse of alcohol or drugs; talk of domestic and/or financial problems
- Suspicious actions or behavior that represents a clear departure from norms

In an active shooter situation, you must quickly determine the most reasonable way to protect your own life; the decision whether to escape, barricade, or fight must be based on your proximity to the shoot(s) and accessibility to egress routes.

- Escape - consider all points of egress as potential escape routes (e.g. windows, doors)
- Barricade - close and lock doors, hide if possible, turn off lights and cover windows
- Fight - if directly confronted by the shooter try to disarm them by hitting hard, fast and often

Respond to the type of weapon used by an attacker

- Attack with small arms: Ricocheting bullets tend to hug the floor; crouching (not lying) on the floor may reduce exposure
- Attack with explosives: Grenade shrapnel rises from the detonation; lying on the floor reduces exposure and having feet toward the blast may protect the head

Information you should give first responders includes the location of the shooter(s), number of shooters, description of the shooter(s), number and types of weapons being used, and number of potential victims. When you have contact with first responders, remain calm, and don't point, scream or yell; raise your hands, keeping them visible and avoid making quick movements; follow all instructions given by first responders.

### **KIDNAPPING AND HOSTAGE SURVIVAL**

People are usually taken hostage or kidnapped because of their value to someone else; even though our government does not negotiate with terrorists, this does not diminish the victim's value to their family or employer. The Code of Conduct and the Air Force Core Values will guide you in how to respond and return with honor.

### **Actions Taken at the Moment of Capture**

Should you resist, escape or surrender?

The initial moment of capture is extremely dangerous; the captors are tense, their adrenaline is flowing and the slightest provocation may lead to violence. To think that you can escape at the moment of capture may be unrealistic; remember, your captors may have been planning this operation for a long time. Whether you should try to escape or not can be based on three factors: location, situation and personal skills.

If kidnapped or taken hostage, focus on defusing the situation. Control your fear and maintain dignity, if you become excited, so will your captors. Follow instructions of your captors and avoid sudden movements that your captors may view as hostile. Take mental notes of directions, times of transit, noises and other factors to identify your location.

**Time in Captivity**

Your demeanor toward your captor may influence the treatment you receive. Be prepared for a long captivity in poor conditions; it is important to maintain your mental and physical health. Keep active and maintain a daily routine. Engage in conversation, but avoid controversial topics. Eat the food that is provided to you, exercise and get enough sleep. If you're interrogated, give short answers. If you need to make up a story to protect sensitive information, make it simple, believable story you will be able to remember and stick to it. If forced to present terrorist demands to authorities, state clearly that the demands are from your captors, and not from you. Personal optimism, faith, self-discipline, and keeping your mind active are keys to enduring a difficult situation.

<b>:: ACTIONS TO TAKE DURING RESCUE OR RELEASE</b>	
<b>RESCUE</b>	Drop to the floor
	Avoid sudden movements
	Do not attempt to run
	Do not pick up a gun and/or attempt to assist rescue forces
	Do exactly what your rescuers tell you & expect to be handled roughly until your identity is confirmed
<b>RELEASE</b>	Pay close attention to instructions
	Do not make any sudden moves
	Do not panic
	Do not attempt to run

**AREA OF RESPONSIBILITY SPECIFIC THREAT UPDATE**

Within the U.S., several organizations and individuals use terrorist tactics to achieve their goals. Prior attack methods include vehicle bombs, letter bombs, skyjacked aircraft and biological weapons. Examples of prior attacks in NORTHCOM include; the plot to attack Fort Dix, United Flight 93 and Oklahoma City bombing.

According to Southern Poverty Law Center, Texas is one of the states with the highest number of hate groups. Two active groups in San Antonio are the Ku Klux Klan (KKK) and a Neo-Confederate group. As an Airman, participation in any hate group is prohibited.

Certain establishments may be placed off-limits to Airmen for a variety of reasons, including criminal activity. This is because terrorist activity is often funded by such criminal activity. These establishments are identified to help maintain the health, morale and welfare of US Armed Forces.

**SUMMARY**

Understand that acts of terrorism are very real. However, the actions you take could possibly curb or even stop a terrorist act. Practice the AF Core Value Excellence In All We Do when scanning your surroundings. These actions could save your life as well as that of your fellow Airmen. Adhering to the AT measures discussed in this chapter will help you shape the skills that are necessary to understand and survive in a hostage situation.

## CHAPTER 42 REVIEW EXERCISE

1. Terrorist organization motives fall into three categories: special interest, religious and \_\_\_\_\_.
2. A Terrorist group's immediate goals usually include obtaining worldwide or local recognition for the group's cause, freeing prisoners and/or \_\_\_\_\_.
3. To reduce exposure to an attack with small arms, you should \_\_\_\_\_.
4. Why is kidnapping the most difficult operation for a terrorist group to successfully accomplish?  
\_\_\_\_\_
5. A decision to try to escape should be based on three factors: location, situation and \_\_\_\_\_.
6. True or False. If you are in a hostage situation, and a rescue team arrives, it is your duty to assist the team in rounding up your captors.
7. Secure locations include police stations, hospitals and \_\_\_\_\_.
8. Surveillance conducted on foot or in a vehicle is called \_\_\_\_\_.
9. \_\_\_\_\_ is a general security task that you can accomplish as a part of individual protective measures.
10. As an Airman, you are \_\_\_\_\_ from participation in hate groups.

6. False  
7. Any area with a large population of people  
8. Moving surveillance  
9. Safeguarding and destroying PII  
10. Prohibited

1. Political  
2. Obtaining money and equipment  
3. Crouch on the floor  
4. The US government refuses to negotiate with terrorist  
5. Personal skills

# NOTES



## INTRODUCTION TO AIR FORCE COMBATIVES

Objective 12a :: Identify basic facts about fighting and surviving in a deployed environment.

*As military members we must be physically prepared for the unexpected. As you learned in Basic Situational Awareness you must always be aware of your surroundings. Within this lesson we will discuss the importance of Combatives. Becoming a Combatives expert takes years of practice, this lesson is designed to introduce you to the Combatives discipline. Whether you are in a combat situation or simply out in public, the Core Values of Service Before Self and Excellence In All We Do apply when keeping yourself and others safe.*

### CHAPTER SUMMARY

- » Combatives
- » History of AFCP
- » Types of Combatives
- » Benefits
- » Learning to Fight
- » Weapons of the Body
- » Target Areas of the Body
- » Basic Fight Strategy

### COMBATIVES

Combatives is an organized system of fighting encompassing various hybrid martial arts that incorporate fighting techniques from conventional martial arts and combat sport. Combatives may involve fighting with or without a weapon (including firearms). All martial arts have one object in common - to gain an advantage in combat through the development of a superior fighting skill. Combatives encompasses rules of engagement, ethical use of force and escalation of force.

### HISTORY OF AFCP

The United States first Combatives program was the adoption of Judo under Strategic Air Command. The SAC Martial Judo program had two purposes: To encourage fitness through judo and; Equip downed Airmen with skills in order to survive hostile environments. The program not only produced Olympians but the resulting U.S. Air Force Judo Association became the modern U.S. Judo Association. In 2007 the Chief of Staff of the Air Force ordered a review of all hand-to-hand combat in the AF. In 2009 the U.S. AF Academy was appointed the Center of Excellence (AFCCOE) for AF Combatives. Since then, this modernized combatives program has been implemented in various officer and enlisted accession sources, pre-deployment training, tech schools, and across training regimes in the AF. The program is codified in AFI 36-2620.

### TYPES OF COMBATIVES

Each martial art has its own traditions and each emphasizes different fighting ranges. Airmen must have the ability to transition seamlessly through multiple ranges while utilizing decision making in order to complete the mission. Many programs start with focus on a single type of Combatives training. Combatives can be broken down into three categories: striking, grappling and weapon arts.

#### **STRIKING ARTS**

Striking arts focus on offensive and defensive techniques attacking various parts of the body, typically utilizing punches, kicks, knees, head butts and elbows.

#### **GRAPPLING ARTS**

Focus on close-quarters fighting, which involves throwing opponents or applying locks or holds to restrain or incapacitate them. They may also include ways to escape from locks and holds and ways to counter an attempt to grab or throw.

## **WEAPONS ARTS**

Focus on how to fight using weapons. Individual styles may focus on a single type of weapon or on a small set of weapons, including ways to defend against an opponent using different types of weapons. For example, marksmanship is a weapons art.

## ***BENEFITS***

Combatives is a foundational component for developing warrior ethos in all members of the military. It trains you how to fight, promotes overall health and fitness, builds confidence, hardness of spirit, teaches you how to react under pressure and helps instill core-values. Trained service members have successfully utilized combatives in combat situations to accomplish both the mission and save lives.

## ***LEARNING TO FIGHT***

Keep in mind, if you choose to learn a martial art, it does not necessarily mean you are learning to fight, as there is a lot more to a real fight than just using good techniques. Many of the striking arts practice techniques with imaginary opponents, such as shadow boxing. This does allow for some amount of both physical and mental preparation. However, in order to truly develop applicable competencies, you should also practice and train with an opponent with a competitive advantage in order to pressure test techniques. Finally, ability must be coupled with willingness to do what is necessary to survive a violent encounter.

## **TRAINING METHODOLOGIES**

Different types of training allow you to practice with a partner to become proficient and prepare for a resisting opponent.

*Technique practice and drilling:* Follows a predetermined pattern so both parties know what is coming next and helps to develop basic skills, timing and understand when to apply techniques.

*Situational and scenario based training:* Tests your ability to react to a prescribed attack. The engagement is still constrained to a specific tactics, techniques and procedures.

*Sparring:* Continuous sparring with both partners that has separate competitive outcomes. It flows between an attacking and defensive role depending on context.

The common approach to learning how to fight is to initially focus on one martial art, build up expertise, and then to pick up proficiency in a complementary martial art. For example: Boxing and Jiu Jitsu complement each other. Boxing focuses on striking arts while Jiu Jitsu covers grappling and ground fighting. Learning a martial art is difficult and it can take many years to master even one aspect of fighting.

## **BECOMING A COMPLETE FIGHTER**

A fight can be broken into three phases: the striking phase, the clinch phase and the ground fighting phase. All of these phases can also incorporate weapons utilization and retention as well as the principles of range, angle, level and situational awareness

*Striking Phase:* You are standing up and mobile; and are not in constant contact with your opponent but are attempting to throw strikes against each other.

*Clinch Phase:* Either combatant is attempting to take the other down and engage in ground fighting or at close enough contact that traditional striking has changed or become ineffective.

*Ground Fighting Phase:* You are on the ground and in contact with each other trying to gain complete control of the other through submission.

Situational awareness and weapons utilization happens in all phases of pre-contact, contact and post contact. Must utilize communication with partners and ensure the ethical use of force is within the rules of engagement.

## **WEAPONS OF THE BODY**

### **HANDS**

Care should be taken due to a possibility of injuring. Fists are used for punching. Edges of the hands are used to strike soft tissue areas (such as the throat). The padded areas of the palms are used to strike and/or block. Fingers are used to gouge, rip and tear soft tissue areas (such as eyes, throat or groin).

### **FOREARMS**

Can be use defensively to deflect or block attacks or to damage or break joints or limbs.

### **ELBOWS**

Are used primarily as offensive striking weapons and can create power at close range. There is a high probability of exposure to blood borne infectious disease due to cuts that lead to bleeding.

### **LEGS**

Use them frequently as they are less prone to injury than other parts of the body. If not conditioned properly your legs can fatigue quickly.

### **FEET**

Use the balls of your feet and toes for striking and use heels to stomp on your opponent. Wearing boots when striking increases damage to your attacker and prevents injuries to your feet.

### **KNEES**

Your knees are excellent weapons to use at close range, especially to strike the groin area. If an opponent bends over, use your knee to strike them in the face.

## **TARGET AREAS OF THE BODY**

An attack to any part of the body can cause pain and even injury to your opponent. The following are particularly vulnerable areas of the body to make an attack the most devastating. Please note that following up with additional techniques in most cases is necessary in order to neutralize an enemy.

### **HEAD**

Can cause massive head damage that may kill an opponent. The vulnerable regions on your head are: Eyes, temple, nose, ears, jaw and throat.

#### **EYES**

Great targets when not protected. Attack may cause opponent to use their hands to shield their eyes, which gives you the chance to strike another part of their body.

#### **TEMPLE**

One of the most fragile areas of head. Powerful strikes may cause permanent damage and/or death.

#### **NOSE**

Very easy to break. Deliver powerful blows as some people have a high tolerance for pain. Attacks may causes eyes to water and close involuntarily.

#### **EARS**

Strike with the intent of causing an eardrum to rupture. Attacking the ears or striking the ears may not stop or even distract the opponent unless done with great force.

#### **JAW**

Strike it powerfully to render opponent unconscious. Attacking may cause painful injuries to teeth, tissue or jaw. Deliver strike with a hard object so you do not injure yourself.

### **THROAT**

Forcefully hit front of throat to try and knock out windpipe. Attacking the neck from behind via a choke hold can render your victim unconscious or even dead.



## **GROIN**

Strikes usually cause opponent to involuntarily protect area and gives you an opportunity to strike another part of their body at will. Try **not** to strike groin first as most assailants will be expecting it. Strike the groin in subsequent attacks to catch opponent off guard.

## **BASIC FIGHTING STRATEGY**

Basic fight strategy can defeat an adversary by controlling the range, angle and levels in a fight. A win can be achieved by breaking contact to move to a primary or secondary weapon system, escape the threat, delay the engagement until reinforcements arrive, or by finishing the fight.

## **SUMMARY**

The Core Values of Service Before Self and Excellence In All You Do apply to AF Combatives in that they are critical and pertinent to you and your wingman's survival. AF Combatives can give you the skills to become physically prepared for the unknown. To promote fitness and become Warrior Airmen look for various Combatives programs available to you as you progress in your AF career.

## CHAPTER 43 REVIEW EXERCISE

1. Combatives is \_\_\_\_\_ encompassing various hybrid martial arts that incorporate fighting techniques from conventional martial arts and combat sport.
2. Combatives can be broken down into three categories: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ arts.
3. Combatives trains you how to fight, promotes overall health and fitness, helps build confidence and teaches you \_\_\_\_\_.
4. There are three different types of sparring: Technique and drilling, Situational and scenario based training and \_\_\_\_\_.
5. During the \_\_\_\_\_ \_\_\_\_\_ you are standing up and mobile; and are not in constant contact with your opponent but are attempting to throw strikes against each other.
6. Basic fight strategy can defeat an adversary by controlling the \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ in a fight.

6. range, angle, levels  
5. striking phase  
4. sparring

3. how to react under pressure  
2. striking, grappling and weapon arts  
1. an organized system of fighting

# NOTES



## HUMAN RELATIONS II

Objective 1a :: Identify basic facts about human relations.

*The Air Force's (AF) goal is for all members to have positive, professional relations with their teammates, civilians, and those from other cultures. These relationships help achieve mission objectives and personal success. You should treat every person with the respect and dignity they deserve. However, there are times when certain actions get in the way of good human relations. Among these actions are behaviors such as prejudice, discrimination, and sexual harassment. It is your responsibility to promote only positive human relations and stop other actions in their tracks. The AF Core Values play an important role in Human Relations; it's always a good idea to run the AF Core Values through in your head before you act or react in any situation.*

### CHAPTER SUMMARY

- » Barriers to Respectful Human Relations
- » Positive Human Relations Skills
- » Equal Opportunity Program and Your Responsibilities
- » Air Force Core Values, Human Relations and Mission Readiness

### **BARRIERS TO RESPECTFUL HUMAN RELATIONS**

Disrespectful actions undermine good order and discipline. They breakdown trust and create friction within your team. The AF does not support these behaviors. The following section offers some examples of common barriers to good human relations that you may face.

#### **STEREOTYPING**

This happens when a single, oversimplified mental picture is applied to everyone in a group. In other words, it is assuming that all people in a certain group have the same characteristics or tendencies. Stereotyping does not allow us to view people as individuals with unique skills and strengths. This can lead to biased notions about a person or a group of people.

#### **PREJUDICE**

Prejudices are based off stereotypes that are generally negative in nature. They are opinions formed about a person before you have truly gotten to know them or find out facts of a situation. It is your responsibility to respect other people by building an understanding of who they are as individuals.

Some people may justify their negative opinions about another person through poor treatment, harassment, threats, or even violence. The AF does not permit such treatment and will discipline anyone who takes part in this type of unprofessional conduct. It is important for all AF members to separate their personal opinions from their professional responsibilities. All members of the AF, regardless of their belief system, must behave in a professional manner by treating others with respect and dignity.

#### **DISPARAGING TERMS**

Terms used to degrade or infer negative statements pertaining to race, color, sex (including gender identity), national origin, religion, sexual orientation, age, and mental or physical disabilities are known as disparaging terms. They include insults, printed material, visual material, signs, symbols, posters, or insignia. The use of these terms constitutes unlawful discrimination.

When used negatively, symbols can also be considered disparaging. Symbols such as swastikas, the letters "SS" or "KKK", and the numbers "666" can be used in a negative manner which is contrary to AF policy. The display of the Confederate Flag is a very controversial issue, and most of the time the interpretation is left to the discretion of the senior installation commander.

## **DISCRIMINATION**

There are two types of discrimination, lawful and unlawful. Lawful discrimination is unequal treatment supported by law or regulation. For example, you must be 18 years old to be able to vote. This law discriminates against all people under 18 years old, even if there are some who are mature enough to handle this privilege.

Unlawful discrimination is any unjust or unequal treatment of a person, or a group of people, based on race, color, sex (including gender identity), national origin, religion, and sexual orientation. Or in the case with civilians; age, mental or physical disabilities, genetic information, and reprisal. Unlawful discrimination gets in the way of good order and discipline. The resentment it creates will destroy teamwork needed for mission success. The AF does not condone unlawful discrimination.

## **HAZING**

Any unauthorized conduct by a military member that causes another person to suffer from or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful is called hazing. This applies to members of any rank. Hazing is not needed to keep the AF's customs and traditions intact. Taking part in hazing, or getting someone else to do it for you, is unacceptable and the AF will not tolerate it.

Examples of hazing may include playing abusive tricks, threatening, or offering violence or bodily harm (e.g., grease painting, striking, branding, tattooing, shaving, or tacking badges on someone). It could also include forcing or requiring consumption of food, alcohol, drugs, or other substances. Actions do not have to involve physical contact to be considered hazing. They can also be verbal or emotional in nature. You are responsible for your actions, even if a person agrees to subject themselves to hazing.

Hazing is not acceptable in any form. It undermines the values of the AF, which are to create and maintain a place for personal growth and teamwork. The AF must conduct its customs and traditions with the highest degree of professionalism and dignity.

## **SEXUAL HARASSMENT**

Sex discrimination that involves unwelcome sexual advances, requests for sexual favors and deliberate or repeated offensive comments or gestures of a sexual nature is known as sexual harassment. Some of the most common areas of conduct that could be considered unlawful discrimination or sexual harassment are physical contact (physical contact that is sexual can be deemed sexual assault), gestures, jokes, obscene pictures and verbal comments.

### **Sexual Harassment Examples:**

- You are threatened that if you do not have sex with a person, they will make your life miserable
- Someone makes a request to exchange sexual favors for a promotion
- Coworkers tell sexual jokes that make you feel uncomfortable
- Obscene pictures make your work area an uncomfortable place to work

There are too many examples to list them all, but what is important to stress is what you think is fine may offend someone else. It does not matter if you think your conduct is all right; it only matters if another person thinks your conduct is offensive.

Sexual harassment does not need to result in visible emotional harm to the victim. It is sexual harassment if it is severe or constant enough to cause an average person to think the work place is an uncomfortable place to work.

Even though the sexual harassment policy is written for the workplace, remember that military members represent the AF at all times, on or off duty, 24 hours a day.

## **BULLYING**

A form of harassment that includes acts of aggression by service members or DoD civilian employees, with a nexus to military service, with the intent of harming a service member either physically or psychologically, without a proper military or other governmental purpose. Bullying may involve the singling out of an individual from his or her coworkers, or unit, for ridicule because he or she is considered different or weak. It often involves an imbalance of power between the aggressor and the victim. Bullying can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

Bullying is evaluated by a reasonable person's standard and includes, but is not limited to the following when performed without a proper military or other governmental purpose:

- Physically striking another person in any manner or threatening to do the same
- Intimidating, teasing, or taunting another person
- Oral or written berating of another person with the purpose of belittling or humiliating
- Encouraging another person to engage in illegal, harmful, demeaning, or dangerous acts
- Playing abusive or malicious tricks
- Branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting another person
- Subjecting another person to excessive or abusive use of water
- Forcing another person to consume food, alcohol, drugs, or any other substance
- Degrading or damaging another's property or reputation
- Soliciting, coercing, or knowingly permitting another person to solicit or coerce acts of bullying

Service members may be responsible for an act of bullying even if there was actual or implied consent from the victim and regardless of the grade or rank, status, or Service of the victim. Bullying is prohibited in all circumstances and environments, including off-duty or "unofficial" unit functions and settings.

### **POSITIVE HUMAN RELATIONS SKILLS**

Key factors to overcoming barriers to respectful human relations include your awareness of others' beliefs, staying open to other views, talking through issues, and having respect for others. If you have a prejudice that you want to change, personnel from the chaplain's office and people from the Equal Opportunity (EO) office can help. You can talk through your issues with these trained professionals. If you have a prejudice that you do not want to change, recognize that acting upon your prejudice is unlawful discrimination and the AF can take disciplinary action against you. It is your professional responsibility to communicate respectfully with others; regardless of cultural background or differences.

The AF has a written guidance that suggests using the acronym RESPECT as the key to combating discrimination and sexual harassment in the Air Force as outlined in AFPAM 36-2705, *Discrimination and Sexual Harassment*. Use the word RESPECT as a memory aid (seven tips) to fight discrimination:

- R** – Resolve conflicts immediately and at the lowest level
- E** – Explore options that will improve unit relationships
- S** – Sensitize yourself and your subordinates to the issues
- P** – Promote positive human relations
- E** – Eliminate unacceptable behaviors
- C** – Consider the needs of your organization
- T** – Take a stand against discrimination and sexual harassment

If someone offends you with a comment or action, you should let them know that their actions are unwelcome and must stop immediately. Do this right away while the situation is still fresh in your mind. Try to work out an agreement with them to resolve the problem. If you cannot work it out, the actions are repeated, or it is a serious offense, then use your chain of command to resolve the issue.

### **AIR FORCE VIEWPOINT**

The AF views any conduct that results in unlawful discrimination or prejudice is offensive and illegal. The AF has a zero tolerance policy for unlawful discrimination, including sexual harassment. Any acts of violence, harassment or threats based on race, color, gender, national origin, sexual orientation, or religion will not be tolerated. If you are found guilty of discrimination or prejudice under the Uniform Code of Military Justice (UCMJ), you will face fast and harsh disciplinary action and possible discharge from military service.

Behaviors exhibiting unlawful discrimination including sexual harassment, unprofessional relationships, fraternization are harmful to the human relations environment and could result in anything from a verbal warning to punishment under the UCMJ. The type of punishment given depends on the extent of your involvement and the seriousness of the act.

Unlawful discrimination or prejudice can increase stress in your workplace. This type of poor human relations behavior can reduce productivity, destroy teamwork, create hostile groups and cause good individuals to leave the AF. Discrimination and prejudice make it very hard to accomplish the mission.

### **EQUAL OPPORTUNITY PROGRAM AND YOUR RESPONSIBILITIES**

It is your duty to help uphold the Department of Defense (DoD) and AF vision for human relations. You must examine and correct your own behavior and confront improper behavior you witness. Professional, fair and equal treatment is a must for everyone in the AF. You should always display awareness of individual differences, accept people for who they are and strive to overcome stereotyping, prejudice and discrimination. The positive relationships you build now will aid the success of the mission.

You should immediately report any instances of unprofessional conduct, hazing, discrimination or sexual harassment through your chain of command and cooperate fully in any official investigation. Ensure you always use your chain of command. If the problem is with someone in your chain of command then go to the next level up to report the issue.

There are also base agencies that can assist you. You may contact the Inspector General (IG), the EO Office, the DoD SAFE Hotline at 1-888-231-4058 or the Chaplain's office. You may also use the Feedback System by filling out a Lackland AFB Form 133, *Feedback Form* located in the back of your *Basic Military Training Study Guide (BMTSG)* as well as available in the dining hall.

### **AIR FORCE CORE VALUES, HUMAN RELATIONS AND MISSION READINESS**

AF core values provide the moral code that guides the actions of every Airman. They are applied to every aspect of our lives, and without them, the mission would fail.

#### **Integrity First**

This refers to the willingness to do what is right even when no one is looking. It means upholding the principles of our democratic government, constitution and laws.

#### **Service Before Self**

This refers to the selfless dedication to duty and the nation despite risk, danger or personal inconvenience. It reflects a commitment to your responsibilities as warriors first and individuals second.

#### **Excellence In All We Do**

This includes the ability to form effective teams by focusing on the strengths each member of a diverse team offers. It also means giving your best efforts at all times and motivating others to do the same.

Respect, cooperation and mutual support are just as important among individuals (military, civilians, contractors, and the public) as it is for organizations within a military service. Take BMT for example. You would not be able to complete BMT if the dining facility did not prepare your meals, MTIs did not train you, and if resource management did not order uniforms. The point is that we all rely on one another.

Now look at the other branches of the military, the Army, Navy, Marines, and Coast Guard all have to work together to defend and protect our nation. Everyone contributes to the same mission and no one would be a success without the teamwork, professionalism and respect each person brings to the table.

Teamwork is the key to success in everything we do in life, which means recognizing the dignity, value and worth that each member brings in accomplishing mission objectives. Every member has an impact on other members; it is up to you to decide if your interactions will be positive or negative. If you live by the Core Values, they will guide you to do the right thing.



## ***SUMMARY***

Positive human relations are crucial to mission success. You have learned there are actions that can get in the way of good relations such as sexual harassment, unprofessional relationships and prejudice. These behaviors damage mission effectiveness and the AF has "zero tolerance" for them. Always use the AF Core Values as your guide through Human Relations, paying close attention to Integrity First. Integrity should be used in every situation within Human Relations; you must always choose to do the right thing even if you are off duty. Before you act or react to any situation ask yourself if you are adhering to **ALL** of the AF Core Values. Keep the AF Core Values as your mental checklist and stand firm in your decisions. Only use positive human relations skills to help build a better and more productive AF team.

# CHAPTER 44 REVIEW EXERCISE

1. \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are a must for everyone in the AF.
2. Disrespectful actions breakdown \_\_\_\_\_ and create \_\_\_\_\_ within your team.
3. Any unauthorized conduct by a military member that causes another to suffer from or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful is called \_\_\_\_\_.
4. The AF views any conduct that results in discrimination or prejudice as \_\_\_\_\_ and \_\_\_\_\_.
5. Military members represent the AF \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
6. In the acronym RESPECT, the S stands for \_\_\_\_\_ to the issues.
7. The base agencies that can assist you with a discrimination situation are the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Hotline, or the \_\_\_\_\_ office.
8. \_\_\_\_\_ are opinions formed about a person before you have truly gotten to know them or find out facts of a situation.
9. Key factors in dealing with barriers include your awareness of others' \_\_\_\_\_, staying open to other \_\_\_\_\_, talking through \_\_\_\_\_ and having \_\_\_\_\_.
10. Terms used to degrade or infer negative statements pertaining to race, color, sex (including gender identity), national origin, religion or sexual orientation or in the case of civilian employees; age, mental or physical disability are known as \_\_\_\_\_ terms.

1. Professionalism; fairness; equal treatment  
2. trust; friction  
3. hazing  
4. offensive; illegal  
5. at all times; on or off duty; 24 hours a day  
6. sensitize yourself and your subordinates

7. Inspector General (IG); Equal Opportunity (EO) Office; Sexual Harassment; Chaplain's  
8. Prejudices  
9. beliefs; views; issues; respect for others  
10. disparaging

## PRINCIPLES OF FIRST AID

Objective 9a :: Given appropriate first aid supplies, successfully administer first aid with no more than three instructor assists.

*Principles of First Aid is a foundational step in your training that begins right here in Basic Military Training (BMT). This training teaches basic first aid and also shows you how to apply these skills which will broaden your understanding of first aid concepts. Principles of First Aid is set up to allow you practice time so if you are in real-world situations and your adrenaline is pumping, these skills will become second nature to you. After BMT, all Airmen are required to take Self Aid Buddy Care (SABC) training and receive additional SABC follow-up before deploying. This training will require you to achieve the Core Value of Excellence In All We Do and strive to achieve your best in every aspect of life. You must commit to learning now; you can do this by preparing to learn, listening in class and practicing First Aid Principles as much as you can. Why should all Airmen take this training seriously and live by the Core Value of Excellence In All We Do? Because one day this training could mean the difference between life or death during a medical emergency.*

### WHY IT IS IMPORTANT

First Aid training is important so we can provide care for family, friends and those unable to care for themselves. Think of the Core Value: Service Before Self and what that means to you during a situation where you may have to apply first aid to perhaps save your wingman's life. After providing urgent and immediate lifesaving measures to help keep a victim alive it is important to seek professional medical care when needed and to move the victim to a safe place as soon as possible.

Below are some statistics regarding a first responder. Everyone has the potential to be a first responder.

"The fate of the wounded rests in the hands of the ones who apply the first dressing." Nicholas Senn (1898) (49th President of the American Medical Association).

- 610,000 people die each year due to heart disease
- There are 135,928 unintentional injury deaths
- In 2008 25.7 million disabilities due to unintentional injury

The sooner treatment is provided the better the chances are for survival or full recovery without permanent disability.

### 3 P'S OF FIRST AID

- Preserve: the casualty's life
- Prevent: worsening the condition
- Promote: recovery

You will learn other valuable skills to help during emergencies and contingencies such as cardiopulmonary resuscitation (CPR) and Self Aid and Buddy Care (SABC). When you will be taught these skills is determined by your individual Air Force Specialty Code (career field) and your Commander once you leave BMT.

### CHAPTER SUMMARY

- » Why it is important
- » Bleeding
- » Shock
- » Airway and Breathing
- » Injuries to Soft Tissues, Bones, and Joints
- » Disease Transmission
- » Heat-Related Injuries
- » Cold-Related Injuries
- » Environmental Emergencies (Requiring First Aid)

## **BLEEDING**

Also called hemorrhaging which is the loss of blood from capillaries, veins and arteries. In a survival situation, you must control serious bleeding immediately because the victim can die within a matter of minutes.

While administering aid to a victim who is bleeding, try to remain calm and call for help if you can. Since bleeding is a preventable cause of death, learning to control bleeding can help save lives. The sight of blood is an emotional event for most people, and many injuries often appear more severe than they are. Numerous injuries are prevented because most of the major arteries are deep and well protected by tissue and bone. Bleeding can be fatal, but you will usually have enough time to provide treatment if you think and act calmly. Have the victim assist you, if they are conscious and alert. Regardless of how severe, all bleeding must be controlled. If left uncontrolled, it can lead to shock or death.

### **TYPES OF BLEEDING**

#### **Internal Bleeding**

Although it is usually not visible, it can be serious and potentially fatal. Signs someone may have internal bleeding include:

- Being anxious or restless
- Excessive thirst
- Nausea and vomiting
- Cool, moist and pale skin
- Rapid breathing
- Bruising, swelling or discoloration at the injury site
- Dizziness and/or dull eyes
- Rigid and warm abdomen
- Bleeding coming from a natural body opening
- Coughing up bright red blood or vomit that looks like coffee grounds

Some common causes of internal bleeding include falls, vehicle accidents, puncture wounds, broken bones or blast injuries.

For all internal bleeding, keep the victim lying down and warm. Refrain from moving the victim if you suspect a back or neck injury. For bruises, apply an ice or a cold pack wrapped in cloth to prevent skin damage and reduce pain and swelling.

#### **Treatment For Severe Internal Bleeding**

- ▶ Request help from trained medical personnel
- ▶ Monitor the victims Airway, Breathing and Circulation (ABCs)
- ▶ Treat for shock (e.g. loosen tight-fitting clothing, except in a chemical environment)
- ▶ Place them in the most comfortable position - if the victim is vomiting, place them in the recovery position (on their side) to prevent choking
- ▶ Do not give the victim anything to eat or drink
- ▶ Evacuate victim as quickly as possible
- ▶ If you suspect that the injured person has a neck and or spinal injury DO NOT move that person except to prevent loss of life. Get professional medical help immediately

#### **External bleeding**

Since there is a visible break in the skin (open wound) with external bleeding, the location of the injury will usually be evident. Some of the causes of external bleeding include cuts, bullet wounds, stabbings, open fractures and complete or incomplete amputations. Most open wounds require dressing and bandages to control bleeding and prevent contamination.

There are three types of external bleeding you must understand so you can control it and prevent contamination.

- Arterial - Is the most dangerous type of bleeding because it has a fast bleeding rate due to slow clotting and can cause significant blood loss if left untreated. Characterized by its bright red color, and how it spurts out
- Venous - This blood is depleted of oxygen and is dark red in color. Is a rapid, steady flow of blood that does not spurt
- Capillary - Most common type of external bleeding. Color is between a bright and dark red, and the blood oozes steadily from the wound, usually not serious and is the easiest form of external bleeding to control

#### Treatment For External Bleeding

- ▶ Start treatment by locating the injury and checking for entry and exit wounds (pools of blood)
- ▶ Expose the wound to identify the full extent of the injury
- ▶ If clothing is stuck to the wound, cut around it and leave the stuck parts in place
- ▶ If a dressing is available, apply it with the clean side facing the wound
- ▶ Control external bleeding with direct pressure, elevation, pressure points

#### Applying Dressings, Bandages

Dressings are placed directly on the wound to soak up blood and body fluids and prevent infection.

- ▶ Field dressing pressure bandage compresses
- ▶ Sterile porous gauze

Bandage-material used to cover or wrap any part of the body

- ▶ Apply pressure and hold dressing in place
- ▶ Assorted widths
- ▶ May be sterile

#### Direct Pressure

First and most effective method to control bleeding. Always treat for shock as part of the treatment process. Wear protective gloves and use a sterile dressing or clean cloth.

- ▶ For severe bleeding or if you do not have a dressing, use your bare hands or fingers immediately to apply direct pressure
- ▶ DO NOT waste any time, use an emergency bandage if it is available
- ▶ Apply a dressing or the cleanest material you can find over the wound (NEVER remove the dressing once it is applied, as it will disturb blood clots); apply another layer if the first one becomes soaked with blood
- ▶ Apply a bandage over the dressing by wrapping it around the injured body part and tying the ends in a knot (not directly over the wound); the bandage will hold the dressing in place and add more pressure
- ▶ If you are properly trained, check the circulation below the wound before and after applying the dressing; loosen material and re-tie, if necessary
- ▶ Apply direct pressure for 5 - 10 minutes to compress the damaged blood vessels and control the bleeding; have the victim apply manual pressure, if they are able

#### Elevation

Use elevation with direct pressure, if direct pressure alone does not stop the bleeding. Elevating the injured arm or leg above the level of the heart makes it more difficult for the body to pump blood to the area and helps control bleeding.

- ▶ Elevate the injured limb above the level of the victim's heart while keeping direct pressure on the injury if it does not cause additional pain or make the injury worse
- ▶ Elevate an injured forearm by placing it on the victim's chest if the victim is lying on their back
- ▶ Raise an injured leg by placing the foot and ankle on a pack, log or rock
- ▶ DO NOT elevate a fractured limb until it has been splinted
- ▶ DO NOT elevate the legs if there is a neck or back injury

### Pressure Points

Pressure points are areas of the body where the blood flow can be controlled by pressing the artery (between the point of the injury and the heart) against the underlying bone. Apply pressure to these areas to reduce blood flow to an injured area (pressure can be applied using fingers, a thumb, the heel of the hand or a combination approach).

Most common locations of pressure points:

- ▶ Brachial artery - Located above the elbow on the inside of the arm
- ▶ Femoral artery - Located in upper groin area towards the front of the leg

### Multiple Treatments

Situations may require you to combine direct pressure, elevation and pressure point treatments to control bleeding (combining procedures will control most severe bleeding more quickly). When possible, elevate the limb and apply direct pressure at the same time when no fracture is involved. In cases of severe bleeding when direct pressure and elevation do not control the bleeding, add pressure to a pressure point.

## **SHOCK**

A process by which the circulatory system fails to deliver oxygen rich blood to the body and the body's tissue and organs. Listed below are some of the frequent causes of shock.

- Loss of blood due to uncontrolled or arterial bleeding
- Loss of fluids due to burns
- Reaction to a traumatic experience such as severe pain, wounds and blood loss

Some symptoms of shock may go unnoticed, but here are some things to look for. These symptoms may not be present in small children and infants, but they are more susceptible to shock.

- Sweaty but cool skin
- Pale skin
- Restlessness or nervousness
- Thirst
- Severe bleeding
- Confusion
- Rapid breathing
- Nausea and/or vomiting
- Blotchy blue skin

### Treatment for shock

- ▶ Have the victim lie down
- ▶ Control the bleeding

## **AIRWAY AND BREATHING**

Measure and monitor a victim's breathing (the rise and fall of the victim's chest).

### **Check the Victim for Breathing**

- Place your ear 1 - 2 inches above the victim's mouth and nose with your face toward the chest while maintaining the airway (look, listen and feel)
- Look for the rise and fall of the chest and abdomen
- Listen for sounds of breathing
- Feel for the victim's breathing on the side of your face
- Notify your MTI (dial 911 if outside of BMT environment)
- Continue to monitor breathing until victim is in the care of medical personnel

### **Breathing**

Normal breathing is easy and does not require effort. An unusually high or low breathing rate or difficulty in breathing indicates a problem with breathing that requires medical attention. Count the victim's respiration and carefully observe the chest for one full minute to get respiration rate (one respiration consists of one inhalation one exhalation chest falls). Best respiration rates are taken when the victim is not even aware it is being done.

## Monitor Respiration

- Place the victim on their back
- Count respirations for one full minute

Look for characteristics of normal and abnormal respiration. Adult resting respirations range is 12-20 respirations per minute. Normal respiration is deep and even. Both sides of the rib cage expand evenly and fully. Contraction and relaxation of the diaphragm can be detected by observing the abdomen. Respirations are considered slow if they fall under 12 per minute and rapid if the rate is more than 20. Shallow breathing is when the chest and abdomen move very little. Shortness of breath occurs when the respiration is shallow and rapid. Indications of shallow breathing include problems with the ability to get or absorb oxygen. Irregular breathing rhythm, labored breathing and noises (such as wheezing) produced during breathing may indicate the presence of injury or illness.

Continue to monitor the victim's respiration and note changes to medical personnel upon arrival. If you remain with the victim, monitor their breathing. If their breathing changes in respiration rate (depth and regularity), it may indicate a condition is either improving or becoming worse. Report abnormalities and changes in respiration to medical personnel if possible.

## Airway Management

The victim's airway must be kept open while other injuries are treated. An unconscious victim has no control over their muscles, including the tongue muscles; the most common airway obstruction is the tongue.

## INJURIES TO SOFT TISSUES, BONES, AND JOINTS

Soft tissue is made up of layers of skin and fat. There are two types of injuries that can be sustained to soft tissue. Wounds can be open or closed:

### Open wounds

*Abrasion* - most common, usually caused by something rough rubbing against the skin with little bleeding. You need to clean the wound of debris and germs. This type of injury is commonly referred to as either "road rash", "strawberry" or "rug burn".

*Laceration* - cut with sharp object or split in tissue due to blunt force trauma. Not always painful due to severed nerve endings. Damage to nerve, blood vessels and muscle tissues can occur. Avulsion-portion of skin and underlying tissues may be partially or completely torn away. This may involve significant bleeding.

*Puncture* - a pointed object pierces the skin. Gunshots are a type of puncture. If the object becomes imbedded it can cause serious infections because germs may be carried deep into the body's tissues.

### Closed Wounds (Bruises)

Damage to underlying tissues and blood vessels can lead to swelling due to internal bleeding and fluid accumulation.

### Dislocation, Strains and Sprains

Dislocation is a movement of a bone at the joint into an abnormal position. Typically a strain is a stretching and tearing of muscles, tissue or tendons. There can be a sprain or tearing of the ligaments at the joint.

### Fractured Bones

Bone that is chipped, broken or has a crack is considered fractured. Open fracture-broken ends of the bone tear through the skin. Closed fracture-skin isn't broken but bones underneath are broken.

#### *Steps for Using an Improvised Splint*

- Treat for severe bleeding and difficulty breathing first
- Treat the victim where they are found and avoid moving them if possible
- DO NOT straighten or realign any bent parts of the body; splint the limb in the position it is found (do not push a bone back into a wound)
- Splint so the joint above and below the fracture site is immobilized
  - ▶ Position one rigid object on each side of the injured limb
  - ▶ Ensure the ends of the objects DO NOT press against any sensitive areas such as the armpit or groin



- Apply padding between the splints and the limb, and add extra padding near joints and sensitive areas
- Secure the rigid object in place with securing strips
  - ▶ Use strips to secure the injured leg to the uninjured leg
  - ▶ NEVER place strips on or over the suspected fracture site (this can cause additional injury or pain)
- Tie the ends (tails) of each strip in a slip knot on the outer side of the rigid object to make loosening and retying them easier
- Check circulation by observing the limb below the injury site. If possible, check the circulation after tying each strip
- Examine the limb for numbness, color, temperature
  - ▶ If poor circulation exists, untie securing strips, reposition, and add more padding to sensitive areas, retie the strips and recheck the circulation
  - ▶ If there is still poor circulation after the splint is applied, transport the victim ASAP to a medical facility

## ***DISEASE TRANSMISSION***

Disease Transmission when treating victims is a secondary hazard. When providing first aid there is the possibility that you may expose yourself to disease and infectious agents. The following information is presented to help you protect yourself while providing first aid to your wingman.

Here are some communicable diseases you may face when treating victims:

- Hepatitis
- Meningitis
- Tuberculosis (TB)
- Human Immunodeficiency Virus (HIV)

Understanding transmission methods (how diseases are spread) and certain prevention measures provide the framework for safe treatment of infected individuals.

If physical contact with an infected person is necessary then follow the below methods:

- Avoid touching open wounds with bare hands
- Always place a barrier between you and the victim's blood or body fluids, using gloves, plastic wrap or a clean, folded cloth
- Wash your hands with soap and warm water immediately after providing care, even if you wore gloves or used another barrier

Sometimes exposure maybe from breathing infected air (respiratory diseases) transmitted by microscopic droplets spread through the respiratory tract, nose, mouth, throat or lungs of an infected person. Use a mouth barrier if rescue breathing is necessary and avoid close contact with people who have respiratory diseases.

Donning protective gloves and using a mouth barrier are effective preventative measures in this situation. Avoid common use of towels, food, drinks, utensils and personal items which could inadvertently expose you or others to unknown illness.

## ***HEAT-RELATED INJURIES***

Can occur during hot weather and temperate conditions when the normal temperature control mechanisms of the body are overwhelmed. Some causes of heat-related injuries:

- Fluids not being adequately replaced in the body
- Not getting adequate rest
- Sweat control mechanism of the body malfunction
- Heat-related injuries are a threat in any environment, especially hot climates
- The body depends on water to cool itself in hot environments. In severe heat, a person can lose a quart of water each hour. If this water is not replaced, heat emergencies may result

- Victims of dehydration, heat exhaustion and heat stroke tend to ignore problems until it is too late (this is why all Airmen should know about prevention, signs, symptoms and proper treatment of heat-related injuries)

### **PREVENTION**

Proper hydration is critical, especially when outdoors in hot conditions. Under normal circumstances, the body loses about 1 gallon of fluid in a day through sweating, breathing and going to the bathroom. Strenuous activity or certain medical conditions can cause these conditions:

- Body to increase fluid loss to 6 gallons a day
- Increased fluid loss can be deadly

Always treat victims of heat-related injuries for shock.

### **MAJOR TYPES OF HEAT-RELATED INJURIES**

#### **Dehydration (Least Severe)**

Defined as the excessive loss of water from the body and is a major contributing factor to heat exhaustion and heat stroke. Treatments include small sips of water or sports drinks, removing excess clothing, moving the victim to a shaded or air conditioned area and spraying exposed skin with cool water.

#### **Heat Exhaustion (Moderate Severity)**

Next level of heat-related injuries after dehydration but less serious than heat stroke. Treatment includes the above and applying wet towels or cloths. Remember to remoisten them periodically. The victim should rest and not return to normal activities the rest of the day.

