AEROSPACE STUDIES/AS 400B

National Security Affairs & Preparation for Active Duty

Syllabus, Spring 2016

Air Force ROTC Detachment 075
San Diego State University (SDSU)

1. **Instructor:** Colonel Darryle J. Grimes
   a. Education: B.S. Electrical Engineering, University of Southern California, 1986
      Master of Aeronautical Science, Embry-Riddle Aeronautical University, 1996
      M.S. Joint Campaign Planning & Strategy, National Defense University, 2006
   b. Office: ENS Bldg 21, Room 385
   c. Office Phone / Email: (619) 594-1123 / dgrimes@mail.sdsu.edu
      (available via SDSU Blackboard)

2. **Course Description:** This course examines the national security process, regional studies, advanced
   leadership ethics, and USAF doctrine. Special topics focus on the military profession, officership,
   military justice, civilian control, preparation for active duty, and current issues affecting military
   professionals. Continued emphasis is given to refining communication skills.

3. **Course Objectives:** AS400 cadets should comprehend the basic elements of national security policy
   and process, comprehend the air and space power functions and competencies, and understand selected
   roles of the military in society and current issues affecting the military profession as well as selected
   provisions of the military justice system. Cadets should comprehend the responsibility, authority, and
   functions of an Air Force commander, and the factors that facilitate a smooth transition from civilian to
   military life. The cadet should apply listening, speaking, and writing skills in Air Force formats and
   situations with accuracy, clarity, and appropriate style.

5. **Attendance:** Regular class attendance and promptness are mandatory. If you are aware in advance of
   a planned absence or tardiness, submit a typed official memorandum with your justification to me at least
   2 days prior to the day of absence/tardiness. Otherwise, submit the memorandum no later than 1 day after
   the day of occurrence. Every unexcused absence will affect your attendance requirement. **Less than 80
   percent attendance in this class will result in a grade of “F.”** If you have a class conflict, it is essential
   to coordinate with me NLT the 2nd week of classes.

6. **Grading and Evaluation Procedures:**
   a. Graded Item | Percent of Grade | Points
      • Midterm Exam | 25% | 250
      • Final Exam | 25% | 250
      • Writing Assignment (OPR/EPR bullets) | 15% | 150
      • After Action Report | 5% | 50
      • EUCOM or SOUTHCOM Briefing | 5% | 50
      • Advocacy Briefing | 15% | 150
      • Participation Points | 10% | 100
      TOTAL: | 100% | 1000

   b. Criteria Description:
      • **Exams:** Exams will be administered via Blackboard and consist of multiple choice, fill-in-the-
      blank, matching, true/false, or short essay questions.
      • **Writing Assignment:** You will prepare **bullets for an annual enlisted performance report.** We
      will cover this in weeks 4 and 5 and it is due in week 7. Refer to the performance report section
      in *The Tongue and Quill* (AFH 33-337, pgs 225-240). The assignment is worth 150 pts as
follows: format/follow instructions (30 pts), on time (20 pts), structure/organization (30 pts), content (70 pts).

- You will have to attend the Combat Leadership Panel (CLP) on 4 March and write a one page after action report detailing the main lessons you took away from the event. The after action report is in memorandum format and details where and what of an off-site event. Use the Trip Report format on pg. 198 of *The Tongue and Quill*, without the “Travelers” or “Itinerary” paragraphs. Cadets who cannot attend CLP must be excused beforehand, and will coordinate with me for an alternate writing topic. The AAR is worth 50 pts.

- Briefing Assignments: You have two briefings:
  o The first is a short (3-5 minute) presentation on a country in the EUCOM or SOUTHCOM AOR. Half of the class will brief a EUCOM country and the other half a SOUTHCOM country. The country briefing is worth 50 points.
  o The advocacy briefing will be a 5-7 minute presentation (including at least one question fielded from the class) advocating a position on an issue. The class leader will coordinate briefing dates. See *The Tongue and Quill* (chapters 2-6 & 10) and attachment 3 for further information. The advocacy briefing is worth 150 points.
  o Participation: points will be based on participation in classes that you actually attend, based on the instructor’s assessment of your preparation, interaction, and conduct. You must be engaged in the class to get the most value from these lessons. I expect cadets to display a sense of “ownership” of the class, i.e. provide feedback to the instructor during the semester, take initiative to enhance classroom morale and the learning environment.

c. Grades are assigned on a straight percentage basis, based on your performance. You must earn a grade of "C-" or better in AS courses to meet academic retention standards and remain in AFROTC.

