

Detachment 019 Flying Hornets

# Cadet Orientation Guide

*“Developing Leaders of Character for  
tomorrow’s Air Force and Space Force”*

Current As of: January 2024

Special thanks to: AFROTC Det 160 for sharing their guide as a resource



**U.S. AIR FORCE**



UNITED STATES  
**SPACE FORCE**



**DEPARTMENT OF THE AIR FORCE  
19th CADET WING, THE ALABAMA STATE UNIVERSITY**

01 Jan 24

Lieutenant Colonel Lisa C. Boyer  
Alabama State University  
1300 Carter Hill Road  
Montgomery, AL 36104

Dear Future AFROTC Cadet,

Welcome to Air Force Reserve Officer Training Corps (AFROTC) Detachment 019, hosted at The Alabama State University. If you are reading this, then you are considering the life changing experience of becoming a cadet with the purpose of gaining a commission in the Department of the Air Force. The purpose of AFROTC is to help transform students into leaders of character, who if so ever called to do so, can win our nation's wars. Over the next 3-5 years, I encourage you to take this journey seriously.

Students in this program who are actively seeking a commission are called cadets. My question to you is, are you ready to be mentally and physically encouraged and challenged to improve yourself, those around you and our organization? You will see soon the level of maturity and growth that takes place over the lifecycle of a cadet. As a first year, please keep your eyes open, ask questions, and get involved with the Cadet Wing. Use your class, laboratory, physical training sessions as opportunities to glean and use additional leadership skills, and flex the soft skills that you need to be able to balance once you complete the program.

Regardless of how much time you spend in this program, you will be treated with dignity and respect. We have zero tolerance for hazing, discrimination, harassment, or maltraining. With a highly professional cadre of Active Duty Air Force members and a fantastic University staff member, everyone at the Detachment has raised their hand to take this special duty assignment and help shape you. This program is not for everyone, but what can be for everyone are the leadership and life skills that one will gain in the courses.

Once again, welcome! Get excited for a life-changing professional development experience. Feel free to reach out to us at 334-229-4305 for any questions.

LISA C. BOYER, Lt Col, USAF  
Commander, AFROTC Detachment 019





# Welcome to AFROTC Detachment 019!

Prospective Cadet,

Congratulations on taking the first step and expressing interest in the Air Force ROTC Detachment 019 program, we are a small yet mighty detachment of cadre, faculty, and students. Use this guide to help introduce yourself to several concepts that help explain the cadet lifecycle.

Air Force ROTC is not a club. No matter how it is portrayed in movies or television. The sole purpose is to prepare students to take-up the Profession of Arms in the military. Air Force ROTC provides opportunity for cadets to compete for commissions in either the Space Force or Air Force.

No matter what motivates you to this point of considering this program, we are excited to nurture your growth as a leader of character. What many cadets do not understand is that you are competing for a slot to enter a profession as an Officer in the Department of the Air Force. This profession is prestigious, and a proud step that many take. Some cadets are unable to complete the program due to personal choices, life, or academics. The key thing that any of us can ask of you is to do your best and always strive to improve...improve the environment around you, improve the way we do and process things, and improve yourself.

Please do not hesitate to contact the Detachment Cadre and Staff should you have any questions, want to talk or need advisement.



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# AIR FORCE CORE VALUES

## **Integrity First**

Integrity is essential. It is the inner voice, the source of self-control, the basis for the trust that is imperative in today's Air Force. It is doing the right thing when nobody is looking.

## **Service Before Self**

Service in the Air Force is not just another job. It is an uncommon profession that calls for people of uncommon dedication. A leader unwilling to sacrifice individual goals for the good of the unit cannot convince other members to do so.

## **Excellence In All We Do**

Our mission often involves the risk of human life - and sometimes national survival. The obligation to excel is a moral obligation for members of the Air Force.

# CADET HONOR CODE

***“We will not lie, steal, or cheat nor tolerate among us anyone who does”***

## **Air Force Mission**

***“Fly, Fight, and Win.  
Airpower, anytime,  
anywhere”***

## **Space Force Mission**

***“Conduct global space operations that enhance the way our joint and coalition forces fight, while also offering decision makers military options to achieve national objectives”***

## **AFROTC Mission**

***“To develop leaders of character for tomorrow’s Air Force and Space Force”***



# DET 019 GENERAL INFORMATION

## The Detachment

Detachment 019 is structured like a typical Air Force Wing. The Cadet Corps is called a "Wing" and is headed by the Cadet Wing Commander. The training objectives of AFROTC Detachment 019 are carried out by the Cadet Wing Commander and his/her cadet staff. The Cadet Wing Commander and staff run the Wing under the guidance of active duty Air Force Cadre members.

## Cadre

Experienced active-duty officers and non-commissioned officers (NCOs) make up the Cadre. The officers are the teaching staff of the AFROTC unit. They have been selected for this assignment based on professional accomplishments, academic background, and qualification as instructors. The NCOs work with the officers and coordinate all paperwork, medical exams, and cadet personnel files. At Det 019, the officers and NCOs are supported by one civilian administrative staff member.

## GMC

The General Military Course (GMC) introduces cadets to the Air Force & Space Force and prepares them for selection to Field Training (FT). Freshmen cadets are introduced to topics that include professionalism, customs and courtesies, Air Force officer career fields, and group leadership problems. Sophomore cadets are preparing to transition from a GMC cadet to the Professional Officer Corps. Topics include Air Force heritage and leaders, introduction to air and space power, and continued application of communication skills. GMC Cadets are considered Cadet Airmen. Freshmen cadets are classified as Cadet Fourth Class (C/4C) and Sophomore Cadets are classified as Cadet Third Class (C/3C).

## POC

The Professional Officer Corp (POC) is comprised of cadets who have successfully completed FT. It allows Cadets to practice the leadership skills they have developed during their time as GMC cadets and at FT. The POC cadets run the day-to-day operations of the Cadet Wing, including weekly Leadership Laboratory (LLAB) and Physical Training (PT) as they prepare for entrance into the active duty Air Force. POC cadets are cadet officers. Their rank corresponds with Cadet Wing positions that are awarded to them by the Cadet Wing Commander and Cadre.



