



Detachment 160 Flying Bulldogs

# Cadet Orientation Guide

*“Developing Leaders of Character for  
tomorrow’s Air Force and Space Force”*

2022 -2023



**U.S. AIR FORCE**



**Air Force ROTC**  
**UNIVERSITY OF GEORGIA**



UNITED STATES  
SPACE FORCE



**DEPARTMENT OF THE AIR FORCE  
160<sup>TH</sup> CADET WING, THE UNIVERSITY OF GEORGIA**

01 Sep 2022

Lieutenant Colonel Clinton J. Fore  
The University of Georgia  
201 D.W. Brooks Drive  
Hardman Hall Room 207  
Athens, GA 30602

Dear Future AFROTC Cadet,

Welcome to Air Force Reserve Officer Training Corps (AFROTC) Detachment 160 here at the University of Georgia. AFROTC is a program that allows you to earn a college degree of your choice while simultaneously working towards earning your commission as a Second Lieutenant. In joining our program, you are taking the critical first steps towards becoming an officer in the United States Air Force (USAF) or United States Space Force (USSF).

AFROTC's mission is to develop leaders of character for tomorrow's Air Force and Space Force. Our program here at Detachment 160 will challenge you physically and mentally as you learn to develop and hone your leadership skills. However, the detachment is more than just a commissioning program: you will also build confidence, receive valuable advice from your mentors, learn to embody the Core Values, and form friendships to last a lifetime. We also offer a multitude of opportunities to join auxiliary organizations to further your development and serve as a volunteer within the community.

This guidebook is intended to serve as an introduction to the program and your experience as an AFROTC cadet. Reference it for useful information, advice for success, and to find answers to commonly asked questions. Fall 2022 orientation for new cadets is scheduled on August 16, 2022, at Hardman Hall.

I would like to congratulate you on your decision to embark on your journey towards commissioning as an officer in the United States Air Force or Space Force. All of us here at Detachment 160 look forward to meeting you and watching your growth throughout your time in our program and beyond. Airpower!

Sincerely,

A handwritten signature in cursive script that reads "Clint J. Fore".

CLINTON J. FORE, Lt Col, USAF  
Commander, AFROTC Detachment 160



# Welcome to AFROTC Detachment 160!

Future Flying Bulldog,

The University of Georgia Air Force ROTC Detachment 160 welcomes you!

You are taking the first step in your journey to commission as an Officer in the United States Air Force or Space Force. As you will soon discover, Detachment 160 will introduce you to a community of Cadets and Cadre dedicated to helping you along the way.

Throughout your time at Detachment 160, you will be provided with training and instruction to assist in developing your leadership skills. As a Det 160 cadet, you are both a full-time college student at the University of Georgia and AFROTC cadet. Balancing the two will be a challenge at first but remember that Det 160 will provide the support and mentorship needed to manage it all.

Detachment 160 carries a long legacy of producing outstanding Air Force Officers, such as Col (Ret.) Leon F. "Lee" Ellis, Class of 1965, and Maj. Gen. Cameron G. Holt, Class of 1990. Ranked as the number one mid-sized AFROTC Detachment, we continue to cultivate the next generation of Air and Space Force Officers.

We reside at Hardman Hall, east of the Dance Building on South Campus. Although Det 160 has been here since 1971, last year saw a complete renovation of the detachment. We have fully updated classrooms, an in-house gym, and multiple areas for cadets to study and relax.

Although the adjustment to college life and cadet life will be overwhelming at times, we challenge you to keep an open mind and embrace this environment. Don't hesitate to seek help when you need it, as we are here for you.





# TABLE OF CONTENTS

Air Force Core Values.....	5
Det 160 General Information.....	6
AFROTC AS Levels.....	7
Progression Through AFROTC.....	8
Cadet Rank Structure.....	9
Air Force Rank Structure.....	9
AFROTC Ribbon Chart.....	10
Field Training & Enrollment Allocation.....	11
Physical Fitness Assessment.....	12
Female Scorecard.....	13
Male Scorecard.....	14
Cadet Weekly Schedule.....	15
Locations of Importance.....	16
Dress & Appearance Standards	
Uniform Wear.....	17
Basic Grooming Standards.....	18
Jewelry & Cosmetics.....	19
Customs & Courtesies.....	20
Reporting In Procedures.....	21
Email Etiquette.....	22
Cadet Discipline.....	23
Reporting Civil & Medical Involvements.....	24
Cadet Opportunities.....	25
Physical/Mental Health & Wellness.....	26
AFROTC Auxiliary Organizations.....	27
Frequently Asked Questions.....	28
Common AFROTC Acronyms.....	30
Resources.....	31



# AIR FORCE CORE VALUES

## **Integrity First**

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

## **Service Before Self**

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

## **Excellence In All We Do**

Our mission often involves the risk of human life - and sometimes national survival. The obligation to excel is a moral obligation for members of the Air Force.

## **Air Force Mission**

*“Fly, Fight, and Win.  
Airpower, anytime,  
anywhere”*

## **Space Force Mission**

*“Conduct global space  
operations that enhance  
the way our joint and  
coalition forces fight,  
while also offering  
decision makers military  
options to achieve  
national objectives”*

## **AFROTC Mission**

*“To develop leaders of  
character for  
tomorrow’s Air Force  
and Space Force”*

# CADET HONOR CODE

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



# DET 160 GENERAL INFORMATION

## The Detachment

Detachment 160 is structured like a typical Air Force Base. The Cadet Corps is called a "Wing" and is headed by the Cadet Wing Commander. The training objectives of AFROTC Detachment 160 are carried out by the Cadet Wing Commander and his/her cadet staff. The Cadet Wing Commander and staff run the Wing under the guidance of active duty Air Force Cadre members.

