

**AFJROTC SC-20022**

**22<sup>nd</sup> CADET GROUP  
HANDBOOK**

**FOR**

**2010-2011**

**SCHOOL YEAR**

**September 2010**

## **TABLE OF CONTENTS**

	<b>PAGE</b>
<b>CHAPTER 1: MISSION, ENROLLMENT, CONTRACT, CODES, AND ORGANIZATION .....</b>	<b>3</b>
<b>CHAPTER 2: CLASSROOM RULES/PROCEDURES, GRADING SCALE, DISTRIBUTION &amp; CURRICULUM.....</b>	<b>24</b>
<b>CHAPTER 3: CADET ETIQUETTE.....</b>	<b>30</b>
<b>CHAPTER 4: PERSONNEL ACTIONS.....</b>	<b>31</b>
<b>CHAPTER 5: UNIFORMS, EQUIPMENT, BOOKS, AND PERSONAL APPEARANCE .....</b>	<b>64</b>
<b>CHAPTER 6: DRILL AND CEREMONIES.....</b>	<b>79</b>
<b>CHAPTER 7: AFJROTC SC-20022 CLUBS AND EXTRACURRICULAR ACTIVITIES..</b>	<b>82</b>
<b>CHAPTER 8: FITNESS/SPORTS PROGRAM.....</b>	<b>89</b>
<b>CHAPTER 9: FITNESS/SPORTS PROGRAM.....</b>	<b>92</b>

## **AFJROTC SC-20022**

### **CADET HANDBOOK<sup>1</sup>**

#### **Chapter 1**

#### **MISSION, ENROLLMENT, CONTRACT, CODES, AND ORGANIZATION**

##### **SECTION A--MISSION AND OBJECTIVES**

- 1.1. AFJROTC Mission. Develop citizens of character dedicated to serving their nation and community. We also strive to have informed citizens; stimulate interest in aerospace careers; strengthen character and self discipline; encourage completion of high school and pursuit of higher education and vocational goals; promote understanding of the role of the citizen soldier in a democratic society; teach aerospace science; promote community service; and teach social values and life skills.
- 1.2. Objectives. Cadets should:
  - 1.2.1. Understand the need for national security, authority, and military in a democracy.
  - 1.2.2. Develop patriotism.
  - 1.2.3. Develop habits of order and discipline using the military training model.
  - 1.2.4. Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.
  - 1.2.5. Be familiar with the aerospace age, doctrine, and career opportunities.
  - 1.2.6. Be familiar with military customs, courtesies, and traditions.
  - 1.2.7. Graduate from high school and pursue higher education or vocational goals.
  - 1.2.8. Develop social skills and values and adhere to the Cadet Code of Conduct and Honor Code.
  - 1.2.9. Participate in community service activities.
  - 1.2.10. Follow the rules of parents, school administrators, teachers, and community officials.

##### **SECTION B--ENROLLMENT AND DISENROLLMENT**

- 1.3. Enrollment. Cadets must be a full time student in good standing at Berea High School; be a US citizen or an alien applying for permanent residence and at least 14 years old; be of good moral character; and be able to participate in AFJROTC training.

**THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT.** For AFJROTC courses with student enrollment limits and quality standards, SASI will establish, with concurrence of the Principal, enrollment standards.

---

<sup>1</sup> If this document's contents is in any conflict with any military or school directives/instructions, the military or school directives/instructions take precedence and will be followed.

- 1.4. Disenrollment. Students in the Berea High AFJROTC program are expected to be good Berea High School students/citizens and abide by all school rules and AFJROTC class requirements. AFJROTCI 36-2001 states that cadets may be disenrolled for failure to maintain acceptable standards (including uniform wear and grooming), inaptitude or indifference to training, disciplinary reasons, failure to remain enrolled in school or any other reason deemed appropriate by the principal and SASI. The SASI can, with the concurrence of the Principal and Berea High School, disenroll with no course credit a cadet who does not:
  - 1.4.1. Pass an aerospace science course. Continued enrollment will be on a space available basis when approved by the SASI, with no certification of completion credit for military training for failed AFJROTC courses.
  - 1.4.2. Failure to wear uniform three or more times in a grading period or maintain personal appearance and uniform standards after many attempts to correct the deficiencies by the SASI, ASI, or senior cadets. Any failure to wear the uniform on the assigned weekly day or the next day in case of absence will result in “0” grade for uniform inspection, which is equivalent to a test grade.
  - 1.4.3. Abide by Berea High School student rules of behavior. History of suspensions, referrals, and any expulsion are reasons for disenrollment.
  - 1.4.4. Enroll as a full time student at Berea High School.
  - 1.4.5. Follow classroom rules, maintain a positive attitude towards training, comply with classroom procedures, and remain in control and disrupts the class frequently.
  - 1.4.6. Abide by the Cadet Code of Conduct, Honor Code, or Code of Ethics.
  - 1.4.7. Reenrollment: The SC-20022 SASI’s policy is that students who receive more than three discipline referrals in a semester, are reverted to permanent rank for cause by a cadet action board, or fail to wear their uniform more than four times in a semester will not be recommended for reenrollment in future AFJROTC courses since they distract the morale and discipline of the unit, do not meet the positive good citizenship image that AFJROTC is trying present on the campus and would not have credibility as an upper classman with the lower level cadets. The SASI will make the recommendation and gain approval by the principal.

## **SECTION C--CONTRACT, CODES OF CONDUCT, HONOR, AND ETHICS**

- 1.5. Cadet Contract. All cadets will complete annually or upon enrollment the cadet contract shown in Figure 1.1, which will be filed in their Cadet Personnel Record.
- 1.6. Cadet Code of Conduct, Honor Code, and Code of Ethics. These codes are closely related and supplement each other. They belong to the cadets and guide them as they strive to become productive citizens in a society with demanding and often conflicting standards and questionable role models. Cadets should instill these values in themselves and their fellow cadets to the best of their ability at all times.
  - 1.6.1. Cadet Code of Conduct. Because we are Air Force Junior ROTC, our standards must be higher than those around us. Principals and teachers expect it of us, and properly so. We earn the respect and trust of those around us because of the integrity we demonstrate.
  - 1.6.2. Cadet Honor Code. “A Cadet will not Lie, Cheat, or Steal nor Tolerate Among Them, Those that Do.” These simple words are the basis for a code to live by that will last the remainder of a cadet's life. These are simple but tough rules to live by as reflected in the troubling and alarming number of students who freely admit they cheat in

1.6.3. Code of Ethics. Cadets will:

1.6.3.1. Love and hold in high regard their Country.

1.6.3.2. Respect their parents, school officials and staff, teachers, and community leaders.

1.6.3.3. Refrain from any act or derogatory word(s) that would discredit themselves, family, school, or Corps. Vulgar conduct and language is not socially acceptable and hinders communication.

1.6.3.4. Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.

1.6.3.5. Perform all assigned duties and meet all obligations in a timely manner.

1.6.3.6. Maintain self-respect, self-control, and good behavior.

1.6.3.7. Be honest and understand that honorable failure is better than success through unfair means.

1.6.3.8. Be proud of their uniform and commitment to AFJROTC, which sets them apart from others.

1.6.3.9. Be an exemplary role model with high standards of conduct.

1.6.3.10. Respect other cadets and follow the directions of senior cadet officers.

1.6.3.11. Place the good of the Corps ahead of personal gain.

## **SECTION D--ORGANIZATION**

1.7. Organization. The AFJROTC SC-20022 Cadet Corps is organized as a Cadet Group as shown in Figure 1.2.

1.8. Job Descriptions. Job descriptions for the cadet corps staff positions are in Figure 1.3. Like the Air Force, job responsibilities and duties will increase with promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

1.9. Unit Manning Document. The Unit Manning Document is contained in Figure 1.4.

1.10. Chain of Command. Each cadet will know the chain of command and the names of the people assigned to the positions contained in Figure 1.5. The Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures. A PERSONAL

MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.

- 1.11. Corps Motto. The Corps Motto reflects the cadets' commitment to AFJROTC. The motto will appear on stationery, awards, and symbols. The AFJROTC SC-20022 motto is  
**“STRIVE TO BE THE BEST”.**

**Figure 1.1**  
**AFJROTC SC-20022 CADET MEMORANDUM OF UNDERSTANDING**

I, \_\_\_\_\_, voluntarily enrolled in the Berea High School Air Force Junior Reserve Officer Training Corps (AFJROTC) program and I will:

- Abide by Berea High School student rules of behavior and will refrain from behavior that will discredit the school or the Corps.
- Abide by the directions or orders of the instructors or the cadets appointed above me.
- Wear the Air Force uniform a **minimum of once a week** and clean it as directed by the instructors. Wear the physical training uniform each Friday and perform athletic activities.
- I understand that wearing the uniform will be graded (e.g., 95, 100) and is equivalent to a test grade. I will accept and sign for a “0” grade for failing to wear the uniform on a required uniform day. This may lower my course grade substantially.
- I will wear the uniform the next day back to school in case of any absence from school to have a chance at a “100” uniform grade. If I fail to wear it the next day back, I will accept a “0” grade unless I choose to wear it the second day back to school where I can receive no higher than a “80” grade. After the second day, the “0” stands for the week.
- **Maintain my hair and personal appearance within published standards while enrolled in AFJROTC and participating in AFJROTC functions.**
- Attend classes unless excused in accordance with school policy. Recite the Pledge of Allegiance in each AFJROTC class session.
- Accept monetary responsibility for the issued uniform, books, and equipment.
- Maintain published AFJROTC academic standards and **will not chew gum, eat food, or consume drinks (except water) in the classroom, drill pad, or gym.**
- Turn in government issued uniform(s) after having them laundered and/or dry cleaned as directed by the instructor.

I understand that failure to abide by this agreement may result in probation, demotion, removal from cadet jobs, not being allowed to participate in AFJROTC field trips and extracurricular activities, no military training credit, and disenrollment from future AFJROTC courses.

\_\_\_\_\_  
STUDENT SIGNATURE/DATE

I have discussed the above with my son/daughter. I assume responsibility for the cost of issued uniforms and books which are government property, if my child damages them beyond fair wear and tear, does not turn them in, and/or does not turn in the uniforms in the proper cleaned condition. I understand that if we fail to reimburse for any of these costs that the government can initialize collection action through the appropriate government command and financial agency(s).

\_\_\_\_\_  
PARENT SIGNATURE/DATE

**Figure 1.2. Chain of Command**

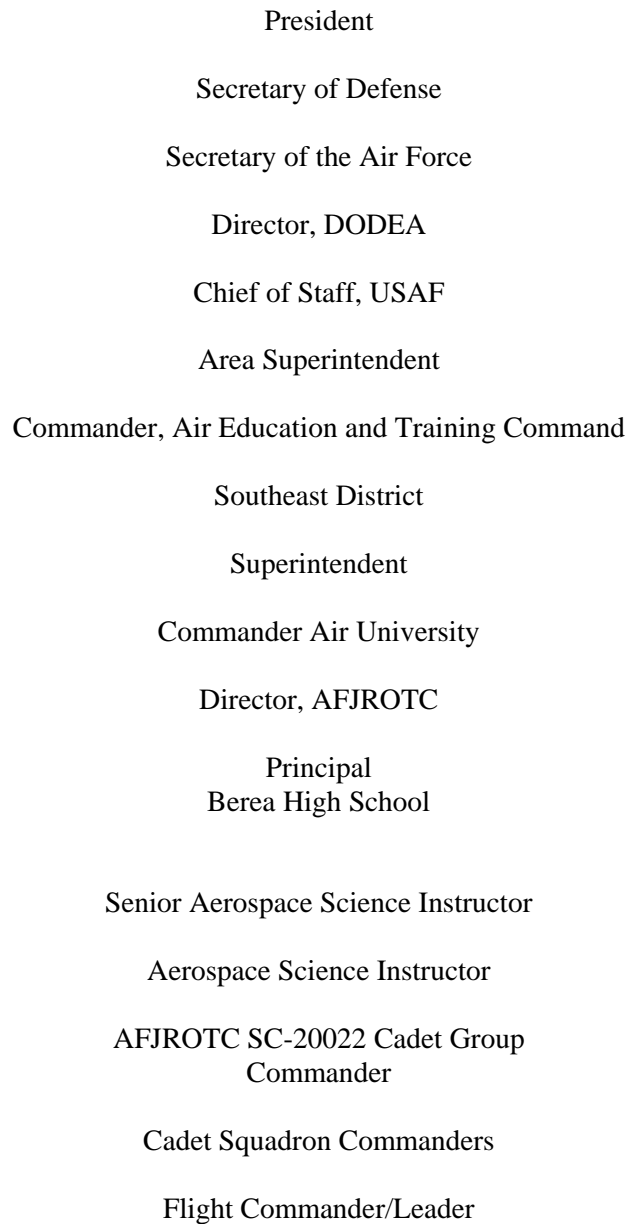
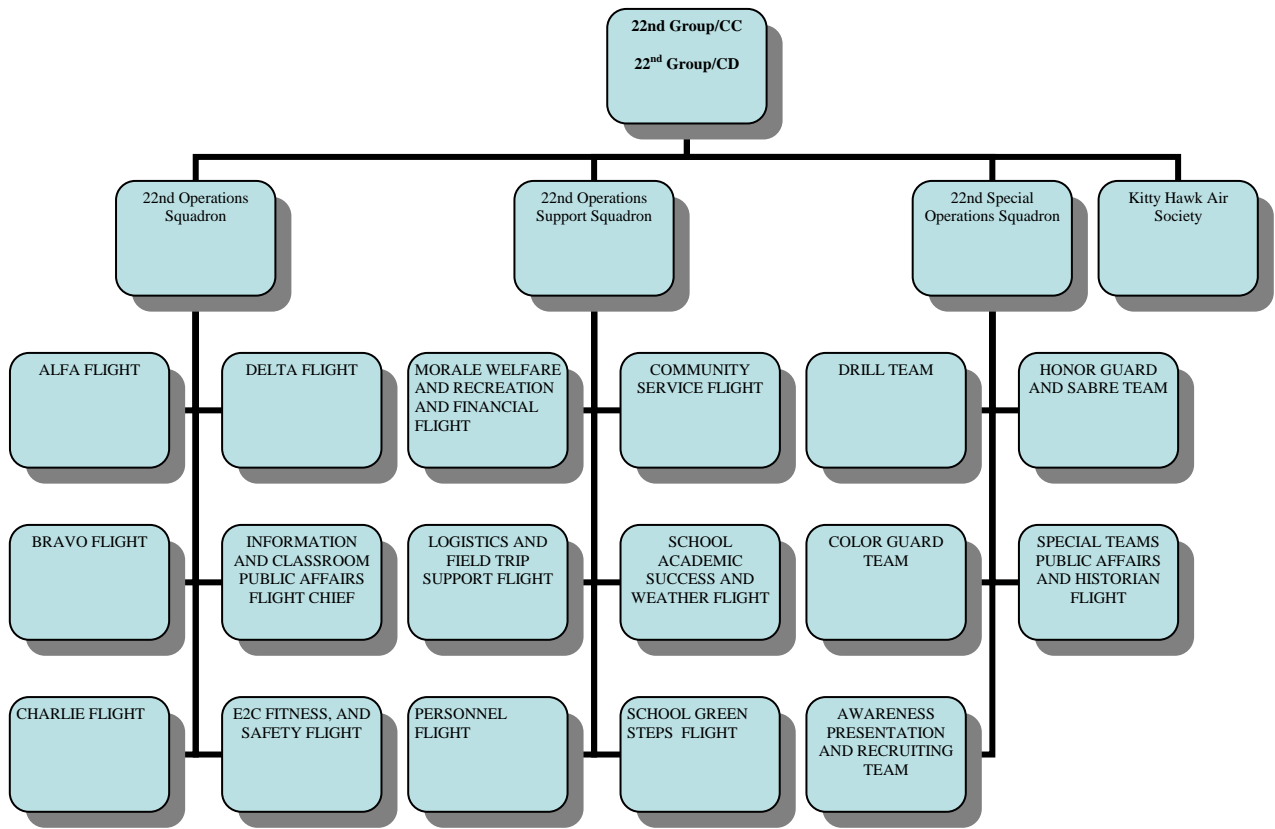




Figure 1.3 Cadet Organization Chart.



**Figure 1.3. Job Descriptions.**

**Cadet 22<sup>nd</sup> Group Commander will:**

- (1) Establish and enforce appearance, discipline, efficiency, training, and conduct standards.
- (2) Advise the SASI/ASI on corps operations policies and procedures.
- (3) Develop a cadet operations and activities calendar.
- (4) Develop annual Distinguished Unit Award and other annual goals.
- (5) Develop mission briefing for visitors.
- (6) Ensure each squadron commander and the Kitty Hawk commander develop goals which support DUA
- (7) Chair the Cadet Action Board as required.
- (8) Recommend cadets for jobs, awards, and promotions.
- (9) Manage the cadet corps senior staff and commanders.
- (10) Publicize cadet activities and accomplishments.
- (11) Develop a cadet evaluation and promotion system.
- (12) Attend all cadet extracurricular activities to know their major accomplishments.
- (13) Be at all cadet after school and event activities unless deputy covers event
- (14) Ensure all cadets have opportunity to develop their leadership qualities.

**Cadet 22<sup>nd</sup> Deputy Group Commander will:**

- (1) Command the group and accomplish group commander responsibilities in the commander's absence.
- (2) Supervise the cadet staff and assist group commander as directed
- (3) Oversee progress of completing DUA goals.
- (4) Serve as primary project officer for the cadet handbook and field day.
- (5) Coordinate with group commanders on cadet operations.
- (6) Attend Cadet Action Board meetings and chair promotion boards.
- (7) Be at all cadet outside of school and event activities unless group commander covers event
- (8) Develop and approve bi-weekly group update slides to show to flights and any announcements that they want the instructors to send out school-wide for reservist.

**Cadet 22<sup>nd</sup> Group Command Chief will:**

- (1) Ensure all cadet wear uniforms properly all day as required.
- (2) Attend group staff meetings and preparing meeting room.
- (3) Supervise and train squadron and flight guides.
- (4) Attend Cadet Action Board meetings.
- (5) Ensure all flight sergeants carry out their responsibilities.
- (6) Serve on promotion boards as directed.

