



# AIR FORCE ROTC

## Detachment 810

## ORIENTATION GUIDE

Information for incoming Cadets

**AFROTC Detachment 810, Baylor**  
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Waco, TX 76706  
Phone: 254-710-3513  
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# Welcome!

*Baylor University Air Force ROTC*

*Detachment 810 welcomes you!*

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

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

Congratulations on your decision to enroll in Air Force ROTC at Baylor University. The Cadre and Cadets of Detachment 810 look forward to working with you as you train to become a future officer in the United States Air Force.

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



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# Packing List - items needed the first week of classes

## **For Physical Training:** (until issued PT Gear)

- ♦ Light gray crew neck t-shirt - no logo (2)
- ♦ Black athletic shorts - no logo and no shorter than 2 inches above the knee (2)
- ♦ Athletic undergarments (compression shorts/sports bras/undershirts)
- ♦ Athletic training shoes (running/walking/cross training)
- ♦ White or black athletic socks (no or small logo)
- ♦ Water bottle
- ♦ Full size white towel

## **For Class and Leadership Lab:** (until issued a uniform)

### **OCP Equivalent:**

- ♦ Jeans
- ♦ Conservative brown or black belt
- ♦ Detachment issued T-shirt or green collared shirt, tucked in
- ♦ Conservative athletic shoes

### **Service Dress Equivalent:**

- ♦ Khakis (no cargo pockets) or tan dress slacks
- ♦ Conservative brown or black belt
- ♦ Conservative button-down shirt, tucked in (Men only: conservative tie)
- ♦ Sport or dress coat
- ♦ Business casual shoes (athletic shoes not permitted)

### **Additional Items for Leadership Lab:**

- ♦ Black book bag/backpack (uniform standard - solid black or dark blue in color)
- ♦ Pens/pencils and a Notebook

# Key AFROTC Locations on Campus



**Student Life Center (SLC):** Physical training takes place here Tuesday, Thursday, and Friday mornings from 0600 to 0700 hours. Physical Training Gear is required.

**Hankamer Academic Center:** Leadership Lab {LLAB} takes place in room 101 on Wednesday afternoons at 1600 hours. Cadets wear jeans with a black or brown belt, det issued or green collared shirt, {tucked in} and conservative athletic shoes until issued a uniform.

**Speight Parking Garage:** Home of AFROTC Detachment 810. Here you will find the cadre offices, AS100/200/300/400 classrooms and cadet offices and computer room/lounge. You may study in the cadet offices or relax in the cadet lounge. Attire for AS class is jeans with a black or brown belt, det issued or green collared shirt, {tucked in} and conservative athletic shoes until issued a uniform.



# Basic Grooming Standards

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

## Hygiene/Health and Wellness:

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

**Hair:** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear, helmet or chemical mask and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer) or appear lopsided. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All Airmen are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. Commanders may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

**Hair-Female.** No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with Airman standing in the position of attention. See figure 3.2 and figure 3.5 for examples of female hair standards.



## Female Hair Update



## Hair Continued:

3.1.2. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized.

Refer to: ([http://static.e-publishing.af.mil/production/1/af\\_a1/publication/afi36-2903/afi36-2903.pdf](http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2903/afi36-2903.pdf)) Chapter 3



## Jewelry (Male and Female - in uniform):

- ♦ Watches and bracelets must be conservative, not present a safety hazard, and worn around the wrist. Conservative examples {not all inclusive} are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.
- ♦ A maximum of three rings on both hands combined may be worn
- ♦ Necklaces will not be visible at any time and if worn must be concealed under a collar or undershirt.
- ♦ Males are not allowed to wear earrings in uniforms or at any time that they are in the Detachment building. Females may wear one earring in each ear which must be small {not exceeding 6mm in diameter} spherical, conservative, round white diamond, gold, white.