#### **Heat stroke (Most Severe and Life-Threatening)**

Heat stroke is life-threatening and can lead to death. It is the most serious type and level of heat-related injury. Heat stroke usually occurs after heat exhaustion. Person's cooling system stops working and the internal temperature rises to a point where brain or organ damage may occur. Treatment consists of rapidly cooling the body by immersing the victim in cold water, covering the entire body with cold wet towels or with bags of ice. Contact 911 as this is a life threatening condition.

## ***COLD-RELATED INJURIES***

Cold climates pose their own set of threats for you to consider. Abnormally low body temperature is a medical emergency caused by continued exposure to low or rapidly falling temperatures. Some types of cold-related injuries are immersion syndrome, frost-nip, frostbite and hypothermia.

### **IMMERSION SYNDROME**

#### **Signs and Symptoms of Immersion Syndrome**

- Affected area may have blisters, swelling, redness or bleeding
- First phase: affected area is cold and pain free
- Second phase: affected area feels burning hot with shooting pains
- Third phase: pale skin with bluish color around the nail beds or lips

#### **Treatment for Immersion Syndrome**

- Dry the affected area immediately
- Remove wet clothing and replace it with dry, warm clothing
- Gradually warm the affected area
- DO NOT rub or massage the affected area (this causes more damage)
- Elevate the affected part to reduce swelling
- Protect the victim from additional injury
- Seek medical treatment ASAP

### **FROST-NIP**

This is the stage right before frostbite and most commonly occurs in the toes, fingers, nose and cheeks. With frost nip superficial tissue damage resulting in temporary loss of sensation in the affected area.

## **FROSTBITE**

This occurs when the skin and deeper tissues start to freeze anywhere in the body. Happens when the flesh is exposed to freezing temperatures (below 32°F) and ice crystals form within or between cells. Is often deceptive as it causes numbness rather than pain; because frostbite is not painful many people do not realize it is happening and do not catch it in time to prevent serious damage.

### **Signs and Symptoms of Frostbite**

- Exposed skin color (reddish color for a light skinned person and grayish color for a dark skinned person)
- Sudden blanching (whitening) of the affected area
- Tingling sensation, followed by numbness
- Total lack of feeling in the affected tissue
- Skin has a pale, yellowish white or waxy appearance
- Skin feels cold and hard to the touch

### **Treatment for frostbite**

- Move the victim to a warm, sheltered area
- Loosen constricting clothing to ensure good circulation
- Remove jewelry on affected limbs as these objects could interfere with blood circulation
- Apply warmth to the affected area by using room temperature water
- NEVER use hot water or rub the affected area with your hands or snow as these actions will cause more damage
- Thawing should occur gradually
- Warm the victim by putting warm clothes upon them, wrapping them in a dry blanket and covering them with several layers of dry clothing
- Victim may slowly take sips of warm water
- Seek medical attention immediately

## **HYPOTHERMIA**

Body's internal temperature falls causing blood flow and breathing to get dangerously slow which occurs when the whole body, rather than just a body part, is cooled to an unusually low temperature. It is a medical emergency and can result in death if it is not treated promptly.

### **Signs and Symptoms of Hypothermia**

- Apathetic (uninterested)
- Lethargic (sluggish) behavior
- Pale, cold skin
- Body may shiver, but it only lasts a short time
- Body is cold and/or shivering
- Low, shallow respiration
- May appear drowsy, confused or dead because of negligible vital signs

### **Treatment for hypothermia**

- Move the victim to a warm, sheltered area
- Remove wet clothing
- Monitor ABCs
- Warm the victim by putting warm, dry clothes on them or wrapping them with dry blankets
- DO NOT rub body parts to warm them as this can cause more damage
- If the victim is alert and can drink, give them warm, nutritious fluids; DO NOT give them alcoholic beverages as they further depress body functions
- Seek medical treatment ASAP

## **ENVIRONMENTAL EMERGENCIES (REQUIRING FIRST AID)**

Many people believe that normally they are in a safe environment, however whether you are in your bedroom or out at the BEAST you must be aware of your surroundings and the fact that there are hazards that could hurt and even kill you. The following is general information that can be relevant whether in or out of uniform. While in BMT you will report any problems to your MTI or BEAST Cadre.

### **INSECT BITES AND STINGS**

Ants, bees and wasps are found everywhere. Stings and bites can lead to an allergic reaction which can be a life threatening medical emergency. Treatment includes removing stinger and monitor for worsening condition.

### **TICKS**

Found in grassy and wooded areas, carry many diseases such as Rocky mountain spotted fever, Babesia, Ehrlichiosis, and Lyme disease. The best "first aid" for a tick bite is prevention which is discussed later in this chapter.

### **SPIDERS AND SCORPIONS**

Spiders and scorpions can be found indoors and outdoor. They include Black widows, brown recluse to name a few. Scorpions are very common in the southwest U.S. However, all bites should be considered and treated as medical emergencies.

### **ANIMAL AND SNAKE BITES**

Rabies which are a problem if you are bitten by: bat, skunk, raccoon, fox, dog or even a cat. Snakes and their venomous bites are dangerous, some commonly well-known snakes: rattlesnake, cottonmouth, copperhead and coral snake. Approximately 7000 people are bitten annually with fewer than 5 being fatal.

### **PREVENTION**

Prevention of bites and stings is the priority when it comes to first aid. Following is a list of things you can do to minimize exposure to these hazards:

- Wear long-sleeved shirts and long pants
- Stay on trails whenever possible
- Have someone inspect you after being in the woods
- If you encounter a snake turn around and go back the way you came

### **POISONOUS PLANTS**

Treatment steps if you come in contact with poisonous plants while outdoors.

- Remove clothing and wash site with soap and water
- Wash clothing to remove plant oils
- Put paste made of baking soda and water on exposed area
- Use Benadryl, calamine lotion

### **LIGHTNING STRIKES**

Lightning strikes kill approximately 51 people a year and wound hundreds of others while they engage in outdoor leisure activities in the US. While you are in BMT you will participate in numerous outdoor activities which could expose you to adverse weather. Always follow the guidance from your instructor/cadre while in training as indicated by your MTI during the First Week Briefing.

## ***SUMMARY***

Each and every AF member plays a critical role in saving lives. This chapter provided basic knowledge regarding First Aid by covering areas including why it is important to have a background in first aid to bandaging and splinting. These items are the foundation for learning and applying other parts of the First Aid program. With regard to the Core Value of Excellence In All We Do, you are an important link in taking care of other AF members in need. Commit to excellence in all things you do; not just in the things you like to do or enjoy doing. Strive to learn everything you can about First Aid and more advanced education and training as you progress throughout your Air Force career. Always giving your best reflects on you, your organization and the Air Force.

## SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Objective 8a :: Identify basic facts about the Sexual Assault Prevention and Response Program.

*You are the Air Force's (AF's) greatest resource. The AF considers your safety and well-being a top priority. Sexual assault is not a pleasant issue and not one that is easily discussed; unfortunately, members of the military can be at risk just like members of the civilian community. Sexual assault is a crime, and it violates AF Core Values and erodes the wingman culture. Know that the AF will provide support for sexual assault victims and investigate and prosecute offenders appropriately. When a sexual assault takes place, it can have devastating effects on the member, the member's unit and family members. Remember to live by the AF Core Values and to always have Integrity First by stepping up in difficult situations to stop a sexual assault and to take care of your wingman. Strive to maintain an environment where this type of behavior is not tolerated, and you respect your wingman and all Airmen. This chapter is designed to provide you with information and tools to help prevent sexual assaults from occurring and respond to sexual assaults if they occur.*

### CHAPTER SUMMARY

- » Prevention
- » Response
- » Air Force Special Victims Counsel (SVC)

### PREVENTION

#### SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING

You must understand our military culture will not tolerate sexual assault and you must know what to do in the event of an offense. Many parts of this training, including the videos and discussion questions, may contain material that can trigger difficult emotions, especially for sexual assault survivors. Some segments of the videos are quite dramatic and direct; they include reenactments of rape scenes, dramatizations related to sexual assault and sexual and verbal innuendos. Victim sensitivity and care are top AF priorities. If you feel you are unable to take part in this classroom training, please feel free to leave the classroom and notify your Military Training Instructor (MTI) that you would like to speak to the Sexual Assault Response Coordinator (SARC) office at (210) 808-7272. The SARC office will provide confidential, one-on-one training for you to complete this graduation requirement.

This training will assist you in acquiring information and skills to help effectively prevent and respond to this crime. You will learn what sexual assault is and how you can prevent and respond to it according to the policies and values of the AF.

What does this mean to you? The AF is going to provide you with the skills to protect yourself and your wingman. In the rare case that a sexual assault happens to you or one of your wingmen, the AF wants you to know the following items:

- What actions to take
- The AF will be here to support you with available services
- The AF will provide direction on how to sensitively respond to an assault victim
- The bottom line is that all members of the AF are a team; this means if one Airman is assaulted, it is a strike against all Airmen

Sexual assault is complex and difficult to discuss, but try your best to take an active role in this class. Remember to be respectful to all of your fellow trainees as you discuss these sensitive, and often times, emotional issues.

## **SEXUAL ASSAULT**

### **Clarifying the Definition**

So what is it we are actually talking about here? There may be some misconceptions out there so let's all get on the same page from the start. Sexual assault is an "umbrella" term that includes many different types of sex-related offenses. The Department of Defense (DoD) defines sexual assault for the purpose of awareness training and education as:

*"Intentional sexual contact, characterized by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact), or attempts to commit these acts. 'Consent' means words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the accused use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating relationship by itself or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent."*

Sexual assault is actual or attempted sexual relations with another person against his or her will or without his or her consent. Sexual assault is a serious crime and violates AF Core Values. Offenders can be prosecuted in a criminal court and if found guilty, they may go to prison.

### **VIDEO CLIPS ONE THROUGH THREE**

These video clips may startle you. The intention is to grab your attention on this important matter. Sexual assault is a topic that we treat very seriously in the AF. It is not a pleasant issue nor is it an issue that is easily discussed. But it is a real issue that causes great pain to all of the people involved, not just the victim. The AF is concerned with your overall well-being as sexual assault can be very damaging.

These are the names of the characters that appear in the video clips:

**Females:** Laura, Brandy, Gina and Sharon

**Males:** Rick, Ben, Jim and Hank

Watch each video clip attentively and be prepared to discuss your thoughts and reactions to the video clips in class.

### **PART ONE DISCUSSION QUESTIONS**

Try to write down your answers to the following questions before class or when prompted by your instructor to gauge how much you know about sexual assault.

**QUESTION 1. IS RAPE A CRIME OF PASSION? EXPLAIN YOUR RATIONALE.**

**QUESTION 2. ARE MOST RAPIST STRANGERS TO THEIR VICTIMS? DO THEY WEAR SKI MASKS AND PREY ON PEOPLE THEY DO NOT KNOW?**

**QUESTION 3. DO YOU THINK RAPE OCCURS WHEN A PERSON IS LED ON AND CANNOT CONTROL HIS OR HER SEXUAL DESIRES? EXPLAIN YOUR RATIONALE.**



**QUESTION 4. DO YOU BELIEVE RAPE HAPPENS SPONTANEOUSLY OR IS IT PLANNED? EXPLAIN YOUR RATIONALE.**

**QUESTION 5. TRUE OR FALSE. PEOPLE CANNOT BE RAPED BY THEIR SPOUSE OR SIGNIFICANT OTHER. EXPLAIN YOUR RATIONALE.**

### **CONSENT**

DoD policy states that “consent” **SHALL NOT** be deemed or construed to mean the failure of the victim to offer physical resistance. Consent **IS NOT** given when a person uses force, threat of force, coercion or when the victim is asleep, incapacitated or unconscious; or when the victim is under the age of 16.

The age of consent varies by your location (state or host country) so you should know the laws for where you are stationed. One of the basic concepts in the definition of sexual assault is the lack of consent from the victim. There are many situations in which an individual is not able to give consent. In these situations, one person may believe he or she is having consensual sex with another, when actually or legally it could be a different story. Understanding consent and recognizing when it can and cannot occur are critical to preventing sexual assault.

Understand that consent is a very complex topic, and the following six examples show when a person **CANNOT** give consent:

**1. There is a threat of death or great bodily harm (use of force).**

This might seem obvious to you, and in many cases it is, but consider the following example. A couple is making out. Kissing is okay with her. She does not want to go further, nothing under the clothes. The guy pressures her. He pins her down. She says “Stop. I don’t want to do this.” He does not stop and threatens her. He uses his physical capability (force) to get under her shirt and unsnap her bra. This is not consent. If it is not consent, then it is sexual assault. Sexual assault is a crime. If you do it, you commit a crime and may be discharged from AF and punished appropriately.

**2. The victim is unable to resist because of lack of mental or physical faculties.**

The victim cannot give consent if their mental or physical faculties are impaired or lacking. Some examples are a person who has mental handicap or a medical patient who is heavily medicated.

**3. The victim is unconscious or asleep.**

Some people may think, “You’ve got to be kidding me. Who would want to have sex with someone who is asleep or unconscious?” But believe it or not, this does happen. Could someone who is unconscious or asleep possibly consent to sexual relations? The answer is “definitely not.” It would be a crime to pursue this type of sexual activity.

**4. The victim is incapacitated by alcohol or drugs.**

Your ability to recognize consent when you are drunk or on drugs is impaired and puts you in a potentially vulnerable situation if you proceed. When someone is incapacitated by drugs or alcohol, they are not able to give consent to sex. If you are interested in someone, you may want to pursue a relationship when you are both free of alcohol or drugs. If either of you have been drinking heavily—do not even think of hooking up.

**5. The victim is coerced into engaging in sexual acts by the assailant who is in a position of authority over the victim.**

No one can order or require you to have sex because they outrank you. If someone in your chain of command or of higher rank uses their position to coerce you into having sexual contact, it is illegal.

## 6. The victim is under the age of 16.

This is an important issue to consider. Perhaps, when you were a junior in high school, your boyfriend or girlfriend was a freshman. You were 16, and he or she was 14. Whatever you did or did not do sexually is not the AF's business and is just in the past. But if you are still dating the same person now, it is an entirely different situation. The difference is that you are now an adult and your girlfriend or boyfriend is still a minor. Having sex with them now is a crime; it would be considered statutory rape (having sex with someone who is below the legal age of consent [also known as carnal knowledge]). The age of consent varies by your location (state or host country) so you should know the law for where you are stationed.

### PART TWO DISCUSSION QUESTIONS

Try to write down your answers and the rationale for your answer before class or when prompted by your instructor to gauge how much you know about sexual assault.

**QUESTION 1. TRUE OR FALSE. IF YOU INVITE A PERSON TO YOUR RESIDENCE, IT IS BECAUSE YOU WANT TO HAVE SEX WITH HIM OR HER.**

**QUESTION 2. TRUE OR FALSE. VICTIMS "ASK" TO BE SEXUALLY ASSAULTED BY THE WAY THEY ACT, LOOK OR DRESS.**

**QUESTION 3. CAN A PHYSICALLY HEALTHY PERSON PREVENT BEING SEXUALLY ASSAULTED IF HE OR SHE REALLY WANTS TO STOP IT?**

**QUESTION 4. TRUE OR FALSE. ONLY A WOMAN CAN BE A VICTIM OF SEXUAL ASSAULT. A MAN CANNOT BE SEXUALLY ASSAULTED.**

### AF ZERO TOLERANCE POLICY

The AF has a Zero Tolerance policy for any type of sexual assault or attempted assault because it is a crime and goes against AF Core Values. Before you joined the AF, you had your own life. You did what you did and you operated under whatever rules there were in your schools, social settings and neighborhoods. You are now a new member of a very important organization, the United States AF. As a member of the AF, you must live by the AF Core Values and rules. What might have been ok in the past is not necessarily ok now.

The AF Core Values of Integrity First, Service Before Self and Excellence In All We Do should be your values as well.

**Integrity First:** sexual assault is a crime and has no place in the AF. Integrity involves responsibility, accountability and self-respect. Airmen with integrity always behave in a manner that brings credit to themselves, their unit and the AF. The AF has zero tolerance for sexual assault because there is no integrity in this act.

**Service Before Self:** you also learned that your professional duties must take precedence over your personal desires. Service Before Self involves a fundamental respect for others as well as self-discipline and self-control.

**Excellence In All We Do:** this AF Core Value spans personal, AF and community situations. As we work together to reach a common goal, it is imperative that we leave no room for inappropriate behavior.

The AF Zero Tolerance Policy for sexual assault means that allegations will be investigated and perpetrators will be prosecuted to the fullest extent of the law. The UCMJ outlines harsh penalties for sexual assault crimes, including jail time. All blame for any sexual assault rests squarely on the shoulders of the perpetrator; *THE VICTIM IS NEVER TO BLAME*. The AF will do whatever it can to support the victims of these terrible acts and to prosecute the offenders. Committing any type of sexual assault against one Airman is an assault on all Airmen and the AF team. It also has a direct impact on your AF unit. *SEXUAL ASSAULT IS A CRIME AND IS CONTRARY TO THE RESPECT THAT ALL AIRMEN DESERVE*.

## **ROLES AND RELATIONSHIPS**

### **Facts**

Only a small number of assaults are stranger assaults; most sexual assaults are done by acquaintances. In nearly all situations, there are other people involved that could have helped prevent a sexual assault from occurring. Try not to stereotype as people who assume these roles may be either gender and come from every racial background, ethnicity, nationality, etc. The four sexual assault roles are the perpetrator, facilitator, passive bystander and victim.

## **FOUR COMMON SEXUAL ASSAULT ROLES**

### **Perpetrator (first role)**

The perpetrator is the criminal who assaults the victim. This is the person who physically forces sex on another and is often a person who purposely gets another person drunk in order to take advantage of him or her.

Most perpetrators calculate their actions carefully, and their intentions are camouflaged by what seems like common social behaviors; in other words, they blend in. Some perpetrators use situations where alcohol, poor communication and assumptions help them commit the crime of sexual assault.

<b>:: WAYS TO AVOID BEING A PERPETRATOR</b>	
<b>Item</b>	<b>Explanation</b>
Practice Integrity First	<ul style="list-style-type: none"> <li>■ Ask for permission about sexual advances and respect your partners answer. It may seem less romantic, but it can prevent situations where people do not realize what is happening</li> <li>■ Know your sexual desires and limits, state them clearly and respect your partner's boundaries</li> </ul>
Practice Service Before Self	<ul style="list-style-type: none"> <li>■ Remember, you represent the AF both on and off duty. This means you will do everything you can to promote a positive AF image and avoid anything that will tarnish the image of the AF</li> <li>■ Be proud to be an Airman. Have respect for yourself and others. Practice self-discipline and self-control</li> </ul>
Listen to your partner and accept the sexual limits on alcohol, isolation, touching requested by this person	<ul style="list-style-type: none"> <li>■ If you are unsure, ask the other person how they feel</li> <li>■ Respect the fact that your partner has the right to stop and say "no" at <b>ANY</b> time</li> </ul>
Use good judgment when you are drinking	<ul style="list-style-type: none"> <li>■ Highly recommended you do not engage in drunk sex</li> <li>■ As discussed previously, alcohol impairs your judgment</li> </ul>
Know that no one owes you sex	<ul style="list-style-type: none"> <li>■ There is nothing a person can do to make you owe them sex or for them to owe you sex</li> <li>■ Sex is not an entitlement</li> </ul>

### Facilitator (second role)

The facilitator is the person who enables, encourages or creates a situation or environment that allows a perpetrator to act.

Facilitators host parties, keep the drinks flowing and apply pressure on other people to keep drinking alcohol. They often do not consider themselves as part of a sexual assault they have encouraged. They often see their actions as “just joking” or being “one of the guys.” While each situation is different, it is important to realize that someone who is a facilitator could be held criminally liable. The AF will take action against someone who intentionally assisted in getting another person drunk, knowing that someone else planned to have sexual contact with him or her regardless of whether the person consented. Even if a facilitator did not face any criminal charges for his or her conduct, it is important to note these actions are contrary to the AF Core Values. Plus, the honorable Airman never plays the role of a facilitator, and in fact, goes out of his or her way to protect others from a potential crime.

:: WAYS TO AVOID BEING A FACILITATOR	
Item	Explanation
Live by the AF Core Values	<ul style="list-style-type: none"><li>■ If you have integrity, you will not suggest that others perform sexual acts or promote sex in any way that infringes on an Airman’s dignity</li><li>■ Integrity includes the courage to stand up to a crowd in the face of peer pressure</li></ul>
Help others live by the AF Core Values	<ul style="list-style-type: none"><li>■ <b>Do not</b> “cheer on” an Airman going down the wrong path</li><li>■ You have a responsibility to be a good wingman; your job is to protect your country, the AF and your fellow Airmen. You cannot do this while encouraging others to break the law</li></ul>
Combat sexist jokes	<ul style="list-style-type: none"><li>■ <b>Do not</b> permit an atmosphere where degrading sexual jokes are encouraged as this sends the unsaid message that you condone unacceptable behaviors as normal behaviors  Create a work atmosphere free from degrading jokes and behaviors; allowing degrading jokes contains the hidden meaning that this behavior is acceptable  <b>Do not</b> get involved in behavior that is degrading to either gender</li></ul>
Support responsible alcohol consumption for those who choose to drink	<ul style="list-style-type: none"><li>■ When you see an Airman “overdoing” it, stop the person from drinking more alcohol and help them to arrive home safely. A drunken Airman does not represent the AF well</li></ul>
Every Airman should facilitate right choices rather than negative climates	<ul style="list-style-type: none"><li>■ Step in and help out when you see a situation going down the wrong path</li><li>■ Stop negative behaviors in their tracks</li></ul>

### Passive bystander (third role)

This is the person who sees the potential for some kind of harm, even a sexual assault in a situation and does nothing to stop it.

They do not commit sexual assaults. They hear about sexual assaults; they hear the jokes, casual comments and plans to target certain men or women. They may see the predator at work—scoping out a party for a vulnerable victim, even plying him or her with drinks. Passive bystanders see and hear all kinds of things, and they choose to not be involved. They may not really understand the seriousness of what they are witnessing. They do not want to stand out. They do not want to be ostracized.

**:: WAYS TO AVOID BEING A PASSIVE BYSTANDER**

Item	Explanation
<p>Be an active bystander instead by being the person that takes on a positive role (active bystanders see the potential for harm or a sexual assault, choose to act responsibly and do something to stop it from happening)</p>	<p>An active bystanders takes the initiative to help someone who may be targeted for a sexual assault</p> <p>The goal is to engage in Active Bystander Intervention to prevent sexual assaults</p> <ul style="list-style-type: none"> <li>■ Intervention does not mean to directly intervene to stop a crime in progress</li> <li>■ Intervention does mean to take steps that are considered “early intervention”—to stop a crime before it begins to occur</li> </ul>
<p><u>(CONTINUED)</u></p> <p>Be an active bystander instead by being the person that takes on a positive role (active bystanders see the potential for harm or a sexual assault, choose to act responsibly and do something to stop it from happening)</p>	<p>Three components to Active Bystander Intervention (referred to as the ABCs)</p> <ul style="list-style-type: none"> <li>■ <b>ASSESS</b> for safety <ul style="list-style-type: none"> <li>▶ Ensure all parties are safe, and assess if the situation requires calling authorities</li> <li>▶ When deciding to intervene, your personal safety should be the #1 priority</li> <li>▶ When in doubt, call for help</li> </ul> </li> <li>■ <b>BE</b> with others <ul style="list-style-type: none"> <li>▶ If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people</li> <li>▶ Your safety is increased when you stay with a group of friends that you know well</li> </ul> </li> <li>■ <b>CARE</b> for your fellow Airmen <ul style="list-style-type: none"> <li>▶ If it appears that someone’s attempts to fend off the unwanted sexual advances are not working, the DoD wants you to feel responsible for the welfare of another human being, and offer to help—even if that person is not aware they need help</li> <li>▶ Focus on the inappropriate behavior that should be stopped</li> </ul> </li> </ul> <p>Various intervention actions:</p> <ul style="list-style-type: none"> <li>■ Talking to a friend to ensure the person is doing okay</li> <li>■ Making up an excuse to help a friend get away from a potential perpetrator</li> <li>■ Calling the police</li> <li>■ Notifying a bartender or party host that someone has had too much to drink</li> <li>■ Pointing out someone’s disrespectful behavior in a safe manner that tends to de-escalate the situation</li> </ul>
<p>Live by the AF Core Values (Integrity First, Service Before Self And Excellence In All We Do)</p>	<ul style="list-style-type: none"> <li>■ These are now your guidelines to help you, your wingman and other Airmen in every situation</li> <li>■ Have the strength to do the right thing and help others to live by the AF Core Values also</li> </ul>
<p>Speak up when you see something wrong</p>	<ul style="list-style-type: none"> <li>■ As an AF member, you must have the strength and courage to speak up when it looks like a dangerous situation may occur. This is a difficult role, but it may be critical in prevention efforts</li> <li>■ You do not want to regret not doing something to stop a bad situation and help other people</li> </ul>

Protect the at-risk person	<ul style="list-style-type: none"> <li>■ You know that sometimes sex and alcohol do not mix</li> <li>■ When you see someone taking advantage of an intoxicated person, or even the potential for it, step in. Find friends to take care of the intoxicated person and help them get a safe ride home</li> <li>■ Do what you can to eliminate the potential for a criminal act</li> </ul>
Get involved and be a good wingman	<ul style="list-style-type: none"> <li>■ A cool head and a wise voice can be a powerful agent for change <ul style="list-style-type: none"> <li>▶ Talk to the facilitators and try to get them to stop encouraging a potentially dangerous situation</li> <li>▶ Talk to the potential perpetrator and let him or her know you see what is going on</li> <li>▶ Talk to the potential victim about the dangers of the situation</li> </ul> </li> </ul>

### Victim (fourth role)

The victim is the person assaulted by a perpetrator.

This person may have made smart or naïve choices, yet was not able to prevent the sexual assault. Regardless of the choices made, no one deserves to be sexually assaulted. The victim of sexual assault does not expect that this kind of criminal act will take place (e.g. in the opening scene Laura thought they were just going to swim). ***THE VICTIM IS NEVER AT FAULT; NO ONE ASKS TO BE ASSAULTED.***

:: RISK REDUCTION STRATEGIES (BE SMART ABOUT YOUR SITUATION AND WAYS TO REDUCE YOUR RISKS)	
Item	Explanation
Clearly communicate your boundaries	<ul style="list-style-type: none"> <li>■ If you are in a relationship, talk with your partner to clarify limits</li> <li>■ Do not make assumptions</li> <li>■ State your boundaries and watch nonverbals of your partner</li> </ul>
Assert yourself	<ul style="list-style-type: none"> <li>■ If you do not want to do something, say "No" clearly</li> <li>■ Avoid phrases meant to let another person down easy such as "I don't know," "I don't think so" or "We'll see," as these phrases are often misunderstood or interpreted to mean "Keep on coming." When you mean no, say, "<b>No!</b>"</li> </ul>
Be "situation smart"	<ul style="list-style-type: none"> <li>■ Do not drink with people you do not know well or who are all drinking</li> <li>■ Do not leave public places alone; always leave with a trusted friend</li> <li>■ Do not go to a room after a night of drinking with a person you do not know well or just met</li> </ul>
Follow the buddy system or use your wingman	<ul style="list-style-type: none"> <li>■ Your job is to protect your wingman and yourself. Make a plan for getting home together and stick to the plan no matter what</li> <li>■ Give each other feedback on how much you have been drinking to reduce the risk of assault. Develop a signal in advance to use if you get in an uncomfortable situation</li> </ul>
Be smart if using alcohol	<ul style="list-style-type: none"> <li>■ Drink responsibly and watch out for people who try to get you drunk or high</li> <li>■ Never leave your drink unattended and never accept drinks from someone else (freebies)</li> <li>■ Perpetrators may try to slip date rape drugs into your drinks so they can take advantage of you</li> </ul>
Trust your instincts	<ul style="list-style-type: none"> <li>■ Have the intelligence and strength to trust yourself and get out of danger when things do not feel safe or right</li> <li>■ Get support from your wingman to get out of a situation and take action immediately</li> </ul>

## **RELATIONSHIPS TO THE AF AND YOUR WINGMEN (PEERS)**

The AF lives by its Core Values, and this means you must as well. The AF counts on you to embrace the AF Core Values at all times. *IT SHOULD BE CLEAR THAT SEXUAL ASSAULT IS A CRIME, AND THERE IS NO ROOM IN THE AF FOR AN AIRMAN WHO ASSAULTS ONE OF HIS OR HER OWN.* You have a responsibility to protect your wingman.

### **Part Three Discussion Questions**

**QUESTION 1:** What does it mean when you look at loyalty to Core Values in relation to loyalty to peers? Where do your loyalties lie when your wingman does not act with integrity?

**ANSWER 1:** Loyalty to Core Values always takes priority over loyalty to peers. **Do not** allow a fellow wingman to head down a dangerous path. If a person commits a crime, such as sexual assault, then that person is not being a good wingman. **Do not** misuse the wingman concept by protecting a member who behaves inappropriately.

**QUESTION 2:** How many victims report false sexual assaults just to get back at another person?

**ANSWER 2:** While there are a small number of false reports, the crime of sexual assault is no more falsely reported than any other crime. What is more important to understand is that sexual assault is the most underreported type of crime. Plus, victims are often criticized when they do report sexual assault crimes at levels not seen with the reporting of other crimes. Dr. Mary Koss, a University of Arizona Professor of Public Health, who specializes in sexual violence, uncovered that only 5% of college rape victims reported the crime to the police. Across the US, only 16% of rapes and sexual assaults are reported to the police.

**QUESTION 3:** What should AF members do to support a victim who has reported a sexual assault?

**ANSWER 3:** When an allegation is made, it upsets many people. No one wants to believe that someone we know and work with could commit a sexual assault against another Airman. We all need to do a better job of supporting the victim when there has been a reported sexual assault. The victim should be treated with compassion and sensitivity. We should listen without judgment, be supportive, offer to stay with the victim and protect their privacy. As human beings, we have a tendency to take sides and be very critical. It is important to remain nonjudgmental; always remember that you were not there, and you do not know **WHAT** happened.

**QUESTION 4:** How do rapists go undetected?

**ANSWER 4:** Studies of “undetected” rapists, those who admit acts which constitute sexual crimes but whose acts have never been reported or they were never punished for their crimes, show us that they often do not use violence or weapons during the sexual assault; therefore, they believe they are not “real” rapists. They often blend into society and cause us to challenge our own beliefs about what a rapist looks and acts like. If there was a motto that described this kind of sexual offender, it might sound something like this, “I am going to have sex tonight. If it is consensual that is fine, but I am still going to have sex tonight either way.”

**QUESTION 5:** How are trust and respect different in combat and noncombat situations?

**ANSWER 5:** They are not different. Noncombat situations build the trust and respect that we depend on and need in combat situations.

**QUESTION 6:** What would happen to a unit’s trust, if one member assaulted another member in a combat situation?

**ANSWER 6:** It would break trust and destroy unity of the team. Ultimately, it can cause the mission to fail.

### **Part Four Discussion Questions**

If you have time, read the two scenarios and try to write down your answers and the rationale for your answers before class or when prompted by your instructor. Be prepared to discuss your responses with the class.

**SCENARIO ONE:** you and your wingman go for a few drinks on Friday night. Later, you see your wingman offer a drink to another Airman who appears drunk already. Although the Airman says, “No thanks,” your friend persists to ply him or her with more alcoholic drinks.

**QUESTIONS:** What is the danger in this situation? What do you do? What is your role ?



SCENARIO TWO: at a party, you notice that two Airmen arrived together, but later one of the Airmen left the other behind. You overhear a drunk Airman ask if he or she can walk home the Airman, who was left behind. You also know these two people just met.

QUESTIONS: What is the danger in this situation? What do you do? What is your role?

### **CULTURE OF RESPONSIBLE CHOICES (CoRC) PROGRAM**

This is a commander's program that emphasizes responsible behaviors and involves leadership, individual, base and community-level involvement. This initiative helps all AF members focus on behaviors that impair mission readiness. The AF places a great deal of emphasis on responsible choices.

Sexual Assault CoRC guidance:

- Sexual assault is every Airman's issue
- Practice responsible use of alcohol
- Challenge verbal, sexual and physical inappropriateness that may contribute to a climate that allows sexual assault
- Do not stand by when you observe warning signs of a potential sexual assault
- Get involved if a wingman is abusive to someone
- Question your own attitudes
- Listen and ask if you can help
- Mentor other Airmen

## **RESPONDING**

### **VICTIM SENSITIVITY**

Victim sensitivity tells us how to treat sexual assault victims. In spite of the AF's best efforts to prevent it, you may experience or know of a sexual assault on an Airman. Being involved in a sexual assault can be quite traumatic. If a sexual assault happens, you can make a huge difference to the victim's healing by treating the person with compassion and sensitivity. Take the following actions to treat sexual assault victims:

- First, address any safety or medical issues
  - ▶ Get the victim to a safe place
  - ▶ If the victim is in need of immediate medical care, go to a base medical facility or an off-base hospital or emergency room
- If the victim is not in need of immediate medical treatment (e.g., a broken arm or leg), encourage the victim to contact the SARC, who will:
  - ▶ Assign a specially trained Victim Advocate (VA) to explain options to the victim and support them throughout the process
  - ▶ Assist with items such as medical, emotional or procedural needs
- Listen to the victim without judging them
  - ▶ Do not question or put down the victim for something that he or she might have done
  - ▶ Full blame for this criminal assault is on the perpetrator
  - ▶ No one ever asks to be assaulted; sexual assault is never the fault of the victim
- Offer to stay with the victim
  - ▶ Even if the victim claims to be all right, stay with the person and help to get the medical, emotional and other support the victim needs

- Protect the victim's privacy and respect the victim's wishes relating to confidentiality
  - ▶ The sexual assault is no one else's business; only discuss information about the case if you are required to by officials
  - ▶ The best thing you can do is listen, be supportive and refrain from gossip

### **COMMON CONCERNS AND REACTIONS OF SEXUAL ASSAULT VICTIMS**

Every victim will handle the assault in his or her own way.

There are a variety of mixed emotions a person goes through when experiencing this kind of trauma and some of the most common reactions to sexual assault include: emotional shock or disbelief, embarrassment, guilt, disorientation, anger and depression. These are all normal and valid reactions.

- It is important for the victim to know and believe that it is not his or her fault
- It is common for the victim to not want to tell anyone
- Victims of sexual assault have been traumatized and may not think of what they need to do following an assault
- Reporting an assault as soon as possible is critical to meeting the immediate needs of the victim and the investigation
- Many victims worry about potential consequences of reporting an assault or the impact that it will have on their careers
- Victims will have concerns and should be encouraged to discuss their concerns with the SARC
- If a victim comes to you, encourage him or her to call the SARC to get medical, emotional and legal help. It is important for peers to be present and supportive, not judgmental

### **REMINDERS FOR SEXUAL ASSAULT VICTIMS**

- You are neither to blame, nor are you alone
- If you report the sexual assault, you may be able to break the chain of an unknown serial perpetrator
- The AF will support you
- Reaching out for support from the SARC is an act of courage

### **REPORTING**

#### **The AF View**

AETCI 36-2641, *Trainee Orientation*, states: "Victims of sexual harassment and/or sexual assault in training environments are provided confidential access to victim support services. Victims will be afforded the necessary time for recovery and opportunity to make up training missed during the recovery period. Training may be made up through either special individualized assistance (SIA) or washback/recycle. How training will be made up will be determined by the instructor supervisor with the best interests of the student in mind and based on the amount of training that has been missed, complexity of the training, and other relevant factors."

The AF is committed to ensuring that victims of sexual assault are supported, treated with dignity and respect and provided advocacy and care. There is no place in the AF for sexual assault. The AF is aware that some victims do not report this crime because they want to maintain their privacy and because they often have many fears. These fears include: no one believing them; believing other people will blame them; fearing for their own safety, reprisal, their parents finding out and getting their friends in trouble; and inaction by authorities.

Because victims have so many fears, the AF adopted an option for a victim to report this crime and maintain confidentiality (restricted reporting). The reporting policy has one key goal to help everyone who is sexually assaulted regardless of whether the victim chooses to make a restricted report or an unrestricted report. It is important to note that **EVERYONE** has access to a sexual assault forensic medical examination (within a certain time frame), medical care, counseling and VA services regardless of whether they are able to make a restricted or unrestricted report. The SARC and assigned VA provide victims with important information about reporting, law enforcement and criminal justice processes.

## Two Types

### ***Restricted Reporting***

There are several unique aspects to restricted reporting. One aspect is that with restricted reporting a law enforcement investigation will not be triggered. It enables victims to report an allegation of sexual assault, get access to medical care, supply forensic evidence and receive counseling and victim advocacy without triggering the investigative process. A second unique aspect of restricted reporting is the chain of command is not involved (some exceptions apply). A third aspect is that the reporting can remain confidential. Confidentiality can remain intact only if reported to the SARC or to a health care provider on a military installation. Confidentiality is **not** intact if reported through chain of command (if you want to keep your confidentiality intact, do not give your MTI any other information except to tell them that you want to speak to the SARC office) or to law enforcement.

The intent of the restricted reporting option is twofold. First, it enhances the likelihood an individual will seek and receive care and counsel and ultimately consider making an unrestricted report of sexual assault. Second, this option also gives the victim time, support and increased control over their personal information relative to the crime.

### ***Unrestricted Reporting***

Unrestricted reporting is when a victim officially reports an alleged sexual assault to the proper law enforcement authorities without confidentiality so the chain of command is informed and involved. This type of reporting triggers a law enforcement investigation; the SARC or the VA will call the Office of Special Investigations to initiate an investigation. If the VA is assisting the victim, they will inform the SARC so they can notify the appropriate commander.

The AF prefers unrestricted reporting because when sexual assaults are reported, cases are investigated and offenders can be pursued through prosecution, punishment and, if need be, discharge from the AF. It is important to report these crimes as soon as possible so criminals can be caught and stopped before they commit more crimes and cause more harm.

If you are not comfortable with the military programs for reporting, the SARC can assist you with using local civilian agencies.

The following individuals are eligible for both the Unrestricted and restricted Reporting option:

1. AD members who were victims of sexual assault perpetrated by someone other than the victim's spouse, same sex domestic partner, and/or unmarried intimate partner.
2. Military members, who are on AD, but who were victims of sexual assault prior to enlistment or commissioning, are eligible to receive SAPR services under either reporting option. Support to an AD Service member is available regardless of when or where the sexual assault took place.
3. AD members' dependents, 18 and older, who are eligible for treatment in the Military Health System (MHS), at installations in the continental United States (CONUS) and outside of the continental United States (OCONUS), and who were victims of sexual assault perpetrated by someone other than the victim's spouse, same sex domestic partner, and/or unmarried intimate partner.
4. AF Reserve component members in Title 10 status who are sexually assaulted when performing active service and inactive duty training will be eligible to receive full SAPR support services from a SARC, SAPR and VA.
5. If reporting a sexual assault that occurred prior to or while not performing active service or inactive training while not in Title 10 status, AF Reserve component members will be eligible to receive limited SAPR support services (see glossary) from a SARC, SAPR VA, and/or VVA. Local laws and regulations apply when member is in Title 32 status.

### **GUIDELINES TO REPORTING SEXUAL ASSAULT (WHETHER YOU ARE THE VICTIM OR YOU ARE HELPING A VICTIM)**

If you are in danger or fear for your safety, call 911. Tell the operator your current location, if you are safe or not and whether you need immediate medical attention. Always follow the operator's instructions, as safety is paramount.

Preserve all potential evidence of the sexual assault. It is vitally important **not** to destroy or compromise evidence. Evidence can be compromised if a victim bathes, showers, eats, changes or washes clothes or brushes his or her teeth. If possible, victims should avoid eating, drinking and using the restroom.

If you **ARE NOT** in imminent danger, you can contact:

### **SARC**

If you want medical care, the SARC can provide you information on available assistance or you may go to your medical facility. If you choose to go to your health care provider directly, this person will initiate the proper care and treatment, and then report the assault to the SARC.

Upon notification of an assault, SARC will assign a VA if one is requested. The SARC or VA will immediately respond to the emergency room or health care office. The VA will ask you whether you wish to follow the restricted reporting (confidential) or unrestricted reporting option. With the victim's consent, a forensic medical examination will be done by a trained health care provider whether or not the victim chooses to report the assault immediately.



### **Department of Defense (DoD) SAFE Helpline**



DoD SAFE Helpline (1-877-995-5247) is a groundbreaking crisis support service for members of the DoD community affected by sexual assault. SAFE Helpline provides live, one-on-one support and information to the worldwide DoD community. The service is confidential, anonymous, secure, and available worldwide, 24/7 by click, call, or text providing victims with the help they need, anytime, anywhere. Services available are:

#### **Online Helpline**

SAFE Helpline provides live, confidential help through a secure instant-messaging format at [safehelpline.org](http://safehelpline.org). The website also contains vital information about recovering from and reporting a sexual assault.

#### **Telephone Helpline**

SAFE Helpline also provides live, confidential help over the phone — just call. The Telephone Helpline staff even transfer callers to installation and base Sexual Assault Response Coordinators (SARCs), Military OneSource, the National Suicide Prevention Lifeline, and civilian sexual assault service providers. The phone number is the same in the U.S. and worldwide via the Defense Switched Network (DSN).

#### **Text Helpline**



SAFE Helpline can provide you with referrals by text to your mobile phone. You can text your zip code, installation or base name to 55-247 (inside the U.S.) or 202-470-5546 (outside the U.S.), and SAFE Helpline will text back contact information for the SARC on your installation or base.

#### **Phone Applications**

Phone Applications are available for you and your friends to stay close, stay safe, and prevent violence before it happens. Each one has its own design; however, are simple design's that will allow you to get help by using your phone without fumbling or digging around for the right number. The design ensures safety, speed and privacy. (e.g., "Circle of 6", "On Watch").



Ask for what you need. Be open with your feelings and ok with your reactions. Realize that everyone reacts differently to being assaulted. Healing takes time. Remember, the assault was not your fault. There is nothing you did that made someone assault you. The offender is solely responsible for the assault.

If you do not want your MTI or anyone in your chain of command to know you want to speak with a SARC, you may ask to see a chaplain or medical provider about a personal issue. When you see the chaplain or medical provider tell them you want to see a SARC without your MTI or anyone in your squadron knowing about it. They will arrange for you to see the SARC during your chaplain or medical provider visit.

Know that it is never too late to report a sexual assault. Evidence may still be collected and the incident investigated. At JBSA-Lackland, call the JBSA Hotline at 210-808-7272 or the San Antonio Area Rape Crisis Center at 210-349-7273 if you have any questions or would like more information.

## **SARC AND VA ROLES**

The SARC and VA are not counselors or part of the legal or law enforcement system.

### **SARC**

The SARC addresses immediate and ongoing needs of the victim. They are considered the center of gravity when it comes to ensuring that victims of sexual assault receive appropriate care.

### **VA**

The VA provides support to the victim. They are specially trained volunteers in the VA program who support sexual assault victims, such as assisting with medical, emotional or procedural needs. VAs are neither counselors nor part of the legal or law enforcement agencies. The VA plays a critical role in the victim's healing process, medically and psychologically. This role was developed to help rebuild trust and respect both within the AF and for the victim.

## **SEXUAL ASSAULT TRUTHS**

Sexual assault is a crime involving power and control and is not about aggressive sex ... it is a nonconsensual sexual form of aggression.

Though people believe most rapists are strangers to their victims, this is just not true. Many people believe this because this is the way we typically see rape portrayed in the media. Stranger rape does happen, but it is not very common. Most studies find that in a large percentage of sexual assaults, the victim knows the perpetrator (acquaintance). The truth is, people get sexually assaulted a lot more by people they know (acquaintances) than by people they do not know.

A person **DOES NOT** need to have sex once he or she is aroused. The person may want to have sex, but he **DOES NOT NEED** to have sex. Saying, "he or she teased me" and trying to use this as a legitimate excuse for forcing a person to do something that he or she does not want to do is wrong. Self-control is a characteristic of the AF Core Value of Service Before Self.

Most of the time rape is planned. Although the plot may appear innocent to the potential victim and those nearby, it is usually calculated right up to the moment of the act. Sometimes, it can be perpetrated by someone who makes poor choices and would not have considered themselves capable of such a crime. Some of these poor choices were discussed earlier in this chapter.

