

OTS DORMITORY TRAINING MANUAL



Dormitory Training Manual
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Officer Training School
Holm Center
Maxwell AFB, Alabama

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CHAPTER 1

DORMITORY INTRODUCTION

This manual contains information you will need to successfully complete dorm arrangement. Your Military Training Instructor (MTI) will teach you the basics of this manual.

DO NOT WRITE OR MARK IN THIS MANUAL.

Occupant Locations

For all programs (23 TRS, 24 TRS, Det 12), occupant one is assigned the bottom bunk and all furnishings closest the room entrance door. Each program maintains different dorm room layouts and different occupant capacities; therefore, it is important you review the occupant assignment pictures of chapter 3 for your specific program and number of occupants.

Furniture Placement

All furniture should be two inches from the walls. Desk will be evenly spaced and centered from wall to wall. **Exception:** Beds will be grounded to the five drawer dressers.

Inspection/Routine Order

During the hours of 0800-1700 Monday through Friday and 0800-1300 on Saturday, your room is required to be in inspection order as outlined by the standards in this manual. At all other times, your room will be in routine order, meaning neat and clean.

During inspection order, doors must remain closed unless you are in your room. Windows, blinds and drapes will be down and closed to conserve energy. Closet, bathroom, and shower doors will be open.

During routine order, doors may be closed unless a member of the opposite gender is in the room (Refer to OTS Manual 36-2604). During lights out, the door will be closed and locked and windows, blinds and drapes will be down and closed.

Responsibilities

Your MTI is your primary point of contact (POC) for all dormitory issues. Route all dormitory related issues using your chain of command through your Standardization Officer (Stand-O). All dormitory discrepancies will be reported to your designated Civil Engineering (CE) Officer.

The Cadet Wing Commander or Officer Trainee Group Commander is responsible for ensuring no offensive or demeaning items are displayed in the dormitories. All squadron awards must be in good taste. Hanging items on doors, door jambs, and walls is not authorized.

CHAPTER 2

GENERAL DORMITORY MAINTENANCE

General Instructions

During inspection order (0800-1700) and lights out, all wastebaskets must be empty. All surrounding dormitory grounds will be free of debris and trash. It is everyone's responsibility to pick up trash. Missing or broken light bulbs will be replaced. Report all broken or defective equipment through the CW chain of command to the CE Officer. A work order log is kept by CQ, CE officer will report discrepancies to the facility manager. All occupants of a room are responsible for cleaning the common areas as described in Chapter 3 of a room.

Stairwells/Hallways

Stairwells, landings, and hallways must be dusted, swept and mopped.

Utility Closet

Utility closets must be swept, mopped and dusted. All equipment and cleaning supplies will be neatly arranged. Authorized chemical items stored in the utility closet will be labeled. These items will be listed in the MSDS book. Inspect all equipment for safety hazards and report discrepancies.

Dayroom/Day area

Dayroom must be dusted, swept, and mopped. Ensure all furnishings are free of safety hazards. Ensure only authorized items (TV, DVD player, remote, educational/reading materials). Food may only be stored in the dayroom area, NOT IN DORM ROOM.

CQ Office

Office must be vacuumed and dusted. Ensure all furnishings are free of safety hazards, e.g. frayed cords and holes. Ensure all books and furnishings are arranged in an orderly fashion. Ensure only authorized items are stored in CQ, it is not a storage for excess items. Empty all trash at the end of your shift.

Laundry Rooms

Laundry rooms must be dusted, swept, and mopped. Washer lids remain open when not in use. Inspect all equipment for safety hazards. Empty the trash and dryer lint traps. The door to the laundry room must stay closed. No clothes are to be left in machines overnight or during duty day. Any items must be laundry-related and should be marked with name/flight or "common use".

Common Use Latrine

Room must be wiped down, dusted, swept, and mopped. Clean sink and toilet. Toilet seat stays up. Remove spots from mirror. Empty the trash. Restock soap, toilet paper, paper towels etc.

Bulletin Board Display

All items will have each corner fastened to the bulletin board with a thumbtack/staple. All items must be professional in nature. Remove items when expired or no longer needed.

CHAPTER 3 COMMON/PERSONAL AREAS

General Instructions

23 TRS: Areas are numbered as viewed from the door to the window with one being closest to the door. Wording and pictures are set up for two person configuration.



24 TRS: Areas are numbered as viewed from the door to the window with one being closest to the door. Wording and pictures are set up for a three room configuration.



DET 12: Occupants 1 and 4 will always be nearest the door to the room; occupants 2 and 3 will always be farthest from the door. See pictures below for occupant assignments. If a closet or desk is not being shared, it will not be divided in half and the occupant will use the entire space.



A. Alarm Clock

1. The alarm clock will be standardized throughout the group. The Standardization Officer will submit a letter stating how it will be displayed.

B. Air Fresheners

1. Air Fresheners may be displayed, but may not be displayed empty. Plug-in fresheners are not authorized.

C. Lamp

1. **23rd TRS & Det 12:** The lamp will be centered on the night stand with lamp shade grounded to the wall.
2. **24th TRS:** The lamp will be centered on the middle dresser with lamp shade grounded to the wall.
3. It will be in working order or notify your CG/CD. Missing or broken light bulbs will be replaced.

D. Dorm Manual

1. The Dorm Manual (if available) will be stored in occupant 1's detail drawer in the desk.

Medicine cabinet

Remove all debris, spots, and streaks from mirrors. Occupant one and two will utilize the bottom shelves. Occupant three will utilize the top shelf of occupant number two; occupant four will utilize the top shelf of occupant one. All occupants can utilize the middle shelf to store items such as toothbrushes and razors. Items used on a daily basis will be displayed in the medicine cabinet. Items will show signs of use and will be clean. Place toiletry/hygiene items neatly on the shelves, sized tallest to shortest from left to right and grounded as far left and to the rear as possible. If an item is too tall, place it under the sink in the large plastic bin. Do not use the bin under the sink to keep items from being inspected.



