

AFROTC FIELD TRAINING TRAINEE PREPARATION GUIDE



HQ AFROTC/DO

2023

Name: _____

Detachment: _____

MAX: _____

Squadron: _____

Flight: _____

Emergency Contact Name/Relationship:

Emergency Contact Phone: _____

Field Training Liaison (FTL)

Primary: (334) 303-5253

Back up: (334) 953-4961

PREFACE

"The more you sweat in peace, the less you bleed in war."

-- General Norman Schwarzkopf

Congratulations on being selected for the Professional Officer Course (POC). The next step of your journey toward commissioning is Field Training (FT). FT evaluates a cadet's knowledge and ability to apply skills to serve as a leader at a cadet wing. Additionally, FT is a time in which you will be stratified amongst your peers. Completion of FT is a requirement to commission through Air Force Reserve Officer Training Corp (AFROTC). Failure to attend, or early dismissal from, FT may inhibit your ability to commission.

Elements of FT will place you in a rigorous, demanding, and unfamiliar environment which will test you physically, mentally, and emotionally. In short, it requires great personal discipline. Begin seeking out ways to mentally and physically prepare now so that your transition to FT will be minimized. Field Training Unit (FTU) staff may at times have to adjust the FT schedule to fulfill all FT training requirements within the days allotted. Anticipate changes, plan for contingencies, and stay flexible.

This Field Training Trainee Preparation Guide (FTTPG) will help you prepare for FT. Upon arrival to FT, you will be provided a Field Training Manual which will contain vital information applicable to your time at Maxwell AFB. You are encouraged to bring your FTTPG to FT as a reference and to annotate and highlight within to enhance your comprehension of the information. Ensure you have a thorough understanding of the information prior to departing for FT. You are expected to be well prepared in the areas of uniform wear, drill and ceremonies, customs and courtesies. You will be held accountable for this information immediately upon arrival at FT. **This FTTPG is not all encompassing.** Seek guidance from staff and collaborate with fellow cadets when necessary.

Your detachment staff will help provide you with travel orders and tickets, uniforms, and other required items; however, it is ultimately your responsibility to obtain and bring these items. Ensure you always keep two copies of your orders with you. Orders must be printed on a full sheet of 8.5" x 11" paper. Failure to arrive with the required items and proper documentation may result in removal from FT. Before you depart,

provide your family with information such as your scheduled departure and return times, and the Field Training Liaison (FTL) phone number.

Cadets do not have access to personal cell phones during FT. Thus, it is extremely important you verify and update your emergency data (i.e., The name and address of next of kin) with your detachment prior to departing for FT. Advise your family that should an emergency arise, the quickest way to contact you is via the FTL phone or through the American Red Cross. If a family/personal issue occurs near your departure for FT, and may become an emergency while at FT, you must coordinate with your detachment immediately to determine whether FT attendance is affected. If you have a potential issue that arises after departure, notify your Field Training Officer (FTO) during the FTO interview.

Cadets are NOT permitted to have visitors while at FT. This includes during religious services and graduation. Advise family and friends they will NOT be allowed to interact with you until completion of training or emergencies.

If you have any questions about FT or this FTTPG, ask your detachment staff. Keep in mind, you are preparing for a commission in the world's greatest Air and Space Forces...be optimistic, stay motivated, and give it your best!

PREFACE	3
CHAPTER 1: WARRIOR KNOWLEDGE.....	7
CHAPTER 2: HONOR CODE AND PROFESSIONAL VALUES.....	18
1. THE CADET HONOR CODE	18
2. CORE VALUES	18
CHAPTER 3: TRAVEL AND PAY	20
1. TRAVEL	20
2. TRAVEL EXPENSE REIMBURSEMENTS	25
CHAPTER 4: UNIFORMS, CLOTHING, AND SUPPLIES	27
1. GENERAL GUIDELINES	27
2. UNIFORM REQUIREMENTS	29
3. ADDITIONAL EQUIPMENT AND REQUIRED ITEMS	30
CHAPTER 5: RULES AND REGULATIONS	32
1. DISCIPLINE	32
2. PROHIBITIONS	32
3. TATTOOS/BRANDS/BODY MARKINGS	34
4. DRUGS AND ALCOHOL	34
5. MILITARY DECORUM	34
6. DISCRIMINATION AND SEXUAL HARASSMENT	42
7. MALTRAINING AND HAZING	42
8. DAILY SCHEDULE	43
9. CALL-TO-QUARTERS (CTQ)	43
10. INDIVIDUAL CADET TIME (ICT)	43
11. RELIGIOUS ACCOMMODATIONS	43
12. LIGHTS OUT	44
13. PROPERTY SECURITY	44
14. GOVERNMENT PROPERTY	44
15. MAIL	45
CHAPTER 6: FIELD TRAINING ORGANIZATION	46
1. OVERVIEW	46
2. FIELD TRAINING STAFF	46
3. CADET TRAINING ASSISTANTS (CTA).....	47
4. CADET ORGANIZATION	47
5. CADET LEADERSHIP RESPONSIBILITIES	48
6. CADET POSITIONS	48

7. CADET POSITION DESCRIPTIONS	48
CHAPTER 7: INSPECTION, EVALUATION, COUNSELING	53
1. INTRODUCTION	53
2. FORMAL INSPECTIONS	53
3. EVALUATION	54
4. FEEDBACK/COUNSELING	55
CHAPTER 8: MEDICAL TREATMENT AND FIRST AID.....	57
CHAPTER 9: PHYSICAL TRAINING (PT).....	62
1. OVERVIEW	62
2. PT SESSIONS	62
CHAPTER 10: FORMATION PROCEDURES	64
1. OVERVIEW	64
2. FORMATIONS.....	64
3. ROAD GUARD PROCEDURES	65
4. GUIDON PROCEDURES	67
5. BUILDING ENTRANCE AND DEPARTURE PROCEDURES.....	67
6. DETAIL MARCHING PROCEDURES	69
CHAPTER 11: FIELD TRAINING COMPLETION.....	70
1. REQUIREMENTS	70
2. NON-COMPLETION	70
CHAPTER 12: AWARDS.....	72
1. INDIVIDUAL FIELD TRAINING AWARDS	72
2. FIELD TRAINING SQUADRON/FLIGHT AWARDS... 	72
ATTACHMENT 1: GLOSSARY OF REFERENCES	74
ATTACHMENT 2: ACRONYMS.....	75
ATTACHMENT 3: STANDARDS OF BEHAVIOR.....	77
ATTACHMENT 4. COMPREHENSIVE AIRMAN SUPPORT	80
ATTACHMENT 5. AFTTP 3.4 QUICK REFERENCE CARDS	81
ATTACHMENT 6. HAND AND ARM SIGNALS	102

CHAPTER 1: WARRIOR KNOWLEDGE

All cadets are required to demonstrate knowledge of the following information and repeat it verbatim.

a. Chain of Command

President: Honorable Joseph R. Biden

Sec of Defense: Honorable Lloyd J. Austin III

Sec of the Air Force: Honorable Frank Kendall III

USAF Chief of Staff: General Charles Q. Brown

Chief of Space Operations: General B. Chance Saltzman

AETC/CC: Lieutenant General Brian S. Robinson

AU/CC: Lieutenant General Andrea D. Tullos

Holm Center/CC: Brigadier General Houston R. Cantwell

AFROTC/CC: Colonel Corey M. Ramsby

Field Training Staff (learned at arrival at FT)

b. USAF Major Commands

Air Mobility Command: Scott AFB, Illinois

Air Combat Command: Joint Base Langley-Eustis, Virginia

Air Education and Training Command:

Joint Base San Antonio-Randolph, Texas

Air Force Special Operations Command: Hurlburt Field, Florida

United States Air Forces in Europe and Air Forces Africa:

Ramstein AB, Germany

Pacific Air Forces: Joint Base Pearl Harbor-Hickam, Hawaii

Air Force Materiel Command: Wright-Patterson AFB, Ohio

Air Force Reserve Command: Robins AFB, Georgia

Air Force Global Strike Command: Barksdale AFB, Louisiana

c. USSF Field Commands

Space Operations Command (SPOC):

Peterson Space Force Base, Colorado

Space Systems Command (SSC):

Los Angeles Space Force Base, California

Space Training and Readiness Command (STARCOM):

Peterson Space Force Base, Colorado

d. Mission Statements



AIR FORCE MISSION:

TO FLY, FIGHT AND WIN...AIRPOWER ANYTIME, ANYWHERE.



SPACE FORCE MISSION:

THE USSF IS RESPONSIBLE FOR ORGANIZING, TRAINING, AND EQUIPPING GUARDIANS TO 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.



HOLM CENTER MISSION:

WE BUILD LEADERS.



AFROTC MISSION:

TO DEVELOP LEADERS OF CHARACTER FOR TOMORROW'S AIR FORCE AND SPACE FORCE.



AFROTC FIELD TRAINING MISSION:

TRAIN AND EVALUATE CADETS IN AF INSTITUTIONAL COMPETENCIES PREPARING THEM FOR THE PROFESSIONAL OFFICER COURSE.

e. **The Air Force Code of Conduct**

I.

I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II.

I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III.

If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

IV.

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior I will take command.

If not I will obey the lawful orders of those appointed over me and back them up in every way.

V.

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

VI.

I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

f. Quotes - Embodying Airmen and Guardian Culture

“Integrity is the fundamental premise for military service in a free society. Without integrity, the moral pillars of our military strength, public trust, and self-respect are lost.”

-General Charles A. Gabriel, USAF

“Success is not final; failure is not fatal: it is the courage to continue that counts.”

-Sir Winston Churchill

“If it’s endurable, then endure it. Stop complaining...you can endure anything your mind can make endurable.”

-Marcus Aurelius

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

-John Quincy Adams, sixth President of the United States

“Servant leadership...It’s the notion of being part of something bigger than yourself and of making the people around you better. In our daily struggles to advance within an organization, we sometimes forget that it’s actually more about...the people that are around us.”

-General Lori J. Robinson, USAF

“Treating EVERY Airman with dignity and respect must be at the heart of who we are and how we operate...Every single person around you brings something to the fight that you don’t. Each of them is critically important to mission success...”

-General Mark A. Welsh III, USAF

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

-General Ulysses S. Grant, USA

“In the long haul, our safety as a nation may depend upon achieving space superiority.”

-General Bernard Schriever, USAF

"There are no secrets to success. It is the result of preparation, hard work, and learning from failure."

-Colin Powell

"Guardians don't come to work every day for space's sake. They do it because, when we win in space, our Joint Force wins, our allies and partners win, future generations win"

-General John W. Raymond, USSF

g. The Air Force Song

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At ‘em now, give ‘em the gun!
Down we dive, spouting our flame from under,
Off with one helluva roar;
We live in fame or go down in flame. Hey!
Nothing’ll stop the U.S. Air Force!

h. The Space Force Song

We’re the mighty watchful eye,
Guardians beyond the blue,
The invisible front line,
Warfighters brave and true.
Boldly reaching into space,
There’s no limit to our sky.
Standing guard both night and day,
We’re the Space Force from on high.

i. **The Airman's Creed**

I AM AN AMERICAN AIRMAN.
I AM A WARRIOR
I HAVE ANSWERED MY NATION'S CALL.

I AM AN AMERICAN AIRMAN.
MY MISSION IS TO FLY, FIGHT AND WIN.
I AM FAITHFUL TO A PROUD HERITAGE,
A TRADITION OF HONOR,
AND A LEGACY OF VALOR.

I AM AN AMERICAN AIRMAN,
GUARDIAN OF FREEDOM AND JUSTICE,
MY NATION'S SWORD AND SHIELD,
ITS SENTRY AND AVENGER.
I DEFEND MY COUNTRY WITH MY LIFE.

I AM AN AMERICAN AIRMAN:
WINGMAN, LEADER, WARRIOR.
I WILL NEVER LEAVE AN AIRMAN BEHIND,
I WILL NEVER FALTER,
AND I WILL NOT FAIL.

i. Oaths

Oath of Enlistment: Used for Enlisted Members

I, (state your name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God (optional).

Oath of Office: Used for Commissioned Officers

"I (state your name), having been appointed a (rank) in the United States Air Force, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter. So help me God (optional)."

k. United States Air Force Enlisted Rank Structure

	Chief Master Sergeant of the Air Force	CMSAF	E-9
	Command Chief Master Sergeant	CCM	E-9
	Chief Master Sergeant	CMSgt	E-9
	Senior Master Sergeant	SMSgt	E-8
	Master Sergeant	MSgt	E-7
	Technical Sergeant	TSgt	E-6
	Staff Sergeant	SSgt	E-5
	Senior Airman	SrA	E-4
	Airman First Class	A1C	E-3
	Airman	Amn	E-2
(No Insignia)	Airman Basic	AB	E-1

I. United States Space Force Enlisted Structure

	Chief Master Sergeant of The Space Force	CMSSF	E-9
	Chief Master Sergeant	CMSgt	E-9
	Senior Master Sergeant	SMSgt	E-8
	Master Sergeant	MSgt	E-7
	Technical Sergeant	TSgt	E-6
	Sergeant	Sgt	E-5
	Specialist 4	Spc 4	E-4
	Specialist 3	Spc 3	E-3
	Specialist 2	Spc 2	E-2
	Specialist 1	Spc 1	E-1

CHAPTER 2: HONOR CODE AND PROFESSIONAL VALUES

1. THE CADET HONOR CODE

"We will not lie, steal, or cheat, nor tolerate among us anyone who does."

The purpose of the Honor Code is to foster an environment based upon a personal sense of honesty and integrity. Implementation of the Honor Code means you will be trusted to do what is right and must confront those who violate these standards. An honor code violation will result in mandatory counseling with the Field Training Unit Commander (FTU/CC) and possible removal from FT. If you think a violation has occurred or if you have a question about the Honor Code, talk to your FTO.

- a. **Lying.** Lying is any statement of untruth or omission of the truth, which is meant to deceive or mislead. One example of lying at FT is intentionally signing in at an improper time in order to avoid a regulation violation.
- b. **Stealing.** Anyone who wrongfully takes, obtains, or withholds someone else's property without their permission, with the intent to temporarily or permanently deprive another of such property, is guilty of stealing.
- c. **Cheating.** In essence, cheating is taking unfair advantage of another. Cheating violates the competitive sense of "fair play." An example of cheating at FT is not completing the minimum required push-ups during the Fitness Assessment, yet coercing your spotter to indicate otherwise or knowingly allow it to occur.
- d. **Toleration.** Toleration means enduring without complaint. If you know a cadet has lied, stolen, or cheated, and you fail to report or confront the matter, you may be guilty of toleration, therefore breaking the honor code.

2. CORE VALUES

In using the Honor Code, AFROTC is looking to develop leaders of character for tomorrow's Air Force. AFROTC expects to produce officers with the following core values:

- a. **Integrity First.** Integrity is acting in a manner that is consistent and uncompromised to a set of principles in both professional and private spheres of life. Persons of integrity do not make choices

based on what is popular or most advantageous to themselves but rather on what most closely aligns to the posterity of their internalized principles.

- b. **Service Before Self.** The first three words of the U.S. Constitution, for which military members swear (or affirm) to support and defend are these: “We the People”. People are the most critical asset to national defense, and the very reason for which military members serve. To serve selflessly resists the natural tendency to focus on self-interests and, therefore, do not take advantage of situations for personal gain, pleasure, or safety. Unity and cohesiveness is generated where there is a willingness to share in the danger, hardships, and discomforts in order to promote common welfare of a group.
- c. **Excellence in All We Do.** To remain the world’s preeminent air force, Airmen make a lifelong commitment to developing a sustained passion for continuous improvement and innovation. Persons of excellence continuously venture outside their comfort zones and seek out ways to expand their knowledge and experience. These individuals welcome feedback and constructive criticism and are not afraid to recognize their weaknesses and find ways to mitigate them. They base their self-esteem and sense of accomplishment not on how they compare with others but on the magnitude and longevity of their actions’ impact.

CHAPTER 3: TRAVEL AND PAY

1. TRAVEL

NOTE: If something causes your travel to be delayed (and thus your arrival time to change), contact the Field Training Liaison (FTL) with that information as soon as possible (ASAP). Primary means of communication is to send a text message to the (FTL) phone number (334) 303-5253 with the following information: Cadet LAST NAME, FIRST NAME, REASON FOR DELAY, NEW ETA & DESTINATION (e.g. Cadet Simpson, Charles, missed connecting flight, ETA ATL: 1445). Allow a few minutes for the FTL to acknowledge response. Calling the FTL number should be secondary to text message and/or reserved for emergencies.

- a. The Air Force pays for your travel to and from FT. Scholarship cadets will receive a prorated per diem payment based on travel time. Additionally, all cadets may be reimbursed for mileage to and from the airport, bus, or rail terminal. Detachments will issue each cadet a duffel bag. **Do not write or mark your name on the duffel bag.** This duffel bag and one black backpack which complies with DAFI 36-2903 are the **only authorized luggage items**. Small logos are authorized, but backpacks will not have ornamentation, a high gloss, designs or hanging/dangling objects. Do not attach items to the backpack or duffel bag that detract from the professional image of the Air Force (e.g., colored/patterned duct tape, ribbons, etc.).
- b. You must attach an identification tag that meets TSA guidelines to your two luggage items. Mark your luggage tag with the following information: **Cadet (your name), AFROTC FT MAX# ; 60 W Maxwell Blvd; Maxwell AFB, AL 36112**. If your luggage is lost by a transportation carrier, contact the carrier, complete a lost luggage form, and request delivery to the same address.
- c. Cadets will travel to and from FT in business casual civilian attire; properly fitting khaki pants and a polo shirt are preferred. Do not wear shorts, jeans, a dress, a skirt, nor sheer, tight fitting, or revealing attire, flip-flops, gym attire, etc. **Ensure you are within grooming standards outlined in DAFI 36-2903.** Your business casual civilian clothes are kept in your luggage while at FT. In order to meet training requirements, in the event of lost or delayed luggage, Cadets **must** pack in carry-on luggage a full set

of Physical Training Gear (PTG), a pair of running shoes (if cadet is not wearing them on plane), toiletry kit, two pairs of undergarments and white socks, two copies of orders, and this FTTPG.

