

# DET 35 CC RULES OF ENGAGEMENT (ROE)

*Fall 2015 – Spring 2016*

## DET 35 MISSION

*To Recruit, Educate, Train, and Commission premier Air Force Officers through Detachment 35's Tradition of Excellence*

## USAF CORE VALUES

Our ROE helps develop core values that are essential to every United States Air Force officer. They are essential to the mission. The USAF Core Values are:

***Integrity First, Service Before Self, and Excellence in All We Do***

Each ROE connects to one or more of the USAF Core Values. The success or failure of our mission depends on the dedication to these Core Values by each and every cadet. Each of you is given the pamphlet "HOLM CENTER Character Guide" that explains each of these critical concepts in detail. Our Core Values can be paraphrased as:

**INTEGRITY FIRST: Honesty, truthfulness, doing one's duty, and doing what is right**  
**SERVICE BEFORE SELF: USAF & its mission surpass personal interests & aspirations**  
**EXCELLENCE IN ALL WE DO: Continuous improvement and innovation**

## ROE OVERVIEW

All cadets are required to read, understand, and follow the guidance provided in this commander-directed document. All cadets are required to maintain this ROE with their Aerospace Studies (AS) & Leadership Laboratory (LLAB) coursework. Review this ROE frequently.

Each ROE below will help you successfully execute Det 35's mission and guide you in the professional standards, duties, customs, and courtesies of the USAF.

<b>A</b>	<b>Attendance</b>	<b>K</b>	<b>Communication Skills</b>	<b>U</b>	<b>Cadet Relationships</b>
<b>B</b>	<b>Time Management</b>	<b>L</b>	<b>Email, Website, Internet Use</b>	<b>V</b>	<b>Illegal Use of Drugs</b>
<b>C</b>	<b>Customs and Courtesies</b>	<b>M</b>	<b>Training and Corps Activity</b>	<b>W</b>	<b>Alcohol Policy</b>
<b>D</b>	<b>Uniform Wear</b>	<b>N</b>	<b>Public Affairs</b>	<b>X</b>	<b>Discipline Process</b>
<b>E</b>	<b>Appearance and Weight</b>	<b>O</b>	<b>Medical Reporting</b>	<b>Y</b>	<b>Crit Wingmen Issues</b>
<b>F</b>	<b>Physical Fitness</b>	<b>P</b>	<b>Involvement Reporting</b>	<b>Z</b>	<b>Safety</b>
<b>G</b>	<b>Counseling</b>	<b>Q</b>	<b>Cadet Honor Code</b>	--	<b>Final CC Thoughts</b>
<b>H</b>	<b>AFOQT and Grades</b>	<b>R</b>	<b>Academic Conduct</b>	--	<b>Det 35 Cadre</b>
<b>I</b>	<b>Conditional Events</b>	<b>S</b>	<b>Military Equal Opportunity</b>	--	<b>Counseling BBP</b>
<b>J</b>	<b>Suspenses</b>	<b>T</b>	<b>Harassment and Hazing</b>	--	<b>Timeline BBP</b>

## A. ATTENDANCE

All Air Force appointments are mandatory. These include DoD Physical/Medical appointments, military installation appointments (ID cards, etc.), AFOQT/DLAB/TBAS testing, and formal counseling. Be on time to these appointments to avoid a 'failure to show' letter in your cadet record. **NEVER MISS THESE APPOINTMENTS!**

In addition to official Air Force appointments, these are the **THREE** primary (and mandatory) AFROTC attendance events for cadets:

- 1) Aerospace Studies (AS) academic classes
- 2) Leadership Laboratory (LLAB)
- 3) Physical Training (PT)

AS classes, LLAB, and PT are military formations.

- If you finish the semester below the attendance minimum of 80% in any of the 3 requirements, you will receive a failing grade....Maximize your attendance!
- All absences are tracked, forwarded to cadre and posted in the cadet area.
  - ✓ You must report absences beforehand (to AS Instructor for class; to cadet Flight/CC and CoC for LLAB—refer to syllabus).
  - ✓ The instructor may assign make-up work in place of missed AS classes. LLAB absences require Operations Flight Commander (OFC)/Commandant of Cadet (CoC) approval; LLAB make-ups require Det 35 Commander (CC) approval.

All other AFROTC activities and functions are voluntary. These are duties that are helpful to your growth and have social, public relations, or educational value. Cadre and cadets WILL NOT exert pressure on cadets to coerce attendance at voluntary functions.

There are two types of voluntary activities:

**Voluntary Practical Military Training (PMT):** *Mock deployments, base visits, Flight Orientation Program, Field Training Prep, and other AFROTC sponsored training* that cadre both plan and supervise. Cadet medical care is authorized.

**Non-PMT:** Voluntary activities where cadet medical care is not authorized. These include: *Color Guard, cadet-run Field Training Prep, university activities, PT that is not supervised by cadre, morale/welfare/recreation (MWR) functions, intramural sports, fund raisers, Warrior Challenge, Leadership Retreat, flight meetings, football parking, Arnold Air Society, Silver Wings, and community service projects.*

## **B. TIME MANAGEMENT**

### **A WAY OF LIFE**

Be on time! *Repeat:* Be on time! Punctuality is a "way of life" for USAF officers. Be on time for all Air Force ROTC functions including class, LLAB, PT, appointments with cadre and cadet leadership, and official USAF appointments off-campus.

- If you are late for an AS class, enter the classroom and request permission to join the class. If permission is granted, quietly take your seat. See the instructor after class.

### **APPOINTMENTS WITH CADRE**

- Schedule appointments directly with the cadre member that you wish to see (exception: For scheduling appointments with the Det/CC, coordinate with the Det 35 Department Coordinator, Jahnava Adams.) Cadet appointments are a top priority with cadre members; however, other duty obligations are also important. Keep your scheduled appointments. Arrive in uniform to appointments. If you will be late or need to cancel an appointment with a cadre member, call ahead ASAP to reschedule.

