

**HOLM CENTER T-203**

**AFROTC  
FIELD TRAINING MANUAL**



**HQ AFROTC/DO**

**January 2016**

Name: \_\_\_\_\_

Detachment: \_\_\_\_\_

FTU: \_\_\_\_\_

Squadron: \_\_\_\_\_

Flight: \_\_\_\_\_

Emergency Contact Name/Relationship:

\_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

## ***PREFACE***

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*“War makes extremely heavy demands on the soldier’s strength and nerves. For this reason, make heavy demands on your men in peacetime exercises.”*

-- German Field Marshall Erwin Rommel

Welcome to Field Training Preparation. Field Training is a mandatory program for all individuals qualified to pursue an Air Force commission through AFROTC. *The program is designed to evaluate military leadership and discipline, determine your potential for entry into the Professional Officer Course (POC), and stratify you among your peers.*

This Field Training Manual (FTM) is yours to keep, and you must take it with you to Field Training (FT). Everything you need to know to prepare for FT is included within this FTM. You will be responsible for the content of this manual for the entire duration of FT. You may write in, highlight, tab, or underline this manual as desired. Ensure you have a thorough understanding of this material prior to departing for your Field Training Unit (FTU); you will be held accountable upon arrival.

FT is conceived as a mock Air Expeditionary Force (AEF) deployment, and is therefore designed in line with the Air Force expeditionary concept in mind. For this reason, all cadets attending FT will need to be mentally and physically prepared for a rigorous, demanding schedule for the duration of their time at FT. Training during FT will generally follow the AEF deployment concept (i.e., Staying Ready, Deploy, Employment, Fight and Survive). Keep in mind that this is not a hard-and-fast agenda--FTU staff may adjust the timeline when required or when deemed prudent and necessary for the attainment of FT goals. Additionally, you will be tested on this manual and must pass the test with a minimum score of 70% to complete FT. This will be a partially open book/partially closed book test, and a single retake will be permitted in the event that you fail your first attempt. Failure to pass this retest with the minimum score will result in your immediate removal from FT with prejudice. Scoring below 80% will result in an automatic “unsatisfactory” on the “Preparation for Field Training” portion of your Field Training Performance Report (FTPR) (no retest will be given for scoring between 70% and 80%). Two or more “unsatisfactory” ratings on your FTPR will also result in your removal from FT with prejudice, as well as a combination of two or more marginals with an unsatisfactory rating.

The sections and/or paragraphs of this FTM are identified by three different levels of understanding--Knowledge, Familiarization and Information.

Knowledge: These sections will be indicated by a **(k)**. You will memorize and demonstrate proficiency in these areas and will be required to take an open-book test on the information.

Familiarization: These will be indicated by an **(f)**. You will not be required to memorize the information, but will be held accountable for finding the information when necessary.

Information: These sections will be indicated by an **(i)**. These areas are for informational purposes only; you will not be required to memorize the information and will not be tested on it.

Your detachment staff will provide you with orders, tickets, uniforms and other items which you are required to take to FT. You'll need to keep two copies of your orders with you at all times. Before you depart, provide your family with a copy of your orders, scheduled departure times and return times, and the MAX address and phone number (annotated within this document). You MUST show up to field training with all required items and proper documentation. If you fail to adhere to these guidelines, you risk being disqualified from FT.

Advise your family that if an emergency should arise, the best way to contact you is through the detachment or the American Red Cross. If you have a pending family/personal issue that may become an emergency while you are at field training, you MUST let your detachment personnel and field training cadre know as soon as possible. Also, it is extremely important that prior to departing for FT you verify and update your emergency data (name and address of next of kin) with your detachment personnel and ensure that the emergency data is uploaded into the WINGS.

Except for the final parade, cadets are **not** permitted to have visitors while at field training. Advise both family and friends they will **not** be allowed to visit with you while assigned to the FTU. This includes religious services. If you have family or friends that wish to attend your graduation parade they may attend the parade held on TD26. If your visitors don't have proper identification to enter military installation (such as military ID, retiree ID, reserve or National Guard ID, etc) you will be required to provide the following information during in- processing:

1. Names (alphabetical order)
2. Drivers License Number (if over 16 years old)
3. SSN and Date of Birth (for visitors under 16 years old)

**If you do not provide this information to your det NLT 1 week prior to TD-0 (and your visitor does not have an ID that allows unrestricted access to a military installation), YOUR VISITOR WILL NOT BE ALLOWED TO ENTER MAXWELL AFB. Additionally, during heightened Force Protection Conditions (FPCONS) (Bravo and above), non-US citizens will not be allowed to enter Maxwell AFB.**

Inform your visitors that the parade generally begins at 0900 Central Standard Time (CST) on TD-26, so visitors should plan to be at Maxwell AFB by 0815. Directions to the parade field will be provided at the Maxwell AFB Visitor's Center. Parade time is subject to change due to inclement weather or other factors.

If you have visitors, you will be allowed to visit with them immediately after the parade. You will be allowed to show them your dorm room and the training areas near OTS training campus. Additionally, you will be allowed to have lunch with them but are restricted to facilities located on Maxwell AFB, AL (NOTE: off base travel is prohibited) You must report back to your flight no later than 1300 the same day. Cadets are **not** permitted to depart FT with visitors on TD-26 or TD-27 (exit day).

All cadets traveling to Field Training are required to wear civilian clothing of a professional nature (e.g. slacks and a polo shirt, no profanity or unprofessional logos). In order to avoid training delays, cadets will also carry with them a set of short sleeve blues with black low quarters, no ribbons or badges, as well as a full Physical Fitness Uniform (PTU). Your issued duffel bag (NSN 8465-01-117-8699 or equivalent) and a backpack/carry-on (must conform to AFI 36-2903) are the **only** authorized luggage items. In accordance with TSA guidance, you must have an identification tag attached to your luggage. Place one copy of your orders in each luggage item. **Do not write or mark your name on the duffel bag.**

If you have any questions about FT or the FTM, ask your detachment staff. Keep in mind; you are preparing for a commission in the world's finest Air Force ... stay motivated and good luck!

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**CHAPTER 1: WARRIOR KNOWLEDGE (k)**

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1. **WARRIOR KNOWLEDGE:** All cadets will be required to demonstrate knowledge of the following information and repeat it verbatim when questioned by FTU staff.

a. **USAF Chain of Command:**

**President:** \_\_\_\_\_

**Sec of Defense:** \_\_\_\_\_

**Sec of the Air Force:** \_\_\_\_\_

**USAF Chief of Staff:** \_\_\_\_\_

**AETC/CC:** \_\_\_\_\_

**AU/CC:** \_\_\_\_\_

**Holm Center/CC:** \_\_\_\_\_

**AFROTC/CC:** \_\_\_\_\_

**Field Training Staff (learned at arrival at FT)**

b. **USAF Major Commands:**

(1) **Air Mobility Command: Scott AFB, IL**

(2) **Air Combat Command: Joint Base Langley-Eustis, VA**

(3) **AETC: Joint Base San Antonio-Randolph, TX**

(4) **Air Force Space Command: Peterson AFB, CO**

(5) **Air Force Special Operations Command: Hurlburt Field, FL**

(6) **United States Air Forces in Europe: Ramstein AB, Germany**

(7) **Pacific Air Forces: Joint Base Pearl Harbor, Hickam, HI**

(8) **Air Force Materiel Command: Wright-Patterson AFB, OH**

(9) **Air Force Reserve Command: Robins AFB, GA**

(10) **Air Force Global Strike Command; Barksdale, LA**

c. Mission Statements



**AIR FORCE MISSION (k):**

TO FLY, FIGHT AND WIN... IN AIR,  
SPACE, AND CYBERSPACE.



**HOLM CENTER MISSION (k):**

WE BUILD LEADERS.



**AFROTC MISSION (k):**

DEVELOP QUALITY LEADERS  
FOR THE AIR FORCE.

**AFROTC FIELD TRAINING MISSION (k):**

TRAIN AND EVALUATE CADETS FOR POTENTIAL ENTRY  
INTO THE PROFESSIONAL OFFICER COURSE

**d. The Air Force Code of Conduct**

**I.**

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

**II.**

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

**III.**

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

**IV.**

If I become a prisoner of war, I will keep faith in 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.

**V.**

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

**VI.**

I will never forget 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.

**e. Important Quotes to Memorize:**

*“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 protestor 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.”*

General Daniel S. “Chappie” James, USAF

f. *The Air Force Song*

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder,  
At 'em boys, give'er the gun!  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing'll stop the U.S. Air Force!

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!  
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 U.S. 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 the nose out of the blue!  
Flying men, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on. Hey!  
Nothing'll stop the U.S. Air Force!

g. ***THE AIRMAN'S CREED***

I AM AN AMERICAN AIRMAN.  
I AM A WARRIOR  
I HAVE ANSWERED MY NATION'S CALL.

I AM AN AMERICAN AIRMAN.  
MY MISSION IS TO FLY, FIGHT AND WIN.  
I AM FAITHFUL TO A PROUD HERITAGE,  
A TRADITION OF HONOR,  
AND A LEGACY OF VALOR.

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.

1. TRAVEL

- a. Because FT attendance is mandatory for an AFROTC commission, the Air Force will pay for your travel to and from FT only. Regardless of the mode of travel, scholarship cadets will receive a prorated share of the current per diem payment based on travel time. Cadets may also be reimbursed for mileage to and from the airport, bus, or rail terminal. Cadets will be issued a duffel bag by their detachments. This bag and a carry-on/backpack (which conforms to AFI 36-2903) are the only authorized luggage items. Your backpack/carry-on should be black and conform to AFI 36-2903. Small logos are authorized, but backpacks will not have ornamentation, a high gloss, designs or hanging/dangling objects. Cell phones are allowed and may be any color. Cadets will not place items on their carry-on or duffel bag that detract from the professional image of the Air Force (e.g. colored/patterned duct tape, ribbons, etc.).
  - b. Due to an increase in FPCON, cadets will travel to FT in civilian attire. In order to avoid training delays due to lost or delayed luggage, arriving cadets will ensure that they pack a full Physical Training Uniform (PTU) and a full set of short-sleeve blues in their carry-on so that they can participate in all FT activities on TD1 and TD2. Graduating cadets will depart FT in civilian attire.
  - c. Your detachment is only authorized to procure airline travel through the Maxwell AFB AL TRAVCO travel office. The point of departure (POD) and return location must originate from and return to either your home of record or your detachment location. **The location used must be the actual location from which you will depart**, i.e. if your detachment is in Phoenix but you will be departing from your home in Seattle, you will use Seattle in your travel orders. Your travel orders will specify a POD to Maxwell AFB AL and upon completion of training, return to the same POD. Your POD is the city and state of where you woke up, NOT the city and state of the airport code.
- (1) **AIR TRAVEL.** Air transportation is the normal mode of travel if the POD is 150 miles or more away from Atlanta International Airport (ATL) or Maxwell AFB AL. Air Force Reserve members are authorized to travel by military

aircraft on a space-available basis; however, they are not authorized travel pay for that portion of travel.

- (a) Your detachment will provide electronic airline tickets and a flight itinerary. Once you receive these items, verify the information to ensure complete round trip travel to and from the correct locations. Contact the airport for recommended arrival times. Commercial airlines have strict baggage codes. You will be responsible for any excess baggage costs. You should only travel with a backpack/carry-on bag and your issued duffel bag (which will be checked). **Show your orders when checking your duffel bag.** Showing orders should prevent you from paying most baggage costs.
- (b) If you lose your itinerary, contact your detachment for a copy.
- (c) Upon receiving your electronic tickets, you must contact the designated airline, confirm your reservation and ensure the ticket is paid for by your detachment **NLT 3 days** prior to your departure. If the airline has no reservation or the ticket is not paid for, contact your detachment **IMMEDIATELY**. You must report to the airline counter at least 1 hour prior to your scheduled flight.
- (d) Overseas transportation will be provided only for cadets who reside in Alaska, Hawaii and US territories (Puerto Rico, Guam, Virgin Islands, or American Samoa) or whose sponsor is active duty military on PCS orders. Otherwise, cadets traveling from overseas will receive government provided transportation from and to the same port-of-entry. Any remaining travel expenses (to include lodging) will be at the cadet's expense. Overseas inbounds to FT are allowed to fly **one** day prior than original travel day date. Cadets traveling from overseas locations must plan accordingly for proper rest and nutrition when traveling to FT.
- (e) **Ensure your flight into Atlanta will arrive no later than 1400 hours, Eastern Standard Time (EST) on your arrival day.** In the event your flight to FT is rescheduled, contact your detachment staff immediately. They will coordinate with HQ

AFROTC/DOT and the FTU staff accordingly. **DO NOT** volunteer to be bumped from your scheduled flight to FT under **any** circumstances.

- (f) Cadets with PODs less than 150 miles from Atlanta must be dropped off at the airport via automobile, bus, or rail. Overnight parking is not authorized.
- (g) When you fly into Atlanta, retrieve your baggage from the claim area and immediately report to the designated AFROTC check-in desk. Look for the signs pointing you toward AFROTC Check In. You will then travel by HQ/AFROTC procured transportation to the FTU. Prior to departing to the FTU, you will be given your flight assignment letter and you will be able to call home one final time to provide your loved ones with this information. Ensure you have sufficient funds or means to make this telephone call. Telephones are off-limits upon loading HQ/AFROTC procured transportation (bus). **Inbound cadets will not intermingle with outbound graduated cadets.**
- (h) Following FT, cadets will depart from Atlanta International Airport (ATL) and return to their original POD only. **No itinerary changes will be authorized.** **Exception:** FTU staff will facilitate changes, as necessary, for cadets released or removed early from the FTU and will ensure cadets travelling by POV to Maxwell are returned to Maxwell. Notify your detachment if there is a change in any of your travel plans.
- (i) Cadets should bring \$200 cash for incidental expenses while at FT to defray any personal expenses and must bring a credit card to pay for a hotel in the event you are delayed overnight. If you must stay overnight in a hotel, contact AFROTC/DOT 334-322-0167 immediately for both accountability purposes and in order to get the hotel costs transferred over to HQ AFROTC. If the costs are not transferred, it is likely you will not be reimbursed for the hotel.

- (2) **BUS/RAIL TRAVEL.** Bus or rail transportation is reserved for cadets whose POD is less than 150 miles from Atlanta International Airport or Maxwell AFB, AL.
- (a) Your detachment will provide you with bus/rail tickets, a travel itinerary, or a Government Transportation Request (GTR), which is similar to a certified check. If you receive a GTR, it is your responsibility to secure your tickets at the terminal. As with airline tickets, bus/rail tickets and the GTR are your responsibility. If they are lost or stolen, you will have to replace them at your own expense. Verify all travel information to **ensure you will arrive no earlier than 1200 hours (EST) and no later than 1400 hours (EST)**. If your tickets indicate you will arrive after 1400 hours (EST), notify your detachment immediately to facilitate a change.
  - (b) Bus and rail lines have strict baggage codes. Contact your carrier to inquire about baggage restrictions. You will be responsible for any associated costs for exceeding baggage restrictions. Arrive at least 1 hour prior to your scheduled departure.
  - (c) An AFROTC representative and FTU staff member will be at the terminal to transport you to your FTU. If an AFROTC member is not present, contact your FTU immediately to announce your arrival. Prior to departing the terminal, you will call home one final time to let your loved ones know you arrived safely. Ensure you have sufficient funds or means to make this telephone call. Telephones are off-limits upon arrival at the FTU.
- (3) **POV TRAVEL.** POV travel is highly discouraged and is **only authorized** for cadets whose POD is less than 150 miles from Maxwell AFB or less than 150 miles from Atlanta International Airport (ATL).
- (a) If cadets drive to ATL, they **will not** be reimbursed for any type of airport parking. To avoid expensive parking fees cadets should only be dropped off at ATL. Any parking fees incurred will be your responsibility. You must notify your detachment and coordinate your anticipated arrival date and time. **Ensure you schedule**

**your arrival time no later than 1400 hours, Eastern Standard Time (EST). Notify your detachment immediately about any delays!** Upon your arrival to the airport terminal (north) immediately report to the designated AFROTC check-in desk. You will then travel by HQ/AFROTC procured transportation to MAFB. Prior to departing to the FTU, you will be given your flight assignment letter and you will be able to call home one final time to provide your loved ones with this information. Ensure you have sufficient funds or means to make this telephone call. Telephones are off-limits upon loading HQ/AROTC procured transportation (bus). **Inbound cadets will not intermingle with outbound graduated cadets.**

- (b) If cadets drive to Maxwell AFB, AL, **you should follow the signs from the Maxwell Blvd. gate, and plan to arrive at building 1432 (AFROTC dorms) parking lot not earlier than (but as close as possible to) 1200 hours (CST) on the authorized travel day.** Plan accordingly for time to obtain a base pass. If you arrive prior to the authorized travel day, you will be responsible for your own accommodations. Call the InG NCOIC at 334-303-5253 or 334-301-5631 to arrange a pick-up from the parking lot. Remain in the parking area until a InG staff vehicle arrives to retrieve you.
- (c) Any incidents (accidents, tickets, etc.) which occur while traveling to FT must be reported during in-processing. Incidents while traveling from FT must be reported to your detachment. You should be prepared to provide the following information:
  - 1. The location and time of the incident.
  - 2. The name and address of other person(s) involved.
  - 3. The name and address of any witness.
  - 4. The tag number and make of the vehicle(s) involved.
  - 5. Any other pertinent details concerning the incident.
- (d) You should call home one final time prior to entering the base to let your loved ones know you arrived safely at FT. Telephones are off-limits upon arrival at FT.

- (e) Driving on base is a privilege and you must satisfy all requirements prior to being allowed to enter the base. You must bring a valid driver's license, proof of automobile insurance (minimum requirement for the state in which automobile is registered), state vehicle registration, and (if the vehicle is not yours) you must have notarized, written permission from the vehicle owner.
- (f) Your POV will be parked at the building 1432 parking lot and locked for the duration of FT. Do not leave items of value where they can be seen. You may want to purchase a sunscreen or car cover to prevent heat damage to the interior.
- (g) You must turn-in your car keys during in-processing; they will be secured with your Flight Training Officer (FTO) for the duration of FT. **Your POV is off-limits during FT.**
- (h) You will be reimbursed at either the current mileage rate or the cost of the government ticket (whichever is less). However, you will not be reimbursed for mileage if you are a passenger in an auto or aircraft operated by another individual (active duty, cadet, etc.) who will receive travel allowances. A travel worksheet comparing a government cost ticket and POV mileage costs must be accomplished to receive reimbursement.
- (i) **Do not check in at the billeting office.** Your quarters will be assigned during in-processing at the FTU. Cadets will report to the ROTC dorms (building 1432).

2. **COMMERCIAL TRAVEL LUGGAGE INSTRUCTIONS.**

Mark your luggage with a luggage tag with the following example: **Cadet (your name), AFROTC, MAX# \_\_\_\_\_ Bldg 1432, Maxwell AFB, AL 36112.** If your luggage is lost upon your arrival, contact your carrier, complete a lost luggage form and request delivery to the same address.

3. **FTU CONTACT INFORMATION.** If you have any problems en route to FT, contact your FTU at:

- (a) Arrival to ATL (air/bus/POV): 334-322-0167 (ATL Staff)

(b) Arrival to Maxwell AFB (POV or bus): 334-303-5253 or 334-301-5631 (InG NCOIC)

4. **SETTLEMENT.** Only Scholarship/Contract cadets will receive travel per diem to/from FT. Cadets must follow the instructions below to receive travel pay and mileage to/from airport or FTU. Note: non-scholarship cadets may submit travel vouchers for mileage to/from airport or FTU and meals eaten on travel days **(must have receipt for meals for reimbursement).**

- a. Make all your pay entitlements known to the Command Support Staff (SDCS) with sufficient time to be resolved before you depart from the FTU. If you are unsure about any money matters, discuss them with the SDCS section. Also, inform the SDCS section of any terminal mileage (travel from your house to the airport, rail or bus station and back) that should be reimbursed. Make sure you keep all receipts during your travel for reimbursement.
- b. You will receive a DD Form 1351-2, *Travel Voucher or Sub-voucher*, and detailed instructions on how to complete the form. You must attach all your receipts, any unused tickets, four (4) copies of your orders, and a copy of a deposit slip or voided check (for direct deposit requests) to the DD Form 1351-2, which will be completed when you return home.
  - (1) THE DD FORM 1351-2 MUST BE COMPLETED IN ORDER FOR YOU TO RECEIVE ALL YOUR TRAVEL PAY ENTITLEMENTS.
  - (2) The completed voucher must be mailed or hand-carried to your detachment within 5 business days of returning home – do not wait until you return to school for the fall term.

CHAPTER 3: IN-GARRISON (InG) (MAXWELL AFB, AL)

CHAPTER 3.1: UNIFORMS, CLOTHING, AND SUPPLIES (i)

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1. **GENERAL GUIDELINES.** Your detachment will issue most uniform items needed for FT. You will be required to bring certain additional items at your own expense. Issued items must be used at FT. Other than for medical reasons (written documentation from a qualified medical professional must be provided), you are not authorized to replace issued items with personally procured items (**exception:** alternate styles of sage green boots procured by the cadet are authorized provided they meet AFI requirements). Other items will be issued to you at FT. All issued (uniform and equipment) items are your responsibility; you will be liable for their replacement.
  - a. **Grooming Standards.** All cadets must comply with AFI 36-2903 and AFROTC Supplement to 36-2903, regarding Cadet Uniforms and Insignia. Additionally, the following standards apply:
    - (1) Mustaches and make-up are not authorized while at FT.
    - (2) Each cadet must maintain his/her personal hygiene and shower at least once per day. Showers are mandatory whenever Personal Hygiene (PH) time is scheduled, and cadets must wash hands after using the latrine. All cadets will change undergarments each day and will not wear uniforms more than two days without washing them. Laundry service will be provided while at both MAFB and AEF. Cadets are responsible for implementing a laundering schedule amongst flights and squadrons to arranging laundry pick-up and drop-off (within provided scheduling guidance).
    - (3) In order to ensure proper hygiene, each cadet must mark all undergarments, towels and washcloths with a **permanent clothing marker**. Mark clothing using the following convention: first letter of last name followed by last four digits of your social security number (for example, P1234). You will mark your clothing as per guidance that will be provided to you on TD1 by your InG staff.

- (4) Male Cadets must appear clean-shaven at the first PT session of the day. To meet this standard, male cadets may shave prior to lights out. **However**, males will always appear clean-shaven while in uniform. If required, male cadets will shave during the first period of personal hygiene time each day.
- (5) Female trainees will wear their hair IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* as they would with blues or ABUs, including marching to and from PT. **Exception:** When actively participating in PT, female hair may have loose ends, but will still be above the collar. Additionally, to prevent mold growth females may wear their hair down during Call to Quarters (CTQ) (see Chapter 8).
- b. **Uniforms.** Military uniforms must be worn in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFROTC Supplement to AFI 36-2903 which includes AFROTC Cadet Uniforms and Insignia. **Note:** Due to the current supply of ABUs, cadets may bring any combination of ABUs with them to FT 2016. When worn, the ABU top and bottoms must match (i.e. light weight top with light weight bottom or heavy weight top with heavy weight bottom) but either cap may be worn with both uniform types.
- c. **Caps.** All caps must be clean and fit properly.
  - (1) When not worn or stored, flight caps will be tucked under the left side of the belt between the first and second belt loops. The cap will be flush with the top edge of the belt, on the left side of the body, with the open end of the cap facing the wearer's left pocket.
  - (2) The ABU cap will be placed inside the left cargo pocket if not being worn. The cap will not be visible while in the pocket.
- d. **Hydration System.** A hydration system will be provided to you at field training. Your hydration system is always worn with ABUs and PTUs unless otherwise directed.
  - (1) While in *blues*, carry the hydration system in the left hand.
  - (2) When sitting, store your hydration system under the seat and even with the front of the chair. Do not wear the hydration system where you are resting on the full bladder. This has

caused many to burst/leak and has resulted in damaged property. **Exception:** While in PTUs or ABUs at the DFAC, removal of the hydration system is not required.

- e. **Eyewear.** Sunglasses and prescription photosensitive lenses are not authorized at FT unless prescribed for medical reasons, e.g., PRK/LASIK surgery or on the written advice of a medical official. **Note:** written documentation from a qualified medical professional must be provided during in-processing. Cadets who require vision correction must bring **two** pairs of eyeglasses and eyeglass straps (plain black or dark blue without logos or advertisements) that conform to AFI 36-2903. **Note:** eyeglass straps are required to be worn at all times. As constraints on time and sanitation in field conditions make proper care of contacts difficult, contacts are **not** authorized during any portion of FT.
  - f. **Sleepwear.** As a minimum, your sleepwear will consist of the PT shorts and PT T-shirt. Cadets may wear flip-flops in the dorms in the evening at FTO or CTA discretion.
  - g. **Jewelry.** In the interest of safety, jewelry will not be worn at any time, excepting medical alert necklaces/bracelets and wedding rings/bands. These items must be worn in accordance with AFI 36-2903. Store jewelry in the personal area of the security drawer while in garrison (Chapter 9) and locked in your duffel bag while in the field. **It is highly recommended that you do not bring any jewelry to FT.** Watches may be worn at all times, unless otherwise directed by a FTO. Hourly chimes and alarms on watches will be turned off at all times.
2. **UNIFORM REQUIREMENTS.** Make sure your uniforms are serviceable, fit properly, and are free of cables (loose strings). **Ensure your athletic shoes and boots are broken in to prevent blisters.** Blisters are one of the main reasons cadets miss training. Uniform requirements are listed in Field Training Uniform and Equipment Checklist (AF IMT 2519 V5).

	<b>Blues Uniform Items</b>
4	Socks, cotton, black (2 pair issued, 2 pair personal expense)
2	Trousers (male)/slacks (female), polywool
1	Belt, blue, w/chrome like finish on clip and matching buckle
2	Shirt (male/blouse (female, tuck-in only), short sleeve w/epaulets
3	T-shirt, white, v-neck (3 personal expense)
2	Name tag, plastic, ultramarine blue
2	Rank, cadet, third class set (soft)
1	Cap, flight, w/silver and blue diamond pattern edge braid
1	Jacket, blue, lightweight w/liner (optional)
1	Shoes, low quarters, black
	<b>Utility Uniform Items (ABUs)</b>
1	Boots, combat, sage green only
1	Cap, ABU
6	Socks, wool, sage green (2 pair issued, 4 pair personal expense)
3	Trousers, ABUs
1	Belt, Desert Rigger belt sand-colored (ABU)
6	Undershirt, sand (ABU), crew neck (3 issued, 3 personal expense)
3	Shirt (Blouse), ABU with name and USAF tapes
2	Rank, cadet, third class set (metal)
2	Extra nametapes and U.S. Air Force tapes, ABU pattern
	<b>PTUs (1 ea shirt, shorts, socks, athletic shoes)</b>
4	PT uniform shirt, Air Force
4	PT uniform shorts, Air Force
8	Socks, plain white, below-the-calf (8 personal expense)
1	Shoes, athletic, running, lace-up (personal expense) * see note 1
2	Towel, white (approximately 24" x 14") (2 personal expense)

	<b>Other clothing/personal items</b> (all items at personal expense)
8	Underwear (male/female)
6	Bra (female) (any combination of bras/sports bras)
2	Mouth guards, boiled and pre-fit (combatives)
1	Shoeshine kit (equipment and supplies)
1	Kneepads (optional) for field exercises, black, sage green or tan
	<b>Bathing and hygiene items</b> (all items at personal expense) (bring a 30 day supply)
1	Razor (w/additional blades) or electric razor
1	Shaving cream (unless bringing electric razor)
1	Toothbrush and toothpaste
1	Aftershave (optional)
1	Shampoo
1	Comb or brush
1	Shower clogs, flip-flops, croc style (all rubber)
1	Bath Soap (bar w/soap box, or liquid soap)
3	Towel, white, bath (approximately 54" x 32")
3	Washcloth, white (approximately 12" square)
4	Storage bags, Zip-Loc type, gallon size
1	Set of civilian clothes

**Note 1: Set of civilian clothes.** It is required to bring one set of civilian clothes to FT. Even though there are no specific standards on your clothes it is strongly encouraged that it presents professional image. You will keep your civilian clothes in your luggage bag while attending FT unless instructed otherwise by your FTO.

