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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. Air Force ROTC presents many opportunities for students. It is a great way for college students to pursue higher education while developing leadership skills as they prepare to serve their country. There’s no greater honor and fulfillment than to serve one's country!

More information can be found at the AFROTC website https://www.afrotc.com/about. AFROTC Detachment 010 is hosted by The University of Alabama. However, it serves other colleges and universities known as our cross-town schools, to include: Marion Military Institute and Stillman College.

The Cadre

These are active duty Air Force personnel assigned to The University of Alabama 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. Currently, the AFROTC Det 010 Cadre consists of:

To contact cadre, call the office at (205) 348-5900 or email the following:

- Lt Col Myla Abejuela, Detachment Commander
  - mabejuela@ua.edu
- Maj Samuel Herring, Operations Flight Commander
  - shearring@ua.edu
- Capt Aaron Clinton-Earl, Education Flight Commander
  - aclintonearl@ua.edu
- Capt Jolie Grossman
  - jkgrossman@ua.edu
- TSgt LeWillie Neal, NCOIC, Personnel
  - lkneal@ua.edu
- SSgt Donald Vo, Cadet Administration
  - drvo@ua.edu
- Mrs. Trista Elmore, Program Assistant
  - tgelmore@ua.edu
Lounge & library is also located in the same building, upstairs. The Lounge is a meeting place for cadets to work on class material or socialize with other cadets.

Leadership Laboratory (LLAB) Cadets may train at various locations around campus during LLAB.

All Detachment 010 cadets attend Physical Training (PT) at The University of Alabama Student Recreation Center unless explicitly stated otherwise.

The University of Alabama Travel Information

There are two transportation options for cadets at The University of Alabama; The bus provided by Crimson Ride 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. Transportation is not necessary for Leadership Lab (LLAB) as the building/outdoor location will be in close proximity (walking distance) from the Det.
You may visit http://crimsonride.ua.edu/rider-policies/ for more information about Crimson Ride routes, maps and FAQs.
CHAPTER 3: ROTC ORGANIZATION

Weekly Requirements

*Aerospace Studies (AS) Classes*

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 AS class instructor if you must be absent from, or late to class.

*Leadership Laboratory (LLAB)*

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.

LLAB will be held on **Thursdays from 1530 to 1730**. Be sure to check the OPORD each week for the location. If you must miss a session, be sure to email the OFC your reason for absence.

*Physical Training (PT)*

PT is an important part of the AFROTC program. Be sure to arrive early in order to standardize your gear and get warmed up before PT begins.

You are required to attend three PT sessions each week. PT is offered three times a week on **Tuesdays, Wednesdays and Thursdays from 0600-0700**.

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 010 website can be found at [http://afrotc.ua.edu/](http://afrotc.ua.edu/). A lot of information can be found at the Detachment website to include recruiting, contact information and how to enroll.

Completing the New Applicant Actions worksheet is the first step towards your choice to join AFROTC and potentially pursue a commission as an officer in the United States Air Force and Space Force! Detachment 010 has a rich history of developing top-notch leaders for the Air Force. Please feel free to venture around the Detachment 010 website for additional information about our heritage: [http://afrotc.ua.edu/](http://afrotc.ua.edu/).

Applicants are individuals who seek to enter/complete the DET 010 AFROTC program but have NOT completed the Web-Based Application or the prerequisite enrollment documentation. Individuals who are not yet qualified to be an active cadet and will remain in Applicant status until Application/Enrollment requirements are obtained. Upon completion, cadets will be placed in “Active” status. Enrollment documentation must be completed prior to scholarship nomination, Enlistment, Contracting, POC Selection Process (PSP) nomination. The Web-Based Application and the prerequisite enrollment documentation is located on our public Detachment 010 website at [http://afrotc.ua.edu/how-to-enroll.html](http://afrotc.ua.edu/how-to-enroll.html).

