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Introduction and AFROTC Overview

Welcome to Penn State and AFROTC Detachment 720! Throughout your time here, you will learn a lot about yourself, as well as the skills needed to be a successful leader and follower. ROTC enables you to work on your communication skills, leadership skills, discipline, attention to detail, followership, and time management! This program is not easy and you will be challenged, but upon its completion, you will commission as a Second Lieutenant in the United States Air Force. This guide will help you along as you try to figure out life here at Detachment 720.

Cadre

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<th>Role</th>
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<tr>
<td>Detachment 720 Commander</td>
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<tr>
<td>Operations Flight Commander</td>
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<td>Education Flight Commander</td>
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<td>Recruiting Flight Commander</td>
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<td>NCOIC, Detachment 720</td>
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<td>NCOIC, Administration Management</td>
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<td>NCOIC, Personnel</td>
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<td>Administrative Assistant</td>
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Basic Program Requirements

Congratulations on becoming a Penn State AFROTC cadet! This is your first step toward becoming an officer in the United States Air Force. Some rules and requirements essential to this program, beyond those of an ordinary college student, are listed below.
A. Minimum Requirements (All Cadets)
- Be a full-time student at Penn State UP or Penn State Altoona*
  *You may be a part-time student in your last semester prior to graduation
- Maintain a Cumulative GPA above 2.5
- Maintain height and weight standards
- Attempt the Physical Fitness Assessment each semester
- Pass LLAB and your Aerospace Studies (AS) Class (see syllabi for grading requirements)

B. Minimum Requirements for Contracted Cadets
- If you are a scholarship cadet, or a POC, you may have additional requirements. Cadets must maintain a term GPA of 2.0, cumulative GPA of 2.5 or above, and be a full-time student at all times, except the cadet’s last semester of senior year. Please refer to your contract for full information.

C. Civil Involvements
- No serious involvement or interactions with civil, military, or school authorities (i.e. law enforcement) will be tolerated.
- **All incidents**, regardless of severity, must be reported to the detachment staff within **72 hours** of occurrence. If school is in session, report immediately. If not, report immediately upon returning to school.
- You must hold yourself to a higher standard, while participating in this program. Realize that any improper conduct, especially alcohol-related, may result in dismissal from AFROTC.

D. Attendance
- All of the training conducted throughout this program is extremely valuable, and it is critical that you are in attendance. You are expected to attend all mandatory events.
• Valid reasons to miss a mandatory event may include: being genuinely sick, having a family emergency, or another unique circumstance. In these circumstances, cadre must be notified ahead of time.
  o **An email with an attached memorandum explaining your absence must be sent to the OFC, with your flight commander cc’d on the email.**
  o If you cannot provide an email immediately, contact your flight commander by phone and provide an email at the earliest opportunity, but NLT 24 hours after the missed event.

• At an absolute minimum, you must attend 80% of all LLAB and PT sessions, in order to receive a passing LLAB grade.

E. Mandatory vs. Voluntary Events
• This section defines which activities are mandatory and which are voluntary in the cadet wing. There are several mandatory activities, referred to as practical military training, or PMT, that every cadet is required to attend.
  o Cadre will be present at all mandatory events. These events are covered by the Department of Labor medical care, should you sustain an injury during a mandatory event.

• All events will clearly be labeled as mandatory (M) or voluntary (V).

• **Mandatory PMTs include:**
  o **Aerospace Studies Class (AS Class):** These provide instruction pertaining to the Air Force and our mission.
    ▪ **Underclassmen** (freshmen and sophomores) will be required to attend one 50-minute class per week.
    ▪ **Upperclassmen** (juniors and seniors) will be required to attend two 75-minute classes per week.
  o **Leadership Laboratory (LLAB):** Cadets work on developing their leadership skills, in order to excel as future
officers, during this time. LLAB takes place every week on Tuesdays from 1535-1735 (3:35-5:35 pm).

- Junior and senior cadets are given the opportunity to take Conflict LLAB, should they have a class that is only offered during our normal LLAB schedule. However, both have the same attendance and participation requirements.

- **Physical Training (PT):** Cadets are required to attend two PT events throughout the week. For locations, check the OPORDS each week from the cadet wing staff. An 80% attendance is required in order to pass.
  - With that being said, if cadets miss 2 PT sessions, he/she will be counseled by cadre.

- In addition to these routine activities, there are other mandatory events that take place throughout the course of the semester at the Detachment Commander’s discretion. These events may include:
  - **Air Force Ball/Dining Out:** These are formal functions for members of the wing, detachment staff, families and friends of cadets, and distinguished guests. Consult the O-Plan for the exact date during the spring semester.
  - **Combat Dining In:** This is a special function for members of the wing and detachment staff. Consult the O-Plan for the exact date during the fall semester.
  - **POW/MIA Vigil:** This vigil takes place every year on the National POW/MIA Recognition Day in September. Arnold Air Society and Honor Guard members organize a 24-hour vigil in remembrance of Prisoners of War and Missing in Action. All ROTC branches attend this event.
  - **Homecoming Parade:** For Penn State’s Homecoming Parade, the Wing marches to represent the Air Force and ROTC to the rest of the University, as well as to alumni.
  - **Field Training Exercise (FTX):** These events take place during an extended LLAB in the fall and on day/weekend in
the spring. GMC cadets learn leadership in a field setting and prepare for Field Training.

- **Distinguished Guest(s) Visits**: Occasionally the wing has the honor to host a visit from Distinguished Guests from various military backgrounds. Cadets may learn about career fields or the leadership experiences of these individuals.

- Participation in all other AFROTC or 720th Cadet Wing-sponsored or related activities are strictly voluntary, but highly encouraged. These events provide an excellent source of additional training and experience.

- Non-mandatory activities include, but are not limited to, membership into the Arnold Air Society, Silver Wings, Honor Guard, Scabbard and Blade Society, Wild Blue Yonders, and Civil Air Patrol.

- Additional activities may include: Sunday Drill, running club, Sunday LEAD, and so on. Flight events are also voluntary.

**Multimedia Communication and Interaction**

Good communication is essential to a successful cadet wing. A great deal of important information is sent up and down the chain-of-command both verbally and electronically. This policy outlines the email announcements page instructions for the 720th Cadet Wing.

**A. Email**

- Bi-weekly emails will be sent to you by the Wing Executive Officer. These emails are normally sent out **Sunday and Wednesday nights** to keep the cadet wing in the loop of important information. Additional emails could be sent out by the Executive Officer or other cadets within the wing with special and/or urgent
announcements. Email should be checked daily to ensure that all cadets are knowledgeable of detachment activities and updates.

- Any information, sent prior to 2000 (8 pm), is information cadets will be held accountable for the next day. This is the easiest and quickest way to disseminate information to all cadets. Get into the habit of checking your email each evening.
  - There are computers available on campus in areas such as the cadet study lounge, Pollock Lab, Willard Lab, and so forth.

- When replying, or sending, an email, it must be done professionally. Include the receiver’s name, greet the recipient(s), use proper customs and courtesies, and a properly formatted signature block. When writing “up the chain”, cadets should not use acronyms or abbreviations, such as “C/Last Name”, as professionalism should always be shown to your superiors.

- Example Email:

  Good Evening Cadet Smith (last name),

  This is an example of how to write a professional email. Avoid abbreviations when writing up the chain. Keep the body short and to the point. Conclude with another greeting and appropriate salutation. Always include your signature block after your name. See the signature block formatting below. Note the phone number is optional. Have a good evening, Sir/Ma’am.

  Very Respectfully,

  John Doe, C/4c, AFROTC
  Bravo Flight Member
  720th Air Force ROTC Detachment
  The Pennsylvania State University
  Phone: (555) 555-5555

B. Absence Email Memorandum (AEM)
When cadets realize they will have to miss an event, they are to **email the Operations Flight Commander, OFC, and cc their flight commander** with an email memorandum.

