

# DETACHMENT 940

University of Wyoming

Laramie County Community College

Park College on FE Warren



## Table of Contents

History .....	3
Cadre/Contact Information .....	4
Air Force ROTC Structure .....	5
Cadet Wing Structure .....	6
Detachment Guidelines .....	7
Email Etiquette .....	7
Retention Standards.....	8
Customs and Courtesies .....	9
Uniform Wear .....	11
Short Sleeve Blues (SSB) .....	11
Service Dress.....	12
Airman Battle Uniform (ABU) .....	14
Physical Fitness Uniform (PTU) .....	15
Dress and Appearance/Grooming Standards .....	15
Drill and Ceremonies .....	16
Training Styles .....	18
Hazing Policy .....	18
Sexual Harassment .....	19
Awards.....	19
FAQ's .....	20
How to Succeed in AFROTC .....	22
Warrior Knowledge .....	22
MAJCOM's: .....	22
Chain of Command: .....	23
Airman's Creed .....	24
Code of Conduct .....	25
Air Force Song.....	26
Quotes .....	27
Constitution.....	30
The Declaration of Independence .....	42
Acronyms and Abbreviations .....	46

# **History**

## **Air Force History**

The Department of the Air Force was created when President Harry S. Truman signed the National Security Act of 1947. It became effective September 18, 1947. Under the Department of the Air Force, the act established the United States Air Force, headed by the Chief of Staff, USAF. On September 18, 1947, W. Stuart Symington became Secretary of the Air Force, and on September 26, Gen. Carl A. Spaatz became the USAF's first Chief of Staff.

## **Air Force Reserve Officer Training Corps**

Air Force ROTC is the largest and oldest source of commissioned officers for the Air Force. The organization's mission is to produce quality leaders for the Air Force. AFROTC is located on 145 college and university campuses, with over 1,100 additional schools participating in cross-town agreements that allow their students to attend AFROTC classes at an area host school. This program commissions approximately 1500 to 2000 Second Lieutenants each year.

AFROTC is designed as a four-year program. However, depending on an individual's situation, the program may be completed in as little as three years or take as long as five years. AFROTC has four programs in which enlisted personnel may pursue a commission: Scholarships for Outstanding Airmen to ROTC, Airman Scholarship and Commissioning Program, Airmen Education and Commissioning Program, and Nurse Enlisted Commissioning Program.

## **Detachment 940 History**

Detachment 940 of the Air Force Reserve Officer Training Corps (AFROTC) was established at the University of Wyoming in Laramie in July of 1952 under Lieutenant Colonel Thompson. For almost seventy years Detachment 940 has been producing quality leaders for the Air Force and the world. Cadets have the opportunity to train in beautiful Laramie, Wyoming, with the unique exposure to F.E. Warren Air Force Base in Cheyenne, Wyoming and the United States Air Force Academy in Colorado Springs, Colorado.

**Cadre/Contact Information**

**Detachment 940 Commander  
Lieutenant Colonel Samuel R.  
Shearer**



**Recruiting Flight Commander  
Captain Jefferson R.  
Thorpe**



**NCOIC, Personnel  
Technical Sergeant Bartiar Leahy**



**Operations Flight Commander  
Captain George T. Noah**



**NCOIC, Knowledge Operations Manager  
Staff Sergeant Daja Stevens**



**Detachment 940 Contact Information**

**AFROTC Detachment 940  
1000 East University Avenue  
Laramie, WY 82072  
Phone: (307) 766-2338  
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## **Air Force ROTC Structure**

**GENERAL MILITARY COURSE (GMC)** - This is the first two years in Air Force ROTC. These two years are used to prepare you for Field Training and for your responsibilities as a member of the Professional Officer Course. A freshman GMC is considered an AS100 with a rank of Cadet 4th Class (C/4C) while a sophomore GMC is considered an AS200 with a rank of Cadet 3rd Class (C/3C). A new cadet who comes into the program but will finish the AFROTC program in three years is considered an AS250 with a rank of C/4C until the second semester of their GMC year. These are related to the Aerospace Studies course they are enrolled in:

- **AS100 - Foundations of the Air Force:** Structure and missions of Air Force organizations, officership, and professionalism. Introduction to communication skills.
- **AS200 - The Evolution of Aerospace Studies:** Beginnings of manned flight and the development of aerospace power from World War I to present-day current operations.

As a GMC cadet, you are required to attend AS class and Leadership Laboratory once a week where you learn about leadership, teamwork, and the requirements of an Air Force Officer. At the end of your time as a GMC, you will compete for entry into the POC. That competition is based on your physical, academic, and leadership performance during your time in the GMC.

**PROFESSIONAL OFFICER COURSE (POC)** - This is the second half of the Air Force ROTC program. A cadet becomes a member of the Professional Officer Course after completion of Field Training between their AS200 and AS300 year. The POC are responsible for coordinating with the OFC and running the cadet wing. A junior in ROTC is considered an AS300 while a senior is considered an AS400 which are related to their Aerospace Studies course:

- **AS300 - Leadership Studies:** Anatomy of leadership, role of discipline in leadership situations, and the variables affecting leadership. Case studies and practical application in Leadership Laboratory (LLAB).
- **AS400 - National Security Studies and Preparation for Active Duty:** The role of the professional military leaders in a democratic society, international developments on strategic preparedness, and active-duty assignment preparation.

# Cadet Wing Structure

**POC Job**

**GMC Job**

**940 CW/CC**

**940 IAC/IGC**

**940 MSG/CC**

**940 OG/CC**

**940 PTC**

**940 MSG/CC  
Assistant**

**940 OG/CDC**

**940 CGC**

**940 SQ/CC**

**940 AAFL**

**940 RC**

**940 AMC**

**200 FLT/CC**

**100 FLT/CC**

**100 FLT/CC**

**940 Military Ball Staff**

**940  
Webmaster/Historian**

**200 FLT**

**100 FLT**

**100 FLT**

## Detachment Guidelines

Air Force ROTC cadets display a high degree of professionalism, leadership and teamwork. Cadets must always remember they represent not only themselves, but Detachment 940, Air Force ROTC, and the United States Air Force.

**Email Etiquette** - The main medium of communication in AFROTC is through email. Information about the week's events such as PT, LLAB, and flight meetings is dispersed via email as a 'listserv'. It's important to remember to never reply to a list, because your reply will be sent out to the entire cadet wing and cadre. Because email is an important way of contacting cadets, it is important to always be professional when sending an email. Below is an example.

Good Morning Cadet (Last Name),\*

Cadet (Last Name): type the body of your email here. Use proper punctuation and spelling, and limit acronyms.

Very Respectfully,\*\*

Cadet (Your Last Name)

FIRST I. LAST, C/Rank, Organization

Your Cadet Position Title, 940th AFROTC Cadet [Organization]

University of Wyoming

Phone Number (###.###.####)

Email Address

Example: JOHN B. SMITH, C/4C, AFROTC

F Flight, 940th AFROTC Cadet Training Squadron

University of Wyoming

307.555.5555

[jsmith@uwyo.edu](mailto:jsmith@uwyo.edu)

Signature Block: Your name should be in all caps and your rank should follow separated by a comma. (AS100: C/4C, AS200: C/3C) If you hold any wing positions, assistant or otherwise, your title will follow underneath your name and rank. Beneath your position will be your detachment information and the University. Add your contact information last.

\*Use the Greeting of the day: Morning (0000-1159) Afternoon (1200-1659) Evening (1700-2359). You may use Sir, Ma'am or Ladies or Gentlemen for the salutation unless instructed otherwise by your commander.

\*\* ALWAYS use "Very Respectfully" or "Respectfully" when referring to senior ranking members (POC) or Cadre. Only use "Regards" for cadets of similar or lower rank.

## **Retention Standards**

To remain a cadet in AFROTC you must retain high standards of professionalism, academic excellence, and physical fitness. There are set standards that cadets must meet, if standards are not met, cadets can be investigated for disenrollment from the program. Please note that cadets should be striving to do better than the set standards, remember the core value “Excellence in All We Do”.

- **GPA** - Maintaining academic excellence is the most vital thing to ensuring your success as a cadet in the AFROTC. Maintaining your GPA is the main task that you have as a cadet. There are numerous ways that you can get help if you are struggling with a class. At the beginning of each semester you will be assigned a mentor who is a POC. Maintain contact with your mentors as they are a great resource to use for your success.
- **AFOQT (Air Force Officer Qualifying Test)** - Each cadet must take and pass this standardized test to continue in the Air Force ROTC program. This tests measures math, verbal, and analytical skills, as well as measuring pilot and navigator potential. The AFOQT takes about four hours to take and is separated into 12 subtests: Verbal Analogies, Arithmetic Reasoning, Word Knowledge, Math Knowledge, Instrument Comprehension, Block Counting, Table Reading, Aviation Information, General Science, Rotated Blocks, Hidden Figures, Self-Description Inventory. The AFOQT is now required to be taken by 31 December of the AS200 year.