- d. Cadets will have on their person a minimum of \$200 cash, or operable credit card(s), to cover possible expenses. Examples include food/drinks, ground transportation, hotel accommodations (due to flight issues), hospital expenses (in case of injury), etc. If you must stay overnight in a hotel, contact the FTL immediately. The FTL will attempt to get the hotel costs transferred to HQ AFROTC. If the hotel cost is not transferred then it is unlikely you will be reimbursed.
- e. Your Point of Departure (POD) is the location from which you will originate your travels, and to which you will return. Your POD must be either (1) your home of record or (2) your detachment location. For example, if your detachment is in Phoenix and your home of record is Seattle then you must use either Phoenix or Seattle as your POD. Again, you are required to depart from and return to the same location.
- f. If your POD is 150 miles or more from Atlanta International Airport (ATL) Atlanta, GA or 200 miles or more from Maxwell AFB AL you will travel to FT via air transportation. If you are within 200 miles of Maxwell AFB, AL, you are authorized to travel by automobile, bus, or rail to FT.
- g. Your POD determines your method of travel.
 - (1) If your POD is less than 150 miles from Maxwell AFB, travel by automobile or bus directly to Maxwell AFB. There will be a designated location for parking.
 - (2) If your POD is less than 150 miles from Atlanta International Airport (ATL), but more than 150 miles from Maxwell AFB, you will travel by automobile, bus, or rail to ATL. Ensure you are dropped off at ATL because parking costs will not be reimbursed.
 - (3) If your POD is between 150 and 400 miles from Maxwell AFB, and does not transit through Atlanta, you must choose whether to (1) travel by automobile, bus, or rail to Maxwell AFB or (2) travel by air transportation to ATL.

- (4) If your POD is more than 150 miles from ATL and more than 400 miles from Maxwell AFB, AL you will travel by air transportation to ATL.
 - (5) Cadets who arrive at ATL are then bussed to Maxwell AFB for FT.
- h. **Air Travel.** Travel by air will be into and out of ATL. Air Force Reserve members are authorized to travel by military aircraft on a space-available basis; however, they are not authorized travel pay for that portion of travel and must ensure they arrive on time.
- (1) Your detachment will provide electronic airline tickets and a flight itinerary. If you lose your itinerary, contact your detachment for a copy. Verify the information to ensure complete round trip travel to and from the correct locations. Bring **2** copies of your itinerary with you to FT.
 - (2) HQ AFROTC will pay for flights originating from Outside Continental United States (OCONUS) locations only if: (1) your home of record or detachment is located in Alaska, Hawaii, or US territories (Puerto Rico, Guam, Virgin Islands, or American Samoa), or (2) your home of record is based on an active duty military sponsor on PCS orders stationed overseas. Otherwise, cadets traveling from OCONUS locations receive government provided transportation from the port-of-entry to ATL and back to the port-of-entry. Any remaining travel expenses (to include lodging) are at the cadet's expense. All cadets traveling from an OCONUS location are authorized to arrive in Atlanta, GA **one** day prior to the start of FT. HQ AFROTC will work with your detachment to arrange and pay for your lodging in the vicinity of (IVO) ATL. Ensure you receive pertinent information (reservation number, hotel name, hotel phone number, method of travel to hotel, etc.) about this reservation from your detachment prior to traveling. Cadets arriving one day earlier report the next day with all other cadets as described in paragraph (6) below.
 - (3) Upon receiving your electronic tickets, you must contact the designated airline, confirm your reservation, and ensure the ticket is paid for by HQ AFROTC **no earlier than 3 days** prior to your departure. If the airline has no reservation, or the ticket is not paid for, **contact your detachment**

IMMEDIATELY. DO NOT purchase an airline ticket on a personal credit card, **you may not be reimbursed**. Plan ahead to report to the airline check-in counter with ample time to process your luggage and make it through security. Plan to arrive at least **1.5 hours** prior to your scheduled flight; however, more time may be required depending on the busyness of your airport.

- (4) Commercial airlines have strict baggage codes. You are responsible to pay any baggage fees upfront. Show your orders when checking your duffel bag as this may prevent you from having to pay baggage fees (some airlines do not charge baggage fees to military members). If you are charged a baggage fee, **keep the receipt** and turn it in with your completed travel voucher for reimbursement.
- (5) Ensure your flight into ATL **arrives no later than 1530 Eastern Daylight Time (EDT)**. In the event your flight to FT is rescheduled, contact the FTL immediately. **Do NOT volunteer to be bumped** from your scheduled flight to FT under any circumstances.
- (6) Upon arriving at ATL, retrieve your baggage from the baggage claim area and immediately report to the designated AFROTC FT check-in table, which is located on the lower level of Domestic Terminal North near the American Airlines baggage claim area. If you are unable to find the AFROTC FT check-in table, please report to the USO for assistance. The USO is located on the third floor of Domestic Terminal North. Once checked in, you travel by HQ AFROTC procured transportation to Maxwell AFB. Upon landing and prior to checking in, it is highly encouraged you call home to inform your loved ones you arrived safely. Staff do not provide phones. Telephones are off-limits upon departing ATL for Maxwell AFB.
- (7) Following FT, ground transportation from Maxwell AFB to ATL is provided. **No itinerary changes are authorized.** **Exception:** HQ AFROTC staff will facilitate changes, as necessary, for cadets released or removed early from FT.
 - i. **Bus/Rail Travel.** Bus or rail transportation is reserved for cadets whose POD is fewer than 150 miles from ATL or fewer than 400 miles from Maxwell AFB, AL.

- (1) Your detachment provides you with bus/rail tickets, a travel itinerary, or a Government Transportation Request (GTR), which is similar to a certified check. If you receive a GTR, it is your responsibility to secure your tickets at the terminal. As with airline tickets, bus/rail tickets and the GTR are your responsibility. If they are lost or stolen, you will have to replace them at your own expense.
 - (2) If traveling to ATL, verify all travel information to ensure you will arrive no earlier than 0800 EDT and no later than 1530 EDT. If your tickets indicate you will arrive after 1530 EDT, notify the FTL immediately.
 - (3) If traveling to Maxwell AFB, verify all travel information to ensure you will arrive no earlier than 1200 CDT and no later than 1500 CDT. If your mode of travel indicates you will arrive after 1500 CDT, notify the FTL immediately.
 - (4) Bus and rail lines have strict baggage codes. Contact your carrier to inquire about baggage restrictions. You will be responsible for any associated fees for exceeding baggage restrictions. Arrive at least 1 hour prior to your scheduled departure.
 - (5) An AFROTC representative will be at the terminal to transport you to FT. If an AFROTC member is not present, contact the FTL immediately to announce your arrival.
- j. **POV Travel.** POV travel determination can be found by referencing Para g above.
- (1) Any incidents (i.e., accidents, tickets, etc.) which occur while traveling to FT must be reported. Contact the FTL to report the incident and be prepared to provide the following information:
 - The location and time of the incident.
 - The name and address of other person(s) involved.
 - The name and address of any witness.
 - The tag number and make of the vehicle(s) involved.
 - Any other pertinent details concerning the incident.
 - (2) If traveling to ATL, ensure your scheduled arrival time is **no later than 1530 EDT**. Notify the FTL immediately if you will arrive after this time. **Ensure you are dropped off at**

the airport as parking fee reimbursement is not authorized. Upon your arrival to the airport's Domestic North terminal immediately report to the designated AFROTC FT check-in table.

- (3) If traveling directly to MAFB, ensure you are familiar with the route and gate location. Enter the base using the East gate (Maxwell Blvd) located at the intersection of Maxwell Blvd and Bell St. Your name will be on an Entry Access List (EAL), show your orders and a government issued, picture ID to the entry controller for base entry. If you are being dropped off at FT, only you will be on an EAL. Those dropping you off will not be allowed entry unless they have the proper valid military identification. Arrive at the AFROTC Arena on Maxwell AFB between 1200 CDT and 1500 CDT on the authorized travel day. If you arrive prior to the authorized travel day, you will be responsible for your own lodging and their associated expenses.
- (4) Driving on base is a privilege and you must satisfy all requirements prior to being allowed to enter the base. You must bring a valid driver's license, proof of automobile insurance (minimum requirement for the state in which automobile is registered), state vehicle registration, and (if the vehicle is not yours) you must have notarized, written permission from the vehicle owner.
- (5) If you want to let your family know you arrived to base safely, you should call them prior to entering the base. Personal cellphones are off-limits to cadets during FT.
- (6) POVs are to be parked in the designated parking lot at the AFROTC Arena and locked for the duration of FT. Do not leave valuable items in the vehicle. It is also recommended you purchase sunscreen or vehicle cover to prevent heat damage to your vehicle's interior.
- (7) You must turn in your vehicle keys during in-processing; they are secured by FTU Staff for the duration of FT. **Your POV is off- limits until completion of or removal from FT.**
- (8) **Do not check in at University Inn.** Cadets will report to the AFROTC Arena.

2. TRAVEL EXPENSE REIMBURSEMENTS

Cadets must follow the instructions below to receive travel pay.

- a. Travel vouchers are completed in the Defense Travel System (DTS) via detachment cadre upon return to your POD. **Vouchers must be completed within five (5) business days** of returning to your POD from FT. Make sure you retain a copy of **all** receipts and ticket stubs.
- b. Prior to filing a travel voucher, you will need to fill out a DD Form 1351-2, *Travel Voucher or Sub-voucher*. You must attach all of the following to your DD Form 1351-2: all receipts, any unused tickets, **four (4)** copies of your orders and any/all amendments, and a copy of a deposit slip or voided check (for direct deposit requests). THE DD FORM 1351-2 MUST BE COMPLETED IN ORDER FOR YOU TO RECEIVE TRAVEL PAY ENTITLEMENTS. Additionally, you must upload a completed Direct Deposit form in WINGS **and banking information entered in DTS prior** to attending FT.”
- c. All cadets may be reimbursed for travel mileage to/from the airport and for baggage fees. Only scholarship/contract cadets will receive per diem to/from FT on the travel days only. Non-scholarship cadets do **not** receive per diem and are **not** authorized reimbursement for meals.

CHAPTER 4: UNIFORMS, CLOTHING, AND SUPPLIES

1. GENERAL GUIDELINES

Your detachment issues most uniform items needed for FT. You are required to bring some additional items at your own expense. Issued items must be used at FT. Other than for medical reasons (written documentation from a qualified medical professional must be provided), you are **not authorized** to replace issued items with personally procured items (exception: alternate styles of AFI compliant boots procured by the cadet are authorized). Additional items will be issued to you at FT. All issued (uniform and equipment) items are your responsibility; you are liable for damage to these items resulting from your negligence.

Chapter one of the DAFI 36-2903 highlights the importance of maintaining a high standard of dress and personal appearance. Airmen and Guardians project a military image, and make an impression on those around them, in large part by how they wear their uniforms. “The American public and its elected representatives draw certain conclusions on military effectiveness based on the image Airmen present. The image of a disciplined and committed Airman instills public confidence that Airmen live by a common standard and respond to military order and discipline.”

- a. **Grooming Standards.** All cadets must comply with DAFI 36-2903 and AFI 36-2903 AFROTC SUP. For safety, uniformity, training effectiveness, additional standards apply while at FT:
 - (1) Cosmetics will not be worn during field conditions.
 - (2) Each cadet must maintain his/her personal hygiene. Cadets will shower **at least once per day** and must wash their hands after using the latrine. Daily laundry service is provided, and thus all cadets **will change undergarments daily** and will not wear uniforms more than **two days** without washing them.
 - (3) Male cadets must appear clean-shaven; mustaches are not authorized while at FT.
- b. **Uniforms.** Military uniforms must be worn IAW DAFI 36-2903 and AFI 36-2903 AFROTC SUP.
- c. **Caps.** All caps must be clean and fit properly. When not worn or stored, OCP caps will be placed inside the left cargo pocket of the OCP trousers and will not be visible while in the pocket.

- d. **Hydration System.** A hydration system is issued at FT. The hydration system is worn with OCPs and PTG unless otherwise directed.
- (1) **Do not** rest items or your body weight on the bladder of the hydration system, especially when the bladder is full. This causes bursts/leaks and results in damaged property.
- e. **Eyewear.** Sunglasses and prescription photosensitive lenses are not authorized at FT unless prescribed for medical reasons, e.g., PRK/LASIK surgery or on the written advice of a medical official. Written documentation from a qualified medical professional must be provided during in-processing. Cadets who require vision correction are highly encouraged to bring two pairs of eyeglasses and eyeglass straps (plain black or dark blue without logos or advertisements) that conform to DAFI 36-2903 and AFI 36-2903_AFROTCSUP. Eyeglass straps are required to be worn at all times. As constraints on time and sanitation in field conditions make proper care of contacts difficult, **contacts are not authorized during any portion of FT.**
- f. **Sleepwear.** As a minimum, your sleepwear will consist of PTG shorts and PTG T-shirt. Cadets may wear flip-flops in the dorms in the evening at staff discretion.
- g. **Jewelry.** Jewelry will not be worn at any time during FT. It is highly recommended that you do not bring any jewelry to FT. Medical alert necklaces/bracelets, however, are authorized and may be worn in accordance with DAFI 36-2903 and AFI 36-2903_AFROTCSUP. Jewelry will be stored in your security drawer. **[NOTE: Religious jewelry/items are allowed and will be stored in locker when not in use.]**
- h. **Watches.** Watches are authorized at FT; however, smart watches (i.e. Apple Watch®, Fit Bit®, watches with Bluetooth connectivity) are **not authorized**. All audible noises will be turned off. Keep in mind there is a high probability that your watch will get wet, scratched, cracked, and/or otherwise damaged during FT events. AFROTC is not responsible for any damage.
- i. **Telephones and Cellphones.** You are **not authorized** to use telephones nor cellphones during FT unless coordinated by the staff for unforeseen circumstances, e.g. family issues. If you bring a cellular/wireless communication device, you must turn it in to

staff when directed. Your item will be individually marked, secured, and returned to you upon departure from FT. It is recommended you bring a charger for each cellular/wireless communication device to ensure functionality once returned.

2. UNIFORM REQUIREMENTS

Ensure your uniforms are serviceable, fit properly, and are free of cables (loose strings). **To avoid blisters and foot injury, ensure ALL FOOTWEAR is broken-in and properly fitting prior to arriving at FT.** Blisters are one of the main reasons cadets miss training, and foot issues are historically one of the most frequent injuries seen at FT. Uniform requirements are listed in the FT Uniform and Equipment Checklist. Laundry services are provided and intended to be used daily.

TABLE 4.1 Clothing Items

Operational Camouflage Pattern Uniform (OCP) Items	
1	Boots: combat, coyote brown ¹
1	Patrol Cap (bring 2 OCP caps if detachment supply allows) ²
6	Socks, Coyote Brown or DLA-issued Green (2 pair Det issued, 4 pair personal expense)
3	Trousers (bring 4 if detachment supply allows)
1	Belt: Tan 499
6	Undershirt: Coyote Brown (Tan 499), crew neck (3 Det issued, 3 at personal expense)
3	Blouses with Velcro name and “U.S. Air Force” tapes. (bring 4, if detachment supply allows)
2	Rank: Cadet third class, Velcro set (same rank for ALL cadets)
2	U.S. Flag Patches, subdued / Spice Brown (worn on right shoulder)
2	Air Force ROTC Patches, Spice Brown (worn on left shoulder)
Physical Training Gear (PTG) Items	
4	PTG shirt, Air Force
4	PTG shorts, Air Force
6	Socks, conservative, solid color: white, gray, or black; below-the-calf (6 personal expense)
1	Pair of shoes, running, lace-up (2nd pair recommended. Personal expense) ³

3	Towel, white (approximately 24" x 14") (3 personal expense)
Other clothing/personal items (all items at personal expense)	
8	Underwear (male/female) plain/solid color (no inappropriate material)
6	Bra (female) (any combination of bras/sports bras without clasp)
1	Kneepads for field exercises: black, coyote brown, or tan (optional)
2	Mouth guards, boiled/pre-fitted (combatives)
1	Digital wrist-watch with a stopwatch feature IAW DAFI 36-2903 and AFI 36-2903 AFROTC SUP (smart watches are not authorized)
2	Towel, solid color, bath (approximately 54" x 32")
2	Washcloth, solid color (approximately 12" square)
1	Pair of shower shoes

Notes:

1. A second pair of combat boots are highly recommended, but at personal expense.
2. OCP ball caps are not authorized
3. **Athletic Shoes.** If you plan to bring "Five Toe Shoes" you are only authorized to wear them during the FA. You must ALSO have 1 standard pair of athletic shoes for all other activities.

3. ADDITIONAL EQUIPMENT AND REQUIRED ITEMS

These items are required (unless noted) and must be purchased at your own expense.

This list is **not all inclusive**. You may bring additional items necessary for daily hygiene/grooming. Bring sufficient supply to last 15 days.

TABLE 4.2 Non-Clothing Items

Miscellaneous Items
Picture ID
Combination locks (one lock for your duffel bag and one for your security drawer) (2 is recommended)

Razor (w/additional blades) or electric razor
Shaving cream (unless bringing electric razor)
Toothbrush and toothpaste
Aftershave balm (optional)
Shampoo
Comb or brush
Bath Soap (bar w/soap box, or liquid soap)
Antiperspirant/Deodorant
Female Hygiene Products
Insect repellent (2 is recommended)
Moleskin, roll (for blisters and calluses)
Lip balm
Sunscreen
Liquid Hand Sanitizer (travel size)
Anti-Bacterial Liquid Hand Soap
Packet Sanitary Wet Wipes (optional)
Talcum Powder (optional)
Small Sewing Kit (optional)
Pocket First Aid Kit (optional)
Nail Clippers (optional)
NOTE: Items brought in carry-on need to meet TSA size requirements

CHAPTER 5: RULES AND REGULATIONS

1. DISCIPLINE

By attending FT, you agree to obey the regulations of the Air Force and any lawful orders given by the FT staff. An infraction occurs when a cadet, who through design, neglect, or fails to perform duty, violates regulations or commits an act prejudicial to good order and military discipline.

Remember, while at FT, you are a guest of the host base and must be a responsible user of the facilities provided. Certain situations may necessitate a cadet to interact with other civilian and military personnel who are not associated with FT. Therefore, it is paramount to follow all rules and regulations, as well as be always professional. Do not argue with other staff members or cadets. If involved in a confrontation or disagreement with non-AFROTC personnel, be professional and do your best to get the rank, name, and unit of people involved. Immediately report the incident to FT staff.

