Air Force JROTC

Dutchtown High School Cadet Handbook
2013-2014

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>
<thead>
<tr>
<th>SUBJECT</th>
<th>Paragraph</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERVIEW</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>ACADEMICS</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>BEHAVIOR</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>AUTHORITY AND RESPONSIBILITY</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>THE UNIFORM</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>UNIT OPERATIONS</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>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Duty Assignments</td>
<td>34</td>
</tr>
<tr>
<td>Flag Detail Procedures</td>
<td>35</td>
</tr>
<tr>
<td><strong>CO-CURRICULAR ACTIVITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td>36</td>
</tr>
<tr>
<td>Summer Training</td>
<td>37</td>
</tr>
<tr>
<td><strong>EXTRA-CURRICULAR ACTIVITIES</strong></td>
<td></td>
</tr>
<tr>
<td>Cadet Activity Participation Policy</td>
<td>38</td>
</tr>
<tr>
<td>Drill Team</td>
<td>39</td>
</tr>
<tr>
<td>Elite Honor Guard</td>
<td>40</td>
</tr>
<tr>
<td>Color Guard</td>
<td>41</td>
</tr>
<tr>
<td>Sabre’ Team</td>
<td>42</td>
</tr>
<tr>
<td>Kitty Hawk Honor Society</td>
<td>43</td>
</tr>
<tr>
<td>Model Rocket Club</td>
<td>44</td>
</tr>
<tr>
<td>Awareness Presentation Team</td>
<td>45</td>
</tr>
<tr>
<td>Model Aircraft Club</td>
<td>46</td>
</tr>
<tr>
<td>Recruiting Team</td>
<td>47</td>
</tr>
<tr>
<td>Physical Fitness Club</td>
<td>48</td>
</tr>
<tr>
<td>Awards and Decorations</td>
<td>49</td>
</tr>
<tr>
<td><strong>UNIT GOALS</strong></td>
<td></td>
</tr>
<tr>
<td>Goal Setting</td>
<td>50</td>
</tr>
<tr>
<td>Organization Chart</td>
<td>27</td>
</tr>
<tr>
<td>Unit Manning Document</td>
<td>28-29</td>
</tr>
<tr>
<td>Job Descriptions</td>
<td>30-37</td>
</tr>
<tr>
<td><strong>RIBBONS</strong></td>
<td></td>
</tr>
<tr>
<td>Ribbon Chart</td>
<td>38</td>
</tr>
<tr>
<td>Ribbons Criteria</td>
<td>39-40</td>
</tr>
<tr>
<td><strong>CADET RANK AND BADGES</strong></td>
<td></td>
</tr>
<tr>
<td>Cadet Badges</td>
<td>41</td>
</tr>
<tr>
<td>Cadet Rank</td>
<td>42</td>
</tr>
<tr>
<td><strong>UNIFORM HEADGEAR</strong></td>
<td></td>
</tr>
<tr>
<td>Male Headgear</td>
<td>43</td>
</tr>
<tr>
<td>Female Headgear</td>
<td>44</td>
</tr>
<tr>
<td><strong>UNIFORM GUIDELINES AND EXAMPLES</strong></td>
<td></td>
</tr>
<tr>
<td>Lightweight Blue Jacket</td>
<td>45</td>
</tr>
<tr>
<td>Male Service Dress</td>
<td>46</td>
</tr>
<tr>
<td>Female Service Dress</td>
<td>47</td>
</tr>
<tr>
<td>Male Blue Shirt</td>
<td>48</td>
</tr>
<tr>
<td>Female Blue Shirt</td>
<td>49</td>
</tr>
</tbody>
</table>
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” means that Dutchtown High School was the 3rd school to be activated in the year 2006. The “GA” represents the state of Georgia.

The DHS AFJROTC program has distinguished itself each year of operation by ranking in either the top 20% (Distinguished Unit) or top 10% (Distinguished with Merit) of the 884 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, and 2012-13 Outstanding Organization 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  
Master’s Degree  
Started Air Force JROTC in 1995  
Experience: Dekalb, Clayton, & Henry Co.’s

Arthur R. Briggs, MSGt, USAF, Retired  
Aerospace Science Instructor (ASI)  
Bachelor’s Degree  
Started Air Force JROTC in 1993  
Experience: Coweta, Dekalb, Clayton, & Henry Co.’s

Ronald N. DeSears, MSGt, USAF, Retired  
Aerospace Science Instructor (ASI)  
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. The unit rotates one level each year.

a. A Journey into Aviation History: an aviation history course that focuses on the development of flight throughout the centuries, starting with ancient civilizations, then progressing through the modern day. (Taught 2015-16 and 2018-2019)

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. (Taught 2013-14 and 2016-17).

c. Exploring of Space: The high Frontier: primarily covers issues critical to travel in space such as orbits and trajectories of unmanned satellites and space probes. It investigates the importance of entering space and discusses manned and unmanned space flights. (Taught 2014-15 and 2017-18)

d. Management of the Cadet Corps: allows cadets to apply the leadership skills they have learned the previous three years in management of the cadet corps. Planning, organizing, coordinating, directing, controlling, decision-making and communicating to name a few of the 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).

