

# National Security Affairs / Preparation for Active Duty

## AS140C Syllabus



Spring Quarter 2012

# UCLA

AFROTC DET 055

**AS140C – National Security Affairs / Preparation for Active Duty  
Spring 2012 Quarter**

**1. Instructor**

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**2. Class Time, Location, and Credit**

a. Friday, 1300-1550                      SAC Rm 215      3.0 hour/4 units

b. Official university enrollment is required to attend class. Those not enrolled by week three will not be allowed to attend class without an official memorandum providing a valid explanation for lack of enrollment.

3. **Course Description:** AS140 is a study of basic national security policy and process, air and space power, the role of military in society and current issues affecting the military profession. The student will comprehend the responsibility, authority, and functions of an Air Force commander. Coursework will require the student to apply listening, speaking, and writing skills in Air Force-peculiar formats and situations with accuracy, clarity, and appropriate style. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply the leadership and management principles of this course.

**4. Course Goals**

- a. Understand national security policy, regional political issues and history, and the relationship of the military to these
- b. Learn the roles, responsibilities, and authority of an Air Force commander and understand the requirements of an effective transition from civilian to military life
- c. Continue to improve your communications skills

**5. Course Text Books**

- a. National Security Affairs and Prep for Active Duty
- b. Tongue and Quill
- c. The Armed Forces Officer

6. **Course Web Site:** <https://classes.sscnet.ucla.edu/course/view.php?name=12S-AEROST140C-1>. Information about the class and assignments will be posted on the course web page. USAF publications and forms are located at: <http://www.e-publishing.af.mil>

**7. Grading Criteria**

a. **Letter Grades:** Your grade in this class is based on your performance. You **must** achieve a grade of “C-“ or better in your Air Force courses to maintain academic retention standards and remain in AFROTC. Your grade in this course is based on the following scale:

93 - 100 %	A	90 – 92.9 %	A-
87 - 89.9 %	B+	83 – 86.9 %	B
80 – 82.9 %	B-	77 – 79.9 %	C+
73 – 76.9 %	C	70 – 72.9 %	C-
67 – 69.9 %	D+	63 – 66.9 %	D
60 – 62.9 %	D-	59.9% - below	F

- b. **Assignment weighting:** Student assignments and exams will be individually graded and combined using the following weights to determine the final course grade.

<u>Activity</u>	<u>(% of overall grade)</u>
Class Participation	10%
Homework (2)	10%
Quiz (2)	10%
Staff Summary Exercise	10%
Written Assignment	30%
<u>Final</u>	<u>30%</u>
Total	<b>100%</b>

c. **Missed/Late assignments:**

- i. If you miss a quiz, exam, or paper turn-in due to an unexcused absence, expect to receive a grade of zero for that graded event.
- ii. Turn-in of assignments missed due to an excused absence will be coordinated with the instructor before the due date if possible. Student failure to make arrangements for turn-in of missed assignments within one week of the excused absence will result in a zero grade for the assignment.
- iii. Late assignments will be deducted 1 grade step per day late (from an A to an A-, A- to B+, etc.). Assignments will be considered a day late if they are not turned in at the beginning of the class period during which they are due.

8. **Class Participation:**

- a. Students are expected to come prepared for class and actively participate in class discussions. To receive maximum credit, cadets must attend all classes (or make up legitimate excused absences) as well as participate by volunteering answers and opinions during discussion. Active participation makes the class more enjoyable and enhances learning!
- b. Each class session will begin with a discussion of current events relating to political and military issues. All students are expected to come to class prepared to discuss at least two separate topics from recent news items.

9. **Quizzes/Final Exam:**

- a. The questions on the quizzes/final exam may consist of multiple choice, fill-in-the-blank, matching, true/false, or essay questions. Quiz and test questions are based on the lesson objectives covered in the textbook reading and/or in the material presented in class.
- b. The final examination is comprehensive and given during finals week. If you can correctly respond to the lesson objectives by studying the material presented in the class slides (posted on the class website) and in your reading assignments, you should do well on the quiz and final exam.

