



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND  
RESERVE OFFICER TRAINING CORPS DETACHMENT 432**

01 Aug 2024

MEMORANDUM FOR AFROTC DET 432 PERSONNEL

FROM: AFROTC DET 432/CC

SUBJECT: Commander's Expectations, Standards, Policies, & Incentives for AY24-25

1. **PURPOSE.** By order of the Commander, this memorandum summarizes the standards and policies mandated by AFROTC Instruction (AFROTCI) 36-2011 Vol 3, *Cadet Operations*, and establishes the expectations, policies, and incentives specific to Detachment 432. Unless specifically stated, the term *Cadets* will be used to encompass all students enrolled in AFROTC Det 432, regardless of their official classification.

2. **EXPECTATIONS.** The commander expects that all cadre and cadets will:

- a. **Be a good human.**
- b. **Strive for improvement.**
- c. **Meet all suspenses.**
- d. **Communicate with cadre.**
- e. **Adhere to local, state, and federal policies, rules, and regulations.**

3. **STANDARDS.** Failure to meet and maintain standards are grounds for dismissal from the program.

**a. Academic Standards.** GPA calculations will be derived from the transcript of the cadet's school of primary attendance.

- (1) Non-contracted Cadets. 2.0+ CGPA
- (2) Contracted Cadets. 2.0+ TGPA and CGPA

**b. Air Force Officer Qualification Test (AFOQT) Standards.** The AFOQT is a standardized test similar to the ACT and SAT. All cadets will be given three attempts to pass the exam, of which the first attempt must be done prior to the end of a cadet's first-term in the program.

- (1) Minimum Score. The minimum scores required to enlist (i.e., contract) and

commissioning are Verbal-15 and Quantitative-10 in accordance with (IAW) Air Force Manual (AFMAN) 36-2664, *Personnel Assessment Program*. Refer to AFROTCI 36-2011 Vol 3, Table 4.2 for exceptions.

(2) AY24-25 Test Dates.

- i. 21 Sep 2024. All returning cadets who do not have a passing score.
- ii. 28 Sep 2024. All first-term cadets.

**c. Dress and Appearance Standards.** Cadets will read and adhere to Department of the Air Force Instruction (DAFI) 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel* and DAFI 36-2903 AFROTCSUP, *Dress and Appearance*.

**d. Military Retention Standards.** Military retention standards include, but are not limited to, moral character, bearing and behavior, physical fitness, professional conduct and relationships, dress and appearance, meeting contracted retention standards, and other standards as prescribed by Air Force directives. Failure to meet any military retention standard is grounds for dismissal.

**e. Physical Fitness Assessment (PFA), Body Mass Index (BMI), and Body Fat (BF) Standards.** PFA, BMI, and BF standards are used as contract criteria for enlistment and commissioning, consistent with Department of Defense Instruction (DoDI) 1308.03, *DoD Physical Fitness and Body Fat Programs Procedures*, and AFMAN 36-2905, *Fitness Program*.

(1) Males. Male cadets must achieve a minimum of 75 out of 100 on their Physical Fitness Assessment (PFA), and have no more than 20% as their BF.

(2) Females. Female cadets must achieve a minimum of 75 out of 100 on their PFA, and have no more than 28% as their BF.

#### 4. **POLICIES.**

**a. Attendance Policy.** Attendance at Aerospace Studies (AOS) Class, Leadership Lab (LLAB), and Physical Training (PT) is mandatory. An attendance rate of 79% or less in any of the above will result in an automatic failure and removal from the program.

(1) Excused Absences. Excused absences may be requested through your primary instructor (for AOS classes) or Operations Officer (for LLAB and PT). Refer to the appropriate point of contact for details. At a minimum, cadets will submit a memorandum for record written in accordance with Department of the Air Force Handbook (DAFH) 33-3337 to explain the reason for the absence and attach substantiating documentation, if any. If the cadet was sick, cadets are expected to submit an ***ROTC Medical Excuse Form (ATTACHMENT 1)*** signed by a medical professional.

(2) Exemption to Policy. To mitigate safety risks involved with requiring cadets to drive long distances in the early morning for PT, an exemption to policy exists for cross-town

cadets and University of Southern Mississippi (USM) Gulf Park Campus cadets living outside of a 45-mile commute radius (one-way) from the Payne Center on USM's Hattiesburg campus. Refer to **ATTACHMENT 2, *Cadet PT Attendance Exemption to Policy*** for details.

