

Air Force ROTC Detachment 157

Spring 2024 Cadet Handbook

Cadet: _____

Squadron: _____

Squadron Commander: _____

Wingman: _____



Detachment 157:

Embry-Riddle Aeronautical University

Stetson University

Bethune-Cookman University

Daytona State College

University of Central Florida, Daytona Beach Campus

Detachment 157 Mission:

To commission the most prepared and driven second lieutenants in the U.S. Air Force or Space Force



**If found please return to AFROTC
Detachment 157 at 1 Aerospace Blvd,
Daytona Beach, FL**

This page is blank for notes:

Table of Contents

Structure of AFROTC	8
General Military Course (GMC).....	8
Professional Officer Course (POC)	8
Cadre.....	9
Leadership Laboratory (LLAB).....	11
Physical Training (PT).....	12
Cadet Honor Code	18
Cadet Honor Code	18
Cheating/Integrity Violations	18
Alcohol Violations.....	18
Cadet Relationships	18
Uniform Wear	19
GMC Detachment Polo.....	19
POC Detachment Polo	21
Service Blues and Service Dress Uniform.....	22
Physical Training Gear (PTG)	25
Civilian Clothing in Physical Training	25
Operational Camouflage Pattern (OCP)	26
USSF-Select Uniforms	27
Flight Duty Uniform (FDU)	28
Grooming and Accessory Wear in Uniform.....	28
Personal Conduct	29
General Conduct While in Uniform.....	29
Conduct on Campus.....	30
Conduct in the Detachment.....	31
The Cadet Action Report (CAR)	32
Standard Reporting Procedures	33
Security	34
Customs and Courtesies.....	35
Email Etiquette	36
Expectations and Disciplinary Action	37
Forms of Disciplinary Action	37

Training Absence/Tardiness	40
Absence Excusal Rules.....	40
Safety and Risk Management	41
Use of Alcohol.....	41
Sexual Assault.....	42
Emergency Contact Information.....	45
Acronyms and Abbreviations	46
Resources and Manuals	48
Dress and Personal Appearance (DAFI36-2903)	48
Drill and Ceremonies Manual (AFMAN36-2203)	48
The Tongue and Quill (AFH33-337).....	48
USAF Traffic Safety Program (AFI91-207).....	48
Sexual Assault Prevention and Response Program	48
Embry-Riddle Campus Directory	48
Campus Map	49
Agile Combat Employment Skills	50

Changes from Fall 2023 Cadet Handbook

- Updated Dates
- Outer Garments section updated to include more clarification for cold weather gear (Grooming and Accessory Wear In Uniform)
- ACE Knowledge added from 2023 FTTPG for cadets’ reference. (Agile Combat Employment Skills)
- Clarified that FDU is not allowed to be worn while working out (Conduct on Campus)
- PTG section updated to clarify jewelry wear during PT (Physical Training Gear (PTG))
- Clarified ribbon wear in SS Blues (Service Blues and Service Dress Uniform)
- Clarified wear of backpacks in training (General Conduct While in Uniform)
- Clarified Fleece wear in FDU (Flight Duty Uniform (FDU))

- Clarified hands in pockets in uniform (General Conduct While in Uniform)
- Removed mention of Form 41 (Forms of Disciplinary Action)
- Added Cadet Action Report (CAR) Section
- Added Absence Excusal Rules Section
- Added clarification for Quarter Zip wear in training (GMC Detachment Polo)

Structure of AFROTC

General Military Course (GMC)

The GMC is the first half of the four-year AFROTC program, forming the foundation of professional officer education. As a GMC cadet, you will be placed in rotating positions within your squadron which develop followership and basic leadership skills. You enroll in the GMC by registering for the freshman or sophomore AFROTC class and become a GMC cadet on the first day you meet all eligibility requirements and attend AFROTC classes.

As a GMC cadet, you will compete for entry into the second half of the AFROTC program, the Professional Officer Course (POC). You will compete for allocations in the POC based upon academic, physical fitness, and performance criteria. In addition, you will be required to attend Leadership Laboratory every Wednesday morning during the semester to learn more about the Air Force, practice teamwork, and experience and demonstrate military customs and courtesies.

- GMC designations are as follows: AS100/IMT
(Initial Military Training) – Freshman, 1st
year GMC
- AS200/FTP (Field Training Preparation) –
Sophomore, 2nd year GMC
- AS250/FTP
– Sophomore, 1st year GMC

Professional Officer Course (POC)

While the GMC focuses on basic Air Force information, the POC focuses on officer development. These classes are more academically demanding, requiring the same amount of study, testing, written

communications, and oral communications as other upper division college courses.

In addition, all POC cadets are assigned to various leadership positions as cadet officers 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 another cadet is specifically forbidden.

GMC cadets who have received POC allocations attend Field Training during the summer between their sophomore and junior year.

POC designations are as follows:

AS300/ICL (Intermediate Cadet Leadership) –
Junior, 1st year POC

AS400/SCL (Senior Cadet Leadership) –
Senior, 2nd year POC

AS7/800/SCL
– Senior, 3rd year POC

Cadre

Active Duty Cadre serve as a resource to all cadets at Det 157. Cadre members are instrumental in the professional development of cadets through mentorship and guidance. They perform many administrative duties to aid in every cadet's success. Each cadet is assigned an APAS (Assistant Professor of Aerospace Studies) who is their direct contact for academic and AFROTC concerns. Cadets are encouraged to communicate with their APAS if they have any questions regarding academics or AFROTC. All cadre members will be treated with the utmost respect at all times.

Cadet Wing Organization

Chain of Command

The Chain of Command refers to the hierarchy of reporting procedures utilized by military members to ensure a clear and coordinated stream of information. Det 157 emphasizes the use of this structure within the Cadet Wing for all communication practices. To execute the chain of command, cadets will communicate directly with their immediate cadet leadership. Cadets at all levels are expected to exercise proper use of the Chain of Command at all times. The chain of command is located in the knowledge section ordered from the top of the chain to the bottom. For GMC, the next member of the Chain of Command is the Line Officer.

Basic Cadet Wing Structure Overview

GMC Positions

GMC Commander (CC):

The Cadet CC plans and coordinates activities within the squadron, executes LLAB formation, and is responsible for executing any orders given by POC leadership.

GMC Deputy Commander (CD):

The Cadet CD is responsible for reporting attendance and maintaining the accountability. This individual assumes command in the absence of the Cadet CC.

Physical Fitness Officer (PFO):

The Cadet PFO executes PT formation and ensures that the squadron is properly following PT orders.

Drill and Ceremonies Officer (D&C)

The Cadet D&C is responsible for ensuring that the squadron is well trained in Drill and Ceremonies through optional Leadership Tactical Training Activities (LTACs) in preparation for LLAB.

Academics Officer (AO)

The Cadet AO is responsible for ensuring that the squadron is learning required knowledge as specified by the Knowledge Syllabus.

Standardization Officer (STANDO)

The Cadet STANDO creates and monitors standardization protocols within the squadron.

Cadet Comprehensive Assessments

AFROTC cadets will be assessed by their immediate cadet supervisor in professional leadership qualities using the AF Form 724. Each cadet will receive three assessments per semester: initial expectations, midterm feedback, and final feedback. Cadets will receive performance feedback in the following areas according to the AF Form 724:

- Job Knowledge
- Leadership Skills
- Professional Qualities
- Organizational Skills
- Judgement and Decisions
- Communication Skills
- Physical Fitness

The purpose of Cadet Comprehensive Assessments is to provide cadets of all levels with productive feedback while emulating the active-duty evaluation process.

Leadership Laboratory (LLAB)

LLAB is generally held every Wednesday between 0630 and 0830 in the locations specified in the Operations Orders. LLAB provides cadets with practical command and staff leadership experience through the performance of various tasks within the framework of an organized cadet corps. It is cadet planned and executed, under cadre supervision. As an integral part of the Aerospace Studies curriculum, LLAB provides experiences designed to develop leadership potential and serves as an orientation to active duty. LLABs consist of briefings over Air Force and AFROTC topics, drill practice, and group leadership problems. Cadets are required to wear the designated uniform on LLAB training days from the beginning of LLAB until close of business (1700).

The uniform of the day can be found in the Operations Orders.

It is imperative that cadets do not show up late to training. There are consequences for such actions. Specific information regarding tardiness/absences can be found on pages 46-48.

Physical Training (PT)

Along with LLAB, cadets will have weekly physical training (PT) sessions. These sessions are generally held every Monday and Friday between 0640 and 0800 in the location specified in the Operations Orders. A sound physical regime is essential to every cadet. PT provides cadets with designated training time designed to improve their physical performance and fitness assessment (FA) scores, making them competitive applicants for the POC and commissioning as 2nd Lieutenants. In order to measure physical fitness, cadets participate in a FA at least once per semester.

The FA consists of three events: pushups, sit-ups, and a 1.5-mile run. All cadets are required to attempt the FA. To earn or maintain a scholarship, compete for entry into the POC, qualify for Field Training, or earn a commission, cadets must pass the FA. The pushups and sit-ups are administered with a one-minute time limit and the run is a timed event. In order to pass, cadets must earn a minimum combined score of 75 as well as score above the minimum points in each event.

The same standards and consequences that apply to tardiness/absences at LLAB also apply to PT.

Repetitions and Times Required for Max and Min Points

Event	Males		Females	
	Min	Max	Min	Max
Push Ups	30	67	15	47
Sit-ups	39	58	35	54
1.5 Mile Run	15:50	9:12	18:56	10:23

Note: Meeting only the minimum standards in each portion of the PT test will result in a score of 39, which is not a passing score. Cadets should strive for scores above the minimums to effectively complete and excel on the PT test.

Maximum and minimum scores shown above are valid for cadets less than 25 years of age. PT test score charts as well as maximum and minimum scores for other age groups can be found on the [AFPC Fitness Program](#) website.

Spring 2024 Knowledge Syllabus - GMC

Date	Knowledge
Week 1 January 10 th – 17 th	Study for Quiz 1
Week 2 January 17 th – 24 th <i>January 24th Quiz 1</i>	AFFORGEN Phases Airman Leadership Qualities
Week 3 January 25 th – 31 st <i>January 31st Quiz 2</i>	USAF Major Commands USSF Field Commands
Week 4 February 1 st – 7 th <i>February 7th Quiz 3</i>	Squadron 1 & 2: 5 C's of UXOs, SALUTE/LACE Reports, 9 Principles of IED Combat
	Squadron 3 & 4: Small Unit Formations, Weapon Safety, ECP Zones, Individual Use of Force, Defensive Procedures
	Squadron 5 & 6: Triangulation, Lensatic Compass & Sighting
	Squadron 7 & 8: MARCH, TCCC Phases of Care
Week 5 February 8 th – 14 th <i>February 14th Quiz 4</i>	Squadron 7 & 8: 5 C's of UXOs, SALUTE/LACE Reports, 9 Principles of IED Combat
	Squadron 1 & 2: Small Unit Formations, Weapon Safety, ECP Zones, Individual Use of Force, Defensive Procedures
	Squadron 3 & 4: Triangulation, Lensatic Compass & Sighting
	Squadron 5 & 6: MARCH, TCCC Phases of Care
Week 6 February 15 th – 21 st <i>February 21st Quiz 5</i>	Squadron 5 & 6: 5 C's of UXOs, SALUTE/LACE Reports, 9 Principles of IED Combat

