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Det 225 Cadre

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Professor of Aerospace Studies (PAS)
Commander
AS 400 Instructor

Major John Paek
Assistant Professor of Aerospace Studies (APAS)
Operations Officer
AS200 Instructor

Major James Thompson
Assistant Professor of Aerospace Studies (APAS)
Operations Flight Commander
AS100 & AS300 Instructor

Capt Meaghan Balser
Education Flight Commander

TSgt Brandon Williams
NCOIC, Personnel Actions

SSgt Aubrey Doll
NCOIC, Administration Management

Mrs. Janet Million (Staff)
Senior Staff Assistant
Chain of Command*

President Donald J. Trump
Commander-In-Chief

The Honorable James N. Mattis
Secretary of Defense

The Honorable Heather Wilson
Secretary of the Air Force

General David L. Goldfein
Chief of Staff, USAF

Lieutenant General Darryl L. Roberson
Commander, Air Education and Training Command

Lieutenant General Seven L. Kwast
Commander, Air University

Brigadier General Steven D. Garland
Commander, Holm Officer Accession and Citizen Development Center

Colonel Tammy M. Knierim
Commander, Air Force Reserve Officer Training Corps

Colonel Jeffrey Pierce
Commander, Northeast Region

Colonel James E. Bowen Jr.
Commander, AFROTC Det 225 Professor of Aerospace Studies
Structure of AFROTC

General Military Course
General Military Course (GMC) is the first half of the four year AFROTC program, which forms the foundation of professional officer education. As a GMC cadet you will compete for entry into the second half of the AFROTC program, the Professional Officer Course (POC). You will be required to attend Leadership Laboratory each and every week to learn more about the Air Force, practice teamwork, and experience and demonstrate military customs and courtesies.

As a non-scholarship GMC cadet, you do not hold any military status, pay, or benefits and you do not incur any obligation to continue in the program or to serve in the Air Force. AFROTC four year scholarship recipients, however, are enlisted in the inactive Air Force Reserve and incur an active duty service commitment (ADSC) at the start of their sophomore, or AS 200 year. AFROTC Three Year scholarship recipients also incur an ADSC once they enlist at the start of their AS 200 year.

Professional Officer Course
Unlike the GMC, which focuses on basic Air Force information, the Professional Officer Course (POC) focuses on officer development. These classes are academically demanding, requiring the same amount of study, testing, and written and oral communications as other upper division college courses. In addition, all POC cadets are cadet officers and are assigned to various leadership positions within the cadet corps, which is organized to resemble an Air Force wing. These cadet officers cannot use their grade or position to take undue advantage of their subordinates. Hazing, indignity, oppression, or deprivation of any right or privilege of other cadets is specifically forbidden. GMC cadets who have received POC allocations attend a four week Field Training, between sophomore and junior years, prior to enrolling in the POC.
Leadership Laboratory
Leadership Laboratory is held every Tuesday from 1850 until 2050 in Pasquerilla Center on Notre Dame Campus. This lab provides you with practical command and staff leadership experience through the performance of various tasks within the framework of an organized cadet corp. It is cadet-planned and executed, under cadre supervision. You are required to wear the prescribed uniform on Lab training days. "Uniform of the Day" can be found on the weekly announcements. Cadets are required to check their email regularly as important information is often sent by Detachment Cadre and Cadet Wingstaff.

Physical Training
Physical Training is held multiple times a week. Cadets are required to attend one mandatory PT and one secondary PT for each training week. Times will vary by school and will be located in the weekly announcements.

Aerospace Studies Classes
Aerospace Studies Classes are conducted and enrolled in the same manner as your regular classes; however, you will be required to be in the Uniform of the Day and adhere to customs and courtesies.

Missed Classes/Labs
If you miss a Leadership Laboratory or regularly scheduled aerospace studies class you may be required to make it up. If you know that you will miss an LLAB beforehand you are required to send in an excuse form. If you miss one of your Aerospace Studies classes, you will need to contact your academic instructor. You are required to attend 80% of all PT Sessions, LLABs, and your Air Force Class. If you do not meet this requirement, you will be dropped from the program.
Customs & Courtesies

Our customs and courtesies are proven traditions. Some are written and some
unwritten. They serve as acts of respect and courtesy in dealing with other people.
Our customs and courtesies have evolved over the years as a result of the need for
order, as well as the mutual respect and sense of fraternity which exists among
military personnel.

Saluting
Since the earliest days of armed conflict, individuals in the military have used
various types of salutes to greet one another. Our own salute evolved from
medieval times, when military men often wore armor which included a helmet and
visor. Upon encountering a stranger, a knight would lift his hand and raise his
visor, uncovering his face for recognition and showing that he carried no arms. If
recognized as a friend, each man left his visor up, dropped his hand and the
greeting was completed.
Therefore, today, though it varies in form across the globe, the rendering of the
hand salute says, in effect, "I greet you." By returning the salute, you say, in effect,
"I return your greeting." The gesture is always friendly and is rendered willingly. It
is done so with pride, as a signal of recognition and respect between comrades in
the honorable profession of arms.