**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 Web- Based (online) application via the Web Intensive New Gains System (WINGS). The WINGS link is [https://wings.holmcenter.com/](https://wings.holmcenter.com/). Aside from your interaction and feedback sessions with your AFS instructor, email is another the primary means of communication.

**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 would like to inquire about joining the drill team.

Email body.

Very Respectfully,

FIRST M. LAST, C/Rank, AFROTC
Org Chart Job
AFROTC Detachment 010
The University of Alabama
Contact Phone Number

3. Even if the received email requires no action, acknowledge your receiving and reading it with a simple “Understood”, or “Copy” 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.

Operation Orders

The Operation Orders (OPORD) is the weekly schedule of wing training activities and will be provided via email. 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

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/](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/](https://www.aas-sw.org/) for more info.

**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 (AS100-200)**

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 (AS300-400)

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.
CHAPTER 4: POLICIES

Conditional Event (CE) Policy

Academic CE

This schedule applies to scholarship cadets during terms for which AFROTC scholarship funds are provided and specifies required follow-on actions by the detachment based on Academic CEs accumulated by a cadet’s failure to meet academic standards. Depending on the degree of the academic deficiency, the Det/CC or Region/CC may direct scholarship suspension, temporary inactivation, termination, or CRR.

<table>
<thead>
<tr>
<th>Rule</th>
<th>If cadet’s academic performance reflects:</th>
<th>Detachment Commander will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receipt of a “D” or “F” or “F equivalent” in any AS course (any term, including LLAB)</td>
<td>Suspend scholarship and initiate CRR.</td>
</tr>
<tr>
<td>2</td>
<td>TGPA less than 2.5</td>
<td>Issue Academic CE.</td>
</tr>
<tr>
<td>3</td>
<td>Failure to maintain Full time Student status upon term completion.</td>
<td>Issue Academic CE.</td>
</tr>
</tbody>
</table>

Academic CEs

1. No suspension required. Det/CC may consider scholarship suspension.
2. Suspend the scholarship. Region/CC may waive scholarship suspension if there are mitigating circumstances.
3. Terminate the scholarship. Region/CC may waive scholarship termination if there are mitigating circumstances.

Military CE for:

| Honor Code Violations                          |
| Changing majors without Detachment Commander approval |
| Civil Involvements, Air Force Conduct Category 1-4 IAW AFI36-2002, Attachment 3 |
| Failure to report Civil Involvement (Air Force Conduct Category 1-4 IAW AFI 36-2002, Attachment 3) within 14 calendar days |
| Failure of Physical Fitness Assessment         |
| Failure to meet military retention standards as determined by Detachment Commander |
| Failure of Commissioning Qualifying Fitness Report |
Attendance Policy

AFS class, LLAB, and PT are MANDATORY graded military formations. 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 to 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 (MRS) which waives PT workouts until you are healed. Note that you must still attend PT.
AFS / LLAB / PT 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 educate the staff of how the condition/medication can affect your continued participation in AFROTC.

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 an upstairs lounge where cadets can go to study or socialize. There are couches, a television, and a pool 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: UNIFORMS

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, Air Force ROTC Supplement. You are required to be within all Air Force grooming standards at any AFROTC function.

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.
Physical Training Gear (PTG)

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 paints.

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 ems.

- 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 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 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.

**Cadet Insignia**

![Cadet Insignia Image]
**Operational Camouflage Pattern (OCP)**

Starting 1 September 2020, cadets are authorized to wear OCPs. OCPs are replacing the ABUs as the everyday uniform of the Air Force, and is also the Space Force uniform. Upon completion of Field Training, POC will where their Prop and Wings centered on the front of their patrol cap. Blocking of the cap is authorized. Name tape will be worn on the back of the OCP patrol cap.
**Cadet Insignias on ABU and OCP**

On OCP middle of the chest Velcro rank area (metallic rank and Velcro rank shown):

---

**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 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.

---

**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](https://www.af.mil/Portals/1/Documents/AFI/PDF/AFI-36-2903.pdf)
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. Use of personal electronic media devices, including cellular phones, earpieces, speaker phones or text messaging while walking in uniform is authorized. Military customs and courtesies take precedence. Note: Authorized colors of earpieces worn while in uniform are white, black, brown, dark blue or gray.

