



COMMISSIONED OFFICER TRAINING WELCOME PACKAGE

Effective immediately you will begin practicing proper military courtesies. This means you will use “sir” and “ma’am” when addressing any OTS staff member, regardless of the staff member’s rank.

You must arrive for in processing on the first day between 1200 and 1600. You cannot be late! If you will be late, either through poor planning on your part or events beyond your control, contact the 23 TRS orderly room at 334-953-0347 during duty hours or the Staff Duty Officer at 334-462-4411 after 1600. On arrival day, Officer Training School Staff will march you to and from dinner or provide you with a box lunch.

Read This Welcome Package and your Operating Instructions. You will be tested on your knowledge of them very soon. You are expected to use proper reporting statements immediately and will be corrected in a direct manner until you do. These can be found in OTSMAN 36-2202, Chapter 1. Concentrate on the first four chapters.

When you complete the computer security training, you will have the option to print out the completion certificate. Maintain possession of this certificate and take it to your gaining unit.

Package Contents:

- Welcome Letter
- Typical Day at COT
- Military Equal Opportunity and Treatment (EOT) Program
- Severe Weather Procedures
- Samples of Behavior (SOBs) Policy
- OTS Complex & Base Maps
- COT Customer Service POC Handout
- Medical & Dental Care Guidance
- TRICARE Information Sheet
- Computer Checklist and Instructions
- Initial Performance Feedback Worksheet Instructions
- Initial Performance Feedback Worksheet
- Finance/Personnel In-Processing Worksheets
- Immunization Records Instructions
- Fitness Questionnaire
- Blood Drive Questionnaire
- Library Information (Virtual & Campus)
- Training Day 0 and Training Day 1 Station Checklist

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DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

13 Aug 08

MEMORANDUM FOR COMMISSIONED OFFICER TRAINING (COT) TRAINEESS

FROM: 23 TRS/CC

SUBJECT: Welcome Letter

1. Today, you begin an intense five-week course designed to transform you from a technical professional into a leader worthy of the trust of this nation. This course will push you to your limits; in doing so, we will expand the limits of your capabilities. Expect to work long days and to integrate within your flight and trainee group. The attachment "Typical Day of a COT Trainee" provides an overview of what to expect. If you do what we expect, you will graduate as a competent, courageous leader with an infectious desire to serve with integrity and excellence.
2. Air Force officers at all levels must know and strictly adhere to their organization's standards. You will learn many of these standards while here at COT. Effective immediately, you will use proper customs and courtesies when addressing OTS staff. You will answer direct questions with "yes sir/ma'am" or no "sir/ma'am," as appropriate. You will begin every sentence with "sir" or "ma'am," as appropriate.
3. Begin studying the Operating Instructions now. You must know reporting, flightroom and auditorium procedures as outlined in OTSMAN 36-2202, *Standardization of Procedures - Officer Training School*, by Training Day 1 (your first full day at COT). This evening, begin filling out the paperwork in your Welcome Package. You will be turning in various paperwork within the Welcome Package during inprocessing and the Flight Commander Welcome.
4. Early in the morning of Training Day 1, Military Training Instructors will be in the dormitory providing direction on what to do and where to be. They will be loud and directive in their instruction and will single out individuals needing specific attention. Have your important paperwork (items on the Inprocessing checklist and the Welcome Package) with you for the day. You will not be allowed to return once you depart the dormitory.
5. If you have any questions prior to the class, contact the 23 TRS/DO during duty hours at 334 953-0347. If you require assistance on arrival day, call the Operations Control Center during the day at 334- 953-9675 or the Staff Duty Officer at (334) 462-4411 after 1700 hours.

STEPHEN R. MILLER, Lt Col, USAF
Commander

Attachment:
Talking Paper on a Typical Day for a COT Trainee

TALKING PAPER

ON

A TYPICAL DAY FOR A COMMISSIONED OFFICER TRAINING TRAINEE

- 0430** – Wake up/Personal hygiene time
- 0450** – Form up to march to Physical Training pad
- 0505** – Arrive PT pad/Trainee Group accountability
- 0515** – Physical Training begins
- 0615** – Physical Training ends
- 0630** – March to breakfast/Personal hygiene time/Change into UOD
- 0745** – Form up to march to OTS bldg
- 0755** – Prepare for flight room class (0800-0850)
- 0855** – Prepare for flight room class (0900-0950)
- 0955** – Prepare for flight room class (1000-1050)
- 1050** – Transit to auditorium for lecture
- 1055** – Prepare for auditorium lecture
- 1150** – Transit to flight room for lunch prep
- 1200** – March to lunch (Marched by Flight Commander)
- 1235** – March from lunch (Marched by Flight Commander)
- 1245** – Return to flight room/Trainee Group or Flight position duties/Class prep
- 1325** – Prepare for flight room class (1330-1420)
- 1425** – Prepare for flight room class (1430-1520)
- 1520** – Transit to auditorium for lecture
- 1525** – Prepare for auditorium lecture
- 1625** – Prepare for auditorium lecture
- 1725** – Transit to flight room or Flight Commander's cube for counseling

END OF DUTY DAY FOR TRAINEES

- 1750** – Detail to Chow Hall for dinner
- 1830** – Detail to dorm or shoppette for personals
- 1915** – Group study in dorms with flight mates
- 2100** – Individual study in dorm room/Work on assignments/Additional duties
- 2300** – Personal time/Hygiene



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

13 Aug 08

MEMORANDUM FOR ALL STAFF AND TRAINEES IN THE 23 TRS

FROM: 23 TRS/CC

SUBJECT: Military Equal Opportunity and Treatment (EOT) Program

1. You have the right to work in an environment free of unlawful discrimination and sexual harassment. Unlawful discrimination is any discrimination based on race, color, religion, sex, or national origin. Unlawful discrimination and sexual harassment are contrary to good order and discipline and counter-productive to combat readiness and mission accomplishment. I will not tolerate unlawful discrimination against Air Force personnel or their family members.
2. Your chain of command is responsible for creating an environment free from unlawful discrimination and sexual harassment. You should attempt to resolve EOT problems at the lowest level, and you have the right to file an informal or formal EOT complaint with your chain of command without fear or reprisal. Trainees must upchannel all instances of discrimination or harassment to their Flt/CC, even if they have been fully resolved at the trainee level.
3. All reports of unlawful discrimination or sexual harassment will be investigated and appropriate disciplinary and corrective action will be taken if unlawful discrimination, harassment, or reprisal is substantiated.
4. All rating and evaluation officials will evaluate compliance with EOT directives and document repeated or serious violations in performance reports. Membership in groups espousing supremacist causes or advocating unlawful discrimination must be considered in evaluating and assigning members.
5. These requirements are the minimum legal behaviors for AF members, but we can go well beyond simply being legal. I expect staff and trainees to model professional behavior at all times. Loss of self-control, belittling comments, profanity, etc., do not reflect well on the AF and will not be tolerated. More importantly, we will aggressively work to develop our diverse abilities and talents, to ignore differences that have no bearing on mission accomplishment, and to make every person successful and proud of their unique contributions to the squadron.