Whom to Salute
Tradition has it that if you are junior, you salute first. The only exception to this
occurs when a unit commander gives an official report to an adjutant who might be
junior. The one saluted always returns the salute unless unable to do so because of
physical incapacity or because the right hand cannot be freed, as when carrying
many packages. As a cadet, when in uniform, you must salute any commissioned
or warrant officer in the Army, Navy, Air Force, Marine Corps, Coast Guard and
commissioned officers of friendly foreign countries. In addition, you must also
salute all senior ranking cadet officers in Air Force ROTC. If you can’t identify the
rank of an individual or remember if they rate a salute, give one anyway. It is
better to be safe than sorry. Just remember the following advice: "When in doubt,
 salute."
How to Salute
Whether you initiate a salute or return one, the salute should be executed smartly and with pride. To give a proper salute, raise your right hand with precision, so that the tip of your forefinger touches the lower part of your headgear just to the right of your right eye. When you are not wearing headgear or if you are wearing a flight cap, your forefinger should just touch your right eyebrow. If you are wearing glasses, your forefinger should touch the frame of the right lens of your glasses in about the same place. Keep your arm (from shoulder to elbow) parallel to the ground. Your thumb and fingers are extended and joined with a straight line between the tip of your middle finger and your elbow.

After the senior officer has returned the salute, you may drop yours. If that person did not see you when you gave a salute, go ahead and drop yours once you have walked past them. As stated earlier, the salute is a form of greeting. But additionally, though we may lose sight of it in our day-to-day lives, each salute also says, “I am proud to be a member of the profession of arms,” for this greeting is by tradition reserved for the military. Thus, the practice has become accompanied by “Good afternoon, Sir/Ma’am,” or whatever the time of day is appropriate for the greeting.

Saluting Distance
When approaching a senior officer outdoors, salute once you are within a reasonable distance to exchange a greeting. Your guide for saluting should be recognition. When approaching a senior officer, an acceptable saluting distance is six to twelve paces. You want to offer your salute early enough to allow the senior time to return it and extend a verbal greeting before you pass. When overtaking a senior, you need not salute but it is strongly recommended that you extend some kind of verbal greeting instead.

When Should I Salute?
Salutes shall be rendered to officers of the armed services in uniform, while outdoors. You do not salute when indoors unless you are reporting in to a senior officer or receiving an award.
If you are with a group not in formation and you are the first to see an officer approach, call the group to attention so that all can salute.
If you are in charge of a formation, call the group to attention and salute for the group. You may give the group at ease or rest after the officer has returned your
salute. If the group is walking, drilling, or engaged in athletics of some kind, do not call it to attention, but, as the commander, salute if free to do so. If a senior officer approaches you to engage in conversation, salute both at the beginning and end of the conversation. If you and some other cadets are walking close together in the same direction but not in formation, prepare your group and salute any passing officer together in unison. This is called "grouping" the salute and permits the officer to conveniently return all salutes at once.

When paying respect to the flag, at ceremonial occasions, military members who are not in ranks render a hand salute if in uniform and put the right hand over the heart if not in uniform, such as in civilian clothes or athletic attire. The ceremonial occasions when the salute is rendered are outdoors only. They include the following most common situations: the passing of the uncased colors, the playing of "Ruffles and Flourishes" (according to seniors of the rank of Brigadier General and above), "Hail to the Chief", the National Anthem, and "To the Colors".

**Formal Reporting in Procedures**

You must report in to the Detachment Cadre, regardless of the purpose for the visit, unless directed otherwise. You should report in whether you are in uniform or not. Reporting properly and demonstrating good military bearing creates a favorable impression on the officer you are visiting. The reporting procedures are broken down into different separate steps:

1. For a single cadet reporting in 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, turn in a crisp, military manner), center yourself two paces away from the individual, salute if reporting to an officer and POC and state: "Sir/Ma’am, Cadet (last name) reports as ordered."

   c. When reporting to an officer or POC, the reporting cadet will hold the salute until the officer or POC 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 POCs) 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, turn in a crisp, military manner.)

(2) When multiple cadets report in the 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 all cadets will center two paces away from the individual with a selected cadet standing on the right, and salute (if officer or POC). This cadet will state on behalf of the others, “Sir/Ma’am, Cadets (give last names of the whole party) report as ordered.”

**Calling Rooms to Attention**

Another way in which military personnel show respect to a senior officers is by calling a room to attention whenever he or she enters or leaves that room. When the ranking officer enters a room, the person closest to the entrance, or the first person to see the officer, calls the room to attention by saying "Room, Attention" (pronounced "Room, Tench-HUT"). When a room is called to attention, the cadets should stay at attention until the officer relieves them (e.g., says "carry on" or "as you were"). A room is only called to attention if the one entering, or leaving, outranks all other officers already in the room.

This recognition is given to all commissioned officers in the room for Leadership Laboratory and academic classrooms. However, there is one exception to this rule. Once a class is in session, do not call the room to attention unless directed by the cadre.

The warrior lounge and library are customarily regarded as areas where non-ROTC activities, such as studying or gaming, take place. It is still necessary to call the room to attention when an officer enters the room. Cadets will show respect by standing when conversing with any officer, NCO, or cadre, unless directed otherwise.