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 IV)

d. Principles of Management: provides an introduction to management, citizenship and ethics. Special emphasis is given to finding a career, qualifying for scholarships, and selecting colleges to attend. (JROTC III)

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. All levels participate. (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 and three days of leadership training each week. A cadet’s progress reports and final grades are an average of the weighted scores earned for uniform inspection (30 percent), assessments (10 percent), drill (10 percent), assignments (10 percent), projects/presentations (5 percent), school & community service (5 percent), physical fitness training (15 percent), and final examination (15 percent). Each student is graded on the requirement to complete five hours of community service.

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 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 cadets: AS classes Monday & Wednesday, inspection/drill Tuesday, LE Thursday, PT Friday. JROTC II & 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 of 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, Cost 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.
g. 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. **Hazing/maltraining/maltreatment/sexual harassment are prohibited behaviors:**
   c. 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.
   d. 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.
   e. 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 fail to maintain minimum appearance and behavior standards 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 $35 (cash or money order), non-refundable unit polo shirt/activity fee/final uniform cleaning charge 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 helps augment the costs of some unit activities. **Students not conforming to personal appearance standards and those who have not paid their $35 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 dirty at the end of the school year, or upon disenrollment from the program. Part of the cadet fee covers the final turn in dry cleaning.

e. **Request uniform item exchanges:** when students outgrown uniform items, they may request a change of item on Wednesdays and Thursdays only. The students must bring the item in and try it on for the uniform management instructor. If the uniform management officer approves the exchange, cadets must dry clean the item (pants or shirts) 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 if the name tags are lost, damaged, etc.

15. **CADET APPEARANCE AND GROOMING GUIDELINES:** these guidelines are taken directly from the June 2012 HQ AFJROTC Guide.

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.

1. **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.

2. **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. **Purses:** 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 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, dread locks, 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 exists. **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 second 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 second week of school and continue until the first uniform inspection date. The proper grooming standards follow:

- Students must wear long slacks (jeans with no holes in them or khaki pants/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 Group GA-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 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.

- 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.
- 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.
- 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.
- 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.
- Students who wear the uniform less than a full school day will receive a failing uniform inspection grade.
- 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.
- 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.
- 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:**
- 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. The recorder MUST fill out the inspection sheet completely, accurately, and legibly.
- Each cadet will start with a score of 100 and have points deducted for each discrepancy noted.
- 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.
- Students who earn five (6) grooming inspection 100’s, 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 group, as specified in the HQ Air Force JROTC Guide. The group will consist of four squadrons and at least eight flights, depending upon the number of cadets enrolled. The cadet personnel officer will be responsible for maintaining a current cadet corps organization chart for posting on the cadet bulletin board. In the event enrollment exceeds 251, the unit will be organized as a wing and the squadrons will become groups and the training group would be comprised of a veteran squadron and a first-year squadron, with corresponding flights assigned to each.

24. **STAFF MEETINGS:**
   a. The cadet group commander or deputy commander will conduct staff meetings for the cadet staff as required, but at least once monthly. The cadet group 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 group deputy commander and approved by the SASI. The cadet group commander, deputy commander, executive officer, quality assessment officer, and squadron 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 group 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 group deputy commander at least five school days prior to desired meeting date in order to meet the three-day requirement. When the cadet group deputy commander is unavailable, submit requests to the cadet group commander.
   c. All cadet personnel attending staff meetings with the SASI will wear the AFJROTC uniform or the unit polo shirt. The cadet group commander can give prior approval on special occasions only, to wear civilian clothing to cadet group 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 group commander must be prepared to brief (during the bi-weekly meetings with the SASI) on any ongoing or future cadet corps activities.
   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 squadron commanders.
      3. Cadet group deputy commander and commander comments.
      4. SASI/ASI comments.
      5. Review of taskings/suspenses (executive officer).

25. **OPEN for future use.**

26. **CADET APPOINTMENTS AND ROTATIONS:**
   a. The SASI, in coordination with the ASI’s, will select the cadet corps commander, subordinate commanders, and 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 group commander and his/her key staff via cadet application and interview.
   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 group commander and deputy commander applicants must have served as a summer camp cadre. In order for cadets to hold positions in the competitive and performance squadron chain, they must have graduated from the drill leadership school. “Basic” drill leadership school graduates will be used to fill positions in CAPS squadron first, but can fill any leadership position they are otherwise eligible to hold. 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 a summer leadership school. All cadets who have never been to a summer 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: group commander, deputy 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 squadron commander and superintendent. The executive officer and quality assessment 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. 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 school, community, and country. I take this obligation freely, without any mental reservations or purpose of evasion. And, I promise that I will work 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. 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. Criteria for the primary promotion selection include:

1. Attitude: positive, upbeat, motivated
2. Citizenship traits: integrity, service, effort
3. Appearance and behavior standards: 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 at least 3 JROTC, 3 school and/or 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, respectfully
10. Loyalty: supports JROTC activities, events, functions
11. Proven leadership abilities and potential for leadership growth
12. Passed all JROTC projects and presentations
13. Promotion board interview: results of interview
14. Feedback from teachers, counselors, and/or assistant principals
15. Other items as determined by the cadet group commander
b. Cadets must also be available to participate, able to perform, and sincerely want the position and the responsibility it entails.

c. Normally all staff office ranks will be filled by third and fourth year cadets; exceptions occur in the flight commander positions for the first and second year flights.

