



Detachment 842

Cadet Handbook

A guide for success during your time in
Air Force ROTC at UTSA

Fall 2025

COMMANDER'S WELCOME

Welcome to Air Force ROTC Detachment 842!

Your decision to join us is one of the most important and rewarding choices you will ever make. Det 842 stands as one of the largest and most distinguished ROTC units in the nation, with a long legacy of excellence by our cadets, cadre, and alumni. Here, **we forge warrior leaders committed to service marked by integrity, courage, and commitment.** We weave the Air Force and Space Force values into every aspect of life. As a single, integrated force, we work, lead, innovate, serve, and excel!

My cadre and I are charged with the responsibility of preparing **YOU**, the next generation of Airmen and Guardian officers, to carry the torch of national defense, to deter aggression, and if called upon, to win our nation's wars. You must be prepared to give your all in the name of service. You must prove yourself worthy of the immense trust and authority placed in you by our nation's leaders and the American people. This may seem daunting from where you are now, but I have no doubt that my team can get you there if you are willing to put forth the effort to learn and grow!

The road ahead will be demanding. You will be expected to master the requirements of the profession-of-arms. You will be pushed to achieve peak physical fitness. Through it all, you will be required to excel in your college education as a warrior scholar. Excellence is not optional — because in our profession, **mediocrity costs lives.**

For those that are just getting started, and for returning cadets, this handbook is a vital resource to guide you on your journey. Read it thoroughly and take it seriously. I expect you to be well prepared for the year ahead. Together, we will succeed.

Birds Up!

Col Kevin L. Parsons

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WHO WE ARE



We are Detachment 842
at The University of Texas at San Antonio — our nation's
premier detachment.

We represent the best of Air Force ROTC. We are
Roadrunners.



Commander
Col Kevin "Femur" Parsons
Command Pilot



Director of Operations
Maj Jose Machuca
Intelligence Officer



Director of Staff
Major Tina-Rose Cavazos
Combat Systems Officer



Education Officer
Capt Steffon Jackson
Contracting Officer



Operations Flight Commander
Capt Jennifer Hurt
Force Support Officer



Senior Enlisted Leader
SSgt Paige Archer
Administration



ROTC Training Instructor
SSgt Ebony Brown
Administration



Program Manager
Mr. Agustin Liano

NCOIC, Administration
SSgt Bryanna Chandler-Rogers
Administration

WHO WE ARE

Fall 2025 Cadet Wing Staff



**Cadet
Wing Commander**
Cadet Col
Reese Branson



**Cadet
Deputy Wing
Commander**
Cadet Col
Cameron Navarro



**Cadet
Inspector General**
Cadet Lt. Col
Angely Atkinson



**Cadet
Ops Group Commander**
Cadet Lt. Col
Ryan Molloy



**Cadet
Chief of Staff**
Cadet Lt. Col
Ailana Olivares



**Cadet
Mission Support Group Commander**
Cadet Lt. Col
Jennifer Oveson

WHAT WE DO

AFROTC DET 842 MISSION:

We Build Exceptional Officers.

AFROTC DET 842 VISION:

Foster a professional culture of exceptional leaders through effective training and mentorship, preparing them to face adversity and surpass expectations in the Air Force, Space Force, and everyday life.



WHY WE DO IT

Understanding the principles upon which this country was founded, our country's history, and the face of the world today is foundational to developing our mission and vision for the future. With this understanding, we acknowledge that:

- ◆ The extraordinary qualities of the United States are not universal to all countries, so we must recognize the value of those qualities and cherish them.
- ◆ Because it is a government of the people and by the people, we the people must be self-governing. We must individually govern ourselves and live honorably, because if we fail in this endeavor, then we will be governed by someone else.

"The only foundation of a free Constitution is pure Virtue, and if this cannot be inspired into our People in a greater measure than they have it now, they may change their rulers and the forms of Government, but they will not obtain a lasting Liberty. They will only exchange Tyrants and Tyrannies."

-John Adams

"Only a virtuous people are capable of freedom."

-Benjamin Franklin

"Freedom is in danger of degenerating into mere arbitrariness unless it is lived in terms of responsibility. That is why I recommend that the Statue of Liberty on the East Coast be supplemented by a Statue of Responsibility on the West Coast."

-Viktor Frankl



The lives of our fellow service members and the security of our nation will depend on our ability to live honorably, lead effectively, and excel at our mission in an agile, dynamic, and violent environment every day, without fail.

HOW WE DO IT

Our mission is too important to be conducted haphazardly; therefore, we must be deliberate in our actions. Our plan for building exceptional officers is to:

Recruit great people,

develop them into scholar-warrior leaders

who take ownership and engage in partnership, then

commission them as exceptional officers.



For each line of effort, we have strategic goals that guide our approach to building officers. Each of these strategic goals, in turn, have objectives and actions, and were, appropriate, key performance indicators to provide a measurable metric of progress.

#	Line of Effort		Strategic Goals
1	Recruit Great People		We will seek <u>remarkable individuals from all backgrounds</u> to be cadets.
2	Develop	Ownership	We will develop cadets to <u>take responsibility of their lives and missions</u> .
3		Partnership	We will develop cadets to <u>partner with others for success</u> .
4		Leaders	We will develop cadets to be <u>servant-leaders of character and excellence</u> .
5		Scholars	We will develop cadets to <u>continually grow in wisdom and understanding</u> .
6		Warriors	We will develop cadets to <u>act, adapt, and endure in the face of adversity</u> .
7	Commission Exceptional Officers		We will send cadets into the USAF and USSF, <u>superior in their ability to lead</u> .



CORE VALUES

The bedrock of our character is the Air Force Core Values.

Integrity first, service before self, and excellence in all we do.

1. Integrity:

- a. *What we do:* We live above approach. We do what's right, even when it's hard. We don't cut corners. We look, act, and speak sharply. We want to be the ones other people emulate.
- b. *What we don't do:* Commit integrity violations (lie, steal, or cheat).

2. Service:

- a. *What we do:* We are a team, we work together, and together we are smarter. I value discussion and dissenting ideas. We are a family. We watch out for one another. We keep each other informed. We treat people with dignity and respect. We invest in others. We are apart of something greater than ourselves.
- b. *What we don't do:* Abuse authority. Maltreat, mal-train, or haze other people. Harass (any kind) or assault (any kind) others. Engage in unprofessional relationships between cadre and cadets (to include social media).

