

AFROTC DET 643



CADET GUIDE

2020 - 2021

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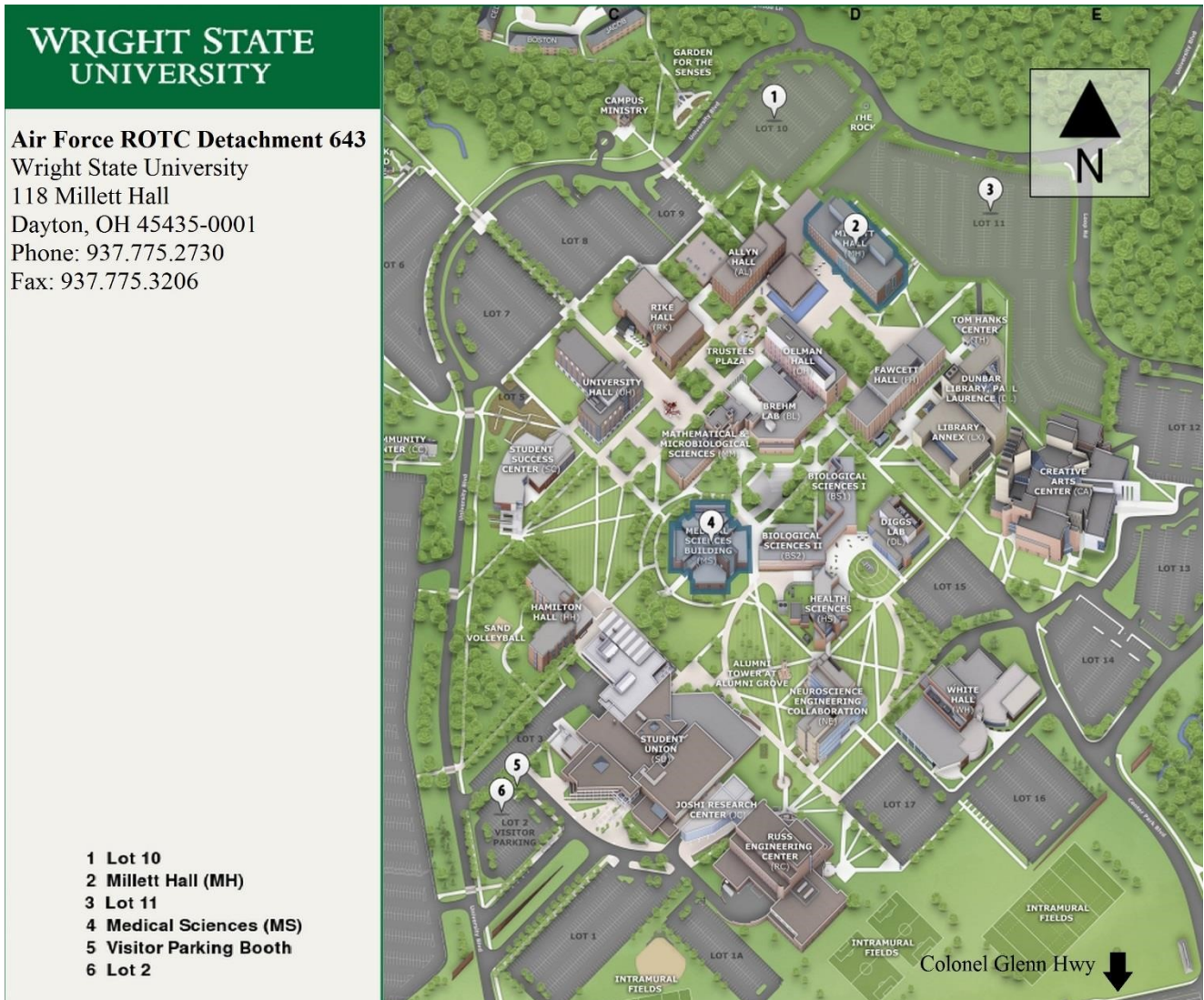
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CHAPTER 1: OVERVIEW

Air Force Reserve Officer Training Corps (AFROTC) educates and prepares college students to become Air Force officers. AFROTC will give you the necessary skills to be a successful officer in the most respected Air and Space Force in the world. More information can be found at the AFROTC website <https://www.afrotc.com/about>.

AFROTC Detachment 643 is hosted by Wright State University. However, it serves several colleges and universities in the Miami Valley to include: University of Dayton, Cedarville University, Central State University, Embry Riddle Aeronautical University, Park University, Urbana University, Wilberforce University, Wilmington College, Wittenberg University, and Antioch College. We also serve Clark State, Edison, Sinclair, and Southern State Community Colleges.

CHAPTER 2: LOCATION AND TRAVEL



The Detachment offices are located in **Millett Hall** on the main floor. If you need to speak with cadre, this is where you will meet with them. The Cadet Lounge is also located within the Detachment area. The Lounge is a meeting place for cadets to work on class material or socialize with other cadets.

Leadership Laboratory (LLAB) convenes in the **Medical Sciences building in room 120** (Med Sci 120). Cadets may train at other locations around campus during LLAB but unless stated otherwise, LLAB will begin in Med Sci 120.

All Detachment 643 cadets must perform Physical Training (PT) on the designated days, Tuesday and Thursday, at their respective schools. Further details will be provided at LLABs and through the announcements.

University of Dayton Travel Information

There are two transportation options for cadets at the University of Dayton; the vans provided by the University or Personally Owned Vehicle (POV)*. In years past, cadets would often only take POVs when having to drop by the Detachment early for equipment retrieval, an appointment, or other personal business. Currently, cadets are forbidden from traveling in vans and so must take POV or use Lyft.

If UD relaxes its current restrictions against traveling in vans, you will begin receiving weekly emails from your school's transportation officer about departure times and assigned drivers. When arriving at WSU, vans are authorized to park in Lot 11. Drivers for all vans must make sure a commuter pass is displayed on the rear-view mirror and must record mileage from departure and upon arrival back at the University of Dayton.

Cadets should allot for a 25-30 minute drive time and will need a parking pass to park in WSU lots if they arrive before 1600 on weekdays.

Cedarville University Travel Information

There are two transportation options for cadets at the Cedarville University; the vans provided by the University or Personally Owned Vehicle (POV)*. Cadets often only take POVs when having to drop by the Detachment early for equipment retrieval, an appointment, or other personal business.

The next clause holds only if cadets are permitted to ride in Cedarville vans in a COVID-19 environment. If cadets choose to ride in the university provided vans, **all Cedarville vans depart from the Dixon Ministry Center (DMC) Circle.** You will receive an email from the Transportation Officer each week with departure times and drivers. Typically, one van is assigned to leave early for cadets needing to arrive before the scheduled time. If you are running late to the DMC Circle, contact one of the drivers from the emailed transportation plan to wait for you. Contact Cedarville's Transportation Officer with any questions or conflicts. When arriving at WSU, vans are authorized to park in Lot 11. Drivers for all vans must make sure a commuter pass is displayed on the rear view mirror and must record mileage from departure and upon arrival back at the Cedarville University to be submitted at the Info Desk in the Stevens Student Center (SSC).

Cadets should allot for a 25-30 minute drive time and will need a parking pass to park in WSU lots if they arrive before 1600 on weekdays.

CHAPTER 3: ROTC Organization

Weekly Requirements

Aerospace Studies (AES) Classes - Location Varies Every Semester

These lecture-style classes are held once or twice a week depending on your year and your instructor's preference. Uniform of the Day (UOD) for class can be found in the weekly operation orders (OPORD). Be on time, be prepared for class, and communicate with your AES class instructor if you must be absent from, or late to class.

Leadership Laboratory (LLAB) - MedSci Room 120

LLAB is cadet planned, organized, and executed under the supervision of the Detachment Commander and Operations Flight Commander (OFC). It provides opportunities to practice leadership by allowing students to perform various tasks as a member of a cadet wing (the official Air Force organizational structure). You will find the structure of the wing and your position in the wing on the organizational chart posted on the cadet website.

UOD for LLAB will be posted in the weekly OPORD found in the announcements. If you attend a university other than Wright State University, where LLAB is held each week, transportation is provided to and from Wright State by your respective university. Look for weekly transportation orders to find out when your vans are leaving and who your driver is.