# AFROTC AS LEVELS

## Initial Military Training (IMT)

Provides new cadets with basic skills and knowledge needed to be a functional member of the cadet corps. Activities are designed to build camaraderie and esprit de corps, as well as help them develop followership and teamwork skills. The AS 100 curriculum introduces students to the basic characteristics, missions, and organization of the Air and Space Forces.



## Field Training Preparation (FTP)

Provides training that ensures cadets are adequately prepared mentally and physically for the rigorous field-training environment. The AS200 curriculum, provides a fundamental understanding of both leadership and team building. The lessons and course flow are designed to prepare students for field training and leadership positions in the detachment. An FTP cadet's spring semester is an intensive training process to prepare for the mentally and physically rigorous Field Training.



## Intermediate Cadet Leader (ICL)

Provides Field Training graduates (AS300s) the opportunity to further develop the leadership and followership skills learned at field training. Intermediate cadet leaders will be given the opportunity to sharpen their planning, organizational, and communication skills, as well as their ability to effectively use resources to accomplish a mission in a constructive learning environment.



## Senior Cadet Leader (SCL)

Provides soon to be commissioned cadets, typically AS 400s, with additional opportunities to develop their leadership and supervisory capabilities and prepares them for their first Active Duty assignment. It also provides the opportunity to develop and receive feedback on the leadership skills they will be expected to possess when they arrive at their first duty station.



# PROGRESSION THROUGH AFROTC

## General Military Course (GMC)

### Initial Military Course (IMT)

Learn foundational drill, military bearing, customs and courtesies, Focus on: followership, training, personal growth

### Field Training Preparation (FTP)

Learn complex drill, leadership training, continue to refine military skills, prepare for Field Training Focus on: mentorship, critical thinking, wingmanship

#### AS100

Join in the Fall semester of their freshman year

#### AS150

Join in the Spring semester of their freshman year

#### AS200

Cadets continuing from their AS100/150 year.

#### AS250

Cadets who join for the program during their sophomore year.

### Field Training (FT)

Roughly 2-week mandatory training course at Maxwell AFB, AL, completed in the summer between a cadet's AS200 and AS300 years. Successful completion of Field Training marks the transition from GMC to POC.

## Professional Officer Course (POC)

### Intermediate Cadet Leader (ICL)

Cadets transition from being trained to being the trainers and occupy vital leadership roles Focus on: team leadership, decision-making, solidify identity

### Senior Cadet Leader (SCL)

Cadets are in administrative leadership positions and commander positions Focus on: organizational leadership, ethical reasoning, program integration/mentorship

#### AS300

3rd year cadets. Submit job preferences (Form 53) and go up for boards for AFSCs.

#### AS400

4th year seniors. Receive their AFSC and commission.

#### AS800

5th year seniors. Receive special permission due to 5-year degrees (eg: engineering, nursing)



# AFROTC CADET RANKS

	Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)	
O f f i c e r			Cadet Colonel (C/Col)	} POC
			Cadet Lieutenant Colonel (C/Lt Col)	
			Cadet Major (C/Maj)	
			Cadet Captain (C/Capt)	
			Cadet First Lieutenant (C/1Lt)	
			Cadet Second Lieutenant (C/2Lt)	
A i r m a n			Cadet Third Class (C/3C)	} AS 200/250 Cadets
			Cadet Fourth Class (C/4C)	} AS 100 Cadets

# AIR FORCE RANK STRUCTURE

## Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-9				
no insignia													
Airman Basic (AB)	Airman (Airm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sg1)	Chief Master Sergeant of the Air Force (CMSAF)

## Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (reserved for wartime only)



# AFROTC RIBBON CHART



Gold Valor Award



Silver Valor Award



Outstanding Cadet Training Assistant Award



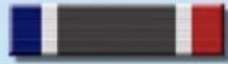
Legion of Valor Bronze Cross for Achievement



Society of American Military Engineers Award



Field Training Distinguished Graduate Award



Field Training Superior Performance Award



Field Training "Ironman" Award



Air Force Association Award



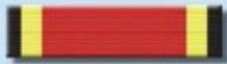
Daughters of the American Revolution Award



American Legion Scholastic Excellence Award



American Legion General Military Excellence Award



National Defense Industrial Association Award



National Defense Transportation Association Award



Armed Forces Communications and Electronics Association Award



Reserve Officers Association Award



Military Officers Association of America Award



Veterans of Foreign Wars Award



Society of the War of 1812 Award



National Sojourners Award



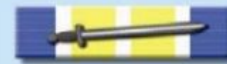
Scottish Rite Southern Jurisdiction Award



Daughters of Founders and Patriots of America Award



Military Order of the Purple Heart Award



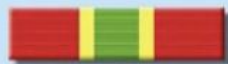
Sons of the American Revolution Award



Military Order of the World Wars Award



American Veterans Award



AFROTC Meritorious Service Award



AFROTC Commendation Award



AFROTC Achievement Award



Warrior Spirit Award



Academic Honors Award



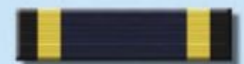
Honor Flight Award



Warrior Flight Award



College Scholarship Recipient Ribbon



Physical Fitness Award



Recruiting Award



AFROTC Expert Marksmanship Ribbon



Arnold Air Society Maryland Cup



Arnold Air Society Hagan Trophy



Arnold Air Society Chennault Trophy



Arnold Air Society Area Plaque



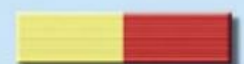
Arnold Air Society Eagle Trophy



Arnold Air Society LBJ Cup



Arnold Air Society National Level Award



Arnold Air Society Area Level Award



Arnold Air Society Squadron Level Award



Arnold Air Society Membership Ribbon



Silver Wings Membership Ribbon



Drill Team Membership Ribbon



Color/Honor Guard Membership Ribbon



Civil Air Patrol General Carl A. Spaatz Award\*



Civil Air Patrol Amelia Earhart Award\*



Civil Air Patrol General Billy Mitchell Award\*



Pershing Rifles Membership Ribbon



Scabbard and Blade Membership Ribbon

\* Only highest CAP award earned is worn



*Note: Ribbons are placed on the ribbon rack in the order they appear on this chart (left-to-right, top-to-bottom).*

