Air Force JROTC

Dutchtown High School
Cadet Handbook
2014-2015

Air Force Distinguished Unit 2013-14
Outstanding Organization Award 2012-13
Air Force Distinguished Unit 2011-12
Air Force Distinguished Unit with Merit 2010-11
Air Force Distinguished Unit 2009-10
Air Force Distinguished Unit 2008-09
Air Force Distinguished Unit with Merit 2007-08
Air Force Distinguished Unit 2006-2007
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OVERVIEW</strong></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Mission/Objectives</td>
<td>2</td>
</tr>
<tr>
<td>Instructors</td>
<td>3</td>
</tr>
<tr>
<td><strong>ACADEMICS</strong></td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td>4</td>
</tr>
<tr>
<td>Grades</td>
<td>5</td>
</tr>
<tr>
<td>Weekly Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Admissions, Transfer, Disenrollment and Status of Students</td>
<td>7</td>
</tr>
<tr>
<td>Classroom Procedures</td>
<td>8</td>
</tr>
<tr>
<td><strong>BEHAVIOR</strong></td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td>9</td>
</tr>
<tr>
<td>Cadet Conduct</td>
<td>10</td>
</tr>
<tr>
<td>Due Process</td>
<td>11</td>
</tr>
<tr>
<td><strong>AUTHORITY AND RESPONSIBILITY</strong></td>
<td></td>
</tr>
<tr>
<td>Cadet Officer and NCO Authority and Limitations</td>
<td>12</td>
</tr>
<tr>
<td>Cadet Officer and NCO Responsibilities</td>
<td>13</td>
</tr>
<tr>
<td><strong>THE UNIFORM</strong></td>
<td></td>
</tr>
<tr>
<td>Uniform Issue and Turn In</td>
<td>14</td>
</tr>
<tr>
<td>Appearance &amp; Grooming Guidelines</td>
<td>15</td>
</tr>
<tr>
<td>Book Bag Policy</td>
<td>16</td>
</tr>
<tr>
<td>Open for Future Use</td>
<td>17</td>
</tr>
<tr>
<td>Uniform Wear Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Uniform Day Policy</td>
<td>19</td>
</tr>
<tr>
<td>Personal Appearance Inspections</td>
<td>20</td>
</tr>
<tr>
<td>Repeated Uniform Infractions</td>
<td>21</td>
</tr>
<tr>
<td>Unit T-shirt Wear Policy</td>
<td>22</td>
</tr>
<tr>
<td><strong>UNIT OPERATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Cadet Organization</td>
<td>23</td>
</tr>
<tr>
<td>Staff Meetings</td>
<td>24</td>
</tr>
<tr>
<td>Open for Future Use</td>
<td>25</td>
</tr>
<tr>
<td>Cadet Appointment and Rotations</td>
<td>26</td>
</tr>
<tr>
<td>Promotion Criteria</td>
<td>27</td>
</tr>
<tr>
<td>Cadet Feedback</td>
<td>28</td>
</tr>
<tr>
<td>Demotions</td>
<td>29</td>
</tr>
<tr>
<td>Permanent/Temporary Grades</td>
<td>30</td>
</tr>
<tr>
<td>Policy and Procedure Recommendations</td>
<td>31</td>
</tr>
<tr>
<td>Cadet Evaluation Board</td>
<td>32</td>
</tr>
<tr>
<td>Saluting</td>
<td>33</td>
</tr>
</tbody>
</table>
Duty Assignments 34
Flag Detail Procedures 35

**CO-CURRICULAR ACTIVITIES**
Field Trips 36
Summer Training 37

**EXTRA-CURRICULAR ACTIVITIES**
Cadet Activity Participation Policy 38
Drill Team 39
Elite Honor Guard 40
Color Guard 41
Sabre’ Team 42
Kitty Hawk Honor Society 43
Model Rocket Club 44
Awareness Presentation Team 45
Model Aircraft Club 46
Recruiting Team 47
Physical Fitness Club 48
Awards and Decorations 49

**UNIT GOALS**
Goal Setting 50

**Attachments**
Post High School Options 24
Organization Chart 25
Unit Manning Document 26-27
Job Descriptions 28-38

**AWARDS & RIBBONS**
Ribbon Chart 39
Awards & Ribbons Criteria 40-41

**CADET RANK AND BADGES**
Cadet Badges 42

**UNIFORM HEADGEAR**
Male Headgear 43
Female Headgear 44

**UNIFORM GUIDELINES AND EXAMPLES**
Lightweight Blue Jacket 45
Male Service Dress 46
Female Service Dress 47
Male Blue Shirt 48
Female Blue Shirt 49

ACADEMIC REQUIREMENTS FOR CLASS
Hair-Tattoo-Dental Rules Sketch Demonstration 50
Notebook Set Up 51
Air Force JROTC Heading 52
1. HISTORY
The Air Force Junior Reserve Officer Training Corps (AFJROTC) was founded under Public Law 88-647, “the ROTC Revitalization Act of 1964,” which enabled all the Armed Services to offer a Junior Reserve Officer Training Corps program at secondary schools that apply and meet selection criteria. Our unit, GA-20063, started the 2006-07 school year. The designation “GA-20063” represents that Dutchtown High School was the 3rd school to be activated in Georgia in the year 2006.

The DHS AFJROTC program has distinguished itself each year of operation by ranking near the top 20% (Distinguished Unit) or top 10% (Distinguished with Merit) of some 870+ Air Force JROTC units nationwide:
2006-07: Distinguished Unit; 2007-08: Distinguished Unit with Merit; 2008-09: Distinguished Unit; 2009-10: Distinguished Unit; 2010-11 Distinguished Unit with Merit; 2011-12: Distinguished Unit, 2012-13 Outstanding Organization Award, and 2013-14 Distinguished Unit Award.

2. MISSION/OBJECTIVES/VALUES:
The primary mission of AFJROTC is to “Develop citizens of character dedicated to serving their nation and community”

The Air Force JROTC Cadet Creed is:
I am an Air Force Junior ROTC Cadet.
I am connected and faithful to every Corps of Cadets who served their community and nation with patriotism.
I earn respect when I uphold the Core Values of Integrity First, Service before Self, and Excellence in All We Do.
I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself.
My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.
I will hold others accountable for their actions as well.
I will honor those I serve with, those who have gone before me, and those who will come after me.
I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead.
I am an Air Force Junior ROTC Cadet.

The overall objectives of the GA-20063 program are to instill in high school cadets: character; values of citizenship; service to the country, community, and school; personal responsibility; and a sense of accomplishment.

The AFJROTC mission and GA-20063 objectives are accomplished in conjunction with the Air Force Core Values, which are also used as the unit code: I will have integrity first. Provide service before self. And give excellence in all we do. The military honor code is an offspring of the first core value, integrity. The honor code is: I will not lie, steal, or cheat. Nor will I tolerate those among us who do.

3. INSTRUCTORS:
Dutchtown High School’s Air Force Junior ROTC instructors are:

Sarah A. Beavers, Major, USAF Retired
Senior Aerospace Science Instructor (SASI)
Department Chair

Arthur R. Briggs, MSgt, USAF, Retired
Aerospace Science Instructor (ASI)

Ronald N. DeSears, MSgt, USAF, Retired
Aerospace Science Instructor (ASI)

Master’s Degree
Started Air Force JROTC in 1995
Experience: Dekalb, Clayton, & Henry Co.’s

Bachelor’s Degree
Started Air Force JROTC in 1993
Experience: Coweta, Dekalb, Clayton, & Henry Co.’s

Bachelor’s Degree
Started Air Force JROTC in 2005
Experience: Dekalb, Clayton, & Henry Co.’s
4. **CURRICULUM:** The Dutchtown High School Air Force JROTC program has four levels, each corresponding to a year.

The Aerospace Science (AS) curriculum has three course levels, plus a fourth year cadet corps management level. The course levels are: AS-I, AS-II, and AS-III, plus corps management.

   a. **A Journey into Aviation History:** an aviation history course that focuses on the development of flight throughout the centuries, starting with ancient civilizations, progressing through the modern day. (Taught to JROTC I, II, and III 2014-15, then transitions to JROTC I cadets only 2015-16)
   b. **The Science of Flight: A Gateway to New Horizons:** this course focuses on how airplanes fly, flight and the human body, and flight navigation. It teaches the principles of flight, how flight affects the body, and flight navigation. (JROTC II cadets only starting 2015-16)
   c. **Exploring of Space: The High Frontier:** covers issues critical to travel in space such as orbits and trajectories of unmanned satellites and space probes; and investigates the importance of entering space and discusses manned and unmanned space flights. (JROTC III only starting 2015-16)
   d. **Management of the Cadet Corps:** allows cadets to apply the leadership skills learned throughout the course and from principles of management. Planning, organizing, coordinating, directing, controlling, decision-making and communicating are examples of skills the cadets will use to work various corps activities and develop unit goals and leverage strategies they develop to accomplish their goals. (Taught each year to JROTC IV cadets only).

AFJROTC Leadership Education provides education and training in conjunction with the Aerospace Science courses listed above. The training program includes drill and ceremonies, military customs and courtesies, and wear of the Air Force uniform. Leadership education courses are:

   a. **Citizenship, Character & Air Force Tradition:** a focus on the referenced concepts (JROTC I)
   b. **Communication, Awareness & Leadership:** outlines effective communication skills, understanding individual and group behaviors, and basic leadership concepts. (JROTC II)
   c. **Life Skills and Career Opportunities:** emphasizes career finding principles, the job interview, and practical job survival skills (JROTC III)
   d. **Principles of Management:** covers the importance of management; the techniques & skills involved in planning & decision making; and the key elements of individual & group behavior; the importance of the communication process; and the characteristics of a good leader. (JROTC IV)
   e. **Physical Fitness/Wellness:** provides practical application of physical fitness and wellness activities. It’s taught to all JROTC classes on Friday. Students are required to wear the Air Force PT uniform for this class. All levels participate. (ALL cadets)
   f. **Drill and Ceremonies:** provides an in-depth introduction to military marching and advanced marching and command skills. All levels participate at progressive levels. (ALL cadets)
   g. **Uniform Wear:** provides guidance in grooming and attention to detail. All levels of JROTC are required to wear their uniforms each Tuesday. (ALL cadets)

5. **AFJROTC GRADES:**

   a. AFJROTC cadets generally receive two days of academic instruction in the aerospace science area, two days of leadership training, and one day of physical fitness training each week. A cadet’s progress reports and final grades are an average of the weighted scores earned for grooming/uniform inspections, assessments, drill, assignments, projects/presentations, physical fitness training, school & community service (each student is required to complete five hours of community service and one school service event, sponsored/hosted by DHS JROTC), physical fitness training, and a final exam. JROTC IV student categories include inspections, corps management performance, leadership education assignments & assessments, physical fitness training, school & community service (each student is required to complete five hours of community service and one school service event, sponsored/hosted by DHS JROTC), and a final exam. Students should consult their JROTC class syllabus for specifics in this area.
b. When a student is absent from school, JROTC make-up work must be completed and turned in no later than three days after returning from the absence. Example: if absent on Monday, the student must get the assignment from the teacher on Tuesday (first day back) and turn it in by 4pm on Thursday (within 3 days). If the assignment was due on the day after the absence (Monday for example), the work is due the first day back to school (Tuesday in example). Students will get 20 points deducted for each day the assignment is late. Students are required to check with the lead teacher for the day of absence on the first day of returning to school from an absence.

c. The student is responsible for meeting with the teacher to get the assignment, and the student is responsible for keeping up with assignments due on the day of absence and turning the assignments in on the first day back to school.

d. The only exception is that students absent on Tuesday must wear the uniform the first day back to school, or receive a “0” for the uniform inspection grade. The three-day rule does not apply with regards to missing uniform inspections.

e. Note: if a student volunteers for a service activity, but fails to participate without giving the instructor in charge appropriate advance notice relevant to the reason for the no-show, the student will receive a “0” grade for the activity.

6. WEEKLY SCHEDULE

Follow the course syllabus for the weekly schedule. JROTC I & II cadets: AS classes Monday & Wednesday, inspection/drill Tuesday, LE Thursday, PT Friday. JROTC III cadets: LE classes Monday & Wednesday, AS classes Tuesday (plus inspections) & Thursday, PT Friday. JROTC IV cadets: LE classes Monday & Wednesday, corps management Tuesday (plus inspections) & Thursday, PT Friday.

7. ADMISSIONS, TRANSFER, DIS-ENROLLMENT, AND STATUS OF STUDENTS:

To be eligible for membership, continuance, and participation in the AFJROTC program, each cadet must:

a. Be a U.S. citizen, a national of the United States or an alien admitted for permanent residence.

b. Be enrolled in and attending a regular course of instruction, 9th grade or above, at Dutchtown High School.

c. Be of good moral character.

d. Be physically fit to participate in AFJROTC training. A cadet is considered physically fit if he or she is qualified for the Dutchtown High School physical education program.

e. Pass each preceding AS course. (Students who failed either semester of the AS-I program must make up that semester before proceeding to the AS-II level. The same is required for each subsequent level. See the SASI and your counselor immediately if you fall into this category).

f. Transfer of students from Army, Navy, Marine, Coast Guard, or any AFJROTC programs may be admitted with full credit for training already received, if both principals agree to the participation and the course (transcript) counts for credit toward graduation. The SASI will determine the transfer rank of students coming in from other programs, per AFJROTCI 36-3001.

b. Dis-enrollment, AFJROTCI 36-2001 states that upon recommendation by the SASI and the approval of the principal, students may be dis-enrolled from the program for any of the following reasons:

1. Failure to maintain acceptable retention standards (uniform wear and grooming).
2. Inaptitude or indifference to training (inability or refusal to comply).
3. Disciplinary reasons.
   a. Individual request (must follow Dutchtown administrators’ procedure).
   b. Any other reason deemed appropriate by the JROTC SASI and the principal.

h. Students must be actively/actually enrolled in the JROTC program in order to be eligible for active JROTC cadet status and to be allowed the participation afforded the actively enrolled cadets. GA-20063 does not participate in the Air Force JROTC “Reserve Status” program because it does not meet AFJROTC Instruction 36-2001 requirements: that a student has completed the units’ full academic program (GA-20063 is a four-year program) or be on a block schedule whereby the student complete the year’s course during one of the year’s two semesters.
8. CLASSROOM PROCEDURES:

Cadets will enter the classroom quietly, place all possessions, except ROTC materials, pencil/pen, and writing paper, under their assigned desk and stand beside the desk at “Parade Rest”. Students will not stand in formation with book bags, purses, or the like on their person. When the tardy bell rings the flight sergeant will call the class to attention, and lead the flight in reciting the Unit Code (which is modeled after the Air Force Core Values) as stated below as the unit code of conduct:

“I will have integrity first, provide service before self, and give excellence in all that I do.”

The flight commander will then command the flight to face the US Flag and lead the class in reciting the “Pledge of Allegiance”. The flight then resumes the position of “attention.”

The flight sergeant will then command “element leaders, about face.” Element leaders will execute the command and mentally note any absentees in their elements. The flight sergeant then commands the element leaders to “about face,” then commands, “report.” Element leaders will execute a “‘half right/left face” to face the flight sergeant, render a “salute” to the flight sergeant and hold it until the flight sergeant returns the salute, while verbally responding with the element designations and number of cadets in their elements that are absent or unaccounted for: “first element, two cadets absent or unaccounted for sir/ma’am.” If everyone is present, the element leader reports “first element, all present and accounted for sir/ma’am”. Elements leaders will step back to their seats after reporting and resume the position of “attention”.

When all element leaders have reported to the flight sergeant, the flight commander will give the command “flight sergeant, report” and the flight sergeant will execute an “about face” to face the flight commander, then salute and hold the salute until the flight commander returns it. The flight sergeant will simultaneously respond with the total number of absentees: “__ flight, three cadets absent or unaccounted for sir/ma’am” or “__ flight, all present or accounted for sir/ma’am”. The flight sergeant will execute the appropriate facing movement to return to his/her original position after completing the report.