## Cadre

Experienced active-duty officers and non-commissioned officers (NCOs) make up the Cadre. The officers are the teaching staff of the AFROTC unit. They have been selected for this assignment based on professional accomplishments, academic background, and qualification as instructors. The NCOs work with the officers and coordinate all paperwork, medical exams, and cadet personnel files. At Det 160, the officers and NCOs are supported by one civilian administrative staff member

## GMC

The General Military Course (GMC) introduces cadets to the Air Force & Space Force and prepares them for selection to Field Training (FT). Freshmen cadets are acquainted with topics that include professionalism, military customs and courtesies, Air Force officer opportunities, and group leadership problems. Sophomore cadets are preparing to transition from a GMC cadet to the Professional Officer Corp. Topics include Air Force heritage and leaders, introduction to air and space power, and continued application of communication skills. GMC Cadets are considered Cadet Airmen. Freshmen cadets are classified as Cadet Fourth Class (C/4C) and Sophomore Cadets are classified as Cadet Third Class (C/3C).

## POC

The Professional Officer Corp (POC) is comprised of cadets who have successfully completed FT. It allows Cadets to practice the leadership skills they have developed during their time as GMC cadets and at FT. The POC cadets run the day-to-day operations of the Cadet Wing, including weekly Leadership Laboratory (LLAB) and Physical Training (PT) as they prepare for entrance into the active duty Air Force. POC cadets are cadet officers. Their rank corresponds with Cadet Wing positions that are awarded to them by the Cadet Wing Commander and Cadre.



# AFROTC AS LEVELS

## Initial Military Training (IMT)

Provides new cadets with basic skills and knowledge needed to be a functional member of the cadet corps. Activities are designed to build camaraderie and esprit de corps, as well as help them develop followership and teamwork skills. The AS 100 curriculum introduces students to the basic characteristics, missions, and organization of the Air and Space Forces.



## Field Training Preparation (FTP)

Provides training that ensures cadets are adequately prepared mentally and physically for the rigorous field-training environment. The AS200 curriculum, provides a fundamental understanding of both leadership and team building. The lessons and course flow are designed to prepare students for field training and leadership positions in the detachment. An FTP cadet's spring semester is an intensive training process to prepare for the mentally and physically rigorous Field Training.



## Intermediate Cadet Leader (ICL)

Provides AS300 cadets that are Field Training graduates, the opportunity to further develop the leadership and followership skills learned at field training. Intermediate cadet leaders will be given the opportunity to sharpen their planning, organizational, and communication skills, as well as their ability to effectively use resources to accomplish a mission in a constructive learning environment.



## Senior Cadet Leader (SCL)

Provides soon to be commissioned cadets, typically AS 400s, with additional opportunities to develop their leadership and supervisory capabilities and prepares them for their first Active Duty assignment. It also provides the opportunity to develop and receive feedback on the leadership skills they will be expected to possess when they arrive at their first duty station.



# PROGRESSION THROUGH AFROTC

## General Military Course (GMC)

### Initial Military Course (IMT)

Learn foundational drill, military bearing, customs and courtesies, Focus on: followership, training, personal growth

### Field Training Preparation (FTP)

Learn complex drill, leadership training, continue to refine military skills, prepare for Field Training Focus on: mentorship, critical thinking, wingmanship

#### AS100

Join in the Fall semester of their freshman year

#### AS150

Join in the Spring semester of their freshman year

#### AS200

Cadets continuing from their AS100/150 year.

#### AS250

Cadets who join for the program during their sophomore year.

## Field Training (FT)

Roughly 2-week mandatory training course at Maxwell AFB, AL, completed in the summer between a cadet's AS200 and AS300 years. Successful completion of Field Training marks the transition from GMC to POC.

## Professional Officer Course (POC)

### Intermediate Cadet Leader (ICL)

Cadets transition from being trained to being the trainers and occupy vital leadership roles Focus on: team leadership, decision-making, solidify identity

### Senior Cadet Leader (SCL)

Cadets are in administrative leadership positions and commander positions Focus on: organizational leadership, ethical reasoning, program integration/mentorship

#### AS300

3rd year cadets. Submit job preferences (Form 53) and go up for boards for AFSCs.

#### AS400

4th year seniors. Receive their AFSC and commission.

#### AS800

5th year seniors. Receive special permission due to 5-year degrees (ex: engineering)



# AFROTC CADET RANKS

	Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)	
O f f i c e r			Cadet Colonel (C/Col)	} POC
			Cadet Lieutenant Colonel (C/Lt Col)	
			Cadet Major (C/Maj)	
			Cadet Captain (C/Capt)	
			Cadet First Lieutenant (C/1Lt)	
			Cadet Second Lieutenant (C/2Lt)	
A i r m a n			Cadet Third Class (C/3C)	} AS 200/250 Cadets
			Cadet Fourth Class (C/4C)	} AS 100 Cadets

# AIR FORCE RANK STRUCTURE

## Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-8	E-9	E-9			
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sgt)	Chief Master Sergeant of the Air Force (CMSAF)

## Officer

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



# AFROTC RIBBON CHART



Gold Valor Award



Silver Valor Award



Outstanding Cadet Training Assistant Award



Legion of Valor Bronze Cross for Achievement



Society of American Military Engineers Award



Field Training Distinguished Graduate Award



Field Training Superior Performance Award



Field Training "Ironman" Award



Air Force Association Award



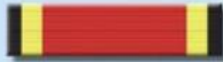
Daughters of the American Revolution Award



American Legion Scholastic Excellence Award



American Legion General Military Excellence Award



National Defense Industrial Association Award



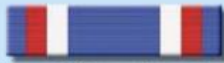
National Defense Transportation Association Award