- If you miss a scheduled appointment with any cadre member, you'll receive an official "failure-to-show" notification letter. The letter is filed in your cadet personal records.

## C. CUSTOMS AND COURTESIES

**You will conduct yourself as an officer at all times. Proper military courtesy will be extended to all military personnel, both cadre and cadets.**

- The AS classroom will be called to attention when a commissioned officer enters or leaves the classroom, unless a higher ranking officer is present. A class already in progress will not be called to attention when a higher ranking officer enters the room.
- All AS class sessions will be started by a "class leader", who will call the class to attention when the instructor is ready to begin class. Each AS instructor will decide how the class leader duty is to be chosen or rotated.
- Unless specifically required as part of the event, outdoor LLAB and PT will not be interrupted to call the group to attention when a cadre officer enters the area. However, if approached by cadre, the senior cadet should greet the senior officer and be prepared to explain the activities in progress.
- The entrance to the Cadet Wing Operations Center (WOC) is often transited by cadre enroute to the classroom. The blue mat placed there is considered an extension of the hallway. Cadets do not need to call the area to attention when cadre officers stand on the mat.
- Cadets will refer to all U.S. military officers and Non Commissioned Officers (NCOs) by their rank and last name at all times (or Sir/Ma'am for officers)--no exceptions.
  - ✓ Cadets will be referred to by "Cadet" and their last name.
- Although basic customs and courtesies will be observed at all times, military specific decorum contained in AFOTCMAN 36-203 (Field Training Manual, or FTM) such as requiring cadets to use the 7 basic responses, square corners, greet, come to attention with heels against the wall, etc., will only be required at the Det/CC's discretion, and ONLY during established, official PMT times (LLAB and PT).

### REPORTING:

**Reporting procedures are posted at the entrance of all cadre offices.**

### SALUTING:

When in uniform and outdoors, all Detachment personnel and cadets will comply with the saluting requirements in AFMAN 36-2203, Drill and Ceremonies.

A salute will be rendered to all officers of any US and foreign uniformed service (to include Army ROTC cadre officers). GMC salute POC cadets. POC salute ranking POC cadets. AFROTC cadets do not have to salute sister service ROTC cadets, but should render a verbal greeting.

Saluting is a sign of respect. It also shows that you are attentive to your surroundings, knowledgeable of insignia, and dedicated to centuries-old military tradition of showing compatriots in arms that -- in their company only -- your hand is free of its weapon when raised to the brow. This simple act symbolized trust and unity amongst warriors on the battlefield. The Air Force honors this tradition, so don't hesitate—  
**SALUTE!**

## D. UNIFORM WEAR

### UNIFORM WEAR

Only students who are members of the GMC and POC may wear Air Force ROTC cadet uniforms. Special Student exceptions may be granted by the OFC.

**You are required to wear the uniform every Thursday during normal duty hours (0730-1800)**

- The uniform of the day (UOD) for LLABs will be published in the weekly LLAB Operations Order (OPORD). The OPORD is posted in the cadet WOC and on the Det 35 website at [www.csufresno.edu/afrotc](http://www.csufresno.edu/afrotc).
- On days other than Thursdays, the OFC, AS Instructor, or Cadet Corps Commander may prescribe uniform wear to class or events as required (special AS guest lecturer, FT Prep, ceremonies, etc.) Advance notice will be given in these circumstances.
- Regardless of the day, cadets will wear the uniform when reporting in for mandatory performance or midterm counseling and for official appointments when directed by commissioned officers.
- Commander has authorized issue and wear of the flight suits for cadets upon receipt of rated classification and authorized wear of the utility scrubs for nursing cadets upon receipt of enrollment allocations (EAs). Purchase of utility scrubs will not be funded by the Detachment and is the responsibility of the cadet. Consider that the flight suit and utility scrubs may not be advisable for all activities requiring utility uniforms (e.g., AEF training).
- For NCO appointments or drop-in business at the Detachment on days other than Thursdays, civilian clothes may be worn. See Section E for restrictions on civilian appearance standards.
- Both short and full length solid black or dark blue spandex may be worn and visible under PTU running shorts. Short and long-sleeved white or light gray form fitting undershirts, (i.e. spandex, lycra, or elastic material) may be worn and visible under the short-sleeved PTU. Undershirt must be tucked in.
- **UNIFORM RESTRICTIONS:**
  - ✓ Do not wear the AFROTC uniform or any distinctive, Air Force-provided clothing items that would give the appearance that you are raising funds for the Air Force.
  - ✓ The AFROTC uniform will not be worn to any establishment or while participating in any activity that may bring discredit upon the USAF or AFROTC.
  - ✓ Unauthorized wear of the uniform or distinctive items of the uniform is prohibited and punishable by federal law. As defined here, “uniform” includes all military uniforms, Det 35 PT gear, and non-military clothing with AFROTC/Air Force markings.
  - ✓ The wear of civilian clothing accessories (e.g., custom links, corsages, and boutonnieres) is not authorized with an official uniform. All cadets (male and female) will wear official USAF formal attire to the annual Det 35 Dining-Out.
  - ✓ String, braided, parachute cord, or power bands (plastic) bracelets are not authorized for wear in uniform.
  - ✓ No cadet will, at any time, affix to their uniform any cadet rank not specifically issued to them. Those cadets that have not yet attended and graduated Field Training will wear the appropriate “cadet airmen” rank of their AS year classification for Fall and Spring term. Cadet officers graduated from FT will wear only the rank assigned to them and listed on the UMD approved by the OFC.
- Do not wear the uniform when there is a possibility it may be damaged or stained. Examples include chemistry labs, survey crews, agriculture class, art workshops, etc. In these instances, you must apply for an exception to the uniform policy via the Cadet Corps/CC who routes it through the OFC for approval).
- Corfam shoes for POC members are authorized but must be privately purchased. Members of the GMC are required to wear shoes issued to them through the detachment.

