

The University of Texas - San Antonio
Air Force ROTC

CADET OPERATIONS PLAN



Fall 2025

15 REFERENCES:

1. [AFROTCI 36-2011-V3, AFROTC Cadet Operations](#)
2. [AFROTCI 36-2011 Vol 1, LLAB Cadet Instructor's Guide](#)
3. [DAFI 48-151, Thermal Stress Program](#)
4. [AFH 33-337, The Tongue and Quill](#)
5. [AFI 36-2905 Fitness Program](#)
6. [DAFI 36-2903 Dress and Appearance of Air Force Personnel](#)
7. [SPFGM 2023-36-01 Dress & Dress and Appearance of Space Force Personnel](#)
8. [AFI 90-802, Operational Risk Management](#)
9. [AFMAN 33-326, Preparing Official Communications](#)
10. [DAFPAM 34-1203, Drill and Ceremonies](#)
11. [AFI 36-2909, Professional and Unprofessional Relationships](#)
12. [AETCI 36-2909, Recruiting, Education, and Training Standards of Conduct](#)
13. [T-1626, USAF ROTC Dining-In/Dining-Out Guide](#)
14. [AFI 34-1201, Air Force Protocol](#)
15. [University of Texas at San Antonio COVID-19 Guidelines](#)

3 ATTACHMENTS:

1. Fall 2025 LLAB Execution Calendar & Objective Tracker
2. Fall 2025 Cadet Wing Organizational Chart
3. Detachment 842 Commander's Critical Information Requirements (CCIRs) for Cadet Wing

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SECTION A - INTRODUCTION & GOALS

1. Introduction

- 1.1. Welcome to the AFROTC Detachment 842 Fall 2025 Organizational Plan. This document outlines the strategic framework, structural hierarchy, and operational guidelines essential for the efficient functioning of our unit. The success of this Detachment depends upon the collective efforts of all cadets, staff, and cadre.

2. Vision

- 2.1. To exist as the premier AFROTC detachment nationwide. Forging the next generation of American Airmen and Guardians - scholars, leaders, and innovators - who are of high mental and physical fortitude. Commissioning leaders of character who embody the warrior ethos and demonstrate the importance of public service while in the pursuit of fighting and winning our nation's wars.

3. Organizational goals

- 3.1. Recognize, celebrate, and prioritize academic successes while motivating cadets to explore and educate themselves about career opportunities in the Air and Space Forces.
- 3.2. Empower cadets to take ownership of their learning, seize opportunities, and foster self-advocacy to develop into resilient and effective leaders.
- 3.3. Develop cadets into people of both mental and physical might, forging leaders with a warrior mindset who embrace discomfort and aren't afraid to take risks.

4. Cadet Wing Goals

- 4.1. Conduct at least three whole detachment volunteer projects and seven base visits, with a wing total of 2000 community service hours.
- 4.2. All General Military Course Cadets lead a minimum of one Open Ranks Inspection and one Flight Drill Evaluation for the semester.
- 4.3. Have 15% of the Professional Officer Course Cadets CPR certified.
- 4.4. Have 50% of the Cadet Wing attend a base visit.



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Wing Commander, Det 842

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Operations Flight Commander, Det 842

SECTION B - GENERAL INFORMATION

1. Mission

- 1.1. The mission of the 842 Detachment AFROTC Cadet Wing (CW) is to develop disciplined, innovative, and well-balanced leaders of character who embody the warrior ethos, demonstrate the value of public service, and are prepared to exceed standards in the pursuit of fighting and winning our nation's wars. This program requires cadets to practice essential leadership skills such as organizing, directing, inspecting, and evaluating. The leadership and training principles from AFROTCI 36-2011 Vol 1 (Hereby also referred to as Vol 1) will be studied and implemented as part of the LLAB curriculum. Cadets enrolled in the Professional Officer Course (POC) will learn effective leadership and management principles along with the decorum needed to be an effective Air Force or Space Force officer. Cadets in the General Military Course (GMC) classes will learn military skills, customs and courtesies, and information about the life and work of an Air Force and Space Force officer.

2. Situation

- 2.1. The 842d AFROTC CW is an organization designed to provide cadets with the opportunity to gain experience and strengthen their leadership and management skills. These learning experiences are part of the Leadership Laboratory (LLAB) program and are vital to cadet training as future Air Force and Space Force Officers. There are 15 LLAB sessions from 28 Aug 25 to 4 Dec 25, which are planned and implemented by the CW. LLAB sessions will be conducted every Thursday from 1600-1745 throughout the semester and will administer leadership and followership training in conjunction with accomplishing LLAB objectives for the semester. The Cadet Wing Commander (CW/CC), under the supervision of the Commander and the Operations Flight Commander (OFC), oversees the successful accomplishment of all LLAB objectives.
- 2.2. The Fall 2025 LLAB Tracker shows the proposed objective completion hours and corresponding LLAB dates. LLAB objective completion for each cadet within the wing will be properly tracked in conjunction with attendance and viewing of proper information per Vol-1.