STEPHEN R. MILLER, Lt Col, USAF
Commander



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

13 Aug 08

MEMORANDUM FOR INCOMING STUDENTS

FROM: 23 TRS/DOC

SUBJECT: Severe Weather Procedures

1. Welcome to Commissioned Officer Training! As a student, you will face many challenges, to include severe weather (e.g., tornados, strong thunderstorms, intense heat). My job is to make you aware of these conditions, and ensure you take proper safety precautions.

2. Tornados affect the Montgomery area every year, especially during the Spring and Summer (tornado season). A tornado *watch* means weather conditions are favorable, while tornado *warning* means a funnel cloud has been spotted or is imminent. During a *warning*, a 3-5 minute steady tone will sound over the base warning system. Take the following precautions when you hear this tone:

- a. OTS Large Auditorium – exit auditorium, proceed to interior, first-floor flight rooms
- b. OTS Small Auditorium – exit auditorium, proceed to interior hallways on the sides of and behind the auditorium
- c. Flight rooms – proceed to interior, first-floor flight rooms
- d. Dorms – proceed to closets in first-floor rooms, three students per closet (when closets are full, fill bathrooms)
- e. Outdoors – quickly enter nearest building and take cover in smallest, innermost room
- f. Most importantly, take shelter first. Accountability actions will occur after the “all clear” is sounded over the base warning system and the OCC (danger has passed)

3. Montgomery’s intense heat and humidity is another safety consideration during the hot season (15 Apr – 15 Oct). Temperatures will average in the mid 80s, and can possibly reach 100 degrees. As a result, you can suffer from several heat stress disorders (e.g., heat cramps, heat exhaustion, heat stroke). For your protection, physical training is conducted during early morning hours to avoid the hottest part of the day. In addition, you must drink plenty of fluids. Proper hydration is the best way to prevent heat stress.

4. Please contact me at 3-0309 with any questions you might have.

//SIGNED//
PEDRO VELEZ, Capt, USAF
Unit Safety Representative



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

13 Aug 08

MEMORANDUM FOR COMMISSIONED OFFICER TRAINING TRAINEES

FROM: 23 TRS/CC

SUBJECT: Samples of Behavior Policy

1. Each trainee must complete their Samples of Behavior (SOBs) individually before they may study with other trainees. Trainees may not accept completed SOBs or assistance from others until they have accomplished the SOBs themselves.
2. Trainees may participate in group study sessions or seek help from other trainees when they have completed one of the following:
 - a. Rewritten the SOBs and answers from the study guide in a notebook, computer file, on note cards, etc.
 - b. Found the answers to the SOBs in the study guide and annotated the answers with a highlighter, margin notes, etc. These annotations must include the corresponding SOB number.
 - c. Consulted with a flight commander or a curriculum area manager for assistance with SOBs that you could not find.
3. Trainees may study in groups after all members of that group have completed the SOBs that will be discussed. For example, if the group studies the SOBs for LS-1A through LS-1I, only trainees that have answered these SOBs may participate in the group.
4. Officers must be self-reliant and cannot expect others to do their work for them. Accepting SOBs from others without first accomplishing them yourself is not acceptable.
5. If you have questions regarding this policy, consult your flight commander, trainee squadron commander or a curriculum area manager.

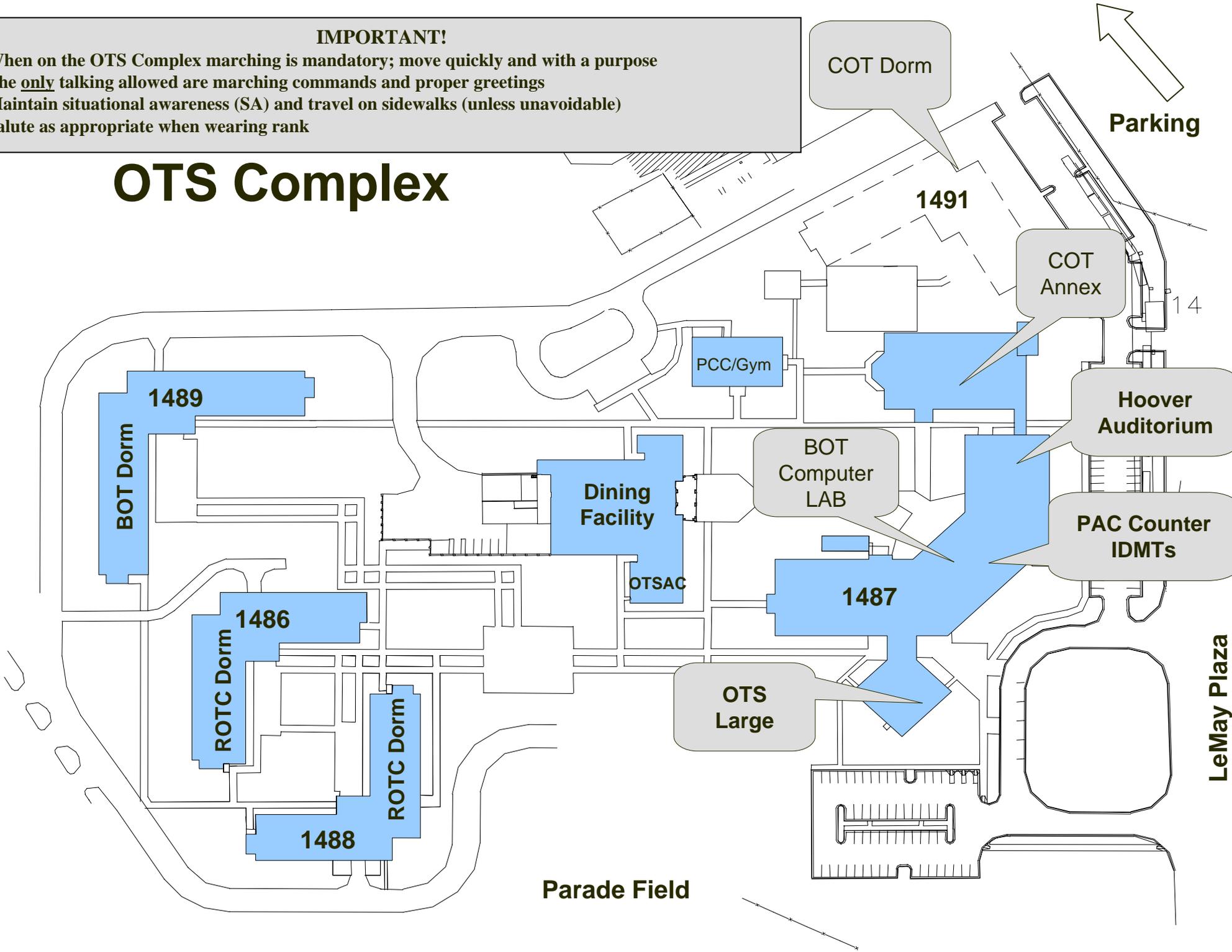
STEPHEN R. MILLER, Lt Col, USAF
Commander

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IMPORTANT!