	<p>Squadron 7 & 8: Small Unit Formations, Weapon Safety, ECP Zones, Individual Use of Force, Defensive Procedures</p> <p>Squadron 1 & 2: Triangulation, Lensatic Compass & Sighting</p> <p>Squadron 3 & 4: MARCH, TCCC Phases of Care</p>
<p>Week 7 February 22nd – 28th <i>February 28th Quiz 6</i></p>	<p>Squadron 3 & 4: 5 C's of UXOs, SALUTE/LACE Reports, 9 Principles of IED Combat</p> <p>Squadron 5 & 6: Small Unit Formations, Weapon Safety, ECP Zones, Individual Use of Force, Defensive Procedures</p> <p>Squadron 7 & 8: Triangulation, Lensatic Compass & Sighting</p> <p>Squadron 1 & 2: MARCH, TCCC Phases of Care</p>
<p>Week 8 February 29th – March 6th <i>March 6th Quiz 7</i></p>	<p>Week 1-7 Cumulative</p>
<p>Week 9 March 7th – 20th <i>March 20th Quiz 8</i></p>	<p>Troop Leading Procedures METT-TC</p>
<p>Week 10 March 21st – 27th <i>March 27th Quiz 9</i></p>	<p>Code of Conduct Articles 1-3</p>
<p>Week 11 March 28th – April 3rd <i>April 3rd Quiz 10</i></p>	<p>Code of Conduct Articles 4-6</p>
<p>Week 12 April 4th – April 10th <i>April 10th Quiz 11</i></p>	<p>Chain of Command (President – AFROTC CC)</p>
<p>Week 13 April 11th – 17th</p>	<p>Det 157 Cadre, their AFSCs and Detachment Roles</p>

<i>April 17th Quiz 12</i>	
Week 14 April 18 th – 24 th <i>April 24th Quiz 13</i>	ALL Cumulative

2024 Knowledge Syllabus - POC

Date	Knowledge
Week 1 January 10 th – 17 th	Study for Quiz 1
Week 2 January 17 th – 24 th <i>January 24th Quiz 1</i>	AFFORGEN Phases Airman Leadership Qualities
Week 3 January 25 th – 31 st <i>January 31st Quiz 2</i>	USAF Major Commands USSF Field Commands
Week 4 February 1 st – 7 th <i>February 7th Quiz 3</i>	AS400: Combatant Commands AS300: MAJCOM Functions and Commander Names
Week 5 February 8 th – 14 th <i>February 14th Quiz 4</i>	AS400: List of Air & Space Operations Centers AS300: Oath of Enlistment, Oath of Office
Week 6 February 15 th – 21 st <i>February 21st Quiz 5</i>	AS400: Air Force History Significant Events AS300: History of AFROTC & Beginnings at ERAU
Week 7 February 22 nd – 28 th <i>February 28th Quiz 6</i>	AS400: History of the Air Force Song AS300: Air Force Core Functions
Week 8 February 29 th – March 6 th <i>March 6th Quiz 7</i>	Week 1-7 Cumulative

<p>Week 9 March 7th – 20th <i>March 20th Quiz 8</i></p>	<p>Joint Planning Process Types of Orders (OPORD, WARNORD, FRAGORD)</p>
<p>Week 10 March 21st – 27th <i>March 27th Quiz 9</i></p>	<p>Space Force Lines of Effort</p>
<p>Week 11 March 28th – April 3rd <i>April 3rd Quiz 10</i></p>	<p>General Enlisted Duty Titles Junior Enlisted Airmen Responsibilities</p>
<p>Week 12 April 4th – April 10th <i>April 10th Quiz 11</i></p>	<p>Non-Commissioned Officer Responsibilities Senior Non-Commissioned Officer Responsibilities</p>
<p>Week 13 April 11th – 17th <i>April 17th Quiz 12</i></p>	<p>Det 157 Cadre, their AFSCs and Detachment Roles</p>
<p>Week 14 April 18th – 24th <i>April 24th Quiz 13</i></p>	<p>All Cumulative</p>

Spring 2024 Feedback Deadlines

Initial Feedback Period

Start: 14 January 2024 (Sun)

Feedback Forms Due: 26 January 2024 (Fri)

Midterm Feedback Period

Start: 28 February 2024 (Wed)

Feedback Forms Due: 8 Mar 2024 (Fri)

Final Feedback Period

Start: 14 April 2024 (Sun)

Feedback Forms Due: 24 April 2024 (Wed)

Cadet Honor Code

Cadet Honor Code

The honor code for the Air Force is “we will not lie, steal, or cheat, nor tolerate among us anyone who does.” This honor code is to be upheld at all times, including specific circumstances related to alcohol violations and cadet relationships as described below.

Cheating/Integrity Violations

All instances including but not limited to lying, cheating, copying, and plagiarizing are considered integrity violations. Infractions of these kind compromise your integrity as an officer candidate and will not be tolerated. Issues that arise will be dealt with accordingly by both Cadet Wing Staff and Cadre.

Alcohol Violations

Alcohol Violations of any kind will not be tolerated and will be reported to Cadre immediately. Violations include but are not limited to underage drinking, supplying alcohol to those underage, and driving under the influence. Although being a bystander to underage drinking is not against the law, it is an integrity violation and reflects poorly on your judgement. Alcohol and integrity violations put your career as an officer in the Air and Space Force at risk.

Cadet Relationships

While relationships between cadets are allowed, they are **prohibited** within the chain of command (CoC). That means that cadets may not operate in the same CoC as someone they are involved with. If a relationship develops within the CoC, it must be reported to the Cadet Vice Wing Commander so the issue can be resolved, and cadets can be rearranged appropriately. Failure to report relationships within the CoC is an integrity violation.

Uniform Wear

The military uniform is a symbol of a proud heritage and represents the service of those who came before you. All cadets are responsible for properly wearing the Detachment Polo, Blues Uniform, Operational Camouflage Pattern (OCP), and Physical Training Gear (PTG).

GMC Detachment Polo

- **Shirt**
 - The polo shirt will be neat/wrinkle-free and tucked into the pants. Cadets WILL NOT iron the polo shirt.
 - The polo shirt will have only the top button unbuttoned.
 - White V-neck or athletic style tank top undershirts are optional. If worn, the undershirt will be tucked into the pants.
- **Pants**
 - Professional dress pants (i.e. chinos or slacks) will be khaki-colored (light shade of tan) and neat/wrinkle-free. Pants may be of slim fit, but will maintain a modest appearance.
 - **(Male)** Pants will be long enough to rest on the top of the shoe and will not excessively bunch around the ankles. See page 31 for examples.
 - **(Female)** Pants will extend down to or past the lower calf. See page 32 for examples.
 - Pants will have all buttons buttoned.
 - Belt loops are required. A solid brown belt with a conservative belt buckle will be worn.
 - Given that the pants flap extends to the left of the seam, the belt will fasten to the left; if the pants flap extends to the right of the seam, then the belt will fasten to the right.
- **Shoes**
 - Shoes will be brown and professional style. Heels and athletic-style shoes (i.e., running or tennis shoes) are not authorized.
 - If dress shoes are worn, they will be clean and polished.
 - Socks will be black and long enough to cover the ankles.

- **(Female)** Socks will not be worn if pants do not reach the top of the shoe.
- **General**
 - All clothing will be free of lint and cables.
 - No items will be hanging out of pockets.
 - Detachment quarter zip is always authorized for wear outside of training. It is not authorized for wear in training.

Authorized Male Khaki Pant Examples



Unauthorized Male Khaki Pant Examples



Too long; excessive bunching around ankles.



Too dark; not a light shade of tan.

Authorized Female Khaki Pant Examples



Unauthorized Female Khaki Pant Examples



Too short; does not reach lower calf.



No belt loops; has embellishments.

POC Detachment Polo

- **Shirt**
 - The polo shirt will be neat/wrinkle-free.
 - **(Male)** The male cut polo shirt must be tucked into the pants.
 - **(Female)** The female cut polo shirt may be worn tucked or untucked.
 - The polo shirt will only have the top button unbuttoned.
 - White V-neck or athletic style tank top undershirts are optional. If worn, the undershirt will be tucked into the pants.

- Pants
 - Pants or shorts will be khaki colored (light shade of tan) and neat/wrinkle-free.
 - If wearing shorts, they will extend to or past the mid-thigh to maintain a modest appearance. Shorts will be conservative and professional (i.e., no raw hems).
 - Pants will have all buttons buttoned.
 - Belt loops are required. A belt with a conservative color and buckle will be worn.
 - If dress shoes are worn, the belt will match the shoe color.
- Shoes
 - Shoes will be clean and a conservative color. Sneakers are authorized. Sandals must be worn with ankle straps.
- General
 - All clothing will be free of lint and cables.
 - No items will be hanging out of pockets.

Service Blues and Service Dress Uniform

- Uniform Specifications
 - Reference pages 34-41 in [DAFI36-2903](#).
 - All clothing will be free of lint and cables. If uniform items do not fit properly, they must be switched out as soon as possible.
- AFROTC Exceptions (Reference [AFI36-2903 AFROTC SUP](#))
 - Flight cap: POC will wear the Prop and Wings insignia on the left side of the flight cap, 1 ½ inches from the front edge (paragraph 4.7.7.1.).
 - Lightweight blue jacket: POC cadets will wear metallic ranks with the silver stripe(s) parallel to the shoulder seam. GMC cadets will wear metallic ranks with the point toward the neck (paragraph 7.1.3.3.).
 - Organization Items
 - Cadets may wear an authorized shoulder cord on the left shoulder. Shoulder cords should be grounded to the upper seam of the sleeve (paragraph 9.3.27.2.).

- Arnold Air Society members may wear the AAS pin centered ½ inch above the name plate (paragraph 9.3.28.3.).
- Wear of medals: The wear of ribbons while in short sleeve blues is reserved for Prior-Enlisted cadets only. Ribbon wear in service dress is unrestricted for all cadets. See page 24 for order of precedence of AFROTC ribbons.

How to Tie a Windsor Knot



1. With the wide end 12 inches longer than the narrow end, make a loop as shown.
2. Bring the wide end around and behind the narrow end.
3. Turn the wide end up and put it through the loop of the tie.
4. Pull the wide end through and shape carefully.

Order of Precedence of AFROTC Ribbons



AFROTC RIBBON CHART



 Gold Valor Award	 Silver Valor Award	 Outstanding Cadet Training Assistant Award	 Legion of Valor Bronze Cross for Achievement	 Society of American Military Engineers Award
 Field Training Distinguished Graduate Award	 Field Training Superior Performance Award	 Field Training "Ironman" Award	 Air Force Association Award	 Daughters of the American Revolution Award
 American Legion Scholastic Excellence Award	 American Legion General Military Excellence Award	 National Defense Industrial Association Award	 National Defense Transportation Association Award	 Armed Forces Communications and Electronics Association Award
 Reserve Officers Association Award	 Military Officers Association of America Award	 Veterans of Foreign Wars Award	 Society of the War of 1812 Award	 US Daughters of 1812 Award
 National Sojourners Award	 Scottish Rite Southern Jurisdiction Award	 Daughters of Founders and Patriots of America Award	 Military Order of the Purple Heart Award	 Sons of the American Revolution Award
 Military Order of the World Wars Award	 American Veterans Award	 AFROTC Meritorious Service Award	 AFROTC Commendation Award	 AFROTC Achievement Award
 Warrior Spirit Award	 Academic Honors Award	 Honor Flight Award	 Warrior Flight Award	 College Scholarship Recipient Ribbon
 Physical Fitness Award	 Recruiting Award	 AFROTC Expert Marksmanship Ribbon	 Arnold Air Society Maryland Cup	 Arnold Air Society Hagan Trophy
 Arnold Air Society Chennault Trophy	 Arnold Air Society Area Plaque	 Arnold Air Society Eagle Trophy	 Arnold Air Society LBJ Cup	 Arnold Air Society National Level Award
 Arnold Air Society Area Level Award	 Arnold Air Society Squadron Level Award	 Arnold Air Society Membership Ribbon	 Silver Wings Membership Ribbon	 Drill Team Membership Ribbon
 Color/Honor Guard Membership Ribbon	 Civil Air Patrol General Carl A. Spaatz Award*	 Civil Air Patrol Amelia Earhart Award*	 Civil Air Patrol General Billy Mitchell Award*	 Pershing Rifles Membership Ribbon
		 Scabbard and Blade Membership Ribbon		

* Only highest CAP award earned is worn


Bronze Oak Leaf Cluster for each duplicate award


Silver Oak Leaf Cluster for 5 Bronze Oak Leaf Clusters

Physical Training Gear (PTG)

Cadets are not authorized to wear PTGs unless they have received a passing FA score.

