



AIR FORCE ROTC

Detachment 840

ORIENTATION GUIDE

Information for incoming Cadets

AFROTC Detachment 840, Texas State University

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Welcome!

Texas State University Air Force ROTC Detachment 840 welcomes you!

As a new Cadet you are taking the first steps in preparing to commission as a Second Lieutenant in the United States Air Force. Your experience in the program will be both challenging and rewarding.

Please take the time to read this Cadet Orientation Guide. It contains valuable information that will help you get off to a great start.

Congratulations on your decision to enroll in Air Force ROTC at Texas State University. The Cadre and Cadets of Detachment 840 look forward to working with you as you train to become a future officer in the United States Air Force.

"Aim High ... Fly-Fight-Win"



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DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC)
DETACHMENT 840 – TEXAS STATE UNIVERSITY

1 August 2017

MEMORANDUM FOR AFROTC DETACHMENT (DET) 840 MEMBERS

FROM: AFROTC DET 840/CC

SUBJECT: Detachment 840 Welcome Letter

1. Welcome to AFROTC Detachment 840 at Texas State University (TSU). As a new member, you are about to embark on a journey with the goal to earn the honor to commission as an officer in the United States Air Force. Know that this is an award winning unit that sets high standards and will strive to bring out the best in you. Think of this as a multi-year job interview where you will be continually assessed on your leadership potential. Integrity First, Service Before Self, and Excellence in all we do are the Air Force Core Values you need to live by in this program. Excelling in the academic, fitness, leadership development, and service areas are vital if you are to succeed in this program.

2. Remember why you are here! Know that the Det 840 cadre and cadet wing leadership are vested in your success and are here to help but not carry you. Come prepared everyday and give us your absolute best effort at every Det 840 training event. Welcome to the Bobcat Wing!

MATTHEW S. FEHRMAN, Lt Col, USAF
Commander

Packing List - items needed the first week of classes

For Physical Training: (until you are issued PT Gear)

- ◆ Light gray or white crew neck t-shirt - no logo (2)
- ◆ Black athletic shorts - no logo and no shorter than 2 inches above the knee (2)
- ◆ Athletic undergarments (compression shorts/sports bras/undershirts)
- ◆ Athletic training shoes (running/walking/cross training)
- ◆ White or black athletic socks (no logo)
- ◆ 32oz. Gatorade bottle filled with water, label removed
- ◆ White towel approx. 24"x14" (hand towel size)
- ◆ Cold weather athletic apparel (optional) - Light gray crew neck sweat shirt and sweat pants (no hoodies - no logos) , hat and gloves (black - no logos)

For Class: (business casual - until you are issued a uniform)

- ◆ Khakis (no cargo pockets) or tan dress slacks
- ◆ Conservative brown or black belt
- ◆ Conservative button down shirt or polo shirt (conservative logo)(tucked in)
- ◆ Business casual shoes (athletic shoes not permitted)
- ◆ Black book bag/back pack (uniform standard - solid black or dark blue in color)
- ◆ Pens/pencils and a Notebook

For Leadership Lab (LLAB): (until you are issued a uniform)

- ◆ Khakis (no cargo pockets) or tan dress slacks
- ◆ Conservative brown or black belt
- ◆ Maroon polo shirt (tucked in)
- ◆ Business casual shoes (athletic shoes not permitted)
- ◆ Black book bag/back pack (uniform standard - solid black or dark blue in color)
- ◆ Pens/pencils and a Notebook

Key AFROTC Locations on Campus

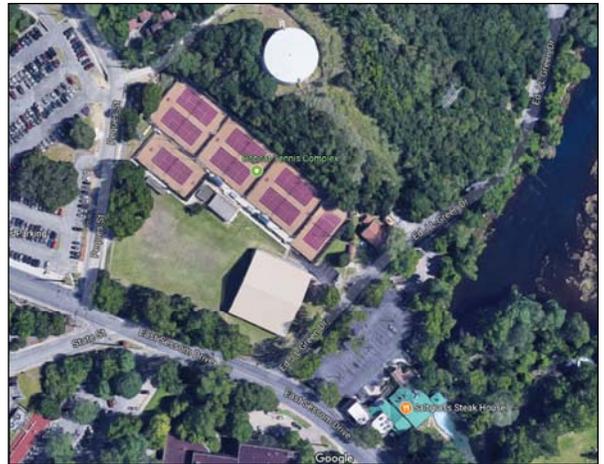
Derrick Hall: AS Academic classes are held in Room 324 on Tuesdays and Thursdays. Derrick Hall is also where our GMC/POC lounges, Uniform Room is located. Detachment 840 offices are 301 Derrick Hall.