Sink

Ensure drain plug in sink is in the up position to allow water to drain. If you have a rubber stopper, you will display it grounded to the right side of the faucet.

If used, occupant one and two will display their drinking glass grounded in the corner.

Occupants three and four will ensure their glasses are grounded to the rear and flush with the outer edge of the sink.

Sink Cabinet

The sink cabinet must be neatly arranged. Items may be stored in a storage bin grounded lengthwise to the left side of the cabinet for occupants one and two. Occupant three and four's bins will be grounded to the right side of the cabinet. If plumbing prevents proper ground, position bins in a manner consistent with this manual. All bins will be grounded to the rear of the cabinet. Items authorized/approved to be under sink include laundry related supplies, excess items or items too large for the medicine cabinet, shoeshine kit, and shower shoes.



Latrine

The latrine door will be left open during inspection order. The door may be closed during lights out or while in use. Shower door will be left open during inspection hours. Shower must be clean and free of soap scum, mold, dirt, hair, etc. The shower will be dry and contain no personal items. Toilet will be clean and displayed with the toilet lid and toilet seat up. The rack behind the toilet may have up to 2 rolls of extra toilet paper.

Exception: PT Gear (Pants and Jacket) and outer garments when wet will be displayed in the latrine to dry. Items will be hung on a hanger on the shower frame. Shoes will be placed inside the

shower. Gloves will be hung over the opposite side of the bar that the towel is hung on. All other gear (shirt, shorts, underwear and socks) will be properly displayed in the laundry bag. All items will be properly displayed prior to the next duty day.

Feminine hygiene cans are in rooms occupied by females only and are displayed to the left of the toilet (as viewed facing the toilet), grounded to the rear and left walls. The feminine hygiene can must be lined with a trash bag and must be empty during inspection order (0800-1700).

Bath Towel

The towel may be damp and show signs of use however, it cannot be stained, heavily soiled, or soaking wet. This is an exception to clean and dry. Fold the towel in half lengthwise. Drape the towel evenly over the towel rack. Ensure the edges of the towel are even. Ground the single fold to the end of the rack away from the shower door.

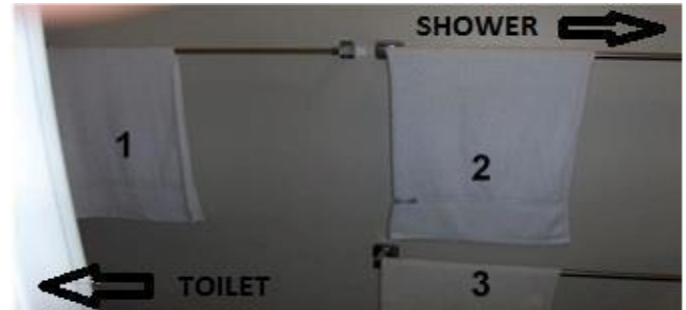
Two occupants Occupant one will use the top rack and occupant two will use the bottom rack.

Three occupants Occupant one will use the top rack closest to the toilet. Occupant two will use the top rack closest to the shower and occupant three will use the bottom rack.

Four occupants/varied towel racks Occupants will follow the manner of this manual as much as possible. If a towel rack needs to be shared, it will be shared between the occupants that already share closets (1 and 4, 2 and 3) and the higher-numbered occupant will ground the single fold to the end of the rack nearest the shower door.

Washcloth

Your washcloth may be damp and show signs of use however, it cannot be stained, heavily soiled, or soaking wet. This is an exception to clean and dry. Fold the washcloth in half. Drape the washcloth evenly over the towel rack. Ensure the edges are even. Place the washcloth on top of the towel so that the single fold is flush to the single fold of the towel.



Hand Towel (Optional)

Ground the single fold to the side closest to the bathroom door with the edges even. Occupants three and four will ground the single fold closest the mirror. Your towel may show signs of use however, it cannot be heavily stained, soiled or soaking wet. This is an exception to clean and dry. Use the towel rack by your sink. Drape the towel evenly over the towel rack, folded in half. You will not display a full size towel.



Wastebasket

Display the wastebasket on the wall nearest occupant one's desk. Do not display on the wall next to the bed. Ground the long side of the wastebasket to the wall. The short side will be flush with the edge of the wall leaving the room. During inspection order (0800-1700) and lights out, the wastebasket must be empty. A liner will be displayed in wastebasket at all times.



Iron/Ironing Board

One iron and ironing board may be stored in occupant one's closet. Once ironing is complete, and iron has cooled, store the iron in the storage holder with the cord retracted. If the cord does not retract, wrap it neatly around the handle only. Do not let it touch the heating element. Store the ironing board with the ironing surface displayed outward. If the holder for the ironing board is broken, you will store the board behind occupant one's closet door.



CHAPTER 4 CLOSET

General Instructions

For identification purposes, each occupant will display and maintain separate closets. You will use the entire length of closet unless sharing with another cadet then only use half of the bar to hang items on.

Items need to be serviceable, clean, neat and wrinkle-free. Empty all pockets and remove strings and tags. Do not remove sewn-in tags. Unless otherwise specified, display items as worn; zipped, snapped, buttoned, pressed, etc. You will not display any accouterments on shirts or pants. If you wear an item, re-space the other items. Occupant one (and four) will use the first closet as you enter the room and occupant two (and three) will use the second closet with occupants one and two being closest to the room door. Items **will not** be displayed in garment bags.