3. Excellence

- a. *What we do:* We are masters of our craft—we seek each day to better ourselves and the organization. We solve problems. We set the example. We are role models. We know that “as goes the leader, so goes the unit,” so we act accordingly. We are not perfect, but we give our best every day; if we make a mistake, we let the chain of command know quickly—bad news doesn't get better with time.
- b. *What we don't do:* Drive under the influence, allow underage drinking, serve alcohol to minors, possess/sell/use drugs, commit crimes.

The Honor Code:

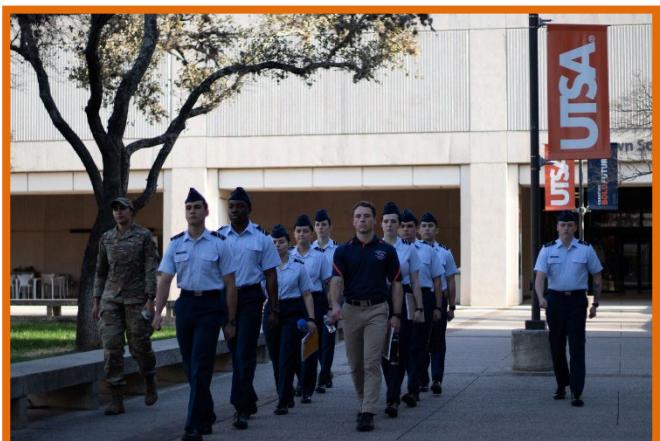
“We will not lie, steal, or cheat

nor tolerate among us anyone who does.”

RULES OF ENGAGEMENT FOR PMT

Leadership Laboratory

- All cadets are required to attend LLAB on Thursdays, located at the Main Building (MB).
- All cadets will be in the proper Uniform Of the Day (UOD) and meet dress and appearance standards, as specified by DAFI 36-2903 and AFROTC Supplement.



RULES OF ENGAGEMENT FOR PMT

Physical Training

- Physical training will take place every Tuesday and Thursday on the Recreation Fields at UTSA from 0600-0700. Cadets may voluntarily show up before the stated PT time, but no cadet is allowed to show up earlier than 0540.
- All PT sessions will be held outside (weather permitting)
- The Recreation Center is the alternate PT location during inclement weather. Cadets MUST have their UTSA ID Card on-hand, or their UTSA Recreation App for entry access.
- Cadets will wear the proper UOD and adhere to dress and appearance standards as specified by the OPORD, DAFI 36-2903, and AFROTC Supplement.



****The above training plans are subject to change at any time. You will be notified if changes occur****

COVID-19/SICK POLICY

We will take all measures to ensure cadets and cadre are safe and following all University, CDC, and DoD guidelines while at PMT events and around the detachment. We ask that cadets be mindful outside of ROTC and Campus events to help keep everyone safe.



EXPECTATIONS AND STANDARDS

AFROTC Attendance Standards

Must attend 80% of all AS class, LLAB, and PT sessions

- 100% is EXPECTED... If absent, the cadet must fill out an absence form and provide documentation. All absences MUST be submitted within 24 hours of absence. [MFR LINK](#)
- LLAB objectives must be made-up within 1 week of missed LLAB
- Make-up LLAB plan will be established by the LLAB Execution Squadron
- "Cadets who fail to meet the 80% attendance requirements for LLAB and/or PT will be immediately made a participant and are no longer allowed to attend PMT events. They still have the option to attend or drop the ASC class. Cadets will then have to wait 1 term to rejoin the program as an active cadet (for example, if a cadet does not meet attendance standards in Fall 2025, they will not be allowed to return as an active cadet until Fall 2026)

LLAB / PT Attendance conflicts?

- Must be pre-approved by the OFC via Absence Excuse via Google Forms
- Approved alternate LLAB/ PT plan will be established
- Unexcused absences could impact your retention in the program
- Fall/Spring semesters WILL have a weekend training event that is MANDATORY. Pre-planning is advised.

PT Policy:

- ALL cadets must attempt a Physical Fitness Assessment (**PFA**) during the semester
- At least one Physical Fitness Diagnostic (**PFD**) will be conducted during the semester
- All cadets will complete a Fitness Screening Questionnaire prior to the PFD and PFA. Completion instructions and the Scorecard will be provided by the PT team
- If you are injured during the PFA, you must provide a doctor's note to both the OFC and NCOs. Depending on the doctor's recommendation, you may have to test during the semester.

Fitness Questionnaire:

- Precautionary measure to ensure you are physically fit/healthy to take the PFA
- Completed prior to the Fitness Assessment
- Body composition measurements (height/weight/additional measurements) will be taken prior to each PFD/PFA
- Cadets must meet AFROTC height/weight standards while in the program. If you exceed these standards, additional measurements will be taken to ensure your body fat percentage is below the AFROTC standard (20% max for males, 28% max for females) [FSQ/Scorecard How-To Link](#) [AF Fitness Chart Link](#)

Physical Fitness Standards	End of Fall Semester		End of Spring Semester	
	AF Fitness Test	BMI / BF	AF Fitness Test	BMI / BF
GMC	AS100	75%	Pass	80%
	AS200s / AS250s	90%	Pass	90%
POC Cadets		90%	Pass	90%

AFROTC Height/Weight Chart

MINIMUM AND MAXIMUM ALLOWABLE WEIGHT

HEIGHT (FT)	MINIMUM WEIGHT (LBS)	MAXIMUM WEIGHT (LBS)
4' 10"	91	119
4' 11"	94	124
5' 0"	97	128
5' 1"	100	132
5' 2"	104	136
5' 3"	107	141
5' 4"	110	145
5' 5"	114	150
5' 6"	117	155
5' 7"	121	159
5' 8"	125	164
5' 9"	128	169
5' 10"	132	174
5' 11"	136	179
6' 0"	140	184
6' 1"	144	189
6' 2"	148	194
6' 3"	152	200
6' 4"	156	205
6' 5"	160	210
6' 6"	164	216
6' 7"	168	221
6' 8"	173	227

