



DETACHMENT 017, TROY UNIVERSITY SPRING 2017

OPERATIONS PLAN (OPLAN)

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1 Jan 2018

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1. Welcome to the Air Force ROTC program! We are Detachment 017 located at Troy University, Troy AL. First, let me say thank you for being here. It is amazing to see young men and women who are willing to serve their nation and desire to bring positive change to our country. The decision to serve the nation as a military officer will be one of the most rewarding decisions of your life. The lives you will affect, the adventures you will have, the skills you will learn and the changes you will make will be everlasting. Military officers have a tremendous responsibility as the leaders and representatives of the enlisted force. Military officers must have the desire to put the needs of others in front of their own. In order to achieve the AFROTC mission, “Developing Leaders of Character for Tomorrow’s Air Force,” it is critical that cadets take initiative in all aspects of the program. During your time in ROTC, you will be evaluated at every event. It is important to consider this a 4-year interview/internship for the United States Air Force. Being at the right place, at the right time, in the right uniform is always a great start. Equally important is communication. It is important to communicate with Cadre and your fellow cadets. The OPLAN is the foundation for how we conduct our daily operations at Detachment 017. All operations and training events will follow Air Force regulations unless specifically detailed otherwise in this OPLAN. (below are a list of Air Force Regulations, the “AFI” or “AFROTCI” simply means Air Force instruction or Air Force ROTC instruction):

- a. AFI 36-2903 (Dress and Personal appearance)
- b. AFI36-2903 AFROTC sup (Dress and Personal appearance with ROTC additions)
- c. AFI36-2905 (Physical fitness regulation)
- d. AFI36-2905 AFROTC sup (Physical fitness regulation with ROTC additions)
- e. AFROTCI 36-2011 (ROTC operations/Cadet Operations)
- f. AFROTCI 36-2010 (Cadet training programs)

You will have access to these publications via the Troy University Air Force ROTC website under the “Pubs” tab.

The AFROTC cadet wing is comprised of two groups. The first group is known as GMC (General Military Course) cadets. These cadets are typically freshman and sophomores who have not yet attended Field Training and who are enrolled in the Aerospace Studies classes AS1112, AS 1113, AS2212 or AS 2213. Freshmen will hold the cadet rank of 4th class cadet and sophomores will hold 3rd class rank. As a GMC cadet, you must ensure you have completed the listed GMC classes prior to Field training. If you enter the program as a sophomore then you must double up on your AS classes, taking the AS100 level and AS200 level the same semester.

The second group is known as POC (professional officer corps). This group is typically comprised of juniors and seniors who have completed field training and must be enrolled in the Aerospace Studies Classes AS3312, AS3313, AS 44112, AS 4413. The POC cadets will hold cadet rank

ranging from Cadet Lieutenant to Cadet Colonel. These positions are designed to prepare the cadets for transition to active duty.

2. **WINGS** is the official AFROTC website that is owned and operated by the military. You must apply for AFROTC through <https://wings.holmcenter.com/applyforafrotc> in order to obtain your login and username password. Make sure you use your troy.edu email address for this account. Once you have completed your application for AFROTC, you will be able to log into <https://wings.holmcenter.com>. On this website, you will find counseling statements from the Cadre, access to your AS class reading assignments and any Computer Based Training (CBT).
3. **Det 017 Practical Military Training (PMT)** is conducted throughout the week. This training is often where the basics of military decorum are taught. Below is the definition for PMT from the 36-2011

10.3. Practical Military Training. PMT for AFROTC includes LLAB, PT, FT and Professional Development Training (PDT). PMT is AFROTC-sponsored training that is uniquely military and meets the requirements in Title 10 U.S.C. 2109, *Practical Military Training*.

10.3.1. There are two types of PMT; mandatory and voluntary. All PMT must be clearly identified as either mandatory or voluntary when posted and announced.

10.3.1.1. Mandatory PMT. AFROTC sponsored training activity when an active duty member assigned within AFROTC authorizes, plans, facilitates and/or provides resources for the activity. A detachment cadre member must be present during these activities. Mandatory PMT events include but are not limited to LLAB and PT.

10.3.1.2. Voluntary PMT. Any AFROTC sponsored, military-related training activity that the Det/CC designates as voluntary PMT. Examples include, but are not limited to mock deployments, base visits, FT preparation classes conducted in addition to normal LLAB hour requirements and drill team/honor guard membership. AFROTC holds no medical or legal liability for voluntary PMT activities.

10.3.2. PMT funding must be IAW HCI 51-601, which outlines specific funding restrictions between mandatory and voluntary PMT.

10.3.3. PMT at the detachment should be primarily cadet planned, directed, and executed.

PMT requirements are also found in Ch. 3 of the AFROTCI 36-2010. Currently, Detachment 017 scheduled weekly PMT activities are:

- a. Physical Training – Tuesday 0630-0715
Wednesday 1400-1500
Thursday 1400 -1500
- b. Leadership Laboratory - Thursday 0600-0800
- c. Commander's Action Group Meeting – TBD (30 Mins)

The academic portion of ROTC is known as the Aerospace Studies Classes. These classes are not considered PMT but the attendance is regulated through Ch. 2 of the AFROTCI 36-2010.

4. **The Attendance policy** at Det 017 is per AFROTCI 36-2010. You must attend at least 80% of all Physical Training events, you must attend at least 80% of all Leadership Lab events and you must attend at least 80% of all Aerospace Studies Classes. Failure to do so will result in a failing grade

and dismissal from the ROTC program. Each event may have a different number of scheduled days, therefore the number of allowed missed absences will differ between PT, LLAB and AS classes.