10. **Written Assignment:** Each student will prepare formal military Background Paper on a subject assigned by the instructor. Proper format for the Background Paper can be found in *The Tongue and Quill* (pages 215-216). Evaluation will be based on format, content, punctuation, spelling, grammar, and organization. The paper will be a collaborative effort.

a. **NOTE ABOUT PLAGIARISM:**

- i. Plagiarism is a serious offense. According to UCLA Student Conduct Code 102.01c: Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own; including, but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work; or, representing the identifiable but altered

ideas, data or writing of another person as if those ideas, data or writing were the student's original work.

- ii. The penalty for plagiarism in this course is: (1) assignment of zero credit for the entire assignment containing plagiarized material; (2) reporting of the matter to the Dean of Students; and, (3) (for AFROTC cadets) investigation for disenrollment from the program.

11. **Reading Assignments:** There will be varied outside reading assignments throughout the course. Reading the assigned material is important for comprehension and understanding of the SOBs and other course material, as well as crucial for doing well on quizzes and the final exam.

12. **Classroom Conduct:**

a. **Attendance:** Regular class attendance is mandatory for all students. See Table 1 for the class schedule.

- i. An excused absence is defined as an absence that was coordinated and approved by the instructor in advance or an absence due to an unexpected, unavoidable or unusual circumstance. Students may coordinate excused absences in advance by contacting the instructor, but the absence will not be excused until the instructor explicitly says so. Students wishing to excuse an absence after the fact must prepare a memorandum explaining the absence and why it should be excused. Absences not explained within one week become unexcused.

ii. **AFROTC Cadets only: Regardless of academic performance, you will not receive a passing grade unless you attend 80 percent of the scheduled classes.**

iii. All students: Unexcused absences will be reflected in attendance and participation grades.

b. **Timeliness:** I expect each student to be seated and ready to start the lesson at the time class is scheduled to begin. Tardiness disrupts your learning process and that of other students who were on-time. Be considerate of others and strive to arrive on time; however, it is better to be late than absent. Habitual tardiness will be reflected on participation grades.

c. **Food and drinks:** Only drinks with a lid will be permitted in the classroom. Students may bring food to class so long as it does not in any way disrupt the classroom environment.

d. **Academic Freedom:** The class will observe a non-attribution policy for all students, the instructor, and any guests. This policy does not relieve military members and cadets from responsibilities associated with proper respect to authority and the chain of command.

13. **Conduct for Cadets: (Applies to AFROTC Cadets only)**

a. **Military Protocol:** Learning military protocol is a goal of AFROTC; therefore, we will use it in the classroom. Use the following guidelines for military protocol in class:

- i. Calling the class to attention: It is standard military custom to rise to attention whenever a senior officer enters a room. The first person to see that senior officer entering should announce in a loud voice "Room attention!" (Pronounced "Room a-ten-hut!") When the senior officer replies "at ease," or "carry on," you may take a seat.
- ii. If an officer of higher rank enters or leaves the classroom while the instructor is present, call the class to attention. Remain standing at attention until the officer directs you otherwise.
- iii. The instructor will select a class leader. The class leader will be responsible for military courtesies extended to the instructor and/or guests, completing an attendance sheet each class period, and ensuring that the classroom is left in proper order. The senior cadet present (determined alphabetically) will perform these functions if the class leader is absent.
- iv. Due to the varying locations of classrooms, it is possible that the instructor may be present in the classroom as students arrive. In this case, when the instructor advises the class leader that the class

will begin, the class leader will call the class to attention (civilian students may remain seated) and report in, "Sir/Ma'am, class reports ready for instruction." It is not necessary to call the class to attention for a break period. When instruction is complete, the instructor will advise the class leader to prepare for dismissal. The class leader will call the class to attention and the instructor will dismiss the class.