AF Fitness Charts: <https://www.afpc.af.mil/Career-Management/Fitness-Program/>

EXPECTATIONS AND STANDARDS

AFROTC PT and GPA Standards

- Detachment 842's academic standard is a term and cumulative GPA of 2.5 or higher.
- Failure to maintain GPAs stated below could result in a Conditional Event (CE) or disenrollment
- Multiple CE's will lead to disenrollment or drop from the program
- If a cadet's cumulative GPA falls below 2.0, the cadet will be dropped from the AFROTC program
- If dropped for failure to maintain academic standards (CGPA), cadet will not be allowed re-entry for at least one (1) year (two academic terms), or when CGPA meets entry standards, whichever is later



*****Note:** Full Time Student Status is defined as **taking a minimum of 12 credit hours as an undergraduate student and 9 credit hours as a graduate student during the fall and spring semesters**. If the student is in their final semester before graduation, ONLY then are they permitted to fall under 12 semester hours. ASC class credits do NOT count if you are a graduate student. ***

DRESS AND APPEARANCE

Uniform Requirements:

Physical Training: (until you are issued PT Gear)

- Light gray crew neck t-shirt – small conservative logos are permitted
- Black athletic shorts – small conservative logos are permitted and no shorter than 2 inches above the knee
- Athletic undergarments (compression shorts/sports bras/undershirts)
- Athletic training shoes (running/walking/cross training)
- White athletic socks
- Digital black watch (smart watches not recommended as they could get damaged)
- Bottle filled with water; label removed

PT Uniform Requirements	
Temperature	PT Uniform
Temp above 60°F	PT Shorts & PT Shirt
Temp at or below 60°F	Add PT Sweatpants & PT Sweatshirt
Temp at or below 45°F	Add Winter Gloves & Winter Hat

Notes:

- Trainees may use personal preference to remove clothing (sweats, gloves, hat) to prevent overheating during PT.

Class and LLAB: (business casual - until you are issued a uniform)

- Khakis - **ALL** khakis **MUST** be pressed with a crease down the middle, in accordance with **DAFI 36-2903 standards**. (no cargo pockets, and the bottom front of khakis will rest on the front of the shoe.)
- Conservative black belt, digital black watch (smart watch not recommended)
 - **Males/Females will wear their belts according to AFI 36-2903 (Blues) standards.**
- Detachment polo shirt - Top button **MUST** be unbuttoned, with **NO** undershirt showing (tucked in).
- Black business casual shoes that do not impede the ability to conduct facing movements - Shine-able shoes **MUST** be shined in accordance with **DAFI 36-2903 standards**. (athletic shoes ONLY permitted when directed)
- Black book bag/backpack (uniform standard - solid black in color, conservative logo is permitted)
- Pens/pencils and a notebook, a face mask is voluntary

Detachment Attire on Non-ROTC days

- Civilian clothes may be worn on non-ROTC days or after hours, but keep in mind you still represent AFROTC. Under no circumstances will you wear inappropriate clothing. Inappropriate clothing is loosely defined as:
- Clothing with Profane Language/images, spandex/volleyball shorts, running shorts with openings on the sides, clothing worn too tight or revealing too much (ex. Tank tops, crop tops/cutoff shirts showing skin, muscle tanks, spaghetti straps, short shorts)

Appropriate Clothing:

- Shirts: Lining of the collar will cover up the chest area of the individual and be in appropriate taste, Bottom of the shirt will rest at the waist band of bottoms that are worn
- Shorts: Will be in good taste and will be at least fingertip length, shorts will not have any openings on the sides and will be loose fitting
- **With the exception of uniform appropriate earrings for women, all cadets are prohibited from wearing jewelry or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body parts (includes visible through clothing)** **Exception: Transparent spacers in the nose.**

Title IX Link:

- Cadets can report issues to the Title IX office, but need to inform their chain of command or cadre directly if desired, as the Title IX office does not inform cadre on open investigations involving cadets.

Uniform Wear	
Authorized	Unauthorized
Professional Military Training	Fundraising
LLAB/PT/Class	Unofficial Travel
AFROTC-sponsored events/travel	Political rallies
Dining out, field days, etc.	Religious services

- No PDA while in uniform
- Fundraising in any AFROTC clothing items or uniforms is strictly prohibited (includes uniforms and AFROTC polos)
- No rolling up sleeves
- Mustaches are allowed (see guidance in DAFI 36-2903)

For complete dress and appearance guidance, to include uniform wear, jewelry and cosmetics, and hair styles, reference [Air Force Instruction 36-2903](#). All cadets should become very familiar with this regulation. FTP cadets in the Spring semester will not be authorized to wear makeup, jewelry, or smartwatches.

PMT (GMC) STANDARDIZATION

PT Materials Include (In Order):

- Gallon Ziploc Bag (**Right Hand - Name/Flight Sheet facing outwards.**)
- Name/Flight Sheet - "C/Snuffy" with flight name directly underneath. **MUST** be centered to the page at Arial font - 65 in font size.
- Warrior Knowledge Sheet - One page, front to back.
- (Remaining Contents Behind)
 - UTSA ID Card
 - Single Car Key
 - Phone (Silenced)
- 16 fl.oz Plastic Water Bottle (**Right Hand**) - Label removed, first and last initial notated on bottle cap (**BLACK sharpie**).

Grounding PMT Items (CWG, PT, LLAB)



NOTE - CWG Bottoms will be stacked underneath the top - Applies to Alternate CWG's.

- CWG accessories will be neatly folded and stacked underneath the bottoms.



LLAB Materials Include:

- Black Backpack - minimal logos, double zippers to the middle. (Left of the writing materials leaning left-center to the chair in front.)
- Writing Notebook - Right of the Backpack, leaning right-center to the chair in front.
- Writing Utensil - Pointed downward, center to the notebook, with the clip facing to the right.

PROHIBITED ACTIVITIES

If you are subjected to or witness behavior that you believe falls into the “prohibited” category, then notify a cadre member immediately!

Sexual Harassment/Discrimination/Hazing:

- Sexual Harassment/Assault
- Form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
 - Becomes assault with intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority
- Discrimination based on race, creed, color, sex, religion, national origin, or ethnic group
- Hazing
- Inappropriate training (public humiliation, physical contact, verbal maltreatment)
- Physical discipline (acts involving physical, emotional, psychological, or financial harm)
- Any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful
- Taking advantage of subordinates (using rank/position to take advantage... based on perception)
- Discrimination/hazing (any act that is cruel, abusive, humiliating, oppressive, demeaning, or harmful)

There is **zero-tolerance** for all of the above in AFROTC.