### Important Information

- The AFOQT can only be taken twice. (Waiverable – waivers are NOT guaranteed.)
- Examinees must wait 180 days between tests
- AFOQT scores never expire.
- The most recent AFOQT test score is the one that counts.

### Preparing for the test

- AFOQT study guide books and sample tests are available. Also, it is recommended to use SAT and ACT review material to prepare for the test.

- **FA** - (Fitness Assessment) - Each semester, every cadet must take the FA to measure physical fitness. The FA consists of a waist measurement, a 1.5-mile run, 1-minute timed pushups, and 1-minute timed sit-ups. Cadets must receive at least a 75% on the FA to pass and also pass minimums in each category. The minimums in each category can be found online. It’s important to workout outside the required twice a week Physical Training Sessions.



## **Customs and Courtesies**

**Verbal Greetings** – It's important to render a verbal greeting whenever you come in contact with cadre and members of the POC. When greeting officers or POC, always greet the higher rank first. If there is a lady present and is of equal rank, greet her first. In the situation where there is a higher-ranking male and a lower ranking female, greet the rank (in this case the male) first.

- 0000-1159- "Good Morning"
- 1200-1659- "Good Afternoon"
- 1700-2359- "Good Evening"

When greeting cadre, make sure to use a verbal greeting followed by Sir/Ma'am.\*

Ex: Good Afternoon Sir/Ma'am OR Good Afternoon Colonel Smith

When greeting members of the POC use the correct verbal greeting followed by Sir/Ma'am.\*

Ex: Good Evening Sir/Ma'am OR Good Evening Cadet Smith

When greeting other members of the GMC use the correct verbal greeting followed by Cadet and their last name.

\*Depending on your commander, you may have to use entire name and rank when greeting.

**Saluting** - A salute is rendered as a form of respect and it's important to know when and who to salute. First, to perform a proper salute raise your right hand up until your forefinger touches your eyebrow (if wearing flight cap) or the edge of ABU cover, or if you are wearing glasses your finger should touch the edge of the right lens. The arm (shoulder to elbow) should be parallel to the ground. When rendering a salute include the verbal greeting of the day, and do not lower your salute until the senior officer or POC drops theirs.

- Who should I salute? - Always salute cadre, POC, and any military officers.
- When and where should I salute? – Saluting procedures are always rendered outside while in a military uniform, except for the PTU. Also, they are rendered when taking control of a flight. The only time you render a salute indoors is when performing reporting procedures or accepting an award, which will also be discussed in this manual. If there are a group of cadets not in formation, then the first cadet to see the senior officer calls the group to attention and all of the cadets render a salute along with a verbal greeting. If a group of cadets are in formation, the cadet in control will call the formation to attention and render a salute and a verbal greeting. If a group of cadets are walking past a senior officer and are not in formation, the group should render a salute in unison and a verbal greeting and continue walking.
- Saluting Distance - When coming up near an officer or POC, render the salute within 6-12 paces to give the senior officer enough time to return the salute with a verbal greeting. If the senior officer doesn't see you render a salute, you may drop it after you have passed them.

**Reporting Procedures**- When reporting to cadre or POC for any reason you must always report using the proper procedures, unless told otherwise.

- Procedure
- Knock once on the door (door frame if door is open) of the officer in which you are reporting to, and when told to “enter” take the most direct route to two paces in front and centered upon the desk. Keep your eyes caged.
  - Render a salute and use the proper verbiage.
  - If you were asked to report in, state “Cadet (last name) reports as ordered.”
  - If you are reporting for any other business, state “Cadet (last name) reports.”
  - At the end of the conversation come to attention if put at ease, ask “Sir/Ma’am will that be all?” and if the cadre or POC states “that will be all” take one step back, render a salute along with the greeting of the day.
- Proceed to take the most direct way out of the room.

**Calling the Room to Attention**- Another way to show respect is to call a room to attention. When a senior officer or POC enters a room, the cadet closest to the entrance calls the room to attention by stating “Room Attention”, which is pronounced “Room, tench-HUT”. Everyone in the room comes to attention until the senior officer says, “as you were” or “carry on”. Only call the room to attention if the officer or POC is of the highest rank in the room. For example, don’t call a room to attention when a Captain walks in if a Major is already in the room. This procedure is the same when a cadre member or POC exits the room.

- Exceptions
  - Do not call the room if a class or meeting is already in session (unless for cadre when none are present already).
  - Refer to the Wing Guidance each semester, as exceptions can be listed.

**Respect for the Flag**- The flag is the symbol of our nation, and should be given the highest degree of respect. It represents our nation’s freedom and the lives lost to keep our nation free. There are certain procedures to follow when handling our nation’s flag.

- If you are outdoors and in uniform when the National Anthem or “To the Colors” is played, snap to the position of attention, and face toward the flag or the music if the flag is not visible. Salute the flag when the music begins to play. If you are outside and not in uniform when the National Anthem or “To the Colors” is played, face towards the flag or music and put your hand over your heart.
- If indoors, and the National Anthem or “To the Colors” is played, snap to the position of attention and face toward the flag or the music. Remember you are not required to salute, you’re indoors.
- Raising and Lowering the Flag: The flag should be raised briskly at sunrise and lowered slowly at sunset.

This is just a guide. Please reference manual AFI36-2903 or AFI36-2903\_AFROTCSUP for further detail.

## Uniform Wear

There are several different types of uniforms for the United States Air Force, but each one should be worn with pride. Every cadet should look sharp and crisp in uniform, because you are representing Detachment 940, the United States Air Force, the members who came before, and those who've died in the uniform.

### Air Force Uniforms

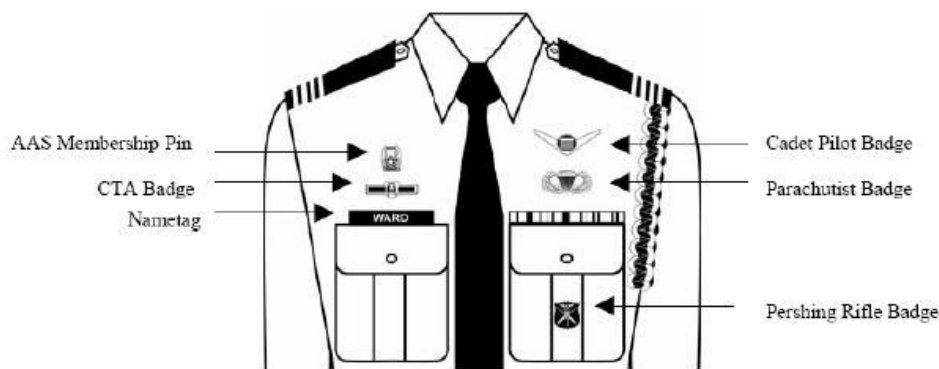
- Short Sleeve Blues (SSB)
- Service Dress
- Airman Battle Uniform (ABU)
- Physical Training Uniform (PTU)

### Short Sleeve Blues (SSB)

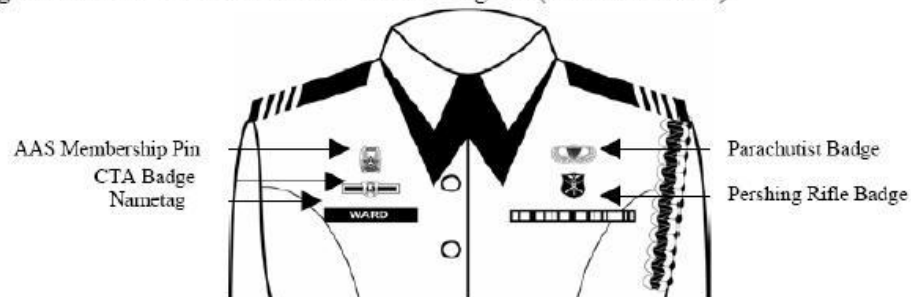
Short Sleeve Blues consist of issued blue slacks, short sleeve blue shirt, white v-neck undershirt, belt, black socks and low quarters. Shirt guarders (or also called shirt stays) are not required but are highly recommended to keep your shirt tucked in. When wearing the Short Sleeve Blues uniform you are required to wear rank, and your nametag. Also, you can wear the Arnold Air Society membership pin, pilot badge, parachute badge, and CTA badge (if applicable). Slacks are dry clean only. Blues shirt and socks can be washed at home.

- Nametag - For males, the nametag should be centered over the right pocket. For females, the nametag should be centered horizontally and vertically between the 2nd and 3rd buttons. See images below.
- Belt - Please note that the tip of the belt buckle for males faces left, and for females the tip faces right.

