

UNITED STATES AIR FORCE RESERVE



NON-PRIOR SERVICE BASIC MILITARY TRAINING GUIDE

TRAINEE: _____

RECRUITER: _____

D&TF MANAGER: _____

FLIGHT CHIEF: _____

AFSC: _____

JOB TITLE: _____

SQUADRON/WING: _____

BMT SHIP DATE: _____

BMT START DATE: _____

BMT GRAD DATE: _____

TTS START/GRAD DATE: ____/____

Your MEPS height is _____. Your MEPS weight is _____lbs.

Your MAXIMUM allowable weight is _____ lbs.

Your minimum allowable weight is _____ lbs.

SUBJECT	INFO	APPLICANT'S INITIALS	RECRUITER'S INITIAL	DATE
EYEGASSES/BMT	Applicant must take prescription glasses to BMT. Contact lenses are not allowed			
DIRECT DEPOSIT	Applicant must sign up for direct deposit before leaving for BMT			
HEIGHT/WEIGHT	Applicant must meet required Ht/Wt or body fat percentage before leaving for BMT			
DRUG/ALCOHOL	Drug and alcohol tests are given during BMT and while in DT&F			
PREGNANCY TEST	All females must have a pregnancy test accomplished within 15 days of departure to BMT			

PLEASE ENSURE THAT YOUR PREGNANCY TEST ARE OFFICIAL RESULTS FROM A PHYSICIAN (LAB WORK, NOT AN OVER-THE-COUNTER STICK).

“Any” qualification changes, such as involvement with drugs, medical problems, height/weight, pregnancy, law violations, etc... need to be reported to your recruiter immediately!

IMPORTANT DATES:

Month	DT&F Call	Call In	Face to Face	Call In
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

My IADT briefing dates are as follows:

45 Day Brief _____

30 Day Brief _____

15 Day Brief _____

5 Day Brief _____

MY DEPARTURE DATE IS:

THE DAY OF YEAR @ HRS

AT THE FOLLOWING LOCATION: _____

Congratulations on your decision and acceptance into the world's greatest Air, Space, and Cyberspace force. You should be very proud of yourself and we look forward to helping you transition into the Air Force Reserve. In this handbook you'll find important information that will help you organize and prepare yourself for Basic Military Training (BMT).

You have met the qualifications to serve in the Air Force Reserve, now you must remain qualified. This section will provide you with information you need to successfully complete the Development and Training Flight (D&TF) and transition into BMT.

WHY....Basic Military Training?

You first need to understand the reason you are under a great deal of stress the whole time you are there.....to prove to yourself that you can function, and function well during stressful situations, such as WAR! That's the reason for good order, military bearing and discipline! You must have that to keep from tucking tail and running. That is what your average citizen would do (run), but not an Airman!

You must not take the yelling personally either. There are 50 Trainees and only one instructor! That instructor does not want to make that same correction 49 more times. We will discuss Basic Military Training in detail in this guide.

Development And Training Flight

The Development and Training Flight, or D&TF, is designed to prepare you mentally and physically for Basic Military Training. This is the main reason for your delayed departure. You already have an AFSC (job) and a date to depart (unless your split training or you enlisted without dates under a special program) for BMT. The D&TF is the time period from when you took the Oath of Enlistment to the date you leave for BMT.

Your acceptance into the D&TF means you're already part of the Air Force Reserve and a valued member of your home Wing. As expected of every Air Force Reserve member, there are several rules you must follow while in the D&TF. Your recruiter and D&TF Facilitator are your first Air Force Reserve supervisors and they will brief you on all aspects of the D&TF program specific to you. In this pamphlet, you'll find basic program rules.

Always check with your recruiter for specific guidance.

Your DET Responsibilities

In order to ensure you remain qualified for entry into the Air Force Reserve, you must remain in contact with your recruiter as established by Air Force Reserve Command Instruction 36-2001. At a minimum, you must make contact every two weeks and be available to physically attend the D&TF Unit Assembly once a month as scheduled by your recruiter or D&TF Facilitator.

D&TF Unit Assemblies are monthly meetings which will give you the opportunity to ask questions, socialize with other D&TF members and validate your qualifications. You will also partake of structured classes, physical fitness, team building exercises and briefings. This is a mandatory training assembly and you'll be expected to make arrangements to be there on time for the duration of the assembly. Calling ahead is required if you are to be late or have transportation difficulties. Just like the other Air Force Reserve members of your unit, you will be financially compensated for your training. Anytime you attend D&TF Unit Assemblies you will be paid. You will also be paid when you leave for Basic Military Training until you graduate and in process into your unit. If you have any pay issues, let your Recruiter or D&TF Facilitator know as soon as possible.

Your recruiter, D&TF Facilitator and Recruiting Flight Chiefs are the only persons who can excuse you from attendance unless otherwise directed/stated.

Communication is the key during your training and participation in the D&TF. If you are going out of town for vacation, have a family emergency or any other reason you must provide your recruiter and your DT&F facilitator a phone number, address, and timeframe of your absence. You must not depart the local area until your recruiter acknowledges your projected absence. You must also comply with the contact instructions provided by your recruiter during the departure briefing. You must keep your recruiter informed of any changes in your eligibility. That means, ANY CHANGES in marital status, medical, financial issues, law enforcement involvement, to include minor traffic violations. You must inform your recruiter of any physical injury or illness issues that may arise, to include a common cold. If you processed with tattoos that have been evaluated and approved, do not acquire any new tattoos. If you do, inform your recruiter at once. This may render you ineligible to remain in the D&TF. Do not get your ears gauged. This is disqualifying for entry into the Air Force Reserve.

Your recruiter also needs to know if you have any pending civil matters such as a court date as a witness, plaintiff or defendant, as soon as possible. BMT is not the place to bring up any new concerns or issues. Non-disclosure or non resolved issues can cause you not to graduate on time or in some cases be discharged for fraudulent enlistment. In short, you must remain as qualified as you were the day you processed at the MEPS.

As a new member of the Air Force, you are expected to be mentally and physically ready to engage in the defense of our great nation at all times. The Air Force Reserve has a ZERO tolerance for drug use. Any drug use may result in your discharge from the USAF Reserve. You must be and remain physical fit to serve in the Air Force Reserve. You will perform physical fitness at every D&TF Unit Assembly. You have met the highest standards for entry into the Air Force. Having a common sense approach, good communication and physical preparation is the best way to transition into the Air Force.

When you report to your DT&F flight please make sure you have shaved, wear clothes with no rips or tears in them, no sweat pants or open toe shoes.

During your processing into the D&TF, you made a commitment — a commitment to serve others. This is a great deal of responsibility and a reason to be proud of. There is no other profession that will bring this level of responsibility and satisfaction. As an Air Force Reserve member, you are an ambassador in your community. Even though you have not left for BMT, we consider you part of our team and expect you to behave as an Airman.

Airmanship

Good Airmanship begins by getting involved with the mission. Teaming up with your recruiter and D&TF Facilitator will help you transition to your Air Force Reserve career. Your mission in the D&TF is to uphold your commitment and abide by the rules of good citizenship. You've met some tough qualification standards. Your duty now is to remain qualified as you wait for your departure for BMT.

Another responsibility is to spread the word to others by telling them about the Air Force Reserve. This responsibility extends to your friends, family members, teachers and your entire community. There is a program where you can refer those individuals that you feel may benefit from the many opportunities the Air Force Reserve has to offer. This program is called "The Get 1 Now" program.

Get 1 Now Program

The Get 1 Now Program is a great way for Reservists to keep the Air Force Reserve strong by recommending qualified people with whom they wish to serve. When your referrals join the Air Force Reserve, you get credit for an accession and become eligible for an award.

By logging in to this website, you can enter a qualified referral - someone who you believe would make a good member of the Air Force Reserve. You can also check on the status of your referrals and update your personal account information online. Visit www.get1now.us to get started.

Development & Training Flight

During the D&TF Unit Assembly, your Facilitator will validate your current height, weight and waist circumference and provide you an opportunity to discuss any issues on a personal level. Your Facilitator will determine the location and how to conduct the meeting. Normally, it will include an informative briefing on several topics such as:

BMT preparation

New policies`

Career

Air Force history

Promotions

Wear of the uniform

Education benefits

Current Air Force events

Medical benefits

Guest speakers

Customs and courtesies

Recent BMT graduates

Drill and ceremony

Safety briefing

Rank structure

Recognition of outstanding DEP members

Fitness program

Sports activities

The main purpose of the D&TF Unit Assemble is to prepare you as much as possible for the transition to BMT. Your attendance is highly encouraged and you have the responsibility to make necessary arrangements such as work schedules. Normally the D&TF is held over the course of a weekend (Sat and Sun). The best way to benefit from this opportunity is to come prepared to participate. Write your questions down before attending. No question is a bad question and it may benefit several other D&TF members. Most likely you'll have the opportunity to speak to recent BMT graduates and new unit members. These Reservists are a vital source of current information. **USE IT...!!!!**

The Importance Of Being A Great Airman First

Airmen are responsible for ensuring the safety of our Nation and the preservation of the freedoms all Americans cherish. Each Airman has an important role in this responsibility. The Air Force is a team of dedicated professionals, where Airmen rely upon one another to accomplish the overall mission of defending America. If even one Airman fails to meet the standards, it impacts the Air Force's ability to achieve its mission.

As Airmen, we hold ourselves to a higher standard than the general population. If Airmen fail to maintain this higher standard, the public can begin to lose trust in the Air Force. Being an Airman means behaving professionally in all places and in all circumstances.

Part of Airmanship is leading by example. You'll become a role model to future Airmen. They will watch the behaviors of the senior Airmen around them, and they will emulate that behavior. You must be a great Airman first so others will follow that example.

Be A Great Airman First!

