Chapter 1
GENERAL

1.1 An SOP is a compilation of expectations for unit members and also for routine and generally ambiguous tasks. This SOP fills in the gaps that higher command regulations and manuals do not cover. This does not contain information that must be read from the other regulations found in Chapter 10, References.

1.2 Everything in this SOP is specific to Detachment 040. This material should not be quoted as standard outside of Detachment 040 and its affiliated events such as at Field Training or other inter-detachment activities. Any questions regarding the contents of the SOP should be directed up the chain of command, ultimately to the 40th Cadet Wing Inspector General.

1.3 This SOP must be reviewed by all new cadets with their superior officer. From then on all cadets are responsible for knowing and living up to all of the expectations and procedures found in this document.

1.4 Wingman Policy - All GMC cadets must be with a minimum of one wingman of the same gender at all times. POC must always have a wingman who knows where they are.

Chapter 2
CONDUCT

2.1 GMCA Time - Will take place for no longer then 15 minutes. POC will not intrude on GMCA time unless approved by CW/CC. Flight time will reflect the same standards.

2.2 Saluting - LLAB and PT are no salute times. During all other hours, GMC cadets are expected to salute POC and commissioned officers when outdoors and wearing a military uniform with headgear.

2.3 Morning - 0000-1159 hrs
   Afternoon - 1200-1659 hrs
   Evening - 1700-2359 hrs (unless there is a flag retreat in which case evening begins post flag retreat)
   Duty Hours - 0800-Closing Formation
   Off Hours - Any other day or time

2.4 Seven Basic Responses
   2.3.1 Yes, Sir/Ma’am.
   2.3.2 No, Sir/Ma’am.
   2.3.3 No excuse, Sir/Ma’am.
   2.3.4 Sir/Ma’am, I do not know.
   2.3.5 Sir/Ma’am, I do not understand.
   2.3.6 Sir/Ma’am, may I make a statement? (not necessary when responding to direct question)
   2.3.7 Sir/Ma’am, may I ask a question? (not necessary when called on after raising hand in class)
2.5 The Definition of Military Discipline:
The mental attitude and state of training which renders
obedience instinctive under all conditions. It is founded upon
respect for and loyalty to properly constituted authority.
2.5.1 40th Cadet Wing cadets should keep this
concept in mind as professionals in a military
organization.

2.6 Professional Expectations
2.6.1 Until the conclusion of LLAB and PT on Fridays
that have training, all interactions between cadets
will be strictly professional with the mission of training
as the priority.
2.6.2 This professionalism will be maintained for all
interactions with Cadre regardless of the day or time.
2.6.3 POC cadets will stand if approached by a cadet
of lower rank for advice/business matters or cadre.
GMC will stand at the position of attention when
approached by POC or cadre until otherwise directed.
2.6.4 During off hours on Fridays interactions between
POC and GMC will be cordial and professional.
2.6.5 During off hours, if cadets see and recognize
one another they should provide a polite greeting. No
formal customs and courtesies are expected unless in
uniform.
2.6.6 Special consideration for professional conduct
should be taken by all cadets when in the Detachment
regardless of the day or hour.

2.7 The dress code around the Detachment is
conservative regardless of the hour or day. It should
courage a professional atmosphere while remaining
comfortable. If the outfit is questionable, it should not
be worn.

2.8 All cadets are expected to respond to all emails, slack
notifications and phone calls within 24 hours M-F and 48
hours on weekends unless otherwise directed. If there is a
time period when a cadet will be unable to respond
promptly, they should communicate with their chain of
command ahead of time.

Chapter 3
ACADEMICS AND PROCEDURES

3.1 Reporting In
3.1.1 Centered on the door or cubicle entrance, knock
once. Do not knock if a conversation is taking place.
3.1.2 When directed, enter, return door to its original
position, take the most direct route to center yourself 2
paces away from the individual or their desk. Salute and
state, “Sir/Ma’am, Cadet ___ reports as ordered.” (only
salute officers and POC, not Non-Commissioned
Officers. If speaking to an NCO, go to Parade Rest)
3.1.3 Hold the salute until it is returned and remain at
attention until directed otherwise.
3.1.4 At the end of the conversation, the cadet will ask,
“Will that be all Sir/Ma’am?” If so, come to attention,
take one step backward, salute and render the greeting
of the day and depart via the most direct route.