**Figure 10.14.** Male Shirt With Insignia (Cadet Officer).



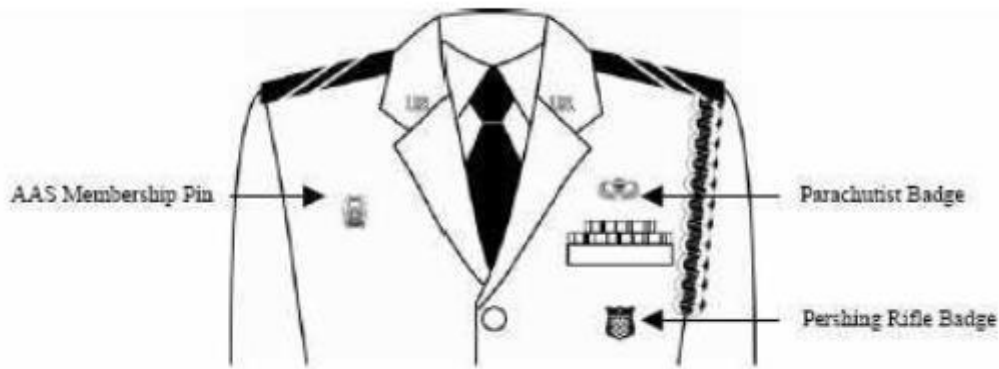
**Figure 10.15.** Female Blouse With Insignia (Cadet Officer).



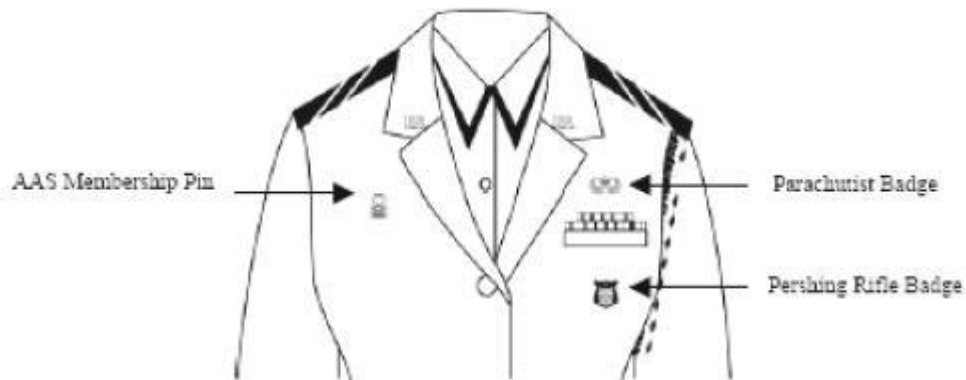
## Service Dress

Service Dress is worn for special occasions, such as Military Ball and awards programs. The Service Dress is composed of blue slacks, long sleeve blue shirt, tie or tie tab, belt, black socks, low quarters, and service jacket. All ribbons and cords are authorized to wear on the service jacket. US insignia is required on the service jacket. Dry clean only for the jacket.

### Male Service Dress (C3C)



### Female Service Dress (C3C)



\*POC are authorized to wear a silver nametag with the Service Dress Uniform

US Insignia - the US Insignia should be placed in the middle of the seam of the lapels on the Service jacket; parallel to the ground.

Figure 10.4. U.S. Lapel Insignia on Collar.



## Flight Cap

The Flight Cap is worn when wearing SSB's, LSB's, or Service Dress while outside. POC have a Prop and Wings pin on their cover. The flight cap is dry clean only.



When not worn, the flight cap should be placed under the belt between the first and second loopholes on the left side.

**Figure 4.1.** Flight Cap When Worn Under Belt (Cadet Airmen).



## Airman Battle Uniform (ABU)

The Airman Battle Uniform consists of the ABU blouse, pants, cover, tan undershirt, tan belt, green socks and sage green combat boots. You must have a name tape and U.S. Air Force tape sewn onto the ABU blouse. Do not iron your ABUs.



## ABU Rank

Hard rank is worn with ABU's. POC wear black and metallic rank. The rank should be centered to the right and left of the lapel, parallel and one inch from the bottom.



## Physical Fitness Uniform (PTU)

The physical fitness uniform consists of the issued physical training shirt and issued physical training shorts. Also required are undergarments, white socks and proper, conservative athletic shoes. Although it is technically optional to tuck the shirt into the shorts or leave it untucked, for standardization purposes Detachment 940 cadets will tuck in their shirts. In cold weather, cadets are allowed to wear sweat pants and sweatshirts with the PTU, but only if they have not received the authorized PTU wind suit.

## Dress and Appearance/Grooming Standards

When in uniform, your uniform should look sharp and crisp. Your uniform should be free of wrinkles and lint. This means ironing your blue shirt and making sure your slacks and service jacket are dry-cleaned. Not only should your uniform look sharp, so should you.

- Hair (males) - Must have a tapered appearance on both sides. The bulk or thickness of the hair should not exceed 1-1/4 inches, regardless of length. The bulk may not exceed ¼ inch at the termination point. Hair must not touch any part of the ears, and sideburns must not reach below the bottom most part of the ear opening.
- Hair (females) - Should look professional in appearance. Hair should not exceed 3 inches in bulk when pulled back. Also, it should not be styled in such a way that prevents the wear of headgear (flight cap/ABU cover). Hair must not include ribbon, beads, scrunches, or jeweled pins. Any hair pins or hair ties must be conservative and similar to hair color.
- Facial Hair (males only) - Males should always be clean shaven for any ROTC event such as PT, LLAB and flight meetings. Mustaches are permitted but may not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth. Sideburns, when worn, sideburns must be neatly trimmed and tapered in the same manner as the haircut. They must be straight and of even width (i.e., not flared). They must end in a clean-shaven horizontal line. Sideburns must not extend below the lowest part of the ear opening.
- Nail polish (females only) - Must be conservative and in good taste. Nail color must be uniform and cannot be extreme shades (ex. purple, gold, black, red, blue or any fluorescent colors). Nails must not exceed ¼ inch from fingertip. Cosmetics cannot be worn in field conditions.
- Jewelry
  - Watches - Must be conservative
  - Rings - No more than three, no thumb rings
  - Earrings - Must be conservative. Small diamond, gold, white pearl or silver are allowed. Earrings must not extend below the earlobe. No body piercings are permitted. Only one pair worn.
    - Please Note: Males are **not** authorized to wear earrings.
- Eyeglasses and sunglasses may have conservative ornamentation on nonprescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo must be same color as frames or lenses. Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses are authorized. Faddish styles and mirrored lenses are prohibited. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation.

## Drill and Ceremonies

In Air Force ROTC, drill and ceremonies are very important. Remember to always march with pride and be sharp and crisp with every movement. The following information is an introduction to some basic drill movements. For further information about drill and ceremonies please reference the Drill and Ceremonies manual.

### Positions

**Position of Attention** - At the command of attention, bring the heels together and on line. Ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without locking your knees. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are cupped (but not clenched as a fist) with palms facing the leg, the head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical, eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.



Attention



Parade Rest

**Parade Rest** - Parade Rest is a modified position of attention. On the command of Parade Rest the cadet will move the left leg to bring them 12 inches apart. As the leg is moving, bring your arms to the back of the body and your hands should be uncapped, right thumb over left, to make an "X".

**At Ease** - At the command of at ease, the cadet may stand in a relaxed standing position. The cadet must stay in formation and be silent.

**Fall Out** - At the command of fall out, the cadet may relax in a standing position or even break rank, but must stay in the immediate area until advised otherwise.



## **Formations**

**Detail** - is composed of 2-4 cadets. In formations with three or four cadets, the formation is properly sized and the cadet in the right rear position will lead the formation. When in details of two, the detail leader marches on the right.

**Flight** - is composed of 5 or more cadets.

☒ **Line Formation** - Line formation is the formation in which you fall in as a flight. The first rank falls in, in front of the of the flight commander, front to back, and 3 cadets deep (the first rank of three cadets are called the Element Leaders. Element one is the cadet closest to the flight commander followed by the second and third element leader). Then after the first rank falls in, the second rank falls in back to front, along with the third, fourth, etc.

☒ **Column Formation** - To move into column formation, the flight commander simply gives the command of 'Right Face'. The Element Leaders are in the front of the flight, and will be important when calling Column Movements.

