



# ORIENTATION GUIDE

## INFORMATION FOR INCOMING CADETS



**THE CITADEL**  
AEROSPACE STUDIES

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# WELCOME TO DETACHMENT 765!

**WE ARE HONORED TO HAVE YOU JOIN ONE OF THE MOST PRESTIGIOUS AND CHALLENGING LEADERSHIP DEVELOPMENT PROGRAMS IN THE NATION. AS A CADET AT DET 765, YOU ARE STEPPING INTO A LEGACY OF EXCELLENCE, DISCIPLINE, AND SERVICE THAT HAS FORGED GENERATIONS OF MILITARY LEADERS. OUR MISSION IS CLEAR: TO DEVELOP LEADERS OF CHARACTER FOR TOMORROW'S AIR FORCE AND SPACE FORCE. THROUGH RIGOROUS ACADEMICS, PHYSICAL TRAINING, LEADERSHIP LABS, AND FIELD TRAINING, YOU WILL BE CHALLENGED TO GROW MENTALLY, PHYSICALLY, AND MORALLY.**

**YOU WILL BE MENTORED BY EXPERIENCED CADRE, SUPPORTED BY A TIGHT-KNIT CADET WING, AND IMMersed IN A CULTURE THAT VALUES HONOR, COURAGE, AND COMMITMENT. WHETHER YOUR GOAL IS TO BECOME A PILOT, ENGINEER, INTELLIGENCE OFFICER, OR ANY OF THE MANY VITAL ROLES IN THE AIR AND SPACE FORCES, YOUR JOURNEY STARTS HERE.**

**WE ENCOURAGE YOU TO EMBRACE EVERY OPPORTUNITY, CHALLENGE YOURSELF DAILY, AND SUPPORT YOUR FELLOW CADETS. THE PATH AHEAD WILL NOT BE EASY, BUT IT WILL BE WORTH IT. YOU ARE NOW PART OF SOMETHING GREATER THAN YOURSELF—A PROUD TRADITION OF SERVICE TO OUR NATION.**

**AIM HIGH! SEMPER SUPRA!**



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# HOW TO JOIN AFROTC

**COLLEGE FRESHMAN:** REGISTER FOR OUR FRESHMEN AFROTC ACADEMIC CLASSES (FALL AERO 101 / SPRING AERO 102) AND LEADERSHIP LABORATORY (LLAB, AERO 450-01).

**COLLEGE SOPHOMORE:** REGISTER FOR OUR SOPHOMORE AFROTC ACADEMIC CLASSES (FALL AERO 201 / SPRING AERO 202) AND LEADERSHIP LABORATORY (AERO 450-03).

## NEW CADETS

**BRING THE FOLLOWING DOCUMENTS TO IN-PROCESSING:**

- ORIGINAL STATE ISSUED BIRTH CERTIFICATE WITH RAISED SEAL OR US PASSPORT. IF BORN ABROAD PROOF OF US CITIZENSHIP IS REQUIRED. (ORIGINAL ONLY, WILL BE VERIFIED AND RETURNED)
- ORIGINAL SOCIAL SECURITY CARD. (ORIGINAL ONLY, WILL BE VERIFIED AND RETURNED)
- BOY SCOUTS, EAGLE SCOUT, GIRL SCOUT, OR CADET SENIOR SCOUT WITH GOLD PALM AWARD PAPERWORK (IF APPLICABLE, ORIGINAL ONLY, WILL BE COPIED AND RETURNED)
- CIVIL AIR PATROL AWARD-BILLY MITCHELL AWARD, AMELIA EARHART AWARD, CARL SPAATZ AWARD (IF APPLICABLE, ORIGINAL ONLY, WILL BE COPIED AND RETURNED)
- PRIVATE PILOT'S LICENSE (IF APPLICABLE, WILL BE COPIED AND RETURNED)
- JROTC CERTIFICATE OF COMPLETION AND LETTER FROM JROTC COMMANDER (IF APPLICABLE, SHOULD CONTAIN AMOUNT OF TIME IN PROGRAM AND BE ON OFFICIAL JROTC LETTERHEAD SIGNED BY JROTC COMMANDER, WILL BE COPIED AND RETURNED)
- IF YOUR PARENTS/LEGAL GUARDIANS ARE CURRENT OR PRIOR MILITARY PLEASE BRING THE FOLLOWING INFORMATION: BRANCH, HIGHEST RANK HELD, AND TIME IN SERVICE.
- SELECTIVE SERVICE CARD (MALES ONLY – 18 YRS OR OLDER) OR REGISTRATION NUMBER.
- NAME AND ADDRESS OF ANY LAW ENFORCEMENT OFFICES THAT ISSUED YOU A TICKET OR FINED YOU AND THE DATES OF THE INCIDENT(S).