The instructor will then command the flight commander to report. The flight commander will make the appropriate movement to face the instructor. The flight commander will salute the instructor, holding the salute until the instructor returns the salute, and simultaneously respond with total number of absentees: “__ flight, ___ cadets absent sir/ma’am” or “__ flight, all present sir/ma’am”. The flight commander will then return to the position of attention. The instructor will then call roll.

Cadets will take their seats after responding to the roll with either “Here” or “Present” “Ma’am/Sir”.

The flight commander and flight sergeant will remain in position, at “parade rest” once they answer to the roll until the instructor has finished calling roll. The flight commander will command “detail, attend-hut” so that he/she can return to their seats when roll call is completed.

If the instructor is delayed outside the classroom, the flight commander may seat the cadets or have them stand “at ease.” When the instructor enters the classroom the flight commander will call the class to “attention.” The instructor will proceed with the report procedures referenced above.

Students will sit in assigned seats, facing forward at all times, with both feet on the floor. The flight commander, flight sergeant, element leaders and assistant element leaders are responsible for insuring that military discipline is maintained.

No military headgear will be worn inside any building, except as required for cadets simulating being “armed” as part of the Color Guard or drill team, and those participating in special ceremonies. No military or civilian headgear will be worn inside the AFJROTC area, except as noted above.

Classroom conduct requirements: be prepared (have necessary materials on hand and assignments completed); be on time; sit in your assigned seat; follow instructions and be alert; talk only when appropriate; do not eat, drink or chew gum; be courteous to and respectful of instructors, guests, and classmates; and address fellow AFJROTC cadets properly.
Cadets must be at their desks when the tardy bell rings or they are considered late for formation and will receive a 15-minute detention. Cadets cannot go to the JROTC bathroom before class and arrive late for formation. Cadets will receive a 15-minute detention for being late for formation if not at their desk at parade rest when the tardy bell rings.

Students, who are not in the class at their desks at parade rest when the tardy bell rings, but on time for class, will remain in the hall, at the class door entry point, and execute all the formation commands being given, until roll is completed. They will respond to roll as “late for formation Ma’am/Sir.”

Students late for class, not inside the JROTC suite when the tardy bell rings, will get a tardy pass from student services. Students will receive an administrative referral on the 4th tardy and each time thereafter.

If any adult or military member in uniform enters the classroom, the flight commander, flight sergeant, or an element leader will immediately call the class to attention. The instructor will give the class the next command.

At the end of the class, the flight commander, flight sergeant, or cadet-in-charge will call the flight to “attention” and the instructor will dismiss the flight. Cadets will file out of the classroom quietly and in an orderly manner.

Cadets will not use the gym doors near the back of JROTC as an entry or exit route. Any entry and exit to JROTC by cadets will be via the two main doors.

9. DISCIPLINE:

Discipline is training that develops self-control, character, and orderliness in our behavior. It is a process and/or system of rules designed to develop self-control, and orderliness that include a method of correction and chastisement to help correct. Military discipline is a mental attitude and state of training that causes obedience and proper conduct to be instinctive under all conditions. It is founded upon respect for, and loyalty to proper constituted authority.

Instructors administer AFJROTC discipline via specific tasks, JROTC detention, and/or disqualification for participation in service events and/or field trips. If these formats fail to correct your behavior, we will work with your parents/guardians, or make a school discipline referral. Our goal is to build better, self-disciplined citizens. AFJROTC cadets are expected to operate with a minimum of supervision and display outstanding citizenship qualities.

Creation of disturbances, display of inappropriate attitude and behavior, and failure to comply with uniform and appearance standards are considered serious breaches of discipline.

10. CADET CONDUCT:

   a. Conduct and attitude not meeting the approval of the standards set by the SASI/ASI will result in JROTC detention and/or loss of privileges, such as: field trips drill team/Color guard participation, school/community service projects, promotions, award presentations, etc. The input from teachers on cadets who misbehave in other classes and input regarding cadets who are disciplined by the school for violating school rules will be taken into consideration by the SASI/ASI’s.

   b. Cadets who receive out of school suspension will be removed from leadership positions and reduced in rank/position. Those cadets who receive in-school suspensions will meet a cadet evaluation board to determine the fate of their leadership status. Cadets may appeal decisions in writing to the SASI. Cadets who are removed from a position and reduced in rank may work to receive reinstatement. Reinstatement must be at a unanimous decision of the GA-20063 instructor staff.

   c. If for any reason a cadet is removed from formation, drill, PT, or class, he/she will receive a 0% grade for the day’s activities, written up on the school’s four-step discipline form (with appropriate action IAW school discipline policy), and receive JROTC detention at the discretion of the instructor. Parents may also be informed via phone or email about the cadet’s unacceptable behavior/action for the day.
d. Cadets will use the terms: sir/ma’am” when addressing the SASI/ASI, and cadet officers of higher rank. This courtesy should also be extended to all Dutchtown High School faculty and staff members.

e. Address all cadets as “Cadet” or “Mister/Miss”, then last name.

f. Harassment of any cadet by another cadet, regardless of rank, is strictly forbidden. Misuse of authority may result in the offender losing all rank and privileges, possible dis-enrollment from the program and referral to the principal for possible suspension from school. Examples of harassment include: improper or abusive language, requiring a lower ranking cadet to carry books or perform other personal duties, and any physical fitness training such as pushups/sit-ups, etc.

g. Cadets cannot require cadets to perform any form of PFT discipline, in any type of JROTC setting.

h. Inappropriate behavior in uniform, on or off school property, WILL NOT BE TOLERATED.

i. Prohibition on Physical Discipline and Hazing (Hazing/maltraining/maltreatment/sexual harassment are prohibited behaviors): any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as reprimand, punishment, or failure to perform, will not be tolerated within any AFJROTC unit or activity.

   1. Examples of prohibited physical activities include, but are not limited to push ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

   2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

   3. This prohibition is applicable to all Air Force JROTC unit activities including instructors, cadets and any personnel involved with or participating in an Air Force JROTC unit or activity.

   4. Unauthorized Clubs: no unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the Air Force JROTC program.

   5. Definitions:

      a. Hazing: includes those acts, which are designed to persecute, or harass via meaningless, difficult, or humiliating tasks. Any type of physical or mental abuse and punishment is prohibited.

      b. Maltraining/maltreatment: all training must have a specific purpose and objective, and it must not demean, humiliate, belittle, embarrass, or single out a particular person, or group.

      c. Sexual harassment: all cadets must be treated with dignity and respect and must treat others with dignity and respect. Any kind of inappropriate and unwanted sexual advances (nonverbal, verbal, implied, writing, actual, physical, etc.) are strictly forbidden.

11. DUE PROCESS:

Cadets are required to report major rule infractions of fellow cadets to their superiors. Cadet officers and NCOs are required to inform the instructors of any known or suspected violations of conduct or policy. Cadet officers may convene disciplinary boards, via the procedure explained in this handbook, and make recommendations to the SASI. The SASI will make final decisions regarding corrective actions. Such decisions are made only after an objective review of the facts. The cadet group commander will direct the deputy group commander to handle all disciplinary boards and coordinate arrangements with the SASI. Cadet evaluation boards are explained in paragraph 32 of this handbook.

Cadet leaders (both officers and NCOs) who fail to inform the SASI of infractions that they are aware of will meet a cadet evaluation board to be held accountable for their actions.

12. CADET OFFICER AND NCO AUTHORITY AND LIMITS:

   a. Cadet officers and NCOs are authorized to take charge of and direct subordinate cadets in the performance of AFJROTC leadership training. They will judiciously enforce military discipline at all times. They will never demean, belittle, harass or use obscene language. Any abuse of cadet officer or NCO authority may result in immediate demotion and relief of command authority.
b. Cadet officers and NCOs are responsible for maintaining discipline and for setting a good example at all times. When a cadet in a command position cannot be present, he/she will notify the next in rank to take charge and explain the specific duties that the next in rank will incur. A cadet officer is not relieved of responsibility, even when action is delegated to another cadet. The delegating officer retains the responsibility for the actions of those under him/her.

c. Cadet officers may give proper orders at any time to cadets junior to them. Accordingly, they should plan, organize, coordinate, direct, and evaluate to fulfill those requirements. Cadet commanders must fully use the cadet staff to insure maximum learning and effectiveness.

d. The SASI and ASI will observe and evaluate the performance and effectiveness of cadet officers and NCOs.

e. Responsibilities for each specific position will be given to each cadet officer in a job description. Job descriptions will be posted in the cadet area and are attached to this handbook.

f. Cadets will not attempt to use AFJROTC rank or position to obtain personal gain or favor. Cadets will not schedule to take part in any activity, in the capacity of AFJROTC cadets, without the approval of the SASI and supervision of the AFJROTC instructor. Such activities include outings, trips, athletic competitions, practices, etc.

13. CADET OFFICER AND NCO RESPONSIBILITIES:

Cadet officers and NCOs will, in a courteous manner, suggest improvements in subordinates’ appearance and behavior at any time substandard performance is observed. Cadet officers and NCOs are also required to report major infractions of appearance and behavior standards to the AFJROTC Department. Comments should be constructive and limited to the infraction and the corrective action required. They should not be subjective or personal in nature.

14. UNIFORM ISSUE AND TURN IN:

a. The uniform is Federal Government property and is issued to the cadet on loan, free of charge. Each cadet must satisfactorily pass a personal appearance inspection and submit a cadet activity fee to activate the issue of a uniform. Students who make grievous appearance and behavior standard violations while in uniform will be required to turn in their uniforms. These students will receive a “0” uniform inspection grade for each Tuesday of the period during which the uniform is withdrawn. A personal conference between the cadet’s parent/guardian, guidance counselor, and the AFJROTC instructor(s) may be required before the uniform can be reissued.

b. A $25 (cash or money order), non-refundable unit polo shirt/activity fee is required of all students. Payment deadlines will be announced in the parent/cadet letter issued the first day of class. The fee will be used to purchase a unit polo shirt and help augment the costs of some unit activities. Students not conforming to personal appearance standards and those who have not paid their $25 fee by the established deadline will be graded as “failure to wear the uniform” if they have not received their uniform on the first uniform wear day. (Students who have met standards and paid their fees, but have not received their uniform, will be excused until the uniform can be issued, but must take part in grooming inspections until the uniform is received).

c. Students are to return the entire uniform, at the end of the year/upon dis-enrollment from the program/school. The uniform is Federal Government property, on loan to students enrolled in JROTC. Students will make full payment to AFJROTC for any uniform item lost or damaged, according to replacement prices charged by Air Force Military Clothing Sales Stores.

d. Uniform maintenance/dry cleaning: Students are required to get the uniform dry cleaned throughout the school year. JROTC will provide students the name of a dry cleaner that may clean the uniform at a reduced rate (for regular turn around service, not for one-day or “rush” service). Students are to return the uniform at the end of the school year, or upon disenrollment from the program.

e. Request uniform item exchanges: when students outgrow uniform items, they may request a change of item on Wednesdays and Thursdays only. The students must bring in the item and try it on for the uniform management instructor. If the uniform management officer approves the exchange, cadets must dry clean the item (pants, shirts, or jackets) before the exchange can be finalized.

d. The Air Force will make a one-time purchase of one blue name tag (for wear with the uniform shirt/blouse) for students enrolled in JROTC for the first time. Students must purchase replacement name tags at their own expense if the name tags are lost, damaged, etc.
15. CADET APPEARANCE AND GROOMING GUIDELINES: these guidelines are taken directly from the HQ AFJROTC Guide (2012).

a. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

b. The uniform standards in AFI 36-2903 are influenced to some extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. The basic concept of the Air Force uniform is that it is plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

c. Special Uniform and Appearance Rules. Here are some additional guidelines about uniform and appearance.

c1. Jewelry. While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are also not allowed.

c2. Earrings: Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.

c3. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

c4. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter (25%) of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform. **SEE PAGE 50 of this handbook for detailed sketch.** The cadet should be aware of the fact that tattoos and brands may preclude him or her from serving in the military.

c5. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.
d. Specific Female Cadet Grooming Guidelines.

**d1a. Female Hair.**

Your hair should be no longer than the bottom of the collar edge at the back of the neck. It cannot exceed 3 inches in bulk at any angle. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn’t need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines.

d1b. Hair will not contain excessive amount of grooming aids (such as greasy creams, oils, and sprays) and will not touch eyebrows. Hair color/ highlights/frosting must be natural looking and conservative. It must not present a faddish appearance. Examples of natural looking for human beings: Blonde/Brunette/ Brown/Black/Grey. Extreme hair color, those that draw attention and are not conservative are inappropriate and prohibited. No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women. Dread locks and other faddish hair styles are prohibited. **EXCEPTION:** Hair may be visible in front of women's flight cap. However, long hair will be secured with no loose ends.

d1c. Braids will be worn in a manner which conforms to standards of length and bulkiness. Bulk shall not exceed three inches. Exaggerated styles with excess fullness or extreme heights are prohibited. Hair beads and other such hair accessories are also inappropriate and prohibited. When worn, hair pins and bands will match the color of the hair, and must be plain.

d2. Hairpieces/Weaves/Extensions: When worn, hairpieces/weaves/extensions must conform to the same regulations governing natural hairstyles. Hairpieces/weaves/extensions must also be acceptable in appearance, style, and color. Hair ornaments such as ribbons will *not* be worn. **Pins, combs, and barrettes** must be plain and similar in color to the individual’s hair color. Bows, beads, ribbons, scarves, etc. are not to be worn with the uniform. Dread locks and other faddish hair styles are prohibited.

d3. Accessories: Females may wear small, conservative, pear, gold or silver round/stud earrings. When worn, earrings will fit tight against the ear and not extend below the earlobe. Only one earring may be worn on or in each ear, and only allowed to be worn in the lower earlobe. **Nose rings, tongue rings, eyebrow rings, grilles, and the like are strictly forbidden while wearing the uniform.** A maximum of three finger rings may be worn while with the uniform.

d4. Cosmetics: Cosmetics must be conservative and in good taste. **Cosmetics are to complement, not draw attention.** Be careful in your selection of cosmetics, because some kinds will ruin the blouse collar and neck.

d5. Nail Polish: **Nail polish must be of a conservative, soft color.** Extreme colors are not allowed. (Some examples of extreme colors include; purple, gold, blue, black, bright red and florescent colors). All nails must be of the same color. Each nail must be polished for the full length of the nail. (True French tips are allowed) No airbrush designs, ornamentation, or glitter, etc., are permitted. Nails must be clean and well groomed. Nails must not exceed ¼ inch from the finger tip.

d6. Purse: Purses should be small to medium in size and plain and all black in color. Purses should be carried in the left hand or on the left arm.

d7. Undergarments/Hosiery/Socks: Wear appropriate undergarments with the uniform to present a conservative, feminine appearance. You may wear hose or socks with the slacks. Black military socks or conservative hose, the natural color of your skin tone or blue or black must be worn. Regular hose/stockings are the only items authorized with the wear of the uniform. No other items, such as tights, leggings, opaque’s, etc. may be worn.

d8. T-shirts: We recommend females wear T-shirts under the uniform blouse. T-shirts must be plain white V-neck so that it is not seen when the blouse is worn in the open collar format.
e. Specific **Male Cadet Grooming Guidelines**.

**e1a. Male Hair.** Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

**e1b. Male Hair.** Male hair must be neat, clean, trimmed, combed/brushed, and present a groomed appearance. Your hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point. **Hair Prohibitions:** Male cadets are prohibited from wearing hair in braids, dreadlocks, twisted, curls, ducktail, pageboy, flip, Mohawk, bulk styles or any other faddish hair styles.