3. Classification of Cadets

- 3.1. Cadets are classified as AS100, AS200, AS250, AS300, AS400, AS500, or AS700/800/900, which corresponds to the academic course in which they are enrolled. For LLAB objectives, cadets fall into distinct categories based on FT attendance and commissioning. Cadets who are part of the GMC but are not scheduled to attend FT undergo Basic Cadet (BC) Training, normally AS100 cadets. Cadets scheduled to attend FT in the upcoming year, AS200, AS250, AS500, and deferred AS300 cadets are classified as Basic Cadet Leaders (BCL) and participate in Field Training Preparation

- (FTP). All cadets will be presented with all required training objectives (IAW AFROTCI 36-2011 Vol 1) in the academic year. This will be accomplished by tracking objectives covered in continuity with future wing staff to ensure missed objectives are reworked into their training plan.
- 3.2. AS250 cadets must ensure both 100 and 200-year objectives are properly recorded to maintain good standings to become eligible for Field Training. Cadets returning from FT are Intermediate Cadet Leaders (ICL) and are normally AS300s. Cadets scheduled to be commissioned in the upcoming year, normally AS400 cadets, are Senior Cadet Leaders (SCL). AS700s and AS800s are categorized as Extended Cadet Leaders (ECL). POC cadets that have successfully completed two years of GMC training, and cadets in the two-year program must hold positions within the cadet wing.
 - 3.3. Cadets enrolled in the AS300 academic course have successfully completed four semesters as a GMC, as well as the AS100 and AS200 classes. Cadets in the 2-year program, who are enrolled in AS300, will cover material from the AS100 and AS200 courses outside of the normal class periods and must complete Field Training after their second semester in the program. Those cadets will require a POC job to satisfy program requirements.
 - 3.3.1. Cadets holding positions in the CW Organization Chart will be considered Detachment 842 cadet staff.
 - 3.3.2. Cadets holding Air Staff (A-Staff) positions will be classified as Cadet Leadership.

4. Administration

- 4.1. All correspondence related specifically to AFROTC matters must progress through the CW chain of command. Flights and Squadrons will send copies of correspondence to their CW supervisors, as appropriate. GMC cadets will process all issues and concerns through their Flight Commanders. Flight Commanders will manage issues at the lowest level of command, either by resolving the problem themselves or referring the issue to their Squadron Commander. Exceptions to this rule exist only when cadets feel that an issue warrants immediate intervention by the Cadet Wing Inspector General (CW/IG) or other cadet leaders. **All concerns that are brought up must be reported to Cadre.**
 - 4.1.1. Refer to *Attachment 3: Detachment 842 Commander's Critical Information Requirements (CCRIs) for Cadet Wing*, for reporting rules and ROEs.
- 4.2. Conflicts or issues that arise within the flight level will be routed through the Operations Chain of command. Conflicts or issues arising within the cadet staff will be routed through the respective A-Staff commander. If matters progress above the group level, the

CW/CC will be contacted, followed by the OFC. If warranted, the issue may be directed to the Detachment 842 Commander after review by the OFC.

- 4.2.1. **Harassment of any form will not be tolerated at Detachment 842.** Any cadet who feels they are being harassed is encouraged to alert a cadre member immediately. Harassment of any nature is profoundly serious; therefore, cadre should be made aware of any misconduct in the cadet wing.
- 4.2.2. **Cadets are forbidden to use their grade or position to take undue advantage of, or afflict, their subordinates.** This applies to all forms of indignity, hazing, oppression, or deprivation of any right or privilege to which they are legally entitled, as outlined in the DAFI 36-2909 and AETCI 36-2909. Any cadet who feels they are being treated unprofessionally are encouraged to use their chain of command, or IG, **IMMEDIATELY**. The OFC, or another cadre member, must also be notified of the situation.
- 4.3. All written correspondence that pertains to CW business will be done in a professional manner and follow appropriate customs and courtesies. The CW is **not** authorized to use the official Air Force letterhead.
- 4.4. For cadets to develop a better partnership, they can conduct working-level voluntary meetings on a regular basis. These meetings may be held by any supervisor for their subordinates, so long as they do not interfere with the academic progress of cadets within the cadet wing.
- 4.5. Requests for announcements that need to be made during scheduled LLAB time by GMC cadets will be first approved by their squadron commander. The cadet(s) who wish to make the announcement must receive final approval from the A3/CC or CW/COS before presentation to the cadet wing. **No last-minute announcements will be made unless seen fit by a member of Command Staff.** Leadership will ensure that announcements are well thought-out, contain accurate information, and are of sufficient relevance to warrant the use of LLAB time. The Standards and Evaluation/Education Flight, led by the Planning & Programs Commander (A5/8/CC), will subsequently give feedback regarding the public speaking skills and areas of improvement necessary for the projection of authority and professionalism. **Most announcements can be posted online rather than requiring the use of scheduled LLAB time.**

SECTION C - WING ORGANIZATION

1. Command of the Cadet Wing

- 1.1. The CW/CC commands all cadets and is responsible for ensuring that the training of these cadets conforms to AFI 36-2909, AFROTCI 36-2011, and AETCI 36-2909. The CW/CC will implement an efficient command structure within the CW. The CW/CC will meet with the OFC and/or provide a status report on the 842d AFROTC CW at least once per week.
- 1.2. CW positions will be chosen by both the CW/CC and CW/DCOM and all positions will be approved by the OFC. The CW will be structured to ensure an effective use of the chain of command. All cadet positions are detailed in the Cadet Duty Descriptions Document.
 - 1.2.1. Refer to *Attachment 2: Fall 2025 Cadet Wing Organizational Chart*, for a detailed view of the CW organizational layout.

