

2026 NCOP Handbook

AFROTC Detachment 225 2026 NCOP Handbook



University of Notre Dame
St. Mary's College
Valparaiso University
Holy Cross College
Trine University

“Lead Like a Champion Today”

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SECTION I: Overview

Welcome to AFROTC Detachment 225. We have created this handbook to give you an overview of some of the most important basics of AFROTC and to share some information vital for the 2026 New Cadet Orientation Program (NCOP). To prepare for NCOP, you should read this handbook in its entirety. The New Cadet Orientation Program is an experience that will immerse new cadets into the culture of a professional military organization. Through participation in various leadership and followership activities in an environment which encourages making and learning from mistakes, cadets will learn together what it means to be members of AFROTC Det 225 and future officers in the US Air Force and Space Force. We look forward to meeting each of you.

Structure of AFROTC Det. 225

The nation-wide AFROTC organization is broken up into units called "detachments." Each detachment has a Detachment Commander, Detachment Staff (a group of officers, enlisted personnel, and civilians called "cadre"), and a Cadet Wing (the organization of cadets at the detachment). You should know your leadership; this means both detachment cadre and cadet staff. For NCOP, you will need to be familiar with detachment cadre and NCOP Staff.

Detachment 225 Cadre



Commander

Colonel Charles M. Freel
Professor of Aerospace Studies
AS400 Instructor



Operations Officer

Lieutenant Colonel Mason R. Gordon
Assistant Professor of Aerospace Studies
AS200 Instructor



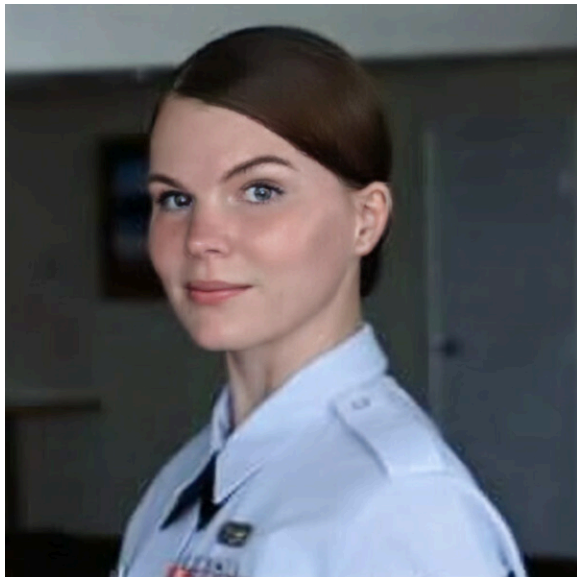
Recruiting and Education Officer

Captain Lindsey T. Brewer
Assistant Professor of Aerospace Studies
AS100 Instructor



Officer Accessions Instructor

Technical Sergeant Dalton M. Ridder
AS300 Instructor



NCOIC, Administration

Technical Sergeant Amber A. Raybon-Holmes

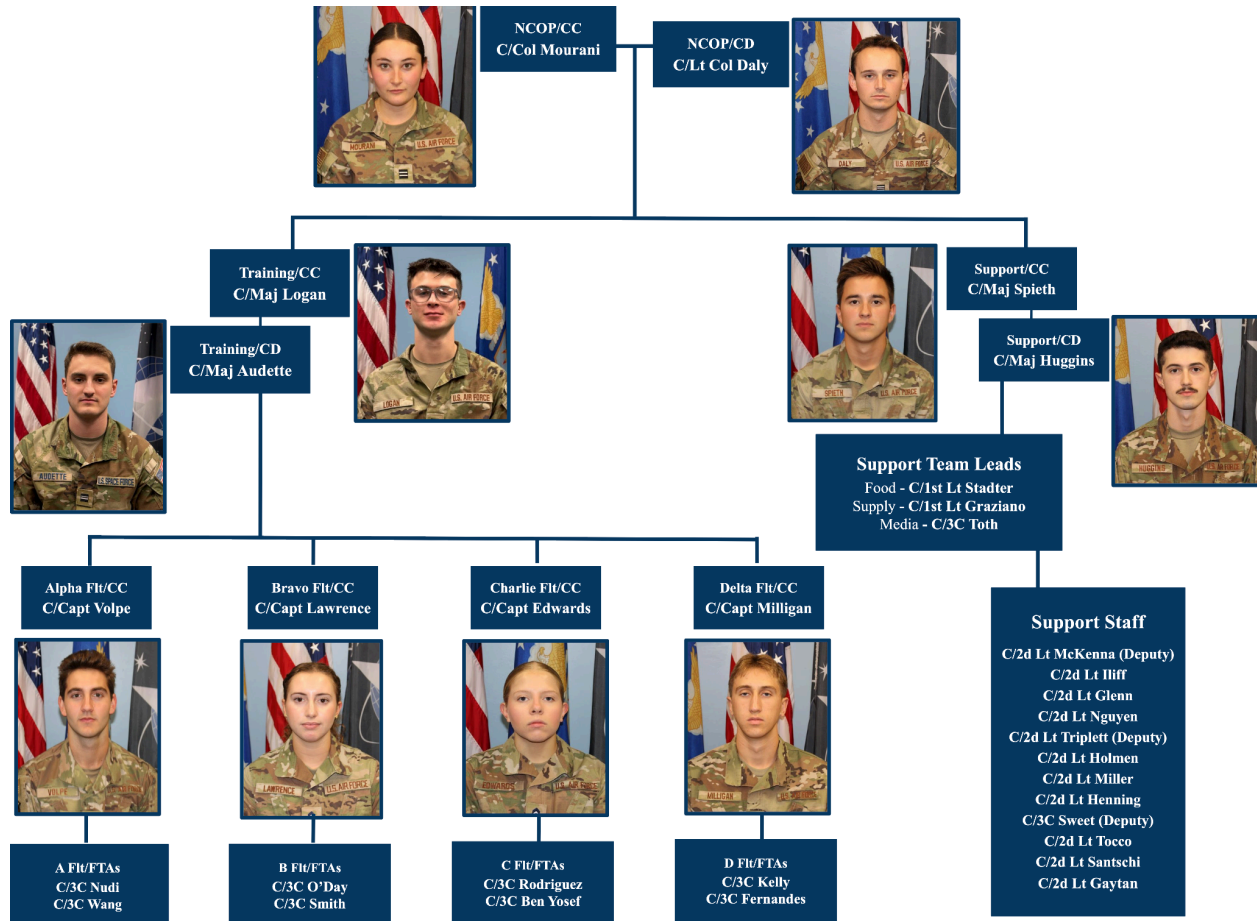


Staff Assistant

Ms. Jennifer Hendricks

Structure of NCOP

Below is the organizational chart for the Det 225 Fall 2026 NCOP. The NCOP Commander (CC) and Deputy Commander (CD) are at the top of the chain of command. This organizational chart is important; it shows the chain of command for each member of the cadet training program. You are expected to know the NCOP Staff structure and be able to recognize its members when you arrive on campus.



NCOP Staff

NCOP Commander

Cadet Colonel Sami Mourani

NCOP Deputy Commander

Cadet Lieutenant Colonel Max Daly

Support Commander

Cadet Major Kieran Spieth

Support Deputy Commander

Cadet Major Declan Huggins

Training Commander

Cadet Major Patrick Logan

Training Deputy Commander

Cadet Major Luke Audette

Flight Commanders

A Flight: Cadet Captain Andrew Volpe

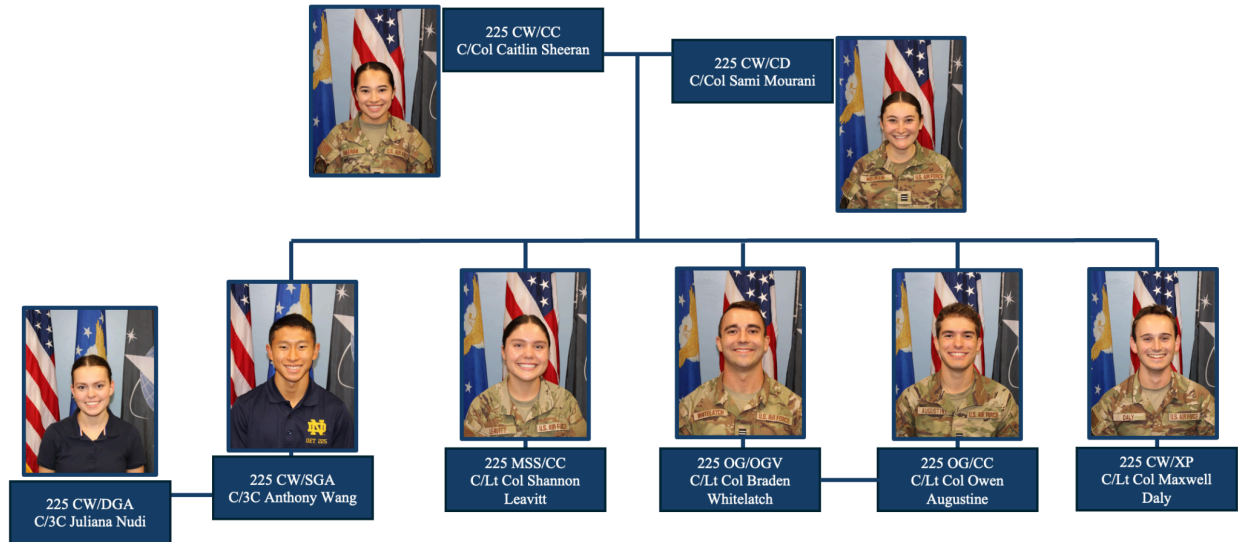
B Flight: Cadet Captain Gabriella Lawrence

C Flight: Cadet Captain Katherine Edwards

D Flight: Cadet Captain Griffin Milligan

Structure of the Cadet Wing

The Detachment 225 Cadet Wing (225 CW) refers to the organized body of cadets at the detachment. The 225 CW is led by the Wing Staff, which includes the Wing Commander (CC), the Deputy Wing Commander (CD), and several other key positions. The structure and staff of the Cadet Wing, including the Wing Staff, changes each semester. Below is the organizational chart for the Det 225 Wing Staff in the Fall 2026 semester.