Campus SA Hotline: 210-458-4242 (24 Hrs)

Local Rape Crisis Center: 210-349-7273

Campus Counseling Center: 210-458-4140

Campus Clinic: 210-458-4142

Hospital/ER: 210-704-2011

**Campus Security: 210-458-4911 (Emergency)
210-458-4242 (Non-emergency)**

Community Law Enforcement: 911

AF Drug, Alcohol, & Prescription Drug Policies:

- **ILLEGAL** drug usage or alcohol abuse:
 - **You will be removed from the program**
 - Includes: underage drinking & marijuana usage (regardless of state law)
- **HEMP/CBD Seed/Oil usage is prohibited**
 - CBD is **not authorized** for use by military members
 - Products sold in stores called Delta 8/Delta 9 contain small amounts of THC and are **prohibited**
- **Zero tolerance** policy on illicit drug use
- **You are subject to random drug testing**
- Failure to comply or report for testing could result in removal from the program. If tested positive, you **WILL** be removed from AFROTC

There is **zero-tolerance** for all the above in AFROTC.

Relationships

- Cadets may be in a relationship with other cadets, however, the cadets in question will not be in the same chain of command.



MEDICAL & HEALTH

72-Hour Reporting Rule:

Civil involvements, changes in medical status, and injuries must be reported to AFROTC Cadre within 72 hours.

- If a violation occurs during school break, you are still required to report it within 72 hours
- Failure to report in a timely manner can be perceived as deceiving, which could be grounds for disenrollment from AFROTC

Religious Respect:

- "Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof."
- Any language that implies disrespect toward a particular religion is prohibited

Reporting Procedures:

- Students on college campuses have the right to demonstrate or protest their values and ideals. While cadre will continue to work with UTSA authorities to determine if any of these are a possible threat to cadets or the detachment, you can also help. Notify cadre via Slack or Email immediately if you see anything on campus that you believe AFROTC representation (either in uniform or alternates) could put members at risk. Cadre and your Force Protection Team will send out messages with guidance if any of these situations arise.



Phone:

Never forget the benefits of a phone call. With a voice-to-voice phone conversation, issues may be dealt with faster, there is less room for a misunderstanding, you can gather context and relay emotion or other concerns that would normally be lost in a written correspondence and you can develop your verbal communications skills. The cadre and cadet wing will use your cell phone number to contact you when necessary. **It is your responsibility to immediately notify the Detachment of any contact information changes.** Also, please remember to keep your phone on silent, off, or vibrate during classes.

MEDICAL & HEALTH

Medical Coverage:

You are covered by AFROTC medical insurance if you are at:

- Mandatory PMT (LLAB, PT, Class)
- AFROTC-sponsored events/activities (Field days, base visits)

You are NOT covered if you are at:

- Voluntary PMT (AAS, Booster Club)
- Non-PMT (fundraising, UTSA sports/classes, PT w/out a cadre member present, cadet staff meetings)



High-Risk Activities:

- Before any HR activity, let your AS Instructor know.

Suicide Awareness:

- Be a wingman! Watch for warning signs and ask the hard questions
- Warning signs:
 - academic performance declines
 - change in emotional patterns or appearance
 - statements relating to death/hopelessness
 - threats to self or others
- Resources:
 - Main Campus: Counseling services at RWC (RecWellness Center)
 - Downtown Campus: Counseling at BV (Buena Vista Building)
 - Call the National toll-free number: 1-800-988-TALK (8255)

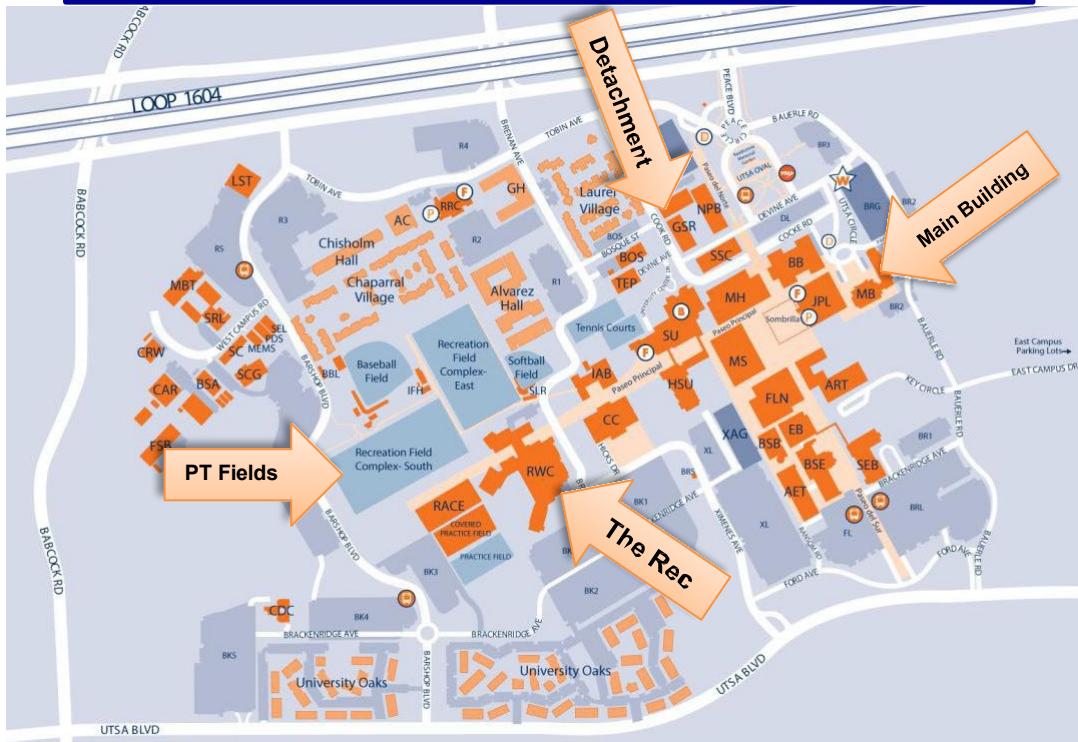
Overextending:

- Overextending yourself can affect your AFROTC status
- To become an officer through ROTC you will have ROTC requirements you must complete. You also **must have a degree**; therefore, your classes are essential to commissioning

Department of Labor:

- Notify your CW/WC on and Department of Labor Claims.