- This should state why they will miss the event **before the event occurs**.
- A memo, addressed to the OFC, should also be attached to the absence email, whenever a cadet is absent or requesting to be absent.
- If you cannot provide an email prior to the missed event, you must notify your flight commander by phone ASAP, and provide an email at the earliest opportunity, NLT 24 hours after the missed event.
- The proper format can be referenced in the example email provided below. The correct format of an MFR can be found on the cadet website.

**Format of absence email:**

**Subject Line:** Absence Email – Last Name – Date (military format, 18 Sept 16)

Good Afternoon Captain (Last Name),

Absence Email:

**Date:** in military format (ex: 09 Sept 16)
**Event:** Physical Training
**Explanation:** Be brief, but include enough details to demonstrate reason why you will be absent.

Very Respectfully,

FIRST MI. LAST, C/4c, AFROTC
(Your flight) Flight Member
720th Air Force ROTC Detachment
The Pennsylvania State University
Phone: (555) 555-5555

C. Detachment TV
• Cadet wing photos can be viewed in the detachment on the cadet announcement TV.

D. Detachment White Board
• Announcements can be viewed in the detachment on the cadet white board. This white board will be updated each week.

E. Detachment Mailboxes
• The mailboxes in the study cubicle serve as a convenient method to pass paper correspondence throughout the wing. All cadets are required to clear their mailboxes by COB Friday.

F. Operations Orders
• Operations Orders (OPORDs) are a weekly list of mandatory professional military training (PMT) events. The Executive Officer will send out OPORDs weekly. They can also be found on the PSU AFROTC site.

G. PSU AFROTC Site
• The PSU AFROTC site contains documents and contacts to help keep cadets and cadre interconnected. Some helpful documents can be found in various folders. Surveys can also be found here.

H. Phone Contact
• Cadets are reminded to use proper respect when calling cadre or cadets for official ROTC business.
• Each semester, the cadet wing will update and maintain a telephone roster for all cadets. Cadets should not abuse this shared information, and should restrict phone calls to only those necessary.
If you do not want your telephone information shared with the cadet wing, alert your flight commander that you want the information held private by the flight commander. Your flight commander must have a way to contact you by telephone.

I. Emergency Phone Tree
- The following is a description of the emergency phone tree and its implementation. A flow diagram, graphically depicting the emergency phone tree will be created every semester and posted on the PSU AFROTC site for cadets to reference.
- In the event of an emergency, or need for rapid distribution of information, the cadet wing commander will contact the OFC to verify the need for the emergency phone tree and the cadet phone tree will be activated.

J. Additional Online Resources
- Facebook.com, Youtube.com, Dropbox.com, Googledocs, and many more online sites, are utilized by the cadet wing to increase productivity and communication for all. Familiarize yourself with these sites to ease navigation and use.

Accountability and Counseling

A. Accountability
- Accountability is the act of taking responsibility for your own actions, as well as the actions of your subordinates.
- This section clarifies the counseling process for accountability. All counseling sessions must be completed within one week of the infraction. The system for counseling is a graduated approach.
- There are separate matrices for IMT, FTP, and POC. The systems are depicted in the counseling matrices.
### B. IMT Counseling Matrix

<table>
<thead>
<tr>
<th>Infraction</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missed Suspense</td>
<td>Verbal</td>
<td>Verbal</td>
<td>LOC</td>
<td>LOR</td>
</tr>
<tr>
<td>Late</td>
<td>Verbal</td>
<td>LOC</td>
<td>LOR</td>
<td>Ref Cadre</td>
</tr>
<tr>
<td>Failure to provide notice of absence</td>
<td>LOC</td>
<td>LOR</td>
<td>Ref Cadre</td>
<td></td>
</tr>
<tr>
<td>Out of regs</td>
<td>Verbal</td>
<td>LOC</td>
<td>LOR</td>
<td>Ref Cadre</td>
</tr>
<tr>
<td>Knowledge quiz failure</td>
<td>Verbal</td>
<td>LOC</td>
<td>LOR</td>
<td>Ref Cadre</td>
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<tr>
<td>CKE failure</td>
<td>Ref Cadre</td>
<td></td>
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<tr>
<td>Professionalism</td>
<td>Verbal</td>
<td>Verbal</td>
<td>LOC</td>
<td>LOR</td>
</tr>
<tr>
<td>Insubordination</td>
<td>LOC</td>
<td>LOR</td>
<td>Ref Cadre</td>
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</table>

**Notes:**
- All knowledge quiz failures will result in a remedial quiz/CKE, along with the verbal warning or counseling. Failures of any remedial will be considered an additional offense.
- **Three separate supervisor level or higher counseling sessions will lead to counseling by the wing commander and a fourth will result in a referral to cadre.**
- Severity of infraction can lead to immediate referral to cadre.
- Any referral to cadre may result in a Form 16 or Conditional Event, at the discretion of the OFC.

### C. FTP Counseling Matrix
### Infraction

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<tr>
<th>Infraction</th>
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### Notes:

- All knowledge quiz failures will result in a remedial quiz/CKE, along with the verbal warning or counseling. Failures of any remedial will be considered an additional offense.
- Three separate supervisor level or higher counseling sessions will lead to counseling by the wing commander and a fourth will result in a referral to cadre.
- Severity of infraction can lead to immediate referral to cadre.
- Any referral to cadre may result in a Form 16 or Conditional Event, at the discretion of the OFC.

D. POC Counseling Matrix
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<tr>
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<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
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**Notes:**
- All CKE failures will result in a remedial CKE, along with a referral to cadre.
- Three separate supervisor level or higher counseling sessions will result in a referral to cadre.
- Severity of infraction can lead to immediate referral to cadre.
- Any referral to cadre may result in a Form 16 or Conditional Event, at the direction of the OFC.
Uniform Wear

Before you put on the Air Force (AF) uniform, you must first understand the responsibility you are accepting. Wearing the uniform is a privilege and a responsibility. You will be wearing the same uniform that great men and women have died in during battle, serving our nation until the end. Treat it with respect and take care of it. Your uniforms will be issued to you and initial alterations will be paid for by the detachment. You are responsible for the cleaning and care of the uniforms after that. During LLAB and in AS100 class, you will be taught how to wear the uniform. The regulation that these lessons come from is AFI 36-2903 and the AFROTC Supplement to AFI 36-2903. Both can be found on the PSU AFROTC site. You can also visit the website: www.afpc.af.mil/dress/uniforms.asp.

- Some important things to remember:
  o You must wear your uniform to LLAB, PT, and all day on Tuesdays.
  o Never wear your uniform under any circumstances that would bring discredit to the Air Force or AFROTC.
  o Never do any fundraising activities in uniform

A. Professional Civilian Attire and Wagner Building Attire

- The following describes the guidelines for Polos and Khakis.
  o New cadets who have not yet received a uniform, will wear Polos and Khakis at LLAB, unless otherwise directed.
    - While wearing Polos and Khakis, all cadets will adhere to AFROTC grooming and jewelry standards. Cadets will adhere to these standards, in and out of uniform, while inside the Wagner building.
- Cadets also must conduct themselves in a manner becoming of an Air Force officer. Reference AFI 36-2903 for grooming and jewelry standards.
- “AFROTC Polos” align to the “informal” Air Force without the silver nametag.
- Khakis are required in Polos and Khakis and jeans are not allowed.
- Polos and Khakis require a polo shirt. This does not include t-shirts, or any kind of frayed clothing.
- Dress shoes are required footwear.
  - Sandals, flip-flops, or other open-toed shoes do not present a professional appearance and may not be worn.

- The following describes the guidelines for Polos and Khakis for injured cadets.
  - If the UOD (Uniform of the Day) is Service Dress or Open Collared Blues, cadets may wear the entire uniform.
  - If the UOD is ABUs and the cadet can wear the entire uniform, he/she may do so while on crutches, if uniform wear is not hindered by protective body gear.
  - Cadets may see the OFC with any further questions, or individual cases of proper attire for injured cadets.