*Keep track of the ribbons you have earned and ask cadre to provide you with the appropriate ones.*



# FIELD TRAINING & ENROLLMENT ALLOCATIONS

## Enrollment Allocations (EAs)

From the moment cadets enter the program, each cadet has various metrics based off performance at PMT events from the moment he/she enters the program. Cadet metrics along with other factors determine if a cadet is awarded an Enrollment Allocation (EA). An Enrollment Allocation (EA) must be earned to attend Field Training. Each spring, sophomores will have all their metrics compiled to produce a single score called your Order of Merit (OM).

Cadets compete against every other cadet in the country, not just your peers at Det 019. The determining factors in a cadet's OM include the Commander's Ranking, GPA, FA score, and AFOQT score. A poor performance in any of these categories can result in a cadet not being awarded an EA. It is important for cadets to perform well at training events, maintain a good GPA, perform well on the Fitness Assessment, and study for the AFOQT when the time comes.

## Field Training (FT)

AFROTC's version of "bootcamp" is the two-week Field Training course at Maxwell AFB in Montgomery, Alabama. Field Training is completed during the summer after a cadet's AS200 year. Cadets from across the country are brought together to be pushed past their physical and mental limits. It is important to rely on the training you receive at LLAB to be successful at FT. It is a time to not only prove your abilities, but to also grow into a POC leader and ultimately become an Air Force officer.







# PHYSICAL FITNESS ASSESSMENT

The Air Force physical fitness assessment (PFA) consists of one minute of pushups with proper form, one minute of sit-ups with proper form, and a 1.5 mile run. The fitness charts on the following two pages list the maximum scores, along with the minimum scores to pass the PFA for both male and female cadets.

The Physical Fitness Assessment is a test administered to ensure that cadets maintain a good fitness level. The PFA is completed at least once each semester by the entire cadet wing. Cadets must pass the PFA with a minimum score of 75 or greater to meet all individual component minimums. Failure to meet even one component will result in an overall failure. A Diagnostic Fitness Assessment (DFA) is held at the beginning of the semester so that cadets can improve upon their score before the PFA.

The best way to prepare for the assessment is to improve your personal fitness level. Stay active and maintain a healthy diet. If you think fitness may be a struggle for you, or you are simply unfamiliar with creating and maintaining a fitness routine, reach out to the Wing Physical Fitness Officer (WPFO) and he/she will help you create a fitness regimen that works for you!

# FEMALE SCORECARD

USAF Fitness Assessment Scoring / **Females < 25 years of age**

**Final Version**

Cardiorespiratory Endurance			Muscular Fitness			
Run Time (mins:secs)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
< 10:23	Low-Risk	60.0	> 47	20.0	> 54	20.0
10:24 - 10:51	Low-Risk	59.5	46	19.8	53	19.7
10:52 - 11:06	Low-Risk	59.0	45	19.6	52	19.4
11:07 - 11:22	Low-Risk	58.5	44	19.4	51	19.0
11:23 - 11:38	Low-Risk	58.0	43	19.2	50	18.8
11:39 - 11:56	Low-Risk	57.5	42	19.0	49	18.0
11:57 - 12:14	Low-Risk	57.0	41	18.8	48	17.8
12:15 - 12:33	Low-Risk	56.5	40	18.6	47	17.6
12:34 - 12:53	Low-Risk	56.0	39	18.4	46	17.2
12:54 - 13:14	Low-Risk	55.5	38	18.2	45	17.0
13:15 - 13:36	Low-Risk	55.0	37	18.0	44	16.0
13:37 - 14:00	Low-Risk	54.5	36	17.8	43	15.6
14:01 - 14:25	Low-Risk	54.0	35	17.6	42	15.0
14:26 - 14:52	Low-Risk	53.5	34	17.2	41	14.0
14:53 - 15:20	Moderate Risk	52.0	33	17.0	40	13.6
15:21 - 15:50	Moderate Risk	50.5	32	16.8	39	13.0
15:51 - 16:22	Moderate Risk	49.0	31	16.6	38	12.0
16:23 - 16:57	High Risk	46.0	30	16.4	37	9.0
16:58 - 17:34	High Risk	42.5	29	16.2	36	6.0
17:35 - 18:14	High Risk	39.0	28	16.0	35*	3.0
18:15 -18:56*	High Risk	35.0	27	15.0		
			26	14.6		
			25	14.4		
			24	14.0		
			23	13.0		
			22	12.6		
			21	12.0		
			20	11.6		
			19	11.0		
			18	10.0		
			17	7.0		
			16	4.0		
			15*	1.0		
<b>NOTES:</b>						
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems.						
Passing Requirements - member <i>must</i> : 1) achieve a composite point total $\geq 75$ points <i>and</i> 2) meet minimum point values for all components.						
* Minimum Component Values						
Run time < 18:56						
Push-ups > 15 repetitions/one minute						
Sit-ups > 35 repetitions/one minute						
Composite Score Categories						
Excellent $\geq 90.0$ pts						
Satisfactory = 75.0 - 89.9						
Unsatisfactory < 75.0						