**Note 2: Athletic Shoes (second pair).** Highly Recommended. If you plan to bring the new "Five Toe Shoes" you are only authorized to wear them during the PFA. You must ALSO have a standard pair of athletic shoes for all other activities.

3. **ADDITIONAL EQUIPMENT AND REQUIRED ITEMS.**

These items are listed on the AF IMT 2519 V5. They **are required** (unless noted) and must be purchased at your own expense – your detachment will not provide them (**Exception: *Field Training Manual***). You should also bring at least \$200 to defray any personal expenses.

	<b>Safety and sanitary items (personal expense, 30 day supply)</b>
1	Insect repellent
1	Moleskin, roll (for blisters and calluses)
1	Blister Pack
1	Lip balm
1	Sunscreen
1	Small Bottle Liquid Hand Sanitizer
1	Small Bottle Anti-Bacterial Liquid Hand Soap
1	Packet Sanitary Wet Wipes (optional)
	<b>Miscellaneous (all items at personal expense)</b>
1	Combination lock (test the lock to ensure it fits the duffel bag)
1	Picture ID
10	Clothes hangers, white plastic
1	Holm Center T-203, Field Training Manual
1	Digital wrist-watch with a stopwatch feature IAW AFI 36-2903
1	AFMAN 36-2203, Drill and Ceremonies
1	12" Ruler
1	Stamps and Envelopes (optional)
1	Talcum Powder
1	Hydrocortisone Anti-Itch Cream
1	Fungal Cream
1	Band-Aids and healing blister pads

### CHAPTER 3.2: MEDICAL TREATMENT AND FIRST AID (f)

1. **MEDICAL TREATMENT AND MEDICINES.** It is imperative to arrive at FT in good physical and mental health. You will be required to follow basic rules for any and all prescription and over-the-counter (OTC) medications taken while at FT.
  - a. **Physical Exams.** In order to attend Field Training you must have a valid and current military physical exam on file, such as one from the Department of Defense Medical Review Board (DODMERB) or a Military Entrance Processing Station (MEPS). Further, if there has been a significant change in your health since your physical exam was completed (such as surgery or diagnosis of a chronic disease), you **must** inform your detachment before proceeding to FT. Failure to do so could result in your immediate removal from FT.
  - b. **Immunizations.** It is required that all vaccinations be obtained prior to arrival to FT. Cadets must have an official documentation on file of vaccination against the following diseases: MMR (measles, mumps, rubella) and varicella (chicken pox) [Note: Varicella is a two-shot series, split by a wait period between shots, so plan accordingly]. If cadet had the chicken pox disease as a child, it should be medically documented with the specific date of disease or date of positive blood titer. Documentation proving you received these immunizations must be provided to your detachment cadre prior to departing for FT. Cadets who provide no proof of immunization will be considered as having no previous vaccinations and will be addressed individually prior to arrival to FT. **Immunizations are the responsibility of the cadet, and will not be provided at FT.**
  - c. **Medications.** During in-processing cadets are required to disclose all prescription / non-prescription medications to the staff healthcare provider. Cadets may be allowed to keep items such as acetaminophen (*Tylenol*®), ibuprofen (*Advil*® or *Motrin*®), naproxen (*Aleve*®), over-the-counter antacids, general multi-purpose vitamins (limited to a 30 day supply), topical medications/creams, non-pseudoephedrine containing *Claritin*® or *Zyrtec*® and personal prescription medications with the pharmacy label attached. Weight loss or energy formulas, pseudoephedrine or pseudoephedrine-containing medications, caffeine supplements, and herbal supplements are **not** allowed. All medications must be in their original bottle, not in a zip lock

- bag, envelope etc. The Commander will make the final determination concerning any item that does not comply with the preceding guidelines.
- d. Cadets with prescription medications must have a physician's statement detailing any/all side effects (**Exception:** birth control pills). If any medication hinders completion of FT requirements, the cadet will be released from the FTU without prejudice (Chapter 14, paragraph 2).
    - (1) Cadets without a doctor's statement will report to the SDCS the morning of TD-1 for medical consultation.
    - (2) If the medication must be taken the first evening (TD-0), it will be allowed; however, the cadet must report to the SDCS the following morning to request medical consultation.
    - (3) Secure authorized medications; do not allow use or access by other cadets.
  - e. Cadets who require regular, scheduled maintenance shots must bring a doctor's note detailing any/all side effects. The note must be presented during in-processing and indicate how often the shots are required and when the next scheduled injection is due. Depending upon the type of medication, the cadet may be responsible for the cost of the injection.
  - f. Medications received in the mail are not authorized without proper medical coordination.
  - g. Cadets who receive prescription medication during FT will notify the SDCS and their FTO.
  - h. Sick Call. Every FTU will provide care for any cadet who feels he or she needs to go to sick call for medical or dental reasons. Sick call hours and procedures will be provided to cadets upon arrival at FT. Emergency care for threat to life, limb, or eyesight will be available on a 24/7 basis for emergency situations that may arise.
  - i. While at FT, medical treatment will be administered by qualified medical personnel either at the FTU or a medical treatment facility. If you require medical care, notify your FTO. If you require treatment after duty hours, report to the SDCS.
  - j. Disciplinary action may be taken against any cadet incapacitated for duty due to neglect or misconduct.

- k. SDCS will ensure a line of duty determination (and all associated documentation) is included in the FT package to be returned to the respective detachment for all cadets treated off base for any medical concerns. Additionally, cadets must inform medical treatment facility personnel that their release paperwork **must** be signed by a physician. **The Department of Labor Office of Workers' Compensation Program will not accept paperwork endorsed solely by physician assistants or nurses.**
  - l. Upon returning from the FTU, cadets should report to the detachment and begin working with detachment personnel to ensure all necessary information has been submitted to the Department of Labor so that the medical expenses can be paid.
2. **HEAT STRESS.** Due to the physical nature of training, heat and heat indexes are always a concern. To combat the effects of heat, you must actively replace the water and electrolytes your body loses through perspiring. *Drink ½ to 1 quart of water per hour for no more than 12 quarts a day or more than 1 ½ quarts an hour for water replacement. Rapid ingestion of large amounts of water (more than 1 ½ quarts per hour) can lead to acute water intoxication.* Due to the variable sizes of hydration systems, additional guidance will be provided by the FTU staff. The preferred method of electrolyte replacement is a balanced diet. You should salt your food to taste. Sports drinks are acceptable interim measures but should not substitute for meals. Early signs of heat stress disorders include dizziness, headache, dry mouth, unsteady walk, weakness, moist/sweating skin and muscle cramps. If you feel or note anyone else exhibiting these signs, notify the closest staff member immediately. Take the following actions: remove individual from training; rest individual in shade; take (or give) the individual sips of water. If signs or symptoms do not improve after 30 minutes, transport to nearest medical facility. If signs/symptoms worsen, call an ambulance. Immediate action must be taken if the following (more advanced) signs of heat stress disorder occur: hot body, high temperature, confusion, abnormal behavior, unresponsiveness, coma, vomiting, involuntary bowel movement, convulsions, and weak or rapid pulse. Call an ambulance, take the same actions for early signs, and have the individual lay with feet elevated. If skin is hot to touch, remove as much clothing as possible, pour cool water over head and body and fan.
  3. **FIRST AID.** While at FT, you will have access to professional medical care if needed. However, there may be situations when

emergency medical care is unavailable. In these situations, it may be necessary to administer first aid or “buddy care” until the appropriate medical attention is available. In addition to the heat-related conditions above, the following conditions may arise:

- a. Blisters. Blisters are the most common FT-related injury. Soft feet, coupled with skin stress and unsuitable shoes and/or wet socks, can produce severe blisters. As a result of friction acting on the skin, fluid collects under the skin’s surface at the “hot spot.” Blisters may be clear or watery, but if deeper tissues have been affected they may also contain blood.
  - (1) Protect against abnormal amounts of friction by applying talcum powder or petroleum jelly to the skin before putting on socks. Wearing thick or two pairs of socks during activities can also help guard against blisters. Keep your feet clean and dry at all times. If your socks get wet, change them as soon as possible. Nylons are an additional recommendation – be sure to bring any of these items with you to Field Training.
  - (2) If prevention fails and a blister forms, clean it, apply a sterile bandage, and leave it alone for 24 hours. If the blister is large, seek medical care.
- b. Insect Bites. Although usually not a major health consideration, an insect bite can be extremely painful and in rare cases may cause a severe reaction. Most insect bites may be avoided by using insect repellent, rolling down sleeves and blousing boots in wooded areas. For severe reactions, seek medical attention as soon as possible.
  - (1) Ants, Bedbugs, Chiggers, and Mosquitoes. Wash the bite area thoroughly with soap and cool water. To control swelling, cover the bite with a very cold wet cloth. Inform FT cadre immediately if you believe your bedding has been infested with bedbugs.
  - (2) Ticks. Ticks are known to carry various illnesses. Remove imbedded ticks immediately with protected fingertips or tweezers. Scrub the area with soap and water for 5 minutes and search the entire body for additional ticks. If a fever, headache, or chills develop, **seek medical attention**.
  - (3) Bees, Wasps, and Hornets. Treat the same as above. Also, remove the stinging apparatus.

- (4) Scorpions and Spiders. A scorpion or spider bite can cause severe allergic reactions. In the event of a bite, be able to describe the insect. Position the victim's body to ensure the bite is below heart level. Keep victim quiet, warm, and watch for breathing difficulties. Apply a very cold, wet cloth to the affected area and **seek immediate medical attention.**
- c. Plant Poisoning. Although swallowed plant poisonings are rare at FT, contact poisonings are fairly common. Most contact poisonings result from encounters with Common Poison Ivy, Western Poison Oak, and Poison Sumac.
  - (1) Symptoms of exposure may not begin for 48 hours after exposure and may include a severe rash with redness, blisters, swelling, burning, itching, and high fever.
  - (2) To treat, carefully remove contaminated clothing and wash the exposed area thoroughly with mild soap and water. Apply rubbing alcohol and calamine lotion to control the itching. If a severe reaction occurs, seek medical help.
- d. Animal Bites. Although rare, because much of FT is conducted outdoors the possibility of an animal bite always exists. If an animal bite occurs, follow these procedures: First, control the bleeding. Flush the wound immediately with cool running water to remove saliva and cleanse thoroughly with mild soap for 5 minutes. Cover the site with a sterile pad or clean cloth and instruct the victim not to move the affected area. **Contact medical personnel or FT staff as soon as possible!**
- e. Snakebites. All snakebites (poisonous or nonpoisonous) should have immediate medical attention – be sure to get a good identification of the snake (color, designs, head shape, sounds, etc.).
  - (1) Do not give sedatives, aspirin, or any other medication to relieve pain. Also, do not apply cold compresses, ice, chemical ice packs, or any other methods of cold therapy. Have the victim lie down and keep as still and calm as possible. Adjust the victim's body so that the bite site is below heart level. It is important to be alert for breathing difficulties and to be prepared to treat for shock.
  - (2) Mild to moderate snakebite symptoms include mild swelling or discoloration, mild pain with a tingling sensation at the

bite site, rapid pulse, weakness, blurred vision, nausea, vomiting, and shortness of breath.

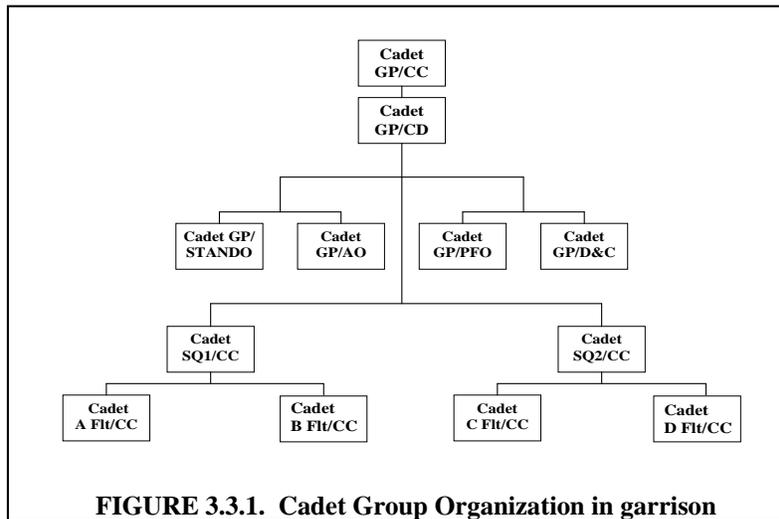
- (3) Severe snakebite symptoms include the following: rapid swelling, numbness, severe pain at the bite site, pinpoint pupils, slurred speech, shock, convulsions, paralysis, unconsciousness, and no breathing or pulse.
  - (4) Contact medical personnel or FT staff as soon as possible.
- f. Shock. This generally occurs to some degree after an injury and, when severe, can cause death.
- (1) Symptoms of shock may include a dazed or confused look and, depending on the injury, the cadet may be pale or flushed. Breathing will be irregular or weak, vomiting may occur, and the person may lose consciousness.
  - (2) Have the cadet lie on their back; keep the head level or slightly elevated above the body. Loosen the person's clothing around the chest and neck. If the skin is pale and cool, cover the person with one or more blankets to provide warmth--be careful not to overheat. If the skin is hot and red, apply towels or napkins soaked in cool water until the skin returns to normal temperature. **Never give a person in severe shock anything to eat or drink!**

### ***CHAPTER 3.3: FIELD TRAINING ORGANIZATION (k)***

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1. **OVERVIEW.** Field Training (FT) is composed of an In Garrison (InG) portion (Maxwell AFB, AL) and AEF (deployed) portion, (Camp Shelby Joint Forces Training Center, CSJFTC, MS or Vigilant Warrior (VW), Titus AL). During FTU, cadets will be organized into a cadet group structure. The Cadet Group structure will be reorganized into a Cadet Wing structure upon deployment to AEF. The FT staff positions described below will apply to both the InG and AEF portions of FT.
2. **FIELD TRAINING STAFF**
  - a. **Commander (CC).** The Commander exercises general command over the FT staff and cadets assigned to the FTU. The Commander is a colonel and is responsible for accomplishment of the FT mission. The key links between the Commander and cadets are the Director of Operations (FTU/DO), the Commandant of Cadets (FTU/COC), the Flight Training Officers (FTO), and the Cadet Training Assistants (CTA).
  - b. **Vice Commander (CV).** The FTU/CV is second in command and assumes command in the absence of the Commander.
  - c. **Director of Support (SD).** The FTU/SD oversees all support staff functions including administration, scheduling, special projects, and host base support.
  - d. **Project Officer (SDP).** The FTU/SDP coordinates all special projects including (but not limited to): Career Day, FT memorabilia program, guest speaker program, awards ceremony (if applicable), Educator's Visit (if applicable), Det CC Visit (if applicable), Warrior Competition Day and any other public affairs related activities. The secondary role of the FTU/SDP is to replace any FTO having to leave Field Training prior to TD-27. Additionally, supports the COC and ADO where needed to observe standardization and professionalism issues across the FTU.
  - e. **Command Support Staff (SDCS).** The SDCS handles all administrative functions during FT including (but not limited to): in- and out-processing, tracking missed training, operating government vehicles in support of all FT needs, manning the command post, updating flag conditions, and managing postal distribution.

- f. **Director of Operations (DO).** The FTU/DO is responsible for the daily operations of the Cadet Group. The FTU/DO supervises the COC, DOS, and FTO functions.
  - g. **Commandant of Cadets (COC).** The FTU/COC maintains discipline, standardizes training, and oversees the physical training (PT), drill and ceremonies (D&C), and standardization programs for the cadet group. The COC supervises Traditional CTAs. The focus of the FTU/COC is standardized cadet training and performance.
  - h. **Scheduling Officer (DOS).** The FTU/DOS is in charge of scheduling and ensures all training curriculum and administration is scheduled.
  - i. **Flight Training Officer (FTO).** FTOs are the cornerstone of FT. FTOs train, evaluate, counsel, and administrate cadets within the flights. Each flight has its own FTO.
3. **CADET TRAINING ASSISTANTS (CTA).** CTAs are POC cadets who are selected (based on their FT performance and overall cadet record) to return to FT as assistants to active duty staff members. There are three types of CTAs:
- a. **Combatives CTAs:** primary responsibility for Combatives is to train and instruct cadets on Combatives Training Module 1. In addition, they ensure safety of all cadets while encouraging them to always give 100% focus and intensity. They report directly to InG/CC.
  - b. **Traditional CTAs:** Monitor and assist cadets with specific areas of training. They are not assigned to a specific flight, but coordinate activities for all flights in the group with the COC. The Traditional CTAs consist of the Drill and Ceremonies (D&C), Group, Physical Training (PT), Public Affairs (PA) and Standardization (STANDO) CTAs.
  - c. **Flight CTAs:** Assist the FTOs with training as directed. Each flight will be assigned a Flight CTA in addition to an FTO.
4. **CADET ORGANIZATION IN GARRISON.** While in garrison operate using a cadet group organization (Figure 5-1).



NOTE: There may be up to eight sequentially numbered squadrons in a group. Each squadron will have two alphabetically designated flights.

5. **CADET LEADERSHIP RESPONSIBILITIES.** All cadets are responsible for maintaining discipline and setting a proper example. Cadets in leadership positions can give orders to subordinate cadets. However, they cannot excuse cadets from formations or change orders and regulations. If a cadet in a leadership position is required to be absent from any formation or activity, he/she must notify the next cadet in the chain-of-command to take charge. Cadets may not award merits or discrepancies.
  
6. **CADET POSITIONS.** As a cadet, you will hold various positions within the cadet organization. The FTOs will assign most of these positions. These positions may be classified as leadership or non-leadership and may be permanent or rotating. Rotation will be at the discretion of the FTO. Rank will **not** change based on position held. All cadets will wear Cadet 3rd Class rank for the duration of FT. Prior to each rotation of leadership positions, the incoming and outgoing group commanders will meet with the COC. Additionally, the outgoing Cadet staff will brief the incoming staff on duties and items of interest. All cadet staff members will be evaluated on their performance. Cadets will hold at least one leadership position during FT.

## 7. CADET POSITION DESCRIPTIONS IN GARRISON.

Table 5-1 lists leadership and non-leadership positions while in garrison. The FTU/COC may issue additional or more detailed responsibilities for each position.

- a. **Cadet Group Commander (Cadet GP/CC).** The Cadet GP/CC reports to the FTU/COC. This individual will coordinate cadet activities and monitor the overall appearance and conduct of the cadet group. The Cadet GP/CC is the delegating authority for the group staff to accomplish work details, inspections, or other special duties and taskings. The Cadet GP/CC must also establish and update the master suspense file.
- b. **Cadet Deputy Group Commander (Cadet GP/CD).** The Cadet GP/CD reports to the Cadet GP/CC and assumes command in the absence of the Cadet GP/CC. This individual is responsible for assembling the cadet group for formations and receiving the report from the Cadet SQ/CDs. The Cadet GP/CD will also ensure common areas outside the dorms are clean and orderly.
- c. **Cadet Group Drill and Ceremonies Officer (Cadet GP/D&C).** The Cadet GP/D&C reports to the Cadet GP/CC or CD and is responsible for training flights and squadrons on all D&C activities (parade, retreat, reveille, etc) and evaluating their performance during parades. In addition, the Cadet GP/D&C advises the Cadet GP/CC or Cadet CD of the plan for each D&C hour scheduled and serves as the liaison between the Cadet flight D&C officers (Cadet Flt/D&C) and the D&C CTA. **The Cadet GP/D&C ensures compliance with AFMAN 36-2203, *Drill and Ceremonies*.** The Cadet GP/D&C also ensures parade grounds are marked for parades and reviews.
- d. **Cadet Group Physical Fitness Officer (Cadet GP/PFO).** The Cadet GP/PFO reports to the Cadet GP/CC or CD and directs the PT program by coordinating with the PT CTA and Cadet Flight Physical Fitness Officers (Cadet Flt/PFO). He or she verifies that all sports rules are standardized in accordance with this guide. The Cadet GP/PFO leads the morning PT and stretching exercises before sports, ensures safety briefings are conducted prior to each activity, and ensures water is available. This individual also relays PT data for warrior flight scoring to the PT CTA.

- e. **Cadet Group Standardization Officer (Cadet GP/STANDO).** The Cadet GP/STANDO reports to the Cadet GP/CC or CD and is responsible for training Cadet Flt/STANDOs on inspection procedures. The Cadet GP/STANDO coordinates with the STANDO CTA and Cadet Flight Standardization Officers (Cadet Flt/STANDO) to standardize the cadet organization. This cadet conducts standardization spot checks on flights and, when possible, accompanies the STANDO CTA on inspections. Cadet GP/STANDOs will continue to perform their duties while at AEF.
- f. **Cadet Group Academic Officer (Cadet GP/AO).** The Cadet GP/AO reports to the Cadet GP/CC or CD and is responsible for training Cadet Flt/AO in leading flight academic lessons and group discussion. The Cadet GP/AO must coordinate with the COC to get academic lesson plans on the master training schedule. The Cadet GP/AO reviews each lesson with Cadet Flt/AOs to ensure standardization of information and to consolidate feedback from the flights.
- g. **Cadet Squadron Commander (Cadet SQ/CC).** The Cadet SQ/CC reports to the GP/CC and is the liaison between the group staff and the flights in his or her squadron. This cadet is responsible for ensuring standardization of squadron appearance, conduct, and training in accordance with (IAW) Cadet GP/STANDO and Cadet Flt/STANDO guidance.
- h. **Cadet Deputy Squadron Commander (Cadet SQ/CD).** The Cadet SQ/CD reports to the Cadet SQ/CC and assumes command in the absence of the Cadet SQ/CC. This individual is also responsible for assembling the squadron for formation and receiving the report from the Cadet Flt/CCs. The Cadet SQ/CD will ensure common areas inside the dorm are clean and orderly.
- i. **Cadet Flight Commander (Cadet Flt/CC).** The Cadet Flt/CC plans and coordinates activities within the flight. The Cadet Flt/CC also notifies the Cadet SQ/CC of any problems within the flight and reports flight attendance to the Cadet SQ/CD during formations. The Cadet Flt/CC is responsible for execution of the daily schedule, to include ensuring that his/her flight arrives at all scheduled events on time.
- j. **Cadet Deputy Flight Commander (Cadet Flt/CD).** The Cadet Flt/CD assumes command of the flight in the absence of the Cadet Flt/CC. This individual is responsible for assembling the flight during formations, reporting attendance during fire

drills/emergency evacuations, and receiving the report of element leaders. The Cadet Flt/CD also coordinates efforts for FT t-shirts and coins and other items (as applicable with the FTU/SDP).

- k. **Cadet Flight Academic Officer (Cadet Flt/AO).** The Cadet Flt/AO reports to the Cadet GP/AO and is responsible for briefing academic lesson plans and leading discussions within the flight. The Cadet Flt/AO receives guidance from the Cadet GP/AO on curriculum and discussion topics. The Cadet Flt/AO is also responsible for receiving feedback from the flights and reporting feedback to the Cadet GP/AO.
- l. **Cadet Flight Physical Fitness Officer (Cadet Flt/PFO).** The Cadet Flt/PFO manages the flight PT program by coordinating with the Cadet GP/PFO and the PT CTA. The Cadet Flt/PFO relays Cadet GP/PFO rules clarifications, ensures the safety and adequacy of the athletic areas, ensures flight members know the procedures and protocol for warm-up exercises, and administers warm-up exercises in the Cadet GP/PFO's absence.
- m. **Cadet Flight Standardization Officer (Cadet Flt/STANDO).** The Cadet Flt/STANDO trains the flight on procedures outlined by the Cadet GP/STANDO, ensures standardization within the flight, and reports discrepancies to the Cadet Flt/CD.
- n. **Cadet Flight Drill and Ceremonies Officer (Cadet Flt/D&C).** The Cadet Flt/D&C assists the Cadet GP/D&C with parade practices, parades, reveille, and retreat. The Cadet Flt/D&C also explains drill evaluation procedures to the flight and assists cadets with special drill, remedial drill, and drill competition IAW AFMAN 36-2203.
- o. **Element Leader.** Element leaders (three per flight) must account for each cadet in the element during duty hours. At formations, the element leader will take roll and report the results to the Cadet Flt/CD. While marching in formation, Element Leaders will call "**Safety!**" to identify any obstacles in the Flight's path. Any problems or concerns within the element should be reported to either the Cadet Flt/CD or Cadet Flt/CC.
- p. **Guidon Bearer, Color Bearer, and Color Guard.** These cadets coordinate with the Cadet GP/D&C and perform duties as outlined in AFMAN 36-2203. The Color Bearer and Color

Guard members must be present for duty at least 10 minutes prior to formations. Individuals will acquire and return equipment for practice/formal parades. Flight guidons must be at all activities unless the FT staff directs otherwise.

- q. **Flight Mail Orderly/Alternate.** The Cadet Flight Mail Orderly will acquire all cadet signatures authorizing mail delivery and report to the SDCS section at the designated time to receive mail. All mail must be safeguarded until it is delivered to the addressee or returned to the SDCS section. The mail orderly will collect all outgoing mail and deliver it to the SDCS section at the time designated by FTU/DOS. The Flight Mail Orderly must train the alternate and ensure that individual is available for duty when needed.
- r. **Cadet Flight Safety Officer (Cadet Flt/FSO)/Alternate.** The Cadet Flight Safety Officer will ensure the flight is briefed on safety procedures, evacuation plans, and fire reporting procedures. This cadet monitors and ensures flight members are properly evacuated during fires and fire drills. The Flight Safety Officer also ensures that the flight carries road guard equipment to all activities, first aid kits and water to PT events, and flashlights when traveling during late evening and early morning activities. The Flight Safety Officer must ensure the alternate Safety Officer is knowledgeable of all safety-related procedures and policies.
- s. **Cadet Flight Supply Officer.** The Cadet Flight Supply Officer is responsible for three main areas: supply, linen exchange, and facility discrepancy reporting. The Cadet Flight Supply Officer monitors supply storage areas and coordinates with the FTU/SD office for restocking supplies. The Cadet Flight Supply Officer must ensure each cadet has two sheets, one mattress cover/pad, two blankets, one pillow, and one pillowcase, in addition to any items identified by the FTO or CTA. The Cadet Flight Supply Officer is also responsible for organizing and leading a detail to collect and exchange sheets and pillowcases on linen exchange days. Linen exchange will be as directed by the SDCS. In addition, the Cadet Flight Supply Officers will be responsible for reporting and tracking facility discrepancies for their dorm/bays and will maintain a log of discrepancies that indicates when the discrepancies were reported and their status. Flight Supply Officers report discrepancies to the SDCS using the facility discrepancy form issued at the initial meeting with SDCS.

Flight Supply Officers will be the **only** cadets that will deal with the SDCS. When requesting supplies use a supply request form issued at your first meeting with SDCS.