Follow the Air Force Core Values: Airmen must commit themselves to live by the Air Force Core Values, both on and off-duty. **The Air Force's Core Values are: Integrity First, Service Before Self, and Excellence in All We Do.** Go above and beyond: There will be many times when you'll be faced with the opportunity to do more than is asked of you. A good Airman will do what is asked, but a great Airman will do his or her best, beyond what has been asked. An example would be if at the end of the workday, an unexpected, urgent task is required to be taken care of. A great Airman would volunteer to stay longer, knowing that they will not get extra pay for accomplishing this task.

Exhibit a positive and professional attitude: It is not enough to just do the work, and to do it well. Airmen must also have a highly positive and professional attitude toward coworkers, supervisors, customers, and everyone they come in contact with. This attitude will become contagious, and you'll influence those around you by you, making your work center a better environment for everyone.

Be a wingman and a teammate: No Airman is on their own. Each of us is part of a team and it is our responsibility to watch out for our teammates, and to do what is best for the team.

Be a 24-hour-a-day, 7-day-a-week, 360-degree Airman: Airmanship does not stop when you leave work. A great Airman is an Airman at all times and in all facets of life. The principles of Airmanship apply at school, work, home, with family, and with friends. Being a great Airman is something we do all the time, everywhere, with everyone around us.

Mentorship

While in the D&TF your primary mentor will be your recruiter and D&TF Facilitator. You may also receive mentorship from your recruiter's Flight Chief, other recruiters, or perhaps someone you know in the Air Force Reserve or at your new Squadron. Mentoring helps prepare you for the increased responsibilities you'll assume as you transition from a civilian to an Airman. A mentor's job is to help the protégé reach his or her goals. The relationship is protégé-centered. The mentor listens, sometimes challenges, offers insights and encourages.

Professional Relationships In The Air Force

The Air Force Reserve will treat each recruit and each Trainee with dignity and respect as you pursue your aspiration of serving in the Air Force Reserve. Inappropriate relationships and prohibited activities between recruits and recruiters and between trainers providing entry-level training and trainees, as defined in this guide, will not be tolerated and corrective action will be taken as appropriate. If an allegation of sexual assault occurs, it must be reported to maintain our level of professionalism.

Unprofessional Relationship

Unprofessional relationships occur when they detract from the authority of superiors or result in or reasonably create the appearance of: favoritism, misuse of office or position, or the abandonment or organizational goals for personal interests. In most civilian organizations you have the power to choose your employers, employees, clients and the general course of your actions. As an Airman in the Air Force Reserve, you are unable to choose your supervisor, subordinates, and clients. Therefore, your power of choice is limited and you have to rely on your Core Values to maintain a professional relationship.

Report Inappropriate Activities

If someone tries to initiate an unprofessional relationship with you, or if you witness anyone engaging in these activities, you must immediately report this activity using the information on your Applicant Rights/Responsibilities card. You should have been given this card at your initial interview or upon your enlistment into the AF Reserve. You may ask for a card from your recruiter or D&TF Facilitator at any time. If an unprofessional relationship occurs while you're at your duty location, immediately notify your chain of command and/or one of the various Air Force or Air Force Reserve organizations equipped to investigate the act. Your recruiter and Facilitator is your first Air Force Reserve supervisor. As you leave for BMT your supervisor will change from your recruiter to your Military Training Instructor (MTI);

The Responsibility To Maintain A Professional Relationship Will Remain.

Prohibited Activities

Some of the behaviors not authorized between military applicants/D&TF members, recruiters, and recruiting personnel are:

- Purchase, provide or consuming alcohol together, even if everyone is of legal drinking age
- Flirting
- Inappropriate text messages and emails
- Personal communications via social media (i.e., Facebook, Twitter, etc.) Professional communication through a Recruiter's official Facebook site is authorized
- Dating
- Shared living arrangements
- Shared vacations
- Sexual advances between D&TF members and military personnel

- Inappropriate comments and jokes of a sexual nature
- Loan money
- Transporting in personal vehicle
- Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruit or trainee. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.
- Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a recruit or trainee.
- Allow entry of any recruits or trainees into their dwelling.
- Allow entry of any recruits or trainees into their privately owned vehicles. Exceptions are permitted for official business when the safety or welfare of a recruit or trainee is at risk.
- Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with a recruit or trainee.
- Gamble with a recruit or trainee.
- Solicit donations from a recruit or trainee.
- Hire or otherwise employ recruits or trainees (e.g., baby-sitting, maintenance jobs).
- Accept personal goods, in an unofficial or personal capacity, from a recruit or trainee for storage or any other reason.
- Participate in closed-door discussions with recruits or trainees. Recruiters and trainers will keep doors open when meeting with recruits or trainees except when:
 - There is another person at least 18 years of age or older present;
 - Based on the proximity of others, there is a need to protect personal identifiable information, sensitive information, or confidential information (these closed-door sessions will be short in duration)
 - The design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door will be left unlocked and clearly marked that it is open for business and that visitors are welcome.

This is not a complete list, but it gives you an idea of the types of behaviors that are not authorized.

Report Any Inappropriate Behavior Immediately.

United States Department of Defense Sexual Assault Prevention &
Response Safe Helpline

(877) 995-5247

Air Force Reserve Command Inspector General

AFRC RS/IG

(478) 327-0164

How Do I Get Paid?

Your military pay account will be set up once you enlist. You must have a bank account with a **Direct Deposit Form** properly filled out. Make sure your bank account number and the bank routing number are correct before you turn in the form to process your pay account. Your recruiter or D&TF Facilitator will provide you with the form or you may download one from: <http://www.ssa.gov/deposit/1199a.pdf>

Once your pay account is properly set up, you'll begin receiving pay every month upon successful completion of the D&TF Unit Assembly.

When you arrive at BMT, things are a bit different. You must understand how the pay process works so you can plan ahead in order to meet your financial commitments. Keep the following things in mind:

- You'll get a \$400 advance upon arriving to BMT.
- This is in the form of a debit card, which you can use to cover basic expenses such as haircuts and toiletry items during your training.
- This amount will be deducted from your pay once you start receiving regular pay.
- Even though your pay will be set up quickly after your arrival, you may not get paid on a normal cycle for up to 30 days. This is due to established cut-off dates in the military pay system. It takes time for your information to enter the system. Planning for this is important.

Q: How can I verify my pay?

A: Call your bank, write a letter or use your ATM to check your balance.

Q: How will I know how much I got paid?

A: Your instructor may post a Net Pay listing. This will have each person's pay amount listed next to his or her roster number. Do not compare pay, it will vary with each person. You can also check via ATM.

Q: My first pay check is really small. Why?

A: You received an EZ pay card that had an amount of \$400 pre-loaded. This has been deducted out of your first paycheck.

Q: What do I do if my bank did not receive direct deposit?

A: Let your instructor know you need to go to the Air Force Reserve BMT Liaison as soon as possible, because there is an issue with your pay.

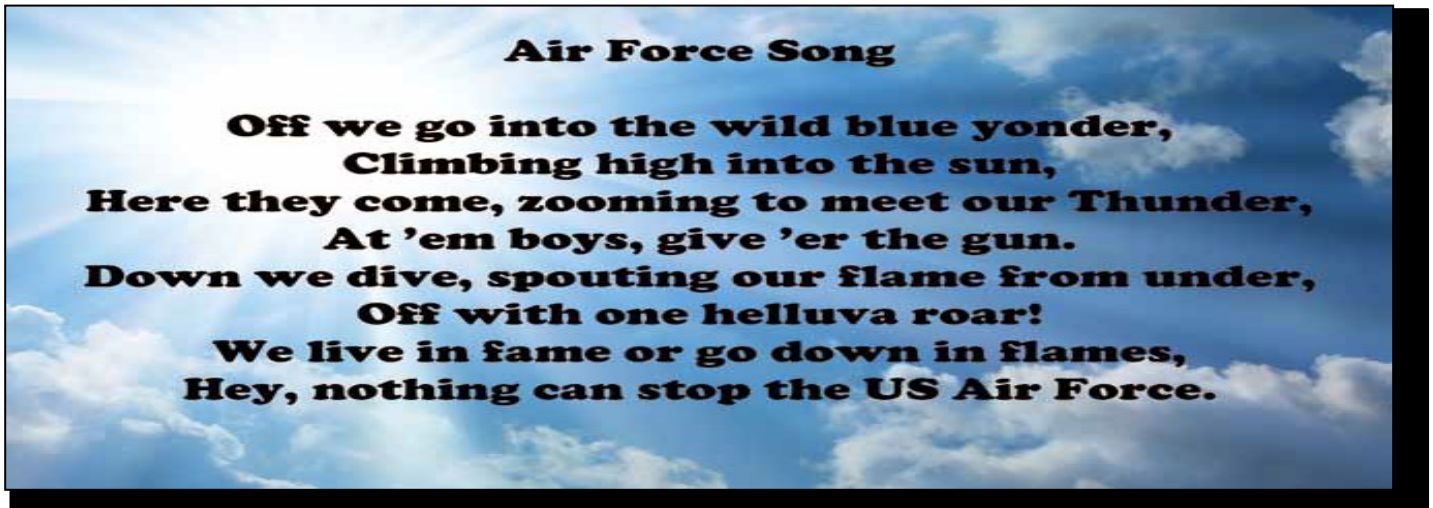
Q: I am married and have dependent children. Do I receive anything extra?

A: Yes! You'll receive Basic Allowance for Housing (BAH). This will vary from person-to-person and is dependent on where your spouse/ children are located. It may take up to three paychecks to be set up and will not show on your first check. This payment will be back- paid to your date of entry. Make sure all your dependents are in DEERS and that your Lease agreement is turned in authorizing the correct BAH while in BMT.

Memory Work

The Air Force is rich in traditions. One of our long-standing traditions is the Air Force Song.

You'll be required to memorize and sing the song every morning during your formations and throughout training.



The Air Force Core Values

Integrity First

Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the “moral compass”—the inner voice; the voice of self-control; the basis for the trust imperative in today’s military.

Service Before Self

Service before self tells us that professional duties take precedence over personal desires.