LLAB will be held on **Wednesdays from 1600 to 1800** at Wright State in **Medical Sciences building in Room 120**. This location is subject to change, be sure to check the OPORD each week. If you must miss a session, be sure to fill out the absence form on the SharePoint as well as email the OFC your reason for absence.

Physical Training (PT) - McLin Gym in Nutter Center

PT is an important part of the AFROTC program. You are required to attend two PT sessions each week. PT is offered twice a week. The times and locations vary by school. If you are a WSU student, you attend PT on **Tuesdays and Thursdays from 0615-0715 (am)** at McLin Gym. PT will likewise take place on Tuesdays and Thursday at commuter schools, but the times and locations may vary. You will receive further information from the cadet fitness officer assigned to your school.

Be sure to arrive early in order to standardize your gear and get warmed up before PT begins. If you cannot attend two PT sessions a week due to classes or other special circumstances, you may apply for Individual PT (IPT). To apply for IPT, you must submit a memo to the Operations Flight Commander (OFC) documenting and explaining your situation. Cadets on IPT have to fill out a weekly IPT Form on the sharepoint as shown in the figure below. This form is filled out once a week explaining the individual workout done. This counts as a physical training session so failure to complete the form results in an absence.

Office 365

BROWSE PAGE

AFROTC Det 643 Cadets List by AES year

AFROTC Det 643 Cadets

Home

Suspense Tracker Fall 17' HOME CALENDAR CADET ROSTER FORMS GUIDANCE

Absence Tracker

Rec Files

Recent

- IPT Form
- In Case of Emergency
- Site Contents

Upcoming Events

Title	Location	Start Time	End Time	All Day Event
WSU Open House	Student Union Atrium	8/4/2017 9:00 AM	8/4/2017 1:00 PM	
CU Getting Started	Cedarville	8/18/2017 12:00 AM	8/19/2017 11:59 PM	Yes
CU/UD First Day of Classes		8/23/2017 12:00 AM	8/23/2017 11:59 PM	Yes
Fall NSOP	Oelman 109	8/23/2017 11:00 AM	8/23/2017 4:00 PM	
POC Training	Det Lounge	8/23/2017 4:30 PM	8/23/2017 5:30 PM	
WSU Move-in Day	WSU	8/24/2017 8:00 AM	8/24/2017 4:00 PM	
WSU First Day of Classes		8/28/2017 12:00 AM	8/28/2017 11:59 PM	Yes
Labor Day - No School		9/4/2017 12:00 AM	9/4/2017 11:59 PM	Yes
Det Picnic	WSU Quad	9/9/2017 11:00 AM	9/9/2017 2:30 PM	
Air Force Marathon	NMUSAF	9/16/2017 10:30 AM	9/16/2017 2:30 PM	

Documents

New Upload Sync Share More

Name	Modified
Acronyms	August 19, 2015
Continuity	March 21
Fall 2015 Files	August 19, 2015
Fall 2016 Files	July 19, 2016
Fall 2017 Files	April 13
Instructions - Manuals - Policies	August 19, 2015
Spring 2016 Files	January 21, 2016
Spring 2017 Files	December 3, 2016

Be aware that you must also pass a Fitness Assessment (FA) in order to receive a passing grade for PT and LLAB and to qualify for many things in AFROTC (i.e., attend Field Training, compete for a scholarship, and etc.). More information regarding the FA can be found in Chapter 4.

Communication

Website. The public Detachment 643 website is at <https://www.wright.edu/air-force-rotc>. To get to the sharepoint click “Cadet Life” then “Sign in to the Cadet Portal”. A lot of information can be found at the Detachment SharePoint. Document templates and contact info are located there. All cadets are responsible for keeping their information on the roster, such as, name, email address, phone number, school, major, cadet rank, wing position, and an appropriate photo up-to-date.

Office 365

BROWSE PAGE

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Documents

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Name	Modified	Modified By
Acronyms	August 19, 2015	□ Melissa Shaffer
Continuity	March 21	□ Kraemer, Aaron William
Fall 2015 Files	August 19, 2015	□ Melissa Shaffer
Fall 2016 Files	July 19, 2016	□ Stoermer, Elizabeth Clara
Fall 2017 Files	April 13	□ Pak, Un Young
Instructions - Manuals - Policies	August 19, 2015	□ Melissa Shaffer
Spring 2016 Files	January 21, 2016	□ Nathan Raquet

Email. All cadets MUST use their student (.edu) email account and must keep the cadet wing and cadre aware of their current email address by making sure it is up-to-date on the website. *Email is the primary means of communication.* Additionally, some wing positions have

an associated Gmail account that will be used for wing business. **Read your email DAILY.** Since email is the main form of ROTC communication, it is important to be able to send professional emails in the correct format.

1. Reply as soon as possible while still supplying relevant, requested information and thinking fully through what you are saying. Communication regarding ROTC business should be short and concise. Including the BLUF (bottom line up front) is always encouraged.

2. All emails consist of the greeting of the day, the body, and the signature block which gives the writer's information as shown in the email below to Cadet Captain Snuffy.

Good morning C/Capt Snuffy,

BLUF: I need to IPT this semester.

Email body.

Very Respectfully,

FIRST M. LAST, C/Rank, AFROTC

ORGCHARTJOB, 643rd AFROTC Cadet Wing

email@school.edu

XXX.XXX.XXXX

3. Even if the received email requires no action, acknowledge your receiving and reading it with a simple "Understood", or "Roger that" in addition to the greeting and signature block. Note that you do not need to respond to the weekly announcements.

Reminder: although college students maintain a 24/7 school, social, and home life, the cadre do not. Refrain from emailing them outside of business hours (0800-1700) unless an emergency has occurred.

Text Messaging. Texts are used for quick communication between cadets and when time is a factor. Texts are informal so no greetings/formalities are required. However, being courteous and friendly is highly recommended.

Talking/texting are not permitted while walking in uniform unless an emergency has occurred, IAW AF136-2903, Paragraph 2.13.7.3.

Operation Orders The Operation Orders (OPORD) is the weekly schedule of wing training activities. It will contain a LLAB schedule, the Physical Training Orders for the week,

and the Uniform of the Day for the week's events. It is highly recommended that you print out the OPORD and bring it with you to LLAB.

Extra-Curricular Activities

Flying Aces - Flying Aces is a student organization open to cadets. They support many of our detachment events and we work closely with them.

Thunderbirds Drill Team (DT) – The drill team is designed to develop teamwork through Drill and Ceremonies (D&C), teach new cadets the basics of drill, and to prepare 200s for LEAD. The DT also competes in, and judges, Drill Competitions around the area in the unarmed, armed, and color guard events. Additionally, cadets get the opportunity to work with JROTC cadets from the local region.

Silver Wings - a national, co-ed, professional organization dedicated to creating proactive, knowledgeable, and effective civic leaders through community service and education about national defense. It is largely made up of civilians interested in personal development, leadership, service, and support of our military personnel. See <https://www.aas-sw.org/> for more info.

Arnold Air Society (AAS) - a professional, honorary service organization advocating the support of aerospace power. It is comprised of cadets throughout the USAF officer candidate training programs, including ROTC throughout university-level institutions, and the Air Force Academy. See <https://www.aas-sw.org/> for more info.

The Cadre

These are active duty Air Force personnel assigned to Wright State University Department of Aerospace Studies (AES), and they administer your AFROTC program. The commissioned officers provide class instruction and operations guidance. The noncommissioned officers (NCOs) are enlisted personnel who manage the technical and administrative aspects of the detachment. AFROTC Det 643 Cadre consists of:

- Lt Col Brooks R. Conn, Detachment Commander
- Maj Jonathon S. Navarra, Operations Officer
- Maj Joshua P. Wilkerson-Bienick, Education Officer
- Capt Raymond P. Salvano, Operations Flight Commander
- Capt Cory M. D'Amico, Recruiting Officer
- TSgt Christine Marie C. David, NCOIC, Personnel
 - christinemarie.david@wright.edu
- SSgt Cory M. Yost, Personnel

- Ms. Julie Greenup, Administrative Specialist
 - julie.greenup@wright.edu

* To contact any of the Cadre, call the Detachment 643 office at (937)-775-2730.

Cadet Wing Structure

Our Cadet Wing is modeled after a wing in Active Duty. We have an Organization Chart that shows the chain of command and has every position listed. The Chart is to be used for seeing what positions lie under what Group of responsibility. Generally upperclassmen, POC, hold leadership positions while underclassmen, GMC, are assistants.