\* IF YOU ARE UNDER THE AGE OF 18 HAVE YOUR PARENT/GUARDIAN SIGN ENROLLMENT PAPERWORK ON MATRICULATION DAY OR DOWNLOAD THE [ENROLLMENT FORMS](#) AND HAVE THEM NOTARIZED.

## CLICK TO SIGN UP



# PHYSICAL FITNESS READINESS ASSESSMENT (PFRA)

THE PFA IS TAKEN TWICE A YEAR (FALL AND SPRING SEMESTERS) TO ENSURE CADETS MEET AIR FORCE FITNESS REQUIREMENTS.

CADETS WHO ARE IN THE GENERAL MILITARY COURSE (GMC) BUT NOT ON A SCHOLARSHIP MUST ATTEMPT THE TEST BUT DO NOT HAVE TO PASS.

CADETS ON A SCHOLARSHIP AND CADETS IN THE PROFESSIONAL OFFICER COURSE (POC) MUST PASS THE TEST EACH FALL AND SPRING TERM.

THE COMPONENTS OF THE PFRA ARE:

- BODY COMPOSITION: WAIST TO HEIGHT RATIO
  - MUSCULAR STRENGTH: 2-MINUTE HAND RELEASE PUSH-UPS
  - CORE ENDURANCE: 1-MINUTE SIT-UPS
  - CARDIORESPIRATORY FITNESS: 2.0 MILE RUN
- \* ACTIVE DUTY ALTERNATE COMPONENTS NOT AUTHORIZED FOR AFROTC CADETS

THERE IS A REST PERIOD OF UP TO FIVE MINUTES IN BETWEEN EVENTS. YOU MUST EARN AT LEAST 75 POINTS OVERALL AND MEET THE MINIMUM REQUIREMENTS IN EACH COMPONENT.

SEE THE OFFICIAL AIR FORCE SCORE SHEETS

[HTTPS://WWW.AFPC.AF.MIL/CAREER-MANAGEMENT/FITNESS-PROGRAM/](https://www.afpc.af.mil/Career-Management/Fitness-Program/)



# AIR FORCE OFFICER QUALIFICATION TEST (AFOQT)

THE AFOQT IS A STANDARDIZED TEST THAT MEASURES VERBAL AND MATHEMATICAL APTITUDE (SIMILAR TO THE SAT AND ACT) AS WELL AS ADDITIONAL APTITUDES RELEVANT TO SPECIFIC CAREER FIELDS.

IT IS ALSO USED TO QUALIFY FOR PILOT, COMBAT SYSTEMS OFFICER AND AIR BATTLE MANAGER TRAINING AND IS A COMPONENT OF THE PILOT CANDIDATE SELECTION METHOD (PCSM) SCORE.

## IMPORTANT THINGS TO KNOW:

- ALL CADETS MUST TAKE THE AFOQT BY THE END OF THEIR FIRST TERM IN AFROTC.
- ALL CADETS MUST PASS THE AFOQT BY THE END OF THEIR FALL TERM AS200 (SOPHMORE) YEAR.
- CADETS WILL HAVE UP TO THREE OPPORTUNITIES TO PASS THE VERBAL AND QUANTITATIVE SECTIONS. (MINIMUMS: VERBAL-15, QUANTITATIVE-10)
- CADETS MAY RETEST NO EARLIER THAN 90 DAYS AFTER THE PREVIOUS ATTEMPT.
- SUPERSCORING WILL BE USED ACROSS ALL COMPOSITES. FOR SUPERSCORING, AN APPLICANT'S BEST COMPOSITE SCORE ON ANY TEST ATTEMPT WILL BE USED AS THE SCORE OF RECORD.