- a. Attendance/Roll Call will be conducted at the exact moment PMT starts (PT starts at 0630 so attendance will be called at exactly 06:30:00). If you show up late to any event, you will be considered absent.
5. **Physical Training** is imperative to the well-being and advancement of Detachment 017 cadets. The goal of this program is to not only give cadets an opportunity to exercise but also to motivate the detachment to pursue a healthy, physically fit lifestyle. All cadets, unless otherwise approved by the Detachment 017 Commander, must attend at least 2 scheduled PT sessions per week. It is important to note that the Tuesday PT is mandatory for all cadets, however, cadets may choose to attend either the Wednesday **OR** Thursday session.
- a. Physical Training Schedule
 - i. Tuesday 0630-0715 (mandatory)
 - ii. Wednesday 1400-1500
 - iii. Thursday 1400 -1500
6. **Accountability Procedures** will be conducted at every mandatory PMT event.
- a. Outdoor PMT accountability- The Cadet Wing Commander will have the Cadet Wing in formation with his/her operations group commanders and squadron commanders and flight commanders in cascading order. The rest of the detachment will be in their respective flights formed on their flight commanders. The Cadet Wing Commander will initiate Roll Call at the exact time PMT was scheduled to start (His/her watch should be set to GPS time; the use of a cell phone is permitted). The Flight commanders will then begin to call the names of the individuals within their flight and transcribe a "P" for present or "A" for absent next to their last name. This list will then be collected by the Cadet Vice Commander after roll call is over and accountability has been completed. If the Cadet who was absent notified the flight commander at least 45 minutes prior to the event, then a circle will be placed around the "A" next to their name (this is to show cadre the cadet who missed the event is following the excused absence procedure). The Cadet Wing Vice Commander will stand off to the side of the detachment to collect any cadets who arrive after the PMT event starts. Any cadet who arrives late must report to the Operations Flight Commander or Cadre member if the OFC is absent.
 - b. Indoor PMT accountability- The Cadet Wing Commander will start accountability procedures at the exact time PMT was scheduled to start. He/she will post cadets at any entry point to prevent entry during roll call. Once Roll call is started the flight commanders, in-flight order (alpha will start and finish, then bravo and so on) will then begin to call the names of the individuals within their flight and transcribe a "P" for

present or "A" for absent next to their last name. This list will then be collected by the Cadet Vice Commander after roll call is over and accountability has been completed. If the Cadet who was absent notified the flight commander at least 45 minutes prior to the event, then a circle will be placed around the "A" next to their name (this is to show cadre the cadet who missed the event is following the excused absence procedure). The Cadet Wing Vice Commander will stand off to the side of the detachment to collect any cadets who arrive after the PMT event starts. Any cadet who arrives late must report to the Operations Flight Commander or Cadre member if the OFC is absent.

7. **Excused Absence Process** is a process that MUST be followed exactly. This process is a 3 step event.
 - a. 1st step- notify your flight commander of your absences or your planned tardiness at least 45 minutes prior to the event. (No explanation is needed in this notification)
 - b. 2nd step- email the Operations Flight Commander (OFC) at airforce@troy.edu at least 45 minutes prior to the event. In the Subject of the email, it MUST say "1st notification", in the body of the email state you will not be attending the event. (no explanation is needed in this notification)
 - c. 3rd step- email the Operations Flight Commander (OFC) at airforce@troy.edu within 72 hours of the event with an attached memorandum. The 72-hour time limit starts at the end of the event you missed. In the subject line of the email, it MUST state "72-hour notification" and the attached memorandum must state 3 things 1. why you missed the PMT event, 2. Did you attend any other classes that day? 3. What is your plan to make up the missed event? This memorandum should be in line with the Air Force's Tongue and Quill (The T&Q is a "how to" writing manual, ch. 14 is over memorandums).
 - i. Once this process has been completed, the OFC will review the memorandum and consult the Detachment Commander for approval. Once the memorandum is approved you will receive an email from the OFC with an "approved" or "excused" message, if you do not receive a reply from the OFC then the memorandum was not approved. It is your responsibility to follow up with the OFC for the reason why.
 - ii. Possible reasons for not excusing absences/tardiness include:
 - failure to follow the procedures exactly (sending the emails to the wrong email address or not including "1st notification" in the Subject line are examples)
 - the process was followed but the cadre felt your decision to not attend was in error. An example of this could be, I have twisted my ankle over the weekend and decided not to attend PT. The only reason you should miss PMT due to health reason is if you are contagious.

- iii. This process is designed to help you understand the importance of attention to detail and following specific guidelines. It is important to us that you demonstrate the ability to follow procedures in order to obtain an excused absence. Every excused absence request requires this process, even if you are missing class for an ROTC related event (AFOQT testing, DoDMERB etc.)
 - iv. AeroSpace Studies Class excused absence policy is outlined in the AS class syllabus handed out at the beginning of each semester.
8. **Classroom Etiquette** is the responsibility of all cadets to know and observe. All AS100-400 Classes are taught by military members and require a level of professionalism. Classes will begin by reporting class attendance to the Military Instructor through proper reporting procedure. The cadet who reports in should know who is present and who is missing. A roster is available from the attendance binder located in front of the Office Manager's desk. Once class attendance is presented to the instructor, he/she will begin the lesson. After the class has begun, cadets should be fully engaged in classroom instruction and thus refrain from sending emails, text messages or any other activity which distracts from the material. All reading assignments must be read prior to class. If the instructor determines that the reading was not completed, she/he will counsel the cadet via a Form 16 for failure to follow instructions. Being attentive and alert in class is expected, and cadets that do not adhere will be counseled via Form 16.
9. **Cadet Etiquette** is a strong indicator of your professional bearing and readiness to serve as an Air Force Officer. Etiquette includes, but is not limited to, respect for senior ranking figures, military customs and courtesies, preparedness, and professionalism.
- a. Respect for senior ranking figures entails understanding the military rank structure and the chain of command. Cadets are expected to render respect to these higher ranking individuals through the usage of the appropriate greeting and addressing the individual by name and rank or sir/ma'am.
 - b. Military customs and courtesies stem from centuries of time honored traditions and are observed by all military personnel, including cadets. This includes calling the room for all Commissioned Officers, including warrant officers of any service, and Cadet Group Commanders and above, saluting and greeting all commissioned officers and senior ranking cadet officers. Additionally, cadets are expected to come to the position of attention when being addressed by any officer or cadet officer who is senior to them.
 - 1. Calling the room to attention is done by loudly stating "Room, TENCH-HUT!" This is done anytime any of the individuals listed above enter or exit the room. It is important to remember that you do not call the room when there is an officer or cadet officer of higher rank than the individual entering or exiting the room present. Additionally, this is not done during an academic setting, for example, if

a cadre member has to exit the room to use the restroom after the class has already started, the room would not be called.