**Other Courtesies**

The importance of making all your appointments punctually cannot be stressed enough. Whether it be an appointment with an instructor or a meeting with the PAS, arrive promptly. If something unforeseen delays you, call the officer/department and reschedule.
Remember, being late for an official appointment not only reflects poor judgment but may also lead to disciplinary action. Why? Any future officer must be dependable. As officer candidates we are expected to be dependable and meet all obligations in the manner and time required. It’s all part of your training.
The position of honor is in the front and to the right. So, if you are walking with someone who outranks you, always let them go first and walk to their left side. Lastly, always be sure you are standing when being addressed by, or are addressing, an officer. This shows respect to the officer. It also shows that you are paying attention!

Respect for the Flag
The flag of the United States is a symbol of our country. It represents the principles and ideals that you have pledged to defend; therefore it is treated with the respect that is due to the highest public official. Because of the significance of the flag to the nation, it will never be used as a drapery, as an article of clothing, or as a covering. No lettering of any kind should be placed on the flag nor should it be used for advertising purposes. You are required to show the proper respect to the flag, the National Anthem, and the bugle or band playing "To the Colors" whether you are indoors or outdoors, in uniform or in civilian clothes.

When Outdoors
When in any uniform, including the PTU, and the National Anthem or "To the Colors" is played, stand at attention, face the flag (or face the music if the flag is not in sight) and render the proper military salute. The salute begins on the first note of the music and is held until the last note. If in civilian clothes and the National Anthem or "To the Colors" is played, stand at attention, face the flag (or the music) and place your right hand over your heart. A male removes his hat and holds it in his right hand and places the right hand over the heart. A female does not remove her hat. When in uniform at any outdoor event and an uncased flag is escorted past you, stand at attention, face the front, and render the proper salute. The salute is rendered six paces before the flag is even with you and held until the flag has passed six paces beyond you. Flags on stationary flagstaff’s are not saluted except during reveille and retreat.
When Indoors

When in uniform during indoor ceremonies and the National Anthem or "To the Colors" is played, or during the Pledge of Allegiance, face the flag and take the position of attention. If the flag is not visible, face the music or the front and stand at the position of attention. Remember, do not salute. While ceremonies are outdoors and you are indoors, no action is required. Also, of course, you are not required to stand while ceremonies are being broadcast over the radio or television.

Uniforms and Insignia

Name Tag: The blue plastic name tag is worn on the long or short sleeved shirt/blouse on the wearer’s right. Males wear centered above and resting on the right breast pocket. Females wear centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button.

AAS Pin: is worn centered 1/2 inch above the nameplate or CTA badge on the shirt and service dress jacket. GMC cadets wearing the AAS pin on the service dress jacket, it is worn centered on the right 1/2 inch above a line drawn from the bottom of the ribbons.

Shoulder Cords: Wear shoulder cords on the left shoulder of the service uniform. Only one shoulder cord may be worn at a time.

Ribbons (Male): Will be centered on and flush on the top edge of the left breast pocket. On the service jacket, ribbons will be worn centered on and flush with the top edge of the welt pocket.

Ribbons (Female): Will be centered on the left side of the blouse, parallel to the ground. Align the bottom the ribbons with the bottom of the name tag. Ribbons while in the service jacket are the same as males.

Cadet Aeronautical Badges: will be worn 1/2 inch above the left breast pocket or ribbons on the service uniform and V inch above the medals on the mess dress uniform. Cadet aeronautical badges are mandatory for wear on all service uniform combinations and take precedence over all other badges.

Back Packs: Black back packs may be worn with any uniform combination. Only solid-color black backpacks will be worn with blue uniform combinations. ABU patterned back packs, olive drab and Air Force sage green may be worn with the ABU and FDU. Small logos are authorized. Airmen may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Back packs will not have ornamentation, a high-gloss, designs, or
hanging/dangling objects. Small gold or silver clasp authorized, but chain s are not authorized.

**Blues Jacket:** Cadets will wear metallic rank insignia on the epaulets of all outerwear, excluding the parka. Rank should be centered on both epaulets 1 inch from the shoulder seam with the point of the insignia toward the neck. Cadet Officers will wear metallic black and silver cadet officer rank insignia with the silver stripes parallel to the shoulder seam.

**Flight Cap:** When not wearing the flight cap, it should be tucked under the belt on the left side between the first and second belt loop with the front edge of the flight cap hanging down and insignia (if applicable) visible. The opening of the flight cap should be toward the outside. The flight cap should not be seen above the belt, and should be flush with the second belt-loop.

**U.S. Lapel Insignia:** All cadets will wear the chrome-like finish U.S. lapel insignia on the service dress jacket. Center insignia halfway up the seam, resting on, but not over it. Both insignia should form an imaginary straight line parallel to the ground. U.S. insignia is not worn on any other uniform combination.

**Prop & Wings:** Place 1-1/2 inches from front of flight cap.

Note: POC service jacket is the exact same, except for the addition of a silver name tag flush with the top of the left breast pocket.
Airman Battle Dress Uniform

POC cadets will wear metallic black and silver officer rank insignia centered on the left and right collar, one inch from the front of the collar, with the silver stripe(s) perpendicular to the front of the collar.

