



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
AFROTC Detachment 432 And
AFROTC Detachment 006

13 Aug 2025

MEMORANDUM FOR AFROTC DET 432 AND DET 006 PERSONNEL

FROM: AFROTC DET 432 & DET 006/CC

SUBJECT: Detachment 432 and Detachment 006 Standards and Policies – Fall 2025

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 and Detachment 006. Unless specifically stated, the term *Cadets* will be used to encompass all students enrolled in AFROTC, regardless of their official classification.
2. **EXPECTATIONS.** The commander expects that all cadre and cadets will:
 - a. Do good.
 - b. Do your best.
 - c. Meet all suspenses.
 - d. Have clear, concise communication 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 are derived from the transcript of the cadet's school of primary attendance.
 - (1) Non-contracted cadets. 2.0 CGPA.
 - (2) Contracted cadets. 2.5+ 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 provided two 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. A waiver is required for third attempt to pass the exam.
 - (1) Minimum Score. The minimum scores required to enlist (i.e., contract) and commission 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 4.1 and 5.4.5 for exceptions.
 - (2) AY25 Fall Test Date. Det 432 will administer the AFOQT on 20 Sep 2025. Det 006 cadre will provide transportation to JSU cadets on 20 Sep 2025. All first-

term cadets and all returning cadets who do not yet have a passing score must take the exam.

- c. **Dress and Appearance Standards.** Cadets will read and adhere to Department of the Air Force Instruction (DAFI) 36-2903 and AFI 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 Department of the Air Force directives. Failure to meet any military retention standard may result in dismissal.
- e. **Physical Fitness Assessment (PFA), Body Mass Index (BMI), and Body Fat (BF) Standards.** PFA, BMI and BF standards remain part of accession physical standards and are used as entry criteria for AFROTC 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 on their PFA, and have a BF less than 20%.
 - (2) **Females.** Female cadets must achieve a minimum of 75 on their PFA, and have a BF less than 28%.

4. **POLICIES.**

- a. **Attendance Policy.** Attendance at Aerospace Studies (AOS) Class, Leadership Lab (LLAB), and Physical Training (PT) is mandatory. An attendance rate of less than 80% 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*** 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 or 45-mile commute radius from JSU. Refer to ***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.**

- (1) Email. Cadets are required to monitor their school email daily and adhere to any/all established guidance and/or suspenses – even during breaks or school closure. If a cadet cannot make the suspense date, a reason must be communicated to the sender immediately so another suspense date can be established (if able). Cadets will read and acknowledge receipt of all emails and will always be professional.
- (2) Phone. Cadets will return cadre missed phone calls within 24 hours. Cadets will always be professional.
- (3) Texts. Cadets will acknowledge and respond to cadre text messages within 12 hours. Cadets will always be professional.

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

e. **High-Risk Activities & Motorcycle Rider Policy.** All cadets who intend to participate in a high-risk activity must identify themselves to the Operations Officer (OFC), read required safety documentation, and complete a Form 16. Motorcycle riders will need to accomplish the above and provide a copy of their driver's license with motorcycle endorsement.

f. **Medical Policy.** All cadets who have a Department of Defense Medical Examination Review Board (DoDMERB) physical on file are required to report any changes to their medical status within 72 hours of discovery, including periods away from campus (i.e., summer break or holidays).

g. **Uniform Policy.** Upon issuance, the primary uniform of the day (UOD) for AFROTC is Blues and the primary uniform for PT is the PT Uniform (PTU). Prior to receiving Blues, cadets will wear the Modified Uniform outlined in the *Welcome Letter* or the Detachment Polo. Prior to receiving the PTU, cadets will wear conservative, weather appropriate, exercise attire in conservative colors (white/black/grey/navy blue) with no large or inappropriate logos/pictures or words. Uniforms will be issued in accordance with the *Detachment Uniform Issue Policy* memorandum. The Operations Officer is the approval authority for establishing/approving the UOD. Cadets are required to wear the UOD (or modified uniform) to all academic classes on Thursdays. Cadets are required to wear the UOD for all official appointments with ROTC Cadre, unless instructed otherwise.

h. **Physical Training (PT) Attendance and Incentive Policy.** Similar to the Active

Duty construct, cadets are incentivized for PT excellence. Each month, a mock PFA will be administered to every cadet (participation is mandatory). Cadets who score a 90 or above will only be required to attend two PT sessions each week until the next mock PFA is administered. If the cadet's score drops below 90, they will be required to attend three PT sessions each week.

- i. **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 Air Force Manual (AFMAN) 36-2032.
 - j. **Reprimand Policy.** All cadets are expected to act in good order and discipline; however, mistakes occur and Air Force ROTC is the environment to learn from your mistakes. The Letter of Counseling (LOC), Letter of Admonishment (LOA), and Letter of Reprimand (LOR) documents are tools that help outline and document the mistakes that need to be corrected. Air Force ROTC Det Commander has instructed the below as the official Det Reprimand Policy:
 - (1) First Offense: Verbal warning
 - (2) Second Offense (same issue): LOC with Flight Commander
 - (3) Third Offense (same issue): LOA with Training Group Commander
 - (4) Fourth Offense (same issue): LOR with Cadet Wing Commander and/or Cadet Vice Wing Commander
 - (5) Fifth Offense (same issue): Official Counseling with Cadre (Operations Officer or Detachment Commander as appropriate)
5. **CONCLUSION.** This memo will be reviewed prior to the start of each academic semester. This letter supersedes all previous letters, same subject.

MICHAEL L. PALMORE, Lt Col, USAF
Commander

1st Ind to AFROTC DET/CC, Det Standards and Policies – Fall 2025

CADET NAME: _____

MEMORANDUM FOR AFROTC DET 432/CC / AFROTC DET 006/CC

Date: _____

I have read this memorandum and understand the contents therein.

Signature

Name: _____