A person can be raped by their spouse or significant other. In fact, recent statistics suggests that 10% to 14% of married women are raped by their husbands in the United States. "No means No" in any situation, even if the relationship between the victim and perpetrator has been intimate in the past.

Just because you invite a person over to your residence after a date or at night, it **DOES NOT** automatically mean you want to have sex with him or her. Remember that men and women often interpret situations differently. A person has the right to say, "No" to sex at anytime. It is **NOT** consensual sex if the person **DOES NOT** give consent.

Victims **DO NOT** "ask" to be sexually assaulted by the way they act, look or dress. A victim **CANNOT** force an offender to sexually assault her or him. The offender and possibly others may point out the victim's behaviors or dress to attempt to justify the crime. Yet the responsibility for the sexual assault itself **ALWAYS** remains with the offender. Dressing sexy and flirting at a party do not equal consent for sex.

Even the healthiest person may not be able to prevent being sexually assaulted at any time if he or she really wants to stop it. A common reaction of many sexual assault victims is fear for their own safety. Victims of sexual assault have one of three reactions: fight, flight or freeze. Although we can guess what we would do if assaulted, the majority of victims report a different reaction than they expected when actually assaulted. That is, most people have the freeze reaction. It is possible and common for one to become paralyzed by fear or to be physically overpowered by the other person.

Both men and women can be victims of sexual assault. Though the vast majority of sexual assaults happen to women, men are victims of this crime as well. Sexual assault of males by other males is a violent act perpetrated out of anger or a need to control, dominate, degrade or humiliate the victim. Most men who sexually assault other men identify as heterosexual. It is very rare for a woman to be a sex offender. Additionally, both men and women have sexually assaulted both male and female children.

## **CHARACTER DEVELOPMENT AND FOLLOWING CORE VALUES**

If you are ever in a situation where you witness a bad situation about to occur like was mentioned in the two scenarios earlier in this chapter, it is your duty and your responsibility to step up and take action. If you see someone plying another person with drinks and the two people just met—this is wrong and may have disaster in the form of a sexual assault about to happen. If you take no action, it is wrong. Your wingman needs you and you may be the one who prevents a sexual assault. If you believe an Airman's intention is to take advantage of someone who is already drunk, get that person drunker and/or have sex with him or her, then that is a problem. **Do not** be a facilitator or passive bystander. Follow the AF Core Values and be an active bystander by looking out for your wingman's best interest. You can do this by intervening and redirecting the Airman. You may do something like playing a game of pool so you can talk to your friend. You may want to ask your friend, "What good will come of this?" or you can tell the Airman, "Lay off! This is wrong!" You can send the "at risk" Airman home with a trusted friend. Remember, if the Airman has harmful intentions in mind, he or she is not being a good Airman or wingman.

You may witness a drunk Airman trying to get an Airman to go off alone with him or her. Since these two Airmen do not know one another and one of the Airmen is drunk, it is not a good idea for them to be isolated. Once again, you need to step in, be a leader and do the right thing. The right thing is to prevent a sexual assault from occurring. You could engage the two Airmen in conversation and try to gauge the drunken Airman's intentions, talk with the other Airman to ascertain his or her comfort level by making eye contact and seeing if the Airman offers you a signal, offer to join them or get a safe ride home for the Airman that is not drunk.

## **AIR FORCE SPECIAL VICTIMS COUNSEL (SVC)**

### **WHAT DO THEY DO?**

Since 2013, the Air Force has had the Special Victims' Counsel program, which gives victims of sexual assault judge advocates (called SVCs) to advise, empower and advocate for their rights.

SVCs can do a variety of things for victims, including providing confidential legal advice, advocating to command for their interests, and protecting their privacy, including at law enforcement interviews and courts-martials. SVCs are able to represent victims at trial and have standing to be heard on certain issues.

The program has had phenomenal feedback. SVCs make an otherwise difficult process easier for those victims through it. SVCs can advise victims in deciding whether they want to file a restricted (private, unknown to command) report or an unrestricted report (known to command). After having an SVC, almost all victims recommend that other victims of sexual assault get an SVC.

### **REQUESTING SVC SERVICES**

If you or someone you know has been the victim of sexual assault, please keep this program in mind. You can request an SVC directly through the SVC office at Lackland or Ft Sam, or through your SAPR office, medical provider, or chaplain. Remember, you can see an SVC before you decide if you want to make a report. Also, you have the right to have an SVC present if you decide to file an unrestricted report and interview with OSI. We will provide you with a pamphlet on the program which includes the contact information for the SVC program in the JBSA region.

## **SUMMARY**

Sexual assault is a real issue and it can happen to anyone at any time so we all need to take it very seriously. For those of you who have already been affected by it, the AF can do little about changing your past; however know that the AF is fully committed to doing what it can to protect all of its members from future harm. It is the AF's responsibility and priority to protect and support its members since the AF is a family. Respecting each other, protecting your wingman and upholding the AF's Core Values should be your top priorities. Remember that sexual assault goes against every one of these priorities.

The AF works hard to help instill trust and faith in all its members. Currently, the AF is making unprecedented changes to further support personnel affected by sexual assault. Each one of you is the AF's next generation of leaders and the AF's long-term success to deter sexual violence strongly depends upon your efforts. You will hear more about sexual assault throughout your AF career. Every day put effort into seriously thinking about the possible affects your actions and decisions have on yourself, your unit and the AF.



## CHAPTER 46 REVIEW EXERCISE

1. True or False: Sexual assault is characterized by the use of force, physical threat, abuse of authority or the victim's inability to give consent.
2. Which of the following is a condition under which a person cannot legally give consent?
  - a. When there is threat or coercion by a supervisor.
  - b. When the victim is unable to resist because of lack of mental or physical faculties.
  - c. When the victim is unconscious or asleep.
  - d. When the victim is incapacitated by alcohol or drugs.
  - e. All of the above.
3. True or False: The AF has zero tolerance for sexual assault because it is a crime and it also goes against our Core Values.
4. It is not sexual assault or a crime if:
  - a. You have already had sex with the person under other circumstances.
  - b. The victim continues to say no, but does not fight you.
  - c. Both individuals are of legal age to have sex, both individuals consent to have sex and neither person is incapacitated by drugs or alcohol.
  - d. The victim is incapacitated by drugs or alcohol.
5. True or False: The perpetrator is the person who assaults the victim but is not always responsible for the incident; sometimes the victim is responsible.
6. In the context of sexual assault, which statement best describes the role of the facilitator?
  - a. Enables, encourages or creates a situation that allows a perpetrator to act.
  - b. Fails to stop a sexual assault because they do not think it is possible.
  - c. Host parties, keep drinks flowing and apply pressure on other people to keep drinking alcohol.
  - d. Sees the potential for a sexual assault and does nothing to stop it.
7. True or False. One approach for reducing the risk of victimization is to use the buddy system or your wingman.
8. Which statement best describes the role of the passive bystander?
  - a. Takes responsibility to protect the unprotected.
  - b. Sees the potential for a sexual assault and does nothing to stop it.
  - c. Encourages the victim to get out of the situation.
  - d. Engages others in a solution.
9. True or False: As a wingman, if someone is sexually assaulted, your first job is to ensure safety and medical attention.
10. True or False: The best thing you can do to help promote the victim's healing process is to listen without judgment.

6. a  
7. True  
8. b  
9. True  
10. True

1. True  
2. e  
3. True  
4. c  
5. False



## FOUNDATIONAL EXPEDITIONARY SKILLS TRAINING

Objective 11a :: Given a trainer weapon, perform one selected security scenario with no more than two instructor assists

*Foundational Expeditionary Skills Training (FEST) is identifying and applying Integrated Defense (ID) skills associated with the concept of protecting our air bases through the full spectrum of air and space operations. It depends on the ability of ALL Airmen, support staff and civilian employees to contribute to the defense of their installation while still fulfilling their primary functions. ALL Airmen, not just security forces, need to understand the common responsibility they have for force protection and base defense. As Warrior Airmen, we must adhere to "Integrity," "Service Before Self" and "Excellence In All We Do" to retain our proficiency in basic readiness skills regardless of theater, role or assigned duty.*

### CHAPTER SUMMARY

- » Levels of Threat
- » Protecting Against Threats
- » Engaging Possible Threats
- » Use of Force

### LEVELS OF THREAT

<b>LEVELS OF THREAT</b> (AFI 31-101, INTEGRATED DEFENSE)	<b>LEVEL I</b>	Include enemy agents and terrorists whose primary mission includes espionage, sabotage and subversion. Enemy activity and individual terrorist attacks may include random or directed killing of military and civilian personnel, kidnapping and/or guiding special purpose individuals or teams to targets.
	<b>LEVEL II</b>	Includes small-scale, irregular forces conducting irregular warfare that can pose serious threats to military forces and civilians. These attacks can cause significant disruptions to military operations as well as the orderly conduct of local government and services.
	<b>LEVEL III</b>	Capability of projecting combat power by air, land or sea, anywhere into the operational area. Threats necessitate the command decision to commit a tactical combat force or other significant available forces in order to counter the threat.

### PROTECTING AGAINST THREATS

#### FORCE PROTECTION CONDITIONS (FPCONs)

Local commanders set/implement specific measures for protecting assets under their control and make decisions on raising FPCON Levels.

FPCON	RESPONSE
<b>NORMAL</b>	General global threat of possible terrorist activity exists but warrants a routine security posture.
<b>ALPHA</b>	Increased general threat of possible terrorist activity against personnel or facilities, nature and extent of which are unpredictable. This must be capable of being sustained indefinitely.

<b>BRAVO</b>	Applies when an increased or more predictable threat of terrorist activity exists. Sustaining Bravo measures for a prolonged period may affect operational capability and relations with local authorities.
<b>CHARLIE</b>	Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely. These measures will create hardship and affect the activities of the unit and personnel.
<b>DELTA</b>	Applies in the immediate area where a terrorist attack has occurred or intelligence has been received that terrorist action against a specific location or person is imminent. Normally, declared as a localized condition. It is not intended to be sustained for long periods of time.

### **INTEGRATED DEFENSE (ID)**

Integrated defense is the incorporation of multidisciplinary active and passive, offensive and defensive capabilities, employed to mitigate potential risks and defeat adversary threats to Air Force operations within the base boundary and the base security zone these capabilities are used to reach the following desired effects:

- ID measurements must anticipate, deter, detect, assess, warn, defeat, delay, defend and recover from threats of hostile actions to resources
- ID measurements must ensure that unauthorized access to resource is denied before their seizure, loss, damage or destruction

Integrated Defense Courses of Action (ways) comply with applicable laws and regulations. The laws, customs and culture, Status of Forces Agreements, Rules of Engagement and Law of Armed Conflict in some areas of operation may impose constraints and restrictions on integrated defense operations. Therefore, installations work to synchronize integrated defense efforts with friendly forces operating within the base security zone.

### **COVER AND CONCEALMENT (SEE FIRST)**

If you can be seen by the enemy, you are a target. Cover and concealment help you lessen the chance of becoming a target.

- Cover provides protection from bullets, fragments of exploding rounds, flame, nuclear effects and biological and chemical agents (direct/indirect fire). Cover may be natural (e.g., rocks, trees and ravines) or man-made (e.g., defensive fighting positions [DFPs], trenches, walls, buildings, vehicles and debris).
- Concealment is anything that hides you from enemy observation. However, it DOES NOT necessarily protect you from enemy fire. Concealment may be natural (e.g., bushes, trees, grass and shadows) or man-made (e.g., Operational Camouflage Pattern [OCP], camouflage netting and face paint). **NOTE:** If possible, natural concealment should not be disturbed.

### **WEAPON DISCIPLINE WHEN USING FORCE**

#### **Safety**

Make sure the selector lever is on "Safe" until you are ready to fire; and your thumb is resting on top of the lever. Keep the index of your trigger finger outside the trigger guard and on the receiver. Always maintain muzzle discipline by having 360 degree situational awareness. Practice safe threat discrimination. In other words, make sure you positively identify the threat and can see it before shooting. Be aware of what is behind your target before you decide to shoot. DO NOT shoot faster than you can think!

#### **Weapon Carry Position**

##### Low Ready Position

- Feet approximately shoulder width apart
- Toes pointed toward threat
- Strong side foot slightly back
- Knees slightly bent
- Weight on balls of feet
- Upper body aggressively forward

- Shoulders over knees, slightly angled to threat
- Nose over toes
- Head up and both eyes open
- Grip
  - ▶ Press buttstock of weapon firmly in shoulder
  - ▶ Keep muzzle pointed downward below belt line
  - ▶ Elbows down against rib cage
  - ▶ Thumb on selector

#### High Ready Position

- Feet approximately shoulder width apart
- Toes pointed toward threat
- Strong side foot slightly back
- Knees slightly bent
- Shoulders square to threat
- Grip
  - ▶ Buttstock under armpit
  - ▶ Keep muzzle up; level with chin
  - ▶ Elbows down
  - ▶ Finger off trigger; straight along receiver
  - ▶ Thumb on selector

#### High Port Position

- Muzzle vertical or nearly vertical
- Firing hand on grip
- Buttstock under armpit
- Not in the shoulder, but the top of the weapon stock is against the front of the armpit/shoulder

#### Depressed Ready Position

- Muzzle down approximately 12" outside weak-side foot
- Receiver flat against body
- Buttstock flat against shoulder

### **Short Range Combat Firing Positions**

#### Standing Position

- Feet approximately shoulder width apart
- Toes pointed toward target
- Strong foot slightly back 2-8"
- Knees bent with weight on balls of feet
- Shoulders forward and slightly angled toward threat
- Upper body aggressively forward, bent at waist; abdominal muscles tight
- Firing hand
  - ▶ Pull buttstock into shoulder
  - ▶ Keep elbows down
  - ▶ Maintain trigger finger straight along receiver
  - ▶ Rest thumb on top of selector

- Support hand
  - ▶ Grips handguard
  - ▶ Applies rearward pressure
  - ▶ Does not grip magazine well
- Cheek tight on top of buttstock
- Buttstock down in full contact with upper pectoral muscle or body armor

#### Strong and Support Side Standing Barricade Position

- Two arm lengths from barricade
- Elbows down; not exposed
- Bent at waist
- Muzzle must clear barricade

#### High Kneeling Position

- Used during reloading/immediate action or when firing over low cover
- Fast to move in/out of
- Strong side knee on ground
- Torso vertical with elbow off knee
- Buttocks NOT on heel

#### Low Kneeling Position

- Good for firing around cover
- Support elbow rests outside support knee
- Upper body rolled out to right or left

#### Squatting Position

- Both elbows on knees
- Feet flat on ground

### **FIELD CAMP SECURITY (UNDERSTAND FIRST)**

The establishment of one or more key field camp security positions is important, for without security, the mission fails. Some of the key security positions that you will experience here in Basic Military Training (BMT) are: ECP/DFP and Security Teams. Your primary responsibilities when assigned to one or more field camp security positions are to detect enemy activity and gather accurate information vital to mission success.

### **ENTRY CONTROLLER POINT (ECP)**

ECPs are manned by two individuals. This post is the first line of defense for a base, camp, tent or building. During conflict, lives depend on how well you know and perform your duties. An EC:

- Provides deterrence
- Sounds the alarm when hostile forces or suspicious packages are detected
- Checks all personnel packages, vehicles and equipment being brought into the camp

When initiating the challenging procedures, one sentry will engage the friendly forces or opposing forces (OPFOR) while their wingman watches over the situation and surrounding area. When relieved from ECP duty, you must pass on instructions and special information. NEVER leave your post unless you are properly relieved. Failure to maintain vigilance at your post and control entry into a secure area can result in being punished under the Uniform Code of Military Justice.

**NOTE:** During the BEAST, you are authorized to use "personal recognition" only when you hear "ALARM YELLOW." Once all personnel are inside the camp, you need to secure the ECP and no one is allowed to enter until you receive authorization to do so.

## **DEFENSIVE FIGHTING POSITIONS (DFPs) (SEE FIRST)**

DFPs are a defensive structure built for two people. They should provide unrestricted observation and enemy engagement ports. While in a DFP, you are responsible for a sector of fire. Your sector of fire is determined by your position in the DFP. In a two person DFP, the individual on the left is responsible for the area from the center of the DFP to the front left corner. The individual on the right is responsible for the area from the center of the DFP to the front right corner. Your sector of fire is based upon the type of terrain you are observing and the maximum effective range of your assigned weapon.

Always keep your eyes and weapon pointed in the direction of your sector of fire. If your wingman becomes engaged in a challenge procedure, maintain vigilance on both your sector of fire and your wingman's challenge procedure. Your responsibility is still your sector of fire. Do not leave your DFP unless you are properly relieved or when applying minimum force. When you are relieved from your DFP, point your weapon toward the ground and slowly back out of the DFP (be careful to not trip; move steadily and with caution).

## ***ENGAGING POSSIBLE THREATS***

Challenging procedures are used anytime there is doubt about the identity or purpose for people being in certain areas of an installation. When performing entry controller or sentry duty, always assume the person or persons are hostile if they are not personally identifiable.

To challenge individuals on foot:

- Command "HALT"
- Direct individual to "Raise your hands above your head, spread your fingers, and spread your feet"
- Proceed with sign/countersign procedures

Challenging individuals in vehicles is similar, but includes having the person or persons exit the vehicle and you inspect the vehicle. You may learn the vehicle procedures in more detail later in your career, depending on your AFSC and if you deploy.

## **SIGN/COUNTERSIGN (UNDERSTAND FIRST)**

**Sign/Countersign:** can either be words or numbers. Before being posted for duty at a DFP or an ECP, ensure you know the sign/countersign.

**Verbal:** if words are used for the sign/countersign, make sure to not compromise them by speaking too loudly. Say the sign/countersign in a normal tone of voice to protect its security. If numbers are used for sign/countersign you will be given a daily number. The sign/countersign should match the number given for the day and the daily number must fall between two and ten. For example, if the daily number is 7, then one of the combinations you can use is a sign of 5 and a countersign of 2.

**Nonverbal:** utilize hand signals to pass the sign and countersign when hindered from speaking in a normal tone (e.g. wearing a gas mask). For example: if the sign is the number 5 and the DFP holds up two fingers, the friendly force will hold up three fingers. Initiate detainment procedures if you receive the wrong number for the countersign (detainment procedures are taught later in this lesson). As defender of a camp, whether you are manning a DFP or an ECP it is your duty to initiate the sign/countersign. If an individual approaches you and tries to give the sign, DO NOT give the countersign. This is a technique used to try and induce you into disclosing the countersign.

## **DURESS WORDS**

Duress words are typically given by a friendly defender who is being harmed or threatened by an aggressor who is forcing them to act against their will. An individual under duress may pass this word in conversation with the sentry to alert them of a situation (for example if the duress word is platypus: someone may say, "I'm looking for SSgt Platypus." "Have you seen SSgt Platypus today?"). Upon hearing the duress word, the entry controller (EC) will consider the person or each person in a group hostile and immediately initiate detainment procedures. In situations where there is a group of people and the duress word is given, everyone will be detained to minimize the threat.

## **SALUTE REPORTS**

Any encounter requires a SALUTE report to be given to the commander via radio, messenger, wire, telephone or any other available means of communication. The messenger (you and your wingman) method will be used to deliver your SALUTE reports to the designated Unit Control Center (UCC) when deployed to the BEAST.

SALUTE Components include:

<b>ACRONYM</b>	<b>TITLE</b>	<b>DEFINITION</b>	<b>EXAMPLE</b>
<b>S</b>	<b>SIZE</b>	The number of personnel or vehicles seen or the size of the object	Six enemy soldiers
<b>A</b>	<b>ACTIVITY</b>	Description of enemy activity - Assaulting, fleeing or observing	Soldiers were running away from the DFP #3
<b>L</b>	<b>LOCATION</b>	Where the enemy was sighted – use a map or readily identifiable reference point	Soldiers were heading towards the wood line
<b>U</b>	<b>UNIT OR UNIFORM</b>	Distinctive signs, symbols or identification on people, vehicles or weapons – numbers, patches or clothing type	Soldiers were wearing camouflaged flight suits
<b>T</b>	<b>TIME</b>	Time the activity was observed	Time was approximately 1100 hrs
<b>E</b>	<b>EQUIPMENT</b>	All equipment and vehicles associated with the activity	Soldiers carrying AK47 rifles, black backpacks and gas masks
<b>SAMPLE REPORT</b>	Six enemy soldiers were running away from DFP #3, heading towards the wood line. Soldiers were wearing camouflaged flight suits at approximately 1100 hours. Soldiers were carrying AK47 rifles, black backpacks and gas masks.		

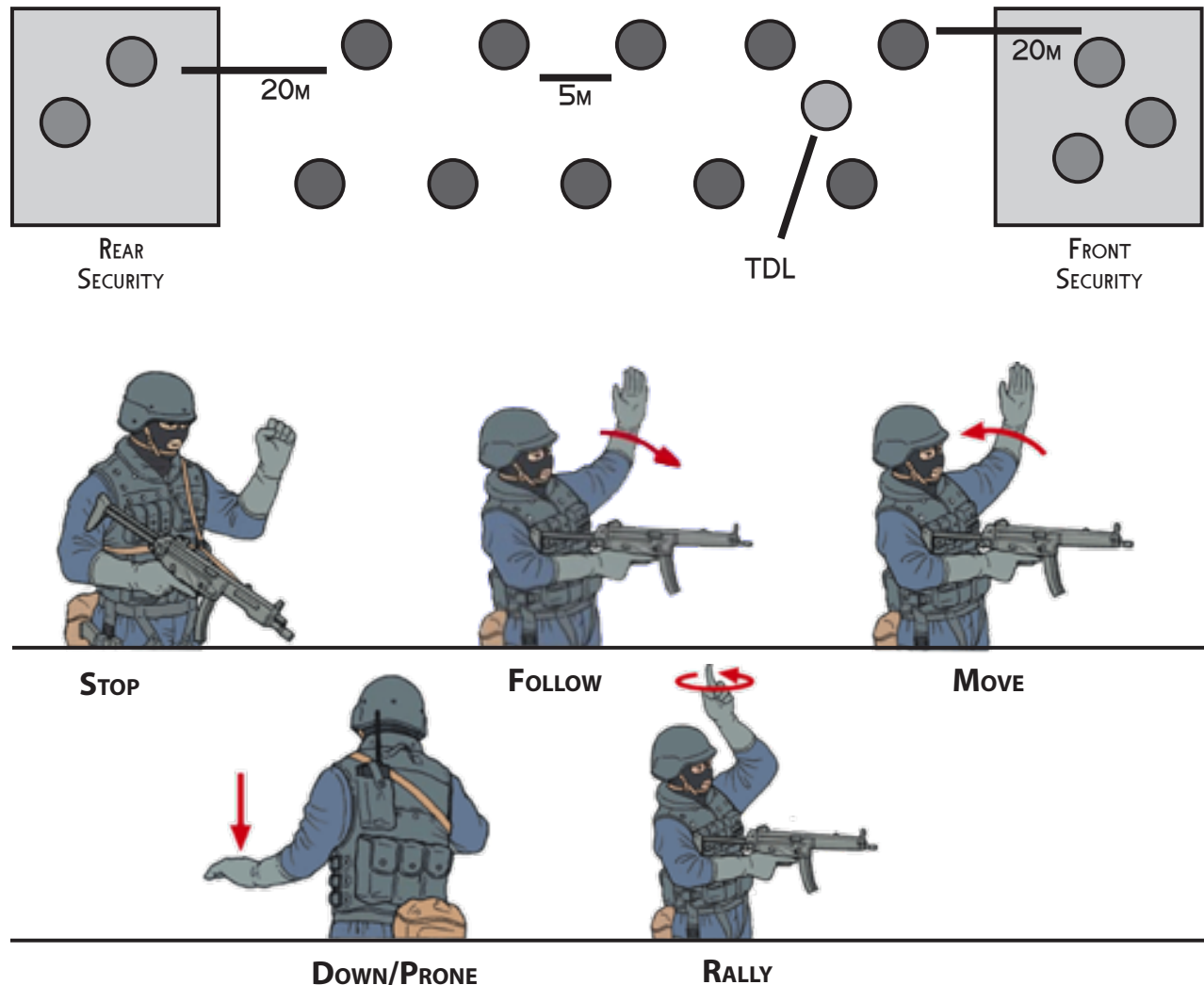
## **DETAINMENT PROCEDURES**

- "PLACE YOUR WEAPON ON THE GROUND IN FRONT OF YOU!"
- "RAISE YOUR HANDS ABOVE YOUR HEAD!"
- "KEEP PALMS OPEN AND FINGERS SPREAD!"
- "TURN AWAY FROM THE SOUND OF MY VOICE!"
- "TAKE SIX STEPS AWAY FROM MY VOICE!" (NOTE: If you have a group of OPFOR, have them move away from each other.)
- "DROP SLOWLY TO YOUR KNEES!"
- "LIE DOWN ON YOUR STOMACH!"
- "MOVE YOUR ARMS AWAY FROM YOUR BODY FORMING A 'T'!"
- "PALMS FACING UP!"
- "SPREAD FINGERS APART!"
- "SPREAD YOUR FEET APART!"
- "TURN YOUR FACE TO THE RIGHT, LEFT OR STRAIGHT AHEAD!" NOTE: Ensure their head is turned in a direction that best conceals resources and DFPs
- Maintain cover, monitor the situation and your sector of fire and shout "SECURITY, ECP/DFP #!"
- Do not leave your position until two trainees properly relieve you and your wingman
- Remain attentive and scan your sector of fire for other OPFOR while awaiting security
- Issue any other commands to the OPFOR until help arrives (e.g. "STOP MOVING!")

## TACTICAL MOVEMENTS (SEE, UNDERSTAND AND ACT FIRST)

Tactical movements are used to maintain the highest degree of security when establishing initial contact with the enemy, reestablishing contact, or when moving to maintain a low profile of detection. Each member must demonstrate proper tactical skills to move effectively. Maintain weapon muzzle awareness, and stop, look and listen each time before moving. The tactical march consists of two files. Front security consists of three individuals. The front individual is the point man or most experienced member of the team. The other two members provide security for the point man. Front security maintains a distance of approximately 20 meters between themselves and the base file. The Tactical Deployment Leader (TDL) should be centered between the base file and second file. Rear security consists of two individuals who maintain 20 meters distance away from the back of the two files. Periodically (every 3-5 seconds) turn and look backwards to maintain vigilance, do not walk backwards. The middle two files maintain approximately 5 meters between one another. Team members are responsible for their sector of file. The right file protects the right side of the team movement and the left file protects the left side of the team movement. Team members need to remember to stay low and maintain their weapon at the low ready position, observe and listen at all times, and avoid making unnecessary noise. Team members will utilize hand and arm signals. Maintaining silence is critical in a hostile environment. Hand and arm signals that will be utilized are stop, follow, move, down/prone and rally. All team members need to mirror the signal to ensure everyone receives the message.

## TACTICAL FORMATION





### TYPES OF INDIVIDUAL MOVEMENTS

**Low Crawl:** The low crawl is used when the route provides cover and concealment less than one foot high, the enemy has visibility with good observation and speed is not required. To execute this movement, keep your entire body as flat as possible on the ground with your head on the ground facing away from the weapon. Grasp the sling as close as possible to the upper sling swivel with your firing hand. Let the hand guard rest on your forearm while ensuring that the muzzle is kept off of the ground. To move forward, stay low and reach both arms forward while bringing one knee forward. Pull with your arms and push with one leg to continue to the next covered position. Let the buttstock of the weapon drag on the ground as you advance. Continue with this movement until you reach your next covered position. If your push leg becomes tired, switch to the other leg. Resume your prone shooting position at your destination and keep your weapon pointed down range.

**High Crawl:** The high crawl is used when there is some cover and concealment available, the enemy has poor visibility which reduces the ability to observe your position or movement, and speed is required. To properly execute the high crawl, rest your weight on your elbows and lower legs while keeping the rest of your body off of the ground. Cradle your weapon in your arms so that the muzzle and magazine is off the ground. The magazine should be facing up and away from your face. Lean forward on your forearms and cradle your weapon and sling in the bend of your elbows. Note: Keep the magazine well facing up and away from your face. Point the weapon away from your wingman and keep the muzzle off the ground. Continue to advance forward by bringing one knee and the opposite elbow forward. Resume a shooting position once at a safe destination and maintain vigilance.

**Rush and Roll:** The rush and roll shifts you away from your last seen position and is intended to confuse someone who may be trying to fire at you. Use the rush and roll when cover is unavailable and time is critical. Do this quickly, but safely. The rush and roll starts from the prone position. Visually select your next position before initiating any type of movement. Once clear, lower your head while at the same time drawing your arms into your body, elbows down and pulling your right leg forward. Raise your body in one movement by straightening your arms. Then spring to your feet by stepping off with either foot. Run to the next position while ensuring that you keep the distance short to avoid accurate enemy fire and try not to stay up longer than 3-5 seconds. This will confuse the enemy and they will not have the time to track you with automatic fire. Before hitting the ground at your next position, stop and plant both feet approximately shoulder width apart. Fall forward breaking your fall with the non-firing hand and keep your weapon pointed in the direction of enemy fire. Once back in the prone position, tuck your weapon in close to your body and keep the muzzle pointed down range and roll left/right away from your wingman. After assuming the prone firing position, look for another target or position.

The decision by an officer or sentry to employ reasonable force is based on their perception of the subject's actions and the totality of circumstances. The three elements are:

**Ability – Capability:** this element addresses the ability-capability of the subject to carry out a threatened action. The officer or sentry must perceive the person proposing the action or threat is capable of performing the action.

**Opportunity:** this element indicates the action or threat the officer or sentry perceives is imminent but not necessarily instantaneous. The subject must be in a position where he/she can carry out the act or threat.

**Intent:** this is the mental state initiating an overt act (words or deeds) in the advancement of a threat, action or crime.

### TYPES OF FORCE

**Minimum Force:** This type of force requires minimum actions, including the use of armed force, sufficient to bring a situation under control or to defend against a hostile intent or act. However, all actions must cease as soon as the target complies with instructions or ceases hostile action. Minimum force should be used only in circumstances where an individual or group appears to have intent to breach the perimeter and does not display intent to use deadly force.

**NOTE:** the firing of weapons is to be considered as a means of a last resort.

When in range, quickly get to your feet and exit the rear of the ECP/DFP. Once you leave the ECP/DFP, the remaining defender must extend their sector of fire to cover the void left behind. Keep your weapon sited on the OPFOR as you exit; by doing so, you are prepared to use deadly force if OPFOR pulls a weapon. As you approach the OPFOR, transition to defensive posture and apply a rifle fighting technique. To apply any rifle fighting technique, the best position to be in prior to application is the defensive posture.

**Butt Stroke:** The butt stroke is used to disarm or subdue an aggressor with effective striking points to the chest, stomach, arms and shoulders. To accomplish this technique, position the weapon with the sling swivel side of the buttstock facing the individual. Step forward (with right or left foot) and swing the buttstock in an arc. Strike your target on the body with the sling swivel side of the rifle buttstock. **DO NOT STRIKE THE HEAD.** The butt stroke may be performed using a vertical (upward), horizontal (right to left) swing or somewhere in-between. Upon completion, recover to the defensive posture or follow-up with another strike.

**Slash:** The slash is used to disarm an individual or strike an aggressor in the shoulder area, across the collar bone or on the forearm. To accomplish this, step forward with either foot while swinging the muzzle in a diagonal/downward motion. Strike the aggressor with the sling swivel point of the muzzle on the shoulder, across the collar bone or on the forearm when it is extended. Recover to the defensive posture or follow up with another strike.

Once done site your weapon on OPFOR and quickly return to your ECP/DFP. Maintain cover, monitor the situation and your sector of fire and shout "SECURITY! ECP/DFP #!" When relieved, both you and your wingman deliver a SALUTE report to your designated UCC. **NOTE:** You will clear your weapon at the clearing barrel prior to entering the UCC.

**Deadly Force:** When you reasonably believe that you and/or others are in imminent danger of death or serious bodily harm. For example: Someone enters your sector of fire and is raising their weapon to fire at you, what would you do?

**Bottom Line:** When using deadly force, you need to ensure that it is used as a last resort after all other means of force have failed and at the first sign of hostile, deadly intent by the adversary. If you are not aware of the amount of force you are using, your actions could cause death or serious bodily harm to the aggressor.

#### **DEADLY FORCE WEAPON PROCEDURES**

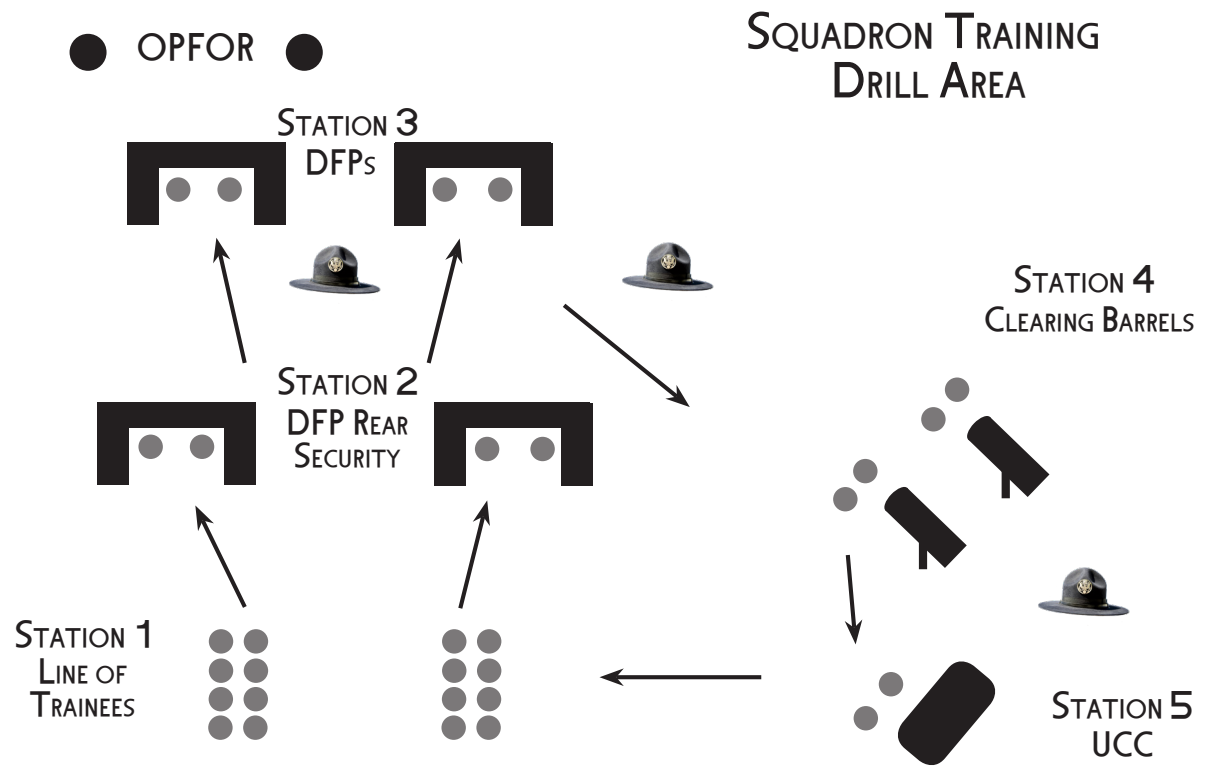
You need to "CHARGE YOUR WEAPON" immediately if OPFOR exhibits "Capability, Opportunity, and Intent" and is carrying a weapon.

- With your non-firing hand, you will pull the "charging handle" straight back until it won't go any further and then release it
- The bolt will spring back to its' original position, cocking the internal hammer and bringing a cartridge into the firing chamber
- Weapon is now loaded and will fire when the selector lever is moved to the "semi" or "burst" position

If OPFOR show hostile capability, opportunity, and intent to cause serious bodily harm, use deadly force. Remember, you will only use this technique as a last resort after all other means of force have failed or at first sign of hostile, deadly intent by the adversary. Keep your weapon pointed at OPFOR while you move the selector lever to "semi." Then, you will pull the trigger to simulate firing. Only the defender engaging OPFOR should fire on the individual. Your wingman must maintain cover and continue to monitor their sector of fire. Once deadly force is used, place the selector level back to "SAFE". Maintain cover, monitor the situation and your sector of fire and shout "SECURITY, ECP/DFP #!" When relieved, both you and your wingman will deliver a SALUTE report to your designated UCC. **NOTE:** you will clear your weapon at the clearing barrel prior to entering the UCC.

#### **SUMMARY**

You have learned that ALL Airmen are essential in contributing to base defense. Because of this, you must stay proficient on levels of threat, types of force that can be used during challenging procedures and the characteristics associated in assuring that camp security is manned by Airmen with character. Remember, you may be placed in a situation where your service and actions will determine the well-being of your fellow Airmen. Continue to improve your basic skills, for there is no room for error in the operational AF.



## INTRODUCTION TO THE CODE OF CONDUCT

Objective 10a :: Identify basic facts about the Code of Conduct.

*An isolated person is any military person who becomes separated from friendly control. Whether cut off during a combat operation and forced to evade capture, a prisoner of war (POW), kidnapped by terrorists or detained by a foreign government during operations other than war, the isolated person's mission is to "Survive and Return with Honor."*

*Could you become isolated during your Air Force (AF) career? Absolutely! In the past, AF members other than aircrew and special operations personnel were considered at low risk of isolation. Not so today—the nature of AF operations and the tactics employed by our enemies have changed things—we are all at risk of isolation.*

### CHAPTER SUMMARY

- » Purpose
- » Code of Conduct
- » Evasion
- » Personnel Recovery
- » Captivity
- » Captivity Resolution

### PURPOSE

The Code of Conduct (CoC) for United States (US) Military Personnel specifically addresses how you are to behave if isolated. The CoC provides moral guidance (integrity first) for surviving the hardships of isolation, evading capture by the enemy and resisting exploitation by a captor. The AF provides Survival, Evasion, Resistance and Escape (SERE) training in support of the CoC. During your AF career you will be provided SERE training appropriate to the risk of isolation associated with your AF specialty and mission. The information in this chapter and the lessons you will receive during Basic Military Training (BMT) are the foundation of SERE training. We will add to this foundation and refresh it throughout your career.

### CODE OF CONDUCT

To live up to the CoC's moral standard, you must know not only its words but the ideas and principles behind those words. In six brief articles, the CoC provides a standard you can use if isolated to develop appropriate responses and adapt behavior. The paragraphs below contain the text of each article of the Code, an explanation of its principles and a statement of the standards expected of you.

#### ARTICLE 1

***I am an American fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.***

You have the duty at all times and under all circumstances to oppose the enemies of the US and support its national interests. In training or in combat, alone or with others, while evading capture or enduring captivity, this duty is shared by each American defending our nation regardless of circumstances. Past isolated personnel have cited a high degree of personal dedication and motivation as essential to their success. Such qualities require knowledge of and a strong belief in:

- America's democratic institutions and concepts
- America and a conviction that America's causes are just
- Loyalty to fellow isolated personnel
- One's own religious or spiritual convictions

## **ARTICLE 2**

***I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.***

As an individual, you may NEVER voluntarily surrender. Even when isolated and no longer able to inflict casualties on the enemy, it is your duty to evade capture and rejoin friendly forces. The means to resist may be considered exhausted only when evasion is impossible and further fighting would lead only to your death with no significant loss to the enemy. With all reasonable means of resistance exhausted, with certain death the only alternative, capture does not imply dishonor. The responsibility and authority of a commander NEVER extends to the surrender of a command. Even when isolated, cut off or surrounded, a unit must continue to fight until relieved or able to rejoin friendly forces.

## **ARTICLE 3**

***If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.***

You have a duty to resist by all means available even if you are captured. Contrary to international law, enemies of the US have treated POW facilities as extensions of the battlefield and treated POWs as combatants. In disregarding international law, enemies have used various tactics against POWs for propaganda purposes or to gain military information. Enemies have used such pressures as physical and mental harassment, general mistreatment and torture, medical neglect and political indoctrination. If detained by a foreign government during peacetime operations or by hostage takers, you can also expect exploitation attempts, you must be prepared to resist.

Captors have tempted American POWs to accept special favors or privileges not given to other captives in return for statements, information or a pledge not to escape. American POWs will not accept special privileges or treatment alone or at the expense of other captives. One such favor is parole. Parole is a promise by a POW to a captor to fulfill certain conditions, such as agreeing not to escape or not to fight again once released, in return for such favors as relief from physical bondage, improved food and living conditions or repatriation ahead of others. You may NEVER accept parole.

International law recognizes that captive's countries may impose regulations requiring them to escape and captives may attempt to escape. Under the guidance of the senior ranking US military person, captives are expected to think escape, plan to escape and aid others to escape.

## **ARTICLE 4**

***If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.***

Maintaining communication is one of the most important ways POWs can help each other. Communication helps by breaking the barriers of isolation an enemy may attempt to construct and helps to strengthen the will to resist. When captured, each captive will attempt to make contact with fellow American captives by any means available. Each captive will continue to communicate and participate as part of the captive organization.

Informing on other captives is detrimental to all captives and is expressly forbidden. Captives must avoid aiding the enemy in identifying Americans who may have knowledge or other value to the enemy's cause. A volunteer informer may be considered a traitor to the US and to fellow captives—upon release from captivity an informer is subject to punishment under the Uniform Code of Military Justice (UCMJ).

Strong leadership is essential to discipline; without discipline, captive organization, resistance and even survival are jeopardized. Officers and NCOs will continue to carry out their responsibility to lead and exercise their authority in captivity. The senior ranking US officer, regardless of branch of service, will take command—this duty and accountability cannot be disregarded. The responsibility of subordinates to obey lawful orders of ranking American military personnel remains unchanged in captivity. Failure to do so may result in charges under the UCMJ after release from captivity.

## **ARTICLE 5**

*When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements Disloyal to my country and its allies or harmful to their cause.*

International law does not extend the right to captors to force captives to provide information. Captives are required to provide name, rank, service number and date of birth and may communicate with captors on matters of health and welfare but must take great care to not provide information or statements that will further the enemy's cause. Captives must take caution not to provide the captor:

- Oral or written confessions
- Questionnaires
- Personal history statements
- Propaganda recordings
- Appeals for surrender
- Any statement harmful to the US, its allies, the armed forces or fellow captives

Any confession signed or statement made may be used as an accusation by the enemy that the captive is a criminal. In wartime, a confession may remove protections POWs receive under international law; during peacetime it subjects the captive to the laws of the detaining nation. The best way for a prisoner to keep faith with country, fellow prisoners and self is to provide the enemy with as little information as possible.

## **ARTICLE 6**

*I will never forget that I am an American, fighting for freedom, responsible for my actions and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.*

As a member of the armed forces, you remain responsible and can be held legally accountable for personal actions at all times. Upon return from captivity, a military member may be subject to review for the circumstances that led to capture and for conduct in captivity. The purpose of such a review is to recognize meritorious performance, to garner lessons learned, as well as to investigate possible misconduct. Such reviews will be conducted with due regard for the rights of the individual and consideration for the conditions of captivity.

Both captives and dependents will be taken care of by the AF. The member's pay and allowances, eligibility, procedures for promotion and benefits for dependents continue while the captive is detained. You must also understand the importance of keeping your personal affairs and family matters current through discussion, counseling or filing of documents prior to being exposed to risk of isolation. Failure to accomplish this has resulted in an almost overwhelming sense of guilt on the part of past POWs and has placed undue hardship on family members.

## **EVASION**

While participating in US sponsored military activities or missions, if you become separated from your unit or organization and are in a situation requiring you to evade capture, you should initially consider the following actions:

- Take action to protect yourself
- Seek a concealed site initially to take stock of your situation
- Assess your medical condition and treat as necessary
- Sanitize your clothing of potentially compromising information
- Sanitize the area around you. Hide equipment, trash, etc.
- Apply personal camouflage if required
- Use the terrain to your advantage for both communication and concealment
- Locate a hole-up site carefully. Use the **BLISS** acronym to assess the suitability of hole-up sites: **B**lend in—**L**ow silhouette—**I**rrregular shape—**S**mall—**S**ecluded (**BLISS**)

Generally, when moving during evasion, you should take the following actions:

- Travel slowly and deliberately: stop, look, listen and smell often
- **Do not** leave evidence of travel: use noise and light discipline
- Stay away from roads, paths, trails, etc., in rural areas. Avoid congested streets in urban settings unless you can blend in with the local natives
- Move from one concealed area to another
- Mask movement using wind, rain and natural cover and terrain
- Keep in mind knowledge of the adversary's patrols, travel restrictions and checkpoints

## **PERSONNEL RECOVERY**

Personnel recovery is the sum of military, diplomatic and civil efforts to prepare for and execute recovery and reintegration of isolated personnel. Isolated personnel are those who have become separated from their unit or organization and are in a situation requiring them to survive, evade, resist or escape (SERE).