Wing Staff Fall 2026

Wing Commander

Cadet Colonel Caitlin Sheeran

Wing Deputy Commander

Cadet Colonel Sami Mourani

Senior GMC Advisor

Cadet 3rd Class Tony Wang

Deputy GMC Advisor

Cadet 3rd Class Jules Nudi

Mission Support Squadron Commander

Cadet Lieutenant Colonel Shannon Leavitt

Evaluations Commander

Cadet Lieutenant Colonel Braden Whitelatch

Operations Group Commander

Cadet Lieutenant Colonel Owen Augustine

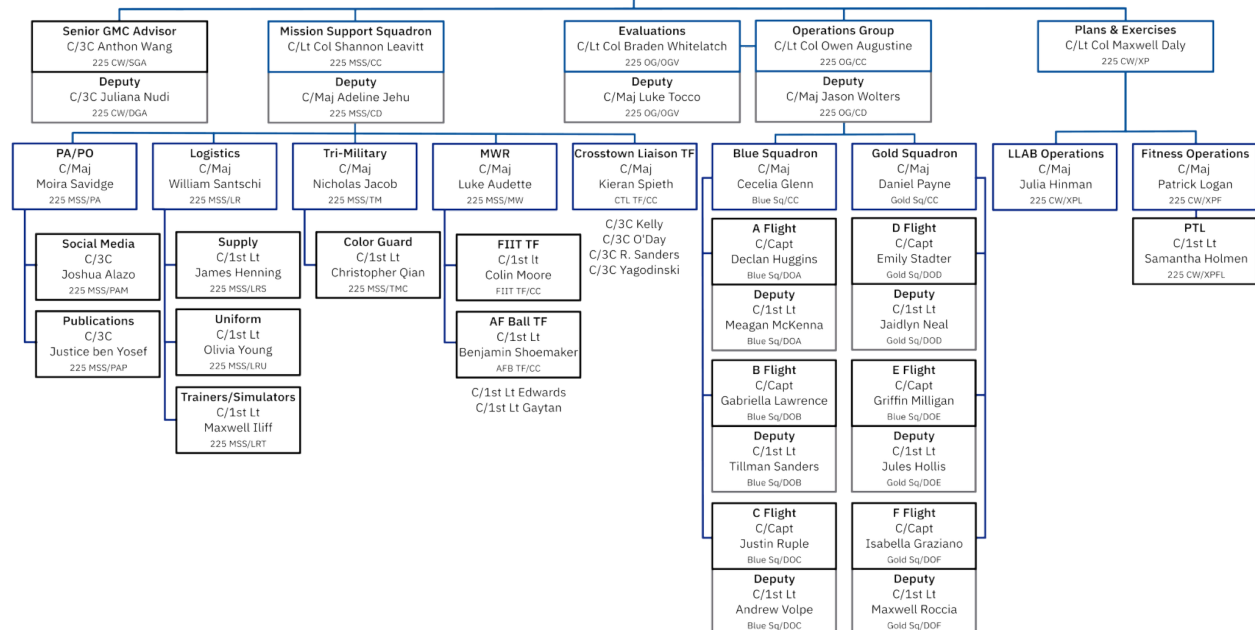
Plans & Exercises Commander

Cadet Lieutenant Colonel Max Daly

Cadet Wing Organization Fall 2026

Below is the organizational chart for the Detachment 225 Cadet Wing for the Fall 2026 semester. The organizational structure of the cadet wing will change each semester to best support training objectives and mission requirements. The organizational chart illustrates the reporting structure for every cadet position within the wing, clearly identifying each member's supervisor and chain of command. Each member of the wing will report to one of the individuals pictured in the Wing Staff Fall 2026 figure above. Understanding this structure is essential for effective communication, accountability, and the successful execution of the cadet wing's mission throughout the semester.

DETACHMENT 225 Cadet Wing Organization



SECTION II: Personnel Standards

Dress and Appearance

When you arrive at NCOP, you will be entering a military training environment. You will be issued AFROTC uniform items and will wear them throughout NCOP. When you wear these uniforms, you are representing Det 225 and the United States Department of the Air Force. It is important that you maintain a high standard of dress and personal appearance at all times throughout the week. You will be expected to abide by Department of the Air Force regulations of dress and appearance. (The final authority on all dress and appearance standards is the DAFI 36-2903, found [here](#).) The regulations most relevant to NCOP cadets can be found in [the Det 225 Standards Document](#) and on the NCOP page of the Det 225 website. You should also review this document for more details on the regulations touched on below.

Hair

Hair for both males and females will be clean, well-groomed, and present a professional appearance. It will not touch either eyebrow. If dyed, it will appear to be of natural human hair color. It will not contain excessive amounts of grooming aids.

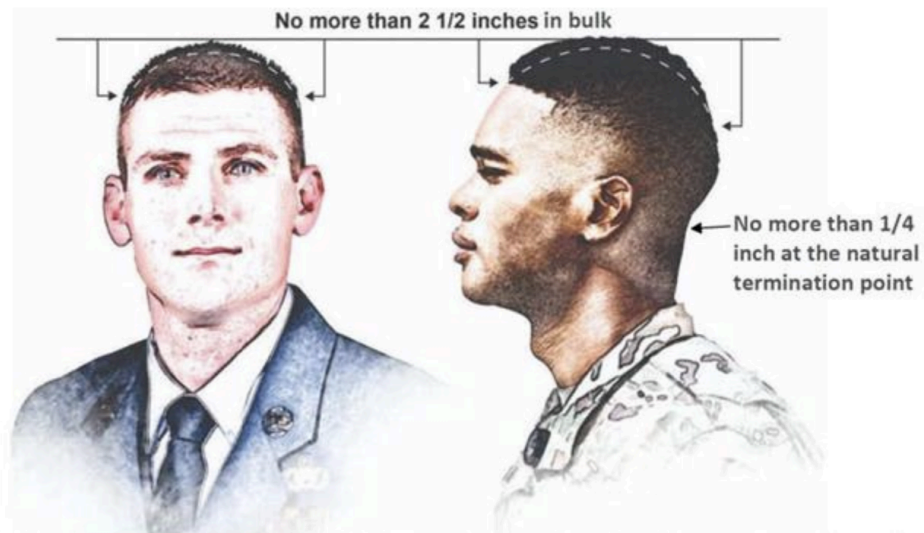
Males

Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists, or spiking. A block-cut is permitted with a tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar (see Figure 3.3). Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes/designs. Airmen may have one (cut, clipped, or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. The part will not exceed 4 inches in length or ¼ inch in width (see Figure 3.5). Men are not authorized to have hair extensions. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 3.4 for examples of appropriate sideburns, mustache, and male hair standards. Male Airmen may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. Except for exceptional circumstances, beards are not authorized. At the start of the duty day, male Airmen must be clean-shaven.

Figure 3.1. Male – Unauthorized Hair Examples.



Figure 3.3. How to Measure Hair Bulk.



Bulk is the distance that the mass of hair protrudes from the scalp. It is measured starting at the scalp and outward at a 90 degree angle.

Figure 3.4. Male Hair Standards Examples.



Figure 3.5. Cut, Clipped, or Shaved Part.



Part will not exceed 4 inches in length or 1/4 inch in width.

Females

No minimum hair length, to a maximum bulk of 4 inches from the scalp while allowing proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). If hair is pulled back and secured behind the head, the radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the underarm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the Airman standing in the position of attention. **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the underarm through the shoulder blades.

Figure 3.8. Female Hair Examples.

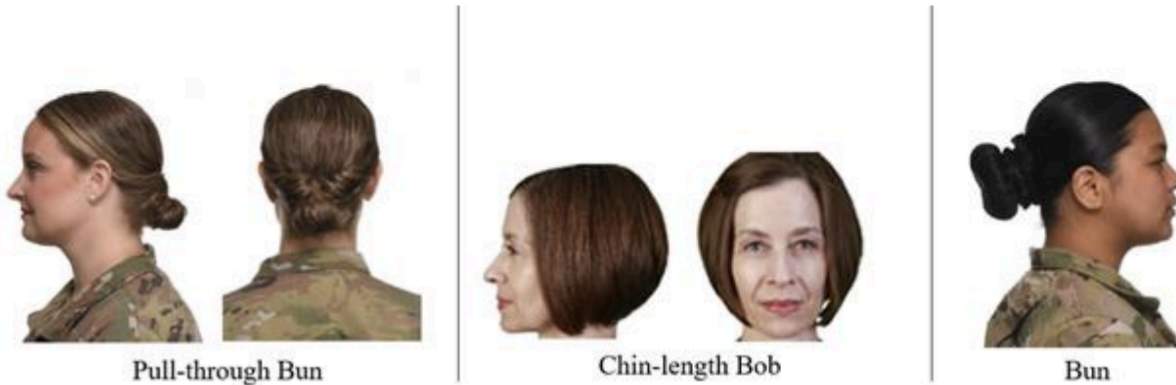


Figure 3.13. Unauthorized Ponytails.

