



**AIR FORCE RESERVE OFFICER TRAINING CORPS
DETACHMENT 150
UNIVERSITY OF FLORIDA**



AFROTC LEADERSHIP LABORATORY (LLAB) ~ SPRING 2025

- 1. Course Title:** AFR1120L/AFR2140L - General Military Course (GMC) LLAB
AFR3231L/AFR4211L - Professional Officer Course (POC) LLAB
- 2. Instructor:** Captain Tom Rich
Assistant Professor of Aerospace Studies
Office Phone: (352) 294-0747
Email: thomas.rich@ufl.edu
Office: Van Fleet Hall, Room 211
- 3. Office Hours:** I maintain an “open door” policy, which means you are encouraged to reach out to me with any questions or concerns. Should any circumstances arise that could affect your performance or attendance, I recommend you keep me informed to prevent an adverse impact on your academic standing and military training. I’m available for walk-ins most weekdays 0900-1200. Otherwise, please schedule an appointment via email.
- 4. Course Schedule:** The course schedule can be found in various locations (Canvas, Teams, etc.) in the form of this syllabus and in the semester’s OPLAN. Additionally, the weekly OPORDs will be posted to Teams each week.
- 5. Meeting Time/Location:** Unless otherwise specified in the weekly Operations Orders (OPORDS), LLAB will be held on Thursdays, 1355-1550. Physical Training (PT) will be held on Tuesdays and Thursdays from 0600-0700. Other Practical Military Training (PMT) sessions may be utilized throughout the semester, and advanced notice will be provided regarding date, time, and location. Meeting locations and activities vary week to week and will be identified in weekly OPORDS that will be published on Teams.
- 6. Course Description:** The purpose of the LLAB program is to augment the AFROTC academic curriculum by providing prospective Air Force officers the opportunities and feedback needed to develop the leadership, managerial, and supervisory skills required of successful Air Force officers. LLAB is a dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Air Force second lieutenants and complement the AFROTC academic program. Most of the LLAB lesson objectives are cadet planned, organized, and executed under the supervision of the Detachment Commander and Operations Flight Commander.
- 7. Required Texts:** There are no hardcopy textbooks required for this class. All required materials will be made available electronically on Det 150’s Teams page.
- 8. Dress Code:** The uniform of the day (UOD), as prescribed by the weekly OPORDs, will be worn to LLAB and all classes on Thursdays. Air Force personal appearance standards must be met in accordance with DAFI 36-2903 and any relevant supplements.
- 9. Decorum and Standards:** All cadets will ensure they are familiar with and maintain compliance with the 150th Cadet Wing Standard Operating Procedures (SOP).

10. Grading Criteria: LLAB is Satisfactory/Unsatisfactory for UF students and A/F for SFC students. Performance in LLAB does not affect the Aerospace Studies (AS) academic course grade. Current UF grading policies may be found at <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>. In order to receive a passing grade for LLAB, all cadets (unless otherwise specified) must satisfy the following three requirements IAW AFROTCI 26-2011, vol 3:

- a. *Attend a minimum of 80% of PMT activities.* These numbers are based off what is scheduled but is subject to change based on the number of LLABs and PT sessions that are actually executed throughout the semester.
 - 1) 80% of LLAB sessions – no more than 2 unexcused absences.
 - 2) 80% of PT sessions – no more than 4 unexcused absences.
- b. *Attempt the physical fitness assessment (PFA).* Aside from Medical Recheck Status, failure to attempt the PFA will result in failing LLAB. An attempted PFA with an unsatisfactory score will not result in course failure, but there may be other administrative setbacks depending on a given cadet’s status.
- c. *Must not demonstrate indifference to military training.* Indifference to training occurs when a cadet displays an apathetic attitude toward training. It may include failure to meet uniform, grooming, or appearance standards; failure to perform assigned tasks or duties; failure meet AS class/LLAB attendance requirements; or receipt of a failing grade in LLAB (AFROTCI 36-2011v3, para 16.6.5). This list of examples is not all-encompassing.