6. Black, brown, gray, or dark blue back packs may be worn with any uniform combination. 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.

7. Cold weather gear (hats, gloves, scarves) must be black when wearing blues or service dress.

8. When wearing OCPs they may be black, dark blue, sage green, or coyote brown. When wearing PTGs hats may be black, dark blue, or sage green; any other gear must be black or dark blue.

9. Sunglasses- They must be conservative and cannot be worn around the neck or on top of the head. They can only be black, brown, white, dark blue, gray, or transparent material, or gold or silver wire.

10. Small logos are allowed. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized.
11. 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.

12. 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.

13. 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.

**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 2.5 inch bulk or ¼ inch at the natural termination point on the back and sides. Facial hair will be cleanly shaven. Mustaches are authorized and will not extend below or outward beyond the upper lip.
- Female - Maximum bulk is 4 inches including buns. 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. Female Airmen may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination.

**Rings:** Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and may be worn on the thumb.
Figure 3.5. Authorized Female Ponytails/Equivalent and Long braid(s) Hair Styles Examples.

Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail

Braided Ponytails/Multiple Braids in a Single Ponytail

Pulled back secured and does not exceed 6 inch radius

Pulled back secured and does not exceed 6 inch radius

Two Braids Looped Underneath/Two Braids
CHAPTER 5: FITNESS ASSESSMENT

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

- 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

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 25:**
- Run time ≤ 15:50 mins:secs
- Push-ups ≥ 30 repetitions/one minute
- Sit-ups ≥ 39 repetitions/one minute

**Females under 25:**
- Run time ≤ 18:56 mins:secs
- Push-ups ≥ 15 repetitions/one minute
- Sit-ups ≥ 35 repetitions/one minute
## USAF Fitness Assessment Scoring / Males < 25 years of age

### Final Version

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
<th>Muscular Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Run Time</strong></td>
<td><strong>Health Risk Category</strong></td>
</tr>
<tr>
<td>(mins:secs)</td>
<td></td>
</tr>
<tr>
<td>&lt; 9:12</td>
<td>Low-Risk</td>
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<td>Low-Risk</td>
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<td>9:35 - 9:45</td>
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<td>Low-Risk</td>
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<td>10:11 - 10:23</td>
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<td>10:24 - 10:37</td>
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<tr>
<td>11:07 - 11:22</td>
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</tr>
<tr>
<td>11:23 - 11:38</td>
<td>Low-Risk</td>
</tr>
<tr>
<td>11:39 - 11:56</td>
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</tr>
<tr>
<td>11:57 - 12:14</td>
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</tr>
<tr>
<td>12:15 - 12:33</td>
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</tr>
<tr>
<td>12:34 - 12:53</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>12:54 - 13:14</td>
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<tr>
<td>15:21 - 15:50*</td>
<td>High Risk</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOTES:</strong></td>
<td></td>
</tr>
<tr>
<td>Health Risk Category = low, moderate or high risk for</td>
<td></td>
</tr>
<tr>
<td>current and future cardiovascular disease, diabetes,</td>
<td></td>
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<tr>
<td>certain cancers, and other health problems.</td>
<td></td>
</tr>
<tr>
<td>Passing Requirements - member must: 1) achieve</td>
<td></td>
</tr>
<tr>
<td>a composite point total ≥ 75 points and 2) meet minimum</td>
<td></td>
</tr>
<tr>
<td>point values for all components.</td>
<td></td>
</tr>
<tr>
<td>Minimum Component Values</td>
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<tr>
<td>Run time ≤ 15:50</td>
<td>33</td>
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<tr>
<td>Push-ups ≥ 30 repetitions/one minute</td>
<td>32</td>
</tr>
<tr>
<td>Sit-ups ≥ 39 repetitions/one minute</td>
<td>31</td>
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<tr>
<td></td>
<td>30*</td>
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</table>