- The following describes the guidelines for proper attire when inside the Wagner building for males and females.
  - When in the Wagner building and not in uniform or Polos and Khakis, cadets will adhere to all AFROTC grooming and jewelry standards. For air class, cadets may wear jeans, shorts, or a t-shirt, if it is not a Tuesday.
  - Use sound judgement when deciding what to wear; if you think it is inappropriate, wear something different.
Customs and Courtesies

Cadets (in and out of uniform) will follow all military customs, courtesies, and rules of decorum. These include, but are not limited to, greeting of the day, saluting, and calling the room/area to attention.

A. Greeting of the Day

- Cadre and cadet officers are to be given a professional greeting upon entering any cadet area and when passing by in the hallway of the Wagner building.
- It is highly recommended that cadets exercise proper customs and courtesies on and off campus as well, as it serves as good practice for life as an Air Force Officer.
  - 0000-1159: Good Morning Sir/Ma’am
  - 1200-1649: Good Afternoon Sir/Ma’am
  - 1700-2359: Good Evening Sir/Ma’am
- Note: Using rank and name is highly recommended, when the rank and name are known.

B. Saluting

- Cadets in uniform are required to render a salute along with the proper greeting of the day, to commissioned officers and cadet officers when outdoors.
  - Note: Cadets are not required to render salutes when in PTUs (Physical Training Uniforms)
- For the proper saluting procedure, reference AFMAN 36-2203 (Personnel Drill and Ceremonies)
- When walking alongside commissioned officers or higher-ranking cadet officers, cadets must yield the position of honor. The position of honor is always on the right.
• When in an established “no salute zone”, cadets are not to salute anyone, regardless of rank. “No salute zones” will be designated by wing staff, prior to an event taking place at an offsite location.
  o The area/room will not be called to attention in “no salute zones”. “No salute zones” include Area 5 and the IM Gym.
  o **Cadets will salute in the armory, since their covers are worn in that location.**
    - This also allows the cadets to get comfortable with saluting, since they don’t get much practice walking around campus.

C. Calling the Room/Area to Attention
• Any time an individual with the rank of O-6 (Colonel), or higher, enters/exits the detachment through the door next to the Heritage Room between the hours of 0800-1000, or between the hours of 1600-1800, the closest cadet to the door will call the detachment to attention by announcing, “Detachment/Area, Tench-Hut!”
  o The officer will most likely give the command “Carry on”, to which everyone should reply “Carry on, sir/ma’am”.
• A room is called to attention out of respect for commissioned officers.
  o The process is similar to calling the detachment/area to attention; however, the verbiage is “Room Tench-Hut”.
  o The policy for calling a room to attention at the 720th Cadet Wing is outlined in this section.
  o **One cadet should be posted near the door, so that a cadet officer or cadre member does not walk in unnoticed. The room will be called as the highest-ranking individual crosses from the hallway in to the room, not before they enter the room.**
  o The cadet posted near the door should give the command “Standby” when a higher-ranking officer is nearby, to alert the group in the room.
When the higher-ranking individual is leaving the room, the room will be called **before** the individual leaves the room.

- In the event an officer enters/leaves the room, while another officer of equal or higher rank is present, the room will **not** be called to attention. The same is true for cadet officers.
- The only times a room is not called to attention are:
  - When the highest-ranking person instructs the group to keep their seats.
  - When a video or formal briefing is in progress.
  - When an academic environment and/or test is in session.

## D. Reporting in Procedures

- This section details the proper reporting in procedures, when reporting in to a higher-ranking cadet or a cadre member.
  - Stand outside the door or cubicle. Come to the position of attention and knock once. Wait for your supervisor to say “enter” or “stand by”. If instructed to “stand by”, cadets should wait until given the command, “enter”.
  - When your supervisor says “enter”, march into the cubicle or office, and stop two paces in front of the individual.
    - You will **not** square corners while marching in, if you are on carpet. However, if you are not on carpet, you are expected to square your corners.
  - Once halted two paces in front of the individual, render a salute and say, “Sir/ma’am, Cadet (your last name) reports as ordered”, if you were asked to come. If not, simply say “Sir/ma’am, Cadet (your last name) reports.” Eyes must stay caged (in fixed position, staring straight ahead with eyes parallel to the ground). The cadet should not look at the supervisor when reporting in or out.
  - Wait for your supervisor to return your salute, before you drop yours. Your supervisor will instruct you to take a seat next to, or in front of, his or her desk. March to the open
chair, squaring all corners (unless on carpet), and sit at attention until your supervisor tells you to sit “at ease”.

- Note: Sitting at attention implies you are sitting straight up on the front six inches of your chair, with your eyes caged. Your hands should be cupped face down near your knees, with your feet flat on the floor, forming a 45-degree angle with your feet.

- This section details the proper reporting out procedures.
  - When your supervisor is finished, you say, “Will that be all, Sir/Ma’am?” He or she will acknowledge that he or she has nothing else to say.
    - If the supervisor states “That will be all,” or a similar statement before you ask, then you will not ask if that will be all.
  - Stand up at the position of attention where you reported in. Take one step backward (typically the right foot is preferred), salute, and render the proper greeting of the day.
  - After your salute is returned, drop your salute, execute and appropriate facing movement, then march towards the door.
    - Do not execute an about face as your first movement to leave, because doing so shows disrespect since you are turning your back to your supervisor.

E. Flag Detail Tasking and Procedures
- Air Force ROTC is responsible for performing flag details for the following months: March, September, and December. However, this could change with a shared understanding between all ROTC branches on campus; nonetheless, all cadets would be notified before this change occurs.
- Refer to the flag detail information folder on the PSU AFROTC site for the following documents:
o Flag Detail Tracker: This is a spreadsheet of all of the times and dates AFROTC is in charge of flag details. It also shows which flag detail each cadet must perform.
  ▪ Note: A cadet might have to perform more than one flag detail each month.

o Flag Detail Video: This is an instructional video in which cadets can reference the proper procedures for conducting a flag raising and/or lowering. This can be found on YouTube, if you search “Penn State AFROTC Det 720 Flag Detail” or type in the search bar http://www.youtube.com/watch?v=QB87s6TZuf8

o Flag Detail After Action Report (AAR): The flag detail commander is responsible for completing the AAR by the end of the day of that flag detail.

F. Award Nomination Procedures
• At the end of the semester, the 720th Cadet Wing will hold an award ceremony to recognize outstanding cadets. In order to make sure that the cadets who go above and beyond expectations receive their due recognition, all cadets will be required to nominate at least one cadet for each category.
  o Categories vary each semester, but normally include, “Cadet of the Semester”, “Iron Man”, “Iron Woman”, “Warrior Spirit”, and so on.
  o The Standards/Accountability Officer will track nomination submissions to ensure these suspenses are met. Cadets should pay attention to the announcements for due dates.

G. Heritage Room Rules of Engagement
• The Heritage Room will not be called to attention; however, cadets are still required to stand when cadre or higher-ranking cadets enter the room. This is considered a “break” room, one where cadets can relax and socialize without leaving the Wagner
Building. Courtesy and respect will be shown at all times to commissioned officers, noncommissioned officers (NCO), and higher-ranking cadets.

- Arnold Air Society (AAS) runs the Heritage Room concession stand. All cadets must pay the appropriate value owed by placing money in the slot in the counter or the cup in the door of the refrigerator (for drinks and snacks).
  - AAS is also responsible for restocking the refrigerator and snack stand. No cadet should at any time have a running tab at the drink/snack stand.

- The TV volume must be kept reasonably low, so as to not disturb other areas of the detachment. When finished, you must turn it off. The refrigerator is not for personal use.

- Also, when partaking in a game of billiards, make sure you keep the volume to a minimum.

### Physical Fitness Assessment

This section gives a broad description of the Air Force physical fitness assessment/test, also known as the PFA or PFT. For specific information concerning the proper form of any exercise, please reference AFI 36-2905 (Air Force Guidance Memorandum for Fitness Program).