General Military Course

The General Military Course (GMC) is the first half of the four year AFROTC program, which forms the foundation of professional officer education. As a GMC cadet you will be assigned to positions within the cadet corps which develop followership skills. You enroll in the GMC by registering for the freshman or sophomore AFROTC class and become a GMC cadet on the first day you meet all eligibility requirements and attend AFROTC classes.

As a GMC cadet you will compete for entry into the second half of the AFROTC program, the Professional Officer Course (POC). You will compete for allocations in the POC based upon academic, physical fitness, and performance criteria. In addition, you will be required to attend Leadership Laboratory every week to learn more about the Air Force, practice teamwork, and experience and demonstrate military customs and courtesies.

As a non-scholarship GMC cadet, you do not hold any military status, pay, or benefits and you do not incur any obligation to continue in the program or to serve in the Air Force. AFROTC four year scholarship recipients, however, are enlisted in the inactive Air Force Reserve and incur an active duty service commitment (ADSC) at the start of their sophomore, or AS 200 year.

AFROTC three year scholarship recipients also incur an ADSC once they enlist at the start of their AS 200 year. You will remain a GMC cadet until you are accepted into the POC or are informed that you are no longer under consideration for POC membership.

Professional Officer Course

Unlike the GMC, which focuses on basic Air Force information, the Professional Officer Course (POC) focuses on officer development. These classes are academically demanding, requiring the same amount of study, testing, and written and oral communications as other upper division college courses.

In addition, all POC cadets are cadet officers and are assigned to various leadership positions within the cadet corps, which is organized to resemble an Air Force wing. These cadet officers cannot use their grade or position to take undue advantage of their subordinates. Hazing,

indignity, oppression, or deprivation of any right or privilege of other cadets is specifically forbidden.

GMC cadets who have received POC allocations attend LEAD prior to enrolling in the POC. In other cases, enlisted members of our armed forces are allowed to enter the POC.

CHAPTER 4: POLICY

Conditional Event (CE) Policy

CE Effects on Scholarships and Enrollment

A. Academic CE's (All Cadets)	
First Academic CE	No suspension required. EXCEPTION: Suspend scholarship for cadets who receive a TGPA below 2.0 during any regular term of scholarship or receipt of a "D" or "F" in any AS course (any term, including LLAB).
Second Academic CE	Suspend the scholarship.
Third Academic CE	Suspend the scholarship.
Fourth Academic CE	Suspend the scholarship.
Fifth Academic CE	Terminate scholarship and investigate for disenrollment.
B. Enrollment (All Cadets)	
2 CEs (not including academics CEs)	Investigate for Disenrollment.
3 CEs or more (not including academics CEs)	Investigate for Disenrollment.

CE For Substandard Performance

Over Body Fat (NOTE: do not issue CE for being under BMI or body fat)
Honor Code Violations
Civil Involvements, Air Force Conduct Category 1-4 IAW AFI36-2002, Attachment 3
Minor in Possession

Failure to report Civil Involvement (Air Force Conduct Category 1-4 IAW AFI 36-2002, Attachment 3.) within 14 calendar days
Failure to meet military retention standards as determined by Detachment Commander
Changing majors without Detachment Commander approval
All cadets who are removed from LEAD with prejudice
Failure of Commissioning QFR

Grade Point Average Policy

	For General ROTC Membership	To Nominate for Scholarship	To Activate Scholarship	To Compete in PSP	To Attend FT	To Contract as a POC Cadet
Cumulative GPA (CGPA)	2.0 or greater	2.50 or greater	2.50 or greater	2.00 or greater	2.0	2.0 or greater
**Term GPA (TGPA)	Not applicable	2.50 or greater	2.50 or greater in term previous to scholarship activation	Not applicable	2.0	2.0 or greater in term prior to contracting
*Full Time Status Previous Term	Not applicable	Yes	Yes	Not applicable	Yes	Yes
* Semester, Quarter or Trimester; Do not consider summer or Mini-Terms ** Summer or Mini –Terms are not be used as TGPAs for scholarships and contracting NOTE: Summer terms can raise or lower CGPA						

Attendance Policy

AES class, LLAB, and PT are **MANDATORY** military formations and are graded pass/fail. 100% attendance is expected, in accordance with our third core value, “Excellence in all we do.” To receive a “passing” grade, you must:

- a) Attend and participate in at least 80% of scheduled LLABs and PTs
- b) Pass the Fitness Assessment (FA)
- c) Show enthusiasm and active participation for military training. Participation is key!

Performing the bare minimum will be looked upon unfavorably and will be reflected in your ranking among your peers and by cadre.

For PT, if you are sick and cannot perform the workout, do not attend. If you are injured with a doctor's note, talk to cadre about Medical Recheck Status which waives PT workouts until you are healed. Note that you must still attend PT.

LLAB / PT/ AES Absences

If an unforeseen absence occurs, you must email the OFC. Cadets must achieve 80% attendance over the course of the term to pass their AS class. All absences are initially categorized as unexcused and will count against the 80% attendance requirement. At the discretion of the primary instructor (OFC for LLAB), however the absence may be marked as excused after the cadet completes the missed objectives. *Excused absences count towards meeting the 80% attendance requirement and allow cadets to make up assignments or tests. Missing more than 20% of scheduled classes, unexcused, will result in a failing grade for the term. Consequently, failing any AS course and/or LLAB may render student ineligible for a commission in the United States Air Force.

Medication Policy

Cadre should be informed of any medication a doctor prescribes to you as soon as possible. This is to protect you from consuming substances that could jeopardize your commission. Take the medication as directed by your doctor until you hear back from cadre. Then inform your doctor of the situation and ask for other options if necessary.

Relationship Policy

Cadets are highly discouraged from engaging in dating relationships with other cadets. This is to prevent the appearance of favoritism or undermining morale. Cadets are prohibited from using rank or position to take advantage of other cadets. Any discrimination, harassment of any type, hazing, or disrespect will not be tolerated. GMC and POC cadets will not date. The OFC should be made aware of any relationships between cadets in the detachment, so they can monitor their impact on the wing. Not reporting your relationship will be considered an integrity violation should it be brought to Cadre's attention.

Uniform Wear

The Air Force has developed a manual addressing all aspects of dress and appearance. In order to represent the Air Force well in appearance, you should become familiar with the Air Force Instruction (AFI) 36-2903, found [here](#). *You are required to be within all Air Force grooming standards at any AFROTC function.* The AFROTC supplement to this document can be found [here](#) on the cadet portal. It contains specific details for AFROTC uniforms and appearance.

The OPORD sent out in the weekly cadet announcements will list the Uniform of the Day (UOD) for each event. On LLAB days, you must wear the UOD from 0800 to the end of LLAB. For PT and AES class you are only required to wear the uniform to that event. You may not

wear any uniform on commercial aircraft, to any establishment or activity that may reflect negatively on the USAF or AFROTC, or where the primary function is to sell and serve alcohol. Any uniform worn off campus should be comparable to civilian clothing worn at the establishment.

***Do not stand or walk with hand(s) in pocket(s), except to insert or remove an item, IAW AFI36-2903, Paragraph 2.13.7.1. Do not consume food and/or beverage while walking in uniform except at PT or when told otherwise for special functions by your commander, IAW AFI36-2903, Paragraph 2.13.7.3. ***

Physical Training Gear

Upon a cadet's first passing PFA score, they will be issued PTG which is worn at PT each week. Cadets are issued the PTG short-sleeved shirt, shorts, running pants, and jacket. The long-sleeved PTG shirt and PTG sweatshirt may be purchased elsewhere at the cadet's expense. Rolling or pushing up these sleeves is prohibited. PTG items may be worn during individual PT or while off-duty with conservative civilian attire such as PTG shirt with civilian pants.

The following items are required to be worn with the PTG.

- PTG Short or long sleeved shirt
- PTG Running shorts
- Socks of white or black color
- Appropriate undergarments usually of spandex material
- Athletic style shoes with no restrictions on color

The following items may be added in addition to these items.

- PTG sweatshirt
- PTG running pants
- PTG Jacket
- Plain watch cap of solid black, dark blue, or sage green color without logos
- Black or dark blue gloves
- Solid black or dark blue earmuffs

Note: Until receiving this uniform, cadets are to wear the civilian equivalent which is a solid gray or black short sleeved shirt with no logos and solid black or blue shorts.

