

A Guide To AFROTC



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Welcome to AFROTC! This unofficial Air Force Reserve Officer Training Corps study guide was made by cadets for cadets to help you assimilate quicker into the program as well as to provide additional resources to prepare you for becoming a future United States Air Force (USAF) or United States Space Force (USSF) Officer. This guide will go over the following:

- Helpful Acronyms/Definitions
- Cadet Rank Structure
- Weekly Schedule Overview
- Events/AFOQT Info
- Warrior Knowledge
- Expectations on Marching, Flight Roles, Basic Flight Formations, and Detail Marching
- Flight Drill Evaluations, Open Rank Inspections, Dining Facility Procedures
- Reporting In Instructions
- Impromptu Briefings and Regular Briefings
- Email Formatting Tips
- EA Slots
- A Brief Description of Det 025's Clubs.
- Epaulet Rank Orientation
- Clothing Care Tips
- Tips for Future Cadets
- References and Documents

In the military, there are too many acronyms and definitions to count. No one will truly know all of them as they even vary between detachments, but at least for AFROTC at DET 025, here are some to help you:

- **Arnold Air Society, Arnies, or AAS** is AFROTC's secret club, so the only way to find out what happens in it, is to join.
- **Air Expeditionary Force (AEF)** is the ground force in charge of maintaining air superiority for the Commander-in-Chief.
- **Air Force Instruction or AFI** is a document containing information to instruct officers and enlisted members.
- **ALCON** means All concerned
- **Air Force Officer Qualifying Test or AFOQT** is the standardized test officers take to determine aptitude in multiple subjects. More information can be found in its respective section.
- **Air Force Reserve Officer Training Corps or AFROTC** is the program that trains, educates, and develops cadets to be future officers in the USAF or USSF.
- **Air Force Specialty Codes or AFSC** is a unique specialization code assigned to identify different jobs in the Air Force.
- **Aerospace Studies or AES** is the class AFROTC requires cadets to take to learn more about the Air Force.
- **Basic Military Training or BMT** is training conducted at basic or boot camp where enlisted cadets are trained in military values and fitness.
- **Cadet of the Month or COM** is an award for a cadet who has shown exemplary behavior and efforts in that month.
- **Cadet of the Semester or COS** is an award for a cadet who has shown effort and prowess over the entire semester.
- **Cadet Information Portal or CIP** is the portal containing information about Det 025 and contains links to necessary information and AFROTC activities.
- **Color Guard** is an AFROTC club focused on practicing military ceremonies and representing our detachment. More information is found under Brief Description of Det 025's Clubs.

- **Commander In Chief** or **CINC** is the President of the United States.
- **Department of Defense Medical Examination Review Board** or **DODMERB** is the board that determines whether you are medically eligible to participate in the program and Field training.
- **Department of Defense Medical Exam Testing System** or **DODMETS** is a medical system meant to track your results being turned into DODMERB.
- **Detachment** or **Det** is AFROTC's separated group of cadets from different schools/areas.
- **Dining Facility** or **DFAC** is the area designated for food on base. More information is found under Flight Drills and Procedures.
- **Distinguished Graduate** or **DG** is a Field Training graduate who showed exceptional work at Field Training.
- **Dress and Personal Appearance of United States Air Force and United States Space Force Personnel** is an AFI on appearance standards for members of the Air Force and Space Force.
 - utilizing DAFI36-2903
- **Drill and Ceremonies** or **DNC** is the AFI containing marching information.
 - utilizing DAFPAM34-1203
- **Enrollment Allocation** or **EA** is a slot given to you by the PSP Board allowing you to continue training to become an officer and move on to Field Training. More information is found under its respective section.
- **Flight Drill Evaluation** or **FDE** is a procedure to test a Flight Commander's ability to command and lead their flight.
- **Field Training Preparation** or **FTP** is the classification for second-year cadets or cadets 3rd class.
- **Field Trainee Training Preparation Guide** or **FTTPG** is the booklet given to cadets on their way to Field Training containing essential knowledge and steps required to properly enter training.
 - Prior term Field Training Manual or FTM is Deprecated
- **General Military Course** or **GMC** is a term referring to the underclassmen or the cadets ranked 3rd and 4th class (IMT/FTP).