**e1c. NOTE:** Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. No extreme of faddish hair styles are allowed. Hair may not protrude below the front band of properly worn headgear.

**e2. Sideburns:** Sideburns will be neatly trimmed in the same manner as the hair. They will not be more than one inch wide, and will end with a clean, horizontal line, which does not extend below the bottom of the ear opening.

**e3. Shaving:** The cadet’s face will be clean, unless he is wearing a mustache. Mustaches will not extend sideways beyond an imaginary vertical line drawn upward from the corner of the mouth. The cadet must have a written doctor’s waiver if prohibiting medical issues exist. **SEE PAGE 50 of this handbook for detailed sketch.**

**e4. Ring Prohibitions:** Male cadets may not wear earrings, eyebrow rings, tongue rings, grilles, and the like while in uniform.

**e5. Nails:** Nails must be clean and well groomed. Males cannot wear any fingernail polish while wearing the uniform.

**e6. NOTE:** Males MUST wear a plain white V-neck T-shirt under the uniform shirt.

**16. Book Bags:** Cadets should try not to wear book bags on their shoulders while in uniform so as not to make marks on the uniform shoulders and to avoid ripping the uniform, breaking name tags, or loosing ribbons. If book bags are to be worn, restrict their wear to the left shoulder only while in uniform.

**17. Open for Future Use**

**18. UNIFORM WEAR PROCEDURES:**

**a.** Weekly wear of the Air Force uniform is intended to provide practical experience in military grooming and to promote high personal appearance standards. Cadets are required to wear the uniform each uniform day (Tuesday of each week), and on other days designated by the SASI. **Cadets who completed leadership or drill leadership summer camps start wearing the uniform the third Tuesday of school to demonstrate proper uniform wear.** The Air Force JROTC Guide and AFI 36-2903 provide authority and general details for wear of the uniform, as described in paragraphs 15 and 16 above.
b. Weekly grooming inspections will precede the first uniform inspection to help prepare students for proper uniform grooming standards. **Grooming inspections will start the third week of school and continue until the first uniform inspection date.** The proper grooming standards follow:

Students must wear long slacks (khaki pants or Dickies/NO jeans and NO shorts), the JROTC polo shirt tucked, belt, clean, laced shoes, and proper hair and jewelry standards. The shirt must be tucked into the pants and the belt must fit properly. Students must adhere to required personal appearance grooming standards, which include:

1. **Females:** Hair cannot go below the bottom of the collar at the back of the neck; must be a natural human color; pen, combs, barrette must be plain and similar in color to the students’ hair; earrings, if worn, should be small conservation pearl, gold, or silver, round studs; nail polish, if worn, must be a conservative, soft color.

2. **Males:** Hair must be neat, trimmed, clean, combed/brushed; hair cannot touch the ears, eyebrows, or the collar; sideburns should end with a horizontal line and not extend below the bottom of the ear opening; the face should be clear of hair unless wearing a mustache; mustaches will not extend sideways beyond an imaginary vertical line drawn upward from the corner of the mouth; males cannot wear faddish hairstyles that violate the Air Force standard.

c. Uniforms will be worn only at times and locations specified by AFJROTC A-20063 and approved by the SASI/ASI. Unauthorized wear of the uniform, or distinctive items of the uniform, is prohibited. **Uniforms will not be worn at work.** Cadets will not wear the uniform while participating in student demonstrations, while hitchhiking, or during any other inappropriate activity. **DO NOT FIGHT OR BE A PART OF ANY TYPE OF DISTURBANCE WHILE IN UNIFORM.**

DOING SO WILL RESULT IN APPROPRIATE JROTC DISCIPLINARY ACTIONS.

d. AFJROTC instructors will make arrangements for cadets, who may have unique problems, to change clothing in the AFJROTC area before and/or after school.

e. Cadets may remove coats/jackets inside classrooms. Neckties will NOT be loosened or removed. Shirtsleeves will NOT be turned up. Shirt and Service Dress coat buttons will be fastened at all times while being worn. The windbreaker jacket **must be zipped at least halfway** at all times.

f. The uniform cap will be worn with the uniform when outdoors. As a general rule, caps will not be worn indoors. However, cadets who are performing special duties that require the cap be worn inside and those who are authorized by the SASI/ASI to do so may do so. **Caps may be removed while driving or riding inside a vehicle.**

g. Do not wear the uniform improperly. Wearing the coat around the waist, unloosening the tie, wearing the service coat unbuttoned, wearing the windbreaker unzipped, etc. constitutes improper wear of the uniform. Students who do wear their uniform improperly will receive -25 to -100 points off their uniform inspection grade for the day, depending on the severity of the discrepancy. Such disrespect to the uniform will prohibit student participation in JROTC extra-curricular events and field trips.

**19. UNIFORM DAY POLICY:**

Uniforms must be worn all day (1st – 7th periods) on the designated uniform day (Tuesday of each week). Failure to wear the uniform or changing out of uniform without prior permission from the SASI/ASI will result in a failing grade for that day and will count as one “FAILURE TO WEAR THE UNIFORM” and a **uniform inspection grade of “0”**. Excuses that indicate a lack of responsibility, such as: “It’s in the cleaners”, or, “my mom didn’t wash my shirt”, or “I couldn’t find one of my shoes”, etc. are not acceptable. To receive credit, the uniform must be worn the entire school day unless otherwise directed by the SASI/ASI.

a. Students absent from school/suspended on uniform day must wear the uniform the first school day they return to school in order to receive credit for the day missed.

b. If the return day is the next week’s uniform day, then the student must wear the uniform twice that week, on Tuesday and Wednesday. Otherwise, the student will be cited with a failure to wear the uniform for the day missed.

c. Students who are assigned in school suspension must report to AFJROTC some time during the day (during school or after school) and request a uniform inspection. Otherwise, the student will be cited for failure to wear the uniform.

d. Students, who check in to school after their JROTC class has met, or who check out of school before their JROTC class meets, must report to JROTC to request a uniform inspection, or receive a failing grade for the day plus a failure to wear the uniform demerit.

e. Students who wear the uniform less than a full school day will receive a failing uniform inspection grade.

f. Students who are testing (EOCT, PSAT, AP, etc.) may opt to wear the uniform on an alternate day, but in the same week. The student must request permission from the uniform inspection instructor in writing three school days prior to the test date/uniform day.
g. Students who have an official school requirement that conflicts with uniform day must request, in writing, three school days prior to the uniform day that he/she be allowed to wear the uniform on an alternate day. The uniform inspection instructor will respond in writing to the student making the request. The student’s request must include the name of the event and the sponsored school official so that JROTC may verify the request. Late requests will not be honored.

h. Instructors and/or selected cadet leaders will conduct a uniform patrol to help ensure students respect the uniform and wear the uniform correctly all day. Infractions by first year cadets on the first two uniform days will result in at least a 25 point uniform inspection deduction, unless it’s a gross infraction, which may result in deductions up to -100 points. Veteran cadet infractions will result in at least -50 points from the first uniform day forward. First year cadets will receive a minimum 50 point deduction for infractions starting the third uniform inspection. Point deductions may be increased if the consistency of infractions mounts. Uniforms may be taken and parents will be called on the 4th infraction. The student will receive a zero each week thereafter until the matter is settled. Examples of infractions include improper earring wear, un-tucked shirt/blouse, wearing civilian clothes with the uniform, wearing the wrong type of shoes, wearing any part of the uniform incorrectly, having inappropriate items in the hair, females wearing the hair inappropriately, etc.

20. PERSONAL APPEARANCE INSPECTIONS:
   a. Cadets will be given a personal inspection each uniform day. An inspector will evaluate each cadet’s personal appearance. The flight commander/flight sergeant will be responsible for recording the results of the inspection, at the instructor’s request. The recorder MUST fill out the inspection sheet completely, accurately, and legibly. 
   b. Each cadet will start with a score of 100 and have points deducted for each discrepancy noted.
   c. A cadet must have a score of 70 or above to pass an inspection. Occasions may arise where a cadet’s appearance does not project the proper military image, although his/her uniform and hair may be technically correct. The judgment of the instructors will be binding.
   d. Students who earn “X” grooming inspection 100’s (as indicated in the overview letter), with no inspection failures and no inspection 0’s/missed days, will earn a designated “free” uniform day (but must wear the JROTC polo with long pants).

21. REPEATED UNIFORM INFRACTIONS: you do not have the option of failing to meet uniform dress standards and just accepting the point deductions to maintain an inappropriate grooming standard or violate specific grooming standards. Point deductions for successive infractions for the same offense will be doubled the second occurrence, and cause the student to earn a “0” on the inspection on the third occurrence. This rule applies to what you may even consider a minor infraction. Uniform grooming standards must be respected and followed.

22. UNIT POLO SHIRT WEAR: the unit polo shirt is considered an extension of the JROTC uniform, therefore grooming standards that apply to uniform wear also apply to wear of the unit polo shirt. When worn, the unit polo shirt must be tucked and uniform hair and jewelry standards will apply, unless specifically stated otherwise by the SASI/ASI in charge of the event/occasion for which the unit polo shirt is being worn. Because the unit polo shirt is an extension of the JROTC uniform, please do not allow others to wear your unit polo.

23. CADET ORGANIZATION: GA-20063 will be organized as a wing during the 2014-15 year, as approved by the HQ-RD 5. The wing will consist of three groups. Each group will consist of two squadrons. The training group will consist of a veteran squadron of flights and a first-year squadron flights. The mission support group will consist of a resources squadron and a readiness squadron. The operations group will consist of a competitive and performance teams' squadron and a services squadron. The cadet personnel officer will be responsible for maintaining a current cadet corps organization chart for posting on the cadet bulletin board.

24. STAFF MEETINGS:
   a. The cadet wing commander or vice wing commander will conduct staff meetings for the cadet staff as required, but at least once monthly. The cadet wing commander will schedule weekly staff meetings with the SASI if meetings are required outside of the corps management classroom setting. Cadet squadron commanders will conduct squadron staff meetings as needed, with at least two per semester. Other meetings will be called at times that do not conflict with the primary meetings. All staff meetings will be coordinated with the cadet vice wing commander and approved by the SASI. The cadet wing commander, vice commander, executive officer, quality assessment officer, special projects officer, special assistants to the instructor staff, and group commanders will attend the meetings with the SASI when they are held outside of the corps management class.
Other officers may attend with permission from the cadet wing commander. These meetings should occur on Tuesdays and rotate between mornings and afternoons.

b. The announcement of meetings will be made at least three school days before the meeting is to take place. Requests to hold meetings must be submitted to the cadet vice wing commander at least five school days prior to desired meeting date in order to meet the three-day requirement. When the cadet vice wing commander is unavailable, submit requests to the cadet wing commander.

c. All cadet personnel attending staff meetings with the SASI will wear the AFJROTC uniform or the unit polo shirt, depending on the day of the meeting. The cadet wing commander can give prior approval on special occasions only, to wear civilian clothing to cadet wing staff meetings that do not fall on Tuesdays. As a general rule, all meetings with the SASI will occur on a Tuesday.

d. All cadet staff members will prepare themselves for meetings by making notes prior to the meeting of items they wish to discuss. The cadet wing commander must be prepared to brief (during the bi-weekly meetings with the SASI) on any ongoing or future cadet corps activities and unit goal/strategy status.

e. The information management officer will be responsible for recording and maintaining minutes for staff meetings. A copy of the minutes should be submitted to the SASI, one should be posted on the cadet bulletin board, and a copy should be filed in the cadet file cabinet.

f. The format for the staff meeting with the SASI will be as follows:
   1. Review and discussion of AFJROTC calendar events.
   2. Comments updating functional activities/projects from group commanders and special projects officer.
   3. Cadet vice wing commander and wing commander comments.
   4. SASI/ASI comments.
   5. Review of taskings/suspending (executive officer).

25. OPEN for future use.

26. CADET APPOINTMENTS AND ROTATIONS:
   a. The SASI, in coordination with the ASI’s, will select the wing key staff, subordinate commanders, key staff officers and senior NCOs as required by AFJROTC Guide. Selection for these positions carries the temporary rank specified in the UMD. Subordinate positions not selected by the instructor staff will be selected by the cadet wing commander and his/her key staff via cadet application and interview, as determined by the cadet wing commander.

   b. Cadet promotions will be made in such a manner that a cadet will experience increasing rank and responsibility. A cadet evaluation board may be convened to evaluate and recommend cadets (other than those listed in paragraph “a” above) for promotions and appointments.

   c. All veteran cadets must have successfully completed a cadet summer leadership school or drill leadership school to be eligible for a key leadership position or officer-in-charge position. Students must successfully complete one of these leadership schools to be considered for key staff positions. The cadet wing commander and vice commander applicants must have served as a summer camp cadre. In order for cadets to hold key positions in the competitive and performance squadron chain, they must have graduated from the drill leadership school. Please note that officer rank is not guaranteed for completing a summer leadership school. However, the only way to become an officer is to complete summer leadership school. Cadets who completed the “mini-drill” leadership school will not be eligible for officer rank, but will be eligible for mid-level to senior NCO ranks, depending on the leadership position they have been selected to fill. All cadets who have never been to a summer leadership school or drill leadership school will be limited to junior to mid-level NCO positions, based on the leadership position to which they are appointed.

   d. The following positions will be filled by JROTC IV cadets/seniors only, unless the SASI determines an exception: wing commander, vice commander, group commander, command chief master sergeant, and squadron commander. The following positions will be filled by JROTC III cadets/juniors, unless the SASI determines an exception: deputy group commander, squadron commander (when a fill by a JROTC IV cadet is not possible/feasible) and superintendent. The executive officer, quality assessment officer, and special projects officer will be at least a JROTC III cadet/junior. Staff office positions will be at least a JROTC II cadet/sophomore. The summer leadership school policy referenced in paragraph “c” above applies.

   e. Rotation of cadet positions will generally occur each school year. However, the cadet wing commander and vice wing commander positions will rotate by semester. The cadet wing commander and vice wing commanders will serve as special assistant to the instructor staff when “not in office” status for the semester. The cadet personnel officer will post a list of positions and job descriptions in the classroom/cadet area. Special and temporary promotions may be made at any time to fill a need or to recognize special merit.
f. Cadets who accept leadership positions and promotions automatically accept the statement of understanding that follows:

I understand that I have been selected to serve in a position of responsibility. I promise to support and execute the policies, procedures, and directives of Headquarters Air Force JROTC, Dutchtown High School, and the AFJROTC GA-20063 unit. I promise to put forth my best effort, and set the best example possible, in all endeavors. I will support the values of integrity, service, and excellence. I will always be honest, loyal, self-disciplined, and responsible. I will promote service to school, community, and country. I take this obligation freely, without any mental reservations or purpose of evasion. And, I promise that I will well and faithfully discharge the duties of the office upon which I am about to enter.