Position	Remarks
Cadet Group Commander	Leadership
Cadet Deputy Group Commander	Leadership
Cadet Group Academic Officer	Leadership
Cadet Group Drill & Ceremonies Officer	Leadership
Cadet Group Physical Fitness Officer	Leadership
Group Standardization Officer	Leadership
Cadet Squadron Commander	Leadership
Cadet Deputy Squadron Commander	Leadership
Cadet Flight Commander	Leadership
Cadet Deputy Flight Commander	Leadership
Cadet Flight Academic Officer	Leadership
Cadet Flight Drill & Ceremonies Officer	Leadership
Cadet Flight Physical Fitness Officer	Leadership
Cadet Flight Standardization Officer	Leadership
Cadet Element Leader (3 per flight)	Not Leadership
Guidon Bearer	Not Leadership
Color Bearer	Not Leadership
Color Guard	Not Leadership
Cadet Flight Mail Orderly	Not Leadership
Cadet Flight Mail Orderly Alternate	Not Leadership
Cadet Flight Safety Officer	Not Leadership
Cadet Flight Safety Officer Alternate	Not Leadership
Cadet Flight Supply Officer	Not Leadership

**TABLE 3.3.2. Cadet Leadership/Non-Leadership Positions**

**CHAPTER 3.4: HONOR CODE AND PROFESSIONAL VALUES**  
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1. **THE CADET HONOR CODE.** *“We will not lie, steal, or cheat, nor tolerate among us anyone who does.”* The purpose of the Honor Code is to foster an environment based upon a personal sense of honesty and integrity. Implementation of the Honor Code means you will be trusted to do what is right and must confront those who violate these standards. An honor code violation will result in mandatory counseling with the Commander and possible removal from FT. If you think a violation has occurred or if you have a question about the Honor Code, talk to your FTO.
  - a. **Lying.** Lying is any statement of untruth, which is meant to deceive or mislead. One example of lying at FT is intentionally signing in at an improper time in order to avoid a regulation violation.
  - b. **Stealing.** Anyone who wrongfully takes, obtains, or withholds someone else's property without their permission, with the intent to temporarily or permanently deprive another of such property, is guilty of stealing.
  - c. **Cheating.** In essence, cheating is taking unfair advantage of another. Cheating violates the competitive sense of "fair play." An example of cheating at FT is not completing the minimum required push-ups during the PFA, yet coercing your spotter to indicate otherwise or knowingly allowing it to occur.
  - d. **Toleration.** Toleration means enduring without complaint. If you know a cadet has lied, stolen, or cheated, and you fail to report or confront the matter, you may be guilty of toleration, therefore breaking the honor code.
2. **CORE VALUES.** In using the Honor Code, AFROTC is looking to develop officers with character. More specifically, to produce leaders for the Air Force and build better citizens for America. AFROTC expects to produce officers with the following core values:
  - a. **Integrity First.** Officers with forthright integrity voluntarily decide the right thing to do and do it in both their professional and private lives. They do not choose the right thing because of a calculation of what is most advantageous to themselves, but because of a consistent and spontaneous inclination to do the

right thing. Their inclination to do right is consistently followed by actually doing what they believe they should do and taking responsibility for their choices. In other words, persons of integrity do the right thing when no one is looking.

- b. **Service Before Self.** Officers who are selfless in service to their country, the Air Force, and their subordinates know how to prioritize their loyalties so that their highest loyalty is to the moral principles reflected in the Constitution, then to the profession of arms, then to the mission, and lastly to individuals. People who serve selflessly resist the natural tendency to focus exclusively on self-serving desires and, therefore, do not take advantage of situations for personal pleasure, gain, or safety at the expense of the unit or mission. They share in the danger, hardships, and discomforts of subordinates. Their rank is shown by their commitment to duty and responsibility to others rather than claims of personal privilege or advantage.
- c. **Excellence In All We Do.** Officers who are committed to excellence in the performance of their personal and professional responsibilities strive to do their best in everything they are capable of accomplishing. They base their self-esteem and sense of accomplishment not on how their accomplishments compare with others but on how they measure up compared to a realistic appraisal of what they are capable of accomplishing.

**CHAPTER 3.5: RULES AND REGULATIONS (k)**

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1. **DISCIPLINE.** By attending FT, you agree to obey the regulations of the Air Force and any lawful orders given by the FT staff. An infraction occurs when a cadet, who through design, neglects, or fails to perform duty, violates regulations or commits an act prejudicial to good order and military discipline.

Remember that while at FT, you will be a guest on Maxwell AFB, Camp Shelby and VW, must be a responsible user of the associated ROTC/OTS/COL facilities. Certain situations may necessitate cadet interaction with other Maxwell staff, trainees or other military members, so it is paramount to follow all rules and regulations, as well as be professional at all times. If a confrontation or disagreement occurs with anyone other than ROTC FT personnel, be professional and get their rank, name, flight and squadron, then report the incident to your FTO or CoC. **Do not** argue with other staff members or trainees.

2. **PROHIBITIONS.** The following rules apply for the duration of FT. Violations of these rules are severe breaches in discipline and will be dealt with harshly. Mandatory actions will include counseling by the FT staff and/or removal from the FT. **WHILE AT FIELD TRAINING, CADETS ARE RESTRICTED FROM THE FOLLOWING ACTIVITIES:**
  - a. Consuming alcohol
  - b. Using illegal or unauthorized prescription drugs or substances
  - c. Possessing items widely considered as weapons (i.e., any knife, firearm, explosive, etc.)
  - d. Using tobacco products (including smokeless)
  - e. Possessing igniting devices (matches, lighters, etc.) (see note<sup>1</sup>)
  - f. Using a telephone or cellular phone at any time (see note<sup>2</sup>)
  - g. Engaging in spirit missions such as procuring food outside the dining hall, leaving rooms during lights out (except for emergencies and latrine use), or engaging in activities not directed by the daily schedule
  - h. Going off-base or entering “Off-Limits” areas without prior staff approval (see note<sup>3</sup>)
  - i. Operating or riding as a passenger in any motor vehicle without FTU staff approval or entering the POV parking area

- j. Gambling
- k. Engaging in physically intimate behavior (kissing, intimate touching/hand holding, etc.)
- l. Disclosing FT test answers or questions to individuals who have not taken the tests
- m. Providing information about GLPs or the LRC to cadets at FT or the detachment
- n. Having financial transactions w/permanent-party members
- o. Collecting/soliciting money from cadets without prior authorization from the FTU staff
- p. Using profanity
- q. Wearing civilian clothing
- r. Wearing or displaying any unauthorized body piercing, ornamentation or unauthorized tattoos
- s. Transiting alone (see note<sup>4</sup>)
- t. Visiting another flight area except while on official business
- u. Entering the flight storage area without authorization from the FTO
- v. Having visitors or observers at any time, to include Chapel services and competitive sports, other than Commander approved events
- w. Departing the FTU prior to TD-27 (see note<sup>5</sup>)
- x. Consuming candy (unless commander authorized)
- y. Possessing a camera prior to the official awards ceremony. (Cadets will store cameras in luggage until authorized to use them)
- z. Rolling their ABU sleeves while at Field Training.
  - aa. Retaining MRE items

**Note<sup>1</sup>:** Cadet Flt/CD will collect and dispose of any uneaten food, heaters and matches from MREs.

**Note<sup>2</sup>:** The telephone in the orderly room is for official use only. The SDCS section and SDO will only accept emergency calls.

**Note<sup>3</sup>:** Each base has off-limits areas (i.e., flight line, CATM range, etc.). You are not permitted in these restricted areas **except during training and with an authorized FTU Staff member escort**. Additional off-limits areas include: BX/commissary/shopette; base

housing; permanent party or FT staff living areas; base service station; Class Six; Officer's Club; NCO Club; all dining areas (Burger King, pizza parlor, community center, and snack bars); unused dorms or rooms; exterior fire escape stairs (except in an emergency) and patios; and any additional Commander-designated areas.

**Note<sup>4</sup>:** Cadets must always travel in pairs. If you need to be escorted back from the clinic, for example, contact the SDCS; do not transit alone.

**Note<sup>5</sup>:** Except under emergency circumstances (such as a death in the immediate family -- notification coordinated through the American Red Cross), cadets will not be allowed to depart FT prior to TD-27. Family in the local area, weddings, college/university enrollments, etc. are not emergency circumstances.

3. **TATTOOS/BRANDS/BODY MARKINGS.** Cadets not in compliance with AFROTCSUP to AFI 36-2903 and AFI 36-2903 will not be allowed to continue in FT as they are not authorized to wear the uniform (see AFROTCSUP to AFI 36-2903 para 3.4).
4. **DRUGS AND ALCOHOL.** The Air Force does not tolerate the use of illegal drugs or chemicals. Failure to divulge drug use will result in disciplinary action and may prevent your entry into the POC. While at FT, the Commander will schedule canine drug sweeps of the dorms. Cadets at FT are strictly prohibited from consuming any alcoholic beverages, regardless of age or situation. Violation of this policy will result in immediate removal from FT.

#### 5. **AFROTC FORMS**

The following forms are used to document adherence to FT standards.

- a. AETC Form 341, *Excellence/Discrepancy Report*. The AETC Form 341 is used for "on the spot" counseling and documents extraordinary performance in any area of FT. When used for a discrepancy, staff members are specifically documenting a deficiency in military conduct, training, or discipline. All AETC Form 341s will be turned in to the FTO before CTQ each day.
  - (1) Cadets must have: three AETC Form 341s (with first two lines completely filled out), Field Training Manual, two copies of orders and a picture ID on their person at all times, unless otherwise directed.

- (2) Multiple discrepancies may be recorded on the AETC Form 341. The date on the form should reflect the FTU training day such as “TD-3” rather than the Julian/calendar date.
  - (3) FT staff members issuing discrepancies will personally annotate a cadet’s AETC Form 341 with a description of the discrepancy (or discrepancies), identify the corresponding category, flight/office information, and signature.
  - (4) Cadets who receive multiple AETC Form 341 discrepancies during FT (especially for the same deficiency) will be counseled by their FTO via the AFROTC form 17 and will receive remedial training as needed. Lack of progress will result in a second AFROTC form 17 and counseling from the FTU/COC. If the poor performance continues, the cadet will be referred to the FTU/DO who will administer a third AFROTC form 17 and counseling, as well as make a retain/remove recommendation to the Commander.
- b. AFROTC form 84M, *Dormitory Checklist of Authorized Items* (Male)
  - c. AFROTC form 84-1M, *Dormitory Checklist of Authorized Items* (Female)
  - d. AFROTC form 85, *Squadron Area Inspection Report*; this form is only issued to the Cadet SQ/CC and must be turned in to the respective FTO prior to CTQ.
6. **MILITARY DECORUM.** The rules of military decorum are founded on customs and traditions. The responsibility for military decorum is a mutual one in which the junior initiates the act of courtesy and politeness and the senior responds with like courtesy and politeness.
- a. **Staff/CTA/Cadet Interaction** Use appropriate military courtesies when greeting FTU staff, OTS staff, or any other recognized military members. Always use full rank and last name if you recognize the member or by “**Sir/Ma’am**” as appropriate.
    - (1) When passing, addressing, or being addressed by staff, the proper greeting of the day is ALWAYS given. The proper greetings of the day are defined by the time of day: “**Good Morning, Sir/Ma’am**” from 0000 until 1159, “**Good Afternoon, Sir/Ma’am**” from 1200 until 1659 and “**Good Evening, Sir/Ma’am**” from 1700 until 2359.

- (2) Cadets will IMMEDIATELY come to their feet and stand at the position of attention when addressed by or addressing any staff member, except during flight room instruction and while eating.
  - (3) When any staff member or commissioned officer addresses a cadet, the cadet will respond first with the word **“Sir”** or **“Ma’am”** followed by the answer to the question. The only exceptions to this rule are when a yes/no question is asked or when the question “will that be all?” is asked. In those cases, replies will simply be **“Yes/No Sir/Ma’am.”**, or **“Will that be all, Sir/Ma’am?”** Any cadet being addressed will always end all conversations by asking, **“Will that be all, Sir/Ma’am?”** and give the proper greeting of the day. If outdoors, the cadet being addressed will end the conversation by saying, **“Will that be all, Sir/Ma’am?”** followed by a salute and the proper greeting of the day. Other cadets present, but not being addressed will simply render a salute and the greeting of the day (unless in flight formation for which the Cadet Flt/CC will extend all courtesies).
  - (4) When approaching a group of individuals, the greeting of the day will be rendered to the highest ranking individual(s) first. If the individuals are of the same rank, greet the female(s) first (e.g. A female Captain walking with a male Captain will be greeted with **“Good morning Ma’am, Good morning Sir”**). If all individuals are of the same gender, greet them as a group with “Ladies” or “Gentlemen” (e.g. A male Major walking with a male Captain will be greeted with **“Good morning, Gentlemen”**). If rank is indeterminable, greet the female(s) first (e.g. A group of four males and two females in PT gear will be greeted with **“Good Morning Ladies, Good Morning Gentlemen”**). This includes the OTS campus.
- b. **Reporting** Reporting procedures will be accomplished for both commissioned and enlisted staff members and CTAs.
- (1) For a single cadet ordered into an office, reporting procedures are as follows:
    - (a) Center on the door or cubicle entrance and knock once (loud enough to be heard in an average size room). Do

not knock on the door or cubicle wall if a conversation is taking place in the office.

- (b) When given the order, enter, close the door (if you opened it), march using the most direct route to the staff member, perform the appropriate facing movement, (if on carpet, do not square corners), center yourself two paces away from the individual, salute if reporting to an officer and CTA and state: **“Sir/Ma’am, Cadet (last name) reports as ordered.”**
  - (c) When reporting to an officer or CTA, the reporting cadet will hold the salute until the officer or CTA drops their salute and remain at the position of attention until told otherwise.
  - (d) At the end of a conversation, cadets will stand and assume the position of attention (if at a different position) and ask, **“Will that be all sir/ma’am?”** If so, take one step backwards, salute (if reporting to officers or CTAs) and render the proper greeting of the day, perform the appropriate facing movement to leave, and take the most direct route out of the office or cubicle. (If on carpet, do not square corners.)
- (2) When multiple cadets are ordered into an office, reporting procedures are as follows:
- (a) A selected cadet will center on the door or cubicle entrance and knock once (loud enough to be heard in an average size room). Do not knock on the door or cubicle wall if a conversation is taking place in the office.
  - (b) When given the order, enter, close the door (if you opened it or are directed to do so), march using the most direct route to the staff member, perform the appropriate facing movement, (if on carpet, do not square corners), all cadets will center two paces away from the individual with a selected cadet standing on the right, and salute (if officer or CTA). This cadet will state on behalf of the others, **“Sir/Ma’am, Cadets (give last names of the whole party) report as ordered.”**

- (c) All cadets will hold the salute (if officer or CTA) until the officer drops their salute and remain at the position of attention until told otherwise.
  - (d) At the end of the conversation, all will stand and assume the position of attention (if at a different position) and the selected cadet will ask, “**Will that be all sir/ma’am?**” If so, all cadets will take one step backwards, salute (if reporting to officers or CTAs) and the selected cadet will render the proper greeting of the day. All cadets will perform the appropriate facing movement to leave, and take the most direct route out of the office or cubicle. (If on carpet, do not square corners.)
- (3) If a cadet is not ordered to report, but needs to see a staff member in their cubicle or office to make a statement or ask a question, the cadet will use the preceding procedures with the following exception: instead of using the above reporting statement, use the appropriate remarks: “**Sir/Ma’am, Cadet (last name) reports.**” Once acknowledged by the staff member, the cadet will continue with the question or statement.

**c. Respect towards FT cadre**

- (1) Use one of the following *seven basic responses* as appropriate to begin speaking to, respond to a direct question from, or as instructed by a staff member:
- (a) “*Yes, Sir (Ma’am).*”
  - (b) “*No, Sir (Ma’am).*”
  - (c) “*No excuse, Sir (Ma’am).*”
  - (d) “*Sir (Ma’am), I do not know.*”
  - (e) “*Sir (Ma’am), I do not understand.*”
  - (f) “*Sir (Ma’am), may I make a statement?*” (not necessary when responding to a direct question)
  - (g) “*Sir (Ma’am), may I ask a question?*” (not necessary when you are called upon by raising your hand)

- (2) If you need to excuse yourself to pass by an individual or through a group of individuals, politely state, “*Sir (Ma’am), Pardon me please.*”

d. **Saluting**

- (1) The salute is one of the oldest military traditions. It is a courtesy exchanged between members of the armed forces as both a greeting and a symbol of mutual respect. The uniform hat is worn and salutes are rendered in all outdoor areas, unless specifically indicated otherwise. Although inappropriate at certain times, it is never incorrect to salute a senior officer outdoors as a courtesy and a greeting. Do not salute indoors unless formally reporting in to a staff member's office or upon receiving an award at an awards ceremony. Do not salute when reporting to enlisted staff members.
- (2) In detail formations (two to four cadets), all will extend military courtesies as appropriate. In normal formations (5 or more cadets in a flight), the cadet in charge renders the military courtesies for the formation.
- (3) Cadets will initiate the salute in time to allow the officer/CTA to return it, but not from such a distance as to hinder communication. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes will be exchanged. (**NOTE:** A standard rule of thumb is to use the same distance prescribed for rendering a salute to the Colors—approximately six paces.) At no time will a cadet turn their upper body to salute someone behind them nor will they salute someone they approached from the rear. If marching, they will continue as needed. If stationary, they will use appropriate facing movements
- (4) Cadets passing an officer engaged in conversation will render a salute but not interrupt with the greeting of the day. If the officer does not return the salute, the cadet will continue and then drop the salute once abreast of the officer.
- (5) While in formation and at double-time, the formation commander may simply render a verbal greeting rather than bring the formation to quick-time to salute.

- (6) If called to receive an award, proceed in a crisp, military manner and stand approximately one arm's length in front of the presenter. Extend the right hand and shake the presenter's hand while taking the award with the left hand. Then render a salute if the presenter is a commissioned officer. Exit the area in a crisp, military manner. If there are multiple award presenters, side step down the line repeating the same procedure of shake, take, and salute, unless the ceremony is indoors. If indoors, only salute the presenter of the award, but shake the hands of everyone else on the line.
- (7) FTU staff and cadets will render proper customs and courtesies even if participating in scheduled training or athletic events. The only exceptions to this are if cadets and staff are actively participating in the LRC/Project X, Physical Fitness Assessment (PFA), or other events with cadets actively "encumbered" and staff actively engaged in safety-spotting or evaluating performance. In these situations, safety and common sense should always prevail. Personnel outdoors in uniform face the flag (if visible) or the music and assume the position of Parade Rest upon hearing the first note of "Reveille" or "Retreat". If the flag is being raised during "Reveille", face the flag and render a salute. Upon hearing the first note of "The National Anthem" or "To the Colors", come to attention, face the flag (if visible) or the music and salute. Hold your salute until the last note of the music is played. When indoors, do not salute, stand at attention and face the flag. When in civilian clothes indoors or outdoors, come to attention and place your right hand over your heart.
- (8) Salute all occupied staff cars with front license plates indicating senior officers and occupied USAF staff cars (vehicles with white tops).
- (9) No-salute areas. Saluting is not required in the following locations: assault/confidence course, Air and Space Expeditionary Force (AEF) exercise, Baseline Expeditionary Leadership Problems Site (BELPS), Leadership Reaction Course (LRC)/Project X, OTS track, the flickerball operation fields (competitive sports fields). The drill pad, parade field, and PT areas are no-salute areas during instruction only. Cadets will salute superiors when reporting in and out during these activities. Upon

completion of instruction all cadets will resume rendering salutes in these areas.

- (10) Saluting due to rank recognition is not required when wearing the PTU.

e. **Academic Building protocol**

- (1) **Hallway Guidance.** Cadets will walk (not march or run) in a military manner, with a sense of purpose, and with hands cupped, single file, on the right side of the hallway. It's not necessary to halt at every doorway or intersection, but they will watch for people coming out of offices/around corners. In order to prevent undue carpet wear, cadets will not square corners in carpeted areas. Cadets may not speak unless making on-the-spot corrections to other cadets, addressing or being addressed by FTU staff or visitors, or giving the greeting of the day.
- (2) **Restroom Guidance.** Cadets will enter, use the facilities and then exit in an expedient manner. Cadets may not speak unless making on-the-spot corrections to other cadets or addressing or being addressed by FTU staff or visitors. Cadets will not give greetings to staff or other cadets or trainees while in the restroom.
- (3) **Auditorium (mass lecture) procedures.** Cadets will sit according to assigned seating arrangement. After taking their seat, they will maintain good order, discipline and posture. During the lecture, cadets may not talk, sleep or move unnecessarily (e.g. stretching, gathering notes before dismissal, etc.), and will not engage in any activity not directly related to the current lesson.
  - (a) **Auditorium Opening Guidance.** The Cadet GP/CC will stand and command, "CLASS, PREPARE FOR INSTRUCTION." At this time, cadets will stand at parade rest in front of their seats. Then the Cadet GP/CC commands, "CLASS, ATTENTION." Cadets will then move to the position of attention. The Cadet GP/CC will then turn to the lecturer, salute (for officers only) and report, "SIR/MA'AM, FIELD TRAINING UNIT \_\_\_ IS READY FOR INSTRUCTION." The instructor will return the salute, if applicable, and direct the class to take their seats, and the lesson will begin.

- (b) **Asking/Answering Questions.** When cadets wish to ask a question or provide an answer during a class auditorium lecture, they will remain seated and raise a hand. When the lecturer recognizes a cadet, the cadet will stand up, state their name and flight and ask the question/give the answer, unless directed to do otherwise by the lecturer. Proper military customs and courtesies, including "SIR/MA'AM" will be used.
- (c) Auditorium Closing Guidance. Once the instructor/lecturer indicates they are ready to close class, the Cadet GP/CC will stand and command, "**CLASS, PREPARE FOR DISMISSAL.**" At this time, cadets will set aside class materials and be ready to stand. Next, the Cadet GP/CC will issue the command, "**CLASS, ATTENTION**", upon which cadets will move to the position of attention. The Cadet GP/CC will then turn to the lecturer, salute (for officers only) and report, "**SIR/MA'AM, FIELD TRAINING UNIT \_\_\_ IS READY FOR DISMISSAL.**" When the instructor/lecturer departs the auditorium, they will command "**CARRY ON.**" The class will loudly echo, "**CARRY ON, SIR/MA'AM.**" If the command is not given, the Cadet GP/CC will command "**CARRY ON**" once the instructor has left the auditorium.
- (4) Flight Room procedures. When class is not in session, cadets will call the room to attention, in unison, when a commissioned officer or CTA enters or exits the room, provided there is not already a commissioned officer of equal or greater rank in the room. As the officer breaks the plane of the door, all cadets will command, "**ROOM, ATTENTION.**" When exiting, if the officer or CTA commands "CARRY ON," all cadets will echo, "**CARRY ON SIR/MA'AM.**" If the "CARRY ON" command is not issued, cadets will resume normal duties when the officer has left the room. When class is open, the flight room will not be called to attention for visitors regardless of rank. This is an academic session and will continue uninterrupted. When class is stopped for a break and the same lesson will

resume upon conclusion of the break, cadets will not call the room to attention when the instructor enters or exits the room.

f. **Dormitory Protocol**

- (1) **Hallway Guidance.** If any FTU staff or CTA is about to pass you in the hallway, halt (if moving), come to attention, place your heels to the wall, allow them to pass, and render the greeting of the day and then carry on. If wearing a hydration system, come to attention as near to the wall as possible without hurting yourself or damaging the wall or hydration system. If an FTU staff member or CTA is obstructing your path, cadets will brace the wall and state **“Sir/Ma’am, Cadet (last name) requests permission to pass.”** Once given permission, the cadet will move quickly in their intended direction and give the appropriate greeting of the day. When in stairwells, render the proper greeting but do not stop moving.
- (2) **Foyer/Day Areas/CQ Office/Hallways.** Cadets will not call foyers, day areas (open area used as a dayroom), the CQ Office, or hallways to attention when senior personnel enter, but will show proper respect for all FTU staff and other commissioned officers when present in the dormitory. If seated, cadets will stand and render the proper greeting of the day, or, if already standing, will simply render the proper greeting of the day. **Exception:** If there are two or more cadets in the foyer, dayroom, day-area, or hallway and the FTU/CC, or an O-6 or above enters the building/area, the cadets will call the building/area to attention unless there is an officer of equal or higher rank already in that specific building/area. If there is only one cadet, the cadet will stand at the position of attention and render the proper greeting of the day.
- (3) **Entering/leaving Dormitory Rooms.** When FTU staff and other commissioned officers enter or leave a room, the first person to take notice will call the room to attention, provided there is not already a commissioned officer of equal or greater rank in the room. If a cadet is alone in the room, that cadet will come to attention as the officer enters or leaves, but not call the room to attention.

- g. **Bus Protocol.** Cadets will fill busses from back to front with two cadets (unless otherwise directed) in each seat. Sit at the position of attention (for local travel) and read the selected portions of this manual as directed. You may rest your hands on the seat in front of you for safety.

## 7. **DISCRIMINATION AND SEXUAL HARASSMENT**

- a. The Air Force has a zero tolerance policy towards discrimination and sexual harassment.
    - (1) Discrimination is defined as any action that unlawfully or unjustly results in unequal treatment of persons or groups based on race, color, gender, national origin, religion, age, and, if civilian, handicapping conditions, for which distinctions are not supported by legal or rational considerations.
    - (2) Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (see Attachment 3).
  - b. If at any time during FT you feel you are a victim of discrimination or sexual harassment (whether committed by a staff member, CTA, fellow cadet, or host base personnel), notify any FT staff member immediately.
8. **MALTRAINING AND HAZING.** If you suspect that you or a fellow cadet has experienced maltraining and/or hazing, immediately notify the FTU chain of command starting with the FTO. If the FTO is part of the problem, notify the COC/DO or ask the Chaplain for assistance.
9. **PROPERTY SECURITY.** Security of personal valuables and government property is paramount. To help secure the premises, you must notify the FT staff of any unauthorized persons in the area.
- a. **Personal Valuables.** Do not bring high value items to FT. It is your responsibility to secure personal items, and you must keep such items locked in your security drawer, or duffel bag while in the field, at all times. Report thefts or losses to your FTO immediately.
  - b. **Security violations.** Security violations at FT indicate one's inability to safeguard classified information and other

government property while on active duty. The following personal items, if found unsecured, constitute a security violation: 1) Any photo ID; 2) Military Orders; 3) US currency greater than or equal to \$1. Additionally, any security drawer found unsecured (regardless of contents) will constitute a security violation. If you are found guilty of an infraction, you will be counseled via the AFROTC form 17 by the FTO; a second violation will result in an AFROTC form 17 counseling from the COC; a third violation will result in an AFROTC form 17 counseling from the FTU/DO, who will evaluate the cadet's ability to remain at Field Training. Other personal items found unsecured **DO NOT** constitute security violations, but will be confiscated by the FTO until the end of Field Training.

10. **GOVERNMENT PROPERTY.** You will be accountable for all property (including uniforms) assigned to you until the items are returned or another individual signs for them. You must maintain all property in good condition. Do not deface, tear, or disassemble; do not move equipment without permission; report all malfunctions or damage.

## **CHAPTER 3.6: GENERAL ACTIVITIES (k)**

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1. **DAILY SCHEDULE.** A typical daily schedule while in garrison could resemble the following.