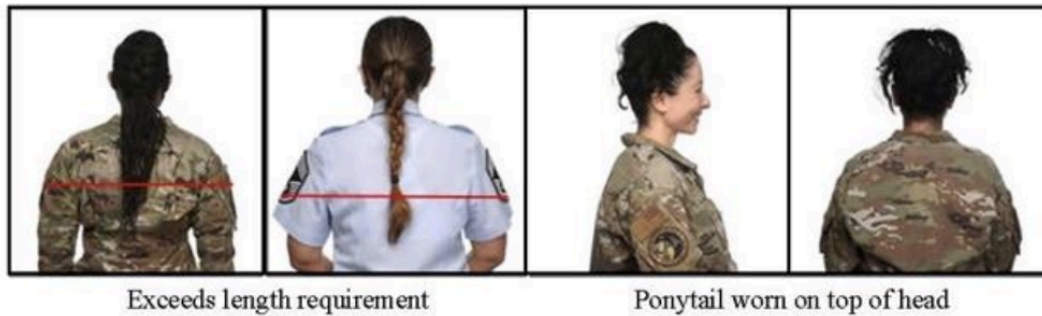


Figure 3.10. Authorized Female Hair Styles Examples of Locs, Braids, and Cornrows.

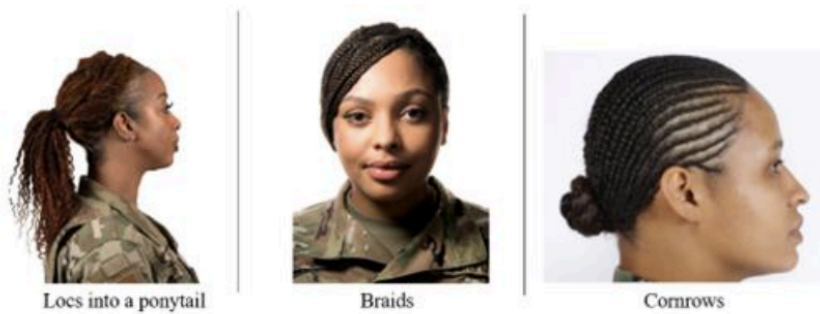
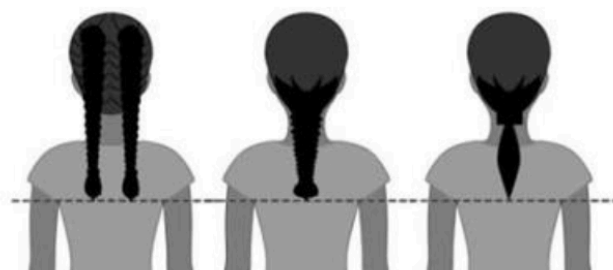


Figure 3.11. Authorized Ponytails/Equivalent and Long braid(s) Hair Styles Examples.



Figure 3.12. Ponytail/Braid Length.



Hair may not extend below line below a running between the top of each sleeve inseam at the under arm through the shoulder blades.

Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, it must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single ponytail/equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the underarm through the shoulder blades.

If worn, hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

Figure 3.9. Female Hair Accessories.



Scrunchie



Hair Clips

Locs, braids, twists, micro-braids, french braids, dutch braids, and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists, or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed the length and bulk standard. Headgear must fit properly. All locs, braids, and twists, when worn, will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the locs, braids, or twists, and must be tightly interwoven to present a neat, professional appearance. A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards. Micro-braids or twists are not required to continue to the end of the hair.

Cosmetics

Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties or hinder proper fit of prescribed safety equipment or uniform items. Male Airmen are not authorized to wear nail polish. If worn by females, nail polish will be clear or French or American Manicure. French manicures include

white tips with a base of clear and American manicures include ivory white or cream tips with a base of clear. Ombre manicure style is not authorized. Do not apply designs to nails.

Males

Male Airmen are not authorized to wear cosmetics. Male Airmen are not authorized to wear nail polish.

Females

Female Airmen may wear conservatively (moderate, being within reasonable limits; not excessive or extreme) styled cosmetics. Eyelash extensions, if worn, will be female Airman's natural eyelash color, will not exceed 14 millimeters in total length or touch the member's eyebrow, and must present a natural appearance. Eyelash extensions will not hinder wear of protective eyewear or any type of headgear. Lipstick, if worn by female Airmen, will be a conservative shade that does not detract from the uniform. Eyeliner, if worn by female Airmen, cannot extend past the corners of eye opening (i.e., winged liner not authorized). Cosmetics will not be worn during field conditions.

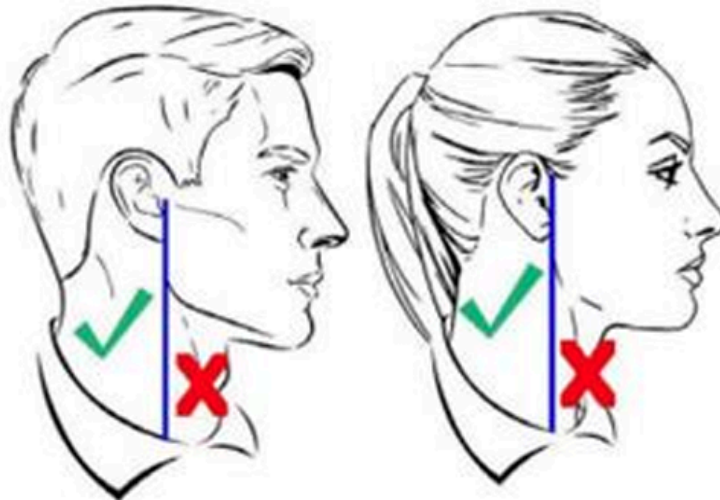
Figure 3.15. Authorized and Unauthorized Eyelash Extension Examples.



Tattoos/Body Markings

Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck, face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos are authorized on the chest and back (below the open collar uniform), arms, legs, feet, hands, and neck. One tattoo on the neck is authorized and will not exceed 1-inch in measurement in any direction. The neck tattoo will only be placed behind a vertical line at the opening of the ear orifice around the back to a vertical line at the opening of the other ear orifice and includes behind the ear (See Figure 3.16.).

Figure 3.16. Neck Tattoo Approved Location.



Backpacks, Hats, and Other Accessories

Solid black, brown, gray, and dark blue backpacks are authorized in all uniforms. OCP-patterned or coyote brown backpacks may be worn with the OCP uniform. All other patterned backpacks are not authorized to be worn in all uniforms. Sling backpacks are authorized and will be worn across the chest; if carried on the shoulder, wear on the left shoulder. Two-strap backpacks will be worn on the left shoulder or both shoulders (not to interfere with rendering the proper salute. They will not have ornaments such as pins, tags, or key chains, but may have a minimal amount of color as long as a significant majority of the backpack is black or dark blue. Small logos are authorized. They may be worn with all uniforms except while wearing service dress.

For cold weather, hats may be worn if they are dark blue, or black without logos. Coyote brown hats may be worn with OCPs, PTGs, and FDU's only. Gloves should be a solid black or dark blue color, with minimal logos.

Cadets are allowed to wear watches which must be conservative. Conservative examples (not all-inclusive) are a solid color of black, brown, silver, or gold. Eyeglasses must be conservative. Brand name glasses may be worn with a small logo on frames or lenses. The logo must be the same color as frames or lenses. Must wear a glasses strap when engaged in physical activities. Sunglasses will be conservative, with either black, brown, gold, or silver frames. There can be a small brand logo on the sides that can contrast with the color of the frame or lenses. Sunglasses may not be worn with any uniform as a GMC cadet, with 2 exceptions:

- ☐ When driving if there is an issue of sunlight impairing the driver's vision. In this case, the driver may wear sunglasses but must remove the sunglasses before departing from the vehicle.
- ☐ With the direct permission of the Detachment 225 Cadre Staff.

SECTION III: Basic Procedures, Duties, and Courtesies

Customs and courtesies are an important part of military tradition. They are the way we show respect to each other and the American Flag. As an AFROTC cadet, you will be expected to render all proper customs and courtesies to all officers and enlisted members of any US military branch, to AFROTC POC cadets, and to the flag. For more information on customs and courtesies, reference [DAFI 90-1201](#).

Calling the Room to Attention

Another way in which military personnel show respect to senior officers is by calling the room to attention whenever he or she enters or leaves the room. When an officer that is senior to all in the room (i.e. ranking officer) enters, the person closest to the entrance or the first person to see the officer will call the room to attention by saying **Room, ATTENTION (“Room, tench-HUT”)**. Those in the room will remain at attention until the officer relieves them by saying **Carry On** or **As You Were**. The only time you will not call the room to attention for the ranking officer entering or leaving a room is if an academic session is in process.

Verbal Greetings

Greetings are rendered in the following format: **Good [TIME OF DAY], [RANK] [LAST NAME]**. From 0000 to 1159, it is morning; from 1200 to 1659, it is afternoon; from 1700 to 2359, it is evening. A proper greeting to Captain John Doe at 1500 is as follows: **Good afternoon, Captain Doe**. Greetings are rendered first to officers, then enlisted, and then POC. Within each group, greetings are rendered from highest to lowest rank. Ladies are greeted before gentlemen of equal rank and in alphabetical order.

When two or more females or males are present, they may be greeted as “ladies” and “gentlemen,” respectively. If one person of one gender is present with a group of members from the opposite gender, it is appropriate to say, for example, **Good morning Ma’am, good morning gentlemen**, or in the other case, **Good morning ladies, good morning Sir**.

Cadets will rise when a commissioned officer enters the room, come to attention, and render a verbal greeting, unless the cadets are in an academic setting (i.e. in the middle of class or a LLAB activity), or there is already a higher-ranking officer in the room.