Blues

There are three different uniforms associated with Blues. The black shoes should always be polished to a high shine. POC may purchase corfam shoes at their own expense. Jackets and pants should be dry cleaned frequently to prevent wrinkles.

1. Short Sleeve Blues (SSB) – this uniform consists of the Blues pants/skirt, shoes, belt, cover, and short sleeve shirt. No tie/tie tab is worn and no suit jacket is worn. The

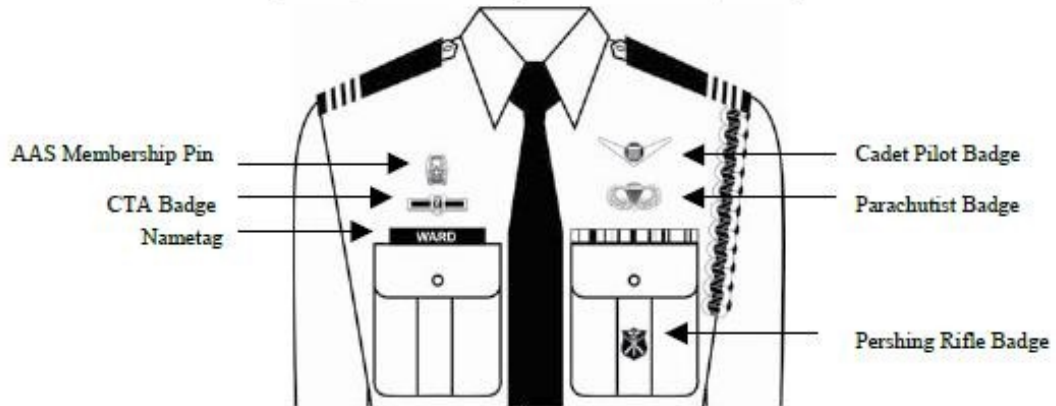
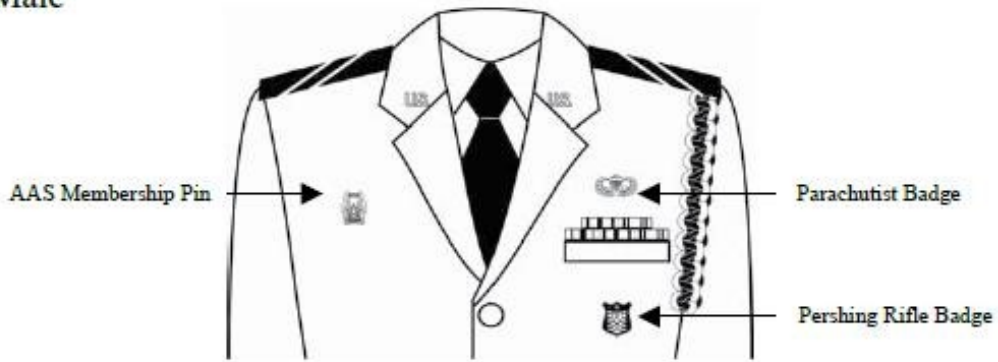
lightweight Blues jacket may be worn with ranks in accordance with guidance defined [here](#) in the miscellaneous uniform info section.

2. Long Sleeve Blues (LSB) – this uniform consists of the Blues pants/skirt, shoes, belt, cover, long sleeve shirt, and tie/tie tab. No suit jacket is worn. The lightweight Blues jacket may be worn with ranks in accordance with guidance defined [here](#) in the miscellaneous uniform info section.

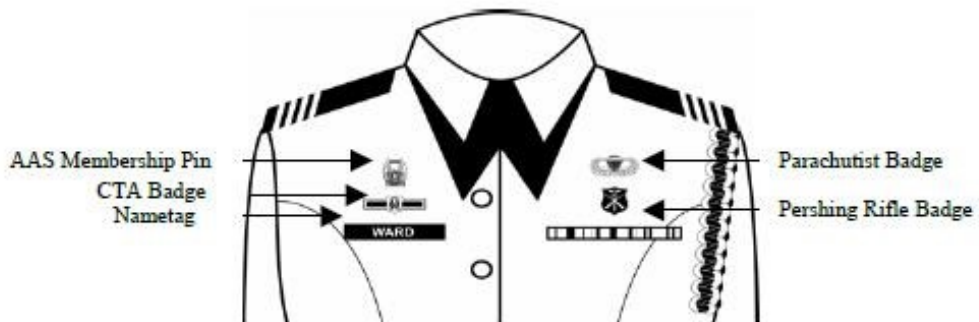
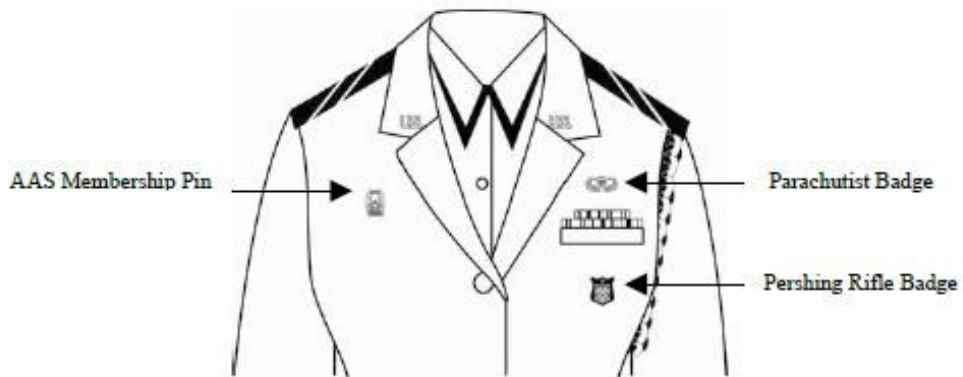
3. Service Dress (SD) – this uniform consists of the Blues pants/skirt, shoes, belt, cover, long sleeve or short sleeve shirt, tie/tie tab, and suit jacket. The lightweight Blues jacket is not worn and POC will wear the silver name tape on service dress IAW AFI 36-2903.

Note: The image below shows in order from top to bottom, male service dress, male long sleeve blues, female service dress, female long sleeve blues.

Male



Female



Cadet Insignia



Cadet
Fourth
Class



Cadet
Third
Class



Cadet
Second
Lieutenant



Cadet
First
Lieutenant



Cadet
Captain



Cadet
Major



Cadet
Lieutenant
Colonel



Cadet
Colonel



Pilot Badge



Pilot Solo Badge



Combat Systems
Officer Badge

ABUs

ABUs or Airman Battle Uniform is the everyday uniform of the Air Force. There is an optional fleece jacket and Gore-Tex jacket which may be worn outdoors. These jackets may only be worn indoors if the temperature is below 40 degrees F. POC are allowed to roll their ABU sleeves and wear their own personal gear such as boots, belts, and winter jackets. ABU blouses and pants are made of either lightweight Ripstop or heavy weight material. Cadets should do their best never to mix these fabrics unless uniform office inventory requires this. Writing utensils are permitted to be worn on ABUs. Visible writing utensils must be conservatively colored (black, blue, silver, etc.) and must be kept in the arm pen pocket of the ABU sleeve. Pencils and pens not conservative in color must not be visible. POC may roll sleeves IAW AFI 36-2903 paragraph 5.1.1.



POC cadets will wear metallic black and silver officer rank insignia centered on the left and right collar, one inch from the front of the collar, with the silver stripe(s) perpendicular to the front of the collar.



Cadet Lt



Cadet Captain



Cadet Lt Colonel



Cadet Major



Cadet Colonel



GMC will wear metallic blue and silver Cadet Fourth Class (C/4C) or Cadet Third Class (C/3C) insignia centered on the left and right collar so that the long edge of the insignia is parallel to and one inch from the front edge of the collar. As shown above.



AS 100



AS 200

sleeve undershirt when weather is cold

- Khaki pants
- Black belt
- Black shoes
- Black socks

The image below shows what the informal uniform should look like.

Note: The difference between the C/Lt and the C/Capt rank is the “half bar” or thinner bar of the C/Lt. The same applies for C/Maj and C/Lt Col.