Excellence In All We Do

Excellence in all we do directs us to develop a sustained passion for the continuous improvement and innovation that will propel the Air Force into a long-term, upward spiral of accomplishment and performance.

Civilian To Military Time Conversion Chart

Use the information below to help you become familiar and understand the way we communicate in the Air Force. Military time is universal so it's important for you to understand the proper military time in relation to regular time. It may seem complicated but in reality is a simple concept.

During conversation it would be pronounced or verbalized this way:

0600 = Zero Six Hundred Hours (6:00 AM) or simply "O-Six Hundred"

2100 = Twenty One Hundred Hours (9:00 PM) 1630 = Sixteen Thirty Hours (4:30 PM)

1300 = Thirteen Hundred Hours (1:00 PM)

The civilian standard to military time conversion chart.

Military Time	Standard Time	Military Time	Standard Time
0000	Midnight	1200	Noon
0100	1 AM	1300	1 PM
0200	2 AM	1400	2 PM
0300	3 AM	1500	3 PM
0400	4 AM	1600	4 PM
0500	5 AM	1700	5 PM
0600	6 AM	1800	6 PM
0700	7 AM	1900	7 PM
0800	8 AM	2000	8 PM
0900	9 AM	2100	9 PM
1000	10 AM	2200	10 PM
1100	11 AM	2300	11 PM

Reporting Statement

The reporting statement should be the first item in your agenda to memorize. During both the D&TF and BMT, anytime you speak to any training instructor or other superior, the following six words must be first, every time...

**“Sir/Ma’am, Trainee (last name) Reports
As Ordered”**

Acronyms and abbreviations are a big part of our military language or lingo. Below are some of the most commonly used that you will encounter during your time in the D&TF and while at BMT.

AB — Airman Basic

AETC — Air Education and Training Command

AETCI — Air Education and Training Command Instruction

AF — Air Force

AFB — Air Force Base

AFI — Air Force Instruction

AFSC — Air Force Specialty Code (Refers to the Airman's specific job.)

AFVA — Air Force Visual Aid

ABU — Airman Battle Uniform

BMT — Basic Military Training

BMTM — Basic Military Training Manual

BURTS — Basic Uniform Recognition Training Silhouettes

BX — Base Exchange

CSS — Command Support Staff

CAC- Common Access Card (ID Card)

CQ — Charge of Quarters

CVR — Core Value Rating

D & B — Drum and Bugle

DD Form — Department of Defense Form

Fig — Figure

Flt — Flight

HQ — Headquarters

ID — Identification

JBSA — Joint Base San Antonio (JBSA-Lackland)

MTI — Military Training Instructor

MTL- Military Training Leader

NCO — Noncommissioned Officer

OJT — On-the-Job Training

ORM — Operational Risk Management

PC — Physical Conditioning

PT — Physical Training

PDA — Public Displays of Affection

PFB — Pseudofolliculitis Barbae

PFE — Promotion Fitness Examination

POV — Privately Owned Vehicle

PSC — Postal Service Center

RH & T — Recruit Housing and Training

SQ — Squadron

SSAN — Social Security Account Number

Sup — Supplement

SVC — Stored Value Card

TRG — Training Group

TRGI — Training Group Instruction

TRS — Training Squadron

TRW — Training Wing

UCMJ — Uniform Code of Military Justice

USO — United Services Organization

WBGT — Wet Bulb Globe Temperature

WHMC — Wilford Hall Medical Center

WOT — Week of Training

Airman's Creed

In 2007, General T. Michael Moseley, Air Force Chief of Staff, introduced the Airman's Creed. In a letter introducing the creed, Moseley wrote that one of his "top priorities" was to "reinvigorate the warrior ethos in every Airman of our Total Force." Thus, the intent of the creed was to provide Airmen a tangible statement of beliefs.

The Airman's Creed reflects pride in the role of air, space and cyberspace power and the Air Force's commitment in supporting and defending the nation. The creed is fueled by the Air Force's heritage. "The war-fighting-focused culture, conviction, character, ethic, mindset, spirit, and soul we foster in all Airmen."

Warrior Ethos

A warrior is "one who is engaged aggressively or energetically in an activity, cause or conflict." Ethos is "the distinguishing character, sentiment, moral nature or guiding beliefs of a person or institution."

The warrior ethos is a guiding principle by which we live. It guides more than just our professional life as Airmen.

It is strongly encouraged that you memorize the Airman's Creed prior to shipping to BMT. Also, notice that there is no "I'm" in the Airman's Creed. It is simply "I am".

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.

Rank Structure

Enlisted Insignia

With the exception of Airman Basic, the insignias of Air Force 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 Airman Battle Uniform (ABU) are embroidered in a dark blue thread on an urban-gray background.

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

Familiarize yourself with the following insignias and practice this memory work before arriving at BMT.

Military Rank Tradition

Military rank is a system of hierarchical relationships in armed forces or civil institutions organized along military lines. Uniforms denote the bearer's rank by particular insignia affixed to the uniforms.

Ranking systems have been known for most of military history to be advantageous for military operations, in particular with regards to logistics, command, and coordination; as time continued and military operations became larger and more complex, military ranks increased and ranking systems themselves became more complex.

Within our military system there are two rank structures; the enlisted rank structure and the officer rank structure. The following pages offer vital information on rank recognition.

Junior Enlisted Airmen

Junior enlisted Airmen are initially focused on adapting to military requirements, achieving occupational proficiency and learning how to be highly productive members of the Air Force. Once promoted to Senior Airman, they begin to exercise limited supervision and leadership as they prepare for increased responsibilities, while continuing to broaden their technical skills.

Airman Basic- Abbreviated Rank: AB
Pay grade: E-1
Insignia: no insignia
Title: Airman Basic or Airman

Airman- Abbreviated Rank: Amn
Pay grade: E-2
Insignia: Chevron of one stripe
Title: Airman



Airman First Class- Abbreviated rank: A1C
Pay grade: E-3
Insignia: Chevron of two stripes
Title: Airman First Class, A1C or Airman



Senior Airman- Abbreviated rank: SrA
Pay grade: E-4
Insignia: Chevron of three stripes
Title: Senior Airman or Airman



Noncommissioned Officers (NCO's)

NCOs lead and develop subordinates in addition to continuing their technical growth and becoming highly skilled technical experts. NCOs are responsible for training and developing

the junior enlisted Airmen they supervise. They continue to develop their own leadership skills in preparation for increased responsibilities. They're the backbone of the Air Force. The organization's success or failure, strengths or weaknesses can be directly related to the effectiveness of its NCOs.

Staff Sergeant- Abbreviated rank: SSgt

Pay grade: E-5

Insignia: Chevron of four stripes

Title: Staff Sergeant or Sergeant



Technical Sergeant- Abbreviated rank: TSgt

Pay grade: E-6

Insignia: Chevron of five stripes

Title: Technical Sergeant, Tech Sergeant or Sergeant



Senior Noncommissioned Officers (SNCOs)

Senior NCOs are a critical component of the Air Force's ability to project airpower. They have a great deal of experience and leadership ability, which they use to leverage resources and personnel against a variety of mission requirements. They concentrate on further developing their teams and people. SNCOs participate in the decision making process as appropriate, on a variety of technical, operational and organizational issues.

Master Sergeant- Abbreviated rank: MSgt

Pay grade: E-7

Insignia: Chevron of six stripes

Title: Master Sergeant or Sergeant



Senior Master Sergeant – Abbreviated rank: SMSgt

Pay grade: E-8

Insignia: Chevron of seven stripes

Title: Senior Master Sergeant or Sergeant



Chief Master Sergeant - Abbreviated rank: CMSgt

Pay grade: E-9

Insignia: Chevron of eight stripes

Title: Chief Master Sergeant or Chief



Special SNCO Positions

Senior NCOs 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. Only the best of the best are selected for these unique and top positions.

The first special position is the first sergeant. The first sergeant's insignia has a diamond device added above the star.

First Sergeant- Abbreviation: 1st Sgt

Insignia: Chevron of six, seven or eight stripes with a diamond above the star

Title: First Sergeant or any title appropriate to the rank



The second special position is the command chief master sergeant. The command chief master sergeant's insignia has a solid second star added above the first star.

Command Chief Master Sergeant- Abbreviation: CCC

Insignia: Chevron of eight stripes with a solid second star added above the first star

Title: Command Chief Master Sergeant, Chief Master Sergeant or Chief



The third and final special position is the Chief Master Sergeant of the Air Force; the highest position an enlisted member can hold. The Chief Master Sergeant of the Air Force's insignia has 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.

Chief Master Sergeant of the Air Force

Abbreviation: CMSAF

Insignia: Chevron of eight stripes 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

Title: Chief Master Sergeant of the Air Force or Chief



Rank Structure

Officer Insignia

An officer is a member of an armed force who holds a position of authority. Used without further detail, the term "officer" almost always refers to *commissioned officers*, the most senior portion of the armed forces that derive authority from a commission. In its broadest sense, the term "officer" also includes lower level leaders who are referred to as non-commissioned officers (NCO's and SNCO's).

The insignia on the service uniform is a metal rank insignia worn on the epaulets. The insignia on the ABU uniforms are colored cloth insignias worn on the collar. Rendering the proper courtesies to our leadership is extremely important; however, you must first know how to identify these individuals.

Company Grade Officer

Commissioned officers are able to exercise command over a military unit. An individual is permitted to serve as a commissioned officer in the military because of the special trust and confidence the President and 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.

Company Grade Officers Serve At The Unit/Squadron Level.

Second Lieutenant-Abbreviated rank: 2nd Lt

Pay grade: O-1

Insignia: One gold bar

Title: Second Lieutenant or Lieutenant



First Lieutenant- Abbreviated rank: 1st Lt

Pay grade: O-2

Insignia: One silver bar

Title: First Lieutenant or Lieutenant



Captain- Abbreviated rank: Capt

Pay grade: O-3

Insignia: Two silver bars connected

Title: Captain



Field Grade Officers

Field grade officers serve as squadron commanders (major and lieutenant colonel) and group or wing commanders (colonel). They are responsible for the day-to-day operations of the squadrons/wings as well as the safety, morale and development of their assigned personnel. Each commander is assisted by a support staff (normally enlisted personnel) and an assigned first sergeant.

