



## **AIR FORCE RESERVE OFFICER TRAINING CORPS**

**890TH CADET WING**

**CHARLOTTESVILLE, VA 22904-4188**

### **Cadet Guide**

## **CHAPTER 1: ORGANIZATION**

**1. GOAL:** Present a positive and rewarding experience that promotes teamwork, professionalism, and enthusiasm towards active participation in AFROTC.

**2. PURPOSE:** Introduce incoming cadets to AFROTC, the military environment, and university life.

### **3. DAILY SCHEDULE:**

- a. The day typical begins between 0600 - 0800 hours.
- b. After physical training (PT), you will shower, dress, and form up for breakfast.
- c. Each day there will be activities such as ROTC administrative paperwork, informational briefings, drill and ceremony practice, sports, leadership activities, etc.
- d. Lunch will begin between 1100 and 1200 hours.
- e. Dismissal for the day will between 1600 - 1800 hours.
- f. All meals will be provided, with the exception of lunch on Check-in day, which occurs before the start of AF101.

### **3. MANDATORY ITEMS TO BRING:**

- a. Original & Copy of Birth Certificate
- b. Original (signed) & Copy of Social Security Card
- c. Eagle Scout Certificate (if applicable)
- d. Civil Air Patrol Certification (if applicable)
- e. Junior ROTC awards/memorandums
- f. Sports Physical (attached, if cadet is High School Scholarship Program recipient; N/A)
- g. SAT / ACT score print out
- h. College transcripts (if applicable)

**\*\*\*NOTE\*\*\* This is a general schedule and is subject to minor changes.**

## CHAPTER 2: UNIFORMS, CLOTHING, AND SUPPLIES

### 1. GENERAL GUIDELINES:

- a. Wear casual clothes during your arrival to AF 101. However, you will need the following items:
  - 2 pairs of black shorts for PT
  - 2 plain black crew neck T-shirts
  - 2 pairs of conservative khaki pants
  - 4 pairs of white socks
  - 3 white crew neck T-shirts
  - 1 pair of running shoes (any color)
  - Extra pair of running shoes (optional)
  - Shower shoes (flip flops)
  - Shower bag in which to carry toiletries, towel, and clean T-shirt
  - Personal toiletry items (toothbrush, toothpaste, comb/brush, soap, deodorant, etc.)
  - Sunscreen and lip balm
  - Jogging/sports bra (female)
  - Any necessary undergarments
- b. Bring a water bottle that is no less than 16 oz.
- c. Jewelry is optional, but **cannot** be worn during physical training or sporting events.
  - i. In uniform on or off a military installation: With the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).
  - ii. Females: Can wear one pair of earrings (small *round* gold/silver/pearl/diamond studs are acceptable) in the bottom hole. Earrings will not exceed 6 mm.
  - iii. Males: May not wear earrings in uniform.
  - iv. Bracelets: A conservative watch or metal bracelet may be worn, no plastic or color bracelets are allowed. Bracelets will not exceed ½ inch in width. Medical alert bracelets and traditional POW/MIA/KIA bracelets are authorized.
  - v. Rings: Airmen may wear no more than 3 rings at a time, and no more than 2 on one hand. Wedding Bands count as one ring. No rings will be worn on the thumb.
- d. Grooming Standards:
  - i. Females: Hair will be neatly arranged and styled; hair may touch but not extend below the collar; bangs may not touch your eyebrows. You do not have to cut your hair short, simply pin up your hair while in uniform to meet the above standards. All barrettes and bobby pins should be the color of your hair. Ribbons and other ornaments (such as scrunchies) are not allowed. If your hair is long enough, a tucked-under French braid is the best hairstyle. Buns are also acceptable as long as they are not too tight or do not fall out. A half-pulled through pony tail, forming a partial

bun is not acceptable. You must also be able to wear a baseball cap with your hairstyle. Ponytails and flyaway hair or wisps are not in regulation. Hint- bring and use hairspray, mousse or gel if you have long hair.