#### A. Events of the PFA

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

- An individual’s PFA score is calculated on a 100-point scale. Please reference the figures on the next page for the official PFA scoring chart.
### USAF Fitness Test Scoring / Males < 30 years of age

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
<th>Body Composition</th>
<th>Muscle Fitness</th>
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<tbody>
<tr>
<td><strong>Run Time (mins:secs)</strong></td>
<td><strong>AC (inches)</strong></td>
<td><strong>Push-ups (reps/min)</strong></td>
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<td><strong>NOTES:</strong></td>
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<tr>
<td>Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems</td>
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<tr>
<td>Passing Requirements - member must: 1) meet minimum value in each of the four components, and 2) achieve a composite point total ≥ 75 points</td>
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<tr>
<td>* Minimum Component Values</td>
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<tr>
<td>Run time ≤ 13:36 mins:secs / Abd Circ ≤ 39.0 inches</td>
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<td>Push-ups ≥ 33 repetitions/one minute / Sit-ups ≥ 42 repetitions/one minute</td>
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<td># Target Component Values</td>
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<td>Member should attain or surpass these to achieve ≥ 75.0 composite score</td>
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**Composite Score Categories**

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

23
### USAF Fitness Test Scoring / Females < 30 years of age

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
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<tr>
<td>Run Time (mins:secs)</td>
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<td>Push-ups (reps/min)</td>
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<td>Health Risk Category Points</td>
<td>Health Risk Category Points</td>
<td>Points</td>
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<td>≤ 10:23 Low-Risk 60.0</td>
<td>≤ 20.0 Low Risk 20.0</td>
<td>≥ 47 10.0</td>
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<tr>
<td>10:24 - 10:51 Low-Risk 59.9</td>
<td>29.5 Low Risk 20.0</td>
<td>42 9.5</td>
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<tr>
<td>10:52 - 11:06 Low-Risk 59.5</td>
<td>30.0 Low Risk 20.0</td>
<td>41 9.4</td>
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<td>11:07 - 11:22 Low-Risk 59.2</td>
<td>30.5 Low Risk 20.0</td>
<td>40 9.3</td>
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<td>11:23 - 11:38 Low-Risk 58.9</td>
<td>31.0 Low Risk 20.0</td>
<td>39 9.2</td>
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<tr>
<td>11:39 - 11:56 Low-Risk 58.6</td>
<td>31.5 Low Risk 20.0</td>
<td>38 9.1</td>
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<tr>
<td>11:57 - 12:14 Low-Risk 58.1</td>
<td>32.0 Moderate Risk 17.6</td>
<td>37 9.0</td>
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<td>32.5 Moderate Risk 17.1</td>
<td>36 8.9</td>
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<td>12:34 - 12:53 Low-Risk 57.0</td>
<td>33.0 Moderate Risk 16.5</td>
<td>35 8.8</td>
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<td>12:54 - 13:14 Low-Risk 56.2</td>
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<td>34 8.6</td>
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<td>30 8.2</td>
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<td>29 8.1</td>
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<td>16:23 - 16:57 High Risk 0</td>
<td>37.5 High Risk 0</td>
<td>26 7.3</td>
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<tr>
<td>16:58 - 17:34 High Risk 0</td>
<td>38.0 High Risk 0</td>
<td>25 7.2</td>
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<tr>
<td>17:35 - 18:14 High Risk 0</td>
<td>38.5 High Risk 0</td>
<td>24 7.0</td>
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<td>39.0 High Risk 0</td>
<td>23 6.5</td>
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<td>18:57 - 19:43 High Risk 0</td>
<td>39.5 High Risk 0</td>
<td>22 6.3</td>
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<tr>
<td>19:44 - 20:33 High Risk 0</td>
<td>≥ 40.0 High Risk 0</td>
<td>21 6.0</td>
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<td>≥ 20:34 High Risk 0</td>
<td>20 5.8</td>
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**NOTES:**
- Health Risk Category: low, moderate, or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems.
- Passing Requirements: member must: 1) meet minimum value in each of the four components, and 2) achieve a composite point total ≥ 75 points.
- * Minimum Component Values:
  - Run time ≤ 16:22 mins:secs / Abd Circl ≤ 35.5 inches
  - Push-ups ≥ 18 repetitions/one minute / Sit-ups ≥ 38 repetitions/one minute
  - Target Component Values:
    - Member should attain or surpass these to achieve ≥ 75.0 composite score

**Composite Score Categories**
- Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0
Cadet Knowledge Exams and Quizzes

This section clarifies the knowledge quiz system utilized during LLAB, to include the point system used for the quizzes, as well as guidance for the Cadet Knowledge Exam (CKE).

A. Knowledge Quizzes

- Memorization of warrior knowledge gives cadets the foundation for continued development and self-discipline. It also allows cadets to learn about the Air Force and our military forces.
- Each quiz is worth 10 points and covers the knowledge required for that week. The quiz will be administered during flight commander time at LLAB.
  - In order to pass a knowledge quiz, the cadet must score an 80% or higher.
  - Any cadet who fails a knowledge quiz will be given a remedial quiz the following week, in addition to that week’s quiz.
    - The cadet will also be counseled according to the accountability matrices, found on pages 13-15.
- These quizzes allow flight commanders to see which cadets in their flight are putting forth the time to learn the required knowledge.

B. Cadet Knowledge Exam (CKE)

- The knowledge quizzes also allow cadets to become more familiar with the knowledge that will appear on the actual Cadet Knowledge Exam (CKE).
- All cadets must pass the CKE with an 80% or higher. Only the Academic Officer is exempt from taking the CKE. The cadet wing commander, with the approval of the Operations Flight Commander (OFC), will determine the date of the CKE.
  - If a cadet fails the CKE, he/she will take a remedial. If a cadet fails the remedial CKE, he/she will be counseled by the
OFC, and placed on automatic probation in ROTC, per the LLAB syllabus.

**Progression through AS Years**

A. All Cadets

- **AFOQT**: “The Air Force Officer Qualifying Test (AFOQT) is a standardized test similar to the SAT and ACT. The AFOQT measures aptitudes and is used to select applicants for officer commissioning programs such as Air Force ROTC. It is also used for selection into specific training programs such as pilot and navigator training. The AFOQT is a required test for all cadets and students on scholarship or in the POC.” Reference: [http://afrotc.com/admissions/qualifying-test/](http://afrotc.com/admissions/qualifying-test/)

- **TBAS**: “The Test of Basic Aviation Skills (TBAS) is a computerized psychomotor test battery. It is used as a tool for the selection of United States Air Force pilot candidates.” Reference: [http://www.baseops.net/militarypilot/tbas.html](http://www.baseops.net/militarypilot/tbas.html)

  - The detachment’s cadre will be responsible for administering both exams. Cadets will be notified when the AFOQT will be offered, however cadets interested in competing for a pilot slot must schedule their own TBAS appointment.

  - It is important to note that both must be completed before submission of a pilot candidate package. It is recommended that cadets take the TBAS between their sophomore and junior year.

  - Each cadet may only take the TBAS twice and there must be at least 180 days between each attempt. TBAS scores combined with the candidate’s AFOQT scores, and flying hours produce a Pilot Candidate Selection Method (PCSM) score.

  - The PCSM score measures a candidate’s aptitude for pilot training – that means a predictive measure of whether or not
a person will do well during Undergraduate Pilot Training (UPT). The TBAS score is just one facet out of many that make up the “whole-person” concept that is used to determine the PCSM score.

- In AFROTC, the detachment commander factors in a slew of scores to rank pilot candidates who eventually compete nationwide for AFROTC pilot slots.
- Although only cadets interested in becoming pilot candidates must take the TBAS, all cadets must take and pass the AFOQT. The AFOQT can be taken at most two times without the approval of a waiver from Headquarters Air Force ROTC.

