

Air Force ROTC New Cadet Orientation Program Handbook



Detachment 225

University of Notre Dame
Valparaiso University
Indiana University South Bend
Holy Cross College
Bethel College
St. Mary's College
Trine University

Train like a Champion Today, Lead like a Champion Tomorrow

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Welcome to AFROTC Detachment 225. We have created this handbook to give you an overview of some of the most important basics of ROTC and to share some information vital for NCOP. You should familiarize yourself with the content of this handbook, but don't worry if after reading through it you have questions. Every topic in this handbook will be covered in more detail during NCOP, and there will be time to ask questions. To prepare for NCOP, you should read this handbook in its entirety. You should study the Warrior Knowledge section in detail, as you will be expected to have that information memorized. We look forward to meeting each one of you soon.

Detachment 225 Cadre

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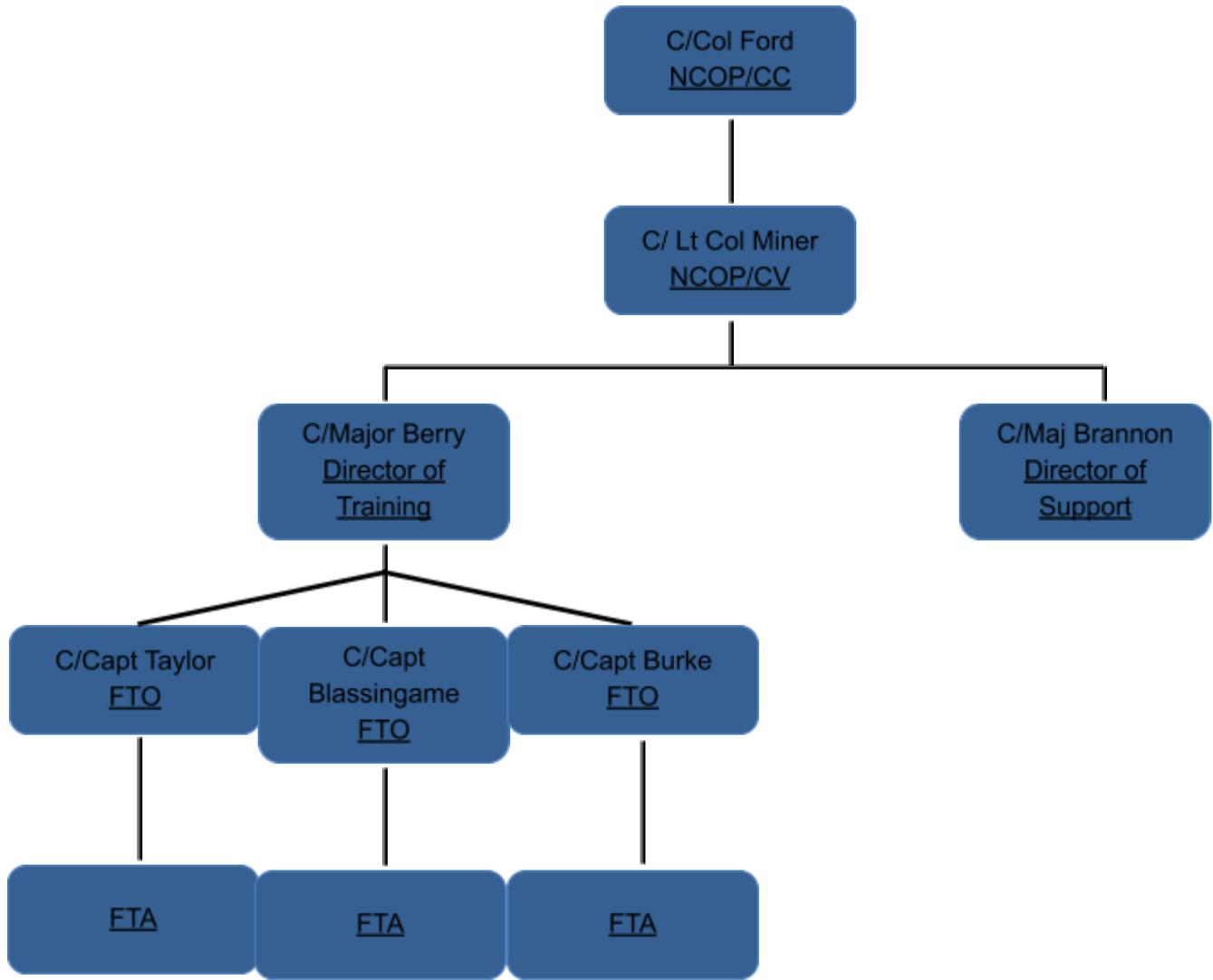
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Structure of AFROTC