Armed Forces Communications and Electronics Association Award



Reserve Officers Association Award



Military Officers Association of America Award



Veterans of Foreign Wars Award



Society of the War of 1812 Award



National Sojourners Award



Scottish Rite Southern Jurisdiction Award



Daughters of Founders and Patriots of America Award



Military Order of the Purple Heart Award



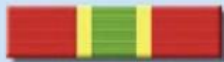
Sons of the American Revolution Award



Military Order of the World Wars Award



American Veterans Award



AFROTC Meritorious Service Award



AFROTC Commendation Award



AFROTC Achievement Award



Warrior Spirit Award



Academic Honors Award



Honor Flight Award



Warrior Flight Award



College Scholarship Recipient Ribbon



Physical Fitness Award



Recruiting Award



AFROTC Expert Marksmanship Ribbon



Arnold Air Society Maryland Cup



Arnold Air Society Hagan Trophy



Arnold Air Society Chennault Trophy



Arnold Air Society Area Plaque



Arnold Air Society Eagle Trophy



Arnold Air Society LBJ Cup



Arnold Air Society National Level Award



Arnold Air Society Area Level Award



Arnold Air Society Squadron Level Award



Arnold Air Society Membership Ribbon



Silver Wings Membership Ribbon



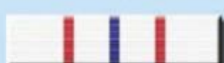
Drill Team Membership Ribbon



Color/Honor Guard Membership Ribbon



Civil Air Patrol General Carl A. Spaatz Award\*



Civil Air Patrol Amelia Earhart Award\*



Civil Air Patrol General Billy Mitchell Award\*



Pershing Rifles Membership Ribbon



Scabbard and Blade Membership Ribbon

\* Only highest CAP award earned is worn



*Note: Ribbons are placed on the ribbon rack in the order they appear on this chart (top to bottom, left to right).*



# FIELD TRAINING & ENROLLMENT ALLOCATIONS

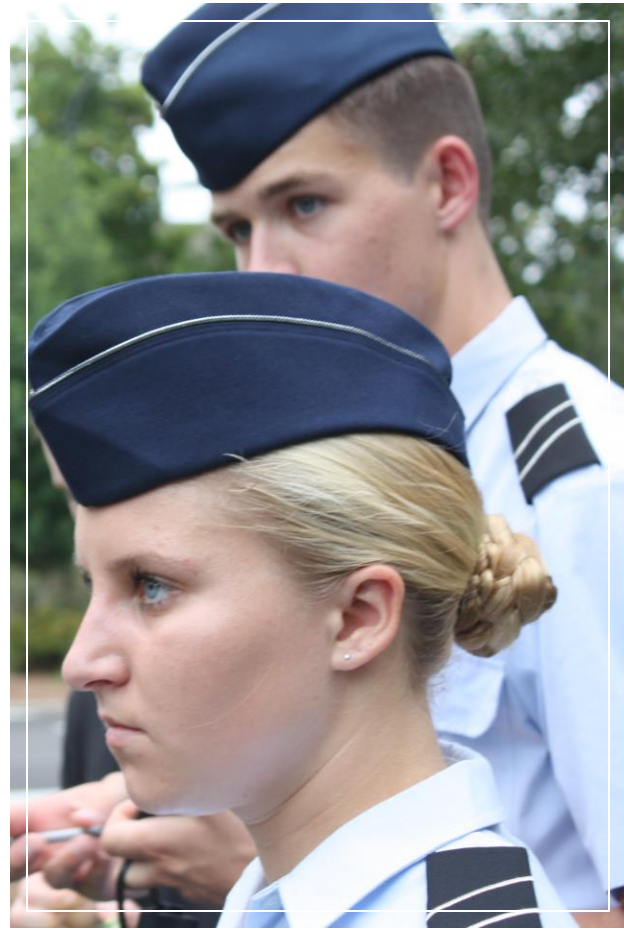
## Enrollment Allocations (EAs)

From the moment cadets enter the program, each cadet has various metrics based off performance at PMT events from the moment he/she enters the program. Cadet metrics along with other factors determine if a cadet is awarded an Enrollment Allocation (EA). An Enrollment Allocation (EA) must be earned to attend Field Training. Each spring, sophomores will have all their metrics compiled and sent to AFPC. Your metrics all combine to produce a single score called your Order of Merit (OM).

Cadets compete against every other cadet in the country, not just your peers at Det 160. The determining factors in a cadet's OM include the Commander's Ranking, GPA, FA score, and AFOQT score. A poor performance in any of these categories can result in a cadet not being awarded an EA. It is important for cadets to perform well at training events, maintain a good GPA, perform well on the Fitness Assessment, and study for the AFOQT when the time comes.

## Field Training (FT)

AFROTC's version of "bootcamp" is the two-week Field Training course at Maxwell AFB in Montgomery, Alabama. Field Training is completed during the summer after a cadet's AS200 year. Cadets from across the country are brought together to be pushed past their physical and mental limits. It is important to rely on the training you receive at LLAB to be successful at FT. It is a time to not only prove your abilities, but to also grow into a POC leader and ultimately become an Air Force officer.







# PHYSICAL FITNESS ASSESSMENT

The Air Force physical fitness assessment (PFA) consists of one minute of pushups with proper form, one minute of sit-ups with proper form, and a 1.5 mile run. The fitness charts on the following 2 pages list the maximum scores, along with the minimum scores to pass the PFA for both male and female cadets.

The Physical Fitness Assessment is a test administered to ensure that cadets maintain a good fitness level. The PFA is completed at least once each semester by the entire cadet wing. Cadets must pass the PFA with a minimum score of 75 or greater to meet all individual component minimums. Failure to meet even one component will result in an overall failure. A Diagnostic Fitness Assessment (DFA) is held at the beginning of the semester so that cadets can improve upon their score before the PFA.