2. Wing Structure

- 2.1. The CW Leadership consists of the Cadet Wing Commander (CW/CC), Cadet Deputy Wing Commander (CW/DCOM), Inspector General (CW/IG), Operations Group Commander (A3/CC), Chief of Staff (CW/COS) and Mission Support Group Commander (CW/MSGC). The CW/CC is responsible for the overall planning, organizing, and supervising of the CW, in accordance with AFROTCI 36-2011.
 - 2.1.1. The CW/CC is responsible for the leadership training and active-duty preparation for the entire wing.
 - 2.1.2. The CW/DCOM is responsible for providing direction and oversight in the execution of leadership training for the CW.
 - 2.1.3. The CW/IG is responsible for ensuring all operations are in accordance with published regulations.
 - 2.1.3.1. CW/IG is not part of the chain of command and advises the CW/CC on the health and safety of the wing.
 - 2.1.3.2. The CW/IG will lead the Ops Analysis and Teal Rope teams. Projects and/or reports produced by these teams are subject to review by the CW/CC and cadre for approval before implementation.
 - 2.1.4. The A3/CC is responsible for overseeing the training of the 842d AFROTC CW GMC.
 - 2.1.5. The CW/COS oversees coordination of A5/8 and Mission Support Staff.

- 2.1.5.1. Maintain clear, consistent communication between Air Staff and Command Staff.
- 2.1.5.2. Advocate for and provide all resources necessary for success to the POC working in A5/8 and the Mission Support Group.
- 2.1.5.3. Oversee coordination of A5/8 and Mission Support Staff.
- 2.1.6. The CW/MSGC directs the efforts of the Mission Support Group (A1/2, A4, A6/7).
- 2.1.6.1. Assist the CW/COS in maintaining control and efficient communications between the Air Staff and Command Staff.

3. Cadet Appointments and Rotation

- 3.1. The following cadet appointment and rotation system will be implemented in accordance with AFROTCI 36-2011.
- 3.2. Cadet positions will rotate at the end of each semester and the semester OPLAN will be updated to include the new CW Organizational Chart.
- 3.2.1. All POC Cadets must hold at least one designated leadership position before they are commissioned. For questions on the POC leadership tracker, see the OFC.
- 3.2.2. Extended Cadet Leaders (ECL) can be put in leadership positions, provided there are no other Intermediate Cadet Leader (ICL) or Senior Cadet Leader (SCL) cadets in need of one, with approval from the OFC.
- 3.2.3. No cadet will hold the same position for two consecutive semesters unless authorized by the Detachment Commander.
- 3.2.4. POC cadet rank is earned through a position-based structure. POC cadets will continue to hold their highest rank earned, unless in a chain where their superior is of a lower rank. In this case the POC will assume the same rank as the superior and follow the command of their superior.
- 3.2.5. POC cadets will not hold any rank lower than Cadet Second Lieutenant.
- 3.2.6. GMC cadets will not hold any rank higher than Cadet Third Class (C/3C).
- 3.2.7. GMC Cadets can be put in leadership positions within the POC corps that are in charge of helping to represent GMC Cadets and supporting certain POC positions. GMC representatives can be elected from each cadet class of the 100s, and 200s.
- 3.2.8. AS100 cadets will assume the rank of Cadet Fourth Class (C/4C).
- 3.2.9. AS250/AS500 cadets will assume the rank of C/4C in the Fall semester and C/3C in the Spring semester.

- 3.2.10. AS300s who have not attended Field Training will assume the rank of C/2nd Lt unless another rank is approved by the OFC; After the completion of Field Training, all AS300s will assume the rank of Cadet Second Lieutenant unless their assigned role warrants a higher rank.
- 3.2.11. If standards and expectations set by the CW and cadre are not met, POC may face demotion of rank and/or additional consequences set by the OFC.
- 3.3. AS200s who have completed all GMC requirements and returned from Field Training must be fully integrated into the CW as POC.
- 3.4. A written job description for each position on the 842d AFROTC CW Organizational Chart will be provided to the OFC.
- 3.5. Continuity in an electronic medium will record the duties performed during the semester and will assist cadets in subsequent semesters. Each cadet holding a position is responsible to update or create a continuity source and to turn it into the Knowledge Operations Flight. All cadets will review the past continuity for each position they are assigned. A format will be provided by the Knowledge Operations Flight.
- 3.6. Cadets who hold group level positions are required to brief their expectations and plans for the Fall 2025 semester to the CW/CC. Cadets who hold squadron level positions are required to brief their expectations and plans for the Fall 2025 semester to their respective group commanders. All other staff positions are encouraged to list their expectations and plans and brief their squadron commanders. This should take place before the first week of classes.

4. Practical Military Training (PMT) Events

- 4.1. Operations Orders (OPORDs) will be generated in the Fall 2025 semester for all mandatory events.
- 4.2. Subsequent OPORDs will be generated for PMT activities that take place outside of Tuesday and Thursday training days.
 - 4.2.1. Combat Dining In

SECTION D - CONTROL AND ADMINISTRATION

1. Key Responsibilities

- 1.1. The CW Staff (which includes the CW/DCOM, CW/IG, A3/CC, CW/CO and CW/MSGC) will:
 - 1.1.1. Meet for no less than one session per week.
 - 1.1.2. Brief the CW/CC no less than once per week on wing activities.
- 1.2. The CW/CC will submit LLAB and PT OPORDs for review by the OFC prior to the date of execution. The final version will be submitted to the OFC on Monday two weeks prior to the execution week for final approval.
 - 1.2.1. OPORDs will be sent by the A5/8/CC to the CW/CC by end of day Sunday two weeks prior to the execution week.
 - 1.2.2. OPORDs must be approved and signed by the CW/CC and the OFC.
 - 1.2.3. OPORDs will be dispersed to the 842d AFROTC CW the Friday prior to the next Training Week.
 - 1.2.4. No later than (NLT) Monday of the respective ROTC week, the OPORDs will be posted on the Detachment bulletin board.