- Uniform Specifications
 - Reference pages 74-78 in [DAFI36-2903](#).
- General
 - PTGs will be clean. Cadets may not wear PTGs for multiple PT sessions without washing them in between.
 - Cadets must shower after PT before changing into any other uniform.
 - Cadets may not eat at any on or off campus establishment in PTGs, to include the cadet lounge.
 - When taking the running portion of the FA, one earbud/headphone may be worn with PTGs. Cadets must still be able to hear their surroundings.
 - Saluting due to rank recognition is not required when either party is wearing the PTG.
 - During physical training the only jewelry authorized are a sports watch, POW/MIA bracelets, and a wedding ring band/set.

Civilian Clothing in Physical Training

While wearing civilian clothing in physical training, cadets will conduct themselves in the same manner as they would in PTGs.

- Shirt
 - The shirt will be short or long-sleeve and of solid white or light gray color. Shirts must be crewneck. Shirts may have a small logo no larger than two square inches.
 - The shirt will be clean and free of stains.
- Shorts
 - Shorts will be solid black or navy blue. Shorts may have a small

logo no larger than 2 square inches. Shorts may have white accent stripes near seams or edges.

- Shorts must be worn above the knees but below mid-thigh (mid-thigh may be measured by the edge of the fingertips when you hold arms to side).
- Any strings or ties on shorts must be tied or tucked in.
- Solid dark blue or black spandex shorts and leggings are authorized under shorts.
 - Cold-Weather Gear
- Solid white, gray, or black jackets may be worn. Solid black or navy blue pants may be worn.
- Solid black scarves, earmuffs, watch caps, and gloves are permitted.
 - Shoes
- Athletic-style shoes are mandatory. There are no restrictions on the color of athletic shoes.
 - Socks are mandatory and will be of conservative color (black, white, gray) and may have small trademark logos.

Note: Please let your squadron staff know if you have trouble getting any clothing items. Your staff may be able to provide the item or make an individual exception for clothing items close to the dress code.

Operational Camouflage Pattern (OCP)

- Uniform Specifications
- Reference Pages 46-51 in [DAFI36-2903](#).
- All clothing will be free of cables. If uniform items do not fit properly, they must be switched out as soon as possible.
- AFROTC Exceptions (Reference [AFI36-2903_AFROTCSUP](#))



- Right sleeve: Detachment patch will be worn, below the U.S. Flag patch and centered (paragraph 5.2.6.1.3.1.).
- Left sleeve: AFROTC patch will be worn, centered (paragraph 5.2.6.1.3.2.).



- Cadet rank insignia: POC will wear the rank with the silver stripes(s) oriented horizontally. GMC will wear the rank with the chevrons pointing upwards (paragraph 5.2.6.1.3.5.).
 - OCP patrol cap: POC will wear the Prop and Wings insignia, centered on the front of the OCP cap (22-023-1-DAFI 36-2903 AFROTC SUP Release Update).

USSF-Select Uniforms

USSF-Selects are authorized to wear the USSF OCP variant at their own expense. USSF-Selects may not combine USAF and USSF uniform items. For example, they may not wear both USAF and USSF thread color at once.

- Reference [SPFGM2022-36-01](#) for all USSF dress and appearance

standards.

- Left Sleeve. USSF-select cadets will wear the full color US flag patch. AFROTC patch will be worn centered below the US flag patch; USAF cadets will wear the AFROTC patch centered vertically and horizontally.
- USSF-select cadets will wear Space Blue nametapes
- AFROTC Exceptions ([AFI36-2903 AFROTC SUP](#))

Flight Duty Uniform (FDU)

Only cadets categorized as Pilot, Combat Systems Officer (CSO), Air Battle Manager (ABM), Remotely Piloted Aircraft (RPA) Officer, and Missile Officer may wear the FDU.

- Reference Pages 121-126 in [DAFI36-2903](#).
- AFROTC Exceptions ([AFI36-2903 AFROTC SUP](#))
- Rank is not worn (paragraph 7.1.11.1.).
- Right breast pocket: The AFROTC patch (cadet version with light blue background) will be worn between the diagonal pocket zipper and the main zipper (attachment A6.4.3.3.1.).
- Left sleeve: The U.S. Flag patch will be worn (attachment A6.4.3.4.1.).
- Right sleeve: Detachment patch may be worn (attachment A6.4.3.5.1.).
 - Flight cap: POC will wear the Prop and Wings insignia on the left side of the flight cap, 1 ½ inches from the front edge (attachment A6.6.4.).
- Coyote Brown Fleece jackets are not authorized for wear in FDU

Grooming and Accessory Wear in Uniform

- Grooming and Appearance Specifications
 - Reference pages 17-28 in [DAFI36-2903](#).
- Outer Garments
 - If issued, the PTG jacket is the only jacket authorized

- for wear with Detachment Polo.
- If a PTG jacket is not issued, a solid black jacket or a hoodie-less pullover sweater may be worn. Logos will be no larger than 1 square inch.
 - Solid black scarves, earmuffs, watch caps, and gloves may be worn when weather is under 55 degrees Fahrenheit at any point during training.
 - When weather is under 55 degrees Fahrenheit at any point during the training day, **then the PT jacket (and sweatpants if a PT training) must be worn.**
 - Per AS200 standardization, PT belts are authorized but must be worn over the PTG jacket.

Personal Conduct

General Conduct While in Uniform

- There will be no distasteful public displays of affection.
- Cadets will not use inappropriate language.
- Cadets will not sleep in public places.
- Cadets will not take part in any public demonstrations or protests.
- Cadets will not speak publicly on matters of interest to the U.S. Government or the Air Force or Space Force.
- Cadets will not chew gum.
- Cadets will not spit, including in the PT uniform.
- Cadets will not be intoxicated nor consume tobacco products.
- Cadets will not wear sunglasses during training.
- Cadets will not wear backpacks during training and will carry them in their left hand.
- Backpacks will be black, brown, gray, or dark blue, and OCP-patterned, tan and coyote brown backpacks may be worn with the OCP. If a bag does not meet these standards, it must be carried in

the left hand.

- Cadets may ride bicycles in OCPs, FDUs, or PTGs and must wear a helmet. If riding between 30 minutes before sunset and 30 minutes after sunrise, cadets must wear reflective gear. Follow all state/local laws pertaining to bicycle riding.
- Cadets will not wear a uniform to an off-campus location unless it is for a short convenience stop.
 - Short stops are under 30 minutes, such as getting gas.
 - Stops over 30 minutes are not permitted in uniform (i.e., movies, sit-down restaurants, bars, and shopping).
- Cadets will not walk with their hands in their pockets at any time. Cadets may stand with their hands in their pockets.

Conduct on Campus

- On LLAB and AF class days, the uniform of the day (UOD) will be worn until 1700.
 - Cadets will not wear uniforms for flights, AMS classes, or chemistry labs. Cadets may change out of uniform if traveling to/from the gym. If the activity is completed before 1700, cadets will change back into the UOD.
- Cadets will not walk around campus in un-bloused OCPs. Exceptions are made for authorized AFROTC events. Cadets must re-blouse after the event has ended.
- Cadets may un-blouse while in OCPs if they are sitting down in a class. The blouse will be hung or folded neatly to maintain a professional appearance. Cadets must put their blouse back on to walk around campus.
- Cadets may not wear OCPs or FDU while working out in the gym but are allowed to wear PTGs to work out.
- Use of **personal electronic media devices**, including cellular phones, earbuds/headphones, and smart watches while walking in uniform **is prohibited**. If a cadet must use their electronic device, they must first stop and move aside from the flow of traffic.

Situational awareness must be maintained at all times.

- Appropriate customs and courtesies will be practiced at all times.
 - Cadets will utilize the proper greeting of the day:
 - 0000-1159: “Good morning, (Sir/Ma’am or Rank)”
 - 1200-1659: “Good afternoon, (Sir/Ma’am or Rank)”
 - 1700-2359: “Good evening, (Sir/Ma’am or Rank)”
 - Cadets will salute POC of higher rank and officers from all branches. GMC and NCOs will not be saluted; however, the greeting of the day will still be rendered.
 - Salutes will only be exchanged when both parties are in uniform (Blues, OCPs, and GMC Det Polo).
 - While walking, salute within 6 paces and render the greeting of the day. Hold the salute until it is returned, acknowledged, or you have passed the POC or officer.
 - Greetings shall be rendered by order of rank. If a male and a female are both the same rank, the female shall be greeted first. If there are two members of the same rank and gender, they will be greeted alphabetically.
 - Do not salute (but still render greeting) if you:
 - a. are indoors or are in a no-salute zone;
 - b. are not in uniform or the other party is not in uniform (PTGs and POC Polo are not saluted); or
 - c. are encumbered and both hands are full.
 - A no-salute zone is in effect 15 minutes before and after training. Cadets are not required to salute POC but are still expected to salute/greet cadre members. This rule only applies to the area immediately surrounding the location of training.

Conduct in the Detachment

- Cadets will use formal reporting procedures when entering a cadre

member's office (see page 30 for reference). All scheduled appointments with cadre will be in either the UOD or the uniform specified by that cadre member.

- If addressed by a cadre member when seated in a common area, such as the detachment lobby, cadets must stand.
- Cadets will properly greet front desk attendants when entering the detachment.
- Appearance during business hours (Monday–Friday, 0800 –1700):
 - Flip flops are not permitted in the detachment. Conservative open toed sandals are authorized ONLY if a heel strap is worn.
 - If wearing shorts, they will extend to or past the mid-thigh to maintain a modest appearance. Shorts will be conservative and professional (i.e., no raw hems).
 - No headgear, such as baseball caps, hats, sunglasses, or bandanas may be worn inside the detachment.
 - **(Male)** Cadets will have a clean-shaven face at all times. Earrings are not permitted for wear.
 - **(Female)** Cadets are permitted to wear tank tops as long as the width of the shoulder material is at least 2 inches.
- All cadre will be addressed by their rank and name or Sir/Ma'am (i.e., Colonel Dayton or Captain Vickers).
- All cadets will be referred to as “cadet” or their rank and name (i.e., Cadet Smith or Cadet Third Class Smith).
- It is not acceptable to use to informal language to address a cadre member (i.e., “Yeah” or “Alright”).
- Sleeping in the Detachment is prohibited.
- Cadet Offices will not be used by non-Wing Staff Cadets unless granted approval by Cadet Wing Staff.

The Cadet Action Report (CAR)

The primary purpose of the Cadet Action Report (CAR) is to allow POC to track events that they think should have some follow-up. These can be good actions, such as helping a cadet in need, or bad actions, such as being disrespectful. It is NOT disciplinary action and should not be used as such. In

some cases, no disciplinary action will be taken for negative actions. The decision is made by the direct supervisor. Only on repeated offenses should action be taken.