- **LLAB Feedbacks:** Receiving feedback from cadets allows wing staff the opportunity to improve the cadet wing in areas of weakness. At the conclusion of every LLAB, a feedback survey will be submitted by each feedback officer, as appointed by each flight. This survey can be found on the PSU AFROTC site.
  - Upon filling out the LLAB feedback survey, the cadet will submit the evaluation.

- **Find Balance:** Find a way to keep your life in balance. It’s a lot taking on college, homework, ROTC, and whatever else is going on in your life. Go for dinner with your friends and have fun to de-stress every now and then. There are plenty of places where you and a group of friends can play pickup games, or attend a HUB movie. Keep physically, emotionally, and mentally balanced in your own life, so you can stay focused on yourself.
B. AS100 (IMT)
- **Grades**: Keep in mind that academics come first and foremost, even over ROTC functions. Grades play into scholarships, Field Training Enrollment Allocations, and more. You cannot commission without a degree. Use the upperclassmen to find tips on classes in your major and to get help. Ask questions and try to learn as much as you can about college, ROTC, life, and the Air Force.
- **Speak Up**: Now is the chance to learn and make mistakes before you go onto Active Duty. Take risks and work with your flight commander (Flt/CC), as well as your mentors, to evolve yourself as a cadet in ROTC. Get to know the other cadets in your class; they’ll be the same people you share your active duty time with. As an AS100, your goal is to absorb as much of what is going on around you as possible. You are not in competition with one another, but more in a group learning environment.
- **PT. Good for you, good for me**: Two PT sessions with the wing per week will not get you into shape, if you are not already. Many cadets work out outside of PT (playing sports, hitting the gym, etc.). This is a great way to make friends and get your body in shape at the same time.

C. AS200 (FTP)
- **Grades**: Continue to put academics first and try keeping a high cumulative GPA, as it is a major contributing factor in enrollment allocations to Field Training. Ask questions and try to learn even more about ROTC and the Air Force.
- **Step Up**: Now is the chance to truly practice your leadership style and make mistakes, before you go to Field Training. Take risks and work with your Flt/CC and mentors to evolve yourself as a cadet and leader. Help your classmates to be at the same level as yourself, then push each other, while still being a good role model.
for the 100s. As an AS200, your goal is to prepare for Field Training and joining the Professional Officer Corps (POC).

- **PT. Good for you, good for me:** Your PT scores will count toward an Enrollment Allocation to Field Training. As you know, PT twice a week will not get you into shape and definitely will not prepare you for Field Training. Make sure you are working out on your own, or with some friends, so that you are ready to go to Field Training.

D. AS250

- **Grades:** Put academics first and try to raise your cumulative GPA, since that is a major contributor in enrollment allocations to Field Training.

- **Catch Up:** Understand that you will be playing catch up with all of the information that AS100 cadets have been studying for a year in advance. Now is the chance to put your leadership style into action and make some mistakes. Take risks and work with your Flt/CC and mentors to evolve yourself as a cadet and leader. Incorporate yourself into your class and work to help one another. As an AS250, your goal is that of an AS100 and an AS200. Your goal is to prepare for Field Training and joining the Professional Officer Corps (POC), while learning as much as you can about college, ROTC, life, and the Air Force.

- **PT. Good for you, good for me:** Your PT scores will count toward an enrollment allocation to Field Training. Two PT sessions per week will not get you into shape and definitely will not prepare you for Field Training. Make sure you are working out on your own, or with some friends, so that you are ready to go to Field Training.

E. AS300/400/700/800 (ICL/SCL/ECL)

- **Grades:** Now is not the time to slack off. You cannot commission without a degree. You also need to maintain your GPA in order to
remain in the ROTC program. Ask cadre and other POC questions, when appropriate, and try to learn even more prior to entering Active Duty.

- **Model Up**: Know that the GMC cadets under you are looking up to you as a model of the Air Force and professionalism. Exemplify these traits at all times, whether in or out of uniform. You are as much their idea of what an Officer is to them, as a Lieutenant is to you. Set the example.

- **PT. Good for you, good for me**: Two PT sessions per week is not enough for anyone to get into shape and is sometimes not enough to stay in shape. You will still have to pass PFAs once you are on Active Duty, so continue working out on your own, or with friends.

- **Detachment Clean-Up**: The detachment will be thoroughly cleaned each week by each of the flights. This will be assigned at the beginning of each semester. All of the glass surfaces need to be cleaned, including the display cabinets, cadre office doors, the mirrors, etc. When cleaning the computer screens, do not spray the screen directly, as this can potentially harm the computers. Clean and dust all surfaces in the POC cubicle, study cubicle, the Guard Room, etc. Vacuum all carpets and sweep all tiled floors. Organize any untidy workspaces. Empty all trashcans and replace the plastic bags. Once gathered, all trash should be taken to the dumpster that is located in the parking lot of the Wagner Building. Following completion of the cleanup, the flight commander is required to complete the Detachment Cleanup Checklist and place it in the MSG commander’s mailbox.

- **Wing Staff Package**: All POC will submit a wing staff package near the end of each semester for the next semester. All those eligible will then be considered by cadre. Be ready to give ways the detachment can be improved and ideas for upcoming wing events in your package. Any POC could be involved on wing staff
and should be ready to take the reins of the entire cadet wing. It’s your Det and cadet wing now.

Commonly Used Acronyms

- AAFES  Army and Air Force Exchange Service
- ABU   Airman Battle Uniform
- AS    Aerospace Studies
- AAS   Arnold Air Society
- AFI   Air Force Instruction
- AFIT  Air Force Institute of Technology
- ALCON All Concerned
- APAS  Assistant Professor of Aerospace Studies
- BAH   Basic Allowance for Housing
- BAS   Basic Allowance for Subsistence
- BLUF  Bottom Line Up Front
- BX    Base Exchange
- CAC   Common Access Card (Military ID Card)
- CC    Commander
- CCQ   Cadet in Charge of Quarters
- CPR   Cadet Performance Report
- COD   Cadet Officer of the Day
- CTA   Cadet Training Assistant
- CTQ   Call to Quarters
- CW    Cadet Wing
- D&C   Drill and Ceremonies
- DAF   Department of the Air Force
- DoD   Department of Defense
- ECL   Extended Cadet Leader
- EFC   Education Flight Commander
- ETA   Estimated Time of Arrival
• ETD  Estimated Time of Departure
• FPCON  Force Protection Condition
• FT  Field Training
• FTM  Field Training Manual
• FTP  Field Training Preparation
• FTX  Field Training Exercise
• GLP  Group Leadership Problem
• GMC  General Military Course
• HCTM  Holm Center Training Manual
• IAW  In Accordance With
• ICL  Intermediate Cadet Leaders
• IG  Inspector General
• IMT  Initial Military Training
• LLAB  Leadership Laboratory
• LOC  Letter of Counseling
• LOAC  Law of Armed Conflict
• LOR  Letter of Reprimand
• MAJCOM  Major Command
• MFR  Memorandum for Record
• MPF  Military Personnel Flight
• MRE  Meal Ready-to-Eat
• MSG  Mission Support Group
• MWR  Morale, Welfare, & Recreation
• NCO  Noncommissioned Officer
• NLT  No Later Than
• OC  Open Collar (Blues)
• OFC  Operations Flight Commander
• OPORD  Operations Order
• ORI  Open Ranks Inspection
• OTS  Officer Training School
• PA  Public Affairs
• PAS  Professor of Aerospace Studies (Det/CC)
• PCS  Permanent Change of Station
• PFA  Physical Fitness Assessment
• PMT  Practical Military Training
• POC  Professional Officer Course
• PT   Physical Training
• PTU  Physical Training Uniform
• RFC  Recruiting Flight Commander
• ROE  Rules of Engagement
• SALUTE  Size, Activity, Location, Unit, Time, Equipment
• SCL  Senior Cadet Leader
• TDY  Temporary Duty
• UOD  Uniform of the Day
• USAFA  United States Air Force Academy
• WBGT  Wet Bulb Globe Temperature

**Uniforms and Insignia**

A. Service Dress

- **Name Tag:** The blue plastic name tag is worn on the long or short sleeved shirt/blouse on the wearer’s right.
  - Males wear it centered above and resting on the right breast pocket.
  - Females wear it centered on the right side even with, or up to 1 ½ inches higher or lower than the first exposed button.