- c. Preparedness is crucial to the advancement of any organization. It is also extremely disrespectful to the instructor or meeting chair to be unprepared. Cadets are expected to meet suspense (deadlines) in order to maintain continuous improvement both in the detachment and academically.
- d. Professionalism is key to successful operations of AFROTC. This includes wearing appropriate attire at the Detachment. Specifically, when in detachment offices or classrooms, cadets should wear AFROTC Uniforms, detachment polo, or business professional attire. When attending scheduled meetings with Cadre or POC, cadets are expected to be in the following attire, in order of precedence, unless otherwise instructed:
 - i. Authorized AFROTC uniform
 - ii. Detachment Polo with khakis, black socks, and dress shoes
 - iii. Business casual attire
 - 1. Men: button-down shirt, khakis/slacks, dress shoes
 - 2. Women: Appropriate blouse/shirt with a collar, khakis/slacks/appropriate length skirt, and dress shoes

In the event that you are called in for a same day meeting and you are unable to change into the listed attire, you will inform the caller and they will make a determination on a case-by-case basis. When in doubt, ask.

The following are inappropriate for wear to AFROTC functions:

- i. Hats - Similar to the military uniform, hats are not to be worn inside of the offices, classrooms, and meeting places of AFROTC. This does not apply to the cadet lounge.
- ii. Shorts - Cadets will not wear shorts to meetings or class without prior approval. Additionally, shorts are inappropriate to wear into the office for official business outside of Physical Training. Cadets are authorized to wear shorts in the cadet lounge.

10. **Uniforms** are worn in line with the AFI36-2903 and the AFI 36-2903 ROTC supplement. As mentioned in the welcome note, these regulations can be found under the library tab on the Troy's Air Force ROTC web page. It is important to note you should not spend any money to participate in ROTC. The only items not issued are the white undershirt that is worn with the "blues" uniform, white socks and running shoes. Prior to being issued a uniform or Detachment Polo, you should wear civilian clothes to PMT events.

1. Physical Training PMT Civilian clothes - Workout clothes should be semi loose to loose fitting. The shirts should be gray (or light colored), have sleeves and not contain any curse words or phrases that may appear disrespectful. Women should wear undergarments appropriate for strenuous physical activity, and men and women should wear undergarments under their shorts. Shorts should be black, colored shorts are appropriate if the member doesn't own black shorts.
 2. LLAB or AS class Civilian clothes- These clothes should be business casual at a minimum. Det 017's definition of business casual is wearing clothes that one may dress to an interview, refraining from tight fitting or faddish looking attire. If you have questions on what our intention is for this business casual, it is important you consult with a cadre member prior to the event.
1. The Commander has made adjustments to Attachment 3 of the AFROTCI 23-1001 to incorporate the 2 years and 1-year cadets which are not traditional programs. When to issue uniforms:
1. Physical Training Gear (PTG)– Issues to any cadet who has completed all paperwork outlined in the in-processing checklist and who have completed and passed the PFA and passed BMI standards.
 2. Blues (to include service coat) - – Issues to any cadet who has completed all paperwork outlined in the in-processing checklist and who have completed and passed the PFA and passed BMI standards.
 3. ABUs- Issue to sophomore cadets who have meet the standards required for PTG and Blues and who has started their second semester in ROTC (a new AS250 Cadet would not receive ABUs until their second semester in the program where a returning freshman would receive them in their first semester as a sophomore).
 4. All 2 year and 1-year program cadets will receive PTG, Blues (to include service coat) and ABUs once they have completed all paperwork outlined in the in processing guidelines in attachment 1 of this memo and who have completed and passed the PFA and passed BMI standards.

The issue of uniforms will be controlled by cadre with the assistance of the Cadets. No uniform will be issued without cadre presence. You are responsible for the care of the issued uniforms. These uniforms are required to be turned in once your ROTC experience is over. Failure to turn in the required uniforms could result in an academic hold on your records until you either pay the required amount or turn in the uniforms. (All items turned in must be dry cleaned).

11. **Uniform of the Day(UOD)** is the uniform that cadets are expected to wear to all AS classes and all list PMT. This will be listed on the weekly OPORD. Cadets are expected to be in the UOD from 0800 - 1700 on AFROTC days (Tuesday and Thursday). Exceptions to this policy are for science labs in which there is risk of damaging the uniform, working out, and any other situation in which either regulation or wear of the uniform is particularly impractical. If you have questions, direct them to your flight commander.

12. **Detisms** are interpretations or rules that only apply at Detachment 017. These will be approved by the Detachment 017 Commander. Detisms implemented in the Spring of 2018 are as follows:
 - a. **Sunglasses** - Cadets are not to wear sunglasses in uniform until after completion of AFROTC Field Training. Sunglasses must conform to AFI36-2903 regulations. Cadets with medical conditions that require the wear of sunglasses will be granted exception to this policy. No cadet is allowed to wear sunglasses in formation.
 - b. **Sleeve rolling** - GMC cadets may not roll the sleeves of their ABU blouse. This is not allowed at AFROTC Field Training. Upon the successful completion of Field Training, POC are allowed to roll their sleeves.
 - c. **Black Socks** - Per AFI 36-2903, black or white socks are permitted to be worn with PT gear. However, GMC cadets and those cadets who have not yet completed field training are required to wear white socks. The reasoning for this is that white socks are required at field training and it instills the discipline comply with regulations instituted in that environment.