- v. **Contributing in class:** You are not required to stand when contributing to class discussions; however, you should use the words "sir" or "ma'am"--or the officer's rank--anytime you speak directly to an officer.
  - vi. None of this protocol should inhibit free discussion and exchange of ideas in the classroom or on the job. Military protocol simply recognizes the position of the senior officer. It does not imply that everything that officer says is always "correct" or that you must adopt the officer's ideas.
- b. **Military students:** You are required to wear the military uniform to class. Compliance with the dress and grooming standards in AFI 36-2903 (Military Dress and Appearance) and AFROTCI 36-2008 (Cadet Uniforms) is mandatory. Cadets may be dismissed from class with an unexcused absence if they do not meet Air Force grooming standards and appearance.
- c. **Leadership Lab (LLAB):** All LLAB activities are MANDATORY for all cadets. It is the military training portion of the ROTC program. It is planned, conducted and evaluated by the cadet corps under the supervision of the cadre (active duty faculty). In LLAB, you will learn about military customs/courtesies and formal military formations. Each LLAB begins at Wilson Plaza (in front of the Student Activities Center-north side), or at a location to be announced. Physical fitness training and testing are accomplished during LLAB. Base visits, dining-in/outs, military parades, and team-building exercises are also a part of LLAB. (Note: LLAB is graded Pass/Fail. Your LLAB grade is not included in your academic average, nor does the LLAB grade affect your grade in AS140.) Please coordinate absences through your cadet chain-of-command.
- d. **Voluntary Formations:** Except for the LLAB activities and participating in physical fitness training, all other AFROTC activities are completely VOLUNTARY.
- e. **Term Counseling:** AFROTC cadets must meet at least once each term for a mandatory counseling and records review. Please send me an e-mail requesting a date and time for your counseling and records review. Please sign-up early as the records review needs to be completed as soon as possible. Once scheduled, the appointment is a military formation, and you must wear your uniform to the term counseling session. Any need to cancel or reschedule should be coordinated at least one day in advance of the appointment. Any student in the course may make a counseling appointment to discuss this course, or personal and/or general academic concerns.
- f. **Chain-of-Command:** Use the cadet corps chain-of-command to address cadet corps issues. Please feel free to contact me to discuss academics or anything else. However, if a matter is cadet corps related I will refer you to the cadet corps chain-of-command.
14. **Academics:** Academics are your #1 priority. If you are having trouble, be proactive – come see me **before** it's too late!
15. **Discrimination and Sexual Harassment:** Discrimination and sexual harassment will not be tolerated by the Air Force, Detachment, or University. If you feel you are being discriminated against or sexually harassed, contact any member of the cadre

**Table 1: UCLA Spring 2012 AS140C Class Schedule**

<b>Week</b>	<b>Date</b>	<b>Lesson / Activity</b>	<b>Reading</b>	<b>Assignment Due</b>
1	6 Apr 12	Performance Feedback Officer Evaluation System Evaluation Concepts	Air and Space Studies pp 491-502 pp 537-556	
2	13 Apr 12	The Enlisted Force NCO Perspective Enlisted Evaluation System	Air and Space Studies pp 503-536	
3	20 Apr 12	USEUCOM Civilian Personnel	Air and Space Studies pp 465-481 pp 633-644	
4	27 Apr 12	USSOUTHCOM Substance Abuse	Air and Space Studies pp 567-580 pp 9-30	Quiz #1- Evaluations and Personnel
5	4 May 12	Self-Study - Nuclear Operations	Air and Space Studies pp 687-702	
6	11 May 12	USAFRICOM Operational Risk Management	Air and Space Studies pp 309-322	HW #1 - Nuclear Operations
7	18 May 12	USPACOM Suicide Awareness	Air and Space Studies Pp 289-300	Quiz #2 - Europe, Africa, South America
8	25 May 12	Self-Study - SERE 100	CD-ROM	Staff Exercise Due
9	1 Jun 12	Self-Study - Cyberspace	Air and Space Studies pp 677-686	HW#2 - SERE 100
10	8 Jun 12	Code of Conduct Airman's Creed Oath of Office and Commissioning	Air and Space Studies pp 445-464 pp 657-674	Background Paper Due

**AS 400 Spring 2012  
Background Paper  
Regional Security Issues  
Due: 8 June 12**

For this term, each student will select a region of the world and prepare a background paper discussing the region's political, demographic, or security-related characteristics.