27. PROMOTION CRITERIA:

a. As a rule, the best-qualified cadets will be selected for promotions. Promotion boards should convene immediately prior to each promotion cycle to assure each candidate meets the requirements for promotion. There will be at least one scheduled promotion, with the announcement made during the dining-in in February of each year; and any other time as deemed appropriate by the SASI and as requested by the cadet wing commander.

b. Additionally there is an early promotion cycle for first year students. First year students start out as airman basics, but will be promoted to airman on the fifth uniform day IF they have averaged 100 on each grooming inspection and at least an 85 on the first five uniform inspections, maintained at least a “B” average in JROTC, submitted their unit polo shirt/activity fee by the deadline, participated in at least two JROTC service events, and have exceptional JROTC and school behavior.

c. Criteria for the primary promotion selection include:

1. Attitude: positive, upbeat, motivated
2. Citizenship traits: integrity, service, effort, excellence, exceptional behavior
3. Appearance: overall uniform inspection average of at least 90
4. Dependability: follows through on all commitments to participate/serve
5. Experience: successful accomplishment of assigned job duties and responsibilities
6. Grades: AFJROTC average 85 or higher; uniform inspection and PT averages of 85 or higher; and must be passing all DHS classes
7. Involvement in AFJROTC activities: participate in all required school and community service projects, and at least 1 JROTC concession stand duty
8. Initiative: handles tasks without being told to do them
9. Maturity: behaves sensibly, responsibly, and respectfully
10. Loyalty: supports JROTC activities, events, functions; follows through on commitments
11. Proven leadership abilities and potential for leadership growth.
12. Passed all JROTC projects and presentations
13. Promotion board interview: exceptional results
14. Positive feedback from teachers, counselors, and/or assistant principals
15. Other items as determined by the cadet wing commander

d. Cadets must also be available to participate, able to perform, and sincerely want the position and the responsibility it entails.

e. Normally all staff office ranks will be filled by third and fourth year cadets when enough eligible cadets are available; exceptions occur in the flight commander positions for the first and second year flights.

f. All cadets eligible for promotion to the grade of sergeant, staff sergeant, and technical sergeant will meet a promotion board before they are promoted to these grades. Selection of cadets to the grade of cadet master sergeant or higher is done by the SASI/ASI. The wing, group, squadron, and flight commanders may recommend these cadets. The SASI/ASI will approve cadets for promotion to cadet airman and cadet airman first class with flight commander recommendations.

g. Cadets new to AFJROTC who demonstrated extraordinary leadership and academic talents during the first semester may be appointed to cadet leadership positions via wing commander recommendation and SASI approval during the second semester. Veteran cadets who did not complete a summer leadership school or drill leadership school are not eligible for this promotion consideration.

h. The promotion board will be composed of ranking officers, master sergeants, and technical sergeants if needed. Each board member will complete a promotion score sheet on each cadet meeting the board. The mission support group will develop a promotion board score sheet, using as a minimum, the criteria listed in 27c above, with the approval of the cadet wing commander.

i. Before each scheduled promotion board, the squadron and group commanders will review the cadets’ records and evaluations before recommending the cadet to the promotion board.
28. CADET FEEDBACK:
Feedback is crucial to cadet development and training. Cadet leaders are responsible for the development and training of cadets in their charge.
a. Cadet leaders in supervisory positions are to continuously coach, train, and provide feedback to their subordinate cadets. **Cadet leaders who supervise other cadets are to develop and provide cadet evaluations every nine weeks, with the first evaluation due by the first Friday in October and every nine weeks thereafter.** After completing the evaluations, cadet supervisors are to discuss results with the subordinates they’ve evaluated. Signed forms should be sent through the cadet chain of command to the SASI and filed in the cadet’s permanent record.
b. Cadet leaders should complete counseling forms on cadets as needed. Cadet leaders should discuss the results with the subordinate being counseled and submit the signed form through the cadet chain of command to the SASI.

29. DEMOTIONS:
a. The SASI and ASI will make all cadet officer demotions.
b. All other cadets recommended for demotion by their cadet supervisors or commanders will appear before a cadet evaluation board. Cadets failing to appear before the board will be considered guilty of the charged offense, and will automatically be reduced in grade and possibly relieved of their position.
c. Some offenses will not be appropriate for consideration by the board. The SASI and ASI will handle serious offenses by convening an instructor cadet evaluation board. These boards may, or may not include the cadet wing commander. On occasion, the SASI may ask DHS teachers outside of JROTC to participate on the board.
d. Cadets may be removed from leadership positions, for “cause”, which includes, but is not limited to:
   - Failure to perform assigned leadership job/duty/responsibilities satisfactorily.
   - Failure to show and/or failure to complete assigned/volunteer duty more than once.
   - Failure to maintain passing JROTC grades.
   - Failure to maintain passing grades in at least six subjects.
   - Receiving an out-of-school suspension or expulsion from school. (Those receiving in-school suspensions must meet a cadet evaluation board for determination.)
   - Portraying conduct that is unbecoming or inappropriate for a cadet leader.
   - Displaying unacceptable attitude.
   - Insubordination (particularly to a JROTC leader or instructor, faculty member, or administrator)
   - Becoming a disciplinary problem in JROTC class/activities or any school class/activity.
   - Failing to attend more than two scheduled staff meetings.
   - Failing to wear the JROTC uniform more than once during the semester.
   - Failing to participate in such key corps activities as the military ball, dining-in, at least one parade, at least one Color Guard performance per semester, at least one JROTC afterschool concession stand duty, and failing to meet the school and community service requirements
   - Other issues as deemed appropriate by the instructor staff and/or as recommended by the cadet wing commander.

30. PERMANENT/TEMPORARY GRADES:
a. At the beginning of the first semester each year, by the third uniform inspection, cadets will be automatically promoted to the minimum permanent grades shown below unless they have already been assigned or awarded equal or higher grade/rank.

<table>
<thead>
<tr>
<th>JROTC Year</th>
<th>Cadet Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Cadet Airman Basic first semester, Cadet Airman second semester</td>
</tr>
<tr>
<td>II</td>
<td>Cadet Airman First Class</td>
</tr>
<tr>
<td>III</td>
<td>Cadet Senior Airman</td>
</tr>
<tr>
<td>IV</td>
<td>Cadet Staff Sergeant</td>
</tr>
</tbody>
</table>

b. Temporary grade or temporary rank will normally be assigned as authorized to fill a specific UMD position. **Since the grade/rank is temporary, you may not carry it from one semester/year to the next.** Temporary grades/ranks are assigned only when the job the cadet is filling requires a higher grade/rank than the permanent grade/rank. Officer rank and enlisted rank higher than Master Sergeant will normally be reserved for AS-III and AS-IV cadets. Example: if you served as flight commander last year and earned the flight commander temporary rank of cadet master sergeant as a JROTC II cadet, but you did not get a leadership position as a JROTC III cadet you would revert to your permanent JROTC III cadet rank of cadet senior airman. You would not still be a cadet master sergeant.
31. POLICY AND PROCEDURE RECOMMENDATIONS: Cadets may suggest new policies, procedures, actions or rules for the GA-20063 AFJROTC Cadet Wing. Cadets who wish to do so may submit them in writing through their flight commander, who will send it through the cadet chain. If approved, changes may not occur until the following school year.

32. CADET EVALUATION BOARD:

a. Cadet evaluation boards may be convened to determine failure to meet the standards of good conduct and deportment; select cadets for promotion and screen cadets for recommended promotion to permanent rank; and select cadets for outstanding accomplishments, leadership, and other achievements, as applicable. Membership of a Cadet Evaluation Board will be limited to the cadet wing vice commander, group & squadron commanders, and staff officers. The vice wing commander will act as the board president and the personnel officer will act as the board recorder. Minimum membership for the Cadet Evaluation Board will be five cadet officers. At least one, but no more than two, senior ranking cadet NCOs will be part of the Cadet Evaluation Board when cadet enlisted members meet the board for disciplinary issues. When cadets appeal board decisions, no more than two of the original board members may take part when boards are convened to address the appeal. Some appeals will be handled by the SASI and ASIs. At no time shall a cadet officer involved in the infraction as “victim”, bystander, or witness be a part of the board. If the cadet wing and vice commander are involved, the SASI will personally select the review board.

b. Evaluation Board reports will be submitted in the following manner:
   1. Date and time of meeting.
   2. Members present
   3. Purpose of the board.
   4. List of cadets who met the board, by flight.
   5. Recommendation/findings
   6. Signature of board president and recorder.

c. The findings and recommendations of cadet boards are always subject to approval of the SASI and will serve only as a basis for further action.

d. Members of the board will not discuss proceedings or recommendations until the cadet wing commander and SASI announce official results with the parties involved. Failure to comply may result in board member disciplinary action.

33. SALUTING:

a. Cadets in enlisted ranks will salute all adult officers and cadet officers when outdoors and in uniform. Cadet officers will salute all adult officers and senior cadet officers.

b. Cadets will render a salute when reporting formally to the SASI, ASI or to a cadet officer upon their initial approach to the formation.

c. Cadets in uniform, indoors or outdoors, will render a salute when performing flag detail.

d. National Anthem, to the Colors, or Pledge of Allegiance: Stand at attention when indoors, in uniform. Cadets not in uniform will stand at attention and hold their right hand over their heart.

e. A cadet in charge of uniform formation will render a salute to the SASI, ASI, commissioned officers, and cadet officers upon their initial approach to the formation.

f. Cadets will salute when reporting in to visit the SASI when summoned, when meeting a cadet evaluation board, and other times as deemed appropriate per military protocol.

34. DUTY ASSIGNMENTS:

a. The cadet wing commander has overall responsibility for insuring the cadet corps duty assignments are carried out. The cadet vice wing commander and executive officer will be responsible for scheduling all events and activities. The cadet vice wing commander and executive officer will track events by monitoring the cadet corps master calendar and by discussing upcoming events and activities with the cadet group commanders and special projects officer weekly. The master calendar will be posted on the cadet information board and updated weekly, NLT than end of school on Friday or before first period Monday.

b. Practice sessions, briefings, and status report meetings will all be scheduled and noted on the cadet master calendar. The most senior and/or experienced cadet will be placed in charge of the activity. A second in command will be designated. The second in command will record attendance and be ready to take charge or provide assistance to the cadet in charge as required.
35. **FLAG DETAIL PROCEDURES:** Flag detail is performed before school, before 8am, and during seventh period. The morning detail will be handled by the special duty officer or special duty officer NCO, with volunteers who have been trained. All cadets in the seventh period class will be required to perform flag detail to lower the flag. Furthermore, cadets in leadership positions and those selected for advanced rank will be required to perform flag details in the mornings. All details will consist of a minimum of three cadets and maximum of four cadets. The flag detail officer is required to maintain a roster of those who participate. The roster will be stored in the cadet office.

36. **FIELD TRIPS:**
a. Curriculum-in-action field trips will include visits to military installations, colleges and college ROTC units, aerospace museums, and aerospace industries. Field trips will also include opportunities for cadets to march in parades, participate in drill meets, perform Color Guard duty, visit college Air Force ROTC units, etc. In each case, parents must complete JROTC and Henry County School Board field trip permission forms and forward them to the AFJROTC department.

Note: Field trips are a privilege, not a right. Students who present disciplinary challenges in AFJROTC or for other teachers, those who have excessive absences and/or tardies, those who miss/fail uniform inspections within 30 calendar days of a trip and fail to maintain at least an 85 average in the inspection category (to include grooming inspections and uniform inspections), those who fail to dress for PT in the Air Force issued athletic attire within 30 calendar days of the trip and fail to maintain at least an 85 average in the PT category, those who are failing AFJROTC, and those who fail to serve JROTC detention may be denied the privilege of taking part in the trip. Refunds cannot be issued to students who are unable to attend after JROTC has committed to the vendors.

b. Cadets who do not support AFJROTC activities will generally receive the least amount of consideration for field trips when other cadets participate more and meet all other requirements. Any exceptions must be a unanimous decision by all AFJROTC instructors.

c. In order to ensure AFJROTC cadets receive any required medical care for emergencies that might occur while cadets are participating in AFJROTC sponsored field trips, a temporary medical power of attorney must be on file with the instructors for each participating cadet. If consent forms are not completed, cadets may be denied the privilege of taking part in field trips. Other forms will be sent home for completion to make cadets eligible for trips. Cadets may also be required to coordinate with and receive teacher approval (via a provided form) before final approval is granted. This requirement helps ensure students are acting responsibly from both a behavior and academic standpoint in other classes. **Failure to return the required forms by the designated deadline will make the students ineligible to take part in the field trip, as well as disapproval of one just one teacher when teachers are asked to complete the forms.**

d. Cadets absent from school the day of a field trip/event are ineligible to take part. Cadets on suspension (ISS or OSS) any day of the trip/event are ineligible to take part. **Note: JROTC will not be liable for deposits or actual payments lost when students are unable to take part in trips/events for which they have paid, and become ineligible for, or have to cancel participation for, after JROTC has made irreversible commitments with vendors/contractors.**

37. **SUMMER TRAINING:** GA-20063 AFJROTC will provide participation for cadets in a summer cadet officer leadership camp, a drill leadership camp, and a new cadet orientation camp (when feasible). Attendance will be voluntary and based on merit. The SASI and ASI will select cadets attending leadership schools. Announcements of summer activities will be made throughout the spring semester. A required week of evaluation/preparation will be conducted in the March-April block, and announced in advance. Each cadet interested in a specific leadership school must attend each day, as indicated in camp information letters. Completion and eligibility requirements for each camp will be explained in the letters. The camps are typically held in June.

38. **CADET ACTIVITIES;**
Cadet participation in AFJROTC extracurricular activities will be limited to those cadets who display a positive attitude and maintain the highest cadet standards. Members will be expected to attend all regular practice sessions. Participation is limited/restricted to cadets actively/actually enrolled in the JROTC program and on the team.

a. Cadets who are absent from school, serving ISS, or suspended the day of a practice, activity, or performance are not eligible/allowed to take part in them. Also, depending on the particulars of a suspension, cadets may be removed from the team for a length of time as determined by the SASI/ASI. School rules apply.
b. Cadets who continuously bicker, argue, and/or impact the quality of practice will be suspended from the team. Cadets who are suspended a second time for these infractions will be removed from the team on the third infraction.
c. Cadets who continuously miss practice or who are late/leave early without a teacher/administrator note will be suspended from the team/activity at the discretion of the SASI/ASI.
d. Cadets who are failing AFJROTC will be suspended from the team/activity until their AFJROTC grades improve.
e. Cadets participating in AFJROTC extracurricular activities should turn in a copy of their progress reports to the SASI/ASI each time they receive one. Cadets who are failing two or more classes at the progress report point will be suspended from the team/activity until the respective teacher verifies the cadet is no longer failing.
f. Cadets who present disciplinary problems for other teachers or programs will be suspended from the AFJROTC activity/team until the behavior is modified.
g. Cadet activity commanders/coaches may suggest a disciplinary board be held to handle problems cadets are causing. The SASI/ASI is the final approval authority on any recommendations made by the cadet commander/coaches and/or disciplinary boards. The cadet vice wing commander will handle the disciplinary boards, as specified in paragraph 32.
h. Cadets involved in activities that require the use of corps funding are required to assist with JROTC concession stands. Cadet leaders must work at least two concession stand duties first semester.
i. Service volunteers cannot take siblings, friends etc. to service events for any reason. Only JROTC cadets can attend/take part in the JROTC service events. Participants are to follow all JROTC service event participation rules designated in writing or verbally, and all the rules established by the host organization. Cadets are not to take anything away from the site they did not purchase or make any additions/revisions/markings to anything that is not so expressed by the overall host/coordinator in charge.

39. DRILL TEAM:
a. The GA-20063 drill team is a special group of cadets dedicated to perfecting their drill and ceremonies skill. The drill team competes in various meets against Air Force and other service drill teams. The team will compete in several regular competitions and major competitions, to include regional, state, and the Air Force nationals. Competition in the Daytona High School National Championship will be considered as an option when/if the teams place first place overall in state or Air Force national competitions.
b. The drill team will include a “varsity” and a “JV” team, and fall under the competitive and performance team squadron, which falls under the operations group. This squadron also includes the Color Guard and Saber Team. The Color Guard will include a performance segment and a competitive segment.
c. The drill team itself will have three competitive segments: regulation, armed, and exhibition (in both categories). The team competes in each segment during drill competitions. The team will not compete in the armed category if it does not have a competitive unarmed team. Membership on the one team is not restrictive to that team or exclusive of the other.
d. Funding of drill team competitions (entry fees, transportation, lodging, food, etc.) is self-reliant and independent of corps funding. Funding is handled via “drill team” fundraising activities and drill team member augmentation.