The best way to prepare for the assessment is to improve your personal fitness level. Stay active and maintain a healthy diet. If you think fitness may be a struggle for you, or you are simply unfamiliar with creating and maintaining a fitness routine, reach out to the Wing Physical Fitness Officer (WPFO) and he/she will help you create a fitness regimen that works for you! Many cadets are happy to show new cadets how to use equipment in the det gym.



# MALE SCORECARD

USAF Fitness Assessment Scoring / **Males < 25 years of age**

**Final Version**

Cardiorespiratory Endurance			Muscular Fitness			
Run Time (mins: secs)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 9:12	Low-Risk	60.0	≥ 67	20.0	≥ 58	20.0
9:13 - 9:34	Low-Risk	59.5	66	19.8	57	19.7
9:35 - 9:45	Low-Risk	59.0	65	19.6	56	19.4
9:46 - 9:58	Low-Risk	58.5	64	19.4	55	19.0
9:59 - 10:10	Low-Risk	58.0	63	19.2	54	18.8
10:11 - 10:23	Low-Risk	57.5	62	19.0	53	18.4
10:24 - 10:37	Low-Risk	57.0	61	18.8	52	18.0
10:38 - 10:51	Low-Risk	56.5	60	18.6	51	17.6
10:52 - 11:06	Low-Risk	56.0	59	18.4	50	17.4
11:07 - 11:22	Low-Risk	55.5	58	18.2	49	17.0
11:23 - 11:38	Low-Risk	55.0	57	18.0	48	16.6
11:39 - 11:56	Low-Risk	54.5	56	17.8	47	16.0
11:57 - 12:14	Low-Risk	54.0	55	17.6	46	15.0
12:15 - 12:33	Low-Risk	53.5	54	17.5	45	14.0
12:34 - 12:53	Moderate Risk	52.0	53	17.4	44	13.0
12:54 - 13:14	Moderate Risk	50.5	52	17.2	43	12.8
13:15 - 13:36	Moderate Risk	49.0	51	17.0	42	12.0
13:37 - 14:00	High Risk	46.5	50	16.8	41	9.0
14:01 - 14:25	High Risk	44.0	49	16.6	40	6.0
14:26 - 14:52	High Risk	41.0	48	16.2	39*	3.0
14:53 - 15:20	High Risk	38.0	47	16.0		
15:21 - 15:50*	High Risk	35.0	46	15.6		
			45	15.4		
			44	15.0		
			43	14.6		
NOTES:			42	14.4		
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems.			41	14.0		
			40	13.6		
			39	13.0		
			38	12.6		
Passing Requirements - member <i>must</i> : 1) achieve a composite point total ≥ 75 points <i>and</i> 2) meet minimum point values for all components.			37	12.0		
			36	11.6		
			35	11.0		
			34	10.6		
* Minimum Component Values			33	10.0		
Run time < 15:50			32	7.0		
Push-ups > 30 repetitions/one minute			31	4.0		
Sit-ups > 39 repetitions/one minute			30*	1.0		
Composite Score Categories						
Excellent ≥ 90.0 pts						
Satisfactory = 75.0 - 89.9						
Unsatisfactory < 75.0						

**Final Version**



# CADET WEEKLY SCHEDULE

## PT (Physical Training)

Cadets attend Physical Training on Tuesday and Thursday morning from 0600-0700. Location varies depending on workout activity and weather. The two primary locations for PT are the Ramsey Student Center and the UGA Redcoat Field.

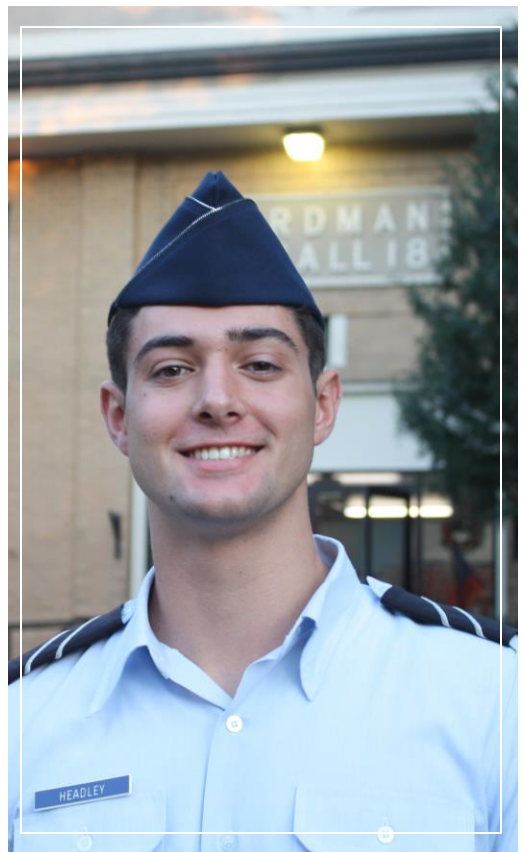
## LLAB (Leadership Laboratory)

Cadets attend Leadership Laboratory (“Lead Lab”) on Tuesday afternoon from 1600 - 1800. LLAB is held at Hardman Hall or at Whitehall Forest, depending on OPORDs.

## AIRS Class

Taught by Det 160 cadre, AIRS teaches foundational leadership concepts in preparation to commission as an Air Force Officer. AIRS classes will vary by AS level, refer to ATHENA for class meeting times and days.