If a group of cadets needs to greet a POC, NCO, or officer, this can be accomplished by one cadet saying **[GROUP], greet [RANK, LAST NAME]**. The [GROUP] called to greet should be appropriate to the situation – i.e. “Flight”, “Area”, etc. Upon hearing this command, every cadet in the mentioned group should, **in unison**, render the appropriate verbal greeting. For example, if in a flight, you might call **Flight, greet Capt Doe**, and the flight would respond with, e.g., **Good morning Capt Doe**.

Saluting

When outdoors, salutes are rendered to officers and POC when both the cadet and the POC or officer are wearing a cover (i.e. a flight cap or ABU cap). The cadet will render his/her salute approximately six paces away from the officer/POC and give the greeting of the day while continuing to walk. If either the cadet or the POC/officer is not wearing a cover, no salute should be rendered.

If a higher-ranking officer approaches a group of cadets, all cadets salute immediately unless they are in a formation of some kind. If in formation, the formation leader comes to attention and salutes for the entire group. When exchanging salutes, hold your salute either until the officer/POC has raised and lowered his/her salute or until you are abreast with him/her. When passing a group of officers and/or POC in conversation, do not interrupt with the greeting of the day, but simply render a salute. Do not salute if at double-time- simply give the greeting of the day.

Salutes are not required in the Physical Training Uniform (except at Reveille/Retreat) or when indoors. However, you will salute indoors during awards ceremonies, formal inspections, and when reporting in. Do not salute when your arms are full – just render the verbal greeting. Do not salute NCOs, but render the appropriate verbal greeting. Salutes are not required if either member is in civilian clothing, but you may salute and render the appropriate greeting as a sign of respect if you recognize the officer.

When greeting a group of officers, NCOs, and POC: the greeting will go in that order, from female to male in the same rank. A salute should be rendered and held throughout the course of the greeting, i.e. the salute is not raised for an officer, dropped for NCO, and raised for POC. The salute should remain up until the officer/POC renders a return salute or the cadet has come abreast with them.

Respect for the American Flag

The flag of the United States of America is a symbol of our country. It represents the principles and ideals that you have pledged to defend. It is treated with the highest respect. It should never be used as a drapery, an article of clothing, or a covering. It should never be allowed to touch the ground. No lettering of any kind should be placed on the flag, nor should it be used for advertising purposes. When in uniform and an uncased flag is escorted past you, stand at attention and render a salute if outdoors. If indoors, do not salute. The salute is rendered six bases before the flag is even with you and held until the flag has passed six paces beyond you. Flags on stationary flagstaffs are not saluted except during reveille and retreat.

Reveille and Retreat are performed by one branch of the Notre Dame Tri-Military community every weekday at 0700 and 1700 to signify the beginning and end of the duty day, respectively. Reveille and Retreat are time-honored military traditions that pay respect to not only the American flag but also the flags of the four primary military branches (Army, Navy, Marine Corps, Air Force). While in uniform, during Reveille or Retreat, you will face the flag, stand at attention, and salute (if outdoors) during the National Anthem or “To the Colors” (or when the flag is being raised or lowered). If indoors, you will not salute. If the flag is not visible, face the music or the front, stand at the position of attention, and render a salute (if outdoors). If in civilian clothes, face the flag, stand at attention, and place your right hand over your heart. Males should also remove their hats if in civilian clothes.

Reporting In

When reporting for a formal meeting with any cadre member, cadets should perform reporting in procedures. The cadet will center on the door/entrance and knock once, unless a conversation is taking place. When instructed to enter, the cadet will take the most direct path (squaring corners unless on carpeted areas) to the cadre member’s desk and stop centered and two paces away.

The cadet will salute and state, **Sir/Ma'am, Cadet [LAST NAME] reports as ordered.** For multiple cadets reporting in, all will salute and one cadet will state, **Sir/Ma'am, Cadets [ALL LAST NAMES] report as ordered.** If not ordered to report in, the verbiage is **Sir/Ma'am, Cadet [LAST NAME] reports.** The cadet will hold his/her salute until the cadre member has dropped his/her salute, and the cadet will continue to stand at the position of attention until instructed otherwise.

When the conversation is ended, the cadet will ask, at the position of attention, **Will that be all, Sir/Ma'am?** If so, the cadet will take one step backward with an arm swing, salute, and render the greeting of the day. He/she will then exit the room with proper facing movements.

Classroom Procedures

At the beginning of an academic session, one cadet (the Academic Officer, or AO) should lead classroom procedures. The AO says, **Class, PREPARE FOR INSTRUCTION.** Cadets stand at parade rest. As the instructor enters the room, the AO will say, **Class, ATTENTION.** Cadets move to the position of attention.

The AO will turn to the instructor, salute, and report, **Sir/Ma'am, Class is ready for instruction.** The instructor will return the salute and the lesson will begin. Cadets will sit at the position of attention when told to take their seats unless otherwise directed to sit at ease.

When the instructor indicates that the lecture is completed, the cadet says, **Class, PREPARE FOR DISMISSAL.** Cadets will prepare to stand at attention. The AO will say, **Class, ATTENTION.** Cadets will stand at the position of attention.

The cadet will salute the lecturer and report, **Sir/Ma'am, Class is ready for dismissal.** The instructor will return the salute and depart. Upon exiting, he/she will command **CARRY ON** and the class will echo **Carry On, Sir/Ma'am.** If the instructor gives no command, the AO will command **CARRY ON** to the class.

Place of Honor

The place of honor is always on the right. A junior ranking member walks, sits, or rides on a senior ranking member's left. A senior ranking member always enters a room before a junior ranking member. When walking with a higher-ranking cadet or commissioned officer, lower-ranking cadets should walk on the left side. The highest-ranking member should render salutes for the group.

Other Courtesies

Cadets will show respect by standing when conversing with an officer, NCO, or cadre unless directed otherwise. It is also important to always arrive punctually to any ROTC class or meeting. You should always plan to arrive five to ten minutes early. You should also respond to emails from any cadre or cadets promptly. You should aim to respond within six hours, even just as a confirmation that you received the message and have begun working on finding the answer to the question posed in the email.

Emails

The start of every email should be the appropriate greeting of the day to the person whom you are emailing. For example, if you are emailing Captain John Doe at 1500, your email should start:

“Good afternoon Captain Doe,”

Write the body of your email with excellent grammar and spelling. Make sure your emails are succinct and meaningful. At the end of the email, you should sign off with “Very respectfully,” or “V/R,” followed by your name.

Promptness is *extremely important* in all ROTC and military communication. You should respond to all ROTC-related emails you receive (as appropriate) in a timely fashion, even if you are just confirming that you received and understood the information that was sent to you. If you do not have an immediate answer for the content of the email, you should respond to the sender to let them know it was received and set a suspense date for your response. As a rule of thumb, you should respond to all ROTC communication *within six hours* of receiving it.

SECTION IV: Warrior Knowledge

*While in AFROTC, you will be expected to memorize **verbatim** a set of information known as Warrior Knowledge. Seeking and memorizing this information will allow you to excel at NCOP.*

USAF Chain of Command

President: _____

Sec of Defense: _____

Sec of the Air Force: _____

USAF Chief of Staff: _____

Chief of Space Operations: _____

AETC/CC: _____

AU/CC: _____

Holm Center/CC: _____

AFROTC/CC: _____

AFROTC NE Region/CC: _____

AFROTC Det 225/CC: _____

USAF Major Commands

1. **Air Mobility Command:** _____
2. **Air Combat Command:** _____
3. **Air Education and Training Command:** _____
4. **Air Force Special Operations Command:** _____
5. **United States Air Forces in Europe and Air Forces Africa:** _____
6. **Pacific Air Forces:** _____
7. **Air Force Materiel Command:** _____
8. **Air Force Reserve Command:** _____
9. **Air Force Global Strike Command:** _____
10. **Space Operations Command:** _____
11. **Space Systems Command:** _____
12. **Space Training and Readiness Command:** _____

Campus Map

Below is a map of the campus of the University of Notre Dame du Lac. Your familiarity with this map will enable you to succeed in NCOP programming that requires navigation of campus. For more detail and building names, refer to online map resources such as Google or Apple Maps.



Mission Statements

AF Mission: _____

Space Force Mission: _____

AF Core Values: _____

SF Core Values: _____

Holm Center Mission: _____

AFROTC Mission: _____

Cadet Honor Code: _____

AFROTC Field Training Mission: _____

NCOP Mission: "Developing pride and wingmanship through discipline."

The Enlisted Oath of Office

"I, [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."

The Air Force Song

I

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!

II

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!

III

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!

IV

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a gray-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. Hey!
Nothing'll stop the U.S. Air Force!

-Robert MacArthur Crawford

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.

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.