- Cell phones and carrying cases must be plain black, silver, dark blue, or gray, and can be attached to either side of the waistband or carried in the left hand, should only be used for emergencies, or when official notification is necessary while walking in uniform. Also, remember driving and talking on a cell phone is only authorized if utilizing a hands-free device
- **BUSINESS CASUAL:**
  - ✓ Special Students will wear business casual as their service dress and utility uniforms. Business casual consists of a white button shirt (long or short sleeve, polo or button down) with minimal designs and printing, khaki slacks, black or brown belt, and matching dress shoes. Shoes will not be sneakers or casual foot wear. Socks should be dark. If worn in cold or inclement weather, jackets should be dark with minimal designs and printing.
  - ✓ Cadets will wear business casual as the required uniform before they have been issued and have prepared the applicable uniform. The service dress uniform is generally issued around the last drop date of a cadet's first semester of AFROTC and the Airman Battle Uniform (ABU) is generally issued in the cadet's second semester of AFROTC.
- Special students will wear black shorts and grey tee shirts with minimal designs and printing as their physical fitness uniform.

You are encouraged to wear your uniform to Det 35 any day of the week. Wear the uniform with honor. You represent a proud tradition of dedicated service to America.

## E. APPEARANCE AND WEIGHT STANDARDS

Cadet standards of personal appearance are the same as those required of active duty personnel contained in AFI 36-2903, *Dress and Personnel Appearance of Air Force Personnel*.

### APPEARANCE

- Both men and women must comply with the personal grooming standards outlined in AFI 36-2903.
- Hair styles shall be conservative in nature; hair will be clean, well groomed, and neat.
- Hair styles will not prevent the proper wear of AF head gear.
- **Men's** hair style will not exceed 1¼" in bulk and will be tapered in appearance. **Women's** hair style will not exceed 3" in bulk and will not extend beyond the bottom of the shirt collar.
- Cadet leadership may issue a civilian attire memo for cadets to follow while participating in ROTC activities. At a minimum, cadets at the Det or at official ROTC activities (that don't require uniforms) will not wear inappropriate civilian clothing. Inappropriate civilian clothing includes: Ripped, torn, frayed, or patched clothing; undergarments displayed or worn as outer garments; bathing suits and any garments that are revealing or contain obscene, profane or lewd words and/or drawings. When not required to be in uniform, cadets dropping by the Detachment during high temperatures of summer may wear conservative tank tops and/or sandals.

### EARRINGS, BODY PIERCING, TATTOOS and BEARDS

- **Ear and Body Piercing:** The wearing of visible body-piercing (e.g., earrings, nose, face or tongue rings) is **not** authorized for male cadets on or off duty at the Detachment. They are also not authorized if you are, in any way, representing the USAF or AFROTC at mandatory or voluntary events. Female cadets are allowed to wear a single matching pair of small, conservative earrings, one in each earlobe. This policy is in effect all year, including during academic breaks.
- **Tattoos or brandings:** Any tattoos or branding that cover more than 25% of an exposed body part are not authorized (e.g., tattoos should not be above the collarbone or visible when wearing an open-collar uniform, and should not be visible below a standard short shirt sleeve). Also, no tattoos that are obscene or advocate sexual, racial, ethnic, or religious discrimination are allowed at any time.

- **Beards:** Beards are not authorized on or off duty at the Detachment. This policy is in effect all year, including academic breaks.

### WEIGHT and BODY FAT STANDARDS

All members of the GMC and POC **must** maintain the weight and body fat standards contained in AFROTCI 36-2011 and AFI 10-248.

- **Mandatory weigh-ins:** All cadets weigh-in during their first AS class of each semester. In addition, all cadets weigh-in and receive waist measurements before every Physical Fitness Test. The Det 35/CC may also authorize a cadet weigh-in at any time.
- The det NCOs maintain all cadet weight and fitness records. If you have any questions concerning weight, body fat and fitness, see the NCOs.

Any **non-contract** cadet who does not meet the weight and body fat standards will be counseled on their status and encouraged to obtain diet and/or fitness counseling.

Any **contract GMC or POC** cadet who does not meet the weight and body fat standards will be counseled on their status but unlike non-contracted cadets, the contract GMC or POC cadet will get a temporary inactivation of their scholarship and risk being disenrolled from ROTC for not meeting standards.

**If you do not meet the weight and body fat standards, you will not be allowed to wear the Air Force ROTC cadet uniform without the Det 35 Commander's approval.**

## **F. PHYSICAL FITNESS**

All cadets must meet physical fitness standards year round. These standards measure your physical fitness, *but more importantly, they measure your dedication, motivation, and self-discipline.* Next to academics, fitness is vital to your success as a cadet.

You must establish a personal fitness program and stick to it to ensure your success. This applies to the mandatory PT held each week: You must attend Monday, Tuesday and Thursday PT in order to pass LLAB. Use Friday makeup PT sessions only for circumstances beyond your control. At no time will PT start without the presence of a cadre member serving as Safety Observer. Cadets will not participate in PT without initially completing the AFROTC Physical Health Screening Questionnaire and a Sports Physical. (See cadre NCOs for details.)

Corps physical fitness tests are also mandatory. The AFROTC Physical Fitness Assessment (PFA) evaluates you according to AFROTC standards. The PFA is held several times a year and prior to commissioning. It consists of: A waist measurement, pushups, sit ups and 1.5 mile run. Required minimum scores are posted in the Detachment.

All cadets **MUST ATTEND** all scheduled PFAs.

All **non-contract** cadets **MUST ATTEMPT** to pass the PFA to receive a passing grade for LLAB.

All **contract GMC and POC** cadets **MUST PASS** the PFA.

**NOTE:** Field Training is not designed to 'get you into shape.' You have to arrive already in shape and hit the ground running—hard! Therefore, self-directed PT or in groups prior to reporting to Field Training **IS A MUST.**

- Contract GMC and POC cadets who fail the PFA must be retested approximately 30 days after the failure date. **Any subsequent failure of the PFA during the cadet's AFROTC career is also a LLAB failure, and is therefore cause for disenrollment.**

**MEDICAL EXCUSES:** Missing a PFA is only permitted with a written medical note signed by a health-care professional. Also, you must notify **both** a) Cadre NCOs and b) OFC of any medical reason that will cause you to miss or limit PT. Bring your doctor's note.