2. PROHIBITIONS

The following rules apply for the duration of FT. Violations of these rules are considered breaches of good order and discipline, and thus may result in removal from FT. Cadets are restricted from the following:

- a. Consuming alcohol (all cadets, to include those of legal age)
- b. Using illegal or unauthorized prescription drugs or substances
- c. Possessing items widely considered as weapons (i.e., any knife, firearm, explosive or incendiary device, etc.)
- d. Using tobacco products (including smokeless) or vaping devices.
- e. Possessing igniting devices (i.e., matches, lighters, etc.) **[NOTE: Cadet Flight Supply Officer will collect and dispose of any uneaten food, heaters and matches from MREs].**
- f. Using a telephone or electronic communication device **[NOTE: Telephones and cell phones may be used in emergency situations and/or when authorized by the FTU/CC.]**
- g. Engaging in spirit missions such as procuring food outside the dining hall, leaving rooms during lights out, or engaging in activities not directed by the daily schedule

- h. Going off-base, entering “Off-Limits” areas, or departing FT without prior staff approval
- i. Operating, or riding as a passenger in, any motor vehicle without FTU staff approval
- j. Gambling
- l. Engaging in intimate behavior (kissing, intimate touching/hand holding, etc.)
- m. Disclosing/discussing answers/solutions related to FT-graded/evaluated events. This includes while at FT and while at the detachment. Examples include, but are not limited to, knowledge assessments, the Leadership Reaction Course (LRC), mission scenarios, etc.
- n. Conducting financial transactions with FT staff (including CTAs)
- o. Collecting/soliciting money from cadets without prior authorization from the FTU staff
- p. Using profanity
- q. Wearing civilian clothing **[NOTE: While transiting to and from FT and while in-processing on TD-0, cadets will be in business casual civilian attire such as khaki pants and a polo shirt.]**
- r. Wearing or displaying any unauthorized body piercing, ornamentation or unauthorized tattoos
- s. Transiting alone **[NOTE: Cadets must always travel in pairs. If you need to be escorted back from the clinic, for example, ensure you request assistance from FTU staff with obtaining an escort; do not transit alone.]**
- t. Visiting another flight area except while on official business
- u. Entering storage areas without authorization from the FTO
- v. Having visitors or observers at any time to include Chapel services and graduation
- w. Possessing a camera
- x. Being alone in a room with a member of the opposite sex

3. TATTOOS/BRANDS/BODY MARKINGS

Cadets who are not in compliance with DAFI 36-2903 and applicable AFROTC SUP will not be allowed to attend FT. Cadets arriving with unauthorized tattoos/brands/body markings will be removed from FT.

4. DRUGS AND ALCOHOL

The Air Force does not tolerate the use of illegal drugs or chemicals. Failure to divulge drug use will result in disciplinary action and may prevent your entry into the POC. While at FT, military working dogs may conduct sweeps of the dorms and random drug testing may occur. Cadets at FT are strictly prohibited from consuming any alcoholic beverages, regardless of age or situation. Violation of this policy will result in immediate removal from FT.

5. MILITARY DECORUM

The rules of military decorum are founded on customs and traditions. The responsibility for military decorum is a mutual one in which the junior initiates the act of courtesy and politeness and the senior responds with like courtesy and politeness.

- a. **Staff/CTA/Cadet Interaction.** Cadets will use “Sir/Ma’am” or rank and last name when addressing staff members. For the purposes of this guide, any verbiage that states “Sir/Ma’am” can be substituted with rank and last name.
 - (1) When addressed by or addressing any staff member cadets will **IMMEDIATELY** assume the position of attention (except during academic instruction/when seated at DFAC or waiting for an appointment/field leadership events/drill instruction/ at the instructor’s discretion).
 - (2) When passing, addressing, or being addressed by staff, the proper greeting of the day is **ALWAYS** given. The proper greetings of the day are defined by the time of day:
“Good Morning, Sir/Ma’am” from 0000 until 1159
“Good Afternoon, Sir/Ma’am” from 1200 until 1659
“Good Evening, Sir/Ma’am” from 1700 until 2359
 - (3) When in groups of four or fewer each cadet gives the appropriate greeting of the day.

- (4) When in groups of five or more, the first cadet in the group gives the appropriate greeting of the day for the entire group.
- (5) When addressed, cadets begin their response with “Sir” or “Ma’am.” The **only exceptions** to this rule are (1) a yes/no response is stated, (2) “asking will that be all?”, and (3) stating “no excuse.” In these cases, Sir/Ma’am is the last word instead of the first word. E.g. “Yes Ma’am”, or “Will that be all, Sir?” Any cadet being addressed ends the conversation by asking, “Will that be all, Sir/Ma’am?” and give the proper greeting of the day. If outdoors, the cadet will salute prior to giving the greeting of the day. Other cadets present, but not being addressed render a salute and the greeting of the day (unless in flight formation for which the Cadet Flt/CC will extend all courtesies).
- (6) When approaching a group of mixed gendered individuals, the greeting of the day is rendered to the highest ranking individual(s) first. If the individuals are of the same rank, greet the female(s) first (e.g., A female Captain walking with a male Captain will be greeted with “Good morning Ma’am, Good morning Sir”). If all individuals are of the same gender, greet them as a group with “Ladies” or “Gentlemen” (e.g., a male Major walking with a male Captain will be greeted with “Good morning, Gentlemen”). If rank is indeterminable, greet the female(s) first (e.g., A group of four males and two females in PT gear will be greeted with “Good Morning Ladies, Good Morning Gentlemen”).

b. **Reporting.** Reporting procedures are accomplished for commissioned staff members, enlisted staff members and CTAs.

- (1) For a single cadet ordered into an office, reporting procedures are as follows:
 - (a) Center on the door or cubicle entrance and knock once loud enough to be heard in an average size room. Do not knock on the door or cubicle wall if a conversation is taking place in the office.
 - (b) When given the order, enter, close the door if you opened it or ordered to do so, march using the most direct route to the staff member, perform the appropriate facing

movement, center yourself two paces away from the individual, salute if reporting to an officer and CTA and state: **“Sir/Ma’am, Cadet (last name) reports as ordered.”** If on carpet, do not square corners.

- (c) When reporting to an officer or CTA, the reporting cadet salutes and holds the salute until the officer or CTA drops their salute. Remain at the position of attention until told otherwise.
 - (d) At the end of a conversation, cadets will stand and assume the position of attention and ask, **“Will that be all Sir/Ma’am?”** If so, take one step backwards, salute (if reporting to officers or CTAs) and render the proper greeting of the day, perform the appropriate facing movement to leave, and take the most direct route out of the office or cubicle. If on carpet, do not square corners.
- (2) When multiple cadets are ordered into an office, reporting procedures are as follows:
- (a) A selected cadet will center on the door or cubicle entrance and knock once loud enough to be heard in an average size room. Do not knock on the door or cubicle wall if a conversation is taking place in the office.
 - (b) When given the order, enter, close the door if you opened it or are directed to do so, march using the most direct route to the staff member, perform the appropriate facing movement, all cadets will center two paces away from the staff member with the selected cadet standing on the right, and salute (if officer or CTA). This cadet will state on behalf of the others, **“Sir/Ma’am, Cadets (give last names of the whole party) report as ordered.”** If on carpet, do not square corners.
 - (c) All cadets will hold the salute (if officer or CTA) until the officer drops their salute and remain at the position of attention until told otherwise.
 - (d) At the end of the conversation, all will stand and assume the position of attention and the selected cadet will ask, **“Will that be all Sir/Ma’am?”** If so, all cadets will take one step backwards, salute (if reporting to officers or CTAs) and the selected cadet will render the proper

greeting of the day. All cadets perform the appropriate facing movement to leave, and take the most direct route out of the office or cubicle. If on carpet, do not square corners.

- (3) If a cadet is not ordered to report, but needs to see a staff member in their cubicle or office to make a statement or ask a question, the cadet will use the preceding procedures with the following exception: instead of using the above reporting statement, use the appropriate remarks: **“Sir/Ma’am, Cadet (last name) reports.”** Once acknowledged by the staff member, the cadet will continue with the question or statement.

c. **Respect Towards FT Cadre.**

- (1) Use one of the following seven basic responses as appropriate to begin speaking to, respond to a direct question from, or as instructed by a staff member:

“Yes, Sir (Ma’am).”

“No, Sir (Ma’am).”

“No excuse, Sir (Ma’am).”

“Sir (Ma’am), I do not know.”

“Sir (Ma’am), I do not understand.”

“Sir (Ma’am), may I make a statement?” (not necessary when responding to a direct question)

“Sir (Ma’am), may I ask a question?” (not necessary when you are called upon by raising your hand)

- (2) If you need to excuse yourself to pass by an individual or through a group of individuals, politely state, **“Sir (Ma’am), pardon me please.”**

d. **Saluting.**

- (1) The salute is one of the oldest military traditions. It is a courtesy exchanged between members of the armed forces as both a greeting and a symbol of mutual respect. At FT, cadets adhere to DAFPAM 34-1203, *Drill and Ceremonies*, para 3.6 Exchange of Salutes. The uniform hat is worn and salutes are

rendered in all outdoor areas, unless specifically indicated otherwise. Although inappropriate at certain times, it is never incorrect to salute a senior officer outdoors as a courtesy and a greeting. Do not salute indoors unless formally reporting in to a staff member's office or upon receiving an award at an awards ceremony. Do not salute when reporting to enlisted staff members.

- (2) Cadets initiate the salute in time to allow the officer/CTA to return it, but not from such a distance as to hinder communication. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes will be exchanged. (NOTE: A standard practice is to use the same distance prescribed for rendering a salute to the Colors— approximately six paces.) At no time will a cadet turn their upper body to salute someone behind them nor will they salute someone they approached from the rear. If marching, they will continue as needed. If stationary, they will use appropriate facing movements.
- (3) In detail formations (two to four cadets), all members of the detail will salute. In normal formations (five or more cadets in a flight), the cadet in charge will render the salute for the formation.
- (4) While in formation and at double-time, the formation commander may simply render a verbal greeting rather than bring the formation to quick-time to salute.
- (5) If called to receive an award, proceed in a crisp, military manner and stand approximately one arm's length in front of the presenter. Extend the right hand and shake the presenter's hand while taking the award with the left hand. Then render a salute if the presenter is a commissioned officer. Exit the area in a crisp, military manner. If there are multiple award presenters, side step down the line repeating the same procedure of shake, take, and salute, unless the ceremony is indoors. If indoors, only salute the presenter of the award, but shake the hands of everyone else on the line.
- (6) FTU staff and cadets render proper customs and courtesies even if participating in scheduled training or athletic events. The only exceptions to this are if cadets and staff are actively participating in the LRC, FA, or other events with cadets

actively “encumbered” and staff actively engaged in safety-spotting or evaluating performance. In these situations, safety and common sense should always prevail. Personnel outdoors in uniform face the flag (if visible) or the music and assume the position of Parade Rest upon hearing the first note of “Reveille” or “Retreat”. If the flag is being raised during “Reveille”, face the flag and render a salute. Upon hearing the first note of “The National Anthem” or “To the Colors”, come to attention, face the flag (if visible) or the music and salute. Hold your salute until the last note of the music is played. When indoors, do not salute, stand at attention and face the flag. When in civilian clothes indoors or outdoors, come to attention and place your right hand over your heart.

- (7) Salute all occupied staff cars with front license plates indicating senior officers.
- (8) No-salute areas are determined by the FTU/CC.

e. **Academic Building Protocol.**

- (1) **Hallway Guidance.** Cadets will walk (not march or run) in a military manner, with a sense of purpose, and with hands cupped, single file, on the right side of the hallway. It's not necessary to halt at every doorway or intersection, but they will watch for people coming out of offices/around corners. Cadets will not square corners in carpeted areas. Cadets may not speak unless making on-the-spot corrections to other cadets, addressing or being addressed by FTU staff or visitors, or giving the greeting of the day.
- (2) **Restroom Guidance.** Cadets will enter, use the facilities and then exit in an expedient manner. Cadets may not speak unless making on-the-spot corrections to other cadets or addressing or being addressed by FTU staff or visitors. Cadets will not give greetings to staff or other cadets or trainees while in the restroom.
- (3) **Auditorium (Mass Lecture) Procedures.** Cadets will sit according to assigned seating arrangement. After taking their seat, they will maintain good order, discipline and posture. During the lecture, cadets may not talk, sleep, or move unnecessarily (e.g. stretching, gathering notes before

dismissal, etc.) and will not engage in any activity not directly related to the current lesson.

- (a) **Auditorium Opening Guidance.** Each Cadet GP/CC will stand and command, in turn, “**Group [X], prepare for instruction.**” At this time, cadets will stand at parade rest in front of their seats. In turn, both Cadet GP/CCs will then command, “**Group, attention.**” The Cadet GP/CC closest to the lecturer will then turn to the lecturer, salute (for officers only) and report, “**Sir/Ma’am, Field Training Unit ___ is ready for instruction.**” The instructor will return the salute, if applicable, and direct the class to take their seats, and the lesson will begin.
 - (b) **Asking/Answering Questions.** When cadets wish to ask a question or provide an answer during a class auditorium lecture, they will remain seated and raise a hand. When the lecturer recognizes a cadet, the cadet will stand up, state their name and flight and ask the question/give the answer, unless directed to do otherwise by the lecturer. Proper military customs and courtesies, including “**Sir/Ma’am**” will be used.
 - (c) **Auditorium Closing Guidance.** Once the instructor/lecturer indicates they are ready to close class, each Cadet GP/CC will stand and command, in turn, “**Group [X], prepare for dismissal.**” At this time, cadets will set aside class materials and be ready to stand. Next, both Cadet GP/CCs will issue the command, in turn, “**Group, attention.**” The Cadet GP/CC closest to the lecturer will then turn to the lecturer, salute (for officers only) and report, “**Sir/Ma’am, Field Training Unit ___ is ready for dismissal.**” When the instructor/lecturer departs the auditorium, the lecturer will command “**Carry on.**” If the command is not given, the Cadet GP/CC will command “**Carry on**” once the instructor has left the auditorium.
- (4) **Flight Room Procedures.** When class is not in session, cadets will call the room to attention, in unison, when an officer or CTA enters or exits the room, provided there is not already an officer of equal or greater rank in the room. As

the officer breaks the plane of the door, all cadets will command, “**Room, attention.**” When the officer or CTA exits the room, they will command “**Carry on.**” If the “**Carry on**” command is not issued, cadets will resume normal duties when the officer has left the room. When class is in session, the flight room will not be called to attention for visitors regardless of rank. This is an academic session and will continue uninterrupted. When class is stopped for a break and the same lesson will resume upon conclusion of the break, cadets will not call the room to attention when the instructor enters or exits the room.

f. **Dormitory Protocol.**

- (1) **Hallway Guidance.** If any FTU staff or CTA is about to pass you in the hallway, halt (if moving), come to attention, place your heels to the wall, allow them to pass, and render the greeting of the day and then carry on. If wearing a hydration system, come to attention as near to the wall as possible without hurting yourself or damaging the wall or hydration system. If a staff member or CTA is obstructing your path, cadets will brace the wall and state “**Sir/Ma’am, cadet (last name) requests permission to pass.**” Once given permission, the cadet will move quickly in their intended direction and give the appropriate greeting of the day. When in stairwells, render the proper greeting but do not stop moving.
- (2) **Foyer/Day Areas/ Hallways.** Cadets will not call foyers, day areas (open area used as a dayroom), or hallways to attention when senior personnel enter, but will show proper respect for all FTU staff and other commissioned officers when present in the dormitory. If seated, cadets will stand and render the proper greeting of the day, or, if already standing, will simply render the proper greeting of the day. Exception: If there are two or more cadets in the foyer, dayroom, day-area, or hallway and the FTU/CC, or an O-6 or above, enters the building/area, the cadets will call the building/area to attention unless there is an officer of equal or higher rank already in that specific building/area. If there is only one cadet, the cadet will stand at the position of attention and render the proper greeting of the day.

- (3) **Entering/Leaving Dormitory Rooms.** When FTU staff and other commissioned officers enter or leave a room, the first person to take notice will call the room to attention, provided there is not already a commissioned officer of equal or greater rank in the room. If a cadet is alone in the room, that cadet will come to attention as the officer enters or leaves, but not call the room to attention.
- g. **Bus Protocol.** Cadets will fill buses from back to front with two cadets (unless otherwise directed) in each seat. Sit at the position of attention (for local travel) and read the selected portions of this guide as directed. You may rest your hands on the seat in front of you for safety.

6. DISCRIMINATION AND SEXUAL HARASSMENT

- a. The Air Force has a zero tolerance policy towards discrimination and sexual harassment.
- (1) Discrimination is defined as any action that unlawfully or unjustly results in unequal treatment of persons or groups based on race, color, gender, national origin, religion, age, and, if civilian, handicapping conditions, for which distinctions are not supported by legal or rational considerations.
- (2) Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- b. If at any time during FT you feel you are a victim of discrimination or sexual harassment (whether committed by a staff member, CTA, fellow cadet, or host base personnel), notify any FTU staff member immediately. Additionally, comments can be placed in the Commander Action Line Boxes; locations to be identified during in-processing. Boxes will be checked daily by FTU/CC (or delegate). These comments can be anonymous.

7. MALTRAINING AND HAZING

If you suspect that you or a fellow cadet has experienced maltraining and/or hazing, immediately notify the FTU chain of command starting with the FTO. If the FTO is part of the problem, notify the next level in your chain of command. You can always ask the Chaplain for assistance

or place a comment in the Commander Action Line Boxes. The locations are identified during in-processing, and boxes are checked daily by FTU/CC (or delegate). These comments can be anonymous.

8. DAILY SCHEDULE

A typical daily schedule is demanding and fast-paced. Cadets will be expected to maintain a sense of urgency at all times. Time management is vital to FT success.

9. CALL-TO-QUARTERS (CTQ)

CTQ is free from constructive training; this is your time. Staff members may walk through the area but will not initiate meetings with cadets. During CTQ, you must remain in the flight area unless performing official duties related to your assigned position (cadets must sign in/out of flight area). Additionally, cadets may perform details, conduct meetings, or prepare uniforms. Sitting on a bed is authorized. Sleeping/lying in a bed is not authorized. Meetings concerning additional duties or special projects will not be held during CTQ if they require staff member involvement. Immediately prior to lights out, TAPS will sound. At the conclusion of TAPS, you must be in bed with lights out.

10. INDIVIDUAL CADET TIME (ICT)

ICT will take place in conjunction with scheduled religious activities. If you do not attend religious services, you will have ICT at the discretion of the FTO.

11. RELIGIOUS ACCOMMODATIONS

The Air Force values the free exercise of religious beliefs and seeks to accommodate their practices within the limits of military requirements. Chaplains are on call 24 hours a day **for emergencies**, and available for appointments for routine needs. The chaplain will brief the available

services and services schedules. Only on-base religious services are authorized. Some faith groups may require religious observances that fall within a standard training week; and not on the weekend. Cadets must understand accommodation will be sought to the best of the ability of the AFROTC Command, but due to the length and curriculum of FT there are limited opportunities. Accommodation begins with a cadet's understanding that military mission and training requirements may cause conflict with standard worship practices. Full accommodation may not be possible. Cadets may feel free to discuss accommodation requests in detail with the Chaplain. For religious accommodations required at FT,

coordinate with your detachment cadre before attending FT. Detachment cadre will coordinate with the Holm Center Chaplain's office NLT 2 weeks prior to cadet departing for FT to ensure cadets religious accommodation requests are properly addressed.