Additionally, this semester, we will continue using a performance-based point system. Cadets must achieve a cumulative score of 80% (must not lose more than 20 points) in order to pass LLAB academically. Scoring below 80% in LLAB will be considered indifference to military training as outlined in para 10.c above. Breakdown of LLAB performance points can be found below:

Performance Grading	
Attendance (LLAB/PT)	20 pts
LLAB Quizzes	20 pts
LLAB Homework	20 pts
Cadre Administrative Action	40 pts
Total Possible	100 pts

Grade Scale		
S (UF) / A (SFC)	80-100	4 Points
U (UF) / F (SFC)	00-79	0 Points

- d. *Attendance (20 points max).* Ten (10) of these points will be your average attendance for LLAB, while the other ten (10) points will be your average attendance for PT. Both scores will be scaled to a 10-point system.
 - 1) If there are 14x LLABs throughout the semester, and you are absent for 3x LLABs, then you have attended 11 of 14 LLABs. This averages out to 78.5% (79% rounded) for LLAB Attendance, resulting in 7.9 points. Note that this does not meet AFROTC attendance requirements listed in the previous section.
 - 2) If there are 28x PT sessions throughout the semester, and you are absent for 5x PT sessions, then you have attended 23 of 28 PT sessions. This brings your score to 82.1% (82% rounded) for PT, resulting in 8.2 points.
 - 3) These examples result in a total of 16.1 out of 20 possible points for this section. Note that AFROTC attendance requirements trump this syllabus, so the 79% LLAB attendance in the example above would result in a failed LLAB due to AFROTC’s attendance requirement.
 - 4) *Note: Unless coordinated ahead of time with the OFC, showing up late twice for a*

PMT event will equal one absence for that PMT category (being late twice to PT will equal one PT absence, while being late twice to LLAB will equal one LLAB absence).

- e. *LLAB Quizzes (20 points max)*. This will be the average of all LLAB quizzes administered throughout the semester and will be based on cadet classification. For example, AS100s may receive only three quizzes while AS400s may be administered nine quizzes.
- f. *LLAB Homework (20 points max)*. While these assignments are due to your respective AS instructor by 1600 on 4 Apr 25, it is recommended that you communicate with your AS instructor early and often to receive feedback on your assignment's progress.
 - 1) GMC Assignment – Assignment is worth 20 points total in the LLAB Homework section.
 - Prepare a 1- to 2-page Talking Paper, properly formatted in accordance with DAFH 33-337, pertaining to the topic as assigned by your AS instructor.
 - 2) POC assignment – Two separate assignments; both will be due at the same date/time as mentioned above. Each assignment will be worth 10 points each for a total of 20 points in the LLAB Homework section.
 - Prepare an OPB (AF715, Officer Performance Brief) for the entire academic year.
 - Prepare an Achievement Award Citation for your accomplishments throughout the current semester. This assignment will also streamline the end of semester awards process.
- g. *Cadre Administrative Action (40 points max)*. You begin the semester with 40 points. Every time you receive administrative action from cadre, you will lose the points as listed below:
 - 1) Letter of Counseling – 5 points
 - 2) Letter of Admonishment – 7 points
 - 3) Letter of Reprimand – 10 points
 - 4) *Note: Administrative actions received from fellow cadets will not result in the loss of points*

11. Syllabus Change Policy: Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

12. Classification of Cadets:

- a. Basic Cadets (BC): Normally AS100 cadets. GMC cadets who are not scheduled to attend Field Training during the upcoming summer.
- b. Basic Cadet Leaders (BCL): Normally AS200 and AS500 cadets. GMC cadets who are scheduled to attend Field Training during the upcoming summer. FTP includes AS250 Cadets, who are concurrently enrolled students and must accomplish IMT as well as FTP objectives during the same academic year.
- c. Intermediate Cadet Leaders (ICL): Normally AS300 cadets. POC cadets who have just returned from Field Training.
- d. Senior Cadet Leaders (SCL): Normally AS400 cadets. POC cadets who are scheduled to be commissioned in the upcoming year.
- e. Extended Cadet Leaders (ECL): Either AS700 or AS800 cadets. POC cadets who have completed Field Training, two years in the POC, and all Aerospace Studies (AS) requirements but still have one to two terms left of degree requirements.

13. Concurrently Enrolled Students: Cadets concurrently enrolled in AS classes will only enroll in the appropriate LLAB course determined by the student's status in relation to Field Training. The OFC and cadet wing leadership will ensure that both BC and BCL objectives are met for concurrently enrolled cadets.