2. Information Management

- 2.1. The CW/CC is responsible for posting the CW Organization Chart in the cadet bulletin board by LLAB 1. The CW Organization Chart will visually indicate the OFC designated leadership positions and show the name of the cadet holding the position, and the rank they hold in their position.
- 2.2. The Knowledge Operations Flight will compile a cadet contact sheet. The contact will be separated by flight, in alphabetical order, and include at least one phone number and email address for each cadet NLT LLAB 1. This document will be in the wing all-access portion of our Google Drive.
- 2.3. The CAG Officers will consult the Detachment staff before establishing administrative procedures.
- 2.4. Cadet publications may be issued for information management regulations, officer instruction and policy letters. Cadet publications must be purged at the end of each semester to remove obsolete/outdated material. All official cadet publications must be approved by the OFC and CW/CC before posting, reproduction or distribution. Furthermore, official Air Force letterhead **may not be used** for cadet publications or correspondence. At the end of each semester, all continuity must be kept and stored on the detachment website.

- 2.5. Cadet records will be maintained by the Knowledge Operations Flight and the CAG Officers. The Knowledge Ops Flight will be tasked to organize the detachment website and Google Drive in a manner that is clear and easy to use for both GMC and POC.

SECTION E – LLAB ORGANIZATION

1. Goals

- 1.1. Provide GMC cadets with an informative and motivational program designed to familiarize them with the Air Force way-of-life while fostering leadership, followership, teamwork, and esprit de corps (IAW AFROTCI 36-2011 Vol 1).
- 1.2. Ensure cadet development through position broadening; seek to give POC cadets a broad range of experience in leading the cadet wing through serving in different wing positions.
- 1.3. Provide AS300 and AS400 cadets opportunities to demonstrate and develop the leadership and management skills needed to successfully function as an active duty Second Lieutenant and to adequately prepare them to transition from the ROTC environment to active-duty (AFROTCI 36-2011 Vol 1).

2. Execution

- 2.1. All LLAB objectives will:
 - 2.1.1. Be presented throughout the academic year utilizing the lesson plans in the AFROTCI 36-2011 vol 1.
 - 2.1.2. Be planned and executed by cadets and cadre when required.
 - 2.1.3. Be presented in accordance with AFROTC Guidance and Instruction.
 - 2.1.4. Have an OPORD describing execution and objectives presented during that LLAB.
 - 2.1.5. Have an inclement weather alternative that meets required objectives.
 - 2.1.6. Have an Operation Risk Management section outlining all risks involved with the LLAB.
 - 2.1.7. Be approved by the OFC and supervised by cadre members.

3. Deployment

- 3.1. LLAB will be conducted on Thursdays from 1600 to 1745. Information regarding topics covered will be dispersed to the wing the Monday prior to LLAB for cadets to read. Quizzes that may be sent out will only cover knowledge-based topics that will be briefed that week. Such quizzes will not affect individual cadet LLAB grades, however, will assess cadet competency in material sent out. Any week in which topics are not within the Vol-1 curriculum may not require a quiz. Cadets who miss a LLAB will be contacted by their Flight Commanders directly and take a quiz created by the LLAB Execution Officers over the material that they missed. Cadets must make up their LLAB no later than a week after their absence. Exceptions can be made to this timeline if the cadet has gotten approval from the OFC. CAG Officers will notify the CW/DCOM and the OFC weekly with proof of cadets who missed LLAB and have completed their quiz successfully and ensure the LLAB objectives tracker is updated appropriately.

3.2. The CW/CC will ensure that the LLAB Lesson Plans provided by HQ AFROTC are used in preparing and conducting LLAB unless otherwise authorized by the OFC.

3.2.1. The A3 and A5/8 Commanders are responsible for planning GMC training.

3.2.1.1. Consult *Attachment 1: Fall 2025 LLAB Execution Calendar & Objective Tracker* for weekly LLAB objectives. If there is no specified objective for that week's training then it is up to the discretion of those in charge of planning that week's activities unless directed otherwise.

3.2.2. The A5/8/CC will produce an OPORD for each LLAB.

3.2.2.1. Each LLAB will be organized by the Leadership Laboratory Execution Commander with assistance from the Leadership Laboratory Execution Officers.

3.2.2.2. After each LLAB, the Leadership Laboratory Execution Commander will produce an After-Action Report (AAR).

3.2.2.3. The LLAB team will plan a change of command ceremony at the end of the semester.

3.2.3. Cadets should not invite guest speakers to cadet events without prior approval from the cadre. The A5/8 Planning & Programs Commander will ensure all visitors complete the required training that will be provided by the OFC. Cadets must notify Cadre well in advance when considering extending an invitation to a distinguished visitor (O-6 and above, elected public officials etc.) to attend a training event.

4. **Employment**

4.1. Mandatory PMT training will be conducted during LLAB, PT, and post PT Drill and Ceremonies Practice. Mandatory PMT Training will be limited to six hours per week for both GMC and POC cadets.

4.1.1. LLAB: Each cadet will attend no more than two hours of activities (not counting D&C Practice) that count toward numbered LLAB objectives per week for BC and BCL cadets and no more than three hours per week for ICL, SCL and ECL cadets, unless approved by the Detachment Commander.