**Final Version**

Video of PFA form ->



# MALE SCORECARD

USAF Fitness Assessment Scoring / **Males < 25 years of age**

**Final Version**

Cardiorespiratory Endurance			Muscular Fitness			
Run Time (mins:secs)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 9:12	Low-Risk	60.0	≥ 67	20.0	≥ 58	20.0
9:13 - 9:34	Low-Risk	59.5	66	19.8	57	19.7
9:35 - 9:45	Low-Risk	59.0	65	19.6	56	19.4
9:46 - 9:58	Low-Risk	58.5	64	19.4	55	19.0
9:59 - 10:10	Low-Risk	58.0	63	19.2	54	18.8
10:11 - 10:23	Low-Risk	57.5	62	19.0	53	18.4
10:24 - 10:37	Low-Risk	57.0	61	18.8	52	18.0
10:38 - 10:51	Low-Risk	56.5	60	18.6	51	17.6
10:52 - 11:06	Low-Risk	56.0	59	18.4	50	17.4
11:07 - 11:22	Low-Risk	55.5	58	18.2	49	17.0
11:23 - 11:38	Low-Risk	55.0	57	18.0	48	16.6
11:39 - 11:56	Low-Risk	54.5	56	17.8	47	16.0
11:57 - 12:14	Low-Risk	54.0	55	17.6	46	15.0
12:15 - 12:33	Low-Risk	53.5	54	17.5	45	14.0
12:34 - 12:53	Moderate Risk	52.0	53	17.4	44	13.0
12:54 - 13:14	Moderate Risk	50.5	52	17.2	43	12.8
13:15 - 13:36	Moderate Risk	49.0	51	17.0	42	12.0
13:37 - 14:00	High Risk	46.5	50	16.8	41	9.0
14:01 - 14:25	High Risk	44.0	49	16.6	40	6.0
14:26 - 14:52	High Risk	41.0	48	16.2	39*	3.0
14:53 - 15:20	High Risk	38.0	47	16.0		
15:21 - 15:50*	High Risk	35.0	46	15.6		
			45	15.4		
			44	15.0		
			43	14.6		
NOTES:			42	14.4		
Health Risk Category = low, moderate or high risk for			41	14.0		
current and future cardiovascular disease, diabetes,			40	13.6		
certain cancers, and other health problems.			39	13.0		
			38	12.6		
Passing Requirements - member <i>must</i> : 1) achieve			37	12.0		
a composite point total ≥ 75 points <i>and</i> 2) meet minimum			36	11.6		
point values for all components.			35	11.0		
			34	10.6		
* Minimum Component Values			33	10.0		
Run time < 15:50			32	7.0		
Push-ups > 30 repetitions/one minute			31	4.0		
Sit-ups > 39 repetitions/one minute			30*	1.0		
Composite Score Categories						
Excellent ≥ 90.0 pts						
Satisfactory = 75.0 - 89.9						
Unsatisfactory < 75.0						

**Final Version**

Video of PFA form ->





# CADET WEEKLY SCHEDULE

## PT (Physical Training)

Cadets attend Physical Training on Tuesday and Thursday morning from 0700-0800 and/or Friday at 1000-1100. Location varies depending on workout activity and weather. The two primary locations for PT are the ASU Track and the ASU Acadome.



## LLAB (Leadership Laboratory)

Cadets attend Leadership Laboratory (“Lead Lab”) on Wednesday afternoon from 1500 - 1650. LLAB is held at the ASU Student Center Theater or at the Equinox, depending on the weekly Operations Order (OPORD).



## AS Class

Taught by Det 019 cadre, AS teaches foundational leadership concepts in preparation to commission as an Air Force Officer. AS classes will vary by AS level. AS classes are usually offered on Wednesdays in Abernathy Hall on ASU’s campus.



*\*\*\*All events list above are mandatory. Cadets must ensure that he/she is Air Force compliant at each PMT event. Any questions regarding PMT events should be directed towards your respective flight commander. Contact your flight commander if you cannot attend events. Absences will be written in a memorandum format and will be submitted to your flight commander\*\*\**

# LOCATIONS OF IMPORTANCE

## John Garrick Hardy Student Center

The Hardy Student Center is located on the south central part of the campus. The building holds ballrooms, auditoriums, many student service offices, and some dining options. The quad area to the north is known as the Equinox and is named after the statue at the area's center.



## Abernathy Hall

Abernathy Hall is home to the College of Education here at ASU. It is the second largest facility on campus hosting an auditorium, rotunda, outdoor courtyard, research laboratories, and class rooms. Many AFROTC classes are held in these halls.



## Old Hornet Stadium

The old Hornet Stadium, located on the western end of campus is the location for many of our Physical Training (PT) events. ASU's football team, track & field team, as well as other student athletes utilize this location for practice throughout the year as well. During inclement weather, we often use the Acadome as a backup.



## Auburn University at Montgomery Intramural Soccer Fields

The AUM intramural soccer fields are located at one of our crosstown campuses. Specifically, the intramural soccer fields are on the southern end of the school's grounds and are used for many of our outdoor leadership laboratory events.





# UNIFORM WEAR

## PTGs

Physical Training Gear is worn when working out at PT sessions.

Before you are issued PTGs, cadets wear loosely fitting black shorts (or pants) and white t-shirts.



Upon completion of PFA, students will receive PTGs. Students will be issued other uniform items after they submit requirements to become an Active Cadet. Reference the **AFI 36-2903** for proper guidance of uniform wear.

## Detachment “Det” Shirt and Khakis

Another uniform option for cadets who have not been issued OCPs or blues is as follows:

1. *Det Shirt or black collared shirt (tucked)*
2. *Khaki pants (not tight fitting)\* (shorts permitted)*
3. *Black belt*
4. *Long white socks & athletic shoes*
5. *Black wristwatch*



## OCPs

Operational Camouflage Pattern Uniform is worn during AS class and LLAB when stated as the UOD. The rank is worn on the middle of the chest



## Flight Suit

Worn by SCL cadets that have received a rated slot (Pilot, CSO, ABM, RPA). The flight suit can be worn in place of OCPs as the UOD.



## Service Dress & Blues

Service Dress and blues are uniforms that are worn together. When the jacket is on, it becomes service dress and when it is off, it is called blues. These two uniforms are worn during special occasions such as Dining Out. Rank is worn on the shoulders.