Seven Basic Responses

1. Yes, sir/ma'am
 2. No, sir/ma'am
 3. No excuse, sir/ma'am
 4. Sir/Ma'am, may I ask a question
 5. Sir/Ma'am, may I make a statement
 6. Sir/Ma'am, I do not understand
 7. Sir/Ma'am, I do not know
-

NATO Phonetic Alphabet

Alpha	F_____	K_____	P_____	U_____	Z_____
B_____	G_____	L_____	Q_____	V_____	
C_____	H_____	M_____	R_____	W_____	
D_____	I_____	N_____	S_____	X_____	
E_____	J_____	O_____	T_____	Y_____	

USAF Rank Structure

Officer Rank Structure

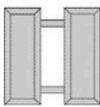
O-1: _____	O-4: _____	O-7: _____
O-2: _____	O-5: _____	O-8: _____
O-3: _____	O-6: _____	O-9: _____
		O-10: _____

Enlisted Rank Structure

E-1: _____	E-5: _____	E-7: _____
E-2: _____	E-6: _____	E-8: _____
E-3: _____		E-9: _____
E-4: _____		

USAF Rank Insignia

Officer Ranks

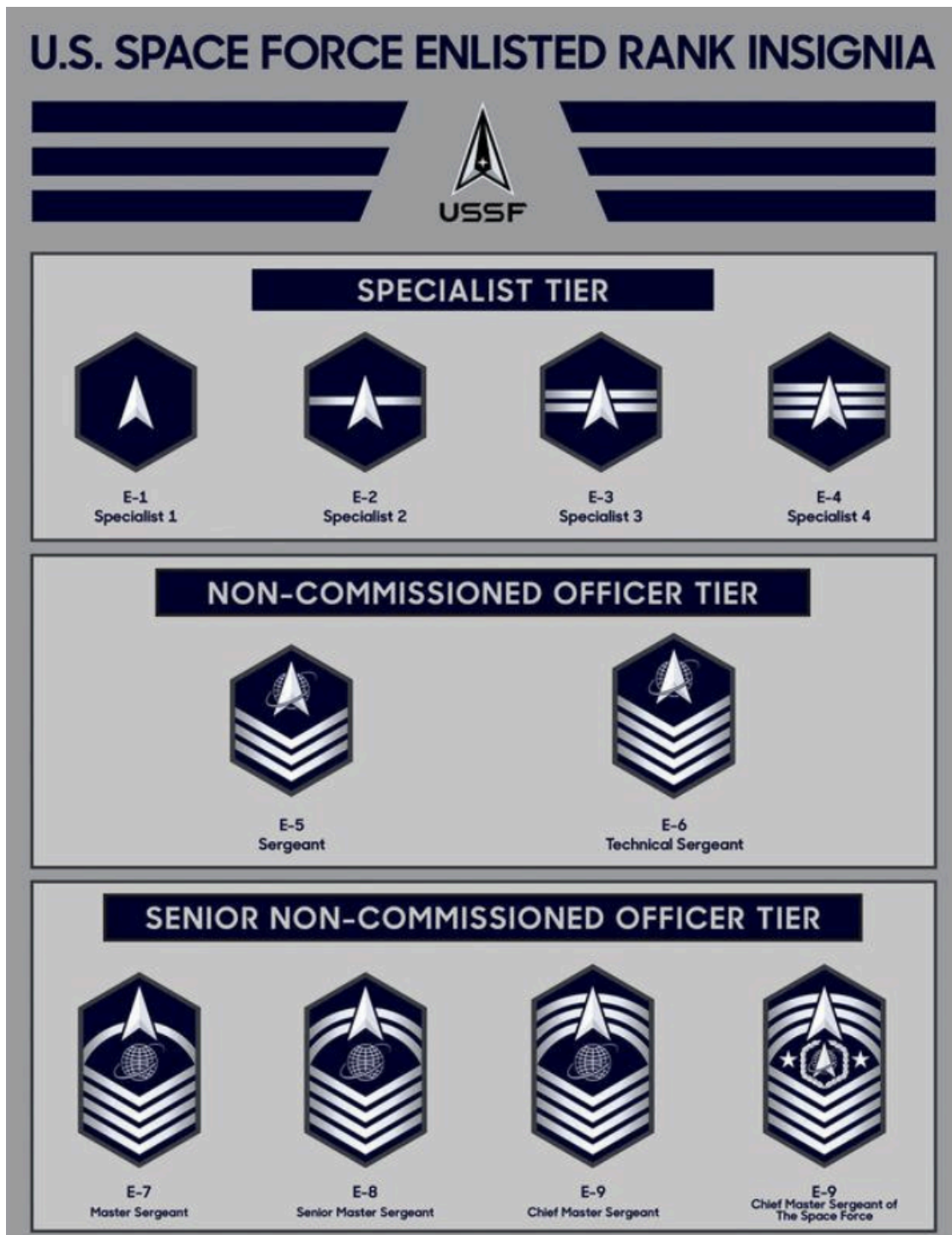
	0-1	0-2	0-3	0-4	0-5	0-6
Company and Field Grade Officer						
	2 nd Lieutenant	1 st Lieutenant	Captain	Major	Lieutenant Colonel	Colonel
	0-7	0-8	0-9	0-10		0-11
General Officer						
	Brigadier General	Major General	Lieutenant General	General		General of the Air Force

Enlisted Ranks

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	
Air Force Enlisted								
	Airman Basic	Airman	Airman First Class	Senior Airman	Staff Sergeant	Technical Sergeant	Master Sergeant	First Sergeant
	E-8			E-9				
								
	Senior Master Sergeant	First Sergeant	Chief Master Sergeant	First Sergeant	Command Chief Master Sergeant	Chief Master Sergeant of the AF		

NOTE: At NCOP and all other official ROTC functions (i.e. AS Class, LLAB, PT, etc.), you will be expected to be able to identify these rank insignia on the uniforms of the officers and NCOs who make up the Det 225 cadre. You will also be expected to know their names (reference page 5), as you must greet them properly when you see them.

USSF Enlisted Rank Structure and Insignia



Cadet Ranks

Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)
		Cadet Colonel (C/Col)
		Cadet Lieutenant Colonel (C/Lt Col)
		Cadet Major (C/Maj)
		Cadet Captain (C/Capt)
		Cadet First Lieutenant (C/1Lt)
		Cadet Second Lieutenant (C/2Lt)
		Cadet Third Class (C/3C)
		Cadet Fourth Class (C/4C)

NOTE: At NCOP, you will be expected to be able to identify these cadet rank insignia on the uniforms of the cadets who make NCOP Staff. You will also be expected to know the full names of NCOP Staff (reference page 6), as you must greet them properly when you see them.

Air Force Assets

Learn more about Air Force assets at the official [USAF fact sheets](#) page.

F-15C Eagle: Air Superiority Fighter



F-16 Fighting Falcon: Multirole Fighter



F-35A Lightning II: Stealth Multirole Fighter



F-22 Raptor: Stealth Air Superiority Fighter



CV-22 Osprey: Special Operations



HH-60G Pave Hawk: Combat Search & Rescue



UH-1N Huey: Utility Helicopter



A-10 Thunderbolt II: Close Air Support



AC-130J Ghost rider: Close Air Support & Strike



B-1B Lancer: Long-Range Strike Bomber



B-2 Spirit: Stealth Strategic Bomber



B-21 Raider: Stealth Strategic Bomber



B-52H Stratofortress: Strategic Bomber



E-3 Sentry: Airborne Warning & Control



E-4B Nightwatch: National Airborne Command Post



KC-10 Extender: Aerial Refueling



KC-46A Pegasus: Aerial Refueling



KC-135 Stratotanker: Aerial Refueling



C-5M Super Galaxy: Strategic Airlift



C-17 Globemaster III: Strategic Airlift



C-21 Learjet: Personnel Transport



C-130 Hercules: Tactical Airlift



RC-135V/W Rivet Joint: Signals Intelligence



E-8C Joint Stars: Battle Management & ISR



U-2 Dragon Lady: High-Altitude Reconnaissance



MQ-1B Predator: ISR & Strike



MQ-9 Reaper: ISR & Strike



RQ-4 Global Hawk: High-Altitude ISR



Space Force Assets

Learn more about Space Force assets at the official [USSF fact sheets](#) page.

Global Positioning System: GPS



Wideband Global SATCOM: WGS



Defense Support Program: DSP



Geosynchronous Space Situational Awareness Program: GSSAP



Advanced Extremely High Frequency: AEHF



Military Strategic & Technical Relay: Milstar



Space Fence:



Ground Station Antenna:



Space-Based Infrared System: SBIRS



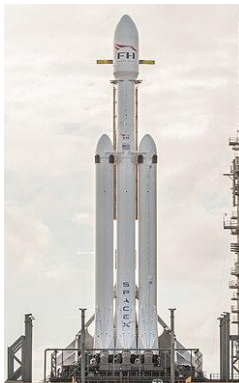
Ground-Based Electro-Optical Deep Space Surveillance (GEODSS):



Upgraded Early Warning Radar:



Falcon 9 Heavy: SpaceX Rocket



Atlas V:



Vulcan Centaur Rocket:



New Glenn Rocket: Blue Origin Rocket



Air Force Core Values

Integrity First

Officers with forthright integrity voluntarily decide the right thing to do and do it in both their professional and private lives. They do not choose the right thing because of a calculation of what is most advantageous to themselves, but because of a consistent and spontaneous inclination to do the right thing.

Service Before Self

Officers who are selfless in service to their country, the Air Force, and their subordinates know how to prioritize their loyalties so that their highest loyalty is to the moral principles reflected in the Constitution, then to the profession of arms, then to the mission, and lastly to individuals.

Excellence in All We Do

Officers who are committed to excellence in the performance of their personal and professional responsibilities strive to do their best in everything they are capable of accomplishing.

Detachment 225 Honors

Col Kelly Francis Cook

On November 10, 1967, Lt. Col. Kelly F. Cook, pilot, and 1Lt. James A. Crew, bombardier/navigator were the crew of one F4C in a flight of two which departed Da Nang Air Base, South Vietnam on an operational mission. The crew of the second aircraft was the pilot, Maj. James S. Morgan, and the rear-seater, 1Lt. Charles J. Huneycutt. Both F4's were tracked to their target area of Dong Hoa in North Vietnam, but because of inclement weather, were directed to an alternate target nearby. Positive radar and radio contact was maintained with the aircrafts until the point when their bombing dives were to begin. All contact was then lost. Electronic searches were negative. Ground search was not conducted since the incident occurred over heavily defended territory about 14 miles southeast of Dong Hoi on the coast of North Vietnam. All four men aboard were classified Missing in Action.