12. LIGHTS OUT

Between lights out and wake up, you are not authorized to engage in any activity other than sleeping (i.e., writing letters, reading, talking, etc.) You will not leave your bed except in the event of an emergency or to use the latrine. Talking in the latrine is prohibited after lights out.

13. PROPERTY SECURITY

Security of personal valuables and government property is paramount. To help secure the premises, you must notify the FT staff of any unauthorized persons in the area.

- a. **Personal Valuables.** Do not bring high value items to FT (for example laptops). It is your responsibility to secure personal items, and you must keep such items locked in your security drawer, or duffel bag while at Vigilant Warrior, at all times. Report thefts or losses to your FTO immediately. AFROTC is not responsible for lost or damaged items.
- b. **Security Violations.** Security violations at FT indicate one's inability to safeguard classified information and other government property while on active duty. The following personal items, if found unsecured, constitute a security violation:
1) Any photo ID; 2) Military Orders; 3) US currency greater than or equal to \$1. Additionally, any security drawer found unsecured (regardless of contents) will constitute a security violation. If you are found guilty of an infraction, you will be counseled appropriately. Other personal items found unsecured **DO NOT** constitute security violations, but will be confiscated by the FTO until the end of FT.

14. GOVERNMENT PROPERTY

You will be accountable for all property (including uniforms) assigned to you until the items are returned or another individual signs for them. You must maintain all property in good condition. Do not deface, tear, or disassemble; do not move equipment without permission; report all malfunctions or damage to your FTO.

15. MAIL

- a. You may receive letters and postcards only, no care packages. You will store received letters and postcards in your security drawer and may access them during ICT/CTQ.
- b. Inform your parents, spouse and friends **not** to send mail to you during the last 5 days of training. Additionally, inform them that care packages are not authorized. Any mail received after you depart FT will be returned to sender.
- c. You are not allowed to receive packages from online stores such as Amazon, Ebay, etc.
- d. Your mailing address during FT is as follows:

**Air Force ROTC
Cadet (Last Name, First Name MI)
MAX ____ (1, 2, etc.)
550 East Maxwell Blvd, #9000
Maxwell AFB, AL 36112**

CHAPTER 6: FIELD TRAINING ORGANIZATION

1. OVERVIEW

FT will take place at Maxwell AFB, AL and Vigilant Warrior (VW), Titus, AL. The FT staff positions described below will apply throughout FT.

2. FIELD TRAINING STAFF

- a. **Commander (CC).** The Commander exercises general command over the FT staff and trainees for each encampment. The commander is a Colonel and responsible for accomplishment of the FT mission.
- b. **Vice Commander (CV).** The CV is second in command and assumes command in the absence of the Commander.
- c. **Senior Enlisted Leader (SEL).** The SEL provides general supervision to the enlisted force as well as advises the commanders and staff on mission effectiveness, morale, and welfare of FT members.
- d. **First Sergeant.** The First Sergeant serves as an advisor to the CC on issues that impact Airmen.
- e. **Operations Group CC (OG/CC).** Provides strategic oversight of FT operations in a particular encampment and order to ensure mission success.
- f. **Squadron CC (SQ/CC).** The SQ/CC ensure the flights within their squadron maximize their chance for success for the current and following day(s) by optimizing available assets to execute required tasks and is the approval authority for personnel to serve as an evaluator.
- g. **Director of Operation (DO).** DOs are responsible for coordinating with the SQ CC and their FTOs to ensure the flights are able to execute the daily mission.
- h. **Squadron NCO.** The SQ NCO is integral to the leading, mentoring, and training of cadets. They will assist the FTO with leading the flights and advise on cadet performance and training. Also, they will lead instruction when required and assist in lesson/scenario prep/execution when required.

- h. **Flight Training Officer (FTO).** FTOs are the tactical leaders and cornerstone of FT. FTOs train, evaluate, and counsel the trainees within their flights. FTOs are the primary evaluators.
- h. **Training Group Commander (TRG/CC).** The TRG/CC oversees all training and support staff functions, which include lessons, evaluations, communication, force support, facility management, supply, logistics, and vehicles.
- h. **Chief of Standardization and Evaluation.** Oversees standardization of evaluation execution by TRG personnel and evaluation scoring by all FTU personnel.

3. CADET TRAINING ASSISTANTS (CTA)

CTAs are POC cadets who are selected to return to FT as assistants to active duty staff members.

4. CADET ORGANIZATION

Cadets will organize and operate under two Cadet Group structures. Each cadet group consists of four cadet squadrons and is organized as described in Figure 6.1.

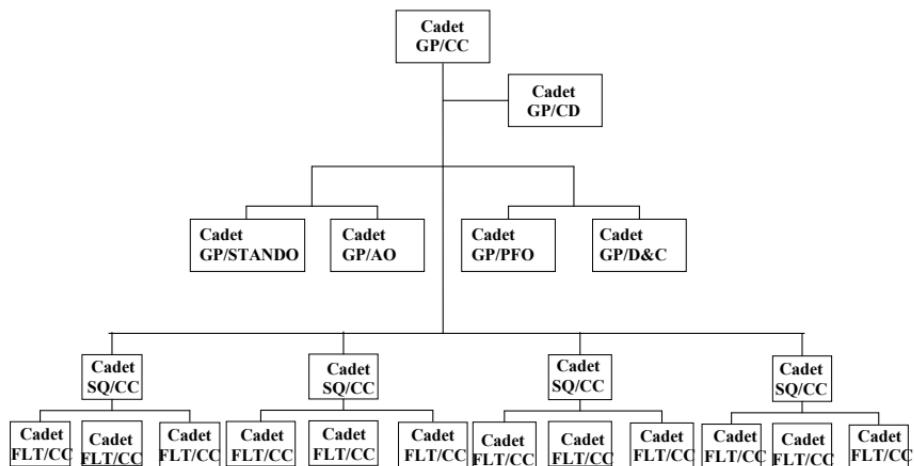


FIGURE 6.1. Cadet Group Organization

NOTE: Additional squadrons will be sequentially numbered. Each squadron will have alphabetically designated flights.

5. CADET LEADERSHIP RESPONSIBILITIES

All cadets are responsible for maintaining discipline and setting a proper example. Cadets in leadership positions can give orders to subordinate cadets. However, they cannot excuse cadets from formations or change orders and regulations. If a cadet in a leadership position is required to be absent from any formation or activity, he/she must notify the next cadet in the chain-of-command to take charge. Cadets may not award merits or discrepancies.

6. CADET POSITIONS

You will be assigned various positions within the cadet organization. These positions are classified as leadership or non-leadership. Rank will not change based on the position held. All cadets will wear Cadet 3rd Class rank for the duration of FT. Outgoing cadet staff will brief the incoming staff on duties and items of interest. All cadet staff members will be evaluated on their performance.

7. CADET POSITION DESCRIPTIONS

Table 6.2 lists leadership and non-leadership positions. The ADO may issue additional positions or more detailed guidance for each position. (Note: Lists of cadet responsibilities are general and not inclusive.)

- a. **Cadet Group Commander (Cadet GP/CC).** The Cadet GP/CC reports to the FTU Deputy Commander of Operations. This individual will coordinate cadet activities and monitor the overall appearance and conduct of the cadet group. The Cadet GP/CC is the delegating authority for the group staff to accomplish work details, inspections, or other special duties and taskings. The Cadet GP/CC must also establish and update the Master Suspense File.
- b. **Cadet Deputy Group Commander (Cadet GP/CD).** The Cadet GP/CD reports to the Cadet GP/CC and assumes command in the absence of the Cadet GP/CC. This individual is responsible for assembling the cadet group for formations and receiving the accountability report from the Cadet SQ/CDs. The Cadet GP/CD will also ensure common areas outside the dorms are clean and orderly.
- c. **Cadet Group Drill and Ceremonies Officer (Cadet GP/D&C).** The Cadet GP/D&C reports to the Cadet GP/CC or CD and is responsible for training flights and squadrons on all D&C

activities (i.e., retreat, reveille, etc.) and evaluating their performances. In addition, the Cadet GP/D&C advises the Cadet GP/CC or CD of the plan for each D&C hour scheduled and serves as the liaison between the Cadet flight D&C officers (Cadet Flt/D&C) and the D&C CTA. The Cadet GP/D&C ensures compliance with DAFFPAM 34-1203.

- d. **Cadet Group Physical Fitness Officer (Cadet GP/PFO).** The Cadet GP/PFO reports to the Cadet GP/CC or CD and directs the PT program by coordinating with the PT CTA and Cadet Flight Physical Fitness Officers (Cadet Flt/PFO). The Cadet GP/PFO leads PT and stretching exercises before sports, ensures safety briefings are conducted prior to each activity, and works with staff to ensure water is available. This individual also relays PT data for warrior flight scoring to the PT CTA.
- e. **Cadet Group Standardization Officer (Cadet GP/STANDO).** The Cadet GP/STANDO reports to the Cadet GP/CC or CD and is responsible for training Cadet Flt/STANDOs on inspection procedures. The Cadet GP/STANDO coordinates with the STANDO CTA and Cadet Flight Standardization Officers (Cadet Flt/STANDO) to standardize the cadet organization. This cadet conducts standardization spot checks on flights and, when possible, accompanies the STANDO CTA on inspections.
- f. **Cadet Group Academic Officer (Cadet GP/AO).** The Cadet GP/AO reports to the Cadet GP/CC. The Cadet GP/AO coordinates with Cadet Flt/AOs to consolidate feedback from flights and ensure cadets who miss lessons review academic packets for missed curriculum.
- g. **Cadet Squadron Commander (Cadet SQ/CC).** The Cadet SQ/CC reports to the GP/CC and is the liaison between the group staff and the flights in his or her squadron. This cadet is responsible for ensuring standardization of squadron appearance, conduct, and training in accordance with (IAW) Cadet GP/STANDO and Cadet Flt/STANDO guidance.
- h. **Cadet Deputy Squadron Commander (Cadet SQ/CD).** The Cadet SQ/CD reports to the Cadet SQ/CC and assumes command in the absence of the Cadet SQ/CC. This individual is also responsible for assembling the squadron for formation and receiving the report from the Cadet Flt/CCs. The Cadet SQ/CD will ensure common areas inside the dorm are clean and orderly.

- i. **Cadet Flight Commander (Cadet Flt/CC).** The Cadet Flt/CC plans and coordinates activities within the flight. The Cadet Flt/CC also notifies the Cadet SQ/CC of any problems within the flight and reports flight attendance to the Cadet SQ/CD during formations. The Cadet Flt/CC is responsible for execution of the daily schedule, to include ensuring that his/her flight arrives at all scheduled events on time.
- j. **Cadet Deputy Flight Commander (Cadet Flt/CD).** The Cadet Flt/CD assumes command of the flight in the absence of the Cadet Flt/CC. This individual is responsible for assembling the flight during formations, reporting attendance during fire drills/emergency evacuations, and receiving the accountability reports from element leaders.
- k. **Cadet Flight Academic Officer (Cadet Flt/AO).** The Cadet Flt/AO is also responsible for receiving feedback from the flights and reporting feedback to the Cadet GP/AO. Additionally, Flt/AOs ensure cadets who miss lessons review academic packets for missed curriculum.
- l. **Cadet Flight Physical Fitness Officer (Cadet Flt/PFO).** The Cadet Flt/PFO manages the flight PT program by coordinating with the Cadet GP/PFO and the PT CTA. The Cadet Flt/PFO relays Cadet GP/PFO rules clarifications, works with staff to ensure the safety and adequacy of the athletic areas, ensures flight members know the procedures and protocols for warm-up exercises, and administers warm-up exercises in the Cadet GP/PFO's absence.
- m. **Cadet Flight Standardization Officer (Cadet Flt/STANDO).** The Cadet Flt/STANDO trains the flight on procedures outlined by the Cadet GP/STANDO, ensures standardization within the flight, and reports discrepancies to the Cadet Flt/CD.
- n. **Cadet Flight Drill and Ceremonies Officer (Cadet Flt/D&C).** The Cadet Flt/D&C assists the Cadet GP/D&C with reveille, retreat, and other drill and ceremony activities. The Cadet Flt/D&C also explains drill evaluation procedures to the flight and assists cadets with special drill, remedial drill, and drill competition IAW DAFFPAM 34-1203.
- o. **Cadet Element Leader.** Element leaders must account for each cadet in the element during duty hours. At formations, the

element leader will take roll and report the results to the Cadet Flt/CD. While marching in formation, Element Leaders will call “Safety!” to identify any obstacles in the Flight’s path. Any problems or concerns within the element should be reported to either the Cadet Flt/CD or Cadet Flt/CC.

- p. **Guidon Bearer, Color Bearer, and Color Guard.** These cadets coordinate with the Cadet GP/D&C and perform duties as outlined in DAFPAM 34-1203. The Color Bearer and Color Guard members must be present for duty at least 10 minutes prior to formations. Flight guidons must be at all activities unless the FT staff directs otherwise.
- q. **Cadet Flight Safety Officer (Cadet Flt/FSO)/Alternate.** The Cadet Flight Safety Officer will ensure the flight is briefed on safety procedures, evacuation plans, and fire reporting procedures. This cadet monitors and ensures flight members are properly evacuated during fires and fire drills. The Flight Safety Officer also ensures that the flight carries road guard equipment to all activities, first aid kits and water to PT events, and flashlights when traveling during late evening and early morning activities. The Flight Safety Officer must ensure the alternate Safety Officer is knowledgeable of all safety-related procedures and policies.
- r. **Cadet Flight Supply Officer.** The Cadet Flight Supply Officer is responsible for three main areas: supply, linen exchange, and facility discrepancy reporting. The Cadet Flight Supply Officer monitors supply storage areas and coordinates with the SD office for restocking supplies. The Cadet Flight Supply Officer must ensure each cadet has two sheets, one blanket, one pillow, and one pillowcase, in addition to any items identified by the FTO or CTA. The Cadet Flight Supply Officer is also responsible for organizing and leading a detail to collect and exchange sheets and pillowcases on linen exchange days. Linen exchange will be as directed by the SDCS. In addition, the Cadet Flight Supply Officers will be responsible for reporting and tracking facility discrepancies for their dorm/bays and will maintain a log of discrepancies that indicates when the discrepancies were reported and their status. Flight Supply Officers report discrepancies to the SDCS using the facility discrepancy form issued at the initial meeting with SDCS. Flight Supply Officers will be the only

cadets that will deal with the SDCS. When requesting supplies use a supply request form issued at your first meeting with SDCS.

TABLE 6.2. Cadet Leadership/Non-Leadership Positions

Position	Remarks
Cadet Group Commander	Leadership
Cadet Deputy Group Commander	Leadership
Cadet Group Academic Officer	Leadership
Cadet Group Drill & Ceremonies Officer	Leadership
Cadet Group Physical Fitness Officer	Leadership
Cadet Group Standardization Officer	Leadership
Cadet Squadron Commander	Leadership
Cadet Deputy Squadron Commander	Leadership
Cadet Flight Commander	Leadership
Cadet Deputy Flight Commander	Leadership
Cadet Flight Academic Officer	Leadership
Cadet Flight Drill & Ceremonies Officer	Leadership
Cadet Flight Physical Fitness Officer	Leadership
Cadet Flight Standardization Officer	Leadership
Cadet Flight Supply Officer	Leadership
Cadet Element Leader	Non-Leadership
Guidon Bearer	Non-Leadership
Color Bearer	Non-Leadership
Color Guard	Non-Leadership
Cadet Flight Safety Officer	Non-Leadership
Cadet Flight Safety Officer Alternate	Non-Leadership

CHAPTER 7: INSPECTION, EVALUATION, COUNSELING

1. INTRODUCTION

The FT staff will evaluate you through direct observation and by analyzing the results of your performance as compared to your peers. This assessment of your performance will determine your suitability for entry into the Professional Officer Course (POC) and your potential to commission as an Air Force officer. It will also affect your final ranking at the detachment and therefore your choice of careers in the USAF or USSF.

2. FORMAL INSPECTIONS

You and your flight will receive **stand-by** inspections. Any active duty FT staff member may conduct formal inspections.

- a. **Stand-by Inspections.** Stand-by inspections evaluate the condition and appearance of your quarters and equipment. Any cadet who receives a total of four or more discrepancies in one or more of the four graded categories during a single stand-by inspection will be counseled appropriately.
 - (1) All cadets will be at parade rest outside of their rooms. The Cadet Flt/CC and Cadet Flt/CD will meet the inspector as he/she enters the flight area. The Cadet Flt/CC will call the flight to attention, salute the inspector, and report, "**Sir (Ma'am), ____ Flight is prepared for inspection.**" The Cadet Flt/CD will accompany the inspector and record any discrepancies on individual cadets' AFROTC Form 84M (Males) and 84-1M (Females). Cadets will follow the inspector into their room while the inspector is inspecting.
 - (2) After the inspector has finished inspecting the rooms, the Cadet Flt/CC and Cadet Flt/CD will escort the inspector to the common areas. Common areas will be inspected on AFROTC Form 85. If available, the SQ/CC should accompany the inspector during this portion of the inspection.
 - (3) When the inspection is complete, the Cadet Flt/CC will salute the inspector and report, "**Sir (Ma'am), all flight areas have been inspected.**" The flight will prepare for the next scheduled event upon the inspector's departure. The Cadet Flt/CD will consolidate discrepancies onto the discrepancy

roster and turn all AFROTC Forms 84M and 84-1M into the Cadet Flt/CC immediately after the inspection.

- (4) The Cadet Flt/CC will review and initial the consolidated Flight Standby Inspection Discrepancy Report. The Cadet Flt/CD will turn this report in to the FTO (NLT CTQ on the day of the inspection).

3. EVALUATION

Your FT performance will be evaluated and recorded. Your FTO will review the evaluation forms and other data, including Fitness Assessment scores and academic test results, to complete a Field Training Performance Report (FTPR), which will become a permanent part of your cadet record. It will influence your detachment commander's decision on your admission to and/or continuation in the POC and your suitability for commissioning. The following paragraphs detail each graded portion of FT.