# BASIC GROOMING STANDARDS

Cadets are expected to maintain basic grooming standards and uphold dress & appearance at all PMT events. Even when not in uniform, you are expected to uphold these same standards, as you are a representative of the profession of arms. Reference the AFI 36-2903 for further guidance.

## Hygiene/ Health & Wellness

- Bathe regularly. Wash your body and your hair often.
- Trim your nails and keep them clean. Fingernails may not extend more than 1/4 inch past the tip of the finger.
- Brush and floss. At the very least, brush your teeth twice a day and floss daily.
- Get plenty of rest. Sleep is incredibly important for mental and physical health.
- Eat healthy and take care of yourself - don't skip meals.
- Keep clothing clean and neat (i.e. iron uniforms/wash your PT gear).

## Men Hair Standards *AFI 36-2903 Section 3.1.2*

Tapered appearance on both sides and the back of the head, both with and without headgear... Hair will not exceed 2 1/2 inches in bulk, regardless of length and 1/4 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads and military high-and-tight are authorized.

## Women Hair Standards *AFI 36-2903 Section 3.1.3*

No minimum length to maximum bulk of 4 inches from scalp. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single. Bangs/side-swiped hair will not touch either eyebrow. Hair accessories – Black/hair-colored permitted; headbands not to exceed 1 inch in width.

*Exception: When in PT gear hair may have loose ends and extend the length limit*

# JEWELRY AND COSMETICS

## **Jewelry**

- Watches and bracelets must be conservative, not present a safety hazard, and be worn around the wrist. Conservative examples {not all inclusive} are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.
- A maximum of three rings on both hands combined may be worn.
- Necklaces will not be visible at any time and if worn must be concealed under a collar or undershirt.
- Males are not allowed to wear earrings in uniform or at any time that they are in the Detachment building. Females may wear one earring in each ear which must be small {not exceeding 6mm in diameter} spherical, conservative, round white diamond, gold, white.
- Nose and cartilage jewelry not permitted while in any of uniforms.

## **Nail Polish**

- Males are not authorized to wear nail polish.
- Females are authorized to wear nail polish in conservative, natural colors and must paint all nails in a single color. Vibrant or extreme colors (ex: red, gold, black, etc) are not authorized. White French-tip manicures are authorized.
  - *Note: Since nails may not extend more than 1/4 inch past the tip of the finger, acrylics are ill-advised.*

## **Make-Up**

- Males are not authorized to wear make-up.
- Females choosing to wear make-up should apply it conservatively and in good taste so that it does not detract from the uniform. Make-up should be in shades that match to the wearer's natural skin tone. Extreme and vibrant colors (ex: red, gold, black, etc) are not allowed. Eyelash extensions are authorized but must not exceed 14 mm in length and must be in the wearer's natural eyelash color.
  - *Note: Cosmetics may not be worn in field conditions and are not authorized while at Field Training.*



Greeting	Time
"Good Morning"	0000 - 1159
"Good Afternoon"	1200 - 1659
"Good Evening"	1700 - 2349

# CUSTOMS & COURTESIES

## Verbal Greeting

Customs and courtesies are an important part of military tradition and dictate how cadets interact with each other and Cadre members. When addressing an officer, always use proper titles. Proper titles include: their rank, their rank and last name, or Sir/Ma'am. When addressing an NCO, use their rank or their rank and last name.

*Example: "Good Morning Lieutenant Colonel Boyer" {preferred}, "Good morning, Ma'am",*

## Saluting

Whenever outdoors and both parties are in official uniform, excluding PTGs, the verbal greeting must be accompanied by a salute.

### When/What to salute:

- A salute indoors is rendered only when reporting to a senior officer or receiving an award.
- A salute is rendered to U.S. military officers (all branches), the President of the United States, POC cadets, and the U.S. Flag when being raised, lowered, and carried, and during the national anthem when it is being played outdoors and you are in uniform. A salute is also rendered to foreign military officers or when a foreign national anthem is playing.
- Salute when reporting in.

### When not to salute:

- When walking by enlisted personnel, however you should render a verbal greeting
- Carrying items in both hands {still render verbal greeting}
- In a Cross-Walk





# REPORTING IN PROCEDURES

- 1) When reporting to an officer in his/her office, knock **once** on the door. When told to enter, walk directly {squaring any corners - unless on carpet} to within two paces of the desk, come to attention {heels together, feet at a 45° angle, back straight, arms by your side, head and eyes forward}
- 2) a) Salute and say, "Sir {Ma'am}, Cadet {last name} reports as ordered."  
b) If you are reporting without being told to come in or without an appointment you will state: "*Sir {Ma'am}, Cadet {last name} reports.*"
- 3) Continue to hold your salute until a salute has been returned and then follow directions from the officer {please be seated, at ease, etc.}
- 4) If you are asked to sit down, you must sit at attention. The proper way to sit at attention is to have your feet as though you were standing at attention, with your back straight. Your hands should also be held as though you were standing at attention, but placed on top of your thighs, toward the back of your kneecap. Your arms should be straight out, and your head and eyes forward as well. You should be sitting on the front 6" of the chair.
- 5) At the end of the conversation ask, "Will that be all, Sir {Ma'am}?" The officer will acknowledge; then from the same location you reported in, stand, salute and state, "Good morning {afternoon or evening}, Sir{Ma'am}." After your salute is returned, drop your salute, execute the proper facing movement and depart.

**NOTE:** If the officer states, "That will be all" or "You are dismissed" before you ask, "Will that be all, Sir{Ma'am}," then do not ask that question; just salute and render the appropriate exit greeting such as, "Good evening, Sir {Ma'am}."

# EMAIL ETIQUETTE

## Email

Emails are the primary form of communication with Cadre and within the Cadet Wing. It is recommended that cadets turn on notifications for their email and check at least twice a day to stay current on ROTC information. Respond to all emails in a timely manner and acknowledge all emails. Remember to proofread all emails before sending.



## Parts of an Email:

### 1. **Greeting**

Begin all Air Force related emails with the greeting of the day, rank, and last name.