## Cosmetics (Females only - in uniform):

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





# Customs and Courtesies

## Proper Verbal Greetings

When addressing an officer, always use proper titles. Proper titles include: their rank, their rank and last name, or Sir/ Ma'am. When addressing an NCO, use their rank, or their rank and last name. The following are proper greetings:

- ♦ "Good morning, Lieutenant Colonel Sterling" {preferred}, "Good morning, Sir or Ma'am", "Good morning, Colonel"
- ♦ "Good evening, Technical Sergeant Capili" {preferred}, "Good morning, Technical Sergeant", "Good morning, Sir/ Ma'am"
- ♦ Address other cadets as "Cadet {last name}."

## Saluting

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

### Who/what to salute:

- ♦ The President of the United States
- ♦ Air Force and Space Force Officers
- ♦ Officers from other services
- ♦ Warrant officers from other services
- ♦ Cadet officers {the POC}
- ♦ The U.S. flag when being raised, lowered, and carried, and during the national anthem when it is being played outdoors and you are in uniform. Military members may also choose to salute during the national anthem when outdoors and not in uniform, or they may simply stand at attention with their hand on their heart.

### When to salute:

- ♦ When you are outside and you walk past an officer, or an officer walks past you, render a salute and appropriate verbal greeting {"Good morning Sir/Ma'am"} if both parties are in uniform, walking or standing and not in a formation. The salute and verbal greeting should be extended in which recognition is easy and audible. The salute should be offered early enough to allow the officer time to return the salute and extend a verbal greeting before passing.
- ♦ When reporting in

### When NOT to salute:

- ♦ When walking by enlisted personnel, however you should render a verbal greeting
- ♦ Carrying items in both hands {still render verbal greeting}
- ♦ Riding a bicycle {prohibited while in blues}
- ♦ In a Crosswalk

If you are ever unsure of whether or not to salute, it is better to be safe than sorry. Saluting is a way to show respect for each other. The junior member should initiate the salute and render a greeting. This salute and greeting

should be returned by the higher-ranking member. Remember, mistakes are ok, this is a learning experience and you are not expected to be perfect on the first day but, it is important to learn from these mistakes.

## Reporting In:

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

- ♦ When reporting to an officer in his/her office, knock **once** on the door. When told to enter, walk directly {squaring any corners - unless on carpet} to within two paces of the desk, come to attention {heels together, feet at a 45° angle, back straight, arms by your side, head and eyes forward} and salute and say, "Sir {Ma'am}, Cadet {last name} reports as ordered."
- ♦ If you are reporting without being told to come in or without an appointment you will state appropriately:  
*"Sir {Ma'am}, Cadet {last name} reports ."*
- ♦ Continue to hold your salute until a salute has been returned and then follow directions from the officer {please be seated, at ease, etc.}.
- ♦ If you are asked to sit down, you must sit at attention. The proper way to sit at attention is to have your feet as though you were standing at attention, with your back straight. Your hands should also be held as though you were standing at attention, but placed on top of your thighs, toward the back of your kneecap. Your arms should be straight out, and your head and eyes forward as well. You should be sitting on the front 6" of the chair.
- ♦ At the end of the conversation ask, "Will that be all, Sir {Ma'am}?" The officer will acknowledge; then from the same location you reported in, stand, salute and state, "Good morning {afternoon or evening}, Sir {Ma'am}." After your salute is returned, drop your salute, execute the proper facing movement and depart. NOTE: If the officer states, "That will be all" or "You are dismissed" before you ask, "Will that be all, Sir {Ma'am}," then do not ask that question; just salute and render the appropriate exit greeting such as, "Good evening, Sir {Ma'am}."

## Responses:

- ♦ When speaking to an officer, enlisted personnel, another cadet, university faculty and staff, always conduct yourself professionally and ***never use profanity.***
- ♦ Remember, as an Air Force ROTC Cadet you are, at all times, representing the US Air Force, AFROTC Detachment 810, Baylor University, your family and yourself. Act accordingly.