40. ELITE HONOR GUARD: The Elite Honor Guard is a group of cadets who have proven their expertise on the armed exhibition drill team. The Elite Honor Guard will perform at special school and community events and may opt to wear “special” uniforms at their own expense (and approve by the SASI).

41. COLOR GUARD
a. Color Guards present the US flag and the state or Air Force flag at the beginning of various events. The Color Guard will perform at home athletic events, school programs, parades, and any other events approved by the principal and the SASI.
b. All cadets are encouraged to try out for the Color Guard. Color Guard practice will be scheduled by the commander prior to events, in coordination with the ASI in charge of the Color Guard.
c. The Color Guard will consist of a minimum of two flag bearers and two guards. The ranking cadet will carry the U.S. Flag and will give all commands.
d. Cadets selected for Color Guard duties will always be well groomed, have neat haircuts, shined shoes, and conduct beyond reproach. Cadets selected for Color Guard must attend all scheduled practices.
e. The SASI and ASI have the final approval for selection of cadets and make-up of the Color Guard.
f. All cadet leaders must perform on at least two Color Guard activities each semester.

42. SABER TEAM: The GA-20063 Saber Team is an honor team that performs at special school and community ceremonies that require a formal atmosphere distinguished with the use of saber routines.
43. **KITTY HAWK HONOR SOCIETY:** Kitty Hawk Honor Society is an academic honor society within JROTC and the GA-20063. Its purpose is to promote high academic standards, school and community service, self-confidence, and initiative. Kitty Hawk also develops leadership abilities, recognizes academic excellence, and further members’ knowledge of the Air Force role in aerospace. Cadets must maintain at least an 80 average in JROTC and at least an overall school average of 80. Active members are eligible to earn a Kitty Hawk Air Society Badge. All cadet leaders are automatically a member of the Society (unless otherwise disqualified) and must actively participate in the organization’s activities.

44. **MODEL ROCKET CLUB:** The GA-20063 model rocket club designs, builds, and flies small rockets made of lightweight material and use solid propellant engines. Eligible students may enter their rockets in various rocket meets. Students who meet the criteria prescribed by the model rocket coach will be eligible to earn a model rocketry badge. The team must include at least ten active participants. Participants must complete the five model rocket operations/launches as listed in the model rocket handbook to earn the model rocket badge. The model rocket team instructor supervisor must be present to validate the launches and must review & approve final rocket construction.

45. **AWARENESS PRESENTATION TEAM:** The Awareness Presentation Team (APT) develops and presents character education skits/plays for middle and elementary school students. Presentations are coordinated with the middle and elementary school administration and participation is approval by the DHS principal. APT team members must be available for practice during non-school hours. Participants receive an APT ribbon/badge after completing three performances.

46. OPEN for future use.

47. **RECRUITING TEAM:** The recruiting team conducts visits to the middle school and participates in various events at DHS designed to recruit 8th graders and current DHS students into the AFJROTC program. Recruiting takes place throughout the school year, but is most active in the spring during 8th grade orientation events and DHS schedule selections, and in the fall during new student registration and schedule selection events. Cadets who participate in three recruiting events earn a recruiting ribbon. Recruiting team members must be present an impeccable appearance in uniform and be very articulate about AFJROTC activities.

48. **PHYSICAL FITNESS CLUB:** The physical fitness club sponsors activities to enhance cadets’ general state of physical fitness. Physical fitness activities may include, but are not limited to, walking, jogging, running, push-ups, crunches, etc. Participation is open to all cadets. Participating cadets must have the HQ AFJROTC screening form and a waiver letter on file. An Air Force “physical fitness test” will be conducted at least once per semester. The test will consist of activities in the Air Force ROTC scholarship, Air Force Academy, President’s Council on Fitness requirements, or HQ AFJROTC’s wellness program. Those who “pass” the test will be eligible to earn a PFT ribbon. The physical fitness club must maintain at least 12 members to be viable.

49. **AWARDS AND DECORATIONS:**
   a. Many distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific displays of valor. AFJROTC awards and national awards are authorized by AFJROTCI 30-2001, and are presented to cadets selected by the Air Force Junior ROTC instructors and approved by the principal. A list of awards and their requirements are attached to this handbook. Awards will be presented at appropriate ceremonies and families and friends are welcome to attend.
   b. Organizations that sponsor national awards establish the selection criteria for their respective awards. The instructors determine which cadets meet the basic criteria for each award, then evaluate the cadets’ leadership ability, corps performance/participation, and discipline record to choose a final selectee. In most cases, only one cadet is selected for each national award. When more than one of the awards is available, the SASI will determine whether or not to present just one award or more than one such award.
   c. Headquarters Air Force Junior ROTC establishes the criteria for the award of Air Force Junior ROTC ribbons via AFOATSI 36-2001. The Air Force Junior ROTC instructors determine which cadets meet the criteria for the ribbons and awards them based upon the criteria.
   d. Air Force Junior ROTC cadets are authorized to wear ribbons earned while enrolled in other services’ JROTC programs. Group the ribbons according to service, with the order of precedence determined by the regulations of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service ribbons or awards. Other service’s ribbons are grouped by service in the following order: Army, Navy, Marine Corps, and Coast Guard.
50. GOAL SETTING:
a. The cadet key staff/leadership team is responsible for involving the corps to set corps goals for the academic year (August – July) each year, by the deadline provided by the SASI. The goals should be measurable and should cover the following areas: recruiting, retention, school service, community service, fitness, unit activities (i.e., field trips and summer leadership school), unit budget, graduation, attendance, tardiness, suspensions (in- and out-of school), discipline, and expulsions.
b. The goals should follow the SMART format:
   1. Specific
   2. Measurable
   3. Achievable
   4. Realistic
   5. Time-bound
c. Additionally, the cadet key staff is responsible for developing and implementing strategies to help ensure the goals are achieved. The cadet key staff will also track the status of the strategies, revising them as needed, and the status of the goal. Reports for strategy implementation status and goal status will be made to the SASI every two weeks after the goals and strategies have been finalized and submitted to the SASI.

POST HIGH SCHOOL OPPORTUNITIES & AIR FORCE JROTC PROGRAM COMPLETION
Certificates: students who successfully complete two academic years of AFJROTC will earn certificates of training; students who successfully complete three academic years of AFJROTC will earn certificates of completion.

Advanced Enlistment: students who plan to join the military immediately after high school may earn advanced enlistment rank and increased pay by successfully completing at least two years of Air Force JROTC.

Air Force ROTC College Scholarship and Academic Credit: students who plan to attend and subsequently enter the Air Force may apply for Air Force ROTC college scholarships that can pay tuition, book fees, and lab costs, plus provide the students a monthly stipend. Students who accept the scholarship are obligated to serve in the Air Force for a designated amount of time, depending on the chosen career profession. Furthermore, students who complete at least two years of JROTC may be eligible for college ROTC credit when enrolling in the college ROTC program.

Air Force & Other Services’ Academy Nominations: JROTC “honor” students who wish to attend the Air Force Academy or other Service academies may be able to compete for one of HQ AFJROTC’s Service Academy nominations when this unit earns the Distinguished Unit Award.
GA-20063rd Cadet Wing Chain of Command

Wing Commander
Executive Officer
Quality Assessment Officer
Quality Assessment Assistant
Command Chief Master Sergeant
Vice Commander
Special Projects Officer
Special Assistant to Instructors (2)

Operations Group
Commander
Deputy Commander
Superintendent

Training Group
Commander
Deputy Commander

Mission Support Group
Commander

Competitive & Performance Squadron
Drill Team
Varsity Drill Team
JV Drill Team
Color Guard
Saber Team
Teams’ Resources Manager
Squadron 1
Alpha Flt
Bravo Flt
Charlie Flt
Delta Flt
Echo Flt
Squadron 2
Foxtrot Flt
Hotel Flt
Juliette Flt
Lima Flt
Mike Flt

Resources Squadron
Uniform Management
Supply Management
Equipment Management
Budget

Services and Clubs Squadron
Community Services
School Services
Corps Clubs
Model Rocket Club
Physical Fitness Team
Kitty Hawk Honor Society
Awareness Presentation Team
Golf Flt
India Flt
Kilo Flt
(Veterans)

Readiness Squadron
Public Affairs
Information Management
Personnel
Flag Detail
Recruiting
Technology
Wellness
Facilities

Key staff = wing commander & vice, executive officer, command chief master sergeant, quality assessment officer, special projects officer, operations group commander, training group commander, and mission support group commander

Leadership team = all the key staff positions listed above, plus all the squadron commanders, and the training group superintendent
The GA-20063 AFJROTC Cadet Group Unit Manning Document outlines the authorized positions, maximum grades, and the number of cadets authorized to hold those positions. The maximum grades are utilized at the SASI’s discretion -- positions may be staffed at lower ranks. This rank is temporary and based on the position. It only applies when the cadet is holding the referenced position, and it states the highest the rank can be. It does not indicate that the referenced rank is the rank the cadet holding the position will necessarily get.

a. Authorized officer grades:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Maximum Grade</th>
<th>Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Colonel</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Lieutenant Colonel</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Major</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Captain</td>
<td>*</td>
<td>1</td>
</tr>
<tr>
<td>Cadet First Lieutenant</td>
<td>*</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Second Lieutenant</td>
<td>*</td>
<td>1</td>
</tr>
</tbody>
</table>

b. Authorized enlisted grades:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Maximum Grade</th>
<th>Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Chief Master Sergeant</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Senior Master Sergeant</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Master Sergeant</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Technical Sergeant</td>
<td>24</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Staff Sergeant</td>
<td>*</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Senior Airman</td>
<td>*</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Airman First Class</td>
<td>*</td>
<td>1</td>
</tr>
<tr>
<td>Cadet Airman</td>
<td>*</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: * indicates authorization level driven by total unit strength (enrollment).

<table>
<thead>
<tr>
<th>Function</th>
<th>Position Title</th>
<th>Maximum Grade</th>
<th>Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command</td>
<td>Wing Commander</td>
<td>Cadet Colonel</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Vice Wing Commander</td>
<td>Cadet Colonel</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Special Assistant to the SASI/ASIs</td>
<td>Cadet Colonel</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Executive Officer</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Quality Assessment Officer</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Quality Assessment Officer Assistant</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Special Projects Officer</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Special Projects Officer Assistant</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Special Projects Officer NCO</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Command Chief Master Sergeant</td>
<td>Cadet Chief Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td>Group</td>
<td>Operations Group Commander</td>
<td>Cadet Lieutenant Colonel</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Operations Group Deputy Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Training Group Commander</td>
<td>Cadet Lieutenant Colonel</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Training Group Deputy Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Training Group Superintendent</td>
<td>Cadet Chief Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Mission Support Group Commander</td>
<td>Cadet Lieutenant Colonel</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Mission Support Group Deputy Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td>Competitive and Performance</td>
<td>Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td>Teams Squadron</td>
<td>Varsity Drill Team Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Varsity Armed Drill Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Varsity Unarmed Drill Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>JV Drill Team Commander</td>
<td>Cadet First Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>JV Armed Drill Commander</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>JV Unarmed Drill Commander</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Color Guard Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>NCOIC Color Guard</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td>Role</td>
<td>Rank</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Saber Team Commander</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Teams’ Resource Manager</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Teams’ Resource NCO</td>
<td>Cadet Master Sergeant</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Services &amp; Clubs Squadron</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commander</td>
<td>Cadet Major</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Community Services Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>School Services Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Clubs Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Model Rocket Club Officer</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Model Rocket Club NCO</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kitty Hawk Honor Society Commander</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kitty Hawk Honor Society NCO</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Awareness Presentation Team Commander</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Awareness Presentation Team NCO</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Training Squadrons</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commander Squadron 1 (Veterans)</td>
<td>Cadet Major</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Commander Squadron 2 (1st-Year)</td>
<td>Cadet Major</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Superintendent Squadron 1</td>
<td>Cadet Chief Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Superintendent Squadron 2</td>
<td>Cadet Chief Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flight Commander Squadron 1</td>
<td>Cadet Captain</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Flight Commander Squadron 2</td>
<td>Cadet Captain</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Flight Sergeant</td>
<td>Cadet Master Sergeant</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Guidon Bearer</td>
<td>Cadet Staff Sergeant</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Element Leader</td>
<td>Cadet Staff Sergeant</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Assistant Element Leader</td>
<td>Cadet Senior Airman</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td><strong>Resources Squadron</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commander</td>
<td>Cadet Major</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Uniform Management Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Uniform Management NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Uniform Management Flight NCO</td>
<td>Cadet Staff Sergeant</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Supply Management Officer</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Supply Management NCO</td>
<td>Cadet Staff Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Equipment Management Officer</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Equipment Management NCO</td>
<td>Cadet Staff Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Budget Officer</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Budget NCO</td>
<td>Cadet Staff Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Readiness Squadron</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commander</td>
<td>Cadet Major</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Technology Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Technology NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Public Affairs Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Public Affairs NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Photographer</td>
<td>Cadet Staff Sergeant</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Specialist</td>
<td>Cadet Senior Airman</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Recruiting Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Recruiting NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Personnel Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Personnel NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Specialist</td>
<td>Cadet Senior Airman</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Information Management Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Information Management NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Specialist</td>
<td>Cadet Senior Airman</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Wellness (Physical Fitness) Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Physical Fitness NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Specialist</td>
<td>Cadet Senior Airman</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Flag Detail Officer</td>
<td>Cadet Captain</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flag Detail NCO</td>
<td>Cadet Master Sergeant</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Facilities Officer</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Facilities NCO</td>
<td>Cadet Staff Sergeant</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
GEORGIA 20063rd AFJROTC CADET WING
JOB DESCRIPTIONS

Cadet Wing Commander (GA-20063/CC) -- is responsible for:
1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, recruiting and retention, and conduct of the Wing.
2. Planning and coordinating all Wing activities, facilities, and resources.
3. Ensuring all members of the cadet Wing have the opportunity to develop leadership commensurate with their individual abilities.
4. Coordinating with the SASI and ASI as required to accomplish the mission of the cadet Wing and integrating the support of the cadet special assistants to the JROTC instructor staff.
5. Ensuring the cadet Wing key staff (Vice commander, quality assurance officer, and Group commanders) develop and implement goals for their functional areas.
6. Developing and implementing overall cadet Wing goals and synthesizing those of the key staff.
7. Ensuring cadet complaints are investigated and viable suggestions are implemented.
8. Ensuring each key staff member develops and implements an operations plan/checklist for each functional activity.
9. Conducting staff meetings with the entire Wing staff at least twice monthly.
10. Scheduling key staff meetings with the SASI bi-weekly.
11. Maintaining an awareness of everything that’s going on in the cadet Wing and taking the appropriate actions to make sure the Wing continues to meet its mission.
12. Performing other duties as assigned by the SASI.

Cadet Wing Vice Commander (Ga-20063/CV) -- is responsible for:
1. Command of the Wing during absence of the Wing commander.
2. Remaining aware of everything the Wing commander is working so that commanding the Wing during his/her absence does not present a problem.
3. Supervising the Wing staff.
4. Administration of Wing headquarters – the cadet area, including orderliness and usage by authorized cadets.
5. Ensuring all cadet Wing activities are conducted in accordance with current Air Force and school regulations, directives, instructions, policies and procedures.
6. Developing and updating master monthly Wing activity calendars and master weekly operations calendars, in supervision of the executive officer, posting on the cadet board & distributing to the SASI & GA-20063/CC.
7. Overseeing the scheduling and tracking of all corps activities and duty assignments.
8. Chairing all Cadet Evaluation Boards (promotion, demotion, disciplinary, etc.).
9. Supervising and assisting the executive officer, special projects officer, quality assessment officer, and commander chief master sergeant in all assigned duties.
10. Making sure Group commanders are conducting meetings as needed and leading/managing their staffs in the direction needed to accomplish unit goals.
11. Briefing the status of all areas at cadet meetings and key staff meetings.
12. Performing other duties as assigned by the GA-20063/CC.

