



# Carroll County AFJROTC Cadet Guide 2021-2022

*Air Force Distinguished Unit 2018-2019*

*Air Force Distinguished Unit 2017-2018*

*Air Force Distinguished Unit 2016-2017*

*Air Force Distinguished Unit 2015-2016*

**CADET GUIDE  
TABLE OF CONTENTS**

<b>SUBJECT</b>	<b>Page</b>
<b>OVERVIEW</b>	
History	3
Mission/Core Values/ Unit Code	3
Instructors	3
<b>ACADEMICS</b>	
Curriculum	3-4
AFJROTC Grades	4
Weekly Schedule	4
Admissions, Transfer, Disenrollment and Status of Students	4-5
Classroom Procedures	5-6
<b>BEHAVIOR</b>	
Discipline	6
Cadet Conduct	6-7
<b>AUTHORITY AND RESPONSIBILITY</b>	
Cadet Officer and NCO Authority and Limitations	7
Cadet Officer and NCO Responsibilities	7
<b>UNIFORM</b>	
Uniform Issue and Turn in	7-8
Cadet Appearance & Grooming Guidelines	8-10
Uniform Wear Procedures	10
Uniform Day Policy	10-11
Personal Appearance Inspections	11
Repeated Uniform Infractions	11
Unit Polo/T-Shirt Policy	11
<b>UNIT OPERATIONS</b>	
Work Night	11
Cadet Appointment and Rotations	11-12
Promotion Criteria	12
Cadet Feedback	12
Demotions	12-13
Temporary Grades	13
Cadet Evaluation Board	13
Reserve Cadet Program	13-14
Saluting	14
Flag Detail Procedures	14

**CO-CURRICULAR ACTIVITIES**

CIA Trips	14
Summer Training	14-15
Cadet Activities	15
Drill Team	15
Cyberpatriot	15
Joint Leadership and Academic Bowl Team	15
Kitty Hawk Air Society	15-16
Awareness Presentation Team	16
Aviation	16
Raider	16

**GA - 20062 SET UP**

High School/Post High School Options	16
Organizational Chart	16-17
Cadet Chain of Command	18
Job Descriptions	19-23

**AWARDS & RIBBONS**

Awards and Decorations	23
Shoulder Cords	23
Air Force JROTC Awards & Ribbons Criteria	23-26

**\*ALL VISUALS (UNIFORMS, RANKS, AND RIBBONS ) WILL BE IN A FOLDER IN GOOGLE CLASSROOM OR AFJROTC WEBSITE (WEBSITE LINK AT THE END OF GUIDE) , SEE OVERVIEW FOR ATTACHMENT SECTIONS\***

**UNIFORM HEADGEAR**

Male Headgear	Attachment 7-3
Female Headgear	Attachment 7-4

**UNIFORM GUIDELINES AND EXAMPLES**

Cadet ABU	Attachment 7-6
Cadet ABU Headgear	Attachment 7-7
Lightweight Blue Jacket	Attachment 7-8
Male Service Dress	Attachment 7-9
Female Service Dress	Attachment 7-10
Male Blue Shirt	Attachment 7-11
Female Blue Shirt	Attachment 7-12
Semi-Uniform Dress	Attachment 7-14
Sample Uniform Pictures	Attachment 7-16

**GA-20062**  
**AIR FORCE JUNIOR ROTC**  
**CADET GUIDE**

**1. HISTORY**

The Air Force Junior Reserve Officer Training Corps (AFJROTC) can trace its heritage to a program founded in 1911 in Cheyenne, Wyoming, by Army Lt Edgar R. Steevers. Lieutenant Steevers was assigned as an inspector-instructor of the organized military of Wyoming. During his assignment, he envisioned a non compulsory cadet corps composed of high school students. His program was aimed toward making better citizens.

The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools and other non-preparatory schools. The Army implemented JROTC in 1916. Public Law 88-647, commonly known as the ROTC Vitalization Act of 1964, directed the Secretaries of each military service to establish and maintain JROTC units for their respective services. The first Air Force JROTC programs were opened in 1966. Our Carroll County AFJROTC program GA-20062 was the second unit established in 2006. We are organized as a group.

**2. MISSION/CORE VALUES/UNIT CODE**

The primary mission of AFJROTC is to “*Develop citizens of character dedicated to serving their nation and community*”

The Air Force Core Values are: “*Integrity First, Service Before Self, and Excellence in All We Do.*”

**3. INSTRUCTORS**

GA-20062’s Air Force Junior ROTC instructors are:

Mike Washington, Lt Col, USAF Retired Senior Aerospace Science Instructor (SASI) Department Chair	Master’s Degree in Science and Logistics Management Bachelor of Arts in Human Resources Administration Started Air Force JROTC in 2012 Experience: SASI at Rome High School
---	--

Steven Peters, MSgt, USAF Retired Aerospace Science Instructor (ASI)	Bachelor of Science in Security Management Associate of Arts in Educational and Instructional Management Associate of Applied Science in Aerospace Ground Equipment Started Air Force JROTC in 2019 Experience: Military Training Instructor, JBSA-Lackland, TX
---	---

**4. CURRICULUM**

AFJROTC has four levels of Aerospace Science (AS) curriculum, the course levels are: AS-I, AS-II, AS-III, AS-IV.

- A. ***Milestones in Aviation History*** focuses on the development of flight throughout the centuries, starting with ancient civilizations, progressing through the modern day. (JROTC I)
- B. ***The Science of Flight: A Gateway to New Horizons*** focuses on how airplanes fly, flight and the human body, and flight navigation. It teaches the principles of flight, how flight affects the body, and flight navigation. (JROTC II)
- C. ***Exploring Space; The High Frontier (2nd Edition)*** covers issues critical to travel in space, i.e., orbits and trajectories, unmanned satellites, & space probes; and investigates the importance of entering space, discusses manned & unmanned space flights; covers human aspect of spaceflight, examines use of robotics, and includes Cyber Security. (JROTC III)
- D. ***Management of the Cadet Corps*** allows cadets to apply the leadership skills learned throughout the course and from principles of management. Planning, organizing, coordinating, directing, controlling, decision-making and communicating are examples of skills the cadets will use to work various corps activities and develop unit goals and leverage strategies they develop to accomplish their goals. (JROTC IV Cadets only).

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

- A. ***Traditions, Wellness, and Foundations of Citizenship*** course introduces cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It contains sections on key military customs & courtesies, positive attitudes, and ethical and moral behavior. It also addresses effective note taking & study skills, emotional & physical health, preventing violence, physical fitness, how to make safe & drug-free decisions, bullying, civics, and other relevant topics. (JROTC I)
- B. ***Communication, Awareness & Leadership*** course stresses communications skills and Cadet Corps activities and covers communicating effectively, understanding groups & teams, preparing for leadership, solving conflicts & problems, and personal development. (JROTC II)
- C. ***Life Skills and Career Opportunities*** prepares students for life after high school in the high-tech, globally oriented, and diverse workplace; it includes lessons on contracts, leases, warranties, legal notices, personal bills, etc.; lessons on how to select a school, apply for admission to a vocation/technical school, community college, or college; emphasizes career finding principles, job, and job survival skills. (JROTC III)
- D. ***Fundamentals of Management*** covers the importance of management; the techniques & skills involved in planning & decision making; and the key elements of individual & group behavior; the importance of the communication process; and the characteristics of a good leader. It also includes case studies. (JROTC IV)
- E. ***Physical Fitness/Wellness*** practical application of physical fitness and wellness activities. It's taught to all JROTC classes on Tuesday. Students are required to wear the Air Force PT uniform for this class. All levels participate. (ALL Cadets)
- F. ***Drill and Ceremonies*** provides an in-depth introduction to military marching and advanced marching and command skills. All levels participate at progressive levels. (ALL Cadets)
- G. ***Uniform Wear*** provides guidance in grooming and attention to detail. All levels of JROTC are required to wear their uniforms each Wednesday. (ALL Cadets)