Closet Shelf ABU Cap

Flush the bill with the front edge of the shelf. Ground the side of the cap to the left wall (and to the centerline of closet if third/fourth occupant)

Flight Cap

Flush the front of the cap to the front edge of the shelf. Ground to the ABU cap, triangle facing down (Prop and Wings/Rank Insignia up). If the ABU cap is not displayed, do not move the flight cap over. Both have reserved parking.



Duffel Bag

Flush the single fold of the duffel bag to the front edge of the shelf. Ground the side of the duffel bag to the right wall.

Poncho

Poncho will be tightly rolled. The long side will be grounded to the duffel bag and the front flush with the front edge of the shelf.

Flashlight

Flashlight will be grounded to the poncho. If poncho is not displayed, slide the flashlight over. The lightbulb end will be flush with the front edge of the shelf.



Duffel Bag Folding

1. Lay the bag flat with the handle down and the open end away from you and smoothen out any wrinkles. Unbuckle the straps and tuck the dust flap smoothly inside the bag. Fold the bottom of the bag flat, so that the base is in the shape of a football.
2. Starting with the left side, fold each side toward the center in thirds.
3. Fold the bag in thirds from the bottom to the open end.
4. Once you have completely folded the duffel bag, make sure the edges are as even as possible and attach the hook over the edges at the open end of the bag to secure them.



Closet Rod General Instructions

Hang each item with the open end of the hook of the hanger facing toward the rear of the closet. Hang all items separately, unless otherwise specified. Outer

garments will be displayed on two wire hangers or one heavy plastic hanger. Hang all items with the left sleeve facing the closet door and front of the item facing the left side of the closet.

Hangers

The hangers will be evenly spaced from left to right. Hangers at either end will be grounded but not on top of the end brackets. Remove empty hangers and place them in the laundry room or storage room until needed. For items at the cleaners or alterations, the ticket will be placed in the security drawer. If you are using two hangers for outer garments, display them as one. Items hung in the latrine to dry must be replaced as soon as possible. Always use the same style of hangers (i.e. all plastic or all metal).

Order of Display from left to right

1. All-Weather Coat/Liner
2. Lightweight Blue Jacket/Liner
3. Cardigan/Pullover Sweater
4. Mess Dress
5. Service Dress Coat
6. Long Sleeve Blue Shirts/Blouses
7. Short Sleeve Blue Shirts/Blouses
8. Blue Pants
9. Blue Skirt
10. APECS
11. Fleece
12. ABU Blouse
13. ABU Pants



All-Weather Coat/Liner

Hang the liner/coat on one heavy plastic hanger or two wire hangers. Do not zip the coat to the liner. Do not put the sleeves of the liner into the sleeves of the coat. If you have no liner, display just the coat. Button the inside button and front buttons. **Exception:** Do not button the top button. Feed the belt tip through the belt loops. Button the belt tab to the inner loop of the belt loop on the back of the coat and buckle the belt.

Lightweight Blue Jacket/Liner

Hang the liner/jacket on one heavy plastic hanger or two wire hangers. Attach the jacket to the liner by aligning the Velcro tabs on the liner with the corresponding tabs on the jacket. If you have no liner, display just the jacket. If wearing jacket without liner, display liner as if it were attached to the jacket. Zip the jacket completely and tuck zipper so it is out of sight.

Cardigan/Pullover Sweater

Hang on one plastic or two wire hangers with the front of the item facing the left side of the closet and the left sleeve facing the closet door. Button all buttons.

Mess Dress Coat

Display with proper accoutrements (including button chain) in accordance with AFI 36-2903. Hang on one heavy plastic hanger or two wire hangers and the front chained together as worn.

Shirt

Display mess dress shirt with all accouterments, including cuff links and button studs, on a separate hanger. Button all buttons.

Trousers

Display mess dress trousers on a separate hanger. Button all buttons, zip the fly and fasten the clasp. Place the legs inseam to inseam and drape over the hanger bar, with the cuffs and waistband as even as possible. Hang with the fly facing the closet door. Waistband hangs on the left side of the hanger, legs to the right. Display all pants next to each other.

Skirts

Display mess dress skirt on a separate hanger. Button and zip skirt. Attach the skirt to the left side of the hanger shoulders, with two safety pins or clothes pins. Hang the skirt so the front faces the left side of the closet. The side slit will face the closet door. Display all skirts next to each other.

Service Dress Coat

Display completely buttoned with proper accouterments on coat (brushed silver name tag, U.S. insignias, ribbons, and functional badge. These items will be displayed IAW AFI 36-2903). Student rank will not be displayed while coat is in closet. **Exception:** Commissioned Officers will display rank on coat in accordance with AFI 36-2903.

Long Sleeve Blue Shirts/Blouses

Button all buttons. Display all long sleeve shirts/blouses next to each other.

Short Sleeve Blue Shirts/Blouses

Button all buttons except the top button. Display all short sleeve shirts/blouses next to each other.

Blue Pants

Button all buttons, (inside button for males) zip the fly and fasten the clasp. Place the legs inseam to inseam and drape over the hanger bar, with the cuffs and waistband as even as possible. Hang with the fly facing closet door. Waistband hangs on the left side of the hanger, legs to the right.

Blue Skirts

Button and zip skirt. Attach the skirt to the left side of the hanger shoulders, with two safety pins or clothes pins. Hang the skirt so the front faces the left side of the closet. The zipper in the back will face to the right.

APECS

Hang the APECS jacket on one heavy plastic hanger or two wire hangers. Adjust the drawstrings so they do not hang below the bottom of the jacket. Zip all the way to the top. Tuck the zipper string under the material out of sight. Fasten all hook and loop fasteners, on the back of the collar and on cuffs. Snap all snaps except the top snap. Ensure pockets, if applicable, are empty and snapped.

Exception: 23d TRS will display APECS with appropriate rank insignia as worn.