Col Francis “Gabby” Gabreski

Born 1919 in Oil City, Pennsylvania, and attended the University of Notre Dame from 1938 to 1940 when he left to be a WWII fighter pilot. He was the top United States Army Air Forces fighter ace over Europe during World War II and a jet fighter ace with the Air Force in the Korean War. Although best known for his credited destruction of 34 1/2 aircraft in aerial combat, he is also one of only seven U.S. combat pilots to become an ace in two wars. In total, Col Gabreski completed 289 combat missions, over 5,000 flying hours and served in the military for over 26 years.

Lt Col James Fowler

James Alan Fowler graduated from Notre Dame in 1959 and joined the 523rd Fighter Squadron. While flying over North Vietnam in 1972, James Fowler was lost in a combat operation. While in Missing-In-Action status, the Air Force promoted James Fowler to the rank of Lieutenant Colonel. For his incredible efforts over the course of his lifetime, Lt Col James Fowler was awarded the Silver Star, the Distinguished Flying Cross, the Purple Heart, and the Air Medal.

Capt Joseph Daniel Adrian

Joseph D. Adrian was reported missing in action while on a night scramble mission in a flight of three F-100 aircraft on March 12, 1967. Adrian's aircraft was attempting to join the lead in a right turn when it was observed to continue the turn and disappear out of sight. The incident occurred approximately six miles off the end of the runway at Tuy Hoa offshore from Phu Yen Province, South Vietnam. According to Air Force records, evidence (unnamed) was received which indicated that Lt. Adrian died at the time his aircraft went down, but as no remains were found, he is listed with honor among those missing in Southeast Asia.

Capt Francis Barnes Midnight

On 23 August 1967 1LT Francis B. Midnight, aircraft commander and 1LT Albert M. Silva, co-pilot, were flying an F4C aircraft (66-7517), as number two in a flight of two on an armed reconnaissance mission over North Vietnam. In the target area LT Midnight called that he was rolling in to attack, shortly after, a large fireball, several secondary explosions, and fires were observed in the vicinity of grid coordinates (GC) XE 712 139. Immediately after, a strong beeper signal and voice contact was made with 1LT Silva. Search and rescue (SAR) was initiated, but the efforts were terminated at 0423 hours because no successful contact after 1LT Silva was recovered, LT Silva reported that because of his ejection altitude the aircraft commander probably did not have time to eject.

Capt Reid Nishizuka

Upon graduation from Notre Dame, Reid moved to Columbus Air Force Base, Mississippi, for pilot training. He completed training at Corpus Christi Naval Air Station, Texas, and proceeded to serve as an EC-130 pilot at Davis-Monthan Air Force Base, Arizona. Reid's final assignment was to the 427th Reconnaissance Squadron at Beale Air Force Base, Calif. Capt. Reid K. Nishizuka, age 30, died April 27, 2013, in a MC-12 crash near Kandahar Airfield, Afghanistan, while serving during Operation Enduring Freedom. He is the recipient of 10 Air Medals, two Air Force Commendation Medals, two Air Force Achievement Medals, and, posthumously, the Bronze Star for Heroism.

Capt Paul Roberge

Captain Paul Roberge graduated from Notre Dame and was commissioned from Det 225 in 1981 and faithfully served his country as a stellar fighter pilot for six years. He was killed in a training accident flying a T-38 in 1987.

Capt Edwin Gerald Shank Jr.

CAPT Edwin G. Shank Jr. was a United States Air Force pilot assigned to 1st Air Commando Squadron, Tactical Air Command (TAC), 13th Air Force. On March 24, 1964, CAPT Shank was flying a USAF T-28D (#53-8362) with a VNAF observer, name unknown, when his T-28 lost a wing during a dive bombing run near Soc Trang. Both crewmen were killed.

Capt Joseph Stanley Smith

On April 4, 1971, Smith was the pilot of a single-seat F-100D aircraft as the leader in a flight of two aircraft on a combat mission over Cambodia. While making a pass over the target, the pilot of the other aircraft noted white vapor streaming from the left wing of Smith's aircraft. Smith's aircraft crashed a half mile from the target. The other pilot reported that he did not see any ejection from Smith's aircraft and no beepers were heard. The following day, an aerial search revealed aircraft wreckage over a large area, however no remains were observed. Due to intense enemy activity in the area, ground forces could not attempt a recovery operation. Smith was declared missing in action as of April 4, 1971. U.S. and Kingdom of Cambodia teams, with the assistance of the U.S. Embassy's POW/MIA specialists, investigated the loss from 1996 until 2016. During subsequent excavations of the crash site in Kampong Thom Province, teams recovered possible osseous remains and wreckage associated with an F-100D aircraft.

1st Lt James Lee Cumiskey

1st LT Cumiskey was flying an F-100D (tail number 55-3510) when he was shot down about 20 miles southeast of Pleiku. He was on a close air support mission and was hit by ground fire during a low altitude napalm delivery.

Cadet Noel Dube

Cadet Noel Dube was a young commissionee who was killed in a construction accident two weeks after graduation from the University of Notre Dame and the Air Force ROTC program.

Non-Combat Vietnam War Deaths: Lt. Col. Joseph W. Mahoney, Capt. Ronald A. Kersting, 1st Lt. William F. Rachac Jr., 2nd Lt. Leonard J. Le Rose, Capt. Dennis P. Madden, 1st Lt. William A. Kuhn, Capt. Richard L. Ward, 1st Lt Brendan Thomas Doherty, Capt Harold Raymond Vogel

SECTION V: Packing List

In addition to bringing all necessary items for your academic semester, we are providing a packing list below that is NCOP-specific. Please procure and bring all of the following items to NCOP, except for the “Issued Items to Bring to NCOP TD-1,” which will be issued to cadets during Admin Day. Further instructions on this information will be forthcoming this summer. Please let a member of NCOP Staff or Det 225 cadre know if you have any questions regarding this packing list over the summer.

Item:	Quantity	NCOP Issued	Notes
Physical Training Gear (PTG) Shirt	1	Admin Day	
PTG Shorts	1	Admin Day	
Modified Operational Camouflage Pattern (OCP) Uniform (NCOP T-shirt, OCP trousers, OCP belt, cover)	1	Admin Day	
Det 225 Polo	1	Admin Day	
Notebook (Issued)	1	Admin Day	Cadets need this on their person AT ALL TIMES
AFROTC Water Bottle	1	Admin Day	Cadets need this on their person AT ALL TIMES
Spiral-bound NCOP Handbook	1	Admin Day	Cadets need this on their person AT ALL TIMES
Backpack (at least 20L)	1	Yes	IAW DAFI 36-2903 7.3.5.3 Cadets need this on their person AT ALL TIMES
Running shoes, lace up	1 pair	No	Will get dirty
Polo	1	No	Conservative
Khaki pants	1 pair	No	
Athletic Socks	4 pairs	No	Solid color (black, white, dark blue, gray, desert sand, tan, DLA-issued green, or coyote brown), small logos acceptable Cadets need 1 extra pair on their person AT ALL TIMES
Personal Water Bottle	1	No	Cadets need this on their person AT ALL TIMES

Cell Phone/Student ID	1	No	ND Students: Needed for Dorm Access Cadets need this on their person AT ALL TIMES
Pencil	2	No	Cadets need this on their person AT ALL TIMES
Pen	2	No	Cadets need this on their person AT ALL TIMES
Wrist Watch (Conservative colors, no smart watches)	1	No	Cadets need this on their person AT ALL TIMES
Hygiene materials (shower shoes, toothpaste, shaving cream, etc.)	1	No	Crosstown Cadets only
Sleeping materials	1	No	Crosstown Cadets only
Sunscreen	1	No	Cadets need this on their person AT ALL TIMES
MRE	2	TD-0	Cadets need this on their person AT ALL TIMES
Tide Pod	1	TD-0	
Flashlight	1	TD-0	Cadets need this on their person AT ALL TIMES
Gloves	1 pair	TD-0	Cadets need this on their person AT ALL TIMES

SECTION VI: Helpful Resources

Should you ever run into any questions or issues, please reach out. During NCOP, please reach out to the main points of contact in NCOP Staff who will be reaching out to you throughout this summer or Det 225 cadre. During the semester, don't ever hesitate to bring problems or concerns to your Flight Commander (your first point of contact), your wingmen, or your POC. Several online resources are also easily available to help you learn more about the detachment, customs and courtesies, military decorum, and other aspects of life as an AFROTC cadet. Familiarization with these resources will aid at NCOP.

Detachment 225 Website, containing a myriad of resources for Det 225 cadets, can be accessed at:
<https://afrotc.nd.edu/>

Our detachment Facebook page is called "Air Force ROTC Detachment 225," and posts detachment updates and events. This page can be accessed at:
<https://www.facebook.com/AFROTCDet225/>

For more information about ROTC academic standards:
<https://www.afrotc.com/program-requirements/academic>

For more information about uniform wear, see DAFI 36-2903:
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-2903/dafi36-2903.pdf

The drill and ceremonies manual (AFMAN 34-1203) is a guide on marching and calling procedures. It can be accessed at:
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafpam34-1203/dafpam34-1203.pdf

The Tongue and Quill (AFH 33-337) is the official Air and Space Force guide for effective written and spoken communication. It can be accessed at:
<https://drive.google.com/drive/folders/1tmQkxkfN5UuVYF5ffycHSZ5xdKlMVkTP> or
https://static.e-publishing.af.mil/production/1/administrative_assistant/publication/afh33-337/afh33-337.pdf

The Air Force's E-Publishing site contains every Air Force document imaginable, listed by number. These include performance reports, feedback forms, etc:
<http://www.e-publishing.af.mil>

Det. 225 Drill and Ceremonies Overview:
https://docs.google.com/document/d/15AtFsBOLDGm0SxtlGQSKmDFnTa4_U25V-fhTRZgxK8g

AFROTC Helpful Terms

Non-civilian AFROTC Terminology

Non-acronymic terms

Cadre - Active duty officers and enlisted personnel tasked with instructing and mentoring

Tasker - a formal directive involving an assignment

100 - First-year cadet

150 - Cadet who joined the Spring Semester of their first year

200 - Second-year cadet

250 - Cadet who joined their second year

300 - POC Cadet first year after Field Training

400 - POC Cadet second year after Field Training

500 - GMC Cadet who completed the GMC course but has not received a Field Training slot

800 - POC that requires another year before commissioning

Drill - marching, formations, etc.