## 5. AFJROTC GRADES

- A. AFJROTC cadets generally receive two days of academic instruction in aerospace science or leadership education, one day of drill, one day of uniform inspection, and one day of physical fitness training each week. A cadet's progress reports and final grades are an average of the weighted scores earned for grooming/uniform inspections, Classroom assessments, drill assignments, projects/presentations, physical fitness training, community service (each student is required to complete 12 hours on average of community service per cadet), and exams. Students should consult their JROTC class syllabus for specifics in this area.
- B. When a student is absent from school, JROTC make-up work must be completed and turned in no later than three days after returning from the absence. For example, if the student is absent on Monday, the student must get the assignment from the teacher on Tuesday (first day back) and turn it in by 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 for example). Students will get 10 points deducted for each day the assignment is late. Students are required to check with the SASI/ASI for the day of their absence on the first day of returning to school.
- 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 Wednesday must wear the uniform the first day back to school, or receive a "70" for the uniform inspection grade. The three-day rule does not apply with regards to missing uniform inspections.
  - a. **Note:** If a student volunteers for a service activity but fails to participate without giving the instructor appropriate advance notice relevant to the reason for the no-show, the student will receive "0" hours for the activity.

## 6. WEEKLY SCHEDULE

Follow the course syllabus for the weekly schedule. Monday drill, Tuesday P.T., Wednesday uniform inspection, Thursday and Friday Academics (or other emphasis as determined by instructors). The schedules are also posted on the JROTC website that is accessible to parents and cadets via their home school's web page.

## 7. ADMISSIONS, TRANSFER, DISENROLLMENT, 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, 9<sup>th</sup> grade or above, at one of the five Carroll County High Schools.
- C. Be of good moral character.
- D. Be physically fit to participate in AFJROTC training.

- 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 students from Army, Navy, Marine, Coast Guard, or any AFJROTC programs may be admitted with full credit for training already received, if both principals agree to the participation and the course (transcript) counts for credit toward graduation. The SASI will determine the transfer rank of students coming in from other programs, per AFJROTCI 36-2010, *Air Force Junior Reserve Officer Training Corps*.
- G. Disenrollment: AFJROTCI 36-2010 states that upon recommendation by the SASI and the approval of the principal, students may be disenrolled from the program for any of the following reasons:
  - a. Failure to maintain acceptable retention standards (uniform wear and grooming).
  - b. Inappetitude or indifference to training (inability or refusal to comply).
  - c. Disciplinary reasons.
    - i. Individual request (must follow Carroll County administrators' procedure).
    - ii. Any other reason deemed appropriate by the JROTC SASI and the principal.
  - d. **General guidelines for removal from JROTC** - The SASI must be allowed to disenroll an AFJROTC cadet at any time during the academic year with proper cause. Disenrollment is a last resort, and must be preceded by documentation and corrective counseling. However, it is necessary in some cases, in order to maintain the morale and discipline of the unit. Instructors must work together with the cadets, their parents, unit cadet leaders, school counselors and administrators to resolve these issues. However, when these efforts are unsuccessful, The SASI must be allowed to remove the cadet from the AFJROTC program. A maximum of three weeks is sufficient to complete this entire administrative process. The cadet either chooses to comply as required, or is removed from AFJROTC. These students can be placed wherever the school administration sees fit, but it is the HQ AFJROTC position that these students must be removed from the AFJROTC class and disenrolled.
  - e. The steps for removal are as followed:
    - i. 1st Offense - Verbal Warning
    - ii. 2nd Offense - Written Warning
    - iii. 3rd Offense - Call to Parents
    - iv. 4th Offense, Office referral
    - v. 5th offense - Any further offense will result in removal from the Corps.

## 8. CLASSROOM PROCEDURES

Cadets will quietly stand in line outside the classroom, at parade rest with their book bags to their right (Students will not stand in formation with book bags, purses, or the like on their person.), until Flight Sergeant reports in. (First line of cadets will enter first.) Once inside Cadets will place all possessions under their assigned desk and stand to the left of the desk at "**Parade Rest**". When the tardy bell rings the Flight Sergeant will call the class to attention, then proceed to call "Center Face" leading the flight in reciting the "**Pledge Of Allegiance**". The Flight Sergeant will then command "Center Face" and then lead the flight to recite the Air Force Core Values: "**Integrity First, Service Before Self, and Excellence in All We Do**".

### *Attendance procedures:*

- The Flight Sergeant will call the flight to parade rest; then an instructor will then take attendance. When the instructor calls the cadet name, he/she will come to attention and say "Here ma'am/sir" then proceed to take a seat. Cadets will take out their notebooks as soon as they are seated.

The first time C/Col, SASI, or any guest enters the classroom, the Flight Sergeant, or any cadet (first cadet to see a guest) will immediately call the class to attention as soon as they see the individual.

When entering the ASI or SASI office you will stand at attention, knock, and wait until acknowledged (SASI will be the only instructor saluted to while reporting into the office.) . If the Instructor is busy at the moment you will stand at parade rest until acknowledged; then you would salute and state "Sir/Ma'am Cadet (Rank Name) reports" if you are called to the office you will state "Sir/Ma'am Cadet (Rank Name) reports as ordered."

At the end of the class, the or Flight Sergeant will call the flight to "attention", then give "Standby" allowing cadets to pick up their things and then he/she will call "Column of files from the right/left" to dismiss the flight.

## 9. DISCIPLINE

- A. Discipline is training that develops self-control, character, and orderliness in our behavior. It is a process or system of rules designed to develop self-control and orderliness that include a method of correction and chastisement to help correct

substandard behavior. 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, properly constituted authority.

- B. The SASI and ASI can give disqualification for participation in service events and 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.
- C. Creation of disturbances, display of inappropriate attitude and behavior, and failure to comply with uniform and appearance standards are considered serious breaches of discipline and will receive the appropriate punishment as determined by the SASI, disciplinary board and regulations.
- D. 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 guide, 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 Vice Group Commander to handle all disciplinary boards and coordinate arrangements with the SASI. 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.
- E. **The 341 Merit/Demerit System** - This system is used to report merits/demerits of minor/major infractions. It should be filled out by cadet leaders or instructors. False filing of 341s can result in a demotion and removal of position. All cadets will receive the following consequences for infractions: 1st Offense - Verbal Warning, 2nd Offense - Written Warning and Consultation, 3rd Offense - Call to Parents, 4th Offense - Office Referral. Cadets may also lose privileges such as: attendance to the Military Ball, Curriculum in Action (CIA) field trips, participation in competitions, and promotion.
  - **System is not yet in use. Cadets however will learn about this system.**
- F. **Team Demerits** - They will be provoked during flight instruction on a cadet not performing excellence in drill, academics, and PT; team demerits impact the flight receiving the outstanding flight award.
- G. **General guidelines for removal of JROTC** - Please refer to section 7 for the guidelines of removal from JROTC.