Fleece

Hang the Fleece on one plastic hanger or two wire hangers. Zip all the way to the top. Ensure pockets are empty. No items will be displayed on fleece. Tapes will be stored in accoutrement drawer.

Exception: 23d TRS will display name/US Air Force tapes and appropriate rank insignia as worn.

ABU Blouse

Button all buttons except the top button, this includes the buttons on the sleeves. Display all ABU blouses next to each other with sleeves down, not rolled.

ABU Pants

Button all buttons. Place the legs inseam to inseam and drape over the hanger bar, with the cuffs and waistband as even as possible. Hang with the fly facing the closet door. Waistband hangs on the left side of the hanger, legs to the right. Display all pants next to each other.

Laundry Bag

Store all dirty clothes and towels inside your laundry bag. Empty all pockets of the items placed in the laundry bag. Plastic bags are used to store your wet items. Secure each plastic bag individually, filled or empty, with a string, rubber band or twist tie.

Pull the laundry bag strings tight so the top of the bag is closed. Any excess at the top of the bag and strings will be tucked towards the back neatly. Display on the floor grounded to the back wall, with the end grounded to the wall opposite of the shoe display. Occupants three and four will ground the laundry bag to the front of occupant one and two's bags displayed in the same fashion.



PC Mat

PC Mat will be rolled, secured, and displayed with the open edge of the roll facing away from the laundry bag and grounded to the back wall. Center the mat on the back wall of the closet. If a column is in the center, ground it to the corner of the column. Occupants three and four will ground the mat to the front of occupant two's mat in the same fashion.



Shoes General Instructions

Shower shoe soles must be made completely of rubberized material and cannot be leather, sandal or sock type shoes. Shower shoes will be kept under the sink in an orderly manner. Tightly lace all your shoes/boots (0800-1700 M-F and 0800-1200 Sat). —Tightly laced means, shoelaces must be pulled closed as tightly as possible without being tied (Fig 5-2). Loosely lace your running shoes during routine order (1700-0800). —Loosely laced, means you can easily slide your foot into the shoes in case of emergency. Tuck excess laces inside the shoes, out of sight. Regular boot/shoe laces are the only laces authorized for display with boots/shoes. Shoes will be serviceable, neat, clean and shined.

Order of Display from front to back

1. **Combat boots**
2. **Second pair of boots (optional)**
3. **Low quarters**
4. **Pump for females (optional)**
5. **Running shoes**
6. **Second pair of running shoes (optional)**

Lacing Combat Boots

Make a bar at the bottom of the boot by lacing from the outside to the inside through the bottom eyelets. Make an "X" after the bar by taking laces from the inside to the outside on second eyelets. Continue lacing the boot from the inside to the outside until you reach the loops. Once you reach the loops, start at the bottom of each loop and lace in the same manner by crossing the laces until all the loops have been used. Tie a single knot at the end of the laces so they cannot be pulled back through. If your boots have loops instead of eyelets, lace boots with a bar at the bottom by inserting the laces from bottom to top of the loops and continue lacing the entire boot in this manner.



Lacing Low Quarters

Make a bar at bottom of the shoe by lacing from the outside to the inside through the bottom eyelets. Continue lacing the shoe from the inside to the outside until you get to the second eyelet from the top. Make an X at the top by lacing the top eyelets from outside to the inside. Tighten the laces.



Lacing Running Shoes

Make a bar at the bottom of the shoe by lacing from the outside to the inside through the bottom eyelets. Continue lacing the shoe from the inside to the outside until you get to the second eyelet from the top. Make an X at the top by lacing the top eyelets from outside to the inside. If running shoes have double eyelets at the top, use the innermost eyelet leaving the outermost eyelet unused. Tighten the laces until tongue is not visible. Tie a single knot at the end of the laces so they cannot be pulled back through. If your running shoes have loops, lace in the same manner as boots with loops.



Placement/Alignment

With the closet door open, shoes will be displayed on the wall opposite of the door. Start from the wall near the doorway and place in order from the front of the closet to the back. Do not leave a space when wearing a pair of shoes. Do not display more than two pairs of any shoe. Ground the heels and soles of like shoes. Ground only the soles of unlike shoes. Ground each shoe so the heels are grounded to the closet wall. Shoes will be aligned at a 90 degree angle to the closet wall and parallel to each other. Occupant three will ground the heels to an imaginary line drawn from front of the closet to the rear of the closet in front of occupant two's shoes, the same applies for occupant four with occupant one. If you remove a pair of shoes from display, slide the remaining shoes to fill in the gap.



CHAPTER 5

BEDS

General Instructions

Occupant one will use the bed closest to the front door (bottom bunk if applicable) all other occupants will use the beds farthest from the front door utilizing the bottom bunk first (If applicable). For four occupants, occupant four will use the top bunk above occupant one. The inspection side of the bed is the side closest to the room door. The inspection side is for folding instructions only, however, the entire bed will be inspected and needs to be neat and orderly. If the blankets or sheets are not wide enough to make hospital corners on each side, the inspection side takes priority. Make hospital corners on the inspection side and leave the opposite side untucked while still pulling the blanket tight. If blanket is wide enough, hospital corners will be made and inspected on both sides. The head end of the bed will be the end nearest to the wall. The foot end will be the end nearest to the center of the room. Center the mattress on the bed frame. Ground the mattress to the foot end of the bed.

Bottom Sheet

Drape the sheet evenly over the width of the mattress so the edge of the sheet is flush with the foot end of the mattress. Tuck the excess sheet smoothly under the head end of the mattress. Make hospital corners on both sides of the head end of the mattress as follows:

1. Grasp the side of the sheet approximately 12 inches from the head end of the mattress
2. Lay the part of the sheet that is in your hand on top of the mattress, creating a 45 degree angle.
3. Tuck the excess material hanging down under the mattress.
4. Grasp the 45 degree angle and without changing its shape, bring it down and tuck the material under the mattress.
5. After the sheet is completely tucked under the mattress, smooth and tighten to the conformity of the mattress. Ensure the sheets are tight and wrinkle free.