## **Movements**

**Column Movements** - These movements are called in **Column Formation**, and are used to turn the flight

90-degrees left or right in column formation

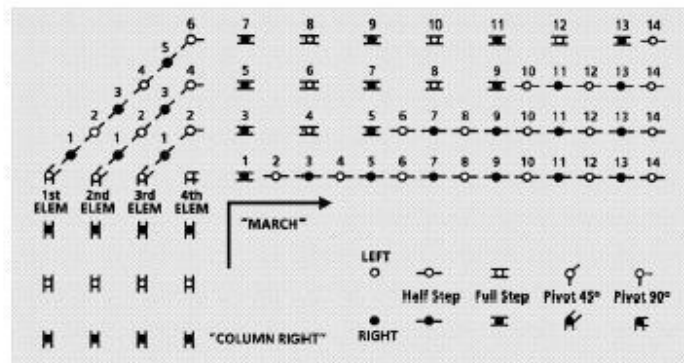
☒ **Flanking movements** - The command is Right (Left) Flank, MARCH, given as the heel of the right

(left) foot strikes the ground. On the command MARCH, the cadet takes one more 24-inch step, pivots 90-degrees to the right (left) on the ball of the left (right) foot.

☒ **Column Right** - The column right is called on the **right** foot, and the preparatory command is "column right" and the execution command is "march". Please note that the preparatory and execution command are both called on the right foot. On the command of "march" the third element leader flanks to the right. The second element leader takes a 45-degree step to the right, one step, and then another 45-degree step to the right. The first element leader takes a 45-degree step to the right, three steps, and then another 45-degree step to the right. The element leaders must come to half step after a column movement until a forward march is given.

☒ **Column Left** - The column left is called on the **left** foot, and the preparatory command is "column left" and the execution command is "march". On the command of "march" the first element leader flanks to the left. The second element leader takes a 45-degree step to the left, one step, then another 45-degree step to the left. The third element leader takes a 45-degree step to the left, three steps then another 45-degree step to the left. The element leaders must come to half step after a column movement until a forward march is given.

### Column Right Diagram



Please Note: This diagram shows a column movement with four elements. The 4<sup>th</sup> element in this diagram would represent the 3<sup>rd</sup> element; the 3<sup>rd</sup> element in this diagram would represent the 2<sup>nd</sup> element, and so on.

**Open Ranks Inspection** - Open ranks inspections focus on military bearing and personal appearance.

**Flight Drill Evaluation** - This evaluation measures the flight's ability to perform a drill sequence, and measures the ability of a cadet to march a flight. The flight commander will be handed a drill card and must lead the flight in the order the commands appear. The flight will have seven minutes to complete the movements within the confines of the 70' X 70' drill pad.

### **Training Styles**

There are different types of training styles in AFROTC. There are academic sessions (class, briefings), flight meetings, and training during Leadership Laboratory. It is important to be able to switch between these training environments with ease. For example, academic sessions may be more of an "at ease" environment, but cadets are expected to be prepared for more "intense" training during LLAB. There will be times when you will be expected to know knowledge and expected to perform. If you do not perform you may get counseled by your flight commander. One thing to remember during training environments is to not take anything personally, and always remember you are being trained to be an officer in the United States Air Force.

### **Hazing Policy**

There is a zero-tolerance hazing policy in Air Force ROTC. Hazing is any degrading action that may cause humiliation, embarrassment, or injury. There is a fine line between training and hazing. If you feel at any time you are being hazed, contact your flight commander or any member of the POC or cadre immediately.

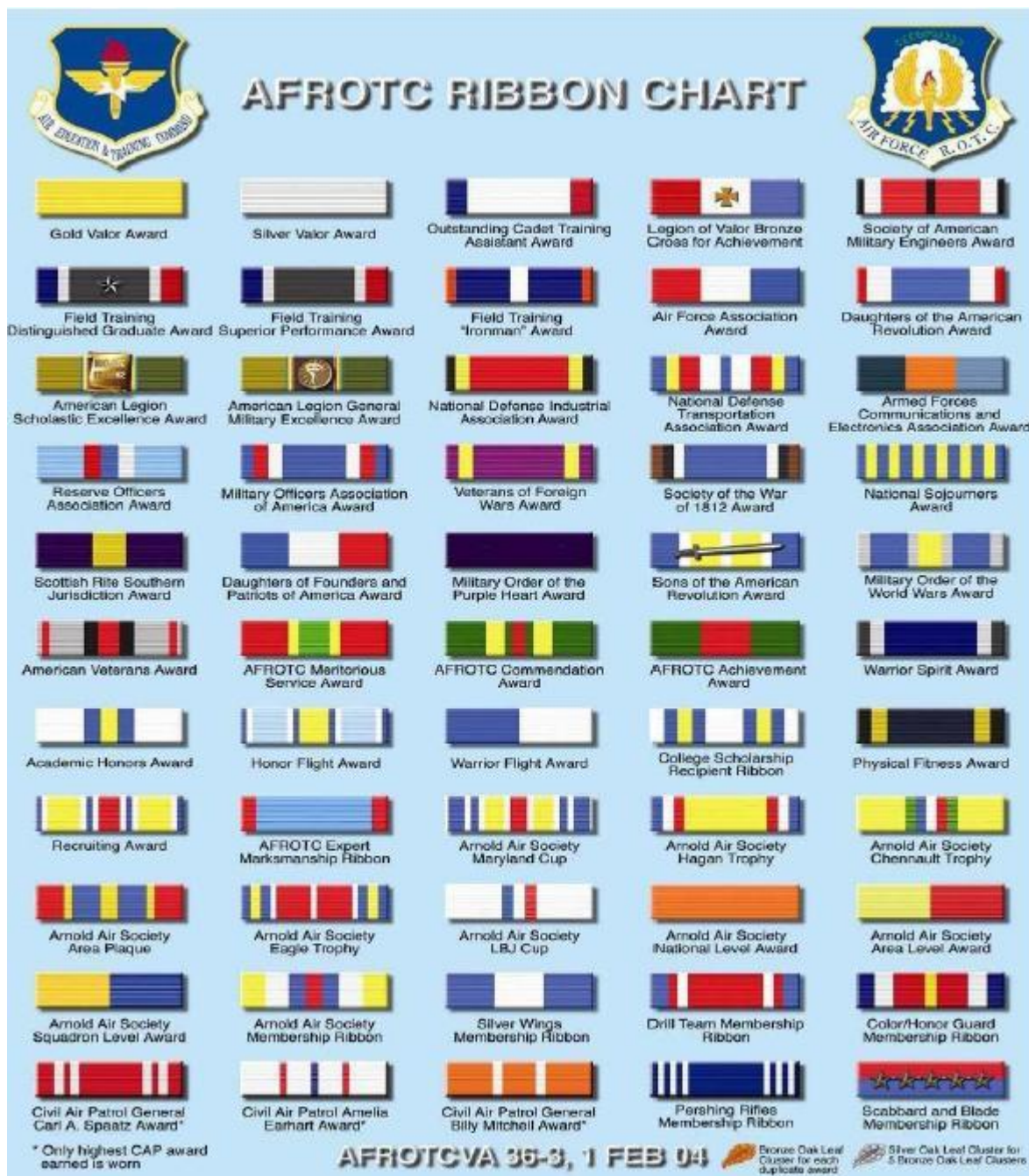
### **Sexual Harassment**

The Air Force has a zero-tolerance policy for sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or

physical conduct of a sexual nature. If at any time you feel like you are being harassed, or even feel uncomfortable, let your flight commander, any member of the POC, or the cadre know.

### Awards

AFROTC proudly recognizes outstanding cadet performance in the areas of academics, military training, physical conditioning and contributions to the Cadet Corps. Cadets will wear only prior military service awards/decorations presented by AFROTC. Cadets must keep their ribbons clean and in good repair. Ribbons should be placed in the order of precedence from most prestigious in descending order (from left to right, top to bottom)



## FAQ's

### ❑ **If I have a question (uniform wear, LLAB, classes) who should I talk to?**

Ask your fellow flight mates first but if they do not know, ask your flight commander. Make sure to use the chain of command.

### ❑ **How much time a week do I have to commit to ROTC?**

As a GMC, you have Physical Training 2 days a week, AS class, LLAB, and highly recommended flight meetings. You may put in more time if you are candidating AAS or on the Drill Team. Also there may be retention events held that you are encouraged to attend, but not required. Always remember your GPA is your first priority, talk to your flight commander if this becomes an issue. Also use your mentors for any assistance with your academics. The more you do to train, the more successful you'll be.

### ❑ **As a freshman, what can I do to get the most out of ROTC?**

Ask questions, volunteer, stay active within the wing.

### ❑ **What is considered as 'fraternization'?**

Any unprofessional relationships that may result in favoritism or inappropriate behavior, and take focus off the mission. Always remember to be professional.

### ❑ **When will I receive my uniform?**

You must schedule an appointment to be fitted, and appointments start within the first couple weeks of classes. It might take longer for some cadets to receive their uniforms because a uniform item may not be in stock at that time.

