



**425<sup>th</sup> AFROTC CADET CORPS**

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OPR: DET 425/OFC  
(Capt Sarah Mutter)

Certified by: DET 425/CC  
(Lt Col Robert D. Reed)

Supersedes Mission Directive, 22 July 2010.

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**1. Mission.** The mission of the 425<sup>th</sup> AFROTC Cadet Corps is to provide training which develops the leadership, officership, and management skills of cadets in the preparation for commissioning and entry into active duty.

**2. Command.**

2.1. The Operations Flight Commander (OFC) will respond to the Detachment Commander for administration of the cadet corps.

2.2. The Cadet Wing Commander (CW/CC) will provide, plan, direct, and supervise cadet corps activities. The CW/CC is directly supervised by the OFC. All cadet wing staff responsibilities in paragraph three must be approved by the OFC prior to implementation.

**3. Responsibilities.** The 425<sup>th</sup> AFROTC Cadet Wing will:

3.1. Present all Leadership Laboratory (LLAB) lesson objectives over the course of the academic year. LLAB will be cadet planned, directed, and executed.

3.2. Develop a cadet wing organizational chart to include a picture board.

3.3. Provide the OFC with written job descriptions for each position on the cadet wing organizational chart.

3.4. Develop a unit manning document (UMD).

- 3.5. Implement the cadet appointment and rotation system IAW AFROTCI 36-2010, para 4.15.
- 3.6. Publish an operations plan (OPLAN) for each cadet wing staff rotation.
- 3.7. Publish operations orders (OPORDs) for all mandatory practical military training (PMT).
- 3.8. Implement a system to track attendance at PMT.
- 3.9. Plan and organize one base visit during the academic year.
- 3.10. Plan and execute a minimum of two events during the academic year with the Army ROTC unit.
- 3.11. Ensure the lounge and cadet office are clean, neat, and secure after all daily activities are complete. This includes activities that occur on weekends or after 1700 hrs on weekdays.
- 3.12. Establish a cadet corps phone and email contact list, and ensure it is continuously updated throughout the academic year.
  - 3.12.1. Implement a system to contact all cadets to be used in case of severe weather, national disaster, or emergencies. This system must be able to account for the whereabouts of every cadet.
  - 3.12.2. Implement a system to notify all cadets of routine detachment news and requirements.
- 3.13. Establish an inspector general (IG) complaint system.
- 3.14. Train using the Mutual Respect model found in T-700. Provide a positive, enthusiastic environment conducive to quality, meaningful training. This environment will be free from discrimination based on race, creed, sex or ethnic origin.
  - 3.14.1. Ensure all cadets understand the purpose and intent of the Honor Code.
  - 3.14.2. Ensure all cadets understand the Air Force Core Values.
  - 3.14.3. Implement a counseling program designed to correct cadet behavior, provide feedback, and encourage excellence.

3.14.4. Develop a program for supervisors to rank order cadets based on leadership effectiveness. Annotate the cadet's ranking on his/her final cadet evaluation.

3.15. Emphasize the need to respect the law and the rights of others. Strongly state that under-age drinking is not allowed and encourage responsible drinking by those of legal age.

3.16. Implement a continuity program.

3.17. Implement a public affairs program designed to promote Det 425 accomplishments within the university environment, the community, and the nation.

3.18. Implement a cadet education program. This program must include at a minimum a system to help cadets with academic classes, a program to learn about Air Force Specialty Codes (AFSCs), and one career day per academic year.

3.19. Implement a cadet recruiting program.

**4. Mandatory PMT Activities.** Mandatory PMT activities may not exceed 5 hours per week (Monday through Sunday) for GMC cadets and no more than 6 hours per week for POC cadets. Ensure cadets clearly understand Voluntary PMT activities are those activities that are in excess of mandatory requirements.

4.1. Attendance at PMT events will be IAW AFROTC attendance policy. Absences must be approved in advance by the OFC. The PMT events for the academic year are:

4.1.1. All scheduled LLAB sessions. Formal LLAB sessions are not to exceed 110 minutes in length each week. This limitation allows up to 30 minutes for flight meetings.

4.1.2. At least one PFA each fall and spring term (POC/Contracted cadets must pass). Ensure PFAs are scheduled to account for re-takes.

4.1.3. Physical Fitness Training program.


4.1.4. One formal military parade.

4.1.5. One Formal retreat ceremony each fall and spring term.

4.1.6. One formal dinner each fall term.

4.1.7. One Awards Banquet each spring term.

4.1.8. Weekly OFC meeting with CW/CC and CW/CV. This meeting will not exceed 45 minutes in length.

A handwritten signature in black ink, appearing to read "Robert D. Reed". The signature is written in a cursive style with a large, prominent initial 'R'.

ROBERT D. REED, Lieutenant Colonel, USAF  
Commander