d. 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 group, squadron, and flight commanders may recommend these cadets. The SASI/ASI will select the cadets for promotion to cadet airman and cadet airman first class with flight commander recommendations.

e. Cadets new to AFJROTC who demonstrated extraordinary leadership and academic talents during the first semester may be appointed to cadet leadership positions by the SASI 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.

f. 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 squadron will develop a promotion board score sheet, using as a minimum, the criteria listed in 27a above, with the approval of the cadet group commander.

g. Before each scheduled promotion board, the group commander will review the cadet’s 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 second 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 group commander. On occasion, the SASI may ask DHS teachers outside of JROTC to convene a 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 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 five 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 duties, at least 2 school or community service events per semester etc.
* Other issues as deemed appropriate by the instructor staff and/or as recommended by the cadet group commander.
30. PERMANENT/TEMPORARY GRADES:
a. At the beginning of the second semester each year, 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.

Minimum Permanent Enlisted Grades (based upon the number of years enrolled in and passed JROTC):

<table>
<thead>
<tr>
<th>JROTC Year</th>
<th>Cadet Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Cadet Airman</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 is temporary, you may not carry it from one semester/year to the next. Temporary ranks are assigned only when the job the cadet is filling requires a higher than the permanent rank. Officer and enlisted rank higher than Chief 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 Group. 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 group deputy commander and group staff officers. The deputy 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. At no time shall a cadet officer involved in the infraction as “victim” or bystander, be a part of the board. If the cadet group and deputy 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 group 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 out doors 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 group commander has overall responsibility for insuring the cadet corps duty assignments are carried out. The cadet operations squadron commander will be responsible for scheduling all events and activities. The cadet deputy commander and operations squadron commander will track events by monitoring the cadet corps master calendar and by discussing upcoming events and activities with the cadet group commander regularly.
   b. Practice sessions, briefings, and status report meetings will all be scheduled. 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 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 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 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 officer 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 April-May 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 who are actively/actually enrolled in the JROTC program.

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.

c. Cadets who are suspended a second time for these infractions will be removed from the team on the third infraction.

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 participating 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 group deputy 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 the football and JROTC concession stands. Cadet leaders must work at least two concession stand duties.

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 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. The squadron will also include 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, (usually on Wednesdays) 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. **SABRE’ TEAM:** The GA-20063 Sabre 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. It's 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 furthers members’ knowledge of the Air Force role in aerospace. Cadets must maintain at least a 3.0 average in JROTC and at least an overall school average of 2.8. 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 mode 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 AFIROTCI 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.
Air Force JROTC GA-20063  
Chain of Command

Commander

Command  Chief Master Sergeant

Deputy Commander

<table>
<thead>
<tr>
<th>Executive Officer</th>
<th>Operations Squadron</th>
<th>Training Squadron</th>
<th>Quality Assessment Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Competitive &amp; Performance Teams Squadron</strong></td>
<td><strong>Commander</strong></td>
<td><strong>Commander</strong></td>
<td><strong>Mission Support Squadron</strong></td>
</tr>
<tr>
<td><strong>Commander</strong></td>
<td><strong>Deputy Commander</strong></td>
<td><strong>2 Deputy Commanders</strong></td>
<td><strong>Commander</strong></td>
</tr>
<tr>
<td><strong>Deputy Commander</strong></td>
<td></td>
<td><strong>1 = Veteran Flights</strong></td>
<td><strong>2 = First Year Flights</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Superintendent</th>
<th>Special Projects Officer</th>
<th>Superintendent</th>
<th>Technology Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Varsity Drill Team</strong></td>
<td><strong>School-Community Service</strong></td>
<td><strong>Flight “A” Commander/Flt Sgt</strong></td>
<td><strong>Technology NCOIC</strong></td>
</tr>
<tr>
<td><strong>Commander</strong></td>
<td><strong>Activities Officer</strong></td>
<td><strong>Flag Detail Officer</strong></td>
<td><strong>Public Affairs Officer</strong></td>
</tr>
<tr>
<td><strong>Varsity Unarmed Commander</strong></td>
<td></td>
<td><strong>Flag Detail NCO</strong></td>
<td><strong>Public Affairs NCOIC</strong></td>
</tr>
<tr>
<td><strong>Varsity Armed Commander</strong></td>
<td></td>
<td></td>
<td><strong>Recruiting Officer</strong></td>
</tr>
<tr>
<td><strong>JV Drill Team</strong></td>
<td><strong>Kitty Hawk Commander</strong></td>
<td><strong>Flight “B” Commander/Flt Sgt</strong></td>
<td><strong>Recruiting NCOIC</strong></td>
</tr>
<tr>
<td><strong>Commander</strong></td>
<td><strong>APT Commander</strong></td>
<td><strong>Flight “C” Commander/Flt Sgt</strong></td>
<td><strong>Personnel Officer</strong></td>
</tr>
<tr>
<td><strong>JV Unarmed Commander</strong></td>
<td></td>
<td><strong>Flight “D” Commander/Flt Sgt</strong></td>
<td><strong>Personnel NCOIC</strong></td>
</tr>
<tr>
<td><strong>JV Armed Commander</strong></td>
<td></td>
<td><strong>Flight “E” Commander/Flt Sgt</strong></td>
<td><strong>Info. Management Officer</strong></td>
</tr>
<tr>
<td><strong>Color Guard Commander</strong></td>
<td><strong>Model Teams Commander</strong></td>
<td><strong>Flight “F” Commander/Flt Sgt</strong></td>
<td><strong>Info. Management NCOIC</strong></td>
</tr>
<tr>
<td><strong>NCOIC Comp. Teams</strong></td>
<td><strong>Model Rocket NCO</strong></td>
<td></td>
<td><strong>Resources Officer</strong></td>
</tr>
<tr>
<td><strong>NCOIC Perform. Teams</strong></td>
<td><strong>Model Aircraft NCO</strong></td>
<td></td>
<td><strong>Finance Manage. Officer</strong></td>
</tr>
<tr>
<td><strong>Saber Team Commander</strong></td>
<td></td>
<td></td>
<td><strong>Uniform Room NCOIC</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Supply-Equip NCOIC</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Physical Fitness Officer</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Physical Fitness NCOIC</strong></td>
</tr>
</tbody>
</table>