### ❑ **What should I wear if I don't have a uniform?**

For Physical Training, if you don't have the Physical Training Uniform wear conservative workout attire (t-shirt, gym shorts, white socks). For ladies, make sure gym shorts are conservative and of appropriate length. If you have any questions, ask your flight commander. For LLAB, if told to wear SSB, wear the New Cadet Uniform (NCU) which is business casual clothes (no jeans).

### ❑ **What are flight meetings?**

Flight meetings are time you get with your flight and flight commander to go over knowledge, ask questions, and perform Group Leadership Problems. While these meetings are not required to attend, it is vital that you participate in order to obtain important information about detachment news and activities.

### ❑ **What are some extracurricular activities within the Detachment?**

Arnold Air Society, Color Guard, and Drill Team are some of the options. Each semester, an AAS candidate class begins which is required to be in AAS. Color Guard helps work on marching while also getting to present the colors at different sporting events. The Drill Team works on a routine and presents their routine to the Detachment.

## **How to Succeed in AFROTC**

**GPA** - Your grades are the most important part in succeeding in AFROTC. The better the grades, the better chance you have of commissioning. You can't commission without a degree.

**Customs and Courtesies** - Customs and Courtesies are very important in the USAF. The faster you learn, and apply them on a regular basis, the more you will stand out to the Cadre and POC.

**Participating in your Flight** - As well as the Cadre, your Flight Commander is constantly evaluating you as a cadet. The more active you are, the better you will look amongst your fellow cadets. Motivating your fellow flight members during PT, and working hard at winning Warrior Flight and Honor Flight will also help you stand out.

**Attending Flight Meetings** - It is very important to attend flight meetings so that you may learn about opportunities to stand out in the detachment and in your flight.

**Working Fundraising Events** - Throughout the year, we will have different fundraising activities. These fundraisers help pay for events such as Military Ball, Dining-In and trips to bases. Help out the detachment the best you can and it will lead to more activities.

**Volunteering for Recruitment Events** - Recruitment events are important to help keep the detachment growing bigger and stronger. Each cadet must do their part in seeing that there is a future for Detachment 940.

**Joining an ROTC Organization** - ROTC Organizations are great ways to become known in the detachment as well as becoming refined in customs and courtesies, and drill.

**Submitting Paperwork On Time** - When the Cadre requests paperwork for you to fill out so that it may be put on file do it immediately. This required information is vital for the Cadre to ensure your success as a cadet. Do **NOT** put this paperwork off. You will also have weekly updates you are required to send to your flight commander. Do not miss these suspenses.

## **Warrior Knowledge**

### **USAF CORE VALUES:**

Integrity First, Service Before Self and Excellence In All We Do.

### **CADET HONOR CODE:**

We Will Not Lie, Steal, Or Cheat, Nor Tolerate Among Us Anyone Who Does.

### **USAF Birthday:**

18 September 1947

### **7 BASIC RESPONSES:**

- ☒ Yes, Sir / Ma'am
- ☒ No, Sir/ Ma'am
- ☒ Sir/ Ma'am May I Make A Statement?
- ☒ Sir/ Ma'am May I Ask A Question?
- ☒ Sir/ Ma'am I Do Not Understand.
- ☒ Sir/ Ma'am I Do Not Know. \*
- ☒ No Excuse Sir/ Ma'am \*

\*Often not accepted as an answer. Take responsibility for your actions.

### **MISSIONS:**

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

**Holm Center Mission** -Develop the best Air Force leaders and citizens of character, dedicated to serving the nation.

**AFROTC Mission** - Develop premier leaders of character for the Air Force.

### **MAICOM's:**

Air Mobility Command: **Scott AFB, IL**

Air Combat Command: **Joint Base Langley-Eustis, VA**

Air Education and Training Command: **Joint Base San Antonio-Randolph, TX**

Air Force Space Command: **Peterson AFB, CO**

AF Special Operations Command: **Hurlburt Field, FL**

United States Air Force in Europe: **Ramstein AB, Germany**

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

Air Force Materiel Command: **Wright-Patterson AFB, OH**

Air Force Reserve Command: **Robins AFB, GA**

Air Force Global Strike Command: **Barksdale AFB, LA**

## **Chain of Command**

President of the United States:

Secretary of Defense:

Secretary of the Air Force:

Air Force Chief of Staff:

Commander, Air Education and Training Command:

Commander, Air University:

Commander, Holm Center:

Commander, Air Force Reserve Officer Training Corps:

Commander, AFROTC NW Region:

Commander, Detachment 940:

Operations Flight Commander:

Cadet Wing Commander:

Cadet Operations Group Commander:

Cadet Operations Group Deputy Commander:

Cadet Training Squadron Commander:

Flight Commander:

## **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.

## **The Phonetic Alphabet**

A - Alpha  
B - Bravo  
C - Charlie  
D - Delta  
E - Echo  
F - Foxtrot  
G - Golf  
H - Hotel  
I - India  
J - Juliet

K - Kilo  
L - Lima  
M - Mike  
N - November  
O - Oscar  
P - Papa  
Q - Quebec  
R - Romeo  
S - Sierra  
T - Tango

U - Uniform  
V - Victor  
W - Whiskey  
X - X-ray  
Y - Yankee  
Z - Zulu



## **Code of Conduct**

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) When questioned, should I become a prisoner of war, I am required to give my name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
- 6) 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.

## **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! (Give'er the gun, hey!)  
Down we dive, spouting our flame from under,  
Off with one helluva a 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! (God only knew, hey!)  
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!

Here's a toast to the host  
Of those who love the vastness of the sky,  
To a friend we send a 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 gray haired wonder  
Keep the nose out of the blue! (Out of the blue, hey!)  
Flying men, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on. Hey!  
Nothing'll stop the U.S. Air Force!

## Quotes

“War makes extremely heavy demands on the soldier’s strength and nerves. For this reason, make heavy demands on your men in peacetime exercises.”

-- **German Field Marshall Erwin Rommel**

“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.”

-- **Gen Robert E. Lee**

“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.”

-- **Gen Joseph L. Collins**

“Leadership is intangible; therefore, no weapon ever designed can replace it.”

-- **Gen Omar Bradley**

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

--**Gen Nathan Twining**

“War is an ugly thing, but not the ugliest of things. The decayed and degraded state of moral and patriotic feeling, which thinks that 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**

“If I didn’t have air supremacy, I wouldn’t be here.”

-- **Gen Dwight D. Eisenhower**

“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**

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

--**General Ulysses S. Grant**

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

-- **Italian Air Marshall Giulio Douhet**

“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**

“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**

“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 until then he must be struck incessantly and remorselessly.”

--**Alfred Thayer Mahan**









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

--**General George S. Patton, Jr., US**













“The power of excellence is overwhelming. It is always in demand, and nobody cares about its color.”

-- **General Daniel S. “Chappie” James, USAF**












**Air Force ROTC Ranks**

C/4C	
C/3C	
C/2nd Lt	
C/1st Lt	
C/Capt	
C/Maj	
C/Lt Col	
C/Col	










**Army ROTC Cadet Ranks**

	Cadet Private (Freshman)		Cadet Second Lieutenant (Senior)
	Cadet Private First Class (Freshman)		Cadet First Lieutenant (Senior)
	Cadet Corporal (Sophomore)		Cadet Captain
	Cadet Sergeant (Sophomore)		Cadet Major
	Cadet Staff Sergeant (Junior)		Cadet Lieutenant Colonel
	Cadet Sergeant First Class (Junior)		Cadet Colonel

## Officer Ranks

Insignia	Rank	Designation
	Second Lieutenant (2LT)	O-1
	First Lieutenant (1LT)	O-2
	Captain (CPT)	O-3
	Major (MAJ)	O-4
	Lieutenant Colonel (LTC)	O-5
	Colonel (COL)	O-6
	Brigadier General (BG)	O-7
	Major General (MG)	O-8
	Lieutenant General (LTG)	O-9
	General (GEN)	O-10
	General of the Air Force (GOAF)	O-11

## Air Force Enlisted Ranks

(no insignia)									
AIRMAN BASIC	AIRMAN	AIRMAN FIRST CLASS	SENIOR AIRMAN	STAFF SERGEANT	TECHNICAL SERGEANT	MASTER SERGEANT	SENIOR MASTER SERGEANT	CHIEF MASTER SERGEANT	CHIEF MASTER SERGEANT OF THE AIR FORCE

## Constitution

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

### Article. I. Section. 1.

All legislative Powers herein granted shall be vested in a Congress of the United States, which shall

consist of a Senate and House of Representatives. Section. 2.

The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

No Person shall be a Representative who shall not have attained to the Age of twenty-five Years, and been seven Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State in which he shall be chosen.

Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers, which shall be determined by adding to the whole Number of free Persons, including those bound to Service for a Term of Years, and excluding Indians not taxed, three fifths of all other Persons. The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct. The Number of Representatives shall not exceed one for every thirty Thousand, but each State shall have at Least one Representative; and until such enumeration shall be made, the State of New Hampshire shall be entitled to chuse three, Massachusetts eight, Rhode-Island and Providence Plantations one, Connecticut five, New-York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.

When vacancies happen in the Representation from any State, the Executive Authority thereof shall issue Writs of Election to fill such Vacancies.

The House of Representatives shall chuse their Speaker and other Officers; and shall have the sole

Power of Impeachment. Section. 3.

The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof for six Years; and each Senator shall have one Vote.

Immediately after they shall be assembled in Consequence of the first Election, they shall be divided as equally as may be into three Classes. The Seats of the Senators of the first Class shall be vacated at the Expiration of the second Year, of the second Class at the Expiration of the fourth Year, and of the third Class at the Expiration of the sixth Year, so that one third may be chosen every second Year; and if Vacancies happen by Resignation, or otherwise, during the Recess of the Legislature of any State, the Executive thereof may make temporary Appointments until the next Meeting of the Legislature, which shall then fill such Vacancies.

No Person shall be a Senator who shall not have attained to the Age of thirty Years, and been nine Years a Citizen of the United States, and who shall not, when elected, be an Inhabitant of that State for which he shall be chosen.

The Vice President of the United States shall be President of the Senate, but shall have no Vote, unless they be equally divided.

The Senate shall chuse their other Officers, and also a President pro tempore, in the Absence of the Vice President, or when he shall exercise the Office of President of the United States.

The Senate shall have the sole Power to try all Impeachments. When sitting for that Purpose, they shall be on Oath or Affirmation. When the President of the United States is tried, the Chief Justice shall preside: And no Person shall be convicted without the Concurrence of two thirds of the Members present.

Judgment in Cases of Impeachment shall not extend further than to removal from Office, and disqualification to hold and enjoy any Office of honor, Trust or Profit under the United States: but the Party convicted shall nevertheless be liable and subject to Indictment, Trial, Judgment and Punishment, according to Law.

Section. 4.

The Times, Places and Manner of holding Elections for Senators and Representatives, shall be prescribed in each State by the Legislature thereof; but the Congress may at any time by Law make or alter such Regulations, except as to the Places of chusing Senators.

The Congress shall assemble at least once in every Year, and such Meeting shall be on the first Monday in December, unless they shall by Law appoint a different Day.

#### Section. 5.

Each House shall be the Judge of the Elections, Returns and Qualifications of its own Members, and a Majority of each shall constitute a Quorum to do Business; but a smaller Number may adjourn from day to day, and may be authorized to compel the Attendance of absent Members, in such Manner, and under such Penalties as each House may provide.

Each House may determine the Rules of its Proceedings, punish its Members for disorderly Behaviour, and, with the Concurrence of two thirds, expel a Member.

Each House shall keep a Journal of its Proceedings, and from time to time publish the same, excepting such Parts as may in their Judgment require Secrecy; and the Yeas and Nays of the Members of either House on any question shall, at the Desire of one fifth of those Present, be entered on the Journal.

Neither House, during the Session of Congress, shall, without the Consent of the other, adjourn for more than three days, nor to any other Place than that in which the two Houses shall be sitting.

#### Section. 6.

The Senators and Representatives shall receive a Compensation for their Services, to be ascertained by Law, and paid out of the Treasury of the United States. They shall in all Cases, except Treason, Felony and Breach of the Peace, be privileged from Arrest during their Attendance at the Session of their respective Houses, and in going to and returning from the same; and for any Speech or Debate in either House, they shall not be questioned in any other Place.

No Senator or Representative shall, during the Time for which he was elected, be appointed to any civil Office under the Authority of the United States, which shall have been created, or the Emoluments whereof shall have been increased



during such time; and no Person holding any Office under the United States, shall be a Member of either House during his Continuance in Office.

#### Section. 7.

All Bills for raising Revenue shall originate in the House of Representatives; but the Senate may propose or concur with Amendments as on other Bills.

Every Bill which shall have passed the House of Representatives and the Senate, shall, before it become a Law, be presented to the President of the United States: If he approve he shall sign it, but if not he shall return it, with his Objections to that House in which it shall have originated, who shall enter the Objections at large on their Journal, and proceed to reconsider it. If after such Reconsideration two thirds of that House shall agree to pass the Bill, it shall be sent, together with the Objections, to the other House, by which it shall likewise be reconsidered, and if approved by two thirds of that House, it shall become a Law. But in all such Cases the Votes of both Houses shall be determined by yeas and Nays, and the Names of the Persons voting for and against the Bill shall be entered on the Journal of each House respectively. If any Bill shall not be returned by the President within ten Days (Sundays excepted) after it shall have been presented to him, the Same shall be a Law, in like Manner as if he had signed it, unless the Congress by their Adjournment prevent its Return, in which Case it shall not be a Law. Every Order, Resolution, or Vote to which the Concurrence of the Senate and House of Representatives may be necessary (except on a question of Adjournment) shall be presented to the President of the United States; and before the Same shall take Effect, shall be approved by him, or being disapproved by him, shall be repassed by two thirds of the Senate and House of Representatives, according to the Rules and Limitations prescribed in the Case of a Bill.

#### Section. 8.

The Congress shall have Power To lay and collect Taxes, Duties, Imposts and Excises, to pay the Debts and provide for the common Defence and general Welfare of the United States; but all Duties, Imposts and Excises shall be uniform throughout the United States;

To borrow Money on the credit of the United States;  
To regulate Commerce with foreign Nations, and among the several States, and with the Indian Tribes; To establish an uniform Rule of Naturalization, and uniform Laws on the subject of Bankruptcies throughout the United States;

To coin Money, regulate the Value thereof, and of foreign Coin, and fix the Standard of Weights and Measures;

To provide for the Punishment of counterfeiting the Securities and current Coin of the United States; To establish Post Offices and post Roads;

To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and

Inventors the exclusive Right to their respective Writings and Discoveries; To constitute Tribunals inferior to the supreme Court;

To define and punish Piracies and Felonies committed on the high Seas, and Offences against the Law of Nations;

To declare War, grant Letters of Marque and Reprisal, and make Rules concerning Captures on Land and Water;

To raise and support Armies, but no Appropriation of Money to that Use shall be for a longer Term than two Years;

To provide and maintain a Navy;

To make Rules for the Government and Regulation of the land and naval Forces;

To provide for calling forth the Militia to execute the Laws of the Union, suppress Insurrections and repel Invasions;

To provide for organizing, arming, and disciplining, the Militia, and for governing such Part of them as may be employed in the Service of the United States, reserving to the States respectively, the Appointment of the Officers, and the Authority of training the Militia according to the discipline prescribed by Congress;

To exercise exclusive Legislation in all Cases whatsoever, over such District (not exceeding ten Miles square) as may, by Cession of particular States, and the Acceptance of Congress, become the Seat of the Government of the United States, and to exercise like Authority over all Places purchased by the Consent of the Legislature of the State in which the Same shall be, for the Erection of Forts, Magazines, Arsenals, dock-Yards, and other needful Buildings;--And

To make all Laws which shall be necessary and proper for carrying into Execution the foregoing Powers, and all other Powers vested by this Constitution in the Government of the United States, or in any Department or Officer thereof.

Section. 9.

The Migration or Importation of such Persons as any of the States now existing shall think proper to admit, shall not be prohibited by the Congress prior to the Year one thousand eight hundred and eight, but a Tax or duty may be imposed on such Importation, not exceeding ten dollars for each Person.

The Privilege of the Writ of Habeas Corpus shall not be suspended, unless when in Cases of Rebellion or Invasion the public Safety may require it.

No Bill of Attainder or ex post facto Law shall be passed.

No Capitation, or other direct, Tax shall be laid, unless in Proportion to the Census or enumeration herein before directed to be taken.

No Tax or Duty shall be laid on Articles exported from any State.

No Preference shall be given by any Regulation of Commerce or Revenue to the Ports of one State over those of another; nor shall Vessels bound to, or from, one State, be obliged to enter, clear, or pay Duties in another.

No Money shall be drawn from the Treasury, but in Consequence of Appropriations made by Law; and a regular Statement and Account of the Receipts and Expenditures of all public Money shall be published from time to time.

No Title of Nobility shall be granted by the United States: And no Person holding any Office of Profit or Trust under them, shall, without the Consent of the Congress, accept of any present, Emolument, Office, or Title, of any kind whatever, from any King, Prince, or foreign State.

Section. 10.

No State shall enter into any Treaty, Alliance, or Confederation; grant Letters of Marque and Reprisal; coin Money; emit Bills of Credit; make any Thing but gold and silver Coin a Tender in Payment of Debts; pass any Bill of Attainder, ex post

facto Law, or Law impairing the Obligation of Contracts, or grant any Title of Nobility.