**Cadet 22<sup>nd</sup> Operations Support Squadron Commander will:**

- (1) Supervise the group's, Logistics/Field Trip Support, Personnel Management, Community Service, Morale Welfare Recreation/Financial, Community Service, School Academics Success, and School Green Steps Flight.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Develop squadron DUA and other annual goals

- (4) Provide operations support services to plan and implement corps activities.
- (5) Prepare cadet group master operations plan and calendar.
- (6) Ensure that personnel policies and training goals are accomplished.
- (7) Ensure Logistics/Field Trip Support, Personnel Management, Community Service, Morale Welfare Recreation/Financial, Community Service, School Academics Success, and School Green Steps goals are accomplished.
- (8) Ensure that cadet operations support orders are published and operations support plans are prepared for events/activities.
- (9) Ensure that supply procedures are published by Logistics chief.
- (10) Serve on the Cadet Action Board.
- (11) Ensure proper maintenance of administration and personnel files.
- (12) Develop a cadet promotion system.
- (13) Plan and implement corps formal and informal activities.
- (14) Publicize and obtain cadet volunteers for community service events.
- (15) Support corps fund-raising activities.
- (16) Ensure after action reports and continuity folders are accomplished.
- (17) Establish moral and esprit de corps enhancement objectives.
- (18) Be at all cadet after school and event activities unless operations officer covers event
- (19) Serve on the Cadet Action Board and attending staff meetings.

**Cadet 22nd Operations Squadron Commander will:**

- (1) Supervise the classroom Flight Commanders, Information/Classroom Public Affairs, and E2C Fitness/Safety and Flight commander.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards at home school.
- (3) Develop squadron DUA and other annual goals
- (4) Plan and coordinate extracurricular and co-curricular activities with Operations Support Squadron commander.
- (5) Assist SASI/ASI with cadet orientation program and field trip preparations.
- (6) Plan squadron activities and supervise formal ceremonies such as retreats.
- (7) Ensure that activity continuity files are completed for all events, which will be filed in permanent files for future reference.
- (8) Command group in the absence of group or deputy group commander.
- (9) Establish a cadet training program.
- (10) Ensure E2C training objectives and schedules are developed and briefed weekly.
- (11) Ensure E2C and inspection grades are properly recorded during the week.
- (12) Oversee Public Affairs support to all squadron activities
- (13) Ensure classroom events are covered by public affairs and documented for the year.
- (14) Ensure safety briefings are accomplished prior to holidays and field trips.
- (15) Ensure Sports/Physical Fitness are accomplished.
- (16) Be at all cadet after school and event activities unless operations officer covers event.
- (17) Serve on Cadet Action Board and attend staff meetings

**Cadet 22<sup>nd</sup> Special Operations Squadron Commander will:**

- (1) Supervise the Drill, Honor/Sabre, Color Guard, Awareness Presentation Teams commanders; Special Teams Public Affairs/Historian Flight, and Recruiting/Retention Flight.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards at home school.
- (3) Develop squadron DUA and other annual goals.
- (4) Ensure Drill, Honor/Sabre, Color Guard, Awareness Presentation Teams commanders; Special Teams Public Affairs/Historian Flight, and Recruiting/Retention goals are accomplished.

- (5) Plan and coordinate extracurricular and co-curricular activities.
- (6) Assist SASI/ASI with cadet special teams orientation program.
- (7) Plan squadron activities and supervise formal ceremonies such as pass-in-reviews, retreats, school activities, etc.
- (8) Ensure that activity continuity files are completed for all events, which will be filed in permanent files for future reference.
- (9) Command group in the absence of group, deputy group commander, and Operations Squadron Commander.
- (10) Ensure that cadet operations orders are published and operations plans are prepared for events/activities
- (11) Establish a cadet special teams training program.
- (12) Oversee Public Affairs support to all special operations squadron activities and incorporate with classroom PA for historian purposes.
- (13) Oversee scheduling and support to all school related Awareness Presentation and Recruiting activities
- (14) Be at all cadet after school and event activities unless operations officer covers event
- (15) Serve on Cadet Action Board and attend staff meetings

**Cadet 22<sup>nd</sup> Kitty Hawk Air Society Chief will:**

- (1) Organize and operate 22th Kitty Hawk Society chapter.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Develop Kitty Hawk DUA and annual goals
- (4) Set-up activities and socials for the society to accomplish.
- (5) Develop membership criteria consistent with charter.
- (6) Recruit and select membership.
- (7) Set up induction ceremony.
- (6) Ensure member continue to meet membership criteria.
- (7) Be at all cadet after school and event activities unless operations officer covers event
- (8) Accomplish community service projects and publicize accomplishments.
- (9) Organize rocket club activities
- (10) Work with Academic Success Flight to improve cadet corps academic successes.

**Cadet Squadron Operations Officers will:**

- (1) Command the squadron and accomplish squadron commander responsibilities in the commander's absence.
- (2) Supervise the squadron staff and assist squadron commander as directed
- (3) Oversee progress of completing squadron DUA and other annual goals.
- (4) Publish a weekly operations or operations support order for the squadron and its activities NLT end of school day on Mondays
- (5) Coordinate with squadron commanders on cadet operations and needs from the Operations Support Squadron
- (6) Be at all cadet squadron after school and event activities unless squadron commander covers event.
- (7) Ensure all squadron inputs are made to group daily update slides in a timely manner

**Operations Support Squadron Functions:**

*Cadet Morale Welfare and Recreation (MWR) and Financial Management Chief will:*

- (1) Supervise MWR and Financial Management staff.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Develop a MWR and Fund Raising calendar and an activity plan that will improve cadet morale.
- (4) Serve as primary project officer for dining out and/or military ball.
- (5) Plan and publicize cadet extracurricular and co-curricular activities in corps, school media resources.
- (6) Accomplish after action reports and continuity files.

- (7) Develop a fund raising plan with ASI and oversee it in action
- (8) Control cadet financial transactions and budget for new items to support cadet corps activities.
- (9) Obtain approval from SASI/ASI for cadet fund expenditures and fund raisers.
- (10) Serve as fund-raising special project officer.
- (11) Prepare fund expenditure requirements for cadet activities and obtain funds from SASI/ASI.
- (12) Prepare budget projections as required throughout school year for MWR events.
- (13) Brief flights on fund raisers and progress.
- (14) Work with OPS Support Operations officer to publish Operations Support Orders for each MWR or fund raising project

*Cadet Personnel Flight Chief will:*

- (1) Supervise personnel staff.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Maintain and secure automated and paper backup personnel records on each cadet.
- (4) Develop schedule of deadlines for cadet feedback and promotion recommendation forms.
- (5) Schedule and set up promotion board midway through semester.
- (6) Maintain, publish, and distribute organization chart and unit manning document.
- (7) Serve as recorder and advisor to Cadet Action and Promotion Board
- (8) Maintain attendance, and accomplish and post minutes for commander staff meetings
- (9) Recommend to cadet commander personnel promotions and awards policies.
- (10) Prepare, coordinate, and publish cadet award and promotion special orders and set up ceremonies with public affairs officers.
- (11) Manage computer-based information management system (CIMS) for personnel information.
- (12) Develop and maintain an internal distribution system.
- (13) Develop, reproduce, and distribute cadet forms.
- (14) Maintain cadet documentation files.
- (15) Proof, reproduce, and distribute cadet correspondence and publications.

*Cadet Logistics and Field Trip Support Flight Chief will:*

- (1) Supervise Logistics staff members.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Recommend supply policies and procedures to ASI.
- (4) Recommend and post cadet supply operations hours for uniform support for cadets.
- (5) Help ASI accomplish uniform, book, and accountable equipment supply actions.
- (6) Provide logistics support to cadet staff for cadet activities.
- (7) Forward supply requirements to ASI to support cadet corps operations.
- (8) Prepare and account for all drill team, color guard and honor guard items before and after every event.
- (9) Maintain a neat and efficient cadet supply area.
- (10) Work with SASI and ASI on preparations for field trips.
- (11) Work with OPS Support Operations officer to publish Operations Support Orders for each field trip and drill meet
- (12) Load and distribute drinks and food on field trips as required.
- (13) Direct load and off load of personal belongings on overnight field trips.

*Community Service Chief will:*

- (1) Develop community service objectives and coordinating service projects.
- (2) Develop a community service calendar and an activity plan

- (3) Plan and schedule community service activities supporting DUA goals with OPS squadrons
- (4) Gather supplies to support all community service activities
- (5) Supervise community service activities
- (6) Update DUA service goals on DUA slides
- (7) Work with OPS Support Operations officer to publish Operations Support Orders for each community service project
- (8) Document all cadet community service projects and participation hours for all cadets both individual service projects and unit service projects.
- (9) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (10) Accomplish after action reports and continuity files.
- (11) Assist with fund raising activities for community service.

*Cadet School Academic Success and Weather Chief will:*

- (1) Organize Academic Success activities for the semester.
- (2) Develop and distribute academic goal and success tracking sheets for each cadet at the beginning and after each 9 week period.
- (3) Develop a criteria for rewards for academic success in all classes for cadets by flight.
- (4) Setup mentoring and tutoring program to help students achieve success in all classrooms.
- (5) Monitor and track senior grades at the end of every month.
- (6) Develop academic success related field trips and academic awareness presentation for freshman focus and the middle school.
- (7) Nominate members for academic ribbons to the personnel chief.
- (8) Provide and post a weekly weather to cadet bi-weekly brief..
- (9) Brief the SASI, ASI and cadet corps on weather concerning field trips in bi-weekly cadet brief.
- (10) Publicize cadet scholarship and academy opportunities.
- (11) Publicize college and educational opportunities to cadet corps.

*Cadet School Green Steps Chief will:*

- (1) Develop goals for cadet led Berea GREEN STEPS program for the year.
- (2) Develop partnerships with other groups within the school to accomplish goals for the year.
- (3) Track and update achievement and plans for upcoming activities at least once a month.
- (4) Submit application for SC GREEN STEPS school status in fall and file report before school ends.
- (5) Request volunteers for activities.
- (6) Develop financial plan for any activities that requires funds to support from water bottles, pamphlets, Supervise event staff activities before, during and after the game
- (7) Develop criteria for award of activities ribbon for participation in GREEN STEPS program.
- (8) Nominate members for Activities ribbons to the personnel chief
- (9) Publicize cadet GREEN STEPS goals and accomplishments.
- (10) Update DUA service goals on DUA slides.

**Operations Squadron functions**

*Cadet E2C Fitness and Safety Chief will:*

- (1) Supervise Sports/Physical Activities and Safety staff.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Operate a voluntary individualized E2C physical fitness program, which includes objectives and awards such as the physical fitness ribbon.

- (4) Publicize cadet team sports activity for the week on slides and announce cadet team sports and physical fitness accomplishments.
- (5) Post current health awareness information.
- (6) Will prepare safety briefs for holiday weekends, 3-day breaks, December break, and spring break.
- (7) Set-up after school intramural activity once a month and field day for the semester.
- (8) Will provide a monthly update on any safety issues and corrective actions.

*Cadet Information and Classroom Public Affairs Flight will:*

- (1) Supervise information staff.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Distribute and secure personnel records on each cadet when directed by personnel.
- (4) Develop and maintain an internal distribution system for group.
- (5) Develop, reproduce, distribute, and collect cadet forms, study guides, and tests.
- (6) Maintain cadet binders.
- (7) Proof, reproduce, and distribute cadet correspondence such as field trip permission slips, MWR, and Community Service permission slips
- (8) Track participation of cadets in activities and record weekly PT grades.
- (9) Set up ceremonies with personnel officer to cover awards and promotions
- (10) Ensure photos are taken of classroom activities once a week and during major events such as promotion and other classroom activities.

*Cadet Flight Commander/Leader will:*

- (1) Command flight in classroom and in formal formations.
- (2) Display and brief daily group slides to class and then consolidate any classroom flight inputs to be passed to group and squadron staffs.
- (3) Provide drill and ceremonies training to flight cadets.
- (4) Determine and announce weekly flight sergeant, guide-on, and element leaders each week via a rotation plan.
- (5) Ensure compliance with classroom rules and procedures.
- (6) Enforce cadet conduct and discipline during class and formal formations.
- (7) Recommend improvements to flight conduct and operations to the Operations Squadron Commander.
- (8) Inspect, as directed, flight members during uniform and personal appearance inspections.
- (9) Call the room to attention upon entry and exit of the SASI, principal or other distinguished guests.

*Cadet Flight Sergeant may be (rotated among students in class if level II or higher is not available) will:*

- (1) Command flight in classroom and in formal formations in the absence of flight commander.
- (2) Take roll daily and report status to flight commander.
- (3) Provide drill and ceremonies training to flight cadets in the absence of flight commander.
- (4) Ensure compliance with classroom rules and procedures in the absence of flight commander.
- (5) Assist in the enforcement of cadet conduct and discipline during class and formal formations.
- (6) Recommend improvements to flight conduct and operations to flight commander.
- (7) Inspect, as directed, flight members during uniform and personal appearance inspections in the absence of flight commander.

*Cadet Flight Guide-on Bearer (rotated among students in class) will:*

- (1) Accomplish duties of guide-on bearer described in drill and ceremonies manual.
- (2) Retrieve, post, and retire flight guide as directed in class and during formations.

- (3) Lead the direction of march for the flight.

*Cadet Flight Element Leaders (rotated among students in class) will:*

- (1) Take charge of flight elements in E2C and drill activities.

### **Special Operations Squadron Functions:**

*Cadet Drill, Color Guard, and Honor Guard/Sabre Team Commanders will:*

- (1) Write operations plans covering membership and operations policies and procedures.
- (2) Organize and train team members for competitions and performances.
- (3) Develop routines to do special drills for school events and for unarmed and armed competitions
- (4) Commit teams to events and ensure teams are scheduled for and ready for events and competitions one week prior to event to include alternates
- (5) Get Public Affairs to publicize team activities in corps, school, and community publications and news media.
- (6) Raise funds to support activities as necessary.
- (7) Document attendance at all practices and develop criteria to remove team members for failure to attend practice on a routine basis.
- (8) Develop criteria for award of drill, color guard and honor guard/sabre team ribbon
- (9) Nominate members for ribbons to the personnel chief
- (10) Be at all practices, events, and competitions (unless OPS officer covers)

*Cadet Awareness and Recruiting and Retention Chief will:*

- (1) Develop Awareness Presentation and Recruiting objectives.
- (2) Develop an Awareness Presentation and Recruiting calendar and an activity plan
- (3) Plan and schedule Awareness Presentation and Recruiting activities supporting DUA goals with OPS squadrons
- (4) Gather supplies to support all a Awareness Presentation and Recruiting activities
- (5) Supervise Awareness Presentation and Recruiting activities
- (6) Update DUA Awareness Presentation and Recruiting goals on DUA slides
- (7) Publish Special OPS Order to prepare for and document all cadet Awareness Presentation and Recruiting activities.
- (8) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (9) Accomplish after action reports and continuity files.
- (10) Provide inputs to public affairs for group history, group scrapbooks. group bulletin boards.
- (11) Lead cadet activities in support of the SC-20022 recruiting plan..

*Special Teams Public Affairs and Historian Chief will:*

- (1) Supervise Public Affairs staff.
- (2) Enforce appearance, discipline, efficiency, training, and conduct standards.
- (3) Schedule personnel to support major cadet activities and events
- (4) Ensure photos are taken of all special team, academic success, and Green Steps activities.
- (5) Write and publish a periodic cadet newsletter.
- (6) Maintain group history.
- (7) Maintain group photo library and develop semester summary slide show
- (8) Maintain group bulletin boards and pictures after every field trip.
- (9) Handle any protocol activities and recognize birthdays with a card and on daily slides
- (10) Send a letter home to parents announcing individual promotions and awards.



(11)Publicize timely newsworthy items about cadets in corps, school, and community publications and news media such as Monroe Enquirer Journal.

**Figure 1.4. Unit Manning Document.**

**UNIT MANNING DOCUMENT  
AFJROTC SC-20022 CADET GROUP  
BEREA HIGH SCHOOL**

LINE NO	FUNCTION SYMBOL	POSITION	MAX GRADE	AUTH GRADE	AUTH NO
------------	--------------------	----------	--------------	---------------	------------

**22<sup>nd</sup> CADET GROUP**

1	GP/CC	Group Commander		c/Col	1
2	GP/CD	Deputy Group Commander		c/Lt Col	1
3	GP/CCC	Group Command Chief		c/CMSgt	1
4	KHAS/CC	Kitty Hawk Society Chief		c/Lt Col	1*
5	KHAS/CD	Kitty Hawk Operations Officer		c/Capt	1*

\* May be dual-hatted with another position (will hold highest rank)

**22<sup>nd</sup> CADET OPERATIONS SUPPORT SQUADRON**

6	OSS/CC	Squadron Commander		c/Lt Col	1
7	OSS/DO	Operations Officer		c/Major	1
8	OS/DOF	First Sergeant		c/MSgt	1
9	OS/DOG	Guidon Bearer		c/TSgt	1

**MWR and FINANCIAL MANAGEMENT FLIGHT**

10	OSS/MWR	Chief, MWR/Fin Mgt		c/Capt	1
11		MWR Chief		c/1Lt	1
12		MWR Supervisor		c/TSgt	2
13		MWR Technician		c/TSgt	2
14		MWR Technician		c/SSgt	2
15		MWR Specialist		c/SrA	4
16		MWR Airman		c/A1C	4
17		MWR Airman		c/Amn	6
18	OSS/FM	Finance Chief		c/1Lt	1
19	OSS/FM	Fund Raising Technician		c/TSgt	1
20	OSS/FM	Fund Raising Airmen		c/SrA	4

**PERSONNEL MANAGEMENT FLIGHT**

21	OSS/MSSP	Chief, Personnel & Information		c/Capt	1
22	OSS/MSPA	Awards and Decorations Off		c/MSGT	1
23	OSS/MSPP	Promotions/Special Actions Off		c/MSGT	1
24		Personnel Superintendent		c/MSgt	1
25		Personnel Supervisor		c/TSgt	2
26		Personnel Technician		c/SSgt	3
27		Records Technician		c/SSgt	2
28		Performance Report Technician		c/SSgt	2
29		Awards/Decorations Technician		c/SSgt	2

Figure 1.4. Unit Manning Document (Continuation)