### 2. **Body**

Remain professional, polite, and concise. Use proper grammar and check spelling before sending. The body should not contain humor, sarcasm, or all caps. Also do not use fancy fonts or colors, use either Times New Roman or Calibri

### 3. **Signature Block**

A signature block should be included at the bottom of every Air Force related email you send.



## **GMC Signature Block**

Very Respectfully,

//SIGNED//  
FIRST M. LAST, C/4C, AFROTC  
Alpha Flight  
AFROTC Detachment 019  
COMM: 123-456-7890  
Email: users@email.edu

## Example Email:

Good Afternoon Lieutenant Colonel Boyer,

Yes, sir, I am available to meet with you on Wednesday at 1400.

Very Respectfully,

//SIGNED//  
FIRST M. LAST, C/3C, AFROTC  
Bravo Flight  
AFROTC Detachment 019  
COMM: 123-456-7890  
Email: [users@email.edu](mailto:users@email.edu)

## **POC Signature Block**

Very Respectfully,

//SIGNED//  
FIRST M. LAST, C/Lt Col, AFROTC  
Vice Wing Commander  
AFROTC Detachment 019  
COMM: 123-456-7890  
Email: [users@email.edu](mailto:users@email.edu)

# CADET DISCIPLINE

Detachment 019 follows a graduated counseling system. This means that cadets should be advised and corrected before receiving formal disciplinary action. If cadets feel as though they are being disciplined improperly or inappropriately, they should go to the Cadet Inspector General, who is a direct line of contact within the chain of command. If a cadet is being harassed personally, he/she should report straight to cadre.

## Verbal Coaching

When a cadet commits their first offense, the first line of discipline is to receive verbal coaching. A first offense includes showing up late to PMT events, having uniform infractions, or other minor corrections. Ideally, cadets' wingmen should hold them accountable first. This form of discipline is meant to help cadets correct their errors before it becomes a repeated issue.



## Memorandum for Record (MFR)

The purpose of a Memorandum for Record (MFR) is to document that a cadet has committed several minor offenses or one larger offense. The purpose of documenting the infraction is to have a reference if the problem reoccurs or goes unsolved. An MFR should be accompanied by verbal coaching from the person issuing the documentation.



## Conditional Events

Cadets who do not meet academic or military standards for retention may receive an academic or military conditional event from cadre. This is formal documentation of behavior or performance outside of standard and can be used as evidence for det drop or disenrollment. Details about conditional events can be found in the AFROTCI36-2011V3, Ch.5.





# REPORTING CIVIL & MEDICAL INVOLVEMENTS



Without exception, **ALL AFROTC Cadets** must report any involvement with law enforcement, school officials, military authorities or any civil authorities within 72 hours of the incident. Involvements can include receiving a moving violation {speeding ticket, etc.} or being charged by a civil, military or University authority regardless of seeming insignificance or disposition. Even if it is a warning, the involvement must be reported and **all involvements must be reported** even if a finding of "not guilty" was rendered. If the National Agency Check required for commissioning finds an unreported involvement, charges of breach of contract may result in removal from the AFROTC program. It is in cadets' best interest to avoid civil involvements by all means possible.

Because of the stringent physical qualification necessary to enter the Air Force and certain Air Force career fields, without exception, **ALL AFROTC Cadets must report any medical changes** which occur no matter how minor. Those changes include, but are not limited to: broken or fractured bones, prolonged illness {lasting more than thirty days}, prescribed medications, allergies, severe sprains or muscle pulls and pregnancy. Failure to disclose any changes in your medical status may result in removal from the AFROTC program. Medical status changes must be reported to the NCOs.

To report a civil involvement, cadets must initiate the report through their WINGS Account and send an email to their primary Air Force instructor within 72 hours of the incident. Follow up actions will then be discussed on how to proceed, but most will result in a discussion with an instructor.

A screenshot of the AFROTC reporting form interface. The form is titled "Status: Unreported Involvement". It includes a field for "\*Date of Involvement" with a calendar icon. Below that is a section for "Involvement Type" with three radio buttons: "Civil" (selected), "School", and "Military". There are two more sections: "\*Detained, Confined, Probation?" with "Yes" and "No" radio buttons, and "\*Drugs or Alcohol Cited?" with "Yes" and "No" radio buttons. A "Submit" button is located at the bottom right.

# CADET OPPORTUNITIES

## Operational Development Training (PDT)

AFROTC offers various Operational Development Training (ODT) events that consist of specialized classes and opportunities in a variety of Air Force and Space Force fields. ODTs are designed to educate cadets on the wide range of activities and missions that the Air Force and Space Force accomplish. Air Force ROTC cadets compete for slots in ODTs, and they typically occur during summer breaks when school is not in session. More information can be found [here](#).



## AFROTC "You Can Fly" Scholarship (AYCF)

This program allows selected cadets the opportunity to use up to \$5,000 obtaining flight experience through enrollment in Private Pilot Certificate (PPL) ground school at a local Federal Aviation Administration Flight School. This scholarship is awarded based off of GPA and AFROTC performance. Selected cadets will have one year from the award date to use the funds.



## Civil Air Patrol Orientation Flights

For cadets who are curious about pursuing a career in aviation as a rated officer, Det 019 is partnered with the local Civil Air Patrol squadron to provide 5 free orientation flights. These flights are cost-free to the cadet and are an excellent way to experience flight from the pilot seat.



## Aerospace Studies Minor - Huntingdon

There is the opportunity for both cadets and non-cadets to earn a minor in Aerospace studies. Specifications about earning the Aerospace Studies minor can be found [here](#).

Prerequisite courses for :

AERO111/L, AERO112/L, AERO2111/L, AERO212/L,  
AERO311/L, AERO312/L, AERO411/L, AERO412/L



# PHYSICAL/MENTAL HEALTH & WELLNESS

Along with the joys of college can come new challenges, busy schedules, and many other stressors. Det 019 is a welcoming environment that allows cadets to prepare for a career in the Air Force & Space Force. That starts with mental health, something that can be overlooked if not careful. Alabama State University and the Holm Center provide many resources that cadets can utilize to ensure he/she does not face these challenges alone.