No State shall, without the Consent of the Congress, lay any Imposts or Duties on Imports or Exports, except what may be absolutely necessary for executing it's inspection Laws: and the net Produce of all Duties and Imposts, laid by any State on Imports or Exports, shall be for the Use of the Treasury of the United States; and all such Laws shall be subject to the Revision and Controul of the Congress.

No State shall, without the Consent of Congress, lay any Duty of Tonnage, keep Troops, or Ships of War in time of Peace, enter into any Agreement or Compact with another State, or with a foreign Power, or engage in War, unless actually invaded, or in such imminent Danger as will not admit of delay.

Article. II.

Section. 1.

The executive Power shall be vested in a President of the United States of America. He shall hold his Office during the Term of four Years, and, together with the Vice President, chosen for the same Term, be elected, as follows:

Each State shall appoint, in such Manner as the Legislature thereof may direct, a Number of Electors, equal to the whole Number of Senators and Representatives to which the State may be entitled in the Congress: but no Senator or Representative, or Person holding an Office of Trust or Profit under the United States, shall be appointed an Elector.

The Electors shall meet in their respective States, and vote by Ballot for two Persons, of whom one at least shall not be an Inhabitant of the same State with themselves. And they shall make a List of all the Persons voted for, and of the Number of Votes for each; which List they shall sign and certify, and transmit sealed to the Seat of the Government of the United States, directed to the President of the Senate. The President of the Senate shall, in the Presence of the Senate and House of Representatives, open all the Certificates, and the Votes shall then be counted. The Person having the greatest Number of Votes shall be the President, if such Number be a Majority of the whole Number of Electors appointed; and if there be more than one who have such Majority, and have an equal Number of Votes, then the House of Representatives shall immediately chuse by Ballot one of them for President; and if no Person have a Majority, then from the five highest on the List the said House shall in like Manner chuse the

President. But in chusing the President, the Votes shall be taken by States, the Representation from each State having one Vote; A quorum for this purpose shall consist of a Member or Members from two thirds of the States, and a Majority of all the States shall be necessary to a Choice. In every Case, after the Choice of the President, the Person having the greatest Number of Votes of the Electors shall be the Vice President. But if there should remain two or more who have equal Votes, the Senate shall chuse from them by Ballot the Vice President.

The Congress may determine the Time of chusing the Electors, and the Day on which they shall give their Votes; which Day shall be the same throughout the United States.

No Person except a natural born Citizen, or a Citizen of the United States, at the time of the Adoption of this Constitution, shall be eligible to the Office of President; neither shall any Person be eligible to that Office who shall not have attained to the Age of thirty five Years, and been fourteen Years a Resident within the United States.

In Case of the Removal of the President from Office, or of his Death, Resignation, or Inability to discharge the Powers and Duties of the said Office, the Same shall devolve on the Vice President, and the Congress may by Law provide for the Case of Removal, Death, Resignation or Inability, both of the President and Vice President, declaring what Officer shall then act as President, and such Officer shall act accordingly, until the Disability be removed, or a President shall be elected.

The President shall, at stated Times, receive for his Services, a Compensation, which shall neither be increased nor diminished during the Period for which he shall have been elected, and he shall not receive within that Period any other Emolument from the United States, or any of them.

Before he enter on the Execution of his Office, he shall take the following Oath or Affirmation:--"I do solemnly swear (or affirm) that I will faithfully execute the Office of President of the United States, and will to the best of my Ability, preserve, protect and defend the Constitution of the United States."

## Section. 2.

The President shall be Commander in Chief of the Army and Navy of the United States, and of the Militia of the several States, when called into the actual Service of the United States; he may require the Opinion, in writing, of the

principal Officer in each of the executive Departments, upon any Subject relating to the Duties of their respective Offices, and he shall have Power to grant Reprieves and Pardons for Offences against the United States, except in Cases of Impeachment.

He shall have Power, by and with the Advice and Consent of the Senate, to make Treaties, provided two thirds of the Senators present concur; and he shall nominate, and by and with the Advice and Consent of the Senate, shall appoint Ambassadors, other public Ministers and Consuls, Judges of the supreme Court, and all other Officers of the United States, whose Appointments are not herein otherwise provided for, and which shall be established by Law: but the Congress may by Law vest the Appointment of such inferior Officers, as they think proper, in the President alone, in the Courts of Law, or in the Heads of Departments.

The President shall have Power to fill up all Vacancies that may happen during the Recess of the Senate, by granting Commissions which shall expire at the End of their next Session.

### Section. 3.

He shall from time to time give to the Congress Information of the State of the Union, and recommend to their Consideration such Measures as he shall judge necessary and expedient; he may, on extraordinary Occasions, convene both Houses, or either of them, and in Case of Disagreement between them, with Respect to the Time of Adjournment, he may adjourn them to such Time as he shall think proper; he shall receive Ambassadors and other public Ministers; he shall take Care that the Laws be faithfully executed, and shall Commission all the Officers of the United States.

### Section. 4.

The President, Vice President and all civil Officers of the United States, shall be removed from Office on Impeachment for, and Conviction of, Treason, Bribery, or other high Crimes and Misdemeanors.

## Article III.

### Section. 1.

The judicial Power of the United States shall be vested in one supreme Court, and in such inferior Courts as the Congress may from time to time ordain and establish. The Judges, both of the supreme and inferior Courts, shall hold their Offices during good Behaviour, and shall, at stated Times, receive for their

Services a Compensation, which shall not be diminished during their Continuance in Office.

### Section. 2.

The judicial Power shall extend to all Cases, in Law and Equity, arising under this Constitution, the Laws of the United States, and Treaties made, or which shall be made, under their Authority;--to all Cases affecting Ambassadors, other public Ministers and Consuls;--to all Cases of admiralty and maritime Jurisdiction;--to Controversies to which the United States shall be a Party;--to Controversies between two or more States;-- between a State and Citizens of another State,--between Citizens of different States,--between Citizens of the same State claiming Lands under Grants of different States, and between a State, or the Citizens thereof, and foreign States, Citizens or Subjects.

In all Cases affecting Ambassadors, other public Ministers and Consuls, and those in which a State shall be Party, the supreme Court shall have original Jurisdiction. In all the other Cases before mentioned, the supreme Court shall have appellate Jurisdiction, both as to Law and Fact, with such Exceptions, and under such Regulations as the Congress shall make.

The Trial of all Crimes, except in Cases of Impeachment, shall be by Jury; and such Trial shall be held in the State where the said Crimes shall have been committed; but when not committed within any State, the Trial shall be at such Place or Places as the Congress may by Law have directed.

### Section. 3.

Treason against the United States, shall consist only in levying War against them, or in adhering to their Enemies, giving them Aid and Comfort. No Person shall be convicted of Treason unless on the Testimony of two Witnesses to the same overt Act, or on Confession in open Court.

The Congress shall have Power to declare the Punishment of Treason, but no Attainder of Treason shall work Corruption of Blood, or Forfeiture except during the Life of the Person attainted.

## Article. IV

Section. 1.

Full Faith and Credit shall be given in each State to the public Acts, Records, and judicial Proceedings of every other State. And the Congress may by general Laws prescribe the Manner in which such Acts, Records and Proceedings shall be proved, and the Effect thereof.

Section. 2.

The Citizens of each State shall be entitled to all Privileges and Immunities of Citizens in the several States.

A Person charged in any State with Treason, Felony, or other Crime, who shall flee from Justice, and be found in another State, shall on Demand of the executive Authority of the State from which he fled, be delivered up, to be removed to the State having Jurisdiction of the Crime.

No Person held to Service or Labour in one State, under the Laws thereof, escaping into another, shall, in Consequence of any Law or Regulation therein, be discharged from such Service or Labour, but shall be delivered up on Claim of the Party to whom such Service or Labour may be due.

Section. 3.

New States may be admitted by the Congress into this Union; but no new State shall be formed or erected within the Jurisdiction of any other State; nor any State be formed by the Junction of two or more States, or Parts of States, without the Consent of the Legislatures of the States concerned as well as of the Congress.

The Congress shall have Power to dispose of and make all needful Rules and Regulations respecting the Territory or other Property belonging to the United States; and nothing in this Constitution shall be so construed as to Prejudice any Claims of the United States, or of any particular State.

Section. 4.

The United States shall guarantee to every State in this Union a Republican Form of Government, and shall protect each of them against Invasion; and on Application of the Legislature, or of the Executive (when the Legislature cannot be convened), against domestic Violence.

Article. V.