More as dictated by enrollment
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>Function</th>
<th>Position Title</th>
<th>Maximum Grade</th>
<th>Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command</td>
<td>Group Commander</td>
<td>Cadet Colonel</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Deputy Commander</td>
<td>Cadet Colonel</td>
<td>1</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>Superintendent</td>
<td>Cadet Chief 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>
</tbody>
</table>

b. **Authorized enlisted grades:**

<table>
<thead>
<tr>
<th>Function</th>
<th>Position Title</th>
<th>Maximum Grade</th>
<th>Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive</td>
<td>Commander</td>
<td>Cadet Colonel</td>
<td>1</td>
</tr>
<tr>
<td>and Performance</td>
<td>Deputy Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td>Teams Squadron</td>
<td>Superintendent</td>
<td>Cadet Chief Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Varsity Drill Team Commander</td>
<td>Cadet Major</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></td>
<td>Saber Team Commander</td>
<td>Cadet Captain</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>Operations Squadron</td>
<td>Commander</td>
<td>Cadet Colonel</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>School-Community Service Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Flag Detail Officer</td>
<td>Cadet Second Lieutenant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Model Club Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Kitty Hawk Honor Society Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Awareness Presentation Team Commander</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Flag Detail NCO</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Model Teams NCO</td>
<td>Cadet Master Sergeant</td>
<td>2</td>
</tr>
<tr>
<td>Training Squadron</td>
<td>Commander</td>
<td>Cadet Colonel</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Deputy Commanders</td>
<td>Cadet Major</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Superintendent</td>
<td>Cadet Chief Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Flight Commander</td>
<td>Cadet Major</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Flight Sergeant</td>
<td>Cadet Master Sergeant</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Guidon Bearer</td>
<td>Cadet Staff Sergeant</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Element Leader</td>
<td>Cadet Staff Sergeant</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Assistant Element Leader</td>
<td>Cadet Senior Airman</td>
<td>60</td>
</tr>
<tr>
<td>Mission Support</td>
<td>Commander</td>
<td>Cadet Colonel</td>
<td>1</td>
</tr>
<tr>
<td>Squadron</td>
<td>Deputy Commander</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td>Technology</td>
<td>Technology Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Technology NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Cadet Senior Airmen</td>
<td>12</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>Public Affairs Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Public Affairs NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Photographer</td>
<td>Cadet Staff Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Historian</td>
<td>Cadet Staff Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Cadet Senior Airmen</td>
<td>12</td>
</tr>
<tr>
<td>Recruiting</td>
<td>Recruiting Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Recruiting NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td>Personnel</td>
<td>Personnel Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Personnel NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Cadet Senior Airmen</td>
<td>12</td>
</tr>
<tr>
<td>Information</td>
<td>Info. Management Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td>Management</td>
<td>Info. Management NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specialist Leader</td>
<td>Cadet Staff Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Cadet Senior Airmen</td>
<td>10</td>
</tr>
<tr>
<td>Resources</td>
<td>Resources Officer</td>
<td>Cadet Major</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Finance Management Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Uniform Room NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Supply-Equipment NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Cadet Senior Airmen</td>
<td>12</td>
</tr>
<tr>
<td>Physical Fitness</td>
<td>Physical Fitness Officer</td>
<td>Cadet Captain</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Physical Fitness NCOIC</td>
<td>Cadet Master Sergeant</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>Cadet Senior Airmen</td>
<td>12</td>
</tr>
</tbody>
</table>
GEORGIA 2006 3rd AFJROTC CADET GROUP
JOB DESCRIPTIONS

**Cadet Group Commander (CGp/CC)** -- is responsible for:
1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, recruiting and retention, and conduct of the group.
2. Planning and coordinating all group activities, facilities, and resources.
3. Ensuring all members of the cadet group 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 group.
5. Ensuring the cadet group key staff (deputy commander, quality assurance officer, and squadron commanders) develop and implement goals for their functional areas.
6. Developing and implementing overall cadet group 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 group 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 group and taking the appropriate actions to make sure the group continues to meets its mission.
12. Performing other duties as assigned by the SASI.