0500 Wakeup; UNIFORM: PTU  
0505 Transit Time (TT) to Track  
0510 PT  
0620 TT to DFAC  
0630 Breakfast UNIFORM: ABUs or PTU  
0730 TT to Dormitories  
0745 Personal Hygiene /Dorm Maintenance (PH/DM)  
0830 TT to Parade Field; UNIFORM: ABUs  
0845 Parade Practice  
0930 Pass In Review Parade  
1015 TT to Dining Hall  
1030 Lunch  
1130 TT to Dormitories  
1145 Open Ranks Inspection (ORI) / Stand By Inspection (SBI)  
1330 PH/DM  
1345 Group Leadership Problem (GLP) w/ FTO  
1500 FTO Lesson: Teambuilding  
1620 TT to Dining Hall  
1630 Dinner  
1730 TT to Dormitories  
1745 PH/DM; UNIFORM CHANGE: PTU  
1800 COC Determined Physical Training (PT) Activity  
1930 FTO Time (FTOT)  
2000 Individual Cadet Time, as applicable  
2030 Call To Quarters (CTQ)  
2100 TAPS/Lights-Out

2. **CALL-TO-QUARTERS (CTQ).** CTQ is free from constructive training; this is your time. Staff members may walk through the area but will not initiate meetings with cadets. During CTQ, you must remain in the flight area unless performing official duties related to your assigned position (cadets must sign in/out of flight area). Additionally, cadets may perform details, write letters, conduct meetings, or prepare uniforms. Sleeping/lying in bed is not authorized. Female hair may be left down in PTUs to allow it to dry and prevent mold growth. Meetings concerning additional duties or special projects will not be held during CTQ if they require staff member involvement. Immediately prior to lights out, TAPS will sound. You must be in bed with lights out by the time TAPS is finished.

### 3. LIGHTS OUT.

- a. Between *Taps* and *Reveille*, you are not authorized to engage in any activities other than sleeping (e.g., writing letters, reading, talking, etc.) You will not leave your bed except in the event of an emergency or to use the latrine. Talking in the latrine is prohibited after lights out. The Staff Duty Officer (SDO) may conduct bed checks to ensure complete accountability. Lights out violations will result in AFROTC form 17 counseling.
  - b. **Charge of Quarters (In Garrison ONLY).** Cadet trainees will ensure a CQ is manned by two cadets for two hours at a time on every floor during the lights out period. The CQ is responsible for ensuring safety and order is maintained in the cadet trainee dorm floors during lights out. Any issues will be immediately reported to the FTO. CQs will be assigned 1 radio/phone. This comm device will be used for notification purposes only. Any abuse of the device could result in dismissal from FT.
4. **SIGNING OUT/IN.** You must sign an AFROTC form 82, *Student Sign Out/In Register*, anytime you will miss activities on the schedule, or when proceeding anywhere without your flight. Always consult your FTO or CTA and sign out prior to proceeding to any medical treatment. Ensure times are accurate to the minute. If there is a line of cadets waiting to sign out or in, enter the time you joined the line. It is your responsibility to return to quarters prior to CTQ. If you cannot return on time, contact the SDO.

### 5. FORMATIONS

- a. Definitions
  - (1) Detail - Formation of two to four cadets, including the cadet in charge. In formations with three or four cadets, the formation is properly sized and the cadet in the right rear position will lead the formation. When in details of two the detail leader marches on the right. When in a detail to retrieve a guidon, the cadet on the right will carry it, regardless of their assigned duty for that day.
  - (2) Flight – Normally a formation of five or more cadets. This includes a designated flight leader, usually the Cadet Flt/CC. There will be at least two but no more than four elements. While on the OTS Complex, OTS flights will

normally march with two elements and AFROTC flights will normally march with three elements at close interval.

- (3) Guide – The guide marches, without a guidon, in front of the highest numbered element leader and will regulate the direction and rate of marching (front-right corner when in column formation).
- (4) Guidon Bearer – The guidon bearer marches, with a guidon, in either a detail of two or a flight with six or more cadets (Cadet Flt/CC, four cadets, and a guidon bearer). He/She assumes the same position as the guide in a formation. The guidon bearer will perform all proper movements in accordance with AFMAN 36-2203 Chapter 5 Section C.
- (5) Road Guard - Cadet designated to stop traffic when cadets cross a road or parking lot.

b. General Guidance

- (1) The Cadet Flt/CC's first responsibility is the safety of the formation. Therefore, situational awareness of the surroundings is critical and must be maintained at all times, even when stationary.
- (2) Cadets will not talk while in formation.
- (3) Double Time. Cadets will double-time when wearing the PTU, except within one hour after a meal and if the Wet Bulb Globe Test (WBGT) flag conditions do not support. After the first PFA, cadets may also double-time when wearing blues (**at the discretion of the FTO or CTA**) or ABUs. Cadets may double time on paved surfaces to and from physical conditioning activities except when crossing the street. Cadets will not double time during hours of darkness for safety reasons, nor will they double time to/from combatives (**Exception:** Approved formation runs may take place during dawn and dusk, and if the formation is carrying flashlights or reflective gear).
- (4) All cadets will move on sidewalks, parking lots, troop walks, and other improved surfaces. When there are none available, use unimproved surfaces with caution and while marching at ease. The Cadet Flt/CC will act as road guard for flights with 10 or fewer cadets. If traveling along a roadway, march with as few elements as practical (usually

two) and in the designated running lane. If no designated running lane exists, cadets will march against the flow of traffic.

- (5) All members of a formation must carry operable flashlights during hours of darkness and period of reduced visibility. (**Exception:** Reflective gear is a suitable substitute during formation runs.)
- (6) Cadets do not have the authority to place flights “*at ease*” or “*at rest*” at any time. If a flight member wishes to address the flight, he/she must first request permission from the Cadet Flt/CC to address the flight and then do so from the position of attention. The flight will also be at the position of attention. Individual flight members cannot address the flight while the flight is in transit. However, flight members may request from the Cadet Flt/CC permission to ask a question or to make a statement in order to address a safety concern.

## 6. ROAD GUARD PROCEDURES.

### a. General Information.

- (1) Required safety equipment (only when pulling road guard as a detail): fluorescent/reflective vest (worn by road guards) and flashlight (during hours of darkness).
- (2) Cadets will not “piggyback” units (march more than one unit across the street without allowing traffic to proceed between them) when crossing streets unless directed to do so by FTU staff.
- (3) The Cadet Flt/CC will render all courtesies for the flight. If an officer (on foot) or staff vehicle passes (from the front) the person in charge will render courtesies. If a staff vehicle approaches the flight while crossing an intersection the road guard will not salute (due to safety). The person in charge will march the flight across the street, halt the flight, call in the road guards, and then render courtesies to the staff vehicle. Safety is the priority in this situation.

b. Procedures

- (1) For safety reasons, flights will always be halted six paces from the roadway so the Cadet Flt/CC can ensure the safety of the posting road guards. To post road guards, the Cadet Flt/CC will use the verbiage "**ROAD GUARDS, POST.**" At that time, the required number of road guards will fall out of the flight and post as a detail six paces in front of the flight. The required number of road guards is determined by the number of lanes of traffic that must be halted to safely cross the roadway.
- (2) The Cadet Flt/CC will move forward, post in front of the flight at the roadway edge, salute and ask permission from their FTO or CTA to enter the roadway with the verbiage: "**Sir/Ma'am, \_\_\_\_\_ Flight requests permission to enter the roadway.**"
- (3) The Cadet Flt/CC will then look both ways to ensure there is no traffic and enter the center of the roadway. The Cadet Flt/CC is only required to extend arms if traffic is visible (only when halted). They will then perform an about face (to face their flight) and command "**ROAD GUARDS, OUT.**"
- (4) On the command, "ROAD GUARDS OUT," the left road guard will go to the closest lane, and the right road guard will go to the farthest lane, face oncoming traffic at parade rest with the right arm up, palm flat with the fingers pointed upward. If carrying a flashlight, road guards will hold the flashlight in the extended arm with the beam pointed down.
- (5) The Cadet Flt/CC will move out of the path of the flight, command the flight to march across the intersection, and perform the necessary facing movements so they can observe the flight at all times.
- (6) Once the flight has crossed the roadway and is out of danger, the Cadet Flt/CC will halt the flight and command, "**ROAD GUARDS, IN.**" The road guards will then return to their detail six paces in front of the flight.

- (7) The Cadet Flt/CC will remain in the intersection and continue to halt existing traffic while the road guards return to the rear of the flight.
- (8) To have the road guards fall back in the flight, the Cadet Flt/CC must give the command **“Road guards, secure your gear and fall into the rear of the flight.”** The road guards remove their vests, secure them and fall into the rear of the flight to continue travel.
- (9) The Cadet Flt/CC does not give further commands (e.g., **“FORWARD MARCH”**) until rejoining the flight.

## 7. GUIDON PROCEDURES

- a. Each flight of six or more cadets will carry their guidon from start to end of academic day while marching from one location to another on Maxwell AFB, except when specifically instructed by staff to do otherwise, or due to weather advisories.
- b. The guidon will be carried to all events except the LRC/Project X, PT, or other events as directed by FTU staff. If there is no guidon holder at the event, the guidon bearer will make every effort to ensure the guidon is stored/displayed properly and will not become a safety hazard. Guidons will not be posted by jamming them into the ground.
- c. Storage of the Guidon. Flight guides are responsible for storing the guidon in the appropriate rack when not in use. Guidons will not be placed with the tip of the ornament on the ground or with the pennant wrapped tightly around the staff. During parade practice, the guidon is placed by the first set of bleachers. If entering a building that does not have a storage rack, cadets will take the guidon inside with them and place it out of the way, leaning into a corner so that it will not fall. (NOTE: When entering a building with a guidon, cadets will announce **“GUIDON”** in order to alert others in the area to the hazard.)
- d. Cadets will take care of the guidon. If any part of the guidon breaks, cadets will not attempt to repair it. They will take the guidon to their FTO or CTA for repair.

8. **BUILDING ENTRANCE AND DEPARTURE PROCEDURES.**
- Entrance and departure procedures are necessary in order to promote good order and discipline among cadets while entering or exiting any permanent structure, including Academic buildings, Dormitories, or the Dining Facility (after clearance from the Mess Checker). These procedures apply to squadron, flight and detail formations. If a door becomes propped in the open position, the last cadet entering will close it.
- a. Upon halting a flight near an entrance in which entry is required, the Cadet Flt/CC will command, "**Guidon bearer, secure the guidon and post the door.**" The guidon will be placed in the guidon stand. If there is no guidon, the Cadet Flt/CC will command "**Guide, post the door.**" Then the Cadet Flt/CC will command, "**COLUMN OF FILES FROM THE RIGHT (LEFT), FORWARD.**" Upon the Cadet Flt/CC's command of "**FORWARD,**" the element leader of the selected element turns his/her head 45 degrees to the right (left) and echoes the Cadet Flt/CC's command of "**FORWARD**". At the same time the remaining element leader(s) turns his/her head 45 degrees to the right (left) and commands, "**STAND FAST.**" Their heads stay turned until they step off. After all element leaders have echoed the appropriate command, the Cadet Flt/CC will command, "**MARCH.**"
  - b. Upon the Cadet Flt/CC's command of "**MARCH**" all members of the selected element will step off. The element leader of the selected element will step off toward the appropriate entrance. The element leader of each remaining element will command, "**FORWARD, MARCH**" as the last cadet in each preceding element has passed. Giving the command as the left foot strikes the ground will ensure their element is in step with the preceding element. All elements will incline in the appropriate direction, following the leading element in successive order.
  - c. The Cadet Flt/CC will be the last person from his/her flight to enter the building.
  - d. While marching as a detail, the cadet in charge will command, "**DETAIL HALT,**" followed by the command of "**FALL OUT.**" The cadets will then enter the building.

- e. The Cadet Flt/CC will be the first member of the flight to depart the building and will designate the position for forming the flight. The flight will exit the building and form up on the guide, in line formation, three elements, facing the Cadet Flt/CC. When departing as a detail, cadets will exit the building in an orderly manner and form up on the sidewalk. There will be no talking in formation. Cadet Flt/CCs will take care to not block traffic into or out of the building. The last cadet in a formation will ensure building doors close behind them.
9. **RELIGIOUS ACCOMMODATIONS.** The Air Force values the free exercise of religious beliefs and seeks to accommodate their practices within the limits of military requirements. Your FT host base has a chaplain on call 24-hours a day and offers Protestant, Catholic, and other religious services. A representative from the Chaplain's Office will cover these services in-depth during the Chaplain Program briefing. Only on-base religious services are authorized. Some faith groups may require religious observances that fall within a standard training week; and not on the weekend as understood by the Gregorian Calendar. Cadets must understand that accommodation will be sought to the best of the ability of the AFROTC's Command. However, accommodation begins with a cadet's understanding that the military mission and training requirements may cause conflict with standard worship practices, and that full accommodation may not be possible. Cadets may feel free to discuss the issue of accommodation in detail with the Holm Center Chaplain. You will receive separate guidance regarding religious accommodations at AEF after arriving at FT.
10. **INDIVIDUAL CADET TIME (ICT).** ICT will take place in conjunction with scheduled religious activities. If you do not attend religious services, you will have ICT at the discretion of the FTO and/or CTA.
11. **TELEPHONES.** You are not authorized to use a telephone at any time during FT. If you bring a cellular phone (iPod, iPad, Blackberry, or other wireless communication device), you must turn it in to your FTO upon arrival at Maxwell AFB on TD-0. Your item will be individually marked, secured, and returned back to you on TD 27.
12. **MAIL**
- a. While in-garrison, the Flight Mail Orderly (or alternate) will pick up incoming flight mail from and deposit outgoing mail into the designated mailbox in the SDCS office during the

designated hours, Monday through Saturday (except holidays). Separate instructions will be provided for mail pick-up upon arrival at AEF.

(1) Mail Orderlies will report in to the SDCS office as follows:  
“(Alpha/Bravo/etc.) **Flight Mail Orderly reports to pick up the mail.**” The SDCS member will grant permission. After retrieving the mail, cadet will report out by saying, **“Will that be all, Sir/Ma’am?”**

b. Tell your parents, spouse and friends **not** to send “care packages” to you during any portion of FT or send mail to you during the last 7 days of training. Cadets are not allowed to retain food items due to health concerns (spoilage) or environmental concerns (potential to attract rodents or insects). Other items such as magazines must be placed in the storage area unless approved by the FTO. During FT cadets are not allowed to receive packages from online stores such as Amazon, Ebay, etc.

(1) Foods. You may return the package to sender. If so, you will prepare the package for mailing and pay all costs. You may also dispose of the food items or give them to your FTO to dispose of. If food items are non-perishable and the cadet does not wish to pay postage costs to return them, the FTO will retain the food until the end of FT. The AF will assume no liability for lost or stolen items.

c. Your mailing address during FT follows:

Air Force ROTC

**Cadet (Last Name, First Name MI)**

**MAX \_\_\_\_ (1, 2, etc.)**

**550 East Maxwell Blvd, Bldg #9000**

Maxwell AFB, AL 36112

1. **GENERAL INFORMATION.** The in-garrison Riverfront Inn Dining Facility (DFAC) serves a nutritious, balanced diet designed for active cadets. Cadets are encouraged to eat three square meals daily. Cadets who choose not to eat are still required to process through the DFAC with the flight. Look at the menu before entering the serving line and process through the line quickly. Use courtesy and etiquette when requesting items from the personnel at the serving line. You will consume everything you take, so be reasonable when requesting food! **Food will not be taken from the DFAC.**

The OTS DFAC also services other staff and trainees, so be sure to move purposefully and quickly through the facility. Remember proper customs and courtesies at all times.

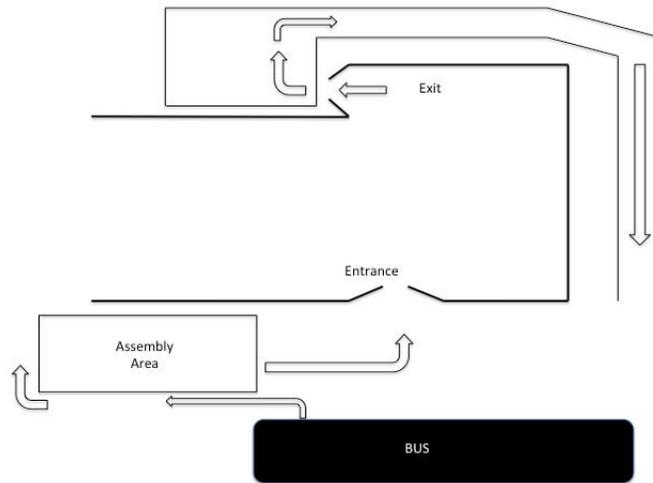
- a. During each meal period two cadets will be designated as water monitors. After successfully reporting into the DFAC, these cadets will enter the DFAC as part of the Key Personnel, and proceed to the kitchen to begin filling glasses of water for the cadets in the serving line. Once the current water monitors are relieved of duty by the in-coming water monitors, they will immediately process through the serving line as quickly as possible. Water monitors will always wear cover, regardless of uniform.
- b. When Meals Ready to Eat (MREs) or box meals are offered in lieu of the standard meal, all items in the MRE or box lunch are authorized for consumption, with the exception of candy, mints, gum or caffeinated products unless authorized by the commander. No items may be kept after meal period. Do not leave any garbage and/or unopened items behind- clean up after yourself.

## 2. **ENTRANCE PROCEDURES**

- a. Mess checkers will pick up the dining priority list and MREs prior to the first flight's arrival time at the DFAC and will work as a team until the last flight (regardless of program) has met their dining priority. The on-duty mess checkers have the authority to clear flights into the DFAC early/late if there are no other flights waiting and the early/late flight will not inhibit any other flight's on-time entry into the facility.

- b. All flights will use the following procedures to access the DFAC:
- (1) Flights will arrive no more than 3 minutes before or after their scheduled dining priorities (if marching to the DFAC). The Cadet Flt/CC will note the time they initially halt the flight in front of the dining hall as their official arrival time. For example, if a flight has to wait for another flight to clear the bay area, they will still annotate their initial halting time as their official arrival time. Cadet Flt/CCs are responsible for coordinating with other Cadet Flt/CCs awaiting entry to ensure they do not skip or make another flight late by arriving out of their 6-minute arrival window.
  - (2) The Cadet Flt/CC will halt the flight, place them at "Parade Rest", and then take the most direct and unobstructed route to within one pace in front of the mess checker, halt, initiate a salute and say, "**SIR/MA'AM, \_\_\_ Flight reports with a dining priority of \_\_, we arrived at \_\_, our accountability is \_\_ of \_\_**". If the flight arrives on time, the mess checker will say, "**You have arrived on time, your flight may enter.**" If the flight arrives late, the mess checker will say, "**Your flight has arrived late, exit the dining facility immediately after receiving your MREs**". The mess checker will annotate the early/late flight and will issue one MRE per cadet in the flight. After the mess checker gives instructions, the Cadet Flt/CC will ask, "**Will that be all, SIR/MA'AM?**" After the mess checker responds, the Cadet Flt/CC will salute, return to the flight, and wait to enter the dining facility with normal building entrance procedures.
  - (3) The mess checker and cadet reporting in do not need to interrupt their reporting procedures to greet and salute commissioned staff. The area outside the dining hall will only be called to attention for colonels (O-6) and above. The first cadet to see one of these officers will call the area to attention, salute the officer(s), and render the greeting of the day. When the officer returns the salute the cadet will drop their salute and direct the area to carry on. When other commissioned officers approach, formation leaders will come to attention and call their formations to attention before rendering salutes.

- c. Cadets must wash hands prior to entering the DFAC. At a minimum, cadets will use Liquid Hand Sanitizer dispenser located just inside the facility.



**FIGURE 3.7.1. Arriving at DFAC**

### 3. DINING FACILITY PROCEDURES

- a. Upon entering the dining facility form **one line** even with the edge of the wall and remain at attention. Before moving forward, cadets will look both ways and then proceed into the serving area. While moving in the DFAC, cadets may not talk or look around unless addressed by a staff member or dining facility staff. Cadets may pass each other in the serving area if they are not waiting for the same food items. Cadets must execute proper situational awareness to ensure that they do not run into or obstruct the path of one another while moving through the dining facility. (NOTE: Cadets will not square corners while carrying trays, but will square corners in non-carpeted areas if unencumbered.) The FTU/COC will turn in the

chow roster for entire FTU for each meal. The Cadet Flt/CD will be the first to process through the chow line, and the Cadet Flt/CC will be the last. See Figure 3.7.2.

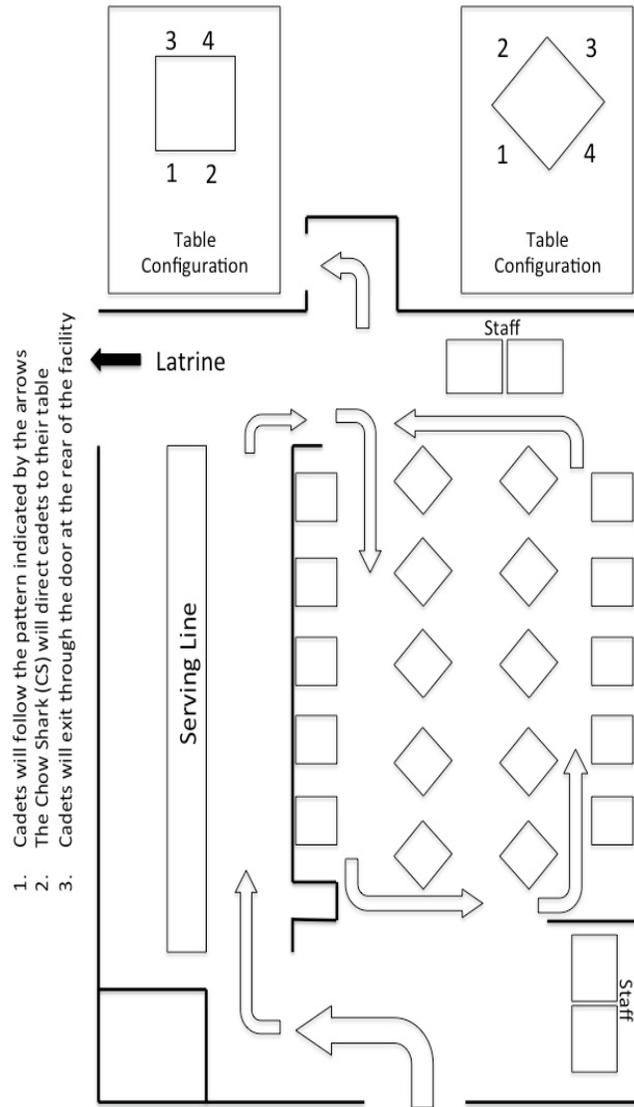
- b. If a cadet needs to use the restroom, they will proceed directly to the restroom once they've entered the dining facility. Upon exiting the restroom, they will go to the back of the line waiting to post into the serving line.
- c. Upon reaching the tray and silverware stand, cadets will step forward, execute a facing movement, and take a tray along with the appropriate silverware. Cadets will not step forward unless there is room on the serving line to place the tray. Cadets will not perform facing movements while in the serving line—they will side step through the entire serving line (heels together when halted). When using the salad bar and water fountain, cadets will go to the farthest available serving area in order to minimize backup. All cadets will consume a minimum of three full 8-oz. glasses of drinking water or sports drink per meal (24-oz). Coffee and juice may only be consumed at the direction of the encampment commander.
- d. Tight meals are designed to instill self-discipline, a sense of military bearing and individual attention to detail. Tight meals include no talking or looking around. All cadets start eating tight meals beginning with their arrival and end eating tight meals as described in this section. The following guidelines apply whether or not a cadet is eating. Tight meals, by definition, include sitting at the position of modified attention.
  - (1) Cadets will sit at modified attention with back straight (not resting on the chair back) and shoulders squared. Elbows will not be placed on the table or chair arms. If leaning forward is needed to prevent spilling food, cadets will bend forward slightly from the waist, but not relax the position of attention.
  - (2) Cadets will not talk to each other at the table during a tight meal. Cadets may answer questions directed at them by staff or dining facility personnel.

- (3) Cadets will be seated in accordance with guidance that will be provided to you by the InG staff. **Figure 3.7.2** provides a general overview of the DFAC interior for reference.
- (4) Once halted in position, cadets will ground the tray to the front edge of the table and centered and assume the position of attention. Cadets will remain at attention until the table is filled or a reasonable amount of time (20 seconds) has passed and then take a seat. When the last cadet (position 4) arrives and stands at attention they will instruct the table to **“BE SEATED”**.
- (5) If in blues, all cadets will place hydration systems and ponchos under their chairs and sit down. Once seated, cadets in positions 2 and 3 will pass a napkin to the cadet on their right and then take one for themselves. Napkins will be placed on the cadet’s lap.
- (6) The cadet in Position 4 will state **“MOMENT OF SILENCE”** to accommodate those who wish to pray before their meal. When everyone at the table is ready, position 4 states **“Enjoy your meal”**.
- (7) Cadets will have 15 minutes to eat their meal from the time “Enjoy your meal” is stated. Time will end when trays are removed from the table. The Cadet that is timing the meal will place his or her watch on the center of table once started.
- (8) Cadets will place a napkin on top of the tray to signify they are finished with the meal.
- (9) Once everyone at the table has finished eating (all occupants of the table have napkins on their tray), cadets in Positions 2 and 3 will pass all the items from their trays to cadets in Positions 1 and 4. Glasses will be placed on the trays upside down, but will not be stacked. Trays will be stacked and carried to the cabinets by two when possible. If there are three cadets, one cadet will carry his/her own tray. If a cadet is unable to carry the tray due to restrictions, the other cadets will make the appropriate adjustments to carry the tray. Once trays are stacked, cadets will stand, don their hydration systems, ground the chairs to the right side of the

table, and then momentarily assume the position of attention. The cadet in Position 1 will proceed to the tray cabinet. The cadet in Position 3 will lift the napkin holder while the cadet in Position 2 wipes down the table. The cadet in Position 4 will wait to collect any waste left over from cleaning and then proceed to the tray cabinet. Trays will be placed in the cabinet from bottom to top, back to front. After complete position duties, cadets will proceed to the exit in a military manner.

#### **4. DEPARTURE PROCEDURES**

- a. Cadet flights will exit the dining facility from the door opposite the DFAC entry door. Upon exiting, cadets will organize themselves into an element of two to four cadets before proceeding to the designated area.
- b. Cadets will form up in line formation in the designated area and wait for the rest of the flight to form up. The first two cadets in a flight to exit the dining facility will proceed to the front of the dining facility to retrieve the guidon and then fall in appropriately with the flight. When retrieving the guide the tallest cadet will be on the right and will carry the guidon.
- c. Cadets will exit the Dining Facility or FTOC and march in elements of two to four cadets to the designated location.



**Figure 3.7.2 Riverfront DFAC interior**

**1. GENERAL INFORMATION.**

- a. **Housing.** While in garrison, you will be housed in ROTC dormitories by flight in shared rooms. Female cadets will be housed in separate rooms from males. Unoccupied rooms and supply closets are off-limits unless a staff member specifically authorizes you to enter. Before entering a room occupied by members of the opposite gender, cadets and staff members will announce, “**Gentleman (Lady) in the area,**” and wait for the appropriate response. The cadet closest to the entrance will confirm that all cadets in the area are properly dressed and respond, “*Please Standby*” if any member is not properly dressed and, “*All Clear*” as soon as appropriate. Cadets will not change clothes in the presence of members of the opposite gender.
  - (1) **Dorm rooms.** Doors and blinds will be closed when cadets are changing clothes. Blinds will be fully closed at all times, and doors will be open at a 90° angle during duty hours and closed during sleeping hours (*Taps to reveille*).
- b. **Inspection Order.** Rooms should be inspection ready from the end of the first dorm maintenance period until the beginning of CTQ. Wastebaskets must be completely empty during formal inspections and no more than half full at all other times.
- c. **Common Areas.** Common areas are those spaces which all cadets use, i.e., stairwells, hallways, dayrooms, latrines, laundry rooms, etc. These areas must be clean and orderly at all times. Squadron Commanders will be responsible for all squadron common areas as designated by the group staff. The Group Commander(s) will be responsible for common areas inside and outside of the main administrative building (including the laundry room).
  - (1) Latrine. Commodes, urinals, sinks, showers and drying areas will be kept clean and dry. Toilet seats will be displayed in the up position for both male and female latrines. Toilet tissue will be neatly rolled, e.g., not hanging down. Latrine doors will be opened 90 degrees when not in use.
  - (2) Windowsills, walls, stairwells, hallways, and water faucets will be cleaned on a regular basis.