GMC will wear metallic blue and silver Cadet Fourth Class (C/4C) or Cadet Third Class (C/3C) insignia centered on the left and right collar so that the long edge of the insignia is parallel to and one inch from the front edge of the collar. As shown above.
Air Force, Army, and Marine Officer Ranks

Second Lieutenant

First Lieutenant

Captain

Major

Lieutenant Colonel

Colonel

Brigadier General

Major General

Lieutenant General

General
<table>
<thead>
<tr>
<th>GRADE</th>
<th>RANK</th>
<th>ABBREVIATION</th>
<th>COLLAR INSIGNIA</th>
<th>DESCRIPTION</th>
<th>SLEEVE / SHOULDER BOARD INSIGNIA</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>O-1</td>
<td>ENSIGN</td>
<td>ENS</td>
<td><img src="image1" alt="Image" /></td>
<td>1 GOLD BAR</td>
<td><img src="image2" alt="Image" /></td>
<td>ONE ½&quot; GOLD STRIPE</td>
</tr>
<tr>
<td>O-2</td>
<td>LIEUTENANT JUNIOR GRADE</td>
<td>LTJG</td>
<td><img src="image3" alt="Image" /></td>
<td>1 SILVER BAR</td>
<td><img src="image4" alt="Image" /></td>
<td>ONE ½&quot; GOLD STRIPE WITH ONE ¼&quot; GOLD STRIPE ABOVE IT</td>
</tr>
<tr>
<td>O-3</td>
<td>LIEUTENANT</td>
<td>LT</td>
<td><img src="image5" alt="Image" /></td>
<td>2 SILVER BARS</td>
<td><img src="image6" alt="Image" /></td>
<td>TWO ½&quot; GOLD STRIPES</td>
</tr>
<tr>
<td>O-4</td>
<td>LIEUTENANT COMMANDER</td>
<td>LCDR</td>
<td><img src="image7" alt="Image" /></td>
<td>1 GOLD OAK LEAF</td>
<td><img src="image8" alt="Image" /></td>
<td>TWO ½&quot; GOLD STRIPES WITH ONE ¼&quot; GOLD STRIPE ABOVE IT</td>
</tr>
<tr>
<td>O-5</td>
<td>COMMANDER</td>
<td>CDR</td>
<td><img src="image9" alt="Image" /></td>
<td>1 SILVER OAK LEAF</td>
<td><img src="image10" alt="Image" /></td>
<td>THREE ½&quot; GOLD STRIPES</td>
</tr>
<tr>
<td>O-6</td>
<td>CAPTAIN</td>
<td>CAPT</td>
<td><img src="image11" alt="Image" /></td>
<td>1 SILVER SPREAD EAGLE</td>
<td><img src="image12" alt="Image" /></td>
<td>FOUR ½&quot; GOLD STRIPES</td>
</tr>
<tr>
<td>O-7</td>
<td>REAR ADMIRAL LOWER HALF</td>
<td>RDML</td>
<td><img src="image13" alt="Image" /></td>
<td>1 SILVER STAR</td>
<td><img src="image14" alt="Image" /></td>
<td>SB: ONE SILVER STAR ON A GOLD BACKGROUND SL: ONE 2&quot; GOLD STRIPE</td>
</tr>
<tr>
<td>O-8</td>
<td>REAR ADMIRAL UPPER HALF</td>
<td>RADM</td>
<td><img src="image15" alt="Image" /></td>
<td>2 SILVER STARS</td>
<td><img src="image16" alt="Image" /></td>
<td>SB: TWO SILVER STARS ON A GOLD BACKGROUND SL: ONE 2&quot; GOLD STRIPE WITH ONE ¼&quot; GOLD STRIPE ABOVE IT</td>
</tr>
<tr>
<td>O-9</td>
<td>VICE ADMIRAL</td>
<td>VADM</td>
<td><img src="image17" alt="Image" /></td>
<td>3 SILVER STARS</td>
<td><img src="image18" alt="Image" /></td>
<td>SB: THREE SILVER STARS ON A GOLD BACKGROUND SL: ONE 2&quot; GOLD STRIPE WITH TWO ½&quot; GOLD STRIPES ABOVE IT</td>
</tr>
<tr>
<td>O-10</td>
<td>ADMIRAL</td>
<td>ADM</td>
<td><img src="image19" alt="Image" /></td>
<td>4 SILVER STARS</td>
<td><img src="image20" alt="Image" /></td>
<td>SB: FOUR SILVER STARS ON A GOLD BACKGROUND SL: ONE 2&quot; GOLD STRIPE WITH TWO ½&quot; GOLD STRIPES ABOVE IT</td>
</tr>
<tr>
<td>O-11</td>
<td>FLEET ADMIRAL</td>
<td>FADM</td>
<td><img src="image21" alt="Image" /></td>
<td>5 SILVER STARS</td>
<td><img src="image22" alt="Image" /></td>
<td>SB: FIVE SILVER STARS ON A GOLD BACKGROUND SL: ONE 2&quot; GOLD STRIPE WITH FOUR ½&quot; GOLD STRIPES ABOVE IT</td>
</tr>
</tbody>
</table>
Air Force Enlisted Ranks