13. **Required Milestones as an AFROTC cadet** are important to note and remember. These “milestones” are events that are required for all cadets. Failure to meet these milestones will result in removal from the program. The following items are broken down by year groups and must be completed by Dec 15 of each Fall semester or be waived by the Detachment Commander:
 - a. Freshman must complete the following events by Dec 15 of their Fall semester
 - i. Completed all required paperwork for the ROTC application
 - ii. Enroll in DoDMERB
 - iii. Acquire a term GPA and Cumulative GPA => 2.5
 - b. Returning Sophomores (cadets who were in the program as a Freshman) must take and Pass the Air Force Fitness Test by a minimum of 5 repetitions more than the minimum in each category and 20 seconds faster than the slowest allowed time (i.e. the minimum pushups for a 20-year-old female is 18, you must complete at least 23 pushups to qualify for ROTC.) They must also pass the BMI accessions standards.

- c. Sophomores (new and returning) must complete the following events by Dec 15 of their Fall semester
 - i. Completed all required paperwork for the ROTC application
 - ii. Enroll and Complete DoDMERB (DoDMERB must be certified qualified to show complete)
 - iii. Take the Air Force Officer Qualification Test (AFOQT).
 - iv. Take and Pass the Air Force Fitness Test by a minimum of 5 repetitions more than the minimum in each category and 20 seconds faster than the slowest allowed time (i.e. the minimum pushups for a 20-year-old female is 18, you must complete at least 23 pushups to qualify for ROTC.)
 - v. Acquire a Term GPA and Cumulative GPA => 2.5

- d. New juniors and above must complete the following events by Dec 15 of their Fall semester
 - i. Complete all required paperwork for the ROTC application
 - ii. Enroll and Complete DoDMERB (DoDMERB must be certified qualified to show complete)
 - iii. Take the Air Force Officer Qualification Test (AFOQT).
 - iv. Take and Pass the Air Force Fitness Test by a minimum of 5 repetitions more than the minimum in each category and 20 seconds faster than the slowest allowed time (i.e. the minimum pushups for a 20-year-old female is 18, you must complete at least 23 pushups to qualify for ROTC.)
 - v. Acquire a Term GPA and Cumulative GPA => 2.5

14. **DoDMERB Procedures** (Department of Defense Medical Evaluation Review Board= DoDMERB): First, you will input your information into the DoDMERB system via cadre assistance. After 48 hours, your application will process and you will then be eligible to make two appointments via the website and telephone number. One will be a physical exam and the other will be an eye exam. These appointments are paid for by the government and must be scheduled through the DoDMERB process. Once you have completed these two appointments the doctors will send your information to the DoDMERB office where a group of Doctors will evaluate the information and declare you qualified for duty. During this process, it is possible you will require “remedial” follow-ups. Remedials are triggered when DoDMERB doctors need more information on information provided or issues uncovered during your exams. You will receive an email requesting more information on those items. Once all info is collected, you will either be classified qualified or not qualified. Cadets who are not qualified for medical service will not be permitted to stay in the program. Waivers will be requested for cadets who are not medically qualified, but Air Education and Training Command Medical professionals will be the final say in your medical status. Completing DoDMERB requires effort on your part to complete and it must be completed as soon as possible. DoDMERB is often the limiting factor for cadets who qualify for scholarships, so if you are interested in a scholarship then you should complete the DoDMERB process as soon as you can. The initial setup requires cadre assistance but after that, it is entirely up to you to complete. The cadre will not remind you to make appointments or complete any remedial actions that may come up. This is a required “milestone” for a reason.

!!!Important!!! do not pay for any medical appointments, all appointments should be covered by the government. To recap, follow the steps below to complete DoDMERB:

- a. Sign up for DoDMERB (Must have Cadre assist you in this)
- b. Wait 48 hours after signing up
- c. Go to <https://dodmets.com>
- d. Click "Applicant Login" (right side of page)
- e. Enter your full social security number with dashes for the username
- f. Enter your last name as the password
- g. Read and confirm the instructions page
- h. Follow the steps listed on the website
- i. The Phone number for Concorde is 215-845-5374 (This is the company who completes the medical appointment for you)

15. **AFOQT Procedures** at Det 017 require you to make an appointment with the detachment officer manager. Currently, the AFOQT is administered on the 1st and 3rd Monday at 0800 of every month at Maxwell AFB in Montgomery AL. This test is a requirement to become an officer in the Air Force and may only be attempted twice. (Waivers are available for a 3rd attempt). The AFOQT is broken down into 5 components, Pilot, Nav, ABM (Air Battle Manager), AA (academic aptitude), Verbal and Quantitative. Of these 5 components, you must pass the Verbal with a 15 and the Quantitative with a 10. Failure to do so results in failing the AFOQT. A minimum of 25 must be scored in the Pilot, Nav or ABM if you wish to compete for a "rated" position in the Air Force (Rated means you have a job that takes place in a plane). You must arrive 45 minutes early to Maxwell's gate because of the base "visitor pass" process. The AFOQT takes up to 6 hours and requires a 150-day wait in before attempting a retest.

- a. Studying for the AFOQT must be on an individual basis. You are not allowed to coordinate or participate in study groups for this exam
- b. AFOQT study material is not allowed to be stocked in the Detachment Library.
- c. No students may share AFOQT commercial study guides and/or AFOQT personal study notes.