- (3) Personal or group-purchased commercial cleaning products are not authorized.
  - (4) Pictures, posters, etc., are not authorized for display in dorm unless approved by the FTO.
- d. **Energy Conservation.** Turn off all lights when not in use. Turn off water faucets when not in use and report leaks to the FTO or CTA. Windows must remain closed/locked unless a staff member directs otherwise.
2. **BEDS - GENERAL GUIDELINES.** Keep bed rails clean and free from dust. Items placed on bed must be clean, dry, serviceable, folded, lint-free, and displayed tight, neat, and wrinkle-free where applicable. If an item becomes unserviceable, bring it to an FTO or CTA's attention. Cadets who sleep on the bottom bunk will sleep with their head to the wall. Cadets who sleep on the top bunk will sleep in the opposite direction of the cadet in the bottom bunk. The bottom bunks will be utilized prior to the top bunks. Unlike in previous years, only two cadets will be housed per room, and both sides of the bed will be considered subject to inspection. Cadet 1 will be the cadet on who occupies the bottom bunk and Cadet 2 will occupy the top bunk.

a. **Dust Cover Bed, Figure 3.8.1.**

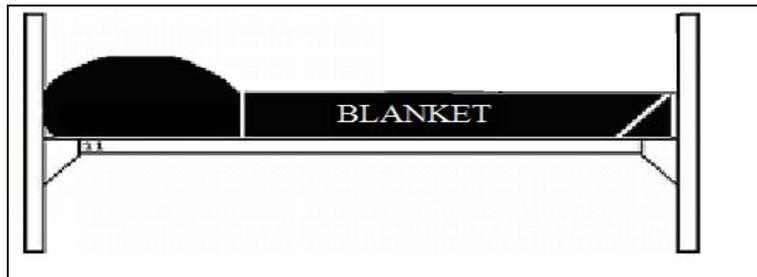
- (1) Bottom (First) Sheet. Drape evenly over width of mattress. Ensure the bottom edge of sheet is flush with the foot end of mattress. Tuck excess under at the head end of mattress. Make hospital corners.

**NOTE:** Making hospital corners. First, grasp the side of sheet approximately 12 inches from the head end of mattress; then, lay the sheet on top of the mattress, creating a 45-degree angle. Tuck excess hanging down, under mattress. Next grasp 45-degree angle and without changing its shape, bring it down and tuck under mattress. After sheet is completely tucked, smooth and tighten to the conformity of mattress.

- (2) Top Sheet. Drape evenly over width of mattress so that the top edge of the sheet is approximately 6 inches from the head end of the mattress. Tuck excess under the foot end of mattress. Do not make hospital corners yet!
- (3) First Blanket. Drape the blanket evenly over width of mattress, blue side up, tailored end to the foot of the

mattress, and narrow end of blanket approximately six inches from the head end of mattress. Tuck the excess blanket under the foot end of mattress. Make hospital corners with both the sheet and the blanket, together. Tuck remainder of sheet/blanket under mattress. Smooth and tighten to mattress conformity.

- (4) Pillow and Pillowcase. Put pillow inside the case and place between the first and top sheets. Center the length of pillow on the width of mattress, flush with the head end of mattress.
- (5) Dust Cover. Fold the blanket in half from narrow end to narrow end, US insignia inside. Drape evenly over the head end of mattress. Single fold is approximately 24 inches from the head end of mattress. Tuck excess blanket under the head end of mattress. Make hospital corners (picture does not show them). Ensure no excess blankets/sheets or strings are hanging down under mattress.
- (6) Mattress. Center the mattress on the bed frame and ground to the head end of bed, head end being placement of cadet's head during sleep.

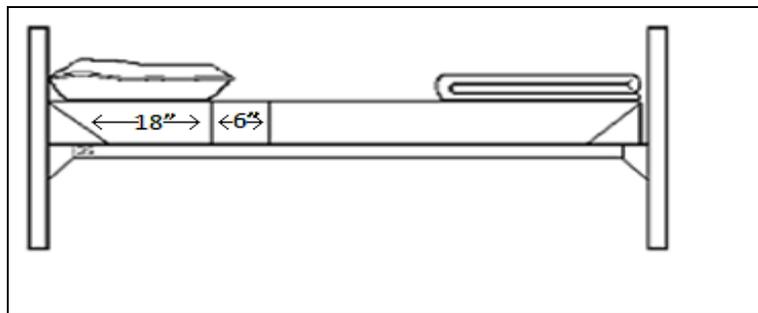


**FIGURE 3.8.1. Maxwell Dust Cover Bed**

- b. **White Collar Bed, Figure 3.8.2.** Used during formal inspections. When making this bed, use instructions for “Dust Cover Bed” up to and including the placement of the first blanket, then proceed with the following steps:
  - (1) White Collar. Fold the top sheet and blanket over together to form a six inch white collar and then fold again, so that the bottom of the six-inch collar is 24 inches from the head end of the mattress. Make hospital corners. Tuck remaining material hanging on the sides neatly under the

mattress, including white collar. After the blanket and sheet are completely tucked, smooth and tighten to conformity of mattress.

- (2) Pillow and Pillowcase. Put pillow inside case. Center length of pillow on width of mattress, flush with the head end of mattress. The open end of pillow case faces away from the inspection side with the excess material neatly folded underneath.
- (3) Mattress. Center the mattress on the bed frame and ground to the head end of bed, head end being placement of cadet's head during sleep.
- (4) Extra Blankets. Place extra blanket(s) (if applicable) at the foot end of the mattress. Fold blanket(s) into an "e" fold and display the "e" fold to be viewed from the inspection side of the bed (see **Fig 10-2**). The blanket(s) should be flush with the foot end of the mattress and flush with the inspection side of the bed.



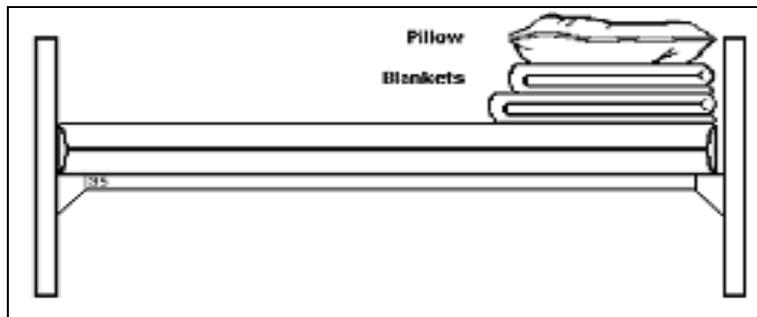
**FIGURE 3.8.2. White Collar Bed**

- c. **Open-air Bed (during linen exchange), Figure 3.8.3.** Remove the blankets, sheets, pillow, and pillowcase from bed. Remove mattress cover only if exchanging. Otherwise, leave cover on mattress; tie strings if possible and tuck excess material underneath. Smooth and tighten to conformity of mattress.
  - (1) Mattress. Center the mattress on the bed frame and ground to the head end of the bed.
  - (2) Blankets. Fold blanket(s) not being exchanged into "e" fold (**Fig. 3.8.4**), using the following procedures: Stand on inspection side of bed and drape blanket evenly over the

width of mattress. Place the narrow edges to the left and right; U.S. insignia (if applicable), facing up. Fold the blanket in half from right to left so insignia is inside.

Second, fold the blanket in half from inspection side of bed to opposite side. Fold in thirds from left to right. When properly folded, “e” fold will be visible when viewed from the inspection side of bed.

- (3) Placement. Stack blanket(s) on the mattress, if applicable - widest blanket on the bottom at foot end of the bed. Ground and flush the blanket(s) to the foot end and inspection side of mattress. Ground the blankets to the edge of mattress. Ensure “e” fold(s) are flush with each other and with the edge of the mattress on the inspection side.
- (4) Pillow. Place pillow on top of blanket(s) centering length of pillow on the width of mattress. Flush the side of pillow with the single fold of blanket(s) and ground to edge of mattress.



**FIGURE 3.8.3. Open-Air Bed**

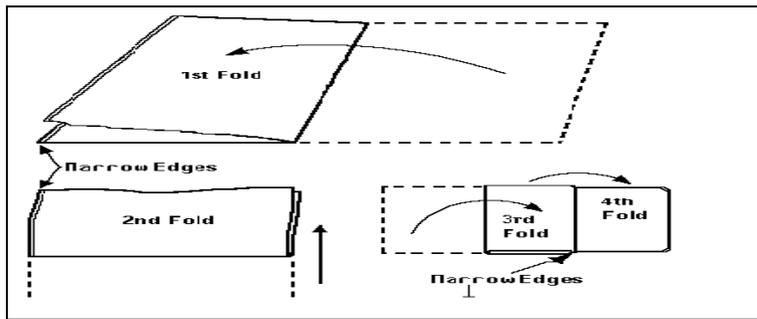


FIGURE 3.8.4. Procedures for Making an “e” Fold

**NOTE:** This illustration depicts how to create an “e-fold” with your blankets. The e-fold is used in the White Collar Bed display as well as in the Open-Air Bed display. There should be no “overbite” or “underbite”. All edges of the e-fold should be flush to each other.

3. **AFROTC forms 84M / 84-1M, *Dormitory Checklist of Authorized Items (Male/Female)*.** Cadets will display the appropriate Inspection Checklist form on their bed from wake-up until CTQ each day. All cadet information must be completed in displayed forms. On the Dust Cover Bed, the form will be centered under the dust cover, or crease, with the header information (top two inches approximately) displayed. Only the bottom two inches will fit under the crease. On the White Collar Bed the form will be centered under the bottom edge of the white collar with the header information displayed. On the Open Air Bed, the form will be centered under the bottom blanket with the header information displayed.
4. **Wardrobe.** Occupants 1 will utilize the wardrobe to the left and Occupant 2 will utilize the wardrobe closest to the right.
  - a. **General Instructions.** Keep the wardrobe clean and dust free. Keep all items clean, dry, pressed, folded, serviceable, and displayed appropriately. Inform your FTO or CTA if an item becomes unserviceable. Remove all strings and tags (except sewn-in tags). Ensure all pockets are empty. Display items as worn (zipped, snapped, buttoned, pressed, etc.), unless otherwise directed. **Exception:** Special display uniform will be displayed as directed.

- (1) Hang all hangers with the open end of hook facing toward the rear of the wardrobe.
- (2) Hang all items separately.
- (3) Hang all sleeved items with the left sleeve facing towards you.

**b. Hanger Management**

- (1) No more than three “extra” hangers per cadet are authorized. These hangers should be used for replacement purposes, to display the uniform of the day, or for items being worn or laundered.
- (2) Display “extra” hangers as one, grounded to the left wall of the closet, and consider them as part of the wall itself.
- (3) Overstocking hangers is not authorized. Excess hangers will be returned to the supply NCO.

**c. Hanger Spacing**

- (1) Space hangers evenly between the left wall and the right wall of wardrobe. The space between the left wall and first hanger, and between the last hanger and right wall, is equal to the space between all other hangers.

**d. Top Shelf, Figure 3.8.8.** Items will be spaced evenly across the top shelf of the wardrobe with even intervals between items.

- (1) Duffel Bag: When displayed, ground to the left side wall on the top shelf, single fold flush with front edge of shelf and handle on top. The “e-fold” will be to the viewer’s right. (**Fig. 3.8.8.**)
  - (a) Empty the duffel bag and the pocket. Lay the bag flat with the handle down and the open end away from you. Unbuckle the straps and tuck the dust flap smoothly inside the bag. Fold the bottom of the bag flat, so that it is in the shape of a football. (**Fig. 3.8.5**)
  - (b) Starting with the left side, fold each side toward the center in thirds (**Fig. 3.8.6.**)



**FIGURE 10-5. Folding the Duffel Bag**

- (c) Fold the bag in thirds from the bottom to the open end (**Fig. 3.8.5**)



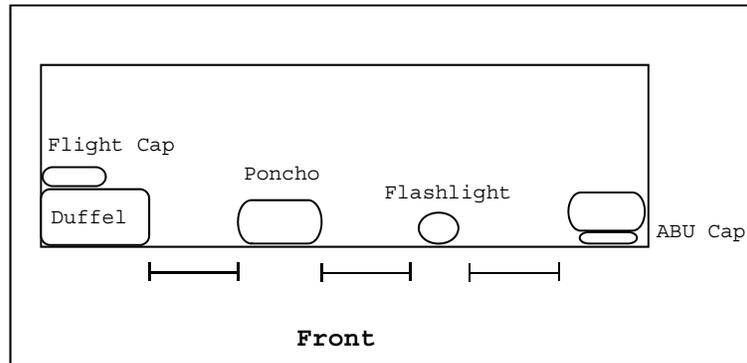
**FIGURE 3.8.6. Folding the Duffel Bag**

- (d) Once you have completely folded the duffel bag, make sure the edges are as even as possible and attach the hook over the edges at the open end of the bag (**Fig. 3.8.7**)



**FIGURE 3.8.7. Attach Hook**

- (2) Flight Cap: Flush the front of the cap to the front edge of the shelf. Ground the top of the cap (as worn) on top of the duffel bag, with the triangle facing down (**Fig 3.8.8.**).
- (3) ABU Cap: Flush the bill of cap to the front edge of shelf and ground the side of cap to center partition.
- (4) Flashlight: Place on shelf where the wand-end will face to the rear; the butt-end will be flush with the front edge of the shelf.
- (5) Rain Poncho: When dry, fold sides of rain poncho in towards center. With the hood away from you, roll the bottom of poncho towards the head hole. Tuck the rolled material neatly inside the hood. Rotate the rain poncho 90° clockwise and place the folded poncho where the front of the poncho will be flush with the front edge of the shelf.



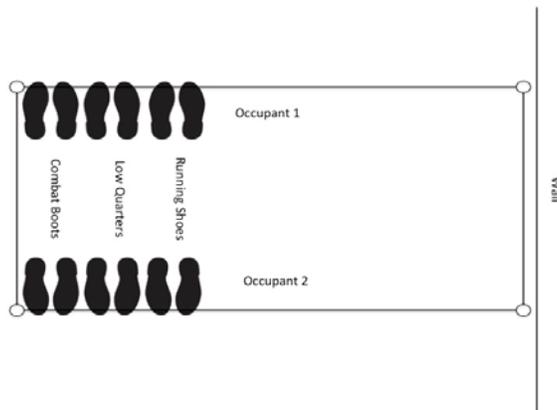
**Figure 3.8.8. Top Shelf of Wardrobe**

**e. Hanging Arrangement**

- (1) Rain Poncho: When wet, place on hanger and hang on shower rod with right sleeve facing in towards the shower. The spaces between the shower wall, hangers and shower door will be equidistant.
- (2) Short Sleeve Blue Shirts/Blouses: Leave top button unbuttoned and display as worn so that the front of the shirt faces the left side of the wardrobe.

- (3) Blue Slacks: Place legs of slacks inseam to inseam and drape over hanger bar so waistband is to the left. Cuffs should be even with the waistband. Ensure each pair of pants is zipped, buttoned, and hooked where applicable. Hang with the fly facing the front of the wardrobe. Display the old style slacks first, then the new style, in order from left to right.
  - (4) Airman Battle Uniform (ABU): ABU shirts and pants will be displayed on separate hangers and as worn.
    - (a) The ABU shirts will be buttoned with exception of the top (collar) button. When properly displayed, front of shirt faces left side of wardrobe and the left sleeve faces you. Display all shirts next to each other.
    - (b) The ABU pants will be buttoned. Place legs of pants inseam to inseam and drape over hanger bar with the cuffs and waistband as even as possible. Hang with the fly facing the front of the wardrobe. Waistband hangs on the left side of the hanger, legs to the right. Hang trousers to the right of the ABU shirt.
  - (5) Laundry bag: Store only dirty clothes, towels and washcloths inside the laundry bag. Wet items must be placed inside a plastic bag (secured at the top) prior to putting the item in the laundry bag. A plastic bag will be a clear, white, black or brown trash bag. Pull the laundry bag strings tight so the top of the bag is closed. Any excess at the top of the bag and strings will be tucked towards the corner neatly. Display on the floor grounded to the left side of the occupant's wardrobe.
5. **SHOE DISPLAY.** Keep all shoes clean, dry, shined, serviceable, and displayed where applicable. If an item becomes unserviceable bring it to an FTO or CTA's attention. If changing from the shoe of the day, place the shoes that were worn beneath the bed in the appropriate order of display, loosely laced. Tightly lace all shoes/boots not being used immediately as required for training. "Tightly laced" means, shoelaces must be pulled closed as tightly as possible without being tied. Loosely lace one pair of your running shoes during routine order (after duty hours). "Loosely laced," means you can easily slide your foot into the shoes in case of emergency. Tuck excess laces inside the shoes, out of sight.

- a. Order of Display: Occupants will ground each shoe so the heels are grounded to the outer bed rail wall. Occupant one will place his/her shoes under the bed with the heels grounded to an imaginary line parallel to the left side of the bed. Occupant two will place his/her shoes under the bed with the heels grounded to an imaginary line parallel to the right side of the bed.
- b. Alignment: Ensure heels and soles of like shoes are grounded to each other and unlike shoes are grounded at the soles only. Keep shoes as perpendicular to the imaginary line as possible. Leave a space when wearing a pair of shoes. **(Fig. 3.8.9)**



**Figure 3.8.9. Shoe Placement**

**c. Lacing.**

- (1) Combat Boots with loops: Make a bar at the bottom of the boot by lacing from the outside to the inside through the bottom eyelets. Continue lacing the boot from the inside to the outside until you get to the second eyelet from the top. Make an “X” at the top by lacing the top eyelets from outside to the inside. Tighten the laces. Tie a single knot at the end of the laces. Tuck the excess laces inside the boot out of sight. **NOTE:** If your boots have loops instead of eyelets, lace boots with a bar at the bottom by inserting the laces from bottom to top of the loops and continue lacing the entire boot in this manner. **(Fig. 3.8.10)**



**Figure 3.8.10. Boot Lacing**

- (2) Low Quarters: Make a bar at bottom of the shoe by lacing from the outside to the inside through the bottom eyelets. Continue lacing the shoe from the inside to the outside until you get to the second eyelet from the top. Make an “X” at the top by lacing the top eyelets from outside to the inside. Tighten the laces. Tuck the excess laces inside the shoe, out of sight. (**Fig. 3.8.11**)



**Figure 3.8.11. Low Quarters Lacing**

- (3) Running Shoes: Lace in the same manner as low quarters. **NOTE:** If your running shoes have loops, lace in the same manner as boots with loops.

Order of Display:  
Combat Boots  
Low Quarters  
Running Shoes

6. **SECURITY DRAWER.** Store only authorized items. (**Hiding clothes or other unauthorized items will not be tolerated**) Any items stored in the security drawer must present a neat and orderly

appearance. Plastic bins may be used to keep it neat. Security Drawer items include but are not limited to:

- \*Money, credit cards etc.
- \*Jewelry, eyeglasses, dog tags
- \*Prescription medication
- \*Religious materials to include Bibles and religious undergarments

7. **CLOTHING SHELVES.** Occupant 1 will utilize the wardrobe to the left and occupant 2 will use the wardrobe to the right..

Displayed items must be worn; they are not for display purposes only. You must properly size all items from top to bottom or front of drawer to back. Remove loose strings and tags. Do not remove sewn in tags. Do not starch drawer items. If you do not have an item for display, leave a space where the item would have been displayed. Religious under garments can be stored in the security drawer.

a. **Shelf 1: (First shelf on top)**

(1) **Towels (Fig. 3.8.12)**

If using a laundry mark, the laundry mark will be on the outside of the roll to the right and the single folds will be on the left, with the open edge down. The towel/hand towels are grounded to the front left hand side of the shelf and the washcloths are grounded to the right rear of the drawer with the single fold facing the front.

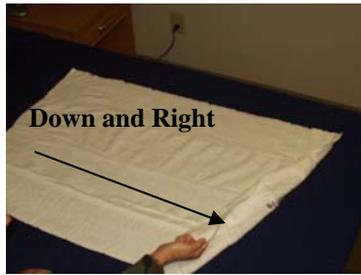
(2) **Washcloths (optional):**

Ground the four loose corners to the back right corner of the shelf. The single fold (with the laundry mark visible) faces the front of the shelf.

(3) **Rolling Instructions**

Towel/Hand Towel

- (a) Lay the towel flat with the laundry mark down and to your right. (Fig. 3.8.12)



**Figure 3.8.12.**

- (b) Starting with the side closest to you, fold the towel in half away from you so it is approximately 12 inches wide. **(Fig. 3.8.13)**



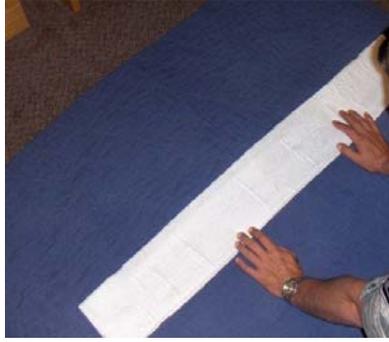
**Figure 3.8.13.**

- (c) Next, fold the towel toward you in half so it is approximately six inches. Keep edges as even as possible and smooth out all wrinkles. **(Fig. 3.8.14)**



**Figure 3.8.14.**

- (d) Starting from non-marked end, tightly roll the towel from left to right, ensuring half of the laundry mark is visible on the outermost portion of the towel. (**Fig. 3.8.15**)



**Figure 3.8.15.**

- (e) When complete, edges will be as even as possible with the laundry mark on the outside and the single fold on the left.

Washcloth (Optional)

- (a) Lay the washcloth flat with the laundry mark down and to the right.
- (b) Fold it in half from left to right, then in half from bottom to top away from you. Keep the edges as even as possible.

**b. Shelf 2 (Second shelf from the top) (Fig. 3.8.16)**

(1) Socks (Boot & Low Quarter)

- (a) With the open end facing toward the rear of the shelf, place in one row from the front of the shelf to the back. The curve on the sock will face the front of the shelf. Socks will be stacked if there is no more room available. You will not start a second row of the same sock.
- (b) Ground the boot socks to the front of the shelf and to the left side of the shelf as you are looking into the shelf.

- (c) Ground the low quarter socks to the front of the shelf and to the right of the boot socks.



**Figure 3.8.16.**

(2) **Rolling instructions for the socks (Green/Black/White)**

- (a) Roll socks in pairs.
- (b) Lay a pair of socks flat (right side out), one on top of the other with the open end away from you, and one sock offset by two inches. (**Fig. 3.8.17**)



**Figure 3.8.17.**

- (c) Starting with the toes, tightly roll towards open end.
- (d) Fold the open end of bottom sock back over the entire roll securing it.
- (e) The open end of the socks will be flat with no excess sticking out past the roll. (**Fig. 3.8.18**)



**Figure 3.8.18.**

**c. Shelf 3 (third shelf from the top) (Fig. 3.8.19)**

**(1) Sand/White T-Shirts**

- (a) With the open edge down, single fold to the left, place shirts in one row from the front of the shelf to the back, stacking if necessary.
- (b) Ground the sand T-shirts to the front left corner of the shelf, as you are looking into the shelf.
- (c) Ground the white T-shirts to the front of the shelf and to the right of the sand T-shirts. (Optional for females)



**Figure 3.8.19.**

**(2) Instructions on rolling t-shirts (Sand/White/PC)**

- (a) Lay the T-shirt flat with the collar down and to your right. Ensure edges are even.

- (b) Fold the shirt in half. Start with the side closest to you and fold away from you. (**Fig. 3.8.20**)



**Figure 3.8.20. Fold away, in half**

- (c) Fold the sleeves toward you until the shirt is forming a rectangle. (**Fig. 3.8.21**)



**Figure 3.8.21. Fold Sleeve in**

- (d) Fold the T-shirt in half towards you starting from the side furthest away from you. (**Fig. 3.8.22**)



**Figure 3.8.22.**

- (e) Tightly roll the t-shirt starting from the waist towards the collar. Ensure you keep edges as even as possible. **(Fig. 3.8.23)**



**Figure 3.8.23. Tight Roll**

- (f) When properly folded, single folds will be on the left side with edges as even as possible.

**d. Shelf 4 (fourth Shelf from the top) (Fig. 3.8.24)**

**(1) Underwear**

- (a) Boxers/Compression Shorts: Stack with each pair facing up, single fold to the left, sized properly with smallest on top. Place boxers and compression shorts so the waistband faces the rear of the shelf and grounded to the front right corner with like items together. If the stack is too high to be displayed as one, you will start a new row to the left of the first stack grounded to the first stack. **(Fig. 3.8.24)**
- (b) Briefs/Boxer Briefs: Display in the same manner as the boxers except grounded to the back right corner with the waistband grounded to the rear. **(Fig. 3.8.24)**
- (c) Female underwear/compression shorts will be grounded to the front right corner of the shelf, folded the same as men's underwear. **(Fig. 3.8.30)** Extra female underwear will be grounded in the back right corner, in the same manner as the original stack. **(Fig. 3.8.24)**



**Figure 3.8.24.**

**(2) Underwear rolling instructions**

- (a) Lay flat with the front down, waistband away from you.  
**(Fig. 3.8.25)**



**Figure 3.8.25.**

- (b) Fold briefs in half from crotch to waistband. Fold boxer/boxer brief in half from leg openings to waistband. Crotch should be even with the top of the waistband. Fold excess over to make top even. **(Fig. 3.8.26)**



**Figure 3.8.26.**

- (c) Square boxers/AF PT shorts by folding the sides neatly towards the center. **(Fig. 3.8.27)**



**Figure 3.8.27. Fold Sides In**

- (d) Starting with the left side, fold in equal thirds from left to right. Ensure you keep edges even as you fold. Excess material may be tucked in to square the edges. **(Fig. 3.8.28)**



**Figure 3.8.28. Fold in Equal Thirds**

**NOTE:** When folded properly (with the front facing up), there will be a single fold on the left. The open end will be to the right. Edges will be as even as possible. **(Fig. 3.8.29)**



**Figure 3.8.29.**

- (3) Bras/Sports Bras. (**Fig. 3.8.30**) Stack with the cups facing up. If you are displaying sports bras, they will be stacked underneath the regular bras. The single fold will be to the left side of the shelf as you are looking into the shelf. Place the bras in the front left corner of the shelf as you are looking into the drawer. Ground the single fold to the left side and the midriff to the front of the drawer.



**Figure 3.8.30.**

- (4) **Folding Bras**
- (a) Place one cup inside the other cup. Make sure the single fold is on the left.
  - (b) Tuck the straps and back of the bra completely inside the cups. (**Fig. 3.8.31**)



**Figure 3.8.31.**

- (5) **Folding Sports Bras**
- (a) Lay the bra flat with the front down and the straps away from you. (**Fig. 3.8.32**)



**Figure 3.8.32.**

- (b) Fold the straps down until flush with the bottom edge of the bra. (**Fig. 3.8.33**)



**Figure 3.8.33.**

- (c) Fold the bra from left to right in half, keeping all edges even. Single fold will face the left. (**Fig. 3.8.34**)



**Figure 3.8.34**

## 8. BOTTOM DRAWER.

a. **General Instructions:** Keep the drawer clean and all items in the drawer clean, dry, serviceable, folded, and displayed, where applicable. If an item becomes unserviceable bring it to an FTO or CTA's attention. If an item is not available for display, leave that space empty. Remove loose strings and tags. Do not remove sewn-in tags. Display items right side out. Do not iron bed drawer items.