**Cadet Group Deputy Commander (CGp/CD)** -- is responsible for:
2. Remaining aware of everything the group commander is working so that commanding the group during his/her absence does not present a problem.
3. Supervising the group staff.
4. Administration of group headquarters – the cadet area, including room orderliness and usage by authorized cadets.
5. Ensuring all cadet group activities are conducted in accordance with current Air Force and school regulations, directives, instructions, policies and procedures.
6. Developing and updating master monthly group activity calendars and master weekly operations calendars, in supervision of the exec, posting one on the cadet board and distributing one each to the SASI/ASI, and CGp/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 exec and cadet quality assessment officer in all assigned duties.
10. Making sure squadron commanders are conducting meetings as needed.
11. Briefing the status of all areas at cadet meetings and key staff meetings.
12. Performing other duties as assigned by the CGp/CC.

**Cadet Executive Officer (CGp/CCE)** -- is responsible for:
1. Assisting the group commander and deputy group commander as needed.
2. Serving as gatekeeper at key staff meetings (ensuring meetings are set up by squadron; keeping roll and listing those who miss meetings; tracking absences and tardies; ensuring MSSQ publishes minutes)
3. Ensuring squadron staff meetings take place and keeping track of attendance at meetings.
4. Working with the SASI to ensure passes for meetings are provided to staff members.
5. Ensuring all meeting schedules are posted and lists are kept current.
6. Working with the deputy group commander and operations squadron commander to publish a weekly operations order (listing meetings, practices, service, and Color Guard operations)
7. Establish a key leader uniform patrol roster, in coordination with the QA, and keep track of those who meet/fail to meet obligations.
8. Develop and maintain a master calendar of cadet events and post them on the cadet board, in coordination with the deputy group commander.
9. Work with MSSQ to develop and post and cadet chain of command board, with pictures.
10. Review squadron reports and summarize for the group and deputy group commander.
Cadet Quality Assessment Officer (CGp/QA) – is responsible for:
1. Facilitating the development and measurement of the overall cadet group goals (in coordination with the cadet group commander, deputy commander, and squadron commanders).
2. Developing a cadet group quality briefing.
3. Assisting each position listed on the cadet group organization chart in development and implementation of an operations plan/checklist for mission accomplishment.
4. Serving as central point for cadet complaints and suggestions.
5. Coordinating the resolution of cadet complaints and suggestions with the cadet group commander/deputy commander/senior enlisted advisor and SASI/ASI.
6. Briefing the status of all areas and projects during cadet and key staff meetings.
7. Performing other duties as assigned by the CGp/CC, CGp/CD, and SASI.

Cadet Command Chief Master Sergeant (CGp/SEA) – is responsible for:
1. Monitoring, developing and maintaining the motivation, appearance, discipline, efficiency, training, recruiting, retention, and conduct on behalf of the group’s cadet enlisted members.
2. Serving as liaison for the group enlisted members, advising the cadet group and squadron commanders regarding the motivation, appearance, discipline, efficiency, training, recruiting, retention, and conduct of the group’s cadet enlisted members.
3. Performing other duties as assigned by the CGp/CC.

Cadet Operations Squadron Commander (COSq/CC) -- is responsible for:
1. Overseeing, training, and supervising the special duties and responsibilities of the special projects officer, school-community service activities officer, flag detail officer, Kitty Hawk commander, APT commander, and model teams commander.
2. Preparing the cadet group master operations plans/calendars and ensuring activity requirements are met.
3. Preparing and posting weekly operations orders by the Friday of each upcoming week.
4. Ensuring all cadet group operations activities are conducted in accordance with current regulations, directives, policies, and procedures.
5. Developing and posting contingency plans for all operations of the cadet group.
6. Supervising the efforts and activities regarding all special projects.
7. Developing and administering safety programs and briefings for all group operations.
8. Ensuring the development and operations of the Cadet Kitty Hawk Honor Society; and, making sure that a JROTC “study hall” is developed and maintained.
9. Ensuring the flag detail officer/NCO gets the US and state flags raised each morning and a 7th period detail lowers the flag. Ensuring the flag detail officer keeps an accurate log of those who participate each morning.
10. Ensuring the school-community services activities officer advertises upcoming activities and gets enough qualified volunteers to meet the requirements of the event.
11. Ensuring the model teams’ commander recruits members and conducts meetings as specified by the ASI supervisor of the club.
12. Conducting staff meetings as needed with all functional areas present.
13. Briefing the status of all areas and projects during cadet and key staff meetings.
14. Performing other duties as assigned by the CGp/CC.

Cadet Operations Squadron Deputy Commander (COSq/CD) – is responsible for:
1. Assisting the operations squadron commander with the supervision of all functions related to the operations squadron.
2. Performing other duties as directed by the operations squadron commander and key staff.

Cadet Operations Squadron Superintendent (COSq/Super) – is responsible for:
1. Assisting the operations squadron commander with the supervision of all functions related to the operations squadron.
2. Completing the weekly operations plans and posting them the Friday preceding each week.
3. Performing other duties as directed by the operations squadron commander and key staff.
Cadet Competitive and Performance Team Squadron Commander (CAPS/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 CGp/CC.

Cadet Competitive and Performance Team Deputy Commander (CAPS/CD) – is responsible for:
1. Assisting the squadron commander with the supervision of all functions related to the operations squadron.
2. Performing other duties as directed by the operations squadron commander and key staff.