Top Sheet

Drape sheet evenly over the width of the mattress so the edge of the sheet is approximately 12 inches from the head end of the mattress. Tuck the excess sheet hanging down under the foot end of the mattress.

Blanket

Place the blanket evenly over the width of the mattress so the edge of the blanket is approximately 12 inches from the head end of the mattress. Tuck the excess blanket under the foot end of mattress. Make hospital corners in the sheet and blanket at the same time using the same procedures you used for the bottom sheet.

Exception: If the blanket is not wide enough to make hospital corners on each side, only make a hospital corner on the inspection side. Leave the opposite side untucked. After the blanket is completely tucked, smooth and tighten to the conformity of the mattress.

Pillow

Ensure pillowcase is right side out. Place the pillow inside the pillowcase. Place pillow flush with the head end of the mattress. Center the length of the pillow on the width of the mattress.

AETC Form 341

Properly fill out AETC Form 341 in all capital letters as follows: **Type or Print** your name LAST NAME FIRST NAME, with no punctuation, then middle initial (after your middle initial include Jr., Sr., II, etc): **LAST FIRST M II**

In the grade block in capital letters: **CADET** (24 TRS/Det 12) or pay grade, ie: **0-1, 0-2E** (23 TRS).
In the organization block in capital letters: **24 TRS** or **DET 12** or **23 TRS**

In Class/Flight put your class number and flight: i.e. **16-06/1-11** (24 TRS/Det 12) or **16-06/A** (23 TRS)

Place the form under the pillow so all information on top half of form is visible. The bottom of the form from the discrepancy block down will be hidden under the pillow. Center the AETC Form 341 on the width of the pillow. Do not fold or wrinkle the AETC Form 341.



EXCELLENCE/DISCREPANCY REPORT		
LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE	
DOE JOHN D	0-1	
ORGANIZATION	CLASS/FLIGHT (if Applicable)	
23 TRS	16-06/B	
EXCELLENCE/EXHIBITED DISCREPANCY (Be Specific)		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING INDIVIDUAL		SIGNATURE OF REPORTING INDIVIDUAL
AETC INT 341, 19930701, V2		
PREVIOUS EDITION MAY BE USED		

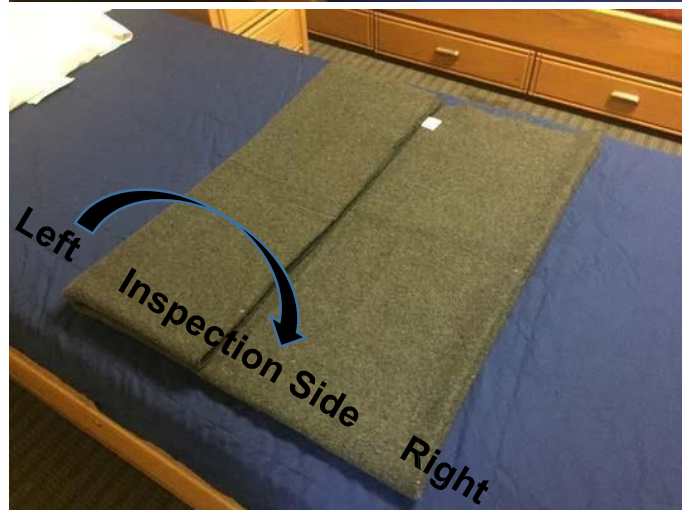
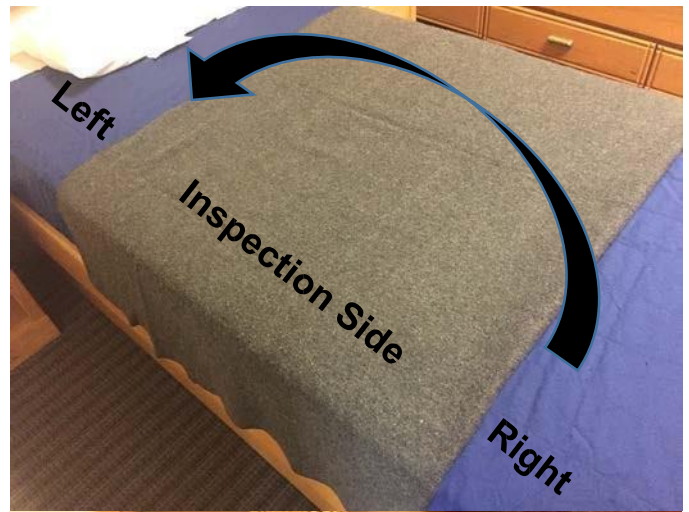


E-Fold Blanket Folding

1. Stand on the inspection side of the bed and drape the blanket evenly over the width of the mattress. Make sure the narrow (sewn) ends are to the head and foot.
2. Fold the blanket in half from right to left; so the US insignia (if applicable) is on the inside of the fold.
3. Fold the blanket in half away from you. (Fold away from the inspection side) The end closest to you will be a single fold. The open edges will be away from you.
4. Fold the blanket in equal thirds from left to right. When properly folded, the side of the blanket will form the letter “e”. A single fold will be on the left with sewn edges inside the fold.

Placement

Place the blanket at the foot end of the bed, flush with the end and inspection side of the mattress. Display the “e” fold on the inspection side of the mattress.