Leadership Lab is assigned a location on campus each term by the University.



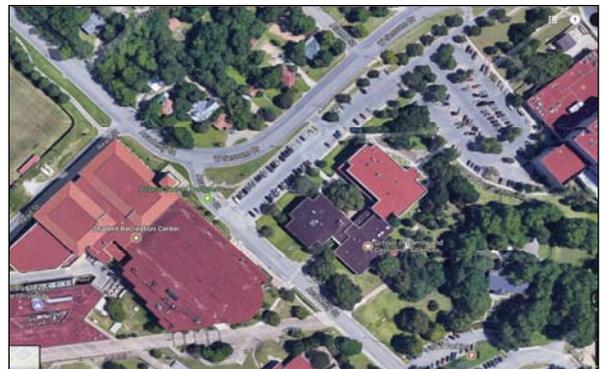
Derrick Hall is located on the Quad behind the Stallions, near the LBJ Student Center and Alkek Library.

Drill Pad: This is our location for the first of two mandatory PT sessions per week. The first PT session of the week is 1630-1730 after Leadership Lab on Tuesday. The Drill Pad is located by the Tennis Courts bordering Sessom and Peques Streets.



Student Recreation Center (SRC):

The second weekly session of Cadet Wing PT is on Thursday morning, 0600-0700, at the Student Recreation Center off Academy and Sessom Streets.



Interactive map available at [https://myatlascms.com/map/?id=308&mrkId=179863#!s/key=student rec](https://myatlascms.com/map/?id=308&mrkId=179863#!s/key=student%20rec)

Basic Grooming Standards

Cadets are expected to adhere to Basic Grooming Standards when attending ROTC activities.

Hygiene/Health and Wellness:

- ◆ Bathe regularly. Wash your body and your hair often.
- ◆ Trim your nails and keep them clean.
- ◆ Brush and floss. At the very least, brush your teeth twice a day and floss daily
- ◆ Get plenty of rest
- ◆ Eat healthy and take care of yourself - don't skip meals
- ◆ Keep clothing clean and neat

Hair:

Hair must be clean, well groomed, and neat. If dyed, hair will look natural. Hair will also not contain an excessive amount of grooming aids, touch the eyebrows when groomed, or protrude below the front band of properly worn headgear (for men only).

Females: Hair must not exceed three (3) inches in bulk, must not prevent proper wear of headgear, will not touch the eyebrows and will not extend past the bottom edge of the collar. Hair may be pinned-up by using hairpins, combs, headbands, elastic bands, or barrettes. Any accessories used **MUST** be conservative in nature and match the hair color. Ornaments and scrunches are **NOT** authorized.

Males: Hair must not exceed one and a quarter (1 1/4) inches in bulk and will not touch the ears or collar. Mustaches, if worn, will not extend downward beyond the upper lip or sideways beyond a vertical line drawn upward from the corner of the mouth.

Refer to: (http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2903/afi36-2903.pdf) Chapter 3