4.1.2. PT: Each cadet will attend a minimum requirement of two PT activities per week but cannot be required to attend more than three hours of PT per week (Monday through Sunday).

- 4.1.3. Drill and Ceremonies Practice: Following the conclusion of PT on Tuesday and Thursday mornings, each cadet will attend Drill and Ceremonies Practice for no more than 30 minutes or NLT 0730. Cadets with class conflicts are not required to stay for D&C Practice sessions.
- 4.1.4. These weekly limits in mandatory PMT training hours are IAW AFROTCI 36-2011- V1 and any weeks with more than 6 hours of PMT events will require Detachment Commander approval on OPORDs.
- 4.2. In following IAW AFROTCI 36-2011 v3, sec 9.10.1, each cadet must attend 80 percent of LLABs and PT sessions. This will be tracked by the CAG Officers, and overseen by the CW/CC, the CW/DCOM, and by the OFC.
- 4.3. No other mandatory training will be scheduled outside of LLAB unless approved by the OFC and Detachment Commander.

SECTION F – PHYSICAL TRAINING

1. Physical Training (PT)

- 1.1. PT will take place every Tuesday and Thursday. PT sessions are used to maintain high physical fitness standards and promote esprit de corps. The purpose of the AFROTC PT program is to promote a healthy and active lifestyle and ensure the cadet wing meets the fitness standards for active-duty service. This purpose warrants the emphasis placed upon the program by the cadre and the cadet leadership.
 - 1.1.1. Weekly PT is mandatory and will be conducted IAW with current AFROTC requirements. Cadets not reaching attendance standards will face escalatory corrective action involving the OFC.
 - 1.1.2. Each cadet must attend 80 percent of PT sessions, but are **encouraged to attend 100%.**
 - 1.1.3. The official uniform of the day (UOD) for PT will vary based on AS level and will be posted in the weekly OPORDs.
 - 1.1.4. Each cadet must attempt a Physical Fitness Assessment (PFA) during the Fall 2025 Semester. Contracted cadets must pass the PFA during the Fall 2025 Semester.
- 1.2. Detachment PT/PFA Weather restrictions (IAW AFI 36-2905):
 - 1.2.1. Cold stress: Air temperatures must be > 34 degrees Fahrenheit, including wind chill.
 - 1.2.2. Wind Speed: Max wind allowed ≤ 15 mph sustained, or ≤ 20 mph gusting.
 - 1.2.3. Heat stress: Air temperatures must be ≤ 86 degrees Fahrenheit.
 - 1.2.4. Lightning: No practicing outdoors if there is lightning within five nautical miles (~six miles) and wait at least 30 minutes after the last observed lightning.
 - 1.2.5. Water (rain): No standing water that a large group cannot easily avoid on the running surface. No significant rain as defined as measurable at greater than or equal to 0.10 of inch per hour. If assessing on a wet day (rain, mist, or heavy dew), the temperature must be > 34 degrees Fahrenheit, including wind chill.
- 1.3. PFA standards
 - 1.3.1. AS 100s will be expected to achieve a 75% or greater by the end of their first semester, and an 80% or better by the end of their second semester. All three components must also be passed. Those not meeting standards will be evaluated for potential disenrollment.

- 1.3.2. AS 200s will be expected to achieve an 80% or better entering their first semester, and a 90% or better by the end of their first and second semester. All three components must also be passed. Those not meeting standards will be evaluated for potential disenrollment.
- 1.3.3. All other cadets will be expected to pass all three components and achieve a 90% or better the remainder of their time in AFROTC. Those not meeting standards will be evaluated for potential disenrollment.
- 1.4. The Physical Training Commander will:
 - 1.4.1. Conduct PT sessions IAW the approved OPLAN and weekly OPORDs.
 - 1.4.2. Sessions should look to accomplish an objective based on cadet fitness needs by ensuring different workouts to address total cadet fitness.

SECTION G – DRILL AND CEREMONIES TRAINING

1. Drill and Ceremonies (D&C) Practice

- 1.1. **D&C Practice will take place every Tuesday and Thursday morning following the conclusion of PT.** The purpose of these sessions is to ensure that all cadets receive accurate, consistent, and detailed instruction on DAF Drill Positions and Movements and Customs and Courtesies SOBs as outlined in the AFROTCI 36-2011 Vol 1.
- 1.2. Flight leadership must cover the objectives listed in ***Attachment 1: Fall 2025 LLAB Execution Calendar & Objective Tracker*** during weekly D&C Practice. If there is no specified objective for that week's training then it is up to the discretion of Flight leadership what is covered during that session.
- 1.3. Detachment Outdoor D&C Practice Weather restrictions (IAW AFI 36-2905):
 - 1.3.1. Cold stress: Air temperatures must be > 34 degrees Fahrenheit, including wind chill.
 - 1.3.2. Wind Speed: Max wind allowed ≤ 15 mph sustained, or ≤ 20 mph gusting.
 - 1.3.3. Heat stress: Air temperatures must be ≤ 86 degrees Fahrenheit.
 - 1.3.4. Lightning: No practicing outdoors if there is lightning within five nautical miles (~six miles) and wait at least 30 minutes after the last observed lightning.
 - 1.3.5. Water (rain): No standing water that a large group cannot easily avoid on the running surface. No significant rain as defined as measurable at greater than or equal to 0.10 of inch per hour. If assessing on a wet day (rain, mist, or heavy dew), the temperature must be > 34 degrees Fahrenheit, including wind chill.

