



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**



24 August 2022

MEMORANDUM FOR 150TH AFROTC CADET WING

FROM: AFROTC DET 150/OFC

SUBJECT: Fall 2022 Leadership Laboratory (LLAB) Syllabus

1. Welcome to the fall semester of the Air Force ROTC Program at Detachment 150! As the Operations Flight Commander, I oversee the LLAB training program which encompasses LLAB and Physical Training (PT) activities. By signing up for this course, you have indicated your desire to become an officer in the United States Air Force. As such, I will ensure you are challenged both physically and mentally in order to prepare you for a successful Air Force career. If you are up to the challenge, the cadre and cadet corps of Detachment 150 will be with you every step of the way.

2. The demands of college life are pervasive. Many of you may be balancing a job, personal relationships, athletics, and so on. Your number one priority while participating in AFROTC is your academic performance. That being said, whether you are a brand new General Military Course (GMC) cadet or a seasoned Professional Officer Course (POC) cadet, you are expected to be fully engaged when participating in LLAB activities.

3. Take time to review the course description, objectives, requirements and schedule detailed in the attachment. Read and adhere to this guidance now and consistently throughout the semester. If there is any discrepancy, Cadre policies will supersede Cadet Wing policies. In addition to this guidance, we will be following CDC and University guidelines for COVID-19 risk mitigation. Be advised that the schedule listed in attachment 2 is a rough planning estimate only. The most up to date source of scheduling information will be the weekly operations orders that are authorized by me, published by the cadet wing and disseminated through your flight commander. If for any reason we must do virtual sessions, you are expected to have audio/visual capability on the first day of class with your computer setup.

JOSEPH N. SANFILIPPO, Capt, USAF
Operations Flight Commander

2 Attachments:

1. Course Information
2. Course Schedule



Attachment 1: Course Information



Air Force Reserve Officer Training Corps (AFROTC) Leadership Laboratory (LLAB) Fall 2022 Semester

Course Title: AFR1101L, 2130L, 3220L and 4201L
General Military Lab – Leadership Laboratory (LLAB)

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.

Instructor: Capt Joseph Sanfilippo, 204 Van Fleet Hall, (352) 392-1355, j.sanfilippo@ufl.edu. 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 office hours/appts most weekdays 0900 – 1500, appointments are recommended, but not required.

Course Time: Unless otherwise specified in the weekly Operations Orders (OPORDS), LLAB will be held on Thursdays, 1355-1550. ACP, FTP, MST, MP will occur on Wednesdays from 0600-0700. PT will be held on Tuesdays, and Thursdays from 0545-0645. Meeting locations and activities will be published in weekly OPORDS published on the cadet bulletin board and on the course Canvas and Teams page.

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.

COVID-19: We will be following University of Florida guidelines for risk mitigation; safety is the number one priority. More guidance on acceptable masks and other risk mitigation steps will be included in the Cadet Wing Standard Operating Procedures, published on Canvas and Teams.

Classification of Cadets:

1. Initial Military Training (IMT): Normally AS100 cadets. GMC cadets who are not scheduled to attend LEAD during the upcoming summer term.
2. Field Training Preparation (FTP): Normally AS200 and AS500 cadets. GMC cadets scheduled to attend FTP during the upcoming summer term. AS250 Cadets are dual-enrolled and must accomplish IMT as well as FTP objectives.
3. Intermediate Cadet Leaders (ICL): Normally AS300 cadets. POC cadets who have just returned from Field Training.
4. Senior Cadet Leaders (SCL): Normally AS400 cadets. POC cadets who are scheduled to be commissioned in the upcoming year.
5. 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.

Course Objectives: Course objectives are presented over the entire academic year (Fall 2022 – Spring 2023).