# Email and Phone Etiquette

## Email:

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

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

Whenever sending or replying to an email,

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

*Good Afternoon, Captain Teicher,*

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

*Very Respectfully,*

*FIRST MI. LASTNAME, C/4C, AFROTC Alpha Flight  
Baylor University Det 810  
myemail@baylor.edu  
555-555-5555*

*{acknowledgement of task assignment email from Cadre}*

*Good Afternoon Captain Teicher,,*

*Received and understood/ will comply.*

*Very Respectfully,*

*FIRST MI. LASTNAME, C/4C, AFROTC Alpha Flight  
Baylor University Det 810  
myemail@baylor.edu  
555-555-5555*

## Phone:

Never forget the benefits of a phone call. With a voice-to-voice phone conversation, issues may be dealt with faster, there is less room for a misunderstanding, you can gather context and relay emotion or other concerns that would normally be lost in a written correspondence and you can develop your verbal communication skills. The cadre and cadet wing will use your cell phone number to contact you when necessary. ***It is your responsibility to immediately notify the Detachment of any contact information changes.*** Also, please re-member to keep your phone on silent or vibrate during classes.

Store the following useful contact information in your phone ASAP:

***AF ROTC Detachment 810 Main  
Office 254-710-3513  
Baylor University Police  
Department 254-710-2222 or***



# Orientation and Uniform Issue

## New Cadet Orientation:

New cadets are ***highly encouraged*** to attend AFROTC Preflight Orientation in the AFROTC detachment, on Wednesday, 17 August 2022 in BSB E125 at 1300. Monitor your school email account for specific instructions. Dress for the orientation is business casual. Orientation paperwork will be filled out and taken up on Wednesday, 17 August 2022 at Detachment 810 and the uniform will be physical training gear.



## Uniform Wear:

Until you are issued a uniform, the LLAB uniform for new cadets will wear jeans, conservative brown or black belt, detachment issued T-shirt or green collared shirt {tucked in}, and conservative athletic shoes. During "service dress" days, new cadets will wear khakis or tan dress slacks, conservative brown or black belt, conservative button-down shirt {tucked in}, conservative tie {men only}, sport or dress coat, and business casual shoes. Cadets will also be given a name tag which they will wear on the right side on LLAB days or whenever in uniform.

Cadets who have not yet been issued uniforms will wear the LLAB uniform equivalent all day on Wednesday and to Air Force ROTC class.

At some point during your first year, you will be contacted to make an appointment to be measured for your uniforms. If on an activated HSSP Scholarship you will be issued a uniform Freshman year all others will be issued one in their sophomore year.

# Reporting Civil and Medical Involvements:

Without exception, ***ALL AFROTC Cadets*** must report any involvement with law enforcement, school officials, military authorities, or any civil authorities within 72 hours of the incident. Involvements can include receiving a moving violation {speeding ticket, etc.} or being charged by a civil, military or University authority regardless of seeming insignificance or disposition. Even if it is a warning, the involvement must be reported and ***all involvements must be reported!*** even if a finding of "not guilty" was rendered. If the National Agency Check required for commissioning finds an unreported involvement, charges of breach of contract may result in removal from the AFROTC program. Parking tickets do not need to be reported.

***To report a civil involvement1 cadets must initiate the report through their WINGS Account on a computer! NOT A MOBILE DEVICE! within 72 hours of the incident.***

The cadet must also immediately notify one of the detachment NCOs, by email that they have filed an incident report in WINGS. Follow up actions will be discussed with the cadet by the cadre after submission of the report.

Because of the stringent physical qualification necessary to enter the Air Force and certain Air Force career fields, without exception, ***ALL AFROTC Cadets must report any medical changes*** which occur no matter how minor. Those changes include, but are not limited to, broken or fractured bones, prolonged illness {lasting more than thirty {30} days, prescribed medications, allergies, severe sprains or muscle pulls and pregnancy. Failure to disclose any changes in your medical status may result in removal from the AFROTC program. Medical status changes must be reported to the NCOs.

# General Information:

## The Detachment:

Detachment 810 is structured much like the USAF functional wing structure. The Cadet Corps is called a "Wing" and is headed by the Cadet Wing Commander. The training objectives of AFROTC and of the cadre at Detachment 810 are carried out by the Cadet Wing Commander and his/her staff. The Cadet Wing Commander and staff run the Wing under the guidance of the cadre.