3.2 Academic Environments
3.2.1 Formal lecture. When addressing the
instructor/presenter, a cadet should raise his/her hand
and when called upon stand at attention and say,
“Sir/Ma’am, Cadet __ __ Flight” followed by the
questions or statement.
3.2.2 Informal lecture. A class seeking discussion-based
interactions will not require formal lecture protocol. All
cadets should initially assume all classes are formal
unless the instructor indicates otherwise.

3.3 Entering and Exiting Lecture Halls
3.3.1 Cadets enter the room single file and take the
most direct route to fill in every row from front to back
starting with the second row.
3.3.2 If there are guests in attendance, begin by filling in
the third row.
3.3.3 The first cadet will enter the row and proceed to
the end of the row or designated seating area. Cadets
will stand at attention once they have arrived in front of
their seat.
3.3.4 For each row, the last cadet to reach their seat will
give the command, SEATS, to their row and all of the
cadets in that row will sit at attention until given further
instructions.
3.3.5 Cadets will depart from their seats and rows at the
direction of the Flt/CC.

3.4 When a GMC cadet raises his/her hand, the right hand
will be raised straight up into the air with the elbow straight
and the bicep touching the right ear if possible
3.5 Absence from AS Class, LLAB, and PT
3.5.1 If a cadet is going to be absent from AS Class, they must inform their instructor via Memorandum for Record at least 2 weeks in advance. See AS Class instructor for more detailed instructions.
3.5.2 If a cadet is going to be absent from LLAB, they must inform their Flt/CC or superior cadet officer and the Operations Flight Commander via Memorandum for Record at least 2 weeks in advance.
3.5.3 Cadets must attend at least 80% of AS Class, LLAB, and PT sessions.
3.5.4 More details can be found in respective AS Class syllabus.

3.6 Reporting Accountability for Friday LLAB
3.6.1 GMC cadet accountability is collected by the POC Flt/CC and reported up the chain of command to the Vice Wing Commander no later than 1230 each Friday.
3.6.2 POC accountability must be reported to / gathered by the Vice Wing Commander.
3.6.3 Special accommodations may be made on a case by case basis.

3.7 72 Hour Rule
3.7.1 Email, call, or meet in person with Cadre within 72 hours of any involvements with civil, school, or military law enforcement including moving traffic tickets, alcohol charges, possession or sale of illegal drugs, etc.
3.7.2 Once the involvement is reported you must update your Form 35 in your cadet file.
3.7.3 The 72 hour rule also applies for medical status changes (illnesses, broken bones, etc.)

3.8 Email Standards
3.8.1 See chapter 12 of AFH 33-337 for details on emails.
3.8.2 Detachment standard signature block:

   Very respectfully,
   Cadet [Last Name]

   //SIGNED/
   FIRST MI. LAST, C/Rank, AFROTC
   Job Position or ___ Flight Cadet
   AFROTC Detachment 040 (AETC)
   Loyola Marymount University

3.9 All final draft documents submitted or distributed should be in .pdf format unless otherwise specified or expecting feedback / comments.

Chapter 4
DRILL AND CEREMONIES

4.1 Drill and Ceremonies (D&C) Importance - Through D&C, cadets practice teamwork and can recognize the affect their actions have on the drill unit, such as a flight, as a whole. D&C also provides valuable training in discipline and attention to detail. Thus, accuracy is critical and cadets should always practice and perform in accordance with the precise procedures described in AFMAN 36-2203 and within this chapter of the SOP.

4.2 Opening and Closing Formations general information
4.2.1 There are two variants for Opening and Closing Formations: (1) GMC Formation, one which is led and key positions are filled by GMC, (2) POC Formation, one which is led and key positions are filled by POC. It is recommended that GMC Formations are used when possible, especially during FTP semester, as it provides GMC the chance to practice for Field Training.
4.2.2 Spacing - Flt/CCs are 3 paces in front of the element leaders, facing front. SQ/CCs are 6 paces in front of the element leaders, facing front. GMCA is 9 paces in front of the element leaders, facing front. CW/CC is 12 paces in front of the element leaders facing the flights. If space permits, there are 4 paces between flights (See Figure 1).