Figure 3.2. Female Hair Grooming Standards

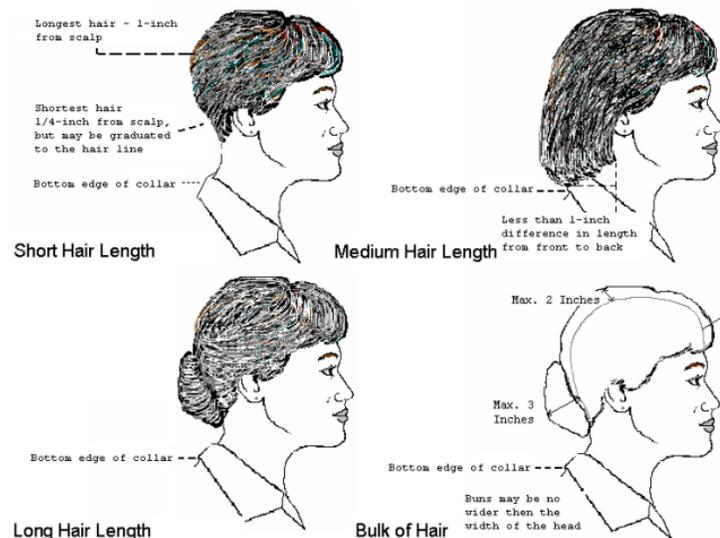
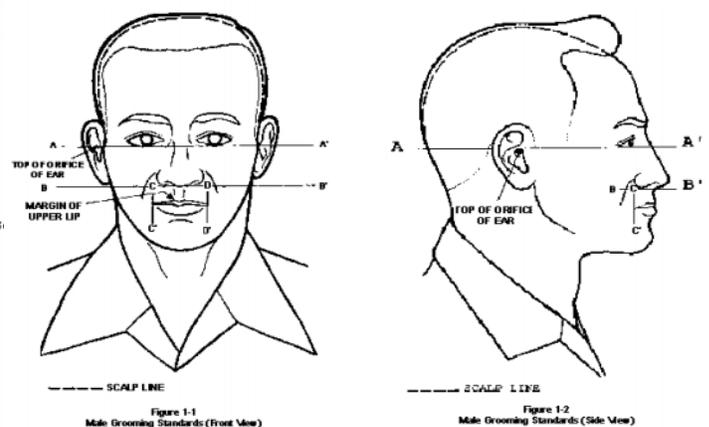


Figure 3.1. Male Hair Grooming Standards.



Jewelry (Male and Female - in uniform):

- ◆ Watches and bracelets must be conservative, not present a safety hazard, and worn around the wrist
- ◆ A maximum of three rings on both hands combined may be worn
- ◆ Necklaces will not be visible at anytime and if worn must be concealed under a collar or undershirt.
- ◆ Males are not allowed to wear earrings in uniforms or at anytime 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 pearl, or silver. If a member has multiple holes, the earring must be worn in the lower earlobes.

Cosmetics (Females only - in uniform):

- ◆ Male Cadets are not authorized to wear cosmetics
- ◆ Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.
- ◆ Male Cadets are not authorized to wear nail polish
- ◆ If worn by female Cadets, nail polish will be a single color that does not distinctly contrast with the female Cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized.



Customs and Courtesies

Proper Verbal Greetings

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. The following are proper greetings:

- ◆ "Good morning, Lieutenant Colonel Fehrman" (preferred), "Good morning, Sir or Ma'am", "Good morning Colonel"
- ◆ "Good evening, Technical Sergeant Huck" (preferred), "Good morning, Technical Sergeant"
- ◆ Address other cadets as "Cadet (last name)."

Saluting

Believed to have originated with knights during the middle ages, saluting is essentially saying "hello" to another member of the armed forces. Whenever outdoors and both parties are in official uniform, excluding PTUs, the greeting must be accompanied by a salute. In the Cadet Wing, a salute is used as a way to greet both Cadet and active duty Officers, and there are several rules to keep in mind regarding salutes. A salute indoors is rendered only when reporting to a senior officer or receiving an award.

Who/what to salute:

- ◆ The President of the United States
- ◆ Air Force Officers
- ◆ Officers from other services
- ◆ Warrant officers from other services
- ◆ Cadet officers (the POC)
- ◆ 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. Military members may also choose to salute during the national anthem when outdoors and not in uniform, or they may simply stand at attention with their hand on their heart.