LINE NO	FUNCTION SYMBOL	POSITION	AUTH GRADE	AUTH NO
30		Records Specialist	c/SrA	2
31		Performance Report Specialist	c/SrA	2
32		Awards/Decorations Specialist	c/SrA	2
33		Special Orders Technician	c/A1C	2
34		Personnel Airman	c/Amn	2
LOGISTICS AND FIELD TRIP SUPPORT FLIGHT				
35	OSS/LG	Chief, Logistics	c/Capt	1
36		Logistics Superintendent	c/MSgt	1
37	OSS/LGI	Inventory Manager (Uniforms)	c/TSgt	1
38	OSS/LGS	Equipment Manager	c/SSgt	1
39		Inventory Specialist	c/SrA	2
40		Equipment Specialist	c/SrA	2
41		Inventory Airman	c/A1C	2
42		Equipment Airman	c/A1C	2
43		Inventory Airman	c/Amn	3
44		Equipment Airman	c/Amn	3
COMMUNITY SERVICE FLIGHT				
45	OSS/CS	Chief, Community Service	c/Capt	1
46	OSS/CSO	Community Service SNCO	c/MSGT	1
47		Community Service Supervisor	c/TSgt	2
48		Community Service Technician	c/TSgt	2
49		Community Service Technician	c/SSgt	2
50		Community Service Specialist	c/SrA	4
51		Community Service Airman	c/A1C	4
52		Community Service Airman	c/Amn	6
ACADEMIC SUCCESS AND WEATHER FLIGHT				
53	POS/CC	Academic Success/Weather FLT Commander	c/Capt	1
54	POS/DO	Academic Success Staff Ops Superintendent	c/MSgt	1
55		Academic Success Staff Supervisor	c/TSgt	1
56		Academic Success Staff Technician	c/SSgt	1
57		Academic Success Staff Specialist	c/SrA	1
58		Weather Chief	c/MSgt	1
59	OSS/WX	Weather NCO	c/TSgt	1
GREEN STEPS STAFF				
60	POS/CC	GREENS STEPS FLT Commander	c/Capt	1
86	POS/DO	GREENS STEPS Staff Ops Superintendent	c/MSgt	1
87		GREENS STEPS Staff Supervisor	c/TSgt	1

Figure 1.4. Unit Manning Document (Continuation)

LINE NO	FUNCTION SYMBOL	POSITION	AUTH GRADE	AUTH NO
88		GREENS STEPS Staff Technician	c/SSgt	1
89		GREENS STEPS Staff Specialist	c/SrA	1

**22<sup>th</sup> OPERATIONS SQUADRON**

90	POS/CC	Squadron Commander	c/Lt Col	1
91	POS/DO	Operations Officer	c/Maj	1
92	POS/DOF	First Sergeant	c/MSgt	1
93	POS/DOG	Guidon Bearer	c/TSgt	1

**E2C FITNESS AND SAFETY FLIGHT**

94	OSS/PT	Chief, E2C Fitness and Safety	c/Capt	1
95		Fitness & Safety Superintendent	c/MSgt	1
96	S/SE	Safety NCO	c/TSgt	1
97		Physical Activities Supervisor	c/TSgt	1
98		Physical Activities Technician	c/SSgt	1
99		Physical Activities Specialist	c/SrA	1
100		Physical Activities Specialist	c/SrA	1
101		Physical Activities Airman	c/A1C	1
102		Physical Activities Airman	c/Amn	1

**INFORMATION AND CLASSROOM PUBLIC AFFAIRS FLIGHT**

103	OSS/MSSP	Chief, Information/Classroom PA	c/Capt	1
104	OSS/MSPA	Information chief	c/SMSGT	1
106		Info Superintendent	c/MSgt	1
107		Info Supervisor	c/TSgt	2
108		Info Technician	c/SSgt	3
109		Info Specialist	c/SrA	3
110		Info Technician	c/A1C	2
111	POS/PA	Chief, Classroom Public Affairs	c/SMSGT	1
112		Public Affairs Superintendent	c/MSgt	1
113		Public Affairs Supervisor	c/TSgt	2
114		Public Affairs Technicians	c/AIC	3

**CLASSROOM FLIGHTS**

115		FLT/CC	c/Capts	6
116		FLT SGTS	c/MSgt	6
117		FLT GUIDE-ONS	C/SRA	6
118		ELEMENT LEADERS	C/AIC	24

Figure 1.4. Unit Manning Document (Continuation)

LINE	FUNCTION	POSITION	AUTH	AUTH
<b>22<sup>th</sup> SPECIAL OPERATIONS SQUADRON</b>				
119	SPOS/CC	Squadron Commander	c/Lt Col	1
120	SPOS/DO	Operations Officer	c/Maj	1
121	SPOS/DOF	First Sergeant	c/Chief	1
122	SPOS/DOG	Guidon Bearer	c/TSgt	1
<b>DRILL/RIFLE TEAM</b>				
123	SPOS/DT	Commander	c/Capt	1
124	SPOS/DTO	Deputy CC/Training Officer	c/1LT	1
125		Certified Drill Team Members	c/TSgt	20
<b>HONOR GUARD/SABRE TEAM</b>				
126	SPOS/HG	Commander	c/Capt	1
127		Certified Honor Guard Members	c/TSgt	10
<b>COLOR GUARD</b>				
128	SPOS/CG	Commander	c/Capt	1
129		Certified Color Guard Members	c/TSgt	10
<b>SPECIAL TEAM PUBLIC AFFAIRS AND HISTORIAN FLIGHT</b>				
130	SPOS/PA	Chief, Public Affairs	c/Capt	1
132		Public Affairs Superintendent	c/SMSgt	1
133		Public Affairs Supervisor	c/TSgt	2
134		Newspaper Technician	c/SSgt	1
135		Media Technician	c/SSgt	1
136	SPOS/PAH	History Technician	c/SSgt	1
137	SPOS/PAA	Audio Visual Technician (Photo)	c/SSgt	1
<b>AWARENESS PRESENTATION AND RECRUITING TEAM</b>				
138	SPOS/AR	Chief, Awareness Presentation and Recruiting Team	c/Capt	1
139	SPOS/ARO	Awareness/Recruiting OPS Officer	c/1Lt	1
140		Awareness Presentation SNCO	c/MSgt	1
141		Recruiting	c/MSgt	2
142		Awareness Presentation Technician	c/SSgt	1
143		Recruiting Technician	c/SSgt	1
144		Awareness Presentation Airman	c/SrA	1
145		Recruiting Airmen	c/SrA	1

## **Chapter 2**

### **CLASSROOM RULES/PROCEDURES, GRADING SCALE, DISTRIBUTION & CURRICULUM**

2.1. Classroom Rules. All cadets will abide by the following class rules to receive AFJROTC course credit. Cadets will not:

- 2.1.1. Chew gum, eat food, or drink beverages in the classroom, cadet area, or instructor office unless approved by instructors. **ABSOLUTELY NO FOOD, GUM, OR DRINKS (EXCEPT WATER) ARE ALLOWED TO BE USED IN THE CLASSROOM, GYM, OR DRILL PAD.**
- 2.1.2. Wear hats or other headgear indoors during any cadet activity. The wear of bandannas and other faddish clothes are prohibited during any corps or school sanctioned activity.
- 2.1.3. Talk when the instructor or a guest lecturer is talking unless recognized.
- 2.1.4. Throw object(s).
- 2.1.5. Write on or place objects on the chalkboard, bulletin board, whiteboard, or on any other visual aid without the instructor's permission.
- 2.1.6. Place books, athletic/book bags, purses, or other personal belongings in aisles or walkways.
- 2.1.7. Sleep or put head down on the desk unless authorized by instructor due to illness.
- 2.1.8. Be loud, disruptive, or participate in any form of "horseplay".
- 2.1.9. Forget to always address the instructor or guest lecturer as "Sir" or "Ma'am" or cadet officers when in uniform, or in formation in or out of uniform as "Sir" or "Ma'am".
- 2.1.10. Enter instructor offices without being given permission to enter and to address the instructor.
- 2.1.11. Come to class not prepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink.
- 2.1.12. Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.

2.2. Classroom Procedures. The following are the daily classroom procedures:

- 2.2.1. Cadets will stand to the left of their desk with all personal belongings properly secured when the bell stops ringing at PARADE REST. When directed by the flight commander, the cadets will come to attention and attendance will be taken. Attendance will be recorded and turned into the instructor. Promptness is an objective of this program and cadets are expected to be at their desk before the late bell rings. TARDINESS is unacceptable and referrals will be three tardies occur.
- 2.2.2. The Flight Guidon Bearers will retrieve their Flight's guidon if the class is taken outside the class and return it to the storage rack at the end of the class period.
- 2.2.3. Flight Commander/Leader will then call the flight to "ATTENTION". The Flight Leader will then call the flight to "PARADE REST".

- 2.2.4. While standing at PARADE REST, cadets will remain silent, take note of any assignments or announcements on the board, and be prepared to begin class immediately at the conclusion of roll call.
- 2.2.5. After the bell rings, the Flight Commander/Leader will call the class to “ATTENTION”, and have the class recite the Pledge of Allegiance. The Flight Sergeant will then take roll. The flight sergeant will report the daily roll status to the Flight Commander by saying “All PRESENT OR COUNTED FOR EXCEPT\_\_\_\_\_”. The Flight Commander/Leader will have the flight get their binders and direct the flight to “TAKE YOUR SEATS”. After attendance is completed, cadets with admission forms will raise their hands and bring them to the flight sergeant when asked to come forward. Instructors will change absences to excused absences in the AFJROTC Attendance Book and sign the student's admission form for the flight sergeant to return them.
- 2.2.6. The flight sergeant will report to the instructor any student absences and provide excused absence forms for signature. The instructor will then double check the classroom roll. Cadets will then sit down but will refrain from talking.
- 2.2.7. Unexcused absences and excessive tardies will negatively affect Outstanding Flight competition and the cadet's course grade. Being on time and attending school are qualities that will ensure success in school and later in the job market.
- 2.2.8. At approximately five minutes before the class dismissal bell rings, the instructor will direct that the Flight Leader to come to the front of the class and state “STAND BY”. Cadets will stop class work and put books and classroom materials away. Cadets will clean out their desks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their elements, and prepare to stand for dismissal.
- 2.2.9. When the bell rings or at the signal of the instructor, the Flight Commander/Leader will call the flight to “ATTENTION”. Cadets will come to the position of ATTENTION at the left side of their desk and wait for further instructions.
- 2.2.10. As the bell sounds, the Flight Commander/Leader will check that all trash is picked up and the desks are aligned. The Flight Leader will then “DISMISS” the flight. Cadets can then retrieve their personal belongings and depart the classroom in an orderly fashion.
- 2.2.11. To show respect to Superintendents and principals, the cadet who first recognizes the visitor will in a confident, authoritative voice, call the class to ATTENTION. All cadets will come to the position of ATTENTION to the left of their desks, facing forward, and remain standing silently until directed to take their seats by the instructor. No action will be taken if other visitors come to the classroom, unless no instructor is present.
- 2.2.12. The Flight Commanders/Leaders are responsible for the conduct of their flight during the class period. All cadets will abide by any Flight Commander/Leader instructions.

Grading Scale: SC-20022 will use the Berea grading criteria to determine grades. Normally, students will receive an inspection grade, PT grade and block of instruction grade each week. The SC-20022 curriculum is presented to the cadets in a manner where Aerospace Science and Leadership Education are both taught each week into the classroom and grades for the nine weeks will be determined from the following procedure:

- Uniform Wear	35%
- Academics	30%
- Drill Proficiency	13%
- Physical fitness	20%
- Community Service	<u>2%</u>
	100%

- 2.3. Progress reports will be accomplished halfway through the grading period, and parents/guardians will be notified by phone of any grade and/or behavior concerns. Periodically, instructor may give additional progress report to students. Cadets should review their grades and immediately identify any discrepancies to their instructor. Cadets can request extra credit work, which will be weighted into the academics category.
- 2.4. Cadet Bulletin/Announcements and Cadet Distribution Box. All cadets will review bi-weekly cadet bulletin announcement slides briefed at the beginning of class. All cadets will also check their distribution box and distribute information if in a leadership job. Failure to read and comply with any instructions will impact grades, promotion, and AFJROTC awards.



## 2.5 AFJROTC Curriculum Four-Year Program at Berea High School

(Note: Curriculum guide included in Cadet Handbook)

1. The AFJROTC program is a 4-year program for high school students. Each year is divided into two categories: academics and leadership. Academic studies include history, science of flight, space, and optional studies. **SC-20022 will teach 1<sup>st</sup> year cadets Aviation History and alternate the Science of Flight, Space and Survival/Management of the Cadet Corps for 2<sup>nd</sup> through 4<sup>th</sup> year cadets.** Leadership studies include Air Force customs and courtesies, cadet corps activities, study habits, time management, communication skills, and leadership and management studies. Students in the county are given PE credit for taking AFJROTC courses.

<b>1<sup>st</sup> Year Courses</b>	<b>AS History</b>  <b>LE I</b>	<b>Aviation History</b>  <b>Heritage, Organization, and traditions</b>	<b>Development of Airpower</b>  <b>Individual Self-Control</b>	<b>Toward Military Aerospace</b>  <b>Citizenship in the USA</b>	<b>Contemporary Aviation</b>  <b>Wellness, Health, and Fitness</b>
<b>2<sup>nd</sup>-4<sup>th</sup> Year Courses</b>	<b>AS Science</b>  <b>LE II</b>	<b>The Aerospace Environment</b>  <b>Learning, Communication, and Personal Development</b>	<b>Human Requirements of Flight</b>  <b>Building Personal Awareness</b>	<b>Principles of Aircraft Flight</b>  <b>Understanding Groups and Teams</b>	<b>Principles of Navigation</b>  <b>Preparing for Leadership</b>
<b>2<sup>nd</sup>-4<sup>th</sup> Year Courses</b>	<b>AS Space</b>  <b>LE III</b>	<b>Space Environment</b>  <b>Mapping Your Future</b>	<b>Space Programs</b>  <b>Charting Your Financial; Course</b>	<b>Space Technology</b>  <b>Aiming Toward a College Degree</b>	<b>Manned Space Flight</b>  <b>Pursuing a Career</b>
<b>2<sup>nd</sup>-4<sup>th</sup> Year Courses</b>	<b>AS Options</b>  <b>LE IV</b>	<b>Management of the Cadet Corps</b> Managing Entire Cadet Corps  <b>Management Techniques</b>		<b>Survival</b> Elements of Survival  <b>Managing Yourself and Others</b>	

**AS – Aerospace Science**

**LE – Leadership Education**

The curriculum consists of 180 contact hours mainly focused on Aerospace Science and Leadership Education. Course hours are:

<b>Academic Studies</b>		<b>Leadership Studies</b>	<b>Total Hrs</b>	
<u>Aerospace Science</u>	Hrs	<u>Leadership Education</u>	Hrs	
Frontiers of Aviation History	90	Intro to Air Force JROTC	90	180
The Science of Flight	90	Communication, Awareness, and Leadership	90	180
The Exploration of Space	90	Life Skills and Career Opportunities	90	180
Survival/Cadet Corps Mgt	90	Principles of Management	90	180

Both Aerospace Science and Leadership Education classes will have drill and E2C physical fitness (sports) activities included each week. Once these two areas are factored into the overall program each semester, the course presentation will normally consist of approximately 40 percent Aerospace Science studies, 40 percent Leadership Education studies and 20% drill and Extreme Excellence Challenge (E2C) physical fitness (PT) and sports activities. The SC-20022 curriculum is presented to the cadets in a manner where Aerospace Science and Leadership Education are both taught each week into the classroom and grades for the nine weeks will be determined from the following procedure:

- Uniform Wear	35%	(grade derived from student's ability to properly wear AFJROTC uniform)
- Academics	30%	(grade comes from tests on Leadership & Aerospace Science subjects)
- Drill Proficiency	13%	(grade depends on nine week drill performance/evaluation)
- Physical fitness	20%	(grade depends on wearing PT gear and participation)
- Community Service	2%	(grade comes from participation community service activity)
	100%	

A lesson agenda will be provided each week on the board and will normally include the following:

#### **Typical Week:**

Monday: Academics

Tuesday: Academics

Wednesday: Open Ranks Uniform Inspection and drill

Thursday: Academics, Review, and Testing

Friday: E2C Physical Fitness/Sports Activities (AF PT gear required for grade)

#### **Weekly Agenda**

- Introduce/outline weekly instructional assignment on Monday

- Provide a study guide on first day of academics for the week

- Uniform inspection for grade every Wednesday for grade and drill.

*Note:* If a student fails to wear it the next day back, he/she will accept a "0" grade unless they choose to wear it the second day back to school where they can receive no higher than a "80" grade. After the second day, the "0" stands for the week

- Reinforce/Review Material on test day (possibly use game to help with review)

- Test Academic Material on Thursdays

- E2C Physical Fitness/Sports Activities on Friday (AF PT gear required and counts as 50% of PT grade)

#### **NOTE:**

1. Failure to wear a uniform 4 or more times is justification for disenrollment from future AFJROTC classes.

2. *Cadets are responsible for the work they missed (assignments, tests, uniform inspections), see school policy*

### **Figure 2-1 Tardy and Absence Policy**

#### **Tardy:**

Air Force Junior ROTC Cadets will not be late without an acceptable excuse.

➔ IAW school policy

#### **Absent:**

Unexcused absences will result in immediate call to parent, and possibly a parent-teacher conference. Skipping will result in a referral to the Principal.

## **Chapter 3**

### **CADET ETIQUETTE**

- 3.1. Cadet Etiquette. Proper etiquette is “the customary rules of conduct or behavior in polite society”. Our civilized society operates smoother and is more pleasant to live, go to school and work in when all members practice proper etiquette and good manners. The axiom, “Treat Others as You Want to Be Treated”, is a good one to live by and is the desired behavior of all cadets. Cadets should:
- 3.1.1. Say “Please” and “Thank You”.
  - 3.1.2. Use “Yes Sir/Ma'am” when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.
  - 3.1.3. Do not keep people waiting.
  - 3.1.4. Do not gossip.
  - 3.1.5. Use proper telephone etiquette.
  - 3.1.6. Use “Mr, Ms, or Mrs” and last name when addressing civilians.
  - 3.1.7. **MILITARY TITLES:** Use “Military Grade” and last name when addressing military personnel such as COLONEL DOWIS OR SERGEANT WILLIAMS.
  - 3.1.8. **CADET TITLES:** Cadet ranks are not to be confused with or used interchangeable with Air Force or other military service grades or ranks. The word “CADET” will be part of any reference to a specific rank. There are no COLONEL OR SERGEANTS in the cadet corps, but instead CADET COLONELS AND CADET SERGEANTS, ETC.
- 3.2. Position of Honor. This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. Thus, a cadet should, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

## **Chapter 4**

### **PERSONNEL ACTIONS**

#### **SECTION A--CADET GRADES**

- 4.1. Cadet Grade (Rank). All references to cadet grade will have the word "Cadet" as part of the cadet grade, i.e. Cadet Major Josh Smith. Grade is represented by standardized AFJROTC insignia (Figure 4.1) which is worn on the cadet uniform. Cadets must also know and recognize active military service grades (Figure 4.2).
- 4.1.1. Promotion: Promotion is based on the criteria set forth by the Promotion Cycle Matrix (Figure 4-3), provided satisfactory progress has been made during that period and the Cadet Performance Report (Figure 4-4). Retention of the grade is contingent upon satisfactory performance and behavior, and authorization in the Unit Manning Document (UMD). Cadets will normally be promoted to one grade lower than authorized in the unit manning document and can be promoted to the full authorization half way through the semester if warranted.