**b. Civil Involvement (CI) Policy.** Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is considered a CI.

(1) Initial Reporting. All cadets must report all on-going or previous incidents, regardless of final disposition, at time of application, typically during New Student Orientation.

(2) New Involvement. Cadets must report an incident within 72 hours of the incident, including during periods away from campus (i.e., summer break or holidays). Report the incident via WINGS.

(3) Change to Previous Involvement. Changes to ongoing involvements up to, and including, final disposition must also be reported within 72 hours. Report the incident via WINGS.

**c. Communications Policy.** Communication will be in-line with the Chain of Command and will be respectful and professional at all times. The Detachment 432 core office hours are Monday-Thursday, 0730-1630 and Friday, 0730-1200. Communication done outside of this time frame may not be addressed until the next duty day. (NOTE: If you are dealing with an emergency or need assistance from a front office member, please do not hesitate to call at any time, day or night.)

(1) Email. Email is AFROTC DET 432's primary means of communication for information that is not time-sensitive. Cadets are expected to check their email daily and acknowledge receipt by replying back to the email within two business days of receipt. All emails will have a greeting, a closure, and a signature block. (NOTE: Any time-sensitive emails must be followed-up with a phone call to alert the recipient to check their email ASAP.)

(2) Texts. Texting will be used when information needs to be passed up and/or down the chain of command in a timely manner. Cadets are expected to acknowledge and respond to text messages within 24 hours of receipt. All texts will have a greeting.

(3) Phone. Phone calls will be used when information needs to be passed up and/or down the chain of command in a timely manner. Cadets are expected to return missed calls within 12 hours of receipt.

**d. Counseling Policy.** Counseling provides a documented account of a meeting in which the counselor can provide: a means to review performance; a means to mentor cadets; a means to document adverse actions; or a means to address situations that could adversely affect a cadet's continuation in the program.

(1) Cadet Record of Individual Counseling (CRIC) (DAF Form 174): Cadet leadership may council subordinate members in both the GMC and POC if the member has

failed to correct an issue that was brought up in a previous verbal warning (first offense). Refer to the cadet handbook for instructions on how to initiate the CRIC process. A member who receives two CRICs (three total offenses) for the same issue will be formally counseled by a cadre member.

(2) **Cadre Formal Counseling**: Cadets will be dressed in their Class A uniform and formally report-in. If a cadet does not have their full Class A uniform, they will report in their Class B uniform. Cadre formal counselings may be recorded on an AFROTC Form 16 but must be recorded in the appropriate WINGS module for posterity. Cadet signatures will be collected at the time of counseling as acknowledgment of the counseling session. The first formal counseling will be accomplished by a detachment NCO. Subsequent offenses of the same issue will result in a formal counseling from the Operations Flight Commander.

(3) **Commander's Retention Review (CRR)**: Cadets will be dressed in their Class A uniform and formally report-in. If a cadet does not have their full Class A uniform, they will report in their Class B uniform. Cadets who fail to correct issues previously counseled on, or who have made egregious errors, will meet with the Detachment Commander. The CRR is an official evaluation on whether the cadet may continue in the program. This review must be recorded in the appropriate WINGS module and the cadet's signature will be collected at the time of counseling.

(4) **Term Counseling**: Cadets will be dressed in the UOD, as directed in the current week's operations orders (OPORD), and formally report-in. Cadets are required to meet with their primary instructor at least once each semester to: review AFROTC membership and scholarship requirements; receive performance feedback; and re-certify their academic plan. Cadets will need to bring an academic advisor-signed Form 48 to the term counseling session. This counseling must be recorded in the appropriate WINGS module, the Form 48 must be uploaded into the cadet's UPRG, and the cadet's signature will be collected as acknowledgment of the session.

e. **COVID-19 Policy**. Students will adhere to the most up-to-date Center for Disease Control (CDC) guidelines.

f. **Emergencies Policy**. When not participating in AFROTC activities, look to official university instruction and guidance via Eagle Alert. Otherwise, adhere to all instructions provided by the senior ranking Cadre member present.

g. **High-Risk Activities & Motorcycle Rider Policy**. All cadets who intend to participate in a high-risk activity(ies) must receive a safety brief from the Detachment Safety Officer and read required safety documentation. The safety brief may be documented on an AF Form 4392 but must be recorded in the appropriate WINGS module for posterity. Motorcycle riders must accomplish the above and provide a copy of their driver's license with motorcycle endorsement.

h. **Medical Policy**. All cadets who have a DoDMERB physical on file are required to report any changes to their medical status within 72 hours of discovery, including during periods away from campus (i.e., summer break or holidays). Report the change via WINGS.