- When on the OTS Complex marching is mandatory; move quickly and with a purpose
- The only talking allowed are marching commands and proper greetings
- Maintain situational awareness (SA) and travel on sidewalks (unless unavoidable)
- Salute as appropriate when wearing rank

OTS Complex



COT Dorm

1491

COT Annex

Parking

1489

BOT Dorm

PCC/Gym

Hoover Auditorium

Dining Facility

BOT Computer LAB

PAC Counter IDMTs

1486

ROTC Dorm

OTSAC

1487

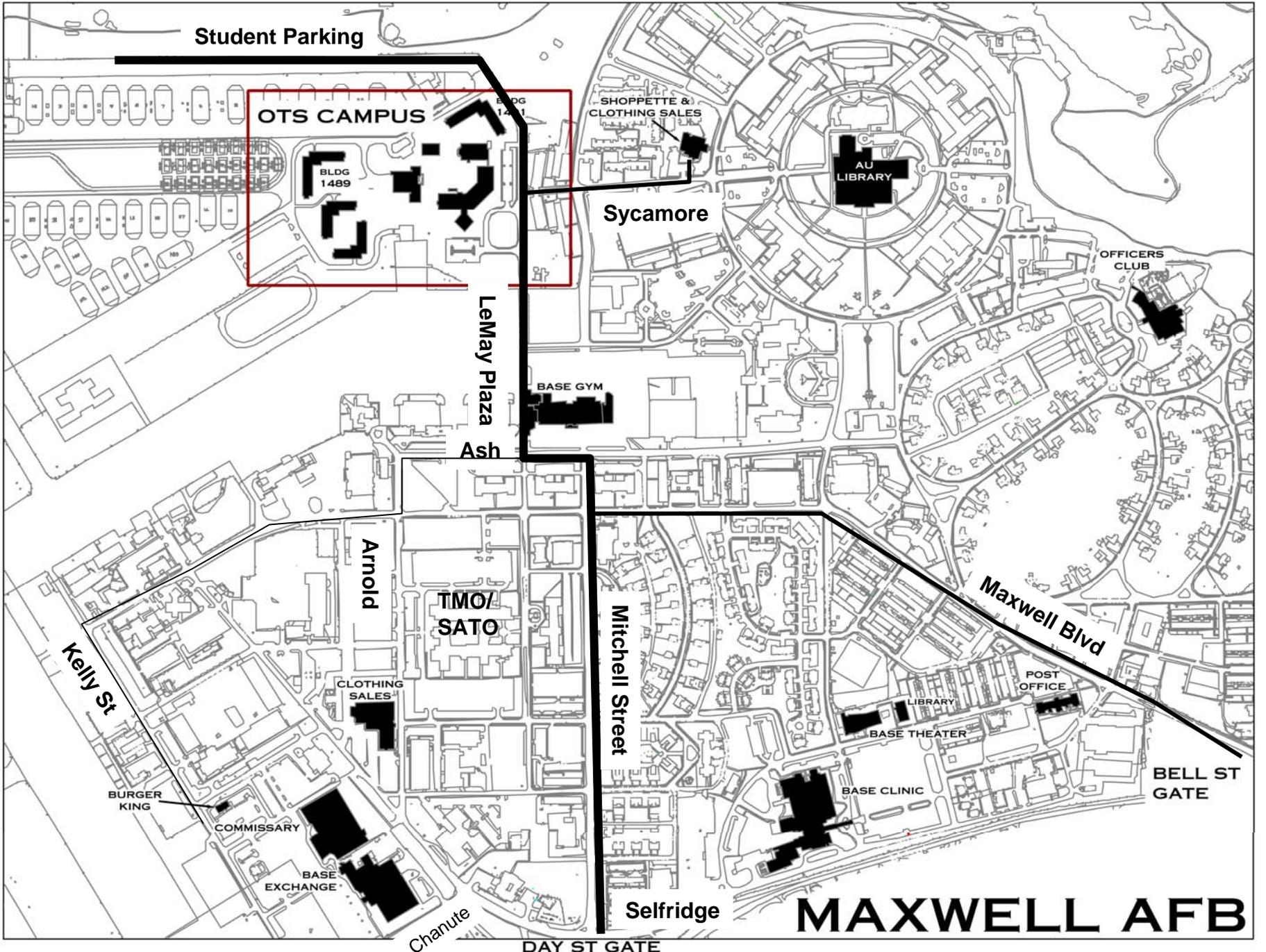
OTS Large

1488

ROTC Dorm

Parade Field

LeMay Plaza



Student Parking

OTS CAMPUS

BLDG 1489

BLDG 1489

SHOPPETTE & CLOTHING SALES

Sycamore

AU LIBRARY

OFFICERS CLUB

LeMay Plaza

BASE GYM

Ash

Arnold

TMO/SATO

CLOTHING SALES

Mitchell Street

Maxwell Blvd

Kelly St

BURGER KING

COMMISSARY

BASE EXCHANGE

LIBRARY

POST OFFICE

BASE THEATER

BASE CLINIC

BELL ST GATE

Chanute

Selfridge

DAY ST GATE

MAXWELL AFB

**Commissioned Officer Training
Customer Service POC Handout**

Personnel Section: We are located in the main OTS building (Bldg 1487) at the Personnel Assistance Counter (PAC). The PAC is located near the barbershop. Please sign in at the computer to the right of the PAC for any personnel questions or concerns. Our normal hours of operation are Mon, Tues, Thurs and Fri 0730-1630; Wednesdays 0900-1630. You may also contact us at the following numbers:

SSgt Reid	NCOIC, COT	953-6226
SrA Harden	Customer Service Rep	953-1864

Dependent IDs/DEERS Enrollment: In order for your family to be eligible for medical or dental coverage, we must update their information in the Defense Enrollment Eligibility Reporting System (DEERS). You will need to provide the Personnel Section with a ***DEERS Information Worksheet*** (provided during the Personnel In-processing briefing) along with a marriage certificate and/or birth certificates for your children. Please provide your spouse's birth certificate only if you have step-children. Once this information is verified, we will use the ***DEERS Worksheet*** to update your dependents in the system

Medical/Dental Coverage: To enroll your family members for medical coverage with Tricare, call 1-800-403-3950 or visit their website at www.tricare.osd.mil.