## 10. CADET CONDUCT

- A. Conduct and attitude not meeting the standards set by the school and SASI/ASI will result in loss of privileges, such as field trips, Drill Team/Color guard participation, school/community service projects, promotions, award presentations, etc. The Cadet Conduct Rules also apply to any other classes during the day.
- B. Cadets who receive out of school suspension (OSS) and/or in-school suspensions (ISS) will have further punishment set by the SASI/ASI. Cadets who are removed from a position and reduced in rank may work to receive reinstatement. Reinstatement must be a unanimous decision of the GA-20062 instructor staff.
- C. If for any reason a cadet is removed from formation, drill, PT, inspection, or class, and has displayed disciplinary actions in the past, he/she will receive a 0% grade for the day's activities. Parents will 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 any other cadets in the corp. This courtesy should also be extended to all Carroll County High Schools faculty and staff members.
- E. Address all cadets as "Cadet, [rank]" and their last name or just by their last name if subordinate in rank.
- F. Harassment of any cadet by another cadet, regardless of rank, is strictly forbidden. Misuse of authority may result in the offender losing rank and privileges, possible disenrollment from the program and referral to the principal for possible suspension from school. Examples of harassment include, but are not limited to, improper or abusive language, requiring a lower ranking cadet to carry books or perform other personal duties, and any physical fitness training such as push-ups/sit-ups, etc.
- G. Inappropriate behavior in uniform, on or off school property, will not be tolerated.
- H. Prohibition on physical discipline and hazing (Hazing/maltraining/maltreatment/sexual harassment are prohibited behaviors): any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or failure to perform, will not be tolerated within any AFJROTC unit or activity.

Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program. Instructors will publish this prohibition in the unit's Cadet Guide or operating instruction.

- I. Examples of prohibited physical activities include, but are not limited to, push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
- J. Any form of verbal abuse, tease, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
- K. This prohibition is applicable to all AFJROTC unit activities including instructors, cadets, and any personnel involved with or participating in an AFJROTC unit or activity.
- L. Unauthorized Clubs: No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

#### **11. CADET OFFICER AND NCO AUTHORITY AND LIMITATIONS**

- 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 ensure 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 guide.
- F. Cadets will not attempt to use AFJROTC rank or position to obtain personal gain or favor. Cadets will not be scheduled 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.

#### **12. 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 SASI/ASI. Comments should be constructive and limited to the infraction and the corrective action required. They should not be subjective or personal in nature.

#### **13. UNIFORM ISSUE AND TURN IN**

- A. The uniform is Federal Government property and is issued to the cadet on loan, with a uniform fee of 25 dollars (See B in section 13). Each cadet must satisfactorily pass a personal appearance inspection and submit a cadet activity fee to activate the issue of a uniform. These students will receive a "0" uniform inspection grade every Wednesday of the period during which the uniform is withdrawn. A personal conference between the cadet's parent/guardian, guidance counselor, and the AFJROTC instructor(s) may be required before the uniform can be reissued.
- B. A \$25 (cash or money order), non-refundable for a unit polo/T-shirt 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/T-shirt and help augment the costs of some unit activities. Students not conforming to personal appearance standards and those who have not paid their \$25 fee by the established deadline will be graded as "failure to wear the uniform" if they have not received their uniform on the first uniform wear day. (Students who have met standards and paid their fees, but have not received their uniform, will be excused until the uniform can be issued, but must take part in grooming inspections until the uniform is received).
- C. Students are to return the entire uniform, at the end of the year/upon disenrollment from the program/school. The uniform is Federal Government property, on loan to students enrolled in AFJROTC. 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 and are required to return the complete uniform professionally dry cleaned by the designated date at the end of the school year or upon disenrollment from the course, whichever comes first. AFJROTC will provide students the name of a dry cleaner that may clean the uniform at a reduced rate (for a regular turnaround service, not for one-day or "rush" service).
- E. Request uniform item exchanges: When students outgrow uniform items, they may request a change of item on Thursdays or Friday, if they are absent on Thursday only. The students must bring in the item they need to exchange before they are allowed to receive the replacement item. If the SASI approves the exchange, cadets must dry clean the item (pants, shirts, or jackets) before the exchange can be finalized. This can only be done on the first Thursday or Friday in the beginning of the second semester.



- F. The Air Force will make a one-time purchase of one blue name tag (for wear with the uniform shirt/blouse) and a silver name tag (for wear with service dress combination) for students enrolled in AFJROTC for the first time. Students must purchase replacement name tags at their own expense if the name tags are lost, damaged, etc.

#### 14. CADET APPEARANCE AND GROOMING GUIDELINES

**\*\*The following guidelines are taken directly from the AFJROTC Operational Supplement Chapter 7\*\***

- A. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting the U.S. Airforce and 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 a plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.
- a. **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.
  - b. **Earrings:** Female Cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one pair of small spherical or square (diamond, gold, white pearl, or silver) pierced or clip earrings 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.
  - c. **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 or sunglasses can be worn around the neck while in uniform.
  - d. **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, 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. The cadet should be aware of the fact that tattoos and brands may preclude him or her from serving in the military.
  - e. **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, on their earlobes ONLY.
  - f. **Female Hair:** Pinned- up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. No minimum hair length, to a maximum bulk of four inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs or side-swept hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. Hair will **not** contain an 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 human beings: Blonde/Brunette/Brown/Black/Gray. Extreme hair color, those that draw attention and are not conservative are inappropriate and prohibited. Shaved heads or flat-top hairstyles are allowed for women. Faddish hairstyles are prohibited.  
**EXCEPTION:** Hair may be visible in front of women's flight cap. However, long hair will be secured with no loose ends.
  - g. **Ponytails:** One or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not exceeding a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blade.

- h. **Braids:** Micro-braids, Locs, twists, and cornrows are authorized for women, must come together down the back in one or two braids or a single ponytail. Locs, microbraids, twists, double dutch, will be worn in a manner which conforms to standards of length and bulkiness. Braids. Exaggerated styles with excess fullness or extreme heights are prohibited. Hair beads and other such hair accessories are also inappropriate and prohibited. If worn, black hair accessories (e.g., fabric scrunchies, hair pins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized. Hair must not exceed standard bulk (see figure 3.2) Headgear must fit properly.
- i. **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 with the exception of black accessories which can be worn with any hairstyle. Bows, beads, ribbons, scarves, etc. are not to be worn with the uniform.
- j. **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.
- k. **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 fluorescent 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 fingertip.
- l. **Purses:** Clutch-Style Purses. Clutch-style purses for all uniform combinations will be plain black smooth or scotch-grain leather, patent leather, high-gloss or manmade material without ornamentation, with black stitching only. Fabric, suede, and patent leather may be carried with the mess dress, formal dress and ceremonial dress uniforms. Clutch-style purses will be no larger than 6 ½ (H) x 11(W) inches or no smaller than 5(H) x 9(W) inches. Clutch-style purses will have a concealed closure and may have a wrist strap. Exception: Do not use a patent leather purse when wearing a semi-formal dress.
- m. **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, 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, etc. may be worn.
- n. **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.
- o. **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. Male hair must be neat, clean, trimmed, combed/brushed, and present a groomed appearance. Your hair should not exceed 2 inches 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, Locs, twisted, curls, ducktail, pageboy, flip, Mohawk, bulk styles or any other faddish hairstyles.
  - i. **NOTES:** 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. No extreme, faddish hairstyles are allowed. Hair may not protrude below the front band of properly worn headgear.
- p. **Sideburns:** Sideburns will be neatly trimmed in the same manner as the hair. They will not be more than one inch wide, must be straight and of even width (not flared) and will end with a clean, horizontal line, which does not extend below the bottom of the ear opening.
- q. **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.
- r. **Ring Prohibitions:** Male Cadets may not wear earrings, eyebrow rings, tongue rings, grilles, and the like while in uniform.
- s. **Nails:** Nails must be clean and well groomed. Males cannot wear any fingernail polish while wearing the uniform.
  - i. **NOTE:** Males MUST wear a plain white V-neck T-shirt under the blue uniform shirt.

## 15. 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 (Wednesday 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 first Wednesday 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.
- 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:
  - a. Students must wear long slacks (khaki pants or Dickies/NO jeans and NO shorts), the JROTC polo 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, if worn by a male cadet. Female cadets may leave their shirts untucked.
- C. Uniforms will be worn only at times and locations specified by AFJROTC GA-20062 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 AFJROTC 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. Shirt sleeves 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 to 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, loosening 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 anywhere from -5 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 AFJROTC extracurricular events and field trips.
- H. Cords will only be worn on the light blue shirt and service coat NOT the lightweight jacket. A maximum of one chord will be worn on the left shoulder.
- I. Ribbons are worn on the left side of the blue t-shirt or the service coat and will NOT be worn with medals. Also cadets will only receive one national level award each year of their JROTC career (This does not apply to national competition awards).