When to salute:

- ◆ When you are outside and you walk past an officer, or an officer walks past you, render a salute and appropriate verbal greeting ("Good morning Sir/Ma'am") if both parties are in uniform, walking or standing and not in a formation. The salute and verbal greeting should be extended in which recognition is easy and audible. The salute should be offered early enough to allow the officer time to return the salute and extend a verbal greeting before passing.
- ◆ 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)
- ◆ Riding a bicycle (prohibited while in blues)
- ◆ In a Cross-Walk

If you are ever unsure of whether or not to salute, it is better to be safe than sorry. Saluting is a way to show respect for each other. The junior member should initiate the salute and render a greeting. This salute and greeting should be returned by the higher ranking member. Remember, mistakes are ok, this is a learning experience and you are not expected to be perfect on the first day but, it is important to learn from these mistakes.

Reporting In:

When reporting to an officer (active duty or cadet), certain procedures are followed. These procedures are outlined below:

- ◆ 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) and salute and say, "Sir (Ma'am), Cadet (last name) reports as ordered."
- ◆ If you are reporting without being told to come in or without an appointment you will state appropriately:
"Sir (Ma'am), Cadet (last name) reports."
- ◆ Continue to hold your salute until a salute has been returned and then follow directions from the officer (please be seated, at ease, etc.).
- ◆ 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.
- ◆ 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)."

Responses:

- ◆ When speaking to an Officer, Enlisted personnel, another Cadet, University Faculty and Staff always conduct yourself professionally and **never use profanity**.
- ◆ Remember, as an Air Force ROTC Cadet you are, at all times, representing the US Air Force, AFROTC Detachment 840, Texas State University, your family and yourself. Act accordingly.



Email and Phone Etiquette

Email:

It is recommended to check your email every night to stay current on ROTC events and information. Respond to all emails in a timely manner and within 24 hours. You should **acknowledge all emails** from Cadre regarding any task you are to complete

Immediately after receiving a "@txstate.edu" email account, begin using this instead of your previous account for professional purposes. The Cadre and Cadet corps will ONLY use your school specific account to contact you.

Whenever sending or replying to an email,

- ◆ Do have a clear subject line.
- ◆ Don't forget your signature block.
- ◆ Be sure to use a professional salutation.
- ◆ Don't use humor, sarcasm or all caps.
- ◆ Don't use fancy letter or colors.
- ◆ Be sure to proofread your message before sending.
- ◆ Don't ever assume the recipient knows what you are talking about.
- ◆ Be sure to reply to all emails in a timely manner and within 24 hours.
- ◆ Use the following templates:

Good Afternoon Captain Smith,

Yes, I am available to meet with you on Wednesday at 1600 hours.

Very Respectfully,

*FIRST MI. LASTNAME, C/4C, AFROTC Alpha Flight
Texas State University Det 840
myemail@txstate.edu
555-555-5555*

(acknowledgement of task assignment email from Cadre)

Good Afternoon Captain Smith,

Received and understood/ will comply

Very Respectfully,

*FIRST MI. LASTNAME, C/4C, AFROTC Alpha Flight
Texas State University Det 840
myemail@txstate.edu
555-555-5555*

Phone:

Never forget the benefits of a phone call. With a voice to voice phone conversation, issues may be dealt with faster, there is less room for a misunderstanding, you can gather context and relay emotion or other concerns that would normally be lost in a written correspondence and you can develop your verbal communication skills. The Cadre and Cadet Wing will use your cell phone number to make contact with you when necessary. ***It is your responsibility to immediately notify the Detachment of any contact information changes.*** Also, please remember to keep your phone on silent or vibrate during classes. Additionally, you will use GroupMe to communicate with your instructor for class, PT and LLAB changes and cancellations.

Store the following useful contact information in your phone ASAP:

AF ROTC Detachment 840 Main Office

512.245.2182

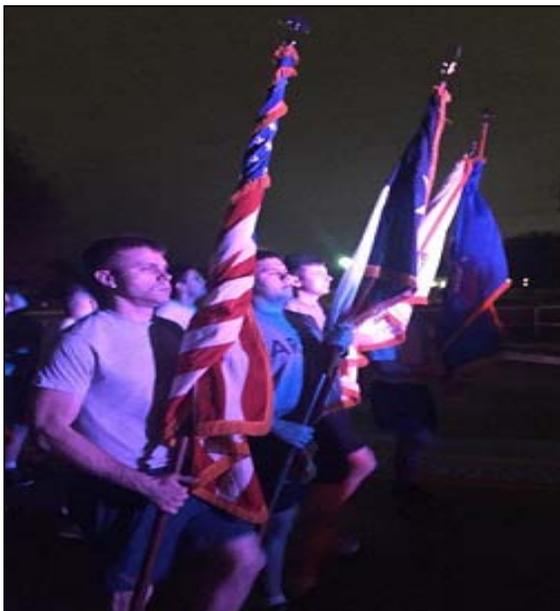
Texas State University Police Department