- ii. Males: Hair will be neat, clean, trimmed, and present a good appearance. Hair will not touch the ears or the collar. Hair in front will be groomed so it does not fall below the eyebrows or protrude below the band of your cap. Sideburns will be neatly trimmed, tapered, or even width (not flared), and not extend below the lowest part of the exterior ear opening. You will be clean-shaven at all times. A neatly trimmed mustache is allowed as long as it does not extend sideways beyond a vertical line drawn from the corner of the mouth.

e. Tattoos:

- i. Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. AFOSI maintains information regarding gang/hate group, etc. on tattoos/brands/body markings. Commanders should contact their servicing AFOSI unit for additional information. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content is of a nature that tends to bring discredit upon the Air Force are prohibited both in and out of uniform.
- ii. Excessive tattoos/brands/body markings will not be exposed or visible (includes visible through the uniform) while wearing any/all uniform combination(s) except the PTU. This includes any combination of short sleeve, long sleeve, open collar uniform, utility uniform sleeves rolled up or worn down, flight duty uniform, etc. This policy does not apply when wearing the PTU. —Excessive is defined as any tattoos/brands/body markings that exceed  $\frac{1}{4}$  (25%) of the exposed body part and are readily visible when wearing any/all uniform combinations(s). The —exposed body part is defined as the total area, to include front, sides and back of a limb or other body part protruding from a uniform item. For example, a tattoo exclusively on the hand cannot exceed 25% of the exposed hand since the hand is considered a separate body part when wearing a long sleeve uniform item. Any tattoos/brands above the collarbone, i.e. on the neck, head, face, tongue, lips, and/or scalp, are prohibited. For example, a tattoo/brand that can be seen on the neck while wearing an open collar, front fastening, blue or utility uniform is prohibited.

**2. OPTIONAL ITEMS:** Cosmetics, camera, alarm clock, sleepwear, etc.

**3. HELPFUL HINTS:** Purchase the following items for the school year: lint brush, starch, black shoe polish, cloth rags/cotton balls, black umbrella, black, plain black/navy gloves, black socks, and white V-neck T-shirts. Females will also need 1-1/2-2" plain, black leather heel shoes (not patent leather) and nude or suntan pantyhose.

## CHAPTER 3: SAFETY

### 1. GENERAL SAFETY RULES:

- a. Be safety conscious: no “horseplay” in the dorms, walk up and down the stairs using handrails, and know your surroundings.
- b. Stairwell and entrance lights will remain on at night.
- c. **Drink water at every opportunity to prevent dehydration- start at least 3 days before AF 101!**
- d. Give right of way to vehicles using emergency lights or sirens.

### 2. PERSONAL VALUABLES:

- a. Secure all your money and valuables. **Be certain** to lock the room when you leave. Report any losses to a member of the AF 101 staff or dorm resident advisor.

### 3. DORMITORY EMERGENCIES:

- a. Know the location of fire alarms, extinguishers, and proper emergency procedures to follow.
- b. If a fire occurs: Pull the fire alarm, shout “FIRE! FIRE! FIRE!” BE AWARE of fire extinguishers, some may not work on particular fires and may actually make the fire worse. Evacuate through the nearest exit. If you are not dressed, wrap up in a blanket and put on shoes and exit building using fire evacuation routes. Notify the AF 101 staff member in charge of your area and the dorm resident advisor.

## CHAPTER 4: RULES

**1. RULES OF DECORUM:** The rules for military decorum are founded on customs and traditions. The responsibility is a mutual one in which the junior individual initiates the act of courtesy.