The background paper shall follow the format in *The Tongue and Quill*. The paper should be a minimum of 2-3 pages, but the length should be appropriate to present the information in a clear, concise, and complete manner.

This assignment will be collaborative in nature. The class leader will divide the class into groups of two or three students. Each member of a group will write on the same region. Each group should have a different region. Groups are strongly discouraged from using regions with which group members have an ethnic or family connection. Group members should each select a different aspect of the region's political, social, economic, or security characteristics. Each group's papers should not cover the same material, but they should complement each other. Groups should work together to help each member develop their material and draft a professional paper.

Evaluation of the paper will focus on format, content, and organization. Grading criteria will include transitions, spelling, punctuation, grammar, word choice, conciseness, and paragraph structure.

You should include at least two print and two on-line sources for your research. You may not use Wikipedia. Documentation standards will be in accordance with AFH 33-337, *The Tongue and Quill*, 1 Aug 04, or the UCLA Department of English STYLE SHEET.

## AS 400 Spring 2011 Staff Summary Exercise

In your Air Force career, you will experience numerous occasions in which one of your subordinates will be assigned to prepare a project for your commander. In these cases, it will be part of your job to review the subordinate's work and offer critiques or corrections before allowing the subordinate to turn in the project. The Air Force standard tool for coordinating these kinds of tasks is the Staff Summary Sheet (SSS). When your commander receives the finished product, she will know that you have reviewed it because your signature on the SSS will indicate that the project officer coordinated with you and that you approved the package as written.

During the course of this term, the AS 300 class will be completing research and a written presentation on the planning and execution of a fictitious Cadet Wing Base Visit. For the purposes of the assignment, each AS 300 student will assume the role of Special Projects Squadron Commander (SPS/CC). They will prepare a staff summary package, including an SSS, and submit the package to the Det 055 Operations Flight Commander after coordinating with the Mission Support Group Commander (MSG/CC) and Cadet Wing Commander (CW/CC). For the purposes of this assignment, **you will assume the role of either MSG/CC or CW/CC and review the AS 300 students' work.** The AS 400 professor will provide a list of students and their assigned roles. Each AS 400 student will participate in the review of three AS 300 staff summary packages.

As the assigned MSG/CC or CW/CC for this exercise, it is your task to thoroughly review the SPS/CC's work and critique it. Your critique should cover areas of the package such as:

- Thoroughness of planning. Did the SPS/CC consider all elements of the plan? Are there elements of the plan that require more detailed planning? Are there elements of the plan that simply won't work?
- Quality of the event. Are there better ways to accomplish the desired mission (Base Visit)? Are there better ways to take advantage of available resources to maximize cadet training?
- Coordination. Has the SPS/CC effectively coordinated this plan with the affected agencies? Are there people or organizations who will be surprised to see cadets arrive? Is the SPS/CC expecting something to happen that needs action by personnel who are unaware of the event?
- Format and presentation. Do the write-up, Ops Orders, SSS, and other planning materials follow proper format per the *Tongue and Quill*? Are there grammatical, spelling, punctuation, or typographical errors in the SPS/CC's documents?

After you have reviewed the staff package, you should make corrections and recommendations on ways for the SPS/CC to improve the product. All of your critiques, as well as each revised version of the package will be retained in the folder for reference (and grading).

**Neither you nor the AS 300 student should ever throw anything away after the coordination process has begun.** Your grade on this project will be based on:

1. The quality of the AS300 student's finished product. The grade assigned to the AS300 student will be one half of your grade on this assignment.
2. The quality of your critiques and suggestions for improving the staff package.