## G. COUNSELING: ACADEMIC AND PERFORMANCE

All cadets (including completed and extended cadets) will schedule a minimum of one mid-term counseling session each semester with your AS instructor. Your AS instructor will announce when the counseling sessions will begin.

- The counseling is designed to help you achieve academic excellence.
- Feedback during the counseling session will cover your ROTC performance, your current academic and fitness performance, any areas of concern, recommendations for improvement and a question and answer session.
- In addition, you and your AS instructor will review your AFROTC Detachment 35 Form 48 – The Academic Plan.
  - ✓ Form 48s are **required** both Fall and Spring Semesters for all GMC contract and POC cadets. Start working on these at the START of each semester.
  - ✓ Form 48s are **highly recommended** for all other cadets.
  - ✓ Obtain Form 48s and instructions from the NCOs. AS Instructors will also cover the process in class. A Form 48 'how-to' guide is on the Det 35 website. The attached "Det 35 Midterm Counseling Policy BBP (Aug 12)" provides additional guidance.
  - ✓ The mid-term grade report (due with the Form 48 at mid-term counseling session) will be filled out in advance by the cadet's university instructor for each scheduled class. The mid-term grade report is used to help the cadets seek additional instruction, tutoring, etc. The mid-term grade report is only a progress check and will not affect a cadet's membership in AFROTC.
- Your instructor may turn you away from a counseling session if you do not have the required mid-term grade report and Form 48 prepared for appointment time and you may be counseled with a Form 16.

## H. AFOQT and GRADES

**AFOQT Requirements.** Prior to being nominated for Field Training, all cadets must take the Air Force Officer Qualifying Test (AFOQT) and achieve minimum scores of 10 on the Quantitative section and 15 on the Verbal section. Cadets competing for a pilot or combat systems officer AFSC must take the AFOQT and, in addition to the scores above, must achieve minimum scores on the Pilot, Navigator and combined Pilot/Navigator sections as follows: Pilot/RPA candidate (25/10/50) and CSO candidate (10/25/50). ABM candidates must achieve minimum score of 10 on the Quantitative section and 15 on the Verbal section.

**AFOQT Timing.** All cadets must take the AFOQT and pass the math/verbal sections of the AFOQT in the Fall semester preceding Field Training. AFROTC policy allows for one (1) AFOQT retest with Detachment Commander approval and stipulates **150 days (vs. 180 days)** between tests so this timing should allow cadets two (2) opportunities to achieve the required scores to compete for rated duty selection. (See cadet Academic OIC and cadre for details and for practice study books.) A second re-test (third attempt) is possible but requires a waiver from the Detachment Commander to HQ AFROTC. Cadets seeking a second re-test (third attempt) will need to take a prep course specific to the section of the AFOQT where they failed to achieve the minimum score. The AFOQT is typically offered in two separate sessions during the months of September and February. Each session can hold 16 Cadets.

**AFOQT Group Study.** Per AFI 36-2605, paragraph 5.14 "Group Study is strictly prohibited." Cadets will **NOT** study in groups to prepare for the AFOQT.

**Grades.** See individual course syllabi for grading scales and criteria for all AS academic courses. Failure to return returnable textbooks may result in a grade of "Incomplete" at the instructor's discretion.

**All LLAB courses** will be graded on a Credit/No Credit. Non-contract cadets who fail LLAB are **not** eligible for POC membership, cannot make up the failing grade for the purpose of qualifying for POC membership and will be dismissed from AFROTC. When a cadet receives a "No Credit" in LLAB, the contract cadet must be investigated for disenrollment (AFROTCI 36-2011).

## I. CONDITIONAL EVENTS

At a minimum, contract GMC and POC who fail to maintain academic or military retention standards will receive a “conditional event” (CE) in their records and in the AFROTC database. There are specific rules about whether your third or fourth CE will initiate a disenrollment investigation (refer to AFROTCI 36-2011). In any case, it is best to keep your academics, physical fitness, weight, appearance, bearing, behavior and moral character above standards to avoid receiving conditionals.

## J. SUSPENSES

Periodically, cadets will be given suspenses (due dates) for administrative paperwork. It is ***absolutely critical*** that all cadet paperwork that is due to cadre members be turned in **NO LATER** than the suspense date given. Cadet leadership and cadre will automatically notify the Det/CC of cadets who have difficulty meeting suspenses.

## K. COMMUNICATION SKILLS

Communication skills, both speaking and writing, are key to your success as a United States Air Force officer. It is important that you develop and refine these skills throughout your college career.

- All cadets are encouraged to take speaking and writing courses outside the Air Force ROTC curriculum.
- Communication skills will be included in all Aerospace Studies courses as a graded portion of the curriculum.
- Cadets may only use the Air Force letterhead for official business pertaining to your AFROTC duties, not for student or private organizations. Likewise, Arnold Air Society (AAS) and Silver Wings (SW) will use only their own AAS or SW letterhead for all correspondence.

## L. EMAIL, WEBSITES, and RULES FOR INTERNET USAGE

The **primary method** for notifying cadets about AFROTC LLAB schedules, uniform requirements, social events, schedule changes, etc., is via notices posted in the Wing Operation Center (WOC), on the Det web page at [www.csufresno.edu/afrotc](http://www.csufresno.edu/afrotc) and e-mail.

The cadet Computer Officer has published a set of guidelines and rules governing the use of the cadet computer lab. A signed copy is posted in each cadet’s personnel file.

**EMAIL: All cadets are required to check their email accounts daily to ensure they are in receipt of the most current information. Make sure our Dept Coordinator, Jahnava, has the most current email address for you.**

- Also check accounts prior to each LLAB for last minute updates.
- The cadet Computer Officer and cadre will assist cadets in establishing their email accounts during the first week of class or upon enrollment in AFROTC.
- Prior to sending ‘corps related’ email outside the Det, check with a cadre member **first** to ensure Air Force e-mail protocols have been met.