- The most important rules are printed on the CAR. Additional clarifications are:
 - Cadets must have their name and flight (or position) on the CAR
 - Copies of CARs are not authorized. If a cadet is not able to produce the originally issued CAR, this will count as not having your CAR and disciplinary action will be taken
 - Cadets have 2 business days to report any action written on their CAR. This means that if it is filled out on a Friday, you have until COB Tuesday to report it. If it is filled out on a Wednesday, you have until COB Friday to report it
 - The only cadets who may report an action on a CAR are POC
 - The only cadets who may issue new CARs are Squadron Commanders and the IG office

Standard Reporting Procedures

When arriving for a scheduled meeting with cadre or a POC cadet, cadets will call their office from the lobby, and report in as follows:

1. Center on the door and knock once loud enough to be heard in an average size room. Do not knock on the door if you will interrupt a conversation.
2. When told to enter, march using the most direct route to the highest-ranking person in the room. Perform the appropriate facing movements or flanks to center yourself two paces away from the individual. If on carpet, do not square corners.
3. Salute if reporting to an officer or POC and state: “Sir/Ma’am/Rank, Cadet (last name) reports as ordered.” Once the officer or POC returns the salute, drop your salute. Remain at the position of attention until told otherwise.
4. At the end of the meeting, assume the position of attention and ask: “Will

that be all, Sir/Ma'am?" If so, take one step backwards, salute if reporting to an officer or POC, and render the proper greeting of the day. Once the salute is returned, make the appropriate facing movements and flanks to exit the room via the most direct route. If on carpet, do not square corners.

Security

Breaking these rules is considered a security violation and is taken seriously, resulting in an urgent offense counseling.

- All cadets will use the pedestrian bridge whenever crossing Clyde Morris Blvd.
- All cadets will use PT reflective belts if they are exercising on surface roads, sidewalks, and/or parking lots during the hours of 1700 to 0800 or in time of decreased visibility (inclement weather). If their PT gear has reflective material built-in, no reflective belt is required, however, it is highly encouraged.
- All cadet offices and cadre offices are off limits unless authorized by the office owner.
- No sensitive material (i.e., IDs, money, credit cards, keys) will be left lying around the detachment.
- All contracted cadets must have their Common Access Card (CAC) with them at all times, training included, unless the cadet is unable to receive one.
- All non-contracted cadets must have their University Identification with them at all times, training included.
- When using a computer, cadets will sign-on with their own screen name and sign-off when they are finished. Any computer left signed-in and unlocked is a security violation and could compromise sensitive information.
- After 1900, GMC are not allowed in the detachment without POC supervision.
- Cadets are not allowed in the cadre hallway without supervision by a

cadre member.

- Cadets are not allowed behind Ms. Marie’s desk.
- No cadets are allowed in the uniform room unsupervised. The only exception is Material Management POC.
- Cadets may not use cadre computers unless signing a WINGS counseling.

Customs and Courtesies

- In training and at the detachment, Cadet Wing Staff will be referred to by rank and last name. Sir/Ma’am will only be used after the conversation has been initiated.
- In training and at the detachment, all POC cadets will be referred to by rank and last name or Sir/Ma’am (i.e., Cadet Major Smith).
- Cadets will utilize the seven basic responses as the framework for their conversations.

- When addressing cadre, every statement should either begin or end with their rank and name or Sir/Ma’am.
- “Okay,” “Yeah,” “Alright,” “Dude,” and “Bro” are not appropriate responses and will not be used in any professional conversation.
- If the National Anthem plays and you are:
 - a. in uniform, stop and face the nearest American Flag or source of music and render a salute for the whole song; or
 - b. out of uniform, stop and face the nearest American Flag or source of music, remove any headgear, and place your right hand over your heart for the whole song.
- If “Reveille” plays during the Reveille ceremony and you are:
 - c. in uniform, stop and face the nearest American Flag or source of music and render a salute for the whole song; or
 - d. out of uniform, stop and face the nearest American Flag or source of music, stand still and wait for “To The Colors”

- If “To The Colors” plays during the Reveille ceremony and you are:
 - e. In uniform, stop and face the nearest American Flag or source of music and render a salute for the whole song.
or
 - f. Out of uniform, stop and face the nearest American Flag or source of music, remove any headgear, and place your right hand over your heart for the whole song.

- During retreat, if the retreat music plays and you are:
 - g. In uniform, stop and face the nearest American Flag or source of music and assume the position of Parade Rest.
or
 - h. Out of uniform, stop and face the nearest American Flag or source of music and stand still for the duration of the song.

- During retreat, if the National Anthem plays and you are:
 - i. In uniform, stop and face the nearest American Flag or source of music and render a salute for the whole song.
or
 - j. Out of uniform, stop and face the nearest American Flag or source of music, remove any headgear, and place your right hand over your heart for the whole song.

Email Etiquette

- Emails shall be checked daily. ***You must respond to emails from cadre/POC within 24 hours.***
- Emails should be clear, concise, and professional. Emails should always

be proofread before delivering.

- No emails will be sent after 2200 or before 0500 unless absolutely necessary.
- Emails must contain the greeting of the day and a signature block. Cadets will not use AFROTC signature block when emailing professors, departments, or fellow students about matters not concerning AFROTC. A sample email is as follows:

Good Afternoon C/Maj Smith,

(Message)

Very Respectfully,

JOHN A. DOE, C/4C, AFROTC

Squadron 2

(123) 456-7890

Expectations and Disciplinary Action

Cadets are responsible for upholding military standards at all times. These include but are not limited to: showing up to training, arriving on time, avoiding and correcting discrepancies, and complying with all regulations. Failure to adhere to these standards will result in counseling at progressive levels based on the offense. Counseling will continue until the behavior is corrected. These progressions serve as a general guideline.

Forms of Disciplinary Action

The purpose of disciplinary action is to correct a misbehavior or misconduct. This is done in progression in order to allow cadets the opportunity to correct discrepancies. All forms of disciplinary action aim to reflect on what the cadet did or failed to do and consider what future improvement is expected.

- On-The-Spot Correction: This is a verbal correction that is not formally recorded and generally used for the first minor infraction.
- Verbal Counseling: Generally used when there is no history/pattern of misconduct. This type of counseling will take place in the form of a verbal discussion.
- LOC (Letter of Counseling): Generally used when a cadet has displayed a history/pattern of misconduct or a more serious offense. This written counseling is the start of a paper trail for documentation. Signatures are required of the cadets receiving and issuing the memorandum. Upon completion, this paperwork will immediately be filed into the cadet's PIF (Personnel Information File).

Cadre Action/Discretion: Used in the most extreme offenses. This type of counseling requires a meeting with Cadre. Cadets will receive disciplinary action at the discretion of the Cadre member and any documentation will stay on record.

IMT Chart

	Minor Offenses	First Recorded Offense	Second Offense	Third Offense	Fourth Offense
Minor Infraction	On-The-Spot Verbal Correction	Verbal Counseling	FLT/CC LOC	SQ/CC LOC	OG/CC LOC
Tardiness			SQ/CC LOC	OG/CC LOC	CW/CC LOC Cadre Action
Discipline			FLT/CC LOC	SQ/CC LOC	OG/CC LOC
Missed Deadline			SQ/CC LOC	OG/CC LOC	Cadre Action
Absence w/o Notice					

Minor Infractions – Recommended 3 Minor Offenses
Tardiness & Discipline – Recommended 1 Minor Offense

Minor Infractions – Grooming, Uniform, Knowledge, Attitude, etc.
 Discipline – Safety, Job negligence, etc.

POC/FTP Disciplinary Action Chart

	Minor Offenses	First Recorded Offense	Second Offense	Third Offense	Fourth Offense		
Minor Infraction	On-The-Spot Verbal Correction	Verbal Counseling	Dir. Sup. LOC	Grp/CC LOC	CW/CC LOC		
Tardiness					Cadre Action		
Discipline							
Missed Deadline							
Absence w/o Notice					Dir. Sup. LOC	Grp/CC LOC	Cadre Action

Minor Infractions/Discipline/Tardiness - Recommended 1 Minor Offense

Minor Infractions – Grooming, Uniform, Knowledge, Attitude, etc.
 Discipline – Safety, Job negligence, etc.

Integrity violations of any kind will be passed up to the CW/IG immediately.

Cadet Wing Staff and Cadre reserve the right to modify the response based on the severity of the incident/number of incidents on a case-by-case basis.

Training Absence/Tardiness

- To remain in the AFROTC program, cadets must attend 80% of all LLABs and PTs throughout the semester. Failure to do so will result in cadre action.
- It is highly suggested by Wing Leadership that everyone arrives to training and meetings at least 15 minutes early.
- Tardiness will not go unnoticed, no matter position or cadet rank.
- If a cadet arrives more than 20 minutes late to PT or LLAB, they will be marked absent for that training day.

Absence Excusal Rules

Cases outside what are detailed below are bound to occur. In these instances, best judgement will be used.

- As a basic guideline, all excused absences must be given notice in advance and include some form of proof for the reason of absence. The following are specific examples of this.
 - Absences may be excused for sickness if a doctor's note is provided prior to training, or immediately following training, should the illness occur that morning. Notice must be given prior to training regardless.
 - Absences may be excused for sudden injuries. Cadets with chronic injuries are required to come to training and participate as best they can.
 - Absences may be excused for mental health reasons, given prior approval from the chaplain liaison.
- Absences will not be excused for prioritization reasons, such as study days or club events, or when notice is given after training. Cadets with excessive excused absences, falling below 80% attendance, will be investigated to ensure they are meeting training objectives. Additionally, cadre will be made aware of these cadets.

Safety and Risk Management

Use of Alcohol

It is illegal for anyone to provide alcohol to anyone under the age of 21, and it is illegal for anyone under the age of 21 to consume alcohol. As a future officer, you are expected to make responsible life decisions. Irresponsible drinking can destroy your integrity, which is the foundation for military trust and leadership. Even if you are over 21, irresponsibility with alcohol can ruin your career. As a cadet, you will lose your commission or scholarship if you drink underage or provide alcohol to someone underage. You will be investigated for disenrollment and you may never be able to enter any armed service as an officer. Remember, integrity first!

- Det 157 operates under the philosophy of “0-0-1-3”
 - 0 DUIs offenses
 - 0 underage drinking incidents
 - 1 serving of alcohol per hour
 - 3 servings per event
 - One serving is considered:
 - 12 fl oz of beer
 - 5 fl oz of wine
 - 1.5 fl oz shot
- Designated driver checklist:
 - Pre-departure:
 - If you plan to drink, appoint a designated driver.
 - Plan your route to the event/establishment.
 - Determine which vehicle you will take and how many passengers you are expecting.
 - Upon arrival
 - Remind the designated driver that he/she will not drink any alcohol.
 - Remind the group of 0-0-1-3.
 - Determine when you will leave and where you will meet up.

- Return trip
 - The designated driver is in charge.
 - If the trip will take longer than 30 minutes, take a 5 minute break every 30 minutes.
 - All passengers will stay awake.
 - No cell phone usage in the vehicle.
 - Driver will not eat or drink while driving.

The most important thing about using alcohol is to be safe and responsible. Proper planning and usage will keep you from risking your career, your life, and your friend's lives.

Sexual Assault

Sexual assault is a crime. It falls well short of the standards America expects of its men and women in uniform. Inherent in our core values is respect: self-respect, mutual respect, and respect for our Air Force as an institution. The Air Force has zero-tolerance for sexual assault.