Commanders take great pride in their units and ensure unit members understand their role in their respective mission. Commanders are ultimately responsible for unit and personnel performance.

Major- Abbreviated rank: Maj
Pay Grade O-4
Insignia: One gold oak leaf
Title: Major



Lieutenant Colonel- Abbreviated rank: Lt Col
Pay grade: O-5
Insignia: One silver oak leaf
Title: Lieutenant Colonel or Colonel



Colonel- Abbreviated rank: Col
Pay Grade O-6
Insignia: One silver eagle
Title: Colonel



General Officers

Generals are senior leaders with a great deal of experience and they carry the responsibility of several bases or a major command. They're responsible for facilities, weapon systems, equipment, training, the welfare and safety of assigned personnel, and family members.

General officers have subordinate enlisted members and officers on their staff to help them carry out these responsibilities. As Airmen, we place a great deal of emphasis on customs and courtesies to our senior leaders.

Brigadier General- Abbreviated rank: Brig Gen

Pay grade: O-7

Insignia: One silver star

Title: Brigadier General or General



Major General- Abbreviated rank: Maj Gen

Pay grade: O-8

Insignia: Two silver stars in line

Title: Major General or General



Lieutenant General- Abbreviated rank: Lt Gen

Pay grade: O-9

Insignia: Three silver stars in line

Title: Lieutenant General or General



General- Abbreviated rank: Gen

Pay grade: O-10

Insignia: Four silver stars in line

Title: General



An easy way to remember what order the General Officer ranks are is as follows:

B=Brig Gen

M=Maj Gen

L=Lt Gen

G=General

“Be My Little General”

Your Entitlements And Benefits

Military Pay Raises

Military members receive three types of pay raises. The first is based on rank. As you progress through the ranks, your pay will increase according to the current pay scale published and approved by Congress.

The second pay raise is based on time in service. After you reach your second year of service, you'll receive pay raises based on seniority every two years regardless of advancement in rank.

The third pay raise is based on a percentage approved by Congress annually and is designed to keep up with inflation. For more information and to see the current pay scale, visit the link below:

www.defenselink.mil/militarypay/pay/bp/05_annualraise.html

Basic Benefits

This section provides basic information on some of the entitlements and benefits you'll receive while serving in the Air Force Reserve. It does not cover all your entitlements. You'll receive more information during BMT. The intent here is for you to have a basic understanding and available websites to obtain more information before your departure. Also, your recruiter will be more than happy to answer your questions about any of your benefits or entitlements.

Travel Entitlements

Members may be eligible for a wide variety of travel entitlements for themselves and their authorized dependents when ordered to perform official travel for TDY and/or PCS. Members should seek counseling from his or her supervisor. The following are some of the many entitlements available:

- Transportation, Per Diem and Reimbursable Expenses
- Temporary Lodging Expense and Household Goods Shipments
- Temporary and Non-Temporary Storage of Household Goods
- Privately-Owned Vehicle (POV) Shipment and Storage
- Reimbursement for Rental Car when POV Arrives Late
- Dislocation Allowance
- Partial Reimbursement of Pet Quarantine Fees
- Evacuation/Safe Haven Entitlements
- Retirement Pay

One of the most attractive incentives of a military career is the retirement system that provides a monthly retirement income for those who serve a minimum of 20 years. Your retirement represents a considerable value over your life expectancy. While many civilian employees must contribute to their retirement, yours is provided at no cost to you.

Information can be found at: www.defenselink.mil/militarypay/retirement/index.html

Thrift Savings Plan (TSP)

The TSP provides military members a 401(k)-like savings plan, which allows members to contribute pre-tax dollars thereby reducing current taxes, and to accumulate long-term, tax-deferred savings and earnings, which can supplement future retirement income. Participation is painless through payroll deduction, and account management is easy via worldwide web interface. The Internal Revenue Code places an annual limit on contributions to the TSP. Useful information can be found at the following website: www.tsp.gov

Service Member's Group Life Insurance (SGLI)

If you elect to participate in the SGLI, you may purchase life insurance coverage at a very low cost. Additionally, family member coverage is automatic for all members participating in SGLI. You have the option to reduce or decline spouse coverage and the associated premium. Information is available at: www.insurance.va.gov/sqliSite/SGLI/SGLI.htm

Base Exchange (BX)

The Base Exchange is a place for Airmen to shop on base. The BX has name brand clothes, jewelry, electronics, etc. at a discounted rate. All items purchased from the BX are sales tax- free. For complete information, check out: www.shopmyexchange.com

Commissary

The Commissary is a grocery store located on bases. Items are sold at cost plus a 5 percent surcharge. Customers save an average of 30 percent, approximately \$2,400 per year for a family of four, compared to commercial prices. Military members and retirees consistently indicate commissaries are one of the most important benefits. Log onto: www.commissaries.com

Base Services

Installation services programs provide conveniently located, low- cost, professionally managed activities and entertainment.

Programs include the golf course, child development center, skills development center, auto skills, aero club, community centers, swimming pool, enlisted and officer clubs, intramural sports, bowling center, library, chapel, youth center, outdoor recreation, and discounts on special events/off-base through Information, Ticket and Tours, and the base fitness center.

Legal Assistance

The base Legal Assistance Office assists members with preparing wills, powers of attorney, and notarial acts, and provides advice on domestic relations problems, contracts, civil law matters, and income tax assistance. These services are free of charge.

Space Available Travel

Active duty members are eligible for travel aboard military aircraft worldwide while family members are eligible for space available travel outside the Continental United States.

The following website has more information about military travel:

www.military.com/Travel/TravelPrivileges/0,13396,,00.html

Airman And Family Readiness Center (A&FRC)

The Air Force realizes there is a direct relationship between a member's ability to successfully accomplish the mission and the quality of life of their family. Because of this relationship, many programs are offered through the base A&FRC to promote a positive family and community environment.

The A&FRC offers a Transition Assistance Program (TAP) for those separating/retiring from the Air Force, an extensive Relocation Assistance Program that includes a Smooth Move program to prepare those who will PCS and a base newcomer's tour. The family services program offers a loan locker, which includes pots, pans, cribs, and other household items available for checkout to relocating members and their families.

The volunteer resource office maintains a list of agencies accepting volunteers and a list of those wishing to volunteer. The family life program offers classes in parenting, couples communication, stress management, and a host of other family-related courses. The family readiness program prepares families for the stress of deployments, NEOs, and repatriations. Emergency financial assistance is available through the Air Force Aid office, and the Personal Financial Management Program offers information, education, and personal financial counseling on the full range of financial issues.

A&FRCs are the first stop on base for information and referral services for all individual and family issue. It provides our military members and their families' access to a wide range of resources from information on more than 300 DOD Installations to a spouse forum, secure and monitored teen forum, and spouse employment website with exclusive access to jobs for our Air Force Family members.

Commissioning Opportunities

The Deserving Airmen Commission Program is an excellent way for enlisted members who have earned a college degree to commission by attending Officer Training School or Reserve Officer Training Corps (ROTC).

Equal Opportunity

The Air Force assigns members without regard to color, race, sexual orientation, religious preference (except chaplains), national origin, ethnic background, age, marital status (except military couples), spouse's employment, education or volunteer service activities of spouse, or gender (except as provided for by statute or other policies).

Fair, impartial treatment for all — equal opportunities for jobs, promotions, and recognition

Intangible Benefits

- Honor serving your country
- Proud military heritage and tradition
- Job security
- Member of a profession highly respected by the American public
- A different and unique way of life — opportunities for personal growth and development
- Continuous improvement in quality of life initiatives
- Opportunities for leadership early in your career with resources and guidance
- Interaction with working professionals around the world and the Air Force family

Education Benefits

Post 9/11 GI Bill

The Post-9/11 GI Bill provides financial support for education housing to individuals with at least 90 days of aggregate service on or after September 11, 2001. The Post-9/11 GI Bill will pay your tuition based upon the highest in-state tuition charged by a public educational institution in the state where the school is located. The amount of support that an individual may qualify for depends on where they live and what type of degree they are pursuing.

For complete details on the Post 9/11 GI Bill, visit: www.gibill.va.gov

Tuition Assistance

The Air Force pays up to 100 percent of tuition in off-duty courses with accredited schools. The Air Force also provides free College Level Examination Program (CLEP) and DANTES testing that could result in receiving college credit versus having to enroll in certain classes.

Scholarships

Many scholarships are available for both military members and their families. Eagle Grants are also available for CCAF graduates who are pursuing a bachelor's degree. Grants may be used in conjunction with Air Force Tuition Assistance.

Information on grants is available at: www.afas.org/Education/body_grant.cfm.

Military spouses' organizations also offer scholarship opportunities.

Information is available at: www.afas.org/index.cfm

Enlisted Professional Military Education (EPME)

After completing your technical training school, you'll be enrolled in career development courses (CDCs). These are designed as an extension of the technical training you received prior to arriving at your duty station. These courses are based on your Air Force specialty and are administered by your supervisor to ensure you obtain your technician certification within the required time.

Although this is not formal instruction it sets the pace for the rest of your enlisted professional military education. If you decide to become a career Airman, there are three levels of professional military education listed below that are available to you as you progress in rank.

Airman Leadership School (ALS)

This is the first level of formal professional education Airmen receive during their Air Force career. The mission of ALS is to prepare Senior Airmen to be professional war-fighting Airmen who can supervise and lead Air Force work teams to support the employment of air, space and cyberspace power.

Noncommissioned Officer Academy (NCOA)

As the second level of professional military education, the NCOA prepares Technical Sergeants to manage Air Force units in the employment of Air, space and cyberspace power. The goal is for the NCOs to gain understanding of their position in the military structure and to develop skills necessary to be effective in supervisory and leadership positions.