KEY LOCATIONS



Detachment/GSR- Graduate Student Research Bldg.:

This is where all AFROTC classrooms and offices are:

- Joint Classroom - GSR 1.128
 - Detachment Classroom - GSR 1.220B.8

MB- Main Bldg 0.104:

This is where all Leadership Labs will be held every Thursday 1600-1745.

PT Fields/The Recreation Center:

Every PT session will begin at the football fields near the Rec Center with formation on Tuesdays and Thursdays at 0600-0730. DO NOT BE LATE!

Cadets may voluntarily show up before the stated PT time, but no cadet is allowed to show up earlier than 0550. RWC (The Recreation Center) is where inclement weather PT will occur.

CUSTOMS AND COURTESIES

Proper Verbal Greetings

When addressing an officer, always use proper titles. Proper titles include: their rank, their rank and last name, or Sir/Ma'am. When addressing an NCO, use their rank, or their rank and last name. The following are proper greetings:

- "Good morning, Colonel Parsons" (preferred), or, "Good morning, Sir or Ma'am"
- "Good evening, Staff Sergeant Archer" (preferred), "Good evening, Sir or Ma'am"
- Address other cadets as "Cadet (Last Name)."

Reporting In:

When reporting to an officer, certain procedures are followed. These procedures are outlined below:

1. When reporting to an officer in his/her office, center yourself on the entrance then knock once on the door. When told to enter, walk directly (squaring any corners - unless on carpet) to within two paces of the desk, come to attention (heels together, feet at a 45°angle, back straight, arms by your side, head and eyes forward) and salute and say, "Sir (Ma'am), Cadet (Last Name) reports as ordered."
2. If you are reporting without being told to come in, or without an appointment, you will state appropriately: "Sir (Ma'am), Cadet (last name) reports."
3. Continue to hold your salute until a salute has been returned and then follow directions from the officer (please be seated, at ease, etc.).
4. If you are asked to sit down, you must sit at attention. The proper way to sit at attention is to have your feet as though you were standing at attention, with your back straight. Your hands should also be held as though you were standing at attention, but placed on top of your thighs, toward the back of your kneecap. Your arms should be straight out, and your head and eyes forward as well. You should be sitting on the front 6" of the chair.
5. At the end of the conversation ask, "Will that be all, Sir (Ma'am)?" The officer will acknowledge; then take one pace backwards with coordinated arm swing. At attention you will salute and state, "Good morning (afternoon or evening), Sir (Ma'am)." After your salute is returned, drop your salute, execute the proper facing movement, and depart. NOTE: If the officer states, "That will be all" or "You are dismissed" before you ask, "Will that be all, Sir (Ma'am)," then do not ask that question; just salute and render the appropriate exit greeting such as, "Good evening, Sir (Ma'am)."

Calling The Room Procedures:

Room-calling is applicable to members of **Command Staff** and **Officers**. The procedures include:

1. "Room Standby" - Prepatory command to notify others that applicable members approach the room.
2. "Room Tench-Hut" - Execution command once the applicable members cross the threshold of the door. Members of the room will maintain the position of attention until the applicable member puts them at ease. This command will also be administered once the applicable member exits the threshold of the door. Members will remain at attention until the applicable member fully exits the room.

NOTE - For NCO's, the prepatory command will **ONLY** be called and members of the room will remain at parade rest as the NCO crosses the threshold of the door and/or put at ease. This command will also be administered once the NCO exits the threshold of the door. Members will remain at attention until the NCO fully exits the room.

Saluting

Believed to have originated with knights during the middle ages, saluting is essentially saying “hello” to another member of the armed forces. Whenever outdoors and both parties are in official uniform, excluding PTGs, the greeting must be accompanied by a salute. In the Cadet Wing, a salute is used as a way to greet both cadet and active-duty officers, and there are several rules to keep in mind regarding salutes.

Who/What to salute:

- The President of the United States
- Air Force and Space Force Officers
- Officers from other services
- Warrant officers from other services
- The POC (Professional Officer Course) Cadets
- The U.S. flag when being raised, lowered, and carried, and during the national anthem when it is being played outdoors and you are in uniform. Military members may also choose to salute during the national anthem when outdoors and not in uniform, or they may simply stand at attention with their hand on their heart.

When to salute:

- When you are outside and you walk past an officer, or an officer walks past you, render a salute and appropriate verbal greeting (“Good morning Sir/Ma’am”) if both parties are in uniform, walking or standing and not in a formation. The salute and verbal greeting should be extended in which recognition is easy and audible. The salute should be offered early enough to allow the officer time to return the salute and extend a verbal greeting before passing.
- When reporting in

When NOT to salute:

- When walking by enlisted personnel, however you should render a verbal greeting
- Carrying items in both hands (still render verbal greeting)
- Riding a bicycle (prohibited while in blues)
- In a Cross-Walk

If you are ever unsure of whether or not to salute, it is better to be safe than sorry. Saluting is a way to show respect for each other. The junior member should initiate the salute and render a greeting. This salute and greeting should be returned by the higher ranking member. Remember, mistakes are ok, this is a learning experience and you are not expected to be perfect on the first day, but it is important to learn from these mistakes.

DETACHMENT COMMUNICATION

Communication

Communication within our detachment comes in many forms, but mainly through these three areas.

- Slack: Most of the major events and what is communicated by cadets throughout the semester will come from Slack. It will also be used to track participation in activities and it is where cadet leadership will be taking accountability of cadets during activities.
- Email: Email throughout the semester will primarily be used as a communication tool to reach out to Cadre. Cadre will also be reaching out to cadets via email to outline tasks that need to be completed or to get information from a cadet. Communication through email with cadre will ONLY happen through a cadets UTSA student email.
 - Cadre do have open door policy if needed to talk to them in person about anything. However please make sure to respect their time if they need it. Remember to be respectful when talking to Cadre and follow reporting in procedures unless they tell you otherwise.
- Detachment Calendar: The Detachment Calendar will be used to track all major events throughout the school year to ensure all cadets know what is happening. It will also give cadets who have a job a heads up on when they should contact their jobs to take time off.
- Detachment Website: The Detachment website is a tool that cadets can utilize to access ANY information they need that pertains to the Detachment (i.e. Newsletter) and the Air Force (i.e. Air Force Manuals) in order to stay updated on any training curriculum changes or regulation changes on a weekly basis that pertain to cadets.