To enroll your family members for dental coverage with United Concordia Tricare Dental Program call 1-888-622-2256 or visit their website at www.ucci.com. **You and your family members must be enrolled in DEERS prior to signing up for medical/dental coverage.**

Finance Office: A Finance Representative will be available to address your financial concerns in the main OTS building at the Personnel Assistance Counter (PAC) on Tuesdays, Thursdays and pay days at 1130-1230. If you are unable to meet with Finance at these times due to scheduling conflicts, please contact SSgt Reid or SrA Harden for assistance. *FYI: Please do not sign in at the PAC computer for assistance from Finance---they will have a separate sign-in sheet available.*

For emergency pay concerns, please contact the Maxwell AFB Finance Office (Bldg 804) at 953-3288, option #2.

Montgomery G.I. Bill Questions: Maxwell AFB Education Office (Mr. Baker) - 953-5959

Legal Matters: Maxwell AFB Legal Office - 953-2786

Shipment of Household Goods: Maxwell AFB Traffic Management Office (TMO) - 953-3887

Travel Arrangements: Official Business – 240-3345 Leisure – 262-4914



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

2 Jul 07

MEMORANDUM FOR COMMISSIONED OFFICER TRAINING STUDENTS

FROM: 23 TRS/DO

SUBJECT: Medical and Dental Care Guidance

1. **If there is a threat to *life, limb, or eyesight*, go directly to the nearest emergency room or call 911.** To contact the ambulance service located on Maxwell AFB dial 911 from a base phone or (334)953-9911 from your cell phone. Dialing 911 from your cell phone will get the Montgomery emergency response number and takes longer to respond to an on-base emergency. Local hospitals include:

- Jackson Hospital (I-85N, Forest Ave Exit 2, Turn Left); 293-8000 (**Non-TRICARE**)
- Baptist South Hospital (I-65S, E. South Blvd Exit 168, Turn Left); 288-2100 (**Preferred**)
- Baptist East Hospital (I-85N, Taylor Rd Exit 9, Turn Left); 277-8330

2. Non-emergency medical attention **during duty hours:**

- **OTS Sick Call:** Independent Duty Medical Technician (IDMT) office (building 1487, 1st floor), Monday - Friday 0515-0645 and 1230-1300
- **Maxwell Clinic:** Call 953-3368 between 0700 and 1600 for an appointment
 - Report to OTS IDMT office prior to and after reporting to Maxwell Clinic (bring all medical paperwork)
 - Sick call hours are Monday through Friday 0645-0730 (no appointment necessary)
 - Call the Operational Medicine Nurse at 953-2462 to verify whether you need an appointment, obtain medical advice, or obtain lab results
 - Ensure they understand you are an OTS student

3. Report for all sick call or medical appointments in an authorized uniform.

4. If you require non-emergency medical attention **after duty hours:**

- **On base** call the OCC at 953-9675 or the SDO cell phone at 462-4411
- **Off base** call 953-3368 and ask to speak to the on-call physician; if you cannot reach the on-call physician, contact the nearest hospital emergency room and speak to their on-call physician
- Report to OTS IDMT office during sick call hours the next duty day

5. **If you receive medical care *without a referral***, you must report the visit within 24 hours. If you are enrolled in Tricare elsewhere, call your regional Tricare office. If you are not enrolled in Tricare elsewhere, call 953-3368. If you were seen during the weekend, call during the next duty day. You initially may have to pay your own medical bill, but Tricare can reimburse you later. If possible, obtain a referral prior to seeking medical attention to preclude incurring non-authorized costs. The OTS IDMTs can help process your Tricare paperwork and answer Tricare questions, if needed.

A handwritten signature in black ink, appearing to read "John C. Roberts".

JOHN C. ROBERTS, Maj, USAF
Director of Operations

TRICARE INFORMATION SHEET -- 17 Apr 06

This information was extracted from the TRICARE website and/or TRICARE informational handouts:

To receive the full benefit under TRICARE Prime, Prime members must have their non-emergency health needs directed by their Primary Care Manager (PCM) and approved health care finder. This includes all referrals to specialists, hospitalizations or any care required while traveling away from home. When Prime members do not coordinate their health care through their PCM, they make a choice to exercise the TRICARE Point of Service option. By making that choice, TRICARE Prime members are subject to higher deductibles and cost shares. TRICARE Prime beneficiaries who are treated for an emergency should notify their PCM within 24 hours of their emergency treatment in order to receive the full PRIME benefit. Point of Service Option Cost Share is 50% of the TRICARE Maximum Allowable Charge (MAC).

This applies to OTS trainees that are prior enlisted as they are here TDY enroute and all trainees TDY here for SOS, ASBC, etc.

New accessions that are not enrolled will be authorized through the Service Point of Contact (SPOC) option.

Below is a current list of TRICARE authorized urgent care centers. This may be helpful for trainees here TDY when trying to coordinate urgent care with their PCM at their home base.

Please remind trainees to update their DEERS information and MTF information whenever they change address/phone number, etc. Failure to update DEERS and MTF information can result in misdirected communication, delayed enrollment and claims payment, etc.

All beneficiaries can call DEERS at 1-800-538-9552 or make the address change online by visiting www.tricare.osd.mil/DEERS address/.

Urgent Care Centers

Mouton, Abraham MD
Soler, Anthony MD
American Family Care
2936 Marti Lane
Montgomery, Al 36116
334-288-0088
Mon-Sun, 8a-6p

Arguello, Martha MD
American Family Care
6910 Vaughn Road
Montgomery, Al 36116
334-279-7444
Mon-Sat, 8a-6p

Beauchamp, D'Livro MD
Sachdev, Jatinder MD
American Family Care
601 N Eastern Blvd.
Montgomery, Al 36117
334-279- 6331
Mon-Sat, 8a-6p

PriMed Vaughn Road
2815 Eastern Blvd
Montgomery, Al 36116
334-271-4545
Sun-Sun, 7a-9p

PriMed Atlanta Highway
4305 Atlanta Highway
Montgomery, Al 36109
334-271-7051
8a-9p Sun-Sun (Closed Major Holidays)

PriMed Taylor Crossing
34 Taylor Road, North
Montgomery, Al 36117
334-272-7639
Sun-Sun, 7a-9p

Provider listings are subject to change without notice. Please call the provider to confirm continued participation with TRICARE.