14. Attendance and Make-up Work: Students are expected to attend and be on time to all mandatory PMT events. Attendance will be taken at the beginning of each PMT event to ensure compliance. Under certain circumstances, the Operations Flight Commander (OFC) may excuse absences or tardiness when pre-coordinated or if there is a valid emergency, but only after the missed training objectives have been completed. The OFC is the only person who can excuse an absence. This attendance requirement is mandatory and is not flexible. Requirements for class attendance and make-up work/exams are consistent with university policies that can be found in the links section below.

- a. Excusals will not be granted for medical documentation showing an excusal for 2 or less days.
- b. Excusals will only be granted for PMT if medical documentation showing an excusal for 3 or more days is received within 3 calendar days from the absence.
 - 1) If no documentation is received within 3 calendar days, the absence will be marked "unexcused".
 - 2) (LLAB only) Once documentation has been received, your absence will be marked "pending makeup". At this point, you will have until LLAB begins the following week to work with your supervisor to make up the objectives that were missed. If I have not received notification from your supervisor before LLAB begins the following week, the absence will be marked "unexcused".
- c. The AFROTCI 36-2011, vol 3 attendance requirement remains at 80%. It is your own responsibility to know how many absences you have accrued. This is your warning; there may or may not be further discussion regarding your attendance status as the semester moves forward.

If you drop, withdraw, or don't meet the attendance requirements stated above, it is your responsibility to ensure you are administratively dropped by your registrar. If you do not meet attendance requirements and are still formally enrolled at the end of the semester in this class, you will be awarded a failing grade.

15. Additional Notes: These notes may not pertain directly to LLAB, but they are good nuggets to know and understand, as they have caught some of our cadets off guard in the past.

- a. *Fitness.* Physical fitness is a personal responsibility in the operational Air Force. The two sessions per week that are conducted as part of this program are not enough for you to maintain or exceed standards on their own. You must put effort in during your own time to make you successful in this area.
- b. *Student Status.* Fulltime status must be maintained through the end of the semester. If you drop or withdraw from a course in the middle of the semester, and it results in falling below 12 credit hours, then it will be a violation of AFROTC's academic standards. Please have a discussion with your AS instructor before you decide to drop or withdraw from a course that you are struggling in.
- c. *Attendance.* Again, attendance is your own responsibility. You can miss up to 20% of PMT sessions, by category (LLAB vs PT). Know where you are at with excused/unexcused absences as the semester progresses.

- d. *Detachment Funds.* Any requests for funding from the Detachment must be coordinated with Ms. Shaw a minimum of 7 days prior to the expense date. Anything not requested at least 7 days prior will not be purchased with Det funds and will be at the expense of the Avigator Booster Club.

16. Incompletes and Failed AS Class: The Det/CC must approve all “Incompletes” for AS classes and LLAB. “Incompletes” should be used for unusual or unavoidable circumstances, such as an extended illness. “Incompletes” must not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who do not return uniforms. An “Incomplete” must be resolved NLT the end of the following term or it will constitute a failure. Cadet may apply for re-entry, but the failed class will have to be re-accomplished for AFROTC credit.

17. Academic Integrity: Intentionally passing off someone else’s work as your own (plagiarism) or gaining unfair advantage during exams (cheating) is not consistent with the integrity we expect of officer candidates. Confirmed plagiarism or cheating will result in an E for the course and, if applicable, investigation for disenrollment from AFROTC. Additionally, UF students are bound by The Honor Pledge that states, “We the members of the University of Florida community pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

18. Academic Freedom and Non-Attribution: The free exchange of opinions and ideas is essential to the educational process. As such, students are encouraged to speak and write freely to the greatest extent possible. Due to our military profession however, there are some limitations to our academic freedom. AFROTC Cadets will not be permitted to use contemptuous words toward the President, Vice President, Congress, the Secretary of Defense, the Secretary of the Air Force, or superior commissioned or cadet officers. Offensive remarks or irresponsible statements will not be tolerated by any student, regardless of status. Such remarks and statements include comments disparaging any person’s race, color, national origin, ethnic group, religion, or gender. Statements that are clearly designed to incite riots, advocate overthrow of the government, encourage intellectual dishonesty and so on, also fall under the category of irresponsible statements. Statements, disagreements, and other comments made by individuals or groups in the educational forum are safeguarded through the practice of non-attribution. It is acceptable to say that a particular statement was made, but the speaker’s name may not be divulged without permission.