SECTION H – OUTSIDE ACTIVITIES

1. Voluntary PMT Events

- 1.1. Activities or events that require planning, such as the Commissioning Ceremony, will be assigned to cadets determined by the OFC and overseen by the CW/CC and CW/DCOM. An OPOD must be produced for the assigned activity to detail how the event will be executed.

2. Non-PMT and Non-AFROTC Sponsored Activities

- 2.1. Extracurricular activities may be planned and conducted throughout the semester. These activities are not PMT and therefore make-up credit will not be awarded in the case that the event interferes with a PMT activity, unless otherwise authorized by the OFC.
- 2.2. Activities may include, but are not limited to, social gatherings, outdoor recreational visits, and intramural sports.
- 2.3. Arnold Air Society (AAS), Silver Wings (SW), i5, Victory, Valor, and Special Warfare club are voluntary organizations whose activities are not sponsored by the CW/CC or Detachment Commander. AAS is a Non-Federal Entity and is not sponsored by the 842d AFROTC CW. The CW/DCOM must ensure that their program does not interfere with 842d AFROTC CW sponsored events.

SECTION I – AWARDS CRITERIA

1. Honor and Warrior Flight

- 1.1. Awards will be issued at the last LLAB. They will be decided amongst cadre and the CW Staff so that it further falls IAW AFROTCI 36-2011 Vol 1, para 15.6.
- 1.2. The Project Warrior Officer (PWO) will be responsible for developing objective and engaging Honor and Warrior Flight competition criteria.
- 1.3. The competition criteria will be made public before the second LLAB and recording platforms will be distributed to the Wing through the Wing Announcements chat on Slack.

2. AFROTC Cadet Awards

- 2.1. The list of awards to be given out at the end of each semester can be found in AFROTCI 36-2011 Vol 3, para 15.6. The CW staff will utilize this information in conjunction with a list of eligible cadets provided by the cadre to make their selections. This list must then be approved by the OFC prior to the awards ceremony at the end of each term.

SECTION J - FEEDBACK, EVALUATION, AND DISCIPLINE

1. Feedback

- 1.1. Feedback forms will be accomplished for GMC cadets by their flight commander and for POC cadets by their respective commander. The forms are provided in AFROTCI 36-2011 Vol 1 and tracked by the Knowledge Operations Flight. Feedback forms will be stored in flight folders in the detachment google drive.
- 1.2. **Evaluation will be completed at three intervals: initial, midterm, and final.**
 - 1.2.1. Initial feedback will be given to cadets as an MFR from their commander. These will detail their commander's intent and expectations. **Signed and completed Initial Feedback MFRs are due EOD of the second Sunday of the semester.**
 - 1.2.2. Midterm feedback should be more critical on the cadets reflecting on how they are doing both academically and as a cadet in ROTC. As well as reflect on their current leadership within their respective areas. Cadets should be given advice on what they can improve on for the last part of the semester in a constructive way. Also a time where cadets can give constructive feedback to their leadership. **Signed and completed Midterm Feedbacks are due EOD Sunday of TW 7.**
 - 1.2.3. Final feedback should be a debrief on everything that went on through the semester. This looks at all participation of a cadet through any activities within ROTC pertaining to the cadets job/position. Cadets should be offered constructive feedback on different areas in order to improve the cadet. Also a time where cadets can give constructive feedback to their leadership. Cadets can also get advice on what to do in the next semester in order to be a better performing cadet. **Signed and completed Final Feedbacks are due EOD Sunday of TW 14.**
- 1.3. Completed feedback forms for the initial, midterm, and final will be filed with the Knowledge Operations Flight
- 1.4. All feedback forms must be available to the cadet being evaluated and signed by the cadet and his/her evaluator.

2. Evaluation

- 2.1. Cadets will be evaluated through the semester during both formal (i.e. PFAs) and informal (i.e LLAB GLPs) events. For leadership activities, such as GLPs or MCEs, all cadets will learn and be exposed to evaluations using the AFROTC Form 2 and the Airman's Foundational Competencies. These competencies will be the focal points for feedback to cadets in both leadership and followership roles.

2.2. Physical Fitness Assessment (PFA)

- 2.2.1. All cadets must meet weight, or body fat standards, and attempt the PFA outlined in AFI 36-2905 and the AFROTC supplement. Contracted cadets must pass the PFA each semester. If a contracted cadet does not pass on the first attempt, they must be rescheduled for a future date, in conjunction with direction from the OFC.

2.3. Height and Weight

- 2.3.1. All cadets will have an official height and weight check each semester. The schedule for each semester's height and weight check will be provided by the OFC.

2.3.2. **Detachment height and weight standards are as follows:**

- 2.3.2.1. AS 100s with a passing PFA but failing to meet height/weight standards or tape test standards may be approved to move on to the next semester. However, continued failure to meet standards may result in potential disenrollment at the end of the AS 100 year.
- 2.3.2.2. AS 200s, and 250s are expected to pass either height/weight or meet tape test standards by the end of the Fall semester. Failure to meet standards may result in potential disenrollment.
 - 2.3.2.2.1. AS200s and 250s who do not meet body composition measurement standards will not be allowed to wear the uniform, and must wear the alternate uniform (Det polo and slacks) until they are within standards.
- 2.3.2.3. POC are expected to pass either height/weight or meet tape test standards. Failure to meet standards, may result in Form 16 counseling or Conditional Events (CE). POC cadets may be investigated for disenrollment if they receive two military CEs.
 - 2.3.2.3.1. POC cadets who do not meet body composition measurement standards will not be allowed to wear the uniform, and must wear the alternate uniform (Det polo and slacks) until they are within standards.
- 2.3.2.4. Any contracted cadets not meeting standards potentially may have their class rank affected and CEs administered in accordance with AFROTC

guidance. Two military CEs (which include PFA failures) may result in a Disenrollment Investigation and potential removal from AFROTC for failure to meet military retention standards.

