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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 Millet 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 attend Physical Training (PT) at the Wright State University Nutter Center’s McLin Gym unless explicitly stated otherwise.

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)*. Cadets often only take POVs
when having to drop by the Detachment early for equipment retrieval, an appointment, or other personal business.

If cadets chose to ride in the university provided vans, all University of Dayton vans depart from G-Lot which is located right outside of Gosiger Hall and post office. You will receive 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.

If cadets chose to take a POV to LLAB, the cadet must inform the UD Transportation Officer by noon on the day of LLAB. POV departure time is entirely up to the cadet, keeping in mind that it is his or her responsibility to make it to LLAB on time. Cadets should allot for a 2530 minute drive time. Upon arrival at WSU, POV drivers will stop at the booth at the visitor’s lot to pick up a pass. Cadets will politely request a pass for Lot 10-11 because they have business at the Air Force ROTC Detachment.

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.

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).

If cadets choose to take a POV to LLAB, the cadet must inform the CU Transportation Officer by noon on the day of LLAB. POV departure time is entirely up to the cadet, keeping in mind that it is his or her responsibility to make it to LLAB on time; cadets should allot for 40-45 minutes drive time. Upon arrival at WSU, POV drivers will stop at the booth at the visitor’s lot to pick up a parking pass. Cadets will politely request a pass for Lot 10-11 because they have business at the Air Force ROTC Detachment.

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 1534 to 1735** 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 three times a week on:

- **Tuesdays and Thursdays from 0615-0715** (am) at McLin Gym
- **Fridays from 1330-1430** at the Wright State Football Field

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.
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](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.

**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.**

   **Talking/texting are not permitted while walking in uniform unless an emergency has occurred, IAW AFI36-2903, Paragraph 2.13.7.3.**

   **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. 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/](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.

**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 Michelle L. Stoffa, Detachment Commander
  - michelle.stoffa@wright.edu
- Maj Jason D. McGrogan, Education Flight Commander
  - jason.mcgrogan@wright.edu
- Maj Henry A. Garay, Operations Flight Commander
  - henry.garay@wright.edu
- Capt Allana S. Anstaett, Recruiting Flight Commander
  - allana.anstaett@wright.edu
- SSgt Christine Marie C. David, NCOIC, Personnel
  - christinemarie.david@wright.edu
- 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.
GMU 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**

<table>
<thead>
<tr>
<th>A. Academic CE’s (All Cadets)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Academic CE</td>
<td>No suspension required. <strong>EXCEPTION</strong>: 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).</td>
</tr>
<tr>
<td>Second Academic CE</td>
<td>Suspend the scholarship.</td>
</tr>
<tr>
<td>Third Academic CE</td>
<td>Suspend the scholarship.</td>
</tr>
<tr>
<td>Fourth Academic CE</td>
<td>Suspend the scholarship.</td>
</tr>
<tr>
<td>Fifth Academic CE</td>
<td>Terminate scholarship and investigate for disenrollment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Enrollment (All Cadets)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 CEs (not including academics CEs)</td>
<td>Investigate for Disenrollment.</td>
</tr>
<tr>
<td>3 CEs or more (not including academics CEs)</td>
<td>Investigate for Disenrollment.</td>
</tr>
</tbody>
</table>

**CE For Substandard Performance**

<table>
<thead>
<tr>
<th>Over Body Fat (NOTE: do not issue CE for being under BMI or body fat)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Code Violations</td>
<td></td>
</tr>
<tr>
<td>Civil Involvements, Air Force Conduct Category 1-4 IAW AFI36-2002, Attachment 3</td>
<td></td>
</tr>
<tr>
<td>Minor in Possession</td>
<td></td>
</tr>
<tr>
<td>Failure to report Civil Involvement (Air Force Conduct Category 1-4 IAW AFI 36-2002, Attachment 3) within 14 calendar days</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Cumulative GPA (CGPA)</th>
<th>For General ROTC Membership</th>
<th>To Nominate for Scholarship</th>
<th>To Activate Scholarship</th>
<th>To Compete in PSP</th>
<th>To Attend FT</th>
<th>To Contract as a POC Cadet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term GPA (TGPA)</strong></td>
<td>Not applicable</td>
<td>2.50 or greater</td>
<td>2.50 or greater</td>
<td>Not applicable</td>
<td>2.0</td>
<td>2.0 or greater in term prior to contracting</td>
</tr>
</tbody>
</table>

*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 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 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 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 items.