General Military Course

The 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 every week to learn more about the Air Force, practice important skills such as teamwork, communication, and leadership, and experience military customs and courtesies.

GMC enroll in the AS100 course during their freshman year. This course, titled The Foundations of the United States Air Force, is a two-semester class, one- credit each semester. It is designed to help students gain a better understanding of the basics of the Air Force. In their sophomore year, cadets enroll in the AS200 class, titled The Evolution of USAF Air and Space Power. This course focuses on the history of the Air Force. In both of these courses, students will practice written and oral communication skills.

Non-scholarship GMC cadets do not hold any military status, qualify for any pay or benefits, and do not incur a service obligation. Nor are they required to continue in the ROTC program. However, when AFROTC four-year scholarship recipients activate their scholarship, they enlist in the inactive Air Force Reserve and incur an active duty service commitment at the start of their sophomore year. AFROTC three-year scholarship recipients also incur a service commitment once they activate their scholarship and enlist at the start of their sophomore year.

Professional Officer Course

Cadets that successfully graduate Field Training after their AS200 (usually sophomore) year, they begin the Professional Officer Course (POC). The POC focuses on officer development, leadership training, and preparation for active duty. POC cadets enroll in a three-credit academically rigorous course during each semester of their junior and senior years. In addition, POC cadets hold leadership positions within the cadet corps, which is organized to resemble an Air Force wing. POC cadets are largely responsible for the running of the Cadet Wing.

Cadet Weekly Schedule

Below is a sample weekly schedule of cadet responsibilities. Often, your week will include more than just the events listed here as you become more involved in the Cadet Wing and more events are offered. The schedule below largely includes just the mandatory events that all cadets are required to attend.

Sunday Night

- Read the weekly announcements email. This email will contain important information such as Tuesday's Uniform of the Day (UOD), the Operations Order (OpOrd) for Leadership Lab, and details on upcoming events.

Monday

- Attend Mandatory Physical Training (PT). Local cadets (Notre Dame, St. Mary's, Holy Cross, Bethel, IUSB) have PT at 0600 at Notre Dame. Valparaiso and Trine cadets have PT at 0600 on their home campus.

Tuesday

- Wear the UOD all day. You may wear civilian clothes to a lab in which a spill might damage your uniform or if you are working out. You should change back into the UOD ASAP after such events.
- Attend your Aerospace Science course. This classes occur in the afternoon in Pasquerilla Center (PC) at Notre Dame.
- Attend Leadership Laboratory (LLAB). This two-hour mandatory training event occurs from 1850-2050 weekly. Cadets of all years will be in attendance. LLAB might include drill, Group Leadership Projects (GLPs), military ceremonies, mentoring, Morale, Welfare, and Recreation (MWR) activities, and more.

Wednesday-Friday

- Read the mid-weekly announcements email.
- Attend a Secondary PT session. Notre Dame usually offers local cadets three options of Secondary PT sessions, while Valparaiso and Trine cadets might only have one session.

Sunday

- Attend optional training events as able based on academic course load. Often, there will be an opportunity to practice marching at Flight Practice (FP).

Military Time

All cadet scheduling and communication will use military time rather than standard time. You should start getting accustomed to using it now if you never have before.