#### **SECTION B—NO HAZING, PHYSICAL DISCIPLINE, AND SEXUAL HARASSMENT WILL BE TOLERATED**

- 4.2. Hazing. Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. SASI will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous, for personal gain. This prohibition includes directing a cadet to do pushups or other physical activities for punishment or to directing comments towards a cadet that can be interpreted as threatening, demeaning, or containing prejudicial comments or overtones. However, pushups and other physical activity will be included in physical training. The SASI will brief all cadets on this policy. Any incidents will be reported to the SASI or one of the principals.
- 4.2.1 Physical Discipline: Physical discipline of cadets by instructors or other cadets will not be tolerated and is **STRICTLY PROHIBITED**. SASI or principal will deal harshly with any instructor or cadet who uses their leadership position, seniority, or rank/grade to engage in any physical discipline. This prohibition includes directing a cadet to do pushups or other physical activities for punishment. However, pushups and other physical activity will be included in sports training. The SASI will brief all cadets on this policy. Any incidents will be reported to the SASI or one of the principals.
- 4.2.2 Sexual Harassment: Sexual harassment of cadets by instructors or other cadets will not be tolerated and is **STRICTLY PROHIBITED**. SASI or principal will deal harshly with any instructor or cadet who uses their leadership position, seniority, or rank/grade to engage in any sexual harassment. The SASI will brief all cadets on this policy. Any incidents will be reported to the SASI or one of the principals.

#### **SECTION C--CADET ACTION BOARD**

- 4.3. Cadet Action Board. SASI or ASI will convene a Cadet Action Board, chaired by the cadet corps commander, to recommend:
  - 4.3.1. Cadets for promotion and promotion policies.
  - 4.3.2. Cadet evaluation policies and procedures.

- 4.3.3. Cadets for annual and grading period awards.
- 4.3.4. Cadets for senior staff positions.
- 4.3.5. Cadet corps operations policies and procedures, and cadet handbook revisions.
- 4.3.6. The SASI will convene a Cadet Action Board with an official memorandum addressed to the cadet corps commander. As a minimum the board will consist of the Cadet Group Commander (Chairperson), Cadet Deputy Group Commander, Cadet Operations Squadron Commander, Cadet Operations Support Squadron Commander, and Cadet Personnel Chief (Recorder). The SASI and/or ASI will advise the board and will attend all meetings. Sanitized, general proceeding minutes will be published, approved by the SASI, and posted on the official cadet bulletin board.
- 4.3.7. Disciplinary and Policy Review. The Cadet Action Board will develop a system that provides each cadet an opportunity to identify complaints, concerns, or recommendations of either a personal or corps interest to the board for appropriate action. The board will recommend new policies, procedures, or changes to the group. The SASI will direct when the board will convene to investigate cadet misconduct and recommend to the group appropriate courses of action. Only the cadet officers assigned to the board will convene to investigate allegations against cadet officers. The SASI will also direct when the board will convene to enforce corps policies such as academic standards.

## **SECTION D--CADET PROMOTIONS AND CADET JOB ASSIGNMENTS**

- 4.4. Objectives. The cadet promotion system promotes cadets to grades commensurate with the number of years of successful completion of AFJROTC, and promotes exceptional performers. The cadet job assignment system places cadets in leadership jobs where they can demonstrate and refine their leadership skills. Promotions and assignments are not based solely on past performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Promotions are tied to assignment to leadership jobs where a cadet can make and learn from their mistakes.
- 4.5. Responsibilities. The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC SC-20022 UMD positions on cadet orders. The incoming and outgoing cadet corps commanders will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.
- 4.6. Promotion and Job Assignment Selection Criteria:
  - 4.6.1. Academic and Leadership Performance. How well does the cadet perform in all their academic studies and the AFJROTC leadership lab? Does the cadet complete assignments, seek out responsibility, and work well with other cadets?
  - 4.6.2. Leadership and Management. How well does the cadet perform assigned cadet duties? Is the cadet considerate of the needs of others? Do they maximize use of available resources? Can they motivate cadets or do they do all the work themselves? Do they serve as a good role model? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership potential?
  - 4.6.3. Co-curricular Activities. To what degree do they participate in cadet activities within constraints of work and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they assume and seek out leadership positions?

- 4.6.4. Responsibility and Conduct. How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and other cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet assume training responsibilities for other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?
- 4.6.5. Cadet Performance Report (CPR). Supervisors will accomplish a CPR (Figure 4-4) on their subordinates within two weeks before the end of the grading period. See 4.11.1.
- 4.7. Job Assignment Policies:
- 4.7.1. All job vacancies will be posted. The application will include past related experience, what the cadet intends to do in the job, when, and how. The SASI/ASI will review the applications and make recommendations to the cadet commander.
- 4.7.2. The job application will be used as the standard by which the performance of the cadet is measured, resulting in promotion, demotion, removal from the position, or future consideration. Failure to meet those standards can result in demotion, loss of job.**
- 4.7.3. The SASI will select the Cadet Corps Commander/Group Commander/ Deputy Group Commander, Squadron commanders and Kitty Hawk Commander, with a recommendation from the ASI. The SASI will also seek out recommendations from teachers, counselors, assistant principals, and coaches.
- 4.7.4. The Cadet Corps Commander/Group Commander and all other key staff members and commanders will serve in their positions for one semester, with a change of command ceremony. August and January will serve as a time to promote cadets, to transition from the old to the new staff, and to plan summer activities such as the Summer Leadership Seminar and the New Cadet Orientation.
- 4.7.5. The Personnel Officer will publish and distribute promotion orders in September, and January. Job assignments will be included on the September and January promotion orders. Position assignment and grade change amendments to correct errors and to assign and change jobs will be published as required. Change of Command orders will be published. This will include promotions to the full authorization for a given position.
- 4.7.6. Cadets selected for job positions will be promoted to one grade under the Unit Manning Document (UMD) full authorization grade unless they are Level IIs (Level IIs serving in higher officer billets will be given the rank of Cadet MSgt and can be promoted up to Cadet Senior Master Sergeant to reserve officer positions for Level IIIs and IVs). Cadets who perform extremely well in a job position can be promoted to full grade authorization during mid-semester if recommended by their supervisor and approved by the cadet promotion action board. Cadets not selected will normally continue to hold positions and rank for rest of semester unless they quit completely, but will revert to permanent rank at end of semester like the cadets promoted. Cadets promoted to cadet officers must maintain at least a “B” average in their AFJROTC courses and an overall “C” school grade point average, with no course failures. Should cadets not meet these standards, then the SASI will place them on probation for the next grading period. Any cadet officers who get a referral at school will also be placed on probation. If the cadet fails to achieve these minimum standards while on probation or gets another referral in the same semester, the SASI will normally convene a cadet action board for a hearing and reduce them to permanent grade and remove them from the position. Cadets can appeal this decision within 10 calendar days of notification to the SASI for final review and action.

- 4.7.7. All other cadets must maintain a “C” average in AFJROTC courses to be eligible for promotion. A “D” in an AFJROTC course makes cadets ineligible for promotion. If cadets fail AFJROTC, then they are ineligible for promotion.
- 4.7.8. First year cadets who participate or have participated in Civil Air Patrol, or other similar military programs, can wear their ribbons and are eligible for leadership positions. First year cadets will take a Cadet rank test to be promoted from Airman basic to Airman.
- 4.7.9. Cadets who transfer from another JROTC program will temporarily assume their grades they had earned in their last unit. The group will request their cadet records from the losing unit. Upon receipt of their cadet records, the group will evaluate the cadet's record and permanently award on orders the appropriate grade and job.
- 4.7.10. All promotions and job assignments will be announced on CADET SPECIAL ORDERS initiated by the Personnel Officer and authenticated and reproduced by the Information Management Officer. Orders will reflect AFJROTC TRAINING MATERIAL at the top and bottom of all pages of the order. The SASI will approve all orders and no promotions, job assignments, or issue of insignia will occur until the orders are published and distributed. All probation letters, promotions, demotions, notification letters, and orders will be filed in the cadet's personnel record which can reviewed by the cadet at any time. Cadet records are maintained in the AFJROTC files. If a cadet leaves the unit, they cannot handcarry their cadet record, but their gaining unit must request that their cadet record be sent to them upon the cadet's enrollment in their program.
- 4.8. Promotion Board:
  - 4.8.1. Convene. The SASI will convene the Cadet Action Board to act as a cadet promotion board in August/September and January by official memorandum, which will state when the board will convene, who will chair the board, and when written matters must be submitted for promotion consideration. The board will document and forward promotion recommendations to the SASI/ASI by the suspense date outlined in the appointment memorandum. The Cadet Corps or Group Commander will chair the promotion board and the Personnel Officer will document the proceedings.
  - 4.8.2. Proceedings. Although the proceedings are closed, any cadet or supervisor can submit matters that they want considered by the board concerning promotion of a cadet. As a minimum, the board will review the cadets' records, evaluations, and any written correspondence when determining whether cadets will be promoted. The Chief, Public Affairs Flight will recognize those who were promoted, notify parents, and publish articles for cadet, school, and other publications.

## **SECTION E—PERFORMANCE FEEDBACK AND EVALUATIONS**

- 4.9. Objective. The cadet evaluation system documents performance for cadet promotions, awards, and job assignments; teaches cadets how to evaluate and provide feedback; and introduces all cadets to a job evaluation system.
- 4.10. Procedures:
  - 4.10.1. Supervisors will provide their expectations to all their assigned cadets by 15 September and 31 January. Supervisors will write CADET FEEDBACK SHEETS MIDWAY BETWEEN TYPE OF APPOINTMENT AND THE CADET MID-SEMESTER PROMOTION BOARD. CADET PERFORMANCE REPORTS (Figure 4.4) are due one week prior to mid-term promotion board. Supervisors will show the reports to the



cadets and then forward the report up the chain of command to the group for final review, prior to filing in the cadet personnel record.

- 4.10.2. Cadets will review the reports. Cadets' signatures do not show agreement or disagreement with the report, but only that they have seen the reports. If the cadets do not agree with any part of the report, they should identify their reason(s) in writing and forward it to the next person in the chain of command. These cadets will retrieve the original copies of the report and indicate agreement or disagreement with the appeal and forward it up to the next level of review. This happens at all levels of review until it reaches the final review authority, the group commander, who will notify the cadets of the final action on their appeal.

## **SECTION F--AFJROTC CADET AWARDS AND AFROTC SPONSORED AWARDS**

- 4.12.1 Cadet Awards. The SASI will convene the Cadet Action Board in April to recommend cadets to receive AFJROTC cadet awards and AFROTC sponsored awards as described in Figure 4.5. AFJROTC cadet award ribbons are shown in Figure 4.5 in order of importance and wear.

## **SECTION G— OUTSTANDING CADET OF THE FLIGHT AWARD**

14.12.2 Purpose and Criteria. This award program promotes personal excellence and teamwork within the flight, each grading period. The Cadet Corps Commander, SASI, and ASI will review grades and achievements and designate the outstanding cadet in each flight. The award is based on the "whole person" concept, which includes academic excellence, teamwork, cooperation with flight leaders and instructors, uniform wear and personal appearance excellence, school, community, and corps involvement, and conduct.

- 4.13. Recognition. Each of the outstanding cadets will receive a certificate of recognition, maximum publicity in school, community, and Corps publications, a notification to parents, credit for AFJROTC service award, and priority selection for any incentive flights. Additionally, their picture may appear with a short summary of accomplishments on the Outstanding Cadet of the Flight recognition board.

- 4-13. Purpose. Recognizes one cadet in each flight during each grading period who meet or exceed all of the following criteria during that semester in each level of AFJROTC:

- 4.13.1. Earn an "A" in all AFJROTC courses (highest grade AVERAGE will be factored in when numerous students have an "A" average).

- 4.13.2. Wear uniform on each scheduled uniform day unless excused by the group and achieve an overall 95 percent average on uniform wear and personal appearance inspections.

- 4.13.3. Have not been suspended from school and have no unexcused absences.

- 4.13.4. Volunteer and perform at least one community service project (if one is available during the six weeks).

- 4.14. Awards. Cadets will receive the following: Certificates of Achievement and Achievement Ribbon. Cadets can only receive the award once a year.

## **SECTION H—OUTSTANDING FLIGHT AWARD**

- 4.15. Purpose and Criteria. Recognizes the Level I and II flight that works as a team to excel in AFJROTC academics, uniform wear, and personal appearance. The overall academics, uniform wear, and personal appearance score

will be the average for all flight members. The SASI and ASI will select the honor flight at the end of the first semester and prior to the annual awards ceremony in the spring.

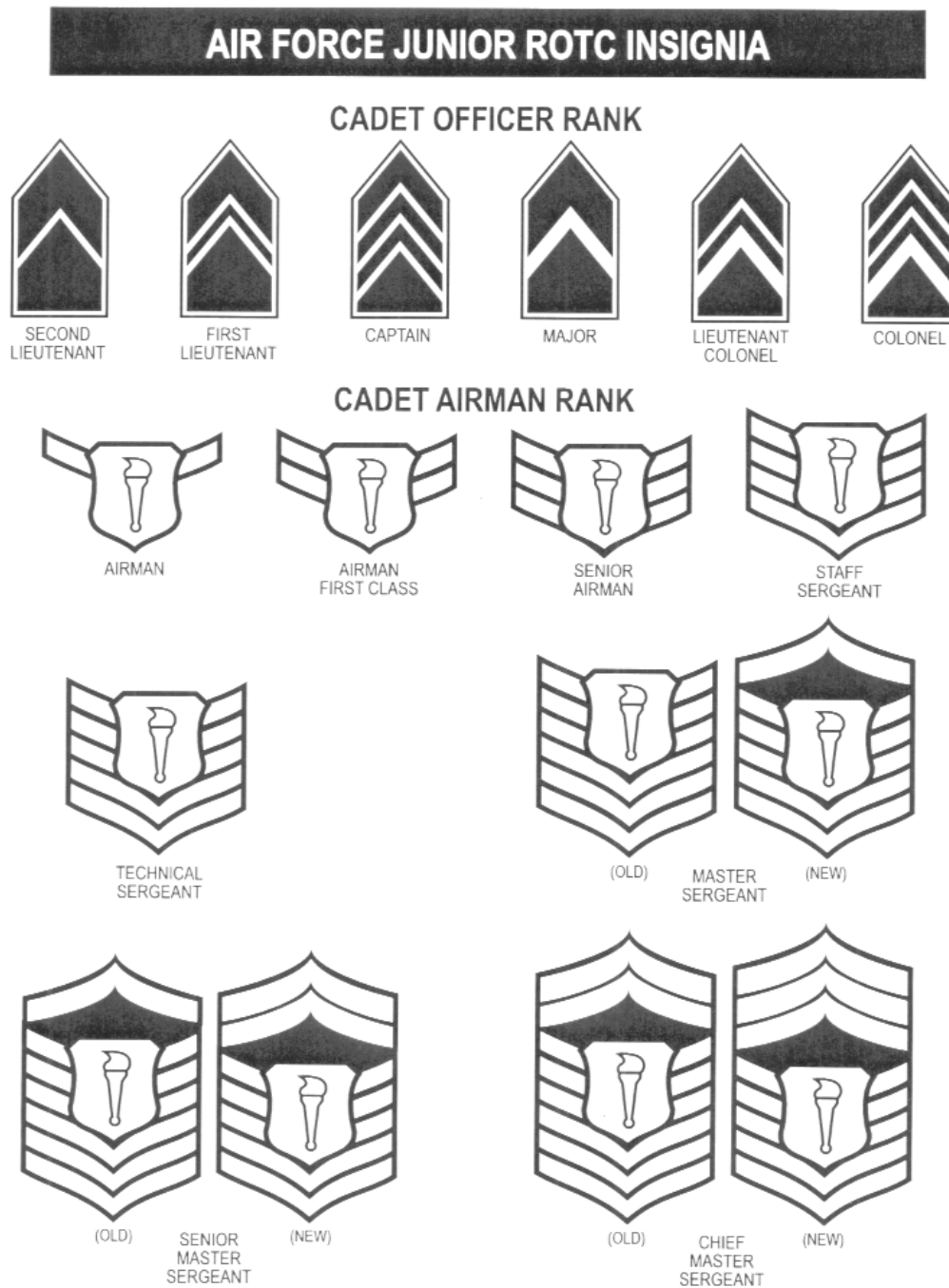
- 4.15.1 Recognition. Each member of the flight will receive the outstanding flight ribbon and the flight commander will receive an award streamer for the flight guidon.

## **SECTION I—AFJROTC COMPLETION**

- 4.16. Certificates of Completion. Presented to cadets in good standing who have successfully completed at least three years of AFJROTC. SASI/ASI reviews the entire period of enrollment and determines if certificates are to be issued, since the SASI certifies to the armed services that the cadets have earned and deserve training credit. Cadets must have this certificate in their possession when enrolling in college ROTC or when enlisting in the armed services to receive following training credit:
  - 4.17.1 Excused from one year of the General Military Course (GMC) of the college AFROTC program. Must contact the Professor of Aerospace Science (PAS) at the college or university where the cadet is enrolled to receive training credits.
  - 4.17.2 Enlistment in pay grade E-3 in the Army, Navy, Coast Guard or Air Force and E-2 in the Marine Corps after completion of basic training. Provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time
- 4.18 Certificate of Training. Presented to senior cadets in good standing who successfully complete two years of AFJROTC. Like the Certificate of Completion, the SASI will review the cadet's entire enrollment to determine if a certificate of training is to be awarded. The cadets must have the certificate in their possession to receive the following training credits:
  - 4.18.1 Excused from one semester of a college AFROTC program. The PAS must be contacted upon enrollment at college or university with the AFROTC program.
  - 4.18.2 Similar advanced rank and pay is offered by the services but a lower grade than from a Certificate of Completion.. Promotion to E-2 is offered by the Air Force.
- 4.19 Eligibility. These certificates are very important documents and are not awarded automatically based solely on academic grades. Total performance and conduct is considered, and it is possible to successfully complete the AFJROTC courses but not be awarded a certificate. The SASI and the Principal, Berea High School, will determine whether a certificate will be issued.