AFROTCI 36-2011 Volume 1 Objective Table		IMT	FTP	ICL	SCL
<u>Training Objective 1 - Dept. of Air Force and AFROTC Grade Structure and Insignia</u>					
SOB 1.1	Identify Dept. of Air Force enlisted grade structure by insignia and name.	Ka			
SOB 1.2	Identify Dept. of Air Force & Joint officer grade structure by insignia and name.	Ka			
SOB 1.3	Identify AFROTC grade structure.	Ka			
<u>Training Objective 2 – Dept. of Air Force and AFROTC Chain of Command</u>					
SOB 2.1	List the current Dept. of Air Force 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 – Dept. of the Air Force 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 ¹	
SOB 4.10	Demonstrate proper procedures for reveille	P1	P2	P3 ¹	
<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 – Dept. of Air Force 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 ¹	
SOB 7.7	Demonstrate detail marching		P3		
SOB 7.8	Demonstrate squadron marching		P1	P3 ¹	
SOB 7.9	Demonstrate Open Ranks Inspection	P1	P2	P3 ¹	
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
<u>Training Objective 9 - Preparation for Field Training</u>					
SOB 9.1	Recall activities and training events typically scheduled at FT		Ka	Kb ¹	
SOB 9.2	Paraphrase FT evaluation criteria		Ka	Kb ¹	
SOB 9.3	Paraphrase the mental and physical requirements preparations for FT		Ka	Kb ¹	
SOB 9.4	Utilize the 7 basic responses to use with FT staff		P3		
SOB 9.5	Demonstrate dorm maintenance per FTM		P2	P3 ¹	
SOB 9.6	Demonstrate DFAC procedures per FTM		P2	P3 ¹	
SOB 9.7	Practice the required pre-deployment equipment items for Field Training (i.e., accomplish "bag drag")		P2	P3 ¹	
SOB 9.8	Describe the FT Manual information and the importance of learning its material		Kb		
<u>Training Objective 10 - Understand How the Air Force Employs Warfighting Assets</u>					
SOB 10.1	Recall the Air Force contributions to the joint fight	Ka	Kb		
SOB 10.2	Summarize Air Force warfighting assets	Ka	Kb		
SOB 10.3	Practice the application of AF assets to the joint fight through a wargaming scenario or discussion	P1		P2	P3
<u>Training Objective 11 - Expeditionary Skills</u>					
SOB 11.1	Differentiate the different types of orders and their uses		Ka	Kb	
SOB 11.2	Discuss the considerations for operating in secured and/or hostile environments		Ka	Kb	

SOB 11.3	Utilize basic TTPs to respond to attacks or threats		P1	P3	
SOB 11.4	Respond to UXOs and IEDs		P1	P3	
SOB 11.5	Respond to identified Insider Threat/Active Shooter scenarios		P1	P3	
<u>Training Objective 12 - Preparation for Active Duty</u>					
SOB 12.1	Demonstrate all Gateway to POC 2.0 requirements			P2	
SOB 12.2	Carry Out the cadet mentoring program			P1	P2
SOB 12.3	Practice leadership/management skills in supervising the cadet corps			P1	P2
SOB 12.4	Practice proper feedback and performance evaluation skills			P2	
SOB 12.5	Utilize the ACA during feedbacks			P2	
SOB 12.6	Utilize writing/evaluating bullet statements			P1	
SOB 12.7	Practice elements of OPRs/EPR			P1	
SOB 12.8	Practice Awards & Decorations			P1	
SOB 12.9	Describe the appropriate usage of the indorsement format of the official memorandum			Kb	
SOB 12.10	Describe the administrative requirement for E-publishing usage to locate pubs and forms			Kb	

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 IMT and FTP objectives are met for concurrently enrolled cadets.

Required Texts: There are no hardcopy textbooks required for this class. All required materials are available electronically on UF's Canvas Application (<https://ufl.instructure.com/>) and on the Air University Holm Center website (www.holmcenter.com). Supplemental documents will also be available via Det 150 Team page. If you are having trouble accessing canvas, you should first ensure that you have set up a GatorLink account then email me your UFID.