TRICARE TOLL-FREE NUMBERS

National Toll Free Numbers

Senior Pharmacy Program < http://www.tricare.osd.mil/pharmacy/seniorpharmacy.cfm >	1.877.DOD.MEDS (1.877.363.6337)
TRICARE For Life < http://www.tricare.osd.mil/tfl/ >	1.888.DOD.LIFE (1.888.363.5433)
TRICARE Prime Remote (TPR) < http://www.tricare.osd.mil/remote/ > (active duty and family members)	1.888.DOD.CARE (1.888.363.2273)
TRICARE Retiree Dental Plan - Deltal Dental < http://www.tricare.osd.mil/beneficiary/beneficiary/supprog.html >	1.888.838.8737
TRICARE Dental Program (TDP) - United Concordia < http://www.tricare.osd.mil/beneficiary/beneficiary/supprog.html >	1.800.866.8499
National Mail Order Pharmacy - Merck Medco < http://www.tricare.osd.mil/pharmacy/nmop.cfm >	1.800.903.4680
Defense Enrollment Eligibility Reporting Systems (DEERS) < https://www.tricare.osd.mil/deers/ >	1.800.538.9552
Active Duty Claims (MMSO)	1.800.876.1131

Regional Toll Free Numbers

Northeast (1) </regionalinfo/list.cfm?RegionID=1>	1.888.999.5195
Mid-Atlantic (2) </regionalinfo/list.cfm?RegionID=2>	1.800.931.9501
Southeast (3) </regionalinfo/list.cfm?RegionID=3>	1.800.444.5445
Gulfsouth (4) </regionalinfo/list.cfm?RegionID=4>	1.800.444.5445
Heartland (5) </regionalinfo/list.cfm?RegionID=5>	1.800.941.4501
Southwest (6) </regionalinfo/list.cfm?RegionID=6>	1.800.406.2832
Central (7/8) </regionalinfo/list.cfm?RegionID=8>	1.888.874.9378
Southern California (9) </regionalinfo/list.cfm?RegionID=9>	1.800.242.6788
Golden Gate (10) </regionalinfo/list.cfm?RegionID=10>	1.800.242.6788
Northwest (11) </regionalinfo/list.cfm?RegionID=11>	1.800.404.2042
TRICARE Pacific Hawaii </regionalinfo/list.cfm?RegionID=12>	1.800.242.6788
WESTPAC </regionalinfo/list.cfm?RegionID=15>	1.888.777.8343
Latin America & Canada </regionalinfo/list.cfm?RegionID=16>	1.888.777.8343
Puerto Rico & Virgin Islands </regionalinfo/list.cfm?RegionID=17>	1.888.777.8343
Europe </regionalinfo/list.cfm?RegionID=13>	1.888.777.8343

The [TRICARE Web site](http://www.tricare.osd.mil/) <<http://www.tricare.osd.mil/>> is the official Web presence of the TRICARE Management Activity.

Skyline 5, Suite 810, 5111 Leesburg Pike, Falls Church, VA 22041-3206

- **Initial Performance Feedback Worksheet Instructions**

- FILL THIS OUT COMPLETELY AND HAVE IT ON YOU FOR FLIGHT COMMANDER WELCOME
- Print double-sided, head to foot (also called “flip on short edge”)
- Section I
 - Name: LAST NAME, FIRST NAME, MI.
 - Grade: your military pay grade (e.g., second lieutenant is “O-1”, first lieutenant is “O-2”, etc.)
- Sections II-V. Leave these sections blank. The Flight Commander Interview section will be filled out during your initial interview with your Flight Commander upon arrival at OTS
- Section VI and VII. Fill these sections out as completely as possible. All items in the “PME” block must be complete upon arrival at OTS
- Gaining Unit Commander (Rank and Full Name)
 - Your Squadron Commander—not the Wing or Group Commander (unless you will work directly for one of those individuals)
 - Must provide his/her direct Defense Switch Network (DSN) number—if you do not know this information, contact your recruiter, unit, or sponsor
- Sponsor (Rank and Full Name)
 - This individual is assigned by your gaining unit to assist you with your transition to your gaining base; therefore, you should contact this individual before departing to COT
 - If you do not know this information, contact your recruiter or unit for assistance
- Once finished, staple a copy of your orders to the front, and highlight your full name only on those orders

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OFFICER PERFORMANCE FEEDBACK WORKSHEET

I. PERSONAL INFORMATION

NAME	GRADE	UNIT 23 TRS (COT)
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II. TYPES OF FEEDBACK:	INITIAL	MID-TERM	FOLLOW-UP	RATEE REQUESTED	RATER DIRECTED
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III. KEY DUTIES, TASKS, AND RESPONSIBILITIES	V. COMMENTS
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	<p>RECORD OF FLIGHT COMMANDER BRIEFING</p> <p>1. Inform trainee of interview purpose & Flt/CC open door policy</p>
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IV. PERFORMANCE FEEDBACK

	<i>needs significant improvement</i>	<i>needs little or no improvement</i>		
1. JOB KNOWLEDGE				
Has knowledge required to perform duties effectively	←=====→	←=====→	2. Ground Safety A. Flt/CC-Staff must be notified immediately of any injury B. Use of seat belts and shoulder restraints mandatory C. Sick Call, Heat Stress Index, General Health/Hygiene (OTSOI 40-1) D. Evacuation/Severe Weather Procedures: Tornadoes, Thunderstorms, Lightning, Flag Conditions--Black, Red, Green, Yellow & White E. Member will not practice medicine unless situation is life-threatening. F. Auto insurance and Base Registration requirements G. If pregnant, inform Flt/CC immediately (Circle One) YES / NO	
Strives to improve knowledge	←=====→	←=====→		
2. LEADERSHIP SKILLS				
Sets and enforces standards	←=====→	←=====→	3. Are there any personal problems/medications/physical limitations which could impact your training (Circle One)? YES (MFR Required) / NO	
Works well with others	←=====→	←=====→		
Fosters teamwork	←=====→	←=====→		
Displays initiative	←=====→	←=====→		
Self-confident	←=====→	←=====→		
3. PROFESSIONAL QUALITIES				
Exhibits loyalty, discipline, dedication, integrity, honesty, and officership	←=====→	←=====→	4. Over Body Mass Index, over allowable Body Fat, under Body Mass Index counseling (MFR required)	
Adheres to Air Force standards	←=====→	←=====→		
Accepts personal responsibility	←=====→	←=====→		
Is fair and objective	←=====→	←=====→	5. OTS Tobacco Policy: none while in trainee status (OTSMAN 36-2201)	
4. ORGANIZATIONAL SKILLS				
Demonstrates ability to plan	←=====→	←=====→	6. Reservations concerning military service (Circle One)? YES / NO	
Coordinates actions	←=====→	←=====→		
Schedules effectively	←=====→	←=====→	7. AF Policy on sexual, racial, religious harassment, and conduct unbecoming an officer (AFPAM 36-2705)	
Uses resources effectively and efficiently	←=====→	←=====→		
Meets suspenses	←=====→	←=====→	8. Alcohol consumption, DUI, drugs, wear of uniform at local establishment whose main business is serving alcohol (OTSMAN 36-2201)	
5. JUDGMENT AND DECISIONS				
Makes timely and accurate decisions	←=====→	←=====→		
Emphasizes logic in decision making	←=====→	←=====→		
Retains composure in stressful situations	←=====→	←=====→		
Recognizes opportunities	←=====→	←=====→	9. Financial responsibilities--pay bills/support families (AFI 36-2906)	
Requires minimal supervision	←=====→	←=====→		
6. COMMUNICATION SKILLS				
Listening	←=====→	←=====→	10. Curriculum overview (Tests/Standards), Academic Integrity (AUI 36-2309), Academic Freedom/Non-Attribution Policy (OTS Sup 1, AUI 36-2308)	
Speaking	←=====→	←=====→		
Writing	←=====→	←=====→		
			11. Is English your first spoken language (Circle One)? YES / NO	

Commissioned Officer Training (COT) In-processing Sheet

1. Attach three copies of your orders to this sheet.
2. When asked to submit documents such as marriage licenses/certificates, birth certificates, or pay affecting documentation, please remember the following information:

The Personnel Section and Finance are two separate offices and do not share copies of your documentation.