Figure 1: Formation Organization
4.3 GMC Formation

4.3.1 For GMC Formations, Flight Commander, Squadron Commander, and Deputy roles are performed by GMC cadets.

4.3.2 When all flights are at parade rest and facing the front, the SQ/CD gives the command: “FALL IN.” Flt/CCs immediately come to attention and command over their right shoulder: “Flight, ATTENTION.”

4.3.3 SQ/CD then commands: “REPORT” and receives accountability from Flt/CCs who salute and report: “__ Flight, all present or accounted for.” The SQ/CD returns the salute to acknowledge the report.

4.3.4 When full GMC accountability has been obtained, the SQ/CD faces the SQ/CC, salutes, and reports: “__ Squadron, all present or accounted for.” SQ/CC returns the salute then faces about.

4.3.5 GMCA faces about, salutes the CW/CC and reports “Sir/Ma’am, all present or accounted for.”

4.3.6 CW/CC returns the salute and orders: “Publish the Orders.”

4.3.7 GMCA faces about and says: “ATTENTION TO ORDERS. Detail for the day: ___. Cadet Officer of the day: C/____ (current CW/CC). By the order of, __ _(current Det/CC).” About face, “Sir/Ma’am, the orders have been published.” Details for the day will be High Flight in the fall and Field Training Preparation in the spring.

4.4 POC Formation

4.4.1 For POC Formations, all roles except the GMCA are performed by POC cadets.

4.4.2 Once all flights and commanders are at parade rest, and it is the scheduled time to begin LLAB, the CW/CC gives a nod to the GMCA. The GMCA comes to attention, salutes and says, “Good afternoon C/____.” About face and says, “Squadron Commanders, give your squadrons ATTENTION.” SQ/CCs: “Squadron (Flight), ATTENTION.” CW/CC: “Staff, ATTENTION.”

4.4.3 GMCA about face and says, “Sir/Ma’am, the wing is formed.” Wing/CC: “Receive the report.”

4.4.4 GMCA about face, “REPORT.” Elongated and said while turning head from left to right.

4.4.5 SQ/CCs obtain accountability from flights. SQ/CCs turn to GMCA beginning on the right when facing the same direction as the flights and say, “C/ __, 1st Training Squadron all present or accounted for.” GMCA returns salute and says, “Thank you Sir/Ma’am.”

4.4.6 Once all SQ/CCs have reported to the GMCA, GMCA about face, salute and report, “Sir/Ma’am, all present or accounted for.”

4.4.7 CW/CC: “Publish the Orders.” (See sec 4.3.9-4.3.11).

4.5 Closing Formation

4.5.1 All units form up at parade rest as done for opening formation.

4.5.2 CW/CC: “Squadron Commanders, give your squadrons ATTENTION.” SQ/CCs come to attention: “Squadron (Flight), ATTENTION.” CW/CC, Det/CC, etc. make comments at this time.

4.5.3 CW/CC: “Squadrons Commanders, take control of your squadrons and dismiss them.”

4.6 Detail Marching

4.6.1 When transiting after AS class, and throughout the day until the conclusion of training, GMC cadets will form and travel in a detail. Cadets will not march in details when inside the detachment. Additionally, cadets will not march details underneath escalators nor between escalators where there is high traffic of LMU students. (See Figure 3)

4.6.2 A detail is a modified drill unit which consists of 2 to 4 cadets. In a detail of 2, cadets form side by side, and the cadet on the right is the detail commander. In a detail of 3, the third cadet is the detail commander and is positioned behind the cadet on the right. In a detail of 4, cadets form a square, and again the back right cadet is the detail commander.
4.6.3 All procedures for flight drill apply when marching in a detail. Additionally, as when marching a flight, details must not perform pivots on grass and carpet, but rather utilize incline and rotate commands.

4.6.4 Cadets are expected to maintain customs and courtesies when formed in a detail. All cadets in the detail must render verbal greeting and salute (when appropriate) in unison. It is primarily the responsibility of the detail commander to ensure customs and courtesies are rendered, however any member of the detail may initiate a greeting.