## 16. UNIFORM DAY POLICY

- A. Uniforms must be worn all day (1st – 7th periods) on the designated uniform day (Wednesday of each week unless told otherwise). 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”. Any reason that is not viable is not acceptable and will not be allowed to make-up grade. To receive credit, the uniform must be worn the entire school day unless otherwise directed by the SASI/ASI.
- B. Students absent from school on uniform day must wear the uniform the first school day they return to school in order to receive credit for the day missed and any student who was suspended on uniform day has to wear their uniform the first day of school at a shot for a 70.
- C. Any student assigned to ISS on Wednesday **will not wear the uniform.**
- D. If the return day is the next week’s uniform day, then the student must wear the uniform twice that week, on Wednesday and Thursday. Otherwise, the student will be cited with a failure to wear the uniform for the day missed.
- E. Students who are testing (EOCT, GA Milestones, PSAT, AP, etc.) do not have to wear the uniform; however, they must wear it the next day or the first day back to school unless the SASI states otherwise.
- F. Students who have an official school requirement that conflicts with uniform day **must inform the instructors ASAP** so that he/she will be allowed to skip uniform that week. The Instructor will respond to the student making the request. Late requests will not be honored.
- G. 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.
- H. Any uniform discrepancy that needs to be fixed or changed has to be brought to the attention of an instructor on Thursday **ONLY**, or on Friday if the cadet is absent on Thursday. Any other day **will not be acceptable** and will not be fixed or changed.

## **17. PERSONAL APPEARANCE INSPECTIONS**

- A. All inspectors will be inspected by flight leadership before inspections begin. Officer inspection will be conducted by the ASI or SASI unless otherwise noted.
- B. Uniform inspection begins with the giving the command fall-in. Cadets will fall into line formation three steps away from the and Flight Sergeant, once all cadets have fallen in, the sizes and aligns the flight then gives open ranks march. After the flight has been adjusted, it returns to the front and to the sergeant's right and gives the ready front.
- C. The Flight Sergeant does an about face, Commander salutes, and reports to the inspector "Sir (Ma'am), \_\_\_\_\_ Flight is prepared for inspection", drops his/her salute and waits with the Flight Sergeant to be inspected. As soon as they have been inspected, he/she accompanies the inspector. The Flight Sergeant does an about face after his/her inspection and commands "Second, Third, and Fourth Elements, Parade, REST" and the Flight Sergeant will remain at attention for the rest of inspection or "Second and Fourth elements Parade, REST" if two inspections are needed simultaneously and the Flight Sergeant will be the other recorder.
- D. The executes a half left face in marching without arm swing and halts one pace to the right and one pace to the rear of the inspector. This position is maintained throughout the inspection of the front of each respective rank. When moving from individual to individual during the inspection, the inspector and simultaneously execute a face to the right in marching and an in-place halt. After the inspector has inspected the last individual in the front rank, the hesitates momentarily and allows the inspector to precede him or her as the inspector inspects the front rank from the rear. During the inspection of the rear of each rank, the follows the inspector approximately two paces to the rear, halting when the inspector halts. After inspecting the rear of each rank, the halts in front of the second person of each rank and faces to the right at the same time as the inspector halts in front of the first person. (These procedures are used to inspect the front and rear of subsequent ranks.)
- E. After the inspection is complete, the Flight Sergeant, if a second inspector is needed, will return to the front and face the flight. The Flight Sergeant will then call the whole flight to attention and give Close Ranks, March. At the discretion will the flight be given at ease/rest while the flight total infractions are counted. Following the calculation of total flight discretions, the Flight Sergeant will give at ease/rest and brief the flight.

## **18. 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. If the same infraction still remains next uniform wear the cadet will receive a "0" every uniform wear until fixed or removed from the class. This rule applies to what you may even consider a minor infraction. Uniform grooming standards must be respected and followed.

## **19. UNIT POLO/T-SHIRT WEAR**

The unit polo/T-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/T-shirt. When worn, the unit polo must be tucked in for males; females have the option to tuck theirs in or not. Because the unit polo is an extension of the JROTC uniform, do not allow others to wear your unit polo. T-Shirt can be untucked or tucked, grooming standards apply, and can be worn with shorts and jeans. Unit polo/T-Shirt will be worn on Fridays or when directed

## **20. Work Nights**

- A. The Cadet Group Commander or Vice Group Commander will conduct staff meetings for the Cadet Staff as required. The Cadet Group Commander will schedule weekly meetings with corps leadership. These meetings are held outside of the corps management classroom setting. Cadet Squadron Commanders will conduct Squadron Staff meetings as needed. Other meetings will be called at times that do not conflict with the primary meetings.

## **21. CADET APPOINTMENTS AND ROTATIONS**

- A. The SASI, in coordination with the ASI and Key Staff, will select next year's Group Staff. Selection for these positions carries the temporary rank. Subordinate positions not selected by the instructors will be selected by the Cadet Group Commander and his/her Key Staff through cadet application and interview, as determined by the Cadet Group Commander.
- B. Cadet promotions will be made in such a manner that a cadet will experience increasing rank and responsibility. A Cadet Evaluation Boards may be convened to evaluate and recommend cadets 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 (OIC) position. Students must successfully complete one of these leadership schools to be considered for Key Staff positions. The Cadet Group Commander and Vice Commander applicants must have served as a summer camp. The only way to become a Cadet Officer is to complete summer leadership school. Cadets who completed the "mini-drill" leadership school will not be eligible for officer rank, but will be eligible for mid-level to Senior NCO ranks, depending on the leadership position they have been selected to fill. All Cadets who have never been to a summer leadership school or drill leadership school will be limited to mid-level OIC positions, based on the leadership position to which they are appointed.

- D. Rotation of cadet positions will generally occur each school year. The Cadet Personnel Officer (CPO) 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

## **22. 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 before winter break of each year; and any other time as deemed appropriate by the SASI and as requested by the Cadet Group Commander.
- B. Criteria for the primary promotion selection include:
  - a. Attitude: positive and motivated
  - b. Citizenship traits: integrity, service, effort, excellence, exceptional behavior
  - c. Appearance: overall uniform inspection average of at least 80
  - d. Dependability: does all responsibilities
  - e. Grades: AFJROTC average 80 or higher; must be passing all academic classes
  - f. PT: always gives 100% effort
  - g. Maturity: behaves sensibly, responsibly, and respectfully
  - h. Proven leadership abilities and potential for leadership growth.
  - i. Promotion board interview: for positions (top 12)
  - j. Positive feedback from teachers, counselors, and/or assistant principals
  - k. Passes the promotion test
  - l. Other criteria may be determined by the Cadet Group Commander
- C. Normally all staff officer ranks will be filled by third and fourth-year Cadets when enough eligible Cadets are available, exceptions occur in the positions for flights.
- D. All Cadets eligible for promotion to Cadet Master Sergeant or higher will have a promotion board. The Group and Squadron Commanders may recommend these Cadets. Cadets new to AFJROTC who demonstrated extraordinary leadership and academic talents during the first semester may be appointed to Cadet leadership positions via Group Commander recommendation and SASI approval during the second semester. Veteran Cadets can also get a leadership role.
- E. The promotion board will be composed of Key staff. Each board member will complete a promotion score sheet on each Cadet meeting the board. The Personnel Officer will develop a promotion board score sheet, using as a minimum, the criteria listed, with the approval of the Operation Support Squadron Commander.
- F. Before each scheduled promotion board, the Group Commander, Group Vice Commander, Squadron Commanders will review the Cadets' records and evaluations before recommending the Cadet to the promotion board.