If you need to submit a document to the Personnel Section and Finance please provide a SEPARATE copy to each office.

DO NOT submit originals

DO NOT submit your ONLY copy

*****Please have copies of the following documents (if applicable) available for Personnel In-processing:**

DD Form 214s

Point Summary Statements

NGB 22s

Licenses/Diplomas/Certifications

Marriage certificates/spouse's and/or child(s) birth certificates

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IMMUNIZATION INFORMATION

****Look at shot record and record dates for the following vaccines****

ATTACH COPY OF SHOT RECORDS TO FORM

Name: _____

Full Social Security #: _____

Td: _____

Hep A #1: _____

Hep A #2: _____

Polio _____

Tb Test: _____ **Result:** _____

Flu Shot: _____

Meningococcal: _____

Key for Shot Record:

Td- Tetanus

Havrix or Vaqta- Hep A

Twinrix- Hep A/Hep B Combo

PPD (5tu), Tb Tine, Mantoux, IPPD- Tb Test

Menomune or Mng- Meningococcal

Influenza or Flumist- Flu Shot

Polio IPV- one since the age of 18

****Lab tests were drawn for the following:**

Hepatitis B

Measles

Mumps

Rubella

Chickenpox

**Based on your lab results, the above shots will be given to you,
regardless of prior vaccination history**

PRIOR AIR FORCE _____ **Yes** _____ **No**

THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974

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COT

FITNESS SCREENING QUESTIONNAIRE

FLIGHT: _____
LAST NAME: _____

1. Do you have a health condition **not** addressed in a physical profile (AF Form 422) that could be aggravated by participating in your unit's physical training program/fitness testing or that would preclude your safe participation?

- YES – Stop here; notify your Unit Fitness Program Manager (UFPM) and contact your Primary Care Manager for evaluation.
- NO – Proceed to next question.

2. Do you have any of the following?

- Chest Discomfort with exertion
- Unusual shortness of breath
- Dizziness, fainting, blackouts

- YES – Stop here; notify your UFPM and contact your Primary Care Manager for evaluation.
- NO – Proceed to next question.

3. Are you less than 35 years of age?

- YES – Stop here; sign form and return to your Unit Fitness Program Manager.
- NO – Proceed to next question.

4. Do **two (2) or more** of the following risk factors apply to you?

- Physically inactive; that is, you have not participated in physical activities of at least a moderate level (i.e., that caused light sweating and slight-to-moderate increases in breathing or heart rate) for at least 30 minutes per session and for a minimum of 3 days per week for at least 3 months
- Smoked cigarettes in the last 30 days
- Diabetes
- High blood pressure that is not controlled
- High cholesterol that is not controlled
- Family history of heart disease (developed in father/brother before age 55 or mother/sister before age 65)
- Abdominal Circumference >40" for males; >35" for females
- Age = 45 years for males; = 55 years for females

- YES – Stop here; notify your UFPM and contact your Primary Care Manager for evaluation.
- NO – Sign form and return to Unit Fitness Program Manager.

You must notify your UFPM and see your Primary Care Manager if you have a change in health that may affect your ability to safely participate in unit physical training.

Signature: _____ Date: _____

Printed Name: _____ Rank: _____

Authority: 10 USC 8013.

Routine Use: This information is not disclosed outside DoD.

Disclosure is Mandatory. Failure to provide this information may result in either administrative discharge or punishment under the UCMJ.

This information is FOR OFFICIAL USE ONLY. It is subject to the PRIVACY ACT OF 1974

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American Red Cross Blood Drive



Pre-Registration Information
(Please Print)

ARE YOU INTERESTED IN DONATING BLOOD?	YES	NO
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Name _____ Flight or Flight Number _____

Last Donation _____

List any vaccinations received in the past 8 weeks with dates received.

<input type="checkbox"/>	Hep A	<input type="checkbox"/>	Hep B	<input type="checkbox"/>	Twinrex (Hep A&B)
<input type="checkbox"/>	Td	<input type="checkbox"/>	IPV (Polio)	<input type="checkbox"/>	Meningococcal
<input type="checkbox"/>	MMR	<input type="checkbox"/>	Varicella	<input type="checkbox"/>	IPPD (tb)
<input type="checkbox"/>	Influenza	<input type="checkbox"/>	Smallpox	<input type="checkbox"/>	

List any countries you have lived in (for 5 years or more) outside the U.S from January 1, 1980 to the present, with dates of arrival and departure.

List any countries you have traveled to outside the U.S. in the past 12 months with dates of arrival and departure.

Since 1980 to 1996, have you spent 3 months or more (cumulative) in the United Kingdom? (England, Scotland, Northern Ireland, Scotland, Wales, Isle of Man or the Channel Island)

Please Circle **YES** **NO**

Have you **spent 6 months** or more (cumulative) in the following areas during the following time frames?

1980 through 1990...Belgium, the Netherlands (Holland) or Germany

Please Circle **YES** **NO**

1980 through 1996...Spain, Portugal. Turkey, Italy or Greece

Please Circle **YES** **NO**

Have you been in Iraq within the past 12 months?

Please Circle **YES** **NO**

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<https://kx.afms.mil/virtuallibrary>

Access to the AFMS Virtual Library is available from any active duty AF base without a login, and globally with a Kx login. Resources include:

OID

- Premier search engine for full text medical and nursing journal articles and reference books

MDCONSULT

- Full text medical reference books and journals
- Clinical practice guidelines
- Patient education handouts

PROQUEST

- Medical, nursing, and health care administration full text journal articles

STAT!REF

- Full text medical reference books
- American Hospital Formulary Service, USP

MICROMEDEX

- Comprehensive drug database

UpToDate

- Point of care evidence based medicine resource
- Physician editors and authors review and update content on a continuous basis and a new, peer-reviewed version is issued every four months

Travax EnCompass

- Premier travel medicine resource
- Concise summaries of health and safety concerns and necessary preventive measures for 230 countries
- Profiles / locations of medical facilities globally

New England Journal of Medicine (NEJM)

- Weekly full text issues from 1993 to present
- Abstracts of articles back to 1975

Key features of the Kx:

- Ask questions, discuss hot topics, post announcements and polls in the Kx Forums:
<https://forums.afms.mil>
- A search on the Kx returns relevant webpages, documents, and discussion threads
- Easily locate AFMS subject matter experts
- Subscribe to individual websites to receive email notification of updated content important to you
- No technical skills necessary to create and maintain a website on the Kx