### b. **Drawer Organization**

- (1) T-Shirts: Extra white and sand t-shirts, which do not fit in clothing shelves, will be grounded in the left rear corner. White shirts will be the first to be grounded and then the sand t-shirts.
- (2) PT Shirt: Roll PT shirts in the same manner as other T-shirts. Place them in the drawer grounded to the front left of the drawer. **(Fig. 3.8.35)**
- (3) PT Shorts: Fold in the same manner as the boxers/underwear. Ground to the front right of the drawer.
- (4) PT Towels: Clean PT towels will be displayed in the right back corner of the drawer. The single fold will be grounded to the right wall and open ends facing the front wall. They will be folded in the same manner as the bath towel.
- (5) Socks: Roll socks in same manner as cotton/wool issued socks. Ground socks to the left side of the PT shorts. If no PT shorts, ground to the right front of drawer.
- (6) Study Materials: Stack neatly with largest object on the bottom and ground to the front, middle of the drawer between bug spray and PT socks.
- (7) Sunscreen/Bug Spray: Sunscreen will be grounded lengthwise in the front left corner against the PT shirts with the cap facing the rear of the drawer. Bug spray will be grounded to the sunscreen and front of the drawer in the same manner.



**Figure 3.8.35. Bottom Drawer**

## 9. SPECIAL DISPLAYS

### a. General Instructions

- (1) Items must be clean, dry, pressed, serviceable and properly displayed where applicable. If an item becomes unserviceable, bring it to the attention of an FTO or CTA.
- (2) Special Display Uniforms will be displayed during duty hours (i.e., from Wake-up until CTQ). *Unless/until worn, one ABU and one Blue Service Uniform will be displayed as a Special Display Uniform.* Display shirts and pants of like uniforms on the same hanger.
- (3) Special displays that will be hung in the wardrobe to the left of that particular uniform's hanging display.

### b. ABU Special Display

- (1) Pants:
  - (a) Display the belt in loops, unbuckled.
  - (b) Drape pants over hanger bar so that legs are seam to seam with the waistband to the left and the fly towards the front of the wardrobe. Place waistband and cuffs even. The fly is displayed unzipped/unbuttoned.
- (2) Shirt:
  - (a) Drape the shirt over the same hanger as pants with the right sleeve towards rear of the wardrobe.
  - (b) Leave the front of the shirt and sleeves unbuttoned.

**c. Blues Special Display**

- (1) Slacks:
  - (a) Display the belt in loops, unbuckled.
  - (b) Drape slacks over hanger bar so that legs are seam to seam with the waistband to the left and the fly towards the front of the wardrobe. Place waistband and cuffs even. The fly is displayed unzipped/unbuttoned.
- (2) Shirt:
  - (a) Drape shirt over the same hanger as slacks with the right sleeve towards the rear of wardrobe.
  - (b) Leave front of shirt and sleeve buttons (if applicable), unbuttoned. Pocket buttons must be buttoned. Shirt garters (if used) must be displayed.
  - (c) Nametags are mandatory and must be displayed appropriately.

**d. PT Uniform**

- (1) Clean uniforms to be worn will be removed from the bottom wardrobe drawer immediately prior to use.
- (2) PT uniforms (T-shirt/shorts) will not be worn for more than 2 consecutive training days. Only uniforms to be washed will be displayed in the laundry bag.
- (3) PT uniform drying will be displayed only in the bathroom on the shower rod.
  - (a) Hang the T-shirt on a hanger with the front facing the toilet.
  - (b) Without folding the PT shorts, drape them over a hanger with the Air Force emblem facing the toilet.
  - (c) (Females) Hang the bra on the T-shirt hanger off the back side of the neck of the hanger.
  - (d) The order of drying PT uniform garments will be alternating T-shirts and shorts.

## 10. Sink Vanity, Vanity Cabinets and Drawers

- a. Occupant 1 will utilize the upper two drawers and the left side of the cabinet.
- b. Occupant 2 will utilize the lower two drawers and the right side of the cabinet.
- c. Daily use and extra items will be displayed by using a combination of vanity drawers and cabinets. Bottles will not be placed on their sides in the drawers as this may cause leakage. Items will show signs of use and will be clean. Place toiletry/hygiene items neatly on the shelves and in the drawers sized tallest to shortest from left to right and grounded to the left and to the front. If a razor is displayed, shaving cream must also be displayed.

## 11. SUPPLEMENTAL INFORMATION

- a. **Hydration Systems:** The hydration system will be hung on a hangar in the closet. At night, cadets will ensure the hydration system is full for hydration purposes. Cadets will fall out in the morning for PT with full hydration systems.
- b. **Towels and Washcloths:** Wet towels will be folded in half, length-wise, with the laundry mark facing in with bottom edges even with each other. Cadets on the bottom bunks will hang the towel on the bottom rail at the foot of the bed with the single fold grounded to the left side of the rail. Cadets on the top bunks will hang the towel on the top rail at the foot of the bed with the single fold grounded to the left side of the rail. Wet PT towels will be folded in half, length-wise, with the laundry mark on the inside. Cadets on the bottom bunks will hang their PT towel on the same rail as their bath towel with the single fold grounded to the right side of the rail. Cadets on the top bunks will hang their PT towels on the same rail as their towel with the single fold grounded to the right side of the rail. Wet washcloths will be folded in half, length-wise, with the laundry mark facing in. Cadets will hang washcloths on top of their bath towels with the single fold grounded the same as the bath towels.
- c. **Desk/Desk Chair:** The desks will be positioned in the room with their backs against the wall and will not be moved. No items will be stored in or on the desks and they must remain clean at all times. The desk chair will be placed in front of and facing the desks at all times.

**CHAPTER 4: CADET DEPLOYMENT (AEF, CAMP SHELBY) (f)**

You will receive pre-deployment briefings and training prior to departing for Camp Shelby, Joint Force Training Center (CSJFTC) or Vigilant Warrior (VW) designed to prepare you for the AEF deployment phase of FT. Ensure you have a thorough understanding of this material. This training will focus extensively on critical Air and Space Expeditionary Force (AEF) deployment skills. These skills, and your leadership abilities, will be used to execute air-centric missions.

Unless specifically stated, all In Garrison rules apply to the AEF portion of FT.

#### ***CHAPTER 4.1: UNIFORMS, CLOTHING, AND SUPPLIES***

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1. **GENERAL GUIDELINES.** Your detachment will issue uniform items needed for FT. Other items will be issued to you at FT. All issued (uniform and equipment) items are your responsibility; you will be liable for their replacement. You will be required to bring certain additional items at your own expense.
  - a. **General Clothing Information.** You will deploy with all personal and clothing items.
  - b. **Uniforms.** Military uniforms must be worn in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFROTCI 36-2903 Supplement, *AFROTC Cadet Uniforms and Insignia*. Exceptions may include safety gear that will be issued to you when you arrive at JFTC. During base defense exercises and attacks, this safety gear must be worn.
  - c. **Sleepwear.** As a minimum, your sleepwear will consist of the PT shorts and PT T-shirt and undergarments. Cadets **may not** wear flip-flops while transiting to the latrines or shower facilities.

***CHAPTER 4.2: MEDICAL TREATMENT AND FIRST AID***

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1. **MEDICAL TREATMENT AND MEDICINE AT AEF.** It is imperative to arrive at FT in good physical and mental health.
    - a. **Sick Call.** Sick Call will be provided at AEF. A professional medical provider and technician will be available on Post during duty hours in the event medical treatment is required. If more acute care is needed, you will be transported to Forrest General Hospital in Hattiesburg, MS.
  2. **MEDICAL TREATMENT AND MEDICINE AT VW.** It is imperative to arrive at FT in good physical and mental health.
    - a. **Sick Call.** Sick Call will be provided at VW. A professional medical provider and technician will be available on post during duty hours in the event medical treatment is required. If more acute care is needed, you will be transported to Elmore County Community Hospital.
-

## CHAPTER 4.3: FIELD TRAINING ORGANIZATION

1. **OVERVIEW.** The Cadet Group structure will be reorganized into a Cadet Wing structure after your deployment to CSJFTC or VW and your actions will be directed by the AEF staff.
2. **CADET ORGANIZATION AT AEF.** While at CSJFTC or VW, cadets will reorganize into a Wing Structure (**Fig. 4.3.1**).

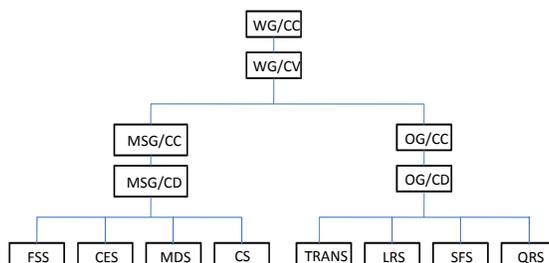


FIGURE4-1 Cadet Organization at AEF

NOTE: Each squadron will have two alphabetically designated flights. Each flight may transition through all eight squadrons.

3. **CADET POSITION DESCRIPTIONS AT AEF.** Cadets may serve in one of the following positions: (Note: the lists of cadet responsibilities are general and not all inclusive.)
  - a. **Cadet Wing Commander (Cadet WG/CC).** The Cadet WG/CC reports to the AEF Team Command & Control (C2) Lead during the duty day. This individual will coordinate cadet activities and monitor the overall appearance and conduct of the cadet wing. The Cadet WG/CC is the delegating authority for the cadet wing staff to accomplish work details, inspections, or other special duties and taskings. The Cadet WG/CC must also establish and update a suspense tracker that will be passed on to the replacement Cadet WG/CC.
  - b. **Cadet Wing Vice Commander (Cadet WG/CV).** The Cadet WG/CV reports to the Cadet WG/CC and assumes command in the absence of the Cadet WG/CC. This individual is responsible

for assembling the cadet wing for formations and receiving the report from the Cadet GP/CCs. The Cadet WG/CV will also ensure the Contingency Operating Location (COL) is clean and orderly.

- c. **Cadet Operations Group Commander (OG/CC).** The Cadet OG/CC reports to the Cadet WG/CC or CV and AEF CoC and is responsible for overseeing the Cadet Logistics Readiness Squadron (LRS), the Security Forces Squadron (SFS), the Quick Reaction Force Squadron (QRS), and the Transportation Squadron (TRANS).
- d. **Cadet Operations Group Deputy Commander (OG/CD).** The Cadet OG/CD reports to the Cadet OG/CC and/or the Cadet WG/CC or CV.
- e. **Cadet Mission Support Group Commander (MSG/CC).** The Cadet MSG/CC reports to the Cadet WG/CC or CV and AEF C2 Team Lead and is responsible for overseeing the Force Support Squadron (FSS), the Civil Engineering Squadron (CES), Medical Squadron (MDS) and the Communications Squadron (CS).
- f. **Cadet Mission Support Group Deputy Commander (MSG/CD).** The Cadet MSG/CD reports to the Cadet MSG/CC and/or Cadet WG/CC or CV.
- g. **Cadet Logistics Readiness Squadron Commander (LRS/CC) \*.** The Cadet LRS/CC reports to the OG/CC and AEF LRS Team Lead and is the liaison between the wing staff and the two flights in his or her squadron. This cadet is responsible for the readiness flight (coordinating troop movement and the resources necessary for those movements), the resource management flight (management of facilities, Meals Ready to Eat [MREs] and materiel accountability) and the supply and distribution flight (host nation requests and contracting). The two cadet flights in this squadron may need to be divided to create the three required flights.
- h. **Cadet Security Forces Squadron Commander (SFS/CC) \*.** The Cadet SFS/CC reports to the OG/CC and the AEF SFS Team Lead and is the liaison between the wing staff and the two flights in his or her squadron. This cadet is responsible for securing the COL. One flight secures the north and east sides of the COL to include buildings, personnel, and defensive fighting positions (DFPs). The second flight is responsible for securing

the south and west sides of the COL to include buildings, personnel, and DFPs. Both flights are also responsible for securing the entry control points (ECPs).

- i. **Cadet Quick Reaction Force Squadron Commander (QRS/CC) \***. The Cadet QRS/CC reports to the OG/CC and the AEF QRS Team Lead and is the liaison between the wing staff and the two flights in his or her squadron. This cadet is responsible for the roving patrol flight (random ID checks and base attack defense), the quick reaction force flight (provides base attack defense, surveillance/reconnaissance, convoy security and search & rescue) and the C2 flight (armory and UCC).
- j. **Cadet Transportation Squadron Commander (TRANS/CC) \***. The Cadet TRANS/CC reports to the OG/CC, the AEF LRS Team Lead and AEF Vehicle Control NCO and is the liaison between the wing staff and the two flights in his or her squadron. This cadet is responsible for the vehicle accountability/inventory, daily operation and scheduling of vehicles and maintenance issues, daily vehicle inspections (via AF Form 1800) and the daily cleaning of AEF vehicles.
- k. **Cadet Force Support Squadron Commander (FSS/CC) \***. The FSS/CC reports to the MSG/CC and the AEF FSS Team Lead and is the liaison between the wing staff and the two flights in his or her squadron. This individual is responsible for the manpower/personnel flights (accountability/task management), services and simulated mortuary affairs.
- l. **Cadet Civil Engineering Squadron Commander (CES/CC) \***. The Cadet CES/CC reports to the MSG/CC and the AEF CES Team Lead and is the liaison between the wing staff and the two cadet flights in his or her squadron. This cadet is responsible for the Explosives Ordnance Disposal (EOD) flight (UXO/IED sweep teams), the construction flight (facility hardening, blast areas, and new facility construction) and the maintenance flight (battle damage assessment [BDA], runway/facility repair and UCC).
- m. **Cadet Medical Squadron Commander (MDS/CC) \***. The Cadet MDS/CC reports to the MSG/CC and the AEF MDS Team Lead and is the liaison between the wing staff and the two cadet flights in his or her squadron. This cadet is responsible for

the operations flight (doctors/nurses), the administration flight (medical technicians and UCC) and training flight (SABC training, base safety and wounded/casualty collection).

- n. **Cadet Communications Squadron Commander (CS/CC) \*.**  
The CS/CC reports to the MSG/CC and the AEF FSS Team Lead and is the liaison between the wing staff and the two flights in his or her squadron. This individual is responsible for the command post, public affairs, cadet communications plan, inventory and control of cadet radios and charges, wing briefings, and the intel flight (map-making, intel gathering, RPA support, etc.).

**\* - denotes exercise positions.**

#### **CHAPTER 4.4: RULES AND REGULATIONS**

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1. **DISCIPLINE.** Remember that while you are at AEF you will be a guest of the Mississippi Army National Guard and the First Army or Maxwell AFB. You must be a responsible user of their facilities. Certain situations may necessitate cadet interaction with members of the active duty Army, Air National Guard, Army National Guard, Navy, Marines and/or Coast Guard; therefore, it is paramount to follow all rules and regulations as well as maintain proper military decorum at all times.
2. **PROHIBITIONS.** The following rules apply for the duration of FT. Violations of these rules are severe breaches in discipline and will be dealt with harshly. Mandatory actions will include counseling by the FT staff and or removal from the FTU. **IN ADDITION TO THE PREVIOUS PROHIBITIONS, THE FOLLOWING APPLY WHILE AT AEF:**
  - a. Entering any area marked as off limits (signs, cones, safety tape)
  - b. Possessing any munitions items, regardless if they have been expended or not
  - c. Transiting in flip-flops or shower shoes
  - d. Retaining MRE items (see note<sup>1</sup>)
  - e. Possessing/consuming/storing food items in living quarters (food must be consumed in the dining facility [DFAC] or outside only)
  - f. Leaving the COL or military operations in urban terrain (MOUT) facilities unless escorted by a member of the FTU/AEF cadre
  - g. Cross-gender searching or searching sensitive areas during exercises
  - h. Forcible restraint during exercises; if a role player resists restraint, let go
  - i. Being alone in a barrack/building with a member of the opposite sex unless approved by AEF staff
  - j. Entering any AEF/FTU barrack/building unless directed to do so
  - k. Handling/aggravating/molesting any wildlife species
  - l. Providing information about any AEF exercises to cadets at FT or the detachment

**Note<sup>1</sup>:** Cadet Flt/CD will collect and dispose of any uneaten food and matches from MREs following the meal. Ensure all heaters are expended outside any enclosed facility and properly disposed.

3. **MILITARY DECORUM.** You must render proper customs and courtesies at all times to FTU and AEF staff, with the exception of when they are performing as role players. Additionally, you will not render salutes to senior members while at AEF.

**CHAPTER 4.5: GENERAL ACTIVITIES AT AEF**

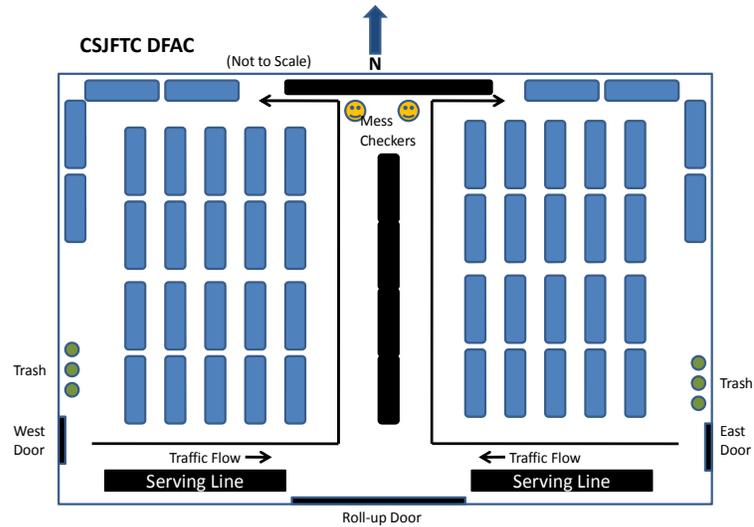
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1. **DAILY SCHEDULE.** A typical daily schedule during the first phase of AEF could resemble the following:

0500	Wakeup
0515	PT
0610	Reveille
0630	Breakfast
0720	Personal Hygiene /Barrack Maintenance (PH/TM)
0800-1130	Block training
1130	Lunch
1300-1700	Block training
1700	Dinner
1730	Retreat
1800	Debriefs/Briefings
1930	FTO Time (FTOT)
2000	Individual Cadet Time, as applicable
2030	Call To Quarters (CTQ)
2100	TAPS/Lights-Out

**1. ENTRANCE PROCEDURES**

- a. The Cadet Wing staff will verify dining priorities with the FTU/DOS at least one day in advance. Mess checkers will route flights to available tables to expedite movement.
- b. All flights will use the following procedures to access the COL DFAC:
  - (1) Flights will arrive no more than 3 minutes before their scheduled dining priorities. There is an east and a west entrance to the DFAC. Cadet Flt/CCs are responsible for coordinating with other Cadet Flt/CCs to evenly distribute their flights to ensure expeditious movement through the DFAC serving lines.
  - (2) Once in a serving line outside the building, the Cadet Flt/CC will halt the flight, place them at "Parade Rest", and then proceed to enter the DFAC in an orderly manner. The mess checkers will be posted at the end of the serving lines to direct the flight to available tables. Every effort will be made to maintain flight integrity; however, flights may overlap at tables to avoid unused seats. Do not linger at tables once finished eating, other flights are waiting outside in the heat/rain.
  - (3) The area outside the DFAC will only be called to attention for colonels (O-6) and above. The first cadet to see one of these officers will call the area to attention and render the greeting of the day
- c. Cadets must wash hands prior to entering the DFAC. At a minimum, cadets will use Liquid Hand Sanitizer dispenser located just inside the facility.



**FIGURE 4.6.1** Arriving at DFAC

## 2. DINING FACILITY PROCEDURES

**All In-Garrison DFAC procedures apply with the following additions**

- a. Upon entering the DFAC form a **single file line** along the serving line. While moving in the DFAC, cadets may not talk or look around unless addressed by a staff member or dining facility staff. Cadets must execute proper situational awareness to ensure that they do not run into or obstruct the path of one another while moving through the dining facility. (NOTE: Cadets will not square corners while carrying trays, but will square corners if unencumbered.) The Cadet Flt/CD will be the first to process through the chow line, and the Cadet Flt/CC will be the last. See Figure 6.1, *Arriving at DFAC*.
- b. Cadets may have juice in addition to the required three full 8-oz glasses of drinking water or sports drink per meal (24-oz).
  - (1) Hydration systems shall remain on. Weapons shall be stowed so as not to interfere with cadets moving in the aisles. Multiple methods of stowing weapons are allowed,

but cadets should standardize to every extent possible. The last cadet to arrive will state **“MOMENT OF SILENCE”** to accommodate those who wish to pray before their meal. When everyone at the table is ready, he/she states **“Enjoy your meal”**.

- (2) Once everyone at the table has finished eating (all occupants of the table have napkins on their tray), cadets will gather their gear and each cadet will carry his/her own tray to the trash receptacle. If a cadet is unable to carry the tray due to restrictions, the other cadets will make the appropriate adjustments to carry the tray. Every cadet is responsible for cleaning the table before leaving. Cadets will exit the DFAC in a military manner.

### 3. DEPARTURE PROCEDURES

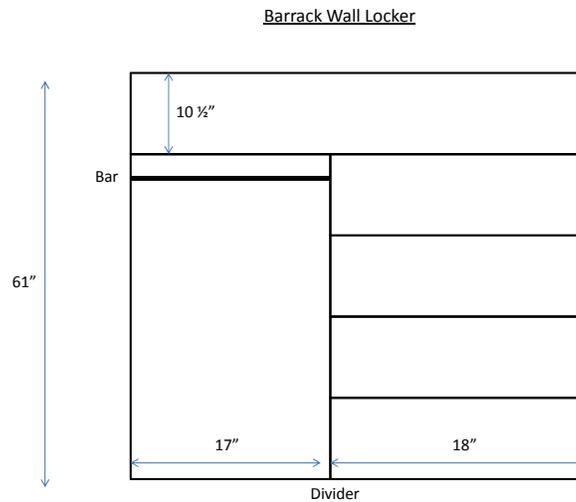
- a. Cadet flights will exit the DFAC from the side on which they ate.
- b. The Cadet Flt/CC will instruct his/her flight where to proceed.

**1. GENERAL INFORMATION.**

- a. **Quarters.** While at CSJFTC/VW, you will be housed in barracks by flight. Female cadets will be housed in separate barracks from males. Unoccupied barracks and/or buildings are off-limits unless a staff member specifically authorizes you to enter. Before entering a barrack occupied by members of the opposite gender, cadets and staff members will announce, **“Gentleman (Lady) in the area,”** and wait for the appropriate response. The cadet closest to the entrance will confirm that all cadets in the area are properly dressed and respond, **“Please Standby”** if any member is not properly dressed and, **“All Clear”** as soon as appropriate. Cadets will not change clothes in the presence of members of the opposite gender.
- (1) **Barrack doors.** Doors will be closed when cadets are changing clothes or if the HVAC system is running.
  - (2) **Standardization.** The Cadet Group STANDO will generate a quarters standardization plan. The Cadet Flt/CCs will be responsible for maintaining this plan. **NOTE:** The following items below are depicted when facing the inspection-side of the bed.
  - (3) **Wall Locker:** Cadets on the top bunk will use the right side of the wall locker. The bottom bunk will use the left side of the wall locker.
  - (4) **Shoe Display:** Shoes will always be displayed on the side of the bunk closest to the wall locker (Inspection Side). Top bunk shoes will be displayed on the floor and will be grounded to the right bed post, closest to the aisle. Bottom bunk shoes will be displayed on the floor, grounded from the front opening of the wall locker towards the center of the bed.
- b. **Order of Display:** Shoes will be displayed in the following order: 1) boots 2) running shoes 3) shower shoes. All shoes will be displayed with the front of the shoes facing the inspection side.
- c. **Alignment:** Ensure heels and soles of like shoes are grounded to each other and unlike shoes are grounded at the soles only.

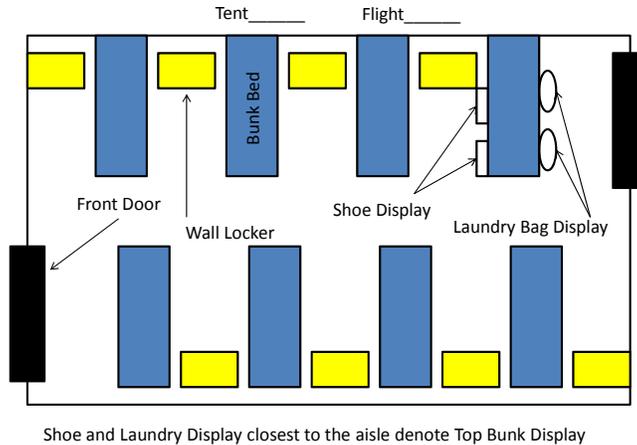
Keep shoes as perpendicular to the imaginary line (from edge of bed to the floor and from the right bed post back to the front opening of the wall locker).

- (1) **Laundry Bag:** Bags will always be placed on the non-inspection side of the bunks. Top bunk laundry bag will be grounded on the floor, open-end up and to the right bed post, closet to the aisle. Bottom bunk laundry bag will be grounded on the floor, open-end up and to the left bed post, closet to the side of the barrack.
- (2) **Duffel/Security Bag:** Top bunk security bag will be grounded on the top of the wall locker and to the right. Bottom bunk security bag will be grounded on the top of the wall locker and to the left. **Cadets will ensure that security bags are tightly securely and locked at all times (not permitting items to be removed).** See Figures 4.7.1, *Barrack Wall Locker* and 4.7.2, *Barrack Set-Up* (Note: reverse layout for Bravo Row barracks.)



**Figure 4.7.1, Barrack Wall Locker**

### BARRACK SET-UP ALPHA ROW



**Figure 4.7.2, Barrack Set-Up**

- d. **Inspection Order.** Barracks should be inspection ready from the end of breakfast until the beginning of CTQ. If the sweeping generates a lot of dust, the HVAC system should be turned off until the dust has settled.
- e. **Common Areas.** Common areas are those spaces which all cadets use, i.e., latrines, showers, work Barracks, etc. These areas must be clean and orderly at all times. Cadet Squadron Commanders will be responsible for all squadron common areas as designated by the wing staff. The Wing Commander(s) will be responsible for the entire COL.
  - (1) Latrine. The latrine facilities at CSJFTC /VW will be cleaned by cadets. They must be kept neat and orderly at all times.
- f. **Energy Conservation.** Turn off all lights when not in use. Turn off water faucets when not in use and report leaks to the FTO, AEF Team member or CTA.