### Composite Score Categories

- **Excellent** ≥ 90.0 pts
- **Satisfactory** = 75.0 - 89.9
USAFA Fitness Assessment Scoring / Females < 25 years of age

Final Version

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<thead>
<tr>
<th>Run Time (minutes:seconds)</th>
<th>Cardiorespiratory Endurance</th>
<th>Muscular Fitness</th>
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<td>10:24 - 10:51</td>
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<tr>
<td>10:52 - 11:06</td>
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<td>59.0</td>
</tr>
<tr>
<td>11:07 - 11:22</td>
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<td>58.5</td>
</tr>
<tr>
<td>11:33 - 11:38</td>
<td>Low-Risk</td>
<td>58.0</td>
</tr>
<tr>
<td>11:39 - 11:56</td>
<td>Low-Risk</td>
<td>57.5</td>
</tr>
<tr>
<td>11:57 - 12:14</td>
<td>Low-Risk</td>
<td>57.0</td>
</tr>
<tr>
<td>12:15 - 12:33</td>
<td>Low-Risk</td>
<td>56.5</td>
</tr>
<tr>
<td>12:34 - 12:53</td>
<td>Low-Risk</td>
<td>56.0</td>
</tr>
<tr>
<td>12:54 - 13:14</td>
<td>Low-Risk</td>
<td>55.5</td>
</tr>
<tr>
<td>13:15 - 13:36</td>
<td>Low-Risk</td>
<td>55.0</td>
</tr>
<tr>
<td>13:37 - 14:00</td>
<td>Low-Risk</td>
<td>54.5</td>
</tr>
<tr>
<td>14:01 - 14:25</td>
<td>Low-Risk</td>
<td>54.0</td>
</tr>
<tr>
<td>14:26 - 14:52</td>
<td>Low-Risk</td>
<td>53.5</td>
</tr>
<tr>
<td>14:53 - 15:20</td>
<td>Moderate Risk</td>
<td>52.0</td>
</tr>
<tr>
<td>15:21 - 15:50</td>
<td>Moderate Risk</td>
<td>50.5</td>
</tr>
<tr>
<td>15:51 - 16:22</td>
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<tr>
<td>16:23 - 16:57</td>
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<td>16:58 - 17:34</td>
<td>High Risk</td>
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<td>17:35 - 18:14</td>
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<td>39.0</td>
</tr>
<tr>
<td>18:15 - 18:56*</td>
<td>High Risk</td>
<td>35.0</td>
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</tbody>
</table>

**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) achieve a composite point total ≥ 75 points and 2) meet minimum point values for all components.

<table>
<thead>
<tr>
<th>Minimum Component Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run time ≤ 18:56</td>
</tr>
<tr>
<td>Push-ups ≥ 15 repetitions/one minute</td>
</tr>
<tr>
<td>Sit-ups ≥ 35 repetitions/one minute</td>
</tr>
</tbody>
</table>

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

Final Version
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**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airman Basic E-1</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Airman E-2</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Airman First Class E-3</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Senior Airman E-4</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Staff Sergeant E-5</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Technical Sergeant E-6</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Master Sergeant E-7</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Senior Master Sergeant E-8</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
<tr>
<td>Chief Master Sergeant E-9</td>
<td><img src="image" alt="Insignia" /></td>
</tr>
</tbody>
</table>

- 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

First Lieutenant

Captain

Major

Lieutenant Colonel

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.

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 AS instructor/Cadre. For other meetings with Cadre, dress appropriately if you are not required to be in UOD that day.

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.

Mission and Other Statements

**Air Force Mission:** To fly, fight and win...airpower anytime, anywhere.

**Air Force Reserve Officer Training Corps (ROTC) Mission:** Develop premier leaders of character for tomorrow’s Air Force and Space Force.