Standard Time	Military Time
12:00 midnight	0000
1:00am	0100
2:00am	0200
3:00am	0300
4:00am	0400
5:00am	0500
6:00am	0600
7:00am	0700
8:00am	0800
9:00am	0900
10:00am	1000
11:00am	1100
12:00 midday	1200
1:00pm	1300
2:00pm	1400
3:00pm	1500
4:00pm	1600
5:00pm	1700
6:00pm	1800
7:00pm	1900
8:00pm	2000
9:00pm	2100
10:00pm	2200
11:00pm	2300
12:00 midnight	0000

Customs and Courtesies

Customs and courtesies are an important part of military tradition. They are the way we show respect to each other and to the American Flag. We will spend a lot of time at NCOP emphasizing the importance of customs and courtesies and will go into more detail about how and whom to greet. For now, a basic overview is below.

Saluting

The salute is a form of military greeting that is performed in most situations outdoors. The junior member will always salute the senior member first. Any cadet, airman, non-commissioned officer (NCO) or officer should salute a senior officer when they approach him or her. Officers may salute one another, but enlisted airmen do not salute each other. As a cadet, when in uniform you must salute any officers in the Army, Navy, Air Force, Marine Corps, or Coast Guard. You must also salute all senior ranking POC in AFROTC.

How to Salute

To salute, you raise the right hand in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and the elbows. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground. Ensure the top of the middle finger touches the right front corner of the cover or the outside corner of the right eyebrow or front corner of glasses.

A salute is accompanied by the verbal greeting of the day. Before 1200, the greeting will be “good morning, sir/ma’am/Rank Last Name.” From 1200 to 1700, the greeting will be “good afternoon...” and after 1700 the greeting will be “good evening...”. If you know the rank and name of the individual you are greeting, you should always use that over “sir” or “ma’am”. If you are indoors, you will render a verbal greeting but not a salute. When greetings groups of senior officers, you will greet the highest rank first. If rank is equal, you will greet women before men. Be sure to always salute early enough to allow the senior officer to return it and extend a verbal greeting before you pass. An acceptable saluting distance is approximately six to twelve paces away from the senior officer.

Calling Rooms to Attention

Another way in which military personnel show respect to senior officers is by calling the room to attention whenever he or she enters or leaves the room. When an officer that is senior to all in the room (i.e. ranking officer) enters, the person closest to the entrance or the first person to see the officer will call the room to attention by saying, "Room, Attention." Those in the room will remain at attention until the officer relieves them by saying "carry on" or "as you were." The only time you will not call the room to attention for the ranking officer entering or leaving a room is if an academic session is in process.

Other Courtesies

Cadets will show respect by standing when conversing with any officer, NCO, or cadre unless directed otherwise. It is also important to always arrive punctually to any ROTC class or meeting. You should always plan to arrive five to ten minutes early. You should also respond to emails from any cadre or cadets promptly. You should aim to respond within six hours, even just as a confirmation that you received the message and have begun working on finding the answer to the question posed in the email.

Respect for the Flag

The flag of the United States of America is a symbol of our country. It represents the principles and ideals that you have pledged to defend. It is treated with the highest respect. It should never be used as a drapery, an article of clothing, or a covering. It should never be allowed to touch the ground. No lettering of any kind should be placed on the flag, nor should it be used for advertising purposes. When you are in uniform and the National Anthem or "To the Colors" is played, you will face the flag, stand at attention, and salute if outdoors. If indoors, you will not salute. If the flag is not visible, face the music or the front, stand at attention, and render a salute if outdoors. If in civilian clothes, face the flag, stand at attention, and place your right hand over your heart. Males should also remove their hats if in civilian clothes. When in uniform and an uncased flag is escorted past you, stand at attention and render a salute if outdoors. If indoors, do not salute. The salute is rendered six bases before the flag is even with you and held until the flag has passed six paces beyond you. Flags on stationary flagstaffs are not saluted except during reveille and retreat.

Air Force, Army, Marine, and Navy Officer Ranks

As a cadet, it's important to be able to read ranks. You need to know not only Air Force ranks, but all US military ranks as you will be interacting with cadre from all branches. You should arrive at NCOP familiar with all ranks listed below.