**DETACHMENT WEBSITE:** The design interface for the Detachment website ([www.csufresno.edu/afrotc](http://www.csufresno.edu/afrotc)) contains many useful links and resources for cadets.

**PERSONAL WEBSITES:** For those cadets with personal websites such as MySpace/Facebook pages, all content (pictures and text) posted on your site by you or visitors must reflect well on the Air Force. Air Force Office of Special Investigation (OSI) checks officer, enlisted, and cadet websites for incriminating info.

**INTERNET USAGE:** Cadets will not visit inappropriate websites regardless of the computer's location. Inappropriate sites include but are not limited to: Illegal downloading sites where copyrighted music/films/etc are posted without consent of the owner, gambling, hate literature, sexually harassing materials, pornography, etc.

**CLASSIFIED MATERIAL:** The Air Force advises its members **NOT** to access the WikiLeaks website to view or download the published classified information since doing so could introduce classified information on unclassified information systems. This information has not been "declassified" by an appropriate authority and requires continued classification or reclassification.

## **M. TRAINING AND CADET STRUCTURE**

**Training:** All cadet training issues are routed through the cadet chain of command to the Det 35 OFC. The OFC oversees all cadet training.

**Cadet Appointment and Rotation:** Cadets rotate command and staff positions each semester. A cadet may not hold the same position for two consecutive semesters. Cadet Corps Commander selects his/her staff with OFC approval. As cadets are rotated among leadership positions, the OFC will ensure qualifications and leadership potential are addressed. AFROTC requires every cadet to hold at least one leadership position in the corps. Det 35 target for each cadet is three leadership jobs.

## **N. PUBLIC AFFAIRS**

When you are identified to the American public and news media as an ROTC cadet (in or out of uniform), everything you say and do reflects upon the Air Force. To prevent commenting on current military capabilities, policy or operations, refer questions to the appropriate USAF Public Affairs official or the Det/CC. Don't get pushed into arguing or speculating on issues. This is a disservice both to the media and the Air Force. When not in uniform and not identified with AFROTC, you may speak freely on your opinions but use your best judgment in case your words, website postings, etc. could one day be used against you, the USAF or the United States Government.

If anti-military demonstrations ever develop on campus or in the community, the focus may be directed towards the Detachment and/or specific cadets. If this occurs, cadet safety is paramount. Take the following action: Avoid confrontation with the demonstrators, in or out of uniform. Leave the area for a more secure location. Note: The security of the Detachment is the responsibility of Fresno State's President and Campus Security. Off campus, local law enforcement will handle the disturbance. If on-campus agitation towards ROTC amplifies, you will be briefed on a contingency plan.

## **O. MEDICAL REPORTING**

<p style="text-align: center;"><b>REPORT ANY AND ALL CHANGES IN MEDICAL STATUS IMMEDIATELY</b></p>
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This requires documentation, so bring your paperwork to the NCOs ASAP (doctor's notes, medical forms, etc.) Also, take caution of the following:

**Prescription Drugs:** In addition to drugs that are illegal, there are some perfectly legal prescription drugs that (if used) may make you ineligible for an Air Force commission. In some cases, the medical issue in question may or may not be disqualifying. However, taking the drug will mean you are ineligible to receive a commission. Some of these drugs are, but not limited to: Prozac and other anti-depressants, anabolic steroids, and asthma medicine (NOTE: Confirmed cases of asthma after childhood are disqualifying).

**Over-the-counter drugs:** There are also some over-the-counter products that may contain prohibited substances. These products include, but are not limited to: Nutiva Bars, Spectrum Essential, Hempola and Manitoba Harvest. The problem with these products is they contain hemp oil seed. Restaurants may use hemp oil (legally) to cook food, but a urinalysis test can't tell if you ingested the hemp oil from food (legally) or from marijuana (illegally).

**Energy Drinks:** HQ AETC/SGPS clarified in 5 Sep 07 email: “Consuming energy drinks are fine as long as they don’t contain ephedra.” HOWEVER, DON’T OVERUSE THESE DRINKS. Follow labels for limits on daily usage; read all labels and understand the ingredients of any product you eat or drink.

**Bottom line: you must check with the cadre NCOs before you take any prescription drug and be careful with the over the counter products you consume.**

**Eye surgery:** Report immediately to the Detachment NCOs if you are considering eye surgery. The USAF recognizes that eye surgery to correct minor vision problems is very popular. Some of the more popular ones include photorefractive keratectomy (PRK), radial keratotomy (RK) and Laser Assisted In-Situ Keratomileusis (LASIK). Many of these surgery techniques are relatively new and their long-term success rates are unknown. Therefore, the USAF restricts which surgeries Air Force members may use. These restrictions apply to AFROTC cadets and are continually evolving. Many cases are unique. For instance, if you wish to fly, you **will not pass** your flight physical if you have had some forms of eye surgery. Bottom line: **FOR ALL CADETS**, see the cadre NCOs long before you consult with a doctor on any eye surgery.

**NOTE ON TOBACCO PRODUCTS:** Although not illegal, tobacco use is restricted by university policy. The university is a smoke-free campus except for officially posted smoking areas. In addition, smokeless tobacco in any form is strongly discouraged and shall not be permitted in any classroom or other enclosed facility. Smoking at any ROTC-sponsored function is discouraged because of the health hazard presented to non-smokers. The use of smokeless tobacco presents a poor image and is likewise discouraged for health reasons.

**P. INVOLVEMENT REPORTING** Involvements are any offense, violation of law or ordinance, or other incident causing adverse involvement or contact with on or off-campus civil, military or school authorities. **THESE MUST BE REPORTED.** Any parking or speeding tickets, citations/warnings, etc., meet this requirement. Whether ON or OFF campus, you **MUST** report and document in writing any involvements to the Det 35 NCOIC, NCO or Dept Coordinator within **72 hours** after the involvement occurs. If the involvement occurs over the summer or other academic break, you must report it within 72 hours of the first day of class. If the NCOs and Dept Coordinator are not available, do not wait—submit the involvement paperwork to ANY CADRE MEMBER immediately.