## AFOQT PREP MATERIALS

[HTTPS://ACCESS.AFPC.AF.MIL/PCSMZ/Form%20T.HTML](https://access.afpc.af.mil/PCSMZ/Form%20T.HTML)



# EMAIL AND PHONE ETIQUETTE

## EMAIL:

Your Citadel email address will be the primary means of communication. Cadets are required to check their email daily. We highly recommend every night to stay current on AFROTC events and information. Cadets are required to respond to emails in a timely manner (within 24 hours).

Whenever sending or replying to an email:

- Proofread your email. Proofread your email.
- Have a clear subject line.
- Use a professional greeting.
- Include your signature block.
- Keep it professional. No sarcasm or all caps.
- Don't ever assume the recipient knows what you are talking about.
- Be sure to reply to all emails in a timely manner (within 24 hours).
- Use the following templates:

Good afternoon Maj Flores,

Yes Sir, I'm scheduled to fly  
Wednesday afternoon.

Very Respectfully,  
FIRST MI. LAST  
AFROTC Det 765, The Citadel  
MyEmail@student.citadel.edu  
(555) 555-5555

Good afternoon Capt Basham,

Received, understood, will comply.

Very Respectfully,  
FIRST MI. LAST  
AFROTC Det 765, The Citadel  
MyEmail@student.citadel.edu  
(555) 555-5555

## PHONE:

Never underestimate the value of a phone call. Voice-to-voice communication allows for quicker resolution of issues, reduces the chance of miscommunication, and provides important context, tone, and emotion that are often lost in written messages. It also helps you strengthen your verbal communication skills—an essential trait for future officers. Your cell phone is another important means of communications for both the cadre and the cadet wing, so it is your responsibility to ensure your contact information is always current. Notify the Detachment immediately if your number changes. Additionally, always keep your phone on silent or vibrate during classes and official events to maintain professionalism and minimize disruptions.

**U.S. AIR FORCE**

## **MISSION**



**U.S. AIR FORCE**

## **CORE VALUES**

### **“INTEGRITY FIRST”**

**AN AIRMAN IS A PERSON OF INTEGRITY, COURAGE AND CONVICTION. THEY MUST BE WILLING TO CONTROL THEIR IMPULSES AND EXERCISE COURAGE, HONESTY AND ACCOUNTABILITY IN ORDER TO DO WHAT IS RIGHT EVEN WHEN NO ONE IS LOOKING.**

### **“SERVICE BEFORE SELF”**

**AN AIRMAN’S PROFESSIONAL DUTIES TAKE PRECEDENCE OVER PERSONAL DESIRES. EVERY AIRMAN IS EXPECTED TO HAVE THE DISCIPLINE TO FOLLOW RULES, EXHIBIT SELF-CONTROL AND POSSESS RESPECT FOR THE BELIEFS, AUTHORITY AND WORTH OF OTHERS.**

### **“EXCELLENCE IN ALL WE DO”**

**AN AIRMAN STRIVES FOR CONTINUAL IMPROVEMENT IN SELF AND SERVICE IN ORDER TO PROPEL THE AIR FORCE FURTHER AND TO ACHIEVE GREATER ACCOMPLISHMENT AND PERFORMANCE FOR THEMSELVES AND THEIR COMMUNITY.**

## **U.S. SPACE FORCE**

### **MISSION**

**SECURE OUR NATION'S INTEREST IN,  
FROM, AND TO SPACE.**



## **U.S. SPACE FORCE**

### **GUARDIAN VALUES**

#### **“CHARACTER”**

**HIGH MORAL CHARACTER AND  
ETHICAL STANDARDS ARE THE  
FOUNDATION OF OUR PERSONAL  
AND PROFESSIONAL LIVES.**

#### **“COMMITMENT”**

**WE ARE COMMITTED TO THE  
PURSUIT OF MASTERY OF  
OURSELVES, OUR PROFESSION,  
AND OUR DOMAIN, KNOWING  
THIS IS A LIFE LONG JOURNEY.**

#### **“CONNECTION”**

**WE ARE CONNECTED BY A  
COMMON PURPOSE GREATER  
THAN OURSELVES.**

#### **“COURAGE”**

**WE DO WHAT NEEDS TO BE  
DONE AND SAY WHAT NEEDS TO  
BE SAID IT IS RIGHT.**