## **23. CADET FEEDBACK**

Feedback is crucial to cadet development and training. Cadet leaders are responsible for the development and training of cadets. Types of written feedback that goes towards promotions are:

- A. Performance Feedback is a monthly record of a cadet's position performance.
- B. Promotion Test
- C. Position Interview

## **24. 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 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 teachers outside of AFJROTC to participate on the board.
- D. Cadets may be removed from leadership positions, for "cause", which includes, but is not limited to:
  - a. Failure to perform assigned leadership job/duty/responsibilities satisfactorily.
  - b. Failure to show and/or failure to complete assigned/volunteer duty more than once.
  - c. Failure to maintain passing JROTC grades.
  - d. Failure to maintain passing grades in at least five subjects.
  - e. Receiving an out-of-school suspension or expulsion from school. (Those receiving in-school suspensions must meet a Cadet Evaluation Board for determination.)
  - f. Portraying conduct that is unbecoming or inappropriate for a cadet leader.
  - g. Displaying unacceptable attitudes.

- h. Insubordination (particularly to a JROTC leader or instructor, faculty member, or administrator)
- i. Becoming a disciplinary problem in JROTC class/activities or any school class/activity.
- j. Failing to wear the JROTC uniform more than once during the semester without valid reason.
- k. Failing to participate in such key corps activities as the military ball, dining-in, at least one parade, and community service requirements
- l. Other issues as deemed appropriate by the instructor staff and/or as recommended by the Cadet Group Commander.

## 25. TEMPORARY GRADES

Temporary grade or temporary rank will normally be assigned as authorized to fill a specific position. **Since the grade/rank is temporary, you may not carry it from one semester/year to the next.** Temporary grades/ranks are assigned only when the job the cadet is filling requires a higher grade/rank than the permanent grade/rank. Cadets will have an opportunity to test and keep grade/rank.

## 26. CADET EVALUATION BOARD

- A. Cadet Evaluation Boards may be convened to determine a failure to meet the standards of good conduct and deportment; select cadets for promotion and screen cadets for promotion to permanent rank; as well as select cadets for outstanding accomplishments, leadership, and other achievements, as applicable. Membership of a Cadet Evaluation Board will be the top three key staff members and command chief. The evaluation board will have a total of 4 members. At no time shall a Cadet Officer involved in the infraction as “victim”, bystander, or witness be a part of the board. The Recording Officer of the Evaluation Board will be the executive officer.
- B. Evaluation Board reports will be submitted in the following manner:
  - i. Date and time of a meeting.
  - ii. Members present
  - iii. Purpose of the board.
  - iv. List of cadets who met the board, by flight.
  - v. Recommendation/findings
  - vi. Signature of Board President and Recorder.
- C. The findings and recommendations of cadet boards are always subject to the approval of the SASI or ASI 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 announces official results with the parties involved. Failure to comply may result in board member disciplinary action.

## 27. RESERVE CADET PROGRAM

A Reserve Cadet is a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. First year cadets will not be considered for the Reserve Cadet Program. To qualify as a Reserve Cadet, student must meet one of the following criteria and have to be accepted by the SASI:

- A. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.
- B. The student cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.
- C. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.
- D. A Reserved Cadet has to maintain and hold all GA-20062 and school standards.
- E. The SASI and ASI will decide if a cadet qualifies for the program. Any experience of not displaying professional behavior may be a reason a cadet does not qualify.

## 28. SALUTING

- A. Cadets in enlisted ranks will salute all adult Officers and Cadet Officers when outdoors and in uniform. Cadet Officers will salute all adult Officers and Senior Cadet Officers.
- B. Cadets will render a salute when reporting formally to the SASI, ASI or to a Cadet Officer
- 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 while 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

### **29. FLAG DETAIL PROCEDURES**

Flag Detail are performed at school before 8:15 am and after 3:15 pm. The detail will be handled by cadets who are assigned to do Flag Detail that week. The detail will change flights each week. All details will consist of a minimum of four cadets and maximum of six cadets. The roster for who will do the detail each week will be handed out on the previous Friday. If a cadet can not make it to the Flag Detail then that cadet must inform the SASI/ASI. Cadets who fail to report to Flag Detail and inform the SASI/ASI will have a 341 pulled for each day they miss.

### **30. CIA TRIPS**

- A. Curriculum-in-Action (CIA) 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 Carroll County School Board field trip permission forms and forward them to the AFJROTC department.
- B. Some cadets generally receive the least amount of consideration for field trips when other cadets participate more and meet all other requirements. Any exceptions must be a unanimous decision by all AFJROTC instructors.
- C. In order to ensure AFJROTC cadets receive any required medical care for emergencies that might occur while cadets are participating in AFJROTC sponsored field trips, a temporary medical power of attorney must be on file with the instructors for each participating cadet. If consent forms are not completed, cadets may be denied the privilege of taking part in field trips. Other forms will be sent home for completion to make cadets eligible for trips. Cadets may also be required to coordinate with and receive teacher approval (via a provided form) before final approval is granted. This requirement helps ensure students are acting responsibly from both a behavioral 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 just one teacher when teachers are asked to complete the forms.
- D. Cadets absent from school the day of a field trip/event are ineligible to take part. Cadets on suspension (ISS or OSS) any day of the trip/event are ineligible to take part.
- E. Cadets who have 3 or more 341 pulls, will not be eligible to take part in field trips/events.
- F. 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 after JROTC has made irreversible commitments with vendors/contractors.

### **31. SUMMER TRAINING**

GA-20062 AFJROTC will provide participation for cadets in a Summer Cadet 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 March-April block and announced in advance. Each cadet interested in a specific leadership school must attend each day, as indicated in camp information letters. Completion and eligibility requirements for each camp will be explained in the letters. The camps are typically held in June.

### **32. CADET ACTIVITIES**

- A. Cadet participation in AFJROTC extracurricular activities will be limited to those cadets who display a positive attitude and maintain the highest cadet standards. Members will be expected to attend all regular practice sessions. Participation is limited/restricted to cadets actively/actually enrolled in the JROTC program and on the team.
- B. 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.
- C. Cadets who continuously bicker, argue, and/or impact the quality of practice will be suspended from the team. Cadets who are suspended a second time for these infractions will be removed from the team on the third infraction.
- D. Cadets who continuously miss practice or are late/leave early without a teacher/administrator note will be suspended from the team/activity at the discretion of the SASI/ASI.
- E. Cadets who are failing AFJROTC will be suspended from the team/activity until their grades in both AFJROTC, and other classes improve.
- 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 Team Commanders/Coaches may suggest a disciplinary board be held to handle problems participating cadets are causing. The SASI/ASI has the final approval authority on any recommendations made by the Cadet Commander/Coaches and/or disciplinary boards. The Cadet Vice Group Commander will handle the disciplinary boards.

- H. Service volunteers cannot take siblings, friends etc. to service events for any reason. Only JROTC cadets can attend/take part in the JROTC service events. Participants are to follow all JROTC service event participation rules designated in writing or verbally, and all the rules established by the host organization. Cadets are not to take anything away from the site they did not purchase or make any additions/revisions/markings to anything that is not so expressed by the overall host/coordinator in charge.

### **33. DRILL TEAM**

The GA-20062 Drill Team is a special group of Cadets dedicated to perfecting their drill and ceremony skills . The Drill Team competes in various meets against Air Force and other service Drill Team Competition (i.e Army ect.) . The teams have the opportunity to compete in several regular competitions and major competitions, to be included in regional, state, and nationals. Competition at Daytona High School National Championship will be considered as an option if the teams place first place overall in state or national competitions.

