A. Instructional Program

The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the Regular Army or the U.S. Army Reserve; to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential; a basic understanding of associated professional knowledge; a strong sense of personal integrity, honor, and individual responsibility; and an appreciation of the requirements for national security.

B. Instructional Support

There are four areas of instructional support, required for continued operation of an ROTC program for the Army: Recruiting, General Administration, Supply, and Personnel.

1. The Director, the Associate Director, and the Military Science Instructors all assist in recruiting part-time, especially at key times shortly before college registrations. This involves traveling all over the State of Hawaii to all secondary schools, and to all colleges and universities as well. In addition, this support function of recruiting also requires publication of recruiting materials and computer-assisted direct mailings. A publications and recruiting officer performs the preceding functions full time with the part-time help mentioned previously.

2. General Administration. This involves handling all incoming and outgoing correspondence including filing and typing an average of 500 items per month. Also, instructional materials are typed by this section.

3. Supply. Operations of this branch involve a complex supply system falling partly under State of Hawaii procedures, and partially under Army regulations. The Supply Sergeant coordinates logistical support with University officials and Army personnel outside the ROTC to buy, store, issue and obtain return of uniforms and equipment to include all items for overnight and weekend leadership training workshops which include provision of living facilities. Also, the Supply Sergeant recruits, trains and supervises student workers.

4. Personnel. Individual record must be maintained and complicated Army forms prepared for each cadet so that they are given their commissions and initial assignments in the Army.
The Aerospace Studies Department is directed by a single-manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the AFROTC Detachment 175. On academic matters, the PAS reports to the Office of the Vice President for Academic Affairs, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Western Area located at Norton Air Force Base, California.

Manages the U.S. Air Force Reserve Officers' Training Corps (AFROTC) Program for the entire State of Hawaii. Provides Aerospace Studies covering Air Force leadership, history, technology, management, and military law. Administers the AFROTC College Scholarship Program in Hawaii; includes USAF Officer Career Counseling Services to high school and college students, scholarship funding and student expense reimbursement, and insures compliance with federal and USAF regulations. Maintains the joint University of Hawaii and the U.S. Air Force ROTC Memorandum of Understanding and assists in the administration of the Uniform Commutation Fund. Maintains liaison with Chaminade University and provides instruction in Aerospace studies for community college students. Administers the monthly Air Force Officer Qualifying Test (AFQT) to all USAF officer candidates and AFROTC scholarship applicants. Monitors the Flight Instruction Program (FIP) for sufficiency. Budgets and manages the local AFROTC national advertising account. Provides information on the Junior Air Force ROTC Program. Maintains liaison with the USAF Academy, Hawaii Air National Guard, Department of Education, military bases, and the community to provide information on Aerospace Studies student opportunities.