- **GMC Optional Training** or **GMCOT** is optional training where cadets can learn in a less intense and slow-paced environment to get a leg up on their learning. More information is found under the Weekly Schedule.
- **Initial Military Training** or **IMT** is the classification for first-year cadets or cadets fourth class.
- **Leadership Lab, Lead Lab, or LLAB** is the weekly training session where cadets will mainly learn marching and other procedures. More information is found under the Weekly Schedule.
- **Letter of Admonishment** or **LOA** is a form of documentation more severe than an LOC and is used to document clear violations of standards. It is signed by the offender to acknowledge their actions.
- **Letter of Counseling** or **LOC** is a form of documentation that informs military personnel of violations of standards and is meant as a warning to allow the individual to correct their future behavior. It is signed by the offender to acknowledge their actions and improve in the future.
- **Letter of Reprimand** or **LOR** is a severe form of documentation that informs of failure to adhere to standards and is permanent on a personnel file. These documents are detrimental to a military career. This is the most severe official censure one can obtain. It is signed by the offender to acknowledge their actions.
- **Noncommissioned Officers** or **NCOs** are officers who earned their position through merit and enlisted rather than contracting into the military.
- **Open Ranks Inspections** or **ORIs** are a procedure where a unit is inspected and given notes on how uniforms can be improved. More information is found under Flight Drills and Procedures.
- **Operational Camouflage Pattern** or **OCPs** is the uniform issued to the Air Force and all of its service members. At Det 025 you will receive this in your year as an FTP cadet right before Field Training.
- **Operational Order** or **OPORD** is a formatted document meant to inform you of the situation, mission, execution, administration and logistics, and command. The goal of the OPORD is to inform those of the future and ensure that objectives are met.

- **Professional Development Training** or **PDTs** are outside activities offered by the detachment to learn something new.
- **Physical Fitness Assessment (PFA)** or **Fitness Assessment (FA)** is the Air Force's test to check if officers are meeting the required physical standards.
- **Practical Military Training** or **PMT** Hours are the durations in which you as a cadet are required to be training for ROTC including Physical Training (PT), Leadership Lab (LLAB), and Aerospace Studies (AES).
- **Professional Officer Course** or **POC** is the upperclassmen cadets who are in charge of the wing and teaching newer cadets the skills they have obtained through ROTC.
- **POC Selection Process** or **PSP** is the board that determines your eligibility to move on to field training taking into account your GPA, Commander Rank, and PFA score.
- **Physical Training** or **PT** is the training you will undergo as a cadet to continue to improve your physical health and train for the PFA.
- **Physical Training Gear** or **PTGs** is the issued uniform you are to wear when conducting PT or for other events.
- **Special Warfare Club** or **SWC** (pronounced SWIC) is the official AFROTC club that trains cadets for Special Warfare careers in the Air Force. More information is found under Brief Description of Det 025's Clubs.
 - Prior term Battle Airmen Readiness Club or BARC Deprecated
- **Silver Wings** is an AFROTC club focused on connecting with the community and committed to service projects for the community.
- **The Tongue and Quill** is the document that provides the Air Force with formatting and guidelines.
 - utilizing DAFH33-337
- **United States Air Force** or **USAF**
- **United States Air Force Academy** or **USAFA** is the Air Forces Academy in Colorado.
- **United States Space Force** or **USSF**
- **Warrior Knowledge** or **WK** is the knowledge needed as an officer in the Air Force and required knowledge for Field Training. More information is in its respective section.

Helpful Definitions/Info

Blues - Short for Air Force Dress Blues

Commanders Ranking - where you are ranked against other cadets in the same cadet rank/class

















Salt and Peppers - black shorts and white shirt (alternate uniform)

PSP Board - the board in charge of allocating EA slots for eligible cadets to go to Field Training

Rated Board - the board in charge of determining rated slots for POC cadets

Cadet Rank Structure

YEAR	TITLE	CADET RANK
100	IMT	C/4C (Cadet 4th Class)
200/250/500	FTP	C/3C (Cadet 3rd Class)
300	POC	Assigned during semester
400/700/800	POC	Assigned during semester

Title (Abbreviation)	Epaulet Rank Boards/Markers	Utility Uniform Rank Pins
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)		

Weekly Schedule

The schedule is relatively simple. This table demonstrates how a normal week of ROTC looks;

Monday	Tuesday	Wednesday	Thursday	Friday
PT 0545 - 0700	GMCOT 0700 AES	PT 0545 - 0700	LLAB 0545 AES	PT 0545 - 0700

It is important to note there are mandatory events outside of PMT hours. Make sure to factor these obligations into your schedule and planning.