Each theater has a plan for conducting recovery operations; you should be familiar with the basics of that plan. These plans provide for a variety of capabilities to accomplish personnel recovery. These capabilities are used to plan and accomplish the five personnel recovery tasks to recover isolated personnel: report, locate, support, recover and reintegrate.

As an evader or escaper, your primary goal is to arrive at a recovery site, if possible. A recovery site needs to be large enough to accommodate a recovery vehicle. Select a site that affords rescue with as little risk as possible to enemy fire and exposure. Most importantly, select a site that provides ample opportunity for escape in case something goes wrong. Be ready to contact recovery forces once they arrive on scene—even if it requires improvising a signal. Once you have made contact with recovery forces, follow their instructions exactly.

Isolated personnel use signals to identify their precise location to recovery forces. Whether you are using expedient signaling or signal devices that are part of your issued equipment, be prepared to signal on short notice and avoid compromising your position. Examples of signaling devices include strobes, beacons, radios and ground-to-air signals. Account for environmental factors when deciding how to signal. Weather has a significant impact on the effectiveness of ground-to-air-signals. Haze, clouds, fog, rain, smoke and snow all reduce visibility but you may be able to use wind, rain and natural cover to avoid detection.

## **CAPTIVITY**

### **SPECTRUM OF CAPTIVITY**

The nature of captivity has changed. We now face diverse and complex-operating environments, which ultimately may place any US Service member into a captivity environment that may not be well defined. The spectrum of captivity is defined as the wide range of environments where US personnel find themselves held against their will. The opposing ends of the Spectrum of Captivity are represented by the Constrained Captor and the Unconstrained Captor. Captor treatment may fall anywhere on the spectrum, requiring captives to adjust resistance to present appropriate behavior.

Governments are the most constrained captors. They are held accountable to national and international laws and to the pressures world opinion and the global community bring to bear on them. A constrained captor's goal is to exploit a captive's activity or mission for political propaganda and to influence the US Government and its allies.

Unconstrained captors can range from terrorist groups to criminals. Obviously, by their willingness to take hostages, these groups are not accountable to laws. They are also much less likely than a constrained captor to respond to international pressures. Unconstrained captors' goals may be to gain strategic objectives such as embarrassing the US Government and to spread fear and gain concessions such as the release of political prisoners.



## **SITUATIONAL AWARENESS (SA)**

In the captivity environment, SA is the captive's adaptive ability to understand themselves, the captor and the environment. By applying judgment, the captive can make decisions regarding future actions corresponding to the CoC. SA is not an action – SA is what you use to make good decisions, form possible actions and execute them. The acronym "PAID+E" (perceive, analyze, interpret, decide and execute [PAID+E]) provides a step-by-step method for identifying a captivity environment:

**Perceive:** observe and recognize the available facts that comprise your event environment. "We notice something." Small details may reveal a great deal.

**Analyze:** assess the facts you observe as they relate to your event. "What does this mean to me?" Expectations can impair the ability to analyze. Keep an open mind; even a very constrained environment may become unpredictable. Remain flexible.

**Interpret:** determine which facts are applicable and how you might use them. "What is going to happen or could happen?" "Why did this occur?" Focus on the big picture as opposed to just the surface clues. **Do not** let past experiences or stereotypes cloud your interpretation of the facts. Keep an open mind and stay focused. Trust your instincts. If it does not look or feel right, it probably is not right.

**Decide:** formulate a course of action based on your SA—what you have perceived, analyzed and interpreted. Actions must aid the captive in surviving, protecting military information, avoiding exploitation and returning with honor.

**Execute:** you may have to exercise patience before acting on a decision. Before proceeding with a plan, it may be beneficial to wait for additional information or for events to become more favorable. Once you have exercised judgment, made a decision and acted upon it, something may not go according to plan. In that case, you "bounce back" by taking corrective action following the PAID+E steps.

## **PSYCHOLOGICAL ASPECTS OF CAPTIVITY**

A captor can gain control of your body through torture and external deprivations, but ultimately wants control of your mind—the one thing you have the most control over. The captor's ultimate goal is to make you cooperate. You **can** bounce back and disrupt the exploitation process by using the right mental coping methods. A captive's most important tool is psychological composure. A captor can manipulate and control the external environment almost at will, but only the captive has control of the internal process.

## **ENEMIES OF SURVIVAL**

The following stressors represent seven "Enemies of Survival:"

### **1. Boredom and Loneliness**

They are particularly difficult to tackle since these processes are subtle and begin to break captives down outside of their awareness. Left unchecked, boredom and loneliness can lead to complacency by chipping away at the captives' will to resist. Isolation is the number one way of producing boredom and loneliness.

### **2. Pain**

If it is allowed, it can get the best of a captive, even if it is not serious or prolonged.

### **3. Temperature**

Extremes of hot and cold temperatures can be physically threatening, but also dangerous due to the impact on mental processes. Temperature extremes can rob captives of the ability to think clearly and diminish the will to survive.

### **4. Fear**

It is defined as a normal reaction to an abnormal situation. It can be debilitating or activating, depending on how an individual perceives and processes that fear. Fear must be accepted and recognized for what it is—an appraisal of a circumstance filtered through your own emotions, but not a fact.

### **5. Thirst**

It decreases the body's ability to function properly and causes irrational thought.

### **6. Hunger**

This can make you vulnerable to illness, exploitation and irrational decisions and/or actions.

### **7. Fatigue**

This can cause captives to become confused, careless and to neglect survival details.

## COPING METHODS

Combating the physical and psychological effects of exploitation can be quite a challenge; this is a brief list of coping methods to overcome various stressors:

- **Conviction of Purpose:** believe in your military mission and your country
- **Prepare:** have your life in order—Finances, legal, personal, medical, etc
- **Have Faith:** establish and “keep the faith” with yourself, family, Service, fellow captives, Nation and God
- **Keep a Positive Mental Attitude:** be stubbornly optimistic. Keep an image in your mind of positive outcomes of each day and your overall situation
- **Be Engaged:** an “engaged” captive is not a “passive recipient.” Passiveness leads to hopelessness, helplessness, compliance or despair. Engaged captives will make some mistakes, but they will be able to learn and bounce back

## COMMUNICATIONS IN CAPTIVITY

Communications between captives are required by DoD directives and have been described by past captives as the “life blood” of captivity. Communications can be the key to survival. Captive communications **do not** have to follow any set standard. Any method is acceptable, as long as it satisfies the captives’ needs and adheres as closely as possible to these basic principles:

- Keep it simple
- Keep it brief
- Keep it versatile
- Keep it secure

Efforts to communicate beyond the captivity environment—to the outside world—may be essential when held by an unconstrained group. This is especially true if the group is known to kill captives or the captive’s location is not known. There is always a way to communicate; it is up to the captive to be creative in identifying how. Security is a key aspect; if captors discover captives’ communication attempts, they are likely to retaliate.

## ORGANIZATION IN CAPTIVITY

The rules of leadership and followership that apply to military personnel in their daily routine continue to apply in captivity. In fact, they become even more important. A strong organization and adherence to these rules improves morale and productivity in captivity just as it does in a military unit. Every service member must be prepared to assume a leadership role or actively support the senior military person.

All captivities differ; each situation requires special considerations as to how to structure the organization. The acronym “SCORE” is a tool to assist in determining goals:

- **Survive:** basic survival skills apply to all captivity environments; organization helps to facilitate group survival and aid the sick and wounded
- **Communicate:** every possible effort must be made by each captive to initiate, participate in and maintain communication; communication facilitates organization and organization facilitates communication
- **Organize:** organization allows for the dissemination of policy and guidance. It aids significantly in developing a unified resistance posture. A unified resistance posture assists in defeating enemy exploitation attempts
- **Resist:** it is important to resist all captor exploitation attempts. Individual and group resistance aids the captives’ ability to survive captivity and return with honor
- **Escape:** captives should make every reasonable effort to escape from captivity when appropriate. Organization enhances escape planning

## CAPTIVE EXPLOITATION

Exploitation is the use of captives to advance a captor’s cause. A process designed to render captives manageable to satisfy captors’ specific objectives and goals. The captor wants to obtain the desired exploitation in the shortest time possible and will begin exploitation from the moment of capture. Exploitation comes in many forms. It may be overt or masked by deception. Recognizing a captor’s attempts at exploitation is the first step in resisting captor’s objectives.

The following are some traditional exploitation methods:

**Forced Labor:** captives may be used as a source of free or cheap labor and can volunteer to perform labor like cooking and cleaning that benefits captives. However, it is a captive's duty to resist forced, exploitive labor that solely benefits the captor.

**Indoctrination:** a captor attempts to modify the captive's beliefs. The captor may use truths, half-truths and outright lies to make a point. If it will benefit the cause, the captor will exploit everything known about the captive.

**Information:** interrogation is the act of extracting useable, reliable information.

**Propaganda:** any doctrine, idea, argument, fact or allegation spread by deliberate effort. The goal is to influence the opinions, emotions, attitudes or behaviors of any specified group—ultimately to further a cause or damage an opposing cause. Captors have used captives to make propaganda products to influence the captors' people, American and international public opinion and other captives.

**Legal Justification:** the captor frequently wants an admission of guilt from the captive. If successful, it justifies the arrest, the captivity and any future actions (prosecution, conviction and imprisonment).

**Concessions:** the captor may use the captive as leverage to force concessions from the US or allied governments. Threats of some undesirable action such as prolonged captivity, execution, prosecution or condemnation may be used to pry concessions from a captive. Captives must resist to the best of their ability, especially when forced to perform an act such as an admission of guilt.

### **COERCIVE MANIPULATION**

Captors will try various manipulation techniques to force prisoners to comply with their goals. Coercive manipulation is the skillful management of captives using force or intimidation to bring about compliance. The captor can employ more than one method at one time. It is the combination of methods that will put the greatest pressure on the captive. The key is to expect enemy attempts at coercive manipulation, identify the attempts for what they are and communicate all information appropriately.

### **INTERROGATION**

The interrogator's goal is to obtain useful, reliable and reproducible information. To be successful, the information must be obtained in a timely manner. For example, tactical information must be extracted within 24 - 48 hours after capture or the information will most likely be of less tactical value to the captor. Tactical interrogations are usually performed immediately upon capture and are likely to be more physical. Tactical interrogators generally have little, if any, knowledge of interrogation methods other than brute force and threats. Captives should control their emotions and use techniques to survive the initial capture.

The interrogator will use the three phases of interrogation to gain information and plan future exploitation: research, selection and extraction. Throughout the different phases, the captor determines the best interrogation methods to use on the specific captives.

### **RESISTING EXPLOITATION**

There are no absolute solutions to the problems faced in captivity. Every captivity event is unique, and captors have their own goals and objectives. Captives must remain flexible and use their best judgment based on the situation. A key to resisting is the captive's ability to recognize when something is not working as planned and the ability to adapt. Resistance strategies are designed to provide tools to break the cycle.

Resistance posture is the integration of your demeanor, actions and words; effectively integrating these will limit the captor's ability to exploit you and help you gain the advantage. Your posture in captivity can have a major impact on world opinion and your treatment. US military members are presumed innocent of wrongdoing; a captive's actions should reflect that reality. An effective mindset for a captive is, "I have done nothing wrong or illegal and I am innocent." This mindset combined with resistance strategies will enable a captive to do and say the correct things to achieve the goals of a good resistance posture—innocence and personal dignity.

To be effective, a resistance posture must be plausible, consistent and persistent:

**Plausible:** captives should assume a resistance posture that is logical and, therefore, has a probability of being acceptable to the captor. Captives should **NEVER** manufacture an outright lie. All answers to questions should be within the realm of possibility and firmly founded on the innocent circumstances leading up to the captivity situation.

**Consistent:** a captor watches all aspects of a captive's behavior. If any inconsistencies, contradictions or flexibility is detected, the captor will take advantage of it.

**Persistent:** the captive must be able to maintain the posture for an indefinite period. This requires constant mental control and an overall positive attitude. Successful resistance is all about winning a Contest of Wills and ~~not~~ engaging in a Battle of Wits. The greatest pitfall of resistance is attempting to outwit the captor. Captives who try to out-talk and out-think their captors are at great risk of being exploited.

The following characteristics support a successful resistance posture:

- Be Professional
- Listen Carefully
- Stall
- Bounce Back

Authorized Communication refers to information you are allowed to communicate with captors. Authorized communication consists of four areas:

1. Captive Identification
2. Seeking Assistance
3. Captive's health and welfare, rapport building, letters home and capture cards
4. Innocent Circumstances

Resistance techniques are based on tactics that have proven to be the most successful and least dangerous. When held by an unconstrained captor, chances of surviving are increased if the captive proactively displays appropriate behaviors.

## **CAPTIVITY RESOLUTION**

### **ESCAPE**

Captives should **NEVER** forget their responsibilities to escape. The process of thinking about escape and planning for escape can do a tremendous amount for your well being. Certain policies governing escape considerations and legalities of escape differ depending on the captivity environment and the captors' actions.

During an armed conflict with a constrained captor, the CoC, international law and the UCMJ all support and recognize the right and responsibility of military members to escape. American military tradition and philosophy support thinking and acting in terms that escape from the enemy is a duty.

During Operations other than War, generally, escape is not recommended except under unique or life-threatening circumstances. If captives feel their lives are truly in danger, then guidance allows for escape. Captives should realize that any escape attempt interferes with their claim of innocent circumstances.

When held captive by an unconstrained captor, hostages should always be escape-minded. A failed escape attempt may have serious consequences. The decision to escape should be made if the group holding the hostage is known to kill hostages or the captive believes they are planning to kill them.

Escape-mindedness is an attitude and mindset that allows a captive to use SA to think, prepare and plan for escape. The escape-minded captive is a "prisoner at war" and will reject what is considered to be the most reprehensible of conditions—captivity. You must always assess, plan, prepare and be motivated to escape.

### **RELEASE FROM CAPTIVITY**

In order to obtain the return of all captives with honor—without jeopardizing the safety of other captives or national security—certain policies and considerations must be followed regarding the methods of releasing captives. Release will be in legitimate order with approval or on order of the senior ranking officer (SRO). The SRO should strive for all captives to be released together. However, logistical or situational problems may not allow that to happen. If the SRO authorizes releases, the order of release is as follows:

- Sick (mentally, physically and emotionally), wounded and longtime captives. Of these persons, those requiring the most immediate medical attention will be released first
- Enlisted personnel and civilians

- Warrant officers and commissioned officers
- SRO accepts release last

Under all conditions and if there are no strings attached, a captive is authorized and encouraged to accept an offer of release. Before accepting an offer of release, the captive should make all possible attempts to contact the SRO.

Captives should not try to become involved in negotiations for release. This must be left to the US Government to resolve. While the US Government is exploring all options to get captives released, captives quite often wonder what they could and should do to help. The short answer is “nothing.” The captive facilitates the negotiation process by **not** participating in the negotiations. However, captives can best assist by continuing to give captors the clear message that they will not cooperate with the captors’ demands.

### **RESCUE**

The US Government goes to great lengths—to include rescue operations—to recover its personnel held captive. The isolated person will facilitate a rescue mission by knowing what to expect and taking the appropriate actions:

- Avoid doors, windows and open areas. When sounds or activities indicate an imminent rescue, the captive should head for a “safe” area
- If it cannot be reached, drop to the floor with hands visible and remain motionless
- Captives should not attempt to “help” rescue forces and jump up or point out the terrorists—sudden movements could have deadly consequences
- Follow all instructions exactly from the rescuers and expect rough handling until authentication is accomplished
- Only after authentication should information about other captives and captors be relayed to the recovery force

### **REINTEGRATION**

Reintegration is a critical, straightforward task designed to protect returned personnel and their families and to allow DoD to gather information. The process protects the health and well-being of returned, isolated personnel and allows emotionally and physically healthy individuals to return to duty as soon as possible. The reintegration process includes medical screening, decompression, intelligence and SERE debriefing and support for the returnee.

A SERE Psychologist oversees the decompression process, ensuring the optimum balance between decompression and debrief. Decompression gives a returnee time to cope with the ordeal they have just been through. Intelligence and SERE debriefs are designed to collect specific mission essential, isolation and captivity information. These debriefs also serve a decompression function. SERE debrief information is analyzed for lessons learned and disseminated to SERE schools and Personnel Recovery planners.

### ***SUMMARY***

Any member of the AF is at risk of becoming an isolated person. If you ever become an isolated person, your mission is to “Survive and Return with Honor.” Remember to follow the guidance from the CoC as it addresses how you are to behave if isolated and provides moral guidance for surviving the hardships of isolation, evading capture by the enemy and resisting exploitation by a captor. The AF provides SERE training in support of the CoC. This course provided your initial SERE training, and you will receive additional SERE training dependent upon your AF specialty and assigned mission throughout your AF career.

# CHAPTER 48 REVIEW EXERCISE

For questions 1-6, match the appropriate CoC Article to the appropriate statement.

**A. Article 1   B. Article 2   C. Article 3   D. Article 4   E. Article 5   F. Article 6**

1. \_\_\_\_\_ You have a duty to resist by all means available even if you are captured.
2. \_\_\_\_\_ Captives are required to provide name, rank, service number and date of birth.
3. \_\_\_\_\_ As an individual, you may never voluntarily surrender.
4. \_\_\_\_\_ You have the duty at all times under all circumstances to oppose the enemies of the United States.
5. \_\_\_\_\_ As a member of the armed forces, you remain responsible and can be held legally accountable for personal actions at all times.
6. \_\_\_\_\_ When captured, each captive will attempt to make contact with fellow American captives by any means available.
7. What are the seven enemies of survival? \_\_\_\_\_  
\_\_\_\_\_.
8. Obtaining useful, reliable and reproducible information is the goal of \_\_\_\_\_.
9. PAID+E identifies a captivity environment. What does the acronym PAID+E stand for? \_\_\_\_\_  
\_\_\_\_\_.
10. True or false. If/when released from captivity, the sick (mentally, physically or emotionally), wounded and long-time captives should be released first?

- |  |   |
|--|---|
| <p>7. Boredom or loneliness, pain, temperature, fear, thirst, hunger, fatigue</p> <p>8. Interrogation or the interrogator</p> <p>9. Perceive, analyze, interpret, decide and execute</p> <p>10. True</p> | <p>1. C</p> <p>2. E</p> <p>3. B</p> <p>4. A</p> <p>5. F</p> <p>6. D</p> |
|--|---|

## AIR AND SPACE EXPEDITIONARY FORCE AND PREDEPLOYMENT PREPARATION BRIEFING

Objective 1a :: Participate in basic military training leadership familiarization.

*The United States Air Force (AF) continues to fight overseas and prepares to face and overcome threats and conflicts of the future. With modern warfare changing, the AF needs to remain dominant and maintain an upper hand on air, space and cyberspace power over potential adversaries. The Air and Space Expeditionary Force (AEF) was designed to help organize and allow a sense of predictability for an Airman's time of deployment and return. In order to maintain readiness, it is essential to ensure that you are ready to deploy at a moment's notice. Once deployed, it is necessary to be aware of behavioral expectations, health and safety concerns and application of the AF Core Values. The world today is much different than in the past, and we must adapt our character and methods to respond to any situation.*

### AEF METHODOLOGY & AIRMEN AND THE AEF

The AEF methodology presents all AF capabilities to Combatant Commanders (CCDRs) through unit-based Agile Combat Support (ACS) Teams and Demand Force Teams (DFTs).

Airmen are warriors, trained and equipped to provide the required capabilities CCDRs need to accomplish the mission. The AEF construct gives the war fighter needed capability, while providing predictability and stability to the Airman. Airmen are assigned to unit manpower document (UMD) authorizations and to unit type codes (UTC) which are used to identify them for deployment.

### AEF CONSTRUCT MODEL

The AEF Force Presentation is based on the unit-based construct. AEF Force Presentation consists of ACS teams and DFTs. ACS designators are given to core and non-core teams. Core teams are units such as wing Staff Agencies or Mission Support Groups, whereas non-core teams are units that provide functional capabilities such as a Direct Reporting Unit or a Forward Operating Agency.

ACS teams are operational teams. There are five types of ACSs:

1. Strike – used for fighter, bomber, missile, electronic attack and personnel recovery capabilities.
2. Mobility – used for airlift/air refueling capabilities.
3. Command and Control, Intelligence, Surveillance, Reconnaissance (C2ISR) - provides a collection, processing, integration, evaluation, analysis, interpretation, and dissemination.
4. Space-Cyberspace - provides a secure medium in order to conduct military activities as well as offensive and defensive cyber operations.
5. Special Operations - APT – provides unique ops, tactics, techniques, procedures (TTPs) within hostile, denied and politically sensitive areas.

Demand Force Teams (DFTs) are organizations not identified as an operational team. An example of this type team is a Contingency Response Group or AF Office of Special Investigation Unit.

### CHAPTER SUMMARY

- » AEF Methodology & Airmen and the AEF
- » AEF Construct Model
- » AEF Battle Rhythm
- » Impact on Airmen
- » Deployment Processing Line
- » Supporting Agencies
- » Rules and Expectations of an Airman While Deployed
- » Health Concerns in a Deployed Environment
- » Risk Management While Deployed
- » AEF Deployment Checklist



The AEF Force Generation focuses on the ability to organize, train, and equip forces for deployment and identifies forces to keep home station operating to meet daily AF missions.

### **AEF BATTLE RHYTHM**

The AF relies on the AEF force generation construct to manage the battle rhythm of the force in order to meet CCDRs requirements while maintaining the highest possible level of readiness. Airmen deploy IAW unit-based team/rotation periods. This ensures rotational forces (UTCs) are properly organized, trained and equipped.

The AEF operates on an incremental life cycle that includes periods of normal training, preparation and deployment vulnerability. The Active Component operates from a 1:2 deploy-to-dwell ratio based on 6 month periods (1 vulnerability/deployment period to 2 non-deployed periods). The Reserve Component operates from a 1:5 mobilization-to-dwell ratio based on 8 month periods (1 mobilization period to 5 non-mobilization periods).

### **IMPACT ON AIRMEN**

Airmen are assigned to a specific UTC when assigned to a base. They are assigned to like capability, unit-based teams. This allows Airmen to acquire a stable planning cycle with future visibility concerning training, off-duty education, inspections and base exercises. Being assigned to a team develops closer ties between preparation and execution of wartime mission and day to day mission and creates team cohesiveness and esprit de corps.

You will know what team and rotation you will deploy with, the training, and reconstitution cycle prepares you for the next cycle. Airman will find their AEF/UTC information (e.g., AEF and rotation/cycle and date your commander assigned you to an AEF team) on Virtual Military Personnel Flight. If you have any questions, contact your Unit Deployment Manager (UDM). You must be prepared to deploy.

Part of that preparation includes keeping your immunizations, preventative health assessments (PHA), Human Immunodeficiency Virus (HIV) test and dental/medical records up to date. When your AEF is projected to deploy, your UDM will give you a checklist several months prior. However, it is best not to wait for that list – you should be prepared to deploy at all times. Being ready involves keeping your contingency or ancillary training up to date.

<b>:: TIER 2A (CONTINGENCY)</b>	<b>CBT COURSES</b>	
Computer Based Training (CBT) courses on Advanced Distributed Learning System (ADLS) Online: <a href="https://golearn.csd.disa.mil">https://golearn.csd.disa.mil</a>	Self-Aid and Buddy Care (SABC)	
	Chemical, Biological, Radiological and Nuclear (CBRN); Defense Awareness Course	
	AF Counter-Improvised Explosive Device (C-IED) Awareness	
	AF Culture General Course	
	Professional/Unprofessional Relationships	
	Explosive Ordnance Reconnaissance Course	
	Law of War	
<b>:: TIER 2B (ANCILLARY)</b>	<b>CBT COURSE</b>	<b>HANDS-ON TRAINING</b>
Home Station Pre-Deployment Training	Survival, Evasion, Resistance and Escape (SERE) 100, Level B – Code of Conduct	SABC (Hands-on Portion)
	Culture Specific	Basic Marksmanship with Small Arms
	Defensive Language Institution (DLI) - Country Familiarization	CBRN Survivor Skills
	Pre-Deployment Sexual Assault Prevention and Response Training	Counter IED Advanced
	Military Equal Opportunity (MEO) and Prevention of Sexual Harassment (POSH) Deployment Briefing	
	Collect and Report Information	
	Communication Engagement Training for Deploying Warfighters	

Additional information pertaining to AEF Construct policy has been published on the website AEF Online: [https://aef.afpc.randolph.af.mil/aef\\_next.aspx](https://aef.afpc.randolph.af.mil/aef_next.aspx).

Some items are considered critical and it is your responsibility to ensure they are updated. Those items include:

- Visa or passport
- Security clearance
- Mobility bags - You or your unit is required to maintain four mobility bags that are issued based on the type of deployment and the location

<b>A-BAG</b> GENERAL SUPPORT	Includes basic items such as sleeping bag, insect repellent, canteen kit, mess kit, poncho, web belt, ammo pouch, helmet and other support items.
<b>B-BAG</b> COLD WEATHER	Includes basic items such as parka, gloves, boots, socks and other cold weather items. <b>NOTE:</b> bag is supplied in accordance with weather and climate.
<b>C-BAG</b> CHEMICAL DEFENSE	Includes chemical warfare defense ensembles, protective mask, mask filters, gloves, hoods, boots, M8/M9 detection papers and other chemical defense items.
<b>D-BAG</b> AIRCREW CHEMICAL DEFENSE	Includes specialized in-flight protective equipment (e.g., coveralls and mask, mask filters, blower, gloves, hoods, boots, M8/M9 detection paper, detection kit and other chemical defense items).
<b>PERSONAL BAG</b>	Includes your personal uniform and items to support a limited length deployment. When packing your personal bags take care to ensure heavy items such as boots are placed at the bottom of the bag with lighter items on top creating a pyramid type effect for easier carrying.

- CBRN individual protection equipment is operable
- Your UDM can assist you in getting these items updated; however, it remains your responsibility to stay fully qualified to deploy
- Give updated training information to your UDM for the posting of any updates to your mobility folder

### **DEPLOYMENT PROCESSING LINE**

You may get no notice or national emergency deployments. Not all deployments are planned ahead. Because of the unpredictability of these situations, it is critical that you are always prepared. Once notified, you will report to your unit and check in ready to go. A processing line will be set up to double check that all of your required actions are complete. This processing line is made up of several organizations, which ensure large groups of individuals are ready to deploy in a timely manner. The deployment line should only have to verify that all your requirements are up to date.

- Legal office – discuss current/living will and Power of Attorney (POA)
- Finance – discuss entitlements and allotments
- Public health – is there for your medical threat briefing
- Office of Special Investigation (OSI) - conducts your area threat briefing
- Education office - will inform you of any off-duty education
- Base chaplain – present for any religious concerns
- Medical and dental – will check to see if Preventive Health Assessment (PHA), immunizations, and other health issues are up to date
- UDM – check ancillary training is current

The AF is recognized as a mobile, lethal power, which solely depends on your readiness. Do your part and be prepared. Readiness makes our AF the greatest Airpower ever known.

## **SUPPORTING AGENCIES**

The Military & Family Readiness Center (M&FRC), first sergeant and your first line supervisor are just a few resources available to help you prepare for your upcoming deployment and will give you relevant information concerning family needs as well as readiness training needs.

As a military member, it is your responsibility to ensure your emergency data card and Servicemember's Group Life Insurance (SGLI) documents are up to date. If you are a single parent or military married to military, you must have an up-to-date family care plan. As an Airman you must know every aspect of your personal affairs and, if necessary, have someone else who is responsible, trustworthy and prepared to handle your personal affairs while you are deployed. Proper preparation will make that possible.

The base legal office is available to handle all of your personal affairs and their services are free. They can assist you with a current will or living will. They can also help you with a POA which allows you to designate someone to handle your affairs such as signing papers for you. There are two types:

General Power of Attorney (GPOA) – gives an individual the authority to buy a car with your money, borrow money that you must repay, sell your personal property and remove all funds from your bank. While a GPOA may be helpful, it can also be very dangerous and have serious repercussions. Therefore, limit the duration of the GPOA to one year or less and ensure you select a trustworthy person.

Special Power of Attorney (SPOA) – gives an individual the authority to do only specific acts such as, selling your car. Because it is more specific, the SPOA is safer than a GPOA and more likely to be accepted by third parties. You should authorize only the level of control needed – and not more for your protection.

Ensure your designee has access to official documents such as: family member's birth certificates, marriage or divorce papers, social security cards and dependent identification (ID) cards. Your designee needs authorization and should know where to take your family members for medical assistance, both routine and emergency.

Ensure your designee has authorization to pay all debts and bills while you are away. A POA will simplify this tasking. Furthermore, the M&FRC offers support for family members left at home by having video phones, calling cards, free oil changes and childcare available.

## **RULES AND EXPECTATIONS OF AN AIRMAN WHILE DEPLOYED**

While deployed, you must maintain the standards taught to you throughout your training and adhere to the AF Core Values. The strength of the AF rests with Airmen; inappropriate behavior can bring discredit to you and the AF. Airmen must always act responsibly (24/7) anytime and anywhere. These Airmen earn the respect and confidence of the American public. While deployed, you may have a new chain of command in charge of you. As an Airman, you need to respect all individuals placed in charge, as their instructions may save your life. Saluting may not be required while deployed. Local commanders may designate specific areas as a "no salute" area to prevent the adversary from identifying officers. Make sure you are aware of the local policy when deployed. You will be challenged both physically and mentally with only one chance to make a good first impression. Therefore, the standards of neatness, cleanliness, safety, and military image still apply during field deployments.

Airman relationships must remain on a professional level. Without exception, exercise professionalism when communicating with other Airmen and DoD personnel. There is absolutely no room for any type of inappropriate language or conduct in the deployed environment.

## **HEALTH CONCERNS IN A DEPLOYED ENVIRONMENT**

The most important resource in a deployed environment is people and every Air Force member must ensure they remain physically fit. Physically fit personnel are less likely to get sick or injured. Being physically fit aides the body in becoming accustomed to the climate. When exercising in extremely hot weather, allow your body to become acclimated before over-exerting.

Prevent skin infection. Wash hands often or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable. Bathe frequently, take showers and brush your teeth at least once a day or whenever possible. If baths/showers are not available, use a washcloth and take a "sponge" bath. Wash areas that produce sweat or become wet. These areas include genital region, armpits, feet, between thighs, and upper body/chest, and keep

skin dry. Use foot powder on your feet, especially when fungal infections exist. Apply talcum powder or cornstarch on areas where wetness is a problem. Change into clean clothing after bathing, showering or cleaning yourself. Ensure you wear loose fitting uniforms. This allows for better ventilation. Tight fitting uniforms reduce blood circulation and ventilation. Do not wear nylon or silk type undergarments. Cotton undergarments are more absorbent and allow the skin to dry.

When preparing for deployment you should pack a one month supply of hygiene products consisting of: soap, washcloth and towels, toothpaste and dental floss, foot powder/talcum powder, razor blades for males and sanitary products for females.

You must be knowledgeable of medical care procedures while assigned to an AEF and in the field. Independent Duty Medical Technician's (IDMTs) are on duty at the Medical Aid Stations and provide medical care to all Airmen. Always follow medical advice and protect yourself in all situations. Report to sick call if you are ill or have been injured. If you have a pre-existing medical condition that has worsened during the deployment, been directed by an instructor or staff or if you have any other medical/dental problems report to sick call. Sick call hours will be briefed when you get in theater. Report to sick call if you have a medical condition regardless of the activities you are performing. Report to IDMTs as soon as you return from all other medical/dental appointments no matter what time you return. When deployed to the BEAST, sick call is located in the Cochran building. You will notify your chain of command you are going to sick call.

**General Rules:** If you are sick, have been injured or directed to seek medical care, you will do it as soon as possible, not at your own convenience. You will not automatically be recycled if you have a legitimate medical problem. You may be recycled if you fail to follow the guidelines set forth in this briefing. If you do not feel well, seek medical attention from medical personnel.

You must control garbage and solid waste at all times. Failure to do so can lead to detection by the enemy or an invasion of pests. Ensure all solid waste is placed in a designated location. Stagnant water is a breeding ground for many insects and some could carry disease. Human waste (urination and defecation) disposal should be controlled to prevent the spread of disease. Only relieve yourself in field latrines or designated areas.

A crucial element for survival in a deployed environment is protection from Arthropod (bug) protection. Arthropods have an external skeleton, jointed legs, and a simple digestive, circulatory, and nervous system. Some examples are spiders, scorpions, centipedes and ticks. Arthropods affect you directly by biting, stinging, or through formation of blisters. They can also transmit diseases or other illnesses.

Simple chemicals can be used to ward off attacking insects and other arthropods when applied to the skin, clothing or other surfaces. Military issued insect repellent provides long lasting protection from most biting insects, especially mosquitoes. Military issued insect repellent contains the active ingredient DEET. It is safe and effective and has been used by the military for over 40 years. One application provides protection for 6 to 12 hours, depending on climate and your activity. Apply directly to the skin and reapply according to directions on the label. Do not apply it near the eyes, lips, or any damaged skin.

The uniform is a piece of protective equipment and must be worn properly to provide personal protection from arthropods. Tuck your undershirt in your OCP trousers. Tuck your pant legs in your combat boots. Lace up combat boots completely. When disease threat is high or pest annoyance is great, roll your sleeves down, button your blouse/shirt at the neck and wrist, and wear your headgear.

## ***RISK MANAGEMENT WHILE DEPLOYED***

Do not forget the importance of sanitation and hygiene while in a field environment. Wash your hands after using the latrine, before meals and at regular intervals throughout the day. Shower at least once each day. Your supervisor and medics are responsible for your medical well-being. Do not hesitate to notify one of them in case of injury, illness or an emergency. When someone is injured or suddenly becomes ill, it is critical they receive medical attention as soon as possible. If you notice somebody showing signs they are having a medical issue or emergency, you need to get them help immediately. They may not want to seek medical attention and attempt to tough it out. Do not allow this to happen, report it. This demonstrates the AF core value of Service Before Self by taking care of your wingman. Your health and well-being are not worth the potential risk you would be taking by not seeking help. Stay self and situationally aware to signs of stress and maintain good lifestyle habits that support physical, mental, social and spiritual well-being (you will learn about this in the Comprehensive Airmen Fitness lesson). So let your supervisor or medic know if you are experiencing any type of medical issues.

## AEF DEPLOYMENT CHECKLIST

Every Airman is an “Expeditionary Airman” and must thoroughly prepare to deploy at any time. Follow the guidance provided by your UDM at your permanent duty location for equipment and items required in order to maintain a state of readiness for deployment. There is an AEF deployment checklist for your deployment while in Basic Military Training (BMT). At the end of this chapter, you will find the BMT Deployment Packing Checklist for your Basic Expeditionary Airman Skills Training deployment.

## SUMMARY

All Airmen can expect to deploy sometime in their career and apply the Core Value of Service Before Self in both preparatory and post deployment responsibilities. By making arrangements ahead of time, you will make it easier for your family to handle all issues back home. Remember to stay safe and adhere to all rules and expectations. This will keep you fit to fight, and able to return home when you have completed your deployment.

<b>:: PREPARING FOR DEPLOYMENT CHECKLIST</b>			
<b>LEGAL-MILITARY DOCUMENTS</b>		<b>AUTO/ TRANSPORTATION</b>	
	Emergency Data Card		Vehicle Registration
	Servicemembers’ Group Life Insurance		Driver’s License
	Family Care Plan		Second Set of Keys
	Visa or Passport		Auto Insurance
	Security Clearance		Set Aside Money for Repairs
	Identify a Trustworthy Person	<b>MEDICAL/DENTAL</b>	
	Will		Immunizations
	Living Will		Preventative Health Assessments
	Powers of Attorney		HIV Test
<b>LEGAL-IMPORTANT DOCUMENTS</b>			Dental Records
	Family Members Birth Certificates		Other Medical Information
	Marriage/Divorce papers	<b>TRAINING/MOBILITY KEEP CURRENT</b>	
	Social Security Cards		Small Arms
	Dependant ID Cards		Mobility Bags
	Dependant Immunization Records		OJT Records
	Tax Records		Career Development Courses
	Life Insurance Policies		CBRN Training
	Property Deeds		Self-Aid and Buddy Care Training
	School Records		Law of War
<b>BANKS AND BILLS</b>			Antiterrorism Training
	Location of Check Register/Bank Statements	<b>MILITARY &amp; FAMILY READINESS CENTER</b>	
	Financial Institutions/Account Information		Video Phones
	Account Types and Numbers		Calling Cards
	Creditors Names/Addresses/Phone Numbers		Free Oil Changes
	Due Dates & Amount Due		Childcare

## :: BMT DEPLOYMENT PACKING CHECKLIST

### :: REQUIRED ITEMS

Operational Camouflage Pattern (OCP)	3 pair	
Extreme Cold/Wet Weather (ECWW) Jacket	1 each	
Tan Riggers Belt	1 each	
OCP Cap	1 each	
Black Gloves	1 pair	
Boot Socks	6 pair	
White Socks	6 pair	
Underwear	6 pair	
Laundry Bag	1 each	
Toothbrush/Toothpaste/Case	1 each	
All Current Medication/Waivers	As required	
ID Card	1 each	
Web Belt	1 each	
Bra (a sports bra recommended)	6 each	
Canteen/Canteen Pouch	2 each	
Shaving Equipment (electric razor) - mandatory for waiver trainees	1 each	
OCP T-shirts	4 each	
PT Shorts	3 pair	
PT Shirts	3 each	
PT Warm-up Suit (jacket and pants)	1 set	
Running Shoes	1 pair	
Shower Shoes	1 pair	
Towels	3 each (min)	
Mesh Bags	2 each	
Plastic Bags/Ties	3 each	
Personal Hygiene Items	As needed	
Boots	2 pair	
LED Flashlight w/ Batteries	1 each	
Hand Sanitizer	2 bottles	
M16 Trainer Weapon/Parts ID Mat (NOTE: do not bring weapon case or red cap covers)	1 each	
Gas Mask Inserts & Eye Glass Straps (mandatory if issued)	1 each	
Pen/Pencil/Writing Tablet/Pocket Notebook	1 each	

<b>:: SPECIAL ITEMS</b>		
Laundry Soap/Bags (Laundry Crew Only)	2 unopened boxes/8 bags each	
BEAST Package (BEAST Monitor)	1 pkg	
Sunscreen	1 bottle	
Brush/Comb (females only)	1 each	
<b>:: OPTIONAL ITEMS</b>		
Talcum Foot Powder	Mandatory/Winter	
Rubber Bands (for females to secure their hair)	As needed	
Extra Flashlight bulb/batteries	Mandatory/Winter	
Extra Mesh Bags	As needed	
Thermal Underwear (white, cream or sand colored)	As needed	
Extra Underwear (for all)	As needed	
Extra Bras (for females)	As needed	
Extra Blousing Straps	As needed	
Suede Boot Brush	As needed	
Religious Materials	As needed	
Sanitary Products (females only)	As needed	
Resealable Bags (12 X 12)	As needed	
Watch Cap (knit)	Mandatory/Winter	



## ENVIRONMENTAL MANAGEMENT SYSTEM

Objective 2a :: Identify basic facts about Air Force fundamentals.

*Each of us must be aware of our environmental responsibilities. We must learn to utilize all our resources in the most efficient way possible and identify causes and cures to improve and protect the environment. Doing the right things to help preserve our planet for future generations goes hand in hand with the Air Force (AF) Core Value of Integrity First. This lesson will address the AF Environmental Management System, its benefits and vision, and your responsibilities as an AF member. With education and awareness, we can save our environment from continued destruction.*

### CHAPTER SUMMARY

- » Environmental Management System (EMS)
- » EMS Benefits
- » EMS Vision
- » Responsibilities

### ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

The EMS is a mandated system required by international standards, Executive Orders, DoD Instructions, and Air Force Instructions. It's an overarching management system that drives continual improvement for all environmental programs by using a Plan, Do, Check, and Act approach. Ultimately, it's a management tool used for focusing resources and accomplishing core goals of mission sustainability, pollution prevention, and environmental compliance. Everyone has a role in their installation's EMS.

### EMS BENEFITS

- Enables AF to identify goals and ensure continual improvement
- Helps reduce environmental impacts in day-to-day mission
- Provides proactive management which may result in cost savings
- Ensure funds and manpower are focused on highest risk priorities

### EMS VISION

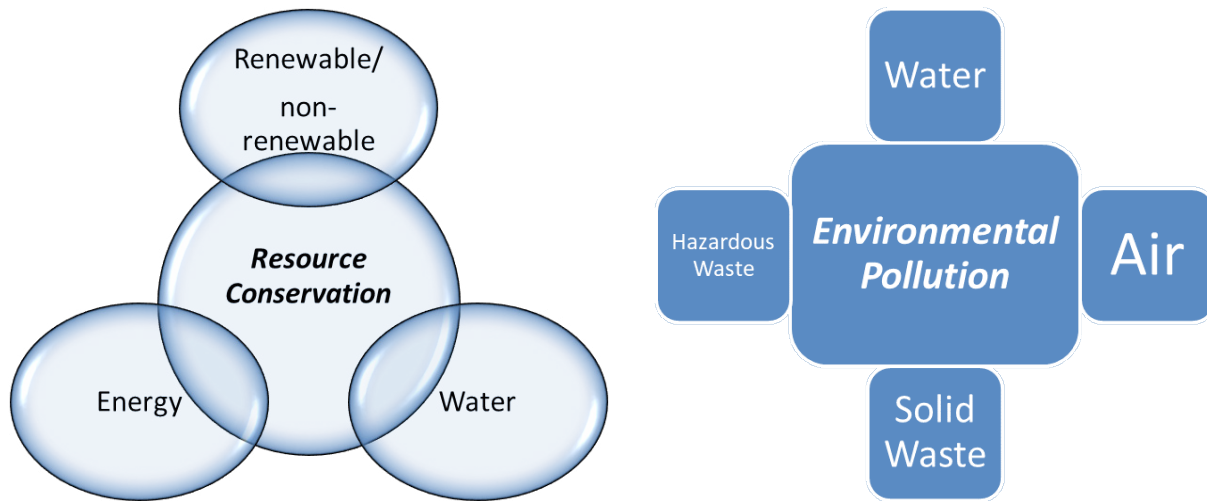
The AF has three types of EMSs: organizational-level, multi-site-level, and installation-level. The vision for all levels is for an effective framework to meet AF environmental obligations while achieving the mission in air, space, and cyberspace. The methodology of EMS framework institutes sustainable practices across the AF mission and reduce both environmental risk and the AF's environmental footprint. In line with the vision, the AF is committed to the three priorities of compliance, risk reduction, and continuous improvement.

### RESPONSIBILITIES

All AF personnel need to understand what an EMS is, and their responsibilities within the system. The most important things to know are:

- Your installation's environmental policy
- Environmental impact of your job & compliance requirements
- How your organization supports the environmental goals
- Who your Unit Environmental Coordinator is

Ensure you receive all required environmental education and training at Technical Training and your first duty assignment for your assigned duties. This training will be specific to your AFSC and may include:



The AF is strongly committed to protecting the environment from harmful acts. As good stewards of our planet, each person should adopt effective environmental goals to reduce, reuse, recycle and properly dispose of hazardous waste materials. The goal of the AF is to create Airmen that make energy conservation a consideration in everything they do.

**SUMMARY**

Each and every one of us has a small role to play in conservation; collectively our efforts make a huge difference and help to provide a better place to live, work and play. Remembering to recycle an aluminum can instead of throwing it away is one way you can fulfill that role and it keeps you aligned with the AF Core Value Integrity First. And looking for ways to conserve energy in everything you do echoes the AF Core Value of Excellence In All We Do. The greatest thing we can do for future generations is to leave this earth better than we found it. Start now, by doing your part.

# CHAPTER 50 REVIEW EXERCISES

1. EMS is an overarching management system that drives \_\_\_\_\_ for all environmental programs.
  
2. The three types of AF EMSs are:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
3. Risk Reduction is one of the \_\_\_\_\_ the AF is committed to.
  
