

CADET FIELD TRAINING ASSIGNMENT BRIEFING

I, Cadet _____, understand the following: (initial all items)
(Typed/Print Name)

A. FT ATTENDANCE:

1. I have reviewed Chapter 6, Rules and Regulations, of the Field Training Manual (FTM). I understand my attendance at Field Training (FT) represents my acceptance of all rules and regulations. Example: I will not use a telephone, coordinate with family or friends to visit me during FT, consume alcohol, smoke, carry a weapon, etc., for the duration of FT. I understand violation of any FT rule could result in my immediate removal from FT and jeopardize my ability to commission. _____
2. I understand FT attendance does not guarantee I will be accepted into the Professional Officer Course (POC), and the final FT evaluation could preclude my entry into the POC. I also understand I must remain qualified for the POC and commissioning in order to enlist. _____
3. I must pass the Qualifying Fitness Review (QFR) to attend FT. _____
 - a) I understand the proper procedures for accomplishing each PFT event. _____
 - b) I understand I have one opportunity to pass the QFR. _____
 - c) As a non-contract cadet, I understand a failure will result in forfeiture of my POC/enrollment allocation (EA). _____
 - d) As a contract cadet, I understand a failure will result in forfeiture of my POC enrollment allocation (EA) and possible investigation for disenrollment. _____
4. FT removal, self-initiated elimination (SIE), or completion with an overall "Unsatisfactory" or "Marginal" will jeopardize my status as a candidate for a commission. _____
 - a) As a scholarship cadet, I may be disenrolled and involuntarily called to extended active duty in my enlisted grade or required to repay my scholarship benefits and may be disqualified for POC entry. _____
 - b) As a non-scholarship GMC cadet, I may be disqualified for POC entry. _____
5. I understand failure to pass one of the first two PFTs offered at FT (typically by TD-14) will result in an automatic "Unsatisfactory" rating on the Physical Fitness Assessment (PFA) Performance Factor Rating (PFR) of my FT evaluation and removal with prejudice, which will jeopardize my status as a candidate for a commission. _____
6. I understand I may be required to replace any issued equipment I lose or damage at my own expense prior to leaving FT. I also understand failure to return or replace any equipment issued to me at FT will result in a rating no greater than "Marginal" on the Accepts Personal Responsibility PFR of my FT evaluation. _____
7. I recognize the importance of drill and ceremonies to military training and discipline and, as such, have prepared accordingly. I understand failure of two or more Individual Drill Evaluations (IDE) will result in a rating no greater than "Marginal" on the Drill and Ceremonies PFR. _____

B. TRANSPORTATION:

1. If I travel by privately owned vehicle (POV), I will only be authorized reimbursement at the current mileage allowance up to the cost of the Government Travel Rate (GTR) indicated on my orders, and I will not arrive prior to 1000 hrs or after 1400 hrs. _____
2. If I choose to travel by POV and arrive at FT later than 1400 hours, I understand I will receive a rating no greater than "Marginal" in the Judgment and Decision Making PFR of my FT. _____
3. If I purchase my own ticket for commercial travel (airline, bus, or train), I will only be authorized reimbursement up to the cost of the GTR indicated on my orders. _____
4. I am not authorized to fly via commercial airlines if the distance between my servicing airport hub or the FT Unit is less than 150 miles, except when waived by HQ AFROTC/DOT. _____
5. I must be ticketed to arrive on the earliest available flight on the "report date" indicated on my orders (this is TD-0). If I experience airline delays or cancellations, affecting my scheduled arrival, I will immediately notify my detachment and the FTU staff. _____
6. I understand I am not authorized to depart FT prior to TD-29. Family weddings or reunions, college enrollment, household goods shipment, etc. are not exceptions. _____
7. My training will begin the moment I arrive at FT. Normal training days begin at approximately 0430 and end at approximately 2100. _____
8. I understand, while traveling to FT, I am not authorized to voluntarily give up my seat under any circumstances. Further, if I receive any rewards, incentives, or rebates from the commercial carrier, I will consult with my detachment or FTU staff for disposition instructions. _____
9. Once a ticket is placed in the mail or otherwise given to me, it becomes my responsibility until it is recovered, turned in to the issuing authority, or its cost is otherwise reimbursed to the government. I understand I am required to travel at my own expense if the ticket is lost. _____
10. I am required to travel to and from FT by the most direct and expeditious route. Hitchhiking is not authorized, and any deviation in time or direction could result in an unfavorable "line of duty" determination affecting medical coverage. _____
11. I must notify my detachment in the event my commercial travel reservations are canceled or cannot be confirmed (if applicable), or I decide to decline FT and withdraw from the AFROTC program before departing for FT. _____
12. I must ensure I receive complete and accurate round trip airline tickets (if applicable). _____