Physical Training (PT) <https://officerassignments.com/air-force-pt-test/>

The majority of ROTC is training, especially physical training. As officers, the expectation is set higher than enlisted Airmen to lead as an excellent example of health and fitness. That is why throughout the semester there are tests to see whether you are meeting or, hopefully, exceeding standards. Most PT sessions will involve calisthenics, running, and competition between you and your fellow cadets. So, while you are there, make sure to give it your all, encourage others, and try your hardest as you are putting that time towards investing in yourself and your fellow cadets. The minimum score is 75, but you should be aiming for at least 90 overall. Our test for everyone is push-ups, sit-ups, and a 1.5-mile run.

GMCOT

While Lead Lab is the main place where your learning will take place there is not always enough time to master new skills in the short two hours you have. This is why GMCOT is an important optional training for many cadets. It allows cadets to ask questions and learn in a much less intense environment. It also allows you more time to practice new or old skills and ask questions that you may not have been able to ask during Lead Lab.

AES Class

Along with fitness and marching, you will have Aerospace Studies delving into tactics, history, and Air Force related fields of knowledge. Just like Leadership Lab during these classes, you will need to demonstrate your efforts, as these classes are an essential part of your PMT hours and account for your commander's ranking. They are also a crucial part of your learning experience as an officer so try to soak in as much information as possible.

Leadership Lab (LLAB)

Leadership Lab is a 2-hour weekly training session for cadets to master and demonstrate knowledge in procedures, marching, and overall skills. The skills that you will be developing during Leadership Lab may include the following:

- 5 Points of Contact
- Addressing Cadre/POC
- Awareness/Planning Ahead
- Bearing
- Cadence
- Dining Facility Procedures (DFAC Procedures)
- Flight Drill Evaluations (FDEs)
- Flight, Squadron, and Detail Marching
- Impromptu Briefings
- Improvisation skills
- Individual Marching
- Leadership skills
- Open Rank Inspection (ORIs)
- Reporting In

These skills will be crucial to your development and success at Field Training. While ROTC promotes personal development, embracing a team mindset is important. You have to realize that you are not looking out for just yourself, but also your wingmen, Flight, detail, or squadron. The bottom line is that critical thinking is necessary no matter what role you have so you can push yourself and your team to greatness.

AEF Day

During the semester some Leadership Labs, instead of the typical marching and procedure practice, feature Air Expeditionary Force (AEF) Days. On these days GMC cadets will practice important tactical skills like learning defensive formations, small unit tactics, or room clearing. AEF days are often formatted through game-esque events for the GMC, teaching skills while also having fun. These are days to look forward to both for their teaching value and the potential bonds you can form with other cadets.

AFOQT

Soon after the start of your 200 or 250 year, you will be required to take the Air Force Officer Qualifying Test (AFOQT) which will have various sections covering math, science, reading comprehension, and more. You will be required to take this test once and meet the minimum scores for verbal, quantitative, and academic. If you fail or would like a higher score, you may take the AFOQT a second time. If the minimum scores are not met the second time, a waiver process is then initiated.

Dining In and Dining Out

Once during the Fall Semester, we have Dining In and during the Spring Semester, we have Dining Out. Both are events where the whole detachment gets together and reflects on our accomplishments and celebrates with dinner. There is also a grog for those who wish to call out someone with a humorous rhyme/rap and if the person fails to retort then they must resort to drinking the grog. Make sure your rhyme is good otherwise, you end up drinking it yourself. In terms of dress attire for these events, Dining In is in more comfortable casual clothing, often thematic, and Dining Out is in either the Air Force Dress Blues or a nicer suit/dress if not yet issued.


GMC Readiness

Once towards the end of a semester, we will have GMC Readiness which is a Leadership Lab where you will be watched closely and be put under pressure to see how you handle yourself as a cadet. Make sure to study beforehand as this only happens twice an academic year and is an important indicator of your future performance at Field Training. *Lead at every opportunity.*

Warrior Knowledge

While marching and procedures will take up most of your training, outside of that time you will be expected to learn Warrior Knowledge – essential information that future officers are required to know. We have WK tests weekly with new material varying in difficulty throughout the semester. Knowing WK is important outside of the written tests as it is often asked while reporting in, standing at attention, or before our morning brief starts. WK includes:

- 7 Basic Responses
- Air Force Birthday
- Air Force Chain of Command
- Air Force and Space Force Song
- Articles 1-6, The Armed Forces Code of Conduct
- Cadet Honor Code
- Mission Statements for
 - AFROTC
 - AFROTC Field Training
 - Air Force
 - Holm Center
 - Space Force
- Oath of Enlistment and Office
- The Airman's Creed
- USAF and USSF Enlisted Ranks/Insignias/Paygrades
- USAF Major Commands
- USSF Field Commands

While this is a lot of information, you will have plenty of time to learn it over the semester. Set aside at least 15 mins a day to get a head start on learning it all otherwise, it can easily get overwhelming. (WK below )

<https://docs.google.com/document/d/1G6Vn06755syyBzJ2YoHpSPZK8L9zumL28C07bdzdf5A/edit?usp=sharing>

Marching and What to Expect

Marching will be one of the many skills you will develop in AFROTC. Whether you are in a detail, Flight, or squadron you will be marching so try to get a head start and understand the basic movements. All information for marching will be found in the *Drill and Ceremony* which can be found online (https://static.e-publishing.af.mil/production/1/af_a1/publication/dafpam34-1203/dafpam34-1203.pdf). This page will be going over the basics and generally what you can expect when marching. You can also ask the POC and fellow FTP class if you ever need any help.

Flight Roles

Each week, all Flight members will have designated roles to simulate having jobs and required duties. These are also common roles necessary in Field Training. The roles include the following:

Flight Commander – The Flight Commander is in charge of marching the Flight for the week, falling them in for PT, and reporting accountability. This is the most leadership-heavy role as you will take control of the Flight for the week. You will need to assign Flight roles, ensure that people are doing their duties, and learn the best way to take command. Particularly for marching, you will want to study up on verbiage and knowledge all of which can be found in the *Drill and Ceremony* (DNC).

Deputy Flight Commander – The Deputy Flight Commander has the responsibility of keeping track of the Flight's attendance at PMT events whether at Leadership Lab or PT. You must give the cadets' name and reason for absence or if they are unaccounted for (did not inform the Flight on why they are absent). Your main job is to ensure the Flight has full accountability and to relay any absences to your Flight Commander as they will be reporting the accountability to the POC Flight Commanders.

Academics Officer – The Academics Officer is responsible for leading Warrior Knowledge and will be required to know the Warrior Knowledge of the week as well as previously covered Warrior Knowledge. You must be able to verbally recite it from memory to help the Flight, so make sure to study up!

Standardization Officer (STANDO) – The Standardization Officer is responsible for making sure the Flight is properly spaced from other Flights whether for PT or during squadron marching. They are also in charge of creating the Memorandum template and email subject line for the week. Their responsibilities also include making sure the Flight's attire and equipment are uniform.

Physical Fitness Officer (PFO) – The Physical Fitness Officer oversees leading the Flight in stretches during PT. They will read off the correct verbiage and post in front of the Flight during PT.

Guidon Bearer – The Guidon Bearer is responsible for holding the Flight's Guidon for Leadership Lab that week. It also requires them to know how to salute with the Guidon and how to march themselves during Flight marching as it is slightly different.

Time Hack – The Time Hack is responsible for keeping track of Time Hacks for the Flight. A Time Hack is a set time for the Flight/Squadron to do a task or reach a destination. The Time Hack will also be responsible for calling out how much time remains so that the Flight Commander can know whether to ask for an extension on the Time Hack. Make sure to always bring an operational watch!

(Tip #1) When you are Time Hack make sure to bring the watch up to your face rather than looking down at it to maintain position of attention. Also, call out times frequently to help your flight commander.

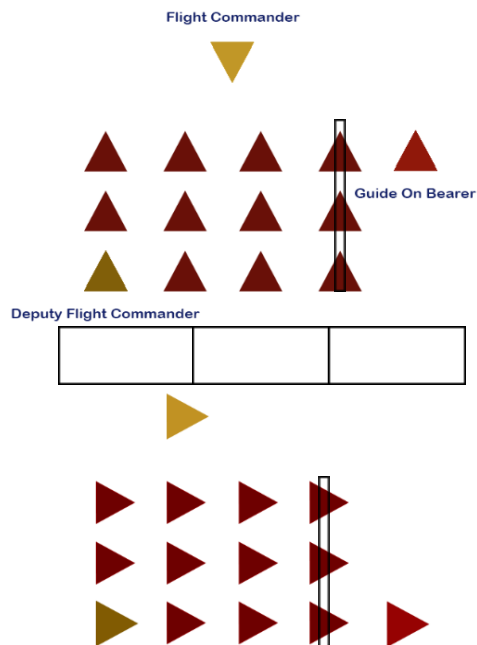
Road Guards – Road Guards are responsible for ensuring the safety of the Flight when crossing roadways. Try to help remind your Flight Commander when a roadway is being approached as the Flight is not allowed to cross without Road Guards.