**i. Uniform Policy.** Cadets will wear the uniform and present themselves in accordance with DAFI 36-2903 and DAFI 36-2903 AFROTCSUP, *Dress and Appearance*. The uniform of the day (UOD) will be announced each week through the publication of the Operations Orders (OPORD). Cadets are required to wear the uniform of the day (UOD) to ***all*** of their academic classes on Thursdays. If the AOS class falls on a day other than Thursday, defer to your primary instructor for UOD guidance. Additionally, cadets are required to wear the UOD for all official appointments with DET 432 Cadre, unless instructed otherwise.

(1) **Fall Semester:** The primary UOD is Short Sleeve Blues (Class B), unless instructed otherwise.

(2) **Spring Semester:** The primary UOD is the Operational Camouflage Pattern (OCP) or Flight Suit for cadets who have achieved the minimum number of Detachment Points. Cadets who have not achieved the minimum number of Detachment Points will defer to UOD guidance published in the weekly OPORD. Refer to **ATTACHMENT 3** for ***Detachment 432 Point System***. The point system will re-set each academic year.

**j. Piercings Policy.** The Modified, Physical Training (PT), Blues (Class B), Service Dress (Class A), and OCP are all uniforms that cadets will wear throughout the year; therefore, all cadets are expected to be within hair and grooming standards when in uniform as outlined in DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, with the following exceptions:

(1) **Non-Contracted Cadets.** By order of AFROTC DET 432/CC, non-contracted first-year General Military Course (GMC) cadets are authorized wear of conservative clear spacers in their ear cartilage and/or nose when in Modified or PT uniforms only. Clear spacers for any other facial piercing and in any other uniform is not authorized.

(2) **Participants:** Participants are students who do not seek a commission and are not authorized detachment issued uniforms, excluding the detachment polo. Participants are authorized wear of conservative clear spacers in their ear cartilage and/or nose when in Modified uniform only.

**k. Professional Relations Policy.** Cadets are specifically forbidden from using their rank or position to take, or be perceived as taking, undue advantage of subordinates. Cadets are prohibited from hazing, maltraining, maltreatment, and any other unacceptable conduct towards others IAW AFMAN 36-2032. Lastly, when in uniform, cadets are not to show public displays of affection with their significant other. When in civilian attire and in Detachment 432 spaces, public displays of affection will be held to a minimum.

## **5. INCENTIVES.**

**a. Awards & Decorations.** Awards and decorations are designed to recognize cadets who go above and beyond. Cadets have the opportunity to earn ribbons for their uniform for a multitude of awards. See **ATTACHMENT 4, *AFROTC Awards & Decorations***, to review award descriptions and eligibility requirements.

**b. Point System.** I have implemented a point system to track cadet activity within the detachment. Point accrual will be used for awarding uniform privileges, awards and decorations, and commander's ranking consideration. Points will re-set each academic year. Refer to **ATTACHMENT 3, *Det 432 Point System***, for details.

**c. PT Pass.** Cadets who attain a 90 or higher on the official PFA will be awarded a "PT Pass", which is good for one "Excused" absence from a PT session. The "PT Pass" is valid for the same academic year it was received and can be applied retroactively.

6. **CONCLUSION.** This memo will be reviewed prior to the start of each semester. This letter supersedes all previous letters, same subject.



SHEENA M. PULEALI'I, Lt Col, USAF  
Commander

4 Attachments:

1. ROTC Medical Excuse Form
2. Cadet PT Attendance Exemption to Policy
3. Detachment 432 Point System
4. AFROTC Awards & Decorations

**ATTACHMENT 1  
ROTC Medical Excuse Form**



**THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI.**

DEPARTMENT OF AEROSPACE STUDIES  
DEPARTMENT OF MILITARY SCIENCE AND LEADERSHIP

**ROTC Medical Excuse**

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

The above patient has been treated at the following medical facility:

\_\_\_\_\_. The above patient is excused from the following:

- Upper body exercise
- Lower body exercise
- All physical activity
- Attendance at academic class

This medical excusal is valid from \_\_\_\_\_ to \_\_\_\_\_.  
(DD Mmm YY) (DD Mmm YY)