16. **Security Clearance Procedures** a security clearance of at least "Secret" is required for all Air Force officers. Cadets should expect to complete this after their successful completion of Field Training. This is done online through a government site called E-Qip. Cadets will make an appointment with Cadre to set up their accounts and will then be expected to complete the questionnaire individually for review.

- a. Once a cadet is contracted as a POC, the SO will initiate a security request for the cadet in e-QIP. The cadet will receive an e-mail with a registration code stating their request has been initiated.
 - i. Once the request has been initiated, the cadet will have 30 days to complete the security questionnaire.
 - ii. After the cadet has finished the questionnaire and submitted the request, the SO will review the questionnaire. If the questionnaire has no issues, the SO will

release the request to the Office of Personnel Management (OPM). If there are issues with the request, then the SO will reject the request to the cadet with what needs to be corrected. The cadet will have 30 days to re-submit the request.

- b. The cadet will need to coordinate with other cadets who completing their security requests to schedule to a time to get their fingerprints scanned. Once the cadets have a time scheduled, they will inform the SO. The SO will then schedule the time with the AL National Guard Armory. The cadets will fill out a live scan fingerprint request form prior to arriving at the Armory. Fingerprints only last 120 days, so security requests must be released to OPM within that timeframe, or the fingerprints will have to be reaccomplished.
 - c. If a cadet's request is terminated, the cadet will be counseled via Form 16. All cadets must have a security clearance in order to commission.
 - i. Before re-initiating the request, the cadet must sign their Form 16 in WINGS. They must also submit an official memorandum to the SO explaining the significance of security clearances and meeting suspenses.
 - d. Upon receiving a rated slot, cadets must inform the SO, so that a new T5 request can be initiated. The cadet will then follow all procedures as normal for completing a security request.
17. **Operations Orders (OPORD)** is a document that is sent out weekly via the troy.edu email that details the following week's PMT events. All PMT events must be covered in an OPORD. OPORDs are very important because they spell out the who, what, when, where and why of the week. If you want to know what time an event is then you should consult the weekly OPORD. It will also contain any contingency plans such as what to do for inclement weather. A class on reading the OPORD will be conducted on the First LLAB of every semester. The Cadet/s responsible for producing and distributing the OPORD is outlined in the Cadet's Organizational Structure "job description". The OPORD is covered in Chapter 4.3.2 of the AFROTCI 36-2010.
18. **Leadership Laboratory (LLAB)** is scheduled for a 2-hour block of instruction usually conducted at Paterson hall on Thursday from 0600-0800. The afrotci 36-2010 regulates this event. LLAB is designed to teach basic military skills and provide an opportunity to perform and practice these objectives weekly. The Training Manual T-508 has 35 objectives which must be covered every academic year. The OPORD will state the planned objectives covered each week and this Operations Plan will cover the objectives covered each semester under attachment 1. Each cadet level, Freshman-Senior, must meet specific objectives in the program. Some objectives are required for all cadets. The below list of objectives is from the T-508 and outlines who is responsible for what objectives.

IMT = Freshman (AS100)
LEAD Prep = Sophomores (AS200/AS250)
ICL = Juniors
SCL = Seniors
ECL = Extended Cadets (approved 5 year cadets)

3.6.3. Prohibitions. FT Preparation is designed to teach specific skills and knowledge from Holm Center T-203 and AFPAM 10-100. Activities/exercises with the intention of simulating the stresses of the FT environment/experience are expressly prohibited. Prohibitions in the context of FT preparation activities include, but are not limited to: (meaning...do not do the following!!!)

3.6.3.1. Giving direct individual feedback with raised voices.

3.6.3.2. Using a merit/demerit system. **NOTE:** Cadets should be instructed on proper use of AFROTC Form 341, *Excellence/Discrepancy Report*. AFROTC Form 341 may be used as a visual aid for instructional purposes only.