Cadet Competitive and Performance Team Superintendent (CAPS/Super) – is responsible for:
1. Assisting the squadron commander with the supervision of all functions related to the operations squadron.
2. Completing the weekly operations plans and posting them the Friday preceding each week.

Cadet Mission Support Squadron Commander (CMSSq/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 squadron commanders and group 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 group 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 all functional areas present.
8. Briefing the status of all areas and projects during cadet and key staff meetings.
9. Performing other duties as assigned by the CGp/CC.

Cadet Deputy Mission Support Squadron Deputy Commander: (CMSSq/CD) – is responsible for:
1. Assisting the mission support squadron commander with the supervision of all functions related to supporting resources, public affairs, personnel, and information management operations.
2. Performing other duties as assigned by the mission support squadron commander and key staff.
Cadet Training Squadron Commander (CTSq/CC) -- is responsible for:
1. Developing and maintaining 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. Developing the big brother/big sister program by assigning responsible veteran cadets to mentor new cadets. Assignments should be complete before the first corps call so big brothers/sisters can meet their mentees.
4. Working with the flight commanders and individual flight members to ensure basic training like drill, customs and courtesies, etc. are progressing smoothly.
5. Ensuring flight members are assigned to duty in other group functions as needed and appropriate duty rosters are maintained.
6. Ensuring the top cadets within the flight are recommended for awards and recognition.
7. Ensuring 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 CGp/CC.

Cadet Deputy Training Squadron Commander for Veteran Flights (CTSq/CDV) – is responsible for:
1. Assisting the training squadron commander with the planning and execution of activities that promote motivation for veteran year cadets.
2. Working with the operations group deputy to ensure ribbons are updated in a timely manner.
3. Working through the cadet chain of command to ensure all veteran cadets have been issued the permanent rank earned.
4. Working with the Mission Support Squadron deputy to ensure cadet records are up to date and accurate for all veteran cadets.
5. Tracking the efforts of veteran cadets who were assigned “Big brother/sister” roles to make sure they are fulfilling the requirements of those roles.
6. Performing other duties as assigned by the training squadron commander and key staff.

Cadet Deputy Training Squadron Commander for First-Year Flights (CTSq/CDF) – is responsible for:
1. Assisting the training squadron commander with the planning and execution of activities that promote motivation and retention of first year cadets.
2. Working with the operations group deputy to ensure ribbons are updated in a timely manner.
3. Working through the cadet chain of command to ensure all first cadets have earned early permanent rank promotions are issued the rank as indicated via this handbook.
4. Working with the Mission Support Squadron deputy to ensure cadet records are up to date and accurate for all first year cadets.
5. Working with the Mission Support Squadron Commander for Veteran Flights to communicate the needs of veteran cadets who were assigned “Big brother/sister” roles to help and motivate the first year cadets toward success.
6. Performing other duties as assigned by the training squadron commander and key staff.

Cadet Training Squadron Superintendent (STSq/Super) – is responsible for:
1. Assisting the training squadron commander with the motivation, uniform appearance standards, discipline, and training of first year cadets.
2. Serving as advocate for the JROTC I cadets.
3. Manages the big brother/big sister program.
4. Performing other duties as assigned by the training squadron commander and key staff.
Cadet Special Projects Officer (CGp/XO) -- is responsible for:
1. Working with the SASI/ASI to handle all needed arrangements for field trips and special events.
2. Working with the cadet group deputy commander and operations squadron commander developing and updating master weekly and monthly group activity calendars, posting one in the cadet area and distributing one each to the SASI, ASI, and CGp/CC.
3. Overseeing the planning, coordinating, and execution of all group special activities, to include co-curricular and curriculum-in-action activities.
4. Reviewing the cadet staff, squadron, and flight operations and activities to insure compliance with pertinent regulations and directives.
5. Ensuring each functional area develops and maintains operations instructions for key responsibilities.
6. Performing all duties as assigned by the CGp/CC and SASI/ASI.

Cadet Drill Team Commander (CDT/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.
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 COSq/CC.

Cadet Armed Drill Commander (CAD/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.
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 COSq/CC.

Cadet Unarmed Drill Commander (CUAD/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. Performing other duties as assigned by the CDT/CC/COSq/CC.

Cadet Color Guard Commander (CCG/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.
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 group population assigned to flag detail are properly trained to handle school flag raising and retreat duties.
8. Performing other duties as assigned by the CDT/CC and COSq/CC.

**Cadet Flag Detail Officer (FDO)** – is responsible for:
1. Recruiting and training a team of cadet to post the US and State flags each school morning.
2. Ensuring the flags are posted between 8am and 8:15 each school morning.
3. Developing a list of volunteers by day, for each week. Maintaining a roster of the volunteers and storing the roster in the cadet office for easy access.
4. Verifying the list is accurate and submitting it to the Color Guard ASI.
5. Performing others duties as assigned by the CCG/CC.

**Cadet Saber Team Commander (CST/CC)** – is responsible for:
1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct 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. Performing other duties as assigned by the COSq/CC.

**Cadet Physical Fitness Officer (COSq/PF)** -- is responsible for:
1. Promoting high levels of physical fitness within the group.
2. Operating a voluntary cadet physical fitness program, including a physical fitness team.
3. Coordinating supervision of stretching exercises prior to any physical activity.
4. Posting current health awareness information on the cadet bulletin board.
5. Overseeing the group’s participation in competitive athletic events.
6. Performing other duties as assigned by the CMSSq/CC.