**SECTION J—RESERVE CADETS:** Cadets who are not taking AFJROTC during the current semester or who have completed the AFJROTC program may continue to participate in AFJROTC at Berea high school in all activities, with the permission of the SASI, to include field trips, drill team, color guard, etc throughout the year. These cadets will be designated reserve cadets and can be issued uniforms as long as they wear them properly and continue to support cadet corps rules. Time in reserve status does not count toward Certificate of Training, Certificate of Completion or duplicated headcount. Uniforms for cadets who have completed the entire program will not count toward unit viability or funding. These cadets will be issued uniforms with unit overage and at no additional cost to the Air Force or unit. Reservist will wear uniform on the same day as active cadets each week unless deviations are approved by the cadet corps commander or AFJROTC instructors.

**Figure 4.1. AFJROTC Insignia**



**Figure 4.1. AFJROTC Insignia (Continuation)**

## AIR FORCE JUNIOR ROTC BADGES



Figure 4.2. Job Application

Name \_\_\_\_\_ Rank: \_\_\_\_\_

Years in JROTC \_\_\_\_\_ Class Level: I II III IV

Job: \_\_\_\_\_ I WILL TAKE ANY JOB YOU GIVE ME. \_\_\_\_\_ I PREFER THESE JOBS:  
PREFERENCES (1) \_\_\_\_\_

QUALIFICATIONS/JUSTIFICATION FOR THIS JOB:

---

---

(2) \_\_\_\_\_

QUALIFICATIONS/JUSTIFICATION FOR THIS JOB:

---

---

(3) \_\_\_\_\_

QUALIFICATIONS/JUSTIFICATION FOR THIS JOB:

---

---

Are you available to perform this job either before or after school \_\_\_\_ Yes \_\_\_\_ No

Extra Activities/Training: (i.e., CLS, Kitty Hawk Air Society, etc.)

---

---

Special Awards: (i.e., Honor Flight, Medals, Citations, Ribbons, CLS Awards, etc.)

---

---

Past Jobs in cadet corps:

Position:

Rank:

Position:

Rank:

Position:

Rank

**Figure 4.3. Cadet Promotion Cycle Matrix**

### **Promotion Cycle and Criteria**

The following criteria will be used to promote cadets to permanent rank, and is based on leadership skills, grades, program participation, community service, and military behavior.

<b>Year</b>	<b>Rank</b>
<b>1</b>	<b>Amn</b>
<b>2</b>	<b>A1C</b>
<b>3</b>	<b>SrA</b>
<b>4</b>	<b>SSgt</b>

**Figure 4.4**  
**22<sup>TH</sup> CADET GROUP**  
**PERFORMANCE FEEDBACK REPORTS**

**RANK/NAME**\_\_\_\_\_ **REPORT DUE BY**\_\_\_\_\_

**FLIGHT**\_\_\_\_\_ **DATE OF REPORT**\_\_\_\_\_

**SUPERVISOR/RATER**\_\_\_\_\_

**MAJOR TASKS:**

**SUSPENSE**

**TASK #1:**

**TASK #2:**

**TASK #3:**

**NEW TASKS:**

**SUSPENSE**

**NEW TASK #1:**

**NEW TASK #2:**

**NEW TASK #3:**

**ACCOMPLISHMENTS:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**AREAS/ITEMS FOR IMPROVEMENT**

**SUSPENSE**

- 1.
- 2.
- 3.
- 4.
- 5.

**SUPERVISOR/RATER SIGNATURE**\_\_\_\_\_

**INDIVIDUAL OR RATEE SIGNATURE**\_\_\_\_\_



**Figure 4.4 Cadet Performance Report**




CADET PERFORMANCE REPORT					
I. RATEE IDENTIFICATION DATA					
NAME		FLT		RANK	
ORGANIZATION					
RATER'S NAME AND RANK					
PERIOD OF REPORT FROM:	THROUGH:	REASON FOR REPORT			
II. JOB DESCRIPTION					
DUTY TITLE					
KEY DUTIES, TASKS, AND RESPONSIBILITIES					
EXTRA-CURRICULAR ACTIVITIES					
III. EVALUATION OF PERFORMANCE					
1. HOW WELL DOES RATEE PERFORM ASSIGNED DUTIES? (CONSIDER QUALITY, QUANTITY, AND TIMELINESS OF DUTIES PERFORMED)					
<input type="radio"/> INEFFICIENT. AN UNPROFESSIONAL PERORMER.	<input type="radio"/> GOOD PERFORMER. PERFORMS ROUTINE DUTIES SATISFACTORILY.	<input type="radio"/> EXCELLENT PERFORMER. CONSISTENTLY PRODUCES HIGH QUALITY WORK.	<input type="radio"/> THE EXCEPTION. ABSOLUTELY SUPERIOR IN ALL AREAS.		
2. HOW MUCH DOES RATEE KNOW ABOUT PRIMARY DUTIES? (CONSIDER WHETHER RATEE HAS TECHNICAL EXPERTISE AND CAN APPLY IT)					
<input type="radio"/> DOES NOT HAVE THE BASIC KNOWLEDGE NECESSARY TO PERFORM DUTIES.	<input type="radio"/> HAS ADEQUATE TECHNICAL KNOWLEDGE TO SATISFACTORILY PERFORM DUTIES.	<input type="radio"/> EXTENSIVE KNOWLEDGE OF ALL PRIMARY DUTIES AND RELATED POSITIONS.	<input type="radio"/> EXCELS IN KNOWLEDGE OF ALL RELATED POSITIONS. MASTERED ALL DUTIES.		
3. HOW WELL DOES RATEE COMPLY WITH STANDARDS? (CONSIDER DRESS AND APPEARANCE, CUSTOMS, AND COURTESIES)					
<input type="radio"/> FAILS TO MEET MINIMUM AFJROTC STANDARDS.	<input type="radio"/> MEETS AFJROTC STANDARDS.	<input type="radio"/> SETS THE EXAMPLE FOR OTHERS TO FOLLOW.	<input type="radio"/> EXEMPLIFIES TOP AFJROTC STANDARDS.		
4. HOW IS RATEE'S CONDUCT? (CONSIDER RESPONSIBILITY, RESPECT FOR AUTHORITY, SUPPORT FOR ORGANIZATIONAL ACTIVITIES, AND MAINTENANCE OF AFJROTC FACILITIES)					
<input type="radio"/> UNACCEPTABLE.	<input type="radio"/> ACCEPTABLE.	<input type="radio"/> SETS THE EXAMPLE FOR OTHERS.	<input type="radio"/> EXEMPLIFIES THE STANDARD OF CONDUCT.		
5. HOW WELL DOES THE RATEE SUPERVISE/LEAD? (CONSIDER HOW WELL MEMBER SETS AND ENFORCES STANDARDS, DISPLAYS INITIATIVE AND SELF-CONFIDENCE, PROVIDES GUIDANCE AND FEEDBACK, AND FOSTERS TEAMWORK)					
<input type="radio"/> INEFFECTIVE.	<input type="radio"/> EFFECTIVE. OBTAINS SATISFACTORY RESULTS.	<input type="radio"/> HIGHLY EFFECTIVE.	<input type="radio"/> EXCEPTIONALLY EFFECTIVE LEADER.		
6. HOW WELL DOES RATEE COMPLY WITH INDIVIDUAL TRAINING REQUIREMENTS? (CONSIDER UPGRADE TRAINING MILITARY EDUCATION)					
<input type="radio"/> DOES NOT COMPLY WITH MINIMUM TRAINING REQUIREMENTS.	<input type="radio"/> COMPLIES WITH MOST TRAINING REQUIREMENTS.	<input type="radio"/> COMPLIES WITH ALL TRAINING REQUIREMENTS.	<input type="radio"/> CONSISTENTLY EXCEEDS ALL TRAINING REQUIREMENTS.		
7. HOW WELL DOES RATEE COMMUNICATE WITH OTHERS? (CONSIDER RATEE'S VERBAL AND WRITTEN SKILLS)					
<input type="radio"/> UNABLE TO EXPRESS THOUGHTS CLEARLY.	<input type="radio"/> ORGANIZES AND EXPRESSES THOUGHTS SATISFACTORILY.	<input type="radio"/> CONSISTENTLY ABLE TO ORGANIZE AND EXPRESS IDEAS CLEARLY AND CONCISELY.	<input type="radio"/> HIGHLY SKILLED WRITER AND COMMUNICATOR.		
III. PROMOTION RECOMMENDATION (COMPARE THIS RATEE WITH OTHERS OF THE SAME GRADE)					
RECOMMENDATION	NOT RECOMMENDED	NOT RECOMMENDED AT THIS TIME	CONSIDER	READY	IMMEDIATE PROMOTION
CADET COMMANDER'S RECOMMENDATION					
INSTRUCTOR'S RECOMMENDATION					

RATEE'S SIGNATURE:




Figure 4.5. AFJROTC Cadet and AFROTC Sponsored Awards.

# AF JROTC Ribbons

## HUMANITARIAN AWARD

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<b>Valor Award (Gold)</b> (All Cadets)	Voluntary act of bravery and self sacrifice involving conspicuous risk of life beyond call of duty.	Medal, Ribbon, Citation 
<b>Valor Award (Silver)</b> (All Cadets)	Voluntary act of heroism that does not involve risk of life.	Medal, Ribbon, Citation 
<b>Cadet Humanitarian Award</b> (All Cadets)	Humanitarian act above and beyond the call of duty. Not to be used to recognize community service.	Ribbon, Certificate 

## NATIONAL LEVEL AFROTC AWARD

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<b>Air Force Association Award</b> (AS-III)	Excel in position of responsibility. Exhibit positive attitude; exemplary personal appearance, personal attributes, and courtesy; and show growth potential. Be an outstanding cadet and in upper 5% of AS-III. Be in upper 10% of high school class. Be recommended by the SASI for the Outstanding Cadet Ribbon.	Medal, Ribbon 
<b>Daedalian Award</b> (All Cadets)	Be patriotic and want to serve our country. Show leadership potential and a desire to serve in the military. Be in the upper 10% of AS-III. Be in upper 20% of high school class.	Medal, Ribbon 
<b>American Legion Scholastic Award</b> (AS-III or IV)	Be in upper 10% of high school class. Be in upper 25% of AS-III or IV. Demonstrate leadership qualities and participate in student activities.	Medal, Ribbon 

## National Awards Continued

### **American Legion**

#### **General**

#### **Military Excellence Award**

(AS-III or IV)

Be in the Upper 25% AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship.

Medal, Ribbon



#### **Daughters of the**

#### **American Revolution Award**

(AS-IV)

Be in the upper 25% AS-IV and high school class. Be dependable with good character, disciplined, a strong leader, and committed to the patriotic understanding of the importance of AFJROTC training.

Medal, Ribbon



#### **American Veterans Award**

(AS-I, II, III, or IV)

Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of "A" in AFJROTC and academics in good standing in all classes at time of selection and presentation.

Medal, Ribbon



#### **Reserve Officers**

#### **Association Award - ROA**

(AS-IV)

Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Upper 10% of AS-IV.

Medal, Ribbon, Certificate



#### **Military Order of Word Wars Award**

(AS-I, II, III)

Excel in all academics and military training. Actively participate in AFJROTC extracurricular activities. Want to continue in AFJROTC.

Medal, Ribbon, Certificate

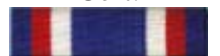


#### **Retired Officers Association Award**

(AS-III/Junior)

Be a Junior academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential.

Medal, Ribbon, Cert.



#### **Veterans of Foreign Wars Award**

(AS-III or IV)

Show positive attitude towards AFJROTC. Have out-standing military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "B" in AFJROTC and "C" in all other classes. Be active in student activities. Not have previously received this award.

Medal, Ribbon, Cert,










## National Ribbons Continued








#### **National Sojourners**

Be in upper 25% of high school class. Encourage and

Medal, Ribbon,









<b>Award</b> (AS-II or III)	demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership. Not received previously.	Cert. 
<b>Sons of the American Revolution Award</b> (AS-III)	Show high degree of leadership potential, military bearing and excellence in AFJROTC. Top 10% of AS-III. Top 25% of high school class. Not previously received.	Medal, Ribbon, Certificate 
<b>Scottish Rite, Southern Jurisdiction</b> (AS-III)	High degree of leadership, military bearing, self discipline, good character and all around excellence. Top 25% of high school class. Not previously received.	Medal, Ribbon, Cert. 
<b>Military Order of the Purple Heart Award</b> (AS-III or IV)	Show positive attitude towards country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects. Not previously received..	Medal, Ribbon, Certificate 
<b>Air Force Sergeants Association</b> (AS-III or IV)	Be in Top 25% of AS-III or IV. Show outstanding military leadership, discipline, character, and citizenship. Not previously received.	Medal, Ribbon, Cert. 
<b>Sons of Union Veterans of the Civil War Award</b> (AS I, I, II, or IV)	This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.	Medal w/ribbon 
<b>Tuskegee Airmen Incorporated Award</b> (AS-I, II, III) 2 cadets	Attain a grade of "B" or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unite service projects.	Ribbon, Certificate 

## AFJROTC AWARDS AND RIBBONS



<b>Outstanding Cadet Award</b> (One Cadet each AS-I, II, III, IV)	Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year.	Ribbon 
<b>Leadership Award</b> (5% of Cadets)	Assigned to and excel in a leadership position. Exhibit outstanding performance. Awarded once per school year and to COLS Cadre.	Ribbon 
<b>Achievement Award</b> (5% of Cadets)	Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.), first place in AFJROTC fundraising. Awarded once per school year.	Ribbon 
<b>Superior Performance Award</b> (10% of Cadets)	Render outstanding achievement or meritorious service in behalf of AFJROTC for a single or sustained act of a superior nature (National Merit Finalist, yearbook editor, top three cadets in PT tests, second and third place cadets in AFJROTC fundraising, outstanding performer in community sanctioned activity). Awarded once per school year	Ribbon 
<b>Distinguished Unit Award</b> BHS Awarded 2005-2008	The <b>Distinguished Unit Award</b> indicates our unit ranked as one of the top AFJROTC units worldwide.	Ribbon 
<b>Aerospace &amp; Technology Honors Camp Ribbon</b>	Successful attendance of Aerospace & Technology Honors Camp.	Ribbon 
<b>Top Performer Award</b> (2% of Cadets)	SASI nominates to Area Administrator (AA) prior to Staff Assistance Visit (SAV or Evaluation). SASI may select during years that the AA does not visit. Leadership and job performance in primary duty and specifically in preparation for the SAV. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self improvement. Community involvement. Other accomplishments.	Certificate, Ribbon 

## AFJROTC Ribbons continued

<b>Academic Award</b> (All Cadets)	Achieve overall "B" grade point average with "A" in AFJROTC for the semester enrolled (school A/B honor roll).	Ribbon
---------------------------------------	--	--------

<b>Outstanding Flight Award</b> (All Cadets)	Member in good standing of the outstanding flight during the semester.	 Ribbon 
<b>Leadership School Award</b> (All Cadets)	Leadership Schools (COLS) graduate. Awarded only once. Add "H" device for completion of Air Force Honors Camp. Add Silver Star for outstanding performance at COLS, limited to 10% of COLS class.	Ribbon 
<b>Drill Competition Award</b> (All Cadets)	Place in Air Force or Joint drill meet.	Ribbon 
<b>Orienteering Competition Ribbon</b>	Awarded to team members for "placing" in an orienteering meet.	Ribbon 
<b>Cocurricular Activities Leadership Award</b> (All Cadets)	Demonstrate exceptional leadership as COLS cadre or project officer for AFJROTC curricular activity (cadet ball, newspaper editor, drill team commander, color guard team, orientation program coordinator, etc.). Awarded once per school year.	Ribbon 
<b>Drill Team Ribbon</b> (All Cadets)	Participate in at least 80% of all scheduled drill team practices and events. Must be recommended by DT/CC.	Ribbon 
<b>Color Guard Ribbon</b> (All Cadets)	Participate in at least three scheduled color guard events. Must be recommended by CG/CC.	Ribbon 

## AFJROTC Ribbons continued

<b>Sabre Team Ribbon</b>	Awarded for distinguished participation in at least 75% of all scheduled sabre team events	Ribbon 
<b>Community Service</b>	Distinctive performance in two AFJROTC community service projects and a minimum of 5 community each school year. Includes AFJROTC charity	Ribbon 

(All Cadets) fund raising. Awarded once per school year.



### ***Physical Fitness***

#### ***Ribbon***

(All Cadets)

Successfully participate in E2C without more than one failure to wear PT gear.. Awarded once per school year and for Leadership School.

Ribbon



### ***Recruiting***

#### ***Ribbon***

(All Cadets)

Participate on Cadet Recruiting team at middle school, high school, or other forum or recruit two cadets to AFJROTC for the next year. Awarded once per school year.

Ribbon



### ***Activities Ribbon***

(All Cadets)

Participate in four formally scheduled cocurricular activities such as parades, GREEN STEPS, etc. to receive award once each school year. Participate in four additional activities to receive additional cluster.

Ribbon



### ***Attendance***

#### ***Ribbon***

(All Cadets)

No more than four excused/unexcused absences in a semester while actively enrolled in AFJROTC.

Ribbon



### ***Good Conduct***

#### ***Ribbon***

(All Cadets)

No adverse discipline reports to ISS or suspensions. May have one referral to ISS for tardiness.

Ribbon



### ***Dress and***

#### ***Appearance***

#### ***Ribbon***

(All Cadets)

Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 85% uniform grade average for the semester.

Ribbon



### ***Longevity***

#### ***Ribbon***

(All Cadets)

Successfully complete AFJROTC course requirements. A cluster is awarded for each course passed.






Ribbon



## **CIVIL AIR PATROL (CAP) AWARD**

Only five CAP ribbons (General Carl Spaatz Award, Amelia Earhart Award, General Billy Mitchell Award, General J. F. Curry Achievement Award, and General Ira C. Eaker Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation.