3.6.3.3. Any cadets acting as Cadet Training Assistants (CTA) or officers acting as Flight Training Officers (FTO).

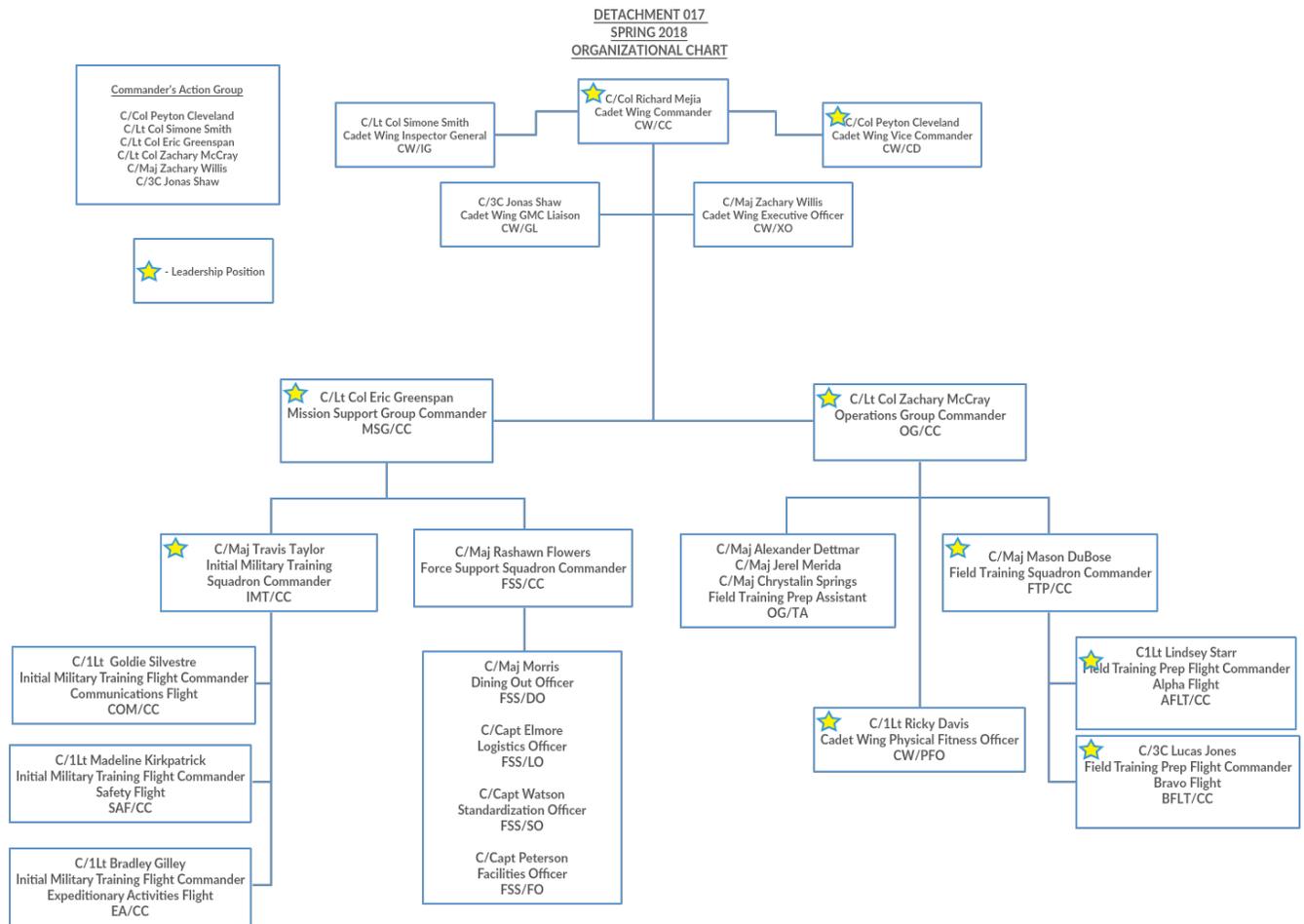
3.6.3.4. Physical Discipline activities of any kind.

3.6.3.5. Using FT-specific Group Leadership Problems (GLP). Use only Holm Center/CR-approved GLPs.

3.6.3.6. Actions that have traditionally been part of “mini-camps” including but not limited to sleep deprivation, uniform “superman” (quickly change uniforms) drills, performing time compressed activities (eating) etc.

20. **Warrior Flight** this is an award that is given to the top flight, to be determined by Wing Staff and Cadre. Flights compete against earn other points throughout the semester for “Warrior Points.” The specific criteria for the award of points will be released in a memorandum by the CW/CC by the second LLAB of the semester. To ensure fairness, only the CW/CC and CW/CD will issue these points. At the end of the semester, flight raw scores will be divided by the number of cadets in the flight to come up with a final score to determine the winner. The winner will be announced at the end of the semester.

21. **Cadet’s Organizational Structure** is the heart and soul of this detachment. It emulates active duty by fielding cadet rank and positions that you will find on active duty. These positions are outlined in the pages to follow. It is not important that you know everyone’s job, but it is important to know your job. You will be evaluated on the success of your “leadership” role based on how you execute the required items in your job description during daily ROTC activities. Every cadet must successfully complete at least one leadership position as certified by the Detachment Commander. The Leadership positions are annotated on the Organizational chart below by stars on the chart and then asterisks(*) on the duty description titles.



All cadets must successfully complete at least one leadership position as a POC in order to commission.

The following are mandatory requirements for all position. Failure to meet these requirements may result in failure to certify completion of leadership position.

- **Meet attendance requirements for PMT events.**
- **Meet all timelines and suspenses set by cadre and/or cadet leadership**
- **Submit accurate information**

***_* = Leadership Position**

Cadet Wing Commander (CW/CC)

- Maintaining and improving the appearance, discipline, effectiveness, training, and conduct of the 17 AFROTC Cadet Wing
- Planning and coordinating all Wing activities pertinent to the purpose and mission of AFROTC
- Setting the Cadet Wing's goals and vision for the semester
- Coordinating with Cadre and Wing Staff to designate positions in the Organization Chart
- Collecting monthly Training Reports from Wing Staff
- Attending weekly Wing Staff Meetings
- Attending weekly Cadre Briefings and LLAB Debriefs with OFC
- Performing other duties as directed by the OFC
- Ensure SLC and ECL objective completion

Cadet Wing Vice Commander (CW/CD)

- Assisting the CW/CC in all areas of CC's responsibilities
- Assuming command of the Cadet Wing in the absence of the Wing Commander
- Providing feedback to the Wing Staff on how efficient the Group Commanders are accomplishing their mission
- Oversee day-to-day operations and collect training reports from the Standardization and Evaluations Officer
- Ensuring the Cadet Wing is notified of upcoming events in a timely manner
- Working with CW/XO to ensure the Wing Calendar is updated
- Planning, scheduling, and organizing POC meetings as necessary
- Attending weekly Wing Staff meetings
- Attending and assisting the CW/CC during cadre briefings and other meetings with cadre
- Assisting the CW/CC with administrative duties including, but not limited to, counseling for LOCs
- Performing duties as directed by the Cadet Wing Commander. These duties include, but are not limited to, overseeing a cadet's performance, aiding with the planning and execution of a specific event, assisting with any paperwork pertaining the Cadet Wing, and/or performing as a backup project officer
- Coordinating with the leadership of Army ROTC to develop and coordinate Joint activities and keeping the chain of command informed of possible upcoming events; and Troy for Troops
- Ensure and track ICL objective completion

Cadet Wing Inspector General (CW/IG)