Senior Noncommissioned Officers Academy (SNCOA)

The third level of Professional Military Education focuses on the senior non-commissioned officers. The mission is to educate senior enlisted leaders by effectively delivering professional military education to enhance their knowledge, skills and abilities

Opportunity To Travel

One of the unique opportunities of serving in the Air Force is the opportunity to travel. Under the assignment system you'll have the opportunity to volunteer to serve around the world. As stated before, the Air Force Reserve mission is to preserve our national security and preserve freedom around the world.

Although you'll receive formal instruction about the assignment system, there are a few things worth mentioning that you should consider. Take advantage of the assignment location and explore what the area has to offer. Capitalize on the opportunity to learn about other states, countries and cultures. This contributes to your overall development as a productive Air Force member and citizen.

Customs And Courtesies

The military services have a long history. Many traditions have been established as a result of this history. These traditions can be broken down into various customs and courtesies. A custom is a way of acting — a way that has continued consistently over such a long period that it has become like law.

A courtesy is a form of polite behavior and excellence of manners. Customs and courtesies help make life orderly and are a way of showing respect.

Customs are regular, expected actions. They have been repeated again and again and passed from one generation to the next. Courteous actions show your concern and respect for others and for certain objects or symbols, such as the American flag.

One of the most common forms of courtesy is the verbal greeting and normal communications. It is proper to stand when speaking to someone of higher rank and address them by their rank or Sir/Ma'am.

Hand Salute History

The hand salute began in the days of chivalry when it was customary for knights dressed in armor to raise their visors to friends for the purpose of identification. Because of the relative position of rank, the junior was required to make the first gesture. Another school of thought traces the salute back to a custom around the turn of the 16th century. Assassinations by dagger were not uncommon at that time, and it became the custom for men to approach each other with raised hand, palm to the front, to show that there was no weapon concealed.



Joint Base San Antonio-Lackland

The Gateway To The Air Force

You have met with your Air Force Reserve Recruiter and taken that next step. You participated in the Development and Training Flight and prepared yourself mentally and physically for Basic Military Training. The next stop of your Air Force Reserve career takes place at Joint Base San Antonio (JBSA) Lackland. The Gateway to the Air Force, as the base is known, has been shaping the Air Force for more than 60 years, providing highly motivated and highly trained Citizen Airmen who make a difference in the future of our country and here at home.

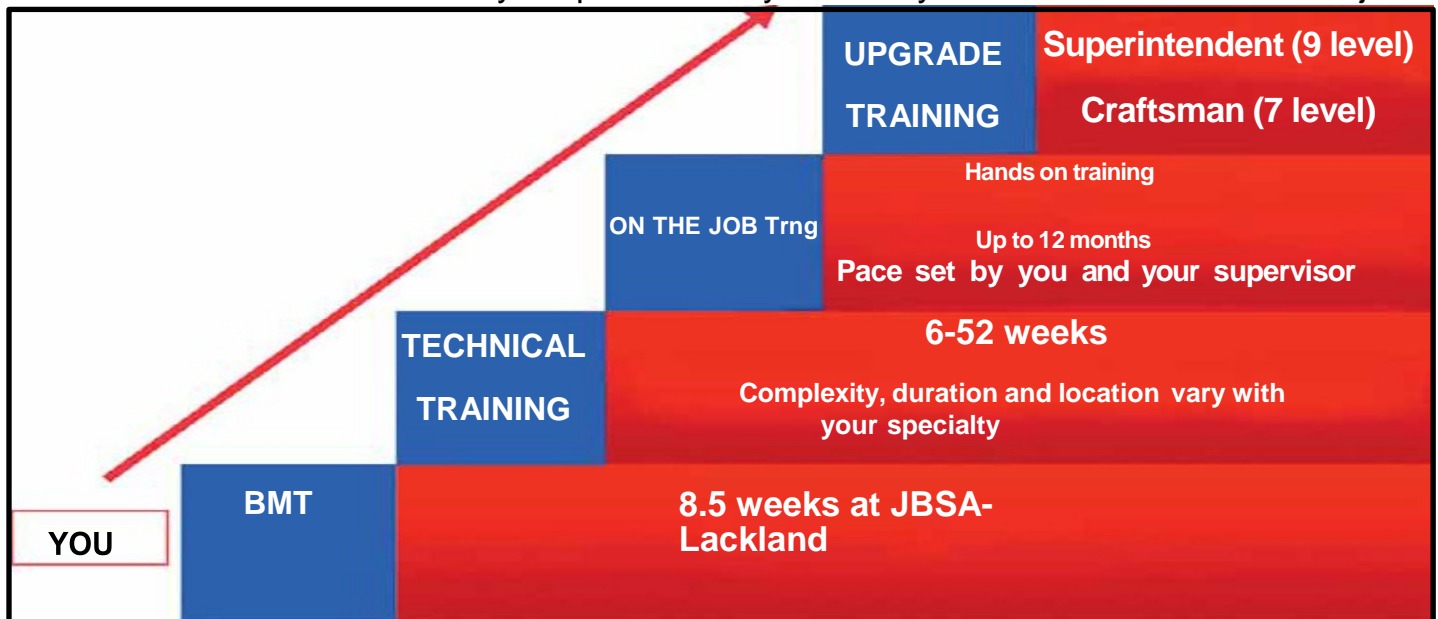
Unlike our sister services, JBSA-Lackland is the only basic training center for the Air Force. Every Air Force Reservist, present, past, and future walks through these gates to receive the training necessary to serve his or her country, accomplish the mission, and preserve freedom and our way of life.

On July 11, 1947, The War Department named the base after Brig. Gen. Frank D. Lackland

Training Pipeline Ladder to Success

Basic Military Training (BMT) is the next step to becoming a Citizen Airman. This training pipeline will provide you with the necessary tools you need to be a successful member of the world's most advanced Air, Space, and Cyberspace Force.

The timeframes after BMT vary greatly due to the diversity and complexity of the more than 130 career fields in the Air Force Reserve. In some cases, you'll have the opportunity to complete on-the-job training (OJT) and upgrade training at a faster pace. Your recruiter will be able to answer any questions you may have on this subject.



What to Bring To Basic Military Training

You'll be able to purchase many items, including the items listed below, soon after arrival to BMT. You're encouraged to travel light and bring minimum toiletry items and clothing for five days. You'll receive a debit card valued at \$400 in advance pay. You should travel in comfortable "closed toed" shoes. It's recommended that you wear your running shoes.

Mandatory Checklist Items

Toothbrush (and case)	Laundry soap (see note 2)
Soap & soap case (if bar soap)	Black shower shoes/flip flops
Toothpaste	Ballpoint pen (blue or black)
Shaving equipment	Notebook and paper
Deodorant	Civilian eyeglasses (if applicable)
Shampoo	

Male Specific Items

Shaving cream
Male underwear (you will be provided new underwear by the Air Force)

Female Specific Items

Underwear (6) (Black/White/Gray)	Nylons/panty hose (7 Week Of Trng)
Brushes or combs (1 each)	Hair bands, bobby pins, etc.
Bras/sport bras (6) (Black/White/Gray)	Sanitary napkins/tampons (1 pkg)

Optional Items

Envelopes (1 box)	D size batteries (2)
Towels (2)	Nail trimming equipment (1)
Stamps (1 book)	Cotton Balls (1 Pkg)
Watch (1)	
Sewing kit (1)	

NOTES

1. Trainees who wear glasses or contacts are required to buy eyeglass straps.
2. If you're allergic to a certain kind of detergent, you may purchase another brand at your own expense.
3. Do not buy or bring over-the-counter medication.
4. You may bring your own running shoes however when you arrive at BMT your running shoes will be evaluated and the staff may recommend that you purchase another pair and, if needed, an arch support, at BMT. These items will cost approximately \$100.00 and will be deducted from your Stored Value Card, (SVC). It is however, only a recommendation.
5. Do not bring aerosol type cans to BMT. They will be confiscated upon arrival.
6. DO NOT bring contact lenses to Basic Military Training
7. You must have at least 20 copies of your orders in your possession when you arrive at Lackland AFB. It's best to carry these orders in your "Important Documents" folder so that you can be sure that they will always be in your possession. Your Important Documents folder should never be given to anyone.
8. Make certain you have your Unit Personnel Records in your possession upon arrival at Lackland.
9. Social Security Card - Ensure that you have a copy of your Social Security Card in your possession at all times.
10. Wear something comfortable to Lackland AFB (e.g., shirt and slacks or blue jeans, a light jacket and comfortable closed toed shoes). You should bring enough civilian clothes to last about three days after which time you will be issued your military uniform. You will then be required to store all other civilian clothing. Be sure the clothing you take is adequate and suitable for the season.
11. If you wear eyeglasses be sure to bring them with you. Although you will be issued the standard military glasses, it takes a few days to fabricate them and provide the eyewear. Therefore, in order to prevent being "set back"; please bring your prescription eyeglasses. The basic training environment is not conducive for the wearing of contact lenses. If you bring your contact lenses they will be put into storage for about 8 ½ weeks. During this time they may dry up.) Remember however, that you will be able to wear your contact lenses once you get to Technical Training School.
12. Cell phones will be confiscated upon arrival at the training squadron. They will be given back for a mandatory phone call within 72 hours upon arrival, week 4 and week 7. If they do not have a personal phone they will use a wingman's or the Squadron CQ phone.

To Start Your Career ...

To complete all of your military records, you'll need to bring some items with you to basic training. Better to be safe than sorry, so bring any paperwork you think may be useful. It's extremely important that you ensure you have the necessary documents at hand. It's highly recommended that you place all required documents in a binder where they are easily accessible and kept in one place. Make sure the envelope you are given during out-processing is in your carry-on bag or hand carried before leaving for the airport.