<b><i>General Carl Spaatz Award</i></b>	May be awarded to cadets who "successfully complete all phases of the CAP cadet program and the General Carl A. Spaatz Award examination"	Ribbon 
<b><i>General Ira C. Eaker Award</i></b>	Denotes successful completion of all sixteen achievements and four phases of the Civil Air Patrol Cadet Program. CAP's newest award recognizes cadet completion of the academic, leadership, moral leadership and physical fitness curriculum in existence since 1964.	Ribbon 
<b><i>Amelia Earhart Award</i></b>	Earned after completing the first eleven achievements of the cadet program and receipt of the General Billy Mitchell Award. In addition, the cadet must pass an arduous 100 question examination testing aerospace topics, leadership theory and staff topics.	Ribbon 
<b><i>General Billy Mitchell Award</i></b>	Cadets must pass a series of leadership, aerospace and physical fitness tests and attend moral leadership training for each achievement from Cadet Airman Basic through Cadet Chief Master Sergeant. In addition, cadets must attend a military-style encampment before this award is made. 15% of Civil Air Patrol cadets achieve the Mitchell Award.	Ribbon 
<b><i>General J. F. Furry Achievement Award</i></b>	Successful completion of Achievement 1 of CAP cadet program.	Ribbon 

AFJROTC Ribbon Chart



# AIR FORCE JUNIOR ROTC



Wear Your Ribbons Proudly & Properly

1  Air Force JROTC Valor Award (Gold)	2  Air Force JROTC Valor Award (Silver)	3  Cadet Humanitarian Award	4  Air Force Association Award
5  Daedalian Award	6  American Legion Scholastic Award	7  American Legion General Military Excellence Award	8  Daughters of the American Revolution Award
9  American Veterans Award	10  Reserve Officers Association Award	11  The Military Order of World Wars Medal	12  The Retired Officers Association Award
13  Veterans of Foreign Wars Award	14  National Sojourners Award	15  Sons of the American Revolution Award	16  Scottish Rite, Southern Jurisdiction Award
17  Military Order of the Purple Heart	18  Air Force Sergeant Association	19  Sons of Union Veterans of the Civil War	20  Tuskegee Airmen Inc. AFJROTC Cadet Award
21  Outstanding Cadet Ribbon	22  Leadership Ribbon	23  Achievement Ribbon	24  Superior Performance Ribbon
25  Distinguished Unit Award	26  Aerospace & Technology Honors Camp Ribbon	27  Top Performer Award	28  Academic Ribbon
29  Outstanding Flight Ribbon	30  Leadership School Ribbon	31  Drill Competition Ribbon	32  Orienteering Competition Ribbon
33  Cocurricular Activities Leadership Ribbon	34  Drill Team Ribbon	35  Color Guard Ribbon	36  Sabre Team Ribbon
37  Service Ribbon	38  Physical Fitness Ribbon	39  Recruiting Ribbon	40  Activities Ribbon
41  Attendance Ribbon	42  Good Conduct Ribbon	43  Dress & Appearance Ribbon	44  Longevity Ribbon
45  General Carl Spaatz Award (CAP)	46  Gen Ira C. Eaker Award (CAP)	47  Amelia Earhart Award (CAP)	48  General Billy Mitchell Award (CAP)
			49  General J.F. Curry Achievement Award (CAP)

AFJROTCVA 36-4, Oct 05

Supersedes AFJROTCVA 36-4, Aug 04

OPR: HQ AFOATS/JRO

Distribution: F

Figure 4.6. AFJROTC Promotion/Demotion/Revert to Permanent Rank Form

Berea High School  
Air Force JROTC  
Unit NC 22

Date: \_\_\_\_\_

Personnel Records For Cadet: \_\_\_\_\_

This cadet is here by (Promoted/Demoted/Reverted to Permanent Rank) to the rank of Cadet \_\_\_\_\_.  
This action has been taken for the following reasons,

---

---

---

---

---

## Chapter 5

### UNIFORMS, EQUIPMENT, BOOKS, AND PERSONAL APPEARANCE

#### SECTION A--ACCOUNTABILITY, CADET RESPONSIBILITIES, AND GENERAL POLICIES

- 5.1. AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. The Air Force and the local population closely scrutinize the proper wear and maintenance of the uniform by cadets. Thus, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. UNIFORM DAY FOR SC-20022 is THURSDAY! Only the SASI or ASI will grant exceptions to this policy. **All cadets will wear the uniform the entire school day from when the first bell rings until when the final bell rings dismissing Berea High School students. Students involved in work study, labs, or first/last PE classes must get an exception to the uniform wear policy from the SASI or wear the uniform as required.** HATS WILL BE WORN TO AND FROM SCHOOL, PLUS DURING DRILL IN CLASS AND AFTER SCHOOL. CADET WILL SALUTE HIGHER RANKING OFFICERS TO AND FROM SCHOOL, PLUS WHEN OUTSIDE OF ANY SCHOOL BUILDING WITH OR WITHOUT HAT. IF CARRYING SOMETHING IN BOTH HANDS, A POLITE ACKNOWLEDGEMENT OF THE OFFICER WILL BE GIVEN. CADETS IN UNIFORM WILL NOT SHOW ANY PUBLIC DISPLAY OF AFFECTION. .
- 5.2. When cadets are issued uniforms, they will sign a Uniform Issue Receipt Form and place their initials beside each issued uniform item. Cadets will also sign for books and course materials that are issued to them. Those items then become the property of the cadets who are responsible for their care. If the items are lost or willfully or negligently destroyed, beyond normal wear and tear, the cadets must pay for those items at current replacement cost. The ASI will publish a price listing for all accountable items. The ASI must authorize any item substitution prior to purchase.
- 5.3. Cadets will be issued complete, clean uniforms with all accessories, insignia, and nametags. Cadets will pay to dry clean and launder uniforms during the school year and prior to turn in before the summer break or upon disenrollment or graduation.
- 5.4. Cadets will return all items issued, except socks, or pay for them at the end of the school year or upon disenrollment during the school year. They will return a clean uniform in a cleaner's bag, pressed, and on hangers. Service dress, shirts, pants, skirts, ties, tabs, flight caps, and windbreakers are DRY CLEAN ONLY. All DRY CLEAN ONLY items must be returned with a cleaning receipt. Books must be returned in the same condition that they were issued, minus normal wear and tear. CERTIFICATES OF COMPLETION OF MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL JROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR. COLLECTION ACTION CAN ALSO BE INITIATED THROUGH THE APPROPRIATE COMMAND AND FINANCE AGENCY(S).
- 5.5. To prevent paying for uniforms, books, and equipment, we encourage cadets to:
  - 5.5.1. NOT leave items unattended or in unlocked or shared lockers.
  - 5.5.2. NOT lend items to other cadets.
  - 5.5.3. NOT allow others to turn in accountable items.
  - 5.5.4. NOT carry flight caps with books but tuck them under the belt properly on the left side.
  - 5.5.5. PLACE their name in their hat.

- 5.5.6. TURN IN any found uniform items to an AFJROTC instructor.
- 5.5.7. RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, item will be replaced at no cost. If a uniform item does not fit, return promptly for replacement.
- 5.6. Cadets will wear the uniform as prescribed in AFI 36-2903 and AFROTCI 36-9. Refer to Figures 5.1 through 5.7 for proper uniform wear and combination standards. When participating in orientation flights or field trips, the SASI will prescribe the uniform to be worn in a field memorandum.
- 5.7. Cadets will wear the service dress uniform when directed by the SASI through the Cadet Corps Commander. On the mandatory uniform day, cadets may wear any authorized uniform combination prescribed by the Cadet Commander/SASI/ASI. Cadets will be inspected on uniform wear and personal appearance on uniform days using the inspection sheet contained in Figure 5.8. Discrepancies will count for 5 points off. The SASI will prescribe in a memorandum who may wear specialized uniform items such as cords, berets, and ascots, when they can be worn, and how they will be worn and maintained.
- 5.8. Each cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes well in advance. "The uniform is in the cleaners, is too small, or I'm missing uniform items" are not excuses for not wearing the uniform. If cadets report without wearing the uniform, and they do not present an excuse from the SASI/ASI stating why they are not in uniform, they will receive a zero for not wearing the uniform. If cadets are absent excused in accordance with school policies, there is no penalty if the cadets make up the missed uniform day, normally the day they return.
- Unexcused absences or failure to make up the missed uniform day will result in a zero. The cadet must present an excused absence admission form to the group upon their return to school. Cadets will wear the uniform on the day they return to school for the entire school day, and have the group inspect them to receive uniform credit. Failure to wear the uniform as directed and to not make up any excused absences will seriously jeopardize the course grade. SASI will consider disenrollment after three failures to wear the uniform during any grading period. The SASI as his discretion authorize one uniform amnesty day per six-week grading period to allow cadets to make up one uniform day rank that has a low grade or "0". It is up to the students to take advantage of the uniform amnesty day to help their grade. An Amnesty make-up grade will not help qualify a cadet for the Dress and Appearance ribbon since the initial grade is used in determining eligibility for the award.
- 5.9. Cadets will not mix uniform and civilian clothing. If they have a legitimate reason not to wear the uniform or any uniform item due to temporary medical conditions, they must present medical documentation and receive an SASI waiver.
- 5.10. While in uniform, cadets may not hitch hike, perform labor, engage in sport activities, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Berea High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadets and enhances the corps image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

## **SECTION B--MALE UNIFORMS**

- 5.11. There are two combinations of male cadet uniforms. They are: the Service Dress Uniform which includes the coat, shirt, trousers, and accessories; the light blue shirt, trousers, and accessories, and the short sleeve light blue shirt, trousers, and accessories. See AFROTCI 36-9, this handbook, and the Leadership I textbook for proper placement and maintenance of authorized uniform accessories.
- 5.12. Belt. Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.
- 5.13. Coat, Service Blue. With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. The bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFROTCI 36-9.
- 5.14. Cap, Blue Service ("Wheel Cap"). This is an optional item for cadet officers and graduating seniors that may be purchased by the cadet from clothing sales. It is worn squarely on the head with a two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.
- 5.15. Cap, Blue Garrison ("Flight Cap"). Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one-inch above the eyebrow. The crown will not be crushed. Flight cap will not have officer silver braid.
- 5.16. Jacket, Lightweight, Blue Windbreaker. Must be zipped up at least halfway. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve as prescribed in AFROTCI 36-9.
- 5.17. Shirt, Light Blue, Long Sleeve with Epaulets. Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. Shirt is always worn with the tie and the top button is always buttoned. The shirtsleeves will remain buttoned.
- 5.18. Shirt, Light Blue, Short Sleeve with Epaulets. With arm bent at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a "V" neck undershirt must be worn so that no top of the undershirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves. A pen or pencil may be carried in the shirt pocket if they do not show or interfere with the flap being buttoned or staying flat against the chest. Bulky items such as glasses will not be carried.
- 5.19. Socks. Socks must be **BLACK**. Other dark colors are not authorized.
- 5.20. Tie, Blue. Either a Windsor or four-in-hand knot secures the tie. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line. It is worn outside the shirt and is not tucked in.

5.21.Trousers, Dark Blue. Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky or visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.22.Shoes. Will be issue black oxford shoes. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be waxed. Optional high gloss black corfam shoes or patent leather are authorized at the cadet's own expense.

5.23.Undergarments will be worn with the uniform and will be conservative, commercial style, and white in color.

## **SECTION C--MALE PERSONAL APPEARANCE**

5.24.Hair must be clean, neat, and trimmed. It should present a groomed, tapered appearance. The thickness and length of the hair will not interfere with the proper wear of issued headgear. The hair must not touch the ears or collar or protrude below the front band of the headgear. It will not be worn in an extreme or fad style. Sideburns will be neatly trimmed in the same manner as the hair. Sideburns will not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean shaven, horizontal line. Cadets may wear conservative sunglasses, except while in formation.

5.25.Earrings are not authorized. Fingernails will be neat, clean and, trimmed. Colored nail polish is not authorized. No more than three rings will be worn at any one time and one bracelet may be worn which can not be wider than one inch, detract from the military image, or be a safety hazard.

## **SECTION D--FEMALE UNIFORM REQUIREMENTS**

5.26.The three female uniform combinations are: the Service Dress which includes the coat, overblouse, trousers or skirt, and accessories; the long sleeve overblouse with trousers or skirt and accessories, and the short sleeve overblouse with trousers or skirt. Authorized accessories are placed and maintained as outlined in AFROTCI 36-9, this handbook, and the Leadership I textbook.

5.27.Service Coat, Blue. Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center.

5.28 Flight Cap, Blue. Worn with the crease straight with the nose, with insignia over the left eye, and worn one-inch to one and one-half inches above the eyebrow.

5.28.Hose. Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose is not allowed.

5.29.Socks. Black, commercial socks without design will be worn with slacks and oxfords.

- 5.30.Jacket, Lightweight, Blue Windbreaker. Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Overblouse is not exposed below the jacket. Jacket must be zipped up at least halfway.
- 5.31.Blouse, Light Blue, Short Sleeve, and Pointed Collar. May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse is worn tucked in.
- 5.32.Blouse, Light Blue, Long Sleeve, and Pointed Collar. Must be worn with tab at all times and must be worn tucked in.
- 5.33.Slacks, Blue. Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI. Articles carried in the pockets will not be visible or present a bulky appearance.
- 5.34.Undershirts are optional, but if worn, will be white, and will not be visible if the blouse top button is left unbuttoned.
- 5.35.Shoes. Will be issue black oxford shoes. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfam or patent leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps.
- 5.36.Purse. May carry a small, black purse. The standard Air Force purse may be purchased at the cadet's expense.

## **SECTION E--FEMALE PERSONAL APPEARANCE**

- 5.37.Female cadets will not wear or carry exposed on the uniform, pencils, pens, handkerchiefs, and jewelry to include ankle bracelets. One bracelet is permitted if it is neat and conservative and not wider than one inch. They may wear wristwatches, identification bracelets, and pearl, silver, diamond, or gold stud earrings if they do not extend or dangle below the bottom of the ear lobe. Earrings must be spherical or of plain design. They may wear conservative sunglasses, except in military formations, and may wear no more than three rings at any one time.
- 5.38.Hair. Must be styled to permit wear of any military headgear and will not be worn in any style longer than the bottom of the collar edge at the back of the neck. Exaggerated styles with excessive fullness or extreme heights are prohibited. Hair ornaments such as ribbons will not be worn; however, pins, combs, or barrettes VERY SIMILAR in color to the individual's own hair may be worn.
- 5.39.Cosmetics must be conservative and in good taste.
- 5.40.Fingernails must be neat, clean, and nail polish, if worn, must be conservative in color and not contain any ornamentation.
- 5.41.Replace buttons promptly. Buttons on the service dress are oxidized silver as are most of the insignia. DO NOT polish.
- 5.42.Trim loose strings ("cables") and frayed seams on the uniform.
- 5.43.Necklaces, pendants, and other conspicuous adornments are prohibited



- 5.44. All authorized ribbons must be worn when in service dress. Ribbons are optional on other uniform combinations but are encouraged to be worn. Ensure they do not become frayed or worn. Cadets may wear ribbons earned while enrolled in other JROTC programs. Four Civil Air Patrol ribbons, General Spaatz, Earhart, General Mitchell, and General Curry, can also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not routinely be worn together. SASI will authorize the wear of regular sized medals on the service dress or semi-formal dress uniform for special occasions such as dining outs and the military ball.
- 5.45. Physical Education teachers will determine whether cadets in uniform are excused from dressing out for physical education class on AFJROTC uniform day.
- 5.46. Cadets may wear the pullover all wool, V-neck, long sleeved, with cuffs sweater as an optional item if purchased by the cadet.
- 5.47. Umbrellas. Optional, commercial, plain solid dark blue or black without ornamentation, are authorized when weather conditions dictate their use.
- 5.48. Semiformal Uniform. The SASI will authorize wear of a semiformal uniform to appropriate corps and other formal activities or functions such as dining ins/outs or military balls. For males, this uniform consists of the blue service uniform with white plain shirt and black bow tie. For females, this uniform consists of the blue service uniform with a plain white blouse with black, satin tab. Ribbons are worn but not the nametag or flight cap.
- 5.49. Class B Uniform. The SASI will prescribe the composition of the Class B uniform in a memorandum and when it can be worn. It will consist of the utility tee shirt, navy gym shorts and/or sweat pants, and gym/running shoes.
- 5.50. Battle Dress Uniform. The SASI will prescribe when BDUs can be worn once a month for inspection only handed out to officers due to limited quality. They will be worn in accordance with this handbook and AFROTCI 36-9. Purchase of BDUs is at the cadet's option since they must pay for them.