- **AAS Pin:** Worn centered ½ inch above the nameplate or CTA badge on the shirt and service dress jacket.
  - GMC cadets wearing the pin on the service dress jacket wear it centered on the right ½ inch above a line drawn from the bottom of the ribbons.
• **Pershing Rifles Rank Shield**: Male cadets wear this centered on the left breast pocket of the service uniform, 1 ½ inches below the top of the welt pocket on the service dress jacket.
  o Female cadets wear this centered ½ inch above the ribbons on the service uniform and ½ inch above the medals on the mess dress uniform.

• **Shoulder Cords**: Wear shoulder cords on the left shoulder of the service uniform. Only one shoulder cord may be worn at a time. Shoulder cords should be worn grounded to the upper seam of the sleeve.

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

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

• **Cadet Aeronautical Badges**: Will be worn ½ inch above the left breast pocket, or ribbons on the service uniform, and ½ inch above the medals on the mess dress uniform. These are mandatory for wear on all service uniform combinations and take precedence over all other badges.
Windsor Knot (Right)
1. With the wide end 12 inches longer than the narrow end
2. Make a loop as shown
3. Bring the wide end around and behind the narrow end
4. Turn the wide end up and put it through the loop of the tie
5. Pull the wide end through and shape carefully

Four-In-Hand Knot
1. With the wide end of the tie on the right side
2. Then cross the wide end over in back and to the left bring it completely around the front to your right
3. Bring it back and up through the center
4. Pass it through the loop in front
5. Tighten the knot neatly, forming a "dimple" with your index finger.

Note: There are several good knot tutorials on YouTube.
Airman Battle Dress Uniform

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

Cadet Captain  Cadet Lt Colonel
Cadet Major  Cadet Colonel

GMC will wear metallic blue and silver Cadet Fourth Class (C/4C) or Cadet Third Class (C/3C) insignia centered on the left and right collar so that the long edge of the insignia is parallel to and one inch from the front edge of the collar. As shown above.
• **Back Packs**: Black back packs may be worn with any uniform combination. Only solid-color back packs will be worn with blue uniform combinations. ABU-patterned back packs, olive drab and Air Force sage green may be worn with the ABU.
  o Small logos are authorized. Airmen may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Back packs will not have ornamentation, high-gloss, designs, or hanging/dangling objects. Small gold or silver clasp authorized, but chains are not authorized.

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

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

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

• **Prop & Wings**: place 1 ½ inches from the front of the flight cap.

**Note**: POC service jacket is the exact same, except for the addition of a silver name tag flush with the top of the left breast pocket.
Centered between bottom of flight cap and silver braid

1-1/2 inches from front of flight cap
Helpful Reminders

- Greet all members of cadre and POC with the proper greeting of the day and by name.
- No flip-flops or open-toed shoes are to be worn in the detachment.
- Shirts are to be tasteful and worn tucked in to pants/shorts in the detachment. No tank tops.
- Jeans shall have no rips, holes, or stains.
- Overall, look professional (no pajama pants).
- Gentlemen must keep face clean, shaven, and presentable, while in the detachment.
- Females should not have excessive skin shown in their clothing.
- Hair should be worn in a professional manner, and females should not over-accessorize. This also goes for jewelry.
- Call the detachment to attention for the Detachment Commander or any officer that is an O-6 (Colonel), or above, upon their entry or departure into/out of the detachment.

Appendix: Warrior Knowledge

Welcome to the 720th AFROTC Cadet Wing! This booklet is to be with you at all times during every Leadership Laboratory (LLAB). Take pride in this booklet and study it well. Learning this knowledge is the first step toward success in Air Force ROTC.
For each training week of the semester, you will find a chapter of this booklet, which is for you to learn **prior to that week’s LLAB**. During every LLAB, you will also have a short 10-point quiz on the knowledge, which you would have learned that week. On that quiz, you must score **at least 80%** or get 8 out of the 10 questions correct. **All the information in this booklet is testable, except for the quotes and sections marked “additional information”**. Information which is marked with an asterisk (*), does not need to be memorized word for word.

**With every new LLAB chapter, you are still responsible for the information of the previous training weeks.** Make sure you review all the chapters learned as you move throughout the semester. At the end of the semester, all of the knowledge will be tested with the Cadet Knowledge Exam (CKE). Study hard and good luck!

“It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly; who errs and comes short again and again; because there is not effort without error and shortcomings; but who does actually strive to do the deed; who knows the great enthusiasm, the great devotion, who spends himself in a worthy cause, who at the best knows in the end the triumph of high achievement and who at the worst, if he fails, at least he fails while daring greatly. So that his place shall never be with those cold and timid souls who know neither victor nor defeat.” – **Theodore Roosevelt**
LLAB 1

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

Air Force Motto
Aim high… Fly-Fight-Win!

Air Force Mission
To fly, fight, and win… in air, space and cyberspace.

Air Force Vision
Global vigilance, reach and power.

AFROTC Mission
Develop quality leaders for the Air Force.

AFROTC Vision
A highly successful organization, respected throughout the Air Force, the educational community, and the nation.

Detachment 720 Mission
To produce the best Air Force officers in the world.

Detachment 720 Vision
Practicing quality leadership today, to excel as Air Force officers tomorrow.
LLAB 1

Airman’s Creed

I am an American Airman.
    I am a warrior.
I have answered my nation’s call.

I am an American Airman.
My mission is to fly, fight, and win.
I am faithful to a proud heritage,
    A tradition of honor,
    And a legacy of valor.

I am an American Airman.
Guardian of freedom and justice,
My nation’s sword and shield,
    Its sentry and avenger.
I defend my country with my life.

I am an American Airman.
Wingman, Leader, Warrior.
I will never leave an airman behind,
    I will never falter,
    And I will not fail.

Air Force Core Values
1. Integrity First
2. Service Before Self
3. Excellence In All We Do
LLAB 2

Chain of Command

<table>
<thead>
<tr>
<th>Commander in Chief</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary of Defense</td>
<td></td>
</tr>
<tr>
<td>Secretary of the Air Force</td>
<td></td>
</tr>
<tr>
<td>Air Force Chief of Staff</td>
<td></td>
</tr>
<tr>
<td>Commander of AETC</td>
<td></td>
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<tr>
<td>Commander of Air University</td>
<td></td>
</tr>
<tr>
<td>Commander of Holm Center</td>
<td></td>
</tr>
<tr>
<td>Commander of AFROTC</td>
<td></td>
</tr>
<tr>
<td>Commander of NE Region</td>
<td></td>
</tr>
<tr>
<td>Professor of Aerospace Studies</td>
<td></td>
</tr>
<tr>
<td>Operations Flight Commander</td>
<td></td>
</tr>
<tr>
<td>Cadet Wing Commander</td>
<td></td>
</tr>
</tbody>
</table>

Fighters

**F-35 Lightning II**
*Mission: A/A A/G*
*Function: multi-role*
*Identification: single engine*

**F-22 Raptor**
*Mission: A/A A/G*
*Function: multi-role fighter, air dominance*
*Identification: 2 angled stabilizers*
LLAB 2

Cadet Ranks

Wing Staff:
Wing Commander – C/Col _______________________________
Wing Vice Commander – C/Col ___________________________
Operations Group Commander – C/Lt Col _____________________
Mission Support Group Commander – C/Lt Col ___________________
Training Group Commander – C/Lt Col _________________________
Executive Officer – C/Capt ________________________________
LLAB 3


<table>
<thead>
<tr>
<th>Size</th>
<th>* Number of persons and vehicles seen, or size of an object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>* Description of enemy activity</td>
</tr>
<tr>
<td>Location</td>
<td>* Where the enemy was sighted</td>
</tr>
<tr>
<td>Unit</td>
<td>* Distinctive signs, symbols, or identification on people, vehicles, aircraft, or weapons</td>
</tr>
<tr>
<td>Time</td>
<td>* Time the activity is observed</td>
</tr>
<tr>
<td>Equipment</td>
<td>* Equipment and vehicles associated with the enemy</td>
</tr>
</tbody>
</table>

Seven Basic Responses

Yes, Sir/Ma’am.
No, Sir/Ma’am.
Sir/Ma’am, may I ask a question?
Sir/Ma’am, may I make a statement?
Sir/Ma’am, I do not know.
Sir/Ma’am, I do not understand.
No excuse, Sir/Ma’am.