These will be the primary ways that Cadet Leadership and Cadre will reach out to you. Please make sure when using any communication methods to be respectful to the people to which you are talking. The detachment has ZERO tolerance for bullying and unnecessary comments on any of these communication channels.

SLACK ETIQUETTE

Slack:

It is **highly** recommended to check Slack regularly throughout the day to stay current on ROTC events and information. React/Respond to all messages from cadet leadership and Cadre in a timely manner. You should acknowledge all messages from Cadre regarding any task you are to complete.

When Responding to a Message with a Reaction:

- If asked to react with a certain reaction respond with that reaction
- If not asked; react with a 'Thumbs Up'
- Common Reactions
 - Thumbs up
 - Fire
 - Vibing Emoji
 - Holiday/Theme Reaction

When Responding To a Message with Text:

- Be sure to use a professional salutation
- Don't use humor, sarcasm or all caps
- Be sure to proofread your message before sending
- Don't ever assume the recipient knows what you are talking about
- Use the following templates:

Good Afternoon C/Johnson,

Yes sir I can send out the staff positions for this week when I get home I am currently at work.

Good Afternoon Captain Smith,

Yes sir, I am available to meet with you on Wednesday at 1600 hours.

When Sending a Message:

- Be sure to use a professional salutation
- Don't use sarcasm or all caps
- Be sure to proofread your message before sending
- Don't ever assume the recipient knows what you are talking about
- Use the following templates:

Good Morning, Alpha Astronauts,

Please make sure to bring water at PT tomorrow as it is going to be hot as the temperature will be hitting 98.*

Good Afternoon, Alpha Astronauts,

Please react with a thumbs up if you will be attending tomorrow's event so we can get a head count. If you will not be going, please react with a thumbs down and message me privately on why you can't make it.

Good Evening, Alpha Astronauts,

Below are the people who are in charge of the events tomorrow.

Please make sure to arrive on time.

- *Flight Commander- C/Luke*
- *Flight Safety Officer- C/Sky*
- *Flight Navigation Officer- C/Walker*

EMAIL ETIQUETTE

Email:

It is **highly** recommended to check your UTSA email **every night** to stay current on ROTC events and information. Respond to all emails in a timely manner and within **24 hours**. You should **acknowledge all emails** from Cadre regarding any task you **are to complete**.

Whenever sending or replying to an email,

- Have a clear subject line
- Don't forget your signature block
- Be sure to use a professional salutation
- Don't use humor, sarcasm or all caps
- Don't use fancy fonts or colors
- Be sure to proofread your message before sending
- Don't ever assume the recipient knows what you are talking about
- Be sure to reply to all emails in a timely manner and within 24 hours
- Use the following templates:

Good Afternoon Captain Smith,

Yes, I am available to meet with you on Wednesday at 1600 hours.

Very Respectfully,

FIRST MI. LASTNAME, C/4C, AFROTC Alpha Flight

University of Texas at San Antonio Det 842

myemail@my.utsa.edu

555-555-5555

(acknowledgement of task assignment email from Cadre)

Good Afternoon Captain Smith,

Received and understood/ will comply

Very Respectfully,

FIRST MI. LASTNAME, C/4C, AFROTC Alpha Flight

University of Texas at San Antonio Det 842

myemail@my.utsa.edu

555-555-5555

DETACHMENT CALENDAR

Calendar:

It is **highly** recommended to check your personal Google Calendar weekly to stay current on ROTC events and information. **The Google Calendar will be using your personal email** address to give you access to the Detachment Calendar.

Events

Throughout the semester, events will appear on the calendar to inform you when and what time they are taking place. Please make sure to take appropriate action if you have a job for an event as soon as possible. This way you are not caught off guard when an event is happening.

Not all events will be required to go to. Your cadet leadership will inform you on which events are optional or are required to go to. If you have any questions on whether an event is required, contact your cadet leadership.

Location

Not all events on the calendar will have a location on it. Locations can be given on other communication avenues depending on the event. **Please do not give out locations of events to people who are not in Detachment 842 ROTC unless you are instructed that you can by cadet leadership or Cadre.**

RANK STRUCTURE

AFROTC RANK STRUCTURE

Cadet Fourth Class
C/4CCadet Third Class
C/3CCadet Second Lieutenant
C/2d LtCadet First Lieutenant
C/1st LtCadet Captain
C/CaptCadet Major
C/MajCadet Lieutenant Colonel
C/Lt ColCadet Colonel
C/Col

C/4C



C/3C



C/2d Lt



C/1st Lt



C/Capt



C/Maj



C/Lt Col



C/Col

RANK STRUCTURE

United States Air Force (USAF) Rank Structure

United States Air Force Ranks

Rank, Pay Grade, and Insignia

Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-9
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Air Force



Airman Basic (AB)	Airman First Class (A1C)	Senior Airman (S/A)	Staff Sergeant (SSgt)	Technical Sergeant (TSGt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sgt)	Chief Master Sergeant of the Air Force (CMASAF)
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Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
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Air Force



RANK STRUCTURE

United States Space Force (USSF) Rank Structure



Officer Ranks in the Space Force are the same as Officer Ranks in the Air Force

COMMON ACRONYMS

AAS - Arnold Air Society	GMC - General Military Course
AETC - Air Education and Training Command	GLP - Group Leadership Problem
AFB - Air Force Base	HSSP - High School Scholarship Program
DAFI - Department of the Air Force Instruction	IAW - In Accordance With
AFIT - Air Force Institute of Technology	IG - Inspector General
AFM - Air Force Manual	LLAB - Leadership Laboratory
AFOQT - Air Force Officer Qualifying Test	MB - Main Building
AFSC - Air Force Specialty Code	MXG - Maintenance Group Commander
ASAP - As Soon As Possible	MSG - Mission Support Group
AU - Air University	NCO - Non-Commissioned Officer
CC - Commander	NCOIC - NCO in Charge
COB - Close of Business	NLT - No Later Than
CTA - Cadet Training Assistant	OCP - Operational Camouflage Pattern
CW - Cadet Wing	OFC - Operations Flight commander
D&C - Drill and Ceremonies	OPS - Operations
Det - Detachment	PAS - Professor of Aerospace Studies
DoD - Department of Defense	PDT - Professional Development Training
DoDMERB - Department of Defense Medical Examination Review Board	PFA - Physical Fitness Assessment
DoL - Department of Labor	PFD - Physical Fitness Diagnostic
EAD - Enter Active Duty	PFT - Physical Fitness Test
EOD - End of Day	PMT - Practical Military Training
FLT - Flight	POC - Professional Officer Course
FSQ - Fitness Screening Questionnaire	PSP - POC Selection Program
FT - Field Training	PT - Physical Training
FTM - Field Training Manual	PTG - Physical Training Gear
FTTPG - Field Training Trainee Preparation Guide	ROTC - Reserve Officers' Training Corps
FTP - Field Training Preparation	SQ - Squadron
FTO - Flight Training Officer	TBAS - Test for Basic Aviation Skills
	UOD - Uniform of the Day
	USAF - United States Air Force
	USSF - United States Space Force