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	Special
AIR FORCE										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (LtGen)	General (Gen)	General of the Air Force (GAF)
ARMY										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (LtGen)	General (Gen)	General of the Army (GA)
MARINES										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (LtGen)	General (Gen)	
NAVY										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADM)	Vice Admiral (RDML)	Admiral (ADM)	Fleet Admiral (FADM)

Air Force Enlisted Ranks

Airman Basic E-1	No Insignia
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	

AFROTC Cadet Ranks

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

Dress and Appearance

When you arrive at NCOP, you will be entering a military training environment. You will be issued AFROTC uniform items that will be worn throughout the academic year and on Orientation Weekend. When you wear these uniforms, you are representing Det 225 and the United States Air Force. It is important that you maintain a high standard of dress and personal appearance at all times. You will be expected to abide by Air Force regulations of dress and appearance (found in AFI 36-2903). The regulations most relevant to NCOP cadets can be found on the NCOP page of the Det 225 website. You should review this document for more details on the regulations touched on below.

Hair

Hair for both males and females will be clean, well-groomed, and present a professional appearance. It will not be worn in any faddish style (mohawk, dreadlocks, etc). It will not touch either eyebrow. If dyed, it will appear to be of natural human hair color. It will not contain excessive amounts of grooming aids.

Males

When you arrive at NCOP and throughout the week, you must be clean-shaven. The same will apply any time you are in uniform or around the detachment during the semester. Mustaches are permitted but must be within the requirements set forth in AFI 36-2903. Mustaches will be conservative 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.) Your hair must also be within regulations for NCOP. It must have a tapered appearance on both sides and the back of the head (when viewed from any angle the hair conforms to the shape of the head). Hair will not exceed 1 1/4 inches in bulk, regardless of length and 1/4 inch at natural termination point. Only closely cut or shaved hair on the back of the neck may touch the

collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaved heads, military high-and-tight, or flat-top cuts are authorized. Men are not authorized hair extensions. Sideburns will be straight and even width (not flared). They will not extend below the bottom of the orifice of the ear opening and will end in a clean- shaven horizontal line.

Females

When you arrive at NCOP, you should wear your hair in a bun. Female hair will be no shorter than one inch. It will not exceed 3 inches in overall bulk. Females are not authorized shaved heads, flat tops, dreadlocks, etc. Hair will end above the bottom of the collar. If worn, hairpins, headbands, elastic bands, and barrettes must match the hair color. Ornaments (such as ribbons, beads, jeweled pins) are not authorized. Scrunchies are not authorized. Hair will be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, all loose ends must be tucked in and secured. The bun will be no wider than the width of the head. Braids, micro-braids, and cornrows are authorized, but they will not be excessive or extreme or present a faddish appearance. Multiple braids will be of uniform dimension and will be worn in a straight line. There will be no more than 1/4 inch of scalp between each braid.

Cosmetics and Jewelry

Males are not authorized to wear nail polish. If worn by females, it must be of a single/solid color. It will not distinctly contrast with the female's complexion, detract from the uniform, or be extreme in color. Some examples of extreme colors include but are not limited to: purple, gold, blue, black, bright red, and fluorescent colors. White-tip French manicures are authorized.

Males are not authorized to wear cosmetics. Females may wear cosmetics, but they must be conservative and in good taste. Females will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme in color.

Males are not authorized to wear earrings while in uniform. Females may

wear small (not exceeding 6mm in diameter) spherical, conservative earrings that are white diamond, gold, white pearl, or silver. Only one set of earrings may be worn and will be worn in the lower earlobes.

Watches must be conservative. Conservative examples are: solid color back, brown, silver, or gold. Only one conservative bracelet may be worn around the wrist. Bracelets will be no wider than 1/2 inch and gold or silver in color. Medical alert/identification bracelets and traditional metal POW/MIA/KIA bracelets are authorized. No more than three rings may be worn, must be worn on the base of the finger, and may not be worn on the thumb. Necklaces will not be visible at any time. If worn, they will be concealed under a collar or undershirt.