Airman Basic E-1

Airman E-2

Airman First Class E-3

Senior Airman E-4

Staff Sergeant E-5

Technical Sergeant E-6

Master Sergeant E-7
- Diamond Denotes first Sergeant

Senior Master Sergeant E-8
- Diamond Denotes first Sergeant

Chief Master Sergeant E-9
- Diamond Denotes first Sergeant
- Star denotes Command Chief Master Sergeant
- The Great Seal denotes Chief Master Sergeant of the Air Force
<table>
<thead>
<tr>
<th>Officer</th>
<th>Epaulet Rank Boards/Marks</th>
<th>Utility Uniform Rank Pins</th>
<th>Rank (Abbreviation)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cadet Colonel (C/Col)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cadet Lieutenant Colonel (C/Lt Col)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cadet Major (C/Maj)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cadet Captain (C/Capt)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cadet First Lieutenant (C/1Lt)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cadet Second Lieutenant (C/2Lt)</td>
</tr>
<tr>
<td>Airmen</td>
<td></td>
<td></td>
<td>Cadet Third Class (C/3C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cadet Fourth Class (C/4C)</td>
</tr>
</tbody>
</table>
Army ROTC Cadet Rank Insignia

- Cadet Private (Freshman)
- Cadet Private First Class (Freshman)
- Cadet Corporal (Sophomore)
- Cadet Sergeant (Sophomore)
- Cadet Staff Sergeant (Junior)
- Cadet Sergeant First Class (Junior)

- Cadet Second Lieutenant (Senior)
- Cadet First Lieutenant (Senior)
- Cadet Captain
- Cadet Major
- Cadet Lieutenant Colonel
- Cadet Colonel
### Naval ROTC Midshipman Rank Insignia

<table>
<thead>
<tr>
<th>Class Insign.</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDN 4/C</td>
<td>No stripes with fouled anchor</td>
<td>No stripes</td>
<td>No collar device</td>
</tr>
<tr>
<td></td>
<td>Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIDN 3/C</td>
<td>One diagonal stripe with fouled anchor</td>
<td>One stripe</td>
<td>Right Anchor only</td>
</tr>
<tr>
<td></td>
<td>USNA: One diagonal stripe, left sleeve only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIDN 2/C</td>
<td>Two diagonal stripes with fouled anchor</td>
<td>Two stripes</td>
<td>Right and Left Anchors</td>
</tr>
<tr>
<td></td>
<td>USNA: Two diagonal stripes, left sleeve only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIDN 1/C</td>
<td>One horizontal stripe with fouled anchor</td>
<td>One diagonal stripe with star</td>
<td>Right and Left Anchor &amp; Eagles</td>
</tr>
<tr>
<td></td>
<td>USNA: One stripe on both sleeves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rank Insign.</td>
<td>Shoulder Marks</td>
<td>Blue Coat Sleeve</td>
<td>Collar Device</td>
</tr>
<tr>
<td>MIDN ENS</td>
<td>One horizontal stripe with star</td>
<td>One stripe with star</td>
<td>One gold bar (left &amp; right)</td>
</tr>
<tr>
<td></td>
<td>USNA: One stripe with star</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIDN CAPT</td>
<td>Six horizontal stripes with star</td>
<td>Six stripes with star</td>
<td>Six gold bars (left &amp; right)</td>
</tr>
<tr>
<td></td>
<td>USNA: Six stripes with star</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rank Insign.**
- MIDN ENS: One horizontal stripe with star
- MIDN CAPT: Six horizontal stripes with star

**Shoulder Marks**
- MIDN 4/C: No stripes with fouled anchor
- MIDN 3/C: One diagonal stripe with fouled anchor
- MIDN 2/C: Two diagonal stripes with fouled anchor
- MIDN 1/C: One horizontal stripe with fouled anchor
- MIDN ENS: One horizontal stripe with star
- MIDN CAPT: Six horizontal stripes with star

**Blue Coat Sleeve**
- MIDN 4/C: No stripes
- MIDN 3/C: One stripe
- MIDN 2/C: Two stripes
- MIDN 1/C: One stripe
- MIDN ENS: One stripe with star
- MIDN CAPT: Six stripes with star

**Collar Device**
- MIDN 4/C: No collar device
- MIDN 3/C: Right Anchor only
- MIDN 2/C: Right and Left Anchors
- MIDN 1/C: Right and Left Anchor & Eagles
- MIDN ENS: One gold bar (left & right)
- MIDN CAPT: Six gold bars (left & right)

NROTC: Naval Reserve Officers Training Corps
USNA: United States Naval Academy

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Dress and Appearance

Cadets
All cadets will adhere to AFI 36-2903 by displaying pride in one’s personal appearance while wearing the uniform. It is important to for all Airmen to maintain a high standard of dress and personal appearance. The five elements of this standard are neatness, cleanliness, safety, uniformity, and military image. The image of a disciplined and committed Airman is incompatible with the extreme, the unusual, and the fad. Every Airman has a responsibility to maintain an acceptable military image, as well as the right, within limits, to express individuality through their appearance.

Males
Males will maintain a clean-shaven appearance while in uniform or around the detachment. Mustaches are permitted, but must be within the requirements set forth by AFI 36-2903. Mustaches will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
Note: Beards are allowed during school breaks, but you are not permitted to be at the detachment with a beard.