*\*\*\*All events list above are mandatory. Cadets must ensure that he/she is Air Force compliant at each PMT event. Any questions regarding PMT events should be directed towards your respective flight commander. Contact your flight commander if you cannot attend events. Absences will be written in a memorandum format and will be submitted to your flight commander\*\*\**



# LOCATIONS OF IMPORTANCE

## Hardman Hall

Hardman Hall is located east of the Dance Building on South Campus. The building was adapted for use by the Aerospace Studies (Air Force ROTC) program in 1971. Leadership Laboratory is often held within the building and around Hardman Quad.



## Whitehall Forest

Whitehall Forest covers approximately 840 acres in the piedmont region's Clarke and Oconee Counties. The forest is owned by the Warnell School of Forestry. Whitehall Forest is used for expeditionary training and practice field scenarios in preparation for Field Training.



## Ramsey Student Center

Ramsey is located near Joe Frank Harris Dining Commons on UGA's south campus. This facility is often used for PT during inclement weather. Cadets utilize Ramsey's weight training equipment as well as the pool for teaching water survival skills.



## Redcoat Field

The Redcoat field is located at the UGA Intramural Fields behind the tennis courts. This facility is used for group calisthenics, ability running, and Det 160's favorite team sport, "Dawgball".





# UNIFORM WEAR

## PTGs

Physical Training Gear is worn when working out at PT sessions on Tuesday and Thursday mornings



Upon receiving DoDMERB clearance, cadets will be issued respective uniform items other than the detachment shirt and khakis. Reference the **AFI 36-2903** for proper guidance of uniform wear

## Detachment “Det” Shirt and Khakis

AS100s have altered UOD and UOE than the rest of the cadet wing. The uniform requirements are as follows:

1. *Det Shirt or black collared shirt (tucked)*
2. *Khaki pants (not tight fitting)*
3. *Black belt*
4. *Long white socks & athletic shoes*
5. *Black wristwatch*



## OCPs

Operational Camouflage Pattern Uniform is worn during AIRS (for POC) and LLAB when stated as the UOD. The rank is worn on the middle of the chest



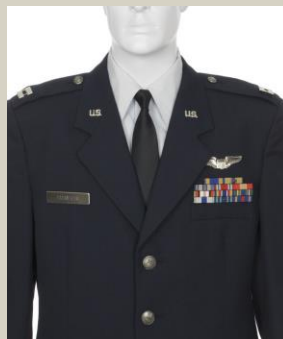
## Flight Suit

Worn by SCL cadets that have received a rated slot (Pilot, CSO, ABM, RPA). The flight suit can be worn in place of OCPs as the UOD.



## Service Dress & Blues

Service Dress and blues are uniforms that are worn together. When the jacket is on, it becomes service dress and when it is off, it is called blues. These two uniforms are worn during special occasions such as Dining Out. Rank is worn on the shoulders.





# BASIC GROOMING STANDARDS

Cadets are expected to maintain basic grooming standards and uphold dress & appearance at all PMT events. Even when not in uniform, you are expected to uphold these same standards, as you are a representative of the profession of arms. Reference the AFI 36-2903 for further guidance.

## Hygiene/ Health & Wellness

- Bathe regularly. Wash your body and your hair often.
- Trim your nails and keep them clean. Fingernails may not extend more than 1/4 inch past the tip of the finger.
- Brush and floss. At the very least, brush your teeth twice a day and floss daily.
- Get plenty of rest. Sleep is incredibly important for mental and physical health.
- Eat healthy and take care of yourself - don't skip meals.
- Keep clothing clean and neat (i.e. iron uniforms/wash your PT gear).

## Men Hair Standards *AFI 36-2903 Section 3.1.2*

Tapered appearance on both sides and the back of the head, both with and without headgear... Hair will not exceed 2 1/2 inches in bulk, regardless of length and 1/4 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized.

## Women Hair Standards *AFI 36-2903 Section 3.1.3*

No minimum length to maximum bulk of 4 inches from scalp. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single. Bangs/side-swiped hair will not touch either eyebrow. Hair accessories – Black/hair-colored permitted; headbands not to exceed 1 inch in width.

*Exception: When in PT gear hair may have loose ends and extend the length limit*

# JEWELRY AND COSMETICS

## Jewelry

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

## Nail Polish

- Males are not authorized to wear nail polish.
- Females are authorized to wear nail polish in conservative, natural colors and must paint all nails in a single color. Vibrant or extreme colors (ex: red, gold, black, etc) are not authorized. White French-tip manicures are authorized.
  - *Note: Since nails may not extend more than 1/4 inch past the tip of the finger, acrylics are ill-advised.*

## Make-Up

- Males are not authorized to wear make-up.
- Females choosing to wear make-up should apply it conservatively and in good taste so that it does not detract from the uniform. Make-up should be in shades that match to the wearer's natural skin tone. Extreme and vibrant colors (ex: red, gold, black, etc) are not allowed. Eyelash extensions are authorized but must not exceed 14 mm in length and must be in the wearer's natural eyelash color.
  - *Note: Cosmetics may not be worn in conditions and are not authorized at Field Training.*



Greeting	Time
"Good Morning"	0000 - 1159
"Good Afternoon"	1200 - 1659
"Good Evening"	1700 - 2349

# CUSTOMS & COURTESIES

## Verbal Greeting

Customs and courtesies are an important part of military tradition and dictate how cadets interact with each other and Cadre members. When addressing an officer, always use proper titles. Proper titles include: their rank, their rank and last name, or Sir/Ma'am. When addressing an NCO, use their rank or their rank and last name.

*Example: "Good Morning Lieutenant Colonel Fore" {preferred}, "Good morning, Sir",*

## Saluting

Whenever outdoors and both parties are in official uniform, excluding PTGs, the verbal greeting must be accompanied by a salute.