4. True or False. Knowing your Unit Environmental Coordinator is one of the most important things to know about your unit's EMS.
  
5. Name one area of Resource Conservation you may receive training on at your first duty location.

4. True  
5. Renewable and non-renewable resources, energy conservation, water conservation

1. continual improvement  
2. organizational, multi-site, installation  
3. EMS priorities

# NOTES



## FINANCIAL READINESS

Objective 5a :: Identify basic facts about sound financial management practices.

*Nearly one-third of enlisted service member self-reports moderate to severe difficulty in paying their bills. Living month-to-month and struggling to pay bills can cause much unneeded stress in your life and is not a sound financial management practice. This financial stress is compounded when sudden expenses arise from things such as car troubles and legal problems. Poor financial choices by Airmen and the resulting stress negatively affects families and the Total Force team. Practicing sound financial management techniques such as budgeting will help you, your family and the Total Force team avoid costly mistakes and ultimately helps the Air Force (AF) achieve its mission.*

### DEFINITION

“Financial readiness is a state of readiness in which successful management of personal financial responsibilities supports a Service member’s ability to perform their wartime responsibilities.”

### RESPONSIBILITIES

More than likely, you are entering the AF at a young age and have little to no experience managing money. The AF recognizes this and does its best to educate and assist you with financial management needs by offering free training and counseling to help you and your family achieve your financial goals. AFI 36-2906, *Personal Financial Responsibility*, lists some of the people and offices and their responsibilities to you. This instruction also outlines your financial responsibilities as an Airman.

#### THE AF’S RESPONSIBILITIES TO YOU

The Air Force has no legal authority to arbitrate or resolve personal disputes over debts except to require a member to pay or divert any part of their military income to satisfy a private debt. However, the AF does provide help and financial guidance through the Military and Family Readiness Center (M&FRC) and unit commanders.

The M&FRC provides military members and family financial management education and other services through the Personal Financial Readiness Program (PFRP). The PFRP offers tools to help members manage debt, begin a savings plan, set up a budget, avoid identity theft, file taxes and invest wisely.

Unit commanders are also available to counsel members about financial responsibilities and inform members of disciplinary actions when they demonstrate financial irresponsibility. Unit commanders also review and monitor financial complaints and initiate administrative or disciplinary action against members who continue to display financial irresponsibility.

Failure to uphold financial responsibilities can come at a big cost to your career. Punishments given for continued financial irresponsibility may include one or more of the following:

- Unfavorable Information File (UIF) - a file of derogatory information
- Reduction in grade
- Control roster - commander’s rehabilitation tool
- Failure to be recommended for promotion
- Derogatory remarks on your enlisted performance report
- Trial by court-martial
- Discharge under other than honorable conditions

### CHAPTER SUMMARY

- » Definition
- » Responsibilities
- » Sound Financial Readiness Practices
- » Bank Accounts, Financial Instruments and Services
- » Insurance
- » Investing
- » Blended Retirement System
- » Guarding Against Unscrupulous Businesses

Fortunately, many tools and people are available to help you avoid getting to the point where you have to be punished. If you do find yourself experiencing financial difficulty, seek help immediately.

## **YOUR RESPONSIBILITIES AS AN AF MEMBER**

As a member of the AF, you are required to pay your financial debts in a proper and timely manner. You are also responsible for providing financial support to your spouse and any children or relatives for which you receive additional allowances. The AF provides many services to help its members who are having financial hardship, but ultimately, you are responsible for your own financial stability. Failure to pay just debts may result in creditors obtaining a court judgment against you and an involuntary allotment being taken from your pay. Continued demonstration of financial irresponsibility may result in you being charged under the Uniform Code of Military Justice (UCMJ).

## ***SOUND FINANCIAL MANAGEMENT PRACTICES***

### **BUDGETING**

Budgeting is a very important step toward achieving your financial goals. A budget is a financial process that helps you properly set aside funds. It allows you to monitor how much money is coming in and where you are spending it. Creating a realistic budget and sticking to it helps you save for future goals while meeting your current expenses.

Because unexpected expenses and situations occur, remember to use your budget as a guide; allow flexibility and room for adjustments. Time and effort invested in creating and following a budget will bring major financial rewards for you in the future. Failure to track spending may lead to a pattern of overspending and damage to your credit.

#### **BENEFITS OF CREATING AND FOLLOWING A BUDGET**

- Establish a positive cash flow (earn more than you spend)
- Achieve financial goals
- Allocate money for savings, an emergency fund and investments and/or retirement accounts
- Raise credit score and loan approval percentage (e.g., automobile or home)
- Lower interest rates on credit cards and loans
- Allows you to pay bills and for necessities things you must have)
- Afford some wants or nice to have items

#### **NEGATIVE EFFECTS IF YOU DO NOT CREATE/FOLLOW A BUDGET**

- Serious financial problems
- Excess credit card and other debt
- Bad credit and bankruptcy
- Undue negative stress and relationship problems
- Administrative and disciplinary actions against you



### **CREATING A BUDGET**

Creating a budget is a four-step process: identify all sources of income, track expenses, establish a budget and finalize the budget by following it closely.

#### ***STEP ONE : IDENTIFY ALL SOURCES OF INCOME***

Use your most current Leave and Earnings Statement (LES) to determine take home pay. If you have other sources of income include those as well.

#### ***STEP TWO : TRACK EXPENSES***

Track your expenses for at least 2 months (a 3-month average is preferable). In order to do this effectively, you need to be familiar with the different types of expenses:

Variable expenses: payments that tend to fluctuate each month. You can usually scale them back or do without them. Some examples include food, utilities and entertainment.

Fixed expenses: payments that are the same amount each month. Some examples are mortgages, rent and savings. You should consider using an allotment when paying allowable fixed expenses.

Debts and other obligations: expenses you may not pay on a monthly basis. This includes payments that are continually reduced as you pay on the balance. Some examples are charge accounts and installment loans.

### ***STEP THREE : ESTABLISH A BUDGET***

After determining your income and tracking expenses, place the information on a budget record. **NOTE:** your budget record should only contain a list of your common monthly expenses.

Maintaining a positive cash flow is the budget goal (spending less than you earn). If you have a positive cash flow, use the surplus to pay outstanding debts. Using this money to pay off debt is acceptable if you already have 3 – 6 months of living expenses saved in an emergency fund.

If you find that you have a negative cash flow, you will need to make some immediate changes in spending habits. To fix this, you will either have to increase your take home pay or decrease your expenses. If this negative cash flow trend stays the same, you will eventually be unable to pay obligations (default). This may result in administrative and disciplinary actions.

### ***STEP FOUR: FINALIZE THE BUDGET AND FOLLOW IT CLOSELY***

Knowing exactly how much you make and expect to spend allows you to have flexibility in making needed adjustments, avoid financial problems and achieve your financial goals.

## **PRACTICE SOUND SPENDING HABITS**

The key is to purchase necessities, not niceties. If you have difficulty controlling your spending habits, get help! Seek financial management assistance from your supervisor, first sergeant or the M&FRC. Some examples of good sound spending habits are:

- Do not buy items on credit (unless for emergencies)
- If you cannot pay cash for items, you do not need them
- Avoid impulse buying
- Take only enough money to buy what you need and leave the rest of your money and credit cards at home
- Ask yourself if you really need an item before buying it
- Do not let aggressive sales staff pressure you into buying
- Shop around to find the best prices (pay less for the same product)
- Save money by purchasing sale items (don't fall for flashy or gimmicky sales)
- Look for quality products
- Weigh cost, dependability and efficiency
- Buy frequently used items in bulk (e.g., laundry soap and toilet paper)
- Look for items that can be repaired locally
- Evaluate repair costs on big money items

## **SAVINGS**

Saving money is an important habit to develop and is essential for your financial well-being. The key is to have a major long-term savings plan for such items as education and retirement. Two important parts of saving are creating an emergency fund and understanding how compound interest works.

### **Emergency Fund**

Experts recommend saving at least 3 - 6 months of living expenses to use for emergencies (e.g., car repairs, death in the family or unexpected bills). Keep these funds in a separate account so you do not spend the money. A good suggestion is to use an allotment so the money is automatically taken from your pay and placed into your account. If you have credit card or other high interest debt, make the minimum payments and use the rest of your money to establish an emergency fund until 3-6 months of your income is saved. Once you accumulate an adequate emergency fund, start paying your debts down more aggressively.

## **DEBT STRATEGIES**

### **Avoiding Debt**

While it is easy to fall into debt, it is much more difficult to find your way out. If you are having financial problems ask for help through the M&FRC or consult a non-profit debt counseling service. The M&FRC can set up one-on-one counseling sessions and provides classes and programs free of charge. The National Foundation for Credit Counseling (1-800-388-2227) can consolidate your payments and set up repayment plans for little to no fees.



The AFAS Falcon loan is an interest free loan of \$750 or less to be used for emergencies. The rules for obtaining this loan are more relaxed than standard AFAS loans. This makes the process easier for Airmen to come forward and get help without their first sergeant or commander having to give approval. This type of loan requires no budget or background information. Apply online at <https://my.afas.org/memberportal/login/login.aspx> and go to the M&FRC. AFAS also provides and emergency travel grant. AF members on emergency leave orders requiring assistance with travel expenses may request this grant. The grant can be used to cover expenses from personal or immediate family emergencies. These expenses may range from food, gas, lodging etc. for the airmen. AF IMT 988 must be uploaded as part of the case work in order to receive the grant. Another option is obtaining a low-interest loan from a credit union or bank.

If your financial situation gets so bad that you cannot make payment on a debt, call the business before the payment due date and ask for more time or try to make alternative arrangements. Reputable businesses will usually work with you to resolve issues provided you are current on the debt.

### **Getting Out of Debt**

Once you have found the lowest interest loans possible, organize your debts from the highest interest charge to the lowest. Make at least the minimum payment on all debts and pay extra on the highest interest debt. After the highest interest debt is paid, move to the next highest interest rate debt. Continue this cycle until all debts are paid in full.

### **Consider Bankruptcy Only as a Last Resort**

A bankruptcy stays on your credit history up to 10 years and makes getting new credit difficult. Laws exist to help prevent consumer abuse and establish stringent rules for people seeking bankruptcy. Before filing for bankruptcy, talk with lawyers, financial counselors and/or legal representatives.

### **CHECKING YOUR CREDIT REPORT**

Review your credit reports from the three main credit reporting agencies, Experian, Equifax, Transunion. Look for mistakes and try to spot signs of fraud or identity theft (e.g. accounts you did not open). Doing this helps protect your credit history so you can obtain loans in the future. If a mistake is found, contact the credit reporting agencies immediately and have a fraud alert placed on your file. A fraud alert makes companies gain your approval before issuing new credit. Furthermore, you should report the fraud to the police as most companies will not pay you any money lost through fraud without a police report on file.

Obtaining a copy of your credit reports is easy and free. You can receive a free copy of your report from each of the three credit reporting agencies once a year. Request reports online at <http://www.annualcreditreport.com> or call 1-877-322-8228. Be cautious of other websites with similar names, phone numbers or web addresses as they try to steal your identity by tricking you into releasing personal information.

## ***BANK ACCOUNTS, FINANCIAL INSTRUMENTS AND SERVICES***

### **CHECKING ACCOUNTS**

Checking accounts are an excellent tool to help manage your money. Checking accounts offer several advantages: checks are safer than carrying cash; canceled checks or carbon copies serve as receipts and they help establish credit.

Before setting up an account, compare services offered at banks, savings and loans and credit unions. Find out the answers to the following questions: Is there a service fee for writing checks or other items? Does the account have overdraft protection? Does the account pay interest? What other benefits come with the account?

#### **Types**

Open an account that meets your needs. If you are single, open an individual account that only one person can use. A joint account allows use by more than one person and is a good option for families. An overdraft account can provide protection from costly overdrafts (e.g., if you accidentally overdraw your balance, the financial institution will honor the transaction). Check with your financial institution since overdraft fees and policies vary greatly from place to place.

### **Checking Account Tips**

- ▶ Do not write a hot check (writing a check without enough money in your account to cover it). This is also called “floating” a check and is a serious offense punishable under Article 123a of the UCMJ
- ▶ Use only one checkbook
- ▶ Joint account users must talk regularly
- ▶ Never post-date or float a check in hopes that it will not clear until funds are deposited (Most checks clear electronically within minutes of when they are written)
- ▶ Account for all of your checks before writing a new one
- ▶ Write checks in ink
- ▶ Keep checkbook in a safe place
- ▶ Keep the name, address and phone numbers of your financial institution in an address book
- ▶ If you lose your checkbook, notify the bank as soon as possible so you can put a stop payment on the checks
- ▶ Keep in mind that you may be charged a fee for the stop payment service
- ▶ **NEVER SIGN A BLANK CHECK**

### **CREDIT CARDS**

Use credit cards for emergencies, internet or by–phone purchases, as they offer more protection than ATM and debit cards. Follow these precautions with credit cards: know your responsibilities before using them, comparison shop to obtain the card with the lowest interest rate avoid overspending as it is easy to run up high balances and slip into debt, keep your card in a secure location (never leave your card lying around).

### **DEBIT CARDS**

Debit cards, also called check cards, are different from a credit card because your financial institution deducts the amount of your purchase directly from your account. On the other hand, with credit cards, the issuer sends you a bill for the items you purchased. Many debit cards are also ATM cards. For this reason, ATM cards are becoming obsolete; being replaced by debit cards. Keep receipts and record transactions right away when using debit cards.

### **GOVERNMENT TRAVEL CARD PROGRAM**

The Government Travel Card (GTC) is the method of reimbursement for official costs incurred for Temporary Duty (TDY) assignments. The GTC is utilized when on official travel for items like lodging, transportation, meals, and registration fees. Be aware that misuse or delinquency will result in disciplinary action by your commander and/or supervisor.

### **ONLINE BANKING**

When choosing a bank or financial institution, make sure to ask questions about what types of online services they offer. Utilizing these online services can save you a lot of time. Some services offered include, but are not limited to: account transfers, account balances, online bill pay, automatic payments, and paperless statements. Some institutions allow members to deposit checks by scanning them into the system. The amount is deposited into the account immediately. Many people also use online banking as an effective means to monitor their financial transactions. By checking the online account daily erroneous charges may be identified and resolved in a timely manner.

However, with the good often comes the bad. In exchange for ease of use and saving time by not having to physically go to the bank, there are security issues involved with online banking. Always remember to safeguard your username and password for your online banking site. If this information gets in the wrong hands the effect could be devastating.

### **MYPAY**

Access the myPay website at <https://mypay.dfas.mil>. Using myPay is a secure and convenient way to access your pay information and has many tools to help you manage many different financial transactions:



- Review and print a Leave and Earnings Statement (LES) or W-2 tax form
- Start, stop or change direct deposit, allotment, savings bond or Thrift Savings Plan (TSP) data. **NOTE:** when changing direct deposit accounts, do not close your old account until your money is deposited into your new bank account

- Post a change of address
- Access Internal Revenue Service (IRS) withholding calculator and start, stop or change federal and state income tax withholdings

**NOTE:** Air National Guard (ANG) and Air Force Reserve Command (AFRC) personnel cannot set-up allotments in myPay. DFAS simply does not have the ability to incorporate both the AFRC and the ANG into its system. Furthermore, both components are only paid while under orders so the time required to start and end allotments may conflict with actual time spent on orders.

### **VIRTUAL FINANCE**

The “virtual Finance” link on the Air Force Portal is a convenient resource for financial services used by Airmen and civilian employees. The “virtual Finance” portal significantly reduces the time away from the desk for Airmen and civilian employees. Additionally, Air Force Finance information can now be accessed 24 hours a day, 7 days a week wherever there is access to the Air Force Portal.

Air Force users now have access to many more self-service tools which provide solutions to the most common finance issues, to include:

- Military pay and travel; terminal leave; leave sell/buy-back; deployment allowance calculators; worldwide Financial Services Office (FSO) lookup
- Permanent Change of Station In-processing System (PiPS)
- Direct access to the Citi Government Travel Card website
- Permanent Change of Station (PCS), Temporary Lodging Allowance (TLA) and Temporary Lodging Expense (TLE) calculators

The “virtual Finance” includes the top questions asked of FSOs including answers and solutions to problems . The Air Force Finance community has recently expanded the virtual Finance Knowledge Base by including approximately 1000 FAQs (Frequently Asked Questions) and more than 100 “Instant Advice” pages.

## **INSURANCE**

Consider your family’s needs and obtain adequate types and amounts of insurance.

### **GENERAL RULES BEFORE YOU PURCHASE ANY TYPE OF INSURANCE**

- Contact your state insurance department to help increase your knowledge on buying insurance and to research prices and verify licensed companies. Find your state’s insurance information at the following website: <http://www.iii.org/services/directory/company-categories/state-insurance-department>
- Comparison-shop and obtain at least three quotes before buying any type of insurance
- Get price quotes in writing and ensure they are for the same type of insurance coverage
- Research carefully; read the fine print and ask a lot of questions to get the best deal
- Ask your agent whether you qualify for any discounts (e.g. military discount)

## **INVESTING**

### **COMPOUND INTEREST/EARNINGS**

There are three major inputs that influence compound interest; the amount invested, the return earned, and time. Time is very important and it’s best to get started early. Consider 10 years of investing \$200 a month at an 8% return each year. The cumulative investment is \$2400 dollars per year, and \$24000 over the ten year period. When factoring in the 8% return, the annual earning on the cash you have invested at the 9 year point will be \$2344. That’s close to you annual contributions all by itself. In year 10, the earnings on your cash will be \$2737, which is considerably more than your \$2400 contribution. This represents the synergy of compound interest or compound earnings. After 20 years of investing \$200 as month at 8% return per year, these compound earnings quickly eclipse what you contribute. Your annual earnings on this investment will be \$9,003. This is almost 4 times as much money as your annual contribution. After 30 years, your annual earnings of \$22,911 is almost 10 times as much as your annual contribution. Getting started sooner gives you the time to let the compound interest make money.

Investing is to make your money work for you; but investments do have varying degrees of risk as well. Because of this risk, there is always a chance of loss of principle (your money). Investments can be very complex, so study them carefully and seek financial counseling through the M&FRC before purchasing. You can invest in numerous ways, but some of the most popular are US savings bonds, mutual funds, stocks, the TSP and Individual Retirement Accounts (IRAs).

### **THRIFT SAVINGS PLAN (TSP)**

This is an optional long-term retirement savings and investment plan available to active duty, guard and reserve personnel. The TSP provides retirement income and offers the same type of savings and tax benefits (the money you contribute is tax deferred) that civilian employees have under 401(k) programs.

### **INDIVIDUAL RETIREMENT ACCOUNTS (IRAs)**

It's never too early to start thinking about retirement. The two types are the Roth IRA and the Traditional IRA. There are some similarities and differences in these two types of plans. Both of these plans have limitations on the amount you can contribute each year. In the event your personal circumstances require you to withdraw funds prior 59 ½ years of age, you face a potential penalty of 10 percent. These plans also allow gains to be tax-deferred and there is a wide array of investments available. These plans differ in that in a traditional IRA may allow you to defer tax on your current earnings on the money you immediately invest. While you may not pay tax on the money you initially invest, you will pay tax when you withdraw the money after you retire. In contrast, a Roth IRA does not offer you any tax savings upfront, however, you are not required to pay tax on the money you withdraw at the time of your retirement i.e. after 59 ½ years of age. Contributions come out first and are tax-free regardless of when they are withdrawn.

## ***BLENDING RETIREMENT SYSTEM***

### **INTRODUCTION TO YOUR BRS**

If you enter the Uniformed Services on or after Jan. 1, 2018, you are automatically enrolled in the BRS. This is your retirement plan.

The word "SAVE" is written in a large, bold, sans-serif font. Each letter has a horizontal line through its center, and the letters are slightly shadowed to give a 3D effect.

### **DEFINED BENEFIT**

The BRS provides a defined benefit, which is a monthly pension payment for life, after 20 years or more of active-duty service.

**The multiplier.** This is the percentage of your basic pay that you receive for each year of service. Defined benefit under the BRS:  $2.0\% \times \text{years served} \times \text{the average of your highest 36 months of basic pay}$

**The longer you serve, the higher the benefit.** If you retire from active duty at 20 years under the BRS, you receive 40 percent of the average of your highest 36 months of basic pay as your defined benefit — and that percentage increases by 2 percent for each additional year of service.

**Keeps up with inflation.** The defined benefit has an annual cost-of-living adjustment (COLA), meaning it will keep pace with inflation.

### **DEFINED CONTRIBUTION**

The BRS's defined contribution component is a way for you, as a member of the Uniformed Services, to save for your retirement, whether you plan to serve for two or 20 years. The BRS provides government benefits toward retirement through a Thrift Savings Plan (TSP), which offers access to a mix of investment funds through contributions to a Traditional (pretax) retirement account, a Roth (after-tax) retirement account or a combination of both (see the "Understanding the TSP under the BRS" section for more information).

**TSP account.** You can visit MyPay to make contribution changes. Additionally, you can access your TSP account online at TSP.gov and move your money across TSP funds.

**Contributions.** After 60 days of service, the AF will contribute an amount equal to 1% of your basic pay into a retirement account in your name each month, called a Service Automatic Contribution, which does not come out of your pay.

**Matching contributions.** After two years service, if you elect to contribute a portion of your basic pay, the AF will begin matching contributions in addition to the Service Automatic Contribution. You can maximize the matching contributions if you contribute 5% of your basic pay.

**Vesting.** Being vested means having ownership. You are always vested in (entitled to) your own contributions and their earnings. You're immediately vested in the Service Matching Contributions and their earnings. To become vested in the Service Automatic (1%) Contribution, you must have completed two years of service. All Service members who have completed two years of service are considered fully vested.

### **CONTINUATION PAY**

Uniformed Service members covered by BRS are eligible to receive continuation pay, a one-time, midcareer bonus payment, in exchange for an agreement to perform additional obligated service. Your Service will determine the commitment, but it must be a minimum of three years. Continuation pay is payable between the completion of eight years of service, but before the completion of 12 years of service from your Pay Entry Base Date. It may be paid at any time during this period as determined by your Service. This one-time bonus payment is in addition to any other career field-specific incentives or retention bonuses you may receive or otherwise be eligible to receive.

**Eligibility – active duty.** This one-time payout is available if you're an active-duty Service member (for continuation pay purposes, this includes Active Guard Reserve (AGR) and Full Time Support (FTS)) who is able to enter into an agreement to perform additional obligated service.

**Amount – active duty.** If you're an active-duty Service member (including AGR and FTS personnel), you may be eligible for continuation pay from 2.5 to 13 times your regular pay.

**Pay rates.** Pay-rate multipliers may be based on Service-specific retention needs, specialty skills and hard-to-fill positions, similar to career field incentives and re-enlistment bonuses. Each Service determines and publishes its own guidance on continuation pay rates.

**Investing.** Continuation pay — and other specialty pay, bonuses and incentives — can be invested along with basic pay in your TSP account, up to the annual maximum allowed by the IRS. Note that if you hit the maximum before the end of the calendar year, you could lose out on matching contributions.

**Timing.** Eligibility to opt into the BRS is based on your years of service as of Dec. 31, 2017, and you have all of 2018 to opt in. However, if you're opt-in eligible but will hit the 12-year continuation pay cutoff date during 2018, you must enroll in the BRS before that time to be able to receive continuation pay.

**Taxes.** Your taxable continuation payment may place you in a higher income bracket. You may elect to receive continuation payments in up to four equal installments over a four year period. This may help reduce your tax liability.

### **LUMP SUM**

Under the BRS, Service members may be eligible to elect to receive a discounted portion of their retired pay up front. The decision to elect a lump sum at retirement is entirely up to you. If you do not choose the lump sum option, you'll receive your full retired pay upon eligibility. If you opt for a lump sum, you will need to decide if you want 25 percent or 50 percent of your future retirement payments at retirement. You may receive one lump sum payment or annual equal payments — one a year for up to four years. Monthly retired pay reverts to the full amount at full Social Security retirement age, which is age 67 for most individuals.

**Trade-offs.** When you take either 25 or 50 percent in a lump sum, your monthly paycheck will then be 75 or 50 percent of the full value of your monthly retired pay until you reach full Social Security age, which is age 67 for most individuals.

**Cost.** The lump sum of 25 or 50 percent is discounted to the present value based on an annual DoD discount rate published in June of each year. Note that a lifetime of equal, personal monthly payments is usually worth more.

**Timing – active duty.** If you're choosing the lump sum option as an active-duty Service member, you must notify your Service no less than 90 days before retirement date. Funds are paid no later than 60 days from the date of retirement.

**Taxes.** Your taxable lump sum payment may place you in a higher income bracket. You may elect to receive lump sum payments in up to four equal installments over a four year period. This may help to reduce your tax liability.

**Survivor benefits.** You may still fully participate in the Survivor Benefit Plan even if you elect the lump sum option.

**Disability payments.** If you expect to receive a disability rating from the Department of Veterans Affairs, disability compensation could be offset dependent upon your rating. This offset depends on your rating.

### **RETIREMENT SYSTEM CONTRIBUTIONS – TSP ESSENTIALS**

The TSP is a retirement savings and investment plan for federal employees and members of the Uniformed Services. It offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

The TSP is a defined contribution plan, meaning that the retirement income you receive from your TSP account will depend on how much you (and your Service, if you are receiving Service contributions) contribute to your account during your working years and the earnings that accumulate over that time. TSP savings can add to your monthly retired pay benefit even if you do not serve at least 20 years in the AF.

After 60 days of service, you will be automatically enrolled in the TSP with a default contribution of 3% of your basic pay into a Traditional (pre-tax) TSP account. Additionally, after 60 days of service, the AF will contribute an amount equal to 1% of your basic pay, which does not come out of your pay. The money from your pay will automatically go into a TSP Lifecycle retirement fund, also known as the L Fund, which is appropriate for your projected age of retirement, unless you choose other TSP Fund options. You'll be able to access it online at TSP.gov to make percentage changes or change from Traditional TSP (pre-tax) or Roth TSP (after-tax).

If you zero out your TSP contributions, you will be automatically enrolled at 3% of your basic pay each calendar year. At the completion of two years of service you will receive Service Matching Contributions. You will receive automatic and matching contributions on the first 5% of basic pay that you contribute each pay period; contributions above 5% of your pay will not be matched. No matter how much you contribute of your basic pay, you can only receive the maximum contribution of an amount equal to 5% of your basic pay. If you stop making regular basic pay contributions, the AF Matching Contributions will also stop.

Your contributions to your TSP account, along with the automatic and matching contributions that are available from the AF, will be the fuel for securing your financial future.

A specific note for the National Guard/Reserve: The TSP and similar civilian retirement plans (such as a 401(k)), share the same annual contribution limit (of \$18,500 for 2018), under IRS regulations. This means, National Guard and Reserve members who have more than one 401(k)-type retirement savings account, cannot contribute more than the IRS limit across all of their accounts in any given calendar year.

Periodically, you should login to TSP.gov to see how your investments are doing and watch your savings grow; your TSP account is your responsibility to manage and you should check on its status regularly.

### **MANAGING RETIREMENT FINANCES - TAKE CONTROL OF YOUR FINANCIAL FUTURE**

Think of where you want to be later in life. How are you going to get there? If you act now, pay yourself first when it comes to saving for retirement, you will have more options later. The penalty for not taking action now, will be measured in dollars later on. It's YOUR choice and YOUR responsibility.

### **GUARDING AGAINST UNSCRUPULOUS BUSINESSES**

Congress enacted, "The Military Personnel Financial Services Protection Act" to prevent the sale of abusive insurance and investment products to military personnel. This act mandates that state insurance departments maintain and provide a list of abusive companies and agents to military members. The AF updated AFI 36-2925, *Personal Commercial Solicitation on Air Force Installations*, to make it harder for life insurance companies to sell their products and services on AF installations.

#### **Report abusive companies to these agencies:**

- Chain of command
- Base Legal Office.
- The DoD Fraud, Waste and Abuse (FWA) Hotline at 1-800-424-9098

### **SUMMARY**

The time for you to set yourself up for financial success is Now! Create a budget, use it as a guide and start saving (pay yourself first). Since most of you range in age from 18 to 24, time is on your side to save money and take advantage of the power of compound interest. This chapter provided some basic financial information to help guide you on your financial journey. Many temptations and unscrupulous businesses try to take advantage of you, but it is up to you to make wise financial decisions. Gaining and retaining control of your family's personal finances will provide you the right situational awareness to focus on the professional side of your life. Avoid making costly mistakes and running up unnecessary debt—the bottom line is that when your personal life is in order, your performance and service will be excellent.



# CHAPTER 51 REVIEW EXERCISE

1. A \_\_\_\_\_ can help you establish positive cash flow so that you may achieve your financial goals.
2. A \_\_\_\_\_ expense fluctuates each month and some examples are food, utilities and entertainment.
3. Comparison-shop and obtain at least three quotes before buying any type of \_\_\_\_\_.
4. \_\_\_\_\_ is an investment plan available to active duty, guard and reserve personnel that provides retirement income.
5. \_\_\_\_\_ should be used for emergencies, Internet shopping or by-phone purchases; be careful not to overspend as it is easy to run up high balances and slip into debt.
6. The \_\_\_\_\_ is used to pay for all official government expenses while on TDY or PCS orders.
7. \_\_\_\_\_ was passed by congress to protect members from unscrupulous businesses.
8. One service to help you get out of debt is to use the \_\_\_\_\_, which is a counseling service that can help you set up a repayment plan for low or no fees.
9. You receive a FREE copy of your credit report once a year from each of the three main credit agencies by using [http://www.\\_\\_\\_\\_\\_.com](http://www._____.com).
10. Consider bankruptcy only as a \_\_\_\_\_.

6. Government Travel Card  
7. The Military Personnel Financial Services Protection Act  
8. National Foundation for Credit Counseling  
9. annualcreditreport  
10. last resort

1. budget  
2. variable  
3. insurance  
4. Thrift Savings Plan (TSP)  
5. Credit cards



## HEALTHY SEXUAL LIFESTYLE

Objective 4a :: Identify basic facts about living a healthy lifestyle.

*The epidemics of sexually transmitted infections (STIs) in the US are often called “silent.” This “silence” is because many STIs do not have symptoms or the symptoms are mistaken for other illnesses so people do not even realize they have an STI. In today’s society, STIs are spreading faster than all other communicable diseases combined. Despite the fact that millions of people contract an STI every year and that many of them have severe consequences, STIs remain one of the most under recognized health concerns. In fact, most people do not think about STIs—it’s time to refocus our efforts. Live by the Core Value of Integrity First in regard to all of your sexual relationships. Primarily, it is about education, awareness, and following risk reduction strategies so you can reduce your risk of contracting these dreaded and sometimes deadly diseases. It is also about dedicating yourself to taking the actions that will keep you and your partners safe and being honest with your medical providers and partners. Most of you are young and what may seem fun in the moment may not be the best and safest choice.*

### CHAPTER SUMMARY

- » Contracting STIs
- » Types of STIs
- » Risk Reduction Strategies (Taking Proper Precautions)
- » Actions to Take If You Think You Have an STI
- » Contraception

### CONTRACTING STIs

Who needs to be concerned with contracting STIs? Everyone who is sexually active needs to be concerned. STIs can be spread sexually, non-sexually, or both, depending on the specific type of STI. Spreading STIs sexually includes oral, vaginal, and anal sex. Contracting STIs non-sexually includes contact with infected blood, needle; physical contact with an infected person; sharing items such as razors or toothbrushes; and mothers can pass it to their newborns during birth. Taking the precautions discussed next will help keep you and your partner in better health and free of STIs.

### TYPES OF STIs

Many different types of STIs exist. Some STIs are easier to prevent than others and some are easy to treat while others are difficult or impossible to treat. More importantly, some are fatal. The following information will provide a basic overview of some of the more common STIs by describing what they are, how they are transmitted, their signs and symptoms, treatments and cures (if available) and risk reduction strategies.

<b>CHLAMYDIA</b>	<b>OVERVIEW</b>	It is the most commonly reported infectious disease in the US and one of the most dangerous STIs for females.
	<b>TRANSMISSION</b>	All forms of sexual activity with an infected person. Mothers can also pass it to their newborns during birth.
	<b>SYMPTOMS</b>	Usually do not have any so most people are unaware they have it. If present, the signs and symptoms occur 1 - 14 days after exposure. <ul style="list-style-type: none"> <li>■ <b>FEMALES:</b> if present, may have abnormal vaginal discharge and pain during sex. If not treated, can cause chronic pelvic pain, infertility and pregnancy problems. Can lead to Pelvic Inflammatory Disease (PID) which can lead to loss of ovaries/fallopian tubes leading to infertility and can be life threatening if not treated.</li> <li>■ <b>MALES:</b> if present, may have urethra infection; a discharge from the penis; and a burning sensation when urinating. If not treated, it can cause swollen and tender testicles and sterility</li> </ul>
	<b>TREATMENT</b>	Can be treated and cured with antibiotics.
	<b>RISK REDUCTION</b>	Sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; sexually active women should get tested annually; and using latex condoms.

<b>GONORRHEA</b>	OVERVIEW	A very common infectious disease caused by bacteria that remains localized to an infected area (e.g., penis, vagina, rectum cervix or throat).
	TRANSMISSION	All forms of sexual activity with an infected person. Mothers can also pass it to their newborns during birth.
	SYMPTOMS	Causes infections in men, women and newborns. This STI can infect some people for months without showing any visible symptoms. If left untreated, it can damage the reproductive organs, cause infertility and bacterial infection can spread to blood and joints which may be fatal. <ul style="list-style-type: none"> <li>■ <b>FEMALES:</b> usually do not have symptoms. If symptoms appear, may have painful urination, abnormal vaginal bleeding and pain during sex</li> <li>■ <b>MALES:</b> a thick penile discharge and a burning sensation when urinating</li> </ul>
	TREATMENT	Can be treated and cured with antibiotics; however, any damage already done to the body cannot be repaired.
	RISK REDUCTION	Sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; and using latex condoms.
<b>HUMAN PAPILLOMAVIRUS</b>	OVERVIEW	Genital HPV is the most common STI in the US. It can infect men, women and newborns. A person can have HPV even if it has been years since they last had sex.
	TRANSMISSION	All forms of sexual activity with an infected person. Mothers can also pass genital HPV to their newborns during birth. Most infected people do not realize they are infected or that they are passing on the virus.
	SYMPTOMS	Most people do not have signs, symptoms or health problems. There are many types of HPV. One type causes common warts, other types cause cervical cancer and may cause other, less common cancers.
	TREATMENT	No known treatment or cure for HPV, but can treat the diseases HPV causes: <ul style="list-style-type: none"> <li>■ <b>GENITAL WARTS:</b> treatments exist, but even with them, the warts may return.</li> <li>■ <b>CERVICAL CANCER:</b> most treatable when diagnosed and treated early</li> </ul>
	RISK REDUCTION	Sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; using latex condoms (HPV can infect areas not covered by a condom); and getting vaccinated. Regular Pap smears are the best way to detect and prevent cervical cancer early. Women should start getting the PAP test at age 21 and then every three years after that.
<b>GENITAL HERPES SIMPLEX VIRUS</b>	OVERVIEW	Genital Herpes Simplex Virus (HSV) is highly contagious and causes infections in men, women and newborns. <b>Two types:</b> <ul style="list-style-type: none"> <li>■ HSV type 1 (HSV-1): causes oral infections (cold sores and fever blister) and some genital infections</li> <li>■ HSV type 2 (HSV-2): causes most genital infections</li> <li>■ HSV infection plays a role in the spread of HIV</li> </ul>
	TRANSMISSION	All forms of sexual activity with an infected partner. When a sore is present, the virus is considered most contagious, however HSV can be spread even when no sores are present. Mothers can also pass it to their newborns during birth.
	SYMPTOMS	Many people do not have symptoms or mistake them for other illnesses.  If symptoms are present, they are usually mild and may include numerous painful sores on the genitals and other areas that last 4 – 21 days or headache, fever, aches, swollen lymph nodes and painful urination. The first outbreak is usually the most severe and painful. Symptoms may disappear and may or may not come back.
	TREATMENT	Symptoms are treated with antiviral medicines, and there is no known cure for HSV-1 or HSV-2.
	RISK REDUCTION	Sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; and using latex condoms.

<b>TRICHOMONIASIS</b>	<b>OVERVIEW</b>	Trichomoniasis (Trich) is a common STI caused by a parasite that affects both genders, although symptoms are more common in women.
	<b>TRANSMISSION</b>	Penis-to-vagina or vulva-to-vulva (the genital area outside the vagina) contact with an infected partner.
	<b>SYMPTOMS</b>	<ul style="list-style-type: none"> <li>■ <b>MALES:</b> do not usually have any signs or symptoms; if they are present, may have irritation inside the penis, mild discharge or burning after urination</li> <li>■ <b>FEMALES:</b> include abnormal vaginal discharge with an odor; discomfort during sex and urination; irritation; itching; and lower abdominal pain</li> </ul>
	<b>TREATMENT</b>	Usually treated and cured with prescription drugs.
	<b>RISK REDUCTION</b>	Sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; and using latex condoms.

<b>PUBIC LICE OR "CRABS"</b>	<b>OVERVIEW</b>	Caused by an insect-like parasite that resemble miniature crabs (size of a sesame seed) usually found on the hair in the genital area.
	<b>TRANSMISSION</b>	All forms of sexual activity with an infected partner and sharing infected clothing, linens or towels.
	<b>SYMPTOMS</b>	Itching in the genital area or visible lice or eggs.
	<b>TREATMENT</b>	Use medicated creams and shampoos and wash linens and clothing in hot water to treat and cure.
	<b>RISK REDUCTION</b>	Sexual abstinence and involvement in a long-term, mutually monogamous relationship with an uninfected partner. Condoms do not protect against the spread of pubic lice.

<b>SYPHILIS</b>	<b>OVERVIEW</b>	A common and dangerous STI caused by bacteria that affects men, women and newborns. If left untreated, it can be fatal.
	<b>TRANSMISSION</b>	Is highly contagious and passed through direct contact with a syphilis sore during all forms of sexual activity with an infected partner. Is not spread through contact with toilet seats, doorknobs, pools, clothing or eating utensils. Mothers can also pass it to their newborns during birth.
	<b>SYMPTOMS</b>	<p>Called the "great imitator" because the signs and symptoms resemble many other diseases. Stages of syphilis:</p> <ul style="list-style-type: none"> <li>■ Early stages have one or more painless sores usually in the location where syphilis entered the body; sores disappear without treatment, but the disease does not.</li> <li>■ Later, can have a skin rash on hands, feet, or other body parts. Fever, swollen glands, sore throat, headaches, and or fatigue are possible.</li> <li>■ Long-term infection can last 2-30 years since there are no symptoms. Symptoms can appear 10 – 20 years after exposure causing serious health issues. Many untreated people develop no symptoms and are unaware they are infected.</li> </ul>
	<b>TREATMENT</b>	Options vary according to the stage of the disease and the patient's, symptoms, age, general health and allergies. Usually treated and easily cured with antibiotics in early stages; however, treatment will not repair damage already done to body.
	<b>RISK REDUCTION</b>	Sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; and using latex condoms.

<b>HEPATITIS B</b>	OVERVIEW	Disease caused by the HBV that infects the liver and can lead to liver disease, liver failure or cancer. It can be mild and last a few weeks (acute) to a serious long-term illness (chronic).
	TRANSMISSION	<ul style="list-style-type: none"> <li>■ All forms of sexual activity with an infected partner</li> <li>■ Injection drug use that involves sharing needles, syringes or drug-preparation equipment with an infected partner</li> <li>■ Contact with blood or open sores of an infected person including accidental needle sticks or sharp instrument exposures</li> <li>■ Sharing items such as razors or toothbrushes with an infected person</li> <li>■ Mothers can pass it to their newborns during birth</li> </ul>
	SYMPTOMS	Fever, fatigue, headache, nausea, vomiting, aches, rash, abdominal pain, loss of appetite or yellow discoloration to the skin or eyes.
	TREATMENT	<ul style="list-style-type: none"> <li>■ For acute cases, treat with rest, proper nutrition and fluids</li> <li>■ For chronic cases, many different treatments are available for most people</li> </ul> <p><b>Cure:</b> there is no known cure for this disease.</p> <p><b>Prevention:</b> HBV Vaccination prevents infection and disease.</p>
	RISK REDUCTION	Getting vaccinated (mandatory for all new AF members); sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; using latex condoms; and not sharing needles, toothbrushes or razors.

<b>ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)</b>	OVERVIEW	<p>Human Immunodeficiency Virus (HIV): a "VIRUS" that attacks the immune system cells and can lead to AIDS. HIV usually causes few to no symptoms itself, but it lowers the body's defenses against other diseases. As the disease progresses, causing ongoing damage to the immune cells, the body becomes less able to fight off other diseases. A positive HIV test means you are infected with HIV. Some people with HIV will develop AIDS as a result of their HIV infection.</p> <p>Acquired Immune Deficiency Syndrome (AIDS): a "DEFINITION" that describes a group of symptoms and diseases caused by the damage HIV does to the immune system. It is the final stage of an HIV infection, resulting in the destruction of a person's immune system.</p>
	HIV TRANSMISSION	All types of sexual contact with an infected person; sharing needles or syringes with infected partner; from mother to child during pregnancy, birth or breastfeeding; and through an accidental needle stick with infected blood. Cannot transmit HIV through casual contact (e.g. by shaking hands; a casual kiss; sharing food; from public restrooms or doorknobs).
	SYMPTOMS	The only way to know if you have them is to get a blood test. You cannot rely on symptoms alone because many people do not have symptoms for 10 or more years or the symptoms can be related to other illnesses. Since HIV makes you more susceptible to other illnesses, the symptoms associated with advanced HIV are the symptoms of those other diseases.
	TREATMENT	Multiple treatments exist and they are incredibly complex and tailored to each person. There is no known cure.
	RISK REDUCTION	Sexual abstinence; involvement in a long-term, mutually monogamous relationship with an uninfected partner; using latex condoms; getting tested regularly (military members receive regular testing); and not sharing needles or syringes.

## **MYTHS VS FACTS**

**MYTH:** HIV is a disease that only affects homosexuals.

**FACT:** worldwide 98% of HIV infections are spread through heterosexual sex.

**MYTH:** you can get HIV from a toilet seat.

**FACT:** it is very hard to transmit; it requires close personal contact and bodily fluid exchange.

**MYTH:** only homosexual men should worry about HIV.

**FACT:** everyone who has unprotected sex or shares needles and syringes needs to worry about it.

**MYTH:** I would know if my partner had HIV.

**FACT:** people can live with an HIV infection for years or decades, without symptoms. The only way to know if you are HIV-positive is to get tested.

**MYTH:** AD Military are HIV negative.

**FACT:** AD military members with HIV stay on AD. Just because we are active duty doesn't mean we are not infected.

## **RISK REDUCTION STRATEGIES (TAKING PROPER PRECAUTIONS)**

- Abstinence from sex is the only way to truly prevent STIs through sexual contact and provide 100% effective protection. It is thereby, the most effective risk reduction strategy
- Only have sex when in a long-term, mutually monogamous relationship and with a partner who has been tested and is uninfected. One tip to help prevent STIs is to choose your partner very carefully. Before having sex, talk with your partner about safe sex, intravenous (IV) drug use, previous STIs and past sexual partners before you have sex with them. Remember, you put yourself at risk if you do not choose your partner carefully. The greater the number of sex partners you have, the greater the risk of being infected with an STI
- Avoid high risk sexual practices such as anal sex
- Correct and consistent use of latex condoms or dental dams from start to finish every time you have any sexual contact is a highly effective way to reduce the transmissions of many types of STIs. However, using condoms is not 100% effective in preventing STIs nor do they provide protection against all types of STIs. Make sure you check the expiration date on the condom package
- Get tested and treated for STIs during your regular checkups and encourage your partner to do the same. Do this even if you do not show symptoms as you may not have visible symptoms with all STIs. The earlier you seek treatment for an STI, the less likely the diseases will do long-term damage
- Notify past and present sexual partners if you acquire an STI so they can be tested and treated. If not, you could end up passing the infection back and forth
- Avoid alcohol or use it in moderation and avoid all drugs. Drinking more than a moderate amount of alcohol or using any drugs affects your ability to make good health decisions and can lead to risky sexual behavior
- Get vaccinated against Hepatitis B Virus (HBV) and for the high risks types of Human Papilloma Virus (HPV) that are available
- Wear proper protection if you work around blood or blood products

## **ACTIONS TO TAKE IF YOU THINK YOU HAVE AN STI**

Make a medical appointment with your provider as soon as you notice anything unusual. You may need blood tests, urine samples, swabs of an infected area or other tests to find out if you have an STI. PAP smears may be performed on females over 21 years of age according to healthcare protocols. PAPs alone do not detect most STIs. You can use the UCC or SAMMC emergency room for an STI screening if symptomatic or have concern of exposure.