- PTG sweatshirt
- PTG running paints
- 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

- AAS Membership Pin
- Parachutist Badge
- Pershing Rifle Badge

Female

- AAS Membership Pin
- CTA Badge
- Nametag
- Cadet Pilot Badge
- Parachutist Badge
- Pershing Rifle Badge

- AAS Membership Pin
- Parachutist Badge
- Pershing Rifle Badge

- AAS Membership Pin
- CTA Badge
- Nametag
- Parachutist Badge
- Pershing Rifle Badge
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.

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 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 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 ≤ 13:36 mins:secs

- Abd Circ ≤ 39.0 inches
- Push-ups ≥ 33 repetitions/one minute
- Sit-ups ≥ 42 repetitions/one minute

**Females under 30:** Run time ≤ 16:22 mins:secs

- Abd Circ ≤ 35.5 inches
- Push-ups ≥ 18 repetitions/one minute
- Sit-ups ≥ 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”.**
### A10.1. Fitness Assessment Chart – Male: Age: < 30.

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
<th>Body Composition</th>
<th>Muscle Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Run Time (mins.secs)</strong></td>
<td><strong>AC (inches)</strong></td>
<td><strong>Push-ups (reps/min)</strong></td>
</tr>
<tr>
<td>&lt;= 9:12</td>
<td>60.0</td>
<td>&gt;= 67</td>
</tr>
<tr>
<td>9:13 - 9:34</td>
<td>59.7</td>
<td>62</td>
</tr>
<tr>
<td>9:35 - 9:45</td>
<td>59.3</td>
<td>61</td>
</tr>
<tr>
<td>9:46 - 9:58</td>
<td>38.9</td>
<td>60</td>
</tr>
<tr>
<td>9:59 - 10:10</td>
<td>38.5</td>
<td>59</td>
</tr>
<tr>
<td>10:11 - 10:23</td>
<td>37.9</td>
<td>58</td>
</tr>
<tr>
<td>10:24 - 10:37</td>
<td>37.3</td>
<td>57</td>
</tr>
<tr>
<td>10:38 - 10:51</td>
<td>36.6</td>
<td>56</td>
</tr>
<tr>
<td>10:52 - 11:06</td>
<td>35.7</td>
<td>55</td>
</tr>
<tr>
<td>11:07 - 11:22</td>
<td>34.8</td>
<td>54</td>
</tr>
<tr>
<td>11:23 - 11:38</td>
<td>33.7</td>
<td>53</td>
</tr>
<tr>
<td>11:39 - 11:56</td>
<td>32.4</td>
<td>52</td>
</tr>
<tr>
<td>11:57 - 12:14</td>
<td>30.9</td>
<td>51</td>
</tr>
<tr>
<td>12:15 - 12:33</td>
<td>39.0 *</td>
<td>50</td>
</tr>
<tr>
<td>12:34 - 12:53</td>
<td>47.2</td>
<td>49</td>
</tr>
<tr>
<td>12:54 - 13:14 *</td>
<td>44.9</td>
<td>48</td>
</tr>
<tr>
<td>13:15 - 13:36 *</td>
<td>42.3</td>
<td>47</td>
</tr>
<tr>
<td>13:37 - 14:00</td>
<td>40.5</td>
<td>46</td>
</tr>
<tr>
<td>14:01 - 14:25</td>
<td>41.0</td>
<td>45</td>
</tr>
<tr>
<td>14:26 - 14:52</td>
<td>41.5</td>
<td>45</td>
</tr>
<tr>
<td>14:53 - 15:20</td>
<td>42.0</td>
<td>44</td>
</tr>
<tr>
<td>15:21 - 15:50</td>
<td>42.5</td>
<td>43</td>
</tr>
<tr>
<td>15:31 - 16:22</td>
<td>43.0</td>
<td>42</td>
</tr>
<tr>
<td>16:23 - 16:57</td>
<td>43.5</td>
<td>41</td>
</tr>
<tr>
<td>&gt;= 16:58</td>
<td>44.0</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>39</td>
</tr>
<tr>
<td></td>
<td></td>
<td>38</td>
</tr>
</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) 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 / Abdominal 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

* Points range from 0 to 500. *
### A10.6. Fitness Assessment Chart – Female: Age: < 30.