Visrecee - Visual recognition

TriMil - AFROTC, NROTC, and Army ROTC jointly

Det - Detachment

Acronyms & Initialisms

LLAB - Leadership Laboratory

AS - Aerospace Studies

NCOIC - Non-commissioned Officer in Charge

DoDMERB - Department of Defense Medical Examination Review Board

PFA - Physical Fitness Assessment

USAF - United States Air Force

USSF - United States Space Force

NCOP - New Cadet Orientation Program

GMC - General Military Course, first two years

POC - Professional Officer Course

POCIC - POC Cadet in Charge

GLP - Group Leadership Project

FT - Field Training

FTP - Field Training Preparation

TF - Task Force

PSP - Personnel Selection Panel

PCS - Permanent Change of Station

PT - Physical Training

AFSC - Air Force Specialty Code

AFOQT - Air Force Officer Qualifying Test

OCP - Operational Camouflage Pattern

CC - Commanding Officer

DC -Deputy Commander
TW - Training Week
TD - Training Day
UOD - Uniform of the Day
SGA - Senior GMC Advisor
DGA - Deputy GMC Advisor
PA/PO - Public Affairs/Public Outreach
ACA - Appropriate Civilian Attire
MWR - Morale, Welfare, and Recreation
FDE - Flight Drill Evaluation
LRC - Leadership Reaction Course

Detachment 225 Specific

PC - Pasquerilla Center
MPC - Mission Planning Cell
AFL - Air Force Lounge
FIIT - Flyin' Irish Invitational (Basketball) Tournament

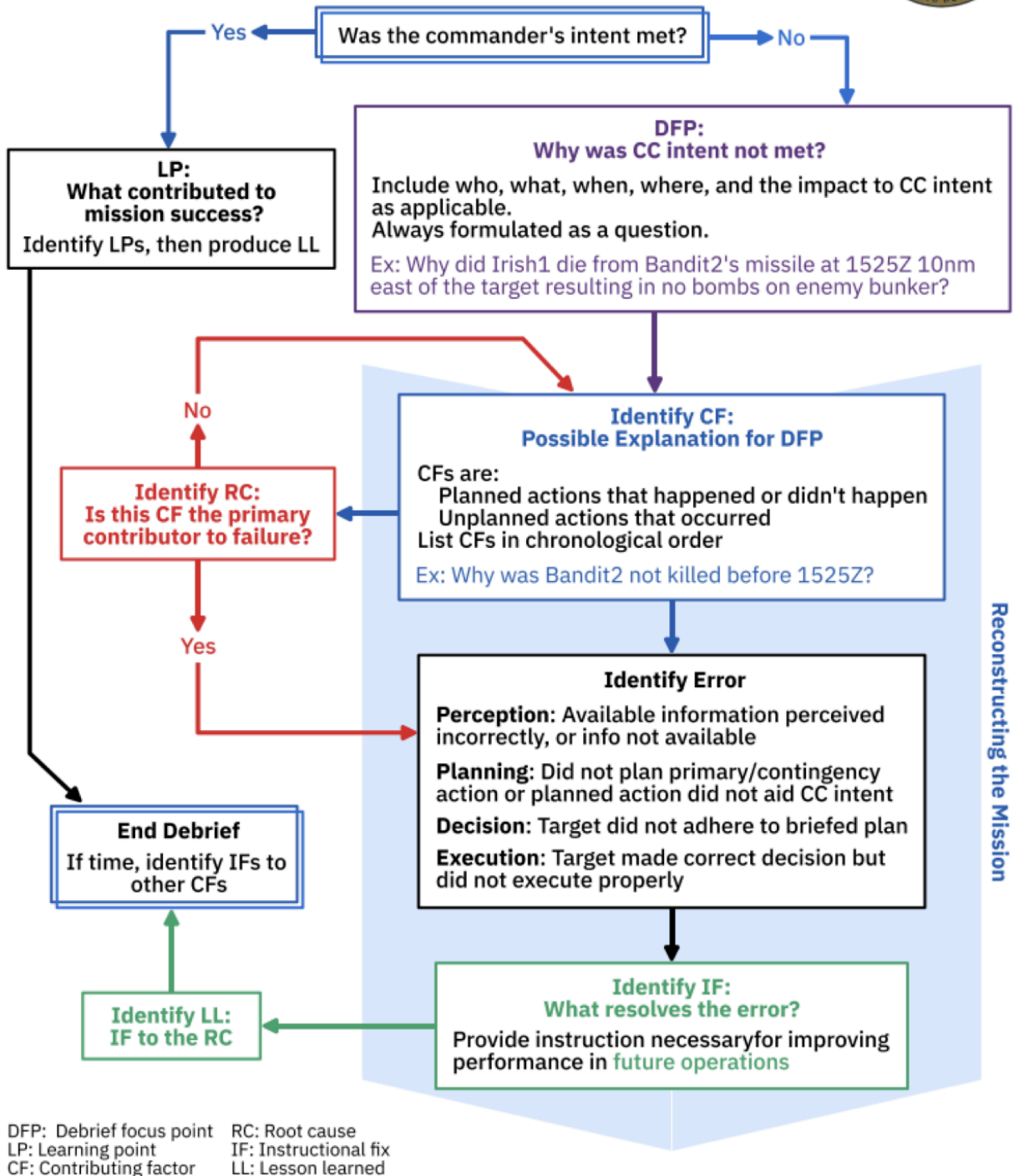
Emails

HOT - New and important
V/R - Very Respectfully
BLUF - Bottom Line Up Front (TLDR)
EOD - End of Day (2359)
COB - Close of Business (1700)

Debrief Flowchart

225th Cadet Wing

Debrief Flowchart - Use whiteboard if available!



Adapting the Tongue and Quill for AFROTC

Adapting the *T&Q* for AFROTC Cadets

A Guide for DAF Papers and Correspondence

Cadet Zephan Enciso

24 Nov 2025

Contents

Terminology	1
Distinguishing Between Cadre and Cadets	1
Identifying Your Office Symbol	2
Identifying Your Duty Title	2
Document Formatting	3
Memoranda	3
Memoranda for Record	4
Emails, Staff Summary Sheets	4
Air Force Papers	5
Cadet Ranks and Abbreviations	5

Terminology

- **Office symbol:** A code to identify the organization structure and functional responsibility of an office. Major functions have two-letter symbols (e.g. logistics—LG, personnel—DP, commander—CC). Subordinates within an office are typically denoted with an additional letter (e.g. within PA/PO—PA—social media might be “PAM”). Slashes denote organizational hierarchy (e.g. 225 CW/A Flt/CC). Although they look similar, *office symbols are not abbreviations*.
- **Duty title:** A specific designation that describes an airman’s or guardian’s role and responsibilities in their unit. It reflects their job function and position (e.g. Squadron Commander, Flight Chief, Maintenance Technician).

Distinguishing Between Cadre and Cadets

“AFROTC” may refer to the **cadet organization** or the **USAF organization** within AETC. Cadet ranks are derived from the cadet organization, so they should only be used in an AFROTC context. Therefore, signature blocks for cadets should say “FIRST M. LAST, [cadet rank], AFROTC” and *not* “FIRST M. LAST, [cadet rank], USAF” (see “Document Formatting” for more information).

Note: SF-select cadets should still use “AFROTC,” since AFROTC trains both USAF and USSF officers.

The notion carries over to office symbols. The “Det 225” organization refers to USAF-appointed positions (cadre) while the “225 CW” organization refers to cadet positions. This disambiguates cadet positions

from cadre positions, such as the Cadet Wing Commander (225 CW/CC) from the Det Commander (Det 225/CC).

Identifying Your Office Symbol

Refer to your **organization chart** to find your office symbol. It should be listed with your position. *If you do not have a listed office symbol, use the office symbol of your flight (e.g. Blue Sq/DOA).*

Identifying Your Duty Title

All cadets with an explicit role have a duty title. Consult the OPLAN to identify “Cadet Wing Positions” or “Cadet Flight Officer Positions.” *If you do not have an organizational duty title listed in either of these sections, leave your duty title blank when required.*

Note: The title “Commander” is reserved for specific cadet positions: the Cadet Wing Commander (225 CW/CC), group commanders, squadron commanders, flight commanders, and task force commanders. Section leads are referred to as “Chief” (e.g. “Chief of Logistics”) and directorate leads (currently unused) are referred to as “Director” (e.g. “A1 Director”).

Document Formatting

Use only approved organizational letterhead for all correspondence.