**CHAPTER 5: INSPECTION, EVALUATION, COUNSELING (k)**

1. **INTRODUCTION.** The FT staff will evaluate you through direct observation and by analyzing the results of your performance as compared to your peers. This assessment of your performance will determine your suitability for entry into the Professional Officer Course (POC) and your potential to commission as an Air Force officer. It will also affect your final ranking at the detachment and therefore your choice of careers in the USAF.
2. **FORMAL INSPECTIONS.** You and your flight will receive two types of formal inspections: stand-by and open ranks. Any FT staff member may conduct formal inspections.
  - a. **Stand-by Inspections in garrison.** Stand-by inspections evaluate the condition and appearance of your quarters and equipment. Separate guidance regarding stand-by inspections while at CSJFTC/VW will be provided upon arrival at that location.
    - (1) All cadets will be at parade rest outside of their rooms. The Cadet Flt/CC and Cadet Flt/CD will meet the inspector as he/she enters the flight area. The Cadet Flt/CC will call the flight to attention, salute the inspector, and report, “**Sir (Ma'am), \_\_\_ Flight is prepared for inspection.**” The Cadet Flt/CD will accompany the inspector and record any discrepancies on individual cadets’ AFROTC form 84M (Males) and 84-1M (Females). Cadets will follow the inspector into their room while the inspector is inspecting.
    - (2) After the inspector has finished inspecting the rooms, the Cadet Flt/CC and Cadet Flt/CD will escort the inspector to the common areas. Common areas will be inspected on AFROTC form 85. If available, the SQ/CC should accompany the inspector during this portion of the inspection.
    - (3) When the inspection is complete, the Cadet Flt/CC will salute the inspector and report, “**Sir (Ma'am), all flight areas have been inspected.**” The flight will prepare for the next scheduled event upon the inspector’s departure. The Cadet Flt/CD will consolidate discrepancies onto the discrepancy roster and turn all AFROTC forms 84M and 84-1M into the Cadet Flt/CC immediately after the inspection.

- (4) The Cadet Flt/CC will review and initial the consolidated Flight Standby Inspection Discrepancy Report. The Cadet Flt/CD will turn this report in to the FTO (NLT CTQ on the day of the inspection).

The Military Training Instructors will do one inspection for Honor Flight. He or she will inspect two cadets per flight on their rooms. The cadets will be chosen randomly.

b. **Open Ranks Inspections.** Open ranks inspections focus on military bearing and personal appearance. You will be expected to follow these instructions for open ranks inspections while at AEF as well.

- (1) Flights being inspected will march to the inspection area, position themselves at the proper location, and stand at parade rest. The Cadet Flt/CC will be posted six paces to the front of, centered on, and facing away from the flight. When the inspector approaches, the Cadet Flt/CC will call the flight to attention, salute the inspector, and offer a verbal greeting. The inspector will direct the Cadet Flt/CC to prepare the flight for inspection at which time the Cadet Flt/CC salutes the inspector and does an about face. The Cadet Flt/CC then gives the command “**Open ranks, March,**” and then immediately walks at a 45-degree angle to position him/herself one pace to the guidon bearer’s right side and then faces down the line. The Cadet Flt/CC then proceeds to align the flight starting with the First Element and ending with the Third Element.
- (2) Once the flight is aligned, the Cadet Flt/CC positions him/herself three paces in front of the guidon bearer’s right side, facing down the line. The first element will now be three paces to the left of the Cadet Flt/CC. The Cadet Flt/CC will command “**Ready front.**”
- (3) The Cadet Flt/CC takes one step forward, conducts a right face, and salutes the inspector (who has positioned him/herself immediately in front of the Cadet Flt/CC) and reports, “**Sir (Ma'am), \_\_\_ Flight is prepared for inspection.**” The inspector returns the salute and begins to inspect the Cadet Flt/CC.
- (4) While the Cadet Flt/CC is being inspected, the Cadet Flt/CD takes one step to the rear, conducts a right face, and marches to a position one pace to the right and one pace to the front

of the guide. He/she faces down line and prepares to record the inspection results.

- (5) Once completed inspecting the Cadet Flt/CC, the inspector asks the Cadet Flt/CC to accompany him/her on the inspection. Both the Cadet Flt/CC and Cadet Flt/CD will accompany the inspector; the Cadet Flt/CD documents discrepancies on the ORI Discrepancy Roster.
- (6) After being inspected, the Cadet Flt/CC executes a left face (down line) and commands, “**Second and third elements, parade rest.**” The inspector takes the necessary steps forward to inspect the guidon bearer. The Cadet Flt/CD, who is still positioned in front of the guidon bearer, continues to face down the line. The Cadet Flt/CC executes a half left in marching without arm swing and halts one pace to the right and one pace to the rear of the inspector. (This causes the Cadet Flt/CC to precede the inspector and the Cadet Flt/CD to follow the inspector.) Cadet Flt/CD continues to face the inspector during the inspection, documenting any discrepancies. These positions are maintained throughout the inspection of the front of each respective rank. After completing the front inspection of each cadet, the inspector looks to the right to signal to the Cadet Flt/CC he/she is ready to move. When moving from individual to individual during the inspection, the inspector and Cadet Flt/CC simultaneously execute a facing movement to the right in marching and an in-place halt as described in section 7 below. (Cadet Flt/CD faces the inspector and simply takes one step forward for each inspector and Cadet Flt/CC movement)
- (7) The movement is executed by pivoting 90 degrees to the right on the ball of the right foot, simultaneously stepping over the right foot with the left foot and placing the left foot parallel to the rank being inspected. Then advance one short step with the right foot, and place the right foot pointed toward the flight. Next bring the left heel into the right heel, and once again reassume the position of attention. The upper portion of the body remains at the position of attention, and the arm swing is suspended throughout when inspecting the front of each rank.
- (8) These movements should place the inspector directly in front of the next individual to be inspected, still preceded by

the Cadet Flt/CC and followed by the Cadet Flt/CD. After the inspector has inspected the last individual in the front rank, the Cadet Flt/CC hesitates momentarily and allows the inspector and Cadet Flt/CD to precede him or her as the inspector inspects the front rank from the rear. During the inspection of the rear of each rank, the Cadet Flt/CD follows the inspector approximately two paces to the rear, halting when the inspector halts. The Cadet Flt/CC will follow approximately two paces behind the Cadet Flt/CD, also halting with the inspector. After inspecting the rear of each rank, the inspector halts and turns in front of the element leader of the next rank. The Cadet Flt/CD marches past the rear of the inspector and reassumes the position following the inspector while the Cadet Flt/CC will halt and turn in front of the second person in the next rank (the Cadet Flt/CC is once again preceding the inspector). (These procedures are used to inspect the front and rear of subsequent ranks.)

- (9) When the inspection party finishes inspecting the first element and before the inspector halts in front of the first person of the second element, the second element leader assumes the position of attention. The element leader turns his or her head approximately 45 degrees down line and commands, “**Second element, Attention.**” When the first element leader can see the inspector out of the corner of his or her eye, the element leader turns his or her head down line and commands, “**First element, parade rest.**” This procedure is repeated throughout the remaining elements.
- (10) After the last element has been inspected from the rear, with the Cadet Flt/CD and Cadet Flt/CC following the inspector, the inspector will halt and execute an about face. The Cadet Flt/CD will halt while the Cadet Flt/CC will position him/herself one pace to the right of the Cadet Flt/CD, halt, and record the inspection results of the Cadet Flt/CD. The inspector inspects the Cadet Flt/CD and commands “**POST**”. The Cadet Flt/CD will return to his/her position in the flight. The inspector marches off to the right flank (element leaders) of the flight while the Cadet Flt/CC proceeds directly to a position three paces beyond the front rank, halts, faces to the left (down line), and commands, “**Flight, attention.**” The Cadet Flt/CC then takes one step forward with arm swing and faces to the right. The

inspector marches to a position directly in front of the Cadet Flt/CC and gives comments. After receiving comments, the Cadet Flt/CC will salute and greet the departing official appropriately, “**Good morning (afternoon or evening), Sir (Ma'am)**”. The inspector then executes the appropriate facing movement to depart. To conclude the activity, the Cadet Flt/CC will command, “**Close ranks, march**” before posting three paces in front of and centered on the flight. The flight will then be ready for the next scheduled activity.

The Military Training Instructors will do one Open Ranks Inspection for Honor Flight. He or she will inspect one cadet per flight. The cadet will be chosen randomly.

### 3. **INSPECTION GUIDELINES.**

- a. **Stand-by Inspections in garrison.** Stand-by inspections evaluate the condition and appearance of your quarters and equipment. Any cadet who receives a total of four or more discrepancies in one or more of the four graded categories during a single stand-by inspection will be counseled via form 17. Stand-by inspections may occur at any time between the first session of dorm maintenance until the beginning of CTQ.
  - b. **Open Ranks Inspections.** Open ranks inspections focus on military bearing and personal appearance. Any cadet who receives a total of four or more discrepancies during a single open ranks inspection will be counseled via form 17.
4. **INFORMAL INSPECTIONS.** Unscheduled inspections are conducted by CTAs/FTOs. CTAs/FTOs will conduct a minimum of two informal inspections each week. Cadets who fail an informal inspection will be re-inspected by their FTO within 48 hours. Cadets who fail two inspections will receive an AFROTC form 17 from the FTO. Cadets who fail three inspections will be counseled by the FTU/COC. A fourth failed room inspection will result in an AFROTC form 17 from the FTU/DO who will make a recommendation to the Commander to either retain the cadet or send the cadet home for unsatisfactory performance.
5. **EVALUATION.** Every aspect of your FT performance will be evaluated and recorded. Your FTO and/or other commissioned FTU staff will complete several *Leadership Competency Evaluations* (LCE) of your actions and behaviors while serving in leadership positions and performing specific leadership tasks while in garrison and at CSJFTC/VW. Your FTO will review this and

other data, including PFA scores and academic test results, and complete a *Field Training Performance Report (FTPR)*, which will be forwarded to your detachment commander. Your overall ranking is determined by a combined performance at FTU and AEF. The FTPR is a permanent part of your cadet record. It will help your detachment commander determine your admission to and/ or continuation in the POC and your suitability for commissioning. Please see Attachments 2 and 3 for examples of an LCE and an FTPR. It is highly recommended that you arrive at your FTU familiar with these two forms, since they will determine your completion of, and ranking at, FT.

- a. The FTU/COC evaluates Group Staff.
6. **COUNSELING.** During FT you will receive various counseling sessions. These sessions will provide you with information and constructive feedback allowing you the opportunity to understand how your performance is being perceived and if necessary, adjust that performance.
- a. **Initial Counseling.** Your FTO will conduct an initial counseling with you within three days of arrival at In Garrison and AEF. During these meetings, your FTO will express his/her expectations for your performance. NOTE: The FTO may allow cadets to conduct pertinent flight business while he/she is meeting individually with cadets.
  - b. **FTU (In Garrison) End Counseling.** Mid-way through FT, you will receive a mandatory counseling session from your FTO. During this session, your FTO will identify your observed level of *Preparation for Field Training* and also advise you of your current *Strengths* and *Areas for Improvement*. For the *Areas for Improvement*, the FTO will offer you suggestions for achieving the desired level of performance.
  - c. **AEF End Counseling.** Your FTO will schedule you for a final counseling session no earlier than two days prior to your departure from AEF. During this session, your *Strengths* and *Areas for Improvement* will be highlighted on the FTPR. NOTE: The evaluation period does not end until you physically depart FT; your formal rating could change.

- d. **Additional Counseling.** Your FTO may schedule any additional counseling sessions he/she deems necessary in order to clarify expectations or discuss behavior or performance concerns.
- (1) A number of items necessitate mandatory counseling by the FTO using the AFROTC form 17 to include security drawer violations, formal inspection failures, lights out violations, and PFA failures.
  - (2) The AETC Form 341 is given “on the spot” for unacceptable performance or behavior. Cadets receiving excessive amounts of AETC Forms 341 will be counseled using AFROTC form 17. Examples include: arriving late to reveille or retreat formations; talking or making extraneous movements while at the position of attention; or failure to perform a particular duty such as knowing your daily knowledge.
  - (3) The FTU/DO and Commander will counsel cadets referred as “Marginal” or “Unsatisfactory” by FTOs as well as any cadets under investigation for significant breaches of discipline such as honor code or rules violations.

## CHAPTER 6: PHYSICAL TRAINING (PT) (f)

1. **OVERVIEW.** PT is an integral part of your FT experience and provides an opportunity to evaluate your physical condition and teamwork capacity. PT will occur daily and consists of such activities as the PFA, warrior runs, dynamic stretching, calisthenics, competitive sports, combatives, etc. To minimize the risk of injury, **CADETS MUST SHOW UP FOR FT ALREADY IN SHAPE.** Due to the strenuous nature of combatives and the new AEF focus, **ensure you bring two mouth guards already boiled and sized.**
2. **PT SESSIONS.**
  - a. Fall in by squadron. Form up in column formation, without a guide. The class will form up with each flight facing their Flt/PFO. Prior to the start of the PT session, cadets will ground their gear. The gear will be standardized and grounded in straight lines. Spacing will be double arms length apart on each side and to the front and rear. The Cadet GP/PFO ensures the group is at parade rest and prepared for the PT session prior to but not later than 0515 (unless otherwise instructed).
  - b. Reporting Procedures. The Cadet GP/PFO initiates by commanding **“GROUP”**. The SQ/CCs will command **“SQUADRON”**, followed by the Cadet GP/PFO’s command **“ATTENTION”**. Starting with Squadron 1, each SQ/CC will salute the GP/PFO and say **“Ma’am/Sir, Squadron \_\_\_\_\_ is ready for instruction.”**
  - c. Class Procedures. The Cadet GP/PFO commands **“I am the center, FACE THE CENTER, FACE.”**
    - (1) The Cadet GP/PFO will announce warm-up exercises in the following manner: ***“The first exercise of the day will be (exercise). It is a \_\_\_-count exercise. We will perform \_\_\_ repetitions. Position of the exercise, MOVE!”*** All flights will then assume the appropriate position. The Cadet GP/PFO will then give the command of execution, ***“Ready, BEGIN!”***
    - (2) The Cadet GP/PFO will call cadence and each flight will respond on the completion of each set. Example follows.

Cadet GP/PFO calls, ***“1...2...3...etc.”***  
Cadets respond, ***“ONE”***  
Cadet GP/PFO calls, ***“1...2...3....etc.”***  
Cadets respond: ***“TWO”***

(3) Following the completion of each exercise, cadets will respond as follows:

Cadet GP/PFO announces, ***“RECOVER.”***  
Cadets respond, ***“AIR POWER!”***

- d. For any exercise requiring a partner, flight members will be paired by gender (male/male and female/female). In the event there is an extra cadet, a CTA of the same gender or a member from a different flight may be used.
- e. All cadets are required to bring a PT towel.
- f. After the warm-up exercises, the Flt/PFO will move the flight to the starting point of the day's physical activity.
- g. Closing Class Formations. Fall in by flight and squadron. The Cadet GP/PFO will ensure everyone has put on their equipment and the formation is at attention. Then a member of the FTU staff will dismiss the entire formation.

### 3. **PFA**

- a. The PFA will be performed IAW AFI 36-2905.
- b. Prior to attempting the PFA you will be asked to fill out the PFA questionnaire to determine if there is anything that will prevent you from performing the PFA such as illness etc. (Attachment 7). PFA scores are calculated based on four weighted events: the abdominal circumference measurement, push-ups, sit-ups, and a 1.5-mile run. To pass, you must achieve a composite score of 75 or greater and meet all individual component minimums. Failure to meet even one component minimum will result in an overall failure. Height and weight will be measured at in-processing and may result in removal from training if the cadet is outside the standards.
- c. An abdominal circumference and height/weight measurement will be accomplished during in-processing only; this portion of your score will not change during FT.

- d. Push-ups, sit-ups, and the 1.5-mile run will determine the remainder of your PFA score. Your first PFA score will determine your *Physical Fitness Assessment* PFR on your FTPR.
  - e. Cadets must pass the PFA administered the first week of training. A “make-up” PFA will be administered at the discretion of the FTU/CC. Cadets, failing to meet this standard, will be removed with prejudice from the FTU. Cadets will have only two opportunities to meet this standard. Cadets failing to pass the PFA during FT will be sent home with prejudice.
4. **CONDUCT OF THE PFA.** Conduct 5-10 minutes of warm-up exercises prior to the PFA. Warm-up exercises should not include events which will stress muscle groups (e.g., push-ups, sit-ups, etc.). During the PFA, staff members will monitor each event to ensure standardization and proper execution. Incorrect repetitions of push-ups and sit-ups will not be counted, and the number of the last correct repetitions will be repeated until the cadet corrects the error. You will be told what you’re doing wrong until you correct the error. The total number of correct repetitions in one minute is recorded as your score.

- a. **Push-ups:** The push-up is one assessment of muscular fitness.

Place your palms or fists on the floor, hands will be slightly wider than shoulder width apart with your elbows fully extended. Your feet may be no more than 12 inches apart and should not be supported, braced or crossed. Your body should maintain a rigid head to heel form. This is the up/starting position.

Begin by lowering your body to the ground until your upper arms are at least parallel to the floor (elbows bent at 90 degrees) then return to the up position (arms fully extended but not locked). This is one repetition.

Your chest may touch, but not rest or bounce on the floor. If you do not come down parallel to the floor, the push-up will not count.

Resting can only be done in the UP position. You may remove your hands or feet from the floor or bridge or bow your back, but only in the up/rest position, resting any other body part on the floor is not allowed. If there is any resting other than in the up

position the push-up portion of the test is terminated and your score will be based on the correct number of push-ups performed up to that point.

Your breathing should be as normal as possible. Make sure you do not hold your breath.

You have one minute to perform as many correct push-ups as you are able. Your counter will count the correct number of push-ups aloud. Your counter will not count incorrect push-ups. Your counter will tell you what you're doing wrong and will repeat the last number of correct push-ups until you correct the error. The total number of correct push-ups in one minute is recorded as your score.

- (1) Completion of Exercise. 1-minute time limit expires; cadet rests in the down position or with any body part resting on the floor other than hands and feet (knees, elbows etc).
- (2) Spotters. Kneel directly in front of the cadet. Count repetitions aloud each time arms extend fully to the up position.

**b. 3 Minute Rest minimum.**

- c. **Sit-ups.** The sit-up is one assessment of muscular fitness.

Begin by laying face up on the floor or mat. Your feet may extend off the floor or mat, but your buttocks, shoulders, and head must not extend beyond the mat. Bend your knees at 90 degrees, with your feet or heels in contact with the floor at all times. Cross your arms over your chest with your open hands or fingers at your shoulders or resting on your upper chest. This is the starting position.

Your feet will be held down with your monitor's hands and/or knees. Your legs may not be held behind your calves and the monitor may not stand on your feet. Let your monitor know if you need your feet held differently prior to beginning the assessment. (e.g."You're holding my ankles/feet too tight or not enough.")

From the starting position, raise your upper torso until your elbows touch your knees or thighs. Then, lower your upper torso until your shoulder blades contact the floor. This is one repetition.

Your elbows must touch your knees or thighs at the top of the sit-up, and your shoulder blades must contact the floor or mat at the bottom of the sit-up (keeping any part of your hands/fingers in contact with your shoulder/upper chest at all times).

The repetition will not count if your hands/fingers come completely away from the chest/shoulder or if your buttocks or heels leave the ground. Additionally, you may not grab onto your shirt as it makes it difficult to determine if you are maintaining proper contact. Any resting must be done in the UP position. While resting, you may not use knees or any object to support yourself. If there is any resting other than in the up position the sit-up portion of the test is terminated and your score will be based on the correct number of sit-ups performed up to that point.

Your breathing should be as normal as possible. Make sure you do not hold your breath.

You have one minute to perform as many correct sit-ups as you are able. Your counter will count the correct number of sit-ups aloud. Your counter will not count incorrect sit-ups. Your counter will tell you what you're doing wrong and will repeat the last number of correct sit-ups until you correct the error. The total number of correct sit-ups in one minute is recorded as your score.

- (1) Completion of Exercise. 1-minute time limit expires; cadet rests in the down position.
- (2) Spotters. The cadet's heels must remain anchored to the floor throughout the assessment. The cadet may request to have their feet held down with the hands or by putting knees on feet (do not stand on their feet), but the monitor may not anchor the cadet's legs by holding onto the calves during the assessment. Enough force must be applied to keep the feet/ankles from rising while the sit-ups are being accomplished.

d. **3 minute rest minimum.**

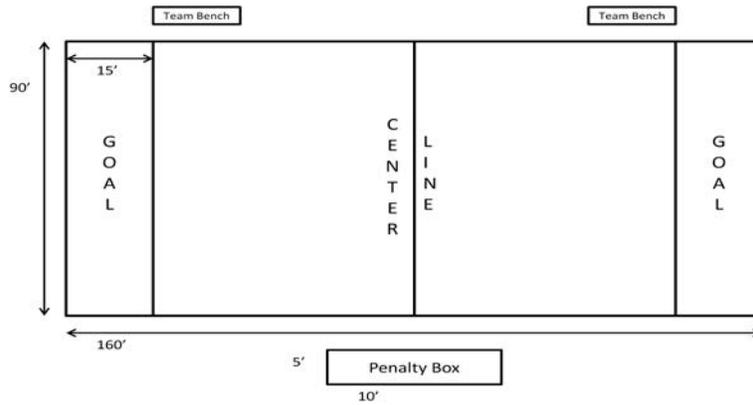
e. **1.5-Mile Run:**

- (1) Acceptable. Walking at any time or momentarily stopping to re-fasten shoe lace(s) during the run, provided the cadet remains within the lateral limits of the running surface; signaling current lap count verbally or using fingers; wearing a watch; walking for one lap on the outside of the track to cool down after completing the 1.5-mile run.
- (2) Unacceptable. Crossing an inside barrier (if present); deliberate physical contact with another runner or observer, regardless if the contact occurs on or off the running surface.
- (3) Completion of Exercise. Crossing the finish line; failure to cross the finish line (regardless of reason) results in a score of zero for the event.
- (4) Spotters. Must remain off the running surface; cannot physically aid or impede any runners on the track in any way; must remain focused on lap counts and time hacks.
- (5) Observers. Must remain off the running surface. (i.e.; no pacers are allowed)

## 5. **ULTIMATE DISC**

a. **RULES AND REGULATIONS.** Ultimate Disc is a non-contact sport with two teams (15 players each). The object is to move the disc by passing and score goals by catching the disc in the end zone. NOTE: FTUs may substitute a football for a disc due to high wind conditions.

- (1) **Field of Play.** Use cones to mark corners of the field and end zones. Dimensions are as follows:



- (2) **Time.** Games are played in halves consisting of two 10-minute quarters. The half-time period lasts 5 minutes, and quarter breaks last 2 minutes. The clock starts at the first throw-off and stops at the end of each quarter and for injuries – team captains are the only ones who may call injury time-outs. If the disc is in the air when time is called, stop play when it lands. Play resumes with the team that had possession when play was stopped.
- (3) **Participation/Substitutions.** A team captain must be on the field at all times and is the only cadet allowed to speak to the officials. Substitutions can only be made: (1) after a goal and before the ensuing accepted throw-off, (2) before the start of a period, and (3) to replace injured players. If a team replaces injured players, the opposing team can substitute up to the same number. Each flight member must play at least one quarter per game. There must be at least one female from a flight playing each quarter. The Flt/PFO is responsible for managing rotations.
- (4) **Starting/Restarting Play.** One team captain flips a disc and the other team captain makes the call. The winner has the choice of receiving the initial throw-off or selecting which goal they will defend (reverse these choices at the beginning of the second half). In the second and fourth quarters, play resumes where time was called.

- (a) Start each half of play and after each goal with a throw-off (i.e. one player throwing the disc toward the opposite goal line). After each goal, teams change sides and the team that scored throws off.
  - (b) The server will hold the disc in his/her left hand and address the referee, “(Serving team score) serving (receiving team score). Ready to serve, Sir (Ma’am).” The receiving team captain will reply, “Ready to receive, Sir (Ma’am).” The referee will then motion for the throw off with the arm accompanied by a loud, hard whistle blow.
  - (c) Prior to the referee’s motion for service, players on both teams must be standing at the position of attention on the goal line; if the team members are not, a point will be awarded to the opposing team. The throwing team may move in its end zone after the referee motions for service, but may not cross the goal line until the disc is released. When the disc is released, all players may move in any direction; however, no player on the throwing team may touch the disc until the receiving team touches it.
  - (d) If the receiving team catches the disc, play begins from that spot without grounding the disc. If the receiving team touches the disc and fails to catch it, the throwing team takes possession where it stops. If the receiving team lets the disc fall untouched to the ground, it retains possession and play begins from the spot where it stops. If the disc stops out-of-bounds, play will start at the point where it went out.
- (5) **Out-of-Bounds/End Zones.** The disc is out-of-bounds when it lands on or outside the boundary lines, contacts anything that is out-of-bounds, or is carried out-of-bounds. Play will resume from the point where it went out. If a team gains possession in its end zone, play will begin from the goal line. Cadets will not cross into another field to retrieve a disc while the other field is in use.

- (6) **The Thrower.** Any offensive player may put the disc in play. The disc must be thrown; any other method of transfer is a turnover. A rolling or sliding disc is put in play at the point where it stops. The thrower must establish a pivot foot and may pivot 360 degrees but cannot lift the pivot foot. A player may not catch his/her own throw unless another player touches it first. Defenders must stay at least three feet from the thrower and cannot make any contact with the offensive player (to include the disc).
- (7) **The Receiver.** After catching a pass, a receiver is allowed three steps to stop and establish a pivot foot. If the receiver cannot do so, a turnover occurs due to traveling. If players from both teams catch the disc simultaneously, the offense retains possession. The receiver may tag a defensive player with the disc, within the three-foot rule, but may not lift his/her pivot foot; if tagged the tagged player must report to the penalty box.
- (8) **Fouls.** Fouls occur when: (1) opposing players make contact, (2) a player takes more than 3 steps to throw the disc, (3) safety is jeopardized by reckless behavior, (4) the three-foot rule is violated, (5) a player other than the team captain talks to the officials, or (6) a player jumps. In the case of contact, the initiating player is guilty of a foul and a turnover results (if applicable). After a foul occurs, the guilty parties will be sent to the penalty box and the disc will be turned over at the point of infraction.
- (9) **Turnovers.** Turnovers occur when: (1) a foul occurs, (2) a player holds the disc for more than 5 seconds, or (3) a pass is incomplete, intercepted, knocked down, or out-of-bounds. After turnovers, the opposing team will ground the disc and resume play from the spot where the disc struck the ground or side/end line where it went out of bounds.
- (10) **Scoring.** A goal is scored when a player catches a pass in the opposing team's end zone (i.e. the point of contact with the ground after catching the disc completely in the end zone). A player cannot score by stepping into the end zone with the disc. If a player's momentum carries them into the end zone, the referee will stop play and direct the player with the disc to move three steps away from the end zone and resume play.

- (11) **Penalty Box.** The purpose of the penalty box is to force teams to modify their strategy to accommodate for missing players. A CTA or other staff member will be in charge of the penalty box. Cadets who are sent to the penalty box must report in and do the following calisthenics; push-ups, crunches, arm circles, body builders, flutter kicks, high knees, lunges, side-straddle hops, or reverse push-ups as designated by the person in charge. Cadets must report by saying, “*Sir (Ma’am), Cadet (name) reports to the penalty box for (violation).*” Only team captains may clear the penalty box and may only do so after each point and at the end of periods. If the team captain is guilty of a foul, he/she must first appoint an alternate team captain before reporting to the penalty box. Verbiage for clearing the penalty box is, “*Sir (Ma’am), (Phonetic Letter) Flight requests permission to retrieve (list cadets in penalty box).*”
- b. **OFFICIALS.** FT Staff members will act as line officials and referees during Ultimate Disc. Both officials call fouls and are responsible for a sideline and an end line.
- (1) **Referee.** The referee will conduct a pre-game briefing with team captains, during which he/she will introduce officials and stress safety. The referee keeps score and announces foul perpetrators, the type of foul and penalty, and which team gets possession of the disc.
- (2) **Line Official.** The line official aids the referee and, in addition to calling fouls, is responsible for keeping track of time, time-outs, team substitutions, and the number of players on each team.