3. Discipline

- 3.1. Cadets will adhere to mutual respect principles established in the AFI- 36-2909, AETCI 36-2909 and AFROTCI 36-2011 Vol 1, to include the following standards:
 - 3.1.1. Cadets are prohibited from administering physical discipline.
 - 3.1.2. Prohibition of inappropriate training, hazing, discrimination, harassment, or other maltreatment.
 - 3.1.3. Prohibition from using rank or position to take or be perceived as taking undue advantage of subordinates.
 - 3.1.4. Prohibition from using a cadet merit/demerit system.
 - 3.1.5. Prohibition from requiring arduous work when temperatures exceed 99° F. (If this is in question at all, refer to the direction from cadre).
 - 3.1.6. Cadets in a relationship will not serve in the same chain-of-command. **Cadet relationships must not detract from the good order and discipline of the CW.**
- 3.2. POC cadets will use formal administrative discipline to address insufficient and unbecoming performance, behavior, and attitudes that fail to meet military retention standards:
 - 3.2.1. 1st occurrence: The individual's immediate supervisor will issue them a verbal counseling addressing the discrepancy and detailing how the actions listed below will be employed if they fail to correct the behavior or action in question.
 - 3.2.2. 2d occurrence: The individual's immediate supervisor will issue a letter of counseling to the cadet and forward it to *their* supervisor.
 - 3.2.3. 3rd occurrence: A letter of counseling will be issued to the cadet from their squadron or A-Staff leadership and forwarded to the CW/COS. If the cadet holds a squadron or A-Staff position the CW/COS will issue the letter of counseling.
 - 3.2.4. 4th occurrence: The CW/COS will issue a letter of counseling and meet with the OFC.
 - 3.2.5. **Further occurrences or rapid escalation: If required, escalate the matter to the OFC. Depending on the severity, at any time the level of discipline may escalate without following this order.**
- 3.3. The OFC must be notified of any serious disciplinary issues that violate the instructions within AFI 36-2909, AETCI 36-2909, or Cadet Honor Code.

SECTION K - ATTENDANCE

1. Attendance Tracking

- 1.1. The CW/MSGC will ensure mandatory PMT attendance is recorded through the detachment attendance tracker maintained by CAG within the detachment Google Drive. These records will include cadet attendance at scheduled LLAB, PT, approved make-up sessions, and any other mandatory PMT events. Flight Commanders should submit their flight attendance no later than 1 hour after each PMT event. CAG Officers will be responsible for tracking completed LLAB lesson objectives using the Fall 2025 Objective Tracker document. The OFC must have access to both the attendance and objective trackers. Weekly PMT event attendance must be reported to the OFC by the CW/DCOM. The CW/DCOM is responsible for ensuring that cadets who are close to exceeding the allotted number of allowed absences are promptly notified.