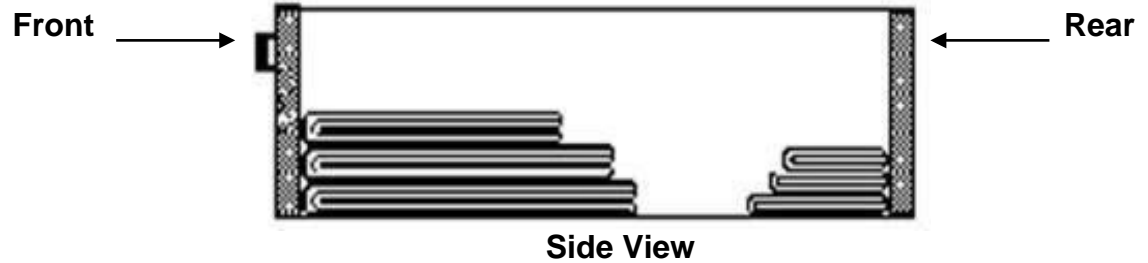
CHAPTER 6 BED UNIT DRAWERS

General Instructions

Displayed items must be worn; they are not for display purposes only. You must properly size all items. Display items right side out. Remove loose strings and tags. Do not remove sewn in tags. Do not starch drawer items. If you do not have an item for display, leave a space where the item would have been displayed. All items in drawers must be clean, dry, serviceable, and properly rolled/folded and displayed. All instructions are as you look at them; left is your left, right is your right. Drawer interior must be clean and free of dust and debris.

Sizing

Stack like items with the longest item on the bottom.



Placement

All instructions for placement are given as if you are looking into the drawer from the front.

Bunk Bed Drawers

Occupants 1 and 2 will use drawers nearest the head end of the bed.

Occupants 3 and 4 will use drawers nearest the foot end of bed.

T-shirts (PT) (includes long sleeves)

With the edge down on the bottom, and facing the rear of the drawer, place shirts in one row from the front of the drawer to the back. Ground the PT shirts to the front left corner of the drawer. Folding instructions are the same as sand t-shirts (p. 24).



Reflective Belt

Hook & pile/clip together, folded in half with hook & pile/clip facing up. Ground the single fold to the front of the drawer, grounded to the left side of the socks.

Socks (White or Black)

With the open end facing toward the rear of the drawer, place in one row from the front of the drawer to the back. The curve on the sock will be facing the front of the drawer and will curve upward (as in a smile). Ground the socks to the front center of the drawer. Folding instructions are the same for green socks (p. 25).

Watch Cap (seasonal)

Fold in half left to right. Ground the open end to the front of the drawer with the single fold facing to the left and right side grounded to the PT shorts.

PT Shorts

Stack with front facing up and waistband facing toward the rear of the drawer. The single fold will be to the left. Folding instructions are the same as for underwear (p. 26)

AF PT Jacket

Display with the front of the jacket facing up and the collar to the rear with the single fold to the front. AF emblem will be visible. Ground the jacket to the back left corner of the drawer.

AF PT Pants

Display with the waistband facing up and to the rear with the single fold to the front. Ground the pants to the back right corner of the drawer.

Thermal Underwear (seasonal)

Display the thermal underwear shirt underneath the sweatshirt, grounded in the same manner. Display the thermal underwear pants underneath the sweatpants, grounded in the same manner. Fold in the same manner as the PT Jacket/Pants.

Sweatshirt/pants

Fold neatly and place sweatshirt under the AF PT Jacket and sweatpants under the AF PT Pants.

Morale Shirts/Shorts

Fold neatly and place under the AF PT Jacket and on top of the sweatshirt.

Compression Shorts

Fold neatly and place under the AF PT Pants.

NOTE: PT Gear (AF Pants, Jacket, shoes and gloves) when wet will be displayed in the latrine to dry. AF Jacket/Pants will be hung on a hanger on the shower frame. Shoes will be placed inside the shower. Gloves will be hung over the opposite side of the bar that the towel is hung on. All other gear (shirt, shorts, underwear and socks) will be properly in the laundry bag. All items will be properly displayed prior to the next duty day.

Folding Instructions (All instructions are as you look at them; left is your left, right is your right.)