- Sexual Assault
 - Defined as intentional sexual contact characterized by use of force, physical threat, abuse of authority, or when the victim does not or cannot consent.
 - Includes rape, forcible sodomy, or other unwanted sexual contact that is aggravated, abusive, or wrongful, or attempts to commit these acts.
- Consent
 - Consent shall not be deemed or construed to mean the failure by the victim to offer physical resistance.
 - Consent is not given when a person uses force, threat, coercion, or when the victim is asleep, incapacitated, or unconscious.

- If you or someone you know is sexually assaulted
 - Remain calm and get to a safe place.
 - Do not bathe, wash, or change clothes to preserve evidence.
 - Seek immediate medical attention to prevent STDs and pregnancy.
 - Call 911, campus safety, or someone you trust. It is encouraged to use your University's Title IX office for additional support.

SUPPORT AND REPORTING OPTIONS FOR SEXUAL HARASSMENT

Sexual Harassment, Sexual Violence, Stalking, and Relationship Violence

CAMPUS RESOURCES

Title IX Coordinator
Autumn Meyers-Parker
 Student Union, Suite 324
 386-226-6677
 meyerspa@erau.edu

Campus Safety & Security
 Student Union & Bldg 175
 386-226-6480
 386-226-SAFE (7233)

Campus Chaplains
 (confidential)
 Building 267
 386-226-6607
 386-226-6580

Counseling Services
 (confidential)
 Building 502
 386-226-6035

Health Services
 (confidential)
 Building 500
 386-226-7917

OFF CAMPUS RESOURCES

Emergency Off Campus
 911

Volusia County Rape Crisis Center
 800-503-7621

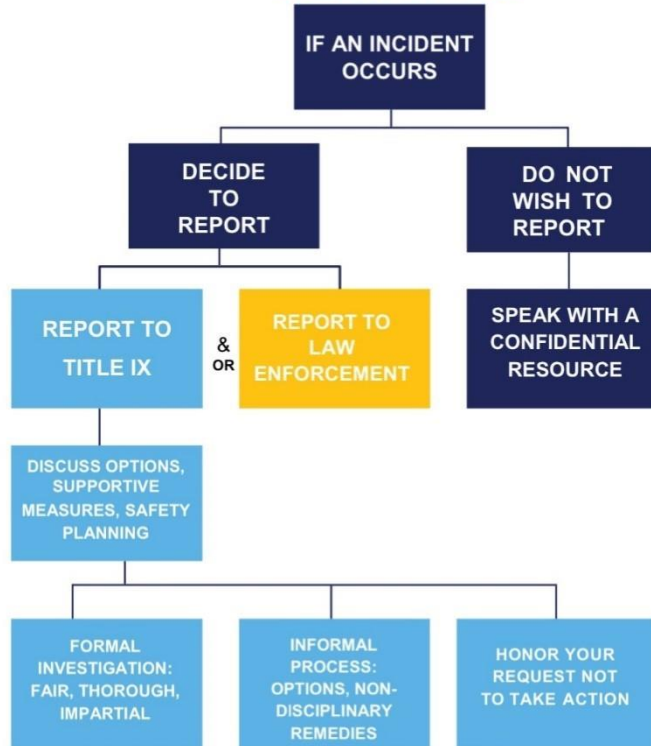
National Domestic Violence Hotline
 800-799-7233

National Sexual Assault Hotline
 800-656-4673

Suicide Prevention Lifeline
 800-273-TALK (8255)

TITLE IX OFFICE
STUDENT UNION, SUITE 324
dbtix.erau.edu

STUDENT OPTIONS



Supportive measures and campus resources are for both the Complainant and the Respondent. Please see the Title IX Sexual Harassment and Sexual Misconduct Policies for further details.

EMBRY-RIDDLE
Aeronautical University.
 DAYTONA BEACH, FLORIDA



Emergency Contact Information

Title and Name	Phone Number
Immediate Supervisor:	
Detachment 157 Duty Phone	(386) 285-4698

Organization	Phone Number
Police/Ambulance/Fire Dept	911
Embry-Riddle	
Campus Safety	(386) 226-7233
Health Services/Wellness Center	(386) 226-7917
ERAU Counseling Center:	(386) 226-6035
Stetson University	
Office of Public Safety	(386) 822-7300
Health Services	(386) 822-8150
Counseling Service	(833) 848-1765
Bethune-Cookman	
Campus Safety	(386) 481-2900
Health Services	(386) 274-0500
Counseling Services	(386) 481-2462
Daytona State	
Campus Safety	(386) 506-4444
Counseling Services	(386) 506-3038

Acronyms and Abbreviations

AAS	Arnold Air Society	DODMERB	Department of Defense Medical Examination Review Board
ACC	Air Combat Command	FOUO	For Official Use Only
ADSC	Active Duty Service Commitment	FA	Fitness Assessment
AETC	Air Education and Training Command	FT	Field Training
AFB	Air Force Base	FTP	Field Training Preparation
AFI	Air Force Instruction	FYSA	For Your Situational Awareness
AFIT	Air Force Institution of Technology	GLP	Group Leadership Project
AFMAN	Air Force Manual	GMC	General Military Course
AFMC	Air Force Materiel Command	IAW	In Accordance With
AFOQT	Air Force Officer Qualifying Test	LLAB	Leadership Laboratory
AFR	Air Force Regulation	NCO	Non-Commissioned Officer
AFRES	Air Force Reserves	NCOIC	NCO in Charge
AFROTCI	AFROTC Instruction	NLT	No Later Than
AFROTCR	AFROTC Regulation	OCP	Operational Camouflage Pattern
AFSOC	Air Force Special Operations Command	OIC	Officer in Charge
AFSC	Air Force Specialty Code	OTS	Officer Training School
AMC	Air Mobility Command	PACAF	Pacific Air Forces
ASAP	As Soon As Possible	PAS	Professor of Aerospace Studies
AU	Air University	PCS	Permanent Change of Station
BX	Base Exchange	POC	Professional Officer Course
CC	Commander	PT	Physical Training

COB Close of Business

CTA Cadet Training Assistant

CW Cadet Wing

D&C Drill and Ceremonies

Det Detachment

DOD Department of Defense

PTG Physical Training Gear

SD Service Dress

SS Short Sleeve Blues Uniform

TDY Temporary Duty

UOD Uniform of the Day

USAFE United States Air Forces in Europe and
Air Forces Africa

Resources and Manuals

Dress and Personal Appearance (DAFI36-2903)

https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-2903/dafi36-2903.pdf

- AFROTC Supplement (AFI36-2903_AFROTCSUP)

https://afrotc.ua.edu/uploads/5/3/7/5/53759463/afi_36-2903_afrotc_sup_dress_and_personal_appearance.pdf

- USSF Guidance (SPFGM2022-36-01)

<https://static.e-publishing.af.mil/production/1/ussf/publication/spfgm2022-36-01/spfgm2022-36-01.pdf>

Drill and Ceremonies Manual (AFMAN36-2203)

https://static.e-publishing.af.mil/production/1/af_a1/publication/afman36-2203/afman36-2203.pdf

The Tongue and Quill (AFH33-337)

https://static.e-publishing.af.mil/production/1/saf_cn/publication/afh33-337/afh33-337_dafgm2021-01.pdf

USAF Traffic Safety Program (AFI91-207)

https://static.e-publishing.af.mil/production/1/af_se/publication/afi91-207/afi91-207.pdf

Sexual Assault Prevention and Response Program

<https://www.sapr.mil/>

Embry-Riddle Campus Directory

<http://daytonabeach.erau.edu/about/campus-directory/index.html>

Campus Map

Typical training locations boxed in red.



Agile Combat Employment Skills

CHAPTER 3: BATTLEFIELD AIRMAN KNOWLEDGE

1. PREFACE: Air and Space Expeditionary Force (AEF) training is highly likely to be an integral part of your FT experience. AEF skills provide a simple, yet effective, method of evaluating leadership qualities in a candidate and give an evaluator the opportunity to see how a ratee will react under high stress, realistic scenarios. It is difficult to lead and perform during an evaluable scenario if you are not proficient in these skills. During the “pre-deployment” phase of FT, AEF skills will be briefly taught to you, but not at the level where most are truly confident with them. Understanding this information now will give you an excellent foundation for Field Training.

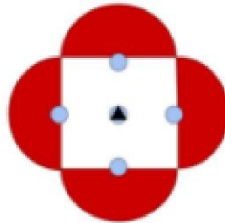
2. SMALL UNIT TACTICS

a. When leading and acting as a follower during AEF scenarios, it is imperative that you know how to move a fireteam from waypoint to waypoint, objective to objective, and what unit formation best fits the tactical situation.

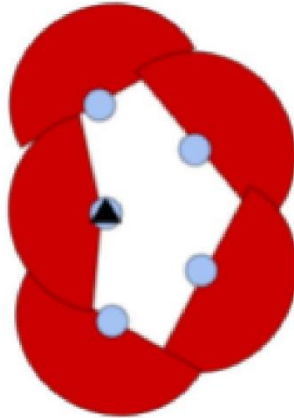
b. The most basic unit you will command or be part of during an AEF scenario is the **FIRETEAM**. Fireteams typically consist of about five cadets, with four followers and one leader. It is up to the fireteam leader to determine the best formation to use given the terrain and known information. It is particularly important for fire team members to be aware of spacing (typically 15 meters) in the formation and cognizant of threats on the ground, such as Improvised Explosive Devices (IEDs), which shall be covered later. Useful formations are documented below:

(1) The Diamond formation (refer to figure 3.1 below) is a formation used to transport a VIP/HVT. It provides a 360 degree field of fire and allows the leader to maintain direct responsibility of the VIP/HVT. This is one of the slowest moving formations with only limited firepower; however, it provides excellent security and control. The red demonstrates each individual’s field of fire, essentially where each person should be scanning for enemies.

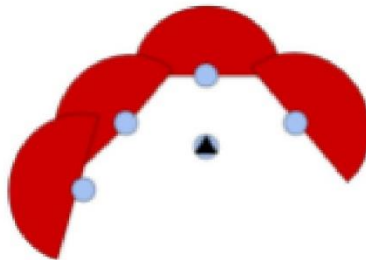
Figure 3.1 Diamond Formation



(2) Column formation (refer to figure 3.2 below) is primarily used to transition along roadways. It gives the fireteam a heavy base of forward-facing firepower. It provides a good amount of firepower, control, speed, and security.

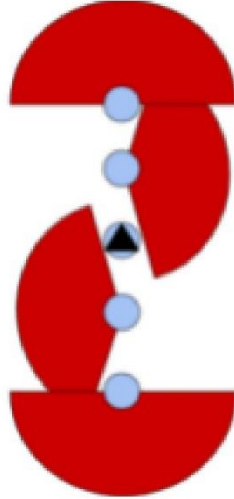
Figure 3.2 Column Formation

(3) The Wedge formation (refer to figure 3.3 below) is primarily used in open fields or large open areas. This formation provides a fireteam with the ability to stack one side of the formation with more firepower (left or right) at the team lead's discretion. An example would be transitioning a field with a secure tree line to your right. Traversing this field, one would *typically* place the team in a left heavy wedge, since the left side is open and exposed in the field.

Figure 3.3 Wedge (Left) Formation

(4) A final, basic formation is File (refer to figure 3.4 below). The File is used for transiting a narrow trail, similar to what may be found in a heavily wooded area. A heavy burden is placed on the individual at the head of this formation (point man) as they are the forward eyes and ears of the fireteam. This formation provides excellent speed, but limited control, security and firepower. All individuals need to be extremely vigilant in this formation.