19. Students with Disabilities: Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. See the “Get Started with the DRC” webpage on the Disability Resource Center site located at <https://disability.ufl.edu/get-started/>. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

20. Online Course Evaluation: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under 2 GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

21. Getting Help:

a. Health and Wellness

- 1) U Matter, We Care: 352 392-1575; umatter@ufl.edu
- 2) Counseling and Wellness Center: 352-392-1575; <https://counseling.ufl.edu/>
- 3) Sexual Assault Recovery Services (SARS) - Student Health Care Center: 352-392-1161
- 4) University Police Dept: 352-392-1111 (emergencies - 911); <http://www.police.ufl.edu/>

b. Academic Resources

- 1) E-learning technical support: 352-392-4357 option 2; learning-support@ufl.edu; <https://lss.at.ufl.edu/help.shtml>
- 2) Career Connections Center, Reitz Union: 352-392-1601; <https://career.ufl.edu/>
- 3) Library Support: <http://cms.uflib.ufl.edu/ask>
- 4) Teaching Center, Broward Hall: 392-2010 or 392-6420; <http://teachingcenter.ufl.edu/>
- 5) Writing Studio, 302 Tigert Hall: 352-846-1138; <http://writing.ufl.edu/writing-studio/>
- 6) Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

22. Final Thoughts: If you've made it this far in reading this syllabus, congratulations for doing the right thing. Your Cadet Wing leadership team has been hard at work throughout the break and they are excited and ready to help you become the best version of yourself. Come into this semester with an open mind, remember why you are here and what your end goal is, motivate yourselves and those around you, and let's get after another amazing semester!

THOMAS B. RICH, Capt, USAF
Operations Flight Commander

Attachment 1: Course Schedule

Week (Sun-Sat)	Training Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12-18 Jan	TW1					LLAB		
19-25 Jan	TW2		<i>Holiday</i>	LLAB		BMI / PFA		
26 Jan – 1 Feb	TW3			PT		PT / LLAB		
2-8 Feb	TW4			PT		PT / LLAB		
9-15 Feb	TW5			PT		PT / LLAB		
16-22 Feb	TW6			PT		PT / LLAB		
23 Feb – 1 Mar	TW7			PT		PT / LLAB		
2-8 Mar	TW8			PT		PT / LLAB		
9-15 Mar	TW9			PT		PT / LLAB	<i>Spring Break</i>	
16-22 Mar	TW10	<i>Spring Break</i>						
23-29 Mar	TW11			PT		PT / LLAB		
30 Mar – 5 Apr	TW12			PT		PT / LLAB		
6-12 Apr	TW13			PT		PT / LLAB		
13-19 Apr	TW14			PT		PT / LLAB		
20-26 Apr	TW15					<i>Reading Days</i>		

***The above schedule is tentative and subject to change. For the most up to date schedule and detailed information for PMT events, refer to the semester's OPLAN and weekly OPORDS posted on Canvas or the AFROTC Det 150 Teams page.

Attachment 2: Course Objectives Course objectives are presented over the entire academic year (Fall 24 – Spring 25) and are subject to change following guidance from Headquarters.

Note: Proficiency is intended to move from Knowledge to Performance. If an individual achieves a performance proficiency, it is assumed that knowledge has been achieved as well.					
AFROTCI 36-2011 Volume 1 Objective Table		BC	BCL	ICL	SCL
<u>Training Objective 1 - DAF and AFROTC Grade Structure and Insignia</u>					
SOB 1.1	Identify DAF enlisted grade structure by insignia and name.	Ka			
SOB 1.2	Identify DAF & Joint officer grade structure by insignia and name.	Ka			
SOB 1.3	Identify AFROTC grade structure.	Ka			
<u>Training Objective 2 – DAF and AFROTC Chain of Command</u>					
SOB 2.1	List the current DAF and AFROTC chain of command.	Ka			
SOB 2.2	Summarize the chain of command from the President of the United States to you as a cadet.		Kb		
<u>Training Objective 3 - AFROTC Honor Code</u>					
SOB 3.1	Define each element of the AFROTC Cadet Honor Code.	Kb			
SOB 3.2	Recall procedures for reporting a suspected Cadet Honor Code violation.	Ka			
SOB 3.3	Describe common misconceptions and improper applications of the Cadet Honor Code.	Kb			
<u>Training Objective 4 – DAF Customs and Courtesies</u>					
SOB 4.1	Recall proper DAF customs and courtesies expected of cadets to peers, superiors, and subordinates	Ka	Kb		
SOB 4.2	Practice proper forms of saluting and recognize who and when to salute	P1	P2	P3	
SOB 4.3	Practice reporting in/reporting out procedures.	P1	P2	P3	