512.245.2805 (non-emergency number)

Orientation and Uniform Issue

New Cadet Orientation:

New cadets are **required** to attend AFROTC New Cadet Orientation in Derrick Hall at the date and time that will be emailed towards the end of summer. Monitor your school email account for specific instructions. Dress for the orientation is Physical Training Gear. At orientation cadets will fill out initial paperwork and have height and weight measurements taken. HSSP Cadets will make appointments to be measured for their uniforms.



Uniform Wear:

Until you are issued a uniform, the LLAB uniform for new cadets will be khaki (no cargo pockets) or tan dress pants, casual shoes, a black or brown belt, and a Maroon polo shirt (tucked in). If the LLAB activity will be outside, you may wear a conservative jacket or coat, hats and gloves for cooler weather. Cadets who have not yet been issued uniforms will wear this uniform all day on Tuesdays and Thursdays.

Cadets who are issued a uniform are required to wear the designated uniform of the day all day on Tuesday and Thursday.

Toward the beginning of the academic year before your LEAD attendance, you will be contacted to make an appointment to be measured for your uniforms. You will be issued uniforms during the first weeks of the Spring semester.

Reporting Civil and 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. On campus parking tickets do not need to be reported.

To report a civil involvement, Cadets must initiate the report through their WINGS Account on a computer, NOT A MOBILE DEVICE, within 72 hours of the incident. Training for making this type of report will take place at the first LLAB on Friday, 29 August 2017. The Cadet must also immediately notify the Detachment, by email at afrotc@txstate.edu, that they have filed an incident report in Wings. Follow up actions will be discussed with the Cadet by the Cadre after submission of the report.

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 (30) 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.

General Information:

The Detachment:

Detachment 840 is structured much like the USAF functional wing structure . The Cadet Corps is called a “Wing”, and is headed by the Cadet Wing Commander. The training objectives of AFROTC and of the Cadre at Detachment 840 are carried out by the Cadet Wing Commander and his/her staff. The Cadet Wing Commander and staff run the Wing under the guidance of the Cadre.

The 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 Detachment 840, the Officers and NCOs are supported by a civilian administrative staff member.

General Military Course (GMC)

The General Military Course (GMC) introduces Cadets to the United States Air Force and prepares them for selection to Leadership Evaluation and Development (LEAD). As Freshmen, Cadets are enrolled in AS100 (Foundation of U.S. Air Force); coursework designed to acquaint students with the U.S. Air Force and Air Force Reserve Officers' Training Corps. Topics include mission and organization of the Air Force, professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and introduction to communication skills. During their Sophomore year, Cadets are enrolled in AS200 (Evolution of U.S. Air and Space Power); course work designed to motivate students to transition from Air Force ROTC Cadet to Officer Candidate. 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).

Professional Officer Course (POC)

This program is for Cadets who have successfully completed LEAD. This program allows Cadets to practice the leadership skills they have developed during their time as GMC Cadets, in their Aerospace Studies courses, and at their LEAD training. The POC Cadets run the day-to-day operations of the Detachment as well as plan and run weekly LLAB and PT (Physical Training) as they prepare for entrance into the active duty Air Force. Junior year cadets are enrolled in the AS300 (Air Force Leadership Studies) course and Senior Cadets are enrolled in the AS400 (National Security Affairs/Preparation for Active Duty). POC cadets are Cadet Officers. Their rank corresponds with Wing positions that are awarded to them by the Cadet Commander and Cadre.