Figure 3.4 File Formation



c. It is absolutely imperative that a fireteam leader be aware that the use of any particular formation is situationally subjective: **it is encouraged to use whatever formation you feel appropriately suits the situation.**

d. Multiple fireteams may be combined to form a **SQUAD**. A squad is a much larger formation, and while the same basic formations apply, a squad leader has to keep in mind that a larger formation is much more unwieldy, and effective communication is key. It is much easier to suffer a communication breakdown when using large formations, especially when coming into contact with the enemy.

3. MILITARY OPERATIONS IN URBAN TERRAIN

a. Military Operations in Urban Terrain (MOUT) requires a different take on SUT. The urban environment is very different to the conventional field operation; every building is a potential hive of enemy activity and buildings provide many unique opportunities for enemy combatants to engage you and your team. As such, you must be highly flexible, aware of your surroundings, and be ready to suddenly engage the unknown.

b. A key skill of MOUT is **room clearing**. This skill has been learned and improved upon a lot by the U.S. military over the years. House-to-house and room-to-room combat can be incredibly violent and brutal, and with extreme prejudice can lead to heavy loss of life. Some of this is explained in the article “Inside the Kill Zone of Fallujah’s Hell House” published by Vice if interested (*note some graphic depictions are present in the article*). In FT scenarios, they are designed to be very high stress environments, providing a team leader with a range of considerations, **tactical and legal** that must be made in a split second.

(1) The first thing a fireteam in a MOUT scenario must be aware of is “**the stack**”. The stack is the formation that you will use for room clearing. A stack usually consists of five people but never less than two. It consists of the following:

(a) Pointman: this is the first person in the stack and the first person in the room.

(b) Second: In a traditional sense, this individual would be the grenadier, throwing any utility (flashbang, grenade, etc) before the stack enters the room. **During FTP and FT you will not have access to ordnance, thrown or otherwise. This position acts as a traditional rifleman.**

(c) Breacher/Leader: This individual is in charge of checking the door for traps and doing everything in their power to get the door open. This person is also last in the room, makes sure no one enters after them and calls commands once in the room.

(d) Fourth: This individual is the third person into the room and will typically be equipped with the heaviest firepower, such as a Squad Automatic Weapon (SAW).

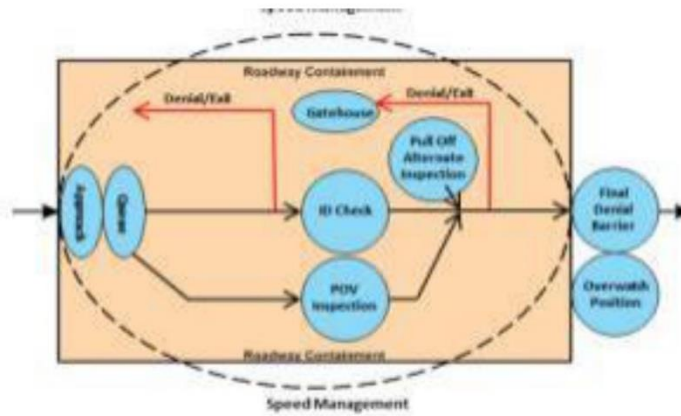
(e) Fifth: This person is responsible for providing rear security while waiting to breach the room and maintains this responsibility during the breach. Is the second to last person to enter the room.

(2) To clear the room, each member will signal physically (typically a shoulder squeeze) that they are ready. The breacher will open the door as hard as they can for two purposes: to make sure it is open and the team can enter without running into it, and, in the event an enemy combatant is hiding behind it, that they are pinned or stunned. The Pointman will pick which direction to go. If they pick right, the grenadier will go left and everyone will alternate and vice versa. Once the entire fireteam is inside and the room is determined to be safe, every member will yell "**CLEAR!**" Once the Breacher hears everyone yell clear, they will yell "**ALL CLEAR!**" to notify that the room is safe. Your fireteam will now do a security halt and guard the entrances until the Breacher determines it is time to move again.

4. ENTRY CONTROL POINTS

a. During your stay at Vigilant Warrior, you may be expected to man an Entry Control Point (ECP) for a period at VW and during some scenarios. It is imperative that you remain mature and professional during all interactions with all other personnel. An effective ECP consists of the following elements:

**Figure 3.5 DoD/Authorized Personnel only
ECP/ACP**



(1) An approach: The approach to the ECP must be designed in such a way that it cannot be breached by a person or vehicle making a “kamikaze” dash. To this end, make use of staggered barriers so that a vehicle will have to slow to maneuver through.

(2) An ID checkpoint: This is typically manned by at least one sentry who will be checking IDs and other identifying documents to determine the eligibility of the person to enter.

(3) A vehicle check station: During normal operations, vehicles may be selected at random for extra inspection. These vehicles will be diverted to a holding area out of the way of the rest of the traffic. Suspicious vehicles may also be diverted as a sentry desires (though it may be simpler to simply to deny entry and turn them away). Sentries in this area are required to have the detainee open compartments on the vehicle during the search.

(4) Final Denial/Overwatch: This position is critical; as the ID check sentry is checking IDs, their situational awareness may fall to a dangerously low level. It is the job of the overwatch to make sure nothing suspicious is happening and if the situation becomes deadly to attempt to protect the sentries at the ID check or vehicle check.

b. The role of sentry, during any scenario, requires an extreme amount of patience and incredible attention to detail. There is a very fine line between being a national hero and sparking an international incident. To that end, here are some guidelines to help you successfully, efficiently, and most importantly safely detain a suspicious person:

(1) Halt the detainee. **ESCALATE APPROPRIATELY!**

(a) Shout **“HALT!”** Or **“STOP!”**

(b) Show them you are armed by shouldering the rifle, keeping it trained on the detainee.

(d) If detainee continues to advance, fire a warning shot, but do not shoot the detainee.

QRC 19.1 GENERAL SELF-AID AND BUDDY CARE (CASUALTY EVALUATION)

Determine if Care Under Fire, see QRC 19.2 or
Tactical Field Care, see QRC 19.4
Always Treat for Shock, see QRC 19.9
Use Personal Protective Equipment (Gloves)

1. Stop any life-threatening bleeds (Circulation, see QRC 19.3, 19.5, and 19.8)
2. Establish an airway (Airway, see QRC 19.6)
3. Ensure casualty is breathing (Sucking Chest Wound, see QRC 19.8)
4. Prevent further disability:
 - Immobilize head/neck/back injuries (see QRC 19.10)
 - Place dressings on any other open wounds (see QRC 19.4)
 - Splint limb injuries (see QRC 19.13)
 - Treat abdominal wounds (see QRC 19.11)
 - Treat eye injuries (see QRC 19.12)
 - Treat burns (see QRC 19.14)
5. Minimize further environmental exposure (see Chapter 23)
6. Document all treatment on DD Form 1380
7. Evacuate as needed (see Chapter 20)

QRC 19.2 CARE UNDER FIRE

Return Fire As Directed/Required Before Providing Any
Medical Treatment

1. Direct casualty to remain engaged as a combatant (if possible)
2. Direct casualty to move to cover and apply self-aid, if able
3. If casualty cannot return fire, have casualty "play dead" until enemy fire is suppressed and rescue plan is developed and executed
4. If the casualty has life-threatening bleeding coming from a limb, apply a tourniquet on the limb that is bleeding
5. Evacuate

QRC 19.3 COMBAT APPLICATION TOURNIQUET (C-A-T®) -CARE UNDER FIRE-

Always Treat for Shock, see QRC 19.9

Use Personal Protective Equipment (Gloves)

WARNING: *Do not* use wire, shoestring, or anything less than 1 inch wide.

WARNING: *Never loosen or remove* tourniquet once it is applied.

1. Expose wound, and place C-A-T® around extremity as high and tight as possible
2. Route strap through friction adapter buckle
3. Pull free end of band tight, and secure it onto itself using the velcro
4. Twist the windlass rod until bleeding stops

NOTE: If you can twist the windlass rod more than three times, start over and ensure that the band is pulled tight against the extremity before twisting the windlass rod.

5. Insert rod into windlass clip
6. Pull windlass strap tight over windlass clip and band to prevent the windlass rod from unwinding
7. Mark the patient's head with the letter "T" and time that the tourniquet was applied, also annotate the date/time/location of the C-A-T® on the casualty card
8. If needed, apply second tourniquet below initial tourniquet if bleeding has restarted or not stopped

QRC 19.4 CONTROL BLEEDING -TACTICAL FIELD CARE-

Always Treat for Shock, see QRC 19.9

Use Personal Protective Equipment (Gloves)

1. Apply direct pressure with hand and use dressing if available
2. If bleeding has not stopped with direct pressure, use pressure points with elevation to control the bleeding
3. If available, use combat gauze

NOTE: If the bleed is coming from groin or armpit, where tourniquet cannot reach, use combat gauze with direct pressure only after you move to tactical field care phase.

4. If bleeding has not stopped with direct pressure, pressure points, or elevation, apply a tourniquet to stop bleeding in the tactical field care/ conventional phase.
5. Document all treatment on DD Form 1380.
6. Evacuate as needed

**QRC 19.5 COMBAT APPLICATION TOURNIQUET
(C-A-T®) -TACTICAL FIELD CARE-**

WARNING: *Do not* use wire, shoestring, or anything less than 1 inch wide.

WARNING: *Never loosen or remove* tourniquet once it is applied.

NOTE: Leave tourniquet area exposed for quick visual reference.

- Expose wound, and place C-A-T® around extremity 2-4 inches if possible
- Route strap through friction adapter buckle
- Pull free end of band tight, and secure it onto itself using the Velcro®
- Twist the windlass rod until bleeding stops

NOTE: If you can twist the windlass rod more than three times, start over and ensure that the band is pulled tight against the extremity before twisting the windlass rod.

- Insert rod into windlass clip
- Pull windlass strap tight over windlass clip and band to prevent the windlass rod from unwinding
- Mark the patient's head with the letter "T" and time that the tourniquet was applied and annotate the date/time/location of the C-A-T® on the casualty card
- If needed, apply second tourniquet below initial tourniquet if bleeding has not stopped or restarted

QRC 19.6 AIRWAY

Determine if Care Under Fire, see QRC 19.2 or
Tactical Field Care, see QRC 19.4
Always Treat for Shock, see QRC 19.9
Use Personal Protective Equipment (Gloves)

HEAD-TILT/CHIN-LIFT METHOD

(No head/neck/back injuries)

1. Place one hand on the casualty's forehead
2. Place fingertips of other hand under bony aspect of casualty's chin
CAUTION: Do not press on the soft area under the chin, doing so may block the casualty's airway.
3. Gently tilt casualty's head by applying downward pressure on forehead while lifting chin upward
4. The mouth should open; use your thumb to depress the casualty's lower lip slightly to keep the mouth open

JAW-THRUST METHOD

(Possible head/neck/back injuries)