Cadet Executive Officer (GA-20063/CCE) -- is responsible for:
1. Assisting the Wing commander and Vice Wing commander as needed.
2. Serving as gatekeeper at key staff meetings (ensuring meetings are set up by Group; keeping roll and listing those who miss meetings; tracking absences and tardies; ensuring the MSG publishes minutes; etc.)
3. Ensuring Group staff meetings take place and keeping track of attendance at meetings.
4. Ensuring all meeting schedules are posted and lists are kept current.
5. Working with the Vice Wing commander and operations Group commander to publish a weekly operations order (listing meetings, practices, service, and Color Guard operations).
6. Establish a key leader uniform patrol roster, in coordination with the QA, and keep track of those who meet/fail to meet obligations.
7. Develop and maintain a master calendar of cadet events and post them on the cadet board, in coordination with the Vice Wing commander.
8. Work with MSG to develop and post the cadet chain of command board, with pictures.
9. Review Group reports and summarize for the Wing and Vice Wing commander.
10. Performing other duties as assigned by the GA-20063/CC.
**Cadet Quality Assessment Officer** (GA-20063/QA) – is responsible for:
1. Facilitating the development, tracking, and measurement of the overall cadet Wing goals (in coordination with the cadet Wing commander, Vice commander, and Group commanders).
2. Working with the Wing key staff to develop a cadet Wing overview briefing.
3. Assisting each position listed on the cadet Wing organization chart in development and implementation of an operations plan/checklist for mission accomplishment.
4. Serving as central point for cadet complaints and suggestions and developing a workable method to do so.
5. Coordinating the resolution of cadet complaints and suggestions with the cadet Wing commander/Vice commander/senior enlisted advisor and SASI/ASI.
6. Reviewing the cadet staff, Group, and flight operations and activities to insure compliance with pertinent regulations and directives. Ensuring each functional area develops and maintains operations instructions for key responsibilities.
7. Developing and managing a uniform patrol program to help facilitate the professional and correct wear of the uniform each Tuesday.
8. Performing other duties as assigned by the GA-20063/CC, GA-20063/CV, and SASI/ASI.

**Cadet Special Projects Officer** (GA-20063/SPO) -- is responsible for:
1. Working with the cadet executive officer and coordinating with the Wing vice commander and Group commanders developing and updating master weekly and monthly Wing activity calendars, posting one in the cadet area and distributing one each to the SASI, ASI, and GA-20063/CC.
2. Overseeing the planning, coordinating, and execution of all Wing special activities, to include co-curricular and curriculum-in-action activities such as corps calls, the military ball, the dining-in, the spring picnic, etc.
3. Working with the cadet Wing commander & vice, and SASI/ASI to handle all needed arrangements for field trips and special events.
4. Performing all duties as assigned by the GA-20063/CC and SASI/ASI.

**Cadet Special Assistant to the JROTC Instructor Staff** (GA-20063/SA) – is responsible for:
1. Working with the cadet Wing commander and vice commander to meet the needs of the corps.
2. Providing assistance to the JROTC instructor staff as directed.
3. Completing assigned corps tasks and projects, as requested by the cadet wing commander/vice commander, and as directed by the SASI.
4. Performing all duties as assigned by the SASI/ASI.

**Cadet Command Chief Master Sergeant** (GA-20063/CMS) – is responsible for:
1. Monitoring, developing and maintaining the motivation, appearance, discipline, efficiency, training, recruiting, retention, and conduct on behalf of the Wing’s cadet enlisted members.
2. Serving as liaison for the Wing enlisted members, advising the cadet Wing and Group commanders regarding the motivation, appearance, discipline, efficiency, training, recruiting, retention, and conduct of the Wing’s cadet enlisted members.
3. Coordinating with and providing direction to the Training group superintendent in the development and management of the corps big brother/sister program, and corps birthday program.
4. Serving as a coach, counselor, mentor, leader for all cadet enlisted members.
5. Performing other duties as assigned by the GA-20063/CC.

**Cadet Operations Group Commander** (OG/CC) -- is responsible for:
1. Overseeing, training, and supervising the special duties and responsibilities of the Competitive & Performance Teams Squadron and the Services and Clubs Squadron.
2. Developing master operations plans/calendars for the Group and ensuring activity requirements are met.
3. Ensuring all cadet Wing operations functions and activities are conducted in accordance with current regulations, directives, policies, and procedures.
4. Developing and administering safety programs and briefings for all Wing operations.
5. Conducting staff meetings as needed with all functional areas present.
6. Briefing the status of all Group functions and projects during cadet and key staff meetings.
7. Performing other duties as assigned by the GA-20063/CC.
**Cadet Operations Group Deputy Commander** (OG/CD) -- is responsible for:
Assisting the Operations Group commander achieve all the responsibilities above.

**Cadet Training Group Commander** (TG/CC) -- is responsible for:
1. Ensuring that the Training squadrons develop and maintain the motivation, appearance, discipline, efficiency, training, and conduct of the flights.
2. Planning and coordinating activities within the flights to promote first year students’ smooth assimilation into the corps.
3. Overseeing the development of the big brother/big sister program and corps birthday program by the Training superintendent in conjunction with the commander chief master sergeant, ensuring responsible veteran cadets are assigned to mentor new cadets, and an active, continuing contact plan is put into action. Assignments should be complete before the first corps call so big brothers/sisters can meet their mentees.
4. Working with the squadron commanders to ensure flight commanders and individual flight members to are gaining good, solid basic training like drill, customs and courtesies, etc.
5. Directing and guiding squadron commanders to ensure flight members are assigned to duty in other Wing functions as needed and appropriate duty rosters are maintained.
6. Ensuring the top cadets within the squadrons are recommended for awards and recognition.
7. Ensuring squadron commanders are properly managing the flight commander functions so that flight commanders are performing the following duties: check mail daily in the cadet corps area, check the classroom bulletin board for information (new and old) that needs to be announced to the flight, announce all relevant information to the flight each day, train the flight sergeant and element leaders to do the same duties in the event flight commander is absent, keep daily track of the people in the flight not coming to class prepared, help advertise and encourage flight members to participate, etc.
8. Performing other duties as assigned by the GA–20063/CC.

**Cadet Training Deputy Group Commander** (TG/CD) -- is responsible for:

**Cadet Training Group Superintendent** (TGS) – is responsible for:
1. Assisting the Training Group commander with the motivation, uniform appearance standards, discipline, and training of first year cadets.
2. Serving as a primary advocate for the JROTC I cadets, in their assimilation into the corps.
3. Working with the command chief master sergeant to develop and manage the Wing big brother/big sister program and corps birthday program, ensuring responsible veteran cadets are assigned to mentor new cadets, and an active, continuing contact plan is put into action. Assignments should be complete before the first corps call so big brothers/sisters can meet their mentees. The birthday program should begin by the end of August and run through May.
4. Serving as a mentor, coach, leader, counselor for all cadets.
5. Performing other duties as assigned by the training Group commander and key staff.

**Cadet Mission Support Group Commander** (MSG/CC) -- is responsible for:
1. Ensuring adequate controls are established for proper accounting of all corps fundraising monies collected.
2. Ensuring establishment and proper maintenance of administrative and personnel programs and files.
3. Ensuring the technology officer establishes and practices procedures to secure and maintain availability and efficient operation of cadet and unit technology equipment.
4. Ensuring an effective and efficient cadet resources program, to include coordinating with Group commanders and Wing commander to determine a unit budget and means to raise monies to sustain that budget, and ensuring a system in developed and maintained to execute all the required functions of the unit finance management officer.
5. Overseeing the planning, coordinating, and execution of all Wing recruiting and public affairs activities.
6. Ensuring the physical fitness officer provides an acceptable physical fitness schedule of activities to the ASI so that the unit PT program meets HQ AFJROTC requirements and keeps the cadets motivated about PT.
7. Conducting staff meetings as needed with squadron commanders and all functional areas present. Brief the status of all areas and projects during cadet and key staff meetings.
8. Performing other duties as assigned by the GA–20063/CC.
Cadet Mission Support Deputy Group Commander (MSG/CC) -- is responsible for:
Assisting the Mission Support Group commander achieve all the responsibilities above

Cadet Competitive and Performance Team Squadron Commander (CAPTS/CC) – is responsible for:
1. Developing and maintain the motivation, appearance, discipline, efficiency, training, and conduct of the varsity and JV drill teams, Color Guard, and Saber Team.
2. Assisting the ASI in the planning and coordination of all competitive and performance team practices and events.
3. Ensuring the commanders issue, maintain, clean, account for and store all equipment and weapons as required by Air Force and unit directives and policies.
4. Developing and executing a list of safety rules and drill equipment logistics rules.
5. Ensuring the respective commanders plan for each upcoming event and have the necessary equipment ready in advance of the event and specify details regarding the required uniform for the event.
6. Performing other duties as assigned by the OG/CC.

Cadet Services and Clubs Squadron Commander (SCS/CC) – is responsible for:
1. Supervising the duties and responsibilities of the community services, school services, and corps clubs officers.
2. Ensuring the community services officer develops, manages, and maintains a community service program that will help the unit achieve its community service goals and fulfills the job description responsibilities.
3. Ensuring the school services officer develops, manages, and maintains a school program that will help the unit achieve its school service goals and fulfills the job description responsibilities.
4. Ensuring the corps clubs officer coordinates with/guides each of the corps’ clubs and organizations to develop, manage, and maintain viable clubs and organizations and fulfills the job descriptions’ responsibilities.
5. Performing other duties as assigned by the OG/CC.

Cadet Squadron Commander for Veteran Flights (TS1/CC) – is responsible for:
1. Assisting the Training Group commander with the planning and execution of activities that promote motivation for veteran year cadets. Serve as coach, counselor, mentor, and leader to meet this expectation.
2. Working with the Readiness Squadron commander to ensure all veteran cadets have been issued the permanent rank earned by the third uniform inspection.
3. Working with the Readiness Squadron and Resources Squadron commanders to ensure cadet records and ribbons are up to date and accurate for all veteran cadets, by the third uniform inspection.
4. Tracking the efforts of veteran cadets who were assigned “Big brother/sister” roles to make sure they are fulfilling the requirements of those roles.
5. Developing, managing, and reviewing the flight commander notebook to monitor veteran cadets’ actions, progress, challenges and the like; providing weekly briefings to the Training Group commander and taking the appropriate action when issues are discovered.
6. Performing other duties as assigned by the training Group commander and key staff.

Cadet Squadron Commander for First-Year Flights (TS2/CC) – is responsible for:
1. Assisting the Training Group commander with the planning and execution of activities that promote motivation and retention of first-year cadets. Serve as coach, counselor, mentor, and leader to meet this expectation.
2. Working through the Resources and Readiness Squadrons to ensure all first-year cadets who have earned early permanent rank promotions are issued the rank as indicated via this handbook.
3. Working with the Readiness Squadron commander to ensure cadet records are up to date and accurate for all first year cadets.
4. Working with the Training Squadron 1 commander to communicate the need for veteran cadets who were assigned “Big brother/sister” roles to assist with the motivation of the first year cadets by executing their responsibilities as “big brother/sister”.
5. Performing other duties as assigned by the Training Group commander and key staff.
**Cadet Resources Squadron Commander** (ResS/CC) -- is responsible for:

1. Supervising the uniform management officer, supply officer, equipment manager, and budget officer in the conduct of their duties and responsibilities.
2. Ensuring all the uniform management officer works with the training squadron commander in keeping cadet rank and ribbons up to date. Track the uniform management team’s work hours in assisting the instructor uniform management ASI during uniform issue & turn in, and throughout the school year. Ensure that the uniform management officer works with the competitive and performance teams’ resource officer in the management of the teams’ needs for performance and ensure the uniform inventory is not compromised. Ensure that the uniform management officer coordinates with the uniform management ASI and issues non-accountable uniform items and collects any fees due each week. Require that UMO maintains the cleanliness and orderliness of the uniform storage area, under the supervision of the ASI.
3. Ensuring the supply officer works with the supply ASI to keep current and up to date records of unit supply inventories, handles cadet staff requests for supplies, stocks the unit supply area as supplies come in, and maintains the neatness and orderliness of the supply area.
4. Ensuring the equipment management officer works with equipment ASI to keep current and up to date records of all unit equipment, determine the current working status of all equipment and report to the equipment ASI when equipment is not in good working order, work with the technology officer in keeping the cadet laptop computers in good working order, and fulfill all other tasks needed to properly maintain the unit equipment.
5. Ensuring that the budget officer coordinates with the Group commanders and the Wing & Vice commanders to determine a unit budget and ensuring a system is developed to keep track of unit fund balances, requests, and approval systems; coordinate with the SASI/ASI to assist with counting fund after fundraising events; and maintain a current and accurate unit budget spreadsheet.
6. Performing other duties as assigned by the MSG/CC.

**Cadet Readiness Squadron Commander** (RedS/CC) – is responsible for:

1. Supervising the public affairs, recruiting, information management, technology, personnel, wellness, flag detail, and facilities officers in the conduct of their duties and responsibilities.
2. Ensures that the public affairs officer prepares, publishes, and distributes a bi-weekly cadet newsletter; prepares, publishes and distributes a Wing yearbook; and provides all Wing photographic support.
3. Ensures that the recruiting officer plans, organizes, coordinates, staffs, and directs Wing recruiting activities via direction of the GA-20063/CC and SASI; informally surveys cadet corps members to determine effective retention programs and provides appropriate recommendations to the Wing commander and SASI; coordinates with the training squadron commanders, training superintendent, and command chief master sergeant to determine retention plans for recommendation.
4. Ensures the personnel officer updates and maintains cadet personnel records in the HQ “Wings” system; maintains and publishes the Wing organizational chart and unit manning document; publishes a cadet directory; publishes cadet orders for promotions, awards, demotions, corps activities, etc.; files all documentation in cadet records; provides the cadet uniform management officer and training squadron commanders current and update lists of cadet rank and ribbons to help ensure cadet rank and ribbons are always current.
5. Ensures that the technology officer keeps all cadet cyber systems up and running; maintains the cadet lap top computer system; serves as trouble shooter for corps technology software and hardware challenges in coordination with the cadet equipment officer and instructor equipment ASI; and managing the corps ASVAB and SAT/ACT computer study programs via the cadet lap tops.
6. Ensures that the information management officer writes and posts all Wing staff meeting minutes; maintains the Wing administrative files in accordance with policies and procedures established by the MSG/CC; and maintains the cadet bulletin boards & marquee and posts current and accurate Wing correspondence, leadership training, and special function notices.
7. Ensure the wellness (physical training) officer coordinates with the instructor wellness manager to develop a comprehensive cadet physical fitness program for use on Fridays; trains flight wellness specialists and ensures their capability to assist the instructor in executing the physical fitness program & tracks their actual assistance; coordinates the supervision of stretching exercises prior to any physical activity; and posts current health awareness information on the cadet bulletin board.
8. Ensures the flag detail officer has made sure the flags are posted between 8am and 8:15 each school morning and taken down NLT 15 minutes before the end of each school day; develops a weekly duty list of first period cadets by day, for each week and submit it to the Color Guard ASI by 8am each Monday; ensures the first period classes are properly trained to post, retrieve, and store the flags.
9. Ensures the facilities officer develops and execute a plan to keep the corps area clean and safe; determines a first period and 7th period duty roster to serve facilities duty (which entails tidying up the corps lobby, rifle range, and JROTC hallways; coordinates with the Wing executive officer on cadet meeting locations and dates/times to ensure the areas are set to the user’s specification and put back in place when the meetings are done; works with the teams commanders & clubs officers to ensure the classrooms used for regular practice and meetings are left in good order; maintains a cadet lost and found area in the lobby and ensures the lost and found bin is emptied each Friday into the main school lost and found bin.
10. Performing other duties as assigned by the MSG/CC.