- Be honest with your provider and tell them about all of your signs or symptoms
- Take all medications, follow instructions and keep follow-up appointments
- Abstain from sex until you and your partner have completed treatment

## CONTRACEPTION

Half of all pregnancies in the US are unintended (unplanned, mistimed, or unwanted). Servicewomen in the US military experience a higher frequency of unintended pregnancy than the general population. Consistent use of effective contraception prevents unintended pregnancies. Junior enlisted women have highest rates of unintended pregnancies and also the lowest rates of contraception usage. Use of contraception is a personal choice, but know you have options!

### **CONTRACEPTION TYPES:**

- Intrauterine devices (IUD) and devices such as subcutaneous (under the skin). These are 99% effective and last several years long-acting, reversible
- Medications such as birth control pills, birth control patches, vaginal rings, and depo-progesterone injections. These are more than 90% effective when used correctly
- Barriers such as condoms, cervical caps, diaphragms, cervical sponges. These must be used for every sexual intercourse and are 70-85% effective
- Contraception methods generally do not protect against STIs

When selecting the optimum method for you, consider which has the best pregnancy prevention, ease of use, potential side effects and potential other benefits (menstrual cycle regulation, cramping control, acne control, etc.). Your healthcare provider can help in selecting the best method for you.

While you're here during BMT, there is a walk-in Birth Control Clinic at Reid. They offer implants for trainees in the 4WOT or later. IUDs are offered for tech training students only. Pills, patches, rings, and Depo shots are available to BMT and Tech Training students in all weeks of training. Emergency contraception is also available, best if used within 72 hours of unprotected intercourse. Walk-in clinic hours are on Tuesdays, Wednesdays, and Thursdays during regular clinic hours for pills, patches, or vaginal rings. Depo shots or implants are done at the walk in clinic at 0630 on Thursday mornings.

## SUMMARY

Now is the time to put STIs on your radar screen. Do this by applying the Core Value of Integrity First in regard to all matters dealing with your sexual relationships. Practice Integrity First by thinking about and putting into action the proper precautions to reduce your risk of being infected with an STI. The only way to absolutely prevent STIs is ABSTINENCE. If you do not opt for this risk reduction strategy and you are having sex, you are at risk and should to plan accordingly. For instance, the more people you have sex with and the more risky behaviors you engage in, the greater chance you have of acquiring an STI. There are many others things to consider such as choosing your partner carefully, having sex only within a mutually monogamous relationship and avoiding alcohol or using it in moderation. Allowing Integrity First to guide your actions will enhance your ability to make good health decisions, reduce risky sexual behaviors and keep you and your loved ones safer. Not letting Integrity First guide your life can lead to one or more STI infections with many unpleasant and potentially life-altering affects. So read and heed all of the warnings in regards to STIs. Do not trade a few moments of pleasure for a lifetime of misery.

## CHAPTER 52 REVIEW EXERCISE

1. The only way to truly prevent STIs through sexual contact and provide 100% effective protection is \_\_\_\_\_.
2. \_\_\_\_\_ are insect-like parasites that resemble miniature crabs.
3. Pubic lice or crabs are treated with \_\_\_\_\_.
4. The two types of genital herpes simplex virus (HSV) are \_\_\_\_\_ and \_\_\_\_\_.
5. What is the name of the common and dangerous STI which is caused by bacteria; that affects men, women and newborns and can be fatal if left untreated? .
6. \_\_\_\_\_ is an STI can lead to liver failure, liver disease or cancer.
7. True/False. There are very few precautions you can take to reduce your risks of being infected with an STI.
8. If gonorrhea is left untreated, it can damage the reproductive organs, cause \_\_\_\_\_.
9. \_\_\_\_\_ is a definition that describes a group of symptoms and diseases caused by the damage HIV does to the immune system; \_\_\_\_\_ is a virus that attacks the immune system cells and causes AIDS.
10. True/False. Many people are unaware that they have an STI.

10. True  
9. AIDS; HIV  
8. infertility and other issues  
7. False  
6. Hepatitis B

5. Syphilis  
4. HSV-1; HSV-2  
3. Medicated creams and shampoos  
2. Pubic lice or crabs  
1. abstinence from sex



# NOTES



## COMBAT STRESS RECOVERY

Objective 12a :: Identify basic facts about fighting and surviving in a deployed environment.

*Most people will not experience combat in their lifetime, but for those who do, they are deeply affected by the experience and must face the consequences that combat experience carries. You should understand and come to accept that combat stress is common and normal after facing combat. You should not be filled with constant negative feelings or try to carry the weight of the world on your shoulders. The combat experience can create demands and stressors that can be traumatizing. Regardless of your role, you may witness death, destruction and suffering. Sometimes, you may be able to deal with combat stress by yourselves and other times, you may need to seek help. If you experience prolonged or overwhelming stress from combat that interferes with your personal relationships, everyday life or job performance, professional help is needed. Know that help is there for you when you need it. We are only truly at our absolute best when we, as Airmen, are committed to doing what is right in our own lives, which relates to the Air Force (AF) Core Value of Integrity First. This includes admitting that we have a problem that we cannot handle on our own and seeking help for it.*

### CHAPTER SUMMARY

- » What is Combat Stress?
- » When to Seek Treatment for Combat Stress
- » Treatment for Combat Stress
- » What Can Happen if you Fail to Seek Treatment?
- » Importance of Resiliency

### WHAT IS COMBAT STRESS?

Combat stress is the typical and normal responses a person may experience after working in a combat zone. Combat stress is not a new phenomenon; it has been around a long time and has been called different names throughout history. It was called “shell shock” in World War I (WWI), “battle fatigue” in World War II (WWII), “traumatic stress” in the Vietnam War.

Regardless of how we refer to combat stress, a few things remain perfectly clear:

- Displaying combat stress symptoms is common, normal and expected after facing traumatic events
- Combat stress has been and will continue to be something experienced by those who face combat
- Combat stress encompasses the typical and normal responses to working in a war zone
- Combat stress is NOT the same thing as Post Traumatic Stress Disorder (PTSD), although some of the symptoms may overlap/be the same. PTSD is a severe, and often debilitating, disorder. The prevalence of PTSD among AD Air Force members is relatively low

Displaying combat stress symptoms is not a sign of weakness, lack of discipline or insanity. Rather, the symptoms and reactions are a normal response to abnormal and stressful situations. Combat stress symptoms can appear a few hours, days or even months after a traumatic event.

### :: COMBAT STRESS REACTION SYMPTOMS (INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING ITEMS)

Physical Reactions	Rapid heart rate, trembling hands, headaches, chest pain and disrupted sleep (fight or flight)
Cognitive (thinking) Reactions	Nightmares, heightened alertness, intrusive images and difficulty concentrating
Behavioral Reactions	Withdrawal, isolation, appetite change and increased alcohol consumption
Emotional Reactions	Shame, embarrassment, guilt, anxiety, fear, grief, denial, anger, irritability and depression

Most physical reactions can be related to activation of the body's "fight or flight" or "stress" response. Relatively simple anxiety management techniques, such as diaphragmatic breathing or progressive muscle relaxation, can go a long way towards reversing these symptoms.

Many behavioral reactions relate to avoidance of reminders of the traumatic event(s). For example, soldiers who have been in combat might associate bridges, trash alongside roads, or loud noises with traumatic events they experienced overseas. They may try to avoid these things to minimize the reaction to those memories. It's important to note that avoidance will generally worsen anxiety or distress, because you are preventing yourself from "learning" that you are now back in a safe environment. The emotional reactions include: shame, grief, embarrassment, denial, guilt, anger, anxiety, irritability, fear and depression.

### **WHEN TO SEEK TREATMENT FOR COMBAT STRESS**

So how do you know when professional help is necessary? As Davis & Friedman (Grossman, 2004, p. 268) stated, "*Stress applied to the individual is not necessarily harmful. It is only when stress is prolonged or overwhelming and the individual is not able to cope with it that it becomes harmful physically and/or psychologically.*" Thus, seek help if you have prolonged or overwhelming combat stress that you cannot cope with or when combat stress reactions interfere with personal relationships, everyday life or job performance. The sooner the assistance is sought, the easier it may be to resolve issues and less likely the combat stress will have devastating effects on your life and the lives of those around you.

As a warrior, make use of all available resources to win the battle, and this includes using all of these items to aid in your recovery as well—from state-of-the art medical and mental health assistance to chaplain support.

### **TREATMENT FOR COMBAT STRESS**

The majority of individuals who return from combat with the symptoms listed above will not require formal treatment. Most will experience low-level symptoms that will resolve over the course of a few months. In these cases, the following should be considered: when stressed, people often disengage from activities they previously derived pleasure or value from (exercise, going to church, hanging out with friends). It's especially important to remain connected with these sources of support during difficult times. This will go a long way towards reestablishing a sense of normalcy and stability and help the individual get back into a "normal rhythm." Talking about combat stress with others who have been through the same experiences is recommended, this can help "normalize" or "validate" thoughts feelings and associated with the traumatic events(s). This does not work for everyone and can lead to harm—nobody should be forced to discuss traumatic events outside of a professional care setting.

A study by the In-Theater Deployment Transition Center found that opportunities for self-exposure to sharing thoughts and talking with others who had similar deployment experiences could be extremely helpful. Some compare combat stress to grief reaction. Being exposed to combat can feel like a "loss of innocence" and make a person question their deepest held beliefs about the world, self and others. This may result in a period of grieving. Time does not heal grief, it is a process that needs to be gone through (chaplains and mental health staff are trained to help you through this process if needed). It is important to take time to mourn in the manner you choose. In an excerpt from *On Combat*, Lt Col Grossman tells of a rule of behavior used after experiencing combat stress that developed over thousands of years. This rule says it is okay to weep at the funeral of a beloved comrade or family member. After battle, warriors need to mourn. There is no shame in it, and it is necessary. It will help the long-term survival of those that served in combat. There are many self-help books available that address combat stress. You can also search the internet for this topic and gain access to a wealth of information.

For individuals who experience more severe or prolonged symptoms, there are several treatments that have been empirically validated (proven through research to be effective). These include Cognitive Processing Therapy (CPT) and Prolonged Exposure (PE). Research suggests that these modalities can result in up to an 85% remission rate for individuals with PTSD. Psychotropic medications are sometimes used in conjunction with these treatments (i.e., to help improve sleep) but should never be used alone as a treatment for combat stress or PTSD. Most Air Force mental health providers are trained to administer CPT and PE. Some military medical facilities are using Virtual Reality Exposure (VRE) Therapy to treat combat stress. This is often used in conjunction with Prolonged Exposure. VRE allows warriors to interact and recreate a traumatic scene and recall sights, sounds, smells, thoughts and feelings. This software program is similar to a video game; it is three dimensional and activates a process in the brain that gives the patient a sense of presence. The service member wears headphones and a virtual reality visor and uses other items like a mock M16 rifle. This is a unique opportunity to use technology to help warriors.

Other recommended treatment methods are reading self-help books, engaging in physical activity and practicing relaxation methods.

It is NOT true that “all treatments are equally effective.” Research has shown that “supportive therapy” (just telling a counselor about your problems without a guided treatment approach) is not effective for PTSD, and can actually be harmful, because the patient believes they are being helped but are not. Be sure to seek information about any diagnosis or treatment you have received, and to ensure you are receiving the most up-to-date and empirically supported treatment that is available.

Some ineffective means of treatment for combat stress that can be very dangerous to your health are as follows:

- Trying to block combat stress reactions, especially recurring thoughts, dreams or flashbacks
  - ▶ As mentioned above, time does not heal. Problems cannot be “buried”—they will come out one way or another
  - ▶ Whether it’s manifested through substance abuse problems, relationship difficulties (irritability), sleep difficulties, or chronic pain, among others
- Trying to numb the pain of combat stress with alcohol or other drugs
- Not seeking professional help because you fear it will harm your career

### **WHAT CAN HAPPEN IF YOU FAIL TO SEEK TREATMENT?**

Combat stress should not be a source of shame, embarrassment, guilt, anxiety, fear, grief, denial, anger, irritability and/or depression. Anyone who has combat stress should not have a “suck it up and live on attitude” that keeps them from seeking the help they need. It takes courage to come forward and seek help for emotional problems. It doesn’t “make sense” to struggle alone when so many resources are available.

Combat stress should be looked at in the same way as any other medical condition. Think of yourself as a professional athlete. If you had a chronic pain in your knee that was slowing you down, you would want to seek help and fix it. If you didn’t, you would expect the problem to get worse over time. This is no less true when it comes to emotional difficulties!

Keeping your emotional reactions hidden and not dealing with them will not make the feelings go away. Combat stress will keep rearing its ugly head and wreak havoc on your life in terms of ruining relationships, causing work-related problems and putting your life into a “downward spiral.” Have the courage to seek help! Here is an example of a warrior who did not get help and let combat stress take over his life:

In an excerpt from the book *On Combat* by Lt Col Grossman, a son of a warrior put it this way:

*My father survived the Bataan Death March, escaped ... was recaptured and spent three and a half years as a Japanese POW. He never spoke of the war that made a sad man of him. The very pride that helped him survive also made him unable to seek help ... Some have said that he never really came back from the war.*

### **IMPORTANCE OF RESILIENCY**

You can engage in activities to help minimize the likelihood of a combat stress reaction. Applying your military training, making healthy lifestyle choices, maintaining social and emotional support and having a spiritual foundation in your life will create a foundation that can help to minimize the negative impacts of traumatic exposure.

### **APPLYING YOUR MILITARY TRAINING**

Your military training is designed to introduce and prepare you for the stress associated with military operations. For this reason, you receive extensive fitness, educational and hands-on training to prepare you to perform your job in any environment. The military will do its best to prepare you for the job-related challenges you will meet in a combat setting.

## **MAKING HEALTHY LIFESTYLE CHOICES**

Healthy lifestyle choices include participating in regular exercise, eating a healthy and well-balanced diet, getting the proper amount of sleep, receiving regular medical and dental checkups and drinking alcohol in moderation, if at all. The bottom line is a healthy body will bounce back faster from physical injury, and it will give you an extra edge in coping with all types of stress. Sleep is critical for tissue repair and consolidation of learning/memory—which means that if you are sleep deprived your body and mind will NOT function optimally. Sleep is a highly learned behavior. We can “train” our bodies to sleep efficiently and effectively. There are a range of techniques known as “sleep hygiene” skills that can facilitate this. These include having a regular sleep schedule, using your bed ONLY for sleep, avoid watching blue light emitting screens (cell phone, computers, TV, etc.) 30 minutes prior to bedtime, not looking at a clock/watch overnight, minimizing light/sound/temperature distractions in the bedroom, using earplugs or “white noise” to minimize ambient noise. Diaphragmatic breathing can be used very effectively to induce sleep. Please contact your local Health Promotion team (Health Promotion Coordinator and/or Registered Dietitian) for more information about improving sleep.

## **MAINTAINING STRONG SOCIAL AND EMOTIONAL SUPPORT**

Individuals who create strong social and emotional support during calm periods will do better in times of stress because they have established individuals to turn to when stressful events occur. Those relationships can also provide a sense of “value” to help counterbalance job-related stressors. You should build friendships with people who give you mutual trust, concern and the willingness to lend a caring hand and heart. Making social connections with your peers is important as you may deploy and spend a lot of time with them. Try to look after and get to know your wingman as you will most likely have to depend on this person to help you through rough times. Also, rely on family and close friends for love and support especially during stressful times. Never isolate or shut yourself off from your family, friends and wingman; they are all there to help you. Find a way to open up and talk to them so they can help you deal with your combat stress.

## **HAVING A SPIRITUAL FOUNDATION**

It should be remembered that for the majority of individuals, deployments do not result in problems with combat stress or PTSD and can lead to significant personal, professional and spiritual growth. Life-long bonds of camaraderie and a sense of pride in having served tend to develop. Even for those who experience a combat stress reaction or PTSD, research on “post-traumatic growth” indicates that, after successful treatment, people may find positive aspects to experiences that were initially traumatic.

## **POSITIVE ASPECTS OF DEPLOYMENT**

Deployments may also lead to personal, professional and spiritual growth. Life-long bonds of camaraderie and a sense of pride in having served tend to develop. Additionally, research indicates that people may find positive aspects to experiences that were initially traumatic events. A study by the In-Theater Deployment Transition Center found that opportunities for self-exposure to sharing thoughts and talking with others who had similar deployment experiences could be extremely helpful.

## **SUMMARY**

Know that combat stress symptoms are common, normal and expected. Sometimes, warriors will be able to deal with combat stress on their own and other times, warriors may need to seek help. If you experience prolonged or overwhelming stress from combat that interferes with your personal relationships, everyday life or job performance, professional help is needed. Know that help is there for you if and when you need it. Living a balanced life can help you deal with combat stress more effectively, but failing to get help when you need it can totally devastate your life. Remember, the AF Core Value of Integrity First includes taking good care of yourself and doing what is right in your own life such as admitting you have a problem you cannot handle on your own and seeking help for it.

## CHAPTER 53 REVIEW EXERCISE

1. Combat stress is the typical and \_\_\_\_\_ responses a person may experience after working in a combat zone.
2. Displaying combat stress symptoms is common, normal and expected after facing \_\_\_\_\_ events.
3. Cognitive reactions to stress include \_\_\_\_\_, heightened alertness, intrusive images and difficulty concentrating.
4. \_\_\_\_\_ reactions to combat stress include withdrawal, isolation, appetite changes and increased alcohol consumption.
5. True or False. Some emotional reactions to combat stress include shame, embarrassment, guilt, anxiety, fear, grief, denial, anger, outbursts, irritability and depression.
6. True or False. Seek help for combat stress, if you have prolonged or overwhelming combat stress that you cannot cope with or when combat stress reactions interfere with personal relationships, everyday life or job performance.
7. Some ineffective means of treatment for combat stress that can be \_\_\_\_\_ to your health are trying to block stress reactions (e.g., recurring thoughts, dreams or flashbacks), trying to numb the pain of combat stress with alcohol or other drugs or not seeking professional help because you fear it will hurt your career.
8. True or False. Never seek treatment for combat stress as you should be able to handle the stress of traumatic events on your own.
9. True or False. The best way to deal with experiencing emotional reactions after combat is to admit the emotions and get help; the sooner, the better.
10. Individuals who maintain strong \_\_\_\_\_ and \_\_\_\_\_ support during calm periods will do better in times of stress because they have established individuals to turn to when stressful events occur.

6. True  
7. dangerous  
8. False  
9. True  
10. social; emotional

1. normal  
2. traumatic  
3. nightmares  
4. Behavioral  
5. True

# NOTES





## BASE REFERRAL AGENCIES

Objective 4a :: Identify basic facts about living a healthy lifestyle.

*The Air Force (AF) is part of your extended family, and like a family, your chain of command and a host of staff referral agencies are available to assist you with the problems and stressors you may face. Stress caused by deployments, increased operations tempo and decreased manning can negatively impact the mission if you feel you have nowhere to turn for help. The AF Core Value Service Before Self does not mean that you can't take care of yourself when you need it. Staff referral agencies are there to help and in turn will help you achieve the overall mission. With the wide range of stressors military life can present, every Airman needs a strong support system at work and home in order to accomplish the mission. If you need assistance, do not hesitate to seek help and know that the AF is here to help you in whatever way it can.*

### CHAPTER SUMMARY

- » Chain of Command
- » First Sergeant
- » Inspector General Complaint Resolution System
- » Fraud, Waste, and Abuse Program
- » Base Referral Agencies

### CHAIN OF COMMAND

The chain of command provides the control and communication links necessary to accomplish the mission. The key principle is to resolve problems and seek answers at the lowest possible level. Each level is responsible for a lower level and accountable to all higher levels. The chain cannot work without loyalty at every level. With loyalty up and down the chain, it is a highly efficient and effective system for getting things done.

You should request assistance at each level before moving up to the next level in the chain. Additionally, allow adequate time at each level to resolve the problem before moving to the next level in the chain. As a courtesy, you should also inform the individuals in your chain of command of your decision to move up the chain or to the Inspector General (IG). If the chain of command is the source of the problem, it is okay to seek assistance from the next higher level in the chain.

Your chain of command starts with your immediate supervisor. This is your first link in your chain and is where the majority of your problems and issues will be resolved. The next link in the chain is your supervisor's supervisor, and the chain keeps going up to that person's supervisor. Depending on where you work and the different ranks assigned, your chain will vary somewhat.

For example, your Basic Military Training (BMT) chain of command will be similar to this list:

- Your Military Training Instructor (MTI)
- Instructor Supervisor
- Flight Commander
- Squadron Superintendent
- Operations Officer
- Squadron Commander

Always try to use the chain before resorting to other courses of action such as the IG Complaints Resolution Program or Fraud, Waste and Abuse (FWA) Program. If the problem cannot be resolved through your chain of command then feel free to use other options.

## **FIRST SERGEANT**

Although this person is not in the official chain of command, they are a critical link to the commander, enlisted personnel and support agencies. The first sergeant is the enlisted representative to the commander and to each member of the organization. They serve as the commander's liaison within the unit for all matters concerning enlisted members. Additionally, the first sergeant must remain vigilant for and move to resolve issues that, left unchecked, would adversely impact unit readiness. They also know referral agencies that can handle virtually any problem. It is always a good idea to use the chain of command and to talk to your first sergeant before you meet with your commander.

## **INSPECTOR GENERAL COMPLAINT RESOLUTION SYSTEM**

According to AFI 90-301, *Inspector General Complaints Resolution*, any member of the AF has the right to file a complaint through the IG complaint resolution system without fear of reprisal. A successful complaint resolution program is designed to enhance the organization's discipline, readiness and warfighting capability. No one can prohibit or restrict you from making a report to the IG; a member of Congress or any member of a Department of Defense (DoD) audit, inspection, investigation or law enforcement agency. If a report is made no one may take adverse actions against you. You are responsible for reporting acts of mismanagement, violations of directives, injustices, errors or fraud to your supervisors, commanders or IG.

The IG Complaints Resolution System provides a means of resolving problems when no other method exists. Use the IG Complaints Resolution System when an established grievance channel for solving problems has been exhausted, and you feel the process was flawed. Simply disagreeing with a determination is not a reason to file an IG complaint.

## **FRAUD, WASTE AND ABUSE PROGRAM**

The FWA program focuses on preventing misuse of AF resources. You have a responsibility to make a report if resources are being misused or wasted. The IG is the focal point for the FWA program.

## **BASE REFERRAL AGENCIES**

The following are the most common base agencies available to assist you.

### **MILITARY PERSONNEL FLIGHT (MPF)**

The MPF manages all personnel actions such as assignments, identification (ID) cards, promotions, job changes and personnel records. If the MPF cannot assist you, they will try to direct you to the appropriate office.

### **MILITARY AND FAMILY READINESS CENTER (M&FRC)**

This is a one-stop information and referral center. The M&FRC ensure military personnel and their families are connected with appropriate services on and off base. At bases that are not Joint Bases, this specific office is known as the Airman and Family Readiness Center. Some of their services include dealing with personal and family issues such as relationships, marriage and parenting; relocation services; career development; readiness; transition to civilian life; volunteerism; and educational and scholarship programs. The M&FRC also maintain a lending room to provide furniture and other household items to newly assigned families awaiting their household goods. The M&FRC also sponsors the following programs:

#### **Personal Financial Readiness Program (PFRP)**

Provide educational information about personal finances.

#### **Air Force Aid Society (AFAS)**

They help members with emergency financial assistance by providing interest free loans for emergency leave or emergency car repair and other situations where members need cash.

## **AMERICAN RED CROSS (ARC)**

The ARC provides general welfare and referral services for AF personnel and their families. They also offer the following services during emergency situations:

- Verify family emergencies so military members can begin processing for emergency leave
- Help AF personnel and their families communicate with each other during emergencies
- Verify home conditions affected by natural disasters



## **CHAPLAIN SERVICES**

Chaplain services continually work to improve the overall morale of the installation. They offer various religious and youth programs, group and individual counseling, marital enhancement programs and cultural programs for military members and their families.

## **EQUAL OPPORTUNITY (EO) OFFICE**

The EO office develops, coordinates and monitors the Military Equal Opportunity (MEO) Program and Human Relations Education (HRE). They also process and help resolve complaints of discrimination or sexual harassment. This section is covered more in depth in the Human Relations chapters.

## **LEGAL SERVICES**

This office offers free professional legal advice and consultation services to military members, such as power of attorney, wills, Notary Public, adoptions, divorce or general legal advice.

*Servicemember's Civil Relief Act (SCRA)* provides important protection in regard to your rights with certain financial dealings (e.g. credit cards and loans) as a result of your military service. More information can be found within the *Military Entitlements and Educational Opportunities Chapter* in your *Basic Military Training Study Guide (BMTSG)* or by contacting legal services.

*Staff Judge Advocate (SJA)* acts on behalf of the Government to prosecute individuals charged with offenses under the Uniform Code of Military Justice (UCMJ).

*Area Defense Counsel (ADC)* represents military members free of charge by providing counsel and acting as a defense attorney. The ADC cannot represent you in civilian court, but they can provide legal advice.

## **MEDICAL AND DENTAL SERVICES**

Medical and dental services are available for active duty personnel, retirees and qualified family members through TRICARE.

## **MENTAL HEALTH SERVICES**

Mental Health Services are available at every base and every deployed location in the Air Force. Outpatient services offered include treatment for anxiety, depression, PTSD, and adjustment issues. Counseling for marital problems, stress management, and many other issues are available.

You can access these services through two paths: Self-referral or Commander Directed Evaluation. Self-referral is voluntarily making an appointment (even if referred by your PCM, it is still considered voluntary). It is not mandatory to follow through with these appointments, and you can decide not to be seen. If you seek help before a problem becomes noticeable by supervisors or commanders the better the chance it will not negatively impact your career. Eighty percent of those who self-refer have no negative impact on their career. In the majority of cases NO INFORMATION is shared outside of the mental health clinic; however, self-referrals are NOT 100% confidential. Confidentiality is taken very seriously. Mental health records are kept separate from other medical records and require specific access for viewing. There are rare occasions when reported information is not confidential. Those occasions include when information is about you harming yourself or others, engaging in criminal activity, abusing or neglecting a child, involved in family violence, or impairing the mission.

**Commander Directed Evaluation (CDE)** is when the Airman is sent involuntarily to mental health for evaluation. The commander requests feedback after duty impairment is observed that may be related to mental health issues. This feedback is used to determine what the future course of action may be (e.g., treatment or discharge). About half of

CDEs DO have negative career consequences. This means if you seek mental health BEFORE a problem worsens to the point it is noticed by supervisors and commanders, the better the chance it will have a POSITIVE impact on your career. Get help early!

**Family Advocacy Program (FAP)** is similar to Child Protective Service in the civilian sector. FAP falls under Mental Health Services and investigates when abuse is involved. Whether the act is reported by either a victim or by a perpetrator, FAP will evaluate and report findings to the member's command. FAP also provides educational classes and support programs such as the New Parent Support Program to military families.

#### **MILITARY ONE SOURCE**

This is a DoD sponsored program that provides information and resources to help improve personal and professional issues (e.g. can arrange up to six counseling sessions free of charge). Reach them by phone at 1-800-342-9647 or at this website: <http://www.militaryonesource.com>.

#### **BASE HOUSING OFFICE**

This office handles all aspects of on-base housing and provides information on off-base housing options.

#### **PAY SERVICES**

Most pay information can be accessed at <https://myPay.dfas.mil/pay>. If you have pay issues, you may also contact the base finance office.

#### **TRAFFIC MANAGEMENT OFFICE (TMO)**

TMO helps explain and schedule shipping options for household goods. They also make transportation arrangements for you upon a permanent change of station (PCS) notification.

#### **AIRMEN POWERED BY INNOVATION (API) PROGRAM**

Rewards military and civilian employees for good ideas by using non-monetary and monetary awards. Only active duty AF members and civilian employees are eligible for monetary awards. Submit API Program suggestions online at: <https://ppds.afpc.randolph.af.mil>.

### **SUMMARY**

Should problems or issues arise during your career (military or personal) start with your chain of command and give them a chance to resolve them. When you escalate issues up your chain of command, use your AF Core Values as your guide. Integrity First plays an important role in the chain of command process. If you see something is wrong or needs to be reported don't hesitate to do the right thing even if it's not a popular thing to do amongst your fellow Airman. If an issue is beyond the scope of your chain of command, there are many staff referral agencies available to help you. These agencies exist in order to help you be fully prepared to meet the AF mission. Your supervisor, chain of command and first sergeant are available to help you find the right referral agency. As these agencies help meet your needs, you can better meet the needs of the AF.

## CHAPTER 54 REVIEW EXERCISE

1. The \_\_\_\_\_ is a system designed to resolve problems at the lowest possible level.
2. Your chain of command starts with your immediate \_\_\_\_\_.
3. Any member of the AF has the right to file a complaint through the \_\_\_\_\_ system without fear of reprisal.
4. True or false the Military Personnel Flight provides information on ID cards, assignments, job changes, promotions, and personnel records?
5. The \_\_\_\_\_ ensures military personnel and their families are connected with appropriate services on and off base.
6. The \_\_\_\_\_ provides interest-free loans for emergencies if requirements are met.
7. The \_\_\_\_\_ program focuses on preventing misuse of AF resources.
8. Mental Health Services provide child protective care under which program?
9. True or false. You should inform anyone you contacted at lower levels in your chain of command of your decision to move up your chain of command.

1. Chain of Command
2. Supervisor
3. Inspector General (IG) Complaint Resolution
4. Military Personnel Flight (MPF)
5. Military And Family Readiness Center (M&FRC)
6. Air Force Aid Society
7. Fraud, Waste, And Abuse (FWA)
8. Family Advocacy Program (FAP)
9. TRUE

# NOTES



## MILITARY ENTITLEMENTS AND EDUCATIONAL OPPORTUNITIES

Objective 2a :: Identify basic facts about Air Force fundamentals.

The Air Force (AF) provides each member with many benefits and entitlements for serving in the military. The entitlements include allowances for housing, food, clothing, special/incentive pay, paid vacation/sick leave and education. As an Airman of Character, these entitlements and opportunities set the precedence for job performance and the Air Force Core Value of Excellence In All We Do.

### CHAPTER SUMMARY

- » AF Pay and Allowance System
- » Leave and Passes
- » Other Entitlements
- » Educational Opportunities
- » Commissioning Programs
- » ANG and AF Reserves Entitlements and Educational Opportunities
- » Recommended Websites

### AF PAY AND ALLOWANCE SYSTEM

Normally, Defense Finance and Accounting Service (DFAS) pays members on the first and fifteenth of each month. If the scheduled payday falls on a weekend or holiday, you receive your pay on the last duty day before the weekend or holiday. You may also request one monthly paycheck, distributed on the first of the month. A few days prior to your pay date, you will be able to access your Leave and Earnings Statement (LES) electronically using the myPay website (<https://mypay.dfas.mil/mypay.aspx>). The LES is a comprehensive statement of a member's entitlements, deductions, allotments, leave, tax withholding information and Thrift Savings Plan (TSP) information. While you are in Basic Military Training (BMT), you will not receive an LES; however, your MTI will provide you with your pay information. The LES can be viewed on myPay, see Fig 55-1 for an LES example.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																
ID	NAME (Last, First, MI)		SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED						
				E3	130305	02	190304	AF	4096	1-30 APR 15						
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY							
Type	Amount		Type	Amount		Type	Amount		+Amt Fwd		.00					
A	BASE PAY 1938.00		FEDERAL TAXES	223.50					+Tot Ent		2313.72					
B	BAS 367.92		FICA-SOC SECURITY	120.16					-Tot Ded		1357.74					
C	BAH 7.80		FICA-MEDICARE	28.10					-Tot Allt		.00					
D			SGLI	29.00					=Net Amt		955.98					
E			AFRH	.50					-Cr Fwd		.00					
F			MID-MONTH-PAY	956.48					=EOM Pay		955.98					
G																
H																
I																
J																
K																
L																
M																
N																
O																
<b>TOTAL</b>			2313.72			1357.74			.00							
LEAVE	BF Bal	Ermd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD	
	11.5	17.5	10	19.0	134.5	.0	.0	.0		1938.00	7507.52	S	00	.00	857.33	
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St TX	Wage Period	Wage YTD	M/S	Ex	Tax YTD				
	1938.00	7507.52	465.47	7507.52	108.86			.00	.00	S	00	.00				
PAY DATA	BAQ Type	BAQ Deprn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN			
	PARTIAL		00000	.00	0			0			.00					
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current								
	0	.00	0	.00	0	.00	0	.00								
ROTH PLAN	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current								
	0	.00	0	.00	0	.00	0	.00								
CONTRIBUTIONS TOTALS	YTD Deductions			YTD TSP Deferred			YTD TSP Exempt			YTD ROTH						
	.00			.00			.00			.00						

Fig 55-1



On your pay date, DFAS automatically deposits your pay into your bank account. This direct deposit program is mandatory for all AF members. DFAS will also credit your account if you are on leave, temporary duty (TDY) or during permanent change of station (PCS). Direct deposit saves you, the taxpayer, millions of dollars annually in postal and processing fees.

### **BASIC PAY (TAXABLE)**

Basic pay is the largest part of your military pay; it is based on your grade and length of military service.

### **SPECIAL AND INCENTIVE PAY (TAXABLE)**

A number of special and incentive pays recognize certain aspects of duty. Some examples include: hazardous duty incentive pay; imminent danger pay; special duty assignment pay; enlistment, reenlistment and retention bonus pay; foreign language proficiency pay; combat-related injury rehabilitation pay; and extending duty at designated locations overseas pay.

### **ALLOWANCES (NON-TAXABLE)**

The money provided for specific needs such as food or housing is non-taxable allowances. The two most common allowances are basic allowance for subsistence (BAS) and basic allowance for housing (BAH).

#### **BAS**

BAS is a non-taxable allowance used to offset the cost of your meals. Members assigned to single-type government quarters at their permanent duty station (PDS) are required to eat in the government dining facilities, receive BAS and are charged the discounted meal rate, which is deducted from their pay. When certified by the commanding officer or their designee, you are allowed to claim reimbursement for missed meals.

#### **BAH**

Provides you accurate and equitable housing compensation based on housing costs in local civilian housing markets and is payable when government quarters are not provided. Specific rates can be found on the Finance & Travel section of the AF Portal.

#### **Clothing Replacement Allowance (CRA)**

Enlisted military members receive an annual allowance to help maintain, repair, and replace initial issue uniform items as it becomes necessary. There are two types:

- *CRA Basic* – a preliminary replacement allowance paid annually between the 6th and 36th month of active duty
- *CRA Standard* – an allowance that automatically replaces CRA Basic after 36 months of active duty

This allowance is paid on or near the anniversary date of active duty and appears on the LES opposite CLOTHING under the ENTITLEMENTS heading.

### **INVOLUNTARY DEDUCTIONS**

Base, special and incentive pay are subject to involuntary deductions in the form of taxes or special programs. The following are normal deductions:

#### **Withholding Income Tax**

Withholding Income Tax includes Federal Insurance Contributions Act (FICA), Federal Income Tax Withholding (FITW) and State Income Tax Withholding (SITW). FICA, FITW and SITW are shown on the LES for the current month and year-to-date income. FICA and FITW are mandatory federal deductions. The tax laws of the state of the member's legal residence determine whether the member must pay SITW and if so, the applicable tax rate will be deducted.

#### **Armed Forces Retirement Home (AFRH)**

A small amount (usually about \$1) is deducted from all enlisted military members' pay to help support the United States Soldiers' and Airmen's Home and Naval Home. The AFRH has locations in Washington DC and Gulfport, Mississippi. These homes offer many services and benefits for those who served in the military and meet certain eligibility requirements.

## **ALLOTMENTS AND VOLUNTARY DEDUCTIONS**

Military members may establish voluntary deductions such as allotments to help better manage their personal finances. The two types of allotments are discretionary and nondiscretionary. Nondiscretionary allotments have limited uses for bonds, charitable contributions, child or spousal support, commercial debts and delinquent travel charge card debt. Discretionary allotments cover financial obligations, such as the paying of a mortgage or rent, adding to a personal savings program or supporting family members.

Family Servicemember's Group Life Insurance (FSGLI) provides group term life insurance coverage to the spouses and dependent children of Servicemembers insured full-time under SGLI. Non-military spouses are automatically covered, and coverage may be reduced, declined, or canceled. FSGLI provides up to a maximum of \$100,000 of insurance coverage for spouses, not to exceed the Servicemembers' SGLI coverage amount, and \$10,000 for dependent children. The Servicemember pays the premium for spousal coverage. Dependent children are insured at no cost and cannot be reduced, declined or canceled.

## ***LEAVE AND PASSES***

### **LEAVE**

Leave is paid vacation away from duty for recreation, relief from job-related duties, personal reasons and emergency situations. AF officials encourage members to use their leave as it accrues to avoid losing it at the end of the fiscal year (FY) or upon separation or retirement.

#### **Accrual**

You earn 30 days of leave each fiscal year (FY) (1 October through 30 September) at 2 1/2 calendar days per month. How you use your leave is up to you. You can use it as frequently as you earn it (with supervisor approval) or you can save it. Any leave in excess of 60 days will be dropped on the first day of the new FY (1 October); this type of leave is often referred to as "use or lose." Ensure you manage your leave so you do not lose it.

#### **Taking Leave**

Prior to taking leave, you must complete AF IMT 988, Leave Request/Authorization. This form can be accessed electronically through "Leave Web." The entire process is completed electronically and the member prints out part II to take with them on leave. When Leave Web is unavailable, the AF IMT 988 must be completed manually and taken to your supervisor for approval. It is your responsibility, Service before Self, to forecast your leave as far in advance as possible. When filling out AF IMT 998, you must indicate what type of leave you plan on taking. Also, ensure you have a leave authorization number and your supervisor's signature on this document. The document provides specific guidelines as to what days are charged or not charged as leave and other rules you must follow while on leave. Call your supervisor if you have any questions or if you are uncertain about your leave status.

Your leave must begin and end in the local area. The AF defines the "local area" as the place of residence from which you commute to and from your duty station on a daily basis. In most cases, this means where you live. You must be back in the local area available for duty by 2400 hours on the last day of leave. Regardless of the amount of leave authorized, your leave is calculated based on the actual date of departure and date of return.

A common misconception among new AF members is that they are only charged leave for their actual workdays. But it does not work that way. Normal off-duty days and holidays occurring during the leave period are chargeable. If leave includes a weekend, you cannot conclude leave on a Friday and begin it again on Monday. Even if you do not normally work on Saturdays and Sundays, those days are still charged as leave days because of the military rules. This gives you all the more reason to plan and use your leave wisely. You are subject to duty 24 hours a day, 7 days a week and 365 days a year. If you are unable to report to duty upon expiration of leave due to illness or injury, you must contact your commander and provide them with a statement from a military medical officer or a civilian physician regarding your physical condition.

Although there are many different types of leave, here are some of the more common types:

*Accrued Leave* is earned leave you have not yet used (2 ½ days per month). When used, it is charged against your leave balance.

*Ordinary (Annual) Leave* is granted for rest and relaxation and is charged to your leave balance.

*Emergency Leave* is taken for urgent or personal situations such as a verified death or serious illness in you or your spouse's immediate family. The American Red Cross must verify an emergency condition exists.

*Convalescent Leave* must be approved by your commander. It is considered non-chargeable leave when your absence is part of a treatment prescribed by a physician or dentist for recuperation and convalescence from medical treatment, injury, illness or pregnancy.

## **PASSES**

A pass is another way you may take a break from the day-to-day work schedule. A pass is an authorized absence from duty for a short time. You can combine passes with leave but cannot be taken back-to-back with other passes. There are two types of passes.

**Regular pass** begins at the end of normal work hours on a given day. Your pass expires with the start of normal working hours on the next duty day, which includes public holidays and weekends, not to exceed 72 hours. AF members are considered to be in regular pass status after duty hours.

**Special pass** must include one duty day and is usually 72 hours long.

## **OTHER ENTITLEMENTS**

You also have many other entitlements, most of which are financially related. The following information covers the more common entitlements.

### **SERVICEMEMBERS' CIVIL RELIEF ACT**

The Servicemembers' Civil Relief Act (SCRA) protects persons serving on active duty from adverse consequences to their legal rights that may result from such service. Some SCRA protections apply to reservists and guardsmen called to serve on active duty. Other protections apply to members who are just entering active duty; members who have always been on active duty; and military dependents including spouse, children and those you provide with more than one-half of their support. You must take action either before or during your activation to be afforded some protections, while other protections allow you to take action within 30 to 180 days after completing an active duty assignment. You may contact any military legal office with questions. The legal assistance locator provides contact information for military legal offices at <http://legalassistance.law.af.mil/content/locator.php>.

The following is a listing of common SCRA protections:

**Rental Lease:** you may terminate a rental lease that was entered into before: (1) being called to active duty; (2) receiving orders for a permanent change of duty station; (3) deploying with a military unit for 90 days or more; or (4) separating or retiring from the military.

**Interest Rates:** on purchases you made before serving on active duty, interest-rate payments cannot be over 6%—including credit cards and mortgages but not student loans.

**State & Federal Income Taxes:** if active duty service materially affects your ability to pay state or federal income taxes, such taxes may be deferred. You are subject to state taxes based on your military income or other property, such as a car, only to your state of legal residency.

### **AIR FORCE WOUNDED WARRIOR PROGRAM (AFW2)**

The Air Force Wounded Warrior (AFW2) Program is a Congressionally-mandated and federally-funded program that provides personalized care, services and advocacy to total force seriously (SI) or very seriously wounded (VSI), ill or injured Airmen. The program focuses on specific personal and family needs through personalized support and advocacy. The Program includes Recovery Coordination, Family Liaison Officer (FLO), Caregiver Support, Special Compensation for Assistance with Activities of Daily Living (SCAADL), Emergency Family Member Travel (EFMT), Adaptive Sports & Resiliency Programs, Recovering Airman Mentorship, and Empowerment in Transition.

## **ELIGIBILITY AND ENROLLMENT**

Total Force Active, Guard/Reserve members who have been identified with highly complex medical conditions as provided by a medical authority, and certain medical diagnosis (example: Post-Traumatic Stress Disorder (PTSD)) and under consideration for Medical Evaluation Board (MEB).

## **MEDICAL & DENTAL**

You are entitled to complete medical and dental care while serving on active duty and in most cases, so are your dependents. TRICARE is the Department of Defense (DoD) health care program designed to improve beneficiary access to care, assure affordable and high-quality care, provide choice and control costs to beneficiaries and the DoD. The three options under the TRICARE program are Prime, Tricare Select and Reserve Select. Additionally, dental care plans offer coverage for a wide range of dental services to enrolled families of active duty sponsors.

## **TRICARE**

Uniformed service members and their families are eligible beneficiaries, to include National Guard/Reserve members and their families. The two most common plans are TRICARE Prime and TRICARE Select.

**TRICARE Prime**- no annual deductible, unless dependent beneficiary uses the point-of-service option. Point-of-service deductibles are \$300/individual or \$600/family.

**TRICARE Select** - annual deductible varies depending on sponsor's military status and rank. If sponsor is E-4 or below, the deductible is \$50/individual or \$100/family. If sponsor is E-5 or above, the deductible is \$150/individual or \$300/family. More information can be obtained at the local TRICARE office after basic training.

**TRICARE Dental Program** offers coverage for a wide range of dental services to enrolled families of active duty sponsors.

## **MENTAL HEALTH SERVICES**

Mental Health Services are available at every base and every deployed location. Access to services is available through two paths. Self-referral: Voluntarily making an appointment (even if referred by your PCM). It is not mandatory to follow through with these appointments if you decide to be seen. Commander Directed Evaluation (CDE): involuntarily sent. The commander gets feedback after someone observes duty impairment that may be related to mental health issues. This feedback is used to determine future course of action.