- a. **Initial Knowledge Assessment.** Cadets will demonstrate their individual preparedness for FT on their knowledge of GMC SOBs as outlined in AFROTCI 36-2011v1.
- b. **Drill Evaluation.** Cadets will demonstrate their ability to lead a flight using drill movements during flight drill evaluation while also demonstrating proper uniform standards.
- c. **Health Assessment.** Cadets will complete a scored diagnostic Fitness Assessment in order to proceed with FT.
- d. **Active Learning.** Cadets will attend academic instruction sessions and demonstrate knowledge retention through several individual effort exams.
- e. **Leadership.** Cadets will be formally and informally evaluated on their leadership abilities through peer/team dynamics and interactions, mission-based scenarios, GLPs, and the Leadership Reaction Course.
- f. **FTO Evaluation.** The FTO evaluation is based off each individual cadet's flight ranking. A cadet's ranking is based off many factors which may include: active followership, performance in Flight/Squadron/Group leadership positions, performance in Flight non-leadership positions, adaptability to FT, peer ranking, CTA ranking, and attitude.

- g. **Peer Ranking.** Cadets will evaluate, rank, and provide feedback to their fellow flight members.

4. FEEDBACK/COUNSELING

During FT you will receive various feedback sessions. These sessions will provide you with information and constructive feedback allowing you the opportunity to understand how your performance is being perceived and, if necessary, adjust that performance.

- a. **Initial Feedback/Initial Evaluation.** Your FTO will conduct an initial feedback with you on TD-0. During this meeting, your FTO will express his/her expectations for your performance. Also during this session your FTO will evaluate your Warrior Knowledge based on information contained in this FTTPG.
- b. **Counseling.** Throughout FT, your FTO will provide counseling/feedback to identify your observed level of *Preparation for Field Training* and also advise you of your current *Strengths* and *Areas for Improvement*. For the Areas for Improvement, the FTO will offer you suggestions for achieving the desired level of performance.
- c. **Final Counseling.** Your FTO will conduct a final feedback session no earlier than three days prior to the end of FT. During this session, your *Strengths* and *Areas for Improvement* will be highlighted on the FTPR. (NOTE: The evaluation period does not end until you physically depart FT; your formal rating could change.)
- d. **Additional Feedback.** Your FTO may schedule additional feedback sessions he/she deems necessary in order to clarify expectations or discuss behavior or performance concerns.
- e. **AETC Form 341, Excellence/Discrepancy Report.** The AETC Form 341 is used to document both extraordinary performance and “on the spot” counseling. All AETC Forms 341 will be turned in to the FTO before CTQ each day.
 - (1) Cadets must have three AETC Form 341s with first two lines completely filled out on their person at the beginning of each day. The date on the form will reflect the training day such as “TD-3” rather than the calendar date.

- (2) FT staff members issuing discrepancies may personally annotate a cadet's AETC Form 341 with a description of the discrepancy (or discrepancies), identify the corresponding category, flight/office information, and signature. Multiple discrepancies may be recorded on the AETC Form 341.
- (3) Cadets receiving excessive amounts of AETC Forms 341 will be counseled using an AFROTC Form 17. Continued poor performance will result in a second AFROTC Form 17 and counseling from the ADO. If the poor performance continues, the cadet will be referred to the DO who will administer a third AFROTC Form 17 and counseling, as well make a retain/remove recommendation to the FTU/CC.

CHAPTER 8: MEDICAL TREATMENT AND FIRST AID

It is imperative to arrive at FT in good physical and mental health. You will be required to follow basic rules for all prescription and over-the-counter (OTC) medications taken while at FT.

- a. **Physical Exams.** In order to attend FT you must have a certified military physical exam on file. For example: Department of Defense Medical Review Board (DODMERB) or a Military Entrance Processing Station (MEPS). Further, if there has been a significant change in your health since your physical exam was completed (such as surgery or diagnosis of a chronic disease), you must inform your detachment before proceeding to FT. Failure to do so could result in your immediate removal from FT.
- b. **Immunizations.** The MMR (Measles, Mumps, Rubella) and Varicella (Chicken Pox) vaccinations are required in order to attend FT. You must provide proof of vaccination or a positive blood titer to your detachment ASAP after notification of your selection to attend FT. Your detachment will not be able to process your FT order and travel request without official documentation on file. [Note: Varicella is a two-shot series, split by a wait period between shots; plan accordingly]. If you had the Chicken Pox disease as a child, it must be medically documented with the specific date of disease or date of positive blood titer. Cadets are responsible for obtaining required immunizations and all associated costs.
- c. **Medications.** During in-processing cadets are required to disclose all prescription/non-prescription medications to the staff healthcare provider. Cadets may be allowed to keep items such as acetaminophen (*Tylenol®*), ibuprofen (*Advil®* or *Motrin®*), naproxen (*Aleve®*), over-the-counter antacids, general multi-purpose vitamins (**limited to a 15 day supply**), topical medications/creams, non-pseudoephedrine containing *Claritin®* or *Zyrtec®* and personal prescription medications with the pharmacy label attached. Weight loss or energy formulas, pseudoephedrine or pseudoephedrine-containing medications, caffeine supplements, and herbal supplements are not allowed. All medications must be in their original bottle, not in a zip lock bag, envelope etc. The FTU/CC will make the final determination concerning any item that does not comply with the preceding guidelines.

- (1) Cadets with prescription medications must have a physician's statement detailing any/all side effects (Exception: birth control pills). If the medication will hinder completion of FT, the cadet will be released from FT without prejudice.
 - (2) Secure authorized medications; do not allow use or access by other cadets.
 - (3) Cadets who require regular, scheduled maintenance shots must bring a doctor's note detailing any/all side effects. The note must be presented during in-processing and indicate how often the shots are required and when the next scheduled injection is due. Depending upon the type of medication, the cadet may be responsible for the cost of the injection.
 - (4) Medications received in the mail are not authorized without proper medical coordination.
 - (5) Cadets who use/receive prescription medication during FT will notify their FTO.
- d. **Medical Treatment.** The FT staff is comprised in part of a small medical team. If you require medical care, notify your FTO.
- (1) **Sick Call.** Sick Call hours and procedures will be provided to cadets upon arrival at FT.
 - (2) If you require treatment at a civilian facility, you will file a Department of Labor (DoL) claim for reimbursement of incurred costs. While the FT staff and your detachment will assist with filing the claim, **you are ultimately responsible for the costs and the reimbursement process.** Additionally, you must inform civilian medical treatment facility personnel that your release paperwork must be signed by a physician. **DoL will not accept paperwork endorsed solely by physician assistants or nurses.**
 - (3) Upon returning from FT, you should report to your detachment and begin working with detachment personnel to ensure all necessary information has been submitted to the DoL. DoL is the approval/disapproval authority for reimbursement of medical expenses.
- e. **Heat Stress.** Due to the physical nature of training, heat and heat indexes are always a concern. To combat the effects of heat, you must actively replace the water and electrolytes your body loses

through perspiration. It is recommended that you drink $\frac{1}{2}$ to 1 quart of water per hour for no more than 12 quarts a day or more than $1\frac{1}{2}$ quarts an hour for water replacement. Rapid ingestion of large amounts of water (more than $1\frac{1}{2}$ quarts per hour) can lead to acute water intoxication. Due to the variable sizes of hydration systems, additional guidance will be provided by the FT staff. The preferred method of electrolyte replacement is a balanced diet. You should salt your food to taste. Sports drinks are acceptable interim measures but should not substitute for meals. Early signs of heat stress disorders include dizziness, headache, dry mouth, unsteady walk, weakness, moist/sweating skin, confusion, vomiting, and muscle cramps. If you or anyone else exhibit these signs, notify the closest staff member immediately.

- f. **First Aid.** There may be situations where it is necessary to administer first aid or “buddy care” for minor injuries or until medical personnel arrive. In addition to the heat-related conditions above, the following conditions may arise:
 - (1) **Blisters.** Blisters are the most common FT-related injury. Soft feet, coupled with skin stress and unsuitable shoes and/or wet socks, can produce severe blisters. As a result of friction acting on the skin, fluid collects under the skin’s surface at the “hot spot.” Blisters may be clear or watery, but if deeper tissues have been affected they may also contain blood.
 - (a) Protect against abnormal amounts of friction by applying talcum powder or petroleum jelly to the skin before putting on socks. Wearing thick or two pairs of socks during activities can also help guard against blisters. Keep your feet clean and dry at all times. If your socks get wet, change them as soon as possible. Nylon socks are an additional recommendation – be sure to bring these items with you to FT.
 - (b) If prevention fails and a blister forms, clean it, apply a sterile bandage, and leave it alone for 24 hours. If the blister is large, seek medical care.
 - (2) **Insect Bites.** Although usually not a major health consideration, an insect bite can be extremely painful and in rare cases may cause a severe reaction. Most insect bites may

be avoided by using insect repellent, rolling down sleeves, and blousing boots. For severe reactions, seek medical attention as soon as possible.

- (3) **Ants, Bedbugs, Chiggers, and Mosquitoes.** Wash the bite area thoroughly with soap and cool water. To control swelling, cover the bite with a very cold wet cloth. Inform FT cadre immediately if you believe your bedding is infested with bedbugs.
- (4) **Ticks.** Ticks are known to carry various illnesses. Remove imbedded ticks immediately with protected fingertips or tweezers. Scrub the area with soap and water for 5 minutes and search the entire body for additional ticks. If a fever, headache, or chills develop, **seek medical attention**.
- (5) **Bees, Wasps, and Hornets.** Treat the same as above. Also, remove the stinging apparatus.
- (6) **Scorpions and Spiders.** A scorpion or spider bite can cause severe allergic reactions. In the event of a bite, be able to describe the insect. Position the victim's body to ensure the bite is below heart level. Keep victim quiet, warm, and watch for breathing difficulties. Apply a very cold, wet cloth to the affected area and **seek immediate medical attention**.
- (7) **Plant Poisoning.** Although swallowed plant poisonings are rare at FT, contact poisonings are fairly common. Most contact poisonings result from encounters with Common Poison Ivy, Western Poison Oak, and Poison Sumac.
 - (a) Symptoms of exposure may not begin for 48 hours after exposure and may include a severe rash with redness, blisters, swelling, burning, itching, and high fever.
 - (b) To treat, carefully remove contaminated clothing and wash the exposed area thoroughly with mild soap and water. Apply rubbing alcohol and calamine lotion to control the itching. If a severe reaction occurs, seek medical help.
- (8) **Animal Bites.** **Contact medical personnel or FT staff immediately.** Control the bleeding. Flush the wound immediately with cool running water to remove saliva and cleanse thoroughly with mild soap (if available) for 5

minutes. Cover the site with a sterile pad or clean cloth and instruct the victim not to move the affected area.

- (9) **Snakebites.** All snakebites (poisonous or nonpoisonous) should have immediate medical attention – be sure to get a good identification of the snake (color, designs, head shape, sounds, etc.). **Contact medical personnel or FT staff immediately!**

- (a) Do not give sedatives, aspirin, or any other medication to relieve pain. Also, do not apply cold compresses, ice, chemical ice packs, or any other methods of cold therapy. Have the victim lie down and keep as still and calm as possible. Adjust the victim's body so that the bite site is below heart level. It is important to be alert for breathing difficulties and to be prepared to treat for shock.
- (b) Mild to moderate snakebite symptoms include mild swelling or discoloration, mild pain with a tingling sensation at the bite site, rapid pulse, weakness, blurred vision, nausea, vomiting, and shortness of breath.
- (c) Severe snakebite symptoms include the following: rapid swelling, numbness, severe pain at the bite site, pinpoint pupils, slurred speech, shock, convulsions, paralysis, unconsciousness, and no breathing or pulse.

- (10) **Shock.** This generally occurs to some degree after an injury and, when severe, can cause death.

- (a) Symptoms of shock may include a dazed or confused look and, depending on the injury, the cadet may be pale or flushed. Breathing will be irregular or weak, vomiting may occur, and the person may lose consciousness.
- (b) Have the cadet lie on their back; keep the head level or slightly elevated above the body. Loosen the person's clothing around the chest and neck. If the skin is pale and cool, cover the person with one or more blankets to provide warmth--be careful not to overheat. If the skin is hot and red, apply towels or napkins soaked in cool water until the skin returns to normal temperature. **Never give a person in severe shock anything to eat or drink. Seek medical treatment immediately!**

CHAPTER 9: PHYSICAL TRAINING (PT)

1. OVERVIEW

PT is an integral part of your FT experience and will include activities such as the Fitness Assessment (FA), warrior run, dynamic stretching, calisthenics, competitive sports, etc. To minimize the risk of injury, CADETS MUST ARRIVE READY TO PARTICIPATE IN STRENUOUS PHYSICAL ACTIVITY.

2. PT SESSIONS

- a. **Fall in By Squadron.** Form up in column formation, without a guide. Each flight will face their Flt/PFO. Cadets will ground their gear in a standardized way in straight lines. Cadet spacing will be double arm's length apart on each side and to the front and rear. The Cadet GP/PFO ensures the group is at parade rest and prepared for the PT session.
- b. **Reporting Procedures.** The Cadet GP/PFO initiates by commanding “**GROUP**”. The SQ/CCs will command “**SQUADRON**”, followed by the Cadet GP/PFO’s command “**ATTENTION**.” Starting with Squadron 1, each SQ/CC will salute the GP/PFO and say “**Ma’am/Sir, Squadron _____ is ready for PT.**”
- c. **Exercise Procedures.** The Cadet GP/PFO commands “**I am the center, face the center, face.**”
 - (1) The Cadet GP/PFO will announce warm-up exercises in the following manner: “**The first exercise of the day will be (exercise). It is a ___-count exercise. We will perform ___ repetitions. Position of the exercise, MOVE!**” All flights will then assume the appropriate position. The Cadet GP/PFO will then give the command of execution, “**Ready, BEGIN!**”
 - (2) The Cadet GP/PFO will call cadence and each flight will respond on the completion of each set. Example follows:
Cadet GP/PFO calls, “1...2...3...etc.”
Cadets respond, “ONE”
Cadet GP/PFO calls, “1...2...3....etc.”
Cadets respond: “TWO”
 - (3) Following the completion of each exercise, cadets will respond as follows:
Cadet GP/PFO announces, “**RECOVER.**”

Cadets respond, “***AIR POWER!***”

- d. Any exercise requiring a partner, flight members will be paired by gender (male/male and female/female). In the event there is an extra cadet, a CTA of the same gender or a member from a different flight may be used.
- e. All cadets are required to bring a PT towel.
- f. After the warm-up exercises, the Flt/PFO will move the flight to the starting point of the day’s physical activity.
- g. **Closing Formations.** Fall in by flight and squadron. The Cadet GP/PFO will ensure everyone has put on their equipment and the formation is at attention. Then a member of the FTU staff will dismiss the entire formation.

CHAPTER 10: FORMATION PROCEDURES

1. OVERVIEW

Cadets must adhere to the procedures outlined below and instructions given by FTU staff.

2. FORMATIONS

a. Definitions.

- (1) **Detail.** Formation of two to four cadets. In details of two, the detail leader marches on the right. In details with three or four cadets, the detail is properly sized and the cadet in the right rear position will lead the detail. When in a detail to retrieve a guidon, the cadet on the right will carry it, regardless of their assigned duty for that day.
- (2) **Flight.** Formation of five or more cadets. This includes a designated flight leader, usually the Cadet Flt/CC. There will be at least two, but no more than four, elements.
- (3) **Guide.** The guide marches, without a guidon, in front of the highest numbered element leader and will regulate the direction and rate of marching (front-right corner when in column formation).
- (4) **Guidon Bearer.** The guidon bearer marches, with a guidon, in either a detail of two or a flight with six or more cadets (Cadet Flt/CC, four cadets, and a guidon bearer). He/She assumes the same position as the guide in a formation. The guidon bearer will perform all proper movements in accordance with DAFPAM 34-1203, Section 5C.
- (5) **Road Guard.** Cadet designated to stop traffic when cadets cross a road or parking lot.

b. General Guidance.

- (1) The Cadet Flt/CC's first responsibility is the safety of the formation. Therefore, situational awareness of the surroundings is critical and must be maintained at all times, even when stationary.
- (2) Cadets will not talk while in formation.

- (3) **Double-Time.** Double-time is permitted during daylight hours on paved surfaces, or during dusk/dawn formation runs providing cadets wear reflective gear or carry a flashlight, with the following exceptions. Cadets will not double-time within one hour after eating or when crossing a street.
- (4) All cadets will move on sidewalks, parking lots, troop walks, and other improved surfaces. When there are none available, use unimproved surfaces with caution and while marching at ease. The Cadet Flt/CC will act as road guard for flights with 10 or fewer cadets. If traveling along a roadway, march with as few elements as practical (usually two) and, when available, in the designated running lane. If no designated running lane exists, cadets will march against the flow of traffic.
- (5) All members of a formation must carry operable flashlights during hours of darkness and period of reduced visibility. (Exception: Reflective gear is a suitable substitute during formation runs.)
- (6) Cadets do not have the authority to place flights “*at ease*” or “*at rest*” at any time. If a flight member wishes to address the flight, he/she must first request permission from the Cadet Flt/CC to address the flight and then do so from the position of attention. The flight will also be at the position of attention. Individual flight members cannot address the flight while the flight is in transit. However, flight members may request from the Cadet Flt/CC permission to ask a question or to make a statement in order to address a safety concern.

3. ROAD GUARD PROCEDURES

a. General Information.

- (1) Road guards will wear a fluorescent/reflective vest during all hours of the day while performing this duty and will carry a flashlight during hours of darkness.
- (2) Each flight will use their own road guards and will not “piggyback” on other flights (for example: March more than one unit across the street without allowing traffic to proceed between them) unless directed to do so by FTU staff.

- (3) The Cadet Flt/CC will render all courtesies for the flight. If an officer (on foot) or staff vehicle passes (from the front) the person in charge will render courtesies. If a staff vehicle approaches the flight while crossing an intersection the road guard will not salute (due to safety). The person in charge will march the flight across the street, halt the flight, call in the road guards, and then render courtesies to the staff vehicle. Safety is the priority in this situation.

b. **Procedures.**

- (1) For safety reasons, flights will always be halted six paces from the edge of the crossing.
- (2) Road guards will wear road guard vests at all times while marching.
- (3) Road guards will always fall into the rear of the flight.
- (4) Both squadron and flight marching utilize the same processes listed below.
- (5) Prior to moving as a flight, the Cadet Flt/CC will command, **“Road guards, don your gear”**.
- (6) While approaching an intersection, approximately 10 paces away, the Cadet Flt/CC will command **“Road guards, out.”** The road guards will run from the rear of the flight, safely move ahead of the flight, and safely proceed into the intersection to stop traffic.
- (7) If required, the Cadet Flt/CC can call a specific amount of road guards out of the flight (i.e. “two road guards, out” or “four road guards, out”).
- (8) If vehicles are proceeding through the intersection, the road guard(s) will raise their hand(s) and the Cadet Flt/CC will halt the flight. The Road guards will then allow the vehicle to pass through the intersection and then proceed into the roadway to stop any other traffic while the Cadet Flt/CC marches the flight through the intersection.
- (9) If utilizing squadron marching, when the squadron enters the road way, the rear flight’s road guards will run forward and tap out the front flight’s road guards in time for the first road guards to return to the rear of their flight.