Required Documentation

In order to make your transition as smooth as possible, make sure you bring the required documentation, as applicable to BMT with you. Below is a list of the minimum documents you should bring if they apply to you. Many items are placed into your official file that you will be instructed to hand carry to BMT. These are marked with a (*) and are not required for you to bring separately. You may bring a copy of these items as a precaution if you like. All others are required:

- Civilian eyeglass prescription (copy)
- Contact lenses prescription (copy)
- Any important paperwork relating to a medical prescription (copy)
- Driver's license (original)
- Social Security card (original)
- Marriage certificate (original or certified copy) *
- Spouse documents (copies of birth certificate, Social Security card, driver's license) *
- Dependents' birth records (copies) *
- JROTC/ROTC certificates (original) *
- Civil Air Patrol certificates / Eagle Scout (original) *
- Certificates of training (must be verifiable, i.e. EMT, Electrician, etc.) *
- Naturalization papers (original) *
- Permanent resident card (original) *
- Enlistment contract (copy) *
- New college transcripts (sealed original) *
- Promissory note if applying for the College Loan Repayment Program *
- Visitors Access Request Letter (VARL) –COPY (Must be neat and legible or it will not be accepted)

--A copy of the VARL is located in the back of this guide. The VARL (visitor list) you take to BMT must be neat and accurate (if it is unreadable, then the instructors will throw it away) if a person thinks a relative may go, it is better to place the individual on the VARL just in case.

IT MUST BE HANDED DIRECTLY TO YOUR MTL.

Do Not Bring



- Knives, Brass Knuckles Or Any Other Item That May Be Used As A Weapon Or Considered A Weapon**
- Dice, Playing Cards Or Any Other Game That May Be Used To Gamble**
- Magazines, Books, Comics And Puzzles**
- Cigarettes, Dip, Pipes, Chew Or Any Other Tobacco Products**
- Large Photo Albums
(A Few Photos Allowed But Space Is Limited)**
- Material That Is Pornographic Or Can Be Considered Questionable**
- Over-The-Counter Medications
(Includes Vitamins And Supplements)**

PHYSICAL TRAINING AND PREPARDNESS

1st PT test will be administered on Saturday of zero week; if they do not pass the arrival standards for BMT they will be sent home.

This program ensures Air Force members have the strength, endurance and physical capacity to accomplish the mission while maintaining personal health and military image. Upon arrival at BMT, you will start a physical fitness program geared toward motivating you and your fellow Trainees to achieve excellence. You will have physical conditioning six days a week with alternating days of muscular endurance exercises and aerobic running. In addition to the fitness program, you will experience a rigorous training schedule (5:00 am to 9:00 pm daily) extensive marching, and a challenging obstacle course. These activities will test your stamina and fitness, and if you're not physically prepared, basic training may be difficult.

The runs consist of fifty separate 70 minute sessions of group-paced running, self-paced running, and six 30-second sprint interval runs separated by brisk walking. In addition, you will have a weekly two-mile run. The final evaluation run is 1.5-miles.

The muscular endurance training takes up to 74 minutes on a circuit of sit-ups, leg lifts, pushups, flutter kicks and pull-ups. These exercises will improve upper body and abdominal strength quickly.

While the below training guidelines are a solid program designed to prepare you for Basic Training, it is understandable that in the beginning many of you are not physically able to achieve the minimum numbers on the charts, that's okay. Simply decrease the number of minutes you run or the number of repetitions of the strength exercises to help you begin your training, talk to your PM for help. The intent of the program is to gradually improve your physical fitness and prepare you for success. Remember, you can't get it all done in one day. Take your time, warm-up and cool-down properly and make sure you stretch the muscles you are planning to use both before and after your exercise.

To avoid injury, you should

- Gradually increase your running mileage and exercises if not already fit
- Run on a track or flat terrain
- Stretch before and after you exercise. Stretch until you feel tension but not pain. Do not bounce while stretching.

Sample Exercise Program to prepare you for BMT

Week 1

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
2 minute sit-up/push-up intervals
5 minute walk
1 minute jog
5 minute walk
1 minute jog
3-5 minute walk
2 minute stretch

Week 2

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
2 minute sit-up/push-up intervals
5 minute walk
3 minute jog
5 minute walk
3 minute jog
3-5 minute walk
2 minute stretch

Week 3

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
2 minute sit-up/push-up intervals
4 minute walk
5 minute jog
4 minute walk
5 minute jog
3-5 minute walk
2 minute stretch

Week 4

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
4 minute sit-up/push-up intervals
4 minute walk
5 minute jog
4 minute walk
5 minute jog
3-5 minute walk
2 minute stretch

Week 5

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
4 minute sit-up/push-up intervals
4 minute walk
6 minute jog
4 minute walk
6 minute jog
3-5 minute walk
2 minute stretch

Week 6

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
4 minute sit-up/push-up intervals
4 minute walk
7 minute jog
4 minute walk
7 minute jog
3-5 minute walk
2 minute stretch

Week 7

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
6 minute sit-up/push-up intervals
4 minute walk
8 minute jog
4 minute walk
8 minute jog
3-5 minute walk
2 minute stretch

Week 8

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
6 minute sit-up/push-up intervals
4 minute walk
9 minute jog
4 minute walk
9 minute jog
3-5 minute walk
2 minute stretch

Week 9

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
4 minute sit-up/push-up intervals
4 minute walk
13 minute run
3-5 minute walk
2 minute stretch

Week 10

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
4 minute sit-up/push-up intervals
4 minute walk
15 minute run
3-5 minute walk
2 minute stretch

Week 11

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
2 minute sit-up/push-up intervals
4 minute walk
17 minute run
3-5 minute walk
2 minute stretch

Week 12

Complete in 1 session/3-5 times a week:

5 minute stretch/warm-up
2 minute sit-up/push-up intervals
1 minute walk
17 minute run
3-5 minute walk
2 minute stretch

Physical Training Standards

Push Ups and Sit Ups are a 1-Minute TIMED Standard

Required/Suggested Fitness Level Upon Arrival at BMT			
	Run (1.5 mile)	Push-ups	Sit-ups
Males	18:30 min.	34	38
Females	21:35 min.	21	38

Minimum Component Values

Must have composite score of equal or greater than 75.0 and meet all minimums below to pass test

Male

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

Female

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

Military Discipline

Discipline is the basic driving force of our military. Self-discipline is the pillar to our success as individuals. Sacrifice for the good of others requires a great deal of selflessness and discipline. During BMT you'll learn about military discipline through a structured curriculum designed to help you understand why discipline is so important in what we do. To put it in perspective, think about the responsibilities you are about to embark on as a Citizen Airman.

Rules Of Conduct

During Training You're Prohibited From:

- Buying, possessing or consuming any alcoholic beverage. Buying, possessing or using any tobacco products.
- Buying, possessing or using any over-the-counter medication not prescribed or cleared by a military medical doctor.
- Buying, possessing or inhaling aerosol products. These products are strictly prohibited and you are not allowed to purchase them while attending BMT.
- Buying or possessing any obscene or pornographic material. Taking any food items into the dormitory.
- Soliciting, disclosing, receiving or obtaining any information pertaining to 737th Training Group tests or answer sheets before, during or after testing.
- Being alone in a confined space or motor vehicle with a member of the opposite gender or riding in privately owned vehicles (POV) of personnel, except in emergency situations.
- Entering an opposite gender dormitory, at any time, without a military training instructor 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 attic area of recruit housing and training dormitories.
- Traveling alone during the hours of darkness.
- 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.
- Engaging in public displays of affection (PDA) — for example, kissing, holding hands, hugging, etc.
- Making sexual advances toward or seeking or accepting sexual advances or favors from anyone, including any 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 personnel or other basic trainees.
- Collecting or soliciting money from other basic trainees. Going off base, except for Town Pass and other official duty. Wearing civilian clothing unless authorized.
- Using a cell phone in the dormitory/squadron without the express permission and direct oversight of an MTI or squadron leadership. *NOTE: All trainees receive a policy briefing on the use of cell phones in BMT. You are required to sign a roster acknowledging understanding and consequences associated with any violations of that policy.*

Trainees are encouraged to use their cell phone to notify a family member of their safe arrival at the San Antonio International Airport. Trainees will not have any specific squadron/dorm assignments at this time nor will they have a mailing address. This will be obtained later in the week.

By Saturday of arrival week, trainees will be authorized to call and release their mailing address information posted on the safe arrival postcard (which will then be mailed to the family member's address).

Trainees will use cell phones only under direct supervision of a Military Training Instructor (MTI).

Trainees are authorized access to their personal cell phones during the fourth week and at the end of the seventh week of training to confirm arrangements with family and guests. During the other weeks of training and based on their performance, they'll have an opportunity to use their personal cell phones or pay phones to call family and friends.

Additionally, trainees will be allowed to use cell phones to update family and friends on any changes of training status. Cell phones will be used for voice conversations only. Receiving, sending, sharing, or viewing videos/pictures/text messages are strictly prohibited. Violations will result in disciplinary actions.

Before arriving at BMT, trainees must remove all photographs or videos which are considered lewd or pornographic. MTIs will conduct a "Cell Phone Policy Briefing" during the initial health, morale, and welfare inspection. Trainees will sign a cell phone briefing roster stating they have been informed of and understand all policies associated with the use of cell phones while at BMT.

These policies are subject to change based on the BMT commander's recommendation.

Family members may not contact trainees during training. Their program is an intense, eight-and-a-half week training experience. They may write letters, but may not call. You'll not have access to the Internet, email, cell phones or incoming phone calls.

Airmen are required to get one initial phone call to give a family member or friend his or her address. Other phone calls during training are strictly up to the individual training instructor. **If your immediate family has not received a call within two weeks, they can call (210) 671-3024.**

In case of family emergencies, ask your family to contact their local Red Cross to make contact. Emergencies include death or serious illness in the immediate family or a birth announcement (wife of trainee).

The American Red Cross website is located at www.redcross.org

BMT Timeframe

Basic Military Training is eight-and-a-half weeks long at JBSA-Lackland. The Support Squadron at your unit will make all your travel arrangements for you. The time of arrival will vary depending on the location of your departure. However, the BMT reception center located at the San Antonio International Airport will have your information and expected arrival time. It is open 24/7

There are signs throughout the airport with directions to the reception center. From here you'll be transported by bus to JBSA-Lackland to begin your training. Your Recruiter or D&TF Facilitator will provide a complete departure briefing, answer any questions and provide you with specific instructions for your departure.