Leadership Lab

Leadership laboratories (“Lead Labs” or “LLABs”) will include things like briefings, inspections, leadership projects, drill and ceremony and more. LLAB takes place once a week (Tuesdays from 1400-1600 hours) in an auditorium assigned by the university and is attended by the entire AFROTC Cadet Corps. LLAB helps to build your confidence and provides you with insight as to the role of an Air Force officer. Some LLABs occur outside of this auditorium to include more hands on activities and training (e.g. drill practice, team building exercises). Attendance at LLAB is mandatory and LLABs are planned and carried out by the POC Cadets and Cadet Wing Commander under the guidance of the cadre.

The Cadet Honor Code

"We will not lie, steal, or cheat, nor tolerate among us anyone who does.

Frequently asked questions:

What grades do I have to maintain?

To maintain eligibility for the AFROTC program (to compete for LEAD attendance and contract) a GMC Cadet, must maintain a 2.00 cumulative GPA, complete all Aerospace studies classes with a grade of 2.00 or above, pass all LLABs and must be enrolled as a full time student. Scholarship Cadets must maintain a 2.50 GPA for both term and cumulative grades. Once a Cadet is contracted (upon completion of LEAD) the Cadet must maintain a 2.00 term and cumulative GPA and must be enrolled as a full time student. These are the minimums. AFROTC is a competitive program and you must strive to maintain a high GPA in order to be eligible for consideration of “in college” scholarships, rated slot positions (Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Officer), and to be competitive for your desired non-rated career field.

What is involved in the physical training (PT)?

Each Cadet must attend physical training every Tuesday from 1630-1730 and Thursday from 0600-0700. If a Cadet has an excused absence, they will be allowed to make it up. Physical training is designed to help you achieve a fitness level to meet Air Force standards. The Air Force PT Fitness Assessment consists of pushups, sit-ups and a 1.5 mile run. and you receive points based on your time. The score charts for the Air Force fitness assessment are available online: <http://www.afpc.af.mil/affitnessprogram/charts.asp>

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

No. Air Force ROTC provides all books and uniforms required for our classes at no expense to the Cadets. However, the uniforms remain the property of the United States Air Force and you are responsible for maintaining the cleanliness and condition of the uniforms issued to you which will include dry cleaning and laundering expenses. If a uniform becomes damaged or lost while in your care, you may be responsible for the cost of replacing the uniform.

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, SAT/ACT scores, physical fitness, overall performance, and choice of major. The majority of AFROTC scholarships are awarded to Cadets in technical degree fields such as engineering, physics, or computer science. Cadets may be considered for the in-college scholarship program after successfully completing at least one term in college. Other organizations, such as the Order of Daedalians, offer in-college scholarships as well. The Cadre and POCs will have information about scholarship opportunities.

Do I have to take the ASVAB (Armed Services Vocational Aptitude Battery)?

No. However, you do need to take and pass the AFOQT (Air Force Officer Qualifying Test) during your Sophomore year and prior to selection for LEAD. The AFOQT is a standardized test that measures verbal and math aptitude (similar to the SAT and ACT) as well as additional aptitudes relevant to specific career fields and can only be taken twice. It is also used to qualify for rated slot assignments. If any of your ACT component scores are less than 21, you are strongly encouraged to take a Speed reading and/or Study Skills course to better prepare for taking the AFOQT. There are also AFOQT test preparation guides available.



Do I have to attend basic training?

You will NOT attend Air Force basic training at Lackland Air Force Base, Texas. Basic Military Training is for enlisted personnel only. You will however need to attend LEAD (Leadership Evaluation and Development) for AFROTC Cadets during the summer between your Sophomore and Junior years. LEAD is held at Maxwell Air Force Base in Montgomery, AL and Camp Shelby in Hattisburg, MS. Attending LEAD is required to be commissioned in the United States Air Force.

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, LEAD 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 Sophomore and Junior years.

Can I participate in other activities at the University?

Yes, you can participate in just about any student organization here at Texas State University and are encouraged to do so. Involvement in other student organizations provides you with a well rounded college experience and will help you gain skills that will be valuable assets for you as an Officer and leader.