Memoranda

The “FROM:” section should contain:

1. Your office symbol as listed in the org chart
2. Organization: “225th AFROTC Cadet Wing”
3. Address: 211 Pasquerilla Center
4. Location: Notre Dame, IN 46556-5672

Examples:

225 CW/XP
225th AFROTC Cadet Wing
211 Pasquerilla Center
Notre Dame IN 46556-5672

225 MSS/LR
225th AFROTC Cadet Wing
211 Pasquerilla Center
Notre Dame IN 46556-5672

The signature block should contain:

1. A wet signature within the 4 lines below the last line of content
2. “FIRST M. LAST, Rank, AFROTC” where “Rank” is your cadet rank (e.g. C/Lt Col, C/3C)
3. Duty title, as described above

Examples:

ZEPHAN M. ENCISO, C/3C, AFROTC
Bravo Flight Uniform Officer

ZEPHAN M. ENCISO, C/4C, AFROTC

ZEPHAN M. ENCISO, C/Capt, AFROTC
Flight Commander

ZEPHAN M. ENCISO, C/Maj, AFROTC
Chief of Logistics

Memoranda for Record

The signature block for an MFR is different from other memoranda. It should contain:

1. A wet signature within the 4 lines below the last line of content
2. "FIRST M. LAST" (Note that there is no rank or service designation in the MFR)
3. Office symbol, as described above

Examples:

ZEPHAN M. ENCISO
225 CW/XP

ZEPHAN M. ENCISO
Blue Sq/DOAU

ZEPHAN M. ENCISO
225 MSS/LR

Emails, Staff Summary Sheets

The signature block starts with "//SIGNED//" in lieu of a wet signature. Then, it should contain:

1. "FIRST M. LAST, Rank, AFROTC"
2. Duty title, as described above
3. Organization ("225th AFROTC Cadet Wing")
4. Phone number
5. (SSS only) email address

For phone numbers, indicate if the line is commercial ("Comm") or on the Defense Switched Network (DSN).

Examples:

//SIGNED//
ZEPHAN M. ENCISO, C/3C, AFROTC
Flight Uniform Officer
225th AFROTC Cadet Wing
Comm 707-758-9378

//SIGNED//
ZEPHAN M. ENCISO, C/Lt Col, AFROTC
Operations Group Evaluator
225th AFROTC Cadet Wing
Comm 707-758-9378

//SIGNED//
ZEPHAN M. ENCISO, C/Maj, AFROTC
Chief of Protocol
225th AFROTC Cadet Wing
Comm 707-758-9378

Air Force Papers

The **identification line** contains:

1. Rank/Title and last name of the POC
2. Organization/office symbol, as described above
3. Telephone: Full DSN or 10-digit commercial (assumed commercial, only indicate DSN)
4. Typist's initials (may be the POC or someone else)
5. Date in "DD Mmm YY" format

Examples:

C/Lt Col Enciso/225 OG/CC/707-758-9378/zme/17 Sep 24

C/3C Enciso/225 CW/DOA/707-758-9378/zme/17 Sep 24

Cadet Ranks and Abbreviations

Like officer and enlisted ranks, cadet ranks have a full rank, abbreviated rank, and spoken abbreviation.

For all cadet ranks, the spoken abbreviation is "Cadet" (e.g. an AS200 cadet may be addressed as

“Cadet Last” instead of “Cadet Third Class Last”).

Cadet Rank	Abbreviation
Cadet Colonel	C/Col
Cadet Lieutenant Colonel	C/Lt Col
Cadet Major	C/Maj
Cadet Captain	C/Capt
Cadet First Lieutenant	C/1st Lt
Cadet Second Lieutenant	C/2d Lt
Cadet Third Class	C/3C
Cadet Fourth Class	C/4C

When typing cadet ranks, either use the spoken abbreviation (“Cadet”), the correct abbreviation (e.g. “C/3C”), or the full rank. **Avoid writing “C/Name.”**

Mental Health Resources

Mental Health care shouldn't have to start when you're struggling. Please reach out to the A7/Mental Health Section Commander or Mental Health Section members if you have any questions

University Counseling Services

ND: 574-631-7336

SMC: 574-284-4805

HCC: 574-239-8383

Valpo: 219-464-5002 ([Link](#))

Trine: 260-665-4172 (Megan Cook) or 260-665-4809 (Shelly Edwards) ([Link](#))

Confidentiality and Reporting Resources

[Speak Up ND](#)

[Confidential Resources](#)

- University Counseling Center (UCC): 574-631-7336
- Campus Ministry: 574-631-7800
- Family Justice Center of St. Joseph County: 574-234-9600
- Rape Abuse and Incest National Network (RAINN): 1-800-656-HOPE

[Non- Confidential Resources](#)

- AFROTC cadre (Mandatory Reporters)
- Residence Hall Staff
- Title IX Services Program Manager: 574-631-0444
- NDPD: 574-631-5555
- Office of Community Standards: 574-631-5551

Air Force Resources

[Resilience Resources](#)

[Military One Source](#)

University of Notre Dame

[University Counseling Center](#)

The University Counseling Center is located on the third floor of St. Liam Hall and seeks to provide confidential counseling, free of charge to any Notre Dame student. Services range from crisis intervention to brief consultations and can be one-on-one or in a group setting. [UCC Drop-In System](#)

[Care and Wellness Consultants](#)

This is a great resource for students who feel unsure of where to start to receive counseling. The care and wellness consultants can direct you to appropriate resources and they are trained to help with any circumstances, be it academic struggles, social issues, or family emergencies. Short 30 minute Zoom meetings are available in the link provided above and can give initial clarity into a student's specific circumstances.

[Assisting Students in Distress: The Red Folder](#)

Resources for when you see your peers in distress.

[Let's Talk](#)

Let's Talk is a more informal resource, where a consultant talks with you for a short time, typically 15-20 minutes. This is a weekly event held in Room 123 of Hesburgh Library from 3-4 PM on Tuesdays. Being an informal resource, Let's Talk does not replace mental health therapy, and any student undergoing a severe issue should reach out to the University Counseling Center directly.

[Penn Resilience Program at Notre Dame](#)

The Penn Resilience Program at Notre Dame (PRP@ND) is being offered for the first time to the entire campus community this spring. PRP@ND is an evidence-based training program that has been demonstrated to build resilience, well-being, and optimism. Click [here](#) for more information and to register.

[HALLOW](#)

Notre Dame provides all students with a free Hallow subscription to help you stay prayed up throughout the academic year. This partnership gives you access to all of Hallow's content, which includes more than 10,000 sessions such as:

- 30 Days of Inspiration with Fr. Pete to start your day.
- Guest sessions from Mark Wahlberg, Fr. Mike Schmitz, Jonathan Roumie, and many more.
- Inspirational athletic content from world-class athletes, including Notre Dame greats Lou Holtz, Brady Quinn, and Brandon Wimbush.
- Music ranging from contemporary to sacred chant to Catholic LoFi for work or focus time.
- Sleep content, including meditations, examens, and music to wind down at night.
- Mental health sessions on a range of topics and much more

Saint Mary's College

[The Care Center](#)

The CARE (Campus Assault Response and Education) Center promotes a campus culture of care, safety, and respect for all persons. We empower students through education and outreach and provide a supportive, trauma-informed, and student-centered approach in response to gender and power-based personal violence to all students. The CARE Center staff is available Monday - Friday from 9am - 4:00pm by appointment for confidential consultation either virtually (Zoom) or in-person for concerns related to sexual assault and violence. Email mag7@stmarys-ca.edu or call 925-631-4193 to schedule an appointment. The 24/7 CARE Line (925-878-9207) is available via phone. Call/text for support and resources related to sexual assault and violence during the academic year. Jan Term/Spring 2023 24/7 CARE Line coverage begins on 1/3/23.

[Support Groups and Group Therapy](#)

CAPS offers support groups and group therapy led by our licensed staff. If a particular need arises on campus, we will organize a group for you. Click the link above in order to learn more information about starting a support group or finding a current one.

[Peer Advocates in Wellness \(PAW\)](#)

Peer Advocates in Wellness (PAW) are graduate and undergraduate students who are dedicated to promoting all aspects of well being, including physical, psychological, spiritual, environmental, and financial wellness. They work with the wellness division of the college to provide interactive, informative and fun programming that advances the well being of SMC students. If you are interested in joining or learning more about PAW, PLEASE CONTACT MEGAN GALLAGHER (MAG7@STMARYS-CA.EDU) OR CYNTHIA CUTSHALL (CAC13@STMARYS-CA.EDU)

Holy Cross College

[Student Counseling Services](#)

Students seeking the services of a psychiatrist or psychologist may do so at their own expense. Professional confidentiality will be maintained under the laws of the State of Indiana. Counseling information is considered confidential and will not be shared without the student's written permission. Students may seek counseling services on campus by contacting:
Tom DeHorn L.M.H.C., L.C.A.C.; M.A.
Director of Student Counseling and Health Services
Phone: 574-239-8383 | Fax 574-239-8313
You may also send a confidential email to schedule an appointment by emailing counselingservices@hcc-nd.edu.

Trine University

[Trine University Counseling](#)

Trine University Counseling seeks to provide a comprehensive program focused on providing consulting and therapy services for students undergoing a variety of issues from academic stressors to social life problems to relationship issues. State-licensed clinicians provide comprehensive counseling in a short-term care model, sessions which are free and confidential.

[Virtual Counseling Services](#)

Trine also offers virtual services aimed at giving students increased flexibility with the virtual model. Appointments are conducted through Zoom, and students need to have access to a strong wireless connection and an empty room.

Valparaiso University

[Individual Counseling](#)

Individual Counseling at Valparaiso provides counseling services for many different types of issues such as depression, anxiety, academic stress, or self-esteem concerns. An initial meeting may be helpful for directing students to appropriate resources, and further meetings may be necessary to talk about specific issues.

[Outreach Programs](#)

Valparaiso offers outreach programs designed for providing information on certain topics, ranging from coping with stress to eating disorders. These talks are sometimes scheduled and sometimes on demand, so be sure to reach out to the counseling center if interested. It is important to recognize that attending one of these outreach sessions does not take the place of proper counseling for a more severe issue.



*Remember those who
sacrificed for you...*