This information may change due to unexpected situations. Additional information is available at these websites: www.basictraining.af.mil & www.afreserve.com

What To Expect

From the moment you arrive, you'll begin the process of becoming an Airman in the Air Force Reserve. The training will be intense and you may find it the most demanding eight-and-a-half weeks of your life, as well as the most rewarding. Preparing physically and mentally in advance and arriving with an open mind will play a big part in your success.

You'll be challenged to excel in all your daily activities. The intent is to reach a level of teamwork and have each Trainee graduate on time. This is the same concept used in the operational Air Force Reserve to accomplish the mission. The weather at JBSA-Lackland may be a drastic change for those not familiar with heat and humidity. However, BMT is designed to help you acclimate quickly.

The weekly breakdown on the following pages will give you an idea of what will happen week by week. Changes in the schedule are highly unlikely due to the rigors of the course. However, some content may change to accommodate unexpected situations.

During the last week of training, graduation week, you and your family will have an opportunity to experience the exciting attractions San Antonio has to offer.

Military Training Goals

Basic Military Training is designed to teach you the importance of discipline, teamwork and foundational knowledge you'll need to succeed as an Airman. It will prepare you physically as a warrior in the profession of arms. Successful completion earns you the privilege of proudly wearing the uniform of the most powerful Air Force in the world and the honor of protecting our Nation's freedoms as a Citizen Airman.

Attention To Detail

During the course of the training you'll probably ask yourself, what does folding clothes and making my bed have to do with my job in the Air Force Reserve? The answer is actually quite simple ... ATTENTION TO DETAIL.

During your training, your instructor will conduct inspections to ensure you are complying with an established set of standards. The main reason behind these inspections is to ensure you grasp the concept of attention to detail as you'll find yourself working with items worth millions of dollars such as aircraft, tools, computers, etc. This is critical to safety and completion of the mission.

BMT Schedule

Basic Military Training is 8 ½ weeks long. It is filled with many activities over the course of the first 7 ½ weeks. The highlight of this is the Airman's Parade, Base and Town pass and family visitation beginning the middle of the seventh week of training.

Some of the activities you will partake of during BMT are as follows. They are in a rough order but not necessarily a schedule of events.

Processing Week

(ZERO WEEK) day of arrival until the First Sunday

Initial Physical Fitness Evaluation, Immunizations, Drug Testing, Uniform Issue, Haircuts, Uniform Code Of Military Justice

First Week Of Training

Weapons Issue, M-16 Breakdown & Reassembly, Records/ID, Medical & Dental Processing, Dress & Appearance, Rank Recognition, Law Of Armed Conflict, Human Relations, Nutrition And Fitness, Rendering Courtesies, Warrior Role

Second Week Of Training

Integrated Defense, Weapons Cleaning, Career Guidance

Third Week Of Training

Job Classification Interviews, Self Aid And Buddy Care, Drill Precision

Fourth Week Of Training

Haircuts, BMT Obstacle Course, Chemical/Biological/Nuclear Defense Training, Improvised Explosive Device Familiarization, Anti-Terrorism Training, Dress And Appearance

Fifth Week Of Training

CPR Familiarization, Build TEMPER Tents, M16 Weapon Live Fire, Joint Warfare, Public Relations And Media, Basic Leadership, Security Programs, Mental Preparation For Combat, Basic Situational Awareness, Pugil Stick Fighting, Introduction To The Code Of Conduct, AEF Pre-Deployment Preparation, AEF Assignment Notification

Sixth Week Of Training

Basic Expeditionary Airmen Skills Training (BEAST) Exercise, Deployment Briefing, Equipment Issue, Camp Set/Up, Field Training Exercise

Seventh Week Of Training

Final Physical Fitness Evaluation, Combat Stress Recovery, Financial Management, Sexual Assault Prevention And Response, Career Progression & Quality, Force Joint Ethics, Military Citizenship, Air Force History, Air Force Organization, Healthy Lifestyles & Alcohol/Drug Awareness Prevention & Treatment Training, Environmental Awareness, Airmans Parade, Coin Ceremony and Retreat, Open House, Town Pass, Written Test

Eight Week Of Training, Trainees will transition to the **CAPSTONE**. The purpose of the Capstone period at the end of BMT is for Airmen to more deeply reflect on character values, principles and behaviors expected of all Airmen. It reinforces the content learned earlier in BMT.

Airmen will be re-organized into flights according to AFSC (as much as possible). You will have more freedom and responsibility that comes with it (in preparation for technical training).

Trainee Recycle (Being Sent Back A Week To Repeat Training)

A training recycle occurs when a trainee is set back in his/her training due to circumstances that would prevent on-time graduation. There are several reasons for recycle action but the most common include:

- Disciplinary action
- Medical issues
- Minor injuries during training
- Failure to meet established standards
- Failure to meet physical fitness standards

A recycle situation does not mean you'll not graduate. It means you'll be set back the minimum time required to get you back on track. In simple words, there is the possibility of you staying at BMT longer, depending on the situation.

The key player in this situation is you. Be prepared physically and mentally. Be positive and work hard day in and day out. Help others succeed and follow the established rules and regulations. Those factors are directly under your control and you should be aware of them. We want you to graduate on time and become a productive member of the Air Force Reserve. However, your safety and health are a top priority of your instructors.

Family Visitation

Visitors are permitted during the SEVENTH week of training on Thursday, Friday, Saturday and Sunday ONLY. There is no limit on the number of guests. The schedule is subject to change during holiday weeks. If your family or friends have questions, they can contact the BMT Reception Center at (210) 671-3024.

Additionally, you may experience delays in training due to unforeseen circumstances (Training Recycle). Refundable tickets are recommended for attending family members.

The following information is very useful for family members planning on attending graduation. You'll send graduation information to them within a few weeks of arrival.

Your recruiter will provide you a JBSA- Lackland **Visitor Access Request Letter (VARL)**. This document is very important and must be properly completed and HAND CARRIED to BMT and provided to your Military Training Instructor to ensure proper background checks are conducted on attending family members as required for base access. A copy is also provided in this guide.

Visitors should anticipate receiving the Visitor Access Pass around the end of your fifth week in BMT. **NOTE:** If visitors do not receive a Visitor Access Pass before arriving at JBSA-Lackland, they will be required to obtain a pass at the 24-hour Visitor Centers, located at either the Valley Hi or Luke East entrance gates.

IF VISITORS DO NOT HAVE A VISITOR ACCESS PASS OR A VALID DOD ID (CAC OR RETIRED MILITARY ID), THEY WILL BE DENIED ACCESS TO THE BASE.

***Please contact the BMT Reception Center at
671-3024 or 671-3069 if you have additional questions.***

Guest Visitation

THURSDAY

0700 or 0900 Orientation Briefing (Family and guests must attend one "orientation briefing")

0800 Airman's Run

1045 Flight Ceremonies

Note: Most Airmen are released for Base Liberty immediately following the ceremonies.

(Some Airmen may have limited visitation due to training requirements.)

1300 Airman, Spouse and Parent Orientation

1200-1930 Buffet Dinner Opportunity at Gateway Club

2000 End of Base Liberty

FRIDAY

0715 Orientation Briefing Reception Center.

(Family members do not have to attend if they attended the Orientation Briefing on Thursday)

0715-0830 Transportation to Parade Grounds

0900 Airman Parade

0945 Return Bus

1015-1115 Squadron Open House-Visit the Airman's dormitory.

Base Pass (Airmen are released following conclusion of Squadron Open House)

2000 Airmen are due back to their dorms no later than 2000hrs (8:00PM)

SATURDAY

0900 Town Pass (Airmen begin arriving at the Reception Center to start Town Pass.)

2000 End of Town Pass

(Airmen are due back in their dormitory.)

SUNDAY

Airmen can attend religious services.

Family members may accompany their Airman.

Service locations and times vary.

2000hrs Airmen are due back in their dormitory (8:00PM)

NOTES FOR GUESTS:

If you have family members attending your graduation, here are a few recommendations to keep in mind:

- Purchase refundable airline tickets.
- Reserve lodging and rental car well in advance. There are usually 4,000-plus visitors attending each weekend.
- Arrive early on Wednesday.
- Arrive early for the briefing on Thursday morning at the reception center.
- Family and friends should notify you if they are coming to the Airman's Parade.
- Arrive early to the welcome briefings and events.

Family Visitation Week Schedule

:: THURSDAY EVENTS	
6:15 AM	RECEPTION CENTER OPENS
7:00 AM	SPOUSE/PARENT/EVENT BRIEFING (25 MINUTES)
8:00 AM	AIRMAN'S RUN
9:00 AM	SPOUSE/PARENT/EVENT BRIEFING (25 MINUTES)
10:30 AM	HONOR GRADUATE/AIRMAN'S COIN/RETREAT CEREMONY ** Airmen will be released on BASE LIBERTY immediately following Retreat
8:00 PM	AIRMEN ARE DUE BACK TO THEIR DORMS

:: FRIDAY EVENTS	
6:15 AM	RECEPTION CENTER OPENS
7:15 AM	SPOUSE/PARENT/EVENT BRIEFING (25 MINUTES)
9:00 AM	AIRMAN'S PARADE (45 MIN)
If Parade is cancelled due to weather conditions, a Ceremony will take place at the Squadron where your Airman is assigned.	
10:15 AM UNTIL 11:15 AM	SQUADRON OPEN HOUSE (A tour of your Airman's living quarters) ** Airmen are released on TOWN PASS upon signing out at Squadron Open House.
8:00 PM	AIRMEN ARE DUE BACK TO THEIR DORMS

:: SATURDAY EVENTS (BMT PFINGSTON RECEPTION CENTER OPEN 8-10 AM)	
9:00 AM	AIRMEN ARE RELEASED (FROM SQUADRON AREA) FOR TOWN PASS
9:20 AM	ONLY SATURDAYS :: VIA BUS BEGINS DEPARTURES EVERY 20 MIN FROM RECEPTION CENTER TO DOWNTOWN USO
6:40 PM	LAST BUS DEPARTS DOWNTOWN USO TO RECEPTION CENTER
8:00 PM	AIRMEN ARE DUE BACK TO THEIR DORMS

:: SUNDAY EVENTS (BMT PFINGSTON RECEPTION CENTER CLOSED)	
9:00 AM	AIRMEN ARE RELEASED FOR BASE LIBERTY Set up a meeting place with your Airmen You may attend Church Services with your Airman
6:00 PM	AIRMEN ARE DUE BACK TO THEIR DORMS

BASE LIBERTY AND TOWN PASS

BASE LIBERTY: Airmen are granted liberty within Lackland Air Force Base

WHILE ON BASE LIBERTY, AIRMEN MAY RIDE IN VEHICLES, BUT ARE **NOT AUTHORIZED TO DRIVE.