Visit the Kx at:

<https://kx.afms.mil>

95% of content is only dot-mil restricted, but membership is restricted to AFMS

For more information contact
Kx Customer Support:

DSN 240-6209

210-536-6209

kx@afms.mil

Knowledge Management Branch
Healthcare Informatics Division
HQ AF/SGRK
Falls Church, VA
& Brooks City-Base, TX



Uncle Sam wants **YOU** to share your knowledge in the AFMS Knowledge Exchange



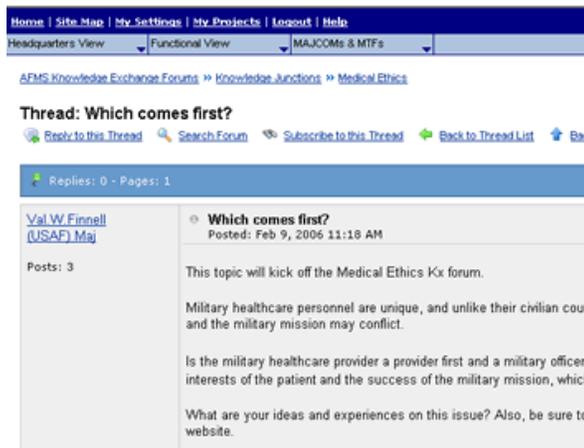
**Connecting People.
Working Smarter.**



Kx Forums is a discussion forum application that has been fully integrated into the existing Kx structure of organizational and functional subject areas

Kx Forums allows Kx users to share ideas, opinions, and information quickly and easily. Organized by threads in an easy-to-follow format, discussion forums are designed so you can quickly locate relevant information, find other knowledgeable users, and participate in conversations.

All discussion forum content is indexed in the Kx search engine, so Kx searches now return not only documents and web pages, but also any relevant forum discussions.



Visit Kx forums at:

<https://forums.afms.mil>

Kx members can also create polls and announcements using Kx Forums. Users can choose to subscribe to an entire forum, certain threads within a forum, and all posts from any given Kx Forums contributor.

Any Kx member can start a new discussion thread or respond to an existing discussion thread. Just like the rest of the Kx, users may browse Kx Forums from any dot-mil domain without logging in, but must log in to contribute content.



The preferred way to start a new forum is to navigate to a relevant Kx website and click [Discuss](#) at the top right (see graphic). Forums started from a Kx website will automatically import the existing subscriptions from that website, so that an email notification of new discussion content will be sent to subscribers.



Sign up:

To get a Kx membership, just browse to the homepage at <https://kx.afms.mil>, click on [Join the Kx](#) in the lower left hand corner, and submit the required information.

Subscribe:

Subscribe to Kx sites of interest to you in order to be notified by e-mail when new documents, discussions, and web content are posted. Log in to the Kx, navigate to a site that you are interested in, and simply click on [Subscribe](#) (top right)

Contribute:

All Kx members are encouraged to contribute documents that might be helpful to the rest of the AFMS. While logged in to a relevant Kx website, just click [Contribute](#) (top right) to submit your document.

In summary, the Kx can help:

- Clinicians with clinical decision support tools on the Virtual Library
- Find source documents, web pages, reference literature, lessons learned, and best practices that you need to work smarter not harder
- Avoid reinventing the wheel
- Collaborate with others
- Locate subject matter experts, so you can gather the tacit (*not written down anywhere*) knowledge you need to do your job
- Save time that can be refocused on patient care

MUIR S. FAIRCHILD RESEARCH INFORMATION CENTER

COT STUDENTS

INFORMATIVE BRIEFING – MILITARY LEADER

<http://www.maxwell.af.mil/au/aul/aul.htm>

1. On the Muir S. Fairchild Research Information Center home page click on “Schools” - “Officer Training School” - “Informative Briefing”. From here you will find bibliographies and hot-links to web pages with information about your military leader. Some of the articles will have photos of the person that you can download to a disk. You need only two articles for your briefing. You can print the articles or download them to a disk. There are also citations to print books, biographies and periodical articles which you can copy or check out.

GENERAL INFORMATION

2. Center hours: **Monday – Thursday 0730 – 2145**
Friday 0730 - 1645
Saturday 0800 – 1645
Sunday 1300 – 1645
Holiday hours are announced.
3. You are allowed to check out books and videos. Get your temporary check-out card at the Book Circulation Desk. You will need a copy of your orders and your ID card. This card is good only for the time you are at COTS. All material you have checked out must be returned before you depart Maxwell. The Book Circulation Desk is just inside the West Wing to the right of the security gates.
4. There are five photocopiers for your use in the center. You are allowed to make free copies of center material for your personal or school use – one copy only. The Copy Room is just past the Information Desk on the right. When you print from any PC in the center the copy will be printed on the machines in the Copy Room. There is a label on each PC that directs you to the correct printer to retrieve your print copies.
5. The OTS Reserve Area is in the West Wing across from the desk of the OTS liaison. Books and documents in this area are referenced on the bibliographies of the Air Force Leaders. They cannot be checked out, but you can make free copies of the portions you need. Check the online catalog for additional copies of books that can be checked out.
6. Public use PCs have Microsoft Office suite for word processing, PowerPoint and CD burning. These PCs are next to and behind the Information Desk, in the periodicals area, and in the East Wing next to the documents cage. You can print from these computers.
7. Documents (call number starts with M-U) cannot be checked out. You are allowed to make free copies of the material you need. The Document Circulation Cage is in the East Wing.
8. Pay telephones, DSN phones and base telephones are in the main hallway of the library. You are not allowed to use staff telephones or staff computers. Cell phone use in the Fairchild Center is prohibited, use the north or south lobbies.
9. Latrine entrances are off the main hallway.
10. You may use your personal laptop in the center. You cannot connect them to the base LAN nor to a telephone line. There is wireless internet access if your laptop has an 802.11g wireless card.
11. AU Press is where you get “free” books. They are located at 131 W. Shumacher Ave., Bldg 910. Bookstore hours are 0800-1600 M T Th & F. 0800-1715 on Wed.

ADDENDUM FOR ONLINE RESOURCES

Information for cultural awareness studies is available through AU library on the internet.

Instructions:

Type: <http://www.au.af.mil/au/aul/lane.htm> in your web browser to access the Research Center.

Then click on “School Support” (found at the top of the page in blue) and under the title “Begin Your School Assignment”, click on “Officer Training School”.