Family Advocacy Program (FAP) is similar to Child Protective Service in the civilian sector. FAP falls under Mental Health Services. FAP investigates when abuse is involved, either to a victim or by a perpetrator, and reports findings to the member's command. FAP also provides educational classes and supportive programs such as the New Parent Support Program

## **MILITARY ONE SOURCE**

Military One Source is a DoD sponsored program that provides information and resources to assist service members and families. It offers all types of support to include face-to-face counseling, online counseling and telephonic counseling. They have consultations on adoptions, adult disability care, education, special needs, health and wellness coaching, elder care, and more. Reach them at 1-800-342-9647 or at this website: <http://www.militaryonesource.com>

## **COMMISSARY**

Commissaries are located on military bases worldwide, providing groceries to military personnel, retirees and their families. Authorized patrons purchase items at cost plus a 5-percent surcharge, which covers the costs of building new commissaries and renovating existing ones. Consistent commissary shopping saves patrons an average of 30 percent or more on their purchases compared to commercial prices - savings amounting to thousands of dollars annually.

## **BASE EXCHANGE**

You have already benefited from your Base Exchange (BX) privileges during BMT. For the most part, prices are cheaper at the BX than they are at off-base businesses. The BX offers a "Best Price Program." This program will match a lower price offered by an off-base store. You must show proof of the lower price with some type of advertisement, (e.g. a newspaper ad). The biggest advantage to shopping at the BX is that there is no sales tax charged on any items purchased.

## **BASE SERVICES**

The Force Support Squadron improves productivity through programs promoting fitness, esprit de corps and quality of life. The various clubs offer dining and entertainment choices for military, retired civilian personnel and their families. The base fitness center offers sports and fitness choices for everyone. Weight training, running and intramural sports are just a few things offered. Discount tickets to theme parks, cruises and local attractions can be found through base services. Base services' programs seek to improve base personnel quality of life with reasonably priced activities.

## **LEGAL SERVICES**

Offer free professional legal advice and consultation services to military members, such as power of attorney, wills, Notary Public, adoptions, divorce or general legal advice. Staff Judge Advocate (SJA) acts on behalf of the government to prosecute individuals charged with offenses under the Uniform Code of Military Justice (UCMJ).

Area Defense Counsel (ADC) represents military members free of charge by providing counsel and acting as a defense attorney. The ADC cannot represent you in a civilian court, but they can provide legal advice.

## ***EDUCATIONAL OPPORTUNITIES***

Education is vital to everyone in today's AF; whether directly related to your career field or for personal use, you should always take advantage of the educational opportunities available to you. Each base has an education office with a counseling staff offering post-secondary guidance services on the various educational opportunities available. Military Tuition Assistance is available for courses applicable to Associate, Bachelor's, and Master's degrees. Assistance is also available via AF Credentialing Opportunities On-Line (COOL) to pursue job related professional credentials and certificates. More than 1,000 American colleges and universities provide degree programs for enlisted personnel on or near AF installations (stateside and overseas), to include online courses. The Air Force Virtual Education Center (AFVEC) is your on-stop shop for all of your education needs. You can access AFVEC via the AF Portal.

## **COMMUNITY COLLEGE OF THE AF (CCAF)**

Established in 1972, CCAF is the only federally chartered degree-granting institution that awards an Associate in Applied Science degree to enlisted members of Regular AF (Active Duty), Air National Guard (ANG) and AF Reserve Command (AFRC). The Associate in Applied Science degree (AAS) is awarded for successful completion of a degree program specifically designed for an AF Specialty (AFS). Many AF courses are accredited college courses that may be combined with prior college credits and military training and education to obtain your degree. The CCAF degree requires 64 semester hours, 24 of which must relate to your AFS. The remaining hours must be in courses that satisfy the educational requirements for your degree at your school of choice.

## **COLLEGE CREDITS BY ATTENDING CLASSES OFF DUTY**

The local education office will assist you in selecting a degree program or courses that meet your needs. You are required to coordinate off-duty voluntary education with your immediate supervisor. Your immediate supervisor is required to approve or disapprove your course enrollments. AF members receive Military Tuition Assistance to defray the cost of obtaining an off-duty education.

### **MiITA**

The Air Force provides MiITA for the cost of tuition not to exceed \$250.00 per semester hour (SH) credit and \$166.66 per quarter hour (QH) credit, and a fiscal year annual MiITA cap of \$4,500.00, applicable to all eligible Airmen. Courses taken for CCAF will not be counted towards this total. The member pays the remaining fees (ID card, parking, etc.) plus the cost of books and supplies. A satisfactory grade point average (GPA) of 2.0 or higher is required for undergraduate courses. Graduate courses require a 3.0 GPA. Reimbursement actions occur when the member receives a "D" or below for undergraduate and "C" or below for graduate courses.

## **COLLEGE CREDIT BY EXAMINATION**

Earning college credits through examination is an excellent way of advancing your education. You may earn up to 60 semester hours of college credit. There are two examination programs you can use to earn college credits: the DANTES Subject Standardized Tests (DSST), and the College Level Examination Program (CLEP).

**DANTES Subject Standardized Tests (DSST)** offer a series of achievement tests for obtaining academic credits at colleges. Each test is based on several textbooks commonly used for a course of the same or similar title. Subject tests may include law enforcement, electronics, business, etc.

**CLEP** tests are examinations that measure your college-level competency. General tests measure knowledge of basic college courses in five basic areas: English composition, humanities, mathematics, natural science and social science and history. Subject tests, comparable to final exams in college, include business, English, humanities, social sciences, mathematics, natural sciences and foreign language.

### **COMMISSIONING PROGRAMS**

Some of you may have set a career goal to become a commissioned officer. The USAF has various programs available to Airmen on active duty who meet eligibility requirements. See your local education center for more information.

### **ANG AND AFRC ENTITLEMENTS AND EDUCATIONAL OPPORTUNITIES**

ANG and AFRC may find that some of their benefits differ from the Regular AF. The information in this lesson has been geared towards regular AF benefits, but all AF members must still know this information for the end-of-course written test. It is virtually impossible to describe how these benefits differ as a member of the ANG or AFRC as they vary from state to state and unit to unit. If you have any questions regarding your benefits or entitlements, you may address them when you return to your home unit or you may contact the ANG or AFRC Training Liaison at Lackland, Sheppard or Keesler AF Bases.

### **RECOMMENDED WEBSITES**

AFVEC: <https://www.my.af.mil/afvecprod/afvec/LoginInformation.aspx>

CCAF: <http://www.airuniversity.af.mil/Barnes/CCAF/>

VA: <http://www.benefits.va.gov/gibill/>

DANTES: <http://www.dantes.doded.mil/>

ROTC: <http://www.au.af.mil/au/holmcenter/AFROTC/EnlistedComm/EnlistedCommissioning.asp>

AF Academy: <http://www.academyadmissions.com/admissions/advice-to-applicants/enlisted-airmen/>

### **SUMMARY**

The AF brings true meaning to Service before Self by providing entitlements and educational opportunities for all service members. Following this lead, you need to take advantage of the military programs that are available to you in your quest to become a Airman that exemplifies the AF Core Value of Excellence In All We Do.

## CHAPTER 55 REVIEW EXERCISE

1. \_\_\_\_\_ are not taxable.
2. \_\_\_\_\_ is a non-taxable allowance used to offset the cost of your meals.
3. Hazardous duty incentive pay; imminent danger pay; special duty assignment pay; enlistment, reenlistment and retention bonus pay; foreign language proficiency pay; combat-related injury rehabilitation pay; and extending duty at designated locations overseas pay are all examples of \_\_\_\_\_.
4. \_\_\_\_\_ is earned at 2 ½ days per month.
5. \_\_\_\_\_ leave is non-chargeable leave when your absence is part of a treatment prescribed by a physician or dentist for recuperation and convalescence from medical treatment, injury, illness or pregnancy.
6. The two types of passes are \_\_\_\_\_ and \_\_\_\_\_.
7. The \_\_\_\_\_ was established in 1972 and is the only federally chartered degree-granting institution that awards an associate degree to enlisted members of the active duty AF, ANG and AFRC.
8. The Air Force provides \_\_\_\_\_ for the cost of tuition not to exceed \$250.00 per semester hour (SH) credit and \$166.66 per quarter hour (QH) credit, and a fiscal year annual cap of \$4,500.00.
9. There are two examination programs you can use to earn college credits: Defense Activity for Nontraditional Education Support (DANTES) and \_\_\_\_\_.
10. \_\_\_\_\_ may allow you to achieve a career goal of becoming a commissioned officer and there are various programs available to Airmen on active duty who meet eligibility requirements.

1. Allowances  
 2. Basic Allowance for Subsistence (BAS)  
 3. Special and Incentive Pay  
 4. Accrued Leave  
 5. Convalescent

6. regular; special  
 7. Community College of the Air Force (CCAF)  
 8. MITTA  
 9. College Level Examination Program (CLEP)  
 10. Commissioning Programs



# COMPUTER BASED TRAINING/AIR FORCE PORTAL FAMILIARIZATION

Objective 1a :: Participate in basic military training familiarization.

*As the Air Force (AF) expands its presence in Cyberspace, you as a Warrior Airman need to become familiar with the AF Portal and its features. The AF Portal is a central location to access a variety of different types of information that is available to all service members all over the world. Throughout your AF career, you will utilize the AF Portal to quickly find authoritative, relevant data, information, applications and collaboration tools to help you complete your AF mission. You can think of the AF Portal as the AF's Intranet.*

## CHAPTER SUMMARY

- » Network Access
- » AF Portal Background and Benefits
- » Registering for an AF Portal Account
- » Basic Portal Content
- » Authorization and Relevant Application Access

## NETWORK ACCESS

Your Command Access Card (CAC) is used to access AF Networks. It's important to be familiar with rules of engagement regarding your CAC pin and common practices covered in this lesson. During network access the Department of Defense (DoD) Standard Desktop and Virtual Terminal logins will authenticate your CAC; and you'll be prompted to accept the DoD Notice and Consent Statement. Additional pop-ups and consent boxes will appear that must be accepted to gain network access. To gain access from non-DoD computers, you'll need to use an external CAC reader.

## AF PORTAL BACKGROUND AND BENEFITS

### AF PORTAL BACKGROUND

The AF Portal provides essential online resources for the AF at a single location. It serves as the entry point to the AF's worldwide "Intranet" for all Airmen (military, civilian and contractors) and is the AF's vision of how we eliminate duplication, integrate AF systems and provide easy access to information.

### AF PORTAL BENEFITS

- It is a presentation layer to several AF applications and serves as the authoritative source for all things AF
- It is available to all users, anytime and anywhere an Internet connection is available; from .com or .mil connections
- The AF Portal allows you to quickly find relevant data and information, applications, collaborative tools, and serves as the authoritative source for all things AF
- A one-stop-shop for commonly used military web applications
- Fewer passwords to remember (Reduced Sign-On)
- It has a customizable workspace to place user's most used information and applications in one location

## REGISTERING FOR AN AF PORTAL ACCOUNT

To register for an AF Portal account, access the home page at <https://www.my.af.mil> from a CAC-enabled computer. After agreeing to the "Authorized Use" notice, click on Register for a new AF Portal Account w/ your CAC/ECA using the "DoD EMAIL" certificate. Fill out the registration form; avoiding spaces, hyphens, and periods when entering personal information. Look up your government email address located on the CAC certificates to use for account registration. Complete the registration process by selecting "Next", then "Submit". Continue with registration and profile forms when directed by the class instructor for complete Portal access.

## **BASIC PORTAL CONTENT**

Once logged into the AF Portal, you will be directed to the AF Portal Home page.

**The AF Portal Icon** - appears in the upper left corner of all pages. It provides global navigation and access back to the AF Portal Home Page. The AF Portal Home page includes Featured Stories, Menu tabs, AF Publication and Announcements, Featured Links, search icon, Personal Space and My Stuff (user's personalized workspace)

**Menu Tabs** – provides primary navigation into major informational groups. Each tab has its own distinct page and drop down menu

**Search Icon** - located in the upper right corner, used to locate specific topics on the Portal or external sites linked to the Portal

**Personal Space** – accessed by selecting drop down menu beside user's name in upper right corner

**Featured Stories** – scrolling banner top center, highlights & provides links to latest AF news stories

**Main Content Body** – extensive resource listing

**"My Stuff" Index** – found on the right side of Portal pages, provides access to communication & personalization options

## **AUTHORIZATION AND RELEVANT APPLICATION ACCESS**

You must fill out an AF Form 4394, *Air Force User Agreement Statement – Notice and Consent Provision* and submit to the class instructor to obtain authorization to use AF workstations. Upon completing and submitting this form, the class instructor will guide you through registering and using essential AF applications and websites.

## **SUMMARY**

Becoming familiar with the AF Portal and its many uses will enhance your military career. The AF portal is a central location that can help you quickly find the latest knowledge of your choosing based on your role within the AF community. The AF Portal is a great tool to help every Airman stay at the forefront of technology, thus living the AF Core Value of Excellence In All We Do.

## CAREER PROGRESSION AND AIR FORCE QUALITY FORCE

Objective 2a :: Identify basic facts about Air Force fundamentals.

*The Air Force (AF) enlists and retains only the BEST people so it can continue to fly, fight, and win in air, space, and cyberspace. Air Force Handbook (AFH) 36-2618, The Enlisted Force Structure, along with this chapter, covers basic information and guidance on career progression and quality force programs. It is every Airman's responsibility to increase their knowledge, progress in their career, and become invaluable members of the AF and military team. Every Airman must step up and meet the AF Core Value of Excellence In All We Do as we maintain the world's highest quality AF.*

### ENLISTED FORCE STRUCTURE

AFH 36-2618, *The Enlisted Force Structure*, states the purpose of the enlisted force structure is to provide a structure that best meets mission requirements; provides a common, stable career structure for all enlisted personnel; and allows all Airmen the opportunity for professional growth. It gives a common approach to career progression, professional development, and increased leadership responsibilities.

The enlisted force structure is comprised of three distinct and separate tiers; each correlating to increased levels of education, training, and experience. The three tiers also correlate to increased leadership and managerial responsibilities. These tiers are Junior Enlisted Airman, Noncommissioned Officer (NCO), and Senior Noncommissioned Officer (SNCO).

#### **JUNIOR ENLISTED AIRMAN TIER**

This tier consists of Airman Basic (AB), Airman (Amn), Airman First Class (A1C), and Senior Airman (SrA). Junior Enlisted Airmen initially focus on adapting to military requirements, being part of the profession of arms, achieving occupational proficiency, and learning how to be highly productive members of the Air Force. In this tier, Airmen will prepare for increased responsibilities and ensure they are trained, qualified, and ready to deploy and operate; both at home station and in an expeditionary environment. Junior enlisted Airmen are introduced to the institutional competencies and continue to broaden their technical skills.

#### **NONCOMMISSIONED OFFICER (NCO) TIER**

This tier consists of Staff Sergeant (SSgt) and Technical Sergeant (TSgt). NCOs continue occupational growth and become expert technicians. At the same time, NCOs develop as leaders, supervisors, managers, and mentors in the profession of arms.

#### **SENIOR NONCOMMISSIONED OFFICER (SNCO) TIER**

This tier consists of Master Sergeant (MSgt), Senior Master Sergeant (SMSgt), and Chief Master Sergeant (CMSgt). SNCOs serve as leaders in the profession of arms, and advise, supervise, and mentor others to further grow and develop junior enlisted Airmen and Noncommissioned Officers under their charge.

#### CHAPTER SUMMARY

- » Enlisted Force Structure
- » Air Force Training
- » Skill-Level Progression
- » Enlisted Professional Military Education
- » Enlisted Evaluation System
- » Airman Promotion Program
- » Enforcing Standards Using Progressive Discipline, Non-Judicial Punishment, and UCMJ
- » Airman Responsibilities with Military Personnel Actions
- » Reenlistment Program

## AIR FORCE TRAINING

The purpose of AF training is to ensure each member is prepared to meet AF mission requirements. AF training is made up of two main elements: Total Force Training and On-the-Job Training (OJT).

### **TOTAL FORCE TRAINING**

Total Force Training consists of three types of training:

1. **Upgrade Training (UGT):** key to the Total Force Training program, leads to the award of higher skill level and increases skills and abilities.
2. **Job Proficiency Training:** hands-on training that increases skills and confidence.
3. **Retraining Program:** designed to balance the number of personnel in specific grades and year groups of an AF Specialty (AFS).

### **OJT**

OJT is accomplished after completion of technical training and has three training components:

1. **Job Knowledge:** satisfied through career development courses (CDCs) that are completed during on- and off-duty time. The trainee must pass an End-of-Course CDC examination.
2. **Job Proficiency:** hands-on training received on the job to increase skills and confidence.
3. **Job Experience:** gained during and after UGT to build competence and confidence.

### **TRAINING AND CAREER PROGRESSION**

There is a direct relationship between training and career progression. A key component in career progression is continually trying to improve yourself in your AFS. In order to excel and advance in rank, Airmen need to progress with training and should set and strive to reach long-range career goals. There is also a direct relationship between training and mission accomplishment. The mission is dependent on every Airman being optimally trained to perform their best. Therefore, Airmen must place a high level of importance on receiving and maintaining training to support AF goals and objectives. Airmen are the focal point of the AF Training Program. They must make every effort to become qualified in their AFS, budget on- and off-duty time to complete training, actively participate in training opportunities, request help from their supervisor when they have difficulties, and obtain and maintain a skill level in line with their rank.

## SKILL-LEVEL PROGRESSION

The AF uses an Air Force Specialty Code (AFSC), a five-character alphanumeric code (e.g., 2A631), to classify AF careers. Each character within the code indicates a different aspect of a specific career. Job counselors screen each Airmen in week of training (WOT) 2 and assign an AFSC during a later WOT. The Fourth Character (numeric) identifies the skill level. There are five skill levels an individual may obtain during their career. See the following table for more information.

NUMERIC LEVEL	SKILL LEVEL	DESCRIPTION
1	Helper	Individual has no training in an AFS and requires maximum supervision. All BMT trainees have this skill level
3	Apprentice	Received after successfully graduating from technical training school. Individual requires supervision, but not as much as a helper, they can perform some tasks on their own within their AFSC
5	Journeyman	These individuals are considered capable of doing most tasks within their AFS with minimum supervision and they can train others
7	Craftsman	These individuals deal with the technical aspects of their AFS and may be responsible for other members' work
9	Superintendent	Individuals serve mainly in a managerial capacity

For example, a 3-skill level in the Aerospace Propulsion AFS is an Aerospace Propulsion Apprentice and their AFSC would read 2A631 (the “3” is their skill level). A 5-skill level in the Aerospace Propulsion AFS is an Aerospace Propulsion Journeyman and their AFSC would read 2A651 (the “5” is their skill level).

### **ENLISTED PROFESSIONAL MILITARY EDUCATION**

Enlisted Professional Military Education (PME) ingrains Airmen with Warrior Ethos and a passion for leading in the cause of freedom. It expands the leadership ability of enlisted leaders and strengthens their commitment to the profession of arms.

There are four courses that make up Enlisted PME:

1. **Airman Leadership School (ALS)**
2. **Noncommissioned Officer Academy (NCOA)**
3. **Senior NCO Academy (SNCOA)**
4. **Chief Master Sergeant Leadership Course (CLC)**

### **ENLISTED EVALUATION SYSTEM**

The main purposes of the Enlisted Evaluation System is to provide proper feedback which is the most important element of a strong evaluation system. Provides meaningful feedback on what is expected of you and gives you advice on how you can better meet those expectations. The EES focuses on recording “performance” to help with successful mission accomplishment, developing skills and leadership abilities, and determining who will be selected for advancement. The two main elements of the EES are the Airman Comprehensive Assessment process and the Enlisted Performance Report (EPR).

#### **AIRMAN COMPREHENSIVE ASSESSMENT (ACA)**

The ACA is the first element of the EES. It is a private, formal communication between a rater and ratee to communicate responsibility, accountability, Air Force culture, Airman’s critical role in support of the mission, individual readiness, performance feedback on expectations regarding duty performance, and how well the ratee is meeting those expectations. Raters document the ACA process on the AF Form 931, Airman Comprehensive Assessment (ACA) Worksheet (AB thru TSgt) or AF Form 932, Airman Comprehensive Assessment Worksheet (ACA) (MSgt thru CMSgt). The ACA process is intended to promote Airmen interaction and support at all levels. This type of formal communication is meant to allow for mentorship and create/sustain a culture of belonging. The ACA is also intended to provide Airmen an opportunity to discuss their personal and professional goals. You should receive your first (initial) ACA session within 60 days of the date supervision began.

#### **ENLISTED PERFORMANCE REPORT (EPR)**

AF Form 910, *Enlisted Performance Report (EPR)* (AB thru TSgt) or AF Form 911, *Enlisted Performance Report (MSgt thru SMSgt)* and the AF Form 912, *Enlisted Performance Report (EPR)* (CMSgt). An EPR is a two-sided official document that is used in the evaluation of an individual’s performance (usually prepared by the immediate supervisor). Your initial EPR is normally conducted after the first 31 Mar Static Closeout Date after promotion to SrA or completion of 36 months TIS. Your ACA markings translate to an aggregate rating on your performance evaluation.

### **AIRMAN PROMOTION PROGRAM**

The Airman Promotion Program provides for promotion opportunities for advancing individuals with the proper experience and skill. The AF does this by identifying people with the highest potential to fill positions of increased grade and responsibility. The following tables show requirements needed for promotion.

<b>:: THE BASIS FOR PROMOTION ELIGIBILITY TO ANY GRADE</b>
Recommendation from your commander
Meet time-in-grade (TIG) and time-in-service (TIS) requirements
Obtain the required skill level, if applicable

<b>:: PROMOTION TO AMN (E-2), A1C (E-3) AND SrA (E-4)</b>	
<b>Amn (E 2)</b>	Need 6 months TIG for promotion
<b>A1C (E 3)</b>	Need 10 months TIG for promotion
<b>SrA (E 4)</b>	Need either 36 months TIS and 20 months TIG or 28 months TIG for promotion, whichever occurs first
May receive earlier promotions to E2 through E4 based on certain programs (e.g. SrA Below the Zone)	

### **PROMOTION TO SSGT (E-5) AND TSgt (E-6)**

Unlike a promotion to E-2 through E-4 where the rank is automatically given to you upon recommendation from your commander, completion of appropriate TIS, TIG, obtaining the required skill level and barring inappropriate conduct; promotions for SSGT (E-5) and TSgt (E-6) fall under one of two systems. Air Force Guard and Reserve units do not use these two systems for promotion (E-5 to E-9). Promotions are determined by vacancies on the unit manning document (UMD) and members meeting eligibility requirements (e.g. commander recommendation TIG, TIS, skill level, and PME) to fill those vacancies.

1. **Weighted Airman Promotion System (WAPS):** consists of four factors (Specialty Knowledge Test [SKT], Promotion Fitness Examination [PFE], decorations and EPR).
2. **Stripes for Exceptional Performers (STEP) Program:** promotes a limited number of truly outstanding Airmen to the grades of SSGT - MSgt whose performance and potential places them far ahead of their peers.

### **PROMOTION TO MSGT (E-7), SMSGT (E-8) AND CMSGT (E-9)**

Promotion process is a central evaluation board that scores individuals based on their records using the whole person concept.

## ***ENFORCING STANDARDS USING PROGRESSIVE DISCIPLINE, NON-JUDICIAL PUNISHMENT, AND UCMJ***

### **ADMINISTRATIVE COUNSELING, ADMONITIONS AND REPRIMANDS**

Commanders, supervisors and other persons in authority have the option of issuing administrative counseling, admonitions and reprimands when Airmen demonstrate substandard performance or behavior; depart from standards of performance, conduct, bearing and integrity (on or off duty); and engage in actions that degrade the individual and/or their unit's mission. These warnings, the lowest level of disciplinary action, are intended to improve, correct and instruct Airmen. Specific information is listed as follows:

- Letter of Counseling (LOC) and Record of Individual Counseling (RIC) AF IMT 174: first level of documented counseling (may be given verbally or in writing)
- Letter of Admonishment (LOA): used for an infraction that is more serious than an LOC
- Letter of Reprimand (LOR): more serious than an LOC or LOA and has a stronger degree of official censure

### **OTHER ACTIONS**

If leadership by example, one-on-one counseling and performance feedback fail to convince individuals to conform to standards, more severe actions may need to be taken. Commanders may take the following actions to correct an individual's behavior without resorting to Uniform Code of Military Justice (UCMJ) punishment:

**Unfavorable Information Files (UIF):** a record of derogatory information concerning a member's personal conduct and duty performance. Commanders and supervisors use these files to help make decisions about administrative, personnel or judicial action against an individual. For enlisted personnel, the information remains active for 1 to 2 years.

**Control Roster:** listing of personnel whose conduct, bearing, behavior or duty performance requires special attention, observation, evaluation and rehabilitation for no longer than 6 months time. Assists commanders in controlling and evaluating a member's substandard duty performance and gives the member an opportunity to correct deficiencies within a specified amount of time. While on the control roster, members are ineligible for reenlistment, promotion or PCS reassignment, except for mandatory moves. If member is not rehabilitated after 6 months then the commander can take more severe action.

**Administrative Demotions:** demotions reduce a member's grade without court-martial or Article 15 action. Listed next are some of the more common reasons for a commander to give administrative demotions:

- ▶ Failure to maintain grade and skill level relationship
- ▶ Failure to maintain proper physical conditioning
- ▶ Intentional failure to qualify for duty in which person is trained or is being trained

### **INCREASED LEVEL OF ACTIONS**

If lower level actions are ineffective, commanders may use increased actions under military law (progressive punishment).

**Nonjudicial Punishment (Article 15):** gives commanders an essential and prompt means of maintaining good order and discipline without the member having a court-martial conviction. An Article 15 is used for minor offenses.

**Courts-Martial:** this means you are tried by a court of law. There are three types of courts-martials: summary, special and general. The type of court-martial depends on the severity of the offense. The maximum punishment depends on the type of court-martial, nature of the offense and the rank of the member.

### **AIRMAN RESPONSIBILITIES WITH MILITARY PERSONNEL ACTIONS**

The Department of Defense (DoD) has a virtual system to handle military personnel actions. The goal of the system is to provide 24-hour-a-day, 7 day-a-week accessibility for Airmen to conduct personnel transactions via improved web-based applications. All Airmen must take responsibility for completing their own military personnel actions (e.g., reenlistments, retraining, promotions) online by using virtual systems:

- Become knowledgeable of the virtual system processes
- Be involved with military personnel actions affecting their career
- Monitor career status, manage personnel action suspenses and complete personnel actions (MUST NOT forget or be lazy or you will face serious consequences such as not being able to reenlist)

### **REENLISTMENT PROGRAM**

The AF has a Selective Reenlistment Program (SRP), which means reenlistment is a privilege—not a right. The AF retains only those individuals who consistently demonstrate the capability and willingness to maintain high professional standards.

The AF uses the Career Airman Reenlistment Reservation System (CAREERS) program to manage the reenlistment of first-term Airmen (FTA) and prevent surpluses and shortages within its career force. In order to reenlist, FTA must have an approved career job reservation (CJR). There is a specific timeframe to apply for CJRs and failing to apply within the authorized periods usually means forfeiting your eligibility. This is one of the military personnel actions previously discussed that you must take responsibility for on the virtual system

### **SUMMARY**

This chapter covered many vital elements and programs concerning career progression in the AF. While the AF provides you with the best training, support and tools to be successful, it is up to you to exhibit the AF Core Value of Excellence In All We Do if you plan to achieve that next promotion. For additional information, consult the AFI 36-2618, *The Enlisted Force Structure*.



## CHAPTER 57 REVIEW EXERCISE

1. The purpose of the enlisted force structure is to provide a structure that best meets mission requirements; offers a common, stable \_\_\_\_\_ for all enlisted personnel; and allows all Airmen the opportunity for \_\_\_\_\_.
2. The Enlisted Force Structure is comprised of \_\_\_\_\_ distinctive and separate tiers.
3. The \_\_\_\_\_ is a five character alphanumeric code identifying a specific job area and skill level.
4. The \_\_\_\_\_ character (numeric) identifies the skill level.
5. An individual who is considered capable of doing most tasks within their specialty with minimum supervision and who may have the capability to train others is a/an \_\_\_\_\_ with a skill level of \_\_\_\_\_.
6. The Enlisted Evaluation System (EES) focuses on \_\_\_\_\_ to help with successful mission accomplishment, development of \_\_\_\_\_ and determining who will be selected for \_\_\_\_\_.
7. An Airman Basic (E1) can be promoted to Airman (E2) after \_\_\_\_\_ months time in grade.
8. Article \_\_\_\_\_ gives commanders an essential and prompt means of maintaining good order and discipline without the member having a court-martial conviction. It is used for minor offenses.
9. The \_\_\_\_\_ program is used to manage the reenlistment of first-term Airmen and prevent surpluses and shortages in various Airman skills.
10. All eligible first-term Airmen must have an approved \_\_\_\_\_ in order to reenlist.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Career structure; professional growth</li> <li>2. 3</li> <li>3. Air Force Specialty Code (AFSC)</li> <li>4. Fourth</li> <li>5. Journeyman; 5</li> <li>6. Recording "performance", skills and leadership abilities; advancement</li> </ol> | <ol style="list-style-type: none"> <li>7. 6</li> <li>8. 15</li> <li>9. Career Airman Reenlistment Reservation System (CAREERS)</li> <li>10. Career job reservation (CJR)</li> </ol> |
|---|---|

## TRAFFICKING IN PERSONS AWARENESS

Objective 2a :: Identify basic facts about Air Force fundamentals.

*Welcome to the Trafficking in Persons (TIP) Awareness training. In this training, you will learn how to define TIP, identify who is involved in it and how it occurs, explain how to combat it and become familiar with TIP policy. TIP is one of the world's fastest growing criminal industries and it is estimated that over 20 million people are victims of human trafficking. The United States is not immune to the problem. Thousands of cases are reported each year; with victims being both male and female, and adults and children. This lesson contains language and images depicting physical and sexual violence to accurately portray the nature of TIP. The Department of Defense (DoD) has determined that this level of candor is necessary in order to properly convey the subject matter.*

### CHAPTER SUMMARY

- » Define TIP
- » Who is the typical trafficking victim?
- » Types of TIP
- » How to Combat TIP
- » TIP Laws and Policies

### DEFINE TIP

The US Trafficking Victims Protection Act or TVPA in 2000 defined severe forms of trafficking as:

- Sex trafficking in which a commercial sex act is induced by force, fraud or coercion, or in which a person induced to perform such act has not attained 18 years of age
- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery

The terms "trafficking in persons" and "human trafficking" can be used interchangeably.

### WHO IS THE TYPICAL TRAFFICKING VICTIM?

We may have a predetermined opinion of what victims of human trafficking look like but the reality is that a human trafficking victim is a vulnerable person that has been exploited. Trafficking in persons primarily involves the use of force, fraud, or coercion to compel a person to provide labor or commercial sex. It is important to note that any minor or person under 18 years of age involved in commercial sex is a victim of trafficking in persons.

### VICTIMS CAN BE

- Any gender, age, race, nationality, social status, economic or immigration status
- Man or woman
- Adult or child
- Foreign national or United States citizen

## **TYPES OF TIP**

### **SEX TRAFFICKING**

Sex trafficking involves the recruitment, harboring, transportation, provision, patronizing, soliciting, or obtaining of a person for the purpose of commercial sex. It occurs when a commercial sex act is induced by force, fraud, or coercion, or in which the person who is induced to perform such an act is under the age of 18.

Victims of sex trafficking can be found working anywhere, but are most often found in:

- Bars and brothels
- Dance clubs and strip clubs
- Massage parlors and spas
- Escort services
- Private parties

### **LABOR TRAFFICKING**

Labor trafficking occurs when force, fraud, or coercion is used to recruit, harbor, transport, provision, or obtain a person for labor or services by involuntary servitude, debt bondage, or slavery. Labor trafficking occurs in the Department of Defense both domestically and internationally. Labor trafficking most commonly occurs in Department of Defense contracts that are labor-intensive.

These labor-intensive industries include:

- Domestic servitude, such as nannies and maids
- Sweatshop factories
- Construction sites
- Farm work
- Restaurants
- Panhandling

### **CHILD SOLDIERING**

The term child soldier means—(i) any person under 18 years of age who takes a direct part in hostilities as a member of governmental armed forces; (ii) any person under 18 years of age who has been compulsorily recruited into governmental armed forces; (iii) any person under 15 years of age who has been voluntarily recruited into governmental armed forces; or (iv) any person under 18 years of age who has been recruited or used in hostilities by armed forces distinct from the armed forces of a state.

Child soldiers can be found in different locations around the world. Countries identified as using child soldiers in governmental armed forces or government-supported armed groups have been found in Burma, Central African Republic, Democratic Republic of the Congo, Rwanda, Somalia, South Sudan, Sudan, Syria, and Yemen. Rogue militias, insurgent and counterinsurgent, and terrorist groups also use child soldiers in various parts of the world.

In some circumstances in the United States Department of Defense, parental consent allows for an individual to be voluntarily recruited into the military when under 18 years of age.

## **HOW TO COMBAT TIP**

The first thing we can do to combat human trafficking is to recognize the signs. When you observe others look for signs of physical abuse such as bruises, notice if someone is being escorted places or if they're being watched. Pay close attention to a person's behavior. Look for signs as to whether or not a person is depressed, lives in and is confined to a work site or has an apparent lack of free will.

Potential Indicators include:

- Signs of physical abuse, physical restraint, confinement
- Signs of emotional or verbal abuse, fear, anxiety, submissive behaviors, or nervousness
- Legal documents, money, personal possessions held by another person
- No freedom of movement and/or constantly monitored by the employer/exploiter
- Restricted, mediated, or controlled communications
- Children under the age of 18 engaging in commercial sex acts
- Required to meet a daily or nightly quota through sex acts
- Unpaid, paid very little, or only earn money through tips
- No permitted work breaks or days off and working long hours
- Dependent on controller/employer for necessities, food, housing, etc.
- No knowledge about their work contract and their basic human rights
- Living and/or working in unsafe and unsanitary conditions

You should never ignore a situation that appears to involve trafficking in persons. While you might be inclined to investigate or rescue a person it is not safe to act on your own. It is not your responsibility to investigate a situation if you suspect trafficking in persons. You should call the Department of Defense IG Hotline at 1-800-424-9098 and report the incident through your chain of command.

When in doubt always report situations of human trafficking once you have identified human trafficking indicators.

### **TIP LAWS AND POLICIES**

The US adopted a “zero tolerance” policy in 2002 with a National Security Presidential Directive; which is promoted by DoD Instruction establishing TIP policies, responsibilities and reporting requirements. Since then, several executive orders, acts and regulations have strengthened the policy with:

- Stronger prohibition on contractor engagement in TIP activity
- Government authority to terminate a contract if an act directly supporting or advancing TIP is committed by the contractor
- Requirements to ensure US Government taxpayer money does not support TIP
- New criminal offenses
- Protection and assistance for victims
- Stricter acquisition regulations on contractors hired by the US Government; and requiring those TIP provisions to be included in all contracts
- Enhanced victim services and increased training for federal personnel

As a member of the Air Force, you may be prosecuted under the UCMJ for the following offenses related to sex trafficking:

- Prostitution
- Patronizing a prostitute
- Pandering by compelling (i.e., furnishing clients for a prostitute)
- Inducing, inciting, or procuring an act of prostitution
- Pandering by arranging or receiving consideration for arranging for sexual intercourse or sodomy

## **SUMMARY**

In this lesson, you learned how to define human trafficking, identify who is involved in the process of TIP, determine why and how TIP occurs, explain how to combat human trafficking, and identify TIP laws and policies. Below are some resources you can use after BMT to learn more about TIP and prepare yourself to better combat against it.

### **RESOURCES**

#### **Combating Trafficking in Persons**

<http://ctip.defense.gov/>

#### **Federal Acquisition Regulation (FAR)**

<https://acquisition.gov/far/>

#### **Department of Defense Instruction (DoDI) 2200.01**

<http://www.dtic.mil/whs/directives/corres/pdf/220001p.pdf>

#### **National Defense Authorization Act (NDAA)**

<http://www.govtrack.us/congress/bills/112/hr4310/text>

#### **Trafficking Victims Protection Act (TVPA)**

<http://www.state.gov/documents/organization/10492.pdf>

#### **Justice for Victims of Trafficking Act (JVTA)**

<https://www.govtrack.us/congress/bills/114/s178/text>

#### **Department of State 2015 TIP Report**

<http://www.state.gov/documents/organization/245365.pdf>

#### **Executive Order (EO) 13627**

<http://www.whitehouse.gov/the-press-office/2012/09/25/executive-order-strengthening-protections-against-trafficking-persons-fe>

#### **National Security Presidential Directive 22**

<http://www.combat-trafficking.army.mil/documents/policy/NSPD-22.pdf>

## OPERATIONS SECURITY (OPSEC) ORIENTATION

Objective 2a :: Identify basic facts about Air Force fundamentals.

*The AF uses OPSEC countermeasures to protect its critical information. Failure to properly implement these countermeasures can result in serious injury or death to our personnel; damage to weapons systems, equipment and facilities; loss of sensitive technologies; and mission degradation or failure. OPSEC is a continuous process and an inherent part of military culture. Integrate OPSEC into the execution of all AF activities.*

### CHAPTER SUMMARY

- » Definition and Purpose
- » Threat Awareness
- » Vulnerabilities
- » Insider Threat
- » Countermeasures
- » Individual's Role in Protecting Critical Information

### DEFINITION AND PURPOSE

OPSEC is an information-related capability (IRC) that preserves friendly essential secrecy by using a process to identify, control, and protect critical information and indicators that, if compromised, would allow adversaries or potential adversaries to identify and exploit friendly vulnerabilities leading to increased risk or potential mission, function, program, or activity failure or the loss of life. OPSEC's desired effect is to influence the adversary's behavior and actions by reducing the adversary's ability to collect and exploit critical information and indicators about friendly activities. It supports planning, preparation, execution, and post execution phases of any activity, operation or program across the entire spectrum of military action and in any operational environment.

AF OPSEC is established, managed, and implemented at all levels throughout the AF. It is an operations function, and shall be integrated into all operational planning and coordinated with relevant military deception (MILDEC) and other information operations programs.

### THREAT AWARENESS

A threat is an adversary with the capability and intent to undertake action detrimental to mission success, to include associated program activities and/or operations. An adversary is any entity with goals counter to your own. Threat information is necessary to understand what to protect and subsequently develop appropriate countermeasures. Analyzing threat includes identifying potential adversaries and their associated capabilities and intentions to collect, analyze and exploit critical information and indicators.

### VULNERABILITIES

A vulnerability exists when the adversary is capable of collecting critical information and/or indicators, correctly analyzing them and acting quickly enough to impact friendly objectives. An adversary exploits vulnerabilities to obtain critical information. The adversary then uses the information collected to support their decision-making process thus obtaining an operational advantage. The vulnerability can be in an organization's procedures, a failure of traditional security, poor judgment on the part of leadership, lack of threat awareness, the fact that we process critical information on unsecure information systems without encryption, or the system design itself. Conducting exercises and analyzing operations can help identify vulnerabilities.

**THE 4 “P”s**

An Insider Threat is a person, or group of people, who have access to, and the ability to cause harm, to vital Air Force assets such as our People, Places, Property, and Proprietary Information (the 4 “P”s).

**People**

Our Air Force workforce is made up of military, civilian, and contractor personnel. Harm caused to our workforce by an Insider can be in the form of:

- Harm to Self – such as suicide
- Harm to Others – such as workplace violence (to include Active Shooter incidents)
- Release of Sensitive Personnel Data – intentionally or unintentionally releasing or disclosing information that can put others in harm, such as disclosing troop locations, PII, etc.

**Places**

Physical locations where Air Force personnel work, and where our physical and virtual assets are located. It includes a wide-range of facilities from bases, to operating locations, to commercially-leased spaces. Harm caused to our physical places can include:

- Destruction of property – this can include facilities, but also includes physical or virtual assets (property) that may be stored in our facilities
- Access Violations
  - ▶ Air Force facilities should only be accessed by authorized personnel
  - ▶ Air Force personnel should ensure those who enter an Air Force facility are duly authorized and challenge anyone who they suspect is not authorized to be in the facility

**Property**

Our Air Force Property includes those assets, both physical and virtual, that enable the Air Force to conduct our mission. Harm caused by an Insider to our Property can include:

- Destruction of Property
  - ▶ Can be physical property (such a weapons and equipment) or virtual property (such as computer programs, codes, and files)
  - ▶ Can include such activities as bombs, arson, deletion of files, records, programs, etc.
  - ▶ Theft of Property (stealing physical assets or intellectual property such as computer code, weapon system technology, etc.)

**Proprietary Information**

- Classified Information & Material
  - ▶ It’s the responsibility of every Airman (military, civilian, and contractor) to ensure protection of our classified information
  - ▶ Disclosing (intentionally or unintentionally), leaking, or spilling data can result in harm to our national security
  - ▶ Any violations, or suspected violations, should be reported to your Supervisor or Security Manager immediately
- Export-Controlled Information & Products involves information, data, and products that cannot be released to a foreign national or representatives of any foreign without prior consent from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR)



## **WARNING SIGNS OF IN INSIDER THREAT**

In order to safeguard our Air Force people, places property, and proprietary & classified information, it's important for all Airmen to understand the warning signs that might detect insider threat activity, or potential activity. The major warning signs include Behavioral, Lifestyle, and Organizational activity.

### **Behavioral Activity**

The key to identifying insider threat behavior is to look for anomalous behavior. Anomalous behavior is behavior outside of normal behavioral pattern or demeanor given a person's role, responsibility, job description, and normal patterns of activity. These signs include:

- Stress (mental, financial, marital, work-related, etc.)
- Depression
- Suicidal or homicidal ideations
- Unexplained disappearance
- Falsifying documents or lying about questionable behavior
- Potential indicators of Espionage
  - ▶ Foreign considerations and contacts
  - ▶ Unusual work-related activities:
    - » Downloading excessive data
    - » Excessive printing
    - » Unusual work hours (coming in early/staying late)
  - ▶ Anti-United State sentiments, such as, expressing sympathy or empathy for previous Insider Threat actors
    - » Edward Snowden – NSA contractor who ex-filtrated and released an estimated 10,000+ classified documents
    - » Private First Class Bradley (AKA Chelsea Manning) – passed classified material to WikiLeaks
    - » Major Nadal Hasan – Fatally shot 13 people and injured more than 30 other at Ft. Hood, TX
    - » Aaron Alex – Defense contractor who killed 12 people at the Navy Yard in Washington, D.C.

### **Lifestyle Activity**

- Living beyond one's means
- Association with political, activist, or terrorist groups that are anti-United States
- Excessive foreign travel
- Association with foreign nationals on a recurring or continuous basis
- Excessive and unexplained wealth
- Criminal or gang affiliations

### **Organizational Activity**

- Change in organizational structure that might lead to employee concerns or stress (Reduction in Force (RIF), organizational move, consolidation, or relocation)
- Adverse personnel actions;
- Poor performance rating
- Security clearance revoked
- Letters of Reprimand, Counseling, or Admonishment
- Demotion
- Other adverse personnel actions

## **HOW TO REPORT SUSPECTED INSIDER THREAT ACTIVITY**

Activity should be brought to the attention of your Supervisor and/or your Security Office/Manager. Within the Air Force, the Air Force Insider Threat Hub (AF InT Hub) is responsible for detecting, analyzing, and referring Insider Threat activity to the Air Force Office of Special Investigations (AFOSI), Commanders and responsible Civilian Leadership, MAJCOM Insider Threat POCs, and the Defense Insider Threat Management and Analysis Center (DITMAC). The AFOSI handles criminal cases referred by the AF InT Hub, others organizations, and individuals, which includes information obtained through a Tip Line. For a situation involving immediate danger – call 911.

## **AF INSIDER THREAT PROGRAM**

The ultimate goal is to prevent an insider incident before it occurs. In order to do this, every Airman needs to be attentive to the warning signs of potential insider threat activity and report it. By doing so, we can help get individuals on the “Critical Path” of Insider Threat behavior and prevent an incident from occurring.

## **COUNTERMEASURES**

Countermeasures are anything which negates or reduces an adversary’s ability to exploit our vulnerabilities. Countermeasures are designed to prevent an adversary from detecting critical information, provide an alternative interpretation of critical information or indicators (deception), or deny the adversary the ability to utilize their collection system to exploit our operations. Countermeasures may be both offensive and defensive in nature (e.g., camouflage, concealment, deception, intentional deviations from normal patterns, direct strikes against adversary collection capabilities, etc.). Countermeasures must be coordinated with other affected organizations to ensure they do not become vulnerabilities or unacceptable indicators. During the execution of countermeasures, monitor the adversary’s reaction, if possible, to provide feedback that can be used to assess effectiveness or determine potential unintended consequences.