- a. Address officers by rank or by Sir/Ma'am. Address fellow cadets by "**cadet, last name.**" Address cadet officers by Sir/Ma'am with last name. Address Non-Commissioned Officers (NCOs) by rank or Sergeant and last name.
- b. Stand up and state your name when asking questions during a briefing.
- c. When an Air Force Officer enters a room, the AF 101 staff will call out "Room, Attention." We will teach you "attention" at AF 101. At this time, everyone will stand up and remain standing until directed to sit down. When the officer leaves the room, the room will be called to attention unless an officer of equal or higher rank remains in the room.
- d. Saluting: The AF 101 staff will teach you how to properly render a salute during orientation. However, to give you a head start, we are providing some initial information below.
  1. The hand salute is rendered from the position of attention while standing or walking. If your hands are full, simply render a verbal greeting.
  2. Salutes are exchanged outdoors only, upon recognition between officers and cadets, both on and off military installations. Cadets do not salute NCOs.
  3. Saluting distance is six to twelve paces. The salute is held until the salute is returned. Salutes are accompanied by a verbal greeting. Rule of thumb: when you are unsure whether to salute or greet, salute anyways. It is better to do it and be wrong than not do it and be wrong.
- e. Sportsmanship: Embodies the ideals of fairness, self-control, teamwork, and 100 percent effort at all times. Fair play is expected, bad tempers will not be tolerated, and profanity is prohibited.

**2. PROHIBITIONS:** Rule violations will be dealt with swiftly and may result in counseling and/or dismissal from AF 101. During AF 101, cadets are restricted from:

- a. Consuming alcohol or using tobacco products.
- b. Gambling.

**3. DRUG ABUSE:** The Air Force does not tolerate the use of illegal drugs or chemicals. Failure to divulge drug abuse may result in disciplinary action and/or barring from AFROTC.

**4. MEDICAL TREATMENT:** If you require medical treatment, notify a member of the AF 101 staff immediately. Qualified medical personnel will provide all medical treatment.

**5. FORMATIONS:** All AF 101 participants will learn how to march in formation. Singing "jodies" (inspirational songs while marching) is encouraged. While in a PT uniform, you will double time (light jog) to all events. The only exception: no double time in formation within one half hour of any meal.

## **CHAPTER 5: PHYSICAL TRAINING (PT)**

**1. GENERAL REQUIREMENTS:** Early morning PT and sports will occur during AF101. The staff physical fitness officer will lead all warm-up exercises.

**2. HEAT STRESS:** Excessive heat exposure impairs both physical and mental performance. Replace the water lost through sweating by drinking water at every opportunity throughout the day. **We constantly monitor the heat index for safety.**

**3. RUNNING SHOES:** Wear high quality, properly fitting shoes to minimize blisters and injury. Ensure your socks are not bulky and do not bunch up.

**4. SPORTS OR DODMERB PHYSICAL:** You **must** have obtained a sports physical or DODMERB physical prior to participation in any AF 101 physical activity. If you do not have a sports physical, you will not be allowed to participate in AFROTC. A copy of this physical is at the back of this handbook. Please email the detachment ([afrotc@virginia.edu](mailto:afrotc@virginia.edu)) to get a digital copy to take to your physician.

## LIBERTY UNIVERSITY

What to expect when you arrive at LU:

1. Those who choose to participate in AF101 will move into their residence halls earlier than the rest of the freshman class. You will need to provide us with your dormitory information on the Cadet Information sheet ASAP so that we can clear your arrival with the LU Office of Residence life.
2. You should arrive between **1200 and 1400** on 13 Aug to pick up your keys so you can move into your dorm and have lunch with your family. Arrival time for the beginning of AF101 is **1700 13 Aug**. Cadets will be outside the Green Hall building to direct you to room 1887 for the Welcome Session. After the Welcome Session we will have a Welcome Dinner beginning at about 1730. The cadets will give you directions to the Welcome Meal location once we are ready to transit. Below are some directions to Green Hall from the Liberty University Bookstore:
3.
  - a. From the LU bookstore, go straight down University Blvd until you reach the first set of lights. From there you will take a left at the light, and then take your first right arriving at Green Hall.
  - b. Green Hall is approximately a quarter mile from the bookstore and is across from the LaHaye Ice Center.
4. Be aware that you will be up and moving around at 0800 on **14 Aug** and at 0600 on **15 Aug**, so you'll want to get plenty of rest the night of the 14th.
5. If you still have any questions or concerns, please feel free to email or call Cadet Alex Robichaud at [arobichaud@liberty.edu](mailto:arobichaud@liberty.edu) or (540-533-9126). In case you get lost or need directions on 15 Aug, please do not hesitate to call.