Cadet Drill Team Commander (Varsity and JV) (DT/CC) -- is responsible for:
1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the drill performance team and the drill teams and Color Guard.
2. Assisting the ASI in the planning and coordination of all drill team practices and performances.
3. Ensuring special drill team uniform accessories are issued to drill team members only and collected and accounted for after each use via coordination with the teams’ resources manager.
4. Ensuring drill team members wear the uniform and its accessories properly and only when appropriate.
5. Ensuring all drill team members attend practices and participate in performances.
6. Ensuring the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
7. Developing and operationalizing a list of safety rules and drill equipment logistics rules.
8. Performing other duties as assigned by the CAPTS/CC.

Cadet Armed Drill Commander (AD/CC) -- is responsible for:
1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the team.
2. Assisting the CDT/CC in the planning and coordination of all drill team practices and parade and ceremony performances.
3. Issuing/retrieving and ensuring the safe usage of rifles for practice and competitions. Ensuring special armed drill team uniform accessories are issued to armed drill team members only and collected and accounted for after each use via coordination with the teams’ resources manager.
4. Ensuring all drill team members attend practices and participate in performances.
5. Ensuring the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
6. Performing other duties as assigned by the CAPTS/CC.

Cadet Unarmed Drill Commander (UAD/CC) -- is responsible for:
1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the team.
2. Assisting the CDT/CC in the planning and coordination of all drill team practices and parade and ceremony performances.
3. Ensuring all drill team members attend practices and participate in performances.
4. Ensuring the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
5. Ensuring special unarmed drill team uniform accessories are issued to unarmed drill team members only and collected and accounted for after each use via coordination with the teams’ resources manager.
6. Performing other duties as assigned by the CDT/CC CAPTS/CC.

Cadet Color Guard Commander (CG/CC) -- is responsible for:
1. Maintaining the appearance, discipline, efficiency, training, and conduct of the team
2. Assisting the CDT/CC in the planning and coordination of all Color Guard practices and parade and ceremony performances.
3. Ensuring special Color Guard uniform accessories are issued to Color Guard members only.
4. Ensuring Color Guard members wear the uniform and its accessories properly and only when appropriate. Ensuring special Color Guard uniform accessories are issued to Color Guard members only and collected and accounted for after each use via coordination with the teams’ resources manager.
5. Ensuring all Color Guard members attend practices and participate in functions as assigned.
6. Ensuring the Color Guard membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive Color Guard.
7. Assisting the CDT/CC to ensure cadets from the general cadet Wing population assigned to flag detail are properly trained to handle school flag raising and retreat duties.
8. Performing other duties as assigned by the CAPTS/CC and OG/CC.

Cadet Saber Team Commander (ST/CC) – is responsible for:
1. Developing & maintaining the motivation, appearance, discipline, efficiency, and training of the team.
2. Planning and coordinating all saber team practices and parade and special performances
3. Ensuring all saber team members attend practices and participate in performances.
4. Ensuring the saber team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and professional team.
5. Ensuring special saber team uniform accessories are issued to saber team members only and collected and accounted for after each use via coordination with the teams’ resources manager.
6. Performing other duties as assigned by the CAPTS/CC and OG/CC.

Cadet Teams’ Resource Manager (TRM) – is responsible for:
1. Working with the teams’ commanders to ensure each of the competitive and performance teams have the equipment needed for practice each day and proper special uniform items needed for competitions and performances.
2. Helping ensure the security, proper functioning, and storage of all teams’ equipment.
3. Coordinating with the Mission Support Group’s uniform management officer and uniform management ASI to check out and check back in any special items needed for the competitive and performance teams.
4. Developing a system approved by the uniform management ASI and Mission Support Group uniform management officer that will allow for proper check in and check out of items needed at the last minute by team members.
5. Ensuring that the uniform inventory and supply system is maintained, and team members are not going in arbitrarily taking items at will.
6. Coordinating with the teams’ commanders to ensure the armory is kept neat and clean.
7. Performing other duties as assigned by the CAPTS/CC and OG/CC.

Community Service Officer (CSO) – is responsible for
1. Developing a maintaining a list of volunteers for community service commitments.
2. Advertising and recruiting for scheduled community service events.
3. Coordinating with the SASI/ASI in charge of the event and recommending a “cadet-in-charge” for each event.
4. Verifying attendance for each event and submitting a list to the SASI/ASI responsible for the event the first school day following the event.
5. Coordinating with the cadet personnel officer to ensure the event is updated in the HQ JROTC “Wings” system at the end of each event, submitting all event details and the accurate actual participant list.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

School Service Officer (SCO) – is responsible for
1. Developing a maintaining a list of volunteers for school service commitments.
2. Advertising and recruiting for scheduled school service events.
3. Coordinating with the SASI/ASI in charge of the event and recommending a “cadet-in-charge” for each event.
4. Verifying attendance for each event and submitting a list to the SASI/ASI responsible for the event the first school day following the event.
5. Coordinating with the cadet personnel officer to ensure the event is updated in the HQ JROTC “Wings” system at the end of each event, submitting all event details and the accurate actual participant list.
6. Performing other duties as assigned by the SCS/CC and OG/CC.
Cadet Corps Services and Clubs Officer (CSCO) – is responsible for:
1. Supervising the duties and functions of the model rocket club officer, Kitty Hawk Honor Society commander, Awareness Presentation Team commander, and Physical Team officer, and follows all the other duties and responsibilities outlined in their job descriptions as explained in their specific areas.
2. Ensuring that the model rocket officer develops and maintains a Cadet Model Rocket that operates within the guidelines of the HQ AFJROTC model rocket club handbook and model aircraft club handbook.
3. Ensuring that the Kitty Hawk Honor Society commander develops and maintains a Kitty Hawk organization that follows the guidelines set forth by HQ AFJROTC and develops and manages a cadet study program.
4. Ensures the Awareness Presentation Team commander develops and manages a cadet awareness presentation program that provides character education and 8th transition skits for the middle school.
5. Ensures that the Physical Fitness Team officer develops and manages a physical fitness activity team conducted after school.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

Cadet Model Rocket Club Officer (MRCO) – is responsible for:
1. Developing and maintaining a Cadet Model Rocket that operates within the guidelines of the HQ AFJROTC model rocket club handbook and model aircraft club handbook.
2. Developing and maintaining the motivation, appearance, discipline, efficiency, and training, of the team.
3. Assisting the ASI in the planning and coordination of all model rocket club and radio controlled aircraft practices and performances.
4. Ensuring all model club members attend practices and participate in performances.
5. Ensuring the model club membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

Cadet Kitty Hawk Society Commander (KHS/CC) – is responsible for:
1. Developing and maintaining a Cadet Kitty Hawk organization.
2. Working with the GA-20063/CC to ensure each eligible cadet officer is an active member of the organization.
3. Developing and running a cadet study program for at least three days per week.
4. Working with the SCS/CC to determine specific school projects to take on and handle.
5. Broadening the scope of the Cadet Kitty Hawk Society.
6. Performing other duties as directed by the SCS/CC and OG/CC.

Cadet Awareness Presentation Team Commander (APT/CC) – is responsible for:
1. Developing and maintaining a Cadet Awareness Presentation Team.
2. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and team conduct.
3. Assisting the SASI/ASI in the planning and coordination of all awareness presentation team practices and performances and developing skits to fit the needs of the site to be visited.
4. Ensuring all awareness presentation team members attend practices and participate in performances.
5. Ensuring the team is composed of enough cadets with the skill and dedication necessary to maintain a viable and professional team.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

Cadet Uniform Management Officer (UMO) – is responsible for:
1. The overall cadet management of the Wing uniform program.
2. Developing and executing the uniform management team’s work hours in assisting the instructor uniform management ASI during uniform issue & turn in, and throughout the school year.
3. Ensuring that the uniform management officer coordinates with the uniform management NCO and issues non-accountable uniform items and collects any fees due each week.
4. Maintaining the cleanliness and orderliness of the uniform storage area, under the supervision of the ASI.
5. Ensuring all the uniform management officer works with the training squadron commander in keeping cadet rank and ribbons up to date.
6. Coordinating with the competitive and performance teams’ resource officer in the management of the teams’ needs for performance and ensuring the uniform inventory is not compromised.
7. Performing other duties as assigned by the RedS/CC and MSG/CC.
**Cadet Supply Management Officer (SMO)** -- is responsible for:
1. The overall cadet management of the Wing supply program.
2. Coordinating with the supply ASI to keep current and up to date records of unit supply inventories.
3. Working cadet staff requests for supplies.
4. Stocking the unit supply area as supplies come in
5. Maintaining the neatness and orderliness of the supply area.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.

**Cadet Equipment Management Officer (EMO)** -- is responsible for:
1. The overall cadet management of the Wing equipment program.
2. Coordinating with the equipment NCO to keep current and up to date records of all unit equipment.
3. Determining the current working status of all equipment and reporting to the equipment ASI when equipment is not in good working order.
4. Working in unison with the technology officer in keeping the cadet laptop computers in good working order.
5. Fulfilling all other tasks needed to properly maintain the unit equipment.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.

**Cadet Budget Officer (BO)** – is responsible for:
1. The overall cadet management of the Wing’s cadet budget.
2. Coordinating with the Group commanders and the Wing & Vice commanders to determine unit budget for each functional area
3. Ensuring a system is developed to keep track of unit fund balances, requests, and approval systems
4. Coordinating with the unit instructors to determine how much was raised with each individual fundraising activity and assisting them as they request
5. Developing and maintaining a current and accurate spreadsheet to keep track of unit funds
6. Developing and maintaining a system to track, seek approval for, and administer cadet functional area funding requests
7. Providing reports to the RedS/CC and MSG/CC for their use in briefing the Wing & Vice commander on a frequency as requested by the Wing commander via the CMSG/CC
8. Performing other duties as assigned by the MSG/CC.

**Cadet Public Affairs Officer (PAO)** -- is responsible for:
1. Preparing and submitting news articles and information concerning cadet activities to school and local newspapers.
2. Preparing, publishing, and distributing a bi-weekly cadet newsletter.
3. Preparing, publishing and distributing a Wing yearbook.
4. Providing Wing photographic support.
5. Compiling and recording all historical information and data pertaining to corps establishment and activities.
6. Performing other duties as assigned by the MSG/CC.

**Cadet Recruiting Officer (RO)** -- is responsible for:
1. The overall cadet management of the corps recruiting program.
2. Planning, organizing, coordinating, staffing, and directing Wing recruiting activities via direction of the MSG/CC, GA-20063/CC, and SASI for 8th graders and current Dutchtown High School students.
3. Informally surveying cadet corps members to determine effective retention programs and providing appropriate recommendations to the SASI via the cadet chain of command.
4. Coordinating with the training squadron commanders, training superintendent, and command chief master sergeant to determine retention plans for recommendation.
5. Performing other duties as assigned by the RedS/CC and MSG/CC.

**Cadet Personnel Officer (PO)** -- is responsible for:
1. Maintaining cadet personnel records following guidelines established by the CMSSq/CC.
2. Maintaining the Wing organizational chart and unit manning document.
3. Publishing a cadet directory.
4. Publishing cadet orders for promotions, demotions, corps activities, etc.
5. Updating and maintaining cadet records in the HQ AFJROTC “Wings” system.
6. Providing the cadet uniform management officer and training squadron commanders current and update lists of cadet rank and ribbons to help ensure cadet rank and ribbons are always current.
7. Performing other duties as assigned by the MSG/CC.

Cadet Information Management Officer (IMO) -- is responsible for:
1. The overall operations of the cadet information management program.
2. Writing and posting all Wing staff meeting minutes.
3. Maintaining the Wing administrative files in accordance with policies and procedures established by the MSG/CC.
4. Maintaining the cadet bulletin boards and marquee, and posting current and accurate Wing correspondence, leadership training, and special function notices.
5. Maintaining and updating all cadet regulations.
6. Performing other duties as assigned by the MSG/CC.

Cadet Flag Detail Officer (FDO) – is responsible for:
1. The overall school flag posting and retrieval program.
2. Ensuring the flags are posted between 8am and 8:15 each school morning and taken down NLT 15 minutes before the end of each school day.
3. Developing a weekly duty list of first period cadets by day, for each week and submit it to the Color Guard ASI by 8am each Monday; and a weekly duty list of seventh period cadets by day, for each week and submit it to the Color Guard ASI by 8am each Monday.
4. Ensure the proper training of 1st and 7th period classes so that they can properly post, retrieve, and store the flags.
5. Performing others duties as assigned by the CCG/CC.

Cadet Wellness (Physical Fitness) Officer (WO) -- is responsible for:
1. The overall cadet management of the cadet wellness program.
2. Promoting high levels of physical fitness within the Wing.
3. Coordinating with the instructor wellness manager to develop a comprehensive cadet physical fitness program for use on Fridays.
4. Training flight wellness specialists and ensuring their capability to assist the instructor in executing the physical fitness program; and tracking their actual assistance.
5. Coordinating supervision of stretching exercises prior to any physical activity.
6. Posting current health awareness information on the cadet bulletin board.
7. Overseeing the Wing’s participation in competitive athletic events when available.
8. Performing other duties as assigned by the RedS/CC and MSG/CC.

Cadet Technology Officer (TO) – is responsible for:
1. The overall cadet management of the cadet Wing technology program
2. Ensuring that all cadet cyber systems are up and running.
3. Maintaining the cadet lap top computer system
4. Serving as trouble shooter for corps technology software and hardware challenges in coordination with the cadet equipment officer and instructor equipment ASI
5. Managing the corps ASVAB and SAT/ACT computer study programs via the cadet lap tops.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.

Cadet Facilities Officer (FO) – is responsible for:
1. Developing and executing a plan to keep the corps area clean and safe
2. Determining a first period and 7th period duty roster to serve facilities duty (which entails tidying up the corps lobby, rifle range, and JROTC hallways)
3. Coordinating with the Wing executive officer on cadet meeting locations and dates/times to ensure the areas are set to the users’ specifications and put back in place when the meetings are done.
4. Works with the teams’ commanders & clubs’ officers to ensure the classrooms used for regular practice and meetings are left in good order.
5. Maintaining a cadet lost and found area in the lobby, ensuring the lost and found bin is emptied each Friday into the main school lost and found bin.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.
Cadet Flight Commander (Flt/CC) -- is responsible for:
1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the flight.
2. Planning and coordinating activities within the flight.
3. Assigning flight members to duty in other Wing functions as needed and maintaining appropriate duty rosters.
4. Recommending the top cadets within the flight for awards and recognition to the COSq/CC.
5. Performing other duties as assigned by the COSq/CC.
6. Performing the following duties: check your mail daily in the cadet corps area, check the classroom bulletin board for information (new and old) that needs to be announced to the flight, announce all relevant information to the flight each day, train the flight sergeant and element leaders to do the same duties in the event you are absent, turn in to the cadet personnel officer a weekly tally of merits/demerits, keep daily track of the people in the flight not coming to class prepared, help advertise and encourage your flight members to participate, assist the instructors with passing out and collecting papers/assignments, call the room to attention when an adult enters the room, etc.

Cadet Flight Sergeant (FltSgt) -- is responsible for:
1. Assisting the flight commander in maintaining order, discipline, and accountability for the flight.
2. Assisting the flight commander in organizing for inspections, drill and ceremony, flight drill practices.
3. Advising the Group commander on matters relating to morale of Group members.
4. Helping motivate Group members to enhance learning and retention.
5. Performing other duties as assigned by the respective flight commander.

Cadet Element Leader (EL) -- is responsible for:
1. Taking roll of the element
2. Assisting the flight commander and first sergeant in conducting leadership training.
3. Maintaining order and discipline within the element.
4. Helping motivate flight members to enhance learning and retention.
5. Performing other duties as assigned by the respective flight commander.