- (10) After the flight passes through the intersection, the Cadet Flt/CC will command, “**Road Guards, In**” without halting the flight.
- (11) At the command of “**Road Guards, In**” the road guards will return to the rear of the flight.
- (12) When arriving at the flight’s final destination, the Cadet Flt/CC will give the command “**Road guards, secure your gear.**” Road guards will then stow their gear in preparation for the flight’s next task.

4. GUIDON PROCEDURES

- a. Each flight of six or more cadets will carry their guidon from start to end of the academic day while marching from one location to another on Maxwell AFB, except when specifically instructed by staff not to.
- b. The guidon will be carried to all events except the LRC, PT, and other events as directed by FTU staff. If there is no guidon holder at the event, the guidon bearer will make every effort to ensure the guidon is stored/displayed properly and will not become a safety hazard. Guidons will not be posted by jamming them into the ground.
- c. **Storage of the Guidon.** Flight guides are responsible for storing the guidon in the appropriate rack when not in use. Guidons will not be placed with the tip of the ornament on the ground or with the pennant wrapped tightly around the staff. If entering a building that does not have a storage rack, cadets will take the guidon inside with them and place it out of the way, leaning into a corner so that it will not fall. (NOTE: When entering a building with a guidon, cadets will announce “GUIDON” in order to alert others in the area to the hazard.)
- d. Cadets will take care of the guidon. If any part of the guidon breaks, cadets will not attempt to repair it. They will take the guidon to their FTO or CTA for repair.

5. BUILDING ENTRANCE AND DEPARTURE PROCEDURES

Entrance and departure procedures are necessary in order to promote good order and discipline among cadets while entering or exiting any permanent structure, including academic buildings, dormitories, etc.

These procedures apply to squadron, flight, and detail formations. If a door becomes propped in the open position, the last cadet entering will close it.

- a. Upon halting the flight and prior to entering the facility, the Cadet Flt/CC will command, "**Guidon bearer, secure the guidon and post the door.**" If there is no guidon, the Cadet Flt/CC will command "**Guide, post the door.**" The Cadet Flt/CC will then command, "**COLUMN OF FILES FROM THE RIGHT (LEFT), FORWARD.**" Upon the Cadet Flt/CC's command of "**FORWARD**," the element leader of the selected element turns his/her head 45 degrees to the right (left) and echoes the Cadet Flt/CC's command of "**FORWARD**." At the same time the remaining element leader(s) turns his/her head 45 degrees to the right (left) and commands, "**STAND FAST.**" Their heads stay turned until they step off. After all element leaders have echoed the appropriate command, the Cadet Flt/CC will command, "**MARCH.**"
- b. Upon the Cadet Flt/CC's command of "**MARCH**" the selected element will step off and enter the facility. In turn, the element leader of each remaining element will command, "**FORWARD, MARCH**" as the last cadet in the preceding element has passed. Giving the command as the left foot strikes the ground will ensure their element is in step with the preceding element. All elements will incline in the appropriate direction, following the leading element in successive order.
- c. The Cadet Flt/CC will be the last person from his/her flight to enter the building.
- d. While marching as a detail, the cadet in charge will command, "**DETAIL HALT,**" followed by the command of "**FALL OUT.**" The cadets will then enter the building.
- e. The Cadet Flt/CC will be the first member of the flight to depart the building and will designate the position for forming the flight. The flight will exit the building and form up on the guide, in line formation, three elements, facing the Cadet Flt/CC. When departing as a detail, cadets will exit the building in an orderly manner and form up on the sidewalk. There will be no talking in formation. Cadet Flt/CCs will take care to not block traffic into or out of the building. The last cadet in a formation will ensure the facility door is closed.

6. DETAIL MARCHING PROCEDURES

Detail marching procedures must be used when 2 to 4 cadets are transiting. In details of 2, the detail commander marches on the right. In details with 3 or 4 cadets, the detail is shorter tapped, placing the taller cadets in the rear of the formation. In this formation, the cadet in the right rear position is the detail commander. The detail commander will render all greetings, just as he/she would if they were a flight commander.

- a. When a detail retrieves a guidon, the cadet on the right (or right front in formations of 3 to 4 cadets) will carry the guidon, regardless of their assigned duty for that day.
- b. When on improved surfaces, the detail commander will command “Detail, FALL IN.” Once the detail is in the proper formation, the detail commander will give proper commands to move his/her detail from one location to the next as quickly as possible.
- c. When on unimproved surfaces, the detail commander will command “Detail, FALL IN.” Once the detail is in the proper formation, the detail commander will command “Route step, MARCH,” at which time the detail will take one 24-inch step and assume route step. While at route step, the only command that may be given is Incline to the Right (Left). The detail must be at attention to call any other commands.

CHAPTER 11: FIELD TRAINING COMPLETION

1. REQUIREMENTS

If you are absent from FT more than 15 cumulative training hours, the FTU/CC will review your FT performance for retention/release purposes.

2. NON-COMPLETION

There are many reasons you may be released from FT. These reasons may be within your control or out of your control. If you are released, the FTU/CC (or delegate) will notify your detachment commander and observe while you contact a family member and inform them of your new travel itinerary. An FTPR will be completed and filed in WINGS. Cadets released from FT with prejudice will be Det dropped (non-contract) or investigated for disenrollment (contract) once they return to their detachment.

- a. **Administrative (Emergency Absence).** In the event of an emergency, the FTU/CC may authorize you to be absent from training for up to 15 cumulative training hours. Otherwise, you may be released without prejudice. Emergencies must be verified through the American Red Cross.
- b. **Medical Release.**
 - (1) Cadets placed on profile that prevents or restricts their active participation in FT events (i.e., PT, competitive sports, assault/confidence course, etc.), will be assessed by FT medical staff and may be referred to FTU/CC (or delegate) for retention/release purposes. If released, the cadet will be released without prejudice.
 - (2) Cadets medically restricted to quarters or admitted to the MTF for a cumulative period exceeding 15 training hours, will be released without prejudice.
- c. **Did Not Attend.** This classification applies if a cadet does not show up, whatever the reason, for the assigned MAX. Notify your Detachment as soon as you discover that you are unable to attend FT. HQ AFROTC will determine if the no-show constitutes a release without prejudice, or a released with prejudice from FT.
- d. **Self-Initiated Elimination (SIE).** SIE means that you voluntarily withdraw yourself from FT. You will be counseled

and must state your reasons for withdrawing in an official memorandum to the FTU/CC. You must acknowledge receipt of the FTU/CC's comments by endorsement and will be removed with prejudice.

- (1) If you are a contract cadet, an SIE will jeopardize your future status as a candidate for a commission in any branch of the US Armed Forces. It could also result in an involuntary call to extended active duty in your enlisted grade or recoupment of paid scholarship benefits.
 - (2) If you are a non-contract cadet, an SIE may jeopardize your future status as a candidate for a commission in any branch of the US Armed Forces.
- e. **Performance.** The FTU/CC is the authority for releases based on unsatisfactory performance. Examples of cause for releases with prejudice from FT include, but are not limited to: misconduct, lack of discipline, Honor Code violations, drug or alcohol involvement, indifference to training, or poor performance in leadership positions/evaluations.

CHAPTER 12: AWARDS

1. INDIVIDUAL FIELD TRAINING AWARDS

FT awards are given for exceptional performance at FT and are reflected on recipient's FTPR. Ribbons associated with each award will be presented at the detachment.

- a. **Field Training Distinguished Graduate (FTDG) Award.** After each encampment, cadets are given an overall ranking based on the number of cadets that attended their encampment. Cadets completing FT with an overall cadet ranking that is within the top 10 percent, as identified by the FTPR, will be designated as a distinguished graduate and is authorized to wear the FTDG ribbon. This ranking is based on a cadet's overall FT performance and is derived from many inputs such as test scores, FA score, and other evaluation points.
- b. **Field Training "Ironman" Award.** The FT Ironman Award recognizes one male and one female cadet in each encampment with the top FA score at FT. All components of the FA must be completed to qualify. In the event of a tie, cadets will be given additional points - based on the age/gender appropriate Fitness Assessment Chart from DAFMAN 36-2905 - as follows: 1 point for each pushup and each sit-up beyond the numbers listed for maximum Muscle Fitness points; and 1 point for each 5 seconds faster than the time listed for maximum Cardiorespiratory Endurance points. The faster 1.5-mile run time will be used to break any ties. Additionally, all cadets who score a 100 are authorized to wear the Physical Fitness ribbon. NOTE: This is the same ribbon as the detachment Physical Fitness Award.
- c. **Warrior Spirit Award.** This award will be peer-nominated and recognizes the cadet in each FT flight who best exemplifies the Air Force warrior spirit. Criteria should include appearance, attitude, enthusiasm in duty performance, and physical fitness. Awarded to one cadet in each FT flight. Ties will be decided by the FTO. (NOTE: This is the same ribbon as the detachment Warrior Spirit Award.)

2. FIELD TRAINING SQUADRON/FLIGHT AWARDS

FT flight awards are given for exceptional flight (team) performance and are reflected on recipient's FTPR. Criteria are listed below. NOTE: These are the same ribbons as the detachment Honor/Warrior Flight

Ribbons. Receipt of one of these awards for FT is equivalent to one of the same award at the detachment. Ribbons associated with each award will be presented at the detachment.

- a. **Field Training Honor Flight Ribbon.** Honor Flight will be based on test scores, SBIs, ORIs, and/or other evaluation points.
- b. **Field Training Warrior Squadron Ribbon.** Warrior Squadron may be based on flight performance on FAs, mission scenarios, and/or other evaluation points as determined by FTU staff.

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

-Italian Air Marshall Giulio Douhet

ATTACHMENT 1: GLOSSARY OF REFERENCES

References

- AFI 34-1201, *Protocol*, 18 August 2020
- AFI 36-2014, *Pre-Commissioning programs*, 15 July 2019
- AFI 36-2903 _AFROTC SUP, *Dress and Personal Appearance of Air Force Personnel*, 24 July 2018
- AFI 36-2905 _AFROTC SUP, *Fitness Program*, 23 April 2018
- AFI 48-110 _IP, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, 16 February 2018
- AFH 36-2618, *The Enlisted Force Structure*, 5 July 2018
- AFROTCI 36-2011v1, *Cadet's Guide to Leadership Laboratory (LLAB) Curriculum*, Academic Year 2022-2023
- AFROTCI 36-2011v3, *Cadet Operations*, 31 March 2022
- AFTTP 3-4, *Airman's Manual*, 11 January 2019
- CJCSI 1800_01F, *Officer Professional Military Education Policy*, 15 May 2020
- DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020, Incorporating Change 2, 15 March 2021
- DAFI 52-201, *Religious Freedom in the Department of the Air Force*, 22 Jun 2021
- DAFMAN 36-2905, *Fitness Program*, 21 April 2022
- DAFPAM 34-1203, *Drill and Ceremonies*, 13 September 2022

Adopted Forms

- DD Form 1351-2, Travel Voucher or Sub-voucher
- AETC Form 341, Excellence/Discrepancy Report
- AFROTC Form 17, Cadet Field Training Counseling Record

ATTACHMENT 2: ACRONYMS

ATL	Atlanta International Airport
Cadet Flt/AO	Flight Academics Officer
Cadet Flt/CC	Flight Commander
Cadet Flt/CD	Deputy Flight Commander
Cadet Flt/D&C	Flight Drill & Ceremonies Officer
Cadet Flt/PFO	Flight Physical Fitness Officer
Cadet Flt/STANDO	Flight Standardization Officer
Cadet GP/AO	Group Academic Officer
Cadet GP/CC	Group Commander
Cadet GP/D&C	Group Drill and Ceremonies Officer
Cadet GP/PFO	Group Physical Fitness Officer
Cadet GP/STANDO	Group Standardization Officer
Cadet Sq/CC	Squadron Commander
Cadet Sq/CD	Deputy Squadron Commander
CC	Commander
CTA	Cadet Training Assistant
CTQ	Call to Quarters
CV	Vice Commander
D&C	Drill and Ceremonies
DD	Department of Defense (Form)
DM	Dorm Maintenance
DTS	Defense Travel System
FA	Fitness Assessment
FTDG	Field Training Distinguished Graduate
FTL	Field Training Liaison
FTO	Flight Training Officer
FTTPG	Field Training Trainee Preparation Guide
FTU	Field Training Unit
FTU/CC	Field Training Unit Commander
FTU/MSG	Field Training Unit Mission Support Group
GLP	Group Leadership Problem
GTR	Government Transportation Request
IAW	In Accordance With
ICT MOUT	Individual Cadet Time
NCO	Military Operations in Urban Terrain
NCOIC	Non-Commissioned Officer
NLT OCP	Non-Commissioned Officer In Charge No Later Than
OIC	Operational Camouflage Pattern
PH	Officer in Charge
POD	Personal Hygiene
POV	Point of Departure
PT	Privately Owned Vehicle
	Physical Training

PTG	Physical Training Gear
QRC	Quick Reference Cards
SDCS	Commander's Support Staff
SIE	Self-Initiated Elimination
TCCC	Tactical Combat Casualty Care
TD	Training Day
VW	Vigilant Warrior
UOD	Uniform of the Day
WBGT	Wet Bulb Globe Temperature

ATTACHMENT 3: STANDARDS OF BEHAVIOR

The following standards of behavior are an adaptation of the Institutional Competencies and Sub-competencies of the AFI36-2014, *Pre-Commissioning programs*.

PREPARATION FOR FIELD TRAINING

IMAGE AND BEARING: Evaluates military bearing and personal appearance: posture; discipline in formation/at attention; sharpness of drill movements; formality; inspection readiness; daily appearance in uniform

DRILL AND CEREMONIES: Evaluated through performance when commanding or participating in a marching formation (IDE, transitory drill...etc.)

PHYSICAL FITNESS ASSESSMENT: Assesses a cadet's physical stamina and readiness through the performance of pushups, sit-ups, and a 1.5 mile run.

PROFESSIONAL QUALITIES

CUSTOMS AND COURTESIES: Evaluated through daily interactions; correct use of reporting procedure, FT-specific greetings, and saluting; respectful when speaking to superiors and subordinates.

DEVELOPMENT OF SELF: Shows interest in feedback; shows dedication to improve actions, behavior, and attitude; makes efforts to prevent similar mistakes; continuously seeks information and improvement of skill particularly in support of enhanced military capability.

OWNERSHIP/PERSONAL RESPONSIBILITY: Aftermath of leadership activities/position, suspenses; behavior after making personal mistakes and/or teammates make mistakes.

WARRIOR ETHOS: Ability to adapt and embrace the military environment

LEADERSHIP SKILLS

COORDINATES, DELEGATES, and DIRECTS: Ability to coordinate actions and delegate/direct activities such as assigning details, LRC, GLPs, classroom and dorm room prep.

DIVERSITY AND MULTICULTURALISM: Ability to relate and interact positively and appropriately in diverse groups of people and environments; fair and objective.

DEVELOPS/CARES FOR OTHERS: Improves skill and performance of others by coaching, mentoring, delegating, and providing feedback.

DYNAMIC LEADERSHIP: Application of management functions; ability to change leadership styles to meet needs of the situation/personnel.

ETHICS: Adheres to, and performs within, the Air Force core values. Maintains and enforces standards.

FOLLOWERSHIP/TEAM PLAYER: Observed during LRC, GLPs, Leadership Scenarios

VERBAL/WRITTEN COMMUNICATION: Use of appropriate language, volume, and enunciation to pass information and ideas to others.

JUDGMENT AND DECISION-MAKING SKILLS

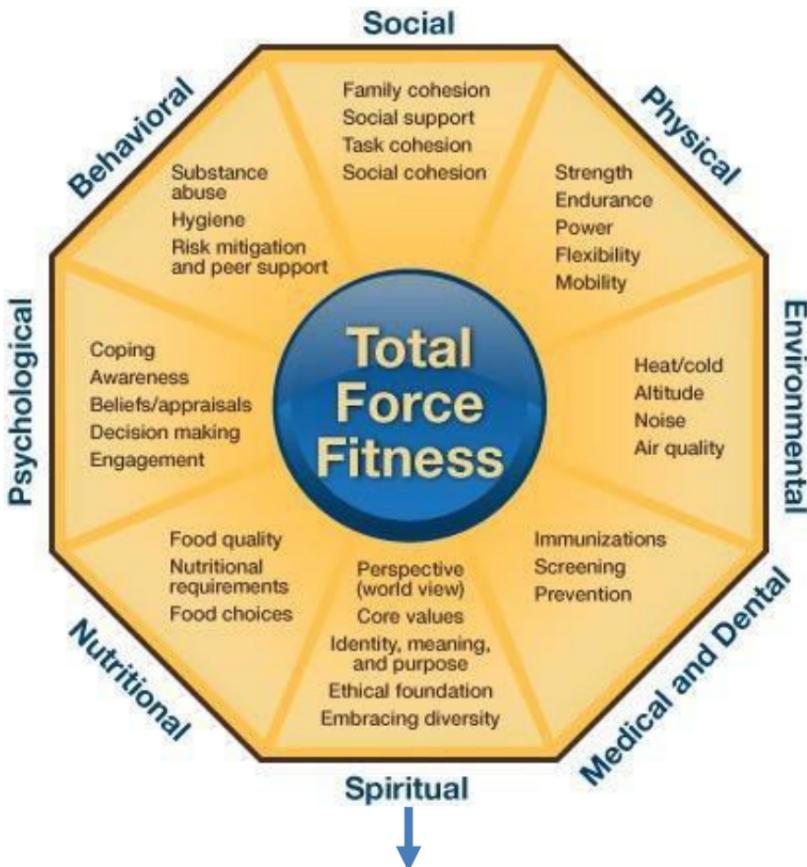
ATTENTION-TO-DETAIL/SITUATIONAL AWARENESS: Ability to identify, assess, and utilize data/information to accomplish tasks without waste of resource or exposure to excessive risk.

TIME MANAGEMENT: Effectively executes a multitude of tasks.

RESOURCE MANAGEMENT: Ability to identify, acquire, conserve personnel and equipment to appropriately in situational environment.

CHANGE MANAGEMENT: Evaluates to what level cadets can remain effective when experiencing change in tasks and/or environment.