AFROTC has also other activities besides classes and Lead Lab:

Arnold Air Society (AAS) is a professional, honorary, service organization dedicated to the development of effective Air Force officers and advocating the support of aerospace power. It is comprised of Cadets throughout the USAF officer candidate training programs. The primary purpose of this organization is to provide community service as well as to promote awareness of the Air Force and the military within the community.

The Detachment 840 Color Guard proudly supports honorary, service, and ceremonial events providing Cadets with an opportunity to put their pride, dedication, and talent on display. The Color Guard demonstrates teamwork and

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 (2nd Lt) in the United States Air 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). The Air Force offers careers in engineering, finance, contracting, intelligence, security forces and many more. You will have a full time job with the Air Force upon graduation from college and commissioning.



Rank Structure:

AFROTC RANK STRUCTURE

	Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)	
O f f i c e r			Cadet Colonel (C/Col)	AS 400 Cadets
			Cadet Lieutenant Colonel (C/Lt Col)	
			Cadet Major (C/Maj)	
			Cadet Captain (C/Capt)	AS 300 Cadets
			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

US AIR FORCE RANK STRUCTURE

E-1	E-2	E-3	E-4	E-5	E-6	E-7		E-8		E-9		E-9	
Airman Basic (AB)	Airman (Amn)	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 Bgt)	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)

Common Acronyms/Abbreviations:

AAS - Arnold Air Society	HSSP - High School Scholarship Program
ABU - Airman's Battle Uniform	IAW - In Accordance With
AETC - Air Education and Training Command	IG - Inspector General
AFB - Air Force Base	LEAD - Leadership Evaluation and Development
AFI - Air Force Instruction	LEADM - Leadership Evaluation And Development Manual
AFIT - Air Force Institute of Technology	LEADTP - LEAD Training Preparation
AFM - Air Force Manual	LLAB - Leadership Laboratory
AFOQT - Air Force Officer Qualifying Test	NCO - Non-Commissioned Officer
AFSC - Air Force Specialty Code	NCOIC - NCO in Charge
ASAP - As Soon As Possible	NLT - No Later Than
AU - Air University	OPS - Operations
CC - Commander	PAS - Professor of Aerospace Studies
COB - Close of Business	PDT - Professional Development Training
CTA - Cadet Training Assistant	PFA - Physical Fitness Assessment
CW - Cadet Wing	POC - Professional Officer Course
D&C - Drill and Ceremonies	PSP - POC Selection Program
Det - Detachment	PFA - Physical Fitness Assessment
DoD - Department of Defense	PFT - Physical Fitness Test
DoDMERB - Department of Defense Medical Examination Review Board	PT - Physical Training
EAD - Enter Active Duty	PTG – Physical Training Gear
FLT - Flight	ROTC - Reserve Officers' Training Corps
FTO - Flight Training Officer	SQ - Squadron
GMC - General Military Course	TBAS - Test for Basic Aviation Skills
GLP - Group Leadership Problem	

Be prepared:

Your first PFT (Physical Fitness Test) will take place early in the Fall semester and consists of three major components; push ups, sit-ups and a 1.5 mile run.

The AFROTC website recommends the following tips to prepare for and pass the PFT:

- ◆ Develop a plan to improve your physical fitness. Take the entire test early to get a baseline for improvement, then make an exercise plan to improve each event score. Remember, you don't need to be an athlete to pass the PFT. You just need to get in and stay in PFT shape.
- ◆ Set short- and long-term goals. Set six-week goals, semester goals and LEAD board goals for improving individual event scores and your overall score.
- ◆ Ask your instructor for the average scores in programs for which you want to be selected.
- ◆ Find a workout buddy.
- ◆ Work the PFT exercises to help you adjust to an active lifestyle. Use small amounts of time to improve overall fitness.
- ◆ Clear your mind after a long study session by going for a run. Take study breaks and do some quick exercises.
- ◆ You don't need to be at a gym or fitness center to improve your PFT. Work on sit-ups and push-ups in your room. Be creative.
- ◆ Overall, just stay positive and stick with it.

US 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.

AIR FORCE MISSION

Fly, fight and win - in air, space and cyberspace.

AIR FORCE ROTC MISSION

Develop premier leaders of character for the Air Force.