Cadet Assistant Element Leader (ELA) -- is responsible for:
1. Performing element leader duties as needed during the absence of the element leader.
2. Assisting the element leader with element leader duties and responsibilities as requested by the element leader.
3. Helping motivate flight members to enhance learning and retention.
4. Performing other duties as assigned by the respective flight commander.

Cadet Guidon Bearer (GB) -- is responsible for:
1. Carrying the guidon in all Group/flight formations.
2. Insuring the guidon is posted/secured in its proper place in the AFJROTC area.
Outstanding Cadet Ribbon. Awarded annually at the SASI’s discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

Leadership Ribbon: Awarded at the SASI’s discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

Achievement Ribbon: Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

Superior Performance Ribbon: Awarded annually at the SASI’s discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

Distinguished Unit Award (DUA) Ribbon: Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Units have to set and accomplish goals for the year to attain this award. AFJROTC Operations Support will post specific criteria for this award annually in WINGS.

Academic Ribbon: Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC.

Outstanding Flight Ribbon: Awarded each academic term to members of the outstanding flight under criteria determined by the SASI. At GA-20063, the flight that earns the highest cumulative points from flight of the semester competitions held throughout the school year.

Leadership School Ribbon: Awarded for completion of an approved leadership school program of at least 5 days duration. Add a silver star for outstanding performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class. This ribbon may only be earned once.

Special Teams Competition Ribbon: Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, etc.

Orienteering Ribbon: Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum.

Co-curricular Activities Leadership Ribbon: Awarded at the SASI’s discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

Drill Team Ribbon: Criteria for this award will be established by SASI: participate in 75 percent of the GA-20063 drill competitions for the year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Color Guard Ribbon: Criteria for this award will be established by SASI: participate in (actually be on the team that performs, not a back up member) 50 percent of the GA-20063 Color Guard performances. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Saber Team Ribbon: Criteria for this award will be established by SASI: participate in 75 percent of the saber team performances. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
**Good Conduct Ribbon:** Criteria for this award will be established by SASI: receive no ISS or OSS for the year, serve all JROTC detention, have no negative classroom behavior in or outside JROTC, etc.

**Service Ribbon:** Awarded at the SASI’s discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. First year cadets may receive a Service Ribbon for participating in the first JROTC highway clean up. All cadets who participate in 75 percent of the school OR community service activities will earn a Service Ribbon. Cadets may earn a ribbon for community service and for school service, as long as they meet the individual criteria for each – cannot combine participation.

**Health and Wellness Ribbon:** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Physical Fitness Ribbon, if they maintain an 85 percent average in the unit PT program. All cadets who participate in the Presidential Physical Fitness Program will receive the Physical Fitness Ribbon. The Bronze Star device will be awarded to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program. If a cadet earns a percentile score of 85-95 they will wear a Silver Star. If they receive a 96-100 percent they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS. All cadets who complete the officer leadership school and the drill leadership school will earn a Health and Wellness Ribbon.

**Recruiting Ribbon:** Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon to cadets who participate in 50 percent of the unit’s recruiting activities for the current school year.

**Activities Ribbon:** Awarded for participation in co-curricular activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. Cadets who participate in 75 percent of the unit’s activities (other than school or community service) will earn this ribbon.

**Attendance Ribbon:** Awarded to cadets who have no more than 3 “excused” absences each semester.

**Dress and Appearance Ribbon:** Awarded to cadets who passes each grooming and each uniform inspection and attains a uniform inspection average of 90 for the semester.

**Longevity Ribbon:** Awarded for successful completion (passing) of each AS year. Awarded in the fall at the first uniform inspection for those who earned the award the preceding year
Enlisted Ranks will have no hat insignia on the flight cap.

centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia with stars.
Enlisted Ranks will have no hat insignia on the flight cap.

* Enlisted Ranks will have no hat insignia on the flight cap.

Centered top to bottom and 1 1/2 inches from front of cap.

Officers wear hat insignia with stars.
1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.

2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1” below shoulder seam.

3. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.

4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.

5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.

6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.

7. Jacket will be closed to at least the halfway point.

8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer’s right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
13. AFROTC Patch: center ½ to 1 inch below shoulder seam.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.

2. Awareness Presentation Team Badge: see note 16.

3. Unit patch: center ½ to 1 inch below shoulder seam.

4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.

5. Kitty Hawk Badge: see note 16.

6. Aerospace Education Foundation (AEF) Badge: see note 16.

7. Distinguished Cadet Badge: see note 16.

8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.

9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.

10. Flight Solo or Flight Certificate Badge: see note 16.

11. Ground School Badge: see note 16.

12. Academy of Model Aeronautic (AMA) Wings: see note 16.

13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.

14. Model Rocketry Badge: see note 16.

15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 ½ inches higher or lower than the first exposed button.

16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
**TATTOOS**

Tattoos may not cover more than 25% of an exposed body part.

- Bottom of uniform sleeve
- Tip of neck of shirt

---

**DENTAL ORNAMENTATION**

Gold or platinum may not extend by more than one or more medical necessity beyond prohibited.

- Men’s Hair
  - Mustaches may not extend beyond the corners of the mouth
- Women’s Hair
  - Short hair should not extend beyond the base of the ears
  - Medium-length hair can not reach the bottom edge of a collar
  - Long hair must be put up with no loose ends
  - Bun must be up or greater than the width of the head
Air Force JROTC Notebook Set-Up Requirement

1. You are required to have a three ring plain black binder (at least 1 inch thick) dedicated only to JROTC, by the syllabus due date. Print your first and last names (line 1) + the JROTC period & flight (line 2) on the top center of the front cover. You may include a military/Air Force-related photo if you wish.

2. You must have five tabs in the binder, and the binder is to be set up as follows: (Handouts/assignments go BEHIND the tabs)
   A. Several sheets of notebook paper to write homework assignments or important dates from announcements on (in front of tabs)
   B. Tab 1 = The JROTC syllabus
   C. Tab 2 = The JROTC handbook/reference guide (issued the first week of school)
   D. Tab 3 = Maj Beavers (label tab “Maj Beavers”)
   E. Tab 4 = MSgt Briggs (label tab “MSgt Briggs”)
   F. Tab 5 = MSgt DeSears (label tab “MSgt DeSears”)

3. You are required to place any worksheets, note guides, hand outs, graded work, etc. behind the tab of the instructor who gave it.

4. You will have random graded notebook checks, as you are required to have your JROTC note books with you in your JROTC class each school day. Some note book checks may be for having the notebooks only, and some will assess the notebook contents. Notebook checks cannot be made up.

5. Notebook grading rubric:
   A. JROTC dedicated notebook = if another class’ work is found in the JROTC notebook -21
   B. Incorrect color - 20
   C. Missing tab and/or required tab contents = -20 per tab/required items (as a package of items for that tab; not each item for the tab)
   D. Missing syllabus = -20
   E. Missing notebook paper at front of the tab = -10
   F. Notebook not in class: on random check days= -100 on announced check days – 20 points each day late
   G. Filed incorrectly = -10
   H. Notebook not neat and orderly= -15

6. The first notebook set-up presentation is due, during your JROTC class period, on the date indicated on the JROTC syllabus
   A. If you are absent on the due date and have an “excused” absence form, you must present the “official DHS excuse” and the notebook to me the very first day you return to school to receive full credit.
   B. If you are absent on the due date and do not present an official DHS “excused” absence form, you will receive -20 points, but must submit the notebook to me the very first day you return to school, or -20 points each day late.
   C. If you are present on the due date and do not have your notebook with you on the due date, you will have until the end of your JROTC class period one calendar week after the due date to present the notebook, with -31 penalty points.
   D. Grading for this notebook set-up project ends one calendar week following the due date indicated on syllabus
   E. All those who have failed to submit a notebook at that time will receive a “0”. This rule applies to those absent on the original due date, but fail to submit the notebook to me on the first day they return to school.

7. NOTE: those applying for key leadership positions will be disqualified to do so if they earn a failing grade for this assignment.

8. Notebook checks will be conducted randomly each week. You must have your JROTC notebook with you each day you report to JROTC, starting the third week of school.
Air Force JROTC Heading

Sarah A. Beavers
JROTC Alpha Flight
4 August 2014
Air Force JROTC Heading

1. Top left corner, first line, inside margins

2. First line – your first and last name

3. Second line – JROTC ____ Flight

4. Third line – Date, 3 letter month, and four digit year

5. Fourth line – topic of the assignment

6. Skip one line then start assignment

7. Always number the lists, the questions, the terms/vocabulary, etc.

8. Skip one line after completing each list, question, vocabulary term, etc.

9. Always print

10. Do not write in the external margin area

NOTE: – 21 points for failing to follow these directions on assignments
NAME: ____________________________       FLIGHT: __________SY ______

NOTE: All cadets will be inspected and graded on their personal appearance. Cadets will begin each inspection with a grade of 100. Points will be deducted based on cadets' failure to comply with uniform and personal appearance standards listed in AFROTCI 36-2001.

GROOMING INSPECTION ITEMS TO BE GRADED:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrettes or rubber bands not compatible to hair color</td>
<td>(-10)</td>
</tr>
<tr>
<td>Belt (not worn)</td>
<td>(-20)</td>
</tr>
<tr>
<td>Blouse/shirt (no collar, dirty, not Ironed; strings, lent)</td>
<td>(-30)</td>
</tr>
<tr>
<td>(Not tucked in before/during/after inspection)</td>
<td>(-50) each</td>
</tr>
<tr>
<td>Buttons (not buttoned properly)</td>
<td>(-10)</td>
</tr>
<tr>
<td>Chewing gum, talking in formation or hallway, or late to formation</td>
<td>(-31) each</td>
</tr>
<tr>
<td>Hair (Standards not met; faddish/not combed/bizarre haircut</td>
<td>(-100)</td>
</tr>
<tr>
<td>(Standards not met: braids too long, hair too bulky, sideburn</td>
<td></td>
</tr>
<tr>
<td>length/width)</td>
<td></td>
</tr>
<tr>
<td>Jewelry (unauthorized type or number)</td>
<td>(-25)</td>
</tr>
<tr>
<td>Nails ( unauthorized polish; 1st; -50, 2nd; -100, 3rd; dirty)</td>
<td></td>
</tr>
<tr>
<td>Pockets (bulky items, hands inserted)</td>
<td>(-15)</td>
</tr>
<tr>
<td>Position of attention (moving excessively, talking, chewing gum)</td>
<td></td>
</tr>
<tr>
<td>Shave (unshaven; improper mustache/sideburns)</td>
<td>(-20)</td>
</tr>
<tr>
<td>Shoes (improper type; not shined; Not tied or laced properly)</td>
<td></td>
</tr>
<tr>
<td>Socks or hose (not worn, Plain 'BLACK', calf length, no designs</td>
<td></td>
</tr>
<tr>
<td>Trousers/slacks/skirts (dirty; too long/short; too much, sag below</td>
<td></td>
</tr>
<tr>
<td>waist)</td>
<td>(-50)</td>
</tr>
<tr>
<td>Shorts/Jeans -100, (Khaki pants only), strings, lent</td>
<td>(-10)</td>
</tr>
<tr>
<td>Unauthorized items (-10 per item)</td>
<td></td>
</tr>
<tr>
<td>Grooming attire (not worn all day; dirty/not pressed)</td>
<td>(-100)</td>
</tr>
<tr>
<td>Improper fit; sags below waist before/after inspection</td>
<td></td>
</tr>
<tr>
<td>Other ( )</td>
<td></td>
</tr>
<tr>
<td>Other ( )</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL DEDUCTIONS:

TOTAL SCORE:
# AIR FORCE JUNIOR ROTC
## CADET WEEKLY UNIFORM INSPECTION SHEET

**NAME:** ____________________________       **FLIGHT:** __ __SY______

**NOTE:** All cadets will be inspected and graded on their personal appearance. Cadets will begin each inspection with a grade of 100. Points will be deducted based on cadets’ failure to comply with uniform and personal appearance Standards listed in **AFROTCI 36-2001**.

### INSPECTION ITEMS TO BE GRADED:

<table>
<thead>
<tr>
<th>Item</th>
<th>Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrettes or rubber bands not compatible</td>
<td>(-10)</td>
</tr>
<tr>
<td>Belt (not worn -20; improper wear, dirty -10)</td>
<td></td>
</tr>
<tr>
<td>Blouse/shirt (no collar -30 dirty -31)</td>
<td></td>
</tr>
<tr>
<td>(Not tucked in before/during/after inspection -50 each occurrence)</td>
<td></td>
</tr>
<tr>
<td>Buttons (not buttoned properly -10)</td>
<td></td>
</tr>
<tr>
<td>Chewing gum, talking in formation or hallway, or late to formation</td>
<td>(-31 each)</td>
</tr>
<tr>
<td>Gig Line (Not Aligned - 10)</td>
<td></td>
</tr>
<tr>
<td>Hair (standards not met -31; faddish/Not Combed/bizarre haircut -100)</td>
<td></td>
</tr>
<tr>
<td>(Standards not met: braids too long, hair too bulky, side burn length/width)</td>
<td></td>
</tr>
<tr>
<td>Headgear (Not Worn -31, Missing Insignia, Improper Wear)</td>
<td></td>
</tr>
<tr>
<td>Insignia (Not Worn -25, Improper wear -15)</td>
<td></td>
</tr>
<tr>
<td>Jewelry (unauthorized type or number -25)</td>
<td></td>
</tr>
<tr>
<td>Unauthorized piercings - 31</td>
<td></td>
</tr>
<tr>
<td>Lapel Outside of Collar -10; Lent and strings on Uniform - 5 per item</td>
<td></td>
</tr>
<tr>
<td>Nails (unauthorized polish -31; (1st; -50 (2nd); -100 (3rd); dirty -15)</td>
<td></td>
</tr>
<tr>
<td>Pockets (bulky items/unbuttoned/hands in pockets -10)</td>
<td></td>
</tr>
<tr>
<td>Position of attention; moving excessively, talking, chewing gum -31</td>
<td></td>
</tr>
<tr>
<td>Rank (not worn -25; improper wear -15)</td>
<td></td>
</tr>
<tr>
<td>Ribbons/Clusters (Not worn -25, Improper wear -15)</td>
<td></td>
</tr>
<tr>
<td>Service Coat (Dirty -31, improper wear -20, Lent/Strings -5 each item)</td>
<td></td>
</tr>
<tr>
<td>Shave (unshaven -31; improper mustache/sideburns -20)</td>
<td></td>
</tr>
<tr>
<td>Shoes (improper type -31; not shined -25; untied/improperly laced -20)</td>
<td></td>
</tr>
<tr>
<td>Socks or hose , Plain 'Black', over Calf, (not worn/wrong color -31)</td>
<td></td>
</tr>
<tr>
<td>Tie/tie tab (not worn -10; improper wear/dirty -5)</td>
<td></td>
</tr>
<tr>
<td>T-shirt (no v-neck-25; colored -20;dirty -5 too long -5; outside shirt -10)</td>
<td></td>
</tr>
<tr>
<td>Trousers/slacks (dirty-25; too long/short-10) Lent/strings-5 each item</td>
<td></td>
</tr>
<tr>
<td>Unauthorized items (-10 per item)</td>
<td></td>
</tr>
<tr>
<td>Uniform (not worn all day -100; dirty/not pressed -25; improper fit -10; wrong uniform -20)</td>
<td></td>
</tr>
<tr>
<td>Windbreaker (dirty -25; worn improperly -20)</td>
<td></td>
</tr>
<tr>
<td>Wrinkled Items -20 each item</td>
<td></td>
</tr>
<tr>
<td>Other ( )</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL DEDUCTIONS:**

**TOTAL SCORE:**

---

GA-20063 Form  (July 2014)