4.6.5 When rendering customs and courtesies in a detail, the verbiage is: “Detail, greet the ladies and gentlemen.” The detail will then speak in unison and, if appropriate, render a salute with the first word of the greeting: “Good [morning/afternoon/evening] ladies and gentlemen.”

4.6.6 If greeting only one or two individuals, the detail should greet the individuals by rank and last name rather than “ladies” and/or “gentlemen.”

4.7 Arm Swing While Marching

4.7.1 When carrying items in hand while drilling, cadets will continue to execute proper arm swings.

4.7.2 This applies for reasonably sized items such as water bottles, folders/binders, books, etc. Larger bags and backpacks should not be swung.

4.7.3 AFMAN 36-2203 states that arm swings are maintained at times with few exceptions (most are during pivots). It never states that arm swings should be suspended when carrying objects.

Chapter 5
CONTACT INFORMATION

8.1 Detachment 040 Phone - 310.338.2770

8.2 Cadre contact information (only to be used in case of emergency or after following the proper cadet chain of command). Harassment issues are the exception.

8.2.1 Lt Col Holland - William.Holland@lmu.edu
8.2.2 Maj Albiston - Melinda.Albiston@lmu.edu
8.2.3 TSgt McFarland - Analiza.McFarland@lmu.edu
8.2.4 SSgt Eglof - Nicole.Egloff@lmu.edu
8.2.5 Mrs. Aguirre - Lourdes.Aguirre@lmu.edu

8.3 Cadet Wingstaff contact information (only to be used when contacting the IG or after following the proper cadet chain of command).

8.3.1 C/Col Andrew In - det040.wingcc@gmail.com
8.3.2 C/Col Brian Palmer - det040.cwc@gmail.com
8.3.3 C/Col Nicolas Bazzo - det040.ig@gmail.com
8.3.4 C/Lt Col. Michelle Change - det040.msgcc@gmail.com
8.3.5 C/Lt Col. John Hardy - det040.ogcc@gmail.com

8.3.1 Public Safety - 310.338.2893
8.3.2 Classroom Support - 310.338.1735
8.3.3 Event Scheduling - 310.338.2878

8.4 Emergency Services

8.4.1 LAPD - Emergency: 911
8.4.2 LAPD - Terrorist Threat: 1.877.284.7328
8.4.3 LAPD - Non-Emergency: 1.877.275.5273

8.5 Chain of Command

8.5.1 POC Flight Commanders and mentors should always be the first contact when unsure who to speak to about a certain topic. If you wish speak to cadre, you will need to set up an appointment with the cadre member you wish to speak to.

8.5.2 SSgt Eglof is in charge of all uniform items, pay and tuition.

8.5.3 TSgt McFarland is in charge of all medical and cadet records.

8.5.4 Capt Zacharias is in charge of recruiting, events, and AS 100.

8.5.5 Maj Albiston is in charge of Operations reviews/Wingstaff, PT, events, and AS 200.

8.5.6 Lt Col Holland is in charge of final approvals and AS 30/400.
Chapter 7
FACILITIES

7.1 Detachment 040 facilities must be kept inspection ready for the cadre and ELO by the cadets. Cadet accessible facilities include:

7.1.1 Hangar
7.1.2 Kitchen
7.1.3 Locker rooms (male and female)
7.1.4 Cadet Office

7.2 The cadet office is available for all use.

7.3 The Hangar will be used to transit to and from the locker rooms and cadet office (unless it is closed).

Chapter 8
PERSONAL EQUIPMENT

6.1 All cadets, must have the following items with them at all times during training:

6.1.1 Wing Form 341 (x5)
6.1.2 Water bottle or hydration system of some kind
6.1.3 Identification card or LMU One Card
6.1.4 Watch, with a timer, that complies with dress code
6.1.5 Operations Order for that day
6.1.6 Note paper and pen

6.2 All watches must be silenced, including on the hour chimes.

6.3 Cell Phones - All cadets will silence cell phone during training hours.

6.4 All cadets must maintain their uniforms and equipment and those of their wingmen in a constant state of readiness for inspection. Uniform inspections may be conducted at any time, without advanced notice.