**Health Care Employee Information:**

\_\_\_\_\_  
Name Date Time

\_\_\_\_\_  
Signature Office Phone or Email



**ATTACHMENT 2**  
**Cadet PT Attendance Exemption to Policy**

**DEPARTMENT OF THE AIR FORCE**  
**AIR EDUCATION AND TRAINING COMMAND**  
**RESERVE OFFICER TRAINING CORPS DETACHMENT 432**

01 Aug 2024

MEMORANDUM FOR RECORD

FROM: AFROTC DET 432/CC

SUBJECT: Cadet PT Attendance Exemption to Policy

1. **PURPOSE:** Exempt physical training (PT) attendance for cross-town cadets and University of Southern Mississippi (USM) Gulf Park Campus cadets living outside of a 45-mile commute radius (one-way) from the Payne Center on USM's Hattiesburg campus.
2. **BACKGROUND:** In accordance with (IAW) AFROTCI 36-2011 Vol 3 para. 10.6, Physical Training, I have implemented three PT sessions to be held each week. While it is preferable and highly encouraged for all enrolled cadets to attend PT with the detachment, there are some cadets who commute a significant distance that makes this requirement difficult and unrealistic to meet.
3. **EXEMPTION:** To mitigate safety risks involved with requiring cadets to drive long distances in the early morning, I am instituting the following policy to continue to meet the intent of AFROTCI 36-2011 Vol 3. Cross-town cadets and USM-Gulf Park Campus cadets will attend:
  - a. Three Weekly Sessions if they live 45 miles or less from the Payne Center.
  - b. Two Weekly Sessions if they live between 46-65 miles from the Payne Center.
  - c. One weekly session if they live more than 66 miles away from the Payne Center.
4. **LIMITATIONS:**
  - a. The exemption does not apply during weeks when a mock or official PFA is being administered; therefore, all cadets are expected to be in attendance at all three sessions.
  - b. Cadets will make-up "missed" sessions on their own time and in accordance with the week's scheduled workout NLT 2359hrs CST/CDT each Sunday.
  - c. Cadets will remit proof of their workout sessions to their capability crew commander. Work acceptable forms of proof through your chain of command; I have delegated decision authority to the detachment Operations Officer.
  - d. This exemption may be revoked at any time.
5. This memo supersedes all previous memos, same subject. Direct questions or concerns to Major Stephen Fogle, the detachment Operations Officer. He can be reached by phone at (601) 266-4468 or by email at [Stephen.Fogle@usm.edu](mailto:Stephen.Fogle@usm.edu).

A handwritten signature in blue ink, appearing to read "Sheena M. Puleali'i", is located below the text of the memorandum.

SHEENA M. PULEALI'I, Lt Col, USAF  
Commander



**ATTACHMENT 3**  
**Detachment 432 Point System**

**AFROTC DETACHMENT 432 POINT SYSTEM**

**FALL SEMESTER:** Cadets must attain a minimum of 20 points to earn the privilege of wearing the OCP uniform in the Spring Semester. Additionally, flight points will be tallied to determine Warrior Flight for the semester and the privilege of having the Guidon Streamer.

**SPRING SEMESTER:** Points will continue to accrue and will go towards eligibility for Detachment-level awards, decorations, and ribbons. Additionally, flight points will be tallied to determine Warrior Flight for the semester and the privilege of having the Guidon Streamer.

**NOTE:** Points will be awarded for each occurrence. For example: A cadet that participates in two Home Football Game Carting Events will be awarded 8 points.

Points	Event / Item
<b>EDUCATION / TRAINING</b>	
4	Achieve Perfect Attendance at AS Class (4 pts), LLAB (4 pts), and/or PT (4 pts)
4	Hold and Successfully Complete a GMC Leadership Position
4	Hold and Successfully Complete a POC Leadership Position
2	Attend Optional Lecture or Informational Briefing
2	Awarded IMT- or FTP-level Cadet of the Month
1	Attend a Professional Development Training (PDT) Event
1	Attend a Cadet FLT/CC Meeting and/or Drill Practice
1	Awarded Flight-level Cadet of the Month
1	Other (Cadre approved)
<b>EXTRA CURRICULARS</b>	
4	Perform at a Color Guard Event
4	Participate in a cadre-approved Recruiting Event
4	Participate in a Home Football Game Carting Event
1	Attend a Morale Event
1	Complete a Fundraising Event
1	Volunteer with a charity or local organization
1	Other (Cadre approved)
<b>PHYSICAL FITNESS / HEALTH</b>	
4	Attain a 100 on a mock or official PFA
3	Attain a 90-99 on a mock or official PFA
2	Attain a 80-89 on a mock or official PFA
1	Attain a 75-79 on a mock or official PFA

