

**STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS
MILITARY SCIENCE PROGRAM**

MAJOR FUNCTIONS

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.

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 weeklong leadership training workshops which include provision of living facilities. Also, the Supply Sergeant recruits, trains and supervises student workers.
4. Personnel. Individual records must be maintained and complicated Army forms prepared for each cadet so that they are given their commissions and initial assignments in the Army.

**STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS
AEROSPACE STUDIES**

MAJOR FUNCTIONS

The Aerospace Studies is directed by a single-manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve Officers' Training Corps (AFROTC) Detachment 175. On academic matters, the PAS reports to the Office of the Senior Vice President for Academic Affairs, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Western Area located at Mather Air Force Base, California.

The PAS manages the AFROTC program for the State of Hawaii. Provides aerospace studies covering air force leadership, history, technology, management, and military law. Administers the AFROTC College Scholarship Program in Hawaii and 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 and provides instruction in aerospace studies for the following: 1. Non-Host Crosstown Institutions: a) Chaminade University of Honolulu, b) Hawaii Pacific College, c) Brigham Young University of Honolulu, d) Hawaii Loa College. 2. Consortium Non-Host Institutions: a) Honolulu Community College, b) Kapiolani Community College, c) Leeward Community College, d) Windward Community College, and e) West Oahu College. Administrates the Air Force Officer Qualifying Test to all USAF officer candidates and AFROTC scholarship applicants. 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.