Informal Uniform

Before cadets are issued Blues or ABUs, they will wear the informal uniform. This uniform consists of:

- Blue polo shirt purchased through the Detachment or similar solid blue polo
- White V-neck short sleeve undershirt or white crew neck long



Flight Duty Uniform (FDU)

Commonly referred to as Flight suits, FDUs are permitted to be worn by POC cadets categorized as Pilot, Combat Systems Officer (CSO), Air Battle Manager (ABM), Remotely Piloted Aircraft (RPA) Officer, and Missile Officer as soon as notification of classification. The FDU will be worn in accordance with the [AFI 36-2903 AFROTC Supplement](#).

Mess Dress

POC are encouraged to purchase and wear this formal uniform to events such as dining out. This is an investment as the uniform is expensive, but cadets will have to purchase it as an officer anyway.

Miscellaneous Uniform Information

1. You may not wear any uniform on commercial aircraft, to any establishment or activity that may reflect negatively on the USAF or AFROTC, or where the primary function is to sell and serve alcohol.
2. One watch may be worn and must be conservative color (solid black, brown, silver, or gold).
3. One conservative bracelet may be worn of gold or silver color with a width no wider than ½ inch.
4. The lightweight Blues jacket will be worn with hard rank on epaulette, centered and ⅝ inch from the shoulder seam. GMC rank will point toward the neck and POC rank stripes will point toward the neck.
5. Headphones are prohibited to wear in uniform. EXCEPTION: Headphones may be worn in PTGs during individual PT or in any uniform while using public transportation (bus, train, or air).
6. Walking and using a personal electronic device (cell phone) is prohibited unless it is an emergency.
7. Backpacks must be ABU-patterned, black, sage green, or olive drab. The backpack must be worn on both shoulders or left shoulder. Small logos are allowed but backpacks should not have ornamentation, high-gloss, designs, dangling objects or chains.
8. Cold weather gear (hats, gloves, scarves) must be black when wearing blues or service dress.
9. When wearing ABUs they may be black or sage green. When wearing PTGs hats may be black, dark blue, or sage green; any other gear must be black or dark blue.
10. Sunglasses – only POC may wear sunglasses. They must be conservative and cannot be worn around the neck or on top of the head. They may be black, brown, gold, or silver frames.
11. Small logos are allowed. Faddish styles and mirrored lenses are prohibited.
12. Additional uniform accessories such as cold weather gear, hat shapers, and boot blousers are encouraged and should be worn, especially if they improve uniform appearance.
13. Uniforms should always be clean, wrinkle-free, and tailored correctly. Contact the uniform office if uniform items need to be exchanged. Buttons should always be buttoned, zippers should be zipped per the AFI, and items in pockets should not be visible except for pens stowed on the ABU sleeve.

14. Due to out of stock items in the uniform office and other extraneous circumstances, cadets are permitted to wear uniform items purchased out of pocket (boots, Gore-Tex parkas, PT sweaters, etc.) if necessary.

Reflective Belt Policy

Reflective belts will be distributed to incoming 100s and 250s. Reflective belts will be turned back in during out-processing in the event of dismissal from the program or prior to commissioning.

Reflective belts will be worn:

- At ANY nighttime ROTC function
- Until one hour after sunrise and one hour before sunset
- During any inclement weather
- With the ABU and PTG uniforms

Reflective belts WILL NOT be worn inside and will be removed upon entering a building.

Rank Exchange

GMC earn a new rank each academic year so they will receive and pin on their new rank at the start of each fall semester. POC cadets receive and pin on new rank each semester. During the summer, cadets will wear the rank they wore in the spring. **Exception:** While GMC cadets are participating in summer professional development programs between AS 100 - AS 200 years and between AS 200 - AS 300 years they will wear the rank of Cadet Third Class (C/3C).

Grooming and Appearance Standards

The following grooming standards apply when cadets are in uniform or civilian clothing in an official capacity.

Hair: Must be of natural color, well groomed, and present a professional appearance.

- Male- Tapered appearance on sides and back of head. Hair bulk will not exceed 1¼ inch bulk or ¼ inch at the natural termination point on the back and sides. Facial hair will be cleanly shaven. Mustaches are authorized for POC only and will not extend below or outward beyond the upper lip.
- Female- Maximum bulk is 3 inches including buns. Minimum length is ¼ inch. Hair will end above the bottom edge of the collar and the top of the eyebrows. **Exception:** While wearing the Physical Training Gear, long hair will be secured but may have loose ends and may extend below the bottom edge of the collar. Hair accessories (hairpins, clips, etc) will match the wearer's hair color.

Fingernail Polish: Males are not authorized to wear nail polish. Females may wear polish that is a single color that does not distinctly contrast the wearer's complexion.

Cosmetics: Unauthorized for males. Female cosmetics must be conservative with lipstick shades not contrasting their complexion.

Tattoos: Tattoos anywhere on the body will not be obscene, associated with gangs or extremist organizations, or advocating discrimination. Consult a cadre member as soon as possible to discuss your tattoos to make sure they are within size and obscenity standards.

Piercings: Males are not authorized to wear earrings in uniform. Females may wear one set of conservative, spherical earrings with diameters no greater than 6mm.

Rings: A maximum of 3 rings may be worn at the base of any fingers other than the thumb.

Civil Involvements

Cadets are required to notify cadre as well as update their WINGS account of any civil involvements. A civil involvement is any incident involving authority such as police, school security, or school officials. The most common examples are parking tickets (off campus) or speeding tickets. You must notify cadre of any incidents within 72 hours of when the incident happened. If the incident happened over a school break such as summer or winter break, you have 72 hours to update your WINGS account about the incident as soon as you return.

Detachment Lounge

Our Detachment has a lounge where cadets can go to study or socialize. There are couches, computers, and a foosball table for your use. For interacting with cadre, be respectful and courteous and address them properly. This is a privilege that may be lost due to poor behavior or cleanliness.

CHAPTER 5: FITNESS ASSESSMENT (FA)

We will officially administer a Fitness Assessment (FA) once a semester and several diagnostic FA's. The FA consists of three exercises and a measurement:

- 1-minute for push-ups, followed by a short break (minimum 3-minutes)
- 1-minute for crunches, followed by a short break (minimum 3-minutes)
- A 1.5 mile run
- A waist measurement (circumference)

You will receive a score based on the number of push-ups and crunches, the time it takes to run the 1.5 miles, and the size of your waist. You must have a score of 75 or higher to pass the FA. You must meet minimum standards for each event in addition to achieving an overall score of 75 to pass. The following are the minimum standards for each event:

Males under 30: Run time \leq 13:36 mins:secs

Abd Circ \leq 39.0 inches

Push-ups \geq 33 repetitions/one minute

Sit-ups \geq 42 repetitions/one minute

Females under 30: Run time \leq 16:22 mins:secs

Abd Circ \leq 35.5 inches

Push-ups \geq 18 repetitions/one minute

Sit-ups \geq 38 repetitions/one minute

A sample score sheet for males and females is in this document, but can also be found in [AFI36-2905 AFROTCSUP](#), on the SharePoint under "Instructions-Manuals-Policies".

FITNESS ASSESSMENT CHARTS

A10.1. Fitness Assessment Chart – Male: Age: < 30.