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<td>C</td>
<td>73-76</td>
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<td>B+</td>
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7. **Late Work:** All work missed due to an excused absence with a letter submitted prior to due date may be made up with no loss of points. Work missed for an excused absence with a letter submitted after the due date may receive a penalty of 10% for each day late (does not include emergencies). Unexcused absences or late work without approval may result in zero points for that assignment. Work more than 10 days overdue (without prior approval) will not receive credit. All assignments must be completed in order to pass the class.

8. **Classroom protocol:** Cadets will wear an Air Force uniform to class each Thursday. You do not have to stay in uniform after class (see schedule for UOD info). A cadet will call the room to attention when the instructor enters or leaves, including during breaks. Eating and drinking is allowed in class as long it is does not disrupt the lesson. Turn off cell phones prior to the start of each class. If you are late, enter quietly enter and find a seat; see the instructor during a break. If you need to step out of class after it starts, do so quietly; however, cadets will not depart or re-enter class when a classmate is briefing.

9. **Chain-of-Command:** Use the cadet chain-of-command to address cadet corps issues, but feel free to contact me to discuss academics or anything else.

10. **University Policy and Academic Freedom (AUI 36-2608):** Students are governed by university standards of conduct as well as AFROTC requirements during AS classes. This includes carefully documenting any supporting materials or ideas that are not your own to avoid plagiarism. In an academic environment, even your military papers must cite sources you use or quote directly from. Use *Tongue & Quill* pages 340-346 as a reference for citing your work in AS Class. Additionally, Air University staff are members of their respective educational organizations, so the free exchange of opinions and ideas is
essential to the educational process. To the greatest extent possible, faculty, students, and staff are encouraged to speak and write freely.

11. **Students with Disabilities:** If you are a student with a disability and feel you need accommodations for this class, it is your responsibility to contact Student Disability Services at (619) 594-6473. To avoid any delay in the receipt of your accommodations, you should contact Student Disability Services as soon as possible. Please note that accommodations are not retroactive, and that accommodations based upon disability cannot be provided until you have presented your instructor with an accommodation letter from Student Disability Services. Your cooperation is appreciated.

12. **Additional Responsibilities:** Cadets are expected to keep all AFROTC appointments including meetings with cadre members, active duty military offices or military medical treatment facilities. Cadets will meet any suspense issued by a cadre member or military non-commissioned or commissioned officer, and are accountable for all instructor taskings in/out of the classroom. Failure in this area may lead to a “conditional event.” Additionally, notify me (or in my absence a member of the cadre) if any of the following occur:
  o Academic problems or university probation (regardless of the reason)
  o Anticipate a term or cumulative GPA of less than 2.5
  o Anticipate receiving a “D” or an "F" in the semester
  o Anticipate not meeting your date of graduation
  o Civil involvements (report within 72 hours)
  o Any medical problem, serious illness, injury, or any type of surgery

13. I am looking forward to spending this time with you in your last AS class before you commission. You will get out of it what you put into it, so please come to class ready to engage and get yourselves as well prepared as possible for active duty service in our great Air Force!

// SIGNED-djg-7 Jan 16 //
DARRYLE J. GRIMES, Col, USAF
Professor of Aerospace Studies

3 Attachments:
1. Course Schedule
2. Class Absence Letter Format
3. Briefing Assignment Guidance
## AS 400B COURSE SCHEDULE – Spring 2016 (Attachment 1)