## Q. CADET HONOR CODE

Integrity and honor have formed the warrior code since the dawn of time. An officer’s word is her/his bond. An Air Force officer will not lie, steal or cheat, and will not tolerate it amongst subordinates, peers or superiors. This principle extends to Air Force ROTC cadets as well.

The AFROTC Cadet Honor Code is:

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

Cadets are expected to abide by the Cadet Honor Code **at all times**.

Remember this: ***If it’s wrong, it’s wrong..... even if everybody’s doing it!  
If it’s right, it’s right.....even if nobody’s doing it!***

The discipline process for honors violations is described in Section X.

## R. ACADEMIC CONDUCT

Proper academic conduct is tied to the 1st USAF Core Value: Integrity First. Academic integrity covers all aspects of campus life, not just Air Force ROTC. A BREACH OF ACADEMIC INTEGRITY BY A CADET IS SUBJECT TO REVIEW BY A CADET HONOR BOARD AND MAY RESULT IN INVESTIGATION FOR DISENROLLMENT FROM AFROTC.

Examples of breaches in academic integrity: Cheating, fabrication, forgery, plagiarism and facilitating academic dishonesty.

The Air University policy for Academic Integrity as expressed in Air University Instruction 36-2309, *Academic Integrity*, is paraphrased as:

All students and permanent-party personnel must adhere to the highest standards of academic integrity. They are prohibited from engaging in plagiarism, cheating, misrepresentation, unprofessional relationships or any other act constituting a lack of academic integrity. Failure on the part of any individual to practice academic integrity reflects discredit both on the Air Force and on the individual and is not condoned by Air University. All individuals who violate this instruction are subject to adverse administrative action including disenrollment and expulsion from school, disciplinary action and discharge from the service. U.S. military members may be prosecuted under the UCMJ.

Once disenrolled from a course/program, students are not allowed to reenroll or attend the course/program unless a commandant either states on the disenrollment notice that the student may reenroll in a distance learning version of the course or grants the student a reprieve, as explained in greater detail in AUI 36-2315, *Student Disenrollments*.

The success of our program is highly dependent upon Academic Freedom. The Air University policy for Academic Freedom as expressed in Air University Instruction 36-2308, *Academic Freedom*, is paraphrased as:

Air University faculty, students, and staff are members of a learned profession, and members of their respective educational organizations. The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty, students, and staff are encouraged to speak and write freely. Even in this academic setting, however, the importance of the University's military mission requires limits on some types of expression. For example, in accordance with the Uniform Code of Military Justice (UCMJ), commissioned officers, officer trainees, and cadets may not use contemptuous words toward the President, Vice President, Congress, the Secretary of Defense, the Secretary of the Air Force, and others. In addition, military members may not make disrespectful remarks about a superior commissioned officer, nor may an enlisted member make a disrespectful statement toward a superior noncommissioned officer. In addition to these specific restrictions on military members, faculty, students, and staff should remember that the public might judge the armed forces or Air University by their spoken or written statements. In any public forum, Air University faculty, students and staff members should make every effort to indicate clearly that the opinions they express are personal to the member, and do not represent the official views of their organization, Air University, the United States Air Force, the US government, or any other government or academic community.

Guest lecturers, faculty, and students are encouraged to state their opinions and support or offer critical opinion of any objective, policy, strategy, or tactic while pursuing knowledge, understanding, and improvement of the military profession. When instructing, writing, or speaking at any event sponsored by Air University, guest lecturers, faculty, and students must adhere to the Air University policy against making offensive remarks and irresponsible statements described in this instruction. The intent of these policies is to focus attention on the need for civility and accuracy in the comments individuals make about and toward others in an academic environment. In the articulation and defense of ideas and positions on issues, individuals should endeavor to be accurate, should show respect for the opinions of others, and should make every effort to indicate they do not speak for the university.

The discipline process for academic misconduct is described in Section X.

## **S. MILITARY EQUAL OPPORTUNITY**

The United States Air Force **does not and will not tolerate** any mistreatment or indignity due to race, ethnicity, sex, religious belief or place of origin.

**Any member of the United States Air Force, active duty, or cadet, who is found violating the Equal Opportunity policies of the United States Air Force, will be punished to the maximum extent allowed by regulation.**

The discipline process for violating the Equal Opportunity policy is described in Section X.

## T. HARASSMENT, SEXUAL HARASSMENT, HAZING, PHYSICAL DISCIPLINE, and MALTRAINING

Members of Detachment 35 will not use their grade or position to take advantage of, or inflict cruelty upon, subordinates. This includes but is not limited to the following: Hazing, indignity, oppression, sexual harassment, maltraining or deprivation of any right or privilege to which any individual is legally entitled. Physical discipline is never permitted at either mandatory or voluntary ROTC events. Cadre will not engage in these acts; neither will cadets. Likewise, any merit/demerit system, such as the AFROTC Form 341, is not to be used at any time within the 35<sup>th</sup> AFROTC Cadet Wing.

The discipline process for harassment, sexual harassment, hazing and physical discipline is described in Section X.

## U. CADET RELATIONSHIPS

Professional relationships among Air Force members are crucial to the mission. In ROTC, you are on track to lead in a dynamic war-fighting organization where trust up and down the chain of command is crucial. Strong professional relationships are highly encouraged—they build camaraderie. On the flipside, close personal relationships between cadets have the potential to develop into unprofessional relationships when leadership and followership enter into the equation. In other words, problems occur when one cadet in the relationship is in the POC and the other is in the GMC, or when they are both POC/POC or GMC/GMC and they are in a supervisor/subordinate role. Per AFROTCI 36-2010 paragraph 4.20.2, “Cadets in the cadet chain of command should refrain from engaging in social relationships (dating), with other cadets within the chain of command. This behavior has the potential to undermine discipline and morale in the cadet wing by creating a perception of favoritism and potentially become an unprofessional relationship.”