Females
Females will maintain a conservative appearance while in uniform or around the detachment. Make-up, jewelry, and hair dye are permitted, but must be within the requirements set forth by AFI 36-2903.
Uniform Care

Cleaning
Uniforms are to be kept clean and serviceable at all times. Each cadet is responsible for cleaning and laundering his/her own uniform. Cleaning must be done so as to not interfere with the wearing of the uniform to classes, LLAB, or other AFROTC activities.

Service Uniform (Blues): Short Sleeve and Long Sleeve shirts can be machine washed. All other Service Uniform items need to be dry-cleaned.

Airmen Battle Uniform (ABU): Are machine washable but can also be dry-cleaned.

Pressing
Uniforms should be neatly pressed to present a military image at all times. Military creases are not allowed. When pressing at item, put a cloth or handkerchief over the section being pressed to prevent a shine along the seams and creases. Hang the uniform on a suit hanger to prevent wrinkling.

Ironing
Avoid ironing multiple creases in the same area (“railroad tracks”). If using starch, dampen the area and wait for starch to soak into the fabric before ironing. When using starch, keep the iron moving across the fabric to avoid starch marks. Uniforms are to be kept lint-free. Use a lint brush or masking tape to remove lint. Hang the uniform in a plastic bag to prevent collection of lint.

Shoes – Issue & Shining
One pair of shoes is issued to each cadet entering the program. Shoes cannot be returned after issue; they become cadet property. Shoes are to be kept shined to a high shine at all times. There are many different techniques for shoe shining. The minimum materials required are black shoe polish, some water, and a rag (or cotton balls). Hot water works best, because it melts the polish evenly over the shoe, giving a glossier shine.
Steps to Shoe Cleaning:

1. First and most important is to CLEAN THE SHOE before applying polish.
2. Next, pick an area, such as the toe, heel, or side of the shoe. Dip a part of the rag or a cotton ball in the water, and squeeze the excess water out of it.
3. Swipe a light amount of polish onto the cotton ball – we will call this the applicator. To apply the polish to the selected area, use moderate pressure and smooth the polish in with circular motions. Whether clockwise or counter-clockwise, ALWAYS continue in the same circular direction once you’ve started. Do this over the area until the polish is even and smooth.
4. Apply additional coats in thin layers to build shine.
5. Take a different area of the rag or a fresh cotton ball and dip it in the water. This will be called the buffer. In the same fashion as the applicator, buff the polish onto the shoe until a proper shine can be seen. Use the hot water frequently to wet the applicator and buffer.

Physical Fitness Assessment

This section gives a broad description of the Air Force physical fitness assessment/test, also known as the PFA or PFT.

The Air Force PFA consists of the following:
- Height and Weight Measurement
- Abdominal Circumference Measurement
- One Minute of Push-ups
- One Minute of Sit-ups
- 1.5 Mile Run

An individual’s PFA score is calculated on a 100-point scale.
Fitness Assessment Chart – Male: Age: < 30.

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
<th>Body Composition</th>
<th>Muscle Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Time (mins secs)</td>
<td>AC (inches)</td>
<td>Health Risk Category</td>
</tr>
<tr>
<td>≤ 9:12</td>
<td>≤ 32.5</td>
<td>Low-Risk</td>
</tr>
<tr>
<td>9:13 - 9:34</td>
<td>33.0</td>
<td>Low-Risk</td>
</tr>
<tr>
<td>9:35 - 9:45</td>
<td>33.5</td>
<td>Low-Risk</td>
</tr>
<tr>
<td>9:46 - 9:58</td>
<td>34.0</td>
<td>Low-Risk</td>
</tr>
<tr>
<td>9:59 - 10:10</td>
<td>34.5</td>
<td>Low-Risk</td>
</tr>
<tr>
<td>10:11 - 10:23</td>
<td>35.0</td>
<td>Low-Risk</td>
</tr>
<tr>
<td>10:24 - 10:37</td>
<td>35.5</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>10:38 - 10:51</td>
<td>36.0</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>10:52 - 11:06</td>
<td>36.5</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>11:07 - 11:22</td>
<td>37.0</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>11:23 - 11:38</td>
<td>37.5</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>11:39 - 11:56</td>
<td>38.0</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>11:57 - 12:14</td>
<td>38.5</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>12:15 - 12:33</td>
<td>39.0</td>
<td>Moderate Risk</td>
</tr>
<tr>
<td>12:34 - 12:53</td>
<td>39.5</td>
<td>High Risk</td>
</tr>
<tr>
<td>12:54 - 13:11</td>
<td>Moderate Risk</td>
<td>11.9</td>
</tr>
<tr>
<td>12:15 - 13:36</td>
<td>Moderate Risk</td>
<td>42.3</td>
</tr>
<tr>
<td>13:37 - 14:00</td>
<td>41.0</td>
<td>High Risk</td>
</tr>
<tr>
<td>14:01 - 14:25</td>
<td>41.5</td>
<td>High Risk</td>
</tr>
<tr>
<td>14:26 - 14:52</td>
<td>42.0</td>
<td>High Risk</td>
</tr>
<tr>
<td>14:53 - 15:20</td>
<td>42.5</td>
<td>High Risk</td>
</tr>
<tr>
<td>15:21 - 15:50</td>
<td>43.0</td>
<td>High Risk</td>
</tr>
<tr>
<td>15:51 - 16:22</td>
<td>43.5</td>
<td>High Risk</td>
</tr>
<tr>
<td>16:23 - 16:57</td>
<td>44.0</td>
<td>High Risk</td>
</tr>
<tr>
<td>≥ 16:58</td>
<td>44.5</td>
<td>High Risk</td>
</tr>
</tbody>
</table>