1. **REQUIREMENTS.** Cadets must pass all graded measurements. This includes the Physical Fitness Assessment and the Field Training Manual Test. Cadets who fail any of these measurements will be sent home from Field Training with prejudice. Additionally, cadets who receive two Unsatisfactory or two Marginal and one Unsatisfactory ratings on any part of their Field Training Performance Report will not complete Field Training. They will be sent home from Field Training with prejudice. Cadets removed from Field Training with prejudice will be det dropped (non-contract) or investigated for disenrollment (contract) once they return to their detachment. Finally, you must successfully complete at least 80 percent of the required FT curriculum and not be absent from FT for more than 72 consecutive hours.
  
2. **NON-COMPLETION.** There are many reasons you may be released from FT without completing training requirements. These reasons may be within your control (removed with prejudice) or out of your control (released without prejudice). If you are removed or released, the Commander (or delegate) will notify your detachment commander and observe while you contact a family member and inform them of your new travel itinerary. The FT Staff will contact the appropriate base agency for those unable to travel (mental stress, fatigue, etc.). An FTPR will be accomplished for all cadets who report to FT.
  - a. **Release.**
    - (1) **Administrative (Emergency Absence).** In the event of an emergency, the Commander may authorize you to be absent from training for up to 72 consecutive hours. Note: emergencies must be verified through the American Red Cross. If you cannot return within 72 hours or are unable to make up missed training to meet syllabus requirements, you will be released without prejudice.
    - (2) **Medical Release.**
      - (a) Cadets placed on profile, preventing their active participation in PT, competitive sports or drill for a cumulative period of more than 20% of physical activity time (to include morning PT, LRC, confidence course, athletics, warrior competition day, warrior runs (not FTO Time PT sessions), will be released without prejudice.

- (b) Cadets medically restricted to quarters or admitted to the MTF for a cumulative period exceeding 72 hours, will be released without prejudice and sent home, even if they have successfully completed the PFA.
- (3) **Did Not Attend.** This classification applies if a cadet does not show up, whatever the reason, for the assigned FTU. Notify your Detachment as soon as you discover that you will be unable to attend Field Training at least 7 days prior to camp start date. HQ AFROTC will determine if the cadet will be released with prejudice.

**b. Removal.**

- (1) **Self-Initiated Elimination (SIE).** SIE means that you voluntarily withdraw yourself from FT. You will be counseled and must state your reasons for withdrawing in an official memorandum to the Commander via the FTO and DO. You must acknowledge receipt of the Commander's comments by endorsement and will be removed with prejudice and will receive a "Did Not Complete FT" on your FTPR.
  - (a) If you are a contract cadet, you must understand that SIE will jeopardize your future status as a candidate for a commission in any branch of the US Armed Forces. It could also result in an involuntary call to extended active duty in your enlisted grade or recoupment of paid scholarship benefits.
  - (b) If you are a non-contract cadet, you must understand that SIE may jeopardize your future status as a candidate for a commission in any branch of the US Armed Forces.
- (2) **Military Performance.** The Commander is the local authority for removals based on unsatisfactory performance. Examples of cadets, removed with prejudice from an FTU for military performance, include but are not limited to: serious misconduct, lack of discipline, Honor Code violations, drug or alcohol involvement, indifference to training; or any time the Commander determines you will not meet standards in one or more of the Performance Factor Ratings (PFR) on the FTPR.

- (3) **Physical Fitness.** You must achieve a composite score of 75 or greater on the PFA at your respective FTU in order to remain at and complete FT. Any cadet who does not pass one of the two PFAs offered will be removed from the FTU with prejudice and will be rated as "Did Not Complete FT" on the FTTPR. **Show up to field training physically prepared and ready to pass the PFA!**
- (4) **FTM Test.** FTM Test. You must score 70% or higher in order to remain at field training. Cadets scoring between 70% and 79.9% will remain in field training but will receive an automatic "unsatisfactory" on the "Preparation for Field Training" portion of their FTTPR.

1. **INDIVIDUAL FIELD TRAINING AWARDS.** FT awards are given for exceptional performance at the FTU. FT awards are based upon specific FT criteria below or as determined by a Commander directed awards board. Field Training staff can announce and recognize all award winners at the Awards. CTA badges will be presented at the ceremony. However, all ribbons/medals will be presented at the detachments. Criteria for all awards can be found in AFROTCI 36-2011.
  - a. **Field Training Distinguished Graduate (FTDG) Award.** Cadets graduating FT in the top 10 percent of their flight at FT, as determined by the FTPR, will be designated as a distinguished graduate and will be awarded the FTDG ribbon (including silver star device). This ranking will be based on a cadet's FTM test score, PFA score, leadership position score(s), LRC score, AEF participation, and other evaluation points as determined by FTU staff. The top 10 percent is based upon flight initial strength.
  - b. **Field Training Superior Performance (FTSP) Award.** Cadets graduating FT in the next 10 percent below FTDG in each flight, as determined by the FTPR, will be designated as a superior performer and will be awarded the FTSP ribbon. This ranking will be based on a cadet's FTM test score, PFA score, leadership position score(s), LRC score, AEF participation, and other evaluation points as determined by FTU staff. The next 10 percent is based upon flight initial strength.
  - c. **Field Training Fitness Award.** The FT Fitness award recognizes one male and one female cadet in each FTU with the top PFA score at FT. All components of the PFA must be completed to qualify. In the event of a tie, cadets will be given additional points based on an extended PFA scale: 1 point for each pushup beyond the maximum; 1 point for each sit-up beyond the maximum; and 1 point for each 5 seconds faster than the maximum run time. The faster 1.5 mile run time will be used to break any ties. The award recipient will receive the FT Physical Fitness ribbon. Also, all cadets who score a maximum on the PFA run, push-up, and sit-up categories will be recognized with the Physical Fitness ribbon. NOTE: This is the same ribbon as the detachment Physical Fitness Award. Receipt of this award for FT is equivalent to one award at the detachment.

- d. **AFROTC Expert Marksmanship Ribbon.** Cadets qualifying as expert on an approved USAF qualification range may wear the AFROTC Expert Marksmanship Ribbon. NOTE: Cadets will receive an AF IMT 522, **Ground Weapons Training Data**, documenting qualification for ribbon. See AFROTCI 36-2011, *Cadet Operations* for additional guidance on this ribbon.
  - e. **Warrior Spirit Award.** This award will be peer-nominated and recognizes the cadet in each FT flight who best exemplifies the Air Force warrior spirit. Criteria should include appearance, attitude, enthusiasm in duty performance, and physical fitness. Awarded to one cadet in each FT flight. Ties will be decided by the FTO. NOTE: This is the same ribbon as the detachment Warrior Spirit Award. Receipt of one of these awards for FT is equivalent to one of the same award at the detachment.
2. **FIELD TRAINING FLIGHT AWARDS.** FT flight awards are given for exceptional flight (team) performance at FT. Criteria are listed below. NOTE: These are the same ribbons as the detachment Honor/Warrior Flight Ribbons. Receipt of one of these awards for FT is equivalent to one of the same award at the detachment.
- a. **Field Training Honor Flight Ribbon.** Honor Flight will be calculated by the FTU/COC and may be based on the initial FTM test, flight drill evaluations, SBIs, and ORIs, LRC events, and/or other evaluation points as determined by FTU staff. The overall FTU winner will be awarded the Honor Flight Ribbon at their detachment.
  - b. **Field Training Warrior Flight Ribbon.** Warrior Flights may be based on flight performance on PFAs, select GLPs, Warrior Competition Day, AEF events, and/or other evaluation points as determined by FTU staff. The overall FTU winner will be awarded the Warrior Flight Ribbon at their detachment.

Victory smiles upon those who anticipate the changes in the character of war, not upon those who wait to adapt themselves after the changes occur.

Italian Air Marshall Guilio Douhet

**ATTACHMENT 1: Leadership Competency Evaluation (i)**

OTS LEADERSHIP COMPETENCY EVALUATION				
STUDENT NAME	SO/FLT	EVALUATOR NAME	LEADERSHIP EXERCISE	DATE
<b>1. MISSION DEVELOPMENT</b> Recognized the correct problem Gathered key data	<b>2. MISSION PLANNING</b> Considered feasibility/effectiveness Used brainstorming guidelines Defined required performance levels Determined standards and milestones		<b>3. MISSION EXECUTION</b> Communicated and set plan into action Monitored implementation Corrected deviations from plan Standardize best practices (as appropriate)	
<small>Shaded areas are critical areas. Failure to meet standards in any critical area will result in an overall failure.</small>			INSTRUCTOR NOTES:	
<b>A. MISSION EXECUTION PROCESS</b>				
1. MISSION DEVELOPMENT	0	1	2	
2. MISSION PLANNING	0	1	2	
3. MISSION EXECUTION	0	1	2	
Score				
<b>B. LEADERSHIP COMPETENCIES</b>				
I. CLEARLY RECOGNIZED THE MISSION/OBJECTIVE		Y	N	
II. MAINTAINED COMMAND OF TEAM MEMBERS		Y	N	
<b>U S O</b>				
1. Decision-making, credibility and confidence	0	1	2	
2. Delegated authority with relevant responsibilities.	0	1	2	
3. Displayed accountability for areas of responsibility, operation of team, and personal actions.	0	1	2	
4. Demonstrated flexibility by adapting plans and leadership.	0	1	2	
5. Displayed military bearing, self-discipline, and self-control.	0	1	2	
6. Communication skills (mechanics)	0	1	2	
7. Promoted free flow of information and solicited feedback (Leader was hub of communication)	0	1	2	
8. Motivated and inspired team to make sacrifices and take calculated risks (coach vs. cheerleader)	0	1	2	
9. Maintained appropriate focus and urgency.	0	1	2	
10. Teambuilding and performing	0	1	2	
Score				

OTS FORM 2, 20130107

PREVIOUS EDITIONS ARE OBSOLETE.

<b>C. MISSION COMPLETION</b>		<b>Y</b>	<b>N</b>	<b>Overall Grade</b>			<b>U</b>	<b>S</b>	<b>O</b>
Score	1	0							
Completion Time				<b>Exceeds Standards</b>		<b>&gt;23</b>			
<b>LEADERSHIP COMPETENCY SCORE</b>				<b>Meets Standards</b>		<b>12-23</b>			
A. Mission Execution Process				<b>Does Not Meet Standards</b>		<b>&lt;12</b>			
B. Leadership Competencies									
C. Mission Completion									
<b>OVERALL SCORE</b>									
I have read and understand the comments regarding my performance. I do/do not wish to make a written statement.				Instructor Signature					
STUDENT INITIALS		DATE							
INSTRUCTOR/STUDENT COMMENTS:									

OTS FORM 2, 20130107 (REVERSE)

**ATTACHMENT 2: Field Training Performance Report (i)**

*For Reference Use Only*

In Garrison Field Training Performance Report			
CADET NAME (Last, First MI)		FTU	FLIGHT
		INCLUSIVE DATES	
EMPLID	DET	LEADERSHIP POSITIONS HELD	
AWARDS EARNED			
<input type="checkbox"/> PHYSICAL FITNESS <input type="checkbox"/> HONOR FLIGHT <input type="checkbox"/> EXPERT MARKSMANSHIP		ADDITIONAL AWARDS ON PAGE 2	
PERFORMANCE RATINGS    Unsatisfactory / Marginal / Satisfactory / Excellent / Outstanding			
<b>A. PREPARATION FOR FIELD TRAINING:</b> Initial Interview, Initial Open Ranks Inspection (ORI), Initial Stand-By Inspection (SBI), Airman's Manual Test (AMT), Initial Field Training Manual Test (FTMT)			
Interview:		ORI:	SBI:
		AMT:	FTMT:
<b>B. PHYSICAL FITNESS ASSESSMENT (PFA):</b>			
Date	# Pushups	# Situps	Run Time
			Ab. Circ
			Score
			Result
<b>C. LEADERSHIP SKILLS:</b> Problem solving ability, Coordination, Control, Delegating, Directing; Dynamic Leadership; Initiative; Performance of Duties, Followership/Team Player			
<b>D. PROFESSIONAL QUALITIES:</b> Officership (loyalty, discipline, dedication, integrity); Accepts personal responsibility; Attention to detail/situational awareness; Motivates others; Tact/Sensitivity; Attitude; Human relations			
<b>E. COMMUNICATION SKILLS:</b> Verbal/written; Clear, concise, Articulate, Confident			
<b>F. JUDGEMENT AND DECISION MAKING SKILLS:</b> Time management; Reaction to counseling; Uses resources effectively/efficiently; Learns from mistakes			
<b>G. WARRIOR ETHOS:</b> Adaptability to change/stress; Applies training to austere environments; Expeditionary skills adaptability			
Additional PC Comments			
Name/Grade		Duty Title	Date
Det/Location		Flight Commander	
		Signature	
FTU/CC COMMENTS		InG CTA RECOMMENDATION	
<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur <input type="checkbox"/>			
Name/Grade		Duty Title	Date
Det/Location		Signature	



# Sexual Harassment

A variety of BEHAVIORS						
VISUAL	VERBAL	WRITTEN	TOUCHING	POWER	THREATS	FORCE
- Gogling	- Requests for dates	- Love letters	- Violating space	- Relationships	- Quit pro quo	- Rape
- Staring	- Questions about personal life	- Obscene letters	- Patting/grabbing	- Using position to request dates, sex, etc.	- Demands	- Physical assault
- Posters	- Lowrd comments/jokes	- Cards	- Pinching	- Caressing	- Loss of job	
- Magazines	- Whistling	- Notes	- Kissing	- Selection process		
- Flyers						

**A variety of CONDITIONS**

- Individual perceptions, experiences, and interpretations influence a person's concept of sexual harassment
- Sexually harassing behaviors may or may not be illegal and may range from policy violations to unlawful activity
- Behaviors may be a hostile or "quid pro quo" (something for something) environment
- Can occur between the opposite sex and (or) same sex, depending on the circumstances
- May often occur between peers or coworkers or by supervisors directing behaviors at subordinates
- May occur on or off duty

**A variety of RESOLUTIONS**

- Confront the behavior, talk with the offender, discuss the impact of the behavior, and ask him or her to stop immediately
- Ask another person, coworker, or friend to accompany you to confront the offender
- Document the behavior, including date, time, events, etc.
- Inform your supervisor; ask him or her to intervene or help you get your concerns into proper channels
- Use the chain of command--the primary and preferred channel for identifying and correcting sexual harassment
- Contact your equal opportunity office or other support agency

AETCVA 36-3, 1 December 1999 (Supersedes AETCVA 36-3, 19 September 1995) OPRHQ/AETCOPM Distributions F

**ATTACHMENT4: ACRONYMS (i)**

<b>ABU</b>	Airman Battle Uniform
<b>BELPs</b>	Baseline Expeditionary Leadership Problems
<b>Cadet Flt/AO</b>	Flight Academics Officer
<b>Cadet Flt/CC</b>	Flight Commander
<b>Cadet Flt/CD</b>	Deputy Flight Commander
<b>Cadet Flt/D&amp;C</b>	Flight Drill & Ceremonies Officer
<b>Cadet Flt/PFO</b>	Flight Physical Fitness Officer
<b>Cadet Flt/STANDO</b>	Flight Standardization Officer
<b>Cadet GP/AO</b>	Group Academic Officer
<b>Cadet GP/CC</b>	Group Commander
<b>Cadet GP/D&amp;C</b>	Group Drill and Ceremonies Officer
<b>Cadet GP/PFO</b>	Group Physical Fitness Officer
<b>Cadet GP/STANDO</b>	Group Standardization Officer
<b>Cadet Sq/CC</b>	Squadron Commander
<b>Cadet Sq/CD</b>	Deputy Squadron Commander
<b>CC</b>	Commander
<b>CSJFTC</b>	Camp Shelby Joint Forces Training Center
<b>CTA</b>	Cadet Training Assistant
<b>CTQ</b>	Call to Quarters
<b>CV</b>	Vice Commander
<b>D&amp;C</b>	Drill and Ceremonies
<b>DD</b>	Department of Defense (Form)
<b>DM</b>	Dorm Maintenance
<b>FT</b>	Field Training
<b>FTDG</b>	Field Training Distinguished Graduate
<b>FTM</b>	Field Training Manual
<b>FTSP</b>	Field Training Superior Performer
<b>FTO</b>	Flight Training Officer
<b>FTU</b>	Field Training Unit
<b>FTU/CC</b>	Field Training Unit Commander
<b>FTU/COC</b>	Field Training Unit Commandant of Cadets
<b>FTU/CV</b>	Field Training Unit Vice Commander
<b>FTU/DO</b>	Field Training Unit Director of Operations
<b>FTU/SD</b>	Field Training Unit Director of Support
<b>FTU/SDA</b>	Field Training Unit Academic Instructor
<b>FTU/SDCS</b>	Field Training Unit NCOIC
<b>FTU/SDL</b>	Field Training Unit Liaison Officer
<b>FTU/SDLG</b>	Field Training Unit Logistics NCO
<b>FTU/SDP</b>	Field Training Unit Project Officer
<b>FTU/DOS</b>	Field Training Unit Scheduling Officer
<b>GLP</b>	Group Leadership Problem
<b>GTR</b>	Government Transportation Request
<b>IAW</b>	In Accordance With
<b>ICT</b>	Individual Cadet Time
<b>MTI</b>	Military Training Instructor

<b>NCO</b>	Non-Commissioned Officer
<b>NCOIC</b>	Non-Commissioned Officer In Charge
<b>NLT</b>	No Later Than
<b>OIC</b>	Officer in Charge
<b>PFA</b>	Physical Fitness Assessment
<b>PFD</b>	Physical Fitness Diagnostic
<b>PFR</b>	Performance Factor Rating
<b>PFA</b>	Physical Fitness Assessment
<b>PH</b>	Personal Hygiene
<b>POC</b>	Professional Officer Course
<b>POD</b>	Point of Departure
<b>POV</b>	Privately Owned Vehicle
<b>PT</b>	Physical Training
<b>PTU</b>	Physical Training Uniform
<b>PVC</b>	Professional Values Council
<b>RPA</b>	Remotely Piloted Aircraft
<b>SDCS</b>	Commander's Support Staff
<b>SDO</b>	Staff Duty Officer
<b>SIE</b>	Self-Initiated Elimination
<b>SP</b>	Superior Performer
<b>TD</b>	Training Day
<b>VW</b>	Vigilant Warrior
<b>UOD</b>	Uniform of the Day
<b>WBGT</b>	Wet Bulb Globe Temperature

**ATTACHMENT 5: STANDARDS OF BEHAVIOR (f)**

<b>A. PREPARATION FOR FIELD TRAINING</b>
<b>FIELD TRAINING MANUAL (FTM) TESTS:</b> Evaluated through scores obtained on FTM Test.
<b>INITIAL INTERVIEW:</b> Evaluates reporting in procedures, uniform, image/bearing, and FTM knowledge.
<b>STAND-BY INSPECTION:</b> Evaluates the condition and appearance of quarters and equipment.
<b>OPEN RANKS INSPECTION:</b> Evaluates military bearing and personal appearance.
<b>B. PHYSICAL FITNESS ASSESSMENT</b>
<b>OUTSTANDING:</b> Cadet scores 96.0 or higher on the 1st PFA
<b>EXCELLENT:</b> Cadet scores 90.0- 95.9 on the 1st PFA
<b>SATISFACTORY:</b> Cadet scores 75.0- 89.9 on the 1st PFA
<b>MARGINAL:</b> Cadet scores less than 75.0 on the 1st PFA; note cadets must achieve a score of 75.0 on or about TD-8 to remain in training at the FTU
<b>UNSATISFACTORY:</b> Cadet fails both PFAs.
<b>C. LEADERSHIP SKILLS</b>
<b>PROBLEM SOLVING ABILITY:</b> Evaluates the use of the OODA problem solving process.
<b>COORDINATION, CONTROL, DELEGATING, and DIRECTING:</b> 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.
<b>DYNAMIC LEADERSHIP:</b> Application of management functions; ability to change leadership styles to meet needs of the situation/personnel.
<b>DISPLAYS INITIATIVE:</b> 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.
<b>PERFORMANCE OF DUTIES:</b> Performs and manages duties during leadership positions (feedback from FTO and FT staff), details, additional duties, classroom preparation/participation; anticipates situations/reacts appropriately; self-sufficient; requires little guidance; prepared for FT activities; sets and enforces standards.
<b>FOLLOWERSHIP/TEAM PLAYER:</b> Dedicated to group goals; supports decisions of superiors; contributes their share to achieve the mission; contributor in class discussions; fosters teamwork.
<b>D. PROFESSIONAL QUALITIES</b>
<b>OFFICERSHIP:</b> 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.
<b>ACCEPTS PERSONAL RESPONSIBILITY:</b> Thinks and acts intelligently without waiting to be prompted; responsible for results of his/her own actions and those of subordinates.

<b>ATTENTION-TO-DETAIL/SITUATIONAL AWARENESS:</b> Ability to correctly accomplish tasks according to instructions; ability to recognize changes in environment and act appropriately.
<b>MOTIVATES OTHERS:</b> Ability to inspire others to perform to their best ability; sets the example and strives to achieve the same from others.
<b>TACT/SENSITIVITY:</b> 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.
<b>ATTITUDE:</b> Positive about difficult tasks; constantly strives to improve; strong self-image, enthusiastic.
<b>HUMAN RELATIONS:</b> Self-confidence in group dynamics; reacts objectively; makes a genuine effort to maintain and improve working relationships with others.
<b>E. COMMUNICATION SKILLS</b>
<b>VERBAL/WRITTEN:</b> Command of language and grammar, pronunciation and enunciation.
<b>CLEAR AND CONCISE:</b> Communicates ideas/thoughts in an organized fashion.
<b>ARTICULATE:</b> Speaks/writes in an effective, professional manner.
<b>CONFIDENT:</b> Exhibits positive self-image, poised under pressure, ability to project command presence.
<b>F. JUDGMENT AND DECISION MAKING SKILLS</b>
<b>TIME MANAGEMENT:</b> Effectively executes a multitude of tasks.
<b>REACTION TO COUNSELING:</b> Reacts objectively to criticism without getting emotional; shows interest in feedback and strives to improve.
<b>USES RESOURCES EFFECTIVELY/EFFICIENTLY:</b> Ability to utilize personnel and equipment appropriately in situational environment; no wasted efforts.
<b>LEARNS FROM MISTAKES:</b> Shows dedication to improve actions, behavior, and attitude; makes efforts to prevent similar mistakes.
<b>G. WARRIOR ETHOS</b>
<b>ADAPTABILITY TO CHANGE/STRESS:</b> 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.
<b>APPLIES TRAINING TO AUSTERE ENVIRONMENT:</b> Demonstrates FTM, ATM, AEF skills knowledge, leadership in field conditions.
<b>EXPEDITIONARY SKILLS ADAPTABILITY:</b> Ability to transition from in-garrison to field conditions by employing AEF skills and readiness training.

<b>AUTOMATIC MARGINAL/UNSATISFACTORY RATINGS</b>
<b>PREPARATION FOR FIELD TRAINING</b>
Failure of the FTM test will result in release from Field Training with prejudice.
<b>DRESS AND APPEARANCE/HEIGHT AND WEIGHT STANDARD</b>
Failure to arrive and remain in compliance with any standards in AFI 36-2903, including rules governing piercings, brandings, tattoos, etc. will result in a score no greater than marginal in Preparation for Field Training.
Overweight/BMI/Body Fat standards upon arrival at FT will result in an unsatisfactory in Preparation for Field Training and automatic removal from Field Training with prejudice.
<b>PHYSICAL FITNESS ASSESSMENT:</b>
Failure of first PFA will constitute a Physical Fitness Assessment rating of no greater than marginal.
Failure to pass second PFA will result in removal from FT with a "Did not complete FT" on the cadet's FTPR.

**ATTACHMENT 6: MAXWELL AFB/OTS CAMPUS MAP (f)**



OTS Campus Map



Maxwell AFB Map

# ATTACHMENT 7: FITNESS SCREENING QUESTIONNAIRE (f)

AFI36-2905 1 JUL 2010

## FITNESS SCREENING QUESTIONNAIRE

You are being asked these questions for your safety and health. The AF Fitness Assessment is a maximum-effort test. Airmen who have not been exercising regularly and/or have other risk factors for a heart attack (increasing age, smoking, diabetes, high blood pressure, etc.) are at increased risk of injury or death during the test. Answering these questions honestly is in your best interest.

1. Have you experienced any of the symptoms/problems listed below and not been medically evaluated and cleared for unrestricted participation in a physical training program?
  - Unexplained chest discomfort with or without exertion
  - Unusual or unexplained shortness of breath
  - Dizziness, fainting, or blackouts associated with exertion
  - Other medical problems that may prevent you from safely participating in this test

Yes: Stop. Notify your UFFPM and contact your PCP/MLO for evaluation/ recommendations (or for ARC, contact the MLO for Duty Limiting Conditions (DLC) documentation and referral to PCP).

No: Proceed to next question.
2. Are you 35 years of age or older?

Yes: Proceed to next question.

No: Stop. Sign form and return to your UFFPM. Member may take the fitness assessment.
3. Have you engaged in vigorous physical activity (i.e., activity causing sweating and moderate to marked increases in breathing and heart rate) averaging at least 30 minutes per session, 3 days per week, over the last 2 months?

Yes: Stop. Sign form and return to your UFFPM. Member may take the fitness assessment.

No: Proceed to the next question.
4. Do one (1) or more of the following risk factors apply to you?
  - Smoked tobacco products in the last 30 days
  - Diabetes
  - High blood pressure that is not controlled
  - High cholesterol that is not controlled
  - Family history of heart disease (developed in father/brother before age 55 or mother/sister before age 65)
  - Age > 45 years for males; > 55 years for females

Yes: Stop. Notify UFFPM.

  - RegAF: If member was cleared for entry into a fitness program at their last PHA and their PHA is current, the member will take the fitness assessment. If not cleared, member will be referred to PCM for evaluation, and, if medically cleared for unrestricted fitness program, the member will take the fitness assessment.
  - AFR: If member was cleared for entry into a fitness program at a PHA within the last 12 months, the member will take the fitness assessment. If not previously cleared, member will be referred to PCP for evaluation, and, if medically cleared for unrestricted fitness program, the member will take the fitness assessment. Refer to MLO if there is any combination of smoking, diabetes, uncontrolled high blood pressure, and/or uncontrolled high cholesterol. MLO will update medical records and/or initiate DLC documentation. Member begins a one-time 90-day Fitness Assessment Deferral and is provided Fitness Assessment Deferral Guidance (Attachment 5).
  - ANG: Member begins a one-time 90-day Fitness Assessment Deferral and is provided Fitness Assessment Deferral Guidance (Attachment 5). Refer to MLO if there is any combination of smoking, diabetes, uncontrolled high blood pressure, and/or uncontrolled high cholesterol. MLO will update medical records and/or initiate DLC documentation.

No: Stop. Sign form and return to your UFFPM. Member may take the fitness assessment.

If member experiences any of the symptoms listed in Question #1 during the fitness assessment, they should stop the test immediately and seek medical attention immediately.

Signature: <input type="text"/>	Date: <input type="text"/>
Printed Name: <input type="text"/>	Rank: <input type="text" value="Select Rank"/>
Duty Phone: <input type="text"/>	Office Symbol: <input type="text"/>

Authority: 10 USC 8013. Routine Use: This information is not disclosed outside DoD. Disclosure is Mandatory. Failure to provide this information may result in either administrative discharge or punishment under the UCMJ.

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*Remember those who  
fought for you...*