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. Some uniforms need to be dry-cleaned, while others can be machine-washed according to the care instructions on the tags. The short- and long-sleeved shirts of the Service Dress Uniform (or Blues) can be machine washed. All other Service Uniform items need to be dry-cleaned. The Airman Battle Uniform (ABU) is machine-washable but can also be dry-cleaned.

Pressing and Ironing

Uniforms should be neatly pressed to present a military image at all times. Military creases are not allowed. When pressing an 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.

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 at all times. There are many different techniques for shoe shining. The minimum materials required are black shoe polish, 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 Shining

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 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.

Fitness Assessment (FA)

During the first few weeks of the semester, you will have the opportunity to take a Fitness Diagnostic (FD). This is a chance to practice the assessments and techniques needed to pass the official Air Force FA. You should prepare for the FD by practicing push-ups, sit-ups, and running. General fitness training can also help improve your FA score.

The Air Force FA 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 FA score is calculated on a 100-point scale. The grading chart for males younger than age 30 or females younger than age 30 can be found on pages 19 and 20.

How to do an Air Force Push-up

You will begin in the starting position with hands slightly wider than shoulder width apart, palms or fists on the floor with arms fully extended and your body in a straight line from head to heel. Your feet may be no more than 12 inches apart. You may rest in the up position only. You may move your hands or feet from the floor, or bridge or bow the back, but only in the up/rest position. Your body should maintain a rigid form from head to heel. Your feet may not be braced or supported.

From the starting position (elbows extended), you will lower your body to the ground until the upper arm is at least parallel to the floor (elbow bent at least 90 degrees or less) before pushing back up to the starting position (the chest may touch but not rest on or bounce off the floor). You complete one full push-up after returning to the starting position with elbows fully extended. Your body must remain rigid during the assessment (the back must remain straight unless resting).

Incorrect push-ups will not be counted. If an incorrect push-up is performed, your counter will repeat the number of the last correct push-up and explain what is being done incorrectly. If you rest in the down position with your body on the ground, the push-up component of the test will be terminated, and the number of correct push-ups performed up to that point will be recorded.

How to do an Air Force Sit-up

You will lie face up on the floor. Your knees will be bent at a 90 degree angle (throughout the assessment) with the feet or heels in contact with the floor at all times. Your arms will be crossed over the chest with the hands/fingers on the shoulders or resting on the upper chest.

Your heels must remain anchored to the floor throughout the assessment. You may request to have your feet held down. The “holder” may use their hands or put their knees on your feet but the holder may not anchor your legs by holding onto your calves or standing on your feet during the assessment. The holder will use enough force to keep your feet/ankles from rising while the sit-ups are being accomplished.

A complete sit-up is accomplished when your upper torso is raised off the floor, the elbows touch the knees or thighs, and your upper torso is lowered back to the floor until the shoulder blades touch the floor. Elbows must touch the knees or thighs at the top of the sit-up, and the shoulder blades must touch the floor at the bottom of the sit-up. Any part of your hands/fingers must remain in contact with your shoulders/upper chest at all times. Incorrect sit-ups will not be counted. If an incorrect sit-up is performed, the counter will repeat the number of the last correct sit-up and explain what is being done incorrectly. You may only rest in the up position. If you rest in the down position or hold onto your knees/legs in the up position, the sit-up component of the assessment will be terminated, and the number of correct sit-ups performed up to that point will be recorded.