- Providing the wing leadership with highlights of the wing and its issues and successes
- Collecting, handling, and tracking Cadet Wing complaints, inquiries, and disputes
- Identifying systemic problems within in the Wing
- Detecting and identifying any Fraud, Waste, and Abuse in the Wing
- Supervising wing inspections and conducting occasional inspections in conjunction with the Standardization and Evaluations Officer
- Providing regular feedback to the CW/CC and CW/CD on unit compliance
- Identifying areas of improvement for CW processes (ie: OPORD)
- Attending weekly CAG meetings
- Performing other duties as directed by the CW/CC

Cadet Wing Executive Officer (CW/XO)

- Assisting CW/CC and CW/CD with all minor and clerical duties including, but not limited to, Wing Staff attendance at all AFROTC functions
- Maintain a Cadet Wing calendar of all scheduled events
- Track taskers and serve as liaison between CW/CC and wing leadership
- Establish a system to record cadets absent for an extended period (more than 5 days)
- Creating, maintaining, and updating the Org Chart and UMD document in conjunction with the CW/CC
- Facilitating CAG meetings with cadre
- Reviewing and submitting the OPORD to Wing Staff
- Learning the primary skills required for assisting WS (i.e. Memo writing, power points, etc.)
- Ensuring that the OPORD is compiled and submitted to the CW/CC NLT CoB Thursday, 2 weeks before distribution (Example: OPORD Week 9 will be submitted to CW/CC NLT Thursday of Week 7)
- Performing other duties as directed by the CW/CC

GMC Liaison (CW/GL)

- Serve as the GMC representative on CAG
- Facilitate communication from the GMC to the Wing Staff
- Performing other duties as directed by the CW/CC

Mission Support Group Commander (MSG/CC)

- Facilitate the Operation of Leadership Laboratory.
- Submit a long-term plan to the CW/CC for Spring Semester Initial Military Training LLAB to be included in the OPLAN.
- Attend weekly CAG meetings
- Ensure and track IMT objective completion
- Maintain accountability for the group
- Performing other duties as directed by the CW/CC

Initial Military Training Squadron Commander (IMT/CC)

- Teach IMT LLAB
- Create a lesson plan that satisfies the scheduled objectives to be reviewed by the MX/CC at least 2 weeks in advance. (Week 9 lesson plan will be submitted NLT than beginning of LLAB on Week 7)
- Perform other duties as assigned by the MSG/CC
- Maintain accountability for the squadron

Initial Military Training Flight Commander

- Train and evaluate Freshman/IMT cadets.
- Directly mentor IMT cadets.
- Assist in instructing LLAB for IMT cadets, including delivering briefings, teaching material, and leading activities.
- Maintain accountability for the flight.
- Perform other duties as assigned by the IMT/CC

Communications Flight Commander (COM/CC)

- All of the duties of an IMT/CC
- Manage the detachments social media pages, make at minimum one post per week on each platform.
- Responsible for the upkeep and the improvement of the physical public image of the detachment (Updating bulletin boards in McCartha Hall, updating the advertisement board in T.C., etc.)
- Assist in the advertisement of cadet activities such as recruiting events
- Take photos at events, organize them, and upload them to the Google Drive
- Perform other duties as assigned by the IMT/CC

Safety Flight Commander (SAF/CC)

- All of the duties of an IMT/CC
- Ensure that a safety briefing is given weekly to the detachment this can be done through email or done in person
- Ensure that cadets are knowledgeable about emergency procedure
- Educate cadets on the location of emergency resources such as fire extinguishers
- Check and update the safety board in the detachment (Upstairs, next to the T.V.) for any potential hazards
- Perform a weekly walkthrough of the detachment, including cadet offices, to find any potential hazards
- Ensure that the cadet safety bag is brought to every PMT event.
- Update the risk control matrix in the OPORD
- Work with cadre to ensure the Cadet Wing is prepared for inspection
- Perform other duties as assigned by the IMT/CC

Expeditionary Activities Flight Commander (EA/CC)

- Responsible for the planning and execution of events that are passed down from leadership
- Work with the Detachment 017 Recruiting Officer to plan at least 1 recruiting event a month
- Plan at least 1 morale boosting event per month (non PMT)
- Assist other flights in the execution of duties or functions when necessary
- Perform other duties as assigned by the IMT/CC

Force Support Squadron Commander

- Manage and direct taskings within the squadron
- Ensure that timelines and suspenses are met
- Maintain accountability for the flight
- Submit a weekly report to MSG/CC listing all completed tasks or progress made through the week by CoB on the last business day of the week.
- Perform other duties as assigned by the MSG/CC

Dining Out Officer (FSS/DO)

- Create and execute a plan for the Detachment 017 Spring Dining Out.
- Submit weekly reports on progress made to the Personnel Flight Commander by close of business each Thursday.
- Attend the last CAG meeting of each month to brief leadership on progress and raise relevant issues

Logistics Officer (FSS/LO)

- Manage supply requests to be submitted to Cadre
- Ensure that cadets have the proper supplies available in the detachment

Standardization Officer (FSS/SO)

- Maintain standardization (gear layout at PT, proper uniform wear) throughout the Cadet Wing.
- Ensure that GMC cadets are actively participating in training and activities

Facilities Officer (FSS/FO)

- Sustain, maintain and/or improve functioning cadet areas.
- Encourage cadets to take advantage of the space available to them
- Ensure that the lock on the side door of the cadet lounge is secured after cadet activities.