The Drill Team will have six competitive segments, all in both Armed and Unarmed: Regulation, Color Guard, and Inspection. The team competes in each segment during drill competitions. Membership on the one team is not restrictive to that team or exclusive of the other. 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

### **34. CYBERPATRIOT**

CyberPatriot is the National Youth Cyber Education Program. The competition puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services in a six hour period. Teams compete for the top placement within their state and region, and the top teams in the nation earn all-expenses paid trips to Baltimore, MD for the National Finals Competition where they can earn national recognition and scholarship money.

### **35. Joint Leadership and Academic Bowl**

This team allows cadets to study for the SAT, ACT, and ETC along with a competitive test.

Four or more dedicated cadets with a commander and NCO will compete online against units around the globe in academic areas such as: Math, Science, Literature, and current events. Through 3 vigorous levels of competition: SAT, ACT, ECT knowledge is instilled in team members.

### **36. KITTY HAWK AIR SOCIETY**

During the Academic Year (AY) 1971-72, AFJROTC NC-023 initiated a Junior ROTC Air Society to further academic achievement. Lt Col E. H. Cryer, USAF (Ret), Senior Aerospace Science Instructor (SASI), noted a need for a cadet organization to function as a club within the high school activities program. Lt Col Cryer designed the Constitution for the high school level organization in such a way that it would be an academic society with the following board objectives: an incentive for academic excellence, develop an interest in a college education, a means for cadets to participate as a club in school activities, and to provide additional areas for leadership experiences and development. Members must have a minimum of a B average in AFJROTC and a C average in all other academic classes.

### **37. AWARENESS PRESENTATION TEAM**

The Awareness Presentation Team will travel to local schools and communities to present a presentation to spread awareness to causes such as: Anti-Bullying, Drug awareness, and ect. The team will meet on set practice days to create presentations and practice speaking parts.

### **38. AVIATION TEAM**

The Aviation team brings cadets together to dive deeper into the hands on side of aerodynamics taught in the classroom during the week. Cadets get to build planes inside the classroom and then fly them in the courtyard or football field of the high school. Cadets also have the ability to fly drones during the meetings.

### **39: RAIDER**

The Raider team takes PT to a new level. They train endurance during the week and run the obstacle the team built on school grounds. They also have the opportunity to compete against other Raider teams in the state of Georgia starting in the fall.

### **40. HIGH SCHOOL/POST HIGH SCHOOL OPPORTUNITIES**

**Lettering:** Students who successfully complete two years of AFJROTC, have a minimum of 20 community service hours, and be a part of a Co-Curricular team (some examples are: CyberPatriot, Committee, and Color Guard team) for one year will qualify to Letter in AFJROTC and every additional year this is completed student will earn an AFJROTC pin.

**Pathway:** Students who complete three years of AFJROTC will receive a pathway for graduation.



**Certificates:** Students who successfully complete two academic years of AFJROTC will earn certificates of training; students who successfully complete three academic years of AFJROTC will earn certificates of completion.

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

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

#### **41. TOP TWELVE AND KEY STAFF**

C/Group Commander

C/Col Gabby Mobley

C/Vice Group commander

C/Lt Col Carrington Green

C/Executive Officer

C/Lt Col O. Raelind Jennings

C/Director of Operation

C/Lt Col Shannon Hudgins

C/ Special Assistant

C/Lt Col Landon Taylor

C/Command Chief

C/CMSgt Pierre Geagan

C/First Sergeant

C/SMSgt Logan Elliott

C/Mission Support Squadron Commander

C/Lt Col Kaleb Prater

C/Deputy

C/Lt. Col. Jarred Hall

C/Operation Squadron Commander

C/Maj Anthony Raymond

C/Deputy

C/1st Lt Nathan Armstrong

C/Operation Support Squadron Commander

C/Maj Taylor Tyson

C/Deputy

C/1st Lt Gavin Burson

❖ **Squadron Superintendent - C/ SMSgt. Miriam Durodola**

❖ **C/Alpha Commander -  
C/TSgt Adayla Horstkamp**

➤ **C/Sergeant -**

C/ Staff Sgt Gabriel Rivas

- ❖ **C/Bravo Commander -**  
C/TSgt Michael Rentz
  - **C/Sergeant -**  
C/SrA Justin Singley
- ❖ **C/Charlie Commander -**  
C/1st Lt Gavin Burson
  - **C/Sergeant -**  
C/A1C Michael Hays
- ❖ **C/Delta Commander -**  
C/1st Lt Ty Martin
  - **C/Sergeant -**  
C/TSgt Isabella Jarrell
- ❖ **C/Echo Commander -**  
C/TSgt Luke Muse
  - **C/Sergeant -**  
C/ Amn Will Blanchard
  
- ❖ Logistics Commander - C/ TSgt Isabella Jarrell
- ❖ Personnel Commander - C/ 1st Lt Ty Martin
- ❖ Special Projects Commander - C/ Lt Col- Carrington Green
- ❖ Comptroller Commander- C/ MSgt Katie Lawrence
- ❖ Public Affairs Commander - C/ Maj Taylor Tyson
- ❖ PT Coordinator - C/1st Lt Brenton Glover
- ❖ Drill Team Commander - C/ 1st Nathan Armstrong
- ❖ CyberPatriot Commander - C/ MSgt Katie Lawrence
- ❖ Academic Bowl Team Commander - C/Lt Col Carrington Green
- ❖ Kitty Hawk Commander - C/Lt Col Carrington Green
- ❖ Awareness Presentation Team Commander - C/Maj Taylor Tyson

#### **Cadet Chain Of Command**

<b>Command</b>	<b>Minimal Rank</b>	
Group Commander	Cadet Colonel/Lieutenant Colonel	1
Vice Group Commander	Cadet Lieutenant Colonel/Major	1
Executive Officer	Cadet Lieutenant Colonel/Major	1
Director of Operations	Cadet Lieutenant Colonel/Major	1
Command Chief	Cadet Chief Master Sergeant	1
First Sergeant	Cadet Senior Master Sergeant	1
<b>Group</b>		
Operations Squadron Commander	Cadet Major/Captain	1

Operation Support Squadron Commander	Cadet Major/Captain	1
Mission Support Squadron Commander	Cadet Major/Captain	1
Operations Squadron Deputy	Cadet Captain/Lieutenant	1
Operation Support Squadron Deputy	Cadet Captain/Lieutenant	1
Mission Support Squadron Deputy	Cadet Captain/Lieutenant	1

### **Squadrons**

#### **Mission Support**

Squadron Superintendent	Cadet Senior Master Sergeant	1
Drill Team Commander	Cadet Second Lieutenant	1
CyberPatriot Commander	Cadet Second Lieutenant	1
Academic Bowl Team Commander	Cadet Second Lieutenant	1
Wellness (Physical Fitness) Officer	Cadet Second Lieutenant	1
Drill Team Deputy Commander	Cadet Technical Sergeant	1

#### **Operation Support**

Squadron Superintendent	Cadet Senior Master Sergeant	1
Logistics OIC	Cadet Second Lieutenant	1
Special Projects OIC	Cadet Second Lieutenant	1
Public Affairs OIC	Cadet Second Lieutenant	1
Personnel OIC	Cadet Second Lieutenant	1
Comptroller OIC	Cadet Second Lieutenant	1
Logistics NCOIC	Cadet Staff Sergeant	1
Special Projects NCOIC	Cadet Staff Sergeant	1
Public Affairs NCOIC	Cadet Staff Sergeant	1
Personnel NCOIC	Cadet Staff Sergeant	1
Comptroller NCOIC	Cadet Staff Sergeant	1

#### **Operation**

Squadron Superintendent	Cadet Senior Master Sergeant	1
Alpha	Cadet Staff Sergeant	1
Bravo	Cadet Staff Sergeant	1
Charlie	Cadet Staff Sergeant	1
Delta	Cadet Staff Sergeant	1
Echo	Cadet Staff Sergeant	1
Alpha Flight Sergeant	Cadet Senior Airman	1
Bravo Flight Sergeant	Cadet Senior Airman	1
Charlie Flight Sergeant	Cadet Senior Airman	1
Delta Flight Sergeant	Cadet Senior Airman	1
Echo Flight Sergeant	Cadet Senior Airman	1

## **GEORGIA 20062 AFJROTC CADET GROUP JOB DESCRIPTIONS**

### **Cadet Group Commander**

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, 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 abilities.
4. Ensuring the Cadet Group Key Staff fulfill their responsibilities.
5. Scheduling and conducting staff meetings.
6. 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 meet its mission.
7. Performing other duties as assigned by the SASI/ASI.