6.5 All bags and backpacks must have a name tag of their owner to help maintain security.

Chapter 9
EMERGENCY PROTOCOL

9.1 In the case of an emergency, call 911 and inform a cadre member of the incident immediately.

9.2 Active shooter protocol.

9.2.1 If safe, escape LMU and head to the KFC on Lincoln and Manchester.
9.2.2 If the shooter is near, hide behind locked doors if possible and turn off all the lights.
9.2.3 Only as an absolute last resort, assault the shooter.
9.2.4 First priority is to safely escape.
9.2.5 Once you have escaped, contact your chain of command and make sure they know you are safe.

Chapter 10
REFERENCES

10.1 Airmen’s Manual
AFMAN 10-100

10.2 AFROTC Dining In / Dining Out Guide
T-1626

10.3 Cadet Training Programs
AFROTCI 36-2010

10.4 Dress and Appearance
AFI 36-2903

10.5 Dress and Appearance
AFI 36-2903 AFROTC Supplement

10.6 Drill and Ceremonies
AFMAN 36-2203

10.7 Field Training Manual
T-503

10.8 Fitness Program
AFI 36-2905

10.9 Fitness Program
AFI 36-2905 AFROTC Supplement

10.10 Group Leadership Problems
T-502

10.11 Leadership Laboratory Curriculum Handbook
T-508

10.12 Holm Center Training Manual
T-503
Chapter 11
WARRIOR KNOWLEDGE

11.1 USAF Major Commands
Air Mobility Command: Scott AFB, Illinois
Air Combat Command: Joint Base Langley-Eustis, Virginia
Air Education and Training Command: Joint Base San Antonio-Randolph, Texas
Air Force Space Command: Peterson AFB, Colorado
Air Force Special Operations Command: Hurlburt Field, Florida
United States Air Forces in Europe: Ramstein Air Base, Germany
Pacific Air Forces: Joint Base Pearl Harbor-Hickam, Hawaii
Air Force Material Command: Wright-Patterson AFB, Ohio
Air Force Reserve Command: Robins AFB, Georgia
Air Force Global Strike Command: Barksdale, Louisiana

11.2 The Air Force Code of Conduct
11.2.1 I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
11.2.2 I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
11.2.3 If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
11.2.4 If I become a prisoner of war, I will keep faith in my fellow prisoners. I give no information nor take part in any action which might be harmful to my comrades. If I am senior I will take command. If not I will obey the lawful orders of those appointed over me and will and back them up in every way.
11.2.5 When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
11.2.6 I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

11.3 The Airman’s Creed
I am an American airman.
I am a warrior.
I have answered my nation’s call.

I am an American airman.
My mission is to fly, fight, and win.
I am faithful to a proud heritage,
A tradition of honor,
And a legacy of Valor.

I am an American airman,
Guardian of freedom and justice,
My nation’s sword and shield,
Its sentry and avenger.
I defend my country with my life.

I am an American airman:
Wingman, leader, warrior.
I will never leave an airman behind,
I will never falter,
And I will not fail.
11.4 The Air Force Song
Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em boys, give'er the gun!
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!

Minds of men fashioned a crate of thunder,
Sent it high into the blue;
Hands of men blasted the world asunder;
How they lived God only knew!
Souls of men dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing'll stop the U.S. Air Force!

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of his brother men who fly.
We drink to those who gave their all of old,
Then down we roar to score the rainbow's pot of gold.
A toast to the host of men we boast, the U.S. Air Force!

11.5 The Air Force Mission
To fly, fight, and win... in air, space, and cyberspace.

11.6 Holm Center Mission
We build leaders.

11.7 AFROTC Mission
Develop premier leaders of character for tomorrow's the Air Force.

11.8 Air Force Core Values
Integrity First
Service Before Self
Excellence In All We Do

11.9 Cadet Honor Code
We will not lie, steal, or cheat, nor tolerate among us anyone who does.

11.10 Chain of Command
President: _________________________________
Sec of Defense: ______________________________
Sec of the Air Force: ________________________
USAF Chief of Staff: _________________________
AETC/CC:____________________________________
AU/CC:_______________________________________
Holm Center/CC______________________________
AFROTC/CC:________________________________
Det 040/CC: _________________________________
40th CW/CC: __________________________________
OG/CC:_______________________________________
SQ/CC:_______________________________________
Flt/CC:_______________________________________