These are the typical roles you can assign as a Flight Commander. As a recommendation assign these before the beginning of the week as the new Flight Commander is typically assigned on

Friday or during the weekend. This will greatly help with organizing for Leadership Lab and give your Flight time to prepare for their responsibilities.

(Tip #2) Try to make sure you volunteer for each role. At Field Training, you may be assigned one of these roles so it is important to be flexible in your skills. On top of this knowing each of these roles is important as you can then help your fellow wingmen if they do not.

Basic Flight Formations



Line Formation

This is your basic formation. It is how a Flight will be formed up when the Flight Commander takes control. It is also the position the Flight must bet at to give accountability.

-Note* Flight Commander should be at back 1/3 of Flight while marching and centered while in Line

Column Formation

This formation will primarily be what Flights will march in as all marching commands can be given while in Column.

(Line through arrows indicates element leaders)

There is also inverted line and inverted column however in these formations, you cannot call all the same commands. So, make sure while marching your Guidon Bearer is always on the front right of the Flight. More info can be found on page 27 of the DNC.

Squadron Marching https://www.youtube.com/watch?v=KiM2aw5umqw&ab_channel=AFROTCDetachment025

Squadron marching, like Flight Marching, follows the same principles for movement. However, two more roles are added on top of the Flight roles, that being the Squadron Deputy and Squadron Commander. More info is found in Chapter 5: Drill of Squadron in the DNC.

Detail Marching https://www.youtube.com/watch?v=hn58vdFFoK4&ab_channel=AFROTCDetachment195

Detail marching consists of a detail of 2-4 people. It follows the same principles of column formation marching. However, when approaching an officer or POC, you are to call your detail to present arms to greet them properly and order arms once finished.

(Tip #3) If in a detail and approaching multiple Cadre or POC you can just stay at present arms so you do not have to constantly go up and down with your salute.

Flight Drills/Procedures

These will be special formations and procedures that will be needed for Field Training, and each has numerous steps and extra required knowledge. While Flights do still take a significant role in these procedures much of the difficulty is in remembering the steps, the order of steps, and commands done by the Flight Commander.

Flight Drill Evaluations (FDEs) are where you will demonstrate your Flight commanding skills in terms of knowledge for completing various movements. Essentially, you will run through all the commands while maintaining your Flight in a restricted space. Movements for FDEs can be found in Chapter 3: Individual Instruction in the DNC.

Open Rank Inspections (ORIs) are a procedure where the Flight's uniform will be inspected. This drill requires the Flight Commander to prepare the Flight for inspection and recite uniform issues back to the Flight. Information on movements used by ORIs can be found on page 31 of the DNC and continues down to page 33.

Building Entry Procedures are a procedure for a Flight to enter a building as one. Utilizing element leaders, the column of files commands, and normal marching commands. More info can be found

Dining Facility (DFAC) Procedures are done to enter the DFAC at Field Training. It requires the Flight Commander to be able to recite information given to their Flight before entering the

DFAC. It also utilizes the same procedures as building entry after the Flight has received instructions. Here is a video that shows both building entry and DFAC procedures.

https://www.youtube.com/watch?v=o7kHrI2j_18

Reporting In Instructions

Reporting In is where an officer or enlisted member is sent to speak with someone of higher rank. The procedure for such is as follows:

- Knock once loudly enough for the person to hear you
 - If there is a closed door, knock in the center of the door
 - If there is no open door, knock on the center-right side of the frame
- Once you are given permission, enter the room as told
 - If there is a door, open and close it if ordered to do so
- Stand 2 paces away from the individual at the position of attention
- State “Their (Rank) (Last Name) then your (Rank) (Last Name) reports as ordered” or if it is an unscheduled visit “Their (Rank) (Last Name) then your (Rank) (Last Name) reports”
 - Ex. “Cadet Lane, Cadet Kent reports (as ordered).”
- If told to be seated, sit at attention until told to be at ease
- Once the conversation/report ends you are to ask “Will that be all Sir/Ma’am?”
- If seated and the report is done, get up and take one step towards the door and one step backward
 - If standing just take a step back if possible
- Salute, and render the Greeting depending on the time of day, wait for the return salute/greeting, and then leave
 - Morning is from 0000 to 1159, Afternoon is from 1200 to 1649, and Evening from 1700 to 2359