If such a relationship causes problems in the Detachment, if morale is suffering and/or cadet performance is affected in any way, I will take action that may include: Removal from leadership positions or investigation for disenrollment/removal from AFROTC on the grounds of “failure to meet military retention standards.”

The discipline process for unprofessional relationships is described in Section X.

## V. ILLEGAL USE OF DRUGS

Drugs such as marijuana and ecstasy are quite common and easy to find. When you join AFROTC you sign a statement indicating if you have experimented with marijuana and other drugs. If you used any drug with the exception of marijuana, then you are not allowed to join ROTC. If you had previously smoked marijuana, then we talked about your usage and I made a decision whether you could join the program. As part of that statement, you agreed to not use any illegal drugs in the future. The statement you signed indicates that you can be eliminated from AFROTC if you are ever caught having used an illegal drug.

In Aug 10, AF/SG released a Guidance Memorandum changing AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*. It says that the use of any intoxicating substance, other than the lawful use of alcohol or tobacco products that is inhaled, injected, consumed, or introduced into the body in any manner to alter mood or function is prohibited. These substances include, but are not limited to, controlled substance analogues (e.g., designer drugs such as “spice” that are not otherwise controlled substances); inhalants, propellants, solvents, household chemicals, and other controlled substances used for “huffing;” prescription or over-the-counter medications when used in a manner contrary to their intended medical purpose or in excess of the prescribed dosage; and naturally occurring intoxication substances (e.g., *Salvia divinorum*). The possession of any intoxicating substance described in this paragraph, if done with the intent to use in a manner that would alter mood or function, is also prohibited.

The Air Force has several methods to find people who are taking illegal drugs. One of the more common ways is via a urinalysis test. Effective 30 May 11, AFROTC has implemented a Drug Demand Reduction Program (DDRP) and all cadets pursuing a commission must sign a Memorandum of Understanding (for non-contracted cadets) or an Addendum to the AFROTC Contract (for contracted cadets) to enter/continue in the Air Force ROTC program. Cadets refusing to sign the appropriate document will be processed for disenrollment or dismissal from the AFROTC program IAW AFROTCI 36-2011. **In addition, before you are**

**commissioned in the Air Force, you will be screened for illegal drug use and this screening will occur during your commissioning physical.**

People may intentionally or unintentionally ingest marijuana. One of the most obvious sources is smoking marijuana. There are other ways you can come into contact with marijuana. If you are in the same room with someone who is smoking marijuana, then you too will inhale the drug. The smoke will also cling to your clothes, your hair, and your body. So, when you leave the room, you will continue to ingest the drug. As with any substance you breathe, your body will process it and eventually that substance will no longer be in your body. This means that marijuana will be in your system for some period of time after you have been around people who have been smoking marijuana. The length of time depends on many factors and thus there is no set time.

To be part of the Air Force family, you agree to live with the rules of the Air Force. If this means you have to change a portion of your life, then you need to make the decision on what's more important to you in the long run. If the Air Force is the most important part, then you need to live your non-ROTC life with the people who will help you the most to succeed in your goal of becoming an Air Force Officer.

**If I find out that you have used an illegal drug after joining the program, either intentionally or unintentionally, then you face elimination from AFROTC and seriously harm any chance you may have of ever joining another branch of the United States Military. Furthermore, upon elimination from the program, you may be required to pay back any USAF money you accepted under contract.**

The discipline process for illegally using drugs is described in Section X.

## **W. ALCOHOL POLICY**

**Alcohol use that dishonors or discredits the Air Force and AFROTC will not be tolerated**

To prevent alcohol misuse from changing the direction of your life/career, and to prevent alcohol misuse from threatening your life or the lives of others, adhere to the following:

**For those that are 21 (legal drinking age in California) and over:**

- For any non-AFROTC events where a cadet *may be construed as **representing the Air Force in any capacity***, there will be **NO** alcohol consumption regardless of the cadet being in, or out, of military uniform. In uniform, refrain from establishments whose primary purpose is the selling and consumption of alcohol. Cadets who partake of alcoholic beverages must make responsible decisions consistent with Air Force Core Values.
- For any AFROTC sponsored Dining-Out, at events with other military units (Army, Navy) or at events with military-affiliated (AFA, AAS, SW), open bars are forbidden. Cadre present will assess the level of consumption and act accordingly. Cadets will utilize wingmen, designated drivers, and the 0-0-1-3 concept (0 underage drinking, 0 DUIs, 1 drink per hour, 3 drinks **maximum** per night) at these events. A cadre member will remain at the event until after the bar has closed to ensure that cadets depart safely.
- When you offer alcohol to someone 21 or younger, you are contributing to the delinquency of a minor. **Cadets who purchase alcohol for minors or directly facilitate alcohol consumption by minors will be investigated for disenrollment or dismissal.**
- In all cases, comply with all state, local and school regulations governing alcoholic beverages and controlled substances.

**For those that are under 21:**

- Underage drinking occurs when you drink alcohol and you are under 21. When you ask someone 21 or older to buy alcohol for you or serve alcohol to you, you have broken the law (underage consumption). You have also allowed the person, peer, fellow/sister cadet, etc., that purchased/gave you the alcohol to break the law as well. Cadets who possess or consume alcohol while underage will be investigated for disenrollment or dismissal.

To paraphrase AFROTC/CC's Alcohol Policy Letter to Det/CCs dated 31 May 2007: **“Competition to earn an officer commission is too keen to risk by making alcohol-related mistakes, or worse, crimes.”**

The discipline process for any alcohol incident that brings discredit to the Air Force or AFROTC is in Section X.