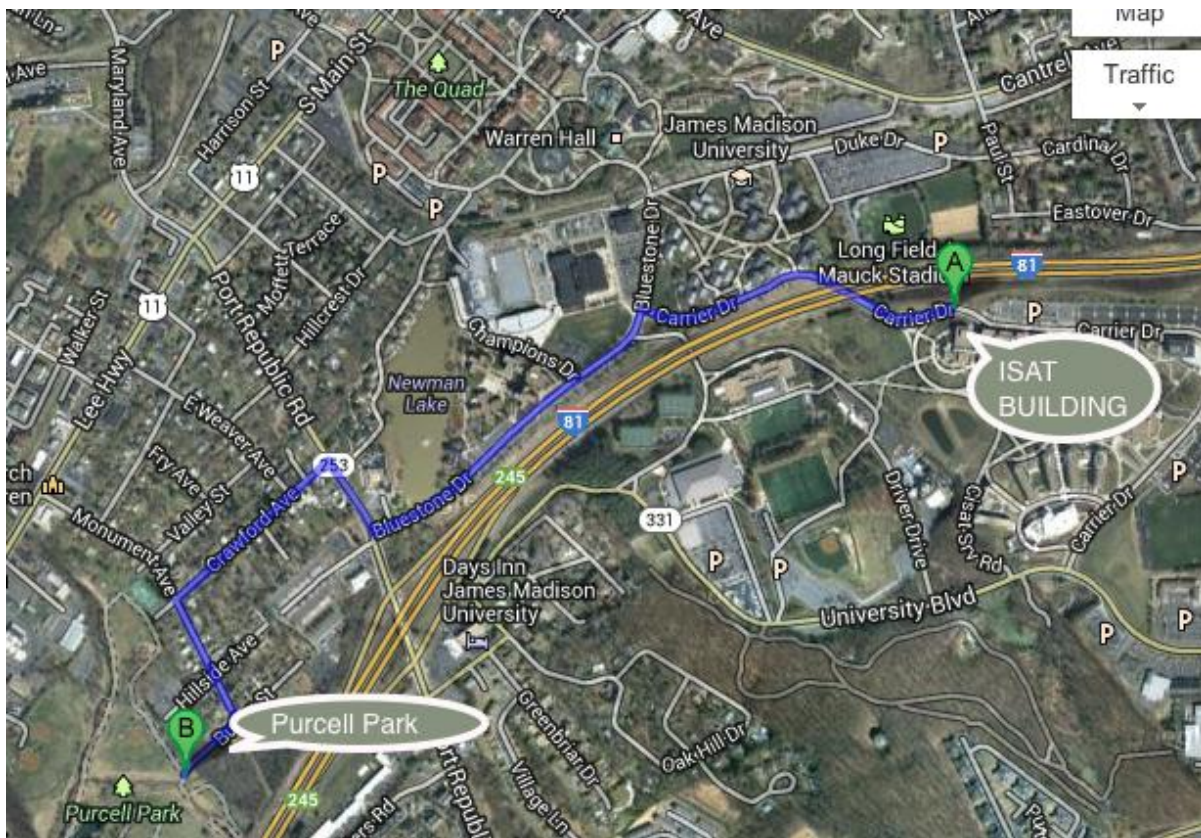




## JAMES MADISON UNIVERSITY

What to expect when you arrive to JMU:

1. Those who choose to participate in AF101 will move into their residence halls earlier than the rest of the freshman class. You will need to provide us with your dormitory information on the Cadet Information sheet ASAP so that we can clear your arrival with the JMU Office of Residence life.
2. You should arrive between **1200 and 1400** on 17 Aug to pick up your keys so you can move into your dorm and have lunch with your family. Arrival time for the beginning of AF101 is 1700 on **17 Aug**. Cadets will be outside the ISAT building to direct you to room 136 for Q&A. From the Q&A session we will transit to Purcell Park for the opening barbeque. Here are some directions to the ISAT Building and Purcell Park:
  - a. To ISAT: From the JMU bookstore, go straight through the light onto Carrier Drive. Follow the road until you come upon the ISAT Building on your right. There will be parking lots on the left where you can park.
  - b. To Purcell Park: From the ISAT Building, get onto Carrier Drive in the direction of the JMU Bookstore. At the light take a right onto Bluestone Dr and take it all the way through campus to the light at S Main St. Turn left and stay in the leftmost lane. The Catholic Campus Ministry House will be on your left after driving over the railroad tracks. There is a sign in front of the house and someone will be there to direct you to the cookout.
3. Be aware that you will be up and moving around at 0800 on **18 Aug** and at 0600 on **19 Aug**, so you'll want to get plenty of rest the night of the 18th.
4. If you still have any questions or concerns, please feel free to email or call Cadet Zachary Carter at [carterzw@dukes.jmu.edu](mailto:carterzw@dukes.jmu.edu) (757-532-2418). In case you get lost or need directions do not hesitate to call.



## UNIVERSITY OF VIRGINIA

What to expect when you arrive at UVA:

1. Those who choose to participate in AF101 will move into their residence halls earlier than the rest of the freshman class. You will need to provide us with your dormitory information on the Cadet Information sheet **ASAP** so that we can clear your arrival with the UVA Housing Office.

2. You should arrive between **1200 and 1400** on 20 Aug to pick up your keys so you can move into your dorm and have lunch with your family. Cadets will be outside the Astronomy building in the Air Force courtyard to give you directions. Arrival time for the beginning of AF101 is **1700**. Cadets will be waiting outside of the Astronomy building to give you directions to the Physics building for the Q&A session. We will have a dinner provided for parents and new cadets after the Q&A session at the Physics building as well. Here are some directions to the Astronomy building and the visitor-parking garage:

- a. From Emmet St/Rt 29, travel south until you reach McCormick Road. Turn right onto McCormick road, and drive to the intersection with Alderman Road. Turn right onto Alderman Road, then take your first left to the Astronomy building parking lot. If this lot is full, you can use the parking lot outside St. Thomas Aquinas Catholic Church. This is only for temporary parking purposes.
- b. If you need to park for a longer period of time, use the visitor parking garage on Emmet St. Drive south on Emmet St, past University Boulevard, just past Memorial Gym. The parking garage will be to your left, right under where the bookstore is located. To get to the Astronomy building from there, walk down Newcomb Road (south) until you reach McCormick, turn right, then follow the directions given above.

3. Be aware that you will be up and moving around at 0600 on **21 and 22 Aug**, so be sure to get plenty of rest the night of 20 Aug.

4. Hopefully, this will answer most of your questions and allow you to budget your time wisely. Arriving early on 20 Aug will allow you time to relax. It will also ensure that you have ample time to complete moving in to the dorm, eating lunch, etc. If you still have any questions or concerns, please feel free to email Cadet Gloria Williams at [gjw3dd@virginia.edu](mailto:gjw3dd@virginia.edu) (703-861-5822) or Cadet Stephen Bost at [shb3rh@virginia.edu](mailto:shb3rh@virginia.edu) (508-951-8266). In case you get lost or need directions on **20 Aug**, do not hesitate to call.