Additional Responses When Appropriate

Correction please, Sir/Ma’am.
Pardon me please, Sir/Ma’am.
LLAB 3

Fighters and Attackers

**F-15 Strike Eagle**
*Mission: A/A A/G*
Function: A/G attack aircraft
Identification: 2 engines, 2 vertical stabilizers

**F-16 Fighting Falcon**
*Mission: A/A A/G, SEAD*
Function: multi-role fighter
Identification: 1 engine, 1 vertical stabilizer

**A-10 Thunderbolt II**
*Mission: A/G*
Function: close air support
Identification: front canon, 2 vertical stabilizers, 2 engines

“The power of excellence is overwhelming. It is always in demand, and nobody cares about its color.” – **General Daniel S. “Chappie” James, USAF**
Article I: I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

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

Tankers and the Prowler

**KC-10 Extender**
*Mission: global mobility, air-refueling, cargo*
Function: aerial tanker, transport
Identification: engine on the tail

**KC-135 Stratotanker**
*Mission: global mobility, air-refueling, cargo*
Function: aerial tanker, transport
Identification: 4 engines, boom

**EA-6B Prowler**
* Navy/Marine aircraft
Mission: SEAD
Function: electronic counter measures
Identification: 2 engines, 1 vertical stabilizer
**LLAB 4**

**Fire Team Formations:** *Usually comprised of 4-6 people, with the fire team leader in the front. The “heavy side” has the deadliest weapon. The triangle is the fire team leader.

- **Wedge**
- **File**
- **Line**

**Squad Formations:** *More than one fire team travelling together. Make sure to switch the heavy side. The triangle is the squad leader.

- **Squad Column**
- **Squad File**
- **Squad Line**
LLAB 5

**Article III:** If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

**Article IV:** If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

**First Verse of the Star Spangled Banner**

Oh say! Can you see, by the dawn’s early light,  
What so proudly we hailed at the twilight’s last gleaming?  
Whose broad stripes and bright stars, thro’ the perilous fight,  
O’er the ramparts we watched, were so gallantly streaming?  
And the rocket’s red glare, the bombs bursting in air,  
Gave proof thro’ the night that our flag was still there.  
Oh say, does that star spangled banner yet wave  
O’er the land of the free and the home of the brave?

“There is only one sort of discipline – PERFECT DISCIPLINE. Men cannot have good battle discipline and poor administrative discipline.”  
– General George S. Patton Jr.

“Leadership is intangible; therefore no weapon ever designed can replace it.”  
– General Omar Bradley
LLAB 5

Individual Ground Movements

- **Prone Firing Position**: *Stationary position, keep low to the ground, including your heels*

- **High Crawl**: *Lower level security, cradle the gun in your arms when moving, allows for greater speed*

- **Low Crawl**: *Higher level of security, but slower speed. Keep everything close to the ground, gun along your side/on your shoulder, heels down, face in the dirt*

**Basic Lifesaving Steps**

<table>
<thead>
<tr>
<th>Airway</th>
<th>* Establish an open airway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breathing</td>
<td>* Ensure breathing</td>
</tr>
<tr>
<td>Circulation</td>
<td>* Stop bleeding to support circulation</td>
</tr>
<tr>
<td>Disability</td>
<td>* Prevent further disability</td>
</tr>
<tr>
<td>Exposure</td>
<td>* Minimize further exposure to adverse weather</td>
</tr>
</tbody>
</table>

(reference: page 174 of Airman’s Manual)

“If I didn’t have air supremacy, I wouldn’t be here.” – **General Dwight D. Eisenhower**

51
LLAB 6

**Air Force Core Capabilities**
Air and Space Superiority  
Information Superiority  
Rapid Global Mobility  
Global Attack  
Precision Engagement  
Agile Combat Support

**Air Force Core Competencies**
Developing Airmen  
Technology-to-Warfighting  
Integrating Operations

**USAF Major Commands**

<table>
<thead>
<tr>
<th>Air Combat Command</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Education and Training Command</td>
<td></td>
</tr>
<tr>
<td>Air Force Space Command</td>
<td></td>
</tr>
<tr>
<td>Air Force Special Operations Command</td>
<td></td>
</tr>
<tr>
<td>United States Air Force in Europe</td>
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<tr>
<td>Pacific Air Forces</td>
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<tr>
<td>Air Force Material Command</td>
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<tr>
<td>Air Force Reserve Command</td>
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<tr>
<td>Air Force Global Strike Command</td>
<td></td>
</tr>
<tr>
<td>Air Mobility Command</td>
<td></td>
</tr>
</tbody>
</table>
LLAB 6

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

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

**Mobility**

**C-17 Globemaster III**
*Mission: tactical aircraft, airdrop*  
*Function: cargo and troop transport*  
*Identification: wingtips*

**C-5 Galaxy**
*Mission: global mobility*  
*Function: cargo transport*  
*Identification: size – 82 yards long*

**C-130 Hercules**
*Mission: tactical aircraft*  
*Function: global airlift*  
*Identification: 4 prop engines*
## Air Force Rank Structure

<table>
<thead>
<tr>
<th>Officer</th>
<th>Enlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>O-1</td>
<td>E-1</td>
</tr>
<tr>
<td>O-2</td>
<td>E-2</td>
</tr>
<tr>
<td>O-3</td>
<td>E-3</td>
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<tr>
<td>O-4</td>
<td>E-4</td>
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<tr>
<td>O-5</td>
<td>E-5</td>
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<tr>
<td>O-6</td>
<td>E-6</td>
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<tr>
<td>O-7</td>
<td>E-7</td>
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<tr>
<td>O-8</td>
<td>E-8</td>
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<tr>
<td>O-9</td>
<td>E-9</td>
</tr>
<tr>
<td>O-10</td>
<td></td>
</tr>
</tbody>
</table>

- **Second Lieutenant (O-1)**: No Insignia
- **First Lieutenant (O-2)**: Airman
- **Captain (O-3)**: Airman First Class
- **Major (O-4)**: Senior Airman
- **Lieutenant Colonel (O-5)**: Staff Sergeant
- **Colonel (O-6)**: Technical Sergeant
- **Brigadier General (O-7)**: Master Sergeant
- **Major General (O-8)**: Senior Master Sergeant
- **Lieutenant General (O-9)**: Chief Master Sergeant
- **General (O-10)**:  

**Note:** 2d Lt and Maj have gold insignia, the rest are silver
Important Air Power Figures

Billy Mitchell: Visionary and primary advocate of the Air Force

Giulio Douhet: Italian air power theorist; focus strategic bombing

Robin Olds: Ace fighter pilot and Operation Bolo mastermind

Colonel John Boyd: Creator of the OODA loop and the Energy-Maneuverability Theory

Jimmy Doolittle: Primary developer of instrument flying; led top secret attack on Japan after Pearl Harbor

O – Observe
O – Orient
D – Decide
A – Act

“Integrity is the fundamental premise for military service in a free society. Without integrity the moral pillars of our military strength, public trust, and self-respect are lost.” – General Charles A. Gabriel, Chief of Staff USAF
Oath of Office

I, (your name), having been appointed a Second Lieutenant, in the United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of office upon which I am about to enter. So help me God.