## ATTACHMENT 4

### AFROTC Awards & Decorations

AWARD NAME	TYPE	LEVEL	FREQUENCY	ELIGIBILITY
Gold Valor Award	Ribbon	AFROTC	N/A	Awarded for acts of heroism involving personal risk of life
Silver Valor Award	Ribbon	AFROTC	N/A	Awarded for acts of heroism that do not meet the risk of life standard of the Gold Valor Award.
Outstanding Cadet Training Assistant Award	Ribbon	Field Training	Once	This award recognizes the single most outstanding CTA from each FT encampment as determined by the FTU leadership.
Field Training Distinguished Graduate Award	Ribbon	Field Training	Once	Cadets graduating FT with an overall cadet ranking within the top 10 percent will be designated as a distinguished graduate and will be awarded
Field Training "Ironman" Award	Ribbon	Field Training	Once	The FT Ironman Award recognizes one male and one female cadet in each encampment with the top PFA score at FT.
Warrior Spirit Award	Ribbon	Field Training	N/A	Peer-nominated recognizing a single cadet in each FT flight.
Honor Flight Award	Ribbon	Field Training	N/A	Honor Flight Award is given to a single FT flight for exceptional performance
Warrior Flight Award	Ribbon	Field Training	N/A	Warrior Flight Award is given to a single FT flight for exceptional performance
Physical Fitness Award	Ribbon	Field Training	N/A	Cadets who score a 90 percent or above on the Physical Fitness Assessment
George Robert Hall	Scholarship	USM	Annual	POC, need-based
Thomas C. Lennep	Scholarship	USM	Annual	POC, non-need-based
Meritorious Service Award	Ribbon	Detachment	Term	Award to cadets each academic term to no more than 5 percent of the corps.
Commendation Award.	Ribbon	Detachment	Term	Award to cadets each academic term to no more than 10 percent of the corps.
Achievement Award.	Ribbon	Detachment	Term	Award to cadets each academic term to no more than 15 percent of the corps.
Academic Honors Award.	Ribbon	Detachment	Term	Award to cadets with a TGPA of 3.0 or above (on a scale of 4.0) for one full academic term; must have an average of 4.0 in AS courses for the duration
Warrior Spirit Award.	Ribbon	Detachment	Annual	Award to one cadet in each AS class. Extended cadets cannot be considered.
Honor Flight Ribbon.	Ribbon	Detachment	Term	Flight with the highest WK average
Warrior Flight Ribbon.	Ribbon	Detachment	Term	Flight with the highest PFA average and most Det Points
Fitness Award.	Ribbon	Detachment	Term	Cadets who score a 90 or above in the Physical Fitness Assessment.
Fitness Award Silver Star Device.	Device	Detachment	Term	Cadets who score a 100 on the Physical Fitness Assessment for the first time.
College Scholarship Recipient Ribbon.	Ribbon	Detachment	Annual	Contracted cadet with an active scholarship.
Recruiting Award.	Ribbon	Detachment	Term	Award to cadets each academic term based on recommendation of the RO.
Drill Team Membership Ribbon.	Ribbon	Detachment	Annual	Award to cadets who have participated for one calendar year with at least one drill team performance.
Color/Honor Guard Membership Ribbon.	Ribbon	Detachment	Annual	CG member for one calendar year.
Detachment Excellence Award	Certificate	Detachment	Annual	GMC; demonstrates all-around excellence and improvement over the academic year.
Daughters of the American Revolution ROTC Gold Medal	Medal	Outside Org	Annual	AS400; demonstrated loyalty, patriotism, dependability, and good character.
USAA Spirit Award	Certificate	Outside Org	Annual	Any; exemplifies the concept of service to Detachment and community
AFA Outstanding ROTC Cadet of the Year (Randolph Lovelace Memorial	Ribbon; Medal	Outside Org	Annual	AS300
Military Order of the World Wars - Gold	Medal	Outside Org	Annual	AS300; displaying abilities and attitudes leading to individual and team success; for exemplary leadership
Military Order of the World Wars - Silver	Medal	Outside Org	Annual	AS200; displaying abilities and attitudes leading to individual and team success; for exemplary leadership
Military Order of the World Wars - Bronze	Medal	Outside Org	Annual	AS100; displaying abilities and attitudes leading to individual and team success; for exemplary leadership
Nikolai Hill	Scholarship	Private Donor	Annual	AS100; cadet who creates positive ripples in others' lives