Fitness Assessment Chart - Male: Age<30

Cardiorespiratory Endurance			Body Composition			Muscle Fitness			
Run Time (min:secs)	Health Risk Category	Points	AC (inches)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 9:12	Low-Risk	60.0	≤ 32.5	Low-Risk	20.0	≥ 67	10.0	≥ 58	10.0
9:13 - 9:34	Low-Risk	59.7	33.0	Low-Risk	20.0	62	9.5	55	9.5
9:35 - 9:45	Low-Risk	59.3	33.5	Low-Risk	20.0	61	9.4	54	9.4
9:46 - 9:58	Low-Risk	58.9	34.0	Low-Risk	20.0	60	9.3	53	9.2
9:59 - 10:10	Low-Risk	58.5	34.5	Low-Risk	20.0	59	9.2	52	9.0
10:11 - 10:23	Low-Risk	57.9	35.0	Low-Risk	20.0	58	9.1	51	8.8
10:24 - 10:37	Low-Risk	57.3	35.5	Moderate Risk	17.6	57	9.0	50	8.7
10:38 - 10:51	Low-Risk	56.6	36.0	Moderate Risk	17.0	56	8.9	49	8.5
10:52 - 11:06	Low-Risk	55.7	36.5	Moderate Risk	16.4	55	8.8	48	8.3
11:07 - 11:22	Low-Risk	54.8	37.0	Moderate Risk	15.8	54	8.8	47	8.0
11:23 - 11:38	Low-Risk	53.7	37.5 #	Moderate Risk	15.1	53	8.7	46 #	7.5
11:39 - 11:56	Low-Risk	52.4	38.0	Moderate Risk	14.4	52	8.6	45	7.0
11:57 - 12:14	Low-Risk	50.9	38.5	Moderate Risk	13.5	51	8.5	44	6.5
12:15 - 12:33	Low-Risk	49.2	39.0 *	Moderate Risk	12.6	50	8.4	43	6.3
12:34 - 12:53	Moderate Risk	47.2	39.5	High Risk	0	49	8.3	42 *	6.0
12:54 - 13:14 #	Moderate Risk	44.9	40.0	High Risk	0	48	8.1	41	0
13:15 - 13:36 *	Moderate Risk	42.3	40.5	High Risk	0	47	8.0	40	0
13:37 - 14:00	High Risk	0	41.0	High Risk	0	46	7.8	39	0
14:01 - 14:25	High Risk	0	41.5	High Risk	0	45	7.7	38	0
14:26 - 14:52	High Risk	0	42.0	High Risk	0	44 #	7.5	37	0
14:53 - 15:20	High Risk	0	42.5	High Risk	0	43	7.3	36	0
15:21 - 15:50	High Risk	0	43.0	High Risk	0	42	7.2	35	0
15:51 - 16:22	High Risk	0	≥ 43.5	High Risk	0	41	7.0	34	0
16:23 - 16:57	High Risk	0				40	6.8	33	0
≥ 16:58	High Risk	0				39	6.5	32	0
						38	6.3	31	0
						37	6.0	30	0
NOTES:						36	5.8	≤ 29	0
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems						35	5.5		
						34	5.3		
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		
						32	0		
						31	0		
* Minimum Component Values						30	0		
Run time ≤ 13:36 min:secs / Abd Circ ≤ 39.0 inches						29	0		
Push-ups ≥ 33 repetitions/one minute / Sit-ups ≥ 42 repetitions/one minute						28	0		
						27	0		
# Target Component Values						26	0		
Member should attain or surpass these to achieve ≥ 75.0 composite score						25	0		
						24	0		
Composite Score Categories						23	0		
Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0						22	0		
						21	0		
						20	0		
						19	0		
						18	0		
						≤ 17	0		