“War is an ugly thing, but not the ugliest of things. The decayed and degraded state of moral and patriotic feeling, which thinks nothing is worth war, is much worse. The person, who has nothing for which he is willing to fight, nothing which is more important than his own personal safety, is a miserable creature and has no chance of being free unless made and kept so by the exertions of better men than himself.” – John Stuart Mill
LLAB 8

Bombers

<table>
<thead>
<tr>
<th>B-52 Stratofortress</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mission: long-range, heavy bombing</td>
</tr>
<tr>
<td>Function: deterrence (nuclear)</td>
</tr>
<tr>
<td>Identification: 8 engines, 2 pods on each wing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-1 Lancer</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mission: long-range, heavy bombing</td>
</tr>
<tr>
<td>Function: multi-role</td>
</tr>
<tr>
<td>Identification: swept wings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-2 Spirit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mission: global attack (stealth)</td>
</tr>
<tr>
<td>Function: multi-role heavy bomber, nuclear deterrence</td>
</tr>
<tr>
<td>Identification: 0 vertical stabilizers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phonetic Alphabet</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Alpha</td>
</tr>
<tr>
<td>B – Bravo</td>
</tr>
<tr>
<td>C – Charlie</td>
</tr>
<tr>
<td>D – Delta</td>
</tr>
<tr>
<td>E – Echo</td>
</tr>
<tr>
<td>F – Foxtrot</td>
</tr>
<tr>
<td>G – Golf</td>
</tr>
</tbody>
</table>
LLAB 8

Command & Control/ISR

E-3 Sentry
*Mission: AWACS airborne warning and control system, air battle management
Function: command and control, ABM
Identification: rotodome on top of aircraft

E-8 Joint STARS
*Mission: ground surveillance and targeting
Function: airborne battle management
Identification: radar on belly of aircraft

U-2 Dragonlady
*Mission: ISR
Function: high-altitude reconnaissance
Identification: wide, non-swept wingspan

Tenants of Aerospace Power
Centralized Control/Decentralized Execution
Flexibility/Versatility
Priority
Synergy
Balance
Concentration
Persistence
The Three Levels of Warfare

**Strategic:** *The level of war at which a nation or group of nations determines national or alliance security objectives and develops and uses national resources to accomplish those objectives.*

**Operational:** *The level of war at which campaigns and major operations are planned, conducted, and sustained to accomplish strategic objectives within theatres or areas of operations.*

**Tactical:** *The level at which battles and engagements are planned and executed to accomplish military objectives assigned to tactical units or task forces.*

**Principles of War**

- Mass
- Objective
- Offensive
- Security
- Economy of Force
- Maneuver
- Unity of Command
- Surprise
- Simplicity

“I don’t mind being called tough, because in this racket it’s tough guys who lead the survivors.” – **General Curtis E. LeMay, Chief of Staff, USAF**
### Navy Officer Rank

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Rank</th>
<th>Abbreviation</th>
<th>Collar</th>
<th>Shoulder</th>
<th>Sleeve</th>
</tr>
</thead>
<tbody>
<tr>
<td>O-1</td>
<td>Ensign</td>
<td>ENS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O-2</td>
<td>Lieutenant Junior Grade</td>
<td>LT 3G</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O-3</td>
<td>Lieutenant</td>
<td>LT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O-4</td>
<td>Lieutenant Commander</td>
<td>LCDR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O-5</td>
<td>Commander</td>
<td>CDR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O-6</td>
<td>Captain</td>
<td>CAPT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O-7</td>
<td>Rear Admiral (lower half)</td>
<td>RDML</td>
<td></td>
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</tr>
</tbody>
</table>

**Army/Marine Officer Rank:** same as Air Force (LLAB 7)

“Duty then is the sublimest word in the English language. You should do your duty in all things. You can never do more. You should never wish to do less.” – General Robert E. Lee
LLAB 10

The 1st and 2nd Verse of the Air Force Song

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

* Minds of men fashioned a crate of thunder,  
  Sent it high into the blue;  
Hands of men blasted the world asunder,  
  How they lived God only knew!  
Souls of men dreaming of skies to conquer  
  Gave us wings, ever to soar!  
With scouts before and bombers galore. Hey!  
  Nothing’ll stop the U.S. Air Force!

(only the 1st verse will be tested on LLAB quizzes)

Air Force Birthday
18 September 1947

“In every battle, there comes a time when both sides consider themselves beaten; then he who continues the attack wins.” – General Ulysses S. Grant
HH-60 Pave Hawk
*Mission: combat search and rescue (CSAR)
Function: personnel recovery
Identification: refueling probe

UH-1 Huey
*Mission: airlift, security
Function: light-lift utility
Identification: 2 blades on top and 2 on the rear

V-22 Osprey
*Mission: CSAR, Special Ops, transport
Function: Special ops forces long-rang infiltration, exfiltration/ resupply
Identification: tiltrotar

UH-60 Black Hawk
*Mission: combat assault, resupply, command and control
Function: air assault, air cavalry, aeromedical evacuation
Identification: 4 blade variants on top and rear
*army helicopter
RPAs or Remotely Piloted Aircraft

**MQ-9 Reaper**
*Mission: A/G (hunter/killer), ISR*
*Function: long range RPA*
*Identification: stabilizers on the top of the belly*

**MQ-1 Predator**
*Mission: A/G (killer/scout), ISR*
*Function: long range RPA, armed reconnaissance, airborne surveillance, target acquisition*
*Identification: all stabilizers below body*

**RQ-4 Global Hawk**
*Mission: ISR*
*Function: long range RPA, high-altitude ISR*
*Identification: engine over the body, 2 angle stabilizers*

“If our air forces are never used, they have achieved their finest goal.”
– General Nathan Twining

“The American people rightly look to their military leaders to be not only skilled in the technical aspects of the profession of arms, but to be men of integrity.”
– General Joseph L. Collins
“War once declared, must be waged offensively, aggressively. The enemy must not be fended off, but smitten down. You may then spare him every exaction, relinquish every gain, but ‘til then he must be struck incessantly and remorselessly.” – Alfred Thayer Mahan
“It is the soldier, not the reporter, who has given us the freedom of the press. It is the soldier, not the poet, who has given us the freedom of speech. It is the soldier, not the campus organizer, who has given us the freedom to demonstrate. It is the soldier who salutes the flag, who serves beneath the flag, and whose coffin is draped by the flag, who allows the protestor to burn the flag.” – Father Denis Edward O’Brien, Sergeant, USMC
**Additional Information**

**Air Force Song Verses 3 and 4**
Here’s a toast to the host
Of those who love the vastness of the sky.
To a friend we send the message of his brother men who fly.
We drink to those who gave their all of old,
Then down we roar to score the rainbow’s pot of gold.
A toast to the host of men we boast, the U.S. Air Force!

Off we go into the wild sky yonder,
Keep the wings level and true;
If you’d live to be a gray haired wonder
Keep the nose out of the blue! (Out of the blue, Hey!)
Flying men, guarding our nation’s borders,
We’ll be there, followed by more!
In echelon we carry on. Hey!
Nothing’ll stop the U.S. Air Force.

**High Flight**
Oh, I have slipped the surly bonds of earth
And danced the skies on laughter-silvered wings;
Sunward I’ve climbed, and joined the tumbling mirth
Of sun-split clouds – and done a hundred things
You have not dreamed of – wheeled and soared and swung
High in the sunlit silence. Hov’ring there
I’ve chased the shouting wind along, and flung
My eager craft through footless halls of air.
Up, up the long delirious burning blue,
I’ve topped the windswept heights with easy grace
Where never lark, or even eagle flew –
And, while with silent lifting mind I’ve trod
The high untrespassed sanctity of space
Put out my hand and touched the face of God.
Personal Information
Name: Flight:
Phone: Email:

Flight Commander Information
Name: Phone:
Email:

Mentor Information
Name: Phone:
Email:

Wingman Information
Name: Phone:
Email:

Wingman Information
Name: Phone:
Email:

Detachment 720 Phone: (814) 865-5453