**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."

Seven Basic Statements

- “Yes, Sir (Ma’am).”
- “No, Sir (Ma’am).”
- “No excuse, Sir (Ma’am).”
- “Sir (Ma’am), I do not know.”
- “Sir (Ma’am), I do not understand.”
- “Sir (Ma’am), may I make a statement?” (not necessary when responding to a direct question)
- “Sir (Ma’am), may I ask a question?” (not necessary when you are called upon by raising your hand)

Code of Conduct

**Article 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.

**Article 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.

**Article 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.
Article IV. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor 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 back them up in every way.

Article 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.

Article 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.

Airman’s Creed

I am an American Airman
I am a Warrior
I have answered my Nation’s call

I am an American Airman
My mission is to Fly, Fight, and Win
I am faithful to a Proud Heritage,
A Tradition of Honor,
And a Legacy of Valor

I am an American Airman
Guardian of Freedom and Justice,
My Nation’s Sword and Shield,
Its Sentry and Avenger
I defend my Country with my Life

I am an American Airman
Wingman, Leader, Warrior
I will never leave an Airman behind
I will never falter
And I will not fail
**Phonetic Alphabet**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alpha</td>
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<td>B</td>
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<td>Yankee</td>
</tr>
<tr>
<td>Z</td>
<td>Zulu</td>
</tr>
</tbody>
</table>

**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!
Down we dive, spouting our flame from under
Off with one helluva roar!
We live in fame or go down in flame
Hey! Nothing’ll 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!
Boundless souls dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore
Hey! Nothing’ll stop the US Air Force!

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 brave 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’d live to be a grey-haired wonder
Keep the nose out of the blue!
Fly to fight, guarding the nations border
We’ll be there followed by more!
In echelon we carry on.
Oh, nothing’ll stop the U.S. Air Force!
Major Commands

https://www.af.mil/AF-Sites/
### AFROTC Chain of Command

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>The Honorable Joseph R. Biden</td>
</tr>
<tr>
<td>Sec of Defense</td>
<td>The Honorable Lloyd Austin</td>
</tr>
<tr>
<td>Sec of the Air Force</td>
<td>The Honorable Frank Kendall</td>
</tr>
<tr>
<td>USAF Chief of Staff</td>
<td>Gen Charles Q. Brown, Jr.</td>
</tr>
<tr>
<td>AETC Commander</td>
<td>Lt Gen Marshall B. Webb</td>
</tr>
<tr>
<td>Air University (AU) Commander</td>
<td>Lt Gen James B. Hecker</td>
</tr>
<tr>
<td>Holm Center Commander</td>
<td>Brig Gen Leslie A. Maher</td>
</tr>
<tr>
<td>AFROTC Commander</td>
<td>Col Christopher Bennett</td>
</tr>
<tr>
<td>AFROTC Southeast Region Commander</td>
<td>Col John T. Caranta III</td>
</tr>
<tr>
<td>AFROTC Det 010 Commander</td>
<td>Lt Col Myla M. Abejuela</td>
</tr>
</tbody>
</table>
GLOSSARY OF ACRONYMS

AAS – Arnold Air Society
ABU – Airman Battle Uniform
AEF – Aerospace Expeditionary Force
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/IMT – Initial Military Training; cadets enrolled in the freshman level Aerospace Studies curriculum
AS200/FTP – Field Training Preparation; cadet enrolled in the sophomore level Aerospace Studies curriculum
AS300/ICL – Intermediate Cadet Leader; cadets enrolled in the junior level Aerospace Studies curriculum
AS400/SCL – Senior Cadet Leader; cadets enrolled in the senior level Aerospace Studies curriculum
COB – Close of Business [Day]
CTA – Cadet Training Assistant
ECL – Extended Cadet Leader; cadets who have completed the AFROTC curriculum but need additional time to complete their degree
FA – Fitness Assessment
GMC – General Military Course (cadets who have not completed Field Training)
LLAB – Leadership Laboratory LSB – Long Sleeve Blues
LEAD – Leadership Evaluation and Development
NLT – No Later Than (i.e. a suspense)
OCP – Operational Camouflage Pattern
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