**Cadet Kitty Hawk Society Commander (CKH/CC)** – is responsible for:
1. Developing and maintaining a Cadet Kitty Hawk organization.
2. Working with the CGp/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 COSq/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 COSq/CC.

**Cadet Model Rocket/Aircraft Club Commander (CMRA/CC)** – is responsible for:
1. Developing and maintaining a Cadet Model Rocket and Aircraft Club 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, training, and conduct 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 COSq/CC.

**School-Community Service Commander (SCS/CC)** – is responsible for:
1. Developing and maintaining a list of volunteers for upcoming school and community service commitments.
2. Advertising and recruiting for scheduled 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. Performing other duties as assigned by the COSq/CC.
Cadet Awareness Presentation Team Commander (CAPT/CC) – is responsible for:
1. Developing and maintaining a Cadet Awareness Presentation Team.
2. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the team.
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 COSq/CC.

Cadet Public Affairs/Recruiting Officer (CMSSq/PA-RR) -- 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 group yearbook.
4. Proving all group photographic support.
5. Compiling and recording all historical information and data pertaining to corps establishment and activities.
6. Planning, organizing, coordinating, staffing, and directing group recruiting activities via direction of the CGp/CC and SASI.
7. Informally surveying cadet corps members to determine effective retention programs and providing appropriate recommendations to the SASI.
8. Performing other duties as assigned by the CMSSq/CC.

Cadet Personnel/Information Management Officer (CMSSq/DP-IM) -- is responsible for:
1. Maintaining cadet personnel records following guidelines established by the CMSSq/CC.
2. Maintaining the group organizational chart and unit manning document.
3. Publishing a cadet directory.
4. Publishing cadet orders for promotions, demotions, corps activities, etc.
5. Filing all documentation in cadet records.
6. Writing and posting all group staff meeting minutes.
7. Maintaining the group administrative files in accordance with policies and procedures established by the CMSSq/CC.
8. Maintaining the cadet bulletin boards and posting current and accurate group correspondence, leadership training, and special function notices.
9. Maintaining and updating all cadet regulations.
10. Performing other duties as assigned by the CMSSq/CC.

Cadet Resources Officer (CMSSq/LG-FM) -- is responsible for:
1. Supervising the finance management officer and all of his/her duties, and uniform room and supply-equipment functions of the unit.
2. Ensuring all cadet logistics activities are conducted in accordance with current regulations, directives, policies, and procedures.
3. Working with squadron commanders and the group commander to determine a unit budget and ensuring a system is developed to keep track of unit fund balances, requests, and approval systems.
4. Coordinating all logistical and uniform items maintenance and issue for the unit.
5. Maintaining a system to update cadet ribbons and badges as directed by the ASI.
6. Coordinating, in writing, the requirements of the group with the ASI.
7. Distributing supplies to functional areas in the group.
8. Assisting the ASI with the distribution and collection of cadet uniforms.
9. Handling the issue of non-accountable uniform items and collecting any fees due each week for uniform inspections.
10. Maintaining the cleanliness and orderliness of the uniform storage area, under the supervision of the ASI.
11. Performing other duties as assigned by the CMSSq/CC.
Cadet Finance Management Officer (CMSSg/FM)--is responsible for:
1. Working with squadron commanders via the LG-FM to the CMSSg/CC to determine a unit budget for the cadet group and each function area.
2. Coordinating with the unit instructors to determine how much was raised with each individual fundraising activity and assisting them as they request.
3. Developing and maintaining a spreadsheet to keep track of unit funds.
4. Developing and maintaining a system to track, seek approval for, and administer cadet functional area funding requests.
5. Providing reports to the LG-FM for his/her use to briefing the group commander on a frequency as requested by the group commander via the CMSSq/CC.
6. Performing other duties as assigned by the CMSSg/CC.

Cadet Flight Commander (CFlt/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 group 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 (CFlt/CCF)--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 squadron commander on matters relating to morale of squadron members.
4. Helping motivate squadron members to enhance learning and retention.
5. Performing other duties as assigned by the respective flight commander.