## The Cadre:

Experienced active-duty officers and non-commissioned officers {NCOs} make up the cadre. The officers are the teaching staff of the AFROTC unit. They have been selected for this assignment based on professional accomplishments, academic background, and qualification as instructors. The NCOs work with the officers and coordinate all paperwork, medical exams, and cadet personnel files. At Detachment 810, the officers and NCOs are supported by two civilian administrative staff members.

## General Military Course (GMC)

The General Military Course {GMC} introduces cadets to the United States Air Force and prepares them for selection to Field Training {FT}. As Freshmen, cadets are enrolled in AS100 {Foundation of U.S. Air Force}; coursework designed to acquaint students with the U.S. Air Force and Air Force Reserve Officers' Training Corps. Topics include mission and organization of the Air Force, professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and introduction to communication skills. During the Sophomore year, cadets are enrolled in AS200 {Evolution of U.S. Air and Space Power}; course work designed to motivate students to transition from Air Force ROTC cadet to officer candidate. Topics include Air Force heritage and leaders, introduction to air and space power, and continued application of communication skills. GMC Cadets are considered Cadet Airmen. Freshmen cadets are classified as Cadet Fourth Class {C/4C} and Sophomore Cadets are classified as Cadet Third Class {C/3C}.

## Professional Officer Course (POC)

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

## Leadership Lab

Leadership laboratories {"Lead Labs" or "LLABs"} include briefings, inspections, leadership projects, drill and ceremony and much more. LLAB takes place once a week {Wednesdays from 1600 to 1800 hours} in Hankamer Room 101 and is attended by the entire AFROTC Cadet Corps. LLAB helps to build your confidence and provides you with insight into the role of an Air Force officer. Some LLABs occur outside of Hankamer and include more hands-on activities and training {e.g. drill practice, team building exercises}. Attendance at LLAB is mandatory and LLABs are planned and carried out by the POC Cadets and Cadet Wing Commander under the guidance of the Detachment Commander.

## The Cadet Honor Code

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

# Frequently Asked Questions:

## **What grades do I have to maintain?**

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

## **What is involved in the physical training (PT)?**

Each cadet must attend physical training every Tuesday and Thursday from 0600 to 0700 hours. If a cadet has an excused absence, they will be allowed to make it up. Physical training is designed to help you achieve a fitness level to meet Air Force standards. The Air Force fitness assessment {FA} consists of a waist measurement, one minute of pushups, one minute of sit-ups and a 1.5 mile run and you receive points based on your time. The score charts for the Air Force fitness assessment are available online: <https://www.afpc.af.mil/Portals/70/documents/FITNESS/5%20Year%20Chart%20Scoring%20Including%20Optional%20Component%20Standards%20-%2020211111%200219.pdf?ver=5t5V-6NAFFYCQQuhB05ZTw%3d%3d>

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

No, Air Force ROTC provides all books. Cadets will pay a uniform deposit of \$100 through Baylor University. However, the uniforms remain the property of the United States Air Force and you are responsible for maintaining the cleanliness and condition of the uniforms issued to you which will include dry cleaning and laundering expenses. If a uniform becomes damaged or lost while in your care, you may be responsible for the cost of replacing the uniform.

## **If I don't have a scholarship, can I get one in college?**

Yes, there are opportunities to compete for scholarships from the Air Force and other organizations while in college. In-college AFROTC scholarships are offered based on grades, SAT/ACT scores, physical fitness, overall performance, and choice of major. The majority of AFROTC scholarships are awarded to cadets in technical degree fields such as engineering, physics, or computer science. Cadets may be considered for the in-college scholarship program after successfully completing at least one term in college. The cadre and POCs will have information about smaller, one-time scholarship opportunities in addition to the Air Force ROTC in college scholarship program.

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

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



## Do I have to attend basic training?

You will NOT attend Air Force basic training at Lackland Air Force Base, Texas. Basic Military Training is for enlisted personnel only. You will however need to attend Field Training {FT} for AFROTC Cadets during the summer between your Sophomore and Junior years. FT is held at Maxwell Air Force Base in Montgomery, Alabama. Attending FT is required to be commissioned in the United States Air Force.