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
<th>Body Composition</th>
<th>Muscle Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Time (mins secs)</td>
<td>Health Risk Category</td>
<td>AC (inches)</td>
</tr>
<tr>
<td>≤ 10:23</td>
<td>Low-Risk</td>
<td>60.0</td>
</tr>
<tr>
<td>10:24 - 10:51</td>
<td>Low-Risk</td>
<td>59.9</td>
</tr>
<tr>
<td>10:52 - 11:06</td>
<td>Low-Risk</td>
<td>59.5</td>
</tr>
<tr>
<td>11:07 - 11:22</td>
<td>Low-Risk</td>
<td>59.2</td>
</tr>
<tr>
<td>11:23 - 11:38</td>
<td>Low-Risk</td>
<td>58.9</td>
</tr>
<tr>
<td>11:39 - 11:56</td>
<td>Low-Risk</td>
<td>58.6</td>
</tr>
<tr>
<td>11:57 - 12:14</td>
<td>Low-Risk</td>
<td>58.1</td>
</tr>
<tr>
<td>12:15 - 12:33</td>
<td>Low-Risk</td>
<td>57.6</td>
</tr>
<tr>
<td>12:34 - 12:53</td>
<td>Low-Risk</td>
<td>57.0</td>
</tr>
<tr>
<td>12:54 - 13:14</td>
<td>Low-Risk</td>
<td>56.2</td>
</tr>
<tr>
<td>13:15 - 13:36</td>
<td>Low-Risk</td>
<td>55.3</td>
</tr>
<tr>
<td>13:37 - 14:00</td>
<td>Low-Risk</td>
<td>54.2</td>
</tr>
<tr>
<td>14:01 - 14:25</td>
<td>Low-Risk</td>
<td>52.8</td>
</tr>
<tr>
<td>14:26 - 14:52</td>
<td>Low-Risk</td>
<td>51.2</td>
</tr>
<tr>
<td>14:53 - 15:20</td>
<td>Moderate Risk</td>
<td>49.3</td>
</tr>
<tr>
<td>15:21 - 15:50</td>
<td>Moderate Risk</td>
<td>46.9</td>
</tr>
<tr>
<td>15:51 - 16:22</td>
<td>Moderate Risk</td>
<td>44.1</td>
</tr>
<tr>
<td>16:23 - 16:57</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>16:58 - 17:34</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>17:35 - 18:14</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>18:15 - 18:56</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>18:57 - 19:43</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>19:44 - 20:33</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>≥ 20:34</td>
<td>High Risk</td>
<td>0</td>
</tr>
</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) meet minimum value in each of the four components, and 2) achieve a composite point total ≥ 75 points.
- *Minimum Component Values
  - Run time ≤ 16:22 mins secs / Abd Circ ≤ 35.5 inches
  - Push-ups ≥ 18 repetitions/one minute / Sit-ups ≥ 38 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
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>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airman Basic E-1</td>
<td>No Insignia</td>
</tr>
<tr>
<td>Airman E-2</td>
<td></td>
</tr>
<tr>
<td>Airman First Class E-3</td>
<td></td>
</tr>
<tr>
<td>Senior Airman E-4</td>
<td></td>
</tr>
<tr>
<td>Staff Sergeant E-5</td>
<td></td>
</tr>
<tr>
<td>Technical Sergeant E-6</td>
<td></td>
</tr>
<tr>
<td>Master Sergeant E-7</td>
<td></td>
</tr>
<tr>
<td>- Diamond Denotes first Sergeant</td>
<td></td>
</tr>
<tr>
<td>Senior Master Sergeant E-8</td>
<td></td>
</tr>
<tr>
<td>- Diamond Denotes first Sergeant</td>
<td></td>
</tr>
<tr>
<td>Chief Master Sergeant E-9</td>
<td></td>
</tr>
<tr>
<td>- Diamond Denotes first Sergeant</td>
<td></td>
</tr>
<tr>
<td>- Star denotes Command Chief Master Sergeant</td>
<td></td>
</tr>
<tr>
<td>- The Great Seal denotes Chief Master Sergeant of the Air Force</td>
<td></td>
</tr>
</tbody>
</table>
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.

Cadets wearing BPU's 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.