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

C. MEDICAL:

1. I understand the rules regarding dress and personal appearance for AF personnel in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, including the rules on tattoos, brands, and body piercing, also apply to cadets. I also understand if I have any tattoos visible in any uniform, I must have an MFR from my Det CC stating he/she has reviewed the tattoo(s) and deemed it (them) not to be inappropriate or excessive. Additionally, I understand AFROTC requires cadets attending FT to have any any body rings, visible or non-visible (e.g., navel rings, nipple rings, earrings, tongue studs, ornamental staples, etc.) removed prior to arrival at the FTU. These items pose a health or safety hazard to the wearer and are prohibited for wear with any uniform. Removal of such items as well as unauthorized and/or inappropriate tattoos is my responsibility, including any associated costs. Failure to take these actions prior to FT will result in a rating no greater than "Marginal" on the Image/Bearing PFR. _____
2. I must have a waiver from DODMERB or AETC/SG, if I use an inhaler for any reason, before I am eligible for FT. _____
3. I must immediately notify my detachment of any current or future injuries, current or future medical prescriptions, or changes in medical status occurring prior to departing for FT. _____
4. I must obtain a letter from my physician for any prescription medicine I take to FT, stating any possible adverse reactions to physical or mental stress, including medication that prohibits exposure to the sun (exception: birth control pills). _____
5. I do not currently have any medical or physical condition (i.e. pregnancy, broken bones, pulled muscles, sprained ankle/knee, etc.), which prohibits or limits my active participation at FT (if such a condition does exist, explain). _____
6. I acknowledge my responsibility to maintain my fitness level between passing my QFR and arriving at FT. _____
7. I understand I must meet Air Force weight and body fat standards. Further, I understand if I arrive at FT over body fat, I will receive an automatic "Unsatisfactory" rating in the Image/Bearing PFR, will be removed from the FTU with prejudice, and sent home. _____
8. I understand failure of any PFT during FT or an average score less than 75 points on all PFTs will result in a rating no greater than "Marginal" on the Physical Fitness Assessment PFR of my FT evaluation. _____

D. PAY:

1. I realize I should take at least \$50 for expenses during the first 2 weeks of FT, \$100.00 is recommended for extended FTUs. _____
2. I will be paid approximately \$20 per day upon completion of FT (subject to change) for each day of training, minus any advance, taxes (FITW and SITW), and SGLI if elected. NOTE: Pay rules/amounts are mandated by Congress and documented in the DoD pay manual. _____
3. I understand I will continue to receive subsistence while attending FT. I understand I will not be simultaneously paid stipend and training. Upon completion of FT, I will receive FT pay minus subsistence, any advance, taxes (FITW and SITW), and SGLI if elected. _____
4. I will clarify questions regarding pay with detachment cadre before I depart for FT. _____

E. GENERAL:

I must notify my detachment of any family, financial, or work related problems, which may prevent my active participation at FT. _____

(FTU AND SESSION)

(AFROTC DETACHMENT NO.)

CADET (Typed/Print Name)

(CADET SIGNATURE AND DATE)

OFFICER BRIEFER (Type/Print Name and Rank)

(OFFICER BRIEFER SIGNATURE AND DATE)

DET CC (Type/Print Name and Rank)

(DETACHMENT COMMANDER SIGNATURE AND DATE)