Grading Criteria: LLAB is Pass/Fail for UF students and A/F for SFC students. Performance in LLAB does not affect the 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:

1. Attend a minimum of 80% of LLAB activities.
 - a. 80% of LLAB sessions – no more than 2 unexcused absences.
 - b. 80% of FTP/ACP sessions (FTP cadets only) – no more than 2 unexcused absences.
 - c. 80% of PT sessions – no more than 5 unexcused absences.
 - d. 80% of MST/MP – no more than 2 unexcused absences.
2. Attempt the physical fitness assessment (PFA). A failing score does not constitute failure of LLAB. Failure to attempt the PFA does constitute a failure of LLAB [excludes medical excuse/Medical Recheck Status (MRS)].
3. Not demonstrate indifference to military training.
4. There will be warrior knowledge test/quizzes posted to canvas throughout the semester. These will need to be accomplished before LLAB. **THESE QUIZZES/TEST WILL NOT AFFECT YOUR GRADE IN THE COURSE.** You are expected to complete and pass them.

Course Schedule: The course schedule will be posted to the Canvas and Teams page at the start of the semester. Additionally, the weekly OPOD (operational order i.e. weekly plan) will be posted to Canvas and Teams before each week.

Attendance and Make-up Work: Students are expected to attend and be on time to LLAB.

Attendance will be taken at the beginning of each LLAB 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. The OFC is the **only** person who can excuse an absence. To pre-coordinate an excused absence, you must notify the OFC and your cadet chain of command in writing. In cases of illness, a doctor's note specifying the date(s) of illness must be submitted within 3 duty days of the missed training event. Substitute activities or make-up work will be assigned at the discretion of the OFC and will be handled on a case-by-case basis. This attendance requirement is mandatory and is not flexible. If you decide to drop or withdraw from the course, it is your responsibility to ensure your registrar administratively drops you. If you do not meet attendance requirements and are still formally enrolled at the end of the semester in this class and/or the corresponding leadership lab, you will be issued a failing grade. Requirements for class attendance and make-up work/exams are consistent with university policies that can be found in the links section below.

Failed AS Classes: Cadet may apply for re-entry, but the failed class(es) will have to be re-accomplished for AFROTC credit.

Incompletes: The Det/CC must approve all "Incompletes" for AS classes. "Incompletes" must not 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.

Decorum and Standards: All cadets will ensure they are familiar with and in compliance with the 150th Cadet Wing Standard Operating Procedures.

Dress Code: The uniform of the day (UOD), as prescribed by the weekly LLAB Operations Orders, will be worn to LLAB and all classes on Thursdays. Additionally, cadets will be well groomed and practice good hygiene so as to present a respectable image of the Air Force.

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. 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.

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. 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 IMT or special 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.

Students with Disabilities: Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Online Course Evaluation: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

Additional Resources: Counseling and Wellness Center, (352)392-1575
University Police Department, (352) 392-1111

Relevant Links:

UF Counseling and Wellness Center: <http://www.counseling.ufl.edu/csc/default.aspx>

Required Readings: www.holmcenter.com, <https://ufl.instructure.com/>

UF Grading Criteria: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

UF Attendance Policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

UF Honor Code: <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

UF Disabilities Resource Center: <https://disability.ufl.edu/>

UF Undergraduate Catalogue: <https://catalog.ufl.edu/ugrad/current/Pages/home.aspx>



Attachment 2: Course Schedule

Air Force Reserve Officer Training Corps (AFROTC) Leadership Laboratory (LLAB) Fall 2022 Semester



Date	Week
25 Aug	LLAB 1
1 Sep	LLAB 2
8 Sep	LLAB 3
15 Sep	LLAB 4
22 Sep	LLAB 5
29 Sep	LLAB 6
6 Oct	LLAB 7
13 Oct	LLAB 8
20 Oct	LLAB 9
27 Oct	LLAB 10
3 Nov	LLAB 11
10 Nov	LLAB 12
17 Nov	LLAB 13
24 Nov	Thanksgiving Break – No LLAB
1 Dec	LLAB 14

The above schedule is tentative and subject to change with advanced notice. For the most up to date schedule and detailed information for PMT events, see the OPORDS posted on the cadet bulletin board and/ or TEAM and Canvas site.