Cardiorespiratory Endurance			Body Composition			Muscle Fitness			
Run Time (mins:secs)	Health Risk Category	Points	AC (inches)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 9:12	Low-Risk	60.0	≤ 32.5	Low-Risk	20.0	≥ 67	10.0	≥ 58	10.0
9:13 - 9:34	Low-Risk	59.7	33.0	Low-Risk	20.0	62	9.5	55	9.5
9:35 - 9:45	Low-Risk	59.3	33.5	Low-Risk	20.0	61	9.4	54	9.4
9:46 - 9:58	Low-Risk	58.9	34.0	Low-Risk	20.0	60	9.3	53	9.2
9:59 - 10:10	Low-Risk	58.5	34.5	Low-Risk	20.0	59	9.2	52	9.0
10:11 - 10:23	Low-Risk	57.9	35.0	Low-Risk	20.0	58	9.1	51	8.8
10:24 - 10:37	Low-Risk	57.3	35.5	Moderate Risk	17.6	57	9.0	50	8.7
10:38 - 10:51	Low-Risk	56.6	36.0	Moderate Risk	17.0	56	8.9	49	8.5
10:52 - 11:06	Low-Risk	55.7	36.5	Moderate Risk	16.4	55	8.8	48	8.3
11:07 - 11:22	Low-Risk	54.8	37.0	Moderate Risk	15.8	54	8.8	47	8.0
11:23 - 11:38	Low-Risk	53.7	37.5 #	Moderate Risk	15.1	53	8.7	46 #	7.5
11:39 - 11:56	Low-Risk	52.4	38.0	Moderate Risk	14.4	52	8.6	45	7.0
11:57 - 12:14	Low-Risk	50.9	38.5	Moderate Risk	13.5	51	8.5	44	6.5
12:15 - 12:33	Low-Risk	49.2	39.0 *	Moderate Risk	12.6	50	8.4	43	6.3
12:34 - 12:53	Moderate Risk	47.2	39.5	High Risk	0	49	8.3	42 *	6.0
12:54 - 13:14 #	Moderate Risk	44.9	40.0	High Risk	0	48	8.1	41	0
13:15 - 13:36 *	Moderate Risk	42.3	40.5	High Risk	0	47	8.0	40	0
13:37 - 14:00	High Risk	0	41.0	High Risk	0	46	7.8	39	0
14:01 - 14:25	High Risk	0	41.5	High Risk	0	45	7.7	38	0
14:26 - 14:52	High Risk	0	42.0	High Risk	0	44 #	7.5	37	0
14:53 - 15:20	High Risk	0	42.5	High Risk	0	43	7.3	36	0
15:21 - 15:50	High Risk	0	43.0	High Risk	0	42	7.2	35	0
15:51 - 16:22	High Risk	0	≥ 43.5	High Risk	0	41	7.0	34	0
16:23 - 16:57	High Risk	0				40	6.8	33	0
≥ 16:58	High Risk	0				39	6.5	32	0
						38	6.3	31	0
						37	6.0	30	0
						36	5.8	≤ 29	0
						35	5.5		
						34	5.3		
						33 *	5.0		
						32	0		
						31	0		
						30	0		
						29	0		
						28	0		
						27	0		
						26	0		
						25	0		
						24	0		
						23	0		
						22	0		
						21	0		
						20	0		
						19	0		
						18	0		
						≤ 17	0		

NOTES:
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems

Passing Requirements - member *must*: 1) meet minimum value in each of the four components, *and* 2) achieve a composite point total ≥ 75 points

* Minimum Component Values
Run time ≤ 13:36 mins:secs / Abd Circ ≤ 39.0 inches
Push-ups ≥ 33 repetitions/one minute / Sit-ups ≥ 42 repetitions/one minute

Target Component Values
Member should attain or surpass these to achieve ≥ 75.0 composite score

Composite Score Categories
Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0

A10.6. Fitness Assessment Chart – Female: Age: < 30.

Cardiorespiratory Endurance			Body Composition			Muscle Fitness			
Run Time (mins:secs)	Health Risk Category	Points	AC (inches)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 10:23	Low-Risk	60.0	≤ 29.0	Low Risk	20.0	≥ 47	10.0	≥ 54	10.0
10:24 - 10:51	Low-Risk	59.9	29.5	Low Risk	20.0	42	9.5	51	9.5
10:52 - 11:06	Low-Risk	59.5	30.0	Low Risk	20.0	41	9.4	50	9.4
11:07 - 11:22	Low-Risk	59.2	30.5	Low Risk	20.0	40	9.3	49	9.0
11:23 - 11:38	Low-Risk	58.9	31.0	Low Risk	20.0	39	9.2	48	8.9
11:39 - 11:56	Low-Risk	58.6	31.5	Low Risk	20.0	38	9.1	47	8.8
11:57 - 12:14	Low-Risk	58.1	32.0	Moderate Risk	17.6	37	9.0	46	8.6
12:15 - 12:33	Low-Risk	57.6	32.5	Moderate Risk	17.1	36	8.9	45	8.5
12:34 - 12:53	Low-Risk	57.0	33.0	Moderate Risk	16.5	35	8.8	44	8.0
12:54 - 13:14	Low-Risk	56.2	33.5	Moderate Risk	15.9	34	8.6	43	7.8
13:15 - 13:36	Low-Risk	55.3	34.0 #	Moderate Risk	15.2	33	8.5	42 #	7.5
13:37 - 14:00	Low-Risk	54.2	34.5	Moderate Risk	14.5	32	8.4	41	7.0
14:01 - 14:25	Low-Risk	52.8	35.0	Moderate Risk	13.7	31	8.3	40	6.8
14:26 - 14:52	Low-Risk	51.2	35.5 *	Moderate Risk	12.8	30	8.2	39	6.5
14:53 - 15:20	Moderate Risk	49.3	36.0	High Risk	0	29	8.1	38 *	6.0
15:21 - 15:50 #	Moderate Risk	46.9	36.5	High Risk	0	28	8.0	37	0
15:51 - 16:22 *	Moderate Risk	44.1	37.0	High Risk	0	27 #	7.5	36	0
16:23 - 16:57	High Risk	0	37.5	High Risk	0	26	7.3	35	0
16:58 - 17:34	High Risk	0	38.0	High Risk	0	25	7.2	34	0
17:35 - 18:14	High Risk	0	38.5	High Risk	0	24	7.0	33	0
18:15 - 18:56	High Risk	0	39.0	High Risk	0	23	6.5	32	0
18:57 - 19:43	High Risk	0	39.5	High Risk	0	22	6.3	31	0
19:44 - 20:33	High Risk	0	≥ 40.0	High Risk	0	21	6.0	30	0
≥ 20:34	High Risk	0				20	5.8	29	0
						19	5.5	28	0
						18 *	5.0	27	0
NOTES:									
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems						17	0	26	0
						16	0	25	0
						15	0	24	0
Passing Requirements - member <i>must</i> : 1) meet minimum value in each of the four components, <i>and</i> 2) achieve a composite point total ≥ 75 points						14	0	23	0
						13	0	≤ 22	0
						12	0		
* Minimum Component Values						11	0		
Run time ≤ 16:22 mins:secs / Abd Circ ≤ 35.5 inches						10	0		
Push-ups ≥ 18 repetitions/one minute / Sit-ups ≥ 38 repetitions/one minute						9	0		
						8	0		
# Target Component Values						≤ 7	0		
Member should attain or surpass these to achieve ≥ 75.0 composite score									
Composite Score Categories									
Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0									

CHAPTER 6: CUSTOMS AND COURTESIES

As a cadet assigned to AFROTC, you represent the United States Air Force. High standards of conduct, both social and military, are expected of you. This chapter outlines the customs and courtesies—**the standards of decorum**—that are required and expected of you.

Titles of Address

Cadets will address all commissioned officers by their rank (Major Jones, Captain Smith) or by “*Sir*” or “*Ma’am*”. Address Noncommissioned Officers (NCOs) by their full rank or the appropriate abbreviation (Staff Sergeant Miller—Sergeant Miller; Airman First Class Jones—Airman Jones). Always address a Chief Master Sergeant as *Chief* (Chief Williams). Be respectful and courteous by standing when addressing an officer or NCO. It is expected that you stand when addressing a cadre member. All cadets will address each other by *Cadet Rank* (Cadet Major Smith) while performing AFROTC duties.

Enlisted Insignia

Airman Basic E-1

No Insignia

Airman E-2



Airman First Class E-3



Senior Airman E-4



Staff Sergeant E-5



Technical Sergeant E-6



Master Sergeant E-7

- Diamond Denotes first Sergeant



Senior Master Sergeant E-8

- Diamond Denotes first Sergeant



Chief Master Sergeant E-9

- Diamond Denotes first Sergeant
- Star denotes Command Chief Master Sergeant
- The Great Seal denotes Chief Master Sergeant of the Air Force



Officer Insignia

Second Lieutenant



(gold)

First Lieutenant



(silver)

Captain



(silver)

Major



(gold)

Lieutenant Colonel



(silver)

Colonel



Brigadier General



Major General



Lieutenant General



General



Saluting

Cadets will salute all commissioned officers regardless of service. POC cadets will salute POC cadets of higher rank. GMC cadets will salute all POC cadets. It is not necessary for GMC cadets to salute other GMC cadets. *Salute when outdoors and in uniform.* Do not salute indoors except when formally reporting to a commissioned officer or when receiving military awards. The *official* distance at which a salute is to be rendered is when the ranking person is 6 paces or less from the lower ranking person. In order to simplify this, the lower ranking person will salute at a distance from which a verbal greeting would be appropriate. When rendering a verbal greeting for a cadet, it is necessary to say their full rank, not just cadet (i.e. “Good evening, Cadet Colonel Jones”).