### When/What to salute:

- A salute indoors is rendered only when reporting to a senior officer or receiving an award.
- A salute is rendered to U.S. military officers (all branches), the President of the United States, POC cadets, and the U.S. Flag when being raised, lowered, and carried, and during the national anthem when it is being played outdoors and you are in uniform.
- Salute when reporting in.

### When not to salute:

- When walking by enlisted personnel, however you should render a verbal greeting
- Carrying items in both hands {still render verbal greeting}
- In a Cross-Walk





# REPORTING IN PROCEDURES

- 1) When reporting to an officer in his/her office, knock **once** on the door. When told to enter, walk directly {squaring any corners - unless on carpet} to within two paces of the desk, come to attention {heels together, feet at a 45° angle, back straight, arms by your side, head and eyes forward}
- 2) a) Salute and say, "Sir {Ma'am}, Cadet {last name} reports as ordered."  
b) If you are reporting without being told to come in or without an appointment you will state: "*Sir {Ma'am}, Cadet {last name} reports.*"
- 3) Continue to hold your salute until a salute has been returned and then follow directions from the officer {please be seated, at ease, etc.}
- 4) If you are asked to sit down, you must sit at attention. The proper way to sit at attention is to have your feet as though you were standing at attention, with your back straight. Your hands should also be held as though you were standing at attention, but placed on top of your thighs, toward the back of your kneecap. Your arms should be straight out, and your head and eyes forward as well. You should be sitting on the front 6" of the chair.
- 5) At the end of the conversation ask, "Will that be all, Sir {Ma'am}?" The officer will acknowledge; then from the same location you reported in, stand, salute and state, "Good morning {afternoon or evening}, Sir{Ma'am}." After your salute is returned, drop your salute, execute the proper facing movement and depart.

**NOTE:** If the officer states, "That will be all" or "You are dismissed" before you ask, "Will that be all, Sir{Ma'am}," then do not ask that question; just salute and render the appropriate exit greeting such as, "Good evening, Sir {Ma'am}."

# EMAIL ETIQUETTE

## Email

Emails are the primary form of communication with Cadre and within the Cadet Wing. It is recommended that cadets turn on notifications for their email and check at least twice a day to stay current on ROTC information. Respond to all emails in a timely manner and acknowledge all emails. Remember to proofread all emails before sending.

## Parts of an Email:

### 1. Greeting

Begin all Air Force related emails with the greeting of the day, rank, and last name.

### 2. Body

Remain professional, polite, and concise. Use proper grammar and check spelling before sending. The body should not contain humor, sarcasm, or all caps. Also do not use fancy fonts or colors, use either Times New Roman or Calibri

### 3. Signature Block

A signature block should be included at the bottom of every Air Force related email you send.

## Example Email:

Good Afternoon Lieutenant Colonel Fore,

Yes, sir, I am available to meet with you on Wednesday at 1400.

Very Respectfully,

//SIGNED//  
FIRST M. LAST, C/3C, AFROTC  
Bravo Flight  
Detachment 160, University of Georgia  
COMM: 123-456-7890  
Email: [users@uga.edu](mailto:users@uga.edu)



## Set up auto signature block in Outlook:

- Sign in to Outlook.com and select Settings. > View all Outlook settings at the top of the page
- Select Mail > Compose and reply
- Under Email signature, type your signature and use the available formatting options to change its appearance

## GMC Signature Block

Very Respectfully,

//SIGNED//  
FIRST M. LAST, C/4C, AFROTC  
Alpha Flight  
Detachment 160, University of Georgia  
COMM: 123-456-7890  
Email: [users@uga.edu](mailto:users@uga.edu)

## POC Signature Block

Very Respectfully,

//SIGNED//  
FIRST M. LAST, C/Lt Col, AFROTC  
Vice Wing Commander  
Detachment 160, University of Georgia  
COMM: 123-456-7890  
Email: [users@uga.edu](mailto:users@uga.edu)

# CADET DISCIPLINE

Detachment 160 follows a graduated counseling system. This means that cadets should be advised and corrected before receiving formal disciplinary action. If cadets feel as though they are being disciplined improperly or inappropriately, they should go to the Cadet Inspector General, who is a direct line of contact within the chain of command. If a cadet is being harassed personally, he/she should report straight to cadre.

## Verbal Coaching

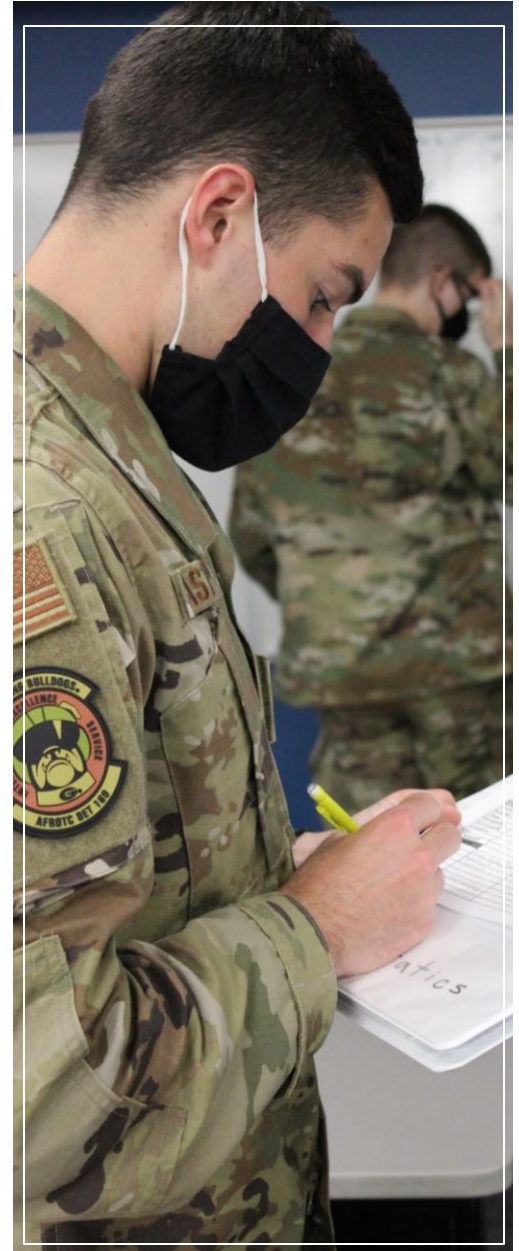
When a cadet commits their first offense, the first line of discipline is to receive verbal coaching. A first offense includes showing up late to PMT events, having uniform infractions, or other minor corrections. Ideally, cadets' wingmen should hold them accountable first. This form of discipline is meant to help cadets correct their errors before it becomes a repetitive problem.