TOWN PASS: Airmen are granted liberty within the San Antonio Metropolitan Area

OFF LIMIT AREAS: Airmen are not authorized to visit tech schools/dormitories or base housing (unless invited)

***PLEASE KEEP IN MIND THAT BASE LIBERTIES AND TOWN PASSES ARE "EARNED PRIVILEGES" AND YOUR AIRMAN CAN BE DENIED OR HAVE THESE PRIVILEGES RESTRICTED AT ANY TIME FOR DISCIPLINARY REASONS. YOUR AIRMAN WILL BRIEF YOU ON THEIR PARTICULAR SITUATION.

VISITOR ACCESS PASS

All individuals 18 years or older and without a valid DoD ID card (e.g., common access card, retired military ID) must carry a visitor access pass and photo ID while on Lackland AFB.

Visitors should have received their guest passes in the mail from the Airmen. All additional passes can be acquired from the Visitor's Centers located at the Luke East Gate/Valley Hi Gate.

TRANSPORTATION AND PARKING

PARK IN DESIGNATED PARKING SPACES: BMT Pfingston Reception Center, overflow lots or mini malls.

After Base Liberty and Town Pass, your Airman may be dropped off in the squadron area (RH&T) and BMT Pfingston Reception Center (ATC). **Absolutely no parking or lingering in the squadron areas.** The only individual allowed out of the vehicle is the Airman. After drop off, the vehicle must be driven out of the designated area.

AIRMAN'S PARADE: Busses to aid handicap and one (1) assistant will round robin from the BMT Pfingston Reception Center to the parade grounds starting at 7:15am - 8:30am and again immediately following Airman's Parade.

VIA BUS (SATURDAYS ONLY): The cost is \$2.50 per person each way. You must have **EXACT** change.

MISCELLANEOUS

» **PLEASE DO NOT SURPRISE YOUR AIRMAN**

Parents have missed their Airman an entire day because their Airman departed on pass not knowing they had visitors.

» Visitation is not allowed until Thursday **AFTER** Retreat.

» We recommend casual dress and comfortable shoes for all ceremonies/events.

» Smoking is only authorized underneath bleachers (east/west). Please extinguish all smoking materials in the cigarette extinguishing canisters.

» Visitors are **NOT** required to sign-in or sign-out for their Airmen.

» It is illegal to talk on a cell phone while driving a car on base.

» All traffic must stop when retreat is played in the evenings over the loud speakers and must remain stopped while it plays.

EVENT BRIEFINGS

AREAS BRIEFED INCLUDE:

- » Schedule of Events (Thursday-Sunday)
- » Flight Locations During Ceremonies
- » Local Activities

**ALL BRIEFINGS ARE THE SAME AND ARE HELD IN THE BMT PFINGSTON RECEPTION CENTER AUDITORIUM

HELPFUL PHONE NUMBERS

BMT PFINGSTON RECEPTION CENTER

210.671.3024

210.671.3069

BASIC VIDEO PRODUCTIONS

Pictures/Ceremonial Video

210.695.4979

HOTEL, CAR RENTAL & AIRLINE RESERVATION

855.676.4574

BASE LODGING (Space Available Basis)

210.671.3622

PLACES TO EAT ON BASE

Mini Mall Food Court (BLDG 10345)

Mini Mall Food Court (BLDG 7025)

Popeye's (BLDG 2306)

BX Food Court (BLDG 1385)

Burger King (BLDG 1286)

Godfather's Pizza (BLDG 2300)

Smoking Joe's BBQ (BLDG 2233)

Susie's Kitchen (BLDG 6476)

Gateway Club (BLDG 2490)

Gateway Hill Golf Club (BLDG 2401)

SAN ANTONIO VENUE DIRECTIONS

WOLFF STADIUM (SA MISSIONS GAMES)

Exit the Luke East Gate,

Right on Military Drive

Take US-90 East to Callaghan

Use the **TURNAROUND LANE**

Wolff Stadium will be on the right side

AT&T CENTER

Exit the Luke East Gate

Right on Military Drive

Take US-90 East. It becomes I-10 E

Exit Houston St (Exit 579)

Left on Houston

AT&T Center will be on the right side

The Air Force Symbol

The U.S. Air Force 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 ‘Hap’ 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, a globe, a star and three diamonds. The globe within the wings represents the globe of our obligation to secure our nation’s freedom with precision, Reach and Strike. The globe also reminds us of our challenge as an expeditionary force to respond rapidly and to provide decisive aerospace power, worldwide.

The area surrounding the globe here takes the shape of a star. The star has five points. Its five points represent the five elements of our Total Force and family — our Active Duty Airmen, Air National Guard (ANG), Air Force Reserve (AFR) and Retirees. The star also represents the high ground of our Air Force. The rallying symbol of the Air Force, the star also represents our official combat leadership.

The star is framed with a circle. The circle represents the Air Force’s core values: integrity first, service before self and excellence. The circle is one symbol that presents two powerful ideas: a globe, and a medal, representing valor in service.

Air Force

In the late 1990s, Air Force senior leaders directed a study to design an official symbol and develop a centralized theme to encourage airmen to stay and to build understanding, appreciation and loyalty to the Air Force.

They directed a commercial company, known for corporate branding, to research and develop a unique symbol. Company representatives traveled throughout the Air Force and to major U.S. cities to conduct research and become intimately familiar with the Air Force and its culture, environment and heritage.

The new Air Force symbol is based on the familiar WW II “Hap” Arnold wings and represents the service’s proud heritage. The symbol’s modern design represents the Air Force’s present and future leading edge.



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
JOINT BASE SAN ANTONIO

MEMORANDUM FOR: 802 SFS/S5L

MEMORANDUM FROM: _____
 (RECRUIT'S NAME: LAST, FIRST MIDDLE
 INITIAL)

SQ/FLT: _____ / _____ Projected Graduation Date: _____

SUBJECT: Joint Base San Antonio (JBSA) Lackland Non-DoD Visitor Access Request Letter

1. In preparation of your visitors AF Basic Military Training graduation (BMT) attendance, all visitors should be listed below. I understand that all US Citizens/Resident Aliens listed will have a Criminal History Check (CHC). All Non-US Citizens/Resident Aliens will be considered for installation access on a case by case basis. I shall **NOT** knowingly request access for individuals meeting the following:

- A. Currently issued a valid DoD ID Card (e.g., common access card, retired military ID).
- B. Any individual under the age of 18 at the projected date of graduation.
- C. Any individual with a criminal history to include, but not limited to the following:
 - a. An outstanding warrant, current probation/parole or a registered sex offender.
 - b. Any narcotics related offense within the last 10 years.
 - c. Any other serious offense.

2. I hereby request the following, not more than 10, individuals be granted access to JBSA Lackland.

PRINT OR TYPE ONLY

	Last Name	First Name	MI	State ID Number	State	DOB(MM/DD/YR)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

3. I understand it is my responsibility to notify my guests of any changes in my training status which may affect my graduation date. I will recommend that they purchase **refundable/transferrable** tickets because my graduation date may be subject to change. I will also inform all guests that they are required to maintain their valid photo ID and Pass at all times.

Recruit's Signature/Date

FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 USC 552 (b)(6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure.

ENCLOSURE 3 TO TAB A TO APPENDIX 1 TO ANNEX K TO JBSA INTEGRATED
 DEFENSE/ANTITERRORISM PLAN: NEGATIVE FITNESS DETERMINATION MATRIX
 FOR INSTALLATION ACCESS

<i>Offense Type Description</i>	<i>Date (In Years) Since Criminal Activity</i>
Active Wants/Warrants	Until cleared
Aiding Prisoner to Escape	indefinite
Aiding the Enemy	indefinite
Arson	10
Assault and Battery	3
Assault Offenses (Aggravated Assault)	10
Assault: Milt/Civ Law Enforcer	10
Assault: Simple	1
Bomb Threat	10
Burglary	5
Child Pornography	indefinite
Communicating a Threat	1
Counterfeiting/Forgery	5
Drugs: Manufacture, Possess, Sell or Distribute	10
Embezzlement	5
Espionage	indefinite
Firearm, Felony Offenses	3
Homicide	indefinite
Housebreaking	3
Indecent Act With Child to include child molestation	indefinite
Indecent Exposure	2
Kidnapping/Abduction (of an Adult)	indefinite
Kidnapping: Child (Not Parent)	indefinite
Larceny/Theft Offenses (Less than \$500)	1
Manslaughter	10
Motor Vehicle Theft	3
Murder	indefinite
Probation/Parole	Until sentence served
Prostitution Offenses (Assisting or Promoting)	2
Rape	indefinite
Robbery	10
Robbery, Armed	30
Sex Offenses, Forcible	indefinite
Smuggling	5
Sodomy of a Child or by Force	indefinite
Spying	indefinite
Trafficking in Humans	indefinite

FOR OFFICIAL USE ONLY

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.