In a formation, only the flight commander or squadron commander will salute. If cadets are in a group, but not in formation, the group is called to attention and everyone salutes or the highest-ranking person can salute for the group. The salute is rendered only once if the senior officer remains in the immediate vicinity and no conversation takes place. If conversation does take place, the senior officer is saluted upon departure. In public gatherings such as sports events, meetings, or when a salute would be inappropriate or impractical, salutes are not to be rendered. Cadets should not salute when carrying heavy or bulky articles in both hands. They should not shift articles to both hands to avoid rendering a salute. Nodding and greeting the other individual is appropriate if a cadet is unable to return or render a salute. When greeting a group of officers or POC cadets, greet the highest ranking first down to the lowest ranking. If of the same rank, greet females first, otherwise order does not matter. If traveling in a detail of 2 or more cadets, all cadets will greet and salute.

Cadets wearing BPUs will only salute during LLAB. Outside of LLAB they will render the greeting of the day.

The basics of saluting are this:

- When outdoors and in uniform, ALWAYS salute
- When indoors and in uniform render the greeting of the day (unless receiving an award or reporting in)
- Anywhere out of uniform render the greeting of the day

The Flag, National Anthem, and To The Colors

Anytime the National Anthem or “To the Colors” is played, the proper courtesy as prescribed in the following paragraphs must be rendered:

- a. When in uniform and in formation, but not part of a ceremony, the commander will give the "Present, ARMS" command as the National Anthem or “To the Colors” is sounded.
- b. The general principle for cadets to follow while at all outdoor occasions in uniform but not in formation is to face the flag, if visible, or the music (if the flag is not visible), and render a salute until either the flag is grasped or the music has stopped.

- c. When indoors, in uniform, cadets should stand at attention, without rendering a salute.

No action need be taken when the National Anthem or “To the Colors” is sounded on a radio or television.

- d. When in civilian or athletic clothing, cadets should take the same actions as if in uniform. However, instead of saluting, place the right hand over the heart. If a hat is worn, it should be removed with the right hand and placed over the heart.

- e. If in a vehicle when the National Anthem or “To the Colors” is played, the car should be stopped and everyone in the vehicle should sit at attention.

CHAPTER 7: STANDARDS OF BEHAVIOR

Reporting to Cadre

For term counseling appointments and any negative counseling appointments (i.e. negative Form 16, CE forms, etc.) all cadets will report-in wearing service dress, unless told otherwise by their respective AES instructor/Cadre. For other meetings with Cadre, dress appropriately if you are not required to be in UOD that day.

Reporting procedures can be found in the Det 643 Standard Operating Procedures, located on the SharePoint under “Instructions-Manuals-Policies”.*

Leadership Skills

Problem Solving Ability: Evaluates the use of the OODA problem.

Observe- Clarify and Validate the Problem; Break Down the Problem; Identify Performance Gaps

Orient- Set Improvement Target; Determine Root Cause

Decide- Develop Countermeasures

Act- See Countermeasures Through; Confirm Results & Process; Standardize Successful processes

Coordination, Control, Delegating, and Directing: Secures cooperation from group, obtains unified effort; maintains and enforces standards, monitors deviations and takes corrective action; assigns tasks to group, gives authority to accomplish tasks without giving away responsibility; in charge of situation.

Dynamic Leadership: Application of management functions; ability to change leadership styles to meet needs of the situation/personnel.

Displays Initiative: Takes charge when appointed as leader; looks for opportunities to participate or lead; strives to improve him/herself and his/her team; volunteers to help the team.

Performance of Duties: Performs and manages duties during leadership positions, details, additional duties, classroom preparation/participation; anticipates situations/reacts appropriately; self-sufficient; requires little guidance; prepared for FT activities; sets and enforces standards.

Followership/Team Player: Dedicated to group goals; supports decisions of superiors; contributes their share to achieve the mission; contributor in class discussions; fosters teamwork.

Professional Qualities

Officership: Exhibits key aspects of professionalism required of an effective Air Force officer; encompasses Air Force core values. Displays little to no regard for his/her own self gain above others needs, admits mistakes, is humble, respectful, and willing to sacrifice for the benefit of the team; adheres to moral principles and has soundness of character; responsible and vigilant.

Accepts Personal Responsibility: Thinks and acts intelligently without waiting to be prompted; responsible for results of his/her own actions and those of subordinates.

Attention-to-detail/Situational Awareness: Ability to correctly accomplish tasks according to instructions; ability to recognize changes in environment and act appropriately.

Motivates Others: Ability to inspire others to perform to their best ability; sets the example and strives to achieve the same from others.

Tact/Sensitivity: Ability to relate and interact positively and appropriately in diverse groups of people and a multitude of environments; fair and objective; knows when to be assertive.

Attitude: Positive about difficult tasks; constantly strives to improve; strong self-image, enthusiastic.

Human Relations: Self-confidence in group dynamics; reacts objectively; makes a genuine effort to maintain and improve working relationships with others.

Communication Skills

Verbal/Written: Command of language and grammar, pronunciation and enunciation.

Clear and Concise: Communicates ideas/thoughts in an organized fashion.

Articulate: Speaks/writes in an effective, professional manner.

Confident: Exhibits positive self-image, poised under pressure, ability to project command presence.

Judgment and Decision Making Skills

Time Management: Effectively executes a multitude of tasks.

Reaction to Counselling: Reacts objectively to criticism without getting emotional; shows interest in feedback and strives to improve.

Uses Resources Effectively/Efficiently: Ability to utilize personnel and equipment appropriately in situational environment; no wasted efforts.

Learns from Mistakes: Shows dedication to improve actions, behavior, and attitude; makes efforts to prevent similar mistakes.

Warrior Ethos

Adaptability to Change/Stress: Seeks new, improved ways to perform tasks; anticipate and plans for change; responds quickly and effectively to crisis, thrives on the training environment; seeks ideas to improve things and performance; challenged by and overcomes adversity.

CHAPTER 8: WARRIOR KNOWLEDGE

Warrior knowledge is intended to familiarize cadets with the Air Force and AFROTC. Memorization and understanding of this content will aid in excelling as a GMC and preparation to become a POC, and eventually a 2nd Lieutenant in the United States Air Force. This list of knowledge is not all inclusive; more may be added later.

Week 2

Air Force Core Values: Integrity First, Service Before Self, Excellence In All We Do.

Air Force Honor Code: We will not lie, steal, or cheat, nor tolerate among us anyone who does.

Air Force Mission: TO FLY, FIGHT, AND WIN... IN AIR, SPACE, AND CYBERSPACE

Holm Center Mission: We build leaders.

Additional FTP:

“War is an ugly thing but not the ugliest of things. The decayed and degraded state of moral and patriotic feeling, which thinks that nothing is worth war, is much worse. The person, who has nothing for which he is willing to fight, nothing which is more important than his own personal safety, is a miserable creature and has no chance of being free unless made and kept so by the exertions of better men than himself.”

-John Stuart Mill

Week 3

AFROTC Mission: Developing leaders of character for tomorrow's Air Force

Air Force Birthday: 18 September 1947

Space Force Mission: The U.S. Space Force is a military service that organizes, trains, and equips space forces in order to protect U.S. and allied interests in space and to provide space capabilities to the joint force. USSF responsibilities will include developing military space professions, acquiring military space systems, maturing the military doctrine for space power, and organizing space forces to present to our Combatant Commands.

Additional FTP:

“Integrity is the fundamental premise for military service in a free society. Without integrity, the moral pillars of our military strength, public trust, and self-respect are lost.”

-General Charles A. Gabriel, Chief of Staff, USAF

Week 4

Chain of Command:

President of the United States: The Honorable Donald J. Trump

Secretary of Defense: The Honorable Mark T. Esper

Secretary of the Air Force: The Honorable Barbara M. Barrett

Air Force Chief of Staff: Gen Charles Q. Brown Jr.

AETC Commander: Lt Gen Marshall B. Webb

Air University Commander: Lt Gen James B. Hecker

Holm Center Commander: Brig Gen Leslie A. Maher

AFROTC Commander: Col Christopher L. Bennett

AFROTC Northeast Region Commander: Col Thomas A. Bongiovi

Det 643 Commander: Lt Col Brooks R. Conn

Additional FTP:

“Leadership is intangible; therefore no weapon ever designed can replace it.”