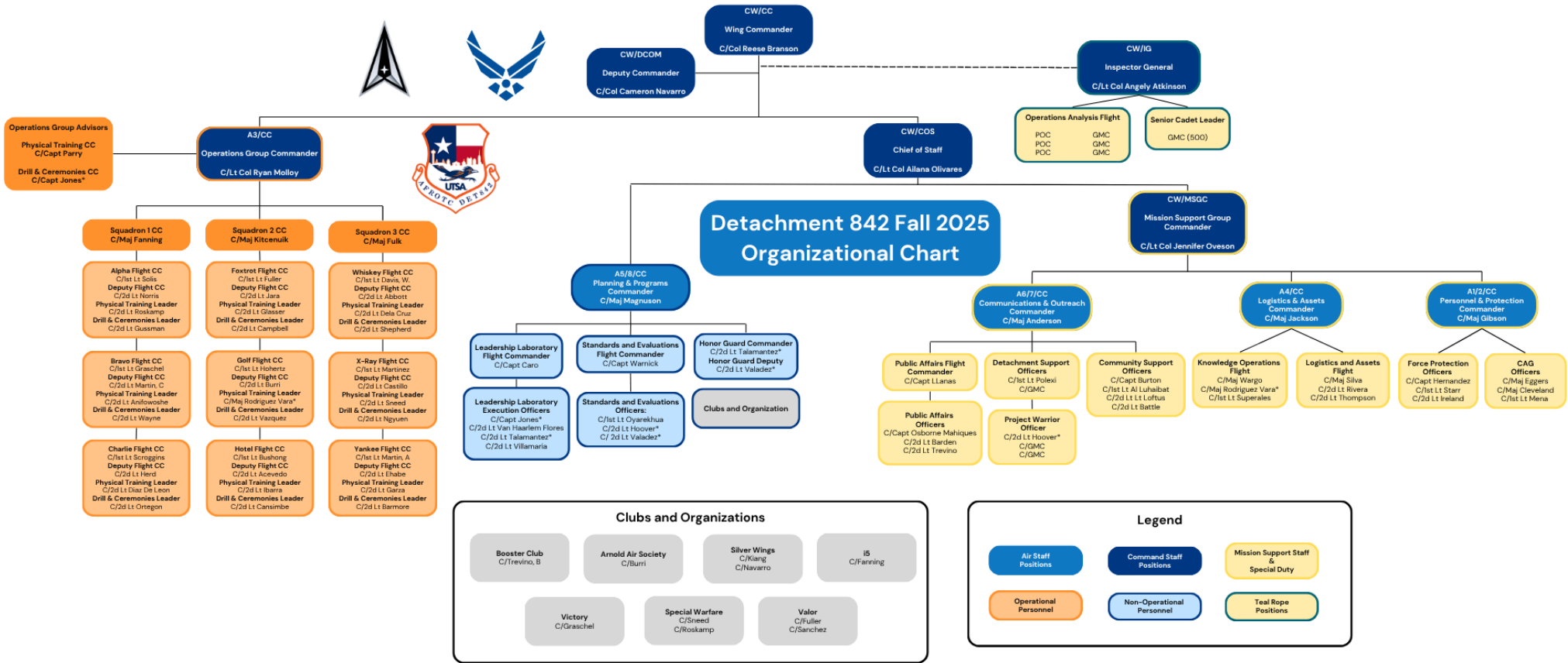
2. Absence Policy

- 2.1. If absent from PMT events, cadets must submit an absence form after every missed PMT event and will be counseled, depending on the number of absences.
 - 2.1.1. Absence forms must be submitted by the absent cadet no later than 24 hours after the missed PMT event.
 - 2.1.2. Counseling escalation for missed PT session(s):
 - 3rd absence: Flight Commander
 - 4th absence: Squadron Commander and CAG
 - 5th absence: OFC
 - 6th absence: Disenrollment
 - 2.1.3. Counseling escalation for missed LLAB session(s):
 - 3rd absence: CAG
 - 4th absence: OFC
 - 5th absence: Disenrollment
 - 2.1.4. All potential PMT event excusals will be approved by the OFC. All absences will be marked as unexcused until reviewed by the OFC.
 - 2.1.5. Pending review by cadre, cadets whose attendance falls below 80% for the semester will have their status changed to participant.

ATTACHMENT 1: FALL 2025 LLAB EXECUTION CALENDAR & OBJECTIVE TRACKER

| Training Week | DATE | LLAB Obj(s) | D&C Practice Obj(s) | Details* |
|-----------------------------|--------|---|----------------------|---|
| 1 | 28 Aug | 3.1, 3.2, 3.3 | 4.1, 4.2, 4.3 7.7 | Cadre Briefing, GMC Slack Pictures |
| 2 | 4 Sep | 1.1, 1.2, 1.3 2.1, 2.2 | 7.1, 7.2 | Quiz on LLAB Objs |
| 3 | 11 Sep | — | 7.3, 7.6 | Flex week/LLAB team discretion* (guest speaker, GLPs, current event briefs, sports day, ruck, D&C, etc.) |
| 4 | 18 Sep | — | 7.4 | Flex week/LLAB team discretion* (guest speaker, GLPs, current event briefs, sports day, ruck, D&C, etc.) |
| 5 | 25 Sep | 6.1, 6.2, 6.3 | — | Quiz on LLAB Objs PFD - No D&C Practice |
| 6 | 2 Oct | 7.9 | — | Practice ORIs/FDEs PFD Makeups |
| 7 | 9 Oct | — | — | IG Feedback |
| 8 | 16 Oct | 8.1, 8.2, 8.3, 8.4 | 7.5 | Scavenger Hunt |
| 9 | 23 Oct | 10.2, 10.3, 10.4 | 7.10 | TCCC/TTP/UXO/IED/Land Nav Bring in Guests |
| 10 | 30 Oct | — | — | Career Day |
| 11 | 6 Nov | 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10 5.1, 5.2 | 7.8 | Picture Day |
| 12 | 13 Nov | — | — | ORIs/FDEs PFA - No D&C Practice |
| 13 | 20 Nov | — | — | Pass-In-Review Practice PFA Makeups |
| 14 | 27 Nov | Thanksgiving Break | | |
| 15 | 4 Dec | — | — | Pass-In-Review |
| Spring 2026 Semester | | 8.5 - 8.9 / 9.1, 9.2, 9.3 / 10.1, 10.5 11.1 - 11.9 | | Will Cover in the Spring 2026 Semester |

ATTACHMENT 2: FALL 2025 CADET WING ORGANIZATIONAL CHART



ATTACHMENT 3:

Detachment 842 Commander's Critical Information Requirements (CCIRs) for Cadet Wing

1. Cadet IG complaint that references maltreatment, maltraining, hazing, unprofessional relationships, or allegations of academic integrity violations, discrimination, or sexual harassment
2. Any issue involving cadets that requires a Title IX submission or contact with UTSA's police department
3. Injury or medial response during PT, LLAB, or any AFROTC sanctioned cadet activities
4. Any known AT/FP issues that will impact the detachment
5. Suicidal ideations (if accompanied with action, phone-call immediately) or significant mental health concerns of any cadet
6. Negative media or negative social media coverage about detachment, cadre or cadets
7. Unplanned cadet hospitalization
8. Anyone requesting support for alcohol abuse (not meant for reprisal or adverse actions)

PROCEDURE:

Notify OFC in-person during duty hours, message after duty-hours and ensure positive contact. If no contact is established, attempt voice contact with OFC, Ops Officer, or Det/CC until contact is made. OFC and/or Ops Officer will notify Det/CC as required.