### **Cadet Group Vice Commander**

1. Command of the Group during the absence of the Group Commander.

2. Remaining aware of everything the Group Commander is working on 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 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 the supervision of the Executive Officer, posting on the Cadet board & distributing to the SASI & GA20062/CC.
7. Overseeing the scheduling and tracking of all corps activities and duty assignments.
8. Chairing all Cadet Evaluation Boards (promotion, demotion, disciplinary, etc.).
9. Supervising and assisting the Executive Officer, Special Projects Officer, and Command Chief in all assigned duties.
10. Making sure Squadron Commanders are conducting meetings as needed and leading/managing their staff in the direction needed to accomplish unit goals.
11. Briefing the status of all areas at cadet meetings and Key Staff meetings.
12. Performing other duties as assigned by the GA20062 Corps Commander.

#### **Cadet Executive Officer**

1. Assisting the Group Commander and Vice Group Commander as needed.
2. Developing master operations plans/calendars for the Group and ensuring activity requirements are met.
3. Ensuring Group Staff meetings take place and keeping track of attendance at meetings
4. Ensuring all meeting schedules are posted and lists are kept current.
5. Working with the Vice Group Commander and Director of Operations to publish a weekly operations order (listing meetings, practices, service, and Color Guard operations)
6. Establishing uniform guidelines and keeping track of those who meet/fail to meet obligations.
7. Developing and maintaining a master calendar of cadet events and post them on the Cadet board in coordination with the Vice Group Commander.
8. Working with ASI to develop and post the cadet chain of command board with pictures.
9. Reviewing Group reports and summaries for the group and Vice Group Commander.
10. Performing other duties as assigned by the GA20062 Corps Commander.

#### **Cadet Director of Operations**

1. Overseeing, training, and supervising the special duties and responsibilities of the Operation Squadron, Operation Support Squadron, and Mission Support Squadron.
2. Ensuring all Cadet Group operations functions and activities are conducted in accordance with current regulations, directives, policies, and procedures.
3. Developing and administering safety programs and briefings for all group operations.
4. Conducting staff meetings as needed with all functional areas present.
5. Briefing the status of all Group functions and projects during cadet and Key Staff meetings.
6. Performing other duties as assigned by the GA-20062 Corps Commander.

#### **Special Assistant to SASI/ASI**

1. Assisting the SASI ASI, and top 12 as needed.

#### **Cadet Command Chief**

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 a liaison for the Group's enlisted members, advising the cadet group regarding the motivation, appearance, discipline, efficiency, training, recruiting, retention, and conduct of the Group's cadet enlisted members.
3. Coordinating with and providing direction to the Corps Commander in the development.
4. Serving as a coach, counselor, mentor, leader for all cadet enlisted members.
5. Performing other duties as assigned by the GA-20062 Corps Commander.

#### **Cadet First Sergeant**

1. Assisting the Command Chief to achieve all the responsibilities above.

#### **Cadet Operation Support Squadron Commander**

1. Ensuring events, uniform returns, etc. are entered into "WINGS" Properly.
2. Ensuring Group finance is up-to-date.

3. Ensuring Cadet Personal Information Files (PIFs) are up-to-date and are properly filled out.
4. Ensuring 341s are properly filled out and recorded.
5. Performing other duties as assigned by the GA-20062 Corps Commander.

**Cadet Operation Support Squadron Deputy Commander:**

1. Assisting the Operations Squadron Commander to achieve all the responsibilities above.

**Cadet Operation Squadron Commander**

1. Ensuring that the development and maintenance of 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. Working with the Squadron Commanders to ensure s and individual flight members are gaining good, solid basic training like the drill, customs, and courtesies, etc.
4. Directing and guiding Squadron Commanders to ensure flight members are assigned to duty in other Group functions as needed and appropriate duty rosters are maintained.
5. Ensuring the top cadets within the Squadrons are recommended for awards and recognition.
6. Ensuring Squadron Commanders are properly managing the functions so that s are performing the following duties: check email 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 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.
7. Performing other duties as assigned by the GA-20062 Corps Commander.

**Cadet Operation Squadron Deputy Commander**

1. Assisting the Operations Squadron Commander to achieve all the responsibilities above.

**Cadet Mission Support Squadron Commander**

1. Ensuring adequate controls are established for proper accounting of all corps fundraising money collected.
2. Ensuring establishment and proper maintenance of administrative and personnel programs and files.
3. Establishing and practicing 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 the Group Commander to determine a unit budget and means to raise money to sustain that budget, and ensuring a system is developed and maintained to execute all the required functions of the unit Comptroller 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 Squadron Commanders and all functional areas present. Briefs the status of all areas and projects during Cadet and Key Staff meetings.
8. Performing other duties as assigned by the GA-20062 Corps Commander.

**Cadet Mission Support Deputy Squadron Commander**

1. Assisting the Mission Support Group Commander to achieve all the responsibilities above.

**Cadet Special Projects Officer**

1. Keeping record of all Group events, to include community service, co-curricular, and curriculum-in-action activities such as corps calls, the military ball, cadet fun days, etc.

**Cadet Special Projects NCO**

1. Assisting their respective OICs meet all responsibilities assigned to them.

**Cadet Comptroller Officer**

1. Overseeing the overall cadet management of the Group's Cadet budget.
2. Coordinating with the Group Commander & Vice Commanders to determine unit budget for each functional area.
3. Ensuring a system is developed to keep track of unit fund balances, requests, and approval systems.
4. Coordinating with the Unit instructors to determine how much was raised with each individual fundraising activity and assisting them as they request.
5. Developing and maintaining a current and accurate spreadsheet to keep track of unit funds
6. Developing and maintaining a system to track, seek approval for, and administer cadet functional area funding requests

**Cadet Comptroller NCO:**

1. Assisting their respective OIC meet all responsibilities assigned to them.

**Cadet Public Affairs Officer**

1. Preparing and submitting news articles and information concerning Cadet activities to school and local newspapers.
2. Providing all Group photographic support.
3. Compiling and recording all historical information and data pertaining to corps establishment and activities.
4. Updating and reviewing cadet calendar in accordance with GA20062

**Cadet Public Affairs NCO**

1. Assisting their respective OIC meet all responsibilities assigned to them.

**Cadet Personnel Officer**

1. Maintaining cadet personnel records following guidelines established by the GA 20062.
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. Updating and maintaining cadet records in the HQ AFJROTC "WINGS" system.
6. Providing the Cadet Logistics Officer and Operation Squadron Commander's current and updated lists of cadet ranks and ribbons to help ensure cadet rank and ribbons are always current.
7. Keep record of all 341s slips.

**Cadet Personnel NCO**

1. Assisting their respective OIC meet all responsibilities assigned to them.

**Cadet Drill Team Commander**

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the drill performance team and the Drill Teams and Color Guard.
2. Assisting the ASI in the planning and coordination of all Drill Team practices and performances.
3. Ensuring special Drill Team uniform accessories are issued to Drill Team members only and collected and accounted for after each use via coordination with the team's resources manager.
4. Ensuring Drill Team members wear the uniform and its accessories properly and only when appropriate.
5. Ensuring all Drill Team members attend practices and participate in performances.
6. Ensuring the Drill Team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
7. Developing and operationalizing a list of safety rules and drill equipment logistics rules.