Reporting In with Others

If multiple people are reporting the person farthest left of the individual being reported to will call present arms and say “Cadets, (last name, last name, etc...) report as ordered/reports.” Then

wait for the return salute and call order arms. Wait to be seated, put at ease, or stay at attention. Then once finished ask “Will that be all sir/ma’am?”, Everyone takes a step back, then the same person farthest to the left will call present arms, render the greeting of the day, wait for the return salute, and the group will leave.

Here is a great video demonstrating reporting in:

https://www.youtube.com/watch?v=h7F3oXwL_Bc&ab_channel=AFROTCDetachment750

Impromptu and Normal Briefings

Briefings or public speaking is also a required skill. As an officer in the Air Force, it is important to be assertive when giving a speech. You can't show fearfulness, but rather determination as you can affect a lot of people in your command just from your presentation and body language. It's an important skill in this field and you will have plenty of time to practice such here at AFROTC. Not only is it influential for leading others it is also imperative for personal development and for building self-confidence.

Email Formatting Tips

When emailing cadets of lower rank: utilize /r or v/r,

When emailing cadets of higher rank: utilize V/R,

When emailing cadre: Spell out Very Respectfully,

Signature Block

//SIGNED// or actual digital signature

FIRST MI. LAST, Rank, AFROTC

X Flight Member or Primary Job Title

Arizona State University, Detachment 025

(Your phone number)

(Your school email)

More info can be found in The Tongue and Quill (DAFH33-337) page 246

-Courtesy of Second Lieutenant Senio, Nathan

Utilize these headers before your subject line to emphasize the purpose of your email and allow the recipients to improve their response.

ACTION – Compulsory for the recipient to take some action

SIGN – Requires the signature of the recipient

INFO – For informational purposes only, and there is no response or action required

DECISION – Requires a decision by the recipient

REQUEST – Seeks permission or approval by the recipient

COORD – Coordination by or with the recipient is needed

Ex.

Subject: ACTION // DoDMerb Results

Subject: SIGN // Letter of Counseling

Subject: INFO // SAPR Training Resources

Etcetera.

Brief Description of Det 025's Clubs

Here at DET 025 along with ROTC, we have additional opportunities for cadets to improve their skills and learn/practice new skills in our various clubs.

The first is our secret Arnold Air Society. To find out more become an Arnie.

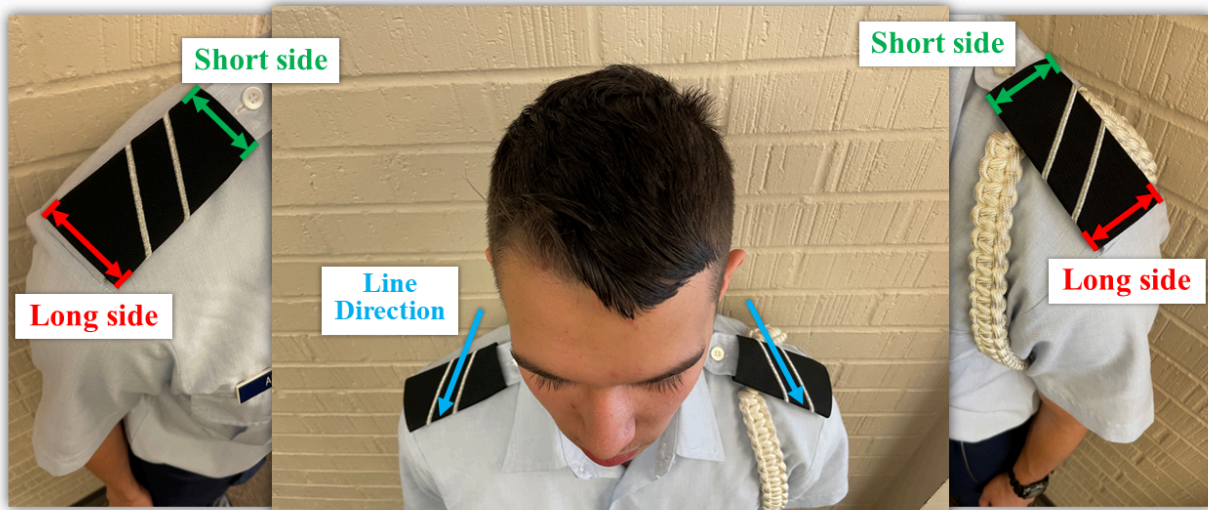
Our second club, Color Guard, is all about learning drill and ceremonies to represent our detachment.