Cadet Element Leader (CFlt/CCE)--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 (CFlt/CCEA)--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 (CFlt/GB)--is responsible for:
1. Carrying the guidon in all squadron/flight formations.
2. Insuring the guidon is posted/secured in its proper place in the AFJROTC area.
<table>
<thead>
<tr>
<th>No.</th>
<th>Ribbon Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Air Force JROTC Valor Award (Gold)</td>
</tr>
<tr>
<td>2</td>
<td>Air Force JROTC Valor Award (Silver)</td>
</tr>
<tr>
<td>3</td>
<td>Cadet Humanitarian Award</td>
</tr>
<tr>
<td>4</td>
<td>Community Service with Excellence Award</td>
</tr>
<tr>
<td>5</td>
<td>Air Force Association Award</td>
</tr>
<tr>
<td>6</td>
<td>Daedalian Award</td>
</tr>
<tr>
<td>7</td>
<td>American Legion Scholastic Award</td>
</tr>
<tr>
<td>8</td>
<td>American Legion General Military Excellence Award</td>
</tr>
<tr>
<td>9</td>
<td>Daughters of the American Revolution Award</td>
</tr>
<tr>
<td>10</td>
<td>American Veterans Award</td>
</tr>
<tr>
<td>11</td>
<td>Reserve Officers Association Award</td>
</tr>
<tr>
<td>12</td>
<td>The Military Order of World Wars Medal</td>
</tr>
<tr>
<td>13</td>
<td>Military Officers Association Award</td>
</tr>
<tr>
<td>14</td>
<td>Veterans of Foreign Wars Award</td>
</tr>
<tr>
<td>15</td>
<td>National Sojourners Award</td>
</tr>
<tr>
<td>16</td>
<td>Sons of the American Revolution Award</td>
</tr>
<tr>
<td>17</td>
<td>Scottish Rite, Southern Jurisdiction Award</td>
</tr>
<tr>
<td>18</td>
<td>Military Order of the Purple Heart</td>
</tr>
<tr>
<td>19</td>
<td>Air Force Sergeant Association</td>
</tr>
<tr>
<td>20</td>
<td>Sons of Union Veterans of the Civil War</td>
</tr>
<tr>
<td>21</td>
<td>Sons of Confederate Hunley Award</td>
</tr>
<tr>
<td>22</td>
<td>Tuskegee Airmen Inc. AF JROTC Cadet Award</td>
</tr>
<tr>
<td>23</td>
<td>The Retired Enlisted Association Award</td>
</tr>
<tr>
<td>24</td>
<td>Celebrate Freedom Foundation</td>
</tr>
<tr>
<td>25</td>
<td>National Society United States Daughters of 1812</td>
</tr>
<tr>
<td>26</td>
<td>ACA Medal</td>
</tr>
<tr>
<td>27</td>
<td>Non Funded National Award</td>
</tr>
<tr>
<td>28</td>
<td>Distinguished Unit Award</td>
</tr>
<tr>
<td>29</td>
<td>Outstanding Organization Award</td>
</tr>
<tr>
<td>30</td>
<td>Outstanding Flight Ribbon</td>
</tr>
<tr>
<td>31</td>
<td>Top Performer Award</td>
</tr>
<tr>
<td>32</td>
<td>The Outstanding Cadet Ribbon</td>
</tr>
<tr>
<td>33</td>
<td>Leadership Ribbon</td>
</tr>
<tr>
<td>34</td>
<td>Leadership School Ribbon</td>
</tr>
<tr>
<td>35</td>
<td>Special Teams Competition</td>
</tr>
<tr>
<td>36</td>
<td>Academic Ribbon</td>
</tr>
<tr>
<td>37</td>
<td>Leadership School Ribbon</td>
</tr>
<tr>
<td>38</td>
<td>Orienteering Ribbon</td>
</tr>
<tr>
<td>39</td>
<td>Sabre Team Ribbon</td>
</tr>
<tr>
<td>40</td>
<td>Marksmanship Ribbon</td>
</tr>
<tr>
<td>41</td>
<td>Drill Team Ribbon</td>
</tr>
<tr>
<td>42</td>
<td>Color Guard Ribbon</td>
</tr>
<tr>
<td>43</td>
<td>Good Conduct Ribbon</td>
</tr>
<tr>
<td>44</td>
<td>Service Ribbon</td>
</tr>
<tr>
<td>45</td>
<td>Recruiting Ribbon</td>
</tr>
<tr>
<td>46</td>
<td>Health and Wellness</td>
</tr>
<tr>
<td>47</td>
<td>Activities Ribbon</td>
</tr>
<tr>
<td>48</td>
<td>Gen Carl Spaatz Award (CAP)</td>
</tr>
<tr>
<td>49</td>
<td>Gen Ira C. Eaker Award (CAP)</td>
</tr>
<tr>
<td>50</td>
<td>Amelia Earhart Award (CAP)</td>
</tr>
<tr>
<td>51</td>
<td>Dress &amp; Appearance Ribbon</td>
</tr>
<tr>
<td>52</td>
<td>Longevity Ribbon</td>
</tr>
<tr>
<td>53</td>
<td>Gen Billy Mitchell Award (CAP)</td>
</tr>
<tr>
<td>54</td>
<td>Gen J.F. Curry Achievement Award (CAP)</td>
</tr>
<tr>
<td>55</td>
<td>Attendance Ribbon</td>
</tr>
</tbody>
</table>
Air Force JROTC Ribbons

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.
AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK

SECOND LIEUTENANT
FIRST LIEUTENANT
CAPTAIN
MAJOR
LIEUTENANT COLONEL
COLONEL

CADET AIRMAN RANK

(no rank insignia)
AIRMAN BASIC
AIRMAN
AIRMAN FIRST CLASS
SENIOR AIRMAN

STAFF SERGEANT
TECHNICAL SERGEANT

MASTER SERGEANT
SENIOR MASTER SERGEANT
CHIEF MASTER SERGEANT
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
SERVICE CAP

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 Aeronautical 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.

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. 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.
Air Force JROTC Notebook Set-Up Requirement

1. You are required to have a three ring binder (at least 1 inch thick) dedicated only to JROTC, by the syllabus due date. The binder must be navy blue or black. 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 (when issued)
   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 -31
   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 = -100
   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.
   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.**
Sarah A. Beavers  
JROTC Alpha Flight  
5 August 2013  

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