## Wellness Resources

- Alabama State University Counseling Services

ASU's counselors focus on relational and coping strategies to enable effective problem solving, conflict resolution, and informed decision making as well as promoting psychological health.

- USAF Holm Center Chaplain

USAF Holm Center Chaplain – Maj. Richard Poole

[Richard.Poole.3@us.af.mil](mailto:Richard.Poole.3@us.af.mil)

(334) 953-4228

(Chaplains are certified clergy who counsel on spiritual matters and are knowledgeable on who can assist in other important life matters as well. Conversations with them are fully confidential.)





# AFROTC AUXILIARY ORGANIZATIONS

## **Arnold Air Society (AAS) - Air University Squadron**

Arnold Air Society is a professional, honorary service organization advocating the support of aerospace power. The volunteer work done throughout the Montgomery community and the opportunities we get to improve our leadership skills, shapes us into better officer candidates. Due to the rigorous nature of the initiation process, AAS candidates must complete an intensive training outside of AFROTC PMT events.



## **Det 019 Color Guard**

Color Guard is an auxiliary program that provides unique opportunities to showcase the Air Force and Detachment 019 in the community by displaying and escorting the national flag at ceremonies. The Det 019 Color Guard will give you the opportunity to participate in Montgomery events, crosstown school events, and sporting events such as ASU football games! Participation requires a basic skill level in drill maneuvers and members rotate throughout the year.



## **Silver Wings**

Silver Wings is the sister organization to Arnold Air Society. The organization is dedicated to creating proactive, knowledgeable, and effective civic leaders through community service and education about national defense. It has the unique factor that it is made up of not only cadets but also students who are not a part of the AFROTC organization. Silver Wings members must be an undergraduate or graduate student within the local chapter, and complete various workshops and projects.





# FREQUENTLY ASKED QUESTIONS

## **If I join AFROTC, does that mean I am joining the Military?**

Not immediately. While the purpose of Air Force ROTC is to commission officers for the U.S. Air Force and Space Force, cadets are not in the military until after graduation. Keep in mind that to fulfill all AFROTC requirements, at some point during your college years you will need to sign a commitment stating that you will join the Air Force or Space Force as an officer after graduating. If a high school student receives a four-year scholarship through the High School Scholarship Program, the first year of college will be paid for, and they can quit at the end of their freshman year with no obligation or recoupment of funds. If a student is offered a scholarship while already in college, they are not committed to the Air Force or Space Force until they accept their scholarship. Cadets that are not on a scholarship are not committed to joining the Air Force or Space Force until the start of their junior year of college after completing Field Training. With AFROTC, we provide students with many opportunities to see what the Air and Space Force are about before they make any kind of commitment.

## **Can I do AFROTC and still participate in other activities?**

Yes! Cadets are highly encouraged to branch out into other organizations on campus. You may play sports, join a fraternity or sorority, work, and generally fill your spare time as you desire. This not only broadens your horizons but also allows you to discover new things and pursue your passions. Just make sure not to stretch yourself thin between various commitments.

## **What happens after I complete AFROTC and graduate?**

After you successfully complete the AFROTC program and receive your Bachelor's Degree you will be commissioned as a Second Lieutenant in the United States Air Force or Space Force. Your active duty service commitment depends on your career field. The majority of new officers will incur a four-year active duty commitment while those officers pursuing rated career fields will have a longer commitment (ten years for a pilot; six years for combat systems officers, air battle managers or remote piloted aircraft operators). You will have a full-time job with the Air Force upon graduation from college and commissioning.

# FREQUENTLY ASKED QUESTIONS (cont)

## **Do new cadets get hazed?**

No. All cadets, no matter what year, are treated with dignity and respect. Detachment 019 has a zero-tolerance policy for hazing and maltraining. Senior cadets guide and mentor the new cadets—in fact, that is what our cadet officers are trained to do. Our detachment cadre are concerned about you as a person, a student, and as a cadet. We are your ROTC family, and your well-being and progress are our number one concern.

## **What do I need to do to become a pilot?**

Rated slots (Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Pilot) are awarded to cadets based on several factors; grades, physical fitness, AFOQT scores, Field Training performance, flight hours, TBAS (Test for Basic Aviation Skills) score and Commander's ranking. As a Freshman, maintaining good grades and physical fitness are a great start towards obtaining a pilot slot. You will compete for a rated position the year before your anticipated graduation date. More information about rated slots will be made available in your AS200 and AS300 years.

## **Where can I learn more about Air Force career fields?**

There are a host of resources available online to learn about career fields. Here is a great place to start your research: [United States Air Force Specialty Codes](#)

## **If I don't have a scholarship, can I get one in college?**

Yes, there are opportunities to compete for scholarships from the Air Force and other organizations while in college. In-college AFROTC scholarships are offered based on grades, physical fitness, overall performance, choice of major, and DODMERB clearance. Cadets may be considered for the in-college scholarship program after successfully completing at least one term in college. There are also smaller, onetime scholarship opportunities in addition to the AFROTC in college scholarship

## **Do I have to purchase my Air Force ROTC books and uniforms?**

No, Air Force ROTC provides all books relevant to its classes. However, the uniforms remain the property of the United States Air Force and you are responsible for maintaining the condition of the uniforms issued to you which will include dry cleaning and laundering expenses. If a uniform is damaged or lost, you may be responsible for the cost of replacing the uniform. Upon completion of the program and receiving your commission, you will have the option to purchase your uniforms at a discounted rate.