MISC

The Detachment:

Detachment 842 is structured much like the USAF functional wing structure. The Cadet Corps is called a "Wing" and is headed by the Cadet Wing Commander. The training objectives of AFROTC and of the Cadre at Detachment 842 are carried out by the Cadet Wing Commander and his/her staff. The Cadet Wing Commander and staff run the Wing under the guidance of the Cadre.

The Cadre:

Experienced active-duty Officers and Non-Commissioned Officers (NCOs) make up the Cadre. The Officers are the teaching staff of the AFROTC unit. They have been selected for this assignment based on professional accomplishments, academic background, and qualification as instructors. NCOs work with the Officers and coordinate all paperwork, medical exams, and cadet personnel files. At Detachment 842, the Officers and NCOs are supported by two civilian staff members.

General Military Course (GMC)

The General Military Course (GMC) introduces Cadets to the United States Air Force and United States Space Force and prepares them for selection to Field Training (FT). As Freshman, Cadets are enrolled in AS100 (Foundation of U.S. Air Force); coursework designed to acquaint students with the U.S. Air Force, U.S. Space Force, and Air Force Reserve Officers' Training Corps. Topics include mission and organization of the Air Force and Space Force, professionalism, military customs and courtesies, Air Force and Space Force officer opportunities, group leadership problems, and introduction to communication skills. During their sophomore year, cadets are enrolled in AS200 (Evolution of U.S. Air and Space Power); course work designed to motivate students to transition from Air Force ROTC Cadet to Officer Candidate. Topics include Air Force and Space Force heritage and leaders, introduction to air and space power, and continued application of communication skills. Freshmen cadets are classified as Cadet Fourth Class (C/4C) and Sophomore cadets are classified as Cadet Third Class (C/3C). They are educated on competencies such as drill and ceremonies, customs and courtesies, and basic information about the military, Air Force, and Space Force life.

Professional Officer Course (POC)

This program is for Cadets who have successfully completed FT. This program allows Cadets to practice the leadership skills they have developed during their time as GMC Cadets, in their Aerospace Studies courses, and at their Field training. The POC Cadets run the day-to-day operations of the Detachment as well as plan and run weekly LLAB and PT (Physical Training) as they prepare for entrance into the active-duty Air Force and Space Force. Junior year cadets are enrolled in the AS300 (Air Force Leadership Studies) course and Senior Cadets are enrolled in the AS400 (National Security Affairs/Preparation for Active Duty). Their rank corresponds with Wing positions that are awarded to them by the Cadet Commander and Cadre.

Leadership Lab

Leadership laboratories ("Lead Labs" or "LLABs") will include things like briefings, inspections, leadership projects, drill and ceremony and more. LLAB takes place once a week (Thursdays from 1600 to 1745 hours) and is attended by the entire AFROTC Cadet Corps. LLAB helps to build your confidence and provides you with insight as to the role of an Air Force and Space Force officer. LLABs occur outside of the Main Building Auditorium, to include more hands-on activities and training (e.g., drill practice, team building exercises), and on Zoom to teach those lessons needed to complete the in person training. Attendance at LLAB is mandatory. LLABs are planned and carried out by the POC Cadets and Cadet Wing Commander under the guidance of the Detachment Commander.



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.

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!

Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew!
Boundless souls dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing'll stop the U.S. Air Force!

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of the brave who serve on
high.
We drink to those who gave their all of old,
Then down we roar to score the rainbow's pot of gold.
A toast to the host of those we boast, the U.S. Air Force!

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a grey-haired wonder
Keep the nose out of the blue!
Fly to fight, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on.
Oh, nothing'll stop the U.S. Air Force!

Semper Supra

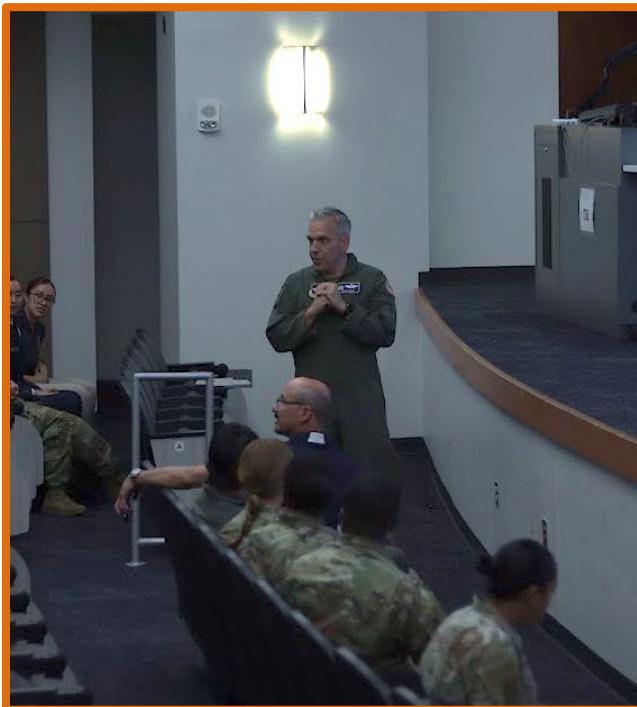
We're the mighty watchful eye,
Guardians beyond the blue.

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!

OFFICER OATH OF OFFICE

I, _____, having been appointed a Second Lieutenant, 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.



FAQ'S

What grades do I have to maintain?

