



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

18 January 2016

MEMORANDUM FOR ALL DET 940 CADETS

FROM: 940 CW/CC

SUBJECT: 940th Cadet Wing Guidance

1. This memorandum outlines the policies and standards for all cadets of Detachment 940. The guidelines presented are designed and implemented to develop cadets professionally to mirror an active duty environment. By abiding to these expectations, cadets will be better prepared to be successful officers in the United States Air Force. When a cadet is within the detachment or partaking in ROTC activities, active duty standards will apply. When cadets leave, it will be as if they are driving off base. However, Air Force standards still apply and all cadets will be expected to hold themselves to a high standard in all aspects of their lives.
2. The USAF and AFROTC are regulated by published standards. The regulations Det 940 cadets will comply with include, but are not limited to: T-700 Holm Center Training Manual, AFI 36-2903 Dress and Appearance Standards, AFMAN 36-2203 Drill and Ceremonies, AFH 33-337 The Tongue and Quill, AFROTCI 36-2010 Cadet Training Program Manual and AFROTC 36-2905 Cadet Physical Fitness Program. Cadets should use the Cadet Training Manual (CTM) as a guide to all of these expectations, but remember the regulations are the foundation of the CTM and can always be utilized.
3. Detachment 940 is a place where any cadet, both POC and GMC, should feel comfortable and accepted. Professionalism and customs and courtesies are always required; however, all cadets should recognize the difference between a professional environment and an intense training environment. The guidelines below are in addition to the material within the CTM. The following will be expected of all Det 940 cadets while in the detachment, in uniform, or during LLAB (note that GMC cadets may be subject to further expectations at the discretion of the flight commander):
 - a. The following is to take place during business hours (0800-1700). All GMC cadets will address other GMC cadets as "Cadet (Last Name)". All GMC cadets will address POC as "Cadet (Last Name)", "Cadet (Rank and Last Name)", or "Sir/Ma'am." POC cadets may call POC cadets by their first names in the offices; however, they will refer to each as "Cadet (Last Name)" when speaking about a cadet to another cadet (GMC or POC). POC cadets will refer to each other as "Cadet (Last Name)", "Cadet (Rank and Last Name)", or "Sir/Ma'am" when outside of the offices.
 - b. After hours customs and courtesies will still apply. GMC cadets will acknowledge any POC cadet they encounter. GMC cadets can call other GMC cadets by their first name. POC cadets can refer to GMC cadets by their first name. POC cadets can call other POC cadets by their first name. When it comes to the cadre, cadets (POC and GMC) will greet them no matter what time of day.

c. Cadets will call the room to attention when visiting commissioned officers, cadre (these will be done regardless of business hours), or CW/CC enter a room. Cadets will stand and render proper respect when any POC other than the CW/CC enters a room. The exception to this rule will be the cadet Library. The cadet Library will only be called to attention for the cadre or visiting commissioned officers, and cadets are only required to offer a verbal greeting to entering POC and exiting POC. If an officer or cadre member of equal or higher rank is already present in the room, standing and calling the room to attention will not be required. However, a verbal greeting will be required unless being addressed by the same or higher ranking POC or cadre member.

d. Cadets will salute any POC of higher rank and commissioned officers (regardless of business hours), when in uniform (except PTUs), and outdoors. GMC cadets will not salute other GMC cadets unless directed to do so. Cadets will render a salute and proper greeting (“Good Morning (0000-1200)/Afternoon (1200-1700)/Evening (1700-0000)”) when within 6 to 12 paces of the other cadet or officer and hold their salute until the superior cadet or officer drops their salute.

e. When asking or answering questions during LLAB, cadets are required to stand at the position of attention and state, “Sir/Ma’am, Cadet (Last Name), (Cadet Wing/Flight Job/Title). The cadet will then go to parade rest, make eye contact with the speaker, and state their question or response. The only exception is if the action officer or guest speaker specifically requests this to not take place.

f. During PMT activities cadets will maintain professionalism during announcements. All Cadets will stand at parade rest while making eye contact with the announcer when listening to announcements. When making an announcement, or asking a question, the Cadets will follow the same procedure as they would when asking a question at LLAB. When a Cadet raises their hand it will be raised at the position of attention with their bicep touching their ear. Cadets will cup their hands and will not tilt their heads. Cadets who don’t raise their hand properly will not be called on.