\*\*\*\*\*

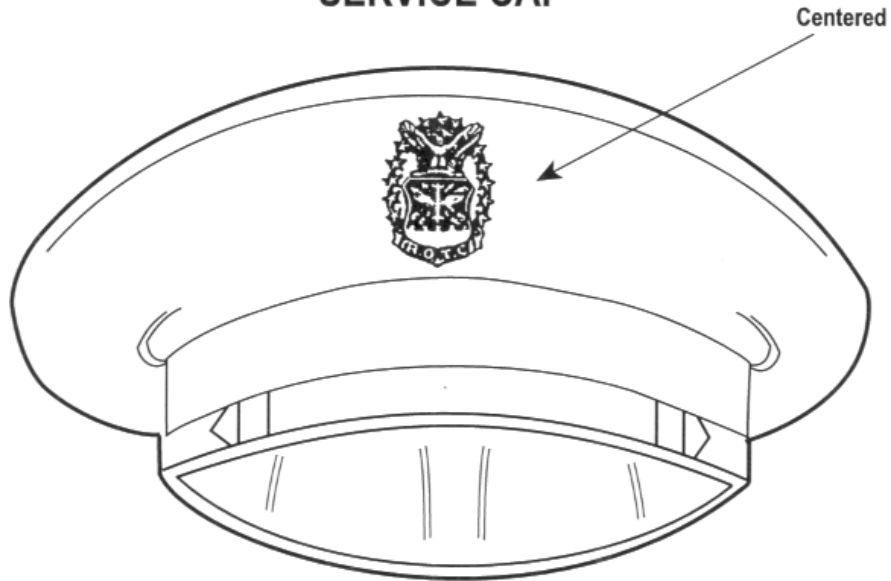
THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE. REMEMBER, WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE - A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND A HISTORY OF SACRIFICES

\*\*\*\*\*

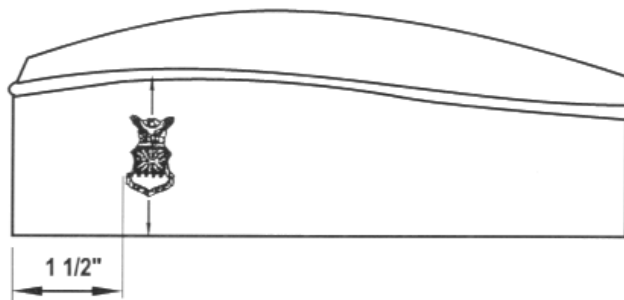
Figure 5.1. Male Headgear

## CADET MALE HEADGEAR

### SERVICE CAP



### FLIGHT CAP



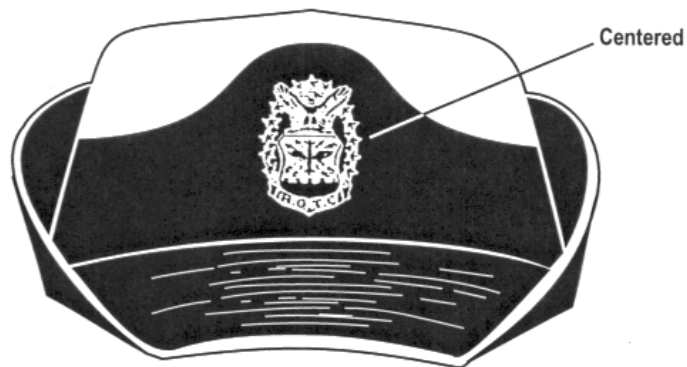
Centered top to bottom and  
1 1/2 inches from front of cap

Officers wear hat insignia surrounded with stars  
Insignia without stars is worn by enlisted

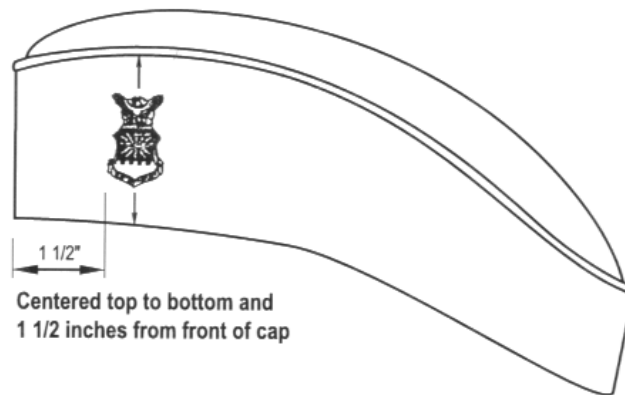
Figure 5.1 (Continuation). Female Headgear

## CADET FEMALE HEADGEAR

### SERVICE CAP



### FLIGHT CAP



Officers wear hat insignia surrounded with stars  
Insignia without stars is worn by enlisted

**Figure 5.2. Cadet Male Service Dress**

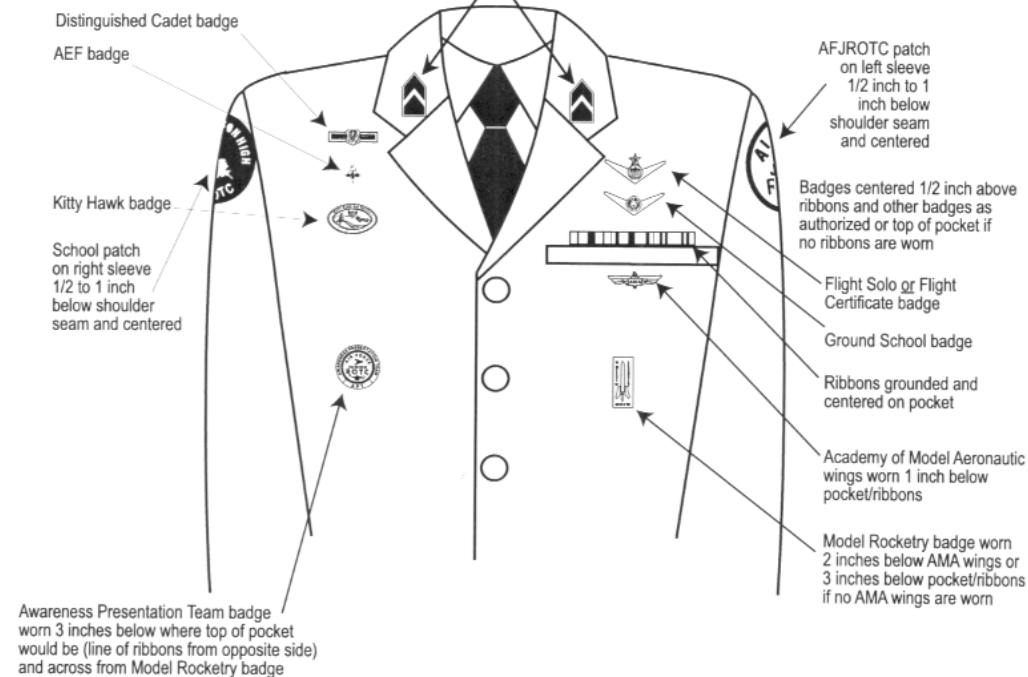
## CADET MALE 1620 SERVICE DRESS

All badges centered 1/2 inch above where pocket would be or other badges as authorized

Insignia worn halfway up seam, resting on but not over seam, parallel with ground

Officer and enlisted grade insignia worn on both lapels

Airman Basic wear lapel insignia on both lapels



No name tag is authorized on 1620 Service Dress Coat

**Figure 5.3. Cadet Male Light Blue Shirt**

### **CADET MALE BLUE SHIRT (OFFICER)**

Officer grade insignia centered on epaulet 5/8 inch from shoulder seam

When using cloth epaulets, place fabric as close as possible to shoulder seam



### **CADET MALE BLUE SHIRT (ENLISTED)**

Enlisted grade insignia worn on both collars, centered side to side and top to bottom and parallel to the ground



### **CADET MALE BLUE SHIRT (AIRMAN BASIC)**



Airman Basic have no insignia of any kind on the collar

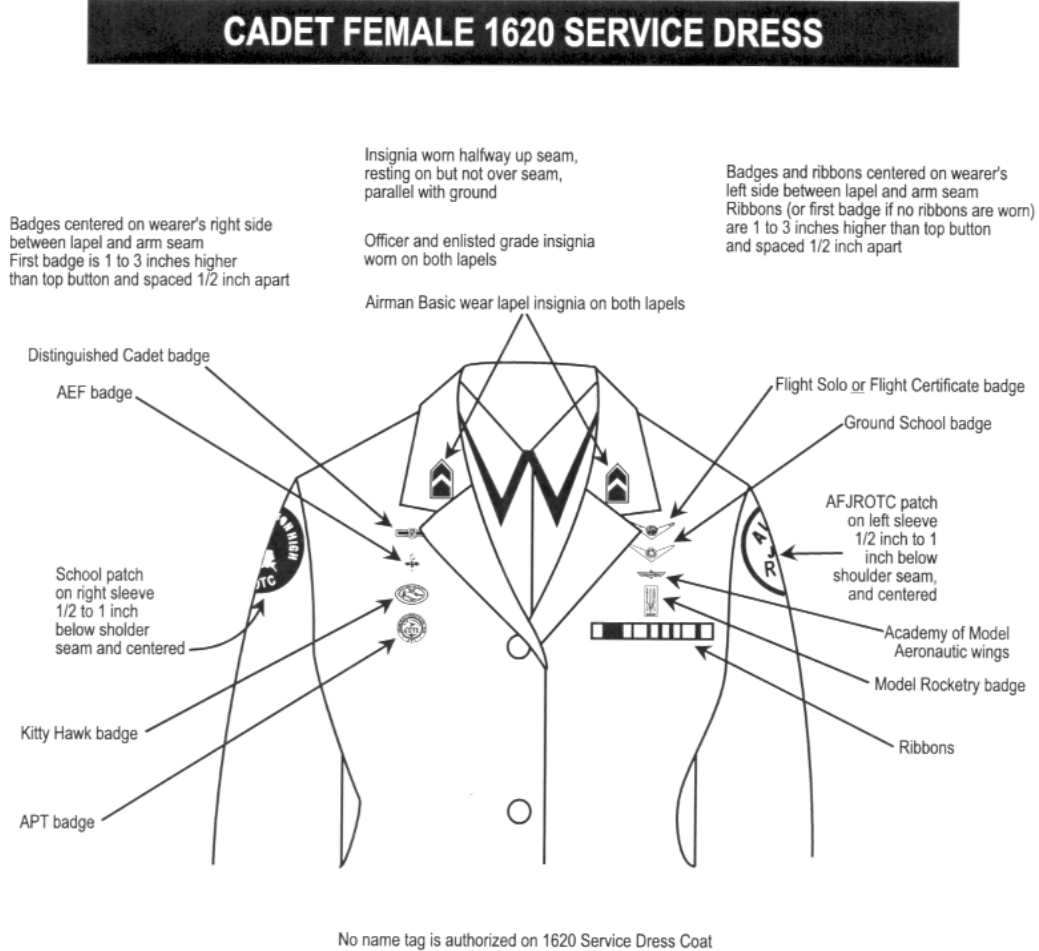
Refer to 1620 Service Dress Coat for badge placement with the following additions:

Name tag is authorized grounded and centered over wearer's right pocket

Other badges over wearer's right pocket are centered 1/2 inch above name tag (or pocket if name tag is absent)

APT or Model Rocketry badges are centered on the lower pockets on the appropriate sides

**Figure 5.4. Cadet Female Service Dress**

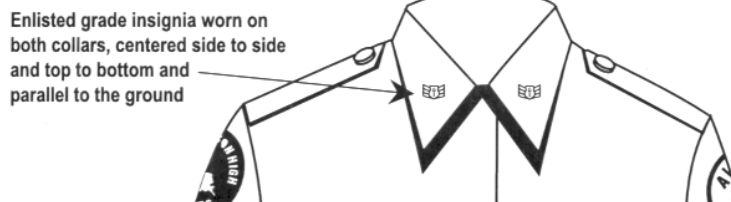


**Figure 5.5. Cadet Female Blouse**

### CADET FEMALE BLUE SHIRT (OFFICER)



### CADET FEMALE BLUE SHIRT (ENLISTED)



### CADET FEMALE BLUE SHIRT (AIRMAN BASIC)

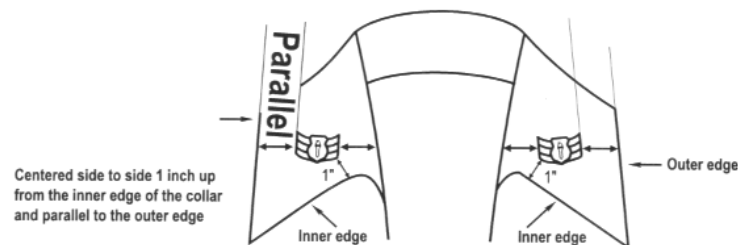
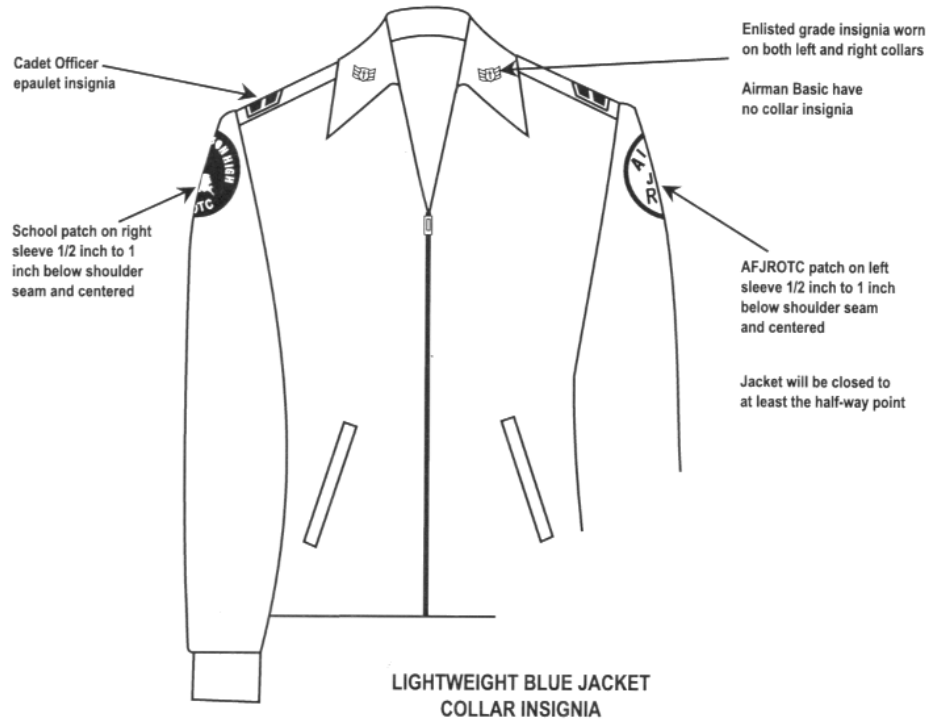


Airman Basic have no insignia of any kind on the collar

Refer to 1620 Service Dress Coat for badge placement with the following additions:  
 Name tag is authorized (on wearer's right side) and will be centered between lapel and arm seam  
 1 to 3 inches higher than top button  
 Other badges over wearer's right side will be centered 1/2 inch over name tag

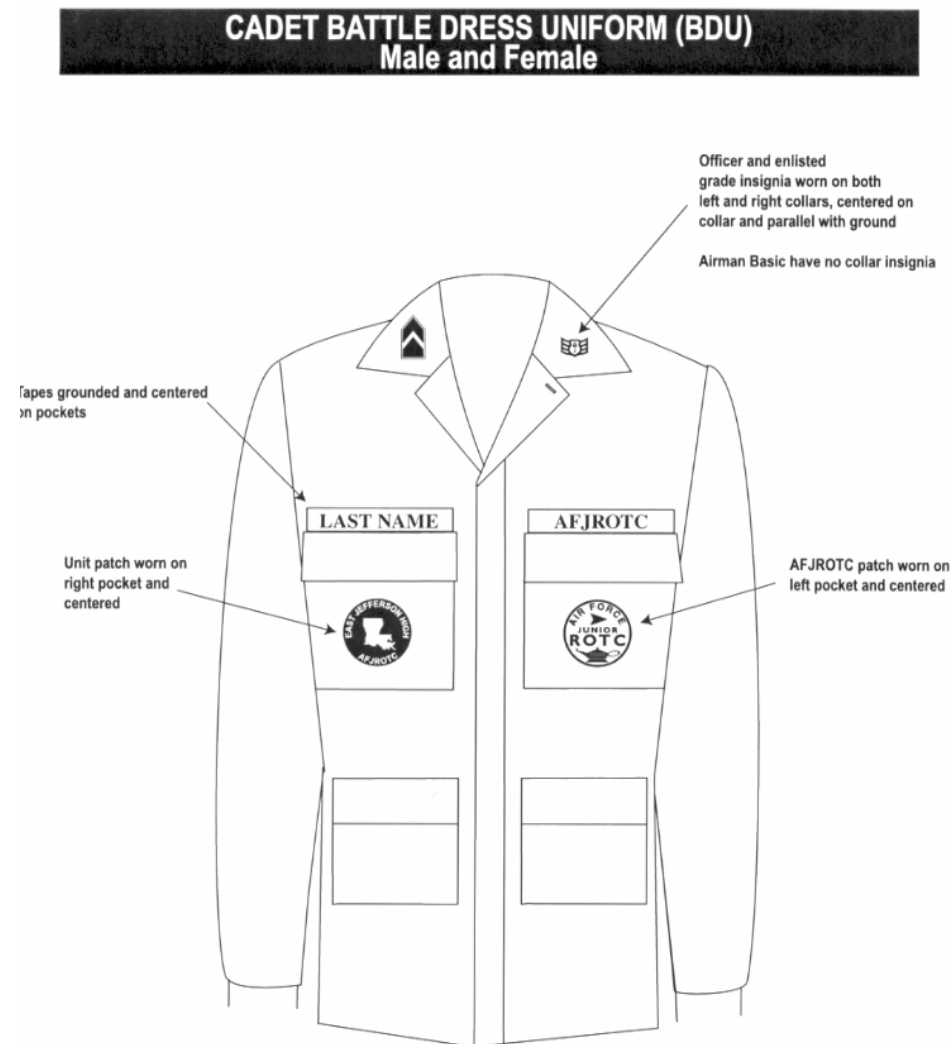
Figure 5.6. Cadet Light Weight Blue Jacket

## CADET LIGHTWEIGHT BLUE JACKET





**Figure 5.7. Cadet Battle Dress Uniform (BDU).**



**Figure 5.8. Uniform Inspection Checklist.**

	H a i r	H a t / C a p	S h a v e	J e w e l r y	U n d e r s h i r t	S h i r t	N a m e t a g	I n s i g n i a / P a t c h e s	T i e / T a b	B e l t	R i b b o n s	B u t t o n s	J a c k e t	P a n t s	S o c k s	S h o e s	G i g l i n e	O t h e r	U n i f o r m  O v e r a l l	Total Points
14-Sep																				
21-Sep																				
28-Sep																				
5-Oct																				
12-Oct																				
19-Oct																				
26-Oct																				
2-Nov																				
9-Nov																				
16-Nov																				

**CODES**

M=missing    A=alignment    D=dirty    W=wrinkled    B=too bulky    L=too long    C=color    U=wrong U-shirt  
N=no uniform

**Points**

5 points per discrepancy for 1st grading period.

7 points per discrepancy for 2nd grading period.

10 points per discrepancy for 3rd grading period.

Add 5 points for each subsequent repeat discrepancy.

Cadet/Instructor conference for 3rd discrepancy.

Conference with parent for 4th discrepancy.

Failure to wear the uniform for inspection makes the cadet ineligible to participate in all extra-curricular activities until the next uniform day.

Failure to wear the uniform 4 times during a semester makes the cadet ineligible to re-enroll in AFJROTC.

**Cadet Initials:**

**Cadets will sign for each inspection grade**

## **Chapter 6**

### **DRILL AND CEREMONIES**

- 6.1. Drill and ceremonies are an important part of AFJROTC training. First year Aerospace Science cadets will learn basic drills and how to follow commands. We will spend a lot of time outside and in the gym developing your drill and ceremonies skills. The primary reference, which all cadets will become familiar with during leadership training, is the Drill and Ceremonies manual. Second, third, and fourth year cadets will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequences, commands, and basic drill fundamentals.
- 6.2. All second, third, and fourth year cadets must command a flight to perform in order the following commands in Figure 6.1. The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

**Figure 6.1.**  
**ASI Cadets Commands**

Each ASI cadet must be able to execute these command and will normally be evaluated in the first nine weeks. The cadets will perform the ASII and above drill sequence in the second nine weeks, but will not call the commands

.  
**Fall In**  
**Parade, Rest**  
**Attention**  
**Present, Arms**  
**Order, Arms**  
**Left, Face**  
**Right, Face**  
**About face**  
**Forward, March**  
**Flight, Halt**  
**Open Ranks, march**  
**Close Ranks, march**  
**Dress Right, Dress**  
**Ready Front**  
**Fall Out**  
  
.