ATTACHMENT 4. COMPREHENSIVE AIRMAN SUPPORT



Chaplains and Religious Affairs Airmen form a Religious Support Team (RST) that can help YOU re-focus your spiritual fitness (a sense of purpose and meaning in your life as viewed through a set of values, principles, and ethics)! How:

- 100% confidential counseling
- Provides or coordinates for religious services
- Advocate for your religious needs
- Be that helping hand during Field Training!

ATTACHMENT 5. AFTTP 3.4 QUICK REFERENCE CARDS

AFTTP 3-4

COMMUNICATE

11 January 2019

QRC 6.1 PHONETIC ALPHABET

Letter	Phonetic	Spoken As
A	ALFA	<u>AL</u> -FAH
B	BRAVO	<u>BRAH</u> -VOH
C	CHARLIE	<u>CHAR</u> -LEE
D	DELTA	<u>DELL</u> -TAH
E	ECHO	<u>ECK</u> -OH
F	FOXTROT	<u>FOKS</u> -TROT
G	GOLF	<u>GOLF</u>
H	HOTEL	<u>HOH</u> -TELL
I	INDIA	<u>IN</u> -DEE-AH
J	JULIETT	<u>JEW</u> -LEE-ETT
K	KILO	<u>KEY</u> -LOH
L	LIMA	<u>LEE</u> -MAH
M	MIKE	<u>MIKE</u>
N	NOVEMBER	<u>NO</u> -VEM-BER
O	OSCAR	<u>OSS</u> -CAH
P	PAPA	<u>PAH</u> -PAH
Q	QUEBEC	<u>KEH</u> -BECK
R	ROMEO	<u>ROW</u> -M-E-OH
S	SIERRA	<u>SEE</u> -AIR-RAH
T	TANGO	<u>TANG</u> -GO
U	UNIFORM	<u>YOU</u> -NEE-FORM or <u>OO</u> -NEE-FORM
V	VICTOR	<u>VIK</u> -TAH
W	WHISKEY	<u>WISS</u> -KEY
X	X-RAY	<u>ECKS</u> -RAY
Y	YANKEE	<u>YANG</u> -KEY
Z	ZULU	<u>ZOO</u> -LOO

NOTE: The underlined portion of the spoken word is the emphasized letter or syllable.

QRC 6.2 PHONETIC NUMBERS

Number	Spoken As
0	<u>ZE-</u> ROH
1	WUN
2	TOO
3	TREE
4	<u>FOW-ER</u>
5	FIFE
6	SIX
7	<u>SEV-UN</u>
8	AIT
9	<u>NINE-ER</u>

Number Example	Spoken As
44	<u>FOW-ER FOW-ER</u>
500	FIFE <u>ZE-</u> ROH <u>ZE-</u> ROH
7,000	<u>SEV-UN ZE-</u> ROH <u>ZE-</u> ROH <u>ZE-</u> ROH
16,000	WUN SIX <u>ZE-</u> ROH <u>ZE-</u> ROH <u>ZE-</u> ROH
144,899	WUN <u>FOW-ER FOW-ER</u> AIT <u>NINE-ER NINE-ER</u>

Procedure words: The military created its own procedure words (PROWORDS) to make communication as clear as possible.

PROWORD	EXPLANATION
Acknowledge	Lets sender know message received and understood
Affirmative	Yes; permission granted, that is correct
Break	I now separate the text from the other parts of the message
Break-Break	Cease all communication, priority message about to follow
Cancel	Cancel transmission (identify specific transmission) This procedure word does not have the same meaning as "disregard"
Correction	There is an error in this transmission. Transmission will continue with the last word correctly transmitted.
Disregard	This transmission is in error – disregard it. Do not use this procedure word to completely cancel transmitted messages
Go Ahead	Proceed with message
I Read Back	To ensure a message is accurately received, the originating station may request that all or part of the message is read back
I say again	I am repeating the transmission or the part indicated
I Spell	To spell the word phonetically
Loud & Clear (Lima-Charlie)	After some asks "How Copy" you reply with Loud & Clear if you can hear the individual without any interference
Message Follows	A message that requires recording is about to follow; transmitted immediately after a call
Negative	No; permission is not granted; that is incorrect
More to follow	Transmitting station has additional traffic for the receiving station
Out	This is the end of my transmission to you and no answer is required or expected.
Over	This is the end of my transmission to you and a response is necessary. Go ahead: transmit.
Radio check/ How Copy	What is my signal strength and readability? How do you read (hear) me?
Read Back	Repeat all of the specified part of this message back exactly as received
Roger	I have received your last transmission satisfactorily, radio check is loud and clear (lima-charlie), Last transmission received
Say again	Repeat all of your last transmission. Followed by identification data means "repeat – (portion indicated)."
WILCO	I have received your transmission, understand it and will comply. To be used only by the addressee. Since the meaning of Roger is included in WILCO, the two PROWORDS are never used together.

**QRC 19.1 GENERAL SELF-AID AND BUDDY CARE
(CASUALTY EVALUATION)**

Determine if Care Under Fire, see QRC 19.2 or
Tactical Field Care, see QRC 19.4
Always Treat for Shock, see QRC 19.9
Use Personal Protective Equipment (Gloves)

1. Stop any life-threatening bleeds (Circulation, see QRC 19.3, 19.5, and 19.8)
2. Establish an airway (Airway, see QRC 19.6)
3. Ensure casualty is breathing (Sucking Chest Wound, see QRC 19.8)
4. Prevent further disability:
 - Immobilize head/neck/back injuries (see QRC 19.10)
 - Place dressings on any other open wounds (see QRC 19.4)
 - Splint limb injuries (see QRC 19.13)
 - Treat abdominal wounds (see QRC 19.11)
 - Treat eye injuries (see QRC 19.12)
 - Treat burns (see QRC 19.14)
5. Minimize further environmental exposure (see Chapter 23)
6. Document all treatment on DD Form 1380
7. Evacuate as needed (see Chapter 20)

QRC 19.2 CARE UNDER FIRE

Return Fire As Directed/Required Before Providing Any Medical Treatment

1. Direct casualty to remain engaged as a combatant (if possible)
2. Direct casualty to move to cover and apply self-aid, if able
3. If casualty cannot return fire, have casualty "play dead" until enemy fire is suppressed and rescue plan is developed and executed
4. If the casualty has life-threatening bleeding coming from a limb, apply a tourniquet on the limb that is bleeding
5. Evacuate

QRC 19.3 COMBAT APPLICATION TOURNIQUET (C-A-T®) -CARE UNDER FIRE-

Always Treat for Shock, see QRC 19.9
Use Personal Protective Equipment (Gloves)

WARNING: *Do not* use wire, shoestring, or anything less than 1 inch wide.

WARNING: *Never loosen or remove* tourniquet once it is applied.

1. Expose wound, and place C-A-T® around extremity as high and tight as possible
 2. Route strap through friction adapter buckle
 3. Pull free end of band tight, and secure it onto itself using the velcro
 4. Twist the windlass rod until bleeding stops
- NOTE:** If you can twist the windlass rod more than three times, start over and ensure that the band is pulled tight against the extremity before twisting the windlass rod.
5. Insert rod into windlass clip
 6. Pull windlass strap tight over windlass clip and band to prevent the windlass rod from unwinding
 7. Mark the patient's head with the letter "T" and time that the tourniquet was applied, also annotate the date/time/location of the C-A-T® on the casualty card
 8. If needed, apply second tourniquet below initial tourniquet if bleeding has restarted or not stopped

QRC 19.4 CONTROL BLEEDING -TACTICAL FIELD CARE-

Always Treat for Shock, see QRC 19.9

Use Personal Protective Equipment (Gloves)

1. Apply direct pressure with hand and use dressing if available
 2. If bleeding has not stopped with direct pressure, use pressure points with elevation to control the bleeding
 3. If available, use combat gauze
- NOTE:** If the bleed is coming from groin or armpit, where tourniquet cannot reach, use combat gauze with direct pressure only after you move to tactical field care phase.
4. If bleeding has not stopped with direct pressure, pressure points, or elevation, apply a tourniquet to stop bleeding in the tactical field care/conventional phase.
 5. Document all treatment on DD Form 1380.
 6. Evacuate as needed

**QRC 19.5 COMBAT APPLICATION TOURNIQUET
(C-A-T®) -TACTICAL FIELD CARE-**

WARNING: Do not use wire, shoestring, or anything less than 1 inch wide.

WARNING: Never loosen or remove tourniquet once it is applied.

NOTE: Leave tourniquet area exposed for quick visual reference.

- Expose wound, and place C-A-T® around extremity 2-4 inches if possible
- Route strap through friction adapter buckle
- Pull free end of band tight, and secure it onto itself using the Velcro®
- Twist the windlass rod until bleeding stops

NOTE: If you can twist the windlass rod more than three times, start over and ensure that the band is pulled tight against the extremity before twisting the windlass rod.

- Insert rod into windlass clip
- Pull windlass strap tight over windlass clip and band to prevent the windlass rod from unwinding
- Mark the patient's head with the letter "T" and time that the tourniquet was applied and annotate the date/time/location of the C-A-T® on the casualty card
- If needed, apply second tourniquet below initial tourniquet if bleeding has not stopped or restarted

QRC 19.6 AIRWAY

Determine if Care Under Fire, see QRC 19.2 or

Tactical Field Care, see QRC 19.4

Always Treat for Shock, see QRC 19.9

Use Personal Protective Equipment (Gloves)

HEAD-TILT/CHIN-LIFT METHOD

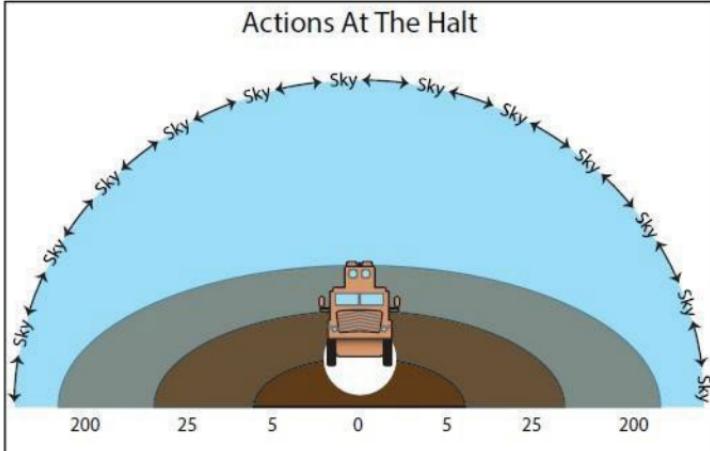
(*No head/neck/back injuries*)

1. Place one hand on the casualty's forehead
2. Place fingertips of other hand under bony aspect of casualty's chin
CAUTION: *Do not* press on the soft area under the chin, doing so may block the casualty's airway.
3. Gently tilt casualty's head by applying downward pressure on forehead while lifting chin upward
4. The mouth should open; use your thumb to depress the casualty's lower lip slightly to keep the mouth open

JAW-THRUST METHOD

(*Possible head/neck/back injuries*)

1. Take a position at the top of the casualty's head, resting your elbows on the ground on either side of the head
2. Reach forward and place one hand on each side of the casualty's lower jaw, at the angle (just below the hinge) of the jaw
3. Stabilize the casualty's head between your forearms
4. Using your fingers, gently push the lower jaw forward to open the airway
5. The thumbs can be used to depress the casualty's lower lip slightly to keep the mouth open
CAUTION: *Do not* tilt or rotate the casualty's head, doing so may cause further injury to the spinal cord.
6. Immobilize the casualty using any means possible (e.g., cervical collar, rolled up towels, boots filled with sand) (QRC 19.10)

QRC 10.2 5/25/SKY**Actions At The Halt**

QRC 14.1 5-Cs UXO/IED BATTLE DRILL

5-Cs	Reaction
Confirm	the unexploded explosive ordnance (UXO).
Clear	the area 300 meters (1,000 feet) around the UXO and utilize all frontal and overhead protection and report the UXO to the operations center (see paragraph 14.8).
Cordon	the perimeter around the UXO.
Check	the immediate area for other UXOs. Perform 5/25/Sky meter check.
Control	the site access, maintain security.

QRC 17.1 ACTIVE SHOOTER

Option	When	Action
ESCAPE	Not directly confronted with a shooter, egress route is unobstructed, or egress route is not under the observation of a shooter.	Airman vacates the area using tactical movement. Understand the difference between cover and concealment. Cover—getting behind something that can and will stop small arms fire. Concealment—hiding from an enemy “sight”, but does not provide protection from small arms fire. There are two main objectives when the decision to ESCAPE is made: 1) Distance—get as far away from the threat as you can. 2) Barriers—create as many barriers between you and the attacker as possible until help arrives.
BARRICADE	Not directly confronted with a shooter and egress route is obstructed or under the observation of a shooter.	Airman locks-down in place in an active effort to hinder a shooter's ability to enter a room or facility. Airmen should use all available options to barricade within a location. Move furniture to block doors, turn off lights, stay low and away from windows or openings where you can be seen. Do not leave your location until responding forces arrive. NOTE: If you are uncomfortable opening the door for law enforcement, they will clear all rooms and get you to safety.
FIGHT	Fighting is not a last option. Airmen may choose to fight if directly confronted with a shooter or a barricade is breached by a shooter. NOTE: Fighting does not mean actively pursuing an active shooter; however, it does mean the violent and fierce fight for survival when the tactical situation dictates.	Airman attacks with decisive and violent action. Once you begin to fight, it is imperative for you to continue to fight until the shooter/attacker is rendered incapable of continuing their actions.

QRC 9.1 REACT TO ENEMY CONTACT

- Seek nearest cover.
- Return fire (known or suspected enemy location).
- Team leaders control fire by using fire commands.
- Report enemy situation (number/positions).
- Maintain contact (visual/verbal) with team members.
- Squad leader moves to team in contact and makes an assessment of the situation.
 - Can squad move out to engagement area?
 - Can squad gain and maintain suppressive fire?
 - Location of enemy.
 - Size of enemy.
 - Vulnerable flanks.
 - Covered/concealed flanking routes.
- Squad leader determines course of action (COA), (e.g., break contact, attack).
- Report situation to flight leader.

QRC 9.2 REACT TO INDIRECT FIRE

- Any squad member detecting incoming (whistle/explosion) gives alert: "INCOMING".
- All squad members seek cover in the prone position.
- After indirect fire impacts, squad leader gives the direction and distance to move.
- Squad runs out of impact area in the direction and distance indicated.
- Consolidate and reorganize.

QRC 9.3 REACT TO AMBUSH**Near:**

- Within hand grenade range—35 meters.
- Airmen in the kill zone (without orders):
 - Return fire immediately.
 - Seek nearest available cover.
 - Assume prone position.
 - Throw concussion, fragmentary, or smoke grenades.
 - After explosion of grenades, assault through ambush using fire and movement.
- Airmen not in the kill zone:
 - Identify enemy location.
 - Place accurate suppressive fire.
 - Shift fire as assault begins.
- Airmen in kill zone continue to assault to eliminate ambush or until contact is broken.
- Consolidate and reorganize.

Far:

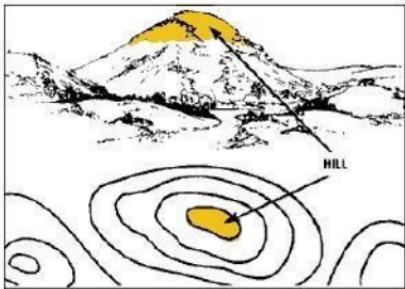
- More than 50 meters.
- Airmen in the kill zone (without orders):
 - Return fire immediately.
 - Seek cover and concealment.
 - Suppress enemy (overwatch).
- Squad leader assesses situation.
 - Determine COA (flank).
- Airmen not in contact:
 - Move along covered and concealed route.
 - Assault enemy on weak flank.
 - Suppress enemy (overwatch).
- Overwatch Airmen continue to suppress, shift/cease fire as bounding team enters sector.
- Bounding team continues to assault through enemy.
- Consolidate and reorganize once contact is broken.

QRC 9.4 REACT TO SNIPER

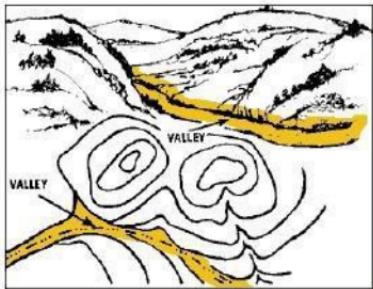
- Sniper fire is difficult to locate.
- Bound back to cover (team leader calls out direction and distance).
- Utilize smoke (if available) to mask teams location and movement.
- Once enemy's location becomes known either:
 - Place well aimed fire on enemy location.
 - Stay clear of enemy area.

QRC 9.5 BREAK CONTACT

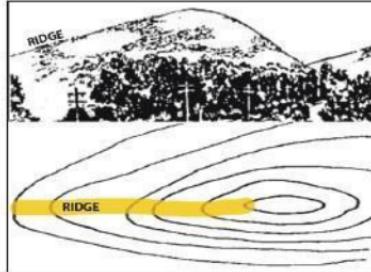
- Squad leader orders: "BREAK CONTACT".
- Squad leader designates a support element and a maneuver element.
- Squad leader issues distance and direction or a terrain feature for the maneuver element.
- Supporting element suppresses enemy position.
- Maneuver uses smoke to mask movement.
 - Takes up overwatch position.
 - Begins to suppress enemy.
- Squad leader directs support element to break contact.
- Support element uses smoke to screen movement.
 - Takes up overwatch position.
- Squad continues to bound away until contact is broken.
- Consolidate/reorganize.