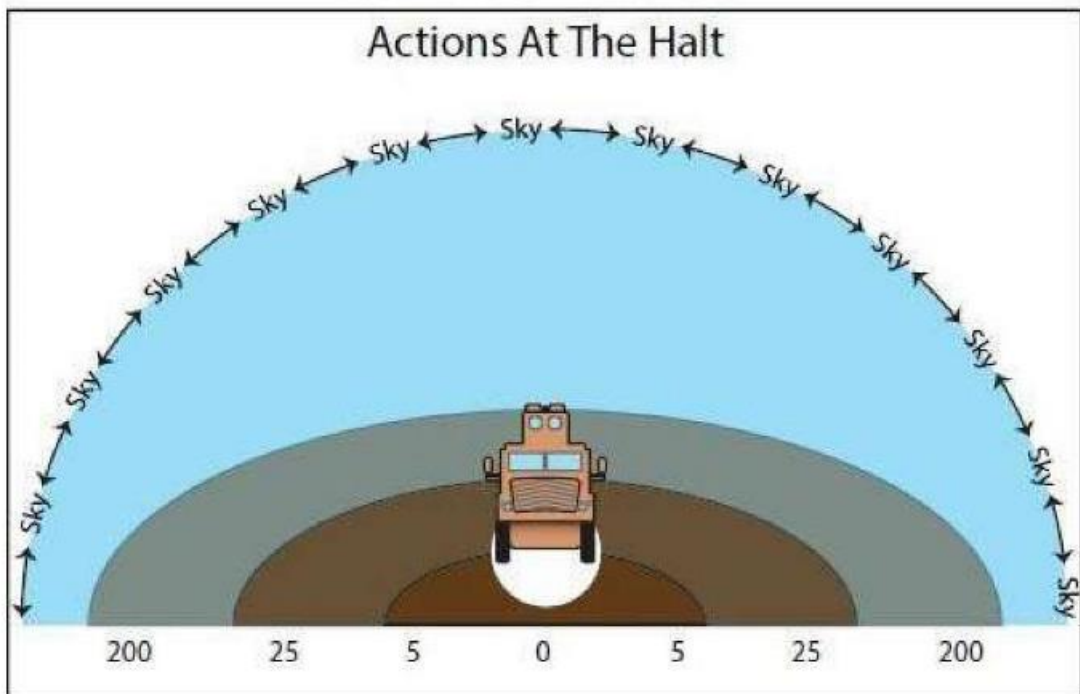
1. Take a position at the top of the casualty's head, resting your elbows on the ground on either side of the head
2. Reach forward and place one hand on each side of the casualty's lower jaw, at the angle (just below the hinge) of the jaw
3. Stabilize the casualty's head between your forearms
4. Using your fingers, gently push the lower jaw forward to open the airway
5. The thumbs can be used to depress the casualty's lower lip slightly to keep the mouth open

CAUTION: Do not tilt or rotate the casualty's head, doing so may cause further injury to the spinal cord.

6. Immobilize the casualty using any means possible (e.g., cervical collar, rolled up towels, boots filled with sand) (QRC 19.10)

QRC 10.2 5/25/SKY

Actions At The Halt



QRC 14.1 5-Cs UXO/IED BATTLE DRILL

5-Cs	Reaction
Confirm	the unexploded explosive ordnance (UXO).
Clear	the area 300 meters (1,000 feet) around the UXO and utilize all frontal and overhead protection and report the UXO to the operations center (see paragraph 14.8).
Cordon	the perimeter around the UXO.
Check	the immediate area for other UXOs. Perform 5/25/Sky meter check.
Control	the site access, maintain security.

QRC 17.1 ACTIVE SHOOTER

Option	When	Action
ESCAPE	Not directly confronted with a shooter, egress route is unobstructed, or egress route is not under the observation of a shooter.	Airman vacates the area using tactical movement. Understand the difference between cover and concealment. Cover—getting behind something that can and will stop small arms fire. Concealment—hiding from an enemy "sight", but does not provide protection from small arms fire. There are two main objectives when the decision to ESCAPE is made: 1) Distance—get as far away from the threat as you can. 2) Barriers—create as many barriers between you and the attacker as possible until help arrives.
BARRICADE	Not directly confronted with a shooter and egress route is obstructed or under the observation of a shooter.	Airman locks-down in place in an active effort to hinder a shooter's ability to enter a room or facility. Airmen should use all available options to barricade within a location. Move furniture to block doors, turn off lights, stay low and away from windows or openings where you can be seen. Do not leave your location until responding forces arrive. NOTE: If you are uncomfortable opening the door for law enforcement, they will clear all rooms and get you to safety.
FIGHT	Fighting is not a last option. Airmen may choose to fight if directly confronted with a shooter or a barricade is breached by a shooter. NOTE: Fighting does not mean actively pursuing an active shooter; however, it does mean the violent and fierce fight for survival when the tactical situation dictates.	Airman attacks with decisive and violent action. Once you begin to fight, it is imperative for you to continue to fight until the shooter/attacker is rendered incapable of continuing their actions.

QRC 9.1 REACT TO ENEMY CONTACT

- Seek nearest cover.
- Return fire (known or suspected enemy location).
- Team leaders control fire by using fire commands.
- Report enemy situation (number/positions).
- Maintain contact (visual/verbal) with team members.
- Squad leader moves to team in contact and makes an assessment of the situation.
 - Can squad move out to engagement area?
 - Can squad gain and maintain suppressive fire?
 - Location of enemy.
 - Size of enemy.
 - Vulnerable flanks.
 - Covered/concealed flanking routes.
- Squad leader determines course of action (COA), (e.g., break contact, attack).
- Report situation to flight leader.

QRC 9.2 REACT TO INDIRECT FIRE

- Any squad member detecting incoming (whistle/explosion) gives alert: "INCOMING".
- All squad members seek cover in the prone position.
- After indirect fire impacts, squad leader gives the direction and distance to move.
- Squad runs out of impact area in the direction and distance indicated.
- Consolidate and reorganize.

QRC 9.3 REACT TO AMBUSH

Near:

- Within hand grenade range—35 meters.
- Airmen in the kill zone (without orders):
 - Return fire immediately.
 - Seek nearest available cover.
 - Assume prone position.
 - Throw concussion, fragmentary, or smoke grenades.
 - After explosion of grenades, assault through ambush using fire and movement.
- Airmen not in the kill zone:
 - Identify enemy location.
 - Place accurate suppressive fire.
 - Shift fire as assault begins.
- Airmen in kill zone continue to assault to eliminate ambush or until contact is broken.
- Consolidate and reorganize.

Far:

- More than 50 meters.
- Airmen in the kill zone (without orders):
 - Return fire immediately.
 - Seek cover and concealment.
 - Suppress enemy (overwatch).
- Squad leader assesses situation.
 - Determine COA (flank).
- Airmen not in contact:
 - Move along covered and concealed route.
 - Assault enemy on weak flank.
 - Suppress enemy (overwatch).
- Overwatch Airmen continue to suppress, shift/cease fire as bounding team enters sector.
- Bounding team continues to assault through enemy.
- Consolidate and reorganize once contact is broken.

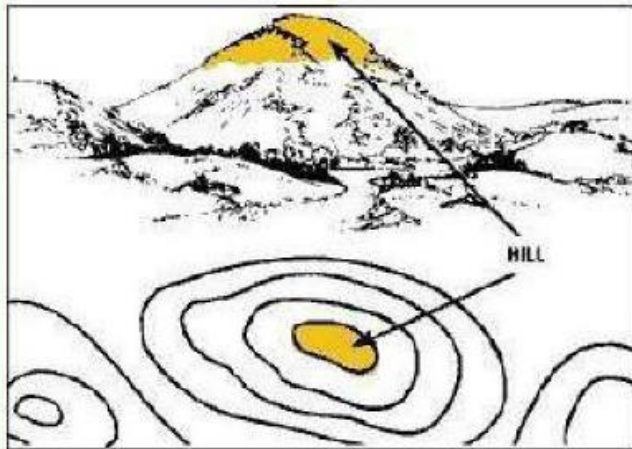
QRC 9.4 REACT TO SNIPER

- Sniper fire is difficult to locate.
- Bound back to cover (team leader calls out direction and distance).
- Utilize smoke (if available) to mask teams location and movement.
- Once enemy's location becomes known either:
 - Place well aimed fire on enemy location.
 - Stay clear of enemy area.

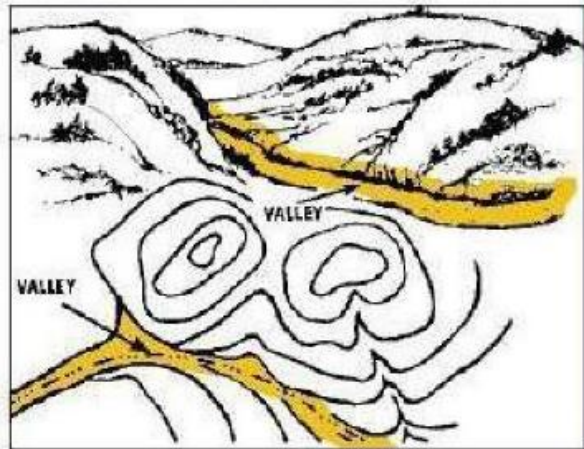
QRC 9.5 BREAK CONTACT

- Squad leader orders: "BREAK CONTACT".
- Squad leader designates a support element and a maneuver element.
- Squad leader issues distance and direction or a terrain feature for the maneuver element.
- Supporting element suppresses enemy position.
- Maneuver uses smoke to mask movement.
 - Takes up overwatch position.
 - Begins to suppress enemy.
- Squad leader directs support element to break contact.
- Support element uses smoke to screen movement.
 - Takes up overwatch position.
- Squad continues to bound away until contact is broken.
- Consolidate/reorganize.