Operations Group Commander (OG/CC)

- Facilitate the Operation of Leadership Laboratory.
- Submit a plan to the CW/CC for the Field Training Prep LLAB to be included in the OPLAN.
- Attend weekly CAG meetings
- Ensure and track FTP objective completion
- Maintain accountability for the group
- Performing other duties as directed by the CW/CC

Field Training Squadron Commander (FTP/CC)

- Teach FTP LLAB
- Train FTP cadets in all authorized aspects of FTP
- Create lesson plan that satisfies the scheduled objectives to be reviewed by the OG/CC at least 2 weeks in advance. (Week 9 lesson plan will be submitted NLT than beginning of LLAB on Week 7)
- Perform other duties as assigned by the OG/CC
- Maintain accountability for the squadron

Field Training Prep Flight Commander (BFLT/CC & CFLT/CC)

- Assist in the training of FTP cadets
- Assist in instructing LLAB for IMT cadets, including delivering briefings, teaching material, and leading activities.
- Maintain accountability for the flight.
- Command the flight to ensure that all customs and courtesies are being followed flight members
- Perform other duties as assigned by the FTP/CC

Physical Fitness Officer (CW/PFO)

- Ensure that both IMT/POC and FTP physical training sessions are executed properly
- Develop a PT plan to be submitted to the OG/CC
- Complete the PT section of the weekly OPORD at the direction of the CW/XO
- Ensure that facilities necessary for PT are secured
- Perform other duties as assigned by the OG/CC

Field Training Prep Assistant (OG/TA)

- **Not to be confused with a Cadet Training Assistant!!!**
- Be educated in the regulations governing appropriate AFROTC detachment training.
- Assist the FTP/CC in the execution of LLAB and training of FTP cadets
- Educate cadets on how to navigate Field Training
- Mentor FTP cadets to ensure adequate preparation
- Walk around during accountability to ensure proper bearing and form is maintained by FTP cadets.
- Perform other duties as assigned by the OG/CC

//Signed//

John D. Strayn Capt. USAF
OFC Det 017 Troy Al

Attachment 1

LLAB Objective Plan for Spring 2018

Week	IMT	FTP	ICL	SCL	ECL	Obj	LLAB Lesson Objective	IMT	LEAD Prep	ICL	SCL	ECL
1	21,23,24,32	21,23,24,32	21,23,24,32	21,23,24,32	21,23,24,32	1	Know the Air Force and AFROTC grade structure and insignia	X				
2	1	10	28	28	28, 31	2	Know the Air Force and AFROTC chain of command	X				
3	2	9	28	28		3	Know the AFROTC Honor Code	X				
4	19	17,18,23	28,29	28,29		4	Apply proper courtesies and procedures associated with the US flag	X				
5	3	13,16	28	28		5	Apply individual and flight drill positions	X				
6	4	7,16	28	30		6	Apply basic individual flight drill movements	X				
7	19	7,19	19	19		7	Apply effective followership and teamwork skills	X	X			
8	7	8,34	28, 29	28, 29	28, 29	8	Know the environment of an Air Force officer	X	X			
9	8	15			31	9	Apply correct guidon procedures during drill practice & official functions	X				
10	SPRING BREAK NO PMT					10	Apply advanced individual and flight drill movements	X				
11	26	26	26	26	26	11	Apply skills to be an effective flight commander	X				
12	19	12,15				12	Know road guard procedures	X				
13	5,6	7,10,11	28,29	28,29		13	Apply proper individual drill evaluation procedures	X				
14	19	14,18	19	19,35		14	Know proper dorm maintenance procedures and requirements	X				
15	25	25	25	25	25	15	Know the mental, physical, & administrative requirements of LEAD	X				
16	23,27	23,27	23,27	23,27	23,27,31	16	Apply proper open ranks inspection procedures	X				
PT	22,33					17	Know key personnel parade procedures	X				
Week 1	Commander's Brief/Expectations Brief					18	Know LEAD military decorum	X				
Week 7	Field Day/Detachment Competition					19	Apply learned information during esprit de corps activities	X	X	X	X	X
Week 8	Midterm Feedback					20	<i>Hahn Center Training Manual (HCTM)</i>	Rescinded				
Week 15	Dining Out Brief/End of Term Feedback					21	Apply leadership & followership skills through the cadet mentoring program	X	X	X	X	X
Week 16	Dining Out					22	Know the principles of Air Force health and wellness	X	X	X	X	X
						23	Apply the proper Air Force customs and courtesies	X	X	X	X	X
						24	Apply proper Air Force dress and appearance standards	X	X	X	X	X
						25	Know the proper procedures and history behind the Air Force dining-in/out	X	X	X	X	X
						26	Know functions associated with reveille/retreat ceremonies and parade	X	X	X	X	X
						27	Apply AFROTC awards/decorations program in a formal awards ceremony	X	X	X	X	X
						28	Apply leadership/management skills in supervising cadet corps		X	X	X	X
						29	Apply proper feedback and performance evaluation skills		X	X	X	X
						30	Know the process for evaluating bullet statements				X	
						31	Apply leadership/management/problem solving skills in special projects					X
						32	Know issues and tones in a commander's call environment	X	X	X	X	X
						33	Demonstrate level of physical fitness through training and assessments	X	X	X	X	X
						34	Know the expeditionary requirements for LEAD		X			
						35	Execute wargame utilizing the Air Force Employment Exercise (AFEX)					X

Attachment 2

Detachment 017 Flight Roster (Current as of January 4, 2017)

Initial Military Training Flights

Communications Flight
Commander: C/1Lt Goldie Silvestrie

Freshman
Freshman
Freshman
Freshman

Safety Flight
Commander: C/1Lt Madeline Kirkpatrick

Freshman
Freshman
Freshman
Freshman

Expeditionary Activities Flight
Commander: C/1Lt Bradley Gilley

Freshman
Freshman
Freshman
Freshman

Field Training Prep Flights

Alpha Flight
Commander: C/1Lt Lindsey Starr

C/1Lt Ricky Davis
C/3C Savannah Farris
C/3C Alexander Mote
C/3C Jonas Shaw
C/3C Benjamin Ponder
C/3C Zachariah Sullivan

Bravo Flight
Commander: C/3C Lucas Jones

C/3C Casey Brumeloe
C/3C Cade Ashley
C/3C Grady Brewster
C/3C Chelsea Agnew
C/3C Matthew Bruckner
C/3C Miguel Martz