- General Omar N. Bradley, USA

Week 5

Seven Basic Responses:

1. "Yes, Sir (Ma'am)."
2. "No, Sir (Ma'am)."
3. "No excuse, Sir (Ma'am)."
4. "Sir (Ma'am), I do not know."
5. "Sir (Ma'am), I do not understand."
6. "Sir (Ma'am), may I make a statement?"
7. "Sir (Ma'am), may I ask a question?"

Additional FTP:

“War, once declared, must be waged offensively, aggressively. The enemy must not be fended off; but smitten down. You may then spare him every exaction, relinquish every gain, but ‘til then he must be struck incessantly and remorselessly.”

- Alfred Thayer Mahan

Week 6

MAJCOMS:

Air Mobility Command: Scott AFB, Illinois

Air Combat Command: Joint Base Langley-Eustis, Virginia

Air Education and Training Command: Joint Base San Antonio-Randolph, Texas

Air Force Special Operations Command: Hurlburt Field, Florida

United States Air Forces in Europe and Air Forces Africa: Ramstein AB, Germany

Pacific Air Forces: Joint Base Pearl Harbor-Hickam, Hawaii

Air Force Materiel Command: Wright-Patterson AFB, Ohio

Air Force Reserve Command: Robins AFB, Georgia

Air Force Global Strike Command: Barksdale AFB, Louisiana

Additional FTP:

“There’s no quitting, I can’t have quit in me. There was never an option to stop and quit.”

- Major Lisa Jaster, USA

Week 7

Stanzas 1 and 2 of The Airman’s Creed

I AM AN AMERICAN AIRMAN.

I AM A WARRIOR I HAVE ANSWERED

MY NATION’S CALL.

I AM AN AMERICAN AIRMAN.

MY MISSION IS TO FLY, FIGHT AND WIN.

I AM FAITHFUL TO A PROUD HERITAGE,

A TRADITION OF HONOR,

AND A LEGACY OF VALOR.

Additional FTP:

AFROTC Field Training Mission: Train and evaluate cadets in AF institutional competencies

preparing them for the professional officer corps.

Week 8 Midterm

Stanzas 3 and 4 of The Airman's Creed

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.

Additional FTP:

"The power of excellence is overwhelming. It is always in demand, and nobody cares about its color."

-General Daniel S. "Chappie" James, USAF

Week 9

Verse 1 and 2 of the Air Force Song:

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,

At 'em, now, Give 'em the gun! (Give 'em the gun hey!)
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing will stop the U.S. Air Force!
Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew! (God only knew hey!)
Boundless souls dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before And bombers galore. Hey!
Nothing'll stop the U.S. Air Force!

Additional FTP:

“It is the soldier, not the reporter, who has given us the freedom of the press. It is the soldier, not poet, who has given us the freedom of speech. It is the soldier, not the campus organizer, who has given us the freedom to demonstrate. It is the soldier who salutes the flag, who serves beneath the flag, and whose coffin is draped by the flag, who allows protesters to burn the flag.”

- Father Dennis E. O'Brien, Sergeant, USMC

Week 10

Verse 3 and 4 of the Air Force Song:

Here's a toast to the host
Of those who love the vastness of the sky,

To a friend, we send a message of the grave who serve on high.
We drink to those who gave their all of old,
Then down we roar to score the rainbow's pot of gold.
A toast to the host of those we boast, the U.S. Air Force!
Off we go into the wild sky yonder,
Keep the wings level and true;
If you live to be a grey-haired wonder
Keep the nose out of the blue! (Out of the blue, hey!)
Fly to fight, guarding the nation's border,
We'll be there, followed by more!
In echelon, we carry on. Hey!
Nothing'll stop the U.S. Air Force!

Additional FTP:

“The American people rightly look to their military leaders to be not only skilled in the technical aspects of the profession of arms, but to be men of integrity.”

-General Joseph L. Collins, USA

Week 11

Cadet ranks:













Cadet Fourth Class	C/4C		AS100
Cadet Third Class	C/3C		AS200/250/500
Cadet Second Lieutenant	C/2d Lt		AS300
Cadet First Lieutenant	C/1st Lt		AS300
Cadet Captain	C/Capt		AS300/400/700/800
Cadet Major	C/Maj		AS300/400/700/800
Cadet Lieutenant Colonel	C/Lt Col		AS400/700/800
Cadet Colonel	C/Col		AS400/700/800

Officer ranks:

US DoD Pay Grade	O-1	O-2	O-3	O-4	O-5
Insignia					
Air Force Service Dress Uniform Insignia					
Title	Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel
Abbreviation	2d Lt	1st Lt	Capt	Maj	Lt Col

O-6	O-7	O-8	O-9	O-10	Special ¹
Colonel	Brigadier General	Major General	Lieutenant General	General	General of the Air Force
Col	Brig Gen	Maj Gen	Lt Gen	Gen	GOAF

Enlisted ranks:

US DoD Pay grade	E-1	E-2	E-3	E-4
Insignia	No Insignia			
Title	Airman Basic	Airman	Airman First Class	Senior Airman
Abbreviation	AB	Amn	A1C	SrA
E-5	E-6	E-7	E-8	
				
Staff Sergeant	Technical Sergeant	Master Sergeant	Senior Master Sergeant	Senior Master Sergeant
SSgt	TSgt	MSgt	SMSgt	
E-9				
				
Chief Master Sergeant	Command Chief Master Sergeant	Command Chief Master Sergeant	Chief Master Sergeant of the Air Force	
CMSgt	CCM	CCM	CMSAF	

Additional FTP:

“Gender, race, religion, none of that matters. What matters is how you perform.”

- Brig. Gen Jeannie M. Leavitt, USAF

“There is no limit to the good you can do if you don't care who gets the credit.”

- General George C. Marshal, USA

Week 12

Phonetic Alphabet:

A - Alpha B – Bravo C – Charlie D – Delta E – Echo F - Foxtrot

G – Golf H - Hotel I – India J – Juliet K – Kilo L - Lima

M – Mike N – November O – Oscar P – Papa Q – Quebec R – Romeo

S – Sierra T – Tango U – Uniform V – Victor W – Whiskey X - Xray

Y – Yankee Z – Zulu

Additional FTP:

“He who permits himself to tell a lie once finds it much easier to do it a second and third time, till at length it becomes habitual; he tells a lie without attending to it, and truths without the world believing it.”

- President Thomas Jefferson

Week 13

Articles 1,2, and 3 of the Code of Conduct:

I

I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II

I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III

If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

Additional FTP:

“In every battle, there comes a time when both sides consider themselves beaten; then he who continues the attack wins.”

- General Ulysses S. Grant, USA

Week 14

Articles 4,5, and 6 of the Code of Conduct

IV

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

V

When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

VI

I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America

Additional FTP:

“Leadership is willing to do what you ask others to do.”

– Chief Master Sergeant of the Air Force Kaleth Wright

Week 15 Final

ALL Warrior Knowledge

GLOSSARY OF ACRONYMS

AAS – Arnold Air Society

ABU – Airman Battle Uniform

AEF – Aerospace Expeditionary Force
AES – Aerospace Studies
AFOQT – Air Force Officers Qualifying Test
AFROTC – Air Force Reserve Officer Training Corps
AFSC – Air Force Specialty Code
ALCON – All Concerned
AS – Aerospace Studies
AS100 – Students enrolled in the freshman level Aerospace Studies curriculum
AS200 – Students enrolled in the sophomore level Aerospace Studies curriculum
AS300 – Students enrolled in the junior level Aerospace Studies curriculum
AS400 – Students enrolled in the senior level Aerospace Studies curriculum
COB – Close Of Business [Day]
CTA – Cadet Training Assistant
CU – Cedarville University
FA – Fitness Assessment
GMC – General Military Course (cadets who have not completed Field Training)
ICL – Intermediate Cadet Leader
LLAB – Leadership Laboratory
LSB – Long Sleeve Blues
LEAD – Leadership Evaluation and Development
NLT – No Later Than (i.e. a suspense)
OPORD- Operations Orders
PAS – Professor of Aerospace Studies
POC – Professional Officer Corps (cadets who have completed Field Training)
PDT – Professional Development Training
PME – Professional Military Education
PMT – Practical Military Training
PSP – Professional Officer Corps (POC) Selection Process
SSB – Short Sleeve Blues
PTG – Physical Training Gear
TBAS – Test of Basic Aviation Skills
UAO – Unit Admissions Officer
UD – University of Dayton
WSU – Wright State University