This will open the Officer Training School Curriculum Assistance Page. Click on Cultural Awareness/Regional Studies. Direct link to the Cultural Awareness information page:

<http://www.au.af.mil/au/aul/school/ots/ots.htm#cul>

MALE UNIFORM CHECKLIST

Rank and Name: _____ **Class:** _____ **Flight:** _____

Worn and/or altered items may not be returned. Quantities listed are minimum requirements, although you may wish to purchase more for convenience. Items listed as 'seasonal' () should be purchased during the months of November through March.*

Items to be purchased by the end of Training Day 1:

Airman Battle Uniform	Qty	Physical Training (PT) Gear	Qty
Trousers	2 each	T-shirt	2 each
Coat (Shirt)	2 each	Shorts	2 each
Patrol Cap	1 each	Jacket	1 each
Sage Green Boots	1 pair	Pants	1 each
Name tapes	2 each	Flashlight	1 each
Belt w/ buckle	1 each	'D' batteries	1 pack
Blousing straps	1 pair		
Desert Sand T-shirt	2 each	Service (Blue) Uniform	Qty
Green boot socks	4 pair	Service dress jacket	1 each
Subdued rank	2 sets	Service dress slacks	1 each
(at least 1 set must be pin-on rank)		Polyester slacks	1 each
Watch cap *	1 each	(or you may purchase 2 each service dress slacks)	
Gloves *	1 pair	Blue name tag	1 each
Duffle bag	1 each	Silver name tag	1 each

Miscellaneous Items	Qty	Mess Dress Uniform	Qty
Rubbermaid container	1 each	Mess dress jacket	1 each
(or equivalent)		Mess dress slacks	1 each

(Chaplain Candidates: see staff about Mess Dress)

Items to be purchased by the end of Training Day 9:

Service (Blue) Uniform	Qty	Mess Dress Uniform	Qty
Short sleeve shirt	2 each	Mess dress shirt	1 each
Long sleeve shirt	1 each	Suspenders	1 set
White V-neck T-shirt	2 each	Cummerbund	1 each
Blue neck tie	1 each	Bow tie	1 each
Low-quarter shoes	1 pair	Cuff links and studs	1 set
Black dress socks	4 pair	Shoulder board rank	1 set
Flight cap	1 each	Miniature medals	varies
Belt w/silver buckle	1 each	Miniature medal mount	varies
Rank epaulets	1 set		
Bright pin-on rank	2 sets	Miscellaneous Items	Qty
US insignia	1 set	Lightweight blue jacket *	1 each
Ribbons	varies	Blue cardigan sweater #	1 each
Ribbon mount	varies	White gloves (for parade)	1 pair
Specialty badge	2 each	Tie tack or bar #	1 each
		White towel #	1 each
		White socks (ankle or crew)	2 pair

KEY:
 * seasonal
 # optional

FEMALE UNIFORM CHECKLIST

Rank and Name: _____ **Class:** _____ **Flight:** _____

Worn and/or altered items may not be returned. Quantities listed are minimum requirements, although you may wish to purchase more for convenience. Items listed as 'seasonal' () should be purchased during the months of November through March.*

Items to be purchased by the end of Training Day 1:

Airman Battle Uniform	Qty	Physical Training (PT) Gear	Qty
Trousers	2 each	T-shirt	2 each
Coat (Shirt)	2 each	Shorts	2 each
Patrol Cap	1 each	Jacket	1 each
Boots	1 pair	Pants	1 each
Name tapes	2 each	Flashlight	1 each
Belt w/black buckle	1 each	'D' batteries	1 pack
Blousing straps	1 pair		
Desert Sand T-shirt	2 each	Service (Blue) Uniform	Qty
Green boot socks	4 pair	Service dress jacket	1 each
Subdued rank	2 sets	Service dress slacks	1 each
(at least 1 set must be pin-on rank)		Polyester slacks	1 each
Watch cap *	1 each	(or you may purchase 2 each service dress slacks)	
Gloves *	1 pair	Blue name tag	1 each
Duffle bag	1 each	Silver name tag	1 each
		Skirt #	1 each

Miscellaneous Items	Qty	Mess Dress Uniform	Qty
Rubbermaid container	1 each	Mess dress jacket	1 each
(or equivalent)		Mess dress skirt	1 each
		<i>(Chaplain Candidates: see staff about Mess Dress)</i>	

Items to be purchased by the end of Training Day 9:

Service (Blue) Uniform	Qty	Mess Dress Uniform	Qty
Short sleeve shirt	2 each	Mess dress blouse	1 each
Long sleeve shirt	1 each	Suspenders	1 set
Blue neck tab	1 each	Cummerbund	1 each
Low-quarter shoes	1 pair	Satin neck tab	1 each
Black dress socks	4 pair	Cuff links and studs #	1 set
Flight cap (M or F)	1 each	Shoulder board rank	1 set
Belt w/silver buckle	1 each	Miniature medals	varies
Rank epaulets	1 set	Miniature medal mount	varies
Bright pin-on rank	2 sets	Pumps	1 pair
US insignia	1 set	Regulation nylons	varies
Ribbons	varies		
Ribbon mount	varies	Miscellaneous Items	Qty
Specialty badge	2 each	Lightweight blue jacket *	1 each
		Blue cardigan sweater #	1 each
		White gloves (for parade)	1 pair
		White towel #	1 each
		White socks (ankle or crew)	2 pair
		Regulation purse #	1 each

KEY:
 * seasonal
 # optional

Training Day- 0 and - 1 Station Checklist

Training Day – 0

1230 Arrival at COT

Physical Conditioning Center – Height/Weight, Wet Foot Test
Males taken to AAFES for uniforms and retail / Females to AAFES for retail only
Box Dinner at AAFES or in Dorm Room (for late arrivals)

Training Day – 1

After end of Blue Line

Box Breakfast in Parade Field Stands

0600 In-processing Stations

____ Station 1 – Demand reduction

____ Station 2 – Physical Conditioning Center (Gym) – Height/Weight, Wet Foot Test (If not accomplished on TD-0)

____ Station 3 – Blood draw (Fill out Fitness Questionnaire, Immunization Info)

____ Station 4 – DD Form 93

	<u>Females</u>	<u>Males*</u>
1030	Go to AAFES	Misc Time
1200	Box Lunch at AAFES	DFAC Lunch (Dining Procedures)
	Return from AAFES/Misc Time	Go to AAFES
1800	DFAC Dinner (Dining Procedures)	Box Dinner at AAFES

* Those trainees who have been to AAFES will be in Dorms learning OIs except for mandatory dining procedures brief

Notes:

1. Keep this checklist up to the minute.
2. Ensure that you are staying hydrated and receiving all your boxed meals.

Items Required for Inprocessing TD-0 and TD -1

- ___ Picture ID
- ___ Method of Payment for Uniforms at AAFES (Military Clothing Store)
- ___ Orders 7 copies (Never give away the last copy of your orders, make more)
- ___ Shot Records
- ___ Cash (Used for boxed meals for your first couple days here)
- ___ *Operating Instructions
- ___ *This Welcome Package
- ___ Any Personnel Records
- ___ *Nametag
- ___ Comfortable Walking Shoes
- ___ *Full Canteen
- ___ *Poncho
- ___ Pen
- ___ Optional Item: Backpack or Briefcase to carry all these items

*Indicates items issued on your arrival day.