To maintain eligibility for the AFROTC program (to compete for FT attendance and contract) a GMC Cadet, must maintain a 2.00 cumulative GPA, complete all Aerospace studies classes with a grade of 2.00 or above, pass all LLABs and must be enrolled as a full-time student. Scholarship Cadets must maintain a 2.50 GPA for both term and cumulative grades. Once a Cadet is contracted (upon completion of FT) the Cadet must maintain a 2.00 term and cumulative GPA and must be enrolled as a full-time student. These are the minimums. AFROTC is a competitive program. A higher GPA may be required to remain eligible for participation, "in college" scholarships, rated slot positions (Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Pilot), and to be competitive for your desired non-rated career field.

What is involved in the physical training (PT)?

Each Cadet must attend physical training every Tuesday and Thursday from 0600 to 0700 hours. If a Cadet has an excused absence, they will be allowed to make it up. Physical training is designed to help you achieve a fitness level to meet Air Force standards. The Air Force PT Fitness Assessment consists of pushups, sit-ups and a 1.5 mile run and you receive points based on your time. The score charts for the Air Force fitness assessment are available online:

<http://www.afpc.af.mil/affitnessprogram/charts.asp>

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

There is no cost for books or Air Force uniforms, but the cadet is required to purchase their alternate uniform (khakis, polo, black shoes, and black belt). The detachment polo is paid for at orientation and is yours to keep. However, the other uniforms remain the property of the United States Air Force. You are responsible for maintaining the cleanliness and condition of the uniforms issued to you which will include dry cleaning and laundering expenses. If an Air Force uniform becomes damaged or lost while in your care, you may be responsible for the cost of replacing the uniform.

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

Yes, there are opportunities to compete for scholarships from the Air Force and other organizations while in college. In-college AFROTC scholarships are offered based on grades, SAT/ACT scores, physical fitness, overall performance, and choice of major. The majority of AFROTC scholarships are awarded to Cadets in technical degree fields such as engineering, physics, or computer science. Cadets may be considered for the in-college scholarship program after successfully completing at least one term in college. Other organizations, such as the Order of Daedalians, offer college scholarships as well. The Cadre and POCs will have information about scholarship opportunities.

I am an out-of-state student, is there any assistance for the additional tuition costs?

UTSA provides out-of-state tuition waivers to grant the in-state tuition rate to all active scholarship Cadets in Air Force ROTC.

Do I have to take the ASVAB (Armed Services Vocational Aptitude Battery)?

No. However, you do need to take and pass the AFOQT (Air Force Officer Qualifying Test) during Spring of your Freshman year but no later than the beginning of your Sophomore year and prior to selection for FT. The AFOQT is a standardized test that measures verbal and math aptitude (similar to the SAT and ACT) as well as additional aptitudes relevant to specific career fields and can only be taken twice. It is also used to qualify for rated slot assignments. If any of your ACT component scores are less than 21, you are strongly encouraged to take the Speed reading and/or Study Skills classes offered by the Learning Center here at the University to better prepare for taking the AFOQT. There are also AFOQT test preparation guides available.

Do I have to attend basic training?

You will NOT attend Air Force basic training at Lackland Air Force Base, Texas. Basic Military Training is for enlisted personnel only. You will however need to attend Field Training (FT) for AFROTC cadets during the summer between your Sophomore and Junior years. FT is usually held at Maxwell Air Force Base in Montgomery, AL. Attending FT is required to be commissioned in the United States Air Force and United Space Force.

What do I need to do to become a pilot?

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

Can I participate in other activities at the University?

Yes, you can participate in student organizations here at UTSA and are encouraged to do so. Involvement in other student organizations provides you with a well-rounded college experience and will help you gain skills that will be valuable assets for you as an officer and leader.

AFROTC has also other activities besides classes and Lead Lab:

Arnold Air Society(AAS)/Silver Wings (SW) are professional, honorary, service organizations dedicated to the development of effective Air Force officers, civilians, and advocating the support of aerospace power. It is comprised of Cadets and civilians throughout the USAF officer candidate training programs. The primary purpose of these organizations is to provide community service as well as to promote awareness of the Air Force and the military within the community.

The Detachment 842 Honor Guard proudly supports honorary, service, and ceremonial events providing Cadets with an opportunity to put their pride, dedication, and talent on display. The Color Guard demonstrates teamwork and professionalism while fostering pride and confidence as well as inspiring Air Force awareness.

Other Clubs/Organizations: Special Warfare Prep, i5, Valor, Victory, and Booster Club.

What are some things to expect during the Spring Semester?

Cadets are expected to attend Leadership Laboratory (LLAB) and PT to meet detachment requirements. Optional events will be held throughout the week to help cadets advance and be successful in the program.

Cadets will be placed in a challenging military training environment and will be provided with the resources to be a successful college student. In accordance with the DAFI 36-2903, cadets are also allowed to wear makeup, jewelry, or smart watches during the Spring semester, and any other changes made during the semester will be made known.

What happens after I complete AFROTC and graduate?

After you successfully complete the AFROTC program and receive your bachelor's degree you will be commissioned as a Second Lieutenant (2nd Lt) in either the United States Air Force or United States Space Force. Your active-duty service commitment depends on your career field. The majority of new officers will incur a four-year active-duty commitment while those officers pursuing rated career fields will have a longer commitment (ten years for a pilot; six years for combat systems officers, air battle managers or remote piloted aircraft operators). The Air Force offers careers in engineering, finance, contracting, intelligence, security forces and many more. The Space Force offers careers in space operations, acquisitions, cyber, and many more. Several of these career opportunities are offered in both the U.S. Air Force and U.S. Space Force. You will have a full-time job with the Air Force or Space Force upon graduation from college and commissioning.

Cadet Participation in Political Activities

- Non-partisan stance while honoring your right to participate in the political process
- From HC/JA: A cadet is not subject to the UCMJ and therefore could not be punished via Article 15 or court-martial for violating the prohibitions in DAFI 51-508 in the same way that an active-duty member could. However, if a cadet were to engage in some of the activity prohibited by DAFI 51-508 (for example, attending or speaking at a partisan political protest while wearing his/her ROTC uniform) there could be administrative consequences to follow, such as disenrollment.
- No one will:
 - Wear their uniform (or Detachment-branded clothing) at political events
 - Use their authority or position to attempt to influence how others vote
 - Engage in political activities in the workplace, on government time, or while utilizing government equipment
- Go vote!!



"Best in Blue"

AFROTC Detachment 842
The University of Texas at San Antonio