Fitness Assessment Chart - Female: Age<30

Cardiorespiratory Endurance			Body Composition			Muscle Fitness			
Run Time (min:sec)	Health Risk Category	Points	AC (inches)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 9:12	Low-Risk	60.0	≤ 32.5	Low-Risk	20.0	≥ 67	10.0	≥ 58	10.0
9:13 - 9:34	Low-Risk	59.7	33.0	Low-Risk	20.0	62	9.5	55	9.5
9:35 - 9:45	Low-Risk	59.3	33.5	Low-Risk	20.0	61	9.4	54	9.4
9:46 - 9:58	Low-Risk	58.9	34.0	Low-Risk	20.0	60	9.3	53	9.2
9:59 - 10:10	Low-Risk	58.5	34.5	Low-Risk	20.0	59	9.2	52	9.0
10:11 - 10:23	Low-Risk	57.9	35.0	Low-Risk	20.0	58	9.1	51	8.8
10:24 - 10:37	Low-Risk	57.3	35.5	Moderate Risk	17.6	57	9.0	50	8.7
10:38 - 10:51	Low-Risk	56.6	36.0	Moderate Risk	17.0	56	8.9	49	8.5
10:52 - 11:06	Low-Risk	55.7	36.5	Moderate Risk	16.4	55	8.8	48	8.3
11:07 - 11:22	Low-Risk	54.8	37.0	Moderate Risk	15.8	54	8.8	47	8.0
11:23 - 11:38	Low-Risk	53.7	37.5 #	Moderate Risk	15.1	53	8.7	46 #	7.5
11:39 - 11:56	Low-Risk	52.4	38.0	Moderate Risk	14.4	52	8.6	45	7.0
11:57 - 12:14	Low-Risk	50.9	38.5	Moderate Risk	13.5	51	8.5	44	6.5
12:15 - 12:33	Low-Risk	49.2	39.0 *	Moderate Risk	12.6	50	8.4	43	6.3
12:34 - 12:53	Moderate Risk	47.2	39.5	High Risk	0	49	8.3	42 *	6.0
12:54 - 13:14 #	Moderate Risk	44.9	40.0	High Risk	0	48	8.1	41	0
13:15 - 13:36 *	Moderate Risk	42.3	40.5	High Risk	0	47	8.0	40	0
13:37 - 14:00	High Risk	0	41.0	High Risk	0	46	7.8	39	0
14:01 - 14:25	High Risk	0	41.5	High Risk	0	45	7.7	38	0
14:26 - 14:52	High Risk	0	42.0	High Risk	0	44 #	7.5	37	0
14:53 - 15:20	High Risk	0	42.5	High Risk	0	43	7.3	36	0
15:21 - 15:50	High Risk	0	43.0	High Risk	0	42	7.2	35	0
15:51 - 16:22	High Risk	0	≥ 43.5	High Risk	0	41	7.0	34	0
16:23 - 16:57	High Risk	0				40	6.8	33	0
≥ 16:58	High Risk	0				39	6.5	32	0
						38	6.3	31	0
						37	6.0	30	0
NOTES:						36	5.8	≤ 29	0
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancer, and other health problems						35	5.5		
						34	5.3		
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		
						32	0		
						31	0		
* Minimum Component Values						30	0		
Run time ≤ 13:36 min:sec / Abd Circ ≤ 39.0 inches						29	0		
Push-ups ≥ 33 repetitions/one minute / Sit-ups ≥ 42 repetitions/one minute						28	0		
						27	0		
# Target Component Values						26	0		
Member should attain or surpass these to achieve ≥ 75.0 composite score						25	0		
						24	0		
Composite Score Categories						23	0		
Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0						22	0		
						21	0		
						20	0		
						19	0		
						18	0		
						≤ 17	0		

Warrior Knowledge

While in ROTC, you will be expected to memorize verbatim the Air Force Song, the Airman's Creed, a series of quotes and mission statements, your Chain of Command, and a few other pieces of important information. This is referred to as warrior knowledge. Every piece of warrior knowledge contains vital information for a future officer in the US Air Force. Memorizing and reciting this information demonstrates discipline and commitment to the mission. Below is a selection of the warrior knowledge. Prior to arriving at NCOP, commit this knowledge to memory and be able to recite it verbatim when asked.

AF Mission: "To fly, fight, and win in air, space, and cyberspace."

AF Core Values: "Integrity first, service before self, and excellence in all we do."

Holm Center Mission: "We build leaders."

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

Field Training Mission: "Train and evaluate cadets in Air Force institutional competencies preparing them for the Professional Officer Corps."

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

Quotes:

General Robert E. Lee: "Duty then is the sublimest word in the English Language. You should do your duty in all things. You can never do more. You should never wish to do less."

General Omar Bradley: "Leadership is intangible; therefore no weapon ever designed can replace it."