g. Cadets will adhere strictly to uniform standards contained in AFI 36-2903, and the AFROTC supplement to AFI 36-2903. Also, specific regulations regarding the use and wear of sunglasses and backpacks must be followed and can be found in AFI 36-2903 sections 6.3.2 and 6.3.4.3 respectively.

h. All cadets will remove their hats and sunglasses upon entering the detachment regardless of being in uniform or not. Cadets will make every attempt to dress professionally while in the detachment (i.e. no short skirts, belly shirts, or torn up and dirty clothing). Clothing with offensive remarks/logos is unacceptable and will not be worn by AFROTC cadets at the detachment or to AFROTC functions where uniform is not required.

i. Cadets will knock once on all office doors before entering when the office is occupied. If cadets or cadre are having a meeting in an office, a cadet wishing to use the office or speak with one of the occupants will leave the area until the meeting is finished. Lastly, cadets will not enter offices that do not correspond to their cadet position without clearance from appropriate personnel.

j. When problems arise with a subordinate that require correction from their supervisor, a Form 307 will be issued, with a few exceptions. Three Form 307s for any one type of infraction will result in a formal counseling with the first line supervisor. Another Form 307 will result in a counseling with the CW/CC, and the next 307 will result in a counseling with the OFC and possible further disciplinary action. A grievous violation in any category will result in an immediate counseling with the first line supervisor and a memorandum that will state why the issue arose and how it can be prevented from occurring again. In the case of a missed suspension, at the discretion of the first line supervisor, an alternative disciplinary policy may be used. With this policy, the first missed suspension will result in a verbal warning. The second will result in a counseling with the first line supervisor and a memorandum of the type mentioned previously. Another offense will result in a counseling with the CW/CC and another memorandum, and the next a counseling OFC, a memorandum that covers both the topics outlined previously, as well as why this solution will work while previous ones have failed, and possible further disciplinary action. For all of these policies, first line supervisors may increase the severity of punishment or decrease the amount of warning.

k. There is a zero-tolerance policy for gossip among cadets, even outside of normal business hours. Gossip is conversation involving malicious chatter or rumors about other people. Cadets need to hold each other accountable to not create or spread gossip. If a cadet is found gossiping, a formal counseling will be conducted by the first-line supervisor. Gossip will ruin the morale of the entire wing and can be detrimental to the vision and mission of the cadet wing.

l. Cadets will make no unnecessary or improper physical contact to include hand holding, hugging, kissing, hitting, kicking, etc. As a whole, cadets should abstain from physical contact unless correcting issues concerned with uniform wear, military bearing, or posture after first receiving permission from the other cadet.

m. All cadets will utilize the chain of command when corresponding via email or in person for AFROTC business. Cadets will keep the entire chain of command in correspondence (via "Courtesy Copy") for all business other than violations in training protocol such as harassment, hazing, or other forms of maltreatment. Meet directly with a cadre member if there are issues of harassment, hazing, or forms of maltreatment occurring.

n. All cadets will refrain from any distractions such as cell phone use during LLAB, PT, and other AFROTC functions. Cell phones should be turned-off and put away during PMT activities, except for emergencies.

o. When receiving business emails from other cadets or cadre that requires action or a given suspension, cadets will respond to the sender within 24 hours (including weekends) with an email or a text acknowledging that they received the message.

p. Cadets will use proper etiquette, customs, and courtesies in all forms of communication. Cadets will begin e-mail messages with the proper greeting (Good Morning/Afternoon/Evening...) and end the message with "Very Respectfully". Cadets will ensure they are addressing their superiors as "Sir/Ma'am" within the body of the e-mail as appropriate. For emails, cadets will also include a signature block at the bottom of the message in the following format:

Very Respectfully,

Cadet (Last Name)

YOUR NAME, C/Rank, AFROTC
Your Cadet Position Title, 940th AFROTC Cadet Org
University of Wyoming
Phone Number (###.###.####)
Email Address

EXAMPLE:

Very Respectfully,

Cadet Smith

JOHN Q. SMITH, C/Col, AFROTC
Vice Commander, 940th AFROTC Cadet Wing
University of Wyoming
307.123.4567
jsmith@uwyo.edu

q. For memorandums, a simplified signature block will be used. It will be positioned 3 spaces to the right of the center of the page IAW AFH 33-337 Tongue and Quill. If a line of the signature block is too long to fit, indent the next line to begin under the third character of the line above. All memorandums must be signed in black ink. Memorandum signature blocks should be in the following format:

YOUR NAME, C/Rank, AFROTC
Your Position, 940th AFROTC Cadet Org

EXAMPLE:

JOHN Q. SMITH, C/Col, AFROTC
Vice Commander, 940th AFROTC Cadet
Wing

In order to replicate active duty, POC cadets will use a different signature block when communicating from their position. For official memorandums coming from the position (i.e. the Detachment Wing Guidance), the POC cadet will state their position in the "FROM" line of the memorandum (i.e. FROM: 940 CW/CC). Because the organization has been stated in the heading of the memorandum, the organization is removed from the signature block.

YOUR NAME, C/Rank, AFROTC
Your Position

EXAMPLE:

JOHN Q. SMITH, C/Col, AFROTC
Vice Commander

r. When using acronyms in any form of written communication, cadets will define the acronym the first time they use it. The exception to this is if the acronym is on the approved list found on Attachment 1 or in the back of the AFH 33-337 Tongue and Quill.

4. Additionally, POC cadets will be required to adhere to the following:

a. Will maintain mutual respect with the GMC and POC cadets alike.

b. Will make on-the-spot corrections to the GMC and other POC cadets for discrepancies in a respectful and constructive manner. After making corrections, the POC cadet must send an e-mail or text to the corrected cadet's flight commander stating the cadet(s) name(s), the discrepancy, and how it was corrected.

c. Will know, enforce, and adhere to all standards set in this document.

d. Will set good examples of professionalism in order to promote a productive learning environment.

5. The following are the procedures for absences: If a cadet cannot attend LLAB or PT for any reason other than an illness (must provide a doctor's note to the CW/CC), they will be counseled by their supervisor after the absence. Cadets are encouraged to attend PT if they are not feeling well unless a prior arrangement has been made with a cadre member. If the cadets are too ill to participate in PT, the cadet will notify a cadre member and be released. Absences from any mandatory PMT, regardless of reason, will require an absence memo.

a. Absence memos will be written in the format found on the website. All absence memos will be turned-in to the first-line supervisor. Memos will be corrected and approved up the chain of command.

b. Corrected memos must be submitted to the CW/CC within 7 days of the missed activity. Whenever possible, cadets should attempt to submit their absence memo prior to the PMT they will miss.

6. The following procedures for reporting in to and out of offices are to be followed:

a. Reporting in to offices: Knock once firmly on the door (door frame if open) and wait until instructed to enter the office. After receiving the command to enter the office, march within two paces of the center of the individual's desk and render a salute. While holding the salute, report, "Sir/Ma'am, Cadet (Last Name) reports as ordered." Do not drop your salute until the individual at the desk drops their salute. If multiple cadets are reporting in simultaneously, the reporting cadet, standing on the right, will report, "Sir/Ma'am, Cadets (Last Names from left to right, ending with the reporting individual) report as ordered." If you are reporting to ask a question or make a statement, report, "Sir/Ma'am, Cadet (Last Name) reports." Remain in the position of attention until put at ease.

b. Reporting out of offices: Ask, “Will that be all Sir/Ma’am?” If the individual states that will be all during the conversation, this will not be necessary. If there are no other matters that need to be covered, stand at attention two paces away from the desk, take one step backwards with a coordinated arm-swing, salute, and report, “Good Morning/Afternoon/Evening Sir/Ma’am.” Then, proceed to perform an about face and exit the room.

c. When reporting in or out of the office of an NCO, no salutes will be rendered during the reporting procedures.

7. If you have any questions, please contact me at rwillbur@uwyo.edu or 503.990.9673.

ROBERT A. WILLBURN, C/Col, AFROTC
Commander

Attachments:

List of Approved Acronyms, Spring 2017