### Day/Time: Thursday 0600-0850  
Location: ENS 106

<table>
<thead>
<tr>
<th>Week</th>
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<th>Lesson</th>
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| 1    | 21 Jan     | 34 56  | Intro The Code of Conduct  
Airmanship and the Airman’s Creed | ABU/FDU |
| 2    | 28 Jan     | 35     | EUCOM AOR (country briefings) Advocacy Brief Preparation               | ABU/FDU |
| 3    | 4 Feb*     | 37 41  47 | Enlisted Force  
Enlisted Evaluation System  
NCO Perspective | ABU/FDU |
| 4    | 11 Feb     | 38/39 40 | Bullet Statements and Practicum Performance Feedback                  | ABU/FDU |
| 5    | 18 Feb     | 42 43  | Officer Eval System (+ LLAB obj. 30.3) Evaluation Concepts             | ABU/FDU |
| 6    | 25 Feb*    | 30 31  32/33 | LOAC  
UCMJ (reading)  
Military Law and Case Studies | ABU/FDU |
| 7    | 2 Mar      | Attend CLP | Combat Leadership Panel: Wed, 2 March, 1700-2000 at SDSU Alumni Center  
Writing Assignment: EPR Bullets due | Service Dress |
| 8    | 10 Mar     | 36 46  | Civilian Personnel  
Risk Management  
Midterm (on Blackboard) | ABU/FDU |
| 9    | 17 Mar     | 52 49  | NORTHCOM AOR  
Defense Support to Civil Authorities | ABU/FDU |
| 10   | 24 Mar     | 54 53  | Virtual Staff Ride – Roberts Ridge  
Oath of Office | ABU/FDU |
|      | 31 Mar     |        | Spring Break               |         |
| 11   | 7 Apr      | 44     | SOUTHCOM AOR (country briefings) Financial Mgt Planning*               | ABU/FDU |
| 12   | 14 Apr     | 55     | Ethical Decision Making (+ LLAB obj. 30.4) Briefings (5)              | ABU/FDU, SSB if briefing |
| 13   | 21 Apr*    | 50 45  | Cyberspace  
IA/COMPUSEC/Info Ops (readings) Briefings (5) | ABU/FDU, SSB if briefing |
| 14   | 28 Apr     |        | Briefings (7)  
Read: Lessons 51 “Nuclear Ops,” and Lesson 48 “Air & Space Expeditionary Force” | ABU/FDU, SSB if briefing |
| 15   | 5 May      |        | Briefings (7)  
Final Exam (on Blackboard) | ABU/FDU, SSB if briefing |

* Guest instructor: 5 Feb - TSgt Logan  
9 Apr – SGM(ret) Chin, USAA  
26 Feb – Maj Reinholz  
21 Apr – Capt Boethin

NOTE: additional information pertaining to AS400 will be posted on Blackboard. Ensure you review Blackboard weekly as the schedule or assignments are subject to change. By the end of week two, notify me of any known absences for any significant events.
MEMORANDUM FOR AFROTC DET 075/CC

FROM: AFROTC Det 075/ Flt Member
San Diego State University
ENS Bldg 21 Room 385
5500 Campanile Drive
San Diego CA 92182-7238

SUBJECT: Class Absence on (ENTER DATE)

1. REASON(S) FOR ABSENCE (note: attach supporting documentation, if applicable).

2. Justify why you think this should be an excused absence

sign here
JANE E. DOE, C/1C, AFROTC (5 returns)
AS 400B Student
1. This semester you will prepare a **5-7 minute** briefing advocating a position on an issue.

2. The class leader will distribute a sign-up sheet for topics and briefing times during class.

3. Here are some specific guidelines to help you build your brief:
   - **Choose an interesting topic**
     1. Choose an innovative topic providing new information.
     2. Select a topic that is interesting to you.
     3. Avoid repeating information the audience already knows.
   - **Conduct careful research.**
     1. Review personal experience for primary source material.
     2. Use sources that are accurate and up to date.
     3. Build credibility with accurate examples, statistics, and testimony.
   - **Organize the speech in a logical sequence.**
     1. Military format (tell'em what you're going to tell them, tell’em, then tell’em what you told’em).
     2. Choose an organizational plan appropriate to topic.
   - **Develop a clear, personal delivery.**
     1. Pronounce difficult names and technical terms correctly.
     2. Define unfamiliar words or phrases.
     3. Maintain eye contact with the audience.
     4. Practice the brief to gain confidence.

4. **Military briefing format:**

   Military briefing is made up of three parts: Introduction, body and conclusion. It’s structured this way to allow for better retention of the information, in that you’re going to tell’em what your going to tell them, tell’em, then tell’em what you told’em. By this time they’ve heard the information at least three times, allowing for a better chance that they’ll remember what you’re trying to get them to understand.

   a. **Introduction** – Made up of two parts: Attention and overview. Attention step gets your audience focused on what you’re going to present. The overview gives them a preview of what you’ll be discussing.

   b. **Body** – substance of the briefing. The main points of the briefing are discussed and explained in the body.

   c. **Conclusion** – Made up of two parts: Summary and closure. The summary highlights the most important ideas from each main point and the closure wraps-up the briefing and leaves no doubt that you’re done.

5. The evaluation of your briefing will be documented on the Holm Center Form 6. You will be evaluated on organization, content, delivery, timeliness, support materials and effective communication (verbal expression, movement, gestures, and eye contact). Bring your Form 6 to class with you on the day of your briefing with the top section “COMPLETED BY STUDENT” completely filled out. You will lose points for failing to follow these instructions.