AIR FORCE ROTC PRE-PARTICIPATORY SPORTS PHYSICAL		
1. CADET/APPLICANT NAME	2. AFROTC DETACHMENT Detachment 890	
<b>MEDICAL AUTHORITY:</b> Measure height and weight of cadet/applicant. Compare results to AF standards listed on reverse, check block 7 and certify as requested below. <b>AFROTC CADRE:</b> If cadet/applicant exceeds AF weight standards, conduct a Body Fat Measurement IAW DoDI 1308.3.		
3. CADET/APPLICANT MEASUREMENTS	HEIGHT	WEIGHT
4. AIR FORCE WEIGHT STANDARDS (found on reverse)	MINIMUM	MAXIMUM
5. BODY FAT MEASUREMENT	6. BODY FAT STANDARDS: FEMALE - 28% MALE - 20%	
7. CHECK APPLICABLE BOX	<input type="checkbox"/> IS WITHIN AIR FORCE WEIGHT STANDARDS <input type="checkbox"/> EXCEEDS AIR FORCE WEIGHT STANDARDS <input type="checkbox"/> IS BELOW AIR FORCE WEIGHT STANDARDS	
8. <b>MEDICAL AUTHORITY:</b> PLEASE REVIEW THE ABOVE INFORMATION. CONDUCT COUNSELING BELOW IN APPLICABLE AREAS, AND SIGN.		
I, (print name) _____, HAVE EXAMINED THIS CADET/APPLICANT AND REVIEWED HIS/HER MEDICAL HISTORY. THE FOLLOWING ARE THE RESULTS:		
<b>9. (IF CADET/APPLICANT IS BELOW AIR FORCE WEIGHT STANDARDS)</b> I CERTIFY THIS CADET/APPLICANT'S LEAN BODY MASS POSES NO HEALTH RISK; NO SIGNS OF EATING DISORDERS EXIST. I HAVE DISCUSSED THE IMPORTANCE OF NUTRITION AND WEIGHT MANAGEMENT. _____ (Medical Authority Initials)		
<b>10. (IF CADET/APPLICANT EXCEEDS AIR FORCE WEIGHT STANDARDS)</b> I HAVE DISCUSSED APPROPRIATE AND SAFE WEIGHT LOSS WITH THE CADET/APPLICANT. _____ (Medical Authority Initials)		
<b>11. (FOR ALL CADETS/APPLICANTS)</b> I <u>DID</u> / <u>DID NOT</u> (please circle) FIND MEDICAL CONDITION(S) OR PHYSICAL IMPAIRMENT(S) THAT WOULD PRECLUDE THIS CADET/APPLICANT FROM PARTICIPATING IN A RIGOROUS PHYSICAL TRAINING PROGRAM. IF A MEDICAL CONDITION/PHYSICAL IMPAIRMENT EXISTS THAT MAY PRECLUDE THE INDIVIDUAL FROM PARTICIPATING, PLEASE EXPLAIN:		
PHYSICIAN OR MEDICAL AUTHORITY SIGNATURE		EXAMINATION DATE
<b>AFROTC CADRE:</b> A DISQUALIFIED DODMERB OR MEPS PHYSICAL SUPERSEDES THIS FORM. A CADET MAY NOT PARTICIPATE IN THE AFROTC PHYSICAL TRAINING PROGRAM IF THEY HAVE A DISQUALIFIED DODMERB OR MEPS PHYSICAL.		
AFROTC CADRE SIGNATURE		DATE

**MAXIMUM AND MINIMUM AIR FORCE ALLOWABLE WEIGHT STANDARDS**

TABLE 1. MAXIMUM ALLOWABLE WEIGHTS FOR BMI OF 27.5 (REGARDLESS OF AGE) (58 - 80 INCHES)

HEIGHT (INCHES)	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
MAXIMUM WEIGHT (POUNDS)	131	136	141	145	150	155	160	165	170	175	180	186	191	197	202	205	214	220	225	231	237	244	250

TABLE 2. MINIMUM ALLOWABLE WEIGHTS FOR BMI OF 19.0 (58 - 80 INCHES)

HEIGHT (INCHES)	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
MAXIMUM WEIGHT (POUNDS)	91	94	97	100	104	107	110	114	117	121	125	128	132	136	140	144	148	152	156	160	164	168	172