## X. DISCIPLINE PROCESS

Violations of ROE in Sections Q through W above are all considered **extremely serious** matters. The USAF, AFROTC, and Det 35 will resolve these issues in accordance with published guidance. The regulations and my own judgment sanction tough discipline for deviating from standards in these areas. At the minimum, you face elimination from the program and may have to pay back the government financially or through service. You may additionally face legal difficulties and/or the criminal justice system. Don't put yourself in this position—rely on your integrity, common sense, and knowledge of what is right and wrong to avoid learning these hard lessons in life. Most of you will never venture down this path. Don't be complacent in the knowledge that you alone are meeting standards—do your best to keep every cadet in AFROTC in sync with the Air Force Core Values. That is the mark of a good wingman and leader.

Note: all violations of ROE Sections Q through W will be reported to the cadre. These are more serious infractions likely involving official AFROTC actions such as a conditional event (CE), suspension or termination of scholarship benefits or disenrollment investigation. Cadets may only use cadet evaluation boards for internal matters within the cadet wing, such as repeated poor performance of cadet duties.

## Y. CRITICAL WINGMEN ISSUES: SEXUAL ASSAULT AND SUICIDE PREVENTION

Cadets are wingmen to each other. Cadets look out for the health, safety and well-being of their fellow/sister cadets. This is the nature of the military – we defend each other and a sexual attack against one is an attack against all. Also, losing a military member to suicide affects us all.

At Commander's Calls and during specific Aerospace Studies coursework, cadets will receive training on preventing, reporting and responding to critical and potentially life threatening issues. Every cadet is issued a Sexual Assault Victim/Wingman card that they must carry with them at all times. Every cadet must also keep handy the following Suicide Prevention phone numbers: 1-800-SUICIDE and 1-800-999-9999.

## Z. SAFETY

All cadets must obtain, maintain and read the Det 35 Instruction 91-01, *Safety Procedures During Cadet Training*.

All AFROTC Practical Military Training (PMT) is supervised by cadre and structured so that the potential for incident is minimized.

Cadets that own, operate, or ride as passengers on motorcycles must notify and receive training from the Unit Motorcycle Safety Monitor.

**Extracurricular Activities.** Cadets may participate in extracurricular activities, but do so at their own risk. Extracurricular activities include, but are not limited to: Any activities pertaining to your involvement with any student organization, intramural sports or activities, local university courses (even if they include high risk activities) and any voluntary, high risk activities.

Cadets must see the OFC immediately if considering the following personal activity that are considered “high risk”: *Bungee jumping, ATV rider or passenger, flying civilian light aircraft (pilot or passenger), flying helicopters (pilot or passenger), dirt biking, hot air ballooning, hunting, jet skiing or personal watercraft ops (rider or passenger), motorcycle or auto racing, mountain climbing/rock climbing/rappelling, parasailing, rodeo or bull riding, SCUBA diving, ski jumping (water or snow), skydiving, snowmobiling, soaring (airplane), hang gliding, white water rafting, kite surfing and confidence/obstacle/ropes courses.* In addition to seeing the OFC for high risk activities counseling, cadets must understand the following:

- ✓ Participation by cadets will **not** be construed as USAF endorsement or acceptance.

- ✓ Cadet will incur all costs; government equipment/supplies will **not** be used.
- ✓ Treatment of any injury to a cadet will be at the cadet's expense.
- ✓ Injury of a cadet may affect AFROTC categorization and/or commissioning into the USAF.

Again: If a cadet wishes to participate in high-risk activities on his/her own time, report to the Det 35 OFC or CC for counseling via AETC IMT 410, *High Risk Activities Worksheet*. The cadre's role in safety does not replace a cadet's individual responsibility. Each cadet must exercise sound judgment and self-discipline, and not put life, limb, or performance of his/her AFROTC duties in jeopardy. For further information, refer to Detachment 35 High-Risk Activities Procedures.

## FINAL AFROTC DET 35 CC THOUGHTS

- ✓ Dedicate yourself to the Air Force Core Values: **Integrity First, Service Before Self and Excellence in All We Do.**
- ✓ The number one duty of a leader is to grow more leaders and dynamic followers. You are here to become an officer. Officers lead and train their subordinates to lead, as well. This ensures the USAF officer corps remain the best in the world.
- ✓ Only 1 % of the American population belongs to the active-duty, reserve and guard armed forces. You are training to be officers in the Air Force— which is a very critical sliver and select number within that 1 %. You are elite! But don't let it go to your head—always improve yourself and those you lead so that America will keep its fighting edge.

On behalf of the Detachment 35 cadre (see below), I urge you to reach great heights in our Air Force. If this ROE is tough, so be it. You can't undercut or shortchange America as you stand ready to serve her.

### **Our country and Air Force must have great leaders**

- ✓ You are here because you understand this.
- ✓ You are here because you are willing to attain standards higher than those you protect.
- ✓ You are here because you want to make our Air Force stronger, smarter and more courageous than the enemies we face in battle.

## AFROTC DET 35 CADRE

Your cadre has a lot of experience working a vast range of military issues. The Air Force temporarily released us from the operational world to come to Fresno State in order to train cadets to be future Air Force leaders. We are completely dedicated to the USAF and the Detachment missions. As a cadet, you must always know that the cadre are trained professionals and are ready to assist you in meeting the high standards required by the UNITED STATES AIR FORCE!!!

DET 35 CADRE	AS Class	Primary Duty	Additional Duties
Lt Col Bourque	200, 300, 400	Commander, PAS	Self-Inspection Program Manager, Education Officer (EO), Student Org Advisor
Capt Cornelio	100, LLAB	APAS, OFC, RFC	Safety, PA, Flying Bulldogs Advisor, Safety, ATO, PTL
VACANT Officer (O-3)	TBA	TBA	TBA
TSgt McLaughlin		Personnel	All NCO Functions, Silver Wings Advisor
TSgt McAllister		Administration	All NCO Functions, UFPM, AAS Advisor
Mrs. Jahnava Adams		Dept Coordinator	Protocol, Awards, Det. Scheduler

## DET 35 MIDTERM COUNSELING POLICY BBP (Jul 14)



Det 35 Midterm  
Counseling Policy.doc

## DET 35 CADET SUSPENSE TIMELINE (AUG 12)



Det 35 Cadet  
Suspense Timeline (A