SOB 4.4	Utilize the proper courtesies displayed during informal and formal activities	P1	P2	P3	
SOB 4.5	Recall procedures for proper display of the flag	Ka	Ka		
SOB 4.6	Describe proper customs and courtesies for outdoor ceremonies	Ka	Kb		
SOB 4.7	Describe proper customs and courtesies for indoor ceremonies	Ka	Kb		
SOB 4.8	Paraphrase proper procedures for folding the flag	Ka	Kb		
SOB 4.9	Demonstrate proper procedures for retreat	P1	P2	P3 ^a	
SOB 4.10	Demonstrate proper procedures for reveille	P1	P2	P3 ^a	
<u>Training Objective 5 - Military Ceremonies and Protocol</u>					
SOB 5.1	Describe Dining-In and Dining-Out procedures and protocol	Ka		Kb	
SOB 5.2	Describe official ceremonies protocol and procedures (award ceremony, change of command, etc.)	Ka	Ka	Kb	
<u>Training Objective 6 – DAF Dress and Appearance Standards</u>					
SOB 6.1	List when it is inappropriate to wear your uniform	Ka	Ka		
SOB 6.2	Demonstrate proper DAF grooming standards	P1	P2	P3	
SOB 6.3	Demonstrate proper AFROTC and DAF dress and appearance standards	P1	P2	P3	
<u>Training Objective 7 - Drill Positions and Movements</u>					
SOB 7.1	Demonstrate drill fundamentals	P1	P2	P3	
SOB 7.2	Demonstrate individual drill instruction	P1	P3		
SOB 7.3	Demonstrate basic drill of the flight	P1	P3		
SOB 7.4	Demonstrate intermediate drill of the flight	P1	P3		
SOB 7.5	Demonstrate advanced drill of the flight	P1	P3		

SOB 7.6	Demonstrate proper guidon positioning, commands, and movements		P2	P3*	
SOB 7.7	Demonstrate detail marching		P3		
SOB 7.8	Demonstrate squadron marching		P1	P3*	
SOB 7.9	Demonstrate Open Ranks Inspection	P1	P2	P3*	
SOB 7.10	Demonstrate proper road guard procedures	P1	P3		
<u>Training Objective 8 - Effective Followership, Leadership, and Teamwork Skills</u>					
SOB 8.1	Demonstrate effective followership	P1	P2	P3	
SOB 8.2	Demonstrate effective team leadership	P1	P2	P3	
SOB 8.3	Demonstrate effective group leadership as POC-In-Charge			P2	P3
SOB 8.4	Demonstrate the principles of an effective debrief		P1	P2	P3
SOB 8.5	Recall the Airman's Foundational Competencies	Ka	Kb	Kb	Kb
SOB 8.6	Employ risk management principles and execute operations safely	P1	P2	P3	P3
SOB 8.7	Understand how mission planning impacts performance in problem solving and completing a mission		P2	P3	P3
SOB 8.8	Demonstrate the essentials of effective mission debrief		P2	P3	P3
SOB 8.9	Practice Leadership Evaluation Using the Form 2	Ka	Kb	P2	P3
<u>Training Objective 9 - Understand How the DAF Employs Warfighting Assets</u>					
SOB 9.1	Recall DAF contributions to the joint fight	Ka	Kb		
SOB 9.2	Summarize DAF warfighting assets	Ka	Kb		
SOB 9.3	Practice the application of DAF assets to the joint fight through a wargaming scenario or discussion	P1		P2	P3
<u>Training Objective 10 - Expeditionary Skills</u>					
SOB 10.1	Differentiate the different types of orders and their uses		Ka	Kb	
SOB 10.2	Discuss the considerations for operating in secured and/or hostile environments		Ka	Kb	
SOB 10.3	Utilize basic Tactics, Techniques, and Procedures to respond to attacks or threats.	P1		P2	P3
SOB 10.4	Respond to UXOs and IEDs	P1		P2	P3
SOB 10.5	Respond to identified Insider Threat/Active Shooter scenarios		P1	P3	