Our third club is Silver Wings which is a joint civilian-military club focused on connecting with our community and volunteering.

Lastly is our Special Warfare Club which focuses on Airmen training for Special Warfare officer careers and is heavily focused on improving teamwork, fitness, and mental fortitude.

Epaulet Rank Orientation

FTP SS Blues Shoulder Ranks Guide



Short side on inside (closest to the neck)
Long side on outside (furthest from the neck)

Rank lines aim outward, in the same 45° angle as shoes at attention

Uniform Care Tips

Looking sharp is also something enlisted members and other officers will be expecting. You must lead by example, so here are some clothing tips to try and keep your uniform in top shape;

- Do not iron the Blues pants directly put a towel or other fabric on top to ensure it does not burn the fabric
- Hang up your uniform directly after use to avoid wrinkles from popping up
- Try to get your own iron and ironing surface/board so you can prepare at anytime
 - If you can't there is also an ironing board and iron in the Detachment Lounge.
- Cut out cardboard to hold your soft ranks on the sleeves and nametag on the Blues shirt to keep it more rigid
- Cut your belt to be appropriately sized to reach the buckle once around your waist
- To better help with keeping your Blues shirt straight and smooth try starching spray while ironing as it helps stiffen the shirt and keep its form
- Buy shirt stays to maintain a gig line when sitting and moving
- When your uniform needs a wash make sure it is dry cleaned
 - The shirt is the only thing that can be washed though it must only be air-dried

More info can be found in DAFI36-2903 Dress and Appearances Chapter 4

EA Slots

AFROTC is a competitive environment to ensure only the best people are commissioned into the World's Greatest Air Force. Therefore, there are a certain amount of Enrollment Allocation (EA) slots given out each year. So if the Air Force is really where you want to be, give it your all. Take time to improve and show growth as a cadet so your chance to become an officer increases.

Quick Tips from a 250!

Don't be afraid to ask stupid questions.

Both the FTP and POC will be willing to help if you just ask. However, during Leadership Lab, this is where you are meant to perform so try to keep questions during this time to a minimum. It is important to learn in your own time. Make sure when you ask a question that you do not forget the answer, as it is important to be actively listening to the advice you are given.

Don't be afraid to be wrong!

There are no repercussions for being wrong, as it is the first step in learning and succeeding. Make sure to put forth your knowledge for your Flight if you can, as you are both the student and the teacher as a future leader. Lead each other forward by trying to do what is right and chiming in when people need help.

Be confident in yourself.

A leader needs to be confident in their decisions and what they know. Especially during Field Training, confidence will be tested, and you will need it to achieve your objectives. Trusting yourself is the first step to becoming a leader and will allow you to be far more competent when doing so.

When addressing someone of higher rank.

Use their real name rather than sir or ma'am as it shows you are more attentive. (Also always remember the order for greetings; Rank, Gender (Women first), and then Name Alphabetically)

Lastly, remember that ROTC is only the beginning.

ROTC is just like an internship. What you put in is what you get out, so give it your all and take time to learn the skills the POC, Cadre and your fellow Cadets are trying to teach you. They will end up helping you far past ROTC and even the Air Force.

References and Helpful Documents

DAFH33-337 - Department of the Air Force Handbook - The Tongue and Quill

https://static.e-publishing.af.mil/production/1/saf_cn/publication/dafh33-337/dafh33-337.pdf

DAFPAM34-1203 - Department of the Air Force Pamphlet - Drill and Ceremonies

https://static.e-publishing.af.mil/production/1/af_a1/publication/dafpam34-1203/dafpam34-1203.pdf

DAFI36-2903 - Department of the Air Force Instruction - Dress and Personal

Appearance of United States Air Force and United States Space Force Personnel

https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-2903/dafi36-2903.pdf

Other AF documents can be found here: <https://www.e-publishing.af.mil/>