**Mission and Other Statements**

**Air Force Mission:** To fly, fight and win… in air, space and cyberspace.

**Holm Center Mission:** Develop the best Air Force leaders and citizens of character, dedicated to serving the nation.

**Air Force Reserve Officer Training Corps (ROTC) Mission:** Develop premier leaders of character for tomorrow’s Air 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>Phonetic</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Alpha</td>
</tr>
<tr>
<td>B</td>
<td>Bravo</td>
</tr>
<tr>
<td>C</td>
<td>Charlie</td>
</tr>
<tr>
<td>D</td>
<td>Delta</td>
</tr>
<tr>
<td>E</td>
<td>Echo</td>
</tr>
<tr>
<td>F</td>
<td>Foxtrot</td>
</tr>
<tr>
<td>G</td>
<td>Golf</td>
</tr>
<tr>
<td>H</td>
<td>Hotel</td>
</tr>
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<td>I</td>
<td>India</td>
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<td>J</td>
<td>Juliette</td>
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<td>Kilo</td>
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<td>M</td>
<td>Mike</td>
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<td>N</td>
<td>November</td>
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<tr>
<td>O</td>
<td>Oscar</td>
</tr>
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<td>P</td>
<td>Papa</td>
</tr>
<tr>
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<td>Quebec</td>
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<tr>
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<td>T</td>
<td>Tango</td>
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<td>U</td>
<td>Uniform</td>
</tr>
<tr>
<td>V</td>
<td>Victor</td>
</tr>
<tr>
<td>W</td>
<td>Whiskey</td>
</tr>
<tr>
<td>X</td>
<td>X-ray</td>
</tr>
<tr>
<td>Y</td>
<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 boys Give ‘er the gun! (Give ‘er 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’ll stop the U.S. Air Force!
Minds of men fashioned a crate of thunder,
Sent it high into the blue;
Hands of men blasted the world asunder;
How they lived God only knew! (God only knew, hey!)

Souls of men 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 his brother men who fly.
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 men 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 gray-haired wonder
Keep your nose out of the blue! (Out of the blue, hey!) Flying men, guarding the nations border, We'll be there followed by more! In echelon we carry on.
Hey!
Nothing’ll stop the U.S. Air Force

<table>
<thead>
<tr>
<th>Major Commands</th>
<th>Scott AFB, IL</th>
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<td>Air Combat Command (ACC)</td>
<td>Joint Base Langley-Eustis, VA</td>
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<td>Air Force Space Command (AFSPC)</td>
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## AFROTC Chain of Command

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<thead>
<tr>
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<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>The Honorable Donald J. Trump</td>
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<tr>
<td>Sec of Defense</td>
<td>The Honorable James N. Mattis</td>
</tr>
<tr>
<td>Sec of the Air Force</td>
<td>The Honorable Heather Wilson</td>
</tr>
<tr>
<td>USAF Chief of Staff</td>
<td>Gen. David L. Goldfein</td>
</tr>
<tr>
<td>AETC/CC</td>
<td>Lt Gen Darryl L. Roberson</td>
</tr>
<tr>
<td>Air University (AU)/CC</td>
<td>Lt Gen Steven L. Kwast</td>
</tr>
<tr>
<td>Holm Center/CC</td>
<td>Brig Gen Christopher J. Niemi</td>
</tr>
<tr>
<td>AFROTC/CC</td>
<td>Col Tammy R Knierim</td>
</tr>
<tr>
<td>AFROTC Northeast Region Commander</td>
<td>Col Tom Bongiovi</td>
</tr>
<tr>
<td>Det 643 Commander</td>
<td>Lt Col Michelle L. Stoffa</td>
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</tbody>
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### Important Quotes

“Duty then is the sublimest word in the English language. You should do your duty in all things. You can never do more. You should never wish to do less.”

General Robert E. Lee

“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

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

General Omar Bradley
“If our air forces are never used, they have achieved their finest goal.” General Nathan Twining

“If I didn’t have air supremacy, I wouldn’t be here.”

General Dwight D. Eisenhower

“I don’t mind being called tough, because in this racket, it’s tough guys who lead the survivors.”

General Curtis E. Lemay, Chief of Staff, USAF

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

General Ulysses S. Grant

“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

“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

“It is the soldier, not the reporter, who has given us the freedom of the press. It is the soldier, not the 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 the protester to burn the flag.”

Father Denis Edward O’Brien, Sergeant, USMC “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

“There is only one sort of discipline – PERFECT DISCIPLINE. Men cannot have good battle discipline and poor administrative discipline.”

General George S. Patton, Jr., USA

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