**FIGURE 6.1.1**  
**FLIGHT DRILL SEQUENCE FOR HQ AFJROTC ASSESSMENT**

Note: The drill sequence is led and performed by second year cadets. Berea AFJROTC requires all 2<sup>nd</sup> year cadets and above to be able to call the sequence. Cadets will be evaluated both nine week periods.

- |                               |                               |
|-------------------------------|-------------------------------|
| <b>1. Fall in</b>             | <b>16. To the rear march</b>  |
| <b>2. Open ranks march</b>    | <b>17. To the rear march</b>  |
| <b>3. Ready front</b>         | <b>18. Column right march</b> |
| <b>4. Close rank march</b>    | <b>19. Forward march</b>      |
| <b>5. Present arms</b>        | <b>20. Eyes right</b>         |
| <b>6. Order arms</b>          | <b>21. Ready Front</b>        |
| <b>7. Parade rest</b>         | <b>22. Column right march</b> |
| <b>8. Attention</b>           | <b>23. Forward march</b>      |
| <b>9. Left face</b>           | <b>24. Change step march</b>  |
| <b>10. About face</b>         | <b>25. Column right march</b> |
| <b>11. Forward march</b>      | <b>26. Forward march</b>      |
| <b>12. Right flank march</b>  | <b>27. Flight halt</b>        |
| <b>13. Left flank march</b>   | <b>28. Left face</b>          |
| <b>14. Column right march</b> | <b>29. Right step march</b>   |
| <b>15. Forward march</b>      | <b>30. Flight halt</b>        |

**This drill sequence must be committed to memory for graded evaluation**

## Chapter 7

### AFJROTC SC-20022 CLUBS AND EXTRACURRICULAR ACTIVITIES

- 7.1 There are several voluntary cadet extracurricular activities, which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, are ways to create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It also is a positive, visible way to publicize to the community the values at work that we teach to our cadets. The SASI and/or ASI will monitor all activities and will serve as advisors. Additionally, active duty military and sponsors will help monitor and teach these activities. The following description of activities is not all-inclusive and will change depending on what activities the SC-20022 cadets want to have and support.
- 7.2. Kitty Hawk Air Society. This AFJROTC Honorary Society promotes academic excellence, service, and patriotism. An invitation to join will be extended only to cadets who have a "B" average in their AFJROTC courses and an overall "B" school average (3.2 GPA) with no failing grades. Cadets will complete a pledge program to become a member. A distinctive badge will be awarded upon indoctrination into this elite SC-20022 society. Cadets must have one semester in high school completed before being considered for membership.
- 7.3. Commander's Honor Guard/Sabre Team, Color Guard, Drill/Rifle Team.
- 7.3.1. Commander's Honor Guard/Sabre Team. The SASI and ASI will closely monitor the corps commander's honor guard/Sabre Team. The Cadet Deputy Group Commander or a designated cadet officer will normally command this high selective group that will perform at special military and civilian events. Individuals selected for this elite group must exhibit the highest behavior and personal appearance standards and must possess a thorough knowledge of drill and ceremonies. Specific criteria for Sabre Team is at Figure 7.1.
- 7.3.2. Color Guard. This elite cadet corps presents and posts the US, North Carolina, and school colors at school, Corps, and community functions. This co-curricular activity provides an opportunity for cadets to learn to respect and properly present national and state flags. Color Guard Commander will be a senior cadet selected by the group who has normally been on the team in the past and serves on the cadet staff as a senior commander. Color Guard Commander will write an operating instruction describing color guard operation and membership to include practice times and distinctive uniform items, which will be approved by the group. Specific criteria for Sabre Team is at Figure 7.2
- 7.3.3. Drill/Rifle Team. Cadets who enjoy drill, "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in local and area-wide drill competitions and demonstrations. Drill practice will normally be three times a week immediately after school. Specific criteria for Sabre Team is at Figure 7.3

Participation, like for the Color Guard, requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting close-order teamwork, practicing standardized movements, developing "free-style" movements, and taking care of their uniform. During competitions, not only is drill precision evaluated, but the uniform and personal appearance are graded as part of the competition. Drill Team Commander will be a cadet selected by the group who normally has participated on the team in the past and serves on the cadet senior staff as a senior commander. Drill Team Commander will write a drill team operating instruction that includes practice times and distinctive uniform items, which will be approved by the group.

- 7.3.31 Rifle Team. If there is interest, a rifle team will be established for cadets who want to refine their rifle handling skills and knowledge of manual of arms. The Rifle Team leader will be appointed by the drill team commander to

lead and train the team. The Rifle Team Leader will write a drill team operating instruction that includes practice times and distinctive uniform items, which will be approved by the group.

- 7.3.4. These teams are constantly in the "public's eye" and thus will consist of cadets who are hard working and have the time and desire to commit themselves to these activities. Since participation is time consuming and will include trips away from school for competitions and performances, we want to ensure that a cadet's academics do not suffer. Continued uniform or personal appearance violations and school suspensions are unacceptable. Failure to meet these standards will result in probation for the next grading period until the minimum standards are achieved. Failure to reach these standards after the probationary period expires will result in removal from the team for at least two grading periods.
- 7.3.5. Color Guard and Drill Team Competitions. Color Guard and Drill Team members will compete to participate in these annual competitions to represent the Corps and Berea High School.
- 7.4. Rocket Club. Members of this activity will learn how to build and launch model rockets. Cadets who meet the AFJROTC qualifications are also eligible for a rocketry badge, which is worn with the uniform.
- 7.5. Static Model Club. Cadets who enjoy building model airplanes or other aerospace vehicles should consider this activity. The cadet model club will become affiliated with the community's International Modelers Association.
- 7.6. Field Trips. This is an important part of the AFJROTC curriculum. We have the privilege of visiting several military installations with very active and diverse missions. In the past, we visited flying operations, base support facilities, and security facilities. Visits will occur throughout the year. **The group will choose cadets who are students in good standing, are passing AFJROTC, have not had a history of uniform or personal appearance violations, and are released by their parents to attend the field trip. A cadet who receives more than one tardy referral, a discipline referral resulting in ISS/OSS, or fails to wear his uniform one or more times in a grading period must sit out one field trip. He/she may be eligible for future field trips if they improve their behavior after the referral or uniform wear. A student who receives an OSS is not eligible for any field trips for the semester. The SASI/ASI will check cadet records for referrals and lack of uniform wear (1 or more) before each field trip to determine eligible cadets.** The SASI will publish a field memorandum to show, who has been selected for the trip, dress requirements, and other instructions which must be complied with to participate on the trip. Trips must be sanctioned by the school and cadets must have their teachers and parents/guardian's permission to participate. Trips will occur on school days and sometimes on weekends and evenings.
- 7.7. Military Ball: The military ball is a winter evening of formal dining, crowning of king/queen/prince/princesses, and a dance. To participate, the Berea High principal requires that a student not have more than one ISS or an OSS for the year. The military ball is ran jointly with four other school so students must be on their best behavior.
- 7.8. Fund Raising Projects. The Corps needs money to support many of its activities, field trips and community service projects. Various fund raising activities are done each school year to raise money. The extent that cadets and their sponsors support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance corps operations and cadet esprit de corps. Cadet Finance Flight Chief will serve as fund raising coordinator and work directly with the SASI and ASI to deposit and plan the spending of funds.
- 7.9. Awareness Presentation Team. This worthwhile voluntary activity consists of cadets that like to and feel comfortable talking to elementary and middle school students about selected topics which could include drug education and staying in school. Our involvement brings our Corps favorable publicity and is a valuable social service to the community. Cadets can earn an APT badge to wear on the uniform if they participate in three events.

7.10.Dining In/Out. This is a formal Air Force traditional activity. Cadets will plan the entire function and will serve in traditional positions that direct the evening's festivities. This formal meal followed by traditional activities is a fun filled activity for all participants.

7.11.Cadet Corps Commander Staff Meeting. Cadet Corps Commander will schedule, publicize, and conduct a weekly staff meeting. Meetings are open to any cadet. Meeting provides face-to-face communications between the Commander and staff. They plan and implement cadet activities in a meeting that is a leadership lab to develop communications, management, and leadership skills. Minutes will be accomplished, published, and posted within three days after each meeting. An agenda should also be published and posted one day prior to the meeting. The AFJROTC Cadet Operations Center will be set up to ensure that an orderly meeting is conducted.

A general charter will be established and to document and define goals and areas where the group can best optimize their support to the cadets. Areas such as mentorships, career enhancement opportunities, education, fund-raisers, and chaperones for cadet activities are just a few possible areas of support.

\*\*\*\*\*

GET INVOLVED - THE MORE YOU DO, THE MORE THAT HAPPENS WHICH MAKES AFJROTC ENROLLMENT NOT ONLY A VALUABLE LEARNING EXPERIENCE BUT A FUN ACTIVITY!

\*\*\*\*\*



Figure 7.1

**Saber Team Membership Criteria**

1. The 22<sup>th</sup> Cadet Group Commander will nominate cadet color guard and drill team members for the Saber Team based on the following criteria:
  - a. Sophomore or higher
  - b. No referrals in current school year for behavior problems
  - c. Maturity shown during practices
  - d. Level Two or higher
  - e. Earned Color Guard/Drill Team ribbon
2. Selected cadets will sign statements that they have read and will obey the saber handling.
3. Selected cadets will be interviewed by the SASI or ASI who will approve their handling of a saber.
4. A cadet that receives a discipline referral after being approved will immediately report the referral to the SASI/ASI and resign from the saber team.
5. Members must present report cards to the commander after each grading period. Any student failing a class will be temporarily removed from the team until he/she can show a progress report/note from a teacher that they are now passing the class for the semester.
6. Saber team ribbons may be awarded after one performance and will be issued at the semester award ceremony at the discretion of the SASI.

Figure 7.2  
**Color Guard Membership Criteria**

1. The 22<sup>th</sup> Color Guard Commander will allow cadets to become part of the color guard based on the following criteria:
  - a. Level I or higher.
  - b. **Maturity shown during practices (lack of maturity is grounds for dismissal)**
  - c. A cadet that receives a discipline referral after being approved will immediately report the referral to the SASI/ASI. Two or less referrals in school for behavior problems. A third referral will result in removal from the team for the semester.
  - d. Color Guard members must present report cards to the commander after each grading period. Any student failing a class will be temporarily removed from the team until he/she can show a progress report/note from a teacher that they are now passing the class for the semester.
  - e. Cadets will be picked up or catch a ride home when practice is over.
3. Color Guard ribbons may be awarded after three or more performances and will be issued at the semester award ceremony at the discretion of the SASI.
4. The “Color Guard/Drill Team Above and Beyond” trophy will be awarded to those members who do color guard activities all year to include when they are not active in AFJROTC for the semester.

Figure 7.3  
**Drill Team Membership Criteria**

1. The 22<sup>th</sup> Drill Team Commander will allow cadets to become part of the Drill Team based on the following criteria:
  - a. Level I or higher
  - b. A cadet that receives a discipline referral after being approved will immediately report the referral to the SASI/ASI. Two or less referrals in school for behavior problems. A third referral will result in removal from the team for the semester.
  - c. **Maturity shown during practices (lack of maturity is grounds for dismissal)**
  - d. Drill Team members must present report cards to the commander after each grading period. Any student failing a class will be temporarily removed from the team until he/she can show a progress report/note from a teacher that they are now passing the class for the semester.
  - e. Cadets will be picked up or catch a ride home when practice is over.
2. Color Guard ribbons may be awarded after two or more performances or competitions and will be issued at the semester award ceremony at the discretion of the SASI.
4. The “Color Guard/Drill Team Above and Beyond” trophy will be awarded to those members who do color guard activities all year to include when they are not active in AFJROTC for the semester.

## **Chapter 8**

### **FITNESS/TEAM SPORTS PROGRAM**

- 8.1. Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. For cadets enrolling in a college ROTC program, service academy, or for those enlisting in a military service, they will have to attain and maintain minimum weight and physical fitness standards. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in all of your activities. For your information, see Figure 8-1, Air Force Weight Standards that active duty air force personnel must meet.
- 8.2. The SC-20022 instructors publish as Extreme Excellence challenge (E2C) Wellness Program Guide for cadets, which is approved by the athletic director.

**Figure 8.1. Air Force Weight Standards (Male)**

<b>Height</b>	<b>Minimum Allowable Weight</b>	<b>Maximum Allowable Weight (MAW)</b>	<b>+ 1/4"</b>	<b>+ 1/2"</b>	<b>+ 3/4"</b>
<b>60</b>	<b>100</b>	<b>153</b>	<b>153 1/2</b>	<b>154</b>	<b>154 1/2</b>
<b>61</b>	<b>102</b>	<b>155</b>	<b>155 3/4</b>	<b>156 1/2</b>	<b>157 1/4</b>
<b>62</b>	<b>103</b>	<b>158</b>	<b>158 1/2</b>	<b>159</b>	<b>159</b>
<b>63</b>	<b>104</b>	<b>160</b>	<b>161</b>	<b>162</b>	<b>163</b>
<b>64</b>	<b>105</b>	<b>164</b>	<b>165 1/4</b>	<b>166 1/2</b>	<b>167 3/4</b>
<b>65</b>	<b>106</b>	<b>169</b>	<b>170 1/4</b>	<b>171 1/2</b>	<b>172 3/4</b>
<b>66</b>	<b>107</b>	<b>174</b>	<b>175 1/4</b>	<b>176 1/2</b>	<b>177 3/4</b>
<b>67</b>	<b>111</b>	<b>179</b>	<b>180 1/4</b>	<b>181 1/2</b>	<b>182 3/4</b>
<b>68</b>	<b>115</b>	<b>184</b>	<b>185 1/4</b>	<b>186 1/2</b>	<b>187 3/4</b>
<b>69</b>	<b>119</b>	<b>189</b>	<b>190 1/4</b>	<b>191 1/2</b>	<b>192 3/4</b>
<b>70</b>	<b>123</b>	<b>194</b>	<b>195 1/4</b>	<b>196 1/2</b>	<b>197 3/4</b>
<b>71</b>	<b>127</b>	<b>199</b>	<b>200 1/2</b>	<b>202</b>	<b>203 1/2</b>
<b>72</b>	<b>131</b>	<b>205</b>	<b>206 1/2</b>	<b>208</b>	<b>209 1/2</b>
<b>73</b>	<b>135</b>	<b>211</b>	<b>212 3/4</b>	<b>214 1/2</b>	<b>216 1/4</b>
<b>74</b>	<b>139</b>	<b>218</b>	<b>219 1/2</b>	<b>221</b>	<b>222 1/2</b>
<b>75</b>	<b>143</b>	<b>224</b>	<b>225 1/2</b>	<b>227</b>	<b>228 1/2</b>
<b>76</b>	<b>147</b>	<b>230</b>	<b>231 1/2</b>	<b>233</b>	<b>234 1/2</b>
<b>77</b>	<b>151</b>	<b>236</b>	<b>237 1/2</b>	<b>239</b>	<b>240 1/2</b>
<b>78</b>	<b>153</b>	<b>242</b>	<b>243 1/2</b>	<b>245</b>	<b>246 1/2</b>
<b>79</b>	<b>157</b>	<b>248</b>	<b>249 1/2</b>	<b>251</b>	<b>252 1/2</b>
<b>80</b>	<b>161</b>	<b>254</b>	<b>255 1/2</b>	<b>257</b>	<b>258 1/2</b>

**For every inch under 60", subtract 2 pounds from the MAW. For every inch over 80", add 6 pounds to the MAW.**

**Figure 8.1. Air Force Weight Standards (Female)**

Height	Minimum Allowable Weight	Maximum Allowable Weight (MAW)	+ 1/4"	+ 1/2"	+ 3/4"
60	92	136	136 1/2	137	137 1/2
61	95	138	138 3/4	139 1/2	140 1/4
62	97	141	141 1/4	141 1/2	141 3/4
63	100	142	143	144	145
64	103	146	147	148	149
65	106	150	151 1/4	152 1/2	153 3/4
66	108	155	156	157	158
67	111	159	160 1/4	161 1/2	162 3/4
68	114	164	165	166	167
69	117	168	169 1/4	170 1/2	171 3/4
70	119	173	174	175	176
71	122	177	178 1/4	179 1/2	180 3/4
72	125	182	183 1/2	185	186 1/2
73	128	188	189 1/2	191	192 1/2
74	130	194	195 1/4	196 1/2	197
75	133	199	200 1/2	202	203 1/2
76	136	205	206 1/4	207 1/2	208 3/4
77	139	210	211 1/4	212 1/2	213 3/4
78	141	215	216 1/2	218	219 1/2
79	144	221	222 1/4	223 1/2	224 3/4
80	147	226	227 1/2	229	230 1/2

For every inch under 60", subtract 2 pounds from the MAW. For every inch over 80", add 6 pounds to the MAW.

## **Chapter 9**

### **TRAINING**

- 9.1. General. We will offer numerous training opportunities for cadets beyond what is taught in the classroom and in leadership laboratories. We feel that, although participation is voluntary, cadets who participate will reap many personal and leadership development benefits.
- 9.2. Shadow Program (when activated). The shadow program is a program to orient middle school students on AFJROTC activities. Students will stay after school on Wednesday. AFJROTC cadets will play sports and teach drill to the middle school students. If feasible, students may go on an AFJROTC field trip. The Deputy Group Commander will develop a training schedule, assign training responsibilities, and accomplish an after action report and continuity folder. This program is an excellent training opportunity for the cadets who will plan and conduct the training. It also gives a "head start" to cadets who are new to the program as they learn course objectives, instructor expectations, uniform and personal appearance standards, and basic drill. This will help alleviate some of the uncertainty and misconceptions about AFJROTC.
- 9.3 A Group Daily slide update is extremely important for keeping students advised on SC-20022 AFJROTC activities. A example of Daily Group Brief to be presented during each classroom session is attached is a separate power point document. It can be tailored daily for what is going on in the cadet group.

This handbook establishes AFJROTC SC-20022 Aerospace Science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps organization, operation, and extracurricular activities. This handbook supplements leadership texts and Air Force and AFJROTC directives. All cadets will comply with its standards to satisfactorily meet AFJROTC course objectives. The Cadet Corps Commander will review this handbook at least annually and recommend changes to the SASI.

APPROVED FOR DISTRIBUTION: \_\_\_\_\_  
22nd Cadet Group Commander Date

CONCUR WITH DISTRIBUTION: \_\_\_\_\_  
JAMES W. DOWIS, Colonel, USAF-Ret Date  
SC-20022 Senior Aerospace Science Instructor

Attachment  
Group Daily Brief Example

9.3.



# **22<sup>nd</sup> CADET GROUP HANDBOOK**

**22<sup>nd</sup> CADET GROUP HANDBOOK**