NOTES:
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems

Passing Requirements - member must: 1) meet minimum value in each of the four components, and 2) achieve a composite point total ≥ 75 points

33 * 5.0

* Minimum Component Values
- Run time ≤ 13:36 mins secs / Abd Circ ≤ 39.0 inches
- Push-ups ≥ 33 repetitions one minute / Sit-ups ≥ 42 repetitions one minute

# Target Component Values
- Member should attain or surpass these to achieve ≥ 75.0 composite score

Composite Score Categories
- Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0

26
# Fitness Assessment Chart – Female: Age < 30

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
<th>Body Composition</th>
<th>Muscle Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Time (mins secs)</td>
<td>Health Risk Category</td>
<td>Points</td>
</tr>
<tr>
<td>≤ 10.23</td>
<td>Low-Risk</td>
<td>60.0</td>
</tr>
<tr>
<td>10.24 - 10.51</td>
<td>Low-Risk</td>
<td>59.9</td>
</tr>
<tr>
<td>10.52 - 11.06</td>
<td>Low-Risk</td>
<td>59.5</td>
</tr>
<tr>
<td>11.07 - 11.22</td>
<td>Low-Risk</td>
<td>59.2</td>
</tr>
<tr>
<td>11.23 - 11.38</td>
<td>Low-Risk</td>
<td>58.9</td>
</tr>
<tr>
<td>11.39 - 11.56</td>
<td>Low-Risk</td>
<td>58.6</td>
</tr>
<tr>
<td>11.57 - 12.14</td>
<td>Low-Risk</td>
<td>58.1</td>
</tr>
<tr>
<td>12.15 - 12.33</td>
<td>Low-Risk</td>
<td>57.6</td>
</tr>
<tr>
<td>12.34 - 12.53</td>
<td>Low-Risk</td>
<td>57.0</td>
</tr>
<tr>
<td>12.54 - 13.14</td>
<td>Low-Risk</td>
<td>56.2</td>
</tr>
<tr>
<td>13.15 - 13.36</td>
<td>Low-Risk</td>
<td>55.3</td>
</tr>
<tr>
<td>13.37 - 14.00</td>
<td>Low-Risk</td>
<td>54.2</td>
</tr>
<tr>
<td>14.01 - 14.25</td>
<td>Low-Risk</td>
<td>52.8</td>
</tr>
<tr>
<td>14.26 - 14.52</td>
<td>Low-Risk</td>
<td>51.2</td>
</tr>
<tr>
<td>Moderate Risk</td>
<td>49.3</td>
<td>36.0</td>
</tr>
<tr>
<td>15.21 - 15.50</td>
<td>Moderate Risk</td>
<td>46.9</td>
</tr>
<tr>
<td>15.51 - 16.22</td>
<td>Moderate Risk</td>
<td>44.1</td>
</tr>
<tr>
<td>16.23 - 16.57</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>16.58 - 17.34</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>17.35 - 18.14</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>18.15 - 18.56</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>18.57 - 19.43</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>19.44 - 20.33</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>≥ 20.34</td>
<td>High Risk</td>
<td>0</td>
</tr>
</tbody>
</table>

NOTES:

Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems

Passing Requirements - member must: 1) meet minimum value in each of the four components, and 2) achieve a composite point total ≥ 75 points

* Minimum Component Values

<table>
<thead>
<tr>
<th>Run time ≤ 16.22 mins secs / Abd Circ ≤ 35.5 inches</th>
<th>≥ 18 repetitions / one minute / Sit-ups ≥ 38 repetitions / one minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>= Target Component Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member should attain or surpass these to achieve ≥ 75.0 composite score</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Composite Score Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory &lt; 75.0</td>
</tr>
</tbody>
</table>
Warrior Knowledge

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.
Code of Conduct:

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

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

Article III
If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole or special favors from the enemy.

Article IV
If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or 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 will back them up in every way.