QRC 8.1 MAJOR TERRAIN FEATURES

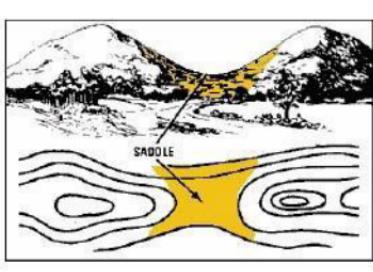
Hill



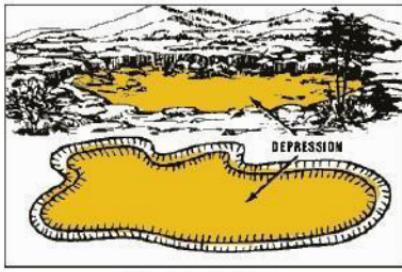
Valley



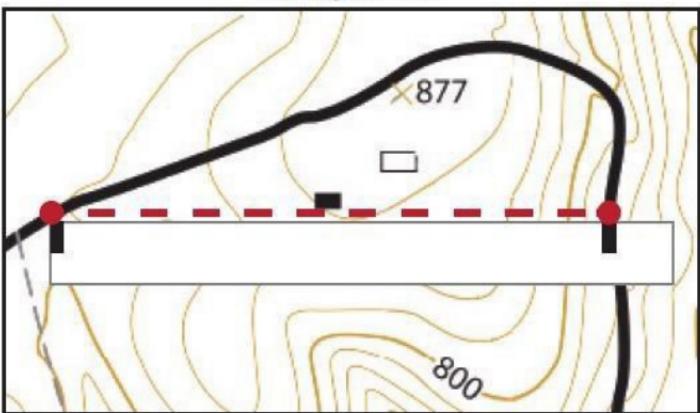
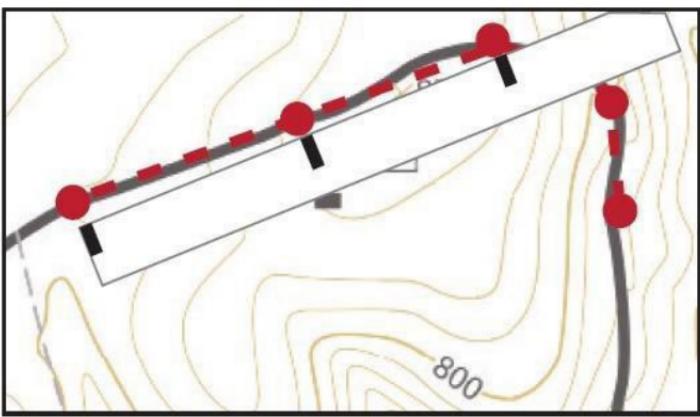
Ridge



Saddle

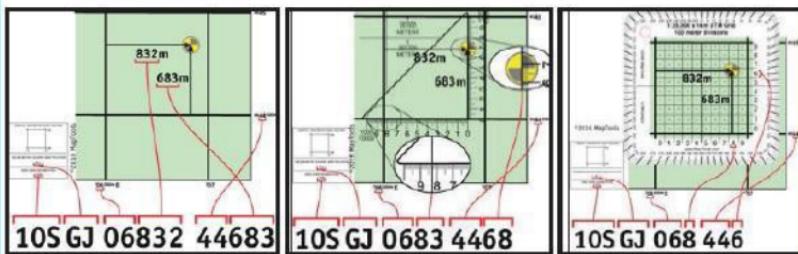


Depression

QRC 8.3 DETERMINING DISTANCE**Straight Line****Curved Line**

QRC 8.5 USING MGRS

- Military Grid Reference System (MGRS) is a system of 1,000 meter grids (both North and South of the equator) and is typically used as the installation grid map.
- When all of the coordinates you are working with are localized within the same 100,000 meter square identifier, it is permissible to drop the Grid Zone Designator and the 100,000 meter square id.



10S The Grid Zone Designator
GJ The 100,000 meter ID (Grid Square)
06832 The East/West position
44683 The North/South position

MGRS Coordinate	Accuracy
10S GJ 06832 44683	1 meter square
10S GJ 0683 4468	10 meter square (Typical PAR team accuracy)
10S GJ 068 446	100 meter square
10S GJ 06 44	1,000 meter or 1 kilometer square*
10S GJ 0 4	10,000 meter or 10 kilometer square
10S GJ	100,000 meter or 100 kilometer square

*1,000 Grid lines – typical of Installation Grid Map

QRC 6.3 LACE REPORT

L—Liquid (anything that keeps troops hydrated)

A—Ammo (any type of munitions)

C—Casualty (any deaths/injuries/missing)

E—Equipment (vehicles/weapons/gear)

Example of a LACE Report:

Liquid: Red (5 canteens left out of 10)

Ammo: Yellow (20 magazines left out of 30)

Casualty: Green (no casualties)

Equipment: Green (all operational)

Critical—resupply needed

Can sustain—resupply needed soon

80% to 100% of original load—good to continue

QRC 6.4 SALUTE

S = *Size*—# hostile forces _____

A = *Activity*—Report any activity _____

L = *Location*—Report grid/direction _____

U = *Unit/Uniform*—Report designators _____

T = *Time*—Time cited _____

E = *Equipment*—Weapons/vehicles _____

Example of a S-A-L-U-T-E Report: "Six enemy soldiers, running away from the command post, heading towards the flightline. Uniforms solid green fatigues—possibly Republic Guards. Time was 0230 Zulu. Equipment: AK-47 rifles, backpacks and gas mask being carried."

QRC 20.1 MEDICAL EVACUATION (MEDEVAC) 9-LINE

LINE 1—Location, give grid coordinates _____

LINE 2—Radio frequency and call sign _____

LINE 3—Number of patients by precedence (if two or more categories must be reported, say "break" between) _____

A—Urgent (Immediate, ASAP)

B—Priority

C—Routine

D—Convenience

LINE 4—Special equipment required _____

A—None

B—Hoist

C—Evacuation equipment (Stokes® litter, etc.)

D—Ventilator

LINE 5—Number of patients by type _____

A—Litter

B—Ambulatory

C—Escort

LINE 6—Security of pickup site (Wartime) _____

N—No enemy troops in area

P—Possible enemy troops in area (approach with caution)

E—Enemy troops in area (approach with caution)

X—Enemy troops in area (armed escort required)

*Number and type of wound, injury, illness (Peacetime)—Specific info (gunshot, shrapnel, bleeding)

LINE 7—Method of marking pickup site _____

A—Panels

B—Pyrotechnic signal

C—Smoke signal

D—None

E—Other (mirror, person, light, etc.)

LINE 8—Nationality and status of casualties _____

A—US military

B—US civilian

C—Non-US military

D—Non-US civilian

E—Enemy prisoners of war (EPW)

LINE 9—Status of chemical, biological, radiological, and nuclear contamination (Wartime) _____

C—Chemical

B—Biological

R—Radiological

N—Nuclear

QRC 14.2 EOD 9-LINE REPORT**LINE 1—Date-Time Group** (when the item was discovered): _____**LINE 2—Report Activity and Location** (unit ID and grid location of the IED/UXO): _____**LINE 3—Contact Method:**

Radio Frequency: _____

Call Sign: _____

Point of Contact: _____

Telephone Number: _____

LINE 4—TYPE of IED/Ordnance (unknown, dropped, projected, placed, thrown, UAS rotary or fixed wing, or possible IED). Describe the IED/UXO: _____**LINE 5—CBRN Contamination** (Negative or Positive)

If present, describe (be as specific as possible): _____

LINE 6—Target/Resources Threatened:

Personnel (coalition forces, host nation, civilian): _____

Facilities: _____

Equipment: _____

Other Assets: _____

LINE 7—Impact of Mission (short description of current tactical situation and how the IED/UXO affects the status of the mission): _____**LINE 8—Protective Measures/Evacuation** (measures taken to protect or evacuate personnel and equipment): _____**LINE 9—Recommended Priority:**

(Immediate)

(Indirect)

(Minor)

(No Threat)

QRC 4.1 TROOP LEADING PROCEDURES (TLP)

- Step 1: Receive the Mission
- Step 2: Issue a Warning Order
- Step 3: Make a Tentative Plan
- Step 4: Start Necessary Movement
- Step 5: Conduct Reconnaissance
- Step 6: Complete the Plan
- Step 7: Issue the Complete Order
- Step 8: Supervise and Refine

QRC 4.2 METT-TC

- **Mission**—The task, together with the purpose, that clearly indicates the action to be taken
- **Enemy**—Strength, location, tactical mobility, capabilities, vulnerabilities, and probable courses of action (COA)
- **Troops**—Number, type, capabilities, and condition of available friendly troops and support
- **Time**—Time available (train/prepare, mission)
- **Terrain/Weather**—Consider the effects of manmade and natural terrain in conjunction with the weather on friendly and enemy operations
- **Civil Consideration**—Immediate impact of noncombatants, manmade infrastructure in areas, structures, capabilities, organizations, and people and events (ASCOPE)

QRC 4.3 OPERATION ORDER (OPORD)

- Paragraph 1: Situation
- Paragraph 2: Mission
- Paragraph 3: Execution
- Paragraph 4: Administration and Logistics
- Paragraph 5: Command and Control

QRC 4.4 WARNING ORDER (WARNORD)

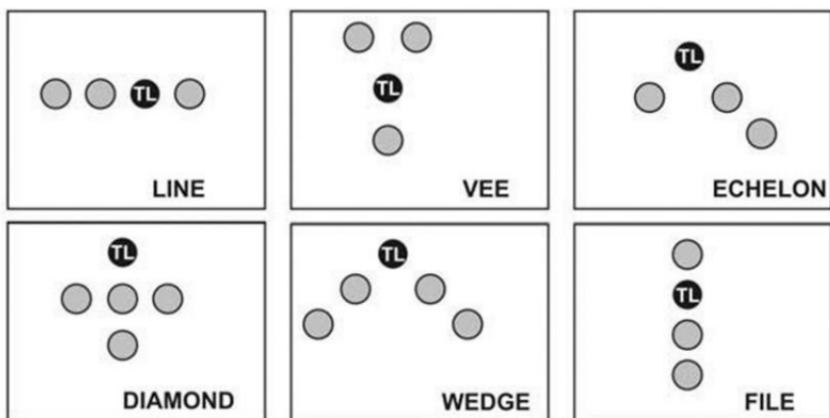
- | | |
|---------------------|--|
| Conduct Roll Call | Tentative Time Schedule |
| Brief the Situation | Special Instructions/Tasks/Equipment |
| Brief the Mission | Weapons/Ammo/Equipment (common to all) |

QRC 7.1 WEAPON SAFETY

- Treat all weapons as loaded.
- Never point a weapon at anything you do not intend to shoot.
- Keep your weapon on SAFE until you are ready to fire (unless directed otherwise).
- Keep your finger off the trigger until sights are on target and you are ready to fire.
- Positively identify your target, be aware of what is around and behind the target.
- Never engage in horseplay while handling weapons.

FOUR TYPES OF UXO

DROPPED	PROJECTED	PLACED	THROWN
BOMBS	PROJECTILES	AP MINES	HAND GRENADES
DISPENSERS	MORTARS	AT MINES	SIMULATORS
SUB MUNITIONS	ROCKETS	BOOBY TRAPS	
	GUIDED MISSILES		
	RIFLE GRENADES		

Small Unit Formations

ATTACHMENT 6. HAND AND ARM SIGNALS

Table 6.4 Hand and Arm Signal Matrix

Skill	Expected Outcome	Common Errors
Given a mission, as a squad in formation, demonstrate proper use of hand and arm signals.	Perform proper use of hand and arm signals utilizing correct signal relevant for the situation.	Incorrect signal for command, multiple signals at once, failure of mimic losing communication with squad.

6.10.1 Basic Hand and Arm Signals Used to Initiate Communication. See [Figure 6.1](#) through [Figure 6.4](#) for the proper use of hand signals.

Figure 6.1 Attention



Extend the arm sideways, slightly above the horizontal palm to the front; wave the arm to and from the head several times.

Figure 6.2 Disregard Previous Command/As You Were

Raise both arms and cross wrists above the head, palms to the front.



Figure 6.5 Map Check



Point at the palm of one hand with the index finger of the other hand.

Figure 6.6 Pace Count



Tap the heel of boot repeatedly with an open hand.

Figure 6.7 Radiotelephone Operator Forward



Raise the hand to the ear with the thumb and little finger extended.

Figure 6.8 Head Count



Tap the back of the helmet repeatedly with an open hand.

Figure 6.11 Danger Area

Draw the right hand, palm down, across the neck in a throat-cutting motion from left to right.



Figure 6.12 Freeze

Raise the fist to head level.



Figure 6.13 Take Cover



Extend the arm at a 45-degree angle from the side, above the horizontal, palm down, and then lower the arm to the side.

Figure 6.14 Halt/Stop (Day and Night)

DAY



NIGHT

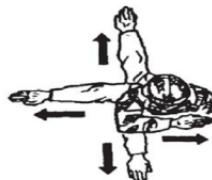


Raise the hand upward to the full extent of the arm, palm to the front. Hold that position until the signal is understood.

Move a light horizontally back and forth several times across the path of approaching traffic to stop vehicles. Use the same signal to stop engines.

6.10.3 Security Signals. While patrolling, there will come a time to halt and set up security. Expect a hand and arm signal used to distribute Airmen to positions for security. This is accomplished to ensure distance is kept amongst members and 360-degree security is maintained. See [Figure 6.15](#), Disperse and [Figure 6.16](#), Assemble/Rally.

Figure 6.15 Disperse



Extend either arm horizontally from the shoulder: wave the arm repeatedly to the front and to the side in a sweeping motion with the palm toward ground.

Figure 6.16 Assemble/Rally



Raise the arm vertically overhead, palm to the front, and wave in large horizontal circles.

NOTE: Signal is normally followed by the signaler pointing to the assembly or rally site.

6.10.4 Dismounted Distances. While traveling dismounted, the spacing between individuals, fire teams, and squads is determined by the fire team/squad leader. To adjust the distance through the ranks, two hand and arm signals are used. See [Figure 6.17, Open Up](#) and [Figure 6.18, Close Up](#).

Figure 6.19 Move to Left



Extend the arm to the left and raise it up and down.

Figure 6.20 Move to Right

Extend the arm to the right and raise it up and down.



6.10.6 Squad/Fire Team Formations. When dismounted, members need to know what formation is being used and how the squad is traveling. Use the following hand and arm signals to designate squad/fire team movements.

6.10.6.1 The Wedge. The wedge is used for traveling through open terrain. To signal wedge formation, extend the arms downward and to the sides at a 45-degree angle below the horizontal, palms to the front. All members should be spaced at least five meters apart. See [Figure 6.21, Wedge](#).

Figure 6.21 Wedge



Extend the arms downward and to the sides at an angle of 45-degrees below the horizontal, palms to the front.

6.10.6.2 The Vee. The vee is used in the exact same manner as a wedge. See [Figure 6.22, Vee](#).

Figure 6.22 Vee



Raise the arms and extend them 45-degrees above the horizontal.

6.10.6.3 The Line. The line formation is used when enemy contact is expected. This formation concentrates all firepower to the front. All members get on line, spacing again at least five meters, but staying in line with the shoulder of the Airman to the left and right. See [Figure 6.23, Line](#).

Figure 6.23 Line



Extend the arms parallel to the ground.

6.10.6.4 Traveling. See [Figure 6.24, Traveling](#) and Chapter 9, Dismounted Operations [paragraph 9.4](#).

Figure 6.24 Traveling

Extend the arm overhead and swing it in a circle from the shoulder.



6.10.6.5 Traveling Overwatch. See [Figure 6.25, Traveling Overwatch](#) and Chapter 9 Dismounted Operations, [paragraph 9.4.2](#).

Figure 6.25 Traveling Overwatch



Extend both arms and raise them up and down.

6.10.6.6 Bounding Overwatch. See [Figure 6.26](#), Bounding Overwatch/Cover My Move and Chapter 9, Dismounted Operations, [paragraph 9.4.3](#).

Figure 6.26 Bounding Overwatch/Cover My Move



Extend one arm to a 45-degree angle.
Bend the arm and tap the helmet.
Repeat.

6.10.6.7 Enemy Contact. In the event contact is made with the enemy and the need to engage the enemy presents itself, the following hand and arm signals are used. For a member to signal their squad of visual contact of an enemy, they will shoulder point their weapon in the direction of the sighting. See [Figure 6.27](#), Enemy in Sight.

Figure 6.27 Enemy in Sight



Hold the rifle in the ready position at shoulder level. Point the rifle in the direction of the enemy.

6.10.7 Crew-Served Weapon (CSW) Signals. While communicating with hand and arm signals, an important tool to one's squad/team is the weapon a member is carrying. In addition, communication during a firefight is challenging due to the intense noise and amount of adrenaline. The examples below allow visual communication with team members and those carrying crew-served weapons. See [Figure 6.28](#) through [Figure 6.32](#).

Figure 6.28 Fire



Drop the arm sharply from the vertical position (usually from the ARE YOU READY signal position) to the side. When a single weapon (of a group) is to be fired, point, with the arm extended, to that particular weapon, and then drop the arm sharply to the side. The signal is usually used as a fire command for indirect fire weapons.

6.10.7.1 CSW Directional Signals. Traverse and elevate are terms used when communicating with crew-served weapons personnel. The gunner receives these messages to accurately prepare a weapon for engaging or to adjust a weapon during engagement. See [Figure 6.29](#), Traverse Right (Left)/Elevate (Depress).

Figure 6.29 Traverse Right (Left)/Elevate (Depress)



Extend one arm in the direction of the gunner concerned. Move the hand vigorously in the direction of desired correction (elevate, depress, right, or left). Flex the arm at the wrist and extend one finger for each mil (or for each 100 meters of range) of desired correction. For machine guns, an extended finger indicates 1 mil for tripod guns and 1 meter for bipod guns.

6.10.7.2 Adjusting Fire. During an engagement, the need can arise for the area of bullet impact to be adjusted. If an assault element is pushing through, expect to see a leader adjust the area of impact with these hand and arm signals. See [Figure 6.30](#), Move Over/Shift Fire.

Figure 6.30 Move Over/Shift Fire



Raise the hand (on the side toward the new direction) and move it across the body to the opposite shoulder, palm to the front; then swing the arm in a horizontal arc, extending the arm and hand to point in the new direction. For slight changes in direction, move the hand from the final position to the desired direction of movement.

6.10.8 Transition Signals. Hand and arm signals used to tell security personnel when to transition from being mounted in vehicles to dismounted, and from dismounted to mounted. See [Figure 6.31](#), Mount and [Figure 6.32](#), Dismount.

Figure 6.31 Mount

Two or three movements upward with the open hand, palm uppermost.



Figure 6.32 Dismount

Extend the arms, make two or three movements up and down, hands open toward ground.

6.11 Sign/Countersign. Establish a sign that personnel must give in response to another sign. Use these signs and countersigns to facilitate entry into restricted areas during security responses and emergencies, or to validate security status.

EXAMPLE: Five is the number for the day. The establishing communicator or entry controller would extend four fingers of one hand and the person requesting entry would respond by extending one finger of one hand (completing the total of five). Any combination that results in the correct total is acceptable. Flashes from a flashlight or infrared light can be used in the same method.

- Selecting an odd number, as the sign, is preferred since it will eliminate the potential of mirror image or incorrect responses.

6.11.1 Chemical Code. Chemical code, also known as chem code, is a pair of words or numbers used during security responses and emergencies, or to validate security status when

NOTES

NOTES

NOTES

NOTES



*Remember those who
fought for you...*