The Congress, whenever two thirds of both Houses shall deem it necessary, shall propose Amendments to this Constitution, or, on the Application of the Legislatures of two thirds of the several States, shall call a Convention for proposing Amendments, which, in either Case, shall be valid to all Intents and Purposes, as Part of this Constitution, when ratified by the Legislatures of three fourths of the several States, or by Conventions in three fourths thereof, as the one or the other Mode of Ratification may be proposed by the Congress; Provided that no Amendment which may be made prior to the Year One thousand eight hundred and eight shall in any Manner affect the first and fourth Clauses in the Ninth

Section of the first Article; and that no State, without its Consent, shall be deprived of its equal Suffrage in the Senate.

#### Article. VI.

All Debts contracted and Engagements entered into, before the Adoption of this Constitution, shall be as valid against the United States under this Constitution, as under the Confederation.

This Constitution, and the Laws of the United States which shall be made in Pursuance thereof; and all Treaties made, or which shall be made, under the Authority of the United States, shall be the supreme Law of the Land; and the Judges in every State shall be bound thereby, any Thing in the Constitution or Laws of any State to the Contrary notwithstanding.

The Senators and Representatives before mentioned, and the Members of the several State Legislatures, and all executive and judicial Officers, both of the United States and of the several States, shall be bound by Oath or Affirmation, to support this Constitution; but no religious Test shall ever be required as a Qualification to any Office or public Trust under the United States.

#### Article. VII.

The Ratification of the Conventions of nine States, shall be sufficient for the Establishment of this Constitution between the States so ratifying the Same.

The Word, "the," being interlined between the seventh and eighth Lines of the first Page, the Word "Thirty" being partly written on an Erasure in the fifteenth Line of the first Page, The Words "is tried" being interlined between the thirty second and thirty third Lines of the first Page and the Word "the" being interlined between the forty third and forty fourth Lines of the second Page.

Attest William Jackson Secretary

done in Convention by the Unanimous Consent of the States present the Seventeenth Day of September in the Year of our Lord one thousand seven hundred and Eighty seven and of the Independence of the United States of America the Twelfth In witness whereof We have hereunto subscribed our Names.

[http://www.archives.gov/exhibits/charters/constitution\\_transcript.html](http://www.archives.gov/exhibits/charters/constitution_transcript.html)

**The Declaration of Independence**  
**IN CONGRESS, July 4, 1776.**

**The unanimous Declaration of the thirteen United States of America,**

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.-

-That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, --That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly all experience hath shewn, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security.--Such has been the patient sufferance of these Colonies; and such is

now the necessity which constrains them to alter their former Systems of Government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world.

He has refused his Assent to Laws, the most wholesome and necessary for the public good.

He has forbidden his Governors to pass Laws of immediate and pressing importance, unless suspended in their operation till his Assent should be obtained; and when so suspended, he has utterly neglected to attend to them.

He has refused to pass other Laws for the accommodation of large districts of people, unless those people would relinquish the right of Representation in the Legislature, a right inestimable to them and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their public Records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved Representative Houses repeatedly, for opposing with manly firmness his invasions on the rights of the people.

He has refused for a long time, after such dissolutions, to cause others to be elected; whereby the Legislative powers, incapable of Annihilation, have returned to the People at large for their exercise; the State remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavoured to prevent the population of these States; for that purpose obstructing the Laws

for Naturalization of Foreigners; refusing to pass others to encourage their migrations hither, and raising the conditions of new Appropriations of Lands.

He has obstructed the Administration of Justice, by refusing his Assent to Laws for establishing Judiciary powers.

He has made Judges dependent on his Will alone, for the tenure of their offices, and the amount and payment of their salaries.

He has erected a multitude of New Offices, and sent hither swarms of Officers to harrass our people, and eat out their substance.

He has kept among us, in times of peace, Standing Armies without the Consent of our legislatures. He has affected to render the Military independent of and superior to the Civil power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his Assent to their Acts of pretended Legislation:

For Quartering large bodies of armed troops among us:

For protecting them, by a mock Trial, from punishment for any Murders which they should commit on the Inhabitants of these States:

For cutting off our Trade with all parts of the world: For imposing Taxes on us without our Consent:

For depriving us in many cases, of the benefits of Trial by Jury:

For transporting us beyond Seas to be tried for pretended offences

For abolishing the free System of English Laws in a neighbouring Province, establishing therein an

Arbitrary government, and enlarging its Boundaries so as to render it at once an example and fit instrument for introducing the same absolute rule into these Colonies:

For taking away our Charters, abolishing our most valuable Laws, and altering fundamentally the Forms of our Governments:

For suspending our own Legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated Government here, by declaring us out of his Protection and waging War against us.

He has plundered our seas, ravaged our Coasts, burnt our towns, and destroyed the lives of our people. He is at this time transporting large Armies of foreign Mercenaries to compleat the works of death, desolation and tyranny, already begun with circumstances of Cruelty & perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the Head of a civilized nation.

He has constrained our fellow Citizens taken Captive on the high Seas to bear Arms against their Country, to become the executioners of their friends and Brethren, or to fall themselves by their Hands. He has excited domestic insurrections amongst us, and has endeavoured to bring on the inhabitants of our frontiers, the merciless Indian Savages, whose known rule of warfare, is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these Oppressions We have Petitioned for Redress in the most humble terms: Our repeated Petitions have been answered only by repeated injury. A Prince whose character is thus marked by every act which may define a Tyrant, is unfit to be the ruler of a free people.

Nor have We been wanting in attentions to our Brittish brethren. We have warned them from time to time of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the

circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which, would inevitably interrupt our connections and correspondence. They too have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity, which denounces our Separation, and hold them, as we hold the rest of mankind, Enemies in War, in Peace Friends.

We, therefore, the Representatives of the united States of America, in General Congress, Assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the Name, and by Authority of the good People of these Colonies, solemnly publish and declare, That these United Colonies are, and of Right ought to be Free and Independent States; that they are Absolved from all Allegiance to the British Crown, and that all political connection between them and the State of Great Britain, is and ought to be totally dissolved; and that as Free and Independent States, they have full Power to levy War, conclude Peace, contract Alliances, establish Commerce, and to do all other Acts and Things which Independent States may of right do. And for the support of this Declaration, with a firm reliance on the protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes and our sacred Honor.

[http://www.archives.gov/exhibits/charters/declaration\\_transcript.html](http://www.archives.gov/exhibits/charters/declaration_transcript.html)

## **Acronyms and Abbreviations**

AAS - Arnold Air Society ACC- Air Combat Command AETC- Air Education and Training Command  
AFB - Air Force Base  
AFI - Air Force Instruction  
AFIT - Air Force Institute of Technology  
AFM - Air Force Manual  
AFMC - Air Force Materiel Command  
AFOQT - Air Force Officer's Qualifying Test  
AFR - Air Force Regulation  
AFRES - Air Force Reserves  
AFROTC - Air Force Reserve Officer Training Corps  
AFROTCI - Instruction  
AFROTCR - Regulation  
AFSOC - Air Force Special Operations Command  
AFSPC - Air Force Space Command  
AFSC - Air Force Specialty Code  
AMC - Air Mobility Command ASAP - As Soon As Possible AU - Air University  
BX - Base Exchange  
CC - Commander  
COB - Close of Business  
COC - Commandant of Cadets  
CTO - Cadet Training Officer  
CW - Cadet Wing  
D&C - Drill and Ceremonies  
Det - Detachment  
DOD - Department of Defense  
DODMERB - Department of Defense Medical Examination Review Board  
DRU – Direct Reporting Unit  
EAD– Enter Active Duty  
FT - Field Training  
FTO - Field Training Officer  
FW - Fighter Wing  
GLP - Group Leadership Problem  
GMC - General Military Course  
HQ - Headquarters  
IAW - In Accordance With  
IG - Inspector General  
IP - Instructor Pilot  
LLAB - Leadership Laboratory  
NCO - Non-Commissioned Officer  
NCOIC - NCO in Charge  
NLT - No Later Than  
OFC - Operations Flight Commander  
OPR - Officer of Primary Responsibility  
OPS - Operations  
OSI - Office of Special Investigations  
OTS - Officer Training School  
PACAF - Pacific Air Force  
PAS - Professor of Aerospace Studies

PCS - Permanent Change of Station  
PDT - Professional Development Training  
PFT - Physical Fitness Test  
POC - Professional Officer Course  
PSP- POC Selection Program  
PT - Physical Training  
RNLTDT- Report No Later Than Date  
SP - Security Forces  
SOS - Squadron Officers' School  
SQ - Squadron  
SSAN - Social Security Account Number  
TDY - Temporary Duty  
UHT - Undergraduate Helicopter Training  
UNT - Undergraduate Navigator Training  
UPT - Undergraduate Pilot Training  
USAFE - United States Air Forces in Europe