**Cadet CyberPatriot Commander**

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of CyberPatriot Team.
2. Assisting the SASI/ASI in the planning and coordination of all CyberPatriot practices and competitions.
3. Ensuring all CyberPatriot members attend practices and participate in competitions.
4. Ensuring the CyberPatriot membership is composed of enough Cadets with the skill and dedication necessary to maintain a viable and competitive team.

**Cadet Academic Bowl Team Commander**

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the Academic Bowl Team.
2. Assisting the SASI/ASI in the planning and coordination of all Academic practices and competitions.
3. Ensuring all Academic Bowl Team members attend practices and participate in competitions.
4. Ensuring the Academic Bowl Team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.

**Cadet Wellness Officer**

1. Overseeing the overall management of the cadet wellness program.
2. Promoting high levels of physical fitness within the Group.
3. Coordinating with the instructor wellness manager to develop a comprehensive cadet physical fitness program for use on Thursdays.
4. Training flight wellness specialists and ensuring their capability to assist the instructor in executing the physical fitness program; and tracking their actual assistance.
5. Coordinating supervision of stretching exercises prior to any physical activity.

6. Posting current health awareness information on the cadet averages sheet.
7. Overseeing the Group's participation in competitive athletic events when available.

#### **Cadet Flight Sergeant**

1. Assisting them in maintaining order, discipline, and accountability for the flight.
2. Assisting in organizing for inspections, drill, and ceremony, flight drill practices.
3. Advising the Group Commander on matters relating to the morale of Group members.
4. Helping motivate Group members to enhance learning and retention.
5. Performing other duties as assigned by the respective Flight Commander.

#### **Cadet Guidon Bearer**

1. Carrying the guidon in all Group/flight formations.
2. Ensuring the guidon is posted/secured in its proper place in the AFJROTC area.
3. Performing other duties as assigned by the respective Flight Commander and Flight Sergeant.

#### **Cadet Element Leader**

1. Taking roll of the element
2. Assisting the 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 and Flight Sergeant.

#### **Cadet**

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 OS/CC.
5. Performing other duties as assigned by the OS/CC.
6. Performing the following duties: check your email 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 into 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.

#### **AWARDS AND DECORATIONS:**

- a. Many distinctive awards are authorized for AFJROTC Cadets in recognition of outstanding performance in academics, leadership, or for specific displays of valor. AFJROTC awards and national awards are authorized by AFJROTCI 36-2010 and are presented to cadets selected by the Air Force Junior ROTC instructors and approved by the principals. A list of awards and their requirements are attached to this guide. 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. The Air Force Junior ROTC instructors determine which cadets meet the criteria for the ribbons and awards them based on 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 ribbons will not be worn on our uniform.

### **SHOULDER CORDS:**

Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the light blue shirt and the service dress coat. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord. Colors to denote different honors or leadership positions may be used.

1. Group Commander- Royal Blue
2. Vice Group Commander- Purple
3. Executive Officer- Gray
4. Director of Operations- Scarlet
5. Command Chief- Metallic Gold
6. 1st Sergeant- Metallic Silver
7. Operation Squadron Commander- Teal
8. Operation Support Squadron Commander- Kelly Green
9. Mission Support Squadron Commander- Dark Green
10. Operation Squadron Deputy- Teal
11. Operation Support Squadron Deputy- Kelly Green
12. Mission Support Squadron Deputy- Dark Green
13. Special Assistant-White/Royal Blue
14. Drill Team- Cardinal
15. CyberPatriot- Gold
16. Kitty Hawk Air Society- Infantry Blue
17. Awareness Presentation Team- Black/Blue
18. Aviation Team- Orange
19. Raider- Black/yellow

### **Air Force JROTC Ribbons and Criteria:**

**Distinguished Unit Award With Merit (DUAM):** Awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

**Distinguished Unit Award (DUA):** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

**Outstanding Organization Award(OOA):** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

**Outstanding Flight Ribbon:** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.

**Top Performer Award:** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. The award will recognize a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school coursework. Significant self-improvement, community involvement, other accomplishments.

**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. Awarded annually.



**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. Awarded annually.

**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. Awarded annually.

**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. Awarded annually.

**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. Awarded annually.

**Leadership School Ribbon:** Awarded for completion of an approved leadership school program of at least 5 days duration. Leadership ribbon as well as the Bronze Star can be ordered through EMAIL. For each additional Leadership School completion additional bronze stars will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.

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

**All-Service National Competition Ribbon:** Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Air Force Nationals Competition Ribbon:** Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Orienteering Ribbon:** Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum. GA-20062 does not participate in an Orienteering Program.

**Leadership Development Requirement Leadership Ribbon:** Awarded at the SASI's discretion for leadership in AFJROTC LDR 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. Awarded annually.

**Drill Team Ribbon:** Must attend 75% of practice or participate in 10 Drill Team events within an academic school year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership.

**Color Guard Ribbon:** Must attend 75% of practice or participate in 10 Color Guard events within an academic school year. An oak leaf cluster should be added to this ribbon for each year of qualifying.

**Saber Team Ribbon:** Must attend 75% of practice or participate in 3 Saber Guard events within an academic school year. An oak leaf cluster should be added to this ribbon for each year of qualifying.

**Marksmanship Ribbon:** At the SASI's discretion, this ribbon at Carroll County High School Air Force JROTC is awarded to a cadet who has completed the 6 hours of marksmanship safety and range training, passed the marksmanship test with a 100% and who is actively involved with the marksmanship program (shooting on a regular basis) during one school year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership.

**Good Conduct Ribbon:** Cadets will be eligible for this ribbon if they have no detentions or in and out of school suspensions. Awarded annually. An oak leaf cluster should be added to this ribbon for each year of qualifying.

**Service Ribbon:** Awarded for meeting 6.5 or more community service hours. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Awarded annually.

*\* Participation in Drill Teams, Saber Teams or Color Guard Teams does not qualify for the Service Ribbon (see above criteria for Drill Team Ribbon) unless community service hours are awarded within established local criteria.*

**Health and Wellness Ribbon:** Awarded by the SASI for participation in the health and wellness physical fitness program. Cadets will be eligible for this ribbon if they average an 80 in uniform and participation will receive the Health and Wellness Ribbon . All cadets who participate in the Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive 96-100 percent they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon. The percentiles are computed automatically under the Personal Physical Fitness Program Assessment in WINGS. Awarded annually.

**Recruiting Ribbon:** Awarded for outstanding effort in support of unit recruiting activities. Awarded annually. Those who have completed 3 or more recruiting events are awarded this ribbon or have recruited 3 or more cadets that are currently in the program.

**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. The SASI awards this ribbon using locally developed criteria which must be included in the Cadet Guide or unit Operating Instruction. Awarded annually.

**Attendance Ribbon:** Criteria for attendance ribbon will be no more than 6 unexcused absences per academic year.

**Dress and Appearance Ribbon:** Cadets will be eligible for this ribbon if they average an 80 in uniform inspection and wear their uniform everyday of the year. Awarded annually.

**Longevity Ribbon:** Awarded for completion of each AS year. Awarded annually.

**Bataan Death March:** To honor and remember the sacrifices of the victims and survivors of World War II Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.

**Patriotic Flag Ribbon:** May be awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. SASI may award this ribbon per one ceremony/demonstration in an academic year.

**Covid-19 Ribbon:** If a cadet attended the JROTC class while in quarantine they qualify for this ribbon.

\*ALL VISUALS (UNIFORMS, RANKS, AND RIBBONS ) WILL BE IN A FOLDER IN GOOGLE CLASSROOM AND ON AFJROTC WEBSITE (<https://chs.carrollcountyschools.com/afjrotc>), SEE OVERVIEW FOR ATTACHMENT SECTIONS\*