## Memorandum for Record (MFR)

The purpose of a Memorandum for Record (MFR) is to document that a cadet has committed several minor offenses or one larger offense. The purpose of documenting the infraction is to have a reference if the problem reoccurs or goes unsolved. An MFR should be accompanied by verbal coaching from the person issuing the documentation.

## Form 12

A Form 12 is an official disciplinary document of repeated offenses. Offenses should be dated and described on the Form 12. When a cadet is issued a Form 12, they should also be verbally counseled for their offenses. A Form 12 may or may not be seen by cadre members. However, every Form 12 must be approved by the Inspector General cadet before being issued.





# REPORTING CIVIL & MEDICAL INVOLVEMENTS



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

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

To report a civil involvement, cadets must initiate the report through their WINGS Account and send an email to their primary Air Force instructor within 72 hours of the incident. Follow up actions will then be discussed on how to proceed, but most will result in a discussion with an instructor.

A screenshot of a web-based reporting form. The form is titled "Status: Unreported Involvement". It has a "Date of Involvement" field with a calendar icon. Below that is a section for "Involvement Type" with three radio buttons: "Civil" (selected), "School", and "Military". There are two more sections: "\*Detained, Confined, Probation?" with "Yes" and "No" radio buttons, and "\*Drugs or Alcohol Cited?" with "Yes" and "No" radio buttons. A "Submit" button is located at the bottom right of the form.



# CADET OPPORTUNITIES

## Professional Development Training (PDT)

AFROTC offers various Professional Development Trainings (PDT) that consist of specialized classes and opportunities in a variety of Air Force and Space Force fields. PDTs are designed to educate cadets on the wide range of activities and missions that the Air Force and Space Force accomplish. Air Force ROTC cadets compete for slots in PDTs, and they typically occur during summer breaks when school is not in session. More information can be found [here](#).



## The Language Flagship Program

UGA offers Language Flagship Programs for Russian and Portuguese. The flagship program seeks to graduate students who will take their place among the next generation of global professionals, commanding a superior level of proficiency in one of many languages critical to U.S. competitiveness and security. These programs also provide a specialized plan of study, enriching cultural immersion experiences, and additional flagship scholarship funding to AFROTC cadets.

[Russian Flagship](#)   [Portuguese Flagship](#)



## AFROTC "You Can Fly" Scholarship (AYCF)

This program allows selected cadets the opportunity to expend up to \$3,000 obtaining flight experience through enrollment in Private Pilot Certificate (PPL) ground school at a local Federal Aviation Administration Flight School. This scholarship is awarded based off of GPA and AFROTC performance. Selected cadets will have one year from the award date to use the funds.





# PHYSICAL/MENTAL HEALTH & WELLNESS

Along with the joys of college can come new challenges, busy schedules, and many other stressors. Det 160 is a welcoming environment that allows cadets to prepare for a career in the Air Force & Space Force. That starts with mental health, something that can be overlooked if not careful. The University of Georgia and the Holm Center provide many resources that cadets can utilize to ensure he/she does not face these challenges alone.

## Mentor Mentee Family System

Every cadet here will have a member from each AS level to hang out with, build bonds with, and do AFROTC or non-AFROTC activities together. Popular activities include participating in Intramural (IM) sports, going to gym, and going out to eat. Mentor-Mentee families are a great resource for advice on anything AFROTC- or college-related. There is always the option to talk to anyone in your flight or any other cadet that you are close to within the detachment. Many cadets have had similar experiences and would love to share advice with others.

## Cadet Wellness Officer

This position within the corps is responsible for being a resource for cadets to talk to. He/she can assist in creating specialized diet and exercise programs for cadets in need of one. The Cadet Wellness officer is also responsible for updating the Det 160 Health and Wellness Board which is easily accessible for all cadets and students who pass through Hardman Hall.





# AFROTC AUXILIARY ORGANIZATIONS

## Arnold Air Society (AAS) - Leon F. Ellis Squadron

Arnold Air Society is a professional, honorary service organization advocating the support of aerospace power. The volunteer work done throughout the Athens community and the opportunities we get to improve our leadership skills, shapes us into better officer candidates. Due to the rigorous nature of the initiation process, AAS candidates must complete an intensive training outside of AFROTC PMT events.



## UGA Honor Guard

Honor Guard is an auxiliary program that provides unique opportunities to showcase the Air Force and Detachment 160 in the community by displaying and escorting the national flag at ceremonies. Joining Honor Guard will give you the opportunity to participate in community events, Det 160 events, and sporting events such as UGA football games! Anyone can join following the completion of the inductee meeting.



## Silver Wings

Silver Wings is the sister organization to Arnold Air Society. The organization is dedicated to creating proactive, knowledgeable, and effective civic leaders through community service and education about national defense. It has the unique factor that it is made up of not only cadets but also students who are not a part of the AFROTC organization. Silver Wings members must be an undergraduate or graduate student within the local chapter, and complete various workshops and projects.