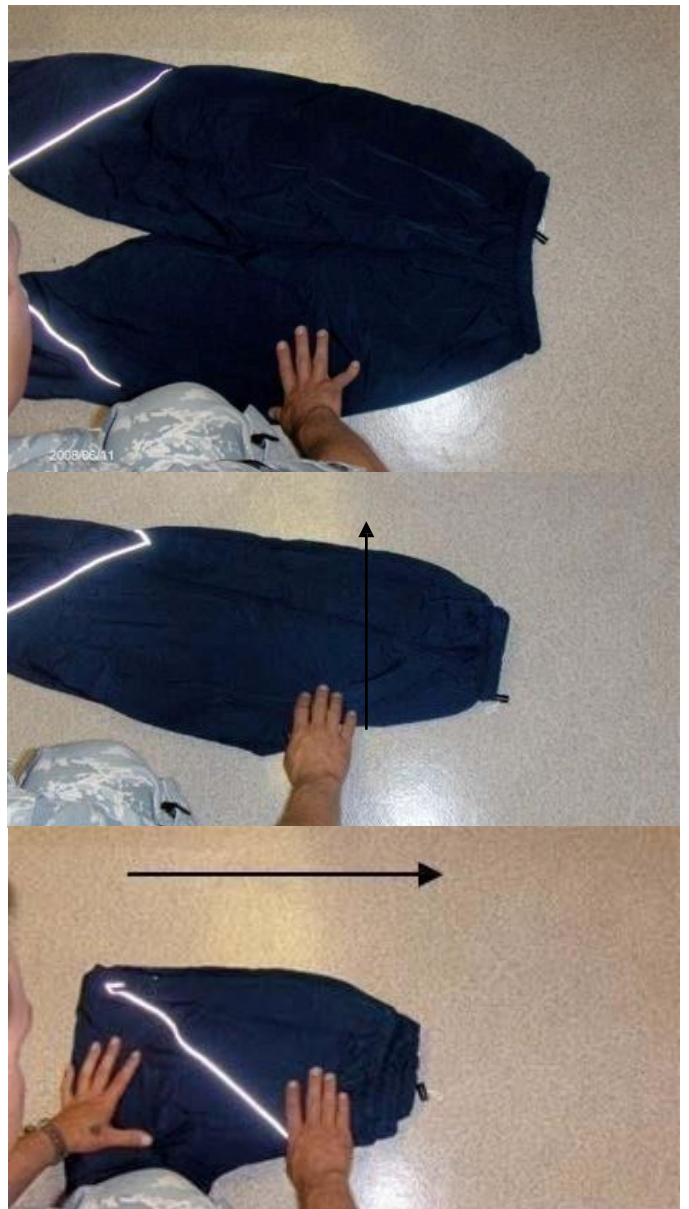
AF PT Jacket

1. Lay the jacket zipped, flat with the collar down, and to your right. Zipper will be even with the top of the AF emblem.
2. Fold the sleeves in until the jacket is forming a rectangle.
3. Fold the jacket in thirds; starting from the side closest to you, fold away from you. The second fold will be towards you.
4. Fold the jacket in half from the bottom to the collar.
5. When completely folded, flip over to display so that the collar is centered and folded down and the zipper is centered. The front of the jacket is facing up.



AF PT Pants

1. Lay the pants flat with the front down and waistband to the right.
2. Fold in half away from you placing the legs on top of one another.
3. Fold in half twice from cuffs to waistband. Ensure the edges are kept even.
4. When complete, flip to display so the front of pants is facing up.



CHAPTER 7

FIVE DRAWER DRESSER

General Instructions

Secure excessive amounts of personal items in civilian luggage. When cadets are not in their rooms, the security drawer must be locked. Displayed items must be worn; they are not for display purposes only. You must properly size all items. Remove loose strings and tags. Do not remove sewn in tags. Do not starch drawer items. If you do not have an item for display, leave a space where the item would have been displayed. Religious under garments can be stored in the security drawer. Refer to pages 3-4 of this manual for occupant assignment.

Drawer 1 (Top drawer) Towels

1. Lay the towel flat with the narrow ends to your left and right
2. Starting with the side closest to you, fold the towel in half away from you so it is approximately 12 inches wide.
3. Fold the towel toward you in half so it is approximately six inches. Keep edges even and smooth out wrinkles.
4. Fold the towel in half from left to right twice.
5. When you have completely folded the towel, check it over to make sure it is clean, dry and free of strings and the edges are even. Turn the towel so that the single fold is in front of you and the four single folds should be to your left. Ensure the top edges of the towel are even.



Drawer 1 (Top drawer)

Place the towel so the single fold is facing the front of the drawer and the four single folds are to the left. Ground the stack of towels to the front left corner of the drawer.

Hand towels

Place the hand towel so the single fold is facing the front of the drawer and the four single folds are to the left. Ground the hand towels to the front left corner of the drawer on the top of towels.



Washcloth

Lay the washcloth flat. Fold it in half from left to right, then in half from bottom to top away from you. Keep the edges even. Ground the four loose corners to the back right corner of the drawer. The single fold faces the front of the drawer.

Drawer 2 (Second drawer from the top)

Socks (Boot/Low Quarter)

With the open end facing toward the rear of the drawer, place in one row from the front of the drawer to the back. The curve on the sock will face the front of the drawer and curve upward (as in a smile). Socks will be stacked if there is no more room available. You will not start a second row of the same sock. Ground the boot socks to the front of the drawer and to the left side of the drawer as you are looking into the drawer. Place the low quarter socks to the right of the boot socks, grounded to the front of the drawer and to the boot socks.



Gloves

Cut and remove the thread joining them, if applicable. Place the gloves palm to palm with the thumb on the inside. Place the fingers pointing to the rear of the drawer. Ground the thumb side of the gloves to the right side of the drawer. Ground the open ends to the front of the drawer.

Drawer 3 (third drawer from the top)

Sand/White T-Shirts

With the edge down on the bottom and facing the rear of the drawer, place the shirts in one row from the front of the drawer to the back, stacking if necessary. Ground the sand T-shirts to the front left corner of the drawer, as you are looking into the drawer. Ground the white T-shirts to the front of the drawer and to the right of the sand T-shirts.



T-Shirts Folding Instructions

(Sand/White/PT/Morale)

1. Lay the T-shirt flat with the collar down and to your right.
2. Fold the bottom of the T-shirt over 3 inches so it is inside-out. Ensure the fold is the same on both sides.
3. Fold the shirt in half. Start with the side closest to you and fold away from you.
4. Fold the sleeves toward you until the shirt forms a rectangle.
5. Fold the T-shirt in half towards you starting from the side furthest away from you.
6. Tightly roll the T-shirt starting from the collar to the waist band. Ensuring the edges are kept even.
7. When you have completely rolled your T-shirt, Fold the three inch fold back over the entire roll securing it.
8. When properly folded, no rolls should be visible and the sides will not protrude out.





Socks (Green/White/Black)

1. Roll socks as a pair
2. Lay a pair of socks flat (right side out), One on top of the other with the heels up and the open end away from you (to help keep excess material from sticking out the back, offset bottom sock by approximately 2 inches).
3. Fold the heel down until it is flat (direction does not matter).
4. Roll the socks from the toe to the open ends.
5. Fold the top sock open end back over the entire roll so that the open end of the sock conforms to the shape of the rolled sock. You should not be able to see any of the folds/rolls when viewing from the side.
6. Check the opposite side of the roll to ensure closed side formed a curve that looks like a smile.