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

Article VI
I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.
Phonetic Alphabet:

Alpha
Bravo
Charlie
Delta
Echo
Foxtrot
Golf
Hotel
India
Juliet
Kilo
Lima
Mike
November
Oscar
Papa
Quebec
Romeo
Sierra
Tango
Uniform
Victor
Whisky
X-ray
Yankee
Zulu
<table>
<thead>
<tr>
<th>Standard Time</th>
<th>Military Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 midnight</td>
<td>0000</td>
</tr>
<tr>
<td>1:00am</td>
<td>0100</td>
</tr>
<tr>
<td>2:00am</td>
<td>0200</td>
</tr>
<tr>
<td>3:00am</td>
<td>0300</td>
</tr>
<tr>
<td>4:00am</td>
<td>0400</td>
</tr>
<tr>
<td>5:00am</td>
<td>0500</td>
</tr>
<tr>
<td>6:00am</td>
<td>0600</td>
</tr>
<tr>
<td>7:00am</td>
<td>0700</td>
</tr>
<tr>
<td>8:00am</td>
<td>0800</td>
</tr>
<tr>
<td>9:00am</td>
<td>0900</td>
</tr>
<tr>
<td>10:00am</td>
<td>1000</td>
</tr>
<tr>
<td>11:00am</td>
<td>1100</td>
</tr>
<tr>
<td>12:00 midday</td>
<td>1200</td>
</tr>
<tr>
<td>1:00pm</td>
<td>1300</td>
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<tr>
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<td>5:00pm</td>
<td>1700</td>
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<td>1800</td>
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<td>2000</td>
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<td>9:00pm</td>
<td>2100</td>
</tr>
<tr>
<td>10:00pm</td>
<td>2200</td>
</tr>
<tr>
<td>11:00pm</td>
<td>2300</td>
</tr>
<tr>
<td>12:00 midnight</td>
<td>0000</td>
</tr>
</tbody>
</table>
Air Force Song:
Verse 1: 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 flames from under,
Off with one hell-uv-a-roar!
We live in fame or go down in flame,
Nothing can stop the U.S. Air Force!

Verse 2: 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,
Nothing can stop the U.S. Air Force!

Verse 3: Here's a toast to the host of those who love the Vastness of the sky.
To a friend we send the 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!

Verse 4: 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 our nation's borders,
We'll be there followed by more.
In echelon we carry on,
Nothing can stop the U.S. Air Force!
Mission of the Air Force: “To fly, fight and win — in air, space, and cyberspace”

Mission of AFROTC: “Develop quality leaders for the Air Force”

Mission of the Holm Center: “Develop the best Air Force Leaders and citizens of character, dedicated to serving the nation”

AFROTC Mission: "Develop premier leaders of character for tomorrow’s Air Force.”

Field Training Mission: "Train and evaluate cadets for potential entry into the Professional Officer Course"

Cadet Honor Code: "We will not lie, steal, or cheat, nor tolerate among us anyone who does"

Seven Basic Responses
1. Yes, sir/ma'am
2. No, sir/ma'am
3. No excuse, sir/ma'am
4. Sir/ma'am may I ask a question
5. Sir/ma'am may I make a statement
6. Sir/ma'am I do not understand
7. Sir/ma'am I do not know
USAF Major Commands:

Air Mobility Command: Scott AFB, IL

Air Combat Command: Joint Base Langley-Eustis, VA

AETC: Joint Base San Antonio-Randolph, TX

Air Force Space Command: Peterson AFB, CO

Air Force Special Operations Command: Hurlburt Field, FL

United States Air Forces in Europe: Ramstein AB, Germany

Pacific Air Forces: Joint Base Pearl Harbor, Hickam, HI

Air Force Materiel Command: Wright-Patterson AFB, OH

Air Force Reserve Command: Robins AFB, GA

Air Force Global Strike Command: Barksdale, LA
Acronyms and Abbreviations

AAS - Arnold Air Society
ACC- Air Combat Command
ADSC - Active Duty Service
Commitment
AETC - Air Education and Training
Command
AFB - Air Force Base
AFI - Air Force Instruction
AFIT - Air Force Institute of Technology
AFM - Air Force Manual
AFMC - Air Force Material Command
AFOQT - Air Force Officer's Qualifying Test
AFR - Air Force Regulation
AFRES - Air Force Reserves
AFROTCI - AFROTC Instruction
AFROTCR - AFROTC Regulation
AFSOC - Air Force Special Operations Command
AFSPC - Air Force Space Command
AFSC - Air Force Specialty Code
AMC - Air Mobility Command
ASAP - As Soon As Possible
AU - Air University
BX - Base Exchange
CC – Commander
COB - Close of Business
CTA - Cadet Training Assistant
CW - Cadet Wing
D&C - Drill and Ceremonies
Det – Detachment
DOD - Department of Defense
DoDMERB - Department of Defense Medical Examination Review Board
DRU - Direct Reporting Unit
EAD- Enter Active Duty
GLP - Group Leadership Problem
GMC - General Military Course
HQ - Headquarters
IAW - In Accordance With
IG - Inspector General
IP - Instructor Pilot
LLAB - Leadership Laboratory
NCO - Non-Commissioned Officer
NCOIC - NCO in Charge
NLT - No Later Than
OFC - Operations Flight Commander
OIC - Officer in Charge
OPS - Operations
OSI - Office of Special Investigations
OTS - Officer Training School PACAF - Pacific Air Force
PAS - Professor of Aerospace Studies
PCS - Permanent Change of Station
PFA - Physical Fitness Assessment
POC - Professional Officer Course
PSP- POC Selection Program
PT - Physical Training
PTG - Physical Training Gear
RNLT- Report No Later Than Date
SF - Security Forces
SOS - Squadron Officers' School
SQ - Squadron
TDY - Temporary Duty
UPT – Undergraduate Pilot Training
USAFE - United States Air Forces in Europe