## What do I need to do to become a pilot?

Rated slots {Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Pilot} are awarded to cadets based on several factors; grades, physical fitness, AFOQT scores, Field Training performance, flight hours, TBAS {Test for Basic Aviation Skills} score and Commander's ranking . As a Freshman, maintaining good grades and physical fitness are a great start towards obtaining a pilot slot. You will compete for a rated position the year before your anticipated graduation date. More information about rated slots will be made available in your Sophomore and Junior years.

## Can I participate in other activities at the University?

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

AFROTC also has other activities besides classes and Lead Lab:

**Arnold Air Society (AAS)/ Silver Wings:** AAS is a professional, honorary, service organization dedicated to the development of effective Air Force officers and advocating the support of aerospace power. It is comprised of cadets throughout the USAF officer candidate training programs. Silver Wings works mostly on the civilian side of these things meaning that anyone can join. The primary purpose of both these organizations is to provide community service as well as to promote awareness of the Air Force and the military within the community.

**Blue Knights Drill Team and Color Guard** proudly supports honorary, service, and ceremonial events providing cadets with an opportunity to put their pride, dedication, and talent on display. Blue Knights demonstrate teamwork and professionalism while fostering pride and confidence as well as inspiring Air Force awareness.

**Aim Higher:** A cadet led fundraising group that allows AFROTC to receive necessary funds for different

## What happens after I complete AFROTC and graduate?

After you successfully complete the AFROTC program and receive your Bachelor's Degree you will be commissioned as a Second Lieutenant {2nd Lt} in the United States Air Force or United States Space Force. Your active-duty service commitment depends on your career field. The majority of new officers will incur a four-year active duty commitment while those officers pursuing rated career fields will have a longer commitment {ten years for a pilot; six years for combat systems officers, air battle managers or remote piloted aircraft operators}. The Air Force and Space Force offers careers in engineering, finance, contracting, intelligence, security forces and many more. You will have a full-time job with the Air Force or Space Force





# Air Force Rank Structure:

## AFROTC RANK STRUCTURE

	Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)	
Officer			Cadet Colonel (C/Col)	POC Cadets
			Cadet Lieutenant Colonel (C/Lt Col)	
			Cadet Major (C/Maj)	
			Cadet Captain (C/Capt)	
			Cadet First Lieutenant (C/1Lt)	
			Cadet Second Lieutenant (C/2Lt)	
Airman			Cadet Third Class (C/3C)	AS 200/250 Cadets
			Cadet Fourth Class (C/4C)	AS 100 Cadets

## US AIR FORCE AND SPACE FORCE RANK STRUCTURE

### Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7		E-8		E-9			E-9
no insignia													
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sglt)	Chief Master Sergeant of the Air Force (CMSAF)

### Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (reserved for wartime only)



**ENLISTED SPACE FORCE (Officers are the same for both)**



# Common Acronyms/Abbreviations:

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

# Ways to Prepare:

Your first FA {Fitness Assessment} will take place early in the Fall semester and consists of three major components: push-ups, sit-ups and a 1.5 mile run.

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

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

## US AIR FORCE CORE VALUES

**Integrity First:** Integrity is essential. It is the inner voice, the source of self-control, the basis for the trust that is imperative in today's Air Force. It is doing the right thing when nobody is looking.

**Service Before Self:** Service in the Air Force is not just another job. It is an uncommon profession that calls for people of uncommon dedication. A leader unwilling to sacrifice individual goals for the good of the unit cannot convince other members to do so.

**Excellence in All We Do:** Our mission often involves the risk of human life - and sometimes national survival. The obligation to excel is a moral obligation for members of the Air Force.

## AIR FORCE MISSION

"Fly, fight and win - Airpower anytime, anywhere"

## SPACE FORCE MOTTO

Semper Supra (Always Above)

## **AIR FORCE ROTC MISSION**

"Develop leaders of character for tomorrow's Air Force and Space Force."

## **SPACE FORCE MISSION**

The USSF is responsible for organizing, training, and equipping Guardians to conduct global space operations that enhance the way our joint and coalition forces fight, while also offering decision makers military options to achieve national objectives.