## **INDIVIDUAL’S ROLE IN PROTECTING CRITICAL INFORMATION**

OPSEC is everyone’s responsibility!

- Be familiar with the organization’s critical information and indicators
- Protect critical information and indicators from disclosure
  - ▶ This includes, but is not limited to: letters, resumes, articles, books, collegiate papers, electronic mail (e-mail), social media postings, web log (blog) postings, internet message board discussions, or other forms of dissemination or documentation
- Airmen should solicit the advice of their immediate supervisor, security office, OPSEC Program Manager (PM), and/or OPSEC Coordinator when publicly posting or publishing work-related information to internet-based capabilities. This will aid in preventing disclosure of critical information and indicators within the public domain
- Encrypt all e-mail messages containing critical information and OPSEC indicators
- Do not publicly disseminate, or publish photographs displaying critical information
  - ▶ Examples include but are not limited to: Improvised Explosive Device strikes, battle scenes, casualties, destroyed or damaged equipment, personnel killed in action (both friendly and adversary), and the protective measures of military facilities
- Do not publicly reference, disseminate, correct, or publish critical information or indicators already compromised. This provides further unnecessary exposure of the compromised information and may serve as validation
- Actively encourage others (including family members and family readiness groups) to protect critical information and indicators
- Destroy (e.g., burn, shred) all products (e.g., official and working papers, hard drives, disks, tapes, recordings) containing critical information or indicators when no longer needed to prevent the reconstruction, inadvertent disclosure or exploitation of critical information
- Implement countermeasures as ordered by the commander, director, or an individual in an equivalent position
- Avoid discussing critical information on non-secure telephones, cellular, or satellite telephone
- Know who their organization’s OPSEC PM and/or OPSEC Coordinator are and contact them for questions, concerns, or recommendations for OPSEC related topics

## ***SUMMARY***

OPSEC is one of the most important programs in the Air Force. It's vital to mission success that EVERYONE safeguard critical information and ensure family members do the same. Don't be the one who discloses information that costs the lives of fellow Airmen.

## CHAPTER 59 REVIEW EXERCISE

1. OPSEC's desired effect is to influence the adversary's \_\_\_\_\_ and \_\_\_\_\_.
2. A \_\_\_\_\_ is an adversary with the capability and intent to undertake action detrimental to mission success.
3. OPSEC is \_\_\_\_\_ responsibility.
4. Do not publicly disseminate photographs displaying \_\_\_\_\_.
5. An Insider Threat is a person, or group of people, who have access to, and the ability to cause harm, to vital Air Force assets such as our 4 "P"s: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

1. behavior, actions  
2. threat  
3. everyone's

4. critical information  
5. People, Places, Property, and Proprietary Information

<b>AA</b> – Alcoholics Anonymous	<b>ALS</b> – Airman Leadership School
<b>AAS</b> – Associate of Applied Science	<b>AMC</b> – Air Mobility Command
<b>ABCs</b> – Airway, Breathing and Circulation	<b>ANG</b> – Air National Guard
<b>ACC</b> – Air Combat Command	<b>AOR</b> – Area of Responsibility
<b>ACE</b> – Ask, Care, Escort	<b>ARC</b> – American Red Cross
<b>ACSM</b> – American College of Sports Medicine	<b>ASCP</b> – Airman Scholarship and Commissioning Program
<b>AD</b> – Active Duty	<b>AT</b> – Antiterrorism
<b>ADAPT</b> – Alcohol and Drug Abuse Prevention and Treatment	<b>ATC</b> – Air Transport Command
<b>ADC</b> – Area Defense Council	<b>ATM</b> – Automated Teller Machine
<b>ADCON</b> – Administrative Control	<b>ATV</b> – All Terrain Vehicle
<b>ADLS</b> – Advanced Distributed Learning System	<b>AWACS</b> – Airborne Warning and Control System
<b>AECP</b> – Airman Education and Commissioning Program	<b>AWOL</b> – Absent Without Leave
<b>AEF</b> – Air and Space Expeditionary Force	<b>BAH</b> – Basic Allowance for Housing
<b>AETC</b> – Air Education and Training Command	<b>BAS</b> – Basic Allowance for Subsistence
<b>AETCI</b> – Air Education and Training Command Instruction	<b>BEAST</b> – Basic Expeditionary Airman Skills Training
<b>AF</b> – Air Force	<b>BLISS</b> – Blend in–Low silhouette–Irregular shape–Small–Secluded
<b>AFAS</b> – Air Force Aid Society	<b>BMT</b> – Basic Military Training
<b>AFB</b> – Air Force Base	<b>BMTDG</b> – Basic Military Training Dorm Guide
<b>AFELA</b> – Air Force Educational Leave of Absence	<b>BMTSG</b> – Basic Military Training Study Guide
<b>AFMS</b> – AF Fitness Management Systems	<b>BPM</b> – Beats Per Minute
<b>AFSC</b> – Air Force Financial Service Center	<b>BX</b> – Base Exchange
<b>AFGSC</b> – Air Force Global Strike Command	<b>C2</b> – Command and Control
<b>AFI</b> – Air Force Instruction	<b>CAC</b> – Common Access Card
<b>AFMAN</b> – Air Force Manual	<b>CAREERS</b> – Career Airman Reenlistment Reservation System
<b>AFMC</b> – Air Force Materiel Command	<b>CATM</b> – Combat Arms Training and Maintenance
<b>AFPAM</b> – Air Force Pamphlet	<b>CBRN</b> – Chemical, Biological, Radiological and Nuclear
<b>AFPC</b> – Air Force Personnel Center	<b>CBT</b> – Computer Based Training
<b>AFRC</b> – Air Force Reserve Command	<b>CC</b> – Commander
<b>AFRH</b> – Armed Forces Retirement Home	<b>CCAF</b> – Community College of the Air Force
<b>AFROTC</b> – Air Force Reserve Officer Training Corps	<b>CCDR</b> – Combatant Commanders
<b>AFS</b> – Air Force Specialty	<b>CCM</b> – Command Chief Master Sergeant
<b>AFSC</b> – Air Force Specialty Code	<b>CDC</b> – Career Development Course
<b>AFSOC</b> – Air Force Special Operations Command	<b>C-IED</b> – Counter-Improvised Explosive Device
<b>AFSPC</b> – Air Force Space Command	<b>CINC</b> – Commander in Chief
<b>AFTWS</b> – Air Force Together We Serve	<b>CJCS</b> – Chairman, Joint Chiefs of Staff
<b>AFVA</b> – Air Force Visual Aid	<b>CJR</b> – Career Job Reservation
<b>AIDS</b> – Acquired Immune Deficiency Syndrome	<b>CLC</b> – Chief Master Sergeant Leadership Course

**CLEP** – College-Level Examination Program  
**CLP** – Cleaner, Lubricant and Preservative  
**CLRP** – College Loan Repayment Program  
**CMSAF** – Chief Master Sergeant of the Air Force  
**COA** – Course of Action  
**CoC** – Code of Conduct  
**COMPUSEC** – Computer Security  
**COMSEC** – Communications Security  
**CONUS** – Continental United States  
**CoRC** – Culture of Responsible Choices  
**CPR** – Cardiopulmonary Resuscitation  
**CQ** – Charge of Quarters  
**CRA** – Clothing Replacement Allowance  
**CSA** – Client Systems Administrator  
**CST** – Client Support Technician  
**CSAF** – Chief of Staff of the Air Force  
**CVR** – Core Value Rating  
**CWC** – Chemical Weapons Convention  
**D & B** – Drum and Bugle  
**DANTES** – Defense Activity for Nontraditional Education Support  
**DD Form** – Department of Defense Form  
**DFAS** – Defense Finance and Accounting Service  
**DFP** – Defensive Fighting Position  
**DLI** – Defense Language Institute  
**DOB** – Date of Birth  
**DoD** – Department of Defense  
**DRU** – Direct Reporting Unit  
**DSST** – DANTES Subject Standardized Tests  
**DTS** – Defense Travel System  
**DUI** – Driving Under the Influence  
**DVA** - Department of Veterans Affairs  
**EAL** – Entry Authority Listing  
**EC** – Entry Controller  
**ECP** – Entry Control Point  
**ECWW** – **Extreme Cold/Wet Weather**  
**EES** – Enlisted Evaluation System  
**EMS** – Emergency Medical System  
**EMSEC** – Emission Security  
**EO** – Equal Opportunity  
**EPA** – Environmental Protection Agency  
**EPR** – Enlisted Performance Report  
**FAC** – Forward Air Controller  
**FAC** – Fitness Assessment Cells  
**FDA** – Food and Drug Administration  
**FEST** – Foundational Expeditionary Skills Training  
**FICA** – Federal Insurance Contributions Act  
**FITW** – Federal Income Tax Withholding  
**FLO** – Family Liaison Officer  
**FOA** – Field Operating Agency  
**FOUO** – For Official Use Only  
**FPCON** – Force Protection Condition  
**FTA** – First-Term Airmen  
**FTAC** – First-Term Airmen’s Center  
**FVAP** – Federal Voting Assistance Program  
**FWA** – Fraud, Waste and Abuse  
**FY** – Fiscal Year  
**GPOA** – General Power of Attorney  
**HART** – Helping Airmen Recover Together  
**HBV** – Hepatitis B Virus  
**HIV** – Human Immunodeficiency Virus  
**HPV** – Human Papillomavirus  
**HQ** – Headquarters  
**HRE** – Human Relations Education  
**HSV** – Herpes  
**HSV-I** – Herpes Simplex Virus I  
**HSV-II** – Herpes Simplex Virus II  
**IA** – Information Assurance  
**IAW** – In Accordance With  
**ID** – Identification  
**ID** – Integrated Defense  
**IDEA** – Innovative Development through Employee Awareness  
**IDMT** – Independent Duty Medical Technician  
**IED** – Improvised Explosive Device  
**IG** – Inspector General  
**INFOCON** – Information Operations Condition  
**INFOSEC** – Information Security  
**IP** – Information Protection  
**IRA** – Individual Retirement Account  
**IRS** – Internal Revenue Service  
**ISP** – Internet Service Provider  
**IV** – Intravenous  
**JCS** – Joint Chiefs of Staff  
**JSTARS** – Joint Surveillance and Targeting Attack Radar System

**KKK** – Ku Klux Klan  
**LAFB** – Lackland Air Force Base  
**LDL** – Low-density Lipoprotein  
**LES** – Leave and Earnings Statement  
**LOA** – Letter of Admonishment  
**LOC** – Letter of Counseling  
**LOR** – Letter of Reprimand  
**M&FRC** – Military and Family Readiness Center  
**MAD** – Mutually Assured Destruction  
**MAJCOM** – Major Command  
**MCM** – Manual for Courts Martial  
**MEO** – Military Equal Opportunity  
**MGIB** – Montgomery GI Bill  
**MIA** – Missing in Action  
**MPF** – Military Personnel Flight  
**MPH** – Miles Per Hour  
**MRE** – Meals, Ready-to-Eat  
**MTF** – Medical Treatment Facility  
**MTI** – Military Training Instructor  
**N/A** – Not Applicable  
**NAF** – Numbered Air Force  
**NATO** – North Atlantic Treaty Organization  
**NAS** – Non-Availability Statement  
**NCO** – Noncommissioned Officer  
**NCOA** – Noncommissioned Officer Academy  
**NCOIC** – Noncommissioned Officer in Charge  
**NIR** – Near Infrared  
**NVA** – North Vietnamese Army  
**OHA** – Overseas Housing Allowance  
**OIC** – Officer in Charge  
**OJT** – On-the-Job Training  
**OPCON** – Operational Control  
**OPFOR** – Opposing Force  
**OPS** – Operations  
**OPSEC** – Operations Security  
**OSI** – Office of Special Investigations  
**OTS** – Officer Training School  
**PACAF** – Pacific Air Forces  
**PAID+E** – Perceive, Analyze, Interpret, Decide and Execute  
**PA** – Public Affairs  
**PAO** – Public Affairs Office  
**PCM** – Primary Care Manager

**PCS** – Permanent Change of Station  
**PDA** – Public Display of Affection  
**PDA** – Personal Digital Assistant  
**PDS** – Permanent Duty Station  
**PFB** – Pseudofolliculitis Barbae  
**PFE** – Promotion Fitness Examination  
**PFMP** – Personal Financial Management Program  
**PFW** – Performance Feedback Worksheet  
**PHA** – Preventative Health Assessment  
**PIN** – Personal Identification Number  
**PKI** – Public Key Infrastructure  
**PME** – Professional Military Education  
**POA** – Power of Attorney  
**POSH** – Prevention of Sexual Harassment  
**POV** – Privately Owned Vehicle  
**POW** – Prisoner of War  
**PT** – Physical Training  
**PTSD** – Post Traumatic Stress Disorder  
**PTG** – Physical Training Gear  
**RAM** – Random Antiterrorism Measure  
**RESPECT** – Resolve Conflicts, Explore Options, Sensitize Yourself, Promote Positive Human Relations, Eliminate Unacceptable Behavior, Consider Needs, Take a Stand  
**RH&T** – Recruit Housing and Training  
**RLA** – Recruit Living Area  
**ROE** – Rules of Engagement  
**ROTC** – Reserve Officer Training Corps  
**ROVERS** – Remote Operated Video Enhanced Receivers  
**RM** – Risk Management  
**RPM** – Rounds Per Minute  
**SA** – Situational Awareness  
**SA** – Substance Abuse  
**SAC** – Strategic Air Command  
**SAM** – Structural Aluminum Malleable  
**SAPO** – Sexual Assault Prevention Office  
**SAPP** – Security, Accuracy, Propriety and Policy  
**SARC** – Sexual Assault Response Coordinator  
**SAPR** – Sexual Assault Prevention and Response  
**SCAM** – Secure, Confront, Awareness and Make  
**SCORE** – Survive, Communicate, Organize, Resist and Escape  
**SCRA** – Servicemembers' Civil Relief Act  
**SECAF** – Secretary of the Air Force



**SECDEF** – Secretary of Defense  
**SERE** – Survival, Evasion, Resistance and Escape  
**SF** – Security Forces  
**SGLI** – Servicemembers’ Group Life Insurance  
**SITW** – State Income Tax Withholding  
**SJA** – Staff Judge Advocate  
**SKT** – Specialty Knowledge Test  
**SNCO** – Senior Noncommissioned Officer  
**SNCOA** – Senior Noncommissioned Officer Academy  
**SOAR** – Scholarship for Outstanding Airmen to ROTC  
**SPOA** – Special Power of Attorney  
**SRO** – Senior Ranking Officer  
**SRP** – Selective Reenlistment Program  
**SSN** – Social Security Number  
**STEP** – Stripes for Exceptional Performers  
**STI** – Sexually Transmitted Infections  
**TA** – Tuition Assistance  
**TACON** – Tactical Control  
**TB** – Tuberculosis  
**TDY** – Temporary Duty  
**TIG** – Time in Grade  
**TIS** – Time in Service  
**TMO** – Traffic Management Office  
**TRG** – Training Group  
**TRGI** – Training Group Instruction  
**TRS** – Training Squadron  
**TRW** – Training Wing  
**TSC** – TRICARE Service Center  
**TSP** – Thrift Savings Plan  
**UCC** – Unit Control Center  
**UCMJ** – Uniform Code of Military Justice  
**UDM** – Unit Deployment Manager  
**UGT** – Upgrade Training  
**UIF** – Unfavorable Information File  
**UMD** – Unit Manpower Document  
**UN** – United Nations  
**UOCAVA** – Uniformed and Overseas Citizens Absentee Voting Act  
**UOD** – Uniform of the Day  
**URD** – Unmanned Reconnaissance Drone  
**US** – United States  
**USAF** – United States Air Force  
**USAFA** – United States Air Force Academy

**USAFE** – United States Air Forces in Europe  
**USB** – Universal Serial Bus  
**USDA** – United States Department of Agriculture  
**USO** – United Services Organization  
**UTC** – Unit Type Code  
**VA** – Victim Advocate  
**VA** – Veterans Affairs  
**VAO** – Voting Assistance Officer  
**VBIED** – Vehicle Borne IED  
**vMPF** – Virtual Military Personnel Flight  
**VRE** – Virtual Reality Exposure  
**WAAC** – Women’s Army Auxiliary Corps  
**WAF** – Women in the Air Force  
**WAPS** – Weighted Airman Promotion System  
**WAS** – Weekly Activity Schedule  
**WASP** – Women’s Air Service Pilot  
**WBGT** – Wet Bulb Globe Temperature  
**WCAP** – World-Class Athlete Program  
**WMD** – Weapons of Mass Destruction  
**WOT** – Week of Training  
**WSMS** – War Skills and Military Studies  
**WWI** – World War I  
**WWII** – World War II

## VOLUNTARY BLOOD DONATION

During BMT, after your final fitness assessment, you'll have the opportunity to donate blood. **This Is Totally Voluntary**—and you must make your own informed decision on whether or not to donate blood. While donation undeniably serves a critical and life-saving need, there are some risks you should be aware of.

- Donating blood temporarily decreases your blood volume, red blood cells and iron levels.
- If you are well hydrated, your blood volume will recover within a few hours, so if you donate, plan to take it easy for the rest of the day following donation.
- Your red blood cells that carry oxygen from your lungs to the rest of your body take up to 2 months to recover, so you may notice a slight decline in cognitive and physical performance during this time.
- Iron, as you may recall, is an essential mineral for preventing fatigue, maintaining healthy bones and immune system, and reducing risk of injury such as stress fractures. Iron is also necessary for your red blood cells to be able to carry oxygen to your brain, muscles, and other tissues. Donating blood can decrease iron levels by 25% in men and 75% in women, and it can take up to 200 days in men and 300 days in women for iron levels to return to pre-donation baseline.
- The main way to increase your iron levels is through a healthy diet of lean meats, seafood, iron-enriched cereals and dark green vegetables such as kale or spinach.
- Another way is with a multivitamin containing iron or an iron supplement from your healthcare provider, but it's important you take it for the duration of basic and technical training. During times your iron levels are low, you may have an increased risk of stress fractures and decreased physical and cognitive performance.
- Consider the effect the above items may have on your next 6-12 months of training and potential deployment ahead of you.
- A unique risk to donating blood during BMT involves testing of blood after it is collected for infectious diseases, to be sure it is safe for transfusing to a patient.
- If your blood is found to be positive for one of these diseases, you will be notified either by a letter to your home of record or by the Reid Clinic.
- Depending on the results and your medical evaluation, you could potentially get discharged from the military for not meeting medical accession standards that still apply to you for 180 days after starting BMT.
- If you test positive for a subclinical (no symptoms) viral infection, it is best to know that information and receive treatment, if necessary, before complications of a smoldering infection occurs, though it may be negatively impact your military career.
- Prior to the blood donation opportunity, you will be shown an informative video. There will be limited time for questions then, but please ask your MTIs or the Blood Donor Center staff if you have any questions or concerns about donation.
- And remember, there will always be opportunities to donate blood throughout and after your Air Force career, so consider the timing of the blood donation carefully, the potential effects on your cognitive and physical performance, and do what is best for you.



## **SHIPPING MORNING**

Unless you have all of the documentation listed below, you will not ship to technical training.

- Military ID Card
- Full set of Orders
- Graduation Certificate \*
- CAC/PIN Number Envelope\*\*
- LAFB Form 205, *BMT Report Card*
- Pen
- Highlighter
- BMTSG

**\*NOTE: Do not lose your Graduation Certificate.** This is the only record you will have to prove you accomplished your CBRN, Law of War, UCMJ, Introduction to the Code of Conduct (SERE 101), Anti-Terrorism Training, Joint Ethics Brief, Sexual Assault Prevention and Reporting and Suicide Awareness and Prevention. **This cannot be reprinted after departure from BMT.**

**\*\*NOTE:** Airmen immediately need their Common Access Card (CAC)/Personal Identification Numbers (PINs) upon arrival to Technical Training. If Airmen lose or misplace their CAC/PINs they will experience delays in training and logging onto the AF Network and email. Ensure the safekeeping of your own CAC/PIN.

## **TECHNICACAL TRAINING SHIPPING INSTRUCTIONS**

- Transit 30 minutes prior to chalk time
- Arrive at the PRC (walk/bus)
- Drop bags in assigned Tech School location
- Proceed to auditorium for accountability
- Receive shipping briefing
- Exit to retreat pad
- Pick up baggage
- Proceed to bus assignment

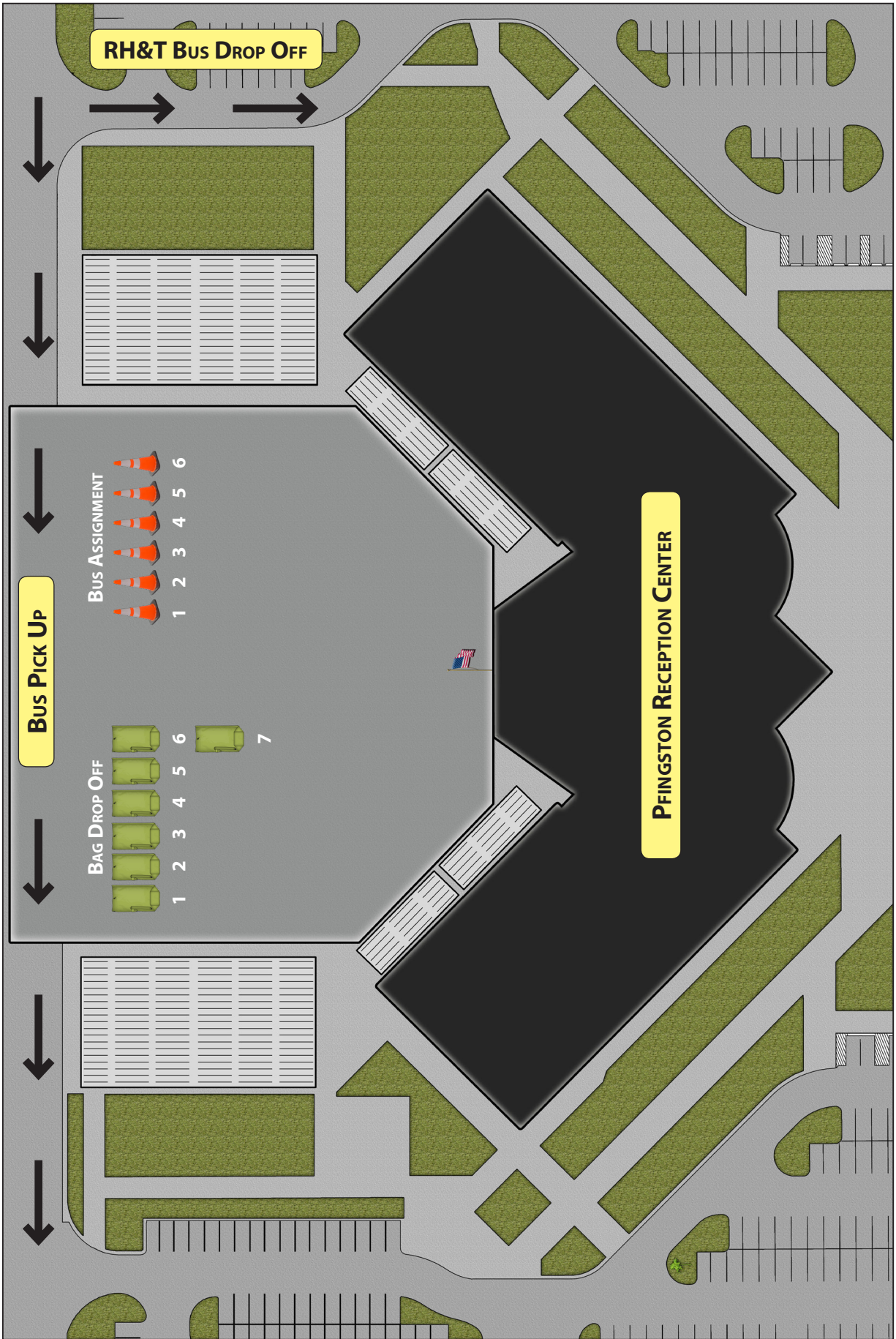
\*\*\* During inclement weather, bags will be placed in the PRC lobby and Amn in Auditorium. Lackland Airmen eat breakfast at line squadron prior to transit to Pflugston Reception Center (PRC).\*\*\*

### **Bag Drop Offs/Chalk Times**

1. Keesler/Gulfport – **Arrive:** 2200/Depart: 2315
2. Small Moves – **Arrive:** 0130/Depart: 0300
3. Goodfellow – **Arrive:** 0215/Depart: 0315
4. Sheppard – **Arrive:** 0245/Depart: 0345
5. Ft Sam Houston – **Arrive:** 0300/Depart: 0430
6. JBSA – Lackland 343 – **Arrive:** 0700/Depart: 0800
7. JBSA – Lackland 344 – **Arrive:** 0700/Depart: 0800







# NOTES



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# BMT CHAPEL LOCATIONS/SERVICE LOCATIONS



	Airman Memorial Chapel		Gateway Chapel
	BMT Processing Center		Global Ministry Center
	Dining Classroom Facility		Pfungston Reception Center

# BUYER BEWARE

AAFES shops are required to provide the following services.

## **DRY CLEANING**

- Dry Cleaning/Laundry services are OPTIONAL and NOT MANDATORY
- OCPs will not be starched or pressed
- You may request starch to aid in appearance of your blue uniform shirts
- When picking up items, check laundry mark to ensure the items belong to you
- Do not accept anything but your own laundry
- Always check to see if the items are pressed properly and starched if you requested it
- Check shirts/blouses for any type of black markings or stains before payment of services
- If a button has popped off because of dry cleaning, the contractor will replace it free of charge
- If your laundry does not meet your satisfaction, they should redo it free of charge
- If you receive the wrong items, or if it does not arrive on the date indicated, inform the sales person and contact your instructor. The contractor will replace lost items. Do not accept used clothing for lost items
- If you are still not satisfied, do not pay or accept your items, place your items back on the rack and immediately contact your instructor
- If you pay and leave with your items, you are responsible for what you receive

## **BEAUTY SHOP**

- The MTI will make individual appointments for your flight versus group appointments
- MTIs must make beauty shop appointments by name for the female trainees at the mini-mall or main BX and schedule specific services required (e.g. cut or hair coloring). Trainees must arrive 15 minutes prior to the appointment time and sign in
- You do not have to have your hair shampooed before being cut or have your hair blown dry before leaving
- Remember to only pay for the services you have asked for
- Tips are not mandatory, but are accepted
- If you are unhappy with the service, address your concerns to the contractor
- If still not satisfied with the services provided, inform your instructor

## **STRIPES**

- Always ensure the stripes are sewn on straight and centered on your sleeve
- If there are any problems contact your instructor

## **PATIO MACHINES**

- If you lose any money in your squadron's patio machines, contact your Charge of Quarters or your instructor
- They will give you an appointment slip so that you can go to your assigned exchange/mini-mall and get your money back
- The exchange/mini-mall will need to know: machine location, machine number, item you were trying to buy and whether you lost money or the machine is broken

## **FLIGHT PICTURES**

- You may not need as many photos and videos than are offered
- Do not get talked into buying items (Pictures/Memorabilia/Rings/Shirts) if they are too expensive; however, by signing up it indicates your intent to purchase these items

If you find yourself in any of the situations mentioned above, INFORM YOUR INSTRUCTOR. They will bring it to their supervisor's attention for further action. Always remember, you are the customer and the contractor is there for you. If you are not satisfied for any reason, report it to someone.

Effective May 2018, supersedes previous editions



# NOTES



# TRAINEE/STUDENT HOTLINE & SARC



**WE NEED YOUR VIGILANCE!**



USE YOUR 24/7 HOTLINES TO REPORT:

**SEXUAL ASSAULT/OFFENSES** – Local Base [SARC HOTLINE OPTION #1](#) – SARC (210) 808-7272 or DoD SAFE Helpline at (877) 995-5247, text 55-247, or [www.safehelpline.org](http://www.safehelpline.org)

**UNPROFESSIONAL RELATIONSHIPS/INAPPROPRIATE SOCIAL CONTACT/VERBAL OR PHYSICAL ABUSE** – [2AF MISCONDUCT HOTLINE OPTION #3](#) – DSN (94) 487-4007 or (210) 652-4007

**ANY PROBLEM** – [CHAPLAIN HOTLINE OPTION #2](#)

We are seeking **your** help in providing information and helping us eradicate abuse and maltreatment in the AF. Reports can be made **anonymously** – See instructions in your BMT Study Guide

CQ #: \_\_\_\_\_

## CONFIDENTIAL & ANONYMOUS REPORTING

**YOU CAN MEET WITH THE SARC WITHOUT YOUR FLIGHT OR CHAIN OF COMMAND KNOWING**

The chaplain will maintain confidentiality by giving you an appointment slip, calling the SARC or a DoD certified Victim Advocate to meet you in the privacy of the medical facility (Reid Clinic, BLDG 7002), and signing you out of CQ, so you will not be questioned about it.

Since trainees are seen at Reid Clinic for a multitude of reasons, ***no one in your chain or flight will know the specific reason for your referral.*** Chaplains routinely give appointment slips to trainees for many different reasons.

The appointment slip will designate a room within the Reid Clinic where the receptionist will send you. It will be one of the treatment rooms (like any other trainee would go) to await the SARC's arrival. The chaplain or medical provider will have called the SARC, in advance, to tell them to come to you and to maintain the confidentiality of your visit.

**THE APPOINTMENT SLIP ACCOUNTS FOR YOUR WHEREABOUTS, BUT WITHOUT ANYONE KNOWING THE SPECIFIC REASON FOR YOUR REFERRAL. EVEN YOUR WINGMAN WILL NOT KNOW THE REASON FOR YOUR REFERRAL.**

# TRICARE MILITARY HEALTHCARE

## Basic Information on Your Options and How to Access Care

*Make an informed choice for your family's health care needs! You will save time, effort and money!*

TRICARE is the military health care program serving active duty (AD) service members, National Guard and Reserve members, retirees, their families, survivors and certain former spouses worldwide. As a major component of the Military Health System, TRICARE brings together the health care resources of the uniformed services and supplements them with networks of civilian health care professionals, institutions, pharmacies and suppliers to provide access to high-quality health care services while maintaining the capability to support military operations. TRICARE is a regionally managed program. TRICARE regional contractors should be your first stop for information on enrollment, covered benefits, access standards, claim filing, costs, etc.

See map or on the web at <http://www.tricare.mil>

There are three options under the TRICARE program: TRICARE Prime, TRICARE Select, and TRICARE Reserve Select. Active duty (AD) members are automatically enrolled in Prime. Family members must decide which TRICARE option is best for them.

**SPECIAL NOTE:** all military benefits (including those for family members) are accessed using the military member's social security number (SSN). Make sure all eligible family members have the sponsor's SSN readily available.

### **QUICK FACTS ON ELIGIBILITY FOR TRICARE OPTIONS**

#### **TRICARE Prime:**

- Active duty service members and their families
- Retired service members and their families\*
- Activated (Called or ordered to active duty service for more than 30 days in a row) Guard/Reserve members and their families
- Non-activated Guard/Reserve members and their families who qualify for care under the Transitional Assistance Management Program
- Retired Guard/Reserve members at age 60 and their families\*
- Survivors
- Medal of Honor recipients and their families
- Qualified former spouses

#### **TRICARE Select:**

- Active duty family members
- Retired service members and their families
- Family members of activated (Called or ordered to active duty service for more than 30 days in a row) Guard/Reserve members
- Non-activated Guard/Reserve members and their families who qualify for care under the Transitional Assistance Management Program
- Retired Guard/Reserve members at age 60 and their families
- Survivors
- Medal of Honor recipients and their families
- Qualified former spouses



#### **TRICARE Reserve Select:**

Members of the Selected Reserve (and their families) who meet the following qualifications:

- Not on active duty orders
- Not covered under the Transitional Assistance Management Program
- Not eligible for or enrolled in the Federal Employees Health Benefits (FEHB) program
- **Note:** Survivor coverage is not affected by FEHB eligibility
- **Note:** Those members in the Individual Ready Reserve including Navy Reserve Voluntary Training Units do not qualify to purchase TRICARE Reserve Select
- Certain members of the Selected Reserve who are covered by TRICARE Reserve Select and involuntarily separated under other than adverse conditions (A separation that is other than “honorable” or “general”, may have access to extended TRICARE Reserve Select coverage up to 180 days). For more information, contact your service personnel department

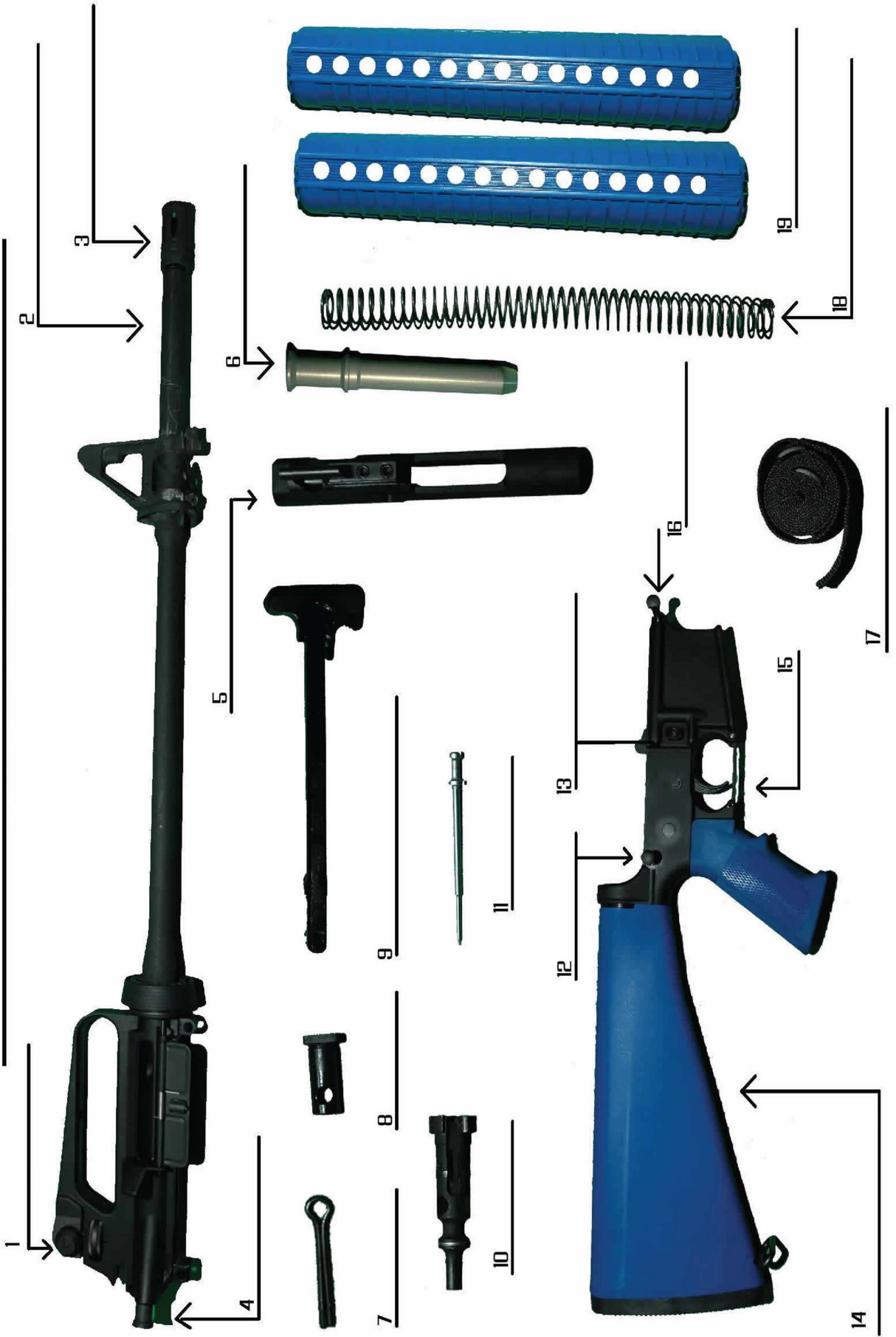
#### **TRICARE PRIME ENROLLMENT PROCEDURES**

- Online via the Beneficiary Web Enrollment website
- Call your regional contractor
- Mail the enrollment form to your regional contractor

#### **How It Works**

- You have an assigned primary care manager (PCM) who provides most of your care.
- Military or network provider
- Refers you to specialists for care he or she can't provide
- Works with your regional contractor for referrals/authorization
- Accepts your copayment and files claims for you

# M16 PARTS IDENTIFICATION



## FEEDBACK FORM

**INSTRUCTIONS**

Be truthful, constructive and specific in giving feedback...

- a. You can use this sheet anytime during basic military training.
- b. It is for favorable and unfavorable comments alike.
- c. Circle only one item number below and write your comments on the back side of the form.
- d. Place the completed comment sheet in any squadron deposit box.
- e. Be sure you have filled out the date, flight and squadron information in the boxes below.
- f. If you want a reply, be sure and include your name. Every effort will be made to get you an answer before you depart BMT.

DO YOU WANT A CONFIDENTIAL PERSONAL RESPONSE? **YES NO**  
 IF YES, MAKE SURE YOUR NAME IS ONE THIS SHEET

<b>NAME (LAST, FIRST, MIDDLE)</b>	<b>FLIGHT</b>	<b>SQUADRON</b>	<b>DATE</b>
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1. **PROCESSING:** (records, job classification, ID, etc.)
2. **CLOTHING ISSUE:** (uniform fit, personnel, etc.)
3. **WASHERS AND DRYERS:** (availability, condition, etc.)
4. **DRY CLEANING:** (service, price, etc.)
5. **DINING HALL:** (food, service, etc.)
6. **PATIO:** (vending machines, telephones, availability, etc.)
7. **ABUSIVE or HUMILATING TRAINING/ PHYSICAL or VERBAL MISTREATMENT/HAZING:** (who, what, when, where, etc.)
8. **MEDICAL CARE:** (availability, treatment, etc.)
9. **TRAINING MATERIALS:** (BMT Dorm Guide, BMTSG, visual aids, pugil sticks, etc.)
10. **SEXUAL HARASSMENT/ASSAULT:** (who, what, when, where, etc.)
11. **CLASSROOMS, AUDITORIUM:** (lighting, temperature, noise, latrine, etc.)
12. **WAR SKILLS & MILITARY STUDIES INSTRUCTORS:** (knowledge, professionalism, etc.)
13. **MILITARY TRAINING INSTRUCTORS (MTI):** (knowledge, professionalism, etc.)
14. **PT:** (difficulty, safety, etc.)
15. **FIELD TRAINING/ BEAST:** (training, safety, etc.)
16. **OTHER:** (any area not mentioned above)
17. **UNPROFESSIONAL RELATIONSHIP:** (who, what, when, where, etc.)

**USE THE REVERSE SIDE TO WRITE COMMENTS**





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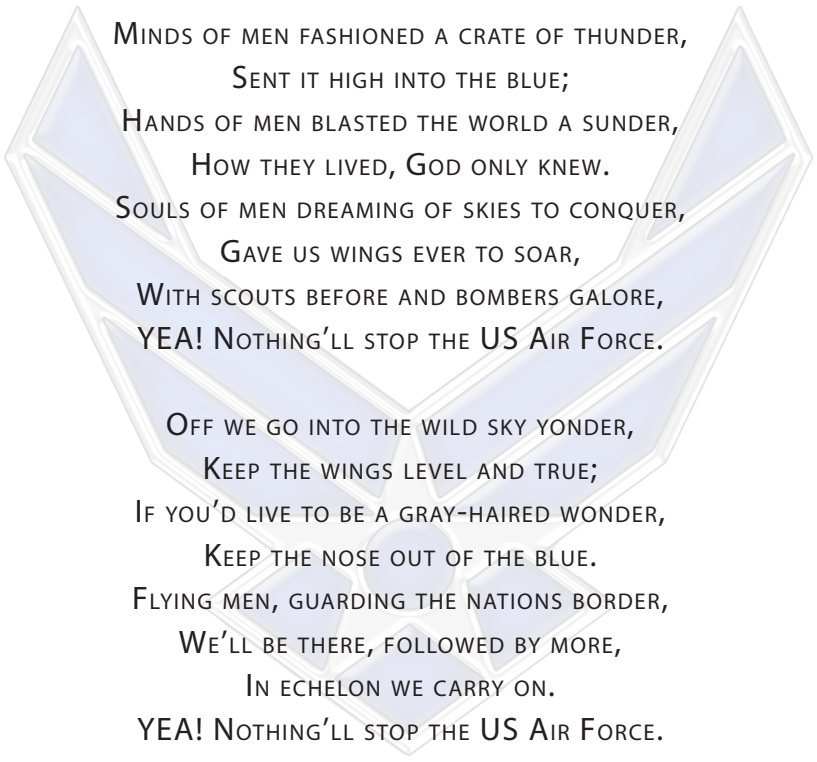
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**USE THE REVERSE SIDE TO WRITE COMMENTS**



# AIR FORCE SONG

**OFF WE GO INTO THE WILD BLUE YONDER,  
CLIMBING HIGH INTO THE SUN.  
HERE THEY COME, ZOOMING TO MEET OUR THUNDER,  
AT 'EM BOYS, GIVE'ER THE GUN.  
DOWN WE DIVE, SPOUTING OUR FLAME FROM UNDER,  
OFF WITH ONE HELLUVA ROAR!  
WE LIVE IN FAME OR GO DOWN IN FLAME,  
HEY, NOTHING CAN STOP THE US AIR FORCE.**



MINDS OF MEN FASHIONED A CRATE OF THUNDER,  
SENT IT HIGH INTO THE BLUE;  
HANDS OF MEN BLASTED THE WORLD A SUNDER,  
HOW THEY LIVED, GOD ONLY KNEW.  
SOULS OF MEN DREAMING OF SKIES TO CONQUER,  
GAVE US WINGS EVER TO SOAR,  
WITH SCOUTS BEFORE AND BOMBERS GALORE,  
YEA! NOTHING'LL STOP THE US AIR FORCE.

OFF WE GO INTO THE WILD SKY YONDER,  
KEEP THE WINGS LEVEL AND TRUE;  
IF YOU'D LIVE TO BE A GRAY-HAIRED WONDER,  
KEEP THE NOSE OUT OF THE BLUE.  
FLYING MEN, GUARDING THE NATIONS BORDER,  
WE'LL BE THERE, FOLLOWED BY MORE,  
IN ECHELON WE CARRY ON.  
YEA! NOTHING'LL STOP THE US AIR FORCE.

(FANFARE)

HERE'S A TOAST TO THE HOST OF,  
THOSE WHO LOVE THE VASTNESS OF THE SKY,  
TO A FRIEND WE SEND A MESSAGE  
OF HIS BROTHER MEN WHO FLY.  
WE DRINK TO THOSE WHO GAVE THEIR ALL OF OLD,  
THEN DOWN WE ROAR TO SCORE THE RAINBOWS POT OF GOLD  
A TOAST TO THE HOST OF MEN WHO BOAST THE US AIR FORCE.

# WARRIOR VIRTUES

(Extracted from "The Guide for The Righteous Protector" written in 1503 by Erasmus)

## **MAKE VIRTUE THE ONLY GOAL OF YOUR LIFE**

Dedicate all your enthusiasm, all your effort, your leisure as well as your business

## **TRAIN YOUR MIND TO DISTINGUISH GOOD AND EVIL**

Let your rule of government be determined by the common good

## **ALWAYS BE PREPARED FOR AN ATTACK**

Careful generals set guards even in times of peace

## **TREAT EACH BATTLE AS THOUGH IT WERE YOUR LAST**

And you will finish, in the end, victorious

## **DON'T ASSUME THAT DOING GOOD ALLOWS YOU TO KEEP A FEW VICES**

The enemy you ignore the most is the one who conquers you

## **NEVER ADMIT DEFEAT EVEN IF YOU HAVE BEEN WOUNDED**

The good warrior's painful wounds spur the will to gather strength

## **SPEAK WITH YOURSELF THIS WAY:**

If I do what I am considering, would I want my family to know about it

## **LIFE CAN BE SAD, DIFFICULT, AND QUICK: MAKE IT COUNT FOR SOMETHING**

Since we do not know when death will come, act honorably every day