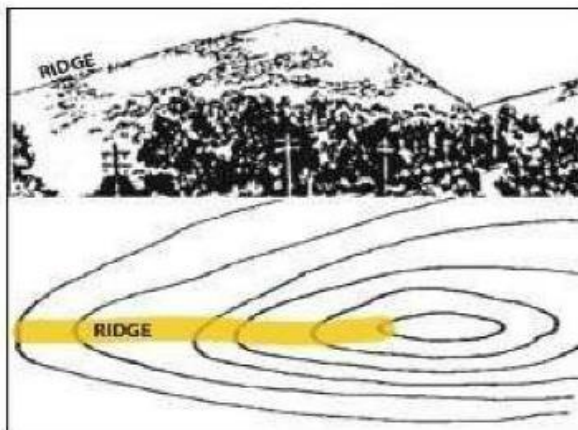
QRC 8.1 MAJOR TERRAIN FEATURES



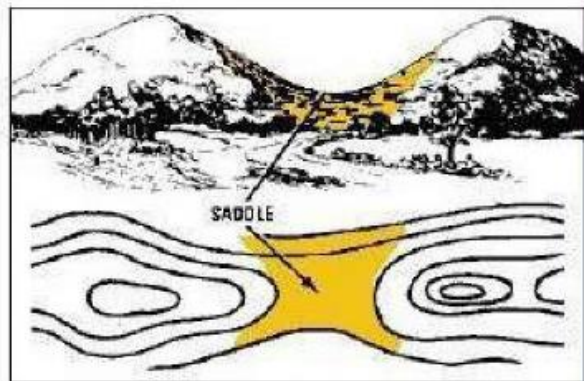
Hill



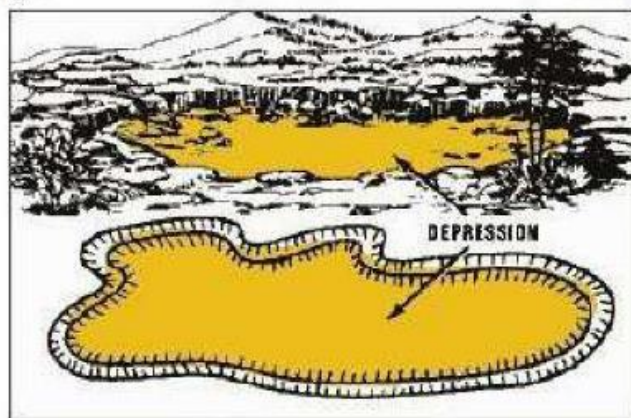
Valley



Ridge



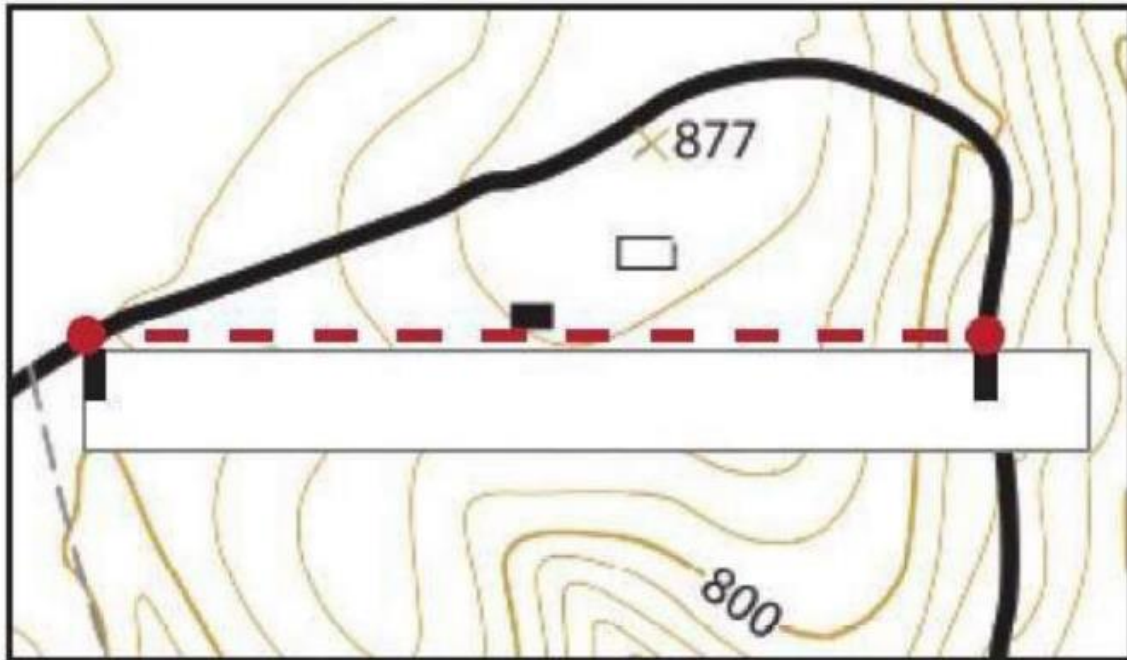
Saddle



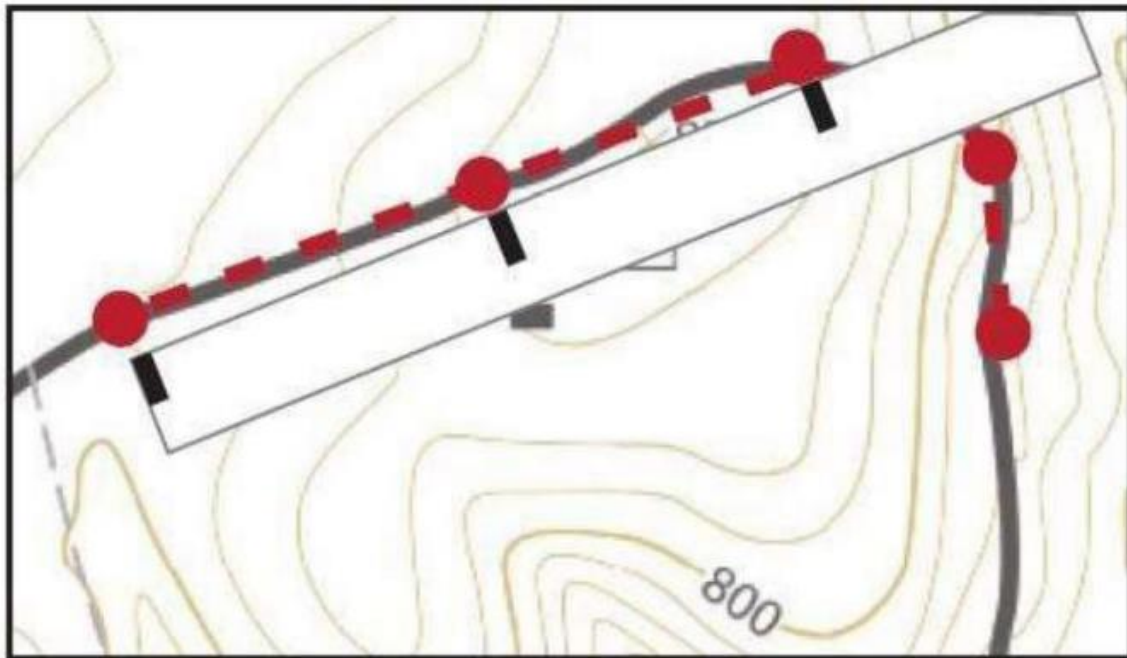
Depression

QRC 8.3 DETERMINING DISTANCE

Straight Line



Curved Line



QRC 8.5 USING MGRS

- Military Grid Reference System (MGRS) is a system of 1,000 meter grids (both North and South of the equator) and is typically used as the installation grid map.
- When all of the coordinates you are working with are localized within the same 100,000 meter square identifier, it is permissible to drop the Grid Zone Designator and the 100,000 meter square id.



10S The Grid Zone Designator
GJ The 100,000 meter ID (Grid Square)
06832 The East/West position
44683 The North/South position

MGRS Coordinate	Accuracy
10S GJ 06832 44683	1 meter square
10S GJ 0683 4468	10 meter square (Typical PAR team accuracy)
10S GJ 068 446	100 meter square
10S GJ 06 44	1,000 meter or 1 kilometer square*
10S GJ 0 4	10,000 meter or 10 kilometer square
10S GJ	100,000 meter or 100 kilometer square

**1,000 Grid lines – typical of Installation Grid Map*

QRC 6.3 LACE REPORT

L—Liquid (anything that keeps troops hydrated)

A—Ammo (any type of munitions)

C—Casualty (any deaths/injuries/missing)

E—Equipment (vehicles/weapons/gear)

Example of a LACE Report:

Liquid: Red (5 canteens left out of 10)
 Ammo: Yellow (20 magazines left out of 30)
 Casualty: Green (no casualties)
 Equipment: Green (all operational)

Critical—resupply needed

Can sustain—resupply needed soon

80% to 100% of original load—good to continue

QRC 6.4 SALUTE

S = Size—# hostile forces _____

A = Activity—Report any activity _____

L = Location—Report grid/direction _____

U = Unit/Uniform—Report designators _____

T = Time—Time cited _____

E = Equipment—Weapons/vehicles _____

Example of a S-A-L-U-T-E Report: "Six enemy soldiers, running away from the command post, heading towards the flightline. Uniforms solid green fatigues—possibly Republic Guards. Time was 0230 Zulu. Equipment: AK-47 rifles, backpacks and gas mask being carried."

QRC 20.1 MEDICAL EVACUATION (MEDEVAC) 9-LINE

LINE 1—Location, give grid coordinates _____

LINE 2—Radio frequency and call sign _____

LINE 3—Number of patients by precedence (if two or more categories must be reported, say "break" between) _____

A—Urgent (Immediate, ASAP)

B—Priority

C—Routine

D—Convenience

LINE 4—Special equipment required _____

A—None

B—Hoist

C—Evacuation equipment (Stokes® litter, etc.)

D—Ventilator

LINE 5—Number of patients by type _____

A—Litter

B—Ambulatory

C—Escort

LINE 6—Security of pickup site (Wartime) _____

N—No enemy troops in area

P—Possible enemy troops in area (approach with caution)

E—Enemy troops in area (approach with caution)

X—Enemy troops in area (armed escort required)

*Number and type of wound, injury, illness (Peacetime)—Specific info (gunshot, shrapnel, bleeding)

LINE 7—Method of marking pickup site _____

A—Panels

B—Pyrotechnic signal

C—Smoke signal

D—None

E—Other (mirror, person, light, etc.)

LINE 8—Nationality and status of casualties _____

A—US military

B—US civilian

C—Non-US military

D—Non-US civilian

E—Enemy prisoners of war (EPW)

LINE 9—Status of chemical, biological, radiological, and nuclear contamination (Wartime) _____

C—Chemical

B—Biological

R—Radiological

N—Nuclear

QRC 14.2 EOD 9-LINE REPORT

LINE 1—Date-Time Group (when the item was discovered): _____

LINE 2—Report Activity and Location (unit ID and grid location of the IED/UXO): _____

LINE 3—Contact Method:

Radio Frequency: _____

Call Sign: _____

Point of Contact: _____

Telephone Number: _____

LINE 4—TYPE of IED/Ordnance (unknown, dropped, projected, placed, thrown, UAS rotary or fixed wing, or possible IED). Describe the IED/UXO: _____

LINE 5—CBRN Contamination (Negative or Positive)

If present, describe (be as specific as possible): _____

LINE 6—Target/Resources Threatened:

Personnel (coalition forces, host nation, civilian): _____

Facilities: _____

Equipment: _____

Other Assets: _____

LINE 7—Impact of Mission (short description of current tactical situation and how the IED/UXO affects the status of the mission): _____

LINE 8—Protective Measures/Evacuation (measures taken to protect or evacuate personnel and equipment): _____

LINE 9—Recommended Priority:

(Immediate)

(Indirect)

(Minor)

(No Threat)

QRC 4.1 TROOP LEADING PROCEDURES (TLP)

- Step 1: Receive the Mission
- Step 2: Issue a Warning Order
- Step 3: Make a Tentative Plan
- Step 4: Start Necessary Movement
- Step 5: Conduct Reconnaissance
- Step 6: Complete the Plan
- Step 7: Issue the Complete Order
- Step 8: Supervise and Refine

QRC 4.2 METT-TC

- **Mission**—The task, together with the purpose, that clearly indicates the action to be taken
- **Enemy**—Strength, location, tactical mobility, capabilities, vulnerabilities, and probable courses of action (COA)
- **Troops**—Number, type, capabilities, and condition of available friendly troops and support
- **Time**—Time available (train/prepare, mission)
- **Terrain/Weather**—Consider the effects of manmade and natural terrain in conjunction with the weather on friendly and enemy operations
- **Civil Consideration**—Immediate impact of noncombatants, manmade infrastructure an areas, structures, capabilities, organizations, and people and events (ASCOPE)

QRC 4.3 OPERATION ORDER (OPORD)

- Paragraph 1: **Situation**
- Paragraph 2: **Mission**
- Paragraph 3: **Execution**
- Paragraph 4: **Administration and Logistics**
- Paragraph 5: **Command and Control**

QRC 4.4 WARNING ORDER (WARNORD)

- | | |
|---------------------|--|
| Conduct Roll Call | Tentative Time Schedule |
| Brief the Situation | Special Instructions/Tasks/Equipment |
| Brief the Mission | Weapons/Ammo/Equipment (common to all) |

QRC 7.1 WEAPON SAFETY

- Treat all weapons as loaded.
- Never point a weapon at anything you do not intend to shoot.
- Keep your weapon on SAFE until you are ready to fire (unless directed otherwise).
- Keep your finger off the trigger until sights are on target and you are ready to fire.
- Positively identify your target, be aware of what is around and behind the target.
- Never engage in horseplay while handling weapons.

FOUR TYPES OF UXO

DROPPED	PROJECTED	PLACED	THROWN
BOMBS	PROJECTILES	AP MINES	HAND GRENADES
DISPENSERS	MORTARS	AT MINES	SIMULATORS
SUB MUNITIONS	ROCKETS	BOOBY TRAPS	
	GUIDED MISSILES		
	RIFLE GRENADES		

Small Unit Formations