Drawer 4 (fourth drawer from the top)

Underwear (and PT shorts)

1. Lay flat with front down and waistband away from you.
2. Fold in half away from you so that the bottom edge is even with top of the waistband.
3. Square off by folding in any edges until a rectangle is formed; do not fold waistband yet.
4. Fold in thirds starting with left side first followed by the right side while keeping the edges even; then flip over so the single fold is to the left.



Display underwear with single fold to the left, waistband to the rear, and grounded to the front right corner of the drawer. Ensure underwear are sized properly. If stack gets too high, start a new stack directly to the left and grounded to the first stack and front of the drawer. Nylons will be displayed grounded to the back right corner of the drawer, folded neatly inside a zip lock bag.

Bras/Support

Bras: Place one cup inside the other cup and ensure edges are even. Tuck the straps and back of the bra completely inside the cups.

Sports Bras: Lay flat with the front facing down and the straps away from you. Fold the straps toward you until even with the bottom (midriff), then fold in half from left to right.

Display: Stack with the cups facing up. Sports bras will be stacked behind regular bras, if displayed. Ground bras to the front left corner of the drawer with the single fold to the left and sized appropriately.



Drawer 5 (bottom drawer)

Security Drawer

Store only authorized items. (Hiding clothes or other unauthorized items will not be tolerated) Any items stored in the security drawer must present a neat and orderly appearance. Plastic bins may be used to keep it neat. The drawer must be locked when cadet is not in the room. A security violation is an automatic room failure.

Security Drawer items include but are not limited to: Privacy Act information (Important paperwork, SSN, address lists, phone #s), Money, credit cards, financial papers, etc., completed SOBs and measurement material, jewelry, eyeglasses, dog tags, keys, stamps, mail, photos, film, batteries, digital cameras, portable DVD players, portable CD players, disks, cell phones, prescription medication, religious materials to include Bibles and religious undergarments.

CHAPTER 8

DESK

General Instructions

You must properly size all items on shelves. Stack similar items with the longest item on the bottom. Stand similar items with the tallest to the left. Chair will be pushed in and grounded when not in use. Ensure the desk is free of dust and debris. If desk is being shared between two occupants, shelves are divided by drawing an imaginary line down the center as indicated on pages 3-4 of this manual. Shared desks will revert the order for the higher numbered occupant (occupant two grounds items to left, while occupant three grounds items to the right) to keep items separate and for ease of use; this will apply in drawers where both occupants have items in the same drawers as well.

Desktop Computer

The computer, personal or government, will be displayed grounded to the back corner on the same side as the opening for the chair. The computer must be password protected and will remain open at a 90 degree angle. USB drives will not be left plugged into the computer. Secure these in your security drawer. If displaying a computer tower, place it grounded to the opposite side of the desk flush with the front of the desk.



Printer

Display your printer to the opposite side of the computer grounded to the back desk corner. Items will not be left on the glass and paper will not be in the tray.

Bottom shelf

Use the first shelf from the bottom to store authorized academic books/materials. Loose items should be stored in notebooks. You will not store empty binders. Miscellaneous books that cannot stand on their own will be placed on their side properly sized longest on the bottom and neatly grounded to the right corner. Academic subject notebooks will be properly sized tallest to shortest, from left to right. Items will stand grounded to the left wall. If book hutch is full, store excess items in drawer #1 of the desk. No religious material will be stored on the shelves. You are authorized to store it either in your security drawer or the detail (middle) desk drawer.

Top shelf

You may store one picture frame on the top shelf not to exceed 8x10 inches. Center the frame on the shelf flush with the front edge. No hinged frames.

Desk Drawers Academic Drawer (Top drawer)

Neatly store academic paperwork, folders, lessons, notebooks and extra paper. Ground them to the front left corner. Properly size materials with the longest items on the bottom.

Detail Drawer (Middle drawer)

Neatly store detail/duty related materials ground to the front left corner. Items will be labeled with the title of your detail. (Stand-O, JFC, AJFC, etc.)

Accoutrement Drawer (Bottom drawer)

Use a clear plastic bin that fits within the drawer to store all accoutrements. Ground the narrow side of the bin to the front left corner of the drawer.

Authorized items: rank (cadet, AF rank, shoulder boards), belts (ABU, Blues, Privilege), ribbons, medals, mess dress accoutrements, tie (neck, bow, tab), badges, blousing straps/shirt garters, name/AF tapes, blues/silver name tag. Backing for name tags, ribbons and badges are authorized as well.



Three/four occupant rooms: When sharing a desk, occupants one and two will store their clear plastic bin in the bottom drawer. Occupants three and four will use the middle drawer to store their bin.



Keyboard Drawer (Top Center Drawer)

Small items such as pens, pencils, paperclips etc. will be kept neat in a plastic bin ground to the front left corner of the drawer. Only one plastic bin is authorized. Items too large to fit in the bin such as a stapler, hole-punch, ruler, etc.; will be placed next to the bin, neatly grounded to the front and sized left to right.



Attaché

The attaché will be grounded to the right side of the desk (occupants one and two), flush with the front of the desk. When not in use, the attaché will be zipped and clips clipped together. The attaché may contain only authorized items such as: Academic materials, medication (1 day supply), personal hygiene items, unused tissue, and important paperwork needed during the duty day. Occupants three and four will ground to the left side of the desk.

Hydration System

The hydration system or backpack will be draped over the back of the chair. When on display in the room, it will contain water only. Zippers and hook and pile, if applicable, will be closed. Backpacks will be draped over hydration systems if both are used. If sharing desks and no more chairs are available, the hydration system and backpack may be placed on top of that occupant's dresser.