# COMMON AFROTC ACRONYMS

Acronym	Term
AFOQT	Air Force Officer Qualifying Test
AFSC	Air Force Specialty Code
BLUF	Bottom Line Up Front
COB	Close of Business (5PM)
CTA	Cadet Training Assistant
DoDMERB	Department of Defense Medical Examination Review Board
EA	Enrollment Allocation
EAD	Enter Active Duty
Flt	Flight
FTM	Field Training Manual
FTO	Field Training Officer
FTP	Field Training Preparation
GMC	General Military Course
GLP	Group Leadership Project
IAW	In accordance with
IMT	Initial Military Training
LLAB	Leadership Laboratory "Lead Lab"
MSG	Mission Support Group
NCO	Non-Commissioned Officer
NLT	No Later Than

Acronym	Term
OCP	Operational Camouflage Pattern
OPORD	Operation Orders
OPS	Operations Group
PCS	Permanent Change of Station
PDT	Professional Development Training
PFA	Physical Fitness Assessment
POC	Professional Officer Corps
PSP	POC Selection Process
PT	Physical Training
PTG	Physical Training Gear
ROE	Rules of Engagement
SQ	Squadron
TBAS	Test of Basic Aviation Skills
TRG	Training Group
UOD	Uniform of the Day
UOE	Uniform of the Event

# RESOURCES

The Internet is your friend when it comes to AFROTC resources! The answer to virtually any question you have can be found with a quick Internet search.

Cadets and cadre at our detachment are a great resource as well! They are always willing to provide an answer or help direct you to someone with greater knowledge.



**U.S. Air Force ROTC website - <https://www.afrotc.com/>**

**U.S. Air Force website – <https://www.airforce.com/>**

**U.S. Space Force website - <https://www.spaceforce.mil/>**

**AFSC (Career Field) Guide – [https://www.usafa.edu/app/uploads/Commissioning\\_Codes.pdf](https://www.usafa.edu/app/uploads/Commissioning_Codes.pdf)**

This provides background on a variety of career fields within the Air Force.

**AFI 36-2903 Dress & Appearance – [https://static.e-publishing.af.mil/production/1/af\\_a1/publication/dafi36-2903/dafi36-2903.pdf](https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-2903/dafi36-2903.pdf)**

**Alabama State University Student Resources - <https://www.alasu.edu/administration/institutional-effectiveness/student-resources>**

**Alabama State University Police – (334) 229-4400**

**Medical Care Near Campus - Jackson Hospital: 1725 Pine St Montgomery AL 36106**

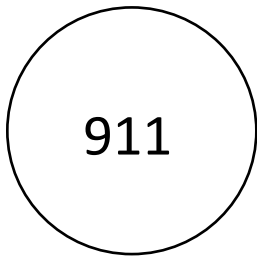
# RESOURCES CONTINUED

LiveSafe App –

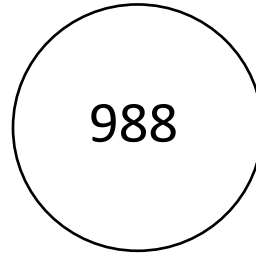


Counseling Resources by School

<b>ASU</b>	<a href="https://www.alasu.edu/current-students/wellness-safety/counseling-services">https://www.alasu.edu/current-students/wellness-safety/counseling-services</a>
<b>AUM</b>	<a href="https://www.aum.edu/student-affairs/counseling-and-mental-health-services/">https://www.aum.edu/student-affairs/counseling-and-mental-health-services/</a>
<b>Faulkner U.</b>	<a href="https://www.faulkner.edu/student-resources/the-university-counseling-center/">https://www.faulkner.edu/student-resources/the-university-counseling-center/</a>
<b>Huntington College</b>	<a href="https://www.huntingdon.edu/campus-life/health-wellness/counseling-services/#:~:text=Request%20a%20counseling%20appointment%20by,4302%20to%20make%20an%20appointment.">https://www.huntingdon.edu/campus-life/health-wellness/counseling-services/#:~:text=Request%20a%20counseling%20appointment%20by,4302%20to%20make%20an%20appointment.</a>
<b>Troy U.</b>	<a href="https://www.troy.edu/student-life-resources/student-resources/counseling-services/index.html#:~:text=Student%20Counseling%20Center&amp;text=Our%20services%20are%20free%20and,(334)%20670%2D3700.">https://www.troy.edu/student-life-resources/student-resources/counseling-services/index.html#:~:text=Student%20Counseling%20Center&amp;text=Our%20services%20are%20free%20and,(334)%20670%2D3700.</a>



Emergency

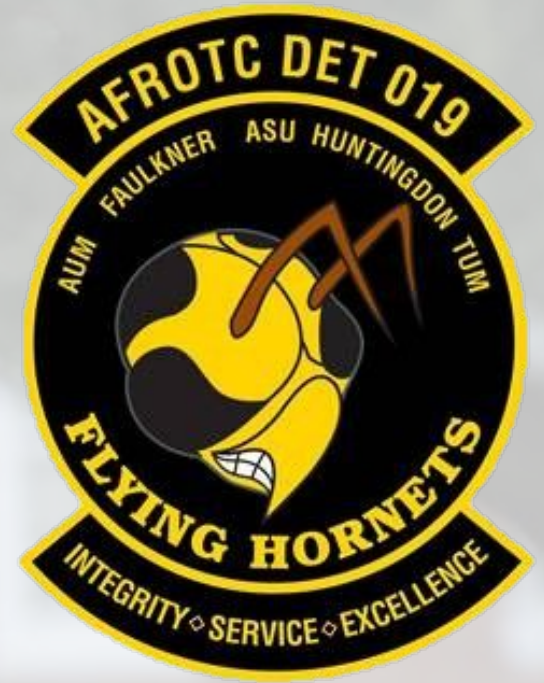


Suicide & Crisis Lifeline

FERPA: Air Force ROTC complies with FERPA Act of 1974 when maintaining & collecting information on students. FERPA is designed to protect the highest privacy of students.

Note: Cadre & Staff are mandatory reporters for harassment & assaults.





Detachment 019 Flying Hornets

# Welcome to Detachment 019

*“Developing Leaders of Character for  
tomorrow’s Air Force and Space Force”*

Current As of: January 2024

Special thanks to: AFROTC Det 160 for sharing their guide as a resource



**U.S. AIR FORCE**



UNITED STATES  
SPACE FORCE