# FREQUENTLY ASKED QUESTIONS

## **If I join AFROTC, does that mean I am joining the Military?**

Not immediately. While the purpose of Air Force ROTC is to commission officers for the U.S. Air Force and Space Force, cadets are not in the military until after graduation. Keep in mind that to fulfill all AFROTC requirements, at some point during your college years they will need to sign a commitment stating that they will join the Air Force or Space Force as an officer after graduating. If a high school student receives a four-year scholarship through the High School Scholarship Program, the first year of college will be paid for, and they can quit at the end of their freshman year with no obligation. If a student is offered a scholarship while already in college, they are not committed to the Air Force or Space Force until they accept their scholarship. Cadets that are not on a scholarship are not committed to joining the Air or Space Force until the start of their junior year of college after Field Training. With AFROTC, we provide students with many opportunities to see what the Air and Space Force are about before they make any kind of commitment.

## **Can I do AFROTC and still participate in other activities?**

Yes! Cadets are highly encouraged to branch out into other organizations on campus. You may play sports, join a fraternity or sorority, work, and generally fill your spare time as you desire. This not only broadens your horizons and allows you to discover new things or pursue your passions. Just make sure not to stretch yourself thin between various commitments.

## **What happens after I complete AFROTC and graduate?**

After you successfully complete the AFROTC program and receive your Bachelor's Degree you will be commissioned as a Second Lieutenant in the United States Air Force or Space Force. Your active duty service commitment depends on your career field. The majority of new officers will incur a four-year active duty commitment while those officers pursuing rated career fields will have a longer commitment (ten years for a pilot; six years for combat systems officers, air battle managers or remote piloted aircraft operators). You will have a full-time job with the Air Force upon graduation from college and commissioning.

# FREQUENTLY ASKED QUESTIONS (cont)

## **Do new Cadets get hazed?**

No. All cadets, no matter what year, are treated with dignity and respect. Detachment 160 has a zero-tolerance policy for hazing and maltraining. Senior cadets guide and mentor the new cadets—in fact, that is what our cadet officers are trained to do. Our detachment cadre are concerned about you as a person, a student, and as a cadet. We are your ROTC family, and your well-being and progress are our number one concern.

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

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

## **Where can I learn more about Air Force career fields?**

There are a host of resources available online to learn about career fields. Here is great places to start your research [United States Air Force Specialty Codes](#)

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

Yes, there are opportunities to compete for scholarships from the Air Force and other organizations while in college. In-college AFROTC scholarships are offered based on grades, physical fitness, overall performance, and choice of major. Cadets may be considered for the in-college scholarship program after successfully completing at least one term in college. There are also smaller, onetime scholarship opportunities in addition to the AFROTC in college scholarship

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

No, Air Force ROTC provides all books relevant to its classes. However, the uniforms remain the property of the United States Air Force and you are responsible for maintaining the condition of the uniforms issued to you which will include dry cleaning and laundering expenses. If a uniform is damaged or lost, you may be responsible for the cost of replacing the uniform.



# COMMON AFROTC ACRONYMS

Acronym	Term
AFOQT	Air Force Officer Qualifying Test
AFSC	Air Force Specialty Code
BLUF	Bottom Line Up Front
COB	Close of Business (5PM)
CTA	Cadet Training Assistant
DoDMERB	Department of Defense Medical Examination Review Board
EA	Enrollment Allocation
EAD	Enter Active Duty
Flt	Flight
FTM	Field Training Manual
FTO	Field Training Officer
FTP	Field Training Preparation
GMC	General Military Course
GLP	Group Leadership Project
IAW	In accordance with
IMT	Initial Military Training
LLAB	Leadership Laboratory "Lead Lab"
MSG	Mission Support Group
NCO	Non-Commissioned Officer
NLT	No Later Than

Acronym	Term
OCP	Operational Camouflage Pattern
OPORD	Operation Orders
OPS	Operations Group
PCS	Permanent Change of Station
PDT	Professional Development Training
PFA	Physical Fitness Assessment
POC	Professional Officer Corps
PSP	POC Selection Process
PT	Physical Training
PTG	Physical Training Gear
ROE	Rules of Engagement
SQ	Squadron
TBAS	Test of Basic Aviation Skills
TRG	Training Group
UOD	Uniform of the Day
UOE	Uniform of the Event



# RESOURCES

The Internet is your friend when it comes to AFROTC resources! The answer to virtually any question you have can be found with a quick Internet search.

Cadets and cadre at our detachment are a great resource as well! They are always willing to provide an answer or help direct you to someone with greater knowledge.

**U.S. Air Force ROTC website - [link](#)**

**U.S. Air Force website - [link](#)**

**U.S. Space Force website - [link](#)**

**AFSC (Career Field) Guide - [link](#)**

This provides background on a variety of career fields within the Air Force.

**AFI 36-2903 Dress & Appearance - [link](#)**

**Detachment 160 UGA YouTube - [link](#)**

**Detachment 088 YouTube – [link](#)**

This detachment provides useful videos pertaining to drill.

**UGA Detachment 160 Instagram - [@uga\\_afrotc\\_det160](#)**

**UGA Honor Guard Instagram - [@ugahonorguard](#)**

**UGA Arnold Air Society Instagram - [@aas.uga](#)**

**r/afrotc Reddit Page - [link](#)**

This unofficial online forum is where cadets from across the country ask and answer questions.

# Welcome to Detachment 160

*Integrity – Excellence – Service*



**U.S. AIR FORCE**



**Air Force ROTC**  
**UNIVERSITY OF GEORGIA**



UNITED STATES  
**SPACE FORCE**