General Nathan Twining: "If our air forces are never used, they have achieved their finest goal."

General Dwight D Eisenhower: "If I didn't have air supremacy, I wouldn't be here."

General Daniel S. "Chappie" James: "The power of excellence is overwhelming. It is always in demand, and nobody cares about its color."

General Ulysses S. Grant: “In every battle, there comes a time when both sides consider themselves beaten; then he who continues the attack wins.”

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

Brig Gen Jeannie M. Leavitt: “Gender, race, religion, none of that matters. What matters is how you perform.”

Maj Lisa Jaster: “There’s no quitting, I can’t have quit in me. There was never an option to stop and quit.”

Gen Norman Schwarzkopf: “The more you sweat in peace, the less you bleed in war.”

Reporting In: (prompted and unprompted)

“Sir/Ma’am, Cadet (last name) reports as ordered.” OR

"Sir/Ma'am, Cadet (last name) reports.”

Beginning Classroom Procedures

Class prepare for instruction.

Class, attention.

Sir/ma’am, class is ready for instruction.

Ending Classroom Procedures

Class prepare for dismissal.

Class, attention.

Sir/ma’am, class is ready for dismissal.

Carry on sir/mam. OR Carry on.

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

Phonetic Alphabet:

Alpha Bravo Charlie Delta Echo Foxtrot Golf Hotel India Juliet Kilo Lima Mike
November Oscar Papa Quebec Romeo Sierra Tango Uniform Victor Whiskey
X-ray Yankee Zulu

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.

First Verse of the Air Force Song

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

AFROTC Chain of Command (9, June 2019):

President: Honorable Donald J. Trump
Secretary of Defense: Honorable Patrick M. Shanahan
Secretary of the Air Force: Honorable Matthew P. Donovan
USAF Chief of Staff: Gen. David L. Goldfein
AETC/CC: Lt. Gen. Steven L. Kwast
AU/CC: Lt Gen Anthony J. Cotton
Holm Center/CC: Brig Gen Christopher J. Niemi
AFROTC/CC: Colonel Tammy M. Knierim
AFROTC Northeast Region Commander: Colonel Tom Bongiovi

USAF Major Commands

Air Mobility Command: Scott AFB, IL
Air Combat Command: Joint Base Langley-Eustis, VA
Air Education and Training Command (AETC): Joint Base San Antonio-Randolph,
TX
Air Force Space Command: Peterson AFB, CO
Air Force Special Operations Command: Hurlburt Field AFB, FL
US Air Forces in Europe and Air Forces Africa: 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

Glossary

We use a lot of abbreviations and terms in AFROTC that you might not be familiar with. In case you don't know what some of them mean, consult the guide below.

AFB: Air Force Base

AFSC: Air Force Specialty Code, a career field

C/: Cadet, the abbreviation used for cadet ranks

COB: Close of Business, 1700

D&C: Drill and Ceremonies, usually referring to the manual that outlines how all drill (i.e. marching) and military ceremonies should be carried out

Det: Detachment, the ROTC unit located at a university that might serve cadets from a number of universities

DODMERB: Department of Defense Medical Examination Review Board, usually in the context of the physical you must complete in order to take part in ROTC activities

Field Training: The summer training exercise at which cadets are evaluated for eligibility for the POC. Cadets that earn enrollment allocations go to Field Training after their AS200 year.

GLP: Group Leadership Problem

GMC: General Military Course

IG: Inspector General

LLAB: Leadership Laboratory

MWR: Morale, Welfare, and Recreation

NCO: Non-Commissioned Officer, E-5 and E-6

NCOIC: NCO in Charge

NCOP: New Cadet Orientation Program

NLT: No Later Than

OFC: Operations Flight Commander

PFA: Physical Fitness Assessment

PFD: Physical Fitness Diagnostic

POC: Professional Officer Course

PT: Physical Training

ROTC: Reserve Officer Training Corps, one of three officer commissioning sources

SNCO: Senior Non-Commissioned Officer, E-7 to E-9